



Town of Port Hedland

MINUTES

OF THE

ORDINARY MEETING
OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

WEDNESDAY 13 JULY 2011

AT 5.30 PM

IN COUNCIL CHAMBERS
McGREGOR STREET, PORT HEDLAND

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*Paul Martin
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 5:34 pm and acknowledged the traditional owners, the Kariyarra people.

ITEM 2 RECORDING OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Mayor Kelly A Howlett
Councillor Arnold A Carter
Councillor George J Daccache

Councillor Steve J Coates
Councillor David W Hooper
Councillor Michael (Bill) Dziombak

Mr Paul Martin	Chief Executive Officer
Ms Natalie Octoman	Director Corporate Services
Mr Russell Dyer	Director Engineering Services
Mr Eber Butron	Director Planning and Development
Mr Gordon MacMile	Director Community Development
Miss Josephine Bianchi	Governance Coordinator

2.2 Apologies

Councillor Stan R Martin

2.3 Approved Leave of Absence

Councillor Jan M Gillingham

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

3.1 Questions from Public at Ordinary Council Meeting held on Wednesday 22 June 2011

3.1.1 Mr Chris Whalley

Will Council be planting a tree that was chopped down 2 months ago at the top end of Wedge Street Port Hedland directly opposite BHP Community Centre?

Director Engineering Services advised that this matter is currently being investigated and an answer will be provided to Mr Whalley in due course.

3.2 Questions from Elected Members at Ordinary Council Meeting held on Wednesday 22 June 2011

3.2.1 *Councillor J M Gillingham*

Councillor J M Gillingham advised that she attended the 11 June Family Day event at the Andrew McLaughlin Centre where a Tae Kwon Do exhibition took place.

During this exhibition a number of kids from the audience were asked to join in a on a few Tae Kwon Do manoeuvres, which left them feeling rather emotional. Councillor Gillingham received a few phone calls from concerned parents following this event.

For this reason and in view of the fact that the Tae Kwon Do club will be going back to the JD Hardie Centre, can Council check and ensure that the Tae Kwon Do club is utilising the correct procedures?

Director Community Development advised that whilst the responsibility lies with the individual club and club representatives, staff at the JD Hardie will liaise with the Tae Kwon Do and any other user / hire groups to ensure that appropriate practices are in place. These will include but not be limited to Working with Children checks, Police Clearances and reasonable club operating practices.

ITEM 4 PUBLIC TIME

5:34pm Mayor opened Public Question Time

4.1 Public Question Time

4.1.1 *Mr Chris Whalley*

I wonder if it is now time for Council to seriously consider naming the Port Hedland Courthouse Art Gallery in memory of Kathy Donnelly? A memorial such as this would be a lasting tribute to the legacy Kathy has given to this town.

Mayor advised that this question is taken on notice.

Could Council ask Pilbara Echo to bundle their newspapers properly so that we do not have their newspapers blowing all over the streets?

Mayor advised that the Pilbara Echo has recently begun wrapping newspapers prior to distribution. However, this matter will be raised with the newspaper.

5:36pm Mayor closed Public Question Time

5:36pm Mayor opened Public Statement Time

4.2 Public Statement Time

4.2.1 *Mr Chris Whalley*

Mr Whalley asked for the following paper to be forwarded to ABC Management Perth:

In the resolution I am placing before Council, I am asking Council to contact ABC Management Perth regarding several issues. First, could Council ask ABC Management to reinstate Port Hedland onto the 8:30 p.m. and 9:30 p.m. T.V. weather map. Secondly, could Council ask ABC Management to consider installing a brand new ABC Radio Studio right here in the town of Port Hedland. With a population similar in size to Karratha and certainly a lot bigger than Broome, and with Port Hedland being designated as one of the two 'Pilbara cities', it is now time for Port Hedland to have its own ABC Radio Studios, which if used properly would complement the existing ABC Radio Studios in Broome and Karratha. As an extra, Council could also consider approaching GWN Management with the view of having GWN North West T.V. Studios situated here in the town of Port Hedland.

5:36pm Mayor closed Public Statement Time

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Mayor K A Howlett	Cr A A Carter
Cr S J Coates	Cr G J Daccache
Cr M (Bill) Dziombak	Cr D W Hooper

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Confirmation of Minutes of Ordinary Meeting of Council held on Wednesday 22 June 2011

201112/001 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

Seconded: Cr G J Daccache

That the Minutes of the Ordinary Meeting of Council held on Wednesday 22 June 2011 be confirmed as a true and correct record of proceedings.

CARRIED 6/0

ITEM 8 ANNOUNCEMENTS BY CHAIRMAN WITHOUT DISCUSSION

Mayor Howlett's Activity Report for the June 2011 period to date as follows:

Thursday, 16th June

- Photo At Public Bus Stop Hedland Health Campus
- Meeting With Ford Murray (FMG)
- Meeting With Louise Horton & Rebecca Re: Issues Facing Childcare Centres
- Meeting With Bob Neville (Bloodwood Tree Association) + CEO + DPD
- Meeting With Mike Hollett (National Lifestyle Villages) + CEO
- Weekly Media Catchup With North West Telegraph
- Attended JD Hardie Working Group Meeting + DCD + MCD
- Weekly Mayor & Deputy Mayor Catchup
- MC Gearing Up Event + Deputy Mayor + Cr Daccache + Cr Dziombak + Cr Gillingham + Cr Hooper + CEO + DCD + DPD + DENG + DCORP

Friday, 17th June

- Phone Conference Meeting Shane Sear & DPD
- Meeting With Robert Dhu + DCORP (Rates)
- Meeting With Shelley Wood (Airport Accommodation Proposal)
- Participated BHPBIO Port Hedland Golf Club Pro – Am Event

Saturday, 18th June

- Attended "Blitz Cleanup Activity" At TS Pilbara

Monday, 20th June

- Attended City Growth Plan Session – Strategic Industry + CEO
- Attended Audit & Finance Committee Meeting + Deputy Mayor + Cr Dziombak + CEO + DCORP

- Attended City Growth Plan Session – Economic Diversification + Cr Dziombak + CEO
- Attended BHPBIO & Greening Australia (WA) Brian Bush Reptile Exhibition/Show

Tuesday, 21st June

- Flight To Perth
- Attended Port Hedland – Pilbara's Port City - Marketing & Promotion Meeting (LandCorp, Dept Housing) + PO
- Flight Back To Hedland
- Attended Make Hedland Home New Residents Welcome BBQ
- Hosted Navy Thank You – Council Chambers + Deputy Mayor + Cr Martin + Cr Dziombak + Cr Daccache + Cr Gillingham

Wednesday, 22nd June

- Volunteered HSHS School Breakfast Program
- Attended Pilbara Aboriginal Education Forum
- Attended Rose Nowers Early Learning Centre AGM
- Weekly CEO, Deputy Mayor & Mayor Catchup
- Attended TOPH Donations Working Group Meeting + Deputy Mayor + Cr Dziombak + DCD
- Attended Informal Council Briefing + Deputy Mayor + Cr Dziombak + Cr Daccache + Cr Gillingham + CEO + DENG + DCD + DPD + DCORP
- Chair OCM June
- Chair Annual Electors Meeting
- Presentation Service Medals Hedland SES
- Welcomed The Today-Broome Postie Bike Run Fundraiser Group

Thursday, 23rd June

- Farewelled The Today-Broome Postie Bike Run Fundraiser Group
- Teleconference Humfrey Land Development + CEO + MP
- Meeting With Local Resident Diane Bailey + MO
- Meeting With ABS Chelsea Miles
- Attended Royal Caribbean Cruise Ship Visit Meeting
- Weekly Media Catchup With North West Telegraph
- Meeting Questus Ltd Re Ancillary Accommodation + CEO + MP
- Attended TOPH Airport Committee Informal Briefing + Deputy Mayor + Cr Dziombak + Cr Gillingham + DENG + BDO
- Attended TOPH Airport Committee Meeting + Deputy Mayor + Cr Dziombak + Cr Gillingham + DENG + BDO
- Attended Vibe Youth Launch Event

Friday, 24th June

- Meeting With ANW Tourism CEO Glen Chidlow
- Opened Vibe Youth Event @ JD Hardie Centre + YO + RO
- Attended TOPH/BHPBIO Joint Projects Working Group Meeting
- Meeting With Department Child Protection (South Hedland)

- MC Courthouse Gallery Art Exhibition

Saturday, 25th June

- Mayor Coffee Session, Port Hedland
- Mayor Coffee Session, South Hedland
- Attended SES Orange Ball Fundraiser

Monday, 27th June

- Meeting With Designer David Bennett

Tuesday, 28th June

- Weekly Mayor Chat Spirit Radio 1026am
- Meeting With Mark Hunter (Last Chance Tavern Re-Development Proposal)
- Official JD Hardie Centre Re-Opening + Min Grylls + Deputy Mayor + Cr Gillingam + Cr Hooper + CEO + DCD

Wednesday, 29th June

- Hosted LandCorp & QLD UDLA Port Hedland Visit – Council Chambers + CEO + Cr Gillingham + CEO + MP

Thursday, 30th June

- Informal Briefing Airport Land Development Options + Deputy Mayor + Cr Dziombak + Cr Martin + Cr Coates + Cr Gillingham + CEO + BDO
- Attended PHIA TWA Implementation Working Group Meeting + Deputy Mayor + Cr Dziombak + Cr Gillingham + CEO + DCD + MCD
- Informal CEO Performance Discussion + Deputy Mayor + Cr Dziombak + Cr Martin + Cr Coates + Cr Gillingham
- Weekly Media Catchup With North West Telegraph

Monday, 4th July

- ABS National Census Photo Shoot
- Attended Port Hedland Primary School NAIDOC Week Flag Raising
- Opened 2011 NAIDOC Week Celebrations @ Wirraka Maya Health
- Attended TOPH Aboriginal Reference Group Forum + DCD
- Meeting With ABS (Perth) Marie Louise

Tuesday, 5th July

- Telephone Meeting Lesley Brooks
- Weekly CEO, Deputy Mayor & Mayor Catchup
- Meeting With YIC's Vicki Stephens
- Interview With ABC NW Radio Cristy – Lee Macqueen + PO
- Informal Briefing Port Hedland City Growth Plan + CEO + MP
- Conducted Citizenship Ceremony + Cr Hooper

Mayor advised that the City Growth Plan Forum was a positive evening with many councillors and community members involved. The Forum discussed the challenges and opportunities Port Hedland will face as it transitions from being a town to a city of 50,000 people.

Mayor advised that the recipients of Naidoc Week Awards were “very, very deserving” of their respective awards, and said she looks forward to celebrating Naidoc Week again next year.

Mayor noted that the Australian citizenship ceremony conducted on 5 July 2011 in the Council Chambers was very successful. Some 80 people were in attendance, representing a broad cross-section of the community who has chosen to make Hedland home and to become “new Aussies.”

ITEM 9 REPORTS BY ELECTED MEMBERS WITHOUT DISCUSSION

9.1 Councillor A A Carter

Councillor A A Carter was engaged in the launch of the ‘Relay for Life’ event last weekend, which received significant community involvement and raised \$52,000. Organisers are to be applauded for their efforts in supporting this event, and the kids who participated were energetic, dedicated and sociable.

Councillor A A Carter also attended the Seafers Sundowner BBQ last Sunday.

9.2 Councillor S J Coates

Councillor S J Coates passed on his thanks to the Town of Port Hedland and BHP Billiton for sponsoring the Boodarie Bowls carnival, and noted that over 100 competitors from all over the country participated in this annual event held at the South Hedland Bowls and Tennis Club.

9.3 Councillor D W Hooper

Councillor D W Hooper participated and spoke at the ‘Relay for Life’ event, and said it was wonderful to see so many community members actively engaged in fundraising for the Cure for Cancer foundation.

Councillor D W Hooper advised that the Banners in the Terrace artwork had been painted and sent to Perth. Councillor D W Hooper also advised that Mark Burk, a T.V. personality from Foxtel, was in Port Hedland on 2 July, 2011 at the Matt Dann Centre. Burk will be taking a community member, Brett Anderson, to Papua New Guinea on a fishing trip.

9.4 Councillor G J Daccache

Councillor G J Daccache attended a Pilbara Cities forum in Perth last week with 150 people in attendance where participants were amazed at how fast Port Hedland is growing. Councillor G J Daccache believes that for future networking purposes other Council members should attend these events.

Councillor G J Daccache also attended the Boodarie Bowls Carnival on Sunday, which he said was well attended and deserving of sponsorship

ITEM 10 . PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

ITEM 11 REPORTS OF OFFICERS**11.1 Planning and Development Services**

11.1.1 Planning Services

11.1.1.1 Proposed Section 70A Notification for Various Lots in Greenfield Street, Boodarie (File No.:804708G)

Officer	Caris Vuckovic Lands Officer
Date of Report	24 June 2011
Application No.	2011/293 - 2011/295
Disclosure of Interest by Officer	Nil

Summary

Council has received a request from Whelans on behalf of Georgios Anagnostopoulos and Lilian Paula Anagnostopoulos, owners of Lots 706, 707, 708, 710, 711 and 712 Greenfield Street, Boodarie, to affix the Town's common seal to four (4) separate section 70A notification forms, which will enable to lodgement of the forms with the Registrar of Titles.

Background

In regard to Lots 77 and 78 Boodarie, a Subdivision Approval (141002) was granted by the Western Australian Planning Commission on 16th February 2010 for the subdivision into 4 lots.

The following conditions were imposed as part of the approval:

“10. The applicant/owner making suitable arrangements satisfactory to the Western Australian Planning Commission to ensure prospective purchasers of the proposed lots will be advised of the minimum dwelling floor levels requirement.

11. The applicant/owner making arrangements satisfactory to the Western Australian Planning Commission to ensure prospective purchasers of the proposed lots will be advised of the maximum building envelope size requirement.

ADVICE

5. With regards to Condition 10, the recommended minimum habitable floor levels are 18.34 (m AHD) for Lot 77 and 18.44 (m AHD) for Lot 78 as shown in the attached subdivision plan date

stamped 19 January 2010. The application is advised to contact the local government in this regard.

6. With regards to Condition 11, the recommended maximum building envelope size is 40m x 40m for the proposed Lots B and C, and the existing building envelopes on the proposed Lots A and D should not be expanded as recommended by the Flood Assessment prepared by SMEC Urban date stamped 18 November 2009. The applicant is advised to contact the local government in this regard."

In regard to Lots 73 and 74 Boodarie, a Subdivision Approval (141003) was granted by the Western Australian Planning Commission on 1st February 2010 for the subdivision into 8 separate lots.

The following conditions were imposed as part of the approval:

"8. The applicant/owner making arrangements satisfactory to the Western Australian Planning Commission to ensure prospective purchasers of the proposed lots will be advised of the minimum dwelling floor levels requirement.

9. The applicant/owner making arrangements satisfactory to the Western Australian Planning Commission to ensure prospective purchasers of the proposed lots will be advised of the maximum building envelope size requirement.

ADVICE

5. With regards to Condition 8, the recommended minimum habitable floor levels are 17.68 (m AHD) for Lot 73 and 17.84 (m AHD) for Lot 74 as shown in the subdivision plan date stamped 18 November 2009. The applicant is advised to contact the local government in this regard.

6. With regards to Condition 9, the recommended maximum building envelope size is 40m x 40m for the proposed Lots B, C, D, E, G and H, and the existing building envelopes on the proposed Lots A and F should not be expanded as recommended by the Flood Assessment prepared by SMEC Urban date stamped 18 November 2009. The applicant is advised to contact the local government in this regard."

In order to finalise the section 70A forms and obtain the Town's common seal, a Council resolution is required.

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Nil

Officer's Comment

The required section 70A notification is an important mechanism to ensure that any prospective owner / buyers of the lot / unit are alluded to the restrictions / conditions pertaining to the lot / unit.

The use of the Town's common seal will only enable the lodgment of the application with the Registrar of Titles and will not complete the land owners / developers obligations under the conditions. To complete their obligation, a copy of the documentation confirming the registration of the notification must be supplied to the Town.

In light of the above Council is requested to grant approval for the use of the Town's common seal.

Attachments

1. Approved Subdivision Plans

201112/002 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

Seconded: Cr D W Hooper

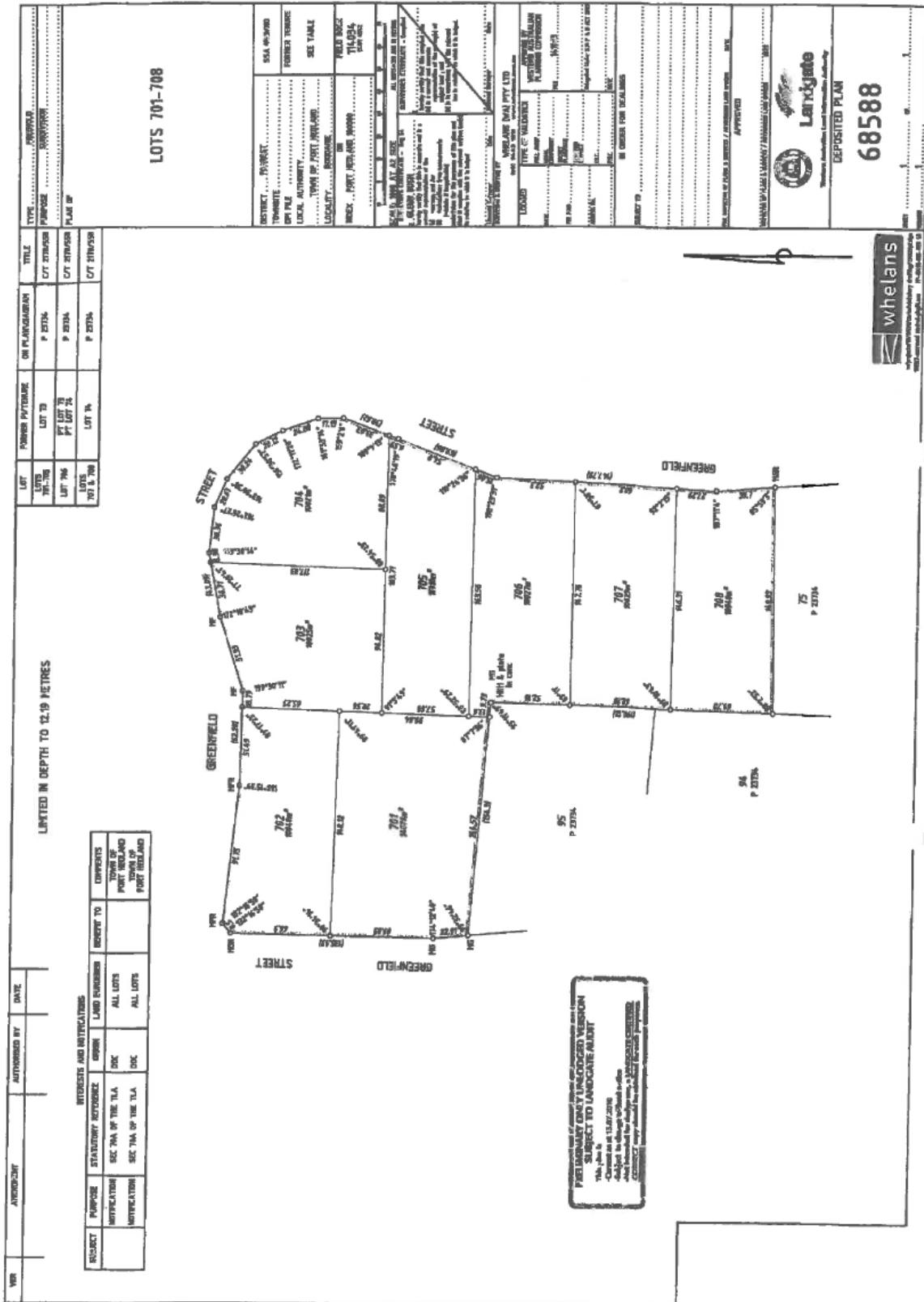
That Council:

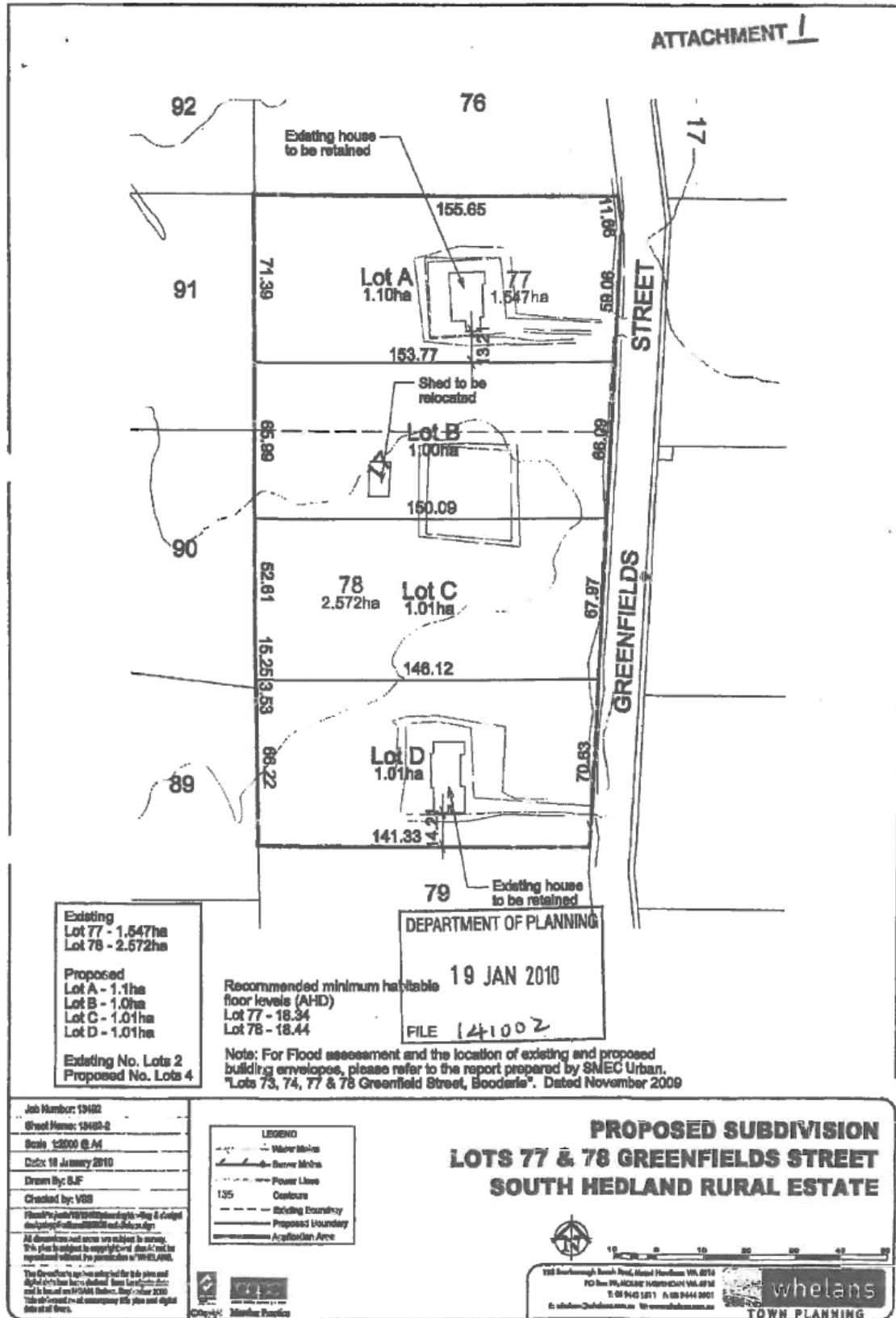
- a. Approves the request by Whelans on behalf of Georgios Anagnostopoulos and Lilian Paula Anagnostopoulos, owners of Lots 706, 707, 708, 710, 711 and 712 Greenfield Street, Boodarie, to affix the Town's common seal to four (4) section 70A notification forms;

- b. Approves the use of the Towns common seal for the purposes associated with the registering of four (4) section 70A notifications on Lots 706, 707, 708, 710, 711 and 712 Greenfield Street, Boodarie;
- c. Advises the applicant that once the notification is registered and a copy of the documentation confirming the registration is provided to the Town, it will be deemed that conditions 10 and 11 of the subdivision approval 141002 have been satisfactorily complied with;
- d. Advises the applicant that once the notification is registered and a copy of the documentation confirming the registration is provided to the Town, it will be deemed that conditions 8 and 9 of the subdivision approval 141003 have been satisfactorily complied with.

CARRIED 6/0

ATTACHMENT 1 TO AGENDA ITEM 11.1.1.1





11.1.1.2 Proposed Section 129BA Notification for Lots 13 and 14 Greenfield Street, Boodarie (File No.:154424G)

Officer	Caris Vuckovic Lands Officer
Date of Report	27 June 2011
Application No.	2011/291
Disclosure of Interest by Officer	Nil

Summary

Council has received a request from Whelans on behalf of Stanley Roy Martin and Stephanie Sykes, owners of Lot 13 and 14 Greenfield Street, Boodarie, to affix the Town's common seal to a section 129BA notification form, which will enable to lodgement of the form with the Registrar of Titles.

Background

A subdivision application was approved by The Western Australian Planning Commission (WAPC) on 29 July 2009 (WAPC Ref: 135699 and 135700).

The following condition was imposed as part of the approval:

"5. A Restrictive Covenant, pursuant to section 129BA of the Transfer of Land Act 1893 (as amended), is to be placed on the Certificate of Title of the proposed lot(s) advising of the existence of a restriction on the use of the land. Notice of this restriction to be included on the Deposited Plan. The restrictive covenant is to state as follows:

The minimum finished floor level for habitable buildings on the land must be RL 18.3m AHD."

In order to finalise the section 129BA form and obtain the Town's common seal, a Council resolution is required.

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Nil

Officer's Comment

The required section 129BA notification is an important mechanism to ensure that any prospective owner / buyers of the lot / unit are alluded to the restrictions / conditions pertaining to the lot / unit.

The use of the Town's common seal will only enable the lodgment of the application with the Registrar of Titles and will not complete the land owner / developers obligations under the condition. To complete their obligation, a copy of the documentation confirming the registration of the notification must be supplied to the Town.

In light of the above Council is requested to grant approval for the use of the Town's common seal.

Attachments

Nil

201112/003 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

Seconded: Cr D W Hooper

That Council:

1. Approves the request by Whelans on behalf of Stanley Roy Martin and Stephanie Sykes, owners of Lots 13 and 14 Greenfield Street, Boodarie, to affix the Town's common seal to a section 129BA notification form;
2. Approves the use of the Towns common seal for the purposes associated with the registering of a section 129BA notification on Lots 13 and 14 Greenfield Street, Boodarie;
3. Advises the applicant that once the notification is registered and a copy of the documentation confirming the registration is provided to the Town, it will be deemed that condition 1 of the Subdivision Approval has been satisfactorily complied with.

CARRIED 6/0

11.1.1.3 Proposed Development of a Telecommunication Tower and Base Station at Lot 5787 McKay Street (Drainage Reserve), Port Hedland (File No.: 700030G)

Officer Michael Pound
Planning Officer

Date of Report 27 June 2011

Application Number 2011/173

Disclosure of Interest by Officer Nil

Summary

Council has received an application from Aurecon on behalf of Optus for the development of a 30m high telecommunications tower and base station at Lot 5787 McKay Street, Port Hedland (**subject site**).

Lot 5787 McKay Street is reserved for "Drainage" purposes with an approved additional use "Infrastructure" and is governed pursuant to clause 2.2 of the Town of Port Hedland Town Planning Scheme No. 5 (TPS5):

"A person shall not carry out any development on, other than the erection of a boundary fence defined or accepted by Council, or change the use of a reserve without first applying for and obtaining the written approval of the Council."

The application is referred to Council for determination in accordance with clause 2.2 above.

The application is supported by the Planning Unit subject to conditions.

Background

The proposed tower was originally intended to be located at Lot 59 McKay Street, Port Hedland. The proposed telecommunication tower was refused at Councils Ordinary Meeting held Wednesday 8 December 2010.

Following the refusal, alternative locations for the proposed tower were sought. Through negotiation with the service provider an alternative location being Lot 5787 McKay Street, Port Hedland, was found.

Location and Area (ATTACHMENT 1)

The subject site is located in the West End on the corner of McKay and Hardie Street, Lot 5787 McKay Street, Port Hedland, and measures approximately 3250m².

The proposed location has been chosen taking into consideration the visual impact and the improved services that Optus will be able to provide the community.

Current Zoning and Use

In terms of the Port Hedland Town Planning Scheme No. 5 the subject site is reserved as "Local Road".

An investigation on Landgate indicates that whilst the Port Hedland Town Planning Scheme No. 5, indicates the lot to be a reserve for "Local Road" it is reserved for "Drainage" and "Infrastructure" purposes.

Existing Development

The lot is currently utilised for drainage purposes and contains no form of infrastructure.

The Proposal (ATTACHMENT 2)

The applicant proposes to construct a 30m high triangular lattice telecommunications tower which will accommodate the following:

- Optus – six (6) panel antennas and three (3) panel antennas (future) mounted on a triangular headframe to be installed at the 30m level, and one (1) 600mm parabolic antenna; and
- Telstra – six (6) panel antennas mounted on a triangular headframe to be installed at the 26.6m level.

The proposed Optus equipment shelter will be coloured 'Paperbark' and located within a fenced compound immediately adjacent to the proposed tower.

Consultation

The application has been circulated to the internal departments and advertised externally in accordance with section 4.3.1 of TPS5.

No objections or comments were received.

Statutory Implications

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

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

An application fee of \$558.00 was paid on lodgement.

Officer's Comment

In accordance with the Port Hedland Town Planning Scheme No. 5, the proposed development is classified as "Infrastructure" and defined as:

"Physical equipment or systems, such as cables, pipelines, roads, railways, conveyors and pumps constructed, operated and maintained by a public authority or private sector body for the purposes of conveying, transmitting, receiving or processing water, sewerage, electricity, gas, drainage, communications, raw materials or other goods and services, but does not include industry."

Need and Desirability

Optus is seeking to upgrade its digital telephone coverage in the Port Hedland area and to achieve this requires the installation of a new mobile phone base station. The service will allow improved coverage of 3G services to Optus mobile customers.

Optus has taken significant steps to select a site and location that will minimise perceived negative impacts on the visual amenity of the area. The subject site is set amongst existing industrial land uses, and as such is a preferred site for a telecommunications tower to be located.

As a result of the separation distances afforded to the closest sensitive land-uses (residences), it is considered that there will be negligible impact on the local amenity.

Options

Council has the following options when considering the application:

Approve the application subject to conditions.

The approval of the application would result in the following:

- a minimal impact on the area given that it is located within a drainage reserve.
- will improve the existing mobile services within the area attracting business operators and tourists.

It is the Planning Departments opinion that the proposed development is consistent with the objectives of the Town Planning Scheme.

2. Refuse the application

The refusal of the application may result in the following outcome:

- Optus would be required to relocate the proposed tower elsewhere in the vicinity due to their coverage requirements.

Taking into consideration all the above information, it is the Planning Units opinion that the application has sufficient merit from a planning perspective to be considered favourably. Therefore it is recommended that option 1 be considered.

Attachments

- 1 – Locality Plan
- 2 – Site Plans and Elevations
- 3 – EME Precautionary Approach Checklist
- 4 – Summary of Estimated RF EME Levels

201112/004 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

Seconded: Cr M Dziombak

That Council approves the application submitted by Aurecon on behalf of the Optus, to construct a proposed INFRASTRUCTURE – Telecommunications Facility on Lot 5787 McKay Street, Port Hedland subject to the following conditions:

- a) This approval relates only to the proposed INFRASTRUCTURE – Telecommunications Facility and other incidental development, as indicated on the approved plans. It does not relate to any other development on this lot.
- b) The structure must only be used for purposes, which are related to the operation of "*Infrastructure*" use. Under the Town of Port Hedland's Town Planning Scheme No. 5 "*Infrastructure*" is defined as:

"physical equipment or systems, such as cables, pipelines, roads, railways, conveyors and pumps constructed, operated and maintained by a public authority or private sector body for the purposes of conveying, transmitting, receiving or processing water, sewerage, electricity, gas, drainage, communications, raw materials or other goods and services, but does not include industry."

- c) This approval to remain valid for a period of twenty-four (24) months if development is commenced within twelve (12) months, otherwise this approval to remain valid for twelve (12) months only.
- d) Prior to the construction of the Telecommunications Facility, a lease agreement is to be entered into between the operator and the local authority.
- e) The applicant shall, at no cost to Council, make modifications to the drainage basin to accommodate the volume of catchment/storage area effectively removed from the basin by the proposed works. All designs and construction works to the satisfaction of the Director Engineering Services
- f) The applicant, prior to submitting a building license shall submit an inclusive storm water management plan.

FOOTNOTES:

- a) You are reminded that this is a Planning Approval only and does not obviate the responsibility of the developer to comply with all relevant building and health requirements
- b) The applicant is responsible for the design and construction of the tower structure and associated works (including earthworks) to ensure minimal impact by stormwater drainage or flooding events. Council will accept no responsibility for damage to the tower structure and associated works (including earthworks) from any event associated with the drainage function of the lot
- c) Compliance with the Telecommunications Act 1997 and the deployment of Mobile Phone Network Infrastructure Industry Code.
- d) The developer to take note that the area of this application may be subject to rising sea levels, tidal storm surges and flooding. Council has been informed by the State Emergency Services that the one hundred (100) year Annual Recurrence Interval cycle of flooding could affect any property below the ten (10)-metre level AHD. Developers shall obtain their own competent advice to ensure that measures adopted to avoid that risk will be adequate. The issuing of a Planning Consent and/or Building Licence is not intended as, and must not be understood as, confirmation that the development or buildings as proposed will not be subject to damage from tidal storm surges and flooding.

- e) Applicant is to comply with the requirements of Worksafe Western Australia in the carrying out of any works associated with this approval.

CARRIED 6/0

ATTACHMENT 1 TO AGENDA ITEM 11.1.1.3



ATTACHMENT 3 TO AGENDA ITEM 11.1.1.3

Site Specific Obligations on Carriers – Section 5
EME Precautionary Approach Checklist



Issue Date:	February 2011	Carrier	Optus	Location	Reserve 40566 – McKay Street, PORT HEDLAND WA 6721
Description of Infrastructure	Proposed installation of a 30m triangular lattice tower to accommodate nine (9) panel antennas on a triangular headframe, one (1) 600mm parabolic antenna, and one ground level equipment shelter, painted 'paperbark' colour and located within a fenced compound immediately adjacent to the proposed tower.				
5.1 Application of Precautionary Approach to Site Selection – Additional Consideration Items					
Section No	ACIF Code Requirement				Comments
5.1.4 (a)	<p style="text-align: center;">For each site the Carrier have regard to:</p> <p>The reasonable service objectives of the carrier including</p> <ul style="list-style-type: none"> (i) the area the planned service must cover (ii) power levels needed to provide quality of service (iii) the amount of usage the planned service must handle 				<p>The area to be covered is bounded by Finucane Rd (West), Great Northern Hwy (South), Indian Ocean (North) and McGregor St (East). The coverage is designed to provide: in-building / hand held on street / car kit coverage.</p> <p>(ii) The mobile network is designed so that all base stations transmit similar power levels. Typical maximum input power to the antenna is 49dBm. The overall power level is often reduced for reasons listed in 5.1.4(b)</p> <p>(iii) This site is a:</p> <ul style="list-style-type: none"> • Suburban Site providing peak traffic / in-building / hand held on street / car kit coverage
5.1.4 (b)	Minimisation of EME exposure to public				<ul style="list-style-type: none"> • Dynamic / Adaptive Power Control is the network feature that automatically adjusts the power and hence minimises EME from both base station and handset. • Adjusting the number of transmitters in use to meet the active telephone traffic minimises EME from the network • Varying the base station transmit power to the minimal required level, minimises EME from the network • Discontinuous transmission is a feature that reduces EME emissions by automatically

Site Specific Obligations on Carriers – Section 5
EME Precautionary Approach Checklist



		switching the transmitter off when no speech or data is sent.
5.1.4 (c)	the likelihood of an area being a community sensitive location.	This site is located on a local road reserve within an industrial use area. The Development Plan Area Port Area Town centre is located approximately 350m north west of the Optus site. The area is planned for future development/intensification, which may include multi-storey residential and tourist accommodation. Residential dwellings are located approximately 330m north of the site. The site is well separated from community sensitive locations.
5.1.4 (d)	the objective of avoiding community sensitive locations	This objective has been achieved through the location of the facility, which is surrounded by industrial land uses. It is outside of the Residential area and away from other sensitive uses.
5.1.4 (e)	relevant state and local government telecommunications planning policies	The proposal has been reviewed against State and Local environmental planning instruments including the Council Town Planning Scheme and the State Planning Policy 5.2 for Telecommunications Infrastructure. The proposal is considered an appropriate use against the relevant instruments.
5.1.4 (f)	the outcomes of consultation processes with Councils and communities as set out in Section 5.5	This site requires Council Planning Approval and is non Low Impact. ACIF 5.4 & 5.5 consultation and notification requirements do not apply. Consultation will be undertaken in accordance with the Council's Town Planning Scheme for Development Applications.
5.1.4 (g)	the heritage significance (built, cultural and natural)	Checks have been made of Local, State and Commonwealth Heritage Registers and it is considered that this site is not of heritage significance.
5.1.4 (h)	the physical characteristics of the locality including elevation and terrain	The site located on land reserved 'Local Road'. The site is subject to inundation and drainage infrastructure may be located within the reserve.
5.1.4 (i)	the availability of land and public utilities	Suitable public utilities are available at this site
5.1.4 (j)	the availability of transmission to connect the radiocommunications infrastructure with the rest of the network, e.g. line of sight for microwave transmission	Transmission will be via Microwave Link
5.1.4 (k)	the radiofrequency interference the planned service may cause to other services	The Optus Mobile Network is licensed for the exclusive use of sub bands of GSM900, GSM1800 & WCDMA2100 frequency bands. As Optus is the exclusive licensee of this sub

Site Specific Obligations on Carriers – Section 5
EME Precautionary Approach Checklist



		band any emissions from Optus equipment within these frequency bands will not cause interference. The Optus base station equipment meets ACMA specifications for emission of spurious signals outside the Optus frequency allocations. Optus will promptly investigate any interference issues that are reported.
5.1.4 (l)	the radiofrequency interference the planned service could experience at that location from other services or sources of radio emissions	The Optus Mobile Network is licensed for the exclusive use of sub bands of GSM900, UMTS900 + UMTS2100 frequency bands. Any ACMA approved equipment operating outside these sub bands will not cause interference to the Optus Mobile Network. Optus will promptly investigate any interference issues that are reported.
5.1.4 (m)	any obligations, and opportunities, to co-locate facilities	No suitable opportunities to co-locate facilities were identified in this area. The proposal is for a new tower and could accommodate co-locate opportunities in the future.
5.1.4 (n)	cost factors	The cost of deployment is considered appropriate.

**Site Specific Obligations on Carriers – Section 5
EME Precautionary Approach Checklist**



Section No	Application of Precautionary Approach to Infrastructure Design – EME Precautionary Approach Checklist ACIF Code Requirement	Comments
5.2.3 (a)	For each site the Carrier have regard to: the reason for the installation of the infrastructure considering – coverage, capacity and quality	The area to be covered is bounded by Finucane Rd (West), Great Northern Hwy (South), Indian Ocean (North) and McGregor St (East). The coverage is designed to provide: in-building / hand held on street / car kit coverage
5.2.3 (b)	the positioning of antennas to minimise obstruction of radio signals	Antennas are positioned so that wherever possible a clear line-of-sight can be achieved to the target area of coverage
5.2.3 (c)	the objective of restricting access to areas where RF exposure may exceed limits of the EME standard	The site design restricts public access to the exclusion zones.
5.2.3 (d)	the type and features of the infrastructure that are required to meet service needs including: (i) the need for macro, micro or pico cells; and (ii) the need for directional or non-directional antennas	<ul style="list-style-type: none"> • A macro cell of height 30 metres is required because the area to be covered is approximately 11.0 square kilometres. • Directional antennas are required because the shape of the area and the nature of the terrain to be covered required this configuration.
5.2.3 (e)	the objective of minimising power whilst meeting service objectives	<ul style="list-style-type: none"> • Dynamic / Adaptive Power Control is the network feature that automatically adjusts the power and hence minimises EME from both base station and handset. • Adjusting the number of transmitters in use to meet the active telephone traffic minimises EME from the network • Varying the base station transmit power to the minimal required level, minimises EME from the network • Discontinuous transmission is a feature that reduces EME emissions by automatically

Site Specific Obligations on Carriers – Section 5

EME Precautionary Approach Checklist

'yes'
OPTUS

<p>whether the costs of achieving this objective are reasonable</p>	<p>switching the transmitter off when no speech or data is sent.</p>
<p>If the radiocommunications infrastructure is associated with a base station used for the supply of public mobile telecommunications services, site EME assessments must be made in accordance with the ARPANSA prediction methodology and report format.</p>	<p>Yes The Environmental EME report has been prepared.</p>

ATTACHMENT 4 TO AGENDA ITEM 11.1.1.3



**Summary of Estimated RF EME Levels around the Proposed
Mobile Phone Base Station at P8129 Port Hedland West, Reserve McKay St, Port Hedland**

Introduction:

Date 22/2/2011

NSA Site No (6721012)

This report summarises the estimated maximum cumulative radiofrequency (RF) electromagnetic energy (EME) levels at ground level emitted from the proposed Mobile Phone Base Station antennas at P8129 Port Hedland West Reserve McKay St, Port Hedland. Maximum EME levels are estimated in 360° circular bands out to 500m from the base station. The procedures for making the estimates have been developed by the Australian Radiation Protection And Nuclear Safety Agency (ARPANSA)¹. These are documented in the ARPANSA Technical Report; "Radio Frequency EME Exposure Levels - Prediction Methodologies" which is available at <http://www.arpansa.gov.au>

EME Health Standard

ARPANSA, an Australian Government agency in the Health and Ageing portfolio has established a Radiation Protection Standard² specifying limits for continuous exposure of the general public to RF transmissions at frequencies used by mobile phone base stations. Further information can be gained from the ARPANSA web site.

The Australian Communications and Media Authority (ACMA)³ mandates exposure limits for continuous exposure of the general public to RF EME from mobile phone base stations. Further information can be found at the ACMA website <http://emr.acma.gov.au>

Proposed Site Radio Systems

Proposed Optus UMTS900	Proposed Optus UMTS2100	Proposed Optus GSM900	

Table of Predicted EME Levels – Proposed

Distance from the antennas at P8129 Port Hedland West in 360° circular bands	Maximum Cumulative EME Level – All carriers at this site (% of ARPANSA exposure limits ²) Public exposure limit = 100%
0m to 50m	0.013%
50m to 100m	0.19%
100m to 200m	0.46%
200m to 300m	0.25%
300m to 400m	0.11%
400m to 500m	0.064%
Maximum EME level 133.074 m, from the antennas at P8129 Port Hedland West	0.46%

Table: Estimation for the maximum level of RF EME at 1.5m above the ground from the proposed antennas assuming level ground. The estimated levels have been calculated on the maximum mobile phone call capacity anticipated for this site. This estimation does not include possible radio signal attenuation due to buildings and the general environment. The actual EME levels will generally be significantly less than predicted due to path losses and the base station automatically minimising transmitter power to only serve established phone calls³. Where applicable, particular locations of interest in the area surrounding the base station, including topographical variations, are assessed in Appendix A "Other areas of Interest" table on the last page.

Summary – Proposed Radio Systems

RF EME levels have been estimated from the proposed antennas at **P8129 Port Hedland West** Reserve McKay St, Port Hedland. The maximum cumulative EME level at 1.5 m above ground level is estimated to be **0.46** % of the ARPANSA public exposure limits.

Environmental EME report

(2007 ARPANSA Format)

Page 1 of 3

Existing Site Radio Systems

There are currently no existing radio systems for this site.

Reference Notes:

1. The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is a Federal Government agency incorporated under the Health and Ageing portfolio. ARPANSA is charged with responsibility for protecting the health and safety of people, and the environment, from the harmful effects of radiation (ionising and non-ionising).
2. Australian Radiation Protection and Nuclear Safety Agency (ARPANSA), 2002, 'Radiation Protection Standard: Maximum Exposure Levels to Radiofrequency Fields — 3 kHz to 300 GHz', Radiation Protection Series Publication No. 3, ARPANSA, Yallambie Australia. [Printed version: ISBN 0-642-79400-6 ISSN 1445-9760] [Web version: ISBN 0-642-79402-2 ISSN 1445-9760]
3. The Australian Communications and Media Authority (ACMA) is responsible for the regulation of broadcasting, radiocommunications, telecommunications and online content. Information on EME is available at <http://emr.acma.gov.au/>.
4. The EME predictions in this report assume a near worst-case scenario including:
 - base station transmitters operating at maximum power (no automatic power reduction)
 - simultaneous telephone calls on all channels
 - an unobstructed line of sight view to the antennas.In practice a worst-case scenario is rarely the case. There are often trees and buildings in the immediate vicinity, and cellular networks automatically adjust transmit power to suit the actual telephone traffic. The level of EME may also be affected where significant landscape features are present and predicted EME levels might not be the absolute maximum at all locations.
5. Further explanation of this report may be found in "Understanding the ARPANSA Environmental EME Report" and other documents on the ARPANSA web site, <http://www.arpansa.gov.au>

Issued by: Corbin, Data reference file – Reserve McKay St, Port Hedland -
20110222095338

Appendix A**Table of Other Areas of Interest**

Additional Locations	Height / Scan relative to location ground level	Maximum Cumulative EME Level All Carriers at this site (% of ARPANSA exposure limits ²) Public exposure limit = 100%
Port Hedland town area	0m to 3m	0.048%
4 Story Building	0m to 12m	0.084%
Leap Park	0m to 3m	0.057%
Medical Centre	0m to 3m	0.048%

Table: Estimation for the maximum EME levels at selected areas of interest over a height range relative to the specific ground level at the area of interest. This table includes any existing and proposed radio systems.

Estimation Notes / Assumptions – Other Areas of Interest

Variable ground topography has been included in the assessment of the "Other Areas of Interest" as per ARPANSA methodology
Insert other data / notes as required

11.2 Engineering Services

5:43pm Councillors A A Carter, G J Daccache, S J Coates and M Dziombak declared a Financial Interest in Agenda Item 11.2.1 'Tender 11 / 19 – Provision of Project Management Services for the Wallwork Road Bridge' as they are BHP Billiton shareholders with shares over the statutory limit. Councillors S J Coates is also a BHP Billiton employee.

Councillors A A Carter, G J Daccache, S J Coates and M Dziombak left the room.

11.2.1 *Tender 11 / 19 – Provision of Project Management Services for the Wallwork Road Bridge (File No.: .../...)*

Officer Russell Dyer
Director Engineering
Services

Date of Report 4 July 2011

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to provide a summary and assessment of the submission received for Tender 11 / 19 Provision of Project Management Services for Wallwork Road Bridge to enable Council to award the Tender.

Background

Council in its Reconsideration of Construction of Wallwork Road Bridge over BHP Rail agenda item 6.2.1 of the 19 of April 2011 Special Council Meeting.

"201011/333 Council Decision

Moved : Cr D W Hooper Seconded : Cr S R Martin

That Council:

- 1. Request the Chief Executive Officer to call Tenders for the Project Management for the Construction of Wallwork Road Bridge*
- 2. Acknowledges the Chief Executive Officer will use the Road Over Rail Working Group to provide technical advice to the Town during construction*

3. *Chief Executive Officer to provide written information to Council on maintenance cost and ownership of Wallwork Road bridge prior to the calling of project management tenders.*

CARRIED 3/0"

Point 3 of the Council Decision is the subject of another agenda item to be considered at tonight's meeting.

Consultation

Council's Engineering staff has reviewed the tender submission prior to recommending Council's resolution.

Main Roads Western Australia

Statutory Implications

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 called in accordance with Council's Procurement Policy 2/015 and Tender Policy 2/011.

Strategic Planning Implications

Key Result Area 1 - Infrastructure

- Goal 1.1– Roads , Footpaths and Drainage
 - To have a developed network of road, footpaths
And verges that are well maintained.
 - Strategy 1.1.3 Construct a bridge on Wallwork Road to improve traffic access between Port and South Hedland.

Budget Implications

The following funds will be held in GL 1201402 Non operating Expenditure and are exclusive of GST.

BHP Billiton Iron Ore	\$24,000,000.00
TOPH loan if required	\$850,000.00
Total	\$24,850,000.00

Officer's Comment

Tender 11 / 19 closed at 2.30pm on Thursday 30th of June 2011. Tenders were opened and recorded by Councilor Carter and Council staff members.

Tender packages were sent to 19 companies and submissions were received from 1 company as listed below:

- Thinc Projects

Tenderer's were asked to give a lump sum price for a 44 week construction period and hourly rates for personnel who would be working on the project. The reason for both requests is to allow for any preliminary work that would be required before the construction period, which would include tender documentation preparation and assessment.

Table 1 below indicates the rates submitted by the above tenderer for Project Director, Project Manager, word processing also included are airfares from Darwin to Port Hedland, Perth to Port Hedland and also includes accommodation and meals.

Item 7 in Table 1 is the Lump Sum Fee to undertake Project Management Services for the 44 week construction period schedule estimation provided by Main Roads Western Australia.

Table 1:

Item	Description	Unit	Unit Rate (\$)
1	Word Processing	Hour	\$120
2	David McHugh Project Director Bachelor of Civil Engineering	Hour	\$240
3	Niall Cummins Project Manager Bachelor of Civil Engineering	Hour	\$155
4	Travel: From Darwin to Port Hedland Travel Time charged at 75% (4hrs) Airfare Cost	Return trip	\$1,820* \$720 \$1,100*
5	Travel: From Perth to Port Hedland Travel time charged at 75% Airfare cost	Return trip	\$1,315* \$465 \$850*
6	Accommodation and Meals	Night	\$250
7	Lump Sum Fee to undertake Project Management services for the 44 week construction period	44 weeks	\$379,402.80

Essential to the Construction of Wallwork Road Bridge are experienced Project Managers, Thinc have put forward David McHugh (Project Director) and Niall Cummins (Project Manager), Thinc can also make available John Selby (Senior Project Manager) .

David McHugh Project Director

Bachelor of Engineering (Civil)

David was the Chief Executive of the Department of Transport and worked for 3-years and Deputy Chief Executive for 4 years.

He was responsible and accountable for the delivery of works valued in excess of \$300m annually on Capital Works and Maintenance Programs related to road infrastructure, public buildings and housing projects in the Northern Territory.

David has over 30 years direct experience as Senior Engineer and Director Level in design, documentation and construction supervision in the Northern Territory of:

- Major road works and bridges
- Large urban sub-divisional developments
- New Port Infrastructure
- Community Rehabilitation Projects
- Government Institutional Buildings – Hospitals, Schools, Prisons, Police Stations, Museum and National Park Facilities.

Bridge Construction Experience

David was Superintendent on the following bridges constructed over the last 30 years.

- Todd River Bridge south of Alice Springs
- Barrow Creek – 2 Bridges
- Wycliffe Creek Bridge
- Attack Creek Bridge
- Morphett Creek Bridge
- Kakadu Highway – 5 Bridges
- Adelaide River Bridge – Reconstruction
- South Alligator Bridge- Strengthening & Piling

Most of these bridges are “H” Piles or Tubular supporting reinforced concrete headstocks which support precast concrete bridge beams topped with reinforced concrete deck and an asphalt wearing surface. The value of these projects individually in today’s dollars would range from \$15m to \$40m.

The last bridge project David was involved with was 2 years ago as part of the Darwin Waterfront Project. It was a covered pedestrian bridge valued at \$8m. This bridge provides pedestrian access from the Darwin CBD to the Darwin Waterfront Precinct.

Niall Cummins Project Manager

Bachelor of Civil Engineering; Honours Degree

Before joining Thinc Projects Niall worked with BAM Civil as an on-site civil engineer. BAM is the only civil construction company in the world with a five star safety rating.

Major Projects

- BMW Optima Centre fit out \$15m
- Scarawelsh Bypass Design and layout (Ireland) \$5m
- Mullingar Sewage Treatment facility (Ireland) \$120m
- Pier 21, W32 Richardson Street, West Perth, \$1.5m
- Wharf and Pontoon Installation Fremantle, \$1.8m
- Rottneet Express Jetty Installation, Fremantle, \$75

Niall's first employment in Australia was a short term Project Management role with Engineering Water Systems. While there Niall became familiar with Australian standards and work practices. Also he became accustomed to construction and its related difficulties on water. Further experience was gained in the design of pile sizes and retaining wall structures.

Table 2 below indicates the evaluation criteria as described in the tender documentation:

Table 2:

Item	Assessment Criteria	Loading Factor	Max Score	Max loaded score	Awarded Score	Loaded Score
1	Key Personnel that will be allocated to the Project	4	5	20	4	16
2	Knowledge and Experience with bridge construction value over \$20 million	10	5	50	5	50
3	Price		30	30	30	30
	Max loaded Score			100		96

Each non-price criterion is awarded a score from 0 to 5. However, to reflect a particular criterion's relative importance, a "loading factor" is applied to each criterion's score to generate a "loaded score" for that criterion. Loaded scores are then summed to give a total score to a maximum of 100.

Each non-price criterion shall be scored out of 5 in increments of 0.5 as described below:

- A score of 4-5 shall be awarded where the Tenderer's credentials are judged to exceed the minimum requirements for that criterion
- A score of 3.5 shall be awarded where the Tenderer's credentials are judged to satisfy the minimum requirements for that criterion
- A score of 0-3 shall be awarded where the Tenderer's credentials are judged inadequate to meet the minimum requirements for that criterion

Thinc Projects through the evaluation criteria have a loaded score of 96 out of a possible 100 and have shown that they have the key personnel with the knowledge and experience to Project Manage the Wallwork Road Bridge Project.

Attachments

Nil

Officer's Recommendation

Subject to execution of the funding agreement with BHP Billiton for Wallwork Road Bridge, that Council:

1. Award Tender 11/19 Provision of Project Management Services for the Wallwork Road Bridge to Thinc Projects Australia Pty Limited for the sum of \$379,402.80 plus GST to undertake project management services for the 44 week construction period of this project.
2. For works undertaken outside of the 44 week construction period engage Thinc Projects Australia Pty Limited on the hourly rates provided in Tender 11 /19 Provision of Project Management Services for the Wallwork Road Bridge.

NOTE: Chief Executive Officer advised that the Minister of the Department of Local Government had granted this Council the approval to consider Agenda Item 11.2.1 'Tender 11 / 19 – Provision of Project Management Services for the Wallwork Road Bridge' with a reduced quorum of 3. Unfortunately due to Councillor S R Martin's apology this afternoon there are now only 2 Councillors left in the room and this item cannot be considered due to a lack of quorum.

5:45pm Councillors A A Carter, G J Daccache, S J Coates and M Dziombak re-entered the room and resumed their chairs.

Mayor advised Councillors A A Carter, G J Daccache, S J Coates and M Dziombak that due to no quorum this item was not considered.

5:45pm Councillors A A Carter, G J Daccache, S J Coates and M Dziombak declared a Financial Interest in Agenda Item 11.2.2 'Maintenance Costs and Ownership for Wallwork Road Bridge' as they are BHP Billiton shareholders with shares over the statutory limit. Councillors S J Coates is also a BHP Billiton employee.

Councillors A A Carter, G J Daccache, S J Coates and M Dziombak left the room.

11.2.2 Maintenance Costs and Ownership for Wallwork Road Bridge (File No.: 28/01/0006)

Officer Russell Dyer
Director Engineering
Services

Date of Report 1 July 2011

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to give Council an estimate of Maintenance Costs and Ownership of Wallwork Road Bridge.

Background

Council in its Reconsideration of Construction of Wallwork Road Bridge over BHP Rail agenda item 6.2.1 of the 19 of April 2011 Special Council Meeting.

"201011/333 Council Decision

Moved : Cr D W Hooper Seconded : Cr S R Martin

That Council:

- 1. Request the Chief Executive Officer to call Tenders for the Project Management for the Construction of Wallwork Road Bridge*
- 2. Acknowledges the Chief Executive Officer will use the Road Over Rail Working Group to provide technical advice to the Town during construction*
- 3. Chief Executive Officer to provide written information to Council on maintenance cost and ownership of Wallwork Road bridge prior to the calling of project management tenders.*

CARRIED 3/0"

Consultation

Main Roads Western Australia

Statutory Implications

Nil

Policy Implications

12/004 Road Names

Strategic Planning Implications

Key Result Area 1 - Infrastructure

- Goal 1.1– Roads , Footpaths and Drainage
 - To have a developed network of road, footpaths
And verges that are well maintained.
 - Strategy 1.1.3 Construct a bridge on Wallwork Road to
improve traffic access between Port and South Hedland.
 - Strategy 1.1.4 Ensure that the \$200M Port Hedland Road
Project progresses in a timely manner.

Budget Implications

Maintenance costs to be included in Councils Annual Budget.

Officer's Comment

The following is a comment from Main Roads asset Managers in Perth with regard to maintenance costs for bridge structures.

For a new bridge structure you would allow \$1000 pa for the first 10 years or so, after that you would anticipate periodic specific maintenance works will be required.

A new rubber seal in the expansion joint around 15 to 20 years onwards. These are new high embankments being built that will probably settle and maintenance on the running surface levels near the bridge approach slabs will be required within 5 to 7 years. Bearings would last 40 years plus , but to replace them is very expensive and a rural bridge on the North West Coastal highway Main Roads have budgeted \$1M.

Main roads have suggested that the Town should require a long defects liability period and have input on the quality of the workmanship , if the quality of the work is good then long term maintenance will be much less.

Main Roads works in partnership with Local Government Authorities for the delivery of the Local Government Bridge Maintenance Programme.

Funding on this Programme is allocated in accordance with policy set by the Western Australian Local Government Grants Commission. A Bridge Committee, which comprises of representatives from Main Roads, Western Australian Local Government Grants Commission and the Western Australian local Government Association, recommends bridges to be funded on this Programme.

The Bridge Committee will not support grants for the repair or replacement of a bridge if the bridge has not been given the degree of routine and preventive maintenance necessary to prevent undue deterioration.

Attachments

1. Policy for Allocation of Special Project Funds for Bridges

Officer's Recommendation

That Council:

1. Include in its Annual Budget a provision for the maintenance works.
2. Engineering staff seek funding through Main Roads for ongoing maintenance works at Wallwork Road Bridge.

NOTE: Chief Executive Officer advised that the Minister of the Department of Local Government had granted this Council the approval to consider Agenda Item 11.2.1 'Tender 11 / 19 – Provision of Project Management Services for the Wallwork Road Bridge' with a reduced quorum of 3. Unfortunately due to Councillor S R Martin's apology this afternoon there are now only 2 Councillors left in the room and this item cannot be considered due to lack of quorum.

5:46pm Councillors A A Carter, G J Daccache, S J Coates and M Dziombak re-entered the room and resumed their chairs.

Mayor advised Councillors A A Carter, G J Daccache, S J Coates and M Dziombak that due to no quorum this item was not considered.

ATTACHMENT 1 TO AGENDA ITEM 11.2.2

WA Local Government Grants Commission**POLICY FOR ALLOCATION OF SPECIAL PROJECT FUNDS FOR BRIDGES**

Under the current principles, 93% of the Federal road funds get allocated to local governments in accordance with road asset preservation needs. The remaining 7% is allocated as Special Projects, two thirds for bridges and one third for roads serving remote Indigenous communities.

The cost of preventive maintenance and annual routine maintenance of bridges is taken into account in calculating road asset preservation needs. The current rates are \$19.60 per square meter for timber bridges and \$9.70 for steel and concrete bridges. The cost of specific maintenance, refurbishment and replacement of bridges is not taken into account because funds are specifically provided for these works through the Special Project funds.

The Commission's policy for allocating the Special Project funds for bridges acknowledges that there are some 370 Local Government bridges in poor condition, and the preservation of these bridges must be given priority in allocating the Special Project funds.

The Commission's policy on Special Project funds for bridges relates only to preservation type projects, recognizing that some of these projects may involve some upgrading, and preservation includes replacement when the existing bridge has reached the end of its economic life.

Bridges must meet the following definition to be eligible for Special Projects funds:

A bridge is defined as:

A structure with a clear opening in any span of greater than 3 meters measured between the faces of piers and or abutments.

A structure with a clear span of less than 3 meters where the deck is supported on timber stringers. This provision is in recognition of the higher maintenance costs and management requirements of timber structures.

A footpath attached to a road bridge or a footbridge over a road is eligible for Special Project funds. A free-standing footbridge over a river is not eligible.

The Commission will not allocate funds for the construction of a new bridge where there is no existing bridge, or where an existing bridge has not reached the end of its economic life.

The Commission considers recommendations of the Bridge Committee in allocating the Special Project funds. The Committee is made up of representatives of Main Roads WA, the Western Australian Local Government Association and the WA Local Government Grants Commission.

The Bridge Committee makes its recommendations after considering technical advice and priority ratings from Main Roads WA. These ratings take into account bridge condition data and information such as safety considerations are established after liaison with local governments.

The Bridge Committee will not support grants for the repair or replacement of a bridge if the bridge has not been given the degree of routine and preventive maintenance necessary to prevent undue deterioration. For timber bridges, owners are referred to the Main Roads WA document "Timber Bridge Maintenance and Refurbishment – Preventive Maintenance Standards".

Commission Policy

That Special Project funds be allocated to only preservation type projects. These include:

- 1. Specific maintenance and refurbishment aimed at preserving the bridge.***
- 2. Replacement of an existing bridge where it has reached the end of its economic life.***
 - Where a bridge is replaced with a new bridge, the new structure must be of a similar geometric standard to the existing bridge; e.g. a single lane bridge is replaced with a single lane bridge. Replacement may include minor upgrading and widening [up to one meter] to meet current design and safety standards.***
 - Where widening greater than one meter is required to meet current design standards or to satisfy local government policies, the additional cost of the widening will be met by the local government.***
 - A bridge that has reached the end of its economic life may be replaced with a culvert or a floodway where engineering investigations show that this is the best solution.***
- 3. In special circumstances, and where the existing bridge has not reached the end of its economic life, the Commission may agree to the Special Project funds, being allocated for the preservation of the existing bridge, to being put towards the construction of a new bridge of a higher standard than the existing structure. This provision would apply where a local government is able to access the additional funds needed for the new bridge from other sources.***

22 January 2009

Routine Maintenance for Local Government Bridges 2010-11							0.1469
Council	Concrete and Steel Bridges	Timber Bridge	Foam Bridged	Routine maintenance Timber Bridges	Routine maintenance Concrete and Steel Bridges	Amount paid to Local Government	Amount paid to Local Government
	Area	Area	Area	\$/sqm	\$/sqm	\$	\$
1 Albany (C)	47	3307	0	21.73	10.75	72,370	10,631
2 Armadale (C)	2415	1245	0	21.73	10.75	53,017	7,788
3 Ashburton (S)	434	0	0	24.99	12.36	5,367	788
4 Augusta-Margaret River (S)	15	2241	0	21.73	10.75	48,850	7,176
5 Bassendean (T)	0	0	0	21.73	10.75	0	0
6 Bayswater (C)	0	0	0	21.73	10.75	0	0
7 Belmont (C)	243	0	0	21.73	10.75	2,613	384
8 Beverley (S)	143	5806	0	21.73	10.75	127,704	18,760
9 Boddington (S)	0	1206	0	21.73	10.75	26,183	3,848
10 Boyup Brook (S)	0	4442	0	21.73	10.75	96,520	14,179
11 Bridgetown-Graenbushes (S)	59	2356	0	21.73	10.75	51,814	7,611
12 Brookton (S)	137	2477	0	21.73	10.75	55,302	8,124
13 Broome (S)	0	0	0	28.25	13.97	0	0
14 Broomehill Tambellup (S)	0.00	1291.40	0	21.73	10.75	28,060	4,122
15 Bruce Rock (S)	5449	0	0	21.73	10.75	58,589	8,607
16 Bunbury (C)	655	565	0	21.73	10.75	18,313	2,837
17 Busselton (S)	567	3562	0	21.73	10.75	83,493	12,265
18 Cambridge (T)	76	0	0	21.73	10.75	818	120
19 Canning (C)	1242	1072	0	21.73	10.75	36,647	5,383
20 Capel (S)	464	1301	0	21.73	10.75	33,259	4,886
21 Carnamah (S)	299	0	0	21.73	10.75	3,212	472
22 Camarvon (S)	3842	0	0	23.90	11.83	45,447	6,676
23 Chapman Valley (S)	847	0	0	21.73	10.75	9,106	1,338
24 Chittering (S)	177	1026	0	21.73	10.75	24,199	3,555
25 Claremont (T)	0	0	0	21.73	10.75	0	0
26 Cockburn (C)	124	0	0	21.73	10.75	1,328	195
27 Collie (S)	154	1605	0	21.73	10.75	34,355	5,047
28 Coolgardie (S)	0	0	0	21.73	10.75	0	0
29 Coorow (S)	472	0	0	21.73	10.75	5,070	746
30 Corrigin (S)	0	228	0	21.73	10.75	4,964	729
31 Cottesloe (T)	0	0	0	21.73	10.75	0	0
32 Cranbrook (S)	0	2539	0	21.73	10.75	55,170	8,104
33 Cuballing (S)	0	2220	0	21.73	10.75	48,233	7,085
34 Cue (S)	0	0	0	21.73	10.75	0	0
35 Cunderdin (S)	196	436	0	21.73	10.75	11,586	1,702
36 Dalwallinu (S)	0	0	0	21.73	10.75	0	0
37 Dandaragan (S)	354	481	0	21.73	10.75	14,262	2,095
38 Dardanup (S)	980	1813	0	21.73	10.75	49,928	7,334
39 Denmark (S)	146	1053	0	21.73	10.75	24,456	3,593
40 Derby-West Kimberley (S)	746	0	0	28.25	13.97	10,424	1,531
41 Donnybrook-Balingup (S)	413	5148	0	21.73	10.75	116,286	17,082
42 Dowerin (S)	69	0	0	21.73	10.75	739	109
43 Dumbleyung (S)	61	740	0	21.73	10.75	16,735	2,458
44 Dundas (S)	0	0	0	21.73	10.75	0	0
45 East Fremantle (T)	0	0	0	21.73	10.75	0	0

46	East Pilbara (S)	0	0	0	24.99	12.36	0	0
47	Esperance (S)	479	0	0	21.73	10.75	5,148	758
48	Exmouth (S)	0	0	0	24.99	12.36	0	0

Casefile	Concrete and Steel Bridges	Timber Bridges	Foot Bridges	Route maintenance Timber Bridges	Route maintenance Concrete and Steel Bridges	Amounts to Routes maintenance	Amount paid to Local Governments	
49	Fremantle (C)	0	0	0	21.73	10.75	0	0
50	Geraldton Greenough (C)	2303	0	0	21.73	10.75	24,757	3,637
51	Gingin (S)	33	1084	0	21.73	10.75	23,899	3,511
52	Growangerup (S)	0	252	0	21.73	10.75	5,472	804
53	Goomalling (S)	85	800	0	21.73	10.75	18,301	2,688
54	Gosnells (C)	1835	2802	0	21.73	10.75	80,607	11,841
55	Halls Creek (S)	0	0	0	28.25	13.97	0	0
56	Harvey (S)	317	3355	0	21.73	10.75	76,298	11,208
57	Irwin (S)	464	89	0	21.73	10.75	6,813	1,015
58	Jerramungup (S)	0	0	0	21.73	10.75	0	0
59	Joondalup (C)	3234	0	220	21.73	10.75	37,139	5,456
60	Kalamunda (S)	67	197	0	21.73	10.75	3,695	543
61	Kalgoorlie/Boulder (C)	0	0	0	21.73	10.75	0	0
62	Katanning (S)	288	314	0	21.73	10.75	9,698	1,425
63	Kellerberrin (S)	381	319	0	21.73	10.75	11,020	1,619
64	Kent (S)	0	0	0	21.73	10.75	0	0
65	Kojonup (S)	0	1882	0	21.73	10.75	40,890	6,007
66	Kondinin (S)	0	0	0	21.73	10.75	0	0
67	Koorda (S)	0	0	0	21.73	10.75	0	0
68	Kulin (S)	0	0	0	21.73	10.75	0	0
69	Kwinana (T)	0	0	0	21.73	10.75	0	0
70	Lake Grace (S)	0	0	0	21.73	10.75	0	0
71	Laverton (S)	0	0	0	21.73	10.75	0	0
72	Leonora (S)	0	0	0	21.73	10.75	0	0
73	Mandurah (C)	5085	1736	0	21.73	10.75	92,404	13,574
74	Manjimup (S)	348	5084	0	21.73	10.75	113,773	16,713
75	Meekatharra (S)	0	0	0	21.73	10.75	0	0
76	Melville (C)	0	0	0	21.73	10.75	0	0
77	Menzies (S)	0	0	0	21.73	10.75	0	0
78	Merredin (S)	483	0	0	21.73	10.75	5,188	762
79	Mingenew (S)	1351	0	0	21.73	10.75	14,531	2,135
80	Moorabool (S)	1829	501	0	21.73	10.75	25,175	3,898
81	Morawa (S)	0	0	0	21.73	10.75	0	0
82	Mosman Park (T)	0	0	0	21.73	10.75	0	0
83	Mount Magnet (S)	0	0	0	21.73	10.75	0	0
84	Mount Marshall (S)	0	0	0	21.73	10.75	0	0
85	Mukinbudin (S)	0	0	0	21.73	10.75	0	0
86	Mullewa (S)	132	0	0	21.73	10.75	1,417	208
87	Mundaring (S)	617	660	0	21.73	10.75	20,964	3,090
88	Murchison (S)	356	0	0	21.73	10.75	3,833	563
89	Murray (S)	1298	2926	0	21.73	10.75	77,526	11,389
90	Nannup (S)	422	1263	0	21.73	10.75	31,971	4,697
91	Narembeen (S)	94	0	0	21.73	10.75	1,007	148
92	Narrogin (S)	0	597	0	21.73	10.75	12,977	1,906
93	Narrogin (T)	205	112	181	21.73	10.75	6,579	966
94	Nedlands (C)	0	0	0	21.73	10.75	0	0
95	Ngaanyatjaraku (S)	0	0	0	21.73	10.75	0	0
96	Northam (S)	3053	3695	0	21.73	10.75	113,109	16,616

97	Northampton (S)	0	0	0	21.73	10.75	0	0
98	Nungarin (S)	0	0	0	21.73	10.75	0	0

Council	Concrete and Steel Bridges	Timber Bridges	Foot Bridges	Routine maintenance - Footbridges	Routine maintenance - Concrete and Steel Bridges	Allowance for Routine maintenance	Amount paid to Local Government
99 Peppermint Grove (S)	0	0	0	21.73	10.75	0	0
100 Perenjori (S)	0	0	0	21.73	10.75	0	0
101 Perth (C)	1023	0	448	21.73	10.75	15,815	2,323
102 Pingelly (S)	37	1440	0	21.73	10.75	31,690	4,654
103 Plantagenet (S)	0	44	0	21.73	10.75	961	141
104 Port Hedland (T)	311	0	0	24.99	12.36	3,840	564
105 Quairading (S)	292	1208	0	21.73	10.75	29,390	4,317
106 Ravensthorpe (S)	60	0	0	21.73	10.75	643	94
107 Rockingham (C)	688	0	0	21.73	10.75	7,401	1,087
108 Roebourne (S)	1264	0	0	24.99	12.36	15,621	2,295
109 Sandstone (S)	0	0	0	21.73	10.75	0	0
110 Serpentine-Jarrahdale (S)	1295	451	0	21.73	10.75	23,729	3,486
111 Shark Bay (S)	0	0	0	23.90	11.83	0	0
112 South Perth (C)	255	0	0	21.73	10.75	2,743	403
113 Stirling (C)	0	0	329	21.73	10.75	3,532	519
114 Subiaco (C)	129	0	0	21.73	10.75	1,364	203
115 Swan (S)	2892	3744	180	21.73	10.75	114,170	16,772
116 Tammin (S)	0	0	0	21.73	10.75	0	0
117 Three Springs (S)	300	0	0	21.73	10.75	3,228	474
118 Toodyay (S)	1740	3255	0	21.73	10.75	89,437	13,138
119 Trayning (S)	0	0	0	21.73	10.75	0	0
120 Upper Gascoyne (S)	0	0	0	21.73	10.75	0	0
121 Victoria Park (T)	0	0	0	21.73	10.75	0	0
122 Victoria Plains (S)	0	738	0	21.73	10.75	18,032	2,355
123 Vincent (T)	214	0	167	21.73	10.75	4,089	601
124 Wagin (S)	553	743	0	21.73	10.75	22,105	3,247
125 Wandering (S)	289	2084	0	21.73	10.75	48,178	7,077
126 Wanneroo (C)	795	0	0	21.73	10.75	8,544	1,255
127 Waroona (S)	0	341	0	21.73	10.75	7,400	1,087
128 West Arthur (S)	90	3972	0	21.73	10.75	87,283	12,822
129 Westonia (S)	0	0	0	21.73	10.75	0	0
130 Wickepin (S)	18	378	0	21.73	10.75	8,398	1,234
131 Williams (S)	520	733	0	21.73	10.75	21,527	3,162
132 Wiluna (S)	0	0	0	21.73	10.75	0	0
133 Wongan-Ballidu (S)	0	0	0	21.73	10.75	0	0
134 Woodanilling (S)	36	341	0	21.73	10.75	7,804	1,146
135 Wyalkatchem (S)	0	0	0	21.73	10.75	0	0
136 Wyndham-East Kimberley (S)	1853	0	0	28.25	13.97	25,894	3,804
137 Yalgoo (S)	0	0	0	21.73	10.75	0	0
138 Yilgarn (S)	0	0	0	21.73	10.75	0	0
139 York (S)	198	3410	0	21.73	10.75	76,220	11,197
Totals	59895	98530	1504			2,816,771	413,784

11.2.3 Port Hedland International Airport Master Plan (File No.: .../...)

Officer	Bob Couzens Manager Airport Operations
	Jasmine Person Manager Investment and Business Development
Date of Report	6 July 2011
Disclosure of Interest by Officer	Nil

Summary

This agenda item seeks to obtain funding in the 2011/2012 budget to engage an appropriately qualified entity to prepare an 'Airport Master Plan' for the Port Hedland International Airport.

Background

The following item was presented to the the Airport Committee at the meeting held on 23 June 2011 and the following was resolved:

"AC201011/074 Airport Committee Decision

Moved: Doug Gould Seconded: Mayor Kelly Howlett

That the Airport Committee recommends that Council consider allocation of \$60,000 in the 2011/2012 budget for the preparation and delivery of an Airport Master Plan for the Port Hedland International Airport.

CARRIED 6/0"

Consultation

- Airport Committee
- Phil D'Costa – Manager, Department of Transport and Regional Development
- Michael Kennedy – Senior Aviation Policy Officer, Department of Transport and Regional Development
- Bob Urquart - Geraldton Airport
- Darryl Tonkin - Kalgoorlie Airport
- Forte Airport Management (produced Master Plan for Busselton, Geraldton and Kalgoorlie)
- Jeremy McGrath – Airbiz (currently engaged in our terminal re-development project and also undertaking a 5 year review of Kalgoorlie Airport Master Plan)
- Nick Hawley - AECOM (produced Karratha Airport Master Plan)

Statutory Implications

The Local Government Act 1995

“6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) is incurred in a financial year before the adoption of the annual budget by the local government;*
 - (b) is authorised in advance by resolution*; or*
 - (c) is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

- (1a) In subsection (1) —*

***additional purpose** means a purpose for which no expenditure estimate is included in the local government’s annual budget.*

- (2) Where expenditure has been incurred by a local government —*
- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

[Section 6.8 amended by No. 1 of 1998 “

Policy Implications

Key Result Area 1 – Infrastructure

Goal 2 – Airport

Priority 3 – Progress planning and design for an upgraded and extended terminal building

Strategic Planning Implications Nil

Budget Implications

Manager of Airport Operations has been in contact with a number of consultants to ascertain the costs of having an Airport Master Plan produced. The costs range between \$65,000 and \$120,000 depending on the amount of detail required.

On 16 June 2011, the Town of Port Hedland received a letter from the Minister for Transport confirming that we were successful in obtaining a sum of \$60,000, being a 50% contribution, to develop an Airport Master Plan for the Airport. The Town will need to contribute the remaining shortfall before a consultant can be engaged to perform the services.

Officer's Comment

Regional Airports Development Scheme (RADS) funding was granted to the Town of Port Hedland in 2008/2009 funding round, however the funds were utilised for an 'Airport Land Development Plan', which subsequently was titled 'Port Hedland International Airport Master Plan' recently prepared by Whelans. It is now recognised that this document whilst for all intention purposes, sought to be a Master Plan, it is more appropriately titled a 'Land Use Plan'.

The Airport Master Plan that is now sought, is that recognised by the aviation industry as containing information relating to the future growth and development of the airport, both airside and landside, over a period of 20 years.

It has recently come to the attention of the Town that the Federal Department of Regional Development and Local Government established the "Regional Development Australia Fund". It has been identified that the airport terminal re-development is a project that satisfies the criteria for eligibility.

Local Governments can apply for funding for an amount between \$500,000 and \$25 million dollars to assist in regional development. More specifically it is being offered to support sustainable economic and community growth. An Airport Master Plan must accompany the application for this funding or any other future State or Federal Government funding applications.

The Airport made an application in the 2011/2012 funding round for an amount of \$2,900,000 (being 50% maximum allowed) to run a 50mm asphalt overlay on runway 14/32. On advice from the Department of Transport's Senior Officers, this application was withdrawn due to fact that it would not have been successful on the grounds that there was no supporting Airport Master Plan. The Town was advised to make a submission to the Minister to amend the application for funding to produce and an Airport Master Plan which we were assured would be granted. The Town has now received confirmation of this funding grant in the amount of \$60 000.

After discussion with a number of consultants, the Manager of Airport Operations believes that a total amount of \$90,000 will be sufficient to have the Plan completed with enough detail in sufficient time to lodge the application to the Federal Government for \$25 million, to be used for the terminal re-development.

Whilst an anticipated approval period for the \$25 million it is not stated in the information publication, if the Town submits the application in October 2011, it is anticipated that the results should be known in early 2012.

Attachments

Nil

201112/005 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

Seconded: Cr M Dziombak

That Council:

1. Acknowledge the Airport Committees recommendation; and
2. Considers allocating \$120,000 (\$60,000 funding from Regional Airport Development Scheme and \$60,000 from the airport reserve) in the 2011/2012 budget for the preparation and delivery of an Airport Master Plan for the Port Hedland International Airport.

CARRIED 6/0

11.3 Community Development

5:47pm Councillor S J Coates advised that he had intended to declare a Financial Interest in Agenda Item 11.3.1 'Tender 11/10 - South Hedland Aquatic Centre Upgrade' because he is a BHP Billiton employee and shareholder with shares over the statutory limit. However, due to recent advice received by the Department of Local Government he made the decision to declare an 'Interest in Common' in Agenda Item 11.3.1 'Tender 11/10 - South Hedland Aquatic Centre Upgrade'.

Councillor S J Coates did not leave the room.

**11.3.1 *Tender 11/10 - South Hedland Aquatic Centre Upgrade
(File No.: 26/13/0018)***

Officer	Gordon MacMile Director Community Development
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Date of Report	13 July 2011
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Disclosure of Interest by Officer	Nil
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Summary

The purpose of this report is to provide a summary and assessment of submissions received for Tender 11/10 South Hedland Aquatic Centre Upgrade to enable Council to award the Tender.

Background

The South Hedland Aquatic Centre requires aquatic plant replacement, upgrades and modifications to pools, compliance upgrades, aesthetic updating and general refurbishment.

The existing facility has been investigated and reports received that the pool structures appear to be in a structurally sound condition and are worthy of being retained. The approach for the works involves the modifying the existing infrastructure, upgrading of the design, replacing aquatic equipment and providing new finishes all to current best practice aquatic standards and to meet the future quality expectations of the community.

The project is a multi-faceted upgrade and redevelopment of the SHAC and is focused on upgrades to the water bodies, aquatic infrastructure and the introduction of new features.

Tenders were invited to submit a tender for the following scope of works:

- Upgrade and modification to the existing main pool (50m)
- Upgrade and modification to the existing leisure water and learn to swim pool
- New pool filtration, pumps, pipe work, plant building and stores
- New wave machine (self contained two person wave riding surf installation) and a possible second feature ride attraction
- Upgrades to pool concourse, shades and landscape
- Upgrade to general overhead pool lighting and in-pool lighting
- Solar heating.

Consultation

- Director Community Development
- Manager Infrastructure Development
- Coordinator Recreation Services.

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.

And in accordance with the Local Government (Functions and General) Regulations 1996:

11. Tenders to be invited for certain contracts

(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 is expected to be, more, or worth more, than \$100 000 unless subregulation (2) states otherwise.

14. Requirements for publicly inviting tenders

15. Minimum time to be allowed for submitting tenders

16. Receiving and opening tenders

17. Tenders register

18. Choice of tender

Policy Implications

This tender was called in accordance with Council's Procurement Policy 2/015 and Tender Policy 2/011.

Strategic Planning Implications

Key Result Area 3 – Community Development

- Goal 1 - Youth and Children: That parents and young people in the Town have access to a range of facilities and services that is comparable to a metropolitan area
- Goal 2 - Sports and Leisure: That the community has access to sports and leisure facilities at or above the quality that they would be able to access in the metropolitan area

Budget Implications

A project has a budget of \$9,257,745 inclusive of all preliminaries, margins, fees, sub-contractor costs, authority charges, allowances and disbursements. The following table outlines the income sources to undertake the South Hedland Aquatic Centre upgrade:

Income	Amount	Status
Department Sport and Recreation (CSRFF)	\$ 600,000	Confirmed in 2010/11 budget
CLGF (ToPH)	\$ 807,745	Confirmed in 2011/12 budget
TOPH	\$ 600,000	Approved CF in 2011/12 budget
Royalties for Regions	\$ 3,600,000	Confirmed. To be included in 2011/12 budget
RLCIP	\$ 150,000	Confirmed. To be included in 2011/12 budget
BHPB Funding	\$ 2,500,000	Confirmed 2011/12 funding
BHPB (Interest Earned)	\$ 1,000,000	Confirmed 2011/12 funding
Total	\$ 9,257,745	

An allowance of \$275,923 has been allocated within the draft 2011/12 budget for the operation of the SHAC should this opportunity become available and / or be desirable.

Officers have proposed to utilise CLGF funding (\$807,745) to be allocated to the project, allowing for additional aquatic elements to be included and completed.

Officer's Comment

Tender 11/10 closed at 2.30pm on Friday, 8 April 2011. Submissions were received from one company – AVP Commercial Pools / Christou Design Group.

The lump sum tender price submitted by AVP for elements of the SHAC upgrade / redevelopment including essential, desirable and optional works is \$9,536,275 – see below:

Table 1 below indicates the lump sum price submitted and is further detailed in Attachment 1:

Tenderer	Lump Sum Price (excl.GST)
AVP Commercial Pools / Christou Design Group	
- Essential Elements	\$ 5,065,510
- Highly Desirable	\$ 549,750
- Desirable	\$ 702,020
- Optional	\$ 3,218,995
TOTAL	\$ 9,536,275

An assessment panel was convened with representatives from BHP Billiton and Council.

The panel initially undertook an assessment of the submitted tenders' compliance with the conformity requirements. Preliminary and subsequent information clarification, confirmed the AVP tender as compliant.

Table 2 below indicates the evaluation criteria as described in the tender documentation:

Selection Criteria	Percentage / Weighting
Consultant Team	20%
Contractor Team	20%
Construction Program	10%
Price Offer – Maximum Sum Price, Design Proposal and Scope of Works	50%

Table 3 below is an evaluation of the tender submission based on the selection criteria:

Contractor/ Assessment Criteria	Consultant Team (20%)	Contractor Team (20%)	Construction Program (10%)	Price Offer (50%)	Total Score (100%)
AVP Commercial Pools / Christou Design Group	15	14	7	33	69%

Consultant Team

AVP and Christou have demonstrated strong ability to complete construction projects of a similar scale either in the Pilbara or in a relevant regional area.

Contractor Team

AVP and Christou have demonstrated strong ability to complete construction projects of a similar scale either in the Pilbara or in a relevant regional area.

Price Offer – Maximum Sum Price, Design Proposal and Scope of Works

In terms of considering priority elements that fit within available, confirmed project funds \$ 9,257,745 the following is detailed inclusive of works outside of the scope of the tender (drainage, service road, crossover, sewer, lighting allowance and project contingency):

Income	Tender / Cost Estimate	
<u>AVP / Christou Tender</u>	Total	Breakdown
Essential Elements	\$ 5,065,510	
• 50 metre pool		\$ 1,604,920
• Leisure water area		\$ 760,050
• Plant, filtration, pipework and plant buildings		\$ 2,230,415
• Concourse and drainage (around pools)		\$ 470,125
Highly Desirable	\$ 549,750	
• Learn to Swim		\$ 549,750

Desirable	\$ 158,000	
• Landscape		
- Family area – including lawn, trees, soft planting, picnic tables, pavilion, BBQ's		\$ 85,000
- Dry Playground with soft fall under		\$ 59,000
- Service conduiting (future works)		\$ 14,000
Optional	\$ 2,520,145	
• Shade		\$ 150,000
• Wave machine		\$ 2,100,695
• Solar Heating		\$ 419,450
Total Tender Amount	\$ 8,293,405	
<u>Additional Allowances</u>		
Additional works	\$ 960,000	
• Drainage Allowance		\$ 110,000
• Service road, crossover		\$ 30,000
• Sewer connection		\$ 70,000
• Lighting Allowance (compliance)		\$ 100,000
• Project contingency		\$ 500,000
• Project Management		\$ 150,000
<u>Not Funded / Reduced Scope / Later Staging</u>		
• Aqua Tower		\$ 548,850
• Landscaping (mound, central passive space – 650sqm, lawn, timber decking, paving, BBQ's, tables and lounges)		\$ 544,020
• Shade		\$ 150,000
TOTAL PROJECT	\$ 9,253,405	

The prioritisation of elements is based on the following:

- Solar Heating – reducing operational expenditure for life of facility and allowing the open season for the facility to be extended by months
- Learn to Swim – increase revenue generation for life of facility and delivering improved community outcomes (water safety and physical activity)
- Shade – important to overall amenity of project and usability year round
- Landscaping – important but could be later staged or delivered in smaller elements
- Aqua Tower – added attraction, contributes to revenue but also staffing and maintenance costs, generally has limited term (3 years) 'attraction life'.

Construction Program

The tenderer has demonstrated a strong understanding of the requirements of the construction program, including necessary allowances within their submission.

Based on a resolution of Council awarding of tender, the contractor has provided Council with two options in terms of the design and construction program:

Option 1

Gearing Up and Commencement	mid July 2011
Design and Preliminary Procurement	July - Sept 2011
Construction	Sept 2011 – June 2012
Commissioning and Training	June 2012
Opening	end of June 2012

This option provides for a shorter design development phase and an earlier completion (end of June 2012), but does not allow for an open period during summer 2011.

Option 2

Gearing Up and Commencement	mid July 2011
Design and Preliminary Procurement	July to Dec 2011
Open (reduced summer season)	Oct 2011 – Jan 2012
Construction	Feb – Sept 2012
Commissioning and Training	September 2012
Opening	October 2012

This option provides for a longer design development phase which, given the requirement to review the masterplan and integrate / effectively plan for the potential external elements (skate facility) is desirable.

While the proposed operation of the Gratwick Aquatic Centre (open hours) have been extended to allow for SHAC's closure, this option also allows for the SHAC to be open for half (October 2011 to January 2012 inclusive) of the summer season. The cost of the YMCA operating the SHAC for this period could be accommodated within the 2011/12 budgetary allowance, with the GAC open hours reduced to normal levels, acknowledging the SHAC opening for 4 months.

This option schedules a completion and opening of the SHAC redevelopment in October in time for the 2012 summer season.

Attachments

1. Cost Matrix Schedule
2. Option 2 - Proposed SHAC Redevelopment Programme

201112/006 Officer's Recommendation/Council Decision**Moved:** Cr A A Carter**Seconded:** Cr G J Daccache

That Council:

1. Awards Tender 11/10 South Hedland Aquatic Centre Upgrade to AVP Commercial Pools for the lump sum price of \$8,293,405 (ex. GST) being for:
 - **Essential Elements (50 metre pool, leisure water, plant, filtration, pipework and plant buildings, concourse and drainage)**
 - **Highly Desirable Elements (learn to swim)**
 - **Landscaping (family area, dry playground and service conduiting)**
 - **Other items (wave machine and solar heating)**
 - **Allowances (drainage, service road, crossover, sewer, lighting allowance and project contingency)**
2. Acknowledges the following budget allocations, including approval of 2011/12 allocations:

Income	Amount	Status
Department Sport and Recreation (CSRFF)	\$ 600,000	Confirmed in 2010/11 budget
CLGF (ToPH)	\$ 807,745	Confirmed in 2010/11 budget
TOPH	\$ 600,000	Approved CF in 2011/12 budget
Royalties for Regions	\$ 3,600,000	Confirmed. To be included in 2011/12 budget
RLCIP	\$ 150,000	Confirmed. To be included in 2011/12 budget
BHPB Funding	\$ 2,500,000	Confirmed 2011/12 funding
BHPB (Interest Earned)	\$ 1,000,000	Confirmed 2011/12 funding
Total	\$ 9,257,745	

3. Authorises additional funds of \$960,000 be allowed within the total project budget for additional work including drainage allowance, service road / crossover, sewer connection, lighting allowance, contingency and project management
4. Endorses option 2 of the proposed construction program allowing for a reduce summer open season (Oct 2011 to Jan 2012 inclusive) at the SHAC and a redevelopment completion / reopening in October 2012
5. Notes that \$ 275,923 is allocated within the draft 2011 / 2012 budget for the contract management of the SHAC by the YMCA for a potentially reduce summer season (Oct 2011 to Jan 2012 inclusive)

Endorses the allocation of \$807,745 (CLGF funding) towards the SHAC redevelopment project as part of the draft 2011/12 budget.

CARRIED BY ABSOLUTE MAJORITY 6/0

ATTACHMENT 1 TO AGENDA ITEM 11.3.1



Q No.	QUESTION	ESSENTIAL WORKS	HIGHLY DESIRABLE	DESIRABLE	OPTIONAL
11.3.3	SCOPE OF WORKS				
	50m POOL				
	<ul style="list-style-type: none"> Remove raised edge surround and convert the existing gutter system to a level wet deck with flush pool edge tile, flush formed channel with high quality continuous grate, a continuous commercial pool grade "finger grip" tile to the pool edge with a minimum 200mm vertical tile to pool edge face Cut pool shell and concourse, excavate and form up a 1000mm wide disability compliant accessible ramp. Provide stainless steel handrailing. Resurface the pool shell with Myrtha Renovation commercial pool lining system. Provide built in recessed steps to five (5) locations Lane line-marking on pool floor and end walls. Extend existing headwalls to FINA standards. New tiling to headwalls Replace all existing pool furniture, lane rope anchors, grab rails, new overhead wire indicators with bunting. (Note that Town of Port Hedland will supply the new floating lane ropes and starting blocks recently purchased) Upgrade water distribution into the pool, upgrade the filtered water return line, with supporting information to demonstrate the merits of the proposed design in terms of maintenance of water quality 	<p style="text-align: center;">✓</p> <p style="text-align: center;">\$ 1,575,120 + GST</p>			
	<ul style="list-style-type: none"> Reduction of depth to the deep dive area to decrease size of filtration system, improve operational costs and maintain a higher water temperature out of peak summer season. Describe design and method of this task. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">\$ 29,800 + GST</p>			
	LEISURE WATER AREA				
	<ul style="list-style-type: none"> Remove raised edge surround and create a level wet deck with flush pool edge tile, flush formed channel with high quality continuous grate, a continuous commercial grade "finger grip" tile to the pool edge with a minimum 200mm vertical tile to pool edge face. Provide tiling to headwalls Resurface the pool shell with Myrtha Renovation commercial pool lining system Provide a Leisure Water Pool with a maximum depth of 0.9m, with a "beach" entry of minimum 12m in length that is associated with a 40sqm Water Playground area that has four (4) activity water features. Inclusive of a Daisy Mae, Tipping Bucket, Splash Blaster and Beach Gutter Sprays. Upgrade water distribution into the pool, upgrade the filtered water return line, with supporting information to demonstrate the merits of the proposed design in terms of maintenance of water quality 	<p style="text-align: center;">✓</p> <p style="text-align: center;">\$ 760,060 + GST</p>			
	NEW POOL PLANT FILTRATION, PUMPS, PIPE WORK, PLANT BUILDING AND STORES				
	<ul style="list-style-type: none"> Pool Plant, Pool Filtration, Pumps, Hydraulic Pipe work switchboards and field wiring All Filtered Water Return and Plant room pipe work to be replaced with new ABS pipe work and all Sotted Water Pipework with PVC. all sizing verified against the overall capacity design of the system Replace all filters, pump valves and pipe work Supply and install a dedicated filtration system for each pool. Replace all water chemistry with new chlorine gas system and fully automated pH control An upgraded chlorine gas delivery, handling and storage solution which exceeds all relevant regulations and guidelines. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">\$ 979,900 + GST</p>			
	<ul style="list-style-type: none"> A new Pool Plant Building 1x 30sqm plant store, 1 x 15sqm general store 2 x pool equipment stores 15sqm A new Service Yard, hardstand, 2000mm high perimeter fencing with 3 strands of barbed wire, gates and security lighting 	<p style="text-align: center;">✓</p> <p style="text-align: center;">\$ 690,250 + GST</p>			
	<ul style="list-style-type: none"> Upgrade of Incoming Power within site (upgrade to site by shire), new facility lighting and various electrical works separate to plantroom electrical works. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">\$ 532,025 + GST</p>			

Q No.	QUESTION				
	<ul style="list-style-type: none"> Balance Tank – considered to have structural integrity for re-use. Allow to clean, resurface and waterproof interior of tank. 	✓			
		\$ 28,240 + GST			
	LEARN TO SWIM POOL				
	<ul style="list-style-type: none"> Provide a Learn to Swim Pool that is 25m long by 6m wide (3 lanes) which is integrated with the Leisure Water but allows for sufficient separation for the two areas to be used concurrently. The Learn to Swim Pool should be minimum 0.9m in depth for 10m of length with a 5m central transition and 1.2m in depth for 10 m . It should have 5 equal lane rope divisible sections (5m x 6m) for classes. Provide built in recessed steps to two (2) locations Provide all new pool furniture (including but not limited to 2 x 25m floating lane ropes, 4 x 6m floating lane ropes, lane rope anchors, grab rails). 		✓		
			\$ 549,750 + GST		
	LANDSCAPE				
	<ul style="list-style-type: none"> Provide a descriptive Landscape Design proposal for the associated area that is designed to facilitate family use as a priority and includes lawn, shade trees, soft planting, 3 x picnic tables under shade, a 15sqm pavilion with a coin operated two plate BBQ. Supply and install a 48sqm "dry" playground with a fully compliant proprietary play set installed with soft-fall treatment and a shade structure over 100% of the area. (Note: do not include a sandpit). Remove the existing earth mound located between the existing Main Pool and the existing Children's Pool. Create a new covered space approximately 650sqm in area which provides a central passive recreation space that visually and physically connects the two pool areas whilst maintaining demarcation. Provide a descriptive Landscape Design proposal for this area that includes a combination of lawn, a low-height raised feature timber deck area, artificial turf, hard paved concourse and walkway links, a BBQ area and shade structures over 75% of the area. Allow for new general lighting and feature lighting. Allow for a coin operated two plate BBQ. Allow for 8 x picnic tables, 30 x adjustable sun-lounges Allow for services conduits and space a future stores building 			✓	
				\$ 702,020 + GST	
	<ul style="list-style-type: none"> Provisional sum for shade sails modification and rectification and/or new shade sails across project pools and concourses 				✓
					\$ 150,000 + GST
	<ul style="list-style-type: none"> Concourse and drainage 50m / leisure / wave areas 	✓			
		\$ 470,125 + GST			
	FEATURE RIDE ATTRACTION				
	Wave Machine				✓
					\$ 2,100,895 + GST
	EXTRA 2nd ATTRACTION				
	<ul style="list-style-type: none"> New Aqua Tower feature 				✓
					\$ 548,850 + GST
	SOLAR HEATING				
	<ul style="list-style-type: none"> Solar Heating (Future provision as part of stage 2) 				✓
					\$ 419,450 + GST
	COST ESTIMATES				
		\$5,065,510 + GST	\$549,7450 + GST	\$702,020 + GST	\$3,218,995 + GST
		Refer to Option 1	Refer to Option 2	Refer to Option 3	Refer to Option 4

ATTACHMENT 2 TO AGENDA ITEM 11.3.1

ID	Task Name	Duration	Start	Finish	Predecessors	3rd Quarter			4th Quarter			1st Quarter			2nd Quarter		
						M	E	B	M	E	B	M	E	B	M	E	B
1	South Hedland Aquatic Centre Upgrade (Start Wrks Feb 2012)	363 days	Fri 1/04/11	Wed 5/09/12													
2	Port Hedland Council Meeting	1 day	Wed 13/07/11	Wed 13/07/11													
3	Receive direction on scope of works and letter of intent from Shire	1 day	Fri 15/07/11	Fri 15/07/11	2FS+1 day												
4	Estimate Project	78.25 days	Fri 1/04/11	Wed 20/07/11													
10	Preliminary Works	265.5 days	Mon 18/07/11	Tue 7/08/12													
11	Architectural Design	75 days	Mon 18/07/11	Fri 28/10/11													
23	Engineering Design	21 days	Mon 3/10/11	Mon 31/10/11													
29	Water Treatment Design	56 days	Wed 14/09/11	Wed 30/11/11													
52	Hydraulic Procurement	258.25 days	Wed 27/07/11	Tue 7/08/12													
62	Contract Administration	20.5 days	Wed 20/07/11	Wed 17/08/11													
74	Construction Works	156 days	Wed 1/02/12	Wed 5/09/12													
75	Demolition Works	18 days	Wed 1/02/12	Fri 24/02/12													
76	Removal of Sail Shades	6 days	Wed 1/02/12	Wed 8/02/12													
77	Empty Pools	2 days	Thu 9/02/12	Fri 10/02/12	76												
78	Demolition of existing Plant room	10 days	Mon 13/02/12	Fri 24/02/12	77												
79	Demo and remove existing concourse	8 days	Mon 13/02/12	Wed 22/02/12	77,76												
80	Site Works	22 days	Thu 16/02/12	Fri 16/03/12													
88	Plantroom Works	37 days	Mon 27/02/12	Tue 17/04/12													
107	Site Finishes	60 days	Thu 14/06/12	Wed 5/09/12													
108	Dry Play Ground	15 days	Thu 21/06/12	Wed 11/07/12													
118	Barbecue Area	13 days	Thu 21/06/12	Mon 9/07/12													
129	Pave Concourse	30 days	Thu 14/06/12	Wed 25/07/12	198												
130	Complete Landscaping	30 days	Thu 26/07/12	Wed 5/09/12	129												
131	Reinstall Shade sails	5 days	Thu 26/07/12	Wed 1/08/12	129												
132	Pool Works	134.63 days	Thu 23/02/12	Wed 29/08/12													
133	50m Pool	102 days	Thu 23/02/12	Fri 13/07/12													
158	Leisure Pool	68.5 days	Thu 22/03/12	Tue 26/06/12													
186	Learn to Swim Pool	50 days	Thu 12/04/12	Wed 20/06/12													
205	Aqua tower	45 days	Fri 20/04/12	Thu 21/06/12													
219	Wave Pool	31 days	Fri 1/06/12	Fri 13/07/12													
227	Hydraulics/Filtration	47.13 days	Mon 25/06/12	Wed 29/08/12													
228	50m Pool	24 days	Mon 25/06/12	Fri 27/07/12													
241	Learn to swim/Leisure Pool	12 days	Fri 27/07/12	Tue 14/08/12													
251	Aqua Tower	20 days	Tue 31/07/12	Tue 28/08/12													
261	Wave Pool	19 days	Tue 31/07/12	Mon 27/08/12													
270	Commision Hydraulic & Filtration System	19.13 days	Thu 2/08/12	Wed 29/08/12													
280	Handover Pool to Client	376 days	Wed 29/08/12	Thu 6/02/14													
281	Complete any defects works required	10 days	Wed 29/08/12	Wed 12/09/12	279												
282	Submit all Warranty and Product Documentation	1 day	Wed 12/09/12	Thu 13/09/12	281												
283	Train Pool Staff on use of System	2 days	Wed 12/09/12	Fri 14/09/12	281												
284	Defects / Warranty Period	1 day	Wed 5/02/14	Thu 6/02/14	281FS+365 days												

Project: South Hedland Aquatic Prelim
Date: Tue 5/07/11

Task		Milestone		Rolled Up Critical Task		Split		Group By Summary	
Critical Task		Summary		Rolled Up Milestone		External Tasks		Deadline	
Progress		Rolled Up Task		Rolled Up Progress		Project Summary			

Page 1

5:49pm Cr S J Coates declared an Interest in Common and Impartiality Interest in Agenda Item 11.3.2 'South Hedland Bowling and Tennis Club – Update and Progression of Project' as he is a BHP Billiton employee and shareholder.

11.3.2 South Hedland Bowling and Tennis Club – Update and Progression of Project (File No.: 26/02/0020)

Officer Gordon MacMile
Director Community
Development

Date of Report 13 July 2011

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to update Council on the proposed redevelopment of the South Hedland Bowling and Tennis Club and request support for the progression of the project to the engagement of architectural services consultants.

Background

The proposed redevelopment of the South Hedland Bowling and Tennis Club was originally outlined in the 2006 Sport Facilities Audit with the following recommendation “develop a new club house facility to be located between the playing surfaces to service both clubs (and potentially other groups) and provide securely lit hard stand car park area”.

The original project allowed for a 350sqm facility including changerooms, toilets, kitchen, bar, clubhouse and storage areas at a cost of approximately \$3million. The facility size was based on the number of members of the bowls and tennis clubs at the time and an allowance for increased membership through improved facilities and population growth within the Town.

Through 2008 and 2009 the size and design was further considered by Council staff and Club representatives with the facility brief progressively developed and expanded. The facility scale increased through this process to approximately 850sqm, not inclusive of verandah areas to an order of costs in the vicinity of \$9.5 million (Estimated in April and November 2010).

In late 2010 Harden Jones Architects was appointed to the project to review and advise on the possible critical design modifications / efficiencies such as roof lines, ablutions and floor areas.

Through early 2011 several drafts and reviews of the facility concepts occurred along with a number of revised cost estimates.

Existing Clubhouse and Facilities

The existing clubhouse was severely damaged by fire in 2009. Repair and restoration works have been undertaken through an insurance claim to reinstate the facility.

Internally the clubhouse presents in an almost 'as new' condition. Externally the building is largely unaltered, with an appearance that is less than contemporary being a combination of modular transportable units and lacking universal (disabled) access and other code (BCA) compliance.

The current capacity if the clubhouse is a useable floor area of approximately 290sqm, made up of 120sqm bar and 170sqm dining / function catering for around 80 people.

External Club facilities include 6 tennis courts, 1 synthetic bowling green, 1 unused bowling green (future synthetic) and an unsealed carparking area.

SHBTC Business Plan

The current business plan outlines the Club's intent in establishing new premises, with the major assumption being that the Club is one of only three social outlets in South Hedland and that it should position itself through the redevelopment to capture a share of the commercially attractive restaurant and tavern market in the growing township, driven particularly by the forecast expansion of the temporary workers being accommodated within the adjacent area.

The business plan indicates that the upgrading is to allow for meals to be served more regularly and to offer facilities for functions, parties and seminars. The Plan also promotes the employment of several full time and part time staff.

Consultation

Internal

- Director Community Development
- Manager Infrastructure Development
- Coordinator Recreation Services.

External

- South Hedland Bowling and Tennis Club
- Pilbara Development Commission

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Key Result Area 3 – Community Development

- Goal 2 - Sports and Leisure: That the community has access to sports and leisure facilities at or above the quality that they would be able to access in the metropolitan area

Budget Implications

A project has a budget of \$4,000,000 inclusive of all preliminaries, margins, fees, sub-contractor costs, authority charges, allowances and disbursements.

The following table outlines the income sources to undertake the redevelopment of the South Hedland Bowling and Tennis Club:

Source	Amount	Status
Royalties for Regions	\$ 500,000	confirmed
Royalties for Regions	\$ 2,000,000	to be confirmed
BHPB Partnership	\$ 100,000	confirmed
BHPB Partnership	\$ 900,000	to be confirmed
SHBTC (ToPH SSLoan)	\$ 500,000	to be confirmed
Total	\$ 4,000,000	

Funding from Pilbara Development Commission (Royalties for Regions) is currently unsecured (formal agreements not executed) with grants overdue for some time. Applications for funding extensions will be required to be submitted to these agencies, with any further delay in the project likely to significantly jeopardise existing funding commitments.

Officer's Comment

In February 2011, Harden Jones Architects presented a revised design that was costed at \$3.96million and was summarised as:

- Basic accommodation for 250 patrons
- Large flexible dining area
- Bar and bar service area
- Operable door to divide spaces if required for functions
- Kitchen, cool rooms and storage

- Toilets, showers and members' facilities
- Bowls and tennis administration
- Simple structural design
- Design addresses both tennis courts and bowling greens
- Efficient car park layout

Further consultation was undertaken with the SHBTC in June 2011 and is presented to Council (see Attachments 1, 2 and 3) within this report as a preferred option for the redevelopment project, noting the following:

- Separate dining area
- Separate bar and bar service area
- Centralised kitchen
- Centralised bar area
- Design addresses both tennis courts and bowling greens
- Administration and meeting rooms
- Club rooms approximately 100sqm larger in floor area from the February 2011 proposal due to the kitchen and toilets being pushed out into the verandah area at the Club's request
- Three car parking options (see Attachments 4, 5 and 6)
 - Option A (SHBTC preferred)
 - Option B (\$113,000 cheaper than option A)
 - Option C (similar cost to option B but with poorer outcome – greater distance to clubhouse).

Quantity Surveyor Cost Estimate / Project Budget

The following cost estimates have been assessed on the concept plans detailed in this report:

• Main Building	\$ 1,668,246
• External Works	\$ 407,806
• External Services	\$ 138,739
• Preliminaries and Disbursements	\$ 370,000
• Provisional Sums	\$ 30,000
• Professional Fees	\$ 400,000
• Escalation	\$ 100,000
• Location Allowance	\$ 1,130,000
• Contingency (10%)	\$ 300,000

Project Total \$ 4,544,791

Final requirements as requested by SHBTC have resulted in the project now being costed at 13% or \$544,791 over budget (based on the lower cost carparking option B)

Advancing the Project

Harden Jones Architects have indicated that the current over budget position is not an unreasonable hurdle to resolve and if the project were to continue (subject to Council approval) the following would be required:

- Adoption of concept plans with respect to building areas
- Fair and reasonable compromise from the SHBTC with respect to the design of internal spaces
- Potentially reduce floor plan size to previous scale designed in February 2011
- Absolute compromise from the SHBTC with respect to car parking and access to site (in line with site option B)
- Focus on longer term advantages / priority items / potential future staging – fully working and adequately sized clubroom is of greater benefit and priority than car parking.

Should Council support the progression of the project (critical at this point to finalise unsecured funding), the next key steps and potentially timeframes would be:

- Request for Tender for the engagement of Architectural Services consultants and relevant sub-consultants (July to September 2011)
- Council consideration and appointment of Architectural consultants (September 2011)
- Design Development and Construction Documentation (October 2011 to December 2011)
- Request for Tender for Main Building Construction (January to March 2012)
- Council consideration and appointment of Main Building contractor (April 2012)
- Contract execution, gearing up and preliminary works (May to July 2012)
- Main Building Construction (July to March 2013)
- Practical completion, handover and opening (April / May 2013)

Attachments

1. Draft Elevation / Views
2. Draft Elevation / Views
3. Draft Floor Plan
4. Draft Site Plan - Option A
5. Draft Site Plan – Option B
6. Draft Site Plan – Option C

201112/007 Officer's Recommendation/Council Decision**Moved:** Cr S J Coates**Seconded:** Cr M Dziombak

That Council:

1. Notes the progress of the proposed South Hedland Bowling and Tennis Club development; and undertakes to progress this upgrade as soon as is practically possible
2. Authorises the Chief Executive Officer to request tenders for the engagement of architectural services consultants (for Design Development) for the South Hedland Bowling and Tennis Club redevelopment
3. Authorises the Chief Executive Officer to execute funding agreements with the Pilbara Development Commission for the project
4. Reiterates to the South Hedland Bowling Club the requirement to achieve a facility design that is costed within the project budget of \$4,000,000 (inclusive of all works, preliminaries, margins, fees, sub-contractor costs, authority charges, allowances and disbursements, carparking, and contingencies).
5. Notes that 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 matching funding**
 - b) **Confirmation of Self Supporting Loan funding to the SHBTC**
 - c) **Written confirmation of funding**
 - d) **Business Plan and Club Development Plan for the management and future growth of the South Hedland Bowling and Tennis Club.**

CARRIED BY ABSOLUTE MAJORITY 6/0

ATTACHMENT 1 TO AGENDA ITEM 11.3.2: SHBTC – DRAFT ELEVATION / VIEWS



01 WESTERN CORNER



02 NORTHERN CORNER



05 DINING ROOM

Views
24 June 2011
5

South Hedland Bowls & Tennis Club
Concept Development
hardenjonesarchitects

ATTACHMENT 2 TO AGENDA ITEM 11.3.2: SHBTC – DRAFT ELEVATION / VIEWS



03 SOUTHERN CORNER



04 EASTERN CORNER



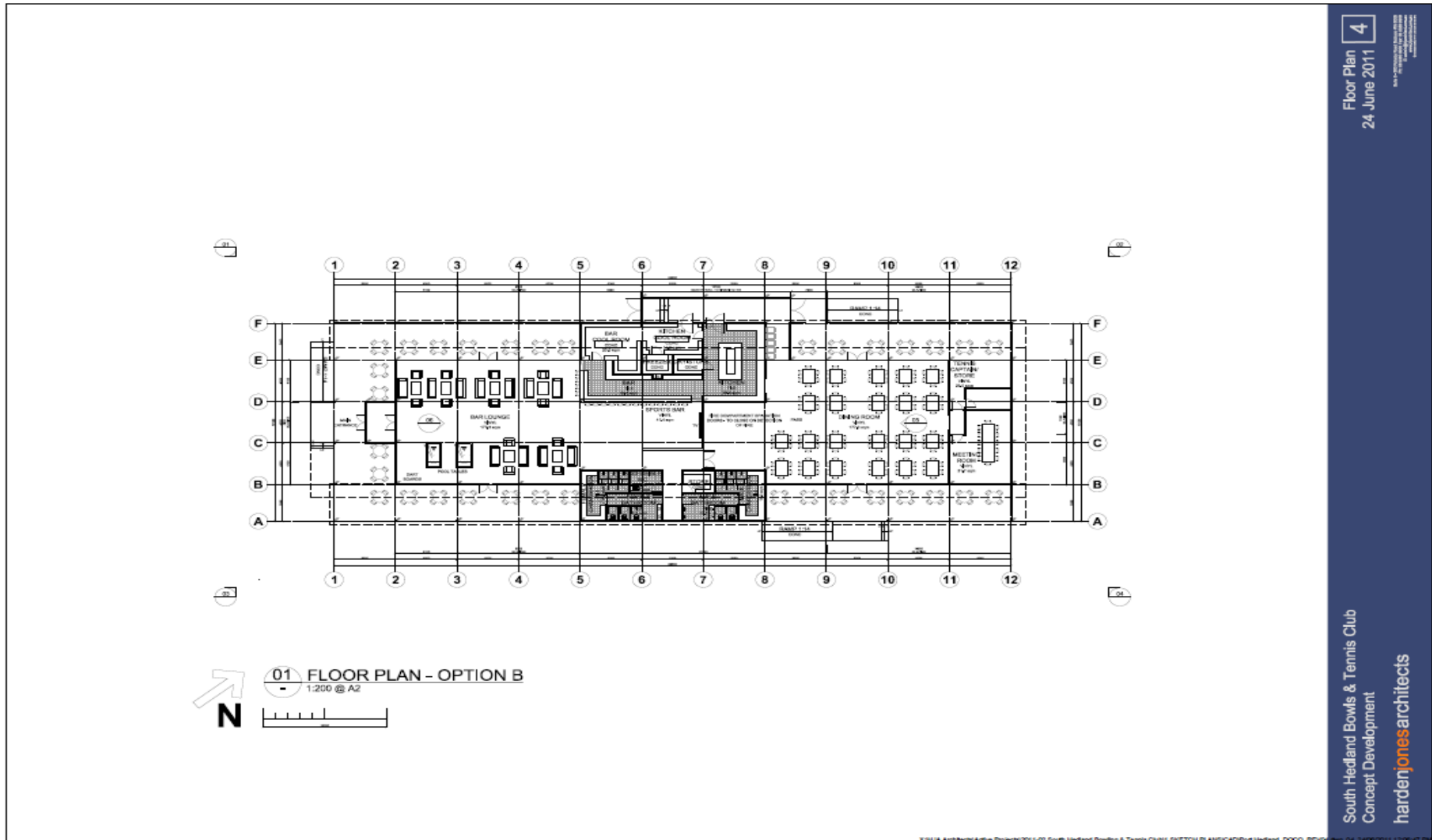
06 BAR & LOUNGE

Views
24 June 2011
6

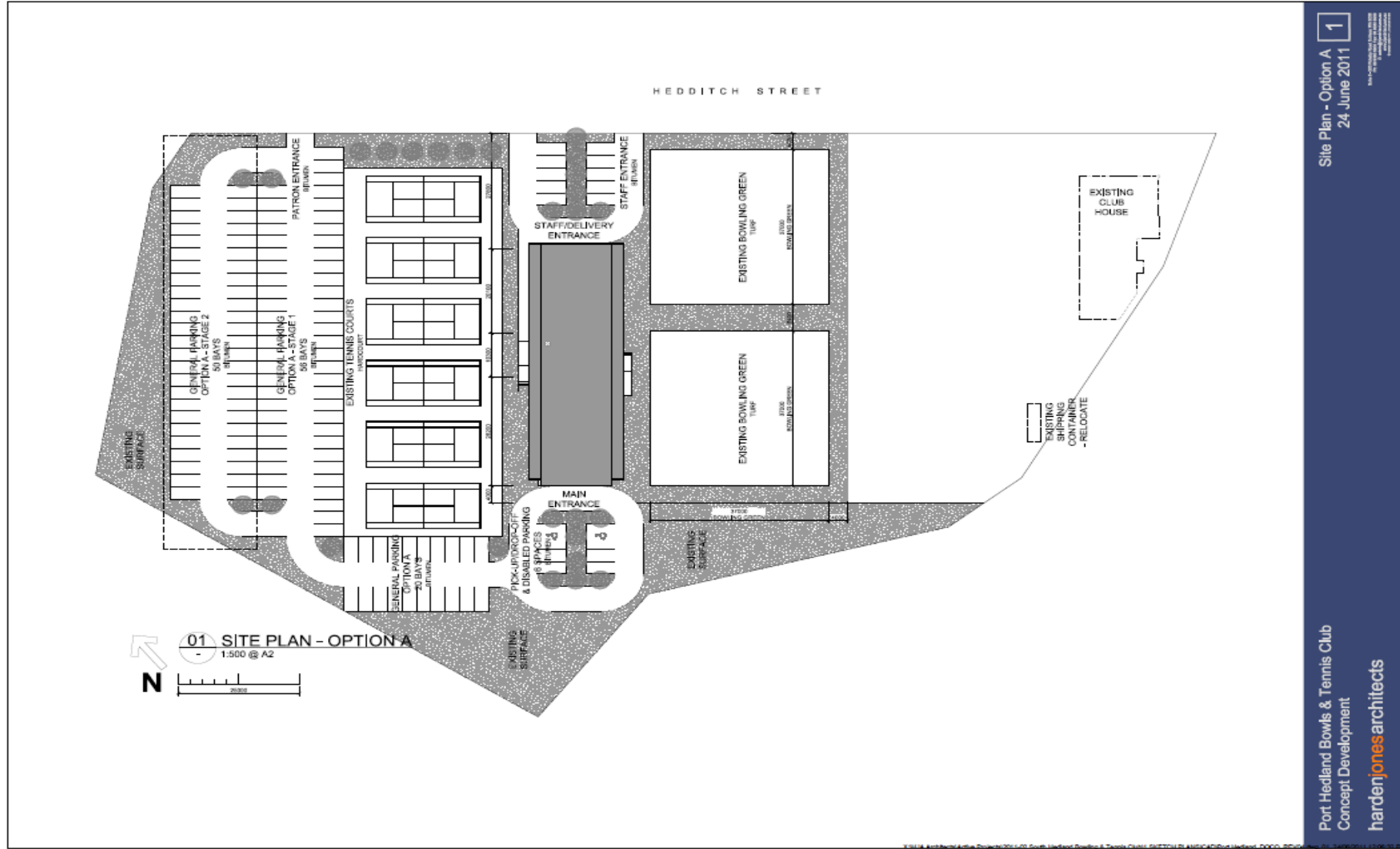
South Hedland Bowls & Tennis Club
Concept Development
hardenjonesarchitects

KJVLA Architects/Active Projects/001-1-02 South Hedland Bowling & Tennis Club/ SKETCH PLANS/CAD/Port Hedland_DCCC_REV001.dwg 24/06/2011 1:05:47 PM
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ATTACHMENT 3 TO AGENDA ITEM 11.3.2: SHBTC – DRAFT FLOOR PLAN



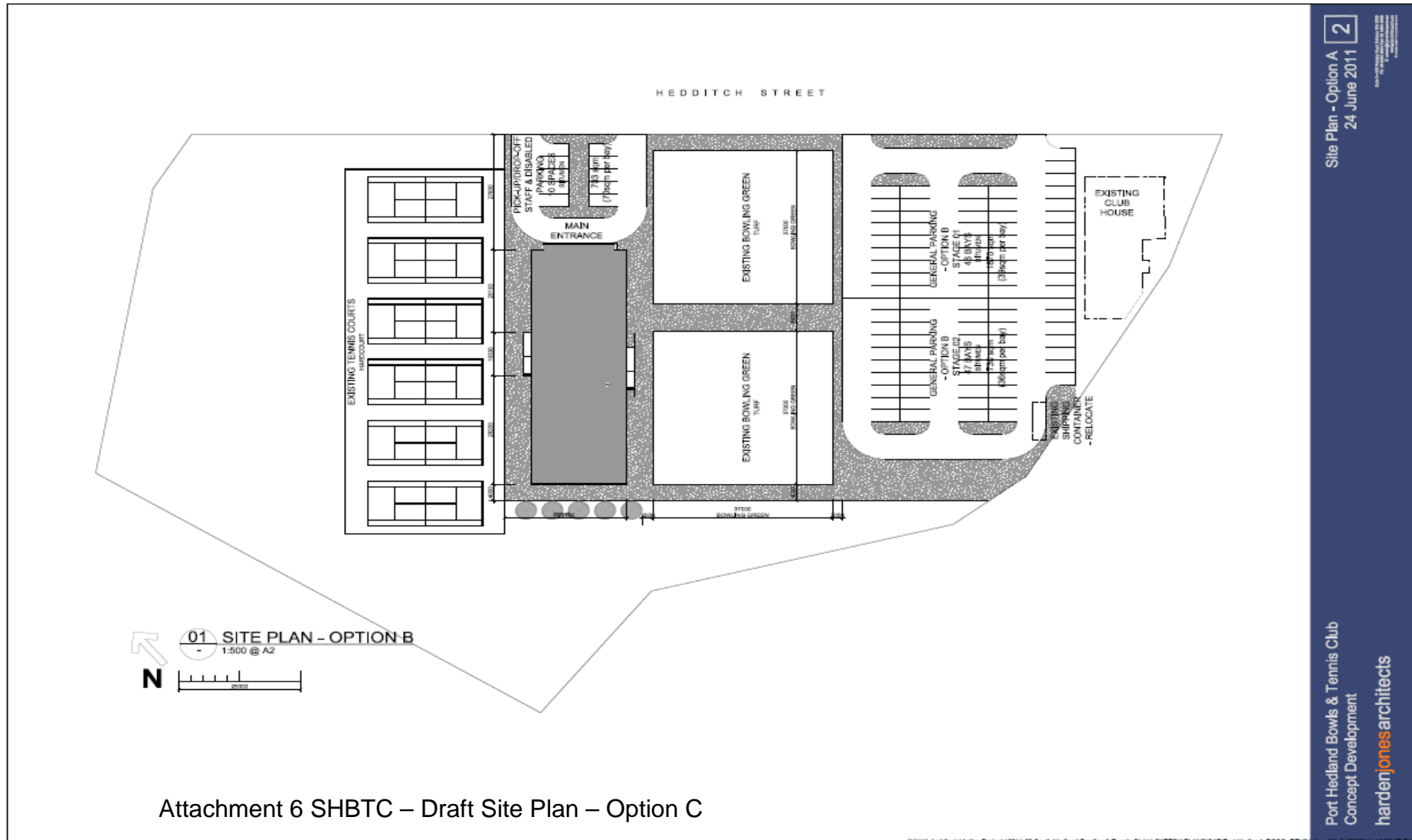
ATTACHMENT 4 TO AGENDA ITEM 11.3.2: SHBTC – DRAFT SITE PLAN - OPTION A



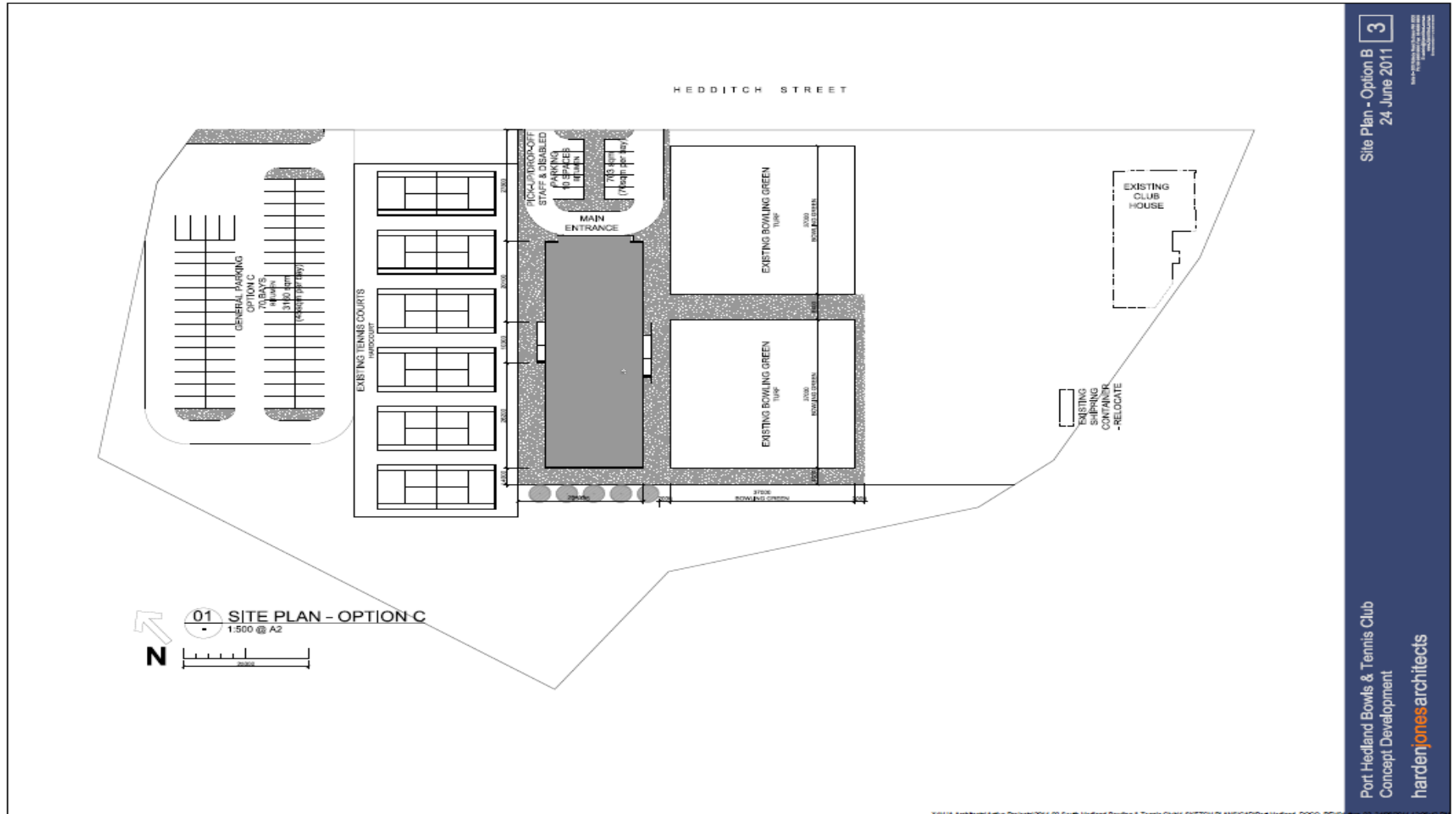
1
Site Plan - Option A
24 June 2011

Port Hedland Bowls & Tennis Club
Concept Development
hardenjonesarchitects

ATTACHMENT 5 TO AGENDA ITEM 11.3.2 SHBTC – DRAFT SITE PLAN – OPTION B



ATTACHMENT 6 TO AGENDA ITEM 11.3.2 SHBTC – DRAFT SITE PLAN – OPTION C



3

Site Plan - Option B
24 June 2011

Port Hedland Bowls & Tennis Club
Concept Development
hardenones architects

11.4 Governance and Administration

11.4.1 Finance and Corporate Services

11.4.1.1 Review of Policy 2/010 Council Investments (File No.: -)

Officer	Lee Crombie Coordinator Financial Services
Date of Report	6 July 2011
Disclosure of Interest by Officer	Nil

Summary

For the Council to endorse amendments to the current Investment Policy 2/010, for an additional two Directors to be included in those allowed to authorise investments and to include the nature and location details for each investment in the reporting to the Council.

Background

The current investment policy requires that all investments have co-authorisation of two staff members, being the Chief Executive Officer, Director Corporate Services, Director Community & Regulatory Services and the Manager Financial Services, along with the Mayor where the investment exceeds \$1 million.

The current process for investments is for rates to be sought from appropriate institutions, an investment strategy to be developed based on the rates provided and cashflow required in the upcoming months, paperwork to be completed that authorises the Town to make the investment, along with the physical transfer of funds between accounts.

The timing of the process is extremely tight. It will commence in the morning of the day that funds are available for investing and is required to be completed prior to 3pm on the same day in order for the funds to be transferred to the selected institutions and the rate locked in.

The authorisation process can be difficult to complete within these timelines due to either staff absences, or the availability of authorising staff members.

Consultation

The Town's Chief Executive Officer has been consulted in relation to the proposed modifications.

Statutory Implications

The Local Government Act 1995 states (in part):

“6.14 . Power to invest

- (1) Subject to the regulations, money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested in accordance with Part III of the [Trustees Act 1962](#) .*
- (2) Regulations in relation to investments by local governments may —*
 - (a) provide for the manner in which an approval under subsection (1)(b) may be sought;*
 - (b) prescribe classes of investment which may be made without the need to comply with subsection (1)(b);*
 - (c) prescribe circumstances in which a local government is required to invest money held by it;*
 - (d) provide for the application of investment earnings; and*
 - (e) generally provide for the management of those investments.”*

The Local Government (Financial Management) Regulations 1996, states in part:

“19. Management of investments

- (1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.*
- (2) The control procedures are to enable the identification of —*
 - (a) the nature and location of all investments; and*
 - (b) the transactions related to each investment.”*

Policy Implications

Council's existing Policy 2/010 attached.

It is recommended the following amendments be made to Council's existing Policy 2/010 'Council Investments':

“Authority to Invest

All investments require the authorisation of the Chief Executive Officer or the Director, Corporate Services, along with one of the following staff:

- Chief Executive Officer
- Director, Corporate Services
- Director, Engineering
- Director, Planning and Development
- Director, Community Development
- Manager, Financial Services

All investments of \$1,000,000 or above also require Mayoral approval. Note that this does not incorporate the redemption of funds at maturity.”

“Reporting/Measurement

Council will receive a summarised report on the monthly movement of all Investments, including performance, % exposure of total portfolio, maturity date and changes in market value for each individual investment. This report will also include the nature and location of each investment. A detailed report of Council’s Investments will be provided to the Audit and Finance Committee for review every 6 months.”

Strategic Planning Implications

Nil

Budget Implications

Nil

Officer’s Comment

The current investment policy requires two staff members to authorise the paperwork associated with the investment, along with a third person being the Mayor if the investment exceeds \$1 million. After authorisation has been provided, the physical transfer of funds between institutions requires two staff members with password authorisation for NAB (National Australia Bank) Online to affect the transfer.

It is customary in many organisations to have two staff members authorise transactions to ensure there is a separation of duties to prevent fraudulent activities that will satisfy audit requirements.

Given the extremely tight timelines associated with the process, it is often difficult to affect the transactions on the same day, therefore requiring negotiations with the institutions to hold the quoted investment rate until the physical transaction can occur.

Some institutions cannot hold the quoted rate, therefore resulting in a potential reduction in the interest income received, or commencing the process again to ensure the best rate of return for ratepayers.

It is therefore recommended that the authorisation requirements of the current investment policy be expanded to include an additional two Directors, with the Mayor still required to authorise those investments in excess of \$1 million.

This will reduce the potential risk for breaches of the investment policy where staff are on leave or unavailable, and expedite the process to ensure that investments can occur in the appropriate timeframe and not become an administrative burden.

Attachments

1. Current Policy, 2/010 Council Investments.
2. Revised Investment Policy.
3. Minutes from the Audit and Finance Committee meeting held on 20 June 2011

201112/008 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

Seconded: Cr M Dziombak

That Council endorse the recommendation by the Audit and Finance Committee to approve amendments to the existing Investment Policy, *2/010 Council Investments* 'with amendments'.

CARRIED 6/0

ATTACHMENT 1 TO AGENDA ITEM 10.1.2.1

2/010 Council Investments

Objectives

This policy is to be used to provide direction to staff in investing Council surplus cash funds in order to maximize return to council, without increasing risk. The minimum requirements of this policy are:

- 100% preservation of capital;
- Liquidity of Investment to meet Council's Cash flow requirements;
- A rate of return comparable to predetermined market based measurement criteria.

Legislative requirements

This policy will be interrupted, implemented and comply with the following:

- Local Government Act 1995, Section 6.14
- The Trustee Act 1962, Part III Investment
- Local Government (Financial Management) Regulations 1996
- Australian Accounting Standards

Prudent Person Standard

All investments will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio's to safeguard the portfolios in accordance with the spirit of the investment policy, and not for speculative purposes.

Prohibited Investments

This investment policy prohibits any investments carried out for speculative purposes including:

- Derivative based instruments; and
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

It is recognised that there will be circumstances where Council may decide to invest surplus funds outside the parameters of this policy.

This is permitted, if resolved by Council, and the investment is deemed to be in the interest of the local community and a business case been reviewed and approved by the Audit and Finance Committee.

Investment Funds

Council cash funds have been catergorised into the following:

Short Term

Short Term Funds are funds required for the immediate daily requirements of Council. Maximum value of this fund will be \$1,000,000, unless the daily needs require differently. Of this a maximum of \$50,000 plus the total outstanding cheques/payments and/or payroll requirements to be kept in the Municipal Cheque Account. Balance of funds to be maintained in the Business/Cash maximization Account.

Medium Term

The Maximum value of the is fund will be difference between the total Short Term Funds (see above) and the total funds required in the current financial years as prescribed in Council's Adopted Budget.

Long Term

Long Term Funds are Council surplus funds, except for short Term and Medium Term funds, which are unlikely to be needed in the current financial year. This fund contains cash funds not required in the current financial year as prescribe in Council's Adopted Budget. Investment of these funds will be made on the advice received by Investment Advisors (Advisor), licensed by the Australian Securities and Investment Commission, appointed by Council, on the recommendation of the Audit and Finance Committee. No more than 70% of Long Terms funds can be invested on the advice of a single Advisor. All advisors must be an independent person who has no actual or potential conflict of interest in relation to any investment products recommended to Council; and is free to choose the most appropriate product within the terms of this policy.

Approved Investments	Short Term	Medium Term	Long Term
State/Commonwealth Government Bonds	Yes	Yes	Yes
Interest Bearing Deposits	Yes	Yes	Yes
Bank Accepted/Endorsed Banks Bills	No	Yes	Yes
Commercial Paper	No	Yes	Yes
Bank negotiated Certificate of Deposits	No	Yes	Yes
Managed Funds	No	No	Yes

Risk Management Guidelines

All investments obtained must comply with three key criteria relating to:

- Limit overall credit exposure of the portfolio (Portfolio Credit Framework)
- Limit exposure to individual counterparties/institutions (Counterparty Credit Framework)
- Limits based upon maturity of securities (term to Maturity Framework)

Portfolio Credit Framework

All Council investments will have a minimum Standards and Poors (S&P) rating of AA (long term), A-1 (short term) or AAf (managed fund) depending on the nature of the investment.

Counterparty Credit Framework

No individual counterparty/institution will have more than 70% of Council total investment at any one time.

Term to Maturity Framework

All Short Term and Medium Term Funds must mature or be capable of maturing within 12 months of the initial investment

All Long Term Funds are to be invested for a minimum of 12 months and mature within 3 years of the initial investment.

Authority to Invest

All investments require the co-authorisation of at least two of the following staff:

- Chief Executive Officer
- Director, Corporate Services
- Director, Community & Regulatory Services
- Manager, Financial Services

All investments of \$1,000,000 or above also require Mayoral approval. Note that this does not incorporate the redemption of funds at maturity.

Authority to Invest (Amended by Council at its Ordinary Meeting held 24 June 2009)

Reporting/Measurement

Council will receive a summarised report on the monthly movement of all Investments, including performance, % exposure of total portfolio, maturity date and changes in market value for each individual investment.

A detailed report of Council's Investments will be provided to the Audit and Finance

Committee for review every 6 months.

Performance benchmarks will be based on the following table:

Investment Product	Performance Benchmark
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill
Diversified Funds (managed funds)	CPI + 2%

(Amended by Council at its Ordinary Meeting held 23 April 2008)

'Authority to Invest' section amended by Council at its Ordinary Meeting held 24 June 2009.

ATTACHMENT 2 TO AGENDA ITEM 10.1.2.1

2/010 Council Investments

Objectives

This policy is to be used to provide direction to staff in investing Council surplus cash funds in order to maximize return to council, without increasing risk. The minimum requirements of this policy are:

- 100% preservation of capital;
- Liquidity of Investment to meet Council's Cash flow requirements;
- A rate of return comparable to predetermined market based measurement criteria.

Legislative requirements

This policy will be interrupted, implemented and comply with the following:

- Local Government Act 1995, Section 6.14
- The Trustee Act 1962, Part III Investment
- Local Government (Financial Management) Regulations 1996
- Australian Accounting Standards

Prudent Person Standard

All investments will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio's to safeguard the portfolios in accordance with the spirit of the investment policy, and not for speculative purposes.

Prohibited Investments

This investment policy prohibits any investments carried out for speculative purposes including:

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- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

It is recognised that there will be circumstances where Council may decide to invest surplus funds outside the parameters of this policy. This is permitted, if resolved by Council, and the investment is deemed to be in the interest of the local community and a business case been reviewed and approved by the Audit and Finance Committee.

Investment Fund

Council cash funds have been catergorised into the following:

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Medium Term

The Maximum value of the is fund will be difference between the total Short Term Funds (see above) and the total funds required in the current financial years as prescribed in Council's Adopted Budget.

Long Term

Long Term Funds are Council surplus funds, except for short Term and Medium Term funds, which are unlikely to be needed in the current financial year. This fund contains cash funds not required in the current financial year as prescribe in Council's Adopted Budget. Investment of these funds will be made on the advice received by Investment Advisors (Advisor), licensed by the Australian Securities and Investment Commission, appointed by Council, on the recommendation of the Audit and Finance Committee. No more than 70% of Long Terms funds can be invested on the advice of a single Advisor. All advisors must be an independent person who has no actual or potential conflict of interest in relation to any investment products recommended to Council; and is free to choose the most appropriate product within the terms of this policy.

Approved Investments	Short Term	Medium Term	Long Term
State/Commonwealth Government Bonds	Yes	Yes	Yes
Interest Bearing Deposits	Yes	Yes	Yes
Bank Accepted/Endorsed Banks Bills	No	Yes	Yes
Commercial Paper	No	Yes	Yes
Bank negotiated Certificate of Deposits	No	Yes	Yes
Managed Funds	No	No	Yes

Risk Management Guidelines

All investments obtained must comply with three key criteria relating to:

- Limit overall credit exposure of the portfolio (Portfolio Credit Framework)
- Limit exposure to individual counterparties/institutions (Counterparty Credit Framework)
- Limits based upon maturity of securities (term to Maturity Framework)

Portfolio Credit Framework

All Council investments will have a minimum Standards and Poors (S&P) rating of AA (long term), A-1 (short term) or AAf (managed fund) depending on the nature of the investment.

Counterparty Credit Framework

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Term to Maturity Framework

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Authority to Invest

All investments require the authorisation of the Chief Executive Officer or the Director, Corporate Services, along with one of the following staff:

- Chief Executive Officer
- Director, Corporate Services
- Director, Engineering
- Director, Planning and Development
- Director, Community Development
- Manager, Financial Services

All investments of \$1,000,000 or above also require Mayoral approval. Note that this does not incorporate the redemption of funds at maturity.

Authority to Invest (Amended by Council at its Ordinary Meeting held 24 June 2009)

Reporting/Measurement

Council will receive a summarised report on the monthly movement of all Investments, including performance, % exposure of total portfolio, maturity date and changes in market value for each individual investment. This report will also include the nature and location of each investment. A detailed report of Council's Investments will be provided to the Audit and Finance Committee for review every 6 months.

Performance benchmarks will be based on the following table:

Investment Product	Performance Benchmark
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill
Diversified Funds (managed funds)	CPI + 2%

(Amended by Council at its Ordinary Meeting held 23 April 2008)

'Authority to Invest' section amended by Council at its Ordinary Meeting held 24 June 2009.

*ATTACHMENT 3 TO AGENDA ITEM 11.4.1.1***MINUTES : AUDIT AND FINANCE COMMITTEE MEETING 20 JUNE 2011****ITEM 10 REPORTS OF OFFICERS****10.1 CORPORATE SERVICES****10.1.1 Finance and Administration****10.1.1.1 *Review of Policy 2/010 Council Investments (File No.: -)***

Officer	Lee Crombie Coordinator Financial Services
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Date of Report	16 June 2011
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Disclosure of Interest by Officer	Nil
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Summary

For the Committee to endorse amendments to the current Investment Policy 2/010, for an additional two Directors to be included in those allowed to authorise investments and to include the nature and location details for each investment in the reporting to the Council.

Background

The current investment policy requires that all investments have co-authorisation of two staff members, being the Chief Executive Officer, Director Corporate Services, Director Community & Regulatory Services and the Manager Financial Services, along with the Mayor where the investment exceeds \$1 million.

The current process for investments is for rates to be sought from appropriate institutions, an investment strategy to be developed based on the rates provided and cashflow required in the upcoming months, paperwork to be completed that authorises the Town to make the investment, along with the physical transfer of funds between accounts.

The timing of the process is extremely tight. It will commence in the morning of the day that funds are available for investing and is required to be completed prior to 3pm on the same day in order for the funds to be transferred to the selected institutions and the rate locked in.

The authorisation process can be difficult to complete within these timelines due to either staff absences, or the availability of authorising staff members.

MINUTES : AUDIT AND FINANCE COMMITTEE MEETING 20 JUNE 2011

Consultation

The Town's Chief Executive Officer has been consulted in relation to the proposed modifications.

Statutory Implications

The Local Government Act 1995 states (in part):

"6.14. Power to invest

- (1) Subject to the regulations, money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested in accordance with Part III of the [Trustees Act 1962](#).*
- (2) Regulations in relation to investments by local governments may —*
 - (a) provide for the manner in which an approval under subsection (1)(b) may be sought;*
 - (b) prescribe classes of investment which may be made without the need to comply with subsection (1)(b);*
 - (c) prescribe circumstances in which a local government is required to invest money held by it;*
 - (d) provide for the application of investment earnings; and*
 - (e) generally provide for the management of those investments."*

The Local Government (Financial Management) Regulations 1996, states in part:

"19. Management of investments

- (1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.*
- (2) The control procedures are to enable the identification of —*
 - (a) the nature and location of all investments; and*
 - (b) the transactions related to each investment."*

Policy Implications

Council's existing Policy 2/010 attached.

It is recommended the following amendments be made to Council's existing Policy 2/010 'Council Investments':

"Authority to Invest

All investments require the co-authorisation of at least two of the following staff:

MINUTES : AUDIT AND FINANCE COMMITTEE MEETING**20 JUNE 2011**

- Chief Executive Officer
- Director, Corporate Services
- Director, Engineering
- Director, Planning and Development
- Director, Community Development
- Manager, Financial Services

All investments of \$1,000,000 or above also require Mayoral approval. Note that this does not incorporate the redemption of funds at maturity."

"Reporting/Measurement

Council will receive a summarised report on the monthly movement of all Investments, including performance, % exposure of total portfolio, maturity date and changes in market value for each individual investment. This report will also include the nature and location of each investment. A detailed report of Council's Investments will be provided to the Audit and Finance Committee for review every 6 months."

Strategic Planning Implications Nil

Budget Implications Nil

Officer's Comment

The current investment policy requires two staff members to authorise the paperwork associated with the investment, along with a third person being the Mayor if the investment exceeds \$1 million. After authorisation has been provided, the physical transfer of funds between institutions requires two staff members with password authorisation for NAB (National Australia Bank) Online to affect the transfer.

It is customary in many organisations to have two staff members authorise transactions to ensure there is a separation of duties to prevent fraudulent activities that will satisfy audit requirements.

Given the extremely tight timelines associated with the process, it is often difficult to affect the transactions on the same day, therefore requiring negotiations with the institutions to hold the quoted investment rate until the physical transaction can occur. Some institutions cannot hold the quoted rate, therefore resulting in a potential reduction in the interest income received, or commencing the process again to ensure the best rate of return for ratepayers.

MINUTES : AUDIT AND FINANCE COMMITTEE MEETING 20 JUNE 2011

It is therefore recommended that the authorisation requirements of the current investment policy be expanded to include an additional two Directors, with the Mayor still required to authorise those investments in excess of \$1 million.

This will reduce the potential risk for breaches of the investment policy where staff are on leave or unavailable, and expedite the process to ensure that investments can occur in the appropriate timeframe and not become an administrative burden.

Attachments

Current Policy, *2/010 Council Investments*.
Revised Investment Policy.

Officer's Recommendation

That the Audit and Finance Committee:

- i) Recommends to the Council to approve amendments to the existing Investment Policy, *2/010 Council Investments*.

AFC201011/18 Audit and Finance Committee Decision

Moved: Cr K A Howlett

Seconded: CR S R Martin

That the Audit and Finance Committee:

- i) Recommends to the Council to approve amendments to the existing Investment Policy, *2/010 Council Investments*.
- ii) Recommends to Council that the Chief Executive Officer and the Director Corporate Services be one of the signatories on any investment.

CARRIED 4/0

MINUTES : AUDIT AND FINANCE COMMITTEE MEETING 20 JUNE 2011*ATTACHMENT 1 TO AGENDA ITEM 10.1.2.1*

2/010 Council Investments

Objectives

This policy is to be used to provide direction to staff in investing Council surplus cash funds in order to maximize return to council, without increasing risk. The minimum requirements of this policy are:

- 100% preservation of capital;
- Liquidity of Investment to meet Council's Cash flow requirements;
- A rate of return comparable to predetermined market based measurement criteria.

Legislative requirements

This policy will be interrupted, implemented and comply with the following:

- Local Government Act 1995, Section 6.14
- The Trustee Act 1962, Part III Investment
- Local Government (Financial Management) Regulations 1996
- Australian Accounting Standards

Prudent Person Standard

All investments will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio's to safeguard the portfolios in accordance with the spirit of the investment policy, and not for speculative purposes.

Prohibited Investments

This investment policy prohibits any investments carried out for speculative purposes including:

- Derivative based instruments; and
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- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

MINUTES : AUDIT AND FINANCE COMMITTEE MEETING 20 JUNE 2011

It is recognised that there will be circumstances where Council may decide to invest surplus funds outside the parameters of this policy.

This is permitted, if resolved by Council, and the investment is deemed to be in the interest of the local community and a business case been reviewed and approved by the Audit and Finance Committee.

Investment Funds

Council cash funds have been categorised into the following:

Short Term

Short Term Funds are funds required for the immediate daily requirements of Council. Maximum value of this fund will be \$1,000,000, unless the daily needs require differently. Of this a maximum of \$50,000 plus the total outstanding cheques/payments and/or payroll requirements to be kept in the Municipal Cheque Account. Balance of funds to be maintained in the Business/Cash maximization Account.

Medium Term

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Long Term Funds are Council surplus funds, except for short Term and Medium Term funds, which are unlikely to be needed in the current financial year. This fund contains cash funds not required in the current financial year as prescribe in Council's Adopted Budget. Investment of these funds will be made on the advice received by Investment Advisors (Advisor), licensed by the Australian Securities and Investment Commission, appointed by Council, on the recommendation of the Audit and Finance Committee. No more than 70% of Long Terms funds can be invested on the advice of a single Advisor. All advisors must be an independent person who has no actual or potential conflict of interest in relation to any investment products recommended to Council; and is free to choose the most appropriate product within the terms of this policy.

Approved Investments	Short Term	Medium Term	Long Term
State/Commonwealth Government Bonds	Yes	Yes	Yes
Interest Bearing Deposits	Yes	Yes	Yes
Bank Accepted/Endorsed Banks Bills	No	Yes	Yes
Commercial Paper	No	Yes	Yes
Bank negotiated Certificate of Deposits	No	Yes	Yes
Managed Funds	No	No	Yes

MINUTES : AUDIT AND FINANCE COMMITTEE MEETING **20 JUNE 2011****Risk Management Guidelines**

All investments obtained must comply with three key criteria relating to:

- Limit overall credit exposure of the portfolio (Portfolio Credit Framework)
- Limit exposure to individual counterparties/institutions (Counterparty Credit Framework)
- Limits based upon maturity of securities (term to Maturity Framework)

Portfolio Credit Framework

All Council investments will have a minimum Standards and Poors (S&P) rating of AA (long term), A-1 (short term) or AAF (managed fund) depending on the nature of the investment.

Counterparty Credit Framework

No individual counterparty/institution will have more than 70% of Council total investment at any one time.

Term to Maturity Framework

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All Long Term Funds are to be invested for a minimum of 12 months and mature within 3 years of the initial investment.

Authority to Invest

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All investments of \$1,000,000 or above also require Mayoral approval. Note that this does not incorporate the redemption of funds at maturity.

Authority to Invest (Amended by Council at its Ordinary Meeting held 24 June 2009)

Reporting/Measurement

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MINUTES : AUDIT AND FINANCE COMMITTEE MEETING 20 JUNE 2011

A detailed report of Council's Investments will be provided to the Audit and Finance Committee for review every 6 months.

Performance benchmarks will be based on the following table:

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(Amended by Council at its Ordinary Meeting held 23 April 2008)

'Authority to Invest' section amended by Council at its Ordinary Meeting held 24 June 2009.

MINUTES : AUDIT AND FINANCE COMMITTEE MEETING 20 JUNE 2011*ATTACHMENT 2 TO AGENDA ITEM 10.1.2.1*

2/010 Council Investments

Objectives

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MINUTES : AUDIT AND FINANCE COMMITTEE MEETING 20 JUNE 2011

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Managed Funds	No	No	Yes

MINUTES : AUDIT AND FINANCE COMMITTEE MEETING**20 JUNE 2011****Risk Management Guidelines**

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All investments of \$1,000,000 or above also require Mayoral approval. Note that this does not incorporate the redemption of funds at maturity.
Authority to Invest (Amended by Council at its Ordinary Meeting held 24 June 2009)

MINUTES : AUDIT AND FINANCE COMMITTEE MEETING 20 JUNE 2011

Reporting/Measurement

Council will receive a summarised report on the monthly movement of all Investments, including performance, % exposure of total portfolio, maturity date and changes in market value for each individual investment. This report will also include the nature and location of each investment. A detailed report of Council's Investments will be provided to the Audit and Finance Committee for review every 6 months.

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Diversified Funds (managed funds)	CPI + 2%

(Amended by Council at its Ordinary Meeting held 23 April 2008)

'Authority to Invest' section amended by Council at its Ordinary Meeting held 24 June 2009.

11.4.2 Governance

11.4.2.1 Spoilbank Marina Public Forum Consultation (File No.: 18/17/0001)

Officer Josephine Bianchi
Governance Coordinator

Date of Report 6 July 2011

Disclosure of Interest by Officer Nil

Summary

This report seeks Council approval for a public forum regarding the Spoilbank Marina to take place in July or August 2011.

Background

At the Spoilbank Marina Stakeholder Committee meeting that took place on Tuesday 21 June 2011 the Committee resolved the following:

“That the Spoilbank Marina Stakeholder Committee recommends to Council that a Public Forum be held on a date in July yet to be determined.”

The Committee believes a public forum is required to give members of the public the opportunity to have their say and also find out more about the development plans and opportunities for Port Hedland’s Spoilbank. Landcorp has offered to engage with a number of consultants from various technical and specialized backgrounds to travel to Hedland and hold an information session during which all residents will be able to familiarize themselves with the project and also offer their ideas, comments and bring forward their questions.

Consultation

- Spoilbank Marina Stakeholder Committee Members
- Chief Executive Officer Town of Port Hedland
- Matt Read - Landcorp

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Goal 1 – Tourism

2. Progress the development of the Spoilbank Marina Precinct

Goal 5 –Town Planning and Building

2. Develop Structure Plans for key precinct areas with a particular focus on the Spoilbank Precinct.

Budget Implications

It is proposed to utilize the Economic and Land Development projects Account – GL Code 1304260.

Officer's Comment

Following the Spoilbank Marina Stakeholder Committee on 21 June, Landcorp indicated that a suitable date to hold the Spoilbank Marina Public Forum would be July or possibly even August 2011. This extended timeframe will give Landcorp enough time to engage with consultants and organise for them to travel to Port Hedland.

In view of this, it is recommended that Council approves for a Public Forum regarding the Spoilbank Marina to take place in July or August 2011. This forum will give all members of the public, the boating fraternity and associated local groups the opportunity to engage with a number of consultants and be involved in a planning session regarding the future of Port Hedland's Spoilbank.

Attachments

Nil

201112/009 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

Seconded: Cr D W Hooper

That Council approves that a public forum regarding the Spoilbank Marina and open to all residents of the town be held in Gratwick Hall at the Civic Centre in Port Hedland in July or August 2011.

CARRIED 6/0

ITEM 12 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL

Nil.

ITEM 13 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

Nil.

ITEM 14 CONFIDENTIAL ITEMS

5:56pm Mayor advised members of the public that the meeting is now closed.

NOTE: Section 5.23 of the Local Government Act 1995 states:

- “(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 —*
- (a) a matter affecting an employee or employees;....*
 - ...(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;.....*
 - ...(h) such other matters as may be prescribed.”*

201112/010 Council Decision

Moved: Cr S J Coates

Seconded: Cr A A Carter

That the Meeting be closed to members of the public as prescribed in Section 5.23 (2) (d) of the Local Government Act 1995, to enable Council to consider the following Agenda Item:

1. 14.1. 'Expression of Interest – 76 The Esplanade, Port Hedland – District Medical Officers Quarters'

CARRIED 6/0

201112/011 Council Decision

Moved: Cr A A Carter

Seconded: Cr G J Daccache

That Council suspends Standing Orders.

CARRIED 6/0

6pm Mayor advised that Standing Orders were suspended.

201112/012 Council Decision

Moved: Cr A A Carter

Seconded: Cr G J Daccache

That Council resumes Standing Orders.

CARRIED 6/0

6:05pm Mayor advised that Standing Orders were resumed.

*14.1 Expression of Interest – 76 The Esplanade, Port Hedland
– District Medical Officers Quarters (File No: 05/12/0163)*

201112/013 Officer's Recommendation/ Council Decision

Moved: Cr A A Carter

Seconded: Cr S J Coates

That Council:

1. Acknowledge the expression of interest evaluation for the District Medical Officers Quarters, Reserve 8402, being Lot 500 on Deposited Plan 64541, 76 The Esplanade, Port Hedland;
2. Authorise the Chief Executive Officer to 'Request a Proposal' for Council's consideration from Dome Coffees Australia Pty Ltd, in relation to the proposed development of the District Medical Officers Quarters, Reserve 8402, being Lot 500 on Deposited Plan 64541, 76 The Esplanade, Port Hedland, utilizing the following criteria:

Criteria	Weight %
An explanation and particularised cost of development to Council, in dollar terms, where assistance or contribution from the Town has been identified.	30
An explanation of type, number and essential terms of the contractual agreements that will need to be executed by the parties to formalize an agreement for the 'whole of development' life, including the lease.	20
A financial model clearly justifying the rental structure over the proposed life of the lease.	20

An explanation of the how the Port Interpretative Viewing Platform can be maximized with reference to the local tourism market and other tourist attractions in the Pilbara.	20
Alternative solutions to parking, in light of the Town's 'cash in lieu policy' and identified car parking shortfall in West End, Port Hedland, in the medium to long term future.	10

CARRIED 6/0

201112/014 Council Decision

Moved: Cr A A Carter

Seconded: Cr G J Daccache

That the Meeting be opened to members of the public.

CARRIED 6/0

6:05pm Mayor advised the meeting is open to members of the public.

ITEM 15 APPLICATIONS FOR LEAVE OF ABSENCE

201112/015 Council Decision

Moved: Cr A A Carter

Seconded: Cr M Dziombak

That the following application for leave of absence:

- Cr S J Coates on 27 July 2011

be approved

CARRIED 6/0

ITEM 16 CLOSURE

16.1 Date of Next Meeting

The next Ordinary Meeting of Council will be held on Wednesday 27 July 2011, commencing at 5.30 pm.

16.2 Closure

There being no further business, the Chairman declared the meeting closed at 6:09 pm.

Declaration of Confirmation of Minutes

I certify that these Minutes were confirmed by the Council at its Ordinary Meeting of _____

CONFIRMATION:

MAYOR

DATE