



Shire of Roebourne

Operational Plan 2012 – 2013



A Road Towards Our Future

This is our first Operational Plan under the new Integrated Strategic Planning Framework introduced by the State Government. This plan is a slice and dice of our five years focused Corporate Business Plan 2012–2016 and outlines all the projects and services that the Shire of Roebourne will be delivering during the financial year 2012-2013.

If you've got queries or would like to submit feedback or comments on the Plan, Please send these through to the Chief Executive Officer, Shire of Roebourne, via

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Contents

SECTION ONE:	4	What is an Operational Plan.....	15	Community Services.....	49
Message from the Chief Executive Officer	4	Our Integrated Strategic Planning Approach.....	16	Community Facilities	56
Our Vision	5	Reporting.....	17	Information and Communication	
Our Mission	5	How we measure our progress.....	19	Technology (ICT) Services	59
Our Community Values.....	5	How To Read The Plan.....	20	Regulatory Services	62
How Our Values Were Developed.....	5	The Layout.....	21	Environmental Health	64
		Executive Services	21	Community Safety and Crime Prevention	65
SECTION TWO	6	Human Resources.....	22	Building Services.....	67
Our Shire	6	Corporate Compliance.....	25	Ranger Services.....	69
Governance.....	8	Building Maintenance	27	Works and Services.....	71
The Councillors.....	9	Customer Services	29	Plant and Depot Services	73
The Council	9	Records Management	30	Planning Services (Strategic Planning and Statutory Planning).....	75
Chief Executive Officer	9	Asset Management.....	32		
Executive Management Team	10	Communications and Public Affairs.....	34	PART TWO	78
Council Meetings.....	10	Strategic Projects and Business Directorate	36	2012/13	78
Further Information.....	10	Strategic Projects	37	Annual Budget.....	78
Our Services for the Community	12	Strategic Projects - Economic Development	39	Shire Of Roebourne	
		Airport Services	41	Notes To And Forming Part Of The Budget For The Year Ended 30th June 2013.....	85
SECTION THREE	15	Waste Services.....	43		
Integrated Strategic Planning	15	Community and Corporate Services Directorate	45		
Integrated Strategic Planning Framework		Financial Services	46		
Key Elements	15				



SECTION ONE: Message from the Chief Executive Officer

The Operational Plan 2012/13 sets out the key deliverables we will be looking to achieve, as an organisation, in the coming 12 months.

In 2011/12, our primary focus was on delivering a number of strategic community well-being projects and in 2012/13 we will look to build on that success as well as completing our biggest ever project, the Karratha Leisure Complex and critical hydraulic and power upgrades at Karratha Airport.

From this extremely busy construction phase, we will then move into a new but equally challenging phase of consolidation during which we will manage the costs associated with the operation of these new projects, resource sector development and population growth.

These projects have certainly kick-started Karratha's transformation from mining town to major Australian city but our focus is not just on Karratha. We are committed to supporting all towns in our Shire in a financially sustainable manner.

The Operational Plan 2012/13 is one of three core planning documents recently developed.

This set of documents also includes the Strategic Community Plan (SCP) 2012-22 and Corporate Business Plan (CBP) 2012-16.

The Strategic Community Plan is our high-level, 10-year plan, which has been developed following an extensive community consultation process. It is an agreement between the Shire and the community as to the level of service it will provide and the projects it will deliver in the coming years. Based on Strategic Community Plan, we have also now finalised our Corporate Business Plan (CBP) 2012-16, which is a five-year plan that sets out the specific projects we intend to deliver from 2012 until 2016. Towards the end of this five-year period, a new CBP will be drafted to cover off on the remaining five years.

Finally, we have the Operational Plan 2012/13.

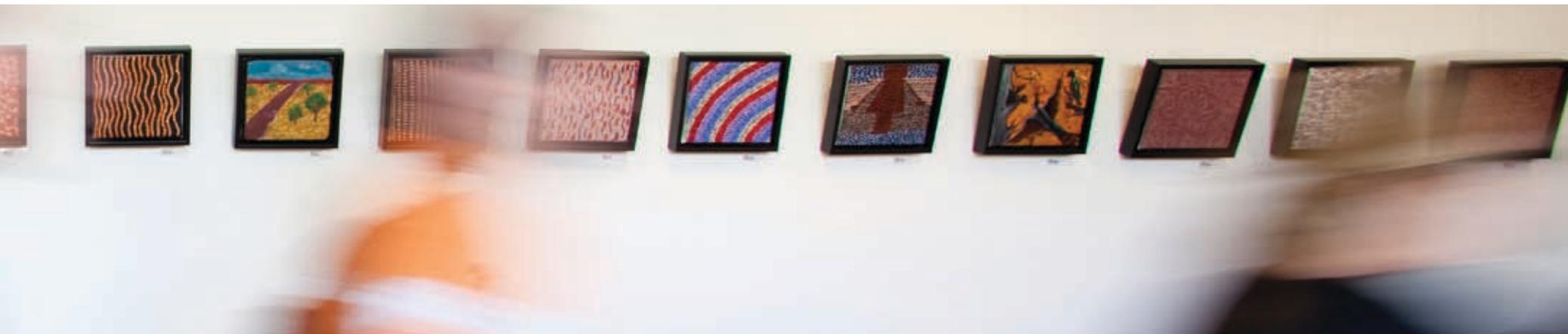
The Operational Plan is needed to encapsulate what we plan to achieve during each individual year covered by the Corporate Business Plan.

By clearly setting out our priorities for 2012/13 in the Operational Plan, we will be in a much better position to reflect upon our achievements in 12 months' time and plan accordingly to achieve those targets we may have missed.

The priorities of the Operational Plan are clearly reflected in the Budget 2012/13, which sets out how we plan to fund these priorities.

With a Corporate Business Plan and a Strategic Community Plan in place we will also be better placed to measure our progress against those high-level organisational priorities in these two plans.

Chief Executive Officer
Shire of Roebourne



Our Vision

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

Our Mission

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

Our Community Values

Leadership: We will provide clear direction and inspire people to achieve their full potential.

Teamwork: We will encourage co-operation and teamwork within and between our employees and our community stakeholder.

Integrity: To act in an honest, professional, accountable and transparent manner.

Innovation: We will encourage creativity, innovation and initiative to achieve Council's vision.

How Our Values Were Developed

A number of workshops and sessions were conducted across the organisation with the objective of taking a long, hard look at where we want to be as an organisation. As a group all staff worked on areas of improvement and developed these values. Staff Surveys were also conducted and 162 staff members participated in the survey. In addition to the survey a full day 'curiosity session' based on the Staff Survey was also conducted as part of taking onboard the values identified by the staff.



SECTION TWO

Our Shire

The Shire of Roebourne is approximately 15,882 km² in area surrounded by the Shires of Port Hedland to the north and Ashburton to the east and south.



Karratha

Karratha is the largest town in the Shire of Roebourne comprising the suburbs of Bularra, Pegs Creek, Millars Well, Nickol, Nickol West, Baynton, Baynton West and Tambrey. It is the main service centre in the West Pilbara. It has a current population of close to 17,000 and has an aspirational target of 50,000 via the Karratha City of the North Plan. It has a range of services and facilities including a regional hospital, airport, major shopping centre, sports facilities, TAFE/ high school campus, aquatic centre and key government agencies. The Karratha Industrial Estate (KIE), immediately south of the main township has about 640ha of zoned industrial land, of which a third is undeveloped. Civil works have commenced on a new industrial area, Gap Ridge Industrial Estate comprising 114 lots which is being project managed by LandCorp.



Dampier

Dampier is 21 kilometres North West of Karratha with a population of around 1,400 people. It is surrounded by major industry activities with some 11,000ha of industrial land, the Woodside operated North West Shelf Venture gas refinement plant and Australia's second highest volume port. Dampier is home to the King Bay Supply Base which provides important support to the offshore oil and gas industry. It is also an access point for many of the Shire's natural and cultural attractions including the Dampier Archipelago, Montebello Islands and the Burrup Rock Art. There is a hotel/motel, some limited shopping, restaurants and recreation facilities. Long term visioning has identified the potential to establish a marina and waterfront commercial strip.



Roebourne

In 1866 Roebourne was founded on the banks of the Harding River as an administrative and service centre for the emerging pastoral industry. While it has not grown as fast as other towns in the Shire, it has a strong heritage flavour with a range of tourism attractions and community amenities. With a current population of 1400, predominantly indigenous, it is one of the smaller towns within the Pilbara, but with revitalisation plans being developed and the growth of nature and cultural tourism it has significant potential.



Wickham

Wickham is 13km north of Roebourne. It was established in the 1970s to house workers in the expanding iron ore industry and nearby port Cape Lambert. There are currently 1,900 people residing in the township and they are serviced by a sports field, medical facilities and a medium sized retail centre. Most buildings and facilities are owned by Rio Tinto who have recently entered into discussions with state government agencies and the Shire about future growth plans. Recent expansion plans for production out of Cape Lambert all go well for improvements to accommodation and recreational facilities within the Town.



Point Samson

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



Cossack

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

Governance



Cnr. Michael Saylor absent

Shire President

(center right)

Cr Fiona White-Hartig

Point Samson Ward

Cossack Ward

Wickham Ward

shire.president@roebourne.wa.gov.au

Deputy Shire president

(center left)

Cr Peter Long

Karratha Ward

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Councillors

Karratha Ward

Cr Nicole Lockwood

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Cr Janine Miller

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Cr Margaret Bertling

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Cr Evette Smeathers

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Cr Jo Pritchard

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Dampier Ward

Cr John Lally

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Cr Sharon Vertigan

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Wickham / Point Samson / Cossack Ward

Cr Michael Saylor

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Roebourne / Pastoral Ward

Cr Garry Bailey

cr.bailey@roebourne.wa.gov.au



The Councillors, the Chief Executive Officer (CEO), the Executive Management Team (EMT) and the staff through a combined effort are responsible for successfully leading and managing the Shire of Roebourne. The organisation feels accountable to its community and publishes the performance reports either quarterly or annually through an annual report for review by its community.

The Councillors

The Shire of Roebourne residents and ratepayers are represented by the eleven-member Shire of Roebourne Council. The distribution is based on a balanced elector representation formula. Elections are conducted every two years in the month of October. Half the number of councillors for each ward is up for election each term. A full term for a council member is four years. Details about the councillors and how they can be approached is given on the next page.

The Council

The Shire President and the ten Councillors drive the strategic direction of the Shire and ensure the needs of its residents are met. They plan the way forward and are accountable for delivering what the community has identified as necessary for its economic, social, environmental and cultural well being. The figurehead of the Council is a Shire President elected from within the Council who provides leadership and guidance to the community.

Chief Executive Officer

Chief Executive Officer is employed by the Council to carry out the functions of the local government. The CEO employs an administrative support team to deliver the services and carry out the directions of the Council. The CEO has four (4) directorates to oversee the functions of the local government and these are managed by an executive team. These directorates are identified as: Executive Services, Community and Corporate Services, Development, Regulatory and Infrastructure Services and Strategic Projects and Business



Executive Management Team

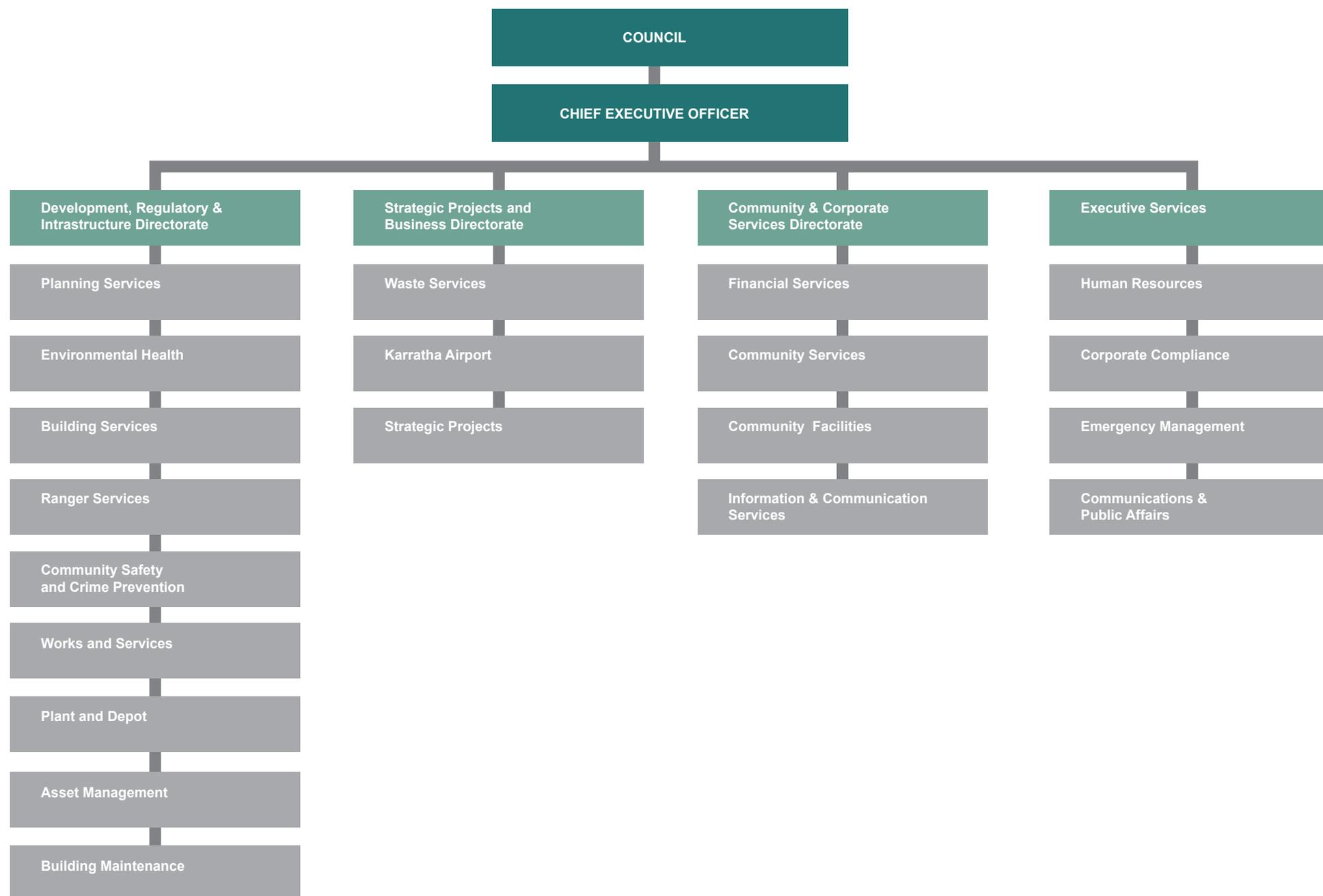
The Executive Management Team comprises the Chief Executive Officer responsible for Directorate Executive Services and the three Directors namely Director Community and Corporate Services, Director Strategic Projects and Business and Director Development Regulatory and Infrastructure.

Council Meetings

Ordinary meetings of the council are held primarily at the Council Chambers in Karratha and as well as other areas of the Shire including Wickham, Point Samson, Roebourne and Dampier. These meetings are held every third Monday of the month commencing at 6.30pm. Members of the public can attend the council meetings and can ask questions on specific issues of concern.

Further Information

The Council Agendas and Minutes are published every month and are available on the Council's website for public view at www.roebourne.wa.gov.au.



Our Services for the Community

The Shire offers a number of core services necessary to provide support and infrastructure to our communities. A summary of these services provided by each directorate is given below: Over 240 (FTE) staff are employed by the Shire of Roebourne in varying capacities to deliver services across the Shire. Resources through the provision of materials, plant and equipment, land and buildings are provided to enable the functions of the local government to be carried out.

DIRECTORATE	SERVICE UNITS
Executive Services	Corporate Compliance is the internal audit and governance arm of Council. This ensures integrity of Council's decision making process and legal responsibilities whilst also ensuring that sound and best practice structures are in place to meet community obligations and goals.
	Customer Services is the initial point of contact for the Shire of Roebourne. Community members, ratepayers and others contact the Shire in a number of ways including over the counter, telephone, email, and the call centre after hours service. Customer Services have extensive interaction with members of the community and as such they are the conduit between the community and different parts of the organisation. This includes the provision of product and service information provided by the Shire.
	Records Management governs the practice of records managers and any Shire employee who creates or uses records in the course of Council business. The Shire must meet its ongoing statutory obligations with regards to recordkeeping in accordance with the State Records Act 2000.
	Human Resources provides a support and advisory service for the organisation's employees. It provides a strategic and integrated approach to the management of employees, who individually and collectively contribute to the success of Council's goals and objectives.
Community & Corporate Services	Public Affairs create a strong organisational voice to ensure our community is involved, informed and aware. Through the use of a coordinated program of communication activities, the Shire communicates about its vision for the region, its strategic objectives, and how it is utilising its resources for the benefit of the community.
	Community Facilities provides quality infrastructure to ensure that residents have the opportunity to access experiences which improve their quality of life.
	Community Services builds capacity, capability and partnerships across the community whilst simultaneously enabling cost efficient, relevant and responsive services to be provided to the community.

DIRECTORATE	SERVICE UNITS
Community & Corporate Services (cont.)	Financial Services delivers financial support and information to internal and external customers for the purpose of making informed business and financial decisions. In addition Financial Services monitors internal cash flow requirements as well as ensuring compliance with Council's monetary policies and procedures.
	Information and Communications Technology (ICT) Services involves the management of all people, processes, and technology that cooperate to ensure the quality of all ICT services, according to the levels of service agreed with the customer (business). It is based on functions such as systems management, network management, application development and on process domains such as change management, service level management and problem management.
Development, Regulatory and Infrastructure Services	Planning Services The planning services section deals with the Strategic Planning and Statutory Planning activities. Strategic planning services is responsible for directing the spatial and location land use and development of the land resource in a way that enables people and communities, now and in the future, to provide for their social, economic and cultural well being and safety. The Statutory Planning Services administers the regulatory town planning functions that Council is responsible for pursuant to relevant State legislation. This function is achieved primarily through the assessment of various applications for development approval including planning applications, Residential Design Codes of Western Australia variations, subdivision and strata title referrals, built strata applications, responding to customer enquire, development plan assessment, undertaking compliance and enforcement action for illegal development and advising and making recommendations to Council on statutory planning matters. Additionally planning services is also responsible for providing Council members, staff and the general public with specific advice on all matters related to Community Compliance.
	Environmental Health Environmental Health Services administers laws which promote the health and wellbeing of both our residents and visitors to the Shire.

DIRECTORATE	SERVICE UNITS
Development, Regulatory and Infrastructure Services (cont.)	Building Services Building Services administers laws, codes and standards that ensure minimum standards of construction are observed. Council is charged by statute to undertake this role. This function is achieved by, the checking and assessing of applications for permits; undertaking building inspections at various stages of construction; providing certification services as required. To achieve the goal of nationally consistent, minimum necessary standards of relevant safety (including structural safety and safety from fire) health, amenity and sustainability objectives efficiently
	Ranger Services Ranger Services ensure a consistent approach to the interpretation and management by enforcement of the Litter Act, Dog Act, Local Government Act, other State legislation and Local Laws in accordance with Council policy to ensure the protection of amenity for residents, workers and visitors to the Shire.
	Community Safety and Crime Prevention Council acknowledges that matters of law and order cannot be wholly the responsibility of WA Police and other State agencies, and that the community and Local Government can take a complementary and assisting role within defined constraints to help make the Shire of Roebourne a safer place for the community to live work and recreate.
	Works and Technical Services The primary role of Works and Technical Services is to construct and maintain all infrastructures to required standards enabling safe usage of roads, pedestrian access, boating facilities, parks, recreation facilities and all other infrastructure utilised by the community.
	Plant & Depot Services Having preventative maintenance programs for plant and sound inventory management processes ensures a cost effective delivery of goods/services and plant are readily available for the relevant departments utilisation in the maintenance of Council's facilities for the community to enjoy.
	Asset Management encompasses the various actions that the Shire undertakes to ensure that its infrastructure and assets are efficiently planned, delivered, managed, reviewed, renewed and disposed of in a cost effective, sustainable manner.
	The Building Maintenance program coordinates maintenance and refurbishment works and cleaning services to Council's extensive building asset portfolio. These assets predominantly comprise community and public facilities and staff housing located throughout the district.

DIRECTORATE	SERVICE UNITS
<p>Strategic Projects and Business</p>	<p>Airport Services is responsible for the ongoing safe and efficient operation of the Karratha Airport and the Roebourne Airstrip. This comprises facility maintenance and management, operating paid car parking system and provision of services including the Tien Tsin Inne, Council's licensed bar and café facility.</p>
	<p>Strategic Projects is responsible for project delivery and support to the organisation in project management. In addition to project delivery the program plays an important role in providing support services with respect to contract administration, project planning, with Strategic Projects also administering the organisation's project initiation and implementation guidelines and strategic project funding.</p>
	<p>Waste Services provides services including the collection of residential and commercial refuse, waste disposal, operation of waste facilities within the Shire of Roebourne, recycling, and litter control.</p>



SECTION THREE

Integrated Strategic Planning

All local governments in Western Australia are required to plan for the future under Section 5.56(1) of the Local Government Act 1995. The regulations that govern the integrated strategic planning framework now require all local governments in Western Australia to develop and adopt two key documents by 30 June 2013, a Strategic Community Plan, driven by a robust Community Engagement Strategy, and a Corporate Business Plan. The Department of Local Government has also provided an Integrated Planning and Reporting Framework to assist local governments in meeting their strategic planning responsibilities, which includes establishment of a successful integrated strategic planning process. The Strategic Planning Framework outlines the method to achieve a sustainable local government through adopting a holistic approach to planning and reporting. It involves improving integration of various statutory planning and reporting processes undertaken by the local government through streamlining business and reporting processes with the involvement of the community.

Integrated Strategic Planning Framework Key Elements

The Integrated Strategic Planning Framework consists of the following elements:

1. Strategic Community Plan - 10 years plan
2. Corporate Business Plan – 4 to 5 years plan, reviewed annually through an Operational Plan
3. Annual Budget also termed as Operational Plan - 1 year plan, reviewed annually
4. Informing Strategies – including Financial Management, Asset Management and Workforce Planning
5. Annual Report published each year to report to the Community the overall progress of the Community Strategic Plan and the Operational Plan

What is an Operational Plan

According to the Department of Local Government Western Australia, the Operations planning involve:

- Planning the delivery of services, projects, infrastructure and other local government informing strategies to achieve the priorities set by Council; and
- Establishing ongoing, rolling financial plans for the delivery of services, projects, infrastructure and other local government informing strategies.

What does it do?

It details the operations and activities of the local government, who:

- Confirms its ability to achieve priorities by identifying and costing services, projects and informing strategies, including those that will:
 - be delivered as part of current Corporate Business Plan priorities, and
 - inform long term financial projections.
- Details the financial capacity of the local government to deliver services and provide and maintain assets in the longer term.
- Establishes long term financial projections based on Strategic Community Plan aspirations and other local government informing strategies.
- Sets performance measures and processes for evaluating projects, services and the delivery of Corporate Business Plan priorities.

Our Integrated Strategic Planning Approach

Background

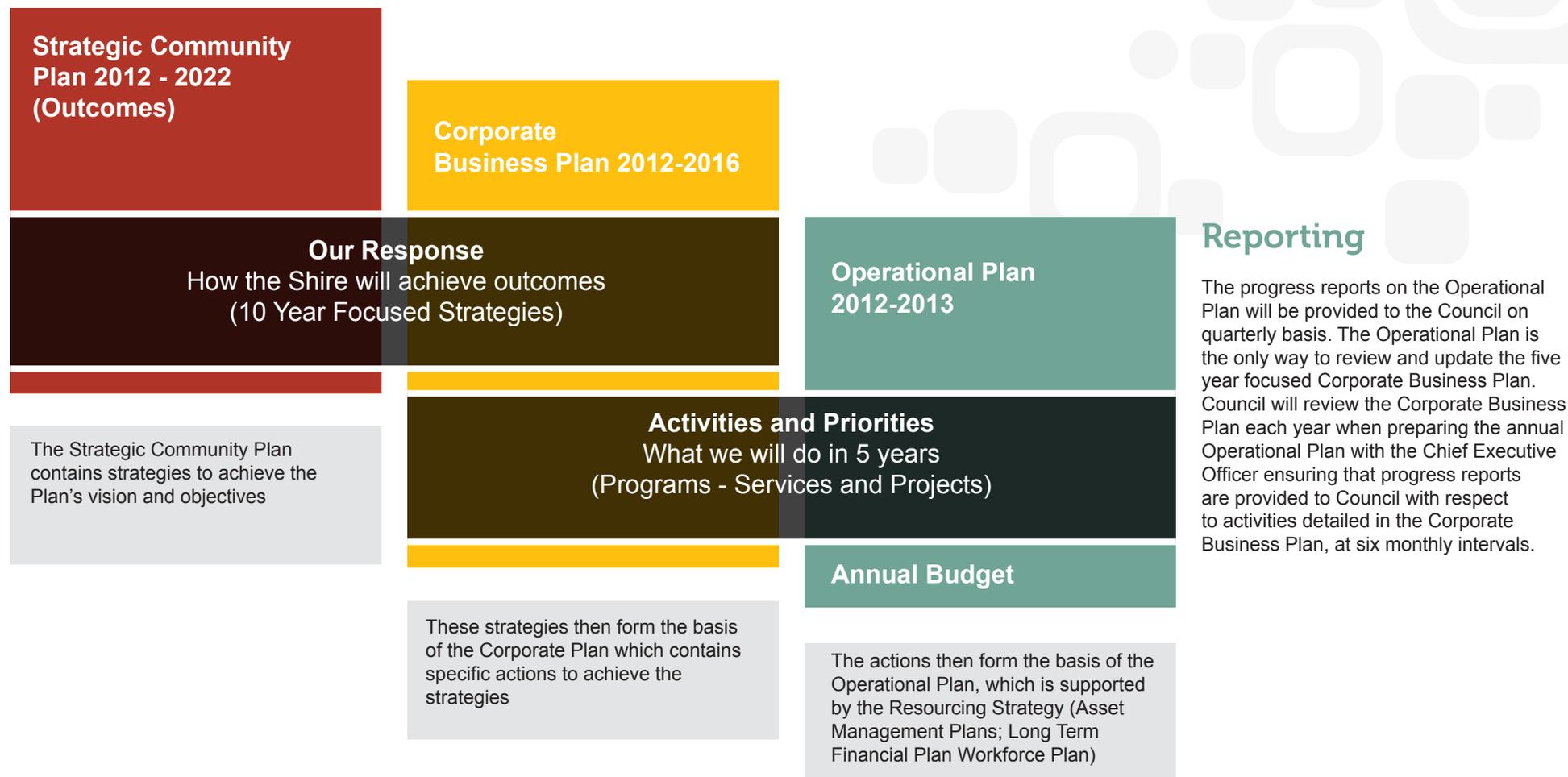
The Department of Local Government has provided an Integrated Planning and Reporting Framework to assist local governments in meeting their strategic planning responsibilities, which includes the establishment of a successful integrated strategic planning process. The following outcomes are expected to be realised from local government undertaking robust integrated strategic planning:

- There is a long term strategic community plan that clearly links the community's aspirations with Council's vision and long term strategy;
- A Corporate Business Plan that integrates resourcing plans and specific council plans with the Strategic Community Plan; and
- A clearly stated vision for the future viability of the Shire.

Our Plans and How They Link Together



A graphical representation of the process is given below:



The **Strategic Community Plan** covers a time frame of 10 years, and incorporates the outcomes of extensive community consultation undertaken in shaping the Shire's future

The main components of the strategic community plan include:

Our Aspiration - our primary aspiration for the Shire over the next ten years is to grow into a collection of diverse and sustainable cities supporting a regional population of 50,000 residents, realising the State Government's 'Pilbara Cities' initiative of transforming Karratha into a 'world class City of the North'

Our Themes - involve a quadruple bottom line approach (QBL) to achieving our primary community aspiration. These

themes include 'Our community – Diverse and Balanced', 'Our Economy – Well Managed and Diversified', 'Our Natural and Built Environment – Thriving and Sustainable' and 'Our Leadership – Responsive and Accountable' in line with community expectations.

Our Goals - describe what each theme is all about as outlined in the following table:

OUR STRATEGIC THEMES	OUR GOALS
 Our Community – Diverse and Balanced	We will further develop and maintain the infrastructure and facilities to create aesthetically attractive and liveable towns which will develop into more diverse and balanced communities.
 Our Economy – Well Managed and Diversified	We will develop infrastructure and facilities in a sustainable way to support the communities' needs.
 Our Natural and Built Environment – Thriving and Sustainable	We will strive to ensure our community lives sustainably in a thriving natural environment.
 Our Leadership – Responsive and Accountable	We will provide transparent and accountable local government service delivery that meets our communities' expectations.

Our Outcomes – the 'end result' we would like to achieve

Our Response - outline what Council and its partners can do towards achieving the identified outcomes. Council will assume a number of different roles at different times to achieve its primary aspiration, with those roles include being a provider, partner, funder, regulator, monitor, facilitator and advocator on behalf of the Shire of Roebourne community.

Strategic Indicators – contribute to an overall picture of council's performance and progress towards achieving our outcomes.

Icons and Colour Codes – provide the vital linkages between the Strategic Community Plan, the Corporate Business Plan and the Operational Plan for clarity and readability. Each theme has a distinct colour and code for readability and clarity.



The **Corporate Business Plan** details the programs and services Council will undertake over a five year period to achieve the objectives of the Strategic Community Plan.

The **Operational Plan** is a sub-plan of the corporate business plan. The operational plan sets out what Council intends to do in the short term (i.e. the current financial year) to address the Shire's needs. The plan details the services Council will undertake and the projects it will deliver during the next year to either maintain or enhance levels of service to the Shire of Roebourne community.

The Operational Plan:

- Addresses directly the outcomes and responses contained within the Strategic Community Plan and identifies specific projects and services that Council will undertake over the next financial year to achieve the specific activities outlined in the Corporate Business Plan;
- Is informed by financial, asset management and workforce strategies to allow strategic priorities to be set and

delivered within resourcing capabilities;

- Addresses the full range of Council's Service Units;
- Allocates responsibilities for each project and service within the programs;
- Includes a method of assessment to determine the effectiveness of projects and services to be delivered by each service unit ;
- Provides list of services and projects by each Directorate

The **Resourcing Strategy** includes a number of plans that outlines the shire's capacity to sustainably deliver services and manage its assets and over the next ten years. The resourcing strategy includes three key plans – an asset management plan, a workforce plan and a long term financial plan. To prepare the resourcing strategy, the shire determines its overall capacity, and how to sustainably manage its finances, the workforce, and the overall cost of community assets.

The **Annual Report** provides a summary of Council's performance and achievements each year on its journey to achieve its stated aspirations.



How we measure our progress

Council is required to produce an annual report each year which provides a snapshot of our progress towards the achievement of our aspirations through our four main themes.

Council's performance, in managing its budgets and delivering programs and services, is also outlined in the annual report. The indicators described below all contribute to an overall picture of Council's performance and progress towards achieving our aspirational outcomes.

Plan	What is Measured	Reporting Method
Strategic Community Plan		
Strategic Indicators	Outcomes - progress towards achieving target outcomes	Community progress report
Corporate Business Plan		
Program indicators	Outcomes - progress towards achieving strategic indicators Performance - delivery of program activities and implementation of priorities	Annual Report Periodic reporting to Council
Operation Plan		
Service indicators	Performance - delivery of identified services and projects for each program	Periodic reporting to Council



How To Read The Plan

It is through the delivery of services by Council's Service Units that the five (5) year corporate business plan is delivered. Council's 23 Service Units undertake both external and internal services, with external services provided directly to the shire of Roebourne community, and internal services undertaken to support Council's organisation.

Each Council Service Unit has an individual operational plan which includes the following components:

Program is the name of the relevant program.

Services cover what the program does for Council and the community

Projects are significant projects the program is to deliver within the year which are in addition to the normal services provided by the program in a normal year (with the cost of undertaking the projects included in the budget). The project officer responsible for the delivery of the project is also identified.

Performance Measures provide a means by which each service and project provided by the program can be measured. In most cases, a KPI is designed to reflect the achievement towards an outcome or service standard.

Budget details how much it costs Council to undertake the program and includes operating expenditure, capital expenditure and revenue expected to be received. The result is the net cost of running the service for the year.

The Layout

The Operational Plan has two parts; part one provides an introduction to the Shire, the Council and the management structure outlining key programs, services and projects to be delivered by each service unit in the financial year 2012-2013; part two outlines the financial data including fees and charges for the financial year 2012-2013. The service units have been grouped by directorate for easier access to relevant information within the organisation as the operational plan will be a reference document for internal working of the organisation.



Executive Services

Contains Service Units:

Human Resources
 Corporate Compliance
 Emergency Management
 Communications and Public Affairs



Human Resources

Service Unit	Human Resources
Description	The Human Resources program provides a support and advisory service for the organisations employees. It provides a strategic and integrated approach to the management of employees, who individually and collectively contribute to the success of Council's goals and objectives.
Responsibility	Manager Human Resources

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 4.c.2.6	4.c.2.6.1 Implement Occupation Health and Safety Plan		Reduction in number of incidents and claims related to workers compensation
	4.c.2.6.2 Promote and provide support to all directorates ensuring OHS Risk Management Procedures are utilised to manage health and safety risks at all stages of business		Increase in number of risk assessments and treatments and improved hazard identification
 4.d.2.2	4.d.2.2.1 Undertake remuneration benchmarking and Enterprise Business Agreement (EBA) negotiations	Prepare Enterprise Business Agreement 2012	Enterprise Business Agreement (EBA) prepared and implemented
	4.d.2.2.2 Review remuneration and benefits policy		
 4.f.1.1	4.f.1.1.1 Carry out team building with the management team		All staff provided with opportunities for team building
	4.f.1.1.2 Ensure social functions build team ethos		Number of social club members Number of functions
 4.f.1.2	4.f.1.2.1 Ensure development of systems to maximise effectiveness of internal communication	Review Communication Policy and Protocols	Staff Survey Feedback
 4.f.1.3	4.f.1.3.1 Translate the values into clear behaviours, embed them into the job descriptions and performance management system		Review Performance Review Performa

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 4.f.1.5	Deliver higher quality and consistent performance reviews	4.f.1.5.1 Review the performance management system to simplify and include behaviours	Percentage of performance reviews completed
		4.f.1.5.2 Deliver consistent and high quality reviews for all staff	Improved staff survey results regarding Performance Reviews
 4.f.1.7	Ongoing development of management and leadership capability	4.f.1.7.1 Conduct training for the managers to be trained in the role of management and organisational expectations in relation to managing and motivating their staff.	Improved staff survey results
		4.f.1.7.2 Roll out management and leadership development across the organisation	2 programs annually Improved staff survey results
		4.f.1.7.3 Provide coaching to the Directors in relation to their 360 results	individual development plan completed
 4.f.1.9	Continue improving recruitment resources	4.f.1.9.1 Investigate the possibility of alternative recruitment strategies for certain roles	Report findings to Executive Management Team by June 30, 2013
		4.f.1.9.2 Develop a strategy for shared services in the region	Strategy developed and reported to the Council by June 30, 2013
		4.f.1.9.3 Investigate and implement outsourcing in areas that are workable	Report findings to Executive Management Team by June 30, 2013
 4.f.1.10	Continue marketing and branding as a local employer	4.f.1.10.1 Review our marketing and branding strategies for recruitment	Improvement in respondents to vacancies advertised
 4.f.1.11	Develop a mentoring system for new starters to ensure they are settled.	4.f.1.11.1 Develop a robust induction process that ensures people who arrive in Karratha are welcomed and given proper assistance	Reduction in employee turnover
 4.f.1.12	Develop a robust induction process that ensures people who arrive in Karratha are welcomed and given proper assistance	4.f.1.12.1 Develop a fully integrated induction program for all new starters	Develop Online Induction Program All new starters provided orientation within 4 weeks of commencement
 4.f.1.16	Continue to implement improved training provision	4.f.1.16.1 Implement training plan	All training offered in accordance with the plan

Our Programs	Our Services	Projects for 2012-2013	Performance Measures	
 4.f.1.17	Develop and implement a housing strategy that ensures equitable access to housing	4.f.1.17.1 Prepare a housing strategy		Housing Strategy prepared and adopted by the council by June 30, 2013
 4.f.1.19	Develop a pipeline of talent	4.f.1.19.1 Put a graduate program in place		Graduate Program in place by June 30, 2013
		4.f.1.19.2 Explore opportunities for targeted engagement with year 11 and 12 students		
 4.f.1.20	Improve Human Resources Systems	4.f.1.20.1 Improve quality of workforce data and develop KPI's to support decision making of workforce issues		Key Performance Indicators developed addressing workforce issues
		4.f.1.20.2 Coordinate exit interviews with all leavers and track reasons for leaving		60% staff complete an exit interview
		4.f.1.20.3 Review exit data for trends		Report findings to Executive Management Team by June 30, 2013 Trends incorporated in Workforce Management Plan once approved

Budget	2012-2013 (\$'000)
Rates	0
Other Revenue	0
Grants	0
Total Revenues	0
Total Expenses from Ordinary Activities	1,255
Operating Surplus / (Deficit)	-1,255

Capital Expenditure	2012-2013 (\$'000)
Reserves	0
Asset Sales	0
Debt	0
Depreciation	0
Grants	0
Revenue	0
Total Capital Funding	0
Renewals	0
New Assets	31
Asset Expansion/Upgrade	0
Loan Repayments	0
Total Capital Expenditure	31

Workforce		2012-2013 (\$'000)
Position	Notes	
Full Time	Human Resources Recruitment Officer	
Full Time	Occupational Health and Safety Coordinator	
Full Time	Manager Human Resources	
Full Time	Human Resources Support Officer	
Full Time	Human Resources Officer	
Full Time	Human Resources Officer	
	Total	1,030

Corporate Compliance

Service Unit	Corporate Compliance
Description	Corporate Compliance is the internal audit and governance arm of Council. This ensures integrity of Council's decision making process and legal responsibilities whilst also ensuring that sound and best practice structures are in place to meet community obligations and goals
Responsibility	Manager Corporate Compliance Senior Corporate Compliance Officer

Our Programs	Our Services	Projects for 2012-2013	Performance Measures	
 4.a.1.1	Manage and maintain corporate lease records on arrangements in place for use of public property either owned or vested with the Shire and/or property owned privately but leased by the Shire	4.a.1.1.1 Establish and maintain lease register	Develop Lease Register	Establish Lease Register
 4.a.3.1	Provide civic leadership framework and support to the community	4.a.3.1.1 Provide assistance and support to Western Australia Electoral Commission (WAEC) for preparation of October 2013 elections		Preparations made for conducting elections in accordance with Local Government timelines
		4.b.1.1.3 Review Local Laws		Complete full review of outstanding local laws by June 2013
 4.c.1.1	Provide assistance to all departments across the Shire in complying with the legislative and statutory requirements	4.c.1.1.1 Compile and coordinate the Annual Compliance Audit Return		Complete Return by March 2013
 4.c.2.1	Maintain corporate information to enhance accountability and compliance	4.c.2.1.1 Review and maintain corporate registers		Quality Control Audits conducted for all regulatory registers including tender register and contracts register
		4.c.2.1.2 Review delegated authorities		Quality Control Audits conducted

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 4.c.2.2 Enhance transparency of decisions and actions through providing information to the community under Freedom of Information	4.c.2.2.1 Process Freedom of Information applications		Freedom of Information applications to be dealt with within 42 days.
 4.c.2.3 Develop and/or review Council policies, procedures and processes	4.c.2.3.1 Undertake internal audits and reviews		Quality Control Audits conducted Review Code of Conduct
 4.d.1.3 Implement PIIG (Project Initiation and Implementation Guidelines) process in relation to budget preparation and management	4.c.2.3.3 Undertake Risk Management planning and policy development 4.c.2.3.3 Undertake Risk Management planning and policy development	Develop Shire of Roebourne Risk Planning Register and Risk Management Framework	Develop Risk Management Framework Adopt Risk Management Policy Develop Business Continuity Plan

Budget	2012-2013 (\$'000)
Rates	0
Other Revenue	295
Grants	0
Total Revenues	295
Total Expenses from Ordinary Activities	2,643
Operating Surplus / (Deficit)	-2,348

Capital Expenditure	2012-2013 (\$'000)
Reserves	1,479
Asset Sales	0
Debt	0
Depreciation	0
Grants	0
Revenue	0
Total Capital Funding	1,479
Renewals	1,140
New Assets	58
Asset Expansion/Upgrade	0
Loan Repayments	339
Total Capital Expenditure	1,537

Workforce		2012-2013
Position	Notes	(\$'000)
Full Time	Customer Service Supervisor	
Full Time	Corporate Compliance Officer	
Full Time	Records Management Coordinator	
Full Time	Manager Corporate Compliance	
Full Time	Senior Corporate Compliance Officer	
Part Time	Customer Service Officer	
Full Time	Records Officer	
Part Time	Customer Service Officer	
Full Time	DAO Executive Services	
Full Time	Executive Services Administration Assistant	
	Total	1,114

Customer Services

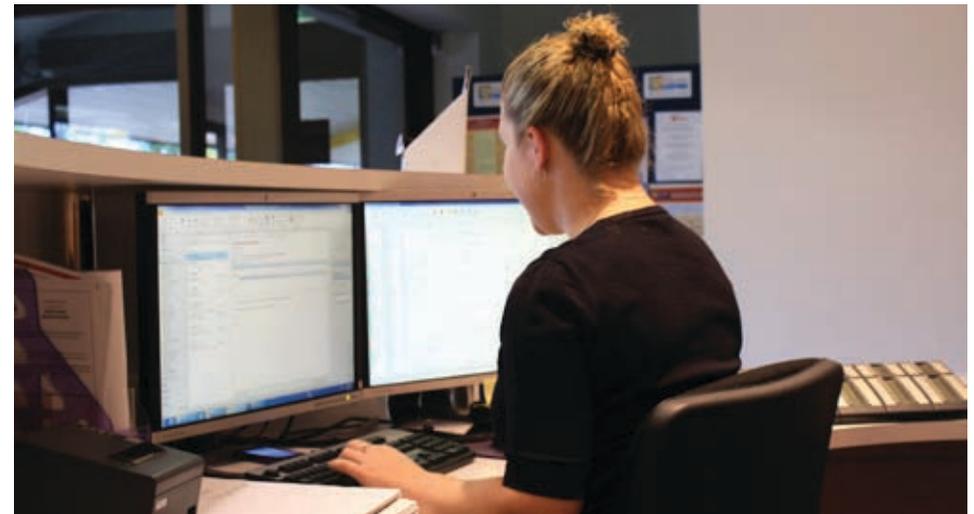
Service Unit	Customer Services
Description	Customer Services is the initial point of contact for the Shire of Roebourne. Community members, ratepayers and others contact the Shire in a number of ways including over the counter, telephone, email, and the call centre after hours service. Customer Services have extensive interaction with members of the community and as such they are the conduit between the community and different parts of the organisation. This includes the provision of product and service information provided by the Shire
Responsibility	Manager Corporate Compliance Customer Service Supervisor

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 4.a.1.2 Implement highest standards of Customer Service	4.a.1.2.1 Deliver excellence in Customer Services as a first point of contact - Reception and Switchboard	Implement Customer Service Module within Synergy Soft Implement Customer Services Charter	Customer Satisfaction survey and feedback through records and executive services
	4.a.1.2.2 Arrange all funeral requirements through adhering to the appropriate procedures at the respective cemetery		100% requests responded and completed by the burial date
	4.a.1.2.3 Provide administration support services to internal departments and community groups		Improved Ratings in Customer Satisfaction Survey and Employee Survey

Budget	2012-2013 (\$'000)
Rates	See Budget for Corporate Compliance
Other Revenue	
Grants	
Total Revenues	
Total Expenses from Ordinary Activities	
Operating Surplus / (Deficit)	

Capital Expenditure	2012-2013 (\$'000)
Reserves	See Budget for Corporate Compliance
Asset Sales	
Debt	
Depreciation	
Grants	
Revenue	
Total Capital Funding	
Renewals	
New Assets	
Asset Expansion/Upgrade	
Loan Repayments	
Total Capital Expenditure	

Workforce		2012-2013
Position	Notes	(\$'000)
Full Time	Customer Service Supervisor	
Full Time	Customer Service Officer	
Part Time	Customer Service Officer	
Part Time	Customer Service Officer	
	Total	



Records Management

Service Unit	Records Management
Description	Records Management governs the practice of records managers and any Shire employee who creates or uses records in the course of Council business. The Shire must meet its ongoing statutory obligations with regards to recordkeeping in accordance with the State Records Act 2000
Responsibility	Manager Corporate Compliance Records Management Coordinator

Our Programs	Our Services	Projects for 2012-2013	Performance Measures	
 4.c.1.3	Maintain effective record keeping practices	4.c.1.3.1 Continue to review and adhere to the Record Keeping Plan 4.c.1.3.2 Maintain, assess and preserve the Shire's records including disposal of records in a timely manner 4.c.1.3.3 Capture, store and retrieve Records into and out of the Electronic Documents Records Management System 4.c.1.3.4 Respond to correspondence 4.c.1.3.5 Respond / Retrieve records from secondary storage 4.c.1.3.6 Respond to requests for creation of files both electronic and physical	Reviewed and updated Record Keeping Plan Complete disposal process annually Archives reviewed 95% of requests are met within 2 days 95% of requests are met within 1 day Respond to all correspondence received within 5 working days of receipt 95% of requests are met within 2 days 95% of requests are met within 1 day Respond to all correspondence received within 5 working days of receipt Respond to all correspondence received same day	
	 4.c.1.4	Provide induction programs for all staff HR, and IT	4.c.1.4.1 Conduct training for staff in Synergy and best practice record keeping	Effective training in EDRMS (Synergy) provided to 100% of identified users on request within 2 days of new staff commencing
	 4.c.2.4	Review Corporate Information Systems	4.c.2.4.1 Review Records Management Module in Synergy Soft	Records Management Module Reviewed By June 30, 2013

Budget	2012-2013 (\$'000)
Rates	See Budget for Corporate Compliance
Other Revenue	
Grants	
Total Revenues	
Total Expenses from Ordinary Activities	
Operating Surplus / (Deficit)	

Capital Expenditure	2012-2013 (\$'000)
Reserves	See Budget for Corporate Compliance
Asset Sales	
Debt	
Depreciation	
Grants	
Revenue	
Total Capital Funding	
Renewals	
New Assets	
Asset Expansion/Upgrade	
Loan Repayments	
Total Capital Expenditure	

Workforce		2012-2013
Position	Notes	(\$'000)
Full Time	Records Management Coordinator	
Full Time	Records Officer	
Part Time	Records Officer	
Total		



Communications and Public Affairs

Service Unit	Public Affairs
Description	The purpose of Public Affairs is to create a strong organisational voice to ensure our community is involved, informed and aware. Through the use of a coordinated program of communication activities, the Shire communicates about its vision for the region, its strategic objectives, and how it is utilising its resources for the benefit of the community
Responsibility	Public Affairs Manager Communication Officer

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.f.3.1	1.f.3.1.1 Conduct Community Satisfaction and Needs Survey to assess the performance of services and projects delivered by the Shire		Annual Survey conducted
	1.f.3.1.3 Develop communications plans for major shire projects and activities		Communications Plan Prepared and delivered
 1.f.4.1	1.f.4.1.1 Review corporate communications strategy	Conduct Community Survey	Corporate Communication Strategy reviewed by 30 June
	1.f.4.1.2 Prepare council publications and corporate documents		Publications and documents are delivered as required
	1.f.4.1.3 Utilise new technology to deliver e-services and information to the Shire of Roebourne and broader community		Commence development of improved Social media and Web Platform by June 30, 2013
	1.f.4.1.4 Engage media to proactively enhance shire branding and corporate image		Percentage of media releases picked up Responsiveness to media inquiries
	1.f.4.1.5 Manage communications for Shire/Rio Tinto agreements		Number of media releases picked up Feedback from RioTinto
	1.f.4.1.6 Keep the community upto date on the City of the North Plan implementation		
	4.a.1.2.9 Communicate Council activities and operations to staff effectively		Number of newsletters deadlines missed or achieved Quarterly EMT presentations delivered Staff satisfaction surveys conducted 65%
	4.a.3.1.2 Manage corporate events		
Implement highest standards of Customer Service	4.a.1.2.9 Communicate Council activities and operations to staff effectively		Number of newsletters deadlines missed or achieved Quarterly EMT presentations delivered Staff satisfaction surveys conducted 65%

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 4.c.1.5 Provide relevant upto date information to all staff	4.c.1.5.1 Publish internal newsletters		
	4.c.1.5.2 Coordinate briefing sessions		
	4.c.1.5.3 Communicate community information to staff		
	4.c.2.1.3 Promote and encourage Corporate Style Guide across the organisation		
 4.c.2.1 Maintain corporate information to enhance accountability and compliance	4.c.2.1.3 Promote and encourage Corporate Style Guide across the organisation		
 4.d.1.3 Implement PIIG (Project Initiation and Implementation Guidelines) process in relation to budget preparation and management	4.d.1.3.1 Prepare budget estimates and monitor ongoing financial activity		Managers meet all key dates within the budget process (including 2 budget review process) and corporate calander.

Budget	2012-2013 (\$'000)
Rates	0
Other Revenue	0
Grants	0
Total Revenues	0
Total Expenses from Ordinary Activities	387
Operating Surplus / (Deficit)	-387

Capital Expenditure	2012-2013 (\$'000)
Reserves	0
Asset Sales	0
Debt	0
Depreciation	0
Grants	0
Revenue	0
Total Capital Funding	0
Renewals	0
New Assets	0
Asset Expansion/Upgrade	0
Loan Repayments	0
Total Capital Expenditure	

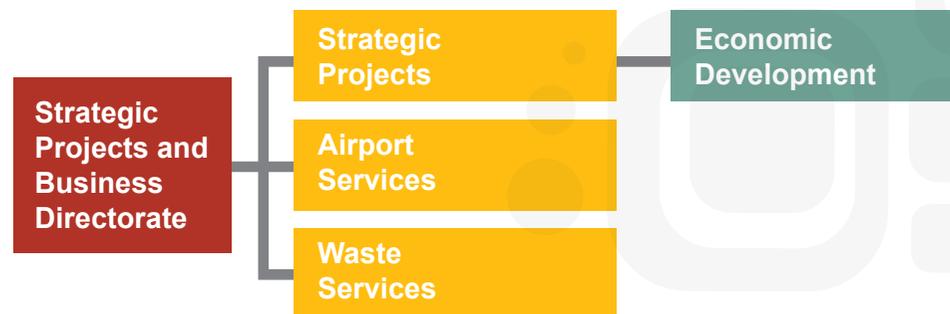
Workforce		2012-2013
Position	Notes	(\$'000)
Full Time	Public Affairs Manager	
Full Time	Communications Advisor	
	Total	250



Strategic Projects and Business Directorate

Contains Service Units:

Strategic Projects
Airport Services
Waste Services



Strategic Projects

Service Unit	Strategic Projects
Description	Strategic Projects is responsible for project delivery and support to the organisation in project management. In addition to project delivery the program plays an important role in providing support services with respect to contract administration, project planning, with Strategic Projects also administering the organisations project initiation and implementation guidelines and strategic project funding
Responsibility	Director Strategic Projects and Business Project Managers

Our Programs	Our Services	Projects for 2012-2013	Performance Measures	
 1.a.2.7 Deliver projects of strategic importance to the Shire	1.a.2.7.1	Provide support to project initiators in the development of project concepts through to finalisation of project brief stages	Plan for Wickham SES Facility Plan for 7 Mile Waste Transfer Station and Office Development Plan for Karratha Civic Precinct Plan for Airport Workshop	Internal staff satisfaction survey of project initiators indicating 100% satisfaction with Strategic Projects Department 100% projects managed on time and within budget
	1.a.2.7.2	Provide project management templates, guides and tools whilst ensuring consistent and practical project management principles		Project Implementation and Initiation Guidelines (PIIG) process used across the organisation Conduct Project Implementation and Initiation Guidelines (PIIG) training sessions
	1.a.2.7.3	Provide project management staff resources	Project Manage construction of Karratha Leisure Centre, Project Manage design of Karratha Airport Terminal Redevelopment Project Project Manage construction of Airport Hydraulics Upgrade Project Manage construction of Airport HV / LV Upgrade Project Manage design of Roebourne Aquatic Centre Redevelopment Project Manage construction of Dampier Highway Street Scape project	Projects delivered on time and within budget
	1.a.2.7.4	Administer Shire's project register including external funding of strategic projects		100% of project acquittals completed within prescribed timeframes
	1.a.2.7.5	Prepare specifications and contracts where external project officers are required	Select Project Management Panel of Service Providers	Award tender to Project Management Panel by November 30, 2012

Our Programs	Our Services	Projects for 2012-2013	Performance Measures	
 1.a.2.7 (cont.)	Deliver projects of strategic importance to the Shire (cont.)	1.a.2.7.6 Engage and administer contracts for external project officers	Award Tender for Project Management Panel of Service Providers	Establish standard contract and consultancy brief documentation for organisational access to the Project Management Panel by March 31, 2013
		1.a.2.7.7 Provide regular updates on projects to all stakeholders including Shire of Roebourne's Executive Management Team, Project Directors, staff and public		Submit monthly progress reports each calendar month to project Control Groups, Advisory Groups and Council
 1.b.4.1	Manage and improve the landscaping, streetscape	1.b.4.1.1 Complete Dampier Highway landscaping work	Dampier Hwy Landscaping project (including Roundabouts)	Dampier Highway landscaping completed by June 30, 2013
 1.e.2.1	Liaise with key stakeholders including landcorp, government agencies and developers for support in strategic community projects	1.e.2.1.1 Liaise with other agencies in delivery of strategic community projects	Construct Karratha Leisure Complex Construct Dampier Highway Streetscape Project	Ensure effective communication with Department of Education through imitation and attendance of Department representatives at project Control Group meetings Gain Main Roads approval to the Dampier Highway Streetscape Master plan
 1.f.2.2	Develop Cultural Services, Infrastructure and Activities.	1.f.2.2.1 Support, develop and implement public art projects across the Shire	Construct Public Art as part of the Karratha Leisure Centre and Dampier Highway Streetscape Projects	Complete Dampier Highway public art projects by June 30, 2013
 1.f.4.1	Ensure our community has access to upto date information about Shire's operations and projects	1.f.4.1.6 Keep the community upto date on the City of the North Plan implementation		

Budget	2012-2013 (\$'000)
Rates	0
Other Revenue	0
Grants	0
Total Revenues	0
Total Expenses from Ordinary Activities	1,061
Operating Surplus / (Deficit)	-1,061



Capital Expenditure	2012-2013 (\$'000)
Reserves	0
Asset Sales	0
Debt	0
Depreciation	0
Grants	0
Revenue	1,048
Total Capital Funding	1,048
Renewals	0
New Assets	5
Asset Expansion/Upgrade	0
Loan Repayments	0
Total Capital Expenditure	5

Workforce		2012-2013 (\$'000)
Position	Notes	
Full Time	Director Strategic Projects and Business	
Full Time	Strategic Projects Administration Coordinator	
Full Time	Project Manager	
Full Time	Project Manager	
Full Time	Project Manager	
Full Time	Executive Manager Strategic Business	
Full Time	Project Officer	
Full Time	Project Officer	
Full Time	Manager Integrated Strategic Planning	
Full Time	Principal Economic and Business Improvement Advisor	
	Total	991,620

Strategic Projects - Economic Development

Service Unit	Strategic Projects – Economic Development
Description	The Economic Development program role is to build up the economic capacity of the Shire of Roebourne to improve its economic future and the quality of life for all. It is a process by which the Shire will liaise with the public, business, government and non-governmental sector partners collectively to create better conditions for economic growth and employment generation
Responsibility	Principal Economic and Business Improvement Advisor

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.b.1.1	Provide economic and demographic information to internal and external clients	1.b.1.1.1 Produce an economic development profile/prospectus document and update annually. 1.b.1.1.2 Purchase and implement an online economic and demographic profile solution. 1.b.1.1.3 Purchase and implement an online population forecast solution	Economic Prospectus developed by 30 June 2013 Online economic and demographic solution implemented by 30 June 2013 Online population forecast implemented by 30 June 2013
	Encourage community engagement	1.f.4.3.2 Investigate transition to city status through consultation with the community	City Status Community Engagement activities conducted City Status Advisory Group established Findings reported to the Council by June 30, 2013
	 2.a.1.1	Facilitate the development of small businesses in conjunction with key stakeholders	2.a.1.1.1 Work with key stakeholders to develop a strategy for ongoing development of the Small to Medium Enterprises (SME) sector 2.a.1.1.2 Develop a funding agreement with the Karratha and Districts Chamber of Commerce and Industries (KDCCI)
Build local industry capacity and diversity through partnerships with industry to foster local content		2.a.1.2.1 Liaise with industry to explore opportunities for increased local content	Local content provision included in Social Impact Management Plans

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 2.a.1.3 Inform SMEs of Shire plans and initiatives which will provide opportunities for small business development	2.a.1.3.1 Conduct small business breakfast briefings		4xbreakfasts undertaken annually per quarter
 2.a.2.1 Support accommodation development throughout the Shire	2.a.2.1.1 Play an active role in management of the 100 unit Warambie Estate service worker accommodation project through membership on the steering committee		Full occupancy of service workers accomodation achieved
 2.a.3.1 Continue to support Tourism and Visitor Centre Development	2.a.3.1.1 Provide funding to Visitor Centres		Number of visitors utilising visitor centre Budget allocated fully expended Funding Agreement achieved
	2.a.3.1.2 Identify Shire of Roebourne's role in Tourism	Shire of Roebourne Tourism policy developed	Report findings on tourism strategy to the Executive by 30 June 2013

Budget	2012-2013 (\$'000)
Rates	
Other Revenue	2,412
Grants	10
Total Revenues	2,422
Total Expenses from Ordinary Activities	1,076
Operating Surplus / (Deficit)	1,346



Capital Expenditure	2012-2013 (\$'000)
Reserves	145
Asset Sales	0
Debt	0
Depreciation	0
Grants	2,348
Revenue	36
Total Capital Funding	2,528
Renewals	0
New Assets	0
Asset Expansion/Upgrade	2,528
Loan Repayments	0
Total Capital Expenditure	2,528

Workforce		2012-2013
Position	Notes	(\$'000)
Full Time	Principal Economic and Business Improvement Advisor	
	Total	

Airport Services

Service Unit	Airport Services
Description	Airport Services is responsible for the ongoing safe and efficient operation of the Karratha Airport and the Roebourne Airstrip. This comprises facility maintenance and management, operating paid car parking system and provision of services including the Tien Tsin Inne, Council's licensed bar and café facility
Responsibility	Executive Manager Strategic Business Manager Airport Compliance Manager Airport Commercial

Our Programs	Our Services	Projects for 2012-2013	Performance Measures	
 1.a.2.1	Operate Karratha Airport to achieve Compliance	1.a.2.1.1 Operate Karratha Airport facilities to ensure Civil Aviation Safety Authority (CASA) compliance with Manual of Standards 139 (MOS 139) requirements	Review the Bird and Wildlife Management Plan Review the Drug and Alcohol Management Plan Review the Safety Management System Review the Aerodrome Manua Review the Aerodrome Emergency Plan	No non-compliance items identified by CASA in annual independent audits. Recommendations/Observations identified in Annual Technical Inspections (ATI's) are assessed by the SMS committee and the identified actions are prioritised and completed within recommended timeframes by the committee. Recommendations/Observations identified in Airport Emergency exercises are assessed by the Airport Emergency Committee (AEC) and the identified actions are prioritised and completed within recommended timeframes by the committee.
	1.a.2.1.2 Operate Airport facilities to ensure compliance with Office of Transport Security (OTS) Compliance; Aviation Transport Security Act and Aviation Transport Security Regulations	Review the Transport Security Program Review the ASIC Program	No non-compliances identified by OTS and Independent Security Audit Recommendations/Observations identified in the Independent Security Audit are assessed by the Security Committee and the identified actions are prioritised and completed within recommended timeframes by the committee. Reporting of all security incidents by the Security Contact Officer to OTS within 24hrs.	

Our Programs	Our Services	Projects for 2012-2013	Performance Measures	
 1.a.2.2	Operate Karratha Airport to achieve a Commercial outcome	1.a.2.2.1 Provide facilities and terminal accommodation for anticipated passenger densities to service our community and customers.	Commence planning Karratha Airport Terminal Redevelopment	Terminal Refresh Scope confirmed by Council
	1.a.2.2.2 Provide Airport utility services	Design and Construct Upgraded Water System, Waste Water and Sewerage systems at Karratha Airport. Complete construction of the HV and LV power supply and systems at the Karratha Airport.	Project Completed Airport Utility User Charges policy adopted by Council by June 30, 2013	
	1.a.2.2.3 Provide customer controlled parking and ground transport facilities	Finalise construction of the Karratha Airport Bus parking.	Project completed and parking operational by September 2012	
	1.a.2.2.4 Provide facilities for airlines to operate	Commence planning the Karratha Airport Terminal Redevelopment	Engage with all Airlines operating at Karratha Airport and prepare a summary report of consultation, issues, opportunities and constraints as part of the Airport Terminal Redevelopment Project	
	1.a.2.2.5 Manage lease of land, office accommodation and commercial space	Establish Register Systems for Airport and Lease Management	Implement a Property Management System incorporating all lease and contract information pertinent to Airport leases.	
 1.a.2.3	Provide strategic planning for the Airport	1.a.2.3.1 Provide strategic planning for Karratha Airport	Prepare Karratha Airport Master and Land Use Plan.	Airport Master and Land Use Plan completed and adopted by June 30, 2013

Budget	2012-2013 (\$'000)
Rates	
Other Revenue	22,703
Grants	560
Total Revenues	23,263
Total Expenses from Ordinary Activities	12,699
Operating Surplus / (Deficit)	10,564

Capital Expenditure	2012-2013 (\$'000)
Reserves	13,767
Asset Sales	0
Debt	0
Depreciation	0
Grants	0
Revenue	0
Total Capital Funding	13,767
Renewals	0
New Assets	283
Asset Expansion/Upgrade	17,893
Loan Repayments	923
Total Capital Expenditure	19,099

Workforce		2012-2013
Position	Notes	(\$'000)
Full Time	Manager Airport Compliance	
Full Time	Airport Reporting Officer - Grounds pers	
Full Time	Airport Reporting Officer - Grounds pers	
Full Time	Airport Administration Officer	
Full Time	Airport Reporting Officer - Grounds pers	
Full Time	Airport Operations Coordinator	
Full Time	Manager Airport Commercial	
Full Time	Airport Finance Compliance Officer	
Full Time	Kiosk/Bar Attendant Tien Tsin Inne	
Full Time	Airport Reporting Officer - Grounds Person	
Full Time	Manager Tien Tsin	
Full Time	Supervisor	
Full Time	Team Leader TTI	
Full Time	Team Leader TTI	
Full Time	Team Leader/Café Bar Attendant	
Part Time	Team Leader TTI Weekends	
Full Time	Café/Bar Attendant	
	Total	3,348

Waste Services

Service Unit	Waste Services
Description	Waste Services provides services including the collection of residential and commercial refuse, waste disposal, operation of waste facilities within the Shire of Roebourne, recycling, and litter control
Responsibility	Executive Manager Strategic Business Manager Waste Services

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 3.b.1.1 Manage Waste Services	3.b.1.1.1 Provide weekly waste collection service to residential properties on designated day	Undertake domestic bin audit	98% of bins collected on designated day Number of complaints of missed bin collections Missed bins collected within 24 hours of reporting 100% biennial bin audit conducted to ensure all households only have bins that are paid for
	3.b.1.1.2 Repair / replace residential 240 litre bins as required and requested		Replace or repair bin within 7 days of reporting
	3.b.1.1.3 Provide weekly waste collection service to commercial properties as per agreements	Undertake commercial bin audit	98% of bins collected on designated day Number of complaints of missed bin collections Missed bins collected within 24 hours of reporting 100% biennial bin audit conducted to ensure all businesses only have bins that are paid for
	3.b.1.1.4 Repair / replace commercial 240 litre bins as required and requested		Replace or repair bin within 7 days of reporting
	3.b.1.1.5 Provide waste disposal service to commercial and residential customers through a 7 mile waste collection facility	Prepare strategic land use master plan Prepare and commence implementation of new waste transfer station and associated capital works Design and construct an additional evaporation ponds or liquid waste	100% compliance with internal and external DEC Audit Licenses renewed Design approved for Stage 1
	3.b.1.1.6 Provide waste disposal services to residential customers through operation of Wickham Transfer Station		100% compliance with internal and external DEC Audit Licenses renewed
	3.b.1.1.7 Progressively implement recycling capabilities	Design and Commence construction of the 7 Mile Waste Transfer Project including a materials recovery capacity	Council endorsement to 7 Mile Waste transfer Concept Plan by April 2013 and commence construction prior to July 2013

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 3.b.1.1 (cont.)	Manage Waste Services (cont.)	3.b.1.1.8 Provide public place litter bin collection services for designated Shire of Roebourne parks, reserves and beaches	98% of bins collected on designated day Number of complaints of missed bin collections Missed bins collected within 24 hours of reporting
		3.b.1.1.10 Provide bins at public events as required	100% bins collected following events as required
		3.b.1.1.11 Introduce a cleaner 'feel' to the Shire of Roebourne town sites and surrounding areas	Improved community satisfaction rating through annual community survey for litter control
		3.b.1.1.12 Coordinate contractors for major and minor illegal dumping	100% of incidents of illegal dumping incidents responded to within 2 days



Budget	2012-2013 (\$'000)
Rates	0
Other Revenue	10,856
Grants	0
Total Revenues	10,856
Total Expenses from Ordinary Activities	8,379
Operating Surplus / (Deficit)	2,477

Capital Expenditure	2012-2013 (\$'000)
Reserves	930
Asset Sales	35
Debt	0
Depreciation	0
Grants	0
Revenue	0
Total Capital Funding	965
Renewals	0
New Assets	1,504
Asset Expansion/Upgrade	1,786
Loan Repayments	152
Total Capital Expenditure	3,442

Workforce		2012-2013 (\$'000)
Position	Notes	
Full Time	Manager Waste Services	
Full Time	Waste Services Operations Supervisor	
Full Time	Dozer Operator	
Full Time	Leading Hand Waste Services	
Full Time	Waste Services Office Supervisor	
Full Time	Administration Officer	
Full Time	Waste Services Site Attendant/Operator	
Full Time	Transfer Station Attendant/Operator	
Full Time	Waste Services Site Attendant/Operator	
Full Time	Waste Services Site Attendant/Operator	
Full Time	Waste Services Site Attendant/Operator	
Full Time	Waste Services Site Attendant/Operator	
Full Time	Waste Services Site Attendant/Operator	
Full Time	Waste Services Site Attendant/Operator	
Full Time	Waste Services Site Attendant/Operator	
Full Time	Waste Services Site Attendant	
Full Time	Waste Services Site Attendant	
Full Time	Waste Services Site Attendant	
Full Time	Waste Services Site Attendant	
Full Time	Waste Services Site Attendant	
Full Time	Waste Services Site Attendant	
Full Time	Waste Services Site Attendant	
Full Time	Waste Services Site Attendant	
Full Time	Waste Services Truck Driver	
	Total	4,803



Community and Corporate Services Directorate

Contains Service Units:

- Financial Services
- Community Services
- Community Facilities
- Information and Communication
- Technology Services



Community and Corporate Services

Service Unit	Community and Corporate Services
Description	<p>The Community and Corporate Services Directorate is a diverse and integral division that is responsible for the function and operation of all of Council's:</p> <ul style="list-style-type: none"> • Community Facilities (Recreation centres, pools, ovals, clubrooms, parks, playgrounds and the Cossack town site) • Community Development initiatives and events (Cossack Art Awards, NAIDOC Festivals, Youth, Arts, DAIP and Senior programs) • Financial and accounting strategic and management services • Information and communication technology services
Responsibility	Director Community and Corporate Services Partnership Manager

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.d.2.2 Develop and implement strategic partnerships that assist in the provision of community infrastructure and service delivery. Individual funding agreements include - Partnership Management Team, Karratha Leisure Centre, Dampier Community Hub, Wickham Community Hub, Wickham Facilities Management, Community Events and Festivals and Community Development and Services.	1.d.2.2.1 Develop and implement Partnership Management Team agreement.		Partnership Management Team agreement signed by June 30, 2013 Six weekly and one annual report prepared and submitted to all stakeholders on deliverables identified in each individual agreement
	1.d.2.2.2 Develop and implement Karratha Leisure Centre agreement.		Partnership Management Team agreement signed by June 30, 2013 Six weekly and one annual report prepared and submitted to all stakeholders on deliverables identified in each individual agreement
	1.d.2.2.3 Develop and implement Dampier Community Hub agreement.		Partnership Management Team agreement signed by June 30, 2013 Six weekly and one annual report prepared and submitted to all stakeholders on deliverables identified in each individual agreement
	1.d.2.2.4 Develop and implement Wickham Facilities Management agreement.		Partnership Management Team agreement signed by June 30, 2013 Six weekly and one annual report prepared and submitted to all stakeholders on deliverables identified in each individual agreement
	1.d.2.2.5 Develop and implement Community Events and Festivals agreement.		Partnership Management Team agreement signed by June 30, 2013 Six weekly and one annual report prepared and submitted to all stakeholders on deliverables identified in each individual agreement
	1.d.2.2.6 Develop and implement Community Development and Services agreement.		Partnership Management Team agreement signed by June 30, 2013 Six weekly and one annual report prepared and submitted to all stakeholders on deliverables identified in each individual agreement

Workforce	2012-2013
Position	Notes
Full Time	Partnership Manager
	(\$'000)

Financial Services

Service Unit	Financial Services
Description	The Financial Services program delivers financial management leadership support and information to internal and external customers for the purpose of making informed business and financial decisions. In addition Financial Services monitors internal cash flow requirements as well as ensuring compliance with Council's monetary policies and procedures
Responsibility	Executive Manager Financial Services

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 4.c.2.3	Develop and/or review Council policies, procedures and processes	4.c.2.3.2 Review financial management related policies and procedures	Annual review (November) for Council consideration Feb
 4.d.1.1	Maximise opportunities for long term financial sustainability and equitable rating structure	4.d.1.1.1 Monitor and maintain rates property database	TWA / GRV Interim Rating Project Interim schedules to be processed within 10 working days
 4.d.1.3	Provide transparent and accountable financial information required by the Local Government Act, Code of Accounting Practice, Australian Accounting Standards and Local Government Regulations	4.d.1.3.1 Prepare the Annual Financial Statements	Audit completed as stated within corporate calander.
		4.d.1.3.2 Prepare the monthly financial statements and reports to Council	Compliance with LG financial management regulations
 4.d.1.4	Ensure that all statutory financial returns are completed and lodged by due dates	4.d.1.4.1 Complete monthly Business Activity Statement and annual fringe benefits tax return for lodgement with the Australian Taxation Office(ATO)in relation to Shire's tax obligations	Compliance with ATO reporting dates.
 4.d.1.5	Ensure financial accountability	4.d.1.5.1 Assist compliance against purchasing delegations	All payments authorised within delegation levels with exceptions found reported to Corporate Compliance
		4.d.1.5.2 Ensuring timely recognition and collection of revenues and payment for goods and services	Greater than 80% of Invoices (excluding Grants, Contributions, Donations & Sponsorships) collected within Council's Terms of Trade currently 40 Days. Greater than 95% Revenues receipted within 3 business days of being received by Financial Services. Greater than 80% of payable made within Supplier Terms of Trade. Supplier Terms of Trade.

Budget	2012-2013 (\$'000)
Rates	28,801
Other Revenue	3,887
Grants	2,465
Total Revenues	35,153
Total Expenses from Ordinary Activities	697
Operating Surplus / (Deficit)	34,456

Capital Expenditure	2012-2013 (\$'000)
Reserves	10
Asset Sales	0
Debt	0
Depreciation	0
Grants	0
Revenue	-10,129
Total Capital Funding	-10,119
Renewals	0
New Assets	0
Asset Expansion/Upgrade	0
Loan Repayments	0
Total Capital Expenditure	0

Workforce		2012-2013
Position	Notes	(\$'000)
Full Time	Executive Manager Financial Services	
Full Time	Management Accountant	
Full Time	Assistant Management Accountant	
Full Time	Manager Financial Accounting	
Full Time	Senior Rates Officer	
Full Time	Rates Officer	
Full Time	Asset Accountant	
Full Time	Finance Officer/Insurance	
Full Time	Finance Officer Accounts Receivable	
Full Time	Finance Officer - Revenue	
Part Time	Finance Officer - Part Time Receipting	
Part Time	Finance Officer - Part Time	
Full Time	Senior Creditors Officer	
Full Time	Creditors Officer	
Full Time	Payroll Officer	
	Total	1,477

Community Services

Service Unit	Community Services
Description	The role of the Community Services program is to build capacity, capability and partnerships across the community whilst simultaneously enabling cost efficient, relevant and responsive services to be provided to the community
Responsibility	Director Community and Corporate Services Manager Community Services

Our Programs	Our Services	Projects for 2012-2013	Performance Measures	
 1.b.2.1	Manage and operate libraries operations in Wickham, Dampier, Karratha and Roebourne.	1.b.2.1.1 Provide appropriate building facilities for effective library operations	Relocate Karratha Community Library (KCL) from Pam Buchanan Family Centre to Pilbara Institute site. Relocate Local History Office (LHO) from Peg's Creek Pavilion to Pilbara Institute Site	Relocate Karratha Community Library (KCL) by June 30, 2013 Each library facility open 95% of advertised hours (Karratha - 48 hrs./week; Dampier - 27 hrs./week; Roebourne - 26 hrs./week; Wickham - 27 hrs/week excluding public holidays) Relocation of Local History Office (LHO) completed by June 30, 2013
	1.b.2.1.2	Undertake pilot programs for youth		4 youth programs per week across 4 libraries (ie: Better beginnings, story time, rhyme time)
	1.b.2.1.3	Develop and maintain online e-services, available to the public.	Establish downloadable e-books at KCL	Internet access available at all libraries 90% of operating hours.
	1.b.2.1.4	Undertake specialised literacy, reading and guest speaker activities in all libraries.		Conduct 18 activities across 4 libraries (i.e. Children's Book Week, School Partnerships, The Reading Hour) annually
	1.b.2.1.5	Provide responsive and effective customer service for public engagement, library promotion, literacy/numeracy enhancement and library operations.		Disc cleaning service for the community at Karratha Community Library (KCL) implemented by June 30, 2013 Conduct 2 local community group initiatives per library (i.e.: book clubs; senior's events; environmental groups) Comply with all requirements of SLWA Activity Plan, Financial Return and Statistical Return.
	1.b.2.1.6	Provide information for a number of internal and external research inquiries.		5x reference enquiries/week responded to through libraries and Local History Officer. Number of enquiries recorded and presented for Arts and Cultural Plan.

Our Programs	Our Services	Projects for 2012-2013	Performance Measures	
 1.b.2.2	Manage and operate local history office	1.b.2.2.1 Continue to develop and maintain valued and accessible local history collection and maintain Museums collections in Roebourne, Cossack and the Airport	Preservation Assessment Remove and store collection items from airport during upgrade process	Preservation Assessment completed and grant acquitted Record 2 new oral histories and digitise 100 taped oral histories Accession, catalogue and/or preserve minimum 300 items into collection (new and existing)
		1.b.2.2.2 Facilitate and coordinate the Yaburara Heritage Trail Steering Committee Meetings to feed into Arts and Cultural Plan		6 Yaburara Heritage Trail Steering Committee (YHTSC) meetings conducted annually Lotterywest grant acquitted by June 30, 2013
		1.b.2.2.3 Coordinate, review and update the Municipal Heritage Inventory (MHI)	Municipal Heritage Inventory (MHI) completed and presented to Council in May 2013	Municipal Heritage Inventory (MHI) completed and presented to Council in May 2013
 1.d.1.1	Encourage seniors to participate in social, economic, community and political life in the Shire.	1.d.1.1.1 Coordinate activities, meetings and events for seniors including seniors week, Christmas parties and arts and craft workshop		6 senior's events (at least one in each town).
		1.d.1.1.2 Promote activities that educate and encourage healthy lifestyle including "stay on your feet" week		Annual "stay on your feet" week activity.
		1.d.1.1.3 Facilitate networking with other community and government organisation working in the senior's arena		2 presentations from outside agencies within seniors program
		1.d.1.2.2 Manage leases for Shire owned childcare facilities at Wickham, Millars Well and Bulgara		All leases in place and annual asset management audits undertaken by June 2013

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.f.1.1	Conduct annual review of Youth Development Plan	1.f.1.1.1 Develop and strengthen youth stakeholder partnerships through Regional Youth Coordinators Network (RYCN).	8 Regional Youth Coordinators Network (RYCN) meetings Youth Leadership Network to help coordinate youth specific activities and events in Karratha/Dampier established
	1.f.1.1.2 Support young people to take ownership of places and spaces by delivering activities and programs for Youth. Includes "Make a Move" Calendar.	Deliver average of 2 activities a month Obtain sponsorship \$100,000 for activities Meet all KPI targets of sponsorship agreements (including annual report) Receive minimum 80% positive feedback from 10% participants at Make a Move events	
1.f.1.5	Identify potential sponsorship and grant funding opportunities	1.f.1.5.1 Provide responsive and effective Community Grant and Sponsorship opportunities to assist with community engagement projects, strategies, initiatives, events and activities.	4 quarterly Community and Cultural Grant rounds (\$6,500 avail/quarter) 4 quarterly Sports Grant rounds (\$6,500 avail/quarter) 1 annual Community Sponsorship round (up to \$200,000 avail) 5 annual Community Association Development Scheme (up to \$100,000 avail/community association) 4 ex gratia scheme (as per Policy CS.19) Annual review of effectiveness of grants/ sponsorship conducted and reported to Council for Annual Community, Association Development Scheme, Annual Community Sponsorship Round and Ex- Gratia Scheme by 30 June 2013.
 1.f.2.1	Conduct annual review of Arts and Culture Plan	1.f.2.1.1 Preserve and enhance our unique Local Identity	Develop Public Arts Register Attend 12x local community associations and community representative meetings per town. Present 8x Twilight Tunes events throughout the year in Karratha, Dampier, Wickham, Roebourne, Cossack and Point Samson..
		1.f.2.1.2 Conserve, enhance and promote Cultural Heritage	Conduct welcome to country at all major SoR events and acknowledge "traditional owners" at all other non-major events and gatherings.

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.f.2.1 Conduct annual review of Arts and Culture Plan	1.f.2.1.3	Support Cultural Diversity and Unity	Extend invitation to Indigenous artists to be involved in arts and cultural events, workshops and activities Provide NAIDOC Week activities Support 2x community facilitated multicultural events.
	1.f.2.1.4	Promote participation in cultural development and cultural activities.	Coordinate 2x Professional Development workshops for the local community. Coordinate 3x community arts and cultural development workshops Collate an arts calendar and annual art workshop program, inclusive of all towns. Implement calendar and programs.
	1.f.2.1.5	Promote access to cultural information and local knowledge that enhances community relations	Promote all relevant information on arts and cultural activities through Arts and Culture database and Community networks Maintain art display at the Karratha Airport. Update exhibition every six weeks.
	1.f.2.1.6	Develop Cultural Services, Infrastructure and Activities.	Incorporate Markets into 3x Shire of Roebourne events and festivals where possible Support, develop and implement public art projects as per per cent for art policy Present REAF
	1.f.2.1.7	Coordinate and present Cossack Art Awards and Cossack Family Day performance measure column Facilitate cross Art Awards comprising sponsor night, Open night x3 week exhibition Artist in Residence present at Cossack for 6 weeks prior to CAA. Air engaged in community activities. Complete Public Program in lead up to CAA Meet KPI's as identified in partnership and sponsorship agreements for CAA 2000 attendees to Family Day	

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.f.4.2 Provide support to local community groups and local service providers for community engagement events, projects, programs and activities	1.f.4.2.1	Provide Community Bus Service in partnership with key stakeholders	Bus Service to run at 95% of advertised/scheduled hours KPI's as identified in partnership agreements are met
	1.f.4.2.2	Deliver "computers for communities" project	95% of outdated computers from Shire to local community groups disseminated. Compliance with Policy CS.6
	1.f.4.2.3	Maintain volunteers register and celebrate "Volunteers Week"	Up to date volunteers register and annual volunteers week activity.
	1.f.4.2.4	Provide Early Learning Scholarship Scheme (ELSP) in collaboration with key stakeholders	Early learning scholarship scheme (ELSP) Memorandum of Understanding (MOU) maintained and KPI's as per agreement met.
	1.f.4.2.5	Provide and support range of celebratory community events and ceremonies.	Conduct 11 community based activities and/or events including Australia Day events, awards and Citizenship ceremony, Remembrance Day, and Citizenship ceremonies
	1.f.4.2.6	Provide banner and marquee booking service for community groups and not for profit organisations	Provide banner and marquee booking service for community groups and not for profit organisations
	1.f.4.2.7	Support presentation of NAIDOC Week activities to towns within Shire of Roebourne.	1 NAIDOC event in each town (Karratha, Dampier, Roebourne, Wickham and Point Samson) \$200,000 financial and in-kind sponsorship secured KPI's as identified in partnership and sponsorship agreements are met Minimum 5 local indigenous artists utilised
 1.f.8.1 Review and implement Shire of Roebourne Disability Access and Inclusion" Plan (DAIP)	1.f.1.8.1	Promote Disability Access and Inclusion Plan (DAIP) both internally and externally	Annual Review conducted and updated Disability Access and Inclusion Plan (DAIP) submitted to Council by June 30, 2013, compliance with DSC requirements. Coordinate biannual stakeholder meetings Provision of disability access to be recorded for every event, function and service during the year. 75% events accessible.

Budget	2012-2013 (\$'000)
Rates	0
Other Revenue	146
Grants	1,046
Total Revenues	1,192
Total Expenses from Ordinary Activities	5,004
Operating Surplus / (Deficit)	-3,812

Capital Expenditure	2012-2013 (\$'000)
Reserves	600
Asset Sales	0
Debt	0
Depreciation	0
Grants	0
Revenue	-600
Total Capital Funding	0
Renewals	110
New Assets	67
Asset Expansion/Upgrade	0
Loan Repayments	0
Total Capital Expenditure	112

Workforce		2012-2013 (\$'000)
Position	Notes	
Full Time	Manager Community Services	
Full Time	Senior Community Development Officer	
Full Time	Community Development Officer	
Full Time	Community Development Officer	
Full Time	Community Events & Administration Officer	
Full Time	Community Events & Administration Officer	
Full Time	Local History Officer	
Full Time	Library Coordinator	
Part Time	Library Officer	
	Total	1,259

Community Facilities

Service Unit	Community Facilities
Description	Community Facilities provides quality infrastructure to ensure that residents have the opportunity to access experiences which improve their quality of life
Responsibility	Director Community and Corporate Services Manager Community Facilities

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.a.2.6 Operate Community Facilities	1.a.2.6.1 Provide Community Facilities	Establish operations in the Karratha Leisureplex in accordance with management plan KPI's	Improved rating through Community Survey
	1.a.2.6.2 Deliver Community Infrastructure Improvements	Install shared path Signage Replace Playground Equipment Erect Permanent Shade Structures Install Baynton West Sports Lights All projects completed within budget and by June 2013.	
 1.a.3.1 Provide open spaces which cater for the communities needs	1.a.3.1.2 Improve open space as per community needs	Lions Park Redevelopment completed within budget and by April 2013	
 1.b.5.1 Review and Implement changes to Community Business Plans	1.b.5.1.1 Implement Community Facility Business Plans		Review and update plans annually by June 30, 2013
 1.d.1.2 Provide a contemporary, innovative family facilities that provide a variety of family oriented services	1.d.1.2.1 Ensure Shire facilities are managed and operated effectively.	Capital Improvement Program for facilities are completed within budget and by June 2013.	Improved ratings within community surveys.

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.d.2.1	Support sporting community groups to develop and grow	1.d.2.1.1 Deliver the Club Development Scheme	4 community and sporting group newsletters provided Annual calendar of events developed for community and sporting group Minimum of 6 events / workshops per annum Club assessment and health check for all clubs coordinated Number of club meetings attended and liaised with sporting clubs
 1.f.1.2	Extend community use of school facilities for youth activities.	1.f.1.2.1 Undertake discussions with school principals to identify facilities that can be hired or used for after hour use to support child and youth projects or programs	Deliver long term Joint Use Agreement Document across all available sites.
 1.f.1.3	Support young people to take ownership of places and spaces by delivering activities and programs for youth.	1.f.1.3.1 Maintain the skate parks and investigate provision for additional skate parks	Findings reported to Director Community and Corporate Services by June 30, 2013
 1.f.1.4	Extend community use of school facilities for youth activities.	1.f.1.4.1 Undertake discussions with school principals to identify facilities that can be hired or used for after hour use to support child and youth projects or programs	
 1.f.2.3	Make the most of our Natural and Public Environment.	1.f.2.3.1 Present REAF. Events should utilise a variety of venues including outdoor amphitheatres and community halls. Local artists and performers and well known international and national acts can feature in the program with a variety of events to appeal to the Shire of Roebourne's diverse community.	REAF KPI's as per funding agreements ; Facilitate red earth arts festival comprising of 2 events in each town and 115 hours of event content, Facilitate the Karratha community celebration.
 1.f.4.3	Encourage community engagement	1.f.4.3.1 Provide a range of community events and festivals	Minimum of 6 live shows in the Walkington Theatre Minimum of 64 film screenings per year at the moon rise cinemas

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 <p>3.c.1.1</p> <p>Community parks conform to health and safety standards</p>	<p>3.c.1.1.1</p> <p>Provide permanent shades at community parks</p>	<p>Install perminate shade structure at Dampier Lions Park on budget and completed by June 2013. Shade structures incorporated into Wickham Lions Park redevelopment within Budget and by June 2013</p>	
 <p>4.b.2.1</p> <p>Provide and maintain high quality playgrounds, skate parks and public open space</p>	<p>4.b.2.1.1</p> <p>Improve community play spaces</p>	<p>Playground Replacement at Point Samson, Rubber sofffall replacement at the Roebourne Aquatic Centre, Lions Park Redvelopment all completed by June 2012 and within budget allocation.</p>	<p>Improved ratings within the Community Survey</p>
	<p>4.b.2.1.2</p> <p>Manage bookings and usage of active and public open space</p>		

Budget	2012-2013 (\$'000)
Rates	0
Other Revenue	2,471
Grants	1,154
Total Revenues	3,625
Total Expenses from Ordinary Activities	15,428
Operating Surplus / (Deficit)	-11,803

Capital Expenditure	2012-2013 (\$'000)
Reserves	16,028
Asset Sales	0
Debt	7,440
Depreciation	0
Grants	17,938
Revenue	0
Total Capital Funding	41,406
Renewals	649
New Assets	39,414
Asset Expansion/Upgrade	1,491
Loan Repayments	0
Total Capital Expenditure	41,554

Workforce		2012-2013 (\$'000)
Position	Notes	
Full Time	Manager Community Facilities	
Full Time	Club Development Officer	
Full Time	Catering Coordinator	
Full Time	Events Coordinator	
Full Time	Recreational Facilities Coordinator	
Full Time	Senior Recreation Development Officer	
Full Time	Youth Shed Supervisor	
Part Time	Youth Officer	
Full Time	Cossack Assistant Caretaker	
Full Time	Cossack Caretaker	
Full Time	Manager Karratha Aquatic Centre	
Full Time	Duty Manager Aquatic - KAC	
Full Time	Manager Roebourne Aquatic Centre	
Full Time	Duty Manager Roebourne Aquatic Centre	
Part Time	Recreation Administration Officer P/T	
Part Time	KEC Customer Service Officer P/T	
Part Time	KEC Customer Service Officer P/T	
Part Time	KEC Customer Service Officer P/T	
Full Time	KEC Fitness Coordinator	
Full Time	KEC Program Development Officer	
	Total	7,937

Information and Communication Technology (ICT) Services

Service Unit	Information and Communication Technology (ICT) Services
Description	Information and Communication Services Technology (ICT) Services provide reliable, secure, useful and accessible information resources and related services to empower staff and the business. ICT services involve the management of all people, processes, and technology to ensure quality levels of service in line with the business requirements. ICT consists of functions such as infrastructure management, systems management, network management and service desk management. ICT leverages existing, emerging, and innovative technologies to enhance, improve, and streamline business processes and is a change management enabler.
Responsibility	Director Community and Corporate Services Manager Information and Communication Services

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.f.4.1	1.f.4.1.7 Provide the platform for publishing web content that supports business areas in their requirements of contributing high quality online content for customers and stakeholders to meet the businesses and communities evolving needs.		By recording unschedule downtime to evidence less than 1% downtime
	1.f.4.1.8 Provide support to ensure the online delivery systems and platform is functional, accessible and available.		Improved stakeholder feedback annually through ICT Survey
 4.a.1.2	4.a.1.2.6 Provide reliable, secure, useful and easily accessible information resources that empowers staff and the business to focus on delivering community services in a customer focused way		Stakeholder feedback through annual staff survey 75% satisfaction rating to be achieved
 4.c.1.5	4.c.1.5.1 Provide an ICT Service desk function to support staff operational ICT issues efficiently		80% of service requests completed with first point of contact. Respond within 24hrs.
	4.c.1.5.2 Provide professionally maintained ICT infrastructure which supports the operations of the business by utilising industry leading hardware solutions on a virtualised platform.	Develop ICT Framework	Develop ICT framework for Council adoption in June 2012 for implementation in 2013/14.
	4.c.1.5.3 Provide secure and reliable information systems to enable the business to meets its legislative obligations into the future		Develop ICT framework for Council adoption in June 2012 for implementation in 2013/14

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 4.c.1.5 (cont.) Provide efficient and effective information technology and communication infrastructure ensuring greater accessibility, enhanced service delivery and optimum security (cont.)	4.c.1.5.4 Provide flexible and secure telecommunications systems which leverage contemporary technologies to minimise business communication costs.		
	4.c.1.5.5 Implement a server and desktop hardware refresh plan.		33% of desktop infrastructure to be replaced annually.
	4.c.1.5.6 Monitor vulnerabilities of core infrastructure, including applications and operating systems and apply appropriate resolutions to identified exposures.		Install/review latest software to prevent vulnerability - updated and modified annually.
	4.c.1.5.7 "Maintain a robust and effective IT security governance approach which includes applying IT policies and procedures consistently and ensuring accountability is in accordance with adopted Councils Policies such as the IT Conditions of Use and Officer Code of Conduct."		Develop ICT framework for Council adoption in June 2012 for implementation in 2013/14.

Budget	2012-2013 (\$'000)
Rates	0
Other Revenue	0
Grants	0
Total Revenues	0
Total Expenses from Ordinary Activities	611
Operating Surplus / (Deficit)	-611

Capital Expenditure	2012-2013 (\$'000)
Reserves	0
Asset Sales	0
Debt	0
Depreciation	0
Grants	0
Revenue	0
Total Capital Funding	0
Renewals	0
New Assets	288
Asset Expansion/Upgrade	0
Loan Repayments	0
Total Capital Expenditure	288

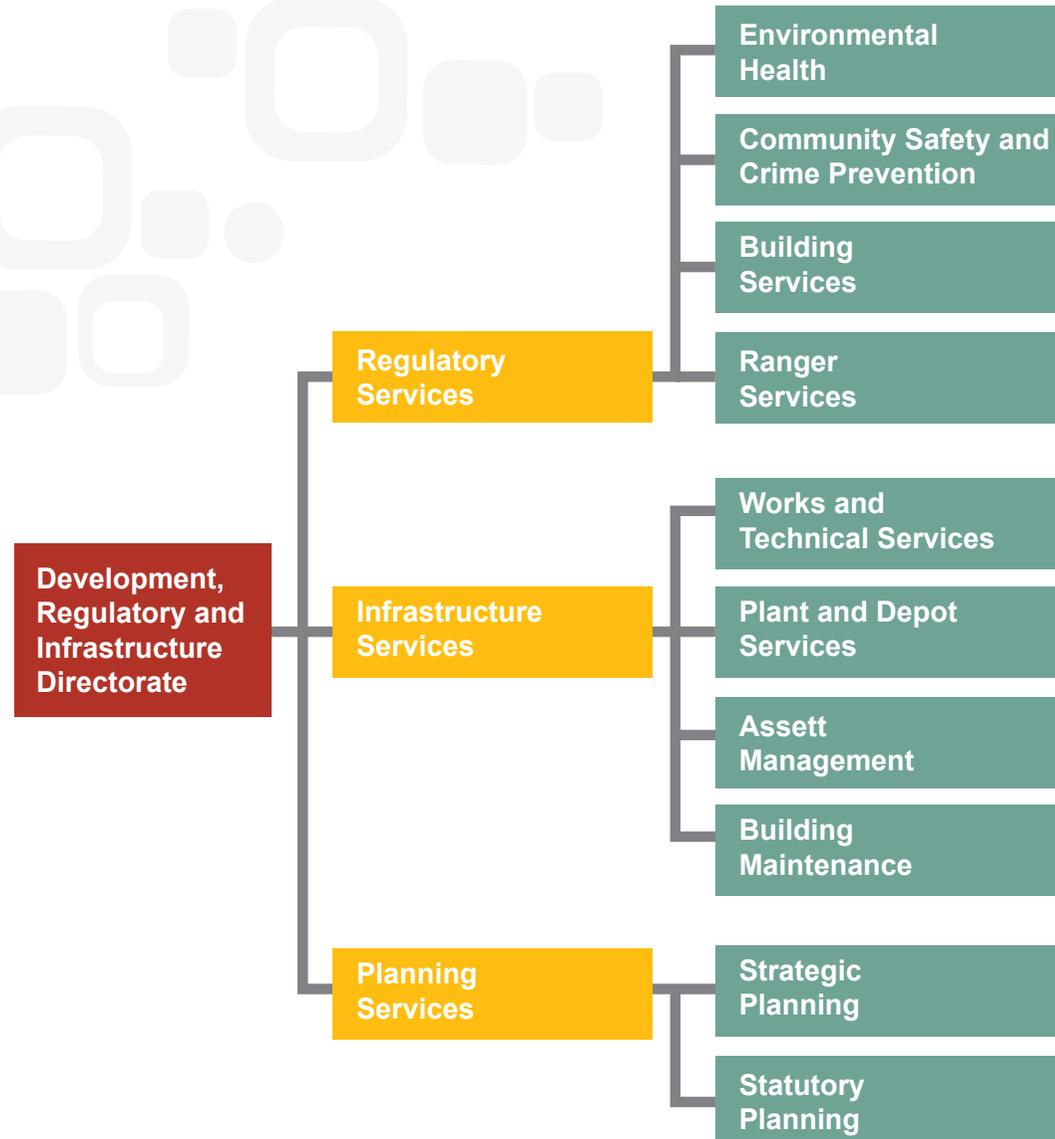
Workforce		2012-2013 (\$'000)
Position	Notes	
Full Time	Manager Information and Communication Services	
Full Time	Chief Information Officer	
Full Time	IT Support Officer	
Full Time	IT Support Officer	
Part Time	IT Support Officer	
Total		539



Development, Regulatory and Infrastructure Directorate

Contains Service Units:

Regulatory Services
Infrastructure Services
Planning Services



Planning Services (Strategic Planning and Statutory Planning)

Service Unit	Planning Services
Description	Planning Services encompasses Strategic and Statutory Planning and is responsible for directing the spatial and location use and development of land resources in a way that provides for the social, environmental, economic and cultural well-being of people and communities, now and into the future. The Strategic Planning program provides high level analysis that informs the Town Planning Scheme and associated policies. Strategic planning in relation to land use and development responds to Council's vision for the future of Roebourne communities and initiatives to achieve best practice, the policies and guidelines of other agencies. It also analyses gaps in planning policy identified by the public, government agencies and Council staff
Responsibility	Director Development, Regulatory and Infrastructure Manager Planning Services

Our Programs	Our Services	Projects for 2012-2013	Performance Measures	
 1.a.4.1	Plan for provision of natural, active and passive open spaces in urban areas	1.a.4.1.1 Incorporate best practice principle for open space provision into the Local Planning Strategy, local structure plans 1.a.4.1.2 Assess development plans and subdivisions proposals for appropriate open space provision or contributions in lieu.	Local Planning Strategy Roebourne Structural Plan Point Sampson Structural Plan (Pending external funding approval) Cossack Design Guidelines (Department of Planning Leadership)	Commence development of the Local Planning Strategy. Complete the Roebourne Structure Plan. Commence development of the Point Samson Structure Plan. Input to Cossack Design Guidelines [DOP led Project]
				Ensure Open Space Provision is consistent with Local and State Policies in the Planning Scheme Review Proposed in 013-14
 1.b.1.2	Build partnerships with stakeholders including Government Agencies and Public and Business Enterprises to implement the vision of the Karratha City of the North	1.b.1.2.1 Identify land for potential growth and coordinate planning to bring growth areas into readiness for urban development. 1.b.1.2.2 Assess and facilitate approvals for major development proposals in the public and private sector	Local Planning Strategy Roebourne Structural Plan Point Sampson Structural Plan Amendment 21 and Lazy Lands	Amendment 21 adopted for growth areas and other Planning Scheme Amendments for Residential Infill and Development Process development applications within 60 Days and 90 days where publicly advertised. Assess joint development applications within 50 and 80 where publicly advertised.
 1.b.2.3	Prepare/implement a Local Planning Strategy	1.b.2.3.1 Prepare a Local Planning Strategy	Local Planning Strategy	Local planning strategy prepared and reported to Council by 31 December 2013

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.b.2.4	1.b.2.4.1 Review and update Local Planning Policy	Transient Workforce Policy Social Assessment Impact Management Planning Policy City Centre Car Parking Policy	Local planning policies are maintained as up to date and procedures followed for formal adoption. Schedule for local planning review is maintained, including a schedule for drafting of new local policies
 1.b.3.3	1.b.3.3.1 Liaise with relevant agencies to apply best knowledge of climate change and storm event risks in land use planning for urban areas	Planning Scheme Amendment Local Planning Policy relating to the Storm Surge Risk Special Control Area. Model Scheme Provision for Development Contribution	Scheme Amendment updated to reflect Coastal Vulnerability Study
1.b.5.1	1.b.5.1.2 Review and Implement changes to Community Business Plans	Prepare a contribution policy and scheme amendment to encourage major developments to support community facilities plans and leave positive long term legacies for the community	Interface with the Local Planning Strategy and local Structure Plan Projects regarding Model Scheme Provision for Development Contribution and other Statutory Planning Opportunities.
 1.c.1.1	1.c.1.1.1 Identify areas for development and promotion of a diversity of housing forms	Lazy Lands Scheme Amendments (Various)Local Planning Strategy	Prepare documentation to initiate a development contribution scheme including Amendment for Bulgara, Pegs Creek and Millars Wells in 2013-14 and other areas specified in the local planning strategy and local Structure Plans
	1.c.1.1.2 Identify and make provision in the planning scheme for residential infill and new development areas for affordable and housing diversity	Process development applications for new urban and infill areas in consultation with local communities	Commence scheme amendments to enable development of Lazy Land parcels provided to the Shire. Process development applications within 60 days, and 90 days where publicly advertised. Process joint development panel applications within 50 and 80 days where publicly advertised.

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.d.3.1 <p>Liaise with key stakeholders including LandCorp and Government Agencies for implementation of Karratha City Centre Master Plan(KCCMP) and Infrastructure Works Program(IWP)</p>	1.d.3.1.1 <p>Liaise with LandCorp to finalise Planning Scheme Amendment/s and land assembly for Karratha City Centre Master Plan(KCCMP) and Infrastructure Works Program(IWP)</p>	Karratha City Centre Master Plan(KCCMP) and Infrastructure Works Program(IWP)	Produce documentation for Scheme Amendment to be lodged
	1.d.3.1.2 <p>Assess and facilitate major development proposals in the Karratha Central Business Area</p>		Provide pre-application advice to developers within 21 days. Prepare reports to Council where appropriate OR JDAP.
 1.e.1.1 <p>Prepare structure plans for all urban areas in the Shire</p>	1.e.1.1.1 <p>Prepare and review structure plans for suburbs and growth areas</p>	Roebourne Structural Plan Point Sampson Structural Plan Dampier Structural Plan Mulataga Structural Plan Mirvac/Landcorp Project	Commence development of Structure Plans for Roebourne, Point Samson, Dampier and Mulataga.
	1.e.2.1.2 <p>Negotiate appropriate responses through development assessments to social impact assessment and legacy contributions</p>	Transient Workforce and Social Impact Assessment and Impact Management Plan Guidelines.	Endorse development contribution policy
 1.f.7.1.1 <p>Liaise with relevant agencies for implementation of State and Local Planning Policies</p>	1.f.7.1.1.1 <p>Liaise with Fire and Emergency Services and other key stakeholders for Storm Surge and Cyclone preparedness in development applications</p>	Planning Scheme Amendment 27 and Local Planning Policy DP 19	Adopt Planning Scheme Amendment 27 and Local Planning Policy DP19
 1.g.1.2 <p>Administer planning controls and policies to encourage greater diversity of housing supply</p>	1.g.1.2.1 <p>Work with key stakeholders to implement the Lazy Lands Residential infill program</p>	Lazy Lands Commercially tendered sites Lazy Lands Council Sites	Due diligence planning for Lazy Lands significantly progressed by June 30, 2013
 2.b.1.1 <p>Identify demand for industrial, residential, community and commercial purposes and facilitate development of land for industrial, residential, community and commercial purposes</p>	2.b.1.1.1 <p>Liaise with LandCorp and other key stakeholders to set in place plans and policies for development of the new suburb of Mulataga</p>	Local Planning Strategy Mulataga Development Plan and Subdivisions (Landcorp and Mirvac led Development)	Initiate and progress development of Local Planning Strategy
 3.a.1.3 <p>Provide expert advice to Government Agencies regarding matters relating to lands including native vegetation, mining leases and land tenures</p>	3.a.1.3.1 <p>Respond to requests for Shire position and provide information on crown land and related matters</p>		Respond within 14 days of initial inquiry

Our Programs	Our Services	Projects for 2012-2013	Performance Measures	
 4.a.1.2	Implement highest standards of Customer Service	4.a.1.2.10 Provide timely information in response to community inquiries on land use planning and development matters	Customer Service Charter.	Provide initial response to resident within two working days of request
	4.a.1.2.11 Provide timely decision making on development applications and other landuse planning and approvals	Reports to JDAP, Council, and other decision making bodies.	Process development applications within 60 Days and 90 days where publicly advertised. Assess joint development applications within 50 and 80 days where publicly advertised. Prepare reports for Council where Council decision making is required.	
 4.a.3.2	Establish a committee to oversee a parking strategy within the Shire	4.a.3.2.1 Investigate establishment of Committee and report findings to the Executive Management Team	Parking Strategy developed and presented to Council by June 30, 2013	Provide a report detailing the findings of the committee in relation to parking within the Shire
 4.b.1.3	Investigate service requests raised by the community on all health, building, ranger and planning matters	4.b.1.3.4 Respond to planning complaints and instigate remedial action when and where required		Initial response to Town Planning complaints provided within 48 hours
 4.c.1.1	Provide assistance to all departments across the Shire in complying with the legislative and statutory requirements	4.c.1.1.5 Provide interpretive advice of statute/ legislation pertaining to regulatory matters		Provide interpretive advice provide within two working days from request
 4.c.2.7	Pursue best practice delivery of Planning Services	4.c.2.7.1 Investigate potential for lodgement of planning applications online	Synergy Training for Planning Services Personnel	Undertake review to determine suitability of online lodgement of planning applications
		4.c.2.7.2 Monitor and respond to compliance with planning scheme requirements		Provide initial response to Councillor and Resident within two working days of request

Budget	2012-2013 (\$'000)
Rates	0
Other Revenue	436
Grants	650
Total Revenues	1,086
Total Expenses from Ordinary Activities	2,810
Operating Surplus / (Deficit)	-1,724

Capital Expenditure	2012-2013 (\$'000)
Reserves	0
Asset Sales	0
Debt	0
Depreciation	0
Grants	0
Revenue	0
Total Capital Funding	0
Renewals	0
New Assets	0
Asset Expansion/Upgrade	0
Loan Repayments	0
Total Capital Expenditure	0

Workforce		2012- 2013 (\$'000)	2013- 2014 (\$'000)	2014- 2015 (\$'000)	2015- 2016 (\$'000)	2016- 2017 (\$'000)
Position	Notes					
Full Time	Manager Planning Services					
Full Time	Planning Assistant					
Full Time	Principal Strategic Planner					
Full Time	Senior Strategic Planner/Project Officer					
Full Time	Principal Statutory Planner					
Contract	Planning Compliance Officer					
Full Time	Senior Statutory Planner					
Full Time	Senior Statutory Planner					
Full Time	Statutory Planner					
Full Time	Lands Officer					
	Total	1,445	1,445	1,445	1,445	1,445

Environmental Health Services

Service Unit	Environmental Health Services
Description	Environmental Health Service is about creating and maintaining environments that promote good public health within the community. Environmental Health ensures that our basic health requirements, such as clean water, safe accommodation and safe food are priorities for our community. It also refers to the theory and practice of assessing, correcting, controlling and preventing those factors in the environment that can potentially affect adversely the health of present and future generations.
Responsibility	Executive Manager Regulatory Services Coordinator Environmental Health

Our Programs		Our Services		Projects for 2012-2013	Performance Measures
 3.b.1.1	Manage Waste Services	3.b.1.1.9	Undertake monitoring and reporting of operation of 7 mile waste facility as per Department of Environment and Conservation license		Undertake Quarterly ground water sampling and provision of annual report to DEC - as per DEC License
 4.a.1.2	Implement highest standards of Customer Service	4.a.1.2.6	Provide the community with informed advice in respective specialised areas of environmental health		Provide initial response to resident within 48 hours of request
 4.b.1.1	Develop and review Local Laws for regulatory compliance	4.b.1.1.1	Develop Local Laws		Complete Gazettal and implementation of the local laws
 4.b.1.2	Ensure minimum statutory standards are maintained at all health premises	4.b.1.2.1	Ensure all health premises are registered and inspected according to risk	Golden Gecko food premises program	Submit annual food premises report to Department of Health Environment Health Division.
		4.b.1.2.2	Undertake sampling of food, waters and any other matter affecting public health		Compliance with all Department of Health sampling frequencies
		4.b.1.3.2	Respond to health complaints and instigate remedial action when and where required		Initial response to complainant sent within 7 days
		4.b.1.4.2	Assess all applications within the statutory timeframes		Applications relating to buildings assessed within 5 days Applications relating to planning assessed within 5 days Applications relating to onsite effluent disposal assessed within 28 days

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 4.b.1.5	4.b.1.5.1 Implement effective control programs, resident education, complaint investigation and enforcement. 4.b.1.5.2 Maintain "Healthy Dog Day" program	Mosquito control program Sentinel Chicken program Healthy Dog Program	Complete replacement of all mosquito larvicide bait stations on an annual basis Bleed sentinel chickens on a fortnightly basis Undertake Healthy Dog Day on a quarterly basis
 4.b.1.6	4.b.1.6.1 Provide specific advice for applications to meet statutory compliance		Provide approval within 14 days of receipt.
 4.b.1.7	4.b.1.7.1 Investigate and report on disease notifications and instigate remedial action as required		Mail out proforma within 48 hours
 4.b.1.8	4.b.1.8.2 Undertake inspections of all publicly owned swimming pools in accordance with statutory requirements		Inspect all public swimming pools are on annual basis
 4.b.1.9	4.b.1.9.1 Prepare Public Health Plan	Public Health Plan	Compete public health plan (subject to Department of Health providing template)
 4.b.1.10	4.b.1.10.1 Maintain and update an Environmental Health Emergency Response Plan		Review Environmental Health Emergency Response Plan annually
 4.c.1.1	4.c.1.1.2 Provide interpretive advice of statute/legislation pertaining to regulatory matters		Provide interpretive advice provide within 48 hours
 4.d.1.3	4.d.1.3.1 Prepare budget estimates and monitor ongoing financial activity		Managers meet all key dates within the budget process (including 2 budget review process) and corporate calander.

Budget	2012-2013 (\$'000)
Rates	0
Other Revenue	73
Grants	13
Total Revenues	86
Total Expenses from Ordinary Activities	1,084
Operating Surplus / (Deficit)	-998

Renewals	0
New Assets	193
Asset Expansion/Upgrade	0
Loan Repayments	0
Total Capital Expenditure	193

Workforce		2012-2013 (\$'000)
Position	Notes	
Full Time	Environmental Health Officer	
Full Time	Senior Environmental Health Officer	
Full Time	Coordinator Environmental Health Services	
Full Time	Pest Control/Leading Hand	
	Total	658



Community Safety and Crime Prevention

Service Unit	Community Safety and Crime Prevention
Description	The Community Safety and Crime Prevention unit is responsible making the Shire a safer place to live, by coordinating the Cleansweep Taskforce and overseeing the development and implementation of the Cleansweep Taskforce Action Plan. This service unit has 5 main focus areas being Graffiti; Litter; Crime Prevention & Anti-Social Behaviour; Alcohol Management; and Road Safety
Responsibility	Executive Manager Regulatory Services Community Safety Coordinator

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.f.5.1	1.f.5.1.1 Implement CCTV/security lighting	Security Lighting and CCTV project	CCTV to be installed upon completion of security lighting to be upgraded at Bond Place and corner of Tambrey Dr/ Bathgate Drive
	1.f.5.1.2 Improve crime and safety awareness and neighbourhood relations by implementing ongoing projects and programs.	Cleansweep Taskforce	Undertake quarterly community with WAPOL
 1.f.5.2	1.f.5.2.1 Coordinate a rapid response programme to graffiti identified within the Shire.	Graffiti Removal Program	All offensive graffiti removed within 48 hours of reporting All non offensive graffiti removed within 7 days of reporting
	1.f.5.2.2 Coordinate a reporting, education and prevention program.	Graffiti Removal Program	Graffiti removal information publicly disseminated Facilitate the engagement of all offenders referred by WAPOL to remove graffiti. Provide graffiti statistical reports to WAPOL on a monthly basis.
	1.f.5.2.3 Encourage community removal of minor graffiti that meets the standards under the Shire Graffiti Policy.	Graffiti Removal Program	Ensure that all requests for graffiti removal kits are provided for within 48 hours of request
 1.f.5.3	1.f.5.3.1 Support and supply resources to community groups	Assist CARE and other community groups	Number of "Bags for Bucks" collected to date
	1.f.5.3.2 Schedule and promote regular Shire-wide litter clean up events to promote community/business involvement in litter initiatives	Clean Up Australia Day Great Northern Cleanup Bucks for Bags	Facilitate the Great Northern Cleanup & Clean Up Australia Day Facilitate 6 litter clean-ups with CARE/Local Businesses/Community groups per year

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.f.5.4 Develop and support initiatives that help reduce the harms caused misuse of alcohol	1.f.5.4.1 Promote education and awareness programs as applied to alcohol. 1.f.5.4.2 Promote programs to address alcohol issues/anti-social behaviour with sports clubs	Shire of Roebourne Accord "Just Bin It" program	Ensure Shire attendance at all Accord meetings Provide "Just Bin It" alcohol bins at all licensed premises where alcohol is consumed. Install street drinking awareness banners at prominent places within the Shire (ie Airport/Visitors centres etc)
 1.f.5.5 Promote road/vehicle safety	1.f.5.5.1 Promote safe driving messages both on and off road	Off Road Vehicle Strategy developed Purchase of Variable Messaging Signage	Use of Variable Message sign (VMS) per month Completion of Off Road Vehicle Strategy prepared by June 30, 2013
 4.a.1.2 Implement highest standards of Customer Service	4.a.1.2.8 Provide the community with informed advice in respective specialised areas of community safety and crime prevention		Provide initial response to resident within 48 hours of request

Budget		2012-2013 (\$'000)
Rates		0
Other Revenue		0
Grants		825
Total Revenues		825
Total Expenses from Ordinary Activities		542
Operating Surplus / (Deficit)		283

Capital Expenditure		2012-2013 (\$'000)
Reserves		
Asset Sales		0
Debt		0
Depreciation		0
Grants		400
Revenue		0
Total Capital Funding		400
Renewals		0
New Assets		30
Asset Expansion/Upgrade		550
Loan Repayments		0
Total Capital Expenditure		580

Workforce		2012-2013
Position	Notes	(\$'000)
Full Time	Community Safety Coordinator	
Total		129



Building Services

Service Unit	Building Services
Description	Building Services administers laws, codes and standards that ensure minimum standards of construction are observed
Responsibility	Executive Manager Building Services Manager Building Services

Our Programs	Our Services	Projects for 2012-2013	Performance Measures	
 4.a.1.2	Implement highest standards of Customer Service		Provide initial response to resident within 48 hours of request	
 4.b.1.3	Investigate service requests raised by the community on all health, building, ranger and planning matters		Initial response to Building complaints provided within 48 hours	
 4.b.1.4	Conduct assessments of all building, health and ranger related applications and issue permits and approvals in accordance with legislative requirements		Assess all applications within the statutory time frames Assess 90% of all certified applications and issue building permit within 5 working days	
		 4.b.1.4.3	Undertake inspections of built structures as required by building permit conditions and requested by building owners	Undertake inspection of built structure within 2 days of request being received by the developer/owner
 4.b.1.6	Assess development applications to ensure environmental health and building concerns are addressed		Provide initial response to resident within 48 hours of request	
 4.b.1.8	Implement Swimming Pool Inspection Program		Ensure all pool inspections scheduled for the year are completed. Ensure that all outstanding works are re-inspected within 7 days of falling due.	
 4.c.1.1	Provide assistance to all departments across the Shire in complying with the legislative and statutory requirements	 4.c.1.1.3	Provide building certification services within the Shire as requested	Provide interpretive advice provide within 48 hours

Budget	2012-2013 (\$'000)
Rates	0
Other Revenue	1,543
Grants	0
Total Revenues	1,543
Total Expenses from Ordinary Activities	1,275
Operating Surplus / (Deficit)	267

Capital Expenditure	2012-2013 (\$'000)
Reserves	0
Asset Sales	0
Debt	0
Depreciation	0
Grants	0
Revenue	0
Total Capital Funding	0
Renewals	0
New Assets	4
Asset Expansion/Upgrade	0
Loan Repayments	0
Total Capital Expenditure	4

Workforce		2012-2013
Position	Notes	(\$'000)
Full Time	Senior Building Surveyor	
Full Time	Manager Building Services	
Full Time	Buiding Surveyor	
Full Time	Senior Building Surveyor	
Full Time	Planning Assistant	
	Total	713

Ranger Services

Service Unit	Ranger Services
Description	Ranger Services provides an internal and external customer service focused on a proactive, advisory and educational role whilst achieving compliance in the administration of State legislation and local laws
Responsibility	Executive Manager Regulatory Services Ranger Services Coordinator

Our Programs		Our Services		Projects for 2012-2013	Performance Measures
 1.f.5.5	Promote road/vehicle safety	 1.f.5.5.1	Promote safe driving messages both on and off road	Off Road Vehicle Strategy developed Purchase of Variable Messaging Signage	Use of Variable Message sign (VMS) per month Completion of Off Road Vehicle Strategy prepared by June 30, 2013
 1.f.6.1	Maintain a visible ranger presence to enhance community safety perception	 1.f.6.1.1	Carry out daily patrols across the Shire		Ensure coverage of all zones with daily presence
		 1.f.6.1.2	Undertake investigation and enforcement action as a result of patrols		Respond to complaints within 48 hours of receipt
 2.a.4.1	Maintain and promote nature based camping within approved areas of the Shire	 2.a.4.1.1	Provide caretaker support and infrastructure to nature based camping during the approved season		Appoint caretakers for nature based camping prior to commencement of season Complete improvements to 40 Mile Camping area
 3.a.1.1	Maintain an environment free of introduced environmental hazards	 3.a.1.1.1	Implement an annual wreck removal program to remove dumped vehicles from public open space		Arrange for dumped vehicles to be removed from open spaces within 7 days of reporting
		 3.a.1.1.2	Investigate illegal commercial and/or industrial dumping and minor residential dumping		Investigate Illegal commercial dumping within 48 hours of reporting
 3.a.1.2	Monitor and minimize environmental effects of an active fire	 3.a.1.2.1	Implement FESA best practice to minimize environmental damage from fire fighting		Ensure all Ranger staff trained as FCOs within 6 months of employment (or attend next available course)
		 3.a.1.2.2	Undertake annual assessment of all properties for fire and cyclone risk		Conduct inspections of all properties within the shire inspected prior to November annually
 4.a.1.2	Implement highest standards of Customer Service	 4.a.1.2.7	Provide the community with informed advice in respective specialised areas of rangers services		Provide initial response to resident within 48 hours of request

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 4.b.1.1 <p>Develop and review Local Laws for regulatory compliance</p>	4.b.1.1.2 <p>Develop Local Laws</p>		Gazettal and implementation of the local laws
 4.b.1.3 <p>Investigate service requests raised by the community on all health, building, ranger and planning matters</p>	4.b.1.3.3 <p>Respond to rangers complaints and instigate remedial action when and where required</p>		Respond to rangers complaints provided within 48 hours
 4.b.1.4 <p>Conduct assessments of all building, health and ranger related applications and issue permits and approvals in accordance with legislative requirements</p>	4.b.1.4.4 <p>Assess all ranger applications in relation to dogs and other matters</p>		Assess dog applications and provide report to next council meeting
 4.b.1.5 <p>Prevent public health pest control issues within Shire area</p>	4.b.1.5.3 <p>Maintain "Healthy Dog Day" program</p>	Bitch Sterilisation Program	Undertake Bitch Sterilisation on a quarterly basis
 4.b.1.11 <p>Ensure investigation and enforcement of all properties in the Shire relating to cyclone and fire hazards</p>	4.b.1.11.1 <p>Inspect all properties within the Shire for voluntary compliance</p>		All building sites inspected prior to blue alert
 4.b.1.12 <p>Promote responsible companion animal ownership within the Shire</p>	4.b.1.12.1 <p>Conduct annual registration renewals</p>		All registrations renewed as scheduled
	4.b.1.12.2 <p>Implement programs to reduce abandoned feral animals</p>		Conduct trapping and other programs within problem areas of the district on 6 monthly basis
	4.b.1.12.3 <p>Conduct welfare checks on animals</p>		Welfare checks conducted within 48 hours within receipt of complaint
	4.b.1.12.4 <p>Conduct annual audits for dangerous and restricted breed dog property compliance</p>		All restricted and dangerous dogs assessed annually
 4.c.1.1 <p>Provide assistance to all departments across the Shire in complying with the legislative and statutory requirements</p>	4.c.1.1.4 <p>Provide interpretive advice of statute/legislation pertaining to regulatory matters</p>		Provide interpretive advice provide within 48 hours

Budget	2012-2013 (\$'000)
Rates	0
Other Revenue	137
Grants	457
Total Revenues	594
Total Expenses from Ordinary Activities	2,288
Operating Surplus / (Deficit)	-1,694

Capital Expenditure	2012-2013 (\$'000)
Reserves	148
Asset Sales	5
Debt	0
Depreciation	0
Grants	0
Revenue	0
Total Capital Funding	153
Renewals	0
New Assets	224
Asset Expansion/Upgrade	0
Loan Repayments	0
Total Capital Expenditure	224

Workforce		2012-2013
Position	Notes	(\$'000)
Full Time	Ranger	
Full Time	Ranger	
Full Time	Ranger Services Coordinator	
Full Time	Administration/Compliance Officer	
Full Time	Senior Ranger	
Full Time	Ranger	
	Total	1,165

Works and Technical Services

Service Unit	Works and Technical Services
Description	Works and Services deliver and maintain the engineering and public open space infrastructure that the community requires to enable a suitable lifestyle. The primary role of Works and Technical Services is to construct and maintain all infrastructures to required standards enabling safe usage of roads, pedestrian access, boating facilities, parks, recreation facilities and all other infrastructure utilised by the community
Responsibility	Executive Manager Infrastructure Coordinator Works and Technical Services Parks and Gardens Advisor

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.a.2.4 Maintain Shire infrastructure necessary to meet the community needs	1.a.2.4.1 Maintain and renew road and pathway infrastructure	Develop Footpath/Cycleway Plan Footpath construction program Road resheeting program Road resealing program Kerbing program.	Roads and roads related Asset's proactive and reactive maintenance regime is progressively implemented as defined in Asset Management Plan. 100% of 12/13 road reseal program completed by March 2013. Capital Works Plan for 12/13 completed on Time and within Budget
	1.a.2.4.2 Maintain and renew drainage infrastructure		Drainage related Asset's proactive and reactive maintenance regime is progressively implemented as defined in Asset management Plan Completion of mowing/slashing/maintenance of all drainage reserves under the control of the Shire prior to the commencement of Cyclone Season
	1.a.2.4.3 Maintain and renew other community infrastructure (beaches, boat ramps, jetties)	Effluent reuse tanks at the golf course, Boat ramps anti slip measures,	Infrastructure related Asset's proactive and reactive maintenance regime is progressively implemented as defined in Asset management Plan. Respond to complaints relating to community infrastructure within 48 hours of the complaint being received
 1.a.3.1 Provide open spaces which cater for the communities needs	1.a.3.1.4 Maintain Shire cemeteries	Update Cemeteries Database, Update plans of plot occupancies, update burial procedure in consultation with funeral providers.	Update Cemeteries database within 7 days of burial Inspect Shire cemeteries on a monthly basis to check for damage/vandalism, Plots are reinstated within two working days of subsidence being found or reported, Cemeteries maintained with respect to the cultural values.

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.a.3.3 Provide technical engineering support services	1.a.3.3.1	Provide engineering advice and guidance to internal and external stakeholders	Provide preliminary advice to stakeholders within 5 days of receipt of request
	1.a.3.3.2	Evaluate engineering plans as submitted by external stakeholders	All engineering plans are assessed within 21 days to ensure that they conform to Australian and other relevant standards
	1.a.3.3.3	Evaluate and approve civil engineering design drawings and associated documents	All engineering plans are assessed within 21 days to ensure that they conform to Australian and other relevant standards
	1.a.3.3.4	Undertake inspections on new roads and drainage infrastructure	Inspect all new roads within 10 days of request Ensure that all defects identified are reported to the developer within 7 days
	1.a.3.3.5	Evaluate and release security bonds	Release security bonds within 30 days of completion
	1.a.3.3.6	Ensure compliance with approved plans	Assess all engineering plans ensuring that they conform to Australian and other relevant standards meeting legislated timeframe of 21 days

Budget	2012-2013 (\$'000)
Rates	0
Other Revenue	262
Grants	154
Total Revenues	416
Total Expenses from Ordinary Activities	13,402
Operating Surplus / (Deficit)	-12,986

Capital Expenditure	2012-2013 (\$'000)
Reserves	2,474
Asset Sales	70
Debt	0
Depreciation	0
Grants	1,256
Revenue	0
Total Capital Funding	3,800
Renewals	0
New Assets	976
Asset Expansion/Upgrade	3,000
Loan Repayments	0
Total Capital Expenditure	3,976

Workforce		2012-2013 (\$'000)
Position	Notes	
Full Time	Coordinator Works and Technical Services	
Full Time	Senior Engineering Technical Officer	
Full Time	Engineering Technical Officer	
Full Time	Engineering Technical Officer	
Full Time	Engineering Technical Officer	
Full Time	Works Supervisor	
Full Time	Leading Hand Maintenance	
Full Time	Maintenance Worker/Operator	

Workforce		2012-2013 (\$'000)
Position	Notes	
Full Time	Maintenance Worker/Operator	
Full Time	Leading Hand Construction	
Full Time	Maintenance Worker/Operator	
Full Time	Parks and Gardens Advisor	
Full Time	Parks and Gardens Coordinator	
Full Time	Leading Hand/Reticulation Officer	
Full Time	Gardeners	
Full Time	Gardener/Plant Operator	
	Total	2,471

Plant and Depot Services

Service Unit	Plant and Depot Services
Description	The Plant and Depot Services program provides fleet management, workshop operations and depot support services for the organisation. This includes fleet management strategies to enable the efficient use of Shire plant to meet operational requirements and objectives. It also oversees the safe and effective use of depot facility resources, including the provision of quality goods and service supply
Responsibility	Executive Manager Infrastructure Manager Plant and Depot Services

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.a.2.5	1.a.2.5.1 Review implement and monitor plant replacement program	Procure Fleet Management System	Implement the Fleet and Plant Asset Management system Projects
	1.a.2.5.2 Monitor plant service due reports through fleet management system	Procure Fleet Management System	Contact all vehicle custodians within 7 days of the service falling due.
	1.a.2.5.3 Undertake plant replacement and procurement	Procure Fleet Management System	Ensure compliance with the Plant and Fleet Asset Management system
 1.a.3.2	1.a.3.2.1 Provide cost effective purchases in line with purchasing policies and legislative requirements supporting local industry and utilising CUA arrangements where appropriate	Conduct major and minor plant review Compare cost and serviceability of bulk fuel vs. card purchased fuel.	Fuel comparison completed March 2013. Vehicle review completed by June 30, 2013
	1.a.3.2.2 Purchase and store stock lines until needed		Ensure 90% of inventory in stock at all times
	1.a.3.2.3 Record, manage and audit Council's inventory and asset items through effective record keeping		Conduct 1 cyclic stocktake
	1.a.3.2.4 Manage disposal process in line with the Local Government Act 1995 and legislative requirements to ensure best outcome for return to council	Disposal of vehicles, plant and equipment, surplus electrical cable. Review and update disposal procedure	Disposal procedure updated by June 2013
	1.a.3.2.5 Ensure all hazardous substances and dangerous goods legislative requirements are met		Risk Management Assessment are undertaken by September 2012
	1.a.3.2.6 Prepare and implement Depot Masterplan		Depot Master Plan Interim upgrade of Depot Buildings Workshop Facilities Upgraded are completed by September 2012

Budget	2012-2013 (\$'000)
Rates	0
Other Revenue	44
Grants	0
Total Revenues	44
Total Expenses from Ordinary Activities	2,825
Operating Surplus / (Deficit)	-2,781

Capital Expenditure	2012-2013 (\$'000)
Reserves	1,985
Asset Sales	0
Debt	0
Depreciation	0
Grants	0
Revenue	2,223
Total Capital Funding	4,208
Renewals	325
New Assets	342
Asset Expansion/Upgrade	0
Loan Repayments	282
Total Capital Expenditure	949

Workforce		2012-2013
Position	Notes	(\$'000)
Full Time	Manager Plant and Depot	
Full Time	Senior Depot Services Officer	
Full Time	Depot Services Officer	
Full Time	Depot Services Support Officer	
Full Time	Customer Service Officer - Stores	
Full Time	Plant Coordinator	
Full Time	Leading Hand Heavy Duty Mechanic	
Full Time	Heavy Duty Mechanic	
Full Time	Heavy Duty Mechanic	
Full Time	Heavy Duty Mechanic	
Full Time	Heavy Duty Mechanic	
Full Time	Apprentice Heavy Duty Mechanic	
Part Time	Trades Assistant/Welder	
	Total	2,784

Asset Management

Service Unit	Asset Management
Description	Asset Management encompasses the various actions that the Shire undertakes to ensure that its infrastructure and assets are efficiently planned, delivered, managed, reviewed, renewed and disposed of in a cost effective, sustainable manner
Responsibility	Manager Infrastructure Services Asset Management Coordinator

Our Programs	Our Services	Responsibility	Projects for 2012-2013	Performance Measures	
 1.a.1.1	Implement best asset management practices to ensure long term sustainability of assets	1.a.1.1.1 Update and maintain asset register	Asset Management	Asset Register for 2012-2013 transactions updated by June 30, 2013	
		1.a.1.1.2 Develop levels of service documents for major asset classes	Asset Management	Develop Operational Levels of Service for Roads, Parks and Gardens, Buildings	Operational Levels of Service developed by June 2013
		1.a.1.1.3 Capture asset data for one asset class	Asset Management	Capture Asset Condition Data for Staff Housing.	Asset data captured for staff housing completed by June 2013
		1.a.1.1.4 Implement Asset Management Steering Committee	Asset Management	Implement Asset Management Steering Committee	Asset Management Steering Committee established by June 2013
		1.a.1.1.5 Implement and review Asset Management Plan, strategy and policy	Asset Management	Implement and review Asset Management Plan, strategy and policy	Asset Management Plan, strategy and policy prepared and adopted by Council by June 30, 2013
 4.d.1.2	Ensure that the Long Term Financial Plan informs all operations across the Shire	4.d.1.2.1 Review forward capital works program		Long Term Financial Plan	Long Term Financial Plan completed (incorporating Asset Management Plans)
		4.d.1.2.2 Develop myPredictor as a modeling tool		myPredictor	Implement myPredictor throughout Shire of Roebourne

Budget	2012-2013 (\$'000)
Rates	See Budget for Infrastructure Services
Other Revenue	
Grants	
Total Revenues	
Total Expenses from Ordinary Activities	
Operating Surplus / (Deficit)	

Capital Expenditure	2012-2013 (\$'000)
Reserves	See Budget for Infrastructure Services
Asset Sales	
Debt	
Depreciation	
Grants	
Revenue	
Total Capital Funding	
Renewals	
New Assets	
Asset Expansion/Upgrade	
Loan Repayments	
Total Capital Expenditure	

Workforce		2012-2013
Position	Notes	(\$'000)
Full Time	Asset System Coordinator	

Building Maintenance

Service Unit	Building Maintenance
Description	The Building Maintenance program coordinates maintenance and refurbishment works and cleaning services to Council's extensive building asset portfolio. These asset predominantly comprise community and public facilities and staff housing located throughout the district
Responsibility	Executive Manager Infrastructure Services Building Maintenance Coordinator

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.a.2.4	Maintain Shire infrastructure necessary to meet the community needs	1.a.2.4.4 Maintain and renew shire public toilets	Roebourne Public Toilet Renewal Roebourne public toilet renewed by June 30, 2013
 1.b.3.1	Implement a proactive maintenance, refurbishment and upgrade program for buildings	1.b.3.1.1 Undertake routine preventive maintenance program to council building facilities	Maintenance contract is monitored and implemented
		1.b.3.1.2 Organise inspections as per asset management life cycle plan with the view to develop forward works programs	Periodic inspections are conducted Findings reported through budgetary process
		1.b.3.1.3 Undertake minor refurbishments and upgrades to Shire buildings	Building Maintenance Program 100% of building maintenance and upgrades program completed by June 30, 2013
		1.b.3.1.4 Enhance the integrity and accuracy of data through updating the asset management software	Number of quality control audits conducted Number of defects rectified as a result of audits"
		1.b.3.1.5 Engage monitor and support cleaning staff to maintain cleanliness of facilities	Staff satisfaction through feedback
		1.b.3.1.6 Implement Building Maintenance Process Manual (No.1)	All maintenance processes comply with the manual
		1.b.3.1.7 Organise regulatory compliance audits in relation to buildings and facilities	Maintenance contract is monitored and implemented

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.b.3.2	Provide support to strategic projects on major capital building project works	1.b.3.2.1 Monitor and process defects on new buildings during builders defect liability period	All deviations reported and actioned within defect rectification period
	1.b.3.2.2 Monitor and facilitate claims process in relation to items under warranty	All claims responded to within warranty period	
 1.f.5.2	Manage Graffiti prevention and removal	1.f.5.2.4 Ensure Anti-graffiti coatings are on specified Shire buildings	Building Maintenance Program Allocated budget fully expended by June 30, 2013

Budget	2012-2013 (\$'000)
Rates	
Other Revenue	
Grants	
Total Revenues	
Total Expenses from Ordinary Activities	
Operating Surplus / (Deficit)	

Capital Expenditure	2012-2013 (\$'000)
Reserves	See Budget for Infrastructure Services
Asset Sales	
Debt	
Depreciation	
Grants	
Revenue	
Total Capital Funding	
Renewals	
New Assets	
Asset Expansion/Upgrade	
Loan Repayments	
Total Capital Expenditure	

Workforce		2012-2013
Position	Notes	(\$'000)
Full Time	Building Maintenance Coordinator	
Full Time	Building Maintenance Officer	
Full Time	Maintenance Handyman	
Full Time	Building Asset Officer	
Full Time	Cleaning Supervisor	
Part Time	Cleaners P/Time	
	Total	2,085

Parks and Gardens

Service Unit	Building Maintenance
Description	
Responsibility	

Our Programs	Our Services	Projects for 2012-2013	Performance Measures
 1.a.3.1 Provide open spaces which cater for the communities needs	1.a.3.1.1 Provide well maintained public open spaces	Ovals, Major Active Recreation (e.g. golf course), Passive recreation parks, Drainage reserves, Bushland	Inspect major active recreation weekly Inspect passive recreation fortnightly Mow grass active recreation (ovals) weekly, Parks fortnightly, and other areas kept aesthetically pleasant in accordance with Shire Parks and Open Space Operational Level of Service document
	1.a.3.1.2 Maintain and renew parks and gardens infrastructure	Review and Implement Asset management plan for parks and gardens	Implement Asset Management Plan for Parks and Gardens

PART TWO

2012/13

Annual Budget

Shire Of Roebourne Statement Of Comprehensive Income By Nature Or Type For The Year Ended 30th June 2013

	NOTE	2012/13 Budget \$	2011/12 Estimated \$	2011/12 Budget \$
REVENUE				
Rates	8	28,801,063	23,656,010	22,555,137
Operating Grants,				
Subsidies and Contributions		7,399,129	5,686,874	5,532,075
Fees and Charges	11	38,596,501	39,202,355	35,888,076
Service Charges	10	0	0	0
Interest Earnings	2(a)	3,758,907	3,638,465	2,835,400
Other Revenue		600,050	852,493	317,550
		79,155,650	73,036,197	67,128,238

Shire Of Roebourne Statement Of Comprehensive Income By Nature Or Type For The Year Ended 30th June 2013 (cont.)

	NOTE	2012/13 Budget \$	2011/12 Estimated \$	2011/12 Budget \$
EXPENSES				
Employee Costs		(30,737,529)	(25,170,618)	(25,269,423)
Materials and Contracts		(19,435,786)	(16,013,199)	(18,639,138)
Utility Charges		(3,744,360)	(3,234,370)	(2,525,385)
Depreciation	2(a)	(8,541,215)	(7,707,547)	(10,303,176)
Interest Expenses	2(a)	(794,625)	(917,754)	(927,708)
Insurance Expenses		(1,591,894)	(1,019,127)	(975,476)
Other Expenditure		(3,655,101)	(4,712,927)	(4,760,307)
		(68,500,510)	(58,775,542)	(63,400,613)
		10,655,140	14,260,655	37,27,625
Non-Operating Grants, Subsidies and Contributions		19,634,172	24,457,537	15,282,898
Profit on Asset Disposals	4	114,592	5,624	16,118
Loss on Asset Disposals	4	(41,606)	(51,733)	(202,014)
NET RESULT		30,362,298	38,672,083	18,824,627
Other Comprehensive Income		0	0	0
TOTAL COMPREHENSIVE INCOME		30,362,298	38,672,083	18,824,627

Please note, Other Comprehensive Income (if any) is impacted upon by external forces and is not able to be reliably estimated.

It is anticipated, in all instances, any other comprehensive income will relate to non-cash transactions and as such, have no impact on this budget document.

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

**Shire Of Roebourne Statement Of Comprehensive Income
By Program For The Year Ended 30th June 2013**

	NOTE	2012/13 Budget \$	2011/12 Estimated \$	2011/12 Budget \$
REVENUE (Refer Notes 1,2,8 to 13)				
Governance		68,041	323,464	67,010
General Purpose Funding		35,141,473	29,875,021	28,122,383
Law, Order, Public Safety		1,365,926	701,938	475,447
Health		172,995	115,763	85,832
Education and Welfare		59,900	75,750	106,650
Housing		302,500	321,595	329,412
Community Amenities		12,001,335	11,697,604	10,547,427
Recreation and Culture		4,645,121	3,300,582	2,906,737
Transport		23,412,525	24,446,944	22,903,640
Economic Services		1,674,440	1,374,044	1,480,700
Other Property and Services		343,000	612,945	103,000
		79,187,256	72,845,650	67,128,238

EXPENSES EXCLUDING FINANCE COSTS (Refer Notes 1,2 & 14)				
Governance		(4,515,376)	(3,924,557)	(4,414,386)
General Purpose Funding		(693,048)	(825,275)	(833,097)
Law, Order, Public Safety		(2,157,181)	(2,318,104)	(2,668,577)
Health		(1,520,504)	(1,365,672)	(1,258,710)
Education and Welfare		(284,403)	(341,450)	(418,199)
Housing		(1,069,312)	(779,136)	(1,500,705)
Community Amenities		(13,432,828)	(10,992,070)	(11,286,067)
Recreation & Culture		(21,210,003)	(18,320,468)	(18,113,160)
Transport		(20,127,998)	(16,431,534)	(17,256,059)
Economic Services		(3,520,851)	(3,119,228)	(4,127,706)
Other Property and Services		794,013	750,253	(596,239)
		(67,737,491)	(57,667,241)	(62,472,905)
FINANCE COSTS (Refer Notes 2 & 5)				
General Purpose Funding		(4,123)	(4,306)	(4,306)
Governance		(86,587)	(114,038)	(114,038)
Housing		(265,445)	(287,200)	(288,142)
Community Amenities		(12,444)	(21,946)	(21,946)
Recreation And Culture		0	(13,269)	(22,281)
Transport		(359,215)	(394,805)	(394,805)
Other Property and Services		(66,811)	(82,190)	(82,190)
		(794,625)	(917,754)	(927,708)

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS				
General Purpose Funding		0	0	600,000
Law, Order, Public Safety		440,862	182,598	17,468
Education and Welfare		0	0	1,000
Community Amenities		0	32,638	0
Recreation & Culture		17,937,620	23,382,942	13,569,000
Transport		1,255,690	859,359	1,095,430
Economic Services		0	0	0
		19,634,172	24,457,537	15,282,898

PROFIT/(LOSS) ON DISPOSAL OF ASSETS (Refer Note 4)				
Governance		(5,965)	0	0
Law, Order, Public Safety		252	0	0
Health		(1,495)	0	0
Housing		0	0	0
Community Amenities		6,145	(494)	(157,510)
Recreation And Culture		4,622	(39,368)	(37,595)
Transport		64,683	982	0
Economic Services		4,744	(149)	1,309
Other Property and Services		0	(7,080)	7,900
		72,986	(46,109)	(185,896)
NET RESULT		30,362,298	38,672,083	18,824,627
Other Comprehensive Income		0	0	0
TOTAL COMPREHENSIVE INCOME		30,362,298	38,672,083	18,824,627

Please note, Other Comprehensive Income (if any) is impacted upon by external forces and is not able to be reliably estimated.

It is anticipated, in all instances, any other comprehensive income will relate to non-cash transactions and as such, have no impact on this budget document.

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

**Shire Of Roebourne Statement Of Cash Flows
For The Year Ended 30th June 2013**

Cash Flows From Operating Activities Receipts	NOTE	2012/13 Budget \$	2011/12 Estimated \$	2011/12 Budget \$
Rates		28,801,063	23,656,010	22,555,137
Operating Grants, Subsidies and Contributions		7,399,129	5,686,874	5,532,075
Fees and Charges		40,596,501	39,773,491	36,638,076
Service Charges		0	0	0
Interest Earnings		3,758,907	3,638,465	2,835,400
Goods and Services Tax		0	0	2,412,739
Other		600,050	852,493	317,550
		81,155,650	73,607,333	70,290,977
Payments				
Employee Costs		(30,704,687)	(25,103,087)	(25,269,423)
Materials and Contracts		(21,885,786)	(13,467,494)	(19,389,138)
Utility Charges		(3,744,360)	(3,234,370)	(2,525,385)
Insurance Expenses		(1,591,894)	(1,019,127)	(975,476)
Interest Expenses		(794,625)	(917,754)	(927,708)
Goods and Services Tax		0	0	(2,412,739)
Other		(3,655,101)	(4,712,927)	(4,760,307)
		(62,376,453)	(48,454,759)	(56,260,176)

Net Cash Provided By Operating Activities	15(b)	18,779,197	25,152,574	14,030,801
Cash Flows from Investing Activities				
Payments for Purchase of Land	3	0	0	0
Payments for Purchase of Property, Plant & Equipment	3	(47,032,997)	(46,661,388)	(48,624,185)
Payments for Construction of Infrastructure	3	(24,359,350)	(15,305,680)	(20,285,959)
Advances to Community Groups		0	0	0
Non-Operating Grants, Subsidies and Contributions used for the Development of Assets		19,634,172	24,457,537	15,282,898
Proceeds from Sale of Plant & Equipment	4	359,250	151,826	157,281
Proceeds from Advances		0	0	0
Net Cash Used in Investing Activities		(51,398,925)	(37,357,705)	(53,469,965)

Cash Flows from Financing Activities				
Repayment of Debentures		(2,188,843)	(3,042,874)	(3,013,113)
Repayment of Finance Leases		0	0	0
Proceeds from Self Supporting Loans		10,271	10,088	0
Proceeds from New Debentures		7,440,000	0	0
Net Cash Provided By (Used In) Financing Activities		5,261,428	(3,032,786)	(3,013,113)
Net Increase (Decrease) in Cash Held		(27,358,300)	(15,237,917)	(42,452,277)
Cash at Beginning of Year		71,720,658	86,958,575	78,445,687
Cash and Cash Equivalents at the End of the Year	15(a)	44,362,358	71,720,658	35,993,410

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

Shire Of Roebourne Rate Setting Statement For The Year Ended 30th June 2013

	Note	2012/13 Budget \$	2011/12 Estimated \$	2011/12 Budget \$
REVENUE	1,2			
Governance		62,076	323,464	67,010
General Purpose Funding		6,340,410	6,219,011	6,167,246
Law, Order, Public Safety		1,807,040	884,536	492,915
Health		171,500	115,763	85,832
Education and Welfare		59,900	75,750	107,650
Housing		302,500	321,595	329,412
Community Amenities		12,001,335	11,697,604	10,547,427
Recreation and Culture		22,582,741	26,683,524	16,475,737
Transport		24,732,898	25,307,285	23,999,070
Economic Services		1,679,184	1,374,044	1,482,009
Other Property and Services		343,000	612,945	110,900
		70,082,584	73,615,521	59,865,208

Expenses	1,2			
Governance		(4,601,963)	(4,038,595)	(4,528,424)
General Purpose Funding		(697,171)	829,581)	(837,403)
Law, Order, Public Safety		(2,157,181)	(2,318,104)	(2,668,577)
Health		(1,520,504)	(1,365,672)	(1,258,710)
Education and Welfare		(284,403)	(341,450)	(418,199)
Housing		(1,334,757)	(1,066,336)	(1,788,847)
Community Amenities		(13,439,127)	(11,014,510)	(11,465,523)
Recreation & Culture		(21,205,381)	(18,373,105)	(18,173,036)
Transport		(20,487,213)	(16,826,339)	(17,650,864)
Economic Services		(3,520,851)	(3,119,377)	(4,127,706)
Other Property and Services		727,202	660,983	(678,429)
		(68,521,349)	(58,632,086)	(63,595,718)
Net Operating Result Excluding Rates		1,561,235	14,983,435	(3,730,510)
Adjustments for Cash Budget Requirements:				
Non-Cash Expenditure and Revenue				
(Profit)/Loss on Asset Disposals	4	(72,986)	46,109	185,896
Depreciation on Assets	2(a)	8,541,215	7,707,547	10,303,176
Movement in Employee Benefit Provisions		0	0	0
Movement in Accruals		0	(136,666)	(136,666)
Amounts Set Aside To Provisions		0	0	0

Capital Expenditure and Revenue				
Purchase Land Held for Resale	3	0	0	0
Purchase Land and Buildings	3	(42,749,088)	(44,377,873)	(46,878,252)
Purchase Infrastructure Assets	3	(24,359,350)	(15,305,680)	(20,285,959)
Purchase Infrastructure Assets - Parks	3			
Purchase Plant and Equipment	3	(4,225,409)	(1,562,238)	(1,229,733)
Purchase Furniture and Equipment	3	(58,500)	(721,277)	(516,200)
Proceeds from Disposal of Assets	4	359,250	151,826	157,281
Repayment of Debentures	5	(2,188,843)	(3,042,874)	(3,013,113)
Proceeds from New Debentures	5	7,440,000	0	0
Self-Supporting & Interest Free Loan Principal Income		10,271	10,088	0
Income Set Aside As Restricted Funds - Income				
Income Set Aside As Restricted Funds - Expense				
Transfers to Reserves (Restricted Assets)	6	(11,774,527)	(14,526,985)	(9,638,367)
Transfers from Reserves (Restricted Assets)	6	38,150,627	31,637,516	50,597,797
Estimated Surplus/(Deficit) July 1 B/Fwd	7	565,042	1,553,944	1,137,353
Estimated Surplus/(Deficit) June 30 C/Fwd	7	0	565,042	0
Amount Required to be Raised from Rates	8	(28,801,063)	(23,656,010)	(22,555,137)

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

Shire of Roebourne Notes To And Forming Part of The Budget For The Year Ended 30th June 2013

1. Significant Accounting Policies

The significant accounting policies which have been adopted in the preparation of this budget are

(a) Basis of Accounting

The budget has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting

Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. The budget has also been prepared on the accrual basis and is based on historical costs.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this budget. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the financial statements.

(c) 2011/12 Estimated Balances

Balances shown in this budget as 2011/12 Estimated are as forecast at the time of budget preparation and are subject to final adjustments.

(d) Rounding Off Figures

All figures shown in this budget, other than a rate in the dollar, are rounded to the nearest dollar.

(e) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(f) Goods and Services Tax

Revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the statement of financial position are stated as inclusive of applicable GST. The net amount of GST recoverable from, or payable to, the ATO is included with receivables on payables in the statement of financial position. Cash flows are presented on a Gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(g) Superannuation

The Council contributes to a number of superannuation funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

(h) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities on the statement of financial position.

(i) Trade and Other Receivables

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(j) Inventories**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is complete are expensed. Revenue arising from the sale of property is recognised in the statement of comprehensive income as at the time of signing an unconditional contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(k) Fixed Assets

Each class of fixed assets is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation or impairment losses.

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Revaluation

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases in the same asset are charged against fair value reserves directly in equity; all other decreases are charged to the statement of comprehensive income.

Any accumulated depreciation at the date of revaluation is eliminated against

the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Land under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which is vested in the local government. Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accord with the treatment available in Australian Accounting Standard AASB 1051 Land under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset. In respect of land under roads acquired on or after 1 July 2008,

as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset. Whilst this treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail. Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use. Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Artwork/sculptures	2.00%
Buildings	1.80%
Furniture and (Internal) Equipment	
- Computers and peripherals	32.00%
- Other Electronic Equipment	18.00%
- Furniture	9.00%
Plant	
- construction plant (includes prime movers and trailers)	9.00%
- construction vehicles (eg trucks)	15.00%
- light commercial vehicles	15.00%
- passenger vehicles	12.00%
Equipment	
- light plant and (external) equipment	
heavy usage	42.00%
light usage	21.00%
Infrastructure	
- roads	3.60%
- paths and cycleways	4.80%
- aerodromes	3.60%
- parks and gardens	1.00%
- hardcourt facilities - bitumen surface	3.60%
- concrete base	2.40%
- bridges and culverts	4.80%
- drainage	1.80%
- miscellaneous structures	4.80%
- boat ramps/jetties	6.67%

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

Capitalisation Threshold

The following thresholds have been applied, below which any expenditure on assets is not capitalised:

- Land - All purchases are capitalised at cost.
- Artwork/Sculptures - All purchases are capitalised at cost.
- Buildings - Expenses totalling less than \$1,000 on any building.
- Furniture and (Internal) Equipment - Expenses totalling less than \$1,000 on any one item (12/13 Review of thresholds currently \$500 in 11/12).
- Plant and (External) Equipment and Tools - Expenses totalling less than \$1,000 on any one item.
- Infrastructure - Roads - Expenses totalling less than \$2,000 on any one item.
- Infrastructure - Footpaths and Cycleways - Expenses totalling less

than \$2,000 on any one item.

- Infrastructure - Aerodrome - Expenses totalling less than \$2,000 on any one item.
 - Infrastructure - Parks and Reserves - Expenses totalling less than \$2,000 on any one item.
 - Infrastructure - Hardcourt Facilities - Expenses totalling less than \$2,000 on any one item.
 - Infrastructure - Bridges and Culverts - Expenses totalling less than \$2,000 on any one item.
 - Infrastructure - Drainage - Expenses totalling less than \$2,000 on any one item.
 - Infrastructure - Miscellaneous Structures - Expenses totalling less than \$2,000 on any one item.
 - Infrastructure - Boat Ramps/Jetties - Expenses totalling less than \$2,000 on any one item.
- For assets which, at the time of acquisition, there is a reasonable expectation that they may last for more than one accounting period, but their cost is below the declared thresholds for capitalisation, they are recorded in quantitative terms to ensure a record of ownership and location exists.

(i) Financial Instruments

Initial Recognition and Measurement
Financial assets and financial liabilities are recognised when the Council

becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or at cost.

Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties, where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

- (a) The amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments;

(c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method; and
(d) less any reduction for impairment.
The effective interest rate method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

(i) Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets

(ii) Loans and Receivables

Loans and receivables are non derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Loans and receivables are included in current assets, except for those which are not expected to mature within 12 months after the end of the reporting period (classified as non current assets)

(iii) Held-to-Maturity Investments

Held-to-maturity investments are non derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. Held-to-maturity financial assets are included in non current assets, except for those which are expected to mature within 12 months after the end of the reporting period which are classified as current assets. If the Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale.

(iv) Available-for-Sale Financial Assets

Available-for-sale financial assets are non-derivative financial assets that are

either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments. Available-for-sale financial assets are included in non-current assets, except for those which are expected to mature within 12 months of the end of the reporting period (classified as current assets)

(v) Financial Liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in the statement of comprehensive income.

(m) Estimation of Fair Value

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes. The fair value of financial instruments traded in active markets is based on quoted market prices at the reporting date. The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs. Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments. The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is

estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments

(n) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired. Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other standard. For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset. At the time of adopting the budget, it is not possible to estimate

the amount of impairment losses (if any) as at 30 June 2013. In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget document.

(o) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services.

The amounts are unsecured and are usually paid within 30 days of recognition.

(p) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Council has a present

obligation to pay resulting from employees' services provided to reporting date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(q) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where

they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(r) Provisions

Provisions are recognised when:

- a) the Council has a present legal or constructive obligation as a result of past events;
 - b) for which it is probable that an outflow of economic benefits will result to settle the obligation; and
 - c) that outflow can be reliably measured.
- Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period. Provisions are not recognised for future operating losses.

(s) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as

vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

(t) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation of the current budget year.

(u) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this budget document relate to the original budget estimate for the relevant item of disclosure.

**Shire Of Roebourne Notes To And Forming Part Of The Budget
For The Year Ended 30th June 2013**

	2012/13 Budget \$	2011/12 Estimated \$	2011/12 Budget \$
REVENUE AND EXPENSES			
(a) Net Result from Ordinary Activities was arrived at after:			
(i) Charging as Expenses:			
Auditors Remuneration			
Audit Services	20,000	20,000	20,000
Other Services	8,000	6,000	6,000
Depreciation			
By Program			
Governance	620,330	477,925	634,026
General Purpose Funding	0	0	0
Law, Order, Public Safety	123,400	75,322	153,908
Health	32,600	32,494	32,848
Education and Welfare	76,000	75,814	77,536
Housing	463,000	327,588	645,085
Community Amenities	716,330	659,891	982,273
Recreation and Culture	1,324,955	1,030,977	1,716,326
Transport	5,046,200	4,915,428	5,846,492
Economic Services	26,550	26,878	26,140
Other Property and Services	111,850	85,230	188,542
	8,541,215	7,707,547	10,303,176

By Class			
Land and Buildings	1,686,220	1,349,818	1,982,236
Furniture and Equipment	532,340	334,714	483,376
Plant and Equipment	1,645,300	1,550,234	2,513,512
Roads, Footpaths, Drainage	2,712,000	2,882,986	2,682,688
Aerodromes	1,330,000	1,057,799	1,662,565
Infrastructure Other	635,355	531,996	978,799
	8,541,215	7,707,547	10,303,176
Borrowing Costs (Interest)			
- Debentures (refer note 5(a))	787,625	917,754	927,708
	787,625	917,754	927,708
(ii) Crediting as Revenues:			
Interest Earnings			
Investments			
- Reserve Funds	3,348,407	3,114,965	2,504,900
- Other Funds	260,000	375,000	175,000
Other Interest Revenue (refer note 13)	150,500	148,500	155,500
	3,758,907	3,638,465	2,835,400

Revenues And Expenses (Continued)

(b) Statement of Objective

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this budget encompass the following service orientated activities/programs:

The Shire of Roebourne is dedicated to providing high quality services to the community through

the various service orientated programs which it has established.

Governance

Functions relating to the Councillors and the running of Council.

Expenditure includes the running of elections, payments of expenses to Councillors and non-statutory donations.

General Purpose Funding

Rating and Government Grant Functions.

Includes the financial assistance grant received from the Local Government Grants Commission and all rate income.

Law, Order, Public Safety

Supervision of various by-laws, fire and emergency services, and animal control.

Includes expenditure for the Ranger Services, state Emergency Service and also cyclone preparation expenses.

Health

Food control, immunisation services, mosquito control and maintenance of child health centres.

Expenditure includes the maintenance of the child health clinic buildings, various health promotions and pest control expenses mainly relating to mosquito control.

Education And Welfare

Maintain preschool facilities and day care centres.

It includes expenditure in maintaining the day care centre buildings and also donations to schools for awards etc.

Housing

Maintain staff housing.

Community Amenities

Rubbish collection services, operation of tip, administration of town planning schemes and operation of cemeteries.

Also included are the costs associated with the maintaining and cleaning of public toilets.

Recreation And Culture

Maintenance of halls, swimming pool, recreation centres, various reserves and operation of libraries. Expenditure includes the cost of the Karratha Entertainment Centre and other pavilions, ovals and parks maintenance, Karratha and Roebourne Swimming Pools, coastal rehabilitation, and the four libraries.

Expenses relating to the historical town of Cossack, the Walkington Theatre and SBS Television

and JJJ radio re-broadcasting are also included in this function.

Transport

Construction and maintenance of roads, drainage, footpaths, parking facilities, traffic signs and the aerodrome. It includes expenditure for the construction and maintenance of the roads, footpaths and also the expenditure relating to parking control and the operation of the Karratha Airport.

Economic Services

Tourism and administration of building controls.

Expenditure includes Councils contributions to the Karratha and Roebourne Tourist Bureaux and the Pilbara tourism Association, and the costs associated with building control.

Other Property And Services

Private works and other unclassified works.

It also includes expenditure relating to plant operations and the Technical Services Division

however these costs are then relocated to other functions.

The costs associated with financing and administration are allocated direct to the relevant functions.

**Shire Of Roebourne Notes To And Forming Part Of The Budget
For The Year Ended 30th June 2013**

	2012/13 Budget \$
3. ACQUISITION OF ASSETS	
The following assets are budgeted to be acquired during the year:	
By Program	
Governance	
Buildings	250,500
Plant	113,000
Equipment	345,589
Law, Order, Public Safety	
Buildings	215,979
Plant	106,600
Equipment	2,500
Furniture	25,000
Infrastructure	550,000
Health	
Plant	96,000
Equipment	97,100
Education and Welfare	
Buildings	185,000
Housing	
Buildings	1,139,930
Community Amenities	
Buildings	815,000
Plant	1,479,000
Equipment	25,000
Infrastructure	1,571,000

Recreation and Culture	
Buildings	39,817,679
Plant	200,900
Equipment	298,870
Furniture	15,000
Infrastructure	1,530,500
Transport	
Buildings	2,502,500
Plant	1,247,800
Equipment	155,050
Furniture	15,000
Infrastructure	18,530,350
Economic Services	
Furniture	3,500
Other Property and Services	
Equipment	15,000
Plant	43,000
By Class	71,392,347
Land Held for Resale	0
Land and Buildings	42,749,088
Roads, Footpaths, Drainage	2,757,605
Aerodromes	17,893,584
Plant and Equipment	4,225,409
Furniture and Equipment	58,500
Infrastructure Other	3,708,161
	71,392,347

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this budget document as follows: - asset replacement programme

**Shire Of Roebourne Notes To And Forming Part Of The Budget
For The Year Ended 30th June 2013**

The following assets are budgeted to be disposed of during the year.	Net Book Value 2012/13 Budget \$	Sale Proceeds 2011/12 Budget \$	Profit (Loss) 2011/12 Budget \$
4. DISPOSALS OF ASSETS			
By Program			
Governance	22,465	16,500	(5,965)
Law, Order, Public Safety	18,748	19,000	252
Health	23,545	22,050	(1,495)
Community Amenities	73,255	79,400	6,145
Recreation And Culture	9,728	14,350	4,622
Transport	133,267	197,950	64,683
Economic Services	5,256	10,000	4,744
	286,264	359,250	72,986
By Class			
Plant	285,698	358,200	72,502
Equipment	566	1,050	484
	286,264	359,250	72,986
Summary			
Profit on Asset Disposals		114,592	
Loss on Asset Disposals		(41,606)	
		72,986	

	Book Value \$	Sale Proceeds \$	Profit/ (Loss) \$
By Class detailed			
P1000 Navara ST-R D22 4x4 Dual Cab Wellbody Ute Asset 40000325	22,465	16,500	(5,965)
P668 Deutcher 26' Mower Asset 20000097	0	50	50
P058 Holden Colorado 4X4 D/Cab Ute Asset 40000319	18,748	19,000	252
P233 Quad Bike Honda TRX500 Fm Asset 40000280	2,628	5,000	2,372
P234 Quad Bike Honda TRX500 FM Asset 40000281	2,628	5,000	2,372
P907 Acco Side Load Rubbish Truck Asset 40000298	73,255	44,000	(29,255)
P35114 Postandem Trailer 8UO900 Asset 45135114	0	400	400
P753 P753 Vermeer Mulcher Bc 1000XI Asset 40000109	0	5,000	5,000
P813 Loader Volvo L60E Asset 40000164	0	30,000	30,000
P248 Holden Colorado 4X4 S/Cab Ute Asset 40000308	12,014	15,900	3,886
P814 Grader Cat 12H Asset 40000211	92,728	138,000	45,272
P893 UD Nissan Trayback Truck Asset 40000111	0	19,000	19,000
P35300 Matrik Dolly Converter 8Rt-060 Asset 47235300	0	1,000	1,000

	Book Value \$	Sale Proceeds \$	Profit/ (Loss) \$
By Class detailed			
P2013 Toyota Hilux 4x4 Dual Cab Asset 40000380	28,525	24,000	(4,525)
P232 Quad Bike Honda Trx500 Fm Asset 40000279	2,628	5,000	2,372
P896 Squirrel Cherry Picker Asset 40000168	6,534	8,000	1,466
P35334 Tandem Axle Trailer 8TT099 Asset 46335334	0	300	300
P1005 Toyota Hilux 4 x 4 Dual Cab Wellbody Ute Asset 40000382	23,545	22,050	(1,495)
	285,698	358,200	72,502

Shire Of Roebourne Notes To And Forming Part Of The Budget For The Year Ended 30th June 2013

4. DISPOSALS OF ASSETS			
Equipment			
P499 Pressure Cleaner Spitwater Asset 20000452	0	100	100
P531 Brushcutter FS350 Stihl Asset 20000486	0	50	50
P406 Toro Yard Vac 4Hp Felt Bag Asset 20000006	0	50	50
P407 Kuhn Fertiliser Spreader (700L) Asset 20000009	0	50	50
P534 F350 Stihl Brushcutter Asset 20000489	0	50	50
P723 John Deere X324 Lawn Tractor With, Powerflow Collection System Asset 20000458	0	400	400
P5012 FS350 Stihl Brushcutter with Universal Alloy Trimmer Head Asset 20000558	128	50	(78)
P5014 FS350 Stihl Brushcutter with Universal Alloy Trimmer Head Asset 20000560	155	50	(105)
P5015 FS480 Stihl Brushcutter with Universal Alloy Trimmer Head Asset 20000562	155	50	(105)
P5017 FS350 Stihl Brushcutter with Universal Alloy Trimmer Head Asset 20000564	128	50	(78)
P15370 Ings 12' Turf Cutter, S/N: G300-1195443 Asset 26315370	0	50	50
P515 Brushcutter FS480 Stihl Asset 20000314	0	50	50
P15841 Alroh Dethatcher 30' 8Hp, S/N: Vm0688504 Asset 26315841	0	50	50
	566	1,050	484
Total	286,264	359,250	72,986

Shire Of Roebourne
Notes To And Forming Part Of The Budget
For The Year Ended 30th June 2013

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-12	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments
			2012/13 Budget	2011/12 Estimated	2012/13 Budget	2011/12 Estimated	2011/12 Estimated
			\$	\$	\$	\$	\$
88 - Chamber of Commerce*	59,070	0	2,735	2,552	56,335	59,070	4,306
91 - Administration Building Renovation	1,558,753	0	489,929	462,478	1,068,824	1,558,753	114,038
92 - Aged Persons Units	0	0	0	58,060	0	0	1,647
93 - Wickham Transfer Station	231,782	0	152,074	142,572	79,708	231,782	21,946
94- Staff Housing	3,904,776	0	224,754	211,031	3,680,022	3,904,776	259,031
95 - Staff Housing	362,501	0	113,937	107,553	248,564	362,501	26,522
96 - Cossack Infrastructure	0	0	0	911,182	0	0	13,269
98 - Karratha Airport Upgrade	7,478,544	0	923,076	880,486	6,555,468	7,478,544	394,805
99 - Plant Purchases	1,230,740	0	282,338	266,960	948,402	1,230,740	82,190
100 - Karratha Leisure Centre	0	7,440,000	0	0	7,440,000	0	0
	14,826,166	7,440,000	2,188,843	3,042,874	20,077,323	14,826,166	917,754

(*) Self supporting loan financed by payments from third parties.

All other debenture repayments are to be financed by general purpose revenue and reserve revenue.

5. Information On Borrowings (Continued)

(b) New Debentures

Council has budgeted for a new debenture for 2012/13 in funding the Karratha Leisure Centre project (\$7,440,000).

(c) Unspent Debentures

Council is expected to have nil unspent debenture funds as at 30th June 2012 and as at 30th June 2013.

(d) Overdraft

Council has not utilised an overdraft facility during the financial year although an overdraft facility of \$1,000,000 with the Westpac does exist.

It is not anticipated that this facility will be required to be utilised during 2012/13.

Shire Of Roebourne Notes To And Forming Part Of The Budget For The Year Ended 30th June 2013				
		2012/13	2011/12	2011/12
		Budget	Estimated	Budget
		\$	\$	\$
6.	RESERVES			
(a)	Aerodrome Reserve			
	Opening Balance	15,539,128	14,296,582	12,904,602
	Amount Set Aside / Transfer to Reserve	776,956	1,242,546	645,230
	Amount Used / Transfer from Reserve	(13,766,521)	0	(4,793,987)
		2,549,563	15,539,128	8,755,845
(b)	Walkington Theatre Operating Reserve			
	Opening Balance	4,891	4,661	4,594
	Amount Set Aside / Transfer to Reserve	245	230	230
	Amount Used / Transfer from Reserve	0	0	0
		5,136	4,891	4,824
(c)	Dampier Drainage Reserve			
	Opening Balance	25,728	24,520	24,164
	Amount Set Aside / Transfer to Reserve	1,286	1,208	1,208
	Amount Used / Transfer from Reserve	0	0	0
		27,014	25,728	25,372

(d)	Plant Replacement Reserve			
	Opening Balance	2,732,401	2,321,551	874,545
	Amount Set Aside / Transfer to Reserve	1,184,167	760,000	43,727
	Amount Used / Transfer from Reserve	(1,924,638)	(349,150)	(349,150)
		1,991,930	2,732,401	569,122
(e)	Workers Compensation Reserve			
	Opening Balance	827,318	1,145,797	1,130,422
	Amount Set Aside / Transfer to Reserve	41,366	56,521	56,521
	Amount Used / Transfer from Reserve	0	(375,000)	(375,000)
		868,684	827,318	811,943
(f)	Royalties for Regions Reserve			
	Opening Balance	16,768,342	35,928,408	37,080,835
	Amount Set Aside / Transfer to Reserve	838,417	1,155,327	875,327
	Amount Used / Transfer from Reserve	(15,077,394)	(20,315,393)	(28,223,225)
		2,529,365	16,768,342	9,732,937
(g)	Waste Management Reserve			
	Opening Balance	13,966,526	9,930,704	7,446,237
	Amount Set Aside / Transfer to Reserve	698,326	4,035,822	1,055,074
	Amount Used / Transfer from Reserve	(930,385)	0	0
		13,734,467	13,966,526	8,501,311
(h)	Infrastructure Reserve			
	Opening Balance	12,493,432	16,331,878	11,158,792
	Amount Set Aside / Transfer to Reserve	7,424,058	4,828,347	5,428,440
	Amount Used / Transfer from Reserve	(5,851,689)	(8,666,793)	(15,673,477)
		14,065,801	12,493,432	913,755

(i)	Housing Reserve			
	Opening Balance	1,614,188	1,554,188	2,823,829
	Amount Set Aside / Transfer to Reserve	80,709	60,000	76,691
	Amount Used / Transfer from Reserve	0	0	0
		1,694,897	1,614,188	2,900,520
(j)	Aged Persons Units Reserve			
	Opening Balance	78,735	75,032	74,050
	Amount Set Aside / Transfer to Reserve	3,937	3,703	99,253
	Amount Used / Transfer from Reserve	0	0	0
		82,672	78,735	173,303
(k)	Junior Sport Reserve			
	Opening Balance	89,749	85,532	84,334
	Amount Set Aside / Transfer to Reserve	4,487	4,217	4,217
	Amount Used / Transfer from Reserve	0	0	0
		94,236	89,749	88,551
(l)	Public Open Space Reserve			
	Opening Balance	690,553	1,644,488	2,250,043
	Amount Set Aside / Transfer to Reserve	34,528	80,000	112,502
	Amount Used / Transfer from Reserve	0	(1,033,935)	(962,958)
		725,081	690,553	1,399,587
(m)	Mosquito Control Reserve			
	Opening Balance	3,420	2,759	2,729
	Amount Set Aside / Transfer to Reserve	771	661	636
	Amount Used / Transfer from Reserve	0	0	0
		4,191	3,420	3,365

(n)	History & Cultural Publications Reserve			
	Opening Balance	54,312	51,759	51,061
	Amount Set Aside / Transfer to Reserve	2,716	2,553	2,553
	Amount Used / Transfer from Reserve	0	0	0
		57,028	54,312	53,614
(o)	Medical Service Assistance Package Reserve			
	Opening Balance	165,027	252,569	249,155
	Amount Set Aside / Transfer to Reserve	8,251	12,458	12,458
	Amount Used / Transfer from Reserve	0	(100,000)	(100,000)
		173,278	165,027	161,613
(p)	Underground Power Reserve			
	Opening Balance	0	0	0
	Amount Set Aside / Transfer to Reserve	0	0	0
	Amount Used / Transfer from Reserve	0	0	0
		0	0	0
(q)	Employee Entitlements Reserve			
	Opening Balance	656,842	0	0
	Amount Set Aside / Transfer to Reserve	32,842	776,842	771,750
	Amount Used / Transfer from Reserve	0	(120,000)	(120,000)
		689,684	656,842	651,750
(r)	Community Development Reserve			
	Opening Balance	829,305	0	0
	Amount Set Aside / Transfer to Reserve	641,465	1,506,550	452,550
	Amount Used / Transfer from Reserve	(600,000)	(677,245)	0
		870,770	829,305	452,550

(s)	Restricted Funds Reserve			
	Opening Balance	0	0	0
	Amount Set Aside / Transfer to Reserve	0	0	0
	Amount Used / Transfer from Reserve	0	0	0
		0	0	0
(t)	Carry Forward Budget Reserve			
	Opening Balance	0	0	0
	Amount Set Aside / Transfer to Reserve	0	0	0
	Amount Used / Transfer from Reserve	0	0	0
		0	0	0
(u)	Heavy Haulage Roads Reserve			
	Opening Balance	0	0	0
	Amount Set Aside / Transfer to Reserve	0	0	0
	Amount Used / Transfer from Reserve	0	0	0
		0	0	0
	Total Reserves	40,163,797	66,539,897	35,199,962

All of the above reserve accounts are to be supported by money held in financial institutions.
Royalties for Regions funds are held with Western Australian Treasury Corporation in

6.	RESERVES (Continued)			
	Summary of Transfers			
	To Cash Backed Reserves			
	Transfers to Reserves			
	Aerodrome Reserve	776,956	1,242,546	645,230
	Walking Theatre Operating Reserve	245	230	230
	Dampier Drainage Reserve	1,286	1,208	1,208
	Plant Replacement Reserve	1,184,167	760,000	43,727
	Workers Compensation Reserve	41,366	56,521	56,521
	Royalties for Regions Reserve	838,417	1,155,327	875,327

	Waste Management Reserve	698,326	4,035,822	1,055,074
	Infrastructure Reserve	7,424,058	4,828,347	5,428,440
	Housing Reserve	80,709	60,000	76,691
	Aged Persons Units Reserve	3,937	3,703	99,253
	Junior Sport Reserve	4,487	4,217	4,217
	Public Open Space Reserve	34,528	80,000	112,502
	Mosquito Control Reserve	771	661	636
	History & Cultural Publications Reserve	2,716	2,553	2,553
	Medical Service Assistance Package Reserve	8,251	12,458	12,458
	Underground Power Reserve	0	0	0
	Employee Entitlements Reserve	32,842	776,842	771,750
	Community Development Reserve	641,465	1,506,550	452,550
	Restricted Funds Reserve	0	0	0
	Carry Forward Budget Reserve	0	0	0
	Heavy Haulage Roads Reserve	0	0	0
		11,774,527	14,526,985	9,638,367
	Transfers from Reserves			
	Aerodrome Reserve	(13,766,521)	0	(4,793,987)
	Walking Theatre Operating Reserve	0	0	0
	Dampier Drainage Reserve	0	0	0
	Plant Replacement Reserve	(1,924,638)	(349,150)	(349,150)
	Workers Compensation Reserve	0	(375,000)	(375,000)
	Royalties for Regions Reserve	(15,077,394)	(20,315,393)	(28,223,225)
	Waste Management Reserve	(930,385)	0	0
	Infrastructure Reserve	(5,851,689)	(8,666,793)	(15,673,477)
	Housing Reserve	0	0	0
	Aged Persons Units Reserve	0	0	0
	Junior Sport Reserve	0	0	0

Public Open Space Reserve	0	(1,033,935)	(962,958)
Mosquito Control Reserve	0	0	0
History & Cultural Publications Reserve	0	0	0
Medical Service Assistance Package Reserve	0	(100,000)	(100,000)
Underground Power Reserve	0	0	0
Employee Entitlements Reserve	0	(120,000)	(120,000)
Community Development Reserve	(600,000)	(677,245)	0
Restricted Funds Reserve	0	0	0
Carry Forward Budget Reserve	0	0	0
Heavy Haulage Roads Reserve	0	0	0
	(38,150,627)	(31,637,516)	(50,597,797)
Total Transfer to/(from) Reserves	(26,376,100)	(17,110,531)	(40,959,430)

6. RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Aerodrome Reserve

The purpose of this reserve is to fund the development, operation and maintenance of the Karratha airport inclusive of any repayments of borrowings and the funding of employee entitlements.

Walkington Theatre Operating Reserve

The purpose of this reserve is to fund the operation and capital works of the Walkington Theatre.

Air-Conditioning Reserve

The Council maintains this reserve so that funds are available on an as needs basis for the replacement of major air-conditioning plant. The funds in this reserve will be utilised by council over an expected period of 10 years.

Plant Replacement Reserve

The purposes of this reserve is to fund the capital purchase of plant and equipment.

Dampier Drainage Reserve

This reserve is maintained as part of an agreement between the Council and Hamersley Iron. The purpose of the reserve is to ensure funds are available for the maintenance of drainage in Dampier. Hamersley Iron pay to the Council each year a \$10,000 contribution towards this

maintenance with any additional works required being drawn from this reserve and similarly, any funds remaining unspent being transferred to this reserve.

Infrastructure Reserve

The purpose of this reserve is to allow for the use of these reserve funds for the enhancement, replacement, refurbishment and purchase of infrastructure assets or project works of the Shire of Roebourne inclusive of the associated repayment of borrowings on infrastructure. Project works funded from this Reserve may not necessarily belong to the Shire of Roebourne but must be carried out for the benefit of the Shire of Roebourne.

Workers Compensation Reserve

The purpose of this reserve is to provide Council with sufficient funds to cover its potential liability in regard to the performance based workers compensation scheme of Local Government Insurance Services of which the Shire of Roebourne is a member. Funds within the Reserve that become surplus to requirements will be transferred to Council's Employee Entitlements Reserve via way of Council's Annual Budget.

Waste Management Reserve

The purpose of this reserve is to fund development, operation and maintenance of the Council's Waste Management facilities inclusive of repayments of borrowings and the funding of employee entitlements.

Housing Reserve

The purpose of this reserve is to fund the maintenance, refurbishment, replacement and construction of staff housing inclusive of the purchase. This reserve is funded by annual allocations from the Municipal Fund and from sale of Staff Housing.

Aged Persons Unit Reserve

The purpose of this reserve is to assist in the transfer of Seniors from the current senior's village on Welcome Road to the new village provisioned by the State Government.

Public Open Space Reserve

The purpose of this Reserve is to fund future developments of public open spaces funded by proceeds from the undertaking of Land Transactions and Community Contributions received for the purpose of Public Open Space.

History & Cultural Publications Reserve

The purpose of this Reserve is to fund future history and cultural publications. The income is generated from the sale of these publications.

Junior Sport Reserve

The purpose of this Reserve is to fund the development of junior sport within the Shire of Roebourne including infrastructure.

Mosquito Control Reserve

The purpose of this Reserve is to fund mosquito control programmes inclusive of the purchase of replacement equipment as required.

Medical Services Assistance Package Reserve

The purpose of this Reserve is to fund future assistance to Medical Services in accordance with Council's participation in the Medical Services Incentive Scheme. This is inclusive of retention payments to General Practitioner's in accordance with the Medical Services Incentive Scheme.

Royalties for Regions Reserve

The purpose of this reserve is to hold unexpended grant revenues, and associated interest, from the State Government's Royalties for Regions programme.

Employee Entitlement Reserve

To fund employee leave entitlements when on extended leave, including long service leave as well as periods of Annual Leave for periods greater than 4 weeks duration thereby retaining salary and wages budgets for the funding of replacement staffing during extended periods of leave.

Community Development Reserve

The purpose of this Reserve is to hold Annual Community Association Development Scheme unspent payments each year and to fund future projects initiated by Community Associations from time to time via the Annual Community Association Development Scheme.

Restricted Funds Reserve

This reserve is for the purpose of holding Unexpended or prepaid Grants (other than Royalties for Regions) and Capital

Contributions provided for specific purposes.

Carry Forward Budget Reserve - Projects

This reserve is for the purpose of preserving projects funds carried over.

Heavy Haulage Roads Reserve

This reserve is for the purpose of funding the maintenance of Heavy Haulage Roads

History & Cultural Publications Reserve

The purpose of this Reserve is to fund future history and cultural publications. The income is generated from the sale of these publications.

Junior Sport Reserve

The purpose of this Reserve is to fund the development of junior sport within the Shire of Roebourne including infrastructure.

Mosquito Control Reserve

The purpose of this Reserve is to fund mosquito control programmes inclusive of the purchase of replacement equipment as required.

Medical Services Assistance Package Reserve

The purpose of this Reserve is to fund future assistance to Medical Services in accordance with Council's participation in the Medical Services Incentive Scheme. This is inclusive of retention payments to General Practitioner's in accordance with the Medical Services Incentive Scheme.

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The purpose of this reserve is to hold unexpended grant revenues, and associated interest, from the State Government's Royalties for Regions programme.

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To fund employee leave entitlements when on extended leave, including long service leave as well as periods of Annual Leave for periods greater than 4 weeks duration thereby retaining salary and wages budgets for the funding of replacement staffing during extended periods of leave.

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The purpose of this Reserve is to hold Annual Community Association Development Scheme unspent payments each year and to fund future projects initiated by Community Associations from time to time via the Annual Community Association Development Scheme.

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This reserve is for the purpose of holding Unexpended or prepaid Grants (other than Royalties for Regions) and Capital Contributions provided for specific purposes.

Carry Forward Budget Reserve - Projects

This reserve is for the purpose of preserving projects funds carried over.

Heavy Haulage Roads Reserve

This reserve is for the purpose of funding the maintenance of Heavy Haulage Roads

**Shire Of Roebourne
Notes To And Forming Part Of The Budget
For The Year Ended 30th June 2013**

		2012/13	2011/12
	Note	Budget	Estimated
		\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash on Hand	15(a)	27,575	27,575
Cash - Unrestricted	15(a)	4,170,986	5,153,186
Cash - Restricted Municipal	15(a)	0	0
Cash - Restricted Reserves	15(a)	40,163,797	66,539,897
Receivables		6,893,758	8,893,758
Inventories		761,087	811,087
		52,017,203	81,425,503
LESS: CURRENT LIABILITIES			
Payables and Provisions		(14,616,249)	(17,166,249)
NET CURRENT ASSET POSITION		37,400,954	64,259,254
Less: Cash - Restricted Reserves	15(a)	(40,163,797)	(66,539,897)
Less: Cash - Restricted Municipal		0	0
Less: Cash - Restricted Other		0	0
Add Back: Current Loan Liability	5	2,073,159	2,188,843
Add Back: Liabilities Supported by Reserves	6	689,684	656,842
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD		0	565,042

The estimated surplus/(deficiency) c/fwd in the 2011/12 estimated column represents the surplus (deficit) brought forward as at 1 July 2012.

The estimated surplus/(deficiency) c/fwd in the 2012/13 budget column represents the surplus (deficit) carried forward as at 30 June 2013.

**NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2013**

RATING INFORMATION - 2012/13 FINANCIAL YEAR

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2012/13 Budgeted Rate Revenue \$	2012/13 Budgeted Interim Rates \$	2012/13 Budgeted Back Rates \$	2012/13 Budgeted Total Revenue \$	2011/12 Estimated \$
GRV	Residential	0.026278	5,672	432,067,180	11,353,862		11,353,862	9,896,640
GRV	Commercial/Tourism/ Town Centre/Industry/ Mixed Business/ Airport	0.052556	693	101,571,814	5,338,209		5,338,209	2,823,849
GRV	Transient Workforce Accommodation/ Workforce Accommodation/ Strategic Industry	0.091973	25	64,297,580	5,913,641		5,913,641	3,193,398
	Interim Rates				600,000		600,000	1,908,707
	Back Rates					20,000	20,000	26,417
UV	Pastoral	0.060079	11	4,092,100	245,849		245,849	241,283
UV	General Unimproved (UV Strategic Industry/ Mining)	0.120159	211	20,779,065	2,496,791		2,496,791	3,622,154
Sub-Totals			6,612	622,807,739	25,348,352	600,000	25,968,352	21,712,448
Minimum								
Minimum Rates								
GRV	Residential	1203	1,583	35,207,582	1,904,349		1,904,349	1,629,860
GRV	Commercial/Tourism/ Town Centre/Industry/ Mixed Business/ Airport	1203	297	4,055,296	357,291		357,291	428,244

**NOTES TO AND FORMING PART OF THE BUDGET (continued)
FOR THE YEAR ENDED 30TH JUNE 2013**

RATING INFORMATION - 2012/13 FINANCIAL YEAR

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2012/13 Budgeted Rate Revenue \$	2012/13 Budgeted Interim Rates \$	2012/13 Budgeted Back Rates \$	2012/13 Budgeted Total Revenue \$	2011/12 Estimated \$
GRV	Transient Workforce Accommodation/ Workforce Accommodation/ Strategic Industry	1203	0	0			0	0
	Interim Rates						0	
	Back Rates						0	
UV	Pastoral	420	0	0			0	0
UV	General Unimproved (UV Strategic Industry/ Mining)	420	201	262,105	84,420		84,420	58,170
								2,116,274
Sub-Totals			2081	39,524,983	2,346,060		2,346,060	2,116,274
Ex-Gratia Rates							28,314,412	23,828,722
Specified Area Rates (Note 9)							625,000	838,904
Discounts / (Concessions)							0	0
Totals							28,939,412	24,667,626

All land except exempt land in the Shire of Roebourne is rated according to: (i) Gross Rental Value (GRV) in town sites or where Ministerial approval has been obtained

(ii) Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2012/13 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/ facilities.

No changes to Rates in the Dollar or minimum rates have occurred from Council's advertised Differential Rate Model. Ministerial Approval was sought and obtained for the rating of Transient Workforce Accommodation, Workforce Accommodation and Strategic Industry (GRV) Categories at 3.5 times the minimum rate in the dollar for GRV being the Residential Category and for the rounding of the rate in the dollar for Unimproved Value Strategic Industry/ Mining category.

Shire Of Roebourne Objectives And Reason For Proposed Differential Rates For The Year Ending 30 June 2013

In accordance with Section 6.36 of the Local Government Act 1995, the Shire of Roebourne is required to publish its Objects and Reasons for implementing Differential Rates. Those objects and reasons are noted below:

Overall Objective

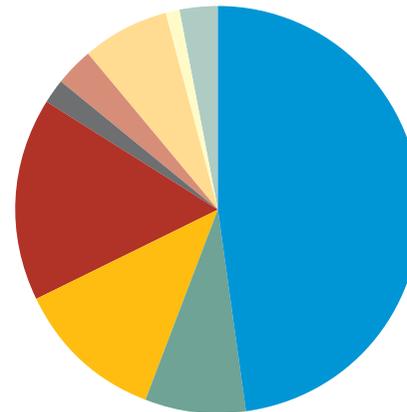
The Shire of Roebourne provides services to a diverse region consisting of residential, commercial, industrial, pastoral, mining and workforce accommodation. The Shire of Roebourne utilises differential rating on all properties within the Shire based on the zoning of the property under the relevant Town Planning Scheme and where applicable, a combination of the property's zoning and existing land use.

In 2011/12, the Shire received the triennial Gross Rental Valuation (GRV) revaluation from Landgate Valuation Services which will apply for 2012/13, 2013/14 and 2014/15. The Shire has adjusted the rate in a dollar to moderate the impact of the triennial revaluation as there has been a significant impact for a majority of properties.

The overall objective for the 2012/13 differential rating approach is an attempt to ease the burden of the GRV revaluation whilst ensuring that revenue is collected on an equitable basis, enabling the Shire to provide facilities, infrastructure and services to the entire community.

Table 1 represents the total 2012/13 rates to be levied by land use / zoning.
Table 1

Percentage Rates Contribution by Land Use / Zoning



- UV (Mining)
- UV (Pastoral)
- UV (Strategic Industry)
- GRV (Strategic Industry)
- Workforce Accommodation
- Transient Workforce
- Industry / Mixed Business
- Commercial / Tourism / Town Centre / Airport
- Residential

Gross Rental Value Properties

As a result of revaluation effective 1/7/2012, Council has received Ministerial Approval to adopt a rate in a dollar with the intention of minimising the shifts in relativities of the GRV's as supplied by Landgate Valuation Services.

Below is a summary of the minimum payments and rates in the dollar for 2012/13 Gross Rental Values:

Table 2

Differential Rates 2012/2013		
Category	Minimum Rate	Rate in \$
Gross Rental Value		
Residential	1,203	0.026278
Commercial / Tourism / Town Centre / Industry / Mixed Business / Airport	1,203	0.052556
Transient Workforce Accommodation / Workforce Accommodation / Strategic Industry	1,203	0.091973

Following are the objects and reasons for each of the differential rates:

Residential: to levy a rate on all properties that have a predominant land use of residential and are zoned:

- Residential
- Urban Development
- Town Centre (land use Residential)
- Parks, Recreation & Drainage (land use Residential)
- Conservation, Recreation & Natural
- Landscapes (land use Residential)
- Education (land use Residential)

The rate in the dollar and minimum payments set for this category are the basis from which other GRV differential rates in the dollar are calculated.

Commercial / Tourism / Town Centre/ Industry/ Mixed Business / Airport:

to levy a rate on all gross rental valued properties that are zoned as:

- Commercial
- Mixed Business
- Industry
- Workforce Accommodation
- Tourism
- Town Centre
- Community
- Residential R30 (land use Motel/ Serviced Apartments)
- Rural (land use Roadhouse)
- Rural (land use Hotel/Motel)
- Telecommunications
- Education
- Health
- Conservation, Recreation &
- Natural Landscapes
- Airport
- Rural

Ministerial Approval has been granted to be twice that of the residential rate in a dollar.

Transient Workforce Accommodation / Workforce Accommodation / Strategic Industry: to levy a rate on all gross rental valued properties that are zoned as:

- Transient Workforce Accommodation (land use Workforce Accommodation)
- Tourism (land use Workforce Accommodation)
- Town Centre (land use Workforce Accommodation)
- Commercial (land use Workforce Accommodation)
- Industrial (land use Workforce Accommodation)
- Strategic Industry with a prescribed (land use Industry - Resource Processing)

This also applies to properties with any zoning where the land use is predominately Workforce Accommodation.

The rate in the dollar for the Transient Workforce and Workforce Accommodation categories have been increased 3.5 times of residential due to the impact these categories have on utilisation of community infrastructure, services and amenities within the Shire of Roebourne.

The land use Industry - Resource Processing applies to major industry which would normally involve:

- (a) the processing of natural resources (including chemical industries);
- (b) substantial capital investment;
- (c) significant employment; and
- (d) a need for substantial separation or buffer distance to sensitive uses.

After a review of the GRV Strategic Industry category, Ministerial Approval has been granted to reflect a rate in a dollar that has increased to 3.5 times of the residential rate to ensure Council's financial capacity in developing and maintaining infrastructure.

Unimproved Value Properties

Council introduced differential rating to Unimproved Valued (UV) properties with the intention of reducing the impact of a significant rise in Pastoral Lease rentals from July 2010. Council has recognised that these properties have access to the same services and facilities as GRV properties and should therefore be making a reasonable contribution to the provision of these services.

UV properties are assessed annually by Council to determine that the land is primarily undeveloped and used for rural purposes.

Below is a summary of the minimum payments and rates in the dollar for 2012/13 Unimproved Values:

Table 3

Differential Rates 2012/2013		
Category	Minimum Rate	Rate in \$
Unimproved Value		
Pastoral	420	0.060079
Strategic Industry / Mining	420	0.120159

The object and reason for the minimum payment is to ensure that all property owners are levied an equitable amount for services provided.

Following are the objects and reasons for each of the differential rates:

Pastoral: To levy a rate for pastoral leases.

Strategic Industry / Mining: To levy a rate for properties with the following zoning and land use characteristics:

- Strategic Industry
- Infrastructure
- Rural
- Land use – Industrial
- Mining
- Exploration
- Prospecting

The unimproved rate in the dollar for Strategic Industry / Mining have been resolved by Council in accordance with the parameters afforded by Section 6.36 of the *Local Government Act 1995* to be twice that of the Pastoral rate in a dollar.

Shire Of Roebourne Notes To And Forming Part Of The Budget For The Year Ended 30th June 2013

9. Specified Area Rate - 2012/13 Financial Year

No Specified Area Rates were raised in the 2011/12 Financial Year and no proposed Specified Area Rates are budgeted to be raised in 2012/13 Financial Year.

10. Service Charges - 2012/13 Financial Year

No service charges were raised in the 2011/12 Financial Year and no proposed Service Charges are budgeted to be raised in 2012/13 Financial Year.

11. Fees & Charges Revenue

	2012/13 Budget \$	2011/12 Estimated \$
Governance	2076	5376
General Purpose Funding	155,000	164480
Law, Order, Public Safety	34500	39135
Health	58500	59631
Education and Welfare	58900	58900
Housing	302500	321595
Community Amenities	11281080	11643619
Recreation & Culture	2377005	1516469
Transport	22700000	23662900
Economic Services	1621940	1434035
Other Property & Services	5000	296215
	38596501	39202355

12. Discounts, Incentives, Concessions, & Write-Offs - 2012/13 Financial Year

Rates Incentive Scheme

Ratepayers who pay their rates and rubbish collection charges in full (eligible pensioners are required to pay their portion of the rates and rubbish collection charges) by the due date (35 days from the date of issue) will be in the running for the following prizes:

- 1st prize: \$2,000 Westpac Bank sponsored Classic Savers Account.
- 2nd prize: \$1,500 cash – sponsored by Shire of Roebourne.
- 3rd prize: 1 night stay for two at Point Samson Resort and dinner at Ta Ta's Restaurant. Total value \$780.
- 4th prize: Two nights' accommodation and full buffet breakfast at the Goodearth Hotel Perth or Perth Ambassador Hotel. Valid until 31st May 2012, total value up to \$590.
- 5th prize: \$500 cash – sponsored by Shire of Roebourne.
- 6th prize: Two nights' accommodation at Seashells Resort Broome. Total value \$440.
- 7th prize: \$100 voucher at the Karratha International Hotel.

- 8th prize: \$100 voucher at the Karratha International Hotel

The total Cost to Council is \$2,000

13. Interest Charges And Instalments - 2012/13 Financial Year

Late Payment Penalty Interest on Rates and Rubbish Collection Charges & Sundry Debtors

Interest is to be charged on outstanding rates and rubbish charges as the rate of 11%. As prescribed in the Local Government Act 1995 s6.13(1) interest can be imposed from no less 35 days after the date which is stated on the relevant account. Subsection (6). 19A prescribes the maximum interest rate to be charged is 11%.

It is estimated that the total interest charged will be \$120,000.

RATES INSTALMENT OPTIONS

Option No. 1

No. of Payments: One
 Payment Due: 1) 35 Days From Issue Date
 Date Instalment Due:
 1) Monday 27 August 2012
 Instalment Interest Rate if paid by Due Date: Nil
 Interest Rate where Option 2 & 3 not selected and not paid by due date: 11.00%
 Administration Charge: Nil

Option No. 2

No. Of Payments: Two
 Payments Due:
 1) 35 Days From Issue Date,
 2) 98 Days From Issue Date
 Date Instalment Due:
 1) Monday 27 August 2012,
 2) Monday 29 October 2012
 Instalment Interest Rate: 5.50%
 Administration Charge: (\$10.00 per Instalment) \$10.00

Option No. 3

No. Of Payments: Four
 Payments Due:
 1) 35 Days From Issue Date,
 2) 98 Days From Issue Date,
 3) 163 Days From Issue Date,
 4) 226 Days From Issue Date
 Date Instalment Due
 1) Monday 27 August 2012
 2) Monday 29 October 2012
 3) Monday 31 December 2012
 4) Thursday 7 March 2013
 Instalment Interest Rate :5.50%
 Administration Charge (\$10.00 per Instalment) \$30.00

The Total Revenue from the imposition of the interest and administration charge under these options is estimated at \$95,000 and is dissected as follows:

Total Estimated Instalment Interest Charges: \$45,000.00

Total Estimated Administration Charges: \$40,000.00

14. Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the president

Statutory Fees and Allowances	2012/13 Budget \$	2011/12 Estimated \$
Meeting Fees	84,000	77,120
President's Allowance	60,000	58,638
Deputy President's Allowance	15,000	14,659
Telephone/Information Technology Allowance	37,400	34,136
Travelling Expenses		10,000
Other Expenses		
Training Expenses	113,000	0
Professional Development Allowance		45,000
President's Discretionary Fund (Council Related Expenses)	7,600	6,000
	393,100	245,553

15. Notes To The Statement Of Cash Flows

For the purposes of the statement of cash flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

Statutory Fees and Allowances	2012/13 Budget \$	2011/12 Estimated \$	2011/12 Budget \$
Cash On Hand	27,575	27,575	20,330
Cash - Unrestricted Municipal	4,170,986	5,153,186	233,118
Cash - Restricted Municipal	0	0	540,000
Cash - Restricted Reserves	40,163,797	66,539,897	35,199,962
	44,362,358	71,720,658	35,993,410

The following restrictions have been imposed by regulation or other externally imposed requirements:

Aerodrome Reserve	2,549,563	15,539,128	0
Walking Theatre Operating Reserve	5,136	4,891	4,824
Dampier Drainage Reserve	27,014	25,728	25,372
Plant Replacement Reserve	1,991,930	2,732,401	569,122
Workers Compensation Reserve	868,684	827,318	811,943
Royalties for Regions Reserve	2,529,365	16,768,342	9,732,937
Waste Management Reserve	13,734,467	13,966,526	8,501,311
Infrastructure Reserve	14,065,801	12,493,432	913,755
Housing Reserve	1,694,897	1,614,188	2,900,520
Aged Persons Units Reserve	82,672	78,735	173,303
Junior Sport Reserve	94,236	89,749	88,551
Public Open Space Reserve	725,081	690,553	1,399,587
Mosquito Control Reserve	4,191	3,420	3,365
History & Cultural Publications Reserve	57,028	54,312	53,614
Medical Service Assistance Package Reserve	173,278	165,027	161,613
Underground Power Reserve	0	0	0
Employee Entitlements Reserve	689,684	656,842	651,750
Community Development Reserve	870,77	829,305	452,550
Unspent Loan Funds	0	0	0
Other Restricted Municipal Cash	0	0	540,000
Long Service Leave Liability (Cash Backed)	0	0	0
	40,163,797	66,539,897	26,984,117

(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result

Net Result			
Depreciation	8,541,215	7,707,547	10,303,176
(Profit)/Loss on Sale of Asset	(72,986)	46,109	185,896
Increase)/Decrease in Receivables	2,000,000	571,136	750,000
(Increase)/Decrease in Inventories	50,000	(540,259)	50,000
Increase/(Decrease) in Payables	(2,500,000)	3,085,964	(800,000)
Increase/(Decrease) in Accrued Expenses	0	0	0
Increase/(Decrease) in Employee Provisions	32,842	67,531	0
Grants/Contributions for the Development of Assets	(19,634,172)	(24,457,537)	(15,282,898)
Net Cash from Operating Activities	18,779,197	25,152,574	14,030,801

(c) Undrawn Borrowing Facilities Credit Standby Arrangements

Bank Overdraft limit	1,000,000	1,000,000	1,000,000
Bank Overdraft at Balance Date	0	0	0
Credit Card limit	80,000	80,000	60,000
Credit Card Balance at Balance Date	36,650	36,650	36,650
Total Amount of Credit Unused	1,116,650	1,116,650	1,096,650
Loan Facilities			
Loan Facilities in use at Balance Date	20,077,323	14,826,166	14,425,180
Unused Loan Facilities at Balance Date	0	0	0

16. Major Land Transactions

There are no major land transactions budgeted to occur in 2012/13 Financial Year or Estimated in 2011/12

17. Trading Undertakings And Major Trading Undertakings

The Tien Tsin Inne Kiosk & Bar operate inside the Karratha Airport Terminal Building.

Any surplus is transferred to Airport Reserve. The Tien Tsin Inne is expected to be self-funded without the expectation that rate revenue is needed. A rate of return is paid to the Shire each year.

	2012/13 Budget \$	2011/12 Estimated \$	2011/12 Budget \$
Operating Revenue			
Kiosk/Bar	1,815,000	2,364,000	2,460,000
Total	1,815,000	2,364,000	2,460,000
Expenditure			
Employment Costs	(979,866)	(1,174,190)	(1,037,442)
Office Expenses	(37,300)	(19,720)	(27,200)
Write Off Bad Debts	0	0	0
Building Costs	(25,000)	(27,107)	(10,000)
Insurance	(16,891)	(280)	(280)
Equipment Repairs & Replacement	(22,500)	(5,000)	(4,800)
Consumables/Shrinkages	(37,200)	(30,000)	(39,600)
Kiosk Expenses	(663,100)	(402,400)	(650,400)
Bar Expenses	(350,000)	(200,000)	(300,000)
Depreciation	(12,800)	(12,751)	(9,690)
Employee Leave Provisions	(35,000)	(8,458)	(35,000)
Total	(2,179,67)	(1,879,905)	(2,114,411)
Net Operating Surplus/(Deficit)	(364,657)	484,095	345,589

Capital Expenditure			
Purchase - Building	0	0	0
Purchase - Furniture & Equipment	(21,700)	(15,000)	(12,000)
Transfer To Airport Reserve	0	0	0
Add Back Non Cash			
Depreciation	12,800	12,751	9,690
Employee Leave Provisions	35,000	8,458	35,000
	47,800	21,209	44,690
Rate of Return utilised to fund Airport Capital Improvements	(338,557)	490,304	378,279
Net Surplus/(Deficit)	0	0	0

This statement does not include any of the following expenses as they are imbedded in the total cost of running the airport:

- Administration
- Utilities-power, water consumption, water rates, ESL
- Lease/rent expenses-nil applicable
- Airport security



For further information on the plan, please contact the Manager Integrated Strategic Planning, Shire of Roebourne at 08 91868655 (landline) or 0408 012 971 (mobile) or 08 9185 1626 (fax)