



## TOWN OF PORT HEDLAND

### ORDINARY COUNCIL MEETING MINUTES

**WEDNESDAY 25 MARCH 2015 AT  
5:30PM**

**COUNCIL CHAMBERS, MCGREGOR  
STREET, PORT HEDLAND**

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**“A nationally significant, friendly city that people  
are proud to call home”**

*Sid Jain  
Acting Chief Executive Officer*



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**ITEM 1 OPENING OF MEETING**

The Mayor declared the meeting open at 5:31pm.

**ITEM 2 ACKNOWLEDGMENT OF TRADITIONAL OWNERS**

The Mayor acknowledged the traditional owners, the Kariyarra people.

**ITEM 3 RECORDING OF ATTENDANCE****3.1 Attendance***Elected Members*

Mayor Kelly Howlett  
Councillor George Daccache  
Councillor Jan Gillingham  
Councillor David Hooper  
Councillor Lorraine Butson  
Councillor Troy Melville

*Officers*

Sid Jain	Director Corporate Services
Chris Linnell	Acting Director Community and Development Services
Geoff Byrnes	Acting Director Works and Services
Grace Waugh	Minute Taker/ Governance Officer

Members of the Public	1
Media	1
Town officers	8

**3.2 Apologies**

Councillor Gloria Jacob

**3.3 Approved Leave of Absence**

Councillor Julie Hunt (9 March 2015 to 26 March 2015)

**ITEM 4 RESPONSE TO PREVIOUS QUESTIONS****4.1 Questions from Public at Ordinary Council Meeting held on Wednesday 25 February 2015****4.1.1 Ms Louise Newbery**

*Were there any application fees paid for the proposed local planning scheme amendment presented by RFF?*

Chief Executive Officer advised there was no formal application received for the proposed scheme amendment therefore the fee of \$10,162.15 was not paid. The Town would usually receive an application form along with the fee and if the scheme amendment was not initiated or supported at an Ordinary Council Meeting an assessment would be undertaken of all officer hours spent from lodgement to that date and a refund given for any unused portion.

*I am requesting that Council consider implementing a full safety analysis of Roche and Wilson Streets for road train access due to the huge increase in traffic over the past 3 to 4 years.*

Chief Executive Officer advised that the intersection is the responsibility of Main Roads and Roche road is the Town of Port Hedland's road. The Town will work with Main Roads to investigate the possibility of a full safety analysis of the roads.

#### **4.1.2 Mr Ron Morley**

*On the 2 February 2015 two dogs killed three of my pet rabbits. My wife has depression and it has been very hard to look after her since the incident. I contacted a woman at the Rangers office who advised that a Ranger would be at my house within 15 to 20 minutes. It was after I spoke to the Rangers that I discovered that three of my rabbits had been killed. I caught the dogs that had attacked the rabbits and locked them in a cage. I then received another call from the Rangers who advised that the owner of the dogs was coming to my house to claim the dogs. Why did the woman at the Rangers tell the owner to collect the dogs from my house?*

Chief Executive Officer advised that the dog's carer reported the dogs missing and the Rangers advised that they had been seen in the McGregor street area however did not tell the carer to retrieve the dogs from Mr Morley's house. The Rangers seized the two dogs and the carer received two infringements over the incident.

#### **4.1.3 Mr Kevin Clifton**

*There is a dog problem at the aboriginal community at Three mile. There is an overpopulation across three houses with around 23 dogs behaving badly, there should only be two dogs per house. Authorisation has been given to the Town's Rangers from myself as the Chairman, legal tenant, Kariyarra Elder and Traditional Owner. When is something going to be done?*

Chief Executive Officer advised that the Rangers will continue with regular patrols at the Three Mile community and will liaise with Mr Clifton and other community members at these times.

#### **4.1.4 Mr Phil Honeycombe from Brookdale Concrete**

*Can the CEO please advise as to who signed off on the occupancy certificate for QUBE logistics who are located in the Transport Development Zone? If this permit has been issued can I please have a copy of it? Why have they not been required to seal their yard when this was a condition of approval?*

Chief Executive Officer advised that the Occupancy Permit was issued by the Town's Building Surveyor. To obtain a copy of the permit Mr Honeycomb will need to complete an application form and pay the \$100 fee as prescribed in the Town's fees and charges. Town officers have inspected the site and have confirmed that the site has been sealed in accordance with the Town's planning approval.

#### **4.1.5 Ms Natasha Reimers**

*At Cassia Primary School today the Ranger was handing out parking tickets to those parked on verges and drive ways and also directing traffic not to go down the bus lane. There are three areas where people park apart from the actual carpark, these being the dirt patches behind the kindy, across the road from the carpark and next to the teachers' carpark. Where can I legally park if the school carpark is full? I called the Rangers about the three dirt patches and was advised that they are reserves so cannot be parked on. Is this true?*

Chief Executive Officer advised that a map outlining areas that can be utilised has been sent to Ms Reimers and the Cassia Primary School. The Town has attempted to contact Ms Reimers to confirm which 'dirt patches' she is referring to therefore the reserves cannot be confirmed until a clarification is received. The Town will work with local schools to assist in car parking concerns and provide compliant requirements.

#### **4.2 Questions from Elected Members at Ordinary Council Meeting held on Wednesday 25 February 2015**

##### **4.2.1 Councillor Gillingham**

*Over the last 12 months I have had troubles with my Councillor emails and I have asked for an investigation to happen. My daughter who is an IT Specialist has assisted with putting these questions together. My questions relate to the IT presentation given to Elected Members by the Town's Manager Technology.*

*Can I please request all sent emails extracted from our exchange backups from 1<sup>st</sup> November 2014 to 25<sup>th</sup> February 2015?*

*For my Councillor email address only extracted from the exchange backups. Can I please request a report on every account that has access to my Council mail account other than my own login, and what permissions they have?*

*Can I please request an audit report of all connections to my exchange account at ToPH and from what IP addresses or computer names they were accessed from between 1<sup>st</sup> November 2014 to 25<sup>th</sup> February 2015 to do with my Councillor email address?*

*I am hoping the following questions will lead up to an internal investigation of IT. There was a presentation by the Manager Technology on Microsoft backup and security for incoming security only. Clint Boessen was mentioned, is he based in Australia or off shore?*

*Does the IT Department do any outsourcing to other companies called JH Computers, AvanteGarde Technologies and 4 LOGIC?*

*If so, what is the cost of out sourcing for IT in 2014/15 to present day to these or any other IT companies? What functions are out sourced to third party vendors from internal operational duties or the skillset which is obtained through such agreements? Are there written agreements on these services? And what are the SLA (service delivery to agreements) in place? What contractual agreements are in place to protect the confidentiality of our emails and account information (councillors and staff and the Town in general)? What parts of our network including data storage are available to any out sourced support? What is the current cost of IT source payments against the internal staff cost to duties (including what is the skill sets that we are buying in if we already have 4 staff and a Manager Technology employed by the Town)?*

*Questions regarding the security of internal computer functions.*

*What procedures are in place and where are these policies in the governance of duties and escalations of authorities? Where are the operation policies on securing the internal computers and data security with access levels and authorisations allowing this to happen, according to the Local Government Authority Information Computer Technologies Framework (LGA ICT)? What measures are in place to secure Internal Data from unwarranted eyes within our Council and Offices? How is the data and security deployed to secure the data from (Users, Managers and Executives)?*

*My last questions are relating to Local Government ICT Framework. The Town signed up to the LGA ICT framework to be adopted and implemented with the policies and procedure throughout ToPH ICT, this was in a council recorded agenda item and minutes and had an 18 month implementation plan, there are attachments on ToPH website for agenda item 11.4.2.1 December 2012. Would the agenda still be available to read as I was unable to locate the agenda item? Can we have a copy of the policies and procedures against the full scope of the Local Government Framework for ICT at the Town? At what stage are the policies and procedures implemented to regarding deployment dates, policy sign off by executive and endorsed by Council?*

Chief Executive Officer advised that answers are currently being developed and will be made available at a future date.

## **ITEM 5 PUBLIC TIME**

*Important note:*

*'This meeting is being recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes which may be released upon request to third parties. If you do not give permission for recording your participation please indicate this at the meeting. The public is also reminded that in accordance with Section 6.16 of the Town of Port Hedland Local Law on Standing Orders nobody shall use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the presiding member to do so.'*

Mayor opened Public Question Time at 5:33pm.

## **5.1 Public Question Time**

### **5.1.1 Mayor Howlett on behalf of Mr Phil Honeycombe**

*I understand a compliance notice was issued to the owner(s) of Hedland Home Hardware in regards to a requirement to seal the access ways, trafficable areas and parking areas. Why have these works not been undertaken?*

Director Corporate Services advised that as of today a compliance notice has not been issued. The Town's compliance team is currently investigating the matter and requesting further information. The Town will contact Mr Honey-Comb once the issue has been investigated.

### **5.1.2 Ms Louise Newbery**

*Has the Town had any communication with Main Roads on the safety analysis for Roche, Wilson and Redbank Road and when will answers be received?*

Mayor advised that the issue has been raised with Main Roads.

Acting Director Works and Services advised that Main Roads have yet to respond to the Town.

Mayor advised that the Town will contact Ms Newbery once a response is received.

*Was there an assessment of all the hours Town officers spent on the proposed Scheme Amendment for Redbank that was withdrawn from the 25 February 2015 Council meeting from lodgement to date and whether the hours were on charged to RFF Australia?*

Acting Director Community and Development Services advised that as the proposal is not a formal application yet no fees have been paid. A report will be presented to the April Council Meeting on the proposal.

*The answer to my question taken on notice at the previous Council meeting was that a fee of \$10,162.15 is usually required but there was no application form received or fee paid.*

Acting Director Community and Development Services advised that it is not an application for a Scheme Amendment as yet. The report was for Council to consider and support the proposal in principle before an application would be submitted due to the large costs associated with a scheme amendment.

Mayor closed Public Question Time at 5:36pm.

Mayor opened Public Statement Time at 5:36pm.

**5.2 Public Statement Time****5.2.1 Ms Louise Newbery**

Ms Newbery's statement was in relation to item 12.1.2 'Request for Support for Local Planning Scheme Amendment – Redbank Locality' that was withdrawn from the 25 February 2015 Ordinary Council Meeting.

Ms Newbery does not understand why the Town has spent so much time on the Redbank scheme amendment proposal without being paid for it. The Town has wasted energy and resources on the proposal that was withdrawn from the February Council Meeting.

Mayor closed Public Statement Time at 5:38pm.

**ITEM 6 QUESTIONS FROM MEMBERS WITHOUT NOTICE****6.1 Councillor Gillingham**

*Have Honorary Freeman policies from other local governments been circulated to Elected Members?*

Mayor advised that the policies were emailed and hard copies provided today to all Elected Members and discussed at the CEO and Elected Member catch up. When the item is considered tonight the Council can suspend Standing Orders Local Law to read the policies. Councillor Gillingham was given the policies earlier today which included the City of Perth, City of Bayswater and City of Stirling policies.

**ITEM 7 DECLARATIONS OF ALL MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER BEFORE THE MEETING**

Mayor Howlett	Councillor Hooper
Councillor Daccache	Councillor Butson
Councillor Gillingham	Councillor Melville

**ITEM 8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****8.1 Confirmation of Minutes of Ordinary Meeting of Council held on Wednesday 25 February 2015****201415/196 RECOMMENDATION/ COUNCIL DECISION****MOVED: CR HOOPER****SECONDED: CR DACCACHE**

**That Council confirm that the Minutes of the Ordinary Meeting of Council held on Wednesday 25 February 2015 are a true and correct record.**

**CARRIED 6/0****ITEM 9 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Mayor Activity Report for the February/ March 2015 period to date is as follows:

*February 2015*Monday, 23<sup>rd</sup> February

- Meeting With Sunset Events and FORM Re North West Festival
- Pilbara Regional Council (PRC) Elected Member & CEO Training – Change Management
- Attended Pilbara Regional Council (PRC) Meeting
- Attended Discussion Department Regional Development and Remote Aboriginal Communities With Pilbara Zone LGAs

Tuesday, 24<sup>th</sup> February

- Weekly CEO, Deputy Mayor and Mayor Catch Up
- Weekly Spirit Radio (1026am) Mayor Chat
- Meeting With Minister Terry Redman
- Meeting With Water Corporation Re North West Festival
- Meeting With Atlas Iron Re North West Festival

Wednesday 25<sup>th</sup> February

- Attended Elected Member & Executive Meetings
- Attended Pilbara JDAP Meeting Via Telephone
- Chair OCM February

Thursday, 26<sup>th</sup> February

- Interview ABC NW Radio Re Outcomes OCM
- Meeting Pilbara Ports Authority
- Hedland Women Of Influence Luncheon
- Attended Alcohol Management & Volatile Substance Use Meeting
- Attended LEMC Meeting
- Attended Rose Nowers Early Learning Centre Board Meeting

Friday, 27<sup>th</sup> February

- Meeting BHPBIO Chris Cottier
- Photograph #KeepHedlandBeautiful Vehicle Cargo Nets Campaign



- Attended VTEC Graduation Ceremony
- Meeting With Intercruises Martin Bidgood
- Depot Site Visit/End Of Month Staff BBQ
- Meeting & Tour Minister Sport & Recreation Hon Mia Davies At Wanangkura Stadium
- Attended The Port Hedland Electorate Office Opening – Hon Brendon Grylls MLA & Hon Jacqui Boydell MLC

Saturday, 28<sup>th</sup> February

- Volunteered As A Town Ambassador For Celebrity Solstice Cruise Ship Visit

*March 2015*

Sunday, 1<sup>st</sup> March

- Volunteered At 2015 Clean Up Australia Day – Pretty Pool Beach Site

Monday, 2<sup>nd</sup> March

- Attended Memorial Service For Julie Broad

Tuesday, 3<sup>rd</sup> March

- Weekly CEO, Deputy Mayor and Mayor Catch Up
- Weekly Spirit Radio (1026am) Mayor Chat
- Attended Foodbank South Hedland Planning Approvals Working Group Meeting
- Meeting With Atlas Iron Jeremy Sinclair
- Attended Foodbank South Hedland Business Plan Working Group Meeting
- Chair TOPH Marina Waterfront Development Community Reference Group Meeting

Wednesday, 4<sup>th</sup> March

- Attended Dome Coffee Business Breakfast Function & Soft Opening
- Meeting APR Energy Re Community Support Programs
- Attended Elected Member & Executive Meetings

Friday, 6<sup>th</sup> March

- Tour Of Broome International Airport
- Meeting With Broome Visitor Centre
- Tour & Discussion Shire Of Broome

Saturday, 7<sup>th</sup> March

- EM & Executive Team Building & Strategic Projects Workshop

Sunday, 8<sup>th</sup> March

- MC Soroptimist International – Port Hedland International Women's Day Event

Monday, 9<sup>th</sup> March

- Attended Launch Of Kingsford Smith Business Park – Land/Properties Availability
- Meeting EO PHCCI Michelle Scott
- Presented At TOPH International Women's Day Staff Luncheon

- Meeting Re 2015 ANZAC Commemorations
- Attended Tangorua Blue Marine Debris Workshop

Tuesday, 10<sup>th</sup> March

- Meeting With Premier Hon Colin Barnett Re Port Hedland Waterfront Precinct
- Meeting Town Ambassadors For Upcoming Cruise Ship Visit

Mayor was a Town Ambassador for the cruiseship visit from 'Celebrity Salsas' on Saturday 28 February 2015. Mayor also volunteered at the 2015 Clean Up Australia Day and thanked the Environmental Health team and any other staff involved on the day. Mayor attended the opening of Dome Café in Port Hedland. It is fantastic to see the heritage building brought back to life. On 10 March 2015 the CEO, Mayor and Deputy Mayor attended a meeting with the Honourable Colin Barnett regarding the Port Hedland Waterfront Precinct. A summary of the meeting was provided to the Marina Waterfront Reference Group. The meeting was pleasing and the Premier was open and aware of Council's existing resolution which specified the preference being the Spoilbank location. The Premier expressed that he had comfort in looking at the Spoilbank site with the exclusion of the permanent residential development on the Spoilbank, a separate channel created alongside the existing channel and the scaling down on the number of boat pens. Further community consultation will take place including consultation with the Aboriginal Advisory Group. The Town will be liaising with BHP and Pilbara Port Authority regarding the concerns and risks that have been raised. Work is still underway for both the Spoilbank and Cooke Point sites with the peer review and costings to be received mid to late April which will be considered by the reference group. A request to hold a Special Council in mid-May has been put through to the CEO to consider the Waterfront Precinct item. Mayor read out the following letter from Mr Peter Milbourn regarding the cruiseship visit.

*"Earlier this month we were in Port Hedland as part of our cruise on the Radiance of the Seas. Both my wife and I were very impressed with the warm welcome we received from the town on our arrival ashore. The provision of cold bottled water, a fan and free Wi-Fi were very welcomed. This together with the many "ambassadors" (and the Mayor) made our visit very memorial.*

*We have been to Port Hedland before on our caravan trip around Australia. My memory was one of a mining town; while that is still the case today, we were both very impressed with the town and what it had to offer.*

*Well done everybody, your efforts were greatly appreciated by myself and many fellow passengers also commented to us on the town and the fabulous reception we all received.*

*Thank you  
Peter Milbourn"*

Mayor thanked the Manager Economic Development and Strategy and staff that assisted with the cruiseship visit.

**ITEM 10 REPORTS BY ELECTED MEMBERS WITHOUT DISCUSSION****10.1 Councillor Hooper**

Councillor Hooper attended the trip to Broome with Elected Members and Executive where they visited the Broome Airport and the Broome Visitor Centre. Councillor Hooper also attended the Matt Dann opening in the Mayor's absence. The local band that performed at the opening were great and Councillor Hooper believes they should be promoted to the North West Festival. Councillor Hooper congratulated the marketing team for organising the Matt Dann opening.

**10.2 Councillor Butson**

Councillor Butson attended the South Hedland Skate Park opening in the Youth Zone on Saturday.

**10.3 Councillor Gillingham**

Councillor Gillingham asked Mayor to explain how Elected Members can participate in Council Meetings via teleconference.

Mayor advised that Elected Members are able to attend Council Meetings via telephone or instantaneous communication. To participate via teleconference Elected Members need to make a request under item 18 of the agenda at a previous Council meeting. To be able to participate via teleconference Elected Members are required to be at least 150kms from Port Hedland and be in the state of Western Australia. The Town can organise venues in Perth for Elected Members who wish to attend meetings via teleconference.

Councillor Gillingham asked whether other local government Elected Members attend meetings via teleconference.

Mayor advised in the affirmative.

**ITEM 11 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS**

Nil

*Disclaimer*

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

**ITEM 12 REPORTS OF OFFICERS****12.1 Community and Development Services**

5:53pm Councillor Daccache declared an impartiality interest in item 12.1.1 'Proposed Final Adoption of Scheme Amendment No. 70 to the Town of Port Hedland Town Planning Scheme No. 5 on Lot 1227 Keesing Street Port Hedland' as he is a committee member of the Cooke Point Recreation Club.

Councillor Daccache did not leave the room.

5:53pm Mayor Howlett declared an impartiality interest in item 12.1.1 'Proposed Final Adoption of Scheme Amendment No. 70 to the Town of Port Hedland Town Planning Scheme No. 5 on Lot 1227 Keesing Street Port Hedland' as her partner is a volunteer committee member of the Cooke Point Recreation Club.

Mayor Howlett did not leave the room.

**12.1.1 Proposed Final Adoption of Scheme Amendment No. 70 to the Town of Port Hedland Town Planning Scheme No. 5 on Lot 1227 Keesing Street Port Hedland**

Ben McKay, Statutory Planning Officer  
File No. 18/09/0084

**DISCLOSURE OF INTEREST BY OFFICER**

Nil

**201415/197 RECOMMENDATION/ COUNCIL DECISION**

**MOVED: CR DACCACHE**

**SECONDED: CR HOOPER**

**That Council:**

- 1. Pursuant to Part 5 of the *Planning and Development Act 2005* adopt, without modification, Scheme Amendment No. 70 to Town Planning Scheme No. 5;**
- 2. Authorise the Mayor and Chief Executive Officer to execute three (3) copies of the amendment documents in accordance with the Town Planning Regulations 1967 (as amended) including the fixing of the Council's common seal; and**
- 3. Forward three (3) copies of the approved scheme amendment and associated documentation to the Western Australian Planning Commission.**

**CARRIED 6/0**

## EXECUTIVE SUMMARY

At the Ordinary Council Meeting of 26 March 2014, Council initiated a request from RPS Australia East Pty Ltd to amend the *Town of Port Hedland Town Planning Scheme No. 5 (TPS5)* by rezoning a portion of Lot 1227 Keesing Street, Port Hedland (subject site) from “Community” and “Residential R50” to “Mixed Business” (ATTACHMENT 1).

The applicant was required to submit a Traffic Impact Study and Infrastructure Capacity Report prior to the amendment being advertised.

The proposed scheme amendment was advertised in accordance with the Town Planning Regulations 1967.

No submissions were received from the public; as such it is recommended that Council adopt Scheme Amendment 68 without any modification.

## DETAILED REPORT

### *Site Description*

The subject site (Figure 1) is located within the Cooke Point area and is located on the corner of Keesing and Dempster Street. The proposed scheme amendment area comprises of 1.569 ha and is currently zoned “Community” and “Residential R50”.

The site is currently being used by the Cooke Point Recreation Club. The existing structures on the site include a two storey building, which comprises bar and function areas, dining rooms and gaming facilities, as well as two tennis courts, a bowling green and 60 car parks.

### *Consultation*

Consultation has been undertaken as per the requirements of the Planning and Development Act 2005 and the Town Planning Regulations 1967. The amendment was submitted to the Environmental Protection Authority (EPA) on 5 November 2014 for consideration. The Town was advised after consideration by the EPA that an assessment was not required.

Subsequently the amendment was advertised for 42 days, from 14 January 2015 to 25 February 2015 in the following:

- North West Telegraph;
- Council Website;
- Written notification to the following agencies:
- Pilbara Regional Council;
- Wedgefield Small Business association;
- Water Corporation;
- Pilbara cities;
- Department of Water
- Telstra;
- Optus; and

- Horizon Power
- Written notification to surrounding landowners as shown in Figure 2

Should Council approve the Town's officer's recommendation, as part of the document submission requirements to the Department of Planning (DoP) the Town is required to provide a "*Schedule of Submissions*".

This provides the DoP a summary of any submissions received and is provided as Attachment 3.

#### **FINANCIAL IMPLICATIONS**

The applicant has paid the prescribed fee of \$9,758.00 in accordance with the Town's Schedule of Fees and Charges

#### **STATUTORY AND POLICY IMPLICATIONS**

Strategic Community Plan 2014-2024

Section 2.1 of Council's Strategic Community Plan 2014 - 2024 is considered relevant to the proposal as this amendment seeks to address a shortage of housing & affordability within the Town by increasing the density of the subject site to allow for the development of high quality housing.

"Pilbara's Port City Growth Plan"

The proposed zoning "Mixed Business" is considered to align with the guiding principles of the Pilbara Port City Growth Plan. The zoning will permit the use of the land for:

- Neighbourhood Centre serving Port Hedland
- Mixture of high, medium density residential
- Hospitality / tourism.

#### **ATTACHMENTS**

1. Scheme Amendment Report (Under Separate Cover)
2. Schedule of Submissions
3. Figures 1 and 2 – Locality Plan

27 February 2015

**ATTACHMENT 2 TO ITEM 12.1.1****Attachment 2 – Schedule of Submissions**

<b>Correspondent</b>	<b>Submission (Summary)</b>
Department of water	"The DOW has reviewed the referral and considers the proposal acceptable from a water resource perspective"
Horizon Power	"No objection to the proposed development"
Water Corporation	<p>"The lot is able to be serviced from the adjacent water and sewer mains"</p> <p>"An existing sewer traverses the lot. The sewer should either be rerouted around the development area or the sewer protected via an easement, and a subdivision design that allows access to the sewer for maintenance"</p>
Pilbara cities	<p>The Pilbara cities vision seeks to grow the population of Port Hedland and this requires mixed business development options comprising of commercial, residential and lodging accommodation options to meet the needs of a growing and vibrant community.</p> <p>Further a strategic focus of the commission is to ensure the normalization of the housing market which includes supply and diversity in both accommodation and commercial form. As such the Pilbara development commission has no objections to the proposed rezoning to mixed business.</p>
Telstra	No objection
Optus	No Response



ATTACHMENT 3 TO ITEM 12.1.1

Attachment 3 – Location and Surrounding Landowner Notification Area

Figure 1 – Location Map



Figure 2 – Surrounding Landowner Notification Area





### 12.1.2 Delegated Planning, Building & Environmental Health Approvals and Orders for February 2015

Carly Thompson, Executive Assistant – Community & Development Services  
File No. 18/07/0002 & 07/02/0003

#### **DISCLOSURE OF INTEREST BY OFFICER**

Nil

#### **201415/198 RECOMMENDATION/ COUNCIL DECISION**

**MOVED: CR DACCACHE**

**SECONDED: CR HOOPER**

**That Council receive the Schedule of Planning and Building approvals and Environmental Health, Building and Planning orders issued by delegated authority and the listing of current legal actions for the month of February 2015.**

***CARRIED 6/0***

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#### **EXECUTIVE SUMMARY**

This item relates to the Planning and Building approvals and Environmental Health Orders considered under Delegated Authority for the month of February 2015.

#### **DETAILED REPORT**

A listing of Planning and Building approvals and Environmental Health, Building and Planning orders issued by the Town's Planning, Building and Environmental Health Services under Delegated Authority for the month of February 2015 are attached to this report. Further to Council's request a listing of current legal actions is also attached to this report.

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STATUTORY AND POLICY IMPLICATIONS**

Town of Port Hedland Delegation Register outlines the limitations of delegated authority and requires a list of approvals made under it to be provided to Council. This report is prepared to ensure Council is advised of the details of applications which have been dealt with under delegated authority.

Section 4.1 of the Strategic Community Plan 2014 – 2024 applies as the Town strives to be efficient and effective in use of resources, infrastructure, assets and technology.

**ATTACHMENTS**

1. Statistics for Building, Planning and Health Approvals for the month of February 2015.

5 March 2015

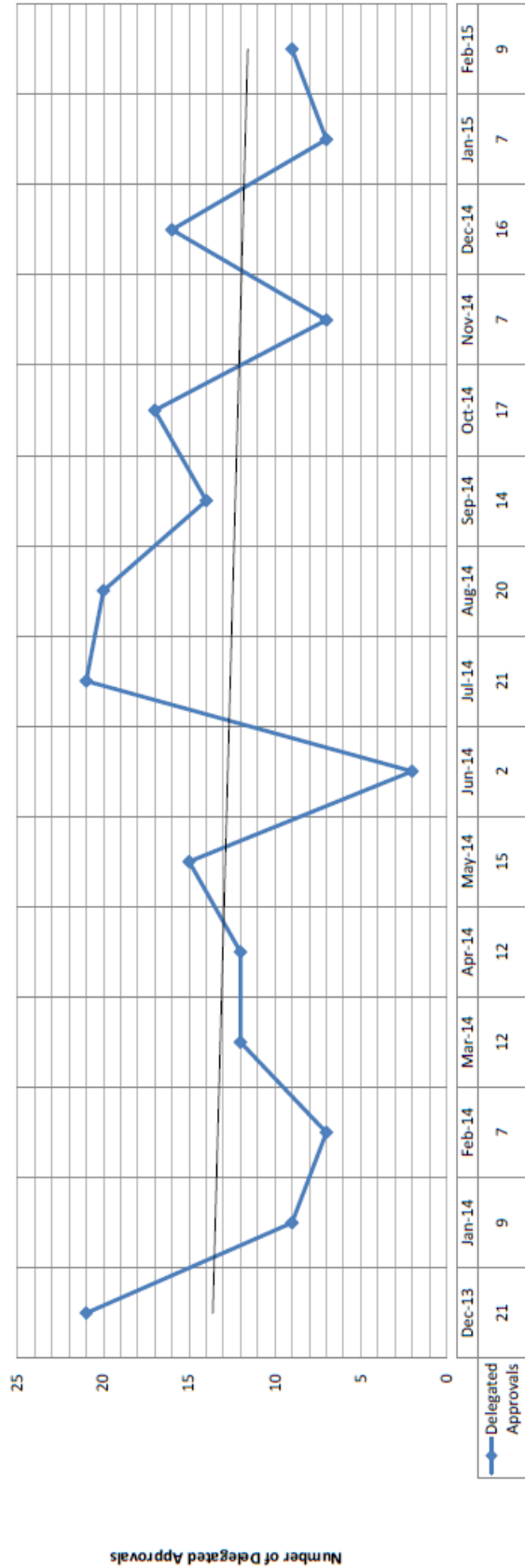
## ATTACHMENT 1 TO ITEM 12.1.2

## DELEGATED PLANNING APPROVALS FOR FEBRUARY 2015

APPLICATION NO.	DESCRIPTION	LOT	PROPERTY ADDRESS	DATE APPROVED	APPLICANTS NAME	DEVELOPMENT VALUE
2012/668.02	AMENDMENT TO APPLICATION 2012/668 - EXTENSION OF TIME	3173	2 BARROW PLACE SOUTH HEDLAND	11/02/2015	Emidio Pecchini	\$ -
2014/362	RETROSPECTIVE ADDITION TO CARETAKERS DWELLING	1029	4 RIDLEY STREET WEDGEFIELD	11/02/2015	RFF Pty Ltd	\$ 45,000.00
2015/007	PROPOSED WAREHOUSE, SHOWROOM AND INCIDENTAL OFFICE	210	17 STEEL LOOP WEDGEFIELD	18/02/2015	NORWEST BUILDING GROUP	\$ 800,000.00
2015/010	CHANGE OF USE TO INDUSTRY LIGHT AND PROPOSED WORKSHOP ADDITION	1024	20 PINNACLES STREET WEDGEFIELD	09/02/2015	Pound Planning & Land Development	\$ 15,000.00
2015/016	SINGLE HOUSE - CARPORT	4	7 CHARON PLACE SOUTH HEDLAND	09/02/2015	Christopher Andrew Amiradaki	\$ 14,000.00
2015/018	HIRE SERVICE (INDUSTRIAL) - RETROSPECTIVE ANCILLARY SEA CONTAINERS	335	2 HEMATITE DRIVE WEDGEFIELD	26/02/2015	NORWEST CRANE HIRE PTY LTD	\$ 10,000.00
2015/023	MOTOR VEHICLE AND/OR MARINE SALES AND HIRE - INCIDENTAL SHADE STRUCTURES	115	LOT 115 OXIDE WAY WEDGEFIELD	27/02/2015	ESAM WILLIAMS (IAIN WILLIAMS)	\$ 14,600.00
2015/024	STORAGE SEA CONTAINERS (INCIDENTAL ADDITION)	5991	LOT 5991 COTTIER DRIVE SOUTH HEDLAND	24/02/2015	RFF Pty Ltd	\$ 2,000.00
2015/026	2X SHADE STRUCTURES	831	LOT 831 SUTHERLAND STREET PORT HEDLAND	27/02/2015	TOWN OF PORT HEDLAND	\$ 762,000.00
<b>TOTAL 9</b>						<b>\$ 1,662,600.00</b>

**DELEGATED PLANNING APPROVALS FOR FEBRUARY 2015**

**Summary & Trendline of  
Town Planning Delegated Approvals**



**COUNCIL, DELEGATED & DAP PLANNING APPROVALS FOR FEBRUARY 2015**

Summary & Trendline of  
Town Planning Council, Delegated & DAP Approvals



**DELEGATED BUILDING APPROVALS FOR FEBRUARY 2015**

<b>BUILDING PERMITS</b>								
Permit Number	Decision Date	Property Address	Locality	Applicant	Description of Work	Estimated Construction Value (\$)	Floor area square metres	Building Classification
15-017	16.02.2015	2 MANNION PLACE	SOUTH HEDLAND 6722	REVE POOLS	BELOW GROUND SWIMMING POOL	\$ 45,000.00	32	10a
15-025	16.02.2015	9-11 GREENFIELD STREET	BOODARIE 6722	ANDREW SINGLETON	Boundary Fencing - 100m	\$ 15,000.00	0	10b
15-024	23.02.2015	1 HALL STREET	PORT HEDLAND 6721	Winfield Constructions Pty Ltd	Construction of Dwelling	\$ 673,981.00	415	1a
15-012	06.02.2015	11 SHRIKE WAY	SOUTH HEDLAND 6722	MEGARA CONSTRUCTION	Single Dwelling and Fencing	\$ 520,000.00	144	1a & 10b
15-018	16.02.2015	6 WRASSE CRESCENT	SOUTH HEDLAND 6722	MEGARA CONSTRUCTION	Single Storey Dwelling and Fence	\$ 509,000.00	144	1a & 10b
15-016	12.02.2015	UNIT W45/	01210 MINING TENEMENT	AUZTRANASSETS PTY LTD	Sole Occupancy Units, Kitchen/Diner, Laundries, Shade Structure, Water tanks, Sea container	\$ 1,750,000.00	1737	1b
15-022	17.02.2015	5550 SUTHERLAND STREET	PORT HEDLAND 6721	Custom Construction Group P/L	2 x New Storerooms additions to Existing building	\$ 57,000.00	22	7b
15-009	02.02.2015	LOT 11 AIRPORT	PORT HEDLAND 6721	GERRY MURPHY- JAXON PTY LTD	ADDITIONS/ALTERATIONS TO EXISTING AIRPORT	\$ 998,355.00	132	9b
15-010	20.02.2015	LOT 2791 BORONIA CLOSE	SOUTH HEDLAND 6722	CHEST CONSTRUCTIONS	Additions and Alterations to existing Child Care Facility	\$ 220,000.00	36	9b
<b>Total</b>	<b>9</b>					<b>\$ 4,788,336.00</b>	<b>2662</b>	

<b>TOWN OF PORT HEDLAND CERTIFICATION</b>	
Certificate Type	Number Issued
Certificate of Design Compliance	4
Certificate of Construction Compliance	
Certificate Building Compliance	
<b>TOTAL</b>	<b>4</b>

**OCCUPANCY PERMIT FOR FEBRUARY 2015**

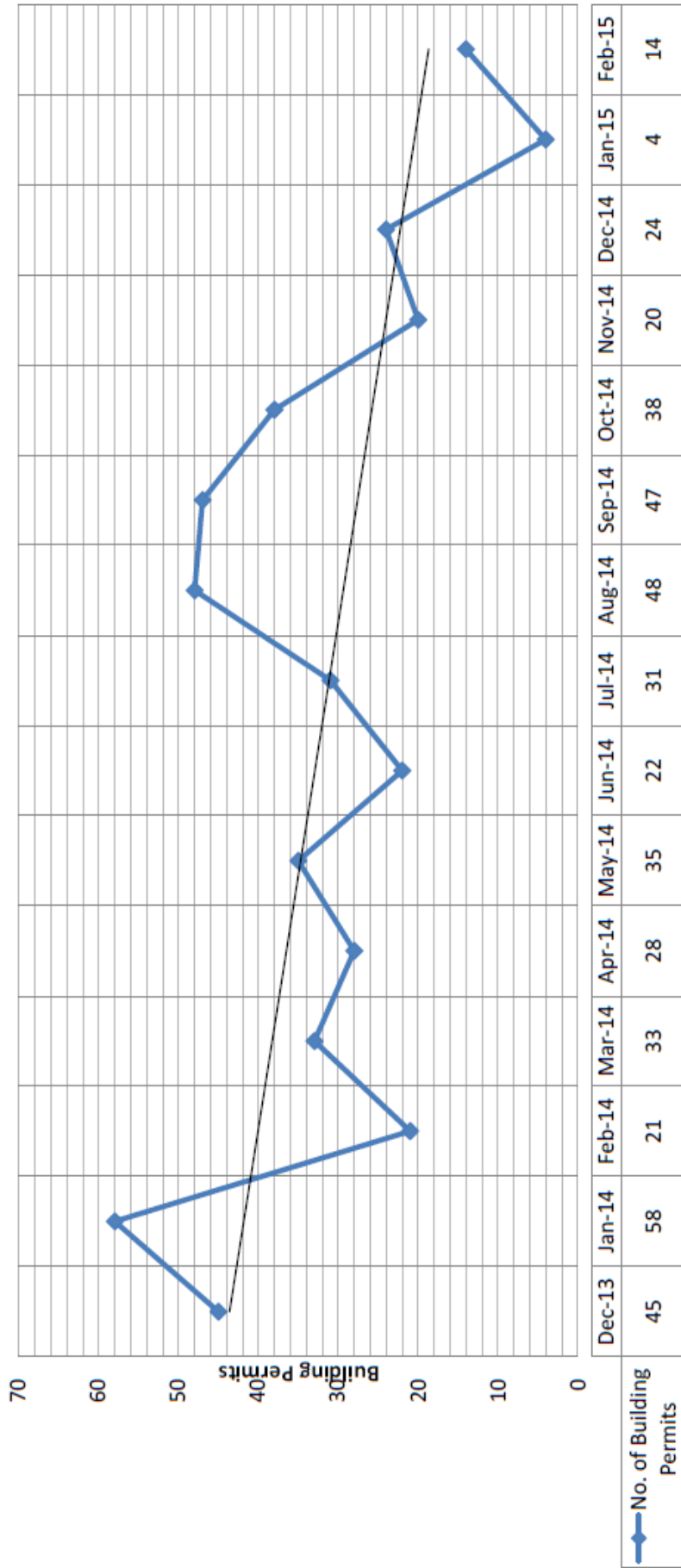
OCCUPANCY PERMIT			
Permit Number	Decision Date	Property Address	Description of Work
14-294	12/02/2015	Lot 76 The Esplanade	Fit out of Dome Coffee shop including offices and bedrooms
14-201	12/02/2015	Lot 1301 Port Authority Precinct	Office, Operations, and Maintenance Facilities
14-245	12/02/2015	Lot 2053 (77-95) Hamilton Road, South Hedland	2x laundry buildings, 160 units and renovation of 9 existing sole occupancy units - Stage C
<b>Total 3</b>			

**OVERVIEW SUMMARY FOR FEBRUARY 2015**

SUMMARY				
No of Permits	Permit Type	Estimated Construction Value	Floor Area in square metres	Average cost per square metre
1	Demolitions	\$76,560	372	\$205.81
4	Dwellings	\$3,452,981	2,440	\$1,415.16
1	Class 10a	\$45,000	32	\$1,406.25
1	Class 10b	\$15,000	0	N/A
3	Commercial	\$1,275,355	190	\$6,712.39
4	STRATA/OCCUPANCY	N/A	N/A	N/A
<b>14</b>		<b>\$4,864,896</b>	<b>3,034</b>	

**BUILDING APPROVALS FOR FEBRUARY 2015**

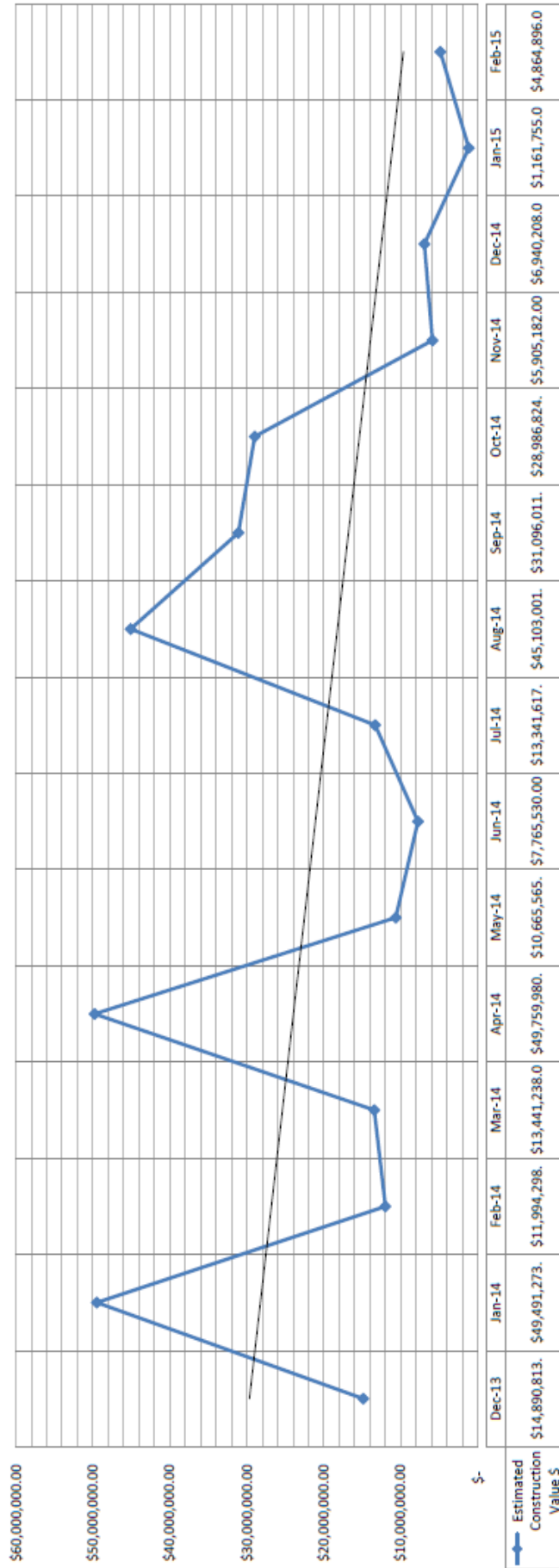
**Summary & Trendline for Building Permits**





**BUILDING APPROVALS FOR FEBRUARY 2015**

**Summary & Trendline of  
Estimated Construction Value of Building Permits Issued**



**Ranger Services Monthly Statistical Information**

2015	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	July-15	Aug-15	Sept-15	Oct-15	Nov-15	Dec-15	Year Total
Camping Jobs	0	4											
Cat Jobs	9	12											
Dog Jobs	78	67											
Fire Jobs	16	19											
Litter Jobs	22	30											
Livestock Jobs	0	2											
Off road Vehicles Jobs	0	0											
Parking Jobs	47	45											
Abandoned Vehicles Jobs	42	27											
Wildlife Jobs (Snakes etc)	10	9											
Dog Health Program	0	0											
Dogs Impounded	34	38											
Cats Impounded	5	13											
<b>Total Infringements</b>	<b>43</b>	<b>108</b>											
Animals Adopted	10	5											
<b>Fires Overtime Hrs</b>	<sup>10.5</sup> Unpaid 24.5	3.5											
Weekend Shifts O/T Hrs	44	32											
Overtime Hrs	<sup>18</sup> Unpaid 19	<sup>6</sup> Unpaid 21											
<b>*Total Jobs Attended</b>	<b>227</b>	<b>215</b>											

\*Total Jobs Attended not reflective of the following:-Patrols of parks, reserves, foreshores & pound duties.  
 NB: Cat Jobs relates to calls about lost, found, wanted, abandoned or feral trapped cats. Cats impounded relates to the total number of impounded cats.

## CURRENT LEGAL MATTERS FOR FEBRUARY 2015

CURRENT LEGAL MATTERS				
File No.	Address	Issue	Current Status	Officer
117650G	Lot 2505 # 7 Moorambine Street, Wedgefield	Unauthorised Residential Structures	Handed over to the attorney - 1st Hearing set for Friday 2nd August 2013 - Adjourned until 30th August 2013 - Adjourned until 18th October 2013 - Sentencing scheduled for 22nd November 2013 - Adjourned until 20th Feb 2014 - Sentencing scheduled for the 9th April 2014 - Adjourned until 9th May 2014 - Set down for trial on 2nd December 2014 - Trial adjourned until the 6th and 7th August 2015	BM
401840C	Lot 841 # 34 Sutherland Street, Port Hedland	Asbestos house dumped on reserve (Old hospital site)	- Trial on 11th March 2015	MS
154427G	Lot 16 # 59-61 Greenfield Street, South Hedland	Unauthorised use as a laydown and storage facility	Third mention scheduled for 20th March 2015	RS
130510G	Lot 5873 # 17 Schillaman Street, Wedgefield	Unauthorised Development (Illegal Dwelling on Council Land)	- Trial on 10th March 2015	MS
154426G	Lot 15 # (55-57) Greenfield Street, South Hedland	Unauthorised lay down and storage facility	Second mention on 8/4/2015	RS
118650C	Lot 1638 (18) Yanana Street, Wedgefield	Unauthorised development and use	Second mention on 6th March 2015	RS

### 12.1.3 Proposed Final Adoption of Scheme Amendment No. 73 to the Town of Port Hedland Town Planning Scheme No. 5 on Lot 5991 Cottier Drive South Hedland

Ben McKay, Statutory Planning Officer  
File No. 18/09/0087

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### 201415/199 RECOMMENDATION/ COUNCIL DECISION

MOVED: CR DACCACHE

SECONDED: CR MELVILLE

That Council:

1. Pursuant to Part 5 of the *Planning and Development Act 2005* adopt, without modification, Scheme Amendment No. 73 to Town Planning Scheme No. 5;
2. Authorise the Mayor and Chief Executive Officer to execute three (3) copies of the amendment documents in accordance with the Town Planning Regulations 1967 (as amended) including the fixing of the Council's common seal; and
3. Forward three (3) copies of the approved scheme amendment and associated documentation to the Western Australian Planning Commission.

**CARRIED 6/0**

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#### EXECUTIVE SUMMARY

At the Ordinary Council Meeting of 27 August 2014, Council initiated a request from Whelans to amend the Town of Port Hedland Town Planning Scheme No. 5 (TPS5) by rezoning Lot 5991 Cottier Drive, South Hedland (subject site) from "Parks and Recreation" Reserve and "Residential R20" to "Residential R40" (ATTACHMENT 1).

The proposed scheme amendment was advertised in accordance with the Town Planning Regulations 1967.

No submissions were received from the public; and it is recommended that Council adopt Scheme Amendment 68 73 without any modification.

At the Ordinary Council Meeting held on Wednesday 22 April 2015 (201415/221) Council amended the reference from 'Scheme Amendment 68' to 'Scheme Amendment 73'.

## DETAILED REPORT

### *Site Description*

The subject site (Figure 1) is located within South Hedland and has frontage to Cottier Drive. The site is partially occupied by the JD Hardie Youth Zone, has an area of approximately 8,600m<sup>2</sup> and is currently reserved for "Parks and Recreation".

### *Consultation*

Consultation has been undertaken as per the requirements of the Planning and Development Act 2005 and the Town Planning Regulations 1967. The amendment was submitted to the Environmental Protection Authority (EPA) on 17 February 2014 for consideration. The Town was advised after consideration by the EPA that an assessment was not required.

Subsequently the amendment was advertised for 42 days, from 16 April 2014 to 4 June 2014, 5 November 2014 to 17 December 2014 in the following:

- North West Telegraph;
- Council Website;
- Written notification to the following agencies:
  - Department of Water;
  - Department of Lands;
  - Pilbara Development Commission
  - Pilbara Regional Council
  - Port Hedland Chamber of Commerce
  - Water Corporation;
  - Telstra;
  - Optus; and
  - Horizon Power
- Written notification to surrounding landowners as shown in Figure 2

No public submissions were received (refer to Attachment 2 – Schedule of Submission).

## FINANCIAL IMPLICATIONS

The applicant has paid the prescribed fee of \$9,758.60 for the processing of the scheme amendment.

## STATUTORY AND POLICY IMPLICATIONS

*The Planning and Development Act 2005 and the Town Planning Regulations 1967*, provides the Council the authority to amend its Town Planning Scheme and establishes the procedure required to make this amendment.

Section 2.1 of Council's Strategic Community Plan 2014 - 2024 is considered relevant to the proposal as this amendment seeks to address a shortage of housing & affordability within the Town by increasing the density of the subject site to allow for the development of high quality housing.

### Pilbara's Port City Growth Plan

This amendment is consistent with the Pilbara's Port City Growth Plan as it seeks to rezone underutilised land to provide an orderly and adequate supply of affordable land. The amendment also seeks to increase the choice of affordable housing products and tenure options to cater for a diverse and permanent population within the Town. The Growth Plan identifies that subject site within South Hedland East as one of the four original neighbourhoods of South Hedland. This area is identified together with adjoining land to the south within Circular Road and Cottier Road and as a suitable area to be regenerated through redevelopment and infill.

### **ATTACHMENTS**

1. Scheme Amendment Report (Under Separate Cover)
2. Schedule of Submissions
3. Location Map and Surrounding Landowner Notification Area

20 February 2015

## ATTACHMENT 2 TO ITEM 12.1.3

**Attachment 2 – Schedule of Submissions**

<b>Correspondent</b>	<b>Submission (Summary)</b>
Department of water	“The DOW has reviewed the referral and considers the proposal acceptable from a water resource perspective”
Horizon Power	“No objection to the proposed development”
Water Corporation	<p>“The developer is to liaise with the Corporation with respect to the water supply service extension from the existing nearby 150mm water main”</p> <p>“A 150mm sewer exists along the northern boundary of the Lot. Although the receiving Wastewater pump station is at/near capacity, the Corporation will facilitate improvements, allowing development to proceed”</p> <p>“The developer is to fund reticulation upgrades and extensions (pipes under 300mm)”</p>
Department of Lands	No Response
Pilbara Development Commission	No Response
Pilbara Regional Council	No Response
Port Hedland Chamber of Commerce	No Response
Optus	No Response
Telstra	No Response



**ATTACHMENT 3 TO ITEM 12.1.3**  
**Attachment 3 – Location Map and Surrounding Landowner Notification Area**

Figure 1 – Location Map



Figure 2 – Surrounding Landowner Notification Area





### 12.1.4 Proposed Final Adoption of Scheme Amendment No. 75 to the Town of Port Hedland Town Planning Scheme No. 5 on Part Lot 550 Hedditch Street South Hedland

Ben McKay, Statutory Planning Officer  
File No. 18/08/0088

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### 201415/200 RECOMMENDATION/ COUNCIL DECISION

MOVED: CR HOOPER

SECONDED: CR MELVILLE

That Council:

1. Pursuant to Part 5 of the *Planning and Development Act 2005* adopt, without modification, Scheme Amendment No. 75 to Town Planning Scheme No. 5;
2. Authorise the Mayor and Chief Executive Officer to execute three (3) copies of the amendment documents in accordance with the Town Planning Regulations 1967 (as amended) including the fixing of the Council's common seal; and
3. Forward three (3) copies of the approved scheme amendment and associated documentation to the Western Australian Planning Commission.

**CARRIED 6/0**

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#### EXECUTIVE SUMMARY

Council at its ordinary meeting held on 10 October 2014 resolved to initiate a request from Whelans to amend the *Town of Port Hedland Town Planning Scheme No. 5 (TPS5)* by rezoning part Lot 550 Hedditch Street, South Hedland (the site) from "Community" zone to "Mixed Business" zone (ATTACHMENT 1).

The application has been forwarded to the Environmental Protection Authority (EPA) and advertised in accordance with the Town Planning Regulations 1967.

It is recommended that Council adopt Scheme Amendment No. 75 without any modification.

## DETAILED REPORT

### *Site Description*

The site is located at Lot 550 Hedditch Street, South Hedland opposite the Medical Centre to the east and the Art Studio to the north. The South Hedland Lawn Bowls and Tennis Club are located south of the Scheme Amendment area on the same site.

The site has an approximate area of 4,285m<sup>2</sup> and is currently zoned "Community". The site is owned by the State of Western Australia with a Reserve Management Order 37820 to the Town of Port Hedland for use as "Recreation Club Premise and Childcare".

### *Consultation*

Consultation has been undertaken as per the requirements of the Planning and Development Act 2005 and the Town Planning Regulations 1967. The amendment was submitted to the Environmental Protection Authority (EPA) on 29 October 2014 for consideration. The Town was advised after consideration by the EPA that an assessment was not required.

Subsequently the amendment was advertised for 42 days, from 26 November 2014 to 14 January 2015 as follows:

- North West Telegraph;
- Council Website;
- Written notification to the following agencies:
- Main Roads;
- Department of Lands;
- Water Corporation;
- Pilbara cities;
- Department of Water
- Telstra;
- Optus; and
- Horizon Power
- Written notification to surrounding landowners as shown in Figure 2

No objections have been received as a result of the above advertising or circulation. However the Drug and Alcohol office have commented as follows (summarized):

*"The Town may want to consider the impact of liquor stores and especially larger liquor stores that may encourage bulk buying".*

*"A number of local governments have experienced community concern regarding harm associated with packaged liquor and are now seeking options to allow for these considerations, including amending their town planning schemes to allow more control over where some venues are permitted to operate".*

The comments received by the Drug and Alcohol Office have merit and reflect a growing need in preventing and reducing the adverse impacts of alcohol within the community. In the interest of orderly and proper planning it would not be appropriate to address this matter through the current scheme amendment, rather calls for a holistic approach for all land uses that have potential to serve alcohol. This would be best achieved as part of the Town Planning Scheme review currently being undertaken.

#### **FINANCIAL IMPLICATIONS**

The applicant has paid the prescribed fee of \$9,758.60 for the processing of the scheme amendment.

#### **STATUTORY AND POLICY IMPLICATIONS**

*The Planning and Development Act 2005 and the Town Planning Regulations 1967*, provides the Council the authority to amend its Town Planning Scheme and establishes the procedure required to make this amendment.

#### Strategic Community Plan 2014-2024

Section 2.1 of Council's Strategic Community Plan 2014 - 2024 is considered relevant to the proposal as this amendment seeks to address a shortage of housing & affordability within the Town by increasing the density of the subject site to allow for the development of high quality housing. This amendment seeks to develop Council held land for residential housing.

#### Pilbara's Port City Growth Plan

##### 2.2 City Growth Themes

##### 3. Housing Diversity & Land Supply Capacity

"Providing an orderly and adequate supply of affordable land along with increased choice in affordable housing products and tenure options to cater for a diverse and permanent population".

#### Planning Comment

The proposed Scheme Amendment is consistent with the Growth Plan which seeks to increase the supply of affordable housing options.

#### **ATTACHMENTS**

1. Scheme Amendment Report (Under Separate Cover)
2. Schedule of Submissions
3. Location Map and Surrounding Landowner Notification Area

6 March 2015

## ATTACHMENT 2 TO ITEM 12.1.4

**Attachment 2 – Schedule of Submissions**

Correspondent	Submission (Summary)											
Department of water	"The DOW has reviewed the referral and considers the proposal acceptable from a water resource perspective"											
Horizon Power	"No objection to the proposed development"											
Water Corporation	<p>"Water and waste water mains are located in Hedditch Street and hence Part lot 550 can be serviced."</p> <p>"Upgrade or extension of local components of the system may be required and are to be negotiated with the water Corporation at the building application stage. The upgrade will be at the developers cost."</p> <p>"Considering the above, in conjunction with general climatic changes, water efficiency is an extremely high priority in all development proposals, and should be accompanied by a water management plan that includes appliance labelling standards, incentives for occupants to be water efficient, garden and irrigation design, leak detection maintenance and opportunities explored for recycling."</p>											
Department of Education	"The Mixed Business zone should not contain any type of liquor outlet due to the close proximity of the Hedland College to the proposed development area."											
Drug and Alcohol Office	<p>Regarding land use types that have the potential to sell and supply alcohol, the Zoning Table on page 12 and 13 of the Town Planning Scheme indicates the transition from 'Community' to 'Mixed Business' allows for the development of the following:</p> <table border="1"> <thead> <tr> <th rowspan="2">Land use type</th> <th colspan="2">Permitted use</th> </tr> <tr> <th>Community (current)</th> <th>Mixed Business (proposed)</th> </tr> </thead> <tbody> <tr> <td>Hotel</td> <td>– a development that is not permitted by the Scheme.</td> <td>SA the development is not permitted unless the Council has granted planning approval after giving notice</td> </tr> <tr> <td>Shop</td> <td>IP the development is not permitted unless the use to which it is put is incidental to the</td> <td>P the development is permitted by the Scheme.</td> </tr> </tbody> </table>	Land use type	Permitted use		Community (current)	Mixed Business (proposed)	Hotel	– a development that is not permitted by the Scheme.	SA the development is not permitted unless the Council has granted planning approval after giving notice	Shop	IP the development is not permitted unless the use to which it is put is incidental to the	P the development is permitted by the Scheme.
Land use type	Permitted use											
	Community (current)	Mixed Business (proposed)										
Hotel	– a development that is not permitted by the Scheme.	SA the development is not permitted unless the Council has granted planning approval after giving notice										
Shop	IP the development is not permitted unless the use to which it is put is incidental to the	P the development is permitted by the Scheme.										

<p><b>Entertainment venue</b></p>	<p><b>SA</b> the development is not permitted unless the Council has granted planning approval after</p>	<p><b>SA</b> the development is not permitted unless the Council has granted planning approval after giving notice in accordance with</p>
<p><b>Restaurant</b></p>	<p><b>IP</b> the development is not permitted unless the use to which it is put is incidental to the</p>	<p><b>AA</b> the development is not permitted unless the Council has granted planning approval.</p>

With the exception of 'Shop' which could allow liquor stores to be established in the precinct, the cautious planning approach regarding licensed premises' development is acknowledged.

Given the ability for this proposal to expand the Town's alcohol-related land use sites such as liquor stores and to a lesser extent, hotels, restaurants and cafes, the Town may wish to provide itself with greater flexibility to respond to current and future unanticipated issues that may present in relation to a planning application that will permit the sale and supply of alcohol.

Such an approach would not hinder the approval of such a use if desired, but rather establish appropriate checks and balances as part of a whole of organisation approach aligned with community amenity, safety and wellbeing goals reflected in the Town of Port Hedland's Strategic Community Plan 2014-2024.

The following outlines what areas the Town may wish to consider:

1. Based on the experience of other locations, in the case of 'hotel', 'entertainment venue' and 'restaurants', unanticipated circumstances could include:
  - Impact on amenity given proximity of residential land use.
  - Future cumulative amenity and violence impact of having multiple outlets located nearby each other and impact on infrastructure, amenity and antisocial behaviour once patrons leave the venues.
2. Often local governments only give attention to alcohol planning in a night time economy context. However, the impact of other licences not usually associated with the night time economy is also an important consideration. In this regard, another area that the Town may want to consider is the impact of liquor stores and especially larger liquor stores that may encourage bulk buying. Under the current

	<p>proposal, given there is no definition for a liquor store in the Local Planning Scheme, liquor stores would be permitted as a 'shop' use.</p> <p>3. A number of local governments have experienced community concern regarding harm associated with packaged liquor and are now seeking options to allow for these considerations, including amending their town planning schemes to allow more control over where some venues are permitted to operate.</p> <p>4. If the Town considers the potential for harm associated with packaged liquor as a relevant priority, and to provide greater flexibility with regard to future development of liquor outlets, the following changes as part of a scheme amendment may be of relevance. The following is in line with the available options outlined in the 'Local Government Town Planning Guideline for Alcohol Outlets' resource:</p> <p>a) Create a new definition for Liquor Store and exclude Liquor Stores from falling under the definition of a shop. Example definitions include:</p> <ul style="list-style-type: none"> <li>• 'Liquor Store' means premises licenced as a liquor store under the Liquor Control Act (1988), providing for the sale of packaged liquor for consumption off premises.</li> <li>• 'Shop' means premises wherein goods are kept, exposed or offered for sale by retail or within which services of a personal nature are provided (including a hair dresser, beauty therapist or manicurist) but does not include a showroom, liquor store or fast food outlet.</li> </ul> <p>b) Create a new definition for a small bar. For example:</p> <ul style="list-style-type: none"> <li>• 'Small Bar' means premises licenced as a small bar under the Liquor Control Act and used to sell liquor for consumption on the premises, but not including the sale of packaged liquor; and with the number of persons who may be on the licence premises limited to a maximum of 120.</li> </ul> <p>c) Amend the 'use table' to include 'liquor store' and 'small bar' as defined above with symbols used to cross reference those uses under 'mixed business' as SA, IP or- as defined in the TPS.</p> <p>d) The size of the liquor store permitted could be controlled by considering two separate definitions, shown below, and appropriately controlling their implementation via the use table by listing. For example, 'Liquor Store - Small' as 'SA' and 'Liquor Store - Large' as '-':</p> <ul style="list-style-type: none"> <li>• Liquor Store - Small means premises with a net lettable area not exceeding 300m<sup>2</sup> which are subject to, or will require, a liquor store licence under the Liquor Control Act (1988) (WA).</li> <li>• Liquor Store - Large means a premises with a net lettable area exceeding 300m<sup>2</sup> which are subject to, or will</li> </ul>
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	<p>require, a liquor store licence under the Liquor Control Act (1988) (WA).</p> <p>*However, it is important to note that the number 300m<sup>2</sup> is arbitrary and should be considered in relation to the unique contextual characteristics of the Town of Port Hedland.</p> <p>5. Further information regarding alcohol-related harms associated with particular alcohol-related land uses and other matters relevant to the issue of town planning and alcohol management is available in the resource titled 'Local Government Town Planning Guideline for Alcohol Outlets' on request.</p>
Main Roads	No Objection
Optus	No Objection
Telstra	No Objection
Department of Lands	No comment
Pilbara Cities	No comment

**ATTACHMENT 3 TO ITEM 12.1.4**  
**Attachment 3 – Location Map and Surrounding Landowner Notification Area**

Figure 1 – Location Map



Figure 2 - Surrounding Landowner Notification Area





### 12.1.5 Port Hedland Visitor Centre: Financial Quarterly Review of the First Quarter being October to December 2014

Brie Holland, Economic Development and Strategic Planning Coordinator  
File No. 05/09/0017

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### 201415/201 RECOMMENDATION/ COUNCIL DECISION

**MOVED: CR MELVILLE**

**SECONDED: CR HOOPER**

**That Council receive the financial report from FORM Contemporary Arts and Crafts for the management of Port Hedland Visitors Centre of the second quarter being October to December 2014.**

**CARRIED 6/0**

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#### EXECUTIVE SUMMARY

The purpose of this report is for Council to review the financial and general operations of the Port Hedland Visitor Centre ("PHVC"), managed by FORM Contemporary Arts and Crafts ("FORM") for the second quarter from October – December 2014. More specifically, this report puts forward the reporting requirements outlined in clauses; 6.3 (2) submission of an annually audited financial report and 23.2 quarterly reporting detailed in the Management Agreement between FORM and the Town of Port Hedland ("ToPH").

This item was presented to the Audit & Finance Committee on Wednesday 18 February 2015 however due to a financial interest a quorum was lost and the item could not be considered.

It is anticipated that FORM will present to Council in April 2015 to outline initiatives and responses to the proposed new KPI's outlined as part of the contract extension (as resolved by Audit and Finance Committee 19 November 2014).

#### DETAILED REPORT

The PHVC is carrying a surplus of \$29,088 ending 31 December 2014. The full list of activities are reflected in the 201415 Quarter Operational Report October – December (attachment one) and the Profit and Loss report October – December (attachment two), please see the summary as per contractual Quarterly Report *clause 23.2* below:

QUARTERLY SUMMARIES OCTOBER – DECEMBER 2014	
	OCTOBER – DECEMBER 2014
1. Income and expenditure statements for the relevant period.	

Total Earned Income* * includes management fee/ \$85,388	\$184,124
Total Expenditure	\$177,611
Net Profit/ (Loss)	\$ 6,513
2. A statement of variations between the Operating Budgets and the year to date figures.	In surplus.
3. A statement of the capital expenditure items and maintenance items.	
Capital Expenditure	Nil
Repairs and Maintenance	All maintenance issues resolved
4. A statement of marketing expenses, programs and initiatives for the Centre for the relevant period.	\$14,877 Total
5. A report on incidents in the Centre for the relevant period for which claims are or may be made against the Town or the Contractor, and other relevant details concerning insurances.	Increased spike in shoplifting.  Resolution: security monitors installed, Time limitation placed on Wi-Fi and Rear Exit locked as standard.  Investigating cost of magnetic technology and alarm systems.
6. Advice on prevailing market conditions and the settling of fees and charges for the relevant period.	Small reduction in Visitor Traffic, same time the previous year. Increase in a greater degree of engagement of visitors by staff.
7. Customer feedback received for the Centre for the relevant period.	No complaints.
8. Any negligent damage caused to the Centre or the assets of the Centre must be reported, including any damage caused by the Contractor its agents, employees and subcontractors for the relevant period.	Nil
9. Reporting in relation to the KPI's established in <b>Annexure 2 (Key Performance Indicators and Operating Budget)</b> as part of the Contract	
Management Fee (Town to Contractor) (*no variation is acceptable) <b>July 2014 – June 2015</b> \$341,550 per annum; \$85,387.50 per quarter*	Achieved
Centre membership Secure a minimum of 25 memberships / at a cost reasonable for market	48% of target met FORM has heavily advertised membership since the start of their management term.

demand (initially estimated at \$100) per financial period.	
Town and BHP Billiton Partnership Funds \$102,000: Start Up costs 1st year: Oct 2012 - June 2013	Achieved
Expense recovery suggestion	Not applicable, the PHVC is in surplus.
Minimum Staffing x3	Achieved:  Visitor Centre Manager – Natasha Fry Visitor Centre Support Officer – Francesca Lines Visitor Centre Support Officer – Sue McMahan Administration support for accounting, purchasing and promotional activities from the FORM HQ in Perth.
Centre Operations Manual	Achieved
Opening hours Peak: May – September M – F: 9am – 4.30pm Sat: 9 – 2pm Sun: 9 – 2pm	Achieved  M – F: 9am – 5pm Sat : 9am – 2pm Sun : 9am – 2pm
Consultation group:  Contractor to consult with suggested parties at its discretion during the term of the tenure.	PENDING. A steering committee will formed in order to strategise how to further leverage off visitations to Port Hedland. Membership will extend to the Pilbara Development Commission, not originally listed in the suggested invitation for membership.
Western Australian Visitor Centre Accreditation Program	Achieved: 15 August 2013 – the first visitor Centre in the Pilbara.  PHVC continues to maintain the Level One Tourism Accreditation and T-Qual accreditation.
Encourage the Centre to be part of the regional school's curriculum and education program.	To be programmed.
Banger's Bungalow Business Enterprise Centre	Contract to be updated; inconsistent with the Courthouse Gallery report which says that it can't be used
Tours Marketing two (2) tours per week	Achieved; 1. Local History and Town Tour – operating each Monday and Friday, coordinated by Julie Hunt.

	<p>2. BHP Billiton Iron Ore Tour – operating each Tuesday and Thursday.</p> <p>As a comparison the BHP Industry tour uptake has increased by nearly 40% compared to the same quarter in 2013.</p>
<p>Cruise Ship Welcome Day Coordination (PART)</p> <p>Has the discretion to alter the operations plans and budgets to include this additional service outside of the original RFP scope. This activity will be managed in a way that is at the discretion of FORM as to what is manageable.</p>	<p>Achieved.</p> <p>Arrivals for 2014/ 2015  Sunday 2 November 2014  Saturday 28 February 2015  Wednesday 11 March 2015  Saturday 4 April 2015</p> <p>The Visitor Centre in association with Tourism WA and the Port Hedland Port Authority will conduct a <i>Cruise Ready</i> workshop inviting all interested Hedland business members, before the next visit to introduce concepts of shore-based activities and tourism experiences that would satisfy the appetite of the cruise ship.</p>
Port Hedland International Airport coordination.	Budget yet to permit.
Efficiency	
<p>Patronage</p> <p>Maintain 50% interaction of walk in patrons to service staff</p>	<p>Achieved.</p> <p>Oct: 1,360, November: 1,978 and December: 208.</p>
<p>Call abandonment</p> <p>Maximum call abandon rate 10%</p>	<p>Achieved, the Visitor Centre receives an average of 19 per day, all attended to.</p>
<p>Call waiting</p> <p>Average call waits not to exceed 2 minutes</p>	<p>Achieved, the Visitor Centre receives an average of 19 phone based enquiries per day, 100% attended to.</p>
<p>Brochure</p> <p>Maintain brochure racking space including brochure stock, initiate reorder when numbers are under 10.</p>	<p>Achieved.</p>
<p>10. Reporting on items listed in <b>Annexure 3</b></p>	
<p>Provide statistics on a quarterly basis to Town in relation to the number of contacts at the Centre through the following points:</p>	
By Mail	<p>Mail-based enquiries are infrequent, receive 4 items per day; they are attended to within one business day.</p>

By Email	15 email enquiries are received each day; responses are given within one business day.
On-line	The Port Hedland Visitor Centre website <a href="http://www.visitporthedland.com">www.visitporthedland.com</a> is consistently updated with local information, events, tours and attractions.
Industry contacts - Product briefings Brochure distribution	Achieved. Dedicated tourism brochures have been developed to profile the history of the town and the activities for the traveler with two and three days. An insider's guide has also been printed. All documents are provided to the visitor without cost. This type of documentation sets the Port Hedland Visitor Centre apart from other Pilbara based visitor centres. Discoverer's Journal: <a href="http://www.form.net.au/files/A_Discoverers_Journal.pdf">http://www.form.net.au/files/A_Discoverers_Journal.pdf</a> 2 Day Guide: <a href="http://www.form.net.au/files/2Day_guide.pdf">http://www.form.net.au/files/2Day_guide.pdf</a> 5 Day Guide: <a href="http://www.form.net.au/files/5day_gui">http://www.form.net.au/files/5day_gui</a> An Insider's Guide: <a href="http://www.form.net.au/sites/default/files/Insiders_Guide_.pdf">http://www.form.net.au/sites/default/files/Insiders_Guide_.pdf</a>
Customer complaints and resolutions	Nil
Staff Training	Achieved: continuous improvement daily
11. Any information on the Centre and this Contract reasonably required, and requested in writing, by the Town.	
	See attachment 1 for the full written overview of operations at the PHVC during July - September 2014.

On Wednesday 19 November 2014 the Audit and Finance Committee resolved the following (201415/012, part, unconfirmed minutes):

*"...2. Recommend to Council to approve to extend the current contract with FORM for an additional term of up to two years, subject to agreeable management fee negotiations carried out by the CEO or his delegated officer and provided the Town gives FORM written notice of its intention to put into effect the initial extension at least three months prior to the expiry of the initial contract term (as per current contractual terms) subject to successful negotiations of the following:*

- *Management of all activities associated with the cruise ship visits*
- *Establishment of Key Performance Indicators*
- *Establishment of a Community reference group*
- *Development of Indigenous tourism products*
- *Development of a Port Hedland promotion campaign”*

Currently the Town and FORM are working towards a mutually agreeable outcome which supports the resolution previous set out by the Audit and Finance Committee. It is anticipated that FORM will formally present options to Council in April 2015.

The following assemblies were consulted in order to complete this agenda item;

Town of Port Hedland

- Economic Development and Strategic Planning unit

External

- FORM Contemporary Arts and Design Management team

#### FINANCIAL IMPLICATIONS

Council’s 2014/2015 budget contains an allowance of \$353,504 per annum for the contract management of the PHVC, payable quarterly.

#### STATUTORY AND POLICY IMPLICATIONS

*Strategic Community Plan 2014 – 2024*

This report aligns with the strategic theme and associated performance indicators within the current *Strategic Community Plan 2014 - 2024*. This proposed project falls under the strategic theme of 2. Supporting a diverse economy:

		Success Indicators
2.2	Develop Port Hedland’s tourism industry, facilitate increased accommodation offerings and position Port Hedland as a unique destination.	Increased tourism opportunities and accommodation offerings.

*Local Government Act 1995 (WA) Section 5.17(c)(i)* – Limits on delegation of powers and duties to certain committees.

**ATTACHMENTS**

1. Quarterly Operational Report October - December 2014
2. Profit and Loss Statement Period Ending December 2014
3. Destination Guide Prospectus

03 March 2015

## QUARTERLY OPERATIONS REPORT – PORT HEDLAND VISITOR CENTRE

December 2014

**Income and Expenditure statements for the Port Hedland Visitor Centre for this reporting period** (please see attached).

### Repairs and Maintenance

*The following repairs and maintenance were carried out during the October to December period:*

Date	Issue	Responsibility	Action
November	Lock unhinged on female toilet door	Town of Port Hedland	ToPH maintenance team repaired lock
November	Native garden reticulation loss of pressure	Town of Port Hedland	Maintenance of native garden reticulation
December	Power turned off to reticulation controller for garden beds	Town of Port Hedland	Fix power connection to controller

### Incident Reporting/ Damage

With the number of visitors passing through the visitor centre, especially during the peak season, shoplifting has become an issue that requires serious attention. The demographic of visitors to the centre includes high risk groups such as backpackers, nomads and Indigenous community visitors.

Even though staff is the store floor when visitors are here it is not always possible to observe each person when attending to an enquiry or providing other assistance to our consumers.

From our recent stocktake we noted that a range of products had been stolen. These include books and maps which can easily be slipped in-between brochures visitors collect, smaller items such as postcards, magnets, badges and spoons, gift items such as jewellery and designer sunglasses, along with general merchandise like notebooks, soaps and candles.

In recent months, we have had a number of more expensive items that have been stolen, including hats and a leather bag along with a selection of Men's fragrance gift products.

In order to combat this issue the Visitor Centre has put in place a number of security measures:

- Security mirrors installed;
- Time limitation placed on WiFi
- Rear exit locked as standard

Further investigation is being undertaken into security systems that rely on magnetic technology and alarm systems to reduce the incidence of shoplifting in the new season.

## ATTACHMENT 1 TO ITEM 12.1.5



**Total Attendance Trend for Port Hedland Visitor Centre**

	Walk in Attendance	Cruise Ship Attendance	Total
January	298	0	298
February	406	750	1,156
March	503	2,300	2,803
April	489	0	489
May	992	0	992
June	1297	0	1,297
July	2225	0	2,225
August	2644	0	2,644
September	1719	0	1,719
October	1360	0	1,360
November	478	1,500	1,978
December	208	0	208
<b>TOTAL</b>			<b>17,169</b>

Breakdown	Month	Visitors – 2013	Visitors – 2014
Visitor Centre Attendance	October	1,197	1,360
Visitor Centre Attendance	November	2,360 (1,500 cruise ship)	1,978 (1,500 cruise ship)
Visitor Centre Attendance	December	528	208
<b>Combined Attendance</b>	<b>Fourth Quarter</b>	<b>4,085</b>	<b>3,546</b>

**Attendance comparison (Calendar year)**

Year	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Total
2013	1,027	3,761	4,894	4,085	11,640
2014	4,257	2,225	6,588	3,546	17,169

*The final quarter for 2014, brought to an end a great couple of years for the FORM management of the Visitor Centre. The year 2014 saw steady build in visitor numbers and, while environmental impacts such as flooding at Exmouth saw a slow start to the 2014 tourist season, visitor numbers were increased across the year.*

Importantly, increased traffic to the Visitor Centre was complemented with a greater degree of engagement which manifested in increased tour numbers and consistently positive feedback about the level of service provided within the Centre. This combination of increasing numbers with increasing engagement offers a solid base from which to further develop tourism experiences capitalising on the culture, heritage and resources of the Port Hedland region into the future.

In this last season as the tourist season came to a close we have seen a small reduction in local visitation and retail expenditure compared to the previous year. This can be attributed to a changed climate locally and a significant reduction in the local population, as well as a loss of job security across many of the typically high spending sectors.

Visitor numbers however consistently increased from the previous year and feedback from visitors was resoundingly positive. The demographic trends are as expected, this season bringing road-based travellers to the fore. The 'grey nomad' represents 80% of visitors to the Centre across the year. Backpackers present as a constant number of visitors – on average around 40 per week, with locals and family of locals representing the other 10% of visitors.

#### Operations Reporting

The following provides trends for standing operational activities and enquiries within the Visitor Centre over the quarter.

Tour	October – daily average	November – daily average	December – daily average	Combined total
Telephone enquiries	22	20	16	1,740
Mail enquiries	3	5	4	360
Email enquiries	11	19	16	1380

#### Tourism Development - The Next Steps

There is an established need for the development and promotion of tourism product within the Pilbara, which has most recently been articulated in the Pilbara Tourism Product Development Plan. In order to capitalise on the assets of our region, and contribute to the economic diversification and opportunity, tourism strategies need to be developed that cater to existing tourists, while also generating or converting new visitors to the region.

It has been identified at a local, state, and national level that Australian regional tourism needs to capitalise on a broader visitor economy (not just leisure tourists) and the unique assets that regional areas have to offer (See Tourism 2020, State Government Strategy for Tourism in Western Australia, and Pilbara

*Tourism Product Development Plan). Furthermore, at a state level, Tourism WA have identified increasing contributions from business travellers and increasing the visitors to regional Western Australia as strategic pillars for the growth of the industry (see State Government Strategy for Tourism in Western Australia).*

*As domestic tourism has been in decline over the last 10 years, this is also a strategic area of focus for state and national tourism campaigns (see The Jackson Report Informing the National Long-Term Tourism Strategy).*

*FORM proposes to develop a new program called the Pilbara Cultural Tourism Product Initiative (PCTPI). The Pilbara Cultural Tourism Product Initiative takes a holistic approach to marketing the Pilbara region as a desirable and realistic tourism option for Australian travellers. Through the production of a variety of cultural tourism products the initiative will reach out to new audiences, whilst ensuring existing visitors to the region have a rich, fulfilling experience.*

*FORM understands that in order to increase and extend visitation to the Pilbara (beyond just a business trip, for example) we must do more than offer high-quality customer service and products to customers arriving at our Visitor Centre in Port Hedland; we need to conduct outreach to new audiences, exposing the Pilbara as a desirable and accessible destination. Fundamental to delivering this is our ability to capitalise on the existing and extensive program that FORM delivers in the Pilbara. The outcomes of FORM's artistic residency program themselves create persuasive tourism promotional experiences.*

*As an example, A Land I Never See, is a carefully curated, experiential exhibition which will recreate the Pilbara in the eyes of people who have little knowledge of its assets and highlights. The artists participating in this exhibition completed long-term residencies in the Pilbara, exploring many destinations across the region. Based on their passion for and connection to this region the artists have created a body of work that transports the viewer into a sensory experience of the region. It is individuals' authentic and meaningful experiences like this that form the most compelling reasons for people to visit the Pilbara as a tourist. It is for this reason we believe that the tour of this exhibition to Perth and Melbourne will do more to excite and entice new visitors to the region than any direct advertising campaign.*

*Additionally, the development of complementary printed and digital tourism product will offer value to visitors and potential tourists by promoting the region through a well-executed series of film, brochures and interpretive signage. This will allow visitors to carefully plan their upcoming journey, and will also allow visitors on the ground to have access to the unique and exciting experiences promised in a showcase like A Land I Never See. Furthermore, the creation of new and carefully curated artistic and cultural experiences upon arrival in Port Hedland and the Pilbara will offer unique opportunities to visitors and new economic opportunities to Pilbara residents.*

*The development of this cultural tourism product to service visitors specifically addresses two of the key short-term priorities of the Pilbara Development Commission's Pilbara Tourism Product Development Plan:*

- *Regional/ Destination Marketing*
- *Regional Tourism Trails*



*Illustration, signage, and education about established arts and cultural networks will enhance visitor numbers to areas that are established and equipped to receive guests; for example the development of an Arts and Culture trail. The development of such a trail will deliver local economic benefits for artists and cultural facilities, support local employment, encourage local tourism development, and raise the perception of the Pilbara on a national level.*

*The marketing of the region and its diversity of offerings will improve awareness of the tourism opportunities available within the Pilbara region. Publishing and promoting these cultural products online through existing networks and social media channels addresses a key strategic need for stronger awareness of tourism opportunities through digital media (see the National Long Term Tourism Strategy, The Jackson Report, Tourism 2020, State Government Strategy for Tourism in Western Australia, and Pilbara Tourism Product Development Plan).*

*It is essential that these tourism products and showcases highlight the cultural and natural assets of the Pilbara, rather than the well-known understanding of the region as an industrial tourism destination. This will in turn bring new tourist markets, driving the need for tourist operators, encouraging more people to undertake tourism service operation in the region, in turn contributing to the region's continued economic diversification.*

#### **Pilbara Cultural Tourism Product Initiative**

*The Pilbara Cultural Tourism Product Initiative (PCTPI) draws together many aspects of local culture into a marketable and consumable product with the aim of engaging and informing existing and potential visitors to the Pilbara region.*

*The initiative focuses on enhancing regional and destination marketing of both Port Hedland and the broader Pilbara region, through the development of digital, print, and showcase materials. It also looks to showcase the Pilbara as a unique destination experience through the development of a touring exhibition.*

*The development of these promotional materials and showcase will ensure the Port Hedland Visitor Centre and associated agencies have the knowledge to drive the growth of cultural tourism in areas such as Indigenous culture, Indigenous art, contemporary art and heritage. It will also ensure that new audiences are reached to promote the region as an exciting and appealing tourism destination across the country.*

*The PCTPI will enhance key priorities of the Pilbara Tourism Product Development Plan by delivering outcomes aligned with Regional/Destination Marketing for the road-based and cruise ship markets. The Initiative will establish formative cultural trail development within the region and will provide the ability to effectively market the Pilbara to the Eastern States and overseas.*

*Combining new and existing resources, the PCTPI will produce a range of marketable outcomes that enhance existing destination experiences, enable new tourism development and deliver a travelling showcase highlighting the hidden strengths, beauty and appeal of the Pilbara region to a national audience.*

*Key outcomes:*

- *Consolidated tourism products (print and digital) for use at Visitor Centre, cruise ships and town entry points, promoting the region's tourism offerings (including brochures, maps, signage and displays).*
- *A touring showcase of A Land I Never See exhibition an authentic 'Pilbara experience' to Perth, Melbourne and Port Hedland.*
- *Development of an arts and culture tour, showcasing arts destinations in the area.*
- *New product lines for sale locally offering economic opportunities to Aboriginal artists and authentic Pilbara products for visitors to buy.*

*These outcomes will result in the following benefits:*

- *Increased awareness of tourism opportunities in the region, locally and nationally.*
- *Greater profile of the Pilbara in WA and across Australia.*
- *Increased national visitation, resulting in increased tourism expenditure.*
- *Financial opportunities generated for artists in the region – through sale of artworks at existing cultural facilities as well as new products for sale at the Visitor Centre.*
- *Increased local Indigenous employment opportunities as tour facilitators.*

#### **Port Hedland Destination Guide**

*The Port Hedland Destination Guide aims to promote Port Hedland and the broader Pilbara region as a destination of choice, by consolidating key services, activities, tours, and locations available in Port Hedland and surrounding areas into one printed booklet. The Guide will act as an important travel aid for visitors and potential visitors travelling throughout Western Australia. The Guide also serves as a tool to enhance the reputation of Port Hedland by showcasing the town as a desirable destination in a printed booklet with good quality photographs and engaging content.*

*The publication will be distributed through the local visitor centre and key entry points such as hotels, caravan parks, the airport, and the Town of Port Hedland's venues and facilities. In addition, the booklet will also be distributed at visitor centres throughout the Pilbara and Kimberley regions, major Western Australia tourism centres and key visitor centres along the East Coast of Australia.*

*The Port Hedland Destination Guide educates visitors and potential visitors to the region about the tourism, retail and accommodation options available within Port Hedland. The guide aims to meet the needs of road-based travellers, who represent over 80% of tourists to the region, as well as offering relevant tourism information for business travellers and internal Pilbara-based tourism.*

*The guide aims to facilitate a higher level of engagement and increase the scope of travel and experience within the region. The ability to forward plan and make educated decisions can generate economic benefits to the Port Hedland community by encouraging longer stay and greater engagement.*

*The project will directly benefit Port Hedland based accommodation, hospitality, tourism suppliers and local business, and arts, cultural and community sectors by including information about their goods and services.*

*By distributing this information widely, the increase of awareness of the vast range of Pilbara-based tourism offerings is likely to build an increased audience and convert new travellers who had not considered Port Hedland for its rich opportunities.*

## **TOURS**

*This year we have seen a solidification of the core tourism experiences in Port Hedland. The reframed BHP Billiton Iron Ore Tour is attracting increased popularity and establishing a greater perceived value for customers visiting Port Hedland. The Discover... Industry – BHP Billiton Tour saw a gradual increase in popularity throughout the year and is creating more sustained attention throughout the year.*

### **An increase in the uptake of tours**

*Contracting the new operator Go West to deliver the tour service has resulted in a much smoother, consistent and friendly tour experience. The tour is steadily growing in its popularity and word of mouth advertising is delivering great outcomes for the Centre 'on the road'. Go West have been proactive in training a number of drivers as guides for the tour assisting the Centre to deliver the tour consistently throughout the year and respond to unscheduled special tours.*

### **A greater perceived value to the tour**

*Over the last year, Visitor Centres throughout the Pilbara have worked to align their tour values in order to ensure there is a balance of experience and similar value for service across the Pilbara. In the 2014 season this has led to a shift in visitor acceptance of the cost of tours and experiences locally. The quality of the tour, along with the elevation of its reputation is resulting in a better 'value for money' premise.*

### **Cost comparison between centres:**

<b>Tour</b>	<b>Adult cost</b>	<b>Children</b>	<b>Free</b>
Port Hedland	\$45	\$30	Under 10 years
Seafarers Centre Harbour Tour	\$45	\$30	
Karratha	\$49.95/ \$39.95 conc	\$19.95	Under 10 years
Newman	\$30	\$15	



Tom Price	\$30	\$15	Under 5 years
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**An understanding that Port Hedland is a viable destination for a tourism experience**

The increase of Port Hedland's visibility in the media, other visitor centres and online through the marketing and promotion efforts of the Visitor Centre combined with the Town of Port Hedland's own campaign to elevate the town to be a destination of choice for travellers is seeing direct results. The number of people visiting the Centre has increased this year, with visitors noting that they are willing to extend their stay to accommodate a tour.

Based on these trends the Visitor Centre will likely expand the frequency of the Industry Tour in the next season to Tuesday, Thursday and Saturday, to ensure capacity for growth in this area at peak times, whilst not over servicing the populous to the detriment of other tour offerings in town, such as the Harbour Tour.

**Tour uptake comparison 2013 – 2014**

Tour	Month	2013	2014	
Discover... Industry	April	0	79	
	May	101	112	
	June	160	268	
	July	340	419	
	August	232	354	
	September	200	144	
	October	79	71	
	November	24	0	
	December	0	17	
	<b>Total</b>		<b>1,136</b>	<b>1,464</b>

**Tour Comments:**

"Very informative, so interesting!"

"Guide was well spoken and clear - with a touch of humour! Most enjoyable."

"Both driver and tour guide were friendly and knowledgeable"

"We really enjoyed the tour and seeing how it all works here in Port Hedland."

**Visitor Book Comments:**

"Excellent facility. Staff extremely helpful"

"Wonderfully helpful ladies, very informed, many thanks"

" Excellent customer service! Couldn't be more helpful"

*"Best visitor centre in NT and WA"*

### **Cruise Ship Visits - Arrivals 2014/2015**

The arrivals for this season are:

<b>Date</b>	<b>Ship</b>	<b>Service</b>
Sunday, 2 November 2014	Radiance of the Seas	BHP Billiton Tour
Saturday, 28 February 2015	Celebrity Solstice	BHP Billiton Tour
Wednesday, 11 March 2015	Radiance of the Seas	BHP Billiton Tour
Saturday, 4 April 2015	Voyager of the Seas	BHP Billiton Tour

*The Port Hedland Visitor Centre continues to work with the Town of Port Hedland to deliver a range of logistical and event based activities for these visits including:*

- *Liaison with Intercoaches for shore-based activities, logistics and tours*
- *BHP Billiton Iron Ore Port Operations Tour*
- *Activation activities in West End – markets; shuttle bus logistics; Courthouse Gallery guided walkthrough; history tour; liaison with local businesses*
- *Road closures*
- *Local business liaison*
- *Marketing brochures and on-board information*

*Bookings for the coming season have been increased by Intercoaches by an average of one third for each of the ship visits. Also, due to many of the visits arriving on weekends the uptake by locals and market stall holders has seen also seen a significant increase in this coming season.*

### **Accreditation**

*The Port Hedland Visitor Centre continues to maintain Level One Tourism Accreditation and T-Qual accreditation as well as enjoying an ongoing relationship with Tourism WA. Tourism WA and ATAP's next scheduled visit to the Centre is in March 2015.*

### **Membership**

*The Port Hedland Destination Guide, to be produced in early 2015, includes advertising and membership opportunities for local businesses. The Visitor Centre will host a Business After Hours event on February 10, 2015 with the Chamber of Commerce and Industry to promote this opportunity to the Port Hedland business community.*



A direct marketing campaign will be undertaken between December and February to engage local businesses in the Destination Guide campaign (see prospectus attached).

**Port Hedland**  
Destination Guide 2015

Advertising and membership opportunity

Well it certainly has been a busy couple of years since taking over the management of the Visitor Centre and starting on the road toward establishing Port Hedland as a tourism destination in its own right. >

If you would like to discuss the advertising and membership options available in further detail, please contact me directly on 9125 1711 or 0457 331 101 or email [info@visitporthedland.com](mailto:info@visitporthedland.com)

**Port Hedland**  
VISITOR CENTRE

During these first couple of years we have focussed on building the reputation of the town with travellers on the road, ensuring they receive quality information and service from the Visitor Centre. Can access quality tourism products such as tours and brochures upon arrival and leave Port Hedland having experienced the best it has to offer.

We are building our reputation as a town worth visiting. Visitors are awed by the scale of industry, by the depth of culture and heritage, both Indigenous and pioneering and surprised at how much they enjoy their stay with us in the Pilbara. Now we have laid the foundations it is time to extend.

Early in 2015 we will launch our first Port Hedland Destination Guide. This comprehensive 30 page guide will be distributed throughout the state to other Visitor Centres, key accommodation outlets and airports as the primary guide to visiting Port Hedland. In its first year we are anticipating distributing 40,000 copies to tourists eager to plan their journey to the Pilbara and make the most of their time in Port Hedland. The guide will illustrate local highlights, businesses, tours, retail opportunities and experiences through editorial and photographic content designed to entice and inform the

I would like to extend an offer to your business to become part of the first Port Hedland Destination Guide. We have developed a range of advertising and membership options that I hope will suit your business and assist in the effective promotion of your business to visitors to the Port Hedland community.

The Destination Guide will hit the shelves in March 2015, ready for the next tourist season and will be distributed for a period of 12 months.

Thanks and kind regards,

Natasha

**Staffing**

*Visitor Centre Manager – Natasha Fry*

*Visitor Centre Support Officer – Mel Evans*

*Visitor Centre Support Officer – Sue McMahon*

*Supported by FORM's Perth office for accounting, purchasing and promotional activities*

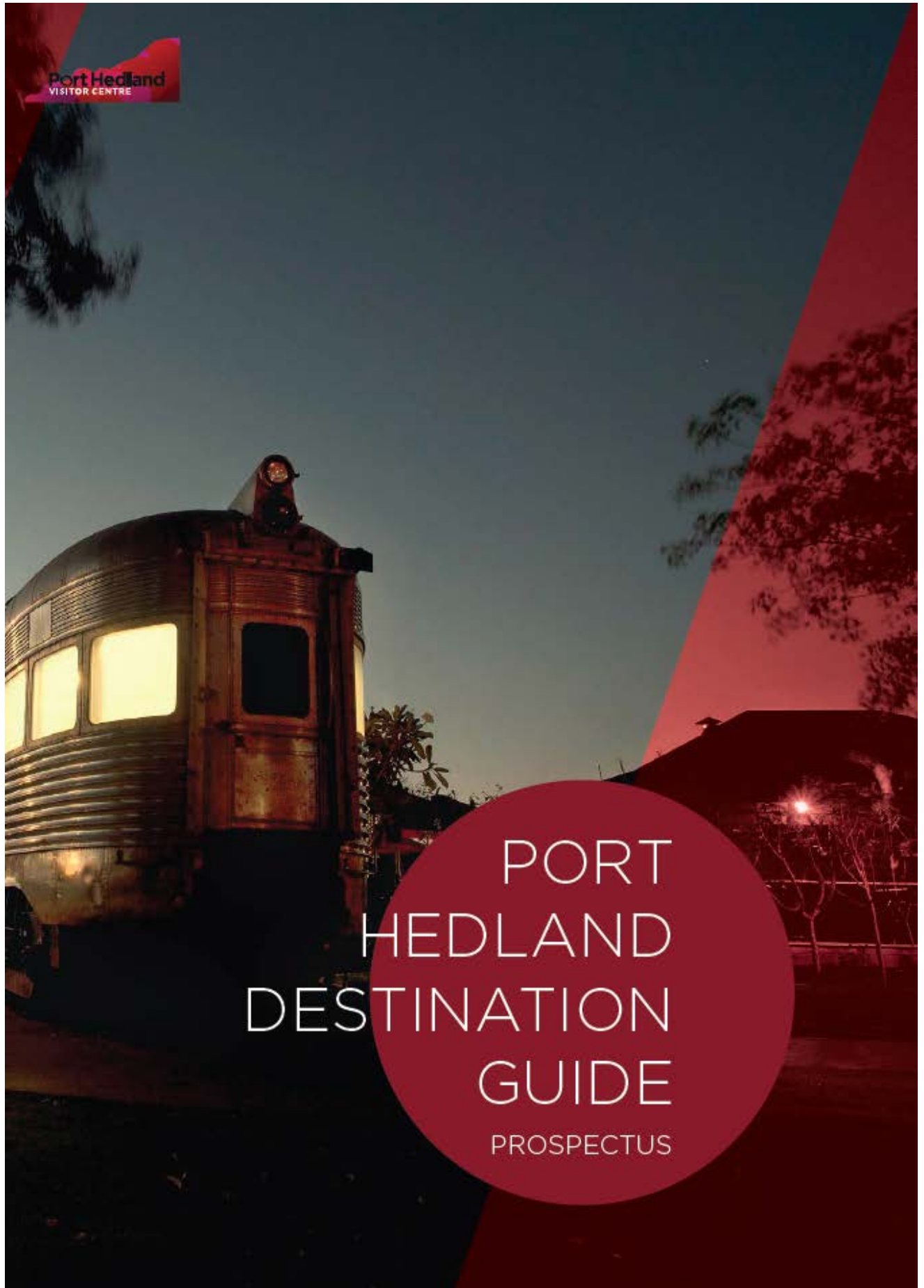


PORT HEDLAND VISITOR CENTRE OPERATIONS  
Statement of Profit and Loss  
For the Period Ending 31st December 2014

Budget Lines	2014 Quarterly Actual Ending				2014 Actual Total \$	2014 Budget Total \$	Variance Between Actual and Budget \$	Notes
	March	June	September	December				
<b>Sales</b>								1
Sales - Retail	24,840	37,611	73,975	81,755	218,181	200,000	18,181	
Sales - Tours		18,885	36,799	3,318	58,802	60,000	-1,198	
Sales - Membership			773	650	1,423	30,000	-28,577	
Management Fee	85,388	85,388	88,376	88,376	347,527	335,776	11,751	
Sales - Cruise Ship Tours	19,175	4,675		10,025	33,875	27,200	6,675	
Other Earned Income	5,045	5,975	5,886		16,907	20,000	-3,093	
Contribution by FORM								
<b>Total Sales</b>	<b>134,448</b>	<b>152,534</b>	<b>205,609</b>	<b>184,124</b>	<b>676,714.86</b>	<b>672,976</b>	<b>3,739</b>	
<b>Expenditure</b>								2
<b>Cost of Sales</b>								
Cost of Sales - Retail	17,601	30,572	67,817	30,993	146,982	134,000	12,982	
Cost of Sales - Cruise Ship Tours	10,050	2,875		3,893	16,817	20,000	-3,183	
Cost of Sales - Tours		1,624	24,560	7,923	34,107	45,000	-10,893	
<b>Total Cost of Sales</b>	<b>27,651</b>	<b>35,071</b>	<b>92,377</b>	<b>42,808</b>	<b>197,906</b>	<b>199,000</b>	<b>-1,094</b>	
<b>Operating expenses</b>								
<b>Programming expenses</b>								
- Contractor & Consultant Fees/Travel/Expenses	3,960	1,744		1,879.66	7,584	21,948	(14,364)	
- Staff Development & Training					0	5,000	(5,000)	
- Travel cost for staff recruitment and builder negotiation								
- Freight, Install and Destall	374	117	879	18.86	1,390	2,000	(610)	
<b>Total programming costs</b>	<b>4,334</b>	<b>1,862</b>	<b>879</b>	<b>1,899</b>	<b>8,974</b>	<b>28,948</b>	<b>-19,974</b>	
<b>Marketing and Promotion Costs</b>								3
- Advertising	2,021	2,129	861	5,306	10,316	30,000	-19,684	
- Publications & Printed Material	3,336	1,109	1,814	2,359	8,617	45,000	-36,383	
- Distributions						21,000		
- Subscriptions/Memberships		298			298	200	98	
- Website devt & hosting stage 1	357	435		7,213	8,005	10,000	-1,995	
<b>Total marketing and promotion costs</b>	<b>5,714</b>	<b>3,970</b>	<b>2,675</b>	<b>14,877</b>	<b>27,236</b>	<b>106,200</b>	<b>-78,964</b>	
<b>Employment costs</b>								
- Salaries, wages and on-costs	62,187	73,825	82,883	96,688	315,583.11	218,254	97,329	
- Staff Housing	13,237	11,428	10,508	10,196	45,369	83,547	-38,178	
<b>Total employment costs</b>	<b>75,425</b>	<b>85,253</b>	<b>93,391</b>	<b>106,884</b>	<b>360,952</b>	<b>301,801</b>	<b>59,151</b>	
<b>Administration Costs</b>								
- Office Consumables & Resources	14,956	7,548	8,958	6,326	37,787	20,696	17,091	
- Communications	1,106	1,174	880	1,610	4,769	5,950	-1,181	
- Legal, Finance & Governance	243	68	802	116	1,229	5,381	-4,152	
- Insurance	1,294	1,940	2,446	3,092	8,772	5,000	3,772	
<b>Total Administration Costs</b>	<b>17,598</b>	<b>10,730</b>	<b>13,086</b>	<b>11,144</b>	<b>52,558</b>	<b>37,027</b>	<b>15,531</b>	
<b>Total operating expenses</b>	<b>103,071</b>	<b>101,815</b>	<b>110,031</b>	<b>134,804</b>	<b>449,720</b>	<b>473,976</b>	<b>-3,256</b>	
<b>Total Cost of Sales and Operating Expenses</b>	<b>130,722</b>	<b>136,886</b>	<b>202,407</b>	<b>177,611</b>	<b>647,626</b>	<b>672,976</b>	<b>-4,350</b>	
<b>Net Income / (Expenditure)</b>	<b>3,726</b>	<b>15,648</b>	<b>3,202</b>	<b>6,513</b>	<b>29,088</b>	<b>0</b>	<b>-611</b>	

## Budget Variance Notes:

- 1) Membership sales down
- 2) Changed bus companies and made savings
- 3) Destinations Guide Postponed to 2015, \$29k will be used for production in 2015



Port Hedland  
VISITOR CENTRE

PORT  
HEDLAND  
DESTINATION  
GUIDE  
PROSPECTUS



## Readying for its launch in 2015, the Port Hedland Destination Guide will become the consummate guide to visiting Port Hedland.

This detailed illustrated guide will showcase the highlights of Port Hedland, as well as providing a perfect opportunity to promote your business to the visiting public. The Destination Guide will be included in Visitor Centres and accommodation providers throughout Western Australia and produced annually.

### A guide for your business:

The Port Hedland Visitor Centre and FORM have a record of producing high quality publications including the Pilbara Project photography books, Pilbara Stories and a suite of exhibition catalogues and tourism brochures. The Destination Guide will be no exception, designed and printed by award winning Western Australian firms who are chosen by FORM for their ability to deliver exceptional products and services.

As a non-for-profit enterprise, we are looking for local businesses and tourism providers to support the development of the Destination Guide through a range of affordable advertising options.



**OPTION 1: A double page insertion \$2,000**

- Editorial crafted by our writers to promote your business
- High quality images, either provided by your business or our our photographer will take new images to promote your business in the Destination Guide (Port Hedland based business' only)

*This option will include a complimentary Membership with the Port Hedland Visitor Centre, which entitles your business to a complimentary listing in the Destination Guide, Port Hedland map book, brochure racking, and promotion through social-marketing along with many other benefits.*

**OPTION 2: A full page insertion \$1,000**

You will receive complimentary design services to set your full page artwork in the Destination Guide.

*This option will include a complimentary Membership with the Port Hedland Visitor Centre, which entitles your business to a complimentary listing in the Destination Guide, Port Hedland map book, brochure racking, and promotion through social-marketing along with many other benefits.*

**OPTION 3: A half page insertion \$500**

You will receive complimentary design services to set your full page artwork in the Destination Guide.

*This option will include a complimentary Associate Membership with the Port Hedland Visitor Centre, entitling you to brochure racking and promotion through social-marketing and invitations to FORM's Regional Program events during 2015.*

**OPTION 4: Business listing with photograph \$100**

This affordable option will ensure your business is listed in the 2015 Destination Guide's service providers.

# DISCOVER PORT HEDLAND







## APPLICATION FORM

COMPANY NAME:   
CONTACT PERSON:   
MAILING ADDRESS:   
TOWN | CITY:  POST CODE:   
BUSINESS ADDRESS:   
TOWN | CITY:  POST CODE:   
PHONE:  FAX:   
MOBILE:  EMAIL:   
ABN:  WEB:

## ADVERTISING CATEGORIES

- Option 1 (Double page insertion + Visitor Centre Membership \$2,000 incl GST)
- Option 2 (Full page insertion + Visitor Centre Membership) \$1,000 incl GST
- Option 3 (Half page insertion + Visitor Centre Associate Membership) \$500 incl GST
- Option 4 (Business Listing) \$100 incl GST

If you have any queries regarding your application, please contact the Visitor Centre Manager on (08) 9173 1711 or email [info@visitporthedland.com](mailto:info@visitporthedland.com)


## PAYMENT METHOD (please check):

CHEQUE  CASH  MASTER CARD  VISA

CARD NUMBER:  SECURITY CODE:   
EXPIRY DATE:  AMOUNT: \$   
SIGNED:  DATE:



# SAMPLE



**THINGS TO DO**  
**BHP BILLITON IRON ORE TOUR**

Hop onto a guided tour of BHP Billiton Iron Ore's Nelson Point facility to watch the bucket wheel reclaimers and ship loaders that dominate Port Hedland's horizon and gain an understanding of how the mining industry works. BHP Billiton's iron ore operations

**VISITOR'S BOOK**

contact details  
08 9173 1711

price  
\$70



**THINGS TO DO**  
**THE WEST END MARKETS**

A popular arts and craft markets four times a year (in April, June, August and October) in the gardens around the Courthouse Gallery in the West End Cultural Precinct.

Each event sees around 45 local and regional makers set up shop and offer you their handmade wares including paintings, textile

**VISITOR'S BOOK**

contact details  
08-9173 1711

price  
\$5-20

getting there  
the 'West End'  
Courthouse Gallery





**DINING**  
**WEDGE STREET COFFEE SHOP**

**VISITOR'S BOOK**

contact details  
08 9173 1711

price  
\$5-20

getting there  
13 Wedge Street,  
Port Hedland

comments  
a friendly local  
coffee shop

Photography: Train by Paul Parin, Reclaimer courtesy BHP Billiton. All other Photos by Bill Shaylor.



**form.**  
building a state of creativity

FORM Gallery  
357 Murray street, Perth, WA, 6000  
T: +61 8 9226 2799  
Email: [mail@form.net.au](mailto:mail@form.net.au)



Port Hedland Visitor Centre  
13 Wedge Street, Port Hedland, WA, 6721  
T: 9173 1711  
Email: [info@visitporthedland.com](mailto:info@visitporthedland.com)

**12.2 Works and Services**

6:00pm Councillor Daccache declared a financial interest in item 12.2.1 'Award of Request for Tender 14-14 Scotty's Training Café Construction (Marquee Park South Hedland)' as he has FMG shares over the statutory threshold.

Councillor Daccache left the room.

**12.2.1 Award of Request for Tender 14-14 Scotty's Training Café Construction (Marquee Park South Hedland)**

Mridula Maharaj, Senior Project Manager  
File No. 21/07/0021

**DISCLOSURE OF INTEREST BY OFFICER**

Nil

**201415/202 RECOMMENDATION/ COUNCIL DECISION**

**MOVED: CR GILLINGHAM**

**SECONDED: CR HOOPER**

**That Council:**

- 1. Award Request for Tender 14-14 Scotty's Training Café Construction (Marquee Park South Hedland) to Thomas Building Pty Ltd for the lump sum price of \$1,164,433.00 (plus GST) to construct Scotty's Training Café; and**
- 2. Acknowledge Variation 1 for internal design changes to the kitchen layout, pending confirmation that costs are within Town officer's delegations.**

***CARRIED 5/0***

6:01pm Councillor Daccache re-entered the room and resumed his chair. Mayor advised Councillor Daccache of Council's decision.

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**EXECUTIVE SUMMARY**

Assessment on submissions received for Request for Tender (RFT) 14-14 Scotty's Training Café Construction (Marquee Park, South Hedland) and to award the contract.

**DETAILED REPORT**

Marquee Park Splash & Play is a district level park that opened to the community in March 2013. The park provides a water spray playground, kiosk, caretaker's residence, ablutions, children's playground, BBQ facilities and landscaped areas.



Fortescue Metals Group Ltd (FMG) approached Council proposing to support the construction and operation of a café at Marquee Park, to function in a complimentary manner with the kiosk.

Approval was granted to proceed with the project at the Ordinary Council Meeting on 21 September 2011.

The new cafe facility has been designed to seat a 45 people indoors plus a shaded outdoor dining area. The café will be named 'Scotty's Training Café', in recognition of the strong bond between FMG founder Andrew Forrest and aboriginal elder Scotty Black. An interpretation strategy will be developed in conjunction with FMG and an artist to tell the story of Scotty and how this will be interpreted in the built form and branding of the cafe.

The addition will add an element of sophistication to the facility and area, providing a fresh and contemporary dining experience. The café is also proposed to provide an opportunity to build social capital through establishing the venue as a training facility that will provide employment pathways for people in the hospitality industry.

Planning approval has been granted for this project.

RFT 14-14 was advertised on 8 October 2014. An optional briefing and site meeting was held on 24 October 2014, where two potential tenderers attended. RFT 14-14 submission deadline was 2:30pm on 15 December 2014.

In December, prior to the closing date of the tender, FMG advised the Town that they would like to review the operating model and the kitchen layout to better address the current economic environment in Port Hedland. This would ensure a successful process in attracting an operator for the facility. The key components of the design review would include:

- Incorporating the kiosk servery into the cafe, instead of having it as a separate function
- Maintaining the existing design footprint, whilst increasing the indoor dining area and reducing the kitchen area with reduced food preparation area
- Incorporating larger cold and dry storage areas
- Ensuring the smaller kitchen area still allows for future growth or change or operational model (such as allowing for larger cookers and associated compliance requirements)

\*A concept plan of the proposed revised design will be issued prior to considering this report at the March Ordinary Council Meeting.

The tender process had commenced and there was not sufficient time to redesign the internal area or issue an addendum. The decision was made to approach the changes by awarding the tender based on the current design and issuing the amendments as a variation (Recommendation 2).

The cafe footprint will remain the same and is not expected to have a significant budget impact. Financial delegations will be by the CEO or the CEO's nominee. Five (5) tenderers made electronic submissions, namely:

1. Thomas Building Pty Ltd;
2. Pilbara Construction Pty Ltd;
3. Ahrens Group Pty Ltd; and
4. Megara Constructions Pty Ltd
5. H&M Tracey Construction Pty Ltd

The submission from Megara Construction Pty Ltd was deemed non-compliant as the documentation was incomplete, including failing to outline the lump sum cost breakdown.

H&M Tracey Construction Pty Ltd attended the site meeting, however submitted a tender after the deadline, therefore their submission is deemed non-compliant and has not been assessed.

The remaining three (3) submissions were deemed compliant and assessed against the advertised evaluation criteria (price, relevance experience, tenderer's resources and demonstrated experience) by the tender assessment panel. The tender assessment panel incorporated officers from the Town's Building Department and Infrastructure Development Department.

Out of the three (3) compliant tenderers, two were within the project budget which had been allocated based on a Quantity Surveyors report. Confidential attachment 1 shows the price schedule submitted by the Tenderers.

The following table provides summary of the assessment results.

Tenderer / Assessment Criteria	Price (40%)	Relevant Experience (15%)	Resources (15%)	Demonstrated Understanding (30%)	Total Score (100%)	Performance Score without Price Score (60%)
Thomas Building Pty Ltd	40.0	9.95	10.75	20.33	<b>81.03</b>	41.03
Pilbara Construction Pty Ltd	35.4	9.00	8.25	10.92	<b>63.57</b>	28.17
Ahrens Group Pty Ltd	27.0	10.35	10.30	19.83	<b>67.48</b>	40.48

#### *Price Assessment*

Three (3) submissions were assessed after applying the Regional Price Preference Policy applicable to competitive construction projects. This provides an assessed price reduction of up to 10%, based on the evidence provided in the tender submissions.

Thomas Building Pty Ltd and Ahrens Group Pty Ltd had regional price preference values. Although Pilbara Construction is a locally based company they did not submit information to apply a regional price preference reduction.



Thomas Building Pty Ltd and Pilbara Construction Pty Ltd were within the current budget value. There was a variance of approximately \$650,000 between the highest and lowest lump sum bids. In addition, the submissions were reviewed for consistency and clarifications. Thomas Building Pty Ltd has the lowest assessment value.

#### *Relevant Experience Assessment*

All tenderers demonstrated a good level of experience of domestic and commercial projects within the Pilbara region. Ahrens Group Pty Ltd demonstrated a high level of experience with their building works with Newman Airport Extension and other projects for BHP Billiton. Thomas Building Pty Ltd has the second highest score for the criteria with building works for the Ravensthorpe District Hospital, the Cable Beach Resort, the Frangipani Resort Broome and Christmas Island Casino complex. Thomas Building Pty Ltd has a noticeable presence in Port Hedland with their domestic building constructions works at present.

#### *Resources Assessment*

The compliant tenderers provided key personnel with a curriculum vitae with qualifications and experience of resources assigned to the project. Also included are suppliers, subcontractors, plant and equipment with operating procedures to gain the required construction outcome.

Thomas Building Pty Ltd provided very specific details on resources for this project, with a clear timeline for each activity. The company has quality endorsement AS/NZS ISO 9000:2000. In addition, a safety management system has been developed to AS/NZS 4801:2001 and a risk management system as per AS4360:2004. This demonstrates that Thomas Building Pty Ltd is an organization with well-developed systems and processes.

#### *Demonstrated Understanding Assessment*

The compliant tenderers provided a project schedule with assumptions and considerations consistent with the requirements of this project. This includes site access, long lead time item delivery, approval processes and communications. The most critical construction element of this project is site safety. The intent is that the park will remain open to the public during the construction process except for short term periods if deemed necessary (subject to risk assessment and approvals).

Thomas Building Pty Ltd has the highest score for the demonstrated understanding. Their schedule included both non-critical items and items on the critical path, resulting in the best schedule to achieve the deliverables.

Thomas Building Pty Ltd has the required understanding and capability within their current structure to carry out the construction in a timely manner.

#### *Performance Assessment Score*

Considering the performance score (without the price score), Thomas Building Pty Ltd have the highest score of 41.03 out of 60. Ahrens Group Pty Ltd scored 40.48 out of 60 for the performance. Both companies demonstrated a high level of capability to deliver the project.

Refer to Confidential Attachment 1.

*Recommendation:*

Thomas Building Pty Ltd achieved the highest total score of 81.03 and has submitted the lowest price to deliver the contract. On a solely performance basis they have received the highest score of 41.03 out of 60.

Proposed changes to the internal area (variation 1) at Scotty's Café can be managed by Thomas Building Pty Ltd as they are a design and construct organisation.

### FINANCIAL IMPLICATIONS

FMG has fully funded the construction component of this project, with a total budget of \$1,500,000.00 plus GST in GL 1123406. Based on the RFT award recommendation, the status of the project budget is:

Description of Scope	Value (ex GST)
RFT Advert - Tenderlink	\$150
RFT Advert – West Australian	\$523
Project management	\$52,900
Contract 14-14 award	\$1,164,433
Kitchen variation (allowance)	\$50,000
Scotty's story interpretation (allowance)	\$75,000
Contingency remaining	\$156,994
<b>TOTAL</b>	<b>\$1,500,000</b>

Within the funding agreement with FMG there is a separate budget allocation to assist with the fit-out of the facility (furniture, equipment, crockery, etc) plus support for the first three years of operation of up to \$1,050,000.

### STATUTORY AND POLICY IMPLICATIONS

This project supports the delivery of the Strategic Community Plan 2014-2024 by providing a community facility, facilitating the growth of businesses within the town and providing training and employment opportunities.

The Local Government Act (1995) section 3.57 and the Local Government (Functions and General) Regulations 1996 part 4, division 2 provide statutory requirements for the release, assessment and award of tenders. RFT 14-14 was conducted in accordance with these regulations, the Towns Procurement Policy 2/007, Tender Policy 2/011 and Regional Price Preference Policy 2/016.

Sections of this report pertaining to price submissions from tenderers have been deemed confidential in accordance with the Local Government Act (1995) section 5.23 part 2 (e)(iii).

#### **ATTACHMENTS**

1. Tender 14-14 – Price Schedule submission and Price Score (Under Separate Cover – Confidential)
2. Concept plan of revised layout (Under Separate Cover as a late attachment)

10 March 2015





Changes include:

- Increased storage, including walk-in freezer
- Reconfigured preparation, servery and wash area to suit commercial environment
- Increased counter/server area for customer service
- Inclusion of oversized entry door (inside of double doors) to maximize bench space in kitchen
- Maintain original space allocation for cooking facilities – all services to be provided, including air extraction to suit optimal layout.
- Actual fitout to suit operational requirement, in consultation with operator
- Fitout to suit commercial kitchen standards

**12.3 Corporate Services****12.3.1 Statement of Financial Activity for the Period Ended 31 January 2015**

Laura Delaney, Management Accountant Financial Reporting  
File No. 12/14/0003

**DISCLOSURE OF INTEREST BY OFFICER**

Nil

**201415/203 RECOMMENDATION/ COUNCIL DECISION**

**MOVED: CR HOOPER**

**SECONDED: CR MELVILLE**

**That Council:**

- 1. Receive the Statement of Financial Activity (and supporting information) for the period ended 31 January 2015; and**
- 2. Note the accounts paid during January 2015 under delegated authority.**

**CARRIED 6/0**

**EXECUTIVE SUMMARY**

This report presents the Statement of Financial Activity for the period ended 31 January 2015.

Supplementary information has been presented to the Council to provide further information regarding the Town's activities.

**DETAILED REPORT**

The Statement of Financial Activity is presented in a similar format to the Rate Setting Statement as included in the 2014/15 Annual Budget. The operating section of the Statement of Financial Activity is shown by program in accordance with Regulation 34 (3)(b) of the *Local Government (Financial Management) Regulations 1996*.

The following commentary is provided on variances between year to date actuals and year to date budget for the period ended 31 January 2015:

Account Description	YTD Variance	Comment
Operating Expenditure – Governance	149%	Activity Based Costing Distributions have been completed for the period July to November 2014. Further distributions will be completed for



		the period December 2014 to February 2015.
Operating Expenditure – Economic Services	-83%	Proceeds from the Kingsford Smith Business Park (KSBP) will be transferred from the Municipal Fund to the Airport Reserve as the sales of the KSBP lots progress. The sale of these lots has not yet occurred and therefore no transfers have been processed.
Non-Cash Items: Depreciation	-80%	Depreciation has been run for Plant & Equipment – Municipal for the period July 2014 to January 2015. Depreciation for the remaining asset classes will not be run until the end of the financial year due to the requirements associated with fair value for 2014/15.
Non-Cash Items: (Profit )/ Loss on Disposal of Assets	-286%	Disposals have been processed resulting in an approximate loss of \$17k.
Non-Cash Items: Movement in Deferred Debtors (Rates)	-100%	Movement in Deferred Debtors (Rates) will be reconciled at the end of the financial year.
Non-Cash Items: Contributed Assets - Grants and Contributions Capital	-100%	\$1.75m Contributed Asset related to GP Housing Stage 2.
Capital: Proceeds from Disposal of Assets	-97%	Proceeds from the Disposal of Assets totaling \$187k have been received in the period July 2014 to January 2015. Income from the sale of the Kingsford Smith Business Park lots and other land developments has not yet occurred.
New Loan Borrowings	-100%	No loan funds have been drawn down. Loan funds relate to capital projects being the Civic Centre Upgrade, Catamore Court Subdivision, Floodwater Pump Refurbishment and JD Hardie Land Acquisition. A report will be presented to Council regarding loan refinancing through the use of the Strategic Reserve.
Proceeds from Self Supporting Loans	-76%	Proceeds from Self Supporting Loans totaling \$46k have been received in the period July 2014 to January 2015.

Transfers from Unspent Grants	-100%	Unspent Grants will be reconciled at the end of the financial year.
Transfers from Unspent Loans	-100%	Unspent Loans will be reconciled at the end of the financial year.

The net current asset position as at 31 January 2015 is \$18.226m. This balance is expected to decline significantly across the course of the year, as projects are delivered, and operational budgets are expended.

The unrestricted cash position as at 31 January 2015 is \$16.369m. This is calculated as follows:

	<b>2014/15 Actual</b>
Current Assets: Cash and Investments	\$86,475,000
Restricted Cash – Reserves	(\$66,683,000)
Restricted Cash – Unspent Grants	(\$2,614,000)
Restricted Cash – Unspent Loans	(\$808,000)
<b>Unrestricted Cash Position as at 31 January 2015</b>	<b>\$16,369,000</b>

## FINANCIAL IMPLICATIONS

The Statement of Financial Activity includes an actual municipal surplus carried forward of \$817k. The surplus is attributable to a number of capital projects that have been carried-over from the 13/14 financial year. These projects were considered by Council at the September 2014 Ordinary Council Meeting (OCM), with a funding requirement of \$655k from the municipal surplus carried forward. The carried forward surplus in the Amended Budget – Carryovers (Sep OCM) column has been adjusted accordingly.

The projected municipal surplus as at 30 June 2015 following the December QBR is \$1.532m. This is comparative with the original budget forecast of \$1.802m, as budget adjustments arising from the 2013/14 carryovers, the September QBR, the December OCM and the December QBR have resulted in a reduction in net current assets in 2014/15 of \$1.141m, which has been offset by an increased actual municipal surplus carried forward of \$817k compared to a 2014/15 budget amount of (\$54k).

The following reconciliation is provided:

	<b>000's</b>
Budget Municipal Surplus Brought Forward 30 June 2015	\$1,802
Change in Net Current Assets arising from 2013/14 Carryovers	(\$655)
Change in Net Current Assets arising from September QBR	(\$86)
Change in Net Current Assets arising from December OCM	(\$75)
Change in Net Current Assets arising from December QBR	(\$325)
Municipal Surplus Carried Forward 1 July 2014 – Budget	\$54
Municipal Surplus Carried Forward 1 July 2014 – Actual	\$817
<b>Amended Budget Municipal Surplus Brought Forward 30 June 2015</b>	<b>\$1,532</b>

## STATUTORY AND POLICY IMPLICATIONS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires the Town to prepare a monthly Statement of Financial Activity. The Town prepares this Statement as part of its delivery of high quality corporate governance, accountability and compliance. The Town's goals and actions in this regard are set out in the Leading our Community section of the Strategic Community Plan 2014-2024.

The monthly Statement of Financial Activity is to be presented to the Council at an ordinary meeting within 2 months after the end of the month to which the statement relates. Where the month coincides with QBR reporting (September, December, March) the Statement of Financial Activity will be incorporated in the QBR document.

The Town has a current resolution arising out of the adoption of the 2014/15 budget requiring that material budget variations be reported through to Council. Materiality being established at the lesser of 10% of the amended program budget or \$100,000 for each of the categories of Operating Revenue; Operating Expenditure; Non-Operating Revenue and Non-Operating Expenditure. Officers presented all proposed budget variations, supported by Management commentary to the February OCM as part of the December QBR.

Note the Statement of Financial Activity includes five budget columns:

1. Original Budget;
2. Amended Budget arising from the Schedule of Budget Carryovers presented to Council at the September OCM;
3. Amended Budget arising from the September QBR;
4. Amended Budget arising from variations adopted by Council at the December OCM;
5. Amended Budget arising from the December QBR.

The change in budgeted net current assets as at 30 June 2015 (the last row on the Statement of Financial Activity) reconciles to the Schedule of Budget Variations.

A Rates note has been incorporated into the supporting information provided to the Council with the monthly Statement of Financial Activity. Additional documents will also be added in future months including the Capital Works Program, Grants Register and Road Program.

## ATTACHMENTS

1. Statement of Financial Activity for the Period Ended 31 January 2015 (Under Separate Cover)
2. Accounts paid under delegated authority for the month of January 2015 (Under Separate Cover)

3 March 2015

6:03pm Councillor Gillingham declared an impartiality interest in item 12.3.2 'Consideration of Rates Dispensation Request by Carey Kyme-Hobson for her Pastoral Lease Property at A805245 Lot 3003 Great Northern Highway, Port Hedland' as she has an association with the applicant.

Councillor Gillingham did not leave the room.

### **12.3.2 Consideration of Rates Dispensation Request by Carey Kyme-Hobson for her Pastoral Lease Property at A805245 Lot 3003 Great Northern Highway, Port Hedland**

Carmen Hanisch, Senior Rates Officer  
File No. 805245G

#### **DISCLOSURE OF INTEREST BY OFFICER**

Nil

#### **201415/204 RECOMMENDATION/ COUNCIL DECISION**

**MOVED: CR HOOPER**

**SECONDED: CR BUTSON**

**That Council refuse the rates dispensation request by Carey Kyme-Hobson for her pastoral lease property at Lot 3003 Great Northern Highway, Port Hedland (Assessment 805245) as the application for the Concession is not within the parameters of the Town's Rates Concession Policy 2/014.**

***CARRIED 6/0***

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#### **EXECUTIVE SUMMARY**

For Council to consider a rates dispensation request by Carey Kyme-Hobson for her pastoral lease property at A805245 Lot 3003 Great Northern Highway, Port Hedland.

#### **DETAILED REPORT**

On 30 January 2015 the Town received a letter from Mrs Kyme-Hobson requesting a dispensation for rates paid for her rural property at Lot 3003 Great Northern Highway, Port Hedland in the financial years 13/14 and 14/15 totaling \$49,184.18. The property is owned by the State of WA but under a lease agreement between Mrs Kyme-Hobson and the Department of Lands and Development. It is therefore rateable as per s6.26 of the *Local Government Act*

Mrs Kyme-Hobson explains that she had issues with the Department of Land and Development regarding the status of her lease, as they deemed the property's condition to be in breach with the terms and conditions of the lease. Mrs Kyme-Hobson advises that the current status of her lease is unknown.

A rates dispensation or concession in line with Council's Rates Concession policy is not recommended. As per this policy applicants must be not-for-profit

community based organisations providing a benefit to the community from the rateable land.

#### **FINANCIAL IMPLICATIONS**

The 2014/15 budget for Rates Concession is \$113,000. Concessions totaling \$108,277.52 have been approved so there are available funds of approximately \$5,000.00.

#### **STATUTORY AND POLICY IMPLICATIONS**

Section 6.47 'Concessions' of the Local Government Act 1995 states that local governments may resolve to waive a rate or service charge or grant a concession by absolute majority.

Council's policy 2/014 'Rates Concession Policy (Rateable Land)' outlines the process for applying for rates concession to the Town of Port Hedland.

Section 4.1 of the Strategic Community Plan 2014 – 2024 states that the Town deliver high quality corporate governance accountability and compliance. Refusing the application complies with the Council policy.

#### **ATTACHMENTS**

1. Letter received 30 January 2015
2. Rates Concession Policy 2/014

4 March 2015

## ATTACHMENT 1 TO ITEM 12.3.2

Carey Kyme-Hobson  
[REDACTED]  
[REDACTED]

Mr. Mal Osborne  
CEO Town of Port Hedland  
PO Box 41  
Port Hedland WA 6721

24 January 2015

Dear Mr. Osborne



**Rates Dispensation for Lot 3003 Great Northern Highway South Hedland – Pilbara Livestock Depot  
"Intent to Forfeit"**

**Subject**

In December 2014, I met with Mayor Kelly Howlett and during our discussion, she informed me I could apply through your office for a *Rate Dispensation* for rates paid for the 2013-2014 year and 2014-2015 year and is the purpose of this correspondence.

Mayor Howlett is across the situation and I believe can answer any queries regarding the current situation.

**Intention to Forfeit**

In March 2014 the Department of Lands sent a letter identifying they had inspected the lease in September 2014 and the terms and conditions of the lease were in breach. In October 2014 although having rectified the situation in the given time-frame of June 2014 the Minister for Lands issued the lessee's CR and CM Paterson with a notice of intent to forfeit the leased land *'as the lease is still in breach.'*

The matter is still in contention and I am disputing this fact and a number of other anomalies in the Department of Lands recommendation to the Minister.

To date, regardless of my ongoing attempts for clarification of the matter or requests for a meeting for further discussion, there has been no response nor a meeting granted.

The process according to the Land Act 1997 the matter is now before the Governor.

I have correspondence to the Governor requesting her intervention to resolve the matter, one way or another.

In the meantime, the status of the lease is unknown and a 'caretaker' is in residence at the property and it certainly has no capacity for income earning.

**Dispensation**

I am requesting full reimbursement of rate payments for 2013-14 and 2014-15 financial years. The notices are attached and have been paid.

I have enclosed a copy of a letter from the ToPH dated August 2000, identifying the ToPH will not be providing any services. All services and infrastructure have been at the Lessees' expense.

In consideration of the long history between the Shire, in particular the Shire Livestock Yards and the Pilbara Livestock Depot as a small business, I believe it is a fair and reasonable request for the total reimbursement of the rates.

Due to the dire financial situation I now find myself, I would appreciate a prompt and positive response from the Council and your office.

Carey Kyme-Hobson  
[REDACTED]  
[REDACTED]



Enclosed:	Rate Notice –	issued 07032014	(1pge)
	Rate Notice -	issued 21072014	(1pge)
	Correspondence	ToPH to Pilbara Livestock Depot 17082000	(2pges)

[REDACTED]

[REDACTED]

Port Hedland (08) 9158 9300  
 Fax: (08) 9158 9399  
 Email: council@porthedland.wa.gov.au

ABN 192 200 852 26

CASHIER  
 Civic Centre 8.00am—4.00pm  
 South Hedland Library (EFT only) 9.00am—4.00pm

RATING PERIOD  
 1 JULY 2014 TO 30 JUNE 2015

# RATE NOTICE

**IF THE NAME OR ADDRESS SHOWN IS INCORRECT, PLEASE ADVISE COUNCIL IN WRITING.**

 053 - 4017  
 Carey Paterson  
 Christopher Paterson  
 [REDACTED]

Should you have any questions or queries regarding your rate notice, please contact the Town's Rates Section by telephoning (08) 9158 9300.  
**C.E.O. M.J. (MAL) OSBORN**

ASSESSMENT No.	PROPERTY ADDRESS	
A805245	GREAT NORTHERN HIGHWAY, BOODARIE	
DUE DATE	ISSUE DATE	RATING CATEGORY
25.08.14	21.07.14	UV PASTORAL
VALUATION	LATE PAYMENT INTEREST	MINIMUM PAYMENT
\$275,000.00	11%	\$1,223.00

**DESCRIPTION AND CALCULATION METHOD**

DETAIL	RATE PERCENTAGE	CURRENT	ADDITION	TOTAL
UV PASTORAL	6.7837	\$18,655.18		\$18,655.18
Interest			\$8.24	\$8.24
ESL Category - Property Use - GST is nil				

**TOTAL AMOUNT \$18,663.42**

**PAYMENT OPTIONS** NOTE: Payments not received by the due date may incur daily interest at the above mentioned rate.

OPTION No.	PAYMENTS	DUE DATES	AMOUNTS
1	ONE PAYMENT NO COST	25/08/2014	DUE \$18,663.42
2	FOUR INSTALMENTS OPTION COST \$312.64	1ST INST \$4,752.61 25/08/2014 2ND INST \$4,741.15 27/10/2014 3RD INST \$4,741.15 5/01/2015 4TH INST \$4,741.15 9/03/2015 TOTAL \$18,976.06	\$4,752.61

**PAYMENT METHODS** DEPOSIT SLIP/OFFICE COPY

ASSESSMENT No.	NAME
A805245	Carey Paterson
PROPERTY ADDRESS	GREAT NORTHERN HIGHWAY, BOODARIE



Contact your Financial Institution to make payment from your nominated bank account.



INTERNET: visit [www.porthedland.wa.gov.au](http://www.porthedland.wa.gov.au)  
 PHONE: call 1300 276 468

**MAKE ALL CHEQUES PAY TO: Town of Port Hedland**  
 PO Box 41, PORT HEDLAND WA 6721



Detach this slip and mail to Council Office



Present this account intact when making payments at Council Office

**PORT HEDLAND**  
 McGregor Street, PORT HEDLAND, WA 6721  
 Ph: (08) 9158 9300  
 Fax: (08) 9158 9399  
 Email: council@porthedland.wa.gov.au

ABN 192 200 852 26

**CASHIER**  
 Civic Centre 8.00am—4.00pm  
 South Hedland Library (EFT only) 9.00am—4.00pm

## RATE NOTICE

**THE NAME OR ADDRESS SHOWN INCORRECT, PLEASE ADVISE COUNCIL IN WRITING**

**Carey Paterson**  
**Christopher Paterson**  
 [REDACTED]

Should you have any question or queries regarding your rate notice, please contact the Town's Rates Section by telephoning (08) 9158 9300

**M J (MAL) OSBORNE**

RECEIPIENT'S NAME	PROPERTY ADDRESS	
AB05245	GREAT NORTHERN HIGHWAY BOODARIE 3003 PORT HEDLAND WA 6738	
DUPLICATE	DUPLICATE	PROPERTY CATEGORY
23.09.2013	07.03.2014	PASTORAL (UV)
VALUATION	LAST PAYMENT DEDUCT	ADDITIONAL PAYMENTS
\$276,000.00 - JV	11,000.00	\$ 1,165.00

ASTORAL (UV)	6.4607	\$17,766.93	\$9,577.29	\$27,344.22
EGAL CHARGES		\$1,006.60		\$1,006.60
INTEREST		\$1,644.20	\$401.19	\$2,045.39
PAYMENTS RECEIVED		-\$30,000.00		-\$30,000.00
ST IS NIL				

**TOTAL AMOUNT \$396.21**

DESCRIPTION	AMOUNT	DUPLICATE	AMOUNT
OPTION 1 - PAY IN FULL	\$396.21	23.09.2013	\$396.21
OPTION 2 - PAY BY 4 INSTALMENTS	\$0.00	23.09.2013	\$0.00
OPTION COST \$0.00	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		

**CONTACT DETAILS**

AB05245 Carey Paterson

GREAT NORTHERN HIGHWAY BOODARIE 3003 PORT HEDLAND WA 6738

**BILLER CODE:** [REDACTED]  
**RLT:** [REDACTED]

**BPPOINT**  **BPPOINT** 

For more information, visit [www.porthedland.wa.gov.au](http://www.porthedland.wa.gov.au)  
 PHONE: call 1300 276 468

**MAKE ALL CHEQUES PAYABLE TO: Town of Port Hedland PO Box 41, PORT HEDLAND WA 6721**

Detach this slip and mail to Council Office  Present this account intact when making



17 August 2000

**TOWN OF  
PORT HEDLAND**

Ms Carey Patterson  
Pilbara Livestock Depot  
[REDACTED]

Our Ref: SB (2000/132  
pl3114/618gn hwy

Your Ref:

Enquiries: Suzanne Brown

Direct Line: (08) 9158 9322

Dear Ms Patterson

**Proposed Short Term Adjustment within Sub-Lease of Pastoral Lease 3114/618  
and 398/794 Great Northern Highway, Boodarie**

Thank you for your letters dated 2 August and 18 July 2000 regarding the proposed sub lease of the abovementioned Pastoral Station for short term adjustment of Livestock.

An assessment of the application has been undertaken pursuant to the provisions for Interim Development Order No. 10, for land outside the Scheme Boundary for the Town of Port Hedland Town Planning Scheme No. 4.

You are advised that the proposed sublease of portion Pastoral Lease 311/618 and 398/794 Great Northern Highway, Boodarie being an area of 154 hectares for the use as livestock short term adjustment with associated structures as outlined in their letter dated 18 July 2000 is consistent with Interim Development Order No 10 for the Town of Port Hedland; with any likely future development in addition to this proposal is to be consistent with the "Rural" provisions of the current Interim Development Order No 10 and proposed Town Planning Scheme 5.

You are also made aware of the following important information relating specifically to the proposed development:

- a) That any additional access route into the facility be provided at no cost to Council
- b) That further advice from Western Power, the Water Corporation, Main Roads, the Department of Environment Protection, and the Department of Agriculture may be required regarding the need for any special provisions.
- c) The owner/ developer to take note that the area of this application may be subject to tidal storm surges and flooding. Council has been informed by the State Emergency Services that the one hundred (100) year cycle of flooding could affect any property below the ten (10) metre level AHD. Owners/ Developers shall obtain their own competent advice to ensure that measures

Page 1 of 2

adopted to avoid that risk, will be adequate. The issuing of a Planning Consent and/or Building License is not intended as, and must not be understood as, confirmation that the development or buildings as proposed will not be subject to damage from tidal storm surges and flooding.

- d) any future application for a "Feed Lot" would require the further approval of Council's Environmental Health Services as either Offensive Trade pursuant to the Health Act or as Feed Lots pursuant to the Town of Port Hedland Local Laws;

Council's Manager Building Services has been given a copy of this letter to then confirm with you whether there are any additional Building Code Requirements for the proposed structures.

If you have any enquires regarding the above, please contact either Planning Services on 08 9158 9322 during office hours.

Yours Faithfully



Per **AZHAR AWANG**  
Director Community Development Services  
**TOWN OF PORT HEDLAND**

17 August 2000

### 12.3.3 2014 Compliance Audit Return

Josephine Bianchi, Coordinator Governance  
File No. 14/06/0001

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### 201415/205 RECOMMENDATION/ COUNCIL DECISION

**MOVED: CR HOOPER**

**SECONDED: CR DACCACHE**

**That Council:**

- 1. Note the outcomes of the 2014 Compliance Audit Return; and**
- 2. Adopt the 2014 Compliance Audit Return.**

***CARRIED 6/0***

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#### EXECUTIVE SUMMARY

The statutory Compliance Audit Return (CAR) for the 2014 calendar year is presented to Council for adoption.

#### DETAILED REPORT

Each year all Western Australian Local Government Authorities are required to undertake a compliance audit and forward the results to the Department of Local Government (the Department) by 30 March. The CAR is a self-assessment of a local government referring to its levels of compliance with the Local Government Act and associated regulations.

A local government's Audit Committee is required to review the CAR and reports the results of that review to the Council prior to adoption by Council and the March submission to the Department. On Wednesday 18 February 2015 the Audit & Finance Committee resolved:

*"201415/036 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION*

*MOVED: MAYOR HOWLETT*

*SECONDED: CR HUNT*

*That the Audit & Finance Committee*

- 1. Note the outcomes of the 2014 Compliance Audit Return; and*
- 2. Recommend that Council adopt the 2014 Compliance Audit Return.*

*CARRIED 3/0"*



The Compliance Audit is one of the tools utilised by the Department of Local Government to monitor how the local government functioned throughout the previous calendar year from a compliance perspective. It identifies areas of non-compliance that provide guidance to officers as to where processes may be reviewed to ensure improved compliance.

A total of 78 items were audited in the 2014 Compliance Audit process and 4 areas of non-compliance were identified.

One being the late lodgement of an annual return by a Town officer who was on long service leave. This matter was rectified as soon as the officer came back in November 2014.

Two other being the public submission time allowed for major land transactions and disposals of property respectively. On a number of occasions it was identified that the time allowed for the public to provide a submission on major land transactions and disposals of property fell short of the required time. These matters have been addressed with relevant officers to ensure that in future all notices include the correct statutory timeframe for public submissions.

The last area of non-compliance being the requirement to call for tenders for the purchase of goods or services over \$100K. The episodes in question relate to the provision of ongoing consultancy services which were not identified as having reached the statutory threshold.

All of these incidences have also been flagged with UHY Haines Norton who have recently carried out an audit across all business units at the Town of Port Hedland to meet the new requirements of the Local Government Audit Regulations 1996 in terms of risk management, internal controls and legislative compliance. The auditors will be presenting a formal report on the areas of risk they have identified to the next Audit & Finance Committee meeting for consideration. In the interim the Town has commenced to actively implement new procedures to ensure that any areas of non-compliance are treated as a priority and dealt with as a matter of urgency.

All managers and the Executive team have been consulted and have provided feedback and input into the compilation of the 2014 Compliance Audit Return.

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STATUTORY AND POLICY IMPLICATIONS**

Section 7.13(1)(i) of the Local Government Act 1995 require local governments to carry out an audit of compliance with such statutory requirements. Section 14 of the Local Government (Audit) Regulations 1996 outlines the period of time, the form and the process on the compliance audit. The compliance audit is required to be reviewed by the Audit Committee and report to Council. Sections 16 and 17 of the Audit Regulations outline the new requirements of all WA Chief Executive Officers to provide their Audit Committees with a 2 yearly report on risk management, internal control and legislative compliance.

Sections 4.1 'Strategic and best practice local government administration' of the Town's Strategic Plan applies.

**ATTACHMENTS**

1. 2014 Compliance Audit Return

6 February 2015

**ATTACHMENT 1 TO ITEM 12.3.3**

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

**Port Hedland - Compliance Audit Return 2014**

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2014.	Yes		Malcolm Osborne
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2014.	Yes		Malcolm Osborne
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2014.	N/A		Malcolm Osborne
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2014.	Yes	One proposal was found to have been advertised 3 days short of the 6 weeks required for public submissions to be sought for.	Malcolm Osborne
5	s3.59(5)	Did the Council, during 2014, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Malcolm Osborne

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Malcolm Osborne
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Malcolm Osborne
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Malcolm Osborne
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Malcolm Osborne
5	s5.18	Has Council reviewed delegations to its committees in the 2013/2014 financial year.	Yes		Malcolm Osborne
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Malcolm Osborne
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Malcolm Osborne
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Malcolm Osborne
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Malcolm Osborne
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Malcolm Osborne
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Malcolm Osborne
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2013/2014 financial year.	Yes		Malcolm Osborne
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Malcolm Osborne

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Malcolm Osborne
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Malcolm Osborne

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Malcolm Osborne
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Malcolm Osborne
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Malcolm Osborne
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2014.	Yes		Malcolm Osborne
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2014.	No	One Town employee did not submit an annual return by 31.08.14 due to being on long service leave. The employee did however lodge an annual return immediately upon return to work.	Malcolm Osborne
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Malcolm Osborne
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Malcolm Osborne
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Malcolm Osborne
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Malcolm Osborne
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Malcolm Osborne
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Malcolm Osborne

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Malcolm Osborne
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Malcolm Osborne
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Malcolm Osborne

#### Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes	A number of disposals however where found to have been put out for public submissions for less than the required 2 weeks.	Malcolm Osborne
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Malcolm Osborne

#### Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A		Malcolm Osborne

#### Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Malcolm Osborne
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes		Malcolm Osborne



Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	N/A	No auditor appointed in 2014	Malcolm Osborne
4	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	N/A	As above	Malcolm Osborne
5	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	N/A	As above	Malcolm Osborne
6	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2014 received by the local government within 30 days of completion of the audit.	Yes		Malcolm Osborne
7	s7.9(1)	Was the Auditor's report for 2013/2014 received by the local government by 31 December 2014.	Yes	22.10.14 Ordinary Council meeting	Malcolm Osborne
8	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Malcolm Osborne
9	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Malcolm Osborne
10	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Malcolm Osborne
11	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Malcolm Osborne
12	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Malcolm Osborne
13	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Malcolm Osborne
14	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Malcolm Osborne

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities.

No	Reference	Question	Response	Comments	Respondent
15	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Malcolm Osborne
<b>Local Government Employees</b>					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A	CEO last appointed in 2012	Malcolm Osborne
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes	Director Corporate Services position advertised in October 2014 in accordance with regulations	Malcolm Osborne
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A	See point 1 above	Malcolm Osborne
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A	As above	Malcolm Osborne
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes	Director Corporate Services appointed via way of Council resolution at 17.12.14 Ordinary meeting	Malcolm Osborne

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A	The CEO is the complaints officer	Malcolm Osborne
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes	The complaints officer (CEO) maintains this register, however it is to be noted that no complaints that resulted in action occurred in 2014.	Malcolm Osborne
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Malcolm Osborne
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Malcolm Osborne
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Malcolm Osborne
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) (c).	Yes		Malcolm Osborne

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	No	Consultancies undertaken in 2014 were treated as stand alone purchasing episodes and were not identified as having reached the statutory threshold for inviting tenders.	Malcolm Osborne
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes		Malcolm Osborne
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Malcolm Osborne
4	F&G Reg 14, 15 & 16	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Malcolm Osborne

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Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Malcolm Osborne
6	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Malcolm Osborne
7	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Malcolm Osborne
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Malcolm Osborne
9	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Malcolm Osborne
10	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Malcolm Osborne
11	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Malcolm Osborne
12	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Malcolm Osborne
13	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Malcolm Osborne
14	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	The Town currently has a Regional Price Preference policy	Malcolm Osborne
15	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less.	Yes		Malcolm Osborne

### **12.3.4 Salaries and Allowances Tribunal Determination and Elected Members Fees, Allowances and Reimbursements for 2015/16**

Josephine Bianchi, Governance Coordinator  
File No. 22/13/0002

#### **DISCLOSURE OF INTEREST BY OFFICER**

Nil

#### **201415/206 RECOMMENDATION/ COUNCIL DECISION**

**MOVED: CR DACCACHE**

**SECONDED: CR BUTSON**

**That Council:**

- 1. Adopt the following percentages in respect to fees and allowances:**
  - **Mayoral allowance: 100% of yearly maximum SAT determination**
  - **Deputy Mayoral allowance: 25% of Mayoral allowance**
  - **Elected Members Annual Attendance Fee: 100% of yearly maximum SAT determination**
  - **Mayoral Annual Attendance Fee: 100% of yearly maximum SAT determination**
  - **ICT allowance: 100% of yearly maximum SAT determination**
- 2. Amend policy 4/008 Elected Member Entitlements as per attachment 2; and**
- 3. Note that Elected Members entitlements will be calculated each financial year based on the Salaries and Allowances Tribunal's deliberation available at the time of the Council's budget adoption.**

***CARRIED BY ABSOLUTE MAJORITY 6/0***

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#### **EXECUTIVE SUMMARY**

Council is requested to consider setting a fixed percentage for its fees and allowances. This percentage will be calculated based on the annual Salaries and Allowances Tribunal (SAT) determinations which will be included as a line item each year as part of the Council's budget adoption.

#### **DETAILED REPORT**

At the 25 June 2014 Ordinary Meeting Council decided to keep the Elected Member fees and allowances for 2014/15 the same as 2013/14, that being:

*"201314/367 AMENDED RECOMMENDATION/ COUNCIL DECISION*

*MOVED: CR BUTSON      SECONDED: CR JACOB*

*That Council:*

...

8. *Adopt the following Elected Member fees for the 2014/15 financial year:*

<i>Fee</i>	<i>Amount</i>
<i>Mayoral Allowance</i>	<i>75,000</i>
<i>Deputy Mayor Allowance</i>	<i>18,750</i>
<i>Elected Member Meeting Fee</i>	<i>27,000</i>
<i>ICT Allowance</i>	<i>3,400</i>

*Noting that all other Elected Member entitlements are incorporated in Elected Member Entitlements Policy*

...

***CARRIED BY ABSOLUTE MAJORITY 6/0"***

To ensure consistency with the setting of yearly elected members' fees and allowances it is proposed that the Council considers setting a fixed percentage which will then be used to calculate yearly elected members' fees and allowances based on the yearly SAT determinations under the Salaries and Allowances Act 1975.

This percentage should be included as part of the policy 4/008 Elected Member Entitlements.

This way, each year, as part of the budget process, the elected members' fees and allowances can then be calculated, based on their chosen percentage and the yearly SAT determination.

This will greatly assist the Town with budget forecasts, and in building its long term financial plan.

Should Elected Members wish to change the percentage at any time, the policy should be amended to reflect this.

Provided that the amount allocated for Mayoral and elected members fees and allowances is in accordance with the bands set for each item by the SAT, it is at the Council's discretion to decide what amount or percentage to grant to all members.

Each council member is entitled to be paid meeting attendance fees. The fee for attending a meeting is not a salary but a recognition of the amount of time and effort members must put into preparing for Council and committee meetings. In addition the Mayor is entitled to an annual allowance. Councils also have the discretion to provide an annual allowance for the Deputy Mayor of a certain percentage of the annual allowance to which the Mayor is entitled.



The table below sets out the fees and allowances based on different percentages of the maximum amount.

EM Fee/Allowance	14/15 SAT Min	14/15 SAT Max	14/15 Amount	14/15 % SAT Max	90% of Max	95% of Max	100% of Max
Mayoral Allowance	\$50,000	\$87,550	\$75,000	85.67%	\$78,795	\$83,172.50	\$87,550
Deputy Mayoral Allowance	25% Mayoral	25% Mayoral	\$18,750	25% *	\$19,698.75*	\$20,793.13*	\$21,887.50*
EM Annual Attendance Fee	\$24,000	\$30,900	\$27,000	87.38%	\$27,810	\$29,355	\$30,900
Mayoral Annual Attendance Fee	\$24,000	\$46,350	\$27,000	58.25%	\$41,715	\$44,032.50	\$46,350
ICT Allowance	\$500	\$3,500	\$3,400	97.14%	\$3,150	\$3,325	\$3,500

\* This is not a % of the SAT maximum amount. It is a % of the 14/15 Mayoral Allowance. The SAT does not set a maximum amount for the Deputy Mayoral Allowance.

With regard to travel and childcare, these items will continue to be reimbursed as per legislation, as reflected in policy 4/008 Elected Member Entitlements.

Further, to improve the clarity and alleviate confusion, it is proposed to amend section 3.4 of policy 4/008 (refer attached) that deals with expenditure relating to immediate family, partners and spouses accompanying elected members on Town of Port Hedland business.

### *Consultation*

#### Internal

- Executive Team
- Manager Financial Services

#### External

- Salaries and Allowances Tribunal

### **FINANCIAL IMPLICATIONS**

Determining a percentage for all Council members' fees and allowances will assist the Town in setting its 2015/16 Annual Budget and building a robust long term financial plan. The table below details the impact that the various percentages will have on the Town's operating Budget.

EM Fee/Allowance	14/15 Adopted amount per EM	14/15 Total amount	14/15 % SAT Max	Number of EM's	90%	90% Total amount	Variance to 14/15 Total amount	95%	95% Total amount	Variance to 14/15 Total amount	100%	100% Total amount	Variance to 14/15 Total amount
Mayoral Allowance	\$ 75,000	\$ 75,000	85.67%	1	\$ 78,795	\$ 78,795	\$ 3,795	\$ 83,173	\$ 83,173	\$ 8,173	\$ 87,550	\$ 87,550	\$ 12,550
Deputy Mayoral Allowance	\$ 18,750	\$ 18,750	25.00%	1	\$ 19,699	\$ 19,699	\$ 949	\$ 20,793	\$ 20,793	\$ 2,043	\$ 21,888	\$ 21,888	\$ 3,138
EM Annual Attendance Fee	\$ 27,000	\$ 216,000	87.38%	8	\$ 27,810	\$ 222,480	\$ 6,480	\$ 29,355	\$ 234,840	\$ 18,840	\$ 30,900	\$ 247,200	\$ 31,200
Mayoral Annual Attendance Fee	\$ 27,000	\$ 27,000	58.25%	1	\$ 41,715	\$ 41,715	\$ 14,715	\$ 44,033	\$ 44,033	\$ 17,033	\$ 46,350	\$ 46,350	\$ 19,350
ICT Allowance	\$ 3,400	\$ 30,600	97%	9	\$ 3,150	\$ 28,350	-\$ 2,250	\$ 3,325	\$ 29,925	-\$ 675	\$ 3,500	\$ 31,500	\$ 900
<b>Total</b>		\$ 367,350				\$ 391,039	\$ 23,689		\$ 412,763	\$ 45,413		\$ 434,488	\$ 67,138

The above table includes the 9<sup>th</sup> vacant Elected Member position for the 2015/16 budget that will be filled at the 2015 Ordinary Local Government Election, therefore there will be a savings in the 2015/16 budget for a third of the year for that position.

**STATUTORY AND POLICY IMPLICATIONS**

The WA Salaries and Allowances Act 1975 outlines the process and the guidelines for how SAT determines Elected Member fees and allowances.

Elected Members fees and allowances are outlined under sections 5.98, 5.98A and 5.99A(b) of the Local Government Act 1995. Sections 30, 31(1)(b), 32 of the Local Government (Administration) regulations 1996 provides the details as to what Elected Members fees and allowances are available.

Policy 4/008 'Elected Members Entitlements' was created to formalise what Elected Members are entitled to. Town officers are recommending that the policy be amended to reflect the new fees set by Council.

Section 4.2 'Engage our community and stakeholders' of the Strategic Community Plan 2014 – 2024 applies as ensuring Elected Members have appropriate fees and allowances ensures transparent and accountable civic leadership.

**ATTACHMENTS**

1. SAT determination June 2014 (Under Separate Cover)
2. Policy 4/008 Elected Member Entitlements

5 March 2015

## ATTACHMENT 2 TO ITEM 12.3.4



## ELECTED MEMBERS ENTITLEMENTS - NUMBER 4/008

**Policy Objective**

Elected Members are required to perform a number of functions to fulfil their civic duties. This policy sets out the level of fees, allowances and reimbursements available to Elected Members to ensure they are able to effectively carry out these functions and ensure that they are not financially disadvantaged when performing their duties.

**Policy Content****1. FEES AND ALLOWANCES****1.1 Annual Meeting Attendance Fees**

~~The Council is to resolve each financial year as part of the budget process meeting attendance fees and allowances for Elected Members in accordance with section 5.99 of the Local Government Act 1995 (the Act) and within the parameters set by the Salaries and Allowances Tribunal (SAT).~~

~~The Annual Meeting Attendance Fee is % of the yearly maximum Salaries and Allowances Tribunal (SAT) determination.~~

**1.2 Mayoral Allowance**

~~The Council is to resolve each financial year as part of the budget process the Mayoral allowance in accordance with section 5.98(5) of the Act and within the parameters set by the SAT.~~

~~The Mayoral Allowance is % of the yearly maximum SAT determination.~~

**1.3 Deputy Mayoral Allowance**

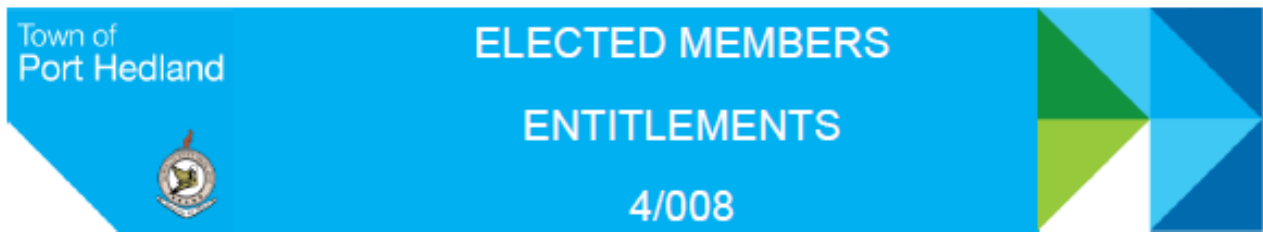
~~The Council is to resolve each financial year as part of the budget process the Deputy Mayoral allowance in accordance with section 5.98A of the Act and within the parameters set by the SAT.~~

~~The Deputy Mayoral Allowance is 25% of the Mayoral Allowance as determined under point 1.2.~~

**1.4 Information and Communication Technology (ICT)**

~~The Council is to resolve each financial year as part of the budget process the ICT allowance in accordance with section 5.99A of the Act and within the parameters set by the Salaries and Allowances Tribunal (SAT).~~

~~The ICT Allowance is % of the yearly maximum SAT determination.~~



The ICT Allowance is for costs relating to telephone and facsimile usage and other expenses that relate to information and communications technology i.e. telephone/fax call charges, consumables and internet service provider fees (must be of sufficient capability to download Town documents).

Elected Members are encouraged to utilise this allowance for the purchase of mobile device as Members will be supplied with electronic copies of meeting papers and will be requested to bring their device to meetings.

#### *1.5 Conditions Relating to Payment of Fees and Allowances*

All Allowances and Fees shall be paid automatically unless an Elected Member has advised the Chief Executive Officer in writing that he/she does not want to claim any or part of those.

The taxation liability arising from these payments is the individual responsibility of each Elected Member.

All the above fees and allowances are to be paid monthly in arrears, ~~on~~ in the third week of each month.

#### *1.6 Acting Role*

If the Deputy Mayor has taken leave of absence for a period in excess of one month and another Elected Member is acting in that capacity then that Elected Member shall be entitled to the higher pro rata annual meeting fee and allowance.

## **2. REIMBURSEMENTS**

### *2.1 Childcare*

Elected Members are entitled to be reimbursed for childcare costs incurred because of a Member's attendance at a Council or Committee meeting as per section 31 of the LG Administration Regulations 1996 within the parameters stipulated by the SAT and the Public Service Award 1992.

In accordance with section 32(1)(c) of the LG Administration Regulations 1996 Elected Members may be reimbursed for the following informal meetings:

- Weekly Elected Members and CEO catch ups
- Weekly concept forums
- Monthly agenda briefings
- Community conversations
- Training and Conferences

### *2.2 Travel*





Elected Members are entitled to be reimbursed for travel costs incurred whilst using their own private vehicle to attend a Council or Committee meeting within the Town of Port Hedland district as per section 31 of the LG Administration Regulations 1996 within the parameters stipulated by the SAT and the Public Service Award 1992. The reimbursement for the fuel being on a cents per kilometre basis.

Where Elected Members are representing the Town of Port Hedland Council at meetings outside the Town's district they are required to utilise a Town's vehicle and its fuel card where available. Where a Town of Port Hedland vehicle is not available and the Elected Member has to utilise his/her personal vehicle, he/she will be entitled to be reimbursed on a cents per km basis. Where a Town of Port Hedland vehicle is available and he/she chooses to use their own vehicle, then costs will be reimbursed on actual fuel costs supported by appropriate tax invoices.

### *2.3 Claims Procedure and Time Limit*

Elected Members electing to receive reimbursement of expenses in accordance with the provisions of this policy must submit their receipts and other supporting documents verifying the amount incurred and the period being claimed for prior to any reimbursement being made.

Claims for reimbursement must be submitted no later than 30 days after the end of the month in which the expenses were incurred.

Under no circumstances is any reimbursement to be made in connection with costs incurred for re-election to office.

## *3. TRAINING, CONFERENCES and EVENTS*

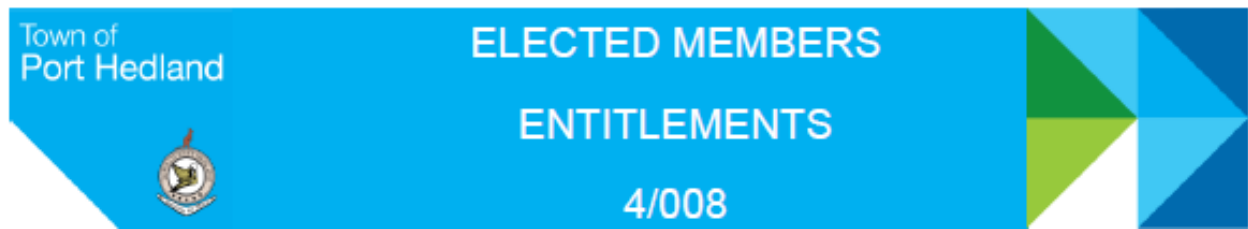
### *3.1 Attendance*

Council makes an annual allocation in the Town's budget to provide the opportunity for Councillors to participate in appropriate training, conferences and events. Elected Members are permitted to attend these in accordance with this policy up to an amount not exceeding the annual budget allocation per Elected Member without further approval from Council.

The following training/conferences are identified as examples relevant to Elected Members' role and responsibilities:

- a) WALGA or Australian Institute of Management (AIMWA) or Australian Institute of Company Directors
- b) WALGA's Annual Local Government Week Conference and associated courses
- c) Pilbara Kimberley Joint Forum





d) Team building exercises

e) Any training session, conference or event considered by the Chief Executive Officer and the Mayor to be directly relevant to the performance for the Town of its functions including leadership, planning, financial management, corporate governance and social infrastructure.

Upon commencement of office an Elected Member will be provided with the opportunity to attend WALGA introductory training sessions. This will also be offered to all other Elected Members as refresher training should the training be held in Port Hedland.

During the caretaker period training and conferences will not be booked for those Elected Members seeking re-election.

Members are to submit a report to the Council covering key messages on the benefits of their training/conference/event the month after it has taken place.

### 3.2 Bookings

All bookings associated with Elected Members' travel will be arranged by a Town's officer nominated by the Chief Executive Officer and will include:

- Registration fees;
- Travel to and from conference, study, seminars, conventions, etc;
- Accommodation;
- Meals and incidentals where required;

The Town will endeavour to seek any discount possible to minimise the cost to the Council, whilst ensuring that an appropriate standard is obtained. All travel will be booked at economy rates, and any upgrade will be made at the Member's expense.

All travel while away from Port Hedland will be by taxi, through the use of cab charges provided prior to departure from Port Hedland.

Accommodation is to be arranged at an appropriate standard in reasonable proximity to ~~the~~ where the majority of purpose for the visit is to occur (i.e. hotel where conference is being presented). Should an Elected Member choose not to stay at the relevant hotel, a daily allowance will be paid in lieu of accommodation in accordance with Public Service Award 1992.

In the eventuality that meals are not provided at the accommodation, training session or conference, Elected Members will be given an allowance as prescribed from time to time in the Public Service Award 1992.





### *3.3 Bookings changes and cancellations*

Any amendments or cancellations to bookings resulting from a change in Elected Members' personal circumstances should be undertaken by Members at their own cost. Elected Members should inform the CEO prior to the changes taking place. Any other change or cancellation resulting from the Town's operations will be communicated to Elected Members, undertaken by relevant Town officers and paid for by the Town.

### *3.4 Partners accompanying Elected Members on civic duties*

~~The Town will pay for partners and spouses to accompany Elected Members on Council business as approved by the Mayor and the CEO. Partners and spouses may accompany Elected Members at other times at their own expense.~~

The Town will pay for reasonable expenses for an immediate family member, partner or spouse of an Elected Member when they accompany an Elected Member on Town of Port Hedland business as approved in advance by the CEO. Immediate family members, partners and spouses may accompany Elected Members at other times at their own expense.

## **4 ITEMS TO BE PROVIDED TO ELECTED MEMBERS**

### *4.1 Corporate Items*

In order to assist Members in the performance of their duties they will be provided with the following items:

- Business cards
- Name badge
- Corporate wear (Elected Members have the option to receive \$700 worth of corporate wear upon commencement of their office to be purchased through the Town's endorsed catalogue and to be worn when undertaking Council business)
- Professional Membership fees up to \$500 per annum at the discretion of the CEO and Mayor
- Reasonable secretarial support to include diary management and photocopies
- Civic Centre building access card

### *4.3 Recognition of Elected Members*

Retiring Elected Members are recognised at the last Ordinary Council meeting before the election or at an official function recognising past Elected Members. Retiring Elected Members are presented with:

- A name plaque



- A certificate of service
- A gift up to the value of \$100 per year of service with a maximum value of \$500.

#### 4.4 Office of the Mayor

The Town is to provide to the Mayor, at the Town's cost, the following within the Town's Civic Centre:

- the use of a suitable office;
- access to administrative support.

#### 5. DISPUTE RESOLUTION

Any disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that the Elected Member and the Chief Executive Officer cannot reach an agreement, the matter will be reported to the Council for a decision.

#### Definitions

*Allowance – as defined in the Local Government Act 1995*

*Reimbursement - as defined in the Local Government Act 1995*

Council Adoption Date and Resolution No.	
Date of adoption of amendment and Resolution Number <i>Do not delete previous dates</i>	
Relevant Legislation	<i>Local Government Act 1995, Local Government Administration Regulations 1996, Salaries and Allowances Act 1975, Public Service Award 1992</i>
Delegated Authority	<i>N/A</i>
Business Unit	<i>Governance</i>
Directorate	<i>Office of the CEO</i>
Review Frequency	<i>Annual</i>

### 12.3.5 Pilbara Kimberley Joint Forum May 2015

Grace Waugh, Governance Officer  
File No. 13/01/0009

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### RECOMMENDATION

That Council nominate \_\_\_\_\_ and the Chief Executive Officer to attend the 2015 Pilbara Kimberley joint Forum in Darwin in May 2015.

#### 201415/207 AMENDED RECOMMENDATION/ COUNCIL DECISION

MOVED: CR HOOPER

SECONDED: CR DACCACHE

That Council:

1. Nominate the following Elected Members Mayor Howlett, Cr Melville, Cr Jacob, Cr Daccache, Cr Hunt and the Chief Executive Officer to attend the 2015 Pilbara Kimberley Joint Forum in Darwin from Saturday 2 May to Monday 4 May 2015;
2. Nominate the following Elected Members Mayor Howlett, Cr Jacob, Cr Daccache, Cr Hunt and the Chief Executive Officer to attend the 2015 Local Government Management Association (LGMA) Congress in Darwin from Wednesday 29 April 2015 to Friday 1 May 2015;
3. Change the date of the April 2015 Ordinary Council Meeting from Wednesday 29 April 2015 to Wednesday 22 April 2015 at 5:30pm in Council Chambers and not hold a Public Agenda Briefing; and
4. Request the Chief Executive Officer, or his delegate(s), to advertise the change of Council meeting date accordingly.

*CARRIED 6/0*

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#### EXECUTIVE SUMMARY

The Council is required to consider attendance and representation at the next Pilbara Kimberley (PK) Joint Forum in May 2015.

#### DETAILED REPORT

This year's PK Joint Forum is being organised by the Kimberley Zone Project Manager. The team has reviewed the focus and delivery of the PK Joint Forum and is hosting it in Darwin from Saturday, 2<sup>nd</sup> to Monday, 4<sup>th</sup> May 2015. The Kimberley Zone is seeking nominations from Pilbara local governments and the Council is required to consider them.

The \$650 registration fee includes the 3 day forum, catering, dinners, airport transfers and a bus tour. Flights to and from Darwin are available every Tuesday and Friday. Elected Members have the opportunity to attend other meetings and networking in Darwin should they wish to stay after the Pilbara Kimberley Joint Forum.

A program for the Forum is currently being developed. The Kimberley Zone Project Manager has been advised it will provide maximum benefit to all attendees at the Forum. The Kimberley Zone is aiming to have a range of speakers who will be able to address the themes for cross border collaboration being transport/ infrastructure, indigenous issues and agriculture/ water management. The themes will cover a number of topics including:

- Strengthen the alliance of Councils
- Support hubs
- Regional Strategic Partnerships
- Planning for development
- Policy frameworks
- Officer partnerships/ working groups
- Initiatives to build capacity
- Opportunities
- Funding

At the moment the Kimberley Zone are expecting between 60 – 80 participants made up of the following:

- Kimberley – 4 CEO's and Elected Members
- Pilbara – 5 CEO's and Elected Members
- Northern Territory – 15 CEO's and Councillors
- Invited Speakers - 12

Informal discussions about the Forum have been held between elected members and the executive team. Elected Members are now required to formalise confirmation of attendance.

#### **FINANCIAL IMPLICATIONS**

The total cost per attendee (excluding GST) will be:

- Attending from Friday to Tuesday (4 nights) – \$2,120
- Attending from Friday to Friday (7 nights) – \$2,790

This will include return flights from Port Hedland to Darwin, accommodation, forum, catering, dinners, airport transfers and a bus tour. Meals and incidentals will be paid to Elected Members as required and are not included in the figures above. Any changes to flights and accommodation once booked is the responsibility of Elected Members as per the Elected Members Entitlements Policy. The 2014/15 Annual Budget currently has \$45,000 left available for Elected Members travel, training and conferences which will fund the forum and all associated costs.

#### **STATUTORY AND POLICY IMPLICATIONS**

Policy 4/008 'Elected Member Entitlements' applies as it outlines what Elected Members are entitled to and what the processes are.

Section 4.2 'Strategic and best practice in local government administration' and section 4.2 'Engage our community and stakeholders' of the Strategic Community Plan 2014 – 2024 apply as Elected Members will be representing the local government at the forum and being a powerful voice with major industries.

**ATTACHMENTS**

Nil

9 March 2015



**201415/208 COUNCIL DECISION****MOVED: CR MELVILLE****SECONDED: CR HOOPER**

**That Council suspend sections 9.4, 9.5 and 9.9 of the Standing Orders Local Law 2014 in accordance with section 18.2 'Suspension of Standing Orders' to discuss the Finance Unlimited proposal other local government policy examples.**

**CARRIED BY ABSOLUTE MAJORITY 6/0**

6:10pm Mayor advised that sections 9.4, 9.5 and 9.9 of the Standing Orders Local Law 2014 have been suspended.

**201415/209 COUNCIL DECISION****MOVED: CR MELVILLE****SECONDED: CR DACCACHE**

**That Council resume sections 9.4, 9.5 and 9.9 of the Standing Orders Local Law 2014.**

**CARRIED 6/0**

6:20pm Mayor advised that sections 9.4, 9.5 and 9.9 of the Standing Orders Local Law 2014 have been resumed.

**12.3.6 Policy Review – Rescind Policies 9/001, 9/002, 9/008, 10/001 and 10/002, Amend Policy 9/005 and Adopt Policy 1/020 and 10/003**

Grace Waugh, Governance Officer  
File No. 04/03/0001

**DISCLOSURE OF INTEREST BY OFFICER**

Nil

**RECOMMENDATION****That Council:**

- 1. Rescind the following policies:**
  - **9/001 Bollards and Barriers**
  - **9/002 Access to Persons with Disabilities – Footpath and Kerb Height**
  - **9/008 Verge Treatment**
  - **10/001 Landscaping Policy for Industrial and Commercial Areas**
  - **10/002 Street Trees**
- 2. Amend policy 9/005 Crossovers;**
- 3. Adopt the following policies:**
  - **1/020 Honorary Freeman**

At the Ordinary Council Meeting held on Wednesday 22 April 2015 (201415/221) Council amended the reference from 'the Finance Unlimited proposal' to 'other local government policy examples'.

- 10/003 Landscaping
4. Note that all current Honorary Freeman's will be contacted to advise them of the new policy.

#### 201415/210 COUNCIL DECISION

MOVED: CR HOOPER

SECONDED: CR MELVILLE

That Council:

1. Rescind the following policies:
  - 9/001 Bollards and Barriers
  - 9/002 Access to Persons with Disabilities – Footpath and Kerb Height
  - 9/008 Verge Treatment
  - 10/001 Landscaping Policy for Industrial and Commercial Areas
  - 10/002 Street Trees
2. Amend policy 9/005 Crossovers;
3. Adopt the following policies:
  - 1/020 Honorary Freeman as amended
  - 10/003 Landscaping
4. Note that all current Honorary Freeman's will be contacted to advise them of the new policy.

**CARRIED 6/0**

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#### EXECUTIVE SUMMARY

The Town of Port Hedland policy manual is being reviewed to ensure that policies are relevant and up to date. The policies will be reviewed in a staged approach and presented to Council for endorsement in due course.

Officers are proposing that the Council rescind policies 9/001 Bollards and Barriers, 9/002 Access to Persons with Disabilities – Footpath and Kerb Heights, 9/008 Verge Treatment, 10/001 Landscaping Policy for Industrial and Commercial Areas and 10/002 Street Trees and amend policy 9/005 Crossovers and adopt policies 1/020 Honorary Freeman and 10/003 Landscaping.

#### DETAILED REPORT

An audit of the Town's policy manual identified a number of policies that need to be rescinded or amended as they no longer reflect current Town practices or are better suited to be an internal operating procedure (IOP).

Policies are adopted by Council and establish guidelines or provide direction for the Town's activities and actions. Policies are defined as the principles and intent behind the programs that a local government implements. A policy can also be a general plan or approach to a specific need, problem or issue.

An IOP outlines operational day-to-day processes and can stand alone or be found in conjunction with policies. Council is not required to adopt IOPs as these deal with operational matters only and not with the strategic direction of the local government, which is a policy function.

Policy	Comments	Responsible Officers
<b>Rescind</b>		
9/001 Bollards and Barriers	This policy is captured in Public Open Space guidelines and Engineering guidelines, plus relevant Australian Standards, therefore there's no need to have as separate policy.	Manager Infrastructure Development
9/002 Access to Persons with Disabilities – Footpath and Kerb Heights	This policy is captured in Policy 8/003, our Disability Access & Inclusion Plan plus relevant Australian Standards.	Manager Infrastructure Development
9/008 Verge Treatment	These policies have been combined to create a new policy 10/003 'Landscaping'. It is recommended that these policies be rescinded as they include out of date information and specific details which will be included in guidelines that will sit underneath the new policy. Sections of these policies have also been transitioned to the new policy.	Manager Infrastructure Development
10/001 Landscaping Policy for Industrial & Commercial Areas		Manager Infrastructure Development
10/002 Street Tree Policy		Manager Infrastructure Development
<b>Amend</b>		
9/005 Crossovers	This policy has been updated to reflect the current practice. Information that is now included in the Town's standard drawings and specifications has been taken out of the existing policy.	Manager Infrastructure Development
<b>Adopt</b>		
1/020 Honorary Freeman	This policy has been developed to assist with the determination and process for nominating and appointing Honorary Freeman's of the Town of Port Hedland. The following local government Honorary Freeman policies have been considered in preparation of the proposed policy: <ul style="list-style-type: none"> <li>• City of Perth</li> <li>• City of Stirling</li> <li>• City of Kwinana</li> </ul>	Governance Officer

10/003 Landscaping	<p>This policy has been developed to align and combine current policies 9/008, 10/001 and 10/002 to ensure they reflect the current practice of the Town of Port Hedland.</p> <p>Supporting Guidelines for landscaping, irrigation, species selection and engineering information have been drafted and are currently being reviewed internally. These will be provided to the community and developers to support Policy 10/003 Landscaping and can be updated as requirements or technology changes without having to amend the policy.</p>	Manager Infrastructure Development
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#### FINANCIAL IMPLICATIONS

There is no impact on the 2014/15 budget for rescinding and amending these policies.

#### STATUTORY AND POLICY IMPLICATIONS

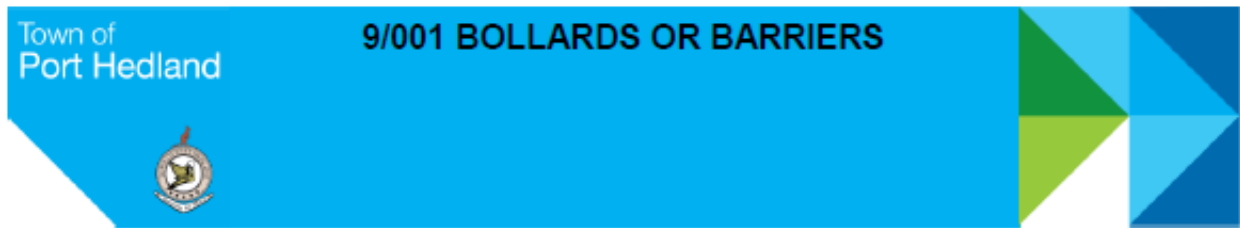
Section 4.1 'Strategic and best practice local government administration' of the Strategic Community Plan 2014 – 2024 applies as updating the policy manual assists with delivering high quality corporate governance accountability and compliance.

#### ATTACHMENTS

1. Policy 9/001 Bollards and Barriers – to be rescinded
2. Policy 9/002 Access to Persons with Disabilities – Footpath and Kerb heights – to be rescinded
3. Policy 9/008 Verge Treatment – to be rescinded
4. Policy 10/001 Landscaping Policy for Industrial & Commercial Areas – to be rescinded
5. Policy 10/002 Street Tree – to be rescinded
6. Current 9/005 Crossover Policy
7. Proposed Amended Policy 9/005 Crossover
8. Proposed Policy 1/020 Honorary Freeman
9. Proposed Policy 10/003 Landscaping

4 March 2015

## ATTACHMENT 1 TO ITEM 12.3.6



All future reserves (i.e. parks, foreshore, drainage, etc.) shall be bollarded or where appropriate fenced to prevent vehicle or pedestrian access as determined by the Manager Engineering Services.

Where roads are closed or cul-de-sac heads and roads reserves are not enclosed by private lots, or developed lots, bollards shall be installed to prevent vehicle access to adjacent land.

Provision for bollards or barriers to protect pedestrians from vehicles and bicycle traffic shall be included in footpath construction programs consistent with relevant Australian Standards.

*(Adopted at the 24 November 2004 Council Meeting)*

**ATTACHMENT 2 TO ITEM 12.3.6**

Town of  
Port Hedland



**9/002 ACCESS TO PERSONS WITH  
DISABILITIES - FOOTPATH AND KERB  
HEIGHTS**



All future construction of pedestrian facilities shall provide for unrestricted use by persons with disabilities, particularly those confined to wheelchairs.

*(Adopted at the 24 November 2004 Council Meeting)*



## ATTACHMENT 3 TO ITEM 12.3.6

Town of  
Port Hedland**9/008 VERGE TREATMENT POLICY****1.0 Objective**

The objective of this policy is to provide guidelines for the procedure, nature of material and treatments that are permitted for the landscaping of roadside verges by property owners/occupiers and developers.

Councils overriding objective is to encourage and support development of aesthetically pleasing streetscapes throughout the Town including well maintained street verges and healthy street trees.

**2.0 Definitions**

For the purposes of this policy the following definitions apply:

- Road reserve – the portion of land between opposite front property boundaries that contains both verges and the road carriageway
- Verge – the section of the road reserve between the property boundary and the road kerb line
- Crossover – the portion of a driveway within the verge area (between the property boundary and the road kerb line)

**3.0 General**

It is accepted by Council that road reserves form a significant portion of public open space and is available to residents for improving their outdoor lifestyle. A well planned and maintained garden greatly enhances the appearance of the neighbourhood. It is the Town's responsibility to ensure that property owners/occupiers develop verge areas to a safe standard. This policy has been prepared to assist residents in undertaking verge treatment works which are kept free of hazards to ensure safe movement for pedestrians, cyclists and vehicles.

Property owners may install the following verge treatments:

- Lawns (refer section 5.1)
- Reticulation (refer section 5.2)
- Gardens/Landscaping (refer section 5.3)
- Street Trees (refer section 5.4)
- Partial hardstand (refer section 5.5)
- Compacted Material (refer section 5.6)
- Crossovers (refer section 5.7 and Policy 9/005)

**4.0 Procedure**

Property owners/occupiers and developers desiring to develop the verge adjacent to their property shall submit to Council an application for approval. The application must include a sketch plan setting out the details of the proposed work including any paving,



trees, groundcovers and reticulation. In special circumstances, assistance may be available from Council staff to assist with the production of necessary plans.

The applicant will then be:

- i) Granted approval in writing, where the application complies with the conditions of this policy; or
- ii) Where the application does not comply the applicant will be advised that approval will be required by Council before any work can proceed

The applicant will also be advised of any scheduled works by Council that may impact on their verge development proposal, such as footpath construction.

The owner/occupier must undertake to maintain all developments/improvements of the road verge. Verge maintenance by Council is limited to managing street trees and slashing unkempt grass. Furthermore, the cost and any adjustments that are required by the service authorities (gas, water, electricity, telephone, etc) resulting from the developments will be borne by the owner/occupier.

Developers undergoing subdivisional works are required to submit detailed landscaping plans to Council and may be required to commit to a maintenance contract for a required period (generally 2 years).

## **5.0 Guidelines**

### **5.1 LAWNS**

Applications for reticulated lawns within the verge area must be submitted to Council as per section 4.0 Procedures of this policy.

Unreticulated lawned verges do not require Council's approval.

The registering of verges is no longer applicable within the district and has been superseded by Clause 5.3 of the Town's Parking Local Law. This law prevents motorists from parking on a road verge without the adjoining property occupier's consent. For further information, please contact Ranger Services at the Town of Port Hedland.

If residents have concerns or believe vehicles are parked without their permission then Council's Ranger Services can be contacted. Signs will be available to be installed in appropriate locations upon request from Council (at cost price to the applicant).

### **5.2 RETICULATION**

When reticulating verges the following points must be noted:



- i) Water pipes must be laid beneath the verge at a depth between 150mm and 300mm. No fitting connected to the pipes can protrude above the surface of the lawn or garden
- ii) The pipes and connections must be at least 250mm away from the footpath or the standard footpath alignment (1.8 metres to 3.0 metres from the kerblines). Please contact Council's Engineering Services for further information
- iii) The system must contain approved valves, located within the property. These are connected to your supply and fitted so as to give complete control of the flow of water from that point
- iv) Where reticulation extends to the kerblines, half sprinklers must be used. These will direct the flow of water away from the paved road surface
- v) Reticulation sprinklers are not to spray water on a footpath or road and watering is to be restricted to times where inconvenience to pedestrians, cyclists and motorists is at a minimum
- vi) Should damage to any utility services (water, telecom, power etc) occur, the damage will be made good by the authority having the control of that particular plant, and such expense incurred in reinstating the plant, will be to the property owner
- vii) Design and operation to comply with the Water Corporation Waterwise watering guidelines and current water restrictions
- viii) Street tree reticulation shall be installed to include a root watering system (not surface watering) and a root director. This will encourage a deeper root growth, assisting in establishment of the tree and protecting the tree from uprooting in strong wind conditions

### 5.3 GARDENS/LANDSCAPING

Many residents are becoming water conscious when planning their landscaping. This does not mean that vegetation has to be eliminated. Parks and Gardens Services provide advice on the species of plants best suited to verge areas.

Before commencement, the following conditions of approval should be considered:

- i) That an area measured 2 metres from the back of kerb and running parallel to the kerb, is kept clear of landscaping/planting to allow pedestrians a safe point of refuge on the verge in emergency situations
- ii) The applicant accepts responsibility for removal or relocating the plants if required by any public utility





- iii) The plants are kept clear of the roadway or any footpath where applicable
- iv) The landscape scheme is to be of such a nature as not to create any undue hazard to road users or pedestrians
- v) That no plant be permitted to exceed 600mm in height on the verge to ensure sight lines from crossovers are clear (excludes street trees)
- vi) Landscaping plant species must comply with Council's preferred species list – refer Policy 10/001

#### 5.4 STREET TREES ON VERGES

In the interests of vehicular and pedestrian safety, as well as keeping services clear, street trees on verges shall be of a specific species planted within a particular alignment.

##### 5.4.1 Street Tree Alignment

Residents may apply for free street trees by completing the Verge Street Tree Application form available from Council offices. The resident is entitled to one to three street trees according to the following Table 1. Council will supply and plant the trees, however it is the responsibility of the resident to water the street trees. Any other maintenance required should be referred to the Town's Parks and Gardens Services.

Table 1: Street Tree Alignment and Quantity

Lot Type	Number of Trees
Standard Lot	1
Corner Lot	1 on short side 2 on long side
Lot with boundary >70m	3

The standard alignment for a verge tree is:

- i) Central on a standard block
- ii) 5 metres from any crossovers
- iii) At least 2 metres from the road and front property boundary
- iii) 10 metres from the road truncation

There will be exceptions to allocations and alignments due to configurations of Lots and existing infrastructure. For further information please contact Engineering Services.

*(Clause 5.4.1 amended by Council at its Ordinary Meeting held on 23 April 2008)*

##### 5.4.2 Tree Species



The following tree species have been allocated to each area. A plan is available from Engineering Services for clarification. Please note that incorrectly chosen or planted street trees will be removed at Council's discretion.

- Town Centre (Port & South Hedland): As per each application, in accordance with Council's preferred species list (refer Policy 10/001)
- Main dividing roads: Royal Poinciana (*delonix regia*)

#### South Hedland:

- Lawson: Pink Trumpet Tree (*Tabebuia rosea* 'Alba')
- Walnut Grove: Summer Red flowering gum (*Corymbia ficifolia*)
- Cassia: Golden Shower (*Cassia fistula*)
- Koombana: Pride of Bolivia/Tipu/Rosewood (*Tipuana tipu*)
- Shellborough: Yellow Poinciana (*Peltophorum pterocarpum*)

#### Port Hedland

- Cooke Point (Thompson Street to Taylor Street): Summer Red flowering gum (*Corymbia ficifolia*)
- Pretty Pool: Pride of Bolivia (*Tipuana tipu*)
- Thompson Street to Wilson Street: Golden Shower (*Cassia fistula*)
- McGregor Street to Acton Street: Pink Trumpet Tree (*Tabebuia rosea* 'Alba')
- West End (Acton Street to The Esplanade): Yellow Poinciana (*Peltophorum pterocarpum*)

#### Other

- Rural Areas (including South Hedland Rural Estate): Cadjeput (*Melaleuca leucadendron*)
- Drainage reserves and public open space: A combination of native trees to compliment any currently established trees, including Coolibahs, Desert Walnuts (Pundle) and other endemic species, plus exotic plantings as per Council's preferred species list."

*(Clause 5.4.2 amended by Council at its Ordinary Meeting held on 23 April 2008)*

### 5.5 HARDSTAND VERGE TREATMENTS

Council permits a part of the verge to be sealed with brickpaving, concrete or bitumen. The area to be treated by sealing is 3.0 metres wide, measured from the back of the kerb and running parallel to the kerb in the verge abutting the property, or alternatively an area of equal size.



If a footpath exists in front of the property, the portion of the verge between the kerb and the footpath is permitted to be sealed. The verge hardstand must be a significantly different colour to that of the adjacent footpath.

### 5.5.1 Brick paving

#### Schedule of requirements

i)	Pavers	Minimum 70mm heavy-duty rectangular or square unit
ii)	Brickpaving pattern	Refer to Standard Drawing ES07-8-0
iii)	Sand bed	20mm - 40mm thick
iv)	Sub-base	100mm gravel or roadbase
v)	Edge restraints	250mm wide and a minimum of 80mm deep concrete edge restraint robust enough to withstand vehicle impact and prevent any lateral movement of the bricks. Visible edge restraints shall be installed flush to the level of the pavers
vi)	Verge gradient	A positive 2% slope from the top of the kerb towards the property boundary

Please note:

Council will not accept liability for replacing any paving bricks located within the road reserve, which are subsequently damaged through works undertaken.

### 5.5.2 Concrete

#### Schedule of requirements

i)	Depth	100mm Minimum
ii)	Contraction Joints	Minimum depth of 20mm at 2.5m centres. The joints shall be placed at right angles to the kerb
iii)	Expansion Joints	Bitumen impregnated joints are not permitted
iv)	Strength	Concrete high early strength to 20 Mpa at 28 days
v)	Surface Finish	Broomed non-slip
vi)	Verge gradient	A positive 2% slope from the top of the kerb towards the property boundary
vii)	Delineation	Verge infill is to be delineated from existing paths

### 5.5.3 Asphalt





## Schedule of requirements

i)	Base Course	Minimum 150mm thick crushed rock free from sand, loam, capstone, roots or other organic matter. The rock must be compacted and waterbound to a smooth finish
ii)	Pavement	A 30mm thick pavement of 7mm nominal aggregate bituminous concrete
iii)	Edge Restraints	A 100mm wide by 150mm deep concrete edge restraint shall be constructed to the outside edges of asphalt. The surface of the edge restraint shall be non-slip broomed finish and shall be flush with the surface of the asphalt pavement
iv)	Verge gradient	A positive 2% slope from the top of the kerb towards the property boundary

**5.6 COMPACTED UNBOUND HARDSTAND AREAS**

Compacted unbound material is an acceptable treatment on verges adjoining residential properties provided that the material is well graded, waterbound and compacted to a smooth finish. The depth of such material must be an absolute minimum of 100mm.

This treatment is not permitted on verges which adjoin properties housing non-residential activities, for example childcare centres, businesses.

Poorly graded materials such as river stone, crushed brick and other decorative treatments are not permitted unless incorporated into a defined and approved landscaping plan.

**5.7 CROSSOVERS**

All crossovers up to the property boundary must be sealed and maintained to Council standards. Approved treatments are concrete, heavy duty brick paving and bitumen. Please obtain Council's specification for Crossovers prior to commencing Works (policy 9/005).

Important note: You may be eligible for a Council provided subsidy when constructing a crossover on your property.

**6.0 CONDITIONS APPLICABLE TO ALL VERGE TREATMENTS**



- i) The verge must be maintained at a positive 2% gradient from the back of the kerb to the front property boundary. Any alteration to this gradient must be approved by Council's Engineering Department
- ii) The owner agrees to maintain the area so as not to cause a hazard. Failure to comply may result in removal of the treatment by the Town's workforce at the owner's expense
- iii) No uncompacted gravels, crushed bricks or loose stones are permitted on verges. These are easily displaced collecting on the road, footpath and adjoining properties thus posing a hazard to pedestrians
- iv) The placement of obstructions on verge areas is not permitted. Obstructions are objects that could be dangerous to, or restrict access of pedestrians, motor vehicles and cyclists e.g. rocks, stakes and string, fencing, bricks, structures, posts, etc. Please contact Engineering Services if you require further information
- v) No sporting equipment (i.e.: basketball hoop/stand, cricket wickets etc) may be positioned temporarily or permanently within the verge area. When basketball hoops are located on private property please be mindful of the direction the hoop faces so as to prevent balls entering the road and neighbouring properties
- vi) The owner agrees to indemnify the Town against all claims, which may arise as a result of the treatment
- vii) Council reserves the right to remove any verge treatment for the purpose of carrying out works, without being liable to compensate any person for such loss
- viii) No assistance shall be provided by Council for development, ongoing operation, or maintenance costs
- ix) The property owner/occupier shall be responsible for repairs to any damaged Council infrastructure occurring during verge treatment installation by the owner/occupier or their contractor

*(Amended at the 31 October 2007 Council Meeting)*

## ATTACHMENT 4 TO ITEM 12.3.6

Town of  
Port Hedland**10/001 LANDSCAPING POLICY FOR  
INDUSTRIAL & COMMERCIAL AREAS**

This policy is established to provide a basis for the co-ordinated and guided landscaping of developments within the Town of Port Hedland. It is intended to supplement and compliment the provisions of Town Planning Scheme No 5 Clause 3.4.2 currently in operation relating to landscaping and should be read in conjunction with those provisions.

Council wishes to promote the establishment of landscaping for the benefit of those who reside, work and visit the Town of Port Hedland.

The intent of the policy is to:

- i) Provide a means of reducing the impact of the built form in developed areas, through the moderating influence of trees, shrubs and other vegetation.
- ii) Improve the quality of life in the Town of Port Hedland by beautifying the built environment and moderating the harsh climatic conditions.
- iii) Encourage a landscaping form which is economical in its water and maintenance requirements.
- iv) Provide a means of permitting relative freedom of design of the individual components of any built-up area, while also ensuring that the important 'sense of place' is maintained through the unifying character of landscaping.
- v) Provide a means of minimising soil erosion.
- iv) Provide a guide detailing the minimal requirements of a satisfactory landscaping plan for submission purposes.

**Policy**

This policy is for the provision of landscaping in Industrial and Commercial areas. Subject to Council approval the provisions contained may be varied should the result achieved by the variation meet the intent of this policy.

Each application for a Building Licence in industrial and commercial zones shall include a landscape plan which conforms to the Town of Port Hedland Landscaping Policy for Industrial and Commercial areas.

**Recommended Plant Types**

For reasons of soils and climatic compatibility, hardy plants suited to the region are essential. A range of species may be included in the landscaped area, these may be species recommended by the Manager Parks and Gardens.



It should be noted, species may be varied subject to approval and reference should be made to the Manager Parks and Gardens to ascertain suitability of alternative species.

#### **Preparation of Shrubbery Areas**

Due to the harsh climatic conditions that prevail within the district and the predominance of potential weeds, preparatory treatment of planting beds is essential.

Preferred treatment includes preparatory removal of all existing weed growth, the provision of rolled gravel approximately 10 centimetres in depth (minimum) on the soil in which vegetation is planted or a 10 centimetre layer of approved mulch.

The aim of this treatment is to prevent soil loss through wind erosion, water loss and reduce weed penetration.

Other methods of achieving this aim may be considered, however the provision of a plastic treatment alone is not acceptable. Membrane weed control matting may be approved with a Riverstone cover.

#### **Reticulation**

All landscaping shall be reticulated. The reticulation considered satisfactory by Council for shrubbery planting's is the typical polythene trickle or drip irrigation. The reticulation should be connected to a timing mechanism via an approved backflow device to ensure continued maintenance of the landscaping and checked for satisfactory operation on a weekly basis.

Where practical, landscaping should utilise the principles of landscape design as outlined in the publication "Water Conservation Through Good Design" produced by the Western Australian Water Resources Council. Where irrigation is to be installed in areas surrounded by pavement, an adequately sized conduit must be provided during construction.

#### **Maintenance**

Conscientious maintenance of all landscaped areas for a period of no less than 12 months after establishment is required during this critical growth period. Where maintenance is not carried out as required, Council may determine that the standard is inferior which may prejudice an application for free-hold title or final approval for completion of development requirements.

#### **Unattractive Buildings**

Where, in the opinion of Council, little consideration has been given to aesthetic qualities of a building or other structure, landscaping in addition to the requirements of the Scheme, may be required in order to moderate the impact of that building.





### Existing Trees

Where significant trees and shrubs are already in existence on the lot, these may only be removed with the approval of Council where extenuating circumstances apply.

Pundle Trees shall not be removed without the prior consent of Council. This provision applies to all residential, industrial and commercial developments.

*(Amended at Ordinary Meeting of Council held 23 May 2007.)*

### Power Lines and Services

Overhead power lines and underground services shall be considered in the provision of landscaping to ensure no hazardous or potentially damaging situation is created.

### Car Parking Areas

Landscaping of car parks shall take into account all necessary pedestrian vehicular sight lines. Planting shall maintain all necessary sight line truncations.

All car parking areas shall be planted to be screened externally, and planted internally to break up large expanses of bitumen paving. As a guide external landscape strips shall be a minimum of 1.5 metres wide. Internally an equivalent of 1 in every 10 bays shall be landscaped.

### Location of Landscaping

Generally all landscaping shall be located within property boundaries. Landscaping shall screen and compliment development proposed. Landscaping proposals shall be assessed against the provisions of this policy and the degree to which the proposal meets the intent of the policy.

### The Landscape Plan shall include:

#### *Basic Data*

- Street Names.
- North Point.
- Scale.
- Date prepared.
- Contact name and phone number.
- Property boundaries and outline of adjacent buildings.

#### *Development Details*

- Building layout including doors and windows.
- Building elevations.
- Car park layout.

***Landscaping Details***

Details of areas to be planted.

Names and location of plants to be planted (Scientific and Common Name).

Location of onsite services, eg. overhead power lines, sewers, drains and underground power.

Details of reticulation design and maintenance for 6 - 12 months following planting.

Details of stormwater and sub-soil drainage where required.

Mulching/gravel provision and other weed control measures to be implemented.

*(Adopted at the 24 November 2004 Council Meeting. Amended at the 23 May 2007 Council Meeting)*





**SCHEDULE 1**  
**RECOMMENDED LOW MAINTENANCE TREES & SHRUBS**  
**FOR GENERAL LANDSCAPING PURPOSES**

**NATIVE SHRUBS**

<u>Size</u>	<u>Species</u>	
Medium	Acacia	ancistrocarpa - Fitzroy Wattle
Medium	Acacia	arida - Arid White
Large	Acacia	citrinoveridis
Large	Acacia	coriacea - Desert Oak/ Dogwood/ Wirewood/ Leather Leaved Wattle
Large	Acacia	sclerosperma - Limestone Wattle
Small	Acacia	translucens - Poverty Bush
Medium	Acacia	wanyu - Wanya
Medium	Acacia	xiphophylla - Snakewood
Medium	Alyogyne	hakeifolia
Medium	Callistemon	"Captain Cook"
Medium	Callistemon	"Kings Park Special"
Medium	Capparis	spinosa - Caper Bush
Small	Cassia	artemisioides - Silver Cassia
Small	Cassia	chatelliana
Small	Cassia	helmsii - Crinkled Cassia
Small	Cassia	oligophylla - Limestone Cassia/Bloodbush
Small	Eremophila	glabra
Small	Eremophila	macdonnellii
Small	Eremophila	maculata - Spotted Emu Bush/ Native Fuschia
Small	Eremophila	pterocarpa - Silver Poverty Bush
Medium	Ipomea	costata - Rock Morning Glory/ Native Sweet Potato
Medium	Melaleuca	glomerata
Medium	Petalostylis	labisheoides

**NATIVE TREES**

<u>Size</u>	<u>Species</u>	
Small	Acacia	aneura - Mulga
Small	Acacia	coriacea - Desert Oak /Dogwood/ Wirewood
Small	Brachychiton	australie - Rock Kurrajong
Small	Brachychiton	gregorii - Desert Kurrajong
Small	Eucalyptus	aspera - Rough Leaf Range Gum/Brittle Range Gum
Small	Cassia	fistula - Goldem Shower
Small	Eucalyptus	coolabah - Coolibah
Medium	Eucalyptus	dichromophloai - Variable Barked Bloodwood
Small	Eucalyptus	pattellaris - Weeping Box
Small	Eucalyptus	terminalis - Bloodwood
Small	Lysiphyllum	cunninghamii - Native Bauhimia
Medium	Melaleuca	leucadendron - Cadjeput

**NATIVE GROUND COVERS****Species**

Acacia	gregorii - Gregorys Wattle	
Acacia	hilliana	
Ipomoea	brasiliensis - Goats Foot/ Beach Morning	Glory
Myoporum	parvifolium - Creeping Boobiala	
Grevillia	sp	

**EXOTIC SHRUBS****Size****Species**

Large	Nerium	oleander - Oleander
Medium	Plumeria	obtusa - Temple Tree
Medium	Tecoma	smithii - Yellow Tecoma
Large	Tecoma	stans - Yellow Tecoma
Medium	Tecomaria	capensis - Red Tecoma
Large	Vitex	trifolia - Vitex
Small/Medium		Ixora Calliandra Digmae Pink

**EXOTIC TREES****Size****Species**

Large	Albizia	lebbek - Siris/Albizia
Medium	Azardirachta	indica - Neem
Large	Peltophorum	pterocarpum - Yellow Jacaranda
Medium	Delonix	regia - Poinciana
Medium	Tabelovia	sp-trumpet Tree
Medium	Spathodea	complanata - African Tulip
Large	Khaya	senegalensis - African Mahogany
Medium	Hibiscus	tilaceus - Cottonwood

## ATTACHMENT 5 TO ITEM 12.3.6

Town of  
Port Hedland

**10/002 STREET TREE POLICY**

- i) Individual trees within Council controlled land which are diseased, hazardous or causing damage shall be removed on approval of the Manager Parks and Gardens.
- ii) Where groups of ten trees or more are to be removed the matter of tree removal shall be referred to Council.

*(NOTE: At its Ordinary Meeting held 24 September 2003, Council resolved as follows:*

*“That the draft Policy Manual 2003 be adopted, subject to:*

*...ii) the following Policies to be reviewed at the next Ordinary*

*Council Meeting:*

**2/015 Procurement Policy;**

**10/002 Street Tree Removal...”)**

## ATTACHMENT 6 TO ITEM 12.3.6

Town of  
Port Hedland



## 9/005 CROSSOVERS

### 1.0 Definitions

"Act" without prejudice to the provisions of sections fourteen and fifteen of the Interpretation Act 1918, or to the other provisions of that Act, a reference to this or another Act extends to regulations, rules, by-laws, and other delegated legislation, if any, made under the Act to which the reference is made.

"Council" means the executive body of a municipality. In this case the Town of Port Hedland

"Engineering Services" means the department appointed for a municipality by its Council as are necessary to the proper carrying out of the local government of the municipality and the powers conferred and duties imposed upon the municipality and the council by the Local Government Act.

"Vehicle Crossing" (or Crossover) is the formalised access to an abutting property, constructed to required specifications. The two types of crossings are, 1: residential and 2: commercial.

"Residential" crossings are located in predominate residential areas as described

"Nature Strip"(or verge) is the section of road reserve between the edge of the edge of road and property boundaries. They provide space for grassing, planting, above and underground drainage, and public utility services. It also provides a buffer between the footpath and the edge of the traffic lane, and width in which to absorb level differences across the road reserve.

### 2.0 General – Urban Areas and Rural Estates

- 2.1 All crossovers shall be constructed to the attached Engineering specifications and drawings and shall be approved by the Engineering Services. Owner/agent shall arrange for construction and liaise with Engineering for inspections.
- 2.2 The crossover shall be paved utilising bituminous surfacing, insitu concrete, paving bricks or blocks.
- 2.3 Council shall pay for one half the cost of one standard width (refer 6.1) crossover per lot to a maximum of \$1,000 subject to the crossover being deemed to conform to the specifications. Application forms are available from Council's offices at McGregor Street, Port Hedland or by phoning 9158 9700 and asking for form ES.VCS.V2. To be eligible for a subsidy applicants must arrange for inspection of crossover immediately before concrete is poured and after completion.





- 2.4 The subsidy shall apply to industrial, commercial and grouped dwellings as well as single residential. In the case of strata titles, a subsidy shall apply to each individual crossover up to the number of dwellings.
- 2.5 Crossovers, eligible for subsidy, may be claimed for at the subsidy rate that applies in the financial year construction is completed. Older crossovers in excess of twelve months old shall have a reduced subsidy based on straight line depreciation, pro-rata over 15 years.
- 2.6 The reference a "standard crossover" shall mean a sealed or paved construction to a size conforming to Engineering Services' standard widths, referred to in Specifications and Drawings of this Policy.
- 2.7 Council shall not be responsible for maintenance of crossovers. Upon completion of construction, the maintenance and upkeep of the crossing to a safe and trafficable standard becomes the responsibility of the adjacent property owner.
- 2.8 This specification is made pursuant to Schedule 9.1 Clause 7 of the Local Government (Uniform Local Provisions) Regulations 1996 Clause 7, 12 – 16 inclusive.
- 2.9 Vehicle crossovers shall be constructed under the supervision and to the satisfaction of the Engineering Services Department of Council. Owners are responsible for notifying Council on the pre and post construction phase of the crossover, to ensure inspection by an Engineering Services Officer.
- 2.10 Protection of the works and the public shall be the responsibility of the owner/contractor who shall supply and install all necessary warning signs, barriers, lights, temporary bridges or any other thing necessary or as may be directed by Engineering Services.
- 2.11 The contractor covenants that it shall take out and maintain adequate public liability insurance. Minimum acceptable to Council will be five million dollars (\$5,000,000).
- 2.12 Any damage which may occur to Council's facilities or to private property during the course of the works or arising from them shall be the sole responsibility of the owner, who shall be held responsible for the replacement or repair of such property, and for any other claim or liability arising out of the works.
- 2.13 A person wishing to construct a crossover should contact the relevant service authorities including (but not necessarily limited to) the Water Corporation, Western Power and Telstra. The Council shall not be responsible for any damage or interference with the crossover caused by service authorities. Dial "1100" before the commencement of construction, for the location of all services.



#### 2.14 Location:

##### A crossover: -

- (a) May only be constructed where there are less than two (2) existing crossovers per lot frontage.
- (b) To any one lot shall not exceed 30% of the total verge frontage area where site conditions permit Engineering Services to determine otherwise.
- (c) Shall not be positioned within a corner truncation or closer than 7m from the property line intersection point at corner sites/where no truncation exists on corner lots.
- (d) Shall be constructed at 90 degrees to the kerb line.
- (e) Shall be positioned a minimum of 1m from the side boundary or truncation peg.
- (f) Shall be located to not cause interference to public utility facilities in the verge and to avoid trees.

#### 2.15 Where the installation of a crossing requires the alteration or removal of a slab/in-situ footpath the contractor shall comply with the following;

- (a) Slabs: All slabs removed shall remain the property of the Town of Port Hedland and contact shall be made with Engineering Services to arrange receipt.
- (b) In-situ Concrete: Liase with Council's Works Manager to determine the life of the path. Paths constructed without reinforcement/ or to an insufficient thickness must be removed and the crossing constructed to the appropriate depth. If the footpath is constructed with reinforcement and to the relevant depth, construct the crossing to either side of the path with expansion joints at each edge.
- (c) Where the construction of a new-shared path is undertaken, Council policy requires the removal of any material other than plain grey concrete from driveway/crossovers and reinstatement with plain grey concrete to ensure uniformity of the path system. The section to be removed is to be the width of the path. The cost of reinstatement will be borne by the Council.

#### 2.16 Crossovers abutting an open drain will require a piped culvert and headwalls as part of the works. The owner shall contact Council's Engineering Services Department to determine size of pipe. All pipes and headwalls shall be precast concrete from an accredited supplier. The pipe shall extend at least 1.5m beyond the edge of the crossing upstream and downstream to reduce scour erosion.

#### 2.17 All materials used for the construction of vehicle crossovers shall be in accordance with this standard specification. Materials deemed inferior to those specified shall be liable to rejection and replacement without payment or





compensation being made to the contractor for the supply, delivery, laying, placing, finishing, removal or disposal as directed by Engineering Services.

- 2.18 All surplus materials resulting from site preparation and construction of the vehicle crossing shall become the property of the contractor and shall be removed at the contractor's expense.
- 2.19 Where internal driveways are constructed prior to vehicle crossings, the property line levels and across to the street must be approved by Engineering Services. Failure to obtain this information from Council may lead to the property owner having to alter his internal driveway at his own expense.

### 3.0 Bonds

- 3.1 Bonds for the construction or reconstruction of crossovers shall be required to be paid at time of issue of building licence. The Director Engineering Services will set the amount of the bond based on the value of nearby Council owned infrastructure that could be damaged during the construction process.
- 3.2 Crossover construction/reconstruction shall be required as a condition of subdivision, development and/or as a condition of issue of building licence where it is deemed necessary by the Director Engineering Services.
- 3.3 Construction /reconstruction of a crossover as a condition of the building licence shall not be required if the value of the licence is less than \$5,000, but shall apply to all building licences for structures accessible to vehicles regardless of the cost where it is deemed necessary by the Director Engineering Services.

Council may construct the crossover in concrete if not constructed by the owner/agent within 6 months of practical completion or occupation of the building. The cost of such a crossover will be invoiced to the property owner and, if necessary, bond money will be used to settle the account.

### 4.0 Excavation and Sub-Grade Preparation

- 4.1 The crossings shall be excavated to the level lines and grade as per standard drawing (ES 07-1-0 to ES 07-14-0). Excavation shall be clearly and efficiently executed, watered and vibrator rolled to give a compaction of 95% of maximum density as determined by modified compaction test according to AS 1289 to provide for a sound base free from depression or any deleterious materials to give a minimum of 100mm depth of concrete pavement for residential crossings and 200mm depth of concrete for commercial crossings.
- 4.2 All grass, roots, other organic matter, clay or any other deleterious matter shall be removed for a depth of not less than 300mm below the finished subgrade level. Any relocation of, or alternations to the existing facilities and/or the removal of trees to make way for the crossing shall be the responsibility of the



property owner. The removal of trees will need written authorisation from the Town of Port Hedland. The ratepayer must carry out removal and reinstatement of any reticulation system in the area of the proposed crossover.

- 4.3 The sub-grade shall be prepared and compacted to provide even compaction to a depth of 300mm. The area of compaction shall extend 150mm outside the formwork. The compaction shall be not less than 95% of the Modified Maximum Dry Density when tested in accordance with AS1289.5.2-1993, Methods of Testing Soils for Engineering Purposes – Soil Compaction and Density Tests – Determination of the Dry Density/Moisture Content Relation of a Soil Using Modified Compactive Effort.

Where in the opinion of the Town the subgrade is incapable of withstanding the anticipated loads, a subgrade base comprising 200mm compacted thickness of road base type material shall be placed prior to the base course. The sub-base shall be compacted to 95% MDD.

## 5.0 Construction Requirements

### 5.1 Concrete

#### 5.1.1 Thickness:

- (a) Residential – An in-situ concrete crossover shall consist of a slab of a 100mm thick concrete placed on a compacted subgrade in accordance with these specifications.
- (b) Commercial – 200mm thick concrete or 150mm thick concrete with F72 mesh.

#### 5.1.2 Concrete Strength:

25 Mpa @ 28 days. Maximum aggregate size shall be 20mm and slump shall not exceed 80mm

#### 5.1.3 Expansion Joints:

To be provided wherever existing concrete joins new concrete, at kerb line, at property boundary, and at a maximum interval at 6 metres. The expansion joint shall be the full depth of the slab filled with plastic foam and sealed with butyl mastic or similar.

#### 5.1.4 Contraction Joints:

Contraction joints shall consist of 12mm grooves evenly spaced, tooled into the surface of the slab at 2-3m centres.

#### 5.1.5 Concrete Placement:

The base shall be thoroughly and evenly moistened, but not saturated, prior to placing concrete. Concrete shall be evenly placed to a depth specified and shovelled into position continuously and spaded especially at all edges to give maximum



density. No break in operation shall be permitted from time of placing to finishing except as authorised by the Town.

#### 5.1.6 Concrete Finish:

The surface of the slab shall be screeded to correct levels then broom finished to provide a dense uniform non-slip surface. The surface shall be free of depressions, jointing marks, honeycombed sections or dusty sections, which may cause excessive wear.

Crossovers may be constructed using coloured concrete and/or a Faux Brick/Stencilled Concrete application. Please seek the advice of an approved concrete contractor, specialising in these treatments. NOTE: Any treatment works, including colours and stencil types, are to be authorised by and to the satisfaction of Engineering Services.

#### 5.2 *Asphaltic Concrete E.G.: Hot Mix, spray seal*

5.2.1 Asphaltic concrete (AC) crossovers shall comprise of compacted subgrade (Refer 2.4), crushed rock base course and AC surface course. The sides of the crossover shall be retained by timber or concrete kerbing as detailed on the drawings

5.2.2 The base course shall comprise a layer of sound crushed rock ("rock base") supplied from an approved quarry and compacted to the finished thickness shown on the drawings.

5.2.3 The base shall be placed so as not to disturb the subgrade, then graded to the required shape and levels, compacted to produce a layer of uniform thickness and density. The density shall be not less than 95% MDD.

5.2.4 Spray seal crossovers shall comprise of 14 mm and 10 mm aggregate. 14 mm aggregate is to be spread at a rate of 100 square metres per cubic metre of aggregate, within tolerance of + 10 square metres per cubic metre. 10mm aggregate is to be spread at a rate of 120 square metres per cubic metre of aggregate, within tolerance of + 10 square metres per cubic metre. Typical spray rates will range between 0.7 and 1.9 litres per m<sup>2</sup>.

5.2.5 The seal coat shall comprise of a minimum 20mm (+5-0) thickness of 5mm nominal dense grades mix AC for residential crossovers, and 25mm(+5-0) of 7mm nominal dense graded mix AC for commercial and industrial crossovers. The AC shall be applied over a tack coat of bitumen emulsion applied at a rate of 0.8 litre/m<sup>2</sup>. AC shall be applied evenly and rolled with a smooth drum-vibrating roller to attain a smooth dense uniform surface.

#### 5.3 *Interlocking Clay Brick or Concrete Block Paving*





NOTE: This specification applies only to single or multi-unit residential developments where traffic is predominantly of the passenger car type with occasional light service or commercial vehicles.

This specification does not apply to commercial applications where vehicle traffic loadings are far in excess of the domestic situation. Specifications for commercial crossing places are to be approved by Engineering Services.

#### 5.3.1 Paver Type

Paving bricks shall be high performance clay brick or concrete pavers from an approved manufacturer.

#### 5.3.2 Excavation:

The existing ground shall be boxed out and shaped to required dimensions and levels. Compaction of the ground shall be carried out using overlapping passes of a vibrating plate compactor. The excavation shall be firm, free from depressions and soft spots, and any deleterious material to be removed.

#### 5.3.3 Bedding Layer:

The bedding layer shall be a minimum of 30mm loose screed thickness such that the final compacted thickness is a minimum 20mm.

The bedding layer shall be well-graded concreting sand passing a 5.0mm sieve and free of deleterious soluble salts and other contaminants. The sand should be of uniform moisture content and is to be spread over the compacted base course and screeded in a loose condition. Bricklayer's sand and single-sized dune sands are not suitable for the purpose.

#### 5.3.4 Laying:

Pavers shall be laid on a prepared base comprising of crushed rock base overlaid with a bedding layer of clean course sand, in accordance with the following;

- (a) Brick pavers: 75mm minimum thickness on 125mm compacted sub-base
- (b) Concrete pavers: 75mm minimum thickness on 140mm compacted sub-base

#### 5.3.5 Pattern:

Pavers shall be laid in accordance with the suppliers recommended pattern. Refer to standard drawings.

#### 5.3.6 Edge Restraints:

An edge restraint shall be provided by the placing of a 150mm x 150mm in-situ concrete strip along the perimeter of the crossing. The base course must be compacted beneath the edge restraint and extend 100mm beyond the edge restraint.

### 5.4 Kerbing

#### 5.4.1 Residential (refer to standard drawings):



All barrier and semi-mountable kerbing must be removed for the full width of the crossover at the road seal edge. The kerb and seal are to be neatly cut and removed so as not to damage the road surface. A new mountable kerb shall be installed in line with existing kerbing.

The crossover shall commence flush with the edge of new kerb and rise a minimum of 150mm to a point 1m behind the face of the kerb (height to be confirmed at time of construction with the Town of Port Hedland). Beyond that point the crossover may be graded to match the level of the property boundary or internal driveway. A layback shall be installed at the extremities of the opening.

#### 5.4.2 Rural (refer to Town of Port Hedland Services standard drawings):

The crossover shall commence flush with the edge of seal and rise a minimum of 150mm to a point 1m behind the face of the kerb (height to be confirmed at time of construction with Engineering Services). Beyond that point the crossover may be graded to match the level of the property boundary or internal driveway. A layback shall be installed at the extremities of the opening.

### 6.0 Crossover Dimensions

#### 6.1 *Width at Property Line:*

	Min (m)	Max (m)	Standard (m)
Residential	2.4	8.0	3.0
Commercial	2.4	10.0*	3.0
		<i>Crossovers exceeding max. do not attract a subsidy</i>	<i>Subsidy is calculated on the standard width</i>

\*May be determined on site by the Town of Port Hedland.

#### 6.2 *Maximum Width at Kerb line (excluding wing returns):*

Residential – 8 metres

Commercial – 10 metres

#### 6.3 *Wing Dimensions (layback):*

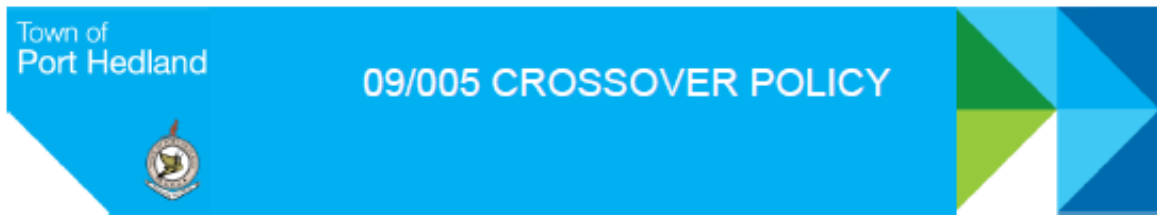
Varies due to crossover width. Refer to Engineering Services standard drawings.

#### 6.4 *Length:*

Determined by width of road reserve.

(Amended at the 22 February 2006 Council Meeting)

## ATTACHMENT 7 TO ITEM 12.3.6

**09/005 CROSSOVER POLICY (PROPOSED AMENDED)****Policy Objective**

The objective of this policy is to ensure that vehicle crossovers are constructed in accordance with the Town's Crossover Guidelines and the requirements of the Local Government Act.

**Policy Content**

Vehicle crossovers are required to be constructed prior to the occupation of a residence or clearance of conditions of a development. In accordance with the Local Government Act, all crossovers must be approved by the Town prior to construction. The Town may also request a property owner to construct a crossover within a specified timeframe.

Infringements of up to \$5,000 may apply if a property owner does not comply with this Policy and the Local Government Act.

**1.0 General Conditions**

The following general conditions apply to this Policy:

- 1.1 The approval of crossover construction is subject to the submission of a Crossover Application Form and inspection processes, prior to commencing construction.
- 1.2 The property owner is responsible for contacting Dial Before You Dig (1100) and other service and utility providers prior to commencing construction to ensure that underground services and infrastructure are not damaged and correct clearances are maintained.
- 1.3 Vehicle crossovers shall be constructed under the supervision and to the satisfaction of the Town's officers. Contractors/owners are responsible for notifying the Town prior to any preparatory or construction works to ensure that the correct inspections are conducted.
- 1.4 The contractor/owner is responsible for all traffic and pedestrian management during the crossover construction, in accordance with the relevant Australian Standards.
- 1.5 The contractor shall maintain public liability insurance to the value of five million dollars (\$5,000,000) during the crossover construction.
- 1.6 The contractor/owner is responsible for repairs to any damaged infrastructure occurring during the crossover construction.
- 1.7 The contractor/owner is responsible for reinstatement and clean-up of the verge immediately after completion of construction.
- 1.8 The Town reserves the right to remove a crossover for the purpose of carrying out works. Reinstatement of approved crossovers shall be carried out by the Town in consultation with the property owner.
- 1.9 The owner accepts responsibility for removal and reinstatement of crossovers if required by public utility providers.





## **2.0 Crossover Specifications**

A vehicle crossover must be designed and constructed in accordance with the Town's Crossover Guidelines and suited to the development type and vehicle usage requirements. Crossovers must be a sealed pavement such as concrete, brick paving, asphalt or spray bitumen.

All new crossovers shall be constructed in accordance with the standard drawings and specifications provided by the Town, unless approval is granted otherwise:

Crossovers over an open drain will require the installation of culverts/pipes and headwalls at no cost to the Town. This must be designed in accordance with the Town's Engineering Guidelines.

For the purpose of this Policy, a *Standard Crossover* shall be defined as 4m wide x 4m long.

## **3.0 Maintenance**

The property owner shall be responsible for the maintenance of the crossover to ensure that it remains in a safe and trafficable condition. The Town may request the owner to undertake repairs to the crossover at the owner's expense.

## **4.0 Subsidy**

In accordance with the Local Government (Uniform Local Provisions) Regulations 1996 (Sch. 9.1, c17):

*"The local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost."*

The following conditions apply in relation to the eligibility of a subsidy:

- 4.1 The subsidy is only eligible to the first crossover for the property.
- 4.2 The subsidy shall apply to industrial, commercial and grouped dwellings as well as single residential. In the case of strata titles, a subsidy shall apply to each individual crossover up to the number of dwellings.
- 4.3 The subsidy must be claimed within 6 months from the date of completion.
- 4.4 Prior to crossover preparation or concrete pour, the applicant must:
  - a) Submit a Vehicle Crossover Approval Form
  - b) Carry out inspections with the Town's officers
  - c) Pay the crossover application and inspection fee
- 4.5 The subsidy application shall be submitted with evidence to support the cost of construction.



## 09/005 CROSSOVER POLICY



The Town of Port Hedland shall subsidise up to 50% of the crossover cost based on the dimensions of a *Standard Crossover* to a maximum of \$1,000, subject to the crossover complying with this Policy.

**Definitions**

- Road Reserve*      The portion of land between the front property boundaries that contains both verges and the road carriageway.
- Verge*                The section of the road reserve between the property boundary and the road kerb line.
- Crossover*           The portion of a driveway within the verge providing access from the road to the property boundary.

Council adoption date and resolution no.	
Date of adoption of amendment and resolution number <b>do not delete the previous dates</b>	
Relevant legislation	Local Government (Uniform Local Provisions) Regulations 1996, sections 12, 13, 14 & 15.
Delegated authority	
Business unit	Infrastructure Development
Directorate	Works & Services
Review frequency	

## ATTACHMENT 8 TO ITEM 12.3.6

Town of  
Port Hedland

## HONORARY FREEMAN



## 1/020 HONORARY FREEMAN (PROPOSED)

**Policy Objective**

To provide guidelines for conferral of the honour of Honorary Freeman of the Town of Port Hedland and the administration of Honorary Freeman Entitlements.

**Policy Content**

Honorary Freeman of the Town of Port Hedland is a high honour which may be conferred by the Council. The honour conveys no legal right.

**Nomination Criteria**

1. All residents of the Town are eligible to be nominated as Honorary Freeman provided they have served the community with distinction or excelled in their field or endeavour and met the criteria specified in (4);
2. The honour may be bestowed posthumously on a former Elected Member of the Town whose community service was considered exceptional and meets the criteria specified in (4);
3. The honour may be bestowed posthumously on a resident of the Town who has served the community with distinction or excelled in their field or endeavour and whose conduct meets the criteria specified in (4);
4. Any successful candidate for the honour must be a person:
  - Of the highest personal integrity;
  - Who has a distinguished record of service;
  - Who has at all times acted lawfully;
  - Who has treated other citizens with respect and fairness;
  - Who is not a current sitting Elected Member or an existing staff member.
5. A person who has a criminal conviction, or who has been the subject of a finding or an opinion of misconduct by a properly constituted body, shall not be eligible to become an Honorary Freeman; and
6. The honour may be bestowed on a non-resident who has served the community with distinction or excelled in their field or endeavour for the Town of Port Hedland and whose conduct meets the criteria specified in (4).

**Nomination Process**

1. A nomination may be made by any citizen but must be countersigned by at least three serving members of Council;



2. The nomination shall be made to the Chief Executive Officer who will notify all Elected Members (in writing) of the nomination, with a request that he be advised of any objections to the nomination before the Council meeting where the nomination will be considered;
3. The Chief Executive Officer is to report on the nomination to the next Meeting of Council;
4. The full Council will discuss the report as a confidential item to consider the views expressed by Elected Members and either:
  - Take no further action; or
  - Bestow the title of Honorary Freeman of the Town of Port Hedland upon the nominee.

#### ***Rights, Entitlements and Obligations***

1. The conferral of the status of Honorary Freeman of the Town carries no legal rights and entitlements. However, the bearer of the honour will be:
  - a) Presented with a Certificate of Honorary Freeman;
  - b) The subject of a photograph commissioned by the Town; and
  - c) At the discretion of the Mayor, invited to appropriate civic events.

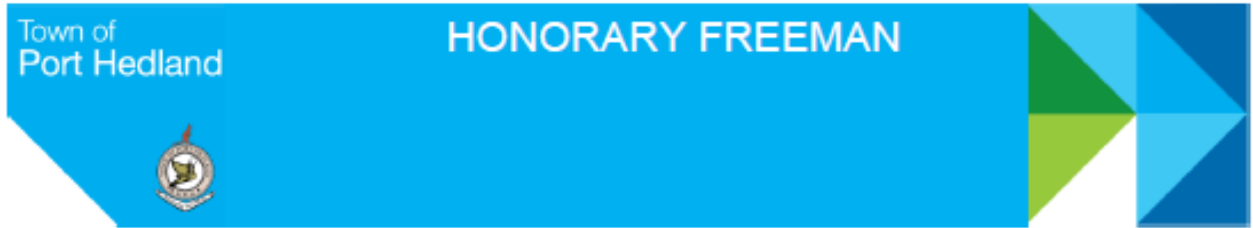
#### ***Code of Conduct***

1. Honorary Freeman of the Town attending events or functions at the invitation of the Mayor will behave in a manner befitting the honour bestowed and will at all times:
  - a) Refrain from making critical or disparaging remarks about Council, past and present Elected Members or the Town of Port Hedland; and
  - b) Refrain from any behaviour that may embarrass Council or the Town of Port Hedland or bring it into disrepute.
2. Bearing the Honorary Freeman of the Town obliges the holder to conduct themselves in a manner befitting that honour. In instances of point 1(a) and (b) being breached or if an individual is the subject of a criminal conviction or a finding or opinion of misconduct by a properly constituted body, Council will be entitled to withdraw the honour by Council decision.

#### **Definitions**

Nil

Council adoption date and resolution no.	
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Date of adoption of amendment and resolution number <b>do not delete the previous dates</b>	
Relevant legislation	N/A
Delegated authority	N/A
Business unit	Corporate Information
Directorate	Corporate Services
Review frequency	As required



## ATTACHMENT 8 TO ITEM 12.3.6 AS AMENDED

Town of  
Port Hedland

HONORARY FREEMAN

1/020

HONORARY FREEMAN (AMENDED AND ENDORSED)

**Policy Objective**

To provide guidelines for conferral of the honour of Honorary Freeman of the Town of Port Hedland and the administration of Honorary Freeman Entitlements.

**Policy Content**

Honorary Freeman of the Town of Port Hedland is a high honour which may be conferred by the Council. The honour conveys no legal right.

**Nomination Criteria**

1. All residents of the Town are eligible to be nominated as Honorary Freeman provided they have served the community with distinction or excelled in their field or endeavour and met the criteria specified in (4);
- ~~2. The honour may be bestowed posthumously on a former Elected Member of the Town whose community service was considered exceptional and meets the criteria specified in (4);~~
- ~~3. The honour may be bestowed posthumously on a resident of the Town who has served the community with distinction or excelled in their field or endeavour and whose conduct meets the criteria specified in (4);~~
2. A Mayor of the City who has served continuously for 8 years and has demonstrated exceptional service to the Town of Port Hedland shall be eligible for the honour.
3. A Councillor who has served continuously for 12 years and has demonstrated exceptional service to the Town of Port Hedland shall be eligible for the honour.
4. Any successful candidate for the honour must be a person:
  - Of the highest personal integrity;
  - Who has a distinguished record of service;
  - Who has at all times acted lawfully;
  - Who has treated other citizens with respect and fairness;
  - Who is not a current sitting Elected Member or an existing staff member.
5. A person who has a criminal conviction, or who has been the subject of a finding or an opinion of misconduct by a properly constituted body, shall not be eligible to become an Honorary Freeman; and
6. The honour may be bestowed on a non-resident who has served the community with distinction or excelled in their field or endeavour for the Town of Port Hedland and whose conduct meets the criteria specified in (4).





### ***Nomination Process***

1. A nomination may be made by any citizen but must be countersigned by at least three serving members of Council;
2. The nomination shall be made to the Chief Executive Officer who will notify all Elected Members (in writing) of the nomination, with a request that he be advised of any objections to the nomination before the Council meeting where the nomination will be considered;
3. The Chief Executive Officer is to report on the nomination to the next Meeting of Council;
4. The full Council will discuss the report as a confidential item to consider the views expressed by Elected Members and either:
  - Take no further action; or
  - Bestow the title of Honorary Freeman of the Town of Port Hedland upon the nominee.

### ***Rights, Entitlements and Obligations***

1. The conferral of the status of Honorary Freeman of the Town carries no legal rights and entitlements. However, the bearer of the honour will be:
  - a) Presented with a Certificate of Honorary Freeman;
  - b) The subject of a photograph commissioned by the Town; and
  - c) At the discretion of the Mayor, Deputy Mayor and CEO invited to appropriate civic events.

### ***Code of Conduct***

1. Honorary Freeman of the Town attending events or functions at the invitation of the Mayor will behave in a manner befitting the honour bestowed and will at all times:
  - a) refrain from making critical or disparaging remarks about Council or past and present Councillors; and
  - b) refrain from any behaviour that may embarrass Council or bring it into disrepute.
2. Bearing the Honorary Freeman of the Town obliges the holder to conduct themselves in a manner befitting that honour. Council will be entitled to withdraw the honour, by absolute majority, in the following circumstance:
  - a) where the individual is the subject of a criminal conviction or a finding or opinion of misconduct by a properly constituted body.
- ~~1. Honorary Freeman of the Town attending events or functions at the invitation of the Mayor will behave in a manner befitting the honour bestowed and will at all times:~~



- ~~a) Refrain from making critical or disparaging remarks about Council, past and present Elected Members or the Town of Port Hedland; and~~
- ~~b) Refrain from any behaviour that may embarrass Council or the Town of Port Hedland or bring it into disrepute.~~
- ~~2. Bearing the Honorary Freeman of the Town obliges the holder to conduct themselves in a manner befitting that honour. In instances of point 1(a) and (b) being breached or if an individual is the subject of a criminal conviction or a finding or opinion of misconduct by a properly constituted body, Council will be entitled to withdraw the honour by Council decision.~~

### Definitions

Nil

Council adoption date and resolution no.	
Date of adoption of amendment and resolution number <b>do not delete the previous dates</b>	
Relevant legislation	N/A
Delegated authority	N/A
Business unit	Corporate Information
Directorate	Corporate Services
Review frequency	As required

## ATTACHMENT 9 TO ITEM 12.3.6

Town of  
Port Hedland

## 10/003 LANDSCAPING POLICY

**10/003 LANDSCAPING POLICY****Policy Objective**

The objective of this policy is to provide requirements and identify benchmarks for the planning, design and installation of landscaping on Town owned or managed properties, including verges, public open spaces (POS), open stormwater drains and facilities. This policy will deliver the following outcomes:

- Encourage and support the development of aesthetically pleasing landscapes that enhance the unique elements of the Town whilst maintaining a level of consistency and sustainability;
- Encourage the use of plant species that will endure the Pilbara environment whilst providing an element of shade and sustenance;
- Ensure the development of landscaping treatments that provide (or don't inhibit) access of service corridor for the public utilities located within the verge area;
- Encourage a landscaping form which is economical in its water and maintenance requirements;
- Provide a means for minimising soil erosion;
- Establish a safe landscaping environment by applying Crime Prevention Through Environmental (CPTED) principles;
- Ensure equitable access and inclusion for people with disabilities by applying principles included in the Town's Disability Access and Inclusion Plan (DAIP).

This policy will also provide guidance for the landscaping development of private properties.

**Policy Content**

Landscaping on verges, in public open spaces and facilities provides an opportunity to enhance the appearance of the town and improve the outdoor lifestyle of the community. It's the Town's responsibility to ensure that these areas are developed to a safe, sustainable and maintainable standard.

**1.0 Application Process**

Developers and property owners must submit an application to the Town for approval of landscaping treatments prior to commencing any work. Applications may be submitted to the Town via one of the following processes:

1. Submission of a Verge Treatment Application form
2. Submission of landscaping designs in accordance with a Development Application process

All applications must include a plan showing the layout and location of landscaping, irrigation and information on plant species.



Applications will be assessed in accordance with this Policy, **relevant Local Laws** and supporting documentation. Applicants will be advised of any known work scheduled by the Town that may impact on their application.

Applicants must not commence any landscaping works until approval is granted in writing by the Town.

The Town offers a design service to assist applicants with their submission. Fees are applicable and quoted for each project.

## **2.0 General Conditions**

1. In terms of verge treatments, the property owner agrees to maintain the area free from hazards. Failure to comply may result in removal of the hazard and/or treatment by the Town at the owner's expense.
2. In terms of verge treatments, the property owner agrees to indemnify the Town against all claims which may arise as a result of the treatment.
3. The Town reserves the right to remove any verge treatment for the purpose of carrying out works. Reinstatement of approved verge treatments shall be carried out by the Town in consultation with the property owner.
4. The owner accepts responsibility for removal and reinstatement of landscaping if required by public utility providers.
5. No assistance shall be provided by the Town for development, ongoing operation, or maintenance costs, unless specified otherwise during the approval process.
6. The property owner shall be responsible for repairs to any damaged infrastructure occurring during the installation of landscaping.

## **3.0 Maintenance**

The property owner shall be responsible for maintenance of all landscaping on the verge, unless agreed otherwise during the approval process.

Developers of landscaping treatments on Town owned or managed properties, including verges, public open space and facilities, shall be responsible for the maintenance of the landscaping for a period of 18 months, unless negotiated otherwise. A maintenance schedule shall be submitted to the Town for approval. Handover of maintenance to the Town after this period shall be conditional on coordinated inspections, approvals, training and supply of all as constructed and warranty information.

## **4.0 Verge Treatments**

The following treatments are permitted to be installed on verges:

- Lawn
- Irrigation
- Gardens
- Street trees





- Hardstands
- Compacted material
- Crossovers

#### 4.1 Lawn

Refer to the **relevant Local Laws**, Landscaping and POS Guidelines for advice on lawn species and installation processes to suit the Pilbara environment.

#### 4.2 Irrigation

All applicable verge treatments must be irrigated through a connection to the property owners' water supply. The following points should be considered when irrigating within the verge:

- Contact Dial Before You Dig (1100) and other service and utility providers prior to commencing installation to ensure that underground services and infrastructure are not damaged and correct clearances are maintained.
- Design and operation must comply with Water Corporation guidelines and water restrictions current at the time of development.
- Irrigation design should apply principles to ensure sustainable use of water.
- Irrigation design and operation must not impact on road pavements, footpaths or other infrastructure on the verge.

Refer to the **relevant Local Laws**, Landscaping and POS Guidelines for further information.

#### 4.3 Gardens

Gardens are permitted within the verge subject to the following:

- A 2m wide area behind the kerb remains clear of gardens and soft landscaping (excluding lawn) to ensure safe pedestrian access.
- Planting shall be kept clear of the road and footpath, and shall not pose a hazard or impede on sight lines for vehicles.
- Planting shall apply CPTED design principles.
- Plant species shall comply with the Town's requirements which support species that will endure the Pilbara environment and provide nutrition to the community.
- The garden must be irrigated through a connection to the property owners' water supply.

Refer to the **relevant Local Laws**, Landscaping and POS Guidelines for further information.

#### 4.4 Street Trees



Trees within Town owned or managed properties shall be routinely assessed for disease, hazards or damage and may be removed on approval of the Town's officers.

Property owners or developers may request the removal of a street tree, which will be assessed by the Town's officers. Requests for the removal of 10 or more street trees shall be referred to the Council for a formal decision. The removal of street trees will be conditional on replacement or other alternative.

Street trees may be planted within the verge subject to the following:

- The location of trees must not impede on existing infrastructure, underground services, and pedestrian or vehicle safety.
- Plant species shall comply with the Town's requirements and CPTED design principles.
- The tree must be irrigated through a connection to the property owners' water supply.
- Where the street tree has been requested by the property owner, the owner is responsible for maintenance and watering of the tree.

The Town will provide a free street tree/s to property owners upon application and subject to the above points. These trees will be subject to a 12 month consolidation period, whereby if the tree is removed, damaged or dies within this period the owner shall be responsible for replacement of the tree or reimbursement to the Town for costs. The distribution of free street trees is based on:

A standard residential Lot	1 tree
A corner residential Lot	1 tree for the short boundary, 2 trees for the long boundary
Lot with boundary >70m	3 trees

Refer to the **relevant Local Laws**, Landscaping and POS Guidelines for further information.

#### 4.5 *Hardstands*

Council permits a part of the verge to be sealed with brick paving, concrete or bitumen to form a hardstand. The maximum area to be treated by sealing is 3.0 metres wide, measured from the back of the kerb and running parallel to the kerb in the verge abutting the property, or alternatively an area of equal size.

The hardstand area shall not compromise pedestrian access.

Refer to the **relevant Local Laws and** Engineering Guidelines for further information.

#### 4.6 *Compacted Material*

Compacted material is an acceptable treatment on verges adjoining residential properties provided that the material is well graded, waterbound and compacted to





a smooth finish. The depth of such material must be an absolute minimum of 100mm.

Refer to the **relevant Local Laws and** Engineering Guidelines for further information.

#### 4.7 Crossovers

Refer to Policy 9/005 for information on the construction of crossovers.

### 5.0 Public Open Space, Open Stormwater Drains and Facilities Landscaping

All public open space (including open stormwater drains) and landscaping at facilities owned or managed by the Town must be developed in accordance with the objectives of this Policy.

The **relevant Local Laws**, Landscaping and POS Guidelines and the Engineering Guidelines will provide information to developers to ensure that the Town's requirements are met. The landscaping design must not impact on the functionality of the relevant space, specifically for the open stormwater drainage network.

Each application will be assessed in consultation with these guidelines, relevant stakeholders, the developer and the Town's officers.

The Town offers a design service to assist developers in the preparation of concept plans and plant/furniture selection. Fees are applicable and quoted for each project.

#### Definitions

<i>Road Reserve</i>	The portion of land between the front property boundaries that contains both verges and the road carriageway.
<i>Verge</i>	The section of the road reserve between the property boundary and the road kerb line.
<i>Verge Treatment</i>	Any soft or hard landscaping installed within the area of the verge excluding street trees.
<i>Street Tree</i>	A tree installed within the road reserve.
<i>Crossover</i>	The portion of a driveway within the verge providing access from the road to the property boundary.
<i>Hazard</i>	The source of potential damage, harm or adverse effects on something or someone.

Council adoption date and resolution no.	
Date of adoption of amendment and resolution number	



<b>do not delete the previous dates</b>	
Relevant legislation	TOPH General Provisions Local Law TOPH Reserves and Foreshores Local Law
Delegated authority	
Business unit	Infrastructure Development
Directorate	Works & Services
Review frequency	

### 12.3.7 Updates to the Town of Port Hedland 2014/15 Delegation Register

Josephine Bianchi, Governance Coordinator  
File No. 13/02/0001

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### RECOMMENDATION/ MOTION

**MOVED: CR HOOPER**

**SECONDED: MAYOR HOWLETT**

**That Council adopt the changes to the 2014/15 delegation register as listed in Attachment 1 and including the Director Community and Development Services in 1.25, 3.1, 3.4 and 3.8**

**LOST BY ABSOLUTE MAJORITY VOTE 4/2**

Record

For	Against
Mayor Howlett	Councillor Gillingham
Councillor Daccache	Councillor Butson
Councillor Hooper	
Councillor Melville	

#### EXECUTIVE SUMMARY

The Council is required to consider approving updates in delegations to Town officers to reflect the new organizational structure set in November 2014 and to improve efficiency of the Town's operations.

This item was originally presented to the Ordinary Council Meeting held on Wednesday 25 February 2015 but was lost on absolute majority vote.

*"RECOMMENDATION/ MOTION*

*MOVED: CR JACOB*

*SECONDED: CR HUNT*

*That Council adopt the changes to the 2014/15 delegation register as listed in Attachment 1.*

**LOST ON AN ABSOLUTE MAJORITY VOTE 5/3"**

Elected Members requested a workshop on the suggested changes to the delegation register which was delivered on Wednesday 11 March 2015 and distributed to Elected Members via email and in hard copy.

## DETAILED REPORT

A recent review of the 2014/15 delegation register has highlighted a number of delegations from the Council to Town officers which are required to be updated.

Following the November 2014 organisational restructure a number of title changes have occurred which need to be amended. These being:

- Director Engineering Services position changing to Director Works and Services
- Director Planning and Development position changing to Director Community and Development Services
- Delegation under the Food Act 2008 to change from Director Community and Development Services to Director Works and Services as the Environmental Health business unit reporting line has changed

The review also proposes that the Chief Executive Officer be provided additional delegations and authorisations so that the Town can continue its day-to-day operations in a timely and efficient manner. The following powers are proposed to be given to the Chief Executive Officer:

1.25 – Issue Licence to obstruct a public thoroughfare, make and excavation on or adjoining a public thoroughfare, construct a thing on, over or under a public thoroughfare

3 – Building Act 2011

3.1 – Authorised Persons

3.2 – Building Permits and Certificates of Design Compliance

3.3 - Occupancy Permit, Building Approval Certificate, Certificate of Building Compliance, Certificate of Construction compliance with or without conditions and extension of period of duration of Occupancy Permit or Building Approval Certificate & Notice of decision to not grant an Occupancy Permit or grant Building Approval Certificate

3.4 – Approve a Demolition Permit Other Than Buildings Listed on the Local Heritage Inventory or of a Local Historical and/or Cultural Significance

3.5 – Issue Notices and/or Building Orders

3.6 – Appoint Authorised Persons (Swimming Pool Inspectors)

3.8 – Approve the use of a battery powered smoke alarm

5.1 – Town Planning Scheme No. 5

6.1 – Subdivision

7.1 – Food Act 2008, Section 126 (7)

9.1 – Health Act - Exercise and Discharge Powers and Functions of the Local

The Town is now also requesting that the Senior Statutory Planning Officer be given delegation under the Town Planning Scheme No.5 (delegation 5.1) to ensure the efficient and effective decision making at all times.

It is also recommended that the following changes to individual delegations be adopted:

- Point 1(d) under delegation '5.1 Town Planning Scheme No. 5 - Uses'. It is proposed to delete the wording "All Councillors have been advised (in writing) prior to determining the application'. The reason being that Elected Members are already advised of all planning application approvals through

the monthly planning applications report to Council that is required under point 3 of this delegation.

- Point 1(f) under delegation '5.1 Town Planning Scheme No. 5 - Uses'. This point is proposed to be deleted to ensure consistency with the Town Planning Scheme No.5.
- Points 1(a), (b), (c), (d), (e) under delegation '5.1 Town Planning Scheme No. 5 - Uses'. It is proposed to delete the words "to commence development" to ensure consistency with the Town Planning Scheme No.5.
- Delegation 8. Strata Titles Act 1985. This delegation is considered obsolete as section 23 of the Strata Titles Act was deleted in 2011, and included in the Building Act 2011; it is therefore recommended that this delegation be deleted from the delegation register.

The Town officers consulted as part of this process were:

- Executive team
- Planning officers

## FINANCIAL IMPLICATIONS

Nil.

## STATUTORY AND POLICY IMPLICATIONS

### *Local Government Act 1995*

Employees are appointed as authorised persons in accordance with section 9.10 of the *Local Government Act 1995* to exercise identified powers under the Act, associated regulations and local laws.

### *Town Planning Scheme No.5*

Delegations are in accordance with section 9.2 of the scheme which outlines the process for delegations to officers.

### *Building Act 2011*

A local government may designate an employee as an authorised person under section 96(3) of the *Building Act 2011* to carry out certain powers.

### *Health Act 1911*

Officers are appointed under section 26 of the *Health Act 1911* to exercise local government powers identified in the Act.

### *Food Act 2008*

Officers are authorised under section 122 of the *Food Act 2008* to perform functions identified in the Act.

Section 4.1 of the Strategic Community Plan 2014 – 2024 applies as the Town strives to be efficient and effective in use of resources, infrastructure, assets and technology. Amending delegations and including providing additional officers with delegations assists the organisation in operating efficiently and effectively.



**ATTACHMENTS**

1. Updated Delegations (Under Separate Cover)

11 February 2014

**12.4 Office of the CEO**

Nil

**ITEM 13 LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/ COUNCIL****201415/211 COUNCIL DECISION****MOVED: CR MELVILLE****SECONDED: CR BUTSON**

That Council suspend sections 9.4, 9.5 and 9.9 of the Standing Orders Local Law 2014 in accordance with section 18.2 'Suspension of Standing Orders' to ~~discuss the Finance Unlimited proposal~~ read the amended recommendation for item 13.1 Pilbara Enterprise Zone.

***CARRIED BY ABSOLUTE MAJORITY 6/0***

6:44pm Mayor advised that sections 9.4, 9.5 and 9.9 of the Standing Orders Local Law 2014 have been suspended.

**201415/212 COUNCIL DECISION****MOVED: CR MELVILLE****SECONDED: CR BUTSON**

That Council resume sections 9.4, 9.5 and 9.9 of the Standing Orders Local Law 2014.

***CARRIED 6/0***

6:45pm Mayor advised that sections 9.4, 9.5 and 9.9 of the Standing Orders Local Law 2014 have been resumed.

**13.1 Pilbara Enterprise Zone**

David Westbury, Manager of Economic Development and Strategy  
File No: 08/02/0032

**DISCLOSURE OF INTEREST BY OFFICER**

Nil

**RECOMMENDATION****That Council**

- 1. Support the efforts of the Pilbara Regional Council to develop the Pilbara Enterprise Zone ("PEZ") based in Port Hedland including;**
  - a. A separate Legislative Act, providing the PEZ with autonomy to manage its own operations and development in accordance with agreed values and objectives, set by the Government;**
  - b. Implementation of a selection of targeted incentives and policy initiatives, designed to promote and facilitate diversified investment into the Pilbara;**
  - c. The implementation of a specially designed development lease model together with a long-term management framework for the operation, attraction, and development of industry clusters; and**

At the Ordinary Council Meeting held on Wednesday 22 April 2015 (201415/221) Council amended the reference from 'the Finance Unlimited proposal' to 'read the amended recommendation for item 13.1 Pilbara Enterprise Zone'.

- d. **Establishment of a separate specialized Development Fund for the PEZ to provide seed capital for start-up and targeted industry sectors to establish within the zone and expand.**
2. **Recommend that the PEZ incorporate areas known as:**
    - **Lumsden Point (PSFCUF)**
    - **Boodarie Strategic Industrial Estate**
    - **Port Hedland International Airport**
    - **Kingsford Smith Business Park**

**201415/213 AMENDED RECOMMENDATION/ COUNCIL DECISION****MOVED: CR DACCACHE****SECONDED: CR MELVILLE****That Council:**

1. **Support the efforts of the Pilbara Regional Council to develop the Pilbara Enterprise Zone (“PEZ”) based in Port Hedland including;**
  - a. **A separate Legislative Act, providing the PEZ with autonomy to manage its own operations and development in accordance with agreed values and objectives, set by the Government;**
  - b. **Implementation of a selection of targeted incentives and policy initiatives, designed to promote and facilitate diversified investment into the Pilbara;**
  - c. **The implementation of a specially designed development lease model together with a long-term management framework for the operation, attraction, and development of industry clusters; and**
  - d. **Establishment of a separate specialized Development Fund for the PEZ to provide seed capital for start-up and targeted industry sectors to establish within the zone and expand.**
2. **Recommend that:**
  - a) **The initial focus of creating the PEZ be directed at the Lumsden Point site as identified through the scoping study undertaken by the Pilbara Regional Council; and**
  - b) **Subject to there being no impediments to creating the PEZ, that the Port Hedland International Airport, Boodarie Strategic Industrial Estate and Kingsford Smith Business Park also be considered for inclusion into the PEZ.**

**CARRIED 6/0**

## EXECUTIVE SUMMARY

The Pilbara Regional Council (“PRC”) is working with key Pilbara stakeholders to create a world-class investment destination within Australia’s largest export region called the Pilbara Enterprise Zone (“PEZ”). The main objective is to create a long term competitive environment for domestic and international investments, strengthening the capacity of the region and its supply chains while capturing greater value adding and high technology developments.

## DETAILED REPORT

The idea of creating a special economic zone in the Pilbara has not been borne overnight; it has been a discussion piece for many years. Early August 2014 the Town of Port Hedland (the “Town”) forwarded a discussion paper to the Joint Select Committee: Northern Australia Taskforce (the “Taskforce”) in response to questions raised in the Green Paper released by the taskforce. Of particular interest was the following;

How should national approaches be tailored to support development in Northern Australia?

The Town’s response was a letter and discussion paper;

*This paper has previously highlighted what is required to support development growth in Northern Australia. To reiterate;*

- *Investment in infrastructure*
- *Review of taxation system to encourage investment in the region*
- *Taxation and Policy to encourage permanent population workforce in the region*
- *Investment in research and development*
- *Facilitate business and industry growth*
- *Facilitate international trade opportunities*
- *Provide for a Northern Australia PEZ*

The PEZ is the Special Economic Zone. The PEZ is a specially created economic zone which is designed to develop a sustainable, diversified economy. A Special Economic Zone (“SEZ”) is a geographic region designed to export goods and provide employment. SEZ are used extensively across the world as a means to unlock the economic potential of specific geographic areas. SEZ are usually exempt from certain national laws regarding taxes, quotas, foreign direct investment restrictions designed to increase the competitiveness of the zone. SEZ have different names throughout the world including free trade zones, export processing zones, free zone industrial park and urban enterprise zones.

The proposed PEZ will maximise the benefits of ongoing operations associated with our world leading resource sector. The PEZ will leverage the scale of existing industry to enable high technology investment and create synergies across the value chain while using targeted policy to develop the Pilbara as a national and international investment destination of choice.

Through achieving these objectives the zone will generate significant benefits, not only for the Pilbara but for Australia as a whole, through a more stable and competitive resource sector. The ultimate aim is to create an economy that is better able to compete globally while co-existing with the broader national economy during the up-cycle, and is able to sustain output and operations during the down-cycle.

The PEZ has several key goals:

- Attract diversified national and international investment
- Strengthen and enhance the Pilbara resource supply chain
- Marine construction and specialized services
- Maintenance and support
- Power generation and distribution
- Transport and logistics
- Process improvement and industry research development
- Generate cluster synergies
- Develop regional skills capacity
- Capture new technologies
- Encourage small-medium enterprise and mid-tier company investment within the Pilbara

In its current inception the PEZ would initially be 150 hectare Business Park with its own autonomous board representing leaders in government and industry. This business park would be an ideally located in Port Hedland with the synergies created between the PEZ and the proposed Pilbara Fabrication and Services Common Use Facility Project, the Boodarie Strategic Industrial Area, the Port Hedland International Airport and the Kingsford Smith Business Park.

The PEZ could have incentives designed to attract development which could include:

- Reduced indirect taxes.
- Lowering/removal of customs and excise duties.
- Relief from duties on property transactions within the zone.
- Exemption from payroll tax within the zone.
- Simplified business registration and licensing.
- Fast track processing of development and building permits (one stop shop).
- Rent holidays.
- Integrated financing for new and expanding target industry sectors.
- Pre-approval for foreign investment within the zone (including 100% foreign ownership).
- Establishment of a “one-stop-shop” for streamlined development approvals with the zone.



Leading worldwide example of SEZ now incorporate a management model through a combination of private sector expertise with public sector legislative support. Under these management models regulations stays with government while development and operations move to establish and highly reputable private operators. This approach allows both parties to use their competitive advantages to achieve common outcomes.

The PEZ would be structured in a similar manner, with the Commonwealth and Western Australia State Government setting the objectives and regulatory framework, and an experienced operating consortium undertaking the operational risk enabling world class procurement for infrastructure, financing arrangements and management and marketing networks.

To succeed in utilising this management model, the operating consortium would require adequate autonomy to control all aspects of the PEZ operations and administration.

The following officers and organisations were consulted in order to complete this agenda item;

Town of Port Hedland

- Economic Development and Strategy Unit

External

- Pilbara Regional Council

The following websites can be accessed for further information on PEZ:

- <http://www.pilbaraez.com.au/the-model/>
- [https://www.youtube.com/watch?v=J\\_S4eXLhPIE](https://www.youtube.com/watch?v=J_S4eXLhPIE)

## FINANCIAL IMPLICATIONS

This item represents support for PEZ and does not require any financial commitment from the Town at this time.

## STATUTORY AND POLICY IMPLICATIONS

This proposed PEZ aligns with the *Strategic Community Plan 2* – Support a diverse economy. Section 2.1 aims to create a thriving, resilient and diverse economy which includes working closely with businesses, government and industry to drive local employment and achieve sustainable economic growth, which echoes the aim of PEZ. Section 2.2 aims to advance Port Hedland's sea, air and road transport infrastructure as the main logistics hub for the Pilbara, the creation of the PEZ will directly help facilitate this.

## ATTACHMENTS

1. Response to Green Paper on Northern Australia, August 2014 (Under Separate Cover)

17 March 2015

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

Nil

**ITEM 15 REPORTS OF COMMITTEES**

*Note: The Minutes of this Committee meeting are enclosed under separate cover.*

**15.1 Audit & Finance Committee Minutes – 18 February 2015****15.1.1 Enbloc Decision****201415/214 RECOMMENDATION/ COUNCIL DECISION****MOVED: CR HOOPER****SECONDED: CR BUTSON**

That Council receive the Minutes of the Ordinary Meeting of the Audit & Finance Committee held on Wednesday 18 February 2015 at 12:00pm inclusive of the following decisions:

**8.1 Confirmation of Minutes of the Audit & Finance Committee Meeting held on Wednesday 19 November 2014**

**11.1.1 GP Housing Quarterly Review: Quarter 2 – October – December 2014**

**11.1.3 Courthouse Gallery Quarterly Review: October to December 2014**

**11.1.4 Town of Port Hedland Leisure Facilities Management Contract Second Quarter Report 2014/2015**

**11.1.5 YMCA Financial Update - Audit and Finance Committee**

***CARRIED 6/0***

**15.1.2 Attendance by Telephone/ Instantaneous Communications at the 22 April 2015 Audit & Finance Committee Meeting****201415/215 RECOMMENDATION/ COUNCIL DECISION****MOVED: CR BUTSON****SECONDED: CR HOOPER**

That Council:

- 1. Note the Audit & Finance Committee decision 201415/037 at the meeting held on Wednesday 18 February 2015; and**
- 2. Approve Councillor Jacob's attendance at the Audit & Finance Committee Meeting being held on Wednesday 22 April 2015 via way of teleconference whilst in Perth, Western Australia.**

***CARRIED BY ABSOLUTE MAJORITY 6/0***

**ITEM 16 CONFIDENTIAL ITEMS****201415/216 COUNCIL DECISION****MOVED: CR HOOPER****SECONDED: CR BUTSON**

That Council consider late confidential item 16.1 'Endorsement of Appointment for Director Works and Services'.

*CARRIED 6/0*

**201415/217 COUNCIL DECISION****MOVED: CR BUTSON****SECONDED: CR HOOPER**

That Council close the meeting to members of the public as prescribed in section 5.23(2) of the Local Government Act 1995, to enable Council to consider the following item:

**16.1 Endorsement of Appointment for Director Works and Services**

*CARRIED 6/0*

6:48pm Mayor advised that the meeting is closed to members of the public.

**16.1 Endorsement of Appointment for Director Works and Services**

**201415/218 RECOMMENDATION/ COUNCIL DECISION****MOVED: CR MELVILLE****SECONDED: CR HOOPER**

**That Council:**

- 1. Receive the advice from the Chief Executive Officer that he proposes to employ the preferred candidate (candidate A) as identified in this confidential report as a senior employee of the Town of Port Hedland in the role of Director Works and Services; and**
- 2. Note that if negotiations with the preferred candidate (candidate A) prove unsuccessful, the CEO will negotiate with candidate B for the appointment to the Director Works and Services position.**

*CARRIED 6/0*

**201415/219 COUNCIL DECISION****MOVED: CR MELVILLE****SECONDED: CR HOOPER**

**That Council open the meeting to members of the public.**

*CARRIED 6/0*

6:52pm Mayor advised that the meeting is open to the public. Mayor read out to the public Council's decisions made whilst behind closed doors.

**ITEM 17 APPLICATIONS FOR LEAVE OF ABSENCE****201415/220 COUNCIL DECISION****MOVED: CR DACCACHE****SECONDED: CR MELVILLE**

**That Council approve the following applications for leave of absence:**

- **Councillor Gillingham from 30 March 2015 to 12 April 2015;**
- **Councillor Hooper from 5 April 2015 to 18 April 2015;**
- **Councillor Butson on 22 April 2015; and**
- **Mayor Howlett from 4 May 2015 to 8 May 2015.**

***CARRIED 6/0***

**ITEM 18 ATTENDANCE BY TELEPHONE/ INSTANTANEOUS COMMUNICATIONS**

Nil

**ITEM 19 CLOSURE****19.1 Date of Next Meeting**

The next Ordinary Meeting of Council will be held on Wednesday 22 April 2015, commencing at 5:30pm and there will be no Public Agenda Briefing held for the April 2015 Ordinary Council Meeting.

**19.2 Closure**

There being no further business, the Mayor declared the meeting closed at 6:53pm.

**DECLARATION OF CONFIRMATION OF MINUTES**

I certify that these Minutes were confirmed by the Council at its Ordinary Meeting of \_\_\_\_\_ 2015.

CONFIRMATION:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE