



## **Town of Port Hedland**

### **MINUTES**

### **OF THE**

### **SPECIAL MEETING OF THE TOWN OF PORT HEDLAND COUNCIL**

### **HELD ON**

**THURSDAY 16 AUGUST 2012**

**AT 5.30 PM**

**IN COUNCIL CHAMBERS  
McGREGOR STREET, PORT HEDLAND**

*Purpose of Meeting: To consider:  
Consideration of Items for 2012/13 Budget*

#### **DISCLAIMER**

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*Ian Hill  
Acting Chief Executive Officer*



## OUR COMMITMENT

*To enhance social, environmental and economic well-being through leadership and working in partnership with the Community.*

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**ITEM 1      OPENING OF MEETING****1.1          Opening**

The Mayor declared the Special Meeting open at 5:43pm and acknowledged the traditional owners, the Kariyarra people.

**ITEM 2      RECORDING OF ATTENDANCE AND APOLOGIES****2.1          Attendance***Elected Members*

Mayor Kelly A Howlett  
Councillor George J Daccache  
Councillor Arnold A Carter  
Councillor David W Hooper  
Councillor Gloria A Jacob

*Officers*

Ian Hill	Acting Chief Executive Officer
Natalie Octoman	Director Corporate Services
Gordon Macmile	Director Community Development
Jenella Voitkevich	Acting Director Engineering Services
Eber Butron	Director Planning and Development
Ayden Férdeline	Administration Officer Governance

**2.2          Apologies**

Councillor Jan M Gillingham  
Councillor Michael (Bill) Dziombak

**2.3          Approved Leave of Absence**

Councillor Stan R Martin  
Councillor Julie E Hunt

**ITEM 3 PUBLIC TIME**

*NOTE: Pursuant to section 7 (4)(b) of the Local Government (Administration) Regulations 1996, members of the public have the opportunity to ask questions pertaining only to relevant Council Business at Special Meetings.*

7. *Question time for public, procedure for (Act s. 5.24(2))*  
*(4) Nothing in subregulation (3) requires —*  
*(b) a council at a special meeting to answer a question that does not relate to the purpose of the meeting; or*

Mayor opened Public Question Time at 5:45pm.

**3.1 Public Question Time**

Nil

Mayor closed Public Question Time at 5:45pm.

Mayor opened Public Statement Time at 5:45pm.

**3.2 Public Statement Time**

Nil

Mayor closed Public Statement Time at 5:45pm.

**ITEM 4 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Nil

**ITEM 5 DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING**

Mayor Howlett	Cr Daccache
Cr Carter	Cr Hooper
Cr Jacob	

**Disclaimer****IMPORTANT NOTE:**

*Members of the public are cautioned against taking any action on Council decisions, in which they may have an interest, until formal notification in writing by Council has been received. Decisions made at this meeting can be revoked, pursuant to the Local Government Act 1995.*



### Consultation

The annual budget process is significant in terms of its importance and also the time and resources required to be committed to the process to ensure its accuracy and timeliness.

Executive members, Managers and staff within the organisation have been significantly involved in many of the stages outlined below in order to present Elected Members with each of the proposals throughout the process.

The following outlines the consultation processes that have been undertaken in order to provide the opportunity for both the community and Elected Members to contribute to the 2012/13 Annual Budget process.

- 22 February 2012 Ordinary Council Meeting – Council adopted a budget timetable and assumptions for developing the 2012/13 Budget
- 7 March – public advertising for Community Budget Requests and Rates Concessions commenced
- 21 March 2012 Concept Forum – Elected Members considered the proposed loans, reserves and 5 year plans
- 4 April 2012 Concept Forum – Elected Members considered base funding requirements for current staff, rates in the dollar, fees and charges, loans, reserves, five year plans and Elected Member Allowances
- 2 May 2012 Concept Forum – Elected Members considered the proposed five year plans, fees and charges, new items including community budget requests and new staff, plus rates in the dollar
- 23 May 2012 Ordinary Council Meeting – Council adopted for advertising the proposed rates in the dollar
- 6 June 2012 Concept Forum – Elected Members finalized new items, including new staff proposed and requested the administration to review the items for organizational priorities and progress with the process in order to present a balanced budget for Council consideration
- 13 June 2012 Ordinary Council Meeting – Council adopted Rates Concessions
- 3 July 2012 Budget Forum – Elected Members further considered the rates in the dollar after the public submission period
- 11 July 2012 Ordinary Council Meeting – Council adopted the modified rates in the dollar proposed

- 25 July 2012 Ordinary Council Meeting – Council reconsidered Rates Concessions for those applicants previously provided either a 50% or nil concession
- 8 August 2012 Ordinary Council Meeting – Council considered subsequent applications for Rates Concessions

### **Statutory Implications**

#### Local Government Act 1995

##### *2.7. The role of the council*

###### *(1) The council:*

- (a) directs and controls the local government's affairs; and*
- (b) is responsible for the performance of the local government's functions.*

###### *(2) Without limiting subsection (1), the council is to:*

- (a) oversee the allocation of the local government's finances and resources; and*
- (b) determine the local government's policies.*

##### *6.2. Local government to prepare annual budget*

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

*\* Absolute majority required.*

### **Policy Implications**

Nil

### **Strategic Planning Implications**

The five year plans, new items and new staffing requirements have been aligned to the recently adopted Strategic Community Plan, which provides direction as to how the Council's resources should be allocated in order to achieve the Plan's goals. They have also been aligned to the draft Corporate Business Plan and will be incorporated as year one of the 10 Year Long Term Financial Plan that is being developed as part of the Integrated Strategic Planning and Reporting Framework.

### **Budget Implications**

The proposed five year plans presented in Attachment 1 outline the funding arrangements for the following programs:

- Footpath Construction
- Road Construction
- Drainage Construction
- Walkway Lighting
- Reseals
- Kerbing Construction
- Building Refurbishment
- Light Vehicle Replacement
- Heavy Vehicle Replacement
- Playground Equipment
- Building Maintenance
- Airport Maintenance
- Kerbing Maintenance
- Street Cleaning
- Road Shoulder Maintenance
- Roads General Maintenance
- Footpath Maintenance
- Drainage Maintenance
- Unsealed Roads Maintenance

The five year plan for Airport Capital has not been incorporated for consideration at this stage as it is currently being re-prioritised to take into account the overall development of the airport and the staging program. This plan will be incorporated into the final draft budget proposed for Council consideration.

The net funding required for the proposed five year plans is \$5,717,016 which is higher than in 2011/12 by \$1.027 million and mainly represented by the proposed replacement of heavy vehicles; drainage construction and footpath construction programs which were scaled back during 2011/12.

The proposed “green” new items outlined in Attachment 2 that have been re-prioritised by Executive as requested by Elected Members, represent net Council funding required in 2012/13 of \$8,090,300. This also incorporates the community budget requests that have been considered. The funding level is relatively comparable to 2011/12 (\$3,863,767) after taking into account the proposed \$5 million refurbishment of the Civic Centre associated with providing additional office accommodation. While this will be the subject of a separate report for Council consideration and is proposed to be funded through a loan arrangement if Council funds are insufficient, it is prudent that funds are set aside for this proposal in some way now rather than having to cut back programs throughout the financial year in order to fund it. It should be recognised that if the refurbishment is funded via a loan, the overall budget impact for 2012/13 would only be the associated principal and interest payments.

The proposed staffing requirements outlined in Attachment 3 represent net Council funding required of \$2,481,454. This incorporates all associated costs for each staff member including salary, superannuation, allowances along with housing, vehicle allocation and office workstation setup (if required). The housing and vehicle requirements are dependent upon the level of position that is being proposed and the responsibilities that the position will have within the organization. As the Town is currently renting on the private market, which it wasn't in the initial stages of 2011/12, a rental amount has been incorporated for housing while outcomes of the proposed land arrangements are still progressing.

The proposed new staffing requirements are based on the assessment of what is reasonably required in order to respond to the development across the Town, and the funding proposed is consistent with similar positions currently within the organization. It should be noted that as the organisation progresses with its Workforce Planning process as part of the Integrated Strategic Planning and Reporting Process, there is still believed to be an additional shortfall of 23 FTE's to undertake the work required in 2012/13.

#### **Officer's Comment**

While the Town of Port Hedland is currently implementing the Integrated Strategic Planning and Reporting Framework including the 10 Year Financial Plan, the process for developing the 2012/13 budget has largely remained unchanged.

As outlined in the consultation section of this report, there have been a similar number of forums available for Elected Members to provide input throughout the process as there have been in prior years.

Consideration of the proposed five year plans, new items and new staffing requirements forms part of the overall budget process. In prior years, direction has been provided by Elected Members through budget forums as to those items considered to be a priority, and the administration then subsequently reviewed the budget in its entirety in order to present a balanced budget for consideration.

Given the statutory timeframe imposed by the Local Government Act, it is proposed that the five year plans, new items and new staffing requirements for the 2012/13 financial year be formally considered in order to provide clear direction to the administration prior to Council consideration of a draft balanced budget at the Special Meeting of Council proposed for 30 August 2012.

**Attachments**

1. Proposed 5 Year Plans (under separate cover)
2. Proposed New Items (under separate cover)
3. Proposed New Staffing Requirements (under separate cover)

**Officer's Recommendation**

That Council:

1. Endorses the proposed five year plans as outlined in Attachment 1;
2. Endorses the proposed new items as outlined in Attachment 2;
3. Endorses the proposed new staffing requirements as outlined in Attachment 3;
4. Requests the CEO, or his delegate, to incorporate the funding implications of recommendations 1-3 into the draft 2012/13 Budget;
5. Requests the CEO, or his delegate, to ensure that the draft 2012/13 Annual Budget is balanced and aligned with the Strategic Community Plan when presented to Council for consideration; and
6. Convenes a Special Meeting of Council to be held at 5.30pm on Wednesday 30 August 2012 to consider adopting the 2012/13 Annual Budget.

**201213/073 Council Decision**

**Moved: Cr Carter**

**Seconded: Cr Hooper**

**That Council:**

1. **Endorses the proposed five year plans as outlined in Attachment 1;**
2. **Endorses the proposed new items as outlined in Attachment 2;**
3. **Endorses the proposed new staffing requirements as outlined in Attachment 3;**
4. **Requests the CEO, or his delegate, to incorporate the funding implications of recommendations 1-3 into the draft 2012/13 Budget;**
5. **Requests the CEO, or his delegate, to ensure that the draft 2012/13 Annual Budget is balanced and aligned with the Strategic Community Plan when presented to Council for consideration; and**
6. **Convenes a Special Meeting of Council to be held at 5.30pm on Wednesday 30 August 2012 to consider adopting the 2012/13 Annual Budget, which will include Airport capital expenditure.**

***CARRIED 6/0***

**ITEM 7 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL**

Nil

**ITEM 8 CONFIDENTIAL ITEMS**

Nil

**ITEM 9 CLOSURE**

**9.1 Date of Next Meeting**

The next Ordinary Meeting of Council will be held on Wednesday, 22 August 2012, commencing at 5.30pm.

A Special Meeting of Council will be held on Thursday, 30 August 2012, commencing at 5:30pm.

**9.2 Closure**

There being no further business, the Mayor declared the Special Meeting closed at 6:03pm.

**Declaration of Confirmation of Minutes**

I certify that these Minutes were confirmed by the Council at its Ordinary Meeting of \_\_\_\_\_.

CONFIRMATION:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE