



## **UNCONFIRMED MINUTES**

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**Town of Port Hedland**

**MINUTES**

**OF THE**

**ORDINARY MEETING  
OF THE TOWN OF PORT HEDLAND COUNCIL**

**HELD ON**

**WEDNESDAY 25 SEPTEMBER 2013**

**AT 5.30 PM**

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

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



## OUR COMMITMENT

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

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

The Mayor declared the meeting open at 5:40pm and acknowledged the traditional owners, the Kariyarra people.

Chief Executive Officer advised Elected Members and members of the public that the Council is currently in the caretaker period for the Local Government Election 2013. The Chief Executive Officer read out section 4.5 'Questions and Statements at Council or Committee Meetings' from policy 4/006 'Elections – Caretaker Period':

*All candidates, whether current Elected Members or not, are required to declare that they are a candidate for the upcoming election prior to asking questions or making a statement at Council or Committee Meetings.*

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

Mayor Kelly A Howlett  
Councillor Jan M Gillingham  
Councillor David W Hooper  
Councillor Michael (Bill) Dziombak  
Councillor Julie E Hunt  
Councillor Gloria A Jacob  
Councillor Penny M Taylor

*Officers*

Mal Osborne	Chief Executive Officer
Russell Dyer	Director Engineering Services
Gordon MacMile	Director Community Development
Leonard Long	Acting Director Planning & Development
Kalwant Dhillon	Manager Financial Services
Grace Waugh	Administration Officer, Governance

**2.2          Apologies**

Councillor Arnold A Carter

**2.3          Approved Leave of Absence**

Councillor George J Daccache

**ITEM 3      RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE****3.1          Questions from Public at Ordinary Council Meeting held on Wednesday 28 August 2013**

**3.1.1 Ms Lorraine Butson**

*How much has the Town paid in consultant fees over the last 12 months and for what projects?*

Director Corporate Services advised that based on the definition of a consultant being a professional who provides professional or expert advice as distinct from a contractor who provides goods or services under terms specified in a contract, the expenditure on consultants for the 2012/13 year are set out below:

<b>Project FY 2012/13</b>	<b>Consultants fees for</b>
Marquee Park	\$142,532.99
Wanangkura Stadium	\$97,409.18
South Hedland Aquatic Centre	\$57,397.11
Wallwork Road Bridge	\$0.00

The total amount of expenditure on consultants (noting that while considered contractor costs, project management fees have been included) amount to \$297,339.28.

*Could you please confirm that all security requirements, including locks and keys for the Town of Port Hedland houses and buildings are provided by a Port Hedland company? If not, why not?*

Director Engineering Services advised that until recently there has only been one local locksmith company which does not accept business from the Town of Port Hedland. The Town has therefore been using a company in Karratha, however have been using the new company that have started up in Port Hedland for recent works. The Town's particular Security System is only available in Perth.

*Is the Council aware of the Transient Workers Accommodation (TWA) camps that exist on the rural blocks at 12 mile? Have they been approved by Council?*

Director Planning & Development advised that Town Officers are aware of the TWA. The camp is situated on Crown Land and has not received planning approval. The Town's Compliance Officer is currently in discussions with the Department of Lands to resolve this matter.

**3.2 Questions from Elected Members at Ordinary Council Meeting held on Wednesday 28 August 2013****3.2.1 Councillor Daccache**

*Can the Town look into making the drop off zone at the Port Hedland International Airport a drop off and pick up area?*

Director Engineering Services advised that the Chief Executive Officer's answer stands until the bus parking at the Airport is relocated.

**3.3 Questions from Public at Special Council Meeting held on Tuesday 10 September 2013**

Nil

**3.4 Questions from Elected Members at Special Council Meeting held on Tuesday 10 September 2013**

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 5:44pm.

**4.1 Public Question Time****4.1.1 *Mr David Van Vugt***

*Mr Van Vugt advised that he is a candidate in the upcoming 2013 Local Government election.*

*Is the Town planning to upgrade cycle paths in Wedgefield? There are a number of people who ride to work in Wedgefield and as there are no cycle paths are required to ride on the road. There are also caretaker dwellings in Wedgefield and the tenants would go for a bike ride.*

Director Engineering Services advised that this question is taken on notice.

*Can the Town put in an allocated pedestrian crossing or designated crosswalk at the South Hedland Shopping Centre?*

Mayor advised that the Town has been looking into this issue and has been in consultation with Main Roads (MRWA) and Landcorp. MRWA have completed a car count and have deemed a zebra crossing unnecessary. There have been discussions regarding a crossing zone and an item would have to come to Council for this to be considered.

**4.1.2 Ms Lorraine Butson**

*Ms Butson advised that she is a candidate in the upcoming 2013 Local Government election.*

*There are sewerage problems at the Port Hedland Retirement Village on Stevens Street. Has the Town investigated the sewerage problem and when will it be rectified?*

Director Engineering Services advised that the Town has the lease for the management of the land and the buildings on Stevens Street are the asset of the Department of Housing. There are funds in the Town's 2013/14 budget to do a sewer connection and the Town is liaising with the Department of Housing for half of the funding. Director Engineering Services attended the Port Hedland Retirement Village board meeting on Monday to discuss the issue.

*When is the kiosk at Marquee Park going to be available for public use?*

Director Community Development advised that the Town has liaised with food vans to attend Marquee Park during peak hours. A tender will be issued within the next few months for the construction of the café.

*Why were members of the public restricted from purchasing refreshments at the recent Alliance Dance concert at the Wanangkura Stadium? Members of the public were told that a licence was required for drinks to be sold after 5:00pm.*

Director Community Development advised that this question is taken on notice.

**4.1.3 Mr Camilo Blanco**

*For the past few years I have raised questions in relation to the Town charging underground power. I received a collection notice from the Town and spoke to the debt collection agency two months ago regarding the Town illegally charging residents for underground power and haven't received any communication since. Has the Town cancelled my underground power bill as my recent rates notice didn't include the outstanding underground power bill?*

Chief Executive Officer advised that the Town's legal advice which demonstrated that the Town had the legal right and capacity to charge the service was given to Mr Blanco. If Mr Blanco has an outstanding account it will be managed through the Town's debt collection agency.



*I have spoken to the debt collection agency and advised that I would not pay therefore, this matter would have to go to court but I haven't been advised further. I am under the impression that the bill has been cancelled.*

Chief Executive Officer advised in the negative.

*The Western Power plans shows that the 5<sup>th</sup> cell, the old section of South Hedland, already has underground power therefore no service has been provided to those areas. This means the Town is charging a levy not a service which is illegal under the Local Government Act 1995.*

Chief Executive Officer advised that Mr Blanco is making a statement not a question.

*Evidence proves that the Town is charging a levy which is illegal as a Local Government cannot charge a levy. I have given this evidence to the Town and the debt collection agency with no correspondence received. Can the Town take me to court on this issue?*

Mayor advised that this is currently happening through the debt collection agency.

Chief Executive Officer advised that the matter will be determined in court.

*I have received no correspondence back from the Town or the debt collection agency and have tried to follow it up.*

Chief Executive Officer advised that this is incorrect as the Town provided its legal advice to Mr Blanco which clearly stated that the Town was in the right and has legal advice to support it. Mr Blanco has the opportunity to object to that and the matter will be taken to court.

#### **4.1.4 Councillor Taylor on behalf of a year five student at Port Hedland Primary School**

*It's a disgrace to see a smoking shop in Port Hedland. We are trying to help people stop smoking so why put a shop that sells cigarettes in the shopping centre? Smoking kills 6000 people in Australia every year, people die from cancer and get missing limbs. Pregnant women who smoke are actually feeding their babies poison and that is why we should not tolerate a smoking shop. I would like to see this shop get out of Port Hedland. What can the Council do about this?*

Chief Executive Officer advised that as smoking and the sale of tobacco products is not illegal in Australia there is very little the Town can do.

**4.1.5 Councillor Jacob on behalf of Chellee Plumb of Plumb Homes**

*What is the latest progress report on the development of Precinct 3? Can monthly progress reports from the Project Managers be attained online?*

Chief Executive Officer advised that progress reports are not online however there is no reason why the Town cannot put status reports on the website on the projects progress and how the milestones are being achieved.

Mayor closed Public Question Time at 5:55pm.

Mayor opened Public Statement Time at 5:55pm.

**4.2 Public Statement Time****4.2.1 Mr Camilo Blanco**

Mr Blanco stated that the Town is charging for a service (underground power) that has not been provided to all residents of South Hedland. Underground power is a levy not a service and the Local Government Act 1995 states that Local Governments cannot charge a levy. Councillors are elected to represent the people and to ensure the residents best interests are looked after. Mr Blanco is refusing to pay his underground power and requests that the Town takes him to court.

Mayor closed Public Statement Time at 5:58pm.

**ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE****5.1 Councillor Gillingham**

*Councillor Gillingham advised that she is a candidate in the upcoming 2013 Local Government election.*

*There is rubbish underneath the decking at the Silver Star cafe. Can the Town look into getting the rubbish cleared before cyclone season?*

Chief Executive Officer advised that this question is taken on notice.

*I asked earlier this year about getting a webcam for the top of the Port Hedland water tower. Has this been looked into?*

Chief Executive Officer advised that the Director Corporate Services was dealing with this through the Manager ICT. This question is taken on notice.

*At the start of the year I asked about getting a trophy cabinet for music festival and sporting trophies. Is there any progress with this?*

Mayor advised that this question is taken on notice.

*What is the update with Gratwick Hall being renovated into offices? When will this start? Will there be a final farewell for the hall as a new hall may be built in the future?*

Chief Executive Officer advised that discussions will need to take place with the new Council after the October election to determine the long term future. The current Council resolution is for the temporary use of Gratwick Hall not the long term.

## **5.2 Councillor Jacob**

*In regard to the discussions between the Town and Landcorp about road access to Mitchie Crescent, can an item be brought to Council to investigate the possibility of the roundabout in front of BP service station on Forrest Circle to join Mitchie Crescent?*

Chief Executive Officer advised that this was discussed at a recent round table meeting with Landcorp. Discussions with the relevant businesses and the South Hedland Small Business Association will need to take place before an item is presented to Council.

## **5.3 Councillor Taylor**

*I asked a question at the September Ordinary Council meeting regarding the education policy changes that will have a big impact on Port Hedland given the Pilbara Cities vision. Capping teacher's numbers in Port Hedland schools and limiting the availability to instrumental music to students in Port Hedland is a serious concern in the community. What is happening with this and what can Council do?*

Chief Executive Officer advised that the Town will invite the District Director of Education, Sue Cuneo, to present to Council the impacts of government policies on Pilbara schools.

*Thank you to the Town of Port Hedland for its involvement in the Pilbara Music Festival.*

## **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 Jacob
Councillor Gillingham	Councillor Hunt
Councillor Hooper	Councillor Taylor
Councillor Dziombak	

## **ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

7.1 Confirmation of Minutes of Ordinary Meeting of Council held on Wednesday 28 August 2013

201314/095 Officer's Recommendation/ Council Decision

Moved: Cr Jacob

Seconded: Cr Hunt

That the Minutes of the Ordinary Meeting of Council held on Wednesday 28 August 2013 be confirmed as a true and correct record with the following amendments:

- A. That Council's Decision 201314/044 of Item 11.1.1.9 'Assessment of Tender 13/12 Eastern Gateway Investigation (File No.: 18/16/0013)' and recorded on page 112 of those minutes be changed from:

'That Council:

1. Awards Tender 13/12 – Eastern Gateway Investigation to RPS to deliver Part A of the project as per their RFT submission of \$222,948.00 (Ex GST); and
2. Awards Tender 13/12 – Eastern Gateway Investigation to RPS for all, or portion of Part B as per their RFT submission a provisional sum of up to \$133,882.00 (Ex GST).'

To read:

'That Council:

1. Awards Tender 13/12 – Eastern Gateway Investigation to RPS to deliver Part A of the project as per their RFT submission of **\$214,153.20** (Ex GST); and
2. Awards Tender 13/12 – Eastern Gateway Investigation to RPS for all, or portion of Part B as per their RFT submission a provisional sum of up to **\$142,677.00** (Ex GST).'

*Explanatory Note: At the Ordinary Council Meeting on the 28 August 2013, Council resolved to appoint RPS the Tender for the Eastern Gateway Investigation. The prices contained within Attachment 2 'Confidential Summary of Prices Submitted' were presented as Part A and B without disbursements and any discounts and the Proposed Tender Total including all disbursements and discounts.*

*The resolution to appoint RPS had the correct total price for the Tender, that being \$356,830.00. However, an administration error has occurred when applying the values for Part A and Part B as no consideration was given to how the disbursements and*

*discounts applied to each 'Part'. This has now been reflected in the above amendment.*

- B. That the response provided by Mayor Kelly Howlett to Councillor Jacob under Item 5.4, page 17 of those Minutes be corrected as follows:

**"5.4 Councillor Jacob**

**Question - In regards to the Visitors Centre audit report item, was there a Management Committee of the Visitors Centre? Did the committee provide financial and operational reports and minutes as per the funding requirements from the Town of Port Hedland?**

**Response - Mayor advised that there was a committee of the Visitors Centre; the President was Bill Dziombak and treasurer and Councillor representative was Arnold Carter. Councillor Carter and the Director Corporate Services at the time, Matthew Scott, met to acquit the financial statements on a quarterly basis in order for the Visitors Centre to receive the quarterly payments.**

**Correction to original response: Mayor advised that there was a committee of the Visitors Centre; the President was Bill Dziombak and treasurer and Councillor representative was Arnold Carter. The financial reports were presented quarterly and used as a basis to obtain agreed funding at meetings which were attended by the Town's Director of Corporate Services at the time, Mr Matthew Scott , Kelly Howlett as Visitor Centre Manager, Cr Arnold Carter as Treasurer of the Port Hedland Visitor Centre and Town of Port Hedland Council representative on the Visitors Centre Committee.**

*CARRIED 7/0*

- 7.2 Confirmation of Minutes of Special Meeting of Council held on Tuesday 10 September 2013

201314/096 Officer's Recommendation/ Council Decision

Moved: Cr Hunt

Seconded: Cr Jacob

That the Minutes of the Special Meeting of Council held on Tuesday 10 September 2013 be confirmed as a true and correct record.

*CARRIED 7/0*

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

Mayor Howlett advised that she is a candidate in the upcoming 2013 Local Government election.

Mayor Activity Report for the August/September 2013 period to date is as follows:

**August 2013**

Tuesday, 6<sup>th</sup> August

- Weekly Spirit Radio (1026am) Chat
- Meeting With Finbarr (John Bell)
- Visit To City Gosnells Civic Centre Building

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

- Visit To Peppermint Grove Library and Community Centre
- Attended WALGA AGM
- Attended WALGA Welcome Function

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

- Attended WALGA Annual Convention
- Attended Mayors and Presidents Reception – City of Perth

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

- Attended WALGA Annual Convention
- Attended WALGA Convention Dinner

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

- Attended Hedland Community Radio 101.3FM Station Opening

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

- Attended Colin Cooke Memorial Basketball Carnival At Wanangkura Stadium

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

- Attended Mayor and CEO weekly Catch-Up
- Participated In PRC Survey - Brandino Consulting
- Attended & Chaired Indigenous Camping Taskforce Meeting
- Attended Meeting With LandCorp's Brad Pawlenko

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

- Weekly Spirit Radio (1026am) Chat
- Attended PHCCI Business After Hours Event -- Esplanade Crows Nest

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

- Attended South Hedland Business Association Breakfast
- Attended Local Housing Strategy Steering Group -- Council Chambers

- Weekly Elected Member & CEO Catch-Up -- Council Chambers
- Attended Confidential Planning Briefing – Chambers
- Attended Confidential Concept Forum – Chambers

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

- Opened & Cut Ribbon 2013 Pilbara Relay For Life Event

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

- Attended Mayor and CEO weekly Catch-Up
- Fortnightly Pilbara Shire President and Mayor Telephone Link Up
- Participated In National Book Week Reading At St Cecillas Primary School

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

- Breakfast Meeting Hon Sue Ellery MLC
- Weekly Spirit Radio (1026am) Chat
- Catch Up With Cr Penny Taylor
- Visited The YMCA Child & Parent Centre At South Hedland Primary School (Carole English)

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

- Executive Coaching – Kerry Neill
- Weekly CEO & Elected Member Catch Up

Thursday, 22<sup>nd</sup> August

- Attended Pilbara Leaders Symposium – Karratha

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

- Attended RDA-Pilbara Committee Meeting – Karratha
- Interview Hedland Community Radio 101.3FM Re: Upcoming North West Festival
- Volunteered At The Slam – Friday Night Youth Basketball

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

- Mayor Coffee Session – Port Hedland
- Mayor Coffee Session – South Hedland
- Speech At NW Festival Sponsors Lunch
- Attended North West Festival & Assisted With Welcome To Country

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

- Speech At Migrant & Refugee Mass, St John Baptist Catholic Church

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

- Attended Mayor and CEO weekly Catch-Up
- Chair PRC Meeting – Perth
- Meeting With Department State Development Re: Dust & Noise Taskforce

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

- Meeting With Department Health Jim Dodds (West End)
- Meeting With Department Environment (West End)
- Meeting With Hon Mark McGowan (Leader State Opposition) [West End]

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

- Attended Fundraiser Breakfast For Baby Maia
- Attended Confidential Strategic Planning Briefing – Town Planning Scheme No.5 Review
- Attended Confidential Planning Briefing
- Attended Confidential Concept Forum
- Agenda Briefing Session
- Chair Ordinary Council Meeting – August

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

- Attended Meeting BHPBIO & Elected Members and Executive TOPH
- Attended Workshop – Design Elements & Economic Impacts – Local Builders Forum
- Attended LEMC Meeting

Friday, 30<sup>th</sup> August

- Chair – Children At Risk/Youth On The Streets Taskforce
- Attended South Hedland Bowls and Tennis Club Sod Turning Event
- Volunteered At Blue Light Disco
- Attended Hedland Art Awards Opening Night

Saturday, 31<sup>st</sup> August

- Attended West End Markets
- Attended BMX Round 2 North West Championships
- Attended The North Pilbara Football League Grand Final

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

- Attended The Ninji Ninji Family Festival

Mayor Howlett attended the North West Festival which was a great event and is looking forward to seeing the final results of the festival. Mayor Howlett also attended many workshops in regards to the update of the ToPH Local Planning Scheme. The JD Hardie Youth Zone has put in a lot of effort for 'The Slam' and alternate youth activities on Saturday evenings. Mayor Howlett thanked all employees at the JD Hardie Centre.



**ITEM 9      REPORTS BY ELECTED MEMBERS WITHOUT DISCUSSION****9.1      *Councillor Gillingham***

Councillor Gillingham advised that she is a candidate in the upcoming 2013 Local Government election.

Councillor Gillingham organised the Pilbara Music Festival and awards concert in the second week of September. Councillor Gillingham thanked Mayor Howlett for opening the ceremony and other Councillors for attending. The Choir Festival was held on the Wednesday after the Pilbara Music Festival at the Wanangkura Stadium. Councillor Gillingham thanked the Manager of the Stadium and the Town of Port Hedland for their assistance. Councillor Gillingham held the music exams at the Courthouse Arts Centre and all the student did a great job. Councillor Gillingham wished all candidates good luck for the 2013 Local Government Election.

**9.2      *Councillor Hooper***

Councillor Hooper advised that he is a candidate in the upcoming 2013 Local Government election.

Councillor Hooper attended the Pilbara Relay for Life and officiated the Hope Ceremony. Councillor Hooper attended the WALGA 'Professionally Speaking' training in Perth last week and would highly recommend the training to existing and potential new Councillors.

**9.3      *Councillor Dziombak***

Councillor Dziombak advised that he is a candidate in the upcoming 2013 Local Government election.

Councillor Dziombak attended the Australian Airport Authority Conference in Darwin last week. Councillor Dziombak hosted the Chamber of Commerce Business of the Year Awards and attended the South Hedland Business Association Breakfast.

**9.4      *Councillor Jacob***

Councillor Jacob attended the Australian Airport Authority Conference in Darwin last week along with other Councillors and Town employees. The conference gave everyone great insight in to what is possible for the Port Hedland International Airport. Councillor Jacob advised that the key worker accommodation at Osprey is open for applications from employees and businesses and is available to the resource sector. Councillor Jacob advised that the Local Housing Strategy survey is available for members of the public. It gives people the opportunity to provide their opinion and thoughts on the designs, zoning, densities and planning around developments in our town.

**9.5 Councillor Hunt**

Councillor Hunt attended the Port Hedland Retirement Village meeting on Monday night and invited the Director Engineering Services to speak with the board members. The Port Hedland Retirement Village building is currently getting a face lift with a new coat of paint being applied to the outside of the building.

**9.6 Councillor Taylor**

Councillor Taylor advised that she had copies of the Local Housing Strategy survey for members of the public to complete. The survey gives the public an opportunity to have a say in future planning design guidelines.

**ITEM 10 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS****10.1 Mr Jeff Taylor, General Manager, Yaandina Family Centre Inc**

Mr Taylor gave Council and members of the public an update on the Pilbara Drug and Alcohol Rehabilitation Facility located 20 kilometres outside of South Hedland. Mr Taylor outlined the program and referral process for the clients. There are still a number of actions to be undertaken before the facility opens, potentially in early 2014, these include the property handover and operational funding accessed, recruitment of staff and access to housing, staff training and program orientation.

**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 Council has been received. Decisions made at this meeting can be revoked, pursuant to the Local Government Act 1995.*

*Note: Mayor advised members of the public that since the publication of the agenda a late confidential item was presented to Council the title being CONFIDENTIAL: Lease of Cattle Yards, Melreef Pty Ltd (File No.: 05/05/0057). This item will be considered at Item 15 of the agenda.*



**Budget Implications**

Nil

**Officer's Comment**

Nil

**Attachments**

Nil

**Caretaker Statement**

The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections - Caretaker Policy'.

**201314/097 Officer's Recommendation/ Council Decision**

**Moved: Cr Jacob**

**Seconded: Cr Dziombak**

**That 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 August be received.**

***CARRIED 7/0***

## DELEGATED PLANNING APPROVALS FOR AUGUST 2013

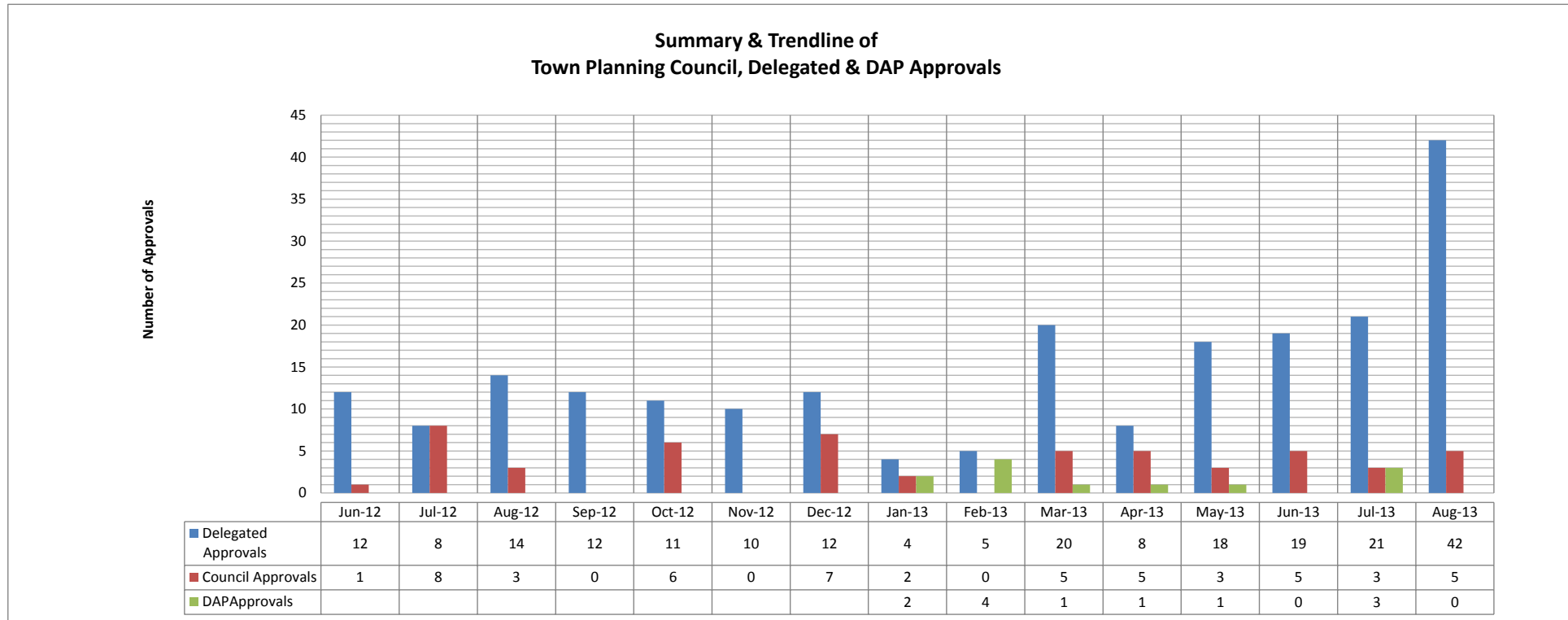
Application No.	Description	Lot	Property Address	Date Approved	Applicants Name	Development Value
2013/346	SHORT STAY ACCOMMODATION - ICE ROOM	2053	77-95 HAMILTON ROAD SOUTH HEDLAND 6722	7/08/2013	RESOLVE GROUP PTY LTD	\$ 100,000.00
2013/446	SITE WORKS	592	2-6 SOMERSET CRESCENT SOUTH HEDLAND 6722	7/08/2013	DCPM HOLDINGS PTY LTD	\$ 100,000.00
2013/450	SINGLE HOUSE - "PATIO" ADDITION	1799	201 ATHOL STREET PORT HEDLAND 6721	8/08/2013	ANDREW OLDING	\$ 60,000.00
2013/451	PATIO ADDITION	41	4 NEPTUNE PLACE PORT HEDLAND 6721	8/08/2013	ANDREW OLDING	\$ 60,000.00
2013/359	TWO (2) GROUPED DWELLINGS	1925	1 LOGUE COURT SOUTH HEDLAND 6722	9/08/2013	PIVOT WAY PTY LTD	\$ 898,966.00
2013/445	INDUSTRY - "HIRE INDUSTRY", "OFFICE", "STORAGE FACILITY / DEPOT / LAYDOWN AREA" - TWO (2) ANCILLARY OFFICES, FIVE (5) SEA CONTAINERS, THREE (3) CONCRETE HARD STANDS, AND TWO (2) SHADE STRUCTURE ADDITIONS	2	UNIT B 4 TRIG STREET WEDGEFIELD 6721	9/08/2013	RPS	\$ 22,000.00
2013/452	PATIO ADDITION	1788	205 ATHOL STREET PORT HEDLAND 6721	9/08/2013	ANDREW OLDING	\$ 60,000.00
2013/260	NINE (9) MULTIPLE DWELLINGS	1978	17 CORBOYS PLACE SOUTH HEDLAND 6722	12/08/2013	WHELANS TOWN PLANNING	\$ 1,350,000.00
2013/330	TWO (2) GROUPED DWELLINGS	1844	22 PEDLAR STREET SOUTH HEDLAND 6722	12/08/2013	PILBARA DESIGN AND BUILD PTY LTD	\$ 570,688.00
2013/347	TWO (2) GROUPED DWELLINGS - ONE EXISTING	1880	8 WEAVER PLACE SOUTH HEDLAND 6722	12/08/2013	WHELANS TOWN PLANNING	\$ 420,000.00
2013/362	INTENSIVE AGRICULTURE - RETROSPECTIVE INTERNAL ANCILLARY OFFICE	105	65 REDBANK ROAD REDBANK 6721	12/08/2013	RED ROCK NURSERY	\$ 50,000.00
2013/453	TOWN CENTRE - "OFFICE" - AIR QUALITY MONITORING	78	LOT 78 THE ESPLANADE PORT HEDLAND 6721	12/08/2013	ECOTECH PTY LTD	\$ 19,500.00
2013/455	SINGLE HOUSE - "GARAGE" ADDITION (ENCLOSURE OF	5686	6 COUNIHAN CRESCENT PORT HEDLAND 6721	12/08/2013	CPD GROUP PTY LTD	\$ 30,000.00
2012/289.01	AMENDMENT TO PLANNING APPLICATION 2012/289	2	88A KINGSMILL STREET PORT HEDLAND 6721	13/08/2013	LANDMAX PROJECTS PTY LTD	\$ -
2012/319.01	AMENDED PLANNING APPLICATION 2012/319 - "TRANSPORT DEPOT" (NON-CONFORMING USE) - WORKSHOP RELOCATION	1035	8 MURRENA STREET WEDGEFIELD 6724	13/08/2013	LPG PERTH AIRPORT PTY LTD	\$ 4,500,000.00
2013/361	TWO (2) GROUPED DWELLINGS	1550	25 ROBINSON STREET PORT HEDLAND 6721	13/08/2013	PIVOT WAY PTY LTD	\$ 921,536.00
2013/399	TRANSIENT WORKFORCE ACCOMMODATION - "ANCILLARY SIGNAGE"	901	L901 NIMINGARRA COURT SOUTH HEDLAND 6722	13/08/2013	COMPASS GROUP (AUSTRALIA) PTY LTD	\$ 150,000.00
2013/456	SITE OFFICE AND LUNCH ROOM	1	UNIT M45/ 00381 MINING TENEMENT WODGINA MINE VIA PT HEDLA 6721	13/08/2013	CRUSHING SERVICES INTERNATIONAL PTY LTD	\$ 480,456.00
2013/459	INFRASTRUCTURE - DN250 PRESSURE MAIN	6023	LOT 6023 MCGREGOR STREET PORT HEDLAND	13/08/2013	TPG TOWN PLANNING & URBAN DESIGN	\$ 20,430.00
2013/328	SINGLE HOUSE AND ANCILLARY ACCOMMODATION	1875	3 PEDLAR STREET SOUTH HEDLAND 6722	14/08/2013	PASQUALE VERSACI	\$ 350,000.00
2013/411	MIXED BUSINESS - OFFICE, SHOWROOM, RESTAURANT AND OUTDOOR DISPLAY	202	8 BYASS STREET SOUTH HEDLAND 6722	14/08/2013	OWEN HIGHTOWER	\$ 2,500,000.00
2013/428	SIGNAGE - 6 X PANEL PRINTS TO EXISTING VIEWING	304	LOT 304 REDBANK ROAD REDBANK 6721	15/08/2013	GREENING AUSTRALIA WA	\$ 19,000.00
2012/561.01	"INDUSTRY - LIGHT" WORKSHOP AND ASSOCIATED OFFICE	113	L113 OXIDE WAY WEDGEFIELD 6722	16/08/2013	CAMPION DESIGN GROUP	\$ -
2013/385	CHANGE OF USE FROM 'WAREHOUSE' TO 'INDUSTRY - LIGHT'	218	13 STEEL LOOP WEDGEFIELD 6721	16/08/2013	MICHAEL LITTLE DESIGNS	\$ 1,671,100.00
2013/400	HOME BUSINESS - SMALL BAKED GOODS	681	77 DOWDING WAY PORT HEDLAND 6721	16/08/2013	REBECCA ZAMMIT	\$ -
2013/449	TEMPORARY ENTERTAINMENT VENUE - NORTH WEST MUSIC FESTIVAL	1	LOT 1 MCGREGOR STREET PORT HEDLAND 6721	16/08/2013	SUNSET EVENTS	\$ 328,627.00
2013/475	CHANGE OF USE - ANCILLARY ACCOMMODATION TO	3518	6 DONGARA PLACE SOUTH HEDLAND 6722	16/08/2013	ANDREW OLDING	\$ 15,000.00
2013/477	RESIDENTIAL R20 - SINGLE HOUSE FRONT AND SIDE SETBACK R-CODE VARIATION	4	20 DENMAN PLACE SOUTH HEDLAND 6722	18/08/2013	LEIMAC BUILDING PTY LTD	\$ 500,000.00
2013/314	USE NOT LISTED - PUBLIC ART (MOSAIC SUNDIAL) ON LOT 582	580	LOT 582 FORREST CIRCLE SOUTH HEDLAND 6722	20/08/2013	JENNY DAWSON	\$ 185,000.00
2013/387	TEMPORARY LAYDOWN AREA	601	601 HAMILTON ROAD SOUTH HEDLAND 6722	20/08/2013	COMPASS GROUP (AUSTRALIA) PTY LTD	\$ -

2013/416	SIGNAGE	2	UNIT 2 37 PINNACLES STREET WEDGEFIELD 6722	20/08/2013	SAVROC CONSTRUCTIONS PTY LTD	\$ 5,000.00
2013/440	TWO (2) GROUPE D DWELLINGS - ONE EXISTING	1739	32 MCPHERSON STREET PORT HEDLAND 6721	20/08/2013	PIVOT WAY PTY LTD	\$ 422,482.00
2013/460	THREE (3) GROUPE D DWELLINGS	3	14 FRISBY COURT SOUTH HEDLAND 6722	20/08/2013	THOMAS BUILDING PTY LTD	\$ 1,375,000.00
2013/466	TWO (2) GROUPE D DWELLINGS AND RESIDENTIAL BUILDING	304	LOT 304 LAWSON STREET SOUTH HEDLAND 6722	20/08/2013	RFF PTY LTD	\$ 2,000,000.00
2013/484	HOME BUSINESS - PERSONAL TRAINING AND CONSULTATION	3263	12 DEMPSTER STREET PORT HEDLAND 6721	20/08/2013	KERRIE - LYN HODGKINSON	\$ -
2013/234.01	AMENDMENT TO APPROVAL 2013/234 - RETAINING WALLS	3625	3625 CAPTAINS WAY SOUTH HEDLAND 6722	21/08/2013	ERTECH PTY LTD	\$ -
2013/322	PUBLIC ART PROJECT - LITTLE CITIES SCULPTURE	580	LOT 582 FORREST CIRCLE SOUTH HEDLAND 6722	21/08/2013	NAOMI STANITZKI	\$ 85,000.00
2013/483	RESIDENTIAL - "OUTBUILDING" ADDITION	3550	46 KOOMBANA AVENUE SOUTH HEDLAND 6722	21/08/2013	ROEBUCK BAY SERVICES	\$ 10,860.00
2013/490	CHANGE OF USE - WAREHOUSE TO OFFICE / WAREHOUSE	112	L112 IRON ORE STREET WEDGEFIELD 6722	23/08/2013	WESTERN AUSTRALIAN SHED COMMERCIAL	\$ -
2013/496	NINDJI NINDJI FESTIVAL	2455	45 ROBERTS STREET SOUTH HEDLAND 6722	27/08/2013	BLOODWOOD TREE ASSOC INC	\$ 150,000.00
2013/443	THREE (3) GROUPE D DWELLINGS	794	8 BREARLEY STREET PORT HEDLAND 6721	28/08/2013	BANINGA NOMINEES PTY LTD	\$ 1,363,636.00
2013/494	SIGNAGE	1003	9-31 THROSSELL ROAD SOUTH HEDLAND 6722	30/08/2013	WESTPAC BANKING CORPORATION	\$ 26,000.00

**COUNCIL PLANNING APPROVALS FOR AUGUST 2013**

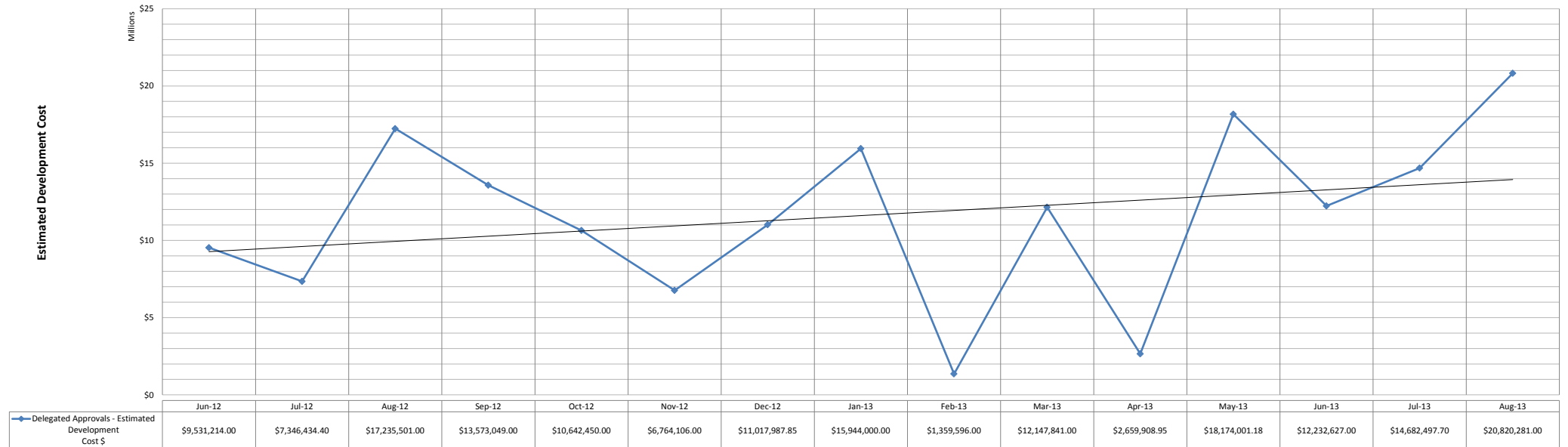
Application No.	Description	Lot	Property Address	Date Approved	Applicants Name	Development Value
2012/623	MOTOR VEHICLE AND/OR MARINE SERVICE STATION - CARETAKER'S DWELLING	2055	67-71 HAMILTON ROAD SOUTH HEDLAND 6722	28/08/2013	PLANNING SOLUTIONS	\$ 180,000.00
2013/319	TEN (10) MULTIPLE DWELLINGS	485	29 MOORE STREET PORT HEDLAND 6721	28/08/2013	HIGHTOWER PLANNING & DEVELOPMENT	\$ 2,000,000.00
2013/101.01	AMENDED PLANING APPLICATION 2013/101 - TEN (10) MULTIPLE DWELLINGS	1	65 KINGSMILL STREET PORT HEDLAND 6721	28/08/2013	MEGARA DEVELOPMENTS PTY LTD	\$ 2,700,000.00
2013/358	PRIVATE RECREATION - SINGLE HOUSE	602	602 HAMILTON ROAD SOUTH HEDLAND 6722	28/08/2013	HIGHTOWER PLANNING & DEVELOPMENT	\$ 200,000.00
2013/414	INDUSTRY - NOXIOUS - TWO ADDITIONAL CEMENT SILOS	10	20-22 MOORAMBINE STREET WEDGEFIELD 6721	28/08/2013	BGC CONTRACTING PTY LTD	\$ 1,482,070.00

COUNCIL, DELEGATED & DAP PLANNING APPROVALS FOR AUGUST 2013



DELEGATED PLANNING APPROVALS FOR AUGUST 2013

Summary & Trendline of  
Town Planning Delegated Approvals  
Estimated Development Costs





## DELEGATED BUILDING APPROVALS FOR AUGUST 2013

BUILDING PERMITS								
Permit Number	Decision Date	Property Address	Locality	Applicant	Description of Work	Estimated Construction Value (\$)	Floor area square metres	Building Classification
13-185	01.08.2013	36 PEDLAR STREET	SOUTH HEDLAND 6722	Daniel Weaver	GARDEN SHED	\$ 3,000.00	6	Class 10a
13-175	01.08.2013	209 ATHOL STREET	PORT HEDLAND 6721	GUISEPPEE MALATINO	GARAGE SHED	\$ 1,901.00	5	Class 10a
13-181	01.08.2013	93 ATHOL STREET	PORT HEDLAND 6721	JONATHON SWAN	GARAGE AND CARPORT	\$ 25,850.00	72	Class 10a
13-163	02.08.2013	15 STYLES ROAD	PORT HEDLAND 6721	Northwest Shedmasters Pty Ltd	SHED	\$ 42,980.00	81	Class 10a
13-189	02.08.2013	2 THORNBILL PLACE	SOUTH HEDLAND 6722	NORTHWEST SHEDMASTERS	1 X SHED	\$ 56,300.00	52	Class 10a
13-176	07.08.2013	207 ATHOL STREET	PORT HEDLAND 6721	GUISEPPEE MALATINO	GARDEN SHED	\$ 1,901.00	5	Class 10a
13-199	08.08.2013	7 YANANA STREET	WEDGEFIELD 6724	KIERAN REID	SHADE STRUCTURE	\$ 40,000.00	140	Class 10a
13-201	15.08.2013	205 ATHOL STREET	PORT HEDLAND 6721	Andrew Olding	PATIO	\$ 51,000.00	48	Class 10a
13-183	27.08.2013	19 ROBINSON STREET	PORT HEDLAND 6721	ROYCE FISHER	Carport	\$ 17,000.00	46	Class 10a
13-221	27.08.2013	46 KOOMBANA AVENUE	SOUTH HEDLAND 6722	C Campbell-Howard	GARDEN SHED	\$ 10,859.00	9	Class 10a
13-205	08.08.2013	6 SMITH STREET	SOUTH HEDLAND 6722	Max James Gilbert	UNAUTHORISED SWIMMING POOL AND PATIO	\$ 4,000.00	N/A	Class 10a & 10b
13-214	14.08.2013	20 GREENE PLACE	SOUTH HEDLAND 6722	RAMSAY POOLSCAPES	BAC-UN-AUTHORIED SWIMMING POOL	\$ 16,000.00	N/A	Class 10b
13-196	20.08.2013	88 SUTHERLAND STREET	PORT HEDLAND 6721	North West Pool Centre	Swimming Pool	\$ 38,000.00	N/A	Class 10b
13-211	28.08.2013	602 HAMILTON ROAD	SOUTH HEDLAND 6722	CUSTOM CONSTRUCTION WA PTY LTD	SIGNAGE X 3	\$ 16,163.00	N/A	Class 10b
13-210	28.08.2013	Unit A & B	11 MCGREGOR STREET	CUSTOM CONSTRUCTION WA PTY LTD	SIGNAGE X 2	\$ 10,775.00	N/A	Class 10b
13-219	20.08.2013	UNIT A & B	16 PATON ROAD	FLEETWOOD CORPORATION PTY LTD	New Dwelling & Carport (Dwelling A)	\$ 324,569.00	110	Class 1a
13-180	01.08.2013	14 MINILYA LINK	SOUTH HEDLAND 6722	SHAWN ROBERT COWE	GABLE PATIO	\$ 19,006.00	28	Class 1a
13-184	02.08.2013	14 BANKSIA STREET	SOUTH HEDLAND 6722	MEGARA CONSTRUCTIONS	2 X 2 STOREY 4 BEDROOM 2 BATHROOM DWEL	\$ 1,000,000.00	290	Class 1a
13-170	07.08.2013	14 BALER CLOSE	SOUTH HEDLAND 6722	McGrath Homes	4X4 RESIDENTIAL DWELLING	\$ 554,017.00	172	Class 1a
13-228	22.08.2013	31 PEDLAR STREET	SOUTH HEDLAND 6722	Pilbara Design and Build Pty Ltd	New Dwelling including Patio Carport a	\$ 569,621.00	145	Class 1a
13-230	29.08.2013	38 STEAMER AVENUE	SOUTH HEDLAND 6722	QUALITY BUILDERS PTY LTD	NEW DWELLING	\$ 418,998.00	185	Class 1a
13-226	30.08.2013	Unit A & B	6 Beacon Close	FLEETWOOD CORPORATION LTD	1 x NEW GROUP DWELLING	\$ 324,569.00	110	Class 1a
13-227	30.08.2013	Unit A & B	6 Beacon Close	FLEETWOOD CORPORATION LTD	1 x New Group Dwelling	\$ 324,569.00	110	Class 1a
13-220	20.08.2013	UNIT A & B	16 PATON ROAD	FLEETWOOD CORPORATION LTD	New Dwelling & Carport (Dwelling B)	\$ 324,569.00	110	Class 1a
13-188	29.08.2013	18 KANGAROO CRESCENT	SOUTH HEDLAND 6722	TANGENT NOMINEES PTY LTD	RESIDENTIAL DWELLING	\$ 585,000.00	178	Class 1a and 10a
13-216	16.08.2013	L901 NIMINGARRA COURT	SOUTH HEDLAND 6722	BLOOMER CONSTRUCTIONS QLD PTY LTD	GATEWAY VILLAGE - CHALETS	\$ 7,500,000.00	3528	Class 1b
13-187	01.08.2013	9-31 THROSSELL ROAD	SOUTH HEDLAND 6722	Jorrit Muller	FIT OUT - COMMONWEALTH BANK	\$ 858,000.00	162	Class 5
13-203	13.08.2013	7A YANANA STREET	WEDGEFIELD 6724	RSA PTY LTD	UN-AUTHORISED WORKS OFFICE & ABLUTION/LA	N/A	N/A	Class 5

13-197	14.08.2013	5 STEEL LOOP	WEDGEFIELD 6721	NORTHWEST SHEDMASTERS P/L	OFFICE/WAREHOUSE	\$ 656,700.00	699	Class 5 and 7b
13-208	12.08.2013	9-31 THROSSSELL ROAD	SOUTH HEDLAND 6722	NV CONTRACTING	SHOP FITOUT (CHINESE MASSAGE SHOP)	\$ 19,134.00	26	Class 6
13-212	12.08.2013	9-31 THROSSSELL ROAD	SOUTH HEDLAND 6722	RETAIL FOOD GROUP	DONUT KING	\$ 100,000.00	48	Class 6
13-218	19.08.2013	13 TAILINGS ELBOW	WEDGEFIELD 6721	PERITAS CONSTRUCTION MANAGEMENT PTY LTD	Office and Warehouse - Concrete Works	\$ 1,500,000.00	N/A	Class 7b
<b>TOTAL 32</b>						<b>\$ 15,414,481.00</b>		

**DEMOLITION LICENCES FOR AUGUST 2013**

DEMOLITION PERMIT								
Permit Number	Decision Date	Property Address	Locality	Applicant	Description of Work	Estimated Construction Value (\$)	Floor Area	Classification
13-204	07.08.2013	60 MOORE STREET	PORT HEDLAND 6721	MEGARA FIVE	DEMOLITION OF 2 EXISITING DWELLINGS	\$ 30,000.00	200	Class 1a
<b>Total</b>	<b>1</b>		<b>Demolition Licences Issued</b>			<b>30,000.00</b>		

**STRATA APPLICATIONS FOR AUGUST 2013**

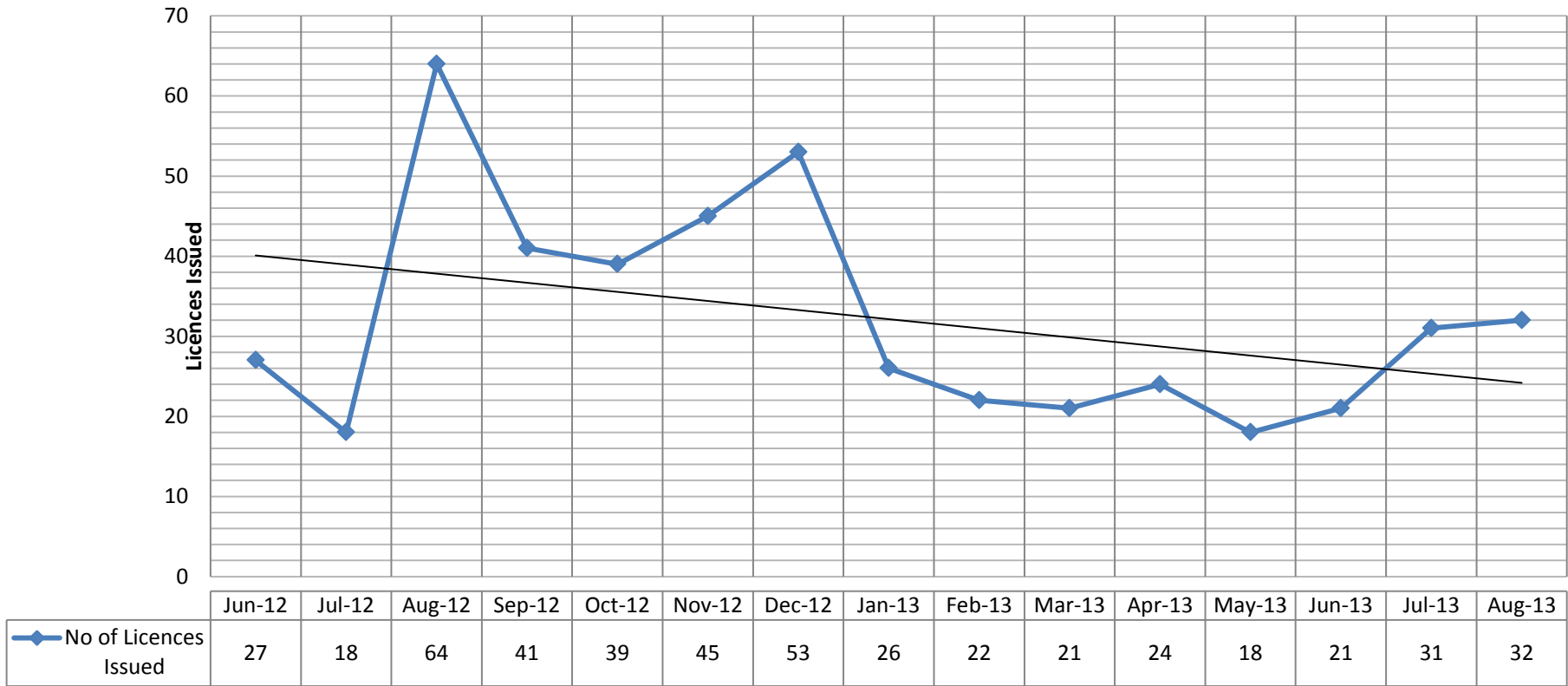
STRATA APPLICATIONS								
Permit Number	Decision Date	Property Address	Locality	Applicant	Description of Work	Estimated Construction Value (\$)	Floor Area	Classification
13-178	09.08.2013	6 SMITH STREET	SOUTH HEDLAND 6722	McMullen Nolan Group Pty Ltd	BAC - STRATA - REDIDENTIAL DWELLINGS	N/A	N/A	Class 1a
13-222	29.08.2013	L515 GREENE PLACE	SOUTH HEDLAND	MAKJaP Pty Ltd	BAC - STRATA	N/A	N/A	Class 1a
13-225	22.08.2013	L118 PINNACLES STRE	WEDGEFIELD 6722	MAKJaP Pty Ltd	CBC & OP - STRATA - 3x INDUSTRIAL UNITS	N/A	N/A	Class 8
<b>Total</b>	<b>3</b>		<b>STRATA Applications</b>			<b>\$ -</b>		

## OVERVIEW SUMMARY FOR AUGUST 2013

<b>SUMMARY</b>				
<b>No of Permits</b>	<b>Permit Type</b>	<b>Estimated Construction Value</b>	<b>Floor Area in square metres</b>	<b>Average cost per square metre</b>
1	Demolitions	\$30,000	0	\$0.00
10	Dwellings	\$4,444,918	1,438	\$3,091.04
11	Class 10a	\$254,791	455	\$559.98
4	Class 10b	\$80,938	0	\$0.00
7	Commercial	\$10,633,834	4,463	\$2,382.67
3	Strata	N/A	N/A	N/A
<b>36</b>		<b>\$15,444,481</b>	<b>6,356</b>	

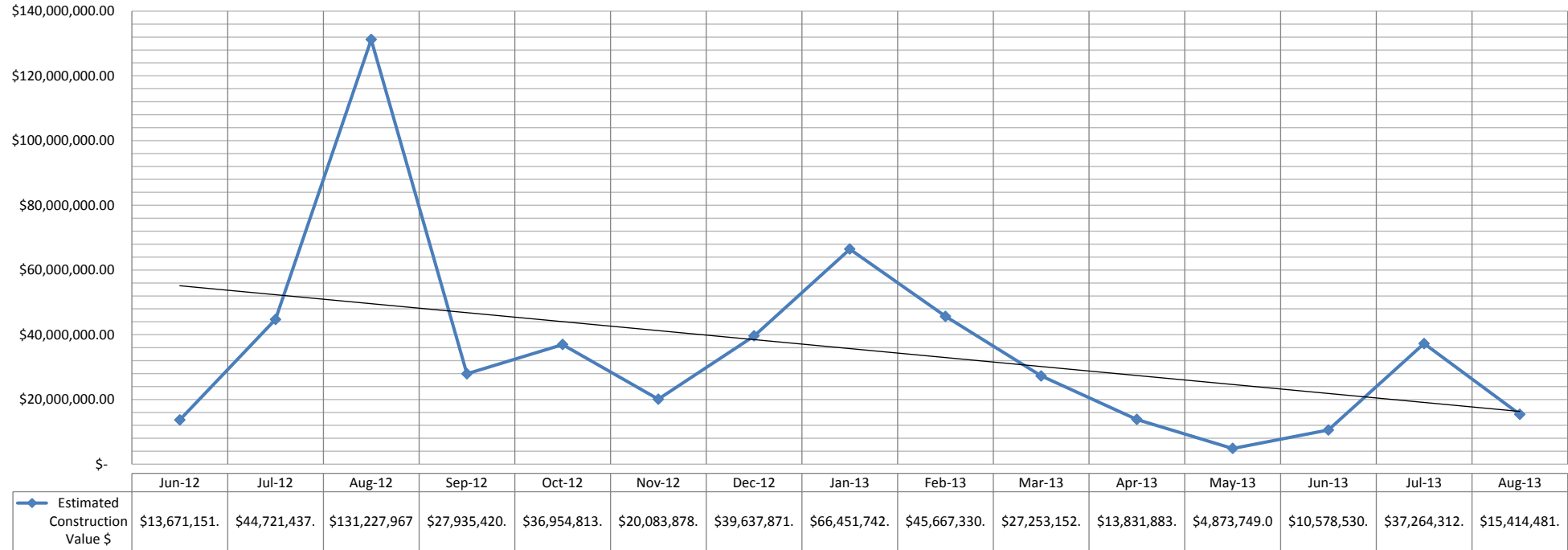
BUILDING APPROVALS FOR AUGUST 2013

Summary & Trendline for Building Licence Approvals



BUILDING APPROVALS FOR AUGUST 2013

Summary & Trendline of  
Estimated Construction Value of Building Licences Issued



**CURRENT LEGAL MATTERS FOR AUGUST 2013**

<b>CURRENT LEGAL MATTERS</b>				
<b>File No.</b>	<b>Address</b>	<b>Issue</b>	<b>Current Status</b>	<b>Officer</b>
118711G	Lot 1675 (1690) Harwell Way, Wedgefield	Non-compliance with planning conditions	Case adjourned until 1/10/2013 to allow for sealing of the properties to occur.	BM
125910G	Lot 2445 # 32 Moorambine Street, Wedgefield	Unauthorised Concrete Batching Plant	Handed to attorneys - Court Hearing to be held on 24th June 2013 - Not Guilty Plea. Adjourned until 4/10/2013	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 September 2013.	BM

**CURRENT HEALTH ORDERS AS OF AUGUST 2013**

<b>Current Health Orders under Delegated Authority by Environmental Health Services</b>				
<b>File No.</b>	<b>Address</b>	<b>Issue</b>	<b>Current Status</b>	
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 recieved 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	

**11.1.1.2 Proposed Street Name - Sugarbird (File No.: 28/17/0001)**

**Officer** Julie MacMile  
Lands and Technical  
Officer

**Date of Report** 4 September

**Disclosure of Interest by Officer** Nil

**Summary**

Council at its meeting of 26 June 2013, resolved to approve a number of names for use within the Kingsford Business Park. One of the names suggested was Miller (after Robin Miller).

The name Miller is currently in use in Wedgefield and the Geographic Names Committee has advised that it cannot be utilised elsewhere within the Town.

The Geographic Names Committee has suggested the name "Sugarbird" be used in place of the name Miller.

Council is requested to approve the use of the name "Sugarbird" for inclusion in the Geonoma Adhoc Report (Reserve Road Name Register) for the Town of Port Hedland.

**Background**

Council, at its Ordinary Meeting held on 6 March 2013 resolved to approve a number of Road Names for use within the Kingsford Business Park (formally Precinct 3). As part of this resolution, officers were requested to further research names that relate to aeronautics and aviation with reference to the long history and significance of aviation to the Pilbara and in particular Port Hedland.

Further research was undertaken and Council was requested to approve a number of additional road names for use within the Kingsford Business Park (formally Precinct 3). Council at its meeting of 26 June 2013, resolved to include the name Miller (after Robin Miller).

The name Miller is currently in use in Wedgefield and therefore cannot be utilised elsewhere within the Town.

**Consultation**

Nil

**Statutory Implications**

The naming of roads must be dealt with as per Part 2, Division 3, Section 26A of the *Land Administration Act 1997*.

### **Policy Implications**

Council Policy 12/004 relates to the naming of roads.

The aim of this Policy is to provide guidelines for the naming of roads/streets within the Town of Port Hedland. These guidelines will provide easy identification of road names and recognition of community members who have provided extensive service. This Policy also specifies how Council will number properties in the Town to ensure a consistent and logical pattern of street numbering that is in accordance with Australian Standard AS/NZ 4819:2011 Rural and Urban Addressing

### **Strategic Planning Implications**

6.1 Community

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6.1.3 Rich in Culture

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Strengthen local communities, history and culture.

### **Budget Implications**

Nil

### **Officer's Comment**

Council at its meeting of 26 June 2013, resolved to include the addition of the name Miller (after Robin Miller) into the approved street name list for the Kingsford Business Park.

In order to satisfy the requirements of the Geographic Names Committee, background research has been undertaken in relation to the history of Robin Miller:

Robin Elizabeth Miller was a flying sister and pilot, who administered the sabin polio vaccine on a sugar cube throughout the north of Western Australia. The name "The Sugarbird Lady" was given to her by outback Aboriginal children during her work combatting polio. Robin Miller died on 7 December 1975 at the age of 35.

Although the name "Miller" is already used, the utilisation of the name "Sugarbird" is an opportunity to provide a connection to the important medical role Robin Miller played within the Port Hedland community.

The name "Sugarbird" has not previously been utilised within the Town and Council is requested to approve its use for inclusion in the Geonoma Adhoc Report (Reserve Road Name Register) for the Town of Port Hedland.

### **Attachments**

Nil



**Caretaker Statement**

The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections - Caretaker Policy'.

**201314/098 Officer's Recommendation/ Council Decision****Moved: Cr Gillingham****Seconded: Cr Hooper****That Council:**

- 1. Approve the use of the name "Sugarbird"; and**
- 2. Requests the Chief Executive Officer, or his delegate(s), to forward the approved road name and its meaning to the Geographic Names Committee for final approval and inclusion in the Geonoma Adhoc Report (Reserve Road Name Register) for the Town of Port Hedland.**

***CARRIED 7/0***

**11.1.1.3 Proposed Partial Closure of Whim Creek Road, Boodarie  
– Lot 1281 on Deposited Plan 70562 (File No.:  
28/01/0017)**

**Officer** Julie MacMile  
Lands and Technical Officer

**Date of Report** 27 August 2013

**Disclosure of Interest by Officer** Nil

**Summary**

The Town has received a request from Roy Hill Infrastructure to permanently close a portion of Whim Creek Road.

Council previously resolved to initiate the closure subject to advertising the proposal. The proposed closure was advertised for a period of 35 days in accordance with Section 58 of the *Land Administration Act 1997*.

A number of issues have arisen during the advertising of the proposal and these are discussed in more detail below.

On the basis of the issues raised, Council is requested to approve the request for partial closure of Whim Creek Road subject to an alternative permanent and safe (public) access being provided that will allow access (west of the rail corridor) to the coastal areas.

**Background**

Whim Creek Road dissects the Roy Hill Special Rail Licence corridor.

Whim Creek Road currently provides an access route to informal coastal fishing tracks to the west of Port Hedland. The Town intends to formalise coastal access and camping as a community and tourism opportunity. Unfortunately, access to other coastal areas (via De Grey and Mundabullangana stations) has recently been restricted.

Council considered the request to close a portion of Whim Creek Road on 24 April 2013 and resolved to approve the closure subject to no objections being received during the advertising period. In accordance with Section 58 of the *Land Administration Act 1997*, the proposed closure was advertised for a period of 35 days.

### Consultation

Section 58(3) of the *Land Administration Act 1997* states that a local government must not resolve to make a request under subsection (1) until a period of 35 days has lapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.

#### *Internal*

Internal consultation has been undertaken with the following:

Department	Comment
Technical Services	No Objection
Community Development	<p>The proposed closure of this road would be completely undesirable from the perspective of the Port Hedland community and tourism visitors to the Town</p> <p>Whim Creek Road currently provides access to other roads/tracks to the coastal areas west of Boodarie.</p> <p>These coastal areas are currently used informally for fishing, crabbing, camping and 4WD usage and form an important leisure pastime/opportunity.</p> <p>The Town hopes to secure formal coastal access and camping for this area of Boodarie and needs to maintain east west access. Ultimately, the Town hopes to develop visitor infrastructure and managed camping in these areas.</p> <p>Whim Creek Road is the only local dedicated road and although not sealed, remains the only formal access to this area.</p> <p>The closure of Whim Creek Road would remove the only legal access to this area</p>

#### *External*

Advertising in the North West Telegraph occurred on 15 and 29 May 2013. No submissions were received from the public.

The Port Hedland Port Authority (PHPA) were consulted as the adjoining "owner" and prospective recipient of the closed portion of road. The PHPA have agreed to the inclusion of the closed portion of road (approximately 1,414m<sup>2</sup>) into Port land in order to allow the road closure to occur. The PHPA's full submission has been provided to Elected Members under separate cover as it is confidential.

### Statutory Implications

Section 58 of the *Land Administration Act 1997* and regulation 9 of the *Land Administration Regulations 1998*, establishes the procedure for closing a road.

#### Local Government Act 1995

##### 5.23. Meetings generally open to public

(2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following*

(e) *a matter that if disclosed, would reveal —*

(i) *a trade secret; or*

(ii) *information that has a commercial value to a person; or*

(iii) *information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and*

### Policy Implications

Nil

### Strategic Planning Implications

6.1 Community

6.1.2 Vibrant

Maintain and extend the visual and physical access to the coast and thoroughfares for general public

6.2 Economic

6.2.1 Diverse Economy

Work closely with businesses to achieve sustainable economic growth and a broad economic base

### Budget Implications

The applicant has paid the application fee of \$350.00 for the proposed Road Closure.

Any costs associated with the advertising of this proposal will be invoiced to the applicant in accordance with the adopted operating procedure for road closures.

### Officer's Comment

Following the conclusion of the advertising period, officers have been in discussion/negotiation with Roy Hill Infrastructure (RHI) in order to move forward on this matter.

RHI have advised that the closure of Whim Creek Road is necessary to facilitate the construction of their railway. RHI claim that a rail crossing at this intersection is not a suitable option as the rail corridor is almost 500m wide and the rail line when constructed will be cut into the land and will not be at the same level as the road.

Officers have advised RHI the closure of Whim Creek Road (the only legal access to the west of the rail corridor in this area) would only be considered upon the provision of a legally recognised alternative access. Roy Hill raised the proposed MUPAR (Multi User Public Access Road) as an alternative access. RHI were unable to confirm the exact location or the timing of construction of this access or whether it would be accessible by the public. Details surrounding the MUPAR are currently the subject of a (very preliminary) discussion with PHPA, RHI, DSD, DoT and MRWA. The Town has not been party to these discussions.

Based on the current works schedule provided to the Town, public access to the west of the corridor be removed for at least two years during the construction of the RHI railway and there is currently no guarantee of permanent access ever being reinstated.

The coastal areas of Boodarie are presently used informally for fishing, crabbing, camping and four wheel driving. These areas provide an important leisure pastime for the local community and visitors. In the future, the Town hopes to secure formal coastal access and camping for Boodarie and access to the west of the rail corridor is necessary. Ultimately, the Town intends to develop visitor infrastructure and managed camping in these areas.

Overall, the Town recognises the importance of the rail corridor and industry and believes the ideal outcome is for the construction of the railway whilst also maintaining safe community access to the coastal areas west of Port Hedland. In order to maintain this access, the Town would prefer construction of the MUPAR (on the basis that it is available for use by the public) prior to the RHI railway.

Council has the following options for responding to the request:

1. Refuse the request for partial closure of Whim Creek Road.
2. Defer consideration for partial closure of Whim Creek Road until such time as Permanent Public Access can be obtained to the Coastal areas west of the Rail Corridor.

3. Approve the request for partial closure of Whim Creek Road (in accordance with the attached plan) subject to an alternative permanent and safe (public) access being provided that will allow access (west of the rail corridor) to the coastal areas.

The partial closure of Whim Creek Road will result in Roy Hill Infrastructure obtaining full access to the Special Rail Licence area and access being maintained to the coastal areas to the west of the rail corridor.

4. Approve the request for partial closure of Whim Creek Road in accordance with the attached plan.

The partial closure of Whim Creek Road will result in Roy Hill Infrastructure obtaining full access to the Special Rail Licence area without any guarantee of public access being maintained to the coastal areas to the west of the rail corridor.

Should Council choose not to support the partial closure, Whim Creek Road will remain as is, and this will impact on RHI's future works.

Option 3 is recommended.

#### **Attachments**

1. Aerial Plan
2. Preliminary plan showing possible location of the MUPAR
3. Confidential Letter from Port Hedland Port Authority (Under Separate Cover)

#### **Caretaker Statement**

The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections - Caretaker Policy'.

#### **Officer's Recommendation**

That Council:

1. Approve the request for partial closure of Whim Creek Road (in accordance with the attached plan) subject to an alternative permanent and safe (public) access being provided that will allow access (west of the rail corridor) to the coastal areas;
2. Requests the Chief Executive Officer or his delegate to enter into discussions with Roy Hill Infrastructure, Department of State Development, the Port Hedland Port Authority and pastoral lease owner to determine the location, and timing of the delivery, of an alternate access to the coastal areas in that locality; and

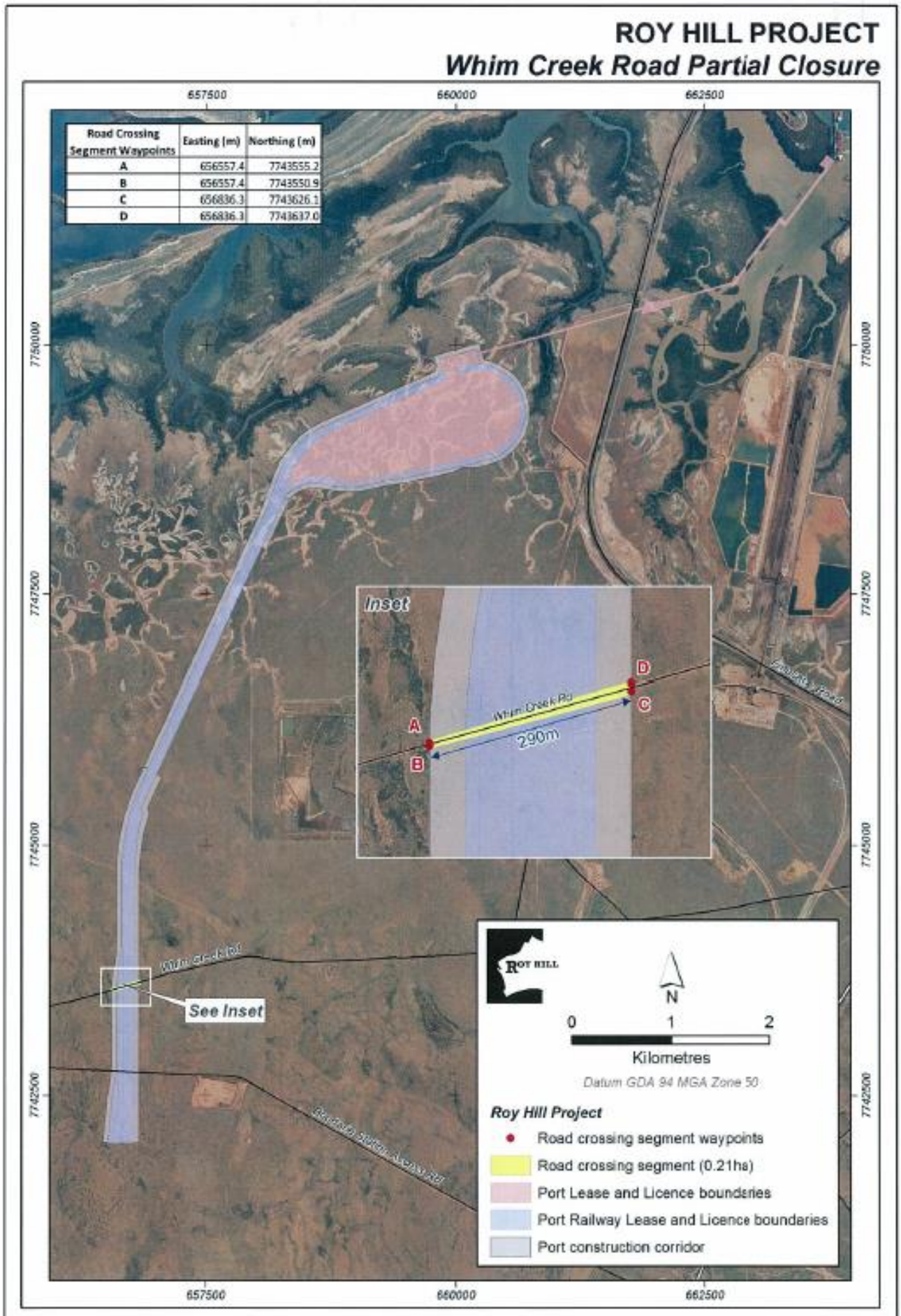
3. Delegate the Chief Executive Officer or his delegate to submit the request for partial road closure to the Department of Lands on receipt of documentation confirming that alternative safe public access will be provided.

**201314/099 Council Decision****Moved: Cr Jacob****Seconded: Cr Hooper****That Council:**

1. **Approve the request for partial closure of the Whim Creek Road (in accordance with the attached plan) subject to an alternative permanent and safe (public) access being provided at the same time as the closure that will allow access (west of the rail corridor) to the coastal areas;**
2. **Requests the Chief Executive Officer or his delegate to enter into discussions with Roy Hill Infrastructure, Department of State Development, the Port Hedland Port Authority and pastoral lease owner to determine the location, and timing of the delivery of an alternate access to the coastal areas in that locality; and**
3. **Delegate the Chief Executive Officer or his delegate to submit the request for partial road closure to the Department of Lands on receipt of documentation confirming that alternative safe public access will be provided.**

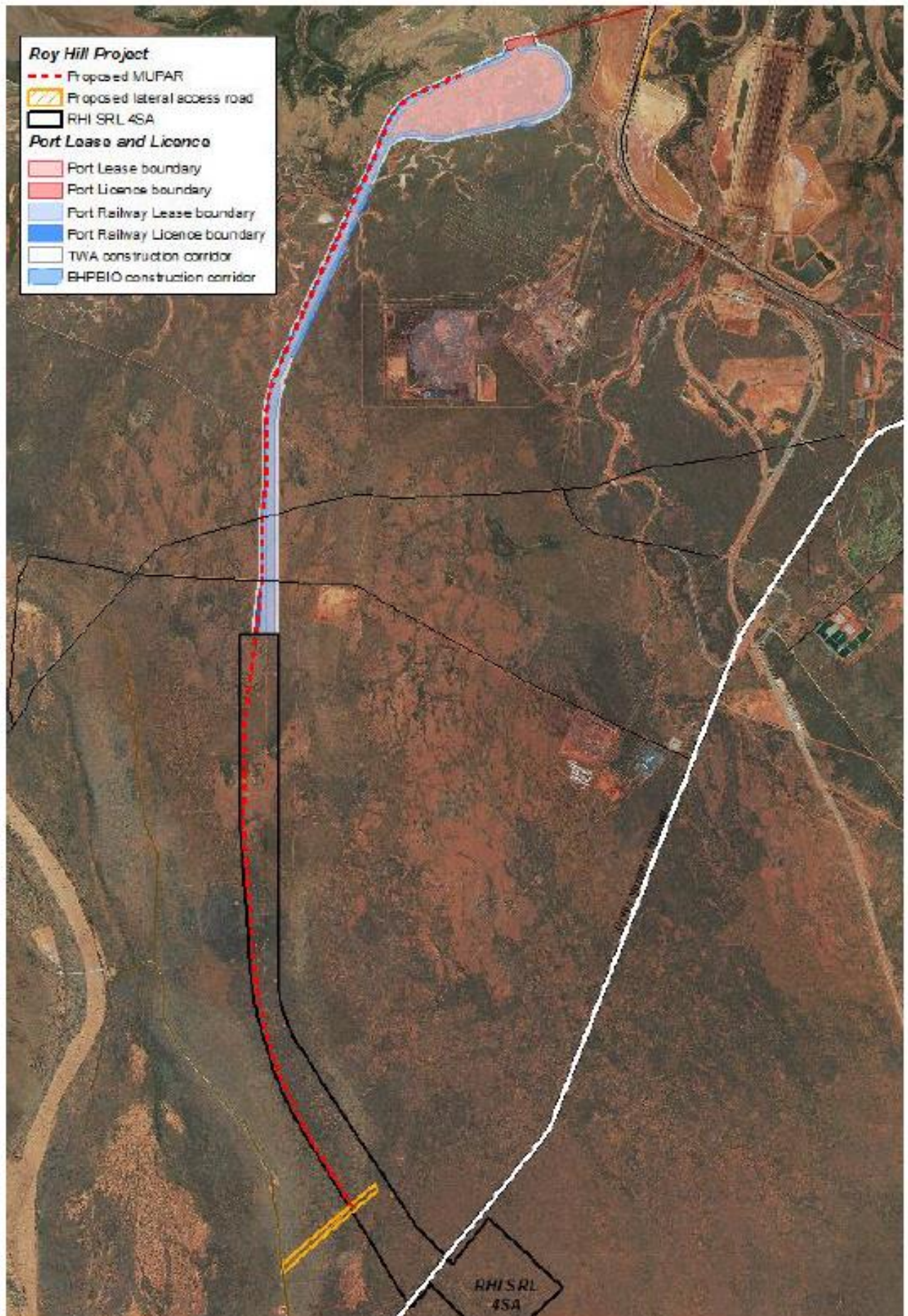
***CARRIED 7/0***

ATTACHMENT 1 TO ITEM 11.1.1.3





ATTACHMENT 2 TO ITEM 11.1.1.3



**11.1.2 Environmental Health Services****11.1.2.1 *Updating Town of Port Hedland – Firebreak Notice (File No.: 19/02/0004)***

**Officer** Peter Wilden  
**Coordinator - Ranger Services**

**Date of Report** 14 Aug 2013

**Disclosure of Interest by Officer** Nil

**Summary**

This item has been submitted to Council to recommend that they adopt a revised firebreak notice to provide further information to the public on the requirements of that advice and to better outline fire management strategies to be undertaken.

Changes to the existing notice are minimal however more detail has been provided in the revised document to assist land owners on how to comply with the notice. Also, some definitions have been removed as the advice contained in the revised notice is quite clear and the definitions are not considered necessary.

The main changes relate to the categorisation of land and specific requirements for land under 2000 square metres (sqm), land over 2000sqm, pastoral land, fuel dumps and depots and alternative arrangements. These categories were in the old document however the wording has been changed to provide more clear and detailed information.

A copy of the proposed and existing fire break notices are attached as an appendix to this report.

**Background**

In accordance with the *Bush Fires Act 1954*, Rangers Services undertake annual property inspections of all properties over 2000sqm to ensure that they comply with the fire break notice. Officers also attend to fire hazard inspections on properties below 2000sqm all year round as part of normal patrols or as a result of public concern.

Property owners who fail to install and maintain fire breaks or do not remove potential fire loads pose additional risk, not only to their own property but also to neighbouring properties in the event of a fire.

By adopting the updated notice it will outline in more detail the requirements to be undertaken by a property owner to minimise the possible spread of fire.

**Consultation**

- Department of Fire & Emergency Services (DFES)
- Shire of Mundaring
- City of Swan

**Statutory Implications**

The Town's current Firebreak Notice was gazetted on 6<sup>th</sup> September 2005 on page 4134 of Government Gazette No. 167 and this has now been revised for Council adoption.

Administration of bush fires is outlined in the *Bush Fires Act 1954* and section 33 requires local governments to outline their specific bush fire requirements in the form of a Fire Break Notice which is to be gazetted, advertised and circulated within its district.

**Policy Implications**

Nil

**Strategic Planning Implications**

Nil

**Budget Implications**

The Town may incur a cost of undertaking the works outlined in the notice if a property owner defaults on the required works. These costs can be recovered in court however this action is very rarely required.

**Officer's Comment**

The updated firebreak notice will bring the Town closer into line with other Council's in maintaining a proactive approach to fire hazards, therefore reducing fire risks. This notice is part of the strategy to make the Town a more fire conscious community and better prepared to deal with a fire emergency.

The updated notice identifies specific requirements for land under and over 2000sqm, pastoral land, fuel dumps and depots and recognises applications for alternative arrangements. These requirements are largely unchanged however there is more detail provided to assist land owners on how to comply with the notice.

**Attachments**

1. Proposed Town of Port Hedland Firebreak Notice
2. The existing fire break notice

**Caretaker Statement**

The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections - Caretaker Policy'.

**201314/100 Officer's Recommendation/ Council Decision**

**Moved: Cr Hunt**

**Seconded: Cr Jacob**

**That Council adopts the revised Fire Break Notice in accordance with Section 33 of the *Bush Fires Act 1954* and authorise the notice to be submitted for gazettal, advertising and circulation within the district for information.**

***CARRIED 7/0***



# FIRE BREAK NOTICE



PURSUANT to Section 33 of the Bush Fires Act, 1954 you are hereby required to remove from the land owned or occupied by you, all inflammable material or to clear firebreaks in accordance with the following requirements, and thereafter to maintain the land or the firebreaks clear of inflammable material.

## Firebreak Requirements

The following land categories are to be cleared and maintained to the satisfaction of an Authorised Officer of the Town.

### All land under 2000sqm.

All flammable material from the whole of the land is to be removed.

All gardens must be kept free of unnecessary leaves and rubbish.

Trees which may be hazardous in the event of a fire should be kept lopped.

Prune trees and shrubs, and remove dead flammable material around all structures to provide a building protection zone.

Maintain all grass on the land to a height no greater than 5cm.

Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter.

For lots with an area of less than 2000sqm with a dwelling constructed on it, or where the lot is substantially developed (ie at least 75% cleared of natural vegetation), the keeping of grass to a height less than 5 centimetres will be accepted in lieu of clearing a firebreak. For the purpose of Section 1, grass kept at a height of less than 5 centimetres will be deemed not to be flammable material.

### All land over 2000sqm.

All gardens must be kept free of unnecessary leaves and rubbish.

Trees which may be hazardous in the event of a fire should be kept lopped.

Maintain all grass and clear dead flammable matter on the land to a height no greater than 10cm.

Install a 3 metre wide firebreak around all structures and immediately inside all external boundaries of the land by removing all flammable matter within that 3 metre wide firebreak to a height of 4 metres.

Prune trees and shrubs, and remove dead flammable material around all structures to provide a building protection zone.

Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter.

Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.

Note: On average, leaf litter accumulates at approximately 1 tonne per hectare per year.

### Pastoral Land.

Being all pastoral land outside the Townsite.

Install a 4 metre wide firebreak around all structures and immediately inside all external boundaries of the land by removing all flammable matter within that 4 metre wide firebreak to a height of 4 metres.

Install a 3 metre wide firebreak within 3 metres of the perimeter of all buildings and/or haystacks or groups of buildings.

**Fuel Dumps and Depots.**

All flammable materials must be removed from land where fuel drum ramps or dumps are located and fuel drums, whether containing fuel or not, are stored to a distance of at least 10 metres outside the perimeter of any drum, ramp or stack of drums.

**Application for alternate arrangements.**

If it is considered impracticable for any reason whatsoever to clear firebreaks or establish other arrangements as required by this notice, you may apply in writing to the Town of Port Hedland no later than 20 January each year for permission to provide firebreaks in alternative positions on the land. If permission is not granted in writing by the Town you must comply with the requirements of this notice.

In addition, you may be required to carry out further works which are considered necessary by an Authorised Officer of the Town and specified by way of a separate written notice forwarded to the address as shown on the Town of Port Hedland rates record for the relevant land.

TAKE NOTICE that pursuant to Section 33(4) of the Bush Fires Act, where the owner or occupier of land who has received notice fails or neglects to comply with the requisitions of the notice within the time specified, the Town of Port Hedland may by its officers and with such servants, workmen and contractors, vehicles and machinery as the officers deem fit, enter upon the land and carry out the requisitions of the notice which have not been complied with and pursuant to Section 33(5) of the Bush Fires Act the amount of any costs and expenses incurred may be recovered from you as the owner or occupier of the land.

All firebreaks and other alternative arrangements allowed by the preceding parts of this notice must be established by 1<sup>st</sup> March each year (or within 14 days of you becoming the owner or occupier should this occur after that date) and maintained clear of flammable material all year round. If the requirements of this notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act.

THE PENALTY FOR FAILING TO COMPLY with this notice is a fine not exceeding \$5000 and a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by this notice if it is not carried out by the owner and/or occupier by the date required by this notice.

## ATTACHMENT 2 TO ITEM 11.1.2.1

**FIREBREAK NOTICE****BUSH FIRES ACT 1954**

In pursuance of the powers conferred in Section 33 of the Bush Fires Act, 1954, notice is hereby given to all owners and/or occupiers of land within the Town of Port Hedland, that owners and/or occupiers of land are required to carry out fire prevention work in accordance with this notice on land owned or occupied by you. All work required by this Notice shall be maintained all year round.

**DEFINITIONS:**

For the purpose of this Order the following definitions apply –

“Firebreak” means an area of ground, of a specified width that is kept and maintained totally clear of all material (living or dead) by scarifying, cultivating, ploughing or other means, and includes the pruning and removal of any living or dead trees, scrub or other material that overhangs the cleared firebreak area to a vertical height of 4.5 metres from the ground.

“Fuel Depot” means an area of land, a building or structure where fuel, ie (petrol, diesel, kerosene, liquid gas or any other fossil fuel) is kept in any container or manner.

“Urban Land” means Residential, Commercial or Industrial land within a townsite or within any area subdivided for any purpose. The following areas are townsites- Port Hedland, South Hedland and Wedgefield.

“Flammable Material” means material that can be easily ignited, ie – dead or dry grass, leaves, timber, paper, plastic and other material or thing deemed by an authorised officer to be capable of combustion.

**FIRE PREVENTION REQUIREMENTS –****1 TOWNSITE LAND**

- (a) Where the area of land is 2,000 sqm or less, all flammable material from the whole of the land is to be removed.
- (b) Where the land is greater than 2,000 sqm, a firebreak of not less than 2 metres width, immediately surrounding any buildings or not less than 2 metres wide inside along and within 2 metres of the external boundaries of the land is required.
- (c) All gardens must be kept free of unnecessary leaves and rubbish. Trees which may be hazardous in the event of a fire, should be kept lopped.

**2. PASTORAL LANDS**

Being all land outside the townsite held under pastoral lease. Firebreaks are required to be not less than 2 metres wide and within 3 metres of the perimeter of all building and/or haystacks or groups of buildings

**3. RURAL LANDS**

Being all land outside the Townsite and not being held under pastoral lease. Firebreaks are required to be not less than 4 metres wide inside, along and within 10 metres of the external boundaries as well as not less than 2 metres wide within 3 metres of the perimeter of all buildings and/or haystacks or groups of buildings.

**4. FUEL DUMPS AND DEPOTS**

All flammable materials must be removed from land where fuel drum ramps or dumps are located and fuel drums, whether containing fuel or not, are stored to a distance of at least 5 metres outside the perimeter of any drum, ramp or stack of drums.

**5. VARIATIONS**

If it is considered to be impractical to comply with the provisions of this Order, you may apply for a variation by the following means-

- Apply in writing to the Chief Executive Officer,.
- Provide a plan of your land (co-signed by your area Fire Control Officer) detailing the alternate positions of Firebreaks and/or other fire prevention measures.

Variations may be approved for a 1 or 3 year period, subject to the owner/occupier of the land remaining the same. If the application is not approved by the Chief Executive Officer, you will be required to comply with the requirements of this Order by the due date.

**ADDITIONAL REQUIREMENTS - SPECIAL ORDERS**

The requirements of this Order are considered the minimum standard for fire prevention work not only to protect individual properties but the district generally. Council retains the ability to issue Special Orders pursuant to Section 33 of the Bush Fires Act 1954 to individual landowners if hazard removal or reduction is considered necessary.



**11.2 Engineering Services****11.2.1 Infrastructure Development****11.2.1.1 *Award of Tender 13/24 Architectural Services - Colin Matheson Oval Change Rooms (File No.: 26/13/0025)***

**Officer** Anthony Williams  
Project Development  
Officer

**Date of Report** 10 September 2013

**Disclosure of Interest by Officer** Nil

**Summary**

The purpose of this report is to provide a summary and assessment of submissions received for Tender 13/24 Architectural Services - Colin Matheson Oval Change Rooms, to enable Council to award the Tender.

**Background**

In 2012 funding was provided by BHP Billiton to upgrade the Colin Matheson Oval (CMO) change rooms to compliment the recently built separate clubhouse and to undertake minor renovation works. After consultation with sporting groups and within the organisation, a scope of works was developed and approved by Council at the Ordinary Council Meeting (OCM) on 23 May 2012. A Contract for these works was awarded to Pilbara Constructions at the OCM held on 11 July 2012 (Council Decision 201213/013).

During the Development Application process several new compliance issues were identified that impacted on the project scope, budget and merits overall. The process recognised a lack of public and less abled ablution facilities, poor access provisions for less abled users, lack of bin storage, inadequate exit signage and lighting and non-compliant kitchen facilities.

As a result, the project budget was considered insufficient to carry out the additional compliance works and a request to discharge the contract and revise the scope of works was approved by Council at the OCM held on 24 April 2013 with the following decision:

*“That Council:*

- 1) *Acknowledges that additional expenditure on the existing change room building would not be in the best interest of the Town or community due to its age and condition.*

- 2) *Acknowledges the likelihood that the existing change room building will be demolished to accommodate car parking, subject to outcomes of the proposed master plan and future funding.*
- 3) *Approves the revised scope of works for the Colin Matheson Oval Change Room project to include:*
  - a) *Minor works to existing change room facility;*
  - b) *Stakeholder consultation;*
  - c) *Site survey;*
  - d) *Master plan;*
  - e) *Concept designs;*
  - f) *Commencement of detailed designs; and*
  - g) *Cost estimates prepared by Quantity Surveyor*
- 4) *Approves the discharge and settlement of Contract 12/11 – Renovation and Structural Upgrades: Colin Matheson Oval (CMO) Change Rooms.”*

The contract with Pilbara Constructions has been settled and closed out as per part 4 of the Council decision. Officers have completed the minor works, consultation, site survey & master planning works (parts 3a to 3d of the Council decision).

Tender 13/24 was called to undertake parts 3e to 3g of the Council decision by appointing an architectural consultant and associated sub-consultants. The tender scope included an optional element for the completion of fully detailed construction drawings and specifications. This would be awarded if the budget permits, however it will impact on the completion timeframes for the project.

### **Consultation**

The tender scope was prepared on the basis of the master plan that was completed in consultation with the Rovers Football Club, Port Hedland Primary School and the Port Hedland Cricket Association.

The tender assessment was undertaken by:

- Manager Infrastructure Development
- Co-ordinator Recreation
- Project Development Officer (Infrastructure Development)

### **Statutory Implications**

This tender was called in accordance with the Local Government (Function and General) Regulations (1996), Part 4, Division 2 (s 3.57).

#### *3.57. Tenders for providing goods or services*

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*

- (2) *Regulations may make provision about tenders.*

Sections of this report pertaining to information that is considered commercially sensitive have been deemed confidential in accordance to the *Local Government Act (1995)*:

*“5.23 Meetings generally open to public*

- (1) *Subject to subsection (2), the following are to be open to members of the public —*
- (a) *all council meetings; and*
  - (b) *all meetings of any committee to which a local government power or duty has been delegated.*
- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
- (e) *a matter that if disclosed, would reveal —*
    - (i) *a trade secret; or*
    - (ii) *information that has a commercial value to a person; or*
    - (iii) *information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government”*

### **Policy Implications**

This tender was called in accordance with Procurement Policy 2/007 and the Tender Policy 2/011. The revised Tender Policy 2/011 and the Regional Price Preference Policy had not been adopted at the time of advertising this tender, therefore do not apply.

### **Strategic Planning Implications**

The following sections of Council’s Strategic Community Plan 2012-2022 are considered relevant:

6.1	Community
6.1.1	Unified
	The Town of Port Hedland is an integrated community functionally, physically & culturally.
6.1	Community
6.1.2	Vibrant
	Provide access to recreational, cultural, entertainment facilities and opportunities. Commit to improving the quality of life and wellbeing of residents.

### Budget Implications

The allocated budget for the CMO change room project was \$250,000 (GL account 1109450) which is fully funded by BHP Billiton. During the course of the project we have incurred expenses relating to the previous tendered works, the minor maintenance works, stakeholder consultation, site survey & master planning. The current account budget is shown in the table below:

Description	Value (ex GST)
2011/12 Expenditure	\$ 1,370
2012/13 Expenditure	\$ 21,090
2013/14 Expenditure	\$ 777
2013/14 Commitments	\$ 27,718
Total Expenditure/Commitments (incl. minor works, consultation, site survey & master planning)	\$ 50,178
<b>BALANCE REMAINING</b>	<b>\$ 199,822</b>

The remaining project budget has been allocated towards the tendered works, namely concept designs, detailed designs and cost estimates of the proposed change room development.

The tender submission of the recommended proponent is within the allocated budget, inclusive of fully detailed construction drawings, specifications and project contingencies.

### Officer's Comment

Tender 13/24 was advertised in the West Australian on 3 August 2013 and the North West Telegraph on 7 August 2013. The tender period closed on 21 August 2013, with 9 submissions received (all conforming). Submissions were received from the following consultants:

- Hodge Collard Preston
- Wilkes Architects
- Willcox
- DCPM
- ADC Projects
- Scott Penn Hall
- RAD Architecture
- Hocking Design Studio
- Donovan Payne Architects

Confidential attachment one (1) provides a summary of the lump sum price submitted by each proponent.

Tenders were assessed against the advertised criteria which consisted of price (30%), relevant experience (20%), key personnel skills & roles (20%) and demonstrated understanding of works (30%).

The following table provides a summary of results.

Proponent / Assessment Criteria	Price (30%)	Experience (20%)	Resources (20%)	Understanding (30%)	Total Score (100%)
	Score	Score	Score	Score	
Donovan Payne	15.04	11.75	14.42	12.65	<b>53.86</b>
RAD Architecture	11.95	4.73	9.09	15.65	<b>41.42</b>
Hodge Collard Preston	29.08	16.49	15.39	18.66	<b>79.62</b>
Scott Penn Hall	19.89	9.6	11.4	18.5	<b>59.39</b>
ADC Projects	19.6	12.6	9.26	11.96	<b>53.42</b>
Wilkes Architects	23.69	15.4	15.89	23.32	<b>78.3</b>
DCPM	11.57	11.96	12.36	20.3	<b>56.49</b>
Hocking Design Studio	20.55	8.29	11.35	19.66	<b>59.85</b>
Willcox	30	13.52	11.82	21.66	<b>77</b>

#### *Donovan Payne*

Donovan Payne is a consultant who specialises in recreation facilities. They have extensive experience designing aquatic centers and community offices in regional areas but have demonstrated limited experience designing sports pavilions and clubrooms. Donovan Payne had an experienced sub-consultants team, provided a detailed methodology regarding their approach to the project but did not include a proposed work schedule nor commit to any timeframes.

#### *RAD Architecture*

RAD Architecture has demonstrated minimal experience in similar projects although they have performed works in Port Hedland within close proximity to the project site. No references or referees were provided. The submission only included one project example and provided minimal details in general to support their submission.

*Hodge Collard Preston*

Hodge Collard Preston is a consultant that has demonstrated a good level of experience working in the North West and performing similar projects. They have an experienced project team consisting of in house architects and engineering sub-consultants who have completed related projects in Port Hedland and other similar projects in the greater North West area. Their submission demonstrated that they have a proven track record due to repeat business from multiple local government authorities with similar projects. Hodge Collard Preston's proposed work schedule demonstrates a good understanding of the scope of works and allowances have been made for all required reviews and approvals.

*Scott Penn Hall*

Scott Penn Hall has demonstrated experience in completing several similar projects in the metropolitan & south west areas of the state. They have completed one Pilbara project however didn't provide any details regarding the scope of works and the outcomes. Many of the project personnel have worked on projects in the region but limited information was supplied regarding the sub-consultants experience and roles in the project. Scott Penn Hall has provided a detailed work schedule that demonstrates a good understanding of the project scope.

*ADC Projects*

ADC Projects has provided a good resource base for the project including details of sub-consultants previous experience and roles in the project. They have carried out a suite of similar projects including some in the North West although details of such projects were limited.

*Wilkes Architects*

Wilkes Architects are an architectural consultancy that has vast experience working with government agencies on similar projects. They haven't yet completed any projects in the North West but have completed similar projects in other remote regional areas of WA. Their understanding of the scope was detailed and they made accurate assumptions regarding our requirements and priorities. Their sub-consultant team was very experienced and their work schedule was detailed and efficient.

*DCPM*

DCPM has provided a detailed work schedule and reiteration of the scope of works. They have been working on many local projects. The sub-consultants team is somewhat experienced with work in the North West but their experience is not entirely suited for this project. They have a good understanding of the scope of works although some of their assumptions were incorrect.

*Hocking Design Studio*

Hocking Design Studio demonstrated that they had a good understanding of the scope of works although providing a basic methodology. They have no experience in the North West although they have performed similar works in another regional area. The resources chosen demonstrated minimal experience in similar projects.

*Willcox*

Willcox has recently completed projects locally and are carrying out additional projects that are similar to this project. They demonstrated an excellent design approach and are interested in creating a sustainable development both environmentally and financially. The sub-consultant team nominated provided minimal information regarding their previous experience or qualifications.

*Summary*

Hodge Collard Preston has received the highest score against the selection criteria. They have the necessary resources and experience to complete the contract at a high standard. They have demonstrated a proven track record for works relating to sports pavilions and change rooms, including North West experience. The price submission permits the inclusion of fully detailed construction drawings and specifications within the current budget allocation. Therefore it is recommended that the contract is awarded to Hodge Collard Preston.

**Attachments**

1. Confidential: Summary of lump sum price submissions for Tender 13/24 Architectural Services - Colin Matheson Oval Change Rooms (Under Separate Cover)

**Caretaker Statement**

The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections - Caretaker Policy'.

**201314/101 Officer's Recommendation/ Council Decision****Moved: Cr Jacob****Seconded: Cr Hunt**

**That Council award Tender 13/24 Architectural Services - Colin Matheson Oval Change Rooms to Hodge Collard Preston for the lump sum price of \$91,845.00 (+ GST).**

***CARRIED 7/0***

**11.2.1.2 Award of Tender 13/04 – Design, Supply and Construct an Overhead Sports Lighting System at Marie Marland Reserve, South Hedland (File No.: 26/13/0023)**

**Officer** Leahne Rowley  
Project Officer

**Date of Report** 3 September 2013

**Disclosure of Interest by Officer** Nil

**Summary**

The purpose of this report is to request Council to award Tender 13/04 – Design, Supply and Construct an Overhead Sports Lighting System at Marie Marland Reserve, South Hedland.

**Background**

Marie Marland Reserve is a highly utilised recreation facility in South Hedland maintained by the Town of Port Hedland. The Town's 2010 Active Open Space Strategy recommends a staged upgrade of the Reserve. The first stage is to construct a new large ball overhead lighting system to increase the available lit green space at the Reserve. The lighting system will be constructed over existing green space on the east side of Marie Marland Reserve, facilitating the creation of two rectangular fields suitable for soccer and rugby.

A tender for this work was advertised in the West Australian on 10 August 2013 and in the North West Telegraph on 14 August 2013. The tender closed on 28 August 2013. Four (4) tender submissions were received at this time. A fifth submission was received after the tender close date so was not accepted.

Of the four (4) conforming tenders one (1) submission contained only promotional material. This submission was deemed non-compliant with tender requirements. The remaining three (3) submissions were assessed against the advertised evaluation criteria by a tender review panel.

**Consultation**

*Internal*  
Manager Infrastructure Development  
Manager Recreation Services and Facilities  
Project Coordinator  
Recreation Coordinator

**Statutory Implications**

This tender was called in accordance to the *Local Government Act (1995)*.



### 3.57. *Tenders for providing goods or services*

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

### *Local Government (Functions and General) Regulations 1996*

#### *11. When tenders have to be publicly invited*

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

Sections of this report pertaining to price submissions from tenderers have been deemed confidential in accordance to the *Local Government Act (1995)*:

#### *5.23 Meetings generally open to public*

- (1) *Subject to subsection (2), the following are to be open to members of the public —*
  - (a) *all council meetings; and*
  - (b) *all meetings of any committee to which a local government power or duty has been delegated.*
- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
  - ...
  - (e) *a matter that if disclosed, would reveal — ...*
    - (iii) *information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;*
  - ...

### **Policy Implications**

This tender was called in accordance with Procurement Policy 2/007 and the Tender Policy 2/011. The revised Tender Policy 2/011 and the Regional Price Preference Policy had not been adopted at the time of advertising this tender, therefore do not apply.

### Strategic Planning Implications

6.1 Community

6.1.2 Vibrant

Provide access to recreational, cultural, entertainment facilities, and opportunities.

6.3 Environment

6.3.2 Community Facilities

Provide safe and accessible community facilities, libraries, services and public open spaces that connect people and neighbours.

### Budget Implications

A budget of \$1.13M (ex GST) was secured to complete the project scope of work. Funds were provided by the Department of Sport and Recreation (\$413,000) and Compass Group (\$700,000). The budget is located in GL 1110407.

The contract award recommendation is within the project budget allocation, inclusive of contingencies.

### Officer's Comment

Tenders were assessed against the advertised criteria, being: Price, Experience, Technical Capacity and Warranties.

Confidential attachment one shows the price schedules for each compliant submission.

The following table provides a summary of assessment results.

Assessment Criteria	Price (40%)	Experience (25%)	Technical Capacity (20%)	Warranties (15%)	Total Score (100%)
	Score	Score	Score	Score	
Coral Coast Electrical	34.61	20.00	16.00	12.00	82.61
Westforce Construction	18.57	7.50	2.00	1.50	29.57
Hender Lee	40.00	17.50	12.00	1.50	71.00

#### *Price*

All submissions tendered a lump sum price within the available budget. The submission from Hender Lee was the lowest tender price.

*Experience*

Coral Coast Electrical demonstrated a high level of experience in delivering projects of a similar type, size and budget. The respondent demonstrated experience delivering like projects in remote areas.

Westforce Construction failed to convey sufficient relevant experience by the lead contractor in lighting systems and did not clearly identify suitably experienced sub-contractors, resulting in a low score for this criterion.

Hender Lee demonstrated good lead contractor experience in delivering similar projects, however failed to provide sufficient detail of proposed sub-contractors. They demonstrated significant experience delivering like projects in remote areas.

*Technical Capacity*

Submissions from Coral Coast Electrical and Hender Lee both showed strong technical capacity. The panel scored Coral Coast Electrical higher as the respondent provided extensive product information and demonstrated an established working relationship between the lead and sub-contractors. Hender Lee provided minimal information on proposed lighting supplier and product details.

*Warranties*

Coral Coast Electrical provided a ten year / 5000 hour warranty of the lighting product and thus scored highly against this criterion. The warranty provides that the lighting supplier will be responsible for all maintenance of the lighting system to ensure the specified light levels are achieved over the warranty period.

Based on estimated current usage, the panel anticipates a warranty period of between five (5) and seven (7) years.

Westforce Construction and Hender Lee both offered a 12 month warranty period.

In scoring this criterion, the panel considered the significant savings on whole of life asset costs which will result from the extended warranty period.

*Summary*

The tender evaluation panel is confident that Coral Coast Electrical offers the best value for money over the life of the asset. Furthermore, the panel is confident the preferred tenderer will complete the contracted works in accordance with the tender requirements to fully satisfy the project outcomes.

**Attachments**

1. **CONFIDENTIAL** Price schedules for Tender 13/04 Design, Supply and Construct an Overhead Sports Lighting System at Marie Marland Reserve, South Hedland (Under Separate Cover)

**Caretaker Statement**

The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections - Caretaker Policy'.

**201314/102 Officer's Recommendation/ Council Decision**

**Moved: Cr Jacob**

**Seconded: Cr Hunt**

**That Council Award Tender 13/04 Design, Supply and Construct an Overhead Sports Lighting System at Marie Marland Reserve, South Hedland to Coral Coast Electrical for the lump sum price of \$652,206.12 (+ GST).**

***CARRIED 7/0***

**11.2.1.3 Award of Tender 13/25 – Supply and Install a Culvert Crossing to Hudson Way, South Hedland (File No.: 26/16/0016)**

**Officer** Rob Baily  
Coordinator Projects

**Date of Report** 9 September 2013

**Disclosure of Interest by Officer** Nil

**Summary**

The purpose of this report is to request Council to award Tender 13/25 – Supply and Install a Culvert Crossing to Hudson Way, South Hedland.

**Background**

Following the development of Wanangkura Stadium, Kevin Scott Oval and associated drainage upgrades in the sporting precinct, as well as expansion of Club Hamilton Hotel, the capacity of the existing Hudson Way culvert is proving to be inadequate.

The culvert provides a strategic drainage link to the South West Creek. The Town proposes to reduce the impact of flooding in the area from rainfall events by constructing a new culvert adjacent to the existing one, and creating a dedicated storm water release from the Stadium precinct. This scope of work has been included in the Wanangkura Stadium civil works project.

A tender for this work was advertised in the North West Telegraph on 14 August 2013 and in the West Australian on 17 August 2013. The tender closed on 4 September 2013. Seven (7) tender submissions were received at this time. Submissions were assessed against the advertised evaluation criteria by a tender review panel.

**Consultation**

*Internal*

Manager Infrastructure Development  
Coordinator Projects Infrastructure Development  
Project Development Officer

**Statutory Implications**

This tender was called in accordance to the *Local Government Act (1995)*.

*3.57. Tenders for providing goods or services*

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

*Local Government (Functions and General) Regulations 1996*

*11. When tenders have to be publicly invited*

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

Sections of this report pertaining to price submissions from tenderers have been deemed confidential in accordance to the *Local Government Act (1995)*:

*5.23 Meetings generally open to public*

- (1) *Subject to subsection (2), the following are to be open to members of the public —*
  - (a) *all council meetings; and*
  - (b) *all meetings of any committee to which a local government power or duty has been delegated.*
- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
  - ...
  - (e) *a matter that if disclosed, would reveal — ...*
    - (iii) *information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;*
  - ...

## **Policy Implications**

This tender was called in accordance with Procurement Policy 2/007 and the Tender Policy 2/011. The revised Tender Policy 2/011 and the Regional Price Preference Policy had not been adopted at the time of advertising this tender, therefore do not apply.

Although the preferred tender submission resulted in a recommended contract price below the tender threshold of \$100,000, Council is still required to award the contract to close out the tender process.

### Strategic Planning Implications

6.3 Local Leadership

6.3.2 Strategic

Deliver responsible management of infrastructure, assets, resources and technology.

### Budget Implications

The Wanangkura Stadium civil works project is budgeted in GL 1108423. This project is funded by contributions from BHP Billiton and TOPH. The following table demonstrates the capability to award this tender within the budget allocation.

Project Budget	Value (ex GST)
2013/14 budget (GL 1108423)	\$800,000
Proposed budget review to capture correct carry forward amount from 2012/13	\$82,022
Proposed 2013/14 budget	\$882,022
Project Expenditure	Value (ex GST)
2013/14 expenditure to date	\$89,221
2013/14 commitments to date	\$304,674
Balance for drainage works (currently occurring)	\$50,000
Proposed landscaping works	\$35,000
Proposed car park reinstatement	\$25,000
Proposed new entry road to Hamilton	\$200,000
Total Expenditure	\$703,895
Balance remaining for this contract	\$178,127

### Officer's Comment

Tenders were assessed against the approved criteria, being: Price, Relevant Experience, Key Personnel Skills and Experience, Tenderers Resources, and Demonstrated Understanding.

Confidential attachment one shows the price schedules for each compliant submission.

The following table provides a summary of assessment results.

Assessment Criteria	Price (40%)	Experience (15%)	Personnel (15%)	Understanding (15%)	Resources (15%)	Total Score (100%)
	Score	Score	Score		Score	
BGC Contracting	31.11	10.5	12	11.62	8.7	73.93
Rob Carr P/L	40.00	9.75	9.75	10.12	6.9	76.52
Structural Systems	13.36	3.75	0	0	0	17.11
HAS Group (WA) P/L	0	13.5	13.5	11.99	10.5	49.49
WBHO Civil	11.69	12	9	6.72	4.5	43.91
PC Walls	21.94	6	9	7.47	5.4	49.81
De Grey Civil P/L	39.73	11.25	9	7.5	6.8	74.28

#### *Price*

All submissions tendered a lump sum price within the available budget except HAS Group. The submission from Structural Systems was also considered expensive in consideration of the work requested and comparative prices. The submission from Rob Carr was the lowest tender price and received the highest price score of 40% with BGC Contracting (31.1%) and De Grey Civil (39.73%) also competitive in price.

#### *Relevant Experience*

There was a high degree of competence shown across the tendering companies for civil experience and showed at least half the respondents more than capable of undertaking the work. The most experienced company was HAS Group however was tempered by the highest price bid. Submissions from BGC Contracting, Rob Carr and De Grey Civil also demonstrated a high level of experience suitable for the works.

#### *Key Personnel Skills and Experience*

In most instances nearly all the Tenderers put forward experienced civil engineers to manage the works along with experienced plant operators. The exception was from Structural Systems who provided no detail on personnel. All other tenderers had suitable personnel to do the works.



*Demonstrated Understanding*

Only 3 tenderers, submissions from BGC Contracting, Rob Carr and HAS Group, showed a strong understanding of the works and discussed appropriate methodology of the works throughout the timeframe. The remainder of tenderers were marked down due to exclusions considered to be not part of scope or assumed the Town would understand what they were going to do (or not do) without providing written proof of their work outcomes.

*Tenderer's Resources*

The submissions from BGC Contracting, Rob Carr and HAS Group showed the highest scores ensuring confidence those Tenderers providing the necessary resources to complete the works within a reasonably tight timeframe.

*Summary*

The tender evaluation panel is confident that the submission from Rob Carr P/L offers the best value for money. Furthermore, the panel is confident the preferred tenderer will complete the contracted works in accordance with the tender requirements to fully satisfy the project outcomes.

**Attachments**

1. **CONFIDENTIAL** Price schedules for Tender 13/25 Supply and Install a Culvert Crossing to Hudson Way, South Hedland (Under Separate Cover)

**Caretaker Statement**

The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections - Caretaker Policy'.

**201314/103 Officer's Recommendation/ Council Decision**

**Moved: Cr Jacob**

**Seconded: Cr Hunt**

**That Council award Tender 13/25 Supply and Install a Culvert Crossing to Hudson Way, South Hedland to Rob Carr Pty Ltd for the lump sum price of \$89,000.00 (+ GST).**

***CARRIED 7/0***

**11.2.2 Investment and Business Development**

6:42pm Mayor Howlett declared an impartiality interest in Item 11.2.2.1 'Request to dispose of Part Reserve 31462 being Lot 5770 Johnson Lane Pretty Pool to the Port Hedland Pony Club (File No.: 05/05/0021)' as she has an association with the applicant.

Mayor Howlett did not leave the room.

**11.2.2.1 Request to Dispose of Part Reserve 31462 Being Lot 5770 Johnson Lane Pretty Pool to the Port Hedland Pony Club (File No: 05/05/0021)**

**Officer** Jessica Melia  
Leasing Officer

**Date of Report** 12 September 2013

**Disclosure of Interest by Officer** Nil

**Summary**

This item requests Council to dispose of part Reserve 31462 Lot 5770, Johnson Lane Pretty Pool by way of lease to the Port Hedland Pony Club Inc (PHPC) for the permitted purpose of "Equestrian Activities".

**Background**

The Town holds the Management Order for this Reserve with the power to lease for up to 21 years, for the permitted purpose of "Equestrian Activities".

The PHPC have occupied a portion of this Reserve pursuant to a "peppercorn" lease arrangement with the Town of Port Hedland (ToPH), granted in 1987 for a term of 21 years. The lease arrangement formally expired on 15 December 2008.

Prior to the expiry of this arrangement at its Ordinary Council Meeting (OCM) held on the 26 November 2008, Council resolved the following:

*"That Council agrees to dispose of the property on part reserve 31462 by way of lease to the Port Hedland Pony Club Inc. as per section 3.58 (3) ( private treaty) with the following conditions:*

- i) Annual Rental to be \$200.00 per annum;*
- ii) Initial term of 10 years, with 2 options to extend the lease by 5 years (Maximum term 20 years); and*
- iii) No Material change to the Councils standard facility lease conditions; and*

- iv) *Annual rental review equal to any increase in Perth CPI, as published by the Australian Bureau of Statistics.*

*CARRIED BY ABSOLUTE MAJORITY 7/0*

*REASON: Council resolved to extend the initial term of the lease of Part Reserve 31462 to the Port Hedland Pony Club Inc. from five (5) years) to ten (10) years as it wanted to offer greater security of tenure to the community group. "*

Following this decision, the resolution of Council was never acted upon and Council now need to reconsider this matter in order to efficiently formalise the use of the land.

### **Consultation**

#### *Internal*

- Engineering Services
- Community Development
- Planning and Development

#### *External*

- Vice President – Port Hedland Pony Club
- Secretary – Port Hedland Pony Club
- Treasurer – Port Hedland Pony Club
- Certified Practice Valuer – Australian Property Consultants

### **Statutory Implications**

Local Government Act 1995 (WA) Section 3.58 – Disposing of Property in accordance with Local Government Act 1995

Local Government Act 1995 (WA) Section 5.25.Regulations about council and committee meetings and committees

...

- (e) *the circumstances and manner in which a decision made at a council or a committee meeting may be revoked or changed (which may differ from the manner in which the decision was made); and*

...

### **Policy Implications**

Nil at this stage.

### **Strategic Planning Implications**

6.1	Community
6.1.1	Unified
	<p>The Town of Port Hedland is an integrated community functionally, physically and culturally.</p> <p>Increase in the number of physical, cultural and social facilities in Port Hedland.</p> <p>Wider range of community groups using the Town's facilities regularly.</p> <p>Members of the community have access to the Town's services and facilities.</p>
6.1.2	Vibrant
	<p>The Town's wide range of recreation, entertainment and event facilities are well used and attended by residents and visitors.</p> <p>Higher utilisation of Port Hedland facilities (sporting ovals &amp; buildings) by residents and visitors.</p> <p>Increased number of recreational facilities available</p>
6.4	Local Leadership
6.4.1	Strategic
	<p>Deliver responsible management of infrastructure, assets, recourses and technology.</p> <p>Investment and business opportunities are optimised from Council owned assets</p>

### **Budget Implications**

Should Council resolve to dispose of the property as per the Officers Recommendation these will be the following budget implications:

PHPC would be liable to pay \$200 per annum exclusive of GST. A calculation of this figure inclusive of the CPI increase over the eight (8) year lease period would generate a minimum of \$1734.48 to lease revenue account 1303357.

The lessee will be responsible for all outgoings and will be required to meet all operational costs associated with the improvements and maintenance to the Reserve, including Local Government Rates.

### **Officer's Comment**

The PHPC is a local organisation which has been operating in Port Hedland for over 30 years. The clubs objective is to encourage young people under the age of 25 to participate in all equestrian activities associated with horse-riding and horseman ship in a safe and controlled environment.

The activities of the PHPC are consistent with the management order for the Reserve, being, for the purpose of Equestrian Activities.

A letter has been received on the 5 September 2013 from the PHPC. The contents of the letter has been reflected throughout this Agenda.

There are two (2) options for Council to Consider for the resolution of this matter.

Prior to the lease arrangement expiring in December 2008 consultation between Officers of the Town and the PHPC confirmed the Clubs desire to continue to lease the premises and enter into a new lease arrangement with the Town. The conversations surrounding a new lease arrangement eventuated in the Council decision quoted in the background of this item.

Subsequent to this decision, Officers began the preparation of a draft lease document, however this was never executed and the necessary advertising for the disposal of property in accordance with section 3.58 of the Local Government Act 1995 was never actioned deeming the disposal process incomplete.

Since December 2008 the PHPC have continued to occupy the premises under the provisions of the old lease.

The PHPC have communicated to the Town, the desire to formalise a new lease arrangement conditional on the terms and conditions decided upon by Council, following the OCM that took place on the 26 November 2008.

#### *Equestrian Master Plan*

In 2011 the Town engaged with A Balance View Leisure Consultancy to develop a master plan for all equine sports in Port Hedland. The objective of the master plan document is to provide a long term vision for all equine activities.

The formalisation of a new lease agreement with the PHPC has been reliant on the outcome of the equestrian master plan study. The study is nearing completion and it is envisioned that the Reserve will remain as is for the period up until 2016.

#### *Pilbara's Port Growth City Plan*

The Town's Planning Department has identified the PHPC lease area, located on Reserve 31462 as a potential area available for a future residential development.

Notwithstanding the above, the Town is not considering any major changes to the existing area until 2016; therefore it would be reasonable to enter into a new lease arrangement with the PHPC.

On consultation with LandCorp, Officers were advised that they have recently applied for funding to complete environmental and planning investigations over Lot 5770 with in Reserve 31462 and the adjoining land to the west with a view to having it rezoned to Urban consistent with the Growth Plan. Landcorp and the associating consultants on this project may require access to the Reserve from time to time to complete studies and prepare planning reports. At this stage, there will be no direct implications relating to Council granting the PHPC with a lease arrangement; however liaison with LandCorp in relation to this project will continue in parallel with any progress on this proposal.

The PHPC feel quite strongly about remaining in their current location on a long term basis however it is noted that during discussions with the club they have expressed they are agreeable to the terms presented in the Officers Recommendation and acknowledge the objectives from the external stakeholders.

#### *Leasing Policy*

The Investment and Business Development team, in collaboration with the Town's Community Development Department are in the process of formalising a Leasing Policy. This policy will ensure fairness and equity amongst community organisations in the management of all Council's owned assets.

The policy will work to ensure an effective system is in place between the ToPH and tenants of community facilities. Maintenance practices and procedures will be established to ensure that community facilities are functioning to their full potential, while also turn, maximising their use and broadening their user base.

This policy is currently in development, however, once formalised it will provide a framework with which community groups will be able to access the use of Council owned assets in a fair and equitable manner.

It is proposed that through the Leasing Policy, the ToPH will be able to offer transparent pricing models to the rental agreements with community organisations taking into consideration factors such as, but not limited to, charitable status, ability to raise revenue, funding opportunities and the ability to fund maintenance and operational costs.

Prior to formal adoption of the Leasing Policy, it is proposed that the annual base rental for the site will be set at an agreed percentage of the total market value. It is further recommended that this figure be reviewed on adoption of the leasing policy.

Council has three (3) options to consider in dealing with the resolution of this item.

*Option 1 – Revisit previous Council decision and backdate agreement*

Should Council consider formalising the lease arrangement based on Council resolution from November 2008, the PHPC would be liable to pay backdated rental to the amount of \$1,046.12 exclusive of GST, to cover the period between 15 December 2008 to 14 December 2013, with the amount of \$220.52 ex GST, being the current annual figure, to be increased by CPI to determine the rental amount to become due as of 15 December 2013.

Period	Base Rental	CPI (September)	Total (ex GST)
15/12/2008 – 14/12/2009	\$200.00	n/a	\$200.00
15/12/2009 – 14/12/2010	\$200.00	1.2%	\$202.40
15/12/2010 – 14/12/2011	\$202.40	3.1%	\$208.67
15/12/2011 – 14/12/2012	\$208.67	2.8%	\$214.52
15/12/2012 – 14/12/2013	\$214.52	2.8%	\$220.52
			\$1046.12

This would see the lease agreement commence retrospectively as of 15 December 2008 for a period of ten (10) years, expiring 14 December 2018.

This option would bring in to action the Council decision of November 2008, but would not accord with current feedback from stakeholders in relation to the proposed future plans for the site.

*Option 2 – Prepare new lease agreement, reflective of the annual rental as agreed by way of previous Council decision, with revised term of eight (8) years to align with stakeholder consultation*

Should Council consider this option, the same terms would apply as noted in option one above, however the lease term would be amended to eight (8) years in order to align with the review point for future use of the reserve. The lease agreement would commence retrospectively from 15 December 2008 and expire 14 December 2016.

*Option 3 – New lease on new terms*

On the 28 August 2013, Officers met with the PHPC to discuss formalising a new lease arrangement. The following suggestions were proposed during this meeting;

Lease term: three (3) years

Annual lease fee to be a proportion of the current market value

A lease term of three years would align all equestrian leases on the reserve to the point that it is currently indicated that the land may be considered for residential development and enable Council to reconsider the future of the reserve effectively.

*Proposed lease fee*

In accordance with Section 3.58 of the Local Government Act 1995, Australian Property Consultants (APC) prepared a desktop valuation for the premises identified as the Pony Club lease area. The report indicated a highest and best use value of \$0.50 per square meter, per annum for the ground rental fee.

The lease area of the PHPC is comprised of a total land size of 4.9 hectares with in Reserve 31462. For a subject area of 4.9 hectares the land would be subject to a total annual lease fee of \$24,500 per annum exclusive of GST.

The report prepared by APC further indicated that on the basis that the subject site is utilised for community based purposes, a heavily subsidised ground rental fee would apply.

In calculating lease fees for more recent community lease arrangements, Officers have utilised a formula based on 10% of the annual lease fee. In the instance of the PHPC the use of this formula would pose an annual lease fee of \$2,450 exclusive of GST. Taking into account the terms and conditions of the more recent community lease arrangements, it is the officers opinion that the PHPC should have the same benefit of operating under the same terms and conditions.

In addition to the base lease amount the PHPC will also be responsible to pay for all outgoings, including Local Government Rates and will be required to meet all running costs associated with any improvements and maintenance to the portion of Reserve occupied.

As with all lease agreements with the Town, the lessee will be liable to pay for all cost associated with the preparation of the lease document.

*Summary*

In consideration of all matters presented above the Officer recommends that Council resolve to proceed with Option 2. This is recommended as the most beneficial outcome to both parties.

This will enable Council to efficiently consider future planning for the reserve on conclusion of the lease term and offers a fair and equitable outcome for the PHPC in considering the history of the matter.

Should Council agree to dispose of portion of Reserve 31462 Lot 5770, Johnson Lane Pretty Pool by way of lease, the disposal would be locally advertised for public comment for a requisite period of two weeks.



Should no adverse submissions be received within the requisite advertising period a new lease will be offered to The Port Hedland Pony Club.

### Attachments

1. Letter from the Port Hedland Pony Club

### Caretaker Statement

The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections - Caretaker Policy'

### Officer Recommendation 1.

*NOTE: Mayor to call for a show of hands in favour (1/3 of members) to consider the revoking of Resolution 200809/139 of Agenda Item 11.4.1.1 'Port Hedland Pony Club Lease Renewal' presented to Council's Ordinary Meeting Held on 26 November 2008, and recorded on page 217 of those Minutes.*

*The following Councillors indicated their intent to do so:*

*Councillor Jacob  
Councillor Hunt  
Councillor Hooper*

### Officer's Recommendation 1

**Moved: Cr Jacob**

**Seconded: Cr Hunt**

That Council revokes part ii) of the Council decision 200809/139 of Agenda Item 11.4.1.4 'Port Hedland Pony Club Lease Renewal' held on the 26 November 2008 and reordered on page 217 of those minutes:

*"200809/139 Officers Recommendation / Council Decision.*

*That Council agrees to dispose of the property on part reserve 31462 by way of lease to the Port Hedland Pony Club Inc. as per section 3.58 (3) (private treaty) with the following conditions:*

*...  
ii) Initial term of 10 years , with 2 options to extend the lease by 5 years (Maximum term 20 years) ..."*

LOST 5/2

*Note: As Officer's Recommendation 1 was lost Officer's Recommendation 2 could not be considered at this meeting.*

**Officer's Recommendation 2**

That Council:

1. Agree to dispose of part Reserve 31462 Lot 5770, Johnson Lane Pretty Pool (Commonly known as the Port Hedland Pony Club) by way of lease in accordance with Section 3.58 (3) of the Local Government Act 1995 on the following terms and conditions:
  - a. Land Area of 4.9 hectares;
  - b. Commencement date of 15 December 2008
  - c. Annual base rental of \$200 excluding GST
  - d. Term of 8 years.
  - e. Annual Increase to the base rental by Consumer Price Index, Perth as published by the Australian Bureau of Statistics;
  - f. For permitted use of "Equestrian Activities"

Should no submissions be received during the requisite advertising period.

*NOTE: SIMPLE MAJORITY VOTE REQUIRED*

*Note: Chief Executive Officer advised that the decision from 28 November 2008 is still current.*

## ATTACHMENT 1 TO ITEM 11.2.2.1

**Port Hedland Pony Club Inc**

P O Box 107, Port Hedland, Western Australia 6721

Email: [porthedlandponyclub@hotmail.com](mailto:porthedlandponyclub@hotmail.com)

Secretary: 0427197509 Treasurer: 0417990446

To Town of Port Hedland Councilor's,

We thank you the motion of council that the PHPC will be granted a 10 year lease with 2 x 5 year options in the council meeting of December 2009, PHPC has not seen a lease to sign.

Our membership is going steady with many families with young children who love to come down to the grounds on a daily basis to enjoy the space with their horses. We have had over 20 horses stabled through the year and we have over 40 members who are actively involved in the club. The club is actively seeking ways to bring more horses and members back to the club and looking at the options of community horses for families and members of the public who may not have the time to commit to having a horse full time but still love to get involved when they can.

Pony Club is an International voluntary youth organization affiliated with The Worldwide Association of Young Riders, known as The Pony Club. Originating in Britain as a scheme to encourage young people to learn to ride, it focused on riding instruction and fun. It has now become the largest association of riders in the world.

**Objectives of Pony Club**

- To encourage young people to ride and to learn to enjoy all kinds of sport connected with horses and riding
- To provide instruction in riding and horsemanship and to instil in members the proper care of their animals.
- To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline

PHPC riding season has been thriving this season with eight keen young riders participating in 5 rallies, where they get to learn new skills to become better with Horsemastership. We have had publicity through both papers (the Northwest Telegraph and the Pilbara Echo) which has resulted in a lot more interest in the club.

Erin Picks, the clubs Head Coach is looking into the program 'Ready Set Trot' to have PHPC as a delivery centre, which is endorsed by Equestrian Australia, Pony Club Australia and the Australian Sports Commission. Ready Set Trot is a junior participation program for children with an interest in horses but don't have one of their own horses or pony.

Ready Set Trot aims to introduce young people to horses and provide them with a better understanding of horsemanship in a fun and exciting way – regardless if they have access to a horse or not. Ready Set Trot will teach the fundamentals of horsemanship introduce young people to the many various areas of the horse industry and aim to instill in them a lifelong passion for horses. Ready Set Trot consists of two types of program – Ready Set Trot- Playground Skills and Ready Set Trot- Stable Skills.



## Port Hedland Pony Club Inc

P O Box 107, Port Hedland, Western Australia 6721

Email: [porthedlandponyclub@hotmail.com](mailto:porthedlandponyclub@hotmail.com)

Secretary: 0427197509 Treasurer: 0417990446

The location of the Club is the most critical thing for the club as the riders are able to use the well established grounds that comes with it a long history. Just recently we received this email from Mark Jones:

*'Hi There*

*Well we built them for the club, and not for ourselves. I am Mark Jones, son of Derek Jones. We were some of the original members of the club. I helped my father build the stables in the 70's. 73 if I remember correctly.*

*You may not know why the eastern stables are constructed of water pipe for the stalls, but the structure for the roof is railway line. The original structure was totally built of water pipe and was about 5m high. That was a design flaw, and acted as a sail during cyclone Joan. The roof was pushed sideways, so we cut off at the top stall rail. During the cyclone the original feed shed, a nissen hut, was blown nearly 2km over the small ridge to the south. We then constructed the double story feed shed. I had a hole blown in my leg building that. I was fixing to roof from on top when someone inside struck their welding rod. It blew a hole in the tin and burnt a hole in my leg.*

*Is the main water tank still an ore car? We used to run a cross country jump course over most of the Pretty Pool Suburb. I don't know whether that suburb interferes with riding down to Pretty Pool. We were able to freely ride across all of those dunes. I bet they have stifled that these days.*

*It is good to see that the club is still running. Is the membership still strong? Do you still have an annual gymkhana?*

*Cheers*

*Mark'*

Along with being able to ride out to the beach and along the creek tracks, with horses being a naturally roaming animal, they have minimal impact on the environment, in fact being able to ride peacefully up to and around without disturbing many other creatures unlike motorised vehicles.

With the close proximity, the school kids catch the bus around to the club to feed, exercise and work their horses; some families also ride bikes and walk to the stables to spent a pleasant morning or afternoon on the grounds.

In closing, the members of PHPC would ask that the council help see to the pony club grounds stay where they are, for the benefits it provides to the Port Hedland community will be lost. Our families and young members would not have the opportunities to learn and gain the highest ideals of sportsmanship, citizenship and loyalty, which cultivate strength of character and self-discipline something that working with horses provides.

Thank you for your time in listening to the members of PHPC, we hope the best outcome will prevail.

President	Mick Clarke	0439 913 148
Vice President	Philip Murray	0438 722 291
Secretary	Emily Melbourne	0419 807 570
Treasurer	Camille Mathews	0417 990 446

**11.3 Community Development****11.3.1 Recreation Services and Facilities*****11.3.1.1 Town of Port Hedland Leisure Centre Management Contract – Confirmation of Hours of Operation for Aquatic Centres (File No.: 26/18/0001)***

**Officer** Graeme Hall  
**Manager Recreation Services and Facilities**

**Date of Report** 11 September 2013

**Disclosure of Interest by Officer** Nil

**Summary**

The Town contracts the YMCA Perth to manage the leisure centres in Port Hedland. Within the contract, the number of hours of operation is stipulated for each facility.

The Town has previously operated the two aquatic centres with Gratwick Aquatic Centre being the main operational facility and the South Hedland Aquatic Centre being a seasonal facility. With the completion of SHAC redevelopment including year-round heated water, the intention is to establish a regular pattern of operations for now and the future, which can be easily understood by the community and relied upon.

Council is requested to confirm the hours of operation for the Town's leisure facilities reflecting the completion of the South Hedland Aquatic Centre redevelopment and the change in roles/operational requirements of the two aquatic facilities.

**Background**

The Town of Port Hedland and YMCA Perth (YMCA) through the current Leisure Centre Management contract, share an operational responsibility for the following facilities:

- Wanangkura Stadium
- Gratwick Aquatic Centre
- South Hedland Aquatic Centre
- Marquee Park (Splash & Play).

The current management arrangement has been in place since 1 July 2012, during which time the redevelopment of the South Hedland Aquatic Centre has been completed, resuming operation on 15 June 2013.

The contract between the YMCA and the Town of Port Hedland at the time of establishment stipulates that the hours of operation for the aquatic centres should be a minimum of:

- Gratwick Aquatic Centre 4,414.5 hours p/a
- South Hedland Aquatic Centre 3,002.5 hours p/a

The total number of hours required under the contract is 7,417 per annum. The Town entered into the contract arrangement with the YMCA acknowledging that the roles and subsequent operating hours of the two aquatic centres would be reviewed and potentially changed following the South Hedland Aquatic Centre redevelopment.

Due to the delays experienced with the opening and installation of floodlighting at the South Hedland Aquatic Centre, this review/confirmation of operating hours has not been possible.

The YMCA has maintained interim arrangements by opening both aquatic centres during this period, ensuring a full spread of operating hours is provided to patrons.

The Town received correspondence from the YMCA Perth dated 6 September 2013 (Attachment 1), requesting confirmation of the operating hours of the two aquatic facilities.

### **Consultation**

- Town of Port Hedland
- YMCA.

Future community consultation is proposed by the YMCA in order to determine the potential future use of the gym facility at the Gratwick Aquatic Centre. The consultation will engage widely with the community and will be concluded by December 2013.

### **Statutory Implications**

Nil

### **Policy Implications**

Nil

## Strategic Planning Implications

### 6.1 Community

#### 6.1.1 Unified

The Town of Port Hedland is an integrated community functionally, physically and culturally.

Increase in the number of physical, cultural and social facilities in Port Hedland

Wider range of community groups using the Town's facilities regularly

Members of the community have access to the Town's services and facilities

Keep all members of our community informed about, and involved with, the provision of Council/Town services and facilities

Higher utilisation of Port Hedland facilities (sporting ovals and buildings) by community.

#### 6.1.2 Vibrant

Provide access to recreational, cultural, entertainment facilities, and opportunities.

Higher utilisation of Port Hedland facilities (sporting ovals and buildings) by residents and visitors

Increased number of recreational facilities available.

## Budget Implications

There are no budget implications with regard to the change in operational hours of the Town's aquatic centres. The proposal is confirmation of hours for the operation of the Town's aquatic facilities and is in line with the current contract value.

## Officer's Comment

The hours of operation proposed for both South Hedland and Gratwick Aquatic Centres will be a significant change for residents of Port Hedland.

Combined with the addition of Wanangkura Stadium as a significant community facility, these proposed changes reflect the new roles for the facilities with South Hedland Aquatic Centre, becoming the year-round pool and Gratwick Aquatic Centre reverting to a seasonal pool.

### *Proposed Operating Model – Aquatic Centres*

The intention is to establish model hours of operation for the Town's leisure facilities that are consistent from year to year, easy for the community to understand and reliable.

Proposed aquatic facilities operating model is:

*South Hedland Aquatic Centre*

<b>Annual Hours – Year Round</b>		
Monday-Friday	5.00am - 8.00pm	(15hrsx5days) 75 hours
Saturday/Sunday	10.00am - 6.00pm	16 hours
<b>Total hours per week</b>		<b>91 hours per week</b>

*Gratwick Aquatic Centre*

<b>Peak Season – October to April*</b>		
* (school holidays depending)		
Monday-Thursday	5.00am - 8.00pm	(15x4days) 60 hours
Friday	5.00am - 6.00pm	13 hours
Saturday/Sunday	10.00am - 6.00pm	16 hours
<b>Total hours per week</b>		<b>89 hours per week</b>

The intention is for Gratwick Aquatic Centre to be open seasonally from the beginning of the September/October school holidays to the end of the March / April school holidays.

For 2014, these dates would be 28 September 2013 to 27 April 2014.

Based on this operating model, the number of combined annual hours proposed is 7,427 a positive variation of ten hours from the YMCA contract figure, without a variation in budget.

The hours of operation proposed are inclusive of up to two weeks per annum maintenance closure at the South Hedland Aquatic Centre. This period of closure for maintenance is considered essential if the facility is to be preserved in accordance with good asset management practice. The maintenance closure of South Hedland Aquatic Centre would be timed when Gratwick Aquatic Centre is open. The closure of the South Hedland Aquatic Centre will be communicated to the community with significant notice provided.

*Current Interim Arrangements*

With floodlighting not yet available at the South Hedland Aquatic Centre, the proposed interim arrangements through to when the lighting is installed and operational are:

*South Hedland Aquatic Centre*

<b>Interim hours (pending SHAC lighting completion)</b>		
Monday-Friday	7.00am-6.00pm	(11x5days) 55 hours
Saturday/Sunday	8.00am-5.00pm	18
<b>Total hours per week</b>		<b>73hrs per week</b>

Gratwick Aquatic Centre will resume peak operating hours as of 28 September 2013.



Currently Gratwick pool is being opened from 5.00am to 8.00am / 11.00am to 2.00pm / 5.00pm to 8.00pm (45hrs per week) on weekdays, to compensate patrons for not being able to swim at the South Hedland Aquatic Centre due to lighting not being available.

#### *Gratwick Aquatic Centre – Gymnasium Operations*

A key issue that is aligned with the proposed opening hours of the Gratwick Aquatic Centre is the operation of the gym. While the gymnasium is the only facility in the coastal precinct of Port Hedland the facility is enjoyed by a core group of users. Much of the current equipment is old and will require replacement if the facility is to continue as a gym. The main gym facility located at Wanangkura Stadium is available to all members as part of their package and is open 24 hours per day seven days a week.

There are a number of options being considered for how this element of the facility may be viably operated in the long term. A key element to the decision making process will be the cost and implications of replacing the equipment that has been owned by the Town for a considerable period of time.

Potential Gratwick gym options for future consideration are:

1. Refocus the gym's role to provide activities that are complimentary to Wanangkura Stadium (yoga, spin-exercise studio, Pilates)
2. Operate the gym seasonally in line with the pool, acknowledging inconvenience to some users
3. Increase the contract budget to allow for additional hours and staffing of gym operations
4. Modify access structures and technology to the gym to allow unsupervised, secure access.

The YMCA is proposing to undertake consultation with users and the community to determine the possible future use of the gym at the Gratwick Aquatic Centre. The outcome of the consultation will be completed prior to December 2013.

#### *Summary*

The hours of operation proposed are considered a viable and consistent long term solution, reflecting the changing roles of the Town's aquatic facilities. The proposal establishes a model that is consistent from year to year, easy for the community to understand and reliable.

Once adopted it is expected that these hours will be followed for the remainder of the contract period, which concludes in June 2016. The inclusion of a maintenance closure for up to two weeks per year for South Hedland Aquatic Centre is considered a very important element of good asset management practice. It will be necessary for this closure period to occur at a time when the Gratwick Aquatic facility is open.

### Attachments

1. Correspondence - YMCA Perth dated 6 September 2013.

### Caretaker Statement

The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections - Caretaker Policy'.

### Officer's Recommendation

That Council:

1. Endorses the amended 'regular' hours of operation for Gratwick Aquatic Centre and South Hedland Aquatic Centre as a variation to the current Town of Port Hedland Leisure Centres Operation's contract as:

#### *South Hedland Aquatic Centre*

Annual Hours – Year Round		
Monday-Friday	5.00am - 8.00pm	(15hrsx5days) 75 hours
Saturday/Sunday	10.00am - 6.00pm	16 hours
<b>Total hours per week</b>		<b>91 hours per week</b>

#### *Gratwick Aquatic Centre*

Peak Season – October to April*		
* (school holidays depending)		
Monday-Thursday	5.00am - 8.00pm	(15x4days) 60 hours
Friday	5.00am - 6.00pm	13 hours
Saturday/Sunday	10.00am - 6.00pm	16 hours
<b>Total hours per week</b>		<b>89 hours per week</b>

2. Endorses the 'interim' hours of operation for South Hedland Aquatic Centre, being until the installation and operation of SHAC floodlighting as:

*South Hedland Aquatic Centre*

Interim hours (pending SHAC lighting)		
Monday-Friday	7.00am-6.00pm	(11x5days) 55 hours
Saturday/Sunday	8.00am-5.00pm	18
<b>Total hours per week</b>		<b>73hrs per week</b>

3. Notes the additional weekday hours of operation for Gratwick pool to compensate for early morning and evening, non-availability at the South Hedland Aquatic Centre;
4. Endorse the closure of the South Hedland Aquatic Centre for up to two weeks annually for maintenance works, subject to Gratwick facility being open and community information being provided;
5. Notes that users and the broader community will be consulted by the YMCA regarding the potential future operations of the gym facility at Gratwick Aquatic Centre, with a subsequent report to Council;
6. Acknowledges the contribution by the YMCA to document and prepare the suggested changes to the hours of operation; and
7. Endorses that the CEO be able to make future amendments to the operating hours of the aquatic centres, where the changes are in accordance with the intent of the contract and reflect potential changes in circumstances.

## 201314/104 Council Decision

Moved: Cr Hunt

Seconded: Cr Hooper

That Council:

1. Endorses the amended 'regular' hours of operation for Gratwick Aquatic Centre and South Hedland Aquatic Centre as a variation to the current Town of Port Hedland Leisure Centres Operation's contract as:

## South Hedland Aquatic Centre

Annual Hours – Year Round		
Monday-Friday	5.00am - 8.00pm	(15hrsx5days) 75 hours
Saturday/Sunday	10.00am - 6.00pm	16 hours
Total hours per week		91 hours per week

## Gratwick Aquatic Centre

Peak Season – October to April*		
* (school holidays depending)		
Monday-Thursday	5.00am - 8.00pm	(15x4days) 60 hours
Friday	5.00am - 6.00pm	13 hours
Saturday/Sunday	10.00am - 6.00pm	16 hours
Total hours per week		89 hours per week

2. Endorses the 'interim' hours of operation for South Hedland Aquatic Centre, being until the installation and operation of SHAC floodlighting as:

## South Hedland Aquatic Centre

Interim hours (pending SHAC lighting)		
Monday-Friday	7.00am-6.00pm	(11x5days) 55 hours
Saturday/Sunday	8.00am-5.00pm	18
Total hours per week		73hrs per week

3. Notes the additional weekday hours of operation for Gratwick pool to compensate for early morning and evening, non-availability at the South Hedland Aquatic Centre;
4. Endorse the closure of the South Hedland Aquatic Centre for up to two weeks annually for maintenance works, subject to Gratwick facility being open and community information being provided;

- 5. Note that users and the broader community will be consulted by the YMCA regarding the potential future operations of the gym facility at Gratwick Aquatic Centre, with a subsequent report to Council based on access requirements and needs of consulted Port Hedland residents;**
- 6. Acknowledges the contribution by the YMCA to document and prepare the suggested changes to the hours of operation; and**
- 7. Endorses that the Chief Executive Officer be able to make future amendments to the operating hours of the aquatic centres, including the gym and ancillary uses, where the changes are in accordance with the intent of the contract and reflect potential changes in circumstances.**

***CARRIED 7/0***

## ATTACHMENT 1 TO ITEM 11.3.1.1



Our Ref: YMCA Area Manager Port Hedland  
Mr Daniel Murphy  
Tel: (08) 9140 0400  
Email: [daniel.murphy@ymca.org.au](mailto:daniel.murphy@ymca.org.au)

6<sup>th</sup> September 2013

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

Dear Mal

**RE: PORT HEDLAND LEISURE FACILITIES – OPERATING HOURS**

The YMCA would like to request a necessary amendment to the Port Hedland Leisure facilities operating hours. Now over a year into the contract we have learnt a lot about the usage patterns of the community. It is envisaged that the changes will accommodate a transient community and a community that shift work is a dominant aspect of lifestyle. The most significant changes are at Gratwick Aquatic Centre particular now that the South Hedland Aquatic Centre is open. Gratwick Aquatic Centre will now be the seasonal aquatic facility and it will be open for 35 weeks per year. The YMCA cannot implement the operating hours until lighting is installed at the South Hedland Aquatic Centre therefore has developed interim operating hours pending the completion of the lighting project at the South Hedland Aquatic Centre. It should be noted that the YMCA will be over servicing the contract by 68 hours with the changes and within budget parameters.

**PROPOSED OPERATING HOURS**

- **Gratwick Aquatic Centre Operating Hours**

The revised operating hours below provide the community with more options to attend the facility than at any time this year. However the sacrifice is the transition of this facility to being a seasonal facility and closing for 17 weeks of the calendar year.

The closure of the facility for 17 weeks means some decisions need to be made in relation to the gymnasium at the Gratwick Aquatic Centre. The current gym setup is small and the equipment is aged and replacement is not a financially viable proposition. Therefore the YMCA will collaborate with the Town of Port Hedland undertake a community consultation process regarding what this space could be other than a gymnasium. It is still envisaged to be a health and fitness space but what form this will take will be guided by the community. The YMCA will automatically upgrade all customers that were on an exclusive Gratwick Gym Membership to a platinum membership at no cost to the member to ensure they have alternative gymnasium options.

<b>Peak Season</b>		
September 28 <sup>th</sup> 2013 - April 27 <sup>th</sup> 2014		
Closed April 28 <sup>th</sup> 2014 - September 13 <sup>th</sup> 2014		
Monday - Thursday	5.00am - 8.00pm	(15x4days) 60 hours
Friday	5.00am - 6.00pm	13 hours
Saturday/Sunday	10.00am - 6.00pm	16 hours
<b>Total hours per week</b>		<b>89 hours per week</b>
<b>Annual hours</b>		<b>2,695 (-1,719.5)</b>
<b>ToPH Contract hours</b>		<b>4,414.5</b>

PORT HEDLAND LEISURE FACILITIES [www.porthedlandleisure.com.au](http://www.porthedlandleisure.com.au)

GRATWICK AQUATIC CENTRE McGregor Street, Port Hedland (08) 9173 3303  
SOUTH HEDLAND AQUATIC CENTRE 1 Leake Street, South Hedland (08) 9172 4666  
WANANGKURA STADIUM Hamilton Road, South Hedland (08) 9140 0400





#### South Hedland Aquatic Centre Operating Hours

The operating hours for South Hedland Aquatic Centre are based upon there being lighting at the facility. The facility can also heat its aquatic spaces there the hours developed can remain consistent for twelve months of the year.

Annual Hours		
Monday - Friday	5.00am - 8.00pm	(15hrsx5days) 75 hours
Saturday/Sunday	10.00am - 6.00pm	16 hours
Total hours per week		91 hours per week
Annual hours <i>(Includes 2 weeks closure per year for cyclical maintenance)</i>		4,732 (+1,730)
ToPH Contract hours		3,002

#### Lighting Project – South Hedland Aquatic Centre

The operating hours above have been developed based upon the lighting project being completed at South Hedland Aquatic Centre. However until this project is completed below alternative interim hours have been designed to ensure a facility is almost open at all times for the Port Hedland Community. Below are the operating hours until the light gets installed:

#### Operating hours until lighting is at SHAC (expected to be installed by Start of December)

#### Gratwick Aquatic Centre Operating Hours (until September 27<sup>th</sup> 2013)

The hours below are what is currently happening at Gratwick. These should remain until September 27<sup>th</sup> 2013 – the launch of the new Gratwick peak season hours.

Interim hours (pending SHAC lighting)		
Monday - Thursday	6.00am - 8.00am 11.00am - 2.00pm 5.30pm - 8.00pm	30
Friday	6.00am - 8.00am 11.00am - 2.00pm	5
Saturday/Sunday	CLOSED	0
Total hours per week		35hrs per week

#### South Hedland Aquatic Centre Operating Hours (until lighting)

South Hedland Aquatic Centre is currently open from 8am-5pm but could expand these hours on weekdays leading up the installation of lighting.

Interim hours (pending SHAC lighting)		
Monday - Friday	7.00am-6.00pm	(11x5days) 55 hours
Saturday/Sunday	10.00-6.00pm	16
Total hours per week		71hrs per week

#### COMMUNICATION

Recent history of the aquatic facilities operating hours has been that they have been expanded and reduced without adequate notice to the community. The main reason for this was the uncertainty surrounding the

PORT HEDLAND LEISURE FACILITIES		www.porthedlandleisure.com.au
GRATWICK AQUATIC CENTRE	McGregor Street, Port Hedland	(08) 9173 3303
SOUTH HEDLAND AQUATIC CENTRE	1 Leake Street, South Hedland	(08) 9172 4666
WANANGKURA STADIUM	Hamilton Road, South Hedland	(08) 9140 0400





South Hedland Aquatic Centre opening. However now we have both facilities up and running and lighting to be installed very soon at the South Hedland Aquatic facility the YMCA would like to develop some consistency in relation to its operating hours and communicate this to the community as a matter of high importance. The communication will take the following forms:

- Town of Port Hedland and YMCA websites
- YMCA Port Hedland Leisure Face book
- Members email
- Internal signage at all facilities
- Newspaper Advertisement
- Door signage
- Leisure facilities - On hold message

Please don't hesitate to contact me if you would like to meet and discuss the content of this correspondence further.

Regards

A handwritten signature in black ink that reads 'Daniel Murphy'.

**DANIEL MURPHY**  
Leisure Facilities Area Manager  
YMCA, Port Hedland



**11.3.2 Community Development****11.3.2.1 *Town of Port Hedland Disability Access and Inclusion Plan – Five Yearly Review (File No: 03/01/0022)***

**Officer** Mark Davis  
**Coordinator Community & Youth Development**

**Date of Report** 12 September 2013

**Disclosure of Interest by Officer** Nil

**Summary**

This report seeks endorsement of the Town of Port Hedland Disability Access and Inclusion Plan 2013 – 2017, including Implementation Strategies and Actions.

People with disabilities, their families and carers, service providers, government representatives, Town staff and Elected Members took part in the DAIP review and consultation process.

Council is requested to endorse the Town of Port Hedland Disability Access and Inclusion Plan 2013 – 2017; and Town of Port Hedland Disability Access and Inclusion Plan Implementation Plan 2013 – 2017.

**Background**

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.

These plans benefit people with disability, the elderly, young parents and people from culturally and linguistically diverse backgrounds.

The DAIP Implementation Plans assist public authorities to plan and implement improvements to access and inclusion across six outcome areas. Some local governments have in recent years elected to include a seventh outcome in relation to employment as a best practice.

The Town's previous plan was the DAIP 2008 – 2012. Some key achievements from this Plan include:

- Training for staff - Disability Awareness, EEO, Workplace Discrimination, and Inclusive Recreation
- Inclusive playground equipment installed at Cemetery Beach

- An increase in Large Print and Audio resources in libraries
- Extension of the Library's Housebound Service
- Accessible portable toilets provided at all Town events, as well as at the Port Hedland Turf Club meetings and the Welcome to Hedland Expo.

The Town engaged qualified and experienced disability access and inclusion consultant Jackie Softly in April 2013 to complete the 5 yearly review of the Town's DAIP, and production of the DAIP 2013 – 2017.

### **Consultation**

The development of this DAIP began with a review of the 2008 – 2012 DAIP to identify both progress and any incomplete actions remaining. This was followed by two consultation periods that included people with disabilities, their families and carers, community organisations, government representatives, Town staff and Elected Members.

There was a range of ways for community members and stakeholders to participate in the consultations including individual interviews in person and by phone, group meetings and electronic or hard copy surveys. The initial consultation process, held during May 2013, was promoted:

- By personal invitation to some community members and organisations
- In the local newspaper – as part of the Town of Port Hedland Community Page in the North West telegraph on 15 May 2013
- On the Town's website – from 15 May 2013
- By Community Announcement to the Town of Port Hedland community database on 22 May 2013
- Directly to key staff.

Further consultation on the draft DAIP was held during September 2013. The above media were utilised to promote this process, with the addition of local radio outlets. Applicable comments and responses gathered from this round of consultation regarding the draft Plan have been documented as Attachment 3.

Identification of specific access and inclusion issues have been noted during the consultation and forwarded to the appropriate officers for action.

The following were directly consulted as part of this project. Further agencies, stakeholders and community members were contacted but did not comment.

#### *External*

- Hedland Community Living Association
- Lifestyle Solutions
- Disability Services Commission – Port Hedland

- Disability Services Commission – Central Office Perth
- Community members

*Internal (Town of Port Hedland)*

- Elected Members
- Executive Group
- Town departments including:
  - Airport
  - Depot
  - Investment and Business Development
  - Planning Services
  - Building Services
  - Environmental Health Services
  - Organisational Development
  - Finance
  - Corporate Support Services
  - Infrastructure Development
  - Ranger Services
  - Economic and Land Development
  - Recreation
  - Community Development
  - Library and Information Services.

Other Consultation

- Aboriginal Consultation Forum - Aged Care & Disability Mon 27 August 2012

### **Statutory Implications**

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 Implications**

Nil

### **Strategic Planning Implications**

The Town's Strategic Community Plan 2012 to 2022 identifies:

6.1 Community

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6.1.1 Unified

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Keep all members of our community informed about, and involved with, the provision of Council/Town services and facilities.

6.1.2	Vibrant	<p>Improve the quality of life for existing residents with a focus on families</p> <p>Provide access to recreational, cultural, entertainment facilities, and opportunities</p> <p>Commit to improving the quality of life and wellbeing of residents.</p>
6.3	Environment	
6.3.2	Community Facilities	<p>Provide safe and accessible community facilities, libraries, services and public open spaces that connect people and neighbours.</p>
6.4	Local Leadership	
6.4.1	Strategic	<p>Deliver high quality corporate governance, accountability and compliance.</p> <p>Deliver responsible management of infrastructure, assets, resources and technology</p>
6.4.2	Community Focused	<p>Provide a community-orientated organization that delivers the high levels of service expected by our stakeholders.</p>

### **Budget Implications**

There are no budget implications for the FY 2012/13. Any further actions requiring expenditure will be fully costed and presented for approval as part of future budget deliberations in subsequent financial years.

### **Officer's Comment**

While the DAIP 2013 – 2017 sets out how the Town of Port Hedland will meet legislative requirements, the Town is committed to more than just compliance. Elected Members and the Executive Group have expressed a desire for the Town to provide leadership in the implementation of strategies, and actions, to further access and inclusion.

The DAIP 2013 – 2017 to this aim sets out the Town of Port Hedland's commitment to creating a community that welcomes and includes people of all abilities. The DAIP outlines ways in which the Town will work towards addressing barriers to access and inclusion for people with disabilities over the next five years.

The Town's aim is to strive for excellence through the implementation of this plan. For this to be successful, it will require ownership across the whole of the organisation – a process which continues to build following the review.

The Town has elected to include an optional seventh outcome (Employment) in addition to completing strategies and actions to address the six outcomes required by legislation.

*Outcome 7: People with disabilities have the same opportunities as other people to obtain and maintain employment with the Town of Port Hedland*

The inclusion of Outcome 7 is in line with the Town's aim to follow a best practice model in delivery of this DAIP, and will include a range of strategies and actions to be implemented primarily by the Human Resources Department but supported through the entire organisation.

While the review has been primarily aimed at revising the DAIP for the upcoming five years, it has had further benefits for the Town and the community. These include:

Identification of specific access and inclusion issues which staff have begun to investigate  
Creation of greater staff awareness around disability access and inclusion issues  
Beginnings of new working relationships between Town staff and key stakeholders in the disability sector.

The Town thanks the individuals and groups within the community who provided their invaluable input to guide the development of the new DAIP.

### **Attachments**

1. Town of Port Hedland Disability Access and Inclusion Plan 2013 - 2017
2. Town of Port Hedland Disability Access and Inclusion Plan Implementation Plan 2013 - 2017
3. External Consultation on Draft DAIP – Comments and Responses.

### **Caretaker Statement**

The recommended decision is a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections – Caretaker Policy' however; an exemption should be made due to extraordinary circumstances.

These circumstances being the legislative requirements of the *Disability Services Act 1993* Part 5 Section 28(7) and Section 29(3).

### **Officer's Recommendation**

That Council:

1. Notes the community engagement and consultation process undertaken for the Town of Port Hedland Disability Access and Inclusion Plan – 5 Yearly Review;

2. Endorses the Town of Port Hedland Disability Access and Inclusion Plan 2013 – 2017; and Town of Port Hedland Disability Access and Inclusion Plan Implementation Plan 2013 – 2017; and
3. Submits the attached Town of Port Hedland Disability Access and Inclusion Plan 2013 – 2017; and Town of Port Hedland Disability Access and Inclusion Plan Implementation Plan 2013 - 2017 to the Disability Services Commission as a formal document.

**201314/105 Council Decision****Moved: Cr Jacob****Seconded: Cr Gillingham****That Council:**

1. **Notes the community engagement and consultation process undertaken for the Town of Port Hedland Disability Access and Inclusion Plan – 5 Yearly Review;**
2. **Endorses the Town of Port Hedland Disability Access and Inclusion Plan 2013 – 2017; and Town of Port Hedland Disability Access and Inclusion Plan Implementation Plan 2013 – 2017;**
3. **Submits the attached Town of Port Hedland Disability Access and Inclusion Plan 2013 – 2017; and Town of Port Hedland Disability Access and Inclusion Plan Implementation Plan 2013 - 2017 to the Disability Services Commission as a formal document; and**
4. **Requests the Chief Executive Officer to prepare a report for Council demonstrating how the DAIP has been implemented, particularly in respect to all new Town projects and infrastructure in the 2013/2014 Budget, and to include Budget requirements for 2014/2015 and onwards.**

***CARRIED 7/0***

# Town of Port Hedland

# Disability Access and Inclusion Plan 2013 - 2017

Available in alternative formats, such as Large Print, Braille, accessible electronic format or audio, on request.

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## Introduction

### Our vision for an inclusive community

Leading the way in the Pilbara by creating a welcoming, accessible and inclusive community for all in the Town of Port Hedland

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

While this DAIP sets out how the Town of Port Hedland will meet those legislative requirements, the Town is committed to more than just compliance; our aim is to strive for excellence.

This Disability Access and Inclusion Plan sets out the Town of Port Hedland's commitment to creating a community that welcomes and includes people of all abilities. It outlines the ways in which the Town will work towards addressing barriers to access and inclusion for People with disability over the next five years.

### Thank you

People with disabilities, their families and carers, service providers, government representatives, Town staff and Elected Members took part in the DAIP review and consultation process. The Town thanks the individuals and groups within the community who provided their invaluable input to guide the development of the new DAIP.

## Town of Port Hedland profile

The Town of Port Hedland is located in the North West of Western Australia, approximately 1800km north of Perth, covering an area of 11,844 square kilometres. Port Hedland has as its neighbours, the Shires of Roebourne, East Pilbara and Broome.

The Town of Port Hedland is home to 20,000 residents with a population growth rate of 5.5% (Census 2011). Council's long-term vision is for the Town to become a nationally significant Pilbara City of 50,000 by 2035.

According to the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2009) 18.5% of Australians, or almost 1 in 5 people identify themselves as having some form of disability. Based on the population estimate and these findings, it could be estimated that there are around 3,700 People with disability in the Town of Port Hedland local government area. In addition, according to the Australian Institute of Health and Welfare, the rate of disability in indigenous Australians is much higher than in the rest of the population. However, the lower average age of the Town's population may balance this somewhat.

Work is currently underway to achieve our vision of becoming Pilbara's Port City - a lively, vibrant, attractive and sustainable regional City. This year, Council adopted the Pilbara's Port City Growth Plan, an important strategic planning document which will provide direction.

A number of large scale infrastructure projects have been completed in the five years since the last DAIP, including the \$35 million recreation centre, named Wanangkura Stadium (meaning 'whirlwind' in the local Karriyarra language to reflect the design of the building).

In September 2011 the Australian Bureau of Statistics held their Census. Results show that the population of Port Hedland is growing faster than the rest of the State (5.5% versus State growth rate of 2.4%), which indicates the potential growth opportunities for the Town.

## What we do

The Town of Port Hedland provides a wide range of services including:

### Services to Property

- Construction and maintenance of roads, shared paths and cycle facilities;
- Land drainage and development;
- Waste Management
- Litter control and street cleaning;
- Planting and caring for trees;
- Numbering of buildings and lots;
- Street lighting;
- Emergency management including bush fire and cyclone preparedness, response and recovery procedures

### Services to the Community

- Ownership and management of outdoor active and passive recreational facilities; (see attached list)
- Ownership and Management of parks (see attached list)
- Ownership and Management of 2 cemeteries – the South Hedland Cemetery and the Pioneer and Pearlers' Cemetery
- Ownership of the Gratwick Aquatic Centre and the South Hedland Aquatic Centre. The Aquatic Centres are managed by the YMCA.
- Ownership and Management of the South Hedland Library and the Port Hedland Library
- Ownership and Management of the Port Hedland International Airport;
- Ownership and management of the JD Hardie Recreation Centre
- Ownership of the Cooke Point Youth and Family Centre
- Ownership of community recreation facilities
- Ownership of the Port Hedland Retirement Village
- Sponsorship of the Pilbara Family Day Care Scheme;
- Citizenship ceremonies;
- Planning for services for people in the community;
- Ownership of the Town of Port Hedland Home and Community Care Service;
- Joint Management with DET of Matt Dann Cultural Centre;
- Ownership of the Courthouse Arts Centre and Gallery, contracted management of the CHAG
- Sponsorship of the Port Hedland Visitors Centre and Information services.

### Regulatory Services

- Planning of road systems, sub-divisions and town planning scheme;
- Building approval for any construction, addition or alteration to a building;
- Ranger services;
- Environmental Health Services.

**General Administration**

- The provision of general information to the public;
- Lodging of complaints;
- Payment of rates.

**Processes of Government**

- Ordinary and Special Council and Committee meetings;
- Electors meetings and Election of Council members.

## How the DAIP was developed

The development of this DAIP began with a review of the 2008 – 2012 DAIP to identify both progress and any incomplete actions remaining. There was also a consultation that included people with disabilities, their families and carers, community organisations, government representatives, Town staff and Elected Members.

The consultation, held during May 2013, was advertised or promoted:

- By personal invitation to some community members and organisations;
- In the local newspaper – as part of the Town of Port Hedland Community Page in the North West telegraph on 15 May 2013
- On the Town's website – from 15 May 2013;
- By Community Announcement to the Town of Port Hedland community database on 22 May 2013; and
- Directly to key staff.

There was a range of ways to participate in the consultations including individual interviews in person and by phone, group meetings and electronic or hard copy surveys. Four community members and around 30 staff took part in face-to-face and phone meetings, while surveys were received from one community member, 14 staff and one elected member.

The consultation invited people to provide their views on access improvements to date and to raise any concerns they may have regarding specific buildings, facilities, services and information that need improvement,

The consultation provided a wide range of views on access and inclusion in relation to the Town of Port Hedland.

The review and consultation showed that the Town of Port Hedland has made some progress in improving access for People with disability to the Town's facilities and services; however there are still barriers to full access and inclusion.

Some achievements in recent years include:

- Training for staff - Disability Awareness, EEO, Workplace Discrimination, and Inclusive Recreation
- Inclusive playground equipment installed at Cemetery Beach
- An increase in Large Print and Audio resources in libraries
- Extension of the Library's Housebound Service
- Accessible portable toilets provided at events, including at the Port Hedland Turf Club and Welcome to Hedland Expo

- Involvement of community members in the development of the South Hedland Town Centre, with a walk through and meeting at the site, focusing on access

Some community members said they were satisfied with access to buildings and facilities and that the Town's services met their needs and that Town staff are aware, understanding and helpful. They also said the Cemetery Beach playground area upgrade was positive and that the connecting paths to shops in town are good.

Other community members had a range of concerns particularly regarding physical access at specific locations, lack of services and deficiencies in the Town's consultation processes. Some specific issues were difficulties with access at markets and festivals, access problems at swimming pools, lack of adult sized change tables in recreation facilities, access difficulties at the boat ramp and jetty, lack of staff awareness and a range of issues regarding non-council premises and services, such as inadequate respite and the lack of public transport.

Staff identified concerns around the lack of awareness of the DAIP, relevant processes and resources and lack of leadership to guide consistency in ensuring an inclusive approach. Other issues identified include the lack of linkages between the DAIP and other key Town plans, strategies and processes, and the need for a coordinated way of monitoring progress. There was strong support for an additional DAIP Outcome to strengthen and support the Shire's commitment to fair recruitment and employment practices for people with disabilities.

While staff raised these concerns, there was also enthusiasm from staff and Elected Members for improvement through the development of a DAIP that would guide the Town beyond compliance towards a culture of best practice and a vision of Port Hedland as a model for inclusive communities in the Pilbara, benefitting not only People with disability and their families but also the diverse cultural and linguistic groups in the community, parents with prams, people with trolleys, tourists unfamiliar with the Port Hedland and seniors.

The findings of the review and consultation were provided to the Town in a comprehensive report containing recommendations for the new DAIP. Following feedback and clarification, this DAIP and its accompanying detailed Implementation Plan were developed, informed by input from community, staff and Elected Members.

This DAIP was endorsed by the Town of Port Hedland Council on DATE and submitted to the Disability Services Commission.

# DAIP 2013 – 2017 Goals

This five-year plan focuses on the following goals. The DAIP Implementation Plan contains detailed strategies to assist the Town of Port Hedland to meet the goals over the life of the DAIP.

## Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by the Town of Port Hedland

We will do this by:

- Developing a Disability Access and Inclusion Policy to support the Town to become a community that embraces diversity and strives for best practice in access and inclusion.
- Making sure that our policies and procedures are in Plain English and support equal access to our services by people with disabilities.
- Linking the DAIP to the Town's strategic plan and other Town strategies, so that inclusive practice guides everything we do.
- Making sure we develop our services with an understanding of the expectations and opportunities in the State Government's Count Me In – Disability Future Directions strategy.
- Making sure that all our staff, agents and contractors are aware of and carry out their responsibilities under the Disability Services Act.
- Putting Accessible Events guidelines and checklist on our intranet and public web page, and promoting them to staff and the community.
- Working with other organisations in the community, to help achieve better access to services for people with disabilities.
- Enhancing community awareness and inclusion of People with disability through community development activities.
- Providing more inclusive recreation programs and school holiday programs.
- Supporting our Library services to build a range of adaptive technology to meet people's different needs.

## Outcome 2

People with disability have the same opportunities as other people to access the buildings and facilities of the Town of Port Hedland

We will do this by:

- Inspecting Town buildings and facilities, scheduling and carrying out work needed to improve accessibility.
- Providing the community and tourists with useful information on accessibility in the Town of Port Hedland.
- Making sure access and inclusion is part of all projects from the planning stage to completion.
- Making sure we seek expert advice, from access consultants and people with disabilities, as part of planning and carrying out projects.
- Making sure there is enough accessible parking, and enforcing the parking rules.
- Working to create accessible and inclusive play spaces, including accessible parking and toilets
- Conduct an access audit of the Town's parks and play spaces, including supporting facilities such as parking and toilets.
- Encouraging and educating business owners about access to their premises and services.



### Outcome 3

People with disability receive information from the Town of Port Hedland in a format that will enable them to access the information as readily as other people are able to access it

We will do this by:

- Providing all public documents in alternative formats on request.
- Providing Auslan interpreters for people who are deaf, at all events, on request.
- Providing an audio loop at events on request whenever amplified sound is used.
- Making sure we produce accessible, user-friendly information.
- Making sure our website and information on it is accessible.
- Grow our Large Print and Talking Book collections at the libraries.
- Using current technology and social networking to send out information and gather feedback.

### Outcome 4

People with disability receive the same level and quality of service as other people receive from the staff of the Town of Port Hedland

We will do this by:

- Making sure all our staff receive training, and have access to resources to provide a high quality of service to people with disabilities.
- Providing training on access and inclusion to new staff and elected members.
- Including Access and Inclusion in our Customer Service Charter.

## Outcome 5

People with disability have the same opportunities as other people to make complaints to the Town of Port Hedland

We will do this by:

- Making sure our Complaints Policy and processes are accessible, and that staff know how to help people through the process.
- Including the accessible complaints process into the Customer Service Charter.
- Promoting the Town's accessible complaints processes to staff and the community.

## Outcome 6

People with disability have the same opportunities as other people to participate in any consultation by the Town of Port Hedland

We will do this by:

- Developing a range of ways, including the use of technology, for interested community and staff to advise the Town on disability and access matters.
- Using the Town's Community Engagement Strategy, relevant access guidelines and checklists and following Consumer Involvement Principles to make sure we provide equal opportunities for People with disability to take part in all consultations.
- Making sure that Council meetings and information are accessible.

## Outcome 7

People with disability have the same opportunities as other people to be employed by the Town of Port Hedland

We will do this by:

- Creating and promoting a workplace culture that supports and encourages employees with disabilities.
- Monitoring how we are going and promoting employment of people with disabilities.
- Making sure our HR staff become expert in supporting inclusive management practices.
- Making sure our workplaces are accessible, including meeting rooms.
- Improving the way we recruit staff, so that more People with disability are employed by the Town.
- Improving our support of employees with a disability, to help keep them in our workforce.

## Responsibility for implementing the DAIP

To achieve our vision of we will need to make strong progress in each of these outcome areas. Specific responsibilities are set out in the DAIP Implementation Plan; however all officers, employees, agents and contractors have a legislated responsibility to carry out their work in accordance with the DAIP.

The Town will seek feedback from the community to inform DAIP implementation.

The Town's Management Group will oversee DAIP implementation.

## How we will review the DAIP

The DAIP will be reviewed at least every five years, as required by The Act. The Implementation Plan may be amended more regularly to reflect progress and any new issues that may arise. If the DAIP is amended, the revised plan will be sent to the Disability Services Commission.

The Town will consult with the community to gather feedback on DAIP progress.

DAIP progress in each management area will be reported using the Town's Interplan reporting platform, and there will be a standing item on DAIP implementation at every Management Group meeting.

## How we will report on the DAIP

The Management Group will prepare an annual status report, on the prescribed proforma, for Council on DAIP Implementation. The report will outline:

- The Town's progress towards each of the outcome areas in the DAIP;
- The progress of the Town's agents and contractors towards meeting relevant DAIP outcome areas; and
- The ways in which the Town informed its agents and contractors about their obligations under the DAIP.

The status report will be lodged with the Disability Services Commission by 31 July each year.

The Town's Annual Report will contain a summary of DAIP implementation over the year.

The review of this DAIP 2013 – 2017 will be included in the new DAIP to be developed and lodged with the Disability Services Commission in 2018.

## How we will tell people about the DAIP

The DAIP was endorsed by Council on DATE and lodged with the Disability Services Commission on DATE.

The Town of Port Hedland then made copies of the DAIP available to everyone who took part in the consultation and planning process, including individuals and groups in the community, staff and elected members.

The Town has promoted the DAIP in the local media and on its website, so that people know they can either download a copy or request a hard copy or a copy in their preferred format, which may include Large Print, Braille, audio or accessible electronic format.

Copies of the DAIP are also held by the Town's Library Service.

## Who to contact about the DAIP

If you would like to receive an alternative format copy, ask questions or give feedback about the DAIP, please contact:

Town of Port Hedland Community Development Officer

[cdo@porthedland.wa.gov.au](mailto:cdo@porthedland.wa.gov.au)

9158 9600

# **Town of Port Hedland DAIP 2013 – 2017 Implementation Plan**

**Town of Port Hedland DAIP 2013 - 2017  
Implementation Plan**

**Outcome 1: People with disability have the same opportunities as other people to access services of, and any event organised by, the Town of Port Hedland.**

Strategy	Task	Timeline	Responsibility
<p>Ensure all policies and management practices support equitable access to services by People with disability across Council</p>	<ul style="list-style-type: none"> <li>• Develop an overarching Disability Access and Inclusion Policy to reflect current legislative requirements and the vision of the Town as a community that embraces diversity and strives for best practice in access and inclusion.</li> <li>• Ensure that all relevant Town's policies and management practices support equitable access to services by People with disability throughout the various functions of Council (and are in Plain English).</li> <li>• Ensure the Plan is linked with the Town's strategic plan and other Town strategies to embed inclusive practice across the organisation.</li> <li>• Become familiar with the expectations and opportunities in the State Government's Count Me In – Disability Future Directions document to guide service development.</li> </ul>	<p>2013/14</p> <p>2013 – 17 (ongoing as policies are reviewed or created)</p> <p>2013 – 17 (ongoing as plans are reviewed or created)</p> <p>2013/14</p>	<p>Community Development</p> <p>Governance</p> <p>Governance</p> <p>Community Development</p>

Strategy	Task	Timeline	Responsibility
<p>Ensure that all staff and agents and contractors are aware of the relevant requirements of the Disability Services Act and implement processes to ensure these are fulfilled.</p>	<ul style="list-style-type: none"> <li>Develop and insert required clause into contract documents and onto Tender Section of Webpage</li> <li>Provide agents and contractors with link to information booklet and reporting proforma</li> <li>Collate contractor reports and provide data to Management group</li> </ul>	<p>2013/14 2013/14 2013/2014</p>	<p>Community Development and Infrastructure Development Managers Across all Departments</p>
<p>Monitor and gather feedback on progress in relation to DAIP outcomes across council and report as and when required to the Disability Services Commission.</p>	<ul style="list-style-type: none"> <li>Create a field in Interplan and a consistent process for reporting on DAIP implementation</li> <li>Insert DAIP implementation as a standing item on Management Group agenda</li> <li>Develop annual status reports, including contractor information, and lodge with Disability Services Commission by 31 July each year</li> <li>Include annual status report in TOPH Annual report</li> </ul>	<p>2013/14 2013/14 Annual, 2013 - 17 Annual, 2013 - 17</p>	<p>Governance/Community Development</p>
<p>Ensure staff and community have access to and know about appropriate resources to plan and run Accessible Events.</p>	<ul style="list-style-type: none"> <li>Make the Accessible Events guidelines and checklist available on the intranet and public web page</li> <li>Promote to staff</li> <li>Include information and a link to the Accessible Events resources on approvals to run a community event</li> </ul>	<p>2013/14 2013/14 2013/14</p>	<p>Marketing/Publicity Community Development Recreation</p>
<p>Develop and maintain strategic partnerships with key agencies, to maximise access to services for people with disabilities</p>	<ul style="list-style-type: none"> <li>Develop a simple framework for community partnership engagement</li> <li>Ensure community partners are on information and invitation distribution lists</li> </ul>	<p>2014/15 2013/14</p>	<p>Community Development</p>



Strategy	Task	Timeline	Responsibility
Consider and implement community development activities, to enhance awareness and inclusion of people with disability e.g. festivals, information expos	<ul style="list-style-type: none"> <li>Review community development activities to identify ways of promoting awareness and inclusion</li> <li>Plan all activities and events to include components to enhance access and inclusion</li> </ul>	2013/14	Community Development
	<ul style="list-style-type: none"> <li>Review current programs to identify ways of including and supporting children and adults with disabilities</li> <li>Adapt current programs to be more accessible</li> <li>Seek feedback from People with disability to inform program development</li> </ul>	2013/14 2013/14 2013/14	Internal Event Managers Facility Managers: Sport and Recreation, Community Development
Provide more inclusive recreation programs and school holiday programs.	<ul style="list-style-type: none"> <li>Seek feedback from People with disability on hardware and software needs</li> <li>Investigate current technology</li> <li>Build a range of adaptive technology to meet diverse needs</li> </ul>	2013/14 to enable budgeting in 2014/15	Library Services
Library services to provide adaptive technology to meet diverse needs	<ul style="list-style-type: none"> <li>Continue to actively lobby to improve transport services</li> <li>Liaise with relevant government agencies regarding the lack of appropriate accommodation</li> <li>Liaise with relevant government agencies regarding the lack of respite services, especially on weekends</li> <li>Facilitate training on access and inclusion for sporting groups and associations</li> </ul>	2013/14	Office of the CEO
		2013/14	
		2013/14	
		Immediate and Ongoing	Sport and Recreation

**Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Town of Port Hedland**

Strategy	Task	Timeline	Responsibility
Improve access to existing buildings and facilities	<ul style="list-style-type: none"> <li>Conduct an access audit of Town buildings and facilities, including emergency egress and signage,</li> <li>Integrate all remedial works identified into the works schedule</li> <li>Incorporate access for People with disability into the Asset Management Strategy</li> <li>Investigate using the You're Welcome WA website to provide the community and tourists with useful information on accessibility derived from the access audit</li> </ul>	2014/15	Building Services
		2015 – 2017	
		2014/15	Technical Services
		2014/15	Community Development
Ensure all new developments are accessible	<ul style="list-style-type: none"> <li>Develop a process to ensure access and inclusion is integral to all projects from planning to completion</li> <li>Ensure that the advice of an appropriately experienced Access Consultant is sought where required when planning and designing any public facilities or undertaking major refurbishments.</li> <li>Ensure that expert advice, including from people with disabilities, is part of planning and implementation of projects, in addition to professional expertise.</li> <li>Ensure adequate accessible parking to meet the demand of people with disabilities, in terms of quantity and location.</li> </ul>	2013/14	Infrastructure Development
		Immediate and Ongoing	All Managers
		Immediate and Ongoing	All Managers

		Ongoing	Planning Services
	<ul style="list-style-type: none"> <li>Promote accessible housing, including the principles of The Liveable Homes Guidelines, for developments within the Town of Port Hedland.</li> </ul>		
Provide accessible play opportunities for children, families and caregivers with disabilities	<ul style="list-style-type: none"> <li>Develop and implement an accessible play space policy modeled on contemporary best practice.</li> <li>Conduct an access audit of the Town's existing parks and play spaces, including supporting facilities such as parking and toilets.</li> <li>Schedule and implement improvements according to the new policy on accessible play spaces</li> </ul>	2014/15 2014/15 2015 - 17	Technical Services
Ensure continuous accessible paths of travel.	<ul style="list-style-type: none"> <li>Conduct an access audit of the Town's footpaths and develop a remedial works schedule, linked with budget planning</li> <li>Ensure all new footpaths are built to a high level of accessibility and comply to legislation</li> <li>Respond to requests for footpath installation or repairs as a matter of priority for people with disabilities</li> </ul>	2014/15 Ongoing Ongoing	Technical Services
Enforce parking rules for easy access parking bays.	<ul style="list-style-type: none"> <li>Rangers to patrol bays and issue infringements</li> <li>Work with shopping centre management to minimise misuse of bays</li> </ul>	2013/14 2013/14	Ranger Services
Educate the business community about accessibility	<ul style="list-style-type: none"> <li>Encourage and inform business owners regarding access to their premises and services – provide with information and have resources on the website</li> <li>Invite business people to take part in relevant staff disability training.</li> </ul>	2014/15 2013/14	Economic and Land Development Services

**Outcome 3: People with disability receive information from the Town of Port Hedland in a format that will enable them to access the information as readily as other people are able to access it.**

Strategy	Task	Timeline	Responsibility
Ensure information is provided in alternative formats on request.	<ul style="list-style-type: none"> <li>Ensure that all public documents include a statement that the document is available in alternative formats on request.</li> <li>Ensure that staff are aware of how to provide information in alternative formats on request.</li> </ul>	<p>2013/14</p> <p>2013/14</p>	<p>Governance</p> <p>Community Development</p>
Ensure people with hearing impairment are able to access information provided at events.	<ul style="list-style-type: none"> <li>Investigate provision of Auslan interpreters for people who are deaf on request at all events.</li> <li>Ensure an audio loop is available at key events and on request whenever amplified sound is used.</li> </ul>	<p>2014/15</p> <p>2015/16</p>	<p>Community Development (events)</p>
Ensure all informational materials produced by the Town meets a high level of accessibility.	<ul style="list-style-type: none"> <li>Review the Town's Style Guide for documentation and promotional material and ensure it informs good practice in Accessible Information.</li> <li>Promote the revised Style Guide to all staff.</li> </ul>	<p>2013/14</p> <p>2013/14</p>	<p>Marketing</p>
Ensure web based information is accessible.	<ul style="list-style-type: none"> <li>Review the website/intranet and ensure it complies with the W3C Accessibility Guidelines, including offering alternatives to PDFs.</li> </ul>	<p>2013/14</p>	<p>Information Technology</p>
Consider the use of contemporary technology and social networking for information distribution and gathering staff and community feedback.	<ul style="list-style-type: none"> <li>Investigate available platforms for information distribution and gathering staff and community feedback.</li> <li>Implement and monitor usage, benefits and concerns.</li> <li>Utilise key stakeholders and agencies to disperse information through the creation of a</li> </ul>	<p>2013/14</p> <p>2013/14</p> <p>2013/14</p>	<p>Marketing</p> <p>Community Development</p>

	database.	
<b>Strategy</b>	<b>Task</b>	<b>Timeline</b>
Ensure an adequate ongoing supply of alternative format resources in the libraries	<ul style="list-style-type: none"> <li>Library services to continue to grow its alternative format resources such as Large Print and Talking Book collections to meet community demand.</li> </ul>	Ongoing
		<b>Responsibility</b>
		Library Services

**Outcome 4: People with disability receive the same level and quality of service from the staff of the Town of Port Hedland as other people receive.**

<b>Strategy</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
Ensure staff and elected members receive training on disability access and inclusion	<ul style="list-style-type: none"> <li>Provide induction training on access and inclusion to new staff and elected members.</li> <li>Conduct training on access and inclusion for staff across all areas, at least every two years and provide training tailored to staff requirements in different areas of Council. Include the training requested by staff in the consultation and also training on way finding, barriers and signage for outside workers.</li> </ul>	2013/14 2013/14	Human Resources
Ensure the Customer Service Charter aligns with access and inclusion principles	<ul style="list-style-type: none"> <li>Review the Charter, and revise as required.</li> <li>Promote the Charter to all Town staff</li> </ul>	2013/14	Administration
Ensure staff have easy access to the resources they need to implement their DAIP obligations	<ul style="list-style-type: none"> <li>Make a range of access resources available on the intranet, such as links to the Access Guidelines, Access Resource Kit, List of Access Consultants, Consumer Involvement resources and other useful disability information.</li> <li>Promote these to staff.</li> </ul>	2013/14 2013/14	Community Development

**Outcome 5: People with disability have the same opportunities as other people to make complaints to the Town of Port Hedland**

Strategy	Task	Timeline	Responsibility
Ensure the Town's Complaints Policy and staff skills provide flexibility to accommodate people's access requirements	<ul style="list-style-type: none"> <li>Review the current Complaints Policy and develop a complaints mechanism to ensure that accessible processes to meet a variety of needs are implemented, supported by staff training.</li> <li>Include the accessible complaints process into the Customer Service Charter.</li> <li>Promote the Town's accessible complaints processes to staff and the community.</li> </ul>	2013/14	Marketing and Organisational Development

**Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation held by the Town of Port Hedland**

Strategy	Task	Timeline	Responsibility
Offer a range of ways, including the use of technology, to enable interested community members and staff to advise the Town on disability and access matters.	<ul style="list-style-type: none"> <li>Promote the opportunity for interested community and staff representatives to act as an informal advisory body to the Town on disability and access matters, on a as-needed or per-project basis</li> <li>Investigate different real and virtual ways of involving people – meetings, a list of "armchair advisors" or "Community Eyes in the Street" using social media such as Twitter or Facebook and smartphone Apps such as "Snap, Send, Solve".</li> </ul>	2013/14  2014/15	Community Development
Ensure we provide accessible	<ul style="list-style-type: none"> <li>Use the Town's Community Engagement Strategy,</li> </ul>	Ongoing	Community

opportunities and support People with disability to take part in all consultations.	and access guidelines and checklists on Events and Information to plan, promote and implement all consultations. <ul style="list-style-type: none"> <li>Follow Consumer Involvement Principles to attract and support people with disabilities, their families and carers to take part in consultations.</li> </ul>	Ongoing	Development
Ensure that People with disability can attend and take part in Council meetings.	<ul style="list-style-type: none"> <li>Follow the Accessible Events and Accessible Information guidelines and checklists when planning and running Council meetings, including agendas, papers and minutes.</li> </ul>	Ongoing	Governance
Ensure that meetings and forums held as part of community consultations are planned and implemented according to best practice in accessible events.	<ul style="list-style-type: none"> <li>Follow the Accessible Events and Accessible Information guidelines and checklists when planning and running all consultations, including venue access, agendas, information and minutes.</li> </ul>	2013/14	Governance and Community Development

**Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the Town of Port Hedland**

Strategy	Task	Timeline	Responsibility
Establish evidence base and policy to inform and support the employment of people with disabilities	<ul style="list-style-type: none"> <li>Collect diversity data to monitor and promote ongoing employment of employees with disabilities.</li> <li>Review EEO and other HR policies and procedures to ensure they do not discriminate against people with disability.</li> </ul>	Ongoing 2013/14	Human Resources and Organisational Development
HR staff to be expert resources in inclusive	<ul style="list-style-type: none"> <li>Provide training and support to develop knowledge and expertise.</li> </ul>	2013/14	Human Resources and Organisational

<p>management practices. Ensure workplaces are accessible</p>	<ul style="list-style-type: none"> <li>• Carry out an access audit of workplaces.</li> <li>• Ensure new council buildings or refurbishments meet the Access to Premises – Buildings Standard, and follow enhanced standards for fit out and other areas not covered by the BCA.</li> <li>• Ensure meetings are held in accessible rooms – as identified in the access audit.</li> </ul>	<p>2014/15 2014/15</p> <p>2014/15</p>	<p>Development Infrastructure Development</p> <p>Occupational Health and Safety (Human Resources)</p>
<p>Improve recruitment practices to enable more candidates with disabilities to enter employment with the Town.</p>	<ul style="list-style-type: none"> <li>• Develop service agreements and advertise all positions with local DES providers.</li> <li>• Establish relationship with local NDRC to identify potential candidates and employment opportunities for people with disabilities.</li> <li>• Require agencies to ensure applicants with disabilities are forwarded to HR for consideration</li> <li>• Publish a guide on employing People with disability via DES providers.</li> <li>• Implement a guaranteed interview scheme where applicants with disabilities who meet the minimum criteria are interviewed.</li> <li>• Advertising to state that the Town is an inclusive workplace and does not discriminate on grounds of disability, age, gender and so on.</li> <li>• Ensure job information is available on request in alternative formats, including online.</li> <li>• Ensure interviews are held in accessible venues, and request if any information or supports are required.</li> <li>• Promote work experience, training to schools and encourage students with disabilities to apply.</li> </ul>	<p>2013/14</p> <p>2013/14</p> <p>2013/14</p> <p>2014/15</p> <p>2013/14</p> <p>2013/14</p> <p>2013/14</p> <p>2013/14</p> <p>2013/14</p> <p>2013/14</p>	<p>Human Resources</p>
<p>Improve retention of employees with a disability:</p>	<ul style="list-style-type: none"> <li>• Promote an inclusive culture that supports and encourages employees with disabilities.</li> <li>• Promote and educate managers on the use of the</li> </ul>	<p>2013/14</p> <p>2013/14</p>	<p>Organisational Development</p>



	<p>Workplace Adjustment Tool to improve work options for employees with disabilities and educate managers on workplace adjustments.</p> <ul style="list-style-type: none"> <li>• Ensure employees have access to adaptive equipment.</li> <li>• Establish employment pathways for employees with disabilities to establish clear career development opportunities.</li> </ul>	<p>2013/14 2014/15</p>	
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ATTACHMENT 3 TO ITEM 11.3.2.1

Attachment 3: -  
 Town of Port Hedland Disability Access and Inclusion Plan 2013 – 2017  
 Summary of Applicable Feedback During External Consultation  
 September, 2013

Stakeholder	Comment	Response	Action
Disability Services Commission – Head Office	<p>Legislation was amended June 2013 and the correct term to use is now people with "disability" NOT disabilities.</p> <p>How will agents and contractors be informed that they are working towards achieving a DAIP outcome (i.e through a link to the website, given a hard copy, referenced in a contract etc?)</p>	<p>Noted</p> <p>The following tasks are included in the DAIP 2013 – 2017 Implementation Plan:</p> <ul style="list-style-type: none"> <li>• Develop and insert required clause into contract documents and onto Tender Section of Webpage</li> <li>• Provide agents and contractors with link to information booklet and reporting proforma</li> <li>• Collate contractor reports and provide data to Management group</li> </ul>	<p>Actioned in all documents.</p> <p>No change required.</p>
Disability Services Commission – Port Hedland	<p>Utilise agencies to spread information to their databases and contacts.</p>	<p>Note</p>	<p>Relevant adjustment made to implementation plan.</p>

Stakeholder	Comment	Response	Action
Hedland Community Living Association	Who develops annual status reports, including contractor information to lodge with Disability Services Commission by 31 July each year? Where is the role for people with disabilities?	<p>This is compiled by Council staff against the actions, tasks and timelines in the DAIP. The Community Development submits to the Disability Services Commission, as required by legislation.</p> <p>As per the proposed consultation model (formation of an informal advisory group), people with disability with have the option to be included in ongoing consultation on a per project basis.</p>	No change required.
	Who will do this and to whom and how will this be monitored?  (Regarding: Liaise with relevant government agencies regarding the lack of appropriate accommodation)	<p>The responsibility for this task will be with the Office of the CEO.</p> <p>This will be conducted through the relevant state government representatives and agencies as required.</p> <p>The progress will be monitored through DAIP progress reports to the DSC.</p>	No change required.
	Who will conduct the proposed access audit of facilities?	This audit would be conducted by an appropriately qualified and experienced disability access and inclusion consultant.	No change required

Stakeholder	Comment	Response	Action
<p>Community Member – Justin Lunn</p>	<p>Is there an opportunity for the TOPH to advocate for accessible housing and living in new developments in the Town?</p> <p>This is a key issue, as there is a lack of accessible housing in the Town currently.</p> <p>Local governments are active in this area in the metropolitan area.</p>	<p>Noted</p>	<p>Insertion of following task into the implementation plan, with responsibility to the Planning Department:</p> <p><i>Promote accessible housing, including the principles of The Liveable Homes Guidelines, for developments within the Town of Port Hedland.</i></p>

6:52pm Councillors Hunt and Dziombak declared a financial interest in Item 11.3.2.2 'JD Hardie Youth Zone External Upgrade – Adoption of Master Plan (File No.: 26/13/0014)' as they have BHP shares over the statutory threshold.

Councillor Hunt and Dziombak left the room.

### ***11.3.2.2 JD Hardie Youth Zone External Upgrade – Adoption of Master Plan (File No: 26/13/0014)***

**Officer** Mark Davis  
**Coordinator Community and Youth Development**

**Date of Report** 11 September 2013

**Disclosure of Interest by Officer** Nil

#### **Summary**

The purpose of this report is to provide an update on the JD Hardie Youth Zone External Upgrade project and seek Council endorsement of the Master Plan. Subject to the decision of Council, endorsement of the Master Plan will allow the preparation of detailed designs and statutory approvals for the external upgrade project.

A further report will be presented to Council with details of final Stage 1 quantity surveyor (QS) costing, planning approvals, asset management and maintenance, recommended procurement method and finalised Stage 1 construction program.

#### **Background**

The 2011/12 redevelopment of the JD Hardie Recreation Centre, including the construction of a new western wing, resulted in a youth orientated space rebranded as the JD Hardie Youth Zone. The JD Hardie Youth Zone, in addition to use as a youth centre is also a welfare centre for the Town.

Funding through this redevelopment period was focused on the actual main building and internals. Further funding has since been secured from BHP Billiton Iron Ore (BHPB) and the Department of Sport and Recreation, to complete external upgrades.

To guide this external upgrade project, a master planning process was initiated.

The resultant Master Plan serves as a guiding document to ensure that detailed design and construction of any current and future upgrades will be consistent with the Plan, will provide improved hard infrastructure and increase the capacity of the Centre to meet the needs of the community for increased facilities and improved programs.

The Town engaged landscape architectural company Enlocus in February 2013 as consultants to prepare the concept Master Plan – including indicative staging for future works.

### **Consultation**

There has been an emphasis on ensuring meaningful consultation and communication for this project, similar to other Port Hedland youth projects. Development of the Master Plan has involved a range of stakeholder meetings, site inspections and a design workshop. This has led to ongoing engagement with a range of stakeholders, and strong community support has been built for the project.

The following stakeholders have been consulted in the production of the Master Plan:

#### *External*

- Hedland Youth Stakeholder Action Group
- WA Police
- WA Country Health Service – Pilbara
- Creating Communities Australia
- Youth Justice – Department of Corrective Services
- Youth Involvement Council and Mingle Mob.

#### *Internal Workshopping (Town of Port Hedland)*

- Manager Community Development
- Manager Community Recreation Services and Facilities
- Recreation Coordinator
- Manager Infrastructure Development
- Manager Technical Services
- Infrastructure Development Project Coordinator
- Infrastructure Development Project Officer
- Library Services Coordinator
- Production Coordinator Matt Dann Cultural Centre
- Community Development Officer
- JD Hardie Youth Zone Program Officer
- Youth Development Officer
- Manager Environmental Health
- Environmental Health Officer
- Manager Planning Services
- Coordinator Landscape/Irrigation Operations.

#### *Other*

- TOPH Development Assessment Group (DAG).

### **Statutory Implications**

Nil

## Policy Implications

Nil

## Strategic Planning Implications

The Town's *Strategic Community Plan 2012 to 2022* identifies the following:

6.1	Community
6.1.2	Vibrant
	Improve the quality of life for existing residents with a focus on families.
6.1.3	Rich in Culture
	Strengthen local communities, history and culture.
6.3	Environment
6.3.2	Community Facilities
	Provide safe and accessible community facilities, libraries, services and public open spaces that connect people and neighbours.
6.4	Local Leadership
6.4.1	Strategic
	Deliver responsible management of infrastructure, assets, resources and technology
6.4.2	Community Focused
	Provide a community-orientated organization that delivers the high levels of service expected by our stakeholders.

The Town's Corporate Business Plan 2012 to 2016 identifies:

- 1 – Community (1.2 – Vibrant) (r)  
Undertake improvements to JD Hardie Centre to increase safety and quality of the facilities

## Budget Implications

The Master Plan required a rescoping of works to reflect the youth focus of the area and required changes to the priority of the funding arrangement, but with the same intent for delivery.

The Town has been granted a variation from the original funding scope from DSR that is contingent with the timeframes and delivery of outcomes related to the reorientation of the basketball courts. The cost of these works will be met through a combination of DSR and BHPB funding.

The preliminary cost for the Stage 1 works is set out below as an indicative estimate only:

Element	Estimated Cost
Stage 1 - Car park construction including lighting, kerbing, line marking and drainage	\$580,000
Stage 1 - Landscape and irrigation to carparks only	\$160,000
Stage 1 - Path connectors from car parks to building various links	\$50,000
Stage 1 – Reorientate to correct position only 2 basket ball courts including new lighting and fence	\$450,000
<b>Total Estimate for Stage 1 works</b>	<b>\$1,240,000</b>

Further information on asset management and maintenance will be presented to Council for consideration before proceeding to tender.

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

The purpose of the JD Hardie Youth Zone is to establish an exciting place for young people where they can have fun in a safe environment, as well as access guidance and support services. Since the transition from a recreation centre to a youth facility in late 2012, the activation of the JD Hardie Youth Zone has continued to increase.

The JD Hardie Centre External Upgrade is an important project to complete the refurbishment of the site. As illustrated in the Master Plan, the upgrade is proposed to apply to the front, rear and sides of the current building.

This project also reflects the community's wishes for a vibrant and welcoming space which is able to be utilised for programming by internal and external stakeholders, in addition to creating a welcoming and safe environment to the centre.

Due regard has also been paid to previous consultation and themes from the Hedland Youth Charter, Hedland Youth Plan 2009 - 2014 and Hedland Youth Precinct Business Plan April 2008.

The community has expressed some key themes which have been incorporated into the design. These being:

- Active spaces
- Education and skill spaces
- Social spaces
- Evening spaces
- Inviting space
- Parking area



- Exhibition space.

These themes align with the precinct's vision as articulated in the Council endorsed Hedland Youth Precinct Business Plan, April 2008. This was for the precinct to be a:

- Youth sport, recreation and arts activity place
- Youth health information point
- Youth mentoring and leadership training centre
- Administration and resource facility for agencies providing youth support services.

Council endorsement of the Master Plan will enable the preparation of final QS costing, asset register, recommended procurement method and construction program for the proposed JD Hardie Centre External Upgrade.

#### *Asset Management*

Subject to adoption of the JD Hardie Centre External Upgrade by Council, officers will commence the detailed design and statutory approval phase.

Contained within the detailed design phase will be information in relation to asset management. This phase of the project(s) will detail not only the construction / development cost, but also inform management strategies, maintenance regimes / cost / resourcing and whole of life costs / implications.

A further report will be presented to Council seeking endorsement to tender for the construction of the Stage 1 project. This will include final QS costing, asset management and maintenance, recommended procurement method and construction program for the JD Hardie Centre External Upgrade.

#### **Attachments**

1. JD Hardie Centre External Upgrade Master Plan.

#### **Caretaker Statement**

The recommended decision is a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections – Caretaker Policy' however; an exemption should be made due to extraordinary circumstances.

These circumstances being financial implications as funding milestones may not be met and funding jeopardised if the Master Plan is not considered at this Council meeting.

**201314/106 Officer's Recommendation/ Council Decision**

**Moved: Cr Jacob**

**Seconded: Cr Hooper**

**That Council:**

- 1. Notes the community engagement and consultation process undertaken for the proposed JD Hardie Centre External Upgrade;**
- 2. Adopts the Master Plan for the proposed JD Hardie Centre External Upgrade as a guide to future planning and decision making; and**
- 3. Notes that a subsequent report will be provided to Council with final QS costing, asset register, recommended procurement method and construction program for Stage 1 of the proposed JD Hardie Centre External Upgrade.**

***CARRIED 5/0***

6:53pm

Councillors Hunt and Dziombak reentered the room and resumed their chairs. Mayor advised Councillor Hunt and Dziombak of Council's decision.



# JD HARDIE YOUTH CENTRE // EXTERNAL WORKS MASTERPLAN

TOWN OF PORT HEDLAND // ENLOCUS 11/9/2013

## PROJECT BRIEF.....

JD Hardie Youth Zone (JDYZ) is a public youth orientated space established to *'Engage, Involve and Create'*. With recent successful developments to the building facility the need has arisen to *'see the inside naturally extend to the outside'* environment. This opportunity represents *'a community who cares about their kids'* and has the potential to extend the buildings successes and be a further catalyst in mental and physical health, crime prevention and social development for South Hedland youth community.

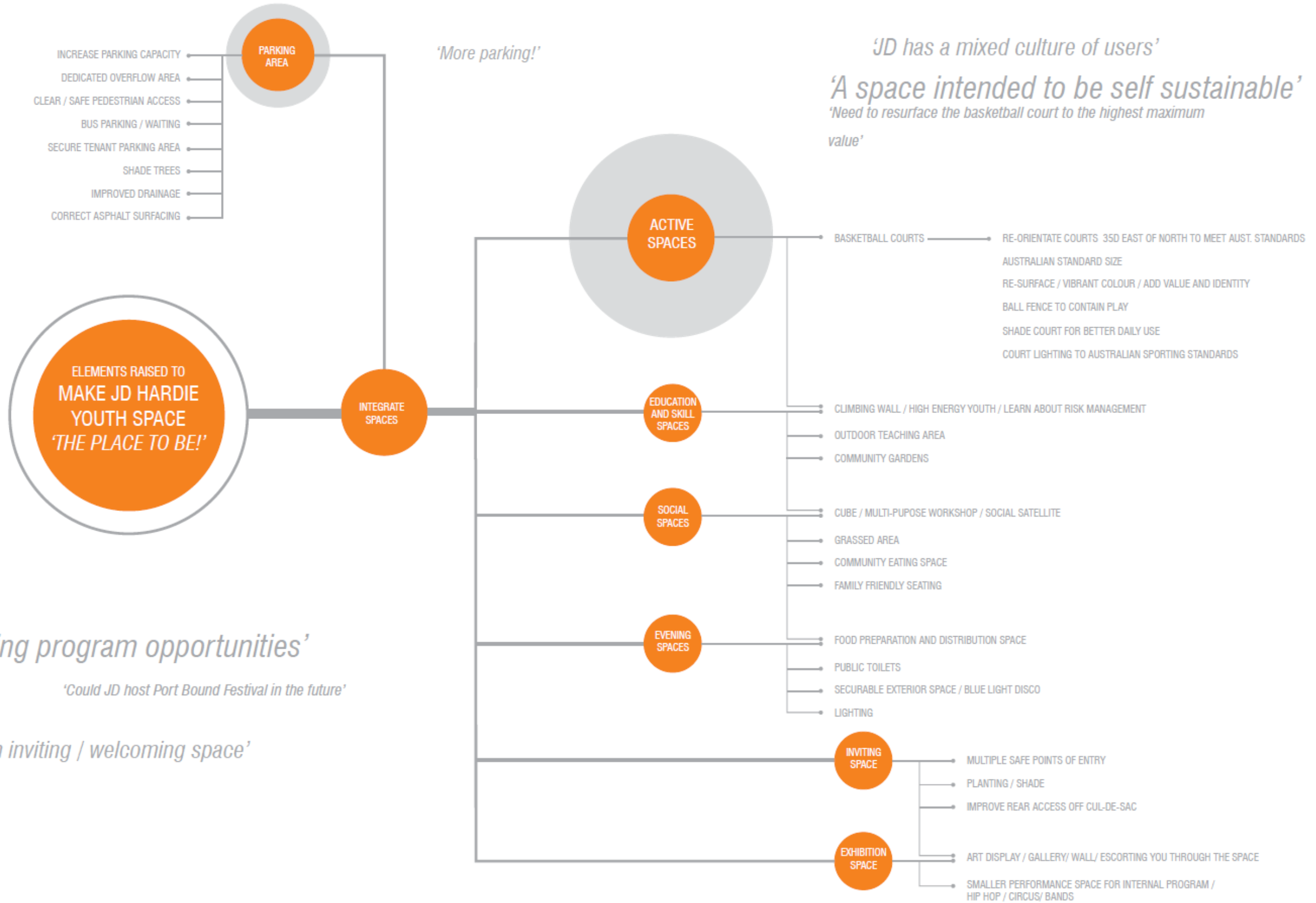
Together with the Town of Port Hedland, Enlocus has been tasked with capturing the external needs of JDYZ through in depth consultation, to formulate a new engaging external masterplan to propel *JDYZ as 'the place to be'*.



## INTRODUCTION //

JD HARDIE YOUTH CENTRE // EXTERNAL WORKS MASTERPLAN

PAGE // 2



DESIGN INTENT //

MASTERPLAN 1:700  
KEY

1. MAIN VEHICULAR ENTRY / EXIT
2. RAISED PEDESTRIAN CROSSING
3. RECONSTRUCTED PARKING
4. PERIMETER FENCE WITH NATIVE PLANTING
5. MAIN ENTRY PEDESTRIAN FORECOURT DROP OFF
6. POSSIBLE PEDESTRIAN CONNECTION TO FUTURE RESIDENTIAL DEVELOPMENT
7. NATIVE GRASSLAND PLANTING
8. SPECTATOR SEATING MOUND WITH PAVED EMBANKMENT
9. SHADE TREES
10. ICONIC SIGN 'JDY'
11. TEXTURED ASPHALT PAVEMENT
12. PERFORMANCE SPACE
13. REALIGNED REGULATION BASKETBALL COURT / PLAY SURFACE
14. COLOUR AND TEXT GRAPHIC FINISH / INPUT FROM COMMUNITY
15. SPECTATOR SHADE STRUCTURE WITH ART AND EXHIBITION DISPLAY
16. SPECTATOR SEATING
17. 4M HIGH BALL FENCE BARRIER
18. COMMUNITY GARDEN PLANTERS
19. HINGED TO OPEN / CLOSE PANELS
20. COMMUNITY LONG TABLE
21. CUBE MULTIUSE WORKSHOP
22. PUBLIC TOILET
23. FOOD PREPARATION FACILITY
24. BOULDERING / HORIZONTAL CLIMBING WALL
25. CONTROLLED OUTDOOR AREA / LOCAL EVENTS [BLUE LIGHT DISCO]
26. DRAINAGE GARDEN
27. BUS DROP OFF / LAY-BY
28. SCREENS / PLANTING
29. PROPOSED OVERFLOW DEVELOPMENT AREA
30. DEDICATED TENANT PARKING AREA
31. DROP OFF / PICK UP AREA
32. VEHICULAR EXIT / ENTRY
33. EXISTING (E) LIGHT POLES
34. BUS SHORT TERM PARKING



MASTERPLAN //

PROPOSED STAGES OF DEVELOPMENT//



# STAGE ONE PLAN //

JD HARDIE YOUTH CENTRE // EXTERNAL WORKS MASTERPLAN

BASKETBALL COURTS



ART EXHIBITION SPACE



SHADE STRUCTURES FOR SPECTATORS AND PLAYERS

EXTERIOR LIGHTING



FORMALISED COMMUNITY GARDENS



DETAIL AREA 01 // INTEGRATED SOCIAL AND LOCAL COMPETITION BASKETBALL COURTS



INFORMAL SOCIAL AND AUDIENCE SPACES



SPECTATOR GRASS MOUNDS



SOFT PLAYFUL SURFACES



GROUP SEATING OPPORTUNITIES



INTERMIT PERFORMANCE SPACE



DETAIL AREA 02 // STAGE PERFORMANCE SPACE

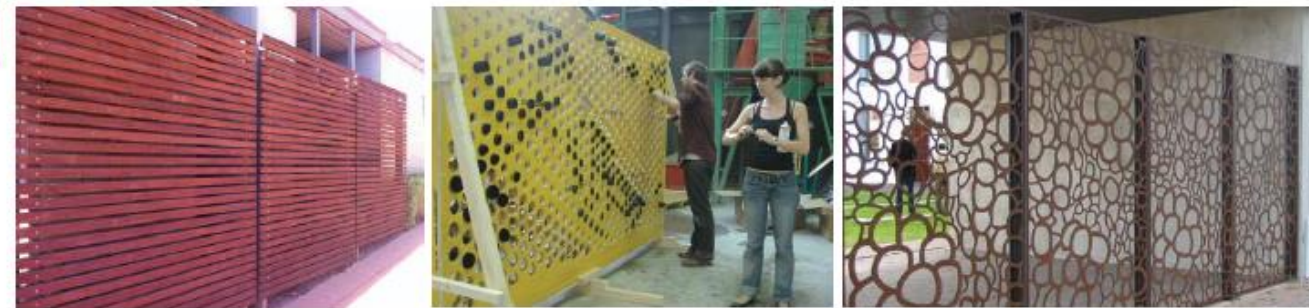
JD HARDIE YOUTH CENTRE // EXTERNAL WORKS MASTERPLAN

DRAINAGE GARDEN



BANDED PAVING

PERFORATED  
SCREENS



INDIGENOUS PLANT  
SPECIES

DETAIL AREA 03 // JD SECONDARY FRONTAGE

JD HARDIE YOUTH CENTRE // EXTERNAL WORKS MASTERPLAN

FOOD PREP AND DISTRIBUTION



COMMUNITY LONG TABLE



CLIMBING AND BOULDERING WALL



MOVING PANELS



PUBLIC TOILETS



CUBE MULTIPURPOSE WORKSHOP



# DETAIL AREA 04 // SHARED SOCIAL EVENTS SPACE + MULTIPURPOSE WORKSHOP

**11.3.2.3 Award of Tender 13/23 - Architectural Services for the Integrated Community Facilities in South Hedland Town Centre (File No.: 26/13/0023)**

<b>Officer</b>	<b>Lorna Secrett Manager Community Development</b>
<b>Date of Report</b>	<b>11 September 2013</b>
<b>Disclosure of Interest by Officer</b>	<b>Nil</b>

**Summary**

The purpose of this report is to award the tender for Architectural Services for the Integrated Community Facilities in the South Hedland Town Centre. Given the complex nature of the project's progression and tender process, the Town contracted the WALGA Procurement Service to assist with this process.

Council is requested to award Tender 13/23 Architectural Services for the Integrated Community Facilities in the South Hedland Town Centre to CHRISTOU Design Group Pty Ltd.

**Background**

Council has previously considered several reports on community facilities (Library, Well Women's Centre and Lotteries House) in the South Hedland Town Centre, with the most recent being at the OCM on 12 December 2012, with the resolution (201213/213) as follows:

*That Council:*

- 1. Notes the progress of the South Hedland Integrated Community Facilities project to date*
- 2. Authorises the Chief Executive Officer to request tenders for the engagement of architectural consultants (for Part Schematic Design for South Hedland Library, Lotteries House and Hedland Well Womens Centre and Concept Design for Stage 2 of the South Hedland Aquatic Centre) for the South Hedland Integrated Community facilities project*
- 3. Notes that the tenders requested will specify the engagement of architectural services will be, subject to funding and decisions to progress the project, for the life of the project in regard to South Hedland Library, Lotteries House and Hedland Well Womens Centre*
- 4. Notes that at the at the conclusion of design development / prior to calling of main building tenders, a report will be provided to Council detailing:*

- a. *Updated Quantity Surveyor cost estimates and part schematic design for South Hedland library, Lotteries House and Hedland Well Womens Centre*
  - b. *Written confirmation of funding sources*
5. *Notes that the timing of the South Hedland Integrated Community Facilities project will be considered in the review of the Corporate Business Plan and development of the Long Term Financial Plan.*

In accordance with item 2 of the resolution, the tender for this work was advertised in The West Australian and on the WALGA TenderLink e-Tendering Portal on Saturday, 29 June 2013.

The review and assessment panel for this tender was:

Name	Organisation	Title	Basis of Participation
Andrew Casella	WALGA	Procurement Consultant	Chairperson – voting for qualitative only
Lorna Secrett	Town of Port Hedland	Manager Community Development	Evaluator – voting for Qualitative and Presentation
Jenella Voitkevich	Town of Port Hedland	Manager Infrastructure Services	Evaluator – voting for Qualitative and Presentation
Graeme Hall	Town of Port Hedland	Manager Recreation Services and Facilities	Evaluator – voting for Qualitative and Presentation
Darren Brownhill	Representing Lotteries House	Vice Chair, Lotteries House	Evaluator – voting for Presentation only

A member from the Well Women's Centre was invited to participate in the evaluation of the shortlisted tenderer's, however declined due to unavailability at the time the presentations were held.

### Consultation

#### *Internal*

- Manager Infrastructure Development
- Manager Community Development
- Manager Recreation Services and Facilities
- Director Community Development.

#### *External*

- WALGA Procurement Consultant
- Hedland Well Women's Centre
- Lotteries House.

### Statutory Implications

This tender was called in accordance to the *Local Government Act (1995)*.

#### 3.57. *Tenders for providing goods or services*

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

### Policy Implications

This tender was conducted by WALGA Procurement Service under contract to the Town of Port Hedland, in accordance with Procurement Policy 2/007 and the Tender Policy 2/011.

Council's Regional Price Preference Policy 2/016 was not in affect at the time of this tender and assessment.

### Strategic Planning Implications

The South Hedland Integrated Community Facilities project addresses several elements of Town's *Strategic Community Plan 2012 - 2022*.

The predominant strategies and underlying goals are:

6.3	Environment
6.3.2	Community Facilities
	Provide safe and accessible community facilities, libraries, services and public open spaces that connect people and neighbours.
6.1	Community
6.1.1	Unified
	Increase in the number of physical, cultural and social facilities in Port Hedland
6.1.2	Vibrant
	Provide access to recreational, cultural, entertainment facilities and opportunities
6.1.3	Rich in Culture
	Promote the arts and culture

Design of the South Hedland Library and Community Centre is included in the Town's Corporate Business Plan (CBP) for commencement in FY 2013/14, with construction timeframe to be determined by the availability of future funding. The CBP also identifies a future upgrade (stage 2) to the facilities at South Hedland Aquatic Centre.

The timing of projects identified in the CBP is currently under review, in alignment with the development of the Long Term Financial Plan.

In addition, Council's endorsed Library Services Plan (2010) prescribes as Objective 1: 'The design and construction of a new library and community centre on the South Hedland Aquatic Centre site inclusive of commercial facilities such as a book shop and café.'

### **Budget Implications**

All works recommended in this report are through external Royalties for Regions funding from Pilbara Development Commission.

### **Officer's Comment**

Tenderers were asked to provide submissions on a staged basis which comprised:

#### *Stage A*

- Part Schematic Design for South Hedland Library, Lotteries House and Hedland Well Women's Centre
- Concept Design for Stage 2 of the South Hedland Aquatic Centre

#### *Stage B*

- Detailed design and construction drawings for South Hedland Library, Lotteries House and Hedland Well Women's Centre only (not funded)

#### *Stage C*

- Construction – Project management & supervision for South Hedland Library, Lotteries House and Hedland Well Women's Centre only (not funded)

Stage A (subject of this report) will provide a greater level of design and associated costing to allow for the progression of the project to funding and approval's stage.

For continuity of the project, the engagement of architectural services will be for the life of the project, subject to funding and decisions to progress the project, including Stages B and C in regard to South Hedland Library, Lotteries House and Hedland Well Women's Centre. This is in accordance with Item 3 of Resolution 201213/213 (OCM, 12 December 2012).

#### *Tender Submissions and Assessment*

The advertised Request for Tender closed on Wednesday, 31 July 2013 with 6 tender submissions received.

Five submissions were deemed compliant with tender requirements. One of the six submissions was a project management consultancy firm which lodged a tender and nominated an architect to undertake the architectural services component. The Request stipulated for architectural firms to tender as lead consultants and to engage sub-consultants as required for the project. This tender was deemed to be non-compliant, however the evaluation panel assessed the submission against value for money criteria on the basis of merits and to test competitiveness against the other tenderers.

Tenders were assessed against the advertised criteria, being: Experience and Capacity, Project Methodology, Design Considerations and Local Industry Development.

Following the qualitative evaluation of the 6 tenders, the table below summarises the combined scoring by all panel members.

Rank	Tenderer	Qualitative Score
1.	CHRISTOU Design Group	63.77 %
2.	Peter Hunt Architects	61.75 %
3.	Cox Howlett & Bailey Woodlands	59.08 %
4.	Sandover Pinder Pty Ltd	56.98 %
5.	Mode Design Corp Pty Ltd	50.48 %
6.	Successful Projects	43.44 %

The qualitative evaluation of all tenders identified that 3 of the 6 submissions received, offered the best performance and were shortlisted to a presentation stage. The three shortlisted tenderers were invited to conduct a presentation to the assessment panel on Wednesday, 21 August 2013.

The assessment panel member's scored the presentations by shortlisted tenderers, with these scores combined with qualitative evaluation above. Combined (qualitative plus presentation) scores are summarised below.

	Peter Hunt Architects	CHRISTOU Design Group	Cox Howlett & Bailey Woodland
Qualitative Score:	61.75 %	63.77 %	59.08 %
Presentation Score:	53.63 %	70.43 %	70.90 %
Combined Score:	115.38 %	134.20 %	129.98 %
Rank	3	1	2



Following the assessment, the tender submitted by Christou Design Group Pty Ltd was evaluated as offering overall the best value for money, taking into consideration qualitative score, price and performance during presentation.

Confidential Attachment 1 outlines the tender process, a detailed summary of all assessments made and price schedules for each submission.

### **Attachments**

1. **CONFIDENTIAL** WALGA Procurement Service - Recommendation Report RFT 13/23 – Architectural Services for the Integrated Community Facilities in South Hedland Town Centre (Under Separate Cover)

### **Caretaker Statement**

The recommended decision is a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections – Caretaker Policy' however; an exemption should be made due to extraordinary circumstances. These being financial implications as funding milestones may not be met and funding jeopardized, if the recommendation report is not considered at this Council meeting.

### **Officer's Recommendation**

That Council award Tender 13/23 Architectural Services for the Integrated Community Facilities in South Hedland Town Centre to CHRISTOU Design Group Pty Ltd for the lump sum price of \$\_\_\_\_\_ (+ GST).

### **201314/107 Alternative Officer's Recommendation/ Council Decision**

**Moved: Cr Jacob**

**Seconded: Cr Hooper**

**That Council:**

1. **Award Tender 13/23 Architectural Services for the Integrated Community Facilities in South Hedland Town Centre Stage A to CHRISTOU Design Group Pty Ltd for the lump sum price of \$346730 (+ GST); and**
2. **Endorses the engagement of CHRISTOU Design Group Pty Ltd for Tender 13/23 Architectural Services for the Integrated Community Facilities in South Hedland Town Centre Stage B for the lump sum price of \$1029170 (+GST) and Stage C for the lump sum price of \$531750 (+GST) subject to the staged progression of the project being approved by Council (inclusive of funding).**

***CARRIED 7/0***

**11.4 Corporate Services****11.4.1 Finance****11.4.1.1 *Interim Financial Reports to Council for the Year Ended 30 July 2013 (File Nos: FIN-008, FIN-014 and RAT-009)***

<b>Officer</b>	<b>Kalwant Dhillon Manager Financial Services</b>
<b>Date of Report</b>	<b>13 September 2013</b>
<b>Disclosure of Interest by Officer</b>	<b>Nil</b>

**Summary**

The objective of this item is to present a summary of the financial activities of the Town for the period ended 31 July 2013, in comparison to the year-to-date budget. With regard to the Town's Utility and Fuel Costs, a comparison is made with 2012/13.

**Background****1. *Interim Financial Statements***

The following interim financial reports are attached for the period ended 31 July 2013:

Statement of Interim Financial Activity (Attachment 1 – see Schedules 2 to 14);

Statement of Interim Financial Activity (Attachment 1 – see Notes 3 to 11);

Note: Interest rates for investments are selected from those provided from the following financial institutions: National Australia Bank, Bankwest, Western Australian Treasury Corporation, Commonwealth Bank, Australian and New Zealand Bank and Westpac Bank.

**2. *Utility and Fuel Costs***

Presented in graph form is the 2013/14 monthly water, power and fuel costs compared with 2012/13.

**3. *Schedule of Accounts Paid – Attachment 2***

The Schedule of Accounts paid under delegated authority which is submitted to Council on 25 September 2013 for noting, has been checked and is fully supported by vouchers and invoices which have been duly certified as to the receipt of goods and delivery of services, and verification of prices, computations and costs.

**Consultation**

Nil

**Statutory Implications***Financial Statements*

Regulation 34 of the Local Government (Financial Management Regulations), states as follows:

*“34. Financial activity statement report - s. 6.4*

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail:*
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
  - (b) budget estimates to the end of the month to which the statement relates;*
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) the net current assets at the end of the month to which the statement relates.*
- (2) Each statement of financial activity is to be accompanied by documents containing:*
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
  - (c) such other supporting information as is considered relevant by the local government.*
- (3) The information in a statement of financial activity may be shown:*
  - (a) according to nature and type classification;*
  - (b) by program; or*
  - (c) by business unit.*
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be:*
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
  - (b) recorded in the minutes of the meeting at which it is presented.*
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS, to be used in statements of financial activity for reporting material variances.*

*Section 6.12 of the Local Government Act 1995 (Power to defer, grant discounts, waive or write off debts) states:*

- “(1) Subject to subsection (2) and any other written law, a local government may –*
- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or*
  - (b) waive or grant concessions in relation to any amount of money; or*
  - (c) write off any amount of money, which is owed to the local government.*

*\* Absolute majority required.*

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.”*

### **Policy Implications**

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

Apart from the financial reports presented to Council as required by way of legislation, the following reports will be presented to 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 Council as deemed necessary by the Director, Corporate Services or Manager, Financial Services or requested by Council by resolution.

## Strategic Planning Implications

6.4 Local Leadership

6.4.1 Strategic

Deliver high quality corporate governance, accountability and compliance.

Fiscal accountability

Reporting is carried out as required on the Council's legislative and organisational performance.

Deliver responsible management of infrastructure, assets, resources and technology.

Responsible and transparent management of financial resources.

## Budget Implications

At the Special Meeting held on 31 July 2013, 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 as follows:

### *"Recommendation 19*

*In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, that Council adopts the following percentage or dollar value for determining and reporting material variances in 2012/13 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  
Operating Expenditure  
Non-Operating Revenue  
Non-Operating Expenditure"*

## Officer's Comment

For the purpose of explaining Material Variance (see Attachment 1, Schedule 2) a three-part approach was taken:

### *Period Variation*

Relates specifically to the value of Variance between the Budget and Actual figures for the period of the report.

*Primary Reason*

Identifies the primary reasons for the period Variance. As the report is aimed at the higher level analysis, minor contributing factors are not reported.

*Budget Impact*

Forecasts the likely dollar impact on the Adopted Annual Budget position. It is important to note that figures in this part are 'indicative only' at the time of reporting, and that circumstances may subsequently change.

**Attachments**

1. Monthly Statement of Business Activity (under separate cover)
  - 1.1 Schedule 2, an Statement of Interim Financial Activity. Pages 2
  - 1.2 Notes 3 to 11 which form part of the Interim Statement of Financial Activity. Pages 3 to 18
  - 1.3 Schedule 3 -14, Detailed Interim Financial Activity by Program. Pages 19 to 73
  - 1.4 Comparison of Utility & Fuel Costs (2013/14 vs 2012/13). Pages 74 to 76
2. July 2013 Listings for Payment (under separate cover)

**Caretaker Statement**

The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections - Caretaker Policy'.

**201314/108 Officer's Recommendation/ Council Decision**

**Moved: Cr Dziombak**

**Seconded: Cr Jacob**

**That Council note the:**

- 1. Financial Statements as at 31 July 2013;**
- 2. Graphic representation of the Town's energy, water and fuel use;**
- 3. List of Accounts paid during July 2013 under Delegated Authority; and**
- 4. Financial Statements will remain interim until after all year end processes are undertaken and the Town's auditors have finalised the 2012/13 annual audit.**

***CARRIED 7/0***

**11.4.1.2 Efficiency Dividends Achieved for August 2013**

<b>Officer</b>	<b>Kalwant Dhillon Manager Financial Services</b>
<b>Date of Report</b>	<b>13 September 2013</b>
<b>Disclosure of Interest by Officer</b>	<b>Nil</b>

**Summary**

The objective of this paper is to report to Council the efficiency dividends achieved by the Town of Port Hedland for the month of August 2013 for its consideration and endorsement.

**Background**

An efficiency dividend of \$1.93 million was incorporated in the 2013/14 budget to provide a challenge to the organization to improve the efficiency and effectiveness of the facilities and services provided to the community.

The efficiency dividend is anticipated to be achieved through the following areas:

- Staff cost savings including vacancies
- Savings in other operating expenses including travel and energy savings
- Additional revenues arising from existing and new sources

Staff vacancies will be reviewed by the management team in order to ensure that the position is still required and paid at the appropriate salary level. Whilst this may cause delays in recruitment of staff this would allow the organisation to rationalize their staff resources and achieve the efficiency dividend where possible and appropriate. Similarly, higher duties allowances will be monitored closely by management and payments for these allowances in relation to short-term "Acting" opportunities will be restricted.

The Managers will be taking the efficiency dividend into consideration in their decision making process moving forward and a formal process has been established to monitor and report the efficiency dividends through the Managers' meetings on a monthly basis.

As a way forward, the efficiency dividend report will be presented to the Council on a monthly basis, for the Council's consideration and endorsement to adjust the efficiency dividend budget allocation and the associated expenditure and revenue budget allocations where the efficiency dividends are achieved.

**Consultation**

- All Managers
- Executive Team
- Coordinator, Human Resources

**Statutory Implications**

Local Government Act – Part 6 Financial Management

Local Government (Financial Management) Regulations 1996 – Part 3

**Policy Implications**

Nil

**Strategic Planning Implications**

6.4	Local Leadership
6.4.1	Strategic
	Deliver high quality corporate governance, accountability and compliance
	Fiscal Responsibility
6.4.2	Community Focused
	Provide a community-oriented organization that delivers the high levels of service expected by our stakeholders
	Council resources are managed to provide optimum benefit to the community.
	There is culture of continuous improvement.

**Budget Implications**

If Council endorses the efficiency dividends for the month of August 2013, the net impact on the Budget would be nil, but the GL accounts identified in Attachment 1 would be modified.

**Officer's Comment**

The Management Team has worked through a formal process to identify the efficiency dividend on a monthly basis and for the month of August 2013 the efficiency dividends achieved is summarized below:



**Summary of Efficiency Dividends Achieved for August 2013**

	<b>Municipal Fund \$</b>	<b>Airport Reserve \$</b>
Cost Savings	\$45,417	\$7,211
Transfer from Airport Reserve	\$0	\$7,211
<b>Total Impact on Efficiency Dividend</b>	<b>\$45,417</b>	<b>\$0</b>

Details of the efficiency dividends achieved for August 2013 are outlined in Attachment 1.

It should be noted that the individual general ledger accounts listed in Attachment 1 include corporate areas which are recommended to be adjusted. The monthly review does not take into account any adjustments that are then required in relation to the administration costs to be distributed across all business units, which is a “flow on effect” of adjustments to corporate costs.

Any amendments required for the administration cost distribution and therefore other associated reserve transfers will be identified during each quarterly budget review and proposed for amendment at that stage in order to simplify the efficiency dividend review.

**Attachments**

Attachment 1 – Summary of Efficiency Dividends for August 2013

**Caretaker Statement**

The recommended decision is not a ‘Major Policy Decision’ within the context of Council Policy 4/006 ‘Elections - Caretaker Policy’.”

**201314/109 Officer’s Recommendation/ Council Decision**

**Moved: Cr Jacob**

**Seconded: Cr Hunt**

**That the Council:**

- 1. Note the efficiency dividends achieved for the month of August 2013 being \$45,417 attributed to the Municipal Fund and \$7,211 attributed to the Airport Business Unit;**
- 2. Approve the budget adjustments reflected in the variation column of Attachment 1 as a result of efficiency dividends achieved for August 2013 recognising that the adjustments will maintain a balanced budget position for the Town; and**

3. Note that the administration costs distributed and other subsequent adjustments will be identified in each budget review for consideration in order to simplify the monthly efficiency dividend review process.

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

## SUMMARY OF EFFICIENCY DIVIDENDS - AUGUST 2013

Description	GL Account Description	G/L Reference	Original Budget \$	Ammended Budget based on July EF Return \$	Proposed Budget \$	Variance/ Efficiency Div \$	Funding Source	
							Municipal Fund	Airport Reserve
<b>Expenditure Impacts</b>								
<b>Staff Cost Savings</b>								
Human Resources	Salaries	404201	669,486	685,815	669,486	16,329	16,329	
	Super	404211	72,519	74,199	72,519	1,680	1,680	
	Vehicle	404269	3,500	3,769	3,500	269	269	
Organisational Development	Salaries	408201	922,610	929,215	922,610	6,605	6,605	
	Super	408211	95,808	96,414	95,808	606	606	
Environmental Health Services	Salaries	702201	456,304	-	449,699	6,605	6,605	
	Super	702211	51,919	-	51,313	606	606	
Information Communication Technology	Salaries	405201	461,164	471,048	461,164	9,884	9,884	
	Super	405211	52,600	53,569	52,600	969	969	
Building Control	Salaries	1302201	554,481	555,295	554,481	814	814	
	Super	1302211	58,157	59,207	58,157	1,050	1,050	
Airport Administration	Salaries	1210201	2,168,827	2,175,432	2,168,827	6,605		6,605
	Super	1210211	210,481	211,087	210,481	606		606
<b>Sub-Total (Staffing Cost)</b>						<b>52,628</b>	<b>45,417</b>	<b>7,211</b>
<b>Other Operating Cost Savings</b>								
Nil						-	-	-
<b>Other Impacts</b>								
Council Decisions						-	-	-
<b>TOTAL OPERATING COST SAVINGS</b>						<b>52,628</b>	<b>45,417</b>	<b>7,211</b>
<b>Revenue Impacts:</b>								
Airport Administration	T/F from Ap Capital Works Reserve	1210398	- 31,468,668	- 31,475,879	-	7,211	-	7,211
<b>TOTAL NEW REVENUE STREAMS</b>						<b>- 7,211</b>	<b>-</b>	<b>7,211</b>
<b>Total Efficiency Dividend Impact</b>		1407274				<b>- 45,417</b>	<b>45,417</b>	<b>-</b>
<b>NET BUDGET IMPACT</b>						<b>-</b>	<b>-</b>	<b>-</b>

**11.4.1.3 2013 Initial Rates Incentive Draw**

**Officer** **Katrechia Davis**  
**Rates Officer**

**Date of Report** **17 September 2013**

**Disclosure of Interest by Officer** **Nil**

**Summary**

For Council to conduct the initial 2013 Rates Incentive Program draw to determine 39 prize winners as outlined in the Terms and Conditions. An additional 5 entries will be drawn and recorded in order as reserves in the event an entry is invalid or the winner is unable to attend or nominate a representative to attend the Rates Incentive Program Function.

**Background**

The Rates Incentive Program gives ratepayers, who pay their rates in full by the due date, the opportunity to enter into a draw to win prizes sponsored by local businesses. Local businesses sponsoring cash prizes or goods and services towards the program receive local recognition and advertising in return.

The 39 prizes in the 2013 draw are as follows:

Amount of Prizes	Sponsorship Provided	Sponsor	Value
1st Prize	Return flights for two to Broome	Airnorth	\$2400
2nd Prize	Comprehensive Dental Examination, X-Ray, Scale & Clean, In-Chair Whitening and Twinkle	Hedland Dental Care	\$2000
3rd Prize	Settlement Fees	Shane Jacob Settlements	\$2000
4th Prize	Advertising Package	North West Telegraph	\$2000
5th Prize	\$2000 Cash	BJ Young Earthmoving	\$2000
6th Prize	Outdoor Garden Package	Hedland Home Hardware	\$1500
7th Prize	\$1000 Cash	Unicorn Cleaning	\$1000
8th Prize	Travel Voucher	Harvey World Travel	\$1000
9th Prize	Travel Voucher	Travel World	\$1000
10th Prize	\$1000 Cash	National Australia Bank	\$1000

11th Prize	Accommodation Package for 2 nights at the IBIS (Karratha) including Breakfast, Sparkling Wine on arrival and 1 Dinner voucher	Accor	\$840
12th Prize	Home Teeth Whitening package	Port Hedland Dental Surgery	\$500
13th – 16th Prize	4 x Vouchers for Function Room Hire	Walkabout Hotel	\$500 each
17th Prize	\$500 Cash	Ray White	\$500
18th Prize	\$500 Cash	South Hedland Shopping Centre	\$500
19th Prize	\$500 Cash	Pilbara Logistics	\$500
20th Prize	Hairdressing Voucher including all aspects of Hairdressing	Health & Beauty Shed	\$500
21st Prize	Winner's Choice voucher at Perth Ambassador or Goodearth Hotel	Perth Ambassador & Goodearth Hotels	\$428
22nd Prize	Examination including Radiograph, Dental Clean & Fluoride Treatment	Port Hedland Dental Surgery	\$375
23rd – 26th Prize	4x \$10 Fortnightly Restaurant Vouchers	Subway	\$260 each
27th – 30th Prize	4x Tax Returns	ITP South Hedland	\$250 each
31st – 35th Prize	5x Restaurant Vouchers	Esplanade Hotel	\$200 each
36th Prize	Electric Toothbrush	Port Hedland Dental Surgery	\$180
37th Prize	Gift Voucher at Coles	Coles	\$100
38th – 39th Prize	2x Gift Vouchers at Kmart	Kmart	\$50 each

### Statutory Implications

*Gaming and Wagering Commission Act 1987*

*“Part 1 s.3*

*trade promotion lottery means a lottery conducted to promote the sale of goods or the use of services, in which every participant takes part -*

*(a) without cost to him; or*

*(b) by reason of the purchase of goods or the use of services, the cost of which is –*

- (i) *no more than that cost would be without the opportunity to take part in the lottery; or*
- (ii) *no more than the maximum total of cost per entry as is set out in the permit issued under section 104(1)''*

### **Policy Implications**

2/012 Rates Incentive Program Policy

### **Strategic Planning Implications**

Nil

### **Budget Implications**

The Rates Incentive Program Function has been funded as part of the 2013/14 budget process. All prizes and sponsorship arrangements have been funded by community businesses and there will be no budget implications.

### **Officer's Comment**

The Rates Incentive Program is conducted at no additional cost to ratepayers and is designed to give eligible ratepayers a chance to enter and win. The Program encourages ratepayers to pay their rates in full by the due date and also gives local businesses the opportunity for local recognition and advertising.

39 entry slips and 5 additional entry slips will be drawn by the Mayor and Councillors to determine the winners for the final Rates Incentive Program draw to be held at the Rates Incentive Function on 15 October 2013. The final draw will determine the prize each winner is to receive.

Winners will be contacted by telephone or email using details provided on the entry form. At the time the winner is notified they will be asked to provide their mailing details in order for the Rates Incentive Program Function invitation to be delivered. Winners will be asked to RSVP or nominate a representative to attend the event on their behalf.

In addition to all 39 winners of this year's program, all other ratepayers, who paid their rates in full before the due date and entered the competition, are invited to the Rates Incentive Program Function. The Rates Incentive Program Function will be held on 15 October 2013 at the Civic Centre Gardens.

### **Attachments**

Nil

**Caretaker Statement**

The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections - Caretaker Policy.'

**201314/110 Council Decision****Moved: Cr Hunt****Seconded: Cr Gillingham**

**That Council suspend Standing Orders and commence the draw.**

***CARRIED 7/0***

6:58pm Mayor advised that Standing Orders have been suspended.

**201314/111 Council Decision****Moved: Cr Hooper****Seconded: Cr Hunt**

**That Council resume Standing Orders.**

***CARRIED 7/0***

7:08pm Mayor advised that Standing Orders have been resumed.

**201314/112 Officer's Recommendation/ Council Decision****Moved: Cr Jacob****Seconded: Cr Hunt**

**That Council:**

- 1. Note names drawn to be the winners for the 2013 Rates Incentive Program and record them in order.**

<b>1. Maria Tanner</b>	<b>2. Gary Mackwell</b>	<b>3. John Kingdom</b>
<b>4. Stephen Walsh</b>	<b>5. Vojko Tolj</b>	<b>6. Donald Armstrong</b>
<b>7. Rodney Cavanagh</b>	<b>8. Glen Paine</b>	<b>9. Wayne Podmore</b>
<b>10. Edward Derschow</b>	<b>11. Leanne Sawyer</b>	<b>12. Raymond Smyth</b>
<b>13. Brian Grimes</b>	<b>14. Shaun Carr</b>	<b>15. Christopher Wallace</b>
<b>16. Laxmidhar Sahoo</b>	<b>17. Jacob O'brien</b>	<b>18. Janette Cartwright</b>
<b>19. Vivian Le Bron</b>	<b>20. Dennis Bambridge</b>	<b>21. Milorad Zavodja</b>
<b>22. Mervyn Bateman</b>	<b>23. Jerima Hajjs</b>	<b>24. Faiqah Qhufron</b>
<b>25. Vivian Le Bron</b>	<b>26. Pinner Family Pty Ltd</b>	<b>27. Scott Malcolm</b>
<b>28. Steven Burford</b>	<b>29. Andrew Paine</b>	<b>30. Ian Jacoby</b>

31. DMG Surveys Pty Ltd	32. David Leopardi	33. Delta Cave Pty Ltd
34. Delta Cave Pty Ltd	35. Delta Cave Pty Ltd	36. Sam Enriquez
37. Anthony Te Boekhorst	38. Darren Cosgrove	39. Vincent Balgotinsek

2. Note 5 additional names and record them in order as reserves in the event that a winner is unable to attend or nominate a representative to attend the Rates Incentive Program Function.

1. Octavia Jarima	2. Michael Claydon	3. Alley Property Holdings & Investments Pty Ltd
4. Annacleto Nordman	5. Leonie Mcenaney	

*CARRIED 7/0*



**11.5 Office of the CEO****11.5.1 Organisational Development****11.5.1.1 *Pilbara Kimberley Joint Forum March 2014 (File No.: )***

**Officer** Josephine Bianchi  
**Governance Coordinator**

**Date of Report** 12 September 2013

**Disclosure of Interest by Officer** Nil

**Summary**

The Council is required to consider attendance and representation at the next Pilbara Kimberley (PK) Joint Forum in March 2014.

**Background**

This year's PK Joint Forum is being organised by the Pilbara Regional Council (PRC). Based upon recent discussions at the WALGA conference the PRC's team has been reviewing the focus and delivery of the PK Joint Forum and has put together a proposal to host it in Jakarta, Indonesia. (The PK Joint Forum has been previously referred to Joint Pilbara and Kimberley Zone Regional Council Meeting.)

The PRC is seeking feedback on this proposal from Pilbara local governments before the end of September.

**Consultation***Internal*

- Chief Executive Officer
- Mayor

*External*

- Pilbara Regional Council

**Statutory Implications**

Nil

**Policy Implications**

Policy 4/005 Members Professional Development and Associated Travel and Accommodation:

*“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.).”*

### **Strategic Planning Implications**

6.2 Economic

---

6.2.3 Nationally Recognised

---

Port Hedland has a powerful voice and is an influential partner with Federal and State governments for the development of the Town.

6.4 Local Leadership

---

6.4.2 Community Focused

---

Local leaders in the community who provide transparent and accountable civic leadership

### **Budget Implications**

Costs associated with the activity to support this report are included in GL 401220 ‘Conferences’ within the 2013/14 TopH annual budget.

### **Officer’s Comment**

The PK Joint Forum has been successfully running for a number of years; it offers great networking opportunities for Pilbara delegates, coupled with presentations from representatives of prestigious Australian and international organisations on a variety of topics relevant to the North West.

The attached brochures outline the topics and the speakers for this year’s event, which is proposed to be held in Jakarta, Indonesia.

In terms of budget some of the details differ (flights a little more expensive, hotel and meeting facilities a little cheaper) but the overall cost is comparable to hosting the event in Australia. The forum can be offered to delegates with no increase in cost over previous years.

International transport would be via JetStar and accommodation via the Mercure Hotel, with the Forum held within their conference facilities.

The Town's Chief Executive Officer has reviewed the PRC's proposal and understands its intentions and reasons for organising a PK Joint Forum based in the Indonesian capital of Jakarta, and commends its efforts in bringing together an exceptional group of speakers for the 2014 event.

Nevertheless the Town's current financial situation means that 2013/14 has been identified as a year where the Council and the organisation should focus internally by establishing all of its corporate plans that will go towards the implementation of the IPRF (Integrated Planning and Reporting Framework), completing projects already underway, concentrating on process improvements and achievable efficiency dividends, and not engaging in major financial commitments which are yet to be costed through the 10 year long term financial plan.

The cost of the forum does not appear to be significant however the Town believes that a Council decision to commit funds to an overseas trip in early 2014 will not be well received by the public. The Town of Port Hedland could certainly benefit from raising its profile in South East Asia but there are a range of other opportunities that the Council could consider to achieve this and that would be perceived by the community in a more positive light.

This Officer's Recommendation does not support the 2014 PK Joint Forum being held in Jakarta however it supports the formation of a smaller trade delegation instead. This report recommends the Town's delegates be the Mayor and the CEO.

### **Attachments**

1. Draft Brochure
2. PRC Proposal and Draft Budget

### **Caretaker Statement**

The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections - Caretaker Policy'.

### **Officer's Recommendation**

That Council:

1. Request the Chief Executive Officer, or his delegate(s), to advise the PRC that it does not support the 2014 PK Joint Forum to be held in Jakarta;
2. Request the Chief Executive Officer, or his delegate(s), to advise the PRC that it supports the 2014 PK Joint Forum to be held in Australia; and

3. Supports the formation of a trade delegation and nominate the Mayor and the Chief Executive Officer as representatives of the Town of Port Hedland should the PK Joint Forum be held in Jakarta.

**201314/113 Council Decision****Moved: Cr Jacob****Seconded: Cr Taylor****That Council:**

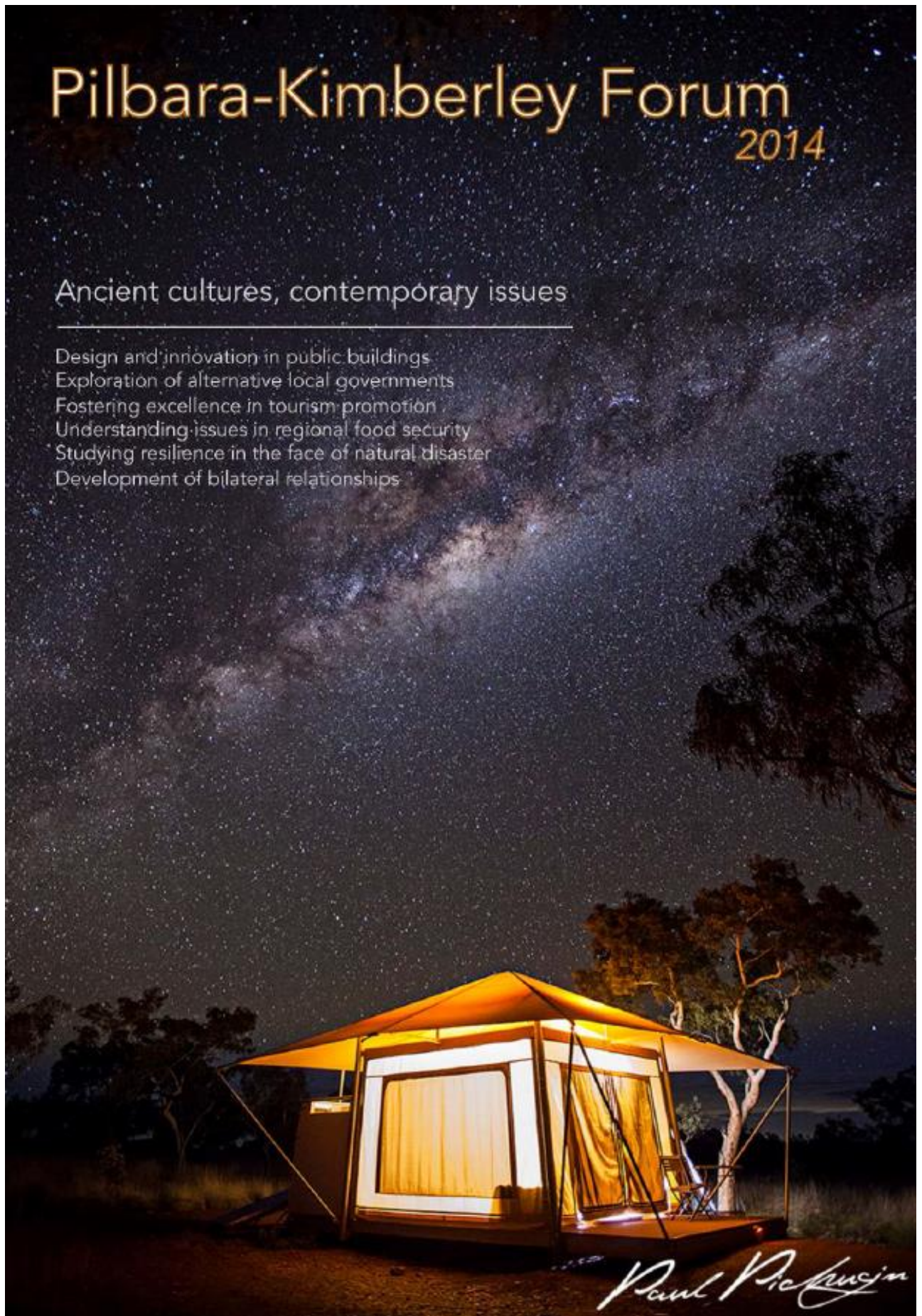
1. **Request the Chief Executive Officer, or his delegate(s), to advise the PRC that it does not support the 2014 PK Joint Forum to be held in Jakarta;**
2. **Request the Chief Executive Officer, or his delegate(s), to advise the PRC that it supports the 2014 PK Joint Forum to be held in Australia; and**
3. **Supports the formation of a trade delegation and nominate closer to the time an elected member and senior officer as representatives of the Town of Port Hedland should the Pilbara Kimberley Forum be held in Jakarta.**

***CARRIED 7/0***

# Pilbara-Kimberley Forum 2014

## Ancient cultures, contemporary issues

Design and innovation in public buildings  
Exploration of alternative local governments  
Fostering excellence in tourism promotion  
Understanding issues in regional food security  
Studying resilience in the face of natural disaster  
Development of bilateral relationships



*Paul Prosser*



The Pilbara Regional Council is pleased to present the 2014 Pilbara-Kimberley Forum.

I am delighted to bring together such an exceptional and inspirational group of speakers, who will offer a strategic perspective on a range of issues relevant to Pilbara local governments.

This two-day forum program offers a demanding schedule of activities, however I am confident that both the speakers and the location will inspire you to consider new approaches to delivering citizen services as we collaboratively explore issues affecting our region.

Cr Lynne Craigie  
Chairperson, Pilbara Regional Council

## Forum Highlights

**Regional Issues in Food Security**  
Major-General John Hartley AO  
CEO of Future Directions International

*A graduate of RMC Duntroon, Major-General Hartley served in Vietnam in 1966-1967 with the 5th Battalion, Royal Australian Regiment, and again in 1970-71 with the Australian Army Training Team where he was a senior advisor to a South Vietnamese battalion. As a general he headed the Defence Intelligence Organisation, was Deputy Chief of the Army and commanded Land Command Australia. He is a graduate of the Army's Command and Staff College, the Joint Services Staff College, the US Army War College. He was awarded the US Army Commendation Medal for Valour and the US Air Force Air Medal for Valour, the Vietnamese Cross of Gallantry and is a Knight Commander of the German Order of Merit. He writes for newspapers and journals on defence and international relations and is a frequent commentator on national television.*

**Risk is not a 4-Letter Word**  
Ed Bradley  
Mt Everest conqueror  
South-Pole solo skier

*Ed has almost 40 years experience in corporate finance, strategic planning and risk management. He was a Director of the AIBF National Board of Management and an inaugural Director of the HBOSA Foundation. His notable personal achievements include climbing Mt Everest and skiing to the South Pole. Ed is an accomplished mountaineer having climbed in the Andes, New Zealand, Tibet, and Nepal. In 2004 he came within 80 meters of the summit of Everest before bad weather turned him around. It is a moving story - one of perseverance, dreams, and the realization that it is truly about the journey, not the destination.*

**Indonesian Cultural Induction**  
Phil Turtle  
Chairman, AI Indonesia Business Council

*With an encyclopedic understanding and connection with business in Indonesia, Phil Turtle currently serves as the Chairman of the Australia Indonesia Business Council (AIBC), and as Chairman of AIBC's National Mining, Oil & Gas Committee. These positions afford him him rare access to business and government leaders from both sides of the Australia-Indonesia relationship. He is a regular attendee at various regional forums and a presenter on Mining and broader trade related matters.*



## Forum Program

### DAY 1

8:30am Session 1 INSPIRATION  
Opening Remarks: Cr Lynne Craigie, Pilbara Regional Council Chairperson  
Keynote Address: Ed Bradley: Risk is not a 4-letter word

9:30am Session 2 EDUCATION  
Phil Turtle: Indonesian Cultural Induction (an interactive session)

10:30am *Morning Break*

11:00am Session 3 BILATERAL RELATIONS  
TBA: Structure of Indonesian local government

12:00pm Session 4 INNOVATION  
Presentation: Solus Design's proposed Marine Research Centre

1:00pm *Lunch Break*

2:00pm Session 5 TOURISM  
Indonesian Hotels Association: Commercial factors that contribute towards building a successful hotel environment  
Panel Discussion: Is the tourist \$ worth chasing in a resources rich environment?

4:00pm Session 6 COMMUNITY RESILIENCE  
TBA- lessons in coping with a major disaster (Tsunami or Bali Bombing)

7:00pm Session 7 ACTIVITY  
To Be Determined

### DAY 2

8:30am Session 1 INSPIRATION  
Address: Major-General John Hartley AO: Issues in Regional Food Security

9:30am Session 2 SITE VISIT  
Indonesian Civic Centre

12:30pm *Lunch Break*

1:30pm Session 3 AIRPORTS  
Indonesian Airports Corporation: Attracting and retaining hi-volume budget carriers

2:30pm Session 4 LIVE EXPORT TRADE  
Regional issues in live export (possible processing centre site visit)

4:30pm Session 5 OFFICIAL CLOSING  
Thank you to Indonesian hosts and closing remarks by Cr Lynne Craigie

7:00pm Session 6 ACTIVITY  
To Be Determined



## Breakout/Optional Sessions

### DAY 1

Morning  
Regional Food Security Panel  
Details to be determined

Afternoon  
Regional Investments Panel  
Details to be determined

### DAY 2

Morning  
Regional Tourism Panel  
Details to be determined

Afternoon  
Live Exports Panel  
Details to be determined

## Partner Program

### DAY 1

Morning  
To Be Determined

Afternoon  
To Be Determined

Evening  
Join delegates for dinner

### DAY 2

Morning  
To Be Determined

Afternoon  
To Be Determined

Evening  
Join delegates for dinner



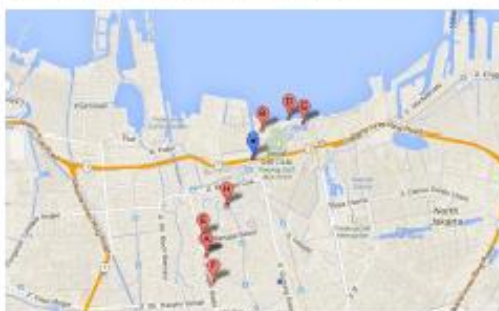
## Travel Itinerary

### FLIGHTS

Perth to Jakarta	Departing	To Be Confirmed, March 2014 Jetstar Flight Perth Airport T2 Please check in two hours before departure
	Arriving	To Be Confirmed, March 2014 Jakarta International Airport Flight will be met by Pilbara Regional Council staff Hotel transfers pre-arranged
	Restrictions	Maximum 15kg checked luggage Maximum 7kg carry on luggage Please note all ticketing instructions carefully
Jakarta to Perth	Departing	To Be Confirmed, March 2014 Jetstar Flight Jakarta International Airport Please check in two hours before departure Hotel transfers pre-arranged
	Arriving	To Be Confirmed, March 2014 Perth Airport T2
	Restrictions	Maximum 15kg checked luggage Maximum 7kg carry on luggage Please note all ticketing instructions carefully

### ACCOMMODATION

Hotel	Mercure Hotel	Jalan Hayam Wuruk No.103 Jakarta, Indonesia Standard double room for delegates
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### TRAVEL INSURANCE

Travel insurance is strongly recommended for all international travel. Delegates are responsible for arranging their own travel insurance, either through their Local Government scheme or personally.



## Facilities

### MEETING ROOM(S)



↑ Breakout rooms

← Main forum

all rooms equipped with wifi, sound system, and meeting consumables

### ACCOMMODATION



← Standard room

all rooms include:  
- breakfast for 2 persons  
- wifi in room

## Delegate Registration Form

### REGISTRATION COSTS

Delegate	\$450, includes international airfares, accommodation and all meals/activities (cost excludes domestic airfares and accommodation)
Partner	\$750, includes international airfares, accommodation and all meals/activities (cost excludes domestic airfares and accommodation, and assumes partner will occupy same hotel room as delegate)

### ATTENDEE

Local Government	
Full Name	as shown in passport
Address	
Date of Birth	
Passport Number	
Passport Issue Date	
Passport Expiry Date	
Nationality	as shown in passport
Dietary Requirements	<input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <input type="checkbox"/> Gluten Intolerant <input type="checkbox"/> Other (please specify) Other:
Accommodation	<input type="checkbox"/> Non-Smoking <input type="checkbox"/> Disability Access <input type="checkbox"/> Other (please specify) Other:

### PARTNER

Full Name	as shown in passport
Address	
Date of Birth	
Passport Number	
Passport Issue Date	
Passport Expiry Date	
Nationality	as shown in passport
Dietary Requirements	<input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <input type="checkbox"/> Gluten Intolerant <input type="checkbox"/> Other (please specify) Other:
Partner Day 1 Activity	<input type="checkbox"/> To Be Determined <input type="checkbox"/> To Be Determined
Partner Day 2 Activity	<input type="checkbox"/> To Be Determined <input type="checkbox"/> To Be Determined

### PAYMENT

Delegate Payment Method	<input type="checkbox"/> Invoice to LGA <input type="checkbox"/> Personal Invoice <input type="checkbox"/> Direct Credit
Address for Delegate Invoice	
Partner Payment Method	<input type="checkbox"/> Invoice to LGA <input type="checkbox"/> Personal Invoice <input type="checkbox"/> Direct Credit
Address for Partner Invoice	
Direct Credit Instructions	Remittance to BSB# 014370 Account# 384082286 Please use Surname as transaction reference number



## PROPOSAL AND DRAFT BUDGET FOR THE FY14 PILBARA KIMBERLEY FORUM

Subject	2014 PK Forum Proposal & Budget
Date	20130802 0843
Author	PRC CEO

### PROPOSAL

- Host the 2014 Pilbara Kimberley Forum during March 2014 in Jakarta, Indonesia
- Benefits
  - Internationalise the event to raise its profile amongst attendees
  - Encourage a higher caliber of speaker and a broader range of topics
  - Explore an alternate system of local government
  - Better understand our nearest international neighbor
  - Visit and examine Indonesian civic facilities
  - View a proposed floating marine research building
  - Develop partnerships with Indonesian tourism operators and peak bodies
  - Experience 'export ready' Indonesian tourism product
- Risks
  - May reduce attendance by Australian politicians
  - Risk of perception of 'junket' (offset by short duration and very demanding program)
  - Cost (offset by PRC-negotiated pricing, refer budget)
- Why Jakarta?
  - Largest and closest trading partner with Australia's north-west
  - Business and cultural environment less well known than China/Japan/Korea/India/etc
  - Rapidly growing middle class with disposable incomes and appetite for travel
  - Demonstrated capability to attract and cater to all regional budget carriers
  - Faced major disasters and recovered (tsunami to broader Indonesia, Bali bombing)
  - Proposing some unique water-based developments (Solus, etc)
  - Opportunity to develop reciprocal relationships (LGA, tourism, airports, hotels, emergency services, etc)
  - Conference developed in partnership with the Australia Indonesia Business Council
  - Raise the profile of the entire PK Forum as an 'international standard' event

DRAFT PROGRAM

- Attached for your consideration

DRAFT BUDGET**Attendees**

## Proposed paying attendees (minimum)

SoA (SP,CEO,3 Crs)	5
SoEP (SP,CEO,3 Crs)	5
SoR (SP,CEO,3 Crs)	5
ToPH (SP,CEO,3 Crs)	5
SoB (SP,CEO,3 Crs)	5
SoD-WK (SP,CEO,3 Crs)	5
SoHC (SP,CEO,3 Crs)	5
SoW-EK (SP,CEO,3 Crs)	5
PRC staff	3
<b>Total paying attendees</b>	<b>43</b>

Proposed fully-subsidised attendees (*inc airfares+accom*)

Speakers (Australian)	5
Sponsors	1

Proposed part-subsidised attendees (*no airfares+accom*)

Indonesia Tourism Board	2
Jakarta Airports Corporation	1
Indonesia Hotels Association	2
<b>Total Attendees</b>	<b>54</b>

**Revenue**

Paying attendees @ \$450/head	19,350
PRC Contribution	30,000
Sponsorship	6,000
<b>Total Revenue</b>	<b>55,350</b>

Cost Element	Cost	Unit	
Outbound Flights	26,775	525	
Return Flights	0	0	
Accommodation	7,840	140	for 2 nights
Airport transfers	0	0	negotiate free from hotel
Dinner 1st night	2,000	35	excludes alcoholic drinks, at attendee cost
Dinner 2nd night	2,000	50	excludes alcoholic drinks, at attendee cost
Delegate Activity 1	2,800	50	
Delegate Activity 2	2,800	50	
Speaker fees	3,000	500	+ travel and accommodation
Marketing and printing	2,000		
<b>Subtotal Cost</b>	<b>49,215</b>		
Planning and setup cost (10%)	4,921		
<b>Total Cost</b>	<b>54,136</b>		

**COMPARISON BUDGET FOR DELEGATES**FY 11/12/13

Domestic flights	\$ 600
Domestic accommodation	\$ 400
Evening meals (2)	\$ 50
Registration	\$ 390
<b>Total cost</b>	<b>\$1,440</b>

FY 14

Domestic flights	\$ 600
International flights	\$ incl
International transfers	\$ incl
Domestic accommodation	\$ n/a
Evening meals (2)	\$ incl
Registration	\$ 450
<b>Total cost</b>	<b>\$1,050</b>

**11.5.1.2 Making of Repeal Local Law 2013 (File No.: ...-....)**

**Officer** Josephine Bianchi  
Governance Coordinator

**Date of Report** 13 September 2013

**Disclosure of Interest** Nil

**Summary**

The purpose of this report is to:

1. Consider the submissions (if any) received on the proposed Town of Port Hedland Repeal Local Law 2013 and determine if any drafting amendment(s) are required to the proposed local law as a result of the submissions received;
2. Give notice of the purpose and effect of the Town of Port Hedland Repeal Local Law 2013;
3. Make the Town of Port Hedland Repeal Local Law 2013;
4. Authorise the local law's gazettal in the *Government Gazette*;
5. Give local public notice, (after gazettal), of the date the Town of Port Hedland Repeal Local Law 2013 will come into effect; and
6. Authorise the affixing of the Common Seal to the local law.

**Background**

At its ordinary meeting of 22 May 2013, Council resolved to commence the process to make the Town of Port Hedland Repeal Local Law 2013.

The procedure for making local laws requires Council to advertise state-wide, advising of its intention to make a local law, and invite submissions to be made on the proposed local law for a six-week period. A copy of the local law is also to be sent to the Minister for Local Government after the advertisement has been placed (within 10 days).

At the closure of the submission period, Council is to consider all submissions before making a local law.

An advertisement was placed in the West Australian on 31 July 2013, with the submission period for public comment closing on 13 September 2013.

**Consultation***Internal*

- Elected Members
- Executive Group

*External*

- DL Consulting.

Public consultation was undertaken for a period of at least 42 days with submissions being sought from the public on the proposed local law.

Comment was also sought from the Department of Local Government and Communities, as per the requirements of the Local Government Act 1995.

### Statutory Implications

Section 3.12 of the *Local Government Act 1995* states:

*3.12. Procedure for making of local laws*

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
  - (a) *give statewide public notice stating that-*
    - (i) *the local government proposes to make a local law the purpose of which is summarised in the notice;*
    - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
    - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*
  - (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administer the Act under which the local law is proposed to be made, to that other Minister; and*
  - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- (3a) *A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.*
- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.*

**\* Absolute majority required.**

- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
  - (a) *stating the title of the local law;*
  - (b) *summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
  - (c) *advising that copies of the local law may be inspected or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring*

*them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*

(8) *In this section —*

*making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

### **Policy Implications**

There are no policy implications associated with this item.

### **Strategic Planning Implications**

The following section of Council's Strategic Community Plan 2012 - 2022 is considered relevant:

6.4	Local Leadership
6.4.1	Strategic
	Deliver high quality corporate governance, accountability and compliance

### **Budget Implications**

Gazettal of the adopted local law is required, which currently costs \$249 per page. These costs are included in the current budget.

### **Officer's Comment**

Council advertised, both locally and state-wide, for public comment on the draft Town of Port Hedland Repeal Local Law 2013. At the close of the submission period, no public submissions had been received.

Comments were received from the Department of Local Government and Communities on the format and drafting of the local law. The key items are addressed in the table below:

CLAUSE NO.	HEADING	PROPOSED AMENDMENT	TOWN OF PORT HEDLAND POSITION
1.	Operation	The Department suggests that this heading be changed to "Commencement".	Agreed. This clause has now been retitled and the wording changed to reflect that suggested by the Department.
3.	Repeal	The Department has suggested that the title of the local law in 3(o) be amended to the title in the citation of the local law at time of gazettal.	Agreed. The title of the local law to be repealed in clause 3(o) has been amended to reflect that recorded in the citation of the local law.

The proposed amendments to the local law are considered minor in nature and will not result in a local law significantly different from that proposed.



To comply with the provisions of section 3.12 of the Act, when making a local law, the Presiding Person is required give notice of the purpose and effect of the proposed local law at the Council meeting where the local law is being considered. This is achieved by:

- a. ensuring that the purpose and effect of the local law is included in the agenda for that meeting; and
- b. by ensuring that the minutes of the meeting of the council include the purpose and effect of the proposed local law.

The purpose and effect of the Repeal local law is –

**Purpose** – To repeal superfluous, defunct and obsolete local laws.

**Effect** - Being more efficient and effective local government by removing outdated local laws from the public record.

#### **Attachments**

1. Gazette ready copy of the Town of Port Hedland Repeal Local Law 2013.

#### **Caretaker Statement**

The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections - Caretaker Policy'.

#### **201314/114 Officer's Recommendation/ Council Decision**

**Moved: Cr Dziombak**

**Seconded: Cr Hooper**

**That Council:**

1. **Notes the submission from the Department of Local Government and Communities in relation to the proposed *Town of Port Hedland Repeal Local Law 2013*;**
2. **Resolves to make the *Town of Port Hedland Repeal Local Law 2013*, as per Attachment 1, in accordance with section 3.12 of the Local Government Act 1995;**
  - a. **the purpose of which is to repeal superfluous, defunct and obsolete local laws; and**
  - b. **the effect being more efficient and effective local government by removing outdated local laws from the public record.**
3. **Publish the *Town of Port Hedland Repeal Local Law 2013*, as per (2) above, in the Government Gazette and provide copies of the local law to the Minister for Local Government;**
4. **Gives local public notice after gazettal of the local law advising the date on which the local law commences;**

5. **Submits a copy of the gazetted local law, explanatory memoranda and associated documentation to the Joint Standing Committee on Delegated Legislation for review; and**
6. **Authorises the affixing of the Common Seal to the *Town of Port Hedland Repeal Local Law 2013*.**

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

## ATTACHMENT 1 TO ITEM 11.5.1.2

LOCAL GOVERNMENT ACT 1995  
*Town of Port Hedland*  
REPEAL LOCAL LAW 2013

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Town of Port Hedland resolved on [insert adoption resolution date here] to make the following local law.

**1 Citation**

This local law is cited as the *Town of Port Hedland Repeal Local Law 2013*.

**2 Commencement**

This local law will come into operation fourteen days after the day on which it is published in the *Government Gazette*.

**3 Repeal**

The following local laws are hereby repealed -

- (a) *By-laws relating to Control of Dogs*, as published in the *Government Gazette* on 12 November 1954;
- (b) *Draft Model By-laws relating to Prevention of Damage to Streets No. 1*, as published in the *Government Gazette* on 15 May 1963;
- (c) *Draft Model By-laws relating to Old Refrigerators and Cabinets No. 8*, as published in the *Government Gazette* on 4 June 1970;
- (d) *By-laws relating to Safety, Decency, Convenience and Comfort in Respect of Bathing*, as published in the *Government Gazette* on 6 October 1970;
- (e) *By-law relating to the Clearing of Land and Removal of Refuse, Rubbish and Disused Materials*, as published in the *Government Gazette* on 12 February 1971;
- (f) *By-laws relating to the Removal of Verandahs*, as published in the *Government Gazette* on 12 February 1971;
- (g) *By-law relating to the Control and Management of the Port Hedland Civic Centre*, as published in the *Government Gazette* on 23 January 1973, and amended in the *Government Gazette* on 23 January 1973 and 31 October 1986;
- (h) *By-laws relating to Parking Facilities*, as published in the *Government Gazette* on 24 October 1980, and amended in the *Government Gazette* on 15 April 1983;
- (i) *By-laws relating to the Caravan Parks and Camping Grounds No. 2*, as published in the *Government Gazette* on 7 November 1986;
- (j) *By-laws relating to Dogs*, as published in the *Government Gazette* on 4 March 1988;
- (k) *By-laws relating to Parks, Recreation Grounds and Public Reserves*, as published in the *Government Gazette* on 2 September 1988, and amended in the *Government Gazette* on 9 July 1993;
- (l) *By-laws relating to the Conduct of Proceedings and the Business of the Council*, as published in the *Government Gazette* on 17 November 1989;
- (m) *By-laws relating to Dogs*, as published in the *Government Gazette* on 21 January 1994;
- (n) *By-law relating to the removal and disposal of Obstructing Animals or Vehicles*, as published in the *Government Gazette* on 9 December 1994;
- (o) *Town of Port Hedland Local Law (Holiday Cabins and Chalets)*, as published in the *Government Gazette* on 28 January 2000.

Dated: [date].

The Common Seal of the Town of Port Hedland was affixed by authority of a resolution of the Council in the presence of —

K HOWLETT, Mayor.  
M OSBORNE, Chief Executive Officer.

**11.5.1.3 Australia China Business Council Membership (File No.:**

<b>Officer</b>	<b>Josephine Bianchi Governance Coordinator</b>
<b>Date of Report</b>	<b>12 September 2013</b>
<b>Disclosure of Interest by Officer</b>	<b>Nil</b>

**Summary**

This report seeks Council's endorsement of a membership fee for the Town of Port Hedland that will go towards obtaining a national gold membership and a silver WA membership with the Australia China Business Council (ACBC) as part of a 'Pilbara Consortium'.

*Background*

The Australia China Business Council (ACBC) is the premier business organisation dedicated to promoting business and trade between Australia and the People's Republic of China.

ACBC is a membership-based organisation, with Branches in New South Wales, Northern Territory, Queensland, South Australia, Western Australia and Victoria providing business-focused information and events for members in all industries.

With China's continuing strong economic growth, there are many significant opportunities for Australian and Chinese business to create lasting and highly valuable commercial partnerships, which the ACBC is continually exploring.

These opportunities have recently been considered by the Chief Executive Officer of the Pilbara Development Commission, Dr Ken King, who has contacted and met with a number of organisations across the Pilbara and suggested the creation of a "Consortium" to start a gold membership for corporate partnership with the ACBC.

*Consultation**Internal*

- Chief Executive Officer
- Governance unit

*External*

- Australia China Business Council (ACBC)
- Pilbara Development Commission (PDC)
- Regional Development Australia (RDA) Pilbara
- Shire of Roebourne (SoR)
- Shire of East Pilbara
- Shire of Ashburton
- Karratha and Districts Chamber of Commerce and Industry

- Port Hedland Chamber of Commerce and Industry

### **Statutory Implications**

Nil

### **Policy Implications**

Nil

### **Strategic Planning Implications**

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6.2 Economic

---

6.2.1 Diverse Economy

---

Facilitate commercial, industry and town growth

---

6.2 Economic

---

6.2.3 Nationally Recognised

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Port Hedland has a powerful voice and is an influential partner with Federal and State governments for the development of the Town.

### **Budget Implications**

The joint membership will cost the Town up to \$5,000 for the next 12 months and funds are included in GL 401283 'Regional contributions'.

### **Officer's Comment**

The Chief Executive Officer of the PDC recently made contact with the Town to determine its interest in partaking in a gold membership with ACBC WA as part of a 'Pilbara Consortium' comprised of Pilbara Development Commission, Regional Development Pilbara, Shire of Roebourne, Karratha and Districts Chamber of Commerce & Industry and Port Hedland Chamber of Commerce & Industry.

ACBC WA serves as a focal point for the State's business relations with China. Western Australia enjoys a strong partnership with China and is thriving on a trade and investment relationship built upon the export of minerals, energy, agricultural goods and education services and Chinese investment in the Western Australian resources sector.

Western Australia accounts for over 70% of Australia's total merchandise exports to China in 2011 and 80% of China's investment into Australia over the last five years.

It is considered that this membership will offer the Town of Port Hedland a great opportunity to commence developing and establishing relationship at an international level and put Port Hedland on the map as a thriving and growing regional centre. Major projects such as the redevelopment of the Port Hedland International Airport are sure to offer palatable business opportunities to international companies and open our town and our region to new ventures. By committing to a 'consortium' style membership the Town will also ensure that any lobbying for support at a state or national level will be presented by a united group that has shared interests and values in the North West of Australia.

The PDC is currently working with the ACBC WA in drafting an agreement / Memorandum of Understanding with clearly defined outcomes for consideration.

With regard to the gold membership, the ACBC would like to make it a financial year commitment, but given that we are now in September, the ACBC has offered to make it 12 months' worth, and re-discuss renewal at the end of this financial year.

A gold membership includes in-country assistance with meetings in China that is, brokering contacts in country and providing introductions, but not financial support for delegations' travel and accommodation. The ACBC can also provide advice about sister city arrangements and which cities the Pilbara group might target. In addition, ACBC will continue to work with the Pilbara Consortium on ensuring that it is able to reach senior diplomatic representation with Chinese officials at the level of the embassy in Canberra and the Consulate-General in Perth. The ACBC would define the opportunity and potential benefits and it would then be up to the Pilbara members to maximise the outcomes.

The WA ACBC Chairman, Frank Tudor, has also agreed to speak at the Pilbara Pulse Conference and has already effected some important introductions for the group to senior Chinese officials.

The commitment is for up to \$50,000 for 12 months from commencement. There are a range of partnership levels (see attached) but the gold one is considered to offer the maximum opportunity.

The PDC has outlined that RDA Pilbara have indicated support of some \$10, which the Commission itself could match. The remaining funds are proposed to be up to \$5K from the two major Pilbara local governments (ToPH and SoR), and \$3Ks between the PRC and the other two Pilbara local governments (SEA and SoA) and the two Chambers (\$2.5k each).

The Officer's Recommendation supports the ACBC membership.

**Attachments**

1. ACBC Corporate Partnership Prospecturs 2013

**Caretaker Policy Statement**

The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections - Caretaker Policy'.

**201314/115 Officer's Recommendation/ Council Decision**

**Moved: Cr Dziombak**

**Seconded: Cr Gillingham**

**That Council:**

1. **Supports the allocation of \$5,000 towards a 12 month gold membership with ACBC as part of a 'Pilbara Consortium';**
2. **Agrees to review this membership in 9 months' time;**
3. **Nominates the Mayor and Deputy Mayor to be the Town's representatives at ACBC events alongside the Chief Executive Officer; and**
4. **Proposes an alternative name for the 'Pilbara Consortium', this being 'ACBC Pilbara Committee'.**

***CARRIED 7/0***

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

Nil

**ITEM 13 REPORTS OF COMMITTEES**

*NOTE: The Minutes of the Committee meeting are enclosed under separate cover.*

**13.1.1 Airport Committee Minutes – 4 September 2013****201314/116 Officer's Recommendation 1/ Council Decision**

Moved: Cr Dziombak

Seconded: Cr Jacob

That Council receives the Minutes of the Ordinary Meeting of the Airport Committee held on Wednesday 4 September 2013 at 12:30pm, inclusive of the following recommendations:

- 7 Confirmation of Minutes of Previous Meeting
- 10.1 Port Hedland International Airport – Projects Update September 2013 (File No.: 08/02/0025)
- 11.1 Award of Tender 13/13 Civil Engineering and Aerodrome Consultancy (File No.: 05/09/0029)
- 14 Applications for Leave of Absence

*CARRIED 7/0*

**201314/117 Officer's Recommendation 2/ Council Decision**

Moved: Cr Dziombak

Seconded: Cr Hooper

That Council approves Councillor Jacob's participation in the next Airport Committee Meeting to be held on Wednesday 2 October 2013 by way of teleconference.

*CARRIED BY ABSOLUTE MAJORITY 7/0*

**ITEM 14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil



**ITEM 15 CONFIDENTIAL ITEMS****201314/118 Council Decision****Moved: Cr Jacob****Seconded: Cr Gillingham****That Council accept the following late confidential item:****15.1 CONFIDENTIAL: Lease of Cattle Yards, Melreef Pty Ltd (File No.: 05/05/0057)*****CARRIED 7/0*****201314/119 Council Decision****Moved: Cr Jacob****Seconded: Cr Hunt****That the meeting be closed to members of the public as prescribed in Section 5.23(2) of the Local Government Act 1995, to enable Council to Consider the following items:*****CARRIED 7/0***

7:08pm Mayor advised that this meeting is now closed to members of the public.

**15.1 *CONFIDENTIAL: Lease of Cattle Yards, Melreef Pty Ltd (File No.: 05/05/0057)*****201314/120 Officer's Recommendation/Council Decision****Moved: Cr Jacob****Seconded: Cr Hooper****That Council pursuant to section 6.8(1) (b) of the *Local Government Act 1995*, and, subject to the recommendations in the report, authorise in advance expenditure for an additional purpose to that provided for in the budget, for the purpose of the Chief Executive Officer having discretion to deal with the matter.*****CARRIED BY ABSOLUTE MAJORITY 7/0*****201314/121 Council Decision****Moved: Cr Hunt****Seconded: Cr Gillingham****That the meeting be opened to members of the public.*****CARRIED 7/0***

7:09pm Mayor advised that the meeting is now open to the public. Mayor advised members of the public of Council's decision whilst behind closed doors.

**ITEM 16 APPLICATIONS FOR LEAVE OF ABSENCE****201314/122 Council Decision****Moved: Cr Hooper****Seconded: Cr Gillingham****That the following applications of leave of absence:**

- **Councillor Jacob from 26 September 2013 to 6 October 2013**
- **Councillor Hunt from 30 September 2013 to 9 October 2013**

**be approved.*****CARRIED 7/0*****ITEM 17 CLOSURE****17.1 Date of Next Meeting**

The next Ordinary Meeting of Council will be held on Wednesday 23 October 2013, commencing at 5.30 pm. The next Agenda Briefing Session will be held on Wednesday 16 October 2013.

**17.2 Closure**

Mayor wished candidates for the upcoming 2013 Port Hedland Ordinary election all the best.

Chief Executive Officer advised members of the public that public agenda briefing sessions will now be held one week prior to each Ordinary Council Meeting, that being the third Wednesday of each month, starting at 3:30pm.

There being no further business, the Mayor declared the meeting closed at 7:15pm.

**Declaration of Confirmation of Minutes**

I certify that these Minutes were confirmed by the Council at its Ordinary Meeting of \_\_\_\_\_ 2013.

CONFIRMATION:

\_\_\_\_\_  
MAYOR\_\_\_\_\_  
DATE