



Town of Port Hedland

MINUTES

OF THE

ORDINARY MEETING
OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

THURSDAY 27 JANUARY 2011

AT 5.30 PM

IN COUNCIL CHAMBERS
Mc GREGOR 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 5:30pm 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 George J Daccache
 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	9
Members of the Media	2

2.2 Apologies

Nil.

2.3 Approved Leave of Absence

Nil.

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE3.1 Questions from Public at Ordinary Council Meeting held on
Wednesday 8 December 2010

Nil.

3.2 Questions from Elected Members at Ordinary Council Meeting held on Wednesday 8 December 2010

Nil.

ITEM 4 PUBLIC TIME

4.1 Public Question Time

5:32pm Mayor opened Public Question Time

4.1.1 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 advised that this question is taken on notice.

Has anyone from Charter Hall been to see members of Council regarding the upgrading of South Hedland Shopping Centre?

Mayor advised that she has not heard from Charter Hall recently, however she did raise this matter with Minister Brendon Grylls when he was in Town this week. The Mayor will be meeting Minister Grylls in Perth next week, together with Paul Martin, during which meeting she will make sure this matter gets raised again and will keep Mr Whalley and community updated.

Is it possible for Council to consider placing speed bumps along the stretch of Traine Crescent adjacent to Shay Gap Park to stop speeding drivers especially late at night? Is there CCTV in this area?

Mayor advised that there is a CCTV camera in this area but it directs onto the park. Mayor also advised that unfortunately this issue has been raised in the past by a resident that lives in that vicinity so Council will have a look at it again and possibly consider utilising the speedometer currently in use on Sutherland Street.

5:35pm Mayor closed Public Question Time

4.2 Public Statement Time

5:35pm Mayor opened Public Statement Time

Nil.

5:36pm Mayor closed Public Statement Time

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE*5.1 Councillor G J Daccache*

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.

5.2 Councillor J M Gillingham

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.

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.

Councillor Gillingham advised that she has noticed that members of the public are having difficulties in crossing the mount of dirt between the new hospital area and the back of the South Hedland Shopping Centre and would like to know whether Council can install some temporary measure to alleviate this problem?

Mayor advised that this issue will be raised with LandCorp.

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.

Councillor Gillingham asked whether the Strategic Airlines flights to Bali have definitely been cancelled and if so if Council can look into any other airlines that might be interested in carrying out similar flight options.

Mayor advised that the Strategic Airlines flights to Bali have been called off; however she believes that we need to continue fostering partnerships with other carriers with regard to this matter.

Councillor Gillingham asked whether the trees at the Cooke Point turn off can be staked as the recent rain has damaged them.

Councillor Gillingham asked if Council could look into the fencing on Lawson Street which appears as if it has not been fixed since Cyclone George.

Mayor advised that Council will raise this issue with the relevant agency.

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

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Confirmation of Minutes of Ordinary Meeting of Council held on Wednesday 8 December 2010

201011/224 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 Wednesday 8 December 2010 be confirmed as a true and correct record of proceedings.

CARRIED 8/0

ITEM 8 ANNOUNCEMENTS BY CHAIRMAN WITHOUT DISCUSSION

Mayor Howlett's Activity Report for the December 2010/ January 2011 period to date as follows:

Saturday, 4th December

- Participated In 2010 Hedland Riders Toy Run

Sunday, 5th December

- Attended 2010 Soroptimist International Stevens St Xmas Dinner

Monday, 6th December

- Attended Briefing Meeting Re: Upgrade Walkabout Hotel + A/DREG + MPL
- Attended 2010 Port Hedland School Of Air End Of Year Concert
- Attended Baler Primary School Graduation Ceremony

Tuesday, 7th December

- Meeting With Taxi Drivers & Police + MEHS
- Weekly Spirit Radio Mayor Chat
- Attended Media Launch – Safe Christmas Driving

- Attended Aboriginal Affairs Forum Meeting + A/DCD
- Meeting CEO Recruitment Working Group + Deputy Mayor + Cr Dziombak + Cr Daccache + Cr Gillingham + A/CEO
- Meeting With Resident Ron Budge
- Attended South Hedland Primary School Graduation
- Participated In Christmas Lights Judging

Wednesday, 8th December

- Weekly Media Meeting North West Telegraph + Deputy Mayor
- Chair OCM December 2010

Thursday, 9th December

- Attended PDC Board Meeting
- Attended LEMC Meeting + MEHS
- Attended & Presented At 2010 Volunteer Recognition Night +A/DCD + MRS + RO

Friday, 10th December

- Weekly CEO, Deputy Mayor & Mayor Meeting

Saturday, 11th December

- Attended SHNL Outdoor Christmas Carols & Movie Event

Monday, 13th December

- Attended Thinc Projects Update
- Attended Port Hedland Growth Plan Planning Meeting + Deputy Mayor + CEO
- Meeting At South Hedland Police Station To See CCTV Program

Tuesday, 14th December

- Weekly Spirit Radio Mayor Chat
- Attended Community Safety & Crime Prevention Meeting + Cr Coates + MEHS
- Meeting Curtin University Re: Study Into Health Impacts Of Iron Ore Dust On Children
- Attended PHCCI 2011 Directory Launch
- Attended Pilbara Tafe Christmas Sundowner

Wednesday, 15th December

- Weekly Media Catchup NWT + Deputy Mayor
- Attended Director Terry Sargent Farewell
- Attended Port Hedland Primary School End Of Year Concert

Thursday, 16th December

- Meeting North West Telegraph Re: Litter & Community
- Attended Airport Committee Meeting + Deputy Mayor + Cr Martin + Cr Dziombak + DCORP

Friday, 17th December

- Presentation Of Award Winners 2010 Hedland Christmas Lights Competition + A/DCD + CDO

Tuesday, 21st December

- Attended Meeting Port Hedland Projects Implementation Steering Group + CEO
- Weekly Catchup Mayor & Deputy Mayor
- Phone Linkup Dr Joel Silbert – OSH Medical Group + A/DCD

Thursday, 23rd December

- Draw Raffle – South Hedland Touch Football Association

Monday, 27th December

- Participated/Completed AICD Directors Assessment Exam

Tuesday, 4th January

- Attended Opening Subway South Hedland + Deputy Mayor + Cr Daccache

Thursday, 6th January

- Weekly Catchup Meeting Mayor & Deputy Mayor
- Weekly Catchup Meeting CEO, Deputy Mayor & Mayor

Saturday, 8th January

- Attended West End Movie Night Event

Tuesday, 11th January

- Meeting With New Doctor (Dr Han) Port Hedland Medical Centre
- Briefing & Pre-Meeting Preparation Mark Casserly + A/DCD
- Chair Multi Purpose Recreation Centre Working Group Meeting + Deputy Mayor + Cr Daccache + A/DCD + MRS + RO
- Chair South Hedland Bowls & Tennis Club/TOPH New Clubhouse Meeting + Deputy Mayor + Cr Daccache + A/DCD + MRS

Wednesday, 12th January

- De-Brief After Completed Community Meetings Mark Casserly +A/DCD + MRS

Thursday, 13th January

- Meeting With Resident (Francis) Re: Venue For Place Of Worship
- Meeting With Residents (Hazel, Linda & Sussan) Aboriginal Affairs Forum
- Meeting Update Developments: Mineral Resources Pty Ltd + Deputy Mayor + DCORP + LO

Saturday, 15th January

- Attended Funeral @ Punju Njamal + Deputy Mayor

Monday, 17th January

- Meeting Re: NW Expo (Philippa)

Tuesday, 18th January

- Meeting With Resident (Christine Lundy)
- Weekly Spirit Radio Mayor Chat
- Minister Brendan Grylls & Minister Bill Marmion Visit – Attended Announcements Moving Cooke Point Sewerage Ponds & Stage 2 South Hedland Land Release

Wednesday, 19th January

- Meeting FMG Representatives (V James, D Willmott, F Murray) + CEO
 - Chair Informal Meeting Council + Deputy Mayor + Cr Martin + Cr Daccache
- Thursday, 20th January
- Attended Part KPMG Workshop + CEO + All Directors + All Managers
 - Weekly North West Telegraph Media Meeting
 - Attended Monthly Water Corporation Update Catchup
 - Performed Citizenship Ceremony
 - Attended TOPH Airport Committee Workshop + Deputy Mayor + Cr Martin + Cr Dziombak + CEO + DENG + DCORP
 - Attended TOPH Airport Committee Meeting + Deputy Mayor + Cr Martin + Cr Dziombak + CEO + DENG+DCORP

Friday, 21st January

- Attended KPMG Workshop
- Presentation To Fenner Dunlop (Re Update TOPH Developments & Community Update)

Mayor also added the following:

Last week's highlight was Minister Grylls' visit to Port Hedland to make two important announcements; the first one together with Minister Marmion, regarding the relocation of the Waste Water Treatment Ponds from Port Hedland to South Hedland and the second one regarding the Stage 2 South Hedland CBD, targeted towards the not-for-profit sectors.

Works at the Colin Matheson's Oval are progressing steadily with the clubhouse due for completion at the end of June 2011.

On the 29 January 2011 the Town will benefit from a seven day Ranger service which will help all of the community especially in terms of dogs issues and afterhours access.

Mayor also advised that on Australia Day eleven new people became Australian citizens and the Premier's Active Citizenship Awards were announced.

The under 25 award went to Brad Holder, who has done a fantastic job within the community and continues to do so; the over 25 award went to Brad Anderson, just the mention of the name speaks for itself as Brad has done a fantastic job in his time in Port Hedland; and the community group award went to Aboriginal Communities Group – Foodbank WA, which was accepted by Cris Olegario and his lovely wife. It was a fantastic day all round but a shame that the other event did not take place due to the cyclone. Hopefully we will still be able to have the fireworks in the next week or so.

ITEM 9 REPORTS BY ELECTED MEMBERS WITHOUT DISCUSSION

9.1 Councillor G J Daccache

Councillor Daccache advised he attended the Australia Day Breakfast at the All Season Hotel, it was a great event although cut short by the cyclone and congratulations to all the new Citizens and the Award winners.

9.2 Councillor D W Hooper

Councillor Hooper advised that he attended the Australia Day Breakfast event held at the All Seasons. Councillor Hooper also wanted to thank the Town of Port Hedland for the use of the facilities for the 'Carols by Candlelight' event, which had the highest number of community members participating than ever before. More plans for next year are already taking place.

ITEM 10 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

10.1 Steven Piotrowski, Senior Transport Engineer, SKM

Presentation regarding modelling tests and studies that SKM has carried out with regard to the Great Northern Highway Bypass around the Wedgefield Area and also around the Airport area.

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

11.1.1 Planning Services

11.1.1.1 Delegated Planning, Building & Environmental Health Approvals and Orders for December 2010 (File No.: 18/07/0002 & 07/02/0003)

Officer	Cassandra Woodruff Executive Assistant Regulatory Services
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Date of Report	11 January 2011
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Disclosure of Interest by Officer	Nil
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Summary

This item relates to the Planning and Building approvals and Environmental Health Orders considered under Delegated Authority for the month of December 2010. A list of current legal actions is also incorporated.

Background

A listing of Planning, Building and Environmental Health approvals and Orders issued by Council's Planning, Building and Environmental Health Services under Delegated Authority for the month of December 2010 are attached to this report. Further to Council's request a listing of current legal actions is also attached to this report.

Consultation	Nil
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Statutory Implications

Town of Port Hedland Delegation Register 2005 outlines the limitations of delegated authority and requires a list of approvals made under it to be provided to Council. This report is prepared to ensure Council is advised of the details of applications which have been dealt with under delegated authority.

Policy Implications	Nil
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Strategic Planning Implications	Nil
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Budget Implications	Nil
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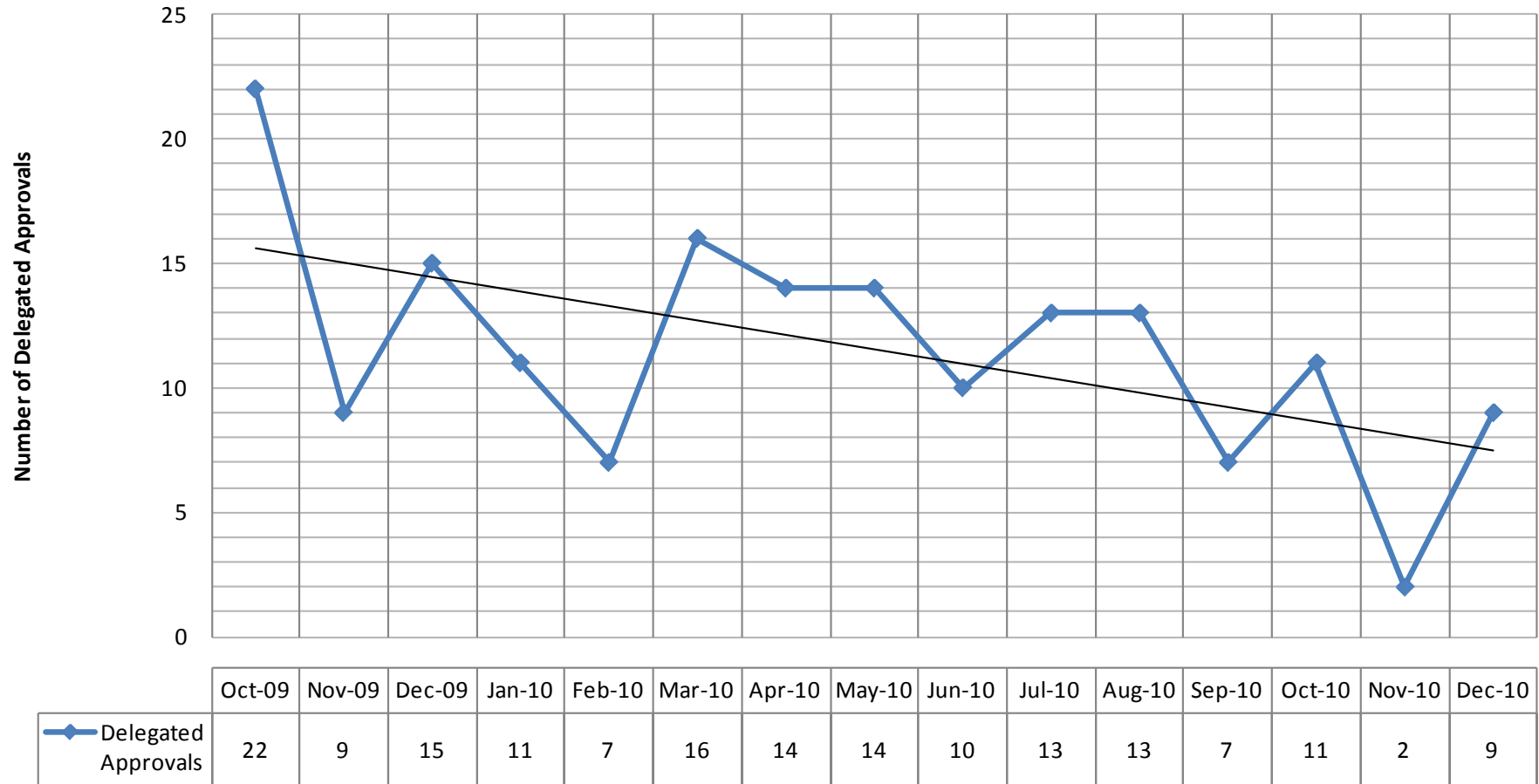
Officer's Comment	Nil
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DELEGATED PLANNING APPROVALS FOR DECEMBER 2010

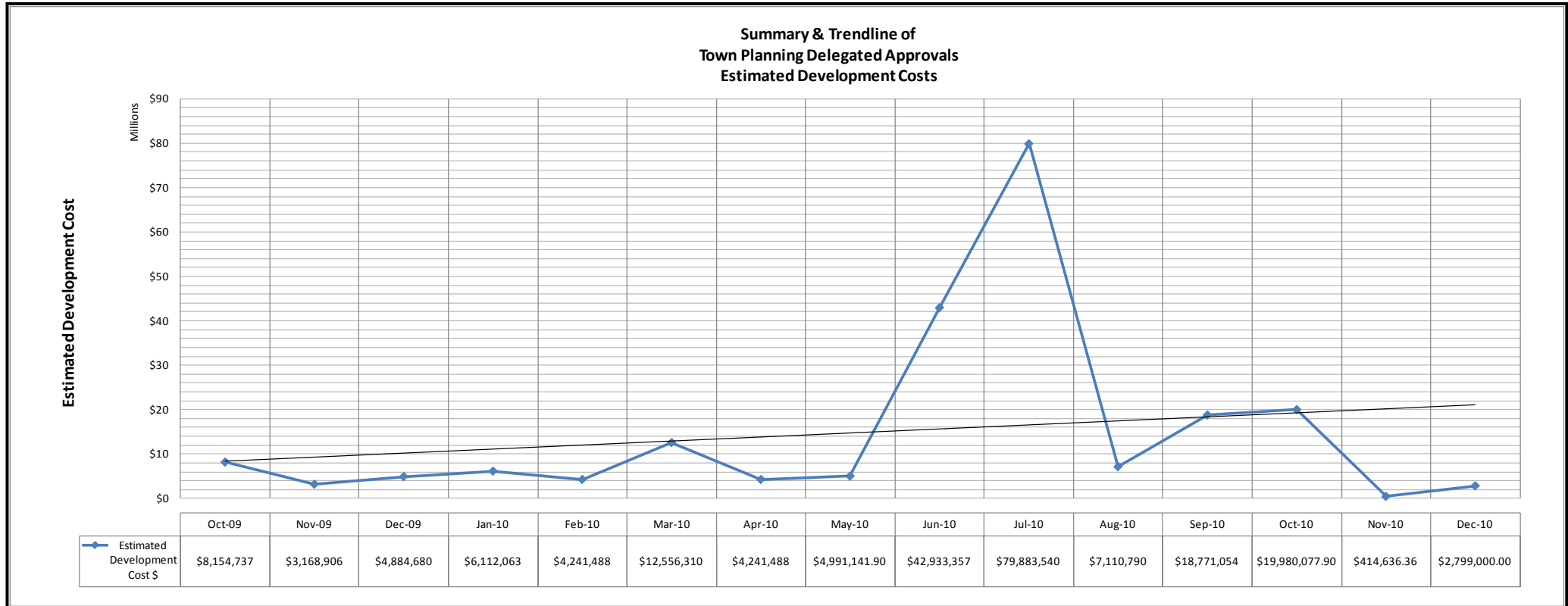
PLANNING APPROVALS - DELEGATED AUTHORITY - DECEMBER 2010					
Applic No	Applic date	Date Determined	Description	Locality	Development Value
2010/203	15/09/2010	01/12/2010	SECOND DWELLING	SOUTH HEDLAND	\$ 500,000.00
2010/228	11/10/2010	13/12/2010	GROUPED DWELLING - SECOND DWELLING	SOUTH HEDLAND	\$ 475,000.00
2010/231	12/10/2010	07/12/2010	RURAL - TEMPORARY STORAGE FACILITY/DEPOT/ facility/ depot/laydown area	PORT HEDLAND	\$ -
2010/241	22/10/2010	09/12/2010	ANCILLARY ACCOMODATION	SOUTH HEDLAND	\$ 51,000.00
2010/243	25/10/2010	08/12/2010	STORAGE FACILITY/DEPOT/LAYDOWN AREA - WORKSHOP AND OFFICE	WEDGEFIELD	\$ 160,000.00
2010/250	02/11/2010	07/12/2010	RESIDENTIAL BUILDING	PORT HEDLAND	\$ 918,000.00
2010/255	08/11/2010	07/12/2010	SINGLE DWELLING - R-CODE VARIATION PATIO ADDITION	SOUTH HEDLAND	\$ 15,000.00
2010/257	09/11/2010	13/12/2010	GROUPED DWELLING - 4 DWELLINGS	SOUTH HEDLAND	\$ 500,000.00
2010/267	16/11/2010	08/12/2010	STORAGE FACILITY/DEPOT/LAYDOWN AREA - ADDITIONAL OFFICE	WEDGEFIELD	\$ 180,000.00

DELEGATED PLANNING APPROVALS FOR DECEMBER 2010

**Summary & Trendline of
Town Planning Delegated Approvals**



DELEGATED PLANNING APPROVALS FOR DECEMBER 2010



DELEGATED BUILDING APPROVALS FOR DECEMBER 2010

BUILDING LICENCES DECEMBER 2010						
Licence Number	Decision Date	Locality	Description of Work	Estimated Construction Value (\$)	Floor area square metres	Building Classification
100133	14.12.2010	PORT HEDLAND	1 x Outbuilding	\$ 9,020	9	Class 10a
100132	14.12.2010	PORT HEDLAND	1 x Outbuilding 1 x Patio	\$ 43,000	78	Class 10a
100139	17.12.2010	SOUTH HEDLAND	1 x Carport	\$ 20,000	37	Class 10a
100138	17.12.2010	SOUTH HEDLAND RURAL EST	1 x Outbuilding	\$ 48,305	108	Class 10a
102013	22.12.2010	SOUTH HEDLAND	Footings and Columns	\$ 3,000	56	Class 10a
100146	22.12.2010	SOUTH HEDLAND	1 x New Patio	\$ 34,367	107	Class 10a
100148	23.12.2010	SOUTH HEDLAND RURAL EST	1 x Outbuilding 1 x Veranda 1 x Outdoo	\$ 88,000	254	Class 10a
100093	23.12.2010	SOUTH HEDLAND	1 x Patio	\$ 13,500	56	Class 10a
100147	23.12.2010	SOUTH HEDLAND	1 x Outbuilding	\$ 15,467	32	Class 10a
100150	24.12.2010	PORT HEDLAND	1 x Outbuilding	\$ 90,000	129	Class 10a
100127	06.12.2010	PORT HEDLAND	Stage 1 - Earthworks Slabs and Footing	\$ 180,000		Class 10b
105032	21.12.2010	PORT HEDLAND	1 x Above Ground Swimming Pool	\$ 500		Class 10b
105033	22.12.2010	PORT HEDLAND	1 x Above Ground Swimming Pool	\$ 500		Class 10b
105034	23.12.2010	SOUTH HEDLAND	1x Below Ground Swimming Pool	\$ 10,000		Class 10b
102014	23.12.2010	SOUTH HEDLAND	1x Single Dwelling 1x Outbuilding	\$ 350,000	121	Class 1a
100137	16.12.2010	PORT HEDLAND	2 x Grouped Dwelling	\$ 593,000	112	Class 1a
100136	16.12.2010	SOUTH HEDLAND	1 x Single Dwelling	\$ 530,096	180	Class 1a
100149	23.12.2010	SOUTH HEDLAND	1 x Single Dwelling	\$ 412,050	174	Class 1a
100126	03.12.2010	SOUTH HEDLAND	1 x Single Dwelling 1 x Carport 1 x AI	\$ 592,960	184	Class 1a 10a and 10b
100129	08.12.2010	SOUTH HEDLAND	1 x Single Dwelling 1 x Carport 1 x AI	\$ 569,149	171	Class 1a 10a and 10b
100130	08.12.2010	SOUTH HEDLAND	1 x Single Dwelling 1 x Carport 1 x AI	\$ 569,149	184	Class 1a 10a and 10b
100128	08.12.2010	SOUTH HEDLAND	1 x Single Dwelling 1 x Alfresco 1 x C	\$ 470,313	225	Class 1a 10a and 10b
100131	08.12.2010	SOUTH HEDLAND	1 x Single Dwelling 1 x Carport 1 x AI	\$ 592,960	184	Class 1a 10a and 10b

DELEGATED BUILDING APPROVALS FOR DECEMBER 2010 Cont'd...

BUILDING LICENCES DECEMBER 2010 CON'T..						
Licence Number	Decision Date	Locality	Description of Work	Estimated Construction Value (\$)	Floor area square metres	Building Classification
100110	13.12.2010	SOUTH HEDLAND	1 x Single Dwelling 1 x Carport 1 x Al	\$ 592,960	184	Class 1a 10a and 10b
100114	14.12.2010	SOUTH HEDLAND	1 x Single Dwelling 1 x Carport 1x Alf	\$ 592,960	184	Class 1a 10a and 10b
100134	14.12.2010	SOUTH HEDLAND	1 x Single Dwelling 1 x Carport Fencin	\$ 470,313	225	Class 1a 10a and 10b
100143	22.12.2010	SOUTH HEDLAND	1 x Single Dwelling Alfresco and Garage	\$ 509,911	180	Class 1a and 10a
100145	22.12.2010	SOUTH HEDLAND	1 x Single Dwelling Alfresco and Garage	\$ 525,302	180	Class 1a and 10a
100151	24.12.2010	PORT HEDLAND	1 x Dwelling including Alfresco and Gara	\$ 356,000	246	Class 1a and 10a
100141	20.12.2010	SOUTH HEDLAND	Temporary Site Accommodation and Tempora	\$ 110,000	130	Class 1b
100135	16.12.2010	PORT HEDLAND	2 x Grouped Dwellings 4 x S.O.U 7 x Ca	\$ 1,800,000	690	Class 2
100040	09.12.2010	PORT HEDLAND	Grouped Dwelling	\$ 1,200,000	270	Class 3
100142	21.12.2010	WEDGEFIELD	1 x Office 1 x Verandah	\$ 180,000	76	Class 5
100044	21.12.2010		1 x New Warehouse	\$ 2,000,000	49932	Class 7b

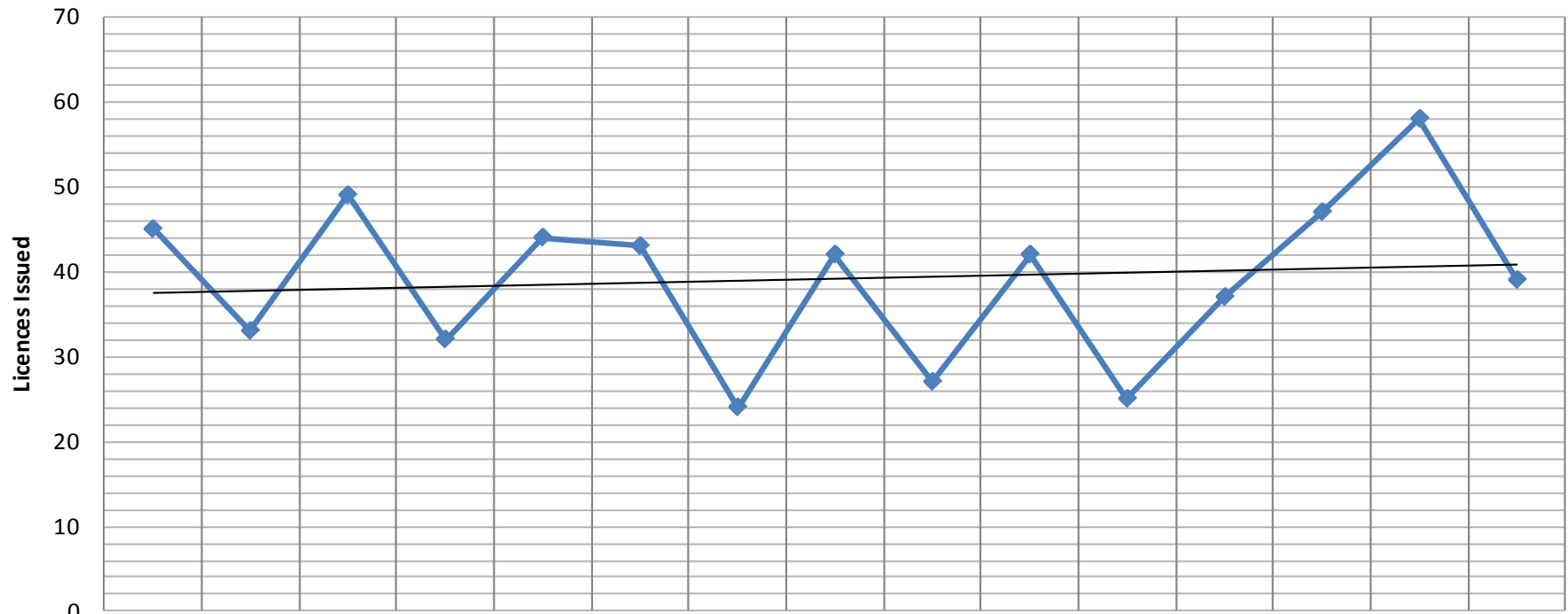
DELEGATED BUILDING APPROVALS FOR DECEMBER 2010 Cont'd...

SUMMARY				
No of Licences	Licence Type	Estimated Construction Value	Floor Area in square metres	Average cost per square
4	Demolitions	\$97,650		
17	Dwellings	\$7,837,123	2,734	\$2,867
10	Class 10a	\$364,659	866	\$421
4	Class 10b	\$191,000		
4	Commercial	\$5,180,000	50,968	\$102
	Other			
39		\$13,670,432	54,698	

DEMOLITION LICENCES				
Licence Number	Approval Date	Locality	Description of Work	Estimated Construction Value (\$)
103025	23.12.2010	WEDGEFIELD	Demolition of Workshop	5000
103024	14.12.2010	WEDGEFIELD	Demolition of Industrial Sheds	45650
103023	02.12.2010	PORT HEDLAND	Demolition of Single Dwelling	22000
103026	17.12.2010	SOUTH HEDLAND	Demolition of Single Dwelling and Outb	25000
Total		4	Demolition Licences Issued	\$ 97,650

DELEGATED BUILDING APPROVALS FOR DECEMBER 2010 Cont'd...

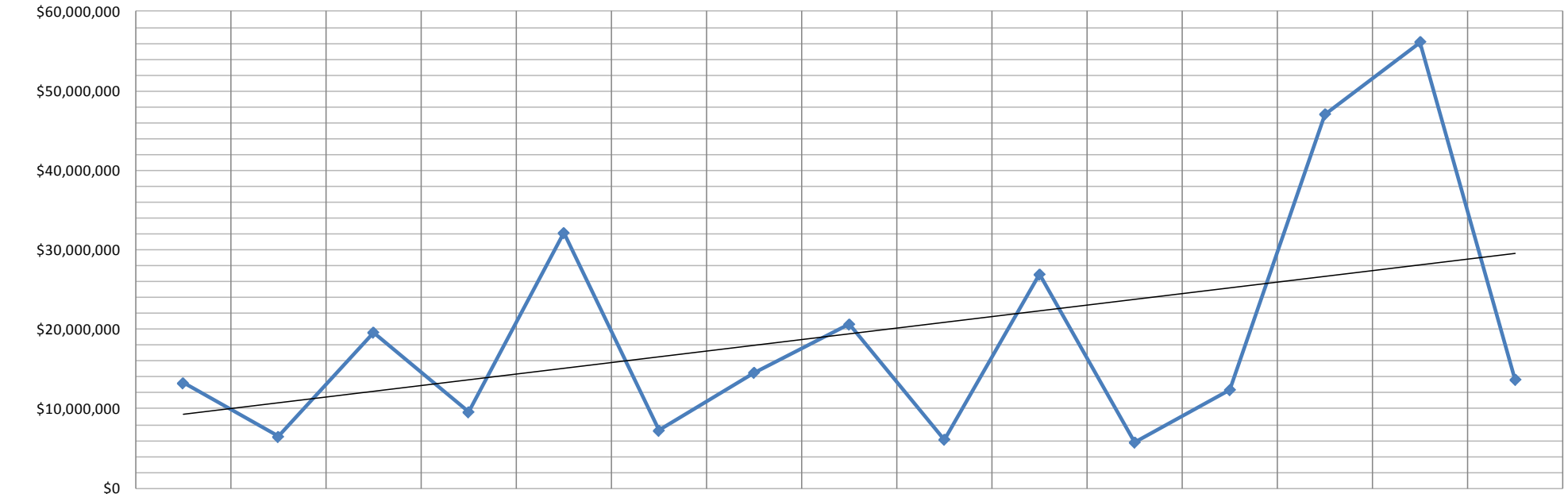
Summary & Trendline for Building Licence Approvals



	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
◆ No of Licences Issued	45	33	49	32	44	43	24	42	27	42	25	37	47	58	39

DELEGATED BUILDING APPROVALS FOR DECEMBER 2010 Cont'd...

**Summary & Trendline of
Estimated Construction Value of Building Licences Issued**



	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Estimated Construction Value \$	\$13,239,101	\$6,495,176	\$19,610,421	\$9,595,165	\$32,119,507	\$7,270,113	\$14,556,866	\$20,627,998	\$6,148,261	\$26,906,773	\$5,788,656	\$12,388,683	\$47,059,201	\$56,141,035	\$13,670,432

DELEGATED ENVIRONMENTAL HEALTH ORDERS FOR DECEMBER 2010

Current Health Orders under Delegated Authority by Environmental Health Services	
30 Weaver Place, South Hedland (Fauntleroy/Mills)	Building Unfit for Human Habitation
14 Baler Close, South Hedland	Building Unfit for Human Habitation - Existing Health Order extended to 28th January 2011

CURRENT LEGAL MATTERS BEING UNDERTAKEN AS AT DECEMBER 2010

CURRENT LEGAL MATTERS					
File No.	Address	Issue	First Return Date	Current Status	Officer
WEDGEFIELD					
121670G	Lot 3 Trig Street (J Yujnovich)	Non-compliance with planning conditions	~ First return date 21/1/09	~ Trial set down for 13 & 14 September 2010 in Perth. ToPH witnesses to attend. ~ Magistrate has found J Yujnovich guilty sentencing will be in +/- 3 weeks ~ Fine imposed of approx \$20,000 ~ Fine paid in full	MP
124590G	Lot 1029 (4) Ridley Street (Carey Gardner Engineering)	Illegal Residential dongas		~ Instruction & Docs sent to Solicitors 4 September 09 ~ With the appointment of of Compliance Officer, the matter will now progress ~ Matter has been listed and will be dealt with in due course	MP
REDBANK					
116770G	Lot 134 Roche Road (Western Desert)	Illegal laydown area - Second Offence		~ Referred to Council Solicitors ~ Notices have been issued ~ Hearing set for end of January	MP
SOUTH HEDLAND RURAL ESTATE					
154412G	Lot 2 (5-7) Quartz Quarry Road (Macpherson - Sunsatin P/L t/as Pilbara Earthmoving)	Earth Moving business & repairs being operated from the property - Second Offence		~ Referred to Council Solicitors ~ Notices have been issued ~ Hearing set for end of January	MP

CURRENT LEGAL MATTERS BEING UNDERTAKEN AS AT DECEMBER 2010**CURRENT LEGAL MATTERS Cont'd...**

File No.	Address		First Return Date	Current Status	Officer
SOUTH HEDLAND					
125590G	14 Baler Close	Heath - Removal of burnt out building remnants		~ Health Order extended to 28th January 2011	MEH
PORT HEDLAND					
400330G	83 Athol Street (P Oldenhuis)	Health - Asbestos removal	~ First Return date 25/2/09	<ul style="list-style-type: none"> ~ No appearance by Mr Oldenhuis ~ Court hearing date 28/4/09 adjourned until 29/5/09. ~ Plea hearing date 13/7/09 ~ Trial 16/11/09 heard to 7pm. ~ Decision handed down 23/11 - guilty and issued \$250 in fines and \$4250 in costs. ~ Fine registered with FER by Solicitors as not paid by due date. ~ Fine unpaid to date. Warrant of execution issued 19th June 2010, issued under S45 (2) & Part 7 of the Fines, Penalties and Infringement Notices Act 1994 ~ February 2011 FER will have a report from the South Hedland Magistrates Court 	MEH

Attachments

Nil.

201011/225 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr M Dziombak

That the Schedule of Planning and Building approvals, Environmental Health Orders issued by Delegated Authority and the listing of current legal actions for the month of December 2010 be received.

CARRIED 8/0

11.1.1.2 Proposed Permanent Closure of Portion of Athol Street Reserve, Port Hedland. (File No.:128570G)

Officer	Caris Marshall Lands Officer
Date of Report	9 November 2010
Application No.	ICR7837
Disclosure of Interest by Officer	Nil

Summary

Council has received a request from RPS Town Planners on behalf of Ivan Yujnovich, owner of Lot 1787, 207 Athol Street, Port Hedland, to permanently close a portion of the Athol Street Road Reserve, directly adjoining his lot.

The proposed closure will not affect traffic safety or impact on pedestrian or cycle movements and will align with the adjoining lot boundaries creating a regular shaped lot.

Background

The applicant wishes to purchase the proposed closed portion of road reserve and amalgamate it with Lot 1787, 207 Athol Street, Port Hedland.

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 public service providers, to comment on the proposals prior to Council permanently closing a road reserve.

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.

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”*

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

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 small section of Athol Street Road Reserve (approximately 90m²) which is being sought by the applicant is not required for road purposes.

Should Council resolve to initiate the requested road closure and the portion is amalgamated with the applicants lot both the road reserve and the applicant lot will result in a more regular shape.

The unused road reserve cannot be maintained on a regular basis and is subjected to trucks and cars parking on the verge. Approving the partial road closure will not have a detrimental impact on the function of the road or the pedestrian access way, and will result in a more regular road alignment as well as decreasing the ability of vehicles parking on the verge.

Options

Council has the following options when considering to the request:

1. Support the request for closure of portion of the Athol Street Road Reserve.
2. Reject the request for closure of portion of the Athol Street Road Reserve.

It is recommended that Council support the closure of portion of the Athol Street Road Reserve.

Attachments

Locality Plan

201011/226 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

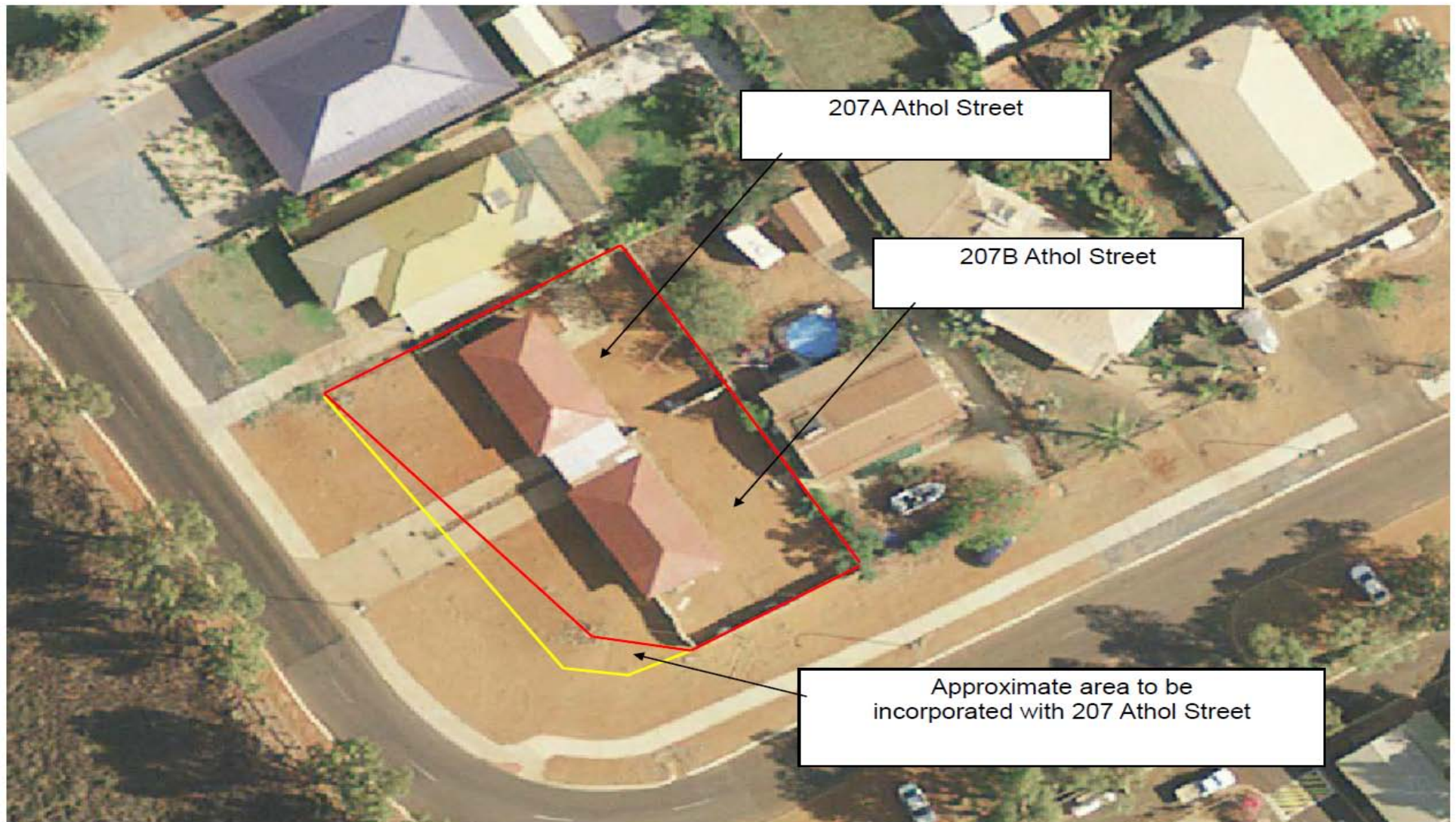
Seconded: Cr S R Martin

That Council supports the request from RPS, Town Planners on behalf of Ivan Yujnovich to permanently close a portion of Athol Street Road Reserve, Port Hedland. Subject to the following conditions:-

- a. The proposed Road Closures being advertised for a period of 35 days pursuant to section 58(3) of the Land Administration Act 1997; and
- b. The new truncation as a result of the portion being closed is to be a minimum of 8.53m.

CARRIED 8/0

ATTACHMENT 1



11.1.1.3 Proposed Scheme Amendment to the Town of Port Hedland Town Planning Scheme No. 5 to Rezone Lot 2 (21) McGregor Street, Lot 5474 Thompson Street, and Lot 4 McGregor Street Port Hedland from Part “Other Public Purposes - Telecommunications” and Part “Residential R15” to “Urban Development” (File No.: 118540G & 121638G)

Officer	Luke Cervi Senior Planning Officer
Date of Report	17 January 2011
Application Number	IPA10633
Disclosure of Interest by Officer	Nil

Summary

Council has received a request from Watson Properties PH Pty. Ltd. on behalf of the current landowners Telstra (Lot 2), Department of Regional Development & Lands (Lot 5474) and MG Hilzinger to initiate an amendment to the *Town of Port Hedland Town Planning Scheme No. 5* to amend the zoning of Lots 2 (21) & 4 McGregor Street and Lot 5474 Thompson Street, Port Hedland from Part “Other Public Purposes – Telecommunications” and Part “Residential R15” to “Urban Development” and consider a Development Plan.

It’s recommended that Council initiate the Scheme Amendment and defer consideration of the Development Plan until the City Growth Plan (Growth Plan) has achieved an appropriate level of detail as to allow Council to make a fully informed decision about the suitable densities and land uses.

Background

Lot 5474 is currently zoned “Residential R15”, Lot 2 and Lot 4 are reserved for “Other Public Purposes – Telecommunication”. The land falls within a Special Control Area due to the Waste Water Treatment Plant Buffer.

The land has long been identified as a potential development site however, is currently constrained by State regulations pertaining to the nearby Waste Water Treatment Plant. In this regard it has been announced that the Waste Water Treatment Plant will be relocated within the next 18 – 24 months, allowing the land to be developed.

Pre-consultation

The Planning Unit has consulted with both LandCorp and the applicant Watson Properties regarding the proposed development to ensure that the development will be able to be integrated into the overall Growth Plan for the area. Both the applicants and LandCorp have expressed their willingness to ensure that the proposal integrates with the Growth Plan. In this regard the applicant has agreed that the development plan be deferred until further investigations are concluded.

The applicant recently briefed Council at its 19 January 2011 informal briefing session.

Legislative Consultation

Should Council resolve to initiate this amendment to TPS 5 as recommended, the documentation is to be submitted to the Environmental Protection Authority (EPA) for consideration pursuant to section 81 of the Planning and Development Act 2005 (PDA).

Following approval from the EPA to advertise the amendment, Council is then required pursuant to section 83 of the PDA to consult persons likely to be affected by the amendment, and also advertise the amendment for a minimum of 42 days pursuant to section 84 of the PDA.

At the completion of this consultation, Council is to consider all submissions and determine whether to adopt the amendment, adopt the amendment with modifications, or not adopt the amendment.

Statutory Implications

The *Planning and Development Act 2005* and the *Town Planning Regulations 1967* provide Council the authority to amend its Local Planning Scheme and establish the procedure required to make this amendment.

Policy Implications

Nil

Strategic Planning Implications

Result Area 4:Economic Development
Goal 4:Land Development Projects
Immediate Priorities: Fast-track the release and development of commercial, industrial and residential land.

Develop and maintain a register of development sites and project opportunities within the municipality. Promote this register widely.

Undertake Council operated land and building projects including:

- Catamore Court housing development
- Airport housing
- Land Rationalisation Land Projects
- Relocation of the Wedgefield Depot to the Airport
- Civic Centre Redevelopment Project

Regularly update the community on the status of key land development projects.

Budget Implications

The applicant has paid the prescribed application fee of \$1,769.20 for the initiation request which has been deposited into the relevant planning account.

Officer's Comment

It is proposed to apply an "Urban Development" zoning to the land which will enable the land to be developed in accordance with a "Development Plan". The Development Plan will identify how the land will develop.

Proposed Development

The land proposed to be rezoned will contain the existing Telstra exchange on a lot of 3200m² and provide approximately 10.5ha of land intended to be developed with 724 dwellings. This will provide a dwelling yield of approximately 69 dwellings per hectare or 1 dwelling per 145m² of area to be developed.

Surrounding Development

The land surrounding the subject site is zoned Residential to the North, East and West and reserved for Recreation and Waste Water Treatment to the South. The Residential land that adjoins or is in close proximity to the site ranges from R15 (1 dwelling per 666m²) to R30 (1 dwelling per 300m²). The majority of lots in the vicinity of the subject site range in size from 800m² to 1000m² and contain single dwellings. Taking into consideration the existing densities, the proposed density represents a significant increase in the area.

Proposed Built Form

The proposed development plan identifies a range of building heights ranging from 2 storeys to 7 storeys (being 6 storeys above ground level parking). The proposed 7 storey height is significantly greater than existing development which is predominately single storey with the occasional 2 storey development.

Summary

The proposal contains two distinct phases:

Phase 1: – Rezone the land to Urban Development.

The Urban Development zone provides flexibility for the land to be developed for a number of purposes including residential, commercial, etc. Rezoning the land will provide added certainty to the landowner/developer that the land will be able to be developed.

Phase 2 – Adopt a Development Plan.

The Development Plan will identify and provide guidance as to how the land is developed.

Whilst it is envisaged that the growth plan will necessitate density increases, the location and extent of density increases is not yet clear. In addition having regard to the current constraint of the land due to the Waste Water Treatment Plant, it is likely that the planning for the development will have to be done in parallel to the relocation of the Waste Water Treatment Plant which is expected to take 18 – 24 months.

Therefore deferring the assessment of the Development Plan to allow Council to consult the Growth Plan, will not result in any delays to the development of the site but will enable Council to take an informed decision taking into consideration the Growth Plan implications of the proposal on density and land uses.

Options

Council has the following options for dealing with the request:

Scheme Initiation

1. Initiate the Scheme Amendment
2. Refuse to initiate the Scheme Amendment

Development Plan

1. Support the Development
2. Reject the Development Plan
3. Defer consideration of the Development Plan

It has been recommended that Council initiate the Scheme Amendment and defer consideration of the Development Plan until such time as the Growth Plan has achieved a level of detail to enable Council to make a fully informed decision on density and land uses.

Attachments

1. Locality Plan
2. Proposed Development Plan.

Officer's Recommendation

That Council:

1. Approves the request from Watson Properties, on behalf of the landowners Telstra, Department of Regional Development & Lands and MG Hilzinger and to initiate an amendment to the *Town of Port Hedland Town Planning Scheme No. 5* to amend the zoning of Lots 2 (21) & 4 McGregor Street and Lot 5474 Thompson Street, Port Hedland from part "Residential R15" and part reservation "Other Public Purposes - Telecommunications" to "Urban Development".
2. Defers consideration of a Development Plan for the land until appropriate progress has been made by the Growth Plan to inform Council as to the desirable densities and land uses.
3. Request RPS being the lead consultant for the Growth Plan, to consider the proposed Development Plan during the preparation of the Growth Plan and add Watson Properties to the Growth Plan stakeholder list
4. Encourages Watson Properties to work with both RPS and Landcorp in the refinement of the proposed Development Plan.
5. Advise the applicant of Council's decision.

201011/227 Council Decision

Moved: Cr A A Carter

Seconded: Cr M Dziombak

That Council:

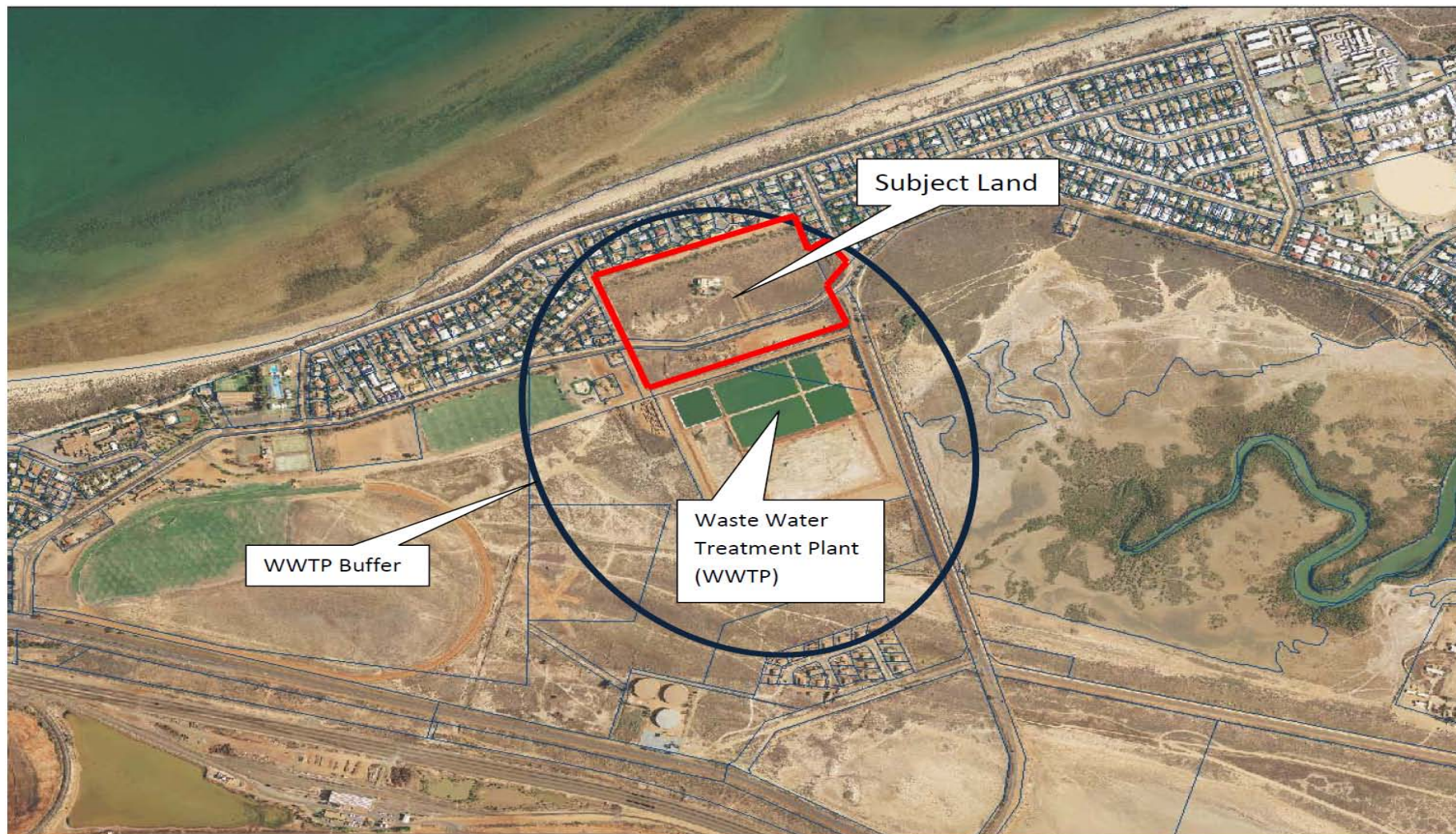
1. Approves the request from Watson Properties, on behalf of the landowners Telstra, Department of Regional Development & Lands and MG Hilzinger and to initiate an amendment to the *Town of Port Hedland Town Planning Scheme No. 5* to amend the zoning of Lots 2 (21) & 4 McGregor Street and Lot 5474 Thompson Street, Port Hedland from part "Residential R15" and part reservation "Other Public Purposes - Telecommunications" to "Urban Development".
2. Defers consideration of a Development Plan for the land until appropriate progress has been made by the Growth Plan to inform Council as to the desirable densities and land uses.

3. Request RPS being the lead consultant for the Growth Plan, to consider the proposed Development Plan during the preparation of the Growth Plan and add Watson Properties to the Growth Plan stakeholder list
4. Encourages Watson Properties to work with both RPS and Landcorp in the refinement of the proposed Development Plan.
5. Advise the applicant of Council's decision.
6. Advises adjacent landowners of Council's decision and encourages feedback to be incorporated in future planning processes.

CARRIED 8/0

REASON: Council believes that people in the area need to know what Council is doing in terms of Town planning.

ATTACHMENT 1



ATTACHMENT 2





FKM | A

Watsonproperties

DEVELOPMENT PLAN, LOT 2 & LOT 5474, MCGREGOR STREET, PORT HEDLAND
PERSPECTIVE VIEW 1 | **TP4.1** | 9/11/10
DRAWN: RK | SCALE NTS @A3



11.1.2 Environmental Health Services

*11.1.2.1 Community Safety and Crime Prevention Plan 2010-2013
(File No.: 03/11/0002)*

Officer	Clare Fletcher Community Safety Facilitator Environmental Health
Date of Report	10 January 2011
Disclosure of Interest by Officer	Nil

Summary

In 2010, the 2006-2009 Community Safety and Crime Prevention Plan (CSCP) underwent a complete review and update.

The aim of the review was to refine the plan to a more streamlined, workable document which has been achieved through the following actions;

- Move away from a “high-level” strategic plan to a more action orientated plan.
- Grassroots solutions utilised to address current priority safety issues.
- Clear outcomes / performance measures with specified completion dates.
- Stakeholder’s core business will not be identified as initiatives in the plan.
- A realistic number of strategies which can be successfully implemented to address current priority safety issues.
- A needs only basis approach to stakeholder’s involvement in strategies held in the plan.

The 2010-2013 CS&CP Plan outlines safety priorities for the Hedland region and associated action plans that aim to improve safety and perceptions of safety.

Implementation of the plan is undertaken in a collaborative manner by Community Safety and Crime Prevention Working Group members and community representatives.

Background

In 2003, the Town of Port Hedland entered into a Community Safety and Crime Prevention partnership with the Office of Crime Prevention as part of a new State Government initiative for reducing crime, improving community safety & resident’s ‘quality of life’.

This partnership was designed to:

- Build effective partnerships with organisations and individuals working to improve the safety and well being of individuals in the Hedland region,
- Prioritise safety issues for the Town of Port Hedland and
- Oversee the implementation of crime prevention projects in response to local safety issues.

The first stage in this partnership was to develop a Community Safety and Crime Prevention Plan which would provide the Hedland community with a documented framework to ensure that crime and safety issues were addressed in a coordinated manner.

This was undertaken in 2003 and resulted in the development of the Town of Port Hedland Safer Community and Crime Prevention Plan 2003-2005.

This plan was reviewed at the end of 2005 and in 2006 the Hedland Community Safety & Crime Prevention Plan 2006-2009 was endorsed.

In November 2009 a Community Safety Survey was made available to residents to gather information on priority safety issues in the Hedland region. Following this, in December 2009 a planning workshop was held which brought together representatives from key organisations.

The feedback gathered from the workshop, in conjunction with results from the Community Safety Survey, formed the basis of the current revised Hedland Community Safety and Crime Prevention Plan.

The revised 2010-2013 Community Safety & Crime Prevention (CS & CP) Plan is the third safety plan for the Hedland community.

Consultation

- Office of Crime Prevention
- Community Safety and Crime Prevention Working Group
- Community survey of residents.

Statutory Implications

While not a direct statutory requirement, The Office of Crime Prevention states:-

“While all members of the community are encouraged to participate in developing Community Safety and Crime Prevention Partnerships, local government is often best placed to lead and coordinate the process given its resources, local knowledge and link to government processes”.

Since its inception in 2005, local government partnerships have been formed with 129 of the possible 142 local governments within Western Australia. Of those participating councils, 104 local crime prevention plans have been developed and 91 have been endorsed.

Those local governments involved in Community Safety and Crime Prevention Partnerships receive the following benefits:

- Contribute to local community safety and crime prevention planning actions;
- Help make the community a safer place to live;
- Build positive working relationships with other community groups;
- Contribute to a whole-community, problem-solving approach to issues of concern; and,
- Have access to workshops, conferences, forums and relevant training.

Policy Implications

Nil

Strategic Planning Implications

Key Result Area 3 – Community Development

Goal 5 - Community Safety

Strategy 2

Develop and implement a new Community Safety and Crime Prevention Plan which supports available grass roots outcomes to benefit members of the community.

Budget Implications

The Office of Crime Prevention endorsed the 2010-2013 Community Safety and Crime Prevention Plan in November 2010 and it was tabled for comment at the December meeting of CSCP Working Group.

Once the revised plan is endorsed by Council the Town of Port Hedland will be entitled to a \$20,000 grant to implement priority safety initiatives in the new Plan.

Initial start time will be dealt with as part of Councils normal budgeting process if required/appropriate.

Officer's Comment

The 2010-2013 Community Safety and Crime Prevention Plan is a streamlined, workable Plan with a number of achievable initiatives designed to address priority safety issues in Hedland over the three-year lifespan of the Plan.

The four areas of high priority to be addressed over the next 3 years of the Hedland CS & CP plan are;

- Domestic Violence

- Anti Social Behaviour (inc. vandalism)
- Volume Crime (More common types of crime e.g. burglaries, graffiti etc)
- Reporting of Crime

These areas were identified by the Community Safety and Crime Prevention Working Group in conjunction with the 5 key issues which were identified by community members through their responses to the 2009 Community Survey, which were;

- Alcohol Related Issues
- Drug/Substance Abuse
- Anti-social Behaviour
- Boredom
- Lack of Education

The above identified priority safety issues have been addressed in the 2010-2013 CS&CP Plan with safety initiatives that are result based, measurable and achievable.

The formulation of the new plan illustrates that the Working Group, key stakeholders and members of the public are working together for a safer community.

Attachments

2010-2013 Draft Community Safety and Crime Prevention Plan

201011/228 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr S R Martin

That Council endorse the 2010-2013 Community Safety and Crime Prevention Plan.

CARRIED 8/0

Hedland Community Safety & Crime Prevention Plan

2010-2013



Hedland Safety Network

creating safer communities

WWW.HEDLANDSAFETYNETWORK.COM.AU

What you will find in the 2010-2013 Hedland Community Safety & Crime Prevention Plan (CS & CP Plan)

- 1. Introduction & history.....Page
- 2. Goal of the Hedland CS & CP Plan.....Page
- 3. Values of the Hedland CS & CP Plan.....Page
- 4. The Hedland community in 2010.....Page
- 5. The role of the CS & CP Working Group.....Page
- 6. Priority safety issues for the 2010-2013 Hedland CS & CP Plan.....Page
- 7. Safety strategies to address priority safety issues.....Page
- 8. Other & ongoing.....Page
- 9. Appendix.....Page
 - i. Acronyms.....Page
 - ii. 2009 Community Safety Survey results.....Page
 - iii. Notes from the Planning Workshop, December 2009.....Page
 - iv. Links.....Page

1. Introduction & history

The 2010-2013 Community Safety & Crime Prevention (CS & CP) Plan is the third safety plan for the Hedland community. We have aimed to refine the plan to a more streamlined document which has been achieved through the following actions;

- Move away from a “high-level” strategic plan to a more action orientated plan
- Grassroots solutions utilised to address current priority safety issues
- Clear outcomes/performance measures with specified completion dates
- Stakeholder’s core business will not be identified as initiatives in the plan
- Realistic number of strategies which can be successfully implemented to address current priority safety issues
- A needs basis only approach to stakeholder’s involvement in strategies held in the plan

Regular reviews of this plan will be essential to ensure that the priority safety issues are up-to-date. This will take place at the quarterly CS & CP working group meetings which will be held;

2010	2011	2012
Tuesday 16 th March	Tuesday 8 th March	Tuesday 13 th March
Tuesday 15 th June	Tuesday 14 th June	Tuesday 12 th June
Tuesday 14 th September	Tuesday 13 th September	Tuesday 11 th September
Tuesday 14 th December	Tuesday 13 th December	Tuesday 11 th December

In 2003, the Town of Port Hedland entered into a CS & CP partnership with the Office of Crime Prevention (OCP) as part of a new State Government initiative for reducing crime, improving community safety & resident's 'quality of life'.

This partnership was designed to:

- *Build effective partnerships with organisations and individuals working to improve the safety and well being of individuals in the Hedland region,*
- *Prioritise safety issues for the Town of Port Hedland and*
- *Oversee the implementation of crime prevention projects in response to local safety issues.*

The first stage in this partnership was to develop a CS & CP Plan which would provide the Hedland community with a documented framework to ensure that crime and safety issues were addressed in a coordinated manner. This was undertaken in 2003, and the result was the development of the Town of Port Hedland Safer Community and Crime Prevention Plan 2003-2005¹. This plan was reviewed at the end of 2005 and in 2006 the Hedland Community Safety & Crime Prevention Plan 2006-2009² was endorsed.

In November 2009 a Community Safety Survey³ was made available to residents to gather information on priority safety issues in the Hedland region. Following this in December 2009, a planning workshop was held which brought together representatives from key organisations. The feedback gathered from the workshop⁴ in conjunction with results from the Community Safety Survey formed the basis of the current Hedland CS & CP Plan.

¹ To view this plan please visit www.hedlandsafetynetwork.com.au

² To view this plan please visit www.hedlandsafetynetwork.com.au

³ Please refer to **Appendix iii** to view these results

⁴ Please refer to **Appendix iv** to view the notes from this workshop

The current plan outlines safety priorities for the Hedland region and associated action plans that aim to improve safety and perceptions of safety. Implementation of the plan is undertaken in a collaborative manner by CS & CP Working Group members and community representatives.

2. Goal of the Hedland CS & CP Plan

The Hedland CS & CP plan is in place to respond to current local safety issues and to ensure a proactive approach is taken to addressing these issues. The goal of the plan is to:

work toward a safer local community for all Hedland residents to enjoy – this is achieved through increasing people’s sense of pride in their surroundings and confidence in their ‘quality of life’ – making Hedland a place where people can pursue all aspects of their lives without fear or hindrance from crime or anti-social behaviour.

The current plan:

- Promotes a whole of community response to local community safety and crime prevention concerns and aims to forge partnerships with the local community, police, local and State Governments, non-government organisations and businesses, by developing preventative approaches to current priority safety issues,
- is both a strategic and practical document that provides a frame work for CS & CP activities,
- includes new initiatives determined at the December 2009 planning workshop, initiatives from the 2006-2009 CS & CP plan which were not implemented but are still relevant as well as some strategies that are established and listed as on-going. The time frame for each project varies according to the resources needed to successfully implement each one.

There are also 3 mandated areas which must be evident in the new plan for it to be endorsed by the Office of Crime Prevention;

- 1.Evidence based
- 2.Wide and meaningful consultation
- 3.On-going consultation, monitoring & evaluation

3. Values of the Hedland CS & CP Plan

The CS & CP plan is based on;

- Partnership building – by bringing together communities, local governments and State Government agencies to identify local crime and safety issues and appropriate ways to address them.
- Community strengthening - community involvement & consultation – a person’s sense of ‘belonging’ or feeling connected to their community can be developed through participation in local programmes and activities.
- Grassroots solutions to local safety issues – through community consultation and involvement real and perceived threats to an individual’s sense of safety and security can be addressed at a local level.

These values have proven to be instrumental in the success of crime prevention and safety promotion in both the Hedland community and throughout the state of WA.

The priorities identified within the 2010-2013 CS & CP plan should also be aligned to the Town of Port Hedland’s current Strategic Plan⁵. This will ensure that the strategies identified within the plan are consistent with the strategic direction of the Town and that the implementation of the plan and its strategies are reported on as part of the recognised key result areas to the community.

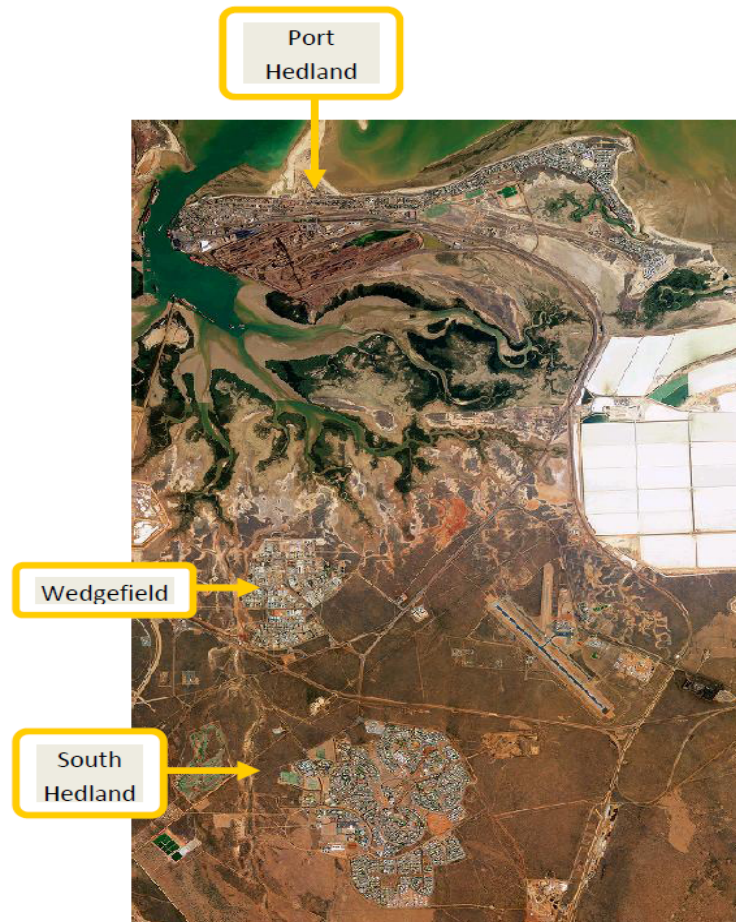
⁵ To view this plan please visit www.porthedland.wa.gov.au and follow the links: Our Council – Public Documents – Strategic Plans

4. The Hedland community in 2010



6

⁶ Australia's North West - Tourism North West Incorporated <http://www.australiasnorthwest.com/en/Pages/Home.aspx> 20/09/2010



Port Hedland is a town of over 15,000 people located in the Pilbara region of Western Australia. It is situated 1763km from Perth via the North West Coastal Highway or 1660km from Perth via the Great Northern Highway.

The Pilbara covers an area of 507,229 kms squared. The key industries in the area are mining, tourism and pastoral while the major commodities from the region are; iron ore, salt, beef cattle, gas & oil.⁷

The two main residential areas are South Hedland and Port Hedland. Each has a variety of community services including cultural, recreation and shopping facilities. Branches of major Banks are located in Wedge Street Port Hedland, while Commonwealth and State Government offices are mainly located in the South Hedland CBD.

Wedgefield is a light industrial area containing a variety of service industry premises and is located approximately half way between South and Port Hedland.

There are two major business enterprises within the Hedland region, those being BHP Billiton, which operates an iron ore processing and shipping facility exporting 70 million tonnes of iron ore per year and Dampier Salt, which produces over 3 million tonnes of industrial salt each year for export. Other minerals including manganese, copper and tantalum are also exported by other companies.

⁷ Government of western Australia, Small Business Development Corporation, State Migration Centre <http://www.migration.wa.gov.au/> 20/09/2010

There is a variety of companies providing many support services including metal fabrication & welding, mechanical and electrical services, construction and general contracting, automotive services, building trades, cleaning services, freight transport, and painting and corrosion control.

Retail businesses operate in various locations in Port Hedland, South Hedland and the Wedgefield Industrial Area. Major shopping centres are the South Hedland Shopping Centre and Boulevard (in Port Hedland)

A wide range of professional and Government services are available within the Town. For more information on the Hedland region please visit <http://www.regionalspotlights.com.au>

5. The role of the CS & CP Working Group

The working group is in place to provide leadership for the community when addressing issues of crime and safety in the Hedland region. Its role is to;

- Work with the wider community to develop and implement strategies which will effectively improve the people's quality of life.
- Provide access to resources to assist with addressing priority safety issues
- Monitor and review the implementation of the Hedland Community Safety and Crime Prevention Plan.
- Report on the Committee's activities annually, for inclusion in the Town of Port Hedland's Annual Report.
- Advise Council on appropriate matters relating to community safety and crime prevention, as they relate to shire programmes.
- Consider matters relating to community safety and crime prevention, raised by Council, Committee Members or the community that may impact the Hedland community.
- Support, when applicable, programmes and activities related to community safety and crime prevention within the Hedland region.
- Promote and enhance awareness of community safety and crime prevention issues and new projects in the shire through media such as newspaper articles, internet and other appropriate means.

The working group comprises representatives from the following organisations;

- BHPBIO
- Bloodwood Tree Association
- Department for Child Protection (DCP)
- Department for Communities (DfC)
- Department of Corrective Services (DoCS)
- Department of Health (WACHS)
- Department of Housing (DoH)
- Department of Indigenous Affairs (DIA)
- Department of Sport and Recreation (DSR)
- FMG
- Indigenous Coordination Centre (ICC)
- Office of Crime Prevention (OCP)
- Pilbara Association of Non-Government Organisations (PANGO)
- Pilbara Development Commission (PDC)
- Pilbara District Education Office (PDEO)
- Pilbara Indigenous Women's Aboriginal Corporation (PIWAC)
- Pilbara Mental Health Service
- Pilbara TAFE
- Town of Port Hedland (ToPH)
- West Australian Police Service (WAPol)
- Youth Involvement Council (YIC)

The working group’s membership and structure was reviewed in December 2009. This was done in order to address some of the ongoing issues arising from the previous structure of the working group - with so many members and varying levels of commitment - often due to limited resources, many of the core objectives of the 06-09 CS & CP plan were not met.

The current membership is now separated into two areas;

TOWN OF PORT HEDLAND		
Community Safety & Crime Prevention Plan		
PORT HEDLAND CS & CP WORKING GROUP		
<u>PERMANENT MEMBERS</u>		<u>Stakeholders when required</u>
Town of P.Hedland Council	<i>Permanent members implement CSCP and take carriage of initiatives, actions etc. other stakeholders are invited on a needs basis and can be asked to assist or can be offered assistance in addressing local issues.</i>	Department for Communities
Town of P.Hedland staff		Bloodwood Tree
Hedland Police		TAFE
FMG Ltd		PANGO
BHPBIO		PIWAC
Dept. of Housing		Strong Families
DIA		Department of Sport and Rec
DoCS		Pilbara Development Comm.
DCP		Youth Involvement Council
DET		
DAO/Health		
ICC		

6. Priority safety issues for the 2010-2013 Hedland CS & CP Plan

The results from the 2009 Community Safety Survey identified 5 key issues which community members believed impacted the most on the level of safety in their area, these are;

- Alcohol Related Issues
- Drug/Substance Abuse
- Anti-social Behaviour
- Boredom
- Lack of Education

These results were used in conjunction with feedback received at the December 2009 Planning Workshop - it was determined that the 4 high priority areas for actioning over the next 3 years of the Hedland CS & CP plan are;

Domestic Violence
Anti Social Behaviour (inc. vandalism)
Volume Crime
Reporting of Crime

7. Safety strategies to address priority safety issues

To address the priority safety issues, members of the working group together determined the most effective and appropriate actions to take. Some of the strategies from the 06-09 CS & CP plan were relevant to the current issues and hence have been included in the 'action plans' for each issue.

Priority 1: Domestic Violence

GOAL:

To identify local family violence issues and service provider needs - develop effective strategies to work towards decreasing the incidence & impact of family violence in the Hedland community.

OBJECTIVE:

The objectives of this priority issue are aligned with those of the Western Australian Police 'Family and Domestic Violence Strategy' 2009-2011, those being;

- To provide timely and accessible services that enable victims to feel safe and supported and be kept free from further harm.
- To engage offenders to bring about a change in their behaviour and make them accountable for their actions.
- To influence attitudes and behaviours within the community that family and domestic violence in any form is not acceptable.

MEASURES OF SUCCESS:

- Evidence of increased awareness among community members of the issues surrounding family violence (annual)
- Increased linkages and coordination between local services (annual)
- Evidence of local education and prevention activities conducted and community awareness of these (annual)
- Analysis of Community Safety Survey results (annual)

ACTION	LEAD AND PARTNERS	TIMING	RESOURCE IMPLICATION	PERFORMANCE INDICATOR
Investigate the possibility of establishing a Family Violence Court ⁸ in South Hedland.	To be determined through the Hedland Family Violence Action Group (HFVAG).	Ongoing. Quarterly CS & CP WG meetings to be utilised for reviewing progress.	Initially staff time only. Future resources will be reviewed and will be dependent on progress.	Gauged through progress reported at quarterly CS&CP WG meetings.
<p>Support the implementation of the Hedland Family Violence Action Plan.</p> <ul style="list-style-type: none"> • Seek annual funding to continue ‘Hedland Says No To Violence Week’ (education and awareness) • Opportunities for funding to implement projects which aim to educate, raise community awareness and address local family violence issues. • Advocate for increased funding for local family violence Services. 	All CS & CP WG members	Ongoing.	To be determined On an annual basis. Dependent on campaign and whether there are existing Resources available.	Number of campaigns supported.
<p style="text-align: center;"><u>Other suggested options to consider in relation to this priority issue:</u></p> <ul style="list-style-type: none"> • Encourage better reporting • Develop and deliver personal development & networking opportunities for domestic violence workers and community groups • Education – wider community • Address alcohol misuse - associated violence • Men’s and women’s groups – support programmes for perpetrators, victims and their families • Residential care (healing – safe haven) • Men’s refuge in town – investigate possibility of establishing • Utilise WAPol DV strategy 				

⁸ For more information on Family Violence Courts please go to: http://www.courts.dotag.wa.gov.au/f/family_violence_court.aspx

Priority 2: Anti Social Behaviour

GOAL:

To reduce and prevent incidents of anti social behaviour in the Hedland community.

To enhance the community's real and perceived safety.

OBJECTIVES:

- Enhance the image of the Hedland region as a safe place to live, work and visit.
- Monitor and improve the communities' perception of safety – reduce the fear of crime being experienced as a result of exposure to anti social behaviour.
- Enhance locally-responsive or place based approaches to anti social behaviour.

MEASURES OF SUCCESS:

- Analysis of Community Safety Survey results (annual).
- Collection and analysis of Western Australian Police reported crime data relating to anti social behaviour incidents in the Hedland region (annual).
- Mapping of 'hotspots' and emerging issues in the Hedland community – noticeable improvements

ACTION	LEAD AND PARTNERS	TIMING	RESOURCE IMPLICATION	PERFORMANCE INDICATOR
<p>Develop and implement a 'Port Hedland Alcohol Management Strategy & Implementation Plan'⁹</p> <ul style="list-style-type: none"> Once developed, support will be offered to implement initiatives from this plan. 	<ul style="list-style-type: none"> The Drug & Alcohol Office (DAO) WA Police Pilbara Population Health Pilbara Community Drug Service Team 	<ul style="list-style-type: none"> Establishing lead agency and steering committee: 1 month. Plan development: 3 months. (January 2011) Implementation of strategies held in plan will be itemised once plan is developed. 	Initially staff time only. Once the plan is developed funding requirements will be addressed to assist with implementation.	Reduction in alcohol related harm in the community of Hedland.
<p>Identify 'hot spot' areas in the Hedland region. Develop and implement programmes to reduce and prevent this behaviour: E.g. Community events aimed at encouraging pro-social use of public spaces identified as 'hot spot' areas.</p>	To be determined at the December 2010 CS&CP WG meeting	Ongoing	Initially staff time only – identifying problematic areas and designing programmes suitable for those areas.	Reduction of reported anti social behaviour taking place in targeted areas.
<p style="text-align: center;"><u>Other suggested options to consider in relation to this priority issue:</u></p> <ul style="list-style-type: none"> Research options re: fines/penalties – identify paths Community-based pilot projects to address issues relating to the misuse of alcohol, illicit/illegal drugs & volatile substances Transport options for 'hot spots' – E.g. closing hours of licensed venues Identify the underlying issues of anti social behaviour Encourage better reporting - with the knowledge that many residents have become desensitised to this type of behaviour. Targeted Policing (hot spots) DOC initiatives to reduce/prevent anti social behaviour Joint ToPH (rangers) & Police patrols in identified 'hot spot' locations 				

⁹ For more information on alcohol management plans please go to: <http://www.dao.health.wa.gov.au>

Priority 3: Volume Crime – Burglary, Robbery, Steal motor vehicle and Assault.

GOAL:

To reduce and prevent volume crime offending in the Hedland community

OBJECTIVES:

- Reduce volume crime offending – through effective preventative & sustainable strategies
- Reduce repeat victimisation - through effective preventative & sustainable strategies
- Enhance the image of the Hedland region as a safe place to live, work and visit

MEASURES OF SUCCESS:

- Collection and analysis of Western Australian Police reported crime data relating to volume crime incidents in the Hedland region (annual).
- Analysis of Community Safety Survey results (annual).
- Number of volume crime reduction & prevention campaigns & projects conducted and supported.
- Evidence of local community awareness of these campaigns and projects.

ACTION	LEAD AND PARTNERS	TIMING	RESOURCE IMPLICATION	PERFORMANCE INDICATOR
<p>Develop practical crime reduction initiatives to address emerging volume crime trends in the Hedland region.</p> <p>E.g. The 2009-2010 Bike Lock project which was developed in response to the high number of off-road vehicles being stolen.</p>	<p>As required – to be determined as identified issues arise.</p>	<p>Ongoing</p>	<p>Will depend on the nature of the project.</p>	<p>Number of crime initiatives developed and implemented in response to volume crime trends.</p> <p>Increased awareness of these issues by members of the Hedland community</p> <p>Annual Community Safety Survey – improvements in perception of Safety in the Hedland region.</p>
<p>Integrate and re-energise traditional burglary-prevention programmes & initiatives such as:</p> <ul style="list-style-type: none"> - Neighbourhood watch - Burglar Beware - Engraving days for valuable items - Eyes on the Street 	<p>As required – will be determined through the CS & CP WG meetings</p>	<p>Ongoing</p>	<p>Will depend on which programme/initiative is being implemented</p>	<p>Number of programmes/initiatives implemented and amount of participation by community members.</p>
<p>Develop and implement meaningful repatriation programmes for offenders on Community Work Orders for related criminal offences:</p> <p>E.g. The Young Offenders Graffiti Removal Programme – targeting young people who have been caught vandalising property in the Hedland region.</p>	<p>Department of corrective Services, ToPH – other organisations as required.</p>	<p>Ongoing</p>	<p>Staff time. Other resources will depend on the nature of the programme – E.g. outdoor programmes will require PPE gear.</p>	<p>Number of programmes implemented</p> <p>Attendance rates and standard of behaviour whilst participating in programme</p> <p>Feedback from participants</p>
<p style="text-align: center;"><u>Other suggested options to consider in relation to this priority issue:</u></p> <ul style="list-style-type: none"> • Awareness raising campaigns relating to emerging crime issue – utilise media outlets to promote and educate. • Support Police initiatives to reduce volume crime offending – E.g. Hedland Crime E-Watch • Continue external safety audits/surveys on burgled houses in the Hedland region to determine commonalities in security issues – E.g. unsecured items of value, poor lighting, and overgrown trees blocking line of vision. Utilise this information to educate residents on home security. 				

Priority 4: Reporting of Crime

GOAL:

To increase the reporting of criminal activity in the Hedland region

OBJECTIVES:

- Minimise the incidence of preventable crime
- Utilise available media outlets to promote available reporting methods
- Increase confidence in Police
- Address the issue of community members becoming 'desensitised' to crime – resulting in complacency with reporting

MEASURES OF SUCCESS:

- Analysis of data relating to reporting rates of criminal activity – Hedland
- Analysis of Community Safety Survey results (annual) – fear of crime & sense of safety
- Number of media campaigns run to promote crime reporting re-energise the notion of crime prevention being everyone's business

ACTION	LEAD AND PARTNERS	TIMING	RESOURCE IMPLICATION	PERFORMANCE INDICATOR
<p>Utilise available media outlets to promote crime reporting in the Hedland region:</p> <ul style="list-style-type: none"> • Hedland Safety Network • Council E-Newsletter • Hedland Crime E-Watch • North West Telegraph • Pilbara Echo • Local Radio • Community events • Hedlines newsletter 	<p>All CS & CP WG members</p>	<p>Ongoing</p>	<p>Will be subject to the method of promotion</p> <p>E.g. The Hedland Safety Network will only require staff time however adverts in the NWT will have associated costs.</p>	<p>Number of reporting awareness media campaigns run throughout the year and community response to these campaigns</p>
<p>Develop and implement practical and useful programmes to increase the reporting of criminal activity.</p> <p>E.g. The Graffiti remover Packs which were purchased to be used as a free give away to members of the community who reported graffiti damage in the Hedland region.</p>	<p>All CS & CP WG members</p>	<p>Ongoing</p>	<p>Will be subject to what is involved in the project.</p>	<p>Number of programmes run each year and community involvement in these programmes.</p>
<p style="text-align: center;"><u>Other suggested options to consider in relation to this priority issue:</u></p> <ul style="list-style-type: none"> • Crime Stoppers/Neighbourhood Watch • Circulate options for reporting methods • Investigate reward based State Government initiatives for crime reporting • Investigate ways to make the reporting of criminal activity more reliable – E.g. the house identification project which aims to improve the identification of houses in the Hedland region which will, for example, ensure the correct information is being relayed to the Police during the reporting of suspicious activity. 				

8. Other & ongoing:

The following 5 key areas were recommended to be held in the 2010-2013 CS & CP plan. They are listed below in no order:

Youth Engagement	Parenting Skills	Education/Truancy	Town Pride	Designing Out Crime
<p>Support the development and implementation of meaningful youth engagement programmes to reduce crime and anti social behaviour.</p> <p>E.g. WA Achievement Association – ‘The Hood’. Friday night engagement and diversion programme. Pathway to employment.</p>	<p>Support programmes designed to strengthen children, families and communities</p>	<p>Support the development and implementation of engagement, participation and attendance programmes targeting long-term disengaged young people in the Hedland region.</p>	<p>Continue to support the upgrades of the Town’s aesthetics and amenities to improve the communities’ perception of Hedland region as a safe place to live, work and visit.</p>	<p>Utilise the DOC principles to identify and address crime/safety issues in the Hedland region with the goal of improving the real and perceived safety in Hedland.</p>
<ul style="list-style-type: none"> - At risk young people engaged in activities which promote positive participation and inclusion in the community through sport, recreation and education. - Reduce the number of youth entering the Justice system 	<ul style="list-style-type: none"> - Support the wellbeing of children - Build and strengthen parenting skills - Strengthen families and communities - Agreed family support plans in place and actively monitored. - Collaborative approach by agencies to provide more efficient services 	<ul style="list-style-type: none"> - Locally based and relevant - Reduced level of juvenile crime & anti social behaviour particularly during school hours - Investigate the underlying issues impacting on school attendance rates 	<ul style="list-style-type: none"> - Lights - Pathways - Pedestrian Access Ways (PAWS) - Vegetation - Litter, particularly glass. - Drains - Illegal dumping - Verge upgrades - Fences 	<ul style="list-style-type: none"> - Reduce the instances of preventable crime. - Reduce the fear of crime. - Safety audits to identify issues in public areas (such as parks) - Safety audits to identify issues in residential areas (E.g. the 2010 Home Safety Audit of 50 burgled properties)

11.1.2.2 Authorisation of Council Officer under the Dog and Litter Acts (File No. :19/09/001)

Officer Peter Wilden
Coordinator Rangers

Date of Report 20 December 2010

Disclosure of Interest by Officer Nil

Summary

For Council to authorise the appointment of Ranger Administration Officer (Ms Kym Bonney) as Registration Officer authorised under the Dog Act 1976 and authorised person under the Litter Act, Litter Regulations for the Town of Port Hedland.

Background

To aid in delivering a higher level of customer service to the community EFTPOS facilities have been installed at the Ranger Services office located at the Works Depot in Wedgefield.

The Administration officer will be required to register dogs that are released, re-homed or adopted and to take general dog registrations which requires her to be a gazetted registration officer under the Dog Act 1976.

The Town also has a system in place in which staff or members of the public can report litter offenders using litter report cards. In order for the Administration Officer to issue an infringement notice from these reports she needs to be an authorised person under the litter Act 1979 and litter Regulations 1981.

Consultation Nil

Statutory Implications

The Dog Act 1976 (as amended) requires that all persons that register dogs be authorised as a Registration Officer under the Act.

The Litter Act 1979 and Regulations also require persons to be authorised under the Act to issue infringements.

Policy Implications Nil

Strategic Planning Implications Nil

Budget Implications Nil

Authorisation of officers will need to be advertised in the Government Gazette, which will incur a cost to Council of approximately \$200.00.

Officers Comment

It is a requirement that any officer that affects the registration of dogs is authorised as a registration officer.

Under the litter Act and Regulations an officer needs to be an authorised officer to issue infringement notices.

Authorisation of officers also gives the Council and staff legal protection while carrying out this function while acting in good faith.

Officers Recommendation

That Council:

1. approves the authorisation of Ms Kym Bonney as a Registration Officer in accordance with provisions of the Dog Act 1976 and this authorisation is too advertised in the Government Gazette.
2. approves the authorisation of Kym Bonney as an Authorised officer under the Litter Act 1979 and Litter Regulations 1981.

201011/229 Council Decision/Officer's Alternative Recommendation

Moved: Cr G J Daccache

Seconded: Cr S R Martin

That Council:

1. approves the authorisation of Ms Kym Bonney, Ms Ashleigh Kerr and Mr Brendon Lions as a Registration Officer in accordance with provisions of the Dog Act 1976 and this authorisation is too advertised in the Government Gazette.
2. approves the authorisation of Kym Bonney, Ms Ashleigh Kerr and Mr Brendon Lions as an Authorised officer under the Litter Act 1979 and Litter Regulations 1981.

CARRIED 8/0

11.2 Engineering Services

11.2.1 *Tender 10/ 36 Design, Supply & Installation of Sports Lighting System, Kevin Scott Oval, South Hedland (File No: 28/16/0006)*

Officer Rob Baily
Senior Project Officer

Date of Report 17 January 2010

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to provide a summary and assessment of tender submissions received for Tender 10/36, Design, Supply & Installation of Sports Lighting System, Kevin Scott Oval, South Hedland, to enable Council to award the Tender.

Background

As part of the awarded Multi Purpose Recreation Centre (MPRC) project by the TOPH in 28 July 2010, the Town is undertaking all civil works outside the scope of the building tender awarded to Doric Constructions.

As part of the civil works, the priority requirement is to establish a new oval that is being relocated from its original position to allow for the new MPRC building.

To ensure the oval will be ready for the next football season in April/May 2011, there is a requirement to install a Sports Lighting System prior to the commencement of the football clubs night usage of the oval.

Consultation

The tender specifications were prepared in consultation with Council's Recreation Services, various electrical engineers, lighting manufacturers and other local governments to determine suitable lighting systems. The tender assessment was carried out in conjunction with:

- Senior Project Officer
- Manager Engineering Services
- Manager Infrastructure Development
- Recreation Coordinator
- Club and Project Development Officer
- Technical Officer Infrastructure Development

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. A decision to call for public tenders was progressed as the original budget estimated the cost of works will exceed \$100,000.

Strategic Planning Implications

Key Result Area 3 – Community Development

Goal 2 – Sports and Leisure

Immediate Priority 1 – Build the Multi Purpose Recreation Centre

Immediate Priority 2 – Undertake sports facility developments including:
Upgrading of lighting at sports facilities

Budget Implications

The Multi Purpose Recreation Centre's budget to provide civil works outside the awarded Doric Construction works is \$2.8m (Account 1108422). This budget estimate covers the basic infrastructure requirements to build the oval and initial necessary surrounding infrastructure inclusive of sports lighting to the oval. The officer's recommendation awarding the tender is within budget allocations and includes a 10% contingency on the contract. The current budget does not accommodate the additional funds required to install the 500 lux lighting system, however the recommended scope of works includes the design for future installation. There is the potential that additional funding may become available during this contract for the upgrade.

Officer's Comment

The Tender was publicly advertised in the West Australian on 11/12/10 and NW Telegraph on 15/12/10. A total of 15 tender packages were requested and sent out. Tender 10/36 closed at 2.30pm on Tuesday 11th January 2011 and were opened and recorded by Councillor Carter and Council staff members.

Only two tender submissions were received, one from O'Donnell Griffin and the other from Cable West Electrical Contracting Pty Ltd. As part of the Tender, Cable West Pty Ltd provided two (2) lump sums for two (2) different light systems and is shown below as tender (Option1) & (Option 2).

Tender Schedule H 'Lump Sum Contract Price' was specifically set out for the Tenderer to provide two (2) lump sum contract costs. The two prices are described as:

1. Design a 100/300/500 lux system, supply and install a 100/300 lux system only with the potential to upgrade to 500 lux system in the future
2. Additional cost to install the system to include the 500 lux upgrade in this contract

The specific requirement of the lux lighting system was to allow usage to meet the requirements of the Department Sport and Recreation:

- 100 lux: Club football training
- 300 lux: Club football playing and the potential for future club cricket training
- 500 lux: AFL/WAFL playing and club cricket playing

Tables 1(a) & 1(b) below indicates the lump sum price submitted by the above tenderers.

Table 1(a) – Design 100/300/500 lux system, supply and install 100/300 lux system commissioned:

Tenderer	Lump Sum Price (excluding GST)
O'Donnell Griffin	\$ 939,067.80
Cable West Electrical Pty Ltd (Option1)	\$1,261,202.80
Cable West Electrical Pty Ltd (Option 2)	\$1,311,326.50

Table 1(b) - Additional requirement to supply and install 500 lux system commissioned:

Tenderer	Lump Sum Price (excluding GST)
O'Donnell Griffin	\$ 102,850.00
Cable West Electrical Pty Ltd (Option 1)	\$ 61,063.20
Cable West Electrical Pty Ltd (Option 2)	\$86,894.72

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

Table 2:

Assessment Criteria	Max Loaded Score (%)
Price	35%
Organisation and Experience	20%
Technical Capacity	20%
Warranties	20%
Local Industry Development	5%
Max Loaded Score	100%

The lowest price Tender (T_{lp}) shall be awarded a score of 35 for the Price criterion. The remaining priced Tenders (T_{slp}) shall be awarded a score determined in the following manner:

$$\text{Tslp Score} = 35 - \left[\frac{(\$T_{slp} - \$T_{lp})}{\$T_{lp}} \times 35 \right]$$

The comparison of each of the assessment criteria for the tender submissions received is as follows and is summarised in Table 3 below:

Table 3

Contractor/ Assessment Criteria	Price (35%)	Organisation & Experience (20%)	Technical Capacity (20%)	Warranties (20%)	Local Industry Development (5%)	Total Score (100%)
	Score	Score	Score	Score	Score	
O'Donnell Griffin	35	14	16.5	16	4.8	86.3
Cable West Electrical Pty Ltd (Option 1)	23	14	15.5	12	2.6	67.1
Cable West Electrical Pty Ltd (Option 2)	21	14	15.5	12	2.6	65.1

The two tenderers were considered both similar in technical capacity, organisation and demonstrated understanding of works. O'Donnell Griffin did provide a lower cost to supply and install a lighting system and also provided the Town with better long term warranty details using a Musco lighting system and a larger local workforce.

Cable West Electrical Pty Ltd provides a higher cost to supply and install both lighting systems (Option 1) & (Option 2) and with less warranties available on the Sylvania systems verifying the scores as set out in the table above.

The additional costs as set out in Table 1(b) - Additional requirement to commission 500 lux system at this stage cannot be accommodated due to various other infrastructure priorities surrounding the oval.

Priorities including oval fencing and turf maintenance for establishment are considered a higher requirement with the limited funds available.

Recreation Services has identified the potential for funding by Swans Districts (WAFL) for the additional cost of the 500 lux system and this can be pursued separately to the award of this tender and in consideration of the Open Space Strategy. The Scope of Works awarded under this contract will accommodate a future upgrade to the 500 lux system.

Attachments

Nil

201011/230 Council Decision/Officer's Recommendation**Moved:** Cr A A Carter**Seconded:** Cr S R Martin

That Council:

1. awards Tender 10/36 Design, Supply & Installation of Sports Lighting System, Kevin Scott Oval, South Hedland to O'Donnell Griffin for the lump sum price of \$939,067.80 (ex. GST) for a designed 100/300/500 lux lighting system & a commissioned 100/300 lux lighting system; and
2. authorises the CEO to pursue funding for the future upgrade to a 500 lux lighting system

CARRIED 8/0

*11.2.2 Cemetery Beach Community Park Duplication -
Community Survey & Design Scope (File 21/05/0016).*

Officer Rob Bailly
Project Officer
Infrastructure Development

Date of Report 26 November 2010

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to provide a summary of Community feedback from an extensive Community Survey for the proposed Cemetery Beach Community Park duplication project to Council. The Community results will help in forming a landscape design brief and the progression to a concept design.

Background

This report was presented at the Ordinary Meeting of Council held on 8 December 2010; however, due to lack of quorum, it was deemed that the matter will be recommitted to the next Ordinary Meeting of Council to be held on 27 January 2011 for consideration.

The Cemetery Beach duplication project is being undertaken as a joint BHP Billiton, Town of Port Hedland and Royalties for Regions initiative identified by the BHPB partnerships working group.

Since the reconstruction of the Park in 2006/07, the park has become very popular with local residents, community groups, tourists and for family / friends gatherings to the point there is often not enough space to accommodate everyone.

The proposed extension to the park will provide additional facilities, encouraging residents and tourists to take advantage of the popular foreshore location. The Council and BHP have recognized the value in this park and approved the initial consultation and design works as a capital project in 2010/2011.

The initial context of the project was to consult with the broad community inclusive of both Port and South Hedland residents and staff to ensure the facility is designed from a peoples perspective in the first instance and secondly from a management perspective. Once the survey results have been summarized, a design brief can then be developed and a concept design can be progressed.

It is proposed to put the concept plan out for public comment prior to preparing a detailed design and cost estimate. Further consultation will also be undertaken with key stakeholders.

Consultation

An extensive consultation process was undertaken to ensure the process was based on community usability and sustainable management practices.

Initially, all potential infrastructures that could be applied to the park were assessed by Council staff relating to statutory requirements including building, planning and environmental health services to understand suitable parameters. A walk through meeting was then progressed by Council staff from community development, recreation services, infrastructure development and parks and gardens to look at the existing park and identify potential improvement zones from both a new extension and retrofit perspective.

A summary of the staff consultation was then developed to build a public survey form to stimulate ideas and further comments from the public. The Council employed two local facilitators to take surveys to various community groups including schools, aboriginal communities, sporting groups, etc. The surveys were advertised through 'Council at your Fingertips', newspaper articles, brochures and also on the Councils webpage and included an 'on line' survey. Hardcopy surveys were also available at the Civic Centre and libraries.

A free community fun day was advertised widely for Cemetery Beach on the 31 October with music, food, drinks and pony rides to encourage the public to make comment with posters describing types of suitable infrastructure inclusive of suggestions in more aboriginal art, shade structures, boardwalks, playgrounds, open spaces, lookouts, gym equipment, etc to help in design feedback.

A Saturday morning session was also held at South Hedland shopping centre to ensure every opportunity for South Hedland residents to comment was provided.

The final comments received were from a group of South Hedland primary school children that worked on a class assignment looking at improvement opportunities for the park and presented their comments, posters and letters to the Mayor at the Civic Centre.

The survey closed on the 26 November 2010 and the summary of the survey is attached as Attachment 1.

Statutory Implications Nil.

Policy Implications Nil.

Strategic Planning Implications

Key Result Area 2 – Community Pride

Goal 1 – Townscape

Immediate Priority 3 – Develop plans for the upgrades of existing parks (Cemetery Beach, Rock of Ages and Marrapikurinya) plus the development of new parks. Install public art to improve sense of place.

Key Result Area 3 – Community Development

Goal 2 - Sports and Leisure

Immediate Priority 3 - Plan for the development of fishing wharfs/jetties within the Town and expand coastal recreational opportunities.

Budget Implications

The current budget for 2010/ 2011 is \$250,000 to develop the consultation and design plans for Cemetery Beach. The budget this year was entirely financed by BHP. Additional funds for next financial year will be based on funding from Royalties for Regions, BHP Billiton. BHP Billiton have indicated a contribution of \$1.5M to the redevelopment of the Park through the BHP Billiton/Town of Port Hedland working partnership and \$1.5M has been received from Royalties for Regions for the upgrade of this Park. At this stage of the design process the total cost to build the project may be in the vicinity of \$3.0 – \$3.5M, however an estimate of cost is not provided until at least the concept design stage to identify indicative costs. Council will need to determine if it is prepared to make a contribution to this project.

Officer's Comment

Following extensive consultation, this report is provided to the Council to inform and support the development of a design brief from the feedback summary.

The community feedback summary provides some meaningful insight into the development of design components for the park and as the summary indicates a high percentage of users to the park come equally from South and Port Hedland and in many cases enjoy the park as an extended family/friends space for gatherings.

Although all comments cannot be realised through design where the design/cost/management exercise prohibits the use, there are certainly ideas that will be considered beyond just the main focus points. Some items may be further considered once the design concept is put out for public and stakeholders comment and prior to Council endorsement.

A summary of the design brief will be based from Attachment 1- Summary of Cemetery Beach Community Feedback and include major items, such as:

- More shade/shelters, bbq's and seating configurations generally to the west,

- Better lighting for security and bbq's (using new turtle friendly LED's) where possible,
- Extended lawn to the west for kick about and play space,
- Better separation of vehicles and additional car bays through one way system further west,
- Improve existing playground for more toddler friendly activities and parents space,
- Adventure playground for older kids outside fence integrated into infrastructure to the west,
- Linear boardwalk to coastal edge mainly west,
- Pavilion to western end,
- Pocket car park adjacent to turtle beach (east end),
- Aboriginal artwork integration into infrastructure and standalone.

Minor items – such as telescopes to deck, European, Aboriginal and natural history interpretation that may link to future design link within cemetery and beach, perimeter paths for exercise circuits/equipment, develop space for small kiosk or coffee/ice-cream van lease, shade trees in linear formation along coast.

Consultation with various departments within Council has indicated that the outdoor stage originally proposed for this project may be better located in another area, such as Marapikkurinya Park. This is largely due to the impact of staged events on the surrounding residents and turtles (during nesting season) if it was located at Cemetery Beach park. This will be investigated fully during the design process.

Other comments that are part of the community feedback will be developed with the designer and infrastructure development directorate during the detailed design process where management, benefits and constraints can be developed ie types of planting, small water jets, outdoor showers, specific playground items, specific furniture, interpretive material, stage, power, etc.

Attachments

Summary of Cemetery Beach Community Feedback

Officer's Recommendation

That Council:

1. acknowledge the consultation process for this project including the outcomes identified in Attachment 1; and
2. support the following priority elements being included in the Cemetery Beach park expansion design scope:
 - a. Shade/shelters, pavilion, bbq's and seating
 - b. Lighting (turtle friendly)
 - c. Extended lawn areas
 - d. Parking and vehicle separation from play areas

- e. Improve existing playground for more toddler friendly activities, and parent's space
- f. Adventure playground
- g. Linear boardwalk to coastal edge mainly west
- h. Artwork integration

201011/231 Council Decision

Moved: Cr D W Hooper

Seconded: Cr A A Carter

That Council:

1. acknowledge the consultation process for this project including the outcomes identified in Attachment 1; and
2. support the following priority elements being included in the Cemetery Beach park expansion design scope:
 - a. **Shade/shelters, pavilion, bbq's and seating**
 - b. **Lighting (turtle friendly)**
 - c. **Extended lawn areas**
 - d. **Parking and vehicle separation from play areas**
 - e. **Improve existing playground for more toddler friendly activities, and parent's space**
 - f. **Adventure playground**
 - g. **Linear boardwalk to coastal edge mainly west**
 - h. **Artwork integration**
 - i. **Trees, native fruit and palms**
3. advises consultation participants of Council's decision including the South Hedland Primary School of Council's decision.

CARRIED 8/0

REASON: Council believes that the 'Cemetery Beach Community Park Duplication - Community Survey & Design Scope' participants need to be made aware of Council's decision.

ATTACHMENT 1

Attachment 1- Summary of Cemetery Beach Community Feedback**A. Usage of the Park**

Sometimes 60%
All the Time 37%
Never 3%

B. Purpose

BBQ's 23%
Playground 22%
Family/Friends 17%
Larger Gatherings 14%
Quite Relaxation 10%
Turtles and Beach 6%
Viewing Deck 5%
Fishing 3%

C. Respondents

Female 69%
Male 31%
Locals 94%
South Hedland 52%
Port Hedland 41%
Other 7%

D. Top Ten Responses to Survey Overall

1. Cluster picnic tables for larger families/group gatherings and separate for individuality at other areas within the park
2. Small kiosk/mobile vehicle space leased out on a seasonal basis – ice creams, drinks etc.
3. Grass link through to pavilion (at western end) with small seating nodes suitable for small weddings or other passive functions
4. Enough expanse of lawn at western end to provide for passive ball play/kite flying etc.
5. Pavement to turtle viewing platform to have interpretive information and connection to park
6. More tables and shelters within children's playground
7. Existing viewing deck to have telescopes and interpretive info for whale/ship/turtle/bird watching
8. Concrete and lawn area near toilet and playground to be used as open area for functions/community events/ market stalls/ marquees

9. Separate entry and exit roads with a one way system within the park
10. Playground to have more toddler friendly play equipment and internal pavement for riding small bikes on education 'road system'

E. Top Five Responses to Survey Categories

Spaces & Areas:

1. Cluster picnic tables for larger families/group gatherings and separate for individuality at other areas within the park
2. Enough expanse of lawn at western end to provide for passive ball play/kite flying etc.
3. Concrete and lawn area near toilet and playground to be used as open area for functions/community events/ market stalls/ marquees
4. Remove portion of roundabout at western end of park and extend grass and palms into this area
5. Extend children's playground to take up eastern portion of park where existing basketball half court is located and include more lawn within playground area.

Facilities & Types of Infrastructure:

1. Small kiosk/mobile vehicle space leased out on a seasonal basis – ice creams, drinks etc.
2. More tables and shelters within children's playground
3. Existing viewing deck to have telescopes and interpretive info for whale/ship/turtle/bird watching
4. Playground to have more toddler friendly play equipment and internal pavement for riding small bikes on education 'road system'
5. Additional toilets at western end of park

Access Opportunities:

1. Grass link through to pavilion (at western end) with small seating nodes suitable for small weddings or other passive functions
2. Pavement to turtle viewing platform to have interpretive information and connection to park
3. Separate entry and exit roads with a one way system within the park
4. Modify entrance and parking areas generally to separate vehicles and pedestrians wherever possible
5. Some additional parking spaces within park and extend parking onto street as overflow

Natural & Cultural Features:

1. Create passive meandering walk trail links back to Sutherland street nodes from western end pavilion through 'natural' vegetation
2. More aboriginal artwork and interpretation throughout park
3. Apart from specific coconut palms and identified nodes of tropical plants all other plants to be natural to the coastal region

4. Continue 'vein' of palm trees from existing 'sculpture' on grass through to playground on existing open grassed area
5. Better connectivity and interpretative link to the Old Cemetery

F. Most Popular Responses to Photographic Posters

1. Lookouts with telescopes
2. Playground equipment
3. Linear park with palms and shade trees
4. Boardwalk footpaths
5. Seating & bbqs
6. Pavilion and shade structures

G. Public Comments and Suggestions

Most Frequent:

More shade and shelter – shade to cover larger areas
More barbecues
More picnic tables with shade cover
More seating
More and better lighting over barbecue areas
Initiatives to stop littering – general rubbish and beer cans
Improved security to curb anti-social behavior (drunkenness)
More parking
Small water park/play area (like in Broome)
Adventure/natural playground equipment for older kids

Others (no particular order):

More water fountains
Raised deck overlooking ocean to watch sunsets
Rename – iconic current/former Port Hedland resident
Better access to beach from park
More cultural identity
More bins
Sculptures are great; car one needs a hole for water to drain out
Area for a local history board
More passive areas for yoga
Art tiles by locals to be embedded into paths
Areas for chess
Equipment for families to play volleyball/cricket
Area for young kids to ride bikes and scooters
Play equipment needs cleaning
Sculptures to be more relevant to park
Discourage fishing from viewing deck
Sporting ideas for kids

More fishing platforms along the rocks
Frangipani trees
Aboriginal signs explain history of the area
Different name for the park
Ramp for wheelchair access
Too many backpackers setting up in park
Local aboriginal design feature
Outdoor shower for people who have been swimming at beach
Native shady trees
Longer tables with bench style seating
Power for concerts
Playground/park is already good – please improve other areas of town
More bins and empty more often
Seasonal bike hire with children's trailers
More bike paths
Baby playground
Tree house
Annual Event – fun races for kids, pony rides, music, face painting
More swings for kids
Move existing swings to avoid collisions
Playground equipment that makes music –chimes, drums, pipes
Nature discovery area and sensory walk – rich smells, plants of different textures, water, various rocks
Mango trees, banana trees – children pick and eat fruit
Children's artwork – tiles, mosaics, walls with murals
Playground equipment for older children (eg off Canning Hwy near Curtin Uni)
More palm trees
A stage and performances from local artists and musicians
If you extend playground then we wouldn't have the basketball court to use
Don't remove teardrop sculpture from roundabout
Equipment for older children – climbing webs, flying fox, rocks/sculptures to play hide'n'seek in
Use 'coco-net' for falling coconuts rather than removing trees
Water jets/sprays
Small skate park area for scooters and bikes
Jogging track
More grass, more shade, more play equipment

6:11pm Councillors J M Gillingham and S Coates declared an Impartiality Interest in Agenda Item 11.3.1 "Donations Working Group: Consideration of Revised Community Funding and Donations Policy and Recommended Endorsements of Funding Sponsorship Requests Received".

Councillors J M Gillingham and S Coates did not leave the room.

11.3 Community Development**11.3.1 *Donations Working Group: Consideration of Revised Community Funding and Donations Policy and Recommended Endorsements of Funding Sponsorship Requests Received (File No.: 02/05/0003)***

Officer Debra Summers
Acting Director Community
Development

Date of Report 19 January 2011

Disclosure of Interest by Officer Nil

Summary

For Council to reconsider the following recommendations from the Ordinary Council Meeting of the 24th November (Decision 201011/87) and the Town of Port Hedland Donations Working Group meeting of the 8 December being:

- a revised Community Funding and Donations Policy designed to replace the following policies:
 - a) 6/003 Community, Recreation Celebrations and Events
 - b) 7/003 Community Cultural Celebrations and Events
and
- Community Funding and Donations Guidelines
- Application form – Individual and Community Organisations – Form A
- Application form – Not For Profit – Form B
- Funding / sponsorship requests received

Background

At its Ordinary Council Meeting held on 24 November 2010 Council considered a revised Community and Funding Donations Policy and application forms as drafted by Council officers. The Council decided to “lay the matter on the table.” This was to allow the application form to be revised along with consideration of some guidelines to support application forms.

The Donations Working Group met on the 8 December 2010 to consider revised application forms which are now recommended to Council (Attachment Two and Attachment Three) plus supporting guidelines (Attachment Four).

Consultation

- An Internal Working Group comprising representation across the organisation
- Donations Working Group
- Executive Group

Statutory Implications

Nil

Policy Implications

This report proposes a revised Community Funding and Donations Policy that is designed to replace the following policies:

- a) 6/003 Community, Recreation Celebrations and Events
- b) 7/003 Community Cultural Celebrations and Events

Strategic Planning Implications

Key result area 2: Community Pride

Goal 2 – Events

- c. Supporting Community groups who are operating community events, through training, support, advice and, where appropriate, financial support.

Budget Implications

A budgetary allocation of \$45,000 as per Council decision 201011/070 has been sourced in the first budget review for 2010- 2011. (GL Account 813274).

Officer's Comment

The reviewed policy and supporting forms and guidelines proposed to Council now encapsulate most possible donation request scenarios and brings together a policy which allows both Council and its community the opportunity to assess and understand the role Council plays in supporting various community groups and not for profits in their efforts within the community.

2. Council's Delegation Number 6: Donations

As the proposed revised Community Funding and Donations Policy now encapsulates all possible situations and/or requests from individuals and groups, it is recommended that Council's Delegation 6 (as follows) be deleted:

"DELEGATION NUMBER 6 (Donations)

LEGISLATIVE POWER

Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT Donations

DELEGATE Chief Executive Officer

The Chief Executive Officer is delegated authority to determine requests for donation of monies up to the value of \$1,000 when a group or individual can demonstrate:

1. *Significant direct benefit to the local community.*
2. *The group is a community group or non profit making organisation or running a non profit activity.*
3. *The group's financial status is such as to justify a donation from Council.*
4. *Special circumstances or needs exist in the opinion of the Chief Executive Officer to warrant a donation, e.g. support of needy groups and individuals who bring credit to the municipality by achieving state or national representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.*

The aggregate of any donations made by the Chief Executive Officer under this delegated authority shall not exceed the amount provided for the purpose on the Council's Budget each year without formal approval from Council."

3. Recommendations from the Donations Working Group - Funding/Sponsorship Requests

Utilising the proposed Policy (Attachment One) and associated forms (Attachment Two and Attachment Three) one application from a community group was considered at the meeting of the Donations Working Group on 8 December 2010.

The following donations and applications for sponsorship were recommended to Council being:

- Port Hedland Pony Club - Request for pruning and removal of tree branches. Requesting TOPH logo for club shirts for event in 2011. *Recommendation: One off assistance with clean up, works undertaken by TOPH staff not to exceed \$6,000 of staff and equipment usage. No logo for t-shirt but would like to put up signage at the event in 2011.*

Attachments

1. Community Funding and Donations Policy (Revised)
2. Community Funding and Donations Application Form – Individuals & Community Organisations – Form A
3. Community Funding and Donations Application Form – Not For Profit – Form B
4. Community Funding and Donations Policy Guidelines

Donations Working Group/Officer's Recommendation

That Council:

- i) Deletes the following policies:
 - a) 6/003 Community, Recreation Celebrations and Events
 - b) 7/003 Community Cultural Celebrations and Events
- ii) Adopts the revised 'Community Funding and Donations Policy' as follows:

"COMMUNITY FUNDING & DONATIONS POLICY

Council will work in collaboration with the community to support the delivery of all manner of events, celebrations and community activities which reflect the unique identity of the Town of Port Hedland.

Previous Council resolutions have identified a series of community, recreation, cultural celebrations and events of significance and regularity and accordingly determined levels of support to be provided by the Council. This information forms the later part of this policy (see section 8).

Council will encourage excellence and innovation, and inclusive community participation.

1. Objectives
 - a) To support community initiatives that strengthen the capacity of local organisations and which deliver valuable outcomes to the Town's residents.
 - b) To enable the Town to implement a consistent response to requests received from community organisations, individuals and not for profit organizations for financial and in-kind support.
 - c) To provide event budget certainty to applicants
 - d) To provide both local residents and community organisations with guidance in respect to the Town's expectations of such requests.
2. Scope
 - a) This policy is limited to the consideration of requests up to a maximum of \$2,000 cash component in value. This maximum value may comprise of cash funding and/or in-kind support (please refer to point 4.1) to a maximum of \$6,000 in total. In order to assess the value of a request, a dollar (\$) value will be estimated for the in-kind component.
 - b) Requests for funding greater than \$6,000 and not for pre-approved significant events will be considered as part of the annual budgetary process.
 - c) Funding applications outside this policy will be requested through a public advertising process as part of the annual budget and will not be considered as part of this policy.

3. Financial Contributions / In-Kind Support / Waiver of Fees To A Maximum of \$6,000
 - 3.1 Financial Contributions
 - a) The monies required to fund financial requests approved under this policy will be drawn from a community funding and donations account established within the annual budget.
 - b) A maximum of two (2) applications per financial year per organization may be funded to ensure equity. However, the Town may waive this limit, at its discretion, if it considers a third or subsequent application is worthy of support, and will require an individual request to council.
 - 3.2 In-Kind Contributions
 - a) In-kind contributions include the provision of facilities, equipment and purchases, either free of charge, or at reduced rates if a charge is normally applied. These will usually not require a significant contribution of staff time.
 - b) Where a significant amount of staff time is required, such as packing, dispatching, setting-up, dismantling and returning sizeable pieces of equipment, the request may be declined.
 - c) In-kind contributions will be considered subject to their availability, the need to protect the security and value of the assets and their use for required Council purposes.
 - 3.3 Waiver of Hire Fees
 - a) Waiver of fees for Hire of Community Facilities will be considered as part of the \$6,000 total contributions.
 - b) Waiver of fees of 100% will apply for:
 1. not for profit organisations that host alcohol free events that are open to the public free of charge to attend/enter,
 2. Junior Sports and School Groups during school hours (School Groups excludes use of JD Hardie Centre and Matt Dann Cultural Centre).
 - c) Waiver of fees of 50% will apply for Junior Community Groups, excluding use of JD Hardie Centre and Matt Dann.
 - d) Waiver of fees of 25% will apply for Community Groups, excluding use of JD Hardie Centre and Matt Dann.
 - e) Bonds and key bonds must still be paid for all events and use of community facilities and will be fully refundable after the event provided Council are satisfied with state and cleanliness of the facility.
 - f) Cleaning fees may apply if not left in a satisfactory state.
 - g) A maximum of two (2) applications per financial year per organisation may be considered to ensure equity.
4. Development of Talented Local People
 - a) Financial contributions may be made towards the costs associated with the attendance by local people of all ages at development programs for talented individuals. These programs will usually be located elsewhere in Western Australia or beyond.

- b) The person concerned must have been invited to attend on the basis of exceptional sporting, artistic or other talent.
- c) A maximum contribution of \$500 in one financial year may be considered to each person who is eligible for this support.

5. Application Process

- a) Requests for assistance will be made in writing through completion of an application form. Form A is to be completed by individuals and community Organisations. Form B is to be completed by Not For Profit Organisations. Applications may be made at any time, however they must be received at least ten working days before the next meeting of the Community Funding and Donations Working Group for consideration at that meeting on the basis of submission of a satisfactory application.
- b) Application forms are available on the website or from the Customer Service Counter. Applications must provide all information required.
- c) The Working Group will make recommendations to the next Ordinary Meeting of Council in regard to the approval or otherwise of applications received.
- d) The Community Funding and Donations Working Group will meet bi-monthly on the second Tuesday of the month.

6. Selection Criteria

In considering the relative merits of applications the Town will apply the following criteria:

- a) The positive contribution the event or project will make to the Hedland community.
- b) The information requested meets the requirements of this policy.
- c) Sufficient financial information has been provided to clearly identify the items on which monies will be spent, their discrete costs and their importance to the success of the event or project.
- d) The level of resource contribution to be made by the applicant, relative to their capacity to do so, as well as the accessibility of funds from other sources.

7. Acquittals

A brief report will be required by successful applications who receive more than \$1,000 in support. This will include information measuring qualitative aspects such as the success of the activity, as well as quantitative aspects such as receipts accounting for the expenditure of monies.

- 8. Level of support previously determined by Council Resolutions to significant and regular community, recreation and cultural celebrations and events.

Event	Key Partner	Council Support
Sports Group Forums	Department Sport and Recreation WA	Use of Council Venues at no cost Advertising, photocopying and postage at no cost Contribute to hosting event
Port Hedland Cup Day	Port Hedland Turf Club	Provision for 20 extra bins at no cost. Waiver all stall fees and street trading ground hire for one day. Ground hire included in race meeting fees. No additional hire charges. Staff member on Committee. Use of Council Flag to fly at event.
Premier Regional Lawn Bowls	PHTBA Main Street Committee Port and South Hedland Bowling Clubs	Provide sponsorship towards event of \$25,000 Staff member on Committee. Advertising/photocopying, fax and postage.
Nindji Nindji Festival	Bloodwood Tree Association	Provide sponsorship towards event Use of Council Venue at no cost Provision for up to 20 extra bins at no cost.
Pilbara Music Festival	Pilbara Music Festival	Patron at Festival Use of Council Venue at no cost Provide administrative and photocopying assistance
Australia Day Breakfast	Soroptimist International	Administration/organisation of Premier's Australia Day Active Citizen Awards Use of Council equipment and facilities at no cost Advertising and photocopying of events proceedings Free Pool Open Day at Gratwick Provide sponsorship towards event of \$1,000.
Australia Day	YMCA	Free Pool Open Day at Gratwick
Reconciliation Week	Australians for Reconciliation Port Hedland	Use of Council equipment and facilities at no cost Advertising

NAIDOC Week	Pundulmurra Campus EPCT	Council display.
Chamber of Commerce Business of the Year Awards	Chamber of Commerce	Additional trophies for community of the Year Award Categories
Carols by Candlelight	Ministers Fraternal	Use of Council venue at no cost
ANZAC Day Ceremony	RSL	Use of Gratwick Hall, Training Room and Council Chamber at no cost Wreath Advertisement
Port Hedland Art Award	Hedland Arts Council	Use of Gratwick Hall and Courthouse at no cost Access to Council photocopier, fax machine and postage at no cost Acquisitive Sponsorship – Best work by a Local Artist
Annual Rotary Ball	Rotary	Use of Council Venue and entrance area to Civic Centre at no cost
Achievement Award	All Schools	Available to all schools at end of year graduation ceremony Quite Achiever Award for a student who demonstrated community leadership. \$100 book award
Hip Hop Classes at JD Hardie Centre	The Hood	Use of Council Venue at no cost
Regional Championships	Any Affiliated Association hosting Regional Championships	Use of two (2) Council venues at no cost for duration of the Championship Provision of bins at no cost In-Kind Council support in all promotion, advertising and logistical needs Recognition of TOPH during all promotion surrounding the Regional Championship
Family Variety and Christmas & Easter Concerts	Pilbara Music Festival	Use of Gratwick Hall, the Courthouse and Matt Dann at no cost Access to Council photocopier and fax machine at no cost

9. Definitions

Definitions for terms used throughout this policy are as follows:

Organisation: is an incorporated body under the Associations Incorporation's Act 1987 or a recognised corporate not for profit body created by government or with an Australian Companies Number

Sponsorship: is the provision of cash, in-kind support or subsidy in return for specifically identified promotional opportunities for Council.

Qualitative aspects: information relating to distinctions based on quality or qualities, not normally easily measured in the traditional sense, often subjective

Quantitative aspects: information that can be expressed as a quantity (amount or size), capable of being objectively measured

Not For Profit: A not-for-profit organisation is one that:

- a) Uses all monetary surplus solely for the purposes of its objectives and not to financially benefit its members in any way.
- b) Has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members. (For an organisation that is incorporated under the Associations Incorporation Act but has no wind up clause in its constitution, satisfaction of this may be assumed as the Act prevails.) (Source: Lotteries West FAQ)"

iii) Delegation 6 (as follows) be deleted:

<i>"DELEGATION NUMBER</i>	<i>6 (Donations)</i>
<i>LEGISLATIVE POWER</i> <i>(Section 5.42)</i>	<i>Local Government Act 1995</i>
<i>DELEGATION SUBJECT</i>	<i>Donations</i>
<i>DELEGATE</i>	<i>Chief Executive Officer</i>

The Chief Executive Officer is delegated authority to determine requests for donation of monies up to the value of \$1,000 when a group or individual can demonstrate:

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The aggregate of any donations made by the Chief Executive Officer under this delegated authority shall not exceed the amount provided for the purpose on the Council's Budget each year without formal approval from Council."

- iv) Endorses the recommendations from the Donations Working Group meeting of 8 December 2010:
 1. **Port Hedland Pony Club** - Request for pruning and removal of tree branches. Requesting TOPH logo for club shirts for event in 2011. *Recommendation: One off assistance with clean up, works undertaken by TOPH staff not to exceed \$6,000 of staff and equipment usage. No logo for t-shirt but would like to put up signage at the event in 2011.*

201011/232 Council Decision

Moved: Cr A A Carter

Seconded: Cr S Coates

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 - d) The level of resource contribution to be made by the applicant, relative to their capacity to do so, as well as the accessibility of funds from other sources.**
7. Acquittals
A brief report will be required by successful applications who receive more than \$1,000 in support. This will include information measuring qualitative aspects such as the success of the activity, as well as quantitative aspects such as receipts accounting for the expenditure of monies.
8. Level of support previously determined by Council Resolutions to significant and regular community, recreation and cultural celebrations and events.

Event	Key Partner	Council Support
Sports Group Forums	Department Sport and Recreation WA	Use of Council Venues at no cost Advertising, photocopying and postage at no cost Contribute to hosting event
Port Hedland Cup Day	Port Hedland Turf Club	Provision for 20 extra bins at no cost. Waiver all stall fees and street trading ground hire for one day.

		Ground hire included in race meeting fees. No additional hire charges. Staff member on Committee. Use of Council Flag to fly at event.
Premier Regional Lawn Bowls	PHTBA Main Street Committee Port and South Hedland Bowling Clubs	Provide sponsorship towards event of \$25,000 Staff member on Committee. Advertising/photocopying, fax and postage.
Nindji Nindji Festival	Bloodwood Tree Association	Provide sponsorship towards event Use of Council Venue at no cost Provision for up to 20 extra bins at no cost.
Pilbara Music Festival	Pilbara Music Festival	Patron at Festival Use of Council Venue at no cost Provide administrative and photocopying assistance
Australia Day Breakfast	Soroptimist International	Administration/organisation of Premier's Australia Day Active Citizen Awards Use of Council equipment and facilities at no cost Advertising and photocopying of events proceedings Free Pool Open Day at Gratwick Provide sponsorship towards event of \$1,000.
Australia Day	YMCA	Free Pool Open Day at Gratwick
Reconciliation Week	Australians for Reconciliation Port Hedland	Use of Council equipment and facilities at no cost Advertising
NAIDOC Week	Pundulmurra Campus EPCT	Council display.
Chamber of Commerce Business of the Year Awards	Chamber of Commerce	Additional trophies for community of the Year Award Categories
Carols by Candlelight	Ministers Fraternal	Use of Council venue at no cost
ANZAC Day Ceremony	RSL	Use of Gratwick Hall, Training Room and Council

		Chamber at no cost Wreath Advertisement
Port Hedland Art Award	Hedland Arts Council	Use of Gratwick Hall and Courthouse at no cost Access to Council photocopier, fax machine and postage at no cost Acquisitive Sponsorship – Best work by a Local Artist
Annual Rotary Ball	Rotary	Use of Council Venue and entrance area to Civic Centre at no cost
SES Annual Ball	State Emergency Services	Use of Council Venue and entrance area to Civic Centre at no cost
Achievement Award	All Schools	Available to all schools at end of year graduation ceremony Quite Achiever Award for a student who demonstrated community leadership. \$100 book award
Hip Hop Classes at JD Hardie Centre	The Hood	Use of Council Venue at no cost
Regional Championships	Any Affiliated Association hosting Regional Championships	Use of two (2) Council venues at no cost for duration of the Championship Provision of bins at no cost In-Kind Council support in all promotion, advertising and logistical needs Recognition of TOPH during all promotion surrounding the Regional Championship
Family Variety and Christmas & Easter Concerts	Pilbara Music Festival	Use of Gratwick Hall, the Courthouse and Matt Dann at no cost Access to Council photocopier and fax machine at no cost
Taekwondo Club		Use of Council venue at no cost for end of year event
Cultural Celebration Events	Various	To be determined by Council's Donations Working Group

9. Definitions

Definitions for terms used throughout this policy are as follows:

Organisation: is an incorporated body under the Associations Incorporation's Act 1987 or a recognised corporate not for profit body created by government or with an Australian Companies Number.

Sponsorship: is the provision of cash, in-kind support or subsidy in return for specifically identified promotional opportunities for Council.

Qualitative aspects: information relating to distinctions based on quality or qualities, not normally easily measured in the traditional sense, often subjective.

Quantitative aspects: information that can be expressed as a quantity (amount or size), capable of being objectively measured.

Not For Profit: A not-for-profit organisation is one that:

- a) **Uses all monetary surplus solely for the purposes of its objectives and not to financially benefit its members in any way.**
- b) **Has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members. (For an organisation that is incorporated under the Associations Incorporation Act but has no wind up clause in its constitution, satisfaction of this may be assumed as the Act prevails.) (Source: Lotteries West FAQ)"**

iii) Delegation 6 (as follows) be deleted:

“DELEGATION NUMBER 6 (Donations)

LEGISLATIVE POWER	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	Donations
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to determine requests for donation of monies up to the value of \$1,000 when a group or individual can demonstrate:

1. **Significant direct benefit to the local community.**
2. **The group is a community group or non profit making organisation or running a non profit activity.**

3. **The group's financial status is such as to justify a donation from Council.**
4. **Special circumstances or needs exist in the opinion of the Chief Executive Officer to warrant a donation, e.g. support of needy groups and individuals who bring credit to the municipality by achieving state or national representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.**

The aggregate of any donations made by the Chief Executive Officer under this delegated authority shall not exceed the amount provided for the purpose on the Council's Budget each year without formal approval from Council."

- iv) Endorses the recommendations from the Donations Working Group meeting of 8 December 2010:

1. **Port Hedland Pony Club - Request for pruning and removal of tree branches. Requesting TOPH logo for club shirts for event in 2011. Recommendation: One off assistance with clean up, works undertaken by TOPH staff not to exceed \$6,000 of staff and equipment usage. No logo for t-shirt but would like to put up signage at the event in 2011.**

CARRIED 8/0

REASON: Council believes that not-for-profit organisations contribute to the community and they should be exempt from Council's policy procedures.

ATTACHMENT 1

XXXX COMMUNITY FUNDING & DONATIONS POLICY

Council will work in collaboration with the community to support the delivery of all manner of events, celebrations and community activities which reflect the unique identity of the Town of Port Hedland.

Previous Council resolutions have identified a series of community, recreation, cultural celebrations and events of significance and regularity and accordingly determined levels of support to be provided by the Council. This information forms the later part of this policy (see section 8).

Council will encourage excellence and innovation, and inclusive community participation.

1. *Objectives*

- a) To support community initiatives that strengthen the capacity of local organisations and which deliver valuable outcomes to the Town's residents.
- b) To enable the Town to implement a consistent response to requests received from community organisations, individuals and not for profit organizations for financial and in-kind support.
- c) To provide event budget certainty to applicants
- d) To provide both local residents and community organisations with guidance in respect to the Town's expectations of such requests.

2. *Scope*

- a) This policy is limited to the consideration of requests up to a maximum of \$2,000 cash component in value. This maximum value may comprise of cash funding and/or in-kind support (please refer to point 4.1) to a maximum of \$6,000 in total. In order to assess the value of a request, a dollar (\$) value will be estimated for the in-kind component.
- b) Requests for funding greater than \$6,000 and not for pre-approved significant events will be considered as part of the annual budgetary process.
- c) Funding applications outside this policy will be requested through a public advertising process as part of the annual budget and will not be considered as part of this policy.

3. *Financial Contributions / In-Kind Support / Waiver of Fees To A Maximum of \$6,000*

3.1 *Financial Contributions*

- a) The monies required to fund financial requests approved under this policy will be drawn from a community funding and donations account established within the annual budget.
- b) A maximum of two (2) applications per financial year per organization may be funded to ensure equity. However, the Town may waive this limit, at its discretion, if it considers a third or subsequent application is worthy of support, and will require an individual request to council.

3.2 *In-Kind Contributions*

- a) In-kind contributions include the provision of facilities, equipment and purchases, either free of charge, or at reduced rates if a charge is normally applied. These will usually not require a significant contribution of staff time.

- b) Where a significant amount of staff time is required, such as packing, dispatching, setting-up, dismantling and returning sizeable pieces of equipment, the request may be declined.
- c) In-kind contributions will be considered subject to their availability, the need to protect the security and value of the assets and their use for required Council purposes.

3.3 Waiver of Hire Fees

- a) Waiver of fees for Hire of Community Facilities will be considered as part of the \$6,000 total contributions.
- b) Waiver of fees of 100% will apply for:
 - c) not for profit organisations that host alcohol free events that are open to the public free of charge to attend/enter,
 - d) Junior Sports and School Groups during school hours (School Groups excludes use of JD Hardie Centre and Matt Dann Cultural Centre).
- e) Waiver of fees of 50% will apply for Junior Community Groups, excluding use of JD Hardie Centre and Matt Dann.
- f) Waiver of fees of 25% will apply for Community Groups, excluding use of JD Hardie Centre and Matt Dann.
- g) Bonds and key bonds must still be paid for all events and use of community facilities and will be fully refundable after the event provided Council are satisfied with state and cleanliness of the facility.
- h) Cleaning fees may apply if not left in a satisfactory state.
- i) A maximum of two (2) applications per financial year per organisation may be considered to ensure equity.

4 Development of Talented Local People

- a) Financial contributions may be made towards the costs associated with the attendance by local people of all ages at development programs for talented individuals. These programs will usually be located elsewhere in Western Australia or beyond.
- b) The person concerned must have been invited to attend on the basis of exceptional sporting, artistic or other talent.
- c) A maximum contribution of \$500 in one financial year *may* be considered to each person who is eligible for this support.

5. Application Process

- a) Requests for assistance will be made in writing through completion of an application form. Form A is to be completed by individuals and community Organisations. Form B is to be completed by Not For Profit Organisations. Applications may be made at any time, however they must be received at least ten working days before the next meeting of the Community Funding and Donations Working Group for consideration at that meeting on the basis of submission of a satisfactory application.
- b) Application forms are available on the website or from the Customer Service Counter. Applications must provide all information required.
- c) The Working Group will make recommendations to the next Ordinary Meeting of Council in regard to the approval or otherwise of applications received.
- d) The Community Funding and Donations Working Group will meet bi-monthly on the second Tuesday of the month.

6. *Selection Criteria*

In considering the relative merits of applications the Town will apply the following criteria:

- e) The positive contribution the event or project will make to the Hedland community.
- f) The information requested meets the requirements of this policy.
- g) Sufficient financial information has been provided to clearly identify the items on which monies will be spent, their discrete costs and their importance to the success of the event or project.
- h) The level of resource contribution to be made by the applicant, relative to their capacity to do so, as well as the accessibility of funds from other sources.

7. *Acquittals*

A brief report will be required by successful applications who receive more than \$1,000 in support. This will include information measuring qualitative aspects such as the success of the activity, as well as quantitative aspects such as receipts accounting for the expenditure of monies.

8. *Level of support previously determined by Council Resolutions to significant and regular community, recreation and cultural celebrations and events*

Event	Key Partner	Council Support
Sports Group Forums	Department Sport and Recreation WA	Use of Council Venues at no cost Advertising, photocopying and postage at no cost Contribute to hosting event
Port Hedland Cup Day	Port Hedland Turf Club	Provision for 20 extra bins at no cost. Waiver all stall fees and street trading ground hire for one day. Ground hire included in race meeting fees. No additional hire charges. Staff member on Committee. Use of Council Flag to fly at event.
Premier Regional Lawn Bowls	PHTBA Main Street Committee Port and South Hedland Bowling Clubs	Provide sponsorship towards event of \$25,000 Staff member on Committee. Advertising/photocopying, fax and postage.
Nindji Nindji Festival	Bloodwood Tree Association	Provide sponsorship towards event Use of Council Venue at no cost Provision for up to 20 extra bins at no cost.
Pilbara Music Festival	Pilbara Music Festival	Patron at Festival Use of Council Venue at no cost Provide administrative and photocopying assistance
Australia Day Breakfast	Soroptimist International	Administration/organisation of Premier's Australia Day Active Citizen Awards

		Use of Council equipment and facilities at no cost Advertising and photocopying of events proceedings Free Pool Open Day at Gratwick Provide sponsorship towards event of \$1,000.
Australia Day	YMCA	Free Pool Open Day at Gratwick
Reconciliation Week	Australians for Reconciliation Port Hedland	Use of Council equipment and facilities at no cost Advertising
NAIDOC Week	Pundulmurra Campus EPCT	Council display.
Chamber of Commerce Business of the Year Awards	Chamber of Commerce	Additional trophies for community of the Year Award Categories
Carols by Candlelight	Ministers Fraternal	Use of Council venue at no cost
ANZAC Day Ceremony	RSL	Use of Gratwick Hall, Training Room and Council Chamber at no cost Wreath Advertisement
Port Hedland Art Award	Hedland Arts Council	Use of Gratwick Hall and Courthouse at no cost Access to Council photocopier, fax machine and postage at no cost Acquisitive Sponsorship – Best work by a Local Artist
Annual Rotary Ball	Rotary	Use of Council Venue and entrance area to Civic Centre at no cost
Achievement Award	All Schools	Available to all schools at end of year graduation ceremony Quite Achiever Award for a student who demonstrated community leadership. \$100 book award
Hip Hop Classes at JD Hardie Centre	The Hood	Use of Council Venue at no cost
Regional Championships	Any Affiliated Association hosting Regional Championships	Use of two (2) Council venues at no cost for duration of the Championship Provision of bins at no cost In-Kind Council support in all promotion, advertising and logistical needs Recognition of TOPH during all promotion surrounding the Regional Championship
Family Variety and Christmas & Easter Concerts	Pilbara Music Festival	Use of Gratwick Hall, the Courthouse and Matt Dann at no cost Access to Council photocopier and fax machine at no cost

9. *Definitions*

Definitions for terms used throughout this policy are as follows:

Organisation: is an incorporated body under the Associations Incorporation's Act 1987 or a recognised corporate not for profit body created by government or with an Australian Companies Number

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Qualitative aspects: information relating to distinctions based on quality or qualities, not normally easily measured in the traditional sense, often subjective

Quantitative aspects: information that can be expressed as a quantity (amount or size), capable of being objectively measured

Not For Profit: A not-for-profit organisation is one that:

- a) Uses all monetary surplus solely for the purposes of its objectives and not to financially benefit its members in any way.
- b) Has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members. (For an organisation that is incorporated under the Associations Incorporation Act but has no wind up clause in its constitution, satisfaction of this may be assumed as the Act prevails.)
(Source: *Lotteries West FAQ*)

ATTACHMENT 2



Town of Port Hedland

Community Funding & Donations Application For Individuals & Community Organisations

FORM A

Please submit completed form to cso@porthedland.wa.gov.au

Part 1: Applicant Details

Please classify what type of organisation or individual is applying for this funding / donation:

Individual Person or;

Community Organisation

Community Organisation is defined as a group of community members not classified with the ATO as a "Not for profit" organisation. "Not for profit" organisations are to fill out FORM B.

Name of Organisation (if applicable): _____

Contact Person: First Name: _____ Surname: _____

Street Address: _____ Postcode: _____

Postal Address: _____ Postcode: _____

Telephone: _____ Facsimilie: _____

Email: _____

Website: <http://www.> _____

Does your group have Public Liability Insurance? Yes No

If answered Yes please refer to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes No If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes No If yes, by who? _____

Part 2: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: _____

BSB No.: _____ Account No.: _____



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to cso@porthedland.wa.gov.au

Part 3: Application Details

Please provide details as required about why you are applying for funding / donation:

What is the name of **Project / Event / Activity / Celebration** you are planning:

What type of support do you require from the Town of Port Hedland for your project / event?
Please tick

i) Cash up to the value of \$2000

Please provide details of how much are you applying for? _____

ii) Waiving of hire fees for Council owned or operated venues

Please provide details of Council venue and dates required? _____

iii) In-Kind Contributions

For example provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc. Please list below assistance you are requiring for inkind contributions:

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

Who can be a part of your project / event?



**Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations**

FORM A

Please submit completed form to cso@porthedland.wa.gov.au

Part 3: Application Details cont...

Where will your project / event be held? _____

Proposed Start Date & Start Time for Event: _____

Proposed Finish Date & Finish Time for Event: _____

Will catering / food, consumption of alcohol or sale of alcohol be provided? If yes, please provide details below.

Yes No

Have relevant licenses been applied for? If yes, please provide details below and attach license approvals. *(Copies only please do not send originals)*

Yes No

What are your plans for advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

What support do you have from other groups? Please attach letters of support *(Copies only please do not send originals)*

How will your project/event benefit the Town of Port Hedland Community?

H:\Community Development\Working Groups\Donations Working Group\Community Funding & Donations Application Form - Individuals and Community Organisations - Form A.xls



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to cso@porthedland.wa.gov.au

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event:

Total cost of your project / event	Contributed by you or your organisation (both cash & In-kind support)	Contributed by Other Funding Sources (both cash & In-kind support)	Requesting to be contributed by Town of Port Hedland (both cash & In-kind support)
	\$	\$	\$

If you are unsure about any item or have further questions please contact the

Customer Service Team on 9158 9300 or cso@porthedland.wa.gov.au



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to cso@porthedland.wa.gov.au

Part 1: Applicant Details

Not For Profit

Not for profit uses all monetary surplus solely for the purpose of its objectives and not to financially benefit its members in any way. Has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members. (Source: Lotteries West FAQ)

Name of Organisation: _____

Contact Person: **First Name:** _____ **Surname:** _____

Street Address: _____ **Postcode:** _____

Postal Address: _____ **Postcode:** _____

Telephone: _____ **Facsimilie:** _____

Email: _____

Website: <http://www.> _____

Incorporated: Yes No **Year of Incorporation:** _____

If Yes, please attach a copy of your Certificate of Incorporation

ABN: _____

Registered for GST: Yes No

Does your group have Public Liability Insurance: Yes No

If answered Yes please refer to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes No If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes No If yes, by who? _____



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to cso@porthedland.wa.gov.au

Part 2: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: _____
 BSB No.: _____ Account No.: _____

Part 3: Application Details

Please provide details as required about why you are applying for funding / donation:

What is the name of Project / Event / Activity / Celebration you are planning:

What type of support do you require from the Town of Port Hedland for your project / event?
 Please tick

- i) Cash up to the value of \$2000
 Please provide details of how much are you applying for? _____
- ii) Waiving of hire fees for Council owned or operated venues
 Please provide details of Council venue and dates required? _____
- iii) In-Kind Contributions
For example provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc. Please list below assistance you are requiring for inkind contributions:

H:\Community Development\Working Groups\Donations Working Group\Community Funding & Donations Application Form - Not For Profit - Form B.xls



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to cso@porthedland.wa.gov.au

Part 3: Application Details cont...

Who can be a part of your project / event?

Where will your project / event be held?

Proposed Start Date & Start Time for Event:

Proposed Finish Date & Finish Time for Event:

Will catering / food, consumption of alcohol or sale of alcohol be provided? If yes, please provide details below.

Yes No

Have relevant licenses been applied for? If yes, please provide details below and attach license approvals. *(Copies only please do not send originals)*

Yes No

What are your plans of advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

What support do you have from other groups? Please attach letters of support *(Copies only please do not send originals)*



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to cso@porthedland.wa.gov.au

Part 3: Application Details cont...

How will your project/event benefit the Town of Port Hedland Community?

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event:

Total cost of your project / event	Contributed by you or your organisation (both cash & In-kind support)	Contributed by Other Funding Sources (both cash & In-kind support)	Requesting to be contributed by Town of Port Hedland (both cash & In-kind support)
\$	\$	\$	\$

Part 5: Application Checklist

Prior to submitting an application, please use the following checklist to ensure that all of the necessary information has been included with your submission.

- * **Proof of incorporation** is attached
- * **Public Liability Insurance - Certificate of Currency** is attached
- * **Australian Business Number** details:
 - * Your group's ABN (Australian Business Number) is on the first page; **or**
 - * If your group does not have an ABN, a Statement by Supplier form has been completed and attached.
- * **Supporting documents** have been attached (e.g. letters of support)
- * **Application has been signed** by an appropriate office bearer
- * **Licenses** has been applied for and attached (if relevant)



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to cso@porthedland.wa.gov.au

Part 6: Authorisation

I, _____, certify that the attached application for funding was approved
by the Management Committee of _____ this
organisation on _____.

(Please attach a copy of the minutes of the meeting where this application was approved)

Signed: _____ Date: _____

*If you are unsure about any item or have further questions please contact the
Customer Service Team on 9158 9300 or cso@porthedland.wa.gov.au*

Town of Port Hedland
Community Funding & Donations Guidelines



The Town of Port Hedland Community Funding & Donations program encourages excellence and innovation and inclusive community participation. The Community Funding & Donations program is available for Individuals, Community Organisations and Not For Profit Organisations who meet the following criteria:

- Completion of an application form. Form A is to be completed by Individuals and Community Organisations. Form B is to be completed by Not For Profit Organisations.
- Applications may be made at any time, however must be received at least ten working days before the next meeting of the Community Funding and Donations Working Group. Meetings are held bi-monthly on the second Tuesday of the month.
- Requests are up to a maximum of \$6,000 in-kind and/or cash support with a maximum of \$2,000 cash component.
- Must demonstrate achievable outcomes and clear benefits for the Town of Port Hedland from the investment.
- The applicants must be residents of the Town of Port Hedland.
- A maximum of two (2) applications per financial year per organisation.
- Development of Talented Local People may request a maximum contribution of \$500 in one financial year.
- A brief report will be required by successful applications who receive more than \$1,000 in support.

Not Suitable For Funding

- Where a significant amount of staff time is required, such as packing, dispatching, setting-up, dismantling and returning sizeable pieces of equipment, the request may be declined.
- In-kind contributions will be considered subject to their availability, the need to protect the security and value of the assets and their use for required Council purposes.
- Requests for funding greater than \$6,000 and not for pre-approved significant events will be considered as part of the annual budgetary process and will be requested through a public advertising process as part of the annual budget.

Funding Limits

To enable the Town to implement a consistent response to requests received from Individuals, Community Organisation and Not for Profit Organisation:

- Requests up to a maximum of \$2,000 cash component in value. The maximum value may comprise of cash funding and/or in-kind support to a maximum of \$6,000 in total.
- Development of Talented Local People a maximum contribution of \$500

Note:

If you have any further questions please contact the Customer Service Team on 9158 9300 or cso@porthedland.wa.gov.au

Procedure :

- Applications received 10 days prior to the next meeting of the Community Funding and Donations Working Group at cso@porthedland.wa.gov.au
- Copies provided to relevant Council Officer for processing
- Applications presented to Working Group for recommendation to Council
- Working Groups Recommendation presented at next Council meeting for Approval
- Advice to Applicants by relevant Council Officer and confirmation of payment or works to be carried out
- An acquittal report for requests over \$1,000 due a month after the completion of the project.

11.3.2 Aboriginal Arts/Cultural Centre Project Update and Proposed Establishment of Aboriginal Arts Centre Working Group (File No.: 03/01/0025)

Officer Lorna Seckett
Coordinator, Community and
Cultural Development

Date of Report 08 December 2010

Disclosure of Interest by Officer Nil

Summary

This report seeks Council acceptance of the final report and budget acquittal for the Aboriginal Arts/Cultural Centre Feasibility Study and Aboriginal Arts Development Strategy and endorsement of the next stage of the project.

Background

This report was presented at the Ordinary Meeting of Council held on 8 December 2010; however, due to lack of quorum, it was deemed that the matter will be recommitted to the next Ordinary Meeting of Council to be held on 27 January 2011 for consideration.

At its Ordinary Council Meeting held on 28 October 2009 Council resolved as follows:

- “1. Provides the \$80,000 (plus GST) that is allocated within the 2009/10 budget from the BHP Billiton Iron Ore/Town of Port Hedland sustainability Partnership to Wangka Maya Pilbara Aboriginal Language centre to be used by them to manage the delivery of the feasibility study, business plan concept designs for the proposed new Aboriginal Arts Centre; and*
- 2. Advises Wangka Maya that the Town would like to remain integrally involved with the development of Aboriginal arts Centre Project.”*

Wangka Maya Aboriginal Language Centre was subsequently engaged by the Town of Port Hedland to undertake the project, with a steering committee comprising of representatives of Wangka Maya, Town of Port Hedland and BHP Billiton Iron Ore. In addition to the Council funding, Wangka Maya applied successfully for an additional \$147,300 from Royalties for Regions to expand the scope of the consultation and clearly articulate the vision for the project. As part of the feasibility study, an Aboriginal Arts Development Strategy was commissioned to examine the wider issues and needs of the community.

A project overview and update is attached (refer to Attachment 1).

On 6 October 2010 a meeting was convened at Wangka Maya with the consensus of this meeting agreeing that an arts centre and cultural centre were fundamentally different in their management and business models including potential funding streams, and that each function should move forward as separate initiatives of an overarching strategy.

It was therefore decided that there was a need for government, non-government and corporate stakeholders to work collaboratively to progress both initiatives and that a separate, additional working group should be formed for the Arts Centre.

Representatives of BHP Billiton Iron Ore, Hancock Prospecting, FORM, Spinifex Hill Artists, Landcorp, Department of Indigenous Affairs, Pilbara Development Commission and Fortescue Metals Group expressed their interest in forming a working group to progress the Arts Centre proposal.

The group expressed a preference for the Town of Port Hedland to facilitate meetings of the Arts Centre working group, whilst the steering committee for the Cultural Centre should continue to comprise of the existing representatives of Wangka Maya, Town of Port Hedland and BHP Billiton Iron Ore and be managed by Wangka Maya.

Consultation

Extensive consultation has been undertaken across a broad range of stakeholders including industry representatives, community groups, local artists and arts organisations, native title holders, aboriginal corporations and foundations, State and Federal departments and community members.

The consultation has affirmed community support for separate, collaborative processes towards a Port Hedland Aboriginal Cultural Centre and the future development of an Aboriginal Arts Centre.

Statutory Implications Nil.

Policy Implications Nil.

Strategic Planning Implications

The Town's Strategic Planning contains the following statements that are directly related to this project.

Strategic Plan 2010 – 15

Goal 3 – Arts and Culture

Work with stakeholders to develop an Aboriginal Arts and Culture Centre

Hedland's Future Today 2010

An initiative to establish a range of integrated Indigenous art, cultural and social facilities in Port Hedland to provide a greater range of opportunities for local Indigenous people to practice art and showcase their culture, has been identified as a priority project in Hedland's Future Today 2010.

Budget Implications

Funding assigned to the project by Town of Port Hedland and BHP Billiton Iron Ore in October 2009 has been fully expended. Please see Feasibility Study Budget Acquittal at Attachment 2. There is no further funding allocation associated with this report

Officer's Comment

The Aboriginal Arts and Cultural Centre project has now completed its feasibility stage and a direction has been formed within the community for the progression of two separate but complementary initiatives. It is acknowledged that Wangka Maya is the appropriate body to continue to develop the Cultural Centre proposal, with the continued participation of ToPH representation on the working group.

The Arts Centre proposal is founded on a thorough Arts Development Strategy. It is considered appropriate that ToPH play a leading role in the formation and facilitation of a working group to progress the initiative.

It is recommended that Council forms an Aboriginal Arts Centre Working Group. This would enable Councillor representation and effective facilitation of the working group.

Priorities for the Arts Centre Working Group include:

- Identifying approximate facilities for the Spinefex Hill Artists to ensure continuity of supply and the development of the group.
- Sourcing funding and identifying a host for a Project Manager position.

As there is an element of common membership across both steering committees, there is a natural collaboration which will enable ToPH to be aware of the direction and focus of each initiative.

Attachments

1. Project Update October 2010
2. Feasibility Study Budget Acquittal
3. Aboriginal Arts Development Strategy – Attached separately
4. Port Hedland Aboriginal Arts and Cultural Centre – Examples of Themes

201011/233 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr M Dziombak

That Council:

1. acknowledges the Project Update October 2011, Feasibility Study Budget Acquittal and Aboriginal Arts Development Strategy as at Attachments One, Two and Three;
2. notes the Port Hedland Aboriginal Arts and Cultural Centre – Examples of Themes, as follows:
3. Request the Chief Executive Officer or his nominated delegate to provide support through continued representation by appropriate ToPH staff member on the Cultural Centre Steering Committee, managed by Wangka Maya;
4. Establishes the Aboriginal Arts Centre Working Group:

Purpose/Aim

1. **Develop a proposal for an Aboriginal Arts Centre in Port Hedland; and**
2. **Source funding to support the proposal once developed;**

Membership:

The membership of the committee be as follows:

**Mayor Kelly Howlett;
Councillor D W Hooper;
Councillor G J Daccache
Director Community Development
Manager Libraries and Cultural Development
Coordinator Community and Cultural Development (ex officio)**

A representative to be nominated from the following organisations:

**BHP Billiton Iron Ore
Hancock Prospecting
FORM
Spinifex Hill Artists
Landcorp
Department of Indigenous Affairs
Pilbara Development Commission
Fortescue Metals Group**

Delegation: Nil.

Tenure: 12 months

Responsible Officer: Director Community Development

5. request the Chief Executive Officer to provide quarterly updates to Council on the progress of the Aboriginal Arts Centre Working Group.

CARRIED 8/0

ATTACHMENT 1

Hedland Aboriginal Arts and Cultural Centre Feasibility Study

October Update

Provided for BHP Billiton on request through the Town of Port Hedland

Provided by Wangka Maya Pilbara Aboriginal Language Centre

October 25, 2010

1 Background and update

Wangka Maya was engaged by the Town of Port Hedland (ToPH) in October 2009, to undertake a feasibility study, development of a business plan and concept drawings for an Aboriginal Arts and Cultural Centre to be established in Hedland.

Initial consultations however identified a number of factors that led to clarification of the direction for the overall project. The first factor was that although a Cultural Centre and an Arts Centre are potentially complementary - research and experience clearly illustrates that these two entities are more successful if physically separate. The second factor that arose was the vision for the Cultural Centre to be representative of the stories of the 31 Language Groups of the Pilbara – rather than a Hedland-centric focus.

Although the original funding (\$80,000 from BHP Billiton) would have enabled Wangka Maya to complete the initial brief (a Hedland centric Aboriginal arts and cultural centre) it was agreed that to complete the project in accordance with the feedback and direction provided by the community – there was a requirement for significant expansion.

Accordingly, Wangka Maya applied successfully for an additional \$147,300 from Royalties for Regions to expand the scope of the consultation and clearly articulate the vision for an Aboriginal Cultural Centre and a Hedland Arts Strategy.

This report outlines the progress and deliverables of the feasibility study to date as well as recommendations leading to conclusion of the study by the end of December 2010.

2 Recommendations

The following recommendations have guided and informed the feasibility study:

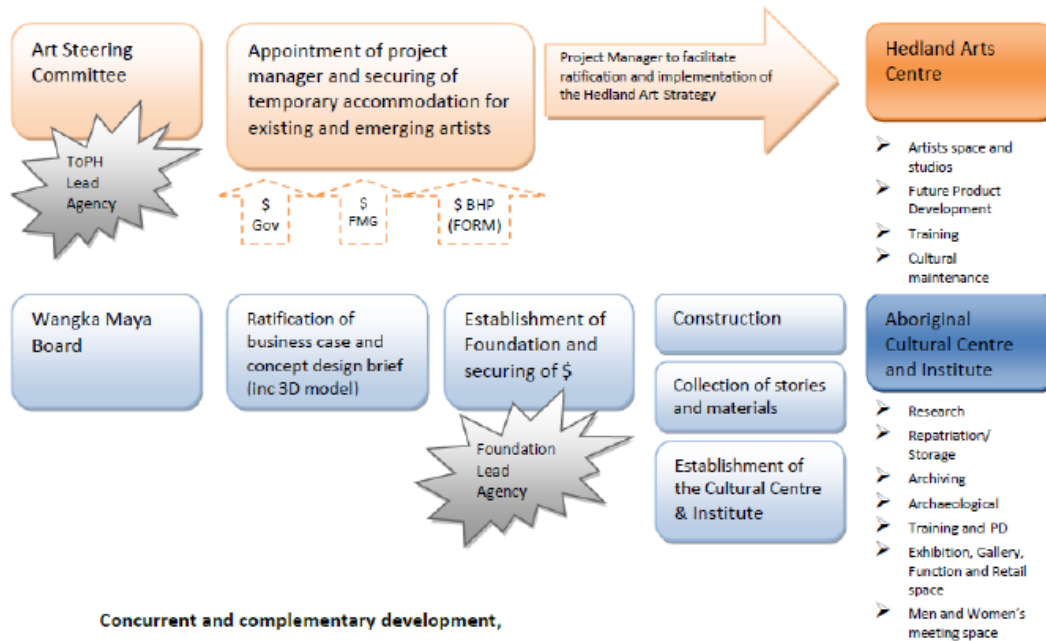
- a) Hedland Aboriginal Arts and Cultural Centre – as it was originally defined be referred to as the Aboriginal Cultural Centre and Institute – until an appropriate Aboriginal title is confirmed
- b) Independent yet complementary strategies and processes are being developed and implemented relating to the construction and establishment of the Hedland Aboriginal Arts Centre and Aboriginal Cultural Centre and Institute (refer to 3a)
- c) Aboriginal Cultural Centre and Institute includes a research centre (Institute) and the artists' studios in the preliminary concept drawings (refer to 3i) to be removed or re-allocated accordingly
- d) The Town of Port Hedland is established as the lead agency to drive the Hedland Arts Strategy with the appointment of a project manager and securing of artists' working space to be of the highest priority
- e) Wangka Maya will complete the feasibility study for the Aboriginal Cultural Centre and Institute (including development of a business plan and a finalised design brief including a 3D model of the centre for final consultation) leading to the establishment of a Foundation

f) Funding to be secured to appoint a project manager to assist the Foundation with attraction of funds and construction of the Aboriginal Cultural Centre and Institute

3 Project Deliverables (to date)

a) **Ratification of a vision for the Aboriginal Cultural Centre and Hedland Arts Strategy**

The following diagram outlines the agreed vision of key stakeholders within the community with regard to the future development and implementation of the Aboriginal Cultural Centre and Institute and the Hedland Arts Strategy



Concurrent and complementary development, implementation and operational processes led by respectively identified entities. One common purpose – maintenance, promotion and culturally appropriate security of Aboriginal language, heritage and culture

b Formation and ongoing meetings of the Aboriginal Cultural Centre and Institute Steering Committee

Comprising representatives from BHP Billiton, ToPH, Wangka Maya and the Community with the assistance of John Nichols (architect) and Jenny Thomas (project manager). Terms of Reference and Guidelines developed accordingly

c Securing of land for construction

5000 sqm of land has been allocated to (and next to) Wangka Maya by the Honourable Brendon Grylls - Minister for Regional Development and Lands

d Securing of an additional \$147,300 from Royalties for regions to expand the scope of the feasibility study and facilitate the development of two key documents including *A Vision for a Port Hedland Cultural Centre with a Research Institute at its heart* – produced by Greg Wallace and Kim Akerman September 2010 and *Port Hedland Aboriginal Arts Development Plan* , September 2010
- Prepared by Tracker Consulting Tim Acker and Susan Congreve

e Community consultation

Consultation conducted through community, agency, identified stakeholder and individual meetings. Consultation conducted by John Nichols and an Aboriginal consultation team. Feed back outlined in deliverable “h”

f Development of *A Vision for a Port Hedland Cultural Centre with a Research Institute at its heart* – produced by Greg Wallace and Kim Akerman September 2010

This report is a preliminary discussion paper which explores requirements for establishing and operating a Pilbara Centre for Aboriginal Studies as part of the proposed Aboriginal Cultural Centre. It also refers to this Centre as an Institute.

It is envisaged that the Institute would be based on the concept of a research centre which are typically staffed by professional researchers, collection managers and support staff - established to care for and make available for research significant collections.

Holdings are in various forms such as:

- Cultural objects (ethnographic items or archaeological material)
- Libraries/Archives including both physical real world items and digital objects such as documents, images, audio, video and publications.

Regardless of what their collections comprise, regional research centres in Australia and elsewhere are generally:

- Focused on and active in a region rather than just the area immediately around where they are located.
- Closely linked with government &/or educational institutions based elsewhere.
- Active in publishing the results of research both as research papers and in formats to make them more widely available to the community.
- Both inwardly and outwardly focused and work with other organisations with common aims on projects that meet the needs of communities as well as furthering the advancement of knowledge.

The strength of such research centres is built on

- The significance of the collections they hold

- The expertise of their staff teams
- Their links with communities in their region
- Their links with other institutions elsewhere

The contributions that regionally based research centres make are measured by the work they do both in-house and in partnership with communities and other organisations to:

- document, protect and research their collections
- advance the development of knowledge and make it available
- make information and services available to meet the needs of communities in their region

**g Development of Port Hedland Aboriginal Arts Development Plan , September 2010
- Prepared by Tracker Consulting Tim Acker and Susan Congreve**

Provides an overview of the current art environment in Hedland along with a strategic approach that would consolidate art activities and lead to establishment of one art strategy and associated resourcing.

Three key stages are outlined in the Plan including:

Stage 1

- Secure funding commitments for operational and capital components
- Initiate a Steering Committee, with relevant membership
- Enhance support for SHA activities and program

Stage 2

- Appoint Project Manager for a 12-18 month contract to manage funding, coordinate building project and establish the foundations for an Art Centre
- Seek additional funding
- Ensure continuity of arts development program

Stage 3

- Employ Art Centre Manager to manage the new Art Centre
- Incorporated Aboriginal owned and governed Art Centre established
- Employ Assistant Art Centre Manager

h Outcomes from Community Consultation – developed by John Nichols

Consultation conducted in October identified the following:

- Overwhelming support for the establishment of a Pilbara Aboriginal Arts and Cultural Centre and associated Research Institute located in Port Hedland .
- Juluwarlu, Ngarluma Yindjibandi Foundation and Thalanyji Aboriginal Corporation – all advised that they regarded the proposal for a Pilbara Aboriginal Arts and Cultural Centre representative of the entire Pilbara would not conflict with Cultural Centres planned for their communities but that it would in fact be complementary.
- Bloodwood Tree - the sponsors of the 2002 Feasibility Study affirmed their ongoing support for a Pilbara Aboriginal Arts and Cultural Centre located in Port Hedland.
- Priorities - all those consulted affirmed collection, conservation and sharing of aboriginal history and culture as the highest priority for the proposed Arts and Culture Centre .
- Research Institute – for the professional research and conservation of the aboriginal history and culture of the Pilbara considered an essential component.
- Repatriation of Cultural Material – all considered this to be a very high priority for which the inclusion of a credible professionally staffed research institute complete with appropriate storage and archival facilities was essential .
- Living History and Culture Sources - all those consulted expressed the view that the collection of history and culture ‘stories’ from elders is of the greatest urgency and that the collection of material for the proposed Arts and Culture Centre should commence at the earliest opportunity .

- Contemporary Art Practice - there was general agreement that facilitation of contemporary art practice through the provision of a gallery and studio spaces accessible to all while highly desirable could be accommodated elsewhere.
- Sharing Culture – provision of facilities to support cultural activities including; story telling by elders; dance – teaching and performance; traditional craft skills - teaching and making and to facilitate participation by young mothers, a Mother and Children’s place should be included.
- Location – there were essentially two views; the currently proposed location on land gifted for the purpose adjacent to Wangka Maya was generally regarded as suitable given the proximity to other aboriginal community facilities and that the location in effect behind Wangka Maya could be a positive for shy members of the community who might be reluctant to enter if it was in a more prominent location. The contrary view was that a facility of this importance should be located in a more prominent location such as the land on the southern boundary of Wangka Maya facing Hamilton Road.
- Access – all agreed that the facility should be open to all, that an entry fee should not be considered as this would effectively exclude many aboriginal people and that tourists and other members of the community would be welcome at the centre as guests of the aboriginal community.
- Governance – all agreed that it is essential that the proposed Pilbara Aboriginal Arts and Culture Centre be aboriginal owned and operated and that Wangka Maya was the most appropriate organisation to facilitate the development of a proposal located in Port Hedland. It was clear that further consultation would be required to address the specific issues of ongoing community representation.
- Funding – it was generally recognised that capital would need to be raised from government and or industry and that long term recurrent funding commitments would be essential to sustain the Arts and Culture Centre and Research Institute. There was some discussion of potential sources including government and industry. It was generally agreed that it was also appropriate to approach Aboriginal trusts particularly in relation to the possible establishment of a foundation to source funds and manage the ongoing financial needs of the centre.

i Development of Report: Port Hedland Aboriginal Arts and Cultural Centre – Purpose, Location, Thematic Approach, Functional Brief and Design Concept

John Nichols (Director) from Bateman Grundmann Architects has been commissioned as project architect. John’s experience on similar projects in this area includes the Karijini National Park Visitor Centre, Manbana in Broome, Shark Bay World Heritage Discovery Centre and The Pinnacles Desert Discovery Centre. John is also the design architect for the South Hedland Health Campus, which is currently under construction. Draft concept designs were developed prior to the findings of the *Port Hedland Aboriginal Arts Development Plan, A Vision for a Port Hedland Cultural Centre with a Research Institute at its heart* and the October consultation. These concept designs are now being revised to reflect the consultation outcomes.

The functional Brief for the Centre revolves around and supports the telling and sharing of stories including:

- Traditional culture and life in the Pilbara
- Impact of European settlement on the life and culture of Pilbara Aboriginals
- Today and the Future

The proposed spaces include:

- | | |
|------------------------------------|------------------------------|
| ▪ Cultural exhibition space | ▪ Administration |
| ▪ Archive/ library/ research space | ▪ Storage |
| ▪ Temporary exhibition space | ▪ Toilets (staff and public) |

- Men's meeting space
- Women's meeting space
- Outdoor amphitheatre, cooking, story telling
- Retail/ hospitality
- Business incubator offices

Budget November 20, 2010**Town of Port Hedland Acquittal**

Income		
Royalties for Regions	147300	
ToPH (BHP Billiton Iron Ore)	80000	
TOTAL INCOME	227300	
Expenditure (ex GST)	R4R	ToPH
NEC		3360
Travel (John Nichols)		1130.49
Travel (John Nichols)		493.7
Travel (John Nichols)	1009.68	
NEC		3120
NEC	3120	
360 Connect		4030
360 Connect		4965
Travel (360 Connect)		1039.2
Design Inc		17303.77
Design Inc		3258.97
Design Inc		11199.45
Institute Consult		15000
NEC	1311	
Art Consult	24900	15100
Indigenous Consultants	8000	
TOTAL EXPENDITURE	38340.68	80000.58

ATTACHMENT 4



PORT HEDLAND ABORIGINAL ARTS AND CULTURAL CENTRE - EXAMPLES OF THEMES





The Story - Part 1. Traditional culture and life of the aboriginal people of the Pilbara



Themes: The Beginning, Aboriginal Groups in the Pilbara, Languages, Traditional Lifestyle, Spiritual Culture, Aboriginal Trade Routes

This part of the story of aboriginal life in the Pilbara will focus on what life was like prior to the influence of European settlement. The content may include early photographs and artefacts. The images above are of a Corroboree at Roebourne, Pilbara, Western Australia, ca. 1910. Part of the collection of Mitchell, E. L. (Ernest Lund), 1876-1959 Aborigines of Western Australia, held by the National Library of Australia. Sourced from www.pictureaustralia.org.



The Story - Part 1. Traditional culture and life of the aboriginal people of the Pilbara



State Library of Western Australia



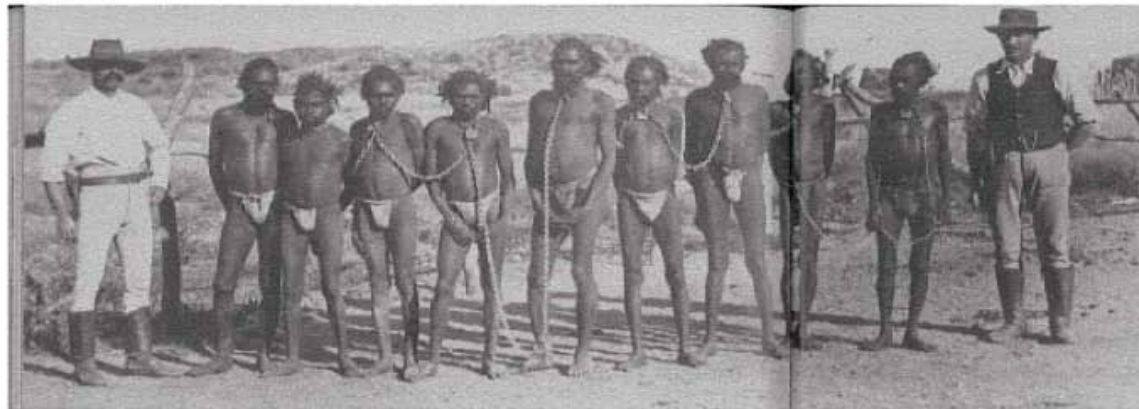
State Library of Western Australia

Themes: Rock Art

This theme will focus on the significance of Pilbara rock art - reputed to be the world's largest concentration of petroglyphs and perhaps the world's largest surviving corpus of Pleistocene art. (Refer Bednarik, R.G., 2002. 'First dating of Pilbara petroglyphs', paper first published in *Records of the Western Australian Museum* 20:414-429.) Images above of Pilbara rock art by Robert McKeich, 1971, held by the State Library of Western Australia. Sourced from www.pictureaustralia.com.



The Story - Part 2. Impacts and effects of European settlement of the Pilbara



Theme: First European explorers and settlers of the Pilbara

This theme will describe the discovery of the natural harbour of Port Hedland by Captain Peter Hedland in 1863, and previous explorers, and the settlers that quickly followed. With convict labour not permitted in the Pilbara the local aboriginal people were exploited. Image above of aboriginal prisoners in neck chains at Whim Well in the early 1890s. (Image sourced from Hardie J., "Nor" Westers of the Pilbara". The Shire of Port Hedland, 1981, plate 41.)



The Story - Part 2. Impacts and effects of European settlement of the Pilbara

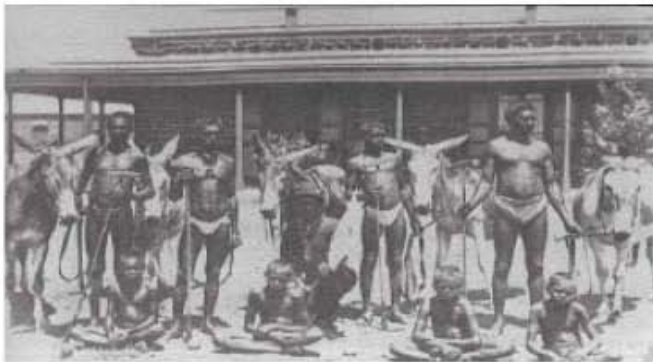


Theme: Pastoralism

This theme will describe the impact of the establishment of the pastoral industry in the Pilbara - how aboriginal cultural groups were forcibly moved off their traditional land and forced to relocate, or forced to work as slave labour on the many pastoral stations. Images above (from left to right) De Grey Station Homestead in the 1890s, the first pastoral lease in the Pilbara founded in 1863, and the aboriginal people employed on the station in the early 1900s. Images sourced from Hardie J., "Nor' Westers of the Pilbara", The Shire of Port Hedland, 1981, plates 49 and 54.)



The Story - Part 2. Impacts and effects of European settlement of the Pilbara



Theme: Pastoralism and station life

This theme will describe the life of aboriginal people working on the pastoral stations in the Pilbara. Image above left of the aboriginal polo team at Mundabullangana station who played against the white workers at the station shown in the centre image, circa 1912. Image above right of Tom Hardy and an aboriginal girl earmarking lambs in the 1920s at Warralong station. (Images sourced from Hardie J., "Nor' Westers of the Pilbara", The Shire of Port Hedland, 1981, plates 89, 90 and 74.)



The Story - Part 2. Impacts and effects of European settlement of the Pilbara



Theme: Pastoralism and station life

This theme will describe the life of aboriginal people working on the pastoral stations in the Pilbara. Image above of aboriginal people painted for a Corroboree at Warrawagine station in 1902 - remaining close to their culture. Images sourced from Hardie J., "Nor' Westers of the Pilbara", The Shire of Port Hedland, 1981, plate 67.)



The Story - Part 2. Impacts and effects of European settlement of the Pilbara



Theme: Pastoralism and station life

This theme will describe the life of aboriginal people working on the pastoral stations in the Pilbara. Images above (from left to right) Mardie Station Homestead, Pilbara, Western, Australia; aboriginal men with a bull at Mardie Station; and a white woman and an aboriginal man in a paddock at Mardie Station. All images, circa 1913, are part of the Hugh Conran Collection held by Museum Victoria. Sourced from www.pictureaustralia.org.



The Story - Part 2. Impacts and effects of European settlement of the Pilbara



Theme: Pastoralism and station life

This theme will describe the life of aboriginal people working on the pastoral stations in the Pilbara. Images above of aboriginal shearers at Mardie Station, Pilbara, Western, Australia, circa 1913. All three images are part of the Hugh Conran Collection held by Museum Victoria. Sourced from www.pictureaustralia.org.



The Story - Part 2. Impacts and effects of European settlement of the Pilbara



State Library of Western Australia



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Theme: Roebourne (proclaimed 1866) and Roebourne Gaol (built 1896)

This theme will describe the severe hardship faced by aboriginal people imprisoned in Roebourne Gaol, often for walking off cattle stations where they were employed against their will. Image above left of Aboriginal prisoners in chains with police guards and tracker outside Roebourne Gaol, Pilbara, Western Australia, 1896. Part of the Thomas family collection of photos, copy held by the State Library of Western Australia. Image above right of aboriginal prisoners from Derby and Wyndham taken to Roebourne gaol, about 1900. Part of the Weekend News Flashback series held by the State Library of Western Australia. Sourced from www.pictureaustralia.org.



The Story - Part 2. Impacts and effects of European settlement of the Pilbara



Theme: Pilbara Gold Rush and proclamation of the towns of Marble Bar (1893) and Nullagine (1899)

This theme will describe how the Pilbara gold rush of the 1890s, and the towns that grew out of the associated boom, impacted the local aboriginal people. Image above left of aboriginal people yandying for tin near Marble Bar, 1928 (Part of Charles Edward Flinders collection of photographs held by the State Library of Western Australia). Image above centre of Paddy Blair, Aboriginal man at Marble Bar, 1977. Image above right of aboriginal people at Nullagine, 1908 (Part of the James Ossoli Kelly collection of photographs held by the State Library of Western Australia). Images sourced from www.pictureaustralia.org.



The Story - Part 2. Impacts and effects of European settlement of the Pilbara



Theme: Canning Stock Route

This theme will describe how aboriginal guides helped to establish the Canning Stock Route. Image above left of an aboriginal tracker on a camel accompanying a police party along the Canning Stock Route in search of a lost prospector (from a collection taken of a police search party along the Canning Stock Route searching for a prospector held by the State Library of Western Australia). Image above right of No. 18 Well, Canning Stock Route (from Views of the North West collection held by the State Library of Western Australia). Both images sourced from www.pictureaustralia.org.



The Story - Part 2. Impacts and effects of European settlement of the Pilbara



Theme: World War Two

This theme will describe how aboriginal people of mixed descent were encouraged to assist in the war effort. Image above left of Harris Leonard, Service Number - WX28715, enlisted at Port Hedland, 1938. Part of collection of B883:Second Australian Imperial Force Personnel Dossiers, 1939-1947, held by the National Archives Australia. Image above centre of a group of aboriginal people - the nearest neighbours of Pippingarra Station, Headquarters of "A" Company, 19th Australian Garrison Battalion, May 1943. Image above right of a group of aboriginals and army personnel at Pippingarra Station, May 1943. Images sourced from www.pictureaustralia.org.



The Story - Part 2. Impacts and effects of European settlement of the Pilbara



State Library of Western Australia



State Library of Western Australia



Theme: Life in and around Pilbara Towns

This theme will describe how towns of the Pilbara often excluded aboriginal people - mostly being confined to camps and reserves a few kilometers away. In particular, until the 1960s, Roebourne was a non-indigenous town and strict curfews were placed on the movement of aboriginal people to, from and within the town. Images above of aboriginal people washing clothes in the river at Roebourne, 1948. Part of the Stuart Gore collection held by the State Library of Western Australia. Images sourced from www.pictureaustralia.org.



The Story - Part 2. Impacts and effects of European settlement of the Pilbara



Theme: Life in and around Pilbara Towns

Image left of an Aboriginal girl, Roebourne, 1948. Part of the Stuart Gore collection held by the State Library of Western Australia. Image right portrait of an aboriginal mother and child, Canning Stock Route, Western Australia, 1942. Part of Axel Poignant's exhibition photographs, 1922-1980, held by National Library of Australia. Both images sourced from www.picturaustralia.org.



The Story - Part 2. Impacts and effects of European settlement of the Pilbara



Theme: British Nuclear Testing in the Monte Bellos (1952 and 1956)

This theme will describe how Britain used the "unpopulated" land of the Pilbara to conduct its nuclear testing program, causing suffering for many aboriginal people. Image above left of an early stage in the explosion of the first atomic weapon detonated in the Monte Bellos, resulting in immense clouds of smoke, steam and spray bursting into the air. Image centre of two aboriginals who were part of the influx of people who came to Onslow for the annual Ashburton District Race Meeting held at the Onslow Racecourse, held about the time the atomic explosion was expected. Image right of naval personnel speaking with aboriginal people who were camped near the Onslow Racecourse during the annual race meeting. Images sourced from www.pictureaustralia.org.

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The Story - Part 2. Impacts and effects of European settlement of the Pilbara



National Library of Australia

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National Library of Australia

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Theme: Missions and aboriginal communities

This theme will describe how missions were established in the Pilbara in the 1920s and the missionaries became responsible for carrying out the work of the government in "civilising" the local aboriginal people. One of the missions was Jigalong, set up in 1947. Jigalong was initially established in 1907 as the location for a maintenance and rations store for workmen constructing the Rabbit-proof fence. Images above of accommodation at Jigalong in 1979. Part of the Aboriginal rights movement collection, 1978-1980, held by the National Library of Australia. Images sourced from www.pictureaustralia.org.



The Story - Part 2. Impacts and effects of European settlement of the Pilbara



Theme: Missions and aboriginal communities

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The Story - Part 2. Impacts and effects of European settlement of the Pilbara



Theme: Aboriginal rights - 1967 Referendum, 1968 Federal Pastoral Award Amendments, 1992 Mabo Decision, 1993 Native Title Act, 2008 Apology to Stolen Generations

This theme will describe how a number of changes occurred from the 1960s granting aboriginal people rights. Image above of a protected aboriginal site in 1979. The sign states "It is an offence to excavate, destroy, damage, conceal, or in any way alter this site - Aboriginal Heritage Act. Please help preserve this site for the future. Site of rock art". Part of the Aboriginal rights movement collection, 1978-1980, held by the National Library of Australia. Image sourced from www.pictureaustralia.org.



The Story - Part 2. Impacts and effects of European settlement of the Pilbara



State Library of Western Australia



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Theme: Aboriginal rights - 1967 Referendum, 1968 Federal Pastoral Award Amendments, 1992 Mabo Decision, 1993 Native Title Act, 2008 Apology to Stolen Generations

This theme will describe how a number of changes occurred from the 1960s granting aboriginal people rights. Image above left of housing at the Port Hedland Native Reserve, October 1965, and above right in July 1971. Part of the Robert McKeich collection of photographs held by the State Library of Western Australia. Images sourced from www.pictureaustralia.org.



The Story - Part 2. Impacts and effects of European settlement of the Pilbara



State Library of Western Australia



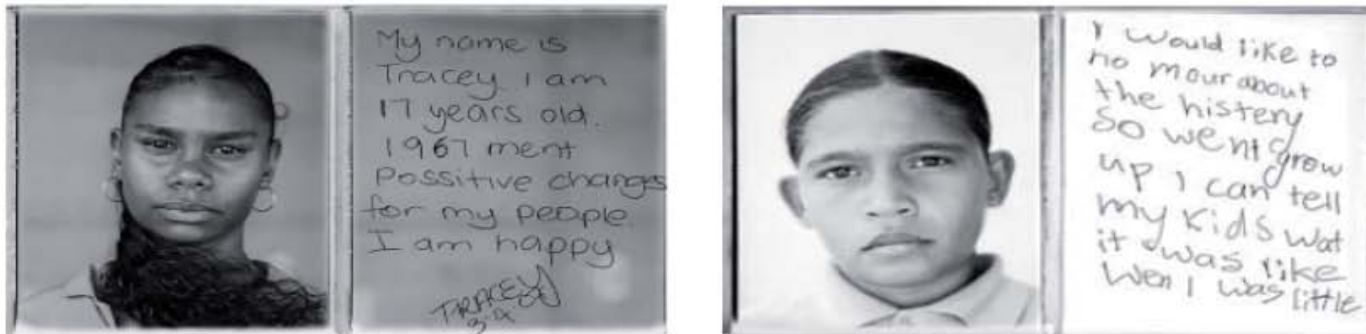
State Library of Western Australia

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This theme will describe how a number of changes occurred from the 1960s granting aboriginal people rights. Images above of housing at the Port Hedland Native Reserve, July 1971. Part of the Robert McKeich collection of photographs held by the State Library of Western Australia. Images sourced from www.pictureaustralia.org.



The Future - Part 3. Aboriginal life and culture in the Pilbara today and in the future



Theme: The future of aboriginal life and culture in the Pilbara

This theme will describe how the process of change is still under way for the aboriginal people of the Pilbara as they come to terms with the tragedies that occurred in the last 200 years and continue to search for a balance between their traditional way of life and culture and the lifestyle of modern Australia. Images above of Tracy Monaghan and Janita Barker, 2007. Polaroid photos by Tobias Titz from the Right To Be Counted exhibition, a collaboration between the Wangka Maya Pilbara Aboriginal Language Centre and the Indigenous community members from Port Hedland, Yandeyarra, Canarvon and Warralong. Images sourced from www.artonthemove.com.au.

11.3.3 South Hedland Aquatic Centre Upgrade (File No.: 26/04/0018)

Officer Nicole Roukens
Recreation Coordinator

Date of Report 18 January 2011

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to request permission from Council to call a Design and Construction Tender for the upgrade of the South Hedland Aquatic Centre.

Background

At the Ordinary Council Meeting on the 24 November 2010 it was resolved that Council:

- “1. Request the CEO to call tenders for the detailed design of an upgrade to the SHAC which includes the following works:
 - a. New pool water treatment plant equipment*
 - b. New pool plant room and stores*
 - c. Upgraded finishes, access, water treatment to the existing 50m competition pool*
 - d. A wave machine feature attraction*
 - e. Upgrade to leisure water (limited)*
 - f. Incidental upgrades of external works*
 - g. Site works and services upgrades**

- 2. Receives a report when detailed design is completed which includes following prior to calling tenders for construction:
 - a. Peer review of design documentation*
 - b. Pre tender estimate on scope of works*
 - c. Operational business plan including staffing and operating costs impacts*
 - e. Confirmation of funding”**

The table below provides an overview of the status of work undertaken to enact this resolution:

Council Resolution	Action / Outcome / Status
That Council requests the CEO to call for tenders for the detailed design of an upgrade to the SHAC which includes:	
* New pool water treatment plant equipment	Included
* New pool plant room and stores	Included
* Upgraded finishes, access, water treatment to existing 50 m competition pool	Included
* Wave machine	Included
* Upgrade to leisure water (limited)	Included
* Incidental upgrades of external works	Minimally included (concourse and drainage upgrades)
* Site works and services upgrades	Required
That Council receives a report when detailed design is completed, prior to calling for construction, which includes the following:	Peer review report received on concepts designs and scope of works from AVP Commercial Pools, with indicative costs. Please refer to Attachment 1.
* Peer review of design documentation	1. AVP Commercial Pools has reviewed concept designs by Christou Design Group 2. CCS Strategic will review new scope of work developed from step 1
* Pre-tender estimate on scope of works	Completed and received
* Operational business plan including staffing and operating costs impacts	1. Operational costs associated with wave machine component funded by BHP investigated 2. Management Plan Review of Aquatic Centres being undertaken in separate project

It is important to note that the current facility falls well short of the statutory requirements for the operation and management of aquatic facilities. The upgrades suggested will ensure compliance for these operations.

Specialist advice during the review of the required scope of works was to call for Design and Construction tender instead of a Design Tender

to alleviate pressure associated with challenging timeframes to ensure construction commences in May 2011 and the upgrade is completed within the project budget.

After considering this recommendation, Town of Port Hedland staff liaised with Murray Johns from Christou Design Group and developed the timeframes below:

Date	Item
21 st Jan 2011	Tender specifications and documentation completed for review
24 th – 31 st Jan 2011	Tender review
27 th Jan 2011	OCM for approval of Design & Construct Tender
29 th Jan 2011	Tender advertised
23 rd Feb 2011	Tender closes
24 th Feb – 2 nd Mar 2011	Tender evaluation
9 th Mar 2011	OCM Tender presentation
10 th Mar 2011	Design commences
9 th May 2011	Construction commences

As part of the procurement process for projects between \$5 - \$10 million, the following steps have been undertaken:

Item	Action / Outcome / Status
Bill of Quantities produced	Being undertaken (as part of tender specifications)
3 rd party peer review of documentation etc	Completed
Pre-tender estimate prepared	Completed
Sign-off of drawings by Architect / Designer	Being undertaken
Site meeting (compulsory)	Will be included
Business plan (operational etc)	Being undertaken

Consultation

The community, key stakeholders and industry experts have been consulted on a number of occasions in the development of this project.

The consultation indicated that more exciting and modern community facilities are required for the growing community. The age and subsequent quality of the elements of SHAC need to be addressed to provide families in South Hedland with more desirable facility and hence increase in visitation with the resulting rise in income.

An element such as a wave machine would bring a demographic currently not using the pool, being youth and young singles/couples.

In development of the staging plan the following people were consulted:

- LandCorp
- Councillors at a briefing session
- ToPH staff
- Murray Johns- James Christou Architects and Partners Oceanus
- Ralph Beattie Bosworth Pty. Ltd. Construction Cost Consultants
- BHP Billiton Iron Ore
- YMCA
- AVP Commercial Pools
- RPS

Statutory Implication

Nil.

Policy Implications

In accordance with the new procedures for calling tenders for major projects (soon to be Council policy) this item includes the following:

- An indication of the implications of the new aspects to the project on operating costs
- Council approval of calling tenders.
- A requirement to obtain a detailed operation plan prior to calling construction tenders

Strategic Planning Implications

Key Result Area 3: Community Development

Goal 2: Sports and Leisure

Immediate Priority 2: Undertake sports facility development including Stage 1 of the South Hedland Aquatic Centre re-development

Budget Implications

The following table outlines the income sources to complete South Hedland Aquatic Centre Redevelopment including design, tender preparation and construction:

Income	Amount	Status
Department of Sport and Recreation	\$600,000	Confirmed
BHP Billiton Iron Ore	\$2,500,000	Confirmed
Town of Port Hedland	\$600,000	Confirmed
Royalties for Regions (PRP Phase Two)	\$3,600,000	Verbally confirmed
Regional and Local Government Infrastructure Program	\$150,000	Confirmed
Total	\$7,450,000	

To date, four cost estimates have been received to ensure the upgrade of the South Hedland Aquatic Centre can be undertaken within the timeframes required and within the allocated budget. Reviews, design alterations and exclusions have all occurred as part of the value management process to ensure that the Town of Port Hedland can achieve this project within budget.

The initial QS received on the 4th November 2010 indicated a total project cost of \$15,850,000 (+ GST). As the design process has progressed and the inclusion of a future community and library facility was introduced, certain elements were removed from phase 1 of the project. These items included:

- Terraced seating
- Various incidentals (shade sails, upgrades to walkways, signage etc)
- Perimeter fencing
- Leisure and program pool installation
- Leisure pool walkways
- BBQ's and undercover areas
- Change rooms
- Storerooms
- Central facility (administration, toilets, kiosk etc)
- Demolition to existing facilities
- Community recreation facility
- Landscaping

The second cost estimate was received on the 17th November 2010 with the aforementioned items removed. Total estimated cost was \$10,630,000 (+ GST). The third cost estimate received on the 18th November 2010 included the removal of the Learn to Swim Pool, Leisure Pool, electronic entry system and temporary access link, and was costed at \$8,290,000. The final cost estimate has now been received following a peer review of the design, and at \$5,400,000 (+GST) for all elements, and \$2,500,000 (+ GST) for the Waverider, forms the basis for this request to call for a Design and Construct Tender.

The following elements have now been included within the final cost estimate and, according to the peer reviewer, will provide the Town of Port Hedland with virtually a new pool complex apart from the retained buildings.

The current design also allows for improvements to occur in a continuing staged approach, if required.

- Main Pool and Toddler Pool:
 - Wet deck
 - New pool furniture
 - Upgrade to Filtered Return Line
 - Ramp entry (Beach entry for toddler pool)
 - Resurface entire pool and replace tiles
 - Interactive water features (toddler pool only)

- Pool Hydraulics, Water Treatment, Balance Tank:
 - All filters, pump valves and pipework replaced with correct sizing
 - Installation of dedicated filtration equipment
 - Replacement of Chlorine gas system (auto pH)
 - Upgrade to Chlorine delivery facilities
 - Upgrade to balance tank
- Pool concourse:
 - Removed and replaced, with adequate drainage installed
- Plant room (if required. Is Waverider location dependant):
 - Demolish and replace, including upgrades to the incoming power

With regards to the Waverider funded by BHP Billiton, a cost-benefit analysis was necessary to determine the effects on the operating costs. Contact has been made with the City of Boulder-Kalgoorlie to gain an indication of these implications, and in their case, conditions of use and operation associated with this feature are as follows:

- Patrons can book it out for 30 minutes (up to 8 people)
- \$5.00 per person
- Open 11am – 5pm on weekends, 4pm – 6pm weekdays
- Requires one lifeguard
- Can be booked out privately for \$260 per hour

Whilst this has not yet been fully completed, initial reports indicate that patronage will most likely increase as a direct response to this feature and the general upgrade to other pool facilities. The current Management Plan being undertaken will ensure adequate operational strategies are put in place to increase general revenue.

Attachments

1. Report from AVP Commercial Pools
2. Cost estimate for upgrade of SHAC. (17 November 2010)
3. Cost estimate for upgrade of SHAC. (18 November 2010)

Officer's Comment

To allow construction to begin in May 2011 it is recommended that the Town of Port Hedland proceed with the upgrade of the South Hedland Aquatic Centre as a Design and Construction Tender inclusive of the following scope of works:

- Main Pool and Toddler Pool:
 - Wet deck
 - New pool furniture
 - Upgrade to Filtered Return Line
 - Ramp entry (Beach entry for toddler pool)

- Resurface entire pool and replace tiles
- Interactive water features (toddler pool only)

- Pool Hydraulics, Water Treatment, Balance Tank:
 - All filters, pump valves and pipework replaced with correct sizing
 - Installation of dedicated filtration equipment
 - Replacement of Chlorine gas system (auto pH)
 - Upgrade to Chlorine delivery facilities
 - Upgrade to balance tank

- Pool concourse:
 - Removed and replaced, with adequate drainage installed

- Plant room (if req. Is Waverider location dependant):
 - Demolish and replace, including upgrades to the incoming power

This scope of work for the upgrade has been designed to maximise use of existing elements of the facility including toilets, change rooms and stores, and allows for maximum efficiency in terms of staffing and public visibility.

By completing the upgrade as a Design and Construction tender Council can be more confident that the project will be completed within budget. It is expected that the Design and Construct tender documentation will include value management items (both value added and removed) which will be considered if necessary. Should these negotiations be required, they will be undertaken prior to the presentation of the preferred tenderer to Council. Prior to awarding the tender confirmation of State Government funding will be sort.

To allow for the timeframes for this project to be achieved, it is therefore recommended that Council endorse the calling of tenders for the Design and Construction of the South Hedland Aquatic Centre.

Officer's Recommendation

That Council requests the Chief Executive Officer (upon written confirmation of Royalties for Regions funding) call tenders for the Design and Construction of the South Hedland Aquatic Centre, including the following scope of works:

- Main Pool and Toddler Pool upgrades
- Pool Hydraulic replacement
- Water Treatment replacement
- Balance Tank upgrades
- Pool concourse upgrades
- Plant room upgrades
- Waverider;

201011/234 Council Decision

Moved: Cr A A Carter

Seconded: Cr J M Gillingham

That Council requests the Chief Executive Officer (upon written confirmation of Royalties for Regions funding) call tenders for the Design and Construction of the South Hedland Aquatic Centre, including the following scope of works for a maximum amount of 7.45 M including all consultancy fees + gst:

- Main Pool and Toddler Pool upgrades
- Pool Hydraulic replacement
- Water Treatment replacement
- Balance Tank upgrades
- Pool concourse upgrades
- Plant room upgrades
- Waverider

CARRIED 8/0

REASON: Council believes it needs to include a specific monetary value in its decision.

ATTACHMENT 1

Following our site visit to the South Hedland Aquatic Centre (SHAC), please find our brief overview of the centre and the proposed upgrade.

As discussed due to the short notice, Xmas holidays and tight time frame we have had time to do a detailed report.

We have only looked at the pools, water treatment plant, concourse, heating and wave machine. We have not made any comment on the landscaping and existing facilities such as change rooms, kiosk, manager's office, shade, fencing ect.

The existing pool structures are very dated, but appear structurally sound. The water treatment system though, falls well short of the current Health Department guidelines. The filtration system lacks in both the filter area and the turnover rates to all pools. There is no automation to the chlorine and pH control and a general lack of instrumentation.

All the pool hydraulics (pipework) appear undersized for any significant upgrade in pool turnover.

Based on discussions with yourself on site we would suggest the following upgrades

Main Pool.

Convert existing gutter system to level wet deck

Replace all existing pool furniture i.e. lane rope anchors, grab rails ect,

Upgrade the Filtered Water Return line (FWR)

Create a ramp entry where the existing steps are.

Extend the existing head wall for the starting blocks

Resurface the entire pool and replace tiling to all headwalls.

Fill in dive bowl if required. (The cost of this may be countered by the decrease in size of the filtration system required and ongoing running cost savings)

Toddler / Learn to Swim Pool

Convert existing gutter system to level wet deck

Replace all existing pool furniture i.e. lane rope anchors, grab rails ect,

Upgrade the Filtered Water Return line (FWR)

Create a beach entry

Retile all head walls

Resurface the entire pool

Install various interactive water features

Pool Hydraulics

All pipework should be replaced with ABS pipe work of the required sizing

Water Treatment

Replace all filters, pumps valves and pipework with dedicated filtration equipment to each pool.

Replace all the Water chemistry with new Chlorine gas system and automated pH control.

Upgrade the Chlorine gas delivery facilities

All equipment to **exceed** Health Dept guidelines.

Balance tank

Clean, resurface and waterproof interior of tank

Upgrade makeup water valve

Pool Concourse

Existing concourse to be removed to allow for replacement of pool hydraulics

Replace concourse

Install adequate drainage

Plant room

Demolish and construct new plant room

Upgrade incoming power

Costs

Our estimate for the above work is **\$5,400,000 + GST**

Wave Machine

There are a number of types and sizes of wave machine available.

We have based our estimate on using SurfStream made by American Wave Machines Inc.

We are suggesting their model SS4016. This has an overall footprint of 21.3m x 7.9m.

This machine has an adjustable wave height of .76m – 1.2m and a rider capacity of 1 – 5 people depending on the type of surfing required.

We have worked on the basis that the machine will be installed where the current plant room is, with the new plant room being constructed at the deep end of the main pool opposite the dive bowl.

Our estimate for this wave machine is **\$2,400,000 - \$2,500,000 + GST**

Solar heating

Solar heating will require an area of approximately 1500m² to place the collectors.

This area of collector will be able to maintain a temperature of over 24 degrees through winter if covers are utilized.

Estimate **\$400,000 + GST**

Notes

Some savings can be made by reusing the existing filters although in the overall scheme we believe that it would be best to have all new equipment.

If the wave machine is relocated so that the existing plant room does not need to be relocated, the existing plant room could be modified to house the new equipment with some cost savings.

We costed the renovation of the pools using Myrtha technology. This is the most cost effective method of renovating and we have used it extensively in more remote locations with 7 pools being installed for the Dept Housing for aboriginal communities, and has most recently been used to renovate the council pool at Wyndham in the far North. It has also been used for the renovation of both 50m pools at Challenge Stadium and the 50m and 25m pools at Claremont Aquatic centre.

The above upgrades would give the council virtually a new pool complex apart from the retained buildings and structures.

ATTACHMENT 2



17 November 2010

Christou Design Group
12 Guger Street
Claremont WA 6010

Attention: Mr. Murray Johns

Dear Sir

SOUTH HEDLAND AQUATIC CENTRE - STAGE 1

Please find attached our estimate of current construction cost at completion for this project totalling \$11,693,000 exclusive of GST.

An area loading of 70% has been included. This could change quite quickly depending on the amount of construction work in the area and the consequent pressure on local labour and accommodation availability.

Please note the exclusions.

Yours faithfully
Ralph Beattie Bosworth

A handwritten signature in black ink, appearing to be 'Martin Collins', written in a cursive style.

Martin Collins
Director

Ralph Beattie Bosworth Pty Ltd
ABN 64 008 948 303
Construction Cost Consultants

12 Kings Park Road West Perth Western Australia 6005
PO Box 456 West Perth Western Australia 6872
Telephone 08 9321 2777 Facsimile 08 9481 1783
Email info@rbb.com.au www.rbb.com.au

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SOUTH HEDLAND AQUATIC CENTRE - STAGE 1

17 NOVEMBER 2010

SUMMARY

Main Pool

As estimate	\$ 2,185,000	
Contingency - 10%	219,000	
Site loading - 70%	<u>1,681,000</u>	
		\$ 4,085,000

Wave Rider Pool

	1,350,000	
	135,000	
	<u>1,045,000</u>	
		2,530,000

Learn To Swim Pool

	545,000	
	55,000	
	<u>420,000</u>	
		1,020,000

Leisure Pool

	700,000	
	70,000	
	<u>540,000</u>	
		1,310,000

Pool Plant And Stores

	420,000	
	42,000	
	<u>323,000</u>	
		785,000

Pool Entry

	50,000	
	5,000	
	<u>40,000</u>	
		95,000

SOUTH HEDLAND AQUATIC CENTRE - STAGE 1

17 NOVEMBER 2010

Temporary Access link

24,000

2,000

19,000

45,000

Siteworks

405,000

40,000

315,000760,000

\$ 10,630,000

GST

1,063,000

Total Estimated Current Construction Cost incl. of GST**\$ 11,693,000****EXCLUSIONS**

The following are excluded from the estimate:

- Consultants' fees
- Fire tanks and pumps
- Stage 2 works including toilets, library, community centre, additional stores, covered walkways, pergolas, terraced seating, perimeter fencing, balance of paving and concourse areas, additional landscaping, etc.
- Council works including carparking
- Items noted in the estimate as exclusions
- Specific council requirements
- Abnormal subsoil conditions
- Cost escalation - allow 4% pa

RHE		22:17:15 17 NOV 2010		Page 1	
14496-EST FORT HERBERT AQUATIC					
EST	EST-4	ESTIMATE 17/11/10			
ZONE	B	BUILDING WORKS			
TRADES	GE	GENERAL			
<u>Main Pool</u>					
157	Remove and replace filtration equipment	Item			1,300,000.00
158	Replace part of the pipework	Item			100,000.00
159	Remove central part of pool base and replace including waterstops	m	50	600.00	30,000.00
160	Remove pool upstand and provide new wet deck drainage channel	m	160	800.00	128,000.00
162	Replace pool tiling including perimeter upstand	Item			450,000.00
161	New disabled persons ramp in side of pool	Item			40,000.00
164	Washed aggregate insitu paving to concourse 5500 wide	m2	1048	130.00	136,240.00
163	Shallowing of pool - EXCLUDED	Item			NOTE
				Main Pool	2,184,240.00
<u>Wave Rider Pool</u>					
149	Pool including all equipment	Item			1,250,000.00
150	Hydraulic and electrical services	Item			25,000.00
151	Sailshades	m2	200	210.00	42,000.00
165	Washed aggregate insitu paving to concourse 5500 wide	m2	198	130.00	25,740.00
166	Grey concrete insitu paving to concourse 2000 wide	m2	87	80.00	6,960.00
				Wave Rider Pool	1,349,700.00
<u>Learn to Swim Pool</u>					
167	25m long x 4m wide x 800 deep pool including all equipment	Item			150,000.00
170	Filtration equipment	Item			300,000.00
168	Hydraulic and electrical services	Item			30,000.00
174	Sailshades	m2	180	210.00	37,800.00

BBB 08:17:15 17 NOV 2010 Page 2		14448-BST PORT HEDLAND AQUATIC		
169	Washed aggregate insitu paving to concourse 3000 wide	m2	210 130.00	27,300.00
			Learn to Swim Pool	545,100.00
	<u>Leisure Pool</u>			
172	Rework existing pool including new tiling and new water faetures	Item		400,000.00
171	Filtration equipment	Item		175,000.00
173	Sailshades	m2	600 210.00	126,000.00
			Leisure Pool	701,000.00
	<u>Pool Plant and Stores</u>			
153	Demolish existing plant area	m2	200 65.00	13,000.00
152	New plant areas and stores	m2	330 1,000.00	330,000.00
154	Stores for storing loose equipment	m2	110 700.00	77,000.00
			Pool Plant and Stores	420,000.00
	<u>Pool Entry</u>			
179	Facility for temporary entry including electric gates	Item		50,000.00
			Pool Entry	50,000.00
	<u>Temporary Access Link</u>			
155	Pedestrian link to Forest Circle including earthworks, paving and lighting	m2	90 200.00	18,000.00
156	Car barriers	m	20 300.00	6,000.00
			Temporary Access Link	24,000.00
			Total for GENERAL	5,274,040.00
			Total for BUILDING WORKS	5,274,040.00

EST	EST-4	ESTIMATE 17/11/10	
ZONE	S	SITWORKS	
TRADES	GE	GENERAL	
<u>Siteworks</u>			
182	Minor demolition and site clearance	Item	10,000.00
175	Earthworks	Item	10,000.00
181	Rock excavation	Item	10,000.00
178	Pedestrian entry and exit in existing fence	Item	10,000.00
177	Fence upgrade - EXCLUDED	Note	0.00
176	Landscaping, grassing and reticulation	Item	20,000.00
		Siteworks	60,000.00
<u>Site Services</u>			
180	External lighting	Item	25,000.00
183	Replace submains and site main switchboard	Item	75,000.00
184	Replace/upgrade hydraulic and services connections	Item	100,000.00
185	Rock excavation	Item	10,000.00
186	Western Power headworks	Item	100,000.00
		Site Services	310,000.00
<u>Miscellaneous</u>			
187	Miscellaneous outbuildings and enclosures	Item	10,000.00
188	Seating, bins, planters	Item	10,000.00

RBB 08:17:15 17 NOV 2010 Page 4	
14446-EST PORT HEDLAND AQUATIC	
189 Main signage to centre - to be relocated at a later date	Item
	15,000.00
	Miscellaneous
	35,000.00
	Total for GENERAL
	405,000.00
	Total for SITEWORKS
	405,000.00
	Total for ESTIMATE 17/11/10
	5,679,040.00
	TOTAL \$
	5,679,040.00
*** END OF REPORT ***	

ATTACHMENT 3



18 November 2010

Christou Design Group
12 Guger Street
Claremont WA 6010

Attention: Mr. Murray Johns

Dear Sir

SOUTH HEDLAND AQUATIC CENTRE - STAGE 1

Please find attached our estimate of current construction cost at completion for this project totalling \$9,119,000 exclusive of GST.

An area loading of 70% has been included. This could change quite quickly depending on the amount of construction work in the area and the consequent pressure on local labour and accommodation availability.

Please note the exclusions.

Yours faithfully
Ralph Beattie Bosworth

A handwritten signature in black ink, appearing to be 'Ralph Beattie Bosworth', written in a cursive style.

Martin Collins
Director

SOUTH HEDLAND AQUATIC CENTRE - STAGE 1

18 NOVEMBER 2010

SUMMARY

Main Pool

As estimate	\$	2,060,000	
Contingency - 10%		206,000	
Site loading - 70%		<u>1,584,000</u>	
	\$		3,850,000

Wave Rider Pool

	1,340,000	
	134,000	
	<u>1,031,000</u>	
		2,505,000

Learn To Swim Pool

All work excluded -

Leisure Pool

All work excluded -

Pool Plant And Stores

	385,000	
	38,000	
	<u>297,000</u>	
		720,000

Pool Entry

All work excluded -

SOUTH HEDLAND AQUATIC CENTRE - STAGE 1

18 NOVEMBER 2010

Temporary Access link

All work excluded

Siteworks

380,000

38,000

292,000

710,000

Consultants Fees

\$4,590,000 (Perth price) x 11%

465,000

Allowance for disbursements

40,000

\$ 8,290,000

GST

829,000

Total Estimated Current Construction Cost incl. of GST\$ 9,119,000**EXCLUSIONS**

The following are excluded from the estimate:

- Consultants' fees
- Fire tanks and pumps
- Stage 2 works including additional pools, pool entry gate, toilets, library, community centre, additional stores, covered walkways, pergolas, terraced seating, perimeter fencing, balance of paving and concourse areas, additional landscaping, etc.
- Council works including carparking
- Items noted in the estimate as exclusions
- Specific council requirements
- Abnormal subsoil conditions
- Cost escalation - allow 4% pa

11.4 Governance and Administration

11.4.1 Finance and Corporate Services

11.4.1.1 Write Off Debtors... (File No.: Fin-005/Fin-100)

Officer Lee Crombie
Senior Finance Officer

Date of Report 30 November 2010

Disclosure of Interest by Officer Nil

Summary

Requesting for Council to write off debtors over 90 days that are deemed to be unrecoverable.

Background

The following outstanding debt is for an account that has now been outstanding for several months and is deemed uneconomical to pursue.

Mr Paul Walters

This debt has been outstanding since December 2009 and relates to a reimbursement of cost to the Town of Port Hedland for the cleanup of dumped litter from Collier Drive, South Hedland. Dunn & Bradstreet has advised the amount is uneconomical to recover.

Consultation Nil

Statutory Implications

Section 6.12 of the Local Government Act 1995 provides that Council may resolve to write-off any amount of money as debt, which is owed to the Local Government.

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

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

Policy Implications

2/012 Sundry Debt Collections

Strategic Planning Implications Nil

Budget Implications

The proposed write-offs equate to:

1. Mr Paul Walters	\$ 158.99
Total	<u>\$ 158.99</u>

These write-offs should be applied to the Provision of Doubtful Debts. This is a balance sheet account and therefore does not directly affect the Municipal Budget.

The Provision is reviewed annually, and net adjustment is applied to the Municipal budget at that stage.

Officer's Comment

In any organisation or business it is not preferable to write-off debt. Essentially this write-off is a loss of income, which any organisation requires to remain viable. In particular circumstances the cost of collecting the debt can exceed the debt itself and a decision must be made to either pursue or extinguish the debt.

The debt included in this report is reasonably minor, and any further attempts to simply locate the debtors, let alone collect the money will exceed any benefit to the Council.

It is therefore recommended that Council proceed to write-off these minor debts. If the Council knows the debtor after this occurs, Council can still attempt to recover debts, if appropriate.

201011/235 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr D W Hooper

That Council write-off the following debts and apply the write-off to the Provision of Doubtful Debts:

i) Mr Paul Walters

Debtor No	Invoice No	Amount
7873	26021	\$158.99

CARRIED 8/0

11.4.1.2 Interim Financial Reports to Council for Period Ended 30 November 2010 (File Nos: FIN-008, FIN-014 and RAT-009)

Officer Greg de Kwant
Finance Officer

Date of Report 30 November 2010

Disclosure of Interest by Officer Nil

Summary

The objective of this item is to present a summary of the interim financial activities of the Town to 30 November 2010, and to compare this with that budgeted for the period. With regard to the Town's Utility and Fuel Costs, a comparison is made with 2009/10. The reports are considered to be interim as the Finance Department is still in the process of finalising the 2009-10 Financial year that may affect the actual results indicated for July 2010 through to the current financial report.

Background

1. Interim Financial Statements

Presented (see attachments) in this report for the financial period ended 30 November 2010, are the:

- Statements of Interim Financial Activity – see Schedules 2 to 14;
- Notes (1 to 10) to and forming part of the Statements of Interim Financial Activity for the period ending 30 November 2010;
- Review of Transaction Activity.

Note: Interest Rates for investments are selected from those provided from the following financial institutions: National Australia Bank, BankWest, Commonwealth Bank, AMP, Westpac Bank, Big Sky, Citigroup and the Australian and New Zealand Bank.

2. Utility and Fuel Costs

Presented in graph form (see attached), is the 2010/11 monthly water, power and fuel costs compared with 2009/10.

3. Schedule of Accounts Paid

The Schedule of Accounts paid (see attachment) under delegated authority as summarised below, and which is submitted to Council on 27 January 2011 for receipt, has been checked and is fully supported by vouchers and invoices which have been duly certified as to the receipt of goods and rendition of services, and verification of prices, computations and costs.

Voucher No's		Value \$	Pages		Fund No.	Fund Name	Description
From	To		From	To			
CHQ20067	CHQ20097		1	5	1	Municipal Fund	
CHQ120098	CHQ20099		-	-	1	Municipal Fund	Cheque cancelled
CHQ20100	CHQ20127		5	8	1	Municipal Fund	
CHQ20128	CHQ20128		-	-	1	Municipal Fund	Cheque cancelled
CHQ20129	CHQ20138		8	10	1	Municipal Fund	
CHQ20139	CHQ20148		-	-	1	Municipal Fund	Cheque cancelled
CHQ20149	CHQ20178	\$375,115.76	11	14	1	Municipal Fund	
EFT31968	EFT31968		14	14	1	Municipal Fund	
EFT31969	EFT31996				1		EFT Cancelled
EFT31997	EFT32480	\$8,532,018.17	14	98	1		
CMS081110	CMS01110	\$192.39	73	73	1	Municipal Fund	Photocopier Lease – Engineering Dept
PAY021110	PAY021110	\$308,612.10	14	14	1	Municipal Fund	
PAY161110	PAY161110	\$325,025.74	98	98	1	Municipal Fund	
PAY301110	PAY301110	\$321,321.21	98	98	1	Municipal Fund	
BOQ271010	BOQ271010	\$891.10	98	98	1	Municipal Fund	Finance Equipment
BOQ291110	BOQ291110	\$891.10	98	98	1	Municipal Fund	Finance Equipment
NMF011110	NMF011110	\$569.14	1	1	1	Municipal Fund	Photocopier Lease x2 – Regulatory Services
NMF011110	NMF011110	\$1,244.32	1	1	1	Municipal Fund	Photocopier Lease – South Hedland Library & JD Hardie
NMF081110	NMF081110	\$284.57	73	73	1	Municipal Fund	Photocopier Lease – Community Development (Airport)
	Municipal Total	\$9866165.60					
3002003	3002014	\$60,045.60	73	74	3	Trust Fund	
	Trust Total	\$60,045.60					
	Sub-Total	\$9,926,211.20					
LESS: one-off pays		-					
	Total	\$9,926,211.20					

Consultation

Nil

Statutory Implications

Financial Statements

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

“34. Financial activity statement report - s. 6.4

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail:*
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
 - (b) budget estimates to the end of the month to which the statement relates;*
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) the net current assets at the end of the month to which the statement relates.*
- (2) Each statement of financial activity is to be accompanied by documents containing:*
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) such other supporting information as is considered relevant by the local government.*
- (3) The information in a statement of financial activity may be shown:*
 - (a) according to nature and type classification;*
 - (b) by program; or*
 - (c) by business unit.*
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be:*
 - (a) presented to the council:*
 - (i) at the next ordinary meeting of the council following the end of the month to which the statement relates; or*
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting;**and*
 - (b) recorded in the minutes of the meeting at which it is presented.*
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.*

In this regulation:

“committed assets” means revenue unspent but set aside under the annual budget for a specific purpose;

“restricted assets” has the same meaning as in AAS 27.

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

- “(1) Subject to subsection (2) and any other written law, a local government may –*
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money;*
 - (b) waive or grant concessions in relation to any amount of money; or*
 - (c) write off any amount of money, which is owed to the local government.*
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.”*

Policy Implications

2/003 Financial Statements – Copies for Councillors

Apart from the financial reports presented to Council as required by way of legislation, the following reports will be presented to Council:

- Monthly
 - Bank Reconciliation of the Municipal, Reserve and Trust Fund
 - +90 day outstanding Sundry Debtors Report
 - List of Accounts paid under Delegated Authority
 - Register of Investments
 - Rate Summary Trial Balance
 - Reserve Account Balances
- Quarterly
 - Quarterly Budget Review
 - Report on all Budgeted Grants of \$50,000 or more.

Irregular Financial reports will be presented to Council on request.

Strategic Planning Implications

Key Results Area 5 Environment

Goal 2 Natural Resources

Strategy 1. Continue to monitor and report on the level of Council's energy, fuel and water use.

Budget Implications

At the Special Meeting held on 7 July 2010, Council resolved to adopt item 6.1.1.1 '2010/2011 Budget Adoption' en block, which included Recommendation 13 as follows:

“Recommendation 13

That Council adopts the following percentage or dollar value for determining and reporting material variances as follows:

- 1. 10% of the Function amended budget; or*
- 2. \$100,000 of the Function amended budget*
whichever is the lesser, for the following categories of revenue and expenditure:
 - a. Operating Revenue*
 - b. Operating Expenditure*
 - c. Non-Operating Revenue*
 - d. Non-Operating Expenditure”*

Officer’s Comment

For the purpose of explaining Material Variance (Expense/Revenue Up or Down, and see attachment Schedule 2) a three-part approach was taken:

Period Variation

Relates specifically to the value of Variance between the Budget and Actual figures for the period of the report.

Primary Reason

Identifies the primary reasons for the period Variance. As the report is aimed at the higher level analysis, minor contributing factors are not reported.

Budget Impact

Forecasts the likely \$ impact on the Amended Annual Budget position. It is important to note that figures in this part are ‘indicative only’ at the time of reporting, and that circumstances may subsequently change.

Attachments

- Page 2 to 4. Schedule 2 being a Statement of Interim Financial Activity
- Pages 5 to 17. Notes 3 to 11 which form part of the Statements of Interim Financial Activity. Also Note 10 – November 2010 Bank Reconciliations.
- Pages 18 to 70. Detailed Interim Financial Activity by Program.
- Pages 71 to 73. Comparison Between 2010/11:2009/10 Utility & Fuel Costs
- November 2010 Accounts for Payment

201011/236 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr S R Martin

That Council note the:

- i)
 - a) **Statements of Interim Financial Activity (represented by Schedules 3 to 14);**
 - b) **Notes (1 to 11) to and forming part of the Statements of Interim Financial Activity for the period ending 30 November 2010; and**
 - c) **Review of Transaction Activity, as attached and/or presented be received;**
- ii) graphic representation of the Town's energy, water and fuel use as attached be received; and
- iii) list of Accounts paid during November 2010 under Delegated Authority, as presented and/or attached be received.

CARRIED 8/0

11.4.1.3 Interim Financial Reports to Council for Period Ended 31 December 2010 (File Nos: FIN-008, FIN-014 and RAT-009)

Officer Greg de Kwant
Finance Officer

Date of Report 31 December 2010

Disclosure of Interest by Officer Nil

Summary

The objective of this item is to present a summary of the interim financial activities of the Town to 31 December 2010, and to compare this with that budgeted for the period. With regard to the Town's Utility and Fuel Costs, a comparison is made with 2009/10. The reports are considered to be interim as the Finance Department is still in the process of finalising the 2009-10 Financial year that may affect the actual results indicated for July 2010 through to the current financial report.

Background

1. Interim Financial Statements

Presented (see attachments) in this report for the financial period ended 31 December 2010, are the:

- Statements of Interim Financial Activity – see Schedules 2 to 14;
- Notes (1 to 10) to and forming part of the Statements of Interim Financial Activity for the period ending 31 December 2010;
- Review of Transaction Activity.

Note: Interest Rates for investments are selected from those provided from the following financial institutions: National Australia Bank, BankWest, Commonwealth Bank, AMP, Westpac Bank, Big Sky, Citigroup and the Australian and New Zealand Bank.

2. Utility and Fuel Costs

Presented in graph form (see attached), is the 2010/11 monthly water, power and fuel costs compared with 2009/10.

3. Schedule of Accounts Paid

The Schedule of Accounts paid (see attachment) under delegated authority as summarised below, and which is submitted to Council on 27 January 2011 for receipt, has been checked and is fully supported by vouchers and invoices which have been duly certified as to the receipt of goods and rendition of services, and verification of prices, computations and costs.

Voucher No's		Value \$	Pages		Fund No.	Fund Name	Description
From	To		From	To			
CHQ20179	CHQ20205		1	5	1	Municipal Fund	
CHQ20206	CHQ20207		-	-	1	Municipal Fund	Cheque cancelled
CHQ20208	CHQ20221		5	7	1	Municipal Fund	
CHQ20222	CHQ20222		-	-	1	Municipal Fund	Cheque cancelled
CHQ20223	CHQ20237	\$138,813.84	7	8	1	Municipal Fund	
EFT32481	EFT32839	\$6,555,063.25	8	73	1	Municipal Fund	
CMS071210	CMS071210	\$192.39	74	74	1	Municipal Fund	Photocopier Lease – Engineering Dept
PAY141210	PAY141210	\$335,838.13	74	74	1	Municipal Fund	
PAY281210	PAY281210	\$335,372.01	74	74	1	Municipal Fund	
BOQ291210	BOQ291210	\$891.10	98	98	1	Municipal Fund	Finance Equipment
NMF011210	NMF011210	\$569.14	1	1	1	Municipal Fund	Photocopier Lease x2 – Regulatory Services
NMF011210	NMF011210	\$1,244.32	1	1	1	Municipal Fund	Photocopier Lease – South Hedland Library & JD Hardie
NMF081110	NMF081110	\$284.57	74	74	1	Municipal Fund	Photocopier Lease – Community Development (Airport)
Caltex Australia Petroleum	CAL140910	\$1,280.62	284	284	1	Municipal Fund	
Caltex Australia Petroleum	CAL141010	\$1,155.54	284	284	1	Municipal Fund	
Caltex Australia Petroleum	CAL151110	\$41.03	284	284	1	Municipal Fund	
	Municipal Total	\$7,370,745.94					
3002015	3002029	\$57,054.94	74	75	3	Trust Fund	
	Trust Total	\$57,054.94					
	Sub-Total	\$7,427,800.88					
	LESS: one-off pays	-					
	Total	\$7,427,800.88					

Consultation

Nil

Statutory Implications

Financial Statements

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

“34. Financial activity statement report - s. 6.4

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail:*
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 - (b) budget estimates to the end of the month to which the statement relates;*
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
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In this regulation:

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- “(1) Subject to subsection (2) and any other written law, a local government may –*
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money;*
 - (b) waive or grant concessions in relation to any amount of money; or*
 - (c) write off any amount of money, which is owed to the local government.*
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.”*

Policy Implications

2/003 Financial Statements – Copies for Councillors

Apart from the financial reports presented to Council as required by way of legislation, the following reports will be presented to Council:

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

Irregular Financial reports will be presented to Council on request.

Strategic Planning Implications

Key Results Area 5 Environment
Goal 2 Natural Resources
Strategy 1. Continue to monitor and report on the level of Council's energy, fuel and water use.

Budget Implications

At the Special Meeting held on 7 July 2010, Council resolved to adopt item 6.1.1.1 '2010/2011 Budget Adoption' en block, which included Recommendation 13 as follows:

“Recommendation 13

That Council adopts the following percentage or dollar value for determining and reporting material variances as follows:

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whichever is the lesser, for the following categories of revenue and expenditure:
 - a. Operating Revenue*
 - b. Operating Expenditure*
 - c. Non-Operating Revenue*
 - d. Non-Operating Expenditure”*

Officer’s Comment

For the purpose of explaining Material Variance (Expense/Revenue Up or Down, and see attachment Schedule 2) a three-part approach was taken:

Period Variation

Relates specifically to the value of Variance between the Budget and Actual figures for the period of the report.

Primary Reason

Identifies the primary reasons for the period Variance. As the report is aimed at the higher level analysis, minor contributing factors are not reported.

Budget Impact

Forecasts the likely \$ impact on the Amended Annual Budget position. It is important to note that figures in this part are ‘indicative only’ at the time of reporting, and that circumstances may subsequently change.

Attachments

- Page 2 to 4. Schedule 2 being a Statement of Interim Financial Activity
- Pages 5 to 16. Notes 3 to 11 which form part of the Statements of Interim Financial Activity. Also Note 10 – December 2010 Bank Reconciliations.
- Pages 17 to 69. Detailed Interim Financial Activity by Program.
- Pages 70 to 72. Comparison Between 2010/11:2009/10 Utility & Fuel Costs
- December 2010 Accounts for Payment

201011/237 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr D W Hooper

That Council note the:

- i)
 - a) **Statements of Interim Financial Activity (represented by Schedules 3 to 14);**
 - b) **Notes (1 to 11) to and forming part of the Statements of Interim Financial Activity for the period ending 31 December 2010; and**
 - c) **Review of Transaction Activity, as attached and/or presented be received;**
- ii) graphic representation of the Town's energy, water and fuel use as attached be received; and
- iii) list of Accounts paid during December 2010 under Delegated Authority, as presented and/or attached be received.

CARRIED 8/0

11.4.1.4 Adoption of Policy and reviewed Terms and Conditions for the Rates Incentive Program

Officer Carmen Hanisch
Senior Rates Officer

Date of Report 17/12/2010

Disclosure of Interest by Officer Nil

Summary

For Council to adopt the reviewed Policy, Internal Checklist and Terms and Conditions for the Rates Incentive Program and to accept the advice received from the Department of Racing, Gaming and Liquor, in relation to the unpaid prize money from the 2009/10 Rates Incentive Program.

Background

For the past two years Council have conducted a Rates Incentive Program, which is designed to encourage ratepayers to pay their rates in full by the due date. This in turn provides additional interest returns to the Town that can then be used to fund future programs.

During the 2010 Rates Incentive Program a complaint was lodged with the Department of Racing, Gaming and Liquor outlining potential breaches of the Gaming and Wagering Commission Act 1987.

Therefore the Terms and Conditions for the Program were reviewed and a policy and accompanying Internal Checklist for the Rates Officers were created. These were then considered by Council in October 2010.

“That Council:

- 1. Advertise the attached Rates Incentive Program Policy for a minimum of 35 days inviting members of the community to submit feedback;*
- 2. Provide a copy of the Rates Incentive Program Policy and internal checklist to the Department of Racing, Gaming and Liquor requesting feedback and recommendations where appropriate;*
- 3. Notes that upon receiving feedback from the community and the Department of Racing, Gaming and Liquor a revised Rates Incentive Program Policy will be put to Council for formal adoption;*
- 4. Requests advice from the Department of Racing, Gaming and Liquor in relation to the \$2,000 unpaid prize monies; and those monies be prioritised for distribution by the Town’s Donations Working Group.*

Consultation

As per Councils decision to advertise the Policy for the Rates Incentive Program, seeking feedback from the public and the Department of Racing, Gaming and Liquor, responses were received and have been incorporated in the revised Policy, checklist and Terms and Conditions accordingly. All comments have been attached for information.

Statutory Implications

Gaming and Wagering Commission Act 1987

104. Other permitted lotteries

(1) A permit authorising the conduct of a lottery may be issued—

- (a) where the Commission is satisfied that it is not to be conducted for the purposes of private gain or any commercial undertaking; or*
- (b) for a trade promotion lottery that does not comply with the conditions referred to in section 102.*

HOW TO CONDUCT A TRADE PROMOTION LOTTERY – GENERAL CONDITIONS

GAMING AND WAGERING COMMISSION ACT 1987

(Section 104)

A Trade Promotion Lottery is a lottery conducted to promote the sale of goods or the use of services, in which every participant takes part -

- (a) without cost to him; or*
- (b) by reason of the purchase of goods or the use of services, the cost of which is no more than the cost would be without the opportunity to take part in the lottery.*

Provided you meet the prescribed conditions associated with a trade promotion lottery, then you are not required to apply for a permit to operate your competition, but you must conduct your competition in accordance with these conditions.

The permit below is your approval to conduct the competition, but you must conduct your competition in accordance with the conditions expressed on this permit.

GAMING AND WAGERING COMMISSION ACT 1987

SECTION 104

PERMIT FOR THE CONDUCT OF A TRADE PROMOTION LOTTERY

The Gaming and Wagering Commission hereby authorises the conduct of Trade Promotion Lotteries, which are deemed to be permitted lotteries, provided that the following conditions are complied with in respect of the conduct of Trade Promotion Lotteries.

- 1. There shall be no cost to enter the lottery.*
- 2. If the entry is via a telephone call or other electronic medium, the cost of the call shall not exceed 55 cents.*
- 3. If entry is via the Internet, there shall be no additional cost to the participant to register his/her name other than the cost paid by the participant to access the web site via the internet service provider.*
- 4. The lottery may be conducted for a maximum of twelve months.*

5. *The draw must be conducted within one month of the closure of the lottery.*
6. *Where entry to the trade promotion lottery is by an entry form or coupon -*
 - (a) *a description of the prize/s must be printed on the entry form/coupon;*
 - (b) *the terms or conditions of entry to the lottery must be printed -*
 - (i) *on the entry form/coupon or;*
 - ii) *in a newspaper that is published nationally (for trade promotion lotteries originating outside of Western Australia) and/or Statewide (for trade promotion lotteries conducted within Western Australia); and*
 - (c) *where the rules and/or conditions of the trade promotion lottery are published in a newspaper, reference to such publication is to be included on the entry form or coupon.*
7. *Where the trade promotion lottery is conducted by audio or visual media -*
 - (a) *a description of the prize/s is to be included in the broadcast; and*
 - (b) *the terms and conditions of entry to the trade promotion lottery are to be included in the broadcast, or the broadcast must direct contestants to where the terms and conditions are to be found.*
8. *Where the trade promotion lottery is conducted by electronic media (other than audio or visual) all advertising of the promotion shall provide a description of the prizes and shall direct contestants to where the terms or conditions of entry are to be found.*
9. *Where the trade promotion lottery is conducted in any other way all advertising of the lottery shall provide a description of the prizes and shall contain the terms and conditions of the lottery.*
10. *The method for determining the winner shall be clearly stated in the terms or conditions of entry to the trade promotion lottery.*
11. *Where a trade promotion lottery is conducted by audio, visual or other electronic media a copy of the terms or conditions of entry shall be lodged with the Gaming and Wagering Commission prior to the commencement of the promotion.*
12. *Once the trade promotion lottery has commenced the published rules and conditions of the lottery cannot be amended without written approval of the Gaming and Wagering Commission.*
13. *Once the trade promotion lottery has commenced it cannot be cancelled or withdrawn without prior written approval of the Gaming and Wagering Commission.*
14. *Records relating to the lottery shall be maintained for a period of twelve months and shall be made available to an authorised officer of the Gaming and Wagering Commission or a Police Officer upon request.*
15. *Where practicable, members of the public must be afforded the opportunity to witness the draw.*

Where not practicable, audit records confirming the prize draw must be made available to an authorised officer of the Gaming and Wagering Commission or a Police Officer upon request.

Policy Implications

The developed Rates Incentive Program Policy has been reviewed, taking into consideration the above mentioned feedback from the public and the Department of Racing, Gaming and Liquor and adhering to Section 104 of the Gaming and Wagering Commission Act 1987.

Strategic Planning Implications Nil

Budget Implications

Adoption of this policy will have no budget implications. Funding of the prizes for the Rates Incentive Program is dependent upon sponsorship arrangements with community businesses.

Officer's Comment

The Rates Incentive Program is conducted at no additional cost to ratepayers and is designed to give eligible ratepayers a chance to enter and win. The Program encourages ratepayers to pay their rates in full by the due date and also gives local businesses the opportunity for local recognition and advertising.

Recommendations from the Department of Racing Gaming and Liquor have been made to the Terms and Conditions to meet with their requirements. Feedback received from public consultation has been considered with comments regarding the double draw and the invite only to the final draw are covered within in the terms and conditions or the policy.

After considering all comments received, the reviewed policy demonstrates a robust, equitable and transparent process to the community that meets the requirements of Section 104 of the Gaming and Wagering Commission Act 1987. The policy is fair and lawful and will provide guidelines on how to run Incentive Programs in the future.

In regards to the unpaid prize monies, as per the Council resolution at the Ordinary Council meeting and the recommendation from the Officer at the Department of Racing Gaming and Liquor, it is recommended that these be distributed by the Town's Donations Working Group

Attachments

1. Rates Incentive Program Policy
2. Rates Incentive Program Internal Checklist
3. Rates Incentive Program Terms and Conditions

4. Advice from an officer within the Department of Racing, Gaming and Liquor
5. Public feedback, email from Zabia Chmielewski

201011/238 Council Decision 1

Moved: Cr S Coates

Seconded: Cr A A Carter

That Council:

1. adopt the attached Policy for the Rates Incentive Program to ensure a robust, equitable and transparent process is demonstrated to the public; and
2. adopt the advice from the Department of Racing, Gaming and Liquor and increase the budget allocation to the Town's Donations Working Group for the amount of \$2,000 being the unpaid prize money for appropriate distribution to the community; and
3. invite all early ratepayers to the celebratory event in 2011, following appropriate budget considerations; and
4. changes the wording of the 'Rates Incentive Program Policy Checklist' under section d) part 5 Final Draw to read as follows: 'Any ratepayer or nominated representative that does not attend the event after accepting the invitation to attend will automatically receive the prize of the lowest monetary value'.

CARRIED 8/0

201011/239 Council Decision 2

Moved: Cr G J Daccache

Seconded: Cr D W Hooper

That Council changes the attached Policy for the Rates Incentive Program so that all employees of the Town of Port Hedland and their immediate families are eligible to enter into the Rates Incentive Program.

CARRIED 8/0

ATTACHMENT 1



RATES INCENTIVE PROGRAM POLICY

1. Introduction

This policy will provide an administrative framework for conducting the annual Rates Incentive Program.

2. Purpose and Application of the Policy

2.1 Purpose

The purpose of the Policy is to ensure a robust Rates Incentive Program that clearly demonstrates openness and accountability, and is equitable for all ratepayers who meet the entry requirements as outlined in the Provisions, Policy and the Terms and Conditions of the Program.

3. Provisions

- Only ratepayers who have paid their rates in full, before the due date, and on the prescribed form are eligible to enter.
- The Town of Port Hedland Mayor, Councillors, employees of the Town of Port Hedland and their immediate families are ineligible to enter.
- Incomplete, ineligible or incomprehensible entries will be deemed invalid and will not be included in the judging.
- Prizes must be collected at the Rates Incentive Program event by the winner whose name and address is stipulated on the entry form. If the winner is unable to attend the event, they must nominate a representative who will be given the VIP pass to the event. The winner who is sending a representative must notify the Town of Port Hedland prior to the date of the function. If the winner is unable to attend, or nominate a representative then their entry will be deemed to be invalid.

4. Policy

It is the policy of the Town of Port Hedland that an entrant is only considered to be valid when they satisfy the requirements, where applicable, under the *Gaming and Wagering Commission Act 1987*, the Terms and Conditions of the Program, and where appropriate, the requirements of this Policy.

There shall be no cost for the ratepayer to enter the Rates Incentive Program.

The Town of Port Hedland will seek sponsorship from local businesses that will in turn, be provided promotional opportunities in accordance with the pre-determined sponsorship levels.

The method for determining the winners will be clearly stated in the Terms and Conditions of entry to the Rates Incentive Program.

The full Terms and Conditions shall be published on the Town's internet site and in a Statewide newspaper, with a reference to where they can be sourced on the entry form.

The initial draw will be conducted in a forum that is open to the public, with the final draw being open only to those specifically invited to the event.

The number of initial entries drawn will be dependent upon the number of sponsorships gained from community businesses.

There will be an additional 5 entries drawn that may be used as substitutes (in the order in which they are drawn from the barrel), if an entry is deemed to be invalid.

TOWN OF PORT HEDLAND Civic Centre, McGregor Street, Port Hedland
Telephone: (08) 9158 9300 Fax: (08) 9158 9399
PO Box 41, PORT HEDLAND WA 6721 Email: council@porthedland.wa.gov.au



RATES INCENTIVE PROGRAM POLICY

The draw will be conducted within one month of the closure of entries.

The Town of Port Hedland reserves the right, at any time, to verify the validity of entries and entrants.

The Town of Port Hedland may conduct such further draws at any time to ensure the appropriate number of valid entrants.

Upon commencement of the Rates Incentive Program, the Terms and Conditions will not be amended without written approval of the Gaming and Wagering Commission.

Upon commencement of the Rates Incentive Program, the Program will not be cancelled or withdrawn without prior written approval of the Gaming and Wagering Commission.

Records relating to the Rates Incentive Program shall be maintained for a period of twelve months and shall be made available to an authorised officer of the Gaming and Wagering Commission or a Police Officer upon request.

RATES INCENTIVE PROGRAM CHECKLIST



INFORMATION DELIVERABLES

1. TERMS AND CONDITIONS & ENTRY FORM

- a. Terms and Conditions must be forwarded to the Gaming and Wagering Commission prior to the commencement of the Rates Incentive Program.
- b. The entry form must indicate that the Terms and Conditions have been published in a Statewide newspaper, including the specific newspaper and its edition, and are available on the Town of Port Hedland's website www.porthedland.wa.gov.au.
- c. The entry form must state the date and time that full payment of rates and the associated entry forms need to be submitted to Council by. The time must be reflective of that in Western Australia.
- d. The entry form must state that the Mayor, Councillors, Town of Port Hedland staff and their immediate families are ineligible to enter.
- e. The entry form must include a brief description of the prizes available. Detailed descriptions, including the dollar value of the specific prizes must be outlined in the Terms and Conditions.
- f. The entry form must state that the winner (or elected representative) must be able to attend the function in order to win a prize.
- g. The method for determining the winners must be clearly outlined in the Terms and Conditions.
- h. The entry form must include the date the initial draw is to take place.

2. ADVERTISING AND PROMOTIONAL MATERIAL

- a. All advertising and promotional material must indicate that the full Terms and Conditions have been published a Statewide newspaper, including the specific newspaper and its edition, and are available on the Town of Port Hedland's website www.porthedland.wa.gov.au.
- b. Initial advertising for sponsors should be included in the following media 4 weeks prior to the 1st of June to enable final sponsorship amounts to be incorporated into the Annual Budget:
 - North West Telegraph
 - Public Website
 - Town of Port Hedland's e-news
 - Media Release
 - Letters to local businesses
- c. The day that Rates Notices are posted, advertising is to commence in the next available publication for ratepayers to pay their rates and be in the draw to win if they pay their rates in full and on time (or within 5 working days at the different site locations):
 - North West Telegraph
 - Public Website
 - Town of Port Hedland's e-news
 - Media Release
 - Shopping Centres
 - Port and South Hedland Libraries
 - Civic Centre

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RATES INCENTIVE PROGRAM CHECKLIST



INFORMATION DELIVERABLES CONTINUED...

- d. Advertising appropriate for the level of sponsorship is to be arranged on the Town's website, and the incorporation of logos into promotional material.
- e. The list of winners will be advertised in the North West Telegraph after the final event has been held.

VALIDITY OF ENTRANTS

3. VALIDITY OF ENTRANTS

- a. All entry forms are to be checked against the Rates Module in SynergySoft to ensure the ratepayer has paid their rates in full and on time. Any entry forms that do not comply with this shall be deemed invalid.
- b. All entry forms are to be cross-checked against the Payroll Module and the Rates Module (using both the Property and Ownership Tabs) to verify that the ratepayer is not an employee of the Town of Port Hedland, or an immediate family member of an employee. Any entry forms that indicate the ratepayer is an employee of the Town of Port Hedland or an immediate family member of an employee shall be deemed to be invalid.
- c. All entry forms are to be checked to ensure that the ratepayer is not an immediate family member of the Mayor or Councillors. Any entry forms that indicate the ratepayer is the Mayor or a Councillor, or an immediate family member shall be deemed invalid.
- d. Any entry forms that are incomplete, ineligible or incomprehensible will be deemed invalid and will not be included in the judging.
- e. Prior to the event being held, all winners must returned a signed declaration stating that they comply with Section 1 (d) outlined above in order to be included in the final draw.
- f. Any winner who cannot attend the event or nominate a representative will be considered to be invalid as prizes need to be redeemed at the event.

DRAWING OF WINNERS & COMMUNICATION

4. INITIAL DRAW

- a. The date and time for the initial draw is to be held at a formal meeting of Council after the closing date for entries in order for members of the public to attend if they wish.
- b. All winners are to be verified by officers again in accordance with section 3 above to confirm their validity.
- c. All winners are to be contacted by telephone or email, using the phone number or email address provided on the entry form.
- d. All winners are to be notified by mail and sent an invitation to the Rates Incentive Program event.

TOWN OF PORT HEDLAND Civic Centre, McGregor Street, Port Hedland
Telephone: (08) 9158 9300 Fax: (08) 9158 9399
PO Box 41, PORT HEDLAND WA 6721 Email: council@porthedland.wa.gov.au

RATES INCENTIVE PROGRAM CHECKLIST



DRAWING OF WINNERS & COMMUNICATION CONTINUED...

- e. An additional 5 entries will be drawn as reserve entries. In the event that one of the winners does not comply with the Terms and Conditions, the first reserve entry will take their place in the official list of winners.

5. FINAL DRAW

- a. All winners and/or representatives are to present their invitations to gain entry to the event.
- b. The draw must be conducted in the manner stipulated in the Terms and Conditions. If there is no mention of a reverse draw then the prizes must be drawn with the highest valued prize first.
- c. The final draw will be held no longer than one month after the close of the program which is interpreted as the due date for the receipt of rates.
- d. Any ratepayer or elected representative that does not attend the event after accepting the invitation to attend will automatically receive the prize of the lowest monetary value.

ATTACHMENT 3

**RATES INCENTIVE PROGRAM
Terms and Conditions**

1. This Rates Incentive Program is a form of "Trade Promotion Lottery" and is run by the Town of Port Hedland, ABN 192 200 852 26, McGregor Street, Port Hedland WA 6721 ("Promoter"). All general conditions of the Gaming and Wagering Commission Act 1987, Section 104 are adhered to.
2. Participation in this promotion constitutes acceptance of these Terms and Conditions.
3. Entries and information on prizes and how to enter form part of these Terms and Conditions.
4. The competition is open to ratepayers of the Town of Port Hedland, who pay the full amount due on their 2010/2011 rates notice before "**Insert Date & Time**" WST. The Town of Port Hedland Mayor, Councillors, Employees and their immediate family members.
5. Payment and entry forms must be received by "**Insert Date & Time**" to go into the draw and the Town accepts no responsibility for late, lost or misdirected payments and/ or late, lost or misdirected entry forms.
6. The promotion commences 8.00am WST "**Insert Date**" and closes 4.00pm WST "**Insert Date**". The initial draw will take place at a Council meeting open to the public at Town of Port Hedland Civic Centre, McGregor Street, Port Hedland on "**Insert Date & Time**" WST.
7. There will be "**Insert Amount**" entries drawn and recorded in order. An additional 5 entries will then be drawn and recorded in order as reserves in the event an entry is invalid. Any entry forms that are incomplete, ineligible or incomprehensible will be deemed invalid. If any entry form is deemed invalid the first reserve will take their place in the official list of winners.
8. Entry forms selected will then be verified by Officers ensuring they have paid their rates in full and by the due date. Officers will proceed to check to ensure none of the entries are the Town of Port Hedland Mayor, Councillors, Employees or any immediate family member. Once officers are satisfied entries are valid, winners will be contacted by telephone or email using details provided on the entry form. At the time the winner is notified they will be asked to provide their mailing details in order for the Rates Incentive Program Function invitation to be delivered.
9. All winners will be sent an invitation to the Rates Incentive Function held at "**Insert Date & Time & Venue.**" Winners will also be sent a declaration which states they comply with the Terms and Conditions. Winners are required to RSVP and return the signed declaration prior to the event being held.
10. Any winner who cannot attend the event or nominate a representative to attend or fails to return their signed declaration will be deemed invalid and the next reserve will take their place in the official list of winners.
11. Multiple entries are not permitted; one entry per ratepayer is only accepted.

12. The final draw will be held on "Insert Date" which is no longer than one month after the close of the program which is interpreted as the due date for the receipt of rates. The Final draw will determine the prize each winner is to receive.

13. The Town will be conducting a reverse draw so prizes will be drawn from lowest monetary value to highest.

"Insert Details Description of Prizes & \$\$ value below"
Total prize pool is valued at "Insert Amount"

14. Any ratepayer or elected representative that does not attend the event after accepting the invitation to attend will automatically receive the prize of the lowest monetary value.

15. Prizes are not transferable, exchangeable or redeemable for Cash. Prizes are subject to availability and Terms and Conditions.

16. All entries submitted become the property of the Town. Entries will not be returned. By entering the promotion the entrant consents to the use of their contact details for the purpose of the promotion.

17. Photographs will be taken at the Rates Incentive Program event for marketing and media purposes and the Promoter has the right to use these images without gaining consent from the prize winner.

18. If for any reason, this promotion is not capable of running as planned, including due to infection by computer, bugs, tampering, unauthorized intervention, fraud, technical failures or any other causes beyond the control of the Promoters, which corrupt or affect the administration security, fairness or integrity or proper conduct of this promotion, the Promoters will suspend the draw and seek approval from the Department of Racing, Gaming and Liquor on a proposed course of action.

19. The Promoter will not be liable for any loss or damage or any personal injury sustained as a result of taking the prize or entering into the competition.

20. The Promoter is not liable for the quality, warranty or suitability of any goods or services offered as prizes.

ATTACHMENT 4

Jodie McMahon

Subject: FW: Rates Incentive Program**From:** Gerard Dunne [mailto:gerard.dunne@rql.wa.gov.au]**Sent:** Wednesday, 17 November 2010 10:42 AM**To:** Natalie Octoman**Subject:** RE: Rates Incentive Program

Good Morning Natalie

Firstly, thank you for sending the below mentioned documents.

I have now examined the contents and offer the following comments:-

1. The Town of Port Hedland's (ToPH) Rates Incentive Program is a form of "Trade Promotion Lottery" and the conduct of such a lottery is governed by the Gaming and Wagering Commission Act 1987 (Section 104).
2. The ToPH may conduct the lottery under its own "Terms and Conditions" but the general conditions as laid out in Section 104 of the Act must be adhered to.
3. The Rates Incentive Program "Policy" and the Rates Incentive Program "Checklist" as supplied, appear to outline in detail how the ToPH will conduct its Rates Incentive Program.
4. The Rates Incentive Program "Terms and Conditions" have been altered by you to incorporate previously discussed deficiencies and now reflect the requirements of Section 104 of the Act. However, at Condition 18, it is recommended that the wording be changed to the following:-

18. If for any reason this promotion is not capable of running as planned, including due to infection by computer, bugs, tampering, unauthorized intervention, fraud, technical failures or any other causes beyond the control of the Promoters which corrupt or affect the administration security, fairness or integrity or proper conduct of this promotion, the Promoters will suspend the draw and seek approval from the Department of Racing, Gaming and Liquor on a proposed course of action.

5. In relation to the unpaid prize monies (\$2,000) from the 2010 Rates Incentive Program. Please adopt Council's resolution and allow distribution of the monies by the Town's Donations Working Group.

Once you have made the above change to the Terms and Conditions and the Community Feedback period has elapsed and been considered by ToPH, you may wish to forward proposed changes, if any, for further comment.

I hope that this assists towards a more robust Rates Incentive Program in the future.

Regards

Gerry Dunne

From: Natalie Octoman [mailto:directorcorp@porthedland.wa.gov.au]**Sent:** Thursday, November 11, 2010 11:02 AM**To:** Gerard Dunne**Subject:** Rates Incentive Program

Hi Gerry,

As per our previous discussions, please find attached the following:

- A letter to the Department

- The OCM minutes relating to this item
- A copy of the Rates Incentive Program Policy
- The internal checklist
- Terms and Conditions

These have been sent to you **express** in the mail today, but thought it would be useful for you to view them prior to their arrival.

It would be greatly appreciated if you would review all the documentation and provide advice or recommendations as you deem appropriate. Note that the Terms and Conditions have not been completed in relation to dates and times as they will change each year depending on when Council endorse the budget and the Rates Notices then being distributed to ratepayers. The Policy is also out for consultation and feedback has been requested through an advertisement in the North West Telegraph dated the 10th of November, along with Councils e-news. Members of the public will have until the 15th of December to put their comments back to Council for consideration at a meeting when Council resumes in January.

If you have any questions at all, please don't hesitate to contact me.



Regards

Natalie Octoman

Director, Corporate Services | Town of Port Hedland | PO Box 41 Port Hedland WA 6721

Ph: (08) 9158 9312 Fax: (08) 9158 9399 Mobile: 0429 102 797

Email: directorcorp@porthedland.wa.gov.au

Web: www.porthedland.wa.gov.au

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ATTACHMENT 5

Jodie McMahon

From: Chmielewski, Zabia [Zabia.Chmielewski@health.wa.gov.au]
Sent: Monday, 13 December 2010 1:28 PM
To: Records
Subject: ICR11325 - rates incentive scheme.

Dear Town of Port Hedland

The rates incentive scheme is great, the prizes look fantastic, but quite frankly, the way its run..... **sucks.**

To my understanding there is no mention of the 'double draw', or the invite only to the " final " event. I had made a passing comment on this last year and sorry I never followed it up. It does state that you must be there or have a rep attend in person, this is not extra ordinary as far as competitions go.

The event should be a celebration for all rate payers who pay on time. Id like to know how many people pay on time? Are there too many to invite to a party for everybody, it would be nice to meet in a social gathering, fellow rate payers.

If its not open to everyone in a fair and equitable way, I believe it should be disbanded and question previous years conduct of the event. Everyone should be a winner by paying on time, but this leaves a bad taste in my mouth – to create losers in such a divisive manner is not good business

Zabia Chmielewski

0499 929 585

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For more information please visit <http://www.messagelabs.com/email>

6:27pm Mayor Kelly Howlett declared a Financial Interest in Agenda Item 11.4.1.5 "Port Hedland Visitor Centre Review" as she used to be an employee of the Port Hedland Visitor Centre.

Mayor Kelly Howlett left the room.

Deputy Mayor Arnold Carter assumed the Chair.

11.4.1.5 Port Hedland Visitor Centre Review (File No.: -)

Officer Natalie Octoman
Director Corporate Services

Date of Report 17 January 2011

Disclosure of Interest by Officer Nil

Summary

For Council to note the progress on presenting the audited financial statements of the Port Hedland Visitor Centre Inc. for the 2008/09 and 2009/10 financial years, and a summary of the implications of these statements on the Town of Port Hedland.

Background

At Council's Ordinary Meeting held on 8 March 2010, Council resolved that it:

1. *Receives a copy of the audited financial statements for 2008/09 and 2009/10 financial years for the Port Hedland Visitors Centre at the Ordinary Council Meeting to be held on 27 January 2011; and*
2. *Requests the Acting Chief Executive Officer to provide a summary of the implications of the audited statements on the Town of Port Hedland.*

Consultation

Consultation has occurred with the following parties:

- Chief Executive Officer
- UHY Haines Norton
- Department of Local Government
- Committee representatives of the Port Hedland Visitors Centre Inc.

Statutory Implications Nil

Strategic Planning Implications Nil

Budget Implications Nil

Officer's Comment

The Town has received the audited financial statements for the Port Hedland Visitor Centre Inc. from two audit companies for the 2008/09 financial year and one set for the 2009/10 financial year.

After undertaking an initial review of the financial statements, it is clear that there are financial discrepancies between the 2008/09 reports that need to be investigated further prior to them being presented to Council. There are also some queries as to the financial period that the reports should be incorporating, i.e. whether the report should include financial transactions up to 31 December 2009 which is when the new management agreement came into place, or up to 30 June 2010 being the date that they have been prepared up to.

Officers of the company who undertook the audit are presently on leave and are therefore unavailable to answer any queries in relation to the reports they have prepared.

In order to ensure that an accurate summary of the financial statements be prepared, it is recommended that further discussions with the audit company need to occur when the officers return from leave, along with investigations as to why the financials differ. This will allow a complete report to be prepared accompanying the financial statements for presentation to Council.

Attachments

Nil

Officer's Recommendation

That Council:

1. requests the Chief Executive Officer, or his delegate, further investigate the issues surrounding the 2008/09 and 2009/10 audited financial statements of the Port Hedland Visitor Centre Inc.; and
2. requests the Chief Executive Officer, or his delegate, to provide the audited financial statements for 2008/09 and 2009/10 financial years for the Port Hedland Visitor Centre Inc., incorporating a summary of the implications of the audited statements on the Town of Port Hedland as soon as practicable, and prior to 30 June 2011.

201011/240 Council Decision

Moved: Cr S R Martin**Seconded:** Cr G J Daccache

That Council lay item 11.4.1.5 "Port Hedland Visitor Centre Review" on the table for further consideration.

CARRIED 8/0

REASON: Council believes it needs to receive further information in order to consider Agenda Item 11.4.1.5 "Port Hedland Visitor Centre Review"

6:32pm

Mayor Kelly Howlett re-entered the room and resumed her chair.

Deputy Mayor A A Carter advised Mayor Howlett of Council's decision.

11.4.2 Governance

11.4.2.1 Investment and Business Development

11.4.2.1.1 Port Hedland International Airport: Maintenance of CBS X-Ray Plant

Officer Bob Couzens
Manager - Airport Operations

Date of Report 26 November 2010

Disclosure of Interest by Officer Nil

Summary

This report provides details on the equipment that will require ongoing maintenance for the processing of passengers through the terminal, together with predicted costs for the continued maintenance of this equipment into the next three years.

Background

In December 2008, the Federal Government provided approximately \$448,000 in funding and the Town purchased an Explosive Trace Detector (ETD) machine and an Explosive Detection System (EDS X-Ray) machine.

The Town purchased a conveyor system, common user scales, injector belts, conveyors and an International baggage claim carousel in addition to other necessary airport modifications the total spend being approximately \$1,088,000. This equipment was purchased from Glidepath.

When purchased, the L-3 Communications X-ray equipment came with a two year warranty and that warranty expired on 30 November 2010. An annual maintenance agreement is now required for the CBS x-ray plant and it is now not covered for any breakdowns or failures. The cost of that maintenance is approximately \$93,760 per annum.

- To attend machines, any technician must be radiation licensed
- Would need to be L3 trained/certified to repair L3 equipment
- Would need to be an Approved L3 Agent/Distributor to be able to buy parts.

The Procurement Policy and the Local Government Act 1995 clearly state that if the purchase value exceeds \$100,000 a tender must be publically advertised.

In light of the unique nature of the equipment, an advertisement was placed in the 'The Australian' on 21 January 2011 and the 'West Australian' on 22 January 2011 requesting quotations for authorized and licenced repairs of the specific equipment the subject of this report.

Given the urgency of this matter and in light of the Procurement Policy, the Town requested information from L3 Communications as to who within Australia is a licensed authorised repairer/agent for maintenance of this equipment. The following was communicated to the Town by way of an email on 19 January 2011:

*"I can confirm that we have no Agents/Distributors for L3 Parts outside L3 proper in Australia.
We have a Service office in Perth, where we have two L3 fully qualified technicians based and a full coverage of L3 spare parts, they have four backup Techs based in Melbourne.
We have a 24/7 Telephone Call Centre which is accessed through a 1800 number for use by our Contract Customers.
All work is logged in our CRM system, we are able to provide reports as requested on work carried out."*

In response to the first advertisement in 'The Australian' on 21 January 2011, the first and only response at the time of completing this report was from Len Staggs, Managing Director of Security Support, Sydney, NSW:

"Dear Mr.Couzens,

*Just received notification of this RFQ, however, I feel it would be of no use a company such as mine responding to it.
It appears that only L-3 can respond for following reasons.*

- 1. L-3 will not train people on their equipment.*
- 2. L-3 will not sell spares to a third party.*
- 3. L-3 will not allow anyone to work on their systems especially their Trace System.*

Should you be able to assure me I am incorrect then I may respond."

This would support the information provided by L3 Communications.

WALGA was also contacted on 21 January 2011 in relation to the use of Section 11 (2)(f) of the Local Government (Functions and General 1996).

WALGA advised that a 'Request for Information' be advertised in the West Australian, to conform with the provisions of the Local Government Act.

That having been done in addition to an advertisement being placed in the 'aviation' section of the 'The Australian' would be more than sufficient to enliven Section 11(2)(f) should no one reply with information that they are licenced and authorized to repair this equipment.

The service agreement

A standard form service agreement was obtained from L3Communicatios for perusal. After liaison with L3 Communications the Town drafted fresh clauses to be inserted into the agreement, to which L3 Communications indicated their consent, to ensure that the Town was not committed to a continuing payment under the agreement in the event of a statutory change or amendment which would force the Town to upgrade the technology. The fresh clauses inserted are as follows:

3.4 In the event that the equipment listed in the price schedule is to change, L-3 agrees to continue to provide Services for the Town of Port Hedland at a price to be determined by agreement of the Parties.

6.1

By Port Hedland upon giving written notice to L-3 if the equipment is lost, stolen, destroyed or damaged beyond repair, no longer in Port Hedland's possession, or rendered obsolete because of technological development or regulatory change;

Statutory Implications

Section 11 of the Local Government (Functions and General) Regulations 1996 states, in part:

11. Tenders to be invited for certain contracts

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

(2)Tenders do not have to be publicly invited according to the requirements of this Division if—

(f)the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier;

Consultation

- Manager Airport Operations – Port Hedland Airport.
- Manager Karratha Airport, Shire of Roebourne
- Manager Kalgoorlie Airport – City of Kalgoorlie-Boulder
- L3 Communications
- Director Engineering Services
- Managing Director- Security Support

Budget Implications

It is strongly recommended, that the Council include, in the budget considerations in the current financial year and every year for the next three years, provision for maintenance of this equipment.

Officers Comments

The CBS X-ray machine referred to above requires periodic maintenance. L3 Communications are a provider of Security and Detection Systems and they have provided a Service Maintenance Agreement, containing a maintenance schedule with costs.

It is priority that the equipment's maintenance schedules are adhered to, ensuring the equipment is operational because without it, the airport will not be able to process passengers. This equipment is extremely specialised and technicians cannot be easily or readily sourced, nor can any required parts be sourced that next year, new legislation that in the event of a CBS X-ray machine failing, a period of grace of 72 hours will prevail whereby each and every piece of hold baggage will need to be physically scanned with a hand held explosive trace detector, thereafter 5 % of all hold baggage will need to be, on a random and continuous basis, opened and physically scanned with a hand held explosive trace detector. This would cause enormous delays to flight departure times.

In relation to the issue of compliance with the Procurement Policy and the Local Government Act which clearly states that if the purchase value exceeds \$100,000 a tender must be publically advertised. However if the Local Government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier, then public tenders do not have to be invited.

It would appear that at the time of writing this report L3 Communications are the only organization who can repair and distribute parts within Australia. Consequently, if any repairs or replacement to equipment needs to be performed, L3 Communications will be required to do this work.

Leasing options are currently being canvassed to implement the hiring of equipment rather than purchasing it from this point forward. This will keep capital outlays to a minimum and reduce costs associated with re-purchase every time there is a legislative or technological change. These lease agreements should also incorporate a maintenance program, giving certainty to our cost projections for a ten year period.

201011/241 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr S R Martin

That Council:

1. request the Chief Executive Officer or his authorised delegate to enter into the Service Maintenance Agreement with L3 Communications for the maintenance of the L3 Communications CBS X-Ray machine at the Port Hedland International Airport, after 31 January 2011, should the Town not receive other quotations from licences and authorized service providers for the this equipment; and
2. allocates \$93,760 for the purposes of maintenance on the **CBS x-ray plant the warranty for which expired on 30 November 2010;and**
3. **consider allocating \$93,760 for the 2011/12 and 2012/13 financial years as part of its budget considerations.**

CARRIED 8/0

11.4.2.1.2 Extension of Airport Café Lease (File No: 05/05/0060)

Officer	Jasmine Person Manager Investment and Business Development
Date of Report	10 December 2010
Disclosure of Interest by Officer	Nil

Summary

Bloo Moons Pty Ltd currently leases a portion of floor space at the Port Hedland International Airport for the purposes of operating an airport cafe. Recently, they have been experiencing difficulties with keeping patrons inside the licensed area perimeter. In accordance with the Airport Committee's recommendation, Officers have liaised and discussed the difficulties with Bloo Moons and a proposal for the short term alleviation of this problem is contained within this report for the Airport Committee's consideration.

Background

This item was presented at the Airport Committee Meeting held on 16 December 2010. The following was resolved:

"That the Airport Committee recommends that Council:

- i) Consent to a disposal to Bloo Moons Pty Ltd, by way of a lease, of additional floor space, namely 78 sqm, adjoining the existing floor space of 234sqm as currently leased by Bloo Moons Pty Ltd for the Airport Café, in accordance with section 3.58 of the Local Government Act 1995 to Bloo Moons Pty Ltd on the same terms as the existing lease, namely:
 - a) Commencement date 5 February 2010;*
 - b) For a period of 4 years; and*
 - c) Rental of \$307/sqm.**
- ii) Authorises the Chief Executive Officer (or his delegate) to place an advertisement giving local public notice of the deposition in accordance with section 3.58(3)(a) of the Local Government Act;*
- iii) Authorises the Chief Executive Officer (or his delegate) to sign and execute the amendments to the existing leasing agreement, should no adverse public submissions be received by Council; and*

- iv) *Notes that the Airport Committee will be advised of the costs associated with the installation of the breakfast bar style seating.”*

On the 5 February 2010, Council entered into a lease with Bloo Moons Pty Ltd (Bloo Moons) to lease the Airport Café at rate of \$307 per square metre. In accordance to their initial tender and subsequent lease, Bloo Moons have renovated the café area, including the removal of an internal wall connecting the café to the rest of the airport terminal.

On 18 November 2010, the Airport Committee considered the history of this matter and on 24 November 2010, Council accepted the recommendation from the Airport Committee and resolved as follows:

That Council revokes its Resolution (200910/441) of Agenda Item 11.3.1.2 ‘Extension of Airport Café Lease’ of its Ordinary Meeting held on 9 June 2010, and recorded on page 70 of those minutes, as follows:

“That Council:

1. *Agrees to dispose of by lease, the additional area, as indicated on the attached diagram at the Port Hedland International Airport, to Bloomoons Pty Ltd, as per section 3.58 of the Local Government Act 1995 (private treaty), at a rate of \$307 per square metre, and the same terms as the existing lease with Bloomoons Pty Ltd for the Airport Café; and*
2. *Authorises the Chief Executive Officer (or his delegate) to sign and execute the amendments to the existing leasing agreement, should no submissions from the public advertising be received by Council.”*

“That Council authorises the Chief Executive Officer or his nominated delegate to:

- (a) *liaise with Bloo Moons to assist them in finding a solution to the current issue being experienced by them, including wall proposal; and*
- (b) *enter into discussions regarding the potential for extension of their lease outside the terminal building.”*

In accordance with this Council decision, liaison and discussion has taken place with representatives of Bloo Moons Airport Cafe. During these discussions, it was determined that the reason for the patrons moving out into the hallway was purely because the lease area is not large enough to cater for the amount of passengers in the terminal at a given time, especially when there are departing flights.

The patrons make their way out into the hallway through the front entrance of the Cafe, when there is no available seating left inside and outside the terminal leased area. This issue has come to the fore now that passenger numbers are increasing.

For the short term, a number of solutions were identified which may provide additional seating area for the patrons:

- grant an extension to the lease area outside the terminal;
- install different seating to maximize seating capacity; and
- install breakfast bar type seating inside the terminal where the existing wall used to be.

Details of the Proposed Lease Extension

An area was identified outside the terminal bordering two sides of their existing leased area. It would effectively see the outside area increased from approximately 40sqm to 98sqm.

Inside the terminal, it was identified that the corridor boundary could be extended out to allow a 2metre corridor for passing passengers. This would effectively see an additional 20sqm added to their lease area.

The breakfast style seating could delineate the cafe from the corridor and it was identified that this would potentially give them an additional 30 seats. Representative(s) from Bloom Moons indicated that there are most certainly patrons who travel solo and are using lap tops, so a breakfast bar area would be used by the patrons.

Outside the terminal it was again discussed to put the same style seating to form the boundary of their seating area with long bar stool type tables running inside the boundary. Bloo Moons have also indicated that they would consider the installation of an overhead mist spray that would make the outside experience a little more comfortable for patrons.

It was agreed that an increase of 78 sqm to their existing 234 sqm would actually double their seating capacity.

Consultation

Chief Executive Officer
Manager Airport Operations
Mr Doug Gould – Bloo Moons – Lessee
Shelley Wood – Bloo Moons - Lessee

Statutory Implications

Section 3.58 of the Local Government Act 1995 states (in part):

“3.58 Disposing of Property

(3) A local government can dispose of property other than under subsection

...(2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned;

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.”

Policy Implications

Nil

Strategic Planning Implications

KRA1 – Infrastructure

Goal 3 – Airport

Strategy 1: Developing and implementing an Airport Master Plan

Strategy 2: Actively pursue the generation of income from a variety of sources at the Airport including through leases, rentals, advertising, freight and any other means

Budget Implications

Legal Fees

Section 2(d)(ii)(D) states that the Lessee agrees to pay to the Lessor all costs, legal fees in connection with or incidental to any work done at the Lessees request. Consequently, the Lessor should invoice the Lessee for the legal fees in preparing this variation of lease.

In relation to the legal fees incurred on the most recent lease variation, given the grounds for which it was revoked, it is only fair that the Lessor should bear the costs of the legal fees associated with that revoked decision.

Fit-Out

As the breakfast bar style wall delineation of the leased area is a fixture which should remain in the event that the Lessor vacates the premises, it should be a cost borne by the Town.

It is unknown at this stage precisely what costs are involved in obtaining or constructing this fixture, however one quotation received suggests an amount of approximately \$40,000.

Officers Comments

The grant of a lease extension to provide additional floor space for Bloo Moons, in addition to a restructure of their existing seating arrangements, will most certainly see their seating capacity doubled.

This is a temporary solution to the much larger problem of the shortage of space within the existing terminal building. This lease extension should see the comfortable accommodation of patrons for the short term.

Pursuant to the current lease agreement with Bloo Moons, the existing rental for the floor space is \$307/sqm. Should Council agree with the Officers recommendation, it will yield an additional \$23,946 per annum in rental on the floor space. A market valuation for this floor space was obtained on 5 August 2010, consequently and pursuant to section 3.58 4(c)(ii) there is no requirement to have another market valuation conducted for the purposes of this lease extension request.

As indicated above, the Town should bear the costs associated with the breakfast bar style seating to ensure that it remains with the leased area in the event that the Lessee vacates the premises. Firm costs will be available shortly and this information will be presented to the Airport Committee in the New Year.

It is proposed to source a pre-fabricated fixture, to ensure that we can move and modify the breakfast style bar wall with terminal re-development.

Attachment

Proposed lease extension area.

201011/242 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr J M Gillingham

That Council:

- i) consent to a disposal to Bloo Moons Pty Ltd, by way of a lease, of additional floor space, namely 78 sqm, adjoining the existing floor space of 234sqm as currently leased by Bloo Moons Pty Ltd for the Airport Café, in accordance with section 3.58 of the Local Government Act 1995 to Bloo Moons Pty Ltd on the same terms as the existing lease, namely:

- a) **Commencement date 5 February 2010;**
- b) **For a period of 4 years; and**

c) Rental of \$307/sqm.

- ii) authorise the Chief Executive Officer (or his delegate) to place an advertisement giving local public notice of the deposition in accordance with section 3.58(3)(a) of the Local Government Act;
- iii) authorise the Chief Executive Officer (or his delegate) to sign and execute the amendments to the existing leasing agreement, should no adverse public submissions be received by Council; and
- iv) note that the Airport Committee will be advised of the costs associated with the installation of the breakfast bar style seating.

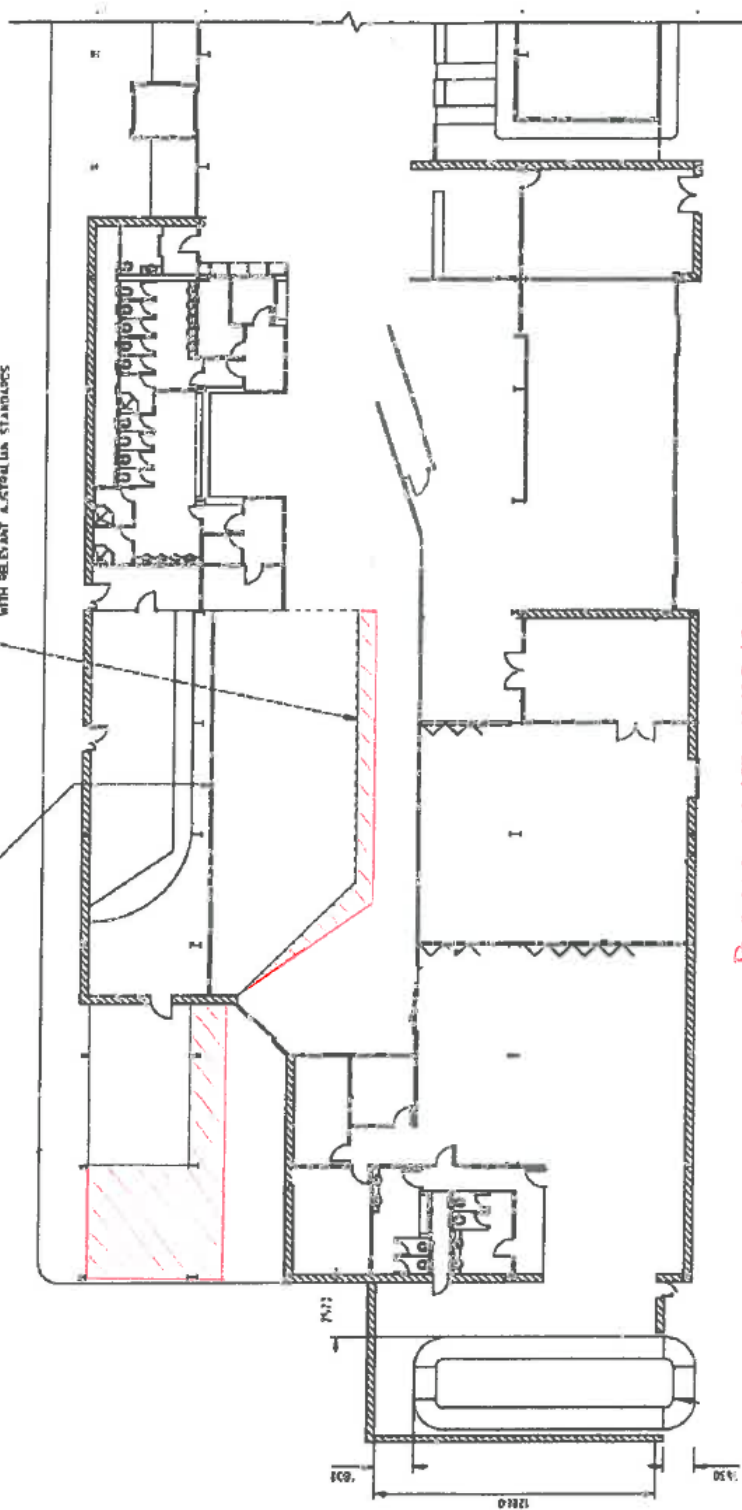
CARRIED 8/0

ATTACHMENT 1

TENDER DOCUMENTATION - READ & KEEP THIS PART

NEW DOWN LOUVERABLE SHUTTERS 3810
WIDE x 2520 HIGH TO JABED SIDE OF A/C DUCT

NEW PAINTWORK ON GROUND BELONGING
LISHED AREA, TO BE IN ACCORDANCE
WITH RELEVANT AUSTRALIAN STANDARDS



PROPOSED LEASE EXTENSION
OUTLINED IN RED
= 278m²

ITEM 12 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL

Nil.

ITEM 13 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

Nil.

ITEM 14 CONFIDENTIAL ITEMS

6:33pm 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.”*

6:33pm Deputy Mayor gave his apologies and left the meeting due to other commitments he had to attend to.

201011/243 Council Decision/Officer’s Recommendation

Moved: Cr D W Hooper

Seconded: Cr G J Daccache

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 Items:

1. 14.1.1 ‘Strategic Airlines Review’; and
2. 14.1.2 ‘Qantas Airlines Review’.

CARRIED 7/0

6:33 pm Mayor advised the meeting closed to members of the public.

14.1 Confidential Item : Strategic Airlines Review (File No.: ...)

201011/244 Council Decision/Officer's Recommendation

Moved: Cr S R Martin

Seconded: Cr S Coates

That Council:

- i) continue to provide financial support to Strategic Airlines pursuant to the Agreement for direct flight services between Port Hedland and Brisbane for the remainder of the term until 3 February 2011; with a maximum payment of \$120,000 payable to Strategic Airlines for the three month period;
- ii) decline to enter into any further agreements for financial assistance after 3 February 2011; and
- iii) request the Chief Executive Officer or his nominated delegate to notify Strategic Airlines of this decision, immediately.

CARRIED 7/0

14.2 Confidential Item : Qantas Airlines Review (File No.: ...)

201011/245 Council Decision

Moved: Cr G J Daccache

Seconded: Cr S R Martin

That Council:

1. declines to enter into any further agreements to provide financial support to Qantas Airways for direct flight services between Port Hedland and Melbourne after the expiration date;
2. requests the Chief Executive Officer or his nominated delegate to notify Qantas Airways of this decision, immediately; and
3. finalises all outstanding monies due to the Town of Port Hedland, and subsidies payable to Qantas Airways, in relation to Town's Agreement with Qantas Airways for its direct flight services between Port Hedland and Melbourne.

CARRIED 7/0

201011/246 Council Decision/Officer's Recommendation

Moved: Cr S R Martin

Seconded: Cr D W Hooper

That the Meeting be opened to members of the public.

CARRIED 7/0

6:36pm Mayor advised the meeting was open to members of the public.

ITEM 15 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 16 CLOSURE

16.1 Date of Next Meeting

The next Ordinary Meeting of Council will be held on Wednesday 9 February 2011 commencing at 5.30 pm.

16.2 Closure

There being no further business, the Chairman declared the meeting closed at 6:37 pm.

Declaration of Confirmation of Minutes

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

CONFIRMATION:

MAYOR

DATE