



# AGENDA

I wish to advise that the Ordinary Meeting of Council  
is to be held on Monday 22<sup>nd</sup> October 2012  
in the Kimberley Room State Library Building, Perth Cultural Centre, Perth  
commencing at 9.00 am

A handwritten signature in blue ink that reads "Anthony Friday".

**TONY FRIDAY**  
**CHIEF EXECUTIVE OFFICER**

### **DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE)**

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

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

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

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

### **NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)**

The following notes are a basic guide for Councillors when they are considering whether they have a **Financial Interest** in a matter. These notes will be included in each agenda for the time being so that Councillors may refresh their memory.

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

### **INTERESTS AFFECTING IMPARTIALITY**

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

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

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

### **IMPACT OF AN IMPARTIALITY CLOSURE**

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

**Pilbara Regional Council  
DECLARATION OF INTEREST FORM**

To: Chief Executive Officer  
Pilbara Regional Council  
Level 1, 414 Murray Street  
Perth WA 6000

I, <sup>(1)</sup> \_\_\_\_\_ wish to declare an interest in  
the following item to be considered by Council at its meeting to be held on <sup>(2)</sup> \_\_\_\_\_  
Agenda Item <sup>(3)</sup> \_\_\_\_\_.

The type of Interest I wish to declare is <sup>(4)</sup>.

- Financial pursuant to Section 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 6.51 of the Local Government Act 1995
- Closely Associated Persons pursuant to Section 5.62 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

The nature of my interest is <sup>(5)</sup> \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

The extent of my interest is <sup>(6)</sup> \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I understand that the above information will be recorded in the minutes of the meeting and placed in the Disclosure of Financial and Impartiality of Interest Register.

Yours sincerely

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Notes:

1. Insert you name (print).
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).

## TABLE OF CONTENTS

| No.  | Subject  | Page No |
|------|--|---------|
| 1.   | <b>OATH OF OFFICE</b> .....  | 7       |
| 2.   | <b>OFFICIAL OPENING</b> .....  | 7       |
| 3.   | <b>PUBLIC QUESTION TIME</b> .....  | 7       |
| 4.   | <b>RECORD OF ATTENDANCE</b> .....  | 7       |
| 4.1  | APPLICATIONS FOR LEAVE OF ABSENCE.....   | 8       |
| 5.   | <b>RESPONSE TO QUESTIONS WHICH WERE TAKEN ON NOTICE</b> .....                              | 8       |
| 6.   | <b>DECLARATION OF INTEREST AND INTERESTS AFFECTING IMPARTIALITY</b> .....                  | 8       |
| 6.1  | DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTERESTS .....                             | 8       |
| 6.2  | DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY .....  | 8       |
| 7.   | <b>PETITIONS/ DEPUTATIONS/ PRESENTATIONS</b> .....   | 8       |
| 7.1  | MR IAN FLETCHER, CHAIRPERSON, REGIONAL DEVELOPMENT AND LANDS.....                          | 8       |
| 7.2  | MS RACHEL REYNOLDS, SENIOR POLICY OFFICE, DEPARTMENT OF REGIONAL DEVELOPMENT AND LANDS8    | 8       |
| 7.3  | MR JOHN LUKIN, EXECUTIVE OFFICER, SALARIES AND ALLOWANCES TRIBUNAL.....                    | 8       |
| 8.   | <b>CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING</b> ..... | 9       |
| 9.   | <b>ANY BUSINESS LEFT OVER FROM PREVIOUS MEETING</b> .....                                  | 9       |
| 10.  | <b>CHAIRPERSONS REPORT</b> .....   | 9       |
| 11.  | <b>COUNCILLORS' REPORTS</b> .....  | 10      |
| 12.  | <b>FINANCE</b> .....   | 11      |
| 12.1 | <b>FINANCIAL STATEMENT OF FINANCIAL ACTIVITY</b> .....                                     | 11      |
| 12.2 | <b>PRC DRAFT BUDGET FOR 2012/2013 FINANCIAL YEAR</b> .....                                 | 13      |
| 13.  | <b>STRATEGIC ISSUES</b> .....  | 15      |
|      | NIL.....   | 15      |
| 14.  | <b>GOVERNANCE</b> .....  | 16      |
| 14.1 | USE OF COMMON SEAL.....  | 16      |
| 14.2 | 2013 PRC COUNCIL MEETING DATES .....   | 18      |
| 15.  | <b>CHIEF EXECUTIVE OFFICER'S REPORT</b> .....  | 22      |
| 15.1 | <b>PROJECTS UPDATE</b> .....   | 22      |
| 16.  | <b>ITEMS FOR INFORMATION ONLY</b> .....  | 24      |
|      | NIL.....   | 24      |
| 17.  | <b>REGIONAL COLLABORATIVE GROUP</b> .....  | 25      |

17.1 IMPLEMENTATION OF THE PRC REGIONAL BUSINESS PLAN..... 25

**18. CONFIDENTIAL ITEMS..... 27**

**7. PETITIONS/ DEPUTATIONS/ PRESENTATIONS (CONTINUED)..... 27**

7.4 MS ANGIE PASKEVICIUS, CHIEF EXECUTIVE OFFICER - HOLLYOAKE..... 27

7.5 JULIE CLAUSEN, DIRECTOR – AEC GROUP ..... **ERROR! BOOKMARK NOT DEFINED.**

**19. CLOSURE AND NEXT MEETING ..... 27**

ATTACHMENTS:

- 8.1 MINUTES OF THE PRC MEETING ON 27<sup>TH</sup> AUGUST 2012
- 12.1 FINANCIAL STATEMENT OF ACTIVITY – AUGUST AND SEPTEMBER 2012
- 12.2 PRC DRAFT BUDGET FOR 2012-2013 FINANCIAL YEAR

**1. OATH OF OFFICE**

Any Councillors or Deputy Councillors who have not undertaken an Oath of Office will do so before the Chief Executive Officer, Mr Tony Friday to the commencement of the Council meeting.

**2. OFFICIAL OPENING**

The Ordinary Meeting of Council is to be held on Monday 22<sup>nd</sup> October in the Kimberley Room, State Library Building, Perth Cultural Centre, Perth, Perth.

**3. PUBLIC QUESTION TIME**

**Notes:**

- At the commencement of the Council business the Chairperson shall invite questions from the public and the time allowed for such questions shall be a minimum of 15 minutes, if required;
- Each question shall be limited to two minutes duration;
- A member of the public who raises a question during question time is to state his or her name.
- All questions shall be answered by the Chairperson, unless at his/her discretion another member is invited to answer; and
- Questions are restricted to items in the previous quarters Council minutes or the current quarters Council Agenda.

**4. RECORD OF ATTENDANCE**

|                           |  |                               |
|---------------------------|--|-------------------------------|
| <b>Councillors</b>        | Cr Lynne Craigie, Chairperson                      | Shire of East Pilbara         |
|                           | Cr Kelly Howlett, Deputy Chairperson               | Town of Port Hedland          |
|                           | Cr George Daccache                                 | Town of Port Hedland          |
|                           | Cr Kerry White                                     | Shire of Ashburton            |
|                           | Cr Fiona White-Hartig                              | Shire of Roebourne            |
|                           | Cr Lorraine Thomas                                 | Shire of Ashburton            |
|                           | Cr Sharon Vertigan                                 | Shire of Roebourne            |
| <b>Deputy Councillors</b> | Cr Anita Grace                                     | Shire of East Pilbara         |
| <b>Staff</b>              | Mr Tony Friday, Chief Executive Officer            | Pilbara Regional Council      |
|                           | Ms Amy Polkinghorne, Executive Assistant           | Pilbara Regional Council      |
| <b>Guests:</b>            | Mr Allen Cooper, CEO                               | Shire of East Pilbara         |
|                           | Mr Jeff Breen, CEO                                 | Shire of Ashburton            |
|                           | Mr Chris Adams, CEO                                | Shire of Roebourne            |
|                           | Ms Jodie Holbrook, Policy Manager Community, WALGA | WALGA                         |
|                           | Mr Chris Green, Planning Coordinator               | WALGA                         |
|                           | Caroline Tuthill, Project Manager                  | DLG                           |
|                           | Tim Fowler, Senior Advisor                         | DLG                           |
| <b>Presenters:</b>        | Mr Ian Fletcher, Chairperson                       | Regional Development and Land |

Rachel Reynolds, Senior Policy Officer

Department of Regional

Development and Lands

Mr John Lukin, Executive Officer

Salaries and Allowances Tribunal

Ms Angie Paskevicius, Chief Executive Officer

Hollyoake

**Observer:** Melody Pia, Executive Support

Pilbara Regional Council

**Apologies:** Mr Mal Osborne

Town of Port Hedland

**Leave of Absence: Nil**

#### **4.1 APPLICATIONS FOR LEAVE OF ABSENCE**

#### **5. RESPONSE TO QUESTIONS WHICH WERE TAKEN ON NOTICE**

Nil

#### **6. DECLARATION OF INTEREST AND INTERESTS AFFECTING IMPARTIALITY**

*Additional Information is detailed on page 2 of this agenda.*

##### **6.1 DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTERESTS**

*Members must disclose the nature of their interest in matters to be discussed at the meeting. (Sections 5.60B and 5.65 of the Local Government Act 1995). Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the Local Government Act 1995).*

##### **6.2 DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY**

*Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice. (Pilbara Regional Council Code of Conduct, Local Government (Admin) Reg. 34C).*

#### **7. PETITIONS/ DEPUTATIONS/ PRESENTATIONS**

##### **7.1 MR IAN FLETCHER, CHAIRPERSON, REGIONAL DEVELOPMENT AND LANDS**

##### **7.2 MS RACHEL REYNOLDS, SENIOR POLICY OFFICE, DEPARTMENT OF REGIONAL DEVELOPMENT AND LANDS**

##### **7.3 MR JOHN LUKIN, EXECUTIVE OFFICER, SALARIES AND ALLOWANCES TRIBUNAL**



**8. CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING**

**Attachments:** 8. Minutes of the PRC Meeting – 27<sup>th</sup> August 2012  
**Responsible Officer:** Mr Tony Friday, Chief Executive Officer  
**Action Officer:** Mr Tony Friday, Chief Executive Officer  
**Officer Disclosure of Interest:** Nil

**Correction / Alteration Required – Page 34** DLG have advised that \$152,000 is available for regional business plan initiatives within the FY13 period, and the PRC proposes to allocate these funds across two current PRC projects (Staff Sourcing and Payroll Outsourcing) under the Workforce Planning element of the Integrated Planning Framework.

Should Read: DLG have advised that \$125,000 is available for regional business plan initiatives within the FY13 period, and the PRC proposes to allocate these funds across two current PRC projects (Staff Sourcing and Payroll Outsourcing) under the Workforce Planning element of the Integrated Planning Framework

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**OFFICER RECOMMENDATION**

That the minutes of the Ordinary Meeting of Council held on the 27<sup>th</sup> August 2012 subject to the alteration on page 34 as mentioned above be confirmed as a true and correct record of proceedings.

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**9. ANY BUSINESS LEFT OVER FROM PREVIOUS MEETING**

Nil.

**10. CHAIRPERSONS REPORT**

A verbal update from the Chairperson will be provided at the meeting.

**11. COUNCILLORS' REPORTS**

Nil, as no November State Council Meeting.

**12. FINANCE****12.1 FINANCIAL STATEMENT OF FINANCIAL ACTIVITY**

|  |   |
|--|---|
| <b>Attachments:</b>                    | <b>12.1 (1) Financial Statements as at 31<sup>st</sup> August 2012</b><br><b>12.1 (2) Financial Statements as at 30<sup>th</sup> September 2012</b> |
| <b>Responsible Officer:</b>            | <b>Mr Tony Friday, Chief Executive Officer</b>  |
| <b>Action Officer:</b>                 | <b>Mr Tony Friday, Chief Executive Officer</b>  |
| <b>Officer Disclosure of Interest:</b> | <b>Nil</b>  |

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**Purpose**

The purpose of this report is to seek Council's consideration and adoption of the August and September 2012 Statements of Financial Activity and explanations of material variances between budget estimates and actual for expenditure, revenue and income.

**Background**

The PRC Council is required to review and approve the PRC expenditure and financial position on a regular basis.

The PRC's financial system is QuickBooks which generates Monthly Financial Reconciliations that show the PRC's expenditure and financial position on a monthly basis. Excel spreadsheets are used to provide statutory compliant reporting based on the QuickBooks output.

To enable the reporting of material variances to be consistent and compliant with the Local Government Financial Management Regulations (FMR 34) the Council adopted the material variance threshold of plus/minus 10% at sub-program and /or individual project level as per FM 34(1)(d), for 2011/12 financial year in accordance with Australian Accounting Standards (AAS 5).

The Local Government Act Financial Regulations require that a statement of financial activity, including reporting on revenue and expenditure, an explanation of the composition of net current assets and an explanation of any material variances between actual and (now) revised budget allocations be presented to Council to consider for inclusion in the minutes of the meeting.

The following financial statements for the periods ending 31<sup>st</sup> August 2012 and 30<sup>th</sup> September 2012 are attached:

- (1) Comprehensive Income Statement by Program;
- (2) Comprehensive Income Statement by Nature/Type;
- (3) Statement of Financial Position;
- (4) Statement of Changes in Equity;
- (5) Statement of Cash Flows;
- (6) Statement of Financial Activity;
- (7) Statement of Current Assets and Current Liabilities;
- (8) Supporting Schedules detailing income and expenditure

**Policy Implications** - Nil.

**Legislative Implications** - Local Government (Financial Management) Regulations 1996, reg. 34

**Financial Implications** - Nil

**Conclusion**

That Council receive the Monthly Financial Statements, the Statement of Financial Activity and commentaries on variances to the adopted budget for the periods ended 31<sup>st</sup> August 2012 and 30<sup>th</sup> September 2012.

**Voting Requirements** - Simple Majority

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**OFFICER RECOMMENDATION**

**That Council receive the Monthly Financial Statements, the Statement of Financial Activity and commentaries on variances to the adopted budget for the periods ending 31<sup>st</sup> August 2012 and 30<sup>th</sup> September 2012.**

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**12.2 PRC DRAFT BUDGET FOR 2012/2013 FINANCIAL YEAR**

Attachments: 12.2 PRC Draft Budget for 2012/13 Financial Year  
Responsible Officer: Mr Tony Friday, Chief Executive Officer  
Author Name: Mr Tony Friday, Chief Executive Officer  
Disclosure of Interest: Nil

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**Purpose**

The purpose of this report is for Council to adopt the 2012/2013 Draft Budget.

**Background**

Council endorsed the PRC Operating Plan at its August 2012 meeting. A preliminary draft Budget is now tabled based on the endorsed PRC Operating Plan and items previously considered by Council.

Councils' budgeted income is based around a contribution by member Councils, amounts carried forward, grants and other contributions.

The proposed budget fairly reflects the operations of the Council and includes the following project highlights:

- Bureau Services – Grant Management
- Bureau Services – Payroll
- Bureau Services- Project Portfolio
- Bureau Services- Staff Sourcing
- Bureau Services – Web Assets
- Projects – FIFO Grant Modelling

In order to undertake a review of material variances the regional Local Government is required to set a material variance expressed in a percentage and/or in dollar terms i.e. Greater than 10% and/or greater than \$5,000.

**Legislative Implications**

Section 6.2 of the Local Government Act 1995 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of the Local Government Act 1995 refer to the setting of budgets and raising of rates and charges. The Local Government (Financial Management) Regulations 1996 details the form and content of the budget.

Section 6.2 (1) of the Local Government Act states:

*6.2. Local government to prepare annual budget*

*(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August. \* Absolute majority required.*

The PRC was granted an extension on the 4<sup>th</sup> September by the Department of Local Government in accordance with the delegated authority from the Minister for Local Government to adopt its budget at the 22 October 2012 Council Meeting.

*Section 6.2 and 6.4 of the Local Government Act.  
Financial Management Regulations 1996 S6.4 - 34 (5)*

*(5) Each financial year, a local government is to adopt a percentage or vale, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

### **Financial Implications**

Specific financial implications are as outlined in the above sections of this report and as itemised in the preliminary 2012/2013 Draft Budget attached for consideration.

### **Conclusion**

In conclusion, the 2012/2013 Draft Budget ensures the ongoing administration of the PRC and the projects identified in the Operation Plan for 2012/2013 will be met.

Council is required to give consideration to adopting the 2012/13 Draft Budget.

**Voting Requirements** - Absolute Majority

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### **OFFICER RECOMMENDATION**

#### **That Council:**

- 1. Pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopt the Annual Budget, as contained in Attachment 12.2 of this agenda and the minutes, for the Pilbara Regional Council for the 2012/13 financial year.**
  - 2. In accordance with Regulation 34(5) of the *Local Government (Financial management) Regulations 1996*, adopt the material variance of 10% of actual to budget for the purpose of analysing the financial activity statements and the review of the annual budget.**
-

**13. STRATEGIC ISSUES**

Nil

**14. GOVERNANCE****14.1 USE OF COMMON SEAL**

**Attachments:** Nil.  
**Responsible Officer:** Mr Tony Friday, Chief Executive Officer  
**Action Officer:** Mr Tony Friday, Chief Executive Officer  
**Officer Disclosure of Interest:** Nil

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**Purpose:**

This report is a standard report and for noting purposes only.

**Background:**

Section 2.5 of the Local Government Act 1995 states that a Local Government is a Body Corporate with perpetual succession and a common seal. A document is validly executed by a Body Corporate when the common seal of the Local Government is affixed to it by the Chief Executive Officer, and the President/Chairman and the Chief Executive Officer attest the affixing of the seal.

Since the last meeting of Council the common seal has been applied to the following documents:

- Engagement for Provision of Services Grants Master Planning.

**Comment:**

The Chief Executive Officer is primarily responsible for the governance role of the PRC which includes ensuring all legislative requirements are complied with including: adopting plans and reports, accepting tenders, directing operations, setting and amending budgets. This use of the Common Seal is a Standard Report for noting by Council.

All documents validly executed will have the common seal affixed and the President and the Chief Executive Officer's attestations affixing the seal. Use of the common seal is to be recorded in the common seal register and must have the Council resolution number included and the date that the seal was applied.

**Policy Implications - Nil.**

**Legislative Implications:**

Section 2.5(2) of the Local Government Act 1995.

The local government is a body corporate with perpetual succession and a common seal.

Section 9.49. Documents, how authenticated.

A document, is, unless this Act requires otherwise, sufficiently authenticated by a local government without its common seal if signed by the CEO or an employee of the local government who purports to be authorised by the CEO to so sign.



**Financial Implications:** Nil

**Conclusion:**

This is a standard report for information.

**Voting Requirements:**

Simple Majority

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**OFFICER RECOMMENDATION**

**That the action of the Chief Executive Officer in executing the documents listed under the Common Seal of the Pilbara Regional Council, be noted.**

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**14.2 2013 PRC COUNCIL MEETING DATES**

**Attachments:** Nil  
**Responsible Officer:** Mr Tony Friday, Chief Executive Officer  
**Author Name:** Mr Tony Friday, Chief Executive Officer  
**Disclosure of Interest:** Nil

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**Report Purpose**

The purpose of this agenda item is to seek Council consideration of meeting dates and locations for the 2013.

**Background**

Council meeting dates need to be set and key stakeholders advised of meetings so that they in-turn can schedule their activities, provide support for the PRC, and attend meetings. The PRC previously endorsed the following via Resolution Number: 1182 at the PRC Meeting on 27<sup>th</sup> August 2012:

*RESOLUTION NUMBER:* 1182  
*Moved:* Cr White-Hartig  
*Seconded:* Cr White

*That Council:*

- 1. Alter its existing meeting location structure for 2013 with two of the six meetings to be held in the Pilbara Region, rotating between the LGA's for location and the remaining meetings to be held in the Perth CBD.*
- 2. Request the CEO draft a report for Councils consideration for dates of 2013 based on (1).*
- 3. Request the CEO and Executive Assistant travel to the region and attend Council meetings at the other two councils where PRC meetings are not being held each year.*
- 4. Invite one member Council's CEO to present an update of projects and new initiatives from their Council to the PRC on a rotational basis*

In determining the dates, times and locations for the Ordinary Meeting of Council for the 2013 year, consideration needs to be given to a number of factors including travel and facilitation of workshops / briefing sessions with Councillors and CEO's, along with Councillor commitments at their own Council level. Traditionally meetings are held on a Monday commencing at 9.00am with no meeting being held in January.

**Comment**

In accordance with the Local Government Act, meetings of Council are to be held regularly and no less than every three months. The PRC meets in-person six times per year.

The PRC Executive meets in between meetings via teleconference or in-person as required. Working Groups meet as required.

The holding of Ordinary Meetings of Council is governed by, in priority order, by the need to:

- meet frequently enough to consider and provide approvals on key Pilbara issues and for works in progress;
- meet prior to the WALGA State Council meeting to review and comment on that Council's agenda;
- attract Members of Parliament to attend Council meetings;
- meet early enough in the day to allow for a Regional Road Users Group meeting to be held following the PRC Meeting;
- be conscious of Councillor and CEO obligations to their Town/Shires and employment as appropriate; and
- Ordinary Meetings of Council can be supplemented by Special Meetings of Council as required and are supported by the PRC Executive and Working Groups as appropriate.

Working Groups will be convened as required and will meet as required by teleconference, videoconference, or if necessary in-person.

The WALGA State Council meetings affect the Pilbara Regional Council meetings as our Council needs to consider the WALGA State Council Zone Agenda prior to its meetings. Advice has been received from Margaret Degebrodt at WALGA and the State Council Zone Meetings for 2013 are as follows:

- 6 March;
- 1 or 2 May (Regional meeting) location TBA;
- 3 July;
- 4 September;
- 4 December;

#### **Issues**

Special Council meetings cannot be held via teleconference unless permission has been granted at a previous Council meeting indicating the Date and time of the meeting being held via teleconference and the location of each Councillor and time of the meeting.

The vast distance within the Pilbara can make getting to meetings a costly and timely process for some PRC Councillors. Each individual member council currently incurs the costs associated for Councillors to attend PRC Meeting.

Following Council's endorsement consultation will need to be made with each member Council CEO for approval of any additional expenditure that may be incurred as a result of altering the current pattern of PRC meetings.

#### **Policy Implications**

Nil.

#### **Legislative Implications**

Local Government Act 1995, Section 5.3 requires Council to hold an Ordinary Meeting not more than three months apart.

**Financial Implications**

Previous agreement indicates that administration and cost of Councillor and employee attendance at meetings is the responsibility of each Town/Shire. The PRC funds all teleconference and videoconferences along with the Chief Executive Officer and Executive Assistants costs for meetings held in the Pilbara Region.

**Conclusion**

Any alteration to the existing meeting structure should be given careful consideration. The PRC office is based in Perth and attending meetings in the region provides the CEO and Executive Assistant with the opportunity to visit the region and see first-hand some of the projects that member Councils are currently undertaking. It is important that the Pilbara Regional Council Officers maintain a strong connection to the region.

Holding meetings in the region also offers PRC Councillors the opportunity to view other LGA’s and discuss topical matters with Councillors from across the region. Perth based meetings may provide a benefit of time and cost savings Councillors not having to drive great distances between their residence and meetings held in the region. It also provides the opportunity for Councillors to conduct other business whilst in Perth.

**Proposed PRC meetings**

| Proposed PRC Meetings         | Location     | State Council Meeting             | Weeks in-between PRC meetings | Member CEO Presentation | PRC CEO to Attend Member Council Meeting |
|-------------------------------|--------------|-----------------------------------|-------------------------------|-------------------------|--|
| 3 <sup>rd</sup> December 2012 | Karratha     | 5 <sup>th</sup> December 2012     |                               |                         |  |
| 18 <sup>th</sup> February     | Perth        | 6 <sup>th</sup> March             | Dec to Feb - 11               | SoR Presentation        |  |
| 22 <sup>nd</sup> April        | Perth        | 1 or 2 May (to be held in Region) | Feb to Apr - 9                |                         | CEO attends a Ashburton Meeting          |
| 24 <sup>th</sup> June         | Newman       | 3 July                            | Apr to Jun - 9                | SoEP Presentation       |  |
| 26 <sup>th</sup> August       | Perth        | 4 September                       | Jun to Aug - 9                | SoA Presentation        |  |
| 14 <sup>th</sup> October      | Perth        | Nil                               | Aug to Oct – 7                |                         | CEO attends a Roebourne Meeting          |
| 2 <sup>nd</sup> December      | Port Hedland | 4 December                        | Oct to Dec - 7                | ToPH Presentation       |  |

**Voting Requirements**

Simple Majority

**OFFICERS RECOMMENDATION**

**That Council endorse the proposed meeting date structure:**

| <b>Proposed PRC Meetings</b>        | <b>Location</b> | <b>State Council Meeting</b>      | <b>Weeks in-between PRC meetings</b> | <b>Member CEO Presentation</b> | <b>PRC CEO to Attend Member Council Meeting</b> |
|-------------------------------------|-----------------|-----------------------------------|--------------------------------------|--------------------------------|---|
| <b>3<sup>rd</sup> December 2012</b> | Karratha        | 5 <sup>th</sup> December 2012     |                                      |                                |   |
| <b>18<sup>th</sup> February</b>     | Perth           | 6 <sup>th</sup> March             | Dec to Feb - 11                      | SoR Presentation               |   |
| <b>22<sup>nd</sup> April</b>        | Perth           | 1 or 2 May (to be held in Region) | Feb to Apr - 9                       |                                | CEO attends a Ashburton Meeting                 |
| <b>24<sup>th</sup> June</b>         | Newman          | 3 July                            | Apr to Jun - 9                       | SoEP Presentation              |   |
| <b>26<sup>th</sup> August</b>       | Perth           | 4 September                       | Jun to Aug - 9                       | SoA Presentation               |   |
| <b>14<sup>th</sup> October</b>      | Perth           | Nil                               | Aug to Oct – 7                       |                                | CEO attends a Roebourne Meeting                 |
| <b>2<sup>nd</sup> December</b>      | Port Hedland    | 4 December                        | Oct to Dec - 7                       | ToPH Presentation              |   |

**15. CHIEF EXECUTIVE OFFICER'S REPORT****15.1 PROJECTS UPDATE**

**Attachments:** Nil.  
**Responsible Officer:** Mr Tony Friday, Chief Executive Officer  
**Action Officer:** Mr Tony Friday, Chief Executive Officer  
**Officer Disclosure of Interest:** Nil

**Purpose:**

This report provides an update of activities against the PRC portfolio of projects.

**Background:**

A portfolio of proposed projects for member Councils was endorsed in the August 2012 Council meeting.

| <u>FY13 Projects</u> |                                       |                              |
|----------------------|---------------------------------------|------------------------------|
| 1                    | Visitor Centre Web Assets             | On time, on budget           |
| 2                    | Project Portfolio Management          | On time, on budget           |
| 3                    | Staff Sourcing                        | On time, nil budget expended |
| 4                    | FAG/Roading FIFO Study                | On time, on budget           |
| 5                    | Grants Master Planning                | On time, on budget           |
| 6                    | Short Stay Accommodation              | On time, on budget           |
| 8                    | Affordable Housing                    | On time, on budget           |
| 19                   | Payroll Processing                    | On time, nil budget expended |
| 10                   | CLGF Land Deconstraint                | On time, nil budget expended |
| 11                   | Regional Business Plan implementation | On time, nil budget expended |

These projects are in addition to the carry-forward projects from FY12, including:

| <u>FY12 Projects</u> |                                       |                      |
|----------------------|---------------------------------------|----------------------|
| 1                    | ICT Strategies                        | Over time, on budget |
| 2                    | CLGF Coastal Rest Stops               | Over time, on budget |
| 3                    | Regional Business Plan implementation | Over time, on budget |

**Comment:**

Project portfolio is tracking well, and the PRC is using the Clarizen portfolio management system to ensure that projects are governed and managed appropriately.

**Policy Implications** - Nil.

**Legislative Implications:** Nil

**Financial Implications:** Budget expenses in line with draft FY13 budget.

**Conclusion:** This is a standard report for information.

**Voting Requirements:**

Simple Majority

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**OFFICER RECOMMENDATION**

**That the items submitted for information only items be received.**

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**16. ITEMS FOR INFORMATION ONLY**

Nil



**17. REGIONAL COLLABORATIVE GROUP****17.1 IMPLEMENTATION OF THE PRC REGIONAL BUSINESS PLAN**

**Attachments:** Nil.  
**Responsible Officer:** Mr Tony Friday, Chief Executive Officer  
**Action Officer:** Mr Tony Friday, Chief Executive Officer  
**Officer Disclosure of Interest:** Nil

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**Report Purpose**

The purpose of this report is to inform the Council of the activities undertaken to acquit FY12 DLG grant funding in support of the implementation of the regional business plan, and to propose the allocation of FY13 DLG grant funding to support the implementation of the regional business plan.

**Background**

The Department of Local Government provides grant funding to support Regional Local Governments in adopting elements of the integrated strategic planning framework. In the past, these funds have been used to draft a Pilbara Regional Business Plan, and to conduct enterprise risk management and corporate governance reviews within each Local Government.

**Comment**

All activities are now substantially complete.

**Issues**

Pilbara Regional Council has not yet been able to secure confirmation from the member Local Governments regarding the success (or otherwise) of these activities, however member Local Governments have requested additional time and/or information to assist them with the PRC's request.

**Policy Implications**

Nil.

**Legislative Implications**

Nil

**Financial Implications**

DLG have advised that \$125,000 is available for regional business plan initiatives within the FY13 period, and the PRC proposes to allocate these funds across two current PRC projects (Staff Sourcing and Payroll Outsourcing) under the Workforce Planning element of the Integrated Planning Framework. An application is currently with DLG pending drafting of a grant agreement for these funds.

**Conclusion**

The PRC will allocate FY13 grant funding towards two nominated projects.

**Voting Requirements**

Simple Majority

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**OFFICER RECOMMENDATION:**

**That the items submitted for information only items be received.**

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**18. CONFIDENTIAL ITEMS**

Meeting is closed to members of the public for item 18.1 upgrade of selected coastal rest stops.

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**OFFICER RECOMMENDATION**

That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

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**18.1 UPGRADE OF SELECTED COASTAL REST STOPS**

A confidential item will be circulated under separate cover.

Meeting is open to Members of the Public.

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**OFFICER RECOMMENDATION**

That in accordance with Section 5.23 (1) of the Local Government Act 1995 the meeting is open to members of the public.

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**7. PETITIONS/ DEPUTATIONS/ PRESENTATIONS (CONTINUED)**

**7.4 MS ANGIE PASKEVICIUS, CHIEF EXECUTIVE OFFICER - HOLLYOAKE**

**19. CLOSURE AND NEXT MEETING**

Meeting Closed at \_\_\_\_\_.

The next meeting of the Pilbara Regional Council will be held in the Council Chambers of the Shire of Roebourne, Karratha on Monday 3<sup>rd</sup> December 2012 at 9.00am.