



TOWN OF PORT HEDLAND

MEETING MINUTES

South Hedland CBD Forum

TUESDAY 8 September 2015

12:30pm – 2:30pm

Lotteries House, South Hedland

1.0 Welcome / introductions

Attendance

Gloria Jacob – President, South Hedland Business Association

Kelly Howlett – Mayor, ToPH

Peter Wilden – Coordinator Ranger Services, ToPH

Brad Pawlenko – Regional Manager East Pilbara, LandCorp

Denise Bevans – Chief Executive Officer, Hedland Well Women's Centre

Naomi Phillips – Coordinator Sports Grounds and South Reserves, ToPH

David Westbury – Manager Economic Development and Strategy, ToPH

Sharan Van Der Sluis – Regional Manager Pilbara, Housing Authority

Ashlee Groch – Administration Officer Community and Development Services

2.0 Previous Minutes and Actions (16 June 2015)

Action	Responsible	Update
ToPH to investigate water buildup/drainage on west side of Forrest Circle (near Roy Hill bridge).	JV	Further from previous update. Water ponding of 100mm -250mm has been identified and concern of mosquitoes breeding. A new feature survey will be taken to rectify the invert level (IL) and avoid future ponding issues. Proposed timeframe for rectification works to be scheduled in 2016/17 work programme.
Impacts of redirection of traffic on Wise Terrace during trial period.	JV/PW	It is recommended that the current arrangement, OPTION 3 one-way traffic flow along Wise Terrace from Throssell Road towards the Library is the best and most effective option. It is also highly recommended the works should commence once the funding is approved and confirmed. This is still under review and clarification. Action: ToPH Works and Services team to provide a timeframe for commencement and liaise with Engineering Operations team.
Parking bays surrounding shopping centre entrances.	PW	Charter Hall has been working with Gloria Jacobs and has implemented disabled and parents with prams signage and re-lined the car bays within the shopping centre carpark. Peter Wilden advised that the bays near the Kmart entrance are still not to standard. Action: AG to provide Charter Hall with copy of Standards and PW to work with Charter Hall to ensure compliance.
Usage of banner poles.	NP	There is going to be a procedure created for usage of the banner poles. This has been forwarded to Community Development. The poles will not be able to be used for general advertisement. Action: ToPH Community Development team to

		put together a procedure for the usage of banner poles.
Follow up with Horizon Power regarding developer issues/faulty lighting at Hudson Way, Parker St and Forrest Circle.	JV	Due to a number of unconfirmed elements relating to this item, no definite update was provided on the day. Action: ToPH Community and Development Services and Works and Services team to provide an update at the next Forum
Grass on Forrest Circle is dead.	TR	Stage 2 is now ToPH responsibility as it was handed back on July 1 st . The grass is not dead and is being maintained regularly. It has been sprayed for broad leaf weeds and the garden areas have had some direct seeding. Naomi Phillips advised the maintenance of the area will be going out to tender and an update will be provided when available. Action: NP to provide an update on the tender process when available.
Throssell Street wall along footpath requires repairing.	NP	A works request has been created and ToPH will be ordering some more bricks/capping pavers as there are not any available at the depot. Extras will be ordered for future use. Action: NP to provide update on progress of works request.
Recommendations to be provided surrounding traffic and pedestrian interaction outside of skate park.	PH	The Community and Developments Services team advised that traffic calming signage and 'barriers' had been put in, although these measures were not immediately apparent. Following the meeting, the measures were clarified as the following: Children Crossing signs have been installed along Forrest Circle and hoop bike rails have been installed at pathways leading onto Forrest Circle. It should be noted that the park was designed around existing roads and pathways and the main entry is situated on McClarty Boulevard (40 km/h road) which is the quieter of the two streets. Additional barricading has been put in place for times of high usage and the Town will continue to do this. Action: ToPH Community and Development Services team to provide feedback from current measures.
Lighting at skate park to be adjusted accordingly to daylight hours.	NP	There was a circuit fault and the lights had reverted to turning off at the same time. Reddings Electrical has completed this job and the lights are now sequenced to turn off individually in five minute intervals. A call was received from the police about having the lights come on earlier. Naomi has spoken to Reddings Electrical in regards to this. The lights

		<p>should now come on between 5:30pm-6:00pm. Due to kids breaking locks on the electrical boxes a weather proof power point has been installed on the outside of the box. This should reduce the vandalism and the risk that someone hurt themselves.</p>
Discussions surrounding Christmas decorations.	All	<p>Although no specific update was presented, Naomi Phillips advised that Grant Voss and Desiree Grossmith from ToPH have been working on this.</p> <p>Kelly Howlett advised that Horizon Power are happy to be involved, with the ToPH needing to get in contact with them regarding the usage guidelines of poles. Charter Hall are also happy to be a part of the process.</p> <p>Action: ToPH Works and Services and Engineering Operations teams to provide an update at the next Forum, including a possible timeline for decoration placements.</p>
Follow up with DoH (South Hedland New Living) if any infill projects are planned.	BC	<p>The Housing Authority is currently reviewing the New Living program and continuing to progress refurbishments.</p> <p>There are currently adequate built form and land stocks available. There are no new infill projects commencing</p> <p>The Housing Authority is progressing the design, development and delivery of the Osprey Public Open Space. This is subject to the provision of recycled water to the site, with the Housing Authority currently awaiting further information from the ToPH in regards to availability and timing of recycled water for the project.</p> <p>Action: Housing Authority to continue providing updates at future Forums. ToPH Engineering Operations team to provide an update on recycled water to Housing Authority.</p>
Foot bridge between Mitchie Crescent and Forrest Circle	NP	<p>This is being repaired by Munda Steel Fabrications. The design has been altered (Is now more 'robust') due to the ease of vandalism with the original design. This will be completed by the end of September.</p> <p>Action: NP to provide update on repairs</p>

3.0 Question Time

- Elizabeth Evans, Charter Hall (Via email): Is there access to the new cleaning schedule for Wise Terrace? And are there any plans to place shade over the Taxi Rank in the Square? Specific staff resources and equipment are being used as a part of the new schedule.*

Naomi Phillips to provide specific details of cleaning schedule to Charter Hall and Peter Wilden to look into shade request.

- *Kelly Howlett: The irrigation at McDonalds has been damaged, is there anything happening to rectify this issue?*

ToPH is looking at a new project with pop up irrigation. Naomi Phillips is to provide a formal response to McDonalds notifying them of the possible project.

4.0 South Hedland Town Centre – Redevelopment update

- Maintenance period for Stage 2 landscaping to Forrest Circle complete. Handed over to the Town of Port Hedland on 1 July 2015.
- Landscapers, Yurra have reached Practical Completion on 28 August 2015 for landscaping to stages 1C and 3. Two year maintenance period commenced.
- The last of the footpaths (approx. \$350k) are to be installed to the Town Centre over the coming weeks.
- LandCorp is in the process of having working drawings drafted to look at the demolition of the old skate park. LandCorp will look to get a local contractor procured for these works.
- Current built form projects underway in the Town Centre include BHP “Quattro” development (est. completion March 2016), WA Country Health Staff accommodation, office development behind Police station (Dept. Child Protection) and potentially a mixed use development for Pilbara Photographics to commence within weeks.
- LandCorp is still receiving interest in Town Centre land. Most directed towards lots on the corner of Hamilton and Throssell.

5.0 South Hedland Shopping Centre Update

- South Hedland Square held a Retailer Evening with guest speaker John Stanley on 19 August at Muffin Break. The entire Centre Management Team was present with ToPH representation from Mayor Kelly Howlett and Councillor Gloria Jacobs.
- Charter Hall was a Guest Speaker Sponsor of the North West Economic Forum on 21 August 2015.
- The Centre is proud to be the sponsor of the Peoples’ Choice Award for the Hedland Art Awards
- Charter Hall continue to work with FORM via Spinifex Hill Studios and the Hedland Court House Gallery to display reprinted artworks and promote Pilbara art in the Coles LiquorLand entrance.
- The Centre has ordered additional bins to be installed in the Centre car park next to the trolley bays and this is expected to be completed in early November.
- Mayor Kelly Howlett advised that she had met with the new security company who had been awarded the tender for both South Hedland Centre and the Hospital.

6.0 Update on Integrated Community Facilities

- No update was provided

7.0 Update on Youth Space Project

- A drinking fountain has been installed. Denise from Hedland Well Women’s Centre has noticed a drop in youth trying to get cold water at the Centre, so we can report this is being well utilised.
- A budget request has been submitted by the ToPH for more shade and lighting.
- Traffic calming signage and hoop bike rails have been installed. The Community and Development Services team will monitor the success of these traffic calming measures and readdress if the situation changes.

- The North West Skate Fest (Including workshops and a competition) was held recently as a part of the North West Fest Fringe. The event was great and was enjoyed by both the children and their families.
- In the first week of the school holidays there will be art works installed at the South Hedland Youth Space. This will be a mural (on walls in the Youth Space itself) and semi-permanent installation on a cyclone fence (between the Youth Space and ToPH caretakers' residence). The local young people will take part in workshops and then help with the delivery of this project.

8.0 South Hedland Town Centre Activation

- 9 September – Fetal Alcohol Spectrum Disorders Awareness Day hosted by Wirraka Maya Health Services
- 23 September – Community Engagement week of activities around The Reflection Tour. To be hosted by TURA Music/IBN.

8.1 Town Centre – Maintenance, Vandalism, and CPTED initiatives

- Police had reported increase in vandalism in the area noted to be a result of the lighting issues at the South Hedland Youth Space. These issues have been rectified and should hopefully lead to less instances of vandalism in the area.
- Since LandCorp/Yurra have undertaken various community engagement initiatives throughout the landscaping works program, there has been a considerable drop in the level of vandalism in the Town Centre.

9.0 General Business

- From November 10-12 the Australian Retail Association will have facilitators in Port Hedland for Retail Master Classes.
- Brad Pawlenko enquired as to what used to be on the big piece of iron ore located at Country Health as LandCorp are looking to relocate it. The Forum advised he speak with Chris Cottier or Sharon Groch in regards to the history of it.

10.0 Next meeting date

3 November 2015 12:30pm to 2:30pm, Lotteries House, South Hedland

11.0 Meeting Closed

Closed at 1:25pm

Actions for next meeting

Action	Responsible	Update
Commencement of works for redirection of traffic on Wise Terrace.	DV/PW	
Parking bays surrounding the Kmart Centre entrance.	PW	
Procedure for usage of banner poles.	PH/GH	
Follow up with Horizon Power regarding developer issues/faulty lighting at Hudson Way, Parker St and Forrest Circle.	SB/KS	
Tender process for maintenance of Stage 2 (Forrest Circle).	NP	
Works request for Throssell Street wall along footpath that requires repairing.	NP	
Feedback to be provided surrounding traffic and pedestrian interaction outside of skate park.	PH	
Update on Christmas decorations, including timeline for placement and inclusion of Horizon Power and Charter Hall in planning.	GV/DG	
Follow up with DoH (South Hedland New Living) if any infill projects are planned.	SVDS	
Provide details of cleaning schedule for Wise Terrace.	NP	
Advise whether there are any plans to place shade over the Taxi Rank in the Square.	PW	
Progress on repairs to the footbridge between Mitchie Crescent and Forrest Circle.	NP	
Correspond with McDonalds about the damaged irrigation and possible new project with pop ups.	NP	