



Town of Port Hedland

MINUTES

OF THE

ORDINARY MEETING
OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

WEDNESDAY 9 FEBRUARY 2011

AT 5.30 PM

IN COUNCIL CHAMBERS
McGREGOR STREET, PORT HEDLAND

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*Paul Martin
Acting 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 5:38 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 Stan R Martin
 Councillor Jan M Gillingham
 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
Ms Debra Summers	Acting Director Community Development
Mr Richard Bairstow	Acting Director Planning and Development
Miss Josephine Bianchi	Administration Officer Governance

Members of the Public	4
Members of the Media	2

2.2 Apologies

Councillor George J Daccache

2.3 Approved Leave of Absence

Nil.

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

3.1 Questions from Public at Ordinary Council Meeting held on Thursday 27 January 2010

3.1.1 Mr Chris Whalley

Is it possible for Council to build a proper shelter immediately outside the Port Hedland Visitors Centre so as to allow bus tour passengers plenty of space to shelter?

Mayor apologised to Mr Whalley as the answer to his question has not been included in the Agenda for 9 February 2011 and advised that this question will be answered at the next Ordinary Council Meeting together with the question raised by Councillor G J Daccache at the Council meeting of 27 January 2011 regarding live stock on the highway.

3.2 Questions from Elected Members at Ordinary Council Meeting held on Thursday 27 January 2010

Nil.

ITEM 4 PUBLIC TIME

4.1 Public Question Time

4.1.1 Mr Chris Whalley

Has Council heard anything more regarding the deliverance of local newspapers and junk mail to local residents?

Mayor advised that Councillors received communication from NW Telegraph but we are still waiting on the other newspaper outlet to come to Port Hedland and give us a presentation.

Has Council heard from the Health Department regarding the re-naming of South Hedland regional hospital?

Mayor advised the standard cross symbols for hospitals have been installed on our roads however the name of the facility will remain as it is. At this stage the official opening has tentatively been scheduled for 1st March 2011.

4.2 Public Statement Time

Nil.

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE

5.1 Councillor J M Gillingham

Following up on my question at last Council Ordinary Meeting has Council found out whether a temporary footpath can be installed between the South Hedland hospital and the South Hedland Shopping Centre.

Mayor advised that this issue has been raised with Landcorp and that although a concrete footpath will not be installed some other temporary measure will be put in place shortly.

5.2 *Councillor D W Hooper*

Councillor D W Hooper noted that after the recent downpours a big puddle has formed by Kennedy and Cottier and would like to know what Council can do about this drainage issue.

Mayor advised that this question is taken on notice.

5.3 *Councillor M Dziombak*

Councillor M Dziombak asked whether Council can do something about the line marking at the Wedgefield intersection on the Great Northern Highway which is faded. This issue has been raised with Council in the past.

Mayor advised that this matter will be raised again with Council.

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

The following Members verbally declared to have given due consideration to all matters contained in the Business Paper presented before the meeting.

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

NOTE: Cr S R Martin did not have time to consider the Late Items.

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

7.1 Confirmation of Minutes of Ordinary Meeting of Council held on Thursday 27 January 2011

201011/247 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr S R Martin

That the Minutes of the Ordinary Meeting of Council held on Thursday 27 January 2011 be confirmed as a true and correct record of proceedings with the following amendments:

1. Item 5.1 Councillor G J Daccache recorded on page 7 – following his question “Councillor Daccache enquired as to whether Council can do something about the increasing numbers of dead cattle on the highway as it is getting rather dangerous.”

Insert” : Mayor advised that this question is taken on notice.”
;and

2. Item 5.2 Councillor J M Gillingham recorded on page 7 – following her question “Councillor Jillingham supported Councillor Daccache’s request regarding dead cattle on the highway and believes that we can work on this issue together with other Councils, such as the Shire of Ashburton.”

Insert “Mayor advised that this question is taken on notice.”

Item 5.2 Councillor J M Gillingham recorded on page 7 – following her question “Councillor Gillingham also enquired wheter Council can do something about the broken glass and rubbish around Styles Road and Langley Gardens and also cut down the overgrown grass as a number of residents are worried about snakes.”

Insert “Mayor advised that this question is taken on notice.”

Item 5.2 Councillor J M Gillingham recorded on page 7 – following her question “Councillor Gillingham enquired about the plants on the median strips in Richardson Street; although the recent rain will be good for them they did look as if t that have not been watered for a while.”

Insert “Mayor advised that this question is taken on notice.”

Item 5.2 Councillor J M Gillingham recorded on page 7 – following her question “Councillor Gillingham asked whether the trees at the Cooke Point turn off can be staked as the recent rain has damaged them.”

Insert “Mayor advised that this question is taken on notice.”

CARRIED 7/0

ITEM 8 ANNOUNCEMENTS BY CHAIRMAN WITHOUT DISCUSSION

Mayor Howlett's Activity Report for the January/February 2011 period to date as follows:

January 2011

Monday, 24th January

- Meeting with Hedland Playgroup with Acting Director Community Development

Tuesday, 25th January

- Weekly Media Interview Spirit Radio
- Meeting with Local Resident (Jacob)

Wednesday, 26th January

- Meeting LERG (TC Bianca) with Chief Executive Officer and Manager Environmental Health Services
- 2011 Soroptimist and TOPH Australia Day Breakfast - conducted Citizenship Ceremony (11 New Australian Citizens)
- Meeting LERG (TC Bianca) with Manager Environmental Health Services

Thursday, 27th January

- Weekly catch up Mayor and Deputy Mayor
- Weekly catch up with Chief Executive Officer and Deputy Mayor
- Chaired Ordinary Council Meeting

Friday, 28th January

- Weekly NWT Media Meeting with Deputy Mayor
- Attended Airport Committee Workshop with Deputy Mayor, Councillors Martin, Dziombak and Gillingham, Chief Executive Officer, Director Engineering Services
- Meeting Pilbara Region Co-ordinator 2011 Census (Bureau Statistics) Chelsea Milne

Sunday, 30th January

- Attended Finucane Island Club Floods Fundraising Event

February 2011

Tuesday, 1st February

- Weekly Media Interview Spirit Radio
- Meeting discussing Chief Executive Officer KPIs with Deputy Mayor
- Weekly catch up with Chief Executive Officer and Deputy Mayor

Wednesday, 2nd February

- Chaired Council's Informal Briefing with Deputy Mayor, Councillors Gillingham and Daccache, Chief Executive Officer, Director Engineering Services, Acting Director Corporate

Services, Acting Director Planning and Development, and Acting Director Community Development

- Attended Port Hedland Implementation Steering Group Meeting with Chief Executive Officer
- Master of Ceremonies for Council's Gearing Up Event, also attended by Deputy Mayor, Councillors Dziombak, Hooper, Daccache, Gillingham, Chief Executive Officer, Director Engineering Services, Acting Director Corporate Services, Acting Director Planning and Development, and Acting Director Community Development

Thursday, 3rd February

- Met Hancock Prospecting (Cheryl Edwards) with Chief Executive Officer
- Met Hon Minister Brendan Grylls with Chief Executive Officer
- Met Future Defence, Strategic Industry Discussion (Ivan Bristow) with Chief Executive Officer
- Met BHPBIO (Ian Fletcher) with Chief Executive Officer
- Attended ALGWA (WA) Networking Function (City Melville)

Mayor Kelly Howlett also added that she met with Minister Brendon Grylls in Perth last Thursday 3 February; he was concerned and keen to support the Town in terms of pursuing financial sustainability and making sure we are set up for the future. The Minister suggested we look at land we may like to pursue, perhaps some development opportunities. There was good support on the Minister's behalf and Mayor advised that she believes there will be opportunities for further discussions in terms of potential projects and forward planning.

ITEM 9 REPORTS BY ELECTED MEMBERS WITHOUT DISCUSSION

9.1 Councillor J M Gillingham

Councillor Gillingham advised that Pilbara Regional Council met on Sunday 6th February and she had a chance to go around on the bus, it was good to get around and thanks to everybody that organised the afternoon and the evening event.

9.2 Councillor M Dziombak

Councillor Dziombak advised that the Port Hedland Chamber of Commerce is still pursuing a Hedland Economic Development Summit to take place potentially in July 2011 and waiting from the Premier's office on his availability.

NOTE: Mayor asked Councillor Dziombak to ensure that Council receives s sponsorship prospectus. The Chief Executive Officer advised that Council has already received it.

ITEM 10 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

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

11.1.2 Planning Services

11.1.2.1 Final Adoption of Amendment No. 35 to Rezone Portion of Denman Place, South Hedland from "Local Road" reserve to "Residential" R20 (File No.: 18/09/0043)

Officer	Ryan Djanegara Planning Officer
Date of Report	19 th January 2010
Application Number	2010/191
Disclosure of Interest by Officer	Nil

Summary

Council at its Ordinary Meeting held on 8th September 2010 resolved to initiate a Scheme Amendment to amend the zoning of the portion of Denman Place currently subject to a road closure application from "Local Road" to "Residential" R20 (Attachment 1)

The application has been forwarded to the Environmental Protection Authority (EPA) and advertised in accordance with the relevant legislation.

This report seeks Council's approval to finalise the Scheme Amendment.

Background

The applicant has through the Land Rationalization Plan acquired Lot 3668 Denman Place directly adjoining the subject portion of road reserve to be developed for residential purposes.

During the design stages of Lot 3668 Denman Place the applicant through discussions with Council Officers identified the unused portion of the Denman Place which could be amalgamated with his lot.

By amalgamating the proposed closed portion into the applicant's lot and rezoning the closed portion to be similar to that of Lot 3668 Denman Place enables the applicant to achieve a far better development outcome, and produces a better outcome in terms of the streetscape.

Consultation

In accordance with the Town Planning Regulations 1967, the proposed scheme amendment has been advertised and circulated as follows:

North West Telegraph: 4/08/2010 – 15/09/2010.

Written notification to: Telstra, Horizon Power and Water Corporation.

No objections have been received as a result of the above advertising or circulation. However the Water Corporation has commented as follows:

Existing Wastewater Gravity Pipe

Whilst the Water Corporation raises no objection to the proposed scheme amendment, Council has been advised that there is currently an existing wastewater gravity pipe located on Lot 3668 Denman Place.

This gravity pipe will need to be either relocated on to the road reserve or an easement placed on the land in favour of the Water Corporation.

It is considered inappropriate to impose a condition requiring an easement or the relocation of the existing wastewater gravity pipe during the scheme amendment of the local road reserve.

It is recommended that a condition be imposed during the amalgamation of the road portion with Lot 3668 Denman Place.

Statutory Implications

Any amendment to a Town Planning Scheme is to be in accordance with the *Planning and Development Act 2005* and the *Town Planning Regulations 1967*.

Policy Implications Nil

Strategic Planning Implications Nil

Budget Implications Nil

Officer's Comment

Scheme Amendment No. 35 and Land Rationalisation Plan

The adjoining Lot 3668, has been identified for development through the Land Rationalisation Plan. Both Council Officers and the applicant have identified that the unused portion of road reserve could be closed and amalgamated into Lot 3668 Denman Place.

By amalgamating the proposed closed portion of Denman Place the applicant would be able to provide a far better development outcome, with regard to passive surveillance and streetscape.

The closure will also enhance the overall streetscape of the surrounding area as the unused road reserve cannot be maintained on a regular basis.

Furthermore, the proposed portion to be closed cannot be utilized as a lot on its own or be acquired by any other surrounding lot owner.

Attachments

Scheme Amendment Documentation

201011/248 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr S R Martin

That Council:

1. Adopts Scheme Amendment 35, to Town of Port Hedland Town Planning Scheme No. 5.
2. Forwards all required documentation to the Western Australia Planning Commission for Ministerial Consent in accordance with the Town Planning Regulations 1967 (as amended).
3. Authorise the Mayor and Chief Executive Officer to execute three (3) copies of the amendment documents in accordance with the *Town Planning Regulations 1967* (as amended), including the fixing of the Council's seal in the event that the Minister for Planning approves the Amendment.

CARRIED 7/0

*ATTACHMENT TO AGENDA ITEM 11.1.2.1***PROPOSAL TO AMEND A TOWN PLANNING SCHEME**

1. **LOCAL AUTHORITY:** Town of Port Hedland
2. **DESCRIPTION OF LOCAL PLANNING SCHEME:** Town Planning Scheme No.5
3. **TYPE OF SCHEME:** District Planning Scheme
4. **SERIAL NUMBER OF AMENDMENT:** 35
5. **PROPOSAL:**
 1. Reclassify a 366m² portion of the Denman Place road reserve area abutting Lot 3668 from 'Local Scheme Reserve – Local Road' to 'Residential' zone with an applicable residential density coding of R20; and
 2. Amending the Scheme Maps accordingly.

PLANNING AND DEVELOPMENT ACT, 2005 (AS AMENDED)

**RESOLUTION DECIDING TO AMEND
A TOWN PLANNING SCHEME**

**TOWN OF PORT HEDLAND
TOWN PLANNING SCHEME NO.5
AMENDMENT NO.35**

RESOLVED that Council:

1. Approve the request from Urban & Rural Perspectives, Town Planners, on behalf of Guardian Affordable Housing Pty Ltd to initiate an amendment to the Town of Port Hedland Town Planning Scheme No. 5 to amend the zoning of the portion of Denman Place proposed to be closed currently reserved for "Local Road" to "Residential" R20, subject to the following conditions:
 - a) Prior to Council considering the adoption of the scheme amendment the proposed portion of Denman Place is to be closed and the applicant is to provide proof to the satisfaction of the Director Regulatory Services that the closed portion of road has been acquired; and
2. Advise the applicant accordingly and request that the applicant prepare the formal amendment documentation to enable referral to the Environmental Protection Authority

* PLANNING AND DEVELOPMENT ACT 2005 (AS AMENDED)

**TOWN OF PORT HEDLAND
TOWN PLANNING SCHEME NO.5
AMENDMENT NO.35**

The Council of the Town of Port Hedland under and by virtue of the powers conferred upon it in that behalf by the *Planning and Development Act 2005* (as amended) hereby amends the above Town Planning Scheme by:

1. Reclassifying a 366m² portion of the Denman Place road reserve area abutting Lot 3668 from 'Local Scheme Reserve – Local Road' to 'Residential' zone with an applicable residential density coding of R20; and
2. Amending the Scheme Maps accordingly.

ADOPTION

Adopted by resolution of the Town of Port Hedland at the Ordinary Meeting of Council held on the 8th day of September 2010.

Mayor

Chief Executive Officer

FINAL APPROVAL

Adopted for final approval by resolution of the Council of the Town of Port Hedland at the Ordinary Meeting of the Council held on the _____ day of _____ 2011.

The Common Seal of the Town of Port Hedland was hereunto affixed by the authority of a resolution of the Council in the presence of:

Mayor

Chief Executive Officer

Recommended/Submitted for Final Approval

Delegated under S.16 of P&D Act 2005

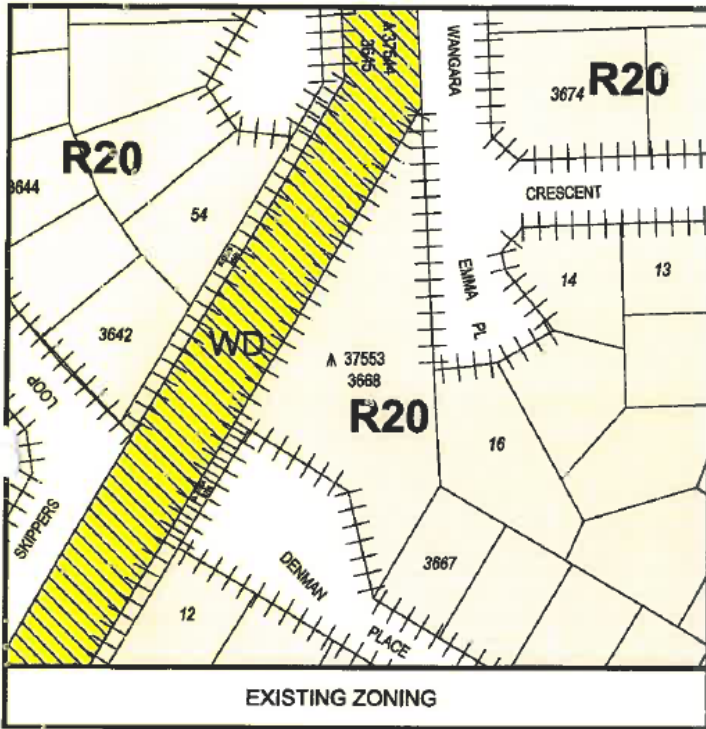
Date _____

Final Approval Granted





Minister for Planning

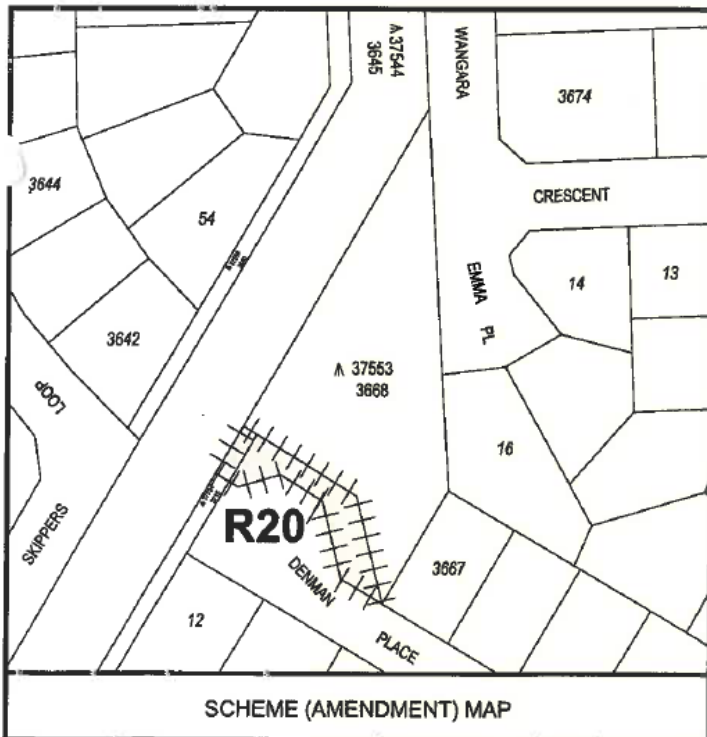
Date _____

**TOWN OF PORT HEDLAND
TOWN PLANNING SCHEME No. 5 (DISTRICT SCHEME)** Planning and Development Act 2005



LEGEND

- LOCAL SCHEME RESERVES**
-  LOCAL ROAD
 -  OTHER PUBLIC PURPOSES DENOTED AS FOLLOWS:
 - WD WATER AND DRAINAGE
- ZONES**
-  RESIDENTIAL
- OTHER**
-  R CODES



N
SCALE: 1:1500
DATE: 06.09.2010

Amendment No. 35

11.1.2.2 Proposed Local Planning Policy 1 – Reciprocal Car Parking and Cash in Lieu of Car Parking (File No.: 18/01/0012)

Officer Luke Cervi
Senior Planning Officer

Date of Report 28 January 2011

Disclosure of Interest by Officer Nil

Summary

This report recommends the preparation of a new Local Planning Policy that identifies how and what will be considered in determining proposal for reciprocal car parking and cash in lieu of car parking.

Background

Council at its ordinary meeting on 24 November 2010 resolved to:

“...Prepare a Local Planning Policy in accordance with clause 5.1 of Town Planning Scheme 5 that addresses Reciprocal Car Parking and Cash in Lieu of Car Parking.”

This was in response to the recommendations of the West End Car Parking Study that was prepared for Council. Reciprocal car parking and Cash in lieu of car parking is enabled through Section 6.13 of TPS5 however, the subsections provide limited guidance on how reciprocal car parking and cash in lieu of parking should be administered and managed. A policy would provide a consistent framework for determining when reciprocal car parking or accepting cash in lieu of car parking is appropriate.

Consultation

In preparing the proposed Local Planning Policy, consideration was given to the recommendations of the West End Parking Study prepared by Shawmac as well as policies implemented by neighbouring Council's (Shire of Ashburton and Shire of Broome).

Should Council wish to proceed with the proposed Local Planning Policy, community input will be sought in accordance with TPS 5. Section 5.1.4, which prescribes the following consultation process:

“Council,

- a) Shall publish a notice of the proposed Policy once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area, giving the details of*
 - i) Where the draft Policy may be inspected,*

- ii) *The subject and nature of the draft policy, and*
 - iii) *In what form and during what period (being not less than 21 days from the day the notice is published) submissions may be made, an*
- b) *May publish a notice of the proposed policy in such other manner and carry out such other consultation as it considers appropriate.”*

As part of (b) above it has been recommended that the proposed Local Planning Policy also be advertised to the Chamber of Commerce and the Pilbara Development Commission.

Statutory Implications

Section 5.1 of TPS5 enables the Council to make a Local Planning Policy and details the process to be followed.

Policy Implications

The proposed Local Planning Policy would be known as Local Planning Policy 12 – Reciprocal Car Parking and Cash in Lieu of Car Parking.

Strategic Planning Implications

The following sections of Council’s Strategic Plan 2010 – 2015 are considered relevant to this proposal:

Key Result Area 4: Economic Development

Goal 5: Town Planning and Building

That Town Planning and Building control policy and practices within the Town are facilitating the rapid development of a sustainable community.

Budget Implications

In the event Council wish to proceed with the proposed Local Planning Policy, some advertising and valuation costs will be involved.

The policy will also ensure that the true cost of providing off site car parking to facilitate private development is borne by the developer and not ratepayers.

Officer’s Comment

Council has become under increasing pressure to allow reductions to the amount of car parking provided on site as part of development. TPS5 specifies the amount of car parking required to be provided onsite subject to land use. However, TPS5 also provides flexibility by enabling Council to consider alternatives to the provision of car parking onsite.

These alternatives are reciprocal car parking, cash in lieu of car parking and to waiver car parking. These alternatives have traditionally been

supported in an ad hoc manner.

The policy will provide clear criteria for both developers and decision makers for assessing these alternatives to the provision of onsite car parking, which will ensure consistent and fair determinations.

Key aspects of the policy are:

1. At least half (50%) of the parking required by TPS5 must be provided on site.
2. All residential (occupier) parking required by TPS5 must be provided on site.
3. Parking provided off site must be conveniently located to the development site.
4. No single development may claim more than 1/3 of all public parking within the vicinity (250m) of the development site.
5. A request for waiver of car parking must be supported by a traffic study prior to being considered.

Attachments

Proposed Local Planning Policy

201011/249 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr S R Martin

That Council:

- i) prepare a new Local Planning Policy to be known as Local Planning Policy 12 – Reciprocal Car Parking and Cash in Lieu of Car Parking;
- ii) give notice of the proposed Local Planning Policy in accordance with Section 5.1.4 of Town of Port Hedland Town Planning Scheme No. 5. as follows:
 - a. **publish a notice of the proposed Policy once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area, giving the details of:**
 1. **Where the draft Policy may be inspected,**
 2. **The subject and nature of the draft Policy, and**
 3. **In what form and during what period (being no less than 21 days from the day the notice is published) submissions may be made, and**
 - b. **Publish a notice of the proposed policy in such other manner and carry out such other consultation as it considered appropriate.**

iii) further to ii) above, give notice to the Port Hedland Chamber of Commerce, Pilbara Development Commission and Western Australian Planning Commission.

iv) subject to no objections being received during the consultation process, adopts Local Planning Policy 12, and publishes the adoption of the Local Planning Policy in accordance with Section 5.1.6 of TPS 5, as follows:

publish notice of the Policy once in a newspaper circulating in the Scheme area.

CARRIED 7/0

ATTACHMENT TO AGENDA ITEM 11.1.2.2

Town of Port Hedland Town Planning Scheme No.5
Local Planning Policy No. 12 – Reciprocal Car Parking & Cash in Lieu of Car Parking



TOWN OF PORT HEDLAND
TOWN PLANNING SCHEME NO.5
LOCAL PLANNING POLICY NO. 12 –
RECIPROCAL CAR PARKING & CASH IN
LIEU OF CAR PARKING

1. PRELIMINARY

1.1 Authority to prepare and adopt a Local Planning Policy

Clause 5.1 of the *Town of Port Hedland Town Planning Scheme No.5 (The Scheme)* allows Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Town.

This policy will be made effective once Council has completed the process provided by Clauses 5.1.4 – 5.1.7 inclusive of *The Scheme*.

1.2 Relationship of this Policy to *The Scheme*

Pursuant to section 5.1.2 of *The Scheme*, if a provision of this Policy is inconsistent with *The Scheme*, *The Scheme* prevails to the extent of the inconsistency.

This Policy is not part of *The Scheme* and does not bind Council in respect of any application for planning approval. However, Council shall have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

2. APPLICATION OF THE POLICY

This policy applies to all land within the municipal boundaries of the Town of Port Hedland.

3.0 POLICY OBJECTIVES

The objectives of this policy are to:

1. Facilitate development whilst ensuring the car parking needs of users are catered for within a reasonable proximity of the development.
2. Provide for the efficient use of land and public car parking.

DRAFT

-1-

Town of Port Hedland Town Planning Scheme No.5
Local Planning Policy No. 12 – Reciprocal Car Parking & Cash in Lieu of Car Parking

3. Provide a framework that guides developers and decision makers in considering car parking demand.
4. Ensure the policy is in plain English and is easily understood.

4.0 MINIMUM PROVISIONS OF ON SITE PARKING TO BE PROVIDED

No more than 50% of the car parking required by Appendix 7 (Car Parking Standards) of the Scheme can be provided for by reciprocal car parking and/or cash in lieu of car parking.

Example: An office complex requires 45 car parking bays to be provided in accordance with Appendix 7 of the Scheme. No more than 22 (rounded down from 22.5) bays can be provided for by reciprocal car parking and/or cash in lieu of car parking. Therefore a minimum of 23 car bays must be provided on the development site itself.

5.0 RECIPROCAL (SHARED) CAR PARKING

Town Planning Scheme No.5 provision

Clause 6.13.7:

Where there are two separate and different developments with different hours of peak operation, but being located on the same or adjoining lots, Council may permit some discounting of the required number of car parking bays on either or both lots, provided it is satisfied there would be no resultant lowering of safety standards and there is agreement to the reciprocal use of all car parking bays.

When can reciprocal car parking be considered?

1. For employee and visitor car parking only (i.e reciprocal car parking will not be considered for any accommodation parking requirements whether related to permanent or temporary/tourism accommodation)
2. With the consent of all landowners providing car parking that is to be reciprocated; and
3. Where there is no overlap or only a partial overlap in operating times of the businesses reciprocating car parking; and
4. Where the peak demand for all businesses involved in the reciprocating of car parking can be met; and
5. When within 100m of the primary entrance of the development gaining benefit; and
6. Where there is a direct pedestrian link between the car parking which is to be reciprocated and the primary entrance of the development/s gaining benefit.

How much reciprocal car parking can be provided for a development?

- 100% Where there is no overlap in operating times

*Town of Port Hedland Town Planning Scheme No.5
Local Planning Policy No. 12 – Reciprocal Car Parking & Cash in Lieu of Car Parking*

Example: A shop with business hours of 8am – 4pm Monday – Friday is located next door to a proposed take away food outlet that will operate between 5.30pm – 9.30pm Monday – Friday and 11am – 9.30pm on weekends. The shop has 10 car parking bays and the proposed take away food outlet requires 30 car parking bays. With the consent of the landowner for the shop, the take away food outlet could claim reciprocal use of the 10 car parking bays provided on the shop site. This would result in 20 (30 – 10) car parking bays being required to be constructed on the site of the proposed take away outlet.

- 35% Where there is a partial overlap of operating times

Example: An office with business hours of 9am – 5pm Monday – Friday is located next door to a proposed Gymnasium that will operate between 6am - 9am and 3pm -9.00pm daily. The office has 20 car parking bays and the proposed Gymnasium requires 30 car parking bays. With the consent of the landowner for the office, the gymnasium could claim reciprocal use of 7 (35% of the 20 bays) of the car parking bays provided on the office site. This would result in 23 (30 – 7) car parking bays being required to be constructed on the site of the proposed gymnasium.

6.0 CASH IN LIEU OF CAR PARKING

Town Planning Scheme No.5 provision

Clause 6.13.3:

As an alternative to subclause 6.13.1, and subject to Council approval, a cash-in-lieu payment, to the equivalent cost of providing the required car parking spaces and proportion of aisles, plus the value of the area of land which would have been occupied by the spaces and proportion of aisles, may be paid to the Council. This payment is to contribute to a fund set aside by Council for the purposes of providing public car parking areas.

When can cash in lieu of car parking be considered?

1. For employee and visitor car parking only (i.e cash in lieu of car parking will not be considered for any accommodation parking requirements whether related to permanent or temporary/tourism accommodation)
2. Where public car parking is available within 250m of the development site.

How much cash in lieu of car parking can be provided for a development?

In addition to Clause 4.0 of this policy, the following limitation also applies:

*Town of Port Hedland Town Planning Scheme No.5**Local Planning Policy No. 12 – Reciprocal Car Parking & Cash in Lieu of Car Parking*

- No more than 1/3 of all public car parking available within 250m of a development site will be available to be accessed via cash in lieu of car parking for that development site.

Example: 60 public car parking bays are available within 250m of a proposed mixed use development site. The mixed use development requires 100 car parking bays. A cash in lieu of car parking contribution may be provided for up to 20 car parking bays (being 1/3 of the 60 car parking bays available within 250m of the development site). The other 80 car parking bays must be provided on site or under the reciprocal use provisions of this policy.

What is the cash in lieu of parking contribution required per car parking bay?

The cash in lieu of parking contribution is split into two components being land acquisition and construction. Whilst the construction cost is fixed, the land acquisition cost is based on locality. The table below specifies total contributions:

Locality	Land Acquisition	Construction	Total Contribution
Port Hedland Town Centre			
South Hedland Town Centre			
Spinifex Hill Commercial Precinct			
Dempster Street Commercial Precinct			
Lawson Street Commercial Precinct			
Anderson street Mixed Business Precinct			
Byass Street Mixed Business Precinct			
Other	Subject to valuation		

7.0 WAIVERING OF CAR PARKING

Town Planning Scheme No.5 provision

Clause 6.13.5:

*Town of Port Hedland Town Planning Scheme No.5
Local Planning Policy No. 12 – Reciprocal Car Parking & Cash in Lieu of Car Parking*

Where the Council is satisfied that the circumstances of a development justify such action and there will not be any resultant lowering of safety standards, it may permit a reduction in the number of car parking spaces required by subclause 6.13.1.

When can waivering of car parking be considered?

1. Waivering of car parking will only be considered where accompanied with a parking study by a suitably qualified person supporting the request; and
2. The proposal has been advertised in accordance with clause 4.3.3 of the Scheme.

8.0 REQUIREMENT FOR A PLANNING PERMIT

In accordance with Clause 4.1.2 of the Scheme, any variation to the parking requirements of Appendix 7 requires a planning permit. This includes a proposed change of use regardless of whether the proposed use is a P use under the zoning table of the Scheme.

11.1.2.3 Proposed Endorsement of the Port Hedland City Growth Plan – Steering/Working Groups (File No. 18/12/0020)

Officer Leonard Long
Manager Planning

Date of Report 1 February 2011

Disclosure of Interest by Officer Nil

Summary

Council's appointed Lead Consultants (RPS) have, in accordance with their brief, prepared a draft project plan that includes a proposed structure for the Steering/Working Groups.

It is recommended that Council endorses the reporting structure as detailed in the recommendation.

Background

The primary goal of the project plan is to provide the Town of Port Hedland, as well as the consultant team, with a "road map" for the preparation and delivery of the City Growth Plan.

In order to ensure the successful preparation and delivery of the City Growth Plan, it is important to establish a number of Steering/Working Groups from the outset of the project.

Prior to the appointment of RPS and the commencement of the City Growth Plan, Council endorsed a "Steering Group" to guide the preparation of the Port Hedland Development Plan. Since then through discussions with LandCorp, WAPC Dept of Planning, Pilbara Cities and the Town's Executive staff, it has been agreed that to ensure that there is no duplication and unnecessary spending of funds that the two projects be combined.

Therefore, the report recommends that Council consider rescinding its resolution 201011/013 of Agenda Item 11.1.2.9 "Proposed Steering Group for the Preparation of the Development Plan for Port Hedland", which Council considered at its meeting held on 14 July 2010. At that Meeting, Council resolved as follows:

"That Council:

- i) endorses and leads the establishment of the Port Hedland Development Plan Steering Group;*
- ii) nominates Mayor Kelly A Howlett and Councillors Arnold A Carter, Bill (W) Dziombak, George J Daccacce and Jan M Gillingham to represent Council on the Port Hedland Development Plan Steering Group;*

- iii) seeks expressions of interest in Steering Group nominations from:*
- . WAPC (or Dept Planning)*
 - . LandCorp*
 - . Department of Housing*
 - . Department of Environment and Conservation*
 - . Environmental Protection Authority*
 - . Pilbara Development Commission*
 - . Port Hedland Port Authority*
 - . Regional Development Australia (WA) Pilbara*
 - . Port Hedland Chamber of Commerce and Industry*
 - . BHP Billiton Iron Ore*
 - . Fortescue Metals Group Limited*
 - . Dampier Salt Limited*
 - . North West Iron Ore Alliance*
 - . Hancock Prospecting*
 - . Water Corporation*
 - . Horizon Power*
 - . MainRoads*
 - . Department of Indigenous Affairs*
 - . Pilbara Native Title Service*
 - . PNTS*
 - . other relevant authorities/organisations*
- (iii) advertises and seeks interest from members of the community for up to 5 community member positions on the Steering Group*
- (iv) notifies the Western Australian Planning Commission of the formation of the Steering Group and seeks their involvement and assistance in progressing the development of the Plan in a timely manner."*

This report also recommends Council endorse the proposed Steering/Working Groups as proposed in the City Growth Project Plan.

Consultation

Due to the significance of both the Port Hedland Development Plan and the City Growth Plan, extensive discussions have been held with LandCorp, WAPC Dept of Planning, Pilbara Cities and the Town's Executive staff.

Statutory Implications

Should Council wish to re-consider its decision such must be made in accordance with the Local Government (Administration) Regulations 1996.

Voting Requirements for considering revoking a Council Decision are:

1. To consider – 1/3 of members (3).

2. To revoke – absolute majority.

Policy Implications Nil

Strategic Planning Implications

Key Result Area 4: Economic Development
Goal Number 5: Land Development Projects
Strategy 3: Develop Structure Plans for key precinct areas with a particular focus on Spoilbank/Hospital/Hotel Precinct.

Budget Implications Nil

Officer's Comment

The preparation of the City Growth Plan will include the area envisaged to be included in the Port Hedland Development Plan. By combining the two plans a far better and informed outcome is possible.

The proposed Steering/Working Groups have, as mentioned been discussed with LandCorp, WAPC Dept of Planning, Pilbara Cities and the Town's Executive staff and will result in a more streamlined process without having any impact on the overall consultation process ensuring that all stakeholders and interested parties will be part of the process of preparing the City Growth Plan.

As a result of discussion the following Steering/Working Groups are proposed as part of the City Growth Project Plan:

1. *Growth Plan Steering Group*

(To provide strategic leadership and direction on the growth Plan)

Town of Port Hedland Representatives:

Chief Executive Officer - Paul Martin

Director Planning and Development - Eber Butron

Project Manager, LandCorp - Matt Read

Director North West Region, Department of Planning - Phil Woodward

General Manager, Pilbara Cities - Chris Adams

2. *Growth Plan Technical Working Group*

(To receive updates from Lead Consultant and provide Council related strategic and technical input to the project)

Town of Port Hedland Representatives:

Mayor Kelly Howlett

Deputy Mayor - Councillor Arnold Carter

Councillor Bill Dziombak

Councillor George Daccache

Councillor Jan Gillingham

Chief Executive Officer - Paul Martin

Director Corporate Services - Natalie Octoman
Director Engineering Services - Russell Dyer
Director Planning and Development - Eber Butron
Acting Director Community Development - Debra Summers
Manager Planning - Leonard Long
Manager Economic and Land Development - Richard Bairstow
Lead Consultant (RPS) - Filipe Viera/Rod Dixon

3. *Project (Consultant) Team Meeting*

(To discuss and review project against program and key milestones, technical issues / challenges, next action, deliverables, budget & other project related information)

Required:

RPS - Filipe Viera / Rod Dixon
Sub-consultants - as required
Chief Executive Officer - Paul Martin

Optional:

Director Corporate Services - Natalie Octoman
Director Engineering Services - Russell Dyer
Director Planning and Development - Eber Butron
Acting Director Community Development - Debra Summers
Manager Planning - Leonard Long

Strategic Advisory

(To coordinate and interface key Government & Private Sector projects in the Pilbara)

1. *Implementation Group*

General Manager, Pilbara Cities - Chris Adams
General Manager, Regions, LandCorp - Mike Malone
Mayor Kelly Howlett
Chief Executive Officer, Town of Port Hedland - Paul Martin

2. *Pilbara Revitalisation Group*

Key Stakeholder Agencies

General Manager, Pilbara Cities - Chris Adams

3. *Stakeholder Reference Group*

The composition, role frequency and objectives of the Stakeholder engagement and other project focus groups will be documented by the Community Engagement Consultant in the Community Engagement Plan.

Throughout the project, Council will be regularly updated on the progress of the City Growth Plan and will have the opportunity to comment on the proposal.

Attachments

Draft Port Hedland City Growth Plan : Project Plan (December 2010)

NOTE: Mayor called for a show of hands in favour to consider the revoking of Resolution 201011/013 of Item 11.1.2.9 "Proposed Steering Group for the Preparation of the Development Plan for Port Hedland" from its Ordinary Meeting held on 14 July 2010, and recorded on page 103 of those minutes

The following Councillors indicated their support consider this matter:

Councillor A A Carter
Councillor M Dziombak
Councillor D W Hooper

201011/250 Council Decision/ Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr M Dziombak

That Council:

- i) RESCINDS decision 201011/013 of Item 11.1.2.9 "Proposed Steering Group for the Preparation of the Development Plan for Port Hedland" from its Ordinary Meeting held on 14 July 2010, and recorded on page 103 of those minutes, that states:

"That Council:

- i) **endorses and leads the establishment of the Port Hedland Development Plan Steering Group;**
- ii) **nominates Mayor Kelly A Howlett and Councillors Arnold A Carter, Bill (W) Dziombak, George J Daccahce and Jan M Gillingham to represent Council on the Port Hedland Development Plan Steering Group;**
- iii) **seeks expressions of interest in Steering Group nominations from:**
- . **WAPC (or Dept Planning)**
 - . **LandCorp**
 - . **Department of Housing**
 - . **Department of Environment and Conservation**
 - . **Environmental Protection Authority**
 - . **Pilbara Development Commission**
 - . **Port Hedland Port Authority**
 - . **Regional Development Australia (WA) Pilbara**
 - . **Port Hedland Chamber of Commerce and Industry**

- . **BHP Billiton Iron Ore**
 - . **Fortescue Metals Group Limited**
 - . **Dampier Salt Limited**
 - . **North West Iron Ore Alliance**
 - . **Hancock Prospecting**
 - . **Water Corporation**
 - . **Horizon Power**
 - . **MainRoads**
 - . **Department of Indigenous Affairs**
 - . **Pilbara Native Title Service**
 - . **PNTS**
 - . **other relevant authorities/organisations**
- (iii) **advertises and seeks interest from members of the community for up to 5 community member positions on the Steering Group**
- (iv) **notifies the Western Australian Planning Commission of the formation of the Steering Group and seeks their involvement and assistance in progressing the development of the Plan in a timely manner.”;**
- ii) **endorses the Port Hedland City Growth Plan : Project Plan (December 2010); and**
- iii) **establishes the following Steering/Working Groups as proposed in the Port Hedland City Growth Plan : Project Plan (December 2010):**
- 1. Port Hedland City Growth Plan Steering Group**

Aim/Purpose

To provide strategic leadership and direction on the Port Hedland City Growth Plan

Membership
Town of Port Hedland Representatives:
Chief Executive Officer - Paul Martin
Director Planning and Development - Eber Butron
Project Manager, LandCorp - Matt Read
Director North West Region, Department of Planning
Phil Woodward
General Manager, Pilbara Cities - Chris Adams

Tenure: Ongoing
Delegation: Nil
 - 2. Port Hedland City Growth Plan Technical Working Group**

Aim/Purpose

To receive updates from Lead Consultant and provide Council related strategic and technical input to the Port Hedland City Growth Plan project

Membership

Town of Port Hedland Representatives:

Mayor Kelly Howlett

Deputy Mayor - Councillor Arnold Carter

Councillor Bill Dziombak

Councillor George Daccache

Councillor Jan Gillingham

Chief Executive Officer - Paul Martin

Director Corporate Services - Natalie Octoman

Director Engineering Services - Russell Dyer

Director Planning and Development - Eber Butron

Acting Director Community Development - Debra Summers

Manager Planning - Leonard Long

Manager Economic and Land Development - Richard Bairstow

Lead Consultant (RPS) - Filipe Viera/Rod Dixon

Delegation: Nil

Tenure: Ongoing

3. **Port Hedland City Growth Plan Project (Consultant) Team Meeting**

Aim/Purpose

To discuss and review Port Hedland City Growth Plan project against program and key milestones, technical issues/challenges, next action, deliverables, budget and other project related information)

Membership

Required:

RPS - Filipe Viera / Rod Dixon

Sub-consultants - as required

Chief Executive Officer - Paul Martin

Optional:

Director Corporate Services - Natalie Octoman

Director Engineering Services - Russell Dyer

Director Planning and Development - Eber Butron

Acting Director Community Development - Debra Summers

Manager Planning - Leonard Long

Tenure: Ongoing

Delegation: Nil

- iv) supports the following Strategic Advisory Groups as proposed in the Port Hedland City Growth Plan : Project Plan (December 2010):

Aim/Purpose

To coordinate and interface key Government and Private Sector projects in the Pilbara

4.1. Implementation Group

**General Manager, Pilbara Cities - Chris Adams
General Manager, Regions, LandCorp - Mike Malone
Mayor Kelly Howlett
Chief Executive Officer, Town of Port Hedland - Paul Martin**

4.2. Pilbara Revitalisation Group

**Key Stakeholder Agencies
General Manager, Pilbara Cities - Chris Adams**

4.3. Stakeholder Reference Group

The composition, role frequency and objectives of the Stakeholder engagement and other project focus groups will be documented by the Community Engagement Consultant in the Community Engagement Plan.

ATTACHMENT TO AGENDA ITEM 11.2.1.4



PORT HEDLAND CITY GROWTH PLAN

PROJECT PLAN

DECEMBER 2010

Prepared by:

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Document Status

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<i>Rev 0</i>	<i>Preliminary Draft for Client Review</i>	<i>R. Dixon</i>	<i>01.12.10</i>
<i>Rev 1</i>	<i>Final Draft for Client and Project Team (when appointed) review and endorsement</i>	<i>R. Dixon</i>	<i>20.12.10</i>

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1.0 INTRODUCTION

1.1 Purpose of Project Plan

RPS has been appointed by the Town of Port Hedland (ToPH) as Lead Consultant for the preparation of the Port Hedland City Growth Plan. Preparation of a Project Plan has been identified as the first substantive task associated with the project.

This Project Plan has been prepared to provide the ToPH and the consultant team with a 'road map' for the preparation and delivery of the City Growth Plan. It provides information on the purpose and nature of the project, key objectives, scope and deliverables. It also provides details in relation to the roles and responsibilities of RPS and the sub-consultants, including the proposed methodology for procuring these sub-consultants, overall communications management and reporting requirements, program and key milestone considerations, as well as potential areas of risk.

The Project Plan should be seen as an iterative - 'live'- document and made available to all members of the project team (commercially sensitive information to be withheld as appropriate). The document will be periodically updated as the project unfolds e.g. program updates as required, contact details, budget estimates etc.

1.2 Project Background

Port Hedland began as a Port Town providing loading facilities to an array of resource companies and has evolved into one of the largest ports in the world. The Town of Port Hedland retains much of the original layout and physical infrastructure, as well as social and cultural characteristics. The long term economic outlook for the town is positive, and is expected to grow. There is a need, however, to further plan the town to ensure that the expected growth can be sustained.

The City Growth Plan is intended to provide a 'blueprint' - Strategic framework - to facilitate the future growth of Port Hedland, with an emphasis on achieving a vision for the Town as a future "City of the North" alongside Karratha.

The underlying direction and project vision has been determined at both Local and State Government levels. Importantly, the ToPH's aspirations have been well articulated in key strategic documents such as the Land Use Master Plan; Strategic Plan 2010-2015; Hedland's Future Today 2010; as well as the Port Hedland Land Availability Plan and Housing Capacity Study. Similarly, under the Pilbara Cities framework, the State Government has previously announced its vision to revitalise Pilbara towns, including developing Port Hedland into a "City of the North" of at least 40,000 people.

The project is being driven by the need to modernise and transform Pilbara towns to support long term economic activity in the region, improve the quality of life for existing residents and to attract and retain new residents. For this transformation to occur successfully, the ToPH will need to work collaboratively with all agencies and private sector partners.

The City Growth Plan will need to set out the current baseline and how government, community and other stakeholder aspirations can be achieved

Enhancing quality of life will involve responding to the needs and aspirations of the communities by enhancing local amenity, expanding job and related opportunities, addressing service shortfalls, and ensuring current and future settlements are sufficiently robust and adaptable to meet the challenges of the region's climatic conditions.

Population growth is essential to sustain the long term economic activity in the Pilbara. Current forecasts, however, indicate that settlements across the Pilbara will not reach the population growth objectives of Pilbara Cities without significant intervention. A new approach to economic growth and diversification will be required at a regional and local level that builds on Port Hedland's comparative advantages and pursues new economic opportunities. The City Growth Plan will provide the background and framework for this intervention, and set out the spatial requirements to facilitate this.

Achieving this transformation will require more than just streetscape enhancements, but an array of programs and development projects focused on regional social and economic development. This project will also serve as a catalyst for a range of outcomes aimed at revitalising Port Hedland and positioning it for the future.

Importantly, delivering the outcomes required to meet this vision of revitalisation requires commitment and contribution by many stakeholders across the region – with ongoing support and resourcing. A new approach to governance is required to achieve this at both a local and regional level. Moreover, a strategic partnership will be required at a local level to achieve the coordination and investment, whilst a focus on economic development will be necessary at both levels.

1.3 Project Study Area

A plan showing the municipal boundaries of the Town of Port Hedland is contained in Appendix 1.

It should be noted that while Consultants will be expected to take into account the extent of the municipality, the study is a City Growth Plan and as such the focus of the investigations will be on identifying areas of future urban/industrial expansion within the context of the existing Port Hedland and South townsites and immediate surrounds.

Those investigations may give rise to further specific work, separate to the City Growth Plan, for outer areas within the municipality such as the Newman turn-off, Condon, Boodarie and 12 mile.

1.4 The City Growth Plan Approach

The City Growth Plan is aimed at addressing underlying social, economic and environmental issues in a defined area to achieve a 'sustainable city', and must take a holistic view geared ultimately towards implementation. Projects must be delivery focused, and where public and private sector investment is required, are delivered through partnerships. Delivery of social, economic, environmental and infrastructure outcomes/benefits must also be coordinated by an implementation plan derived from the City Growth Plan that reflects a shared vision for the area, and enables delivery partners to align their plans and programs to achieve an integrated approach to implementation.

The 'sustainable city' approach has been adopted for the project, and requires underlying issues to be addressed in a holistic way to meet the vision for the Town and achieve its full potential. Increased economic diversity, more private and public sector investment and improved infrastructure coordination are priorities linked to improving quality of life and the vitality of the Town. The vision for Port Hedland to become a "City of the North" with a population of at least 40,000 people or more also requires a long term (2031 and beyond) view and proactive approach to achieving this growth, and the consideration of the role and make-up of the Town within this context.

1.5 Project Vision and Objectives

The City Growth Plan is intended as a strategic response to the many growth pressures facing the Town, including pressures for mining resource expansion, issues of housing affordability, infrastructure supply and the provision of an adequate level of community facilities and amenity.

The project vision and objectives are therefore articulated in the context of meeting these pressures and challenges.

1.5.1 Project Vision

Pursuant to the Town of Port Hedland's Strategic Plan 2010-2015 (adopted in July 2010), the vision for the Town has been identified as follows:

"Town of Port Hedland: A nationally significant, friendly, City, where people want to live and are proud to call home".

RPS has identified the need to conduct a 'Visioning' workshop with the Project Team and key stakeholders as part of the study to 'test' this vision. Among other things, workshop participants will be requested to consider the current vision and how this can best be aligned with the City Growth Plan.

The ToPH has expressed an interest in engaging the services of a well regarded individual to provide high level thinking and strategic 'value add' to the visioning exercises associated with the City Growth Plan. RPS is considering this proposition with a view to providing a recommendation to the Steering Group, through the TOPH, on individuals capable of fulfilling this role.

It should be noted that the Steering Group will need to determine the separate funding arrangements of any additional third party resources such as the 'visioning expert'.

1.5.2 Project Objectives

The City Growth Plan is intended to fulfil a number of key objectives outlined in the ToPH's Strategic Plan, namely:

- To respond to the shared "Pilbara Cities" vision for Port Hedland;
- To enhance the quality of life for existing and future residents;
- To respond to the environment and create a sense of place, taking into account the historic and cultural elements of Port Hedland;
- To facilitate sustainable growth and development over the long term;
- To support economic activity and promote diversification;
- To identify and establish a partnership approach to deliver the project;
- To identify opportunities to grow and diversify the economy, and strategies required to achieve this;
- To identify the role of the town centre in light of required growth, economic opportunities and expectations of the community, and define physical improvements and programs required to meet those needs;
- To identify and facilitate release of land for residential, retail, commercial and industrial development;
- To identify needs of the existing and future community and what will be required to be delivered over time to meet those needs;
- To engage with key stakeholders including those who can support revitalisation of the town and form a delivery partnership;
- To identify the potential for satellite towns in relation to Port Hedland; and
- To address any Native Title issues.

The above objectives will continue to be refined as the City Growth Plan project progresses and the visioning workshops are undertaken.

2.0 KEY PROJECT ELEMENTS AND DELIVERABLES

2.1 Key Project Elements

The City Growth Plan will comprise two key documents – a City Growth Plan and an Implementation Phase. An over-arching Sustainability Assessment will also be undertaken.

As a minimum, the City Growth Plan will address:

- Long term structure of the Town and relationship to connecting Towns;
- Preferred growth scenario;
- Strategies to achieve diversification of town economies and more affordable living to meet growth aspirations;
- Social infrastructure requirements aligned with population growth trajectory;
- Place management and activation strategies.

Broadly, the Implementation Plan will address:

- Partnership engagement;
- Local leadership;
- Land release responsibilities and timing;
- Physical infrastructure co-ordination program;
- Consideration of non-spatial elements such as policy initiatives to address future; community and economic development programs and projects;
- Governance requirements to drive delivery of the projects and programs.

2.2 Project Deliverables

2.2.1 City Growth Plan

The City Growth Plan will provide a strategic planning framework to identify the long term vision and objectives for the Town, context, key issues and opportunities, strategies for how sustainable growth of the Town should occur, and the implications for land use and development (including land release staging). This includes a social infrastructure framework, which aligns the population growth trajectory, corresponding social and physical infrastructure requirements to meet the needs of that growth, and the thresholds at which it should be provided.

These elements are expected to allow for a strong assessment of City Growth scenarios against economic development and diversification. The approach will also provide a framework linked to population growth and economic development rather than selected fixed time periods alone.

2.2.2 Implementation Plan

The Implementation Plan will set out the program for the delivery of the spatial and non-spatial elements, including community, economic, environmental, physical and infrastructure projects and programs. It will include a scope of works, roles and responsibilities, timing, and other information required to inform the delivery plans and programs of project partners.

A key focus of the Implementation Plan will be on identifying project inter-dependencies and critical path programs and lead-times to ensure a fully integrated and cohesive strategy. Priority implementation actions will be documented for each project and program of work. The action plan will be supported by detailed implementation programmes and budgets for work programs /projects.

Critical lead-time projects will be elevated and prioritised in the Implementation Plan to facilitate the fast-tracking of programs of work. For example, opportunities to fast-track infrastructure capacity and environmental studies that can take a number of months (and years in some cases) will be considered to ensure an adequate supply of “project ready” land (residential, industrial or commercial) is readily available.

The Implementation Plan must be sufficiently robust to be able to respond to a range of growth scenarios and, importantly, to take into account the range of existing projects and programs that will be progressed by both state and local government concurrently with the City Growth Plan.

2.2.3 Sustainability Assessment

The Sustainability Assessment will include context analysis and sustainability objectives and criteria used to evaluate preparation and monitor delivery of the City Growth Plan. The objectives will also inform working groups, which will be established to identify strategies to address key issues such as affordable living, economic diversification and place activation. These will include relevant consultants and key stakeholders and other representatives.

The consultant team will be required to ensure their inputs address the sustainability measures agreed to. These will be established once the full consultant team has been appointed.

3.0 COMMUNICATIONS MANAGEMENT

3.1 Project Team Communications

The nature of the City Growth Plan will require RPS, as Lead Consultant, to put in place and manage a communications regime, including suitable arrangements for liaising with the project team and Stakeholder and Reference Groups. In broad terms, RPS will be responsible for day to day management of the project team, with reporting responsibilities aligned to a range of Stakeholder and Reference Groups.

While project liaison and reporting associated with the City Growth Plan will be further consolidated as the project unfolds, with such arrangements to be reflected in periodic updates of this document, a summary of the proposed communication and reporting regime is outlined in the sections below.

3.0.1 RPS Organisation and Reporting

Figure 1 overleaf illustrates the roles and responsibilities of key RPS personnel and the internal reporting relationships.

Overall direction and management of the project and client liaison will be undertaken by RPS' Operations Director, with day to day management of the project and consultant team to be shared between the Perth and Port Hedland Offices of RPS. A Technical Director will oversee activities in the Perth office and the Manager of the Port Hedland office/ Senior Project Manager overseeing activities in Port Hedland.

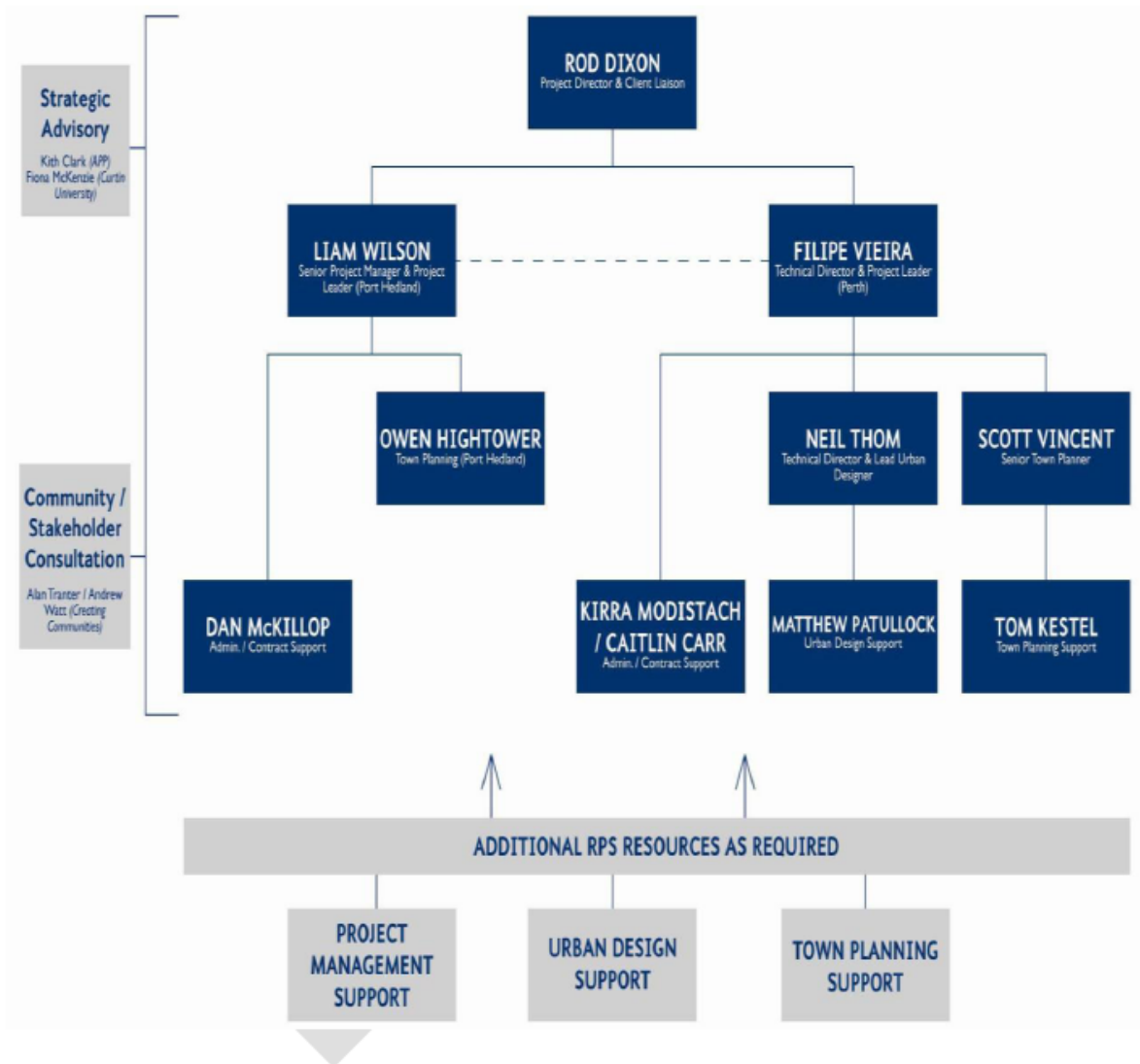
These three individuals will work closely with and be supported by additional RPS planning, urban design and project management personnel, with additional strategic advice provided at key milestones in the project by APP Corporation and Dr Fiona McKenzie.

It is anticipated that APP Corporation will provide an important strategic advisory role in the context of validating the approach and methodology for the Implementation Plan, once the key elements of the City Growth Plan have been established by the project team. APP will also assist in defining the delivery mechanisms and potential Governance requirements to drive the delivery.

The formal appointment of APP and Creating Communities is pending confirmation of funding availability through the Department of Planning's North West Planning Program.



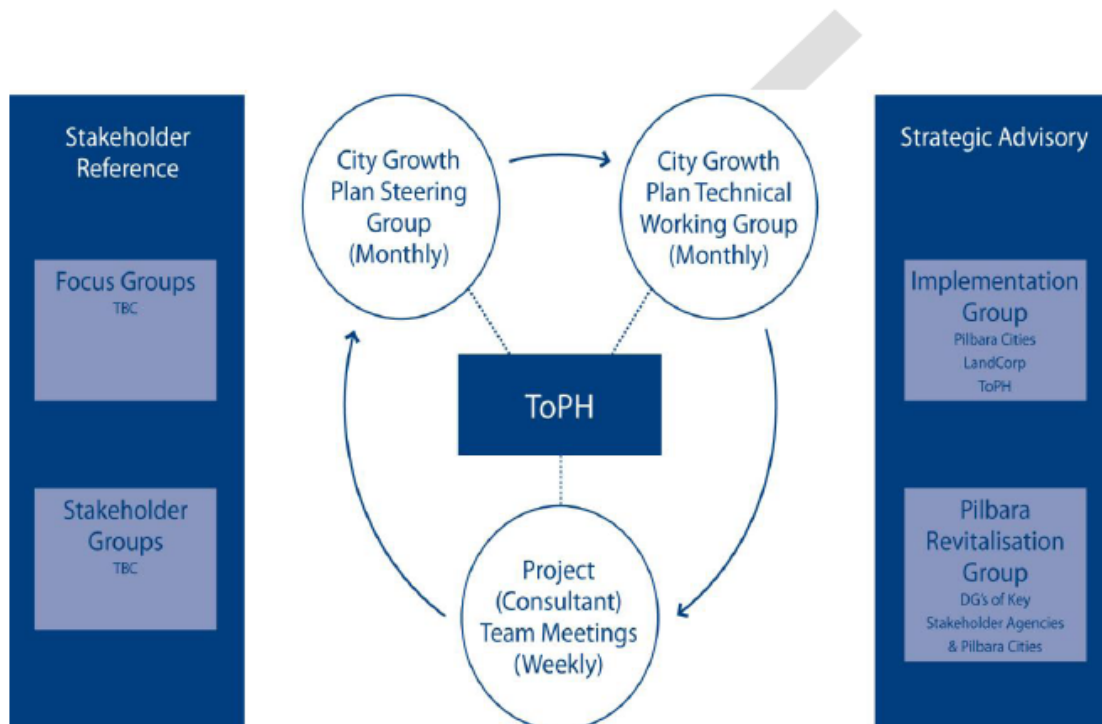
FIGURE 1 – RPS ORGANISATION AND REPORTING



3.0.2 Project Liaison and Reporting

Preparation of the City Growth Plan will require RPS to interface, to varying degrees, with a number of Stakeholder Working or Reference Groups. These arrangements are summarised in **Figure 2** below.

FIGURE 2 – STAKEHOLDER MANAGEMENT



The composition, role, frequency of meeting and Chair of these various Stakeholder/Reference Groups is summarised in more detail in **Appendix 2**. These details will be validated as the project unfolds and a cycle of each of the meetings held.

4.0 PROCUREMENT MANAGEMENT

4.1 Sub-Consultant Disciplines

In addition to overall leadership and management of the project team, RPS will provide the core Planning and Urban Design consultancy services, in close consultation with the ToPH, the Steering Group and Technical Working Group. In accordance with the Lead Consultant Brief, RPS is also responsible for working with the ToPH to procure the multi-disciplinary sub-consultant team for the City Growth Plan

At a meeting between RPS and the ToPH's Executive on 13 December 2010, the Executive endorsed the recommendations put forward by RPS in relation to the sub-consultants required and the procurement methodology.

A summary of the sub-consultants to be procured, including the scope/role, and key deliverables is summarised in **Table 1** below.

TABLE 1 – SUB-CONSULTANT DISCIPLINES

Discipline	Scope/Role	Key Deliverables
<i>Economic Analysis / Development Consultants</i>	Economic assessment and input to due diligence investigations and development of economic development strategies. Provision of economic advice and employment growth analysis data at various project stages, including any economic development modelling.	<ul style="list-style-type: none"> Complete and economic assessment and thereafter provide an employment growth analysis model that will both test City Growth scenarios and provide on-going analysis to the project team and ToPH. Provide an economic profile and identify economic opportunities. Identify options and strategies for economic development and their planning and development implications. Assist the Community Development and other consultants with identification of economic development strategies and land use and development implications to achieve project objectives.
<i>Civil Engineer</i>	Provide an assessment of the status and capacity of existing infrastructure and advise on the design and delivery of upgrades or new infrastructure required to meet the objectives of the Growth Plan. Responsible for providing or	<ul style="list-style-type: none"> Undertake due diligence and other investigations, and inform context and site analysis and design concepts. Assist with Sustainability Assessment, and to identify approaches to delivering sustainable outcomes, including sustainable infrastructure. Investigate infrastructure capacity and servicing requirements, inform design concepts and

Discipline	Scope/Role	Key Deliverables
	procuring Geotechnical and Electrical engineering expertise.	<p>feasibility assessments, advise on development strategies and inform implementation program.</p> <ul style="list-style-type: none"> • Provide an infrastructure report, including staging requirements for infrastructure delivery.
<i>Traffic and Transport Engineer</i>	Provide an assessment of the status of the existing transport network, identify upgrades or new transport infrastructure required, and undertake modelling based on urban design concepts.	<ul style="list-style-type: none"> • Undertake due diligence and other investigations, and inform context analysis and design concepts. • Assist the environmental and other consultants with Sustainability Assessment, and to identify approaches to delivering sustainable outcomes, including for transport and movement. • Undertake traffic and car parking analysis and advise on City Growth Plan transport strategies. • Provide a Traffic and Transport Assessment report, including details of priority actions to support development.
<i>Landscape Architect</i>	Provide an assessment of the landscape character for the region addressing the environmental and other contextual elements.	<ul style="list-style-type: none"> • Undertake a scenic amenity study of the region identifying key landscape character zones
<i>Environmental Consultants</i>	Provide an assessment of current environmental conditions and City Growth Plan design options. Offer advice on key environmental opportunities and constraints to inform strategy and design development.	<ul style="list-style-type: none"> • Environmental input to due diligence investigations and context analysis. • Environmental appraisal of emerging and preferred design concepts. • Identify opportunities and options to address key environmental issues and prioritise actions to 'de-constrain' land for development.
<i>Sustainability Consultant</i>	Critical friend / review role, providing objective advice on the environmental, social and economic sustainability of City Growth Plan proposals. Lead role in sustainability appraisal/assessment.	<ul style="list-style-type: none"> • Set up sustainability appraisal process and lead Sustainability Assessment • Identify approaches to delivering sustainable outcomes.
<i>Property Consultants</i>	Provide an assessment of property market conditions and opportunities/constraints to inform due diligence and development strategies.	<ul style="list-style-type: none"> • Undertake due diligence, property market intelligence, feasibility assessment for potential development opportunities and advise on development strategies. • Assist the economic and other consultants to evaluate property market conditions in a range

Discipline	Scope/Role	Key Deliverables
		of City Growth Plan scenarios.
<i>Community Development / Engagement Consultants</i>	Lead role in coordination of community and stakeholder engagement processes. Lead role in cultural assessment, input to due diligence, context analysis and preparation of social and economic development strategies.	<ul style="list-style-type: none"> Formulate the approach to stakeholder and community engagement. Prepare and implement an Engagement Strategy. Assist with arrangements for engagement activity, and work with community and stakeholders. Undertake baseline investigations and inform context analysis. Lead identification of social (including indigenous) and economic development strategies/ place making initiatives, and the land use and development implications to achieve project objectives. Assist the heritage, environmental and other consultants with Sustainability Assessment, and to identify approaches to delivering sustainable outcomes.
<i>Indigenous / Heritage Consultant</i>	Provide specialist input and advice on Indigenous and European heritage matters. Assist with the facilitation of indigenous engagement (in cooperation with community engagement consultants).	<ul style="list-style-type: none"> Undertake indigenous and European heritage investigations. Assist the Community Development and other consultants with the preparation of an engagement strategy; social and economic development strategies; and place making initiatives.

RPS' role also includes cost management, reporting, and client liaison. In this regard, RPS will be responsible for managing the performance requirements of the sub-consultants, and for reviewing - and certifying for payment - all sub-consultant invoices. All invoices shall be addressed to the ToPH c/- RPS. Consultant follow up for payment - after RPS certification - will be directly with the ToPH.

Any variations to scope of services or budgets must be requested in writing in advance to the ToPH, c/- RPS. RPS will be responsible for reviewing and making recommendations on any such requests, with the ToPH responsible for final determination.

It will be incumbent upon the ToPH, as the Client, to enter into a Contract for Services with RPS and each of the sub-consultants, in accordance with the Town's preferred Terms and Conditions, and any variations thereto. It should also be noted that any negotiations required between the Town and any of the sub-consultants in relation to these Terms and Conditions are to be discussed and mutually agreed directly between the ToPH and the respective consultant/s.

4.2 Procurement Methodology

Table 2 below provides a summary of the process to be followed in relation to procurement of the sub-consultants. This process reflects the outcomes of the meeting between RPS and the Town's Executive on 13 December 2010.

It should be noted that the ToPH has requested that all Briefs be advertised on an Open Tender basis in the interest of due process and ensuring market competitive responses.

TABLE 2 – PROCUREMENT METHODOLOGY

Task No.	Task	Responsibility	Comments/Notes
1	Prepare Sub-Consultant Briefs	RPS	ToPH to supply RPS with 'speciman' template for Briefs.
2	Endorse draft Briefs	ToPH	ToPH Executive to review and provide endorsement, through CEO, of all Briefs.
3	Prepare relevant advertising material and newspaper notices	ToPH	ToPH to prepare relevant advertising material in accordance with established Council procedures.
4	Advertise Briefs	ToPH	ToPH to advertise Briefs in accordance with established Council procedures.
5	Finalise Assessment Panels		RPS to prepare a list of the Assessment Panels. All Assessment Panels to comprise 3 individuals, including a representative of the ToPH.
6	Respond to enquiries, receipt, opening & recording of all Submissions	ToPH	ToPH to respond to all consultant enquiries during the submission period. Three hard copies and one electronic copy of all submissions to be lodged with ToPH by the closing date. Opening and recording of submissions to be undertaken in accordance with established Council procedures; non-compliant tenders to be recorded as such.

RPS

Port Hedland Growth Plan

Task No.	Task	Responsibility	Comments/Notes
7	Circulate submissions to Panel Members in accordance with agreed Assessment Panels	ToPH	Copies of all submissions to be provided to respective Assessment Panel Members. ToPH to manage the assessment and reporting process for any sub-consultant including an RPS entity (e.g Environment) to avoid perceptions of Conflict of Interest with the Lead Consultant.
8	Panel Members to assess and rank submissions	RPS/ToPH	Individual Panel Members to assess and rank submissions within agreed timeframe.
9	Panel Members to convene and discuss rankings; agree on preferred Consultant	RPS/ToPH/ Independent Probity Auditor	RPS to secure venue and organise meeting times for Assessment Panels, in consultation with the ToPH. ToPH to secure the services of an Independent Probity Auditor, as suggested by RPS, to facilitate panel discussions and recommendations on preferred Consultants.
10	Council endorsement of recommendations	ToPH	ToPH to provide adequate resources to facilitate all internal reporting requirements and recommendations to Council meeting in February 2011.
11	Negotiate and resolve Contract Terms and Conditions	ToPH/Consultant	ToPH to negotiate, as required, any Contract Terms and Conditions, with relevant consultant/s.
12	Execute Contracts with successful Consultants	ToPH/Consultant	ToPH to execute Letters of Appointment/ with successful Consultants.

5.0 PROGRAMME & KEY MILESTONES

5.1 Project Milestones

RPS has prepared a detailed Programme to reflect the milestones identified in the Lead Consultant Brief (refer **Appendix 3**).

A summary of the key project milestones is provided in **Table 3** below.

TABLE 3 – SUMMARY OF PROJECT MILESTONES

Activity	Start	Finish
Procure Lead Consultant	15 October 2010	8 November 2010
Prepare final draft Project Plan	15 November 2010	20 December 2010
Prepare draft Sub-Consultant Briefs	16 November 2010	21 December 2010
Advertise Briefs Evaluate submissions and recommend preferred sub-consultants	5 January 2011	28 January 2011
Prepare report and recommendations to Council on preferred sub-consultants	29 January 2011	9 February 2011 (Council Meeting)
Finalise review of Opportunities and Constraints & Growth Plan Report definition	21 January 2011	16 February 2011
City Growth Plan Forums	9 March 2011	10 March 2011
Prepare Draft City Growth Plan report	3 March 2011	20 May 2011
Prepare Draft Implementation Plan report	21 April 2011	3 June 2011
ToPH endorsement of Growth Plan and Implementation Plan	22 June 2011	22 June 2011
Public submission period	6 July 2011	18 August 2011
Modify Growth Plan and Implementation Plan documents	19 August 2011	15 September 2011
Final Adoption of Growth Plan by ToPH	20 September 2011	20 September 2011
Final Adoption of Implementation Plan by ToPH	17 November 2011	17 November 2011

The delivery timeframes for the project are considered to be very ambitious, particularly as it includes the Christmas/New Year period. There is therefore considerable risk that the program will not be achieved in accordance with the milestones identified.

Given the tight timeframes, achievement of the program milestones is predicated upon a number of assumptions as summarised below:

- An expedited sub-consultant procurement process, including delegated decision-making with respect to any Lead Consultant recommendations;
- Prompt review and/or feedback by the Town of Port Hedland and/or Working Group in respect of any documentation provided, recommendations, and other key deliverables, including over the Christmas/New Year period;
- Availability of relevant personnel from key stakeholders to attend designated meetings, workshops;
- Sufficient numbers of stakeholders in attendance at the designated workshops/Community Forum;
- Availability of venues and timely (sufficient) notification to stakeholders and other participants of workshops and other events;
- A commitment by all members of the Consultant team to provide adequate resources for the duration of the project;
- All input from stakeholders, including government agencies such as infrastructure service providers being provided in a timely manner given the significance of the project;
- The simultaneous progression of potential priority areas identified under the City Growth Plan, either by LandCorp or others is assumed to be of benefit to the project through either common consultant teams or the expectation of information sharing toward the common objectives.

6.0 COST MANAGEMENT

6.1 Cost Reporting

The funding sources and budget estimate is as follows:

1. FUNDING		
Agency	Contact	Town Contribution ¹
Town of Port Hedland	TBA Director, Planning and Development	\$200,000.00 ²
North West Planning Program, Department of Planning	Phil Woodward, Director, North West Region	\$850,000.00 ³
Total		\$1,050,000.00
2. BUDGET ESTIMATE		
Lead Consultant	RPS	\$367,000.00 ⁴
Sub-Consultants	Appointments to be finalised	\$1,000,000.00 ⁵
Contingency 10%		\$105,000.00 ⁶
Total		\$1,372,000.00

Notes:

- Funds are assumed to be GST exclusive.*
- The \$200k contribution reflects funds received from Pilbara Cities.*
- At the time of preparing this final draft, approval of these funds remains pending.*
- The Lead Consultancy appointment comprises a baseline fee of \$367k plus \$45k for 'value add' elements, including \$20k for community engagement and \$25k for strategic advisory input and assistance with preparation of the Implementation Plan.*
- Broad Order of Magnitude estimates only, based on an average \$100k for 8 Consultants and \$200k for 1 Consultant (Civil Engineer). These estimates indicate that sub-consultant related costs are likely to exceed available funding. The funding position will need to be validated following receipt of consultant submissions.*
- Based upon current funding.*

Cost reporting will include a breakdown of individual Specialist Consultants with the following progressive amounts:

- Original Budget
- Revised Budget
- Committed Amount
- Approved Variations
- Forecast Unapproved Costs

- Final Forecast Costs
- Invoices Received
- Invoices Paid

The Lead Consultant will update the Cost Reports as costs are forecast and approved. A cost report will be provided to the ToPH on a monthly basis.

6.2 Consultant Payments

All sub-consultant invoices will be submitted to RPS for review and certification. Following certification, RPS will submit invoices to the TOPH for payment. Prompt payment of invoices will be required to ensure all monies owed to sub-consultants are paid without undue delay. As previously indicated, Consultants will be responsible for following up any outstanding payments directly with the ToPH, once invoices have been certified for payment by RPS.

7.0 RISK MANAGEMENT

7.1 Project Risk Assessment and Mitigation

The program for delivery of this project is considered ambitious, more so given the fact that the Christmas/New Year period falls within the program timeframes. In view of the timeframes, coupled with unforeseen circumstances that may arise, a potential risk exists for 'slippage' or delays in the program.

As Lead Consultant, it will be incumbent upon RPS to pro-actively manage the program in accordance with the milestones identified, and to mitigate any potential program slippage, through constant monitoring and on-going liaison and dialogue with other members of the project team and key stakeholders, including the ToPH.

Early identification of possible risks by RPS and pro-active measures to mitigate those risks will minimise any slippage or delays in achieving the program milestones. In addition, RPS will facilitate a risk management workshop early on in the program to identify potential risks, and mitigation measures, associated with preparation of the Growth Plan and Implementation Plan and, in particular, potential risks to the delivery of the projects and programs.

In addition to the time related risks, there are cost related risks. There is the likelihood that the budget allocation for the consultant team, highlighted in the previous section, will be insufficient. Potential delays in securing additional funding, and in a timely manner therefore represent other key risk area for the project.

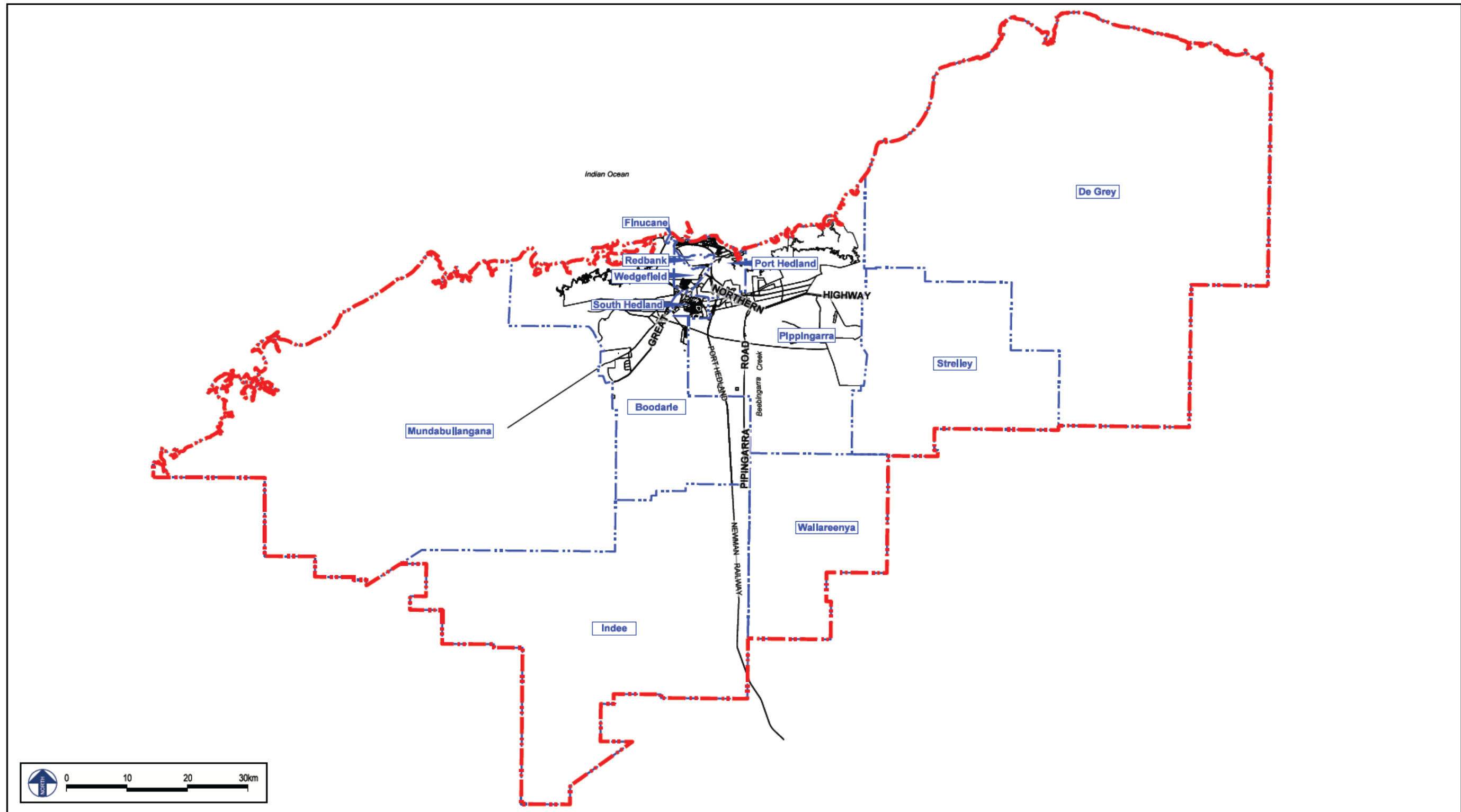
To mitigate against potential funding shortfalls associated with the consultant procurement process, the additional monies required should be flagged early with funding providers such as Pilbara Cities and reported to Council concurrently with the recommendations on the preferred consultants.



Port Hedland Growth Plan

APPENDIX 1 – PROJECT STUDY AREA

DRAFT



TOWN OF PORT HEDLAND LOCALITIES
Town of Port Hedland

Base data supplied by Landgate & RPS Environment
Accuracy +/- 4m, Projection MGA50

Areas and dimensions shown are subject to final survey calculations.
All carriageways are shown for illustrative purposes only and
are subject to detailed engineering design.

Town of Port Hedland : CLIENT
1:600,000@A3 : SCALE
7 December 2010 : DATE
3784-b-004.dgn : PLAN No
- : REVISION
R.D. : PLANNER
L.W. : DRAWN
- : CHECKED



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SHEET 4 OF 4



AERIAL PHOTOGRAPHY
Port Hedland

Base data supplied by Landgate
Aerial Photography dated November 2009, accuracy +/- 4m, Projection MGA Zone 50
Areas and dimensions shown are subject to final survey calculations.
All carriageways are shown for illustrative purposes only and are subject to detailed engineering design.

Town of Port Hedland : CLIENT
1:50,000@A3 : SCALE
6 December 2010 : DATE
3784-b-002.dgn : PLAN No
- : REVISION
R.D. : PLANNER
L.W. : DRAWN
- : CHECKED



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SHEET 2 OF 4



Port Hedland Growth Plan

APPENDIX 2 – PROJECT LIAISON AND REPORTING

DRAFT

1. Growth Plan Steering Group		
Personnel:	CEO - ToPH Director, Planning & Development – ToPH Project Manager - LandCorp Director, North West Region - DoP General Manager, Pilbara Cities	Paul Martin TBC Matt Read Phil Woodward Chris Adams
Role:	To provide strategic leadership and direction on the Growth Plan	
Frequency:	Monthly	
Chair:	CEO - ToPH	
2. Growth Plan Technical Working Group		
Personnel:	Mayor – ToPH Deputy Mayor - ToPH CEO – ToPH Director, Corporate Services - ToPH Director, Technical Services - ToPH Director, Planning & Development – ToPH A/Director Community Development - ToPH Manager, Planning – ToPH Manager, Economic Development - ToPH Lead Consultant (RPS)	Cr Kelly Howlett Cr Arnold Carter Paul Martin Natalie Octoman Russell Dyer TBA Debra Summers Leonard Long Richard Bairstow Filipe Vieira/Rod Dixon
Role:	To receive updates from Lead Consultant and provide Council related strategic and technical input to the project	
Frequency:	Monthly	
Chair:	CEO - ToPH	
3. Project (Consultant) Team Meeting		
Personnel (Required):	Lead Consultant Sub-Consultants CEO – ToPH	Filipe Vieira/Rod Dixon TBA Paul Martin
Personnel (Optional):	Director, Corporate Services – ToPH Director, Technical Services - ToPH Director, Planning & Development - ToPH A/Director Community Development - ToPH Manager, Planning – ToPH	Natalie Octoman Russell Dyer TBA Debra Summers Leonard Long

RPS

Port Hedland Growth Plan

Role:	To discuss and review project against program and key milestones, technical issues/challenges, next actions, deliverables, budget and other project related information.	
Frequency:	Weekly (by video-conference)	
Chair:	Lead Consultant (RPS)	
STRATEGIC ADVISORY		
1. Implementation Group		
Personnel:	General Manager, Pilbara Cities General Manager, Regions – LandCorp CEO – ToPH Mayor – ToPH	Chris Adams Mike Malone Paul Martin Cr Kelly Howlett
Role:	To coordinate and interface key Government and Private Sector projects in the Pilbara	
Frequency:	As required	
Chair:	TBC	
2. Pilbara Revitalisation Group		
Personnel:	Key Stakeholder Agencies General Manager – Pilbara Cities	TBC Chris Adams
Role:	TBC	
Frequency:	TBC	
Chair:	TBC	
3. Stakeholder Reference Group		
The composition, role, frequency and objectives of the Stakeholder engagement and other project focus groups will be documented by the Community Engagement Consultant in the Community Engagement Plan.		

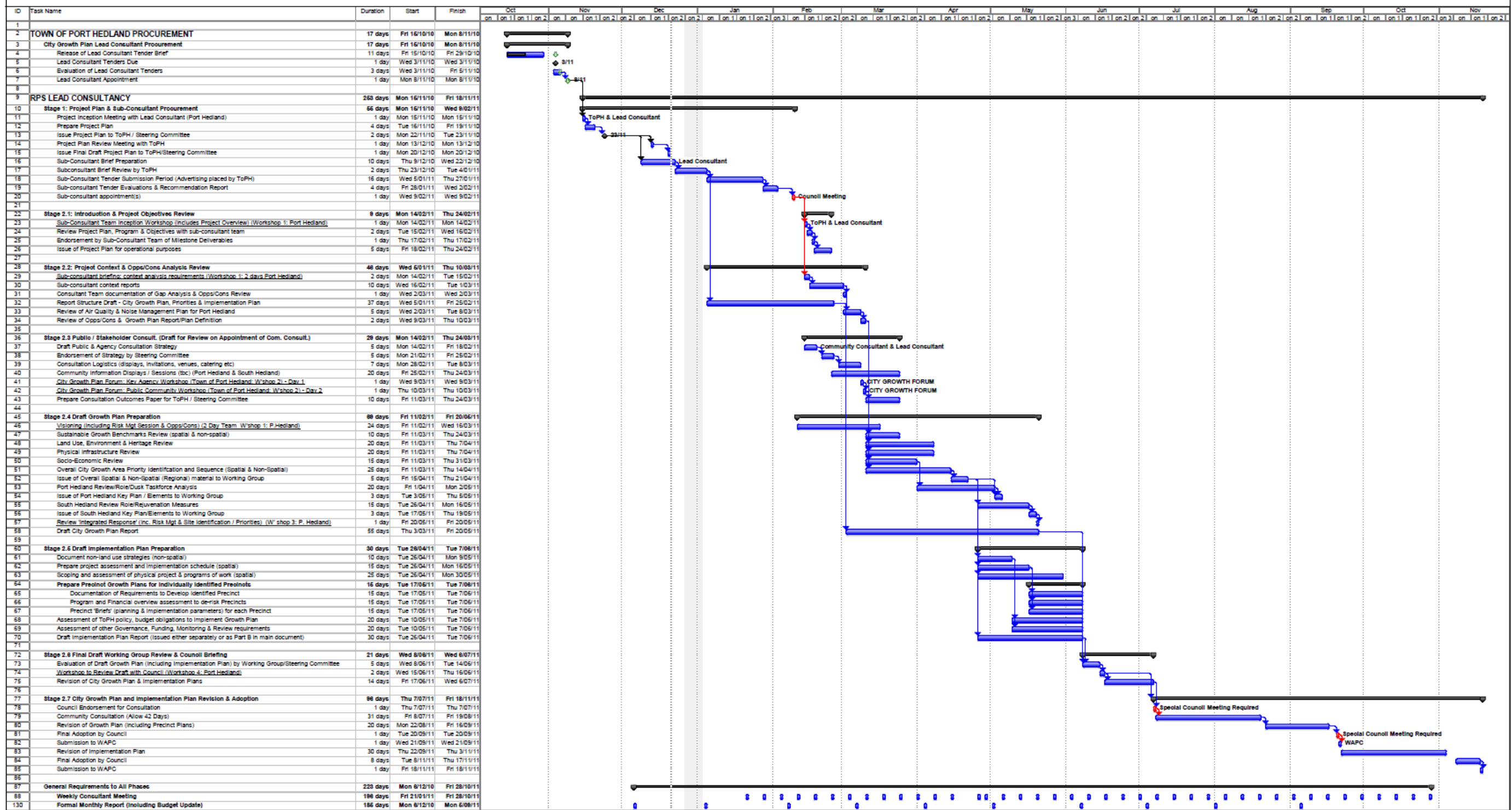


Port Hedland Growth Plan

APPENDIX 3 – GROWTH PLAN PROGRAM

DRAFT

PORT HEDLAND GROWTH PLAN - TENDER PROGRAM



Project: RPS Program - Hedland City Date: Tue 21/12/10
 Client: Town of Port Hedland

RPS

Port Hedland Growth Plan

APPENDIX 4 – CONSOLIDATED DOCUMENT REGISTER

DRAFT

RPS

Port Hedland Growth Plan

APPENDIX 5 – CONTACTS REGISTER

TO BE FINALISED UPON APPOINTMENT OF PROJECT TEAM

DRAFT

11.2.1.4 Proposed Permanent Closure of Portion of Trembath Street Road Reserve, Port Hedland. (File No.:400320G)

Officer	Caris Marshall Lands Officer
Date of Report	10 November 2010
Application Number	2010/286
Disclosure of Interest by Officer	Nil

Summary

Council has received a request from RPS Town Planners on behalf of Richard and Kobe-Lee Rowland, owners of Lot 1132 (2) Trembath Street which directly adjoins the proposed portion of road reserve to be closed.

The proposed closure will not affect traffic safety or impact on pedestrian or cycle movements, and is supported by Council Officers.

Background

The applicant wishes to purchase the proposed closed portion of road reserve and amalgamate the portion with Lot 1132, (2) Trembath Street, Port Hedland.

The amalgamation of the proposed closed portion into the applicants lot will increase its development potential.

Consultation

Section 58(3) of the Land Administration Act 1997 states:

“A local government must not resolve to make a request under subsection (1) until a period of 35 days has lapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.”

Statutory advertising period is designed to allow all interested parties, including the general public and public service providers, to comment on the proposal prior to Council permanently closing a road reserve.

Councils Engineering Services have advised that they have no objections to the proposed closure and that any service relocations are to be at no cost to Council.

Statutory Implications

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

Should Council resolve to support the road closure, the subsequent sale thereof (Crown Land) is undertaken by State Land Services on behalf of the Minister in accordance with Part 6 of the Land Administration Act 1997.

The Town of Port Hedland Delegation 40(12) states:

“The Director Regulatory Services may forward Road Closure Applications direct to the Department of Land Administration in the event of:

- i) There being no comment received during the statutory advertising period; and*
- ii) The proposal being of an uncontentious nature”*

Policy Implications Nil

Strategic Planning Implications Nil

Budget Implications

The application fee of \$115.00 has been received in accordance with Council's adopted Town Planning Fees and Charges, and deposited into account 0010063260.

Officer's Comment

The section of the Trembath Road Reserve (approximately 304m²) which is the subject of this application is no longer required for road purposes. However, the size of the portion restricts its development potential as an entity on its own and can only be developed if amalgamated with an adjoining lot. The applicants lot which directly adjoins the closed portion of road is the only lot that can be amalgamated with the closed portion of road.

Both the applicants lot and the proposed portion to be closed is located within close proximity to the existing Port Hedland waste water treatment plant. A recent announcement that the waste water treatment plant will be relocated to South Hedland has resulted in the possibility of further development within the immediate area.

In term of the Port Hedland Town Planning Scheme No.5, the applicants lot is zoned "Residential R15". Should Council support the road closure the portion will have to be rezoned and amalgamated with the applicant's Lot.

This will provide the applicant the opportunity to up-code the amalgamated lot thereby increasing its development potential and result in a far better outcome for both the community and the developer.

It must be noted that as the area develops traffic along McGregor Street will increase it may be required as part of the amalgamation and/or any development application that access to the amalgamated property be restricted to Trembath Street.

Options

Council has the following options when considering the request:

1. Support the request for closure of part of the Trembath Street Road Reserve.

The closure of the portion will improve the streetscape by allowing unused land to be incorporated into residential land and developed as such.

2. Refuse the request for closure of part of the Trembath Street Road Reserve.

Should Council not support the closure, the portion of unused road will remain vacant and undevelopable.

It is recommended that Council support the closure of part of the Trembath Street Road Reserve.

Attachments

1. Locality Plan
2. Proposed Road Closure Plan

201011/251 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr S Coates

That Council supports the request from RPS, Town Planners on behalf of Richard and Kobe-Lee Rowland to permanently close a portion of Trembath Street Road Reserve, Port Hedland, subject to the following conditions:

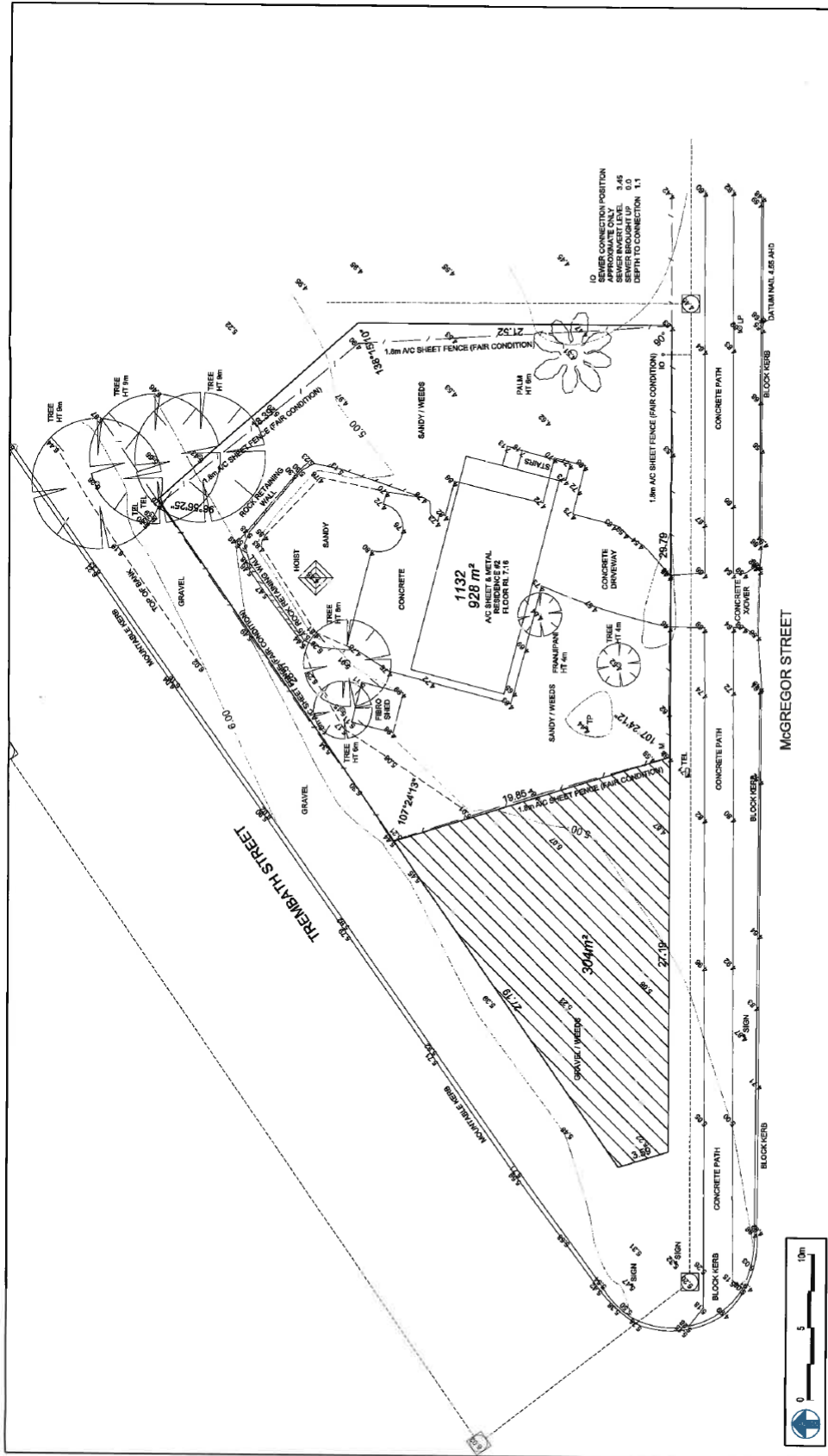
- a) the proposed Road Closure being advertised for a period of 35 days pursuant to section 58(3) of the *Land Administration Act 1997*;
- b) no objections being received during the advertising period,
- c) any costs associated with the proposed closure of the portion of Trembath Street to be incurred by the applicant.

CARRIED 7/0

ATTACHMENT 1 TO AGENDA ITEM 11.2.1.5



ATTACHMENT 2 TO AGENDA ITEM 11.2.1.5



PROPOSED ROAD CLOSURE PLAN
Cnr Trembath St & McGregor St, PORT HEDLAND

RPS Environment and Planning Pty Ltd
 ABN 45 198 860 977
 PO Box 495 Subiaco WA 6804
 38 Station Street
 Perth WA 6000
 T +61 8 9214 0000
 F +61 8 9211 1122
 W rpsgroup.com.au



Risk Rating	Client
1-2009/3	RPS
20 October 2010	DATE
4009-1001.rpt	PROJECT
	PLAN NO
	SCALE
	Q.H. PLANNER
	R.F. DRAWN
	N.T. CHECKED

LEGEND

Proposed Road Closure

Base data supplied by Land Surveys
 Projection MGA Zone 50
 Areas and dimensions shown are subject to field survey verification.
 All cartographies are shown for illustrative purposes only and are subject to detailed engineering design.

5:48pm Cr J M Gillingham declared an Impartiality Interest in Agenda Item 11.1.3.1 "Tender 10/37 – Provision of Cleaning Services for the Terminal Operations Building and the Airport and Depot Offices at the Port Hedland International Airport and Tender 10/38 - Provision of Cleaning Services for Various Council Buildings and Facilities".

Councillor J M Gillingham did not leave the room.

11.1.3 Manager Building Services

11.1.3.1 Tender 10/37 – Provision of Cleaning Services for the Terminal Operations Building and the Airport and Depot Offices at the Port Hedland International Airport and Tender 10/38 - Provision of Cleaning Services for Various Council Buildings and Facilities

Officer Leonard Long
Acting Manager Building Services

Date of Report 31 January 2011

Disclosure of Interest by Officer Nil

Summary

The report before Council is to award Cleaning Tender 10/37 and 10/38 to the successful tenderers.

Background

Tenders were called for the provision of cleaning services at the various Council facilities and the Port Hedland International Airport. The request for tenders was advertised in the North West Telegraph and the West Australian Saturday edition on the 15th of December 2011, with the closing date being 2pm on the 22nd December 2011.

A total of six tenders were received and are summarised as follows:

Tender 10/37 – Port Hedland International Airport Terminal

1.	Swan Hill Cleaning Group:	\$161,505.00
2.	Unicorn Cleaning Pty Ltd:	\$187,050.00
3.	Los Tres Cleaning Services Pty Ltd	\$335,465.00
4.	R2R Services:	\$481,811.82
5.	CJC:	\$778,240.19

(All the above prices exclude GST.)

Tender 10/38 – Various Council Buildings and Facilities

1.	Unicorn Cleaning Pty Ltd:	\$330,585.00
2.	Los Tres Cleaning Services:	\$599,518.00
3.	Swan Hill Cleaning Group:	\$789,741.00
4.	NMD Enterprises Pty Ltd	\$1,982,902.37

Consultation Nil

Statutory Implications

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

“3.57. Tenders for providing goods or services

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

Policy Implications

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

Strategic Planning Implications Nil

Budget Implications

In the 2010 / 2011 revised budget the Town has set aside \$348,688 for cleaning services, of this amount there is \$140,000 allocated for the airport that is sourced from the airport reserve. Should Council resolve to go ahead with the awarding of both Tender 10/37 and Tender 10/38, an additional amount of \$143,402.00 will have to be sourced, including \$21,505 that will be sourced from the airport reserve resulting in an overall budget impact of \$121,897 per annum.

Officer's Comment

The cleaning of any public facility is of utmost importance, not only does it present well to the users (Public) but also creates a pleasant environment for staff to work in.

Table 1 below indicates the tendered prices for Tender 10/37 – Port Hedland International Airport Terminal.

Table 1:

Tender 10/37	Lump Sum Price (excluding GST)
Swan Hill Cleaning Group:	\$161,505.00
Unicorn Cleaning Pty Ltd:	\$187,050.00
Lot Tres Cleaning Services Pty Ltd	\$335,465.00
R2R Services	\$481,811.82
CJC	\$778,240.19

Table 2 below indicates the tendered prices for Tender 10/38 – Various Council Buildings and Facilities.

Table 2:

Tender 10/38	Lump Sum Price (excluding GST)
Unicorn Cleaning Pty Ltd:	\$330,585.00
Los Tres Cleaning Services Pty Ltd:	\$599,518.00
Swan Hill Cleaning Group:	\$789,741.00
NMD Enterprises Pty Ltd:	\$1,982,907.37

Table 3 below indicates the evaluation criteria as described in the tender documentation for both tenders.

Table 3:

Assessment Criteria	Weighting Factor	Max Score
Conformity With the quotation documents:	5%	5
Value for Money	65%	65
Quality systems/Environmental systems	5%	5
Previous performance & Reference	10%	10
Safety record	5%	5
Local Preference	10%	10
Max Score	100%	100

In regard to Tender 10/37 – Port Hedland International Airport Terminal, the comparison of each of the assessment criteria for the tender submissions received is indicated in Table 4 below:

Table 4: Tender 10/37

Tenderer Assessment Criteria	Conformity With quotation documents 5%	Value for money 65%	Quality System / Environmental Systems 5%	Previous performance & references 10%	Safety Record 5%	Local Preference 10%	Total Score (100%)
	Score	Score	Score	Score	Score	Score	
Swan Hill Cleaning Group	5	60	0	0	0	10	75
Unicorn Cleaning Pty Ltd	5	50	0	2.5	0	10	67.5
Los Tres Cleaning Services Pty Ltd	5	40	2.5	2.5	0	10	57.5
R2R Services	5	30	5	2.5	0	0	42.5
CJC	5	20	5	2.5	0	0	32.5

In regard to Tender 10/38 – Various Council Buildings and Facilities, the comparison of each of the assessment criteria for the tender submissions received is indicated in Table 5 below:

Table 5: Tender 10/38

Tenderer Assessment Criteria	Conformity With quotation documents 5%	Value for money 65%	Quality System / Environmental Systems 5%	Previous performance & references 10%	Safety Record 5%	Local Preference 10%	Total Score (100%)
	Score	Score	Score	Score	Score	Score	
Unicorn Cleaning Pty Ltd	5	60	0	5	0	10	80
Los Tres Cleaning Services Pty Ltd	5	40	2.5	5	0	10	62.5
Swan Hill Cleaning Group	5	30	0	5	0	10	50
NMD Enterprises Pty Ltd	4	5	5	10	0	0	24

The outcome of the above scoring, places one tenderer for each tender ahead of the others, Swan Hill Cleaning Group with regard to Tender 10/37 – Port Hedland International Airport Terminal and Unicorn Cleaning Pty Ltd with regard to Tender 10/38 – Various Council Buildings and Facilities.

Methodology

As can be seen from the above scoring a strong emphasis has been placed on value for money. Both Swan Hill Cleaning Group and Unicorn Cleaning Pty Ltd have provided the best price. In addition hereto both the tenderers are locally based.

Attachments

Nil

201011/252 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr S R Martin

That Council:

- i) awards Tender 10/37 – Port Hedland International Airport Terminal to Swan Hill Cleaning Group, for the amount of \$161,505 (excluding GST) for a period of twelve months;

- ii) awards Tender 10/38 – Various Council Buildings and Facilities to Unicorn Cleaning Pty Ltd, for the amount of \$330,585 (excluding GST) for a period of twelve months; and
- iii) approves additional funds of \$143,402 to be sourced through the 2nd quarter budget review, noting that \$21,505 will be sourced from the Airport Reserve resulting in a net impact of \$121,897.

CARRIED 7/0

11.1.4 Environmental Health Services

11.1.4.1 Authorisation of Ranger and Trainee Ranger -Ranger Services (File No.:19/09/0001)

Officer Peter Wilden
Co-ordinator Rangers

Date of Report 28 January 2011

Disclosure of Interest by Officer Nil

Summary

Mr Brendon Lions has been recruited as a Ranger, and Miss Ashleigh Kerr as a Trainee Ranger within the Rangers Section of the Town of Port Hedland, commencing on 24 January and 12 January 2011 respectively.

Both Brendon Lions and Ashleigh Kerr have been authorised by previous Council resolution as Dog Registration Officers and authorised under the Litter Act.

Both Mr Chris Scott and Mr Victor Birt are no longer employed by the Town of Port Hedland and need to have their appointments cancelled.

Background

It is a requirement that Council authorise Rangers in various capabilities under a range of legislative requirements.

Authorisation allows Rangers to carry out their duties and have full protection of the various Acts and Regulations, to which they are required to enforce.

Rangers are required to be authorised under the following Acts and Regulation to carry out their functions:

- i) Dog Act 1976 and Regulations (as amended) appointed as Authorised Persons for the purpose of the Act and authorised to effect the registration of dogs.
- ii) Control of Vehicles (Off Road Areas) Act 1978 and Regulations appointed as Authorised Persons and to prosecute on behalf of Council for the purpose of the Act.
- iii) Bush Fires Act and Regulations appointed as Bush Fire Control Officer and Authorised officer to prosecute on behalf of Council for the purpose of the Act.
- iv) Local Government Act (Miscellaneous Provisions) 1960 Part XX as Poundkeeper and Ranger.

- v) Caravan Parks & Camping Grounds Act 1995 & Regulations 1997
- vi) Town of Port Hedland Local Laws

Consultation Nil

Statutory Implications

The Town of Port Hedland Rangers have authority to enforce all of the above mentioned Acts and Regulations in the day-to-day duties of the Officers.

Policy Implications Nil

Strategic Planning Nil

Budget Nil

Officer Comment

These authorisations appointments are required in order for Rangers to perform their day to day functions. Both Brendon Lions and Ashleigh Kerr have been authorised by previous Council resolution as Dog Registration Officers and authorised under the Litter Act.

201011/253 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr D W Hooper

That Council:

1. authorises/appoints Mr Brendon Lions and Miss Ashleigh Kerr as appropriate, pursuant to the following provisions:
 - i) **the Dog Act 1976 (as amended) and Regulations as an Authorised Person and prosecute on behalf of Council for the purpose of the Act;**
 - ii) **the Local Government Act 1995 and Regulations;**
 - iii) **the Control of Vehicles (Off Road Areas) Act 1978 and Regulations as an Authorised Officer and to prosecute on behalf of Council for the purpose of the Act;**
 - iv) **the Local Government Act (Miscellaneous Provisions) 1960 Part XX as a Poundkeeper and Ranger;**
 - v) **the Bush Fires Act 1954 (as amended) and Regulations as a Fire Control Officer for the purposes of Fire Prevention;**

vi) Caravan Parks & Camping Grounds Act 1995 & Regulations 1997; and

vii) Town of Port Hedland Local Laws; and

2. cancel the appointment of Mr Chris Scott and Mr Victor Birt herewith, as they are no longer employed by the Town of Port Hedland.

CARRIED 7/0

5:49pm Councillors A A Carter and M Dziombak declared a financial interest in Agenda Item 11.2.1.1 "Reconsideration of Construction of Wallwork Road Bridge over BHP Rail" as they are BHP Billiton shareholders.

Councillors A A Carter and M Dziombak left the room.

5:49pm Councillor S Coates declared a financial interest a in Agenda Item 11.2.1.1 "Reconsideration of Construction of Wallwork Road Bridge over BHP Rail" as he is a BHP Billiton employee and shareholder.

Councillor S Coates left the room.

11.2 Engineering Services

11.2.1 Manager Engineering Services

11.2.1.1 *Reconsideration of Construction of Wallwork Road Bridge over BHP Rail (File No.: 28/01/0006)*

Officer Russell Dyer
Director engineering

Date of Report 16 November 2010

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to obtain Council approval to call tenders for the construction of Wallwork Road Bridge.

Background

Council has previously considered this item at its Ordinary Meeting held on Wednesday 24 November 2010, and at that meeting resolved to lay the matter on the table for further discussion by Council.

At its Ordinary Council Meeting held on 27 January 2011, Mr Steven Piotrowski, Senior Transport Engineer for SKM made a presentation to Council in relation to modelling tests and studies that SKM has undertaken in relation to the Great Northern Highway Bypass around the Wedgefield area, and also around the Port Hedland International Airport area, including Wallwork Road.

A strategy of BHP Billiton's RGP5 is the duplication of the rail network from Newman to Port Hedland, including the current signalized crossing on Wallwork road, South Hedland. The Town of Port Hedland had no objections to this on the condition that a graded separation (bridge) was constructed so that vehicular traffic was not impacted by rail movements. A Rail/Road Working Group was formed to ensure that the project was implemented in the appropriate timeframes and to required standards. The Working Group involves the following stakeholders:

- BHP Billiton Iron Ore
- Town of Port Hedland
- Main Roads WA
- Department of State Development

Main Roads WA has offered to manage this project due to their expertise in bridge construction.

Consultation

- BHP Billiton Iron Ore
- Town of Port Hedland
- Main Roads WA
- Department of State Development

Statutory Implications

This tender will be called in accordance to the Local Government Act (1995).

“3.57. Tenders for providing goods or services

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

Policy Implications

This tender will be called in accordance with Council’s Procurement Policy 2/015.

Strategic Planning Implications

Key Result Area 4 – Economic Development

Goal 2 – Mining: That the Town has developed strong working relationships with the mining industry that are achieving sustainable outcomes for the local community

Strategy 1 – Partner with BHP, FMG, Dampier Salt, Newcrest Mining and others mining companies to develop community infrastructure and a stronger community

Strategy 2 – Review all mining and port development proposals to ensure that any negative impacts on the community due to either construction or operational activities are minimized

Budget Implications

BHP Billiton Iron Ore have allocated 24 million (excl. gst) to this project

The following table shows expenditure to date along with the 85% detailed design QS for the bridge and tender amounts received for the 150 ton level crossing and signalling and protection equipment , which BHP are now going to build using their own contractors.

Cost

Wallwork Bridge Project	Income	Expenditure
Budget	\$23,236,364	
BHP preliminaries Payment received	\$763,636	
Geotech & Site Investigation		\$206,045
Flora Survey		\$1,500
Heritage Survey		\$50,953
Survey road ref / Audit Survey		\$32,730
roadwork's		\$13,964
Traffic Management		\$29,120
Cartage of Fill sidetrack		\$129,140
85% QS estimate for bridge construction and associated roadwork's dual carriageway with no mse ramp walls		\$17,559,397
Contingencies 15 %		\$2,090,404
Cartage of fill bridge		\$130,000
Supply & cart fill for embankment		\$1,500,000 estimate
Cartage of base course		\$394,010
Sidetrack Construction		\$977,132
Road sealing		\$40,000
Horizon Power diversion U/G		\$108,603
150 Ton level rail crossing		\$228,183. Tender cost
Protection & Signaling		\$947,407 Tender cost
Detailed Design for road & Bridge 85% completed		\$209,929
MRWA Project Management		\$30,000 cost to date
Total	\$24,000,000.00	\$26,643,498

Officer's Comment

Main Roads Pilbara Region has engaged GHD consultants to design the bridge and approach roads and these have been through the rigorous Main Roads design review process.

GHD have also provided QS estimates for a single carriageway bridge with MSE walls cost \$19,642,216 and a single carriageway with no MSE walls cost \$15,720,246 both have a 15% contingency amount included.

BHP Billiton and the Town of Port Hedland need to finalize the funding agreement for the project however a preliminary payment was made to the Town for \$763,636

Four options have been developed and costed for a bridge at Wallwork Road being:

1. Four lanes with MSE walls , this would require additional funding of between \$5 to \$6 million
2. Four lanes with no MSE walls , this will require additional funding of between \$2.5 to \$3 million dollars
3. Two lanes with MSE walls , this will require additional funding of between \$2.5 to \$3 million dollars
4. Two lanes with no MSE walls this will be inside the allocated budget.

Main Roads have advised Council that the proposed works will fall into two categories RW4 for the Roadwork's and SW2 for the Structures category and contractors bidding on these works will need to be prequalified with Main Roads WA .

Main Roads have advised the Director of Engineering that they would not support a two lane bridge as the traffic warrants (11,000 vpd) already require the road to be four lanes and with the planned increased population for South Hedland the traffic counts on Wallwork Road will only increase.

Council needs to indicate its preference for either a four or two lane bridge. If the preference is for four lanes then additional funding from either State Government, Industry or Council is needed before tenders can be called. An application has already been submitted to Royalties to Regions for \$3million which was unsuccessful. Discussions with representatives of Pilbara Cities indicate that additional funding for this project will not be easily achieved.

On this basis sourcing additional funding may take some time and may not result in a successful outcome.

Should Council want to construct a two lane bridge with no MSE walls it can proceed immediately.

Attachments

1. Main Roads WA Prequalified Contractors List
2. Draft Construction Schedule for Wallwork Road

Officer's Recommendation

That Council:

1. request the Chief Executive Officer to finalise the funding agreement with BHP Billiton Iron Ore for the outstanding balance of the \$23,236,364 for the construction of the Bridge and associated roadwork's on Wallwork Road; and
2. Indicates its preference for a four lane bridge (with or without MSE walls) however acknowledges that based upon QS estimates obtained by Main Roads tenders cannot be called until additional funding is secured.

OR

2. Requests the Chief Executive Officer, or his nominated delegate to call tenders for a two lane bridge with no MSE walls.

Officer's Alternative Recommendation

That Council request the CEO to call tenders for a four lane bridge with no MSE walls at Wallwork Road once the funding agreement with BHP Billiton for \$24M excluding Gst is signed.

NOTE: Mayor advised that following Councillors A A Carter, M Dziombak and S Coates declaring a financial interest in Agenda Item Agenda Item 11.2.1.1 "Reconsideration of Construction of Wallwork Road Bridge over BHP Rail" and leaving the room, there is no quorum and this item cannot be considered at this present time.

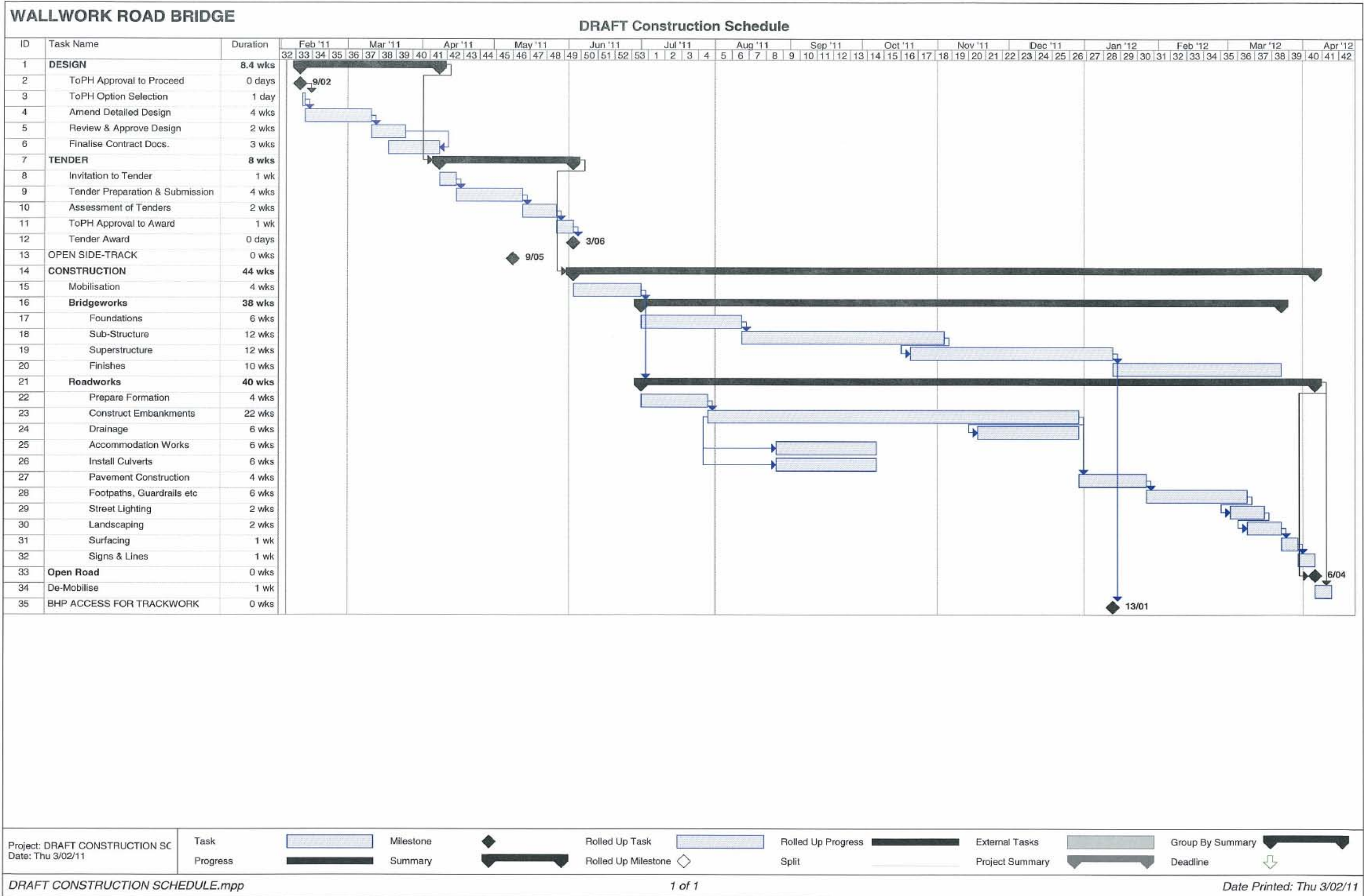
5:50pm Councillors A A Carter, M Dziombak and S Coates re-entered the room and resumed their chairs.

NOTE: Mayor advised Councillors A A Carter, M Dziombak and S Coates that due to lack of quorum this item could not be considered.

Contractors Prequalified for Works Contracts

Contractor	Roadworks Category				Structures Category				
	RW1-2	RW3	RW4	RW5	SWT	SW1	SW2	SW3	SW4
Abigroup Contractors Pty Ltd	√	√	√	√		√	√	√	√
Advantearing - Civil Engineers	√					√			
Albem Operations / Highway Construction Pty Ltd Joint Venture						√	√	√	√
APH Contractors	√								
Boulderstone Pty Ltd	√	√	√	√		√	√	√	√
BGC Contracting Pty Ltd	√	√	√	√	√	√	√	√	√
Bocol Constructions Pty Ltd	√				√	√	√	√	√
Brierty Limited	√	√	√	√		√			
Carr Civil Contracting Pty Ltd	√								
Central Earthmoving	√								
Clough Projects Australia Pty Ltd	√	√	√	√		√	√	√	√
Densford Civil Pty Ltd	√	√			√	√	√		
Doom Djiil Yoordaning Mining & Construction Pty Ltd	√								
Downer EDi Works Pty Ltd	√	√	√			√	√		
Ertech Pty Ltd	√	√	√			√	√		
Fulton Hogan Pty Ltd	√	√	√	√		√	√	√	√
Georgiou Group Pty Ltd	√	√	√			√	√	√	√
Highway Construction Pty Ltd	√	√	√			√	√		
John Holland Pty Ltd	√	√	√	√		√	√	√	√
Jonor Construction Pty Ltd					√	√			
Laing O'Rourke Australia Construction Pty Ltd	√	√	√	√		√	√	√	√
Leighton Contractors Pty Ltd	√	√	√	√		√	√	√	√
Macmahon Contractors Pty Ltd	√	√	√	√	√	√	√	√	√
McConnell Dowell Constructors (Aust) Pty Ltd	√	√	√	√		√	√	√	√
NRW Pty Ltd	√	√				√			
Regional Bridging Pty Ltd					√	√			
Riverlea Corporation	√								
Roadswest Engineering Group WA Pty Ltd					√	√			
Structural Systems (Western) Pty Ltd					√	√	√		
Savcor Finn Pty Ltd						√			
Thiess Pty Ltd	√	√	√	√	√	√	√	√	√

Last Updated 14 September 2010



11.2.1.2 *Reconsideration of Landfill Operating Hours - Weekends*
(File No.: 3110)

Officer Russell Dyer
Director Engineering Services

Date of Report 31 January 2011

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to request extended weekend hours at the South Hedland Waste Management Facility.

Background

In 2009 an investigation was carried out to determine the feasibility of the then weekend operating hours of the South Hedland Waste Management Facility.

This investigation was carried out over an eleven week period and the results were then reported to Council, from this report the weekend operating hours were changed from 8.00am to 5.00pm for Saturday and Sunday to;

Saturday: 8.00am to 4.00pm
Sunday; 8.00am to 12.00pm

The South Hedland Waste Management Facility then operated on the above weekend hours; however this proved to be problematic to the local residents, as the hours on Sunday were considered to short for residents to have access to the landfill.

A report was presented to Council at its Ordinary Meeting held on 14th of July 2010, recommending that the Sunday hours be increased from 4 to 6 hours. At that Meeting Council resolved as follows:

“That Council changes the weekend operating hours for the South Hedland Waste management Facility on Sunday from 4 hours to 6 hours, being from 10.00am to 4.00pm and undertakes advertising of the change for a period of one month.”

Consultation

Manager Engineering Services
Waste Coordinator
Landfill Staff
Industry
Residents

Statutory Implications

Environmental Protection Act 1986 – License L6917/1997/7

Policy Implications Nil

Strategic Planning Implications Nil

Budget Implications

General Ledger Account 1004201 – Increase the hours of operation will increase the salaries & wages expense.

Officer's Comment

The investigation that was carried out back in 2009 was purely focused on revenue and expense and did not take into account the convenience factor of the landfill being open for extended hours on the weekend for the general public.

As the Town of Port Hedland is in a rapid growth phase Industry has requested that the landfill be open from 7.00am and closing at 4.00pm on Saturday as this will better align with their operating hours and reduce waiting times for trucks entering the landfill.

Feedback from the general public on the Sunday hours are that the 10.00am opening is too late and this should be changed to 8.00am with the landfill closing at 4.00pm to allow the public better access to the landfill.

Attachments Nil

201011/254 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr S Coates

That Council changes the weekend operating hours for the South Hedland Waste Management Facility for Saturday to 7.00am to 4.00pm, and Sunday to 8.00am to 4.00pm, and undertakes advertising of the change for a period of one month.

CARRIED 7/0

5:51pm Councillors A A Carter and M Dziombak declared a financial interest in Agenda Item 11.3.1.1 "Old Port Hedland Cemetery Upgrade Project" as they are BHP Billiton shareholders.

Councillors A A Carter and M Dziombak left the room.

5:51pm Councillor S Coates declared a financial interest a in Agenda Item 11.3.1.1 "Old Port Hedland Cemetery Upgrade Project" as he is a BHP Billiton employee and shareholder.

Councillor S Coates left the room.

11.3 Community Development

11.3.1 Community Development Services

11.3.1.1 Old Port Hedland Cemetery Upgrade Project (File No.: 08/02/0005)

Officer Lorna Secrett,
Co-ordinator Community and
Cultural Development

Date of Report 9 February 2011

Disclosure of Interest by Officer Nil

Summary

This report provides an update on Phase One of the Old Port Hedland Cemetery Upgrade utilising funds provided by BHP Billiton Iron Ore.

Background

In March 2010, the Old Port Hedland Cemetery Upgrade was reinvigorated by engaging a consultant to prepare a scoping document which outlined the processes required to facilitate the upgrade works. Following further meetings and discussion the project was put on hold until the new Financial Year 2010/2011.

With a budget allocation of \$50,000 now available through BHP Billiton Iron Ore (BHPBIO) Partnership Funding, the previous scoping document has been refined to reflect the items and deliverables which are able to be achieved within this Financial Year and for the budget allocated.

Under the project scope the following will occur:

- Video collation of Indigenous oral histories;
- Literature and prior research review and summary;
- Archaeological Field Survey;
- Ground Penetrating Radar to determine locations and depth of subterranean features and provide CAD drawings; and

If additional funding can be obtained, it may be possible to also complete 3D Terrestrial Scanning which will provide a detailed site model defining all visible surface features. If not, the Terrestrial Scanning will be included at the next Phase of the project.

It is envisaged that the above will form part of a broader project which will see the production of a concept plan and budget which will guide future on-ground works. This particular project could be considered as "Phase 1 – Data Collection & Due Diligence". Upon such a time when funding is allocated, "Phase 2 – Design & Delivery" could be initiated.

Consultation

Extensive consultation has been previously undertaken across a broad range of stakeholders and a significant amount of documentation has been collected. This prior information will form the basis for the project, in conjunction with new information, as guided by a Consultation Strategy, to be developed as part of the project. Due to the sensitive nature of the project, it is envisaged that consultation will be held one-on-one or in small groups.

Statutory Implications

RPS has been engaged to undertake the Phase One of the project under the WALGA Preferred Supplier Panel Contract.

Policy Implications Nil

Strategic Planning Implications

The Town's strategic planning contains the following statement that is directly related to this project.

Key Result Area 2: Community Pride

Goal 1: Townscape

Task 2: Upgrade the appearance of Council's Cemeteries.

Budget Implications

A funding allocation of \$50,000 has been assigned to the project through BHPBIO Partnership Project Funding in the 2010/11 Financial Year. It is expected that this funding will be fully expended by April 2011 and that funding towards Phase Two of the project will be considered during the 2011/12 budget development process.

Officer's Comment

There has been strong community support and several attempts over many years for an upgrade and interpretation of the Old Port Hedland Cemetery. A parallel project, to extend and upgrade Cemetery Beach Park, has provided further impetus in order to maximize synergies and provide the following benefits to the community:

- Collation of much needed base data to inform design works for the upgrade project;
- Facilitate recorded oral histories for interpretation and cultural knowledge;
- Provide context for future stages of the project;
- Facilitate the upgrade of the amenity of the area for Port Hedland residents and visitors to the site;
- Facilitate an approvals "roadmap" for future works; and
- Provide an opportunity to celebrate a significant part of Port Hedland's history.

Attachments

Nil

Officer's Recommendation

That Council notes the update on Phase One of the Old Port Hedland Cemetery Upgrade Project funded by BHP Billiton Iron Ore.

NOTE: Mayor advised that following Councillors A A Carter, M Dziombak and S Coates declaring a financial interest in Agenda Item 11.3.1.1 "Old Port Hedland Cemetery Upgrade Project" and leaving the room, there is no quorum and this item cannot be considered at this present time.

5:51pm Councillors A A Carter, M Dziombak and S Coates re-entered the room and resumed their chairs.

NOTE: Mayor advised Councillors A A Carter, M Dziombak and S Coates that due to lack of quorum this item could not be considered.

5:52pm Councillor A A Carter declared an Impartiality Interest in Agenda Item 11.3.1.2 "Port Hedland Turf Club Structures Recommendations".

Councillor A A Carter did not leave the room.

11.3.1.2 *Port Hedland Turf Club Structures Recommendations*
(File No.: ...)

Officer Bec Pianta
Manager Recreation and
Youth Services

Date of Report 17th January 2011

Disclosure of Interest by Officer Nil

Summary

In June 2010 the Town of Port Hedland engaged Robin Salter and Associates (RSA) to complete structural assessments of a number of sporting facilities, including the Port Hedland Turf Club buildings, and provide a report to the Town.

The Port Hedland Turf Club has also received a notice of required improvement from their regulatory association.

Council direction is sought to undertake necessary action with regards to the facilities, to allow the 2011 Turf Club races to take place.

Background

An overview of the findings of the structural integrity report undertaken at the Port Hedland Turf Club was presented at the Ordinary Council Meeting on the 24th November 2010, where it was resolved:

“That Council:

- 1. commence consultation immediately with the Port Hedland Turf Club on the recommendations of the audit and its implications; and*
- 2. prepare a report for the December meeting, including financial implications, to commence the demolition of the buildings and facilities at the Port Hedland Turf Club as a matter of priority due to the inability of them surviving another cyclone season and the high cost of required remediation works; and*
- 3. work with the Port Hedland Turf Club to identify critical core features required for the next racing seasons to be provided through temporary facilities with associated costs. This information to be provided in a report to Council at the December meeting.”*

As resolved, consultation has occurred with the Port Hedland Turf Club (PHTC), and agreement as to the requirements to ensure compliance has been reached.

However further formal consultation with the Club required to progress this report has not been able to occur given the Club's current circumstance.

As resolved, a report was prepared for the December 2010 Ordinary Council Meeting, however due to the minimal timeframes, exact quotes had not been obtained for all elements of the required work. It was therefore deemed more appropriate to present to the January 2011 Ordinary Council Meeting.

The executive of the PHTC worked with ToPH Officers to identify critical facilities required to ensure compliance with the RSA Audit and the Department of Racing, Gaming and Liquor, as well as standards determined by the governing body of all racing meets to secure race meetings.

These critical facilities include:

- Male and Female Jockey's Change Rooms
- Stewards Quarters
- TAB Building
- Viewing platform
- Stables
- Public toilets
- Ticket booth (can use existing and store offsite)
- Storage Shed
- Food kiosk (can use temporary vendors)

Strategic Planning Implications

Strategic Plan 2010 – 15

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.

Other Actions:

2. Develop plans for future recreation and leisure facility upgrades to accommodate population growth

Hedland's Future Today Version 3

Priority Project: McGregor Street Reserve Redevelopment

*Council Top Ten Priorities*_(201011/137 Council Decision)

McGregor Street Reserve Master Plan implementation/development (including relocation of Race Track to South Hedland)

Budget Implications

Of the critical features identified by the PHTC, quotes have been obtained to allow temporary facilities to be hired for the race meets, temporary facilities to be installed, and certain elements to be remediated.

Should Council deem it appropriate to demolish, remediate and replace certain structures at the Port Hedland Turf Track, the financial implications are:

Demolition

Item	Cost \$
Asbestos Check	1,056
Demolition License	17,000
Removal of asbestos	29,300
Demolition	85,100
Other (disconnection costs etc)	13,670
Tip Fees	5,130
TOTAL	\$ 151,256

Quotes have been received for all items as listed above. The demolition and asbestos removal quotes are varied in their price – the median has been selected for the demolition, and the highest quote selected for the asbestos removal (difference of \$11,000).

Remediation

The following items have been identified as being in suitable condition, providing minor remediation work is undertaken.

Item	Cost
Replace stables roof with shade cloth	10,576
Repairs to storage shed	2,316
Repairs and relocation of stewards office	13,362
Ticket booth (stored offsite)	0
TOTAL	\$ 26,254

To ensure the racing season can continue in 2011 the provision of temporary facilities must occur. Quotes have been obtained for the following temporary/transportable items:

Temporary Replacement

Item	Cost
Jockey/Stewards facility	84,975
Jockey/Steward assoc. costs (delivery, connection etc)	48,000
TAB facility (hire)	53,000
TAB facility connection and installation costs	6,000
TAB facility IT costs	12,500
Transportable toilets (& all assoc. costs)	31,000
Viewing platforms (& all assoc. costs)	9,720
TOTAL	\$245,195

Should all of the above items occur, the total cost to the Town of Port Hedland will be \$422,705. Currently, there is \$100,000 allocated towards the Port Hedland Turf Club for the establishment of facilities; additional funds would be required immediately to allow the aforementioned works to occur. Should Council resolve to undertake all the above works, it would be recommended that the funds be requested as part of the mid-year budget review.

It must be noted that the PDC has also provided \$600,000 for a pavilion to be constructed in conjunction with the PHTC and Jabat, although there are conditions attached with this provision of funding. Should ToPH wish to utilise these funds for the temporary facilities, the ToPH, Jabat and PHTC would need to liaise with the PDC over this use. If this is approved, proper process would need to be implemented, which would not allow completion of these works prior to May 2011.

Should Council resolve to undertake the Officer's Recommendation, an additional \$120,000 to allow these works to occur has been allocated as part of the mid-year budget review.

Officer's Comment

The PHTC have specific requirements from the Department of Racing, Gaming and Liquor, as well as standards determined by their governing body, which must be adhered to prior to approval for racing meets to be granted. The PHTC have indicated that an audit of the facilities has been undertaken, and unless remedial works are completed, racing will not be approved in 2011. Whilst this represents a unique opportunity for the ToPH and the PHTC to undertake recommendations of both audits in a collaborative manner, it is important to remain realistic about the timeframes required to undertake works of this magnitude. Should demolition commence immediately, new (temporary) facilities must be available within a four (4) month timeframe. Whilst officers would aim to have this completed within this four month period, unexpected delays or unforeseen costs may prevent this work being completed in the timeframe required to ensure racing can continue in 2011.

Both audits have made recommendations with regards to the facilities at this reserve, therefore as a minimum, remediation works must occur to ensure this popular sporting and recreational activity remains available to the community. If Council elects to remediate rather than demolish, Council will be required to understand that whilst works can occur to assist in complying with the recommendation as stipulated within the audit, it is probable that complete compliance will not be achieved. It is also important to note that the allocation of \$100,000 towards this project from the Pilbara Development Commission (PDC) is for establishment of facilities only, and is not comfortable redirecting these funds for demolition.

As part of the Plan for the Future, the Town of Port Hedland is currently undertaking the Active Open Space Strategy and the McGregor Street Redevelopment Master Plan. The future location of the Port Hedland Turf Track is being examined within these two projects, and as such, it may be prudent to consider undertaking remediation works only (to ensure compliance with the RSA Structural report), with demolition occurring at a time it can be adequately achieved.

It is deemed that council therefore has three (3) options it may consider:

Option 1:

- 1) Demolish all facilities located at the Port Hedland Turf Track, including:
 - a. Main Club building
 - b. Main toilet block
 - c. Food kiosk and store
 - d. 2 x Male and Female toilet blocks
 - e. TAB Betting kiosk
 - f. Disused TAB Betting unit
 - g. Secondary stables
 - h. 3 x racecourse viewing platforms
 - i. All fencing, viewing areas, concrete, infrastructure
- 2) Replace the following facilities temporarily:
 - a. Transportable Jockey's and stewards facilities
 - b. Transportable TAB Building
 - c. Transportable Toilets
 - d. Temporary Viewing Platforms
- 3) Undertake the following repairs:
 - a. Temporary roofing on the Stables
 - b. Repairs to the Storage Shed
 - c. Remove Ticket Booth and store offsite
 - d. Repairs to Stewards quarters

Total Cost 2010/11: \$422,705

Option 2:

- 1) Demolish all facilities that are not deemed vital to the upcoming season of the Port Hedland Turf Club meets, including:
 - a. Food kiosk and store
 - b. TAB Betting kiosk (disused)
 - c. Toilet blocks (use temporary)
 - d. Viewing platforms (use temporary EWP's)
 - e. All incidental items (fencing, concrete areas etc)
- 2) Remediate the following facilities to meet requirements:
 - a. Temporary roofing on the Stables
 - b. Repairs to the Storage Shed
 - c. Remove Ticket Booth and store offsite
 - d. Repairs to Stewards quarters

- 3) Remediate the other structures where possible to allow the 2011 racing season to continue. Where areas of non-compliance are identified, undertake an audit of the facilities for their safety during the non-cyclone season (current audit states the facilities are not structurally sound enough to withstand another cyclone).
- 4) Undertake the procurement process for the replacement of all facilities with transportable elements for the 2012 racing season, commencing immediately following the conclusion of the 2011 racing season. Develop a funding strategy making use of the \$600,000 from PDC, funds from the PHTC and in-kind support from the ToPH that would allow all new elements to be transportable should a new location for the Club be recommended from current studies.

Total cost 2010/11: approximately \$139,600

Total cost 2011/12: approximately \$368,084, plus design/project management costs and any other additional inclusions beyond current scope

Option 3

- 1) Do nothing until the completion of the Active Open Space Strategy and the McGregor Street Reserve Redevelopment Plan has been completed
- 2) Advise the PHTC that a funding strategy is to be developed in partnership with the ToPH to allow the relocation or replacement of the Port Hedland Turf Track to occur
- 3) Advise the PHTC that any remediation work to the turf club elements of the facility must be undertaken by the PHTC to meet all requirements of the Department of Racing, Gaming and Liquor
- 4) ToPH to undertake maintenance and remediation of public / community facilities where deemed necessary to ensure compliance with the RSA audit

Total cost 2010/11: approximately \$30,000 allocated to Port Hedland Sportsground repairs per year.

Option 4

In light of the current circumstances with regards to the Port Hedland Turf Club, Council lay the item on the table to allow consideration of recommendations by the new committee, prior to commitment by Council.

It is recommended that Council choose Option 2, to meet obligations to provide safer facilities in accordance with the report from RSA, and to commence the process of the development of a new Turf Club/ community facility.

Should Council endorse the officer's recommendation, the proposed timeframes to complete the works are as follows:

Item	Completion Date
Council endorses the funding allocation as part of the mid-year budget review process	Ordinary Council Meeting 23/02/11
Order placed for temporary replacement facilities	24/02/11
RFQ completed for audit of facilities	24/02/11
Meet onsite with the PHTC	02/03/11
PHTC to remove all items	09/03/11
Commence asbestos removal	16/03/11
Commence demolition	23/03/11
Demolition complete	06/04/11
Remediation works commence	07/04/11
Audit undertaken	09/05/11
Audit received	23/05/11

It must be noted that the current Port Hedland Turf Club Committee may soon change, with the upcoming AGM yet to be scheduled. The existing Committee has expressed their desire for the newly elected Committee to be the decision-makers, which means consultation cannot occur until after the Annual General Meeting of the Port Hedland Turf Club. To allow timeframes to be unaffected by this requirement, Council staff have estimated that a Committee will be elected within the next four (4) weeks. Should this occur earlier, timeframes will be expanded. It is therefore recommended that Council elect option 2 as their preferred option to ensure negotiation can occur with the new PHTC committee.

Officer's Recommendation

That Council commences negotiation with the new Port Hedland Turf Club Committee, with its preferred option being:

1. representatives and decision-makers of the newly elected Port Hedland Turf Club Committee will meet on site at the Port Hedland Race Track to determine the non-vital and replaceable features, and prepare for their demolition;
2. all facilities deemed non-vital and replaceable in the short-term are to be demolished, including (but not limited to):
 - a) food kiosk and store;
 - b) TAB Betting kiosk (disused);
 - c) toilet blocks (use temporary);
 - d) viewing platforms (use temporary EWP's); and
 - e) all incidental items (fencing, concrete areas, etc);
3. the Town of Port Hedland will remediate the following facilities to

meet requirements:

- a) temporary roofing on the stables;
 - b) repairs to the storage shed;
 - c) remove ticket booth and store off site; and
 - d) repairs to Stewards quarters;
4. the temporary features for each race meet that will be funded by the Town of Port Hedland will include:
 - a) viewing platforms (EWP's); and
 - b) toilets (provision of the same number as demolished);
 5. remediation of the other structures at the Port Hedland Turf Club site is undertaken where possible to allow the 2011 racing season to continue. Any item that is deemed single use for the Port Hedland Turf Club only is to be funded by the Port Hedland Turf Club, with all community facilities to be funded by the Town of Port Hedland. Where areas of non-compliance are still identified, undertake an audit of the facilities for their safety during the non-cyclone season;
 6. any additional features or remediation works required by the Port Hedland Turf Club to meet requirements stipulated by the Department for Racing, Gaming and Liquor is to be borne by the Port Hedland Turf Club;
 7. the procurement process for the replacement of all facilities for the 2012 racing season with transportable elements will commence in 2010/11, with demolition commencing immediately following the conclusion of the 2011 racing season;
 8. Town of Port Hedland staff and the Port Hedland Turf Club will work together to develop a funding strategy making use of the \$600,000 from the Pilbara Development Commission, funds from the Port Hedland Turf Club and in-kind support from the Town of Port Hedland; that would allow all new elements to be transportable should a new location for the Club be recommended from current studies; and
 9. \$120,000 will be allocated to the demolition and remediation works in 2010/11, with funds sought as part of the mid-year budget review; with remaining funds to be sought as part of the 2011/12 budget process.

201011/255 Council Decision/Officer's Alternative Recommendation**Moved:** Cr A A Carter**Seconded:** Cr J M Gillingham

That Council commences negotiation with the new Port Hedland Turf Club Committee, with its preferred option being:

1. representatives and decision-makers of the newly elected Port Hedland Turf Club Committee will meet on site at the Port Hedland Race Track to determine the non-vital and replaceable features, and prepare for their demolition;
2. all facilities deemed non-vital and replaceable in the short-term are to be demolished, including (but not limited to):
 - a) **food kiosk and store;**
 - b) **TAB Betting kiosk (disused);**
 - c) **toilet blocks (use temporary);**
 - d) **viewing platforms (use temporary EWP's); and**
 - e) **all incidental items (fencing, concrete areas, etc);**
3. the Town of Port Hedland will remediate the following facilities to meet requirements:
 - a) **temporary roofing on the stables;**
 - b) **repairs to the storage shed;**
 - c) **remove ticket booth and store off site; and**
 - d) **repairs to Stewards quarters;**
4. the temporary features for each race meet that will be funded by the Town of Port Hedland will include:
 - a) **viewing platforms (EWP's); and**
 - b) **toilets (provision of the same number as demolished);**
5. remediation of the other structures at the Port Hedland Turf Club site is undertaken where possible to allow the 2011 racing season to continue. Any item that is deemed single use for the Port Hedland Turf Club only is to be funded by the Port Hedland Turf Club, with all community facilities to be funded by the Town of Port Hedland. Where areas of non-compliance are still identified, undertake an audit of the facilities for their safety during the non-cyclone season;
6. any additional features or remediation works required by the Port Hedland Turf Club to meet requirements stipulated by the Department for Racing, Gaming and Liquor is to be borne by the Port Hedland Turf Club;
7. the procurement process for the replacement of all facilities for the 2012 racing season with transportable elements will commence in 2010/11, with demolition commencing immediately following the conclusion of the 2011 racing season;

8. Town of Port Hedland staff and the Port Hedland Turf Club will work together to develop a funding strategy making use of the \$600,000 from the Pilbara Development Commission, funds from the Port Hedland Turf Club and in-kind support from the Town of Port Hedland; that would allow all new elements to be transportable should a new location for the Club be recommended from current studies; and
9. approve \$120,000 as a budget amendment to be allocated for the demolition and remediation works as identified in this item to be undertaken prior to 31st March 2011; and
10. request the CEO to call tenders for transportable, Jockey and Stewards facilities to RWWA specifications subject to written confirmation from the Pilbara Development Commission that the \$100, 000 of funds allocated from the Pilbara Development Commission to Council for improvements to turf club facilities can be used for this purpose.

CARRIED 7/0

11.4 Governance and Administration

11.4.1 Finance and Corporate Services

11.4.1.1 *2011/12 Budget Timetable and Broad Assumptions (File No.: -)*

Officer Natalie Octoman
Director Corporate Services

Date of Report 4 February 2011

Disclosure of Interest by Officer Nil

Summary

For Council to adopt the proposed Budget timetable and broad budget assumptions for the 2011/12 Budget process.

Background

Each year Council must develop a new municipal budget for the following year. Given the Council's desire to adopt the new budget prior to the commencement of the next financial year, Council must now commit to a timetable.

Given the complexity of a municipal budget, Council must give some direction to the administration with regard permissible increases (and decreases) in revenue and expenditure streams. With this direction the administration can develop (over various stages) a draft budget, which Council must review, and subject to changes, ultimately adopt.

At the February Briefing session, Councillors were presented with a draft timetable and suggestions regarding some broad budget assumptions and principals.

Should Council formally adopt the timetable and budget principals, staff will have a clear direction in what and when budgetary information is required.

The proposed process is similar to previous year's budget process, where the budget is developed in stages, with the final result defining the amount of funds Council will have for new items and initiatives.

Consultation

A draft budget timetable was presented to Councillors at the February Informal Briefing Session.

Statutory Implications

Sections 2.7 and 6.2 of Local Government Act 1995 states (in part):

“2.7. The role of the council

(1) The council:

- (a) directs and controls the local government's affairs; and*
- (b) is responsible for the performance of the local government's functions.*

(2) Without limiting subsection (1), the council is to:

- (a) oversee the allocation of the local government's finances and resources; and*
- (b) determine the local government's policies.*

6.2. Local government to prepare annual budget

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

** Absolute majority required.*

Policy Implications

Nil

Strategic Planning Implications

The 2011/12 Budget will be developed based on the direction provided in the Town's Strategic Plan and Plan for the Future. All projects should feed back into these plans where the budget will provide the resources to achieve the planned goals.

Budget Implications

Though adopting the proposed timetable and budget assumptions will not affect the Council's current municipal budget and Cash surplus, Council should not underestimate the importance of the budgetary process. As per Section 2.7 of the LG Act, allocating Council resources (through the budget) is a primary role of Council.

Officer's Comment

Nil

Attachments

Nil

201011/256 Council Decision/Officer's Recommendation**Moved:** Cr A A Carter**Seconded:** Cr S Coates

That Council:

- i) adopts the following timetable to develop the 2011/12 Annual Budget;

2011-12 PROPOSED BUDGET TIMETABLE		
DATE	BUDGET ITEM	MEETING TYPE OR RESPONSIBILITY
2-Feb-11	Budget Timetable & Assumptions	Council Workshop
16-Feb-11	Committee Consider 2nd Quarter Budget Review	Audit & Finance Committee
16-Feb-11	Council Review Strategic Plan	Council Workshop
21-Feb-11	Budget Guidelines & Templates Distributed	Manager, Financial Services
23-Feb-11	Council Adopt:- * 2nd Quarter Budget Review * Budget Timetable * Budget Assumptions	Ordinary Council Meeting
9-Mar-11	Advertising for Community Budget Requests	Manager, Financial Services
9-Mar-11	Advertising for Rates Concessions	Manager, Financial Services
9-Mar-11	Council Consider:- * Review of Strategic Plan * Loans * Reserves * 5 Year Plans	Council Workshop
6-Apr-11	Council Consider:- * Staffing * Rates * Fees & Charges * Councillor Allowances	Council Workshop
8-Apr-11	Issue 3rd Quarter Budget Review Reports	Manager, Financial Services
14-Apr-11	Commence 3rd Quarter Budget Review including Forecast & Operating Budget for 2011-12	Executive & Managers

11-May-11	Consideration and Discussion for:- * New Items * New Staff * Rates in the Dollar	Council Workshop
18-May-11	Committee Consider 3rd Quarter Budget Review	Audit & Finance Committee
25-May-11	Council Adopt:- * 3rd Quarter Budget Review * Rate Concessions * Rates in the Dollar	Ordinary Council Meeting
27-May-11	Finalise Draft Operating Budget/Surplus Position	Manager, Financial Services
30-May-11	Council Finalise:- * New Items including New Staff	Council Workshop
1-Jun-11	Advertising Rates in the Dollar	Manager, Financial Services
22-Jun-11	Advertising Period for Rates in the Dollar Closes	N/A
24-Jun-11	Final Statutory Budget Available for Agenda	Manager, Financial Services
29-Jun-11	Council Adopts 2011-12 Budget	Special Council Meeting

and

- ii) adopts the following broad budget assumptions in developing the draft operating budget for Council's consideration.

2011-12 PROPOSED BUDGET ASSUMPTIONS	
REVENUE	
Rates	Net rate increase capped to CPI plus amount for Service Charges relating to Port Hedland Underground Power Repayments
Contributions	Based on known contribution agreements
Investment Interest	Average interest rate of 4.5%
Operating Grants	CPI except for known grant agreements
User Fees	Capped to CPI or cost recovery

EXPENDITURE	
Employee Costs	<ul style="list-style-type: none"> * Subject to outcomes of EBA * Initially 3% plus \$1,500 for EBA Staff * 5% for contract staff * No new staff, subject to New Staff Approvals
Contracts & Materials	Capped to CPI where possible
Insurance	Capped to CPI, subject to annual insurance review
Loans & Interest	<ul style="list-style-type: none"> * Repayments based upon current schedules * No new loans, subject to New Item Approvals
Utilities	<ul style="list-style-type: none"> * Water: 8% plus quantity increase * Power: 17% subject to State Government confirmation, plus quantity increase * Telephone: CPI capped, subject to New Staff Approvals
Other	<ul style="list-style-type: none"> * 5 Year Plans - continue with current 5 Year Plans, subject to cost review * May incorporate newly developed 5 Year Plans, subject to approval * Services - no reduction in current service provision, unless already planned

CARRIED 7/0

11.4.2 Governance

11.4.2.1 Airport Committee – Proposed Change of Meeting Date for February 2011 (File No.: ...)

Officer Gaye Stephens
Executive Assistant

Date of Report 4 February 2011

Disclosure of Interest by Officer Nil

Summary

Report seeks Council's consideration to change the meeting date for the Town's Airport Committee Meeting from 24 February 2011, to Tuesday 1 March 2011, due to attendances at the 2nd Annual Regional Airport Development 2011: 'Turning your Airport into a Commercial Asset' Conference.

Background

At its Ordinary Meeting held on 10 November 2010, Council determined the Airport Committee meeting dates up to December 2011.

The following Airport Committee members will be attending the 2nd Annual Regional Airport Development 2011: 'Turning your Airport into a Commercial Asset' Conference:

- Deputy Mayor A A Carter (Chairman of the Airport Committee)
- Councillor S R Martin
- Councillor M Dziombak

The Town's Chief Executive Officer and Manager Business and Investment Development will also be attending the Conference, being held in Sydney from Monday 21 February to Wednesday 23 February 2011 inclusive. The Town's delegates will be travelling to Port Hedland from Thursday 24 February 2011 onwards.

Consultation

Chief Executive Officer

Statutory Implications

Division 2 of Section 5 of the Local Government Act (1995) specifically relates to the establishment and operations of committees of Council.

The requirements of Committee Meetings are largely the same as those that apply to formal Council meetings.

Council is required to determine at least once each year the Airport Committee meeting program, and this is to be set and advertised in the local newspaper. A change of date of a Committee Meeting is to be determined by Council and advertised also.

Local Government (Administration) Regulations 1996

“12. Public notice of council or committee meetings (s. 5.25(g))

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
...(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,
are to be held in the next 12 months.
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).”*

Policy Implications Nil

Strategic Planning Implications Nil

Budget Implications

Budget allocation for advertising Council Meetings is included in Administration General Expenses, General Ledger Account Number 404287 ‘Advertising and Promotions’.

Officer’s Comment

The membership of the Airport Committee is as follows:

Mayor Kelly A Howlett;
 Councillor Arnold A Carter
 Councillor W (Bill) Dziombak
 Councillor Jan M Gillingham
 Councillor Stan R Martin
 Doug Gould – Community Member
 Serge Doumergue – Community Member
 Michelle Cook – Community Member

As the quorum for the Airport Committee is a minimum of 50% of its membership, the currently scheduled Committee Meeting for Thursday 24 February 2011 may be held, however, it is also noted that the Chief Executive Officer (responsible officer for the Committee) will not be in attendance.

It is proposed to change the date of the Airport Committee Meeting from 24 February 2011, to Tuesday 1 March 2011.

Attachments Nil

201011/257 Council Decision/Officer's Recommendation

Moved: Cr S R Martin

Seconded: Cr M Dziombak

That the Airport Committee Meeting to be held at 5:30 pm in Council Chambers on Thursday 24 February 2011 be rescheduled to Tuesday 1 March 2011, and be advertised accordingly.

CARRIED 7/0

ITEM 12 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL

12.1 Engineering Services

12.1.1 *Iconic Park Kiosk Upgrade: Fortescue Metals Group Proposal (File No.: 21/05/0011)*

Officer Jenella Voitkevich
Manager Infrastructure

Date of Report 4 February 2011

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to provide an update on the progress of Fortescue Metals Group's (FMG) proposal to upgrade the kiosk at the Iconic Park project and to recommend that this component of the project is considered as a stage 2 project after completion of the current contract.

Background

At the Ordinary Council Meeting on 24th November 2010 a proposal from FMG was presented to Council to upgrade the kiosk at the Iconic Park project (currently under construction) to a café style facility. FMG had advised of their intent to contribute \$1,500,000 towards this project. The Council resolution was as follows:

"That Council:

- i. approves in principle the proposal from Fortescue Metals Group to upgrade the Iconic Park project kiosk into a café style facility subject to the following conditions:*
 - a. No additional costs shall be incurred by Council, however Council acknowledges that current contract savings identified by Earthcare Landscapes will be allocated to this proposal*
 - b. FMG's acceptance of stakeholder recognition strategy by acknowledging their contribution on signage with other stakeholders*
 - c. FMG to contribute to the operation of the café for a period of 3 years, the details of which to be negotiated with Council's CEO; and*
- ii. Allows the Chief Executive Officer to enter into a funding agreement with Fortescue Metals Group to the value of \$1,500,000 (ex GST); and*
- iii. Allows the Chief Executive Officer or delegated officers to continue to develop the proposal with Fortescue Metals Group with the intention to include the variation into the current Iconic Park construction contract with Earthcare Landscapes; and*

- iv. *request a report to be presented to Council in February 2011 (or once details are finalized) to give final approval to contract variations.*"

Council staff and Thinc Projects have been liaising with FMG and their architects since Council approval of this proposal.

Consultation

The comments and recommendations provided in this report have been compiled in consultation with:

- Council's Executive Team
- Thinc Projects (Iconic Park project managers)
- Fortescue Metals Group

Statutory Implications Nil

Policy Implications Nil

Strategic Planning Implications

Key Result Area 2 – Community Pride

Goal 1 – Townscape

Immediate Priority 2: Construct the Marquee Park and ensure that a new park is built in Koombana

Key Result Area 4 – Economic Development

Goal 2 – Mining/Roads

Immediate Priority 1: Actively seek funding partnerships with mining companies and contractors on the development of services and facilities within the community

Goal 3 – Business Development

Immediate Priority 4: Investigate new business/revenue streams for the Town

Budget Implications

This report is recommending that the FMG proposal to upgrade the Iconic Park kiosk into a café style facility is considered a stage 2 project after the completion of the park construction. The delay in the construction of a café style facility in the park will reduce revenue opportunity; however this will likely only be for a short period of time.

This proposal will have no impact on Council's current budget for the Iconic Park construction. Council is not contributing to this proposal.

Officer's Comment

The proposal was approved by Council with the understanding that the café upgrade would be incorporated into the current construction contract.

This was on the basis that the park construction was still in very early stages and there would only be a minimal impact on the program and eventual park opening date. The timelines acknowledged by all parties to achieve the café proposal within the current construction contract were:

- Finalise concept design and approval in principle – mid December 2010
- Preparation of detailed designs – end January 2011
- Earthcare Landscapes to quote variation – mid to end February 2011
- Award contract variation – end February 2011

During the first two (2) weeks of December 2010 Council's Iconic Park project team worked closely with FMG's architects to achieve a concept design that would complement the existing Iconic Park design and have minimal impact on the construction process. On 14th December 2010 a concept design was presented to Council staff, the executive team, Thinc Projects and Earthcare Landscapes with very positive feedback received.

The next step in the process, due at the end of January, was the preparation of detailed designs to enable Earthcare Landscapes to provide a cost estimate on the proposal and the variations to the current design. Despite reminders from Council regarding the strict timeframes this information has not been received. At the date of preparing this report it is understood that detailed designs have not commenced and could still be up to 4 weeks away.

The uncertainty of this component of the project is having an impact on the scheduling and procurement of the current construction contract. The kiosk and ablution block can't be ordered until design changes are finalized. Hard landscaping components such as footpaths, due to commence in December, have been delayed as we're still unsure as to what impact the new design will have on their location. Access paths may need to be modified or strengthened to accommodate the delayed café style construction. The delays in these components are holding up progress of other elements in the park, impacting on the overall construction schedule and handover date. Project delays also have a cost implication, as extensions of time over the approved completion date that aren't caused by the contractor are charged at a significant daily rate.

If a future stage 2 café development was approved there will still be an impact on the current park design that requires further investigation. FMG's designers and Council's project managers will need to determine if the existing kiosk should remain within the current scope and be modified and extended later, or if the kiosk should be deleted now to allow more flexibility in the FMG design. Any project savings as a result of this will be redirected towards the future café upgrade. This will be reviewed and resolved in the coming weeks.

It is recommended that FMG are advised that the proposal to upgrade the kiosk in the Iconic Park project into a café style facility is no longer feasible within the current construction schedule as documented in the original Council resolution on 24th November 2010. FMG has advised that they're still committed to the project and will be satisfied with the Stage 2 option. This will allow more time to develop detailed designs, explore options in materials to be used and investigate energy saving design techniques and systems. Tendering the construction of the stage 2 café on the open market may also achieve a more competitive price.

Attachments

Nil

Officer's Recommendation

That Council:

- i) advises Fortescue Metals Group that the upgrade of the Iconic Park kiosk into a café style facility is no longer viable within the current park construction program; and
- ii) requests Fortescue Metals Group to prepare and submit a revised proposal for consideration by Council for a Stage 2 of works that:
 - a) is based upon no additional cost to Council;
 - b) addresses how recognition will be provided; and
 - c) commits Fortescue Metals Group to operating the café for three (3) years.

201011/258 Council Decision**Moved:** Cr A A Carter**Seconded:** Cr S R Martin

That Council:

- i) advises Fortescue Metals Group that the upgrade of the Iconic Park kiosk into a café style facility is no longer viable within the current park construction programs.
- ii) requests Fortescue Metals Group to prepare and submit a revised proposal for consideration by Council for a Stage 2 of works that:
 - a) **is based upon no additional cost to Council;**
 - b) **addresses how recognition will be provided; and**
 - c) **commits Fortescue Metals Group to operating the café for three (3) years.**

- iii) request the Chief Executive Officer ensures that the Kiosk remains as part of Stage 1.

CARRIED 7/0

REASON: Council believes that it needs to ensure that the kiosk is included as part of the construction (stage one) part of this project.

ITEM 13 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

Nil.

ITEM 14 CONFIDENTIAL ITEMS

5:57pm 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.”*

201011/259 Council Decision/Officer’s Recommendation

Moved: Cr A A Carter

Seconded: Cr S R Martin

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. 14.1.1 ‘Appointment of Director Community Development’.

CARRIED 7/0

14.1 *Confidential Item: Appointment of Director Community Development (File No. ...)*

201011/260 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr S R Martin

That Council:

- i) endorse the appointment of Mr Gordon McMill as the Director Community Development for a three (3) year term commencing on 28th March 2011; and
- ii) offers Mr McMill a salary of \$140,000 per annum and a total package of \$191,600 per annum including superannuation, housing, private vehicle usage and uniform allowance.

CARRIED 7/0

201011/261 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr S R Martin

That the Meeting be opened to members of the public.

CARRIED 7/0

6:03pm Mayor advised the meeting is open to members of the public.

NOTE: Mayor commended Debra Summers for all her hard work during her role of Acting Director of Community Development as she went well beyond the call of duty.

ITEM 15 APPLICATIONS FOR LEAVE OF ABSENCE**201011/262 Council Decision/Officer's Recommendation****Moved:** Cr S R Martin**Seconded:** Cr J M Gillingham

That the following Application for Leave of Absence:

- Councillor A A Carter from 21 February to 25 February 2011
- Councillor S R Martin from 20 February 25 February 2011
- Councillor S Coates on 23 February 2011
- Councillor M Dziombak from 21 February to 28 February 2011

Be approved

*CARRIED 7/0***ITEM 16 CLOSURE**

16.1 Date of Next Meeting

The next Ordinary Meeting of Council will be held on Wednesday 23 February 2011, commencing at 5.30 pm.

16.2 Closure

There being no further business, the Chairman declared the meeting closed at 6:05 pm.

Declaration of Confirmation of Minutes

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

CONFIRMATION:

MAYOR_____
DATE