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Town of Port Hedland

MINUTES

OF THE

ORDINARY MEETING OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

WEDNESDAY 21 SEPTEMBER 2011

AT 5.30 PM

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

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*Paul Martin
Chief Executive Officer*

OUR COMMITMENT

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

ITEM 1	OPENING OF MEETING	6
1.1	OPENING	6
ITEM 2	RECORDING OF ATTENDANCE AND APOLOGIES.....	6
2.1	ATTENDANCE.....	6
2.2	APOLOGIES	6
2.3	APPROVED LEAVE OF ABSENCE.....	6
ITEM 3	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	6
3.1	QUESTIONS FROM PUBLIC AT ORDINARY COUNCIL MEETING HELD ON WEDNESDAY 24 AUGUST 2011	6
3.2	QUESTIONS FROM ELECTED MEMBERS AT ORDINARY COUNCIL MEETING HELD ON WEDNESDAY 24 AUGUST 2011	7
3.2.1	<i>Councillor A A Carter</i>	7
3.2.2	<i>Councillor J M Gillingham</i>	7
ITEM 4	PUBLIC TIME	7
4.1	PUBLIC QUESTION TIME	8
4.1.1	<i>Ms Louise Horten</i>	8
4.1.2	<i>Mr Chris Whalley</i>	8
4.2	PUBLIC STATEMENT TIME	9
4.2.1	<i>Mr Chris Whalley</i>	9
ITEM 5	QUESTIONS FROM MEMBERS WITHOUT NOTICE.....	9
5.1	<i>Councillor J M Gillingham</i>	9
5.2	<i>Councillor G J Daccache</i>	9
ITEM 6	DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING	10
ITEM 7	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	10
7.1	CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY 24 AUGUST 2011	10
7.2	CONFIRMATION OF MINUTES OF SPECIAL MEETING OF COUNCIL HELD ON WEDNESDAY 14 SEPTEMBER 2011.....	11
ITEM 8	ANNOUNCEMENTS BY CHAIRPERSON WITHOUT DISCUSSION	11
ITEM 9	REPORTS BY ELECTED MEMBERS WITHOUT DISCUSSION.....	16
9.1	<i>Councillor A A Carter</i>	16
9.2	<i>Councillor J M Gillingham</i>	16
9.3	<i>Councillor G J Daccache</i>	16
9.4	<i>Councillor M B Dziombak</i>	17
ITEM 10	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	17
10.1	PETITIONS	17
10.1.1	<i>Petition presented by Bob Neville together with 217 signatures in relation to Council Decision 201112/054 of 10 August 2011</i>	17
10.2	DEPUTATIONS	19
10.3	PRESENTATIONS	19
10.4	SUBMISSIONS	20
10.4.1	<i>Paul Nugent</i>	20
ITEM 11	REPORTS OF OFFICERS	21

11.1	PLANNING AND DEVELOPMENT SERVICES	21
11.1.1	PLANNING SERVICES.....	21
11.1.1.1	Proposed Tower Sign (Stickered Sign) – Lot 987 Peawah Street, Wedgefield (File No.: 124840G)	21
11.1.1.2	Proposed Permanent Closure of Catamore Court Road Reserve, South Hedland (File No.: 28/01/0017).....	27
11.1.1.3	Proposed Park Name at Lot 8003 Yikara Drive, South Hedland (File No.: 804069G).....	32
11.1.1.4	Proposed Section 70A Notification for 2 Quartz Quarry Road, Boodarie (File No.:154412G)..	38
11.1.1.5	Proposed Section 70A Notification for Lot 12 Greenfield Street, Boodarie (File No.:154423G)41	
11.1.1.6	Proposed Permanent Closure of Reserve 33928 Lot 305 Weaver Place, South Hedland (File No.: 804460).....	44
11.1.1.7	Retrospective Application – Information Panel – Lot 2907 Limpet Crescent, South Hedland (File No.: 130090G).....	48
11.1.1.8	Temporary Information Panel – Lot 2045 Sutherland Street, Port Hedland (File No.: 130208G)	53
11.1.1.9	Delegated Planning, Building & Environmental Health Approvals and Orders for August 2011 (File No.: 18/07/0002 & 07/02/0003)	58
11.1.1.10	Proposed Installation of a Public Art Piece at Lot 5772 Colebatch Way, South Hedland Town Centre (File No.: 802465G).....	73
11.1.1.11	Proposed Road Dedications at Lot 503 and 5530 Forrest Circle, South Hedland (File No.: 28/01/0017)	80
11.1.1.12	Proposed Noxious Use – Ammonium Nitrate Emulsion Production Facility at Part Lot 501 Great Northern Highway, Reserve 30985 Port Hedland (File No.: 802230G).....	86
11.1.1.13	Amendment of Land Use at Reserve 36098 at Lot 145 Forrest Circle, Port Hedland (File No.:05/12/0044)	154
11.1.1.14	Proposed Road Dedication and Partial Road Closures, Boodarie Drive, Quartz Quarry Road and Great Northern Highway Port Hedland (File No.: 28/01/0017)	159
11.1.1.15	Proposed Scheme Amendment No. 47 to the Town of Port Hedland Town Planning Scheme No. 5 to re-code Lots 9, 1985-1998, 410, 5566 and 1974-1983 Corboys Place. Lots 8, 2000-2005 Lawson Street, Lots 1967-1969, 235 and 1971-1973 Smith Street, Lots 3210-3220 Somerset Crescent, Lot 5565, 5931 and Unallocated Crown Land, South Hedland from “Residential R20” to “Residential R30” (File No.: 18/09/0061)	165
11.1.1.16	Proposed Multiple Dwellings – Eight (8) Single bedroom dwellings on Lot 2120 (5) Edkins Place, South Hedland (File No.: 400680G).....	185
11.1.1.17	Proposed Excision of Land to Facilitate the Development of a Caravan Park Lot 5164 Shoata Road, Port Hedland.....	202
11.1.1.18	Proposed Transient Workforce Accommodation at Lot 503 (Area A) Forrest Circle, South Hedland (File No.: 804485G)	206
11.1.1.19	Proposed Grouped Dwellings on Part Lot 5551 Dempster Street, Port Hedland.....	225
11.1.1.20	Proposed Development Plan for Lot 1693 Parker Street and Lot 2119 Stanley Street, South Hedland (File No.: 130087G & 130037G).....	239
11.1.1.21	Proposed Development Plan for Lot 2 McGregor Street and Lot 5474 Thompson Street Port Hedland (File No.: 118540G)	245
11.1.1.22	Proposed Development Plan for Lot 4 McGregor Street Port Hedland (File No.: 156040G)....	251
11.2	ENGINEERING SERVICES	257
11.2.1	Tender 11/20 Supply & Delivery of Spray Bitumen Surfacing (File No.: 23/08/0061).....	257
11.2.2	Request for lease by Optus – Mobile Communications Facility, McKay Street, Port Hedland (File No.: 05/05/0069).....	268
11.2.3	Request for a collocation lease by Telstra – Mobile Communications Facility, on a proposed Optus Telecommunications Tower and Base Station McKay Street, Port Hedland (File No.: 05/05/0070) ...	274
11.2.4	Port Hedland International Airport Investigation into the Commercialization of Transient Workers Accommodation uses for the Waste Water (File No.: .../...).....	281
11.2.5	Finalisation of lease negotiations between the Town of Port Hedland and Virgin Australia, (formerly Virgin Blue) - (File No.: 05/05/0061).....	283
11.2.6	International Freight Depot – Request for Proposal (File No.: yet to be created).....	290

11.3	COMMUNITY DEVELOPMENT.....	299
11.3.1	Reconsideration of Men’s Shed Initiative.....	299
	(File No.: 03/01/0017).....	299
11.3.2	Marquee Park – Consideration of Proposed Café Construction and Funding Arrangements (File No.: 21/05/0011).....	304
11.3.3	South Hedland Library and Community Centre – Feasibility to Co-locate / Long Term Location Options Process (File No.: 26/04/0018)	343
11.3.4	JD Hardie Youth Centre – Recommended Tenancies (File No: 03/01/0023)	349
11.3.5	Update on High Profile Music Event in Port Hedland (File No.: 03/02/0005)	356
11.3.6	South Hedland Library - Location Options for the Short Term Relocation (File No.:26/04/0018)	369
11.3.7	Community Engagement – Consideration of Draft Strategy (File No.: 03/01/0017)	376
11.3.8	Endorsement of Tender Evaluation Criteria - Management of Town of Port Hedland Sport and Leisure Facilities (File No.: 26/14/0013).....	405
11.3.9	Tender 11/26 Feasibility Study for Entertainment Facilities in Port Hedland (File No.: 23/08/0062).....	434
11.4	CORPORATE SERVICES.....	439
11.4.1	FINANCE AND CORPORATE SERVICES.....	439
11.4.1.1	Interim Financial Reports to Council for Period Ended 31 August 2011 (File No.’s: FIN-008, FIN- 014 and RAT-009).....	439
11.4.1.2	Request for Additional Funding: Port Hedland Visitor Centre (File No.: 05/09/0017)	445
ITEM 12	LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL	469
12.1	Proposed Road Name Alterations, South Hedland Town Centre, South Hedland (File No.: 28/01/0017).....	470
ITEM 13	MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN	473
ITEM 14	CONFIDENTIAL ITEMS	473
ITEM 15	APPLICATIONS FOR LEAVE OF ABSENCE.....	474
ITEM 16	CLOSURE.....	474
16.1	DATE OF NEXT MEETING.....	474
16.2	CLOSURE.....	474

ITEM 1 OPENING OF MEETING**1.1 Opening**

The Mayor declared the meeting open at 5:38 pm and acknowledged the traditional owners, the Kariyarra people.

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

Mayor Kelly A Howlett
 Councillor Arnold A Carter
 Councillor Stan R Martin
 Councillor 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 Gordon MacMile	Director Community Development
Mr Russell Dyer	Director Engineering Services
Mr Leonard Long	Manager Planning Services
Ms Josephine Bianchi	Coordinator Governance
Mr Ayden Férdeline	Administration Officer Governance

Members of the Public	13
Members of the Media	1
Members of Staff	1

2.2 Apologies

Nil

2.3 Approved Leave of Absence

Nil

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**3.1 Questions from Public at Ordinary Council Meeting held on Wednesday 24 August 2011**

Nil

3.2 Questions from Elected Members at Ordinary Council Meeting held on Wednesday 24 August 2011**3.2.1 Councillor A A Carter**

I have been informed that the recently-appointed surgeon at the South Hedland Health Campus is leaving Hedland to work in Broome. Can the Town contact the Department of Health to see if another surgeon will be taking up his position, so that we are not left with a vacancy?

Correspondence has been sent to Tina Chinery, Pilbara Regional Director, WA Country Health Service advising her of the matter raised by Councillor A A Carter. Councillors will be updated once a response is received.

3.2.2 Councillor J M Gillingham

A high number of medical staff have been seconded to Karratha. I believe they have not been replaced. Can the Town look into this?

Correspondence has been sent to Tina Chinery, Pilbara Regional Director, WA Country Health Service advising her of the matter raised by Councillor J M Gillingham. Councillors will be updated once a response is received.

I noticed that Council staff were trimming the trees on Cooke Point Drive last week. These were newly planted trees. Can we make sure that trees are being trimmed by qualified staff in such a manner that they will grow back correctly?

Director Engineering Services advised that Parks and Gardens staff have had training in tree pruning from Perth arborists. In this particular instance, staff were pruning sprouts that had formed at the base of the tree's trunk.

ITEM 4 PUBLIC TIME

5:39pm Mayor opened Public Question Time

4.1 Public Question Time**4.1.1 *Ms Louise Horten***

Louise Horten from the Rose Nowers Early Learning Centre put forward to Council a question which is not in relation to any Agenda Items being formally considered tonight:

We submitted a building license application for the refurbishment of our centre, and that building license had a condition attached that we provide a 12-bay car park.

Unfortunately, we do not have the funding available to provide this car park at this time. I therefore come to Council to request that Council amend condition four of my planning approval application and request that Council allow us 18 to 24 months to source the funding to construct this car park.

Manager Planning Services advised that he will prepare a report and come back to Council with advice on this matter.

Chief Executive Officer advised he will work with the Rose Nowers Early Learning Centre ahead of its proposed November re-opening to source the information that will be required for Council to formally consider this request.

4.1.2 *Mr Chris Whalley*

It's now nearly three years since the public buildings were water blasted in the West End of Port Hedland. Could Council ensure that we have enough funds in the budget to clean these aforementioned buildings next year?

Mayor advised that this is not a project that the Town of Port Hedland has ever undertaken or funded before, and that last time the water blasting of buildings in the West End occurred, it was funded by BHP Billiton. Mayor advised that a letter will be written to BHP Billiton advising of Mr Whalley's support for such a project to be repeated.

Could Council ensure the publisher of the Pilbara Echo newspaper wrap up all their papers in plastic before delivering? I have noticed loose newspapers on the following streets in South Hedland:

- *Judith Way*
- *Janice Way*
- *Pedlar Street*
- *John Way*
- *Edkins Place*
- *Hawkins Street*

Mayor advised that she will write a letter to the publisher of the Pilbara Echo regarding this matter.

5:43pm Mayor closed Public Question Time

5:43pm Mayor opened Public Statement Time

4.2 Public Statement Time

4.2.1 *Mr Chris Whalley*

I noticed that BHP Billiton are duplicating the rail track between Yarrie and Finucane Island. I am opposed to this upgrading of the rail track because it is in the wrong location.

5:45pm Mayor closed Public Statement Time

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE

5.1 *Councillor J M Gillingham*

Regarding the wharf expansion, I found the works to be quite noisy last Monday and Tuesday evening. What are the regulations surrounding night time work in relation to noise levels?

Chief Executive Officer advised that building licenses are granted with conditions surrounding noise levels at certain times, therefore the Town will investigate this matter to ensure such conditions are being met.

In regards to Item 11.1.1.19 'Proposed Grouped Dwellings on Part Lot 5551 Dempster Street, Port Hedland', being considered tonight, have officers considered a 1996 study by Flinders University on the effects of higher tides on coastal areas? This study mentioned the possibility of tsunamis hitting Hedland.

Manager Planning Services advised that Town of Port Hedland officers are aware of this study and that the existing planning protocol accounts for the influx of high tides.

5.2 *Councillor G J Daccache*

What can be done by Council to reduce the build-up and around the Pretty Pool area?

Mayor advised that this question will be taken on notice.

Around the Richardson Street accomodation area, there is an open pipe that looks like it could pose a dangerous situation to young children. There has also been a large amount of sand and vegetation that has washed away from this area.

Mayor advised that this question will be taken on notice.

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

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

NOTE: Councillors S J Coates, G J Daccache, M B Dziombak, D W Hooper and J M Gillingham declared that while they have given due consideration to all matters contained in the business paper presented before the meeting, they did not have time to give equal consideration to those attachments disseminated under separate cover.

Councillor S R Martin advised that he has not had the opportunity to review all Items contained within tonight's Agenda.

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Confirmation of Minutes of Ordinary Meeting of Council held on Wednesday 24 August 2011

201112/103 Council Decision

Moved: Cr A A Carter Seconded: Cr D W Hooper

That the Minutes of the Ordinary Meeting of Council held on Wednesday 24 August 2011 be confirmed as a true and correct record of proceedings with the following amendment:

11.1.1.3 Delegated Planning, Building & Environmental Health Approvals and Orders for July 2011 (File No.: 18/07/0002 & 07/02/0003)

The total estimated construction value of building licenses issued in July 2011, recorded on page 64, amounts to \$22,129,702, not \$4,163,226.

CARRIED 8/0

7.2 Confirmation of Minutes of Special Meeting of Council held on Wednesday 14 September 2011

201112/104 Council Decision

Moved: Cr A A Carter

Seconded: Cr D W Hooper

That the Minutes of the Special Meeting of Council held on Wednesday 14 September 2011 be confirmed as a true and correct record of proceedings with the following amendment:

6.1.3 Trading in Public Places Application – Proposed Food Van (File No.: 19/04/0001)

That Council:

- 1. Approve the application to “Trade in a Public Place” by Kristy Jeffs & Daniel Page of Pilbara Flavours to sell burgers, slow cooked meals, sausage sizzle, pies, chips, cakes and cold cans of drink and bottled water in the following places at the following times for a period of 12 months:**
 - Wedgefield wheel barrow car park: Monday-Friday from 5am to 11am.**
 - Port Hedland Don Rhodes Train Museum: Monday-Friday from 5pm to 8pm**
 - Port Hedland Anderson Street (adjacent to First National Real Estate office): Friday and Saturday from 11pm to 1am.**
- 2. Subject to a satisfactory inspection of the food van by Councils Environmental Health service.**
- 3. The twelve (12) month license will be reviewed by Council before it is renewed by the Town.**

CARRIED 8/0

ITEM 8 ANNOUNCEMENTS BY CHAIRPERSON WITHOUT DISCUSSION

Mayor Howlett’s Activity Report for the August-September 2011 period to date as follows:

August 2011

Friday, 19th August

- Meeting With Department of Housing (Grahame Searle)**
- Participated As A Judge For Pilbara Girl Final – Port Hedland**
- Attended 2011 PHNA A Grade Grand Final**

Saturday, 20th August

- Mayor Coffee Session – Port Hedland
- Mayor Coffee Session – South Hedland
- Attended HSHS Seussical Junior – The Musical

Monday, 22nd August

- Meeting With Ian Taylor
- Attended Meeting Precinct 3 Working Group + Deputy Mayor + Cr Martin + CEO + DPD
- Meeting With Hon Jon Ford MLC + CEO

Tuesday, 23rd August

- Radio Interview 6PR Re: Fossil Find Strelley Pools
- Weekly Mayor Chat Spirit Radio 1026am
- Attended HSHS IPS School Board Meeting
- Meeting Department of Housing Regional Manager – Pilbara (Anne-Marie McLaughlin)
- Weekly Deputy Mayor and Mayor Catchup
- Hosted LandCorp Pilbara Developers Tour + CEO
- Attended Public “How To Become A Councillor” Information Session

Wednesday, 24th August

- Volunteered At HSHS School Breakfast Program
- Meeting BHPBIO Ian Fletcher & Meath Hammond Re: Defence Opportunities In WA + CEO
- Meeting With All Earth Group + CEO + DES
- Meeting Indigenous Camping Taskforce + CEO + DCD + DES + MEHS + MP
- Weekly CEO, Deputy Mayor and Mayor Meeting
- Informal Council Briefing + Deputy Mayor + Cr Martin + Cr Coates + Cr Gillingham + Cr Daccache + Cr Hooper + Cr Dziombak + CEO + DCD + DCORP + DES + DPD
- OCM August 2011

Thursday, 25th August

- Fortnightly Shire President/Mayor Telephone Linkup
- Participated In St Cecillas Primary School Book Week Reading Activity
- Meeting Pilbara Youth Justice Services (Raymond Wiley)
- Meeting With Azzura Developers + Deputy Mayor + Cr Dziombak + CEO
- Weekly Media Meeting With NWT
- Attended LEMC Meeting + MEHS

Friday, 26th August

- Attended Presentation Graduates Department Justice Prevention & Divergence Services
- Meeting TOPH/BHPBIO Joint Projects Working Group Meeting + Deputy Mayor + Cr Dziombak + CEO + DCD + DCORP
- Participated 2011 Police Legacy Golf Day

Saturday, 27th August

- Participated 2011 Police Legacy 20/20 Cricket Game
- Attended 2011 Police Legacy Ball

Sunday, 28th August

- Attended TOPH/LandCorp Community Marina Meeting + Deputy Mayor + Cr Martin + CEO + DPD
- Presentation Tournament of Minds St Cecillas Primary School (Presentation of Trophies)
- Attended Stevens Street Retirement Village BBQ Hosted By Soroptimist International – Port Hedland
- Attended 2011 Ninji Ninji Festival

Monday, 29th August

- Meeting Joan Foley Re: 2011 Inclusion Festival De-Brief
- Meeting Regional Town Service Public Transport Authority Manager (Amy Vassallo)

Tuesday, 30th August

- Returned Completed Census Materials For Collector Area 5011280K To South Hedland Coordinator
- Weekly Mayor Chat Spirit Radio 1026am
- Supervised Evelyn Fong Completion Of Electrical Exam
- Chair TOPH PHIA TWA Implementation Working Group Meeting + DCD + MCD
- Weekly Deputy Mayor & Mayor Catchup
- Meeting Department of Indigenous Affairs Regional Manager (Kathleen Bell)
- Attended Port Hedland Speedway Club Committee Meeting

Wednesday, 31st August

- Meeting Department of Housing Regional Manager & Executive Director
- Attended Cassia Primary School – Learning Journey Event

September 2011

Thursday, 1st September

- Meeting DPD Re: Comments Pilbara Port City – City Growth Plan Vision
- Meeting Infrastructure Australia Pilbara Tour + CEO + DPD
- Weekly Media Catchup Meeting NWT

Friday, 2nd September

- RDA – Pilbara Board Meeting (Perth)

Tuesday, 6th September

- Weekly Mayor Chat Spirit Radio 1026am
- Meeting With Rob Fry Re: HSHS IPS School Board
- Weekly CEO, Deputy Mayor & Mayor Catch Up Meeting
- Meeting With LandCorp Aaron Grant

Wednesday, 7th September

- Fortnightly Shire President/Mayor Telephone Link Up
- Attended Meeting Precinct 3 Working Group + Deputy Mayor + Cr Martin + CEO + DPD
- Attended Port Hedland Implementation Steering Group Meeting + CEO + DPD

Thursday, 8th September

- Flight To Perth
- Meeting Auzcorp + CEO
- Meeting Mineral Resources Limited (Chris Ellison, Peter Wade & Darren Kileen) + CEO
- Weekly Media Catchup Meeting NWT
- Meeting AEC Growth Model Meeting For City Growth Plan + CEO + DPD
- Meeting DIA Duncan Ord & Helen Shanks Re Indigenous Camping & Visitor Strategy + CEO + DPD
- Meeting Department State Development + LandCorp + PHPA Re: Boodarie Industrial Estate + CEO + DPD

Saturday, 10th September

- Participated 2011 Hedland Great Northern Clean Up Event + CDO
- Attended 2011 Horse of the Year Event – Port Hedland
- Attended 2011 NPFL Preliminary Final Swans vs Karratha Falcons – Karratha

Monday, 12th September

- Meeting Indigenous Camping Taskforce + DCD + DES + MEHS + MP
- Hosted QLGA Mayor & CEO Pilbara Tour + Cr Coates +CEO
- Meeting Resident Ally Gill Re: Responsible Dog Behaviour + DPD
- Attended TOPH South Hedland CBD Stakeholder Committee Meeting

Tuesday, 13th September

- Weekly Mayor Chat Spirit Radio 1026am
- Opening 2011 Pilbara Music Festival Event
- Meeting Department Education Re Kids In Schools Program & Initiatives To Address Truancy
- Meeting BHPBIO (Andre Veder) Re: Enhancement Projects Planned
- Weekly Deputy Mayor & Mayor Catchup Meeting
- Presented Awards At PHNA – Junior Best & Fairest Awards

Mayor advised that she attended a Graduation Ceremony held by the Department of Justice Prevention and Divergences Services on 26 August 2011 and was pleased to see 15 graduates. On 10 September 2011, the Mayor also participated in the Great Northern Clean Up, and expressed to the community her disappointment in seeing so much loose litter.

The Mayor said she was pleased to hear that Hedland was successful at the 2011 Pilbara Regional Tidy Town Awards, taking home awards for Water Conservation and Heritage Conservation. Hedland is now in the running for the State Tidy Town Awards, and winners will be announced in November.

The Mayor also stressed the importance of early learning and met with the Department of Education this week to discuss innovative ways to address truancy. While this is not a problem unique to Hedland, the Mayor said work must be undertaken to ensure children, especially those under 6, are attending school every day.

The Mayor commended Councillor J M Gillingham and the Pilbara Music Festival Committee for organising a fantastic event that was well-received by the community. The Mayor also congratulated all those who participated in the North Pilbara Football League and said that Saturday's preliminary finals was a wonderful event that brought over 2,000 community members together.

ITEM 9 REPORTS BY ELECTED MEMBERS WITHOUT DISCUSSION**9.1 *Councillor A A Carter***

Councillor Carter advised that he attended a function on Friday, 9 September 2011 at the Civic Gardens to thank the Census collectors for their service. The Town presented the personnel with a certificate of appreciation and a pair of commemorative wine glasses. Councillor Carter advised that the Census collectors were very appreciative of the gesture made by the Town.

Councillor Carter attended the 2011 Port Hedland Chamber of Commerce's Business of the Year Awards and was pleased to learn that the Apprentice of the Year Award was won by the Town of Port Hedland's Apprentice Mechanic Khomsan Binabitpsihchayakun. Councillor Carter thanked all the staff at the Town of Port Hedland who have helped Mr Binabitpsihchayakun get to where he is today.

Councillor Carter endorsed the comments made by Mayor K A Howlett earlier in the evening in expressing her commendations to Councillor J M Gillingham and the Pilbara Music Festival Committee for putting on a marvellous event which showcases the abundance of musical talent that Hedland has to offer.

9.2 *Councillor J M Gillingham*

Councillor Gillingham recapped on the success of the Pilbara Music Festival and acknowledged that the event would not have been possible without the support of the Town and its staff. The event adjudicator, Anthony Maywell, told Councillor Gillingham that Gratwick Hall was an exceptional venue and the best he has ever adjudicated in. Mr Maywell, who was visiting from Perth, said he was pleased to see local businesses rally around the Festival with support.

Councillor Gillingham said that David Clark, a performer at the Festival, deserved particular mention for his musical ability, and noted that Mr Clark will surely perform at bigger venues in the future.

9.3 *Councillor G J Daccache*

Councillor Daccache attended a mosquito management course in Mandurah from 5-9 September 2011 and found the subject matter intriguing. Councillor Daccache said that Darryal Eastwell, Manager Environmental Health for the Town of Port Hedland, made an informative presentation on mosquito management at the conference and has been invited back to present in the future. Councillor Daccache warned members of the community to be careful of mosquitoes.

9.4 Councillor M B Dziombak

Councillor Dziombak advised that on Saturday, 10 September 2011 the Port Hedland Chamber of Commerce its annual Business of the Year Awards. The event was very successful and Councillor Dziombak thanked the Town of Port Hedland for sponsoring the event. Attendance was down over last year due to the football finals being on the same night, but those who did attend were kept engaged throughout the evening.

Councillor Dziombak announced that the Chamber of Commerce will be holding its inaugural Hedland Economic Forum on Thursday, 6 October 2011 at the Matt Dann Centre. This Forum will share information on economic growth, opportunities for business and community groups in Hedland. Councillor Dziombak encouraged all members of the public to attend.

ITEM 10 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**10.1 Petitions****10.1.1 *Petition presented by Bob Neville together with 217 signatures in relation to Council Decision 201112/054 of 10 August 2011.***

Text of the petition reads:

We, the undersigned, are concerned citizens who urge our leaders to act now to immediately retract the decision to vest the portion of land of Reserve 31895 located at Lot 5530 Hamilton Road, South Hedland as "Transient Workforce Accommodation", and to act immediately to consult with the recreation users and the wider community on the future use of this land.

Mr Neville read out the following statement in support of the Petition:

Madam Mayor, Deputy Mayor, Councillors, I wish to make a formal statement to you today in respect of Council's decision on August 10 to request the Department of Regional Development & Lands to close a portion of Reserve 31895 located at Lot 5530 Hamilton Road, South Hedland, and that the management order for the newly created reserve be vested to the Town of Port Hedland for the purpose of "Transient Workers Accommodation" with the power to sub-lease.

This portion of land is currently and has been for some 30 years utilised by the local community sporting groups since the development of Marie Marland reserve in 1981, when baseball, softball, cricket, rugby and T-Ball moved to their new grounds.

The land is used as a car park and entry point to the grounds for many of those sports, and discussions with the Town's Recreation Department last year indicated that this area was to become "Stage 2" of the entire South Hedland Recreation reserve upgrade following completion of the new recreation Centre on the Kevin Scott Oval.

As President of the Port Hedland Baseball Association, I was informed, along with the President of the Port Hedland Softball Association on Thursday August 11 of Council's decision by the Town's Recreation Services Manager in company with the Club and Project Development Officer, while I am aware that neither the Port Hedland Cricket Association, Port Hedland Tee Ball Association, nor the Cougars Rugby League Club have been informed of this decision even today.

Item 11.1.1.9 of August 10 mentioned that consultation was held with the Department of Regional Development and Lands, the Town's Recreation Unit, and the Investment & Business Development Unit, however NO consultation was held with the wider community nor indeed the recreation users of Marie Marland Reserve, on which this decision will have a direct impact.

Council should be well aware that within their municipality, there are literally hundreds of local people either homeless, or nearing homelessness, without a safe and secure place to reside and/or without a regular dwelling, while the lack of affordable housing for both the small business and non-government not-for-profit employee is impacting on the ability of the business and service delivery sectors to attract and retain employees, which in turn reduces the level of services to the community – the very people we are trying to serve.

A petition with some 220 (two hundred and twenty) signatures opposing this decision by Council has today been presented to the Mayor and Councillors, and it is hoped that Council will reflect positively on the decision of August 10 and reverse the course of their actions, after which it would be hoped that meaningful, open and honest consultation and discussion around the questions that need to be answered about why recreation land vested in Council should be used to house transient workers, while the homelessness and availability of affordable housing in our community is not being addressed at the same level.

Indeed the questions need to be both asked and answered as to how this issue came about while there is vast amounts of other suitable land available through the proper process with Landcorp and the Department of Regional Development and Lands, and that also if Reserve land vested in Council can be used for Transient Workforce Accommodation, then it must also be appropriate that it can be used for affordable accommodation for

non-mining sector workers and for the homeless.

It is now the decision of this Council to either take some positive steps towards changing this situation, or ignoring the request of more than 200 local residents and alienating the recreation users of Marie Marland Reserve and others in our local community.

Thank you for your time.

Moved: Cr S R Martin Lapsed for Want of a Seconder

That the Petition received from Bob Neville together with 217 signatures in relation to Council Decision 201112/054 of 10 August 2011 be received. The petition shall be investigated and a report presented back to Council at a Special Meeting of the Town of Port Hedland Council within 7 days.

201112/105 Council Decision

Moved: Cr A A Carter Seconded: Cr S J Coates

That the Petition received from Bob Neville together with 217 signatures in relation to Council Decision 201112/054 of 10 August 2011 be received. The petition shall be investigated and a report presented back to Council.

CARRIED 8/0

10.2 Deputations

Nil

10.3 Presentations

Nil

10.4 Submissions**10.4.1 *Paul Nugent***

Paul Nugent, Executive Director Operations – Remote and Offshore for the Compass Group, gave a presentation to Council in support of Item 11.1.1.18 ‘Proposed Transient Workforce Accommodation at Lot 503 (Area A) Forrest Circle, South Hedland (File No.: 804485G)’ and recorded on page 206 of these Minutes.

Mr Nugent advised that his organisation has responded to a State Government tender to develop South Hedland land for residential & transient workforce accommodation (the tender was for two blocks of land, “Area A” & “Area B”). A consortium of companies were awarded preferred proponent status to develop “Area A”. The Compass Group is thus joined by the Nomad Group and Hatch in developing this area.

The proposed Transient Workforce Accommodation complex will offer 1,239 rooms with 34 rooms configured for universal access. There will be two entrances to the site so to separate heavy and light vehicles, with the main traffic flow directed away from the South Hedland town centre and adjacent residential areas. Mr Nugent said his organisation has designed a complex which uses water efficient landscaping and has pedestrian access to the South Hedland CBD, TAFE and Multipurpose Recreation Centre.

ITEM 11 REPORTS OF OFFICERS**11.1 Planning and Development Services****11.1.1 Planning Services*****11.1.1.1 Proposed Tower Sign (Stickered Sign) – Lot 987 Peawah Street, Wedgefield (File No.: 124840G)***

Officer	Caris Vuckovic Lands Officer
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Date of Report	15 July 2011
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Application No.	2011/218
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Disclosure of Interest by Officer	Nil
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Summary

Council has received a request from Hanson Construction Materials to place a stickered sign on a silo within their premises located at Lot 987 Peawah Street, Wedgefield. The sign is proposed to show the business logo details within the signs graphics.

This item is referred to Council for determination as required by clause 6.12 of the Port Hedland Town Planning Scheme No. 5.

Background

The owners of Lot 987 Peawah Street, Hanson Construction Materials, seek to display their company logo on a sign approximately 4.2m² in size on silo structure located within the premises.

Hanson Construction Materials supply concrete materials to the construction and mining industry

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Nil

Officer's Comment*Signs, Hoardings and Bill Postings Local Law*

The proposed sign best fits in the definition of 'Tower Sign' under the Local Law. Under Tower Sign the Local Law states the following:

"5.23 Tower Signs

A tower sign shall not, unless otherwise approved by the Council:

- (a) indicate or display any matter other than the name of the owner or occupier of the land or premises on which the mast, tower or chimney stack is erected;*
- (b) be a flashing sign;*
- (c) exceed in height one sixth of the height of the mast, tower or chimney stack on which it is placed;*
- (d) exceed in width the width or diameter of the mast, tower or chimney stack on which it is placed; or*
- (e) extend laterally beyond any part of the mast, tower or chimney stack on which it is placed."*

Options

Council has the following options for determining the applications:

1. Approve the application with or without conditions.

Should Council approve the application, it will result in Hanson Construction Materials being able to advertise their logo within their operating site at Lot 987 Peawah Street, Wedgefield.

2. Refuse the application.

Should Council resolve to refuse the application, the site will remain as is.

The Town's Local Laws are very prescriptive and while the proposal does not fit within the tight definitions within the local laws it is consistent with current industry standards and is not seen to be problematic.

As this proposal is consistent with current industry standards, it is recommended that Council approve the application subject to conditions.

Attachments

1. Proposed sign graphics
2. Proposed sign location and sign detail plans

201112/106 Officer's Recommendation/Council Decision**Moved: Cr A A Carter****Seconded: Cr M B Dziombak**

That Council approves Planning Application 2011/218, for a Tower Sign (Sticker Sign) at Lot 987 Peawah Street, Wedgefield, subject to the following conditions:

1. **The sign is to comply with Council's Signs Hoardings and Billposting Local Laws.**

FOOTNOTES:

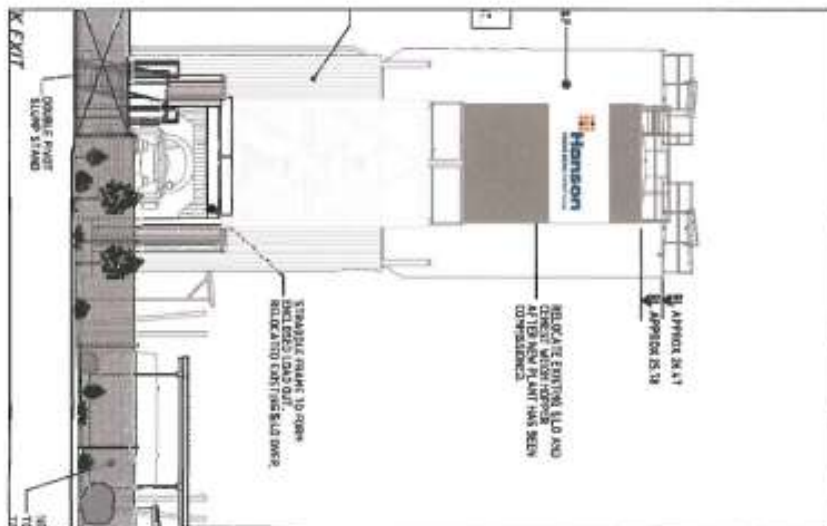
1. **You are advised that drawings submitted for a Sign Licence are to be properly drawn and signed by a practicing structural engineer.**
2. **Applicant is to comply with the requirements of Worksafe Western Australia in the carrying out of any works associated with this approval.**

CARRIED 8/0

ATTACHMENT 1 TO ITEM 11.1.1.1

Port Hedland Silo Signage

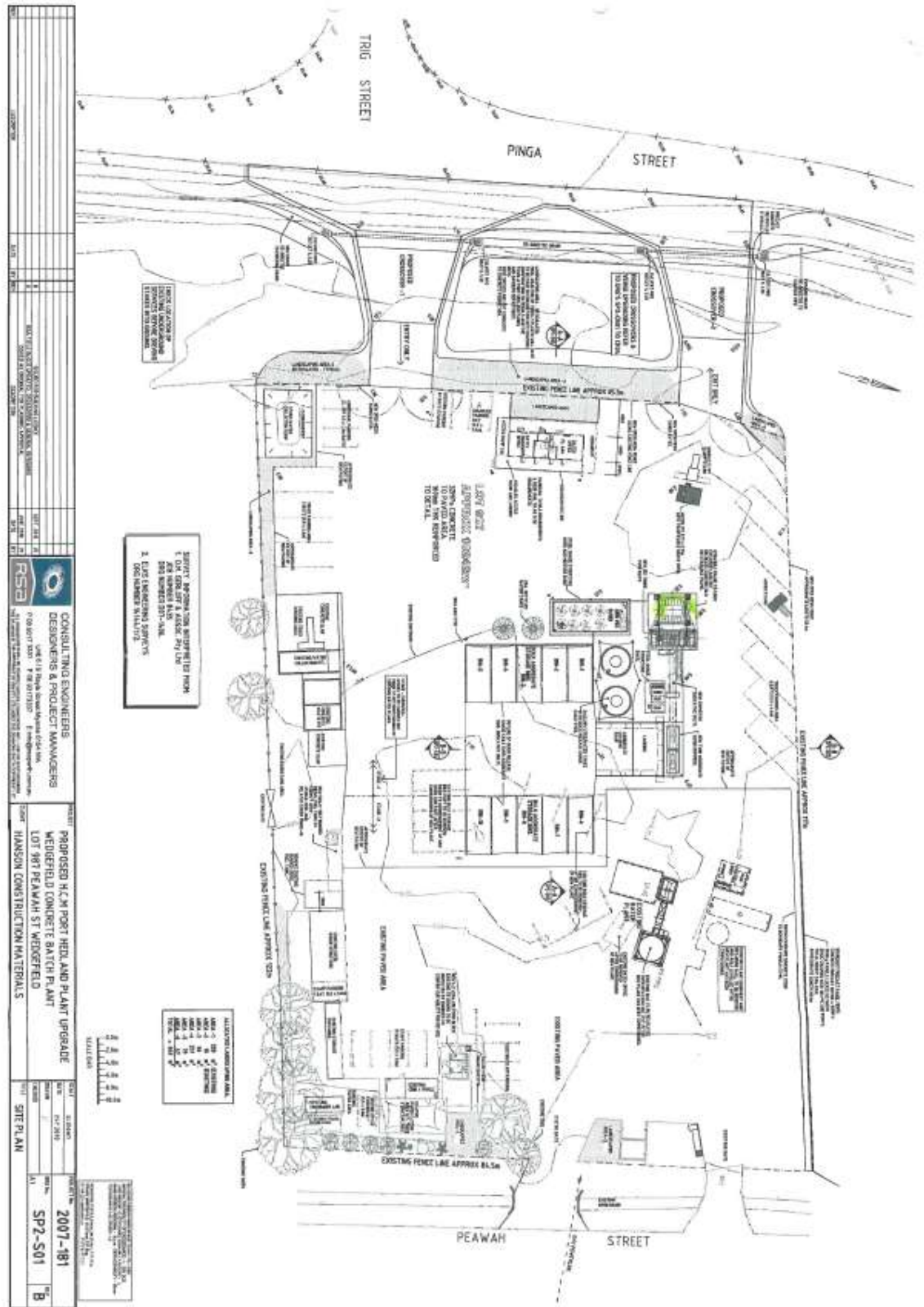
Logo covers 80% of Silo
(4.2m) as per style guide



Job # 110308
Client Hanson
Product Silo Plant Signage
Site As above
Project 1
Approved Mark
Date 21 March 2011

Ph 9400 0400 | Fax 9300 1415 | 6 Packard St, Joondalup 6027
www.compacmarketing.com.au
This artwork remains the property of Compac Marketing Australia. Commercial in confidence.
Legal action will be taken against any unauthorised reproduction of this artwork.





11.1.1.2 Proposed Permanent Closure of Catamore Court Road Reserve, South Hedland (File No.: 28/01/0017)

Officer	Caris Vuckovic Lands Officer
Date of Report	25 August 2011
Application No.	2010/176
Disclosure of Interest by Officer	Nil

Summary

Council has received a request from Taylor Burrell Barnett, Town Planners on behalf of the South Hedland New Living Project to permanently close a portion of the Catamore Court Road Reserve, South Hedland.

The road closure is required to facilitate the subdivision of the land.

Background

Council resolved at its Ordinary Meetings on 27 June 2007, 28 July 2010 and 30 March 2011 to support the closure of portions of the Catamore Court road reserve to facilitate the subdivision of the land.

The Department of Regional Development and Lands have informed Planning Services that a further portion of the road reserve is required to be closed.

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.”

Consultation with all interested parties, including public service providers, has been undertaken and no objections were raised.

Easements are being put in place to protect assets for Horizon Power and the Water Corporation.

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 subsequent sale of the 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

Nil

Officer's Comment

This land is identified for development in the Council approved Land Availability Plan.

Approving the partial road closure will not have a detrimental impact on the function of the road, and will facilitate its development for residential purposes in accordance with the Land Availability Plan.

Options

Council has the following options for responding to the request:

1. Support the request for partial closure of Catamore Court Road Reserve, South Hedland.

The closure of the portion will improve the streetscape by allowing unused land to be incorporated into residential land and developed as such. This will result in the lot achieving maximum development potential.

2. Reject the request for partial closure of Catamore Court Road Reserve, South Hedland.

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

It is recommended that Council support the partial closure of Catamore Court Reserve, South Hedland.

Attachments

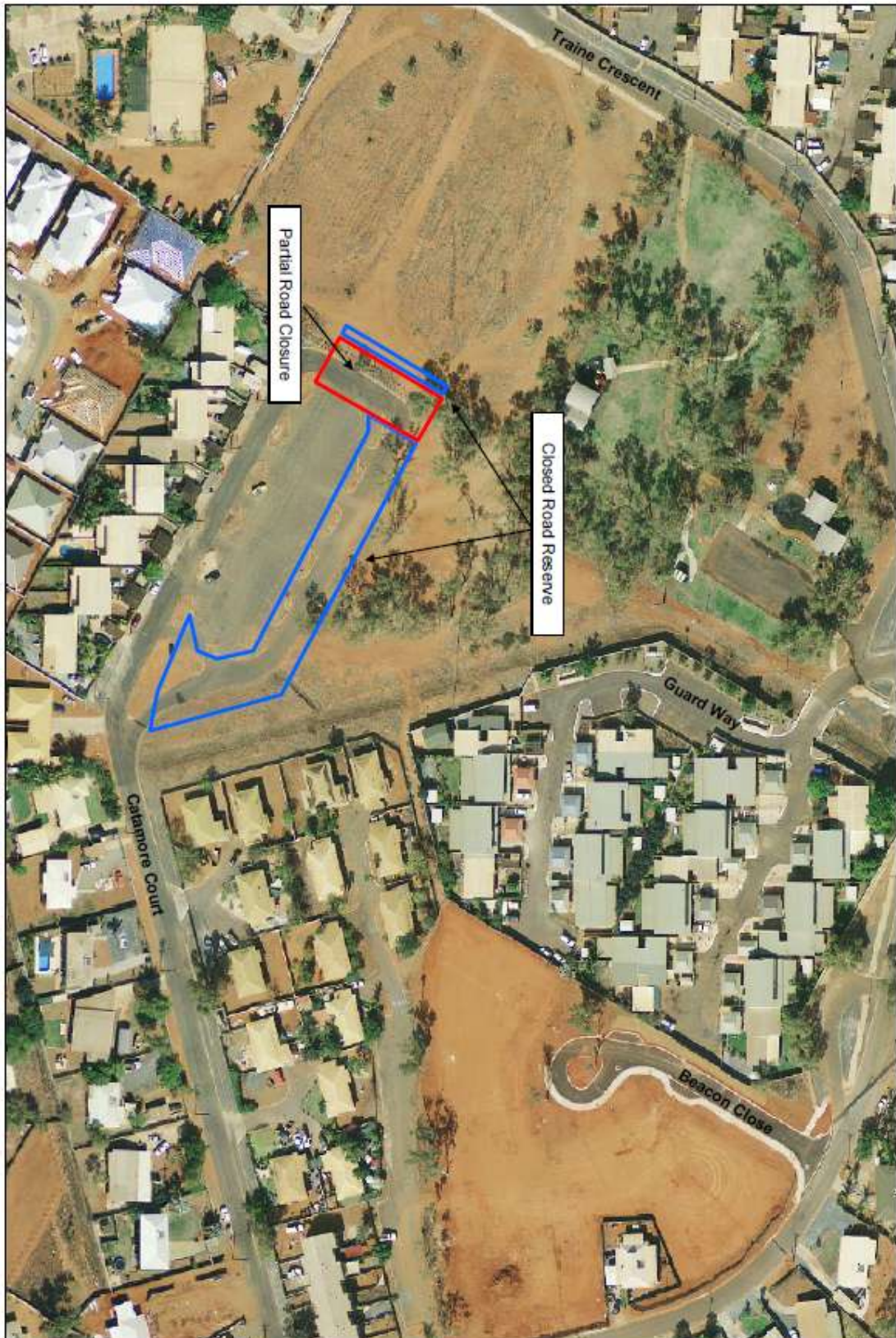
1. Locality Plan
2. Subdivision Plan

201112/107 Officer's Recommendation/Council Decision**Moved: Cr A A Carter****Seconded: Cr S R Martin****That Council:**

1. **Supports the request to permanently close a portion of the Catamore Court Road Reserve, South Hedland, as indicated on Attachment 1, subject to the following conditions:-**
 - i) **The proposed road closure being advertised for a period of 35 days pursuant to Section 58(3) of the Land Administration Act 1997;**
 - ii) **No adverse objections being received during the advertising period.**
2. **Delegates the Manager Planning Services under Delegation 40(12) to submit the road closure request to the Department of Regional Development and Lands (State Lands Services) subject to no adverse submissions being received during the statutory advertising period.**

CARRIED 8/0

ATTACHMENT 1 TO ITEM 11.1.1.2





11.1.1.3 Proposed Park Name at Lot 8003 Yikara Drive, South Hedland (File No.: 804069G)

Officer Caris Vuckovic
Lands Officer

Date of Report 22 August 2011

Disclosure of Interest by Officer Nil

Summary

This report seeks to name the public open space, now known as Lot 8003 Yikara Drive.

Support to name the public open space (4813m²) is now being sought.

Background

The subdivision of the land occurred in 2008, resulting in the creation of a public open space. The land is vested to the Town of Port Hedland for the purpose of recreation.

Through consultation with the Geographic Names Committee, the following names have been recommended:

Yikara Park

Yikara is an indigenous name meaning mangrove.

Panjya Park

Panjya is an indigenous name meaning sand hills

Both of these names are based on the tradition owner's names for coastal features in the area.

Consultation

Geographic Names Committee Principles, Guidelines and Procedures May 2009 states the following:

*“Naming of Parks and Reserves;
General Guidelines*

- 1. Priority will be given to the naming of parks and reserves after an adjacent street or feature to maximise the identification of that park or reserve with an area. The 'road type' is not to be included as part of the name.*

2. *'Reserve' is only to be used as part of the name if the whole of the area to be named is reserved under the Land Administration Act 1997 and therefore has a reserve number.*
3. *Names that commemorate or may be construed to commemorate living persons will not be considered for parks or reserves over 1ha.*
4. *Proposals to name parks or reserves should include evidence of strong community support for the name. This support can be ascertained by some of the following:*
 - i) *Advertising proposals to name parks and reserves in local papers, inviting comments.*
 - ii) *Advertising proposals to name parks and reserves in local libraries.*
 - iii) *Erection of signs on the park or reserve, advising of the proposed name.*
 - iv) *Advising residents in the area surrounding the park or reserve of the proposed name in writing.*
 - v) *Advising local progress associations of proposed names and requesting their comments.*
5. *For personal names, the person being honoured by the naming should have either had a direct long-term association with the area, or have made a significant contribution to the area of the proposed park or reserve, or the State. Association or contribution can include:-*
 - i) *Two or more terms of office on a local government council.*
 - ii) *Twenty or more years' association with a local community group or service club. Action by an individual to protect, restore, enhance or maintain an area that produces substantial long-term improvements for the community or area.*
6. *Service to the community or organisation must have been voluntary.*
7. *Given names may be included as part of the naming proposal, and given and surname combinations are acceptable.*
8. *Death and former ownership of land are not acceptable reasons for proposing a name, unless previous criteria apply.*

Naming of Parks and Reserves under 1ha

1. *The approval of the Minister for Land Information is not required, but LANDGATE must be advised of all names assigned.*
2. *The names of living persons are acceptable except for those persons holding any form of public office.*
3. *The general guidelines listed above shall apply for the naming of such parks and reserves.*

Advice to LANDGATE

All naming proposals for parks and reserves shall include:-

1. *Proof of community support, including evidence of consultation.*
2. *A map showing the location of the park or reserve.*
3. *The reason for the choice of name.*
4. *For personal names: biographical details, including dates of birth and death (if relevant), length and years of service or association.*

Advice of names assigned to parks and reserves under 1ha should also include the above details so that these names can be included on maps and in the names database.”

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Nil

Officer's Comment

The park names recommended are in keeping with the Geographic Names Committee Principles, Guidelines and Procedures and are in keeping with the general theme of the area, being mainly coastal.

Options

Council has the following options when considering the request:

1. Support the request to name Lot 8003 Yikara Drive, Port Hedland, 'Yikara Park'.

Supporting this request will result in the park being named as per the Geographic Names Committee Principles, Guidelines and Procedures.

2. Support the request to name Lot 8003 Yikara Drive, Port Hedland, 'Panjya Park'.

Supporting this request will result in the park being named as per the Geographic Names Committee Principles, Guidelines and Procedures.

3. Refuse the request to name Lot 8003 Yikara Drive, Port Hedland, 'Yikara Park.

Refusing the request will result in alternate name being sought.

As the above park names have not been utilised within the Town, both 'Yikara Park' and 'Panjya Park' can be recommended for approval.

Attachments

1. Locality Plan

Officer's Recommendation

That Council:

- 1a. Supports the request to name Lot 8003 Yikara Drive, Port Hedland, 'Yikara Park', with the following conditions:
 - i. The proposal being advertised for a period of 30 days pursuant to Geographic Names Committee Principles, Guidelines and Procedures May 2009;
 - ii. No adverse objections being received during the advertising period.

OR

- 1b. Supports the request to name Lot 8003 Yikara Drive, Port Hedland, 'Panjya Park', with the following conditions:
 - i. The proposal being advertised for a period of 30 days pursuant to Geographic Names Committee Principles, Guidelines and Procedures May 2009;
 - ii. No adverse objections being received during the advertising period.

2. Delegates the Manager Planning Services to forward the approved park name to the Geographic Names Committee for final approval subject to conditions specified in recommendation 1.

OR

3. Request that an alternative name be sought through consultation with the Geographic Names Committee.

201112/108 Council Decision

Moved: Cr D W Hooper

Seconded: Cr S J Coates

That Council:

1. **Supports the request to name Lot 8003 Yikara Drive, Port Hedland, 'Yikara Park', with the following conditions:**
 - i. **The proposal being advertised for a period of 30 days pursuant to Geographic Names Committee Principles, Guidelines and Procedures May 2009;**
 - ii. **No adverse objections being received during the advertising period.**
2. **Delegates the Manager Planning Services to forward the approved park name to the Geographic Names Committee for final approval subject to conditions specified in recommendation 1.**

CARRIED 8/0

ATTACHMENT 1 TO ITEM 11.1.1.3



11.1.1.4 Proposed Section 70A Notification for 2 Quartz Quarry Road, Boodarie (File No.:154412G)

Officer Caris Vuckovic
Lands Officer

Date of Report 23 August 2011

Disclosure of Interest by Officer Nil

Summary

Council has received a request from David Hugh Macpherson, owner of Lot 2 Quartz Quarry Road, Boodarie, to affix the Town's Common Seal to a section 70A notification form, which will enable to lodgement of the form with the Registrar of Titles.

Background

A Subdivision Application approval (142173) was granted by the Western Australian Planning Commission on 23 March 2011, on Lot 2 Quartz Quarry Road, Boodarie.

The following conditions were imposed as part of the approval:

- "12. The applicant/owner making arrangements satisfactory to the Western Australian Planning Commission to ensure prospective purchasers of the proposed lots will be advised of the minimum dwelling floor levels requirement.*
- 13. The applicant/owner making arrangements satisfactory to the Western Australian Planning Commission to ensure prospective purchasers of the proposed lots will be advised of the maximum building envelope size requirement.*

ADVICE

- 4. With regard to Condition 12, the Flood Study prepared by Parsons Brinckerhoff dated 8 December 2010 recommended that the minimum habitable floor level for proposed habitable buildings on Lot 2 Quartz Quarry Road be set as RL 17.5 m AHD. The applicant is advised to contact the local government in this regard.*
- 5. With regard to Condition 13, the Flood Study prepared by Parsons Brinckerhoff dated 8 December 2010 recommended that building envelope(s) for new dwelling(s) be restricted to a maximum size of 40m x 40m, and the existing building envelope(s) should not be expanded. The applicant is advised to contact the local government in this regard."*

In order to finalise the section 70A form and obtain the Town's Common Seal, a Council resolution is required.

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Nil

Officer's Comment

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

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

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

Attachments

Nil

201112/109 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

Seconded: Cr J M Gillingham

That Council:

- 1. Approves the request from the owners of Lot 2 Quartz Quarry Road, Boodarie, to affix the Town's Common Seal to a section 70A notification form;**
- 2. Approves the use of the Towns common seal for the purposes associated with the registering of a section 70A notification on Lot 2 Quartz Quarry Road, Boodarie;**
- 3. Advises the applicant that once the notification is registered and a copy of the documentation confirming the registration is provided to the Town, it will be deemed that conditions 12 and 13 of the Subdivision Approval (142173) has been satisfactorily complied with.**

CARRIED 8/0

11.1.1.5 Proposed Section 70A Notification for Lot 12 Greenfield Street, Boodarie (File No.:154423G)

Officer Caris Vuckovic
Lands Officer

Date of Report 31 August 2011

Disclosure of Interest by Officer Nil

Summary

Council has received a request from Darryn Paul Stevens, owner of Lot 12 Greenfield Street, Boodarie, to affix the Town's Common Seal to a section 70A notification form, which will enable to lodgement of the form with the Registrar of Titles.

Background

A Subdivision Application approval (142143) was granted by the Western Australian Planning Commission on 25 March 2011, on Lot 12 Greenfield Street, Boodarie.

The following conditions were imposed as part of the approval:

- "11. The applicant/owner making arrangements satisfactory to the Western Australian Planning Commission to ensure prospective purchasers of the proposed lots will be advised of the minimum dwelling floor levels requirement.*
- 12. The applicant/owner making arrangements satisfactory to the Western Australian Planning Commission to ensure prospective purchasers of the proposed lots will be advised of the maximum building envelope size requirement.*

ADVICE

- 5. With regard to Condition 11, the Flood Study prepared by Parsons Brinckerhoff dated 8 December 2010 recommended that the minimum habitable floor level for proposed habitable buildings on Lot 12 Greenfield Street be set at the 1% AEP event peak flood water level plus a minimum freeboard of 500mm. Accordingly, the recommended minimum finished floor level for Lot 12 is RL 18.13 mAHD. The applicant is advised to contact the local government in this regard.*
- 6. With regard to Condition 12, the Flood Study prepared by Parsons Brinckerhoff dated 8 December 2010 recommended that building envelope(s) for new dwelling(s) be restricted to a maximum size of 40m x 40m, and the existing building envelope(s) should not be expanded. The applicant is advised to contact the local government in this regard."*

In order to finalise the section 70A form and obtain the Town's Common Seal, a Council resolution is required.

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Nil

Officer's Comment

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

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

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

Attachments

Nil

201112/110 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

Seconded: Cr S R Martin

That Council:

- 1. Approves the request from the owners of Lot 12 Greenfield Street, Boodarie, to affix the Town's Common Seal to a section 70A notification form;**
- 2. Approves the use of the Towns common seal for the purposes associated with the registering of a section 70A notification on Lot 12 Greenfield Street, Boodarie;**
- 3. Advises the applicant that once the notification is registered and a copy of the documentation confirming the registration is provided to the Town, it will be deemed that conditions 11 and 12 of the Subdivision Approval (142143) has been satisfactorily complied with.**

CARRIED 8/0

11.1.1.6 Proposed Permanent Closure of Reserve 33928 Lot 305 Weaver Place, South Hedland (File No.: 804460)

Officer Caris Vuckovic
Lands Officer

Date of Report 23 August 2011

Disclosure of Interest by Officer Nil

Summary

Through the Land Rationalisation Plan a number of unutilised reserves have been identified for closure. The closure will allow the reserves to either be amalgamated with adjoining properties or developed.

Council is recommended to request the Department of Regional Development and Lands to close Reserve 33928, Lot 305 Weaver Place, South Hedland, and amalgamate the lot with Lots 5570 and 500.

Background

Lot 305 Weaver Place was awarded by the Minister to Foundation Housing to build 16 dwellings. The adjoining Lots 5570 and 500, currently Unallocated Crown Land, will also form part of the development.

The purpose of the proposed reserve closure is to excise unused portions of the reserve and amalgamate the closed reserve into adjacent proposed residential lots.

A portion of the reserve contains car parking facilities as well as footpath networks which surround the adjacent South Hedland Primary School. Site inspections have indicated that the car park is rarely used.

The closure of the reserve would necessitate realignment of affected footpath networks as well as rezoning of the land, ensuring that any proposed development will be compatible with the surrounding developments.

Consultation

As part of the Land Availability Plan, comments were sought from the internal departments as well as the South Hedland Primary School. Any requirements or concerns raised have been addressed prior to the release of the land.

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Nil

Officer's Comment

The reserve has been identified through the Land Availability Plan, as land better suited for development other than for "Access, Public Utilities Services and Recreation" purposes. The development of the closed reserve for residential purposes will begin to address although in a small manner the housing shortage while at the same time adding to the improvement of the streetscape.

From a planning perspective the closure of the reserve will result in infill development within the existing urban footprint, creating a more compact town and controlling urban sprawl.

Options

Council has the following options for responding to the request:

1. Support the request for closure of Reserve 33928 located at Lot 305 Weaver Place, South Hedland.

The closure of the vacant reserve will result in additional residential properties becoming available to the market and at the same time will enhance the streetscape of the area with new modern residential developments.

2. Reject the request for closure of Reserve 33928 located at Lot 305 Weaver Place, South Hedland.

Should Council choose not to support the closure, the reserve will remain vacant and undeveloped.

In light of the Land Availability Plan which has been approved by Council, it is recommended that Council support the closure of Reserve 33928 located at Lot 305 Weaver Place, South Hedland.

Attachments

1. Locality Plan

201112/111 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

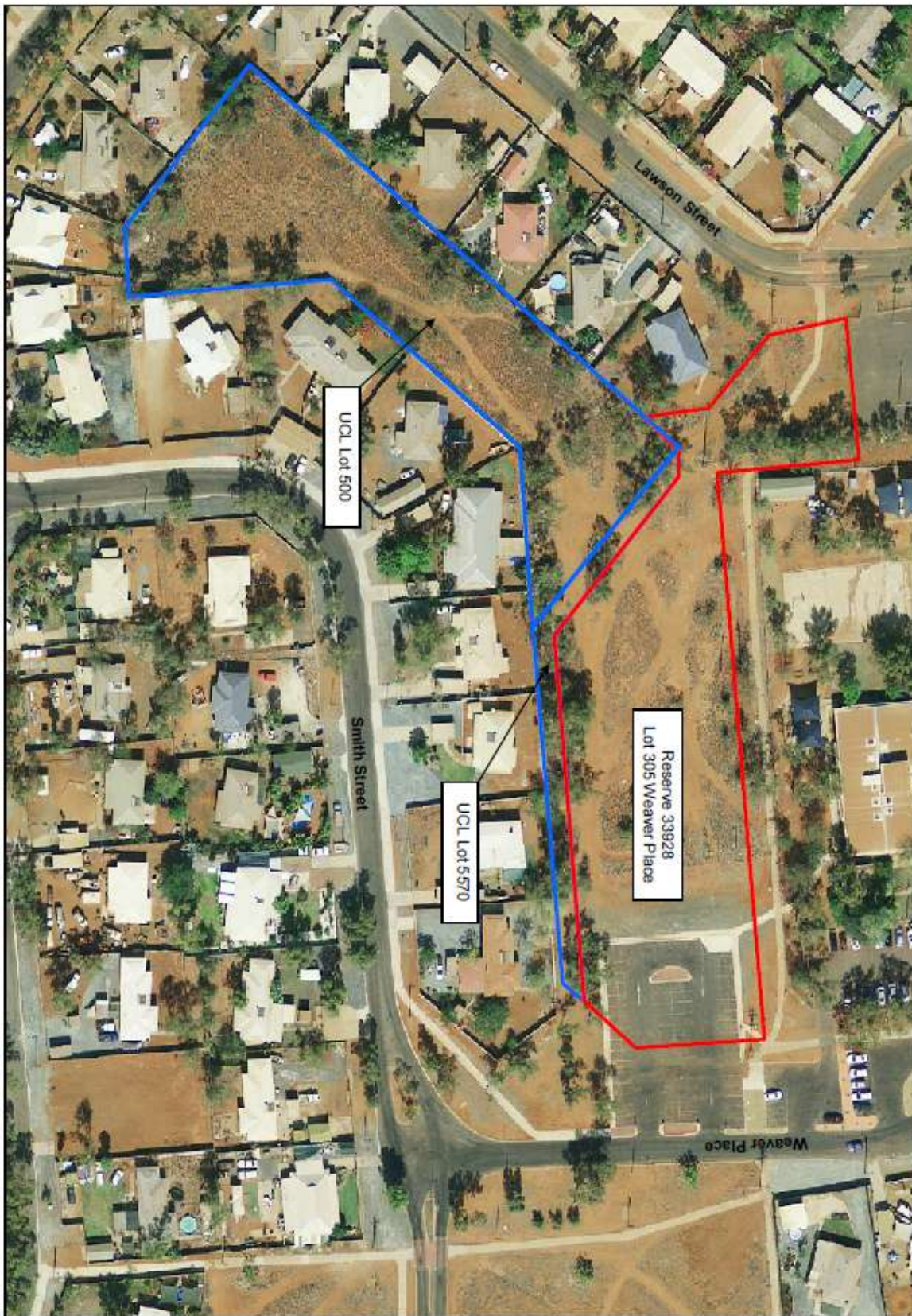
Seconded: Cr G J Daccache

That Council:

- 1. Notifies the Department of Regional Development and Lands that Council has no objection to the cancellation of Reserve 33928 located at Lot 305 Weaver Place, South Hedland;**
- 2. Requests the Department of Regional Development and Lands to amalgamate the closed Reserve 33928 with Unallocated Crown Lots 5570 and 500 Weaver Place, South Hedland;**
- 3. Requests that the land holder, Foundation Housing, include the realigned footpath networks as part of the development proposal for the land.**

CARRIED 8/0

ATTACHMENT 1 TO ITEM 11.1.1.6



11.1.1.7 *Retrospective Application – Information Panel – Lot 2907 Limpet Crescent, South Hedland (File No.: 130090G)*

Officer Caris Vuckovic
Lands Officer

Date of Report 22 August 2011

Disclosure of Interest by Officer Nil

Summary

Council has received a request from IBN Corporation Pty Ltd to place an information panel at Lot 2907 Limpet Crescent, South Hedland.

This item is referred to Council for determination as required in terms of clause 6.12 of the Port Hedland Town Planning Scheme No. 5.

Background

On 6 August 2010, IBN Corporation was awarded Lot 2907 Limpet Crescent (Unallocated Crown Land) as part of the South Hedland Stage One Land Release. The site has been earmarked for an aged persons development.

Councils Manager Economic and Land Development requested that a sign be placed on the site to highlight contact details and information regarding the proposed development within 45 days of the allocation of land. The request also specified that Council approval was required.

Consultation

The proposed application has been circulated internally to the Engineering and Building departments with their comments captured in this report.

Statutory Implications

Nil

Policy Implications

“Signs, Hoardings and Bill Postings” Local Law

Strategic Planning Implications

Nil

Budget Implications

Nil

Officer's Comment

Sign, Hoardings and Bill Postings Local Law

The proposed sign best fits in the definition of 'Information Panel' under the Local Law. Under Information Panel the Local Law states the following:

"5.13 The Council may provide information panels and permit the inclusion of advertisement in such panels upon any conditions it thinks fit."

It is recommended that the following conditions are imposed should Council choose to approve the retrospective application:

1. The sign must be setback a minimum of 3 meters from the road surface;
2. This approval is to remain valid until such time as the development of the Aged Persons Development is complete;
3. The sign is to be maintained to the satisfaction of Councils Manager Planning Services;
4. Upon completion of the development, the sign must be removed and the land returned to its original condition to the satisfaction of Councils Manager Planning Services.

Options

Council has the following options for responding to the request:

1. Approve the application with or without conditions.

Should Council approve the application, it will result in local residents of the town being informed off the upcoming project and directed to the correct contact for further information.

2. Refuse the application.

Should Council choose not to support the closure, the reserve will remain vacant and undeveloped.

Should Council resolve to refuse the application, the community will not have any information available regarding the project.

It is recommended that Council approve the application subject to the recommended conditions.

Attachments

1. Locality Plan
2. Photo of Sign

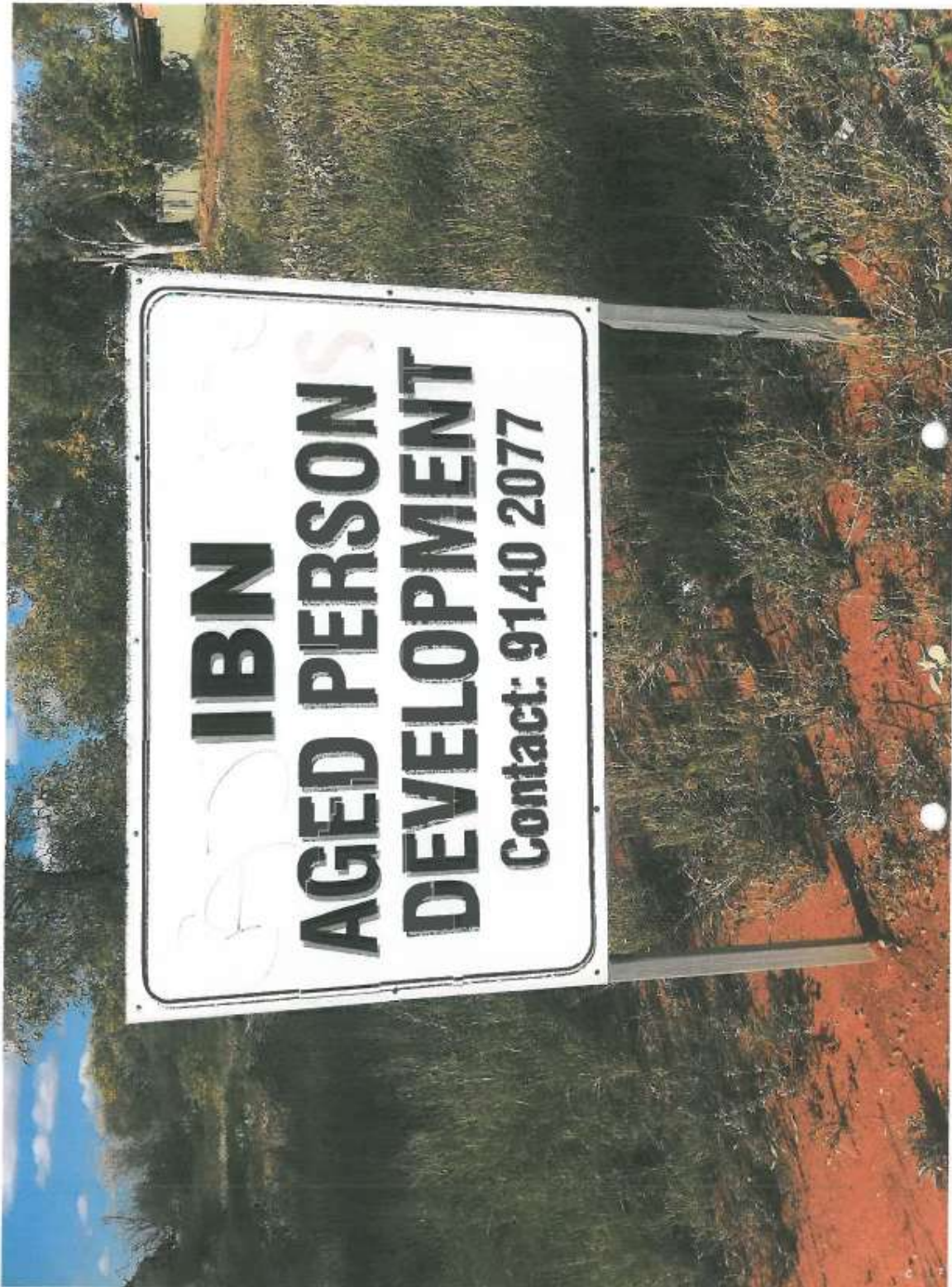
201112/112 Officer's Recommendation/Council Decision**Moved: Cr A A Carter****Seconded: Cr S R Martin****That Council:**

1. **Approves Planning Application 2011/208 being for an Information Panel at Lot 2907 Limpet Crescent, South Hedland, subject to the following conditions:-**
 - i) **The sign must be setback a minimum of 3 meters from the road surface;**
 - ii) **This approval is to remain valid until such time as the development of the Aged Persons Development is complete;**
 - iii) **The sign is to be maintained to the satisfaction of Councils Manager Planning Services;**
 - iv) **Upon the completion of the development the sign must be removed and land returned to its original condition to the satisfaction of Councils Manager Planning Services.**

FOOTNOTES:-

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

CARRIED BY ABSOLUTE MAJORITY 8/0



ATTACHMENT 2 TO ITEM 11.1.1.7



11.1.1.8 Temporary Information Panel – Lot 2045 Sutherland Street, Port Hedland (File No.: 130208G)

Officer Caris Vuckovic
Lands Officer

Date of Report 8 August 2011

Disclosure of Interest by Officer Nil

Summary

Council at its Ordinary Meeting on Wednesday 13 April 2011 resolved to approve the concept plan for the duplication of the Port Hedland Cemetery Beach Park.

This item is referred to Council for determination as required in term of clause 6.12 of the Port Hedland Town Planning Scheme No. 5.

Background

A project is underway for the extension of Cemetery Beach Park. The proposed extension to the park will provide additional facilities, encouraging residents and tourists to take advantage of the popular foreshore location.

Consultation

The proposed application has been circulated internally to the Engineering and Building sections with their comments captured in the report.

Statutory Implications

Nil

Policy Implications

“Signs, Hoardings and Bill Postings” Local Law

Strategic Planning Implications

Nil

Budget Implications

The application fee of \$139.00 will be charged in accordance with Council's adopted Town Planning Fees and Charges, and deposited into account 1009482.

Officer's Comment*Signs, Hoardings and Bill Postings Local Law*

The proposed sign best fits in the definition of 'Information Panel' under the Local Law. Under Information Panel the Local Law states the following:

"5.13 The Council may provide information panels and permit the inclusion of advertisement in such panels upon any conditions it thinks fit."

It is recommended that the following conditions are imposed should Council choose to approve the proposal:

1. The sign must be setback a minimum of 3 meters from the road surface.
2. This approval is to remain valid until such time as the enhancement project for the extension of Cemetery Beach Park is complete.
3. The sign is to be maintained to the satisfaction of Council's Manager Planning.
4. Upon the completion of the enhancement project the sign must be removed and land returned to its original condition to the satisfaction of Councils Manager Planning.

Options

Council has the following options for determining the applications:

1. Approve the application with or without conditions.

Should Council approve the application, it will result in local residents of the Town being informed of the upcoming project and directed to the correct contact for more information.

2. Refuse the application.

Should Council resolve to refuse the application, the community will not have any information available regarding the proposed enhancement project.

It is recommended that Council approve the application subject to conditions.

Attachments

1. Locality Plan
2. Proposed Sign Graphics

201112/113 Officer's Recommendation/Council Decision**Moved: Cr A A Carter****Seconded: Cr M B Dziombak****That Council:**

1. **Approves Planning Application 2011/336 being for a – Temporary Information Panel at Lot 2045 Sutherland Street, Port Hedland, subject to the following conditions:**
 - a) **The sign must be setback a minimum of 3 meters from the road surface.**
 - b) **This approval is to remain valid until such time as the extension of Cemetery Beach Park is complete.**
 - c) **The sign is to be maintained to the satisfaction of Council's Manager Planning Services.**
 - d) **Upon the completion of the enhancement project the sign must be removed and land returned to its original condition to the satisfaction of Councils Manager Planning Services.**


FOOTNOTES:-

1. **You are advised that drawings submitted for a Sign Licence are to be properly drawn and signed by a practicing structural engineer.**
2. **Applicant is to comply with the requirements of Worksafe Western Australia in the carrying out of any works associated with this approval.**

CARRIED 8/0

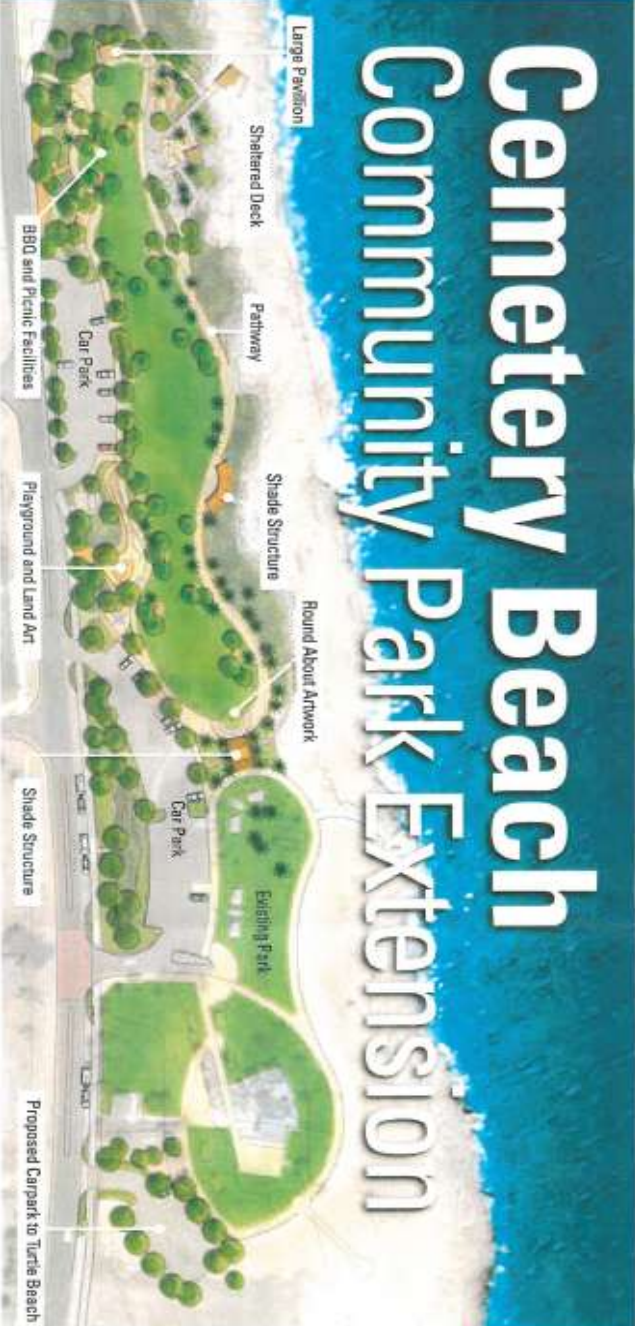
ATTACHMENT 1 TO ITEM 11.1.1.8





Town of
Port Hedland



Cemetery Beach Community Park Extension




The Cemetery Beach Community Park Extension is proposed to commence by early **October 2011** with completion expected in **May 2012**.

The park extension will provide more seating, BBQ areas, parking bays, play areas, shelters and amenities for both the residents and visitors to the Town of Port Hedland.

Landscape Architect: GHD
 Project Manager: Town of Port Hedland
 Funding partners: BHP Billiton and Royalties for Regions

ROYALTIES
FOR REGIONS



bhpbilliton
resourcing the future

11.1.1.9 *Delegated Planning, Building & Environmental Health Approvals and Orders for August 2011 (File No.: 18/07/0002 & 07/02/0003)*

Officer **Cassandra Woodruff**
Executive Assistant
Planning & Development

Date of Report **1 September 2011**

Disclosure of Interest by Officer **Nil**

Summary

This item relates to the Planning and Building approvals and Environmental Health Orders considered under Delegated Authority for the month of August 2011. 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 August 2011 are attached to this report. Further to Council's request a listing of current legal actions is also attached to this report.

Consultation

Nil

Statutory Implications

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

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Nil

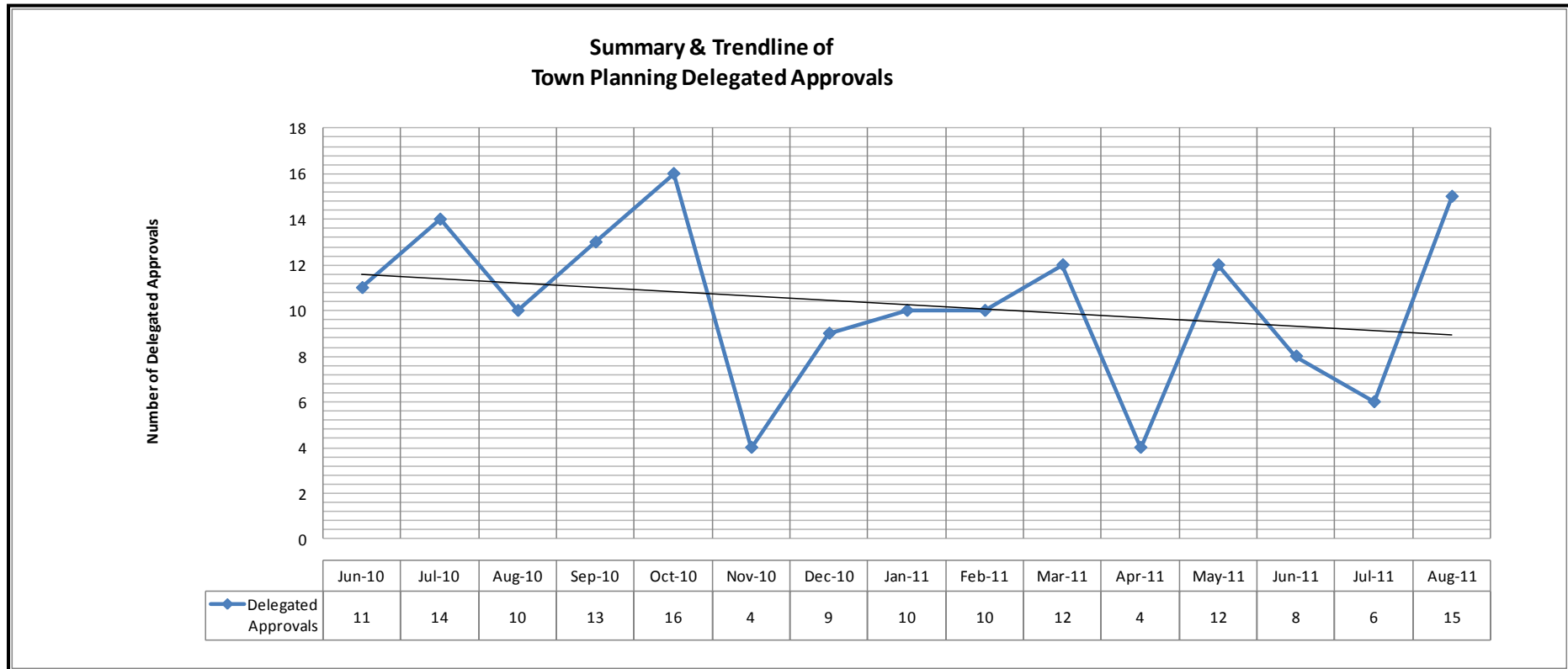
Officer's Comment

Nil

DELEGATED PLANNING APPROVALS FOR AUGUST 2011

PLANNING APPROVALS - DELEGATED AUTHORITY - AUGUST 2010						
Applic No	Applic date	Date Determined	Description	Location	Applicants name	Development Value
2011/54	02/02/2011	04/08/2011	SINGLE HOUSE - SEA CONTAINER	SOUTH HEDLAND	MICHAEL & SUSAN POCZNYJ	\$ 3,500.00
2011/203	04/05/2011	09/08/2011	SINGLE DWELLING - R-CODE VARIATION - ADDITIONAL SHED AND PATIO	SOUTH HEDLAND	GRAHAM REIMERS	\$ 19,500.00
2011/228	20/05/2011	11/08/2011	INDUSTRY - EXTRACTIVE - WAREHOUSE	VIA PORT HEDLAND	Adrian Clunes	\$ 400,000.00
2011/257	11/06/2011	10/08/2011	SINGLE HOUSE - PATIO ADDITION	SOUTH HEDLAND	Feleena Attwood	\$ 43,800.00
2011/258	11/06/2011	18/08/2011	INDUSTRY LIGHT" - 2 Sheds and ancillary Office"	WEDGEFIELD	Jonathon Turnbull	\$ 818,000.00
2011/260	11/06/2011	11/08/2011	PROPOSED STORAGE FACILITY/DEPOT/LAYDOWN AREA AND INCIDENTAL OFFICE	WEDGEFIELD	Shannon McMillan	\$ 250,000.00
2011/263	11/06/2011	17/08/2011	INDUSTRY - LIGHT" - 2 Sheds and Ancillary Office"	WEDGEFIELD	Beatport Enterprise Pty Ltd ATFT Beatport Unit Trust	\$ 818,000.00
2011/264	11/06/2011	18/08/2011	INDUSTRY LIGHT" - 2 Sheds and ancillary Office"	WEDGEFIELD	Waterstrong Pty Ltd ATFT Waterstrong Unit Trust	\$ 818,000.00
2011/268	15/06/2011	18/08/2011	USE NOT LISTED" (mixed use development): 7x Single Bedroom Multiple Dwellings	PORT HEDLAND	WHELANS	\$ 1,800,000.00
2011/269	15/06/2011	18/08/2011	PROPOSED TWA - EXPANSION OF THE EXISTING MINING CAMP FACILITY.	VIA PT HEDLAND	Msp Engineering Pty Ltd	\$ 4,000,000.00
2011/288	23/06/2011	09/08/2011	INDUSTRY LIGHT" - 2 FACTORY UNITS AND ANCILLARY OFFICES"	WEDGEFIELD	VEENS DESIGN AND DRAFTING SERVICES	\$ 450,000.00
2011/296	27/06/2011	26/08/2011	INDUSTRY" - INDUSTRY GENERAL - MECHANICAL WORKSHOP"	WEDGEFIELD	Ribshire Pty Ltd T/A Goodline	\$ 200,000.00
2011/304	04/07/2011	04/08/2011	CHANGE OF USE - Church to grouped dwelling	SOUTH HEDLAND	Robert Allen	\$ 30,000.00
2011/314	11/07/2011	23/08/2011	ANCILLARY ACCOMODATION	PORT HEDLAND	BMT Corporations Pty Ltd	\$ 48,000.00
2011/329	14/07/2011	03/08/2011	OFFICE - SHOP FRONT UPGRADE & SIGNAGE	PORT HEDLAND	ONE GROUP RETAIL PTY LTD	\$ 163,636.00

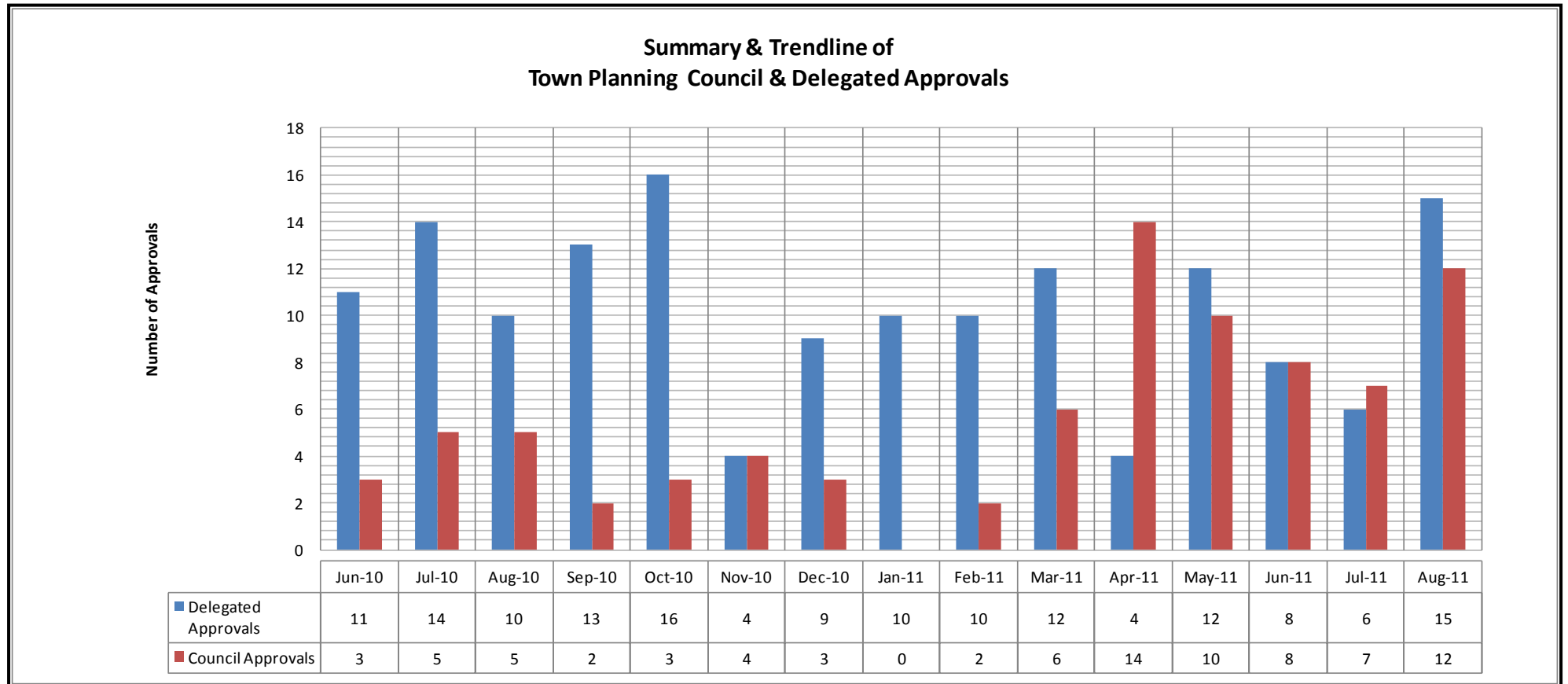
DELEGATED PLANNING APPROVALS FOR AUGUST 2011 Cont'd....



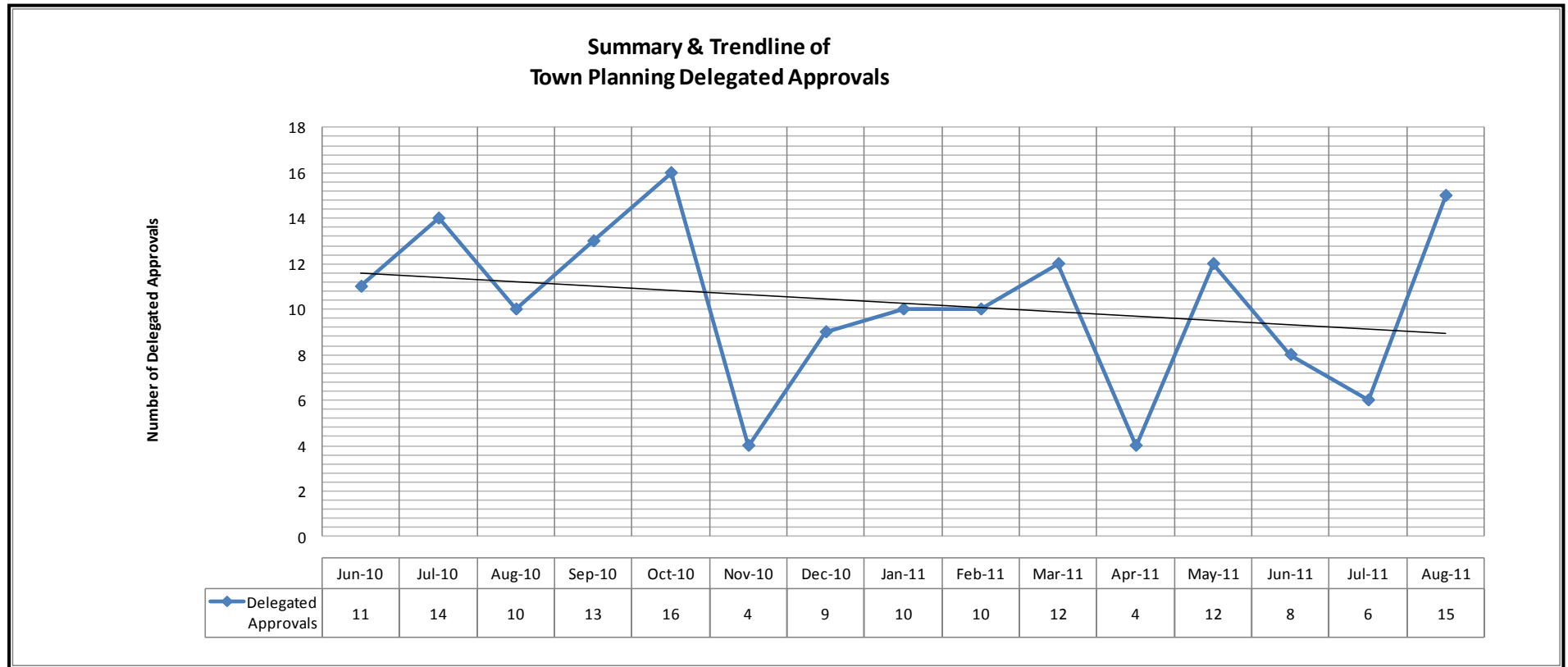
* PLEASE NOTE THE ABOVE STATISTICS FOR 2010 HAVE BEEN UPDATED DUE TO A PLANNING ADMINISTRATION ERROR

* STATISTICS FOR APRIL 2011 ARE LOW DUE TO 14 APPROVALS BEING GRANTED BY COUNCIL

DELEGATED PLANNING APPROVALS FOR AUGUST 2011 Cont'd...



DELEGATED PLANNING APPROVALS FOR AUGUST 2011 Cont'd...



* PLEASE NOTE THE ABOVE STATISTICS FOR 2010 HAVE BEEN UPDATED DUE TO A PLANNING ADMINISTRATION ERROR

* STATISTICS FOR APRIL 2011 ARE LOW DUE TO 14 APPROVALS BEING GRANTED BY COUNCIL

DELEGATED BUILDING APPROVALS FOR AUGUST 2011

BUILDING LICENCES						
Licence Number	Decision Date	Locality	Description of Work	Estimated Construction Value (\$)	Floor area square metres	Building Classification
100322	02.08.2011	SOUTH HEDLAND	1 x Patio	\$ 19,980.00	55	Class 10a
100321	02.08.2011	SOUTH HEDLAND	Outbuilding	\$ 14,950.00	36	Class 10a
100326	04.08.2011	PORT HEDLAND	1 x Patio	\$ 120,000.00	40	Class 10a
100329	04.08.2011	SOUTH HEDLAND	1 x Shade Sail	\$ 18,627.00	100	Class 10a
100332	05.08.2011	SOUTH HEDLAND RURAL EST	Sea Container	\$ 3,500.00	14	Class 10a
100336	05.08.2011	SOUTH HEDLAND	2 x Patio	\$ 48,513.00	101	Class 10a
100348	15.08.2011	PORT HEDLAND	1 x Monitoring Station	\$ 80,000.00	7	Class 10a
100351	16.08.2011	PORT HEDLAND	Monitoring Station	\$ 50,000.00	7	Class 10a
100353	16.08.2011	SOUTH HEDLAND	1 x Shade Structure	\$ 126,940.00	114	Class 10a
100354	19.08.2011	SOUTH HEDLAND	1 x Patio	\$ 11,000.00	56	Class 10a
100368	29.08.2011	SOUTH HEDLAND RURAL EST	1 x Patio (Roof sheeting only - no wall	\$ 80,000.00	400	Class 10a
100374	30.08.2011	SOUTH HEDLAND RURAL EST	1 x Carport	\$ 52,800.00	300	Class 10a
105051	02.08.2011	SOUTH HEDLAND	1 x Below Ground Swimming Pool	\$ 33,000.00	26	Class 10b
105052	04.08.2011	SOUTH HEDLAND	1 x Below Ground Swimming Pool	\$ 27,000.00	13	Class 10b
105053	08.08.2011	SOUTH HEDLAND	1 x Above Ground Swimming Pool	\$ 4,000.00	21	Class 10b
105056	11.08.2011	SOUTH HEDLAND	1 x Below Ground Swimming Pool	\$ 26,000.00	13	Class 10b
104006	11.08.2011	PORT HEDLAND	1 x Sign	\$ 4,500.00		Class 10b
105054	11.08.2011	SOUTH HEDLAND	1 x Below Ground Swimming pool	\$ 32,000.00	19	Class 10b
105055	11.08.2011	SOUTH HEDLAND	1 x Below Ground Swimming Pool	\$ 34,500.00	31	Class 10b
105057	11.08.2011	SOUTH HEDLAND	1 x Below Ground Swimming Pool	\$ 26,950.00	13	Class 10b
105059	11.08.2011	SOUTH HEDLAND	1 x Below Ground Swimming Pool	\$ 38,700.00	36	Class 10b
105058	11.08.2011	SOUTH HEDLAND	1 x Below Ground Swimming Pool	\$ 31,750.00	20	Class 10b
105061	22.08.2011	SOUTH HEDLAND	1 x Below Ground Swimming Pool	\$ 28,150.00	13	Class 10b
105060	22.08.2011	SOUTH HEDLAND	1 x Below Ground Swimming Pool	\$ 33,075.00	22	Class 10b
102031	25.08.2011		1 x Retaining Wall	\$ 10,000.00		Class 10b
104008	26.08.2011	WEDGEFIELD	1 x Sign	\$ 1,450.00		Class 10b

DELEGATED BUILDING APPROVALS FOR AUGUST 2011 Cont'd...

BUILDING LICENCES						
Licence Number	Decision Date	Locality	Description of Work	Estimated Construction Value (\$)	Floor area square metres	Building Classification
100324	02.08.2011	SOUTH HEDLAND	1 x Single Dwelling	\$ 470,000.00	150	Class 1a
100325	03.08.2011	PORT HEDLAND	3 x Grouped Dwelling	\$ 647,000.00	390	Class 1a
100327	04.08.2011	SOUTH HEDLAND	1 x Single Dwelling	\$ 323,883.00	120	Class 1a
100335	05.08.2011	SOUTH HEDLAND RURAL EST	Single Dwelling & Outbuilding	\$ 820,000.00	639	Class 1a
100334	05.08.2011	PORT HEDLAND	1 x Single Dwelling	\$ 520,000.00	184	Class 1a
100333	05.08.2011	PORT HEDLAND	1 x Single Dwelling	\$ 520,000.00	184	Class 1a
100339	09.08.2011	SOUTH HEDLAND	1 x Single Dwelling	\$ 460,000.00	205	Class 1a
100338	09.08.2011	SOUTH HEDLAND	1 x Single Dwelling	\$ 540,000.00	264	Class 1a
100342	10.08.2011	SOUTH HEDLAND	1 x New Dwelling	\$ 417,000.00	90	Class 1a
100343	11.08.2011	SOUTH HEDLAND	1 x New Dwelling	\$ 420,000.00	90	Class 1a
102030	11.08.2011	WEDGEFIELD	Internal Mezzanine Floor	\$ 23,720.00	140	Class 1a
100346	12.08.2011	SOUTH HEDLAND	1 x Single Dwelling	\$ 392,310.00	184	Class 1a
100345	12.08.2011	SOUTH HEDLAND	1 x Single Dwelling	\$ 428,008.00	181	Class 1a
100347	15.08.2011	SOUTH HEDLAND	Grouped Dwelling & Fence	\$ 5,056,278.00	1451	Class 1a
100352	16.08.2011	SOUTH HEDLAND	1 x Single Dwelling	\$ 460,000.00	205	Class 1a
100357	19.08.2011	SOUTH HEDLAND	1 x Addition	\$ 6,000.00	8	Class 1a
100362	23.08.2011	SOUTH HEDLAND	Completion of Single Dwelling	\$ 275,000.00	147	Class 1a
100371	29.08.2011	SOUTH HEDLAND	1 x Single Dwelling	\$ 543,000.00	178	Class 1a
100372	30.08.2011	PORT HEDLAND	Grouped Dwelling (2 Units) 2 x Outbuildi	\$ 297,435.00	78	Class 1a
100375	31.08.2011	SOUTH HEDLAND	1 x Grouped Dwelling	\$ 460,000.00	124	Class 1a
100376	31.08.2011	SOUTH HEDLAND	1 x Grouped Dwelling	\$ 460,000.00	153	Class 1a
100340	09.08.2011	PORT HEDLAND	2x Grouped Dwellings	\$ 998,000.00	1082	Class 1a 10a and 10b
100367	26.08.2011	PORT HEDLAND	Grouped Dwelling (2 Units) 2 x Carports	\$ 490,000.00	230	Class 1a 10a and 10b
100358	19.08.2011	SOUTH HEDLAND	1 x Single Dwelling and 1 x Carport	\$ 332,564.00	193	Class 1a and 10a
100363	23.08.2011	SOUTH HEDLAND	Completion of Single Dwelling and Outbui	\$ 275,000.00	147	Class 1a and 10a
100344	12.08.2011	PORT HEDLAND	24 Temporary Sole Occupancy Units for Co	\$ 160,000.00	285	Class 1b
100349	15.08.2011	WODGINA MINE VIA PT HEDLA	Grouped Dwelling (9 Units)	\$ 1,200,000.00	404	Class 1b

DELEGATED BUILDING APPROVALS FOR AUGUST 2011 Cont'd...

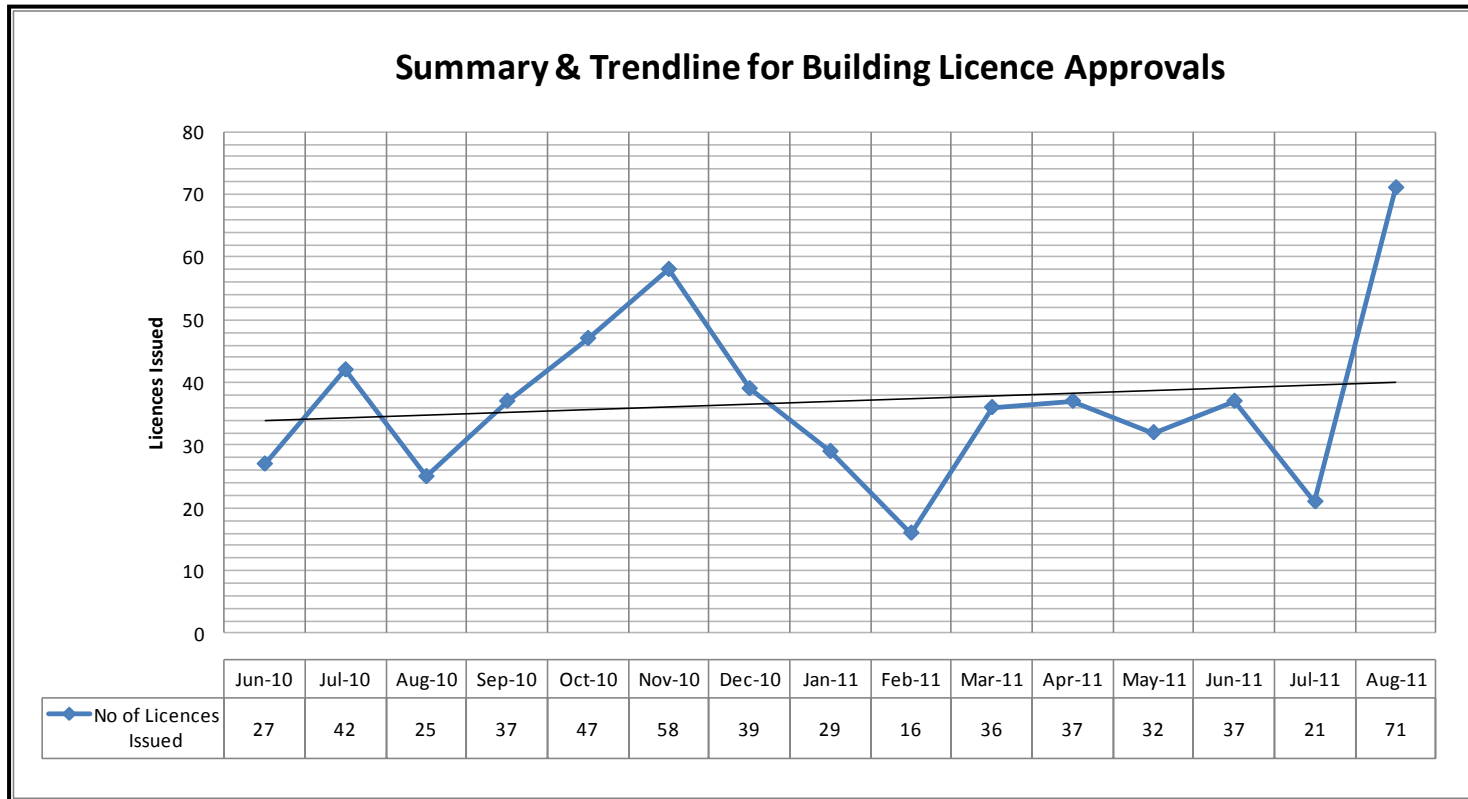
BUILDING LICENCES						
Licence Number	Decision Date	Locality	Description of Work	Estimated Construction Value (\$)	Floor area square metres	Building Classification
100355	22.08.2011	PORT HEDLAND	21 x Grouped Dwelling Commercial & Reta	\$ 7,095,000.00	1050	Class 2
100323	02.08.2011	WEDGEFIELD	1x Factory	\$ 850,000.00	960	Class 5
100330	04.08.2011	WODGINA MINE VIA PT HEDLA	1 x Office 1 x Control Room 1 x Abluti	\$ 669,000.00	286	Class 5
100373	30.08.2011	SOUTH HEDLAND	Internal Fitout	\$ 739,819.00	386	Class 5
100317	02.08.2011	PORT HEDLAND	1 x Office Fitout	\$ 180,000.00	190	Class 6
100341	09.08.2011	SOUTH HEDLAND-CBD	5 x Shops and Addition to existing Servi	\$ 800,000.00	828	Class 6
100359	22.08.2011	WEDGEFIELD	2 x Warehouse & 2 x Office	\$ 936,800.00	528	Class 7b
100361	22.08.2011	WEDGEFIELD	2 x Warehouse & 2 x Office	\$ 936,800.00	528	Class 7b
100360	22.08.2011	WEDGEFIELD	2 x Warehouse & 2 x Office	\$ 936,800.00	528	Class 7b
100364	25.08.2011	WEDGEFIELD	Warehouse Office & Covered Yard	\$ 1,741,714.00	1352	Class 7b
100365	25.08.2011	PORT HEDLAND	1 x Warehouse	\$ 1,000,000.00	5137	Class 7b
100366	25.08.2011	PORT HEDLAND	1 x Warehouse	\$ 1,000,000.00	5137	Class 7b
100370	29.08.2011	VIA PORT HEDLAND	1 x Storage Shed	\$ 1,171,879.00	462	Class 7b
100331	04.08.2011	PORT HEDLAND	1 x Arts and Crafts Centre	\$ 119,318.00	138	Class 8
100350	16.08.2011	WEDGEFIELD	1x Office and Workshop	\$ 680,000.00	600	Class 8
100356	22.08.2011	WEDGEFIELD	8 x Warehouse/Light Industry Units	\$ 2,200,000.00	1962	Class 8
100369	29.08.2011	SOUTH HEDLAND	Earth Works - Stage 1 - Project Class 3	\$ 11,100,067.00		Class 3
	30.08.2011	SOUTH HEDLAND	Strata Plan - Units			Class 1a
Total Licences		71		\$ 50,109,780.00		

DELEGATED BUILDING APPROVALS FOR AUGUST 2011 Cont'd...

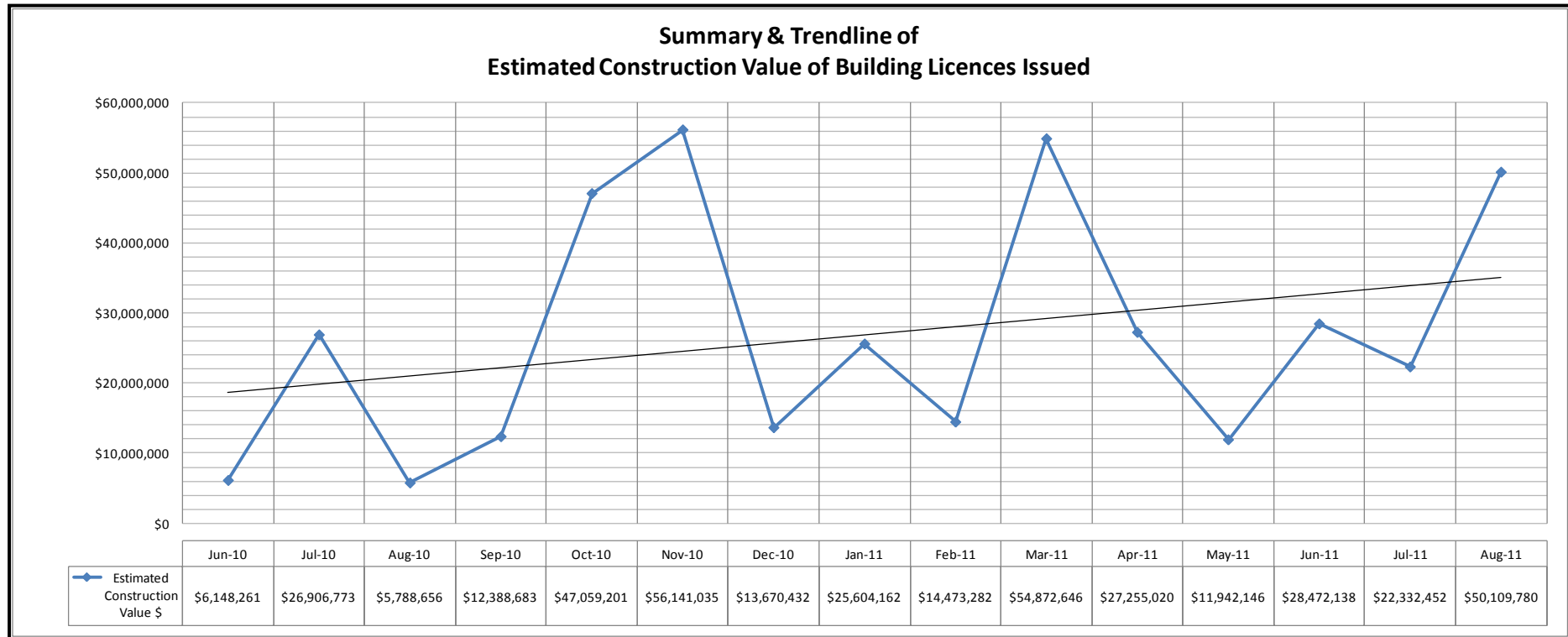
SUMMARY				
No of Licences	Licence Type	Estimated Construction Value	Floor Area in square metres	Average cost per square metre
2	Demolitions	\$220,000	221	
28	Dwellings	\$17,215,198	7,727	\$2,228
12	Class 10a	\$626,310	1,230	\$509
14	Class 10b	\$331,075	227	
17	Commercial	\$32,157,197	20,072	\$1,602
	Other			
73		\$50,549,780	29,477	

DEMOLITION LICENCES					
Licence Number	Approval Date	Locality	Description of Work	Estimated Construction	Classification
103049	12.08.2011	SOUTH HEDLAND	Demolition of Single Dwelling	\$ 20,000.00	Class 1a
103050	29.08.2011	SOUTH HEDLAND	Demolition of Residence	\$ 200,000.00	Class 1a
Total		2	Demolition Licences Issued	\$ 220,000	

DELEGATED BUILDING APPROVALS FOR AUGUST 2011 Cont'd...



DELEGATED BUILDING APPROVALS FOR AUGUST 2011 Cont'd...



CURRENT LEGAL ACTIONS BEING UNDERTAKEN AS OF AUGUST 2011

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 ~ Appointment of Compliance Office has been completed, Matter is being investigated ~ No improvement made to property ~ Letter requesting commitment to remove materials prepared by Geoff Owen ~ If commitment not received within 14 days of issue further proceeding to commence ~ Mr Yujnovich has demonstrated a willingness to comply with planning condition. Has been given a further 6 weeks to clean site	MP
REDBANK					
116770G	Lot 134 Roche Road (Western Desert)	Illegal laydown area - Second Offence		~ Referred to Council Solicitors ~ Notices have been issued ~ Extension granted to February ~ Magistrate has moved matter to be heard in Perth 28th March ~ Matter has been heard and found guilty, fined \$20,000 plus \$2500 in legal costs ~ Memorial has been placed against the property ~ Costs have not been paid Geoff owen to initiate another memorial, this means costs will be recovered if Western Desert sell property.	MP
SOUTH HEDLAND RURAL ESTATE					
SOUTH HEDLAND					
PORT HEDLAND					
400330G	83 Athol Street (P Oldenhuis)	Health - Asbestos removal	~ First Return date 25/2/09	~ 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 ~ Waiting on report from FER from the South Hedland Magistrates Court	MEH

CURRENT HEALTH ORDERS AS OF AUGUST 2011

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

Attachments

Nil

201112/114 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

Seconded: Cr G J Daccache

That the Schedule of Planning and Building approvals, Environmental Health Orders issued by Delegated Authority and the listing of current legal actions for the month of August 2011 be received.

CARRIED 8/0

11.1.1.10 Proposed Installation of a Public Art Piece at Lot 5772 Colebatch Way, South Hedland Town Centre (File No.: 802465G)

Officer Michael Pound
Planning Officer

Lorna Secret
Manager Community
Services

Date of Report 6 September 2011

Disclosure of Interest by Officer Nil

Summary

Council has received an application from a Ms. Rosaland Dunstan for the installation of a public art piece at Lot 5772 Colebatch Way as part of the redevelopment of the South Hedland Town Centre. The art piece is proposed to be centrally located within the proposed South Hedland Town Square Development.

The matter is referred to Council as the current notice of delegation does not permit works on reserves to be dealt with under delegated authority.

Background

Council at its Ordinary Meeting on 25 March 2009, resolved that a planning permit for the installation of all future public art would be required.

The art piece proposed for the South Hedland Town Square, will consist of three (3) "Playful Seating Echidnas" carved out of Pilbara Jade to resemble baby echidnas at play. The seating elements are proposed to be 1500-1000mm in length and a comfortable seating height of 500mm. They are to be located in the prime viewing spot within the amphitheatre, at the meeting point of the two axis.

Consultation

The application has been referred to Council's Engineering, Building and Community Development teams for comment. No objection to the art piece or location was received.

LandCorp presented preliminary concepts to the South Hedland CBD Stakeholder Committee.

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Key Result Area 2:	Community Pride
Goal No. 3:	Townscape
Strategy 1:	In conjunction with industry, business and the community, develop improved verge and streetscape treatments throughout the Town.
Goal No. 5:	Arts and Culture
Strategy 2:	Develop a public art policy / strategy and install public art in key locations within the town.

Budget Implications

Nil

Officer's Comment

Redevelopment of the South Hedland Town Centre has already begun and will transform the area into an area where people would like to meet and socialise.

Ms Dann has created a series of sculptures for the new Town Centre Square. The works were commissioned by LandCorp and will make a unique and valuable addition to the public art collection of the Town.

The three playful and tactile works carved from jade stone represent the echidna, to create imagery that will distinguish South Hedland from Port Hedland and create a distinctive sense of place.

The theme for the work is based on anecdotal evidence that a family of echidnas resides under the South Hedland water tank. Rarely sighted, these nocturnal spine and fur covered animals are believed to have lived in this area for over 50 years. Fred Beel's sculpture of echidna spines, previously approved by the Council at its Ordinary Council Meeting 13 April 2011 also refers to this theme, creating a walk through environment at the entry to the Town Square. Whilst the works contrast in material and form, together they enrich a visual connection to the echidna story. At the same time soft and hard sculptures draw the viewer to touch and explore the amazing surfaces. They bring a unique quality to the space, a playful element on which to climb and perch.

Traditional Banyjima woman, Rozy Dann is well known for her exceptional painting and drawing skills, particularly her detailed drawings of plants and animals. The Jade stone sculptures take the artist in a new direction, as she builds on a fascination of Pilbara rocks which was gained at a young age from her father. Throughout the process Ms Dann involved family members mentoring them in the process and engaging them as studio assistances. This skill sharing created an opportunity for building capacity in the community.

The proposed art piece will contribute to the new modern look that the redevelopment of the Town Centre is creating, whilst bringing a unique sense of place and community enjoyment to South Hedland.

Options

Council has the following options of dealing with the request:

1. Support the request for the installation of the art piece at Lot 5772 Colebatch Way in the South Hedland Town Centre.
2. Reject the request for the installation of the art piece at Lot 5772 Colebatch Way in the South Hedland Town Centre.
3. Refer the matter to the South Hedland CBD Stakeholder Committee for comment.
4. Seek public input on the item by placing the matter out for public advertising.

It is recommended that Council support the request for the installation of the art piece at Lot 5772 Colebatch Way in the South Hedland Town Centre.

Attachments

1. Town Square Site Plan
2. Location Plan
3. Elevations
4. Structural Drawings

201112/115 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

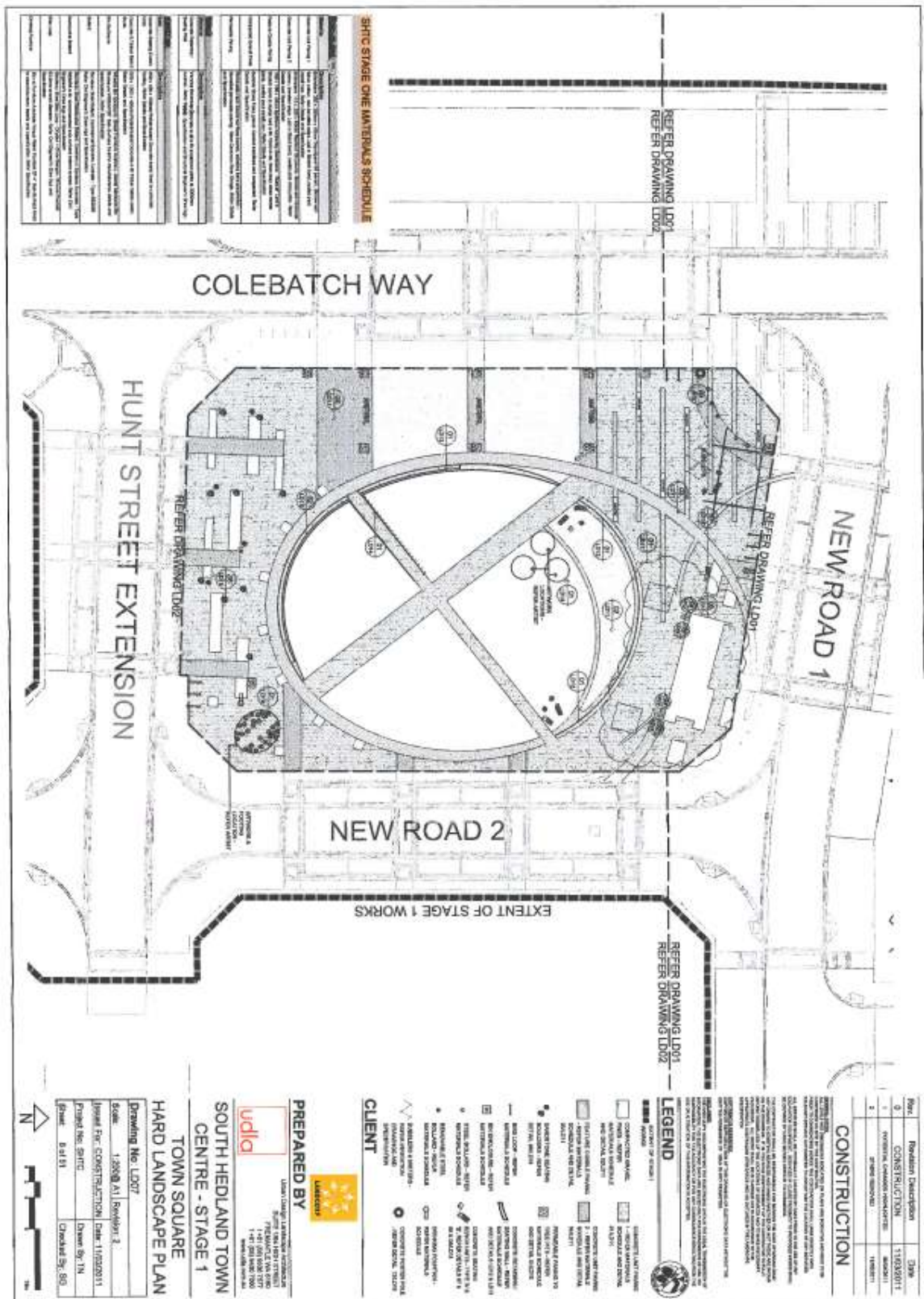
Seconded: Cr S R Martin

That Council:

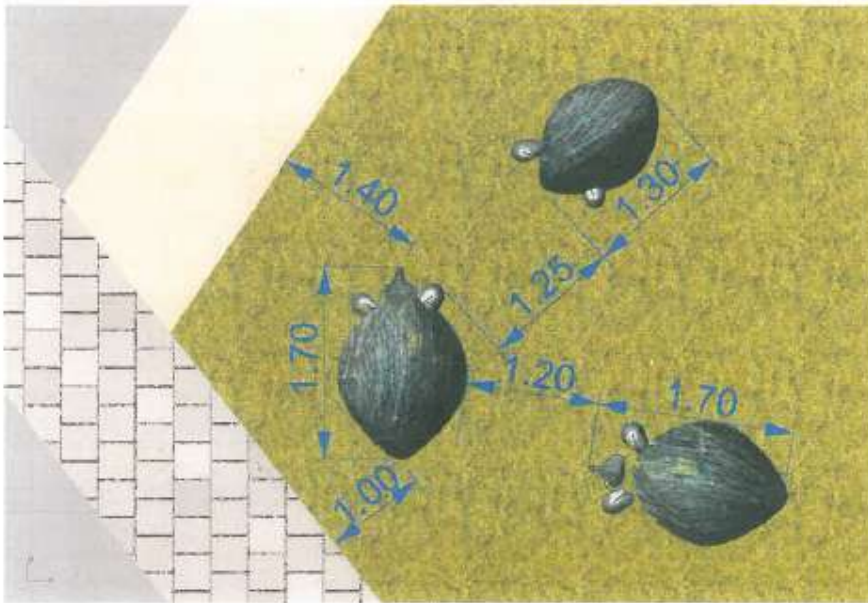
- i) **Approves the installation of the public art piece at Lot 5772 Colebatch Way, South Hedland, subject to the following conditions:**
 - a) **Obtaining a building license.**

CARRIED 8/0

ATTACHMENT 1 TO ITEM 11.1.1.10



ATTACHMENT 2 TO ITEM 11.1.1.10

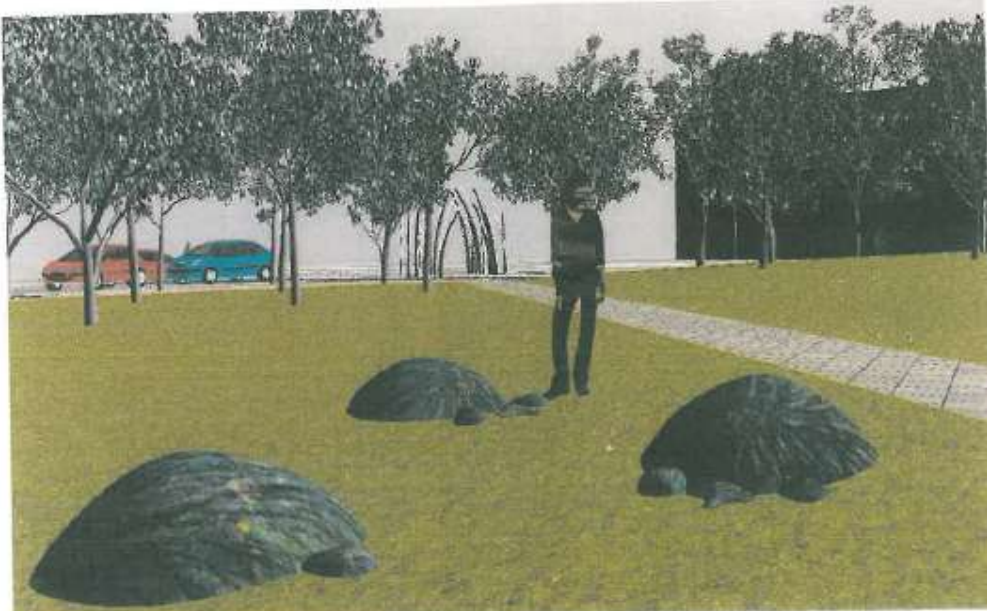


Layout Plan



Pilbara Jade

The Echidnas are made up of three seating elements carved out of a local Pilbara Jade to resemble baby echidnas at play. The seating elements are proposed to be between 1500-1000mm in length and a comfortable seating height of 500mm. They are to be located in the prime viewing spot within the amphitheatre, at the meeting point of the two axes.



View of Echidnas looking south-east from the centre of the Town Square Amphitheatre



View of Echidnas looking toward the stage from the centre of the Town Square Amphitheatre

11.1.1.11 Proposed Road Dedications at Lot 503 and 5530 Forrest Circle, South Hedland (File No.: 28/01/0017)

Officer	Caris Vuckovic Lands Officer
Date of Report	8 September 2011
Disclosure of Interest by Officer	Nil

Summary

Council has received a request from Hatch on behalf of Compass Group (Australia) Pty Ltd to seek Councils support to formalise road access to Lots 503 and 5530 Forrest Circle, South Hedland.

It is recommended that Council support the request for road dedications at Lots 503 and 5530 Forrest Circle, South Hedland.

Background

The applicant is seeking to make these amendments to improve traffic safety as well as increase their access to site operations located within the area.

The proposed road changes include:

- a. Extension of Forrest Circle Road Reserve as shown at point B in Attachment 1;
- b. Dedication of Road Reserve as shown at point A in Attachment 1

The extension of Forrest Circle Road Reserve is proposed to be located within Lot 502 Forrest Circle, owned by Auzcorp Pty Ltd, and a small portion of Drainage Reserve 36025. Permission to dedicate the road reserve within these two portions of land has been granted by both Auzcorp Pty Ltd and is supported by the Town of Port Hedland's Manager Infrastructure and Development.

The dedication of road reserve as shown at point A is proposed to be located within Recreation Reserve 31895, located at Lot 5530 Hamilton Road.

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.”

Consultation will be made with all interested parties, including public service providers, internal departments as well as affected land owners as part of the process of this application.

Statutory Implications

Section 56 of the *Land Administration Act 1997* establishes the procedure for dedicating a road.

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Nil

Officer’s Comment

Council at its Ordinary Meeting held on 26 May 2010 resolved to adopt Scheme Amendment No. 26, enabling the rezoning of the land for the development of transient workers accommodation located within Area A.

The applicants request to make road alterations at Lots 503 and 5530 Forrest Circle will enable vehicular access for the much needed development of Area A.

Options

Council has the following options for responding to the request:

1. Support the request for road reserve dedications at Lots 503 and 5530 Forrest Circle, South Hedland.

Approving the dedications will result in a more mainstream traffic flow whilst also improving traffic safety.

2. Reject the the request for road reserve dedications at Lots 503 and 5530 Forrest Circle, South Hedland.

Should Council not support the alterations, the applicant will need to seek alternative options to gain vehicular access to the area.

It is recommended that Council support the request for road dedications at Lots 503 and 5530 Forrest Circle, South Hedland.

Attachments

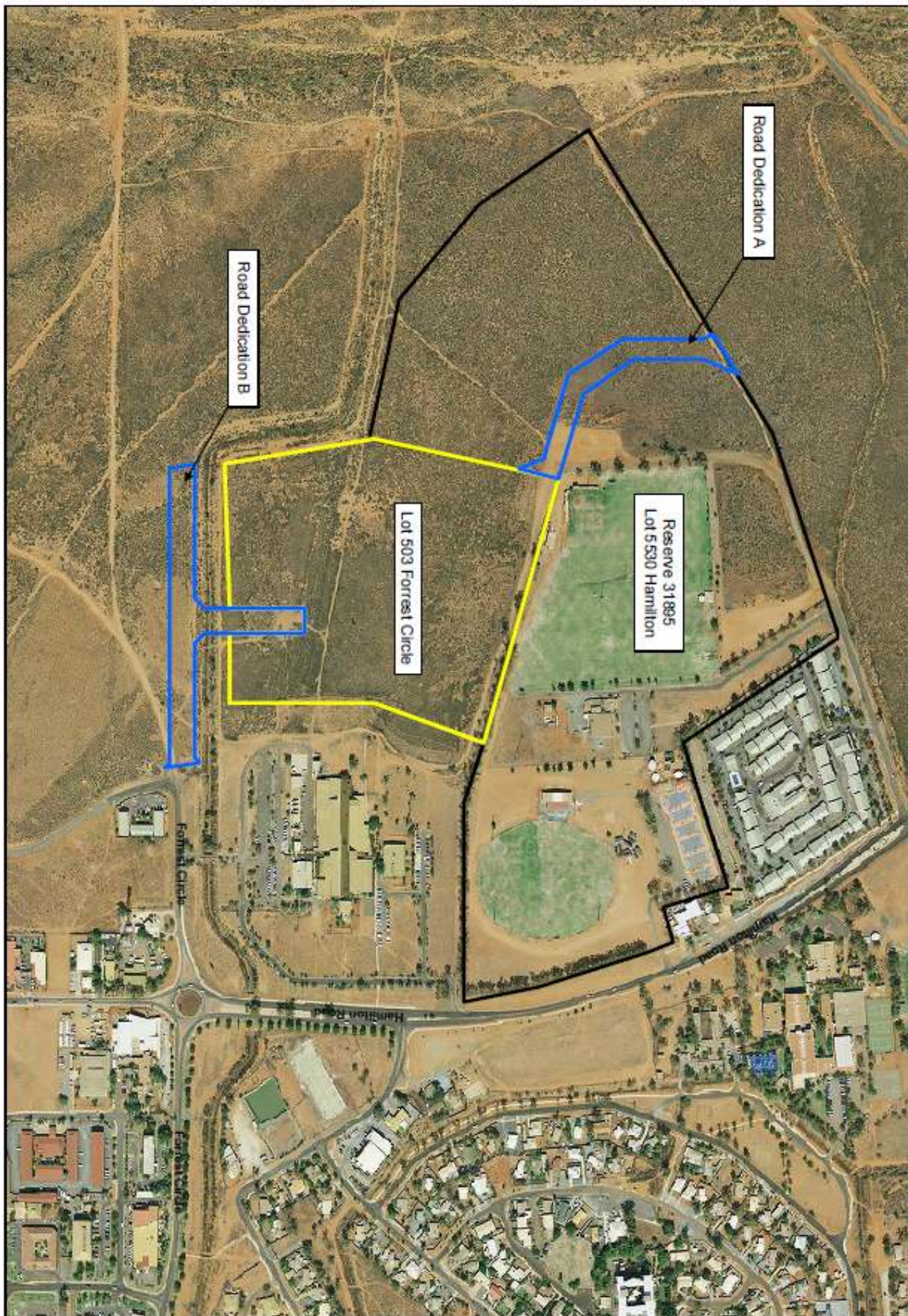
1. Locality Plan
2. Road Dedication Plans

201112/116 Officer's Recommendation/Council Decision**Moved: Cr A A Carter****Seconded: Cr G J Daccache****That Council:**

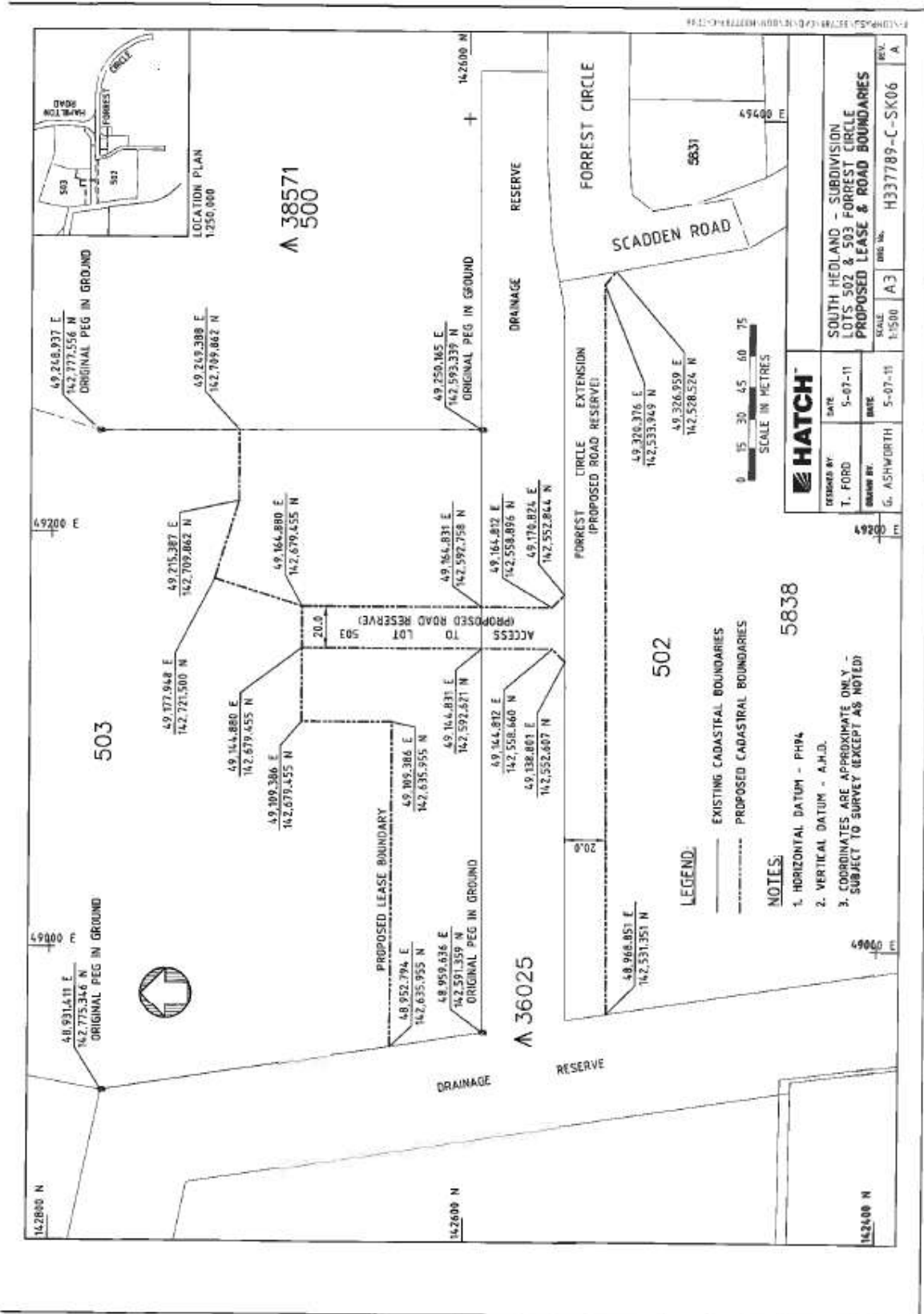
- 1. Supports the request from Hatch on behalf of Compass Group (Australia) Pty Ltd to permanently dedicate a road reserve as shown at in Attachment 2.**
- 2. Delegates the Manager Planning Services to submit the road dedication requests to the Department of Regional Development and Lands (State Lands Services).**
- 3. Notifies the applicant that any road construction and required signage will be at the applicants cost and is to be to the specification of the Manager Infrastructure Development and to the satisfaction of Council's Manager Planning Services.**

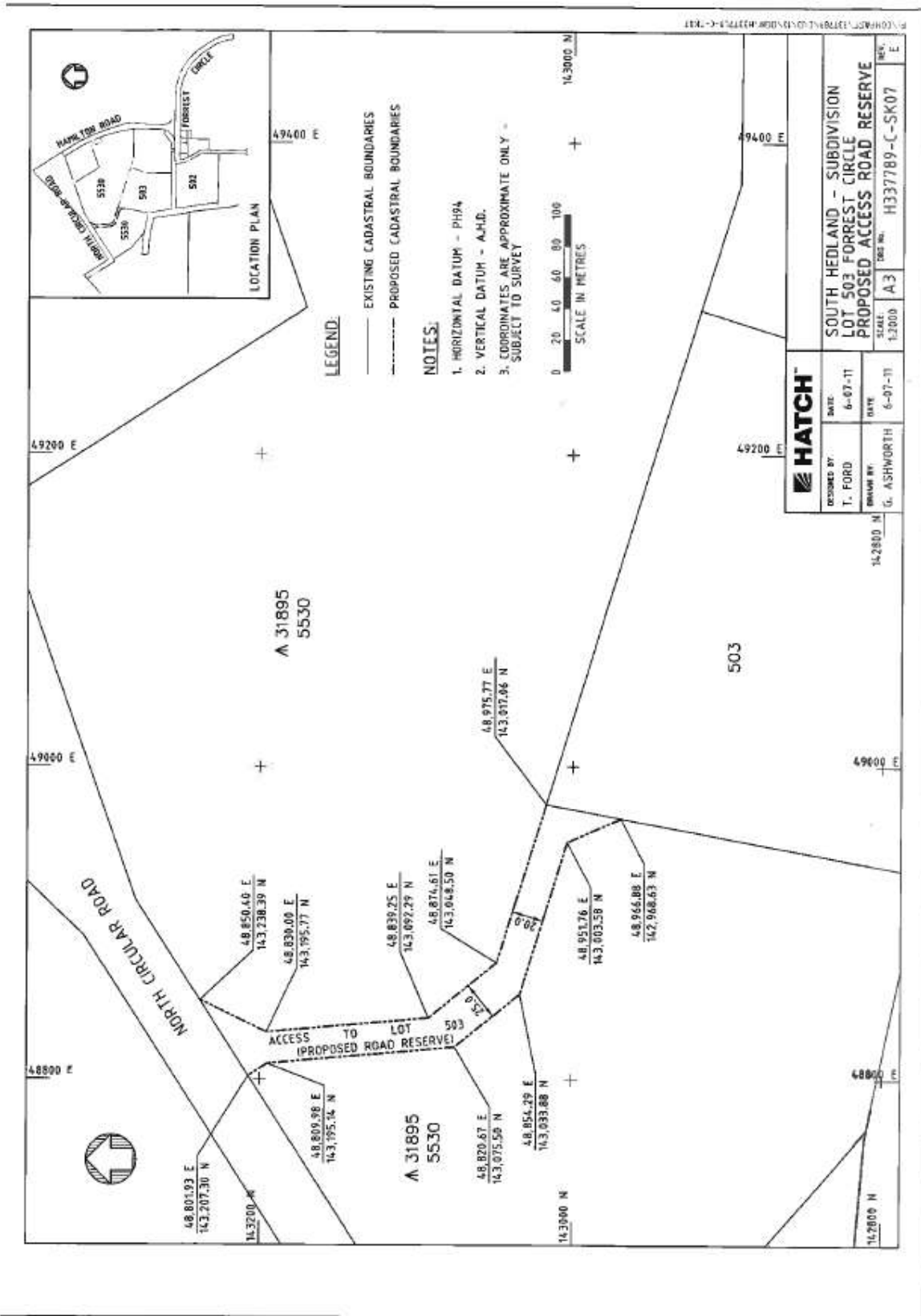
CARRIED 8/0

ATTACHMENT 1 TO ITEM 11.1.1.11



ATTACHMENT 2 TO ITEM 11.1.1.11





11.1.1.12 Proposed Noxious Use – Ammonium Nitrate Emulsion Production Facility at Part Lot 501 Great Northern Highway, Reserve 30985 Port Hedland (File No.: 802230G)

Officer	Michael Pound Planning Officer
Date of Report	5 September 2011
Disclosure of Interest by Officer	Nil

Summary

The Town has received an application from Dyno Nobel Asia Pacific Pty Ltd (DNAP) the intended Lessees of Part Lot 501 Great Northern Highway Reserve 30985 (subject site), for the development of an Ammonium Nitrate Emulsion Production Facility (ANE).

Reserve 30985 has a Management Order in favour of the Department of Mines and Petroleum, for the purposes of “Explosive Safety Area”.

In terms of Clause 2.2 *Development and Use of Reserves*, any development taking place within a reserve must be considered by Council.

It is recommended that the application be approved subject to conditions.

Background

Location and Site Details (ATTACHMENT 2)

The subject site is approximately twelve (12) kilometres south east of Port Hedland and 2.5 kilometres east of the Port Hedland International Airport. The surrounding area is largely undeveloped with the Great Northern Highway reserve forming the southern boundary of the proposed site.

The plant site will occupy approximately ten (10) hectares and will have a 375 metre frontage to Great Northern Highway.

Current Zoning

In terms of the Town of Port Hedland Town Planning Scheme No. 5 (TPS 5), the subject site is located within “Reserve 30985” for the purpose of an “Explosive Safety Area.”

In this regards the proposed use is permitted subject to the approval of Council.

Proposal (ATTACHMENT 3)

The proposed development on the subject site includes the following facilities:

ANE Plant

- Blending Facility for ANE;
- AN storage shed;
- Dangerous goods sheds for raw materials;
- Fuel storage;
- ANE storage;
- Water storage and services; and
- Waste water storage.

Associated Infrastructure

- Site Office;
- Site Workshop;
- Stormwater retention basin; and
- 22kV transformer.

The proposed plant will have the capacity to produce 330 tonnes of ANE per day or 100,000 tonnes per year. The plant will employ between 20 and 30 permanent staff and is planned to be operating for at least ten years.

Consultation

The application has been circulated internally and advertised externally in accordance with section 4.3.1 of TPS5.

In addition to the above the applicant has referred the application to the following organizations:

- Department of Mines and Petroleum;
- Department of Regional Development and Lands;
- Department of Environment and Conservation; and
- Main Roads Western Australia.

As a result of the above consultation Main Roads Western Australia (MRWA) have issued a “no objection” to the proposed access point on to Great Northern Highway, subject to conditions (*ATTACHMENT 4*).

The Department of Environment and Conservation (DEC) granted a works approval for the proposed ANE plant effective from 21 February 2011. An application to amend the work approval was submitted to DEC on 18 May 2011 as the subject site boundaries were altered from the original application. The DEC responded on 13 June 2011 confirming that the works approval would be amended. In order for the licence to be issued as soon as possible DEC allowed the 21 day consultation period to be waived. DNAP have chosen for the 21 day consultation period to be waived, and have submitted the application for such on 16 June 2011.

The amended works approval (2010/010064) was issued on the 23 June 2011 (*ATTACHMENT 5*).

DNAP issued an expression of interest to the Department of Regional Development and Lands (DRDL) on 30 August 2010 (*ATTACHMENT 6*). A draft lease has been prepared and DNAP are currently reviewing the document. It is recommended a condition be imposed requiring DNAP to submit a copy of the lease once it has been accepted.

A preliminary proposal for the ANE production facility was submitted to the Dangerous Goods Safety Branch in the Department of Mines and Petroleum (DMP) on 7 July 2010 (*ATTACHMENT 7*). The proposed land use is compatible with the purpose of the 'Reserve' for 'Explosive Safety Area' and complies with the required separation distances. DNAP will submit applications to obtain licences to store dangerous goods and manufacture security risk substances before operations commence. DNAP will also lodge a notification form as required by the Major Hazard Facilities Regulation. It is recommended a condition be imposed requiring DNAP submit a copy of the licences prior to the issuing of a building licence.

Statutory Implications

In accordance with the Planning and Development Act 2005 the proposed development is subject to the provisions of the TPS5.

Policy Implications

Nil

Strategic Planning Implications

Key Result Area 4: Economic Development
Goal 4: Land Development Projects
Strategy 2: Promote and support initiatives that attract new developers, builders and / or trades people to the Town.

Budget Implications

An application fee of \$31,500.00 was paid on lodgement.

Officer's Comment*Need*

Ammonium nitrate is essential to the operation of the resource sector. With unprecedented growth within the resource sector the demand for ammonium nitrate is increasing.

Currently ammonium nitrate is being brought in over land by truck and occasionally by sea on a regular basis as there are no constructed ANE plants in the Pilbara region of Western Australia.

With the high demand for ammonium nitrate and the lengthy delivery times experienced due to the transportation methods. Demand for Ammonium Nitrate Emulsion in the region will soon exceed current capacity.

A Pilbara ANE manufacturing position will support and enable the significant expansion plans of key mining customers in the region. Furthermore, the proposed development will improve services to the resource sector, and at the same time bring another permanent industry to the Town, thereby further encouraging permanent residence within the town.

Strategic Direction

The Town is currently in the process of developing the Port Hedland City Growth Plan. This document will effectively supersede the LUMP. The Boodarie area will be the focus of general industry including noxious uses, unfortunately the Boodarie area is still in its planning stages.

Development Controls

The proposed development is able to comply with all the development controls applicable to the type of use.

In light of the above the application is supported from a Town Planning point of view.

*Desirability:**Proposal*

The proposed development will improve services to the resource sector and bring another permanent industry to the Town.

In addition, the facility will allow for large shipments of ammonium nitrate to be brought through the port, resulting in the reliance of long distance road travel being reduced, which in its own has a positive impact on road safety and road maintenance and reinforces the Port's value for imports as well as export trade.

Locality

The location of the site being adjacent to a national highway provides good access without the need for heavy vehicles to utilize the greater Port Hedland road network.

In addition, the proposed development is located within a Reserve for "Explosive Safety Area", located away from any sensitive uses or non-compatible uses.

Amenity

Whilst the location of the proposed development along the national highway has advantages, care must be taken to ensure that the development does not detract from the "streetscape".

In this regard it will be required that a bund be constructed to suitably "screen" the development from the Great Northern Highway.

Options

Council has the following options when considering the matter:

1. Approve the proposal.

The approval of the application will allow the ANE plant to support and enable the significant expansion plans of key mining customers in the region.

2. Refuse the proposal.

Should Council refuse the application the applicant has the right of appeal through the State Administrative Tribunal.

It is recommended that the application be approved subject to conditions.

Attachments

1. Locality Plan;
2. Site/Floor Plans and Elevations;
3. MRWA non objectional correspondence;
4. DEC Works Approval 2010/010064
5. DRDL Expression of Interest;
6. DMP Preliminary Proposal

201112/117 Officer's Recommendation/Council Decision**Moved: Cr A A Carter****Seconded: Cr G J Daccache**

That Council approves the application submitted by Dyno Nobel Asia Pacific Pty Ltd, for an Industry Noxious – Ammonium Nitrate Emulsion Production Facility at Part Lot 501 Great Northern Highway, Port Hedland subject to the following conditions.

- 1. This approval relates only to the proposed “ANE Plant” on Part Lot 501 Great Northern Highway, Port Hedland and other incidental development, as indicated on the approved plans 2011/306/drg1 - 2011/306/drg35. It does not relate to any other development on this lot.**
- 2. The Town of Port Hedland Town Planning Scheme No. 5 defines “Industry - Noxious” as:**

“an industry which is subject to licensing as “Prescribed Premises” under the environmental Protection Regulations 1987 (as amended).”
- 3. This approval to remain valid for a period of twenty-four (24) months if development is commenced within twelve (12) months, otherwise this approval to remain valid for twelve (12) months only.**
- 4. Prior to the issuing of a building licence, the applicant is required to obtain a Licence from the Department of Environment (DEC), Department of Mines and Petroleum (DMP) and is also required to finalise the lease agreement with the Department of Regional Development and Lands.(DRDL).**
- 5. Access way(s), parking area(s), turning area(s) shall be constructed, kerbed, formed, graded, drained, linemarked and finished with a sealed or paved surface by the developer to an approved design in accordance with TPS5 and Australian Standards, to the satisfaction of Council Manager Planning.**
- 6. Within 30 days of this approval or such further period as may be agreed by Councils Manager Planning Services, a detailed landscaping and reticulation plan must be submitted to Council's Manager Planning Services. The plan to include a suitably landscaped bund to screen the proposed development from Great Northern Highway.**

The plan is to include species and planting details with reference to Council's list of Recommended Low-Maintenance Tree and Shrub Species for General Landscaping included in Council Policy 10/001.

7. Within 60 days, or such further period as may be agreed by Councils Manager Planning Services, landscaping and reticulation to be established with the use of mature trees and shrubs, in accordance with the approved detailed plans to the satisfaction of Council Manager Planning Services.
8. No on site accommodation or human habitation is permitted.
9. Any alterations or relocation of existing infrastructure within the road reserve shall be carried out and reinstated to the specification and satisfaction of Council's Manager Planning at the developer's expense.
10. Lighting shall be installed along all driveway(s), access way(s), parking area(s), turning area(s) and pedestrian pathways by the developer. Design and Construction standards shall be in accordance with relevant Australian Standards and to the satisfaction of Council's Manager Planning
11. All stormwater must be retained onsite. Disposal to be designed in accordance with Council's Engineering Department Guidelines, and to the satisfaction of Council's Manager Planning.
12. An approved effluent disposal system is to be installed to the specification of Environmental Health Services and/or the Health Department of Western Australia to the satisfaction Councils Manager Planning Services.
13. Where petrol, benzene or other inflammable or explosive matter, grease, oil or greasy/oily matter is likely to be discharged, a sealed wash down area and a petrol and oil trap are to be installed and connected to an approved leach drain to the specification of the Health Department of Western Australia to the satisfaction Council's Manager Planning Services.
14. All dust and sand to be contained on site with the use of suitable dust suppression techniques to the satisfaction of Council's Manager Planning.

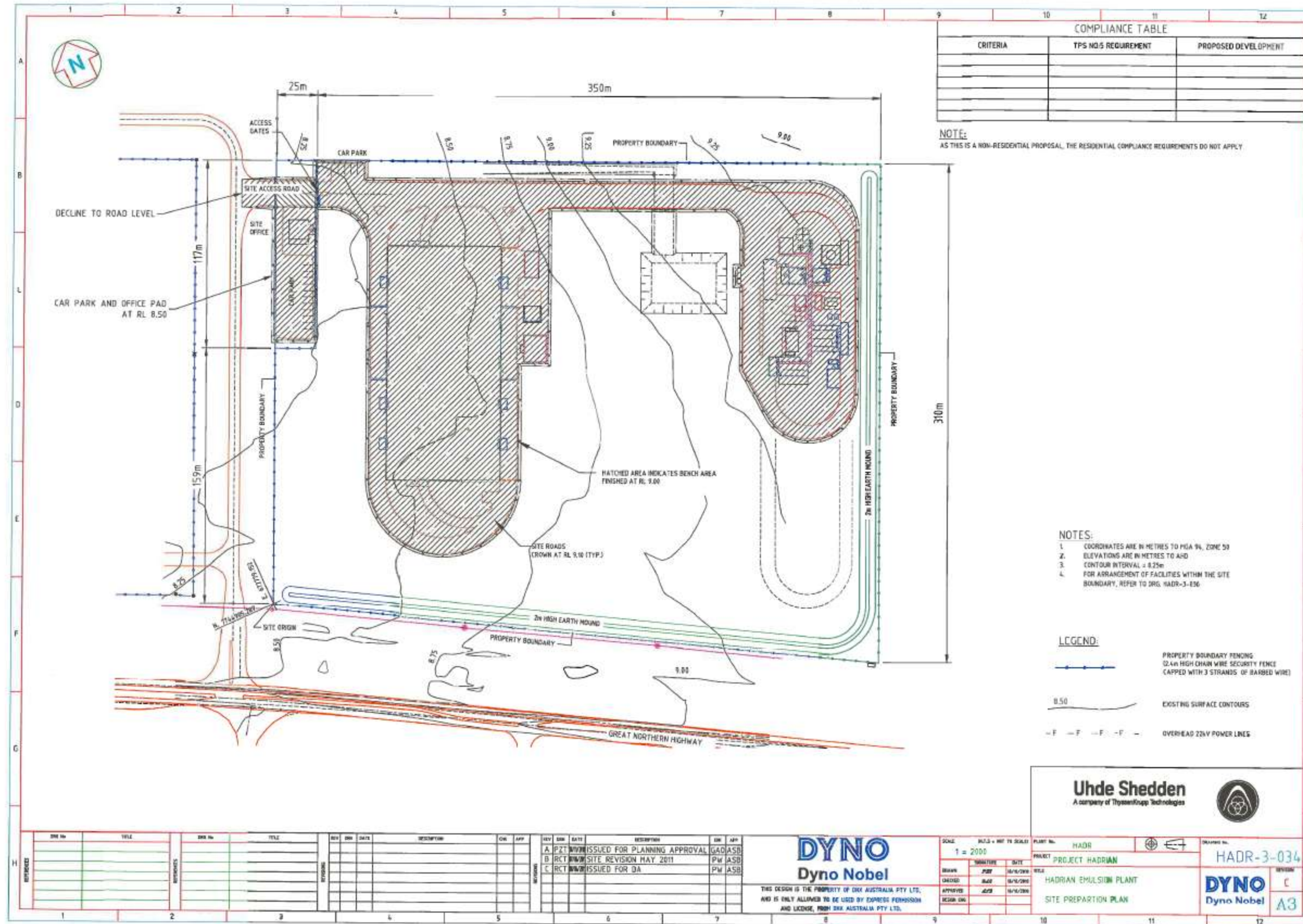
FOOTNOTES

1. You are reminded that this is a Planning Approval only and does not obviate the responsibility of the developer to comply with all relevant building, health and engineering requirements.
2. In regard to condition 6, the bund is to be constructed in such a way that it screens the development from Great Northern Highway, this may require the bund to be constructed along the side boundaries as well as the road frontage boundary.
3. Application is to be made for the installation of an approved apparatus for the treatment of effluent to the satisfaction of Council's Manager of Planning and the specification of the Manager of Environmental Health
4. Waste receptacles are to be stored in a suitable enclosure to be provided to the specifications of Council's Health Local Laws 1999 and to the satisfaction of Councils Manager Planning Services.
5. The development must comply with the Environmental Protection (Noise) Regulations 1997 at all times.
6. The applicant/owner is required to lodge an application for a Building Licence under the provisions of the Building Regulations and approval from the Town of Port Hedland before commencing any works whatsoever.
7. The developer to take note that the area of this application may be subject to rising sea levels, tidal storm surges and flooding. Council has been informed by the State Emergency Services that the one hundred (100) year Annual Recurrence Interval cycle of flooding could affect any property below the ten (10)-metre level AHD. Developers shall obtain their own competent advice to ensure that measures adopted to avoid that risk will be adequate. The issuing of a Planning Consent and/or Building Licence is not intended as, and must not be understood as, confirmation that the development or buildings as proposed will not be subject to damage from tidal storm surges and flooding.
8. Applicant is to comply with the requirements of Worksafe Western Australia in the carrying out of any works associated with this approval.

CARRIED 8/0

ATTACHMENT 1 TO ITEM 11.1.1.12





COMPLIANCE TABLE		
CRITERIA	TPS NO'S REQUIREMENT	PROPOSED DEVELOPMENT

NOTE:
AS THIS IS A NON-RESIDENTIAL PROPOSAL, THE RESIDENTIAL COMPLIANCE REQUIREMENTS DO NOT APPLY.

- NOTES:
- COORDINATES ARE IN METRES TO MGA 94, ZONE 58
 - ELEVATIONS ARE IN METRES TO AHD
 - CONTOUR INTERVAL = 0.25m
 - FOR ARRANGEMENT OF FACILITIES WITHIN THE SITE BOUNDARY, REFER TO DRG. HADR-3-ES6

- LEGEND:
- PROPERTY BOUNDARY FENCING (2.4m HIGH CHAIN WIRE SECURITY FENCE CAPPED WITH 3 STRANDS OF BARBED WIRE)
 - EXISTING SURFACE CONTOURS
 - OVERHEAD 22kV POWER LINES

Uhde Shedden
A company of ThyssenKrupp Technologies

DYNO
Dyno Nobel

SCALE: 1 = 2000

PROJECT: PROJECT HADRIAN

TITLE: HADRIAN EMULSION PLANT SITE PREPARATION PLAN

DRAWING NO: HADR-3-034

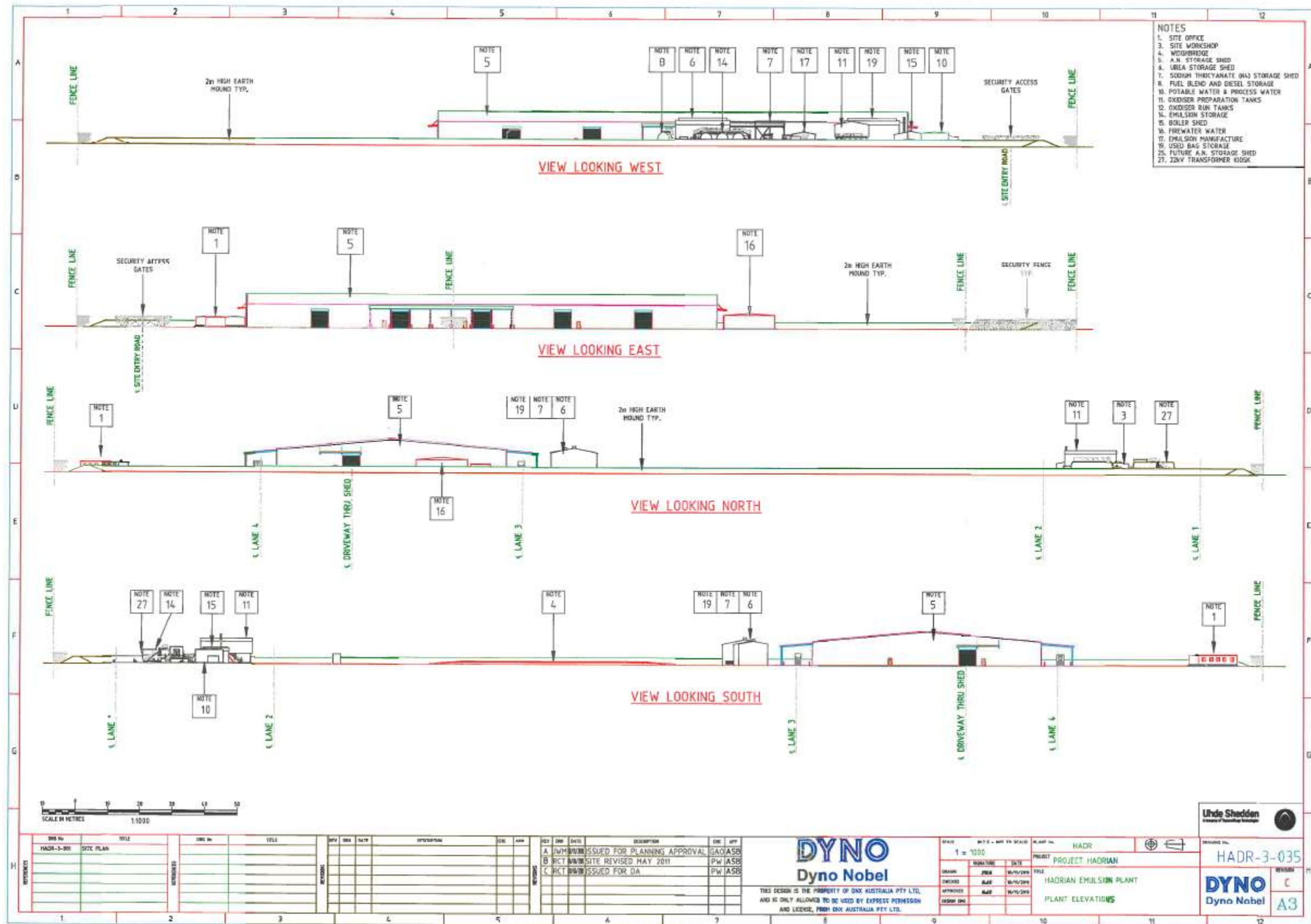
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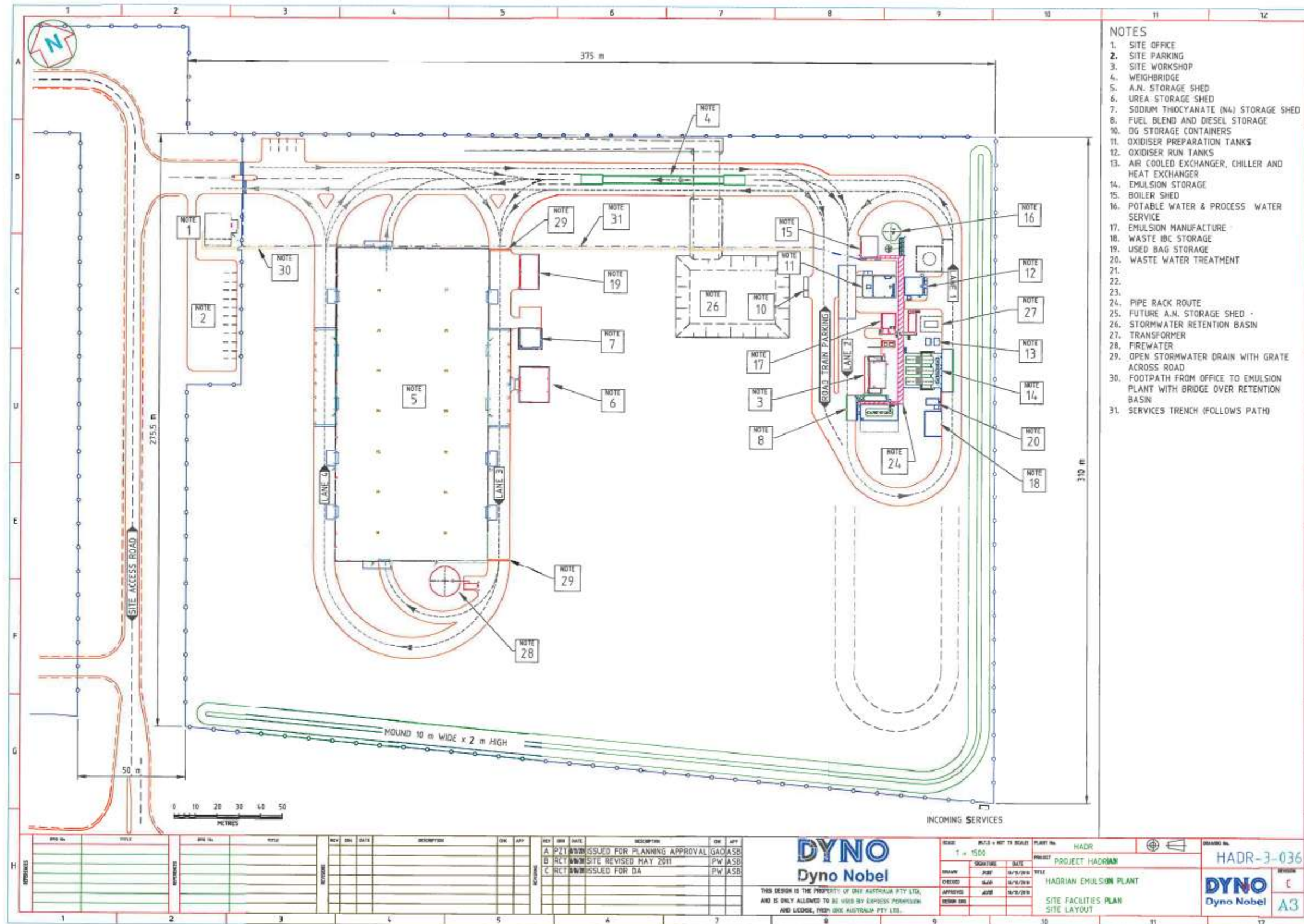
DATE: 18/12/2010

APPROVED: [Signature]

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B	18/12/2010	SITE REVISION MAY 2011	PM	ASB
C	18/12/2010	ISSUED FOR DA	PM	ASB

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- NOTES**
1. SITE OFFICE
 2. SITE PARKING
 3. SITE WORKSHOP
 4. WEIGHBRIDGE
 5. A.N. STORAGE SHED
 6. UREA STORAGE SHED
 7. SODIUM THIOCYANATE (NA) STORAGE SHED
 8. FUEL BLEND AND DIESEL STORAGE
 9. DG STORAGE CONTAINERS
 10. OXIDISER PREPARATION TANKS
 11. OXIDISER RUN TANKS
 12. AIR COOLED EXCHANGER, CHILLER AND HEAT EXCHANGER
 13. EMULSION STORAGE
 14. BOILER SHED
 15. POTABLE WATER & PROCESS WATER SERVICE
 16. EMULSION MANUFACTURE
 17. WASTE IBC STORAGE
 18. USED BAG STORAGE
 19. WASTE WATER TREATMENT
 - 20.
 - 21.
 - 22.
 - 23.
 24. PIPE RACK ROUTE
 25. FUTURE A.N. STORAGE SHED
 26. STORMWATER RETENTION BASIN
 27. TRANSFORMER
 28. FIREWATER
 29. OPEN STORMWATER DRAIN WITH GRATE ACROSS ROAD
 30. FOOTPATH FROM OFFICE TO EMULSION PLANT WITH BRIDGE OVER RETENTION BASIN
 31. SERVICES TRENCH (FOLLOWS PATH)

REV	DATE	DESCRIPTION	BY	APP
A	10/12/09	ISSUED FOR PLANNING APPROVAL	GAO/ASB	
B	10/12/09	SITE REVISED MAY 2011	PW/ASB	
C	10/12/09	ISSUED FOR DA	PW/ASB	

DYNO
Dyno Nobel

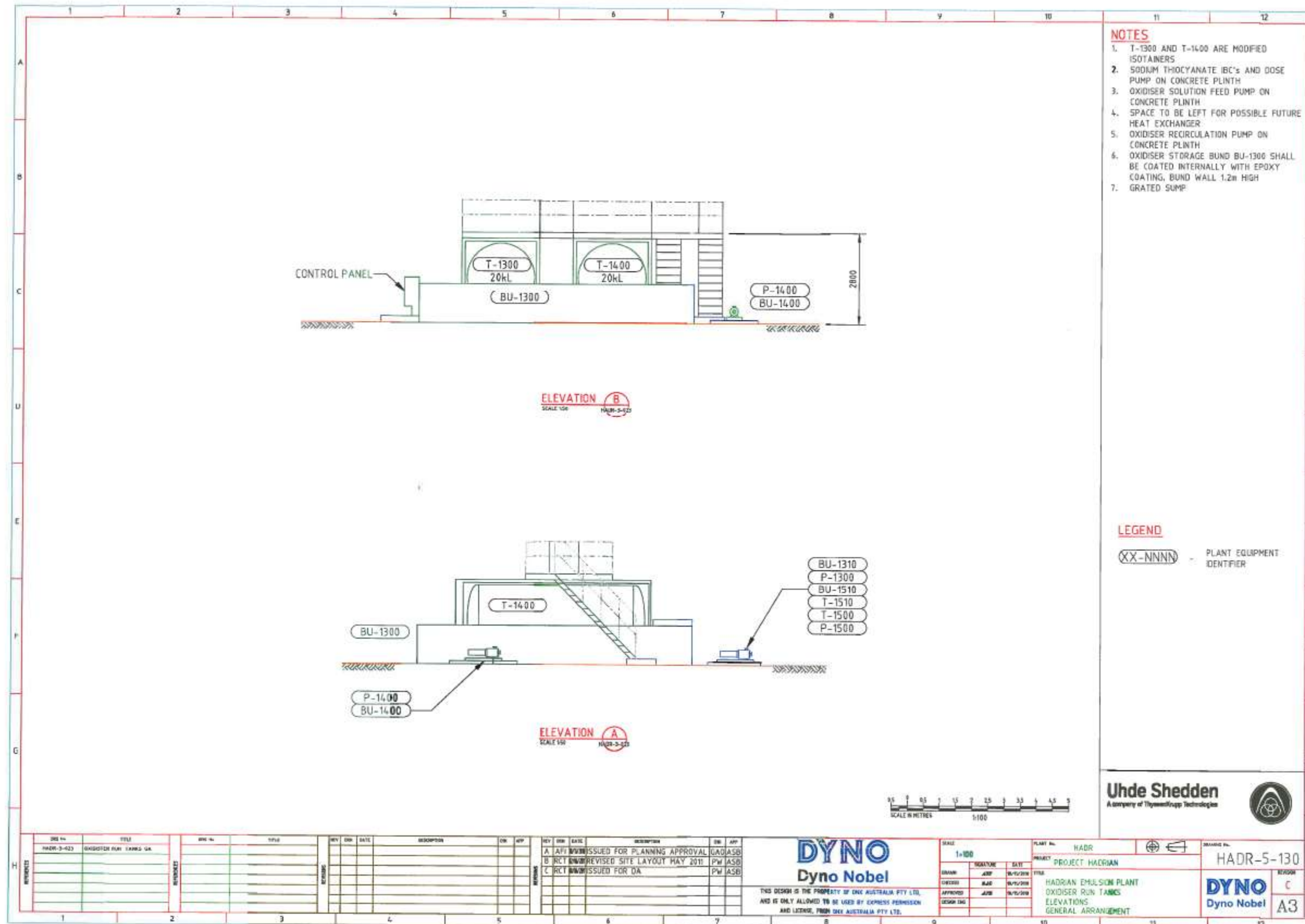
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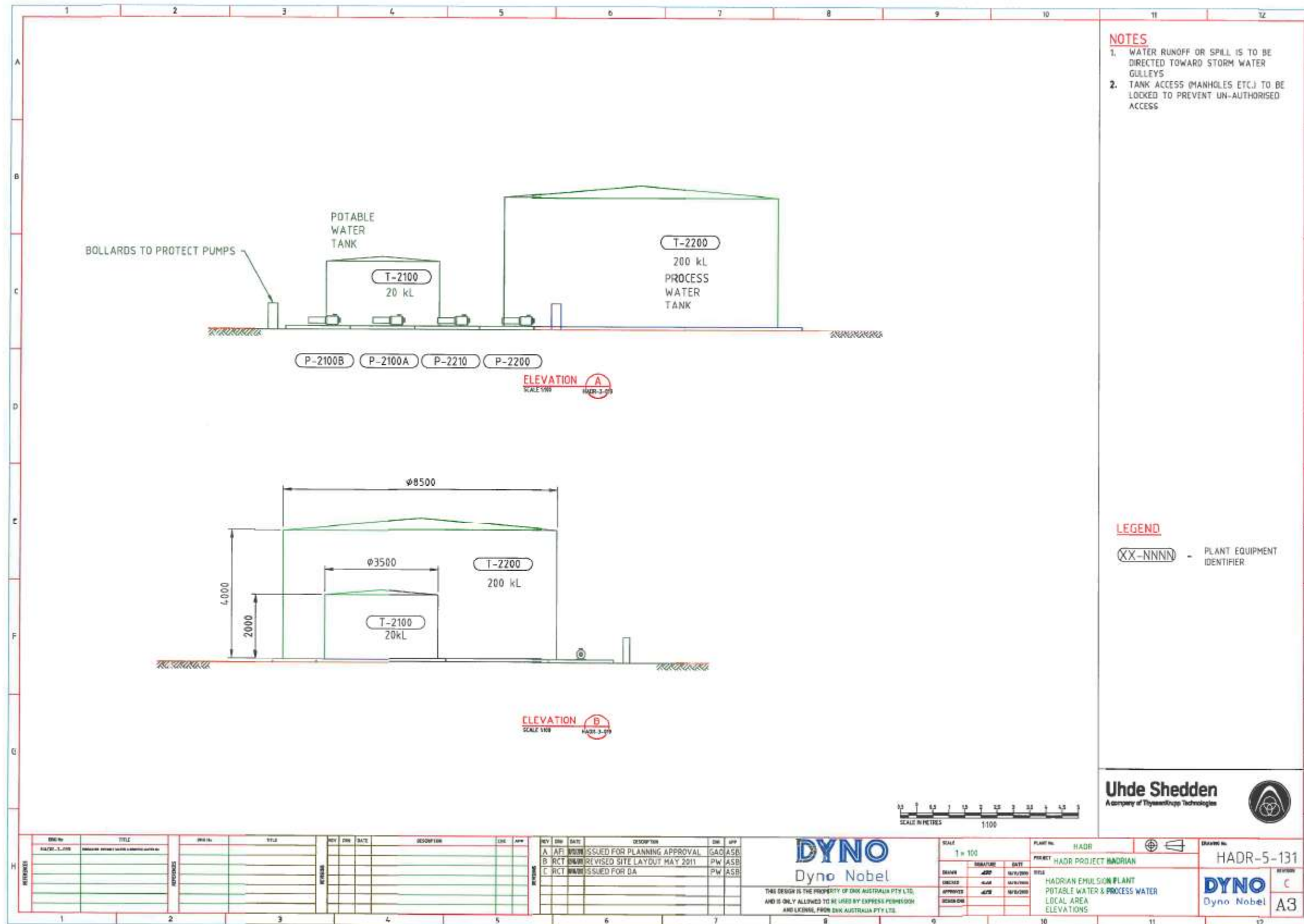
SCALE	1:1500
DATE	10/12/09
PROJECT	PROJECT HADRIAN
TITLE	HADRIAN EMULSION PLANT
SITE FACILITIES PLAN	
SITE LAYOUT	

HADR-3-036

DYNO
Dyno Nobel

A3





REV	DATE	DESCRIPTION	BY	APP
A	10/1/2011	ISSUED FOR PLANNING APPROVAL	GAC	ASB
B	10/1/2011	REVISED SITE LAYOUT MAY 2011	PW	ASB
C	10/1/2011	ISSUED FOR DA	PW	ASB

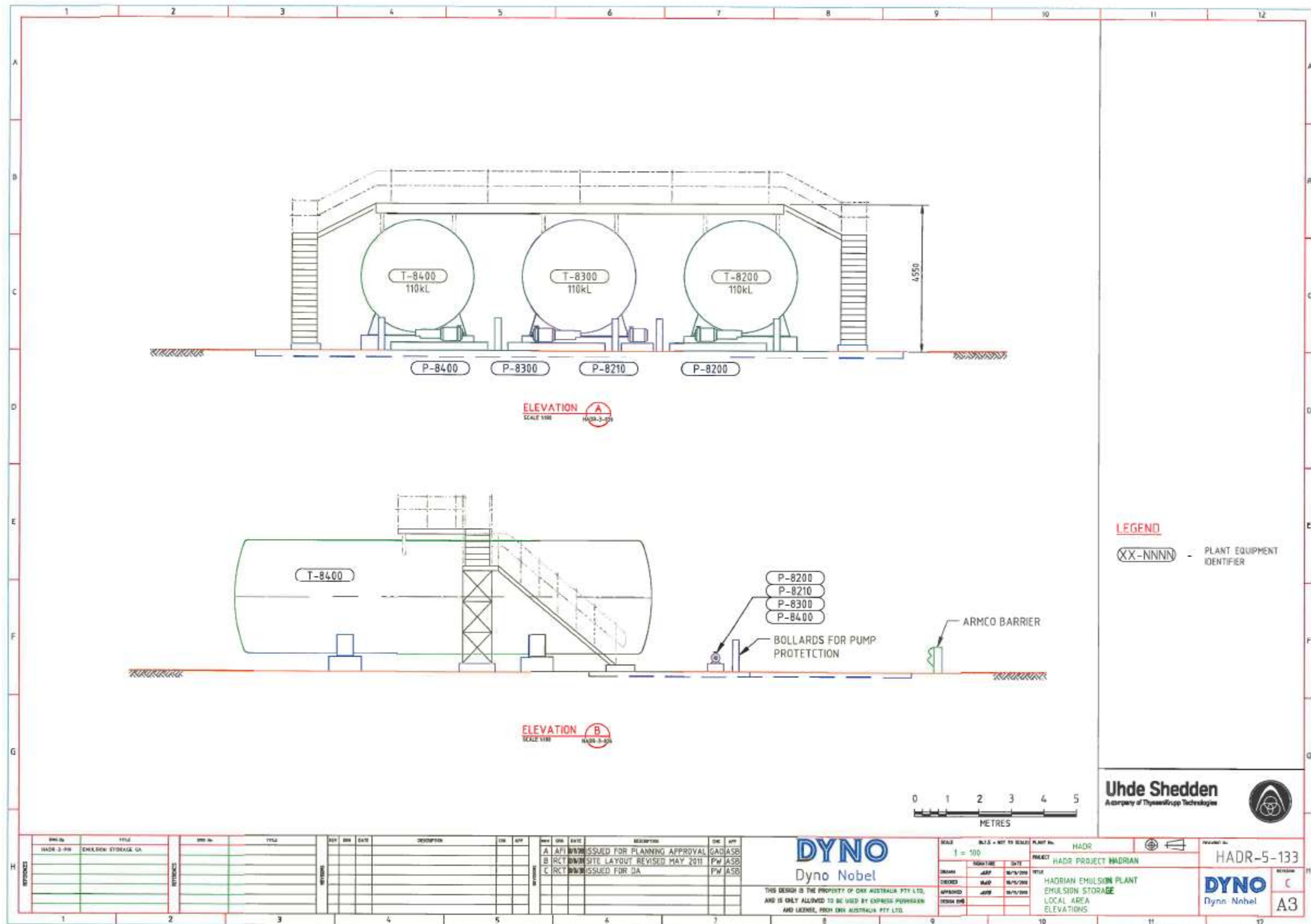
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Dyno Nobel

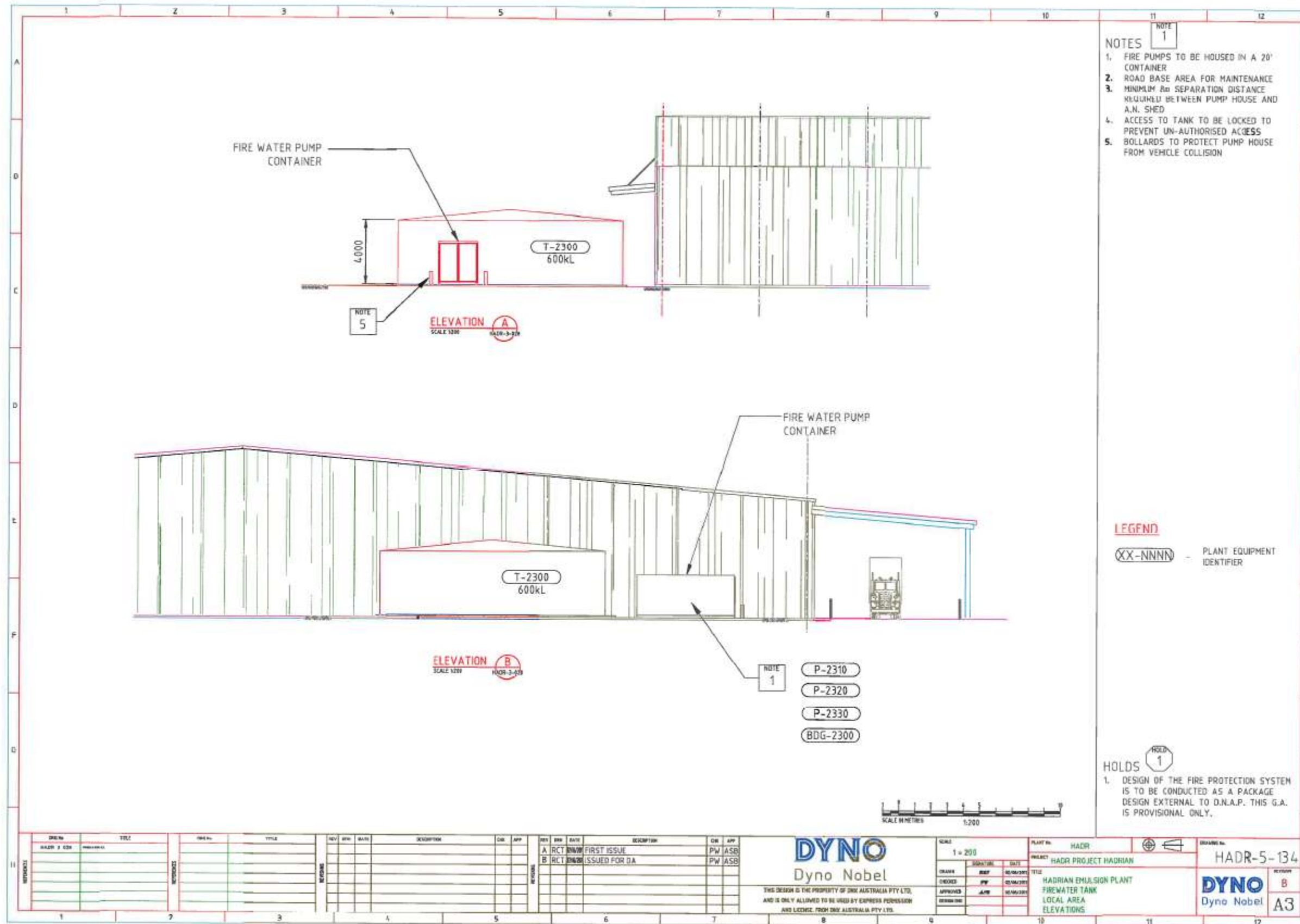
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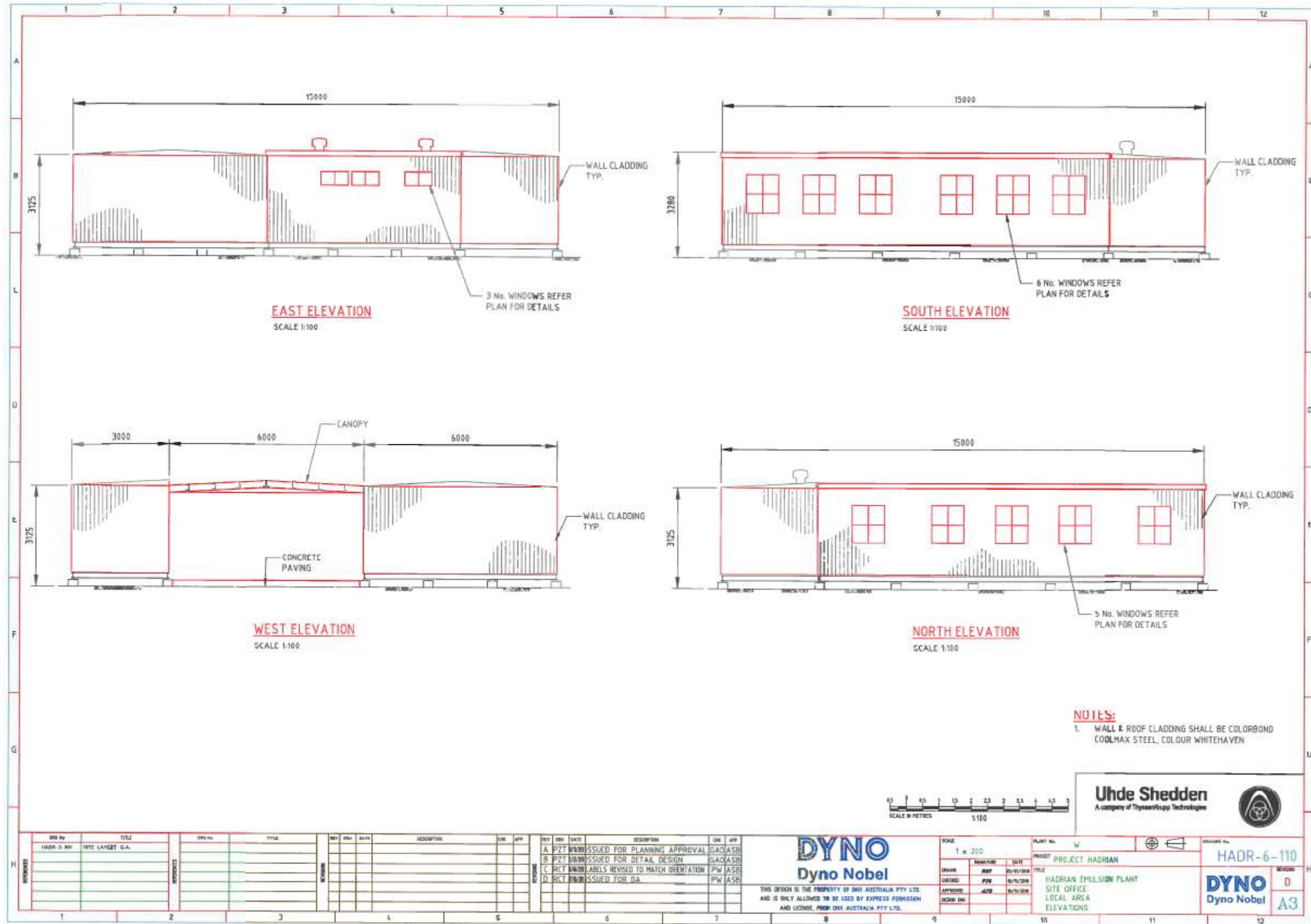
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PROJECT	HADR PROJECT HADRIAN
DATE	10/1/2011
BY	ASB
CHECKED	ASB
APPROVED	ASB
DESIGNED	ASB

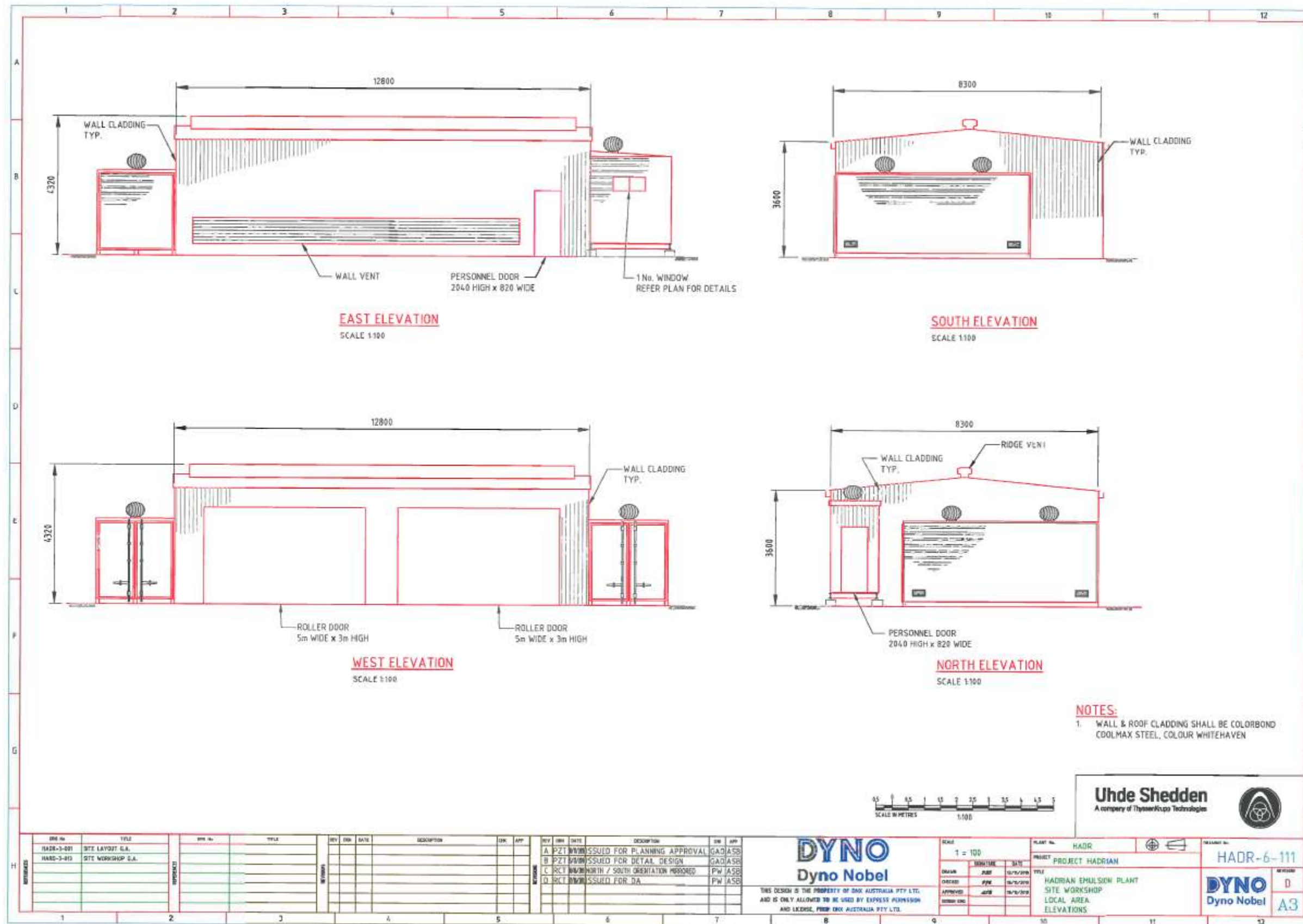
HADR EMULSION PLANT
POTABLE WATER & PROCESS WATER
LOCAL AREA
ELEVATIONS

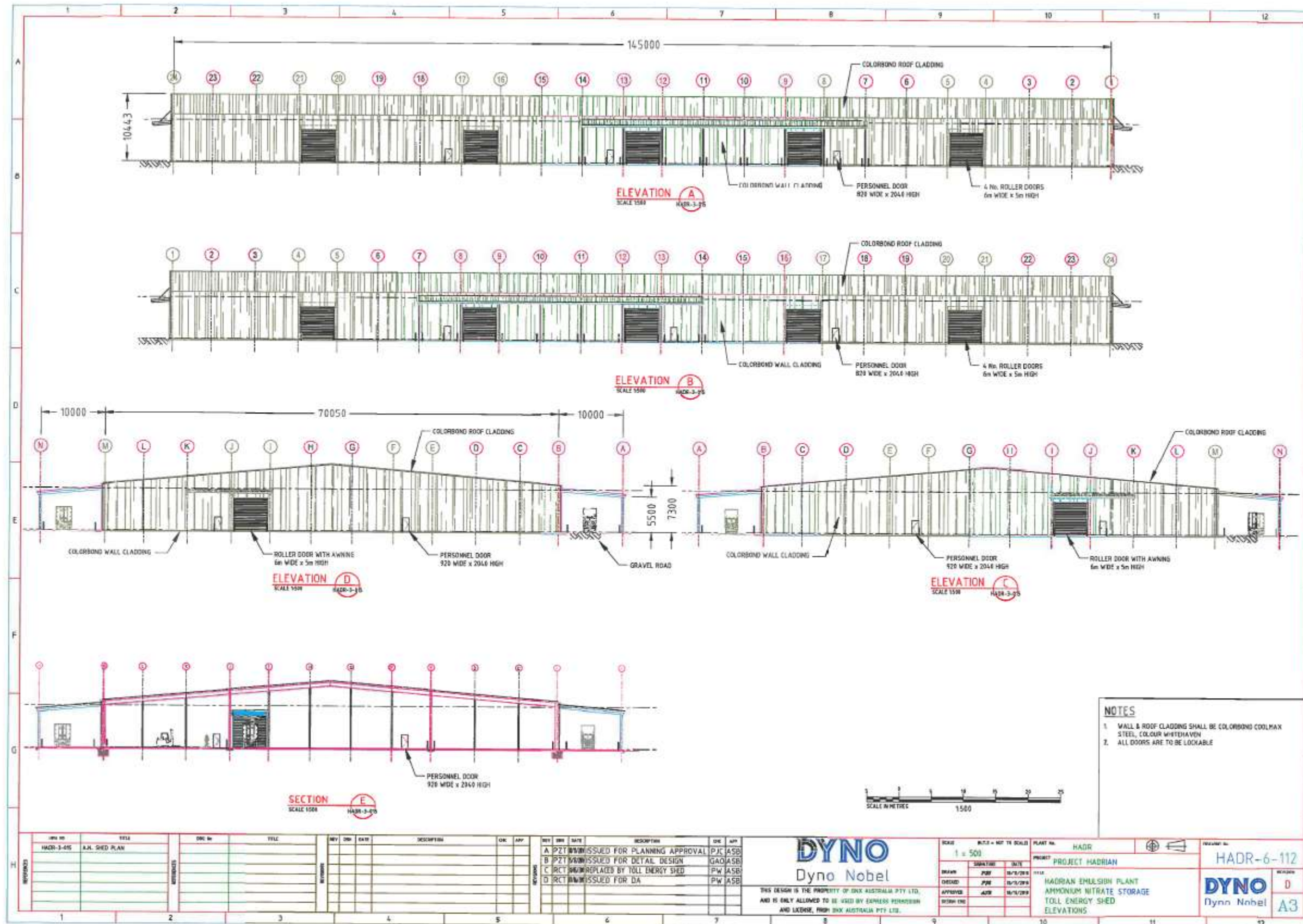
Drawn by: HADR-5-131
Checked by: C
Approved by: A3

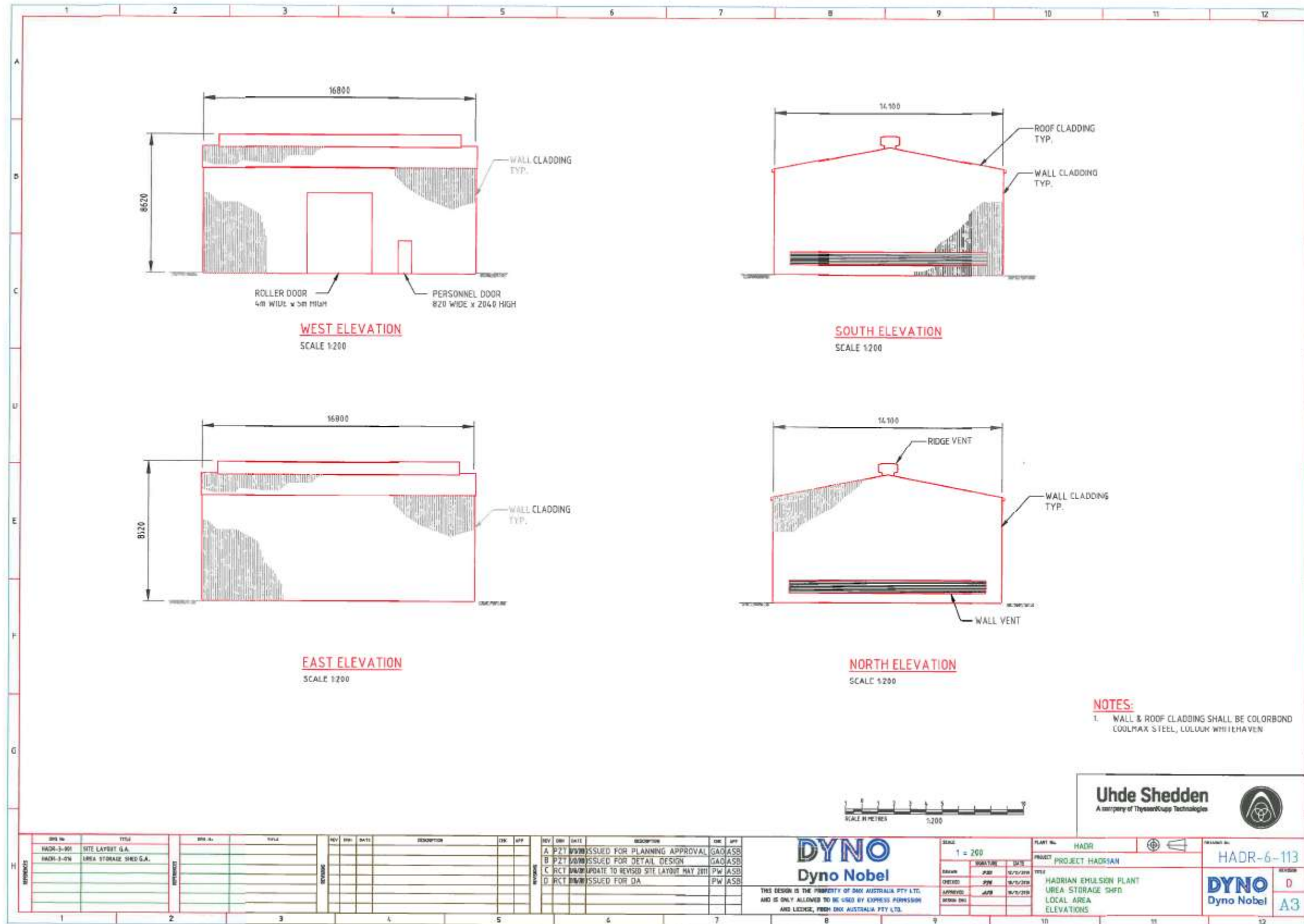


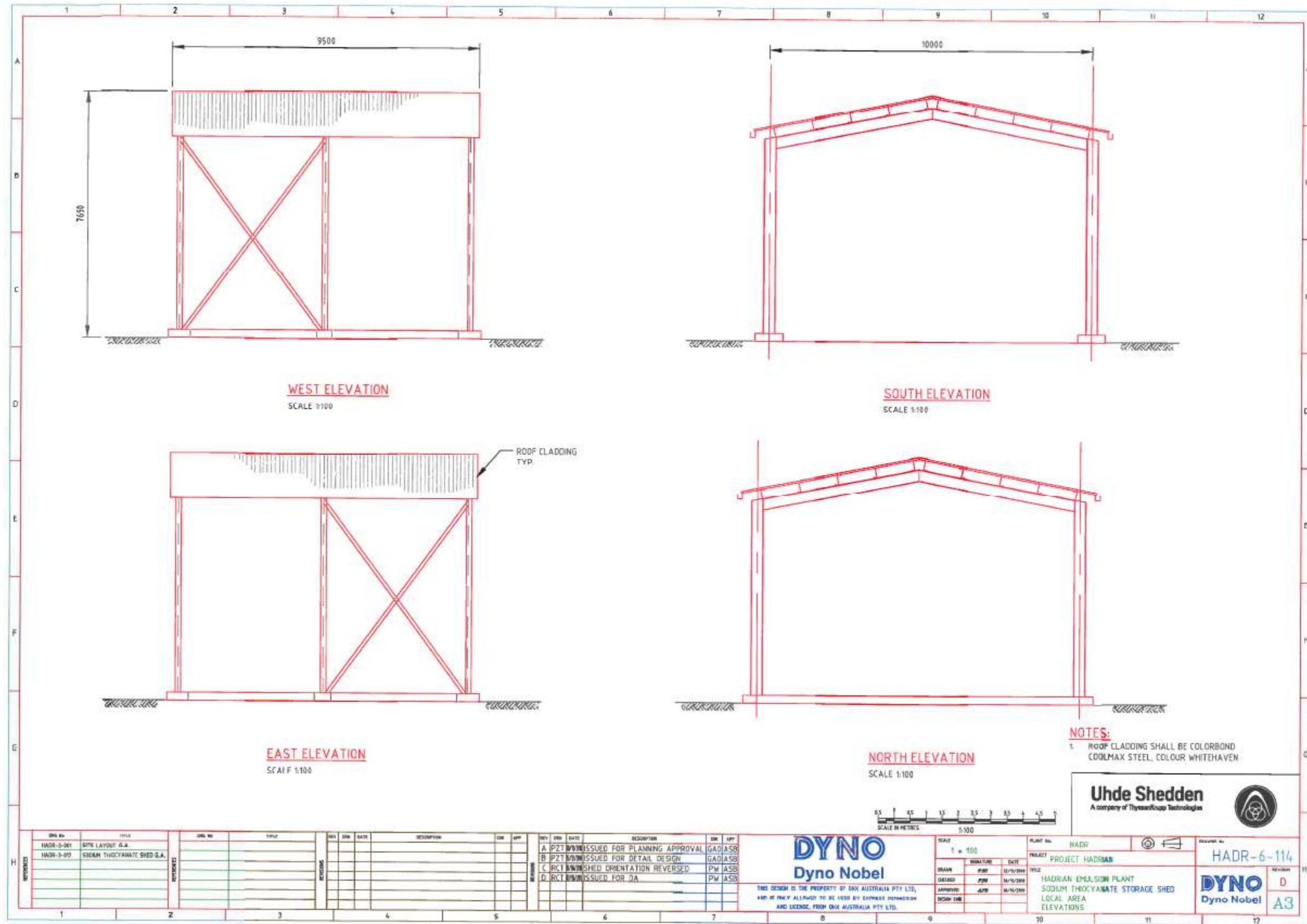


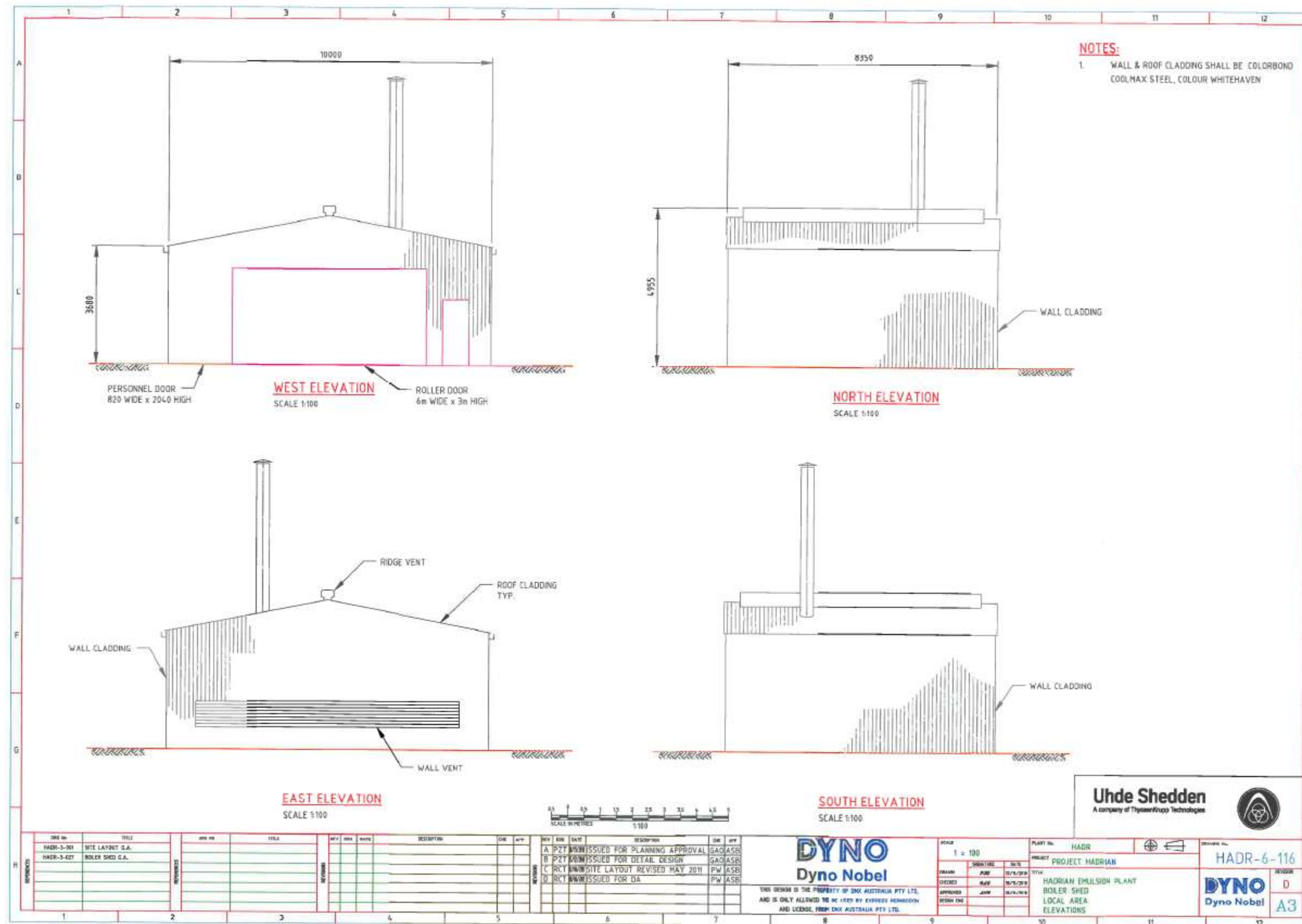




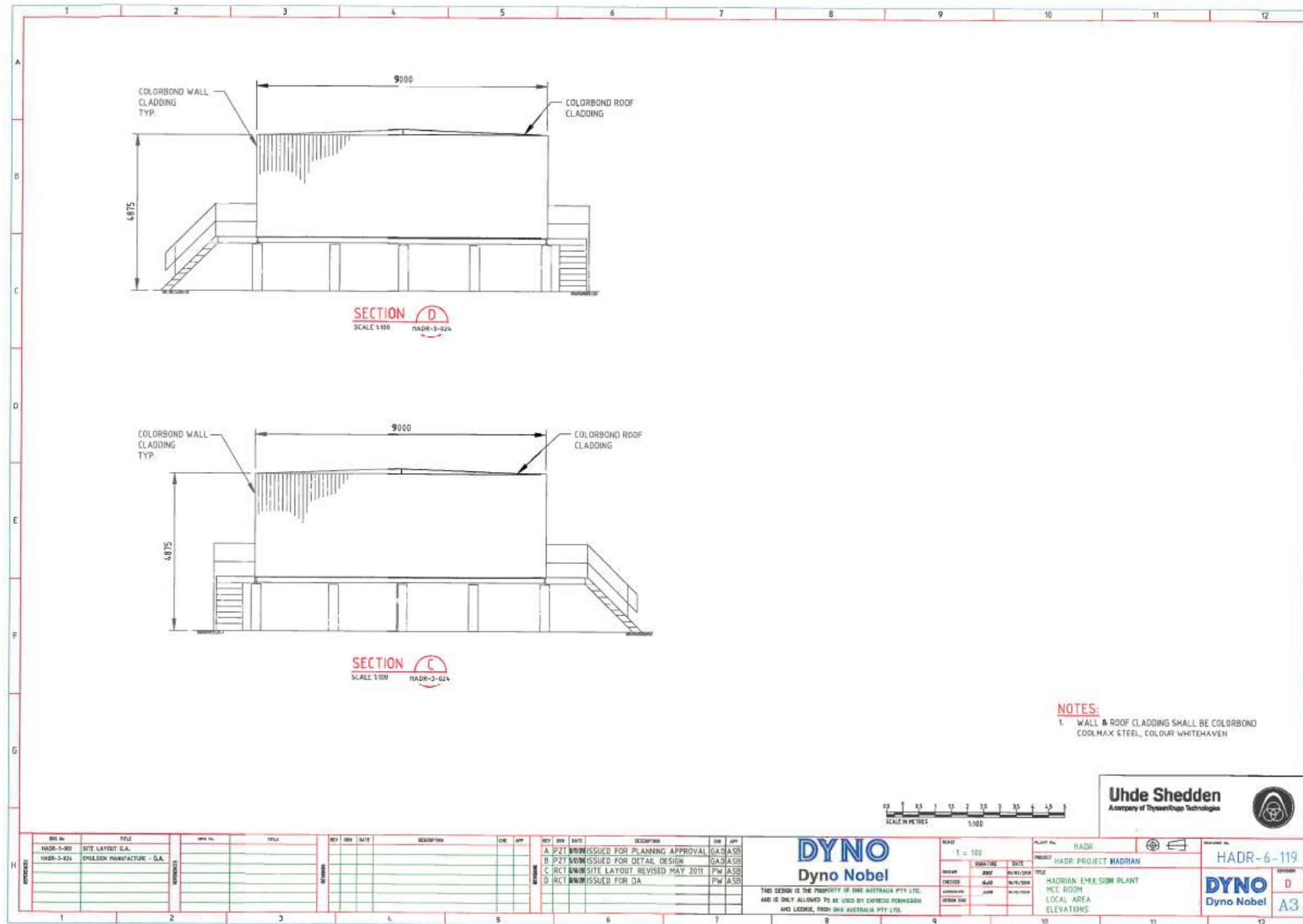




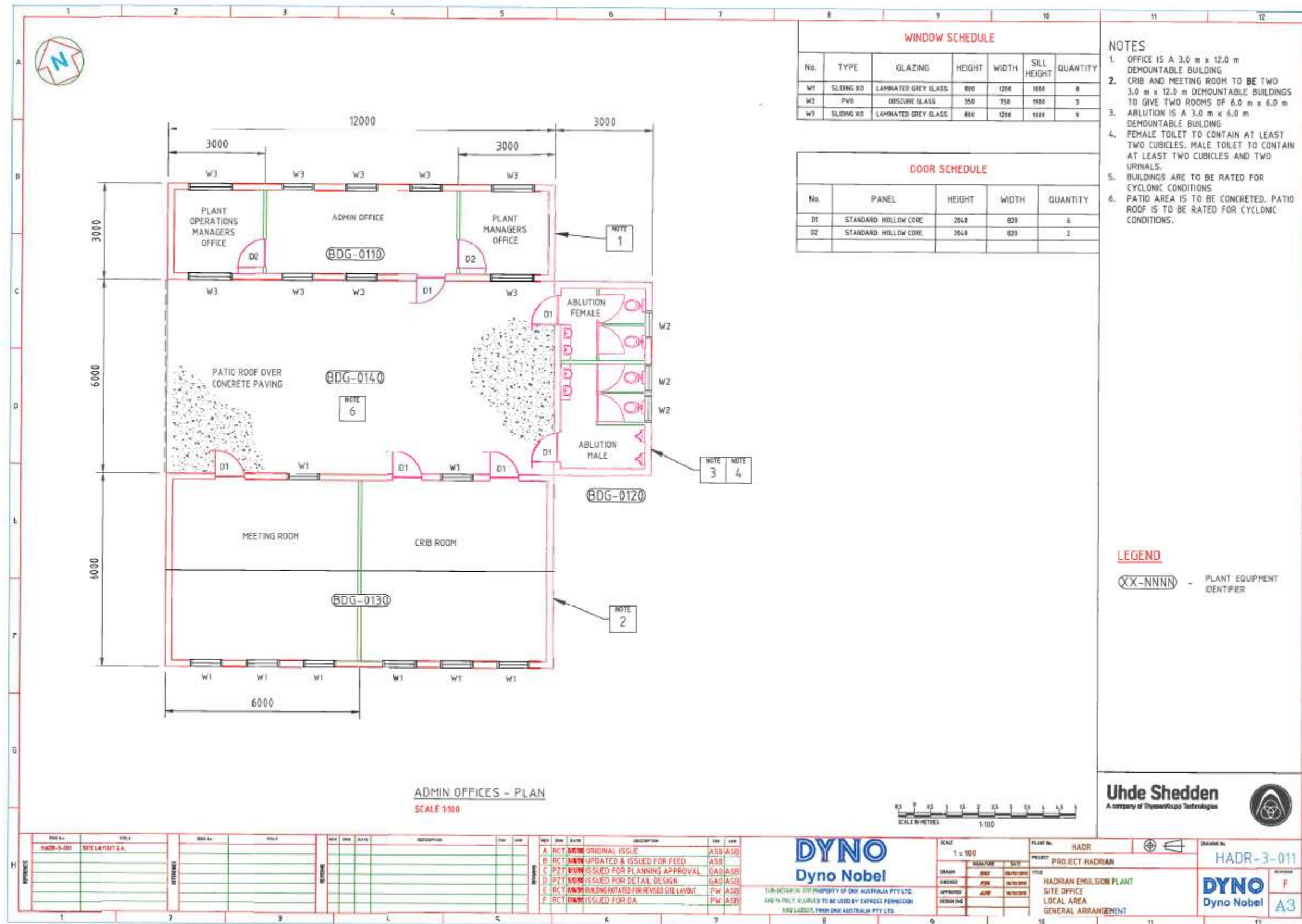


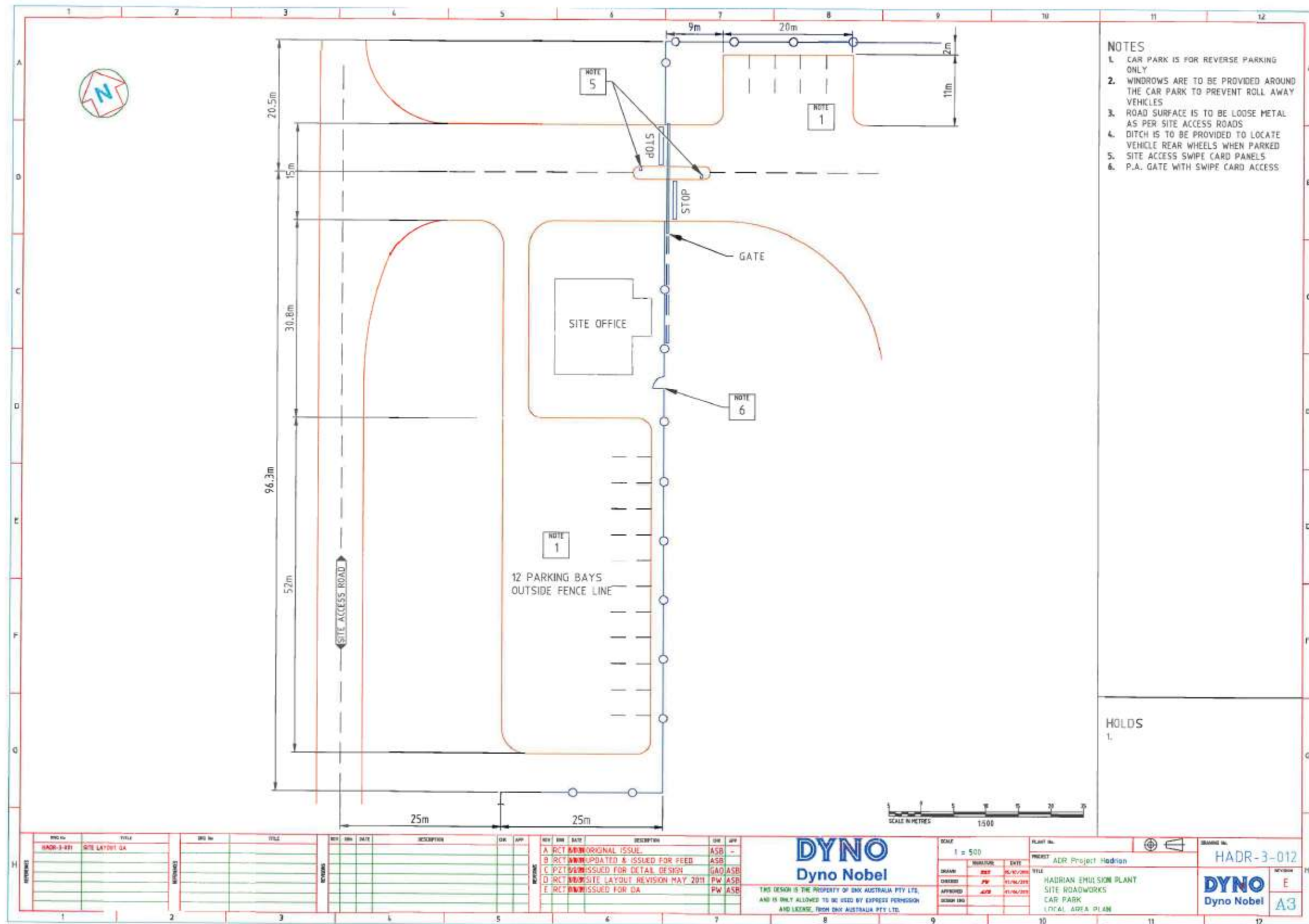


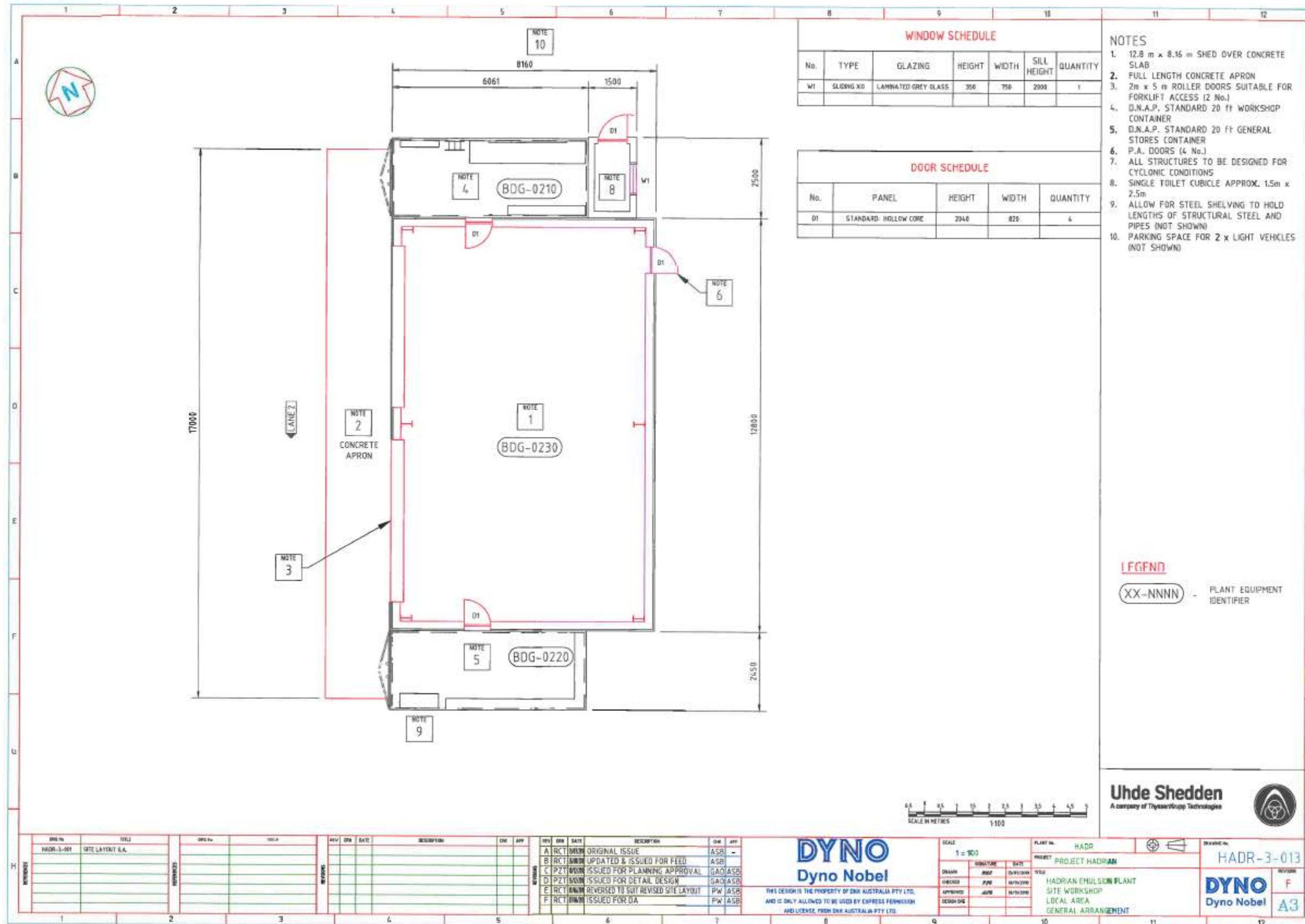


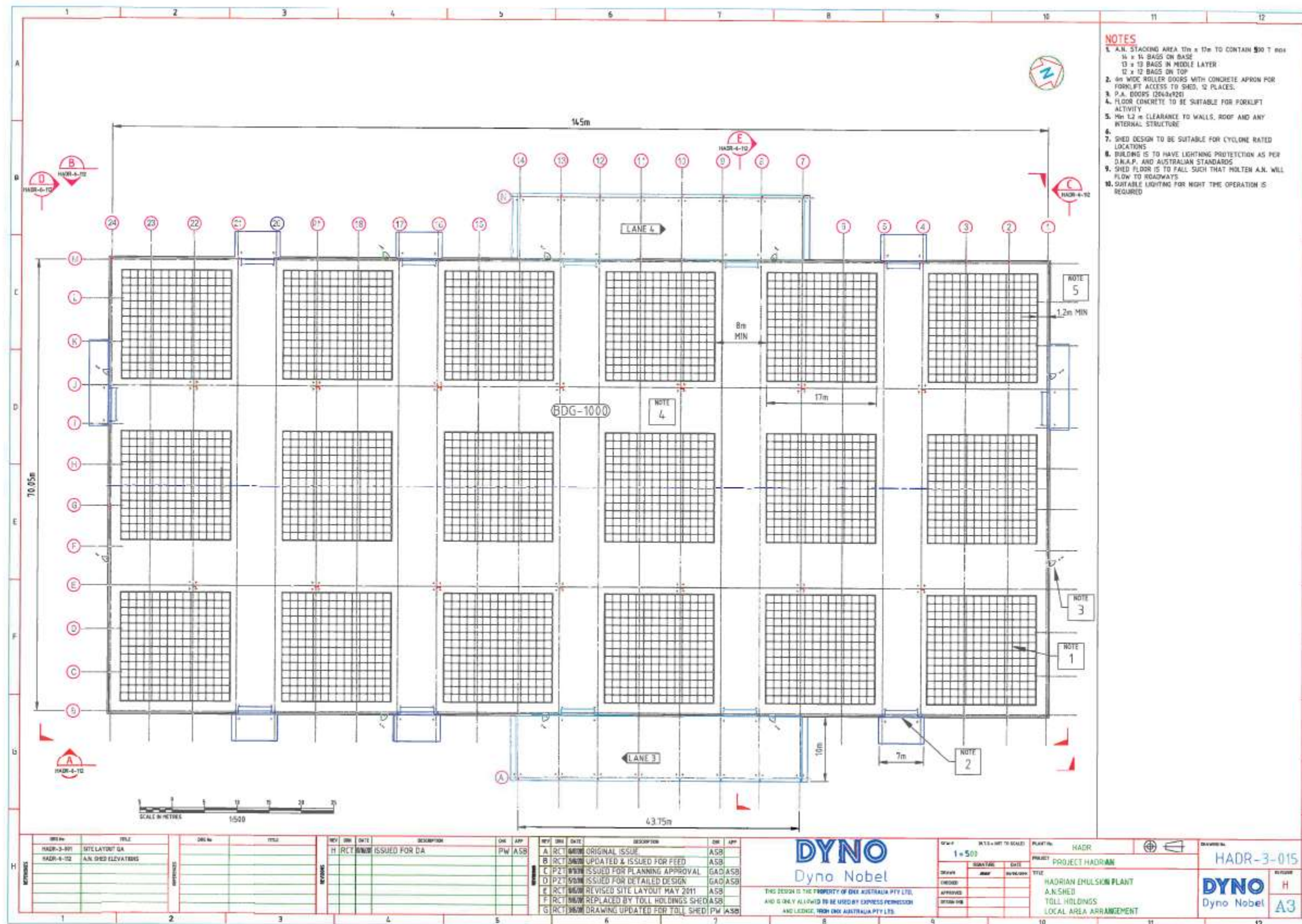


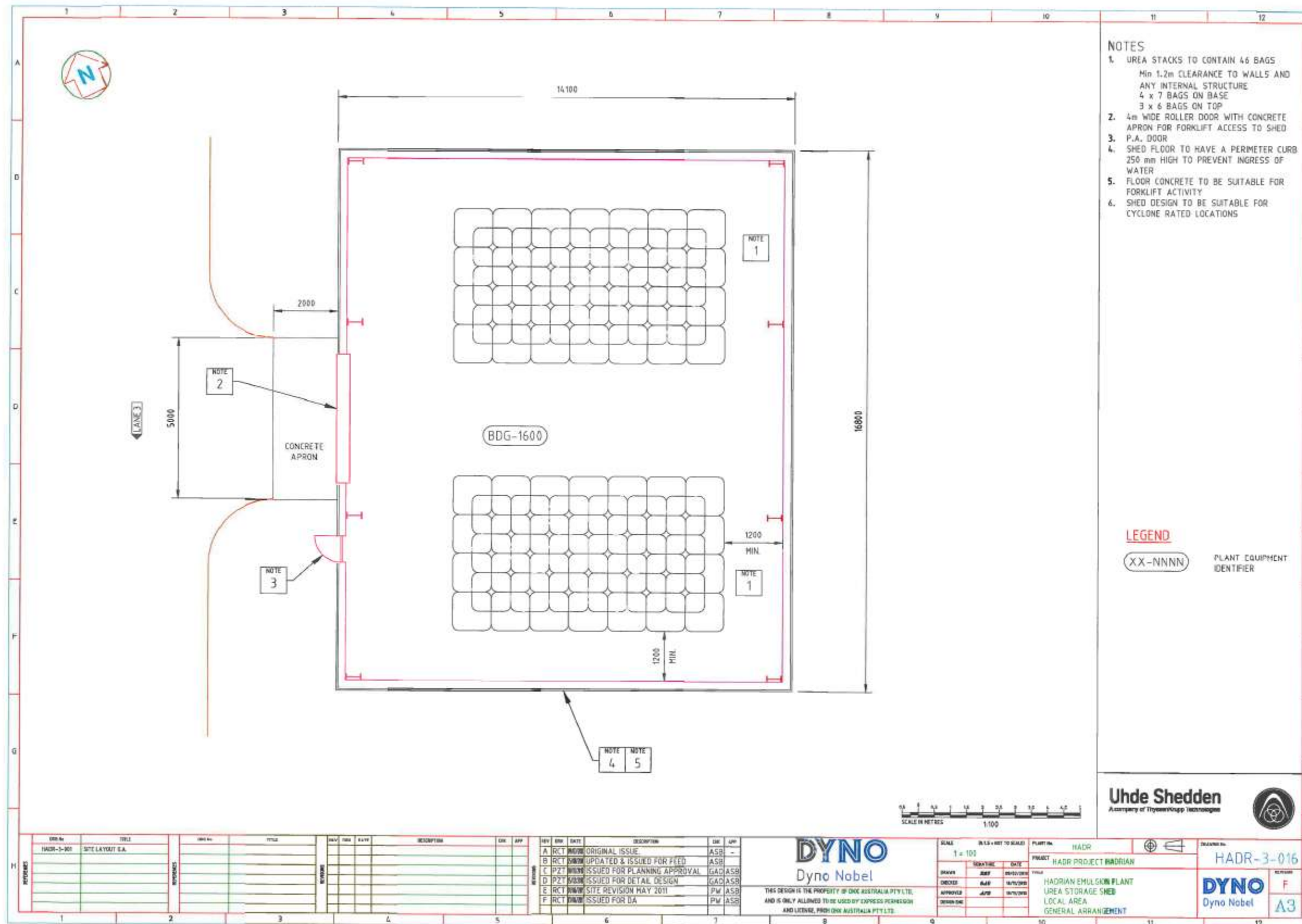
Item	Document name	Rev	Title
1	HADR-3-011	F	Site Office Local Area General Arrangement
2	HADR-3-012	E	Site Roadworks Carpark Local Area Plan
3	HADR-3-013	F	Site Workshop Local Area General Arrangement
4	HADR-3-015	H	AN Shed Toll Holdings Local Area Arrangement
5	HADR-3-016	F	Urea Storage Shed Local Area GA
6	HADR-3-017	F	Sodium Thiocyanate Storage Local area GA
7	HADR-3-018	F	Fuel Blend and Diesel Storage Local Area GA
8	HADR-3-019	F	Potable and Process Water Local Area GA
9	HADR-3-022	F	Oxidiser Preparation Local Area GA
10	HADR-3-023	F	Oxidiser Run Tanks Local Area GA
11	HADR-3-024	F	Emulsion Manufacture Local Area GA
12	HADR-3-025	E	Cooling Tower & Heat Exchanger Local Area GA
12	HADR-3-026	F	Emulsion Storage Local Area GA
13	HADR-3-027	F	Boiler Shed Local Area GA
14	HADR-3-028	D	Firewater Service Tank and Pump Local Area Detail
15	HADR-3-031	E	Used Bag Store and Re-Bagging Facility Local Area GA
16	HADR-3-034	C	Site Preparation Plan
17	HADR-3-035	C	Plant Elevations
18	HADR-3-036	C	Site Facilities Plan
19	HADR-5-130	C	Oxidiser Run Tanks Local Area Elevations
20	HADR-5-131	C	Potable and Process Water Local Area Elevations
21	HADR-5-132	C	Fuel Blend and Diesel Storage Local Area Elevations
22	HADR-5-133	C	Emulsion Storage Local Area Elevations
23	HADR-5-134	B	Firewater Tank Local Area Elevations
24	HADR-6-110	D	Site Office Local Area Elevations
25	HADR-6-111	D	Site Workshop Local Area Elevations
26	HADR-6-112	D	AN Storage Toll energy Shed Elevations
27	HADR-6-113	D	Urea Storage Shed Local Area Elevations
28	HADR-6-114	D	Sodium Thiocyanate Storage Shed Local Area Elevations
29	HADR-6-115	D	Oxidiser Preparation Local Area Elevations
30	HADR-6-116	D	Boiler Shed Local Area Elevations
31	HADR-6-117	D	Emulsion Manufacture Local Area Elevations
32	HADR-6-118	D	Used Bag Store and Re-Bagging Facility Local Area Elevations
33	HADR-6-119	D	MCC Room Local Area Elevations

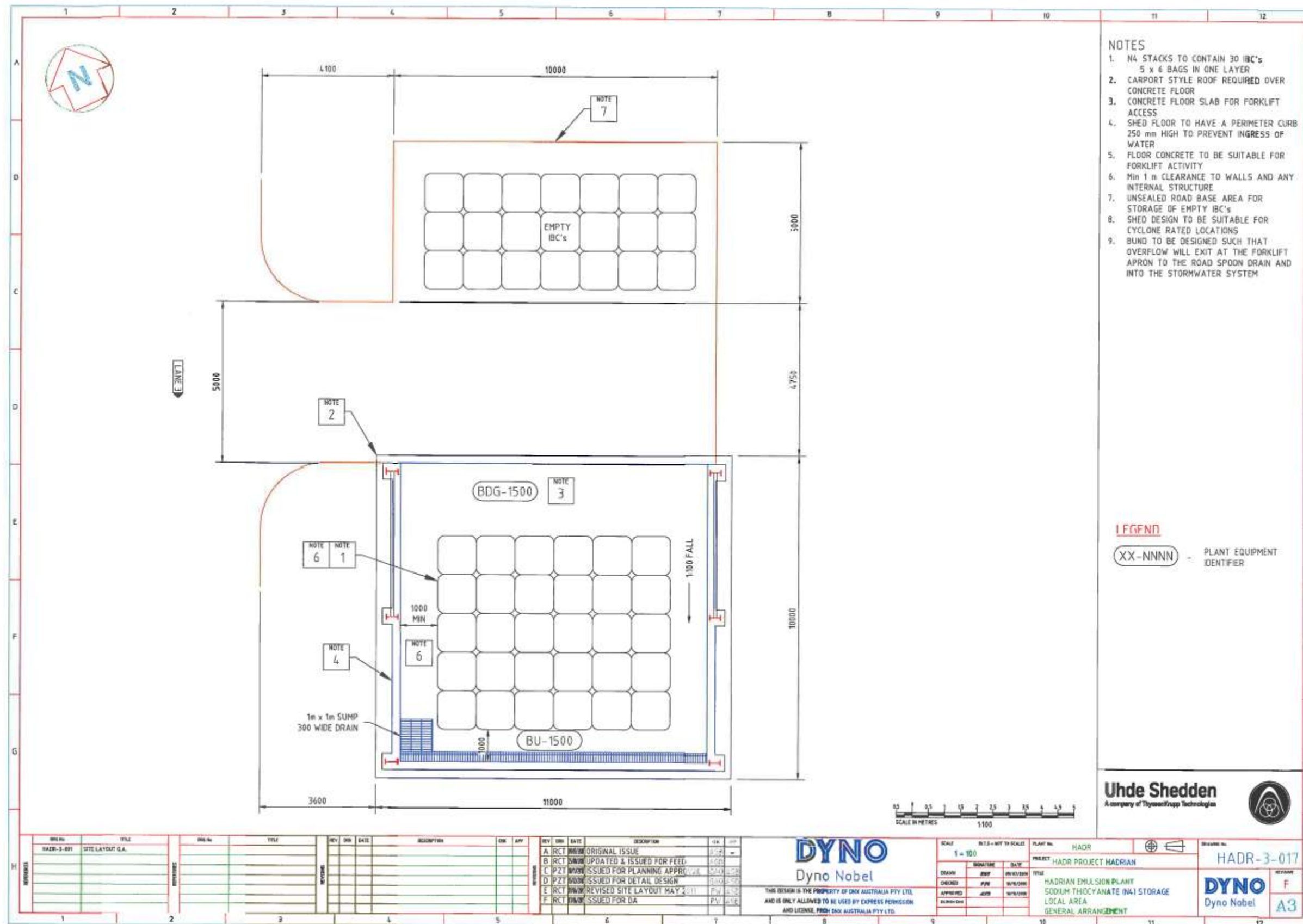


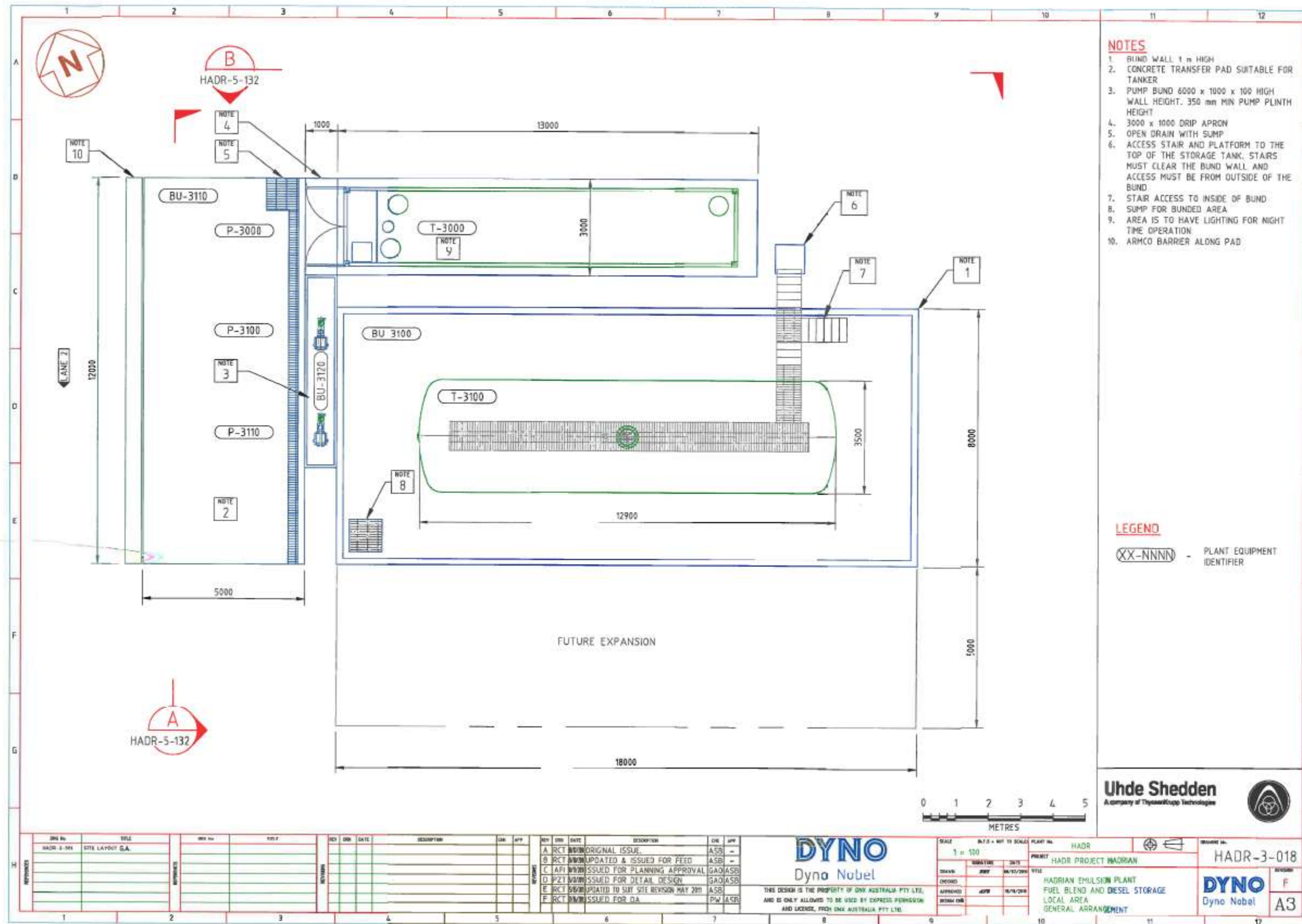


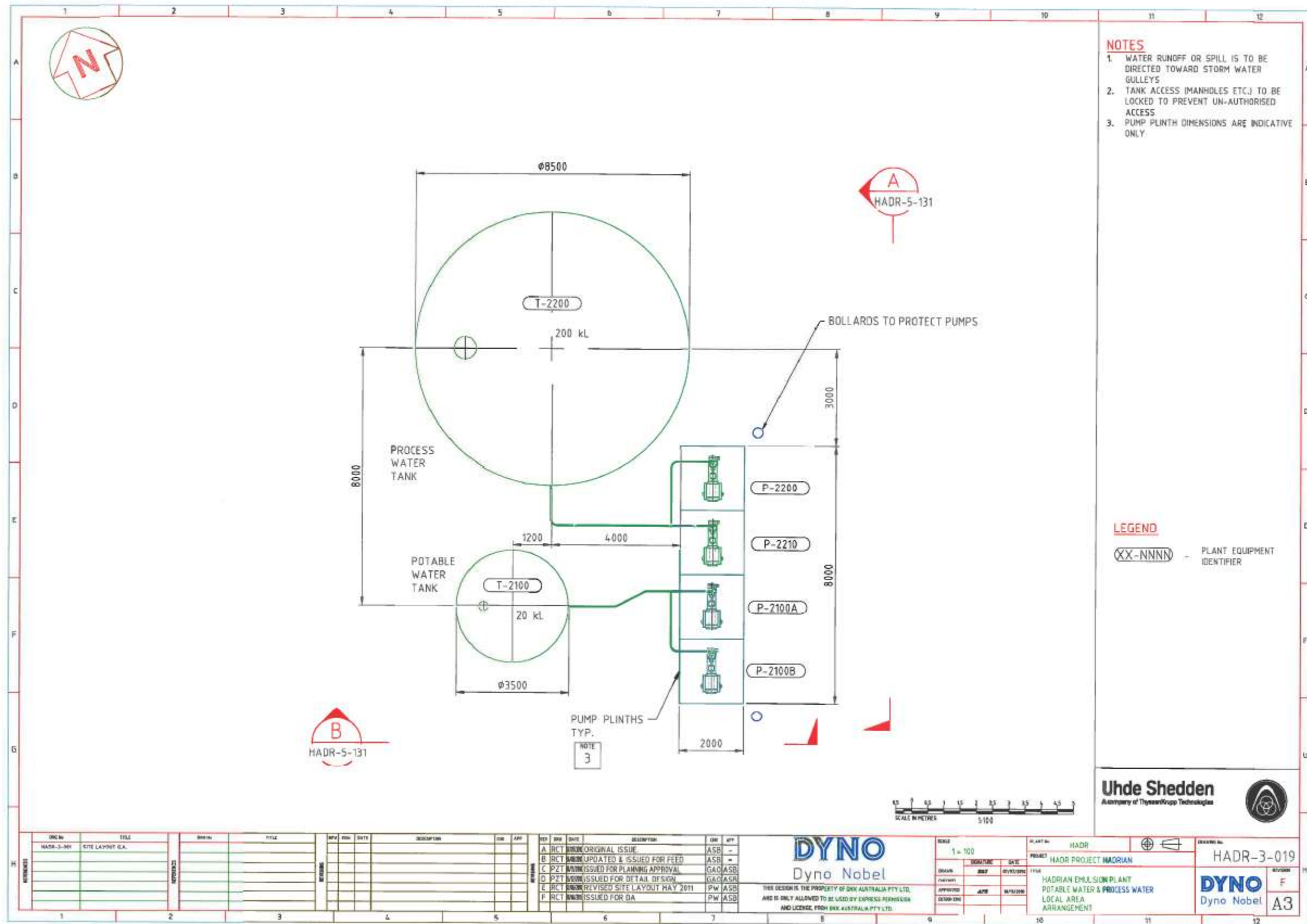


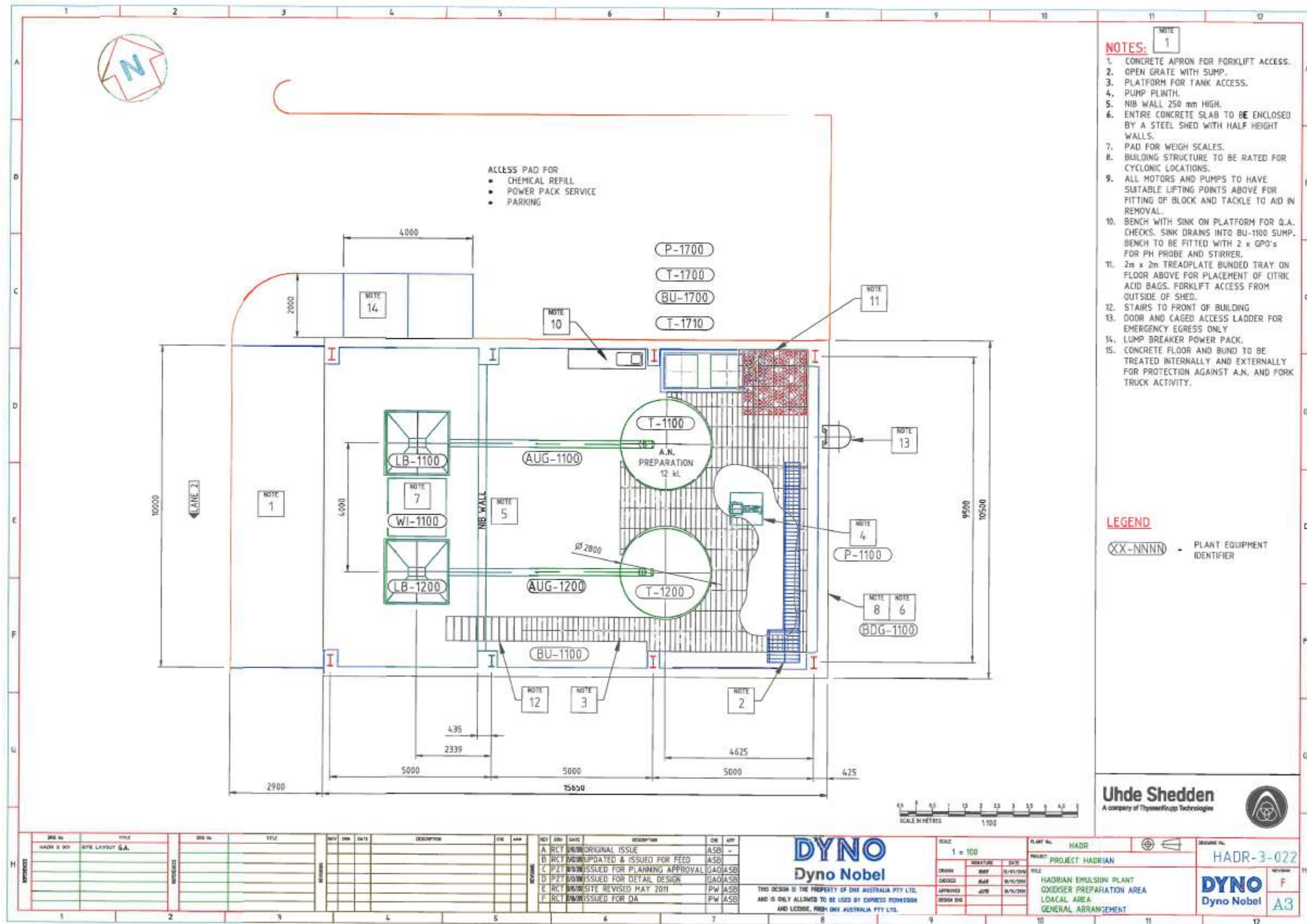












- NOTES:**
1. CONCRETE APRON FOR FORKLIFT ACCESS.
 2. OPEN GRATE WITH SUMP.
 3. PLATFORM FOR TANK ACCESS.
 4. PUMP PLINTH.
 5. NIB WALL 250 mm HIGH.
 6. ENTIRE CONCRETE SLAB TO BE ENCLOSED BY A STEEL SHED WITH HALF HEIGHT WALLS.
 7. PAD FOR WEIGH SCALES.
 8. BUILDING STRUCTURE TO BE RATED FOR CYCLONIC LOCATIONS.
 9. ALL MOTORS AND PUMPS TO HAVE SUITABLE LIFTING POINTS ABOVE FOR FITTING OF BLOCK AND TACKLE TO AID IN REMOVAL.
 10. BENCH WITH SINK ON PLATFORM FOR Q.A. CHECKS. SINK DRAINS INTO BU-1100 SUMP. BENCH TO BE FITTED WITH 2 x GPO'S FOR PH PROBE AND STIRRER.
 11. 2m x 2m TREADPLATE BUNDED TRAY ON FLOOR ABOVE FOR PLACEMENT OF CITRIC ACID BAGS. FORKLIFT ACCESS FROM OUTSIDE OF SHED.
 12. STAIRS TO FRONT OF BUILDING
 13. DOOR AND CAGED ACCESS LADDER FOR EMERGENCY EGRESS ONLY
 14. LUMP BREAKER POWER PACK.
 15. CONCRETE FLOOR AND BUND TO BE TREATED INTERNALLY AND EXTERNALLY FOR PROTECTION AGAINST A.N. AND FORK TRUCK ACTIVITY.

LEGEND
 XX-NNNN - PLANT EQUIPMENT IDENTIFIER

Udde Sheddin
 A company of ThyssenKrupp Technologies

DYNO
 Dyno Nobel

SCALE 1 = 100

PLANT No. HADR
 PROJECT PROJECT HADRIAN
 TITLE HADRIAN EMULSION PLANT OXIDISER PREPARATION AREA LOCAL AREA GENERAL ARRANGEMENT

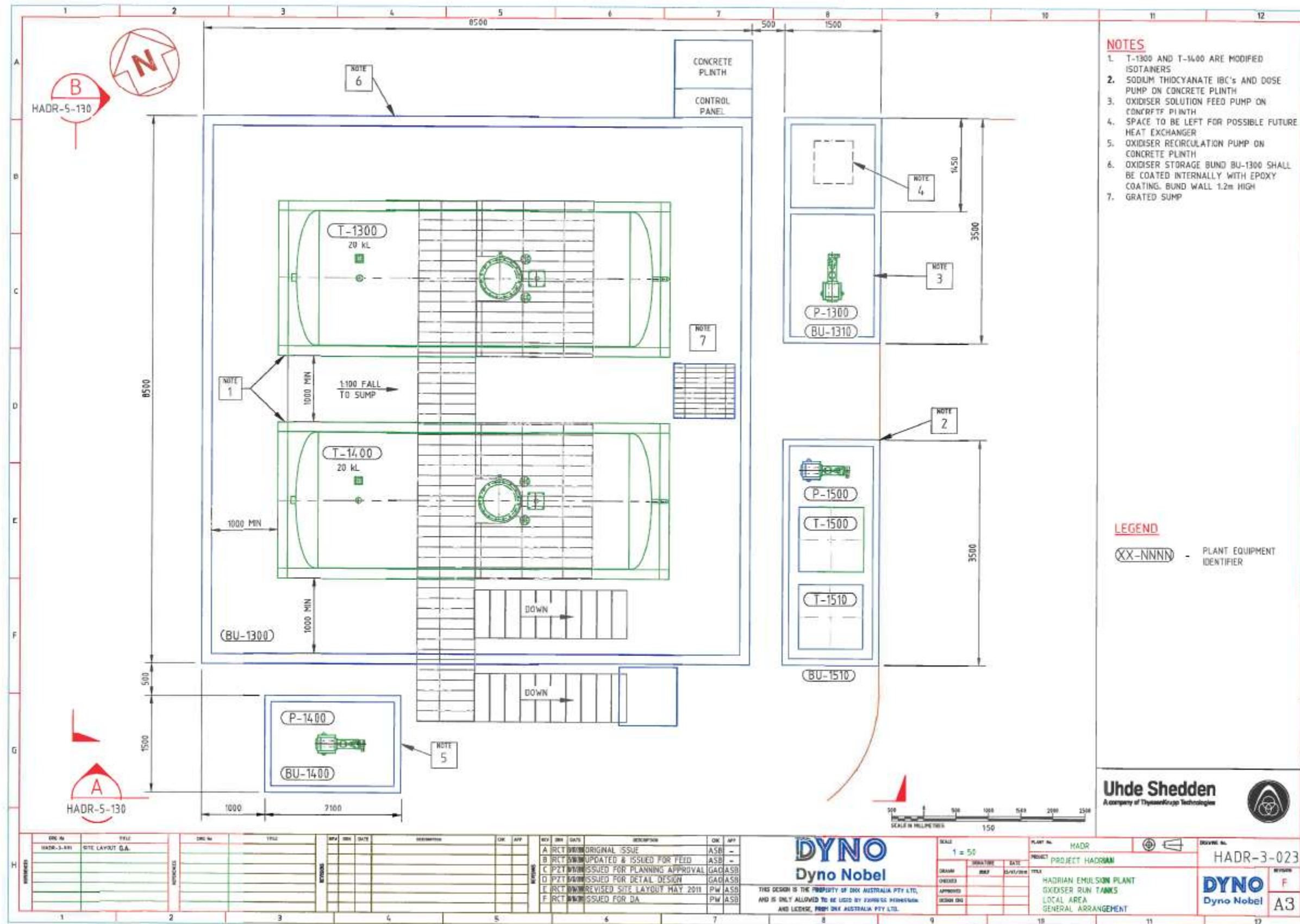
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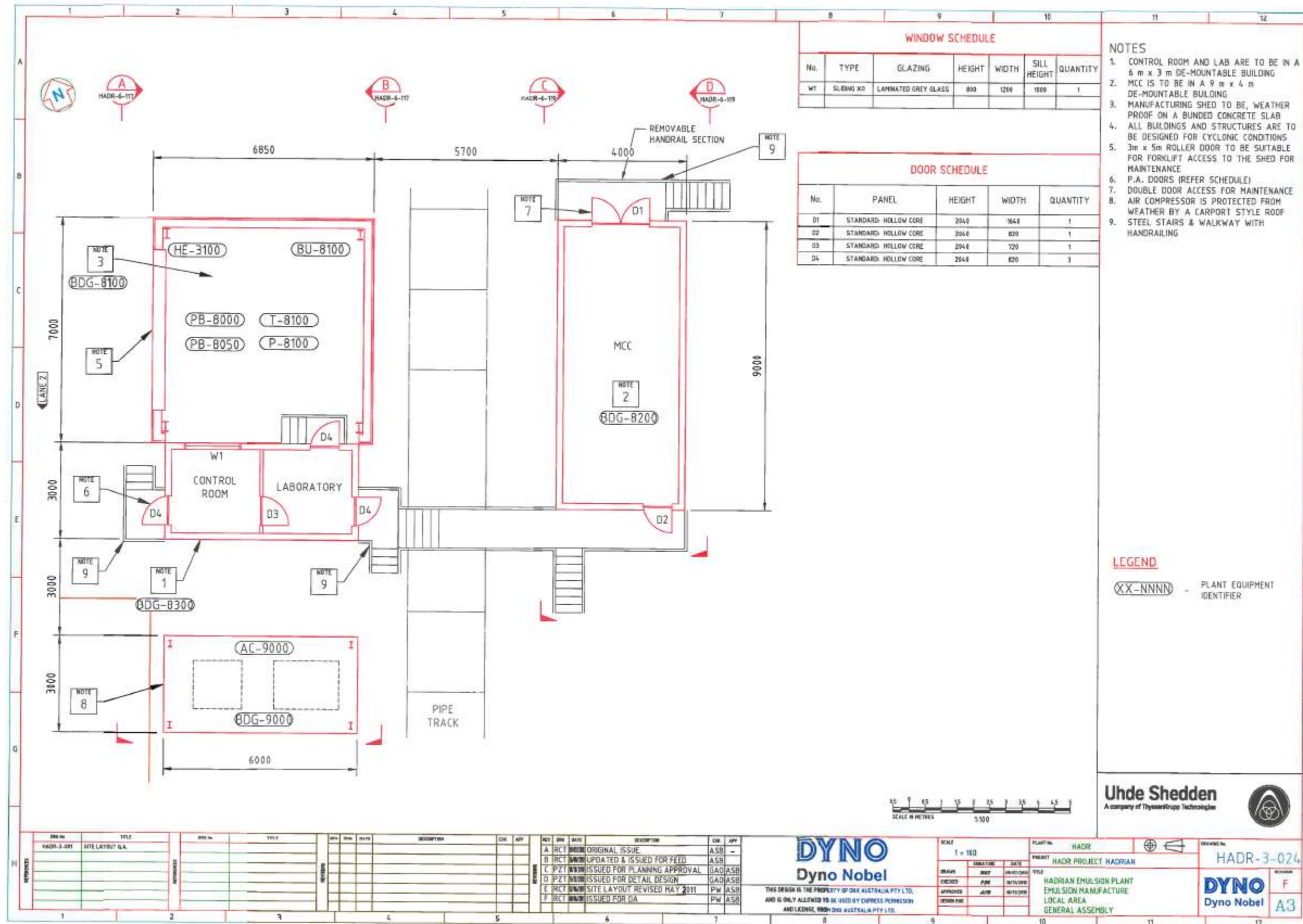
REVISION F A3

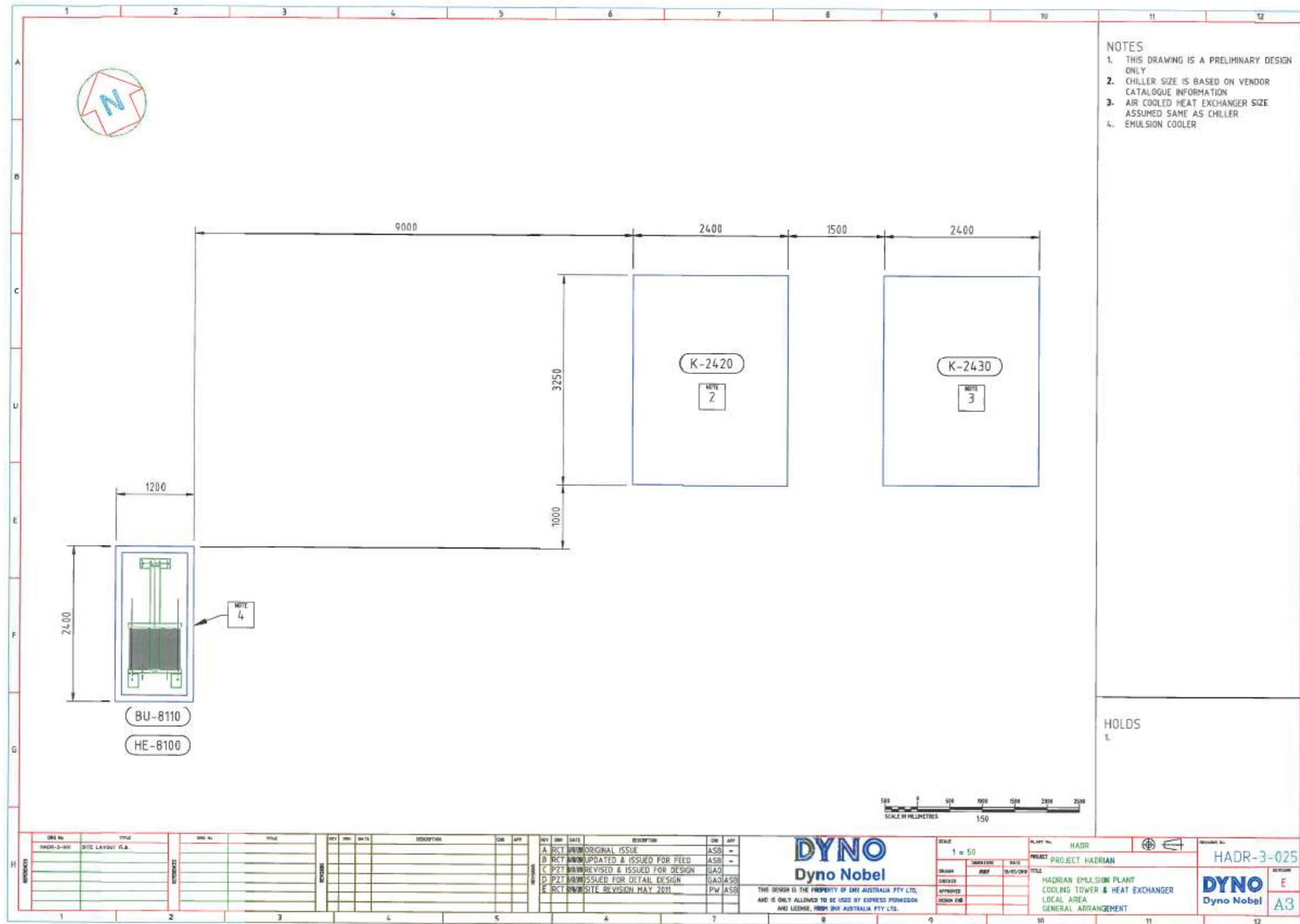
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B	2		REVISED & ISSUED FOR FEED	ASB	-
C	3		ISSUED FOR PLANNING APPROVAL	GAO/ASB	-
D	4		ISSUED FOR DETAIL DESIGN	GAO/ASB	-
E	5		SITE REVISED MAY 2011	PW	ASB
F	6		ISSUED FOR QA	PW	ASB

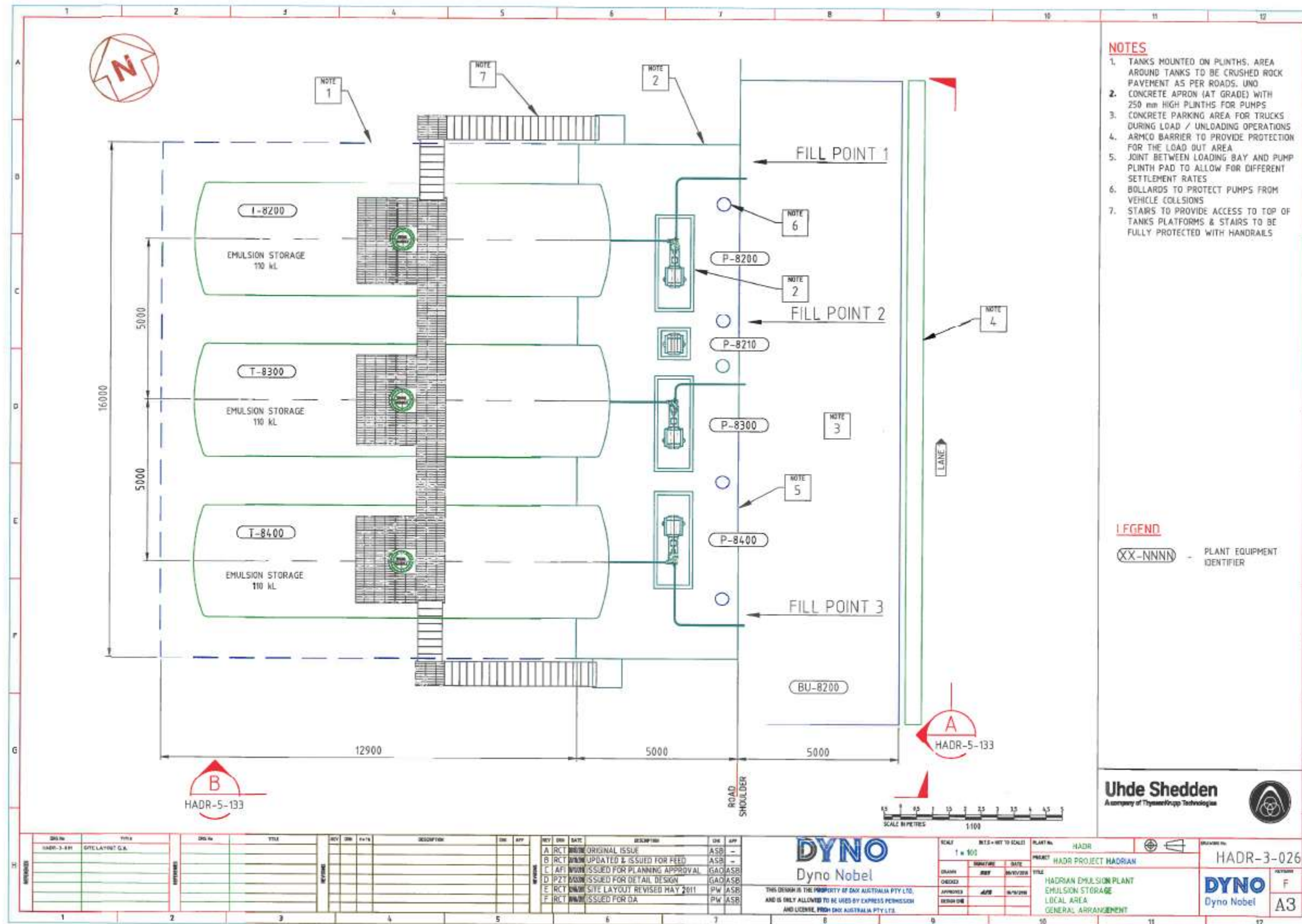
DYNO
 Dyno Nobel

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- NOTES**
1. TANKS MOUNTED ON PLINTHS. AREA AROUND TANKS TO BE CRUSHED ROCK PAVEMENT AS PER ROADS. UNO
 2. CONCRETE APRON (AT GRADE) WITH 250 mm HIGH PLINTHS FOR PUMPS
 3. CONCRETE PARKING AREA FOR TRUCKS DURING LOAD / UNLOADING OPERATIONS
 4. ARMCO BARRIER TO PROVIDE PROTECTION FOR THE LOAD OUT AREA
 5. JOINT BETWEEN LOADING BAY AND PUMP PLINTH PAD TO ALLOW FOR DIFFERENT SETTLEMENT RATES
 6. BOLLARDS TO PROTECT PUMPS FROM VEHICLE COLLISIONS
 7. STAIRS TO PROVIDE ACCESS TO TOP OF TANKS PLATFORMS & STAIRS TO BE FULLY PROTECTED WITH HANDRAILS

LEGEND
 XX-NNNN - PLANT EQUIPMENT IDENTIFIER

Udde Sheddin
 A company of ThyssenKrupp Technologies

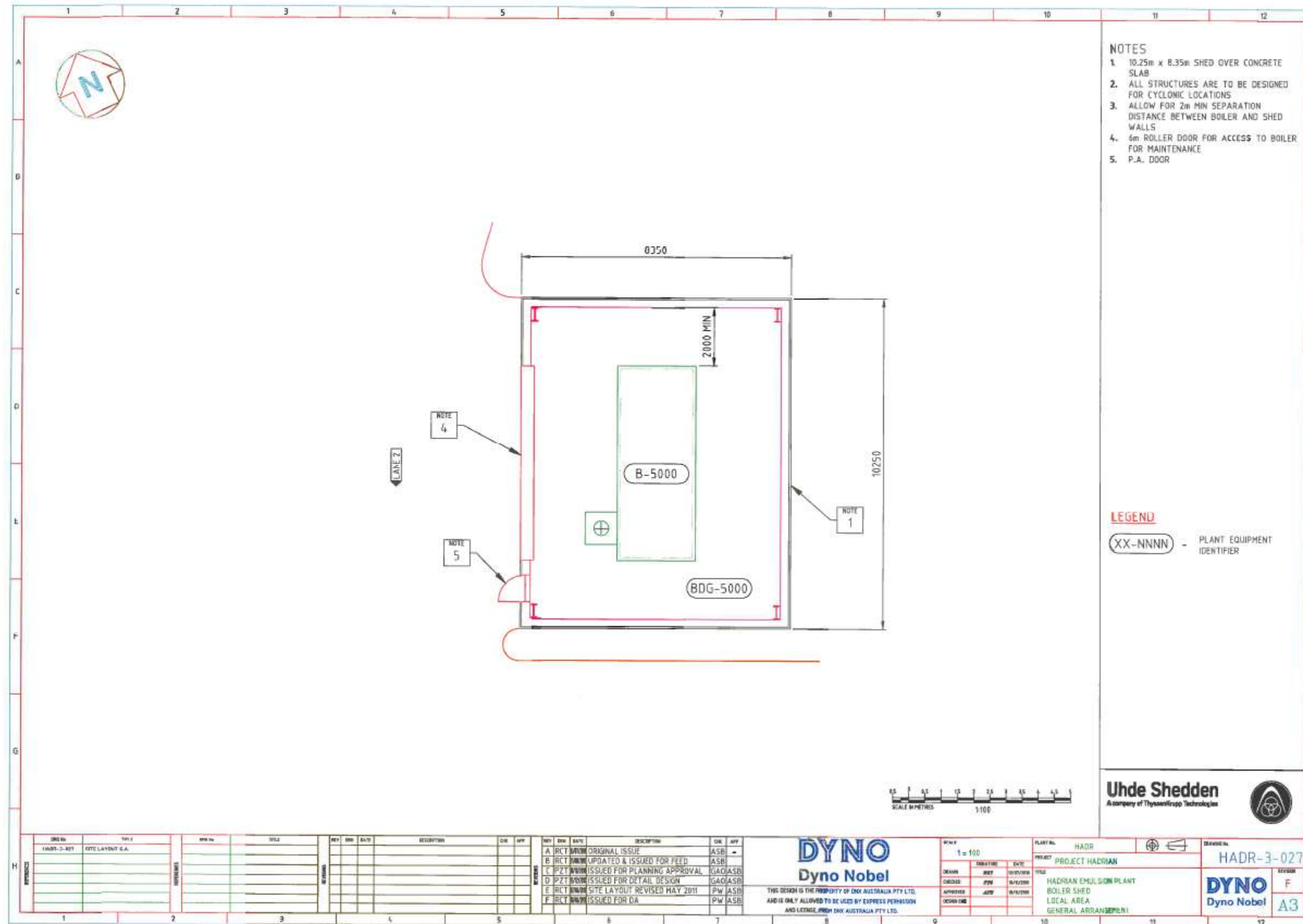
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B	2		UPDATED & ISSUED FOR FEED	ASB	-
C	3		ISSUED FOR PLANNING APPROVAL	GAD/ASB	-
D	4		ISSUED FOR DETAIL DESIGN	GAD/ASB	-
E	5		SITE LAYOUT REVISED MAY 2011	PW/ASB	-
F	6		ISSUED FOR DA	PW/ASB	-

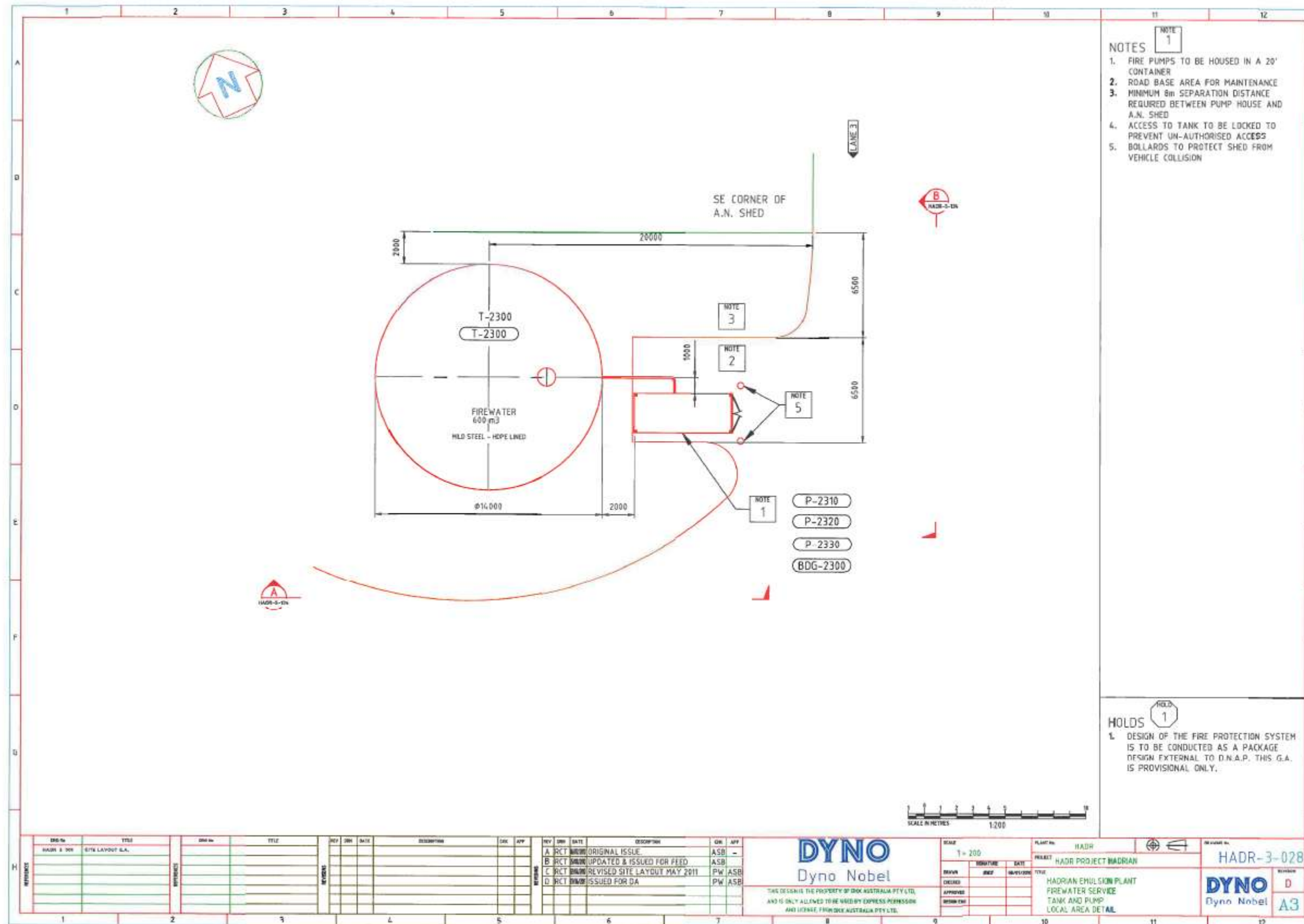
DYNO
 Dyno Nobel

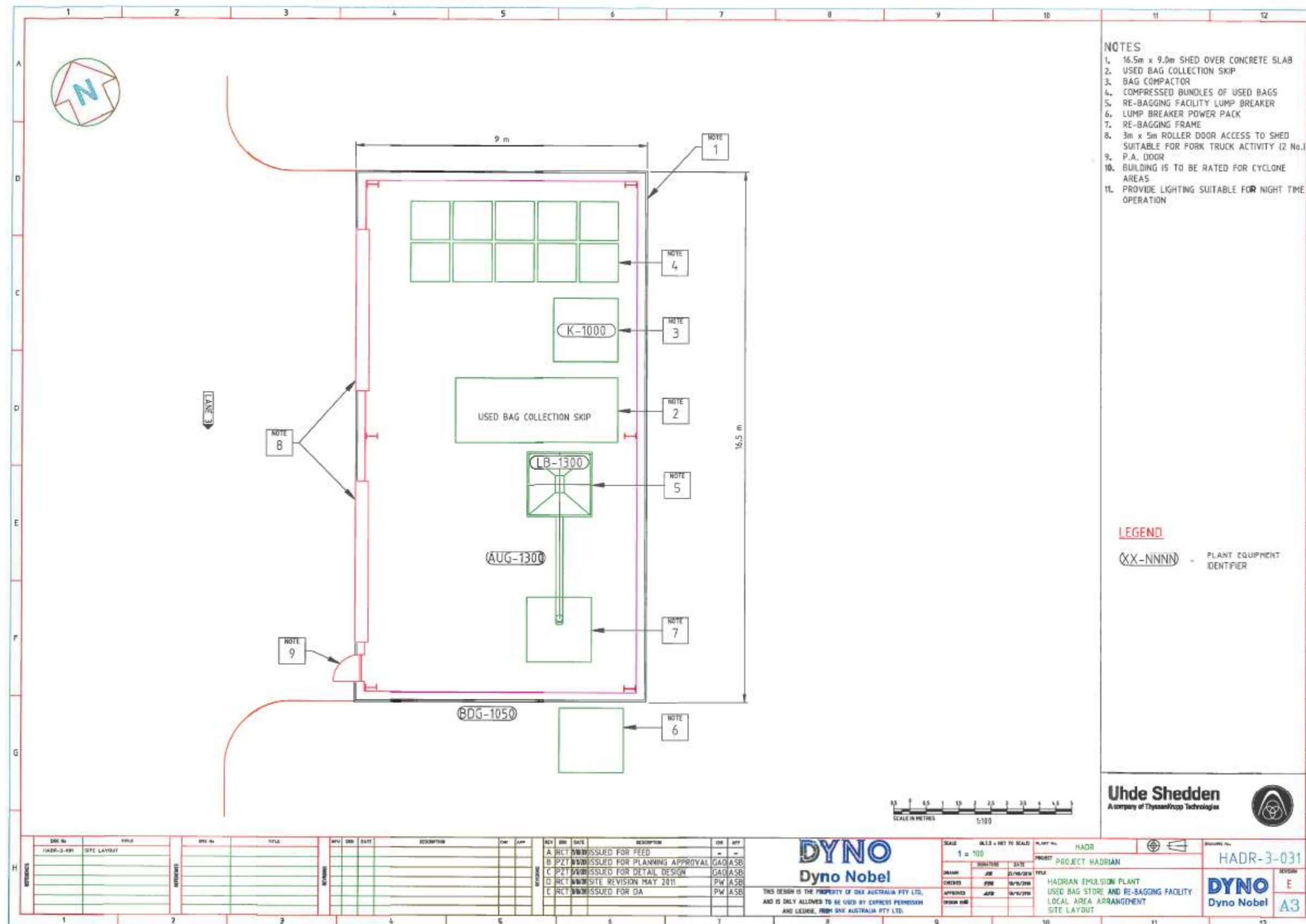
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SCALE	1:100	INT. & NET TO SCALE
PROJECT	HADRIAN PROJECT HADRIAN	
DRAWN	DATE	TITLE
CHECKED	DATE	HADRIAN EMULSION PLANT LOCAL AREA GENERAL ARRANGEMENT
APPROVED	DATE	
DESIGN USE	DATE	

PROJECT NO: HADR-3-026
 DRAWING NO: F
 SCALE: A3







ATTACHMENT 3 TO ITEM 11.1.1.12



Enquiries: Brendon Wiseman on 08 9172 8836
Our Ref: 06/4712
Your Ref: NIL



ABN: 50 860 676 021

28 July 2011

Mr Graham Woods
HSE Risk Manager
Dyno Nobel Asia Pacific
PO Box148
MAYFIELD NSW 2304

Dear Graham,

APPLICATION FOR ACCESS POINT – GREAT NORTHERN HWY - SLK 1614.38 (101M EAST OF GO KART ACCESS), SIDE 1 (NORTHERN SIDE): DYNO NOBEL, COLEMAN GROUP AND ORICA: AMMONIUM NITRATE FACILITIES SHARED ACCESS

We refer to Dyno Nobel's "Application for Access Point" dated 27th July 2010, Coleman Group's "Application for Access Point" dated 04 November 2009 and Coleman Group's direct liaison with Orica and the conversations that you have had with our Mr Brendon Wiseman and Mrs Bronwyn Albury.

Main Roads Pilbara Region has no objection to the construction of a proposed shared access road, subject to the following conditions, acceptance of which will be required in writing prior to Main Roads WA further consideration of the works. All necessary documentation must also be submitted and approved by Main Roads prior to the commencement of construction.

1. An Access easement is being created on the Dyno Nobel lease through the Department of Regional Development & Lands (DRDL). This incorporates a 50m wide corridor which will be used for a shared access between Dyno Nobel, Coleman Group and Orica. The costs associated with the access easement lease will be borne by the three companies under their own agreements.
2. An application form to "Undertake Works within the Road Reserve – Complex Works" shall be *completed* and submitted to Main Roads WA Pilbara Region. This form can be found on the Main Roads WA website (www.mainroads.wa.gov.au) under Traffic – Roadworks – Working on Roads. A signed copy of this will need to be mailed to Main Roads Pilbara office.
3. The type of intersection layout and surface (seal and / or asphalt) will be reviewed by the Region and this will be based on existing AADT, % heavy vehicles, expected growth, existing road geometry and information supplied in the "Application for Access Point" form submitted by you.
4. The intersection shall be designed to allow for the safe movement of the different types of vehicles required to use them. This intersection will need to be a type B intersection incorporating a 3.5m wide channelized left slip lane (200m long including taper) and widening on the opposite side (as per attached Aust roads Figure 6.38). Main Roads Dwg 200131-0083 should be used as a base for the line marking.

Pilbara Region, Brand Street, South Hedland or PO Box 2256, Sth Hedland Western Australia 6722
Telephone: (08) 9172 8877 Facsimile: (08) 9140 1076
Email: pilreg@mainroads.wa.gov.au Website: www.mainroads.wa.gov.au

5. Final design drawings and details for the proposed intersection shall be completed and submitted to Main Roads WA for review and approval. This shall encompass geometric, line marking, signage, pavement, seal and drainage design. There will also be a requirement that the accesses be sealed for a minimum length of 50m from the Highway.
6. The seal must overlap the existing seal by 100mm as a minimum.
7. Your organisation shall obtain all necessary clearances in relation to vegetation clearing, and flora and fauna, outside of the Main Roads road reserve (100m in this location) providing proof of doing so in the High Complexity Application.
8. All work shall be completed in accordance with Main Roads WA specifications. These are available from the Main Roads WA website under Contracts – Tender Document preparation – Document List.
9. There shall be no damage to the main road pavement or sealed surface resulting from the construction works. Damage is to be reported immediately to this office and repaired to Main Roads WA satisfaction, at your expense.
10. The proposed access shall not restrict any existing roadside drainage. A culvert may be required under the proposed access.
11. A Traffic Management Plan shall be prepared and submitted for approval, in accordance with Main Roads document "Traffic Management for Road Works - Code of Practice-2010" and Australian Standards publication "Manual of Uniform Traffic Control Devices 1742.3 – 2009", prior to any works being carried out in the road reserve. Refer to Main Roads WA website for guidelines and examples.
12. Main Roads requires your organisation to indemnify the Commissioner of Main Roads. The indemnification agreement is in the application to undertake works.
13. Maintenance of the proposed alignment from the edge of the seal on the main road (including any auxiliary lanes, line marking, signage, drains, drainage structures or headwalls) shall remain your responsibility.
14. Your organisation shall be responsible for identifying, locating, protecting and relocating all services located within the works areas.
15. Main Roads WA has no obligation to undertake works to ensure that the existing road network is suitable for your requirements.
16. You are aware that you will be operating in a remote area that is subject to monsoonal rains during the wet season and that these events often cause roads in the area to be closed for periods of time. It is your responsibility to familiarise yourself with the impacts that these events may cause and to implement the necessary management initiatives to deal with any such event.
17. All works within the road reserve undertaken as part of the works shall be subject to a 12 month defects liability period that will commence following the completion of the Works, on a date agreed by Main Roads WA. A performance security bond will be required to the value of \$300,000.

18. A certificate of currency for Public Liability insurance to the value of 20 million shall be submitted.
19. Public notification of the works will be required 2 weeks prior to construction.
20. You will need to demonstrate that you have permission from the relevant land owners to conduct the works.
21. The works will be completed prior to the accesses being utilised.

This conditional approval supersedes the previous separate access approvals given to Dyno Nobel and the Coleman Group.

Main Roads WA reserves the right to review this, the need for an upgrade to the intersection and any subsequent approvals should the circumstances be deemed to have changed. If you require any further information please contact Brendon Wiseman (Asset Management Officer) on (08) 9172 8836.

Yours sincerely,



Andrew Pyke
NETWORK MANAGER
PILBARA REGION

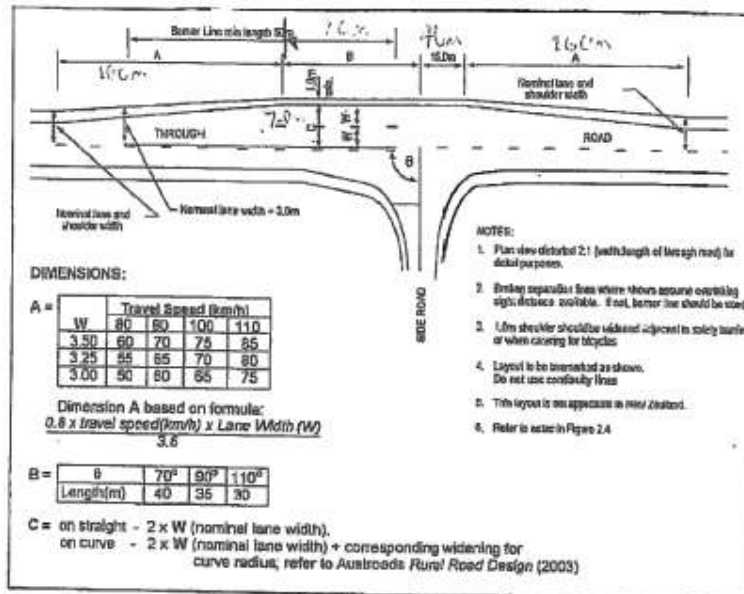


Figure 6.38 — Type AUR Right Turn Treatment

Note: See additional notes on Figure 2.4



Government of Western Australia
Department of Environment and Conservation

ENVIRONMENTAL ASSESSMENT REPORT

4.0 GENERAL SUMMARY AND COMMENTS

Dyno Nobel Asia Pacific Pty Ltd proposes to construct an ANE production facility in Port Hedland. The facility will be capable of producing up to 330 tonnes of ANE per day. The proposed emulsion plant will be located at Lot 501 Great Northern Highway Port Hedland.

This EAR identifies potential emissions and discharges associated with the construction of the proposed ANE production facility. It also aims to ensure that Dyno Nobel Asia Pacific Pty Ltd have appropriate management in place to minimise ongoing environmental impacts from the operation of the facilities. As shown in Table 3, there are no significant emissions or discharges associated with this proposal and as such, only standard conditions on the works approval will apply.

The Dyno Nobel ANE production facility is subject to the general provisions of the *Environmental Protection Act 1986* relating to the causing and reporting of pollution and will also be subject to inspections from the Department of Environment and Conservation.

OFFICER PREPARING REPORT

Justine Shallee
Position: Environmental Officer
Pilbara Regional Office
Department of Environment and Conservation
(08) 9182 2009

January 2011

ENDORSEMENT

Alana Kidd
Position: A/Regional Leader – Industry Regulation
Pilbara Regional Office
Department of Environment and Conservation
(08) 9182 2000

February 2011



Government of Western Australia
Department of Environment and Conservation

**ENVIRONMENTAL
ASSESSMENT
REPORT**

APPENDIX A: EMISSIONS AND DISCHARGES RISK ASSESSMENT MATRIX

Table 4: Measures of Significance of Emissions

Emissions as a percentage of the relevant emission or ambient standard		Worst Case Operating Conditions (95 th Percentile)			
		>100%	50 – 100%	20 – 50%	<20%*
Normal Operating Conditions (50 th Percentile)	>100%	5	N/A	N/A	N/A
	50 – 100%	4	3	N/A	N/A
	20 – 50%	4	3	2	N/A
	<20%*	3	3	2	1

*For reliable technology, this figure could increase to 30%

Table 5: Socio-Political Context of Each Regulated Emission

Level of Community Interest or Concern*		Relative proximity of the interested party with regards to the emission				
		Immediately Adjacent	Adjacent	Nearby	Distant	Isolated
5		High	High	Medium High	Medium	Low
4		High	High	Medium High	Medium	Low
3		Medium High	Medium High	Medium	Low	No
2		Low	Low	Low	Low	No
1		No	No	No	No	No

Note: These examples are not exclusive and professional judgement is needed to evaluate each specific case

*This is determined by DEC using the DEC "Officer's Guide to Emissions and Discharges Risk Assessment" May 2006.

Table 6: Emissions Risk Reduction Matrix

		Significance of Emissions				
		5	4	3	2	1
Socio-Political Context	High	A	A	B	C	D
	Medium High	A	A	B	C	D
	Medium	A	B	B	D	E
	Low	A	B	C	D	E
	No	B	C	D	E	E

PRIORITY MATRIX ACTION DESCRIPTORS

A = Do not allow (fix)

B = licence condition (setting limits + EMPs - short timeframes)(setting targets optional)

C = licence condition (setting targets + EMPs - longer timeframes)

D= EIPs, other management mechanisms/licence conditions (monitoring/reporting)/other regulatory tools

E = No regulation, other management mechanisms

Note: The above matrix is taken from the DEC Officer's Guide to Emissions and Discharges Risk Assessment May 2006.

ATTACHMENT 5 TO ITEM 11.1.1.12



Mr Ross Coppin
Lands Manager
Department of Regional Development and Lands
PO Box 1575
Midlands, WA 6936

DYNO NOBEL ASIA PACIFIC PTY LTD
ACN 003 269 010
A business of Incoac Pivot Limited
282 Parings Road
Gibson Island
via Muramba QLD 4172
PO Box 4173 Tingalpa QLD 4173
Telephone: +61 7 3026 3900
Facsimile: +61 7 3026 3990

Date 30 August 2010

**Re: Dyno Nobel – Expression of Interest - Part Lot 501 DP 65734,
Great Northern Highway Port Hedland, Western Australia**

Dear Mr Coppin,

I refer to our recent discussions in respect to Dyno Nobel Asia Pacific Pty Ltd ('Dyno Nobel') interest in part of the abovementioned land.

Dyno Nobel now wishes to formally submit an expression of interest in leasing a parcel of land on Lot 501 DP 65734 from the Crown, for consideration by the Dept of Regional Development and Lands.

Dyno Nobel's expression of interest is summarised below.

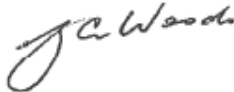
Item	Particulars
Landlord	To be advised
Tenant	Dyno Nobel or nominee
Lease Land Area	As marked in blue on the attached plan and subject to final subdivision approval by the relevant authorities- circa 10.8ha
Proposed Land Use	Build and operate an emulsion manufacturing and ammonium nitrate storage facility.
Lease Term	Ten (10) years
Rights of Renewal	Two (2) * Five (5) years
Rental	To be agreed. The rental should take into consideration any earthworks that Dyno Nobel may undertake at its capital cost to improve the land for construction purposes.
Option to Purchase	Dyno Nobel has the option to purchase the land at the end of the initial lease term.



In addition, please find attached the following documentation that you have requested to support our application;

1. Site Layout Proposed Boundaries Plan (HADR-3-030Rev C)
2. Port Hedland Emulsion Plant Project Proposal Rev 1
3. Correspondence with Dept of Main Roads 27 August 2010

We look forward to receiving acknowledgement of this expression of interest, preparing and finalising a formal lease with the Crown.



Graham Woods
Global Risk Manager
Phone: +61 2 4923 5490
Mobile: +61 438 408 261
e-mail: graham.woods@incitecpivot.com.au

c.c. Kelvin Chand
Michael Doyle

DYNO
Dyno Nobel

DYNO NOBEL ASIA PACIFIC PTY LTD
ACN 003 269 010
A business of Insitec Pivot Limited
282 Paringa Road
Gibson Island
via Murarrie QLD 4172
PO Box 4173 Tingalpa QLD 4173
Telephone: +61 7 3026 3900
Facsimile: + 61 7 3026 3990

**DYNO NOBEL ASIA PACIFIC
PORT HEDLAND EMULSION PLANT
PROJECT PROPOSAL**

Revision 1

Prepared for: Department of Regional Development and Lands

Date: 30 August 2010

Prepared by: Graham Woods

Rev	Date	Description	Reviewed By	Authorised By
A	11 Aug 2010	Draft for Comment		-
0	15 Aug 2010	Original	G Woods	M Doyle
1	30 Aug 2010	Minor changes	G Woods	M Doyle

RDL Project Proposal Rev 1
30 Aug 2010

1. Background

Dyno Nobel Asia Pacific Pty Ltd (DNAP) proposes to develop an ammonium nitrate emulsion (ANE) blending facility near Port Hedland.

The Pilbara region of Western Australia contains the largest mining operations in the State, underpinned by RTIO's and BHPBIO massive iron ore operations. It also encompasses other major mining operations at Telfer (Gold) and Fortescue Metals Cloud Break and Christmas Creek operations (iron ore).

In addition to the large scale of existing operations, the Pilbara region represents one of the highest mining growth prospects in Australia in the next ten years. Both RTIO and BHPBIO have announced large scale expansion plans for their respective operations. A number of smaller operations have recently commenced or are due to commence production in the next 12-18 months adding to the long term prospects for the region. These include the likes of Atlas Iron, BC Iron, FerrAus, Aquila Resources and Australasian Resources.

ANE is a major precursor for the widely used bulk explosives critical for the operations of open cut mining. The current capacity of the Dyno Nobel plant in Kalgoorlie will not meet the forecast demand for ANE in Western Australia. The project would supply the demand for ANE (a Class 5.1 oxidizing agent) from a local facility to the major iron ore mines in the Pilbara region.

The site selected for the proposed plant is on part Lot 501 on DP65734 adjacent to the Great Northern Highway, situated approximately 12 kilometres south east of Port Hedland. The plant site will occupy approximately 10 hectares and have a 375 metre frontage with the highway. The crown land is currently managed as an explosives safety zone by the Department of Mines and Petroleum and DNAP is seeking a separate lease for the site.

Dyno Nobel Asia Pacific Pty Ltd (ACN 003 269 010) is a wholly owned subsidiary of Incitec Pivot Ltd (ACN 004 084 324). Incitec Pivot is a leading global chemicals company with nitrogen-based manufacturing at its core. Incitec Pivot is listed in the top 50 companies on the Australian Stock Exchange (ASX Code: IPL). IPL employees approximately 4,500 staff worldwide.

DNAP is the number two supplier of commercial explosives products and services in Australia. Dyno Nobel's customers are in the mining, quarry, construction, pipeline and geophysical exploration industries. DNAP currently supplies explosives products and services to the major iron ore mines in the Pilbara.

2. Proposal

The development involves a facility that dissolves solid ammonium nitrate (AN) and blends the solution with diesel fuel and emulsifiers to produce ANE (a viscous liquid). The AN will be supplied by import shipments of 1 tonne bulkabags of emulsion grade solid AN through the Port Hedland port. The fuel blend will be supplied by bulk road tankers. The key features of the plant are:

- AN bag storage shed;
- AN dissolving tanks and associated steam generator;
- Fuel blend storage;
- ANE blending plant;
- Minor chemicals storage;
- ANE storage;
- Utilities and services including electricity, water, LNG, roads and telephone;
- Administration, amenities buildings and carpark;

-
- Maintenance workshop; and
 - Effluent treatment plant.

The capacity of the plant will be 90,000 tonnes per year of ANE.

Labour for the operation of the proposal will be sourced, where practicable, from the local labour market. The labour for construction is likely to be fly-in fly-out. The construction is expected to span approximately 6 months commencing May 2011. The facility is proposed to come into production around November 2011 and is expected to provide employment for 25-30 permanent staff. The design life of the plant is at least 10 years.

Product will be transported from the plant to the Pilbara mines by bulk tanker road train.

The project is currently in full feasibility stage and approval is required from the IPL Board of Directors before a decision to proceed can be made. The capital cost of the project is approximately \$25 million.

3. Project Alternatives

A number of alternative sites for the facility were considered. These included:

- Expansion of Kalgoorlie plant;
- Locating the facility at Karratha; and
- Locating the facility near a major mine in the Pilbara region.

A detailed study into the Western Australian consumption of ANE, demonstrated that the best option for the production of ANE to supply the Pilbara region was the proposed location near Port Hedland.

The selection of the location for the proposed development was based on the availability of raw materials and import facilities, availability of suitable land and services, and proximity to the available market for the product.

Technology selection was based on providing standard Dyno Nobel designs with a proven track record of performance. All the technology selected is commercially proven equipment with built in safety and environmental protection features.

4. Benefits of the Proposal

The demand in Western Australia for ANE has increased over the last 5-10 years due to the growth in open cut mining, particularly iron ore, and the use of ammonium nitrate to produce a low cost explosive.

The proposed facility will provide the local production of a key precursor for bulk explosives used in the mines in the Pilbara region. This has the potential to:

- Lower prices to mines due to lower freight costs;
- Increased production capacity to supply the growing demand for ANE; and
- Reduce the transportation of dangerous goods on Western Australian roads.

In addition to the above benefits, the proposed project will benefit the Port Hedland regional and local economies by providing:

- Increased investment and employment directly associated with the construction and operation of the plant;
- Secondary or multiplier effects giving rise to further increases in regional output and employment; and
- Improved utilisation of social and economic infrastructure in the region.

5. Consequences of the Proposal Not Proceeding

As discussed above, the DNAP plant at Kalgoorlie is at capacity. If the project is not developed in the time frame proposed, then DNAP would need to expand the Kalgoorlie facility with resultant higher costs and increased supply risk for explosives to the growth plans of the Pilbara Iron Ore producers.

6. Existing Environment

The land on which it is proposed to locate the plant is currently Crown land managed as an explosives buffer zone by the Department of Mines and Petroleum. DNAP will seek newly created lot as a separate lease with the Crown or free hold title for the land. Native title has been extinguished on the land.

The land is relatively flat and low lying. The vegetation landform on the site comprises shrub steppe which dominates the local surrounding landscape. The soils are predominantly red sands (pindan) and loams.

The principle flora of this landscape is spinefix. A flora and fauna survey has been conducted to identify any threatened ecological communities or species on the site.

The Great Northern Highway reserve forms the southern boundary of the proposed site. The surrounding lots to the north, east and west of the proposed site are undeveloped. A development application has been approved for an ammonium nitrate storage facility adjacent to the west boundary of the site, and is compatible land use with this proposal.

7. Indigenous Heritage

A search of the Department of Indigenous Affairs on-line database did not identify any sites under the Aboriginal Heritage Act 1972 or ethnographic surveys having been carried out on the site.

Due to the existing use as a vested reserve, Native Title is extinguished.

Marapikurrinya Pty Ltd, who represent the local indigenous clan, have been contacted to consult on heritage issues.

8. Utility Services

Water

The site is located within the Port Hedland operating area of Potable Water Supply Service of the Water Corporation licence. The intention is to provide reticulated water to the proposed lot. The De Grey River Supply Main is located alongside the railway line to the east. Consultations have commenced with Water Corporation.

Sewer

There is no reticulated sewer main in the locality. The development will require provision of an on-site effluent disposal system to the satisfaction of the Health Department of WA and the Town of Port Hedland Health Department.

Power

There is above ground power supply located in the south side of the Great Northern Highway reserve. Consultations have commenced with Horizon Power.

Telecommunications

A telecommunications cable is located in the Great Northern Highway reserve.

9. Road Access

The site has frontage to Great Northern Highway. Consultations have commenced with the WA Department of Main Roads for the location and design of the driveway intersection.

10. Emissions

Air Emissions

The facility will have two minor sources of air emissions:

- Flue stack of a LNG fired steam generator (150kg/hr fuel); and
- Vents of hydrocarbon and emulsion storage tanks.

The emissions from these sources will be reported annually to the National Pollutant Inventory.

Dust Emissions

Minor local dust generated during AN bag handling into process and from traffic on gravel roadways. Watering of site and access roads shall be undertaken if required. A speed limit of 20km/hr shall apply to site roads to minimise the potential for dust generation.

Odour Emissions

No issues.

Noise Emissions

Site shall comply with EPA noise guidelines. Site operations are located with adequate separation distance for noise attenuation from residents and sensitive receptors (approx 1 km). All combustion engine plant, such as generators and compressors and air driven equipment shall be checked to ensure they produce minimal noise with particular attention to exhaust silencers.

Light Emissions

Facility will operate 24 hours per day. The only sensitive receptor is the Great Northern Highway. Buildings and plant shall have low reflectance design. Flood lights will be directed away from light sensitive receptors.

Discharge to Water

Only clean stormwater shall be discharged to natural water courses. Potentially contaminated stormwater shall be diverted to a first flush system and then recycled or disposed offsite as waste by an authorised contractor. Suitable banks and/or diversion drains shall be installed and maintained to prevent uncontaminated stormwater from entering first flush system. Process waste water shall be treated as required and then recycled or disposed offsite as waste.

Discharge to Land

No discharge to land. Housekeeping and spill kits shall be used to contain and clean up any minor spills. Process handling areas with known minor spillages shall be provided with concrete pads (eg tanker loading and unloading bays)

Solid/Liquid Wastes

Waste sources shall be appropriately classified as Regulated or Non-regulated waste in accordance with State guidelines. Regulated waste transport shall be conducted by a licensed transporter. Records shall be maintained for all wastes.

Solid wastes shall include empty packaging from raw materials (eg AN bags) and domestic wastes.

Liquid wastes shall include waste oils and nitrate contaminated water

Hydrocarbon/Chemical Storage

All reasonable and practicable measures shall be taken to minimise contamination of land or waters.

Flammables and combustible liquids shall be stored in accordance with AS 1940 – The storage and handling of flammable and combustible liquids.

Oxidizing agents shall be stored in accordance with AS 4326 – The storage and handling of oxidizing agents.

Corrosives shall be stored in accordance with AS 3780 – The storage and handling of corrosives.

Ammonium nitrate spillages shall be immediately cleaned up by dry methods only eg broom and shovel.

Petroleum product spillages shall be immediately cleaned up by dry absorbent materials.

Native Vegetation

Approximately 5 hectares will be cleared. A clearing permit will be required from DEC.

Contaminated Site Identification

A search of the Department of Environment and Conservation on-line Contaminated Sites Database did not identify any contaminated sites under the Contaminated Sites Act 2003. A request has been submitted for a Summary of Records in Respect of Land from the Reported Sites Register.

Industry Guidelines

The facility will be designed and operated to comply with the following industry guidelines:

- WA Resource Safety Safe Storage of Solid Ammonium Nitrate – Code of Practice
- AEMSC Code of Good Practice – Precursors for Explosives

**DYNO NOBEL ASIA PACIFIC PTY LTD
PROPOSED PORT HEDLAND EMULSION PLANT
PRELIMINARY EXTERNAL SEPARATION DISTANCE COMPLIANCE**

1. Compliance to AS2187.1 Explosives – Storage, Transport and Use - Storage

Existing Orica HE magazine – 5 tonne TNT NEQ
 Proposed Orica HE magazine – 7.5 tonne TNT NEQ
 Total NEQ = 12.5 tonne TNT

Potential Explosion Site Details	Potential Explosion Site NEQ		Exposed Site		Compliance		Is requirement met?
	Type	Details	Actual Distance metres	Distance required	Distance in metres		
Orica HE Magazines	AN Storage	5,000 te AN store	485	Table 3.2.3.2 AN	48	Yes	Yes
	Protected Works Class A	Emulsion plant yard	555	Table 3.2.3.2 Protected Works Class A	345	Yes	Yes
	Protected Works Class B	Control room	640	Table 3.2.3.2 Protected Works Class B	515	Yes	Yes
		Office Workshop	575	515	515	Yes	Yes

2. Compliance to WA Resource Safety Storage of Solid Ammonium Nitrate – Code of Practice (2008)

Proposed store – 5,000 tonne emulsion grade ammonium nitrate in 1-1.2 tonne bulkbags
 - 10 stacks of 500 tonne each separated by 8 metres to prevent sympathetic detonation

Potential Explosion Site		Exposed Site		Compliance				
Details	NEQ	Type	Details	Actual Distance metres	Distance required	Distance in metres	Is requirement met?	
5,000 tonne AN Store	500 tonne @ 25% TNT equivalence = 125 tonne TNT	Vulnerable Facility or Infrastructure that are Potential Terrorist Targets Offsite Protected Works & Vulnerable Facilities	Not Applicable	-	Table 4.1	1,110	Yes	
			Orica Depot	450	Table 4.1	1,110	No *	
			Consolidated Minerals & BMX Track	280			No *	
			Great Northern Highway	205			No *	
			Airport Radar Installation	1,350			Yes	
			Accommodation Camp	1,900			Yes	
			Housing	2,380			Yes	
			Office	35	Figure 4.1	15	Yes	
			Boundary	60			15	Yes
			Onsite Protected Works & Boundaries					

* Potential AN storage explosion will have adequate warning to allow evacuation of sites and close highway within 30 minutes.

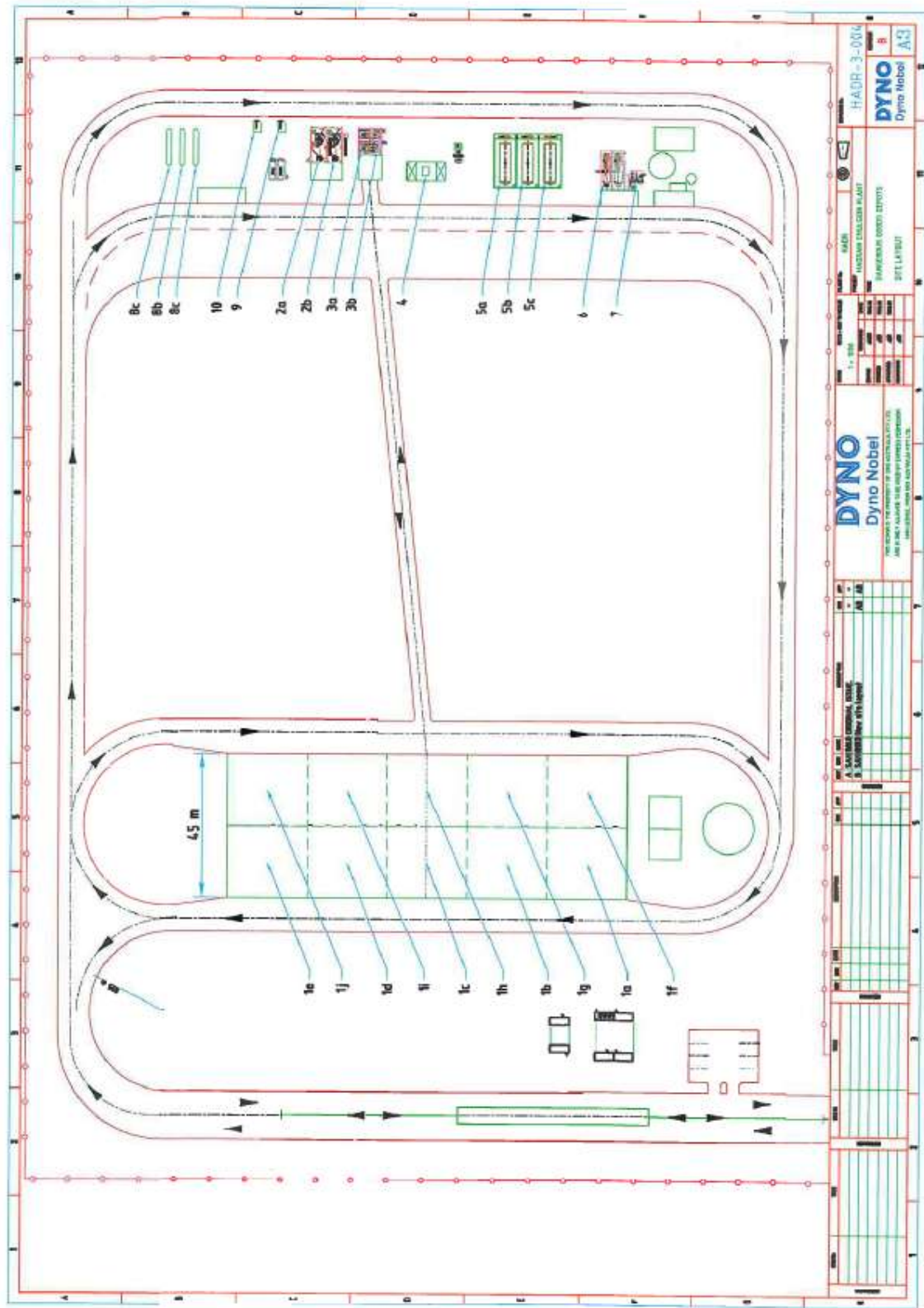
3. Compliance to AEMSC Code of Good Practice – Precursors for Explosives (1999)

Proposed Storage – 3 x 150 tonne Class 5.1 ANE

Potential Explosion Site		Exposed Site		Compliance			
Details	NEQ	Type	Details	Actual Distance metres	Distance required	Distance in metres	Is requirement met?
ANE Storage	450 tonne *	AN Storage	5,000 lb AN store	175	AS2187.1 Table 3.2.3.2 AN	138	Yes
		Concentration of Population	Accommodation Camp Airport Terminal	1,900 2,645	AS2187.1 Table 3.2.3.2 Protected Works Class B	1,700 1,700	Yes Yes

* AEMSC COP uses precursor weight for NEQ. Actual TNT equivalence for Titan 2000 & 5000 emulsions is 70%

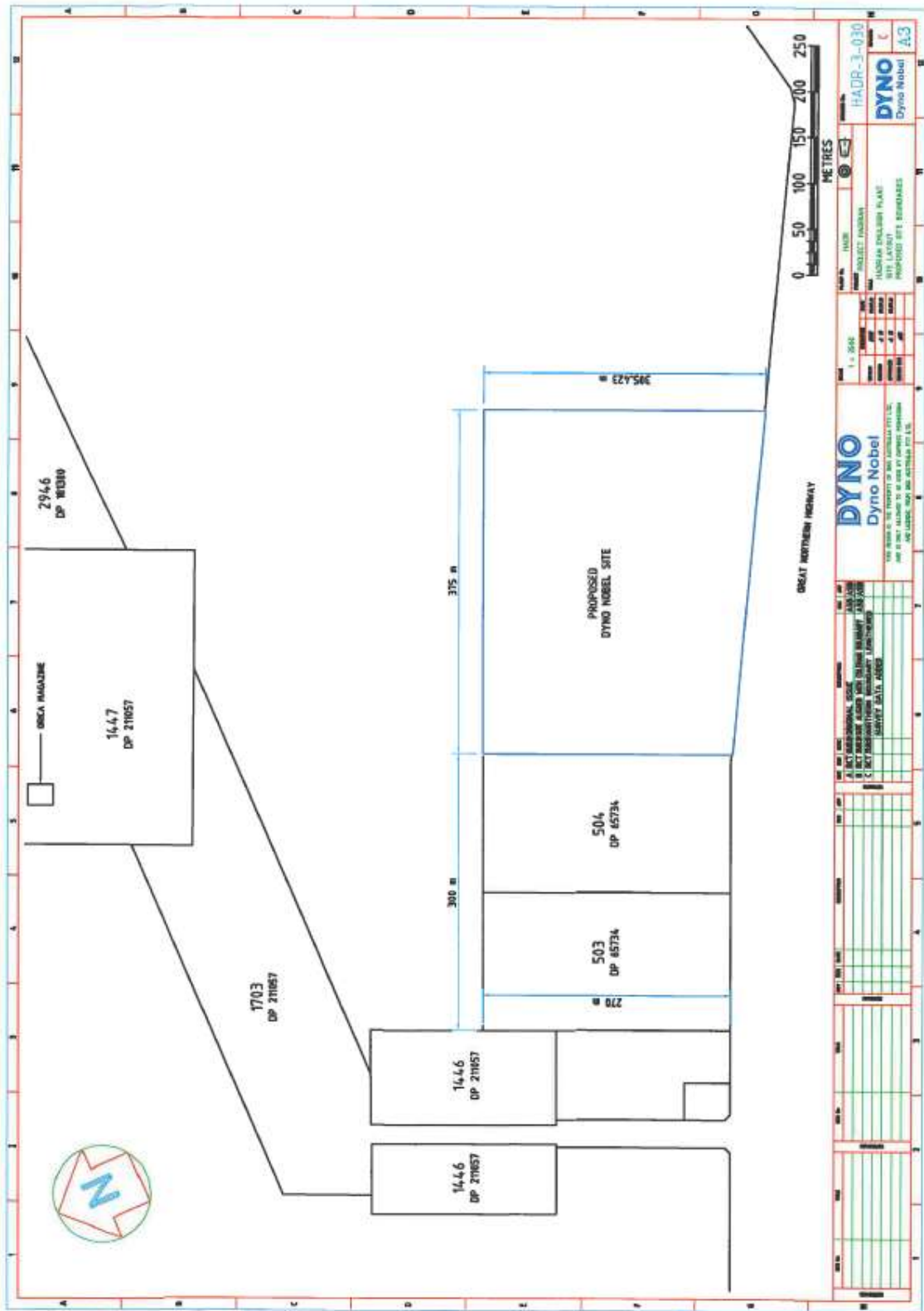




Proposed Port Hedland ANE Plant
Preliminary Dangerous Goods Depots

Tank or depot ID (optional except UTDs)	Depot type (all UTDs)	Maximum quantity stored or handled on site (kL or t)	Installation type N- new A - additional E - existing R - reduction	UN no.	Class or Division	Subsidiary risk(s)	Packing group	Proper shipping name
1a	IDB	500 t	N	1942	5.1	-	III	Ammonium nitrate
1b	IDB	500 t	N	1942	5.1	-	III	Ammonium nitrate
1c	IDB	500 t	N	1942	5.1	-	III	Ammonium nitrate
1d	IDB	500 t	N	1942	5.1	-	III	Ammonium nitrate
1e	IDB	500 t	N	1942	5.1	-	III	Ammonium nitrate
1f	IDB	500 t	N	1942	5.1	-	III	Ammonium nitrate
1g	IDB	500 t	N	1942	5.1	-	III	Ammonium nitrate
1h	IDB	500 t	N	1942	5.1	-	III	Ammonium nitrate
1i	IDB	500 t	N	1942	5.1	-	III	Ammonium nitrate
1j	IDB	500 t	N	1942	5.1	-	III	Ammonium nitrate
2a	GTD	10 kL	N	2426	5.1	-	-	Ammonium nitrate, liquid
2b	GTD	10 kL	N	2426	5.1	-	-	Ammonium nitrate, liquid
3a	GTD	20 kL	N	2426	5.1	-	-	Ammonium nitrate, liquid
3b	GTD	20 kL	N	2426	5.1	-	-	Ammonium nitrate, liquid
4	PP	1 kL	N	3375	5.1	-	II	Ammonium nitrate emulsion or suspension or gel
5a	GTD	110 kL	N	3375	5.1	-	II	Ammonium nitrate emulsion or suspension or gel
5b	GTD	110 kL	N	3375	5.1	-	II	Ammonium nitrate emulsion or suspension or gel
5c	GTD	110 kL	N	3375	5.1	-	II	Ammonium nitrate emulsion or suspension or gel
6	GTD	110 kL	N	-	C1	-	-	Combustible liquid
7	GTD	20 kL	N	-	C1	-	-	Diesel fuel, combustibile liquid
8a	GTD	90 kL	N	1972	2.1	-	-	Natural gas, refrigerated liquid
8b	GTD	90 kL	N	1972	2.1	-	-	Natural gas, refrigerated liquid
8c	GTD	90 kL	N	1972	2.1	-	-	Natural gas, refrigerated liquid
9	IDA	3 kL	N	1824	8	-	II	Sodium hydroxide solution
10	IDA	3 kL	N	2031	8	5.1	II	Nitric acid

Dangerous Goods Depots Rev A (2).doc



11.1.1.13 Amendment of Land Use at Reserve 36098 at Lot 145 Forrest Circle, Port Hedland (File No.:05/12/0044)

Officer	Caris Vuckovic Lands Officer
Date of Report	11 August 2011
Disclosure of Interest by Officer	Nil

Summary

The construction of the Great Northern Highway Realignment Project by Main Roads Western Australia, requires the existing land on which the Port Hedland Motorcycle Club is located.

The Port Hedland Motorcycle Club has identified Reserve 36098 (Lot 145 Forrest Location) as a suitable area to relocate to.

This report is before Council to approve the amendment of the land use for Reserve 31895 from "Quarry and Stock Holding Yards" to "Private Recreation" in order to facilitate the development of a motorcycle club.

Background

The Port Hedland Motorcycle Club is currently located on Reserve 30346 at Lot 1790 Great Northern Highway. This land is required for the Great Northern Highway Realignment Project which is anticipated to commence early 2012.

Reserve 36098, currently vested to the Town of Port Hedland with the land use of "Quarry and Stock Holding Yards" purposes, has been identified as a suitable relocation point for the club's premises.

Consultation

- The Port Hedland Motorcycle Club
- Town of Port Hedland Recreation Services

Statutory Implications

Department of Regional Development and Lands Government Land Policy Manual.

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Nil

Officer's Comment

Main Roads plans to improve traffic safety and efficiency in Port Hedland are gaining momentum with tenders anticipated to be awarded late 2011. The Great Northern Highway Realignment Project aims to reduce conflicts between heavy vehicles accessing the port precinct and local traffic commuting between Port and South Hedland

The portion of land identified by the Port Hedland Motorcycle Club is suitably located so as not to cause any disturbance to the residential uses within South Hedland, while at the same time being close enough for members to travel.

In addition the size of the land provides the club with the possibility to develop a number of different styles of tracks motocross, supa-cross and endure which is likely to attract a larger number of members.

The provision of a more permanent site will allow the club to source funds to develop the necessary infrastructure and facilities, and provide riders with a safe environment.

Options

Council has the following options for responding to the request:

1. Support the request for the amendment of land use of Reserve 36098 to "Private Recreation" with the ability to lease.

The amendment of the management order will assist in the relocation of the Port Hedland Motorcycle Club.

2. Reject the request for the amendment of land use of Reserve 36098 to "Private Recreation".

Should Council choose not to support the change, the Port Hedland Motorcycle Club will have to seek an alternate site to relocate to.

3. Request the Director of Planning and Development to find alternative site.

It is recommended that Council support the request to amend the land use of Reserve 36098 to "Private Recreation".

Attachments

1. Reserve 36098 Locality Plan
2. Reserve 30346 Locality Plan

201112/118 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

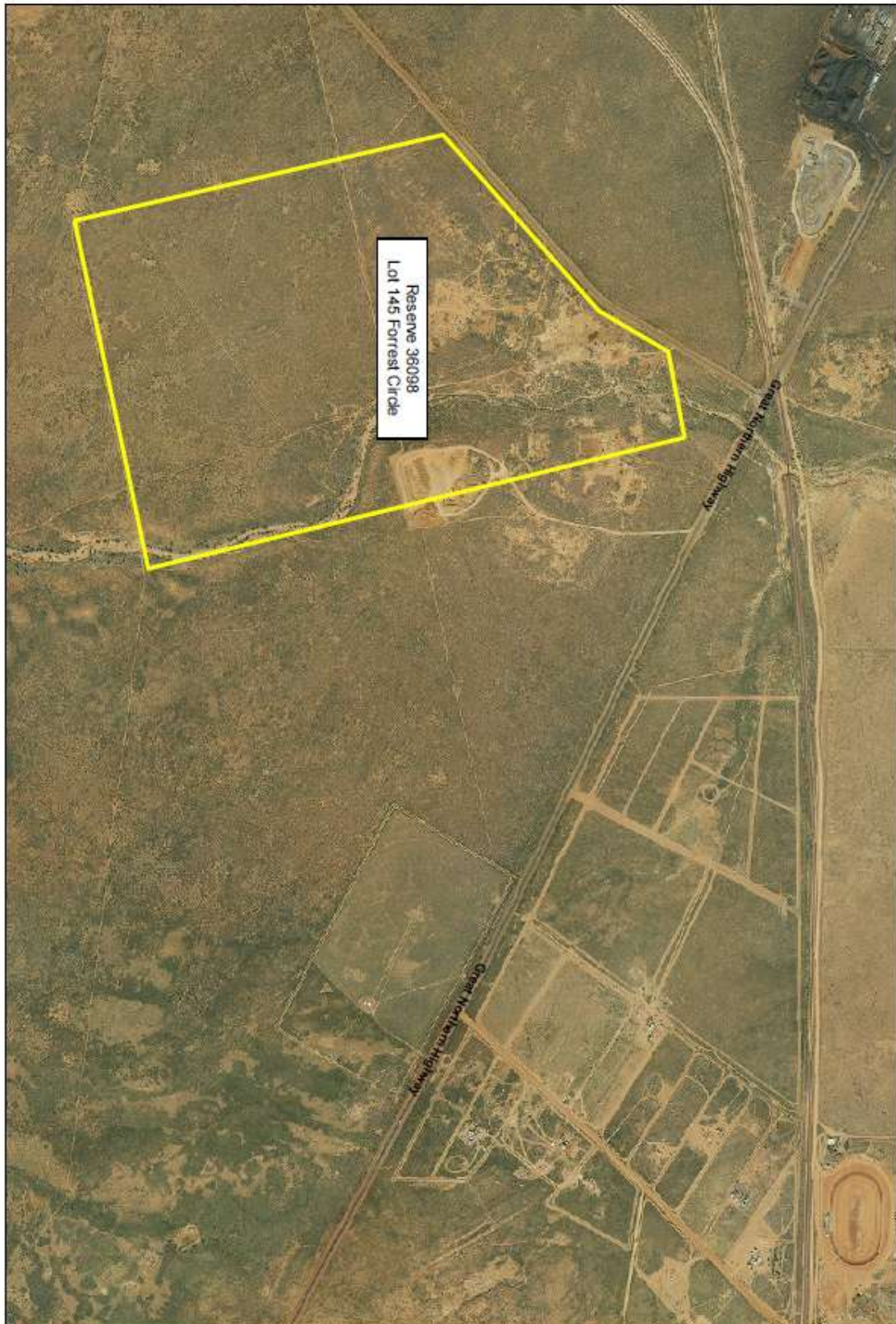
Seconded: Cr S R Martin

That Council:

1. **Approves the request to amend the land use of Reserve 36098, being Lot 145 Forrest Location, to "Private Recreation" including the ability to lease;**
2. **Delegates the Manager Planning to request the Department of Regional Development and Lands to amend the land use of Reserve 36098, being Lot 145 Forrest Location, to "Private Recreation" with the ability to lease.**

CARRIED 8/0

ATTACHMENT 1 TO ITEM 11.1.1.13





6:23pm Councillor G J Daccache declared a Financial interest in Item 11.1.1.14 'Proposed Road Dedication and Partial Road Closures, Boodarie Drive, Quartz Quarry Road and Great Northern Highway Port Hedland (File No.: 28/01/0017)' as he is a Fortescue Metals Group Ltd shareholder with shares over the statutory limit.

Councillor G J Daccache left the room.

6:25pm Councillor M B Dziombak declared a Financial interest in Item 11.1.1.14 'Proposed Road Dedication and Partial Road Closures, Boodarie Drive, Quartz Quarry Road and Great Northern Highway Port Hedland (File No.: 28/01/0017)' as he is a Fortescue Metals Group Ltd shareholder with shares over the statutory limit.

Councillor M B Dziombak left the room.

11.1.1.14 Proposed Road Dedication and Partial Road Closures, Boodarie Drive, Quartz Quarry Road and Great Northern Highway Port Hedland (File No.: 28/01/0017)

Officer Caris Vuckovic
Lands Officer

Date of Report 8 September 2011

Disclosure of Interest by Officer Nil

Summary

Council has received a request from David Langdon Australia Pty Ltd on behalf of Fortescue Metals Group Ltd to seek Councils support for the re-alignment of the Boodarie Drive and Quartz Quarry Road and Great Northern Highway (Road Dedication), and the partial closure of Boodarie Drive, Quartz Quarry Road and the Great Northern Highway as a result of the re-alignments.

The alterations are required to improve traffic safety and efficiency.

Background

The need to re-align and partially close Boodarie Drive, Quartz Quarry Road and the Great Northern Highway, is required due to the upgrade of the Fortescue Metals Group Limited mainline from Port Hedland to Christmas Creek. Without the proposed road works an unacceptable disruptions and delays to road users will result.

As a result Main Roads WA has directed that in order to minimize disruption to road users and to allow unobstructed passage of rolling stock using the upgraded line, a graded separation road bridge over rail be constructed.

To achieve the required graded separation road bridge, the following road works are required, as per attachment 1:

- a. Closure of a portion of Boodarie Drive as shown at point A;
- b. Closure of a portion of Quartz Quarry Road as shown at point B;
- c. Dedication of road reserve, Boodarie Drive, as shown at point C;
- d. Dedication of road reserve, Quartz Quarry Road, as shown at point D;
- e. Realignment of Great Northern Highway, as shown at point E.

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.”

Consultation will be made with all interested parties, including public service providers and affected land owners as part of the process of this application.

Statutory Implications

Road Dedication

Section 56 of the *Land Administration Act 1997* establishes the procedure for dedicating a road.

Road Closure

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 subsequent sale of the 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

Nil

Officer's Comment

The proposed road works and construction of a new bridge is required to ensure that there is no conflict between road users and the use of the Fortescue Mainline. Should the required works be approved they will be carried out in such a way as to minimize and disruption to road traffic to the minimum.

Options

Council has the following options when considering the request:

1. Support the request for the various partial road closures and dedications,

An approval will result in a more mainstream traffic flow whilst also improving traffic safety.

2. Reject the request for the various partial road closures and dedications.

A refusal will result in an extremely dangerous situation at the intersections of Boodarie Drive and Great Northern Highway, Quartz Quarry and Great Northern Highway.

Attachments

1. Road amendment plan

201112/119 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

Seconded: Cr D W Hooper

That Council:

1. **Supports the request from Davis Langdon Australia Pty Ltd on behalf of Fortescue Metals Group Ltd to permanently close the following portions of road reserve as shown on Attachment 1:**
 - a. **Partial closure of Boodarie Drive Road Reserve, Boodarie, as shown at point A on Attachment 1;**
 - b. **Partial closure of Quartz Quarry Road Reserve, Boodarie, as shown at point B on Attachment 1.**

Subject to the following conditions:-

- i. The proposed road closure being advertised for a period of 35 days pursuant to Section 58(3) of the Land Administration Act 1997;
 - ii. No adverse objections being received during the advertising period.
2. Supports the request from Davis Langdon Australia Pty Ltd on behalf of Fortescue Metals Group Ltd to dedicate the following portions of land as 'road reserve' as shown at points C and D on Attachment 1, subject to the following condition:-
 - i. No objections being received from the affected land owners / lease holder.
 - ii. Detailed engineering drawings being approved by the Director Engineering Services.
3. Supports the request from Davis Langdon Australia Pty Ltd on behalf of Fortescue Metals Group Ltd to realign a portion of the Great Northern Highway road reserve as shown at point E on Attachment 1, subject to the following condition:-
 - i. No objections being received from the affected land owners / lease holder,
 - ii. Approval being obtained from Main Roads WA.
4. Delegates the Director Planning and Development and Manager Planning Services on receipt of the confirmation required in 2(i) and 3(i) above, submit the request to dedicate the land as depicted on attachment 1 for road purposes.
5. Delegates the Director Planning and Development and Manager Planning Services under Delegation 40(12) to submit the road amendment requests to the Department of Regional Development and Lands (State Lands Services) subject to no adverse submissions being received during the statutory advertising period as required by 1(i) above.
6. Notifies the applicant that the proposed street modifications will be at the applicants cost and will require street signs to be to the specifications of Councils Manager Infrastructure Development and to the satisfaction of Councils Manager Planning Services;
7. Notifies the applicant that any costs associated with the road amendments will be at the cost of the applicant.

CARRIED 6/0

6:25pm Councillors G J Daccache and M B Dziombak re-entered the room and resumed their chairs.

Mayor advised Councillors G J Daccache and M B Dziombak of Council's decision.

11.1.1.15 Proposed Scheme Amendment No. 47 to the Town of Port Hedland Town Planning Scheme No. 5 to re-code Lots 9, 1985-1998, 410, 5566 and 1974-1983 Corboys Place. Lots 8, 2000-2005 Lawson Street, Lots 1967-1969, 235 and 1971-1973 Smith Street, Lots 3210-3220 Somerset Crescent, Lot 5565, 5931 and Unallocated Crown Land, South Hedland from "Residential R20" to "Residential R30" (File No.: 18/09/0061)

Officer	Michael Pound Planning Officer
Date of Report	8 September 2011
Disclosure of Interest by Officer	Nil

Summary

Council have received a request from RPS on behalf of Hedland Quality Homes Pty Ltd to initiate an amendment to the *Town of Port Hedland Town Planning Scheme No. 5* to amend the coding of Lots 9, 1985-1998, 410, 5566 and 1974-1983 Corboys Place. Lots 8, 2000-2005 Lawson Street, Lots 1967-1969, 235 and 1971-1973 Smith Street, Lots 3210-3220 Somerset Crescent, Lot 5565, 5931 and Unallocated Crown Land, South Hedland from "Residential R20" to "Residential R30".

The purpose of this report is for Council to initiate the subject Planning Scheme Amendment.

Background

The land proposed to be recoded is subject to a dual coding density anomaly relating to Unallocated Crown Land which further contributes to the fragmented nature of residential density coding in the area. The proposal will result in the utilisation of undeveloped land for residential purposes and provide a higher density of residential development that generally reflects the surrounding density of development.

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).

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

Nil

Budget Implications

The applicant has paid the prescribed application fee of \$7,556.20 for the initiation as prescribed.

Officer's Comment

In order to facilitate proper and orderly planning it is important to ensure that densification is achieved in an orderly manner. In this regard the Planning unit has identified criteria that should be met before supporting increased density. This 'criteria' is based on the accessibility to infrastructure and facilities (eg Transportation infrastructure, Park and Recreation facilities, education and health facilities and commercial facilities such as supermarkets). Spot rezonings (individual sites) are generally discouraged as they often result in conflict with adjoining property zonings and associated planning controls and development opportunities.

In this instance the proposed recoding will result in a consistent density coding of R30 for all land generally bound by Lawson and Smith Street, Corboys Place and Somerset Crescent and a portion of unallocated Crown Land. The land is located within 200m of the Town Centre which provides numerous facilities to support the increased density.

Options

Council has the following options when considering the matter:

1. Initiate the Scheme Amendment

The rezoning of the subject site will allow for the consolidation of residential development in an established and well serviced area.

2. Refuse to Initiate the Scheme Amendment

Refusal of the proposed Scheme Amendment will reduce housing options within the region to respond to the ongoing demand for housing requirements and population pressures.

Option 1 is recommended.

Attachments

1. Locality Plan
2. Recoding Plan
3. Scheme Amendment Report

201112/120 Officer's Recommendation/Council Decision

Moved: Cr S R Martin

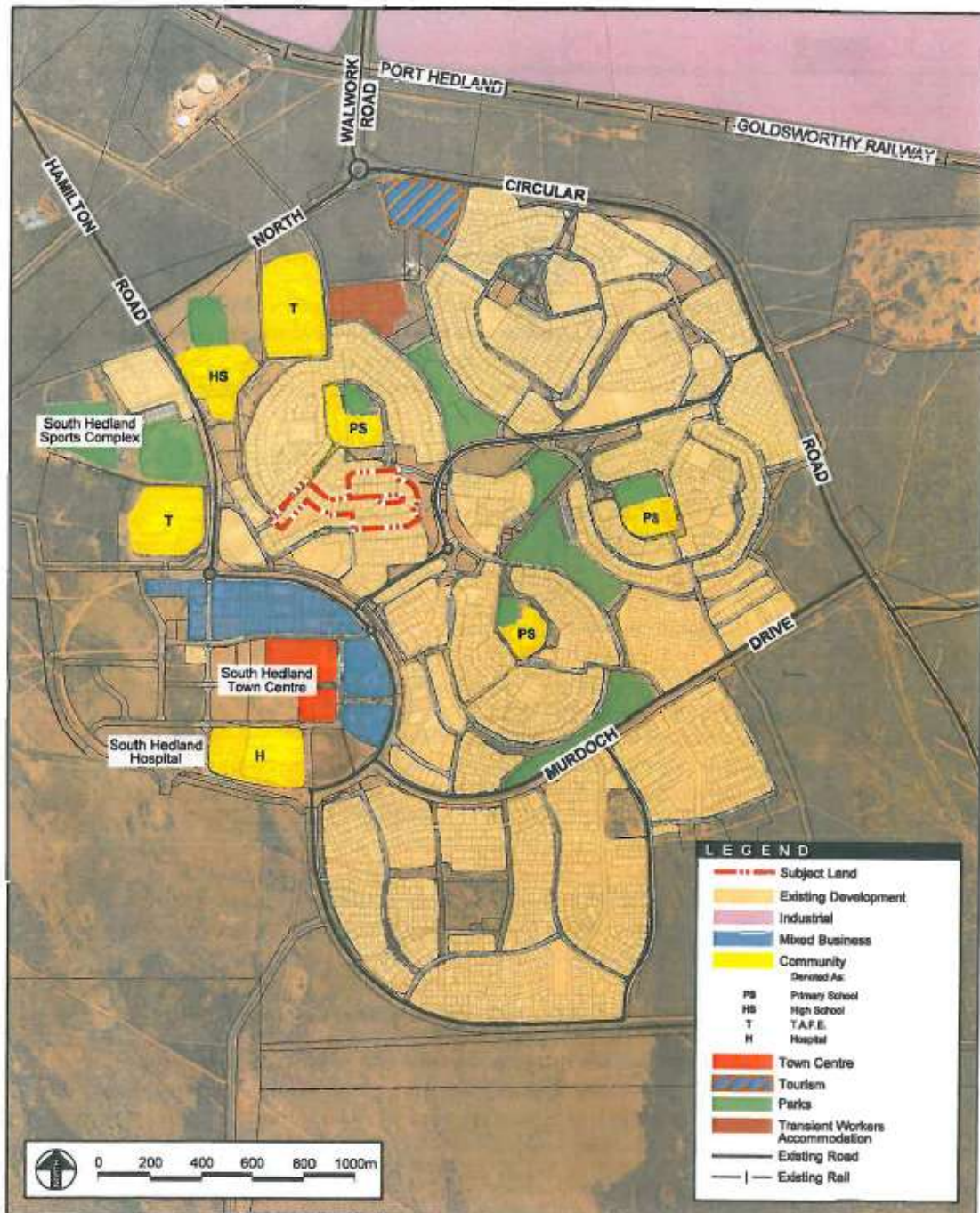
Seconded: Cr A A Carter

That Council:

1. **Approve the request from RPS on behalf of the Hedland Quality Homes Pty Ltd to initiate an amendment to the *Town of Port Hedland Town Planning Scheme No. 5* to amend the coding of Lots 9, 1985-1998, 410, 5566 and 1974-1983 Corboys Place. Lots 8, 2000-2005 Lawson Street, Lots 1967-1969, 235 and 1971-1973 Smith Street, Lots 3210-3220 Somerset Crescent, Lot 5565, 5931 and Unallocated Crown Land, South Hedland from Residential "Residential R20" to "Residential R30"**
2. **Advise the applicant accordingly and request that the applicant prepare the formal amendment documentation to enable referral to the Environmental Protection Authority.**
3. **Following approval from the EPA to advertise the amendment, Council advertises the proposed amendment in accordance with 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.**
4. **Should there be no submission received during the statutory advertising period, Council formally adopts Scheme Amendment 47, in accordance with the provisions of the Planning and Development Act, and**
 - i) **Delegates the Director Planning and Development to forward Town Planning Scheme Amendments to the Planning Commission for final approval in the case of:**
 - ii) **The proposal being of an uncontentious nature.**

- iii) **The date of adoption of Council's final approval shall be the date of the next Council Ordinary Meeting following the closing date of the advertising period**

CARRIED 8/0



LOCAL CONTEXT PLAN

Property Description
Various Lots, SOUTH HEDLAND

Base data supplied by Landgate. Aerial Photography dated May 2010.
 Accuracy +/- 4m. Projection MGA Zone 50.
 Areas and dimensions shown are subject to final survey calculations.
 All carriageways are shown for illustrative purposes
 only and are subject to detailed engineering design.

Hedland Quality
 Horne Pty. Ltd : CLIENT
 1:20,000@A4 : SCALE
 27 May 2011 : DATE
 40068-6-002.dgn : PLAN No
 - : REVISION
 G.A. : PLANNER
 L.W. : DRAWN
 - : CHECKED



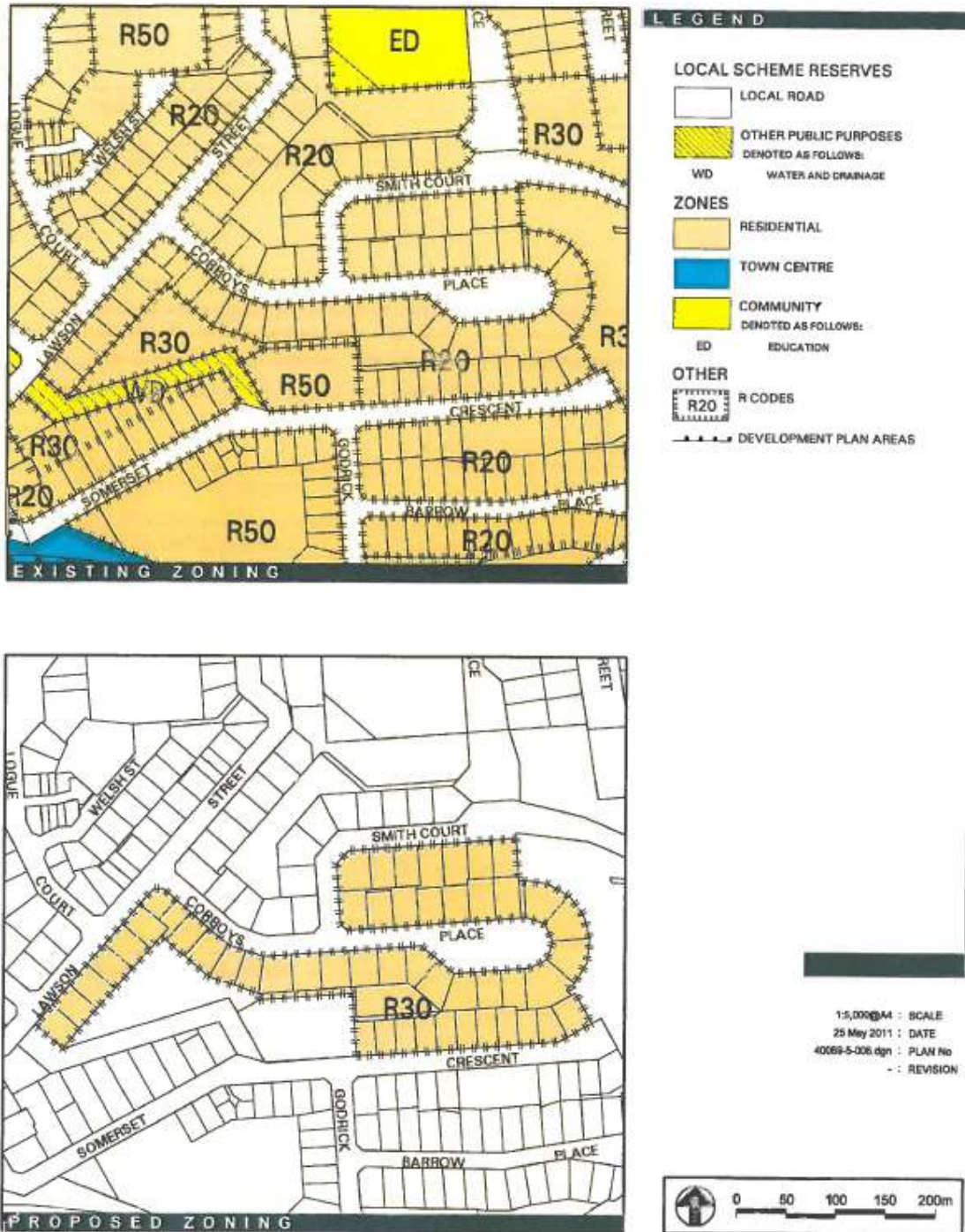
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FIGURE 3

SCHEME AMENDMENT MAP

Town of Port Hedland
Town Planning Scheme No. 5
Amendment No.



TOWN OF PORT HEDLAND

TOWN PLANNING SCHEME NO. 5

AMENDMENT NO. ____

PLANNING AND DEVELOPMENT ACT 2005

RESOLUTION DECIDING TO AMEND A LOCAL PLANNING SCHEME

TOWN OF PORT HEDLAND

TOWN PLANNING SCHEME NO.5

AMENDMENT NO. _____

RESOLVED that the Council, in pursuance of Section 75 of the Planning and Development Act 2005 (as amended), amend the above local planning scheme by:

1. Applying a residential density coding of 'R30' to Lots 9, 1985-1998, 410, 5566 and 1974-1983 Corboys Place, Lots 8, 2000-2005 Lawson Street, Lots 1967-1969, 235 and 1971-1973 Smith Street, Lots 3210-3220 Somerset Crescent, Lot 5565, Lot 5931 and Unallocated Crown Land, South Hedland; and
2. Amending the Scheme Map accordingly.

Dated this day of 201

CHIEF EXECUTIVE OFFICER

SCHEME AMENDMENT REPORT

1. **LOCAL AUTHORITY** : Town of Port Hedland
2. **DESCRIPTION OF TOWN PLANNING SCHEME** : Town Planning Scheme No. 5
3. **TYPE OF SCHEME** : Town Planning Scheme
4. **SERIAL NUMBER OF AMENDMENT** :
5. **PROPOSAL** : Apply a residential density coding of 'R30' to Lots 9, 1985-1998, 410, 5566 and 1974-1983 Corboys Place, Lots 8, 2000-2005 Lawson Street, Lots 1967-1969, 235 and 1971-1973 Smith Street, Lots 3210-3220 Somerset Crescent, Lot 5565, Lot 5931 and Unallocated Crown Land, South Hedland.

PLANNING AND DEVELOPMENT ACT 2005

TOWN OF PORT HEDLAND

TOWN PLANNING SCHEME NO. 5

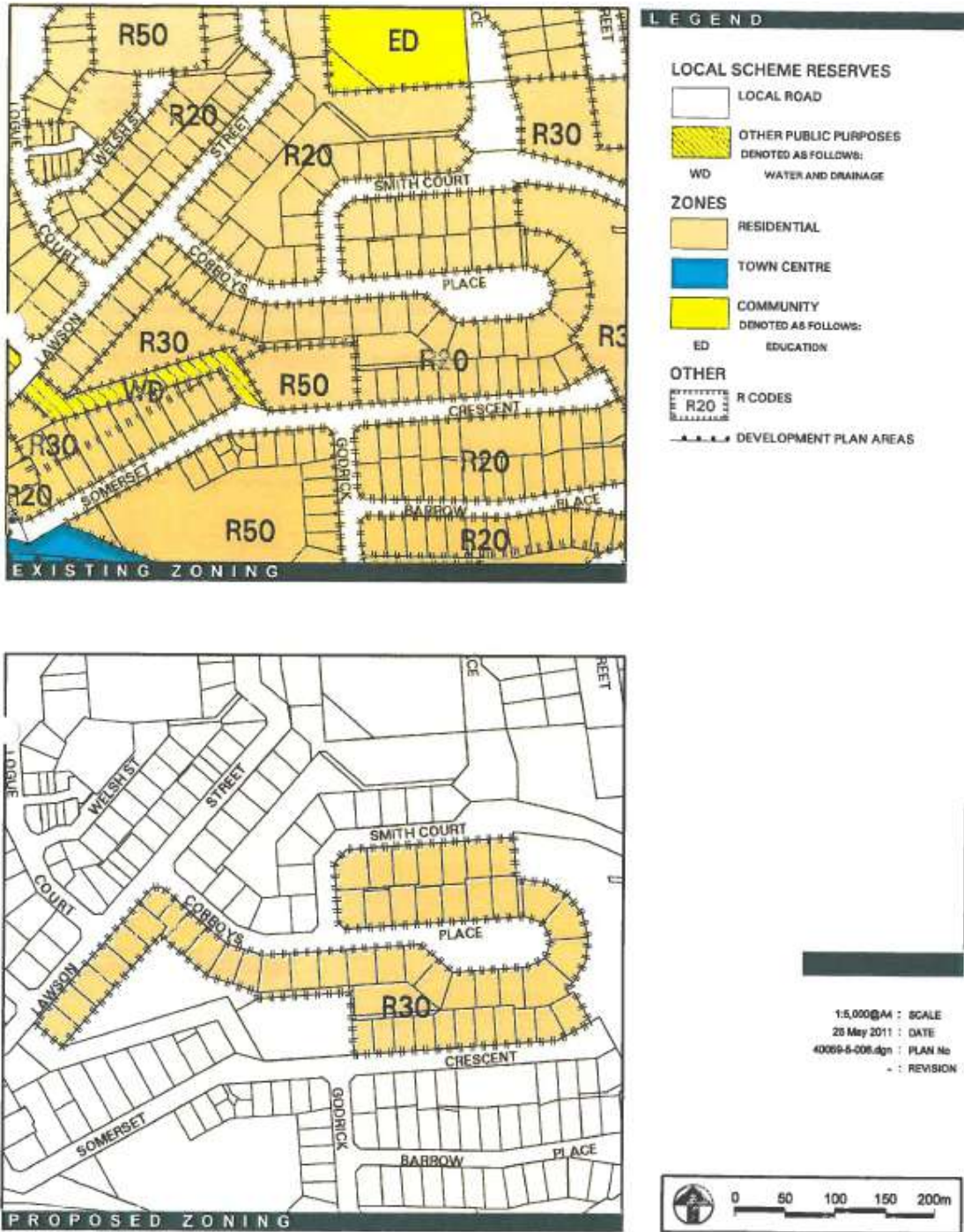
AMENDMENT NO. _____

The Town of Port Hedland under and by virtue of the powers conferred upon it in that behalf by the Planning and Development Act 2005 hereby amends the above local planning scheme by:

1. Applying a residential density coding of 'R30' to Lots 9, 1985-1998, 410, 5566 and 1974-1983 Corboys Place, Lots 8, 2000-2005 Lawson Street, Lots 1967-1969, 235 and 1971-1973 Smith Street, Lots 3210-3220 Somerset Crescent, Lot 5565, Lot 5931 and Unallocated Crown Land, South Hedland; and
2. Amending the Scheme Map accordingly.

SCHEME AMENDMENT MAP

Town of Port Hedland
Town Planning Scheme No. 5
Amendment No.



ADOPTION

Adopted by resolution of the Council of the Town of Port Hedland at the Meeting of the Council held on the _____ day of _____ 20__ .

MAYOR / SHIRE PRESIDENT

CHIEF EXECUTIVE OFFICER

FINAL ADOPTION

Adopted for final approval by resolution of the Town of Port Hedland at the Meeting of the Council held on the _____ day of _____ 20__ and the Common Seal of the Town of Port Hedland was hereunto affixed by the authority of a resolution of the Council in the presence of:

MAYOR / SHIRE PRESIDENT

CHIEF EXECUTIVE OFFICER

Recommended / Submitted for Final Approval

DELEGATED UNDER S.16 OF
PD ACT 2005

DATE

Final Approval Granted

MINISTER FOR PLANNING

DATE

The logo consists of the letters 'RPS' in a white, sans-serif font, centered within a dark grey rectangular box.

Town Planning Scheme Amendment Report

**Lots 9, 1985-1998, 5566 and 1974-1983 Corboys Place,
Lots 8, 2000-2005 Lawson Street, Lots 1967-1969, 235
and 1971-1973 Smith Street, Lots 3210-3229 Somerset
Crescent, Lot 5565, Lot 5931 and Unallocated Crown
Land, South Hedland**

Prepared by:

Prepared for:

RPS

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HEDLAND QUALITY HOMES PTY LTD

Project No: 40069

Date: May 2011

RPS Environment and Planning Pty Ltd (ABN 45 108 680 977)



TABLE OF CONTENTS

	Page
1.0 INTRODUCTION	1
2.0 PROPOSED SCHEME AMENDMENT.....	2
3.0 SITE CONTEXT	3
3.1. Location.....	3
3.2. The Site	3
3.3. Surrounding Land Uses.....	3
3.4. Services.....	3
4.0 PLANNING FRAMEWORK.....	4
4.1. Regional Planning Context.....	4
4.1.1. State Sustainable Strategy (Government of Western Australia, 2003).....	4
4.1.2. State Planning Strategy (Western Australian Planning Commission -1997).....	4
4.1.3. Liveable Neighbourhoods – Western Australian Planning Commission September 2008.....	5
4.1.4. Pilbara Planning and Infrastructure Framework (draft), February 2011	6
4.2. Local Planning Context.....	6
4.2.1. Port Hedland Regional Hotspots Land Supply Update (Western Australian Planning Commission 2011)	6
4.2.2. Town of Port Hedland Town Planning Scheme No. 5	7
4.2.3. Port Hedland Land Use Master Plan (2008)	8
5.0 CONCLUSION.....	9

FIGURES

FIGURE 1	-	Location Plan
FIGURE 2	-	Site Plan
FIGURE 3	-	Local Context Plan
FIGURE 4	-	Zoning Plan

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3.0 SITE CONTEXT

3.1. Location

The land is located central to the town site of South Hedland which is approximately 10 Kilometres south of Port Hedland (refer Figure 1).

3.2. The Site

The proposed amendment area comprises Lots 9, 1985-1998, 410, 5566 and 1974-1983 Corboys Place, Lots 8, 2000-2005 Lawson Street, Lots 1967-1969, 235 and 1971-1973 Smith Street, Lots 3210-3220 Somerset Crescent, Lot 5565, Lot 5931 and Unallocated Crown Land, South Hedland ('the land'). The land has a total area of 4.19 hectares and comprises 51 existing residential lots, Unallocated Crown Land and other minor lots historically created to incorporate service easements for water, sewage and stormwater pipeline services.

The land has typically been developed to contain single residential dwellings fronting Lawson, Smith, Corboys and Somerset Crescent, with vacant Unallocated Crown Land abutting the rear of those properties fronting Corboys Place and Somerset Crescent (refer Figure 2)

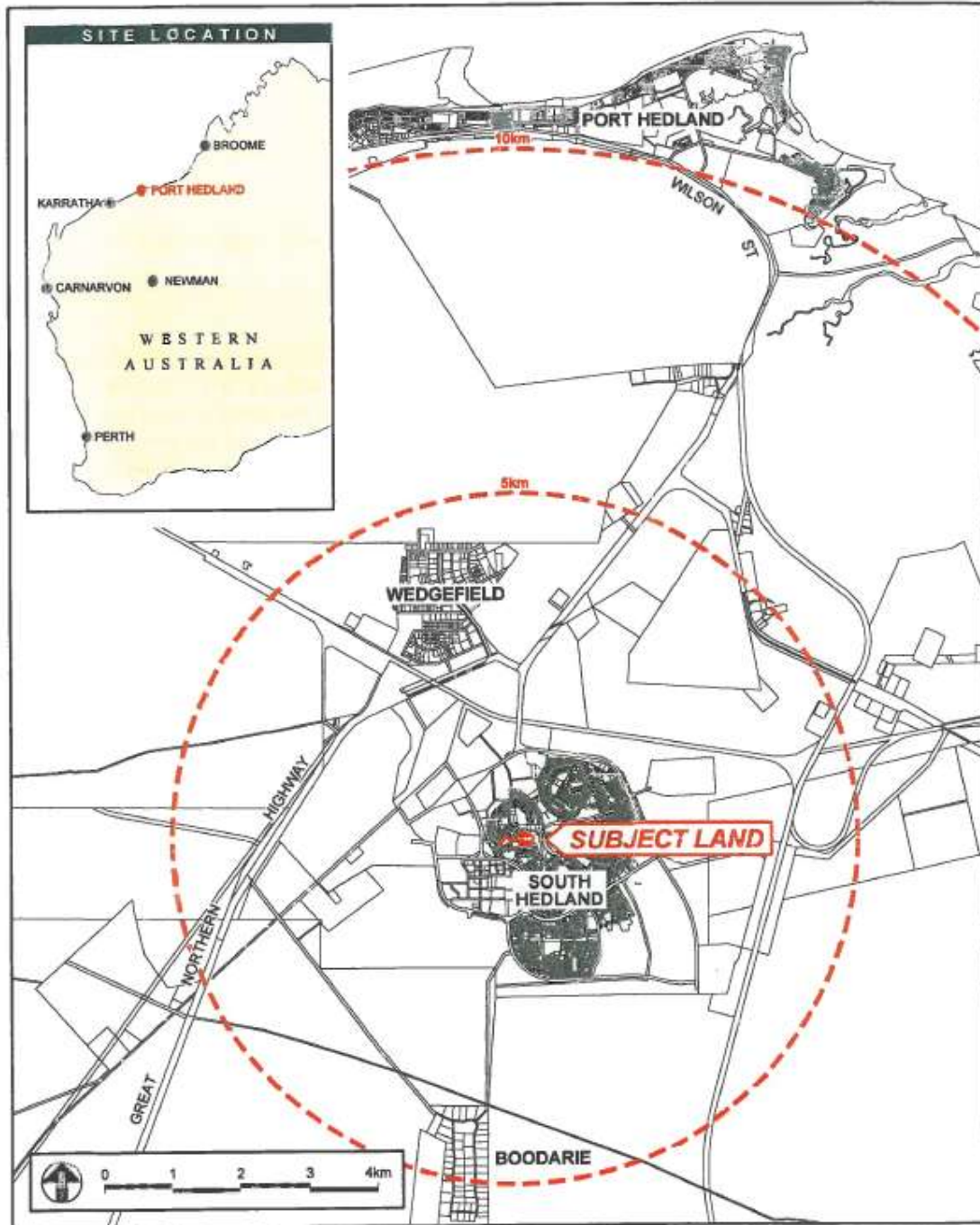
3.3. Surrounding Land Uses

The land is located central to a residential precinct that offers a variety of densities (between R20-R50) and type (comprising single, grouped and multiple dwellings). It is also located in close proximity to the South Hedland Town Centre which provides district centre commercial, retail, residential, community and other services typical to the main activity centre for the townsite. An area of mixed business zoned land is located north west of the land. Community and recreational facilities (to the west of the land) and primary, secondary and tertiary education services are within walking distance to the proposed amendment area (refer Figure 3).

Based on the land's central position and proximity to the full range of services discussed above, in addition to the mix of residential densities and types, the proposed increase in density from 'R20' to 'R30' would be consistent with surrounding land uses and provide additional potential to reinforce the vibrancy of the town centre area through suitable infill residential development.

3.4. Services

The land enjoys access to essential services (water, sewerage, power and other). The current services can accommodate the increase in density of residential development as a result of this proposal.



LOCATION PLAN

Property Description
**Various Lots,
 SOUTH HEDLAND**

Data data supplied by Landgate.
 Accuracy H-Ars. Projection MGA Zone 60.
 Areas and dimensions shown are subject to final survey calculations.
 All cartageways are shown for illustrative purposes
 only and are subject to detailed engineering design.

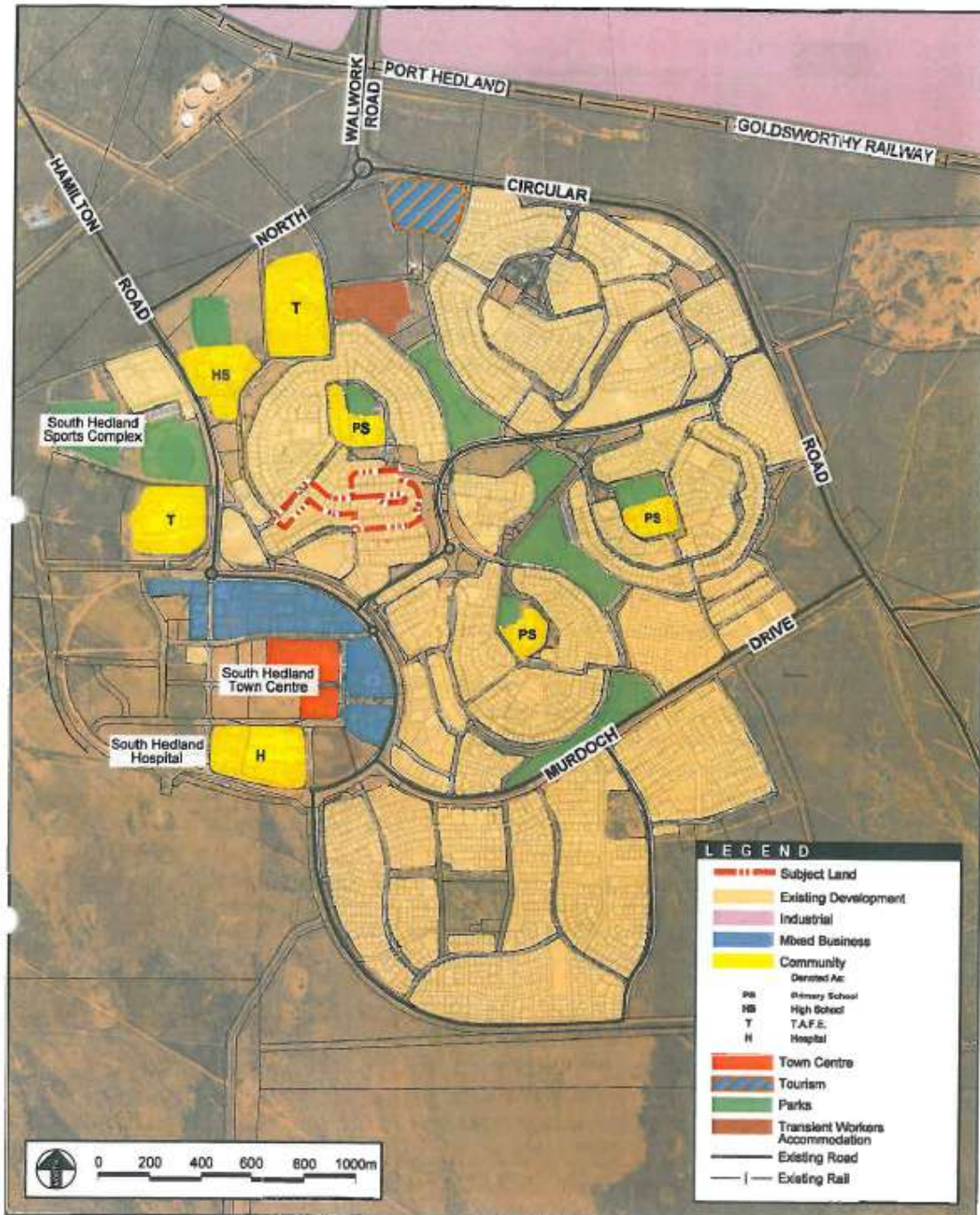
Hedland
 Quality Homes Pty. Ltd. : CLIENT
 1:75,000@A4 : SCALE
 18 May 2011 : DATE
 40058-5-001.dgn : PLAN No
 - : REVISION
 G.A. : PLANNER
 R.F. : DRAWN
 G.A. : CHECKED



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FIGURE 1



LOCAL CONTEXT PLAN

Property Description
Various Lots, SOUTH HEDLAND

Base data supplied by Landgate. Aerial Photography dated May 2010.
 Accuracy +/- 4m. Projection MGA Zone 50.
 Areas and dimensions shown are subject to final survey calculations.
 All cartlegways are shown for illustrative purposes
 only and are subject to detailed engineering design.

Hedland Quality
 Homes Pty. Ltd : CLIENT
 1:20,000@A4 : SCALE
 27 May 2011 : DATE
 40099-S-002.dgn : PLAN No
 - : REVISION
 G.A. : PLANNER
 L.W. : DRAWN
 : CHECKED



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FIGURE 3

4.0 PLANNING FRAMEWORK

4.1. Regional Planning Context

4.1.1. State Sustainable Strategy (Government of Western Australia, 2003)

The States Sustainability Strategy provides an overarching framework for the State Government to respond to the sustainability agenda. The Strategy identifies the following six (6) broad goals and 42 strategy areas which are intended to fulfil these goals and guide government action towards achieving its vision for a sustainable Western Australia:

- *Sustainability and governance;*
- *Contribution to global sustainability;*
- *Sustainable natural resource management;*
- *Sustainability and settlements;*
- *Sustainability and community; and*
- *Sustainability and business.*

The policy objectives of the States Sustainability Strategy are incorporated in the planning system through State and Local Government Policy, and formally applied through planning decisions. The policy embraces the importance of the triple bottom line – integration of economic, social and environmental factors in achieving more sustainable growth and development. The Strategy also acknowledges the role Western Australia has to play in provision of sustainable settlements that reduce the ecological footprint and enhance quality of life at the same time. The objectives to achieve economic, environmental and social sustainability is fundamental to the increase in density Coding proposed under this Amendment. In particular, it will facilitate a range of residential development options that promote a variety of lifestyle choice to residents wishing to reside close to services offered in the South Hedland Town Centre and its surrounds.

4.1.2. State Planning Strategy (Western Australian Planning Commission -1997)

The State Planning Strategy (1997) was prepared by the Western Australian Planning Commission (WAPC) as a whole of government approach to guide sustainable land use planning throughout the State up until 2029. The Strategy is aimed at developing a land use planning system to help the State achieve a number of key goals and identifies the Port Hedland / South Hedland area as key population and economic growth areas. The vision for the Pilbara region includes:

- enabling housing supply and service provision to respond quickly to resource development;
- provide for the centres within the region to expand and offer a wide range of services supporting the growing population;

The Scheme's Zoning Table principally lists a range residential/and associated / ancillary accommodation land uses able to be considered within the Residential zone. Section 6.3 outlines various provisions relating to development and land use control within the 'Residential' zone. It is not proposed to vary any of these provisions, nor any part of the Scheme Text as part of the proposed scheme amendment.

4.2.3. Port Hedland Land Use Master Plan (2008)

The Port Hedland Land Use Master Plan (LUMP) identifies housing supply as a key issue for the area, and supports further renovation, redevelopment and release of land in South Hedland to improve housing choice and affordability. The Master Plan goes on to set the following overall housing policies:

- 2.5(a) Secure appropriate residential zoning for all suitable new housing sites within or adjacent to existing developed areas, promoting a balance of growth in all parts of the town.
- 2.5(b) Expedite the release of currently encumbered sites for additional housing development, including clearance of Native Title on all land zoned for development in South Hedland.
- 2.5(c) Support the relocation of existing uses that do not represent the highest and best use of a potential residential site, or otherwise inhibit the development of new housing.
- 2.5(d) Increase the density of residential development in areas with appropriate access, services and amenity, and support the improvement or provision of infrastructure where necessary to promote increased residential densities.
- 2.5(e) Encourage a wider range of housing types by identifying suitable areas for specific types of units, including single bedroom units, and home office or other combinations of live/work arrangements.

The proposed scheme amendment to increase the residential density coding of the land, which has immediate access to the South Hedland Town Centre and a range of surrounding community facilities, is consistent with policy 2.5(d) above and will help facilitate the potential redevelopment of the land (including currently undeveloped land) for a range of housing types in line with policies 2.5(a) and 2.5(e).

5.0 CONCLUSION

The proposed amendment will facilitate for all of the landholdings to consider increased residential development in close proximity to the South Hedland Town Centre and other community, educational, recreational and transport services and facilities. The higher density Residential R30 coding for the land is consistent with adjacent residential cells that have similar medium residential densities where a range of lot sizes and housing products have been developed.

The resultant development occurring as a result of this amendment will further consolidate and provide a choice of housing that suits a variety of lifestyle needs. The land is well suited to a density increase as the lots provide sufficient access / frontage to existing streets and provides for essential reticulated services being sewerage, water, power and Telstra services.

The Town of Port Hedland is able to control amenity and streetscape requirements through the development approval process under its Scheme and the Residential Design Codes.

The proposal is consistent with key stakeholder and local government strategies and policy where it recognises that there is a significant shortage of residential housing and residential zoned land in the Port Hedland / South Hedland area. This amendment report provides a sound planning approach and presents significant justification to increase the residential Coding of the land to 'R30'. It also assists in addressing land supply for residential development within South Hedland which has been a common theme and objective detailed within various regional and local Strategies relating to the area as discussed in Section 4 of the report.

On the basis of this report and the justification demonstrated, the Town of Port Hedland's favourable support is respectfully requested.

11.1.1.16 Proposed Multiple Dwellings – Eight (8) Single bedroom dwellings on Lot 2120 (5) Edkins Place, South Hedland (File No.: 400680G)

Officer	Michael Pound Planning Officer
Date of Report	6 September 2011
Disclosure of Interest by Officer	Nil

Summary

Council has received an application from Campion Design Group on behalf of Dee Vee Enterprises Pty Ltd, for Multiple Dwellings – 8 single bedroom dwellings on Lot 2120 (5) Edkins Place South Hedland (subject site).

The proposal is being referred to Council for determination as an objection to the proposed development was received during the advertising period.

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

Background

Site Description (ATTACHMENT 1)

The subject site comprises of approximately 862.15m² and achieves vehicular access from Edkins Place. Currently there is a dwelling on the lot that will be removed pending the outcome of this application.

Proposal (ATTACHMENT 2)

The applicant is proposing to construct eight (8) single bedroom dwellings. The applicant has provided sufficient car parking bays to meet the requirements of the Town Planning Scheme No. 5.

Consultation

The application has been referred internally with any requirements captured in the report.

Public consultation has taken place in accordance with section 4.3.1 of the Port Hedland Town Planning Scheme No. 5, by:

- Placement of a site notice on site for a period 14 days,
- Newspaper ads placed in the Northwest Telegraph on 17 and 24 August 2011
- Notification letters to all adjoining property owners.

During the consultation period one submission (ATTACHMENT 3) was received and is summarized below:

Summary of Submission Received from Russell & Lynette Lissa 14 Angus Way	Planning Response
Existing and potential noise increase	The concern regarding increased noise due to the increase of residents and vehicles whilst it may occur, the impact is considered negligible. Any noise generated by the proposal will be residential in nature and commensurate with existing residential development.
Encroachment of Privacy	The applicant has provided the planning unit with a cone of vision from the second storey balconies overlooking onto the adjoining neighbours property. The proposed development satisfies the R-code requirements for privacy and overlooking.
Negative effect on re-sale value	It has been contended that the development would adversely impact on property values of surrounding properties. However, this cannot be substantiated and is purely subjective in nature.

Statutory Implications

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

Policy Implications

There are currently no local design guidelines that would encourage improved building design outcomes throughout the Town. It is considered imperative that such guidelines be prepared to facilitate better built form.

Strategic Planning Implications

The following sections of Council's Plan Strategic Plan 2010-2015 are considered relevant to the proposal:

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

Budget Implications

An application fee of \$3,675 has been received as per the prescribed fees approved by Council.

Officer's Comment

Need & Desirability

It is recognised that there is a severe shortage of housing throughout the Town. As such, the need for additional housing within the Town is substantial and the construction of any additional dwellings will assist in addressing the current shortfall. The proposed multiple dwelling development will help elevate this need by providing 8 residential units.

The location of the subject site is within a well established residential area with good access to community facilities / amenities as well as retail facilities, this renders the location desirable from a planning perspective.

Streetscape

The design does not necessarily provide an ideal design outcome. However, the applicant has, through the design of the Multiple Dwellings, achieved an acceptable streetscape to Edkins Place. The design allows for the residential units to provide passive surveillance of the surrounds, thereby enhancing the overall amenity of the area.

Options

Council has the following options when considering the application:

1. Approve the application as submitted.

The approval of the application would lead to both the development providing a needed resource and at the same time improve the streetscape and amenity by enhancing the passive surveillance.

2. Refuse the application.

If Council resolves to refuse the application the applicant has the right of appeal through the State Administrative Tribunal. Alternatively, the developer may choose not to develop the site, leaving the site.

It is recommended that Council approve the development as submitted.

Attachments

1. Locality Plan
2. Site, floor plans and elevations

201112/121 Officer's Recommendation/Council Decision

Moved: Cr G J Daccache

Seconded: Cr A A Carter

That Council approves the application submitted by Champion Design Group on behalf of Dee Vee Enterprises, for a Multiple Dwellings – Eight (8) single bedroom dwellings on Lot 2120 (5) Edkins Place South Hedland, subject to the following conditions:

1. **This approval relates only to a MULTIPLE DWELLINGS – Eight (8) multiple single bedroom dwellings and other incidental development, as shown on plan number 2011/315.drg/1 to 2011/315.drg/8. It does not relate to any other development on this lot.**
2. **This approval to remain valid for a period of twenty four (24) months if development is commenced within twelve (12) months, otherwise this approval to remain valid for twelve (12) months only.**
3. **A minimum of Eight (8) car parking bays and Two (2) visitor car parking bays are to be provided on-site to the satisfaction of Council's Manager Planning.**
4. **Access way(s), parking area(s), turning area(s) shall be constructed, kerbed, formed, graded, drained, linemarked and finished with a sealed or paved surface by the developer to an approved design in accordance with TPS5 and Australian Standards, to the satisfaction of Councils Manager Planning.**
5. **Driveway(s) and crossover shall be designed and constructed in accordance with Council's Crossover Policy 9/005. A separate application is to be made for Crossover's.**
6. **Lighting shall be installed along all driveway(s), access way(s), parking area(s), turning area(s) and pedestrian pathways by the developer. Design and Construction standards shall be in accordance with relevant Australian Standards and to the satisfaction of Councils Manager Planning**

- 7. The parking areas and / or associated access ways shall not be used for storage (temporary or permanent) without the prior approval of the Town of Port Hedland.**
- 8. Within 30 days of this approval, a detailed landscaping and reticulation plan including the Edkins Place verge, must be submitted to Council's Manager Planning. The plan to include species and planting details with reference to Council's list of Recommended Low-Maintenance Tree and Shrub Species for General Landscaping included in Council Policy 10/001.**
- 9. Within 60 days, or such further period as may be agreed by Council's Manager Planning, landscaping and reticulation to be established with the use of mature shrubs and trees in accordance with the approved detailed plans to the satisfaction of Council's Manager Planning.**
- 10. Any roof mounted or freestanding plant or equipment, such as air conditioning units, to be located and / or screened so as not to be visible from beyond the boundaries of the development site, to the satisfaction of Council's Manager Planning.**
- 11. All stormwater must be retained onsite. Disposal to be designed in accordance with Council's Engineering Department Guidelines, and to the satisfaction of Council's Manager Planning. For applications regarding site stormwater overflow into Council's existing drainage network, please contact Engineering Technical Officer on 9158 9608**
- 12. The development must comply with the Environmental Protection (Noise) Regulations 1997 at all times.**
- 13. All dust and sand to be contained on site with the use of suitable dust suppression techniques to the specification of the Manager Environmental Health Services and to the satisfaction of Council's Manager Planning.**
- 14. Any alterations or relocation of existing infrastructure within the road reserve shall be carried out and reinstated to the specification and satisfaction of the Town of Port Hedland's Engineering Services Department at the developer's expense.**
- 15. The submission of a construction management plan at the submission of a Building Licence application stage for the proposal detailing how it is proposed to manage:**
 - a. The delivery of materials and equipment to the site;**
 - b. The storage of materials and equipment on the site;**

- c. The parking arrangements for the contractors and subcontractors;
- d. Impact on traffic movement;
- e. Operation times including delivery of materials; and
- f. Other matters likely to impact on the surrounding residents;

to the satisfaction of Council's Manager Planning.

FOOTNOTES:

1. You are reminded that this is a Planning Approval only, and does not obviate the responsibility of the developer to comply with all relevant building, health and engineering requirements.
2. Bin store to comply with Town of Port Hedland Health and Local Laws.
3. The developer to take note that the area of this application may be subject to rising sea levels, tidal storm surges and flooding. Council has been informed by the State Emergency Services that the one hundred (100) year average recurrence interval (A.R.I) cycle of flooding could affect any property below the ten (10) meter level AHD. Developers shall obtain their own competent advice to ensure that measures adopted to avoid that risk will be adequate. The issuing of a Planning Consent and / or Building Licence is not intended as, and must not be understood as, confirmation that the development or buildings as proposed will not be subject to damage from tidal storm surges and flooding.
4. Applicant is to comply with the requirements of Worksafe Western Australia in the carrying out of any works associated with this approval.

CARRIED 8/0

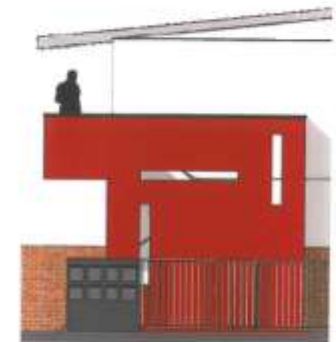
ATTACHMENT 1 TO ITEM 11.1.1.16



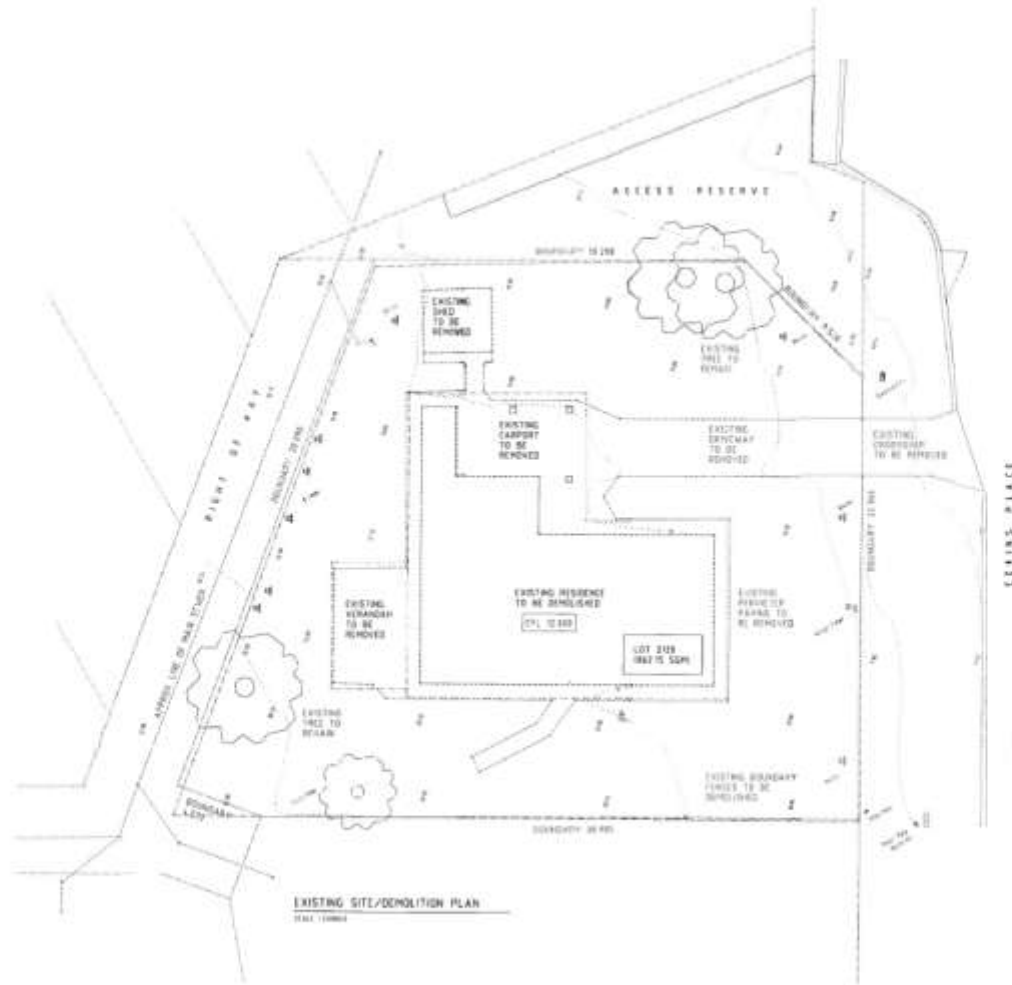
ATTACHMENT 2 TO ITEM 11.1.1.16

5 Edkins Place
South Hedland, Western Australia

20th May 2011

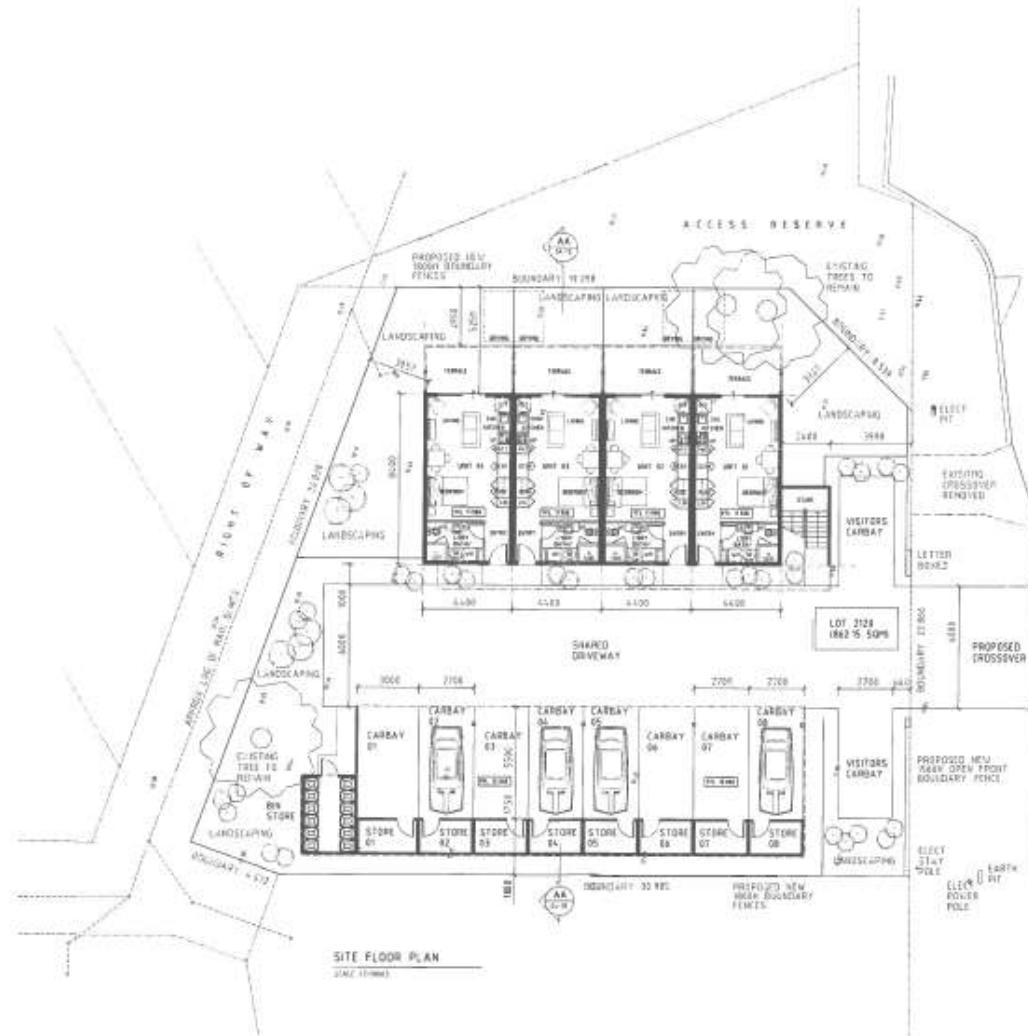


CampionDesignGroup
www.campiondesign.com.au



Edkins Place, South Hedland, WA
Date: 20.05.2011

DA-01
Campion Design Group
www.campiondesign.com.au

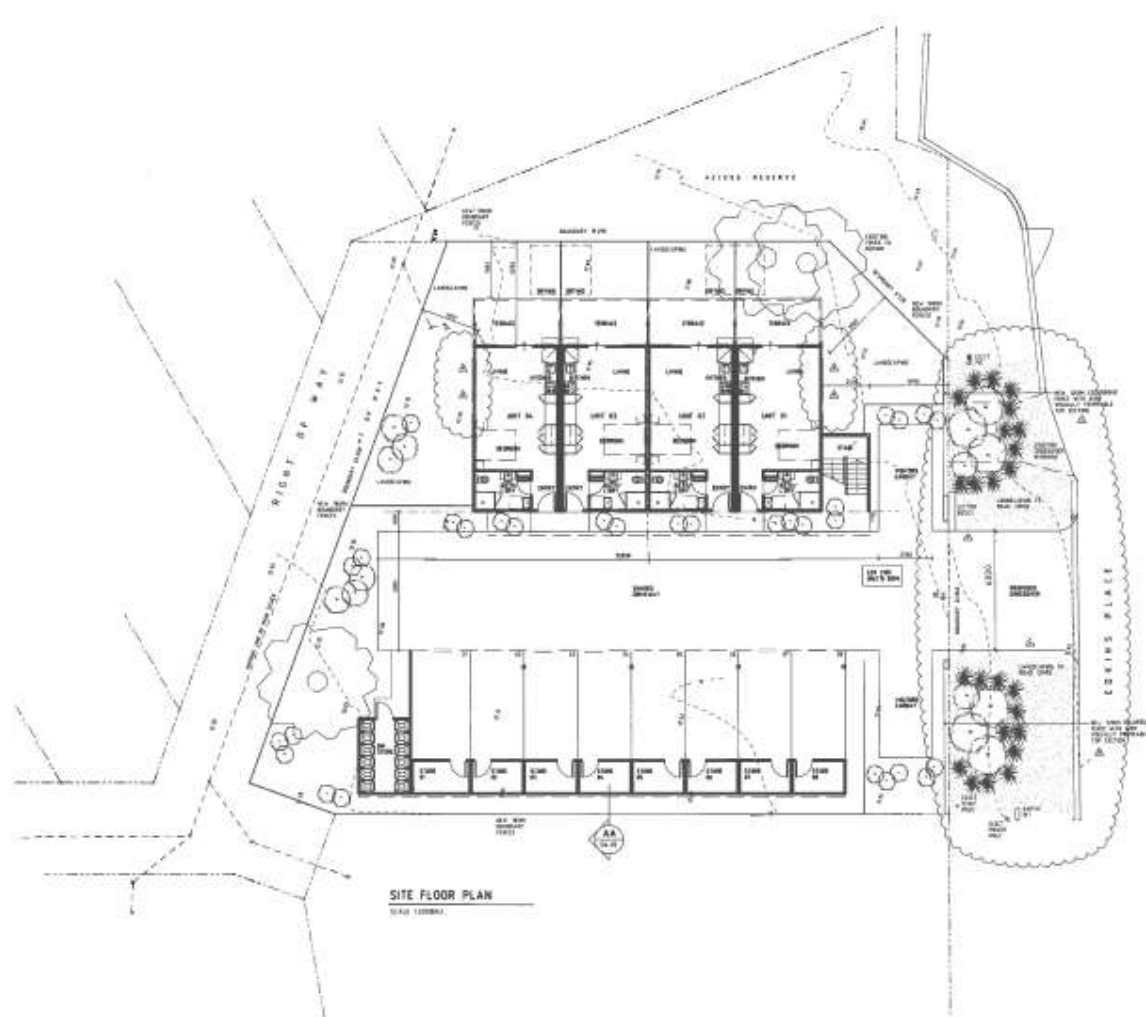


- PROPOSED BUILDING AREAS**
- 2 LEVEL - 8 UNIT RESIDENTIAL BUILDING
 - GROUND FLOOR LEVEL - RESIDENTIAL UNITS + 63sqm
 - UNDERSEVER TERRACES + 48sqm
 - UPPER FLOOR LEVEL - RESIDENTIAL UNITS + 167sqm
 - REAR RESIDENTIAL BALCONIES + 48sqm
 - FRONT ACCESS BALCONY + 21sqm
 - CARPORTS - RESIDENTIAL CARPORTS + 123sqm
 - RESIDENTIAL STORES + 57sqm
 - RM STORE + 18sqm



Edkins Place, South Hedland, WA
Date: 20.05.2011

Campion Design Group
www.campiondesign.com.au



SITE FLOOR PLAN
SCALE 1:2000

No.	DATE	REVISION
1	15/09/11	ISSUED FOR PERMIT
2	15/09/11	ISSUED FOR PERMIT



CAMPION
DESIGN GROUP

REGISTERED DESIGN
TECHNOLOGISTS
MEMBERS OF THE
INSTITUTION OF REGISTERED DESIGNERS

101-111, 1001 12th
ST, 111 1001 12th
MOUNTAIN VIEW, QLD

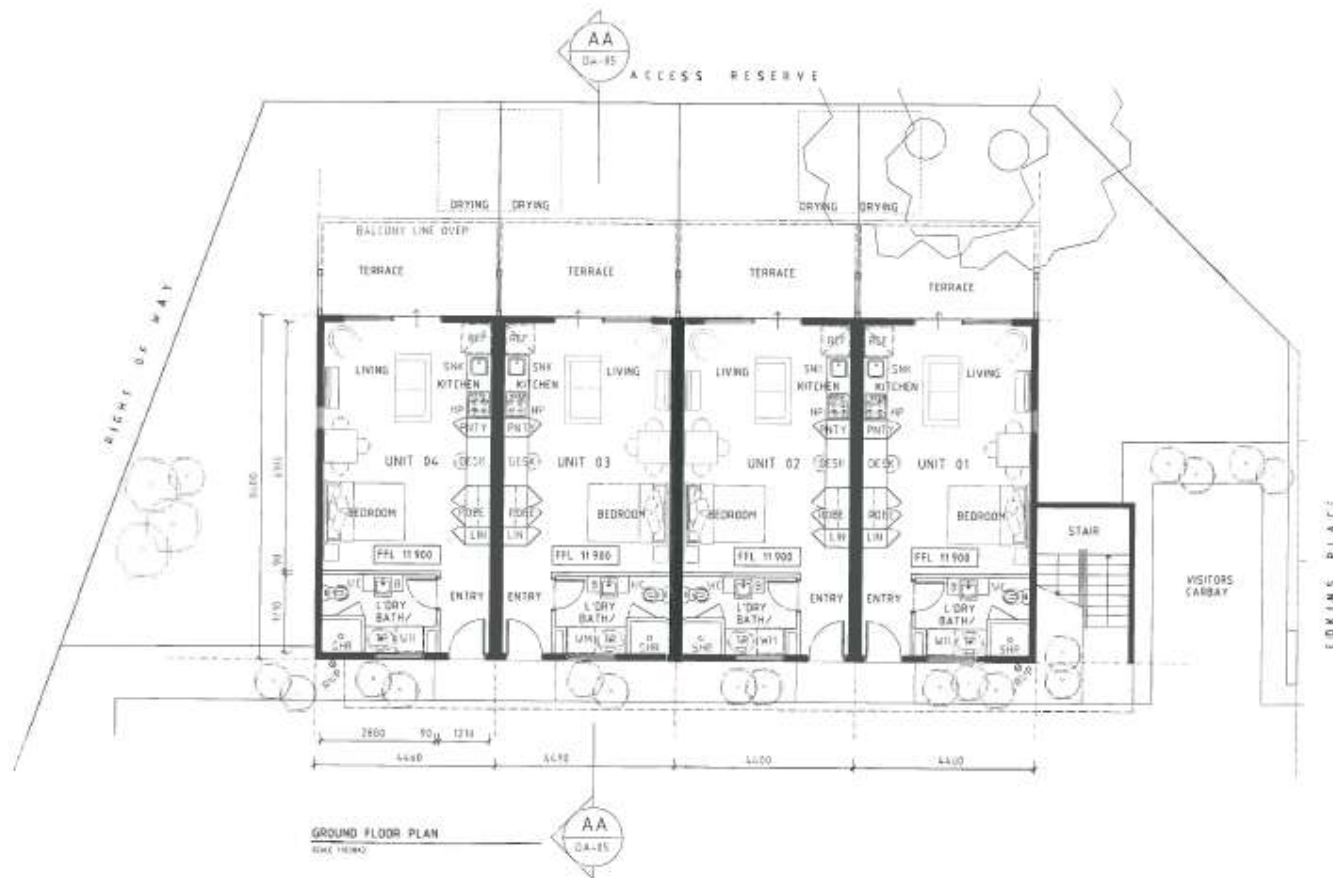
NAME: SERVICE DESIGN PTY LTD

PROJECT: ENGINE PLACE
RESIDENTIAL DEVELOPMENT
8-11 ENGINE PLACE, MOUNTAIN VIEW, QLD

DATE: 15/09/11

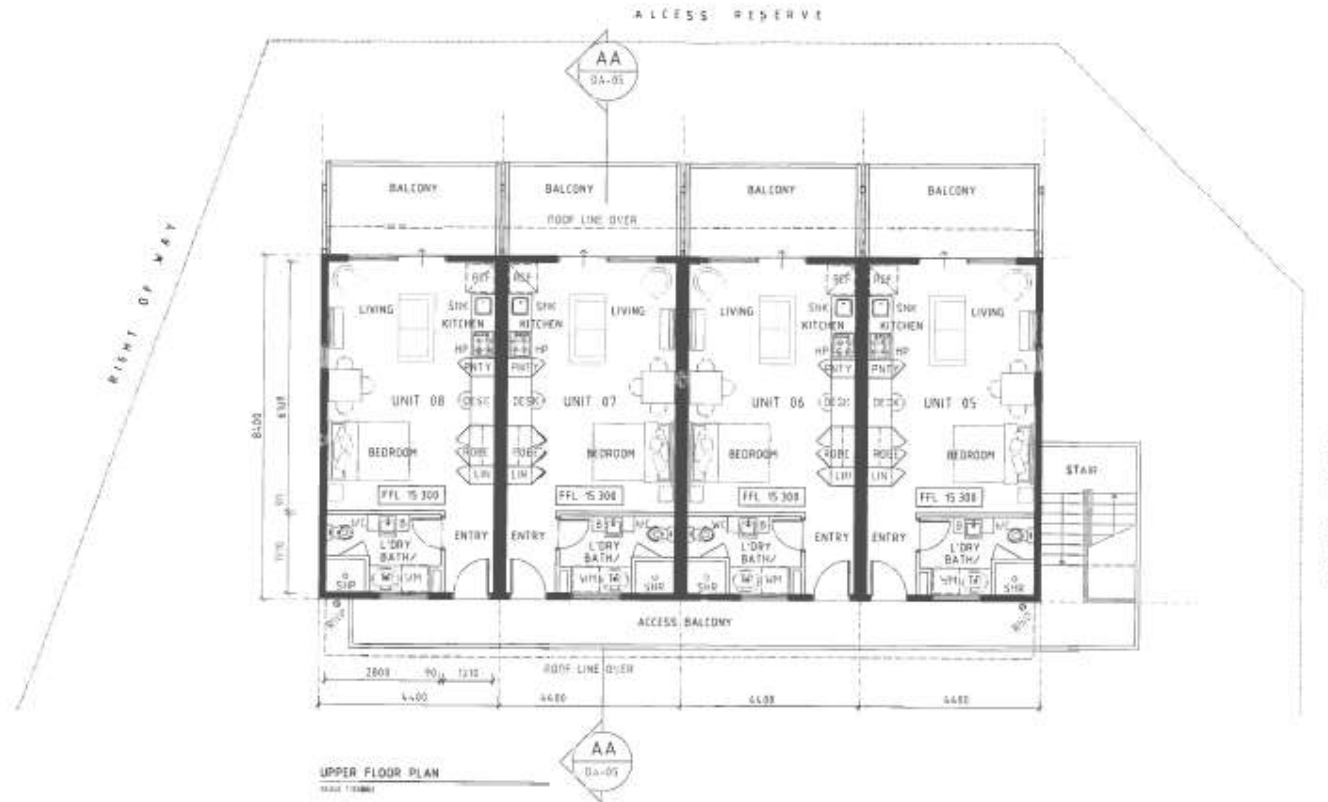
SCALE: 1:2000

DATE: 15/09/11



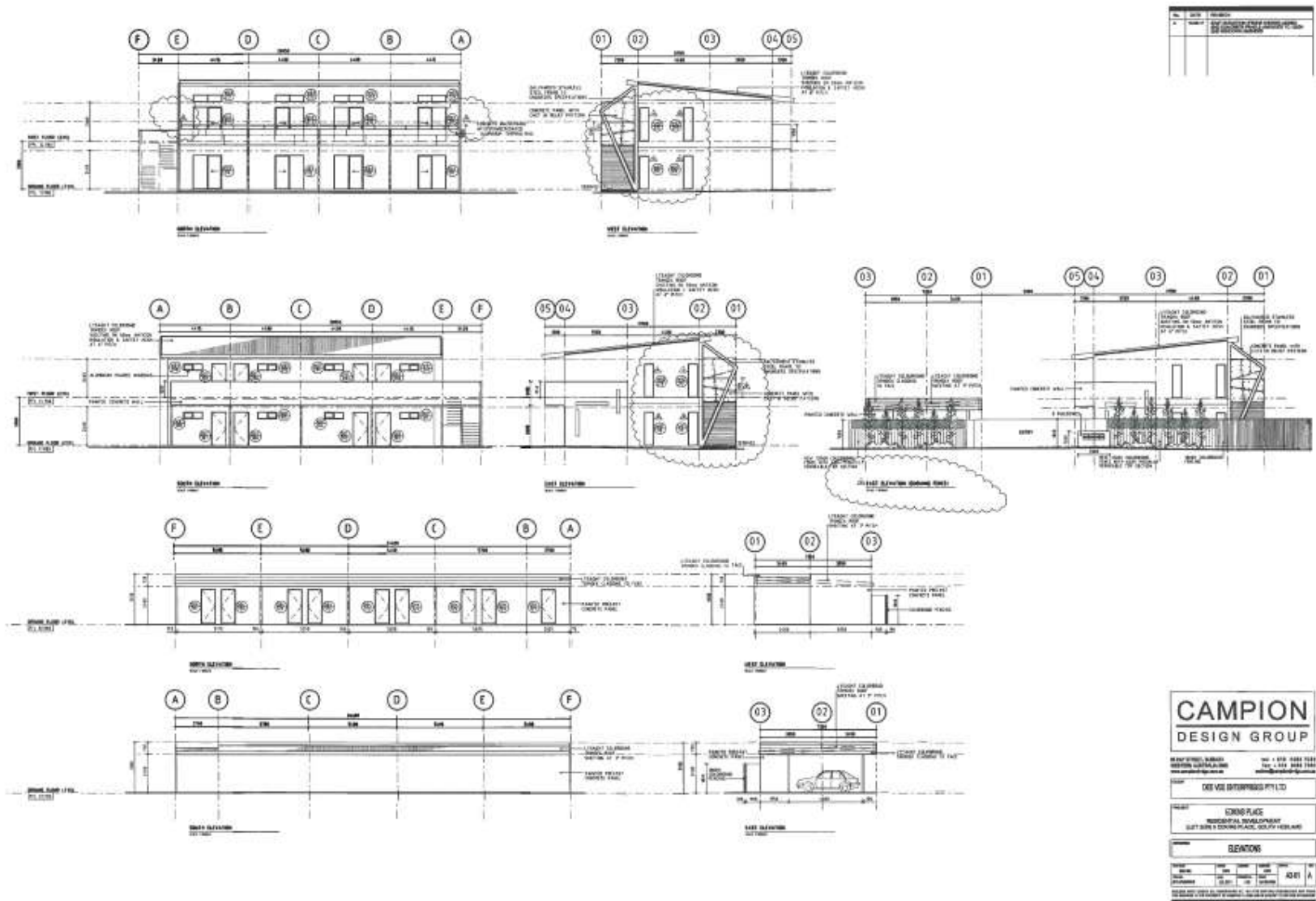
Erkins Place, South Hedland, WA
Date: 20.05.2011

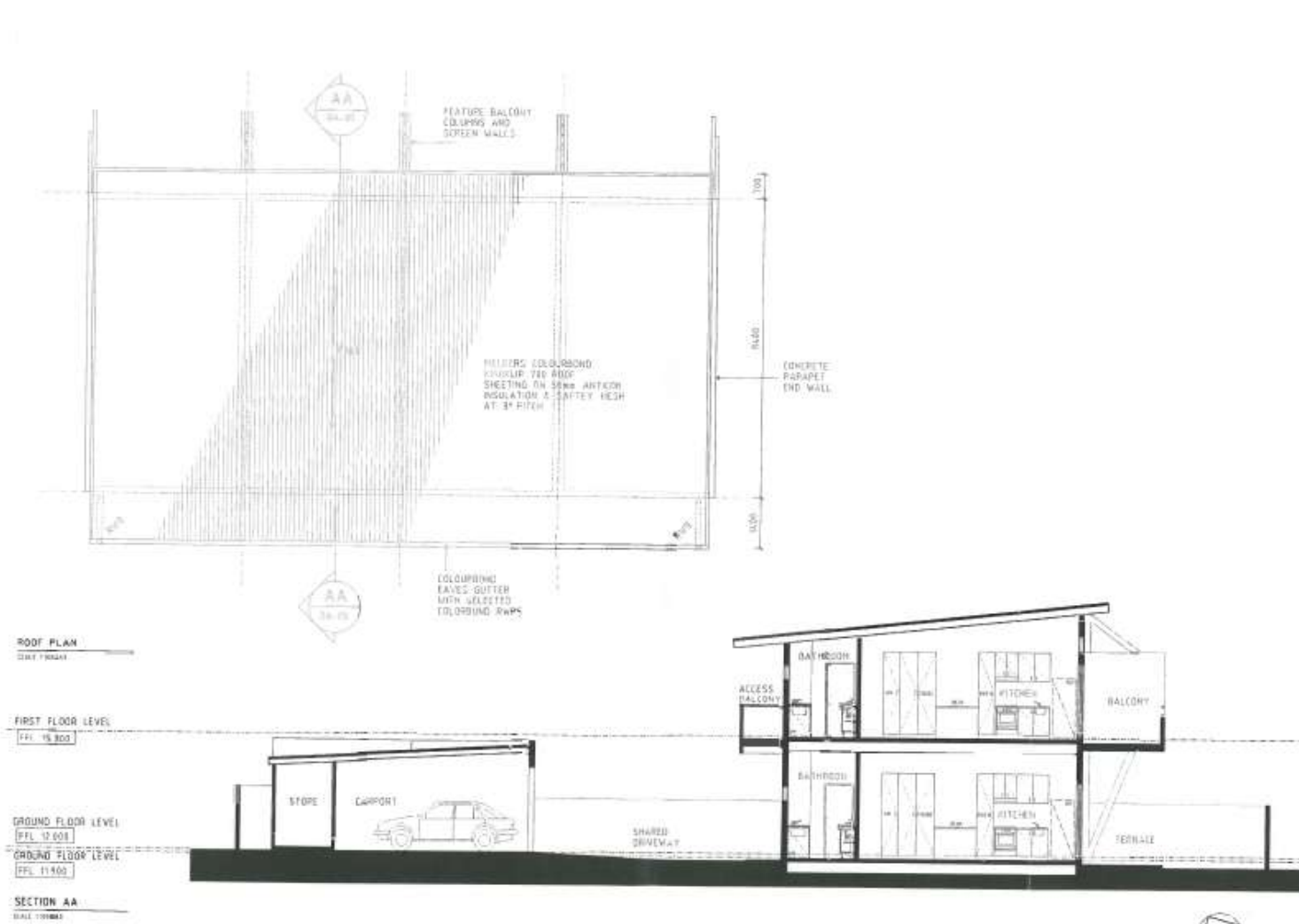
 DA-03
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Edkins Place, South Hedland, WA
Date: 20.05.2011

 DA-04
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Edkins Place, South Hedland, WA
Date: 20.05.2011

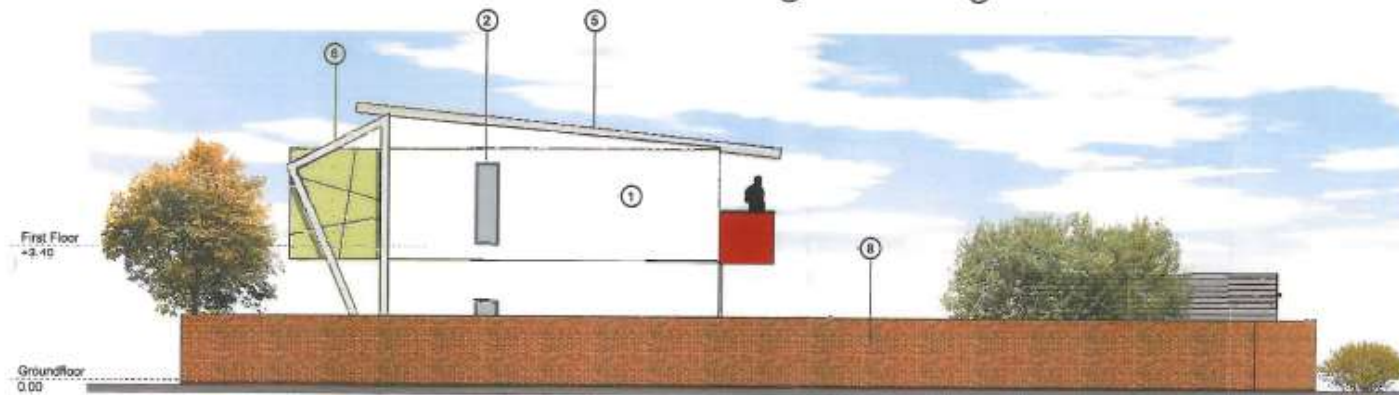


DA-05

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Elevation East



Elevation West

1. PAINTED CONCRETE WALL
2. ALUMINIUM FRAMED DOORS / WINDOWS
3. CLEAR GLAZING
4. FIBRE CEMENT PANELLING (PAINTED)
5. PROFILED METAL DECK ROOFING
6. TRIANGLED ALUMINIUM FRAME
7. EXTERNAL METAL FENCING
8. EXTERNAL SOLID FENCING (BRICK)
9. LETTER BOXES

1:100 @ A3

Edkins Place, South Hedland, WA

Date: 20.05.2011

DA-07

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Edkins Place
5 Edkins Place, South Hedland
Date : 20.05.2011

Perspectives

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11.1.1.17 Proposed Excision of Land to Facilitate the Development of a Caravan Park Lot 5164 Shoata Road, Port Hedland

Officer Caris Vuckovic
Lands Officer

Date of Report 8 September 2011

Disclosure of Interest by Officer Nil

Summary

This report is before Council to approve the excision of portion of Lot 5164 Shoata Road and to facilitate the development of a caravan park thereon.

Background

To facilitate the development of much needed accommodation for tourists, a portion of land adjacent to the golf course has been identified by the Planning Unit.

Reserve 35915 located at Lot 5164 Shoata Road is vested to the Town for "Recreation" purposes. A portion of the reserve is currently developed with a golf course and club house operated by the Port Hedland Golf Club.

It is proposed that a portion of this reserve be excised and vested to the Town of Port Hedland with the land use of "Caravan Park" with the power to sub-lease.

Consultation

Golf Club

Statutory Implications

Department of Regional Development and Lands Government Land Policy Manual.

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Nil

Officer's Comment

It is well known that there is a shortage of accommodation within the Town of Port Hedland especially for tourism and short stay purposes, a shortage which is expected to increase in the future due to significant forecasted growth of the town.

The development of a caravan park adjacent to the existing Port Hedland Golf Course is ideally located for tourists travelling north. In addition the development of such a facility may lead to the enhancement of the Port Hedland Golf Course to the benefit of the entire community.

Options

Council has the following options for responding to the request:

1. Support the request to excise portion of Reserve 35915 (Lot 5164 Shoata Road) to facilitate the development of a caravan park thereon.

Approving the request will result in the ability to develop a caravan park thereby supplying much needed accommodation.

2. Reject the request to excise portion of Reserve 35915 (Lot 5164 Shoata Road) to facilitate the development of a caravan park. thereon.

Should Council choose not to support the proposal, the portions of land will remain vacant and undeveloped.

Option 1 is recommended.

Attachments

1. Locality Plan A

201112/122 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

Seconded: Cr J M Gillingham

That Council:

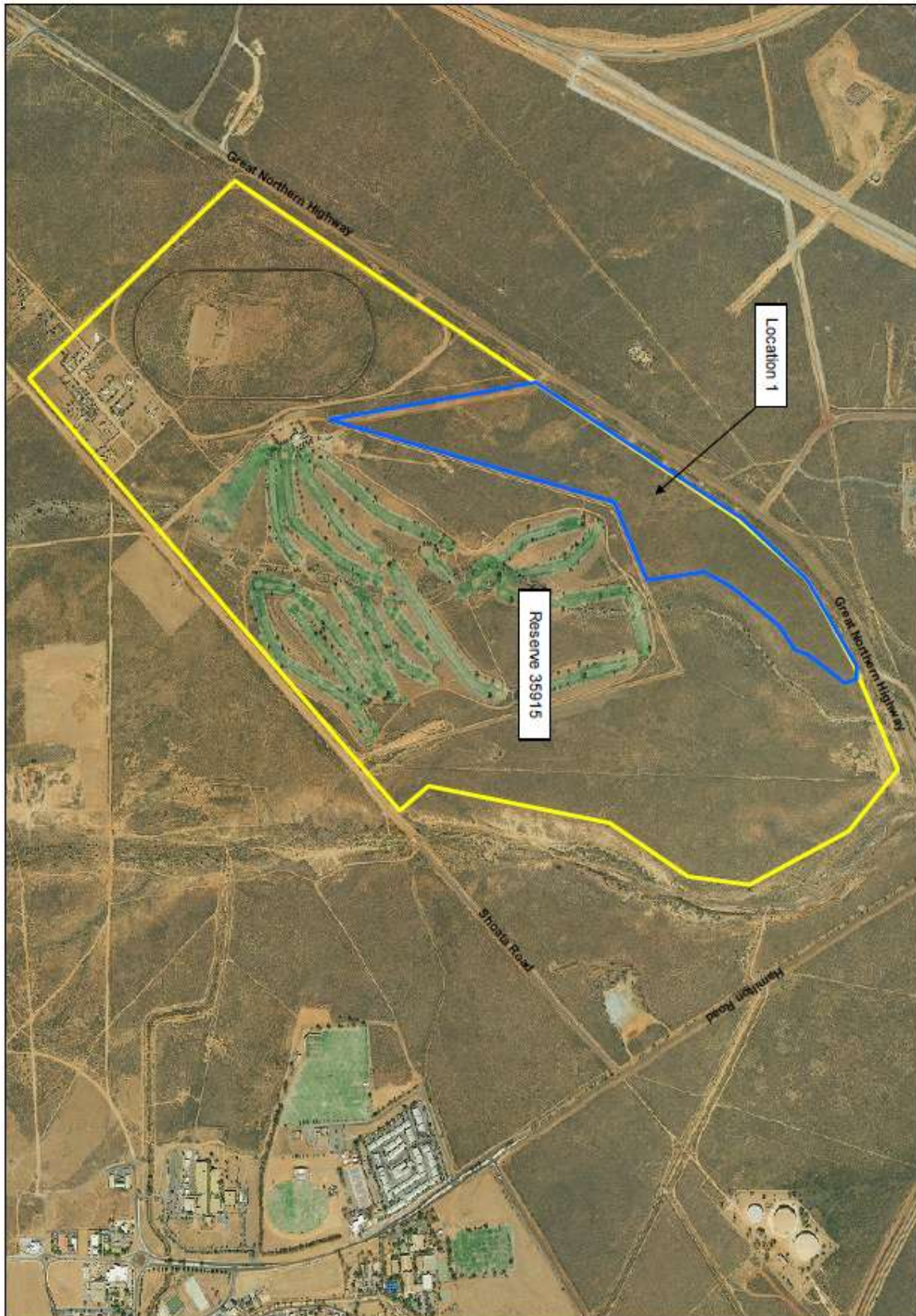
1. **Supports the request to excise a portion of Reserve 35915, Lot 5164 Shoata Road as indicated on Locality Plan A;**

- 2. Delegates the Director Planning and Development and Manager Planning under delegation 40, (of 2011) to request the Department of Regional Development and Lands to reserve the excised portion of land in (1) above to the Town of Port Hedland for the purposes of a caravan park, with the ability to lease.**

- 3. Delegates the Chief Executive Officer to begin negotiations with the Department of Regional Development and Lands to vest the portion of land excised in (1) above.**

CARRIED 8/0

ATTACHMENT 1 TO ITEM 11.1.1.17



11.1.1.18 Proposed Transient Workforce Accommodation at Lot 503 (Area A) Forrest Circle, South Hedland (File No.: 804485G)

Officer Luke Cervi
Senior Planning Officer

Date of Report 31 August 2011

Disclosure of Interest by Officer Nil

Summary

This Town has received an application from Compass Group (Australia) Pty Ltd, the intended lessees of Lot 503 (Area A) Forrest Circle, South Hedland which is owned by the Crown.

The application is referred to Council for determination as it proposes variations from the "Guidance note for potential developers of Transient Workforce Accommodation".

Background

Location and site details

The subject site is located adjacent to the TAFE along an unconstructed portion of Forrest Circle. The site is owned by the Crown, comprises an area of approximately 11.9ha and intended to be leased to the applicant on a 10yr + 10yr option. The application relates to 9.7ha of the site (the land not proposed to be developed at this stage is at the South of the site adjacent to Forrest Circle).

Previous approvals

Council considered a proposed Development Plan for the site at its Ordinary Meeting on the 27th July 2011 which has now been approved. The 9.7ha portion of the land proposed to be developed is identified as "Transient Workforce Accommodation" on the "Short/Medium Term Land Use Plan" and shown as part "Residential R50-R80" and part "Public Open Space" on the "Long Term Land Use Plan".

Consultation

Significant consultation has been undertaken with the applicant and internal departments which has led to a number of changes being made to the plans. This is further expanded on in the Officer Comments section of the report.

The application was also advertised to adjoining landowners with no comments being received.

Statutory Implications

In accordance with the Planning and Development Act 2005, the proposed development of the land must be done in accordance with TPS5.

Policy Implications

Nil

Council does have a "Guidance note for potential developers of Transient Workforce Accommodation" which needs to be considered.

Strategic Planning Implications

The following sections of the Town's Strategic Plan 2010-2015 are considered relevant to the proposal:

Key Result Area 1:	Infrastructure
Goal Number 1:	Roads, Footpaths and Drainage
Immediate Priority 1:	Undertake road works in South Hedland to improve road permeability (particularly in the CBD)
Key Result Area 4:	Economic Development
Goal Number 2:	Mining/Roads
Immediate Priority 1:	Actively seek funding partnerships with mining companies and contractors on the development of services and facilities within the community.
Key Result Area 4:	Economic Development
Goal Number 2:	Mining/Roads
Immediate Priority 2:	Actively pursue integration of FIFO workers into the local community.
Key Result Area 4:	Economic Development
Goal Number 2:	Mining/Roads
Other Actions:	Ensure that integrated accommodation options are available for resource related projects that do not artificially inflate the local real estate market.
Key Result Area 4:	Economic Development
Goal Number 4:	Land Development Projects
Immediate Priority 1:	Fast track the release and development of commercial, industrial and residential land.

Budget Implications

An application fee of \$31,350.00 was paid on lodgement.

Officer's Comment

The original plans submitted for consideration were identified as being undesirable for the following reasons:

Amenity/streetscape

The buildings presented poorly to adjoining properties (including Marie Marland Reserve and the TAFE) due to the monotonous clustering of identical buildings and large car parking areas on the periphery of the site.

TWA containment

The facility was designed to be fully self sufficient (Kitchen/Diner, Tavern and Recreation facilities) and did not promote inclusion/interaction with the general community.

Inconsistencies with "Long Term Land Use Plan".

The facility was designed prior to the endorsement of the Development Plan and therefore was not entirely consistent with the "Long Term Land Use Plan". The Development Plan had been submitted prior to the application for TWA however, had not been endorsed due to further information and amendments being required.

Ability to transition to permanent land use.

The design of the accommodation units will be difficult to transition to permanent residential uses (being the intended long term use for the site). Issues such as a functional internal layout, car parking and streetscape will be difficult to achieve and likely to result in most buildings being removed at the conclusion of the TWA use.

Car parking

Under TPS 5, a parking requirement of 1239 bays plus 124 oversize parking bays. The proposal provides 291 bays on site with no oversize parking being provided. This equates to one space per 4.25 accommodation units and is supported by a Transport Assessment prepared by Parsons Brinckerhoff. The planning unit still has some reservations on the functionality of the car parking solutions proposed however, accept that Parsons Brinckerhoff are experts in the field of traffic and parking assessment/management.

Response to issues

To address these issues the following changes were requested:

Amenity/streetscape

1. Requested buildings adjacent to boundaries to present to the neighbouring land and incorporate more features/articulation.
2. Requested that car parking areas be located behind buildings.

The design of periphery buildings were amended significantly however, no change was made to car parking with the applicant contending that for safety reasons vehicle movements within the complex was not appropriate.

TWA containment

1. Requested that tavern be relocated to adjacent land (Kevin Scott/Marie Marland reserve) and be adaptable for use as a future sports complex clubhouse.
2. Requested no gymnasium be provided.
3. Requested access to kitchen/diner for general public.
4. Requested kitchen/diner be relocated to better facilitate dining by general public.

Discussions have been held with the applicant with regards to a community contribution towards the upkeep of the new multipurpose recreation facility but retain a “minimal” gymnasium on site. The kitchen/diner will be made available to the general public but will remain in the original location. The relocation of the tavern to adjoining lands was not agreed to due to operational and safety issues.

Inconsistencies with “Long Term Land Use Plan”.

1. Requested layout be amended to better reflect the “Long Term Land Use Plan” so as to maximize infrastructure and buildings that may be retained as legacy items once the TWA ceases.

Some changes have been made to the TWA layout that assist in achieving the “Long Term Land Use Plan”. However, the focus remains on not compromising the ability to implement the “Long Term Land Use Plan” which is considered reasonable given that the applicant is intending to lease the site on a 10yr + 10yr option.

Ability to transition to permanent land use.

This issue was discussed with the applicant who has advised that it is not their intention to transition buildings to other permanent land uses.

Need and desirability

It is undeniable that there is currently significant demand for TWA related to major current and upcoming construction projects. What isn't clear is the length of time that these construction projects and specifically the accommodation needs that result, will continue to exacerbate the accommodation shortage within the town.

Having regard to Council's "Guidance Note for Potential Developers of Transient Workforce Accommodation", the proposal would be best described as "Higher quality, more permanent accommodation facilities (inc hotels/motels)". The guidance note includes the South Hedland CBD area as being a preferred location. Noting that for the "Long Term Land Use Plan" for the site would require the majority of proposed buildings to be removed or significantly altered, the length of time any approval would be valid is critical.

Traditionally TWA facilities have been approved for a short period of time (up to 5yrs) but due to demand have been reapproved or extended (e.g. Mia Mia, Pundulmurra and ESS Wedgefield). With a more recent focus on developing more aesthetically pleasing and permanent buildings, the length of time needed to be viable for a developer increases (Port Haven was approved for a period of 10yrs).

With the proposed site being strategically important land (close to the Town Centre, TAFE and recreation facilities and been identified as catering for a dwelling yield in the vicinity of 300 dwellings) it would be preferable to limit the length of any "Temporary" approval to 5yrs. The applicant is intending to operate the site for TWA purposes for a period of 20yrs (being a 10yr + 10yr option).

Guidance Note for Potential Developers of Transient Workforce Accommodation

This guidance note identifies key principles that Council would like addressed with all development application for TWA uses. The key principles are; Town Centre Development Focus; Community Benefit; Integration; Quality; and, Safety.

- Town Centre Development Focus

The facility is proposed in close proximity to the South Hedland CBD which will provide occupants easy access to the Town Facilities and shops.

- Community Benefit

The applicant has contended that the TWA will provide economic opportunities for local services and goods suppliers, occupants (1239) will utilize community services and retail outlets and substantial rate revenue income will be received by the Town from the proposed

development. Additionally, the bulk earthworks required for the development will facilitate the use of the site at the conclusion of the TWA use.

Discussions have been held regarding a contribution toward the upkeep of the multipurpose recreation facility and the applicant has shown an openness to further discuss community benefit opportunities. It is recommended that Council authorize the CEO to continue to negotiate community benefit opportunities with the applicant.

- Integration

The applicant has argued that their proposal is consistent with the Expression of Interest for the land (State Land Services ran the EOI the land is Unallocated Crown Land) and that they have provided pedestrian linkages and minimized onsite active recreation facilities to also encourage integration of occupants. Furthermore, the TWA operator employs trained event coordinators to encourage occupants engage in recreational activities which include integration with local sporting groups and community events.

Encouraging integration of occupants into the community still remains of some concern to the planning unit as the facility is designed in a manner that makes it substantially self contained. Whilst the applicant has agreed to allowing public access to the kitchen/diner, the provision of a tavern and (minimal) gymnasium encourages the containment of occupants. The Finicane Club, Bowls Club, Last Chance Tavern, Multipurpose Recreation Centre and Edge gymnasium are all facilities that are in close proximity to the proposed site.

- Quality

The applicant contends that the facility has been designed as a high quality accommodation facility that will enhance the South Hedland CBD and provide a visually attractive, modern and residential appearance built feature. From a planning unit perspective, negotiations with the applicant have resulted in an improved built form. Council must consider the design in context of any approval period that may be granted.

- Safety

Buildings have been designed to comply with latest Building Code requirements. The kitchen/diner has been designed to double as a cyclone shelter and can comfortably accommodate the facility population. The site is proposed to be securely fenced and CCTV installed. In addition, the gatehouse at the main entrance will be staffed at all times.

In summarizing, it is considered that TWA remains a necessity to facilitate major construction projects. Furthermore, this site is a

preferred location for TWA to occur due to the ability to better integrate occupants and obtain legacies of community benefit for the town at the conclusion of the TWA use.

The design of the facility is not perfect, however, due consideration needs to be given to the time period the use will exist and the needs of the occupants of TWA facilities. Interim community benefit will be obtained through rate revenue and the applicant has shown an openness to negotiate further to achieve community benefits. Longer term the infrastructure benefits the development will provide to the land will assist in its transition to permanent residential development.

Attachments

1. Location Plan
2. Site Plan
3. Floor and Elevation Plans

201112/123 Council Decision

Moved: Cr S J Coates

Seconded: Cr D W Hooper

That Council suspends Standing Orders.

CARRIED 8/0

6:29pm Mayor advised that Standing Orders are suspended

201112/124 Council Decision

Moved: Cr S R Martin

Seconded: Cr A A Carter

That Council resumes Standing Orders.

CARRIED 8/0

6:29pm Mayor advised that Standing Orders are resumed

Officer's Recommendation

That Council:

- i) Authorises the Chief Executive Officer to negotiate on behalf of the Council with the applicant to achieve outcomes of community benefit.
- ii) Approves the planning application submitted by Compass Group (Australia) Pty Ltd on behalf of the Crown, for Transient Workforce Accommodation – 1301 person facility at Lot 503, Forrest Circle, South Hedland subject to the following conditions:

1. This approval relates only to the proposed Transient Workforce Accommodation Facility (1301 bed facility) and other incidental development, as indicated on the approved plans. It does not relate to any other development on this lot.
2. The development area must only be used for purposes, which are related to the operation of a “*Transient Workforce Accommodation*” business. Under the Town of Port Hedland’s Town Planning Scheme No. 5 “*Transient Workforce Accommodation*” is defined as:

“dwellings intended for the temporary accommodation of transient workers and may be designed to allow transition to another use or may be designed as a permanent facility for transient workers and includes a contractors camp and dongas”
3. Prior to commencement of works, a written agreement must be entered into with the Town of Port Hedland regarding the access to the site by heavy vehicles including maintenance and times of use.
4. This approval is only valid for a period of 10 years calculated from the date of this approval.
5. On expiry of the time stipulated in condition 4 above, the applicant is to enter negotiations with Council on the extent of returning the land back to its original state.
6. Within 60 days of the date of this approval the applicant/operator of the camp is to submit an emergency evacuation plan approved by the relevant authority to the Town
7. All vehicle parking (both small - cars etc and heavy - trucks etc) associated (resident and visitor) with the Transient Workforce Accommodation shall be contained within the development area (i.e. no parking is permitted on the adjacent recreation reserve, road verge or any other land) and within designated vehicle parking locations/areas all to the satisfaction of the Manager Planning.
8. The development is to be connected to reticulated sewer. Alternatively, an effluent disposal system to the specification of the Department of Health and Council’s Environmental Health Services is to be installed to the satisfaction of Council’s Manager Planning.
9. A minimum of 291 car bays are to be provided on site to the satisfaction of Council’s Manager Planning.

10. No oversize vehicles are permitted to park on the site.
11. Loading/unloading areas for oversize vehicles must be constructed, line marked, time limited and signposted to the satisfaction of Council's Manager Planning.
12. Any roof mounted or freestanding plant or equipment such as air conditioning units to be located and/or screened so as not to be visible from beyond the boundaries of the development site.
13. All dust and sand to be contained on site with the use of suitable dust suppression techniques where any works/operations on the site is likely to generate a dust nuisance to nearby land uses to the specifications of Council's Engineering Services and Environmental Health Services and to the satisfaction of Council's Manager Planning.
14. A Rubbish Collection Strategy / Management Plan shall be submitted to and approved by the Town prior to the commencement of works. The strategy / plan shall consider service vehicle manoeuvring on the internal roads of the development. Any alterations to the approved plans required as a result of the strategy / plan shall be incorporated into the building licence plans. The approved strategy / plan shall be implemented to the satisfaction of Council's Manager Planning.
15. Further to condition 14, Waste receptacles are to be stored in a suitable enclosure to be provided to the specifications of Council's Health Local Laws 1999 and to the satisfaction of Council's Manager Planning Services.
16. The development is to comply with the *Health (Public Buildings) Regulations 1992*.
17. Stormwater disposal to be designed in accordance with Council's Engineering Department Guidelines, and all to the satisfaction of Council's Manager Planning.
18. Prior to the submission of a building licence application, a detailed landscaping plan is to be submitted and approved by Council's Manager Planning. The plan to include species and planting details with reference to Council's list of Recommended Low-Maintenance Tree and Shrub Species for General Landscaping included in Council Policy 10/001.

19. Prior to occupation of any part of the development, landscaping and reticulation to be established in accordance with the approved plans with the use of mature trees and shrubs, and thereafter maintained to the satisfaction of Council's Manager Planning.
20. The premises to be kept in a neat and tidy condition at all times by the occupier to the satisfaction of Council's Manager Planning.
21. Prior to the submission of a building licence application a construction management plan is to be submitted detailing how it is proposed to manage:
 - a) The delivery of materials and equipment to the site;
 - b) The storage of materials and equipment on the site;
 - c) Impact on traffic movement with particular regard given to the use of Marie Marland Reserve;
 - d) Operation times including delivery of materials; and
 - e) Other matters likely to impact on the surrounding residents and land;to the satisfaction of Council's Manager Planning.

FOOTNOTES:

1. You are reminded that this is a Planning Approval only and does not obviate the responsibility of the developer to comply with all relevant building, health and engineering requirements.
2. A Building Licence to be issued prior to the commencement of any on site works.
3. The development must comply with the *Environmental Protection (Noise) Regulations 1997* at all times.
4. Be advised that the Town's Environmental Health Services Department has raised the following matters. If any of these matters require clarification please contact the Department on 9158 9325
 - a. It is a requirement under the Food Act 2008 that all food premises be registered prior to beginning operations;
 - b. The applicant is advised that the construction and use of the proposed premises is required to comply with the Food Regulations 2009 and the Food Safety Standards;

- c. Prior to the issue of a building licence, a fit out plan of all internal fixtures, finishes and fittings must be provided and approved to the specifications of Town's Environmental Health Services; and
 - d. Be advised that the food premises may be required to be connected to a grease trap prior to effluent entering the disposal system.
5. Be advised that all lodging houses are required be registered under the *Health Act 1911* and operate in accordance with that Act and the *Town of Port Hedland Health Local Laws 1999*.
6. Be advised that at the building licence stage a detailed floor plan is required to be submitted in order for Town's Environmental Health Services to assess compliance to the *Town of Port Hedland Health Local Laws 1999*.
7. If mains water connection is unavailable the development is to be connected to an adequate potable water supply to the specifications of the Council's Health Local Laws 1999.
8. In relation to condition 16, all stormwater drainage (and associated infrastructure maintenance) is to be managed on site except where otherwise agreed by Council's Manager Infrastructure Development.
9. The developer to take note that the area of this application may be subject to rising sea levels, tidal storm surges and flooding. Council has been informed by the State Emergency Services that the one hundred (100) year Annual Recurrence Interval cycle of flooding could affect any property below the ten (10)-metre level AHD. Developers shall obtain their own competent advice to ensure that measures adopted to avoid that risk will be adequate. The issuing of a Planning Consent and/or Building Licence is not intended as, and must not be understood as, confirmation that the development or buildings as proposed will not be subject to damage from tidal storm surges and flooding.

201112/125 Council Decision

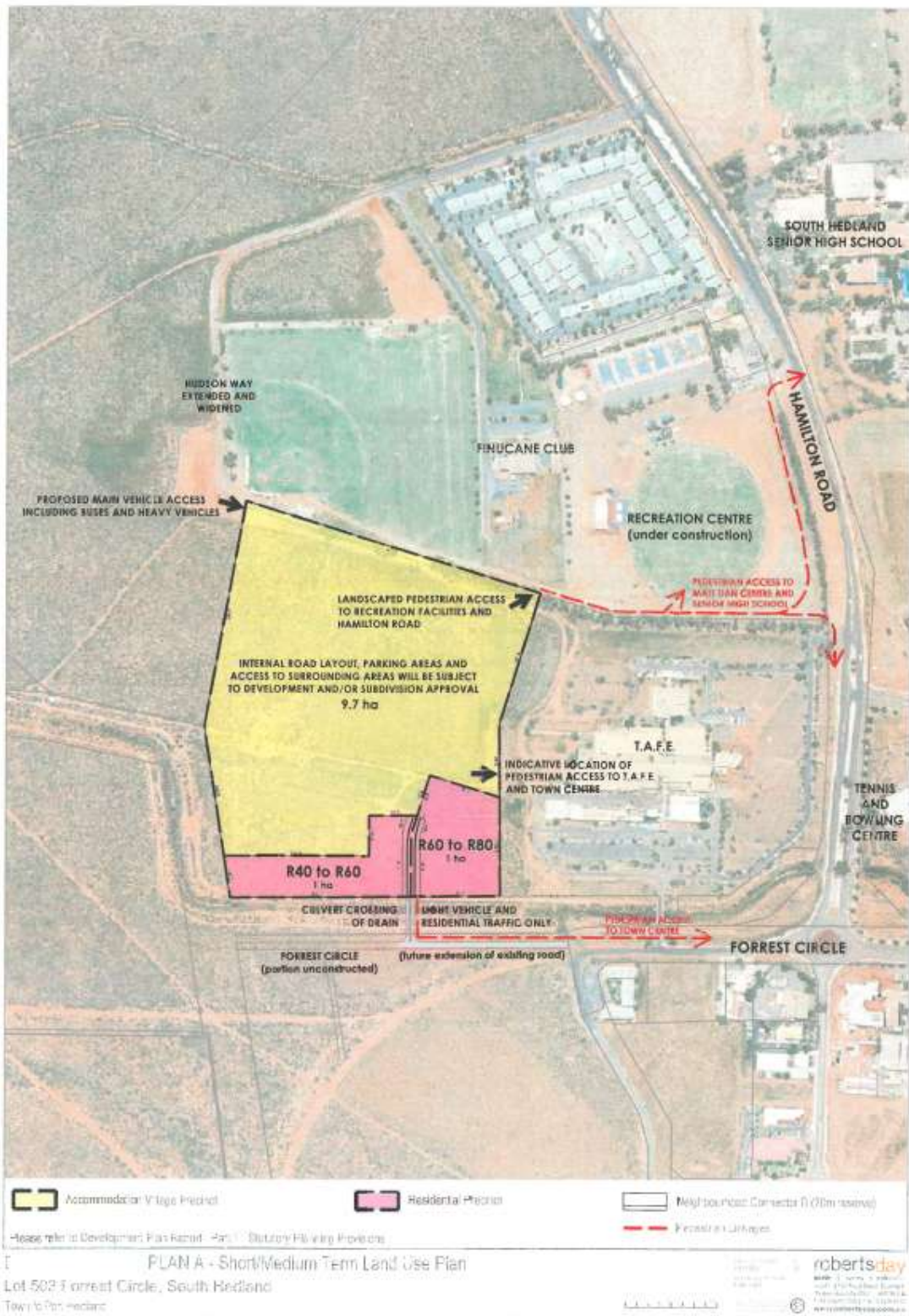
Moved: Cr A A Carter

Seconded: Cr S R Martin

That Council lay this matter on the table until such time that negotiations between the Chief Executive Officer and Compass Group are finalised in regards to the community benefits of this project. The Chief Executive Officer will report back to Council on this matter as soon as is reasonably possible.

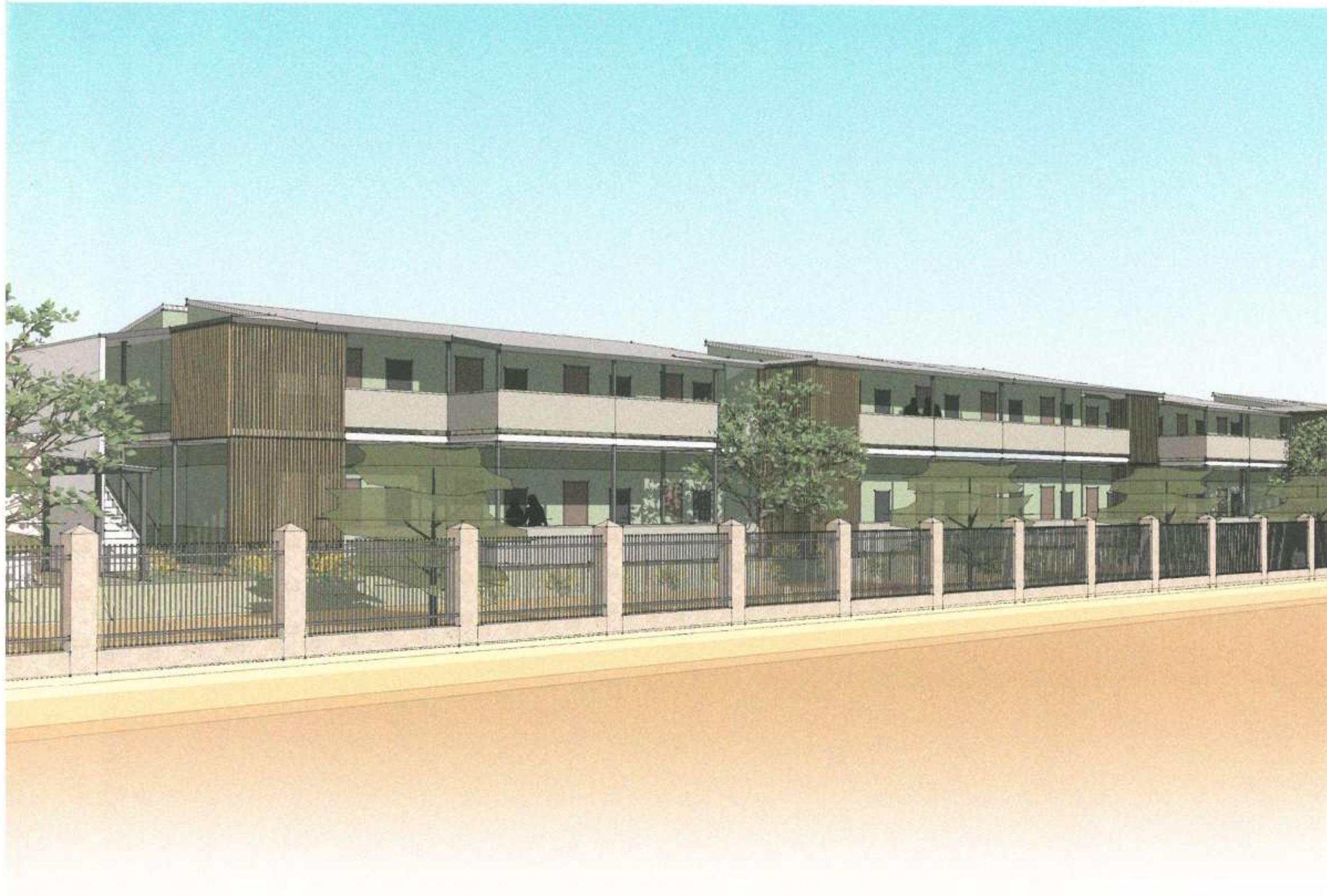
CARRIED 8/0

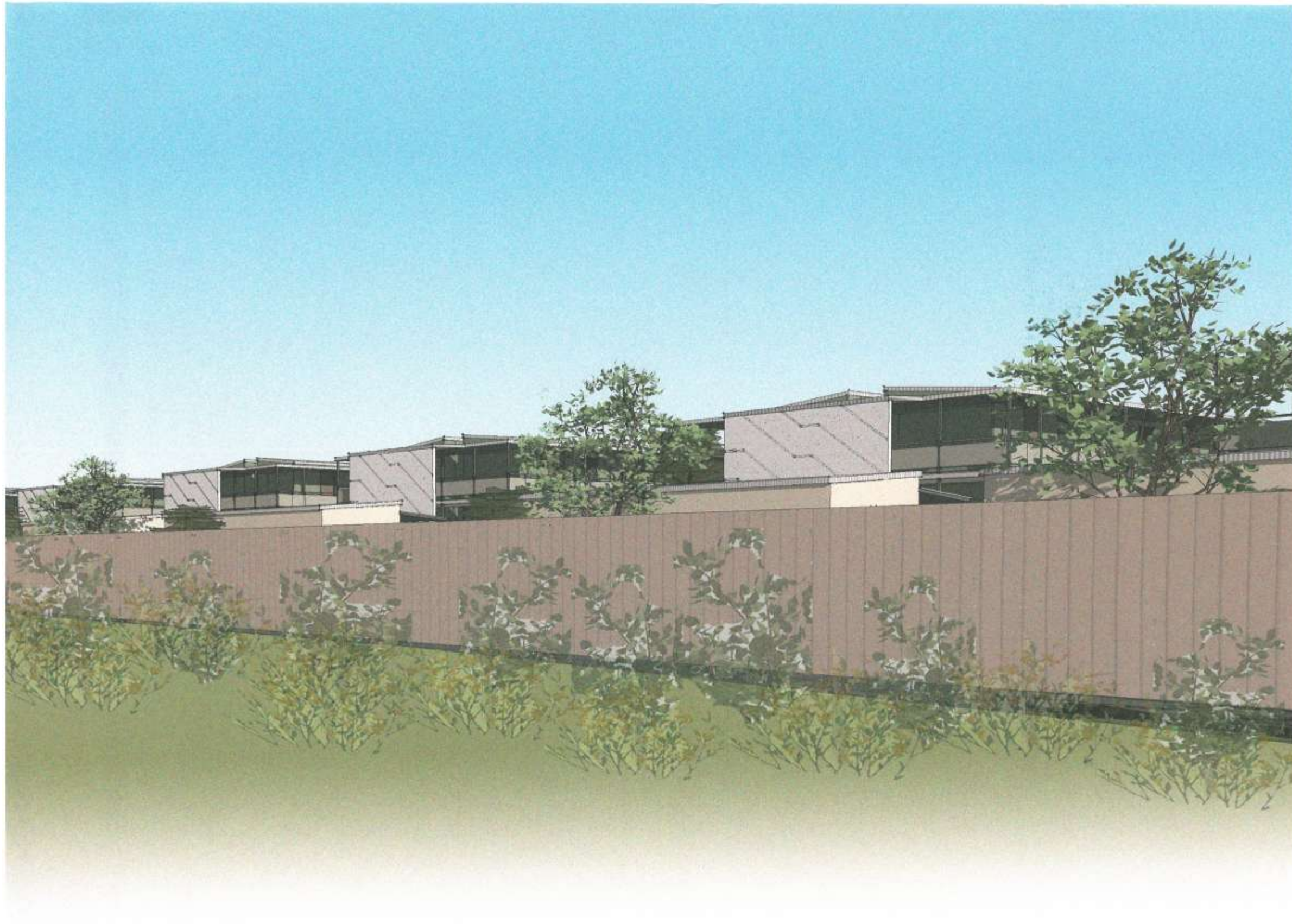
REASON: Council considers it important that the benefits the community will receive as a result of this project are established in advance.



ATTACHMENT 3 TO ITEM 11.1.1.18











201112/126 Council Decision**Moved:** Cr S J Coates**Seconded:** Cr A A Carter**That Council suspends Standing Orders.*****CARRIED 8/0***

6:38pm Mayor advised that Standing Orders are suspended

201112/127 Council Decision**Moved:** Cr D W Hooper**Seconded:** Cr A A Carter**That Council resumes Standing Orders.*****CARRIED 8/0***

6:39pm Mayor advised that Standing Orders are resumed

6:39pm Councillor G J Daccache declared a Financial Interest in Item 11.1.1.19 'Proposed Grouped Dwellings on Part Lot 5551 Dempster Street, Port Hedland' as he is a BHP Billiton shareholder with shares over the statutory limit, and lives on the same street as this proposed development.

Councillors A A Carter, S J Coates and M B Dziombak declared a Financial Interest in Item 11.1.1.19 'Proposed Grouped Dwellings on Part Lot 5551 Dempster Street, Port Hedland' as they are BHP Billiton shareholders with shares over the statutory limit

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

11.1.1.19 Proposed Grouped Dwellings on Part Lot 5551 Dempster Street, Port Hedland**Officer****Michael Pound
Planning Officer****Date of Report****12 September 2011****Disclosure of Interest by Officer****Nil****Summary**

RPS has submitted an application on behalf of the Town of Port Hedland for the development of seven (7) Grouped Dwellings on Part Lot 5551 Dempster Street, Port Hedland (subject site).

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

Background

The General Practitioner (GP) Housing project is a Partnership Project between Royalties for Regions, BHP Billiton Iron Ore and the Town of Port Hedland. The aim of the project is to provide high quality housing to attract additional medical professionals to service Port Hedland's growing population.

The subject site was identified through a detailed land investigation process which considered several factors including land tenure, site location, amenity, services etc. In summary, this site was recognized as a location which would deliver the highest quality housing for GP's in the timeframe required.

To facilitate the development of GP Housing, Council in October 2010 resolved to:

“Request the Department of Regional Development and Lands to amend the management order of part Reserve 30768 from “Recreation” to “Health Services Housing”

This has been actioned and the Department of Regional Development and Lands is in the process of finalising the change.

Site Description (ATTACHMENT 1)

The subject site has an area of approximately 1 hectare with access from Dempster Street via a battle axe leg.

It is generally flat however slopes downward steeply along the northern boundary. It is located within the coastal dune system containing some vegetation however large portions of the area are degraded or appear to have been used for the disposal of waste and spoil material.

Geotechnical investigations have confirmed development on the subject site can proceed and preliminary servicing investigations have confirmed water, sewer, power and communications is achievable.

Proposal (ATTACHMENT 2)

The application seeks approval for the development of two, 4 bedroom, 2 bathroom dwellings and five, 3 bedroom 2 bathroom dwellings on the subject site. All dwellings will be serviced by an internal common driveway which connects to Dempster Street. The proposed dwellings will have a high quality external appearance.

Consultation

Nil

Statutory Implications

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

Scheme Amendment No. 45

Scheme Amendment No.45 (GP Amendment) was initiated at Councils Ordinary Meeting on 27 July 2011. The GP Amendment proposes to, when gazetted, rezone part lot 5551 on plan 240246 from "Park and Recreation" Reservation to "Health Services Housing".

Policy Implications

Nil

Strategic Planning Implications

The following sections of Council's Strategic Plan 2010-2015 are considered relevant to the proposal:

Key Result Area 3:	Community Development
Goal Number 4:	Healthy Community
Immediate Priority 1:	Implement plans for the development of subsidised housing for general practitioners within the Town.
Other Actions 1:	Ensure that future planning for health services covers both Port and South Hedland's growth plans, including attracting and retaining specialist health services.

Budget Implications

A payment of \$11,581.00 was received on lodgement of the application.

Officer's Comment

Need & Desirability

As the population is expected to surge in both Port and South Hedland, the demand and need for quality housing is imperative to supporting the Town's future growth. The proposed development is an important community initiative, tied into the sustainable growth of Port and South Hedland. It will improve access to health services for the local population of Port Hedland securing accommodation for professionals within the health service sector.

It is recognised that there is a severe shortage of accommodation for healthcare professional throughout the Town. The proposed development will begin to address this need by providing seven (7) Grouped Dwellings.

The proposed development has arisen from a combination of the need for more accommodation options serving a wider demographic and the imperative to move towards providing professional accommodation options. As such, the location is considered to be an ideal showcase for the proposed development.

Statement of Planning Policy 2.6

The site is located within an existing area of coastal foreshore reserve and therefore Statement of Planning Policy 2.6 (SPP2.6) is relevant to this application. Cardno were engaged to undertake a formal assessment of the coastal setback having regard to the requirements of SPP2.6. The report determined the majority of the subject site, including the proposed development is located outside of the defined coastal setback.

The assessment has also been referred to the Department of Planning – Coastal Planning Unit who have endorsed the assessment and recommended no development occur within the detailed 1 in 500 year inundation area.

The majority of the proposed development is outside the defined inundation area. The Planning Unit notes that the proposed internal access way has a few minor incursions into the inundation areas. The Planning Unit considers this acceptable for the following reasons:

- It does not place any significant infrastructure at risk to damage;
- A suitable drainage solutions can be developed to address any ponding issues; and
- All habitable areas are outside the setback area.

Accordingly, it can be considered that the proposed development remains consistent with the recommendations of the Cardno Report and SPP 2.6.

Options

Council has the following options when considering the matter:

1. Approve the application as submitted subject to conditions.

The proposed development will provide much needed housing assistance for General Practitioners looking to reside and work in Port Hedland.

2. Refuse the application as submitted

Refusal of the application would be inconsistent with Council's resolution to initiate Scheme Amendment 45.

It is recommended that option 1 be supported.

Attachments

1. Locality Plan
2. Site Plan, Floor Plan and Elevations
3. Cardno Proposed Development Area

Officer's Recommendation

That Council:

- i) Approves the application submitted by RPS on behalf of the Town of Port Hedland, for Grouped Dwellings – 7 Grouped Dwellings on Part Lot 5551 Dempster Street Port Hedland, subject to the gazettal of Scheme Amendment 45, and further subject to the following conditions:
 1. This approval relates only to a GROUPED DWELLINGS - 7 Grouped Dwellings and other incidental development, as shown on plan number 2011/.drg/1 to 2011/.drg/8. It does not relate to any other development on this lot.
 2. This approval to remain valid for a period of twenty four (24) months if development is commenced within twelve (12) months, otherwise this approval to remain valid for twelve (12) months only.
 3. Access ways, parking areas, turning areas to be designed and constructed in accordance with Town Planning Scheme No. 5 (including kerbed, formed, drained & finished with a sealed or paved surface).
 4. The parking areas and / or associated access ways shall not be used for storage (temporary or permanent) without the prior approval of the Town of Port Hedland.
 5. The driveways and crossovers shall be designed and constructed to specifications of Council's Manager Infrastructure Development, and to the satisfaction of Council's Manager Planning, prior to the occupation of the building.

6. Stormwater disposal is to be contained onsite and designed in accordance with Council's Engineering Department Guidelines, and to the satisfaction of Council's Manager Planning.
7. Any roof mounted or freestanding plant or equipment, such as air conditioning units, to be located and / or screened so as not to be visible from beyond the boundaries of the development site, to the satisfaction of Council's Manager Planning.
8. An Erosion Prevention and Sediment Control plan is to be submitted prior to the commencement of any works to Councils Manager Planning.
9. The submission of a construction management plan at the submission of a Building Licence application stage for the proposal detailing how it is proposed to manage:
 - a) The delivery of materials and equipment to the site;
 - b) The storage of materials and equipment on the site;
 - c) The parking arrangements for the contractors and subcontractors;
 - d) Impact on traffic movement;
 - e) Operation times including delivery of materials; and
 - f) Other matters likely to impact on the surrounding residents;to the satisfaction of Council's Manager Planning.

FOOTNOTES:

1. You are reminded that this is a Planning Approval only and does not obviate the responsibility of the developer to comply with all relevant building, health and engineering requirements.
2. This approval should not be construed that the Town will support a survey strata or green title subdivision application for the development. Assessment has been based on a 'Grouped Dwelling' containing common property. A subdivision application for Survey Strata without common property or green title subdivision will need to meet the minimum and average site areas for the dwelling type, as prescribed in the Residential Design Codes.
3. In relation to Conditions 5 and 6 please contact Councils Manager Infrastructure Development on 9158 9650 for further details.

4. The developer to take note that the area of this application may be subject to rising sea levels, tidal storm surges and flooding. Council has been informed by the State Emergency Services that the one hundred (100) year Annual Recurrence Interval cycle of flooding could affect any property below the ten (10)-metre level AHD. Developers shall obtain their own competent advice to ensure that measures adopted to avoid that risk will be adequate. The issuing of a Planning Consent and/or Building Licence is not intended as, and must not be understood as, confirmation that the development or buildings as proposed will not be subject to damage from tidal storm surges and flooding.
5. Applicant is to comply with the requirements of Worksafe Western Australia in the carrying out of any works associated with this approval.

6:40pm Mayor advised that permission for a reduction of quorum was not sought from the Minister of Local Government, thus this item will be laid on the table for want of a quorum.

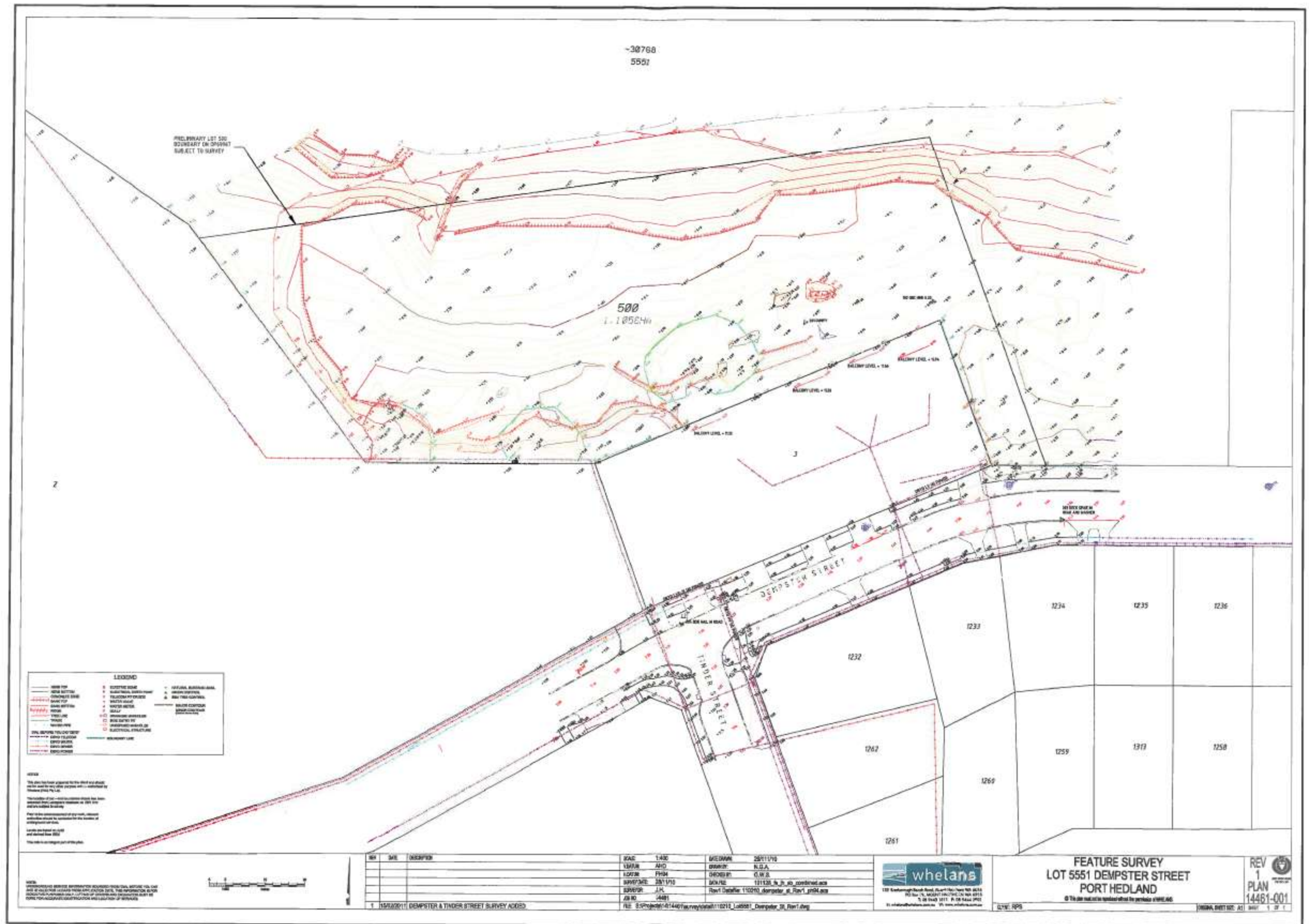
6:40pm Councillors A A Carter, S J Coates, G J Daccache and M B Dziombak re-entered the room and resumed their chairs.

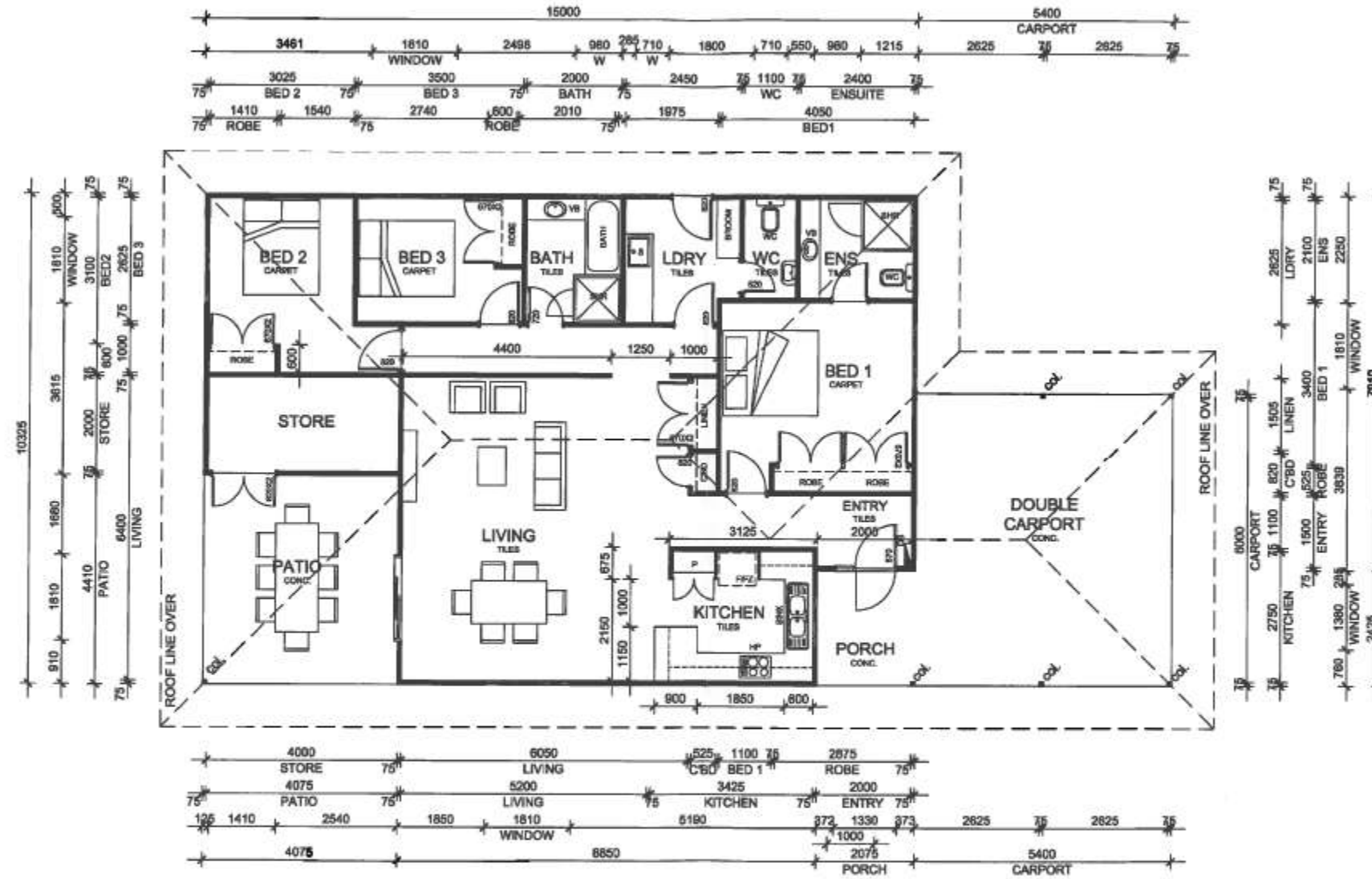
Mayor advised Councillors Councillors A A Carter, S J Coates, G J Daccache and M B Dziombak that due to a lack of quorum this Item was not considered.

NOTE: Chief Executive Officer reminded Councillors that they are given the opportunity to declare their Financial Interests in advance. If Financial Interests are declared in advance Town of Port Hedland officers can organise for a reduction of quorum to be granted by the Minister of the Department of Local Government. Chief Executive Officer reminded Councillors that they should endeavour to declare their Financial interests in advance so that a reduction of quorum can be sought and Agenda Items considered in a timely manner.

ATTACHMENT 1 TO ITEM 11.1.1.19



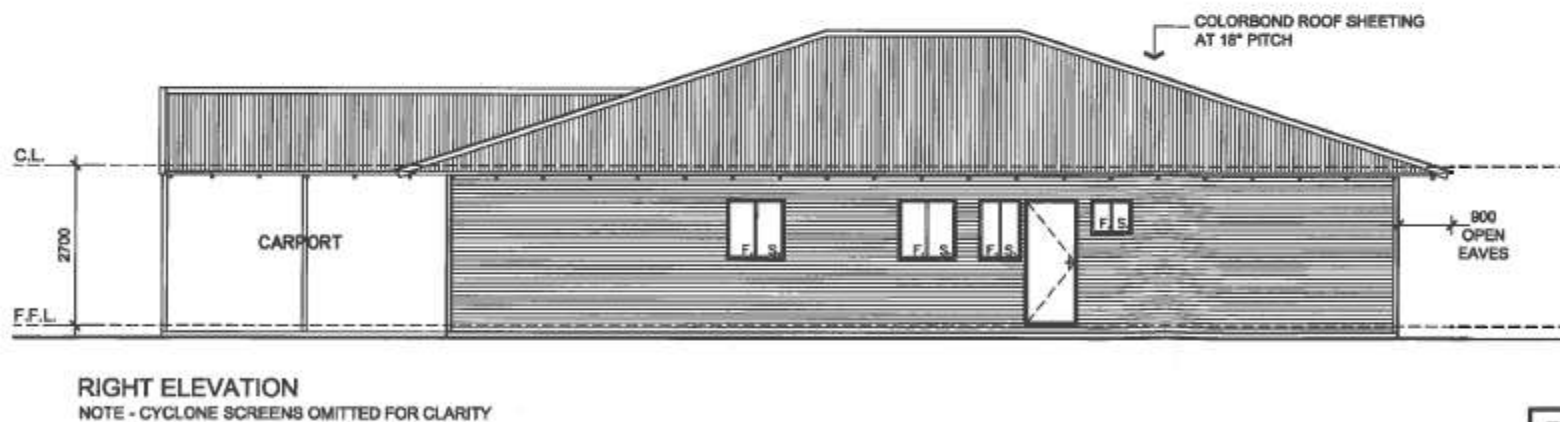
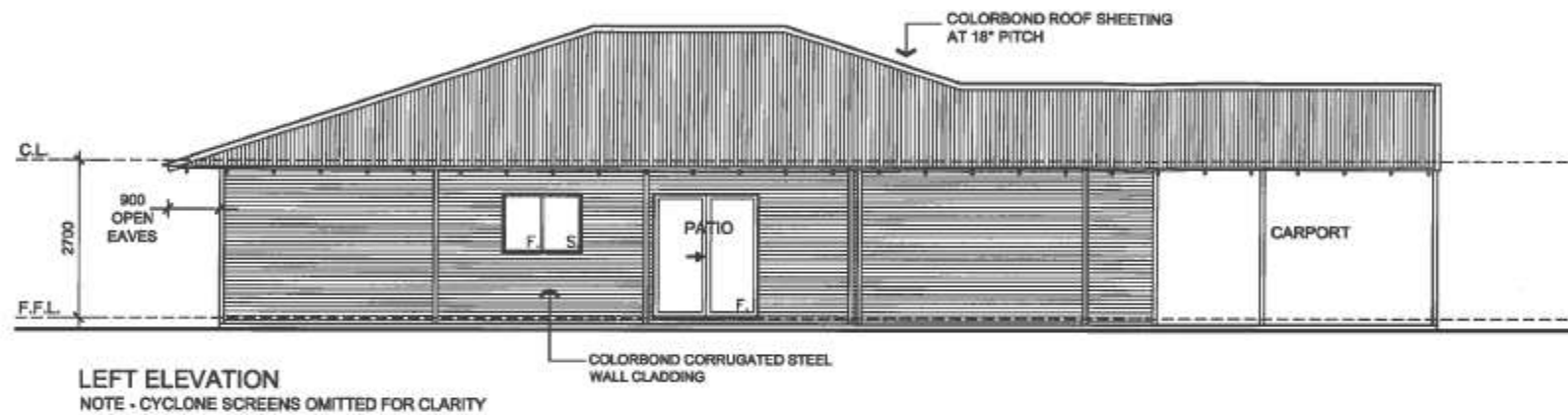
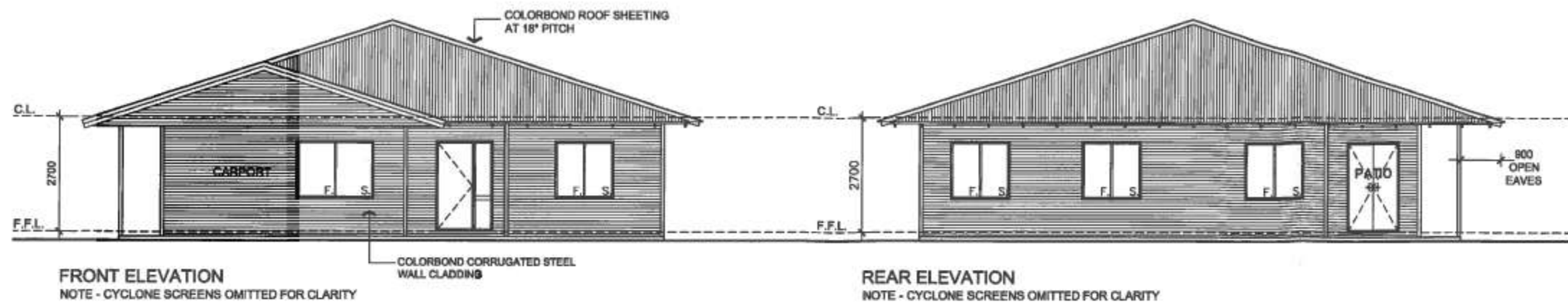




PROPOSED FLOOR PLAN
 3 X 2 PELSART RESIDENCE
 SCALE 1:100
 PILBARA CONSTRUCTION DESIGN



PELSART STYLE HOUSE GP HOUSING – PORT HEDLAND	
Hodge Collard Preston ARCHITECTS	Third Floor, 38 Richardson Street, West Perth, WA 6005 PO Box 743, West Perth, WA 6872 Ph: (08) 9322 5144 Fax: (08) 9322 5740 Email: admin@hcoparch.com
	SCALE 1:100 DATE: 23.08.2011 DWG No. 26.11 PELSART



4 X 2 RESIDENCE
 PROPOSED ELEVATIONS
 SCALE 1:100
 PILBARA CONSTRUCTION DESIGN

BROOME STYLE HOUSE GP HOUSING – PORT HEDLAND	
Hodge Collard Preston ARCHITECTS	Third Floor, 38 Richardson Street, West Perth, WA 6005 PO Box 743, West Perth, WA 6872 Ph: (08) 9322 5144 Fax: (08) 9322 5740 Email: admin@hpcperch.com
	SCALE 1:100 DATE: 23.08.2011 DWG No. 26.11 B/ELEV



PROPOSED SITE PLAN
 SCALE
 0 2 5 10 20M
 CONCEPT SITE PLAN ONLY

NOTE
 AERIAL PHOTOGRAPH SHOWING INDICATIVE 1:500 TIDAL BURGE
 BOUNDARY LINEWORK CORRECT TO WHELAN'S SURVEY
 (LANDGATE DEPOSITED PLAN 89967)



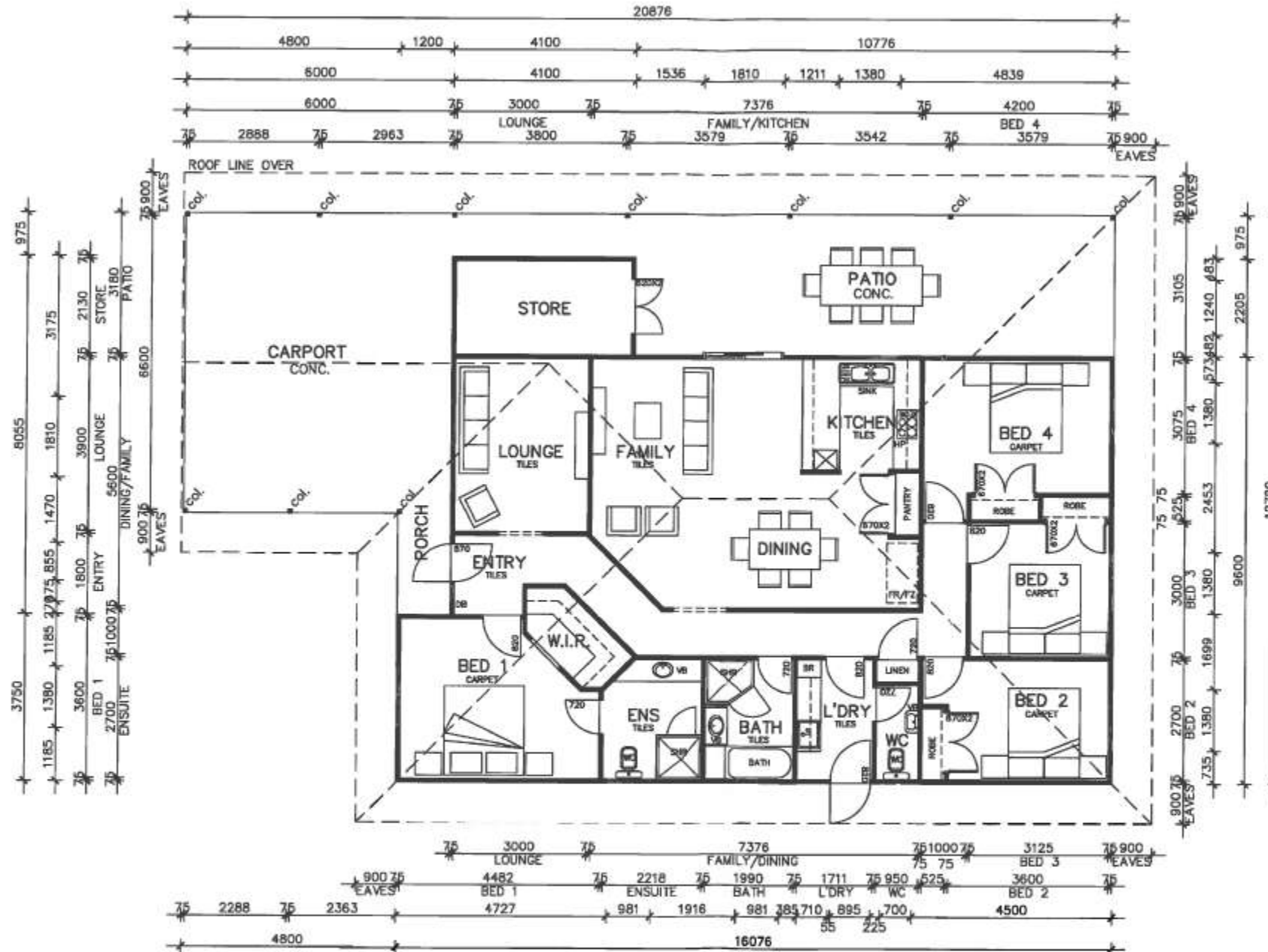
SITE AREA SCHEDULE		
*All areas to be confirmed		
SITE No.	SITE AREA	OPEN SPACE
SITE 1	386 sqm	84 %
SITE 2	367 sqm	84 %
SITE 3	400 sqm	98 %
SITE 4	388 sqm	84 %
SITE 5	470 sqm	87 %
SITE 6	427 sqm	88 %
SITE 7	410 sqm	86 %

PROPOSED SITE PLAN
GP HOUSING - PORT HEDLAND

Hodge Collard Preston
 ARCHITECTS

Third Floor, 38 Richardson Street,
 West Perth, WA 6005
 PO Box 743, West Perth, WA 6872
 Ph: (08) 9322 5144
 Fax: (08) 9322 5740
 Email: admin@hpcarch.com

SCALE 1:500 DATE: 09.09.2011 DWG No. 26.11 SK02_K



PROPOSED FLOOR PLAN
 4 X 2 BROOME RESIDENCE
 SCALE 1:100
 PILBARA CONSTRUCTION DESIGN

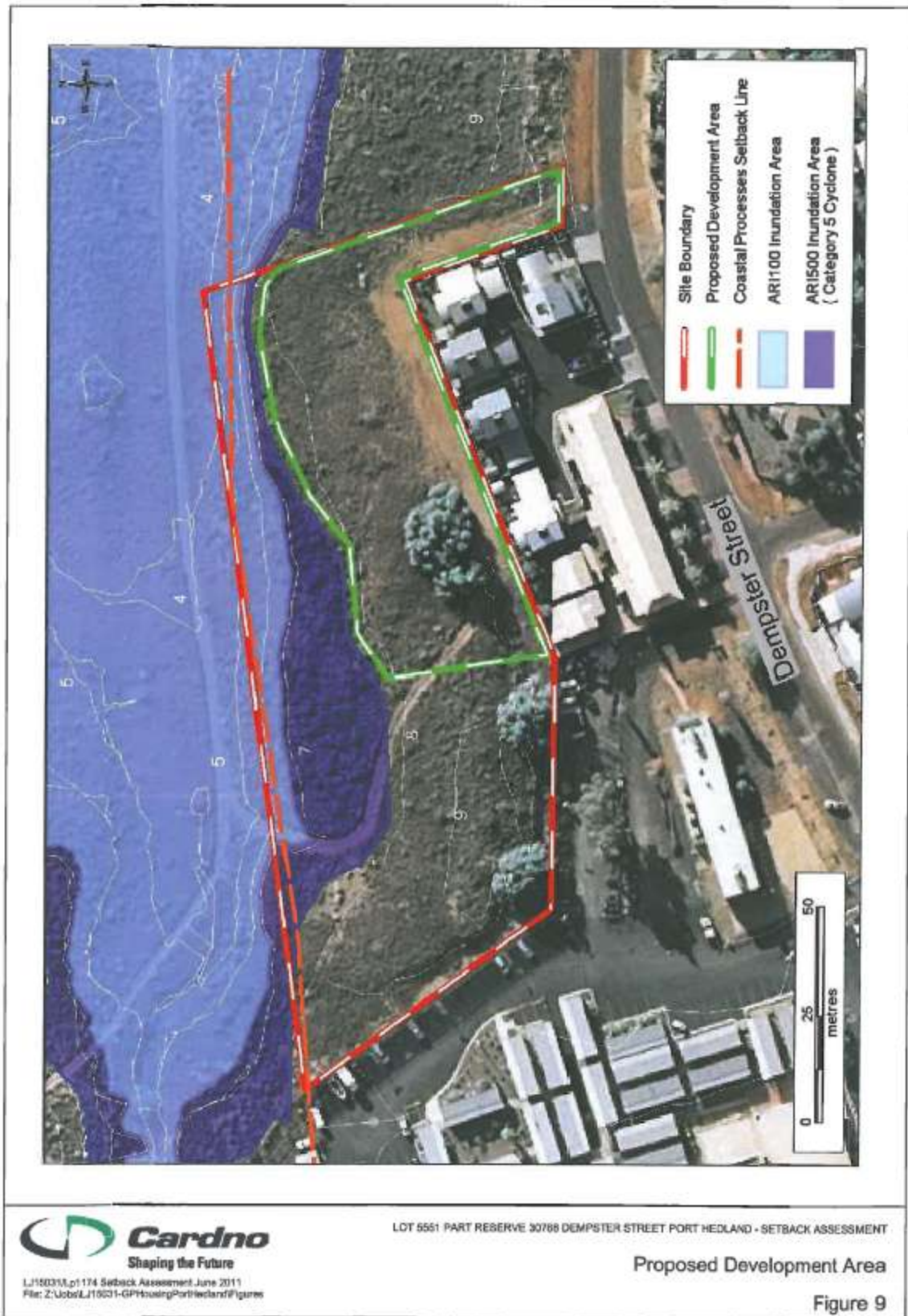


BROOME STYLE HOUSE
GP HOUSING – PORT HEDLAND

Hodge Collard Preston
 ARCHITECTS

Third Floor, 38 Richardson Street,
 West Perth, WA 6005
 PO Box 743, West Perth, WA 6872
 Ph: (08) 9322 5144
 Fax: (08) 9322 5740
 Email: admin@hcoprch.com

SCALE 1:100 DATE: 23.08.2011 DWG No. 26.11 BROOME



11.1.1.20 Proposed Development Plan for Lot 1693 Parker Street and Lot 2119 Stanley Street, South Hedland (File No.: 130087G & 130037G)

Officer Luke Cervi
Senior Planning Officer

Date of Report 8 September 2011

Disclosure of Interest by Officer Nil

Summary

Council has received a Development Plan prepared by RPS Town Planners on behalf of Cedar Woods Properties Limited, over Lot 1693 Parker Street and Lot 2119 Stanley Street, South Hedland.

This report requests Council to consider endorsing the proposed Development Plan for advertising.

Background

The Department of Regional Development and Lands put out an EOI for the site with the preferred developer being awarded to Cedar Woods Properties Limited. The site is zoned "Urban Development". Under this zoning Council can require the preparation of a development plan prior to considering any planning application.

Due to the strategic importance of the site having regard to its size and location, it is considered imperative that a Development Plan be prepared to guide the development of the site.

Consultation

Should Council support the Development Plan, public advertising will be undertaken in conjunction with internal referrals in accordance with TPS5 requirements.

Statutory Implications

Once endorsed by Council, a Development Plan becomes a policy statement under TPS5 which is statutorily enforceable.

Policy Implications

Nil

Strategic Planning Implications

The following sections of the Town's Strategic Plan 2010-2015 are considered relevant to the proposal:

Key Result Area 1:	Infrastructure
Goal Number 1:	Roads, Footpaths and Drainage
Immediate Priority 1:	Undertake road works in South Hedland to improve road permeability (particularly in the CBD)
Key Result Area 1:	Infrastructure
Goal Number 1:	Roads, Footpaths and Drainage
Other Action 3:	Develop the Port to South Hedland cycle path
Key Result Area 2:	Community Pride
Goal Number 1:	Townscape
Other Action 1:	Develop attractive, usable rest nodes along cycle and pedestrian links.
Key Result Area 4:	Economic Development
Goal Number 4:	Land Development Projects
Immediate Priority 1:	Fast track the release and development of commercial, industrial and residential land.

Budget Implications

The applicant has paid the prescribed application fee of \$7,556.20.

Officer's Comment

The subject site is strategically important due to its size and prominent location at the intersection of North Circular Road and Wallwork Road. The site consists of a western portion (Lot 1693 being 10.528ha) and eastern portion (Lot 2119 being 9,773m²).

Western Portion

The western portion of the development plan proposes a mixture of residential densities, roads and public open space (POS). Approximately 7.05ha of this portion is proposed to be residential with densities ranging from R25 to R60. Of this land approximately 85% would be developed at R25, 13% at R40 and 2% at R60.

Land adjoining the western portion of the development plan is zoned Tourism (Blackrock Caravan Park) or reserved for Education (Pundulmurra college).

Community services and facilities to the development plan area are limited and therefore it is considered that low density residential development is most appropriate. The proposed medium density development is located adjoining the POS or significant drainage channels/reserves either proposed within the development or existing adjacent to the development plan site. The location and proportion of medium density development is considered appropriate to provide housing diversity and choice without necessitating the need for additional community services or facilities in the development area.

The proposed densities would facilitate up to 221 dwellings (169 low density and 52 medium density) over this portion of the development plan.

Eastern Portion

The eastern portion of the development plan is all proposed to be developed for residential purposes with a density of R25. Land opposite is zoned residential and coded part R20 and part R30. There are limited community services and facilities in the area to support higher densities so the low density coding of R25 is considered appropriate and generally consistent with adjacent land. This density would facilitate up to 28 dwellings over this portion of the development plan.

Options

Council has the following options when considering the request:

1. Support the public advertising of the Development Plan.

This option should be resolved if Council is generally supportive of the proposed layout and densities identified in attachment 1.

2. Require changes prior to supporting public advertising.

This option should be resolved if Council has concerns regarding the proposed Development Plan such as layout, density or land uses.

The layout and densities proposed are considered appropriate, therefore Option 1 is recommended.

Attachments

1. Development Plan – Report

Officer's Recommendation

That Council:

- i) Subject to the amendment of the proposed plan to include Council's linear park concept / Cycle Plan, give notice of the proposed Development Plan in accordance with Section 5.2.8 of Town of Port Hedland Town Planning Scheme No. 5. as follows:
 - a. Publish a notice of the proposed Development Plan once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area, giving the details of:
 - 1. The land affected by the draft Development Plan,
 - 2. Where the draft Development Plan may be inspected,
 - 3. In what form and during what period (being no less than 14 days from the day the notice is published) submissions may be made, and
 - b. Erect a sign/s displaying the notice of the proposed Development Plan on the affected land (being no less than 14 days from the day the notice is published).
- ii) Formally adopts the Development Plan should no submissions be received during the statutory advertising period; and
 - a. Delegates the Director Planning and Development pursuant to clause 5.2.7 of the Town Planning Scheme No. 5, forward the Development Plan to the WAPC for adoption.
 - b. The date of Council's adoption of the Development Plan shall be the date of the next Council Ordinary Meeting following the closing date of the advertising period.

201112/128 Council Decision**Moved:** Cr A A Carter**Seconded:** Cr D W Hooper**That Council:**

- i) **Subject to the amendment of the proposed plan to include Council's linear park concept / Cycle Plan, give notice of the proposed Development Plan in accordance with Section 5.2.8 of Town of Port Hedland Town Planning Scheme No. 5. as follows:**
 - a. **Publish a notice of the proposed Development Plan once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area, giving the details of:**
 - 1. **The land affected by the draft Development Plan,**
 - 2. **Where the draft Development Plan may be inspected,**
 - 3. **In what form and during what period (being no less than 14 days from the day the notice is published) submissions may be made, and**
 - b. **Erect a sign/s displaying the notice of the proposed Development Plan on the affected land (being no less than 14 days from the day the notice is published).**
- ii) **Formally adopts the Development Plan should no submissions be received during the statutory advertising period.**
 - a. **The date of Council's adoption of the Development Plan shall be the date of the next Council Ordinary Meeting following the closing date of the advertising period.**
 - b. **Delegates the Director Planning and Development pursuant to clause 5.2.7 of the Town Planning Scheme No. 5, forward the Development Plan to the Western Australian Planning Commission for adoption.**

CARRIED 8/0

REASON: Council wants to highlight the fact that the date of Council's adoption of the Development Plan needs to occur before the Director Planning and Development can forward the Development Plan to the Western Australian Planning Commission for adoption.

ATTACHMENT 1 TO ITEM 11.1.1.20



11.1.1.21 Proposed Development Plan for Lot 2 McGregor Street and Lot 5474 Thompson Street Port Hedland (File No.: 118540G)

Officer	Ryan Djanegara Planning Officer
Application Number	2011/427
Date of Report	8 September 2011
Disclosure of Interest by Officer	Nil

Summary

Council has received a Development Plan prepared by MacroPlan Australia on behalf of Blaxland Property Pty Ltd over Lot 2 McGregor Street and Lot 5474 Thompson Street, Port Hedland (subject site) for residential purposes.

Council officers are recommending Council endorses the proposed Development Plan for advertising.

Background

Site Description and Locality

The subject site is situated 350m from the coast, and is bounded by McGregor Street to the South, Clark Street to the West, and Thompson Street to the East.

Current Zoning and Use

In terms of the Town of Port Hedland Town Planning Scheme No. 5 (TPS 5) the subject site is currently reserved "Other Public Purposes – Telecommunications".

However, Council at its Ordinary Meeting held on 22 June 2011 resolved to adopt Scheme Amendment No. 38 (Amendment 38) to rezone the subject site from "Other Public Purposes – Telecommunications Infrastructure" to "Urban Development" subject to a Development Plan being submitted and approved prior to any development taking place.

The Proposal (ATTACHMENT 2)

The proposal is considering having medium to very high density residential development within the precinct with densities ranging from R40 to R100.

The development plan envisions that there will be a total of 63 three and four bedroom dwellings at R40 (20%), 26 four bedroom townhouse dwellings at R50 (8%) and 224 three bedroom apartments high density units at R100 (72%).

Consultation

Should Council support the Development Plan, public advertising will be undertaken in accordance with Town Planning Scheme No. 5 requirements.

Statutory Implications

Once endorsed by Council, a Development Plan becomes a policy statement under Town Planning Scheme No. 5 which is statutorily enforceable.

Policy Implications

Nil

Strategic Planning Implications

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

Key Result Area 4:	Economic Development
Goal 4:	Land Development Projects
Immediate Priority 1:	Fast track the release and development of commercial, industrial and residential land.

Key Result Area 4:	Economic Development
Goal 5:	Town Planning and Building
Immediate Priority 2:	Develop Structure Plans for key precinct areas with a particular focus on the Spoilbank Precinct, Airport and Pretty Pool.

Budget Implications

The applicant has paid an application fee of \$7,556.20 for the proposed Development Plan.

Officer's Comment

In accordance with Appendix 6 of TPS5 'Matters to be addressed by Development Plans', the proposed development plan is deemed to have satisfied all the requirements and additional matters associated with the Urban Development zone.

The proposed area is a strategically important site due to its size and location along McGregor Street. The development of the land needs to be carefully considered in context of forecast growth of the Town.

The development plan is proposing a mixture of medium to high density residential development within the precinct with densities ranging from R40 to R100. The applicant has argued the R100 (high density) and R50 (medium density) densities can be justified as the land slopes further away towards McGregor Street. The proposed building form of this scale would therefore be considered appropriate for this part of the site which has a lower relative level (from 11.5m to 4.5m) and is distant from the existing development.

Surrounding Context

Whilst the existing character of the surrounding area is that of low density (R15 to R25), the relocation of the Waste Water Treatment Plant in 2014 would remove the associated buffer zone. This would enable Council to consider higher densities in the area to promote future urban development within the precinct.

Proposed Development on Lot 4 McGregor Street, Port Hedland

Within the context of the proposal, the applicant has submitted another development plan south of this site on Lot 4 Clark Street, Port Hedland. This development plan envisions that there will be a total of 65 three and four bedroom dwellings (R40) and 24 three bedroom apartments (R100).

Options

Council has the following options when considering the request:

1. Support the public advertising of the Development Plan as is.

This option should be resolved if Council is generally supportive of the proposed layout and densities identified in attachment 1.

2. Require changes prior to supporting public advertising.

This option should be resolved if Council has concerns regarding the proposed Development Plan such as layout, density or land uses.

The layout and densities proposed are considered appropriate, option 1 is recommended.

3. Refuse to endorse the Development Plan for advertising.

Attachments

1. Development Plan - Report

Officer's Recommendation

That Council:

- i) Gives notice of the proposed Development Plan in accordance with Section 5.2.8 of Town of Port Hedland Town Planning Scheme No. 5. as follows:
 - a) Publish a notice of the proposed Development Plan once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area, giving the details of:
 - 1) The land affected by the draft Development Plan,
 - 2) Where the draft Development Plan may be inspected,
 - 3) In what form and during what period (being no less than 14 days from the day the notice is published) submissions may be made, and
 - b) Erect a sign/s displaying the notice of the proposed Development Plan on the affected land.
- ii) Should no submissions be received during the statutory advertising period, Council formally adopts, the Development Plan.
 - a. Delegates the Director Planning and Development pursuant to clause 5.2.7 of the Town Planning Scheme No. 5, forward the Development Plan to the WAPC for adoption.
 - b. The date of Council's adoption of the Development Plan shall be the date of the next Council Ordinary Meeting following the closing date of the advertising period.

201112/129 Council Decision**Moved: Cr A A Carter****Seconded: Cr D W Hooper****That Council:**

- i) Gives notice of the proposed Development Plan in accordance with Section 5.2.8 of Town of Port Hedland Town Planning Scheme No. 5. as follows:**
 - a) Publish a notice of the proposed Development Plan once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area, giving the details of:**
 - 1) The land affected by the draft Development Plan,**
 - 2) Where the draft Development Plan may be inspected,**
 - 3) In what form and during what period (being no less than 14 days from the day the notice is published) submissions may be made, and**
 - b) Erect a sign/s displaying the notice of the proposed Development Plan on the affected land.**
- ii) Formally adopts the Development Plan, Should no submissions be received during the statutory advertising period.**
 - a) The date of Council's adoption of the Development Plan shall be the date of the next Council Ordinary Meeting following the closing date of the advertising period.**
 - b) Delegates the Director Planning and Development pursuant to clause 5.2.7 of the Town Planning Scheme No. 5, forward the Development Plan to the Western Australian Planning Commission for adoption.**

CARRIED 8/0

REASON: Council wants to highlight the fact that the date of Council's adoption of the Development Plan needs to occur before the Director Planning and Development can forward the Development Plan to the Western Australian Planning Commission for adoption.

ATTACHMENT 1 TO ITEM 11.1.1.21



11.1.1.22 Proposed Development Plan for Lot 4 McGregor Street Port Hedland (File No.: 156040G)

Officer	Michael Pound Planning Officer
Date of Report	8 September 2011
Disclosure of Interest by Officer	Nil

Summary

Council has received a Development Plan prepared by MacroPlan Australia on behalf of Blaxland Property Pty Ltd for Lot 4 McGregor Street, Port Hedland (subject site) for residential purposes.

This report requests Council to consider endorsing the proposed Development Plan for advertising.

Background*Site Description and Locality*

The subject site is situated 350m from the coast, and is bounded by McGregor Street to the north, Tindale Street (unformed) to the south - Cooke Point Drive to the east and Tindale Street (unformed) to the west.

Current Zoning and Use

In terms of the Town of Port Hedland Town Planning Scheme No. 5 (TPS 5) the subject site is currently reserved "Other Public Purposes – Telecommunications".

However, Council at its Ordinary Meeting held on 22 June 2011 resolved to adopt Scheme Amendment No. 38 (Amendment 38) to rezone the subject site from "Other Public Purposes – Telecommunications Infrastructure" to "Urban Development" subject to a Development Plan being submitted and approved prior to any development taking place.

The Proposal

The proposal is considering having medium to very high density residential development within the precinct with densities ranging from R40 to R100.

The development plan envisions that there will be a total of 65 three and four bedroom dwellings (R40) and 24 three bedroom apartments (R100). Thus a total of 89 dwellings are proposed on the subject site.

Consultation

Should Council support the Development Plan, internal/external referrals and public advertising will be undertaken in accordance with TPS 5 requirements.

Statutory Implications

Once endorsed by Council, a Development Plan becomes a policy statement under TPS 5 which is statutorily enforceable.

Policy Implications

Nil

Strategic Planning Implications

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

Key Result Area 4:	Economic Development
Goal 4:	Land Development Projects
Immediate Priority 1:	Fast track the release and development of commercial, industrial and residential land.

Key Result Area 4:	Economic Development
Goal 5:	Town Planning and Building
Immediate Priority 2:	Develop Structure Plans for key precinct areas with a particular focus on the Spoilbank Precinct, Airport and Pretty Pool.

Budget Implications

The applicant has paid an application fee of \$7,556.20 for the proposed Development Plan.

Officer's Comment

In accordance with appendix 6 of TPS 5 'Matters to be addressed by Development Plans', the proposed development plan is deemed to have satisfied all the requirements and additional matters associated with the Urban Development zone.

The proposed area is a strategically important site due to its size and location along McGregor Street. The development of the land needs to be carefully considered in context of forecast growth of the Town. The Development Plan will identify and provide guidance as to how the land is developed.

The adoption of the subject development plan will enable greater flexibility in the built form and create a high density urban landscape that will enrich the Town of Port Hedland addressing a critical housing shortage.

Surrounding Context

Whilst the existing character of the surrounding area is of low to medium density nature (between R15 to R25), it is expected that the relocation of the Waste Water Treatment Plant in 2014 would remove the buffer zone. This would potentially allow the overall area to be rezoned to a higher density and promote future urban development within the precinct.

Proposed Development on Lot 2 McGregor Street and Lot 5474 Thompson Street, Port Hedland (Area Directly North of the Subject Site)

The proposed development plan for the subject site has been submitted along with a development plan for Lot 2 McGregor Street and Lot 5474 Thompson Street Port Hedland being Item No. 11.1.1.21 as part of this for Council consideration.

This development plan envisions that there will be a total of 65 three and four bedroom dwellings at R40 (20%), 26 four bedroom townhouse dwellings at R50 (8%) and 224 three bedroom apartments high density units at R100 (72%).

Summary

The Lot 4 McGregor Street development plan proposes 24 three bedroom apartments, relating to 26% of the entire development. This proposed density will not detrimentally affect the future location of commercial services and public amenities. The adoption of the subject development plan will enable greater flexibility in the built form and create a high density urban landscape that will enrich the Town of Port Hedland addressing a critical housing shortage.

Options

Council has the following options when considering the request:

1. Support the public advertising of the Development Plan as is.

This option should be resolved if Council is generally supportive of the proposed layout and densities identified in attachment 2 being the Development Plan

2. Require changes prior to supporting public advertising.

This option should be resolved if Council has concerns regarding the proposed Development Plan such as layout, density or land uses.

The layout and densities proposed are considered appropriate, option 1 is recommended.

Attachments

1. Locality Plan
2. Development Plan – Report
(Attached under separate cover)

Officer's Recommendation

That Council:

- i) Give notice of the proposed Development Plan in accordance with Section 5.2.8 of Town of Port Hedland Town Planning Scheme No. 5. as follows:
 - a. Publish a notice of the proposed Development Plan once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area, giving the details of:
 1. The land affected by the draft Development Plan,
 2. Where the draft Development Plan may be inspected,
 3. In what form and during what period (being no less than 14 days from the day the notice is published) submissions may be made,
 - b. Erect a sign/s displaying the notice of the proposed Development Plan on the affected land (being no less than 14 days from the day the sign is erected).
- ii) Should no submissions be received during the statutory advertising period, Council formally adopts, the Development Plan.
 - a. Delegates the Director Planning and Development pursuant to clause 5.2.7 of the Town Planning Scheme No. 5, forward the Development Plan to the WAPC for adoption.
 - b. The date of Council's adoption of the Development Plan shall be the date of the next Council Ordinary Meeting following the closing date of the advertising period.

201112/130 Officer's Recommendation/Council Decision**Moved: Cr A A Carter****Seconded: Cr G J Daccache****That Council:**

- i) Give notice of the proposed Development Plan in accordance with Section 5.2.8 of Town of Port Hedland Town Planning Scheme No. 5. as follows:**
 - a) Publish a notice of the proposed Development Plan once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area, giving the details of:**
 - 1. The land affected by the draft Development Plan,**
 - 2. Where the draft Development Plan may be inspected,**
 - 3. In what form and during what period (being no less than 14 days from the day the notice is published) submissions may be made,**
 - b) Erect a sign/s displaying the notice of the proposed Development Plan on the affected land (being no less than 14 days from the day the sign is erected).**
- ii) Formally adopts the Development Plan, Should no submissions be received during the statutory advertising period.**
 - a) The date of Council's adoption of the Development Plan shall be the date of the next Council Ordinary Meeting following the closing date of the advertising period.**
 - b) Delegates the Director Planning and Development pursuant to clause 5.2.7 of the Town Planning Scheme No. 5, forward the Development Plan to the Western Australian Planning Commission for adoption.**

CARRIED 8/0

REASON: Council wants to highlight the fact that the date of Council's adoption of the Development Plan needs to occur before the Director Planning and Development can forward the Development Plan to the Western Australian Planning Commission for adoption.

ATTACHMENT 1 TO ITEM 11.1.1.22



11.2 Engineering Services**11.2.1 Tender 11/20 Supply & Delivery of Spray Bitumen Surfacing (File No.: 23/08/0061)**

Officer Jenella Voitkevich
Manager Infrastructure
Development

Date of Report 10 August 2011

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to provide a summary and assessment of submissions received for Tender 11/20 Supply & Delivery of Spray Bitumen Surfacing to enable Council to award the Tender.

Background

Council's previous contract with Downer EDI Works for supply and delivery of spray bitumen surfacing expired on 1st March 2011. As all budgeted bitumen works were complete, a new contract wasn't required until Council's adoption of the 2011/12 budget. The supply of spray bitumen surfacing is required for various road construction and maintenance projects. The tender is for a contract period of 3 years, commencing from the tender award date.

Consultation

Council's Engineering staff has reviewed all the tender documentation and submissions prior to recommending Council's resolution.

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 2/007 and Tender Policy 2/011.

Strategic Planning Implications

The supply and delivery of spray bitumen surfacing contract is a key element to many initiatives of Council's Strategic Plan. The predominant strategies are:

Key Result Area 1: Infrastructure
Goal 1: Roads, Footpaths and Drainage
Immediate Priority 2: Implement Council's 5 year infrastructure maintenance and development plans across each infrastructure asset

Key Result Area 1: Infrastructure
Goal 2: Airport
Immediate Priority 2: Upgrade runways, taxiways and aprons to facilitate efficient aircraft movement

Budget Implications

The cost of spray bitumen surfacing is included in each project budget, whether it is for road construction or reseals. The 2011/12 reseals budget is \$500,000 and will be a combination of spray bitumen surfacing and asphalt resealing.

The tendered rates of the recommended contractor are approximately 21% lower than previous contract prices, based on the calculations in table 2 below.

The 3 year contract rates are fixed for the first 12 months and subject to annual CPI increases thereafter.

Officer's Comment

Tender 11/20 closed at 2.30pm on Wednesday 3rd August 2011. Tenders were opened and recorded by the Deputy Mayor and Council staff members.

Tender submissions were received from 2 companies; Fulton Hogan Industries Pty Ltd and Downer Australia. Both submissions are deemed conforming. A late tender was received on 4th August from Boral and was returned unopened as per policy requirements. Table 1 below shows a comparison of the submissions based on the schedule of rates submitted.

Table 1:

Specification	Fulton Hogan	Downer Australia
AGGREGATES		
14mm (\$/t)		
To Port Hedland	\$ 84.30	\$ 90.00
To South Hedland	\$ 84.30	\$ 90.00
To Wedgefield	\$ 84.30	\$ 90.00
10mm (\$/t)		
To Port Hedland	\$ 95.30	\$ 100.00
To South Hedland	\$ 95.30	\$ 100.00
To Wedgefield	\$ 95.30	\$ 100.00
7mm (\$/t)		
To Port Hedland	\$ 96.40	\$ 102.00
To South Hedland	\$ 96.40	\$ 102.00
To Wedgefield	\$ 96.40	\$ 102.00
5mm (\$/t)		
To Port Hedland	NA	\$ 116.00
To South Hedland	NA	\$ 116.00
To Wedgefield	NA	\$ 116.00
Dust (\$/t)		
To Port Hedland	\$ 32.00	\$ 55.00
To South Hedland	\$ 32.00	\$ 55.00
To Wedgefield	\$ 32.00	\$ 55.00
Delivery charges \$/t/km to other sites	\$ 0.20	\$ 0.40
Source of aggregate	Holcim - Turner River	Holcim - Turner River
Conversion Factors: Stockpile (loose) cubic metres to dry tones of crushed aggregate (density)		
14mm	1.47	1.47
10mm	1.48	1.48
7mm	1.45	1.45
5mm	NA	1.40
Dust	1.73	1.40

MATERIALS		
Primer to AMCO 55/45 (\$/L)		
0-2,000	\$ 9.85	\$ 9.95
2,001-5,000	\$ 3.90	\$ 4.80
5,001-15,000	\$ 2.25	\$ 3.75
15,001-30,000	\$ 1.90	\$ 2.45
>30,000	\$ 1.90	\$ 2.30
Medium - Heavy Primer AMC3 80/20 (\$/L)		
0-2,000	\$ 9.08	\$ 9.50
2,001-5,000	\$ 3.44	\$ 4.50
5,001-15,000	\$ 2.11	\$ 3.65
15,001-30,000	\$ 1.70	\$ 2.40
>30,000	\$ 1.70	\$ 2.25
Binder 100/00 with adhesion agent (\$/L)		
0-2,000	\$ 9.00	\$ 9.70
2,001-5,000	\$ 3.20	\$ 4.50
5,001-15,000	\$ 2.08	\$ 3.50
15,001-30,000	\$ 1.54	\$ 2.50
>30,000	\$ 1.54	\$ 2.20
Additives (\$/L)		
5% Polymer	\$ 1.20	NA
7% Polymer	\$ 1.32	NA
10% Polymer	\$ 1.50	NA
15% Polymer	\$ 1.70	NA
Enrichment Seal (\$/L)		
0-2,000	\$ 8.40	\$ 9.20
2,001-5,000	\$ 3.00	\$ 4.30
5,001-15,000	\$ 2.05	\$ 3.25

15,001-30,000	\$ 1.35	\$ 2.25
>30,000	\$ 1.35	\$ 2.00
Material Type	CSS 170/60 Emulsion	CAT 30 Emulsion
Additives	Water	NA
Common Application Rates	0.6	1L/m2 = 0.3L/m2 residual
PROVIDE SERVICE		
Precoat Aggregate (\$/stockpile m3)		
0-20m3	\$ 13.65	\$ 15.00
21-50m3	\$ 10.58	\$ 9.80
51-150m3	\$ 9.60	\$ 9.50
>300m3	\$ 8.50	\$ 8.50
7mm Medium Primer Coat (\$/m2)		
0-2,000m ²	\$ 11.50	\$ 17.00
2,001-5,000m ²	\$ 4.80	\$ 5.40
5,001-15,000m ²	\$ 1.80	\$ 2.80
15,001-30,000m ²	\$ 1.30	\$ 1.80
>30,000m ²	\$ 1.30	\$ 1.70
10mm Aggregate Sealing (\$/m2)		
0-2,000m ²	\$ 11.50	\$ 17.00
2,001-5,000m ²	\$ 4.80	\$ 5.85
5,001-15,000m ²	\$ 1.80	\$ 2.90
15,001-30,000m ²	\$ 1.30	\$ 2.40
>30,000m ²	\$ 1.30	\$ 2.30
14mm Aggregate Sealing (\$/m2)		
0-2,000m ²	\$ 11.50	\$ 17.00
2,001-5,000m ²	\$ 4.80	\$ 6.20
5,001-15,000m ²	\$ 1.80	\$ 3.50

15,001-30,000m ²	\$ 1.30	\$ 2.65
>30,000m ²	\$ 1.30	\$ 2.50
Protection of kerbs \$ per linear metre	\$ 1.00	\$ 1.50
Mobilisation	\$ 10,000.00	\$ 18,000.00
Demobilisation	\$ 10,000.00	\$ 18,000.00
Location of operational premises	Wedgefield	Broome
Early payment discount	0%	0%
Availability	2-4 weeks noticed, 3-4 trips PA	2 weeks notice
Preferred Quantity	5,000m ²	5,000m ²
Management Systems	ISO certified	ISO certified

Table 2 below was produced as a means of comparison and is only a proportional reflection of the quantities that may be required.

Table 2:

Product/Service	Quantity	Fulton Hogan	Downer Australia
7mm Aggregate to Wedgefield	50 tonnes	\$ 4,820.00	\$ 5,100.00
10mm Aggregate to Wedgefield	200 tonnes	\$ 19,060.00	\$ 20,000.00
14mm Aggregate to Wedgefield	450 tonnes	\$ 37,935.00	\$ 40,500.00
Binder 100/00 with adhesion agent	20,000m ² @ 2.01L/m ²	\$ 61,908.00	\$ 88,440.00
Enrichment Seals	2,000m ² @ 1.01L/m ²	\$ 6,060.00	\$ 8,686.00
Precoat Aggregate	100m ³	\$ 960.00	\$ 950.00
10mm aggregate sealing	40,000m ²	\$ 52,000.00	\$ 92,000.00
14mm aggregate sealing	35,000m ²	\$ 45,500.00	\$ 87,500.00
Mobilisation/Demobilisation	1 Each	\$ 20,000.00	\$ 36,000.00
TOTAL		\$248,243.00	\$379,176.00

Table 3 below indicates the evaluation criteria as described in the tender documentation:

Table 3:

Assessment Criteria	Max Score
Price	45
Experience	20
Resources (supervisory, plant and equipment)	15
Demonstrated understanding of WUC	10
Local Industry Development	10
Max Score	100

The lowest price Tender (T_{lp}) shall be awarded a score of 45 for the Price criterion. To ensure that all conforming Tenders were ranked fairly and consistently, the remaining priced Tenders (T_{slp}) were awarded a score determined in the following manner:

$$(T_{lp} \div T_{slp}) \times 45$$

The comparison of each of the assessment criteria for the tender submissions received is summarized in Table 4 below:

Table 4:

Contractor/ Assessment Criteria	Price (45%)	Experience (20%)	Resources (15%)	Understand WUC (10%)	Local Industry Dev. (10%)	Total Score (100%)
	Score	Score	Score	Score	Score	
Fulton Hogan	45	15.5	12	7.5	2.7	82.7
Downer Australia	29	16	12	8	4.2	69.2

Experience

Both Fulton Hogan and Downer Australia demonstrated an excellent level of experience in projects of a similar nature and budget and provided good references. Downer Australia is a division of Council's previous spray bitumen contractors and provided more details of experience within the Pilbara area.

Resources

Both companies demonstrated an excellent resource base, both personnel and equipment, to undertake the requirements of the contract. Supervisors and nominated personnel had a high level of experience in the tasks required. Availability throughout the contract and notice periods were acceptable.

Understanding of Works under Contract

The capability statements and demonstrated experience of both submissions indicated a high level of understanding of the works required. Both companies provided evidence of ISO certified management systems.

Local Industry Development

Although Fulton Hogan has a premises in Wedgefield, their crews and equipment for this contract are based in Perth. Downer Australia's crews are based in Broome and they have a commitment with Training WA for apprenticeships and traineeships, although not necessarily based in the Pilbara. Materials and support services would be sourced locally for both companies, however neither demonstrated any specific benefits for the local community.

Summary

At the conclusion of the assessment of each submission for Tender 11/20 Supply & Delivery of Spray Bitumen Surfacing, Fulton Hogan Industries Pty Ltd score the highest in accordance with the selection criteria. They have demonstrated that they are capable of undertaking the contract and are highly experienced. It is recommended to award the contract to Fulton Hogan.

Attachments

Nil

201112/131 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

Seconded: Cr D W Hooper

That Council awards Tender 11/20 Supply & Delivery of Spray Bitumen Surfacing to Fulton Hogan Industries Pty Ltd for a 3 year period commencing 22nd September 2011 according to the following schedule of rates, fixed for the first 12 months and subject to annual CPI increases thereafter:

AGGREGATES	
14mm (\$/t)	
To Port Hedland	\$ 84.30
To South Hedland	\$ 84.30
To Wedgefield	\$ 84.30
10mm (\$/t)	
To Port Hedland	\$ 95.30
To South Hedland	\$ 95.30
To Wedgefield	\$ 95.30
7mm (\$/t)	
To Port Hedland	\$ 96.40
To South Hedland	\$ 96.40
To Wedgefield	\$ 96.40
5mm (\$/t)	
To Port Hedland	NA
To South Hedland	NA
To Wedgefield	NA
Dust (\$/t)	
To Port Hedland	\$ 32.00
To South Hedland	\$ 32.00
To Wedgefield	\$ 32.00
Delivery charges \$/t/km to other sites	\$ 0.20
Source of aggregate	Holcim - Turner River
Conversion Factors: Stockpile (loose) cubic metres to dry tones of crushed aggregate (density)	
14mm	1.47
10mm	1.48
7mm	1.45
5mm	NA
Dust	1.73
MATERIALS	
Primer to AMCO 55/45 (\$/L)	
0-2,000	\$ 9.85
2,001-5,000	\$ 3.90
5,001-15,000	\$ 2.25
15,001-30,000	\$ 1.90
>30,000	\$ 1.90

Medium - Heavy Primer AMC3 80/20 (\$/L)	
0-2,000	\$ 9.08
2,001-5,000	\$ 3.44
5,001-15,000	\$ 2.11
15,001-30,000	\$ 1.70
>30,000	\$ 1.70
Binder 100/00 with adhesion agent (\$/L)	
0-2,000	\$ 9.00
2,001-5,000	\$ 3.20
5,001-15,000	\$ 2.08
15,001-30,000	\$ 1.54
>30,000	\$ 1.54
Additives (\$/L)	
5% Polymer	\$ 1.20
7% Polymer	\$ 1.32
10% Polymer	\$ 1.50
15% Polymer	\$ 1.70
Enrichment Seal (\$/L)	
0-2,000	\$ 8.40
2,001-5,000	\$ 3.00
5,001-15,000	\$ 2.05
15,001-30,000	\$ 1.35
>30,000	\$ 1.35
Material Type	CSS 170/60 Emulsion
Additives	Water
Common Application Rates	0.6
PROVIDE SERVICE	
Precoat Aggregate (\$/stockpile m3)	
0-20m3	\$ 13.65
21-50m3	\$ 10.58
51-150m3	\$ 9.60
>300m3	\$ 8.50
7mm Medium Primer Coat (\$/m2)	
0-2,000m ²	\$ 11.50
2,001-5,000m ²	\$ 4.80
5,001-15,000m ²	\$ 1.80
15,001-30,000m ²	\$ 1.30
>30,000m ²	\$ 1.30
10mm Aggregate Sealing (\$/m2)	
0-2,000m ²	\$ 11.50
2,001-5,000m ²	\$ 4.80
5,001-15,000m ²	\$ 1.80
15,001-30,000m ²	\$ 1.30
>30,000m ²	\$ 1.30
14mm Aggregate Sealing (\$/m2)	
0-2,000m ²	\$ 11.50
2,001-5,000m ²	\$ 4.80

5,001-15,000m ²	\$ 1.80
15,001-30,000m ²	\$ 1.30
>30,000m ²	\$ 1.30
Protection of kerbs \$ per linear metre	\$ 1.00
Mobilisation	\$ 10,000.00
Demobilisation	\$ 10,000.00

CARRIED 8/0

11.2.2 Request for lease by Optus – Mobile Communications Facility, McKay Street, Port Hedland (File No.: 05/05/0069)

Officer Sara Bryan
Leasing Officer

Date of Report 6 September 2011

Disclosure of Interest by Officer Nil

Summary

This report will provide Council with details pertaining to the request by Optus Mobile Pty Limited for a lease for the location of a Telecommunication Tower and Base Station at Lot 5787 McKay Street, Port Hedland.

Background

At the Ordinary Council Meeting held 13 July 2011, Council resolved to approve a Development Application submitted by Aurecon on behalf of Optus for the construction of a Telecommunications Facility at Lot 5787, McKay Street, Port Hedland. There were a number of conditions set supplementary to the decision, one of which being:

“d) Prior to the construction of the Telecommunications Facility, a lease agreement is to be entered into between the operator and the local authority”

Consultation

Internal

- Senior Planning Officer
- Planning Officer
- Manager Investment and Business Development

External

- Property Consultant – Aurecon
- Australian Property Consultants
- McLeods Solicitors

Statutory Implications

Local Government Act (1995)

“3.58 . Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

- property includes the whole or any part of the interest of a local government in property, but does not include money.*
- (2) *Except as stated in this section, a local government can only dispose of property to —*
 - (a) *the highest bidder at public auction; or*
 - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
 - (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; and*
 - (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.*
 - (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
 - (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
 - (5) *This section does not apply to —*
 - (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) *any other disposition that is excluded by regulations from the application of this section.*

[Section 3.58 amended by No. 49 of 2004 s. 27.] “

Policy Implications

Nil

Strategic Planning Implications

Key Result Area 4: Economic Development
Goal 3: Business Development
Immediate Priority 4: Investigate new business streams for the Town

Budget Implications

Optus have indicated that they will reimburse all reasonable legal costs associated with the Town's solicitor assessing the lease document.

The Town engaged Australian Property Consultants to obtain a Market Valuation for the proposed lease site which has indicated a base rental figure of \$12,500 per annum, exclusive of GST. During negotiation with Optus the Town has agreed the annual rental fee will also be subject to a fixed annual increase of 4%. – see Attachment B

The proposed term for the lease is 10 years with two five year options.

Should Council adopt the Officers Recommendation, the Town will receive \$185,437.36 in lease fees during the initial 10 year lease period.

Officer's Comment

In June 2011, Aurecon Australia Pty contacted the Town on behalf of Optus Mobile and advised of their wish to install and operate a telecommunication tower and base station in order to upgrade its digital telephone coverage in the Port Hedland area.

The intention is that Optus will occupy an area of 102m² in order to accommodate an equipment shelter and lattice tower construction. – see Attachment A

The proposed lease site is located in the West End of the town, on the corner of McKay and Hardie Street, Lot 5787, McKay Street, Port Hedland and is vested in the Town of Port Hedland for the purposes of "Drainage and Infrastructure", with "Infrastructure" being defined as:

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

Should the Officers Recommendation be adopted by Council, there has also been a request from Telstra Limited with regards to the collocation of their equipment on the Optus lattice tower. At this point negotiations are underway with Telstra with regards to a potential lease for an area of 51m² adjacent to the proposed Optus compound. The establishment of a sub-lease with Telstra will effectively generate a revenue stream for Optus. Consequently, a clause will be inserted into the lease in order to ensure that the Town receives a percentage of this revenue to Optus.

Attachments

1. Attachment A: Draft Site Layout Plans
2. Attachment B: Market Valuation Report 5 August 2011
(confidential attachment included under separate cover)

201112/132 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

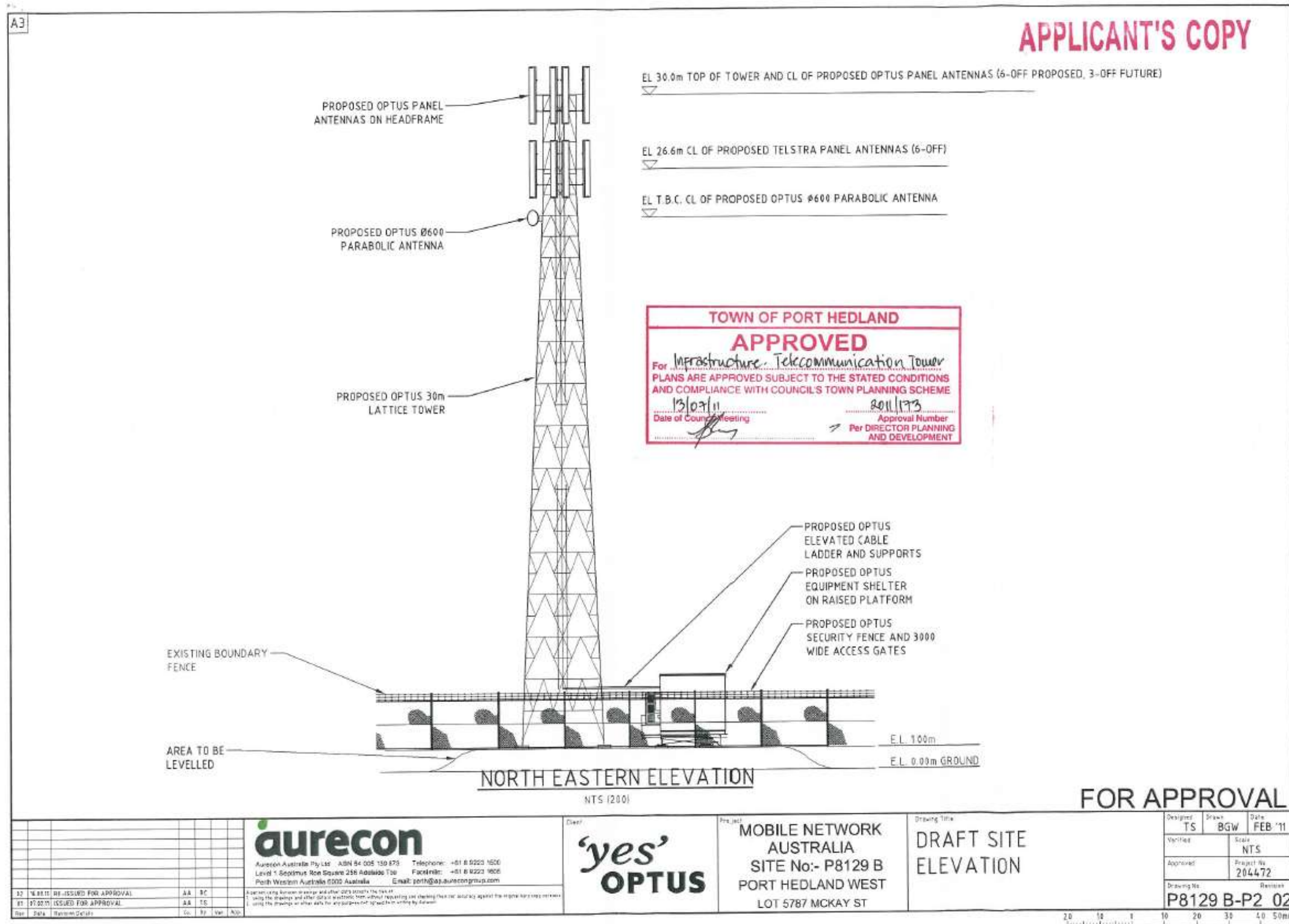
Seconded: Cr J M Gillingham

That Council:

1. **Agree to dispose of part of Lot 5787, McKay Street, Port Hedland, by way of a lease to Optus Mobile Pty Limited in accordance with section 3.58 (3) of the *Local Government Act 1995* (private treaty) on the following terms;**
 - a) **an annual base rental of \$12,500, exclusive of GST and increasing by an annual fixed rate of 4%;**
 - b) **an initial 10 year term, with two five year options; and**
 - c) **the area being a 102m² portion of Lot 5787;**

subject to any adverse submissions being received within the requisite advertising period.

CARRIED 8/0



11.2.3 Request for a collocation lease by Telstra – Mobile Communications Facility, on a proposed Optus Telecommunications Tower and Base Station McKay Street, Port Hedland (File No.: 05/05/0070)

Officer Sara Bryan
Leasing Officer

Date of Report 7 September 2011

Disclosure of Interest by Officer Nil

Summary

This report will provide Council with details pertaining to the request by Telstra Corporation Limited for a lease for the collocation of a Mobile Communications Facility on a proposed Optus Telecommunications Tower and Base Station at Lot 5787, McKay Street, Port Hedland.

Background

At the Ordinary Council Meeting held 13 July 2011, Council resolved to approve a Development Application submitted by Aurecon on behalf of Optus for the construction of a Telecommunications Facility at Lot 5787, McKay Street, Port Hedland. There were a number of conditions set supplementary to the decision, one of which being:

“d) Prior to the construction of the Telecommunications Facility, a lease agreement is to be entered into between the operator and the local authority”

Further to this resolution, TCI contacted the Town on behalf of Telstra with regards to a potential collocation with Optus.

Consultation

Internal

- Senior Planning Officer
- Planning Officer
- Manager Investment and Business Development

External

- Property Consultant - TCI
- AustralianProperty Consultants
- McLeods Solicitors

Statutory Implications

Local Government Act (1995)

“3.58. Disposing of property

- (1) In this section —
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.*
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or*
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.**
- (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; and*
 - (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.**
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and*
 - (b) the consideration to be received by the local government for the disposition; and*
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.***
- (5) This section does not apply to —
 - (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or**

(d) *any other disposition that is excluded by regulations from the application of this section.*

[Section 3.58 amended by No. 49 of 2004 s. 27.] “

Policy Implications

Nil

Strategic Planning Implications

Key Result Area 4:	Economic Development
Goal 3:	Business Development
Immediate Priority 4:	Investigate new business streams for the Town

Budget Implications

Telstra will be liable for the reimbursement of all reasonable legal costs associated with the review of the proposed lease document by the Towns legal counsel.

The Town engaged Australian Property Consultants to obtain a current Market Valuation for the proposed lease area which has indicated a base rental figure of \$7,500 per annum, exclusive of GST – see Attachment B.

During negotiation with Telstra the Town has agreed the annual rental fee will also be subject to a fixed annual increase of 4%.

The proposed term for the lease is 10 years with two five year options.

Should Council adopt the Officers Recommendation, the Town will receive \$111,262.54 in lease fees during the initial 10 year period.

Officer's Comment

In June 2011, TCI contacted the Town on behalf of Telstra Corporation Limited with the intent of collocating their telecommunication equipment within a proposed Optus lease site, which at that time was the subject of a Development Application to the Town; this Development Application has subsequently been approved. The lease site, being a 51m² portion of Lot 5787, McKay Street, is vested in the Town of Port Hedland for the purposes of “Drainage and Infrastructure”, with “Infrastructure” being defined as:

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

The intention is that Telstra will locate their telecommunication equipment on the proposed Optus lattice tower structure, and also occupy a 51m² area for the construction of a ‘low impact equipment shelter’, adjacent to the proposed Optus compound, for which they will require a ground lease. – see attachment A.

The Town is currently in negotiations with Telstra in relation to the finalisation of leases for two other Telecommunication facilities within the town. It has been agreed that the final agreed document for one of these sites, namely Lot 2444 on the Great Northern Highway, will be used as the precedent lease, subject to Council resolving to grant the lease.

Attachments

1. Draft Site Layout Plans
2. Market Valuation Report 5 August 2011
(confidential attachment included under separate cover)

201112/133 Officer’s Recommendation/Council Decision

Moved: Cr A A Carter

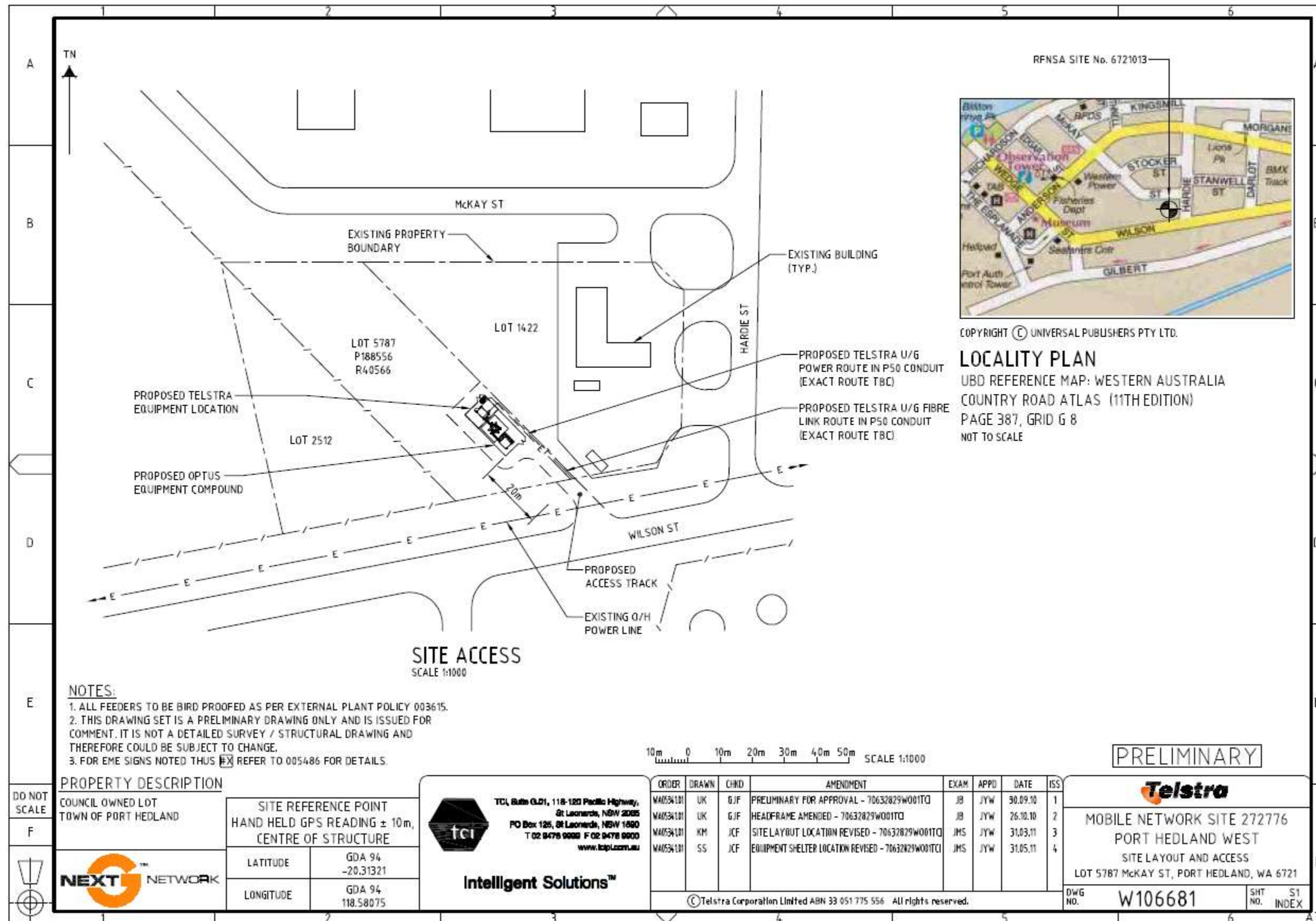
Seconded: Cr S R Martin

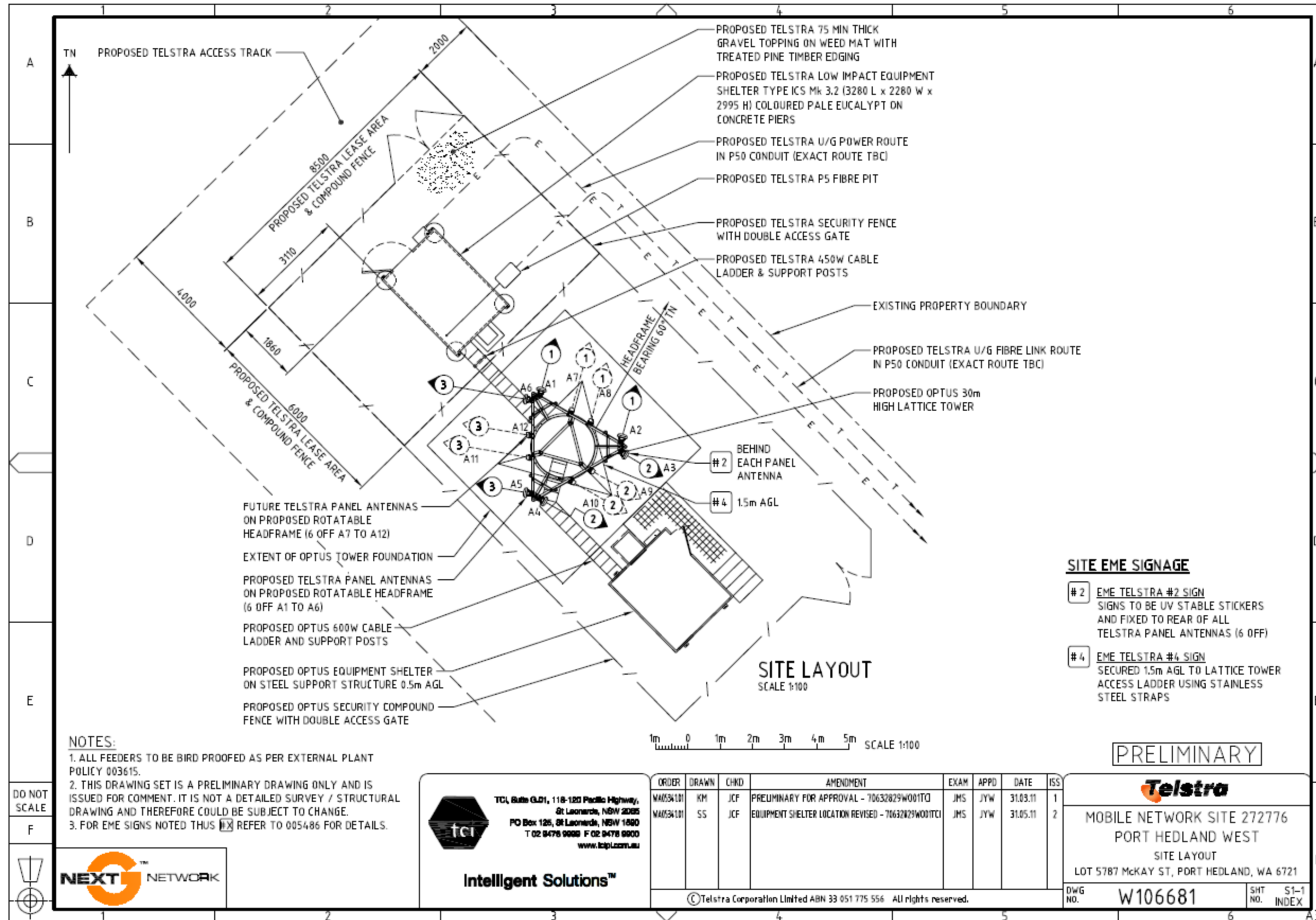
That Council:

1. **Agree to dispose of part of Lot 5787, McKay Street, Port Hedland, by way of a lease to Telstra Corporation Limited in accordance with section 3.58 (3) of the *Local Government Act 1995* (private treaty) on the following terms;**
 - a) **an annual base rental of \$7,500, exclusive of GST and increasing by an annual fixed rate of 4%;**
 - b) **an initial 10 year term, with two five year options; and**
 - c) **the area being a 51m² portion of Lot 5787;**

subject to any adverse submissions being received within the requisite advertising period.

CARRIED 8/0





- SITE EME SIGNAGE**
- #2 EME TELSTRA #2 SIGN
SIGNS TO BE UV STABLE STICKERS AND FIXED TO REAR OF ALL TELSTRA PANEL ANTENNAS (6 OFF)
 - #4 EME TELSTRA #4 SIGN
SECURED 1.5m AGL TO LATTICE TOWER ACCESS LADDER USING STAINLESS STEEL STRAPS

NOTES:

1. ALL FEEDERS TO BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
2. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.
3. FOR EME SIGNS NOTED THUS [X] REFER TO 005486 FOR DETAILS.

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ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
MA0534101	KM	JCF	PRELIMINARY FOR APPROVAL - 70632829W001TC	JMS	JYW	31.05.11	1
MA0534101	SS	JCF	EQUIPMENT SHELTER LOCATION REVISED - 70632829W001TC	JMS	JYW	31.05.11	2

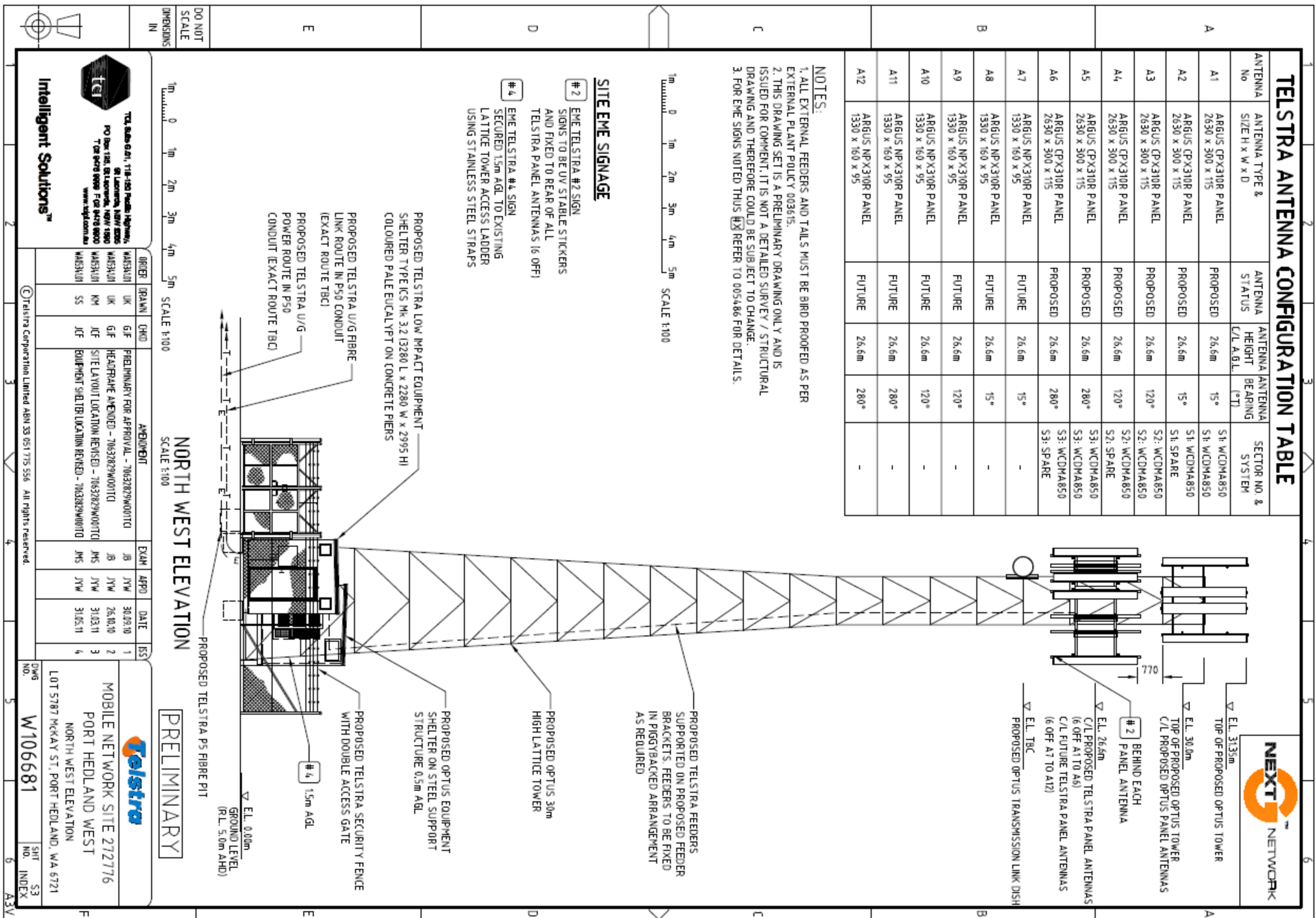
PRELIMINARY

Telstra

MOBILE NETWORK SITE 272776
PORT HEDLAND WEST
 SITE LAYOUT
 LOT 5787 MCKAY ST, PORT HEDLAND, WA 6721

DWG NO. **W106681** SHT NO. **S1-1** INDEX

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11.2.4 *Port Hedland International Airport Investigation into the Commercialization of Transient Workers Accommodation uses for the Waste Water (File No.: .../...)*

Officer	Russell Dyer Director Engineering
Date of Report	09 September 2011
Disclosure of Interest by Officer	Nil

Summary

The purpose of this report is to obtain authorization from Council to investigate the opportunities to enter into commercial arrangements for the sale of waste water from Transient Workers Accommodation (TWA) camps located on the Port Hedland International Airport (PHIA) land.

Background

Council currently has TWA camps located on PHIA land and a byproduct of these camps is treated waste water. Council staff has been approached about the availability of this waste water for use in earthworks, as currently some major subdivision works cannot proceed due to restricted water supply in Port Hedland.

Consultation

Internal

- Chief Executive Officer
- Engineering Staff
- Manager Airport
- Manager Investment & Business Development
- Manager Environmental Health

External

- Rowcon Pty Ltd
- Landcorp
- Main Road Western Australia (Pilbara Branch)
- Pilbara Cities
- Water Corporation
- Health Department

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Key Result Area 4: Economic Development
Goal 3: Business Development
Immediate Priority 4: Investergate new business / revenue streams for the Town.

Budget Implications

This will require new accounts numbers to be set up as part of the September budget review for non operating expenditure, operating expenditure and operating revenue.

The business case to be prepared will identify both capital and operating income and expenditure.

Officer's Comment

The investigation will inform Council as to the viability of the commercialization of the waste water as additional revenue stream for Council and has the prospect to facilitate development projects which are currently delayed as a result of water supply limitations.

Attachments

Nil

201112/134 Officer's Recommendation/Council Decision

Moved: Cr A A Carter Seconded: Cr M B Dziombak

That Council:

- 1. Request the Chief Executive Officer or his delegate to investigate the opportunity for the commercialization of waste water from the Transient Workforce Accommodation camps at the Port Hedland International Airport and report back to Council.**
- 2. Request the Chief Executive Officer to report back to Council with a business case identifying all capital and operating costs and funding opportunities.**

CARRIED 8/0

11.2.5 Finalisation of lease negotiations between the Town of Port Hedland and Virgin Australia, (formerly Virgin Blue) - (File No.: 05/05/0061)

Officer	Sara Bryan Leasing Officer
Date of Report	7 September 2011
Disclosure of Interest by Officer	Nil

Summary

This item seeks Council to review a previous decision in order to confirm specific terms and conditions for the proposed Lease for the use of Office & Storage space at the Port Hedland International Airport, Lot 11, Great Northern Highway, between the Town of Port Hedland and Virgin Australia.

Background

At Council's Ordinary Meeting held 25 November 2009, Council resolved the following:

"200910/153 Council Decision/Officer's Recommendation

*Moved: Cr S R Martin Seconded: Cr G J Daccache
That Council:*

- (i) Authorise the Chief Executive Officer or his delegate to enter into negotiations with Virgin Blue into a lease agreement in accordance with section 3.58(3) of the Local Government Act 1995, with the following terms and conditions:*
- (ii) The lease term being for the earlier of the commencement of the terminal extensions or a two year period.*
- (iii) The lease rental being set at the current market value, increased annually by CPI.*
- (iv) Subject to any submissions being received by Council.*

CARRIED 8/0"

The term of the lease by virtue of this decision was 1 August 2009 – 31 July 2011.

Consultation

Internal

- Manager - Investment and Business Development
- Manager – Airport

External

- Senior Legal Counsel – Virgin Australia

Statutory Implications

“10. Revoking or changing decisions made at Council or Committee meetings – s5.25(e)

1. If a decision has been made at a council or committee meeting then any motion to revoke or change the decision must be supported –

(a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover; or

(b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover

2. If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made –

(a) In the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority;

(b) In any other case, by an absolute majority.

3. This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

“3.58 . Disposing of property

(1) In this section —

***dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

***property** includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

- (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; and*
 - (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.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to —*
- (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) *any other disposition that is excluded by regulations from the application of this section.*

[Section 3.58 amended by No. 49 of 2004 s. 27.] “

5.25 . Regulations about council and committee meetings and committees

- (1) *Without limiting the generality of section 9.59, regulations may make provision in relation to —*
- (a) *the matters to be dealt with at ordinary or at special meetings of councils;*

- (b) *the functions of committees or types of committee;*
 - (ba) *the holding of council or committee meetings by telephone, video conference or other electronic means;*
 - (c) *the procedure to be followed at, and in respect of, council or committee meetings;*
 - (d) *methods of voting at council or committee meetings;*
 - (e) *the circumstances and manner in which a decision made at a council or a committee meeting may be revoked or changed (which may differ from the manner in which the decision was made);*
 - (f) *the content and confirmation of minutes of council or committee meetings and the keeping and preserving of the minutes and any documents relating to meetings;*
 - (g) *the giving of public notice of the date and for council or committee meetings;*
 - (h) *the exclusion from meetings of persons whose conduct is not conducive to the proper conduct of the meetings and the steps to be taken in the event of persons refusing to leave meetings;*
 - (i) *the circumstances and time in which the unconfirmed minutes of council or committee meetings are to be made available for inspection by members of the public; and*
 - (j) *the circumstances and time in which notice papers and relating to any council or committee meeting and reports and other documents which could be —*
 - (i) *tabled at a council or committee meeting; or*
 - (ii) *produced by the local government or a committee for presentation at a council or committee meeting,*
are to be made available for inspection by members of the public.
- (2) *Regulations providing for meetings to be held by telephone, video conference or other electronic means may modify the application of this Act in relation to those meetings to the extent necessary or convenient to facilitate the holding of those meetings in that way.*

Policy Implications

Nil

Strategic Planning Implications

Key Result Area 4:	Economic Development
Goal 3:	Business Development
Goal 4:	Investigate new business streams for the Town

Budget Implications

On finalisation of the lease, invoices will be backdated to the commencement date of 1 August 2009 which will equate to an outstanding figure of \$22,152.06 (pro rata to October 2011).

Should the Officers Recommendation be adopted and an additional term be added on to the lifetime of the lease the revenue potential of the agreement will effectively double.

Officer's Comment

The finalisation of these details is essential in order to progress with the execution of this lease. Since Council resolved to dispose of the area by way of lease to Virgin Australia, formerly Virgin Blue at its Ordinary Council Meeting, held 25 November 2009, various factors have contributed to the lease not being finalised until now, most recently being the Queensland floods affecting the Virgin head office in early 2011 which put a hold on the progression of negotiations with Virgin Australia for a sustained period.

The lease period effectively expired on 31 July 2011. Virgin have indicated their desire to extend the term to 4 years from 1 August 2009. This is beneficial to the Town as it will continue to generate revenue and protects the Towns rights pursuant to a lease agreement, rather than a 'holding over' position.

Given that the term has already expired and the draft lease will need to be amended, Council must now revoke the decision on the basis that the effect of change, i.e. the term and rental due, are substantially different.

The original term being, 'for the earlier of the terminal extension commencements or a two year period', was set with the proposed PHIA terminal redevelopment in mind, with consideration for the fact that the terms within the lease could effectively change upon any redevelopments undertaken. A clause will be inserted into the lease agreement to allow for the terminal re-development protecting the Towns interest.

Attachments

Nil

NOTE: Mayor called for a show of hands in favour of considering the revocation of Resolution 200910/153 of Item 11.2.1.4 "Lease of Office Space by Virgin Blue at the Port Hedland International Airport" presented to Council's Ordinary Meeting held on 25 November 2009, and recorded on page 135 of those minutes. The following Councillors indicated their intent to do so:

*Cr G J Daccache
Cr A A Carter
Cr S J Coates*

201112/135 Officer's Recommendation 1/Council Decision

Moved: Cr G J Daccache

Seconded: Cr S J Coates

That Council revokes the following Council Decision 200910/153 from 25 November 2009 recorded on page 135 of those Minutes:

That Council:

- (i) Authorise the Chief Executive Officer or his delegate to enter into negotiations with Virgin Blue into a lease agreement in accordance with section 3.58(3) of the Local Government Act 1995, with the following terms and conditions:***
- (ii) The lease term being for the earlier of the commencement of the terminal extensions or a two year period.***
- (iii) The lease rental being set at the current market value, increased annually by CPI.***
- (iv) Subject to any submissions being received by Council.***

CARRIED BY ABSOLUTE MAJORITY 8/0

201112/136 Officer's Recommendation 2/Council Decision**Moved: Cr A A Carter****Seconded: Cr S J Coates****That Council:**

- 1. Agree to dispose of Lot 11 on Deposited Plan 114237, namely a Portion of Port Hedland International Airport Terminal Building by way of lease to Virgin Australia in accordance with section 3.58 (3) of the *Local Government Act 1995* (private treaty) on the following terms;**
 - a) Term of 4 years with one two year option, commencing 1 August 2009;**
 - b) Lease rental of \$8,750 per annum exclusive of GST and increasing by Perth CPI annually as published by the Australian Bureau of Statistics;**
 - c) Market review of rent upon the earlier completion of the terminal re-development or on 1 August 2012;**
 - d) Permitted purpose to be for Office & Storage;**

subject to any adverse submissions being received within the requisite advertising period.

CARRIED 8/0

**11.2.6 International Freight Depot – Request for Proposal
(File No.: yet to be created)**

Officer	Bob Couzens Manager Airport Operations
	Jasmine Person Manager Investment Business
Development	
Date of Report	9 September 2011
Disclosure of Interest by Officer	Nil

Summary

As part of future development and increase of business revenue for the airport, Officers have been in discussions with a number of freight companies who have expressed a desire to establish a freight depot for the shipment of airfreight between all international airports and Port Hedland, in addition to other Australian domestic airports.

This Item will provide a précis of some of those discussions to date and the growth opportunities that will result from the establishment of a freight depot. It further seeks Councils consent to advertise a 'Request for Proposal' for the establishment of a freight depot in the current Airport Maintenance Depot Premises.

Background

Officers have been exploring future development opportunities for the Airport, in accordance with the Town's Strategic Plan. Officers have in recent months been approached by three freight companies (some subsidiaries of larger organisations), all indicating a desire to establish an freight depot to better service Port Hedland and more importantly the North West of Australia.

The establishment of a freight depot will facilitate imports directly from the wider world and will long term be the catalyst for the creation of a weekly Port Hedland Singapore passenger service.

Consultation

Internal

- Airport Committee
- Chief Executive Officer
- Director of Engineering Services

External

- Australian Customs and Boarder Protection Service
- Australian Quarantine and Inspection Service
- Toll Priority - Perth
- Kitson Group – Perth & Karatha
- Pilbara Cargo Terminal Pty Ltd – Perth – With connections to Logwin Group

Statutory Implications

Local Government Act 1995(WA)

“3.58 . Disposing of property

(1) In this section —

***dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

***property** includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(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; and

(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.

- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to —*
- (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) *any other disposition that is excluded by regulations from the application of this section.*

[Section 3.58 amended by No. 49 of 2004 s. 27.] “

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.*

Customs Act 1901 (Cth)

Section 31 - Goods on ships and aircraft subject to Customs control

All goods on board any ship or aircraft from a place outside Australia shall also be subject to the control of the Customs whilst the ship or aircraft is within the limits of any port or airport in Australia.

Section 77G - Depot licences

(1) *Subject to this Part, the CEO may, on an application made by person or partnership in accordance with section 77H, grant the person or partnership a licence in writing, to be known as a depot licence, to use a place described in the licence for any one or more of the following purposes:*

- (a) the holding of imported goods that are subject to the control of the Customs under section 30;*
- (b) the unpacking of goods referred to in paragraph (a) from receptacles;*
- (c) the holding of goods for export that are subject to the control of the Customs under section 30;*
- (d) the packing of goods referred to in paragraph (c) into receptacles;*
- (e) the examination of goods referred to in paragraph (a) or (c) by officers of Customs.*

(2) *A depot licence may be granted:*

- (a) in relation to all the purposes referred to in subsection (1) or only to a particular purpose or purposes referred to in subsection (1) as specified in the licence; and*
- (b) in relation to goods generally or to goods of a specified class or classes as specified in the licence.*

Policy Implications

Nil

Strategic Planning Implications

Key Result Area 1: Infrastructure
Goal 2: Airport
Immediate Priority 1: Complete the development of the Airport Development Plan and commence implementation of the key initiatives that are identified.

Key Result Area 4: Economic Development
Goal 3: Business Development
Immediate Priority 2: Review alternatives for additional business opportunities at the PHIA including air freight, aircraft maintenance, tourism and industrial uses.

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

Budget Implications

On 9 May 2011 the Town obtained a market valuation for the Airport Maintenance Workshop in anticipation of the future use of these premises as a freight depot.

The base rental for the depot area will be \$175,500. It is expected that the lease on the premises will be for a period not exceeding 3 years, given the re-development of this area as identified on the land use plan.

Officer's Comment

Premises

The premises the subject of this item are the Airport Maintenance workshop which comprises of the following areas:

- Workshop (comprising of workshop, office and storage) 240m²
- Crib room and ablution 58m²
- Open ended 3 bay shed 96m²
- Remaining Land 3800m²

It has the attributes for a freight depot and customs will be inspecting the building for suitability in the week commencing 12 September 2011.

Section 77G License

Whilst Port Hedland is an International Airport, it does not have the authority to allow an inbound International Aircraft to land directly into Port Hedland Airport, for a customs and Australia Quarantine and Inspection Service (AQIS) clearance on the freight. Consequently, international freight arriving into Australia, destined for North West Australia, must first go to Darwin or straight to Perth to get the requisite clearances before it can be off loaded in Port Hedland.

The reason for this is that section 64A of the Customs Act 1901 requires all international freight be processed in accordance with section 77G, which stipulates that the cargo terminal operator must hold a 'section 77G Licence'. The Town of Port Hedland does not possess one of these licences and is therefore precluded from receiving international freight direct. However, an international freight company would be required to make an application for a 'section 77G Licence' as part of their normal operations at an Airport.

Benefits of an international freight depot

The benefits associated with a freight depot in Port Hedland are numerous and are summarised below:

- A proportion of freight that goes directly to Perth, is then transported by way of road to the final destination in North West Australia. Consequently, Port Hedland loses revenue that would otherwise be secured in landing charges. For example the landing fee for an Antonov 124-100 is \$8,546.00 (excl parking fees);
- Over the past two months, Officers are aware of five Antonov's that have been forced to land in Perth for their clearances, not returning to Port Hedland either due to off loading the freight and transporting by road, or alternatively flying onto Karratha with their freight. For example, on two occasions specifically, the Antonov 124's with a cargo of helicopters, bound for the Burrup, received their clearances in Perth and then flew onto Karratha for unloading;
- With the anticipated mining expansion for the North West, it is expected that a large quantity of freight will be flown in from overseas in the form of parts and machinery, increasing revenue substantially with a freight depot present in Port Hedland;
- It will reduce costs to those importing freight, as they will not have to pay two landing fees. It will also reduce flight time and associated costs;
- Establishing a freight depot will be the catalyst for creating a direct Port Hedland Singapore passenger link;
- It will provide the ability to grow a single entity freight depot to an international freight hub for the North West of Australia;
- A freight hub will create local employment and increase population;
- An increase in international freight will diversify the economy, especially where the freight is non-mining related.

Airservices Australia

Due to the increase in passenger numbers, Airservices Australia are currently communicating with the Airport in preparation of their re-establishment of the Aviation Rescue and Fire Fighting Service (ARFFS). This will involve the re-establishment of the airspace control tower, retention of existing navigational aids and re-location of permanent staff, all of which will be necessary for the expansion of the direct Port Hedland to Singapore and beyond routes.

Further, it will also allow for foreign International Airlines to 'window' through Port Hedland enroute to other Australian Airports. Under the Labour Government's White paper, foreign airlines will be permitted to window through a regional airport enroute to other designated Australian destinations without compromising their passenger carriage licence for those particular sectors. (This licence governs the number of passengers they are allowed to carry into certain Australian destinations, ordinarily the major Australian airports) This is of enormous benefit to Port Hedland and will dovetail into the terminal expansion project and the creation of a north-west regional freight hub.

The growth in Port Hedland can clearly be seen in the number of development opportunities arising at the airport. It is imperative that these developments progress together, facilitating economic growth and diversification with a timely provision of services to the regional community.

Consequently, it is recommended that a 'request for proposal' be advertised nationally with a view to establishing a freight depot as soon as possible.

Request for Proposal

The criteria for this proposal should include the following:

- The respondent must be eligible for a section 77G licence;
- The respondent must bring the premises up to a standard acceptable by customs for the issuing of the licence, if necessary;
- The respondent must demonstrate the ability to create a direct passenger service to Singapore on a weekly basis, upon certain milestones be achieved;
- The respondent must demonstrate that their operations will not interfere with scheduled RPT operations;
- The respondent must possess the ability to enter into a lease agreement, hold an Australian Business Number and be registered for GST.
- The respondent must be able to demonstrate skills and knowledge of the international freight charter system; and
- The respondents must be able to demonstrate existing relationships and/or connections with international freight operators.

In addition to the above specific criteria, general standard provisions in relation to financial stability and company/organisational structure will be also be included in the request for proposal document.

Upon acceptance of a proposal, a lease agreement will be offered to successful respondent. The commercial terms of that lease agreement will be:

- Lease term 3 years with one 2 year option;
- Base rental at \$175,500 (or at market value, should a new valuation be necessary pursuant to the Local Government Act 1995);
- Re-location to vacant land against the southern apron, in accordance with the Airport Master Plan and Airport Land Use Plan, if necessary within the 3 year term;
- An annual increase to the base rental by Perth Consumer Price Index;
- An increase to the rental by way of a market review, should the option be exercised after the third year; and
- An application to be made to Customs for the section 77G licence within 14 days of execution of the lease.

(Note: The respondent can only make the application for the licence after the lease agreement is executed because they need to evidence tenure and the premises need to be inspected and approved as suitable by Customs)

Attachments

Nil

201112/137 Officer’s Recommendation/Council Decision

Moved: Cr A A Carter

Seconded: Cr M B Dziombak

That Council advertise a Request for Proposal for a Customs Act section 77G licensed freight depot nationally for a period of 4 weeks, to be located at the premises described as the Airport Maintenance Depot at the Port Hedland International Airport, with a criteria including, but not limited to the following:

Criteria	Weighting
<p>Demonstrated Understanding Demonstrate your understanding of the requirements and ability to undertake the requirements: a) Eligibility for a section 77G licence; b) Ability to bring the premises up to a standard acceptable by customs for the issuing of the licence, if necessary; c) Demonstrated ability to create a direct passenger service to Singapore on a weekly basis, upon certain milestones be achieved; d) Demonstrated consideration for non-interference with RPT scheduled operations; e) Ability to enter into a lease agreement, hold an</p>	<p>50%</p>

<p>Australian Business Number and be registered for GST; f) Demonstrated skills and knowledge of the international freight charter system; g) Demonstrate existing relationships and/or connections with international freight operators.</p>	
<p>Relevant Experience a) Describe your experience in completing /supplying similar Requirements. b) Provide details of similar work; c) Provide scope of the Respondent's involvement including details of outcomes; d) Provide details of issues that arose during the project and how these were managed; e) Demonstrate sound judgement and discretion; and f) Demonstrate competency and proven track record of achieving outcomes.</p>	20%
<p>Key Personnel skills and experience Respondents should provide as a minimum information of proposed personnel to be allocated to this project, such as: a) Their role in the performance of the Contract; b) Curriculum vitae; c) Membership to any professional or business association; d) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement; and e) Any additional information.</p>	15
<p>Respondent's Resources Respondents should demonstrate their ability to supply and sustain the necessary: a) Plant, equipment and materials; b) Any contingency measures or back up of resources including personnel (where applicable); c) Adherence to relevant legislative requirements to ensure Section 77G Licence is not compromised; and d) A commitment schedule detailing proposed occupation and operation of the freight depot, in addition to future milestones for the implementation of a direct Singapore passenger service.</p>	15%

CARRIED 8/0

11.3 Community Development**11.3.1 *Reconsideration of Men's Shed Initiative
(File No.: 03/01/0017)***

Officer **Sheila Cleaver
Community
Development Officer**

Date of Report **21 September 2011**

Disclosure of Interest by Officer **Nil**

Summary

This report provides an update to Council regarding results from Men's Shed meetings that were held in an attempt to further this initiative.

The Men's Shed model is required to be community driven by male leaders, prepared to undertake active roles in the initiative. The initiative drivers have not been forthcoming, with key leadership roles unable to be established and progress towards self-sustainability not made.

Council is requested to note the efforts to date in relation to a Men's Shed and to resolve not to proceed with the initiative and to consider the reallocation of funds in the September 2011 quarterly budget review.

Background

At the Ordinary Council Meeting on the 30 March 2011 it was resolved:
(Council Decision 201011/302)

"That Council:

- 1. Receive this report on staff investigation into the preliminary investigations into support for a Men's Shed in Hedland; and*
- 2. Request the CEO to facilitate a meeting of interested community groups and members to formalize a committee whose aim would be:*
 - a) Develop operational guidelines*
 - b) Identify a location for a 'Shed'*
 - c) Source funding for its purchase or construction and for the programs and activities to be hosted from the 'shed'"*

Subsequent meetings since Council resolution on the 23 March 2011 produced the following outcomes:

Meeting		Action	Result
May	It was determined that the Men's Shed needs to be its own incorporated body and not auspiced through the Town of Port Hedland or any other NGOs currently represented at Men's Shed meetings.	A core group of representatives volunteered to meet outside of the ordinary Men's Shed meetings and begin working towards the incorporation of the Men's Shed. This group essentially became a steering committee. The June meeting was to be the deadline that the group was to return with a draft constitution and the results of investigating of the incorporation process.	Unable to successfully meet due to work and personal commitments as well as lack of communication, no progress was made prior to the next meeting in June.
June	Due to the challenges faced initially to work through the corporation process an attempt to gain a committee and formalize aims and objectives was the primary action for the June meeting.	All representatives were to look at funding sources (that related to the Men's shed programs) to help structure the wording around the objectives of the Port Hedland Men's Shed. CDO was to approach other representatives in an attempt to complete a committee.	Agreed actions were not progressed. A further meeting was scheduled in August with poor attendance therefore the Men's Shed initiative did not progress any further.

The representatives in attendance felt that the Men's Shed Initiative was lacking the general community push needed to drive the project forward. Representatives currently taking part in discussions indicated that they are already committed to other projects.

Consultation

Meetings have been held with the following representatives in attendance.

- Wirraka Maya Health Service
- Frontier Services – Migrant Worker
- Relationships Australia
- Dept of Child Protection
- WA Police
- Mission Australia
- FORM
- C3 Church – Men’s Group
- HARTZ
- WA Health
- Pilbara Development Commission
- Corrective Services
- ToPH Community Development Officer (CDO)
- ToPH Youth Coordinator

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Key Result Area 3: Community Development
Goal 2: Sports and Leisure
Immediate priority: Operate a range of programs and initiatives that promote an active, integrated community

Budget Implications

An allocation of \$15,000 has been provided in the 2011/2012 budget.

Officer's Comment

Several community meetings have been held in response to Council's desire to progress a Men's Shed initiative, with aims to formalise a committee, develop operational guidelines and eventually lead to the construction of a facility. Unfortunately the group has been unable to formalize a committee, due to an inability to fill key leadership roles. It should be noted that the Men's Shed model is based on the requirement to be community driven by male leaders and this starting point has not been achieved.

The lack of outcomes has consequently hindered further progression of the initiative, although representatives still remain enthusiastic in relation to the possibility of a men's support initiative. This is due in part due to a belief that a similar model can be utilised as a modern vehicle for some of their 'men' specific programs. Representative's difficulty with commitment is related to their various roles, responsibilities and workloads within the agencies that they are representing. The lack of community champions to fill committee roles and contribute to the development of the aims and objectives for the Men's Shed has demonstrated probable cause for concern over the sustainability of the initiative, without a clear indication of community support and commitment.

A number of men's initiative groups already exist in Port Hedland however these tend to gather and undertake a group exercise (for example, a 4WD trip) that does not necessarily require a fixed facility base.

It is therefore recommended that Council note the efforts made and agree that no further action is taken by the Town in relation to the Men's Shed initiative.

Attachments

Nil

201112/138 Council Decision

Moved: Cr S J Coates Seconded: Cr G J Daccache

That Council suspend Standing Orders.

CARRIED 8/0

6:48pm Mayor advised Standing Orders were suspended

201112/139 Council Decision

Moved: Cr A A Carter Seconded: Cr S J Coates

That Council resumes Standing Orders.

CARRIED 8/0

6:51pm Mayor advised Standing Orders were resumed

Officer's Recommendation

That Council:

1. Notes the investigation and efforts to date in relation to the establishment of a Men's Shed
2. Reallocates funding of \$15,000 (Men's Shed) within Community Development Directorate budget at the September quarterly budget review.

201112/140 Council Decision

Moved: Cr D W Hooper Seconded: Cr S J Coates

That Council:

1. **Notes the investigation and efforts to date in relation to the establishment of a Men's Shed; and**
2. **Request the Chief Executive Officer or his delegate to reconvene a group of community members to discuss the Men's Shed in March 2012.**

CARRIED 8/0

REASON: Council believes that the Men's Shed initiative will benefit from a fresh start in the New Year.

6:52pm Councillors G J Daccache and M B Dziombak declared a Financial Interest in Agenda Item 11.3.2 'Marquee Park – Consideration of Proposed Café Construction and Funding Arrangements' as they are Fortescue Metals Group shareholders with shares over the statutory limit.

Councillor G J Daccache and M B Dziombak left the room.

11.3.2 *Marquee Park – Consideration of Proposed Café Construction and Funding Arrangements (File No.: 21/05/0011)*

Officer Jenella Voitkevich
Manager Infrastructure
Development

Gordon MacMile
Director Community
Development

Date of Report 24 August 2011

Disclosure of Interest by Officer Nil

Summary

Fortescue Metals Group (FMG) has approached Council with the proposal to fund the construction of a café within Marquee Park to compliment the existing kiosk.

Substantial negotiation and investigation has been undertaken into the cost and impact of the proposed café's construction. A level of confidence now exists that the café can be constructed for the funding in the proposed agreement with Fortescue.

Council is requested to authorise the Chief Executive Officer to execute a funding agreement with Fortescue Metals Groups for the construction and operational support sponsorship of the café, as well as requesting tenders for the design and construction of the Marquee Park café.

Background

Fortescue Metals Group approached Council in late 2010, proposing to support the construction and operation of a café at Marquee Park, to function in a complimentary manner with the planned kiosk. The intention was to include the café expansion as part of the current Marquee park construction contract. Council resolved at the OCM on 9 February 2011:

“That Council:

- i) advises Fortescue Metals Group that the upgrade of the Iconic Park kiosk into a café style facility is no longer viable within the current park construction programs.*
- ii) requests Fortescue Metals Group to prepare and submit a revised proposal for consideration by Council for a Stage 2 of works that:
 - a) is based upon no additional cost to Council;*
 - b) addresses how recognition will be provided;*
 - c) commits Fortescue Metals Group to operating the café for three (3) years.**
- iii) request the Chief Executive Officer ensures that the Kiosk remains as part of Stage 1.”*

In June 2011, the Town of Port Hedland awarded the responsibility of the development of the Management Plan for Marquee Park to Tredwell Management.

The proposed management plan addressed all facets of the operation of the Park from identifying potential management strategies, investigating and benchmarking relevant facilities, user groups and other target markets, as well as recommending fees and charges, annual operational budgets, staffing structure and staffing levels required, the range of programs and services to be offered (if applicable), cleaning and maintenance strategies, management reporting requirements and performance indicators.

Council (OCM 22 June 2011) adopted the Marquee Park Interim Management Plan and noted that further reports will be provided regarding the proposed café development and operation within the Marquee Park site.

The management plan that was adopted as ‘interim’, given that a complete understanding of the facility’s management could not be established until final Council decisions were made regarding the construction, funding and operation of the proposed café.

Fortescue Proposed Café

Fortescue Metals Group are seeking to highlight the company’s commitment to social and community development in the Pilbara by supporting the construction, funding and operation of a training café at Marquee Park.

Fortescue believe that the establishment of a new training café within Marquee Park will deliver significant social benefit to the community. The proposal is intended to add an element of sophistication to the facility and area, providing a fresh / contemporary dining experience not currently available in South Hedland and add to the social hub capacity of the facility.

The training café is also proposed to provide an opportunity to build social capital through establishing the venue as a training facility that will provide employment pathways for people in the hospitality industry.

Consultation

Internal

- Chief Executive Officer
- Director Community Development
- Manager Infrastructure Development
- Manager Recreation Services and Facilities.

External

- Fortescue Metals Group.
- Existing Project Partners

A briefing in relation to the proposed Café was presented to Council on 10 August 2011.

Statutory Implications

Nil

Policy Implications

Procurement Policy 2/007 and Tender Policy 2/011.

Strategic Planning Implications

Key Result Area 3: Community Development

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

Key Result Area 4: Economic Development

Goal 2: Mining/Roads
 Immediate Priority 1: Actively seek funding partnerships with mining companies and contractors on the development of services and facilities within the community

Goal 3: Business Development
 Immediate Priority 4: Investigate new business/revenue streams for the Town

Budget Implications

Fortescue have provided Council with confirmation of funding (\$1.5 million) towards the construction of the proposed café, plus up to a further \$500,000 towards fit out, marketing and branding.

The budget detailed below is proposed to fund the construction of the Marquee Park café.

Proposed Marquee Park – Café	
Item	Budget (\$)
Construction	1,203,000
Contingency (10%)	120,300
Quantity Surveyor	8,610
Landscaping	10,000
Sub Consultant Allowance	72,500
Artistic Allowance	20,000
Contract Management	52,900
Unallocated Contingency	12,690
	\$ 1,500,000

The budget for the café has been based on Quantity Surveyor cost estimates and provides a level of confidence that the facility can be constructed for the Fortescue sponsored amount.

Proposed Café – Operational Financial Sustainability

Fortescue have undertaken a business plan review of the proposed café’s operation (see Attachments 1, 2 and 3).

The business plan considers all factors in relation to the café including annual financial outcomes, demonstrating how the proposed 3 year operational sponsorship support will ensure that costs are not borne by Council.

Additionally, Fortescue have indicated a preparedness to include in the café’s operational agreement a condition that would allow the training initiative to cease and revert to a strictly commercial operation should the Fortescue support not cover annual costs.

Officer's Comment*Proposed Café - Design Development and Construction*

The current scope of kiosk facilities at Marquee Park is under construction, with the Park scheduled for completion / opening in December 2011.

The indicative timeframe for the café proposal project is:

- Detailed design – September to December 2011
- Tender for café construction – January 2012
- Preliminaries, shop drawings and off-site fabrication – February to June 2012
- On-site construction – July to August 2012
- Internal fit out and completion – September 2012

The proposed café concept plan indicates an extension of the kiosk into an area of the park that contains minimal landscaping; therefore the café footprint will have a minimal impact on the completed elements of the Park. The café extension has been designed to compliment the built forms already under construction within the Park, with minimal modifications to the kiosk.

As the majority of the built elements will be fabricated off-site the on-site installation will be over a short period. The on-site construction stage of the project will be managed to minimize the disruption to the users of the Park by only closing the areas directly affected and carrying out works involving large machinery on days when the park would normally be closed for maintenance as per the management plan.

It is expected that the water play, ablutions, playground, bbq areas and kiosk will remain operational over the majority of the on-site construction period.

Council will be responsible for the management of the detailed design and construction of FMG's funding proposal for the Marquee Park café.

Potential Café Operation and Management

Fortescue has proposed that the café provides hospitality training opportunities in addition to general business operations. Providing a venue that can not only function as a business operation but also deliver additional community capacity building in areas of critical need (vocational training and employment diversity) is seen as highly desirable.

Fortescue are currently working with officers to develop an operational model that may deliver these desired outcomes. Discussions have been held with Pilbara TAFE regarding the delivery of hospitality tuition and training, with further investigation looking at potential third party management (ie able to balance the training function of the café with a financial sustainability imperative).

In support of these outcomes, Fortescue has also indicated a commitment to support the operations of the café for a period of 3 years. The intent is that the operations of the café in the first 3 years would be at least cost neutral with the Fortescue support and be self-sustaining without external support by the end of the 3 year period.

Additionally, Fortescue have indicated a preparedness to include in the café's operational agreement a condition that allows the training initiative to cease and revert to a strictly commercial operation should the Fortescue support not cover annual costs.

Café Branding and Recognition

The current Marquee Park construction has been supported financially by Council, Royalties for Regions, South Hedland New Living, BHP Billiton Iron Ore, Lotterywest, Newcrest Mining and Variety WA. All supporting parties have been recognized throughout the project with the incorporation of logos on all media and signage, which will continue on permanent signage throughout the park.

Fortescue has requested naming rights (subject to Council approval) of the café, but recognises it is not necessary or desirable to name it 'Fortescue café'. Fortescue's preference is for the café's naming to be Scotty's recognising an indigenous man of the Pilbara who had a significant positive influence via mentoring on a young Andrew Forrest.

Fortescue believes that the naming reinforces the principles of the training café, as well as protecting / promoting a part of indigenous history that is important to the company.

In terms of other signage and branding, Fortescue has requested that the company's name and logo appear within the park alongside other sponsors of the project. Opportunities to use the company's corporate colours throughout the café and building finishes have also been requested but is not supported by Officers.

Officers believe that neutral colours would be more appropriate and finalised in consultation with other key stakeholders / contributors. A formal recognition strategy, name for the Park and an integrated way of incorporating all contributors is yet to be finalised.

Summary

Accordingly, it is believed that the details of the proposed construction of the café is sufficiently advanced and secure to request that Council authorise progression to advertising for services to design and construct the facility. Further negotiations / discussions regarding the operational and management model for the café will be undertaken and reported to Council. Ultimately the intention is for the model to be integrated into the finalised Marquee Park management plan.

The business planning undertaken by Fortescue in relation to the café's operation is comprehensive and well researched, providing Council with a level of comfort regarding the facility and the coverage of ongoing costs.

Attachments

1. Proposed Café (plans and impressions)
2. Café Business Plan (FMG - May 2011)

Officer's Recommendation

That Council:

1. Notes the information provided in relation to the proposed Marquee Park café
2. Authorises the Chief Executive Officer to execute a funding agreement with Fortescue Metals Groups for the construction and operation support sponsorship of the café, including the provision of new 2011/12 expenditure and revenue accounts namely:
 - i) Marquee Park café expenditure - \$1,500,000
 - ii) Marquee Park FMG revenue - \$1,500,000
3. Authorises the Chief Executive Officer to proceed with the design and construction of the Marquee Park café in accordance with Council's policies and procedures
4. Notes that a subsequent report will be provided regarding the management and operation of the Marquee Park café

5. Notes the preference of Fortescue regarding the naming / branding / colours of the proposed café and throughout the Park, with an integrated recognition strategy to be developed in consultation with key contributors and presented for Council consideration.

201112/141 Council Decision

Moved: Cr A A Carter

Seconded: Cr D W Hooper

That Council:

1. **Notes the information provided in relation to the proposed Marquee Park café**
2. **Authorises the Chief Executive Officer to execute a funding agreement with Fortescue Metals Groups for the construction and operation support sponsorship of the café, including the provision of new 2011/12 expenditure and revenue accounts namely:**
 - i) **Marquee Park café expenditure - \$1,500,000**
 - ii) **Marquee Park FMG revenue - \$1,500,000**
 - iii) **Project to be limited to costing as indicated above**
3. **Authorises the Chief Executive Officer to proceed with the design and construction of the Marquee Park café in accordance with Council's policies and procedures**
4. **Notes that a subsequent report will be provided regarding the management and operation of the Marquee Park café**
5. **Notes the preference of Fortescue regarding the naming / branding / colours of the proposed café and throughout the Park, with an integrated recognition strategy to be developed in consultation with key contributors and presented for Council consideration.**

CARRIED 6/0

REASON: Council believes that it is necessary to highlight that the project costing has to keep within the budget.

6:55pm

Councillors G J Daccache and M B Dziombak re-entered the room and resumed their chairs.

Mayor advised Councillors G J Daccache and M B Dziombak of Council's decision.

Attachment 1 – Proposed Café (Designs and Artistic Impressions)



Design Concept

- OPTION 2:**
- Redesign present roof structure
 - Reinstate existing standing roof structure over
 - Aluminium
 - FDN roof coverage

Site:
100-102 Road
BUNNACREE
Project Name:
BUNNACREE CAFE

HASSELL

4. Design Concept



- OPTION 2:**
- Revised perimeter roof structure
 - Revised secondary building roof structure over
 - Rehabilitation
 - 100% roof coverage

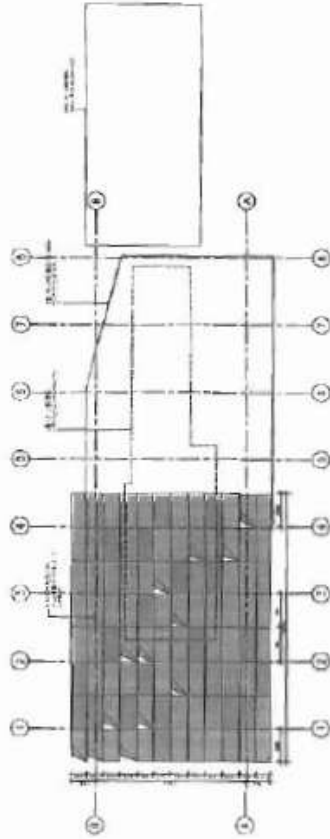
Client: **MANAGEMENT**
2011/11/22/0406

Project Name:
MANAGEMENT

HASSELL

100% Roof Coverage

6. Roof Plan



01 ROOF PLAN - option 2

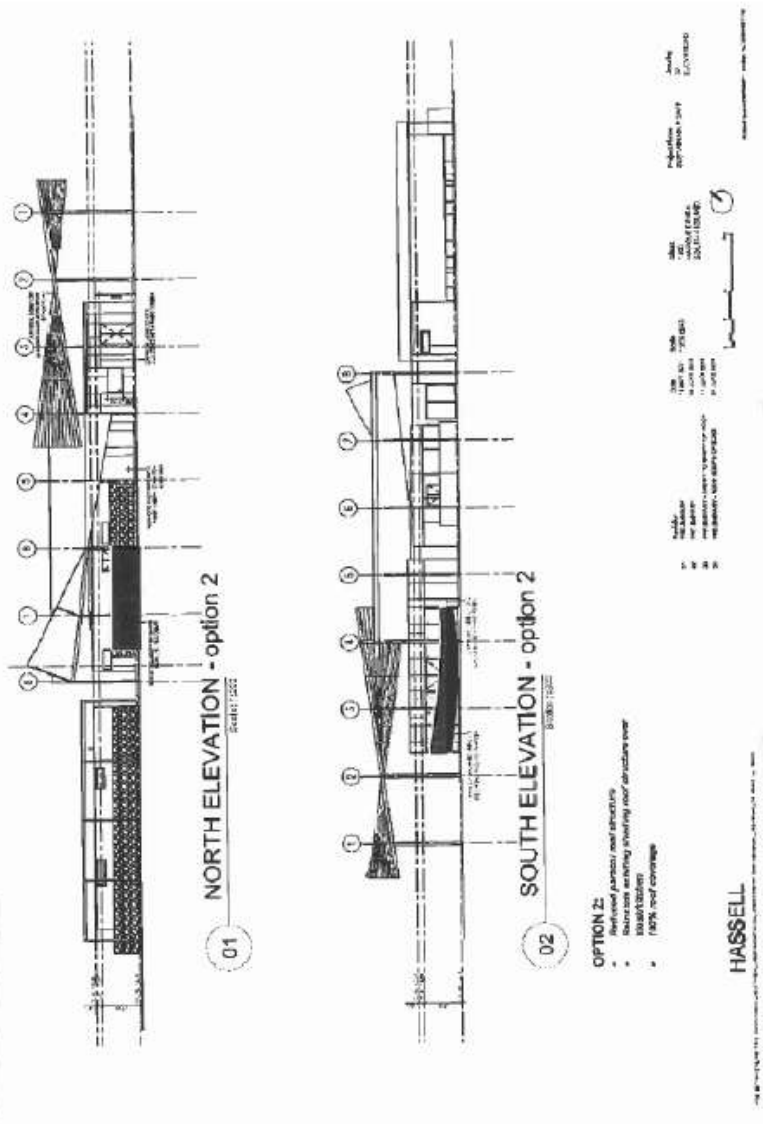
- OPTION 2:**
- Roof panel removed over entrance
 - Available parking already roof structure over
 - 100% roof coverage

HASSELL

Scale: 1:100
North: [North Arrow]
Date: 20/09/11
Drawn: [Name]
Checked: [Name]
Project: [Name]
Client: [Name]

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7. Elevations





Fortescue Metals Group Ltd

Hedland Café Business Model



Fortescue Metals Group Ltd

Hedland Café Business Model

19th May 2011

TABLE OF CONTENTS	Page
1. EXECUTIVE SUMMARY	3
2. BUSINESS MODEL OBJECTIVES	4
a) Sustainable Business Model	4
b) Economic Development Commitment	4
c) Social Development Commitment	5
d) Pathways for Youth Development and Employment	5
e) Strong Partnerships	5
f) Showcase for Pilbara Culture	6
3. METHODOLOGY	8
4. INDUSTRY ANALYSIS	9
a) ANZSIC data	9
b) Licensing	9
c) Key Success Factors	10
5. PRODUCTS & SERVICES	11
a) Competitor Range Analysis	11
b) Product Range Analysis	13
c) SWOT Analysis	14
6. MARKETING PLAN	15
a) Target Market Identification & Segmentation	15
b) Marketing Objectives	15
c) Marketing Strategies	15
7. OPERATIONAL STRATEGY	18
a) Location & Premises	18
b) Plant & Equipment; Kitchen Fit-out Specifications	18
c) Inventory Management	19
d) Staffing Profile	20
e) Environmental Strategy	21
f) Budget	22
8. PARTNERSHIPS FOR SUCCESS	24
a) Industry	24
b) Education & Training	24
c) Hospitality	25
d) Funding	25
e) Sustainability Research and Development	25
9. CONCLUSIONS and RECOMMENDATIONS	26
10. APPENDICES and REFERENCES	27



1. EXECUTIVE SUMMARY

Fortescue Metals Group Ltd is a strongly established presence in the Pilbara, with a demonstrated and highly visible commitment to social and community development. This ethos complements the extensive economic development opportunities Fortescue continues to provide to Port Hedland and the wider Pilbara community.

The establishment of a new Café in Port Hedland is a venture which will deliver significant social benefit to the community. Its proposed location in South Hedland's iconic Marquee Park will add an element of sophistication to the area, providing a fresh, contemporary dining experience not currently available in South Hedland.

To progress the Hedland Café project, Fortescue asked for a Café business model and business plan to be developed by Julie Broad, a Director of Broad Managements Pty Ltd. Julie has a strong background in business management, and has been working as a consultant in the private, government and not-for-profit sectors since 1999, as well as holding senior positions in State Health and Local Government fields. She has a Master of Business Administration in both Leadership & Management, and Organisational Development.

The business model identifies the essential elements required for the project to succeed, including strategies to ensure sustainability of the Café's operations and a succession plan for of the project at the completion of Fortescue's involvement.

Essential to the success of the café project is the development of employment pathways for young and Indigenous people in the Hedland community.

Key partners crucial in developing these steps to employment have been identified, and include:

- Education
 - Fortescue's VTEC Unit
 - Pilbara TAFE
 - Pindan College
 - Pundulmurra College
 - Hedland Senior High School
 - CCI Apprenticeships Australia
- Hospitality Industry
 - The Black Olive, with Indigenous chef Mark Olive as project mentor
 - Local hospitality enterprises
 - Mining industry hospitality enterprises
- Funding bodies

Further costing information to complete the budget of the Operational Plan is expected imminently, and will be submitted as an addendum to this Business Plan.

The next stages of the project's development are to identify funding opportunities to initiate and sustain the café's operations, and the establishment of the training model.



2. BUSINESS MODEL OBJECTIVES

a. Sustainable Business Model

The Business model selected must be capable of delivering the dining experience desired by the Hedland community, while returning a profit or achieving a cost-neutral outcome for the venture. A previous feasibility study for Fortescue by Complete Hospitality in 2008 determined that a purely commercial venture would be unlikely to succeed in the current Hedland environment. Thus partnerships that deliver more for the community than just the café experience must be built and sustained, to deliver a range of benefits that justify the venture from the perspectives of community, economic and social development.

b. Economic Development Commitment

In line with Fortescue's Community Development Plan, objectives of the Hedland Café Business Model have been established to relate to the following:

OUTCOME 2: Regional development and local procurement of goods and services.

Strategies

- Identify and build connections with government agencies involved in the regional development of the Pilbara
- Work with relevant government agencies to jointly develop plans and projects to address local and regional wide issues and collaboratively implement them
- Form Partnerships with relevant government agencies with the objective of stimulating local business and employment so as to encourage and strengthen the links between the company, local small business/enterprise and community

c. Social Development Commitment

An additional element of the café business model is to consider that it is more than the products and services of the venue, it is the package of benefits or values including social and psychological benefits which combine to form the experience the community receives.

It is of particular importance to get this element right, as the café will then be valued as part of the social development of the town. It then provides added opportunity for families to enjoy their time in Hedland and want to stay and become an active part of the community.

**OUTCOME 1: Training and guaranteed employment for indigenous and non-indigenous people living in the Pilbara***Strategies*

- Develop in partnership with relevant Federal, State and Local Government and other community organisations, initiatives and projects to assist the long term unemployed and unskilled jobseekers (including indigenous members of the community)
- Develop and enact partnerships with central government agencies in structuring and delivering employment and training programmes in accordance with the needs of the community.
- Join with other organisations in developing local solutions to unemployment (including the provision of necessary skills and experience)

d. Strong Partnerships

For this model of enterprise to work effectively, effective partnerships need to be established and maintained with:

- Education providers – Fortescue VTEC, Pilbara TAFE, Pindan College, Hedland Senior High School, CCI Apprenticeships Australia
- Hospitality industry – Latitude 20 Restaurant, Esplanade Hotel, Hospitality Inn
- Mining industry hospitality partners – Hamilton Motel, ESS, Morris Corp
- Indigenous Australian celebrity chef and Café training program mentor Mark “The Black Olive” and his catering team

e. Pathways for Youth Development and Employment

The Hedland Café project has the capacity to act as a conduit to skills, qualifications and employment for young people in Hedland, especially for Indigenous youth.

This requires the construction of ‘steps’ on the pathway:

- Hedland Senior High School Year 10s encouraged to select Hospitality as career choice in school-based traineeships
- Pilbara TAFE, Pindan College and Fortescue VTEC programs developed to meet the needs of the Café for example barista/cashier/food service
- Trainees mentored for work-readiness and on-the-job coaching, with particular focus initially on provision of accommodation and transport to education and workplaces
- Fortescue’s Café serves as lynchpin of Hedland hospitality training experience
- Work-based hospitality practicums arranged with local hospitality industry enterprises included in training programs to supplement Café



Fortescue Metals Group Ltd

Hedland Café Business Model

- Industry placements agreed with Hamilton Motel, ESS, Morris Corp remote mining camps once on the pathway to qualification
- Employment in local hospitality roles once qualified

f. Celebration of Pilbara Culture

The location of the Café in Hedland's iconic Marquee Park provides opportunity to tell the Pilbara story in the café's design, incorporated artworks, and the surrounds of the Café.

This element of the project has strong capacity to emphasise Fortescue's commitment to the Pilbara's economic and community development through creative elements of architectural and interior design. Subtle badging of the Café with Fortescue's own branding – logo, colours, fonts, ethos - will allow this to occur without the perception of overt marketing.



4. METHODOLOGY

The contract for development of a Business Model for the Hedland Café project involved:

- Review of relevant hospitality literature – Australian & New Zealand Standard Industrial Classification (ANZSIC) data; industry reports *IBISWorld* and *Sensis Business Index*; prior hospitality feasibility study by Complete Hospitality; business journals such as *BRW*, *Your Business*, and the *Financial Review*.
- Identification of Hedland demographics and economics, referencing:
 - ABS data 2006 and Town of Port Hedland's (ToPH) population calculations 2008 & 2009
 - Pilbara Development Commission strategic plan 2010-2013
 - Royalties For Regions presentations on State & Federal revenue and re-investment in the Pilbara
 - Town of Port Hedland strategic planning information & documents: ToPH Plan for The Future 2009-14; Land Use Master Plan; Hedland's Future Today 2009-2014; The Pilbara Plan 2008; "Gearing Up" series of publications and presentations 2010 and 2011; Regular discussions with ToPH Manager Economic & Land Development
 - Port Hedland Visitor Centre data 2009-2011
- Assessment of existing, and investigation of planned, Hedland Food & Beverage outlets, including mobile food services
- Discussions with Fortescue's Community Development Manager, local VTEC Managers and senior Perth-based Fortescue staff re business models, VTEC's training capacity for the café, and potential funding streams for trainees.
- Discussions with training providers on education components required:
 - Pilbara TAFE
 - Pindan College
 - Pundulmurra College
 - Hedland Senior High School
 - CCT's Apprenticeships Australia Pilbara staff
- Liaison with Australia's Indigenous Celebrity Chef Mark Olive, known as "The Black Olive" and staff on mentoring of the program and linkages with other hospitality training and development programs in Australia.
- Discussion with local hospitality enterprises on work placements of trainees and apprentices for the program, to supplement the Café's capacity to offer practicum placements.



5. INDUSTRY ANALYSIS

ANZSIC data:

H5731 – Cafes & Restaurants in Australia

The approximate ratios of businesses in the Cafes and Restaurants sector are:

- Unlicensed: 19%
- Licensed: 54%
- Licensed and BYO: 15%
- BYO: 12%

Figures released by Restaurant and Catering Australia 2004 showed that the average revenue for restaurants, cafes and caterers was \$335,000 per annum with 8 establishments earning annual revenue of \$20 million and the remaining 94 % earning \$500,000 or less. More recent data was unobtainable, but the Pilbara is recognised as the economic powerhouse of Australia at present, with high disposable incomes and time-poor residents: a good formula for the establishment of a successful and profitable food outlet.

Busy lifestyles, together with generally higher incomes, have seen an increase in expenditure on eating out at cafes and restaurants. Although across Australia the Global Financial Crisis has seen a slight decline in this, Australia responded well to the economic challenges of the GFC and the Pilbara has been largely insulated from its effects. Cafes have also provided a popular alternative to meet socially, although options in Hedland are currently limited. Cafes and restaurants in Perth and regional WA are often used for informal business meetings; this is particularly noticeable in Hedland due to the very high cost of Hedland commercial rental properties and the impact on set-up of offices for small businesses. This has potential market-segment significance for the Fortescue Café in the business use of café facilities.

The hospitality industry secures most of its revenue from the personal spending of households, businesses and visitors. It is estimated by Restaurant and Catering Australia that the general public and households feature in 85% of the market for the hospitality sector, with business and government the remaining 15%.

The hospitality industry is labour-intensive and control of these costs is critical to the venture's success. The Hedland small business sector competes at a significant disadvantage with the mining industry for available workforce, so securing skilled and experienced staff will be a priority for the project to succeed, as will 'growing' qualified staff through training and apprenticeships. Attracting the right Chef and Manager are vital to the success of this workforce retention imperative.



Competition in the hospitality sector tends to be price-based across Australia, which leaves little margin for profit. In Hedland the scarce options for café-style food and the generally high disposable incomes of residents have combined to indicate anecdotally that consumers do not regard price as crucial to their dining decisions.

The sector also competes on location, food quality, range and presentation, ambience and service. The Marquee Park location will be a major attraction to the Hedland community, and will provide a significant competitive edge for the Café.

A focus on success in Indigenous training will also be a positive element, contributing to the employment and economic independence of Hedland's Indigenous community. The success of the Café training program in producing industry-ready graduates will lead to an increase in the positive perception of our Indigenous people in Hedland. Combined with the program's mentoring from Mark Olive, as an internationally recognised Indigenous Australian Chef, the Café project and its training program will garner substantial community appreciation and recognition of Fortescue's lead role in the Café achievements.

Liquor Licensing

The main focus of the Café will be a family-friendly environment, with no alcohol required for the majority of the opening hours. However, in attracting the post-shiftwork families and after-hours office workers, a BYO or limited licence from 4-7pm would be convenient. The staffing profile has been constructed so that trainees work 7am-3pm, with permanent part-time staff 3-7pm Wednesday – Sunday. This removes the difficulties faced by under-aged trainees in the service of alcohol, and also allows a controlled environment for the consumption of alcohol in a responsible manner. As shown in the earlier ANZSIC data, only 19% of Australian cafes and restaurants do not have provision for alcohol to be consumed, with 81% being either licenced premises, BYO or a combination of these.

In Hedland currently, few of the café-style outlets have provision for alcohol, so a limited licence would be a niche marketing position for the Café. It also allows for Fortescue's own corporate hospitality, business get-togethers or a short after-work socialising opportunity for the working community. Tapas and tasting plates have been designed to cater for this clientele on the proposed menu.

It is also worthy of note that from a business profitability perspective, a liquor licence, BYO with corkage charges or a combination of these is a far more attractive financial proposition than one without this facility. As the demand for the Café's services grows with effective marketing and the predicted population growth, this limited licencing could be reviewed, with a plan to expand to evening dining as the project matures.



Key Success Factors

The IBIS *World* industry report on the hospitality sector (2004) has identified the following as vital to the success of a hospitality venture:

- The business expertise of the operators
- Compliance with Government regulations
- Effective cost control
- Optimum capacity utilisation
- Access to a multi-skilled and flexible workforce
- Control of stock on hand
- Word of mouth recommendation; and
- Understanding the customer's needs and wants

The risk management implications for a Hedland Café venture are in access to the workforce, and attracting a Manager and Chef with expertise in operating a Café venture. With the right people on board, the other factors can be more readily addressed.

Economic pressure on the accommodation market in Hedland will be a factor in attracting the right people for the roles of Chef and Manager, as rental prices are extremely inflated due to current demand and supply. As an attraction incentive, housing will need to be a component of the salary package, and a vehicle with agreed private usage out of work hours.

Ideally, a partner couple to fill these roles would enable both positions to be offered accommodation in the same dwelling, thus increasing the salary package attractiveness and reducing project costs. However under EEO legislation, we cannot stipulate this as a requirement of the positions and must see what response is received from the hospitality market when the positions are advertised.



6. PRODUCTS & SERVICES

a) Competitor Analysis

Fortescue commissioned Complete Hospitality to conduct a feasibility study on a Hedland Café concept in 2008, which recommended the Marquee Park site as the preferred location for a new Café. Since that study, a railroad dining carriage, the Silver Star Café, has been established in the West End Heritage Precinct between the Port Hedland Visitor Centre and the Courthouse Arts Centre and Gallery. It currently offers 26 seats inside and 45 alfresco.

Latitude 20, the restaurant at the Yacht Club opened on 8th March 2011 in a two-storey venue looking into the harbour. Product offering previously was good food, Asian and fish & chips, with a playground and a strong family atmosphere. The new offering has increased in quality and variety, and provides higher-end menu options than previously. Latitude 20 is already proving very popular with existing and new Yacht Club members.

- Top floor –seats 75
- Ground Floor – 75
- Al fresco - 400

Major extensions are also underway at the highly successful Esplanade Hotel, which caters for those seeking a high-end dining experience. The Esplanade Hotel complex, with major renovations completed since the Complete Hospitality feasibility study in 2008, offers:

- The Cellar dining room – seats 20
- Blumoons Restaurant – 70
- The Crow's Nest – 40
- Rhodes Room – 60
- Al fresco Dining - 120

Further extensions are underway now, which will see a further Ballroom (200 capacity) al fresco pizza area and outdoor Amphitheatre for functions such as weddings and conferences with a marquee – capacity undetermined at this time. Esplanade managers, Blumoons, also operates the Airport Bar and Café.

Previously identified as a potential site, the Mirvac 4.5-Star Hotel project, adjacent to the old Hospital site in Sutherland Street and opposite the new Latitude 20 Yacht Club restaurant has not made much further progress since the Complete Hospitality feasibility study in 2008.

A further site has been identified in the West End foreshore development on the site adjoining Marapikurinya Park in Port Hedland. This development will house the Marine Interpretive Centre, Aboriginal Heritage and Cultural Centre combined with a Public Viewing Gallery Tower, Boardwalk Café and large plaza area.



Assessment of current competitors is shown below:

PORT HEDLAND

Business Feature	Shana's Cafe	Yummy Noodle	Silver Star Cafe	Hedland Harbour Café	Kath's Kitchen	Wedge St Coffee Shoppe	Bernie's Cafe
Location	Excellent	Good	Excellent	Good	Average	Average	Good
Days Open	6	7	7	6	6	6	6
Licensed	No	No	Pending	No	No	No	No
Seating Capacity	40 inside	Take-away only	26 inside, 50 outside	10 inside, 20 outside	25 inside, 15 outside	6 inside	20 inside
Fittings & Furniture	New, clean, colourful	Poor	Restored vintage	Average	New, clean, colourful	Average	Average
Ambience	Good	Poor	Excellent	Average	Good	Average	Good
Cleanliness	Excellent	Patchy	Excellent	Good	Excellent	Patchy	Good

SOUTH HEDLAND

Business Feature	Subway	McDonalds McCafe	Muffin Break	Sunwonder Healthfood	Ayesha's Cafe	Komayaka Japanese	Dynasty Gardens
Location	Good	Good	Excellent	Excellent	Excellent	Good	Good
Days Open	7	7	7	6	6	5	5
Licensed	No	No	No	No	No	BYO	BYO
Seating Capacity	TBA	60 inside, 16 outside, T/A access	60 inside	20 inside	30 inside	60 inside	60 inside
Fittings & Furniture	New, bright & clean	New, clean colourful,	Becoming dated	Average	Tired	Average	Average
Ambience	Good	Good	Good	Good	Average	Good	Average
Cleanliness	Excellent	Excellent	Good	Excellent	Good	Good	Patchy

Other Dining Options

There are 12 other hotel-based and private-membership club eating establishments in addition to the facilities listed above. They are a different market segment to the proposed Fortescue Café so have not been compared in the same way as the cafes assessed above.

These range from the fine-dining Esplanade Hotel to the basic provisions of the Pier and Last Chance Tavern licensed premises which are not seen as female- and family-friendly.

There are two pizza outlets, one of which delivers, a café and bar at the Port Hedland International Airport, and the 6 major Transient Worker Accommodation camps also have in-house dining facilities although not generally open to the public.



b) Hedland Product Range Analysis

PORT HEDLAND

Business	Shana's Cafe	Yummy Noodle	Silver Star Cafe	Hedland Harbour Café	Kath's Kitchen	Wedge St Coffee Shoppe	Bernie's Cafe
Type of Foods Offered	Fried snack food, fish 'n' chips pre-made sandwiches cakes, coffee & cold drinks	Fresh-cooked Asian, wide selection, cold drinks	Fresh dishes innovative, fresh menu with variety Own-blend coffee, teas frappes, cold drinks, BYO Licence pending	Bain marie roasts pasta fried snacks pre- & fresh-made rolls and sandwiches cakes, hot& cold drinks	Fried snack foods, pre- & fresh made sandwiches cakes, coffee & cold drinks	Asian bain marie foods, fried snacks Sandwiches Hot & Cold drinks	Bain marie Asian curries, cold drinks

SOUTH HEDLAND

Business	Subway	MacDonald McCafe	Muffin Break	Sunwonder Healthfood	Ayesha's Cafe	Komayaka Japanese	Dynasty Gardens
Type of Foods Offered	Franchised: sandwiches & rolls, salads hot & cold drinks, take-aways	Franchised: burgers, pre-made cakes & desserts, coffee, cold drinks Take-aways	Franchised: Muffins, toasted sandwiches quiches, slices, pies hot & cold drinks Take-aways	Healthy sandwiches wraps, salads, soups, hot & cold drinks, Take-aways	Halal bain marie, pre- & fresh-made sandwiches cakes, hot & cold drinks, Take-aways	Good quality Japanese fare, BYO, take-aways,	Basic Chinese fare, patchy quality, buffet style, BYO, take-aways,



c) SWOT Analysis

The aim of this SWOT analysis is to take advantage of the Hedland Café project's opportunities as they arise and reduce the risk associated with the Café's vulnerability to external threats and internal weaknesses.

<p>STRENGTHS</p> <ul style="list-style-type: none"> • Excellent location- town's new premier recreation park, with a water play area adjacent to the proposed Café site which will be a strong attractor in Hedland's climate • A new food experience, the novelty of which is generally well-supported in Hedland so will attract on that factor • Strong interest in partnerships from TAFE, Black Olive, hospitality industry • Capacity to grow industry-ready qualified staff for Café and other Fortescue catering projects • Contribution to Hedland community's development over and above the Café experience, for example culture, education and employment, events 	<p>WEAKNESSES</p> <ul style="list-style-type: none"> • Venture will not be commercially viable as a business without an economic development and community benefit / contribution philosophy or ethos • This community benefit philosophy requires a solid training component which does not currently exist • Funding sources and revenue streams need to be accurately identified and secured • Food costs and break-even number of covers / patrons yet to be identified
<p>OPPORTUNITIES</p> <ul style="list-style-type: none"> • Projected growth of Hedland population to 40,000 by 2025 • Strong local economy • High disposable income in community • Limited number of cafes in Hedland • Potential business opportunities with Fortescue VTEC and corporate catering, mobile food service to Fortescue sites • ESS/Morris Corp partnerships in training • 3 year timeframe will allow 3 cohorts of Cert II & 2 cohorts of Cert III in Hospitality to complete qualifications, contributing strongly to the town's economic development particularly of young and Indigenous people • Major media and industry exposure from training program, esp with Black Olive involvement in mentoring trainees 	<p>THREATS</p> <ul style="list-style-type: none"> • Lack of qualified / experienced staff • High labour costs • Loss of staff to mining sector/contractors • Cost of providing accommodation • Inflated building costs in Pilbara • Contract with Town of Port Hedland for joint management of the facility yet to be negotiated



7. **MARKETING PLAN** (To be further developed in conjunction with Karen Gregory)

a) **Target Market Identification & Segmentation**

The Café's primary market is the primary carers of young families, especially of Fortescue employees:

- Often home while partner is working 12 hour shifts
- Limited opportunities for café experiences in Hedland
- Marquee Park will be an attractive destination for young families
- Café will provide a safe and family-friendly venue for recreation
- Location allows direct visual contact with children in water-play area while carers are in the café

Secondary market includes shift-workers off-duty or at end of shift, bringing family to play; office workers at lunch break or end of day; business meetings; early morning exercisers wanting breakfast; tourists exploring the iconic features of Hedland.

Geographically the majority of Hedland's residents currently reside in South Hedland and will continue to do so as the community expands. Approximately two thirds of the population currently lives in South Hedland. The iconic Marquee Park is anticipated to be attractive enough to bring visitors from across the Pilbara, so securing patronage from Port Hedland, Cooke Point, Pretty Pool and Wedgefield is not seen as a difficulty. This gives a current market segment of over 12,000 in South Hedland alone to which the new park and its Café are going to have major appeal.

With the involvement and endorsement of Indigenous Chef Mark Olive and local Indigenous trainees in the program, it is anticipated that the Café will become a desired destination for Hedland's Indigenous families too, and something they can be proud of in its achievements.

b) **Marketing Objectives**

As the Café is a new business venture, from a marketing perspective it will be selling new products and services to a new market. Thus the marketing plan needs to concentrate on market penetration, attracting a customer base and securing repeat business through developing customer loyalty.

c) **Marketing Strategies**

Product

Analysis of competitor food offering has identified a market niche for fresh, healthy innovative food, combined with the Indigenous elements seen in the Black Olive's menu creativity to emphasise the community and economic development focus of the Café in indigenous training and employment.



The key marketing messages will be centred on quality fresh food, attractively presented with an emphasis on Indigenous herbs and spices, and some Indigenous produce, varied health-conscious menus, fresh vibrant cosmopolitan décor and ambience.

Keeping in mind that the 'product' is more than just the food consumed; the total Café experience will include elements such as:

- the levels of service and hospitality
- the ambience created by dining in a new facility in the iconic Marquee park
- the knowledge that as a customer you are supporting the training and employment of local residents
- enabling your family to enjoy the park's facilities while you enjoy some time with friends over barista-standard coffee and great food
- the creative use of Indigenous herbs, spices and produce in an innovative menu.
- relaxing in a safe and family-friendly space

Pricing

It was noted in the Feasibility Study conducted by Complete Hospitality in 2008 that there was little reaction to price points in the purchase of coffee, for example. It was thought that this may reflect our acceptance of remote area pricing practices.

The high levels of income enjoyed by many families in Hedland as reflected in the ABS data from 2006 may also influence our responses to pricing of products and services here.

Regardless of the perceived wealth of community members, everyone wants to receive value for money. This aim needs to be balanced against business objectives set to:

- meet the business's financial objectives
- pitch the product as competitive against other local food outlets
- secure or increase market share
- match the image or reputation of the business or service

Significant work is still required around the cost of menu items, potential sales price and resulting profitability of these. This information will be submitted as an addendum to this report once received from the hospitality experts in Mark Olive's team.

There is definitely a market niche related to the Black Olive's celebrity status. He is well regarded in the Indigenous and wider community of Hedland already through his "Outback Café" lifestyle channel program, contribution to Variety Pilbara's fundraising for Pilbara kids with Variety's "Black Tie Dinner with the Black Olive", and Mark's motivational work with Pindan College students.

How this will be reflected in the Café's product pricing is still to be determined. It is proposed to set prices commensurate with the cache of the Black Olive and the uniqueness of his style of cooking with Indigenous flavours. Hedland is not the environment to compete on price alone, with such a specialised chef at the helm providing mentorship of the venture.



In determining profitability and mark-up, knowledge of competitors' pricing strategies is essential. For example, Muffin Break, one of the most popular cafes, is currently pricing a cup of cappuccino at \$4.30 and quiche with salad and cappuccino at \$14.50 (May 2011). They have the benefit of strong passing trade in the South Hedland Shopping Centre, whereas the Café will rely on patrons to the Marquee Park for custom until the marketing strategies gain traction and the Café becomes the reason for the visit to the Park.

Promotion

The promotional strategy for the Cafe will require a mix of:

- Advertising through media such as television, radio, local print press, a Café website, email networks, the Matt Dann cinema, fliers and letterbox drops
- Sales promotions
- Publicity and public relations

(To be further developed with Karen Gregory and Fortescue's public relations team.)

Place (Distribution)

The location of the Café in the iconic Marquee Park is an excellent site, with patronage of the water-play elements of the park, especially when the weather is warm, expected to be high. While it is difficult to estimate passing trade numbers at the Park, Hedland's population is currently 19,500 and the iconic status and high standard of recreation facilities planned for the Park is expected to attract patrons from across the Pilbara.

Population growth to 40,000 is projected by 2025, thus greatly increasing potential patron numbers for the Café.

In addition, there is scope to provide food through a mobile service to Fortescue corporate events, VTEC student lunches, and Fortescue and contractor worksites. This extension of the Café project will provide further employment opportunities and economic development for Indigenous and other local businesses.

**8. OPERATIONAL STRATEGY****a) Location & Premises**

Previous research completed for Fortescue in 2008 by Complete Hospitality Pty Ltd identified potential sites for the café:

- Pundulumura TAFE corner of North Circular Road and Parker Street, South Hedland
- South Hedland Shopping Precinct
- West End Heritage Precinct in Port Hedland
- Marapikurrinya Park in Port Hedland
- Marquee Park on Cottier Drive, South Hedland

The West End cultural precinct now has the Silver Star Café installed and operating successfully. The proposed development of Marapikurrinya Park on the harbour would rank as one of the highly preferred sites for a café, but the time lag in the Marine precinct development saw the Marquee Park emerge as the current number one choice of location and Fortescue's preferred site.

The premises are currently being designed by Hassell for Fortescue. If negotiations with ToPH are concluded successfully, the Café will be built by Fortescue on ToPH land at the Marquee Park and operated on a three year lease.

b) Plant & Equipment Specifications (Provided by Mark Olive)*Food preparation*

- * Meat slicer
- * Stick mixers
- * Juicer
- * Grantime GT1 Single 12 litre bowl (Like a slurpee machine)
- * Milkshake maker
- * Pots and pans
- * cooking utensils

General cooking equipment

- * Rational CM101 combination master oven Steamer/Roaster



- * Cobra CR 9D Gas static oven and cook-top
- * Zanussi 6 burner range
- * Zanussi NGG 400 gas grill
- * Cobra CF4 gas fryer
- * Royston oil filter
- * Cobra CS9 Gas Salamander
- * Zanussi FCF61E Force air convection oven
- * Bremer ice-flaker and storage bin
- * Cutlery/plates/cups /sugar containers etc

Preparation Benches and counters

- * Williams-Jade HJ3/2SCBA sandwich and prep counter
- * Zanussi pass-through dishwasher
- * Stainless Steel benches and preparation tops have to be custom made/corners etc
- * Standard benches, Straight benches standard
- * Custom made range/canopy plus filters
- * Tables and chairs/blinds/décor etc
- * Ice-cream cabinet

Refrigeration

- * Walk in Coolroom and freezer space
- * Mitchel TG19L3A- 3solid door under-counter refrigerator
- * Williams-HP2GDSS pearl S/S Two door display fridge
- * Skope-SK 1300 Vertical Chiller

Coffee Machine

This is usually provided by the vendor when you agree to purchase a particular brand of coffee. There is usually no outlay for the machine, however a specific amount of coffee needs to be sold per week.



c) **Inventory (To be provided by Mark Olive)**

Major Suppliers

Stock control (number of days stock on hand; reorder points)

Shrinkage

Merchandising

d) **Staffing Profile (See appendix 1)**

Staffing for the 220square metre café as shown in the Hassell Concept Design (calculated at 56-seats using the floor/seat ratio of the Feasibility Study conducted by Complete Hospitality in 2008) is based on industry practice for a café of this type, as opposed to the more labour-intensive high-end menu table service restaurants, where 1:15 staff to cover ratios are more common:

- Quick and simple food using par-baked products that can be presented as fresh
- Products also supplied from Hamilton Motel's patisserie chef/ ESS/MorrisCorp
- Service from a servery / central counter close to kitchen
- Food taken to tables by customers (as Muffin Break currently does)
- Pool of ~20 trainees to enable trainee staff rosters to be filled each shift (TAFE have minimum of 8 required for Face 2 Face classes)
- Full training facility with graduates qualified in Cert I, II and III Hospitality and Kitchen Operations supplementing experienced staff
- 80-90% on-the-job training for trainees
- Regular rotation of roles for trainees to maintain interest for example coffee barista, cash register, clearing tables, taking bookings, front of house
- Part-time mentor and on-the-job coach for trainees

Category of Staff	Number
Manager/FOH	1
Chef	1
Apprentice Chef	1
Kitchen Attendant	1
Kitchen Attendant Trainee	1
F&B Attendant L2 W-Sun 7-3pm	2
F&B Attendant L2 W-Sun 3-7pm	2
F&B Attendant L2 M-T (Kiosk)	2
F&B Attendant Trainees	2
Trainees Mentor/ On-the-Job coach	0.5



Workplace Excellence

A focus on workforce development will maximise the community's social and economic benefit from the Café project. Building a strong team of employees contributes significantly to a business's success and can have a critical impact on the financial bottom line.

Research into the key drivers of workplace excellence by the Australian Centre for Industrial Relations, Research and Training identified the following factors essential to business success:

- The quality of working relationships
- Workplace leadership
- Having a say – participation
- Clear values
- Being safe
- The built environment
- Recruitment
- Pay and conditions
- Getting feedback
- Autonomy and uniqueness
- A sense of ownership and identity
- Learning – being able to learn on the job and acquire skills and knowledge
- Passion – energy and commitment to the workplace
- Having fun
- Community connections

To ensure the Café project has the best chance of success, these factors need to be fostered to ensure the business attracts, retains, and motivates good employees, especially in times of skilled staff shortage when recruitment is difficult.

e) Environmental Strategy

Aim: to minimise the impact of the business on the environment by using cost-saving eco-efficient procedures and products:

- Attain HACCP compliant
- Minimising food waste – minimise output and contribute to recycling and composting
- Minimise energy input (kwh/dish served) Solar preferred, contributing to grid
- Cleaning products standardised and benchmarked (per square metre of kitchen space)
- Utilise Waterwise practices – see Fortescue's Water Team Award for Infrastructure Innovation at the recent WA Water Awards.
- Enable passive cooling by design and materials
- Consider planting for shade and carbon offsets



f) OPERATIONAL BUDGET

Identified / Potential Revenue streams:

- Café meals (Need to calculate how many meals needed and at what profit margins to break even against expenditure below)
- Kiosk snacks and drinks
- Marquee Park events catering
- Catering for Fortescue corporate functions
- Catering for VTEC lunches
- Mobile catering to Fortescue and contractor worksites
- Trainee funding if employed by Café

INCOME \$

(Awaiting financials – these will be submitted as an addendum to the Business Plan as soon as received)

Sales

Less cost of goods sold:

Opening stock inventory

Plus purchases

Less closing stock

Cost of goods sold

GROSS PROFIT / LOSS _____

EXPENDITURE

Accounting fees 9,000

Advertising and Marketing 15,000

Bank fees 2,500

Cleaning 16,800

Electricity & Gas 9,800

Housing (@\$1500/wk) 78,000

Insurances 12,000

Interest (if required for loan and overdraft) 9,000

Motor vehicle expenses 14,000



Fortescue Metals Group Ltd

Hedland Café Business Model

Printing, stationery, postage	4,500
Rates & taxes	70
Rent	Peppercom
Repairs & maintenance	5,000
Superannuation	37,780
Telecommunications	4,500
Wages	420,000
Water	5,200
Workers compensation insurance	9,600
TOTAL EXPENDITURE	<u>\$643,680</u>
NET PROFIT/LOSS:	<u> </u>



8. ESSENTIAL PARTNERSHIPS FOR SUCCESS

a) Industry

Fortescue Metals Group Ltd only – it is recommended that no other miners be involved in Café project

b) Education

- Pilbara TAFE: Currently offering Certificates I, II & III in Hospitality and Kitchen Operations
 - Very keen to partner in the Café project
 - Face to Face class has a minimum of 8 students required, but will be flexible
 - Certificate II and III programs can be tailored to Café requirements with selected units
 - TAFE estimates eight will graduate from each class of twelve students
 - 6 months to complete Cert I in Hospitality (Operations) with 164 nominal hours of contact, or Cert I in Hospitality (Kitchen Operations with RSA) with 195 nominal contact hours
 - 12 months to complete Cert II, with 335 nominal hours of contact for Hospitality (Operations) and 384 hours for Hospitality (Catering Operations, Commercial Cookery, Patisserie)
 - 18 months to complete Cert III level courses
 - Induction and mentoring in the workplace will be essential for student and project success
- HSHS – pathways for Year 10, 11 and 12 students to enter Cert I, II and III courses
- Pindan College
 - Has now attained RTO status
 - Capacity to expand programs when on new campus 2011
 - Strong success rate with Indigenous students
 - Mark Olive already involved in motivational work with Pindan students
- VTEC
 - Preparing Indigenous participants to 'workready' stage of entering traineeships and apprenticeships
 - Traineeships with RTO
 - 10-20% formal class training; 80-90% on-the-job training
 - Focus is on VTEC core business
- Job Service Providers (JSAs/ESP)

Currently funded to provide assistance to projects such as this. Partner them to fund or provide mentoring / support positions for trainees onsite at the café. Includes Bloodwood Tree Inc, Job Futures and ITEC



- c) **Hospitality**
 - Mark Olive – Black Olive Catering: Mentor to the Café project
 - The Hedland Café is the lynchpin of hospitality training work placement hours. Trainees are required to complete approximately 39 weeks of full time work to qualify for up to \$13,000 for each Indigenous trainee
 - Additional Workplace Practicums:
 - Rudy Leuing –new head chef to Latitude 20 restaurant @ Yacht Club
 - Shelley Wood – GM, Esplanade Hotel
 - Rizal Ismail - Manager Hospitality Inn
 - Louise Durack – GM Community, Public Relations and Indigenous Affairs – Auzcorp
 - Hamilton Motel
 - Morris Corp & ESS – catering contractors to Fortescue Metals Group

- d) **Potential Funding Bodies**
 - Lotterywest
 - Healthway – for example Crunch & Munch programs

- e) **Sustainability Research and Development**
 - Desert Knowledge Australia – based in Alice Springs
 - Solar energy models for cooling.



10. CONCLUSIONS and RECOMMENDATIONS

1. The Marquee Park Café project will be a joint venture between the Town of Port Hedland (the Town) and Fortescue Metals Group Ltd (Fortescue).
2. The requirement to go to public tender for the venture or to engage with Fortescue directly will be clearly identified by the Town.
3. If the Town is legally able to engage Fortescue directly without going to tender, Fortescue will build and operate the venture for three years.
4. Public access to the Café will not be restricted by the Town through any mechanism, including fencing around the property and admission charges to the venue.
5. The Town will be responsible for the maintenance of a high standard of landscaping and building maintenance during this three year period.
6. After this time the management team of Manager and Chef (or Chef, depending on the staffing model and partnership arrangements) will be offered first right to purchase the business at fair market value.
7. Should the management, meal quality standards, physical presentation or any other elements affecting community perception of the Café decline after the transition from Fortescue's management, Fortescue retains the right to remove all Fortescue badging elements from the precinct.
8. The Hedland Café proposal was assessed by Complete Hospitality in 2008 as having a high risk of failure if it operated solely as a commercial enterprise. The project requires a solid commitment to deliver community and economic benefit such as employment opportunities for young and Indigenous people, in addition to the Café experience for the community.
9. Establishment of a sustainable training model is a key strategy to achieving these economic and community benefits.
10. Creating strong partnerships in the Café project is a highly effective strategy to create and sustain the training model. These partners include:
 - o Education
 - o Job Service Providers
 - o Hospitality Industry
 - o Funding Bodies



11. APPENDICES

1. Staffing Profile & Salary Costs 2011
2. Trainee Mentoring – Mark “The Black Olive” and Students
3. Sample Hedland Café menu – Mark Olive, May 2011

REFERENCES

1. Hospitality Feasibility Report, Complete Hospitality for Fortescue Metals Group 2008
2. Land Use Master Plan, Town of Port Hedland, 2008
3. Plan for the Future, Town of Port Hedland, 2009-2014
4. Gearing Up presentations - Town of Port Hedland 2010 & 2011
5. Strategic Plan, Pilbara Development Commission, 2010-2013
6. Australian Bureau of Statistics, 2006 survey reports various
7. Marapikurrinya Park Development, Port Hedland Port Authority, 2010
8. Marquee Park Development Site Plan, Town of Port Hedland 2009
9. Port Hedland Sustainable Café Marquee Park Design Concept, Hassell, 2010
10. Minimum Conditions of Employment Wage Rates as at July 2010
11. Restaurants, Tearooms and Catering (RTA) Award July 2010
12. Simply the Best: Workplaces in Australia, Australian Centre for Industrial Relations, 2001

11.3.3 *South Hedland Library and Community Centre – Feasibility to Co-locate / Long Term Location Options Process (File No.: 26/04/0018)*

Officer Gordon MacMile
Director Community Development

Date of Report 21 September 2011

Disclosure of Interest by Officer Nil

Summary

The need for a new and enhanced library and community centre has been identified in various Council strategy and planning documents including the ToPH Library Services Plan 2010-2015, is identified as an immediate priority within the ToPH Strategic plan 2010-2015 and included in the Hedland's Future Today as a top 10 priority.

Decisions in a number of areas has resulted in Council thinking being focused on the location of the skate facility being on the north end of the SHAC site, with the potential for the future co-location of the Library, Community Centre, Well Women's Centre and Lotteries House on the existing Lotteries House site.

Stakeholders from the Well Women's Centre and Lotteries House have expressed an interest in undertaking a co-location through a feasibility study.

Council is requested to support a feasibility study into co-locating on the existing Lotteries House site, the Town of Port Hedland's future Library and Community Centre, the Well Women's Centre and Lotteries House.

The outcome of the feasibility study will be presented for Council consideration including in late November / early December 2011, detailing the stakeholder consultation outcomes, concepts designs, cost estimates, funding strategy, management / sharing strategies and potential construction program for the proposed facility.

The feasibility will also consider all potential future locations for the Library, Community Centre and Well Women's Centre.

Background

Previous considerations (September 2010) around the development of the library and community centre explored potential synergies with the proposed upgrade to the South Hedland Aquatic Centre (SHAC).

A subsequent report to Council in November 2010 further explored the potential synergies between the two facilities and how the proposed library and community centre might address the site.

Parallel to this process, Council was considering the impact of the realignment of Colebatch Way on the South Hedland Skate Park as part of the CBD development and options related to the future redevelopment of this facility. The preferred location of the skate facility on the SHAC site was confirmed by Council in July 2011.

Subsequent investigation into the location of the SH skate facility have taken place throughout June and early July 2011, with the potential co-location and integration with the SHAC redevelopment, adjacent to Town Park being identified.

This report was laid on the table at the OCM in August 2011.

Consultation

Internal

- Chief Executive Officer
- Director Community Development
- Manager Community Development
- Library and Information Services Coordinator.

External

- Landcorp
- Well Women's Centre Board
- Lotteries House Board
- South Hedland CBD Stakeholder Committee.

The feasibility into the co-location of the Library, Community Centre, Well Women's Centre and Lotteries House was formally supported at the South Hedland CBD Stakeholder Committee meeting of 12 September 2011.

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Key Result Area 3: Community Development

Goal 1: Youth and Children

Immediate Priority 5: Plan for the development of new library and community centre in South Hedland.

Goal 2: Sports and Leisure

That the community has access to sports and leisure facilities at or above the quality that they would be able to access in the metropolitan area.

Budget Implications

Funds of \$300,000 has been carried forwarded from 2010/2011 and allocated within the 2011 / 2012 budget (BHPB Partnership).

The feasibility study will identify costs and funding strategies for the permanent development of the Library, Community Centre and Well Women's Centre.

Officer's Comment

The existing South Hedland Library and adjacent Well Women's Centre is located on a site that is earmarked for future hotel and retail development. Potential options for the future location of the Library and Community Centre is summarised in the table as Attachment 1.

Separately, the space within the existing Lotteries House is currently fully allocated with no additional space available for the growth of non-government agencies (NGO's) within the existing building or for the future growth of the Town's community service organisations.

Given these circumstances there is an opportunity consider the feasibility of co-locating the future Library, Community Centre, Well Women's Centre and expanded Lotteries House facilities on the current Lotteries House site.

The feasibility would consider whether these agencies, services and functions can collocate into a community hub, accommodating their individual requirements while achieving a mutually beneficial synergy.

The feasibility would also assess other potential future long term locations for the Library, Community Centre and Well Women's Centre.

Key considerations in exploring the feasibility of any potential collocation will need to address the following:

- Synergies between over vision's
- Compatibilities between physical facility requirements and how exclusive use and shared / common areas can be functionally integrated
- Compatibilities between service and programming requirements
- Compatibilities of human and intangible characteristics (maintenance of individual service 'identity', creation of the required 'feel' to successfully service customers)
- Potential management strategies.

The process for establishing whether the potential collocation is feasible would be to:

- Establish a working group with representatives from all parties
- Develop (via the working group) an agreed consultant's brief for the feasibility
- Engage of consultant to consider the physical (design), service (program and client servicing) and human elements
- Work with the consultant to explore the feasibility of co-location at the Lotteries House site
- Consider alternative locations for the Library, Community Centre and Well Women's Centre
- Have the results of the feasibility considered collectively by the working group and individually by the parties peak bodies (boards and Council).

It is anticipated that the results of the feasibility will be completed and available for consideration by individual peak bodies, including Council by December 2011.

Officers have received information from both the Well Women's Centre and Lotteries House, confirming a willingness to participate in the feasibility and to assess the opportunities for co-location.

Attachments

1. Potential Future Library, Community Centre and Well Women's Centre Location Options

201112/142 Officer's Recommendation/Council Decision

Moved: Cr A A Carter Seconded: Cr J M Gillingham

That Council:

- 1. Supports the feasibility study of co-locating on the existing Lotteries House site, the following agencies, facilities and services:
 - **Town of Port Hedland Library and Community Centre**
 - **Well Women's Centre**
 - **Lotteries House.****
- 2. Notes that the results of the feasibility will be presented for Council consideration including in early December 2011, detailing the stakeholder consultation outcomes, concepts designs, cost estimates, funding strategy, management / sharing strategies and potential construction program for the proposed facility**
- 3. Notes that the study will consider all potential long term options (including costs and funding) for the location of the Library, Community Centre and Well Women's Centre.**

CARRIED 8/0

ATTACHMENT 1 TO ITEM 11.3.3

Facility	Location	Comment	Advantages	Disadvantages
South Hedland Library and Well Women's Centre – Long Term	Lotteries House	<ul style="list-style-type: none"> Feasibility into compatibility with LH and WWC functions, space and design 	<ul style="list-style-type: none"> Ideal location, proximity and relationship with Town Centre Co-location of compatible services Efficiency of land use Community hub feature with SH Contemporary and modern provision of Library, Information and Community Services 	<ul style="list-style-type: none"> Existing LH model and stakeholders Existing LH building (complex construction and staging, potential additional short term relocation requirements)
	SH CBD Hotel Site	<ul style="list-style-type: none"> Redeveloped Library as part of hotel site / building 	<ul style="list-style-type: none"> Good location, proximity and relationship with Town Centre Location of some compatible services Incorporated into design and construction of hotel Funding as part of hotel development 	<ul style="list-style-type: none"> Potentially not suitable for the location of all services (some LH and WWC) Funding as part of hotel development
	Shopping Centre	<ul style="list-style-type: none"> Redeveloped Library as part of future shopping centre development 	<ul style="list-style-type: none"> Good location, proximity and relationship with Town Centre Location of some compatible services Incorporated into design and construction of hotel Funding as part of shopping centre development 	<ul style="list-style-type: none"> Potentially not suitable for the location of all services (some LH and WWC) Funding as part of shopping centre development
Other		<ul style="list-style-type: none"> Library in one location and WWC in another 		

11.3.4 JD Hardie Youth Centre – Recommended Tenancies (File No: 03/01/0023)

Officer Lorna Secrett
Manager
Community

Development

Date of Report 21 September 2011

Disclosure of Interest by Officer Nil

Summary

This report provides the outcomes of an Expression of Interest for Tenancy Space at JD Hardie Youth Centre.

Council is requested to endorse the allocation of tenancies to Department of Communities, Youth Involvement Council, and Hedland Youth Leadership Coalition.

Background

Council endorsed an Interim Business/Management Plan for the JD Hardie Centre at the OCM of 22 June 2011, which outlined a number of considerations for the transition of the Centre from the existing sport and recreation function to that of a youth centre in the 2012/13 financial year. The Interim Business/Management Plan set out parameters for leasing of the office spaces within the Centre.

In accordance with Council Decision 201011/431, Officers advertised for Expressions of Interest for Tenancy Space at the JD Hardie Youth Centre from 18 July – 23 August.

Six information packages were requested, from which the following applications were received:

Table 1:

Applicant	Space Requested	Indicative Activities	Essential Criteria met
Department for Communities	1 x 30sqm Office or 2 x 15sqm Offices	Parenting programs, including young parents, potential for additional youth development programs	Yes
Youth Involvement Council	3 office spaces of varying sizes	Youth engagement programs such as Mingle Mob, Birds and Bees would be based at the JD, with main YIC operations to remain at the Lawson St Youth Centre	Yes
Hedland Youth Leadership Coalition	1 medium sized office and access to shared activity spaces	Varied youth events, youth event management program	Yes

Pilbara Population Health (PPH) has also indicated an interest in securing a tenancy, however, internal processes did not allow for an application within the timeframe.

It is recommended that Officers have the delegated authority to follow up on this and other applications which may be submitted to the Town for consideration.

Consultation

- Director Community Development
- Manager Investment and Business Development
- Manager Community Development
- Youth Services Coordinator

Statutory Implications

The EOI for Tenancy Space at the JD Hardie Youth Centre has been conducted in accordance with the following Act and Section:

Local Government Act 1995 - Section 3.58

“3.58. Disposing of property

- (1) In this section —
“dispose” includes to sell, lease, or otherwise dispose of, whether absolutely or not;
“property” includes the whole or any part of the interest of a local government in property, but does not include money.*
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or*
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.**
- (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; and*
 - (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.***
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and*
 - (b) the consideration to be received by the local government for the disposition; and*
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition;*
 - or*
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.***
- (5) This section does not apply to —
 - (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or**

- (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
- (d) *any other disposition that is excluded by regulations from the application of this section.”*

[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]“

Policy Implications

The ToPH Policy Manual provides the following policies which are related to this item:

8/001 Community Service Provision

Strategic Planning Implications

Key Result Area 3: Community Development
 Goal 1: Youth and Children
 Immediate Priority 1: Convert the JD Hardie Centre into an integrated Youth Centre.
 Immediate Priority 3: Attract and retain young people in our Town through operating a series of events, information and activities.

Budget Implications

The following rates were advertised during the Expression of Interest submission period:

Commercial / Government: \$750 / square metre
 Funded Not-for-Profit: \$375 / square metre
 Community (unfunded): \$200 / square metre

The following table indicates the indicative rate assessed by Officers as payable by each applicant.

Applicant	Rental rate
Department for Communities	Commercial/Government
Youth Involvement Council	Funded Not-for-Profit
Hedland Youth Leadership Coalition	Community (unfunded)

The Youth Involvement Council have requested that, although they have been assessed at the Funded Not-for-Profit rate, that the Community Group (non-funded) rate be applied on a staged rental basis. Hedland Youth Leadership Coalition will similarly require time and assistance to gain the funding required to cover rental at the Community (unfunded) rate. It is recommended at Item 2 of the Officer Recommendation that negotiations of these terms are delegated to the CEO.

An updated budget for the JD Hardie Centre will be provided to the Council in a further report to its October Meeting, as part of the updated Interim Management Plan.

Officer's Comment

The recommended applicants will provide the first stage of activation to the JD Hardie Centre, as it transitions to a Youth Centre in 2012/13 from its existing Sport and Recreation function. Opportunities for additional tenancies will be followed up by Officers in the intervening period.

An updated Interim Business/Management Plan will be presented to the Council at the October meeting.

Attachments

Nil

Officer's Recommendation

That Council:

1. Agrees to dispose of Lot 5991 (Reserve 41675), namely a Portion of the JD Hardie Centre, Cottier Drive by way of lease to:
 - a. Youth Involvement Council at the Funded Not-for-Profit rate (\$375m² per annum) for a term of 3 years plus 3 year option
 - b. Hedland Youth Leadership Council at the Community Unfunded rate (\$200m² per annum) for a term of 3 years plus 3 year option
 - c. Department for Communities at the Commercial / Government rate (\$750m² per annum) for a term of 5 years plus 5 year option

2. Delegates authority to the Chief Executive Officer to:
 - a. Conduct final negotiations on lease conditions including space allocated in accordance with the Interim Business/Management Plan and draft lease adopted at the OCM 22 June 2011
 - b. Negotiate and approve additional tenancies in accordance with the Interim Business/Management Plan and draft lease adopted at the OCM 22 June 2011

201112/143 Council Decision**Moved: Cr A A Carter****Seconded: Cr S J Coates****That Council:**

1. **Agrees to dispose of Lot 5991 (Reserve 41675), namely a Portion of JD Hardie Centre, Cottier Drive by way of lease to:**
 - a. **Youth Involvement Council at the Community Unfunded rate (\$200m² per annum) for a term of 2 years, followed by a review of lease rates and terms for any subsequent period**
 - b. **Hedland Youth Leadership Council at the Community Unfunded rate (\$200m² per annum) for a term of 3 years plus 3 year option**
 - c. **Department for Communities at the Commercial / Government rate (\$750m² per annum) for a term of 5 years plus 5 year option**
2. **Delegates authority to the Chief Executive Officer to:**
 - a. **Conduct final negotiations on lease conditions including space allocated in accordance with the Interim Business/Management Plan and draft lease adopted at the OCM 22 June 2011**
 - b. **Negotiate and approve additional tenancies in accordance with the Interim Business/Management Plan and draft lease adopted at the OCM 22 June 2011**

CARRIED 8/0

REASON: Council has agreed to dispose of Lot 5991 (Reserve 41675), namely a Portion of JD Hardie Centre by way of lease to the Youth Involvement Council at an unfunded rate (\$200m² per annum) for a term of 2 years as this group is not on a set funding program and purely relies on community benefits.

**11.3.5 Update on High Profile Music Event in Port Hedland
(File No.: 03/02/0005)**

Officer	Lorna Secrett Manager Community Development
Date of Report	21 September 2011
Disclosure of Interest by Officer	Nil

Summary

Further to the previous decision (201011/428), Council is requested to note an update by officers on planning for a high profile music event in Port Hedland, including a five year development plan which outlines the sustainable growth of the event.

Council is requested to endorse issuing of a Request for Tender for the Provision of a High Profile Music Event in Port Hedland, to secure the services of a professional event company to progress the event. A further report would then be submitted in October 2011 for Council's endorsement of the preferred tenderer.

Background

Council's Strategic Plan 2010–15 includes actions to 'Actively seek to attract 'draw card' entertainers and events to the Town of Port Hedland' and to 'Actively seek to attract or establish a nationally significant event to Port Hedland.'

In March 2011, following a Request for Proposal (RFP) process, Sunset Events were engaged to provide a feasibility and business development plan on the potential of presenting a high profile music event featuring an international household name performer in the Town. Key points proposed / identified in the feasibility study were provided to Council in a previous report on 22 June 2011, as well as the feasibility and business development study as a confidential attachment.

The overall vision for the event was outlined as follows:

'To stage an annual music event of international standard in Port Hedland which delivers social, economic and environmental benefits throughout the year and positions Port Hedland as the regional centre for the Pilbara and an attractive and vibrant place in which to live.'

In order to maximise the opportunity to secure a top quality headline performer each year it was proposed that the dates remain flexible. Largely due to weather it was proposed that the event window would be between April and October each year. For this reason, it was identified that event planning for 2012 needed to commence by October 2011.

On the basis of the feasibility and business development plan, Council resolved at its OCM on June 22, in part, that it:

- “2. Considers an amount of \$500,000 in the 2011/12 Budget, which is conditional on the sourcing of other funding up to a total amount of \$1.5 million towards the event*
- 3. Authorises Officers to seek additional funding support for the proposed event*
- 4. Notes that a further report will be provided in August 2011 regarding the outcomes of efforts to secure funding for the proposed event. If the event does not receive funding then Council is to withdraw the conditional funding of \$500,000 from this years’ budget estimates; and*
- 5. Endorses that the report and recommendation are made public, with the attached Feasibility Study remaining confidential due to the commercial nature of the information contained.”*

Item 2 was completed, with an amount of \$500,000 included in the 2011/12 budget.

Item 3 is addressed within the Budget Implications section of this report.

Item 4 is completed with this report submission with further direction provided for Council’s consideration.

Item 5 has been observed throughout the funding approaches, and is one of the reasons that an engagement of an event organiser is made at this point, as event information needs to be freely available to develop formal sponsorship proposals.

Business Development Model

A development model has been developed to guide the sustainable growth of the event over an initial 5-year period. It is proposed that strategies for Years 1 and 2 will develop the event, build the profile, prove logistics and leverage further support from sponsors. It is intended that the event will be held in these years at the McGregor Street Reserve / Turf Club.

Years 3 – 5 will provide full realisation of the event outcomes, with a dedicated event space developed for year-round community enjoyment, enabling the attraction of additional events to the Town and attraction of an international audience through a marketing program which promotes Port Hedland as Pilbara's Port City.

The following table outlines the projected development of the event:

	Event Development	Projected Budget
2011/12	High profile contemporary Australian line up, held at the Racecourse with community engagement strategy underway, marketing program attracting local and regional audience	\$1.1million
2012/13	Mid-tier International profile act, with Australian support, held at the Racecourse with community engagement strategy further developed, marketing program attracting additional intrastate audience	\$1.3million
2013/14	World class international high profile act, held at iconic event space on the Spoilbank with full community outcomes, marketing program attracting additional interstate audience	\$1.4million
2014/15	World class international high profile act, held at iconic event space on the Spoilbank with full community outcomes, marketing program attracting additional international audience	\$1.5million
2015/16	World class international high profile act, held at iconic event space on the Spoilbank with full community outcomes, marketing program attracting additional international audience	\$1.5million

Key changes throughout the event's development occur in the areas of marketing, production scale / complexity / cost as well as headline act drawing power and cost.

Consultation

Previous consultation affirmed strong support for the proposal, with stakeholders indicating that they would favourably consider a sponsorship approach and/or commitment to infrastructure requirements of the event.

Officers have corresponded with these potential stakeholders and identified others to be approached through a formal sponsorship approach by an event company, in close liaison with the Town, should the recommendation be endorsed by Council. This information is provided in the Budget section of this report.

The following community groups have been engaged and committed to meaningful involvement at the event, around the event (in the weeks leading up to and after) and all year round:

- Youth Involvement Council
- Hedland Youth Leadership Coalition
- Care for Hedland Inc
- FORM.

Internal consultation has been held with the following staff:

- Chief Executive Officer
- Director Community Development
- Manager Organisational Development
- Manager Community Development
- Event Coordinator
- Coordinator Sport and Recreation
- Environmental Health Officer
- Club Development Officer
- Senior Project Officer – Engineering
- Matt Dann Production Coordinator
- Community Development Officer.

Discussions with WALGA Procurement Section have been held with regard to the RFT for Provision of a High Profile Event in the Town of Port Hedland.

- Corporate Consultation:
- BHP Billiton
- Fortescue Metal Group
- Atlas Iron
- Port Hedland Port Authority
- Pilbara Cities
- Eventscorp.

Statutory Implications

Advice has been sought from the West Australia Local Government Association (WALGA) on the best procurement approach to progress this project.

Due to the budget and nature of the proposal, the advice received from WALGA is that engagement of the lead contractor / organiser for the event should go out to a public process through a Request for Tender (RFT), before a contract to manage the event is entered into.

Policy Implications

Should a RFT for Provision of a High Profile Event in Port Hedland be authorised by Council, the process will be conducted in accordance with the Procurement Policy, as amended in June 2011 and 2/011 Tender Policy.

Strategic Planning Implications

The ToPH Strategic Plan (2010 - 2015) includes the following Actions:

Goal 2 – Events

That the Town annually hosts a series of well attended community events.

1. Actively seek to attract 'draw card' entertainers and events to the Town of Port Hedland.
2. Actively seek to attract or establish a nationally significant event to Port Hedland.

Budget Implications

The event has been estimated at approximately \$1.1 million in Year 1. Council has allocated a sum of \$500,000 in the 2011/12 budget as its potential contribution to the event. This contribution is conditional on the balance of funding being sourced from other parties. Under the feasibility proposal, Council would auspice the event in all relationships with corporate partners, suppliers and Government agencies and will have full audit rights of the accounts for the event.

Officers have developed a funding strategy and have secured or are negotiating significant in-principle contributions, as in the below table:

Sponsor	In-principle commitment secured	Commitment under consideration / in progress
Town of Port Hedland	\$500,000	
BHP Billiton Iron Ore	\$200,000	
Port Hedland Port Authority		\$100,000
Atlas Iron	\$100,000	
Pilbara Cities		\$100,000
Eventscorp	\$300,000 (potential three year commitment)	
Total	\$1.1million	\$200,000

Should other / external party funding exceed the balance required (i.e. is greater than \$600,000), then the contribution from Council will be reduced by the same amount.

The terms of the RFT will require that any shortfall in funding of up to \$1.1million towards the Year 1 event will be covered by the successful tenderer. This mitigates any risk that the Council will be liable for funding other than that it has already committed in the 2011/12 budget and provides an incentive for the successful tenderer to fully realise the funding strategy.

The sponsorship commitment to the event from Council, under the conditions proposed in the feasibility study, is for a period of 5 years. The annual contribution from Council is proposed to remain constant at \$500,000.

As the event develops and achieves greater audience numbers, it is intended that the agreement with the lead event contractor will reflect an offset to costs of the event to the Town, through increased levels of external sponsorship and event revenue. The terms of the proposed agreement will be presented for the Council's consideration in October 2011, with a recommendation for preferred tenderer.

To confirm the funding strategy, as outlined in the above table, and sustain the momentum of the event, it is recommended that the Town conduct a RFT to appoint a professional event company.

Event organizing companies have indicated a preparedness to financially underwrite any shortfall in the event budget / cost, providing security that Council's contribution will not exceed budgeted amount.

Officer's Comment

The Town of Port Hedland presents four annual major community events to its residents and visitors. These events are free to the public and feature quality entertainment and associated activities including market stall programs, competitions and workshops.

The scope of these events has been to a large extent fully realised within the context of a community event and the Council has indicated its strategic intention to work with a major presenter to develop a ticketed event, featuring a high profile international act.

The feasibility study and subsequent approach has drawn a high level of support from all stakeholders, with the common view that the time is right for the Town to develop its social infrastructure and programs in this direction.

As previously outlined to Council, an iconic event with an international drawcard performer will:

- Increase the profile of Port Hedland, as Pilbara's Port City;
- Act as a platform for the development of Port Hedland as the regional centre of the Pilbara;
- Promote the town as a tourism destination of significance and renown by highlighting the unique industrial and marine environment of Port Hedland; and
- Leave a year-round legacy of broader cultural and community benefits for the town by stimulating existing community and cultural participation in and around the event and providing a stimulus for this continued activity throughout the year.

Key stakeholders are firmly of the view that Council should 'own' the event and auspice the project. This arrangement not only guarantees transparency and accountability of the funding model, but also ensures that community engagement and benefits will be supported and delivered by the Town.

In-principle commitments and strong indications of support have been received from key stakeholders and a more formal approach by a major presenter, working on behalf of the Town, is now required to enable these stakeholders to confirm commitments with their governing boards and executive.

The State Government has recently announced new event funding of \$40 million over four years for major events across regional Western Australia through Eventscorp. This funding will be available from the start of the 2011/12 financial year. Officers have met with Eventscorp senior staff and have determined that the proposal for a high profile event in Port Hedland fits well within the criteria and could potentially attract annual funding of \$300,000 for a 3 year period. Indications have been received that, should the first event be presented in the 2011/12 financial year, the event would attract funding over the full 4 year period.

To capitalise on these opportunities, and to be in a position to present the first event between April and October 2012, Council is requested to support the commencement of a procurement process through a RFT, using information which does not impact on the intellectual property which has been supplied in the feasibility and business development study. The terms of the RFT will require that any shortfall in funding of up to \$1.1million towards the Year 1 event will be covered by the successful tenderer.

Attachments

1. Letters of support from:
 - i) Hedland Youth Leadership Coalition
 - ii) Youth Involvement Council
 - iii) FORM
 - iv) Care for Hedland

Officer's Recommendation

That Council:

1. notes the update on progress of a high profile event in Port Hedland
2. authorise the CEO to secure the services of a professional event company through a Request for Tender process once written confirmation is received from all corporate sponsors / supporters
3. note that financial underwriting of the 2012 Music Event will be an essential criterion of the Tender Specifications, ensuring Council's financial exposure / risk is limited to the 2011/12 budget allocation
4. note that a further report will be provided in October 2011 recommending a preferred tenderer.

6:58pm Councillor S J Coates declared an Impartiality interest in Agenda Item 11.3.5 'Update on High Profile Music Event in Port Hedland' as he is a BHP Billiton employee and shareholder.

Councillor S J Coates did not leave the room.

201112/144 Council Decision

Moved: Cr A A Carter Seconded: Cr J M Gillingham

That Council:

- 1. notes the update on progress of a high profile event in Port Hedland; and**
- 2. authorise the Chief Executive Officer to secure the services of a professional event company through a Request for Tender process once written confirmation is received from all corporate sponsors / supporters to conduct the 2012 event; and**
- 3. note that financial underwriting of the 2012 Music Event will be an essential criterion of the Tender Specifications, ensuring Council's financial exposure / risk is limited to the 2011/12 budget allocation; and**
- 4. note that a further report will be provided in October 2011 recommending a preferred tenderer.**

CARRIED 8/0

REASON: Council believes it beneficial to specify that the event will be held in 2012.

ATTACHMENT 1 TO ITEM 11.3.5



Lorna Secrett
Manager Community Development
Town of Port Hedland
E: mgcs@porthedland.wa.gov.au
P: (08) 9158 9622
W: www.porthedland.wa.gov.au

Dear Lorna,

Support Letter RE: High Profile Event

The Hedland Youth Leadership Coalition would like to offer its support towards the presentation of a high profile event in Hedland, as recently discussed at the community meeting.

Our group would love to be a part of developing a range of community engagement around the environment which could include:

- Volunteer program - mentoring and experience in event management skills
- Winner of Young Battle of the Bands to Open the Event
- Event management workshops Presentation of regular youth events, by youth for youth, including local bands at JD Hardie Centre
- Skills development program with High School, similar to Kicking/ Shooting Goals
- Opportunities for local musicians to gain performance experience through regular youth events

We are incredibly supportive of this incredible initiative and believe that it will help support the town in a range of ways.

1. Bridge the connection between the national music industry and our musically isolated town.
2. Training opportunity for local people to learn about what's involved in running a large scale festival.
3. Ways to expose our local musical talent into the professional industry.
4. Great promotional opportunity for Hedland.
5. Sensational way to attract other people from the Pilbara and Kimberley into Hedland.

If you would like more information, please do not hesitate to contact me.

Yours sincerely

Brad Holder
President
Hedland Youth Leadership Coalition
P: 0447632936
E: president@hedlandyouth.com



Hedland Youth Leadership Coalition

www.hedlandyouth.com

info@hedlandyouth.com



7 September 2011

To Lorna,

Re: High Profile Event in Hedland

The Youth Involvement Council (YIC) is incorporated under the Associations Incorporation Act 1987 (WA) in 1990. YIC is the primary youth organisation in Hedland and we deliver several programs to young people in Hedland and the surrounding areas. Our programs target 10-25 year olds who are more often than not considered to be at risk, homeless (or at imminent risk of homelessness), disadvantaged or in need of general support. Our programs aim to assist young people to create improved educational and life pathways with assistance from skilled staff. Our main programs are the Lawson Street Youth Centre (LSYC), the Youth Accommodation Program (YAP) and Mingle Mob Outreach program which includes night patrols and case management. In addition to this we employ highly skilled teachers to deliver education programs primarily to students who have issues of underachievement and/or truancy. We visit Warralong and Yandeyarra Aboriginal Communities several times throughout the year to deliver educational and recreational activities that they would not otherwise have access to.

YIC would most definitely support an event such as that discussed at the community meeting earlier on this year as there will be many opportunities for youth to get involved such as gaining experience performing at regular youth events, mentoring experience in event management, incorporation of Indigenous acts and fundraising throughout. We look forward to working together with the Town of Port Hedland and other stakeholders to bring this exciting initiative to town.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Vicki Stephens', is written over a light blue horizontal line.

Vicki Stephens

Manager

Youth Involvement Council

manager@yic.com.au

form.

building a state of creativity

357 Murray Street Perth
Western Australia 6000
T +61 8 9228 2799
F +61 8 9228 2250
E mail@form.net.au
W www.form.net.au

7 September 2011

Dear Lorna

FORM would like to offer its support towards the presentation of a high profile event in Hedland, as recently discussed at the community meeting.

Our group would love to be a part of developing a range of community engagement around the environment which could include:

- Street art/sculpture featured at Event from local workshops;
- Markets, themed exhibitions or displays
- Small Wins project to 'dress up the town'
- Year round involvement of Small Wins Program
- Engaging community/youth in lead up to Festival
- Workshops in street art/sculpture for presentation at the Event

We look forward to being a part of the progression of this exciting initiative for Port Hedland.

Yours sincerely



Porscha Cox

Gallery Coordinator
Port Hedland Courthouse Gallery
(08) 9173 1064

**Care For Hedland Environmental Association Inc.**

A.B.N. 11 873 448 055
Registered Association Number A1011932D

PO Box 436,
Port Hedland, Western Australia, 6721

Town of Port Hedland
Manager Community Development
Lorna Secrett
PO Box 41
Port Hedland
Western Australia, 6721.

Dear Lorna,

Letter Of Support For High Profile Event In Port Hedland

Care for Hedland Environmental Association would like to offer its whole hearted support towards the presentation of a high profile event in Hedland, as recently discussed at the community meeting.

Our Association would welcome the opportunity to be involved in developing a range of community engagement around the environment which could include:

- Promotional stall as part of Eco Area which features initiatives and projects in the town;
- Eco initiatives at the Festival including recycling and Green Festival program;
- Focus on unique turtle nesting, with either sand sculpture competition on Cemetery Beach or turtle watching (depending on the month that the Event is held)

The Association also sees the opportunity for it to assist in the provision of volunteers for the Event. Our annual turtle monitoring program has on average 150 volunteers take part and depending on the timing of the Event, it is felt the Association has the potential to contribute significantly to any established volunteer pool, including the capacity to billet in house such volunteers.

We look forward to being a part of the progression of this exciting initiative for Port Hedland.

Yours Sincerely,

Kelly Howlett
Chairperson

9th September 2011

11.3.6 South Hedland Library - Location Options for the Short Term Relocation (File No.:26/04/0018)

Officer	Sharon Groch Coordinator Library Service
Date of Report	21 September 2011
Disclosure of Interest by Officer	Nil

Summary

Investigation has been undertaken into options that would meet the requirements for the short term relocation of the South Hedland Library, either by utilising existing vacant buildings, co-location or temporary / transportable buildings.

Council is requested to support further investigation into the recommended options and to seek approval from the Library Board of Western Australia for the temporary relocation of the South Hedland Library.

Background

The existing South Hedland Library and adjacent Well Women's Centre is located on a site that is earmarked for future hotel and retail development.

Landcorp's desire is to take vacant possession of the existing site in early 2012.

Investigation is underway into a number of potential sites which could be viable options for either the relocation of the South Hedland Library and / or Well Women's Centre.

In choosing a site, a number of factors have to be taken into consideration to enable the library to continue at least the existing level of service to the community.

The following are required:

- Spatial area of up to 850 m² to encompass:
 - Main circulation / public area
 - Children's area – capacity for stock and activities
 - Technology zone – minimum 4 public PC's and desks
 - Local Historical Collection – maps, compactus, pamphlet files and reference items
 - Processing and storage area
 - Staff office space
 - Coordinators office

- Appropriate floor loading capacity – AS1170 to accommodate 18,000 stock items (approximately 9 tonnes excluding shelving)
- Automated entry door to allow for disabled and pram access
- Car parking including allocated disabled and staff bays
- Public toilets including disabled access toilet.

Approval in writing needs to be obtained from The Library Board of Western Australian when planning the relocation of a Library Service. The next meeting of the Library Board is being held on 3 November 2011.

Consultation

Internal

- Director Community Development
- Manager Community Development
- Coordinator Library and Information Services.

External

- Librarian Pilbara TAFE
- Pindan College
- South Hedland CBD Stakeholder Committee.

The potential options for the short term relocation of the SH Library and Well Women's Centre was considered at the 12 August 2011 meeting of the South Hedland CBD Stakeholder Committee meeting. The Committee formally recommended utilising transportable accommodation at a suitable site (ie JD Hardie Centre).

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Key Result Area 3: Community Development
Goal 1: Youth and Children
Immediate Priority 5: Plan for the development of a new library and community centre in South Hedland.

Budget Implications

There will be no budgetary implications associated with this recommendation however the coverage of relocation costs will be presented in a further report to Council.

Officer's Comment

The timeframe for the relocation of the South Hedland Library is dependent on the outcome of the proposed co-location feasibility with key community facilities, as well as investigations into other site options.

In the interim period, due to Landcorp's desire access the existing site in early 2012, an appropriate site is necessary for the temporary relocation of the South Hedland Library and the Well Women's Centre

Potential Relocation Options for Further Investigation

Gemini Medical Centre

This site is an existing medical facility which is located in close proximity to the South Hedland CBD and the current library service. It provides good exposure and on site car parking. The size and quality of the building has the potential to accommodate both the existing medical functions and the services provided by the South Hedland Library.

Factors to be considered are the compatibility with the medical functions undertaken, availability of adequate space, the timeframe required as a temporary location and floor loading capacity requirements. The facility is linked to State Government funding of the South Hedland CBD and likely to require government / Cabinet approval to amend redevelopment timeframes.

Pilbara TAFE (Library)

Discussions were held with the Head Librarian of the Pilbara TAFE regarding a co-location option for the period of the temporary relocation. As it is an existing library, it meets the criteria for floor loading capacity, accessibility, technology requirements and on site car parking. Since the initial discussion, it has been identified that the TAFE Library does not have enough floor space to accommodate the number of items in the public library collection.

An alternative option of the small gym building and offices that are currently used for art classes was presented for consideration. Confirmation of the spatial area, floor loading capacity and accessibility of this alternative are yet to be determined.

Karjini Building (Byass Street)

Existing building in close proximity to South Hedland CBD and Library, with good exposure down Hunt Street.

Site is approximately 3500m² in total area, comprised of 1 x 500m² administration block and 4 x 500m² warehouses with the balance of space allocated to carparking and storage.

The site has recently been leased to Pindan College who intend to undertake fitout / modifications through the remainder of 2011, commencing administration and teaching in 2012. Initial take up or usage of area by Pindan College will be:

- 1 x 500m² administration building
- 2 x 500m² warehouses for teaching and training.

The balance of areas (2 x 500m² warehouses) are intended to be modified and fitted out throughout 2012 and commencing usage in 2013. Pindan College has indicated that their expansion program may be reviewed should a suitable tenant be found.

This building is basically a warehouse configuration / fitout and would require substantial modifications to be suitable for library usage. Parking is also limited at the site.

Pilbara TAFE

This area is being vacated by Pindan College (to move into Byass Street premises) and comprises 1 x 400m² recreation hall with associated support buildings.

Transportable Facility

Investigations into the option of a transportable building that meet the floor loading capacity and spatial area required for the library service have been undertaken. Initial estimates for this type of building are in excess of \$1million to purchase. Lease of a suitable building is also possible. Factors to be considered are the cost, procurement, fabrication, approvals, completion timeframes and availability of onsite parking.

An advantage of this type of building, even given the significant purchase cost is the ability to sell / recoup part of the costs at the conclusion of use.

Another advantage with a transportable facility is with the potential to locate the building in a suitable / compatible location.

Attachments

1. Potential Short Term Library Location Options.

Officer's Recommendation

That Council:

1. In-principally supports the transportable facility as preferred option for the potential short term locations for the South Hedland Library Service
2. Notes quotation / negotiation will continue in relation to the preferred short term Library locations indicated in 1
3. Notes that the timeframe, costs and funding for the temporary location of Library Services will be further determined and presented to Council at the conclusion of current investigations.
4. Notes that approval from the Library Board of Western Australia will be required for the temporary relocation of the Library Service including the following required information:
 - Location of the new library building including access for the public, parking availability, proximity to locals schools or other interested parties;
 - Size of the building and if it meets recommended standards
 - Services offered from the library
 - Internet availability, number of PCs available for public use
 - Any special features
 - Map showing location within the townsite
 - Library floor plan.

201112/145 Council Decision**Moved: Cr A A Carter****Seconded: Cr S R Martin****That Council:**

- 1. Subject to confirmation of funding from Landcorp and/or Pilbara Cities, in-principally supports the transportable facility as preferred option for the potential short term location for the South Hedland Library Service; and**
- 2. Notes quotation / negotiation will continue in relation to the preferred short term Library locations indicated in 1; and**
- 3. Notes that the timeframe, costs and funding for the temporary location of Library Services will be further determined and presented to Council at the conclusion of current investigations; and**
- 4. Notes that approval from the Library Board of Western Australia will be required for the temporary relocation of the Library Service including the following required information:**
 - Location of the new library building including access for the public, parking availability, proximity to locals schools or other interested parties;**
 - Size of the building and if it meets recommended standards**
 - Services offered from the library**
 - Internet availability, number of PCs available for public use**
 - Any special features**
 - Map showing location within the townsite**
 - Library floor plan.**
- 5. Receives regular progress reports.**

CARRIED 8/0

REASON: Council wishes to highlight that it will give its in-principal support subject to confirmation of funding from Landcorp and/or Pilbara Cities and also indicated that regular progress reports are required.

ATTACHMENT 1 TO ITEM 11.3.6

Location	Comment	Advantages	Disadvantages
Karlini Building (Byass Street)	<ul style="list-style-type: none"> - Existing commercial building - Under lease to Pindan College 	<ul style="list-style-type: none"> - Close to existing Town Centre / current library - Good Exposure / Size and quality of building 	<ul style="list-style-type: none"> - Cost - Pindan to take up occupancy for half the space in 2012 - Suitability of space unknown / requirements for fitout and modification - Balance of area potentially only available for 12 months
Pilbara TAFE Library	<ul style="list-style-type: none"> - Cost / arrangements currently unknown - TAFE advised that existing space is too small for co-location 	<ul style="list-style-type: none"> - Existing building - Good size and reasonable quality building 	<ul style="list-style-type: none"> - Compatibility with TAFE functions to be resolved - Insufficient space
Pilbara TAFE Unused Classrooms / Gym Area	<ul style="list-style-type: none"> - Cost / arrangements currently unknown 	<ul style="list-style-type: none"> - Existing building 	<ul style="list-style-type: none"> - Availability and costs unconfirmed - Size unknown
Automotive Bay at rear of Kmart	<ul style="list-style-type: none"> - Existing commercial building 	<ul style="list-style-type: none"> - Town Centre Location 	<ul style="list-style-type: none"> - Availability and costs unconfirmed - Size unknown
Gemini Medical Centre	<ul style="list-style-type: none"> - Existing medical building in Town Centre 	<ul style="list-style-type: none"> - Close to existing Town Centre - Good Exposure 	<ul style="list-style-type: none"> - Development of facility linked to State Govt funding - Compatibility with medical function, timing and availability of space to be resolved
Transportable	<ul style="list-style-type: none"> - Location TBC (potentially near Police Station or JD Hardie) - Requirement for structural capacity (books / shelves) – non standard 	<ul style="list-style-type: none"> - Reasonable exposure - Good size and quality of building - Asset can be resold / costs recouped - Ability to accommodate all functions together (depending on building) 	<ul style="list-style-type: none"> - Further away from existing Town Centre / Library location - Cost, Procurement, Fabrication, Approvals and Completion timeframes

11.3.7 Community Engagement – Consideration of Draft Strategy (File No.: 03/01/0017)

Officer Gordon MacMile
Director Community Development

Date of Report 21 September 2011

Disclosure of Interest by Officer Nil

Summary

Town of Port Hedland aims to inform, involve and effectively engage with the local community in the preparation of strategies, plans and policies, and the implementation of projects and activities.

The preparation of this Community Engagement Strategy demonstrates a clear commitment of Council to actively engage the local community through best practice consultation methods.

The Strategy sets out Council's approach by identifying a set of principles that will shape how to encourage government / industry partners and the local community to play an active role in the way it plans for the future of Port Hedland and its community. The Strategy also considers the use of e-consultation or electronic consultation including the use of the internet, e-mail and other web tools to ensure effective ongoing engagement with the local community.

The purpose of the Community Engagement Strategy is provide Council with a consistent, values based method of informing, consulting and involving the Port Hedland community in all forms of decision making that affect them.

Background

"Community engagement is achieved when the local community is and feels part of the overall governance" (VLGA 2006: 5). The International Association of Public Participation defines community engagement as: *"any process that involves the public in problem-solving or decision-making and uses the public input to make more informed decisions"*.

For the purpose of this strategy, the term 'Community Engagement' is used to describe the overall outcome that Council is aiming to achieve, while the term 'Consultation' is used to describe the actual practice and a particular type of processes used to engage with the community. This Strategy is based around a set of principles to ensure Council engages with and encourages the local community to participate in consultation processes that influence our enjoyment of this City as residents, workers, investors and visitors.

Consultation includes a variety of approaches and / or methods to achieve outcomes, such as information delivery, involvement and collaboration in decision-making and empowered action in informal groups or formal partnerships.

The overall aims of the Community Engagement Strategy are to:

- Provide a consistent approach across Council departments and ensure that all consultation processes and community engagement activities are conducted according to the adopted 'Principles of Effective Consultation and Community Engagement'
- Strengthen the partnership between Council, government and industry stakeholders, service providers, local organisations and the local community through ongoing engagement
- Facilitate an environment in which Council and the local community can exchange views, ideas and information, therefore resulting in policies, projects and Council activities that are more responsive to local needs, concerns and priorities
- Improve communication and information sharing between Council and the local community
- Improve knowledge and skills of Council staff and improve internal coordination between Council departments
- Be proactive and open to new and innovative ways to consult and maintain ongoing engagement with the whole of the community.

Consultation

Internal

- Executive Group
- Manager Group
- Community Development Directorate.

External

- Currently an internal draft strategy

Statutory Implications

All local governments are currently required to produce a plan for the future under S5.56[1] of the *Local Government Act 1995* (the Act). It is intended that regulations will be made under S5.56[2] of the Act to briefly outline the minimum requirements to achieve this.

The Integrated Strategic Planning Framework provides the basis for improving the strategic planning in local government. It addresses the minimum requirements to meet with the Act and outlines processes and activities to achieve an integrated strategic plan at the individual local government level.

Policy Implications

Nil

Strategic Planning Implications

Key Result Area 3 – Community Development

Budget Implications

There are no direct costs associated with the Community Engagement Strategy, however its implementation would use resources which would need to be covered by the Council department undertaking the consultation.

Officer's Comment

The seven principles of this strategy are:

- *Inclusiveness and Diversity* - Council recognises and values the diversity of its local community and the different strengths each group and individual has to offer
- *Openness, Respect and Accountability* – To ensure consultation processes and engagement with the local community are approached in an open and respectful manner with clear lines of accountability
- *Leadership* – Council taking the initiative for engagement, seeking support and partnerships to support and facilitate discussion which represents the wider community interests and encouraging leadership within Council and the local community
- *Purpose* – To provide clear direction and guidance for the local community, key stakeholders and Council itself as to the reason for the consultation being conducted
- *Information Sharing* – Providing clear, easy to understand information in a timely manner and sharing information that is as accurate as possible. Information sharing also relies on the involvement of participants and a commitment to be open to different views
- *Feedback and Evaluation* – Informing participants as to how their opinions and information have contributed to the preparation and decision of Council is vital and understanding the views of participants specific to the consultation process itself is a valuable learning tool
- *Resourcing and Timing* – Staff training requirements and the physical and financial resources involved in conducting consultation must be considered both for the individual project and the overall needs of Council departments.

The draft Community Engagement Strategy is based on the Public Participation Spectrum developed by the International Association for Public Participation (IAP2). The Spectrum identifies the possible methods of consultation relative to the level of impact that the community would have on decision-making. The types of engagement include inform, consult, involve, collaborate and empower.

Council aims to identify genuine opportunities for the opinions, expertise and concerns of the community to play a part in our activities and projects. For this to occur, we must ensure that the consultation methods used are appropriate to the stated purpose or goal, that we deliver on what we said we would do and that we preserve the Council's Principles of Effective Consultation and Community Engagement.

- **Level 1: Inform**
Give information to the local community
- **Level 2: Consult**
Seek feedback from the local community
- **Level 3: Involve**
Work directly with the local community
- **Level 4: Collaborate**
Create partnerships with the local community to produce recommendations and solutions
- **Level 5: Empower**
Place the final decision making in the hands of the local community.

The intention is for Council to adopt the Strategy as an over-arching guide to community engagement, with approved operating practices to be developed as a second stage, ultimately determining the detailed procedures to be used within the organisation.

Attachments

- Attachment 1 – (draft) Community Engagement Strategy

Officer's Recommendation

That Council:

1. Endorses the Town of Port Hedland's Community Engagement Strategy
2. Notes that internal operating practices will be developed to detail the application of the Community Engagement Strategy within the Town of Port Hedland
3. Publically advertises the Community Engagement Strategy for feedback and community input.

201112/146 Council Decision

Moved: Cr A A Carter

Seconded: Cr J M Gillingham

That Council:

1. **Endorses the Town of Port Hedland's Community Engagement Strategy; and**
2. **Notes that internal operating practices will be developed to detail the application of the Community Engagement Strategy within the Town of Port Hedland; and**
3. **Publicly advertises the Community Engagement Strategy for feedback and community input by way of a workshop for a period of 3 weeks, followed by a report to Council for consideration; and**
4. **Considers the (draft) Social Media Policy along with the Community Engagement Strategy feedback from the advertising process with a report to Council.**

CARRIED 8/0

REASON: Council believes it has to carry out a workshop to receive community input with regards to the Community Engagement Strategy and should also consider a Social Media Policy.



Town of Port Hedland - Community Engagement Strategy (draft)



Presented to: Executive Management and Internal
Consultation
Prepared by: Community Development Directorate
Date: September 2011 (V3)



Town of Port Hedland Community Engagement Strategy - Draft

GLOSSARY of TERMS and ABBREVIATIONS

<i>Capacity Building</i>	The ongoing development of awareness, knowledge, skills and capability by certain groups and individual, normally the community, to achieve their purpose.
<i>Community Consultation</i>	The process of informed communication between Council and the local community on an issue prior to the Council making a decision or determining a direction on those issues. Consultation is a process, not an outcome and recognizes that Council has the mandate to be the decision-maker.
<i>Community Engagement</i>	The broad and ongoing range of interactions between Council and the whole of the local community to build capacity and partnerships. Community engagement is any process that involves the public in problem solving or decision making and uses public input to make decisions
<i>Communities of Interest</i>	A community of people who share a particular experience, common interest or characteristic. This could include but is not limited to: young people, gender and faith groups, indigenous people, resident groups, environmental groups, social groups and sporting groups.
<i>Community Planning</i>	A process of community engagement leading to the development of a future looking plan which sets out priorities and actions needed.
<i>Stakeholder</i>	Any person or group who has a stake in what happens in a Place or community.
<i>Geographic Communities</i>	Communities in a given location, such as the whole geographic area within the Town of Port Hedland's boundaries, or a Place, or a neighbourhood. Also known as Communities of Place
<i>Functional Communities</i>	Communities defined by the commonality of their objectives and interests, such as service providers, specific interest groups or community groups; and/or by how their members identify themselves or how they are identified by society, such as young people, older people, people with disabilities, the working population, families, religious groups, Indigenous groups, ethnicity etc.
<i>Public participation</i>	The approach is about taking the voice of street-level knowledge in communities for use in bottom-up strategic planning.

REFERENCES

This strategy has been based on research and the varied experience of staff. A number of community engagement strategies from Councils, both national and international were also used as a guide of best practice in the preparation of this strategy.

- Bang the Table 2008 'Why Engage On-line' <http://corporate.bangthetable.com/howtoguides> Access 30 March 2009.
- International Association for Public Participation (2004) 'IAP2 Public Participation Spectrum' www.iap2.org
- Victorian Department of Sustainability and Environment (2007) 'Effective Engagement'
- <http://www.dse.vic.gov.au/DSE/wcmn203.nsf/childdocs/-0B996EB412EAB883CA2570360014FD1A-6BC40C338B25036ECA257036001555F2?open>
- Victorian Local Government Association (VLGA) 2006 'Best Value Victoria Community Consultation'



Executive Summary

Community engagement and consultation is a regular and important part of Council's everyday services, involving the interaction of Council, partners and the local community in a variety of settings and circumstances.

The Community Engagement Strategy aims to:

- Provide a consistent approach across Council departments as to how Council engages with the local community
- Strengthen the partnership between Council, government stakeholders, service providers, local organisations and the local community through ongoing community engagement
- Improve knowledge and skills of Council staff and to improve internal coordination
- Be proactive and open to innovative ways to consult with the whole of the community.

For the purpose of this strategy, the term 'Community Engagement' is used to describe the overall outcome that Council is aiming to achieve, while the term 'Consultation' is used to describe the actual practice and a particular type of processes used to engage with the community. Effective community consultation should be a first thought, not an afterthought for any project. This strategy is based around a set of principles to ensure Council engages with and encourages the local community to participate in consultation processes that influence our enjoyment of this City as residents, workers, investors and visitors.

The seven principles of this strategy are:

- *Inclusiveness and Diversity* – Council recognises and values the diversity of its local community and the different strengths each group and individual has to offer.
- *Openness, Respect and Accountability* – To ensure consultation processes and engagement with the local community is approached in an open and respectful manner with clear lines of accountability.
- *Leadership* – Council taking the initiative for engagement, seeking support and partnerships to support and facilitate discussion which represents the wider community interests and encouraging leadership within Council and the local community.
- *Purpose* – To provide clear direction and guidance for the local community, key stakeholders and Council itself as to the reason for the consultation being conducted.
- *Information Sharing* – Providing clear, easy to understand information in a timely manner and sharing information that is as accurate as possible. Information sharing also relies on the involvement of participants and a commitment to be open to different views.
- *Feedback and Evaluation* – Informing participants as to how their opinions and information have contributed to the preparation and decision of Council is vital and understanding the views of participants specific to the consultation process itself is a valuable learning tool.
- *Resourcing and Timing* – Staff training requirements and the physical and financial resources involved in conducting consultation must be considered both for the individual project and the overall needs of Council departments.



Strategic Context

Introduction

Town of Port Hedland aims to inform, involve and effectively engage with the local community in the preparation of strategies, plans and policies, the implementation of projects and Council activities.

The preparation of this Community Engagement Strategy demonstrates a clear commitment of Council to actively engage the local community through best practice consultation methods.

The Strategy also sets out Council's approach by identifying a set of principles that will shape how to encourage government / industry partners and the local community to play an active role in the way it plans for the future of Port Hedland and its community.

This document outlines an understanding of community engagement. The adoption of the stated principles as a consideration for all consultation processes enables Council to engage more effectively with the local community.

Various legislation, such as the Local Government Act (1993) and the Environment Planning and Assessment Act (1979) set out minimum standards for community consultation and engagement.

Therefore, community consultation is an integral component in the preparation of a variety of Council's strategic and corporate documents and plans, as well as the delivery of Council's programs and services.

Council recognises the importance of internal consultation between directorates and departments. Maintaining a high level of communication between Council departments will ensure effective and coordinated engagement. The role of Councillors is a link to and advocate for the local community. This also emphasises the importance of openness and an agreed process for sharing information.

The Town of Port Hedland's Community Engagement Strategy is an evolving document. It will change over time in response to legislation and to reflect best practice consultation guidance. Once adopted, it will be reviewed regularly to ensure the strategy and allocation of resources reflects current best practice techniques and current legislative requirements.



1. Why Engage?	
<p>1.1 Why is a community engagement plan required?</p>	<p>All local governments are currently required to produce a plan for the future under S5.56[1] of the <i>Local Government Act 1995</i> (the Act). It is intended that regulations will be made under S5.56[2] of the <i>Act</i> to briefly outline the minimum requirements to achieve this.</p> <p>The Integrated Strategic Planning Framework provides the basis for improving the strategic planning in local government. It addresses the minimum requirements to meet with the Act and outlines processes and activities to achieve an integrated strategic plan at the individual local government level. (Ref: Integrated Planning and Report: Framework and guidelines, Dept of Local Government WA).</p> <p>The aim is to build a cohesive and sustainable community by being responsive to the needs of our community; to engage and encourage the local community to participate in activities that influence our enjoyment of this City as residents, workers, investors and visitors.</p> <p>The overall aims of this strategy are to:</p> <ul style="list-style-type: none"> • Provide a consistent approach across Council departments and ensure that all consultation processes and community engagement activities are conducted according to the adopted 'Principles of Effective Consultation and Community Engagement' • Strengthen the partnership between Council, government and industry stakeholders, service providers, local organisations and the local community through ongoing engagement. Also to encourage partners to be well informed and proactive about the issues that may directly affect them • Facilitate an environment in which Council and the local community can exchange views, ideas and information, therefore resulting in policies, projects and Council activities that are more responsive to local needs, concerns and priorities • Improve communication and information sharing between Council and the local community • Improve knowledge and skills of Council staff and to improve internal coordination between Council departments • Be proactive and open to new and innovative ways to consult and maintain ongoing engagement with the whole of the community. <p>Community engagement contributes to the creation of effective policies, planning, and service delivery. The collaborative process of engaging communities also contributes to building stronger communities.</p>



2. Core Values

The purpose of core values* is to help an organisation, decision makers and practitioners make better decisions which reflect the interests and concerns of potentially affected people and entities.

1. The public should have a say in decisions about actions that could affect their lives
2. Public participation includes the promise that the public's contribution will influence the decision
3. Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision
5. Public participation seeks input from participants in designing how they participate
6. Public participation provides participants with the information they need to participate in a meaningful way
7. Public participation communicates to participants how their input affected the decision.

*** Source**

IAP2 Core Values - "IAP2 Core Values for Public Participation" for use in the development and implementation of public participation processes.

3. What do we mean by 'Community Engagement' and 'Consultation'?

"Community engagement is achieved when the local community is and feels part of the overall governance" (VLGA 2006: 5). The International Association of Public Participation define community engagement as: "any process that involves the public in problem-solving or decision-making and uses the public input to make more informed decisions".

The terms 'community engagement' and 'community consultation' mean a variety of things to different people. For the purpose of this strategy, 'community engagement' is used as a generic, inclusive term to describe the broad and ongoing range of interactions between Council and the whole of the local community. (DSE 2007: 'What is Community Engagement'). Therefore, by this definition, community engagement is an outcome.

The term 'consultation' is used in this strategy to describe the actual practice and a specific type of process used to engage with the community and are part of the overall concept of community engagement.

Consultation includes a variety of approaches and/or methods to achieve outcomes, such as information delivery, involvement and collaboration in decision-making and empowered action in informal groups or formal partnerships.

Engagement with the local community is a regular and important part of Council's everyday services and involves the interaction of Council and stakeholders in a variety of settings and circumstances. Whether it is as simple as a telephone enquiry, an over-the-counter discussion, or a letter regarding a specific policy or project, all of these situations aim to better inform residents and engage with the local community.

Formal consultation processes are conducted for a variety of projects and Council activities and will take a number of forms depending on the desired outcome of the particular policy, project and/or activity and consideration of any relevant legislative requirements.

The methods of formal consultation can range from the public exhibition of a Council strategy, plan or policy; focus groups, online or written surveys; workshops, e-forums, newsletters and media releases.

The use of particular consultation methods will depend on the purpose, timing and resources available.

While the intent of this Strategy is to outline a consistent and quality approach to the engagement and communication with the Port Hedland community, Council's statutory requirements for advertising and consultation is not included. This exclusion relates primarily to legislative requirements with Council's Planning and Building functions.

4. When, Who and How to Engage

4.1 Establish Objectives

Key objectives that the project will address:

- To develop a Strategic Community Plan that clearly links the community's aspirations with the Council's vision and long term strategy (i.e. ten years), and drives the Town's corporate planning processes
- To involve Town stakeholders in identifying their key long term priorities across the community
- To assist Council to clearly state a vision for the long term future direction of the Town, which aligns with community aspirations and priorities
- To optimise stakeholder involvement and the quality of decision making
- To maintain the integrity and transparency of the data collected in the processes, and ensure clear communication throughout the process.

The Town of Port Hedland (Community Engagement Policy) will take a 'principles approach' to community engagement, following the guiding principles from IAP2:

- **Integrity** – when there is openness and honesty about the scope and purpose of engagement
- **Inclusion** – when there is an opportunity for a diverse range of values and perspectives to be freely and fairly expressed and heard
- **Deliberation** – when there is sufficient and credible information for dialogue, choice and decisions, and when there is space to weigh options, develop common understanding and to appreciate respective roles and responsibilities
- **Influence** – when people have input in determining how they participate, when policies and services reflect their involvement and when their impact is apparent.

A reference group of internal and external stakeholders can provide comment on the engagement objectives prior to the community engagement period. Main internal and external stakeholders consulted with in the development of the key objective(s).

External: Town of Port Hedland Stakeholders (e.g. industry, community members, groups, agencies, businesses, services etc.)

Internal: Executive Management, Councillors, and Project teams, Council Staff.

5. Stakeholder Identification

5.1 Identify Communities to be Engaged

Identification of specific major stakeholders will be undertaken ensuring there is representation from:

- General community, residents groups
- Indigenous communities
- People with disabilities
- CaLD communities
- Youth, children, seniors
- Environmental interest groups
- Business community
- Services, agencies, organisations, NFP, other sectors
- Any other stakeholders.

Stakeholder analysis:

Once stakeholders are identified, they will be analysed to ascertain how they could be most effectively engaged. Not all groups can be consulted using the same techniques; some people are more comfortable with particular environments and methodologies.

The outcome of the analysis will inform the detailed design of the engagement methodology.

The initial identification will be undertaken on a 'Place' basis and with input from Town staff. Further refinement will be done in conjunction with the external consultant contracted to facilitate engagement activities.

Context:

Communities / stakeholders will be engaged in each Place Management area. Targeted sessions will also be held in each Place area, to ensure major stakeholder groups are represented in the engagement process. Stakeholders will be given a variety of avenues to participate in the engagement process.

Visioning workshops:

General community members, business sector representatives and community organisations may be invited to participate in vision workshops through advertisements placed in local papers and online or through direct mail where appropriate. Potential participants will be required to RSVP to a workshop/session on a set date in their area, with the advice that not all RSVP's may be successful due to limited capacity and timeframes.


	<p>Workshops may be 'themed' using the areas identified in the <i>Integrated Planning and Reporting Framework and Guidelines</i>. Discussion papers covering all key theme areas will guide participants. The participants may be asked to consider global and national trends, legislative or policy requirements, the current Council approach and develop their vision to guide for the Town's future direction.</p> <p>Targeted visioning sessions :</p> <p>Targeted stakeholder groups may be invited to participate in visioning sessions. The format of these sessions will be dependent upon the analysis of the particular stakeholder group to ascertain how they could be most effectively engaged. The sessions will be 'themed' using a similar approach to the general community sessions.</p> <p>Opportunities may be sought for small group interaction with facilitators meeting with key groups who may not attend the public sessions, such as youth centres, playgroups, and frail-aged. The outline of these sessions will be developed in consultation with the external community engagement facilitator and with reference to relevant Council staff.</p> <p>Surveys</p> <p>Surveys may be used in hard copy and online to all (self-identified) stakeholders. The questions will elicit the same data as the visioning workshops and the targeted sessions. The format of the surveys will be determined in consultation the external facilitator to ensure consistency and validity of data. The surveys may be available in other formats to ensure inclusion and equity of access.</p>
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6. Models of Community Engagement																
<p>6.1 Type of Issue / Decision</p>	<p>Community engagement occurs for a variety of levels for public influence.</p> <p>The Public Participation Spectrum developed by the International Association for Public Participation (IAP2) identifies the possible methods of consultation relative to the level of impact that the community would have on decision-making. The types of engagement include inform, consult, involve, collaborate and empower.</p> <p>Figure 1 shows the type of engagement, the engagement purpose or promise and some examples of consultation.</p> <p>Council will require different levels of engagement depending on the project or the issue, and its impact on the local community. Table 1 uses the types of engagement within the public participation spectrum and identifies the level of engagement based on its goal.</p> <p>Where appropriate, the identified level of engagement, the appropriate method of consultation and the financial, timing and resource implications for each project will be noted in a report to Council.</p> <p>Town of Port Hedland aims to identify genuine opportunities for the opinions, expertise and concerns of the community to play a part in our activities and projects. For this to occur, we must ensure that the consultation methods used are appropriate to the stated purpose or goal; deliver on what we said we would do and preserve the Council's Principles of Effective Consultation and Community Engagement.</p> <table border="0"> <tr> <td>Level 1</td> <td>Inform</td> <td>Giving information to the local community</td> </tr> <tr> <td>Level 2</td> <td>Consult</td> <td>Seeking feedback from the local community</td> </tr> <tr> <td>Level 3</td> <td>Involve</td> <td>Working directly with the local community</td> </tr> <tr> <td>Level 4</td> <td>Collaborate</td> <td>Creating partnerships with the local community to produce recommendations and solutions</td> </tr> <tr> <td>Level 5</td> <td>Empower</td> <td>Putting the final decision making in the hands of the local community.</td> </tr> </table>	Level 1	Inform	Giving information to the local community	Level 2	Consult	Seeking feedback from the local community	Level 3	Involve	Working directly with the local community	Level 4	Collaborate	Creating partnerships with the local community to produce recommendations and solutions	Level 5	Empower	Putting the final decision making in the hands of the local community.
Level 1	Inform	Giving information to the local community														
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Level 5	Empower	Putting the final decision making in the hands of the local community.														

Town of Port Hedland

Town of Port Hedland Community Engagement Strategy - Draft

IAP2 PUBLIC PARTICIPATION SPECTRUM

INCREASING LEVEL OF PUBLIC IMPACT 

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	Public Participation Goal: To obtain public feedback on analysis, alternatives and/or decisions.	Public Participation Goal: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	Public Participation Goal: To partner with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.	Public Participation Goal: To place final decision-making in the hands of the public.
Promise to the Public: We will keep you informed.	Promise to the Public: We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	Promise to the Public: We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	Promise to the Public: We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	Promise to the Public: We will implement what you decide.
Example Tools: <ul style="list-style-type: none"> • fact sheets • web sites • open houses. 	Example Tools: <ul style="list-style-type: none"> • public comment • focus groups • surveys • public meetings. 	Example Tools: <ul style="list-style-type: none"> • workshops • deliberate polling. 	Example Tools: <ul style="list-style-type: none"> • citizen advisory committees • consensus-building • participatory decision-making. 	Example Tools: <ul style="list-style-type: none"> • citizen juries • ballots • delegated decisions.

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Town of Port Hedland Community Engagement Strategy - Draft



Complexity, Impact and Sensitivity					
ASSESSMENT CRITERIA		YOUR ASSESSMENT OF COMMUNITY ENGAGEMENT PROBLEM(S) AND ISSUE(S)	RANKING Place a tick in the relevant column below to indicate degree of Complexity, Impact and Sensitivity		
			LOW	MEDIUM	HIGH
COMPLEXITY	One clear issue or problem that needs to be addressed				
	More than one issue and/or problem to be resolved				
	Multiple issues and/or problems and it is unclear how to resolve them				
POTENTIAL COMMUNITY IMPACT	Little effect on communities and they will/may hardly notice any changes				
	Fixes a problem or creates a change that will/may benefit communities and will/may cause minor inconvenience				
	Creates a change that will have an impact on communities and the living environment, and the degree of impact/outrage will vary				
SENSITIVITY	Has acceptance throughout the community				
	Some may see a potential in raising the profile of a project/plan/service to gain attention to their cause				
	Community expectations are different to those of the decision makers and there is a high potential for some to use the uncertainty to gain attention				

7. How we will Consult

Council will utilise a range of resources and evaluation techniques appropriate for the consultation process and where appropriate will outline a specific consultation plan which support the principles within this strategy at the level of community engagement (see Table 1). Other resources, such as consultation toolkits may be developed to support the preparation of these plans.

Effective internal consultation is important to the outcome, to help make informed decisions and make certain that consultation processes are coordinated, resourced and timely. This will avoid the local community feeling fatigued whilst building capacity and strengthening partnerships to ensure services and programs are delivered effectively and efficient.

Informed communication with Councillors is also important to achieve more effective consultation. Local Councillors are a vital link between the local community and Council staff. Council officers must ensure that Councillors are informed about the policies and projects that Council is consulting on and the program for engagement with the community.

How Council will consult the local community will depend on the purpose, stage and desired outcomes of the consultation program for the particular policy or project. Where appropriate, consultation may occur as part of, though not limited to:

- Council strategic direction
- Developing Council policies and plans (not statutory)
- Changes to a site or facility that may have an impact on the community or service delivery
- When issues are brought to Council.

Some common forms of informing and engaging with the community that Council will continue to use include, but not limited to:

- Letters – are an effective method to provide information regarding the preparation and/or implementation of specific policies or projects. When informing the local community about specific consultation, they should include information on how and where people can obtain copies of the document and the way in which comments can be submitted.
- Leaflets, Flyers and Newsletters – are a way to provide information in an 'eye-catching', easy to read summary. They are used to highlight the main issues and let the local community know how to be involved in the consultation program. These are also a way to regularly keep the local community up to date via electronic means or post about the activities of Council

- Notices in local newspaper and media releases – can be used to regularly keep the local community informed about specific policies and projects. Media releases allow for more information to be provided while notices are to inform the local community about consultation, events and specific details on the consultation of specific policies and projects
- Council Website and E-mail – is a valuable communication tool. It enables information to be provided to a large number of people which is cost effective and environmentally sustainable.

E-Consultation

E-consultation or electronic consultation is the use of the internet, e-mail and other web tools to enable participation in, and sharing of ideas regarding specific policy issues and the preparation of strategies and/or projects. Importantly, the use of e-consultation methods is an effective way of maintaining ongoing engagement with the local community.

The most ardent community members are much easier to engage with and will always find a way to make comment. However, there are many other community members that wish to participate but who are unable to access or are uncomfortable in environments created by traditional consultation methods. E-consultation encourages informed public participation and engagement between Council and the local community, while also allowing the individual to choose when and where they are engaged.

Unlike traditional methods of engagement, social media is driven by the users rather than controlled by an authority. The Town of Port Hedland acknowledges that social media is an important element of contemporary communication.

Used in conjunction with existing consultation methods and techniques, e-consultation is the way forward in terms of 'bringing more people into the conversation'. Like all other consultation methods, the use of e-consultation must establish parameters for the discussion upfront. This includes moderation rules, closing dates, how this sits with the decision process and what feedback people should expect. Council is already using e-consultation methods simply by providing documents and information on line, utilising e-mail to inform the local community and receiving comments on specific policy issues via email.

The next step is for Council to move e-consultation tools from a way to inform and encourage its use as a way to interact and open a new dialogue with the local community.

	<p>Some advantages of e-consultation include, but are not limited to:</p> <ul style="list-style-type: none"> • Compliments other forms of electronic interaction (website) • The potential to reach, quickly and easily a wide and diverse audience • The opportunity for people to participate and provide input at a time which is convenient to them and to respond interactively and register their views via email, rather than by post • The opportunity for more informed consultation and ongoing engagement, by providing access to further information through links to online resources • The opportunity to filter and analyse responses automatically as they are received electronically • The ability to conduct sustained discussion over time, allowing ideas to grow and develop which is not always possible in a one-off, face-to-face consultation. It is also an effective way of maintaining an open line of communication to foster ongoing engagement with the local community • The opportunity to generate feedback and to provide them with a flow of information and updates through email alerts when future, similar consultation programs are launched • Increasing transparency between the Town, stakeholders and the broader community. <p>Some of the common e-consultation tools are:</p> <ul style="list-style-type: none"> • Internet forums (also known as "e-forums") • Webcasting meetings • Facebook • Twitter • YouTube • Online polls • Podcasting • Online Surveys Electronic Voting • Online feedback Forms • Webinars (on line seminars or meetings) <p>Despite the significant increase in the number of households in Port Hedland with access a computer and the internet, Council also acknowledges that not all people in the local community have access to or ability to use the internet. Therefore, e-consultation should be used in conjunction with a range of consultation methods to make sure engagement with the community is inclusive.</p>
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	<p><u>Policy Environment</u></p> <p>The Town of Port Hedland has developed a draft Social Media policy that will apply to Council staff and Councillors. The policy provides guidelines when a staff member or Councillor is providing electronic information or communicating on behalf of the Town of Port Hedland.</p> <p><u>Usage of Social Media within the Town of Port Hedland</u></p> <p>Usage of social media within the Town of Port Hedland should be in accordance with:</p> <ul style="list-style-type: none"> • Draft Town of Port Hedland Social Media • Requirements of the <i>Local Government Act 1995</i>. <p>Use of social media shall be issue / topic specific (engagement on a specific matter) or clearly branded and identified as a sanctioned Town of Port Hedland initiative allowable under legislation (including Mayoral Facebook). The parameters under which social media will function are detailed in the Town of Port Hedland draft Social Media policy. The requirement is for the individual providing information in representing the Town to clearly detail their identity, their position within the organisation, to ensure that information is based on fact and most importantly to act within the authority level of / appropriately to their position.</p> <p>Social media communication outside of the above is to be considered personal and not to communicate on behalf of Council in any way.</p> <p><u>Moderation / Control of Social Media</u></p> <p>Social media communication (staff and Councillor) will be monitored by the CEO's office. Communication will be recorded in accordance with all requirements of record keeping. Ultimate arbitration authority (including Elected Member) will be the responsibility of the Chief Executive Officer.</p>
<p>8. Principles of Effective Community Consultation and Engagement</p>	
	<p>Effective consultation should be a first thought, not an afterthought for the preparation of any strategy, policy or project of Council. Town of Port Hedland's Community Engagement Strategy is based around a set of principles to ensure that these are embedded in the consultation processes that Council implements to effectively engage with the local community.</p> <p>To be effective, consultation programs must be based on openness, trust, integrity and mutual respect for the legitimacy and point of view of all participants.</p>

	<p>How to effectively consult and engage with the local community will be considered in the initial stages of planning for any policy, project and/or activity of Council according to the following principles.</p> <p>Council's seven principles for effective community consultation are:</p> <ul style="list-style-type: none"> • Inclusiveness and Diversity; • Openness, Respect and Accountability • Leadership • Purpose • Feedback and Evaluation • Information Sharing • Resourcing and Timing <p>Inclusiveness and Diversity</p> <p>Council recognises and values the diversity of its local community and the different strengths each group and individual brings to the implementation of Council projects and activities as well as the preparation of Council strategies and policies. Council will work to promote equality of opportunity and empower people to have their voices heard through effective, appropriate and safe consultation practices.</p> <p>Council aims to proactively reach out to better engage with the whole of the community and seek to widen participation by taking steps to be accessible and inclusive. To achieve this, Council will:</p> <ul style="list-style-type: none"> • Ensure that all consultation programs use accessible venues for participants and where possible, consultation methods facilitate equal access for individuals and groups • Seek to identify, empower and protect stakeholder groups and individuals that experience barriers to participation or have traditionally been challenging to engage (such as people with a disability, young children and people who speak a language other than English) • Ensure written information provides reasonable opportunities for participation (eg. providing translated information, large print, audio etc). All written materials should provide clear and easy to understand information, considering the differences of the intended audience (eg. literacy and education levels; age; cultural background) • Be proactive in identifying the demographic and cultural changes that occur and be responsive to change. Council will aim to anticipate the need for supporting new groups that arise from any demographic changes, aiding participation and representation from the whole of the local community • Seek to engage and empower communities and individuals from under-represented groups directly, particularly where they do not have the necessary infrastructure and groups to articulate and promote their interests.
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	<p>Openness, Respect and Accountability</p> <p>Council aims to ensure consultation processes and engagement with the local community are approached in an open and respectful manner with clear lines of accountability. This does not mean that consultation will always lead to agreement or that decisions are subject to consensus; however, it should lead to a better understanding of the issues, a mutual respect for different points of view and contribute to secure workable solutions.</p> <p>To maintain the integrity of all Council's consultation processes, it is vital that the outcome of any consultation is not predetermined. Council will ensure that all consultation with the community is conducted as openly as possible to preserve credibility with both the local community and of the document, project and/or activity itself.</p> <p>The understanding of project and consultation objectives, purpose, and expectations of both Council and the local community is essential; the agenda and process should be clear and any constraints should be considered from the outset of the project.</p> <p>To achieve this Council will:</p> <ul style="list-style-type: none"> • Communicate clearly and promptly with the local community the aims, intended process of consultation and reporting/feedback mechanisms by using appropriate communication methods and establishing clear and consistent lines of communication • Inform participants how and where feedback and results of the consultation process will be published and in what format they will be available • Respect and acknowledge the accepted cultural practices and values of its diverse community • Be open and honest about the level of engagement and the influence that they may have over the outcome (see table 1). Where a specific reference group or targeted consultation is being conducted, Council will have an agreed and well publicised process for selecting participants • Ensure that participation in consultation processes is accessible to those who wish to be involved, is voluntary and that participants can withdraw at any time • Ensure that all personal information gathered is subject to the 'Privacy and Personal Information Protection Act 1998 and other relevant privacy and freedom of information legislation. Council must also respect the trust that participants bestow when they are actively engaged with Council • Ensure that community engagement with minors will adhere to relevant Child Protection legislation, best practice and duty of care guidelines.
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	<p>Leadership</p> <p>Leadership is not about telling others what to do. Rather it is the ability to support and facilitate discussion through best practice consultation and engagement to represent the wider community interests and ensure that recommendations do not only represent specific sectional interests.</p> <p>Leadership involves taking the initiative for the activity and seeking support and partnerships. It also involves ensuring that consultation promotes the building of leadership within Council and the local community.</p> <p>Effective and ongoing engagement with the local community aims to create a strong partnership. This helps to build capacity between Council and the local community and creates a shared ownership and commitment to specific consultation processes.</p> <p>To achieve this Council will:</p> <ul style="list-style-type: none"> • Ensure that all of Council's consultation processes and community engagement activities are conducted within the endorsed community engagement framework • Provide a well planned and resourced approach for all consultation processes and community engagement activities • Be prepared to tackle difficult issues and ensure that the consultation method chosen is flexible to facilitate discussion of these issues and employ good conflict resolution skills as required • Be proactive in developing and strengthening partnerships with all levels of government, service providers, and the local community. Council will also seek to better understand the strengths, aspirations and issues of the local community through the variety of consultation and community engagement activities • Assess the needs of the strategy and/or project and consult all relevant stakeholders and members of the local community. Where deemed appropriate, Council will conduct wider consultation in developing the future direction and purpose of any strategy and/or project • Employ a logical methodology when trying to resolve and represent conflicting interests. Whether individuals, legitimate local community groups and/or other interested stakeholders all views deserve equally consideration • Ensure that Council, for all consultation processes adhere to best practice health and safety principles and legislation. Council must also recognise the risk management issues and acts on its duty of care to all participants.
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	<p>Purpose</p> <p>It is critical that a clear purpose is established for all community consultation activities. It provides a sound foundation for the planning, review and evaluation of all projects, and ensures that the types of consultation methods employed are appropriate to the project outcomes.</p> <p>Having a clear purpose provides direction and guidance for the local community, key stakeholders and Council itself as to the rationale for the consultation being conduct.</p> <p>When clearly communicated to all participants, it also provides realistic expectations, understanding and transparency of the consultation process.</p> <p>To achieve this Council will:</p> <ul style="list-style-type: none"> • Provide a clear purpose statement for all community consultation and engagement activities. It is critical to consider how to engage with individuals and groups to whom the issue is most relevant; plan who should be involved, at what stage and set the parameters for how the information will be used. • Conduct a thorough identification of key stakeholders with regard to the policy and/or project that is being consulted on. It is important to also include other Council departments who can contribute to or who are affected by the outcome of the consultation process • Clearly communicate the specific purpose of the consultation to ensure participants have a understanding as to their participation and an expectation as to their involvement in the decision making process • Ensure that the most appropriate method of consultation is being used for the prescribed purpose and develop strategies to ensure that purpose is achieved in an appropriate manner with participants and other stakeholders. <p>Information Sharing</p> <p>Providing clear, 'jargon-free' information in a timely manner is the basis of quality engagement and effective consultation with the local community and stakeholders. Well communicated information can motivate, increase interest and a willingness to be engaged in a specific project.</p> <p>Critical to making informed decisions, information shared and gathered should be as accurate as possible and true. Information sharing must be reciprocal and relies on the involvement of participants in maintaining a flow of information and the commitment to be open to different views and issues.</p>
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	<p>Information can be provided in a number of formats such as written and verbal submissions; through group discussions; e-consultation; statistical information; maps and plans; graphs; photographs; narratives and art. Information sharing between Council departments is critical.</p> <p>Decisions by all parties to the project will be determined by the quality and timing of the information obtained and shared.</p> <p>To achieve this Council will:</p> <ul style="list-style-type: none"> • Ensure participants have timely access to relevant information that is accurate and unbiased, providing opportunities for them to form sound opinions and decisions • Will ensure that participants are provided with relevant background information prior to any consultation and the way in which information is shared between Council and the local community is appropriate to the particular project and is in place during the early stages • Provide information that is concise, written clearly and is in plain English. In particular, where the information is technical in nature, supporting explanatory information will be provided in an easy to read format • Endeavour to provide all reasonable opportunities for access to information in other formats (eg: large print, audio, electronically etc) and community languages • Consider a range of information and formats as well as written to encourage wide participation and engage with new or previously disengaged groups and individuals • Provide reasonable timeframes that accommodate effective information sharing, analysis and feedback; and • Provide guidelines and ethical parameters, in line with the 'Privacy and Personal Information Protection Act 1998' and other relevant legislation for the process of information sharing and gathering. <p>Feedback and Evaluation</p> <p>Closing the 'consultation loop' and informing participants as to how their opinions and information have contributed to the preparation and decision of Council is vital. Providing participants with feedback is important in respecting the partnership and maintaining ongoing engagement with the local community.</p> <p>The views and comments of participants specific to the consultation process itself is a valuable learning tool. Candid evaluation at the conclusion of each consultation program will ensure that Council continues to improve how consultation is carried out in the future.</p>
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	<p>It should include questions regarding the values of the process; whether the stated objectives and purpose was clear and achieved and whether the methods used were suitable.</p> <p>To achieve this Council will:</p> <ul style="list-style-type: none"> • Aim to include details about the evaluation component in the planning of the project. This will ensure that issues are given due consideration in a methodical manner and where appropriate changes be made to the strategy and/or project to reflect the needs and priorities expressed by the local community • Clearly outline and communicate the evaluation/feedback mechanisms and decision-making process with participants at the earliest possible stage of the project • Use feedback and evaluation to review and improve the planning, design and delivery of community engagement and consultation practices • Provide regular project updates and/or feedback on how decisions were made in a timely manner. • Within a reasonable timeframe at the conclusion, Council will ensure that the results and reports are made available in a range of formats and in a variety of venues as determined at the commencement of the project • Provide, where appropriate, opportunities for feedback through a variety of means. This could include written submission via post or email; feedback forms; verbally through meetings and workshops or web-based methods, such as discussion boards or e-forums etc. <p>Resourcing and Timing</p> <p>Building capacity may take time, particularly in engaging those who are "hard to reach" and disengaged. Council and the local community may require time to develop relationships, and the consultation methods and approach must consider this.</p> <p>It is important that participants have a realistic idea of how much time consultation is likely to take in the overall preparation and implementation of the specific project. Timing of consultation also ensures quality feedback and engagement with the local community. In terms of gaining maximum participation possible, the local community should be advised of any consultation at the earliest possible stage of the project. It is important that the timing of any consultation process must consider previous, current and future engagement activities of other departments to avoid consultation fatigue by the local community.</p> <p>The specific financial costs involved in conducting consultation must be understood when planning any consultation process or activity. Where practical, consideration should be given to the coordination between Council departments for the coordination of consultation processes.</p>
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Town of Port Hedland

Town of Port Hedland Community Engagement Strategy - Draft

	<p>The sharing of information and resources can provide a reduction in financial costs while still achieving positive outcomes and wide participation.</p> <p>To achieve this Council will:</p> <ul style="list-style-type: none"> • Provide the necessary resources and support to ensure the principles of the Community Engagement Strategy are implemented throughout the various departments of Council engaged in consultation • Ensure that the Community Engagement Strategy is regularly review and evaluated to ensure best practise community engagement and consultation methods are being considered • Ensure each project includes appropriate resource allocation and appropriate timeframes to deliver the stated goals and objectives of its consultation process • Identify what skills are required to devise and conduct consultation and engagement activities and to provide opportunities for staff training to build organisational capacity and the necessary skills to effectively engage with the local community through the use of best practice community consultation methods • Facilitate good governance through the commitment of adequate resources to effective engagement with the local community. These include, but are not limited to financial resources; time; staff experience and expertise; quality information; corporate systems and policies and adequate materials. Once identified, resource requirements should explored fully as part of Council's consultation processes and engagement activities.
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9. To What Effect ???	
	<p>Strategy evaluation: The community engagement strategy will be presented to the Executive management team for their assessment and approval. It will be presented to Council via a briefing and report where applicable.</p> <p>Process evaluation: At the conclusion, an evaluation on the effectiveness of the community engagement strategy will be conducted and recommendations made for future improvements.</p>

11.3.8 *Endorsement of Tender Evaluation Criteria - Management of Town of Port Hedland Sport and Leisure Facilities (File No.: 26/14/0013)*

Officer Graeme Hall
Manager Recreation
Services and Facilities

Date of Report 12 September 2011

Disclosure of Interest by Officer Nil

Summary

Early in 2012, it will be necessary for the Council to consider tenders for the management of the three major leisure facilities in Port Hedland. The facilities are the Gratwick Aquatic Centre (GAC), the South Hedland Aquatic Centre (SHAC) and the new Multi- Purpose Recreation Centre (MPRC).

In order to evaluate the tenders received to the best possible advantage of the Town of Port Hedland, it is essential that a clear Tender Evaluation Criteria be considered and adopted.

The Tender Evaluation Criteria endorsed by the Council will be communicated to all of the prospective Tenderers as part of the information package.

Background

The Council meeting held on 25 May 2011 resolved in part:

“That Council:

- 1. Endorses the ‘in-principal position of contract management for the Multi-Purpose Recreation Centre*
- 2. Considers and initial term of 3+2 years that the MPRC be operated by a contract manager*
- 3. Tender specifications are prepared for the management of the MPRC based on the details contained within the Management Plan currently being developed by CCS Strategic Management to be considered formally in June 2011*

[...]

- 5. Tenders are called as soon as possible following the formal adoption of the Management Plan, with a view to appointment of the contract manager not later than 1 December 2011.”*

In order to achieve this outcome it is essential that detailed project specification, contract details and tender evaluation criteria be developed to meet the outcomes desired by Council.

Proposed Tender Evaluation Criteria

In developing the project scope and contract details for the Management of the Town's Sport and Leisure Facilities, Officers have developed the following Tender Evaluation Criteria. The criteria proposed have aim to seek the best possible outcome for both the Town and the community. By developing a criterion that does not place significant emphasis upon any one decisive factor it is hoped that Council will be able to achieve the most advantageous outcome.

Criteria	Weighting %
Financial	
Value for money derived by the Town from the financial return from the three facilities over the term of the contract.	30
Proposed pricing structure the prospective operator intends to adopt.	
Relevant Experience	
Experience of the organisation tendering in operating major regional aquatic and recreation centres.	25
References provided by those Local Government Authorities where similar facilities are managed by the organisation.	
Organizational Excellence	
Overall organisational, administrative and financial capability of the prospective operator to manage the Town of Port Hedland facilities.	25
Range and innovation of programming the prospective operator proposes for each facility	
Staff resources/structures the prospective operator proposes to commit to the facilities.	
Improvements and innovations which the prospective contractor proposes to implement at each facility in relation to operations and management.	
Prospective operator's commitment and approach to public safety.	
Enhances the Brand Identity of the Town of Port Hedland	

Commitments to assist the Town to meet its community services objectives.	20
Marketing and promotional initiatives proposed to be adopted by the prospective operator.	

Consultation

- Director Community Development
- Manager Recreation Services and Facilities
- Recreation Coordinator

Statutory Implications

The Local Government Act 1995

“3.58. Disposing of property

- (1) *In this section —*
“dispose” includes to sell, lease, or otherwise dispose of, whether absolutely or not;
“property” includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) *Except as stated in this section, a local government can only dispose of property to —*
 (a) *the highest bidder at public auction; or*
 (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (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 describing the property concerned; and giving details of the proposed disposition; and 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.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
 (a) *the names of all other parties concerned; and*
 (b) *the consideration to be received by the local government for the disposition; and*
 (c) *the market value of the disposition —*

- (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to —*
- (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) *any other disposition that is excluded by regulations from the application of this section.*
- [Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]”*

Policy Implications

Policy Manual 2010/2011 – Procurement Policy 2/007, indicates in-part that:

“If a selection criteria, other than price, is use to determine the successful supplier, the authorising officer will advise all potential suppliers of the selection criteria prior to receiving quotations”.

Strategic Planning Implications

Key Result area 3

Goal Number 2 – Sport and Leisure

That the community has access to sports and leisure facilities at or above the quality that they would be able to access in the metropolitan area.

Other Actions - Develop plans for future recreation and leisure facility upgrades to accommodate population growth.

Budget Implications

It is in the best interest of Council that selection criteria be developed that seeks to achieve the best outcome for the community. One of the key criteria outlined for the evaluation of each of the tenders is financial advantage.

It is proposed within this report that the financial outcome of the Tender process has a significant emphasis placed upon it.

Officer's Comment

The Tender Evaluation Criteria as recommended has been developed specifically for the determination of the most advantageous tender for the Management of the Town of Port Hedland Sport and Leisure Centres.

The criteria proposed have focused on ensuring that the Town is able to secure the following:

- The best possible financial return to the Council
- An organisation that is highly experienced in the management of Leisure Facilities throughout Australia
- Is well established from an organisational perspective to meet the specific needs of a Town such as Port Hedland
- Is well placed to promote the Port Hedland and its brand identity

Attachments

- 1 Current YMCA Performance Indicators
- 2 CERM Key Performance Indicators (Sample)
- 3 CERM Key Performance Indicators (Sample 2)

Officer's Recommendation

That Council:

1. Notes the need for a specific Tender Evaluation Criteria for the evaluation of the Tenders for the Management of the Town of Port Hedland Sport and Leisure Centres which and includes the Gratwick Aquatic Centre, South Hedland Aquatic Centre and the Multi-Purpose Recreation Centre
2. Endorses the following Tender Evaluation Criteria as outlined within the body of the report:

Criteria	Weighting %
Financial	
Value for money derived by the Town from the financial return from the three facilities over the term of the contract.	30
Proposed pricing structure the prospective operator intends to adopt.	
Relevant Experience	
Experience of the organisation tendering in operating major regional aquatic and recreation centres.	25
References provided by those Local Government Authorities where similar facilities are managed by the organisation.	
Organizational Excellence	
Overall organisational, administrative and financial capability of the prospective operator to manage the Town of Port Hedland facilities.	25
Range and innovation of programming the prospective operator proposes for each facility	
Staff resources/structures the prospective operator proposes to commit to the facilities.	
Improvements and innovations which the prospective contractor proposes to implement at each facility in relation to operations and management.	
Prospective operator's commitment and approach to public safety.	
Enhances the Brand Identity of the Town of Port Hedland	
Commitments to assist the Town to meet its community services objectives.	20
Marketing and promotional initiatives proposed to be adopted by the prospective operator.	

3. Notes that tender submissions and assessment will be presented for Council consideration in December 2011.

201112/147 Council Decision

Moved: Cr A A Carter

Seconded: Cr S R Martin

That Council:

1. Notes the need for a specific Tender Evaluation Criteria for the evaluation of the Tenders for the Management of the Town of Port Hedland Sport and Leisure Centres which and includes the Gratwick Aquatic Centre, South Hedland Aquatic Centre and the Multi-Purpose Recreation Centre; and
2. Endorses the following Tender Evaluation Criteria as outlined within the body of the report:

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Prospective operator's commitment and approach to public safety.	
Enhances the Brand Identity of the Town of Port Hedland	
Commitments to assist the Town to meet its community services objectives.	20
Marketing and promotional initiatives proposed to be adopted by the prospective operator.	

3. Notes that tender submissions and assessment will be presented for Council consideration in December 2011.
4. Notes that prior to the calling of tenders, a Councillor workshop will be scheduled to consider key performance indicators for the facilities to be tendered.

CARRIED 8/0

REASON: Council believes that prior to the calling of tenders it is important to schedule a Councillor workshop to consider key performance indicators for the facilities to be tendered.

ATTACHMENT 1 TO ITEM 11.3.8

Existing Key Performance Indicators -Town of Port Hedland Aquatic Facilities.

Financial

- Budget Income Achieved
- Average Income per Visit
- Secondary Spend

Customer Service

- Mystery Shopper Score

Human Resources

- Staff Turnover

Risk Management

- Hazard Report (Ratio)

Programming

- Total Attendance
- Total Health Club Memberships Sold
- Total Health Club Members
- Aquatic Education Occupancy

Asset Management

- Facility Audit – Conducted Quarterly

Proposed Key Performance Indicators for 2011/2012, where possible all KPI's should be presented on a monthly, year to date and in comparison previous years 2010/2011 and 2009/2010. Where applicable and available, CERM benchmarks should be incorporated within the report.

Attendance

- Facility Attendance
 - Per month
 - Year to Date
 - As per entry cohorts (i.e. adult, concession, child)
- % utilisation of program opportunities (% of program participants compared to potential capacity of programs)
- % of catchment population using facilities (5 km catchment)
- Catchment multiple (annual)

Financial

- Gross revenue (per month, year to date and comparison to same period previous years)
- Budget variation
- Expense recovery – Annual total income as a percentage of total operating expense

- Facility/Safety
- Subsidy per visit.
- Labour cost to total receipts
- Total number of Health Club memberships sold
- Health Club membership numbers (including variance)

Customer Satisfaction

- 1 x customer satisfaction survey per month
- Mystery shopper score

Utility Costs

- Energy cost share %
- Energy cost per visit
- Water cost share %
- Water cost per visit

Asset and Risk Management

- Total maintenance expenditure (year to date against budget)
- Report of all hazards (per month per year)
- Quarterly facility audit



Centre for
**Tourism and Leisure
Management**

(Incorporating CERM Performance Indicators® Project)

2010

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CERM PI®

**Operational Management
Benchmarks for Australian
Public Sports & Aquatic Centres**

INCLUDING DATA FROM 150 SPORTS AND AQUATIC CENTRES



University of South Australia
Division of Business
School of Management
Mawson Lakes Campus



CERM Performance Indicators for DRY CENTRES

Survey sample

- Group 1 & 2 centres (<1,999m²): n= 10
- Group 3 centres (2,000m² to 2,999m²): n= 7
- Group 4 centres (>3,000m²): n= 16

Key findings

- Expense Recovery

The CERM PI 2010 *expense recovery* benchmark for Group 4 centres (89%) is consistent with the previous surveys (Figure 1). Results for Group 1/2 and Group 3 centres were less consistent due to relatively small numbers of respondent centres.

- Visits per square metre

The CERM PI 2010 *visits per square metre* benchmark for Group 1 & 2 centres (57) is higher than for Group 3 (32) and Group 4 centres (37) (Figure 1). The 2010 *visits per square metre* benchmark for Group 4 centres (37) is similar to the previous survey.

- Total visits per year

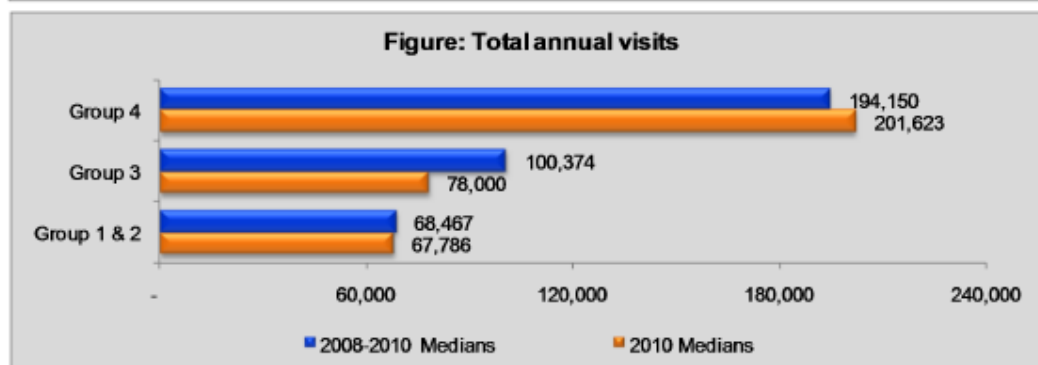
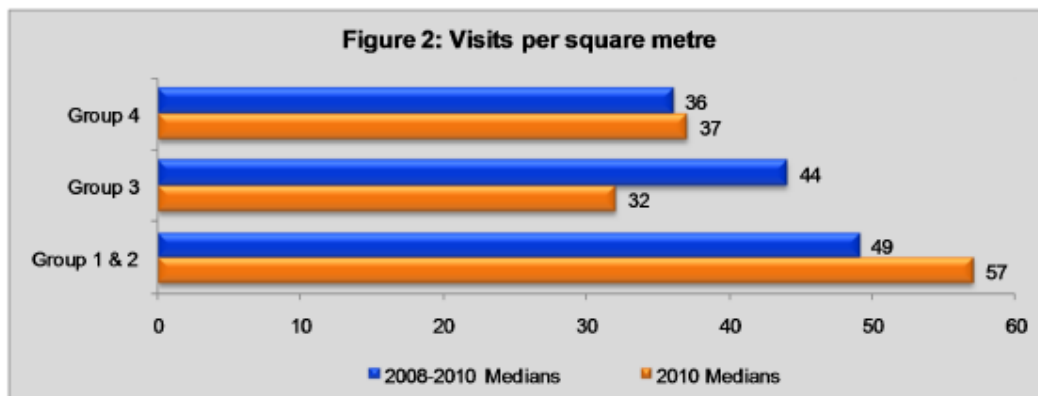
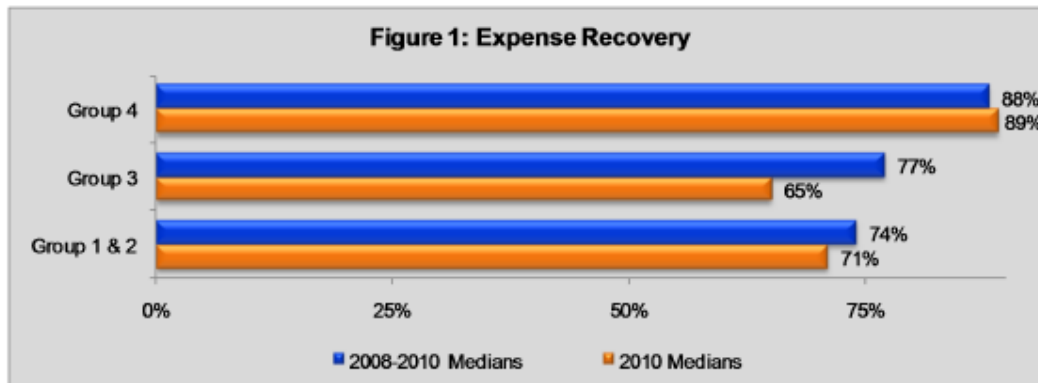
As for the previous surveys, the 2010 CERM PI *total annual visits* benchmarks show Group 4 centres attracting a higher number of visits (201,623) compared to the other CERM PI dry centre groupings (Figure 3).

Notes:

1. N or n refers to the number of centres contributing data.
2. To ensure the robustness of the data, incomplete and unverifiable returns were excluded from the analyses.
3. Due to changes in the sample of centres that respond annually, *medians* from the three most recent surveys provide more stable indicators.
4. While most centres served a catchment population of 10,000 or more, a small number of centres included in these benchmarks were from rural locations with catchment populations less than 10,000.

CERM Performance Indicators for DRY CENTRES

	Group 1&2 <1999m ²		Group 3 2000 to 2999m ²		Group 4 >3000m ²	
	Medians 2010 (n=10)	Medians 2008-2010 (n=28)	Medians 2010 (n=7)	Medians 2008-2010 (n=20)	Medians 2010 (n=16)	Medians 2008-2010 (n=48)
KEY INDICATORS						
Expense Recovery %	71%	74%	65%	77%	89%	88%
Visits per square metre	57	49	32	44	37	36
Total annual visits	67,786	68,467	78,000	100,374	201,623	194,150



CERM Performance Indicators for DRY CENTRES

	Group 1 & 2 <1999m ²		Group 3 2000 to 2999m ²		Group 4 >3000m ²	
	Medians 2010 (n=10)	Medians 2008-2010 (n=28)	Medians 2010 (n=7)	Medians 2008-2010 (n=20)	Medians 2010 (n=16)	Medians 2008-2010 (n=48)
WORKING INDICATORS						
Finance						
Gross receipts	\$412,272	\$374,236	\$268,550	\$483,835	\$799,407	\$768,052
Gross expenditures	\$538,972	\$483,316	\$680,924	\$694,362	\$862,400	\$894,161
Fees per visit	\$5.96	\$5.42	\$2.42	\$2.86	\$3.16	\$3.62
Secondary spend per visit	\$0.16	\$0.28	\$0.27	\$0.64	\$0.50	\$0.50
Surplus (subsidy) per visit	(\$2.25)	(\$1.96)	(\$3.80)	(\$1.84)	(\$0.58)	(\$0.69)
Receipts per visit	\$6.33	\$5.68	\$2.97	\$3.67	\$4.10	\$4.19
Receipts per metre ²	\$327	\$276	\$123	\$209	\$144	\$145
Services						
Catchment population (within 5km radius)	43,500	21,254	22,027	29,196	50,000	41,409
Catchment multiple	1.2	1.9	4.6	2.7	3.6	4.8
Program opportunities per week	40	45	45	54	69	76
Program range	32	35	20	20	12	15
Direct programming	60%	60%	38%	33%	66%	81%
Marketing						
Promotion cost share %	1.5%	1.9%	0.7%	0.8%	2.1%	2.0%
Promotion cost per metre ²	\$8.01	\$6.18	\$1.94	\$2.71	\$3.69	\$4.00
Promotion costs	\$5,846	\$5,240	\$4,515	\$6,470	\$16,220	\$19,091
Promotion cost per visit	\$0.14	\$0.11	\$0.06	\$0.07	\$0.09	\$0.11
Staff						
Full time equivalent staff	6.5	5.9	n/a	n/a	7.0	7.2
Annual labour cost per FTE staff	\$49,262	\$54,946	n/a	n/a	\$54,459	\$53,719
Labour cost to total receipts %	89%	89%	85%	83%	66%	69%
Labour cost share %	61%	61%	58%	62%	55%	57%
Labour costs	\$367,515	\$345,006	\$451,774	\$410,261	\$484,089	\$512,545
Labour cost per metre ²	\$291	\$256	\$196	\$185	\$92	\$92
Labour costs per visit	\$6.43	\$4.91	\$4.59	\$3.06	\$2.51	\$2.89
Salaries/wages to labour %	89%	90%	89%	87%	81%	84%
Training to payroll cost %	1.7%	1.6%	1.0%	1.2%	1.1%	1.3%
Training costs	\$5,315	\$4,821	\$1,200	\$3,591	\$7,663	\$7,728
Training costs per visit	\$0.09	\$0.05	\$0.02	\$0.03	\$0.03	\$0.04

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4. While most centres served a catchment population of 10,000 or more, a small number of centres included in these benchmarks were from rural locations with catchment populations less than 10,000.
5. n/a = too few responses for reliable benchmarks.

4

CERM Performance Indicators for DRY CENTRES

	Group 1&2 <1999m ²		Group 3 2000 to 2999m ²		Group 4 >3000m ²	
	Medians 2010 (n=10)	Medians 2008-2010 (n=28)	Medians 2010 (n=7)	Medians 2008-2010 (n=20)	Medians 2010 (n=16)	Medians 2008-2010 (n=48)
WORKING INDICATORS						
Facility						
Presentation cost share %	10.0%	9.9%	4.9%	5.6%	8.4%	6.7%
Presentation cost per metre ²	\$24	\$23	\$12	\$14	\$14	\$12
Presentation costs	\$22,125	\$28,991	\$33,527	\$37,070	\$76,543	\$67,900
Presentation costs per visit	\$0.54	\$0.64	\$0.33	\$0.33	\$0.44	\$0.36
Major incidents per 10,000 visits	0.31	0.28	0.27	0.29	0.16	0.15
Utilities usage						
Energy cost share %	3.3%	3.0%	3.5%	3.5%	4.3%	3.9%
Energy cost per metre ²	\$11.72	\$9.33	\$8.47	\$8.06	\$9.90	\$8.16
Energy costs	\$13,568	\$13,164	\$19,682	\$21,364	\$43,154	\$42,512
Energy cost per visit	\$0.26	0.18	\$0.25	\$0.19	\$0.22	\$0.20
Water cost share %	0.4%	0.4%	0.5%	0.5%	0.5%	0.5%
Water cost per metre ²	\$1.03	\$0.99	\$1.24	\$1.03	\$1.00	\$0.82
Water costs	\$1,577	\$1,510	\$2,800	\$2,312	\$4,205	\$4,205
Water cost per visit	\$0.03	\$0.02	\$0.04	\$0.02	\$0.02	\$0.02

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4. While most centres served a catchment population of 10,000 or more, a small number of centres included in these benchmarks were from rural locations with catchment populations less than 10,000.
5. Benchmarks for several new indicators will be included in the future when sufficient responses allow for reliable benchmarks (e.g. the full list of utilities, membership, and equipment indicators can be found on pages 8 and 9 of this bulletin).

5

CERM Performance Indicators for AQUATIC CENTRES

Survey sample

- Group 5 centres (Outdoor pools): n= 37
- Group 6 centres (Indoor/outdoor pools): n= 29
- Group 7 centres (Indoor pools): n= 51

Key findings

- Expense Recovery

The 2010 CERM PI *expense recovery* benchmarks are similar for Group 6 and Group 7 (91% and 92% respectively) with a lower Group 5 benchmark (52%) (Figure 4). The *expense recovery* benchmarks for all three groups are similar to those for the previous year.

- Visits per square metre

The 2010 CERM PI *visits per square metre* benchmarks are similar to those for the previous year. The Group 7 benchmark (86) was higher than Group 6 (72), which was in turn considerably higher than the Group 5 benchmark (28) (Figure 5).

- Total visits per year

The 2010 *total annual visits* benchmarks follow a similar pattern to the previous year. Group 7 centres attract a higher median number of visits (412,216) compared to the other CERM PI aquatic centre groupings (Figure 6). The 2010 *total annual visits* benchmarks were higher than those for the previous survey for the three aquatic centre groupings.

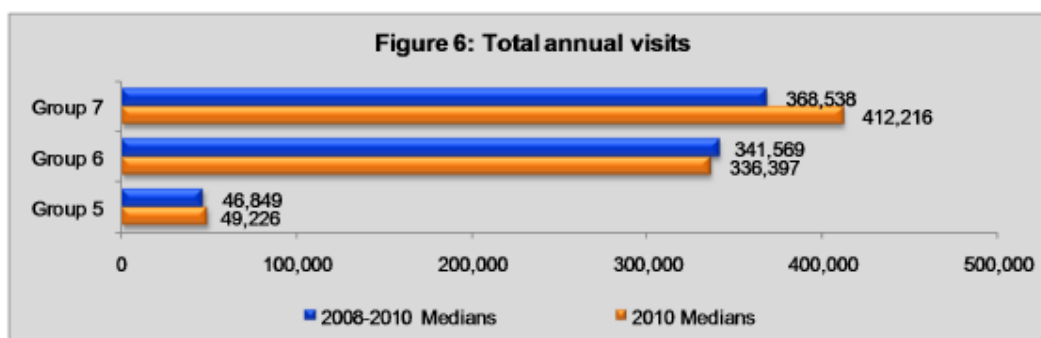
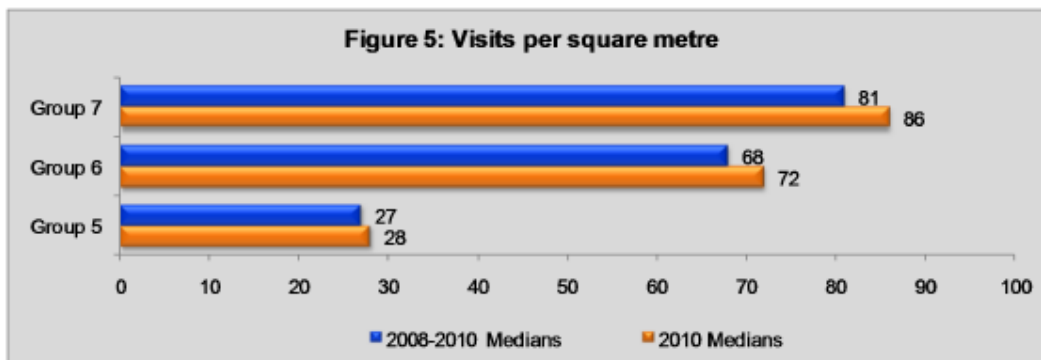
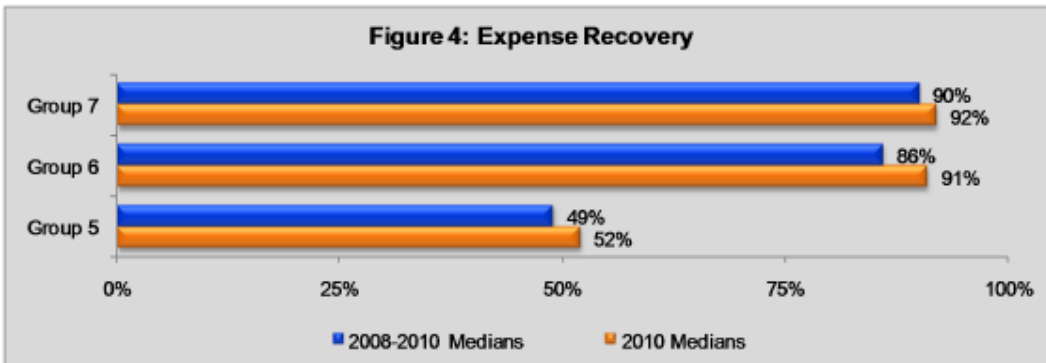
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4. While most centres served a catchment population of 10,000 or more, a small number of centres included in these benchmarks were from rural locations with catchment populations less than 10,000.

8

CERM Performance Indicators for AQUATIC CENTRES

	Group 5 Outdoor pools		Group 6 Indoor/outdoor pools		Group 7 Indoor pools	
	Medians 2010 (n=37)	Medians 2008-2010 (n=117)	Medians 2010 (n=29)	Medians 2008-2010 (n=87)	Medians 2010 (n=51)	Medians 2008-2010 (n=128)
	Key Indicators					
Expense Recovery %	52%	49%	91%	86%	92%	90%
Visits per square metre	28	27	72	68	86	81
Total annual visits	49,226	46,849	336,397	341,569	412,216	368,538



CERM Performance Indicators for AQUATIC CENTRES

	Group 5 Outdoor pools		Group 6 Indoor/outdoor pools		Group 7 Indoor pools	
	Medians 2010 (n=37)	Medians 2008-2010 (n=117)	Medians 2010 (n=29)	Medians 2008-2010 (n=87)	Medians 2010 (n=51)	Medians 2008-2010 (n=128)
WORKING INDICATORS						
Finance						
Gross receipts	\$253,475	\$171,249	\$1,817,788	\$1,913,350	\$2,380,350	\$2,246,492
Gross expenditures	\$398,473	\$359,896	\$2,731,364	\$2,507,861	\$2,472,762	\$2,344,869
Fees per visit	\$3.49	\$2.94	\$5.24	\$5.20	\$5.46	\$5.33
Secondary spend per visit	\$0.99	\$0.81	\$0.60	\$0.57	\$0.45	\$0.44
Surplus (subsidy) per visit	(\$3.63)	(\$3.85)	(\$0.59)	(\$0.82)	(\$0.61)	(\$0.61)
Receipts per visit	\$5.12	\$4.18	\$6.05	\$5.89	\$6.30	\$5.85
Receipts per metre ²	\$114	\$91	\$426	\$383	\$545	\$495
Services						
Catchment population (within 5km radius)	27,500	38,000	60,000	60,000	52,500	55,000
Catchment multiple	3.5	1.5	5.3	5.2	8.7	6.9
Program opportunities per week	33	30	206	206	210	223
Program range	9	10	47	44	41	50
Direct programming	100%	97%	94%	93%	96%	95%
Marketing						
Promotion cost share %	1.0%	1.0%	1.7%	1.7%	1.6%	1.8%
Promotion cost per metre ²	\$3.23	\$2.22	\$7.37	\$6.92	\$10.13	\$10.09
Promotion costs	\$8,000	\$4,271	\$36,000	\$42,468	\$36,263	\$42,607
Promotion cost per visit	\$0.07	\$0.07	\$0.11	\$0.11	\$0.11	\$0.13
Staff						
Full time equivalent staff	5.0	4.0	32.5	30	29.1	28.5
Annual labour cost per FTE staff	\$49,145	\$53,867	\$55,822	\$54,744	\$57,345	\$56,865
Labour cost to total receipts %	102%	103%	70%	71%	68%	68%
Labour cost share %	53%	54%	63%	63%	62%	63%
Labour costs	\$273,005	\$221,535	\$1,674,659	\$1,579,749	\$1,562,068	\$1,536,617
Labour cost per metre ²	\$108	\$104	\$319	\$302	\$339	\$332
Labour costs per visit	\$4.05	\$4.16	\$4.34	\$4.36	\$4.45	\$4.40
Salaries/wages to labour %	90%	90%	80%	84%	84%	85%
Training to payroll cost %	1.1%	1.1%	1.3%	1.5%	1.4%	1.5%
Training costs	\$1,724	\$1,420	\$15,000	\$16,402	\$15,899	\$14,774
Training costs per visit	\$0.05	\$0.04	\$0.06	\$0.05	\$0.05	\$0.05
Facility						
Presentation cost share %	7.7%	8.0%	6.2%	7.5%	5.6%	6.1%
Presentation cost per metre ²	\$24	\$20	\$37	\$37	\$39	\$36
Presentation costs	\$39,926	\$37,302	\$193,108	\$190,190	\$166,041	\$158,160
Presentation costs per visit	\$0.60	\$0.64	\$0.43	\$0.47	\$0.38	\$0.39
Major incidents/10,000 visits	0.15	0.19	0.11	0.09	0.16	0.13

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8

CERM Performance Indicators for AQUATIC CENTRES

	Group 5 Outdoor pools		Group 6 Indoor/outdoor pools		Group 7 Indoor pools	
	Medians 2010 (n=37)	Medians 2008-2010 (n=117)	Medians 2010 (n=29)	Medians 2008-2010 (n=87)	Medians 2010 (n=51)	Medians 2008-2010 (n=128)
WORKING INDICATORS						
Utilities						
Energy cost share %	7.3%	7.5%	8.3%	8.1%	8.5%	7.8%
Energy cost per metre ²	\$16	\$15	\$42	\$38	\$45	\$40
Energy costs	\$29,725	\$29,725	\$206,125	\$187,305	\$198,592	\$170,278
Energy cost per visit	\$0.52	\$0.52	\$0.57	\$0.50	\$0.50	\$0.48
Water cost share %	3.6%	3.1%	1.6%	1.4%	1.1%	1.1%
Water cost per metre ²	\$6.94	\$6.28	\$8.11	\$6.58	\$5.54	\$4.98
Water costs	\$16,608	\$12,310	\$38,530	\$37,181	\$23,931	\$23,496
Water cost per visit	\$0.35	\$0.25	\$0.10	\$0.09	\$0.08	\$0.07
Electricity usage (kW)	157,803	157,803	1,015,415	966,949	1,079,695	1,075,697
Electricity usage (kW) per metre ²	74	77	224	203	247	231
Electricity usage (kW) per visit	2.6	2.8	2.9	2.8	2.8	2.8
Gas usage (Gj)	n/a	n/a	13,817	14,854	11,568	11,568
Gas usage (Gj) per metre ²	n/a	n/a	2.8	2.8	2.5	2.4
Gas usage (Gj) per visit	n/a	n/a	0.03	0.04	0.03	0.03
Water usage (kL)	6,750	8,040	20,247	20,084	14,894	14,894
Water usage (kL) per metre ²	3.7	3.6	3.9	3.8	3.0	2.8
Water usage (kL) per visit	0.12	0.13	0.05	0.05	0.03	0.03
Membership						
Total number of members	n/a	n/a	1,580	1,772	1,774	1,789
Health & fitness membership share %	n/a	n/a	92%	92%	86%	87%
Aquatic membership share %	n/a	n/a	12%	9%	13%	12%
Membership retention %	n/a	n/a	53%	51%	56%	57%
Learn to swim membership retention %	n/a	n/a	58%	60%	59%	60%
Health & fitness membership per gym/ fitness m ²	n/a	n/a	2.5	2.6	2.6	2.4
Equipment						
Total gym stations	n/a	n/a	67	65	67	69
Total cardio stations	n/a	n/a	35	34	34	34
Total weight stations	n/a	n/a	32	31	34	34
Total gym stations per gym metre ²	n/a	n/a	0.19	0.19	0.19	0.18
Cardio stations per gym metre ²	n/a	n/a	0.09	0.09	0.09	0.08
Weight stations per gym metre ²	n/a	n/a	0.09	0.09	0.09	0.09

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9

Thank you to all who contributed to the 2010 CERM PI Operational Management Survey for Australian Public Sports & Aquatic Centres

Adelaide Aquatic Centre	East Keilor Leisure Centre	Palmwoods Aquatic Centre & Swim School
Andrew (Boy) Charlton Pool	Eltham Leisure Centre	Pascoe Vale Outdoor Pool
Aqua Jetty YMCA	Endeavour Hills Leisure Centre	Pelican Park Recreation Centre
Aqualink Box Hill	Fairfield Leisure Centre	Phillip Island Leisure Centre
Aqualink Nunawading	Fawkner Leisure Centre	Prairiewood Leisure Centre
Aquamoves	Fitzroy Swimming Pool	Richmond Recreation Centre
Aquazone—Warnambool Aquatic Leisure Centre	Footscray YMCA	Ringwood Aquatic Centre
Arena Joondalup	Fremantle Leisure Centre	Rockingham Aquatic Centre
Ascot Vale Leisure Centre	Gratwick Aquatic Centre	Roxby Leisure Centre
Ashburton Pool & Recreation Centre	Halls Head Community Recreation Centre	Ryde Aquatic Leisure Centre
Ballarat Aquatic Centre	Hammersley Community Recreation Centre	Salisbury Recreation Precinct
Balwyn Leisure Centre	Hastings Community Hub	Sea Lake Swimming Pool
Bay & Basin Leisure Centre	Hawthorn Aquatic & Leisure Centre	Serpentine Jarrahdale Community Recreation Centre
Bayfit Leisure Centre	Herb Graham Recreation Centre	Shepparton Sports Stadium
Beaton Park Leisure Centre	Horsham Aquatic Centre	Somerville Recreation & Community Centre
Bellbird Park Indoor Centre	Ian Thorpe Aquatic Centre	South Gippsland SPLASH
Benalla Aquatic Centre	Kensington Community Recreation Centre	South Hedland Aquatic Centre
Beresfield Swimming Centre	Kew Recreation Centre	South Lake Leisure Centre
Berriwillock Swimming Pool	Kingsway Indoor Stadium	South West Sports Centre
Berwick Leisure Centre	Knox Leisureworks	Speed Dome
Bilgoman Aquatic Centre	Kwinana Requatic	Springers Leisure Centre
Birchip Swimming Pool	Lakeside Leisure Centre, Kanahooka	St Albans Leisure Centre
Bittern Memorial Centre	Lakeside Leisure Centre, Raymond Terrace	Stockton Swimming Centre
Blackwood Community Recreation Centre	Lakeside Leisure Centre, Tuggeranong	Sunshine Leisure Centre
Bluewater Fitness Centre	Lambton Swimming Centre	Sussex Inlet Aquatic Centre
Bomaderry Aquatic Centre	Latrobe Leisure Churchill	Terry Tyzack Aquatic Centre
Boroondara Sports Complex	Latrobe Leisure Moe Newborough	The Gardens Recreation Centre
Brunswick City Baths	Latrobe Leisure Moe Outdoor Pool	The Hobart Aquatic Centre
Cabravale Leisure Centre	Latrobe Leisure Morwell	Ulladulla Leisure Centre
Caloundra Indoor Stadium	Latrobe Leisure Traralgon Outdoor Pool	University of Wollongong Recreation & Aquatic Centre
Campbelltown Leisure Centre	Latrobe Leisure Traralgon Sports Stadium	Victoria Park Pool
Canberra Olympic Pool & Health Club	Latrobe Leisure Yallourn North Outdoor Pool	Wallsend Swimming Centre
Cardinia Life	Leisurepark BALGA	Wangaratta Indoor Sports & Aquatic Centre
Carlton Baths Community Centre	Macleod Recreation & Fitness Centre	Warnbro Community Y Recreation Centre
Casey ARC	Macquarie University Sport & Aquatic Centre	Warragul Leisure
Casey RACE	Mandurah Aquatic & Recreation Centre	Warringah Aquatic Centre
Caulfield Recreation Centre	Manuka Pool	Watchem Swimming Pool
Challenge Stadium	Maribyrnong Aquatic Centre	Waves Leisure Centre
Charlton Swimming Pool	Maroondah Indoor Sports Centre	Werribee Sports & Fitness Centre
Clayton Aquatic & Health Club	Mayfield Swimming Centre	Wodonga Sports & Leisure Centre
Coburg Leisure Centre	Melbourne University Sport	Wollondilly Community Leisure Centre
Coburg Olympic Swimming Pool	Melton Waves Leisure Centre	Wonthaggi Aquatic & Leisure Centre
Collingwood Leisure Centre	Melville Aquatic Fitness Centre	Wycheproof Swimming Pool
Cook & Phillip Park Aquatic & Leisure Centre	Melville Recreation Centre	YMCA Docklands
Coolum Aquatic Centre	Mill Park Leisure Centre	YMCA on Exhibition
Cotton Tree Aquatic Centre	Monash Aquatic & Recreation Centre	YMCA Somerville Health & Aquatic Centre
Crib Point Pool	Morley Sport & Recreation Centre	
Croydon Leisure & Aquatic Centre	Mosman Swim Centre	
Croydon Memorial Swimming Pool	Mt Helena Pool	
Dandenong Oasis	Muswellbrook Aquatic Centre	
Darebin Community Sports Stadium	Nambour Aquatic Centre	
David Collings Leisure Centre	Noosa Aquatic Centre	
Deakin YMCA	Noosa Leisure Centre	
Diamond Creek Community Centre	Northcote Aquatic & Recreation Centre	
Dickson Aquatic Centre	North Melbourne Community Centre	
Donald Swimming Pool	Oakleigh Recreation Centre	
Don Tatnell Leisure Centre	Oak Park Aquatic Centre	

For further information please contact CERM PI

Telephone: +61 8 8302 5321

Email: raylene.jones@unisa.edu.au Websites: www.unisa.edu.au/cermpi / www.unisa.edu.au/tourismleisure

10



(Incorporating the CERM Performance Indicators Project[®])

Guidelines for Completing the 2009 National Benchmarking Summary Sheet for Sports & Leisure Centres



*PART OF THE ANNUAL NATIONAL BENCHMARKING AND PERFORMANCE INDICATOR PROGRAM
CONDUCTED UNDER ESTABLISHED UNIVERSITY PROTOCOLS*

CERM Performance Indicators Project[®]
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1st July 2008 to 30th June 2009 Financial Year Figures Only

Please exclude GST from all figures

Table of contents	Page
1. Facility	1
2. Catchment population	1
3. Space	1
4. Weekly Program Opportunities	2
5. Attendances	2
6. Membership	3
7. Equipment	3
8. Receipts	4
9. Expenditure	5
10. Utilities usage	6
11. Staff	6
12. Major incidents	6
Benefits of CERM PI subscription	7

Note: *Data in this section used for 'Key Indicators'

(Please take special care to clearly understand these descriptions and accurately determine these figures.)

PLACE EACH ANSWER IN THE SUMMARY SPREADSHEET AND EMAIL TO
raylene.jones@unisa.edu.au

Copyright laws apply.

All enquiries to CERM PI*: Telephone (08) 8302 5321/Facsimile (08) 8302 5255

1. Facility

1(a) Type of Centre*

Which category best describes your centre?

Category	CERM PI Group	Description
A	1	Dry centre (ie. hall and/or gym but no pool) < 1000m ²
A	2	Dry centre 1000 to 1999m ²
A	3	Dry centre 2000 to 2999m ²
A	4	Dry centre > 3000m ²
B	5	Outdoor wet centre (ie. outdoor pool/s only)
C	7	Indoor wet centre (ie. indoor pool/s only)
D	7	Indoor wet and dry centre (ie. indoor pool/s, plus hall/gym)
E	5	Dry centre with outdoor pools
F	6	Indoor wet centre with outdoor pool/s
G	6	Indoor wet and dry centre with outdoor pools

1(b) Centre Location

- Capital City (eg. Adelaide, Perth, Melbourne)
- Regional City (eg. Bendigo, Gawler, Wagga Wagga)
- Rural Centre (eg. Karratha)

2. Catchment Population

Estimate the population within a five (5) kilometre radius of your centre.

- This is the number of people living within a five kilometre radius of the centre, not including workers or tourists visiting the area or passing commuters.
- Local government population estimates or ABS census statistics (2006) should be used.

3. Space

What is the square meterage of the Dry/Wet/Service/Pool/Gym/Fitness areas of your centre?

Definitions of Area Space:

- **Dry area:** Indoor floor space/s (wall to wall) assignable for specific activities and/or spectators.
- **Wet area:** Indoor pool hall/s (wall to wall) and/or outdoor pool/s (water surface only). Please do not include lawned areas around outdoor pools.
- **Service areas:** Enclosed changeroom/toilets, offices/admin, storerooms, shop, cleaner's room, kiosk/lounge, lobby/reception, plant room, passageways, stairs etc. For indoor centres, your 'service area' is your gross enclosed space (external walls to external walls), less your dry area and/or wet area. Please do not include lawned or concourse areas around outdoor pools.
- **All Pools areas:** This figure is calculated by measuring the length and width of each pool. For irregular shape pools, use lengths, widths and depths of dedicated sections.
- **Gym area:** Designated indoor floor space/s (wall to wall) assignable only for gym activities available at your centre. Gym activities can include free weights, exercise machines, circuits.
- **Fitness area:** Designated indoor floor space/s (wall to wall) assignable only for fitness activities available at your centre, i.e. does not include any fixed equipment stations. Fitness activities include aerobics, yoga etc.

Select your facility's category (as per 1a) then use the table to breakdown your facility's areas.

Type of Centre	Dry Area	Wet Area (Indoor)	Wet Area (Outdoor)	Service Areas	Pool Areas	Gym/Fitness Areas
(a) Dry: (hall and/or gym with no pool)	✓			✓		✓
(b) Outdoor Wet Centre: (outdoor pool(s) only)			✓	✓	✓	✓
(c) Indoor Wet Centre: (indoor pool(s) only)		✓		✓	✓	✓
(d) Indoor Wet & Dry Centre: (indoor pool(s) plus hall/gym)	✓	✓		✓	✓	✓
(e) Dry Centre with Outdoor Pool(s)	✓		✓	✓	✓	✓
(f) Indoor Wet Centre with Outdoor Pool(s)		✓	✓	✓	✓	✓
(g) Indoor Wet and Dry Centre with Outdoor Pools	✓	✓	✓	✓	✓	✓

1

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4. Weekly Program Opportunities

How many regular weekly program opportunities appeared on your Centre's timetables during the year? These are opportunities for different age, gender and/or skill level groups in all activities offered on a weekly basis, eg.

- for at least 20 weeks during the year for 'dry' centres, and centres with indoor pools
- for 10 weeks during the year for centres with outdoor pools only).

Include

- Average number of activity groups (grades or levels) with availability and access determined by day, time, age, gender and/or ability, including those run by the Centre ('direct') and by resident hire groups and private individuals ('indirect').
- Multiple classes for the same activity at the same time/day for the same age/gender/skill level = 1 score only.

Exclude

- General use of the facilities by public and/or members on an 'open door' basis;
- activities offered on less than a weekly basis;
- any oval or outdoor court usage; and
- those activities that are not offered regularly for at least 20 weeks during the year (10 weeks for outdoor pools).

Some Examples to Assist You in Your Calculations:

Program Opportunities	Count
Basketball: (Men): Monday (A Grade), Tuesday (B Grade), Thursday (C Grade)	3
Aerobics: 5 sessions per week (two sessions running for each time slot) <i>(this is because the concurrent time slots still only represent one opportunity for the customer ie they are effectively offered the same class in two locations)</i>	5
Gymnastics: Girls (Monday 5pm Levels 1 & 2 and Tuesday 6pm, Level 1 only), Boys (Monday 5pm, Levels 1 & 2) <i>(this is because the different levels and gender splits each represent separate opportunities for customers)</i>	5
Learn to Swim: School Age Level 1 (eleven sessions running at 9am Saturday) <i>(as per the aerobics example this is one opportunity not eleven as any one customer can only attend the required level at one time)</i>	1
Lap swim lanes (2) available every morning for seven days, 7am to 10am for casual use <i>(the area has been set aside for specific use during a particular time – in other timeslots it may be used for another program opportunity eg aquarobics)</i>	7
Total Regular Weekly Opportunities	21

5. Attendances

5(a) Total Visits

What was the total number of visits to your Centre during the year?

Note: inflated numbers will result in high readings for some indicators and low readings for others

- Number of attendances during the full year
(However, to some degree this figure may need to be estimated, eg. where family group and team admission fees are applied or where membership and season passes are used.)
- Include all visits (direct and indirectly administered activities), paying and non-paying spectators, crèche, 'one-off' hire functions, bar and lounge.
- **Exclude** attendances to ovals or outdoor courts.
(However, include people visiting your facilities from ovals or outdoor courts for refreshments training, changing etc.)

5(b) Direct Visits (THIS FIGURE CANNOT BE GREATER THAN 5(A))

During the year, what was the total number of visits to activities, programs and services which were directly promoted and operated by the centre and its staff ('direct' activities)?

For example:

- Direct activities are 'owned' by the centre
- Indirect activities are 'owned' by their respective promoters. Sporting programs are commonly run by sporting associations, acting as promoters, hirers or principle tenants.
- **Exclude** attendances to any oval or outdoor courts.

The figure required here is the number of visits for the year to programs, services and activities which were directly promoted and conducted by the centre's employees, ie. centre 'owned' or 'direct' activities.

6. Membership

Please provide numbers of members for each category below for the 2008/09 financial year period (if not applicable please indicate by n/a).

- Include those customers who have membership for 3, 6 or 12 months
- **Exclude** multi-visit pass customers

6(a) Total number of members**6(b) Total number of health and fitness members**

- Include all customers who have membership (that allows access to) the gym and fitness classes.

6(c) Total number of aquatic only members

- Include all customers who only have access to aquatic based programs and activities
- **Exclude** learn to swim customers.

6(d) Total number of learn to swim enrolments.

- This figure is based upon the 4th week of Term One enrolment numbers.
- Include all learn to swim /swim squad enrolments.
- **Exclude** swim club participants and those training for competitions.

6(e) Total membership retention

- This figure is calculated as a percentage of those customers who remained members of the centre during 2008/09 compared to the period 2007/08.

6(f) Learn to swim retention

- This figure is calculated as a percentage of those who remained learn to swim customers at the centre as of the 4th week of Term One 2009 compared to the 4th week of Term One 2008.

7. Equipment

Please provide figures for each equipment category below as of the 30th June 2009 (if not applicable please indicate by n/a).

7(a) Total number of all gym equipment stations

- This figure includes all gym equipment stations including cardio, pin loaded and free weights.

7(b) Total number of cardio equipment stations only

- For example: treadmills, cross-trainers, bikes, recumbent, rowers, steppers, arm ergometers.

7(c) Total number of weight equipment stations only

- This figure includes all pin loaded and free weights stations

NOTE: QUESTIONS 8 TO 9 REFER TO ITEMS OF REVENUE AND EXPENDITURE. ANY ITEMS FOR WHICH YOUR CENTRE HAS RECORDED NO REVENUE OR EXPENDITURE – ENTER A '0'. IF THE QUESTION IS NOT RELEVANT TO YOUR CENTRE, OR YOU DON'T HAVE ACCESS TO THE ANSWER, PLEASE LEAVE THE FIELD BLANK.

(EXCLUDE ALL COSTS ASSOCIATED WITH OVALS OR OUTDOOR CENTRES)

8. Receipts

8(a) Total Receipts

What were your total receipts for the year?

- This figure is the 'turnover' of your centre (Amounts received from all sources before the deduction of any expenses.)
- If you directly operate a kiosk or sports shop the cost of the goods sold **should not** be deducted.
- If a kiosk or gym is leased this figure will include the lease fees only and **not** the sale of kiosk goods or gym membership etc. Where courts, halls or swim lanes are hired, only the hire fees should be included.
- If your swim school is concessioned out, **only** your concession fee and/or share of proceeds should be included.
- Bar receipts and bingo takings should only be included if the respective licenses are held in the name of your centre and these receipts are banked in a bank account controlled by the centre or its owner/managing agent. Otherwise **only** the relevant lease or hire fee should be included.
- Only your share of receipts and/or your hire fee for any hired vending and amusement machines should be included, not 'takings' as with question 8(d) 'Secondary Takings'.
- Sponsorships, interest earned and cash grants for programs should be included in full. This figure should exclude deficit funding or operating subsidies (eg. lump sum payments paid to the centre to compensate for a revenue shortfall).

Total receipts is the figure from which you take your total expenditure (see question 9(a) 'Total Expenditure') to determine your surplus or deficit for the year.

8(b) Operating Subsidy

What was your operating subsidy for the year?

This figure is the total of any deficit funding or operating subsidies (eg. lump sum payments paid to the centre to compensate for a revenue shortfall).

8(c) Door Takings (Fees received)

What were your total 'door takings' for the year, including hire fees, spectators, memberships, registrations and fees for obligatory equipment or materials, eg. skates, bingo tickets, lockers, score-sheets etc?

This is the total of all the obligatory amounts people must pay to visit and use your centre.

8(d) Secondary Takings

What was the sum of the year's takings by secondary services such as kiosk, vending machines, amusement machines, the sale of merchandise, child-minding etc, *regardless of whether or not* these services were operated by you or a lessee/supplier?

- This is the gross amount spent during the year by all persons visiting your centre (players, spectators, members, casual users etc.) **after** they paid for their admission, membership, registration, hire and obligatory equipment or materials. It includes any people who visit your building and/or pool from any oval or outdoor courts for refreshments, training, social activity etc.
- Takings by your kiosk, vending machines, amusement machines and the sale of any sporting goods or clothing will largely, if not entirely, make up this figure.

Note: where a kiosk or sports shop is leased and/or vending machines are rented, this sum is the gross amount/s taken by the lessee/hirer, not your lease/hire fee or share of proceeds as required in question 8(a) 'Total Receipts'.

8(e) Is your shop/kiosk leased?

Answer Yes or No on the Summary Sheet.

4

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9. Expenditure

9(a) Total Expenditure

Note: This figure MUST NOT be less than the sum of 9(b), 9(d), 9(e), 9(f), 9(g) & 9(i)

What was your total operational expenditure for the year?

This is the sum of all costs related to the day-to-day operations of the centre for the year, including the cost of goods sold if you directly operate a kiosk or sports shop etc.

Include all outgoings and any 'real costs', for example:

- Accounting, auditing and payroll services
- Supervision, telephone, copying and secretarial assistance
- Salaries, wages, on-cost and fringe benefits
- Contract staff and support services
- Insurance, rates and taxes
- Energy, cleaning, routine maintenance and water
- All other direct and applicable costs and charges, including kiosk supplies, sporting goods, instructors, umpires etc (if such activities are directly operated by your centre).
- Services granted at 'no cost' should be expensed (this may include any of the above)

Exclude (for the purpose of this study):

- Loan repayments and interest on loans
- Any lease fee or rent paid to the owner
- Provisions for equipment replacement
- Building refurbishment, or major replacement items (eg. carpet or total repaint)
- Depreciation of buildings or equipment
- Major refurbishment/extensions

9(b) Total Labour Expenditure

What was your total labour cost for the year, ie. your payroll for salaries and wages, plus on-costs, plus any contract management, operational and domestic labour and any regular supervision or management support from your owner or a specialist agency?

- On-costs include payroll tax, fringe benefits tax, annual leave, long service leave, sick leave, superannuation, workers insurance, salary continuance insurance, supply of a motor vehicle (or portion thereof), staff training and any other like costs incurred as a result of employment.
- Where all or a significant amount of management, operational and/or domestic labour has been engaged by contract and does not appear in your payroll, it is necessary to include these costs in the figure you provide. These positions may or may not involve on-costs, depending on the nature and terms of the relevant contracts.
- The figure provided should also include the cost of any significant supervision or management support (eg. planning, liaison, marketing, purchasing, administration, secretarial or book-keeping services) presently being provided by the owner or an agency which, if the centre were to operate independently would require the employment of additional full-time, part-time or casual staff.

9(c) Total Salaries & Wages Expenditure *(NOTE: THIS FIGURE CANNOT BE GREATER THAN 9(B))*

What was the total cost of your salaries and wages for the year?

This is the total cost of all your wages and salaries for employees of your facility, whether, full-time, part-time or casual.

It does not include on-costs or the cost of contract positions or management support systems as required in question 9(b) 'Total Labour Expenditure'.

9(d) Energy Expenditure (less water cost)

What was your centre's total energy (ie. electricity/gas/oil) costs for the last year?

Care should be taken to ensure that all energy bills precisely coincide with the year under review and do not include payments for any days outside this time or exclude any days inside this time.

9(e) Water Expenditure

What was your centre's total water costs for the last year?

Include:

- Water used for all amenities (eg. toilets, showers, drinking fountains)
- Water costs associated with swimming pools
- Water costs for gardens/landscaping
- Water costs for cleaning and maintenance

5

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9(f) Cleaning and Maintenance Expenditure

What was the total cost of cleaning and maintenance for your centre during the year?

- This includes: cleaning labour, on-costs, materials and contract work, plus the cost of routine maintenance labour, on-costs, materials and contract work.
- Maintenance costs should not include capital refurbishment, replacements or improvements, or any provisions for these items, eg. re-carpeting every 5 or so years. However, annual floor recoating or complete fluoro tube replacement, for example, should be included as a maintenance cost for each year.

9(g) Promotion Expenditure

What was the total cost of promotion for your centre for the year?

- Note this is to include special staff assignment, free tickets etc.
- Amounts spent on advertising, fliers, displays, signs, entertainment, give-aways, special staff assignments, direct marketing etc.
- It should not be the cost of advertising alone and should include costs for any of the above items which may have been allocated to account codes such as printing and stationery, maintenance, wages, petty cash, telephone, postage etc. Give-away admissions should be costed at half (50%) of their normal value.
- Where staff members have been assigned to campaigns for extended periods, the cost of this time should also be included.

9(h) Market Research Expenditure

What was the total cost of your market research for the year?

- Note this is to include special staff assignments.
- Cost of user and/or community surveys, CERM PI Reviews, collecting and analysing data on local demographics, competitors, potential new markets, like facilities and events and trends in services both here in Australia and overseas
- Cost of any extended periods of staff involvement in marketing activities should also be included.

9(i) Staff Training Expenditure

What was your staff training cost for the year?

- Cost of internal programs/workshops and external courses, including the cost of the time spent by staff (salaries and wages, plus on-costs) attending, organising and presenting internal programs/workshops and participating in external courses.

10. Utilities usage

Please provide figures for each utilities category below for the 2008/09 financial year period (if not applicable please indicate by n/a).

10(a) Electricity (in kW)

10(b) Gas (in Gj)

10(c) Water (in kL)

- Note: This figure should be for total amount of water used at the facility.

10(d) Oil (in kL)

11. Staff

Please provide the average number full-time equivalent staff employed at the centre for the 2008/09 financial year period.

- Include all permanent and casual staff

12. Major Incidents

What was the number of 'major' incidents reported at your centre during the year?

- A 'major' incident incorporates responses to a situation by any external emergency agency (eg. fire, police, ambulance). This should be officially recorded either internally in your records, or externally by the emergency service.
- **Exclude** incidents such as basic first aid and minor theft.

6

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CERM PI® NETWORK REGISTER

CERM PI® receives requests from facility managers for contact details of managers of other similar facilities. Whilst client confidentiality is of utmost importance, we are keen to facilitate networking opportunities where possible. Please indicate on the Summary Sheet provided whether or not you are agreeable to be part of a network register whereby your name, centre name and contact details, may be made available, on request, to subscribers of the CERM PI® project.

2009 MEDIANS WILL ONLY BE ISSUED FOR THOSE WHO HOLD CURRENT CERM PI SUBSCRIPTION STATUS

Subscription entitles you to the following benefits:

- A copy of the CERM PI Bulletin publication detailing the complete results from the annual national benchmarking of sports and leisure centres, throughout Australia
- Three *Indicator* newsletters and/or ezines containing information and updates of research activities undertaken by CERM PI.
- Access to on-line information (eg. previous issues of the *Indicator*) via our website www.unisa.edu.au/cermpi
- Access to sub-categories (eg. regional aquatic facilities) of operational management data.
- Ongoing information and support on the administration and use of CERM PI products.

Some particular points to note about CERM PI subscription:

- If you are a manager of multiple facilities (eg. local government) your one subscription entitles you to the above benefits for each facility, and
- Organisations or facilities conducting a Customer Service Quality review with CERM PI automatically receive a 12-month subscription.

Thank you for the time and attention you have given this questionnaire.

7

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7:06pm Councillor S J Coates declared a Financial Interest in Agenda Item 11.3.9 'Tender 11/26 Feasibility Study for Entertainment Facilities in Port Hedland' as he is a BHP Billiton employee and shareholder with shares over the statutory limit.

Councillor S J Coates left the room.

7:06pm Councillors A A Carter and M B Dziombak declared a Financial Interest in Agenda Item 11.3.9 'Tender 11/26 Feasibility Study for Entertainment Facilities in Port Hedland' as they are BHP Billiton shareholders with shares over the statutory limit.

Councillors A A Carter and M B Dziombak left the room.

11.3.9 Tender 11/26 Feasibility Study for Entertainment Facilities in Port Hedland (File No.: 23/08/0062)

Officer Lorna Secrett
Manager
Community Development

Date of Report 21 September 2011

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to provide a summary and assessment of submissions received for Tender 11/26 Feasibility Study for Entertainment Facilities in Port Hedland to enable Council to award the Tender.

Council is requested to awarded consultants Pracsys the Tender 11/26 – Feasibility Study for Entertainment Facilities in Port Hedland.

Background

The Town, in partnership with BHP Billiton Iron Ore has identified that strategic planning for entertainment options in Port Hedland is required to meet the needs of current and future populations.

Submissions were sought from suitably qualified consultants to undertake a feasibility study into the nature, type, funding and operational models needed to meet the entertainment needs.

It is intended that the feasibility study will:

- inform and underpin strategic planning for future capital projects
- support and inform approaches to the public and private sectors for partnerships and funding.

Consultation

Nil

Statutory Implications

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

“3.57. Tenders for providing goods or services

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

(2) Regulations may make provision about tenders.”

Policy Implications

This tender was called in accordance with Council's Procurement Policy 2/007 and Tender Policy 2/011.

Strategic Planning Implications

The feasibility study will address several elements of Council's Strategic Plan. The predominant strategy is:

Key Result Area 3: Community Development

Goal 3: Arts and Culture

Immediate Priority 2: Undertake a feasibility study on the potential development of an entertainment complex/cinema in South Hedland.

Budget Implications

An amount of \$190,000 is included in the 2011/12 budget as a Partnership Project and allocated towards the feasibility study.

Officer's Comment

Tender 11/26 closed at 2.30pm on Wednesday 7 September 2011. Tenders were opened and recorded by the Deputy Mayor and Council staff members. Assessment panel members for ToPH were Lorna Secrett, Manager Community Development, Gordon MacMile, Director Community Development and Deborah Crawford, Manager Economic and Land Development.

Tender submissions were received from five companies; Pracsys, ACIL Tasman, Marketrade, RPS and Thinc Projects.

All submissions are deemed conforming. Table 1 shows the Lump Sum Fee offered by each submission:

Table 1:

Submission	Lump Sum Fee (Excl GST)
Pracsys	\$143,500
ACIL Tasman	\$104,997
Markettrade	\$150,080
RPS	\$195,000
Thinc Projects	\$424,930

Table 2 below shows Assessment Criteria and weightings applied.

Table 2:

Assessment Criteria	Max Score
Relevant Experience	30
Key Personnel Skills and Experience	20
Tenderer's Resources	10
Demonstrated Understanding/Methodology	30
Local Industry Development	10
Max Score	100

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

Table 3:

Submission/ Assessment Criteria	Relevant Experience (30%)	Key Personnel Skills and Experience (20%)	Tenderer Resources (10%)	Demonstrated Understanding/Metho dology (20%)	Local Industry Dev. (10%)	Total Score (100%)
	Score	Score	Score	Score	Score	
Pracsys	23	17	7	24	0	71
ACIL Tasman	21	13	7	23	4	68
Markettrade	21	15	7	16	0	59
RPS	24	16	7	25	5	77
Thinc Projects	22	15	7	16	0	60

Relevant Experience

Pracsys and RPS demonstrated the greatest level of experience in projects of a similar nature and budget. Both of these companies have experience of master planning projects in the North West.

Key Personnel Skills and Experience

Pracsys and RPS demonstrated a slightly higher level of key personnel than the other three companies to undertake the requirements of the contract. Pracsys submission included an architect/builder with experience in similar projects which the panel felt would enhance conceptual designs and costings of the targeted entertainment facilities. RPS has proposed to use the services of a consultant with experience in master planning of cultural precincts, amongst other areas of expertise.

Tenderer's Resources

All companies provided an acceptable level of resources to undertake the requirements of the contract.

Demonstrated Understanding/Methodology

The methodology of both Pracsys and RPS scored the highest and the Panel considered that the key personnel listed above would bring a creative and practical element to the facilitation of the project.

Local Industry Development (LID)

Acil Tasman and RPS, having offices or associated companies in Port Hedland, were the only companies to demonstrate any LID. Low scores for this section reflected the degree of significance that the panel felt this LID would have in the facilitation of the contract.

Summary

At the conclusion of the assessment of each submission for Tender 11/26 Feasibility Study for Entertainment Facilities in Port Hedland RPS scored the highest in accordance with the selection criteria, largely due to the inability of Pracsys to demonstrate local industry development. However, the Panel considered that the Pracsys submission was as strong as the RPS tender, and offered the best value for money.

The Panel also considered that the lack of local industry presence would not hinder the effectiveness of the feasibility study.

Accordingly, it is recommended that Tender 11/26 be awarded to Pracsys.

Attachments

Nil

Officer's Recommendation

That Council awards Tender 11/26 Feasibility Study for Entertainment Facilities in Port Hedland to Pracsys.

201112/148 Council Decision

Moved: Cr G J Daccache Seconded: Cr J M Gillingham

That Council awards Tender 11/26 Feasibility Study for Entertainment Facilities in Port Hedland to Pracsys for the amount of \$143,500 + GST.

CARRIED 5/0

REASON: Council believes it has to specify that Tender 11/26 Feasibility Study for Entertainment Facilities in Port Hedland has been awarded to Pracsys at the amount of \$143,500 + GST.

11.4 Corporate Services**11.4.1 Finance and Corporate Services*****11.4.1.1 Interim Financial Reports to Council for Period Ended 31 August 2011 (File No.'s: FIN-008, FIN-014 and RAT-009)***

Officer Lorraine Muzambwa
Finance Officer

Date of Report 31 August 2011

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 August 2011, 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 2010/11. The reports are considered to be interim as the Finance Department is still in the process of finalising the 2010-11 financial year that will affect the actual results for June 2011 onwards, until the auditors sign off the final accounts.

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

Presented (see attachments) in this report for the financial period ended 31 August 2011, 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 August 2011;
- 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 2011/12 monthly water, power and fuel costs compared with 2010/11.

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 21st September 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		Frm	To			
NMF010811	NMF010811	\$569.14	1	1	1	Municipal Fund	Photocopier lease
NMF010811	NMF010811	\$1,244.32	1	1	1	Municipal Fund	Photocopier lease
NMF010811	NMF010811	\$284.57	94	94	1	Municipal Fund	Photocopier lease
CHQ20700	CHQ20719		1	3	1	Municipal Fund	
CHQ20720	CHQ20720		-	-	1	Municipal Fund	Cheque cancelled
CHQ20721	CHQ20727		3	4	1	Municipal Fund	
CHQ20728	CHQ20728		-	-	1	Municipal Fund	Cheque cancelled
CHQ20729	CHQ20769		4	8	1	Municipal Fund	
CHQ20770	CHQ20772		-	-	1	Municipal Fund	Cheque cancelled
CHQ20773	CHQ20780	\$336,146.59	8	12	1	Municipal Fund	
EFT35879	EFT36372	\$10,276,216.88	12	94	1	Municipal Fund	
PAY090811	PAY090811	\$333,541.12	94	94	1	Municipal Fund	
PAY230811	PAY230811	\$336,220.46	94	94	1	Municipal Fund	
CAL140711	CAL140711	\$1,723.93	94	94	1	Municipal Fund	Caltex Direct debit
CAL150811	CAL150811	\$1,870.66	94	94	1	Municipal Fund	Caltex Direct debit
CMS080811	CMS080811	\$192.39	94	94	1	Municipal Fund	Photocopier lease Eng dept
WOW150811	WOW150811	\$3,025.16	94	94	1	Municipal Fund	Woolworths Direct debit
BOQ29082011	BOQ29082011	\$891.10	94	94	1	Municipal Fund	Equipment
	Municipal Total	\$11,291,182.32					
3002112	3002117	\$1,256.00	94	95	3	Trust Fund	
	Trust Total	\$1,256.00					
	Sub-Total	\$11,293,182.32					
LESS: one-off pays		-					
	Total	\$11,293,182.32					

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:

1. 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

2. 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.

Strategic Planning Implications

Nil

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

1. Monthly Statement of Business Activity
(Attached under separate cover)
 - 1.1 Page 2–4. Schedule 2 being a Statement of Interim Financial Activity
 - 1.2 Pages 5 to 16. Notes 3 to 11 which form part of the Statements of Interim Financial Activity. Also Note 10–August 2011 Bank Reconciliations.
 - 1.3 Pages 17 to 70. Detailed Interim Financial Activity by Program.
 - 1.4 Pages 71 to 73. Comparison Between 2011/12:2010/11 Utility & Fuel Costs
2. August 2011 Accounts for Payment
(Attached under separate cover)

201112/149 Officer's Recommendation/Council Decision

Moved: Cr A A Carter

Seconded: Cr G J Daccache

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 August 2011; 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 August 2011 under Delegated Authority, as presented and/or attached be received.**
- iv) Financial statements presented are interim until the auditors undertake their audit in October and the accounts can be officially closed.**

CARRIED 8/0

7:08pm Mayor K A Howlett declared a Financial Interest in Agenda Item 11.4.1.2 'Request for Additional Funding: Port Hedland Visitor Centre' as she was at one time employed by the Visitor's Centre.

Mayor K A Howlett left the room.

7:08pm Deputy Mayor A A Carter assumed the chair.

11.4.1.2 *Request for Additional Funding: Port Hedland Visitor Centre (File No.: 05/09/0017)*

Officer Natalie Octoman
Director Corporate Services

Date of Report 21 September 2011

Disclosure of Interest by Officer Nil

Summary

Council has received a request from GM Services, contract managers of the Port Hedland Visitor Centre (PHVC), for funding totaling \$80,000 (plus GST) in addition to their fixed annual management fee for this calendar year. The additional funding would result in Council paying a total of \$230,000 for the provision of management services at the PHVC for the 2011 calendar year.

Given the increase in tourism and development in Port Hedland over the past couple of years since the awarding of the contract, Council may consider a review and new management strategy for the PHVC. It is anticipated that through this process, Council could reassess the costs to operate and management of the PHVC and consider a new management strategy in the near future.

Council is therefore requested to not support the request for additional funding from GM Services and consider a review of management options for the PHVC in October 2011.

Background

The SCM of 21 December 2009 awarded the tender to GM Services for the management of the Port Hedland Visitors Centre.

The tender was for the lump sum annual fee of:

Year One:	\$180,000 (plus GST)
Year Two:	\$150,000 (plus GST)
Year Three:	To be negotiated
Year Four:	Year Three fee plus CPI
Year Five:	Year Four fee plus CPI

Any surplus from operation of the facility in any given calendar year was to be divided equally between the Town of Port Hedland and GM Services.

Council received correspondence (23 May 2011 – see Attachment 1) from GM Services, requesting additional funding totaling \$80,000 (plus GST). The request was not considered in the 2011/12 budget process as it considered as a variation to the financial agreement and therefore required separate consideration.

Variations can be considered by Council in accordance with Section 3.7 of the PHVC Tender 09/27 contract which states;

'If at any time, the Contractor considers that the annual management for that year should be revised for reason of an Unforeseen Cause, then the Contractor shall prepare and deliver to the Town a detailed rationale that stipulates the need for variation.'

It should be noted that this request for consideration is in relation to Year Two of the PHVC agreement. This request is not linked or intended to commence negotiations for Year Three of the annual management fee with GM Services.

Consultation

- GM Services
- Chief Executive Officer
- Director, Community Development
- Economic Land and Development Officer

Statutory Implications

In accordance with the Commercial Arbitration Act 1985.

The Local Government Act 1995

3.57. Tenders for providing goods or services

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

(2) Regulations may make provision about tenders

Local Government (Functions and General) Regulations 1996

Division 2 — Tenders for providing goods or services (s. 3.57)

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 sub regulation (2) states otherwise.

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Funds of \$75,000 were allocated to the Visitor's Centre in the 2011/12 Budget, which is the balance of the remaining funds in line with the current agreement.

The additional funding requested (\$80,000) is not allocated in the 2011/12 Budget and would require funding via an alternative source through the Budget Review process.

Officer's Comment

Since commencement in January 2010, GM Services have adhered to all obligations of their contract including forwarding all monthly and audited annual reports as required. GM Services meets on a regular basis (fortnightly) with the Economic and Land Development department to discuss any issues in relation to the management and operations at the PHVC.

The PHVC management contract states that the Town will provide a fixed annual management fee for the duration of the contract as follows:

Year One:	\$180,000 (plus GST)
Year Two:	\$150,000 (plus GST)
Year Three:	To be negotiated
Year Four:	Year Three fee plus CPI
Year Five:	Year Four fee plus CPI

To date, Council has paid GM Services, in advance the full management fee of \$150,000 (plus GST) for the second year of operation.

GM Services is not requesting to commence negotiating their management fee for the third year of their tender contract; they are seeking funding of \$80,000 (plus GST) in addition to the \$150,000 (plus GST) that has already been paid for this calendar year being Year Two of the contact.

GM Services is seeking additional funding on two levels.

1. The first amount requested of \$30,000 (plus GST) would bring the total fee to the equivalent of year one being \$180,000 (plus GST). GM Services states that this amount would cover their net loss of \$22,303 in year one of management of the PHVC, as per their audited financial statements for the year end 31 December 2010 (attachment 2).
2. The second amount requested of \$50,000 (plus GST) is to cover the 2011 annualised projected loss of \$50,625 (attachment 3). GM Services state in their request that this particular loss results from the requirement to pay competitive wages, while increasing the number of the staff needed to service an increase in PHVC visitor numbers. The most recent attendance figures for the PHVC for May 2011 are 4,210, an increase of nearly 1,000 visitors compared to 3,256 in May 2010.

GM Services have proposed that combined total funding of an additional \$80,000 (plus GST) would result in a 'break even' outcome for the second year of managing the PHVC.

If endorsed, the additional funding would result in Council paying a total of \$230,000 for the provision of management services at the PHVC for the 2011 calendar year.

Given the increase in tourism and development in Port Hedland over the past couple of years since the awarding of the contract, it is proposed that Council consider undertaking either a new public tender process or a new management strategy for the PHVC.

A new tender process or revised management approach could potentially result in:

- additional parties tendering or other suitable management arrangements being identified
- an increase in revenue generated by the PHVC or a sharing of costs
- a reduction in the funding required given the increased number of visitors and local residents using the PHVC services, or the creation of management efficiencies.

It is anticipated that through this process, Council could reassess the costs to operate and management of the PHVC.

A reconstruction of the accounts of the previous management is planned to commence in November 2011, with UHY Haines Norton being engaged to do this review for the 2008/09 and 2009/10 financial years. This information will determine conclusively, whether there are any funds from the prior management agreement to be returned to the Town.

Should Council support the retendering of the PHVC or alternative management arrangements, section 11.3 of the current contract states:

'The Town reserves the right to terminate the contract with the Contractor at any time without reason. Should this occur, the Town will give the Contractor six (6) months written notice, and will ensure that all Management Fees are paid up to the termination date.'

Council is recommended to advise GM Services that the request for additional funding is not supported, with a subsequent report to be presented in October 2011 proposing future management solutions for the PHVC.

Should Council support the reconsideration of management at the PHVC, it is further recommended that a monthly fee with GM Services be negotiated to continue managing the PHVC until a new arrangement commences.

Attachments

- 1 Letter from GM Services dated 23 May 2011
- 2 Audited financial statements for the year end 31 December 2010
- 3 Annualised Projection PHVC 2011 spreadsheet

201112/150 Council Decision

Moved: Cr J M Gillingham Seconded: Cr S R Martin

That Council suspend Standing Orders.

CARRIED 7/0

7:11pm Deputy Mayor advised that Standing Orders are suspended.

201112/151 Council Decision

Moved: Cr S R Martin Seconded: Cr J M Gillingham

That Council resumes Standing Orders.

CARRIED 7/0

7:21pm Deputy Mayor advised that Standing Orders are resumed.

Officer's Recommendation

That Council:

1. Notes that UHY Haines Norton have been engaged to undertake a reconstruction of the accounts of the previous management.
2. Notes GM Services request for additional funding totalling \$80,000 (plus GST).
3. Does not endorse the additional funding and advises GM Services that a review of management arrangements will be considered by Council in October 2011.
4. Approves the CEO, or his delegate, to enter into negotiations with GM Services to establish a monthly fee payable to continue managing the PHVC until a new arrangement commences.

Alternative Officer's Recommendation

That Council:

1. Notes GM Services request for additional funding totalling \$80,000 (plus GST).
2. Does not endorse the additional funding and advises GM Services that a review of management arrangements will be considered by Council in October 2011.
3. Approves the CEO, or his delegate, to enter into negotiations with GM Services to establish a monthly fee payable to continue managing the PHVC until a new arrangement commences.

REASON: Having received advice from the Department of Local Government, Officers submitted an Alternative Recommendation which removed the notation that UHY Haines Norton be engaged to undertake a reconstruction of the accounts of the previous management.

201112/152 Council Decision

Moved: Cr S R Martin

Seconded: Cr M B Dziombak

That Council:

1. **Notes GM Services request for additional funding totalling \$80,000 (plus GST); and**
2. **Does not endorse the additional funding and advises GM Services that a review of management arrangements will be considered by Council on receipt of further information; and**

3. Approves the Chief Executive Officer, or his delegate, to enter into negotiations with GM Services to establish a monthly fee – based on a pro rata figure of \$150,000 per annum – payable to continue managing the PHVC upon expiration of the current contract.

CARRIED 7/0

REASON: Council believes that if the scope and quote of the works to be undertaken is accepted by Council, this would provide valuable information for the assessment of future management options.

7:28pm Mayor K A Howlett re-entered the room and resumed her chair.

Deputy Mayor A A Carter advised Mayor K A Howlett of Council's decision.

ATTACHMENT 1 TO ITEM 11.4.1.2

**PORT HEDLAND**
Visitor Centre

23 May 2011

Paul Martin
CEO TOPH
Po Box 81
Port Hedland
WA 6721

Dear Paul,

We write to the Town of Port Hedland to seek additional assistance with funding, in accordance with the tender document 3.7 "Variations" of the Clients Brief.

3.7 Variations:

If at any time, the Contractor considers that the annual management for that year should be revised for reason of an Unforeseen Cause, then the Contractor shall prepare and deliver to The Town a detailed rationale that stipulates the need for variation.

GM Services Tourism financial agreement with The Town of Port Hedland is as follow:
The Town will provide a fixed annual management fee for the duration of the contract.
The fee shall be: Year One: \$180,000 (plus GST), Year Two \$150,000 (plus GST);
Year Three: To be negotiated

Attached is appendix A, which is the financial audit from 2010, which details a nett loss of \$22,303. Attached in Appendix B is the profit and loss report for YTD 2011 (YTD March 2011), which details a nett loss of \$24,458. Whilst we appreciate that the first quarter of this year is the worst quarter of the year and the busier season is about to commence from May to October, we also identify that stock is urgently required to make the most of the season and our funds are limited.

To service the increase in visitor numbers in the centre (in the last half of 2010 and in the first quarter of 2011 visitor numbers have increased), and to be competitive in the labour market and pay market wages, so that we do not have continual staff turnover, as well as to remain consistent in our staffing, we require additional funding for 2011. The projected wages for 2011 are \$223,625 and the projected nett loss is \$50,625 which is detailed and attached in appendix C.

GM Services Tourism is seeking additional funding (management fee) of \$30,000 plus gst, at the minimum, to bring us to the same funding level as 2010. However we believe additional funding of \$50,000 would be required to bring us close to being on target to breakeven for 2011. We hope the Town of Port Hedland will be able to assist in ensuring continued services from GM Services Tourism into 2012 and beyond at the PHVC.

Looking forward to hearing from you.

Regards,

Shelley Wood GM Services Tourism 0429 581 579

ATTACHMENT 2 TO ITEM 11.4.1.2

GM Services Tourism
Trading as Port Hedland Visitors Centre
ABN 20 338 634 066

Financial Statements
For the year ended 31 December 2010

Charity Advisory

Principal Michael J Carley - FTIA MAICD

GM Services Tourism
Trading as Port Hedland Visitors Centre

Contents
Independent Auditor's Report
Trading Account
Detailed Profit and Loss Statement
Balance Sheet
Notes to the Financial Statements
Depreciation Schedule
Proprietor Declaration
Statement of Cash Flows

GM Services Tourism
Trading as Port Hedland Visitors Centre
ABN 20 338 634 066
Independent Auditor's Report

Scope

We have audited the financial report for the financial year ended 31 December 2010 of GM Services Tourism who is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on them to GM Services Tourism.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements so as to present a view which is consistent with our understanding of the business's financial position, the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit opinion

In our opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of GM Services Tourism as at 31 December 2010, and the results of its operations and its cash flows for the year then ended.

Signed on: *Dr Mark Joll*



Carley Advisory, Accountants and Advisors
Michael Carley
405 Nepean Highway, Frankston Vic 3199

The accompanying notes form part of these financial statements.

GM Services Tourism
Trading as Port Medland Visitors Centre
ABN 20 338 634 066
Trading Account
For the year ended 31 December 2010

	2010	2009
	\$	\$
Trading Income		
Sales	253,172	
Total Trading Income	<u>253,172</u>	
Cost of Sales		
Add:		
Purchases - Initial Stock	18,182	
Purchases	83,956	
	<u>102,138</u>	
Less:		
Closing Stock on Hand	25,732	
	<u>25,732</u>	
Cost of Sales	<u>76,406</u>	
Gross Profit from Trading	<u>176,766</u>	

The accompanying notes form part of these financial statements.

GM Services Tourism
 Trading as Port Hedland Visitors Centre
 ABN 20 338 634 066
Detailed Profit and Loss Statement
 For the year ended 31 December 2010

	2010	2009
	\$	\$
Income		
Trading profit	176,766	
Tour Income	3,273	
Management Fees	180,000	
Other income	1,619	
Memberships	16,023	
BHP Tour Vouchers	1,864	
Total income	379,544	
Expenses		
Advertising and promotion	20,458	
Bank Fees And Charges	1,632	
Bookkeeping	2,877	
Calm Passes	818	
Cleaning and rubbish removal	1,399	
Commissions	684	
Computer Expenses	1,326	
Consultants fees	11,350	
Depreciation - other	2,707	
Donations	900	
Electricity	6,496	
Fees & charges	94	
Insurance	8,007	
Interest - Australia	412	
M/V car - Other	1,399	
Office Expenses	3,238	
Postage	1,708	
Printing & stationery	1,449	
Promotional Evening	1,125	
Rates & land taxes	4,374	
Rental Accomodation Allowance	8,667	
Repairs & maintenance	6,074	
Staff amenities	1,777	

The accompanying notes form part of these financial statements.

GM Services Tourism
Trading as Port Hedland Visitors Centre
ABN 20 338 634 066
Detailed Profit and Loss Statement
For the year ended 31 December 2010

	2010	2009
	\$	\$
Staff training	840	
Subscriptions	1,488	
Subcontractors	29,603	
Superannuation	16,858	
Telephone	6,666	
Travel, accom & conference	711	
Tour Expenses- GreyHound and Integrity	48,497	
Tour Expenses- BHP Tours	18,110	
Uniforms	693	
Wages	188,273	
Workcover Insurance	922	
Workcover Medical expenses	216	
Total expenses	<u>401,847</u>	
Net Profit (Loss) from Ordinary Activities before income tax	<u>(22,303)</u>	

The accompanying notes form part of these financial statements.

GM Services Tourism
 Trading as Port Hedland Visitors Centre
 ABN 20 338 634 066
 Balance Sheet As At 31 December 2010

	Note	2010 \$	2009 \$
Current Assets			
Cash assets		32,833	
Receivables	3	6,600	
Inventories	4	25,732	
Total Current Assets		65,165	
Non-Current Assets			
Receivables	3	7,028	
Property, plant and equipment	5	20,176	
Total Non-Current Assets		27,204	
Total Assets		92,369	
Current Liabilities			
Payables	6	76,080	
Current tax liabilities		38,593	
Total Current Liabilities		114,672	
Total Liabilities		114,672	
Net Assets (Liabilities)		(22,303)	
Owner's Equity			
Current year profit (loss)		(22,303)	
Owners Equity (Deficiency)		(22,303)	

The accompanying notes form part of these financial statements.

GM Services Tourism
Trading as Port Hedland Visitors Centre
ABN 20 338 634 066
Notes to the Financial Statements
For the year ended 31 December 2010

Note 1: Summary of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the requirements of the proprietor to prepare a financial report. The proprietor has determined that the entity is not a reporting entity.

The financial report has been prepared in accordance with applicable Australian Accounting Standards and Urgent Issues Group Consensus Views.

The financial report is prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report:

(a) Property, Plant and Equipment

Property, plant and equipment are included at cost, independent of the proprietors' valuation. All assets, excluding freehold land and buildings are depreciated over the useful lives of the assets to the entity.

(b) Provisions

Provisions are recognised when the proprietor has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reasonably measured.

Provisions recognised represent the best estimate of the amounts required to settle the obligation at reporting date.

(c) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

(d) Revenue and Other Income

Revenue is measured at the value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which, for floating rate financial assets, is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

GM Services Tourism
Trading as Port Hedland Visitors Centre
ABN 20 338 634 066
Notes to the Financial Statements
For the year ended 31 December 2010

Revenue recognised related to the provision of services is determined with reference to the stage of completion of the transaction at the reporting date and where outcome of the contract can be estimated reliably. Stage of completion is determined with reference to the services performed to date as a percentage of total anticipated services to be performed. Where the outcome cannot be estimated reliably, revenue is recognised only to the extent that related expenditure is recoverable.

All revenue is stated net of the amount of goods and services tax (GST).

(e) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

GM Services Tourism
Trading as Port Hedland Visitors Centre
ABN 20 338 634 066
Notes to the Financial Statements
For the year ended 31 December 2010

	2010	2009
Note 2: Revenue		
Operating Activities:		
Non-primary production trading revenue	253,172	
Other operating revenue:		
Tour Income	3,273	
Management Fees	180,000	
Other income	1,619	
Memberships	16,023	
BHP Tour Vouchers	1,864	
	455,950	
Note 3: Receivables		
Current		
Trade debtors	6,600	
	6,600	
Non-Current		
Amounts receivable from		
- Other persons	7,028	
	7,028	
Note 4: Inventories		
Current		
Stock on hand	25,732	
	25,732	

GM Services Tourism
Trading as Port Hedland Visitors Centre
ABN 20 338 634 066
Notes to the Financial Statements
For the year ended 31 December 2010

	2010	2009
Note 5: Property, Plant and Equipment		
Plant and equipment:		
- At cost	22,883	
- Less: Accumulated depreciation	(2,707)	
	20,176	
	20,176	
 Note 6: Payables		
Unsecured:		
- Income in Advance	41,250	
	41,250	
Secured:		
- Trade creditors	34,830	
	34,830	
	76,080	
 Note 7: Owner's Equity		
Profit (Loss) for year	(22,303)	
	(22,303)	

31/03/2011
15:02

GM Services Tourism
Trading as Port Hedland Visitors Centre
ABN 20 338 634 086
Proprietor Declaration

The proprietor has determined that the entity is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

The proprietor declares that:

1. The financial statements and notes present fairly the entity's financial position as at 31 December 2010 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 in the financial statements;
2. In the proprietor's opinion there are reasonable grounds to believe that the entity will be able to pay its debts as and when they become due and payable.

Dated: 31/3/2011 Shelley Wood
GM Services Tourism Centre.

The accompanying notes form part of these financial statements.

GM Services Tourism
 Trading as Port Hedland Visitors Centre
 Statement of Cash Flows
 For the year ended 31 December 2010

	2010	2009
	\$	\$
Cash Flow From Operating Activities		
Receipts from customers	449,350	
Payments to Suppliers and employees	(383,317)	
Interest and other costs of finance	<u>(3,289)</u>	
Net cash provided by (used in) operating activities (note 2)	62,744	
Cash Flow From Investing Activities		
Payment for:		
Fixed Assets Property Plant and Equipment	(22883)	
Loans to other persons	<u>(7,028)</u>	
Net cash provided by (used in) investing activities	(29,911)	
Net increase (decrease) in cash held	32,883	
Cash at the beginning of the year		
Cash at the end of the year (note 1)	<u>32,883</u>	

The accompanying notes form part of these financial statements.

GM Services Tourism
 Trading as Port Hedland Visitors Centre
 Statement of Cash Flows
 For the year ended 31 December 2010

	2010	2009
Note2. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Operating Profit (Loss) After Income Tax		
Net profit (loss)	(22,303)	
Depreciation	2,707	
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:		
(Increase) decrease in trade and term debtors	(6,600)	
(increase) decrease in finished goods	(25,732)	
Increase (decrease) in trade creditors and accruals	34,830	
Increase (decrease) in other creditors	41,250	
Increase (decrease) in sundry provisions	38,593	
Net cash provided by operating activities	62,744	

The accompanying notes form part of these financial statements.

ATTACHMENT 3 TO ITEM 11.4.1.2

	Wage Support & Wage Expenses	Trading Turnover & Operating Costs	Memberships & Marketing Costs	Total Income & Total Outlays
Income				
Trading Turnover		250,000.00		250,000.00
Management Fees	150,000.00			150,000.00
Memberships			16,000.00	16,000.00
Other Income			7,000.00	7,000.00
Total Income	150,000.00	250,000.00	23,000.00	423,000.00
Salaries/Wages & Superannuation				
Manager	90,000.00			90,000.00
Assistant Manager	65,500.00			65,500.00
Casual Wages	68,125.00			68,125.00
Total Wages & Superannuation	223,625.00	-	-	223,625.00
Expenses				
Cost of Sales		75,000.00		75,000.00
Bookkeeping/Accounting		20,000.00		20,000.00
Advertising & Marketing			20,000.00	20,000.00
Greyhound & Integrity		67,000.00		67,000.00
Electricity & Water Rates		11,000.00		11,000.00
Printing, Stationery & Postage		6,500.00		6,500.00
Insurance		8,000.00		8,000.00
Consultancy Fees (ASPH)		10,000.00		10,000.00
Repairs & Maintenance		6,000.00		6,000.00
Telephone		6,500.00		6,500.00
Other expenses		20,000.00		20,000.00
Total Expenses	-	230,000.00	20,000.00	250,000.00
Net Income/(Loss)	(73,625.00)	20,000.00	3,000.00	(50,625.00)

ITEM 12 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL

NOTE: Mayor advised that Agenda Item 12.1 'WA Regional Cities Alliance' has been withdrawn.

After taking into account the general theme of the area, being the surnames of former Western Australian Premiers, the applicant has sought names of previous Premiers that were of longer service to the state. The following alternative names have been supplied:

- a. James
- b. DGLISH
- c. Lefroy
- d. Mitchell
- e. Willcock
- f. Wise
- g. McLarty

Consultation

The Town's Engineering Services have advised that whilst they don't object to the proposed street names, they would prefer to see Rason Court remain as is, and continues through the new extension.

Statutory Implications

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

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Nil

Officer's Comment

The proposed changes will not affect the current traffic flow and pedestrian movements or result in any businesses having to change addresses. The renaming will result in improved vehicular and pedestrian movement.

Options

Council has the following options when considering the request:

1. Support the request for the various changes to the street names with the South Hedland Town Centre

The approval would result in a more streamlined traffic flow and clarity for emergency services.

2. Reject the request for the various street amendments in the South Hedland Town Centre

With the creation of new roads within the South Hedland Town Centre, and to ensure smooth flow of traffic it is necessary to change certain street names. Should Council resolve to reject this request, it will result in confusion for both the community and emergency services.

Attachments

Nil

Officer's Recommendation

That Council:

1. Supports the request from McMullen Nolan Group on behalf of Landcorp to permanently amend the following streets as indicated on Attachment 1:
 - a. Renaming a portion of Colebatch Way to James Terrace,
 - b. Renaming a portion of Rason Court to Willcock Boulevard,
 - c. Renaming a portion of Murdoch Drive to James Terrace,
 - d. Naming the new portion of road reserve to Leake Street, and
 - e. Naming a new portion of road reserve to Rason Link.
2. Delegates the Director Planning and Development to forward the approved amendments to the Geographic Names Committee for final approval;
3. Advises the applicant that any costs associated with the required road signage will be at the cost of the applicant;
4. Advises the application that the proposed street signs are to be to the specifications of Councils Engineering Services and to the satisfaction of Councils Manager Planning.

201112/153 Council Decision**Moved: Cr A A Carter****Seconded: Cr D W Hooper****That Council:**

- 1. Supports the request from McMullen Nolan Group on behalf of Landcorp to permanently amend the following streets as indicated on Attachment 1:**
 - a. Renaming a portion of Colebatch Way to James Terrace,**
 - b. Renaming a portion of Rason Court to McLarty Boulevard,**
 - c. Renaming a portion of Murdoch Drive to Wise Terrace,**
 - d. Naming the new portion of road reserve to Leake Street, and**
 - e. Naming a new portion of road reserve to Rason Link.**
- 2. Delegates the Director Planning and Development to forward the approved amendments to the Geographic Names Committee for final approval;**
- 3. Advises the applicant that any costs associated with the required road signage will be at the cost of the applicant;**
- 4. Advises the application that the proposed street signs are to be to the specifications of Council's Engineering Services and to the satisfaction of Council's Manager Planning.**

CARRIED 8/0

REASON: Council, while in support of the decision to name streets after former Premiers of the State of Western Australia, would rather that streets be named after those Premiers who have made contributions to the Town.

ITEM 13 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

Nil

ITEM 14 CONFIDENTIAL ITEMS

Nil

ITEM 15 APPLICATIONS FOR LEAVE OF ABSENCE

201112/154 Council Decision

Moved: Cr A A Carter

Seconded: Cr S R Martin

That the following applications for leave of absence:

- Councillor S J Coates from 22 September to 28 September
- Councillor G J Daccache from 22 September to 4 October
- Councillor J M Gillingham from 27 September to 29 September and from 1 October to 15 October

be approved.

CARRIED 8/0

ITEM 16 CLOSURE**16.1 Date of Next Meeting**

The next Ordinary Meeting of Council will be held on Wednesday 19 October 2011, commencing at 5.30 pm.

NOTE: Mayor K A Howlett thanked Councillor S J Coates for his service to the Town of Port Hedland as a Councillor from October 2007 to October 2011. Councillor S J Coates is not standing for re-election, therefore this will be the last Ordinary Meeting of Council which he attends as an elected member under his current term.

Councillor S J Coates said it was an honour and a privilege to represent various community stakeholders as a Councillor for the Town of Port Hedland.

16.2 Closure

There being no further business, the Mayor declared the meeting closed at 7:37pm.

Declaration of Confirmation of Minutes

I certify that these Minutes were confirmed by the Council at its Ordinary Meeting of _____ 2011.

CONFIRMATION:

MAYOR

DATE