

Town of  
Port Hedland



## **TOWN OF PORT HEDLAND**

### **MINUTES ORDINARY COUNCIL MEETING**

**WEDNESDAY 25 JUNE 2014 AT 5:30PM**

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

**“A nationally significant, friendly city, where  
people want to live and are proud to call home”**

*M.J. (Mal) Osborne  
Chief Executive Officer*



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**ITEM 1 OPENING OF MEETING**

The Mayor declared the meeting open at 5:35pm and acknowledged the traditional owners, the Kariyarra people.

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

Mayor Kelly Howlett  
Councillor Gloria Jacob  
Councillor George Daccache  
Councillor Jan Gillingham  
Councillor David Hooper  
Councillor Julie Hunt  
Councillor Lorraine Butson

*Officers*

Mal Osborne	Chief Executive Officer
Brett Reiss	Program Director Airport Redevelopment
Eddie Piper	Acting Director Community Development
Jenella Voitkevich	Manager Infrastructure Development
Leonard Long	Manager Development Services
Peter Kocian	Manager Financial Services
Darryal Eastwell	Manager Environmental Health
Grace Waugh	Minute Taker/ Governance Officer

**2.2 Apologies**

Councillor Penny Taylor

**2.3 Approved Leave of Absence**

Councillor Troy Melville

**ITEM 3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE****3.1 Questions from Public at Ordinary Council Meeting held on Wednesday 28 May 2014**

Nil

**3.2 Questions from Elected Members at Ordinary Council Meeting held on Wednesday 28 May 2014**

### 3.2.1 Councillor Daccache

*Why are the palm trees on Wilson Street dying?*

Director Engineering Services advised that there have been problems with the irrigation and all dead palm trees will be removed. Town officers are currently seeking quotes.

### 3.3 Questions from Public at Special Council Meeting held on Wednesday 4 June 2014

Nil

### 3.4 Questions from Elected Members at Special Council Meeting held on Wednesday 4 June 2014

Nil

## ITEM 4 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 20.3 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 5:36pm.

### 4.1 Public Question Time

#### 4.1.1 Mr Roger Higgins

*Does Council see the marina project as an iconic project to attract more investment to the Town if it happens within a short timeframe rather than a long timeframe? There are significant vacancies and unoccupied residences in town.*

Mayor advised in the affirmative as the marina is a city transition project. It will help with taking Hedland from a small regional town to a vibrant dynamic city. The Town is keen to work with state government and stakeholders to ensure the commitment of \$112 million and the Marina project is fulfilled by the current government. A community forum is being on the marina on Saturday 19 July at 9:30am on the Civic Centre gardens and members of the public are all invited to attend.

#### 4.1.2 Ms Jan Ford

*What would it take for the public to be able to enter the Civic Centre for Council meetings via the front door?*

Chief Executive Officer advised that this matter has been answered previously and that the front doors are not open after hours for Council meetings as there are security issues for the front counter and operational area of the building. After hour access through the front door for the community is being investigated as part of the current office redevelopment.

#### 4.1.3 Ms Joan Foley

*With the new Disability Access and Inclusion Plan (DAIP) group forming will they provide transport and welcoming venues for community people with disabilities?*

Mayor advised that there is no new group being formed however as part of the engagement strategy the Town will be going to see groups and individuals rather than having them meet come to the Town. There was a DAIP group who met bi-monthly however this group hasn't met for over two years.

*Can the people with disabilities' time and availability be the priority for the meetings?*

Mayor advised in the affirmative.

*Can a definite timeline and consequences of delay be part of the resolution of the DAIP item?*

Mayor advised that this is not applicable. The Town is committed to improving its engagement strategy and is ensuring Town officers are going to groups and parties to get that feedback.

*Can the Town positively discriminate in employment of people with disabilities to allow them opportunities within the workforce?*

Chief Executive Officer advised that the Town is looking into an assisted employment program as part of the employment engagement strategy along with bringing youth into the workforce and offering trainee programs.

#### 4.1.4 Mr Michael Sampson

*Do all the home caterers and mobile food vans have to undergo quarterly pest inspections?*

Manager Environmental Health advised in the negative.

*[Note: After the Council meeting further information was sought on this matter and the Environmental Health team advised that food vans are regulated in the same manner as restaurants operating from fixed premises and as such quarterly pest controls are required at a minimum.]*



*What happens to all the oil and grease from the cooking in food vans, does it go down the grease trap?*

Manager Environmental Health advised that it goes into an internal tank which is then emptied.

*Will Council continue granting new licences to anyone who applies?*

Mayor advised that if Mr Sampson wishes to hear Council's decision on this matter he should stay at the meeting until this particular item is considered.

*Do mobile food vans have to pay public liability insurance in case they make someone sick?*

Manager Environmental Health advised that the food vans are required to have public liability insurance.

Mayor advised that stallholders for the Town do have to have public liability insurance at any events.

*Would Council prefer to see a Town with occupied buildings or food vans parked on the side of a street?*

Mayor advised that Council want to see a vibrant city of 50,000 people. Having 50,000 people requires a diversity and array of accommodation for restaurants, shops and businesses.

#### **4.1.5 Mr Barry Walsh**

*I represent a large number of ratepayers that have invested in the town. Can Council confirm that one of the major issues that has been holding back investment and development in the Town has been the dust? Is Council aware of the standards insisted on and involved in all approvals that are being granted and on existing upgrades in the Port facility, including the coverage of the conveyor belts for minimising the dust?*

Mayor advised that the dust has not been an impediment on the development and progress of the town. Since the introduction of Amendment 22 there has been an escalation of development and densification in the West End. Council is a referral agency for development approvals, port approvals, industry approvals and licencing changes and extensions and is asked for feedback on the matters.

*The conveyor belts should be covered in line with the new standards, are you aware of the significant reduction this will have on the dust which has been a problem for years?*

Mayor advised that the Environmental Protection Authority and the Department of Environment Regulation have increased their compliance and regulations of current licences and permits and they conduct annual and biannual checks.

*The existing Spoilbank recreation area and marina complex are in need of an upgrade and restoration. A number of feasibility studies have been undertaken and environmental approvals compiled. The Spoilbank recreation area will relieve congestion of the Port and provide relocation of tugs and launches. Why would Council consider spending half a million dollars on further studies when a project is currently approved and funded?*

Mayor advised that the current project does not have environmental approval or other necessary approvals in place at this stage and doing further due diligence studies will assist this. The project is not fully funded either. For the marina precinct to be fully funded as it currently stands, the Spoilbank site requires built residential form to be part of that package. The EPA has declined to assess whether built residential form should be permitted on the Spoilbank until the health risk assessment report outcomes have been provided. The report is due to be completed at the end of 2014 and should become available to the community in early to mid-2015.

*Would the Council consider the marina as an independent project rather than as a residential development?*

The Mayor advised Mr Walsh that there are many definitions of what constitutes a marina, and asked him for his own interpretation.

*Mr Walsh sees the marina as a facility to relieve the Port by moving the recreational tugs and launches to an ideal recreation area such as the Spoilbank.*

Mayor thanked Mr Walsh for his input into the definition of a marina.

Mayor closed Public Question Time at 5:50pm.

Mayor opened Public Statement Time at 5:50pm.

## **4.2 Public Statement Time**

### **4.2.1 Mr Michael Sampson**

*I own a small food business in town. Home caterers and mobile food and coffee vans are parking in prime locations worth hundreds of dollars and are undercutting real vendors and small businesses who have expenses and employ staff. There are businesses parked at the Wheelbarrow, a local tourist attraction, which are practically permanent. The town looks better with full shops not deserted buildings with landlords going broke. If the vans took up residence it would be better for everyone as many food businesses also employ youths.*

#### 4.2.2 Ms Joan Foley

*While there have been some improvements to the town including the Cemetery Beach park there is still a long way to go before Council can be truly inclusive. The walkway to get to Koombana Lookout is at the same angle as the road, where you have to be in first gear to get up. My daughter strained her muscles trying to get up the Koombana Lookout walkway. There is a pathway that leads to the Medical Centre on Edgar Street with a parking bay blocking the access, and the disabled bay for the Medical Centre does not have enough room to get out of the car and get to the medical centre safely.*

Mayor advised that the road markings on Edgar Street are not permanent and the issues mentioned will be looked into. The Mayor advised that the Town wants to work with people with disabilities and advised Ms Foley to stay to watch the deliberation on the DAIP item. Mayor advised that as Ms Foley could not stay for the consideration of the item the Mayor would contact Ms Foley and advise her of the outcome.

Mayor closed Public Statement Time at 5:54pm.

### ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE

#### 5.1 Councillor Daccache

*Will the Pilbara Regional Council Pilbara Kimberley Joint Forum pursue further relations and trade with Indonesia? Will the Pilbara/Kimberley members meet to action the Special Economic Zone (SEZ) proposal? Should the Town form a committee to discuss Indonesian issues knowing that we have an International Airport that can handle most size planes and we also have proven that our Port can handle shipping of cattle to the world?*

Chief Executive Officer advised that this question is taken on notice and will be discussed further with Elected Members.

*At Cooke Point Drive there is a sign saying that Wilson Street is now Port Hedland Road, but at the Broome/Airport road going to Port or South Hedland there is a sign saying that Port Hedland Road is Wilson Street. Can this be clarified?*

Chief Executive Officer advised that this question is taken on notice. The Town will check what the legal gazetted name is.

#### 5.2 Councillor Gillingham

*Was the Town informed of the Port Hedland Road sign Cr Daccache just referred to being installed?*

Mayor advised in the negative.

*With the possible new waste management facility coming to town, is recycling being investigated?*

Chief Executive Officer advised that the proposed waste to energy plant would provide a MRF (Materials Recovery Facility) where they would take as many recyclable products as feasible. The proposed waste to energy plant is looking like a reality as it has obtained a \$50 million loan from Clean Energy Finance Corporation. At the moment the landfill does some basic recycling however there would need to be further discussions with Council as to what initiatives they would like to put in place. The community would need to be asked whether they would want to pay for recycling initiatives.

*With the announcements from the government about cancelling the pensioner concessions, can the Town be a strong voice for the public regarding retaining 50% concessions for the future?*

Mayor advised in the affirmative. Council will be meeting with the Minister for Local Government; Community Services; Seniors and Volunteering; Youth, the Hon. Anthony Simpson next week and will raise the issue then.

**ITEM 6 DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING**

Mayor Howlett	Councillor Hooper
Councillor Jacob	Councillor Hunt
Councillor Daccache	Councillor Butson
Councillor Gillingham	

**ITEM 7 CONFIRMATION OF MINUTES OF MPREVIOUS MEETING**

**7.1 Confirmation of Minutes of Ordinary Meeting of Council held on Wednesday 28 May 2014**

**201314/349 RECOMMENDATION/ COUNCIL DECISION**

**MOVED: CR HUNT**

**SECONDED: CR JACOB**

**That Council confirm that the Minutes of the Ordinary Meeting of Council held on Wednesday 28 May 2014 are a true and correct record.**

***CARRIED 7/0***

**7.2 Confirmation of Minutes of Special Meeting of Council held on Wednesday 4 June 2014**

**201314/350 RECOMMENDATION/ COUNCIL DECISION**

**MOVED: CR JACOB**

**SECONDED: CR HUNT**

**That Council confirm that the Minutes of the Special Meeting of Council held on Wednesday 4 June 2014 are a true and correct record.**

***CARRIED 7/0***

**ITEM 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Mayor Activity Report for the May/June 2014 period to date is as follows:

**MAY 2014**

Wednesday, 7<sup>th</sup> May

- Attended Hedland Roadwise Group Breakfast & Meeting
- Meeting Re: TOPH/BHPBIO Sustainability Partnership
- Elected Member & Executive Meetings

Thursday, 8<sup>th</sup> May

- Initial Planning Meeting For Friends of South Hedland Cemetery Group
- Meeting With Port Hedland Chamber Commerce

Friday, 9<sup>th</sup> May

- Meeting With WA Police (Sargent Shaun Coles) Re Community Policing Issues
- Meeting Re: Inter-Town Rugby Tournament Discussion (Finucane Island Sports Club)
- Attended Port Hedland Historical Society Sundowner
- Attended RSL-Port Hedland Sundowner

Saturday, 10<sup>th</sup> May

- Attended Documentary Launch "Saving the Turtles Of Port Hedland)

Sunday, 11<sup>th</sup> May

- Attended WOW Week Mother's Day High Tea Event
- Interview ABC TV (Kathryn Diss) Re: Homelessness Issues
- Attended & Participated 2014 Hedland Mother's Day Classic Event

Monday, 12<sup>th</sup> May

- Weekly CEO, Deputy Mayor and Mayor Catch Up

Tuesday, 13<sup>th</sup> May

- Weekly Chat Spirit Radio (1026am)
- TOPH Budget Workshop Elected Members, Executive & Managers
- Attended TOPH Asset Management Briefing

- Weekly TOPH/North West Telegraph Catch Up
- Attended YIC Board Meeting

Wednesday, 14<sup>th</sup> May

- Meeting With Premier Colin Barnett
- Attended Workshop Western Australian Regional Capital Cities Alliance (WARCA)

Thursday, 15<sup>th</sup> May

- Meeting With Member For Pilbara
- Meeting With FORM Re: Pilbara Food Festival
- Meeting With Department of Housing

Friday, 16<sup>th</sup> May

- Meeting With WA Minister For Housing
- Photo For The Megara Constructions Catamore Court Development, South Hedland
- Site Visit & Tour Concorde Development
- Volunteered At The Slam Youth Basketball

Saturday, 17<sup>th</sup> May

- Mayor Coffee Session – Port Hedland
- Mayor Coffee Session – Wanangkura Stadium
- Mayor Coffee Session – South Hedland

Monday, 19<sup>th</sup> May

- Weekly CEO, Deputy Mayor and Mayor Catch Up
- Opening & Walk Across Of Wallwork Rd Bridge

Tuesday, 20<sup>th</sup> May

- Weekly Chat Spirit Radio (1026am)
- Meeting With LandCorp Re South Hedland CBD Development & Drainage/Site Preparatory Works
- Weekly TOPH/North West Telegraph Catch Up
- Meeting Major Scott Fuller Re 2014 Whim Creek Service
- Cruise Ship Town Ambassadors De-Brief Meeting

Wednesday, 21<sup>st</sup> May

- Attended Atlas Mining Utah Point Stockyard 2 Official Opening
- Attended TOPH Audit & Finance Committee Agenda Briefing
- Attended TOPH Audit & Finance Committee Meeting
- Elected Member & Executive Meetings
- Chair Public Agenda Briefing
- Workshop CEO & Elected members Re Budget

Friday, 23<sup>rd</sup> May

- Opened 2014 Welcome To Hedland Night

Saturday, 24<sup>th</sup> May

- Attended Osprey Village Opening

Sunday, 25<sup>th</sup> May

- Attended Hedland Neighbourhood Watch Meet & Greet

Monday, 26<sup>th</sup> May

- Weekly CEO, Deputy Mayor and Mayor Catch Up
- Attended TOPH Aboriginal Consultation Forum – Cultural Protocols In Our Town
- Phone Link Up Cr Penny Taylor
- Officiated A Citizenship Ceremony

Tuesday, 27<sup>th</sup> May

- Weekly Chat Spirit Radio (1026am)
- Attended TOPH South Hedland CBD Forum
- Weekly TOPH/North West Telegraph Catch Up
- Meeting With Local Resident John Briggs Re Edgar Street

Wednesday, 28<sup>th</sup> May

- Attended Meeting Re: Hedland Women In Business Network
- Elected Member & Executive Meetings
- Chair OCM May 2014

Thursday, 29<sup>th</sup> May

- Pre-Record Phone Interview Re: Outcomes OCM With ABC NW Radio (603am)
- Attended PHCCI Budget Luncheon – Member For Pilbara
- Acted As A Referee For Interview Re: Port Hedland Primary School Review

## **JUNE 2014**

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

- Weekly Chat Spirit Radio (1026am)
- Attended HACC House South Hedland 10<sup>th</sup> Birthday Celebration Event
- Attended Meeting Western Australian Regional Capital Cities Alliance (WARCA)
- Attended Dinner Western Australian Regional Capital Cities Alliance (WARCA)

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

- Attended Breakfast Presentation & Town Tour Western Australian Regional Capital Cities Alliance (WARCA)
- Meeting Franchise Discussion Boost Juice
- Attended TOPH Airport Committee Briefing
- Attended TOPH Airport Committee Meeting
- Elected Member & Executive Meetings
- Attended Pilbara JDAP Meeting
- Chair Special Council Meeting
- Attended Community Conversations Event: Draft 14/15 Budget

Thursday, 5<sup>th</sup> June

- Meeting With UWA Re: Rock Art Engravings Around The Port Hedland Area

- Discussion With Local Resident Daniel Bull Re Culturally Diverse Leadership
- Attended TOPH Local Housing Steering Group Meeting

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

- Hosted The First Friends of South Hedland Cemetery Group Meeting
- Attended The TS Pilbara Inspection Luncheon
- Attended The Andrew McLaughlin Centre Family Fun Day & Markets

Mayor advised the gallery that she attended the 2014 Hedland Mother's Day Classic which was a fantastic event. She thanked YMCA for the warm up exercise and the Town of Port Hedland Chief Executive Officer and events team for the great event. Mayor hosted the Tidy Town judges' visit who stated that they would see Port Hedland at the state announcements, which seems like a promising comment. Mayor thanked Town employees and community members for their contribution towards the Tidy Town judges' visit.

## **ITEM 9 REPORTS BY ELECTED MEMBERS WITHOUT DISCUSSION**

### **9.1 Councillor Jacob**

Councillor Jacob recently attended the Pilbara Development Commission (PDC) meeting in Newman where there was deliberation on the Royalties for Regions funding for the next three years. She also attended the Pilbara DesignScape Symposium last week hosted by PDC. The symposium outlined what the Pilbara would look like in 2035 and was a great insight into future sustainability. All levels of government were represented at the symposium which was great.

### **9.2 Councillor Daccache**

Councillor Daccache attended the North West Festival Community engagement function where he presented in the Mayor's absence. The community is very excited for the North West Festival. Councillor Daccache also attended the Horizon Power Stakeholder function, the Landcorp dinner and Port Hedland Chamber of Commerce function and the Travelling Sketchbook at the library, which was outstanding.

### **9.3 Councillor Gillingham**

Councillor Gillingham just returned from a trip in Germany where she took photos of recycling; there were a range of different bins for different types of recyclables and this seemed to be a very simple procedure. Councillor Gillingham also stated that there were areas at bottle shops where one could recycle bottles and get money back straight away. This is something the Town could look at doing. Councillor Gillingham also advised that Port Hedland beaches are just as good as the beaches in Europe.



#### **9.4 Councillor Hooper**

Councillor Hooper attended the North West Festival Community engagement function which raised awareness of the event. Councillor Hooper thanked Mark Davis, Acting Manager Community Development, for the coordination of the event.

#### **9.5 Councillor Hunt**

Councillor Hunt attended many of the events the other Elected Members attended and shared their same comments.

#### **9.6 Councillor Butson**

Councillor Butson attended the Western Australian Regional Capitals Alliance (WARCA) dinner which was interesting as there was a mix of Elected Members and Chief Executive Officers of other local governments. She also attended the Landcorp dinner, the Pilbara DesignScope Symposium and a meeting with BHP Billiton. Councillor Butson attended the Philippine Independence event at the Wanangkura Stadium.

### **ITEM 10 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS**

#### **10.1 Mr Darryl Brown, Town of Port Hedland Resident**

Mr Brown believes that the BHP Billiton tug haven at Hunt Point should not be built as it will be a social and environmental disaster. It is the last part of the harbour that remains unscathed. Mr Brown raised the following points as to why the tug haven should not be built at Hunt Point:

- The coral and weed will grow back if the tug haven is not built; this will provide food for the dugongs.
- Hunt Point is the most popular fishing and camping beach in the area and is used by hundreds of people.
- People living in town do not want to see a large sea wall blocking the view to the ocean.
- The sea wall will have a huge effect on the tidal movements in and out and will take the sand and mud off the beach along Richardson Street. This will result in the mangroves dying and leaving hundreds of birds and millions of sea creatures in the swamp to die.
- The extra noise, lights and horn blasts less than 500 meters from a residential area is unbearable.
- The development down the harbour has lifted the height of the shore line and the causeway to Finucane Island will stop the surge tide spilling over the once was mud flats. If a cyclone comes on spring tides and crosses the coast west of Port Hedland the sea wall will direct the wave energy to crash through Burt Madigan Park, Richardson Street and the West End.

**10.2 Dr Ken King, Chief Executive Officer, Pilbara Development Commission**

Dr King provided an overview of the Pilbara Development Commission (PDC) and the projects it has been working on. Significant milestones have been met and the PDC is on its way to achieving the 2035 Pilbara Cities Vision. The South Hedland town centre has been revitalised, there is new infrastructure including the Wanangkura Stadium, and the South Hedland Senior High School has been upgraded. There is an expanded capacity of water, wastewater and energy including the South Hedland Hamilton Sewer Pump Station, Port Hedland Wastewater Treatment Plant relocation and the Port Hedland Water Supply Scheme. PDC has been working on increasing tourism in the Pilbara, the aboriginal opportunities fund, hedland employment related accommodation and the regional grants scheme. Dr King also touched upon the Pilbara regional investment blueprint, which has a focus on growing the Pilbara's population to 200,000 people, on having health and education equivalent to other regional centres, international airports with direct daily connections to Asia and a normalised and diverse economy.

**10.3 Mr Dan Murphy, YMCA**

Mr Murphy advised that the YMCA Port Hedland leisure team is dedicated to the mission of providing opportunity to all people in the community to grow in body, mind and spirit. There are a number of initiatives that YMCA is looking into for each facility including focusing on getting people active. The YMCA will be introducing hot spots at all facilities which will have information on the top ten most popular forms of physical exercise.

*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 11 REPORTS OF OFFICERS****11.1 Planning and Development Services****11.1.1 Delegated Planning, Building & Environmental Health Approvals and Orders for May 2014**

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

**DISCLOSURE OF INTEREST BY OFFICER**

Nil

**201314/351 RECOMMENDATION/ COUNCIL DECISION**

**MOVED: CR JACOB**

**SECONDED: CR DACCACHE**

**That Council receive the Schedule of Planning and Building approvals, Environmental Health Orders issued by delegated authority and the listing of current legal actions for the month of May 2014.**

***CARRIED 7/0***

---

**EXECUTIVE SUMMARY**

This item relates to the Planning and Building approvals and Environmental Health Orders considered under delegated authority for the month of May 2014.

**DETAILED REPORT**

A listing of Planning, Building and Environmental Health approvals and Orders issued by the Town's Planning, Building and Environmental Health Services under delegated authority for the month of May 2014 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**

The 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.

**ATTACHMENTS**

1. Statistics for Building, Planning and Health Approvals for the month of May  
06 June 2014

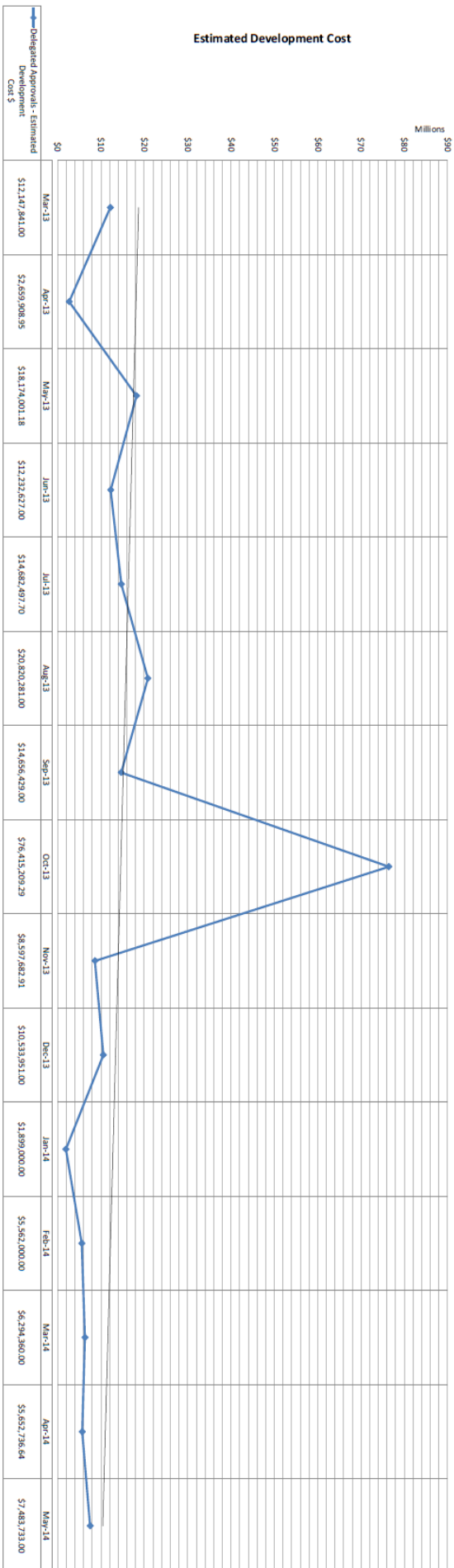
## ATTACHMENT 1 TO ITEM 11.1.1

## DELEGATED PLANNING APPROVALS FOR MAY 2014

APPLICATION NO.	DESCRIPTION	LOT	PROPERTY ADDRESS	DATE APPROVED	APPLICANTS NAME	DEVELOPMENT VALUE
2012/289.02	AMENDMENT TO APPLICATION 2012/289 - FIVE (5) MULTIPLE DWELLINGS	2	88A KINGSMILL STREET PORT HEDLAND 6721	13/05/2014	DAVID HETHERINGTON	\$ -
2014/83.01	AMENDMENT TO APPLICATION 2014/83 - TWO (2) GROUPED DWELLINGS (ONE EXISTING)	499	31 BRODIE CRESCENT SOUTH HEDLAND 6722	19/05/2014	MCGRATH HOMES	\$ 420,833.00
2012/239.01	35 MORGANS ST, PORT HEDLAND REDUCING NUMBER OF DWELLINGS	179	35 MORGANS STREET PORT HEDLAND 6721	21/05/2014	MITIE CONSTRUCTIONS PTY LTD	\$ -
2012/124.03	AMENDMENT TO APPLICATION 2012/124 - USE NOT LISTED - BULK EARTHWORKS	4	4 MCGREGOR STREET PORT HEDLAND 6721	23/05/2014	RFF PTY LTD	\$ -
2014/130	SINGLE HOUSE (TO BECOME LOT 202 CATAMORE ROAD)	581	28 CATAMORE ROAD SOUTH HEDLAND 6722	23/05/2014	MEGARA CONSTRUCTIONS PTY LTD	\$ 500,000.00
2014/131	SINGLE HOUSE (TO BECOME LOT 263 HULL PLACE)	581	28 CATAMORE ROAD SOUTH HEDLAND 6722	23/05/2014	MEGARA CONSTRUCTIONS PTY LTD	\$ 500,000.00
2014/133	SINGLE HOUSE - OUTBUILDING	2795	84 BOTTLEBRUSH CRESCENT SOUTH HEDLAND 6722	23/05/2014	ANDREW GEORGE HENDERSON	\$ 15,400.00
2014/134	SINGLE HOUSE - CARPORT ADDITION	319	4 AVOCET BRACE SOUTH HEDLAND 6722	23/05/2014	PHILIP MARK STANALITIS	\$ 6,000.00
2014/115	OFFICE AND SEA CONTAINER	1012	15 MURRENA STREET WEDGEFIELD 6724	29/05/2014	GORDON HODGES	\$ 77,500.00
2014/129	SINGLE HOUSE (TO BECOME LOT 205 CATAMORE ROAD)	581	28 CATAMORE ROAD SOUTH HEDLAND 6722	29/05/2014	MEGARA CONSTRUCTIONS PTY LTD	\$ 500,000.00
2012/349.01	AMENDMENT TO APPLICATION 2012/349 - REDUCTION TO TWELVE (12) MULTIPLE DWELLINGS	179	35 MORGANS STREET PORT HEDLAND 6721	30/05/2014	MITIE CONSTRUCTIONS PTY LTD	\$ 4,000,000.00
2014/120	TWO (2) GROUPED DWELLINGS (TO BECOME LOT 264 CATAMORE ROAD)	581	28 CATAMORE ROAD SOUTH HEDLAND 6722	30/05/2014	MEGARA CONSTRUCTIONS PTY LTD	\$ 450,000.00
2014/121	TWO (2) GROUPED DWELLINGS (TO BECOME LOT 265 CATAMORE ROAD)	581	28 CATAMORE ROAD SOUTH HEDLAND 6722	30/05/2014	MEGARA CONSTRUCTIONS PTY LTD	\$ 511,000.00
2014/127	SINGLE HOUSE - SHED AND CARPORT ADDITION	2386	50 BRODIE CRESCENT SOUTH HEDLAND 6722	30/05/2014	JEREMIAH THOMAS ODRISCOLL	\$ 40,000.00
2014/149	SINGLE HOUSE	183	8 TREVALLY ROAD SOUTH HEDLAND 6722	30/05/2014	MEGARA CONSTRUCTIONS PTY LTD	\$ 463,000.00

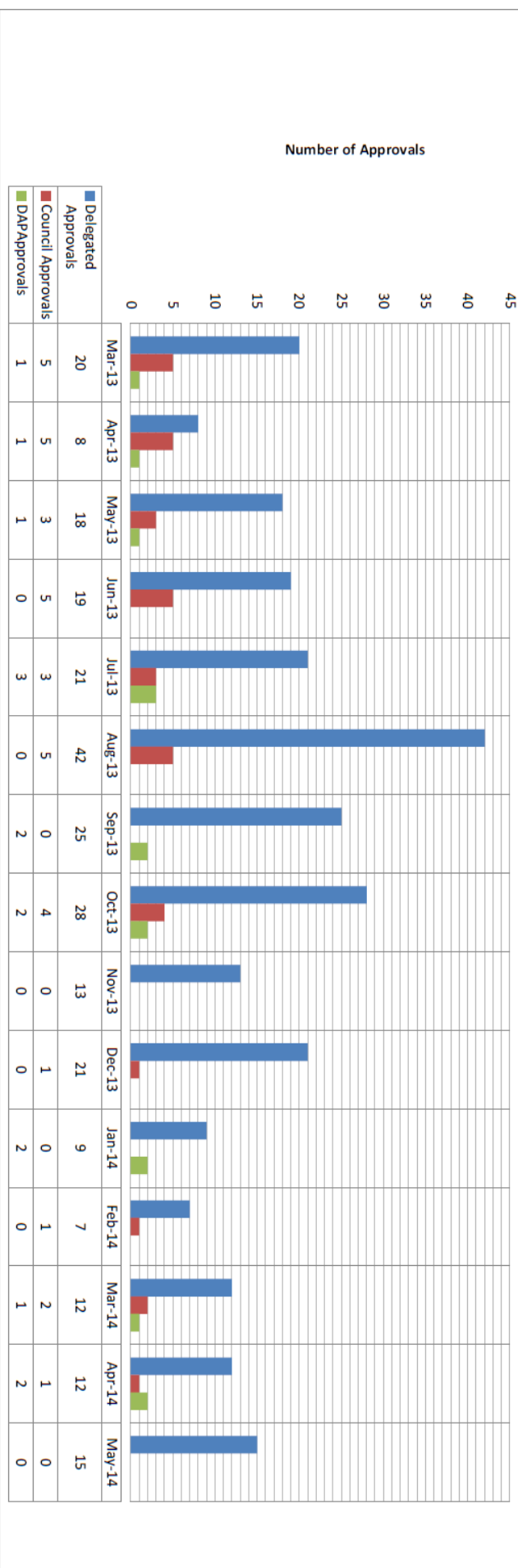
DELEGATED PLANNING APPROVALS FOR MAY 2014

Summary & Trendline of  
Town Planning Delegated Approvals  
Estimated Development Costs



**COUNCIL, DELEGATED & DAP PLANNING APPROVALS FOR MAY 2014**

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



## DELEGATED BUILDING APPROVALS FOR MAY 2014

## BUILDING PERMITS

Permit Number	Decision Date	Property Address	Locality	Applicant	Description of Work	Estimated Construction Value (\$)	Floor area square metres	Building Classification
14-128	09.05.2014	7 CAARR COURT	SOUTH HEDLAND 6722	Marbles Girl Pty Ltd	Conversion of part of a shed to a room	\$ 18,000.00	23	10a
14-129	13.05.2014	20 WANAGARA CRESCENT	SOUTH HEDLAND 6722	Northwest Shed Masters	Shed	\$ 49,960.00	60	10a
14-136	22.05.2014	159 ATHOL STREET	PORT HEDLAND 6721	Colin Wilkinson Developments Pty Ltd	Boundary Fence & Retaining Walls	\$ 40,000.00	0	10a & 10b
14-121	07.05.2014	UNIT 2, 61 KINGSMILL STREET	PORT HEDLAND 6721	Suzanne Edwards	Above ground Spa & Fence	\$ 7,000.00	3	10b
14-133	13.05.2014	16 EDGAR STREET	PORT HEDLAND 6721	Lynda Dorrington	Retrospective Sign	\$ 5,000.00	1	10b
14-131	13.05.2014	13 WEDGE STREET	PORT HEDLAND 6721	Lynda Dorrington	Retrospective Sign	\$ 5,000.00	1	10b
14-132	13.05.2014	3 RICHARDSON STREET	PORT HEDLAND 6721	Lynda Dorrington	Retrospective Sign	\$ 5,000.00	1	10b
14-117	14.05.2014	18 GRATWICK STREET	PORT HEDLAND 6721	Euan Macindoe	SWIMMING POOL AND FENCE	\$ 15,000.00	0	10b
14-135	15.05.2014	13 KOOMBANA AVENUE	SOUTH HEDLAND 6722	Winfield Constructions Pty Ltd	Firewall & Fence	\$ 15,500.00	0	10b
14-139	27.05.2014	2 WAMBIRI STREET	SOUTH HEDLAND 6722	Winfield Construction Pty Ltd	Internal Fence	\$ 8,140.00	0	10b
14-146	29.05.2014	37 SUTHERLAND STREET	PORT HEDLAND 6721	Martyn Stafford	Above Ground Swimming Pool & Fence	\$ 3,500.00	0	10b
14-141	28.05.2014	8 PERCH WAY	SOUTH HEDLAND 6722	Megara Constructions Pty Ltd	Residential Dwelling	\$ 525,000.00	159	1a
14-140	28.05.2014	35 THREADENIN LOOP	SOUTH HEDLAND 6722	Megara Constructions Pty Ltd	Residential Dwelling	\$ 525,000.00	143	1a
14-142	29.05.2014	52 PARKER STREET	SOUTH HEDLAND 6722	Megara Constructions Pty Ltd	Residential Dwelling	\$ 609,000.00	172	1a
14-145	29.05.2014	8 LONGTOM LOOP	SOUTH HEDLAND 6722	Megara Constructions Pty Ltd	Residential Dwelling	\$ 479,000.00	143	1a
14-149	29.05.2014	7 CAPTAINS WAY	SOUTH HEDLAND 6722	Goldman Constructions Pty Ltd	New Single Dwelling	\$ 497,000.00	180	1a
14-144	30.05.2014	27 TREVALLY ROAD	SOUTH HEDLAND 6722	Megara Constructions Pty Ltd	Residential Dwelling	\$ 499,000.00	143	1a
14-127	14.05.2014	Lot 2907 LIMPET CRESCENT	SOUTH HEDLAND 6722	Thomas Building	6x Residential houses 1 x Caretakers	\$ 4,483,515.00	691	1a 10a & 10b
14-148	28.05.2014	88A KINGSMILL STREET	PORT HEDLAND 6721	Priscilla Khoo - Property Passion Architectural	Three Storey Building - 5 dwellings and car park	\$ 1,700,000.00	545	2
14-119	06.05.2014	2-8 THROSSELL ROAD	SOUTH HEDLAND 6722	BCA BUILDING CERTIFIERS & ASSESSORS PTY LTD	TENANCY REFURBISHMENT	\$ 242,000.00	0	5
14-134	14.05.2014	14 HEDDITCH STREET	SOUTH HEDLAND 6722	Gilosca Homes	Additions & Renovations to existing South Hedland Veterinary Hospital	\$ 800,000.00	165	6
14-138	27.05.2014	UNIT 2	37 PINNACLES STREET	Niels Nielsen	Light Store Mezzanine to existing Building	\$ 38,950.00	46	8
14-125	12.05.2014	LISA RAILWAY CORRIDOR	VIA PORT HEDLAND 6721	Fortescue Metals Group	Installation of a Gymnasium	\$ 15,000.00	144	9b
Total 23						\$ 10,585,565.00		

## TOWN OF PORT HEDLAND CERTIFICATION

Certificate Type	Number Issued
Certificate of Design Compliance	1
Certificate of Construction Compliance	1
Certificate Building Compliance	3
<b>TOTAL</b>	<b>5</b>

## OCCUPANCY PERMIT FOR MAY 2014

OCCUPANCY PERMIT			
Permit Number	Decision Date	Property Address	Description of Work
14-130	14/05/2014	Lot 113 Oxide Way, Wedgefield	Retrospective external doorway & stairs
14-112	07/05/2014	146 Kennedy Street, South Hedland	STRATA - 2 x Dwellings
13-134	09/06/2014	146 Kennedy Street, South Hedland	2x Residential Units
13-445	14/05/2014	Lot 113 Oxide Way, Wedgefield	Workshop and Office (temporary OP)
14-070	20/05/2014	2-8 Throssell Road, South Hedland	Restaurant Fitout
12-026	27/05/2014	Lot 505 Great Northern Highway, Port Hedland	2x Sheds
13-445	28/05/2014	Lot 113 Oxide Way, Wedgefield	Workshop and Office (permanent OP)
14-046	28/05/2014	77-95 Hamilton Road, South Hedland	Recreation, Café and Gym
14-076	29/05/2014	8 Murrena Street, Wedgefield	Truck Wash and Workshop
<b>Total 9</b>			

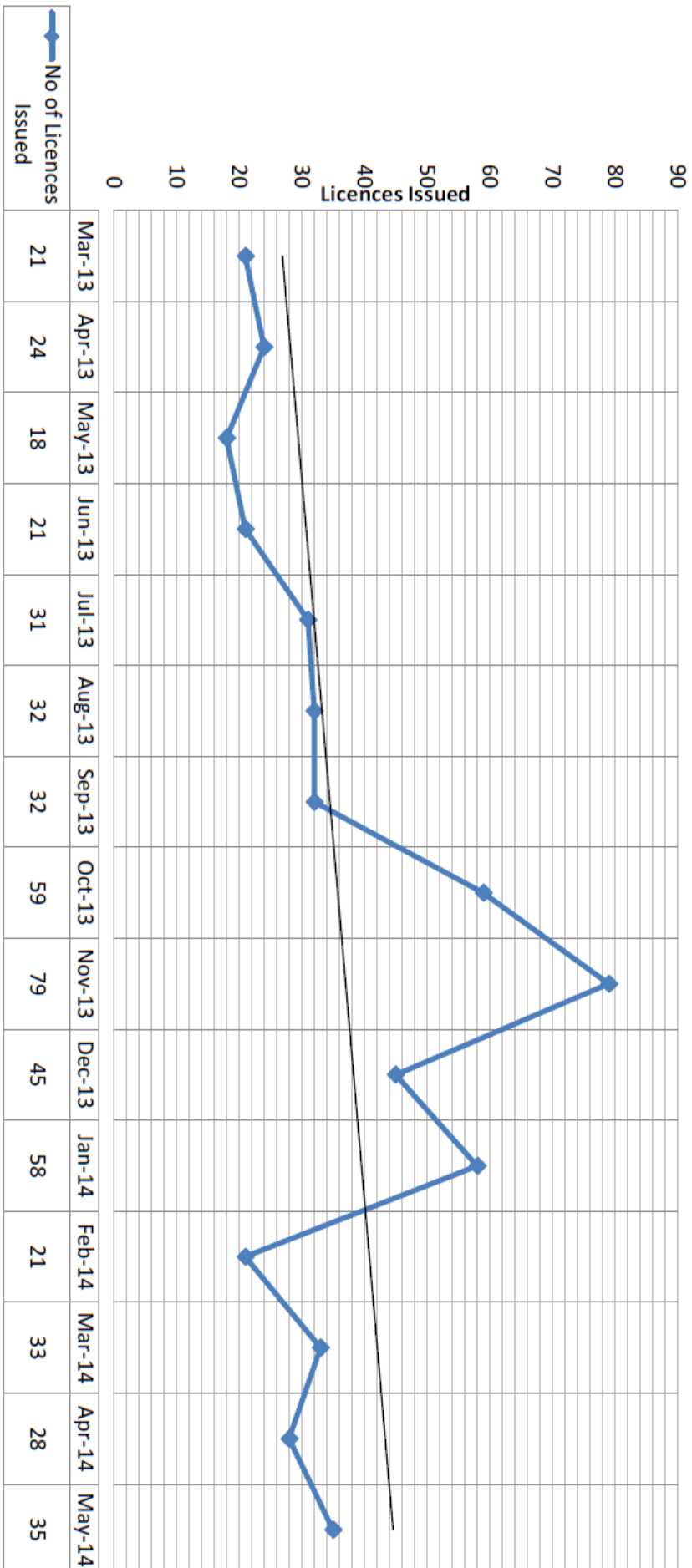
## OVERVIEW SUMMARY FOR MAY 2014

SUMMARY				
No of Permits	Permit Type	Estimated Construction Value	Floor Area in square metres	Average cost per square metre
3	Demolitions	\$80,000	609	\$131.36
7	Dwellings	\$7,617,515	1,631	\$4,670.46
3	Class 10a	\$107,960	83	\$1,300.72
8	Class 10b	\$64,140	6	\$10,690.00
5	Commercial	\$2,795,950	900	\$3,106.61
9	Strata - Occupancy	N/A	N/A	N/A
<b>35</b>		<b>\$10,665,565</b>	<b>3,229</b>	



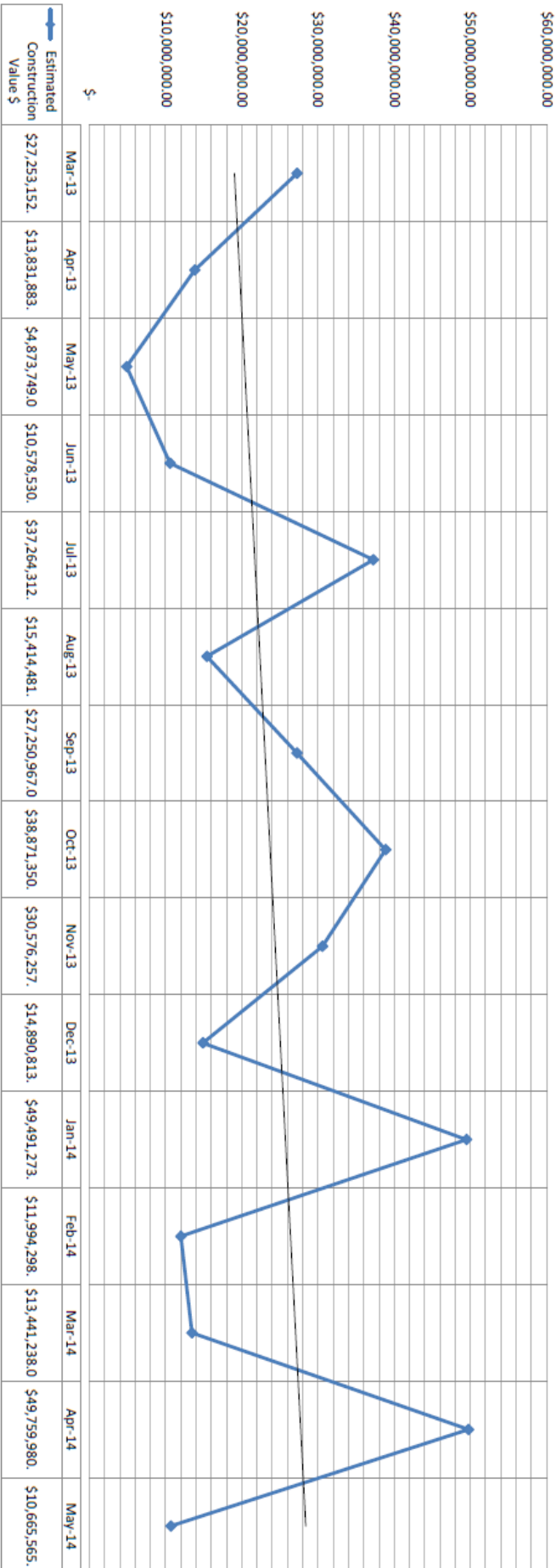
**BUILDING APPROVALS FOR MAY 2014**

**Summary & Trendline for Building Licence Approvals**



**BUILDING APPROVALS FOR MAY 2014**

Summary & Trendline of  
Estimated Construction Value of Building Licences Issued



## CURRENT LEGAL MATTERS FOR MAY 2014

CURRENT LEGAL MATTERS				
File No.	Address	Issue	Current Status	Officer
118711G	Lot 1675 (1690) Harwell Way, Wedgefield	Non-compliance with planning conditions	Case adjourned until 31/10/2013 to allow for sealing of the properties to occur. - Adjourned until March 2014. - Adjourned until July 2014.	BM
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.	BM
401840G	Lot 841 # 34 Sutherland Street, Port Hedland	Asbestos house dumped on reserve (Old hospital site)	First mention on the 16th June 2014.	MS

## CURRENT HEALTH ORDERS AS OF MAY 2014

Current Health Orders under Delegated Authority by Environmental Health Services			
File No.	Address	Issue	Current Status
803367G	Lot 2052 McGregor St Port Hedland	Metal frame spectator/grand stand seating erected on a trailer chassis.	~ Health order placed on temporary spectator stand ~ No public building application received by Town of Port Hedland, as such no approval has been granted for use as a temporary spectator stand ~ Town has notified Turf Club of issue

**11.1.2 Proposal for Twelve (12) “Multiple Dwellings” on Lot 727 (48) Moore Street, Port Hedland**

Ben McKay, Acting Senior Statutory Planner  
File No. 109160G

**DISCLOSURE OF INTEREST BY OFFICER**

Nil

**201314/352 RECOMMENDATION/ COUNCIL DECISION**

**MOVED: CR HUNT**

**SECONDED: CR HOOPER**

**That Council:**

- A. Delegate the Chief Executive Officer, or his delegate(s), to enter into an agreement pursuant to Regulation 17(5) of the Local Government (Uniform Local Provisions) Regulations 1996 (the agreement), with the landowner of Lot 727 (48) Moore Street being Australian Bluewater Developments Pty Ltd for the use of the Moore Street road reserve for visitor parking bays, subject to:**
- i. The landowner shall maintain the car parking bay for a period of two (2) years (defects period);**
  - ii. The once off payment of \$23,000 being the cost of maintaining the on-street visitor car parking bays after the expiry of the two (2) year defects period;**
  - iii. Detailed Engineered drawings are to be submitted and approved by the Town’s Manager Development Services. The design and construction of the on-street visitor car parking bays is to comply with Australian Standards AS 1158; and**
  - iv. The landowner obtaining and providing the Town with indemnity insurance, indemnifying the Town for any damage, claims or loss relating to the construction of the visitor car parking bays.**
- B. Subject to the completion of the agreement in (A.) above approve the application submitted by RPS on behalf of the landowner being Australian Bluewater Developments Pty Ltd to construct twelve (12) “Multiple Dwellings” on Lot 727 (48) Moore Street, Port Hedland subject to the following conditions:**
- 1. This approval relates only to the proposed Twelve (12) “Multiple Dwellings”, as indicated on the approved plans (DRG2014/41/1 – DRG2014/41/10). It does not relate to any other development on this lot;**
  - 2. If the development referred to in (1) is not substantially commenced within a period of two years from the date of this approval, the approval shall lapse and be of no further effect;**

3. A minimum of nineteen (19) car parking bays shall be provided for the development, seventeen (17) car parking bays on site and two (2) visitor car parking bays shall be provided in accordance with condition 5;
4. The two (2) visitor car parking bays to be provided on the Moore street, road reserve shall be designed, constructed, kerbed, formed, graded, drained, line marked and finished with a sealed or paved surface or equivalent in accordance Australian Standards AS 1158 at the landowners cost;
5. The visitor car parking bays constructed on the Moore street, road reserve shall remain accessible and be used solely for the purpose of car parking at all times;
6. No car parking bays shall be obstructed in any way or used for any other purpose than car parking;
7. Front walls and fences within the primary street and secondary street setback area shall be no higher than 1.8m measured from natural ground level and be visually permeable above 1.2m;
8. Fences shall be reduced to no higher than 0.75m from the natural ground level when within 1.5m of where the Vehicle Access Point (driveway) meets a street;
9. Roof mounted or freestanding plant or equipment such as air conditioning units and hot water systems shall be located and / or screened to the satisfaction of the Town's Manager Development Services;
10. Alterations or relocations of existing infrastructure within the road reserve shall be carried out and reinstated at the landowner's cost to the satisfaction of the Town's Manager Development Services;
11. All stormwater must be retained onsite. Disposal to be designed in accordance with the Town's Engineering Department Guidelines;
12. The landowner shall ensure all activities related to the construction of the development (such as but not limited to, storage of building materials and contractor vehicles) shall be contained wholly within the lot boundaries;
13. All dust and sand (associated with construction) to be contained on site with the use of suitable dust suppression techniques to the satisfaction of the Manager Development Services;
14. The landowner shall ensure sediment control barriers as prescribed by SCB2014, are placed along all boundaries;

The following conditions shall be cleared by the Town's Manager Development Services prior to the issuing of a Building Permit.

15. Prior to issuing a Building Permit, the landowner shall pay a bond of \$10,000 to the Town as security for any damage to road pavements / kerbing / footpaths or other Town assets caused by any activity associated with the construction of the development, including but not limited to vehicle movements. This bond is refundable once clearance has been received from the Town's Manager Development Services;
  - a. Prior to the issuing of a Building Permit, the land owner is to submit and have approved detailed civil engineering plans for the proposed on-street verge visitor car parking bays in Moore Street.
16. Prior to the issuing of a building permit, the landowner shall prepare a notification under section 70A of the Transfer of Land Act 1893, in a form acceptable to the Town, to be lodged with the Registrar of Titles for endorsement on the Certificate of Title for the subject lot. This notification shall be sufficient to alert prospective landowners or occupiers of the following:
  - b. This land is located within an area identified as being impacted on or affected by dust from Port activities. The Department of Health advises that children, the elderly and people with pre-existing respiratory and cardiovascular health conditions or predisposed to the same should not reside on this land other than on a temporary basis as they are at increased risk of worsening or developing respiratory and/or cardiovascular related health conditions.

Further information can be obtained from the Department of Health. The following conditions shall be complied with prior to the issuing of an occupation certificate.

17. Prior to the issuing of an occupation certificate, the development shall be connected to a reticulated main sewer system;
18. Prior to the issuing of an occupation certificate, the landowner shall provide aged/disabled access to the existing Council footpath network in accordance with "Austroads Part 13 – Pedestrians" standards;
19. Prior to the issuing of an occupation certificate, landscaping and reticulation shall be completed as per the approved landscaping and reticulation plan, and thereafter shall be maintained to the satisfaction of the Town's Manager Development Services;

20. Prior to the issuing of an occupation certificate, lighting shall be installed along all driveway(s), access way(s), parking area(s), turning area(s) and pedestrian pathways by the landowner. Design and construction standards shall be in accordance with relevant Australian Standard AS 1158;
21. Prior to the issuing of an occupation certificate, access way(s), parking area(s), turning area(s) shall be constructed, kerbed, formed, graded, drained, line marked and finished with a sealed or paved surface by the landowner in accordance with Australian Standard AS 2890 Parts 1 and 2;
22. Prior to the issuing of an occupation certificate, the driveways and crossover shall be designed and constructed in accordance with Council's Crossover Policy 9/005; and
23. Prior to the issuing of an occupation certificate the landowner shall ensure any damage to road pavements / kerbing / footpaths or other Town assets caused by any activity associated with the construction of the development, including but not limited to vehicle movements, shall be repaired to the satisfaction of the Town's Manager Development Services.

**ADVICE NOTES:**

1. The landowner is reminded this is a Planning Approval only and does not obviate the responsibility of the landowner to comply with all relevant building, health and engineering requirements;
2. This approval should not be construed that the Town will support a survey strata or green title subdivision application for the development. Assessment has been based on a 'Grouped Dwelling' containing common property. A subdivision application for Survey Strata without common property or green title subdivision will need to meet the minimum and average site areas for the dwelling type, as prescribed in the Residential Design Codes;
3. Waste receptacles are to be stored in a suitable enclosure to be provided to the specifications of the Town of Port Hedland Health Local Law 1999 and to the satisfaction of Manager Development Services;
4. Waste disposal and storage is to be carried out in accordance with the Town of Port Hedland Health Local Law 1999;
5. The development must comply with the Environmental Protection (Noise) Regulations 1997 at all times;
6. Be advised that as per the Environmental Protection (Noise) Regulations 1997, construction noise, that does not comply with the AS 2436-1981, is not permitted outside of 0700-1900 Mondays-Saturdays and not on Sundays or Public Holidays;

7. **Be advised that all laundries must be constructed as per the Town of Port Hedland Health Local Law 1999 Section 2.2.2. The landowner shall comply with the requirements of Worksafe Western Australia in the carrying out of any works associated with this approval; and**
8. **Prior to the issuing of a Building Permit, the landowner is to obtain a clearance certificate confirming all relevant planning conditions have been complied with. In this regard contact the Town's Development Compliance Officer to obtain the necessary application form and fee.**

**CARRIED 7/0**

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## EXECUTIVE SUMMARY

The Town received an application from RPS on behalf of the landowner, Australian Bluewater Developments Pty Ltd to construct twelve (12) Multiple dwellings on Lot 727 (48) Moore Street, Port Hedland (subject site).

The proposed development is located within the "West End Residential" zone. The proposal has been referred to Council to determine as the design differs from what is required by clause 6.3.8 of the Town Planning Scheme.

The application is supported by the Town's officers. Council is requested to consider the application favourably.

## DETAILED REPORT

### *Site Description (Attachment 1)*

The subject site is generally rectangular in shape, achieves vehicular access via Moore Street and has an area of 958m<sup>2</sup>.

In terms of the Port Hedland Town Planning Scheme No. 5 (TPS5) the subject site is zoned "West End Residential".

### *Proposal (Attachment 2)*

The applicant is proposing to construct twelve (12) "Multiple Dwellings" comprising of twelve (12) two-bedroom units.

### *Related Developments*

The proposed development does not differ significantly from those already approved / developed within the "West End", however, a licence fee has been included for the two (2) visitor bays proposed to be constructed by the applicant within the road verge.



## CONSULTATION

The application was circulated as follows:

*Internally:*

- Technical Services
- Building Services
- Manager Environmental Health Services
- Manager Engineering Services

*Externally:*

- Department of Environment and Conservation (DEC)
- Department of State Development – Dust Taskforce (DSD)
- Environmental Protection Authority (EPA)
- Department of Health
- Department of Water
- Telstra
- Optus
- Horizon Power
- Water Corporation

No objections were received:

The application was advertised for a period of 14 days to the adjoining landowners. No submissions were received.

Dust Mitigation requirements in the “West End Residential” zone

The site is located in the West End Residential zone. Developments located within this zone are required to be designed in order to mitigate the impacts of elevated dust levels experienced within the locality. Section 6.3.9 of TPS5 states:

*“Residential development within the West End Residential zone and within the area bounded by Withnell, McKay and Anderson Streets, and the Esplanade, Port Hedland shall be in accordance with a local planning policy, development plan or design guideline adopted by Council that incorporates building design and performance standards to reduce exposure to dust, and to include but not necessarily be limited to -*

- *filtration of incoming air into the building designed to utilise coarse disposable pre-filtration (i.e. G3 or G4 rated) and then a finer filter (i.e. F4 rated);*
- *location of operable windows and doors on the western and southern building facades only;*
- *use of deflection screens on the northern and eastern edges of operable windows;*
- *use of eaves;*
- *orientation of buildings to avoid wind tunnelling effects; and*

- *protective screens and porticos at building entrances to reduce the direct impact of wind onto the opening.”*

In the absence of a Council adopted local planning policy, development plan or design guideline, state government stakeholders have expressed concern regarding suitable design requirements for residential development in the “West End Residential”.

Clause 6.3.9 of the scheme is prescriptive and does not allow for innovative design solutions which are able to achieve the same outcome as intended by the clause. Consequently, legal advice was obtained from the Town’s Solicitors and further advice received from the Department of Planning. As a result of advice received, all residential applications within this area are to be accompanied by a report prepared by a suitably qualified Mechanical Engineer, certifying the design of the proposed development will mitigate dust exposure and achieves the intent of the provisions within Clause 6.3.9 of TPS5.

The applicant has submitted a report by Norman Disney & Young confirming the proposal will mitigate dust and addresses the requirements under the TPS5. This report was forwarded to the relevant stakeholders for comment with no objections being received.

Residential Design Codes of Western Australia (R Codes)

A number of variations to the Acceptable Development Standards of the R Codes have been sought and are generally of a minor nature. The proponent has provided justification identifying design consideration and how the performance criterion has been achieved. It is considered the justification provided and the outcome achieved is appropriate for the site and the West End.

## FINANCIAL IMPLICATIONS

Immediate:

An application fee of \$8,009.60 has been received as per the prescribed fees approved by Council.

Whole of Life:

Maintenance cost associated with the two (2) parking bays located within the Moore Street Road Verges. The applicant shall be required to maintain the bays for a period of two (2) years, thereafter this will become the Towns responsibility. It is estimated that the average maintenance cost per bay is \$580.00, per annum (for the maintenance of 5 bays and less within the road reserve) considering the lifespan of the development being approximately twenty (20) years. The licence fee (being in once off payment) for the two (2) parking bays is \$23,000.

**STATUTORY AND POLICY IMPLICATIONS**

In accordance with the *Planning and Development Act 2005*, the proposed development is subject to the provisions of the Town of Port Hedland Town Planning Scheme No. 5 (TPS5).

Section 6.3.1 'Housing' of the Strategic Community Plan applies as the Town is required to address housing shortage & affordability through using Council held land, providing high quality modular construction, providing incentives and other forms of inducement to deliver housing by 2013.

Section 5.6.1 Precinct 1 – West End as there is noise and dust emissions particularly in proximity to existing developed urban areas.

The development will result in the further activation of the West End and may act as a catalyst for future commercial development.

**ATTACHMENTS**

1. Locality Plan
2. Applicants Report / Dust mitigation report (Under Separate Cover)
3. Development plans (Under Separate Cover)

03 July 2014

ATTACHMENT 1 TO ITEM 11.1.2



7:05pm Councillor Daccache declared a financial interest in item 11.1.3 'Due Diligence for Alternative Location for Marina Development' as he has BHP Billiton shares over the statutory threshold.

7:05pm Councillor Hunt declared a financial interest in item 11.1.3 'Due Diligence for Alternative Location for Marina Development' as she has BHP Billiton shares over the statutory threshold.

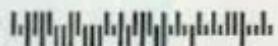
Councillors Daccache and Hunt left the room.

Mayor advised that a request for a reduced number of offices to five to make an absolute majority decision for this item has been approved by the Department of Local Government and Communities.



Government of Western Australia  
Department of Local Government

Our Ref: PH1-7#05 E1419974

  
Mr Mal Osborne  
Chief Executive Officer  
Town of Port Hedland  
PO Box 41  
PORT HEDLAND WA 6721

Dear Mr Osborne

**REQUEST FOR REDUCED QUORUM AND REDUCED ABSOLUTE MAJORITY**

I wish to advise that, in accordance with authority delegated by the Minister for Local Government, the A/Executive Director Sector Regulation and Support has approved the Town of Port Hedland's application to reduce the number of members required for a quorum to five (5) and to reduce the number of offices of member to five (5) to make an absolute majority decision at its Ordinary Meeting of Council on 28 May 2014 subject to the following condition:

The reduction in quorum and absolute majority is valid to allow Council to deliberate on item "11.1.3 Due Diligence for Alternative Location for Marina Development" only at its Ordinary Meeting of Council on 25 June 2014.

Should you require further information, please contact me on 6552 1531 or via email [jenni.law@dlgc.wa.gov.au](mailto:jenni.law@dlgc.wa.gov.au)

Yours sincerely



Jenni Law  
A/DIRECTOR LOCAL GOVERNMENT REGULATION AND SUPPORT

24 June 2014

### 11.1.3 Due Diligence for Alternative Location for Marina Development

Eber Butron, Director Planning and Development  
File No. 18/12/0014

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### 201314/353 RECOMMENDATION/ COUNCIL DECISION

**MOVED: CR JACOB**

**SECONDED: CR HOOPER**

**That Council:**

- 1. Approve the commitment of \$500,000 from the Spoilbank Development budget to undertake Marina Development due diligence at Cooke Point, funded by \$250,000 from BHP Partnership Reserve and \$250,000 from Spoilbank Reserve, to be included in the 2014/15 Budget; and**
- 2. Request that a report be brought back to Council on completion of the studies to consider actions moving forward.**

***CARRIED BY ABSOLUTE MAJORITY 5/0 (MINISTERIAL APPROVAL FOR REDUCTION OF QUORUM AND AN ABSOLUTE MAJORITY)***

7:11pm Councillors Daccache and Hunt reentered the room and resumed their chairs. Mayor advised of Council's decision.

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#### EXECUTIVE SUMMARY

This item requests Council to commit \$250,000 from the Spoilbank Development budget to complete investigations and due diligence of an alternative site located at Cooke Point for the proposed marina precinct development.

#### DETAILED REPORT

In July 2012, the Town of Port Hedland (Town) received a request from LandCorp to assist in the development of the Spoilbank Marina through committing \$40 million received through the Kingsford Smith Business Park (formerly known as Precinct 3) business deal to various aspects of the proposed Spoilbank Marina development.

At its ordinary meeting held 25 July 2012, Council endorsed the following (part) decision:

*"That Council:*

- 1. Notes the request from LandCorp and supports option 3 as noted by LandCorp in Attachment 1.*

*Option 3 being:*

Option	Cost \$ Mil	Revenue \$ Mil	Static Profit/ (Loss) \$ Mil
3.Full delivery of Marina Development south of Sutherland Street	(\$143m) (\$11m) (\$154m)	Nil \$25m \$25m	(\$143m) \$14m (\$129m)

2. *Reaffirms its willingness to contribute up to \$40 million towards the Spoilbank Precinct development on the basis of:*

a. *Feasibility and due diligence being undertaken by Landcorp at its cost prior to final commitment...*

At the time of the decision, noted above, the \$40 million commitment from the Town was to be apportioned over a four year period, with an amount of \$1.5million to be committed in the first financial year (2012/13).

This amount was to be contributed to the completion of feasibility and due diligence studies. As feasibility studies and due diligence for the project are ongoing, this allocation remains current at the time of the preparation of this report, with \$1,128,404.35 remaining in the expenditure account.

As part of the ongoing studies between LandCorp, BHP Billiton and the Town, with regards to the development of the Marina in Port Hedland it is proposed to undertake investigations and due diligence for an alternate site located at Cooke Point.

The alternative site for consideration is in the Cooke Point neighbourhood. The proposed development boundaries are shown in Attachment 1 – Proposed alternative development site.

In order to commit to the completion of these investigations, an amount totalling \$600,000 is required to be committed by the project's joint funding partners. The table below shows the proposed funding proportions:

Funding Body	Amount
Town of Port Hedland – Spoilbank Development fund	\$250,000
BHP Billiton (partnership funding)	\$250,000
Landcorp – Northern Planning Fund	\$100,000

As part of the overall project it is proposed to undertake community consultation. The community consultation is proposed to be by way of a public meeting/forum, inviting key stakeholders to present to better inform the broader community of the issues/implications related to a marina/waterfront development.



### FINANCIAL IMPLICATIONS

Should Council resolve to endorse the Officers Recommendation of this item, an amount of \$250,000 will be utilised from the Spoilbank Development expenditure account to complete feasibility studies for a potential alternative development site.

### STATUTORY AND POLICY IMPLICATIONS

In accordance with section 6.8 of the *Local Government Act 1995* Council is required, by absolute majority, to authorise the amendment to the budget.

The proposed development is consistent with the Towns Strategic Community Plan, in particular item 6.1.2 vibrant, 6.2.1 diverse economy, 6.3.2 community facilities.

A Marina development would assist in;

1. Development of the Towns Tourism Industry
2. Enhancing/Improving coastal access
3. Improving quality of life for residents
4. Facilitate commercial and Town growth
5. Creation of Local Employment
6. Provision of public open space and community facilities

### ATTACHMENTS

1. Locality Plan – Cooke Point Investigation Area

16 May 2014

ATTACHMENT 1 TO ITEM 11.1.3



Locality Plan – Cooke Point  
Investigation area

### 11.1.4 Trading in Public Places – Annual Vendor Report

Darryal Eastwell, Manager Environmental Health Services  
File No. 19/04/0001

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### RECOMMENDATION

That Council:

1. Approve the renewal of the following Trading in Public Places Permits for a period of 12 months:
  - a. Sue's Place Coffee Van
  - b. Sue's Place Kebab Van
  - c. Amigos Mexicanos
  - d. Siri's Kitchen (new applicant)
2. Approve the issuing of a 12 Month Trading in Public Places Permit for the following applications:
  - a. The Daily Grind Gourmet Coffee and Food To Go
  - b. Ando's Kebab Hut
  - c. Pilbara Flavours
3. Approve the following amendments to the Town of Port Hedland Trading in Public Places Policy 13/014:
  - a. Include 'Area adjacent to Dreamers Corner – Hamilton Road, South Hedland' as an approved trading location
  - b. Remove the approved trading location listed as 'Adjacent to Wanangkura Stadium Site South Hedland'
  - c. Amend the first paragraph under Maximum Approvals Period to read "Category 3 traders will only be approved for the maximum period of 3 years to operate in the Town of Port Hedland to give them time to establish a permanent business."
4. Receive another report on the economic benefit and placement of food vans.

#### 201314/354 COUNCIL DECISION

MOVED: CR DACCACHE

SECONDED: CR HOOPER

That Council:

1. Approve the renewal of the following Trading in Public Places Permits for a period of 12 months:
  - a. Sue's Place Coffee Van
  - b. Sue's Place Kebab Van
  - c. Amigos Mexicanos
  - d. Siri's Kitchen (new applicant)

2. **Approve the issuing of a 12 Month Trading in Public Places Permit for the following applications:**
  - a. **The Daily Grind Gourmet Coffee and Food To Go**
  - b. **Ando's Kebab Hut**
  - c. **Pilbara Flavours**
  
3. **Approve the following amendments to the Town of Port Hedland Trading in Public Places Policy 13/014:**
  - a. **Include 'Area adjacent to Dreamers Corner – Hamilton Road, South Hedland' as an approved trading location**
  - b. **Remove the approved trading location listed as 'Adjacent to Wanangkura Stadium Site South Hedland'**
  - c. **Amend the first paragraph under Maximum Approvals Period to read "Category 3 traders will only be approved for the maximum period of 3 years to operate in the Town of Port Hedland to give them time to establish a permanent business."**
  
4. **Receive another report on the economic benefit, hours of trade and placement of food vans for formal consideration at the December 2014 Council Meeting.**

***CARRIED 7/0***

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#### **EXECUTIVE SUMMARY**

As per the Town of Port Hedland Trading in Public Places Policy 13/014 this report will detail all applications received for annual Trading In Streets and Public Places for Category 3 Food Vendors. The intention of the Policy was to permit the approval of Category 3 Food Vendors to obtain a permit for a maximum of 2 years to allow adequate time for the operator to raise funds to establish a food business in a fixed premise. After 12 months of an approval being issued renewal is required and is assessed on the continued benefit to the community and if any compliance or health issues have been recorded.

Several changes to the existing policy will be recommended including an extension to the maximum approval period from 2 years to 3 years to give Council time to consider a further report on the economic benefit and placement of category 3 food vans. An additional change is recommended to amend the approved trading location 'Adjacent to Wanangkura Stadium' to read 'Dreamers Corner – Hamilton Road South Hedland' as development has occurred in this area.

Currently the Town has seven applications requiring assessment against the above mentioned policy. Details for each are provided within this report be supplied including a summation of performance against legislative requirements.

## DETAILED REPORT

Each of the seven applications for Trading in Public Places received divided into categories based on whether they are new applications received by the Town, 12 month renewals or applications seeking renewal for businesses that have reached the end of the 2 year licencing period. It will also be noted whether there were any serious issues of non-compliance for any previously operating businesses.

It must be noted that although some vans have been operating for several years in some cases, a change of ownership triggers the application to be treated as a new application.

As per the Town of Port Hedland Trading In Public Places Policy 13/014, endorsed by Council at the November 2012 Ordinary Council Meeting, discretion on renewal of applications is left to Council and decisions made should be based on each proposals benefit to the community.

### *New Applicants*

#### Siri's Kitchen

This application is for a proposed food van seeking approval to operate from Don Rhodes Museum Park and Dreamers Corner in South Hedland. The operator intends to supply a selection of traditional Thai dishes and a cross section of typical Australian takeaway food.

This business will be conducted from a newly constructed van built to meet all Health requirements for the design and construction of a food premises under the Food Safety Standards. Operation of this van is proposed for Tuesdays to Sundays 10am to 2pm and 5pm to 9:30pm.

As this is a new operation there are no outstanding compliance issues.

### *12 Month Renewal*

#### Sue's Place Coffee Van

This business has been operating for approximately 6 months, though not regularly, under new owners selling hot drinks and a range of takeaway food from the Wheel Barrow on Pinga Street Wedgefield. Previously this van had been operated for approximately 12 months under previous ownership.

There are no outstanding compliance issues in relation to this business.

#### Sue's Place Kebab Van

Under new ownership this van has been operating for approximately 6 months selling a range of takeaway foods from the Wheel Barrow on Pinga Street Wedgefield.

Under previous ownership there were a considerable number of concerns raised relating to the operation of this van ranging from hygiene issues, structural issues and issues arising from a lack of ablution facilities. There was a continual issue relating to the van not being removed from site once daily operating hours had expired.

Under the new management there has been no continual compliance matters though there have been reports that the van has at times not been removed from site after 10pm.

#### Amigos Mexicanos

This van has been operating under the name Las Patronas Mexicana since October 2012 but was recently purchased and has been trading under new ownership since February 2014. This business supplies a selection of Mexican food and has had no compliance issues.

#### *Applications For Food Vans Reaching the 2 Year Permit Expiration*

#### The Daily Grind Gourmet Coffee and Food To Go

This vendor supplies hot and cold drinks and a small range of food items and has been operating for approximately 36 months (12 months prior to the commencement of the amended Trading in Public Places Policy 13/014).

There have been no complaints received or compliance issues in relation to the operation of this food vendor.

#### Ando's Kebab Hut

This van offers a range of takeaway food specializing in kebabs. Ando's Kebab Hut has been operating for a period of 24 months and though no complaints have been received there have been occurrences where the van has remained onsite throughout the night and not removed at 10pm as per policy requirements. Once the owner and operator were cautioned over this matter there have been no further breaches.

#### Pilbara Flavours

Pilbara Flavours has operated for approximately 36 months and provides a diverse range of freshly made takeaway foods including burgers, homemade pies, smoothies, salad rolls and toasted sandwiches.

The Town has not received complaints in regards to the operation of the this food van and there is no ongoing compliance issues.

#### *Wheel Barrow, Pinga Street Wedgefield*

The use of the Wheel Barrow pull over bay as a location for food vans to trade has resulted in some significant issues that have required investigation, and in some instances enforcement action, from the Towns officers. Issues range from the result of a lack of ablution facilities, several complaints were received from the public regarding food vans obstructing the view of the iconic Wedgefield Wheel Barrow, and numerous parking concerns relating to vehicles being unable to enter the pull over bay thus being forced to park on the verge of a main road.

As more and more businesses begin to operate in the surrounding developments it is believed that more pedestrian traffic crossing Pinga Street to access the food vans will occur which poses a considerable risk to the general public.

It is suggested that this location as an approved trading location be reviewed in a further Council report.

### *Change of Trading Location*

Listed in the Town of Port Hedland Trading in Public Places Policy 13/014 as one of the approved trading locations is "Adjacent to the Wanangkura Stadium Site South Hedland". Due to proposed road works and further development this location is no longer suitable for the use by vendors and thus all applicants approved for this site are directed to undertake trade in the area adjacent to Dreamers corner Hamilton Road South Hedland.

It is requested that Council approve the amendment of the Town of Port Hedland Trading In Public Places Policy 13-014 to reflect this change by supporting the removal of the location known as "Adjacent to Wanangkura Stadium Site South Hedland" and replacing it with "Area adjacent to Dreamers Corner Hamilton Road South Hedland".

### *Consultation*

Community concerns in relation to the operation of food vans has primarily been in regards to complaints about specific vendors hygiene issues or vans remaining on site after designated hours of operation. As complaints, particularly those that lead to enforcement action are treated with strict confidentiality they will not be listed in a public document.

The Town has received strong concerns from a community member who currently operates a food business from a fixed premise. The complainants concerns related specifically as to why the Town allows food vans to operate as they feel that it disadvantages their business due to food vans not being required to pay rent, electricity, water and other service charges. The complainant requests that the Town of Port Hedland cease all approvals for food vans.

### **FINANCIAL IMPLICATIONS**

Annual licencing fees for a 12 month licence are proposed as \$642 with an application fee of \$57 for the 2014/2015 Budget. If Council supports the recommendations (Parts 1&2) detailed in this report the Town can expect Category 3 Food Vendor Yearly Trading in Public Places permits to generate an income of \$2796.00. In supporting officers the recommendations (Part 3) the Town will refuse the applications of three food vendors at a value of \$2097.00.

### **STATUTORY AND POLICY IMPLICATIONS**

While the regulation of how food vans operate remains under the control of the *Food Act 2008*, *Food Regulations 2009* and the *Food Safety Standards*, in supporting the recommendations of this report Council will approve amendments to the Town of Port Hedland Trading in Public Policy 13/014 as previously detailed.

### **ATTACHMENTS**

1. Town of Port Hedland Trading in Public Places Policy 13/014.

05 June 2014



## Town of Port Hedland : Policy Manual

### 13/014 TRADING IN PUBLIC PLACES POLICY

#### 1. Exemption for Community Events

That private stallholders be exempt from applicable Council fees for Trading in Public Places Permits where it can be demonstrated that they are operating under a blanket permit held by a Community Association for that event.

The Community Association, in applying for its blanket permit must:

- Supply all relevant details of proposed stallholders working at the event in the prescribed manner for the purpose of assessment and approval;
- Supply a copy of public risk insurance certificates held for the event;
- Pay the applicable fee or seek exemptions under Clause 15 of the Local Law

#### 2. Procedure When Objections Are Received To An Application

Trading in Public Places applications are assessed as per the requirements of the Town of Port Hedland Trading in Public Places Local Law 1999.

Where complaints are received regarding the operation of a Trading in Public Places Applicant the Town's Environmental Health Services team will investigate the matter and take any required action to resolve any problems in accordance with the Town of Port Hedland Trading in Public Places Local Law 1999.

If objections to a proposed or current permit are received or complaints have been raised in the past concerning a Trading In Public Places permit that is due for renewal the matter will be referred to the Chief Executive Officer for resolution. If the matter cannot be resolved by the CEO the matter will then be referred to Council, in the form of a detailed report, for determination.

#### 3. Approval / Administration Procedure for Trading in Public Places Applications

##### *Categorisation of Traders*

All Traders will be considered in three (3) categories

##### *Category 1 – Very Low Risk Food Premises*

Traders that offer a specialized service that have no food preparation and have minimal impact on existing businesses.

- Vegetable Sales
- Low risk packaged food sales

Other vendors such as sheep skin products vendors; flowers, etc are included in this category for expedience of applications.

##### *Category 2 - Low Risk – (Limited Food Preparation)*

These sell frozen or chilled pre-packed food that has minimal impact on existing business and offer a service to the region and Port Hedland on a regular timetable.





## Town of Port Hedland : Policy Manual

These include the following:-

- The Fish Van.
- Outback Butcher.
- Muka Meats.
- Itinerant Ice Cream Vendors
- Coffee Vans.

### ***Category 3 - Medium Risk Food Premises (Food Preparation)***

These Traders prepare medium risk takeaway food in their vans.

- Take away food vans.

### ***High Risk Food Preparation Activities***

High Risk food activities premises, as determined by the *Food Act 2008*, cannot be undertaken from a non- approved premise.

### ***Maximum Approvals Period***

Category 3 traders will only be approved for the maximum period of 2 years to operate in the Town of Port Hedland to give them time to establish a permanent business.

Re-application will be required after 12 months which will incorporate an assessment based on compliance, any complaints received and service to the community with the final decision to renew the permit resting with Council. Priority will be given to compliant vendors wishing to complete the 2 year license term.

### ***Limiting the number of Vendors at one Site at any one Time***

There is to be no more than 3 vendors at any one time at any of the nominated sites and the "first come first served" statement will apply.

Each food van will be required to be removed from the site after the designated hours of operation expire.

If disputes arise that cannot be resolved by vendors and the Town is called in to adjudicate a report will go to Council recommending cessation of all licenses involved in the dispute until the matter is resolved.

### ***Nominated Locations and times of Operation***

Category 3 traders vendors can only locate their vans on the sites listed below between 5.00am to 10.00pm.

- The Big Wheelbarrow site in Wedgefield
- Adjacent to Wanangkura Stadium Site South Hedland
- The Don Rhodes Museum Site in Port Hedland
- Airport Information Bay
- Port Hedland boat ramp

### ***Period of Approvals***

Yearly licenses will only be approved from the 1<sup>st</sup> July – 30<sup>th</sup> June each year.



## Town of Port Hedland : Policy Manual

### ***Approval Procedure***

Category 1 & 2 Traders can be processed at officer level with due consideration to the policy.

Category 3 vendors seeking yearly approvals must submit an application before the 31<sup>st</sup> of May each year. Applications to Trade in a Public Place and application to be registered as a food van under the Food Act 2008 are required.

Applications will be compiled into a report which will be included for Council consideration in June of each year. Council can then make the determination on which food vans are to be approved. This process should take into consideration which vans can provide the best service to community, performance, compliance and any recommendations made by the reporting officer.

Council Adoption Date and Resolution No.	<i>OCM 26 September 2012 – 201213/107</i>
Date of adoption of amendment and Resolution Number <b><i>Do not delete previous dates</i></b>	
Relevant Legislation	<i>Food Act 2008</i>
Delegated Authority	
Directorate	<i>Planning and Development</i>
Review Frequency	Annual

**11.1.5 Proposed Scheme Amendment No. 71 to the Town of Port Hedland Town Planning Scheme No.5: Boodarie Strategic Industrial Area**

*Note: This item has been withdrawn and will be presented to a future Council meeting.*

**11.2 Engineering Services****11.2.1 Pilbara Regional Waste to Energy Solution – Heads of Agreed Principals**

Russell Dyer, Director Engineering Services  
File No. 31/14/0003

**DISCLOSURE OF INTEREST BY OFFICER**

Nil.

**201314/355 RECOMMENDATION/ COUNCIL DECISION**

**MOVED: CR JACOB**

**SECONDED: CR HUNT**

**That Council:**

- 1. Supports the approach of a waste to energy solution as a means of reducing waste to landfill and providing an alternative source of energy to the Town;**
- 2. Authorise the Chief Executive Officer to execute a Heads of Agreed Principals agreement for a Pilbara Regional Waste to Energy Solution with New Energy Corporation Pty Ltd;**
- 3. Authorise the Chief Executive Officer to negotiate contractual arrangements associated with the Heads of Agreed Principals, to be presented to Council at a later date for approval; and**
- 4. Acknowledges the unique nature of the service offered, therefore the tender exemption applies in accordance with the Local Government (Functions and General) Regulation 11(2)(f).**

***CARRIED 7/0***

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**EXECUTIVE SUMMARY**

New Energy Corporation Pty Ltd (New Energy) has received approvals to construct and operate a Waste to Energy (WtE) plant in Port Hedland. The plant will use the best available technology to convert waste to energy using a gasification process.

The diversion of waste from landfill is an important State and Local Government initiative that not only has environmental benefits but will also increase the lifespan and/or reduce rehabilitation costs of the current South Hedland Waste Management Facility (SHWMF).

This report will seek to obtain support for a waste to energy solution and authorisation for the Chief Executive Officer to enter into an agreement with New Energy.

## DETAILED REPORT

New Energy has been developing a WtE project in the Pilbara since early 2010. If realised, the project will see the construction of a materials recovery facility (MRF) and a gasification plant at the Boodarie Industrial Estate. It is anticipated the facility will become operational by September 2016.

The WtE facility will provide the Pilbara region with a service that will reduce the amount of waste that is buried in traditional landfill sites, whilst also producing an alternative, renewable energy stream for the Town at a cost that is more sustainable than current arrangements. The facility is the first of its kind in Australia to be granted Environment Protection Authority approval and will provide a long term sustainable waste management solution. The project has received significant support of government agencies, through processes of land acquisition, approvals and facilitated discussions on power arrangements.

The types of waste to be received at the WtE facility, therefore diverted from the SHWMF include:

- Industrial waste
- Green waste, including contaminated products
- Municipal solid waste
- Tyres
- Hazardous, medical and quarantine waste products
- Special document disposal
- Timber products
- Recyclable products

On 24 April 2013 New Energy submitted a commercial proposal to receive the municipal solid waste (MSW) collected by the Town, offering an alternative to disposing waste at landfill. All MSW is generated through the regular kerbside collection. The proposal also involved the supply of energy from the plant to the Towns facilities, plus the disposal of residual ash at a lined landfill facility. After thorough review a report was presented to Council at the Ordinary Council Meeting on 23 October 2013 with a decision that, based on legal advice, the Town could not enter into an agreement with New Energy without first inviting public tender submissions for the proposed service.

The Town has since received further advice to the contrary, acknowledging that in accordance with the Local Government (Functions and General) Regulation 11(2)(f), the Town may have good reason to believe that, because of the unique nature of the goods or services required or any other reason, it is unlikely that there is more than one supplier. This is on the basis of the following:

- It's our understanding that there is no other supplier of this technology and waste to energy process available in the region, including the provision of all statutory approvals.
- New Energy's WtE facility will be operational by September 2016, satisfying the waste diversion scenario described in the Business Case for the Relocation of the South Hedland Waste Management Facility (refer OCM 26 March 2014).

- There is no evidence of another supplier that has progressed sufficiently with the provision of a renewable energy stream.

The Chief Executive Officer is meeting with Department of State Development in the week beginning 16 June 2014 to have this position confirmed.

A Heads of Agreed Principals agreement has been drafted and reviewed by the Executive Group. The purpose of the agreement is to outline the key principals for the waste to energy solution for the Town. Specific provisions within the agreement include, but not limited to:

- The Town diverting approved waste to the WtE facility, either by way of direct disposal or by no longer offering the service at the SHWMF.
- The sale of renewable energy produced by the WtE facility to the Town at a cost that represents a savings compared to current arrangements.
- The provision of clean fill for capping of the SHWMF at no charge.

The Heads of Agreed Principals is a principals based document only and is not intended to be considered a final contractual arrangement. Contract documentation, including service rates, timeframes and conditions, will be considered by the Executive Group and presented to Council for formal approval at a later date.

#### **FINANCIAL IMPLICATIONS**

Until the service rates have been negotiated it is difficult to assess the full financial implications of this agreement, however that should not prevent the execution of the Heads of Agreed Principals. A further report will be presented to Council in conjunction with the final contractual arrangement. Financial considerations will include:

- Expenditure reduction relating to:
  - Supply of power
  - Operational costs for the disposal of approved waste at SHWMF
  - Reduced clean fill costs for capping
  - Reduced rehabilitation costs due to potentially smaller landform (if the same closure timeframes remain)
  - Reduced expenditure for the staged development of a new waste management facility due to reduction in waste streams accepted
- Revenue reduction relating to:
  - Reduction in waste income due to reduced waste streams accepted at the SHWMF

It is expected that the transaction would be in excess of \$100,000 therefore the tender provisions apply.

## STATUTORY AND POLICY IMPLICATIONS

The *Local Government (Functions and General) Regulation 11(1)* state that tenders must be publically invited for the supply of services in excess of \$100,000 unless sub regulation 2 states otherwise. Sub regulation 2(f) states that a tender process is not required if the local government has good reason to believe that, because of the unique nature of the goods or services required or any other reason, it is unlikely that there is more than one supplier. The detailed body of this report provides information justifying this exemption.

The emphasis on diverting waste from landfill and promoting resource recovery is highlighted in the Waste Avoidance and Resource Recovery Act 2007, specifically sections 5 and 24.

The attachments included in this report, namely the Draft Heads of Agreed Principals and the legal advice received from Minter Ellison, are considered confidential in accordance with the Local Government Act (1995) sections 5.23(2)(c) and 5.23(2)(d) due to the contractual and legal nature of the information.

The execution of this agreement and supporting the development of the WtE facility in Boodarie is considered applicable to the 2012-2022 Strategic Community Plan in the areas of:

- 6.2.1 Diverse Economy – by supporting a development that creates local employment and diversity in the economy.
- 6.3.3 Environment Education – by supporting clean technology industrial development.
- 6.3.4 Environment – by being proactive in the diversion of waste from landfill.
- 6.4.1 Strategic Local Leadership – by managing our assets, resources and technology responsibly.

## ATTACHMENTS

1. Confidential: Draft Heads of Agreed Principals (Under Separate Cover)
2. Confidential: Legal advice from Minter Ellison (Under Separate Cover)

10 June 2014

**11.3 Community Development****11.3.1 Town of Port Hedland Disability Access and Inclusion Plan – Annual Report 2013/2014**

Olivier Humbert, Youth and Community Development Officer  
File No. 03/01/0022

**DISCLOSURE OF INTEREST BY OFFICER**

Nil

**RECOMMENDATION**

**That Council:**

- 1. Receive the updates provided as part of the Progress Report - Town of Port Hedland Disability Access and Inclusion Plan Implementation Plan 2013 – 2017; and**
- 2. Take into account the positive increase towards inclusivity by the organisation for the community undertaken through 2013/2014.**

**201314/356 RECOMMENDATION/ COUNCIL DECISION**

**MOVED: CR JACOB**

**SECONDED: CR DACCACHE**

**That Council:**

- 1. Receive the updates provided as part of the Progress Report - Town of Port Hedland Disability Access and Inclusion Plan Implementation Plan 2013 – 2017;**
- 2. Take into account the positive increase towards inclusivity by the organisation for the community undertaken through 2013/2014; and**
- 3. Request the Chief Executive Officer, or his delegate(s), to provide an engagement strategy to Council to improve communication and engagement for all matters disability access and inclusion for 2014/15.**

***CARRIED 7/0***

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**EXECUTIVE SUMMARY**

The Disability Access and Inclusion Plan 2013 – 2017 was endorsed at the September 2013 OCM.

This report outlines progress achieved over the past year against the Town's DAIP.



Council is requested to note the progress taken by officers towards implementing the Disability Access and Inclusion Plan 2013 – 2017, including Implementation Strategies and Actions.

Following Council endorsement, this report and associated agenda item will be presented to the Disability Services Commission as a formal document on the 4<sup>th</sup> of July.

#### DETAILED REPORT

All public authorities in Western Australia are required under the *Disability Services Act (1993)* to develop, implement, review and report on a Disability Access and Inclusion Plan (DAIP).

The requirements of DAIPs are to ensure that people with a disability can access services, facilities, buildings and information provided by public authorities in Western Australia in a way that facilitates increased independence, opportunities and inclusion within the community.

The Town of Port Hedland undertook a review and revision of its DAIP last year, which resulted in Council endorsement of the DAIP 2013 – 2017 at the September 2013 OCM.

As part of the endorsement, Council requested officers provide an annual reporting process as required by the Disability Services Commission at the conclusion of each financial year.

*Internal consultation with relevant TOPH departments has been undertaken to provide updates. TOPH departments consulted include:*

- Depot
- Corporate Services
- Planning and Development Services
- Engineering Services
- Infrastructure Development
- Marketing and Public Affairs
- Ranger Services
- Economic and Land Development
- Recreation
- Office of the CEO
- Libraries
- Airport
- People and Culture
- Community Development

As noted in the attached progress plan, the Town has made excellent progress towards completing the majority of actions attributed to the 2013 – 2014. Town staff have also demonstrated an improved awareness of access and inclusion as a result of the extensive development and engagement process that was undertaken to complete the DAIP 2013 – 2017.

Highlights of the 13/14 report are:

- companion card being used and well known by the swimming pools and the Wanangkura stadium staffs
- YMCA held an inclusive swimming program at SHAC during Disability Awareness Week.
- HCLA involvement in the development of Bike Week activities
- Ongoing process of review of community programs to ensure access and inclusion eg Bike Week Activities, Inclusive Playtime at the JDYz
- Engagement of access consultants to advise on planning and design process for infrastructure projects eg Airport redevelopment
- Revision and updating of a range of People and Culture processes to ensure access and inclusion is embedded

One further initiative which is due for completion by the end of the 13/14 financial year is the formation of an informal advisory group. This group will improve on some of the identified barriers to community members previously participating in the former DAIP Advisory Committee.

This action is part of Outcome 6 - People with disability have the same opportunities as other people to participate in any consultation by the Town of Port Hedland; and is guided by a commitment to develop a range of ways, including the use of technology, for interested community and staff to advise the Town on disability and access matters.

The informal advisory group will provide community members with the opportunity to comment on projects of interest (eg recreation, facilities) and be presented to in a manner of their choice which may include face to face meeting, email, phone call or letter. This flexibility is designed to assist community members in participating in consultation without the constraints of a scheduled meeting.

To communicate the progress report, the Town has consulted with people with key stakeholders as requested by Council at the March OCM. External consultation was undertaken to provide updates on the progress report, continue to build stakeholder relationships and explore the creation of an informal or 'armchair' advisory board able to provide the Town of Port Hedland with relevant knowledge and information when needed. The TOPH consulted with representatives from Disabilities Services Commission and Lifestyle Solutions. Unfortunately due to unforeseen circumstances, board members of the Hedland Community Living Association were unable to meet with Town officers.

The Town will continue to explore partnering opportunities with the Hedland Community Living Association, such as the Bike Week program and Disability Awareness Week activities during the 13/14 financial year.

## FINANCIAL IMPLICATIONS

The Disability Access Audit (on Council owned buildings and facilities) defined as an action for 2014/15 has been costed at \$50,000 and included in the draft budget for the 2014/15 financial year for Council consideration as part of budget approvals.

Once undertaken, this action is expected to require expenditure in the future out years of the budget for the undertaking a remedial schedule.

#### STATUTORY AND POLICY IMPLICATIONS

*Statutory implication:*

All public authorities in Western Australia are required under the *Disability Services Act (1993)* to develop, implement, review and report on a Disability Access and Inclusion Plan (DAIP).

*Policy implication:*

Policy 8/003- Access Policy for people with disabilities, their families and carers outlines the Town of Port Hedland commitment to 'recognizing a community for its diversity and supports the participation of all of its members towards making a richer community life'.

*Strategic Planning implication:*

The Town's Strategic Community Plan 2012 to 2022 notes an important key strategy point being section 6.1.2 'Vibrant' as the Town is committed to improving the quality of life and wellbeing of residents.

#### ATTACHMENTS

1. Attachment 1\_Progress Report DAIP 2013 - 2017 Progress Report - June 2014
2. Consultation Summary 2014

03 June 2014

*ATTACHMENT 2 TO ITEM 11.3.1***2014 April/May - DAIP consultation summary**

Consultation has been done during April and May 2014 by the Town of Port Hedland with Lifestyle Solutions and Disabilities Services Commission. Hedland Living Community Association was unavailable during this time.

Key points of this consultation have been:

- Positive understanding that the Town of Port Hedland is moving forward to a better inclusivity at all level
- Great response to the idea of setting up an 'Advisory Group' with the ToPH and main agencies pre-mentioned
- Lifestyle Solutions expressed the wish to be in close relation with facilities such as:
  - JD Hardie Youth Zone
  - Wanangkurra Stadium
  - Libraries
- Raise of some ongoing issue for people with disabilities such as :
  - transportation
  - accommodation
  - need something for new comers around disabilities services awareness
  - work opportunities / work experiences
  - rising awareness and understanding about disabilities to the whole community
- The people consulted welcomed and acknowledged that the Town of Port Hedland have been improving accessibilities on many levels
- Enthusiast feedback and advice of which others agencies could potentially sitting on this Advisory Group such as :
  - Hedland Personal
  - Frontier Services
  - Wirraka Maya
  - IBN
  - Ashburton Aboriginal Corporation
  - Cassia Ed Support
  - Hospital physiotherapist team
  - Pilbara Respite Services

**11.4 Corporate Services****11.4.1 Financial Report to the Council for the Period Ended 30 April 2014**

Peter Kocian, Manager Financial Services  
File No. 12/14/0003

**DISCLOSURE OF INTEREST BY OFFICER  
Nil****201314/357 RECOMMENDATION/ COUNCIL DECISION****MOVED: CR HUNT****SECONDED: CR BUTSON****That Council:**

- 1. Note the Statement of Financial Activity for the period ended 30 April 2014, including all supplementary information;**
- 2. Endorse the Summary of Accounts paid during April 2014; and**
- 3. Note the List of Accounts paid during April 2014 under delegated authority, presented under confidential cover.**

***CARRIED 7/0***

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**EXECUTIVE SUMMARY**

The objective of this item is to present a summary of the financial activities of the Town of Port Hedland for the period ended 30 April 2014, in comparison to the amended budget.

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

**DETAILED REPORT**

The Statement of Financial Activity was introduced by the Department of Local Government from 1 July 2005. This change was implemented to provide the Council with an understanding of operating and non-operating revenue and expenditure. It was also intended to link operating results with balance sheet items and to reconcile end of month balances.

Officers of the Town of Port Hedland will be further developing the monthly financial report to provide additional information to the Council. Information will include:

- A summary of grant income and expenditure;
- A summary of new loan borrowings and expenditure;
- A capital works schedule which will reconcile capital expenditure against funding sources such as grants, loans and reserves.

These reporting mechanisms will assist in identifying restricted funding at the end of the year and any capital expenditure carryovers into the next budget year.

### FINANCIAL IMPLICATIONS

The Statement of Financial Activity indicates an actual surplus of \$4,511,035 as at 30 April 2014. This surplus is comprised mainly of accounts receivable (\$11,623,059) with a negative unrestricted cash position of \$3,029,082.

The forecast municipal surplus as at 30 June 2014 is \$554,648 with a projected unrestricted cash balance of \$410,007. To achieve the projected unrestricted cash target, significant recovery of accounts receivables is required to convert receivables into cash.

### STATUTORY AND POLICY IMPLICATIONS

Upon advice from the Department of Local Government, monthly payment warrants will be moved back into the public section, and Officers are investigating report formatting options that provide the appropriate degree of disclosure, whilst balancing the privacy of individual's financial and personal information. Officers are reviewing the report format of other local governments in WA to find a suitable option.

*Local Government Act 1995 – Section 6.4*  
*Financial Management Regulations 1996 – Regulation 34*

The Statement of Financial Activity will be prepared each month, compiled on an accrual basis and set out in a similar format to the Rate Setting Statement. It includes a comparison of actual results with budget estimates and a summary of the net assets at the end of the month to which the statement relates. There is an explanation of the composition of the net current assets at the end of the month to which the statement relates less committed and restricted assets.

Material variances between the actual revenue and expenditure and the comparable year to date budget estimates are investigated.

All material variances were captured in the March Quarterly Budget Review.

At the Special Meeting held on 31 July 2013, the Council resolved to adopt item 6.3.1 *'Adoption of the 2013/2014 Budget'* en block with the exception of Recommendation 20, which included Recommendation 19. This recommended that the Town report material variances in 2013/14 as:

- 10% of the Function amended budget; or
  - \$100,000 of the Function amended budget;
- whichever is the lesser, for operating and non-operating revenue and expenditure.

The monthly Statement of Financial Activity is to be presented to the Council at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates.

*Local Government Act 1995 - Section 6.12*

The Council has the power to defer, grant discounts, waive or write off debt.

Section 6.4 'Local Leadership' of the 2012-2022 Town of Port Hedland Strategic Community Plan applies.

The monthly financial reports provided to the Council on a monthly basis are of high quality, meeting legislative and organisational requirements.

These reports display the Town's transparent management of financial resources and the optimisation of investment opportunities.

#### 2/003 Financial Statements – Copies for Councillors

This policy states that the following reports will be presented to the Council:

##### Monthly:

- Bank Reconciliation of the Municipal, Reserve and Trust Fund
- +90 day outstanding Sundry Debtors Report
- List of Accounts paid under Delegated Authority
- Register of Investments
- Rate Summary Trial Balance
- Reserve Account Balances

##### Quarterly:

- Quarterly Budget Review
- Report on all Budgeted Grants of \$50,000 or more

Irregular financial reports will be presented to the Council as deemed necessary by the Director of Corporate Services, the Manager Financial Services or requested by the Council by resolution.

The Rate Summary Trial Balance and the Report on all Budgeted Grants of \$50,000 or more is currently not provided to the Council. These documents will be incorporated into the monthly financial report in future months.

## ATTACHMENTS

1. Monthly Statement of Financial Activity and Supplementary Information (Under Separate Cover)
  - 1.1 Statement of Financial Activity Pages 2 to 3
  - 1.2 Information on Borrowings Page 4
  - 1.3 Reserve Transfers Page 5
  - 1.4 Trust Funds / Sundry Debtors Page 6 to 7
  - 1.5 Bank Reconciliation / Investments Page 8
  - 1.6 Utility & Fuel Costs Page 9
  - 1.7 Schedules Pages 10 to 63
2. Summary of accounts paid under delegated authority detailing the total payment from the Municipal Fund for the month.

3. Accounts paid under delegated authority presented (Confidential Under Separate Cover)

27 May 2014



ATTACHMENT 2 TO ITEM 11.4.1

TOWN OF PORT HEDLAND

**ACCOUNTS FOR PAYMENT  
AS AT 30th April 2014 PRESENTED TO THE  
COUNCIL MEETING on the 25th June 2014**

This Schedule of Accounts paid under delegated authority as detailed below, which is to be submitted to each member of Council on 25th June 2014, has been checked and is fully supported by vouchers and invoices which have been duly certified as to the receipt of goods, delivery of services and verification of prices, computations and costs.

Voucher No's		Value	Pages		Fund No.	Fund Name	Description
From	To		From	To			
NMF010414	NMF010414	\$ 509.14	1	1	1	Municipal Fund	Photocopier Lease x 2 - South Hedland Library & JD Hardle
NMF010414	NMF010414	\$ 1,244.32	1	1	1	Municipal Fund	Photocopier Lease x 2 - Regulatory Services
NMF070414	NMF070414	\$ 284.57	87	87	1	Municipal Fund	Photocopier Lease x 1 - Community Development (Airport)
		\$ 2,038.03					
CHQ 23205	CHQ 23272	\$ 185,421.03	1	10	1	Municipal Fund	
		\$ 185,421.03					
EFT50811	EFT51258	19177415.34	10	85	1	Municipal Fund	
		\$ 10,177,415.34					
	<b>Muni Sub Total</b>	<b>\$ 19,364,934.40</b>					
FNE010414	FNE010414	\$ 509,815.75			1	Municipal Fund	Payroll doesn't show on the Accounts
FNE110414	FNE110414	\$ 28,429.49			1	Municipal Fund	Due and Submitted Report as during
FNE150414	FNE150414	\$ 548,619.77			1	Municipal Fund	April all Payroll payments dropped
FNE170414	FNE170414	\$ 3,655.67			1	Municipal Fund	out whilst being finalised, IT
FNE200414	FNE200414	\$ 494,046.74			1	Municipal Fund	Vision journalled each into Muni
		\$ 1,584,577.42					
	<b>Muni Total</b>	<b>\$ 20,949,511.82</b>					
CHQ3002837	CHQ3003000				3	Trust Fund	Cheques destroyed due to new cheque format
CHQ303001	CHQ303006	\$ 32,490.53	87	87	3	Trust Fund	
		\$ 32,490.53					
	<b>Trust Total</b>	<b>\$ 32,490.53</b>					
	<b>Total</b>	<b>\$ 20,982,002.35</b>					

Officer: Lisa Dyer - Finance Officer Creditors

Date of Report: 01/05/2013

Disclosure of Interest by Officer: Nil

Checked & Reconciled:



Barry Laurence - Co-Ordinator Finance Operations

**11.4.2 Salary Sacrifice to Superannuation for Elected Members**

*Note: This item has been withdrawn as it requires all Elected Members present for a unanimous vote.*

### 11.4.3 Financial Management – Accounts Receivable – Schedule of Write-Offs

Peter Kocian, Manager Financial Services  
File No. 12/015/0001

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### RECOMMENDATION

That Council approve the write off of debts totalling \$219,559.07 as per the presented Schedule of Sundry Debtors.

#### 201314/359 AMENDED RECOMMENDATION/ COUNCIL DECISION

MOVED: CR JACOB

SECONDED: CR HUNT

That Council:

1. Approve the write off of debts totalling \$219,559.07 as per the presented Schedule of Sundry Debtors; and
2. Request the Chief Executive Officer, or his delegate(s), to review the Town's debt recovery and credit approval framework, and report back to Council on any policy changes required.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

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#### EXECUTIVE SUMMARY

A Schedule of Sundry Debtors has been prepared and it is recommended that Council approve the write off of monies pursuant to section 6.12 (1) (c) of the *Local Government Act 1995*.

#### DETAILED REPORT

Council has adopted a Sundry Debt Collection Policy (Policy 2/005) which outlines the procedure for the recovery of outstanding debts owed to the Town of Port Hedland. The following collection procedures are summarised:

1. A debtor is provided 30 days to settle the debt or make alternative arrangements;
2. Outstanding debts over 30 days will be provided with a reminder notice;
3. Outstanding debts over 60 days will be supported with a 'payment within 7 days or legal action will occur' notice';
4. After 7 days, a letter on behalf of the debt collecting agent shall be issued allowing a further ten days to settle the account or make alternative arrangements;
5. The Director Corporate Services is authorised to take all legal action available to collect any debt outstanding over 90 days of date of invoice.

A Schedule of Sundry Debtors has been prepared and it is recommended that Council approve the write off of monies pursuant to section 6.12 (1) (c) of the *Local Government Act 1995*. All debt collection efforts have now been exhausted and debts are deemed to be irrecoverable. Officer comment has been included in the Schedule of Sundry Debtors indicating status of accounts.

The Schedule of Sundry Debtors is provided under confidential cover as the Officer Comment discloses information about the business and financial affairs of persons (section 5.23 (2) (e) of the *Local Government Act 1995*). Subject to Council resolution, the Schedule of Sundry Debtors written off will be published in the Council Minutes indicating the debtor name and amount written off.

Additional staff resources have been allocated to the recovery of outstanding debts in order to convert receivables into unrestricted cash. This is particularly important at the end of the financial year to enable the municipal surplus as at 30 June to be mainly comprised of cash. As part of a proactive approach to the management of receivables, outstanding accounts will be closely interrogated by staff and debtor write off reports will be submitted to Council on a six monthly basis where relevant.

#### FINANCIAL IMPLICATIONS

It is advisable that all debts that are deemed to be irrecoverable be written off before the end of the financial year. Those debts that have not been identified previously as a doubtful debt will impact the net current asset position by reducing accounts receivable and hence the municipal surplus as at 30 June 2014. The impact of the write offs will be a reduction in net assets of \$28,137.66 as at 30 June 2014.

#### STATUTORY AND POLICY IMPLICATIONS

Section 6.12 (1) (c) of the *Local Government Act 1995* provides Council with the power to write off any amount of money which is owed to the local government by an absolute majority decision.

Section 6.4.1 'Strategic' under Local Leadership of the Strategic Community Plan applies as it outlines that the Town is to deliver high quality corporate governance, accountability and compliance and fiscal accountability.

Policy 2/005 Sundry Debt Collection is relevant to this item.

#### ATTACHMENTS

1. Schedule of Debtor Accounts recommended for Write-Off (Under Separate Confidential Cover)
2. Public copy of the Schedule of Debtors Accounts recommended for Write-Off

30 May 2014

## ATTACHMENT 2 TO ITEM 11.4.3

Debtor Name	Amount incl. GST
Strategic Airlines	\$170,015.37
Rock & Soil Industries	\$9,650.30
Airfast Pty Ltd	\$5,508.64
Boundaries WA	\$2,109.45
Meridian Ava	\$1,329.92
Capiteq	\$1,268.76
Jindal Steel & Power	\$1,012.29
Blair Godzeni	\$526.68
Western Desert Puntukurnuparna Aboriginal	\$15,942.35
Antonov Airlines	\$6,224.00
Air Four Spa	\$876.96
N444SSLLC	\$744.73
Thomas Blankenburg	\$584.01
Tony Mosley	\$584.01
Pam Douglas	\$476.09
Hangar 8 Plc	\$438.48
Brandon Harris	\$391.49
Ocean Sky (UK) Limited	\$381.56
Emily Priest	\$365.99
Jesse Matthews	\$322.05
James Nyany	\$292.05
CMA Recycling Pty Ltd in liquidation	\$287.10
Sam Mullen	\$226.79
<b>Total</b>	<b>\$219,559.07</b>
<b>Provision for Doubtful Debts</b>	<b>\$191,421.41</b>
<b>Write Off Expense</b>	<b>\$28,137.66</b>

**11.5 Office of the CEO****11.5.1 Adoption of Elected Members Entitlement Policy 4/008 and Rescinding of Policies 4/002, 4/005**

Josephine Bianchi, Governance Coordinator  
File No. 04/03/0001

**DISCLOSURE OF INTEREST BY OFFICER**

Nil

**201314/360 RECOMMENDATION/ COUNCIL DECISION**

**MOVED: CR HUNT**

**SECONDED: CR HOOPER**

**That Council:**

- 1. Rescind Policy 4/002 Councillors' Travelling Expenses;**
- 2. Rescind Policy 4/005 Members Professional Development and Associated Travel and Accommodation;**
- 3. In accordance with section 32(1)(c) of the Local Government Administration Regulations 1996, agrees to reimburse Elected Members for childcare expenses incurred into when attending the following meetings:**
  - Weekly Elected Members and CEO catch ups**
  - Weekly concept forums**
  - Monthly agenda briefings**
  - Community conversations**
  - Training and Conferences**
- 4. Adopt Policy 4/008 Elected Members Entitlements.**

***CARRIED 7/0***

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**EXECUTIVE SUMMARY**

This report requests that the Council consider adopting a comprehensive new policy that encompasses all Elected Members' Entitlements, and in doing so rescind previous policies related to Councillor's Travelling Expenses and Professional Development, Travel and Accommodation.

**DETAILED REPORT**

The Town's Policy manual currently includes the following policies:

- 4/002 'Councillors' Travelling Expenses' (attachment 2), adopted in 2004**
- 4/005 'Members Professional Development and Associated Travel and Accommodation' (attachment 3), adopted in 2008.**

Both policies have been reviewed and have been incorporated into a more comprehensive document that encompasses all aspects of Elected Members entitlements and not just conferences, travel and accommodation.

The new policy, named 'Elected Members Entitlements' can be found under attachment 1.

The contents of this policy has been informally discussed with the Executive Team and Elected Members at two concept forums, and the feedback from these forums has been utilized to compile the document.

The policy now comprises of the following sections:

#### *1. Fees and Allowances*

This section outlines all the fees and allowances that Elected Members are entitled to as per provisions set out in the Local Government Act 1995 and as per the Salaries and Allowances Tribunal 2013 determination. Conditions related to payments and taxation liabilities are also included.

#### *2. Reimbursements*

This section discusses the childcare and travel reimbursements Elected Members are entitled to and lists parameters surrounding procedures and time limit related to claims.

#### *3. Training, Conferences and Events*

This section gives an overview of the type of training and conferences that are deemed suitable for Elected Members' professional development and lists all details associated with relevant travel and accommodation.

#### *4. Items to be provided to Elected Members*

This section lists a number of items that Elected Members are entitled to as part of the performance of their civic duties and upon retirement from office. This section also formalises the provision of an office and of administrative support to the Mayor.

The Council is requested to adopt this updated, revised and comprehensive policy that clearly outlines all Elected Members' entitlements.

### **FINANCIAL IMPLICATIONS**

Provisions have been made in the 2014/15 budget for all Elected Members fees, allowances, training and conferences and corporate items.

### **STATUTORY AND POLICY IMPLICATIONS**

Policies 4/002 'Councillors' Travelling Expenses' and 4/005 'Members Professional Development and Associated Travel and Accommodation' are proposed to be rescinded.

The creation of this policy is a clear and open statement about Elected Members entitlements which ensures transparent corporate governance.

**ATTACHMENTS**

1. Policy 4/008 Elected Members Entitlements
2. Policy 4/002 Councillors' Travelling Expenses
3. Policy 4/005 Members Professional Development and Associated Travel and Accommodation

5 June 2014



**ATTACHMENT 1 TO ITEM 11.5.1****Policy Title and Number**

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).

**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.

**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.

**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 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 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.

## **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>

#### Document Control Statement

*The electronic reference copy of this Policy is maintained by the Governance Department. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://intranet/> to ensure that you have the current version. Alternatively, you may contact the Governance Department.*

**ATTACHMENT 2 TO ITEM 11.5.1****4/002 COUNCILLORS' TRAVELING EXPENSES**

Council shall pay to the Mayor and all Councillors travelling expenses for attending Ordinary and Special Meetings of Council and for attending meetings of Committees in the capacity of a member of that Committee, in accordance with the provisions of the Local Government Act 1995, as well as travel expenses for attendance at Annual Meetings of Electors, officially called civic receptions, visits by Ministers of the Crown, Council inspection tours, Special Meetings of Electors, General Meetings of Electors, Council authorised meetings with Government agencies and other Council called meetings.

The expenses shall be paid only on receipt of a formal claim and shall be calculated on the number of kilometres between the Mayor/Councillors principal place of residence or work within the Town to the meeting venue and back. The rate per kilometer shall reflect actual cost and shall be as specified in the Local Government Officers' (WA) Award from time to time.

*(Adopted 24 November 2004 Council Meeting.)*

## ATTACHMENT 3 TO ITEM 11.5.1

**4/005 MEMBERS PROFESSIONAL DEVELOPMENT AND ASSOCIATED TRAVEL AND ACCOMMODATION****Objective**

To ensure members received appropriate opportunities for professional development, and are provided with adequate travel and accommodation expenses, as part of their obligation and duty to fulfil their role as a Councillor.

**Entitlement***Professional Development*

At the beginning of each financial year, members will be advised on an equal amount available to be used individually for professional development (Conferences, Study Tours, seminars, conventions, etc.), as allocated in the Annual Budget. This amount will be referred to as the member's professional development allocation.

Excluded from this allocation will be the costs associated to attend the Annual Local Government Week, Joint Pilbara and Kimberley Zone Regional Council Meeting or travel required for specific Council business (statutory committee meetings, etc.).

Members have the ability to use their member's professional development allocation, on any form of professional development they deem appropriate in their role as a Councillor, without having to make a formal request of Council.

Members are to submit a six monthly report to Council (April and October), listing how their members professional development allocation has been utilised and benefits they and the town have derived from its utilisation.

At the end of each financial year any unused portion of the Members professional development allocation will be forfeited.

Members Professional Development Allocation costs include:

1. Conference, study tour, seminars, conventions, etc. registration fees;
2. Travel to and from conference, study, seminars, conventions, etc;
3. Accommodation;
4. Meals and incidentals as per policy;
5. All Travel and Accommodation daily allowances;
6. Any other costs approved by Council.





7. Laundry after three (3) days away from the Town of Port Hedland district.

Once a member's annual allocation has been expended, any additional professional development requires the prior approval of Council.

#### *Travel and Accommodation*

All travel and accommodation on Council business and or members' professional development is to be arranged by an Officer nominated by the Chief Executive Officer, who will endeavour to seek any discount possible to minimise the cost to 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 a member choose not to stay at the relevant hotel, an allowance of \$100 per day will be paid in lieu of accommodation.

Depending on meal arrangements provided at the member's accommodation, an allowance of up to \$108.65 (\$93.70 meals and \$14.95 incidentals) or as allowed by the tax office will be paid in advance, without the need to provide receipts. This allowance will also apply to staff while on Council associated business travel.

Amounts specified in this policy will be revised annually as part of the Budget process.

Any claims under this policy must be approved by Council resolution."

*(Amended at the 28 May 2008 Council Meeting.)*

### 11.5.2 Proposed Standing Orders Local Law

Josephine Bianchi, Governance Coordinator  
File No. 19/01/0001

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### 201314/361 RECOMMENDATION/ COUNCIL DECISION

**MOVED: CR JACOB**

**SECONDED: CR HUNT**

**That Council:**

1. **Adopt the proposed Town of Port Hedland Standing Orders Local Law 2014 as contained in Attachment 1; and**
2. **Pursuant to Section 3.12 of the Local Government Act 1995, give State wide public notice that it intends to make the Town of Port Hedland Standing Orders Local Law 2014, as contained in Attachment 1:**
  - a) **The purpose of which is to provide rules for the conduct of meetings of the Council, its committees and to meetings of electors; and**
  - b) **The effect being better decision making, the orderly conduct of meetings, better understanding of the process of conducting meetings and more efficient and effective use of time at meetings.**

***CARRIED BY ABSOLUTE MAJORITY 7/0***

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#### EXECUTIVE SUMMARY

A final draft of the proposed Standing Orders Local Law has been prepared for consideration by Council.

This item is to allow:

1. The Presiding Member to give notice to the meeting of the intent to make a new Standing Orders Local Law;
2. The Presiding Member to give notice of the purpose and effect of the proposed Standing Orders Local Law;
3. For Council to adopt the proposed Standing Orders Local Law for advertising purposes; and
4. To allow for advertising of the proposed Standing Orders Local Law for public comment.

## DETAILED REPORT

Section 3.16 of the *Local Government Act 1995* requires that a periodic review of all local laws is undertaken within a period of 8 years from the date the local law commenced or was last reviewed.

The Town has engaged DL Consulting to assist Council with the local law review process.

The Council at its meeting July 2013 resolved, in part, as follows:

*That Council:*

.....

2. *Accept the local law review report and take the following action for each local law-*

<i>a) Standing Orders Local Law-</i>	<i>Repeal/Replace</i>
<i>b) Parking Local Law-</i>	<i>Repeal/Replace</i>
<i>c) Dogs Local Law-</i>	<i>Repeal/Replace</i>
<i>d) Cat Control Local Law-</i>	<i>Repeal</i>
<i>e) Reserves and Foreshores Local Law-</i>	<i>Repeal/Replace</i>
<i>f) Aquatic and Recreation Centres Local Law-</i>	<i>Repeal/Replace</i>
<i>g) Town of Port Hedland International Airport Local Law-</i>	<i>Repeal/Replace</i>
<i>h) Cemeteries Local Law-</i>	<i>Repeal/Replace</i>
<i>i) Health Local Law-</i>	<i>Amend</i>
<i>j) Signs, Hoardings and Bill Postings Local Law</i>	<i>Repeal</i>
<i>k) Trading in Public Places Local Law-</i>	<i>Repeal/Replace</i>
<i>l) General Provisions Local Law-</i>	<i>Repeal/Replace</i>

It was identified that a new Standing Orders Local Law was the highest priority and a draft local law was prepared and workshopped with Elected Members, the Executive team and the Governance business unit.

As required by section 3.12 the *Local Government Act 1995*, an advertisement is to be placed in a state-wide newspaper, inviting the public to comment on the proposed local law, with submissions being open for a period of not less than 6 weeks (42 days). The advertisement will be placed once Council has resolved its intent to make the local law.

A final draft of the Standing Orders Local Law has been prepared based on Elected Members comments and feedback from the workshop held on 30 April 2014.

The purpose of this local law is to provide rules for the conduct of meetings of the Council, its committees and to meetings of electors.

The effect is better decision making, the orderly conduct of meetings, better understanding of the process of conducting meetings and more efficient and effective use of time at meetings.

### FINANCIAL IMPLICATIONS

The state-wide advertising would cost approximately \$600 and local public advertising costing approximately \$250. These costs have been incorporated as part of the Local Law Review included in the 2014/15 Budget.

### STATUTORY AND POLICY IMPLICATIONS

In making a new local law, Council must comply with the provisions of section 3.12 of the Act.

The *Local Government (Functions and General) Regulations* (Regulation 3) states that for the purpose of Section 3.12(2) of the Act, the person presiding at a council meeting is to give notice of the purpose of the local law by ensuring that the purpose and effect of the proposed local law is included in the agenda for that purpose and the minutes of the meeting of the council include the purpose and effect of the proposed local law.

Section 6.4.1 'Strategic' under Local Leadership of the Strategic Community Plan applies as it outlines that governance processes and associated policies and procedures align with leading practice and are up to date with legislative requirements.

### ATTACHMENTS

1. Gazette ready copy of proposed Standing Orders Local Law (Under Separate Cover)

5 June 2014

### 11.5.3 Annual Statutory Review of Town of Port Hedland Delegation Register

Josephine Bianchi, Governance Coordinator  
File No. 13/02/0001

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### RECOMMENDATION

That Council:

1. Adopt the 2014/15 delegation register as listed in Attachment 1; and
2. Authorise the Chief Executive Officer to sign all other documents that are not to be affixed with the common seal.

#### AMENDED RECOMMENDATION

That Council:

1. Adopt the 2014/15 delegation register, inclusive of the amendment to delegation 1.7 'Investment of Funds' in line with the Investment Policy 2/010 adopted at the 28 May 2014 Council meeting; and
2. Authorise the Chief Executive Officer to sign all other documents that are not to be affixed with the common seal.

#### MOTION

MOVED: CR GILLINGHAM

SECONDED: CR DACCACHE

That Council:

1. Adopt the 2014/15 delegation register, inclusive of the amendment to delegation 1.7 'Investment of Funds' in line with the Investment Policy 2/010 adopted at the 28 May 2014 Council meeting and delegation 1.14 'Acceptance of Tenders' to \$250,000; and
2. Authorise the Chief Executive Officer to sign all other documents that are not to be affixed with the common seal.

*LOST 3/4*

**AMENDED RECOMMENDATION/ MOTION****MOVED: CR JACOB****SECONDED: CR HOOPER****That Council:**

- 1. Adopt the 2014/15 delegation register, inclusive of the amendment to delegation 1.7 'Investment of Funds' in line with the Investment Policy 2/010 adopted at the 28 May 2014 Council meeting; and**
- 2. Authorise the Chief Executive Officer to sign all other documents that are not to be affixed with the common seal.**

***LOST 5/2*****201314/362 COUNCIL DECISION****MOVED: CR JACOB****SECONDED: CR DACCACHE****That Council, in accordance with section 8.11 'Suspension' of the Town of Port Hedland Standing Orders Local Law, suspend section 8.3 and 8.9.*****CARRIED 7/0***

7:40pm Mayor advised that sections 8.3 and 8.9 of the Standing Orders have been suspended.

**201314/363 COUNCIL DECISION****MOVED: CR JACOB****SECONDED: CR DACCACHE****That Council, in accordance with section 8.11 'Suspension' of the Town of Port Hedland Standing Orders Local Law, resume section 8.3 and 8.9.*****CARRIED 7/0***

7:57pm Mayor advised that sections 8.3 and 8.9 of the Standing Orders are resumed.

**201314/364 COUNCIL DECISION****MOVED: CR JACOB****SECONDED: CR DACCACHE****That Council:**

- 1. Adopt the 2014/15 delegation register, inclusive of the amendment to delegation 1.7 'Investment of Funds' in line with the Investment Policy 2/010 adopted at the 28 May 2014 Council meeting and delegation 1.14 'Acceptance of Tenders' to \$450,000 exclusive of GST; and**

2. Authorise the Chief Executive Officer to sign all other documents that are not to be affixed with the common seal.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

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### EXECUTIVE SUMMARY

Council is statutorily required to review its Delegated Authority Register at least once every financial year.

Council reviewed the Town's 2013/14 Delegation Register on 26 June 2013 and is therefore required to review it again by 30 June 2014.

### DETAILED REPORT

An annual review of the Delegation Register is required to be undertaken as per section 5.18 of the *Local Government Act 1995*.

For ease of reference the Town's Delegation Register lists delegations under the *LG Act 1995* and also other legislation that the various business units have to abide by.

Communication with internal and external stakeholders have highlighted changes to delegated powers under the *Local Government Act 1995*, the *Building Act 2011* and the *Town Planning Scheme 5*.

The Town officers consulted as part of this process were:

- Executive team
- All Managers

Officers at the Department of Local Government and Communities (DLGC) and at the Western Australian Local Government Association were also consulted.

Specific changes to delegations have been highlighted in the table listed as Attachment 1 and are summarised here below, showing whether the delegations are proposed to be deleted, modified or implemented for the first time.

#### *Local Government Act 1995*

A number of delegations under the *Local Government Act 1995* are proposed to be deleted because they have been identified as an administrative matter that is not subject of a formal delegation and can simply be resolved via the concept of acting through, as part of a policy or of an internal operating procedure. These being:

- Conferences
- Vehicles - Private Use
- Use of Over Dimension Vehicles
- Signs, Installation of Stop and Give-Way

The delegation related to the Execution of Documents and Application of the Common Seal is also proposed to be deleted, for two reasons outlined by WALGA. One being that the application of the common seal is already covered by provision listed under section 9.49A of the *LG Act 1995* and the Town's policy 1/014 Execution of Documents and Application of the Common Seal. The other being that the execution of documents that do not require a common seal is an authorisation, and not a delegation, from the Council to the Chief Executive Officer, and as such has been incorporated as part of this item's recommendation.

The following delegations are proposed to be modified:

- Acceptance of Tenders – it is proposed to delegate to the Chief Executive Officer the authority to determine the acceptance of tenders when the consideration involved does not exceed \$500,000 including GST. This delegation will ensure a more timely procurement process related to the appointment of successful (or otherwise) tenderers. The administration will ensure that all relevant documentation is duly recorded for compliance and auditing purposes.
- Disposal of Property – it is proposed to increase the limit set as part 2) of this delegation, which refers to the authority of the Chief Executive Officer to gift or donate property from \$500 to \$5,000. This amount would line up with the minimum amount for an asset to be considered as an asset from the Town's financial management point of view.
- Disposal of Property – it is also proposed to modify part 3) of this delegation which is related to lease arrangements. The delegation to the Chief Executive Officer is proposed to reflect the amounts already listed for disposal of property via public tender or public auction, where the individual value of the property disposal is greater than \$500 or less than \$100,000.
- Liquor – Sale and Consumption on Council Property– this delegation made reference to the sale of alcohol, which is incorrect, as the Council only has the authority to determine consumption of alcohol on local government property. This section will therefore be deleted. Current approval practices that the Town's administration has been undertaken have been compliant, with the Town simply approving consumption of alcohol on local government property, but the delegation, due to a previous administrative error did not reflect this and as such requires amendment.

#### *Building Act 2011*

Changes to delegation under this piece of legislation reflect the change in officers' titles due to the recent organisational restructure.

#### *Town Planning Scheme No. 5*

Officers have proposed to insert the words 'and amend' under section 9 of delegations under the TPS5 which previously only referred to revoking and accepting vesting/management orders.



*Planning and Development Act 2005*

The current delegation related to subdivisions makes reference to old legislation and has been updated accordingly.

*Format changes*

A number of format changes have been made to the register to better identify which legislative sections individual delegations or authorisations makes reference to.

**FINANCIAL IMPLICATIONS**

Changes associated with the new proposed delegation on concession of fees and charges for end of year graduation events have been considered as part of the development of the 2014/15 budget.

**STATUTORY AND POLICY IMPLICATIONS**

The yearly review of the Town's delegation register ensures that the Town is compliant with the *Local Government Act 1995*.

This exercise is also an opportunity for officers to review delegations that impact on their business units and to ensure that the best levels of authority are in place for the smooth running of all Town's operations. The delegation register review therefore assists in the delivery of efficient corporate governance and ensures that the organisation is compliant and accountable.

**ATTACHMENTS**

1. Table of changes to delegations
2. 2014/15 Delegated Authority Register (Under Separate Cover)

5 June 2014

## ATTACHMENT 1 TO ITEM 11.5.3

Delegation Title	Status	Reason for change
<p><b>1.2 Execution of Documents and Application of the Common Seal</b></p> <p><i>The Chief Executive Officer is delegated the authority to execute a document where the Council has authorised that a document be:</i></p> <ul style="list-style-type: none"> <li>• <i>duly executed;</i></li> <li>• <i>signed; and/or</i></li> <li>• <i>affixed with the common seal.</i></li> </ul> <p><i>The Chief Executive Officer is delegated authority to prepare and execute the necessary documentation, inclusive of the affixing of the common seal (where required).</i></p>	Deletion	Delegation is not required as authority to apply the common seal is dealt with under section 9.49A of the LG Act 1995 and via the Town's Policy 1/014 Execution of Documents and Application of the Common Seal
<p><b>1.6 Conferences</b></p> <p><i>The Chief Executive Officer is delegated authority to approve the attendance by Council staff at conferences, where, in the opinion of the Chief Executive Officer, attendance will enhance the professional development of the officer, provide benefits to the Council and is relevant to the duties and responsibilities of the officer. The Chief Executive Officer, in exercising the delegation, shall have regard to any Council Policy in place from time to time and to the availability of appropriate funding in Council's Budget.</i></p>	Deletion	Staff conferences are dealt with as part of an Internal Operating Procedure and do not fall under a power that a local government can delegate to the Chief Executive Officer (CEO). A CEO can make determinations about conferences for his staff within his/her own right.

<p><b>1.7 Vehicles Private Use</b></p> <p>The Chief Executive Officer is delegated authority to make all appropriate private use arrangements with all staff having use of a Council vehicle contained within conditions of employment. The Chief Executive Officer shall have regard to Council's Policy 'Staff Use of Motor Vehicles'.</p>	Deletion	<p>The use of private vehicles by staff is dealt with as part of an Internal Operating Procedure and does not fall under a power that a local government can delegate to the Chief Executive Officer (CEO). A CEO can make determinations about use of private vehicles by staff for his staff within his/her own right.</p>
<p><b>1.22 Signs, Installation of Stop and Give-Way</b></p> <p>The Chief Executive Officer is delegated authority to make applications to Main Roads WA for approval for the installation of stop and give-way signs at such places as the Director Engineering Services considers warranted.</p>	Deletion	<p>The application for installation of Stop and Give-Way signs does not fall under a power that a local government can delegate to the Chief Executive Officer (CEO). A CEO can make application for installation of Stop and Give-Way to Main Roads within his/her own right.</p>
<p><b>1.25 Use of Over Dimension Vehicles</b></p> <p>The Chief Executive Officer is delegated authority to consider and determine all applications for the use of over dimension vehicles on Town of Port Hedland roads.</p>	Deletion	<p>The determination and consideration of applications for the use of over dimension vehicles does not fall under a power that a local government can delegate to the Chief Executive Officer (CEO). A CEO can determine and consider applications for the use of over dimension vehicles within his/her own right.</p>
<p><b>1.17 Tenders</b></p> <p>The Chief Executive Officer is delegated authority to accept a tender when the consideration involved does not exceed \$100,000 provided that appropriate provision is made on Council's Budget and with reference to the Council's Tender Policy (2/011).</p>	<p>Addition</p> <p><b>1.17 Tenders – Acceptance of</b></p> <p>The Chief Executive Officer is delegated authority to accept a tender when the consideration involved does not exceed \$500,000 inc. GST provided that appropriate provision is made on Council's Budget and with reference to</p>	<p>The amount of \$500,000 inc GST is considered suitable for the Town to complete a procurement process in an efficient and timely manner.</p>

	<p>the Council's Procurement Policy (2/007) and the Council's Tender Policy (2/011).</p>	
<p><b>1.19 Disposal of Property</b> <i>Delegation 2): That Council delegate authority to the Chief Executive Officer to gift or donate property with a maximum written down value of \$500.</i></p>	<p>Addition 2): That Council delegate authority to the Chief Executive Officer to gift or donate property with a maximum written down value of <b>\$5000.</b></p>	<p>The amount of \$5,000 reflects the minimum amount for an asset to be considered as an asset from the Town's financial management point of view.</p>
<p><b>1.19 Disposal of Property</b> <i>Delegation 3): That Council delegate authority to the Chief Executive Officer to enter into lease arrangements for the leasing of Council owned facilities and property.</i></p>	<p>Addition 3) That Council delegate authority to the Chief Executive Officer to enter into lease arrangements for the leasing of Council owned facilities and property, where the individual value of the property disposal is greater than <b>\$500 or less than \$100,000.</b></p>	<p>The introduction of these amounts reflects the ones already listed for the disposal of property via public tender or public auction, where the individual value of the property disposal is greater than \$500 or less than \$100,000.</p>
<p><b>1.21 Liquor – Sale and Consumption – Council Property</b> <i>The Chief Executive Officer is delegated authority to determine applications for the sale of liquor from property under the care, control and management of the Council and to approve applications to consume liquor on property under the care, control and management of Council.</i></p>	<p>Subtraction <i>The Chief Executive Officer is delegated authority to approve applications to consume liquor on property under the care, control and management of Council.</i></p>	<p>The wording of the delegation has been amended to reflect the fact that the Council is not authorized to give approval for the sale of alcohol on Council property.</p>

<p><b>5.1 Town Planning Scheme No. 5</b></p> <p><b>9. Revoke / Accept "Vesting" / "Management Orders"</b></p> <p><i>The Director Planning and Development and the Manager Planning Services may determine all requests to revoke / accept "Vesting" / "Management Orders"</i></p>	<p><b>Addition</b></p> <p><b>9. Revoke / Accept "Vesting" / "Management Orders"</b></p> <p><i>The Director Planning and Development and the Manager Planning Services may determine all requests to revoke / accept and amend "Vesting" / "Management Orders"</i></p>	<p>Officers requested the insertion of the words 'and amend' to ensure that all aspects related to vesting and management orders are covered by this delegation.</p>
<p><b>6.1 Subdivision</b></p> <p><b>LEGISLATIVE POWER</b> Planning and Development Act (Sections 20 &amp; 24)</p> <p><b>FUNCTION TO BE PERFORMED</b></p> <p><i>Director Planning and Development and the Manager Development Services is delegated authority to endorse subdivision referral pro-formas for the purposes of part III Sections 20 and 24 of the Town Planning and Development Act 1928 with notification to Council.</i></p> <p><i>In addition, the Director Planning and Development and the Manager Development Services is delegated authority to certify the compliance with subdivision conditions for the purposes of part III Sections 20 and 24 of the Town Planning and Development Act 1928.</i></p>	<p><b>Modification</b></p> <p><b>6.1 Subdivision</b></p> <p><i>Director Planning and Development and Manager Development Services are delegated authority to object to, make recommendations and advise of any relevant conditions in respect of subdivisions for the purposes of Part 10 Section 142 of the Planning and Development Act 2005.</i></p>	<p>These changes were made to reflect changes in legislation as the Town Planning and Development Act 1928 has now been superseded by the Planning and Development Act 2005.</p>

### 11.5.4 Western Australian Regional Capitals Alliance (WARCA) Membership

Josephine Bianchi, Governance Coordinator  
File No. 13/05/0001

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### 201314/365 RECOMMENDATION/ COUNCIL DECISION

**MOVED: CR DACCACHE**

**SECONDED: CR JACOB**

**That Council:**

- 1. Note the 11 March and 3 June 2014 WARCA Minutes;**
- 2. Continue its WARCA membership in 2014/15.**

***CARRIED 7/0***

---

#### EXECUTIVE SUMMARY

This report requests that Council continues its WARCA membership and in doing so considers allocating a membership fee as part of the development of its 2014/15 budget and in the 2015/16 budget.

#### DETAILED REPORT

WARCA was set up in 2010 with the aim to encourage more State planning in regional centres and to facilitate strong economic and population growth in regional cities as an alternative to Perth. Current membership includes the following local governments:

- City of Kalgoorlie
- City of Greater Geraldton
- Shire of Roebourne
- Shire of Broome
- City of Bunbury
- Town of Port Hedland

At its 26 June 2013 Ordinary meeting the Council resolved to suspend its paid WARCA membership for 2013/14 and to reconsider it prior to the 2014/15 financial year. The reason for this being that the Council did not believe its financial situation at the time warranted an allocation of \$50,000 towards this particular membership agreement.

The Council at its 26 June 2013 meeting resolved the following:

*Officer's Recommendation*

*Moved: Cr Hooper      Seconded: Cr Taylor*

*That Council Include \$50,000 in the draft Town of Port Hedland 2013/2014 budget to facilitate the Town of Port Hedland's continued membership to the WA Regional Cities Alliance (WARCA).*

*Lost 3/5*

<b>For</b>	<b>Against</b>
<i>Cr Hooper</i>	<i>Cr Carter</i>
<i>Cr Taylor</i>	<i>Cr Dziombak</i>
<i>Cr Daccache</i>	<i>Cr Gillingham</i>
	<i>Cr Hunt</i>
	<i>Mayor Howlett</i>

*201213/429 Council Decision*

*Moved: Cr Carter      Seconded Cr Dziombak*

*That Council suspends its membership in the WA Regional Cities Alliance and advises the Alliance that it wishes to reconsider its paid membership prior to the 2014/15 financial year, and seeks to have observer status for the 2013/14 year.*

*Carried 5/3*

WARCA considered the Council's resolution at its 11 March 2014 meeting and resolved the following:

*That WARCA:*

- 1 Note the request from the Town of Port Hedland to suspend membership, however the Town be advised that this can't be granted under the MOU;*
- 2. Does not raise a subscription for 13/14 for members;*
- 3 Raise an invoice on 1<sup>st</sup> of July 2014 for \$25,000 to each member for 14/15 subscriptions; also noting that any credit balance carried forward members have in their account can be used as their membership fee for 14/15.*

WARCA met on 4 November 2013 and again on 11 March 2014 and considered the Council's decision. The attached 2014 minutes show that under the 2011 Memorandum of Understanding the Council entered into with WARCA, a membership suspension cannot be granted. WARCA however resolved to support its members by not raising a subscription invoice for 2013/14. A \$25,000 invoice for the 2014/15 membership will be raised by WARCA on 1 July 2014 and any credit that members have in their accounts can be used towards their membership. The Town of Port Hedland currently has a \$15,000 credit with WARCA, therefore the net contribution payable is \$10,000. This amount has been provided for in the 2014/15 budget.

At the 11 March 2014 meeting a question about WARCA's future and its objectives was raised and comments were made about the strategic direction of the group. These discussions resulted in the following resolution:

*"That WARCA:*

- 1. Organise and conduct a facilitated planning day for the strategic direction for WARCA.*
- 2. Approach relevant Ministers with the view of informing them of WARCA and raising the group's awareness.*
- 3. Request UWA annual planning day is held as soon as practicable to determine 14/15 projects."*

A WARCA strategic planning session took place in Port Hedland on 3 June 2014 to identify the projects in which WARCA members will be involved in future years. The session was very positive and received well by all involved. A set of financials was provided which have been included as part of the minutes for this meeting under attachment 2.

The Town believes it is important to sustain this type of relationship with other regional local governments to continue building on Port Hedland's profile outside of the Pilbara region. WARCA's membership will give the Town opportunities to explore different projects and partnerships which will assist in ensuring Port Hedland remains recognised as a regional center at a State and Federal level. Especially at a time where the Shire of Roebourne has managed to achieve city status for Karratha, it is important to keep Hedland on the map to ensure that collaborative opportunities are progressed and opportunities for the Town and its community to prosper are not missed. The Town considers that building upon partnerships with other stakeholders is a fundamental way of showing its willingness to position itself as a strategic player in the Pilbara region.

The Council is therefore requested to consider allocating \$10,000 towards WARCA's membership fee in its 2014/15 budget (as it already holds \$15,000 in credit) and \$25,000 towards WARCA's membership fee as part of the 2015/16 budget.

#### **FINANCIAL IMPLICATIONS**

The Town of Port Hedland currently holds a \$15,000 credit with WARCA and as such \$10,000 are required to be included as part of the 2014/15 budget if the Council wishes continue WARCA's membership in 2014/15. To continue the membership in 2015/16, \$25,000 will have to be allocated in the 2015/16 Town budget.

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

The Town has signed a Memorandum of Understanding (MOU) with WARCA.

From a strategic point of view continuing with WARCA's membership will ensure that the Town continues to be at the forefront of state-wide discussions related to the growth of the region.



**ATTACHMENTS**

1. WARCA Minutes from 11 March 2014
2. WARCA Minutes from 3 June 2014
3. WARCA Strategic Planning 2014 (Under Separate Cover)

6 June 2014



## Western Australian Regional Capitals Alliance Meeting Minutes

Notice is hereby given that the WARCA Meeting was held at the Mounts Bay Meeting Room, Hyatt Regency in Perth at 10am on 11<sup>th</sup> March 2014

Ron Yuryevich  
Chairperson

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10.	Date of Next Meetings -----	6
11.	Closure-----	6

## 1. Official Opening

The meeting of the Western Australian Regional Capital Alliance was declared open at 10:04am by the Chairman.

## 2. Attendance

Attendees	Mayor Ron Yuryevich Mr Don Burnett Mr Ken Diehm Mr Peter Long Mr Kenn Donohoe Mr Graeme Campbell Mr Mal Osborne Mr Andrew Brien Mr Ian Carpenter Ms Melody Pia	Mayor, City of Kalgoorlie and Chairperson, WARCA CEO, City of Kalgoorlie CEO, City of Greater Geraldton President, Shire of Roebourne CEO, Shire of Broome President, Shire of Broome CEO, Town of Port Hedland CEO, City Bunbury Mayor, City of Greater Geraldton Administrator, Pilbara Regional Council
Guest/Invitee	Mr David Van Ooran	CEO, RSPCA WA
Apologies:	Mr Graham Foster	CEO, City of Albany

3. Confirmation of Minutes from previous meeting held on the 4<sup>th</sup> of November 2013

Responsible Officer: Mayor Ron Yuryevich, Chairman  
 Action Officer: Mayor Ron Yuryevich, Chairman  
 Disclosure of Interest: Nil  
 Attachments: Minutes of the Previous Meeting

Voting Requirement: Simple Majority

Resolution:

That WARCA resolved that the Minutes of the Meeting held on the 4<sup>th</sup> of November 2013, as previously circulated, was adopted as a true and correct record of proceedings (as attached).

Moved: Councillor Graeme Campbell

Seconded: Mayor Ian Carpenter

Result: 8/0 Carried

*Mr Ken Diem and Mr David Van Ooran entered the meeting room at 10:18am*

## 4. City of Kalgoorlie-Boulder – Statewide animal welfare services

Mr David Van Ooran, CEO RSPCA WA presented his valuable perspective on state wide animal welfare. He provided a brief background about RSPCA and the Cities they are currently servicing. He also

discussed about cat, dogs, and livestock issues and that they are working on the cruelty reports they are receiving with regards to this matter. He also discussed on issues about dying animals and possibilities of finding a foster home for them.

Mr Campbell commented that they need to have a big picture about the issue and it's probably worth for WARCA to understand what sort of assistance RSPCA need from WARCA apart from funding.

Mr Burnett requested for an advice from RSPCA regarding a total budget to establish and run a statewide animal welfare program.. He also suggested that it would a good idea to have a memorandum of understanding (MOU) about dogs and cats' rehoming with community groups such as S.A.F.E.

Mr Van Ooran confirmed that RSPCA would come back to WARCA with the information requested for their next discussion.

Resolution: That WARCA request the State Government implement a statewide strategy for animal welfare, with information to be provided by RSPCA relating to costs to establish this and flag the Minister that WARCA will be commencing the lobbying for this.

Move: Mayor Ian Carpenter

Seconded: Councillor Graeme Campbell

Result: 9/0

*Mr David Van Ooran left the room at 10:50am.*

## 5. WARCA's Future

Responsible Officer: Mr Ken Donohoe, CEO Shire of Broome

Action Officer: Mr Ken Donohoe, CEO Shire of Broome

Disclosure of Interest: Nil

Attachments: Nil

Mr Ken Donohoe, CEO Shire of Broome raised a question on where WARCA is going as group and what WARCA is actually contributing as a group. He would like to have an understanding regarding the outcomes and objectives WARCA want.

Mr Ron Yuryevich commented that WARCA should have a solid strategic direction..

Resolution

That WARCA

1. Organise and conduct a facilitated planning day for the strategic direction for WARCA.
2. Approach relevant Ministers with the view of informing them of WARCA and raising the group's awareness..
3. Request UWA annual planning day is held as soon as practicable to determine 14/15 projects.

Moved: Councillor Peter Long

Seconded: Councillor Graeme Campbell

Result: 9/0 Carried

## 6. Contract for the Executive Support to the Secretariat between WARCA and PRC

Responsible Officer: Mr Ron Yuryevich, Chairman  
Action Officer: Mr Ron Yuryevich, Chairman  
Disclosure of Interest: Nil  
Attachments: Memorandum of Understanding

A Memorandum of Understanding has been drawn between WARCA and PRC for the Executive Support to the Secretariat. This was presented at the meeting for endorsement.

Voting Requirement: Simple Majority

Resolution:

That Section F of the MOU was amended to read:

*"Any and all intellectual property, materials and other work product (including any patents, copyrights, or other intellectual property rights therein) created by the PRC under this Memorandum will be owned by WARCA. Any pre-existing materials provided by WARCA for use in the project will remain the property of WARCA, though PRC and its Secretarial Staff are granted a license to use such materials for the purposes of this MOU."*

and;

That the Memorandum of Understanding between WARCA and PRC was endorsed.

Moved: Councillor Peter Long

Seconded: Councillor Ian Carpenter

Result: 9/0 Carried.

## 7. Town of Port Hedland requests to suspend membership

Responsible Officer: Mr Ron Yuryevich, Chairman  
Action Officer: Mr Ron Yuryevich, Chairman  
Disclosure of Interest: Nil  
Attachments: Nil

Mr Mal Osborne, CEO Town of Port Hedland discussed the request of the Town to suspend membership from WARCA. He was asked to leave the meeting room at 11:36am for the members' private discussion on the above.

The current Memorandum of Understanding signed by member Local Governments does not allow for membership to be suspended. A member can withdraw but not suspend membership.

Voting Requirement: Simple Majority

Resolution:

That WARCA

- 1 Note the request from the Town of Port Hedland to suspend membership, however the Town be advised that this can't be granted under the MOU
2. Does not raise a subscription for 13/14 for members
- 3 Raise an invoice on 1<sup>st</sup> of July 2014 for \$25,000 to each member for 14/15 subscriptions; also noting that any credit balance carried forward members have in their account can be used as their membership fee for 14/15.

Moved: Councillor Peter Long

Seconded: Mr Ken Donohoe

Result: 8/0 Carried.

#### 8. WARCA Financials

Responsible Officer: Mr Ron Yuryevich, Chairman

Action Officer: Mr Ron Yuryevich, Chairman

Disclosure of Interest: Nil

Attachments: Nil

The Financial summary of WARCA Trust Account was tabled at the meeting for discussion.

Voting Requirement: Simple Majority

Resolution:

That the financial statements to 30 June 2013 were received, with the City of Kalgoorlie-Boulder to develop the 14/15 budget for consideration.

Moved: Councillor Peter Long

Seconded: Mayor Ian Carpenter

Result: 9/0 Carried

#### 9. Urgent Business

General discussion about general business matters.

*Mr Andrew Brien left the room at 12:15pm.*

#### 10. Date of Next Meetings

Planning day to be conducted and then the normal meeting to be held at Port Hedland with a date to be worked out by the PRC Secretariat Staff.

#### 11. Meeting Closure

Meeting closed at 12:19pm.

*ATTACHMENT 2 TO ITEM 11.5.4*



Western Australian Regional Capitals Alliance Minutes

Notice is hereby given that the WARCA Meeting was held at the Council Chambers, Civic Centre in the City of Port Hedland at 1:30pm on 3<sup>rd</sup> June 2014

Mayor Ron Yuryevich  
Chairperson



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**1. Official Opening**

The meeting of the Western Australia Regional Council Alliance was declared open by the Chairman at 1:30pm.

**2. Attendance**

Attendees	Mayor Ron Yuryevich Mr Don Burnett Mayor Ian Carpenter Mr Ken Diem President Peter Long President Graeme Campbell Mr Ken Donohoe Mr Mal Osborne Mr Andrew Brien Mayor Kelly Howlett Deputy Mayor Gloria Jacobs Deputy Mayor Greg Stocks Mr Tony Friday Ms Myra Demonteverde	Mayor, City of Kalgoorlie and Chairperson, WARCA CEO, City of Kalgoorlie Mayor, City of Geraldton CEO, City of Geraldton President, Shire of Roebourne President, Shire of Broome CEO, Shire of Broome CEO, Town of Port Hedland CEO, City of Bunbury Mayor, Town of Port Hedland Deputy Mayor, Town of Port Hedland Deputy Mayor City of Albany CEO Pilbara Regional Council Support Officer, Pilbara Regional Council
Guest/Invitee	Mr. Paul Plummer	Professor of Geography, Center for Regional Development School of Earth and Environment University of Western Australia
Apologies	Mr. Chris Adams Deputy Mayor Brendan Kelly	CEO, Shire of Roebourne Deputy Mayor, City of Bunbury

**3. WARCA Planning Outputs**

Responsible Officer: Mayor Ron Yuryevich, Chairman  
Action Officer: Mayor Ron Yuryevich, Chairman  
Disclosure of Interest: Nil  
Attachments: WARCA Planning Outputs

Voting Requirement: Simple Majority

Moved: Mayor Ian Carpenter

Seconded: Mayor Kelly Howlett

Result: 12/0

**Action Arising:**

- That the PRC-
1. Query the proposed date for adoption of the State Planning Strategy.
  2. Seek meetings with Ministers Redman, Simpson and Day with their Chiefs of Staff regarding WARCA's proposed definition of regional capitals. Delegation of WARCA members to attend.
  3. Develop policy position with respect to equity in the arts, focusing on State Subsidies.

4. Develop common policy for staffing museums, art galleries, cultural centres, etc.
5. Collect paper from CEO of Broome regarding Landcorp Subdivisions and table at next meeting.
6. Note concerns towards cost shifting to NFP of homelessness issues.
7. Develop a roster of Ministers and DGs to be invited to subsequent WARCA meetings.
8. Develop a WARCA communication strategy to better engage with RCA, ALGA, WALGA and ACELG.
9. Email all WARCA members seeking volunteers to develop position statements for various policy portfolios.
  - a. Town of Port Hedland – Off peak power tariffs
10. Seek a 'being there' meeting with Minister Redman to clarify definition of and funding for 'growth centres'; especially purpose of funds, allocation model, timing of funding release, etc.
11. Schedule time with Paul Plummer to determine some early releasable materials to start building WARCA's public profile
12. Write to the RSPCA seeking the development of a statewide policy for animal welfare; creating clarity in the approach for animal protection and recommended division of duties between police, local government and RSPCA (or other service providers).
13. PRC to collect copies of impact spreadsheets from Ian Carpenter and include in a letter to all Ministers expressing concerns about the removal of indexation from local government grants. PRC to promote this via external advocacy initiatives.

#### 4. Overview of WARCA Productivity

Responsible Officer : Mayor Ron Yuryevich, Chairman  
 Action Officer : Mayor Ron Yuryevich, Chairman  
 Author: Mr. Paul Plummer, Professor of Geography, Centre Development School of Earth and Environment University of Western Australia  
 Disclosure of Interest : Nil  
 Attachments: WARCA Productivity

Mr Plummer briefed the members regarding WARCA Productivity 2013

Voting Requirement: Nil

Action Arising : Nil

#### 5. Significant Correspondence

Responsible Officer: Mayor Ron Yuryevich, Chairman  
 Action Officer: Mayor Ron Yuryevich, Chairman  
 Disclosure of Interest: Nil  
 Attachments: Attachment 5.1 Department of Fire and Emergency Services Capital Grants  
 Attachment 5.2 Outstanding Capital Grants

## Comments:

The purpose of the letter was to inform the members regarding a letter received from the Department of Fire and Emergency Services regarding capital grants.

Voting Requirement: For noting only

Action Arising: Nil

## 6. WARCA Financials

Responsible Officer: Mayor Ron Yuryevich, Chairman

Action Officer: Mr Don Burnett

Disclosure of Interest: Nil

Attachments: Nil

The Financial Summary of WARCA was tabled at the meeting for discussion.

## Officer Recommendation

That the financial statements be received, with each member to do a check on their Financial Report and Projected Budget 13-14.

Voting Requirement : Simple Majority

Resolution: That the WARCA financial statement was received as presented.

Moved: President Peter Long

Seconded: President Graeme Campbell

Result: 12/0

## 7. PRC Secretariat and other support

WARCA currently has an MOU with the PRC to provide secretariat support, encompassing:

Services	Estimated Hours per Month	Cost per Month
Meeting Support: <ul style="list-style-type: none"> <li>• → Scheduling and facilities management</li> <li>• → Agenda (call for items, drafting, attendance, minutes distribution and publication)</li> </ul>	-25 HRS @ 30/HR	→ \$750
Marketing Support: <ul style="list-style-type: none"> <li>• → Website hosting</li> <li>• → Website management and maintenance</li> <li>• → Social media support (building facebook, twitter, etc)</li> </ul>	-13 HRS @ 30/HR	→ \$390

Administrative Support: <ul style="list-style-type: none"> <li>• → Mail handling/processing Travel arrangement (flights/accommodation/facilities as required)</li> <li>• → Grant Writing</li> <li>• → Application writing</li> <li>• → Funding acquittal</li> <li>• → Financial management system</li> <li>• → Transactional processing and reconciliation</li> <li>• → Reporting to statutory standard</li> <li>• → Records management</li> <li>• → Archival storage</li> <li>• → UWA liaison re partnership agreement</li> </ul>	—55 HRS @ 30/HR (excl Grant Writing)	\$1,650
Total Secretariat Support Package (monthly)	—88 HRS @ \$30/HR	→ \$2,790

It is noted that the PRC has managed to acquire sufficient twitter followers to be in the top 10% of twitter influencers (globally) within a relatively short period. It is also noted that the PRC facilitate and undertake a body of advocacy work and have attracted some degree of in house expertise in this function.

It is proposed that the PRC, over and above secretariat support, also undertake to deliver:

1. Develop engagement framework and guiding principles for Alliance
2. Refine definition of advocacy/focus areas
3. Refinement of messages for each focus area
4. Commissioning of briefing papers within each focus area
5. Targeting of advocacy activities with nominated political figures and other influential stakeholders
6. Develop high level marketing and communications plan (incl. communications, media, public relations)
7. Roll out of communications plan (incl. media, PR activities)

Whilst costs have not yet been confirmed, an additional budget of circa \$30,000 is proposed + the cost of engaging any external specialist expertise to draft briefing papers specific to each defined focus area.

Voting Requirement : Simple Majority

**Resolutions:**

1. That the WARCA transition handling of accounts and financial reporting to the PRC effective 1 July 2014.
2. That WARCA prepare a handover trial balance for the PRC and facilitate the transfer of funds to a PRC nominated bank account.
3. That WARCA do not require the financial accounts to be audited on handover.
4. That WARCA request the PRC to include the WARCA account within the PRC annual audit program.
5. That WARCA engage the PRC to conduct activities described above on a cost+ basis to a maximum annual budget of \$30,000

Moved: President Peter Long  
 Seconded: President Graeme Campbell  
 Result: 12/0

**7. Proposed Meeting Dates for FY2014**

Date	Venue
September	City of Kalgoorlie-Boulder

December	To be determined at September meeting.
March	To be determined

**8. Meeting Closure**

The meeting was declared closed by the Chairperson at 3:40pm.

Date Initiated	Action	Responsible	Updates	Status
	Query the proposed date for adoption of the State Planning Strategy.	PRC		
	Seek meetings with Ministers Redman, Simpson and Day with their Chiefs of Staff regarding WARCA's proposed definition of regional capitals. Delegation of WARCA members to attend.	Tony Friday		
	Develop policy position with respect to equity in the arts, focusing on State subsidies.	PRC		
	Collect paper from CEO of Broome regarding Landcorp Subdivisions and table at next meeting	PRC		
	Note concerns towards cost shifting to NFP of homelessness issues.	PRC		
	Develop a roster of Ministers and DGs to be invited to subsequent WARCA meetings.	PRC		
	Develop a WARCA comms strategy to better engage with RCA, ALGA, WALGA and ACELG.	PRC		
	Email all WARCA members seeking volunteers to develop position statements for various policy portfolios.	PRC		
	Town of Port Hedland – Off peak power tariffs			
	Seek a 'being there' meeting with Minister Redman to clarify definition of and funding for 'growth centres'; especially purpose of funds, allocation model, timing of funding release, etc.	Tony Friday		
	Schedule time with Paul Plummer to determine some early releasable materials to start building WARCA's public profile	PRC		
	Write to the RSPCA seeking the development of a statewide policy for animal welfare; creating clarity in the approach for animal protection and recommended division of duties between police, local government and RSPCA (or other service providers).	PRC		
	PRC to collect copies of impact spreadsheets from Ian Carpenter and include in a letter to all Ministers expressing concerns about the removal of indexation from local government grants. PRC to promote this via external advocacy initiatives.	PRC		

### 11.5.5 Port Hedland International Airport Redevelopment Strategy

Brett Reiss, Program Director Airport Redevelopment  
File No. 08/02/0025

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### 201314/366 RECOMMENDATION/ COUNCIL DECISION

**MOVED: CR HUNT**

**SECONDED: CR JACOB**

**That Council adopt the Port Hedland International Airport Redevelopment Strategy (as per attachment 1).**

**CARRIED 7/0**

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#### EXECUTIVE SUMMARY

The Port Hedland International Airport will soon transform into a modern and well-serviced welcoming gateway to Australia's North West. Its redevelopment will include terminal renovations, new freight and logistics zone, revised ground transport arrangements, improved airside operations and new commercial opportunities.

The Town of Port Hedland is committed to being a vibrant meeting place that welcomes travellers to the friendly Port Hedland community and treasures of the Pilbara, coupled with our core business of providing efficient passenger and freight services to the North West.

The Port Hedland International Airport redevelopment strategy – Creating a modern gateway to Australia's North West – articulates how the Town will achieve this vision.

The strategy outlines outcomes from a series of strategic reviews, place guidelines, design concepts, governance review, program sequencing and budget estimates.

#### DETAILED REPORT

At its June 2014 meeting, the Airport Committee endorsed the Port Hedland International Airport redevelopment strategy and recommended it be presented to the next Ordinary Council Meeting for its adoption as per the below decision (AC201314/053)

*That the Airport Committee:*

1. *Endorse the Port Hedland International Airport redevelopment strategy (as per attachment 1);*



2. *Recommend that Council adopt the Port Hedland International Airport redevelopment strategy; and*
3. *Request that updates on the redevelopment project components be provided on a regular basis.*

*CARRIED 6/0*

#### *Strategic reviews*

The Port Hedland International Airport Master Plan was finalised in March 2012. Given the dynamics of the mining industry and the rapid growth experienced across the town, the plan was reviewed in late 2013. Capital works programming and associated documentation was also reviewed to ensure it is current and relevant to Port Hedland and its current environment.

The Town commissioned Rehbein Airport Consulting to undertake a strategic review of the development proposals in the context of the Master Plan. The principal objective of the review was to ensure that existing plans would meet future growth needs and regional requirements to position Port Hedland as a vibrant city of 50,000 people by 2035.

The review was structured to cover five themes: airside planning, land use, passenger terminal, car park/ground transport and the freight/logistics zone. Specific objectives relating to each aspect of the review included:

- Ensure future growth and regional needs are met
- Verify the timing for infrastructure delivery
- Maximise the economic, social and environmental benefits of the upgrade
- Ensure an integrated, holistic approach
- Provide a sound basis for investment.

The Airport Committee noted the outcomes of Rehbein's strategic reviews at its January 2014 meeting (decision AC201314/040)

The Town also commissioned Village Well to develop a place plan that will guide the airport redevelopment in terms of creating a 'sense of place'. The final report was endorsed at the March 2014 Council meeting (decision 201314/284).

The Airport Group was engaged to review the airport's governance structure. Airport investments were previously funded through a combination of government grants and from the airport capital reserve. The scale of the future investments and increasing pressure on public finances represented increased challenges in terms of the funding task for future development from traditional sources. This presents an opportunity to review the future governance structure of the airport business to ensure it remains financially viable.

The key outcomes of the reviews were:

- Airside planning outcomes offered logical, rational and sensible solutions which were appropriate to meet expected future aeronautical requirements – key programs include apron expansion, moving general aviation operations to a separate apron, new taxiway and changing to power-in/power-out aircraft operations

- Nominated land uses were considered to be generally sound with strong stakeholder support to develop an international freight hub
- Existing passenger terminal is undersized and operationally inefficient in peak periods – which provides an opportunity to significantly expand the terminal in its current location, including doubling footprint, creating mezzanine level and building extensive plaza and covered walkways
- Reconfiguration of the ground transport and car parks is recommended – including creating shared zones, a separate bus parking area, expanding the short-term car park expansion, extending existing service roads and creating new two-way access to freight and logistics zone
- Development of a new freight and logistics zone with direct airside access lots is recommended to leverage freight opportunities and relocate hire car operations
- Incorporate a strong sense of place and reflect Port Hedland's unique identity and experience
- Explore an alternative governance structure that is more efficient and economically viable

#### *Passenger forecasts*

Revised forecasts of passenger and aircraft movements were developed by Tourism Futures International (TFI) which update previous projections on which the 2012 Master Plan was based.

TFI considers it likely that the mining investment growth phase will peak by 2015 at around 500,000 to 600,000 passengers and stabilise around 400,000 to 500,000 passengers depending on the future mix of resident and fly-in/fly-out (FIFO) employment. Additional mining projects and construction of additional port facilities could increase these passenger numbers by more than 50,000. TFI's upper limit estimate for passenger traffic at Port Hedland by 2033 is 730,000 passengers.

Challenges in accurately forecasting future traffic for Port Hedland and other mining-driven airports are acknowledged within the TFI report. An alternative growth projection based on a compound annual growth rate of 5% per annum was developed by Rehbein to provide a sensitivity check. This growth, if it occurred, would result in approximately 1.36 million passengers by 2033. While this level of traffic may represent a longer-term proposition, it is considered to form an appropriate basis for the planning of passenger terminal facilities when taken in the context of a building life of 40 plus years.

#### *Redevelopment strategy*

The Town of Port Hedland has developed an ambitious \$100+ million redevelopment program for the Port Hedland International Airport that will see it transform into a modern and well-serviced welcoming gateway to Australia's North West. The strategy is included at attachment 1.

The Town is committed to being a vibrant meeting place that welcomes travellers to the friendly Port Hedland community and treasures of the Pilbara, coupled with our core business of providing efficient passenger and freight services.

The strategy describes key redevelopment projects for the following elements:

- Land use
- Airside planning
- Passenger terminal
- Ground transport and car park
- Freight and logistics zone
- Apron extensions

Due to funding constraints, redevelopment of the passenger terminal and ground transport has been designed to be constructed in stages.

Further recognising that the redevelopment will not be complete until at least 2018, an interim improvement's strategy was endorsed at the December 2013 Airport Committee. This will see an investment of more than \$1million to improve passenger flow and terminal amenity and start to create a sense of place and welcoming gateway to the Pilbara.

A review of infrastructure services has identified the need to significantly upgrade the existing essential services including electricity, water and wastewater. The Town has commenced discussions with the Pilbara Development Commission about co-funding these upgrades.

The Town is committed to expanding the airport's domestic and international services. International route development will form a key part of commercial discussions with airlines to leverage Hedland's unique geographical position to Asia and Pilbara industry.

#### *Implementation*

Based on the reviews and strategy outlined above, officers have developed an ambitious \$100+ million redevelopment program.

#### *Review outcomes – project sequencing*

As the redevelopment of the airport precinct will be undertaken within and around a live operating airport, there are a number of project sequencing issues that need to be addressed.

Due to existing constraints, the redevelopment program has been built in stages. The following are key steps in the development sequence:

- Provision of services (water, wastewater, electricity) and establishment of road access to the proposed lots in the freight/logistics zone
- Construction of the northern GA apron expansion and provision of additional hangar sites, which will enable relocation of existing general aviation tenants within the airport operations zone
- Relocation of the existing freight operations to the new freight hub and rental car facilities to the logistics zone
- Reconfiguration of the short-term car park to accommodate the proposed expansion of the terminal to the north
- Demolition of the existing building to the west of the terminal
- Construction of the proposed terminal extension in stages commencing with a new check-in hall at the eastern end

It is outlined below including provisionally scheduled key milestone dates:

Project	Budget estimate	Timeline
Terminal	\$ 44,000,000	commence construction late 2017, completed end 2018
Car park	\$4,000,000	commence construction late 2016
Freight and logistics zone	\$ 8,500,000	commence construction late 2014, completed mid-2015
Apron extension	\$ 9,000,000	main RPT apron expansion is complete, northern general aviation expansion completed end 2014
Runway rebuild and runway resheet	\$5,500,000	commence mid-2015
Security fencing	\$1,500,000	scheduled for mid-2014
Water/wastewater services	\$ 14,000,000	construction commence end 2014, complete end 2016
Electrical network	\$5,000,000	commenced late 2013, complete end 2014
Related infrastructure and upgrades	\$16,000,000	program varies depending on project item

#### FINANCIAL IMPLICATIONS

A number of funding sources have been identified including:

Funding source	Allocation
Airport capital reserve	\$19,000,000
Revenue (sale and lease) from Kingsford Smith Business Park	\$31,000,000
New revenue sources and operations (retail, airfreight, general aviation hangars, uplift to concessions)	\$52,000,000
Loan and municipal funds	\$15,500,000

This program will be, by its nature, subject to regular and constant review and various elements and amounts may change over time. An indicative five year program and cashflow have been included as attachment 5 to the redevelopment strategy (as attachment 1).

#### STATUTORY AND POLICY IMPLICATIONS

The Town's Strategic Community Plan outlines a vision to 'develop the Port Hedland International Airport as a leading regional airport in the area of passenger and freight movements and customer satisfaction'.

Port Hedland International Airport is classified as a security controlled airport under the federal *Aviation Transport Security Act 2004*. As owner and operator of the airport, the Town of Port Hedland is required to ensure the security integrity of the domestic and international aviation networks.

**ATTACHMENTS**

1. Creating a modern gateway to Australia's North West – Port Hedland International Airport redevelopment strategy (Under Separate Cover)

4 June 2014

## ITEM 12 LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/ COUNCIL

8.03pm Councillor Daccache declared a financial interest in item 12.1 'Adoption of Budget 2014/15 – 2017/18' as he undertakes work for Treloar Childcare Centre.

Councillor Daccache left the room.

### 12.1 Adoption of Budget 2014/15 – 2017/18

Clare Phelan, Director Corporate Services  
File No. 12/05/0009

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### RECOMMENDATION

That Council:

1. Receive the report by the Director Corporate Services on the Budget 2014/15 – 2017/18;
2. Note the submissions to the Draft Budget 2014/15 – 2017/18 as follows:

Author	Submission
Cooke Point Playgroup	Increase Community Partnership Funding from \$4,000 per annum for 2014/15 – 2016/17 to \$12,000 per annum for 2014/15 – 2016/17
Department of Housing	Reconsider application for Rates Concessions for Osprey Key Workers Village

3. Increase the Community Partnership Funding for Cooke Point Playgroup to \$6,000 per annum for 2014/15 – 2016/17;
4. Decline the request to reconsider the Department of Housing's application for Rates Concessions for the Osprey Key Workers Village;
5. Adopt the Budget 2014/15 – 2017/18, including the:
  - a. 2014/15 Statement of Comprehensive Income (by Nature/Type and by Program) showing a net result of \$18,978,000;
  - b. 2014/15 Statement of Cash Flows;
  - c. 2014/15 Rate Setting Statement showing an amount required to be raised from rates of \$23,685,000;
  - d. Notes to and forming part of the Budget 2014/15;
  - e. Budgets by Program 2014/15 – 2017/18;
  - f. Budgeted loan borrowings;
  - g. Budgeted Transfers to and from Reserves; and

- h. 2014/15 Schedule of Fees and Charges with the following changes:

Line Number	Fee/Charge	Amendment
175	Platinum Membership (Gym, group fitness & pool entry)	\$56.00
176	Platinum Membership (Concession)	\$45.00
177	Gym Membership	\$48.00
178	Gym Membership (Concession)	\$38.00
180	Group Fitness Membership	\$48.00
181	Group Fitness Membership (Concession)	\$38.00
190	Casual Group Fitness/ Dry	\$20.00
191	Casual Group Fitness/ Dry (Conc.)	\$16.00
208	Personal Training Session (30 minutes) Member	\$49.00
209	Personal Training Session (30 minutes) Non- Member	\$59.00

6. Impose rates for the 2014/15 financial year as follows:

- a. Impose differential general and minimum rates for the 2014/15 financial year as follows:

Category	Rate in the Dollar	Minimum Rate \$
GRV Residential	3.5168	1,223
GRV Commercial	3.7944	1,223
GRV Industrial	3.4441	1,223
GRV Shopping Centre	7.2971	1,223
GRV Mass Accommodation	13.6989	1,223
GRV Tourist Accommodation	8.5073	1,223
UV Mining Improved	42.8418	1,223
UV Mining Vacant	36.0039	1,223
UV Pastoral	6.7837	1,223
UV Other	16.4562	1,223
UV Other Vacant	16.2600	1,223

- b. Set the due dates for payment of rates in full or by instalments as:

Instalment	Date
Instalment 1/Payment in Full	25 August 2014
Instalment 2	27 October 2014
Instalment 3	5 January 2015
Instalment 4	9 March 2015

- c. Impose a rates instalment administration fee of \$13.70 for each instalment after Instalment 1 (excluding eligible pensioners and underground power service charges)
- d. Impose an interest rate of 5.5% where the property owner has elected to pay rates by way of instalments (excluding eligible pensioners and underground power service charges)

- e. Impose an interest rate of 3.67% for Pilbara Underground Power Project charges remaining unpaid (excluding eligible pensioners)
- f. Impose an interest rate of 11% on all overdue rates and service charges (excluding eligible pensioners opting to defer the payment of their rates)
- g. Impose a late payment penalty fee of \$68.10 on rates and service charges (excluding eligible pensioners and underground power service charges)
- h. Where payment of rates and service charges is by Alternative Arrangement, impose a late payment penalty fee of \$68.10 and an interest rate of 5.5%
- i. Grant rates concessions for 2014/15 and 2015/16 as follows:

Organisation	Address	Concession %
Children Services Support Unit (CSSU) Inc.	Lot 2513 Dempster Street, Port Hedland	50%
Hope Community Services INC	14 Nyanda Place, South Hedland	100%
Port Hedland Golf Club	L5164 Shoata Road, South Hedland	50%
Port Hedland Lodge No. 174 WAC	Lot 1628 Moore Street	50%
Port Hedland Peace Memorial Seafarers Centre Inc.	P48 Wharf Road, Port Hedland	100%
Port Hedland Pony Club	L29 (LS1) Johnson Lane, Port Hedland	100%
Port Hedland Speedway Club	118 Madigan Road, Port Hedland	100%
Port Hedland Turf Club	L29 (LS2) Johnson Lane, Port Hedland	50%
Rose Nowers Early Learning Centre	Lot 2791 Boronia Close, South Hedland	50%
Royal Flying Doctor Service Western Operations	3 Finlay Street, Port Hedland	33%
Royal Flying Doctor Service Western Operations	8 Martin Court, South Hedland	33%
Royal Flying Doctor Service Western Operations	15 Woodman Street, Port Hedland	33%
Royal Flying Doctor Service Western Operations	3 Thetis Place, Port Hedland	33%
Royal Flying Doctor	17 Woodman Street, Port	33%



<b>Service Western Operations</b>	<b>Hedland</b>	
<b>Royal Flying Doctor Service Western Operations</b>	<b>15 Craig Street, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>21 Finlay Street, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>159 Athol Street, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>1 Neptune Place, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>185 Athol Street, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>2 Hall Street, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>4 Hall Street, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>187 Athol Street, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>5 Grant Street, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>16B Spoonbill Crescent, South Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>33 Styles Road, Port Hedland</b>	<b>33%</b>
<b>South Hedland Owners &amp; Trainers Association INC.</b>	<b>L254 Shoata Road, Boodarie</b>	<b>100%</b>
<b>Treloar Child Care Centre Inc.</b>	<b>4 Treloar Close, South Hedland</b>	<b>50%</b>
<b>UCA Assesmbly Limited (Frontier Services)</b>	<b>22 Beroona Loop, South Hedland</b>	<b>100%</b>
<b>UCA Assesmbly Limited (Frontier Services)</b>	<b>Unit 6, 35 Egret Crescent, South Hedland</b>	<b>100%</b>
<b>UCA Assesmbly Limited (Frontier Services)</b>	<b>10 Smith Street, South Hedland</b>	<b>100%</b>
<b>Western Australian Family Violence Prevention Legal Service Aboriginal Corp</b>	<b>Unit 5 22-26 Throssell Road, South Hedland</b>	<b>100%</b>
<b>Western Australian Family Violence Prevention Legal Service</b>	<b>32 Demarchi Road , South Hedland</b>	<b>33%</b>

<b>Aboriginal Corp</b>		
<b>Youth Involvement Council</b>	<b>69 Stanley Street, South Hedland</b>	<b>100%</b>
<b>Youth Involvement Council</b>	<b>L304 Lawson Street, South Hedland</b>	<b>100%</b>
<b>Youth Involvement Council</b>	<b>9 Corbet Place, South Hedland</b>	<b>100%</b>

7. Adopt the following charges for 2014/15 pursuant to section 67 of the Waste Avoidance and Resources Recovery Act 2007:
- An annual Classic Collection charge of \$274.30 for one service per week, verge collection of waste from a 240 litre mobile garbage bin;
  - An annual Premium Collection Charge of \$486.50 for one service per week, collection of waste from one 240 litre mobile garbage bin, where the bin is manually picked up from the property, emptied and returned; and
  - A 20% reduction applies to the above charges for eligible pensioners;
8. Adopt the following Elected Member fees for the 2014/15 financial year:

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

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

9. Adopt the following percentage or dollar value for determining and reporting material variances in 2014/15 as follows:
- 10% of the Function amended budget; or
  - \$100,000 of the Function amended budget

whichever is the lesser, for the following categories of revenue and expenditure:

- Operating Revenue and Expenditure
- Capital Revenue and Expenditure
- Funding Sources Revenue and Expenditure.

## 201314/367 AMENDED RECOMMENDATION/ COUNCIL DECISION

MOVED: CR BUTSON

SECONDED: CR JACOB

That Council:

1. Receive the report by the Director Corporate Services on the Budget 2014/15 – 2017/18;
2. Note the submissions to the Draft Budget 2014/15 – 2017/18 as follows:

Author	Submission
Cooke Point Playgroup	Increase Community Partnership Funding from \$4,000 per annum for 2014/15 – 2016/17 to \$12,000 per annum for 2014/15 – 2016/17
Department of Housing	Reconsider application for Rates Concessions for Osprey Key Workers Village

3. Increase the Community Partnership Funding for Cooke Point Playgroup to \$6,000 per annum for 2014/15 – 2016/17;
4. Decline the request to reconsider the Department of Housing's application for Rates Concessions for the Osprey Key Workers Village;
5. Adopt the Budget 2014/15 – 2017/18, including the:
  - a. 2014/15 Statement of Comprehensive Income (by Nature/Type and by Program) showing a net result of \$18,978,000;
  - b. 2014/15 Statement of Cash Flows;
  - c. 2014/15 Rate Setting Statement showing an amount required to be raised from rates of \$23,685,000;
  - d. Notes to and forming part of the Budget 2014/15;
  - e. Budgets by Program 2014/15 – 2017/18;
  - f. Budgeted loan borrowings;
  - g. Budgeted Transfers to and from Reserves; and
  - h. 2014/15 Schedule of Fees and Charges with the following changes:

Line Number	Fee/Charge	Amendment
175	Platinum Membership (Gym, group fitness & pool entry)	\$56.00
176	Platinum Membership (Concession)	\$45.00
177	Gym Membership	\$48.00
178	Gym Membership (Concession)	\$38.00
180	Group Fitness Membership	\$48.00
181	Group Fitness Membership (Concession)	\$38.00
190	Casual Group Fitness/ Dry	\$20.00
191	Casual Group Fitness/ Dry (Conc.)	\$16.00
208	Personal Training Session (30 minutes) Member	\$49.00
209	Personal Training Session (30 minutes) Non- Member	\$59.00

6. Impose rates for the 2014/15 financial year as follows:
- a. Impose differential general and minimum rates for the 2014/15 financial year as follows:

Category	Rate in the Dollar	Minimum Rate \$
GRV Residential	3.5145	1,223
GRV Commercial	3.7202	1,223
GRV Industrial	3.3444	1,223
GRV Shopping Centre	7.2971	1,223
GRV Mass Accommodation	13.6989	1,223
GRV Tourist Accommodation	8.5073	1,223
UV Mining Improved	42.8418	1,223
UV Mining Vacant	36.0039	1,223
UV Pastoral	6.7837	1,223
UV Other	16.4562	1,223
UV Other Vacant	16.2600	1,223

- b. Set the due dates for payment of rates in full or by instalments as:

Instalment	Date
Instalment 1/Payment in Full	25 August 2014
Instalment 2	27 October 2014
Instalment 3	5 January 2015
Instalment 4	9 March 2015

- c. Impose a rates instalment administration fee of \$12.40 for each instalment after Instalment 1 (excluding eligible pensioners and underground power service charges)
- d. Impose an interest rate of 5.5% where the property owner has elected to pay rates by way of instalments (excluding eligible pensioners and underground power service charges)
- e. Impose an interest rate of 3.67% for Pilbara Underground Power Project charges remaining unpaid (excluding eligible pensioners)
- f. Impose an interest rate of 11% on all overdue rates and service charges (excluding eligible pensioners opting to defer the payment of their rates)
- g. Where payment of rates and service charges is by Alternative Arrangement, impose an administration fee of \$61.90 and an interest rate of 5.5%
- h. Grant rates concessions for 2014/15 and 2015/16 as follows:

Organisation	Address	Concession %
Children Services Support Unit (CSSU) Inc.	Lot 2513 Dempster Street, Port Hedland	50%

<b>Hope Community Services INC</b>	<b>14 Nyanda Place, South Hedland</b>	<b>100%</b>
<b>Port Hedland Golf Club</b>	<b>L5164 Shoata Road, South Hedland</b>	<b>50%</b>
<b>Port Hedland Lodge No. 174 WAC</b>	<b>Lot 1628 Moore Street</b>	<b>50%</b>
<b>Port Hedland Peace Memorial Seafarers Centre Inc.</b>	<b>P48 Wharf Road, Port Hedland</b>	<b>100%</b>
<b>Port Hedland Pony Club</b>	<b>L29 (LS1) Johnson Lane, Port Hedland</b>	<b>100%</b>
<b>Port Hedland Speedway Club</b>	<b>118 Madigan Road, Port Hedland</b>	<b>100%</b>
<b>Port Hedland Turf Club</b>	<b>L29 (LS2) Johnson Lane, Port Hedland</b>	<b>50%</b>
<b>Rose Nowers Early Learning Centre</b>	<b>Lot 2791 Boronia Close, South Hedland</b>	<b>50%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>3 Finlay Street, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>8 Martin Court, South Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>15 Woodman Street, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>3 Thetis Place, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>17 Woodman Street, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>15 Craig Street, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>21 Finlay Street, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>159 Athol Street, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>1 Neptune Place, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>185 Athol Street, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>2 Hall Street, Port Hedland</b>	<b>33%</b>
<b>Royal Flying Doctor Service Western Operations</b>	<b>4 Hall Street, Port Hedland</b>	<b>33%</b>

Royal Flying Doctor Service Western Operations	187 Athol Street, Port Hedland	33%
Royal Flying Doctor Service Western Operations	5 Grant Street, Port Hedland	33%
Royal Flying Doctor Service Western Operations	16B Spoonbill Crescent, South Hedland	33%
Royal Flying Doctor Service Western Operations	33 Styles Road, Port Hedland	33%
South Hedland Owners & Trainers Association INC.	L254 Shoata Road, Boodarie	100%
Treloar Child Care Centre Inc.	4 Treloar Close, South Hedland	50%
UCA Assesmbly Limited (Frontier Services)	22 Beroona Loop, South Hedland	100%
UCA Assesmbly Limited (Frontier Services)	Unit 6, 35 Egret Crescent, South Hedland	100%
UCA Assesmbly Limited (Frontier Services)	10 Smith Street, South Hedland	100%
Western Australian Family Violence Prevention Legal Service Aboriginal Corp	Unit 5 22-26 Throssell Road, South Hedland	100%
Western Australian Family Violence Prevention Legal Service Aboriginal Corp	32 Demarchi Road , South Hedland	33%
Youth Involvement Council	69 Stanley Street, South Hedland	100%
Youth Involvement Council	L304 Lawson Street, South Hedland	100%
Youth Involvement Council	9 Corbet Place, South Hedland	100%

7. Adopt the following charges for 2014/15 pursuant to section 67 of the Waste Avoidance and Resources Recovery Act 2007:
- a. An annual Classic Collection charge of \$274.30 for one service per week, verge collection of waste from a 240 litre mobile garbage bin;
  - b. An annual Premium Collection Charge of \$486.50 for one service per week, collection of waste from one 240 litre mobile garbage bin, where the bin is manually picked up from the property, emptied and returned; and
  - c. A 20% reduction applies to the above charges for eligible pensioners and seniors;

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

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

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

9. Adopt the following percentage or dollar value for determining and reporting material variances in 2014/15 as follows:
- a) 10% of the Function amended budget; or
  - b) \$100,000 of the Function amended budget

whichever is the lesser, for the following categories of revenue and expenditure:

- i) Operating Revenue and Expenditure
- ii) Capital Revenue and Expenditure
- iii) Funding Sources Revenue and Expenditure.

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

8:04pm Councillor Daccache reentered the room and resumed his chair. Mayor advised Cr Daccache of Council's decision.

## EXECUTIVE SUMMARY

This report presents to Council the Budget for 2014/15 and the following three years, with a recommendation to adopt the Budget including Rates, Fees & Charges, Elected Member payments, and materiality thresholds.

## DETAILED REPORT

The 2014/15 – 2017/18 Budget has been prepared over the last five months, and has been informed by Elected Members, Executive, Managers, Coordinators, existing Town of Port Hedland strategic documents, and previous Council resolutions. In developing the budget, the Town has undergone several stages of community consultation as set out below:

Subject	Timeframe
Community Partnership Funding	26 February – 31 March
General Budget Requests	26 February – 31 March
Rates Concessions	12 February – 31 March
Proposed Rates	3 May – 29 May
	Community Conversations 14 May
	Targeted stakeholder mail outs
	Targeted stakeholder forums 23 May

	Submissions considered at Special Council Meeting 4 June
Proposed Fees & Charges	7 May – 28 May
	Targeted stakeholder mailouts
	Submissions considered at Special Council Meeting 4 June
Draft Budget	30 May – 13 June
	Community Conversations 4 June

The draft budget was placed on public exhibition, with submissions on the proposed budget invited from the community. A total of two submissions have been received, and are summarised below:

Author	Submission	Officer Comment	Recommended Impact on Draft Budget
Cooke Point Playgroup	Request to reconsider Community Partnership Funding application, seeking Town to increase funding from proposed \$4,000 pa (14/15-16/17) to \$12,000 pa (14/15-16/17)	Recommend increasing support to \$6,000 per annum. Discussed in further detail below.	Additional \$2,000 pa expenditure 2014/15 – 2016/17
Department of Housing	Request for Town to reconsider its position on Rates Concession for Osprey Key Workers Village. Draft budget provided for nil concession.	Recommend retaining original position. The Town's Rates Concession Policy is targeted at not-for-profit community based organisations. Whilst the Key Workers Village addresses important concerns around affordable accommodation, it does not satisfy the Policy criteria for rates concessions. Further, the development will have an impact on Town services and infrastructure, and thus should make a contribution via rates, like all other developments on rateable land. Finally, advice from Landgate is that the following considerations were taken when applying a value to the Village: - <i>specifically they have been viewed as a group houses and not houses on much larger land parcels. The overall density is much higher than general housing and also considered inferior</i>	Nil



		<i>as compared to small pockets of group houses spread throughout the suburbs - contributing to a lower rateable value than the Town would otherwise have anticipated.</i>	
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In addition to public submissions, a number of other changes have been made to the Budget document as a result of Council resolutions at the May and June 2014 OCMs, in particularly the adoption of the March 2014 Quarterly Budget Review. The budget document has also been amended to ensure all statutory obligations (relating to the format and content of the Annual Budget) have been satisfied. Changes include:

- Amendment to opening balances of Reserves, Unspent Grants, Unspent Loans, Projected Year End Result, due to March Quarterly Budget Review; Airport Capital Expenditure; Kingsford Smith Business Park;
- Details of interest and administration charges on overdue rates and service charges p.69;
- Provision of an Income Statement by Program (in addition to an Income Statement by Nature/Type) p.18;
- Provision of a consolidated table of Depreciation expense by Program p.71;
- Minor formatting alterations and typing corrections;
- Commentary around the proposed loan borrowing for lazy lands development in 2016/17 for Oriole Way p.13 and p.23;
- Deletion of the Pretty Pool Caravan Park commentary under Major Land Transactions – as Council resolved not to proceed with the Business Plan, there is no Major Land Transaction to disclose;
- Update of other Major Land Transaction disclosures to reflect current information

In terms of changes to specific budget line items for 2014/15:

Item	Amount	Impact	Comment
Regional Contributions	\$15,000	Improvement	WARCA contribution 14/15 can be reduced by \$15k
Cemetery Improvements	\$15,000	Deterioration	Increase Cemetery Improvements capital expenditure budget
Kingsford Smith Business Park Land Sales Income	\$884,000	Improvement	Increase projected sales revenue from KSBP. Note, all sale proceeds are transferred to Airport Reserve (net of \$526k subdivision costs).
Kingsford Smith Business Park Subdivision part Lot 412	\$525,993	Deterioration	As per Council minute no. 201314/324
Open space maintenance	Nil	Nil	Maintenance budgets for Active and Passive Open Space for Port and South Hedland have been redistributed to align with

			organisational structure. Nil impact on bottom line.
Town Planning Scheme Review	\$110,000	Improvement	Carry over recognised at March QBR will fund necessary scheme review costs in 2014/15
Elected Member Entitlements	\$11,715	Improvement	Indexation of Elected Member allowances has been removed.
Independent Audit of SHAC, Marquee Park, Waverider	\$40,000	Deterioration	Include an allocation in 2014/15 as per Council minute no. 201213/374
Airport Grading of Drains	\$140,000	Deterioration	Increase drainage maintenance allocation
Power in Push back operating expenses	\$500,000	Improvement	Preferred option is capital expenditure investment that reduces operational expenditure requirements
Airport line marking	\$30,000	Deterioration	Increased runway markings maintenance
Airport pavement repairs	\$200,000	Deterioration	Increased pavement repair expenditure as per presentation to Airport Committee
Airport building maintenance	\$42,000	Deterioration	Increased airport building maintenance
Airport air conditioning maintenance and repairs	\$25,000	Deterioration	Increased airport air conditioning maintenance allocation
Airport Capital Expenditure Program	\$2,915,000	Deterioration	Revised Airport capital expenditure Program 14/15 as endorsed by Airport Committee
Spoilbank Marina	\$500,000	Contra	Recognise due diligence studies of alternate site funded \$250,000 Spoilbank Reserve, \$250,000 BHP Partnership Reserve

The Projected Result to Year End 2013/14 comparative figures shown in the budget document are as per the March Quarterly Budget Review, with the following exceptions:

- Kingsford Smith Business Park subdivision construction costs \$191,000 (deterioration)
- Anticipated impact of YMCA 2012/13 and 2013/14 contractual claims \$581,000 (deterioration)
- Reduce budget – South Hedland Library Upgrade estimated balance unspent at 30 June 2014 (and already reflected in 2014/15 budget) \$290,000 (contra)
- Reduce budget - Airport Interim Improvement Programs estimated balance unspent at 30 June 2014 (and already reflected in 2014/15 budget) (contra)

- Reduce budget - Airport Freight Facility Works estimated balance unspent at 30 June 2014 (and already reflected in 2014/15 budget) \$3,550,000 (contra)

### Rates

The Town proposed rates structure for 2014/15 was put out for public consultation from 3 May to 29 May 2014. Council considered the submissions at the Special Council Meeting of 4 June 2014, resolving to endorse a rates model as follows, with a view to striking the rates as part of the adoption of the 2014/15 Budget:

Rating Category	Proposed Rate (Cents in the \$)	Proposed Minimum Rate	No. Assess	% of Assess. on Minimum Payment	Total Rateable Value of Assess.	Proposed Budget Rate Yield 2014/15
GRV Residential	3.5168	\$ 1,223	5,859	13%	\$417,276,724	\$15,232,730
GRV Commercial	3.7944	\$ 1,223	247	29%	\$ 24,300,291	\$ 968,596
GRV Industrial	3.4441	\$ 1,223	392	15%	\$ 48,492,421	\$1,710,962
GRV Shopping Centre	7.2971	\$ 1,223	2	0%	\$ 8,681,850	\$ 633,523
GRV Mass Accomm.	13.6989	\$ 1,223	9	0%	\$ 19,197,520	\$2,629,849
GRV Tourist Accomm.	8.5073	\$ 1,223	7	0%	\$ 7,941,440	\$ 675,602
UV Mining Improved	42.8418	\$ 1,223	94	47%	\$ 1,634,411	\$ 730,545
UV Mining Vacant	36.0039	\$ 1,223	338	75%	\$ 1,656,139	\$ 826,168
UV Pastoral	6.7837	\$ 1,223	11	18%	\$ 1,912,889	\$ 130,379
UV Other	16.4562	\$ 1,223	13	15%	\$ 1,316,962	\$ 218,443
UV Other Vacant	16.2600	\$ 1,223	9	89%	\$ 200,047	\$ 42,304
			6,981		\$532,610,694	\$ 23,799,102
					Concessions	(\$ 113,705)
						\$23,685,397

The Town's ability to strike the rates was dependent upon Ministerial approval to:

- impose differential rates for both Unimproved Value and Gross Rental Value such that the rate for one or more categories is more than twice that of the lowest category; and
- impose minimum payments for vacant land, which would apply to more than 50% of properties in the UV Mining and UV Other categories.

The application for Ministerial approval was sent to the Department of Local Government and Communities on Friday 6 June, with a decision expected not

later than Friday 20 June. When available, the Ministerial decision will be circulated to Elected Members and published with the Agenda, as an addendum to this item.

### *Rates Concessions*

The Town sought applications for Rates Concessions for 2014/15 and 2015/16 from 12 February through to 31 March 2014. In accordance with Town policy, successful concession applications are applicable to for two financial years. The adopted concession % will be applied to the 2014/15 actual rates levied. The proposed concessions were included in the Draft Budget for public consultation, and remain unchanged, as follows:

Organisation	Address	Concession %	2014/15 Estimated Concession
Children Services Support Unit (CSSU) Inc.	Lot 2513 Dempster Street, Port Hedland	50%	\$ 919
Hope Community Services INC	14 Nyanda Place, South Hedland	100%	\$ 3,092
Port Hedland Golf Club	L5164 Shoata Road, South Hedland	50%	\$ 1,984
Port Hedland Lodge No. 174 WAC	Lot 1628 Moore Street	50%	\$ 1,422
Port Hedland Peace Memorial Seafarers Centre Inc.	P48 Wharf Road, Port Hedland	100%	\$ 8,400
Port Hedland Pony Club	L29 (LS1) Johnson Lane, Port Hedland	100%	\$ 1,260
Port Hedland Speedway Club	118 Madigan Road, Port Hedland	100%	\$ 19,298
Port Hedland Turf Club	L29 (LS2) Johnson Lane, Port Hedland	50%	\$ 630
Rose Nowers Early Learning Centre	Lot 2791 Boronia Close, South Hedland	50%	\$ 961
Royal Flying Doctor Service Western Operations	3 Finlay Street, Port Hedland	33%	\$ 1,038
Royal Flying Doctor Service Western Operations	8 Martin Court, South Hedland	33%	\$ 930
Royal Flying Doctor Service Western Operations	15 Woodman Street, Port Hedland	33%	\$ 1,032
Royal Flying Doctor Service Western Operations	3 Thetis Place, Port Hedland	33%	\$ 1,401
Royal Flying Doctor Service Western Operations	17 Woodman Street, Port Hedland	33%	\$ 1,032
Royal Flying Doctor Service Western	15 Craig Street, Port Hedland	33%	\$ 1,093

Operations			
Royal Flying Doctor Service Western Operations	21 Finlay Street, Port Hedland	33%	\$ 1,117
Royal Flying Doctor Service Western Operations	159 Athol Street, Port Hedland	33%	\$ 996
Royal Flying Doctor Service Western Operations	1 Neptune Place, Port Hedland	33%	\$ 1,298
Royal Flying Doctor Service Western Operations	185 Athol Street, Port Hedland	33%	\$ 1,038
Royal Flying Doctor Service Western Operations	2 Hall Street, Port Hedland	33%	\$ 1,286
Royal Flying Doctor Service Western Operations	4 Hall Street, Port Hedland	33%	\$ 1,069
Royal Flying Doctor Service Western Operations	187 Athol Street, Port Hedland	33%	\$ 1,038
Royal Flying Doctor Service Western Operations	5 Grant Street, Port Hedland	33%	\$ 1,002
Royal Flying Doctor Service Western Operations	16B Spoonbill Crescent, South Hedland	33%	\$ 700
Royal Flying Doctor Service Western Operations	33 Styles Road, Port Hedland	33%	\$ 1,153
South Hedland Owners & Trainers Association INC.	L254 Shoata Road, Boodarie	100%	\$ 1,260
Treloar Child Care Centre Inc.	4 Treloar Close, South Hedland	50%	\$ 1,026
UCA Assesmbly Limited (Frontier Services)	22 Beroona Loop, South Hedland	100%	\$ 2,433
UCA Assesmbly Limited (Frontier Services)	Unit 6, 35 Egret Crescent, South Hedland	100%	\$ 2,067
UCA Assesmbly Limited (Frontier Services)	10 Smith Street, South Hedland	100%	\$ 1,903
Western Australian Family Violence Prevention Legal Service Aboriginal Corp	Unit 5 22-26 Throssell Road, South Hedland	100%	\$ 1,510
Western Australian Family Violence Prevention Legal Service Aboriginal Corp	32 Demarchi Road , South Hedland	33%	\$ 857
Youth Involvement Council	69 Stanley Street, South Hedland	100%	\$ 2,598
Youth Involvement Council	L304 Lawson Street, South Hedland	100%	\$ 1,260
Youth Involvement Council	9 Corbet Place, South	100%	\$ 3,150

	Hedland		
Total			\$ 73,256

Noting that the budget allocation for rates concessions is \$113,705, the Town has some flexibility to consider further rates concessions applications received over the coming weeks, subject to satisfying legislative and Policy requirements.

#### *Financial Assistance*

As part of the development of the Draft Budget, the Town called for applications for Community Partnership Funding from 26 February through to 31 March 2014. The following applications were considered by Council and included in the Draft Budget:

Applicant	Purpose	Value of Request	Included in Draft Budget
Cooke Point Playgroup	Assistance to cover increases in rent costs	\$12,000 per annum for 2014/15 – 2016/17	\$4,000 per annum for 2014/15 – 2016/17
Hedland BMX Club	Seal track berms with bitumen to reduce erosion and ongoing maintenance	\$15,000 for 2014/15	Up to \$5,000 cash or in-kind for 2014/15
Wangka Maya Pilbara Aboriginal Language Centre	Restoration and reproduction of anthropologist Norman Tinsdale's 1950s research information	\$15,000 for 2014/15	\$5,000 for 2014/15
Bloodwood Tree Association – Wapa Maya	Program costs for cultural reconnection visits for drug and alcohol treatment	\$5,000 for 2014/15	\$2,500 for 2014/15
Bloodwood Tree Association – Wapa Maya	Program costs for providing house cleaning and maintenance training	\$5,000 for 2014/15	\$2,500 for 2014/15
Pilbara Music Festival	Venue hire, audio and equipment costs	Additional \$5,000 for 2014/15 – 2015/16	Up to \$8,000 waiver in venue hire for 2014/15 – 2015/16

As part of the public consultation on the Draft Budget, the Town has received a further submission from Cooke Point Playgroup asking that its Community Partnership Funding application be reconsidered, with funding sought at the original \$12,000 per annum for 3 years, which would cover the Playgroups rental fee at the Andrew McLaughlin Centre. The Playgroup's proposed budget assumes nil contribution from the Town, and requires membership fees of \$220 per annum per family to generate sufficient revenue to cover rental expenses only. All other costs must be met by way of fundraising. The contribution of \$4,000 per annum included in the Draft Budget provides some funding relief to the Playgroup, if they were to leave fees at the proposed \$220. The Playgroup provides an important early childhood service to the Port Hedland community,

and demonstrates clear linkages to the Community Strategic Plan. However, the Town has limited funds allocated to its Community Partnership Funding account, and provides support to a wide range of worthy initiatives. It is recommended that the annual support to be provided by the Town increase from \$4,000 per annum for 2014/15 – 2016/17 to \$6,000 per annum for 2014/15 – 2016/17. This would allow the Playgroup to either reduce their fees from the proposed \$220 amount; reduce their reliance on fundraising; or provide a buffer for fluctuations in family membership numbers.

### *Fees and Charges*

The Schedule of Fees and Charges endorsed by Council at the Special Meeting of 4 June 2014 has been reviewed against a private ruling received from the Australian Taxation Office on the GST Status of the Town's Division 81 Fees and Charges. This review has identified that a number of fees and charges should be GST exempt. These changes impact mainly on regulatory fees and charges in Environment Health, Building, Planning and Ranger Services. Where the GST status has changed, this has been identified by including the notation "Div. 81" against the relevant line item in the Schedule of Fees and Charges.

In accordance with the Council resolution from 4 June 2014, Airport landing fees for all aircraft per 1,000kgs MTOW or part thereof, and all Passenger Service Charges applicable on services above 5,000kg have been amended to remain at 2013/14 levels.

### *Waste Charges*

All properties with a dwelling or other buildings shall be provided with a waste collection service by the Town of Port Hedland. A minimum of one waste collection charge will levied each year. Eligible Pensioners are entitled to claim a 20% rebate on their waste collection charges. The proposed amount remains unchanged from the Draft Budget:

Collection Type	Fee 2014/15
Bin Service – Domestic – Classic	274.30
Bin Service – Domestic – Premium	486.50
Bin Service – Premium	1,066.00

### *Emergency Services Levy*

At the time of endorsing the Draft Budget for public consultation, the Town had not yet received notification from the Department of Fire & Emergency Services. The Town received notification on Thursday 12 June 2014, as follows:

*In accordance with the Fire and Emergency Services Act 1998 (the Act), the Minister for Emergency Services, Hon Joe Francis, ("the Minister") has made the following determinations in relation to the ESL rates and charging parameters that are to apply in 2014/15:*

*ESL Rates and Minimum and Maximum Thresholds*

ESL Category	ESL Rate (Per \$GRV)	Minimum and Maximum ESL Charges By Property Use			
		Residential, Farming and Vacant Land		Commercial, Industrial and Miscellaneous	
		Minimum	Maximum	Minimum	Maximum
1	\$0.0112	\$64	\$330	\$64	\$186,000
2	\$0.0085	\$64	\$245	\$64	\$140,000
3	\$0.0056	\$64	\$164	\$64	\$94,000
4	\$0.0040	\$64	\$116	\$64	\$66,000
5	Fixed Charge \$64	\$64	\$64	\$64	\$64
Mining Tenements	Fixed Charge \$64	\$64	\$64	\$64	\$64

*Note 1 - Properties in ESL Category 5 and leivable Mining Tenements that cross the borders of two or more local government areas will be charged \$64 ESL per annum on each rates notice assessment issued to the property.*

*Note 2 - Local government Rates/ESL Billing Systems have been programmed to ensure that the maximum annual ESL charge for single-title multi-unit residential properties is the maximum residential charge for the ESL category classification of the property multiplied by the number of separate living units (or subs) in the property.*

**2014/15 ESL Budget**

The Minister has determined that the estimated total ESL payable in 2014/15 will be \$289.209 million, which represents an increase of \$18.025 million (6.6%) on the amount raised through the ESL in 2013/14.

**2014/15 Minimum ESL Charge**

In 2014/15 the declared minimum ESL charge is \$64 as shown in the table above.

**2014/15 Maximum ESL Charges**

In 2014/15 different maximum charges have again been declared for the various property use groupings and for each ESL category as shown in the table above.

**2014/15 ESL Penalty Interest Rate**

In 2014/15 the interest rate to be charged for the late payment of ESL by property owners remains at 11% per annum.

The 2014/15 ESL determinations will be published in the Government Gazette on Friday 13 June 2014.

***Elected Member Payments***

Elected Member payments had been included in the 2014/15 Draft Budget, at 2.5% greater than 2013/14 rates. As set out above, the indexation has been removed and it is recommended that 2014/15 allowances remain at the same level as 2013/14, being:



Allowance	Amount
Mayoral Allowance	\$75,000
Deputy Mayoral Allowance	\$18,750
Elected Member Allowance	\$27,000
ICT Allowance	\$3,400

### *Materiality*

In accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Town is required to establish a percentage or value for the reporting of material variations to budget as part of the monthly financial reporting process. It is recommended that this remain unchanged for 2014/15, being 10% of the amended budget, or \$100,000 of the amended budget whichever is the lesser.

### FINANCIAL IMPLICATIONS

The 2014/15 budget projects total operating expenditure of \$63 million, and a capital works program of \$59 million. It shows an improving financial position, and is structured around restoring an adequate level of unrestricted working capital over the next 4 year period. The Town has and will continue to pursue operational efficiencies in order to maintain existing service levels and the delivery of quality outcomes to the community.

The budget provides for a 5.0% increase in ordinary rates yield for the 2014/15 year above 2013/14 budgeted yield, with 1.5% of that increase to be wholly dedicated to Asset Management initiatives. It is the Town's intention to deliver a stable rating price path over the course of its long term financial plan.

In planning for the 2014/15 financial year and beyond, we have made the best possible assumptions about factors outside of the Town's control, such as inflation, population growth, superannuation, and grant funding. Our budgets are based on what we believe to be the most likely scenarios. The budget document contains detailed commentary on the key assumptions informing the budget data.

The budget includes a number of new initiatives across a range of Programs, including:

- \$3.9m maintenance on Roads, Bridges, Footpaths & Drainage
- \$5m capital expenditure Roads, Bridges, Footpaths & Drainage
- Wedgefield roads and drainage study
- \$1 million for the upgrade of Pinga Street
- Recommencement of the kerbs upgrade program
- Captains Way/Murdoch Drive intersection upgrade
- \$300k Footpath replacement/extension
- Commencement of SHOTA Road upgrade over a number of years
- SHAC carpark construction
- Continued redevelopment of the Port Hedland international Airport
- Landfill closure and relocation planning
- Reduction in corporate overheads of > \$1.4 million
- Upgrades to key corporate information systems - Financial, Records, GIS

- Development of a Municipal Heritage inventory
- Replacement of lighting at Colin Matheson Oval
- South Hedland Skate Park Construction
- Refurbishment and fit out of the kiosk at Marquee Park
- Construction of Scotty's Café at Marquee Park
- Civic Centre refurbishment
- Funding towards a centenary ANZAC Day event
- Increased community partnership funding

### STATUTORY AND POLICY IMPLICATIONS

Section 6.2 (1) of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

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

The draft 2014/15 Budget as presented is considered to meet statutory requirements, and was provided to the Department of Local Government and Communities for review and comment.

Section 5.63 (1) (b) of the *Local Government Act 1995* specifically excludes the need to declare a financial interest in imposing a rate, charge or fee. Also, the declaration provisions of the Act do not apply to Council business reimbursements or to Member's sitting fees.

Fees and Charges are set in accordance with Section 6.16 of the *Local Government Act 1995*.

### ATTACHMENTS

1. Draft Budget 2014/15 – 2017/18 including Fees & Charges 2014/15 (Under Separate Cover)
2. Fees and Charges 2014/15 showing Division 81 amendments (Under Separate Cover)
3. Submission to Draft Budget – Cooke Point Playgroup
4. Submission to Draft Budget – Department of Housing

13 June 2014

ABN 55580446579  
PO Box 689  
Port Hedland  
WA 6721

**ATTACHMENT 3 TO ITEM 12.1**

[cookepointplaygroup1@gmail.com](mailto:cookepointplaygroup1@gmail.com)  
[www.cookepointplaygroup.com](http://www.cookepointplaygroup.com)

Town of Port Hedland  
PO Box 41  
PORT HEDLAND WA 6721

13 June 2014

Dear Mayor, Councillors and Town of Port Hedland Staff,

**2014/15 DRAFT BUDGET**

On behalf of the Cooke Point Playgroup I would like to thank Council for being considered within the 2014/15 Draft Budget and for giving us the opportunity to participate in the Community Conversations of the Draft Budget.

As per your correspondence you have indicated that you have allowed for a donation of \$4,000 to the Cooke Point Playgroup within the 2014/15 Budget as part of your Community Partnership Program. As per our submission we have requested \$12,000 and would like to take this opportunity for Council reconsider our application.

Cooke Point Playgroup (CPPG) is an incorporated association that services the Port Hedland area. We provide parents a place to bring their children so that they can interact and play with other children in a fun and safe environment, while giving mums and dads the opportunity to interact with other parents.

The objectives of CPPG are:

- To provide stimulating play experience for pre-school age children at their level of ability;
- To promote a knowledge and understanding of young children;
- To encourage parental participation in order that the parents may learn and understand more of children's play and behaviour;
- To give children the opportunity for interaction with children and adults; and
- To provide and maintain suitable premises and equipment for the purpose of the group.

We have a Baby Club session on Thursdays open to parents with babies from newborn to 1year old. This session offers new parents and parents with older children at school the opportunity to meet other parents while the children play in a safe environment.

CPPG have also recently introduced a School Readiness Program for children entering school the following year. This program is designed to prepare children for the first exposure to school.

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CREATING A SAFE & SUPPORTIVE ENVIRONMENT WHERE FAMILIES CAN BRING  
THEIR CHILDREN TO GROW, PLAY & LEARN

ABN 55580446579  
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[cookepointplaygroup1@gmail.com](mailto:cookepointplaygroup1@gmail.com)  
[www.cookepointplaygroup.com](http://www.cookepointplaygroup.com)

CPPG operates out of the Andrew McLaughlin Community Centre (AMCC).

Our playgroup is run by a dedicated group of volunteers. Monies received by CPPG are through memberships from the families attending our sessions and fundraising.

We are seeking funding to assist us in our rental obligations with the AMCC. In the past 5 years our rental payments have gone up from \$2,610 to \$12,000. The AMCC are also imposing a storage fee of \$10 per member each quarter. This increase in fees is having a large impact on us as we aim to keep the cost of membership affordable for families. This year we have increased our session's fees by \$20 a quarter to \$55. This becomes a cost of \$220 annually for families.

With our memberships only just covering our rental obligations we rely on fundraising to cover all other expenses. While we take advantage of every fundraising opportunity throughout the community we are beginning to have to cut our craft, toy and play equipment expenses to cover essential expenses that cannot be cut. In 2013 CPPG did not purchase any new equipment for the children.

By obtaining funding from the Town of Port Hedland to meet our rental obligations we would be able to carry out our toy replacement program and focus the next three years on increasing both the community awareness of the programs and facilities that CPPG have to offer as well as increasing our membership base.

We have already begun our membership drive for 2014 and would love to be able to continue this focus, as we are experiencing lower membership numbers and are looking at ways to increase this.

By creating a Community Partnership with us you will be working towards achieving one of your performance indicators for the Town's strategic theme; "We are a friendly, exciting city of neighbours that is vibrant and diverse" with an aim to "Improve the quality of life for existing residents with a focus on families". Which is outlined in your Strategic Community Plan 2012 – 2022.

The performance indicators that we would be assisting with is; "increase in the number of community led groups and activities available in Port Hedland".

This year we have completed a budget and with the increase in costs for 2014 we are currently looking at running at a loss. Current financials also indicate this. As mentioned above we are taking every opportunity to fundraise additional monies and increase our memberships.

By providing support to CPPG you will be assisting us in covering our increased rental obligations allowing us to renew our equipment and craft supplies for the future and enabling us to invest more funds into creating a larger awareness of our playgroup to the community of Port Hedland. By creating a partnership with CPPG you will be allowing the committee to invest funds and energy into the future of the group so that we can ensure its sustainability into the future.

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[www.cookepointplaygroup.com](http://www.cookepointplaygroup.com)

We thank you for your time and hope that you can take the time to reconsider our request before adopting the budget for 2014/15. Should you require further information please do not hesitate in contacting me.

Kind regards,

Jodie McMahon  
Treasurer  
Cooke Point Playgroup



Government of Western Australia  
Department of Housing

**ATTACHMENT 4 TO ITEM 12.1**

**OPENING DOORS**  
To Affordable Housing



12 June 2014

Mr Peter Kocian  
Manager, Financial Services  
Town of Port Hedland  
PO Box 41  
Port Hedland WA 6721

Dear Mr Kocian

**Rates Concession Applications for A805552 – L9001 Osprey Drive, South Hedland**

I am writing to express my disappointment that the Town of Port Hedland did not approve any form of rates exemption for the Department of Housing's (the Department's) Osprey Key Worker Village development.

Osprey Village is a significant development and has ensured that there is housing capacity to manage the volatile nature of the Hedland property market. Osprey Village also offers a significant rent subsidy to ensure that key workers in the Town can live in affordable and appropriate accommodation.

The Department engaged Landgate recently to complete a rent valuation for the various unit types on offer at Osprey Village. Across all unit types, Landgate confirmed that a 30% discount to market rent is offered to the highest priority applicants.

The average rent paid at Osprey Village by the existing 80 households is currently less than \$700 per week. By comparison, if the units were offered at the market rent (as assessed by Landgate), the average market rent would provide \$850 per week. As such the total discount for tenants is \$585,000 per annum. The subsidy will increase to \$2.2 million per annum when the village reaches full occupancy.

As such I would kindly request that the Council reconsider its decision and approve a level of rates exemption that reflects this considerable saving. It will assist the Department to continue to provide quality affordable accommodation at below market rents for key workers in Hedland.

I look forward to hearing from you and please do not hesitate to contact me to discuss this matter further.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stewart Kestel'.

**STEWART KESTEL  
DIRECTOR  
COMPLEX PROJECTS**

**12.2 Port Hedland International Airport Terminal and Freight Shed painting – Award of Tender 14/09**

*Note: This item has been withdrawn and will be presented to a future Council meeting.*

**12.3 Supply, Installation and Maintenance of Central Control Irrigation System**

*Note: This item has been withdrawn and will be presented to the July 2014 Ordinary Council meeting.*



## 12.4 Request for Contract Variation – YMCA Management of Town of Port Hedland Leisure Facilities

Graeme Hall, Manager Recreation Facilities and Services  
File No. 26/18/0001

### DISCLOSURE OF INTEREST BY OFFICER

Nil

### 201314/368 RECOMMENDATION/ COUNCIL DECISION

**MOVED: CR JACOB**

**SECONDED: CR HUNT**

**That Council:**

1. **Endorse that the Town pay the YMCA \$580,680 as a negotiated variation for the 2012/2013 and 2013/2014 financial years;**
2. **Endorse that the Town advise the YMCA that the request for the Town to meet additional costs of \$132,733 for equipment lease fees is rejected;**
3. **Authorise the Chief Executive Officer to make an immediate interim payment of \$250,000 to the YMCA as a part payment for the \$580,680 endorsed in recommendation 1;**
4. **Endorse that the YMCA be advised in writing that they will be required to reimburse the Town of Port Hedland if the actual costs at the end of the year are less than the reimbursed amount; and**
5. **Amend the 2013/14 Budget to recognise increased expenditure of \$580,680.**

***CARRIED BY ABSOLUTE MAJORITY 7/0***

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### EXECUTIVE SUMMARY

This report will advise Council of outcomes from negotiations with the YMCA regarding budget variations for the operation of the Town's three leisure facilities. The variations requested are for the 2012/2013 and 2013/2014 financial years.

It is recommended that the Town accept in part the proposal from the YMCA for the Town to reimburse them \$580,680 being the variation to the operating budgets for both the 2012/2013 and 2013/2014 financial year.

A supplementary request by the YMCA for \$132,733 for the equipment leases is not supported on the basis that this matter is clearly outlined in the contract. This response has previously been articulated in writing by the Chief Executive Officer.

## DETAILED REPORT

The agreement between the Town of Port Hedland and the YMCA to manage the three leisure facilities commenced in July 2012. The contract provides the opportunity for both parties to negotiate on an ongoing basis with regard to the operational budget for the three leisure facilities.

The Town of Port Hedland has received a number of items of correspondence from the YMCA seeking variations to the 2012/2013 and 2013/2014 budgets.

The letters from the YMCA commenced as of 30 June 2013. Responses to the correspondence were provided to the YMCA by the Director Community Development. Many of the variations claimed by the YMCA have changed considerably as the negotiations have progressed. The YMCA has not been able to substantiate some of the claims with supporting documentation or evidence justifying levels of expenditure.

Because of a lack of documented support items have either been refuted by the Town or withdrawn by the YMCA. From a due diligence and accountability perspective it is imperative that the YMCA is able to fully outline how and why all expenditure has occurred.

On 28 May 2014, the Town forwarded correspondence to the YMCA conveying an offer that the Executive Management Team endorsed as being appropriate to conclude this matter (Attachment 1). A meeting was convened with the YMCA on Wednesday 4 June 2014 to discuss in detail the option presented by the Town. In attendance were:

- Travis Doye–YMCA
- Dan Murphy–YMCA
- Mal Osborne–Town of Port Hedland
- Eddie Piper–Town of Port Hedland
- Graeme Hall–Town of Port Hedland

On Thursday 12 June 2014 the YMCA provided further correspondence to the Town responding to the meeting and outlining an amended list of variations, (Attachment 2).

Due to construction issues, YMCA claims that there are a number of budget related occurrences outside of their control for which they should not be held responsible. This view is acknowledged in part by officers of the Town.

The correspondence received on Thursday 12 June 2014 (Attachment 2), outlined to the Town what the YMCA would accept in order to finalise the negotiations regarding budget variations incurred during the 2012/2013 and 2013/2014 financial years. The offer outlined by the YMCA was made as two separable requests, these being:

• 2012/2013 South Hedland Aquatic Centre (various)	\$124,255
• Increased Utilities Expense (South Hedland Aquatic Expense)	\$51,403
• Increased Pool Chemicals Expense	\$51,442
• Reduced Income WaveRider	\$149,908
• Reduced Income Aquatic Education	\$38,545
• Increased Utilities Expense (Wanangkura Stadium)	\$165,127
Total	\$580,680

## Total Lease Fee Reimbursement

<b>2012/2013</b>	
• Wanangkura Stadium	\$59,665
• South Hedland Aquatic Centre	\$2,752
• Gratwick Aquatic Centre	\$1,717
<b>2013/2014</b>	
• Wanangkura Stadium	\$62,443
• South Hedland Aquatic Centre	\$3,078
• Gratwick Aquatic Centre	\$3,078
Total	\$132,733

In total the YMCA are seeking a variation of \$713,413 from the Town for the 2012/2013 and 2013/2014 financial years. The request for operational costs has been well documented by both parties and is clearly understood. The amount requested as a variation for operational costs is considered a reasonable outcome.

The request for reimbursement of lease fees has been subject to separate correspondence between the Chief Executive Officer and the YMCA (Attachment 3). The Town has advised the YMCA of its contractual obligations with regard to the leasing of equipment. The Town has met in full all obligations with regard to the payment of the operational deficit and management fees outlined in the contract. Any oversight not to incorporate the lease fees in the operational budget presented for the endorsement by the Council is the responsibility of the YMCA.

The requests made by the YMCA are of significant financial value and from a contractual perspective there is a high level of complexity. It is clear from the negotiations to-date that budget variations can be attributed to three parties; the Town of Port Hedland, the YMCA and Commercial Aquatics Australia.

The involvement of Commercial Aquatics Australia is integral to these discussions as some of the budget variations are as a result of infrastructure failures at South Hedland Aquatic Centre. The claim by the YMCA to the Town has justifications given the contractual arrangements in place. Because of the failures of the facility Commercial Aquatics Australia should share a portion of responsibility. This matter is currently being addressed by the Chief Executive Officer, with the potential for some costs to be recouped from Commercial Aquatics Australia.

*Contractual Details*

Within the contract between the Town and the YMCA there is an understanding as to what is fair and reasonable with regard to the reasonable control of the contractor. Section 9.2 (Attachment 4) provides clear direction as to the circumstances that are considered reasonable for the contractor to request any variations. These include acts of God, unavailability of labour, civil disturbance, and event or action that could not have been foreseen at the time of developing budgets etc. It is clear that the YMCA is well within their right to enter into discussions with the Town on the basis of this section of the contract.

*Overview of Variations*

The YMCA have been seeking variations from the Town for both the 2012/2013 and the 2013/2014 financial years. The key issue for the 2012/2013 financial year is that the South Hedland Aquatic Centre did not open until June 2013. In addition, there are costs that are being incurred by either the Town or the YMCA as a result of the plant failure at the South Hedland Aquatic Centre. It is therefore important that the Council:

- Appreciates it is not reasonable to require the YMCA to accept responsibility for costs that relate to a facility failure
- Ensures that the YMCA as a contractor and not for profit agency is not required to accept a financial shortfall on behalf of the Town
- Relieves the YMCA of the responsibility for meeting costs that need to be recouped from Commercial Aquatics Australia
- Acknowledges that there is a risk that these costs may never be recouped and as such may remain the Town's expense.

There is a need to provide clarity to the YMCA with regard to their operational deficit for the last two financial years. In order to achieve this, it is recommended that a payment of \$580,680 be made to the YMCA. This sum is compiled of various items in the operational budget that have been affected by the technical failures or unforeseen occurrences. There are some elements of the 2012/2013 budget that remain unresolved however, in the spirit of resolution these can be accepted as part of an overall agreed variation.

The figures have been calculated and agreed upon by representatives from both the Town and the YMCA. They are based on high level understanding as to how leisure facilities operate. Specific details will be subject to further discussions between the Town and Commercial Aquatics Australia.

**FINANCIAL IMPLICATIONS**

The operations of the leisure facilities are a major financial cost to the Town of Port Hedland. The interruptions that the Town has experienced have disturbed the contractual arrangements between the Town and the YMCA. In numerous items of correspondence the YMCA has made claims for financial variations at all three facilities. The nature and justification for the many variations are diverse and in some cases they are entangled with each other.

The negotiations with the Town have sought to provide some clarity to the claims made by the YMCA. If Council is to agree to the recommendation, the operational deficit budget for the leisure facilities will be varied by up to \$580,680. A portion of the aforementioned amount will be subject to the outcome of actions with Commercial Aquatics Australia.

The figure of \$132,733 sought by the YMCA for costs not factored into the operational budget is not supported. The Town has met in full all of its obligations as it understood them with regard to the operational shortfall for each of the facilities. The management fee is treated as a separate cost and has been paid in full for all three facilities.

An estimate of the additional expense relating to YMCA contract has been incorporated into the development of the 2014/15 Budget.

### STATUTORY AND POLICY IMPLICATIONS

The attachments are confidential in accordance with section 5.23(2)(e)(ii) and (iii) of the *Local Government Act 1995*.

### ATTACHMENTS

1. Correspondence dated 28 May 2014, Town of Port Hedland to the YMCA – Budget Deliberations, Town of Port Hedland Leisure Facilities Contract (Confidential Under Separate Cover)
2. Correspondence dated 12 June 2014, YMCA to the Town of Port Hedland – Budget Deliberations Town of Port Hedland Leisure Facilities Contract (Confidential Under Separate Cover)
3. Correspondence dated 01 May 2014, Town of Port Hedland to the YMCA regarding responsibility for lease fees (Confidential Under Separate Cover)
4. Extract (Section 9.2) of the Town of Port Hedland Leisure Facilities Contract with the YMCA (Confidential Under Separate Cover)

14 June 2014

## 12.5 2014/15 Operating Budgets for the Town of Port Hedland Leisure Facilities

Graeme Hall, Manager Recreation Facilities and Services  
File No. 26/18/0001

### DISCLOSURE OF INTEREST BY OFFICER

Nil

### RECOMMENDATION

That Council:

1. Receive the proposed 2014/2015 budgets for the three Town of Port Hedland Leisure Facilities (Attachment 1) as received from the YMCA dated 7 May 2014;
3. Authorise the Chief Executive Officer to negotiate a variation to the current Leisure Facilities Management Contract so that the YMCA is no longer bound by the Town's Enterprise Bargaining Agreement;
3. Require the Chief Executive Officer to reiterate to the YMCA the following budget parameters as outlined in correspondence from the Town dated 28 May 2014 (Attachment 2), being:
  - That the operational deficit for the three leisure facilities will be constrained by the YMCA to the contract fee of \$2,174,640 (inclusive of management fees)
  - That the YMCA are no longer constrained by the requirements of the Town of Port Hedland's Enterprise Bargaining Agreement
  - Any savings from the reduced cost of accommodation can be incorporated into the overall cost of operating the facilities.
4. Reiterate to the YMCA that they are to operate the three leisure facilities for a minimum of 12,906 hours per annum. A detailed breakdown of the hours of operation for each facility will be the subject of a further report to the July 2014 Ordinary Council Meeting; and
5. Require that the YMCA utilise the Fees and charges as adopted by Council for the 2014/15 year.

### 201314/369 COUNCIL DECISION

MOVED: CR JACOB

SECONDED: MAYOR HOWLETT

That Council:

1. Receive the proposed 2014/2015 budgets for the three Town of Port Hedland Leisure Facilities (Attachment 1) as received from the YMCA dated 7 May 2014;

3. Authorise the Chief Executive Officer to negotiate a variation to the current Leisure Facilities Management Contract so that the YMCA is no longer bound by the Town's Enterprise Bargaining Agreement;
3. Require the Chief Executive Officer to reiterate to the YMCA the following budget parameters as outlined in correspondence from the Town dated 28 May 2014 (Attachment 2), being:
  - That the operational deficit for the three leisure facilities will be constrained by the YMCA to the contract fee of \$2,174,640 (inclusive of management fees)
  - That the YMCA are no longer constrained by the requirements of the Town of Port Hedland's Enterprise Bargaining Agreement
  - Any savings from the reduced cost of accommodation can be incorporated into the overall cost of operating the facilities.
4. Reiterate to the YMCA that they are to operate the three leisure facilities for a minimum of 12,906 hours per annum. A detailed breakdown of the hours of operation for each facility will be the subject of a further report to the July 2014 Ordinary Council Meeting;
5. Require that the YMCA utilise the Fees and charges as adopted by Council for the 2014/15 year; and
6. Request the Chief Executive Officer, or his delegate(s), to provide Council a report on improvements and opportunities, including but not limited to consideration of a 24hr gym access provision, at Gratwick Aquatic Centre.

**CARRIED 7/0**

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## EXECUTIVE SUMMARY

This report seeks to advise Council of the proposed budgets for 2014/2015 (Attachment 1) presented by the YMCA for the operation of the Town's three leisure facilities.

It is recommended that the Chief Executive Officer ensures that the budget for the three leisure facilities is constrained to an operational deficit of \$2,174,640 (inclusive of management fees) as per the contract between the Town and the YMCA. The Town also reiterates that the budget preparation for all three leisure facilities considers the following points:

- That the operational deficit for the three leisure facilities will be constrained by the YMCA to the contract amount of \$2,174,640 (inclusive of management fees)
- That the YMCA are no longer constrained by the requirements of the Town of Port Hedland's Enterprise Bargaining Agreement
- Any savings from the reduced cost of accommodation can be incorporated into the overall cost of operating the facilities.

The points listed above have been articulated to the YMCA in a letter dated 28 May 2014 (Attachment 2).

### DETAILED REPORT

In July 2012, the Town of Port Hedland commenced its current agreement with the YMCA. The contract is for the management of the Town's three leisure facilities:

- Wanangkura Stadium
- South Hedland Aquatic Centre
- Gratwick Aquatic Centre.

Included within the contract between Council and the YMCA is a commitment to the operational costs and management fees for the duration of the agreement. Table One shown below is an extract from the contract document. The table clearly shows the agreed operational deficits for the four years of the contract.

*Table 1- Contract Figures -Operation of Town of Port Hedland Leisure Facilities*

<b>Facility</b>	<b>2012/2013</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>
Wanangkura Stadium- Operational Cost	\$747,846	\$583,423	\$537,152	\$562,294
Wanangkura Stadium Management Fee	\$95,260	\$149,936	\$176,083	\$182,303
<b>Sub Total</b>	<b>\$843,106</b>	<b>\$733,359</b>	<b>\$713,235</b>	<b>\$744,597</b>
Gratwick Aquatic Centre- Operational Cost	\$685,875	\$705,166	\$729,131	\$760,561
Gratwick Aquatic Centre- Management Fee	\$60,612	\$65,048	\$69,875	\$75,712
<b>Sub Total</b>	<b>\$746,487</b>	<b>\$770,214</b>	<b>\$799,006</b>	<b>\$836,273</b>
South Hedland Aquatic Centre- Operational Cost	\$554,121	\$572,659	\$593,875	\$620,207
South Hedland Aquatic Centre- Management Fee	\$60,905	\$65,122	\$68,524	\$72,637
<b>Sub Total</b>	<b>\$615,026</b>	<b>\$637,781</b>	<b>\$662,399</b>	<b>\$692,844</b>
<b>Total</b>	<b>\$2,204,619</b>	<b>\$2,141,354</b>	<b>\$2,174,640</b>	<b>\$2,273,714</b>

Within the contract for the management of the Town's leisure facilities there is an opportunity to review operating budgets. This provides the YMCA the chance to review the budget details in February of each year. The clause in the contract is as follows:



*“8.2 Review of Operating Budgets*

- (1) The approved Operating Budgets for the first year of the Contract Term will be the Operating Budgets provided by the Contractor as part of the Tender, with any changes to such Operating Budgets agreed by the Town and the Contractor in writing.*
- (2) The Operating Budgets will be reviewed annually in March in each year of the Contract Term.*
- (3) By 28 February in each year of the Contract Term except for the last year, the Contractor must submit to the Town the proposed Operating Budget for the next financial year for each Facility for the Town’s approval. The proposed Operating Budgets must be fully itemised and be in a form generally acceptable to the Town.*
- (4) The Town (and where applicable its Council) will review the proposed operating budgets, and advise the Contractor in writing if the proposed Operating Budgets are approved.*
- (5) The Town covenants and agrees to act reasonably, and not to unreasonably fail to approve or withhold approval to the proposed Operating Budgets.*
- (6) If the Town does not approve the proposed operating budgets it will, within 14 days of advising the Contractor of its decision not to approve the proposed operating budgets (or part thereof), provide to the Contractor written reasons for the decision not to approve the proposed operating budgets, and will provide the Contractor with a reasonable opportunity to submit a further proposed operating budget.”*

*2014/2015 Budget*

Correspondence (Attachment 1) received from the YMCA on 7 May 2014, provides the Town with the proposed 2014/2015 budget for the operation of the Town’s three leisure facilities.

The Town does not support the operational shortfall and associated assumptions presented by the YMCA for the 2014/2015 financial year. YMCA proposes an increased cost for a reduced level of service. In correspondence dated 28 May 2014 (Attachment 3), the Town outlined the following requirements to the YMCA for setting the 2014/2015 budget:

- A contract amendment so that the YMCA are no longer constrained by the requirements of the Town of Port Hedland’s Enterprise Bargaining Agreement
- The Fees and Charges as adopted by Council will need to be adhered to
- The hours of operation for the aquatic facilities will be as per the resolution of Council (September 2013) and also include the off peak operation of the Gratwick Aquatic Centre
- Any savings from the reduced cost of accommodation can be incorporated in the operation of the facilities.

The YMCA's response to the Town's letter and a subsequent meeting with the Town Officers on Wednesday 4 June 2014 is included with this report as (Attachment 3).

#### *Current Budget Parameters*

Table two below provides an overview of:

- The operational deficit, as outlined in the contract
- The current 2013/2014 budget
- The proposed 2014/2015 budget.

This table provides Council with a clear understanding that the YMCA is seeking to have the operational deficit for the three leisure facilities increased by \$139,525.00 to \$1,999,683.00. There is a management fee charged by the YMCA that is additional to the operating deficit.

*Table 2 - Comparison of Operational Deficits*

<b>Facility</b>	<b>Initial Tender 2014/2015</b>	<b>YMCA Proposed 2014/2015</b>	<b>Current Budget 2013/2014</b>
South Hedland Aquatic Centre	\$593,875	\$1,176,326	\$708,145
Gratwick Aquatic Centre	\$729,131	\$770,910	\$642,336
Wanangkura Stadium	\$537,152	\$52,447*	\$244,596
Consolidated Result	\$1,860,158	\$1,999,683	\$1,595,077

\*the performance of Wanangkura Stadium is vastly improved on the original tender budget. This is attributable largely to the gym membership success.

The draft budget has been affected by a number of external factors that have influenced cost centres in both positive and negative ways. The Town is aware of the operational challenges facing the YMCA. There is, however, an overall belief that it is realistic for a service to be delivered within the current budget parameters. The Town considers the following matters pertinent to the setting of the budget:

- Membership income at Wanangkura Stadium is \$930,703 greater than originally budgeted
- The YMCA is seeking to include previously overlooked lease fees for information technology and gym equipment in the budget
- The cost of power at Wanangkura Stadium and South Hedland Aquatic Centre is greater than initially envisaged
- The introduction of a one dollar entry fee for child entries to the aquatic centres.

In order to achieve an initial operational deficit of \$1,999,683 (an increase of \$139,525), a number of assumptions were made by the YMCA, these being:

- Changes to hours of operation (table three)
- Amendments to the fees and charges agreed to by Council (April 2014).

The YMCA has elected to maintain the one dollar child entry. However, if the increase in the operational deficit is needed to be reduced, the re-introduction of normal entry fee for children is an available option.

#### *Hours of Operation*

The contract for the management of the leisure facilities states the hours of operation as outlined in table three below. The number of hours proposed by the YMCA for 2014/15 is greater (by 397 hours) than those previously outlined in their tender. However, this is less than currently provided (by 135 hours per annum):

*Table 3 - Hours of Operation*

Facility	Proposed hours per annum for 2014/15	Current Minimum hours per annum	Minimum (as per the contract)
South Hedland Aquatic Centre	4,364	4,728	3,002.5
Gratwick Aquatic Centre	3,368	3,039	4,414
Wanangkura Stadium	5,174	5,274	5,092
Total	12,906	13,041	12,508.5

Since the tender process was conducted, a number of factors have changed with regard to the aquatic centres which have impacted upon the hours of operation. These being:

- Gratwick Pool has reverted to being the seasonal pool (operating only during the summer season)
- South Hedland Aquatic Centre has reverted to being open all year round
- There is significant demand for the gym at Gratwick pool to be kept open over winter which was not considered by the YMCA as part of their tender.

Correspondence from the YMCA seeks to operate the facilities for 12,906 hours per annum. In the Town's correspondence to the YMCA dated 28 May 2014 (Attachment 2) the Town has clearly outlined its expectation that the YMCA should abide by the hours of operation it requested Council endorse at the September 2013 Ordinary Council Meeting. In correspondence forwarded to the Town dated 12 June 2014 (Attachment 3), the YMCA disregarded this request.

#### *Amendments to Fees and Charges*

The YMCA was engaged in the development of the Fees and Charges schedule in the same manner as all internal business units. The fees and charges were considered by Council at the April meeting.

In their correspondence dated 12 June 2014 (Attachment 3), the YMCA has proposed alternative fees and charges to those endorsed by Council. Table 4 below outlines the amended fees and charges sought by the YMCA in order to achieve the budget agreed.

Despite the feedback provided to the YMCA by the Town dated 28 May 2014 (Attachment 2), the YMCA has reiterated the need to amend key fees and charges as per Table 4. The requirement for amendments to the fees and charges were strongly outlined at the Council Briefing Session on 18 June 2014.

*Table 4 - Fees and Charges - Health and Fitness Memberships (as from 1 July 2014)*

<b>Fee/Charge</b>	<b>YMCA</b>	<b>ToPH</b>
Platinum Membership (Gym, group fitness & pool entry)	\$56.00	\$53.00
Platinum Membership (Concession)	\$45.00	\$41.60
Gym Membership	\$48.00	\$43.40
Gym Membership (Concession)	\$38.00	\$34.70
Group Fitness Membership	\$48.00	\$43.40
Group Fitness Membership (Concession)	\$38.00	\$34.70
Casual Gym/Group Fitness	\$20.00	\$17.40
Casual Gym/Group Fitness (Conc.)	\$16.00	\$13.90
Personal Training Session (30 minutes) Member	\$49.00	\$43.40
Personal Training Session (30 minutes) Non-Member	\$59.00	\$53.20

The impact of these fees and charges based on the current membership and attendance figures is anticipated to provide \$128,462.00 additional income to the YMCA. This proposal, while not initially supported, is agreed to following subsequent deliberations at the Agenda Briefing Session on 18 June 2014.

A breakdown of how fees and charges will impact on the income at the centres is outlined in Table 5 below.

*Table 5 - Impact of Changes to Fees and Charges*

<b>Fees</b>	<b>YMCA</b>	<b>ToPH</b>	<b>Variance</b>
Gym Membership	\$1,766,128	\$1,666,604	\$99,524
Casual Group Fitness	\$113,415	\$98,659	\$14,756
Casual Gym	\$169,091	\$154,909	\$14,182
<b>TOTAL</b>			<b>\$128,462</b>

There is an assumption by YMCA that patronage will remain at the same level regardless of the increase in fees and charges.

#### *Impact of One Dollar Child Entry*

The YMCA has requested Council acknowledge that the impact of the one dollar child entry could not have been foreshadowed by the YMCA at the commencement of the contract in 2012.

Correspondence from the YMCA and a subsequent agenda item to the June 2013 Special Council Meeting, outlined the impact of this decision. The financial implications of the Council decision to reduce the fees to one dollar were outlined as follows in the report:

*“Based on the projected budget attendance assumptions, the reduction of the child entry fee from \$4.20 to \$1.00 is anticipated to reduce income for the aquatic facilities by the following:*

Gratwick Aquatic Centre	\$27,803.00
South Hedland Aquatic Centre	\$85,710.00
Total	\$113,513.00”

#### *Comment*

The YMCA has previously sought that the Town accepts an operational deficit budget of \$1,999,683 for the management of the three leisure facilities. In proposing this level of operational deficit, the YMCA sought to have the following factors acknowledged as being critical to the setting of the budget:

- High cost of electricity not factored into previous budgets
- A clear understanding that the Wave Rider is unlikely to generate the level of income anticipated
- Inclusion of lease fees not previously factored into budget
- Less income due to a reduction of child entry fees to one dollar
- Cost of maintenance at Wanangkura Stadium
- The YMCA not currently able to sustain the current level of operational hours without increasing the deficit quite significantly
- The current budget as presented by the YMCA based on amendments to the fees and charges that are contrary to Council’s understanding at the current time.

It is clear that the YMCA need to constrain costs and increase income levels in order to operate within the operating deficit. The Town has provided clear guidance to the YMCA with regard to:

- Their contractual budget obligations
- The Town’s preparedness to vary the contractual restrictions with regard to adherence with the Town’s Enterprise Bargaining Agreement.
- Factoring in significant increased income from gym membership

#### **FINANCIAL IMPLICATIONS**

YMCA is asking that Council consider increasing the operational deficit funding for the leisure facilities. The deficit funding requested by the YMCA is \$1,999,683. This figure is an increase of \$139,525 on the budget figures submitted as part of the contract discussions. The amended operational deficit of \$1,999,683 was based on the assumption that Council would endorse the revised fees and charges as proposed by the YMCA and presented in Table 4. This was not initially recommended by Town officers.

Concessions with regard to the fees and charges and the hours of operation are now being negotiated as part of the contract review process.

**STATUTORY AND POLICY IMPLICATIONS**

The attachments are confidential in accordance with section 5.23(2)(e)(ii) and (iii) of the *Local Government Act 1995*.

**ATTACHMENTS**

1. Correspondence from YMCA dated 7 May 2014 – 2014/15 Budget (Confidential Under Separate Cover)
2. Correspondence from Town of Port Hedland dated 28 May 2014 – Budget Deliberations – Town of Port Hedland Leisure Facilities Contract (Confidential Under Separate Cover)
3. Correspondence from YMCA dated 12 June 2014 – Budget Deliberations Port Hedland Leisure Facilities Contract (Confidential Under Separate Cover)

19 June 2014

## 12.6 South Hedland Town Centre Road Modifications

Jenella Voitkevich, Manager Infrastructure Development  
File No: 18/12/0010

### DISCLOSURE OF INTEREST BY OFFICER

Nil

### RECOMMENDATION

That Council support the trial of road modifications in the South Hedland Town Centre by way of providing one way access to a portion of Wise Terrace and the closure of the western end of Rason link, subject to confirmation of funding from Landcorp to ensure that the permanent changes can be implemented.

### 201314/370 COUNCIL DECISION

**MOVED: MAYOR HOWLETT**

**SECONDED: CR JACOB**

That Council:

1. support the trial of road modifications in the South Hedland Town Centre by way of providing one way access to a portion of Wise Terrace and the closure of the western end of Rason link, subject to confirmation of funding from Landcorp to ensure that the permanent changes can be implemented;
2. Request the Chief Executive Officer, or his delegate(s), to obtain confirmation of funding prior to the end of July 2014; and
3. Request the Chief Executive Officer, or his delegate(s), to develop a trial implementation plan, including communication strategy, timings and trial evaluation.

***CARRIED 7/0***

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### EXECUTIVE SUMMARY

This report follows up from the report presented at the Special Council Meeting on 4 June 2014 and provides further budget information regarding road modifications in the South Hedland Town Centre. Council is requested to support trialling the road modifications once funding is confirmed for the construction phase.

## DETAILED REPORT

The South Hedland Town Centre has been redeveloped by Landcorp over several years, with the aim of transforming the space into an activated urban environment. The area along Wise Terrace that interfaces with the shopping centre, car park and public open space has been designed as a shared traffic zone. This means that although vehicles have right of way, there is mutual consideration between vehicles and pedestrians resulting in all traffic flowing safely and slowly. Since the opening of the realigned roads in December 2011 several traffic and safety issues have been raised by the community. These issues relate to speed of vehicles, visibility of vehicles and pedestrians, and safe pedestrian access.

At the Special Council Meeting (SCM) on 4 June 2014 a report was presented outlining the issues and possible solutions, with the following decision being made:

### *“201314/348 AMENDED RECOMMENDATION/ COUNCIL DECISION*

#### *That Council:*

- 1. Support the road modifications in the South Hedland Town Centre by way of providing one way access in Wise Terrace and the closure of the western end of Rason Link (as per option 3); and*
- 2. Require a report to be provided in June 2014 that demonstrates the funding for a trial of the modifications in 1 above and for the permanent changes to be implemented.*

#### *CARRIED 6/0”*

For the project to proceed it's essential that community consultation and a trial of the proposed layout occurs. This will not only satisfy the statutory requirement to apply for the gazettal of a one-way road system, but will also allow the community to test the proposed changes in a real life scenario and provide constructive feedback. From a technical perspective, officers will be able to assess the proposal for effectiveness of reducing traffic volumes, reducing vehicle speed and improving pedestrian safety.

Trialling the road modifications and asking the community for feedback will obviously raise the expectation that the project will be delivered. The trial itself will involve temporary barriers restricting access, signage and traffic management. This will be an inconvenience to the community at a time when there is already a significant amount of roadworks and traffic management throughout the town. Therefore it is recommended that the trial doesn't occur until the funding is secured to ensure that the permanent changes are able to be implemented.

The following process is recommended to proceed with this project:

1. Engage an independent traffic engineer to review the design and outcomes of the trial.
2. Confirm funding arrangements for the construction phase of the project.



3. Undertake community consultation and a trial of the proposed layout (minimum 28 days).
4. Review design based on outcomes of point 3, including report to Council.
5. Seek MRWA endorsement of the one way system (statutory requirement).
6. Detailed design stage (allow 3 months).
7. Construction procurement stage (allow 2 months).
8. Construction stage (allow 2 months).

### FINANCIAL IMPLICATIONS

Landcorp has provided the services of their traffic engineers free of charge to undertake the initial options review provided in the report presented at the June SCM. The engagement of an independent traffic engineer for further investigation will be absorbed within the 2014/15 budget.

The cost in undertaking the trial period would be minimal, consisting of signage, barriers, advertising, approval fees and officer resources. This cost will be allocated to accounts within the Town's 2014/15 budget.

The cost of implementation of the road modifications will depend on the outcomes of design recommendations made by the traffic engineer. It's estimated that the cost would be approximately \$300,000 inclusive of detailed design and construction. There is currently no funding available for this. Landcorp are currently reviewing the project budget of the Town Centre redevelopment and may be in a position to offer financial assistance. Other funding opportunities will also be considered, however it would be unlikely that funding would be available in the 2014/15 financial year, other than potentially from Landcorp.

The following provides a summary of budget implications:

Description	Value (ex GST)	Status
Independent traffic engineer	\$10,000	2014/15 budget
Trial and community consultation	\$10,000	2014/15 budget
Implementation (detailed design and construction)	\$300,000	Pending confirmation of funding
<b>TOTAL</b>	<b>\$320,000</b>	

### STATUTORY AND POLICY IMPLICATIONS

No statutory or policy implications are relevant to this stage of the project.

Further development will be subject to roads design standards. The implementation of road closures (permanent and temporary) will be subject to the Local Government Act 1995, section 3.50 and the Local Government (Functions and General) Regulations 1996, part 2. Road closures must also comply with Traffic Management standards. The conversion of Wise Terrace to one way traffic must comply with Regulation 291 of the Road Traffic Code 2000 and the associated approvals process with MRWA.

The Community Facilities and Strategic Local Leadership sections of Council's Strategic Community Plan 2012-2022 are considered relevant to this report. These sections commit to the provision of safe and accessible community facilities and services, as well as delivering responsible management of infrastructure.

**ATTACHMENTS**

Nil.

24 June 2014

**ITEM 13 REPORTS OF COMMITTEES**

*Note: The Minutes of this Committee meeting are enclosed under separate cover.*

**13.1 Airport Committee Minutes – 4 June 2014****13.1.1 En-bloc Resolution****201314/371 RECOMMENDATION/ COUNCIL DECISION****MOVED: CR HUNT****SECONDED: CR JACOB**

That Council receive the Minutes of the Ordinary Meeting of the Airport Committee held on 4 June 2014 at 12:30pm inclusive of the following decisions:

- 7.1 Confirmation of Minutes of the Airport Committee Meeting held on Wednesday 2 April 2014
- 10.1.1 Port Hedland International Airport Projects Update

**CARRIED 7/0****13.1.2 Resignation of Port Hedland International Airport Committee Community Member****RECOMMENDATION****That Council:**

1. Adopt decision AC201314/056 from the Airport Committee meeting held on Wednesday 4 June 2014 and listed on page 44 of those Minutes; and
2. Request the Chief Executive Officer, or his delegate(s), issue a public notice seeking the appointment of one community member to the Port Hedland International Airport Committee.

**201314/372 AMENDED RECOMMENDATION/ COUNCIL DECISION****MOVED: CR JACOB****SECONDED: CR DACCACHE****That Council:**

1. Acknowledge that the Airport Committee will send correspondence officially thanking Mr Serge Doumergue for his services on the Port Hedland International Airport Committee;
2. Acknowledge the resignation from Mr Serge Doumergue from the Port Hedland International Airport Committee; and

3. Request the Chief Executive Officer, or his delegate(s), issue a public notice seeking the appointment of one community member to the Port Hedland International Airport Committee.

*CARRIED 7/0*

### 13.2 Audit & Finance Committee Minutes – 21 May 2014

#### 13.2.1 En-bloc Resolution

#### 201314/373 RECOMMENDATION/ COUNCIL DECISION

**MOVED: CR JACOB**

**SECONDED: CR HUNT**

That Council receive the Minutes of the Ordinary Meeting of the Audit & Finance Committee held on 21 May 2014 at 12:00pm inclusive of the following decisions:

- 7.1 Confirmation of Minutes of the Audit & Finance Committee Meeting held on Wednesday 19 February 2014
- 10.1.1 Port Hedland Visitor Centre: 2013 Audited Financial Report and Quarterly Review of January to March 2014
- 10.3.2 Colin Matheson Clubhouse Third Quarter Report – Port Hedland Rovers Football Club
- 10.3.3 Courthouse Gallery Quarterly Review: January – March 2014
- 10.3.4 GP Housing Quarterly Review: January – March 2014
- 10.3.5 Town of Port Hedland Leisure Facilities Management Contract Third Quarter Report 2013 – 2014 YMCA Perth

*CARRIED 7/0*

8.12pm Councillor Gillingham declared an impartiality interest in item 13.2.2 'Community Funding and Donations – Endorsement of Funding Requests – April / May 2014' as she is involved with the Pilbara Music Festival.

Councillor Gillingham did not leave the room.

#### 13.2.2 Community Funding and Donations – Endorsement of Funding Requests – April / May 2014

#### 201314/374 RECOMMENDATION/ COUNCIL DECISION

**MOVED: CR HUNT**

**SECONDED: CR DACCACHE**

That Council:

1. Adopt decision AFC201314/036 from the Audit & Finance Committee meeting held on 21 May 2014 and listed on page 26 of those Minutes; and
2. Allocate total funding of \$3,731.30 within the 2013/14 budget from GL Account 813285 (Community Funding and Donations) to donations requested from:

- a. Hedland BMX for the amount of \$1,258.50 for the waiver of annual lease fees;
- b. Goodline Engineering for the amount of \$172.80 for the waiver of venue hire fees; and
- c. Pilbara Music Festival for the amount of up to \$2,300 for the funding of the 2013 Festival.

*CARRIED 7/0*

**ITEM 14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**ITEM 15 CONFIDENTIAL ITEMS**

Nil

**ITEM 16 APPLICATIONS FOR LEAVE OF ABSENCE**

**201314/375 COUNCIL DECISION**

**MOVED: CR DACCACHE**

**SECONDED: CR HUNT**

**That Council approve the following applications for leave of absence:**

- **Councillor Jacob from 5 July to 13 July 2014 and 8 August to 11 August 2014;**
- **Councillor Hooper amended his leaving date to 13 July 2014.**

*CARRIED 7/0*

**ITEM 17 CLOSURE**

**17.1 Date of Next Meeting**

The next Ordinary Meeting of Council will be held on Wednesday 23 July 2014, commencing at 5:30pm, with the Public Agenda Briefing being held on Wednesday 16 July 2014, commencing at 3:30pm.

**17.2 Closure**

There being no further business, the Mayor declared the meeting closed at 8:15pm.

Declaration of Confirmation of Minutes

I certify that these Minutes were confirmed by the Council at its Ordinary Meeting of \_\_\_\_\_ 2014.

CONFIRMATION:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE