



**PILBARA
REGIONAL
COUNCIL**

Ordinary Council Meeting Minutes

Notice is hereby given that an Ordinary Meeting of Council was held
at **Meeting Room 4, Perth Convention and Exhibition Centre, Perth WA**
at **7am on 6th August 2014**

Anthony Friday

Tony Friday
Chief Executive Officer

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Boyanjie
6/10/14

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Councillors please note that underlined ToC items are automatically hyperlinked to relevant area of the Agenda.

Declaration(s) of Conflict of Interest

Nil recorded

Declaration(s) of Conflict of Interest

Nil

1. Oath(s) Of Office

Dean Hatwell undertook an Oath of Office before the Chief Executive Officer (Tony Friday) prior to the commencement of the Council Meeting.

2. Official Opening

The Ordinary Meeting of Council was declared open at 7:15am by the Chairperson.

3. Public Question Time

The following questions were received from members of the public prior to the meeting:
Nil recorded

The Chairperson called for questions from members of the public attending the meeting.
Nil received

4. Attendance

Councillors	Cr Kerry White Cr Lorraine Thomas Cr Lynne Craigie Cr Anita Grace Cr Dean Hatwell Cr Peter Long Cr Fiona White-Hartig Cr Kelly Howlett Cr Gloria Jacob	Shire of Ashburton Shire of Ashburton Shire of East Pilbara Shire of East Pilbara Shire of East Pilbara Shire of Roebourne Shire of Roebourne Town of Port Hedland Town of Port Hedland
CEOs	Mr Neil Hartley Mr Allen Cooper Mr Chris Adams Mr Mal Osborne	Shire of Ashburton Shire of East Pilbara Shire of Roebourne Town of Port Hedland
PRC Staff	Mr Tony Friday Ms Melody Pia	Chief Executive Officer Administrator
Guests:	Ms Brenda Lai Mr Sonic Lee	Admin Assistant, PRC Project Communications Officer, PRC
Presenters:	Ms Anne Wood Mr Nick Wood, Executive Manager Business Solutions Ms Emma Gillespie, Business and Contract Manager	Senior Associate, Kott Gunning WA Local Government Association
Absentee:	Mr James McGovern	Manager Governance, WALGA

4.1 Applications for Leave of Absence:

The following Councilors have applied for a Leave of Absence:
Nil

5. Petitions, Deputations and Presentations

5.1 Ms Anne Wood, Senior Associate Kott Gunning

Kott Gunning presented on "Keeping Out of Trouble with the CCC".

5.2 Mr Nick Wood, Executive Manager Business Solutions and Ms Emma Gillespie, Business and Contract Manager

Mr Wood and Ms Gillespie presented on Local Government Procurement.

Cr Lynne Craigie left the room at 8:07am and Cr Fiona White – Hartig took the Chair.

Cr Fiona White – Hartig called a recess in proceedings at 8:40am

Cr Fiona White – Hartig reopened proceedings at 9:05am

6. Draft Budget

Responsible Officer: Cr Lynne Craigie – Councillor to State Council
Action Officer: Mr Tony Friday, Chief Executive Officer
Attachments: Nil
Disclosure of Interest: Nil

Purpose:

The purpose of this report is for the Council to adopt the 2014/2015 Draft Budget.

Policy Implications

Nil

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.

Division 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 next following 31 August. *Absolute majority required.*

Financial Implications

Nil

Voting Requirement: Absolute Majority

Council Resolution FY15-001:

If a resolution is passed by Council to facilitate meetings by teleconference, then Council postpone the adoption of FY14/15 Budget until a special meeting to be convened at 5pm on 19th August via teleconference.

That Councillors who wish to raise queries regarding the FY14/15 Budget shall do so via email to the CEO with all such queries received by 8th August 2014. CEO to circulate responses to all Councillors.

Moved: Cr Kerry White

Seconded: Cr Kelly Howlett

Result: 7/0

Cr Howlett and Cr Jacob left the meeting room permanently at 8:40am.

7. Confirmation of Minutes and Business Arising from Minutes of Previous Meeting held on 9th June

Responsible Officer: Mr Tony Friday, Chief Executive Officer
Action Officer: Ms Melody Pia, Administrator
Attachments: Nil
Disclosure of Interest: Nil

Voting Requirement: Simple Majority

Council Resolution FY15-002:

That the minutes of the Pilbara Regional Council Ordinary Meeting of Council held on the 9th of June 2014 be confirmed as a true and correct record of proceedings.

Moved: Cr Lorraine Thomas
Seconded: Cr Kerry White
Result: 6/0

Chairperson signed the True Minutes of the previous meeting.

Business Arising and Questions Taken on Notice:

The Chief Executive will present Business Arising and Questions Taken on Notice from the previous Meeting

Item	Subject	Actions
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8. Chairperson Report

Responsible Officer: Cr Lynne Craigie, Chairperson
Action Officer: Cr Lynne Craigie, Chairperson
Attachments: Nil
Disclosure of Interest: Nil

A verbal update from the Chairperson was not available.

9. State Council / Councillor / Committee Reports

9.1 State Council President's Report

Responsible Officer: Cr Lynne Craigie – Councillor to State Council
Action Officer: Mr James McGovern, Manager Governance WALGA
Attachments: Nil
Disclosure of Interest: Nil

Mr James McGovern, Manager Governance WALGA to present the State Council President's Report for Council information.

Policy Implications

Nil

Legislative Implications

Nil

Financial Implications

Nil

Voting Requirement: Nil

State Council Presidents report was not presented during this meeting.

10. Finance

10.1 Statements of Financial Activity

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

The financial statements for the periods ending 30 June 2014 were presented at the Council Meeting.

10.2 Warrants of Payments

Responsible Officer: Mr Tony Friday, Chief Executive Officer
Action Officer: Mr Darren Long, Accountant
Disclosure of Interest: Nil
Attachments: Nil

Purpose

The purpose of this report is to seek Council's consideration and adoption of the Statements of Financial Activity.

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 Xero, 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 Xero 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 the 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 DDMMYY 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. 13 & 34

Financial Implications

Nil

Voting Requirement: Simple Majority

Council Resolution FY15-003:

That Council receive the Monthly Financial Statement, the Statements of Financial Activity and commentaries on variances to the adopted budget for the period ending 30 June 2014 and Warrants of Payments for the period 23 May 2014 to 17 July 2014.

Moved: Cr Peter Long

Seconded: Cr Anita Grace

Result: 6/o

11. Governance

11.1 Use of Common Seal

Responsible Officer: Mr Tony Friday, Chief Executive Officer
Action Officer: Ms Melody Pia, Administrator
Attachment: Nil
Disclosure of Interest: Nil

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:

- FAA Variation – CLGF 2011-12 Upgrade of Coastal Tourism locations and selected roadside rest stops
- PRC Insurance Renewal Report
- Mutual Confidentiality Agreement (Brandino)
- MOU – Strategic Alliance (WAITOC)
- Mutual Non-Disclosure Agreement (PRC/Pilbara Institute/RDA-P)
- Employment Contract – Chyuan Hoong Lee (Sonic)
- Employment Contract – Charlee Russell
- Employment Contract – Yun Chu Lai (Brenda)

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.

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. 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 Requirement: Simple Majority

Council Resolution FY15-004:

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

Moved: Cr Peter Long

Seconded: Cr Anita Grace

Result: 6/0

12. Review of Delegations and Authorities

Responsible Officer: Chief Executive Officer
Author Name: Chief Executive Officer
Disclosure of Interest: Nil

Purpose:

To consider the delegations and authorities issued by the Council in favour of the Chief Executive Officer.

Comment

The Pilbara Regional Council undertakes an annual review of the delegations and authorities issued by the Council in favour of the Chief Executive Officer.

Except where disallowed by the Local Government Act 1995 (as amended); or by Local Government Administration Regulations, Local Government Financial Management Regulations, or Local Government Functions and General Regulations; or by Council policy; any/all of these delegations and authorities may be sub-delegated to other officers of the Pilbara Regional Council as a function of their duties. Where sub-delegation has occurred, the PRC must maintain a record of such sub-delegations.

Policy Implications

Nil

Legislative Implications

All delegations and authorities to be compliant with Local Government Act 1995 (as amended); and with Local Government Administration Regulations, Local Government Financial Management Regulations, and Local Government Functions and General Regulations.

Financial Implications

Nil

Conclusion

Nil

Voting Requirement: Simple Majority

Council Resolution FY15-005:

That Council endorse the PRC Delegations and Authorities as presented.

Moved: Cr Kerry White

Seconded: Cr Peter Long

Result: 6/0

13. Financial Management Review

Responsible Officer: Chief Executive Officer
Author Name: Chief Executive Officer
Disclosure of Interest: Nil

Purpose:

To inform Council regarding the results of the FY14 Financial Management Review, including a summary of the recommendations arising, management comments, and actions taken in response to both the review and its findings.

Summary of Findings and Management Comments

Safe Custody and Security of all Money Collected and held by the City

(1) The Pilbara Regional Council's Investment policy may not fully meet the requirement set down in the *Local Government (Financial Management) Regulations 1996*.

Recommendation:

A review is required to ensure that it does comply with the Financial Management Regulations requirements.

Management Comment/Action:

The Pilbara Regional Council's Investment policy has now been reviewed for compliance with the Local Government (Financial Management) Regulations 1996 and is presented for Council's consideration/endorsement elsewhere in this Agenda (Item 12.1)

(2) An inspection of the Delegations Register revealed a delegation is not in place that authorises the Chief Executive Officer to invest surplus funds.

Recommendation:

It is suggested that Council give consideration to implementing a delegation for this purpose.

Management Comment/Action:

PRC Executive has drafted a proposed delegation to meet this requirement, and this proposed delegation is presented for Council's consideration/endorsement elsewhere in this Agenda. (Item 12.3)

(3) An inspection of the Regional Councils Insurance documentation revealed that the Council does not currently carry Fidelity Guarantee Insurance.

Recommendation:

It is suggested that the PRC review its level of risk exposure and determine if there is a need to carry fidelity insurance.

Management Comment/Action:

PRC has reviewed its level of risk exposure and has not determined that there is a need to carry fidelity insurance given the relatively low level of risk and the degree of controls built into existing systems and processes. The PRC Executive has decided to err on the side of prudence and caution, and now carries fidelity insurance as a component of its insurance suite.

Proper Accounting for all Income, Expenditure, Asset and Liabilities of the Municipal and Trust Funds

(4) There is no reference in the position description relating to the performance of the tasks associated with the Accounts Receivable or Accounts Payable functions specifically.

Recommendation:

It is suggested that the tasks involved in the performance of the Accounts Receivable and Accounts Payable functions be incorporated into the relevant Position Description(s).

Management Comment/Action:

All relevant position descriptions have been updated to take into account the tasks associated with the Accounts Receivable or Accounts Payable functions specifically. Relevant staff members have signed variations to their employment contracts that reflect this change.

(5) The PRC does not have a policy that provides continuing professional development opportunities for staff.

Recommendation:

It is suggested that the PRC consider the need for a policy that provides guidance on professional development for employees.

Management Comment/Action:

PRC Executive has drafted a proposed policy to meet this requirement, and this proposed policy is presented for Council's consideration/endorsement elsewhere in this Agenda. (Item 12.5)

(6) A small number of weaknesses were identified in the Accounts Payable process, which need to be addressed.

- (a) Investigations revealed that purchase orders are not being issued at the time of placement of an order with a supplier, rather are raised at time of receipt of the supplier invoice.

Recommendation:

This practice creates a high level of risk to the PRC in establishing whether a good or service has been appropriately authorised by an approved employee, and also creates a problem when coding invoices for data entry.

It also poses a problem to accurately establish whether the requirements of Council's purchasing policy have been complied with, particularly those purchases over the \$5,000 threshold.

It is suggested that the CEO instruct employees on the mandatory requirement of the issue of a purchase order where a supplier is requested to provide goods and/or services.

Management Comment/Action:

The PRC does not routinely make capital purchases, and uses Letters of Engagement as opposed to Purchase Orders for any contract in excess of \$5,000. All purchase are also subject to two layers of approval, with dual factor authentication required to process any payment. Despite this, the PRC Executive has decided to err on the side of prudence and caution, and the CEO has instructed employees that there is a mandatory requirement for the issue of a purchase order where a supplier is requested to provide goods and/or services. The relevant internal process and procedure diagrams have been revised to reflect this requirement. A copy of this process and procedure diagram are presented for Council's noting only as Attachment 12.6

Proper Authorisation for the Incurring of Liabilities and Making of Payments

(7) An inspection of the Delegations Register revealed the following:

- (a) There is no delegation in place authorising the CEO to sign and issue purchase orders to incur liabilities on behalf of the Pilbara Regional Council; and
- (b) There is no delegation in place authorising the CEO to make payments on behalf of Council.

Management Comment/Action:

PRC Executive has drafted a proposed delegation to meet this requirement, and this proposed delegation is presented for Council's consideration/endorsement elsewhere in this Agenda.

General Management Comment/Action:

Noting that first review conducted in many years.

Other Matters

(8) A detailed review of the Council's Policy Manual and Delegations Register was conducted in relation to matters pertaining to financial management. The review revealed the following matter-

- (a) The need for a Significant Accounting Policy.

Management Comment/Action:

PRC Executive has drafted a policy to meet this requirement, and this proposed policy is presented for Council's consideration/endorsement elsewhere in this Agenda.

Policy Implications

PRC Investment Policy

PRC Delegation to Invest Surplus Funds

CPD Policy

PRC Significant Accounting Policy

Legislative Implications

Pursuant to Regulation 5(1) of the *Local Government (Financial Management) Regulations 1996*, the Chief Executive Officer of a local government is to establish efficient systems and procedures for:

- (a) The proper collection of all money owing to the local government;
- (b) The safe custody and security of all money collected or held by the local government;
- (c) The proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process);
- (d) Ensuring the proper accounting for municipal or trust-
 - (i.) Revenue received or receivable;
 - (ii.) Expenses paid or payable; and
 - (iii.) Assets and liabilities;
- (e) Ensuring the proper authorisation for the incurring of liabilities and the making of payments;
- (f) The maintenance of payroll, stock control and costing records; and
- (g) Assisting in the preparation of budgets, budget reviews, accounts and reports required by the Act or regulations.

In addition, Regulation 5(2) requires the Chief Executive Officer of a local government to-

- (a) Ensure that the resources of the local government are effectively and efficiently managed;
- (b) Assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
- (c) Undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

Financial Implications

Nil

Conclusion

Nil

Voting Requirement: Simple Majority

Council Resolution FY15-006:

That Council:

Endorse the draft PRC Investment policy; and

Note that the PRC carries Fidelity Insurance; and

Endorse the draft Pilbara Regional Council CPD policy; and

Note the PRC Purchasing Process Diagram; and

Endorse the draft PRC Delegation to Incur Liabilities and Make Payments; and

Endorse the draft PRC Significant Accounting policy; or

Any other revision or alteration to any of the above that Council deem necessary.

Moved: Cr Peter Long

Seconded: Cr Anita Grace
Result: 6/0

14. Procurement Policy Waiver (Sole Supplier) for an Australian Adventure Travel Film Festival

Responsible Officer: Chief Executive Officer
Author Name: Alexander Kabat, PRC Project Manager
Disclosure of Interest: Nil
Attachments: Nil

Purpose:

The purpose of this report is to seek Council's endorsement to procure the Adventure Travel Film Festival Australia for the delivery of an Annual Adventure Travel Film Festival within the Pilbara region, with a mini- Adventure Travel Film Festival to be held in Onslow in FY14/15 in a manner that that is not consistent with the Pilbara Regional Council purchasing policy.

Comment

The PRC Executive is required to procure goods and services in a manner that is consistent with the requirements of the Act and its own Purchasing Policy.

The PRC had lodged two separate Community Development grant applications with Chevron to support community events to coincide with the 2014 Australasian Safari.

As a result of the withdrawal of the Australasian Safari's attendance at Onslow during the FY15 event, the PRC has held discussions with Chevron with a view to repurposing these funds towards an alternative community event that also carries a road safety theme and message. Chevron has indicated that it would be receptive to such an approach.

The PRC Executive has made contact with the organisers of the Australian Adventure Film Festival, normally run only in Victoria, to run a version of this event in Onslow. The organisers of this event (and whom license the films for public display) have indicated that they would be receptive to running a mini Adventure Film Festival in Onslow at a date to be determined later this year.

The PRC Executive holds the view that an approach to the market is not likely to yield any respondents as the proposed activities are offered solely by Adventure Travel Film Festival Australia.

The Local Government Act Regulations Reg 11(2) (c) (d), (e) and/or (f) support the direct engagement of Adventure Travel Film Festival to conduct the activities without approaching the market with a procurement exercise.

LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 - REG 11

11. When tenders have to be publicly invited

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100 000 unless sub regulation (2) states otherwise.

(2) Tenders do not have to be publicly invited according to the requirements of this Division if ...

(II) (in the opinion of the local government) substantially similar to, or closely related to, goods or services of a type,

...

(c) within the last 6 months —

...

or

(d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or

(e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or

...

(f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or

...

[Regulation 11 amended in Gazette 29 Apr 1997 p. 2145; 26 Jun 1998 p. 3447; 25 Feb 2000 p. 970-1; 29 Jun 2001 p. 3130; 31 Mar 2005 p. 1054-5; 2 Feb 2007 p. 245-6.]

PILBARA REGIONAL COUNCIL PURCHASING POLICY

The PRC Purchasing Policy provides for the following requirements:

The purchasing thresholds below makes provision for the process to be followed by the Pilbara Regional Council (PRC) where the value of goods or services (excluding GST) subject of the contract (inclusive of purchasing orders), over the full contract period (including options to extend) is, or is expected to be:

Amount of Purchase **Form of Quotation (Minimum Requirements)**

\$5,001 - \$50,000 Obtain three (3) written quotations and include specification of goods and services.

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- a) ...
- b) Where it can be demonstrated there is good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.

Policy Implications

Waiver request for the Pilbara Regional Council Purchasing Policy.

Legislative Implications

Local Government (Functions & General) Regulations 1996 - Reg 11

Financial Implications

The likely cost of procuring Adventure Travel Film Festival Australia to fulfil these activities is approximately \$15,000, and would not exceed \$20,000.

Conclusion

Nil

Voting Requirement: Simple Majority

Council Resolution FY15-007:

That Council agree to waive the PRC Purchasing Policy for the purposes of procuring Adventure Travel Film Festival Australia to supply an Adventure Travel Film Festival for Onslow using Chevron Community Development funding at a date to be determined.

Moved: Cr Kerry White

Seconded: Cr Anita Grace

Result: 6/o

15. Chief Executive Officer's Report


15.1 Council CEO Report

Responsible Officer: Mr Tony Friday, Chief Executive Officer
 Author Name: Mr Alexis Guillot, Deputy CEO
 Disclosure of Interest: Nil

 Key Focus Area: ECONOMIC VALUE




Current Projects Update

Payroll Processing




Background	Processing payroll has become a 'commodity' service, and can be readily and reliably conducted from a lower cost region; freeing up existing HR staff for higher value duties, reducing risk (and removing the need to train staff) associated with complexity in superannuation and other statutory requirements. The concept has become increasingly popular in recent years, as organizations have sought to extract greater value from their investment in employees and ensure more accurate payments.	Progress Report	<p><u>Current status & Key achievements:</u></p> <p>The PRC has successfully appointed IT Vision as the preferred service provider for payroll services.</p> <p>The scope offers significant benefits in removing the impost of infrastructure, staffing, training, and regulatory compliance from councils; transferring these instead to the service provider and defined over a service and service level agreement.</p> <p>City of Karratha has been enrolled into the pilot expected to be completed by Q1.</p> <p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> Successful Pilot within Q1 Go/No-go decision on rolling out the solution to SoA and ToPH. <p><u>Team:</u> AG / IT Vision</p>		
Objectives	<ul style="list-style-type: none"> Pre Pilot: Pilbara Regional Council review of existing staff agreements then subsequently reducing cost and complexity by processing payroll via a 3rd party provider Pilot: Nominated member council review of existing staff agreements then subsequently reducing cost and complexity by processing payroll via a 3rd party provider Implementation: All five Pilbara local governments review of existing staff agreements then subsequently reducing cost and complexity by processing payroll via a 3rd party provider 				
Performance	 <p>Time Budget Scope</p>				
	Progress: 10% Duration: 12 m <table border="1" style="display: inline-table; margin-left: 20px;"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> </table>			Q1	Q2
Q1	Q2	Q3	Q4		

Land De-constraint




Background	Between 2001 and 2012, the population of the Pilbara region increased by 64.5%, from 39,461 to 64,908. Strong population growth has been in response to a major expansion of mining activities in the region, underpinned by a continued increase in international demand for resources. In recent years, the supply of land for various uses (including residential and mixed use) has failed to keep pace with demand, placing pressure on local housing stocks. In the past 10 years, median house prices in some project townships, has increased by as much as 30.4 per cent. This has led to a critical shortage of appropriately zoned land, staff accommodation, increases in the cost of housing, and affordability issues within these communities.	Progress Report	<p><u>Current status & Key achievements:</u></p> <ul style="list-style-type: none"> The five City of Karratha (City) sites are currently on hold pending resolution of the land acquisition and application of the 5% rule with the Department of Lands (DoL). The City has been liaising directly with the DoL on this matter. The Country Local Government Funding (CLGF) was granted in
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Objectives	<p>It is intended this project will achieve the following objectives:</p> <ul style="list-style-type: none"> • Provide group members with staff housing opportunities • Provide suitably located land for existing and new business opportunities • Provide suitable located land for housing to address population growth in regional communities • Assist in addressing critical shortages of appropriately zoned land in key regional centres • Assist in increasing housing affordability in the Pilbara • Provide job opportunities in Pilbara regional communities • Develop and broaden the economic base of Pilbara regional communities • Improved services to key Pilbara regional communities • Assist in achieving the vision of Pilbara Cities. 	<p>June 2014. The additional four sites located across the Town of Port Hedland, Shire of Ashburton and Shire of East Pilbara were initiated on receipt of the CLGF funding and start-up meetings held with the respective officers at each of the Councils. Of these sites, one is subject to the same resolution on the land acquisition and two are dependent on valuations to determine their feasibility (5% rule not applicable). The remaining site is not subject to land acquisition and is progressing.</p> <ul style="list-style-type: none"> • Request made to DoL to commence land acquisition proceedings for applicable three additional sites.
Performance	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Time </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div> <p>Progress: 10% Duration: 12 m</p> <div style="display: flex; justify-content: center; gap: 10px;"> Q1 Q2 Q3 Q4 </div>	<p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> • PRC in conjunction with the four member Local Governments to escalate the land acquisition with the broader Government stakeholders (i.e. Minister for Lands, Department of Lands, Member for Pilbara, Department of Regional Development, PDC) to reach an acceptable resolution of the land acquisition. • Continue to liaise with Department of Lands to obtain valuations and progress land acquisitions. <p><u>Team:</u> CM / NSP</p>

Fee Sustainability Review

<p>Background</p>	<p>Local Governments create local fees and cost allocation structures for services offered and infrastructure hire based on the ability to cover to their individual costs. Despite the similarity in infrastructure and services offered, local fees and cost allocation structures have been determined independently from each other it is therefore probable that there is a differences in fees This difference could be causing inadvertent competition or loss of business between regions.</p> <p>Phase one of this project is to have an external consultancy perform a review to identify the fees and cost allocation structures that have the potential to be aligned. This will include the analysing the feasibility, process mapping and compiling a report that identifies which fees and cost allocation structures have the possibility of regional alignment. If the feasibility study determines that it is possible and if the member LGAs accept the recommendations Phase two of this project will be to set up a working group to determine the regional fees identified in phase one, and to allocate these new fees and costing structures.</p>	<p>Progress Report</p> <p><u>Current status & Key achievements:</u></p> <p>Project Planning has reached completion. Financial projections, detailed project plans, benefit registers and stakeholder engagement plans have been approved internally.</p> <p>The project Steering Committee and Terms of References have been drafted.</p> <p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> Assemble the project steering committee Run through the procurement cycle <p><u>Team:</u> AG</p>
<p>Objectives</p>	<p>This project will assess the feasibility of aligning the local fees and fee structures and if found to be feasible a strategy for alignment and framework for future fee allocation will be constructed.</p> <p>Once formulated a comprehensive list of fee will be compiled and a round table discussion will be implemented to determine the regional fee structure and alignment of fees.</p>	
<p>Performance</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Time Progress: 10% Duration: 3-4 m </div> <div style="text-align: center;">  Budget Q1 Q2 Q3 Q4 </div> <div style="text-align: center;">  Scope </div> </div>	

Perth Accommodation







<p>Background</p>	<p>The four local governments of the Pilbara regularly send elected officials, executive management and staff to Perth for a variety of business purposes. These trips often require overnight accommodation, which has been traditionally purchased in the market from individual suppliers or using third party websites.</p> <p>The overall demand for room nights in Perth has been estimated at 862 per year. Naturally, purchasing this level of room nights in Perth from the market can be very expensive.</p>	<p>Progress Report</p> <p><u>Current status & Key achievements:</u></p> <p>The PRC commissioned a study that explored rent vs. purchase models for units and hotel accommodation. The indicative financial assessment of those options estimates that contacting hotel rooms could provide an annual savings of 20% and the best balance of risk vs. financial reward.</p> <p>The research recommended that PRC (on behalf of the local governments of the Pilbara), enter into an agreement with a hotel provider in Perth to contract rooms (at a reduced price, given level of demand).</p> <p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> Start procurement cycle. Establish contractual agreement with providers by end of Q2. <p><u>Team:</u> CM</p>
<p>Objectives</p>	<p>Reducing cost of accommodations for the four member regions of Pilbara's elected officials, executive management and staff to Perth for a variety of business purposes.</p>	
<p>Performance</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Time Progress: 10% Duration: 3 m </div> <div style="text-align: center;">  Budget Q1 Q2 Q3 Q4 </div> <div style="text-align: center;">  Scope </div> </div>	

<p>Background</p>	<p>The Pilbara has some of the finest natural attractions in Western Australia. Our member LGAs are committed to providing the local inhabitants of the Pilbara the social capital needed to attract and retain workers and their families. This includes the ability to explore and enjoy the wonders of the Pilbara non-urban attractions, by providing the infrastructure that is needed to facilitate the exploration of their own amazing backyard. Currently there are only 11 sullage points throughout the Pilbara region listed on the Campervan Motor Home Club of Australia (CMCA) list. Over the past decade the campervan tourism market continued to expand and has now emerged as one of the most important and sustainable sectors of the tourism industry. The growth of the RV industry will increase rapidly over the next few years as the "Baby Boomer generation" commences retirement travel, with this segment identified as a major growth market with a preference for drive holidays. It is estimated that there will soon be in excess of 100,000 campervans on the road at any given time in Australia, and campervan tourists are set to dominate tourism activity in regional Australia. It is important to understand and meet the needs of this tourism sector. The provision of additional sullage points is therefore considered a key element in attracting and servicing this tourist market in the Region.</p>	<p>Progress Report</p> <p><u>Current status & Key achievements:</u></p> <p>Project Planning has reached completion. Financial projections, detailed project plans, benefit registers and stakeholder engagement plans have been approved internally. The project Steering Committee and Terms of References have been drafted.</p> <p>LGAs</p> <p>The PRC has engaged with Tourism WA with regards to matching funding for the provision of sullage points.</p> <p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> Identify and agree on the locations that would benefit from the installation of a sullage point by the end of Q1. Start the procurement cycle. <p><u>Team:</u> CM</p>
<p>Objectives</p>	<ul style="list-style-type: none"> To undertake feasibility need and management report in relation to the installation of sullage points across the Pilbara Region. To facilitate the procurement and installation of these sullage points at selected locations in the Pilbara, in order to improve the tourism infrastructure within the Region. To provide a maintenance strategy to support them. 	
<p>Performance</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Time </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div> <p>Progress: 10% Duration: 6-7 m</p> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="background-color: #8B4513; color: white; padding: 2px 5px;">Q1</div> <div style="border: 1px solid #8B4513; padding: 2px 5px;">Q2</div> <div style="background-color: #8B4513; color: white; padding: 2px 5px;">Q3</div> <div style="border: 1px solid #8B4513; padding: 2px 5px;">Q4</div> </div>	






Key Focus Area: EFFICIENCY & EFFECTIVNESS




Current Projects Update

Costal Access Management	Background	Most of the Western Australian coast is in public ownership. The majority is vested for management in local government authorities, the Department of Conservation and Land Management, Landgate, or pastoral lessees. Smaller sections are vested for specific purposes in organisations such as Port Authorities, Inlet Management Authorities, or the Commonwealth. These bodies, which have legal responsibility for management of particular areas, are known as land managers. Other agencies such as the Department of Fisheries, Water and Rivers Commission, the Department for Planning and Infrastructure or the Department of Environment also have a role in management of particular aspects of the coast according to their governing legislation. They, together with interest groups, including Native Title claimants and the broader community, may wish to be involved in development of a Pilbara coastal access management strategy.	Progress Report	<p><u>Current status & Key achievements:</u></p> <p>The PRC successfully applied for the Recreational Boating Facilities Scheme (RBFS) grant with the Department of Transport. The grant will provide environmental, engineering and heritage impact assessment and design for a boat access ramp at the Secret Creek PAR (Onslow).</p> <p>Started the procurement of specialised consulting services to assist the formulation of a business (operational) management plan that will allow the economically efficient management of the potential facilities as assets along the identified PARs.</p> <p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> Finalise the RBFS Funding Agreement Start work on the formulation of a business (operational) management plan. We will also use the Toolkit to work towards opening of other PARs, as identified by the Steering committee <p><u>Team:</u> XK</p>
	Objectives	<p>The focus for stage 2 of this activity will be:</p> <ul style="list-style-type: none"> To create a regional management plan that will look at the most cost efficient and effective means of operating and managing these facilities Work towards the opening of the access routes identified by the Steering Committee by the close of FY15 To commission an EIA for Ashburton River Mouth. 		
	Performance	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Time </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div>		
		<p>Progress: 10% Duration: 12 m</p> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="width: 20px; height: 10px; background-color: #4CAF50;"></div> <div style="width: 20px; height: 10px; background-color: #4CAF50;"></div> <div style="width: 20px; height: 10px; background-color: #4CAF50;"></div> <div style="width: 20px; height: 10px; background-color: #4CAF50;"></div> </div>		
Local Laws Alignment	Background	The Local Laws Alignment Project follow directly from recommendations detailed in the FY14 Regional FIFO Policy - Major Development Town Planning Policy Project to create a framework strategy for the alignment of selected overlapping Local Laws and Planning Policies across the member LGAs.	Progress Report	<p><u>Current status & Key achievements:</u></p> <p>Project Planning has reached completion. Financial projections, detailed project plans, benefit register sand stakeholder engagement plans have been approved internally. The project Steering Committee and Terms of References have been drafted. Preliminary conversation with LGAs have taken place</p> <p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> Form the steering committee Procurement <p><u>Team:</u> CM</p>
	Objectives	<ul style="list-style-type: none"> To align selected overlapping local laws across the member local government authorities To align selected overlapping planning policies across the member local government authorities To create a strategy for alignment and use of consistence language in the creation of future laws and policies. 		
	Performance	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Time </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div>		
		<p>Progress: 10% Duration: 9 m</p> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="width: 20px; height: 10px; background-color: #4CAF50;"></div> <div style="width: 20px; height: 10px; background-color: #4CAF50;"></div> <div style="width: 20px; height: 10px; background-color: #4CAF50;"></div> <div style="width: 20px; height: 10px; background-color: #4CAF50;"></div> </div>		

Online Planning Application System

Background	The Online Planning Application System Project follows on directly from the recommendations specified in the FY14 'Building Approvals and Certification' Project and sets out to identify and implement an online application system for the member LGA's.	<p>Progress Report</p> <p><u>Current status & Key achievements:</u></p> <p>Project Planning has reached completion. Financial projections, detailed project plans, benefit registers and stakeholder engagement plans have been approved internally. The project Steering Committee and Terms of References have been drafted.</p> <p>Key opportunities for improvement have been identified from the FY14 project and will drive the formulation of the business requirements and technical specification for the Online System.</p> <p>The PRC has initiated a market scan of the solutions and vendors in this space.</p> <p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> Establish the business requirements and technical specifications to be signed-off by the Steering Committee Start the procurement cycle by the end of Q1. <p><u>Team:</u> CM</p>
Objectives	<ul style="list-style-type: none"> To create a list of available commercial and non-commercial vendors for the online planning application system To provide a report including recommendations, implementation and training strategies for online planning application system To procure and roll out the preferred online planning application system To implement staff training with respect to the preferred online application system 	
Performance	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  Time Progress: 10% Duration: 7 m </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div> <div style="margin-top: 10px;"> Q1 Q2 Q3 Q4 </div>	







Training for Staff & Councillors

Background	The Pilbara Local Government Authorities have identified a need to provide clear and consistent training to their staff and elected members. Professional development training improves staff retention and helps maintain capacity in the Pilbara. Proper training and induction also allow the elected members to perform their sworn duties easily and without risk of accidental breach. Ongoing training is important to be up to date with an increase in understanding of the ever-changing face of the government and technology. On going training allows a more efficient and skilled LGA that will be able provide the best possible customer service to the public.	<p>Progress Report</p> <p><u>Current status & Key achievements:</u></p> <p>The PRC has already successfully coordinated the organization of a grants training workshop attended by representatives from all four members in July 2014.</p> <p>The PRC, in partnership with the Pilbara Institute has also applied for a grant to deliver a permanent trainer for child safety seats in the region, a course that is currently only delivered in the metropolitan area.</p> <p>As part of ongoing discussions with the Pilbara Institute, and in recognition that local government is one of the largest employers in the region, the PRC will endeavour to offer training via or through the Pilbara Institute wherever opportunities present.</p> <p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> Identify and collate the training needs of project stakeholders for mapping out the next 10 months of activities. <p><u>Team:</u> XK</p>
Objectives	<ul style="list-style-type: none"> Determine and collate what training is needed and desired. We will concurrently perform a market analysis to determine what training is available; Purchase a particular training regime and negotiate advantageous terms for such a purchase; Manage a practical and effective means of providing that training. This will include acting as a centralised training coordination point. Manage all logistics and bulk pay the training provider, which will then be invoiced back to the involved LGAs on a cost recovery basis. 	
Performance	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  Time Progress: 20% Duration: 12 m </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div> <div style="margin-top: 10px;"> Q1 Q2 Q3 Q4 </div>	






Key Focus Area: REGIONAL SERVICE DELIVERY




Current Projects Update




Roadside Rest Stops	Background	The Pilbara environment is undeniably harsh, and this, of course, must be dealt with by the chosen design. However, this environment is also remarkably beautiful and surprisingly fragile, and these aspects must also figure in the design thinking. The PRC aspires to create a series of rest stops that are visually distinctive while also demonstrating sensitivity and empathy for the Pilbara landscape. The Aboriginal heritage of the region will be a central theme for the network of stops, forming a significant part of the interpretive signage at these sites. The physical design of the structures could also acknowledge local Indigenous culture.	Progress Report	<p><u>Current status & Key achievements:</u></p> <p>This project is well underway-practical completion and delivery of all 13 iconic structures is due by the end of the financial year, in time for this season's tourist influx.</p> <p>It is worth noting that by finding efficiencies in the existing budget, an additional two shelters and signage has been able to be 'gifted' to Main Roads for Yannari River and Bea Bea Creek.</p> <p>Marketing and Communication campaigns successfully launched (print and social media).</p> <p>* Travelers quotes ** Social media report</p> <p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> Practical completion sign-off. Financial acquittal (FAA) Project audit Investigating possibility of submission for design awards. <p><u>Team:</u> AG / NSP</p>
	Objectives	Install a series of functional and visually appealing roadside rest stops across the Pilbara. Enhance the amenity for tourists and residents, offering shelter, ablution facilities, and information on the surrounding region.		
	Performance	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Time </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div> <p>Progress: 10% Duration: 11 m</p> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="background-color: #004a87; color: white; padding: 2px 5px;">Q1</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Q2</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Q3</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Q4</div> </div>		
GIS System & Data	Background	In FY14 the Pilbara Regional Council (PRC) was engaged to align the GIS data sets between the regions. During this project it was determined that there was a need for an upgrading of the current GIS software platform and an investigation into enterprise integration software to move towards a location-enterprise integrated business model as suggested in the WA State Governments Location Information Strategy (2010). This can also allow the creation of a publicly accessible web-portal, which will have the benefit of improving community service while increasing council efficiency.	Progress Report	<p><u>Current status & Key achievements:</u></p> <p>Project Planning has reached completion. Financial projections, detailed project plans, benefit registers and stakeholder engagement plans have been approved internally. The project Steering Committee and Terms of References have been drafted.</p> <p>The PRC has initiated a market scan of the solutions and vendors in the GIS space and is working with the Steering Committee to agree on the business requirements and technical specifications.</p> <p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> Establish the business requirements and technical specifications to be signed-off by the Steering Committee Start the procurement cycle by the end of Q1. <p><u>Team:</u> CM</p>
	Objectives	<ul style="list-style-type: none"> To identify a comprehensive list of GIS/Enterprise Integration software vendors along with their specific offerings and capacity for integration. To procure and rollout the GIS/Enterprise Integration ecosystem to the committed member LGAs. To determine the most appropriate hosting arrangements for the GIS Ecosystem 		
	Performance	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Time </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div> <p>Progress: 10% Duration: 6-7 m</p> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="background-color: #004a87; color: white; padding: 2px 5px;">Q1</div> <div style="background-color: #004a87; color: white; padding: 2px 5px;">Q2</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Q3</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Q4</div> </div>		

Shared Equipment Pool

<p>Background</p>	<p>The concept of bureau service provision and asset sharing has always existed in business, where leveraging every available mechanism to enhance efficiency and efficacy is the key to organisational performance and shareholder value. Local Government adoption of bureau service provision and asset sharing has been slow in Western Australia, partly due to scepticism driven by large and recent State Government failures in the centralisation of various services, and also because cost reduction is not always the primary driver in Local Government. In particular, Pilbara Local Governments have struggled to implement even elementary economies through aggregation, driven by distance and by a range of demands on capacity/capability associated with national economic conditions.</p>	<p>Progress Report</p> <p><u>Current status & Key achievements:</u></p> <p>Project Planning has reached completion. Financial projections, detailed project plans, benefit registers and stakeholder engagement plans have been approved internally. The project Steering Committee and Terms of References have been drafted.</p> <p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> • Consultation with member stakeholders and steering committee to identify and decide potential regional assets to be included within the pool • Development and implementation of management systems • Development and implementation of logistics plans <p><u>Team:</u> CM</p>
<p>Objectives</p>	<p>To consider a pool of regional assets or equipment that offer tangible value to member LGAs or their communities and are able to sensibly be managed from a central location or in a federated model have identified within existing LGAs or purchased by the PRC and are in rotation before 30 June 2015.</p>	
<p>Performance</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Time </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div> <p>Progress: 10% Duration: 4 m</p> <div style="display: flex; justify-content: center; gap: 10px;"> Q1 Q2 Q3 Q4 </div>	

Warlu Way Signage

<p>Background</p>		<p>Progress Report</p> <p><u>Current status & Key achievements:</u></p> <p>By finding efficiencies in the existing RRS budget, the PRC has negotiated with DRD for residual CLGF 10-11 funds to be used towards the design, manufacturing and installation of replacement Warlu Way signs across the region to better inform the travelling public regarding road safety and the location of rest stops.</p> <p>One PRC staff member travelled Warlu Way in July 2014 in order to geo-tag the exact location of all Warlu Way signs. As a result, the PRC has been able to clearly identify the signs locations across the region.</p> <p>The PRC will work closely with WAITOC for the replacement of these signs, conscious that this activity fits into the broader portfolio of tourism activities currently underway within the PRC, and that they might have the opportunity to enable indigenous tourism operators more effectively.</p> <p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> • Finalise the concept designs. • Socialise the concept design with Mainroads WA and key stakeholders. • Commission the supply and installation of the new signs. <p><u>Team:</u> TF</p>
<p>Objectives</p>	<p>Providing interpretive and directional signage to encourage use.</p>	
<p>Performance</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Time </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div> <p>Progress: 35% Duration: 2 m</p> <div style="display: flex; justify-content: center; gap: 10px;"> Q1 Q2 Q3 Q4 </div>	




<p>Background</p>	<p>The State Government is committed to creating the quality of life needed to attract and retain families. This vision includes the creating modern communities with services that are expected to be found in any metropolitan city or town. Wireless Internet access is now commonplace in the home and workplace. However leave your home or office and you enter a patchwork area of pay-to-use Wi-Fi hotspots, cafes that grant access in exchange for buying a drink or meal, and a smattering of public buildings with free access online. Free public Wi-Fi is a key economic driver that will further enhance and encourage business and enable visitors to enjoy their public space experience. It can provide Internet access for people that could not otherwise afford it, help tourists avoid crippling data roaming charges and navigate around a city, and drive shoppers into particular city centre areas. Free Wi-Fi service will provide much to local businesses and tourists – allowing local and visitors to access their emails, social media accounts, maps and websites wherever they are in the CBD - and allow visitors to post pictures of the Pilbara to the world will be a great asset to tourism promotion efforts as a picture paints a thousand words. In December 2013 the PRC completed the installation of 6 public access Wi-Fi hotspots, as part of the roadside rest stops upgrade project, resulting in almost immediate uptake of the service.</p>	<p>Progress Report</p>	<p><u>Current status & Key achievements:</u></p> <p>Project Planning has reached completion. Financial projections, detailed project plans, benefit registers and stakeholder engagement plans have been approved internally. The project Steering Committee and Terms of References have been drafted.</p> <p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> • EOI evaluated and preferred by end of Q1. • Work with project stakeholders to identify public Wi-Fi locations across the region. • Finalise contract negotiation in Q3. <p><u>Team:</u> XK</p>
<p>Objectives</p>	<p>This project will Investigate the feasibility and if determined to be economically viable manage the procurement and installation of Wi-Fi Access points infrastructure.</p>		
<p>Performance</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Time </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div>		
	<p>Progress: 10% Duration: 11 m</p> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="background-color: #004a7c; color: white; padding: 2px 5px;">Q1</div> <div style="background-color: #004a7c; color: white; padding: 2px 5px;">Q2</div> <div style="background-color: #004a7c; color: white; padding: 2px 5px;">Q3</div> <div style="background-color: #004a7c; color: white; padding: 2px 5px;">Q4</div> </div>		






Key Focus Area: A VOICE FOR THE PILBARA

Current Projects Update

Designated Area Migration Agreement


Background	Supplement the Western Australian workforce with skilled migrants to fill employment vacancies unable to be filled by the local workforce and address those factors, which support a growing population.	Progress Report	<u>Current status & Key achievements:</u> The PRC has lodged its final submissions collaboration with the Department of Immigration and Border Protection.
Objectives	<p>Key employment shortages were identified in trade, post-trade, education, professional services, health care, mining, hospitality, and community services sectors. Given the relatively small numbers of disengaged residents (particularly in Ashburton), migration will need to be considered to at least partially fill the gap. This will need to be complemented by the appropriate investment in education to assist in up-skilling the growing local labour force.</p> <p>An additional 8,976 workers will be required across the region to meet industry demand between 2012-15. This compares with a projected growth in the working age population of only 4,788 persons. Furthermore, workforce demand will be particularly high in the East Pilbara and will require substantial migration to meet demand.</p> <p>The mining sector has the largest workforce demand. Based on industry demand projections, this trend is likely to continue, underscoring the need for initiatives to attract skilled migrants with sector specific skills.</p> <p>Fly-in-fly-out arrangements are already prevalent in the Pilbara, and will continue to be required, along with resident migration to meet workforce demand. The social implications of the growth in temporary/permanent workforce migrants may have negative social impacts on community cohesion, which may also influence the delivery of Strategic Goal 3.</p>		<p>The Department has given us a commitment to finalize the Designated Area Migration Agreement (DAMA) early in the new financial year.</p> <p>It is worth noting that this agreement would represent <u>Australia's first DAMA</u>, will be reviewed on a yearly basis, and be driven by market demand.</p> <p>Implementation and management of the DAMA will be conducted in partnership with RDA-P (for industry capacity building) and the Pilbara Institute (for industry training requirements).</p> <p><u>Next milestones / steps:</u></p> <p>Work with DIBP on a detailed mapping of activities that will be required to lead the industry capability building. This will ensure that an appropriate level of support (migration agents and settlement services support) within the region to cope with any future group of migrants.</p> <p><u>Team:</u> TF / AG</p>
Performance	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Time </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div> <p>Progress: 10% Duration: 11 m</p> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="width: 20px; height: 10px; background-color: #4CAF50;"></div> Q1 <div style="width: 20px; height: 10px; background-color: #4CAF50;"></div> Q2 <div style="width: 20px; height: 10px; background-color: #4CAF50;"></div> Q3 <div style="width: 20px; height: 10px; background-color: #4CAF50;"></div> Q4 </div>		

Special Economic Zone


Background	<p>Pilbara Regional Council recently engaged AEC to develop a high-level briefing paper to outline the potential for developing an SEZ in the Pilbara region. The paper highlighted the potential for developing and diversifying the region's economy within an SEZ framework based on:</p> <ul style="list-style-type: none"> The strong underlying demand conditions created by the extensive resource wealth of the Pilbara region. The current high cost structure of operations preventing businesses from capitalising on investment opportunities in the region. The potential regional, state and national benefits which could be achieved through broad employment opportunities and enabling a more stable, competitive, and sustainable economy in one of Australia's most important economic regions. 	<p>Progress Report</p> <p><u>Current status & Key achievements:</u></p> <ul style="list-style-type: none"> Initial awareness raising undertaken Advocacy work at State and Federal level AEC Group prepared initial report into high level objectives of a Pilbara SEZ Concept socialized at Pilbara Kimberley Forum Partners engaged (RDA-P) Concept raised with Parliamentary Secretary to the Prime Minister at CCIWA forum Nationals have agreed to discuss at their State Conference and have sought a formal briefing paper <p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> Identify and procure a suitable specialist consultant to define the specific regional concessions sought within the zone Commence advocacy activities at State and Federal level to build support base Work closely in alignment with key players vested in the success of the Federal Government's Vision for the Development of Northern Australia. <p><u>Team:</u> TF / AG</p>
Objectives	<ul style="list-style-type: none"> Define the operational and economic modelling fit for purpose for the region Define an implementation plan that identify responsible parties for progressing the concept Formalise marketing and communication materials to support promotional and lobbying activities. 	
Performance	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Time </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div>	
	<p>Progress: 10% Duration: 12 m</p> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="background-color: #800000; color: white; padding: 2px 5px;">Q1</div> <div style="background-color: #800000; color: white; padding: 2px 5px;">Q2</div> <div style="background-color: #800000; color: white; padding: 2px 5px;">Q3</div> <div style="background-color: #800000; color: white; padding: 2px 5px;">Q4</div> </div>	

Regional Event Attraction

Background	<p>The Western Australian Government is committed to increasing the Pilbara population, it is the intention to create liveable communities with modern services, which will provide the social capital needed to attract and retain workers and their families. Our member LGAs would like to see that this includes the attraction of large-scale and international entertainment events to the region. Holding such events will raise the international profile of the Pilbara, increase the tourism appeal and spending as well as provide cultural enrichment to the local community.</p> <p>In FY14 the PRC instigated the "See Nothing In The Pilbara" campaign, which highlighted the Pilbara's wide-open spaces. The Pilbara is already known for its rugged beauty and stunning gorges and as an adventure holiday destination.</p>	<p>Progress Report</p> <p><u>Current status & Key achievements:</u></p> <p>The PRC suffered a significant setback this month, with the announcement of the Australasian Safari cancelling its planned Pilbara leg of the race. This was particularly disappointing given specific assurances received from the event organisers that the route would encompass Onslow.</p> <p>A great deal of effort was expended on the part of the both PRC and SoA in order to successfully host this event, and the cancellation of the Onslow leg coincides with the withdrawal of Tourism WA funding support for this event.</p> <p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> Chevron contacted to advise that funding application for related community event no longer required ORUG contacted to advise that funding application for related road safety event no longer required Chevron have agreed to repurpose
Objectives	<p>This project proposes to create and facilitate the attraction and retention of cultural and/or sporting events that will have regional benefits. The outdoor adventure appeal and the beauty of the Pilbara will encourage the Australasian Safari to expand in to the Pilbara for at least one stage for the 2014 running. During the Pilbara stage we propose to have Australasian Safari air a promotional media spot exhibiting some of the Pilbara's tourism highlights. We then foster a relationship to run the event in the Pilbara for several years to come. We also hope to use this event set the precedent for bringing international events of all types to the Pilbara.</p>	



Performance	 <p>Time Budget Scope</p>	<p>the community and road safety grants for an alternate purpose</p> <ul style="list-style-type: none"> • PRC has commenced negotiations with an alternate event organizer, and these are progressing appropriately <p><u>Team:</u> XK</p>
	<p>Progress: 10% Duration: 12 m</p> <p>Q1 Q2 Q3 Q4</p>	



Tourism Trails

Background	<p>Travellers often cite the Pilbara as simply a landmass to be traversed in order to reach the Kimberley from Perth (or vice versa). Whilst there are actually a significant number of 'visit-worthy' attractions in the Pilbara it is fair to say that they are far apart and are not bonded together in any thematic fashion. This means that travellers with specific interests are not targeted, and the presentation of information for these travellers is adhoc at best. Whereas the southwest of WA promotes the wine and cheese trails, and the great southern promotes farm stays and aquatic attractions; the Pilbara does little to offer a thematic experience for travellers. The intent of this project is to identify and develop up to three distinct thematic travel experiences for the Pilbara, culminating in commissionable product, hard infrastructure and industry capability building to support travellers visiting the region for these pursuits.</p>	Progress Report	<p><u>Current status & Key achievements:</u></p> <p>Project Planning has reached completion. Financial projections, detailed project plans, benefit registers and stakeholder engagement plans have been approved internally. The project Steering Committee and Terms of References have been drafted.</p> <p>All activities will be in tight alignment with the Pilbara Tourism Development Plan, and in conjunction with regional partners such as RDA-P, Tourism WA and WAITOC. The PRC will also be engaging directly with ANWT to ensure that the Pilbara presence is updated and fresh within their marketing portfolio.</p> <p><u>Next milestones / steps:</u></p> <ul style="list-style-type: none"> • Finalise trail themes and foci • Determine existing operators and support requirements • Classify support requirements according to industry skill building, hard infrastructure, and/or marketing support • Engage specialist resources as required to bolster the market in targeted areas <p><u>Team:</u> XK</p>
Objectives	<p>Three thematic tourist trails defined by both geography and interest, that can be offered by ANW as commissionable product, supported by operators that have 'bought in' to the concept, with appropriate training and capacity building, before the end of the 2014 calendar year.</p>		
Performance	 <p>Time Budget Scope</p> <p>Progress: 10% Duration: 9 m</p> <p>Q1 Q2 Q3 Q4</p>		

Old Onslow Conservation Plan

Background	<p>The original Onslow was proclaimed a town in 1883 and named after Sir Alexander Onslow, the acting Governor and Chief Magistrate of Western Australia at the time. It supported the nearby pastoral stations that had been established along the Ashburton River and the goldmines that had developed in the hinterland. One of the first recorded stations was Minderoo, established in 1882. Since this time, the Old Onslow Townsite has suffered the effects of erosion and unmanaged tourism, leading to a significant deterioration in the site and its remaining structures.</p>	Progress Report	<p><u>Current status & Key achievements:</u></p> <p>PRC submitted a funding proposal to Chevron that builds upon the Old Onslow Town site Conservation Plan, prepared as part of a development approval process associated with the Wheatstone project and development of a use area for the Ashburton North Strategic Industrial Area (Ashburton North).</p>
Objectives	<ul style="list-style-type: none"> • Ensure the safety and stabilisation of the site. • Commission an interpretation strategy for the site, building on the existing Conservation Plan. • Commission a Conservation Management Strategy for the site that sits within a broader Pilbara Heritage Plan. This will provide a framework for managing the site as a location of exceptional state heritage significance. • Preparing and promoting this historic site as a 		<p>The proposal acknowledges a maximum of \$1M in funding generously made available by Chevron as part of the development approval process, and seeks to maximize the body of conservation works that may be undertaken within this budget in accordance with the recommendations of the Old Onslow Town site Conservation Plan.</p>

	major tourism attraction.		
Performance	 <p>Time Budget Scope</p>		<u>Next milestones / steps:</u> <ul style="list-style-type: none"> Finalise funding agreement with Chevron (est. October) Commence works
	Progress: 10% Duration: 11 m 		<u>Team:</u> AG

Background	The intent of the project is to develop a cohesive regional tourism plan that is practical and can be implemented. The PDC, in partnership with the PRC and Tourism WA, engaged AEC group to undertake a tourism product development plan for the Pilbara region. This work builds on the Demand Needs Analysis for Short Stay Accommodation in the Pilbara, which was completed in 2012 by local government and align with current tourism development plans.	Progress Report	<u>Current status & Key achievements:</u> The Pilbara Tourism Development Plan has now been completed to final draft stage, and is presented to this Council meeting for adoption. The PRC notes that it has been identified as the lead agency for a number of activities within the plan, and these are currently being integrated into the PRC's annual programme of activities. The nominated activities already strongly align with existing approved PRC projects. In 2015, the PRC will formally report its achievements against the Pilbara Tourism Development Plan, and it is hoped that all other nominated agencies will follow a similar model for accountability against the plan.
Performance	 <p>Time Budget Scope</p>		<u>Next milestones / steps:</u> <ul style="list-style-type: none"> Road show to socialize / launch the plan and to engage with all regional tourism operators
	Progress: 90% Duration: 12 m 		<u>Team:</u> TF

Voting Requirement: For noting purposes only

15.2 Council CEO Report – Closed FY14 Projects Acquittal Report cards

Responsible Officer: Mr Tony Friday, Chief Executive Officer
 Author Name: Mr Alexis Guillot, Deputy CEO
 Disclosure of Interest: Nil
 Attachments: Nil

The Pilbara Regional Council (PRC) strives to maintain a robust and accountable project environment, underpinned by the PRC project governance framework. This project acquittal report card forms an essential component of the framework, ensuring that all PRC statutory and governance compliance requirements are identified and managed appropriately.

All projects are managed through the following high-level steps:

1. Project Inception

1. Project Concept
2. Project Endorsement

2. Project Commencement

1. Project Planning - Detailed project plan developed, including outcomes statement and milestones
2. Detailed project budget prepared
3. Benefit Registers
4. Steering Committees and Terms of References

3. Project Execution & Monitoring




1. Project plan actively managed (refer status reports)

2. Procurement is conducted in accordance with PRC purchasing policies and procedures
3. Project issues and risk are managed appropriately
4. Project budget managed appropriately
5. Project variations managed appropriately
6. Project external reporting requirements and acquittals managed appropriately
7. Benefits are being realized

4. Project Closure

1. Project acquittals (internal & external)
2. Lessons Learned & Project 360
3. Project Audits (where required)

FY14 PROJECT PORTFOLIO

Performance	 Time		 Budget		 Scope	
	Progress: 100% Duration: 12 m		Q1	Q2	Q3	Q4
Governance	Risk Management review:	Internally reviewed				<input type="checkbox"/>
	Variations:	Contract and change requests internally reviewed				<input type="checkbox"/>
	Governance Maturity review:	Performed and internally reviewed				<input type="checkbox"/>
	Stakeholder satisfaction survey:	Issued to key stakeholders, presented to Council in Q4 2014				<input type="checkbox"/>
	Benefit Realisation:	Outcomes, Success Indicators and Measures reviewed internally				<input type="checkbox"/>
	Lessons Learned:	Project risk communicated to key stakeholders Policy / Procedures changes discussed Stakeholder satisfaction survey comments and results considered Inter-project linkages to sub-sequent projects mapped internally				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Finance	Reporting requirements:	Refer to Notes section on each project card.				<input type="checkbox"/>
	Financial acquittal:	Internally acquitted				<input type="checkbox"/>
	Grants acquittal:	Refer to Notes section on each project card.				<input type="checkbox"/>



Key Focus Area: ECONOMIC VALUE

Payroll Processing (Pre-Pilot: Inception to Contract stages)

Outcomes	<ul style="list-style-type: none"> Pre Pilot: Pilbara Regional Council review of existing staff agreements then subsequently reducing cost and complexity by processing payroll via a 3rd party provider Pilot: Nominated member council review of existing staff agreements then subsequently reducing cost and complexity by processing payroll via a 3rd party provider Implementation: All five Pilbara local governments review of existing staff agreements then subsequently reducing cost and complexity by processing payroll via a 3rd party provider 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Performance	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Time </div> <div style="text-align: center;"> Budget </div> <div style="text-align: center;"> Scope </div> </div> <p>Progress: 100% Duration: 12 m</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Q1 Q2 Q3 Q4 </div>	

Airport Screening Contract Management

Outcomes	<ul style="list-style-type: none"> Contracts (based on the conditions outlined in the tender document) to be entered into between the successful Contractors directly with each of the three member Councils. Contract to be awarded during the FY14 financial year. 	<input type="checkbox"/> <input type="checkbox"/>
Performance	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Time </div> <div style="text-align: center;"> Budget </div> <div style="text-align: center;"> Scope </div> </div> <p>Progress: 100% Duration: 12 m</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Q1 Q2 Q3 Q4 </div>	






Key Focus Area: EFFICIENCY & EFFECTIVENESS




Building Approvals and Certifications

Outcomes	<ul style="list-style-type: none"> Mapping of the Planning and Building Approvals Process, Collection, collation and analysis of the key relevant statistics including: Number of planning/building approvals in recent years, Costs attributable to the approvals process, Approval durations and resources required, Current prescribed fee structures for planning/building approval, Development of a Cost Model that allows for both the cost and staff time per application between over-the-counter and online applications, which could be transferred to other LGA's to assess their utilization of an online system; Recommendations which are underpinned by a robust financial justification as to whether or not the deployment of an online approvals system would be economically viable for the member LGA's. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Performance	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Time </div> <div style="text-align: center;"> Budget </div> <div style="text-align: center;"> Scope </div> </div> <p>Progress: 100% Duration: 4 m</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Q1 Q2 Q3 Q4 </div>	
Notes	<p>The PRC commissioned a review to assess the benefits that may from the transition to an online system, the potential efficiency savings and wider customer benefits have to be identified in contrast compared to the current manual over-the-counter paper based system. Net savings of an online system implementation are projected between ~19-133K varying size and complexity of the individual LGAs building and development application processes. This project and its recommendation form part of the FY15 Online Planning Application System (implementation).</p>	

Business Continuity Planning




Outcomes	<p>This project is designed to draft and deliver a set of business continuity plans across all Pilbara LGAs that detail appropriately sized and aligned response options for key risk scenarios, including:</p> <ul style="list-style-type: none"> • Alternate premises • Pandemic • Major supplier failures • ICT systems and networks • Catastrophic weather conditions • Catastrophic community impact <p>Each plan will be specifically tailored to the individual member LGAs environment, and all plans will be consistent with ISO22301 for business continuity management.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Performance	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  Time </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div> <p>Progress: 100% Duration: 9 m</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Q1 Q2 Q3 Q4 </div>	

Major Developments Town Planning




Outcomes	<ul style="list-style-type: none"> • Confirm the head of power for local laws and policies and determine the legality of cross jurisdiction local laws and policy; • Review Local Laws and supplementary policy frameworks, such as Local Planning Policies; • Identify the aims and objectives of each and categorize each Local Law; • Confirm the scope of each local law is appropriate for each jurisdiction; • Confirm that each local law or policy targets/addresses issues and has the legislative basis to be effective; • Identify overlaps, synergies and replications, both across administrative boundaries and within single jurisdictions (i.e. where a policy of the local government seeks to meet the same needs as a local law); and • Engage with each local government to discuss the analysis and determine gaps if any. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Performance	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  Time </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div> <p>Progress: 100% Duration: 4 m</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Q1 Q2 Q3 Q4 </div>	
Notes	<p>The initial scope of the project was to draft and deliver an endorsed Local Government template to be by the Department of State Development as a precursor contribution to the early stages of the State Agreement process. In consultation with the project stakeholders, it was considered that the potential consolidation of local laws and planning policies would allow for a greater cross council partnership and therefore may strengthen the influence of the Pilbara Local Governments in relation to the State judgments. Those recommendations align with the proposed scope of works for the PRC's FY15 Local Laws Alignment Project.</p>	

Key Focus Area: REGIONAL SERVICE DELIVERY

Roadside Rest Stops

Outcomes	<ul style="list-style-type: none"> • Install a series of functional and visually appealing roadside rest stops across the Pilbara. • Enhance the amenity for tourists and residents, offering shelter, ablution facilities, and information on the surrounding region. 	<input type="checkbox"/> <input type="checkbox"/>
Performance	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  Time </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div> <p>Progress: 98% Duration: 12 m</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Q1 Q2 Q3 Q4 </div>	
Notes	<p>Quarterly FAA reporting to DRD. External acquittal to DRD pending – due by 30th September 2014. Project funds will be externally audited by that date.</p>	




Regional GIS Data Procurement

Outcomes	<ul style="list-style-type: none"> This project is designed to identify a comprehensive list of dataset vendors along with their specific offerings and capacity for interoperability. If three or more member LGAs wants to purchase a particular dataset, then the PRC will negotiate advantageous terms for such a purchase and refer these terms to member LGAs for consideration. 	<input type="checkbox"/> <input type="checkbox"/>
Performance	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Time </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div> <p>Progress: 100% Duration: 6 m</p> <div style="display: flex; justify-content: space-between; width: 100%;"> Q1 Q2 Q3 Q4 </div>	



Key Focus Area: A VOICE FOR THE PILBARA

Pilbara Kimberley Joint Forum

Outcomes	<p>A theme for the 2014 event has been proposed as "Economic Diversification for the Pilbara". To fully explore this theme, it is proposed to hold the conference in Jakarta, Indonesia; and to engage with local Indonesian tourism experts to better understand how local governments in this part of the world position their economy for take advantage of tourism revenue.</p>	<input type="checkbox"/>
Performance	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Time </div> <div style="text-align: center;">  Budget </div> <div style="text-align: center;">  Scope </div> </div> <p>Progress: 100% Duration: 3 m</p> <div style="display: flex; justify-content: space-between; width: 100%;"> Q1 Q2 Q3 Q4 </div>	

Voting Requirement: For noting purposes only.

15.3 Contract Dispute – Payroll Processing

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

Purpose:

To inform Council regarding recent communications between the Pilbara Regional Council and Civica Pty Ltd with respect to the Payroll Processing

Comment

- 20 Aug 2013 PRC met with Daniel Benad from Civica following direct approach from Civica, who had become aware of the PRC's payroll processing project via Council minutes. Daniel Benad stated that Civica were a member of the WALGA preferred supplier panel and could address payroll processing requirements for the PRC members. PRC discussed anticipated scope and likely cost scenarios with Daniel Benad, noting that any centralisation activities would be funded in part by the Department of Local Government as an implementation initiative for the Regional Business Plan. It was clearly stated to Daniel Benad in this meeting that a maximum budget of \$600,000 would be available over a 48-month period to fund the transition and the delivery of payroll processing services for this period. Daniel Benad was invited to discontinue discussions with the PRC if it was his professional opinion that this was an unachievable budget. Daniel Benad stated during this meeting that this figure "would be tight, but doable".
- 22 Aug 2013 Allyson Gall from Civica emailed 'Pilbara Payroll Admin Estimate V1.pdf' on the basis of discussions with Daniel Benad from Civica. Document summarises scope as discussed and estimates cost to be \$711,216.48 over 48-month contract period.
- 30 Aug 2013 PRC met with Daniel Benad from Civica to clarify intended scope and deliverables for the payroll processing project. PRC noted that maximum available budget for this function would be \$600,000 for 48-month contract period, inclusive of transition costs. Daniel Benad noted during this meeting that there was some flexibility in Civica pricing, and the budget figure would be achievable post Service Delivery Design when risk of 'unknowns' could be reduced.
- 04 Oct 2013 PRC met with Daniel Benad and Paul Coates from Civica (organised by Allyson Gall, Civica) to discuss detailed scope and deliverables for the payroll processing project. Budget was discussed in detail, with Civica examining various models in order to meet stated budget constraints. It was noted that Civica would be able to meet almost all of PRC scope requirements, however some manual handling would still be required at member Councils (including time sheet collection and transmittal to Civica), as member Councils would require a period of change in order to adopt kiosk technology within depots, etc. Budget confirmed at \$600,000 for 48-month period.
- 09 Oct 2013 Allyson Gall from Civica emailed Civica's response to a series of scope clarification questions posed by the PRC with regard to Civica's 'Pilbara Payroll Admin Estimate V1.pdf'. Responses noted that Civica intended to continue using the incumbent SynergySoft platform, and scope is otherwise confirmed as previously discussed. Civica note that Detailed Service Design still needs to be conducted.
- 25 Oct 2013 Allyson Gall from Civica emailed the PRC with 'Solution Design Proposal Civica V1.2.pdf' at a cost of \$30,000 with no travel and accommodation. After negotiations with regard to onsite visits and travel expenses, the PRC subsequently engaged Civica to conduct a detailed service design, noting that travel costs were exclusive to the proposal, and that new intellectual property created throughout the process would remain the property of the Pilbara Regional Council. This was subsequently clarified as the 'process' being owned by Civica, and any 'data, work product or outputs' owned by the Pilbara Regional Council.
- Nov 13 – Mar 14 Various activities associated with Service Delivery Detailed Design transpired in the period November 2013 through to March 2014.

- 28 Mar 2014 Vincent Bentley from Civica emailed the PRC to present PRC business processing outsourcing options. The attached spread sheet 'BPO Options 2014-03-21.xlsx' offered pricing for a recommended 'BPO 3 GOLD' that most closely matched the PRC's articulated scope. The pricing presented for this option was \$2,815,003.12. This was clearly manifestly in excess of the stated budget.
- 28 Mar 2014 PRC CEO emailed PRC Finance Manager with instruction to place immediate payment halt on all current and new Civica invoices, pending resolution of this issue. At this stage it was assumed that there was an error in the spread sheet calculations somewhere and the price was intended to be a whole-of-contract price as opposed to an annual price (even though this would still have been in excess of the nominated budget). Payment halt was precautionary in nature, as PRC project governance framework and Letter of Engagement with Civica note that all invoices are tied to milestone achievement anyway.
- 15 April 2014 PRC CEO and PRC Deputy CEO met with Ruth Polglaise and Tony Simmons from Civica to discuss a path forward. PRC CEO noted that the PRC had placed reliance on Civica's 'Pilbara Payroll Admin Estimate V1.pdf' in deciding to proceed with the Detailed Service Design proposal, along with reliance on the professional competence of the Civica staff that had prepared the cost estimate. It was noted that the PRC project scope had not materially changed from the first discussion to the current date, and that Civica had not taken any action to dissuade the PRC of reliance on the initial cost estimate. PRC CEO noted in this conversation that Civica had either been grossly incompetent in their initial assessment of the cost for these activities, or had deliberately misled the PRC in order to secure subsequent purchase order(s) for detailed service design activities. Tony Simmons from Civica refuted both assertions, but was unable to offer any evidence to the contrary, noting only that mistakes had been made, that key staff had since left Civica, and that Civica was committed to finding a path forward.
- 14 May 2014 Ruth Polglaise from Civica emailed the PRC Deputy CEO to inform him that "I've been instructed not to proceed with any further work on this project until the matter of unpaid invoices is resolved." The PRC executive team discussed this email, noting that it was in clear breach of the Letter of Engagement that ties activities to payment milestones.
- 14 May 2014 PRC CEO emailed Ruth Polglaise from Civica to note that:
- "The Pilbara Regional Council's contract with Civica Pty Ltd stipulates payment on satisfactory completion of milestones, and this is a central tenet of our contracting governance. I am advised that satisfactory completion of a payroll processing SDP model is central to the achievement of the payment milestone in question. An internal instruction not to proceed with contracted activities for the Pilbara Regional Council clearly demonstrates that this commercial relationship cannot continue in good faith.
- Ruth, the Pilbara Regional Council has taken advice in this matter, and demand for payment prior to completion of milestone activity per the Contract constitutes an express repudiation of that Contract with Civica Pty Ltd's communicated intent not to perform under the Contract.
- The Pilbara Regional Council is prepared to discharge the contract, however expressly reserves all rights to pursue an action for any losses flowing from this breach of contract under '*the rule in Hadley v Baxendale*'. Under this ruling, both reliance loss and expectation loss damages fall within the first limb or foreseeability, with the Pilbara Regional Council placing reliance on the expected professional performance of Civica Pty Ltd personnel in preparing and communicating initial price guidance as to the likely total cost of a resulting contract for payroll processing services.
- The Pilbara Regional Council offers Civica Pty Ltd (without prejudice) the sum of \$5,500 in consideration as full and final discharge of this contract, with all intellectual capital remitted to the Pilbara Regional Council to date accepted as performance against this contract.

Should acceptance of this offer from the Pilbara Regional Council not be received within five business days, the Pilbara Regional Council will move this matter into formal dispute and instruct Counsel to act on our behalf, with action not limited to the value of the Contract, but may also include claim for both expectation and reliance damages.”

- 14 May 2014 PRC CEO emailed the Audit and Risk Committee members to advise them that this contract was now in dispute, that the PRC was seeking a negotiated settlement and that the CEO would keep them advised if the matter was likely to escalate to litigation.
- 20 June 2014 Letter received from Nick Kountouris at Civica with demand for payment of \$37,503.42 covering Civica invoices LG121761, ER6268, ER6297, abnd LG122269.
- 27 June 2014 PRC CEO instructed PRC Deputy CEO to make contact with WALGA preferred supplier panel manager and WALGA procurement advisors to recommend appropriate course of action in this matter.

Policy Implications

Nil

Legislative Implications

Nil

Financial Implications

Potential for litigation: \$37503.42 + costs

Conclusion

Nil

Voting Requirement: Simple Majority

Council Resolution FY15-008:

That Council note and endorse the actions of the CEO in managing this dispute to date, and in informing the Audit and Risk Committee in a timely manner.

Moved: Cr Kerry White

Seconded: Cr Peter Long

Result: 6/0

16. Unscheduled Council/Committee Meetings through Tele/Video Conferencing

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

Purpose:

To request an approval from the Council in order to allow Pilbara Regional Council to conduct teleconference/videoconference operations for the convenience of establishing unscheduled meetings of either Council or the Audit and Risk Committee so that urgent matters may be addressed immediately.

Comment:

Nil

Policy Implications

Nil

Legislative Implications

Regulations 14A of the Local Government (Administration) Regulations

16A. Attendance by telephone etc. (Act s. 5.25(1)(ba))

(1) A person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if —

- (a) the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and
- (b) the person is in a suitable place; and
- (c) the council has approved* of the arrangement.

(2) A council cannot give approval under subregulation (1)(c) if to do so would mean that at more than half of the meetings of the council, or committee, as the case may be, in that financial year, a person who was not physically present was taken to be present in accordance with this regulation.

(3) A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.

(4) In this regulation —

suitable place means a place that the council has approved* as a suitable place for the purpose of this regulation and that is located —

- (a) in a townsite or other residential area; and
- (b) 150 km or further from the place at which the meeting is to be held under regulation 12, measured along the shortest road route ordinarily used for travelling;

townsite has the same meaning given to that term in the Land Administration Act 1997 section 3(1).

* *Absolute majority required.*

Financial Implications

Conclusion

Nil

Voting Requirement: Absolute Majority

Council Resolution FY15-09:

That the Council approve the PRC to hold a teleconference/videoconference for unscheduled extraordinary meetings of Council or for the Audit and Risk Committee when necessary.

Moved: Cr Dean Hatwell

Seconded: Cr Lorraine Thomas

Result: 6/0

17. Pilbara Tourism Development Plan

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

Purpose:

The purpose of this report is to inform Council regarding the conclusion of the activities of the PRC as participants in the Pilbara Tourism Development Plan.

Background:

The intent of the project was to develop a cohesive regional tourism plan that is practical and can be implemented. The PDC, in partnership with the PRC and Tourism WA, engaged AEC group to undertake a tourism product development plan for the Pilbara region. This work builds on the Demand Needs Analysis for Short Stay Accommodation in the Pilbara, which was completed in 2012 by local government and align with current tourism development plans.

This study was also an initiative of the Pilbara Development Commission, Pilbara Regional Council and Tourism Western Australia.

Comment

The Pilbara Tourism Development Plan has now been completed to final draft stage, and is presented to this Council meeting for adoption.

This study audited the existing and potential attractions, access, amenities, activities and awareness within the context of existing and potential tourism markets that may be developed in the future.

The ultimate objective of this project was to develop a comprehensive Pilbara Tourism Development Plan that will provide government, state and local, and tourism stakeholders with informed direction to foster the growth of a sustainable and robust tourism industry. We require a long-term vision to 2035 and an operational plan to work towards this vision over the next five years.

The PRC notes that it has been identified as the lead agency for a number of activities within the plan, and these are currently being integrated into the PRC's annual programme of activities. The nominated activities already strongly align with existing approved PRC projects. In 2015, the PRC will formally report its achievements against the Pilbara Tourism Development Plan, and it is hoped that all other nominated agencies will follow a similar model for accountability against the plan.

Policy Implications

To be determined.

Legislative Implications

To be determined.

Financial Implications

Within budget.

Conclusion

Nil

Voting Requirement: Simple Majority

Council Resolution FY15-010:

That Council receive the report as presented.

Moved: Cr Peter Long
Seconded: Cr Lorraine Thomas
Result: 5/0

Cr Anita Grace left the room at 9:57am.

18. Pilbara Regional Economic Profile

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

Purpose:

To seek the support of the PRC and its members in updating of the Pilbara Report Investment Prospectus. This study will be a partnership between the PRC and RDA Pilbara.

Background

In 2012 RDA Pilbara developed an Investment Prospectus as an addendum to the Pilbara Report 2012. This Prospectus outlined a selection of major investment opportunities in the Pilbara region.

The Prospectus covered the key investment sectors of:

- Land & Housing
- Power Supply
- Water Supply
- Waste water management
- Waste management
- Airports
- Ports
- Roads

The Proposed Review

The objective is to undertake a review and update of the 2012 Investment Prospectus with the view to producing a high-quality document that can be used to inform and attract investment from key stakeholders in the public and private sectors from across Australia and potentially from overseas.

The study will be undertaken in two phases:

Phase One: Research:

Information and data will be collected from the main public and private sector actors that are driving investment projects in the Pilbara to update the status of the projects identified in 2012 and gather information on new pipeline projects and investment opportunities. These actors will include:

- Investment Australia
- PRC
- PDC
- DRD
- DSD
- DoC
- DAFWA
- DoMP
- DoP
- Landcorp
- Main Roads
- Water Corporation
- Horizon Power
- Chambers of Commerce

- Chamber of Minerals and Energy
- Relevant Major Resource Companies
- Relevant Port and Airport Authorities
- Town of Port Hedland, City of Karratha, Shire of Ashburton and Shire of East Pilbara LGAs

Phase Two: Analysis and Prospectus Production:

The study will cover the following areas for analysis:

- Economic context of the Pilbara – review current levels of economic activity and prospects for future economic development.
- Assessment of local, national and global investment and market opportunity trends and their likely impact on the future growth opportunities for the Pilbara.
- Economic diversification opportunities
- Major Projects progress review since 2012, including updated Fact Sheets
- Prioritisation of future key projects and potential new transformational developments.

In summary the Prospectus will outline the future development path of the Pilbara and will focus on:

- Growth potential based on pipeline projects and economic trends
- New investment opportunities for economic growth and diversification
- Priority developments for urban expansion, improvements in infrastructure and service delivery
- Essential measures to develop attractive community environments

Work Plan and Timeframe:

It is anticipated that the assignment will commence in August 2014 and the proposed work plan below is based on this assumption. It will also provide the opportunity to give RDA feedback on our findings. It allows for adequate reporting as required. Modifications to the timeline will be influenced by the availability and cooperation of key stakeholders, as well as their ability and willingness to share essential information.

Phase/Completion date	August 2014	August-September 2014	September 2014	October 2014
1. Project Inception and review of background documents/update interviews in Perth and data collection				
2. Field visits to Karratha and Port Hedland for project information collection				
4. Collation and Analysis				
Report preparation and submission				

Budget

Professional Fees	
Fees	26,400
GST	2,640
Project Expenses	
Travel costs to Pilbara	6,000
Publishing costs	10,000
Total Cost (inc. GST)	45,040

The above budget anticipates a field visit to the Pilbara for information collection and discussions with key stakeholders.

Policy Implications

Nil

Legislative Implications

Nil

Financial Implications

Nil

Conclusion

Nil

Voting Requirement: Simple Majority

Council Resolution FY15-011:

That Council;

Agree to support RDA-P with an update of the Pilbara Regional Economic Profile and request members to budget for a contribution of \$5,000 from each member for this purpose.

Moved: Cr Peter Long

Seconded: Cr Kerry White

Result: 5/0

19. Next Meeting And Closure

The Acting Chairperson confirmed the date, time and location of the next ordinary and special meeting of the Pilbara Regional Council.

Special Council Meeting: 5pm, 19th August 2014 to be held via teleconference.

Locations for the teleconference are:

- *Pilbara Regional Council
Suite 5, 205 Bulwer Street Perth WA*
- *City of Karratha
Council Chambers, Welcome Rd Karratha WA*
- *Town of Port Hedland
Civic Centre McGregor St Port Hedland WA*
- *Shire of East Pilbara
Cnr Kalgan & Newman Drives, Newman WA*
- *Shire of Ashburton
Onslow Multi-Purpose Centre Cnr McGrath Road and Hooley Avenue, Onslow WA*

Ordinary Council Meeting: 1pm, 6th October 2014 at the State Library of WA, Perth

The Acting Chairperson declared the meeting closed at 10:14am.