



## **Town of Port Hedland**

### **MINUTES**

### **OF THE**

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

### **HELD ON**

**WEDNESDAY 25 AUGUST 2010**

**AT 5.30 PM**

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

#### *DISCLAIMER*

*No responsibility whatsoever is implied or accepted by the Town of Port Hedland for any act, omission, statement or intimation occurring during Council Meetings. The Town of Port Hedland disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, and statement of intimation occurring during Council Meetings.*

*Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Council Meeting does so at their own risk. The Town of Port Hedland advises that any person or legal entity should only rely on formal confirmation or notification of Council resolutions.*

*Paul Martin  
Acting Chief Executive Officer*



## OUR COMMITMENT

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

<b>ITEM 1</b>	<b>OPENING OF MEETING .....</b>	<b>5</b>
1.1	OPENING .....	5
<b>ITEM 2</b>	<b>RECORDING OF ATTENDANCE AND APOLOGIES.....</b>	<b>5</b>
2.1	ATTENDANCE.....	5
2.2	APOLOGIES .....	5
2.3	APPROVED LEAVE OF ABSENCE.....	5
<b>ITEM 3</b>	<b>RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE .....</b>	<b>5</b>
3.1	QUESTIONS FROM PUBLIC AT ORDINARY COUNCIL MEETING HELD ON WEDNESDAY 11 AUGUST 2010 .....	5
3.2	QUESTIONS FROM ELECTED MEMBERS AT ORDINARY COUNCIL MEETING HELD ON WEDNESDAY 11 AUGUST 2010 .....	6
<b>ITEM 4</b>	<b>PUBLIC TIME .....</b>	<b>6</b>
4.1	PUBLIC QUESTIONS.....	6
4.1.1	<i>Mr Chris Whalley</i> .....	6
4.1.2	<i>Mr Wayne Ness</i> .....	6
4.1.3	<i>Mr Adrian Atthowe</i> .....	7
4.2	PUBLIC STATEMENTS.....	8
4.2.2	<i>Mr Price</i> .....	8
4.2.3	<i>Mr Whalley</i> .....	8
<b>ITEM 5</b>	<b>QUESTIONS FROM MEMBERS WITHOUT NOTICE.....</b>	<b>8</b>
5.1	<i>Cr J M Gillingham</i> .....	8
5.2	<i>Cr M Dziombak</i> .....	8
<b>ITEM 6</b>	<b>DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING .....</b>	<b>9</b>
<b>ITEM 7</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>9</b>
7.1	CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY 11 AUGUST 2010 .....	9
7.2	RESCINDING OF CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY 28 JULY 2010 .....	9
7.3	CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY 28 JULY 2010.....	10
<b>ITEM 8</b>	<b>ANNOUNCEMENTS BY CHAIRMAN WITHOUT DISCUSSION.....</b>	<b>12</b>
<b>ITEM 9</b>	<b>REPORTS BY ELECTED MEMBERS WITHOUT DISCUSSION.....</b>	<b>14</b>
9.1	<i>Cr J M Gillingham</i> .....	14
9.2	<i>Cr M Dziombak</i> .....	14
<b>ITEM 10</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....</b>	<b>14</b>
<b>ITEM 11</b>	<b>REPORTS OF OFFICERS .....</b>	<b>15</b>
<b>11.1</b>	<b>REGULATORY SERVICES.....</b>	<b>15</b>
11.1.1	<i>Delegated Planning, Building &amp; Environmental Health Approvals and Orders for July 2010 (File No.: 18/07/0002 &amp; 07/02/0003) .....</i>	<i>15</i>
11.1.2	PLANNING SERVICES.....	26
11.1.2.1	<i>Proposed Permanent Road Closures and Road Widening, South Hedland Town Centre. (File No.: 28/01/0017).....</i>	<i>26</i>
11.1.2.2	<i>Proposed Leasing of Crown Land for the purpose of a Solar Power Plant, Part Reserve 30985 Being Part Lot 500 Madigan Road, Pippingarra.(File No.: 802303G).....</i>	<i>33</i>
11.1.2.3	<i>Proposed Shade Structure on Lot 6022 McGregor Street Port Hedland (File No.: 803193G)..</i>	<i>38</i>

11.1.2.4	Proposed "Industry General" – 4 additional Factory Units (totaling 17 units) and Relocation of Existing Caretakers Dwelling seeking a variation to the Scheme front setback requirements on Lot 1015 (9) Murrena Street, Wedgefield. (File No: 126330).....	44
11.1.2.5	Town of Port Hedland Draft Public Health Plan ..... (File No.: 25/08/0001).....	53
11.1.2.6	Proposed Temporary Floating Hotel Located in the Proposed Marina, Port Hedland. .... (File No.: 800874G) .....	79
11.2	ENGINEERING SERVICES .....	87
11.2.1	Request to Waive Landfill Disposal Fees – Swans Club Rooms Demolition works to Kevin Scott oval (File No. ).....	87
<b>11.3</b>	<b>COMMUNITY DEVELOPMENT.....</b>	<b>89</b>
11.3.1	LIBRARIES AND CULTURAL DEVELOPMENT SERVICES .....	89
11.3.1.1	Advertisement of the Library Services Plan (File No.: 03/04/0003).....	89
11.3.1.2	Community Funding and Donations Policy (File No: 200910/439).....	106
<b>11.4</b>	<b>GOVERNANCE AND ADMINISTRATION.....</b>	<b>112</b>
11.4.1	CORPORATE SERVICES.....	112
11.4.1.1	Re-numbering of South Hedland Streets.....	112
11.4.1.2	Write Off Debtors... (File No.: Fin-005/Fin-100) .....	119
11.4.1.3	Interim Financial Reports to Council for Period Ended 31 July 2010 (File Nos: FIN-008, FIN-014 and RAT-009).....	122
<b>ITEM 13</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN .....</b>	<b>128</b>
<b>ITEM 14</b>	<b>CONFIDENTIAL ITEMS .....</b>	<b>128</b>
14.1	Airport Concessions to Attract Regular Passenger Service to/from the Eastern States.....	128
14.2	Continuation of appointment of Acting CEO (File No.: 22/03/000) .....	130
<b>ITEM 15</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE.....</b>	<b>130</b>
<b>ITEM 16</b>	<b>CLOSURE.....</b>	<b>131</b>
16.1	DATE OF NEXT MEETING.....	131
16.2	CLOSURE.....	131

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

The Mayor declared the meeting open at 5:35 pm and acknowledged the traditional owners, the Kariyarra people.

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

Mayor Kelly A Howlett  
Councillor Arnold A Carter  
Councillor George J Daccache  
Councillor Steve J Coates  
Councillor Michael (Bill) Dziombak  
Councillor David W Hooper  
Councillor Jan M Gillingham  
Councillor Stan R Martin

Mr Paul Martin	Acting Chief Executive Officer
Mr Russell Dyer	Director Engineering Services
Ms Debra Summers	Acting Director Community Development
Mr Terry Sargent	Director Regulatory Services
Ms Josephine Bianchi	Administrator Governance
Members of the Public	14
Members of the Media	2

**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 11 August 2010**

Nil

**3.2 Questions from Elected Members at Ordinary Council Meeting held on Wednesday 11 August 2010**

Nil

**ITEM 4 PUBLIC TIME****4.1 Public Questions**

5:37 pm Mayor opened Public Question Time

**4.1.1 *Mr Chris Whalley***

*Does Council have an update as to when the HBI be demolished and who will be doing it?*

BHP Billiton Iron Ore has advised the Town that consistent with a recent review of activities within the Iron Ore business, the HBI plant demolition works have been deemed non-essential and activity at the site has ceased. The site remains in secure care and maintenance. We expect to be in a position to review the restart of works at the HBI site sometime in 2010.

*NOTE: Mayor advised Mr Whalley that negotiations with the South Shopping Centre Management are currently underway.*

**4.1.2 *Mr Wayne Ness***

*Why does Council continue to make up mandatory planning guidelines and then disregard them using delegated authority? One example is my own application Agenda Item 11.1.2.2 "Proposed SINGLE HOUSE – Shed (Outbuilding) Addition at Lot 965, 4A Pilkington Street, Port Hedland" presented to Council on 23.06 that was refused "as the proposal is inconsistent with the Town of Port Hedland Planning Scheme 5 as it does not support orderly and proper planning and the preservation of amenity of the Pilkington Street locality." So why my application was refused whilst for example Agenda Item 11.1.2.1 "Proposed Group Dwellings x four (4) at Lot 2 SP32864 being Part Lot 191, 39 Morgans Street, Port Hedland" presented to Council on 11.08 was approved? And finally the Pretty Pool Design Guidelines is another document that represents an example of how Council is acting in a discriminatory way in terms of planning matters and against the principles of good and orderly planning .*

The Director Regulatory Services advised that Council does not accept the comment from Mr Ness that planning Guidelines are disregarded and that Council acts against the principles of good and orderly planning.

With regard to Mr Ness's application the Director Regulatory Services advised that Council cannot comment on it at this point in time as the matter is currently with the State Administrative Tribunal.

However, with regard to the item pertaining to Lot 2 (39) Morgans Street, it has to be noted that the applicant submitted an amended plan to Council which is considered to be in line with the scheme and relevant policies.

Regarding the Pretty Pool Guidelines, these guidelines have been put in place by LandCorp to ensure that a high standard of development is maintained. The guidelines are not enforceable by the Town but rather by LandCorp and their consultants (JCY Architects) through purchase agreements between LandCorp and the purchaser.

Council officers have applied all controls permissible under the Town Planning Scheme in relation to developments in Pretty Pool. It must be emphasized that although the Town will work closely with any developer to achieve a good outcome, the Town Planning Scheme, Residential Design Guidelines and any Local Planning Policy remain the primary development control documents, and should any variation of these documents be sufficiently justified by an applicant Council or Council Staff having delegated authority would consider such application.

#### **4.1.3 Mr Adrian Atthowe**

*With regard to the CCTV project, why has Council not gone to tender again after a half a million dollars variation and where is the project at?*

Mayor advised that we have received additional funding from the Royalties for Regions Program.

Director Regulatory Services advised that the successful tenderer for the CCTV project was awarded stage 1 of the project; sub sequentially to this stage, the tenderer in question became a preferred tenderer on the WA Local Government Association for preferred tenderers panel. So by the time it was necessary for Council to extend on to stage 2 and 3 of the project there were tenderers that had already been through the tender process. When Council got to stage 3 of the CCTV project it was not necessary to go to public tender anymore as the tenderer that Council had used for stage 1 was already an approved one. In these cases Council is not legally bound to go to public tender. This is why the same contractor has gone on to do stage 2 and 3 of the project.

In relation to stages of the project it is anticipated that during the month of September we should see completion of the project.

*Why has the Police pulled out from monitoring the CCTV?*

Mayor advised that the Police was never going to always monitor the CCTV right from the very beginning but there has also been a new directive from Mr Karl O'Callaghan, WA Police Commissioner, that's why their involvement is as it is today.

5:45 pm Mayor closed Public Question Time

#### **4.2 Public Statements**

5:45 pm Mayor opened Public Statement Time

##### **4.2.2 Mr Price**

Mr Price made a statement to Council advising that with regard to the Banksia Street renumbering issue he has got together with a number of Banksia Street residents, which feel they haven't received an acceptable level of consultation from Council. The majority of Banksia Street residents have also come up with 2 possible solutions to the renumbering issue. The first solution would be the renaming of part of Banksia Street as Banksia Street East. Mr Price, also due to his involvement for South Hedland Fire Brigade does not believe this would impact on emergency services. The second solution would be the introduction of a roundabout along Banksia Street.

##### **4.2.3 Mr Whalley**

Mr Whalley made a statement thanking Council for the cleaning up of all the rubbish around South Hedland prior to the arrival of the Tidy Town judges last week.

5:50 pm Mayor closed Public Statement Time

#### **ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

##### **5.1 Cr J M Gillingham**

*Cr J M Gillingham enquired with regard to the mosquito situation in Cooke Point.*

The Director of Regulatory Services advised that the Manager of Environmental Health Services has been investigating the increase of mosquito activity throughout the Town. Due to unseasonal rain, a number of sites where water wouldn't normally be present have been identified as new breeding spots for mosquitoes. However the sites are now being treated, the breeding is being monitored and no unexpected diseases have been identified.

##### **5.2 Cr M Dziombak**

*Cr M Dziombak enquired if the Town will be participating in the Chamber of Commerce "Who's who in the Pilbara" publication?*



Mayor advised that the Town will definitely be involved in the publication.

**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 S J Coates
Cr A A Carter	Cr J M Gillingham
Cr G J Daccache	Cr M (Bill) Dziombak
Cr D W Hooper	

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

**7.1 Confirmation of Minutes of Ordinary Meeting of Council held on Wednesday 11 August 2010**

**201011/058 Council Decision/Officer's Recommendation**

**Moved:** Cr A A Carter

**Seconded:** Cr J M Gillingham

**That the Minutes of the Ordinary Meeting of Council held on Wednesday 11 August 2010 be confirmed as a true and correct record of proceedings.**

***CARRIED 8/0***

**7.2 Rescinding of Confirmation of Minutes of Ordinary Meeting of Council held on Wednesday 28 July 2010**

*NOTE: Mayor called for a show of hands in favour to consider the revoking of Resolution 201011/045 of Agenda Item 7.1 "Confirmation of Minutes of Ordinary Meeting of Council held on Wednesday 28 July 2010" Presented to Council's Ordinary Meeting Held on 11 August 2010 and recorded on page 10 of those Minutes.*

*The following Councillors indicated their support consider this matter:*  
*Cr A A Carter*  
*Cr S R Martin*  
*Cr S J Coates*

**201011/059 Council Decision/Officer's Recommendation****Moved:** Cr A A Carter**Seconded:** Cr S R Martin

That Council rescinds Council Decision 201011/045 of Agenda Item 7.1 "Confirmation of Minutes of Ordinary Meeting of Council held on Wednesday 28 July 2010" Presented to Council's Ordinary Meeting Held on 11 August 2010 and recorded on page 10 of those Minutes, that states:

"That the Minutes of the Ordinary Meeting of Council held on Wednesday 28 July 2010 be confirmed as a true and correct record of proceedings, with the following amendment:

Agenda Item 11.1.2.1 'Proposed Amendment of Scheme Amendment 30 to the Port Hedland Town Planning Scheme No. 5, for the Rezoning and Re-Coding of Various Lots Within South Hedland', Council Decision 201011/030, Clause 3 (page 39) – amend the Table with the following (highlighted) corrections:

Lot Number	Current Zoning	Proposed Zoning
...		
Lot 6041 and Lot 6042 Masters Way	Rezone <del>a portion of</del> Lot 6041 from "Parks & Recreation" to Lot 6042 from "Residential" R30 to "Residential" R20 as depicted on the amendment map (to be amended)	
...		
Lots 3098, 3097, 3735, 3092, 3093, 3094, 3095, 3096 and 3087 Jibson Court / Brown place	Rezone from "Residential" R20 to "Residential" R30 and "Other Public Purposes – Water & Drainage" as depicted on the amendment map. (to be amended)	

*CARRIED 7/0"**CARRIED 8/0*

**7.3 Confirmation of Minutes of Ordinary Meeting of Council held on Wednesday 28 July 2010**

**201011/060 Council Decision/Officer's Recommendation****Moved:** Cr A A Carter**Seconded:** Cr S R Martin

That the Minutes of the Ordinary Meeting of Council held on Wednesday 28 July 2010 be confirmed as a true and correct record of proceedings, with the following amendments:

- 1) Agenda Item 11.1.2.1 'Proposed Amendment of Scheme Amendment 30 to the Port Hedland Town Planning Scheme No. 5, for the Rezoning and Re-Coding of Various Lots Within South Hedland', Council Decision 201011/030, Clause 3 (page

39) – amend the Table with the following (highlighted) corrections:

Lot Number	Current Zoning	Proposed Zoning
...		
Lot 6041 and Lot 6042 Masters Way	Rezone <del>a portion of</del> Lot 6041 from “Parks & Recreation” to Lot 6042 from “Residential” R30 to “Residential” R20 as depicted on the amendment map (to be amended)	
...		
Lots 3098, 3097, 3735, 3092, 3093, 3094, 3095, 3096 and 3087 Jibson Court / Brown place	Rezone from “Residential” R20 to “Residential” R30 and “Other Public Purposes – Water & Drainage” as depicted on the amendment map. (to be amended)	

and

2. Agenda Item 10.4.2.1 “Appointment of Temporary Chief Executive Officer, Council Decision 201011/039 , clause ii) (page 183) – amend the clause with the following (highlighted) correction:

”ii) Appoints Mr Paul Martin as Acting Chief Executive Officer (CEO) of the Town of Port Hedland from **3** August 2010, until such time that a permanent CEO commences at the Town; and ...”

*CARRIED 8/0*

**ITEM 8 ANNOUNCEMENTS BY CHAIRMAN WITHOUT DISCUSSION**

Mayor Howlett's Activity Report for the August 2010 period to date as follows:

Thursday, 5<sup>th</sup> August

- Attended Western Australian Local Government Convention + Deputy Mayor + Cr Dziombak + Cr Daccache + Cr Gillingham + Cr Hooper + DCORP + DREG

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

- Attended Western Australian Local Government Convention Deputy Mayor + Cr Dziombak + Cr Daccache + Cr Gillingham + Cr Hooper + DCORP + DREG
- Attended Port Hedland Development Plan Meeting + Deputy Mayor + Cr Dziombak + Cr Daccache + Cr Gillingham + Cr Hooper + DREG
- Field Trip – Mirvac's Leighton Beach Development & Modular Construction + Deputy Mayor + Cr Dziombak + Cr Daccache + Cr Gillingham + Cr Hooper + DCORP + DREG
- Attended Mayor/Shire Presidents Reception At Government House Hosted By His Excellency Dr Ken Michael AC & Mrs Julie Michael + Cr Daccache

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

- Attended ALGWA WA AGM + Cr Gillingham
- Attended Western Australian Local Government Convention + Deputy Mayor + Cr Dziombak + Cr Daccache + Cr Gillingham + Cr Hooper
- Attended WALGA Annual General Meeting + Cr Daccache
- Attended WALGA Gala Dinner + Cr Gillingham + Cr Daccache

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

- Training – Diploma In Local Government (Policy Module) [All Day]

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

- Training – Diploma In Local Government (Land Use Planning) [All Day] + Cr Daccache

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

- Flight Back To Port Hedland
- Interview Spirit Radio (Local Government Week, Tender Awardings)
- Meeting Hancock Prospecting (Cheryl Edwards) + A/CEO
- Conducted Citizenship Ceremony + Cr Coates + Cr Hooper + Cr Daccache

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

- Weekly Catchup Meeting Mayor & Deputy Mayor
- Weekly Media Meeting + Deputy Mayor
- Tender Opening (Port Hedland Skate Park Shade Sails)

- JD Hardie Centre Precinct Development Working Group Meeting + Deputy Mayor + Cr Hooper
- Chair OCM Mid August

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

- Attended Depot Briefing – Town Projects + A/CEO + DENG
- Attended Joint RDA (WA) – Pilbara & PDC Board Dinner (Newman)

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

- Attended PDC Board Meeting (Newman)

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

- Attended Filipino Fiesta Evening (Gratwick Hall)

Monday, 16<sup>th</sup> August

- Weekly Catchup A/CEO, Deputy Mayor & Mayor Meeting
- Meeting Tourism WA Chair Kate Lamont & CEO Stephanie Buckland
- Meeting Greg Rowe & Associates and Peter Crook
- Meeting Resident (Dave Pennington) Re: Rates
- Meeting Residents Banskia Court, South Hedland

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

- Interview Spirit Radio (New Residents Welcome BBQ & 2010 Tidy Towns Judges Visit)
- Participated 2010 Education Excellence Awards Judging
- Workshop Hedland Future Today IV + Deputy Mayor + Cr Dziombak + Cr Daccache + A/CEO + DCORP + DENG + DREG + A/DCD

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

- Attended De-Brief Exercise Falcon Airport Emergency Management Meeting
- Weekly Catchup Meeting Mayor & Deputy Mayor
- Informal Briefing + Deputy Mayor + Cr Dziombak + Cr Daccache + Cr Coates + A/CEO + DCORP + DENG + DREG + A/DCD
- Weekly Media Meeting + Deputy Mayor

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

- Attended 2010 Tidy Towns Judges Visit & Town Tour + Deputy Mayor
- Presentation To Pilbara Revitalisation Plan Steering Committee + A/CEO

Mayor also added that on Friday 20 August we did the Town proud as the judges from the Tidy Towns were very impressed with all community members that gathered to promote the Town's entry for this year. On the same day the Mayor and the CEO attended the Pilbara Revitalisation Plan Steering Committee where the Hedland Future Today draft was presented to the attendees.

On Friday 27 August the vegetation clearing around the Wallwork Road Bridge will start and this day will also be the deadline for the rates incentive scheme. The second Aboriginal Affairs Forum took place on Monday 23 August, the outcome was very positive as 20 indigenous community members and stakeholders participated to talk about Town improvements.

**ITEM 9        REPORTS BY ELECTED MEMBERS WITHOUT DISCUSSION****9.1        *Cr J M Gillingham***

Cr Gillingham passed to the Mayor a pamphlet regarding help for support workers of people in care.

**9.2        *Cr M Dziombak***

Cr Dziombak advised that Visage Productions have received sufficient funding to start filming a documentary on the Town in mid September which will lead up to the Business of the Year Awards. Also, yesterday the Chambers of Commerce in collaboration with the Town of Port Hedland and several other organisations in Town hosted the Hedland Economic Development Meeting which had a very positive outcome.

**ITEM 10      PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil.

**ITEM 11      REPORTS OF OFFICERS****11.1          Regulatory Services*****11.1.1      Delegated Planning, Building & Environmental Health Approvals and Orders for July 2010 (File No.: 18/07/0002 & 07/02/0003)***

<b>Officer</b>	<b>Cassandra Woodruff</b> Executive Assistant Regulatory Services
----------------	---

<b>Date of Report</b>	10 August 2010
-----------------------	----------------

<b>Disclosure of Interest by Officer</b>	Nil
--	-----

**Summary**

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

**Background**

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

<b>Consultation</b>	Nil
---------------------	-----

**Statutory Implications**

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

<b>Policy Implications</b>	Nil
----------------------------	-----

<b>Strategic Planning Implications</b>	Nil
--	-----

<b>Budget Implications</b>	Nil
----------------------------	-----

<b>Officer's Comment</b>	Nil
--------------------------	-----

## DELEGATED PLANNING APPROVALS FOR JULY 2010

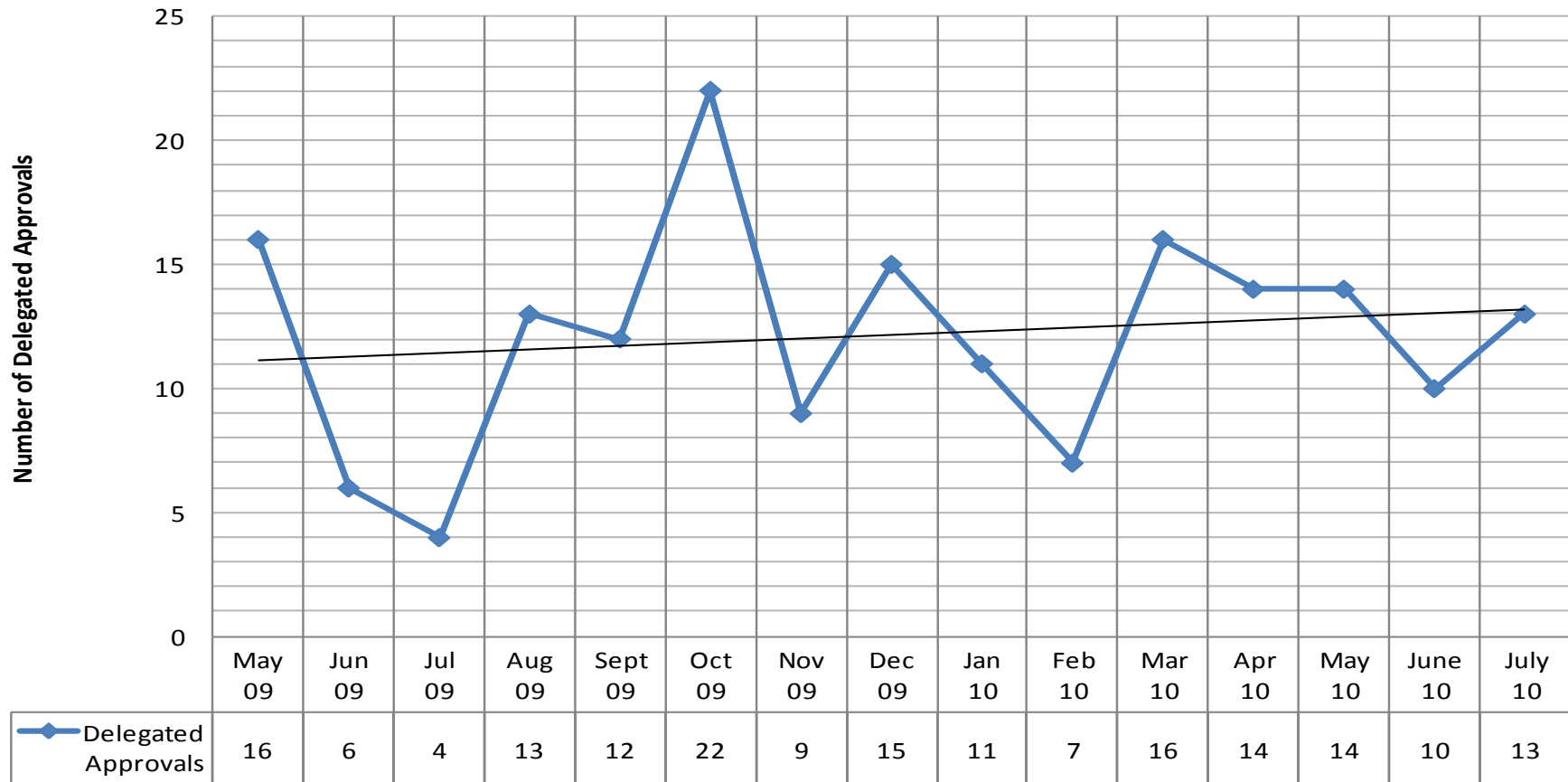
## PLANNING APPROVALS - DELEGATED AUTHORITY - JULY 2010

Applic No	Applic date	Date Determined	Description	Lot	Address	Owners Name	Applicants name	Development Value
2010/91	28/04/2010	15/07/2010	NURSING HOME (RENAL DIALYSIS TREATMENT HOSTEL)	501	HAMILTON ROAD SOUTH HEDLAND 6722	Aboriginal Hostels Ltd	Justin Carter	\$ 78,000,000
2010/101	13/05/2010	14/07/2010	2x GROUPED DWELLINGS AND 4x MULTIPLE DWELLINGS	102	41 KINGSMILL STREET PORT HEDLAND 6721	Northwesterly Pty Ltd	Tom Carrol	\$ 2,400
2010/112	21/05/2010	22/07/2010	SINGLE HOUSE- R Code variation - wall on boundary	690	9 JIPURR STREET PORT HEDLAND 6721	Anthony Leslie Te Boekhorst	2020 Pty Ltd	\$ 415,000
2010/113	21/05/2010	14/07/2010	SINGLE HOUSE R Code variation - Side setback	632	90 STYLES ROAD PORT HEDLAND 6721	WATER CORPORATION	Andrew James	\$ 371,500
2010/117	24/05/2010	05/07/2010	GROUPED DWELLINGS- 2x Additional Dwellings	108	9 MORGANS STREET PORT HEDLAND 6721	BASEMARK ENTERPRISES PTY LTD	Peter Williams	\$ 700,000
2010/118	24/05/2010	02/07/2010	INTENSIVE AGRICULTURE - Plant Nursery	105	65 REDBANK ROAD REDBANK 6721	LISA KIM JONES	Mark Vranic	\$ -
2010/129	10/06/2010	02/07/2010	HOME OCCUPATION - Beauty Salon	1	UNIT A/ 16 SPOONBILL CRESCENT SOUTH HEDLAND 6722	KAREN JOY PHILLIPS	Donna Priseman	\$ -
2010/139	18/06/2010	22/07/2010	SINGLE HOUSE - R CODE VARIATION - Retaining wall & Gazebo Addition	169	11 SNAPPY GUM WAY SOUTH HEDLAND 6722	Pilbara Housing Services Pty Ltd	Luke Hodgkinson	\$ 3,000
2010/142		26/07/2010	SINGLE HOUSE- R CODE VARIATION - Front Balcony	783	6 MINILYA LINK SOUTH HEDLAND 6722	CHRISTOPHER DAVID FOWKES BLUNDELL	Chris Blundell	\$ 8,500
2010/144	22/06/2010	08/07/2010	SINGLE HOUSE - R-CODE VARIATION - shed addition	2228	70 GREENE PLACE SOUTH HEDLAND 6722	LUKE WILLIAM GREGORY THOMPSON	Luke Thompson	\$ 30,000
2010/146	24/06/2010	22/07/2010	SINGLE HOUSE - R-CODE VARIATION - Side setbacks for Double Garage and Carport Leanto	370	63 MORGANS STREET PORT HEDLAND 6721	MERINDA RUTH BROUGH	Merinda Ruth Brough	\$ 48,000
2010/161	28/06/2010	14/07/2010	TRANSIENT WORKFORCE CAMP (TWA)	5991	UNIT RESü41675 COTTIER DRIVE SOUTH HEDLAND 6722	TOWN OF PORT HEDLAND	Chris Owen	\$ 300,000
2010/173	29/07/2010	29/07/2010	BICYCLE LOCKERS	5815	1-3 LEAKE STREET LIBRARY & SWIMMING POOLüSOUTH HEDLAND 6722	TOWN OF PORT HEDLAND	Brian Chapman	\$ 5,140

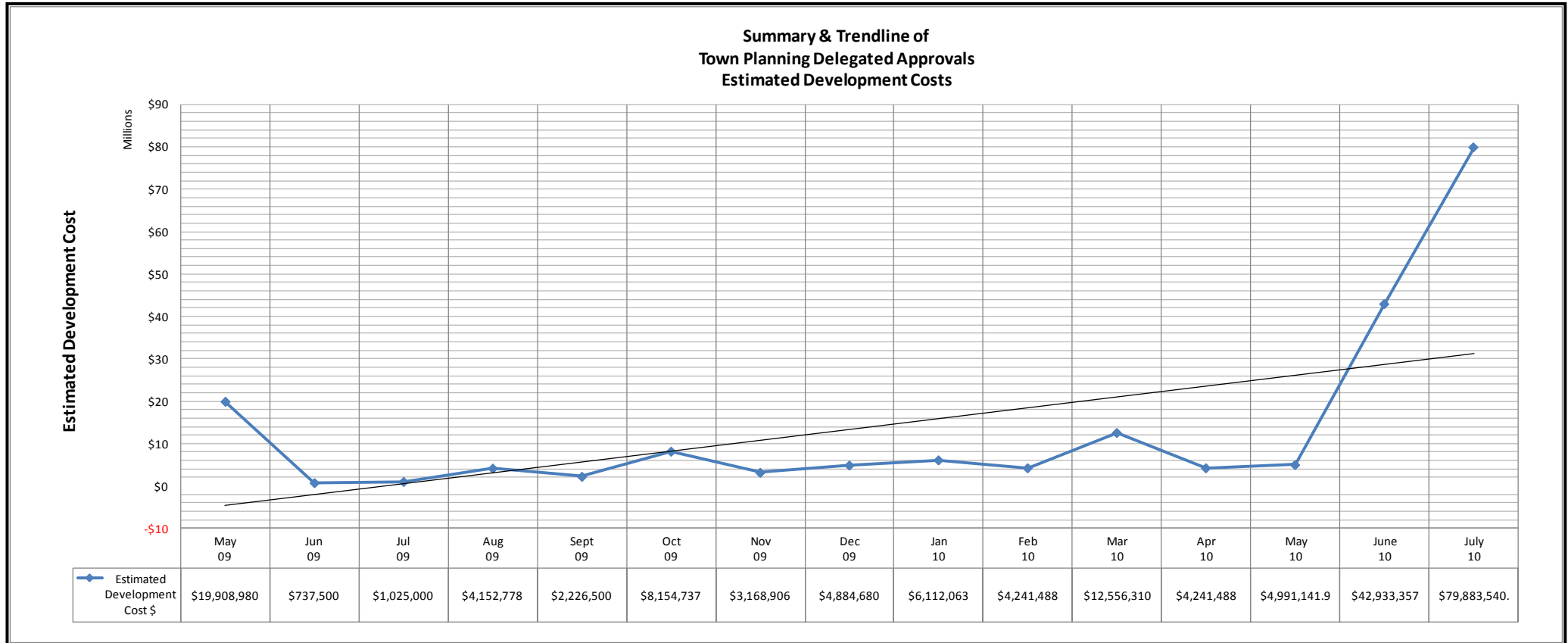


DELEGATED PLANNING APPROVALS FOR JULY 2010

Summary & Trendline of  
Town Planning Delegated Approvals



DELEGATED PLANNING APPROVALS FOR JULY 2010



## DELEGATED BUILDING APPROVALS FOR JULY 2010

BUILDING LICENCES JULY 2010						
Licence Number	Decision Date	Locality	Description of Work	Estimated Construction Value (\$)	Floor area square metres	Building Classification
80956	02.07.2010	PORT HEDLAND	1 x New Single Dwelling	\$ 789,671.00	339	Class 1a
80958	05.07.2010	SOUTH HEDLAND	1 x New Single Dwelling	\$ 240,000.00	289	Class 1a
80959	07.07.2010	PORT HEDLAND	1 x New Single Dwelling	\$ 400,000.00	158	Class 1a
80961	08.07.2010	PORT HEDLAND	1 x New Single Dwelling	\$ 369,700.00	245	Class 1a
80962	09.07.2010	PORT HEDLAND	1 x New Single Dwelling	\$ 459,934.00	217	Class 1a
80964	12.07.2010	PORT HEDLAND	1 X NEW SINGLE DWELLING	\$ 230,000.00	170	Class 1a
80966	12.07.2010	SOUTH HEDLAND	1 x New Single Dwelling	\$ 529,463.00	235	Class 1a
80970	13.07.2010	SOUTH HEDLAND	1 x New Single Dwelling	\$ 500,000.00	322	Class 1a
80974	16.07.2010	SOUTH HEDLAND	6 x New Grouped Dwellings	\$ 2,300,000.00	656	Class 1a
80977	21.07.2010	SOUTH HEDLAND	1 x New Single Dwelling	\$ 515,000.00	182	Class 1a
80980	23.07.2010	PORT HEDLAND AREA	1 x New Single Dwelling	\$ 325,001.00	78	Class 1a
80982	27.07.2010	PORT HEDLAND	4 x New Grouped Dwellings	\$ 500,000.00	768	Class 1a
80983	28.07.2010	SOUTH HEDLAND	1 x New Single Dwelling	\$ 205,000.00	183	Class 1a
80965	12.07.2010	PORT HEDLAND	1 x New Patio	\$ 18,464.00	27	Class 10a
80960	08.07.2010	PORT HEDLAND	1 x New Carport	\$ 30,000.00	85	Class 10a
80967	12.07.2010	SOUTH HEDLAND	1 x New Carport	\$ 16,000.00	54	Class 10a
80972	15.07.2010	PORT HEDLAND	1x New Patio	\$ 40,040.00	76	Class 10a
80978	21.07.2010	SOUTH HEDLAND	1 x New Carport	\$ 55,000.00	95	Class 10a
80969	13.07.2010	SOUTH HEDLAND	7 x New Patio	\$ 93,471.00		Class 10a
80981	27.07.2010	PORT HEDLAND	2 x New Patio	\$ 50,000.00	47	Class 10a
80984	28.07.2010	SOUTH HEDLAND	1 x New Outbuilding	\$ 21,000.00	60	Class 10a
85095	12.07.2010	PORT HEDLAND	1 x New Below Ground Swimming Pool	\$ 33,280.00	49	Class 10b
80973	16.07.2010	SOUTH HEDLAND	1 x New Retaining Wall	\$ 25,000.00		Class 10b
85096	21.07.2010	SOUTH HEDLAND	1 x New BG Swimming Pool	\$ 34,000.00		Class 10b
85097	21.07.2010	PORT HEDLAND	1 x New B.G. Swimming Pool	\$ 59,850.00		Class 10b
85098	21.07.2010	PORT HEDLAND	1 x New B.G. Swimming Pool	\$ 59,850.00		Class 10b
85100	22.07.2010	PORT HEDLAND	1 x New B.G. Swimming Pool	\$ 59,850.00		Class 10b
85099	23.07.2010	PORT HEDLAND	1 x New B.G. Swimming Pool	\$ 65,500.00		Class 10b
85101	30.07.2010	PORT HEDLAND	1 x New B.G. Swimming Pool	\$ 27,000.00	20	Class 10b
80985	30.07.2010	PORT HEDLAND	Sea Container - Tie Downs Only	\$ 2,000.00		Class 10b
85102	30.07.2010	SOUTH HEDLAND	1 x New B.G. Swimming Pool	\$ 28,000.00	18	Class 10b
80976	18.07.2010	PORT HEDLAND	4 x Storey Mixed Use	\$ 7,000,000.00	1749	Class 3
80963	09.07.2010	WODGINA MINE VIA PT HEDLA	1 x New Workshop 1 x New Office 1 x New			Class 5
80968	13.07.2010	WODGINA MINE VIA PT HEDLA	1 x New Office	\$ 244,130.00		Class 5
80957	02.07.2010	WEDGEFIELD	1 x Storage Shed	\$ 312,003.00	330	Class 7b
80971	13.07.2010	WEDGEFIELD	1 x New Workshop & New Office	\$ 815,356.00	800	Class 8
80975	17.07.2010	SOUTH HEDLAND	Extension to Existing Recreation Centre	\$ 10,335,040.00	3900	Class 9b

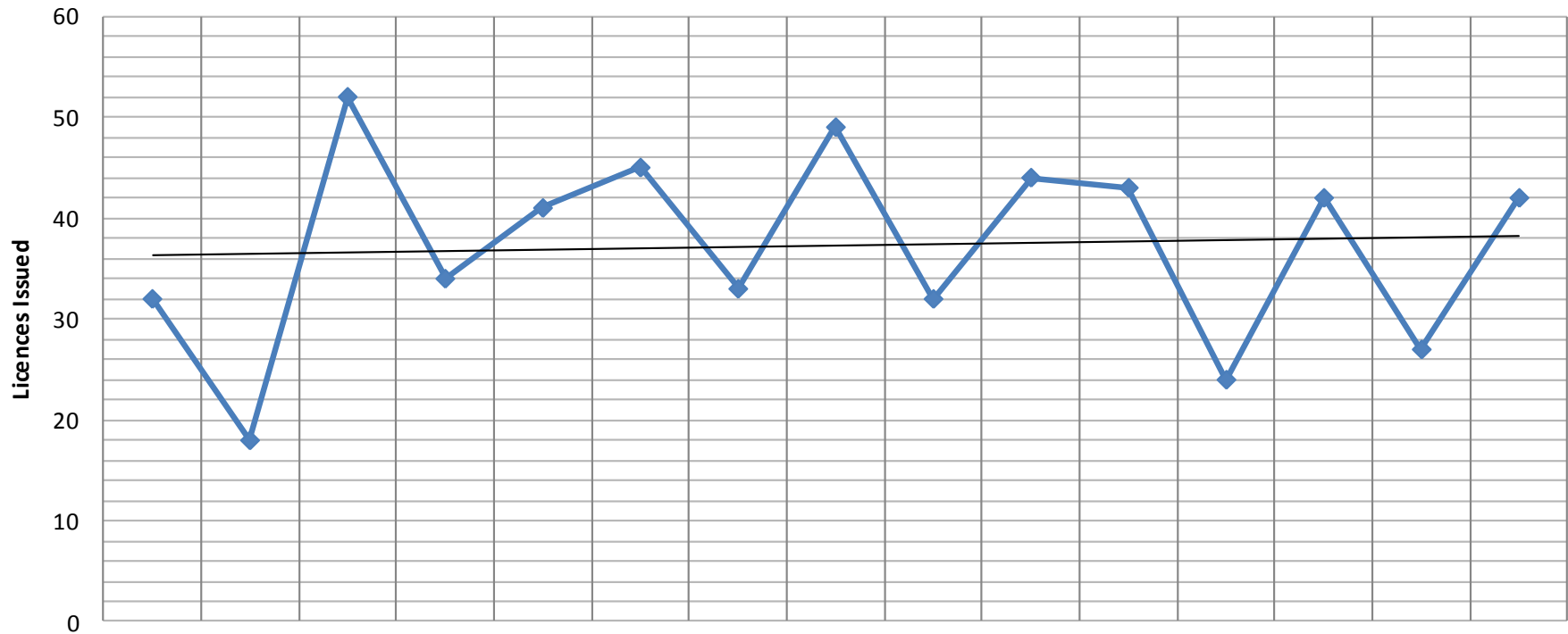
## DELEGATED BUILDING APPROVALS FOR JULY 2010 Cont'd...

<b>SUMMARY</b>				
<b>Number of Licences</b>	<b>Licence Type</b>	<b>Estimated Construction Value</b>	<b>Floor Area in square metres</b>	<b>Average cost per square metre</b>
5	Demolitions	\$118,170		
13	Dwellings	\$7,363,769	3,842	\$1,917
8	Class 10a	\$323,975	444	\$730
10	Class 10b	\$394,330	87	\$4,533
6	Commercial	\$18,706,529	6,779	\$2,759
	Other	\$0		
<b>42</b>		<b>\$26,906,773</b>		

<b>DEMOLITION LICENCES</b>				
<b>Licence Number</b>	<b>Approval Date</b>	<b>Locality</b>	<b>Description of Work</b>	<b>Estimated Construction Value (\$)</b>
83069	09.07.2010	SOUTH HEDLAND	Demolition of Carport	5170
83073	30.07.2010	PORT HEDLAND	Removal of Dwelling	3000
83071	14.07.2010	SOUTH HEDLAND	Part Demolition of Recreation Centre	65000
83072	30.07.2010	SOUTH HEDLAND	1 x Demolition of Grouped Dwelling	40000
83070	13.07.2010	WEDGEFIELD	Demolition of Caretakers Dwelling	5000
<b>5 Licences Issued</b>				<b>\$118,170.00</b>

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

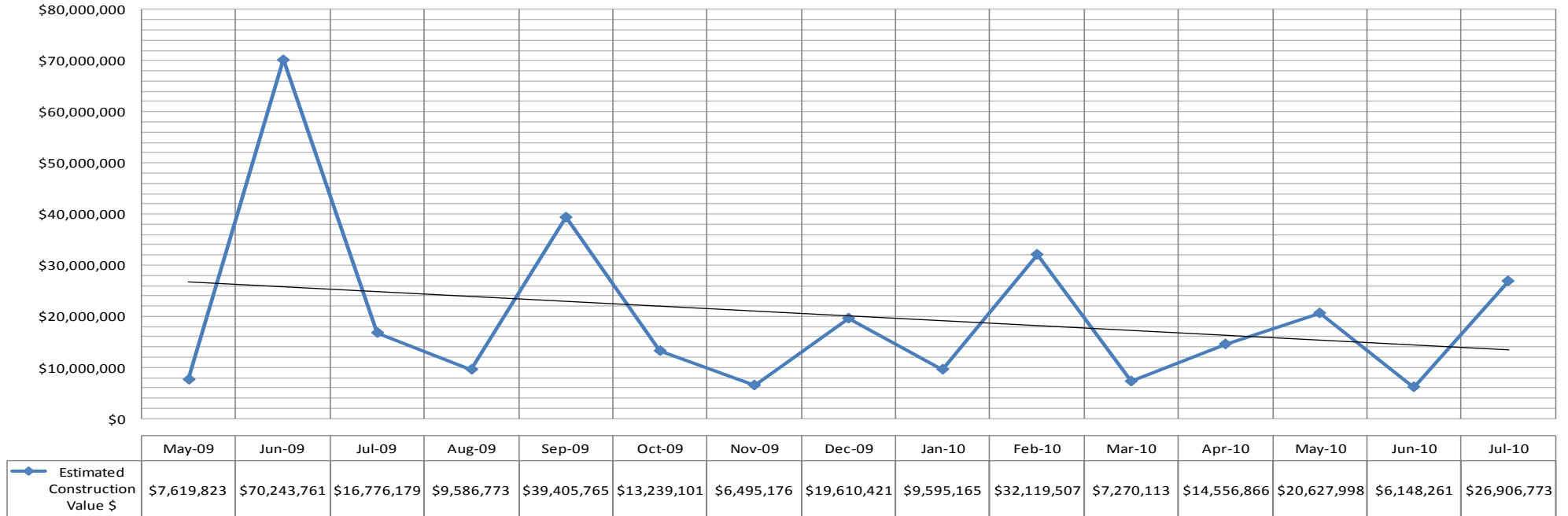
Summary & Trendline for Building Licence Approvals



	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10
◆ No of Licences Issued	32	18	52	34	41	45	33	49	32	44	43	24	42	27	42

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

Summary & Trendline of  
Estimated Construction Value of Building Licences Issued



DELEGATED ENVIRONMENTAL HEALTH ORDERS FOR JULY 2010

Current Health Orders under Delegated Authority by Environmental Health Services

30 Weaver Place, South Hedland  
(Fauntleroy/Mills)

Building Unfit for Human Habitation

## CURRENT LEGAL MATTERS BEING UNDERTAKEN AS AT JULY 2010

CURRENT LEGAL MATTERS					
File No.	Address	Issue	First Return Date	Current Status	Officer
<b>WEDGEFIELD</b>					
121670G	Lot 3 Trig Street (J Ujnovich)	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.	MP
803175G	Lot 1402 (34) Pinnacles Street (National Tyres)	Illegal Residential dongas and office		~ Instruction & Docs sent to Solicitors 15 April 09 ~ Further information required prior to prosecution notice to be filed/served. ~ Inspection to be done to ascertain if issue is to commence. ~ Matter has been listed and will be dealt with in due course	MP
124590G	Lot 1029 (4) Ridley Street (Carey Gardner Engineering)	Illegal Residential dongas		~ Instruction & Docs sent to Solicitors 4 September 09 ~ With the appointment of of Compliance Officer, the matter will now progress ~ Matter has been listed and will be dealt with in due course	MP
<b>REDBANK</b>					
116770G	Lot 134 Roche Road (Western Desert)	Illegal laydown area - <b>Second Offence</b>		<b>~ Referred to Council Solicitors</b>	MP
<b>SOUTH HEDLAND RURAL ESTATE</b>					
1554422G	Lot 11 (39-41) Greenfield St Outlook Contracting	Illegal development and storage of heavy vehicles		~ 11/8/09 fined \$20,000 plus court costs \$700 ~ 21/9/09 case reinstated by Outlook Contracting on grounds of not receiving summons for court appearance on 11/8/09. Fines withheld until court resolved. ~ Court date to set a hearing date 25/1/2010. ~ Trial date set for 9/7/2010. <b>~ Matter finalised, found guilty fined \$20,000 plus costs of \$7,063</b>	MP
154412G	Lot 2 (5-7) Quartz Quarry Road (Macpherson - Sunsatin P/L t/as Pilbara Earthmoving)	Earth Moving business & repairs being operated from the property - <b>Second Offence</b>		<b>~ Referred to Council Solicitors</b>	MP

## CURRENT LEGAL MATTERS BEING UNDERTAKEN AS AT JULY 2010

CURRENT LEGAL MATTERS Cont'd...					
File No.	Address		First Return Date	Current Status	Officer
<b>SOUTH HEDLAND</b>					
<b>PORT HEDLAND</b>					
400330G	83 Athol Street (P Oldenhuis)	Health - Asbestos removal	~ First Return date 25/2/09	<ul style="list-style-type: none"> <li>~ No appearance by Mr Oldenhuis</li> <li>~ Court hearing date 28/4/09 adjourned until 29/5/09.</li> <li>~ Plea hearing date 13/7/09</li> <li>~ Trial 16/11/09 heard to 7pm.</li> <li>~ Decision handed down 23/11 - guilty and issued \$250 in fines and \$4250 in costs.</li> <li>~ Fine registered with FER by Solicitors as not paid by due date.</li> <li>~ <b>Fine unpaid to date. Warrant of execution issued 19th June 2010, issued under S45 (2) &amp; Part 7 of the Fines, Penalties and Infringement Notices Act 1994</b></li> </ul>	MEH



**Attachments**

Nil

**201011/061 Council Decision/Officer's Recommendation**

**Moved:** Cr A A Carter

**Seconded:** Cr D W Hooper

**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 July 2010 be received.**

***CARRIED 8/0***

**11.1.2 Planning Services****11.1.2.1 *Proposed Permanent Road Closures and Road Widening, South Hedland Town Centre. (File No.: 28/01/0017)***

<b>Officer</b>	<b>Luke Cervi</b> Senior Planning Officer
<b>Date of Report</b>	20 July 2010
<b>Application No.</b>	ICR6091
<b>Disclosure of Interest by Officer</b>	Nil

**Summary**

Council has received a request from RPS, Town Planners on behalf of Landcorp to permanently close a number of roads within the South Hedland Town Centre and also to widen Collier Drive.

The alterations to the road reserves are requested to facilitate the implementation of the South Hedland Town Centre Development Plan (SHTCDP) which has previously been approved by Council.

**Background**

Council resolved at its Ordinary meeting on 26 March 2008 to commence advertising of the SHTCDP. Since that time extensive public consultation has occurred and the SHTCDP has been adopted (including amendments). Implementation of the SHTCDP is well advanced and the proposed road closures and Collier Drive widening will enable further works to occur facilitating the release of a number of lots. The proposed road changes are shown in attachment 1 and include:

1. Closure of the western side of Colebatch Way.
2. Closure of Forrest Circle between Collier Drive and Daylesford Close (Forrest Circle will be linked to Daylesford Close).
3. Closure of the southern portion of the Murdoch Drive and Forrest Circle intersection.
4. Realignment of Hunt Street by closing the northern side of Hunt Street between Forrest Circle and Lot 1 Hunt Street (South Hedland Liquor Supplies) and revesting a portion of Reserve 37447 (Drainage) for road purposes.
5. Closure of the north side of Daylesford Close adjacent to Forrest Circle.
6. Closure of Leake Street.
7. Widening of Collier Drive between Colebatch Way and Forrest Circle.

## Consultation

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

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

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

If Council resolves to initiate the Road Closures, it will be advertised in accordance with the Act.

## 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*.

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

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

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

**Policy Implications** Nil

**Strategic Planning Implications** Nil

## Budget Implications

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

**Officer's Comment**

These roads are within the SHTCDP and have been identified for closure and subsequent development. The road closures and subsequent development play a significant role in the revitalization and activation of the South Hedland Town Centre. The closures assist in providing for additional commercial and residential development as well as contributing to improved vehicle and pedestrian flows within the Town Centre.

The widening of Collier Drive and realignment of Hunt Street will provide benefit to traffic flow and road safety in these areas.

**Attachments**

Proposed Road Reserve Closure Plan

**201011/062 Council Decision/Officer's Recommendation**

**Moved:** Cr A A Carter

**Seconded:** Cr M Dziombak

**That Council:**

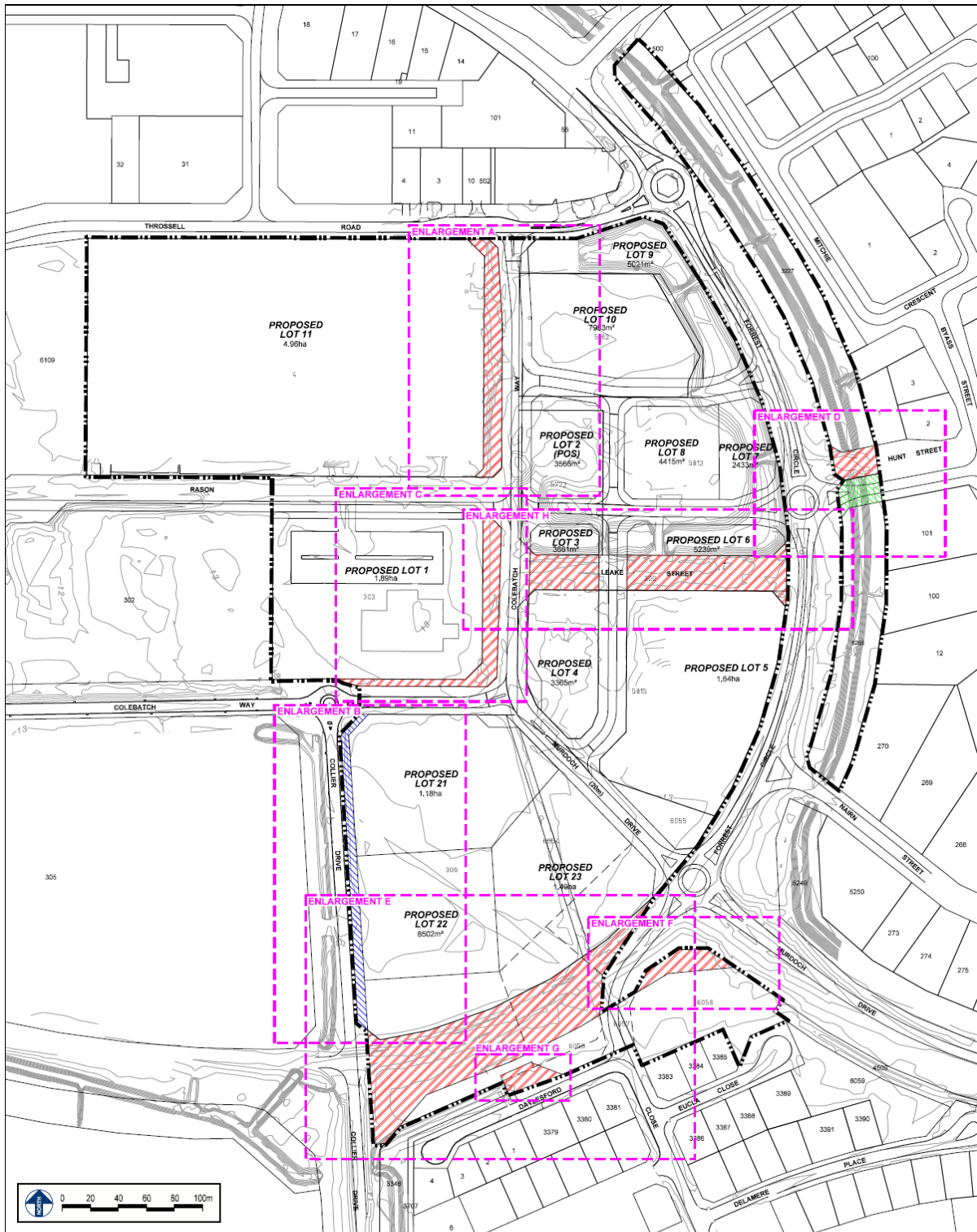
1. **Approves the request from RPS, Town Planners on behalf of Landcorp to permanently close the following portions of road reserve as shown on attachment 1:**
  - i. **The western side of Colebatch Way.**
  - ii. **Forrest Circle between Collier Drive and Daylesford Close.**
  - iii. **The southern portion of the Murdoch Drive and Forrest Circle intersection.**
  - iv. **The northern side of Hunt Street between Forrest Circle and Lot 1 Hunt Street.**
  - v. **The north side of Daylesford Close adjacent to Forrest Circle.**
  - vi. **Leake Street**

**Subject to the following conditions:-**

- a. **The proposed Road Closures being advertised for a period of 35 days pursuant to section 58(3) of the *Land Administration Act 1997*,**
  - b. **No objections being received during the advertising period**
2. **Advises the applicant that all costs incurred for the advertising of this proposal shall be the responsibility of the applicant.**

- 3. Requests the Department of Regional Development & Lands dedicate a portion of Reserve 37447, as identified in enlargement D, as Road in accordance with section 56 of the Land Administration Act 1997.**

***CARRIED 8/0***



- LEGEND**
- Subdivision Application Boundary
  - Existing Lot Boundary
  - Proposed Lot Boundary
  - Future Proposed Lot Boundary
  - Road to be Closed
  - Road Widening
  - Drainage reserve to be re-vested as road reserve

**ROAD CLOSURE PLAN**  
Various Lots, SOUTH HEDLAND

Base data supplied by Landgate  
Aerial Photography dated January 2009,  
Accuracy +/- 4m, Projection PRG84

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

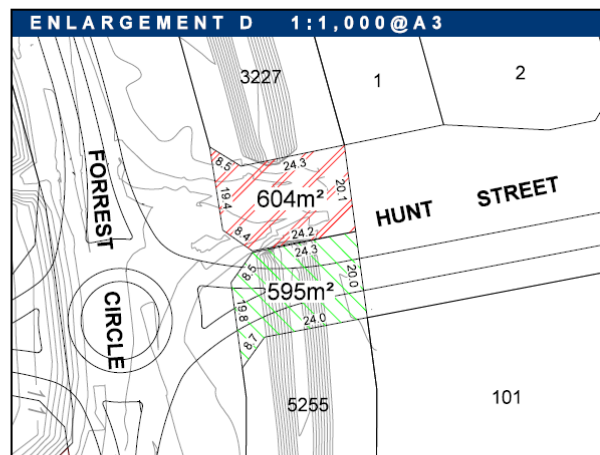
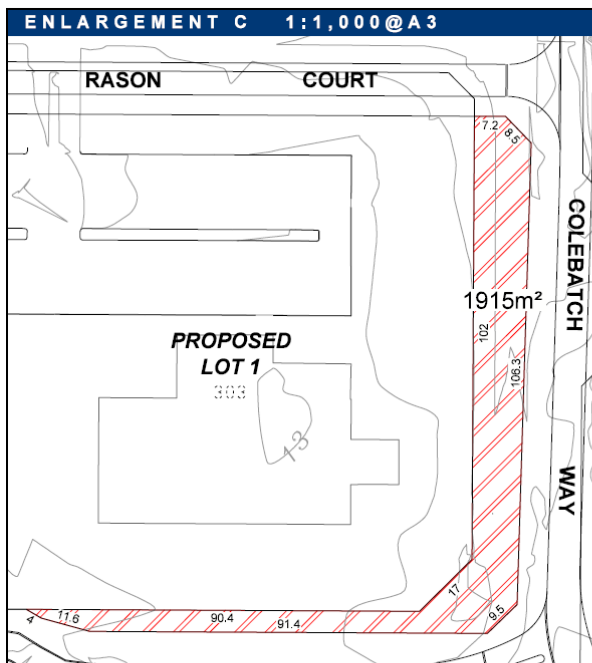
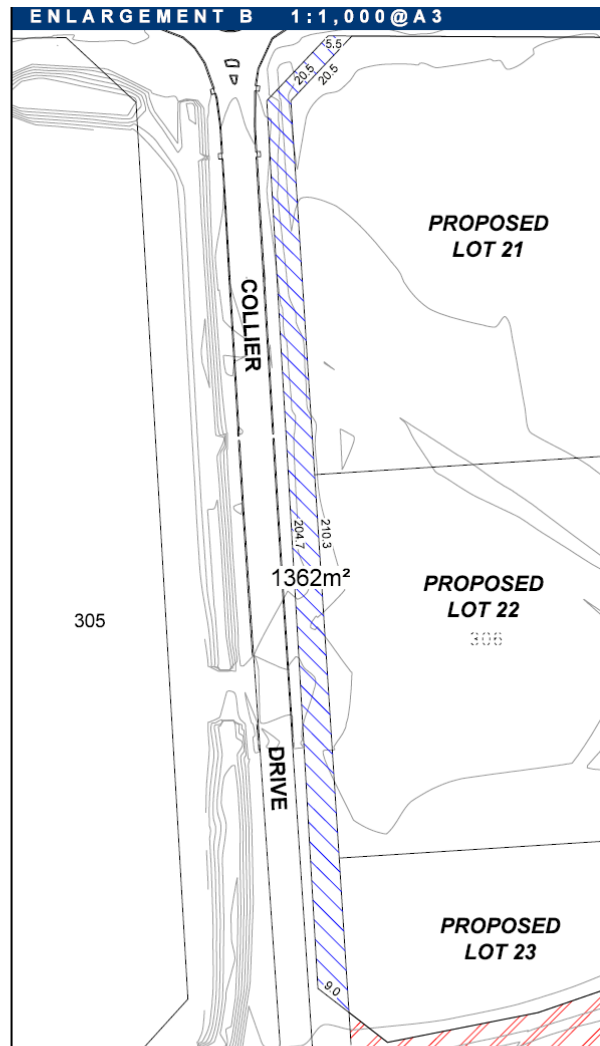
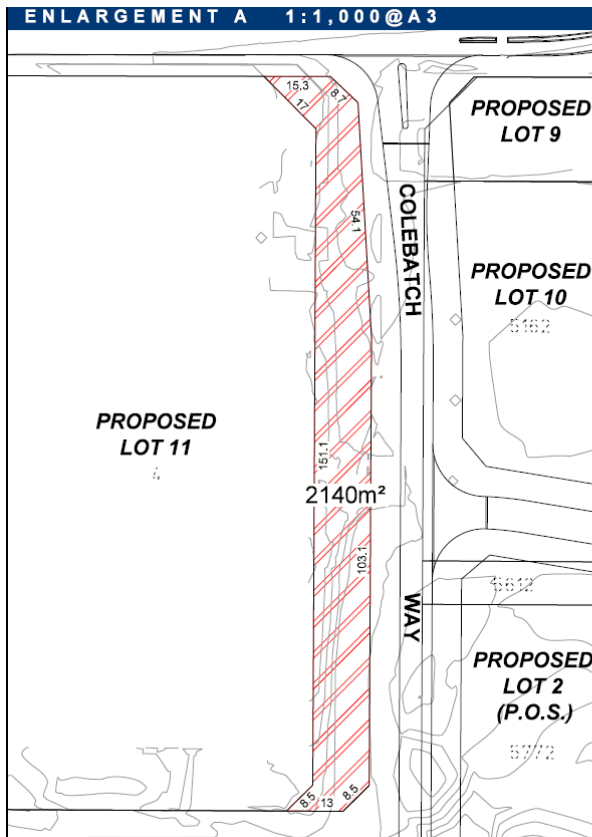
LandCorp :	CLIENT
102.500@AS :	SCALE
8 April 2010 :	DATE
2957_544004.dgn :	PLAN No
4 :	REVISION
R.D. :	PLANNER
L.W. :	DRAWN
N.T. :	CHECKED



© COPYRIGHT PROTECTS THIS PLAN  
Unauthorized reproduction or dissemination  
not permitted. Please contact the author.

RPS Environment and Planning Pty Ltd  
ACN 108 680 977  
ABN 45 108 680 977  
PO Box 465 Subiaco WA 6904  
38 Station Street  
Subiaco WA 6008  
T +61 8 9211 1111  
F +61 8 9211 1122  
W rpsgroup.com.au

PLAN 1 of 3



- LEGEND**
- Existing Lot Boundary
  - Proposed Lot Boundary
  - Road to be Closed
  - Road Widening
  - Drainage reserve to be re-vested as road reserve

**ROAD CLOSURE PLAN - ENLARGEMENTS**  
Various Lots, South Hedland

Base data supplied by Landgate  
Aerial Photography dated January 2009,  
Accuracy +/- 4m, Projection PHG94

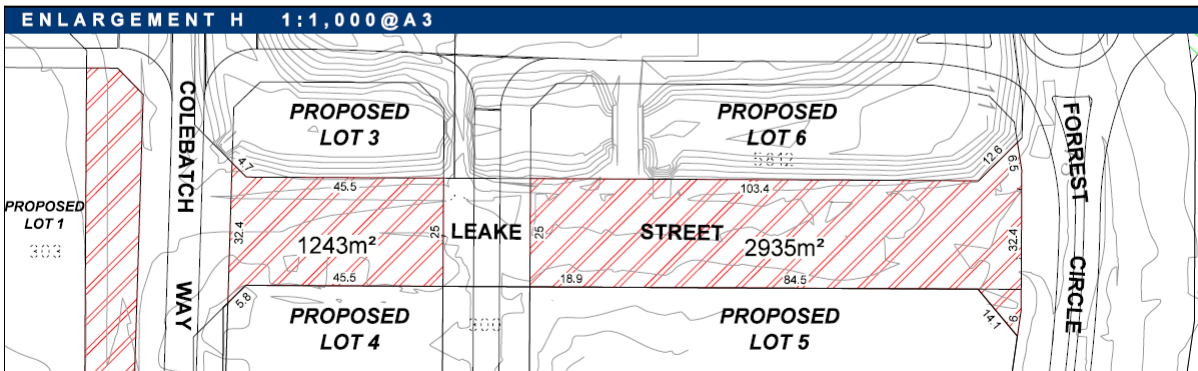
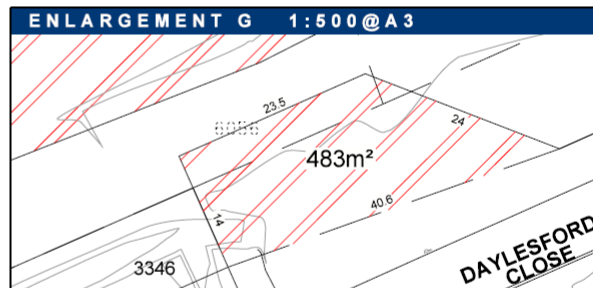
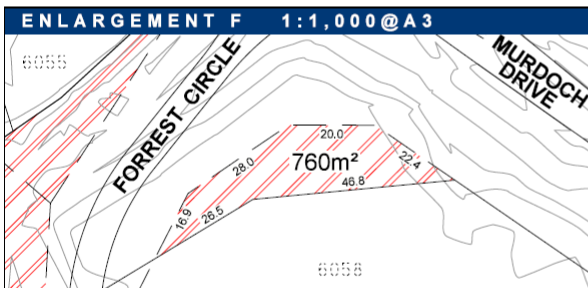
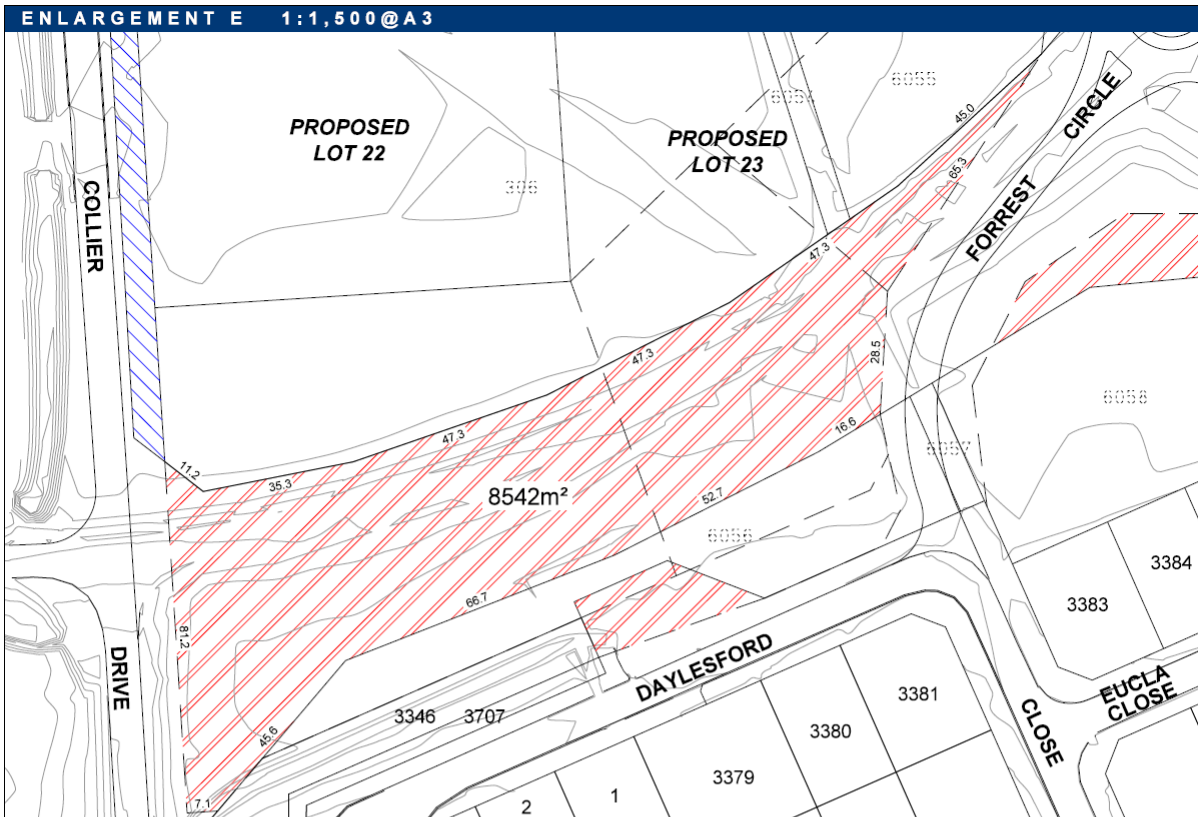
Areas and dimensions shown are subject  
to final survey calculations.  
All cartlegways are shown for illustrative  
purposes only and are subject to detailed  
engineering design.

LandCorp : CLIENT  
1:2,500@A3 : SCALE  
8 April 2010 : DATE  
2957\_5-4-004.dgn : PLAN No  
: REVISION  
R.D. : PLANNER  
L.W. : DRAWN  
M.T. : CHECKED



RPS Environment and Planning Pty Ltd  
ACN 108 980 977  
ABN 45 108 980 977  
PO Box 465 Subiaco WA 6904  
38 Station Street  
Subiaco WA 6008  
T +61 8 9211 1111  
F +61 8 9211 1122  
W rosacorp.com.au

PLAN 2 of 3



- LEGEND**
- Existing Lot Boundary
  - Proposed Lot Boundary
  - - - Future Proposed Lot Boundary
  - ▨ Road to be Closed
  - ▨ Road Widening
  - ▨ Drainage reserve to be re-vested as road reserve

**ROAD CLOSURE PLAN - ENLARGEMENTS**  
Various Lots, South Hedland

Base data supplied by Landgate  
Aerial Photography dated January 2009,  
Accuracy ±4m, Projection PHG84

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.

LandCorp : CLIENT  
1:2,500@A3 : SCALE  
8 April 2010 : DATE  
2957\_5-1404.dgn : PLAN No  
 : REVISION  
R.D. : PLANNER  
L.W. : DRAWN  
N.T. : CHECKED



RPS Environment and Planning Pty Ltd  
ACN 108 680 977  
ABN 45 108 680 977  
PO Box 465 Subiaco WA 6904  
38 Station Street  
Subiaco WA 6008  
T +61 8 9211 1111  
F +61 8 9211 1122  
W rpsgroup.com.au

PLAN 3 of 3



**11.1.2.2 *Proposed Leasing of Crown Land for the purpose of a Solar Power Plant, Part Reserve 30985 Being Part Lot 500 Madigan Road, Pippingarra.(File No.: 802303G)***

<b>Officer</b>	<b>Luke Cervi</b> Senior Planning Officer
<b>Date of Report</b>	27 July 2010
<b>Application No.</b>	ICR6652
<b>Disclosure of Interest by Officer</b>	Nil

**Summary**

The Town has received a request for comments from the Department of Regional Development and Lands (RDL), who propose to lease a portion of Lot 500 Madigan Road (Part Reserve 30985) for the purpose of a Solar Power Plant.

In terms of the Port Hedland Town Planning Scheme No.5, the land is reserved for "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.

**Background**

*Locality*

The land is located on the northern side of Madigan Road, approximately 1km east of the Great Northern Highway intersection. The lease would cover an area of 30ha.

*Current Zoning:*

In terms of the Port Hedland Town Planning Scheme No. 5, the land is reserved for the purpose of an "Explosive Safety Area."

*Proposal*

Should the lease be issued it is proposed to develop the land with a Solar Power Plant.

<b>Consultation</b>	Nil
---------------------	-----

**Statutory Implications**

In accordance with the Planning and Development Act 2005 the proposed Solar Power Plant would be 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**

Nil

**Officer's Comment**

In considering applications on reserved land Council needs to consider the following matters:

1. The ultimate purpose of the reservation
2. The intentions of the agencies responsible for the managing and development of the reservation
3. Those organizations it considers relevant to the reservation and the proposed use.

*The ultimate purpose of the reservation*

The purpose of the reservation is an "Explosive Safety Area". The reservation includes a number of uses that involve storage and/or processing of dangerous goods. The intent of the "Explosive Safety Area" is to limit the impacts in the unlikely event of a dangerous goods emergency or hazardous situation. As the intent of the proposed lease is to facilitate the development of a Solar Power Plant, Council's comments need to essentially provide an "in principle" determination of the suitability of the site for a Solar Power Plant.

Although a Solar Power Plant is not within the intent of the "Explosive Safety Area" reservation, it could be contended that it would have minimal impacts on the intent of the reservation, it is understood that following consultation, the number of persons that would be on site at any given time would be reliable. Therefore the risk of personal injury or loss of life would be very low.

*The intentions of the agencies responsible for the managing and development of the reservation.*

Department of Commerce (formerly Department of Consumer and Employment Protection) is the managing agency for Reserve 30985.

The comments of Department of Commerce would be sought as part of the assessment of an application on the reservation.

*Those organizations it considers relevant to the reservation and the proposed use.*

It is considered that all landowners/occupiers of the “Explosive Safety Area” should be considered relevant organizations.

Having regard to the fact an application (plans) has not been received, it is inappropriate for Council to be seeking comments. However, it is considered reasonable to expect that any proposal does have the ability to significantly impact on landowners/occupiers of land within the reservation. It is therefore recommended that Council request RDL to consult these people/organisations.

### **Options**

Council has the following options of responding to the request:

1. Support the proposed lease by giving in principle support for the Solar Power Plant.
2. Object to the proposed lease.

It is recommended that Council give in principal support to the lease.

### **Attachments**

1. Locality Plan
2. Site Plan.

### **201011/063 Council Decision/Officer’s Recommendation**

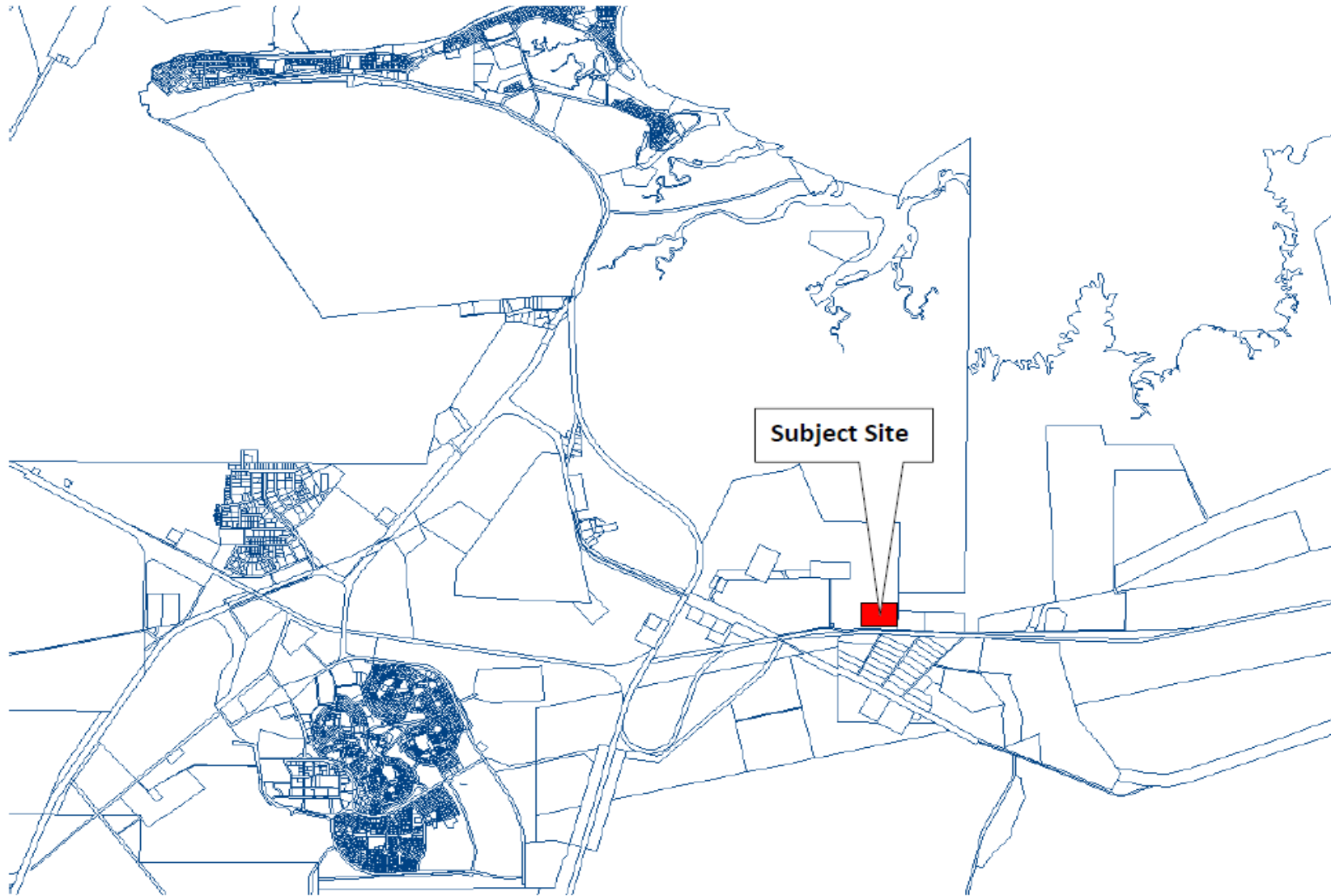
**Moved:** Cr A A Carter

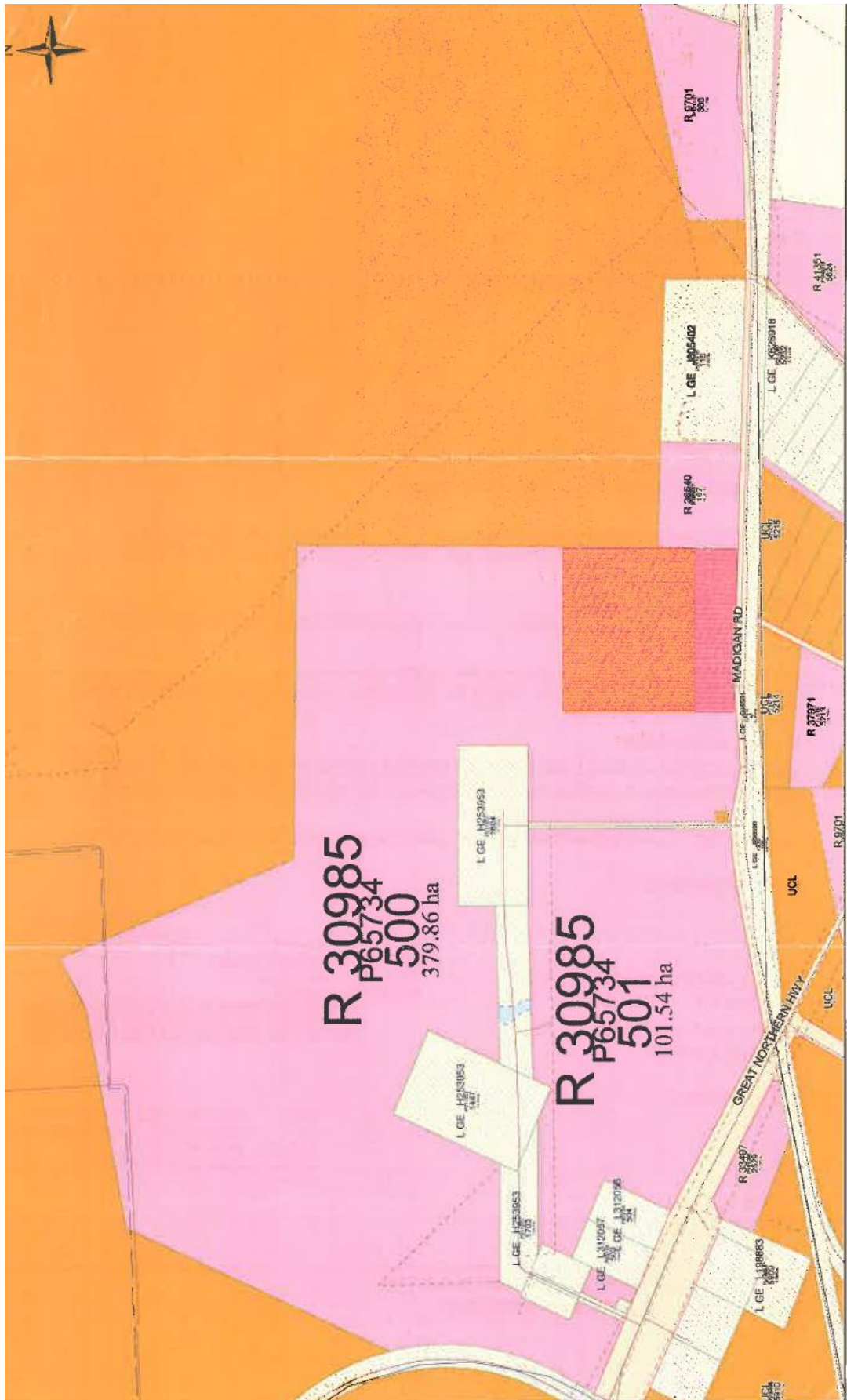
**Seconded:** Cr G J Daccache

**That Council supports in principle the proposed lease of 30ha of Lot 500 Madigan Road (Part Reserve 30985) for the purpose of a Solar Power Plant and provides the following additional comments:**

1. **The land is reserved “Explosive Safety Area” under Town Planning Scheme No. 5.**
2. **The Use and Development of the land for the purpose of a Solar Power Plant requires a planning approval.**
3. **Council considers that the landowners/occupiers of lands within the “Explosive Safety Area” as defined in Town Planning Scheme No.5 may be affected by a Solar Power Plant and subsequently would be given an opportunity to comment on any planning application received.**
4. **Having regard to point 3, it is recommended that the RDL seek the comments of Landowners/occupiers prior to issuing a Lease.**

***CARRIED 8/0***





Scale : 1:17173 (Geographical)  
MGA : SW-672051.9E, 7744280.1N Zone 50 / NE-677038.0E, 7747432.1N Zone 50  
T~U/Long : 118°38'55.392", -20°23'31.077" / 118°41'46.224", -20°21'46.934" H 176mm by W 288mm  
This product is for information purposes only and is not guaranteed. The information is based on the information provided to the Council. Where the information is being used for legal purposes, the user should refer to the original documents. Where the information is being used for legal purposes, the user should refer to the original documents.

Printed : 10:31 Mon 28/Jun/2010  
© Western Australian Land Information Authority 2010

**11.1.2.3 Proposed Shade Structure on Lot 6022 McGregor Street Port Hedland (File No.: 803193G)**

**Officer** Ryan Djanegara  
Planning Officer

**Date of Report** 16 August 2010

**Disclosure of Interest by Officer** Nil

**Summary**

The Town has received an application submitted by Helen Taylor on behalf of the Town of Port Hedland to develop a shade structure on lot 6022 McGregor Street Port Hedland. The application is referred to the Council for determination as the proposed development is located on a Reserve for "Parks and Recreation"

**Background***Location and Area*

The subject site is located along McGregor Street Port Hedland and is approximately 24 873m<sup>2</sup>. Vehicular access will be available via McGregor Street.

*Current Zoning and Land Use*

In terms of the Port Hedland Town Planning Scheme No. 5, the subject site is reserved "Parks and Recreation". The land is vested in the Town of Port Hedland and is currently used as a skate park and various sporting fields.

*Proposal*

It is proposed to develop a permanent steel shade structure over the existing shade

**Consultation** Nil

**Statutory Implications**

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

**Policy Implications** Nil

**Strategic Planning Implications**

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

Key Result Area 2 – Community Pride

Goal 1 – Townscape

Strategy 5 – Install more shade in parks and public areas (both trees and shade structures), including shade facilities at skate parks.

Budget Implications

Nil

### **Officer's Comment**

The proposed permanent steel structure will provide shade for the skate park area located on Lot 6022 McGregor Street Port Hedland. The proposed structure is in keeping with the reservation of the Lot and complies with the Town's Strategic Plan 2010 – 2015. It is therefore recommended that the application be supported subject to conditions.

### **Attachments**

1. Locality Map
2. Site Plan

### **201011/064 Council Decision/Officer's Recommendation**

**Moved:** Cr G J Daccache

**Seconded:** Cr A A Carter

**That Council approve the application submitted Helen Taylor on behalf of the Town of Port Hedland for the proposed shade structure at Lot 622 McGregor Street Port Hedland subject to the following conditions:**

1. **This approval relates only to the proposed PARKS AND RECREATION "RESERVE" – steel shade structure and other incidental development, as indicated on the approved plans. 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.**

### **FOOTNOTE:**

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. 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)-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.**
  
- 3. 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***

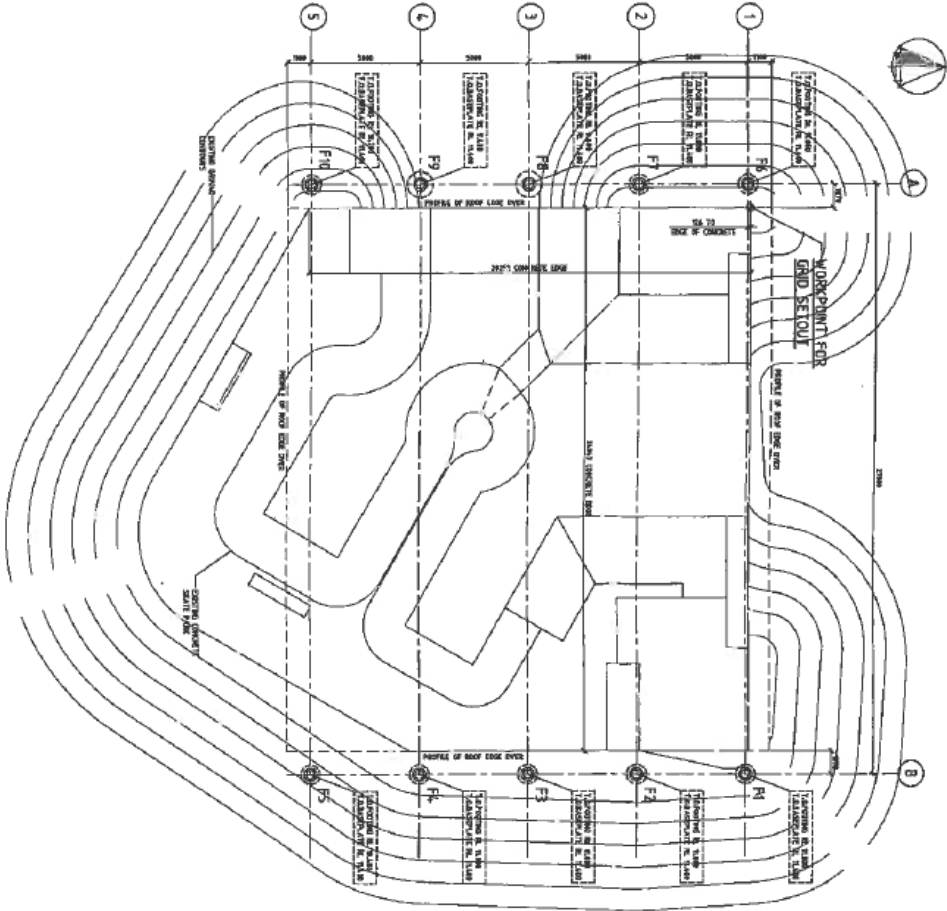


Attachment 1 – Locality Map



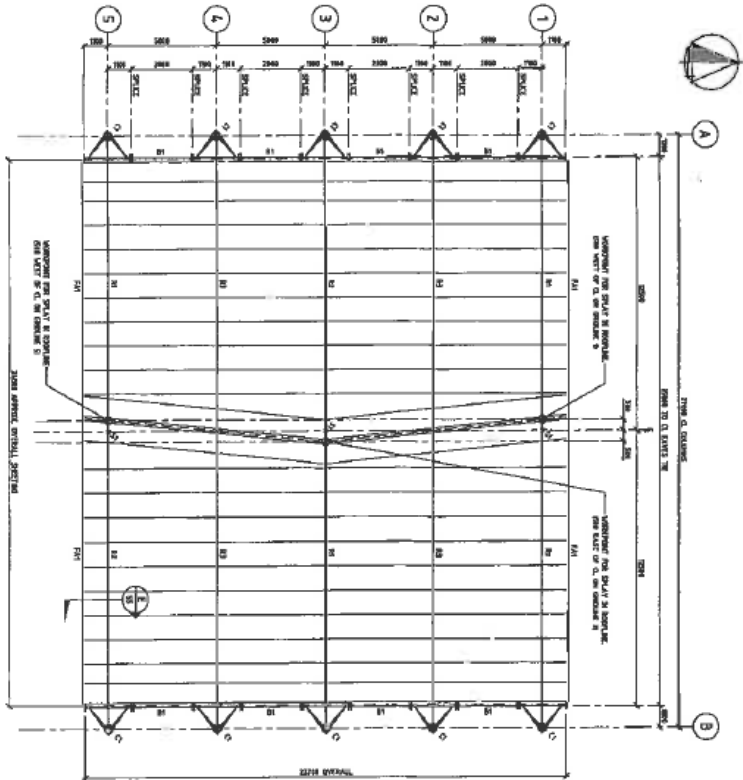
			
<p>1:100 SCALE</p>		<p>1:100 SCALE</p>	
<p>DATE: 12/08/10</p>		<p>DATE: 12/08/10</p>	
<p>BY: [Signature]</p>		<p>BY: [Signature]</p>	
<p>CHECKED: [Signature]</p>		<p>CHECKED: [Signature]</p>	
<p>DATE: 12/08/10</p>		<p>DATE: 12/08/10</p>	
<p>PROJECT: TOWN OF PORT HEDLAND SHADE STRUCTURE OVER SKATE PARK</p>		<p>PROJECT: TOWN OF PORT HEDLAND SHADE STRUCTURE OVER SKATE PARK</p>	
<p>CLIENT: MNL/A</p>		<p>CLIENT: MNL/A</p>	
<p>DESIGNER: [Signature]</p>		<p>DESIGNER: [Signature]</p>	
<p>DATE: 12/08/10</p>		<p>DATE: 12/08/10</p>	
<p>SCALE: 1:100</p>		<p>SCALE: 1:100</p>	
<p>NO: 50130</p>		<p>NO: 50130</p>	
<p>R</p>		<p>R</p>	

**GROUND & FOOTING SETUP PLAN**  
 THE DETAILS OF CONCRETE FOOTINGS ARE TO THE ENGINE DRAWING.  
 SEE PLAN.



**STEELWORK ROOF PLAN**

NOTE: ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE STATED.  
 ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE STATED.  
 ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE STATED.  
 ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE STATED.  
 ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE STATED.  
 ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE STATED.  
 ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE STATED.  
 ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE STATED.  
 ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE STATED.  
 ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE STATED.  
 ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE STATED.

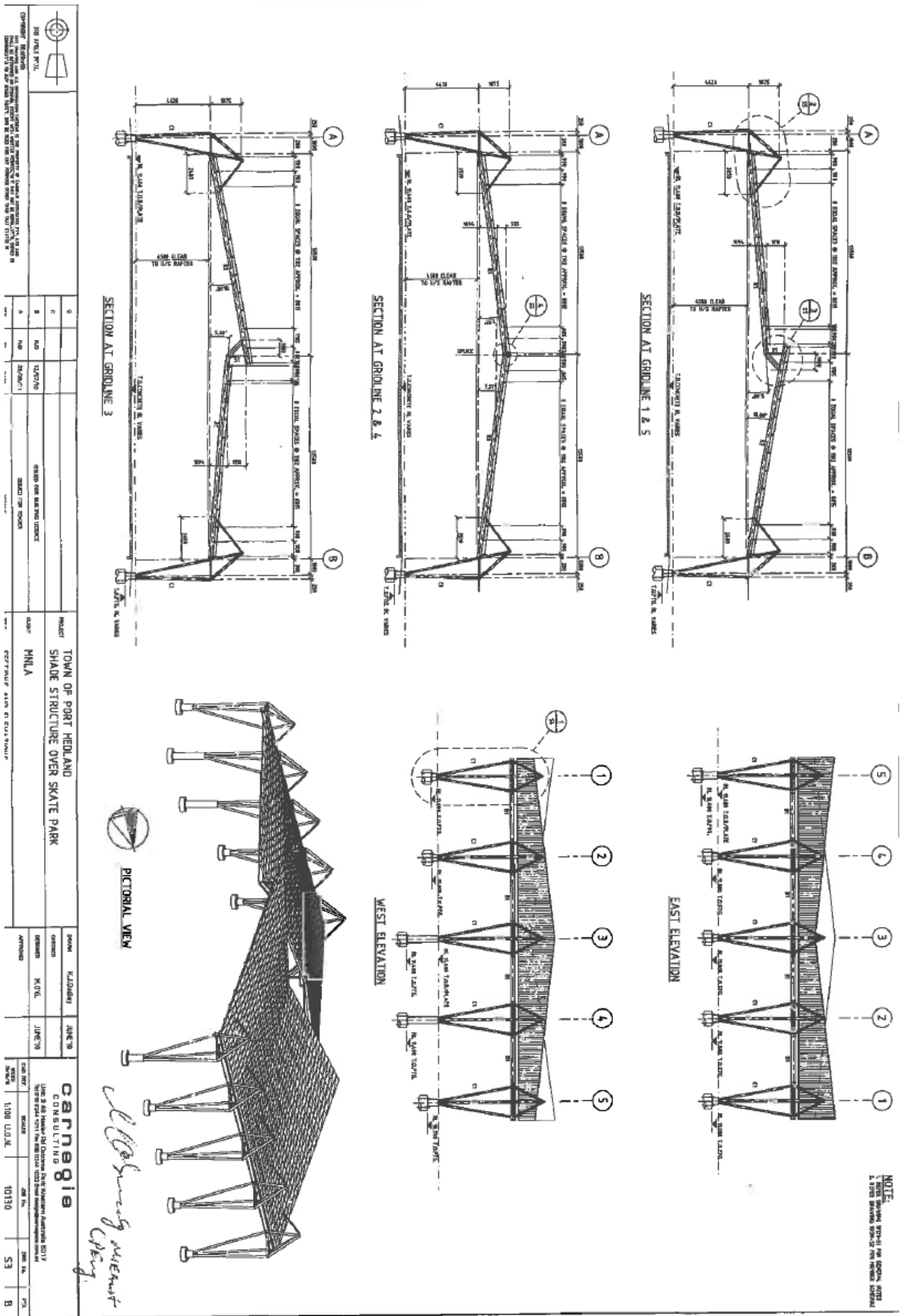


**STEELWORK MEMBER SCHEDULE**

MARK	SIZE	REMARKS
C1	-	STEEL COLUMN
B1	-	STEEL BEAM
R1	-	STEEL ROOF TRUSS
R2	-	STEEL ROOF TRUSS
R3	-	STEEL ROOF TRUSS
S1	-	STEEL ROOF TRUSS
F1	-	STEEL ROOF TRUSS

**Carnegie**  
 CONSULTING

1100 W. 10th Street  
 Port Hedland  
 Western Australia 6913



**11.1.2.4 Proposed “Industry General” – 4 additional Factory Units (totaling 17 units) and Relocation of Existing Caretakers Dwelling seeking a variation to the Scheme front setback requirements on Lot 1015 (9) Murrena Street, Wedgefield. (File No: 126330)**

<b>Officer</b>	<b>Ryan Djanegara</b> Planning Officer
<b>Date of Report</b>	10 August 2010
<b>Application No.</b>	2010/35.01
<b>Disclosure of Interest by Officer</b>	Nil

### **Summary**

The Town received an application submitted by Scott Nicolson Lowe on behalf of Nicolson Lowe Pty Ltd for Industry – General 4 factory units in addition to the 13 factory units already approved and relocation of an existing Caretakers Dwelling at Lot 1015 (9) Murrena Street, Wedgefield.

The proposed development does not comply with the setback requirements of the Port Hedland Town Planning Scheme No. 5 (in relation to the caretaker’s residence only) and requires Council decision if it is to be approved.

### **Background**

#### *Location and Area*

The subject site is located along Murrena Street, and measures approximately 3977m<sup>2</sup>. Vehicular access will be achieved via Murrena Street.

#### *Previous Approvals*

On the 28<sup>th</sup> April 2010 Council resolved to approve a similar development application (Agenda Item 11.1.2.5). The previous planning permit issued approved the development of 13 factory units and the relocation of an existing care takers dwelling.

#### *The Proposal*

The applicant proposes to demolish the existing shed (which was to be retained under the previously approved proposal) constructing 4 additional factory units and relocate the existing caretakers dwelling on Lot 1015 (9) Murrena Street, Wedgefield. The caretakers dwelling is

setback 3.5 metres from the front boundary for which the applicant requires Council approval.

**Consultation** Nil

### **Statutory Implications**

The development of the land must be done in accordance with the Town of Port Hedland Town Planning Scheme No. 5.

**Policy Implications** Nil

### **Strategic Planning Implications**

The following sections of Council's Plan for the Future 2008-2013 are considered relevant to the proposal:

Key Result Area 4 – Economic Development

Goal Number 3 – Business Development

That the Town of Port Hedland is recognised as local government authority that works closely with businesses to achieve sustainable economic growth and a broad economic base.

Goal Number 4 – Land Development Projects

Strategy 1 – Fast-track the release and development of commercial, industrial and residential land in a sustainable manner.

Strategy 2 – Promote and support initiatives that attract new developers, builders and/or tradespeople to the Town.

### **Budget Implications**

An application fee of \$6, 550.00 has been received as per the prescribed fees approved by Council. This application fee has been deposited into the following planning account: 10063260

### **Officer's Comment**

#### *Setback requirements*

All development is required to be set back a minimum of six (6) metres from the front boundary.

The caretakers dwelling component of the development is setback 3.5 metres from the front boundary. The proposal does not comply with Clause 6.7.8 (a) of the Scheme and therefore requires a variation to the front setback.

It is recommended that Council approve the proposed workshops and relocation of the existing caretakers dwelling as it will improve the

security of the proposed factory units and still provide adequate private open space for the caretakers residence. The 3.5m setback still exceeds the minimum permitted in a residential building.

### *Caretakers Dwelling*

In accordance with Appendix 2, Clause 3.7.2 and Clause 7.5 of the Town Planning Scheme No. 5, the subject lot is permitted to have a caretakers dwelling. The caretakers dwelling proposed is to be located within the front setback (3.5m) of the development with designated parking for the residents between the dwelling and the factory unit no. 14.

The relocation of the caretakers dwelling within the front setback of the proposed development provides many advantages including:

- Improved security for the factory units:
- The caretaker residents will be located within the front setback and be able to have better passive surveillance of the surrounding area. This will help deter potential criminal activity (such as graffiti and property damage) on the factory units.
- 
- Landscaping:
- In addition, the caretaker residents will be able to utilise, care and manage the 3m landscape at the front of the proposed development, protecting and enhancing the streetscape of Murrena Street.
- 
- Screened Private Open Space and Clothes drying areas:
- The current arrangement of the caretakers dwelling, the location of designated parking and factory unit no. 14 allows the residents to benefit from a screen private open space area. This area can be used for drying clothes and private recreation for the residence.

### *Car parking*

The landowner is required to provide a minimum of 31 car parking bays in accordance with the Appendix 7 of the Scheme. The applicant has provided 39 car parking bays and 2 oversize loading bays. The proposal is compliant with the parking requirements under the Scheme.

In light of the above it is recommended that the proposed variation to the street setback is supported.

### *Options*

The Council has the following options in response to the application:

1. Approve the proposal as submitted subject to conditions.

2. Refuse the application.

It is recommended that Council approve the proposal subject to conditions as it seeks to improve the amenity and streetscape of the surrounding area replacing the existing derelict buildings.

#### **Attachments**

1. Site Plan
2. Floor Plan and Elevations

#### **201011/065 Council Decision/Officer's Recommendation**

**Moved:** Cr A A Carter

**Seconded:** Cr J M Gillingham

**That Council approves the planning application submitted by Scott Nicholson Lowe on behalf of Nicholson Lowe Investment Trust, for INDUSTRY GENERAL – 4 additional Factory Units (totalling 17 units) and relocation of existing Caretakers Dwelling at Lot 1015, 9 Murrena Street, Wedgefield subject to the following conditions:**

1. **This approval relates only to the proposed INDUSTRY GENERAL – 4 additional Factory Units (totalling 17 units) and relocation of existing Caretakers Dwelling and other incidental development, as indicated on the approved plans. It does not relate to any other development on this lot.**
2. **The Factory Units must only be used for purposes, which are related to the operation of an ‘Industry – General use. Under the Town of Port Hedland’s Town Planning Scheme No. 5 a ‘Industry – General’ is defined as:**  
  
**“an industry other than a cottage, extractive, light, noxious, rural or service industry”**
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. **An approved effluent disposal system shall be installed to the specification of the Town’s Environmental Health Services and to the satisfaction of the Manager of Planning. Be advised that the effluent disposal system may also require the approval of the Western Australian Department of Health.**
5. **Application is to be made for the installation of an approved apparatus for the treatment of effluent to the satisfaction of**



the Manager of Planning and the specification of the Manager of Environmental Health

6. Prior to the commencement of the proposed use, the driveways and crossover must be designed and constructed in accordance with Council's Crossover Policy 9/005.
7. A minimum of 39 car parking spaces are to be provided in conjunction with the proposed buildings to the satisfaction of the Manager Planning.
8. A minimum of 2 loading bays are to be provided for the development. Of these loading bays at least 1 must be designed to enable trucks up to 12.5m to utilise the bay and enter and exit the site in a forward direction.
9. Any unenclosed area of the site used for storage must be provided with on site car parking bays at a rate of 1 space per 100m<sup>2</sup> or part thereof in addition to the car parking bays required by condition 7, all to the satisfaction of the Manager Planning.
10. Prior to the development first being occupied, the car parking bays and access way must be designed in accordance with the requirements of the Town of Port Hedland Town Planning Scheme No. 5 - Appendix 8. Such areas are to be constructed, sealed, drained, kerbed, marked and signposted and thereafter maintained to the satisfaction of the Manager Planning.
11. Stormwater disposal to be designed in accordance with Council's Engineering Department Guidelines, and all to the satisfaction of the Manager Planning.
12. Within 30 days of this approval, a detailed landscaping plan for the development site including the first 3m adjacent to the primary street (Murrena Street) and the adjoining road verge, shall be submitted to and approved by the 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.
13. Within 60 days, or such further period as may be agreed by the Manager Planning, landscaping and reticulation to be established in accordance with the approved detailed plans to the satisfaction of the Manager Planning.
14. Appropriate dust suppression measures must be implemented at all times where any operation on the site is



likely to generate a dust nuisance to nearby properties and be to the satisfaction of the Manager Planning.

15. No accommodation other than the approved Caretakers Dwelling is permitted on the site.
16. 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.

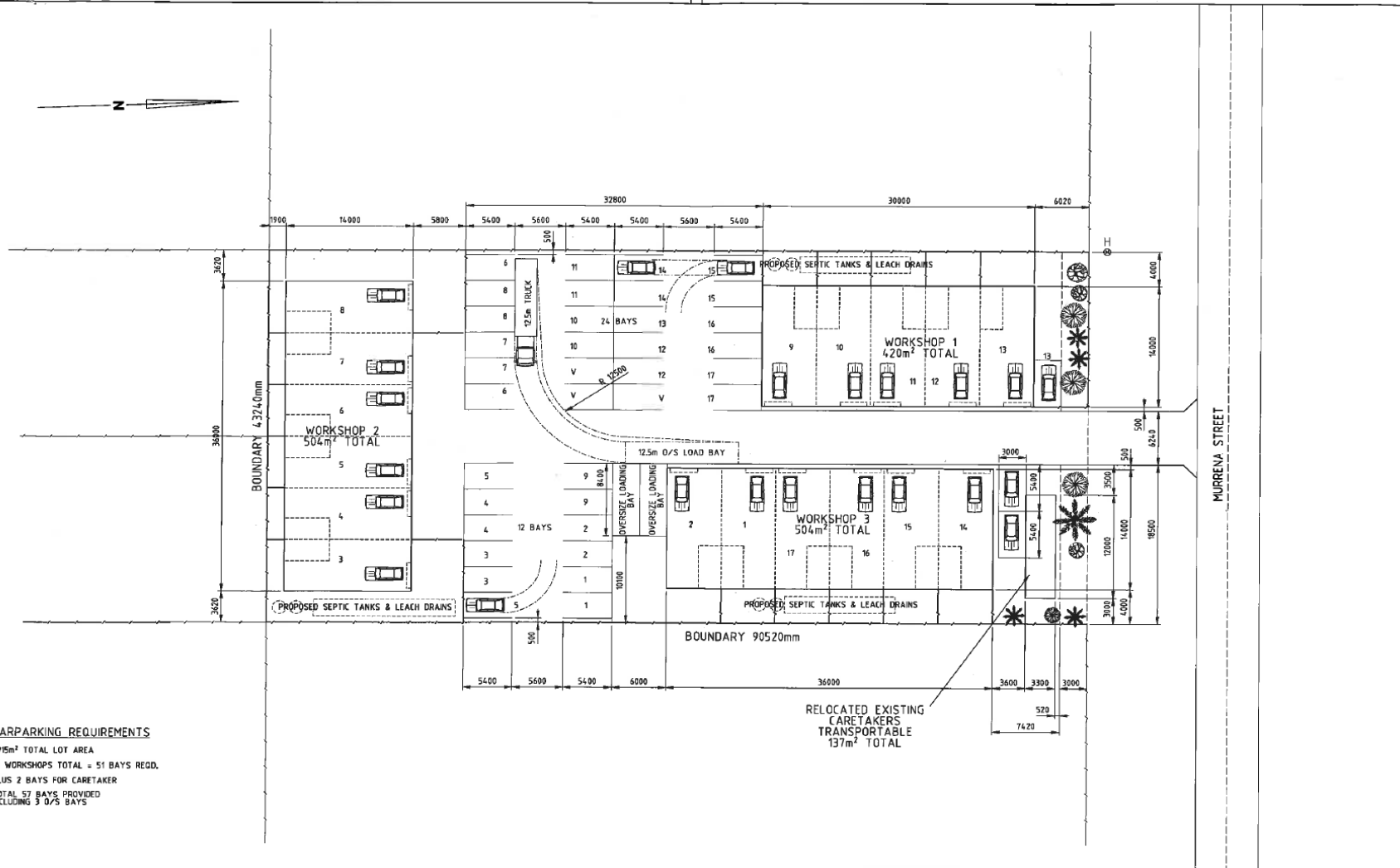
**FOOTNOTES:**

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. 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
3. In relation to Conditions 6 & 11 please contact the Manager Infrastructure Development 9158 9350 for further details.
4. During construction and subsequent use, the operation is to comply with the requirements of the Environmental Protection (Noise) Regulations 1997 in respect to noise but, notwithstanding, the operations to have due regard to the health and amenity of any person in the vicinity.
5. 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.
6. 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 – Locality Ma





**CARPARKING REQUIREMENTS**

3915m² TOTAL LOT AREA  
 17 WORKSHOPS TOTAL = 51 BAYS REQD.  
 PLUS 2 BAYS FOR CARETAKER  
 TOTAL 57 BAYS PROVIDED  
 INCLUDING 3 O/S BAYS

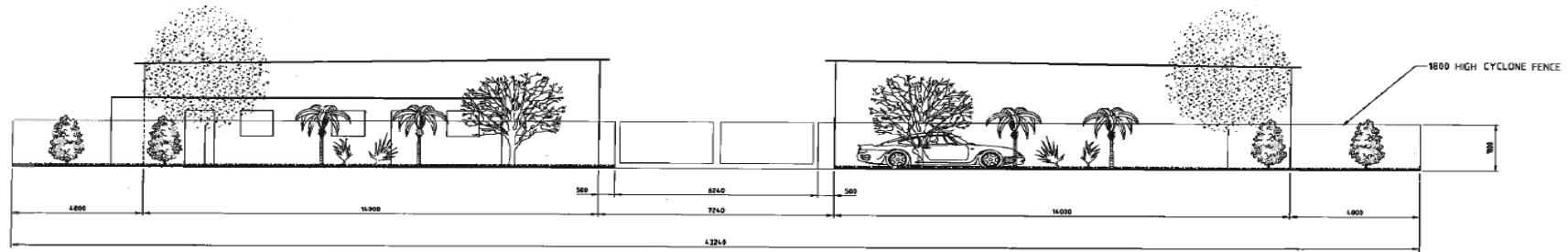
REVISIONS										DESIGN/CONTRACTOR TO COMPLETE				OWNER/CONTRACTOR TO COMPLETE			
NO	DATE	BY	CHK BY	APP'D CODE	REASON	NO	DATE	BY	CHK BY	APP'D CODE	REASON	NO	DATE	BY	CHK BY	APP'D CODE	REASON
D	15.6.10				6 EXTRA WORKSHOPS ADDED AND CARPARKS REALLOCATED	TAZ											
C	16.1.10				EXISTING SHED REMOVED ON CLIENT INSTRUCTIONS	TAZ	TAZ										
B	27.4.10				OVERSIZE LOADING BAY ADDED	TAZ	TAZ										
A	8.2.10				ISSUED FOR PLANNING APPROVAL	AM	AM										

DESIGNER/CLIENT APPROVAL				REVISIONS TO COMPLETE				REVISIONS TO COMPLETE				OWNER/CONTRACTOR TO COMPLETE			
NAME	DATE	BY	CHK BY	NO	DATE	BY	CHK BY	NO	DATE	BY	CHK BY	NO	DATE	BY	CHK BY

<b>design tech</b> ADV 80 122 069 069 NICHOLSON LOWE PTY LTD 1015 MURRENA ST WEDGEFIELD PROPOSED STRATA TITLED WORKSHOPS SITE PLAN SCALE 1:1,250 A1 DRG. NO. 1155 G 0001/F	
--	--



STREETSCAPE

										DESIGN/TECH TO COMPLETE			REVISOR TO COMPLETE			DESIGNER/CONTRACTOR TO COMPLETE								
										DRAWING STATUS APPROVAL	SIGNED	DATE	BY	COMPANY			COMPANY	DESIGN/TECH						
										PRELIMINARY ONLY				NAME	TAZ		DESIGNED BY	TAZ						
										QUOTATION ONLY				SIGNED			DRAWN BY							
										CONSTRUCTION MAY PROCEED				DATE			CHECKED BY							
										EXCEPT AS NOTED				THIS DRAWING HAS BEEN REVIEWED			DESIGN & SAFETY							
														FOR GENERAL COMPLIANCE WITH THE			APPROVED BY							
														REQUIREMENTS OF THE COUNCIL			DATE APPROVED							
										REVISE AND RESUBMIT				AND IS ISSUED FOR STATUS APPROVAL										
<small>REVISION</small> <small>* Designer/Contractor to complete shall be accompanied with PROVISIONAL SEAL</small>										<small>REVISOR</small> <small>By approving, revisor, the Designer/Contractor confirms that the Design/Contractor is in accordance with PROVISIONAL SEAL</small>			<small>DESIGNER/CONTRACTOR TO COMPLETE</small> <small>SCALE 1:1.75</small>			<small>design tech</small> <small>ABN 90 122 246 099</small> NICHOLSON LOWE PTY LTD 1015 MURRENA ST WEDGEFIELD PROPOSED STRATA TITLED WORKSHOPS STREETSCAPE HERE DESIGNER SEAL FOR PREPARATION OF DRAWINGS								
REV BY	CHK BY	APP BY	DESIGN TECH	DATE	NO	DATE	REV BY	CHK BY	APP BY	REV BY	CHK BY	APP BY	DESIGN TECH	DATE	REV BY	CHK BY	APP BY	DESIGN TECH	DATE	SCALE	1:1.75	A1	DRG. NO. 1155	G 0004/B



### 11.1.2.5 *Town of Port Hedland Draft Public Health Plan* (File No.: 25/08/0001)

**Officer** **Michael Cuvalo**  
Coordinator Environmental  
Health Services

**Date of Report** 4 August 2010

**Disclosure of Interest by Officer** Nil

#### **Summary**

The Town of Port Hedland Draft Public Health Plan details Councils core Environmental Health functions and the actions involved in maintaining and improving the public health of the Town.

#### **Background**

The local public health strategies lead to prevention and reduction of infectious disease, and to the creation of communities and environments in which people can lead healthy productive and satisfying lives.

It is acknowledged that patterns of public health have changed, and that there is a need for new strategies and structures to reflect this change. The overall health status of Western Australians has improved over the past 20 years, but still varies according to where people live. There is increasing recognition that greater effort is needed in preventing poor health in the community and creating wellbeing, especially among those who are most disadvantaged.

The Town's Public Health Plan is the mechanism by which, representatives of the community and the various levels of government and other agencies can identify both health priorities and activities that will achieve improved outcomes in those key areas.

#### **Consultation**

Consultation with various stakeholders such as the Department of Health and the Department of Environment and Conservation was undertaken to ensure that the objectives, and methods of achieving those objectives, both reflected State Governments goals and was compliant with legislative requirements in regards to the methods proposed for achieving those goals.

#### **Statutory Implications**

*The proposed actions established in the Town of Port Hedland Draft Public Health Plan outline the functions to be undertaken by Councils Environmental Health Department which have been developed to ensure*

*compliance with State Environmental Health legislation such as the Health Act 191, Environmental Protection Act 1987, Food Act 2008 and subsidiary legislation.*

**Policy Implications** Nil

**Strategic Planning Implications**

Key Result Area – Community Development

Goal 4 – Health Community

Priority 3 - Implement the Public Health Plan, including the Town's Mosquito Management Plan.

**Budget Implications** Nil

**Officer's Comment**

The Town of Port Hedland Draft Public Health Plan establishes the goals, objectives and methods used by the Town's Environmental Health Services Department to enhance the wellbeing of the community.

It is recommended that Council endorse the Draft Public Health Plan for adoption following public consultation.

**Attachments**

Draft Town of Port Hedland Public Health Plan.

**201011/066 Council Decision/Officer's Recommendation**

**Moved:** Cr A A Carter

**Seconded:** Cr S J Coates

**That Council endorse the Town of Port Hedland Draft Public Health Plan for release for public comment for a period of 4 weeks before considering it for adoption.**

***CARRIED 8/0***



**Town of Port Hedland**  
**Environmental Health Services**

**Draft Public Health Plan**





The Town of Port Hedland Draft Public Health Plan is a key initiative of Environmental Health Services and the Health Department of Western Australia.

The development of the Town's Draft Public Health Plan has created a vision for the people of Hedland and other stakeholders to work together to enhance Environmental Health, community well-being and quality of life in Port Hedland.

The Plan aims to set the framework for:

- Enhancing integrated and collaborative planning for improved environmental health & well-being in the Town by implementing effective programs, which identify and respond to local environmental health needs.
- Maintain and enhance established environmental health programs.
- Identifying how services can be better accessed by the community for their environmental health needs.
- Engaging the community in decision-making towards a safe and healthy lifestyle.
- A social model of health participation and sense of community.
- Have a close relationship with the local community and support the consultation with and the active participation of local community members in public health programs.

Recognition has been given to the importance of linking strategies contained in the Town's Public Health Plan with support from the 'Plan for the Future 2008 -2013' (TOPH Strategic Plan), Community & Economic Development Strategic Plan & the Recreation Business Plan.

During the implementation of the Town's Public Health Plan, the linkages with the various levels of government and other forums, such as the Environmental Health Directorate, Department of Local Government & Regional Development and the industry sector, will be further strengthened to facilitate cooperative working relationships for the future.

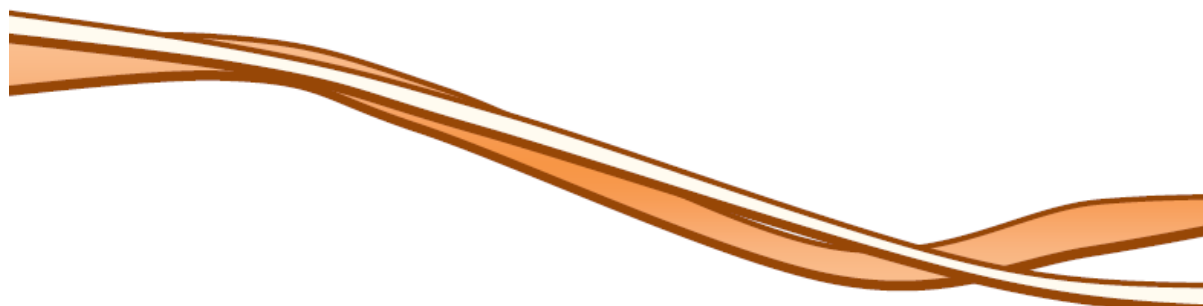
The approach clearly provides for information flow to other higher order planning mechanisms, and allows a participative approach to rolling out new public health initiatives.





## Table of Contents

Introduction .....	4
Social Profile .....	4
Population .....	4
Environmental Health & Ranger Services Management Structure ..	5
Service Capacity .....	6
Stakeholders.....	7
S.W.O.T Analysis.....	8
Key Programs & Sub Programs .....	9
1. Food Safety .....	10
2. Disease Control .....	12
3. Waste Management.....	12
4. Waste Water .....	14
5. Water Quality .....	15
6. Accommodation.....	16
7. Pest Control.....	17
8. Health Promotion .....	18
9. Aboriginal Environmental Health .....	19
10. Administration .....	20
11. Other.....	20
Trends.....	22
Customer Profile .....	23
References .....	24



## Introduction

The success of local public health strategies leads to prevention and reduction of disease and disability, and to the creation of communities and environments in which people can lead productive and satisfying lives.

It is acknowledged that patterns of public health have changed, and that there is a need for new strategies and structures to reflect this change. The overall health status of Western Australians has improved over the past 20 years, but still varies according to where people live. There is increasing recognition that greater effort is needed in preventing ill health and creating wellbeing, especially among those who are most disadvantaged.

The Town's Public Health Plan is the product of which representatives of the community and the various levels of government and other agencies can identify both health priorities and solutions.

Environmental Health is defined to as:

"...Aspects of human health and disease that are determined by factors in the environment. It also refers to the theory and practice of assessing and controlling factors in the environment that can potentially affect health.

Environmental Health includes both the direct pathological effects of chemicals, radiation and some biological agents and the effects (often indirect) on health and wellbeing of the broad physical, psychological, social, and aesthetic environment, which includes housing, urban development, land use and transport. "

The Town of Port Hedland's Mission Statement:

"To enhance social, environmental and economical well-being through leadership and working in partnership with the community."

## Social Profile

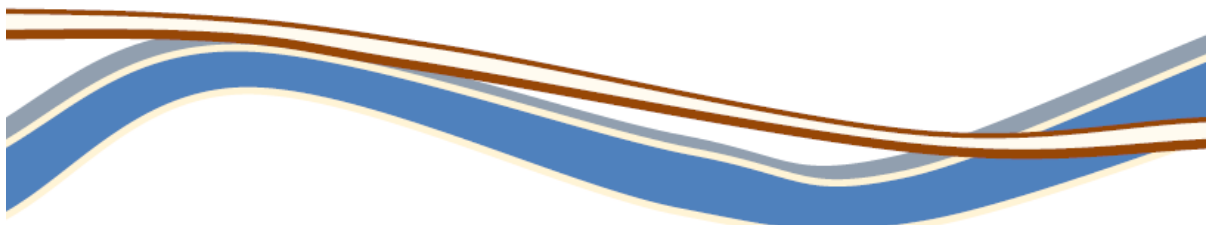
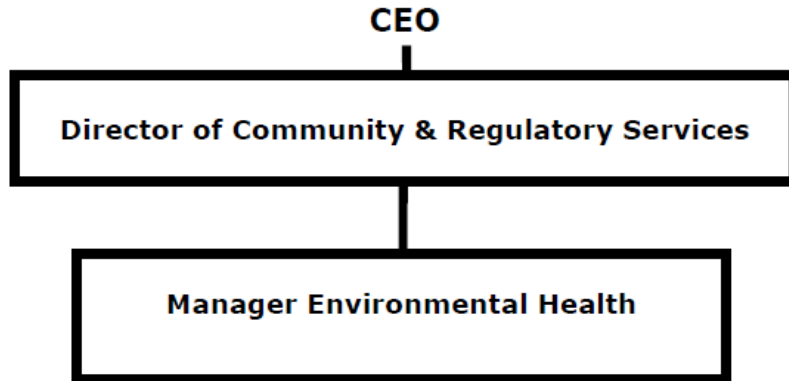
Port Hedland is an area which consists of sandy plains, scrub and mangrove tidal creeks located on W.A.'s north-west coast. It is approximately 1,700 kilometres north of Perth on the sealed Great Northern Highway or 2 hours north of Perth by air.

Port Hedland is an administrative centre for the east Pilbara region of WA which is particularly noted for its rich iron ore deposits and exports.

## Population

The permanent residential population of Port Hedland is approximately 17,500 people (ABS 2007) with an estimated population of 40,000 by 2025.

## Environmental Health & Ranger Services Management Structure



## Service Capacity

### Human Resources & Service Capacity

Proposed workload based on an estimate of 2007/08 financial year.

<b>Service Area</b>	<b>Percentage 1 MEH</b>	<b>Percentage 1 EHO</b>	<b>Percentage 1 EHA</b>
<b>Field Inspections</b>	<b>26%</b>	<b>40%</b>	<b>59%</b>
Food Premises	0.5%	12%	5%
Public Buildings	2%	2%	
Accommodation Premises	3%	2%	5%
Aquatic Facility Monitoring	2%	2%	22%
Event Inspection/Participation	0.5%	0.5%	
Septic Tank Inspections	0.5%	4%	2%
Mosquito Management	5%	5%	22%
Pest Control Operators	0.5%	0.5%	1%
Health Nuisance Complaints	8%	10%	2%
Asbestos Regulation	4%	2%	
<b>Customer Service</b>	<b>17%</b>	<b>15%</b>	<b>6%</b>
Counter	2%	5%	1%
Telephone/Fax/Email	15%	10%	5%
<b>Administration</b>	<b>47%</b>	<b>35%</b>	<b>25%</b>
Field Reports	5%	10%	10%
Letters / Correspondence	12%	10%	10%
Meetings (Staff, CS, RM, OH&S, DCU, Regional Group, HIA)	12%	5%	5%
Plan Assessments (buildings, apparatus, fit-out).	20%	10%	
Professional Development			
<b>Other</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>

## Stakeholders

### Internal

- Mayor and Councillors
- Chief Executive Officer
- Executive Team
- Area Managers
- All Staff

### External

- Ratepayers / Residents
- Community Associations
- Visitors
- Federal Government
- State Government
  - Health Department of Western Australia
  - Water Corporation
  - Department for Planning & Infrastructure
  - Department of Local Government & Regional Development
  - WALGA
  - Department of Environment
- Food Premises Proprietors / Owners
- Trades
  - Developers
  - Builders
  - Plumbers
- Architects
- Australian Institute of Environmental Health/ Environmental Health Australia
- Universities
- Local Media
- Western Australian Local Government Association
- Local Businesses
- Local Emergency Services
- Neighbouring Local Authorities
- Aboriginal Corporations

## S.W.O.T Analysis

An essential part of a Public Health Plan is the identification and analysis of the strength and weaknesses and any future potential influence of its activities. An analysis of this nature is known as a 'S.W.O.T. Analysis' representing 'Strengths', 'Weaknesses', 'Opportunities' and 'Threats'.

The following S.W.O.T. Analysis of Council's Environmental Health Services identified the following issues, which were useful in the development of this Health Plan. Strengths and weaknesses usually relate to internal aspects of the organisation whilst the Opportunities and Threats relate to the external aspects.

<b>Strengths</b>	<b>Weaknesses</b>
<ul style="list-style-type: none"> <li>• Teamwork from professional and committed staff</li> <li>• Commitment of staff to keep up-to-date with legislative and technical changes</li> <li>• Developed local knowledge</li> <li>• Strong links with other EHO networks around the state</li> <li>• Orientation towards action and innovation</li> <li>• Adequate funding</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Turn-over</li> <li>• Budgetary restraints</li> <li>• Inability to attract qualified staff</li> <li>• Lack of historical statistical data</li> <li>• Lack of specific records</li> </ul>
<b>Opportunities</b>	<b>Threats</b>
<ul style="list-style-type: none"> <li>• Increased level of compliance with statutory health requirements</li> <li>• Greater involvement in health promotion and community education programs</li> <li>• Greater relationship with community and other key stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of qualified staff to effectively conduct statutory requirements</li> <li>• Issues may arise due to lack of frequent inspections of health related premises (public buildings and food premises)</li> <li>• Additional workload placed on LG's from new legislation</li> </ul>

## Key Programs & Sub Programs

### 1. Food Safety

Food Premises / Vehicle Inspections  
Food Sampling  
Food Safety Education  
Temporary Stall Approvals

### 2. Disease Control

Notifiable Disease Investigations

### 3. Waste Management

Monitoring Landfill Activities  
Asbestos Disposal  
Hazardous Waste Disposal Approvals  
Contaminated sites

### 4. Waste Water

Effluent Disposal Approvals & Advice

### 5. Water Quality

Public Swimming Pool Monitoring  
Landfill Bore Monitoring  
Effluent Re-Use System  
Community Water Supplies

### 6. Accommodation

Public Building Inspections  
Accommodation Inspections (Caravan Parks, Lodging Houses & Chalets)

### 7. Pest Control

Mosquito Management  
Sentinel Chicken Program  
Vermin

### 8. Health Promotion

Health Promotion – Schools, newsletters etc.

### 9. Aboriginal Environmental Health

Health Promotion - Community Visits & Dog Health Program

### 10. Administration

Office Duties – Registrations, Letters, enquiries, record keeping etc.  
Complaint Resolution  
Conferences & Seminars

### 11. Other

Keeping of Animals  
Environmental Protection  
Emergency Management  
Development Assessment  
Air Quality Monitoring



## 1. Food Safety

### Food Premises / Vehicle Inspections & Licensing

#### RISK RATING:

High

Number of Food Premises: 73 - Number of Food Vehicles: 3

#### DESCRIPTION:

Ensure that food for sale to the public meets the prescribed standard and is sold and prepared in a manner and in premises that complies with the *Food Act 2008*.

#### GOAL:

To ensure food is prepared by adhering to food safe practices in well maintained premises, to prevent food borne illness in the community.

#### STRATEGIES:

- Regular assessments & inspections.
- Assessments may include training of food handlers.
- Update & issue annual licenses.
- Mobile food vehicles are inspected once a year and temporary food premises are inspected as requested, so as to ensure compliance with the *Food Act 2003*, *Food Regulation 2004*, *Food Standards Code* and other relevant legislation.

#### ENVIRONMENTAL HEALTH INDICATORS:

Number of food premises assessed per annum.

Number of food premises implementing HACCP and Food Safety Plans.

Number of Work Orders issued.

Under the *Food Act 2003* authorised officers are permitted to enter and inspect any premises that are believed to be used in connection with the handling or sale of food. Whilst carrying out inspections Environmental Health Officers focus on a wide range of issues including cleanliness, temperature control, hygiene and food handling practices, pest control, construction and maintenance of the premises, waste storage and general compliance with the *Food Standards Code*.

Should non-compliance matters be found, improvement notices or infringements may be issued or immediate court action undertaken. Follow up inspections will be conducted until compliance is achieved. The Town conducts a minimum of two inspections per annum of all food premises within the local government area.

### Food Sampling

#### RISK RATING:

Medium/High

#### DESCRIPTION:

Council participates in the Local Government Analytical Committee food sampling program. Regular sampling and analysis of food is carried out to prevent adulteration of foods.

#### GOAL:

That food provided to the public is safe, free from adulteration, properly described and complies with legislation. Food is sampled for two main purposes. Microbiological testing is used to ensure that food is safe to eat. Chemical testing is conducted to confirm that foods comply with the *Food Standards Code* and *Food Labelling Requirements*.



STRATEGIES:

- Devise a food sampling program which utilises all allocated analytical units.
- Aid in the development & conduct risk based assessments on HACCP and Food Safety.
- Conduct annual food sampling or as required.

ENVIRONMENTAL HEALTH INDICATORS:

Number of food samples.  
 Results of food sample analysis.  
 Number of warnings/prosecutions.

**Food Safety Education**RISK RATING:

Medium/High

DESCRIPTION:

Food safety is an important part of any business or home, and the Town' is committed to educating business owners and residents on important elements of food safety.

GOAL:

To ensure food is prepared using high standards of hygiene in premises which comply with the Food Safety Standards

STRATEGIES:

- The Town of Port Hedland can provide a Guide to Food Hygiene for businesses, and compiled food safety tips for around the home.
- Training of food handlers.

**Temporary Stall Approvals**RISK RATING:

Medium/High

DESCRIPTION:

Event organisers are required to gain approval from Council prior to serving food to the public.

GOAL:

To ensure food is prepared using high standards of hygiene and comply with legislation.

STRATEGIES:

- Council will approve applications & aim to inspect each food stall to ensure that stall's comply with the food handling guidelines for temporary food premises and the *Food Act 2008*.

## 2. Disease Control

### Notifiable Disease Investigations

RISK RATING:

Medium

DESCRIPTION:

This area involves the investigation of notifiable communicable diseases (such as Salmonella, Giardiasis, Campylobacter, Ross River Virus) pursuant to legislative requirements and the Towns Public Health Plan.

GOAL:

To work with the community to reduce health issues and promote healthy lifestyles.

STRATEGIES:

- Conduct investigations to try to ascertain the origin of the disease in the community, provide the patient with educational material and where possible implement prevention programs.

## 3. Waste Management

### Monitoring Landfill Activities

RISK RATING:

Medium

DESCRIPTION:

To monitor Landfill activities for compliance to our department of environment approval.

GOAL:

Ensure working compliance with Dept. of Environment approval whilst developing waste minimisation strategies.

STRATEGIES:

- Commence monitoring bore sampling.
- Investigate waste minimisation strategies in collaboration with engineering services.
- Investigate recycling options in collaboration with engineering services.
- Conduct audits of the landfill facility for compliance to Dept. of Environment approval.

### Asbestos Disposal

RISK RATING:

Medium/High

DESCRIPTION:

Promote & enforce safe disposal of asbestos waste.

GOAL:

To work with the community to reduce health issues and promote safe work practices.

STRATEGIES:

- Conduct investigations to try to confirm asbestos is present at a reported site.

- Offer an asbestos testing service to builders/demolition contractors in the Town.
- Provide information on how to safely dispose of asbestos waste prior to demolition, construction or removal.

### **Hazardous Waste Disposal Approvals**

#### RISK RATING:

Low/medium

#### DESCRIPTION:

The South Hedland Landfill Facility is a Class 2 landfill facility, which means that it is authorised to accept certain hazardous wastes including asbestos, hydrocarbon impacted earth, synthetic mineral fibres and some potentially hazardous industrial materials.

#### STRATEGIES:

- Conduct compliance audits of landfill.
- Assess all hazardous waste for disposal at South Hedland Landfill against legislative standards.
- Enforce Health Local Laws for waste collection issues as necessary.

Council's Landfill is audited and licensed annually by the Department of Environment & Conservation (DEC). There is a legislated acceptance criterion for all landfills in Western Australia and this information is available from the DEC.

### **Contaminated Sites**

#### RISK RATING:

Low

#### DESCRIPTION:

The Contaminated Sites Act 2003 defines contaminated sites as -  
"...in relation to land, water or a site, having a substance present in or on that land, water or site at above background concentrations that presents, or has the potential to present, a risk of harm to human health, the environment or any environmental value."

Where activities conducted at a location involve, or have involved, the storage of chemicals such as flammable and combustible goods, pesticides or industrial solvents etc. there is a heightened risk of that location being contaminated through improper storage and use or spills.

Though the DEC is lead agency when dealing with contaminated sites, the Town of Port Hedland maintains a regularly updated register of all reported contaminated sites within the district. The DEC can provide detailed advice in relation to management and remediation of such locations.

#### STRATEGIES:

- Maintain contaminated sites register.

## 4. Waste Water

### Effluent Disposal Approvals & Advice

#### RISK RATING:

Low/Medium

#### DESCRIPTION:

Environmental Health Services provides an auditing service for properties within the Town that require an effluent disposal system (septic tanks). Septic tanks have the potential to threaten the environment and pose a public health risk and therefore must be regulated.

#### GOAL:

An application to construct an effluent disposal system must be received by Council's Health Officers accompanied by the prescribed fee prior to installation. A final inspection must be carried out before a Certificate of Approval can be issued.

#### STRATEGIES:

- Inspect and assess each application thoroughly, provide feedback to the applicant as soon as possible.
- Provide accurate and helpful advice.
- Retain the "as constructed" configuration of the installation in plan form on our central records system for future reference.

## 5. Water Quality

### Public Swimming Pool Monitoring

#### RISK RATING:

Medium

Number of aquatic facilities: 15

#### DESCRIPTION:

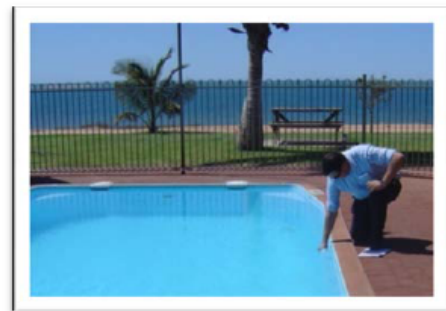
An Aquatic Facility is classified to be; a man made body of water used for sport, recreation or educational water activities, as defined in the Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities (which includes caravan parks, resorts, motels, hotels and body corporate facilities of 30 units or more).

#### GOAL:

Maintain high water quality standards at each Aquatic Facility

#### STRATEGIES:

- Sample all Aquatic Facilities on a monthly basis.
- Interpret monthly water sampling results and close facilities if required.
- Sample & interpret analysis of private or recreational waters as necessary.
- Provide clear advice.



### Landfill Bore Monitoring

#### RISK RATING:

Low

#### DESCRIPTION:

The Town of Port Hedland's Class 2 Waste Management Facility is a declared Contaminated Site and regularly receives hazardous waste for disposal. The Town intends to undertake detailed monitoring of ground water on the borders of the facility every 6 months; to ensure that any underground water contamination is identified at an early stage in order to consider remediation options.

#### GOAL:

By implementing such a program the Town of Port Hedland is able to both meet its state government licensing requirements and ensure that any possible groundwater contamination is quickly identified and remediated.

#### STRATEGIES:

The Town has installed five ground water monitoring bores in and around the landfill which allows for a detailed analysis of groundwater to be undertaken.

- Regularly monitor groundwater every 6 months and this task will now be undertaken by the Environmental Health Department.



**Effluent Re-Use System**RISK RATING:

Medium/High

DESCRIPTION:

The Town of Port Hedland operates an effluent re-use scheme for supplying recycled water to parks, gardens & sports fields throughout the town. This scheme recycles 100% of the Towns' wastewater.

GOAL:

Continue to work with stakeholders to reduce any possible health issues and promote safe work practices.

STRATEGIES:

- The scheme is to be audited annually.
- Monthly sampling is carried out to ensure that the effluent water quality is in accordance with National Guidelines for Reclaimed Water.
- The Reuse Operational & Maintenance Manual has now been updated and should be reviewed every 12 months.
- Complete Annual Reuse Scheme Checklist & undertake required maintenance.

**Community Water Supplies**

Remote community water supplies are predominantly regulated by Remote Area Essential Services Program (RAESP) administered by the Department of Health. Council, as a support agency, can provide advice to concerned members of the public in relation to water matters, sampling, sterilisation, and vector (mosquito) control in water storages.

## 6. Accommodation

**Public Building Inspections**RISK RATING:

Medium

DESCRIPTION:

Public Buildings are defined as buildings or places where people assemble for a certain event (entertainment, social, educational, religious, etc) i.e. hotels, clubs, sporting facilities, halls, etc.

GOAL:

To work with stakeholders and reduce potential health issues and promote safe work practices.

STRATEGIES:

- Routine inspections and licensing of all lodging houses, caravan parks to ensure compliance with legislative standards.
- Take enforcement action against any operation not in compliance with relevant legislation.
- Liaise with planning and building services to examine new public accommodation/ public building proposals.
- Process approvals for all identified public buildings.

- Process applications for temporary events.

### **Accommodation Inspections (Caravan Parks, Lodging Houses & Chalets)**

#### RISK RATING:

Low/Medium

#### DESCRIPTION:

This area covers approvals of all types of temporary accommodation, which includes backpackers, caravan parks, hotels and motels, construction camps, bed & breakfasts and short stay apartments.

#### GOAL:

To work with other stakeholders to reduce potential health issues and promote clean, safe and hygienic accommodation.

#### STRATEGIES:

- Conduct annual inspections; and issue annual licence.

## **7. Pest Control**

### **Mosquito Management**

#### RISK RATING:

Medium/High

#### DESCRIPTION:

Mosquito borne disease such as Australian Encephalitis, Ross River Virus and Barmah Forrest Virus are prevalent in the Pilbara region especially during the wet season. Environmental Health Services conduct routine mosquito surveillance of breeding sites throughout the town and in conjunction with State Health Authorities who maintain sentinel chicken flocks.

It is important to remember that mosquitoes are a natural member of the salt marsh ecosystem and an important link in the environmental food chain; they are also endemic to the Pilbara especially in the wet season. Tidal inundation and the ponding of water pose the greatest challenge to mosquito management, as the range of tidal movement is vast in the northwest and physical prevention measures are sometimes not possible. Chemical preventative measures assist greatly in reducing mosquito populations however cannot stand alone.

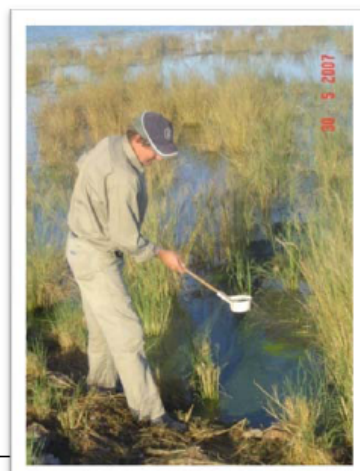
#### GOAL:

To work with the community to reduce health issues and the spread of infectious disease which will promote healthy lifestyles;

#### STRATEGIES:

Operate a risk-based treatment program for mosquitoes that has the following priorities:-

- Achieving a permanent engineering solution to known breeding sites.
- Treating breeding sites of mosquitoes in a manner that is environmentally acceptable.
- Keep records of mosquito complaints for purpose of measuring performance.
- Monitor known breeding sites & apply chemical preventative measures when required.



- Encourage residents of the Pilbara to contribute to their own safety by protecting themselves from being bitten.
- Issue press releases in the local newspaper to keep the public up to date.
- Participate in radio information sessions.
- Support & update the Mosquito Management Plan.

### **Sentinel Chicken Program**

#### RISK RATING:

Low/Medium

#### DESCRIPTION:

The Arbovirus Surveillance and Research Laboratory at the University of Western Australia, Department of Health and Pilbara Population Health monitor MVEV activity in the Town using sentinel chicken flocks.

If a mosquito carrying the virus bites a chicken, the chicken does not get sick but does produce antibodies to MVEV. Blood samples are taken from chickens by Pilbara Population Health staff members and are sent to Perth and are tested for the presence of MVE antibodies. The Department of Health issue a warning to residents and visitors to the regions to avoid mosquito in times of high virus activity.

### **Vermin**

Environmental Health Services can advise the public on any issues in respect to vermin control.

There is specific advice and conditions applied to the demolition of houses that requires the houses to be baited prior to demolition to avoid the spread of vermin.

## **8. Health Promotion**

### **Health Promotion – Schools, Newsletters etc.**

The Town of Port Hedland is strongly committed to spreading awareness throughout the community in relation to health matters which can include advice on public swimming pools, water, food safety, mosquito protection and health promotion. Council does this by providing detailed information to the public via pamphlets/flyers, press releases, information stands at events in Port Hedland, presentations at schools and via the Town of Port Hedland website.





## 9. Aboriginal Environmental Health

### Health Promotion - Community Visits & Dog Health Program

RISK RATING:

Low/Medium

DESCRIPTION:

Liaise with Pilbara Meta Maya, Dept. of Health, and Aboriginal communities within the Town to provide environmental health advice to the indigenous community.

GOAL:

Assist in maintaining acceptable levels of environmental health in Aboriginal communities.

STRATEGIES:

The Town of Port Hedland will have an increasing role in relation to Aboriginal communities due to the development of the Code of Practice for Housing & Environment Infrastructure Development in Aboriginal Communities in WA.

- Provide training & support for community members in Environmental Health
- Assist Pilbara Meta Maya to conduct their dog health programs in Port Hedland communities.



## 10. Administration

### Office Duties – Registrations, Letters, enquiries, record keeping etc.

#### GOAL:

The aim of Environmental Health Services is to provide an effective administration and enforcement service that ensures acceptable public health and environmental standards are being met in the Port Hedland community.

#### STRATEGIES:

- Investigate various public concerns and assess each request for service thoroughly.
- Provide feedback to the customer as soon as possible.
- Provide accurate and helpful advice.

### Complaint Resolution

Environmental Health Services will investigate all concerns/complaints that are received in accordance with Councils policy.

### Conferences & Seminars

The Council promotes further education and development for all Environmental Health programs. Courses and seminars are often organized and offered to stakeholders and community groups with a view of better educating the public on key programs.

Seminars have been conducted on the following topics:

Aquatic Facility Regulations  
Cyclone Preparedness  
Mosquito Management

## 11. Other

### Keeping of Animals

Keeping of animals should be in accordance with the Towns *Health Local Laws 1999*.

The control of dogs is the responsibility of Council's Ranger Services under the *Dog Act 1976*.

### Environmental Protection

Councils Environmental Health Services team is committed to the protection of the environment from potential threats such as industrial contamination, illegal disposal of waste, damaged waterways and foreshores, air and noise pollution etc.

By responding to complaints, regulating industry and other activities, taking action against those found to be committing an offence against Environmental Health Legislation, providing input on various committees focused on environmental issues and providing support to State Government agencies the Town of Port Hedland further demonstrates its dedication to protecting both the environment and the health and wellbeing of the community.

The Towns Environmental Health Service also undertake environmental protection projects to protect the Towns sand dunes and foreshore areas.

**Emergency Management**RISK RATING:

Medium

DESCRIPTION:

Council's Environmental Health Services play an important role in relation to emergency/disaster management.

GOAL:

The following issues are key areas that involve Environmental Health:

- Provision of safe food and water;
- Sewerage, waste management and disposal;
- Monitoring of health issues in relation to notifiable diseases; and
- Assisting in evaluating and accessing safe accommodation for evacuees;

STRATEGIES

- Membership of the Local Emergency Management Committee (The Towns Environmental Health Manager is the Coordinator of the LEMC).
- Participate in annual review of the Recovery Plan and local emergency management arrangements.
- Participate in emergency management training when available.





**Development Assessment**

Councils Environmental Health team regularly acts as a referral agency when new developments are proposed throughout the district. By ensuring that environmental concerns are addressed during the initial stages of development potential threats to the environment can be mitigated to ensure that industry and the public can operate without negatively impacting on the surroundings.

**Air Quality Monitoring**RISK RATING:

Medium

GOAL:

To ensure that all practicable measures are being undertaken to minimise dust emissions and other sources of air pollution in the Town of Port Hedland.

STRATEGIES:

Environmental Health is a member of the Port Hedland Air Quality Reference Group and has an active role in their meetings. The committee's objectives are as follows:

- To provide advice on practical measures to improve air quality within the Town.
- To provide a monitoring service which will indicate the extent to which the air quality of Port Hedland complies with nationally accepted standards.
- To ensure that Port Hedland residents have air quality which complies with nationally accepted standards.
- To ensure that Port Hedland residents are kept fully informed on the actions of the committee.
- Conduct quarterly meetings with industry groups for the purpose of monitoring compliance with legislative standards for air pollution.
- Assist with the implementation of the Air Watch program in all Hedland schools.
- To provide a submission on draft air quality legislation in the Pilbara.

**Trends**

The current trend is for Port Hedland to undergo a quantum shift in development with major iron ore companies in the region expanding their operations significantly. This growth will place a huge demand on the resources of the Town to meet the immediate challenges ahead. Therefore, the Towns "Plan for the Future" needs to be a living document capable of change to meet the immediate growth phase that the Town is currently enjoying. This plan needs to address the social, economic, environmental, and public health trends that are emerging as a result of this rapid growth.

The reality is that Port Hedland is located in a harsh climatic environment and there is a need for sustainable regional development and planning by higher levels of government to assist in this rapid growth.

Strong leadership by this Council for sustainable regional development can improve and safeguard the environmental health status of the community through the provision of public health infrastructure and improved community-based vigilance of environmental and health standards.

## Customer Profile

The Town of Port Hedland identifies the customers in its Strategic Plan, including:

- Residents & ratepayers
- Community groups
- Local businesses
- Industry
- State and Federal Government agencies
- Tourists and visitors
- Non government agencies
- Developers
- Employees & Colleagues
- Elected members
- Educational institutions
- Suppliers of goods and services
- People with disabilities
- Aged
- Youth
- Indigenous and ethnic groups
- Families
- Media

All groups mentioned above will benefit from a community-based approach to Environmental Health Planning. Specifically, education and effective Environmental Health governance are the keys to improving and safeguarding standards.

## References

ToPH Environmental Health Business Plan 2003-04

ToPH Health Service Plan 2006-07

Team Plan Geraldton July 2007

Logan Public Health Plan 2003 -2008

City of Melbourne 2005-2009 Municipal Public Health Plan

Rockingham Community Health & Wellbeing Plan 2007-2011

### Web:

Public Documents - Strategic Plan 2007-2012

<http://toph->

[wsus/intranet/Home/CorporateKnowledge/tabid/56/ItemId/57/Default.aspx](http://toph-wsus/intranet/Home/CorporateKnowledge/tabid/56/ItemId/57/Default.aspx)  
24/7/2008

Town of Port Hedland - Services

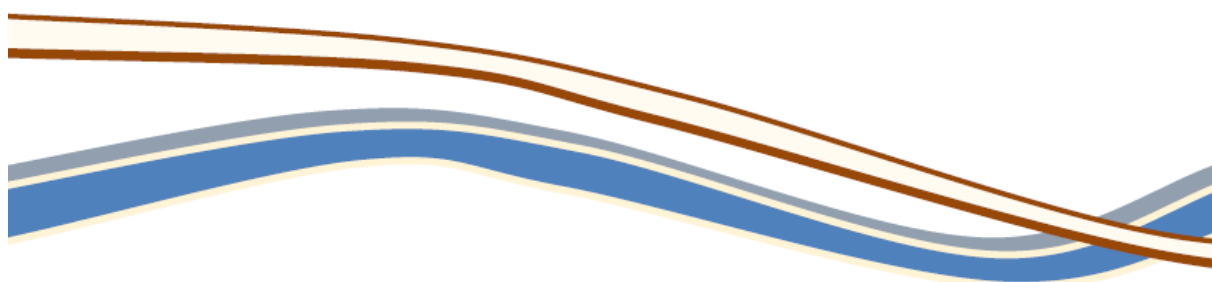
[http://www.porthedland.wa.gov.au/services\\_facilities/environmental\\_health](http://www.porthedland.wa.gov.au/services_facilities/environmental_health)  
10/10/2008

A Guide to an Environmental Health Plan

[http://www.health.wa.gov.au/envirohealth/planning/docs/Model\\_LocalGov\\_EH\\_Plan.p](http://www.health.wa.gov.au/envirohealth/planning/docs/Model_LocalGov_EH_Plan.pdf)  
df - retrieved 10/10/2008

Australian Bureau of Statistics: Local Government Area populations - Port Hedland

<http://www.abs.gov.au/AUSSTATS/abs@.nsf/Lookup/3218.0Main%20Features92006-07?opendocument&tabname=Summary&prodno=3218.0&issue=2006-07&num=&view=> - retrieved 21/01/09



**11.1.2.6 Proposed Temporary Floating Hotel Located in the Proposed Marina, Port Hedland.  
(File No.: 800874G)**

<b>Officer</b>	<b>Leonard Long</b> Manager Planning
<b>Date of Report</b>	1 September 2010
<b>Application No.</b>	2010/
<b>Disclosure of Interest by Officer</b>	Nil

**Summary**

A request has been received from Doug Gould on behalf of Bloomoons Pty Ltd, requesting Council's "in principle" support for the proposed floating hotel "SS Pilbara", to be moored in the proposed marina.

Although the floating hotel will not be located on the Spoil Bank reserve, but rather within the Harbour reserve, the Town will be required to provide services and ancillary uses to the floating hotel, thereby necessitating the need for a planning approval.

**Background**

*Locality: (Attachment 1)*

As mentioned the applicant has proposed to moor the floating hotel in the location of the proposed marina development, approximately in front of the existing yacht club.

*Reserve: (Attachment 2)*

The area which is proposed for the marina lies outside of the Port Hedland Scheme Boundary, and is within the Port Hedland Port Authorities Harbour reserve.

*Ownership:*

The subject area is owned by the Crown, and as mentioned is reserved to the Port Hedland Port Authority for Port related uses. Therefore, it would be required that the applicant obtain approvals from the Department of Regional Development and Lands as well as the Port Hedland Port Authority, prior to submitting a planning application to Council.

*Proposal:*

The proposal was presented to the Council at its meeting held on the 11<sup>th</sup> of August 2010, in which the floating hotel was described in detail and certain scenarios provided with regard to services i.e. effluent disposal, parking and dining.

**Consultation** Nil

**Statutory Implications**

Since it is proposed to have the floating hotel moored instead of dry docked it is not considered development as such. However, the ancillary uses required to operate the floating hotel would necessitate that the ancillary development are in terms of the Planning and Development Act.

**Policy Implications** Nil

**Strategic Planning Implications** Nil

**Budget Implications** Nil

**Officer's Comment**

It is general knowledge that there is an extreme shortage of housing within the Port Hedland area which is expected to continue for some time to come. The proposed floating hotel has the potential to alleviate some of the current housing pressures being experienced.

At the presentation to Council the applicant indicated that to be able to moor the floating hotel a certain amount of dredging is required as well as possible work on the breakwater structures. All the dredging work as well as any work on the breakwater structures would be done so as to ensure that it lines up with the proposed marina development. This would essentially reduce the overall cost to the proposed marina development and may even act as a catalyst to obtain a faster outcome.

However, from a planning perspective there are a number of concerns that need to be taken into consideration.

*Services:*

The applicant has indicated that it would be able to treat its effluent onboard and then by way of a pump station possibly pump it into the sewer reticulation network. Alternatively, the applicant has proposed that the effluent can be transported away and disposed of by truck. The same alternative would be used for the fresh water requirement.



*Parking:*

The proposed floating hotel would generate parking requirements due to its proposed use being essentially a floating transient workers accommodation structure, and needs to be taken into consideration when calculating the parking requirement.

In this regard the Port Hedland Town Planning Scheme No. 5, requires parking at the following ratio:

- 1 bay for every 2 beds (in the case of communal accommodation), or
- 1 bay per bedroom unit, and
- 1 oversized vehicle parking bay per every 10 beds (minimum of 2).

Taking the above requirement into consideration the applicant would have to provide 332 car parking bays and 33 oversized vehicle bays. Roughly calculated this would require a sealed parking area of 9,000m<sup>2</sup>.

Whilst the applicant has indicated that he is willing to develop a car park, it is imperative to ensure that its location is in line with the proposed marina development.

*Access:*

The proposed floating hotel will require access to shore for the duration of its stay, as well as vehicular access to the parking area. Currently there are two access points that could be considered although both would require upgrading.

The access to the yacht club via the Spoil Bank could be considered. However, with it being located directly adjacent to residential dwellings there is a concern that there would be continuous traffic at this intersection due to shift times, which may have a negative impact on the adjacent residential area.

There is also an access point via Sutherland Street opposite to the existing hospital, which could be upgraded to accommodate the type of usage envisaged. In addition being located directly adjacent to the hospital which will soon be decommissioned will have a minimal affect on the surrounding area.

*Mooring Location: (Attachment 1)*

The mooring location of the floating hotel would also need to be clearly negotiated with Landcorp to ensure that the floating hotel does not restrict / prohibit any works associated with the marina construction.

In this regard the current marina proposal makes provision for three rows of boat pens, with the centre row being the proposed location of

the floating hotel. Considering that the existing yacht club boat ramp is still used albeit infrequently the location proposed may deem the boat ramp unusable. Should the floating hotel be relocated to the proposed western row of boat pens the boat ramp may still be useable. In addition the proposed marina plan indicates a car park or commercial area, where the required car park as well as the proposed linkage from the shore to the floating hotel could be constructed.

*Amenity:*

In regard to the amenity, there are a number of factors to consider. With the completion of the new yacht club building which will be well used by the residents in Port Hedland, care must be taken not to impede on the visual aspect of the Spoil Bank or even the development of the marina which would be of huge interest to the community. With regard to the amenity or streetscape from Sutherland street, it is the opinion that this will have a minimal impact due to the height difference between the actual sea level and Sutherland Street. It must also be considered that the proposed positioning of the floating hotel presents the least amount of bulk towards Sutherland Street.

Another factor that must be considered is the decommissioning of the existing hospital, which would most likely remain vacant for a minimum of twelve months with any development proposed taking up to two to three years to complete.

One aspect that must be considered is that the proposed floating hotel may result in a tourist attraction due to the unusual occurrence of such "developments". The opportunity could be taken to develop a nonintrusive tourist lookout that would ultimately look out over the proposed marina.

*Noise:*

An aspect of concern is the actual location of the floating hotel being in a marina which is still to be constructed. The "residents" of the floating hotel are most likely shift workers, the use of large dredging barges practically next to the floating hotel may create a problem. The applicant will have to demonstrate how this potential noise impact can be overcome.

*Social Impact:*

The proposal is should it be approved will be able to accommodate 332 people. Given the nature of such "developments" it is important to cater for the needs of the "residents" not just in terms of accommodation but also recreation. From the presentation given to Council it is not clear if the floating hotel would be able to cater for this aspect.

Therefore, the applicant will be required to show how it is intended to provide recreation facilities to the “residents”.

**Attachments**

Mooring Location Plan, and  
Reserve Plan.

**Officer’s Recommendation**

That Council grants approval in principle to Doug Gould from Bloomoons Pty Ltd, subject to clarifying the following concerns:

- a. Confirmation from Department of Regional Development & Lands, being the custodians for the Crown that the proposed use fits within the purpose of the reserve.
- b. Confirmation from Port Hedland Port Authority, with whom the reserve is vested, that the proposed use is permissible.
- c. Confirmation from LandCorp, being the potential marina developers, that:
  - i. Proposed location of the floating hotel, and
  - ii. Proposed location of the required parking baysWill not inhibit development of the proposed marina.
- d. Confirmation that the services water, sewer and refuse can be provided to an acceptable standard,
- e. Confirmation that the engineering of the vessel and moorings will not result in unacceptable risk in occupants and surrounding property in a cyclonic event (Cyclone Management Plan)
- f. Demonstration on how noise management issues will be dealt with, and
- g. Demonstration that social amenity issues will be dealt with.

OR

That Council advises Doug Gould of Bloomoons Pty Ltd that while it is not opposed to the proposed development it requires the following matters to be addressed in more detail before approval in principle can be granted.

- a. Demonstration that the proposal meets the requirements of the Port Hedland Port Authority, the Department of Transport and Department of Regional Development and Lands
- b. That the proposal will not restrict future development of the marina
- c. Confirmation that the engineering of the vessel and moorings will not result in unacceptable risk in occupants and surrounding property in a cyclonic event (Cyclone Management Plan)
- d. Proposal will not cause unacceptable visual amenity issues

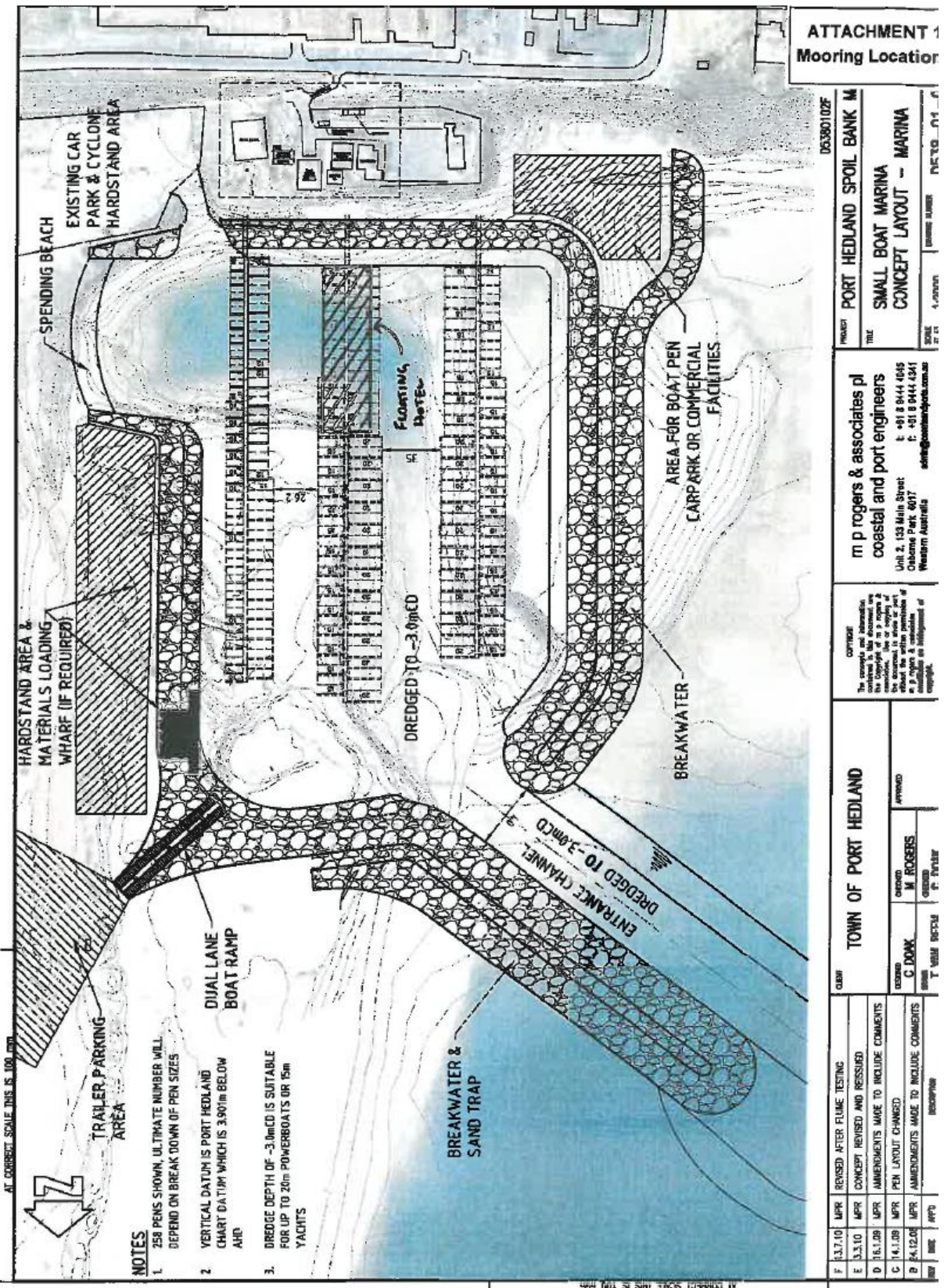
- e. That there has been adequate consultation with the users or occupants of surrounding land including but not limited to: Port Hedland Yacht Club, Port Hedland branch of the RSL and TS Pilbara.

**201011/067 Council Decision****Moved:** Cr A A Carter**Seconded:** Cr M Dziombak

**That Council advises Doug Gould of Bloomoons Pty Ltd that while it is not opposed to the proposed development it requires the following matters to be addressed in more detail before approval in principle can be granted.**

- a. **Demonstration that the proposal meets the requirements of the Port Hedland Port Authority, the Department of Transport and Department of Regional Development and Lands**
- b. **That the proposal will not restrict future development of the marina**
- c. **Confirmation that the engineering of the vessel and moorings will not result in unacceptable risk in occupants and surrounding property in a cyclonic event (Cyclone Management Plan)**
- d. **Proposal will not cause unacceptable visual amenity issues**
- e. **That there has been adequate consultation with the users or occupants of surrounding land including but not limited to: Port Hedland Yacht Club, Port Hedland branch of the RSL and TS Pilbara.**

***CARRIED 8/0***



AT CONCEPT SCALE THIS IS 100:1



**NOTES**

1. 258 PENS SHOWN. ULTIMATE NUMBER WILL DEPEND ON BREAK DOWN OF PEN SIZES
2. VERTICAL DATUM IS PORT HEDLAND CHART DATUM WHICH IS 3.900m BELOW AHD
3. DREDGE DEPTH OF -3.0mCD IS SUITABLE FOR UP TO 20m POWERBOATS OR 15m YACHTS

**ATTACHMENT 1  
Mooring Location**

PROJECT	PORT HEDLAND SPOIL BANK M
TITLE	SMALL BOAT MARINA CONCEPT LAYOUT -- MARINA
DATE	14/08/2010
DRAWN	NAME NUMBER
SCALE	NCTO 1:1

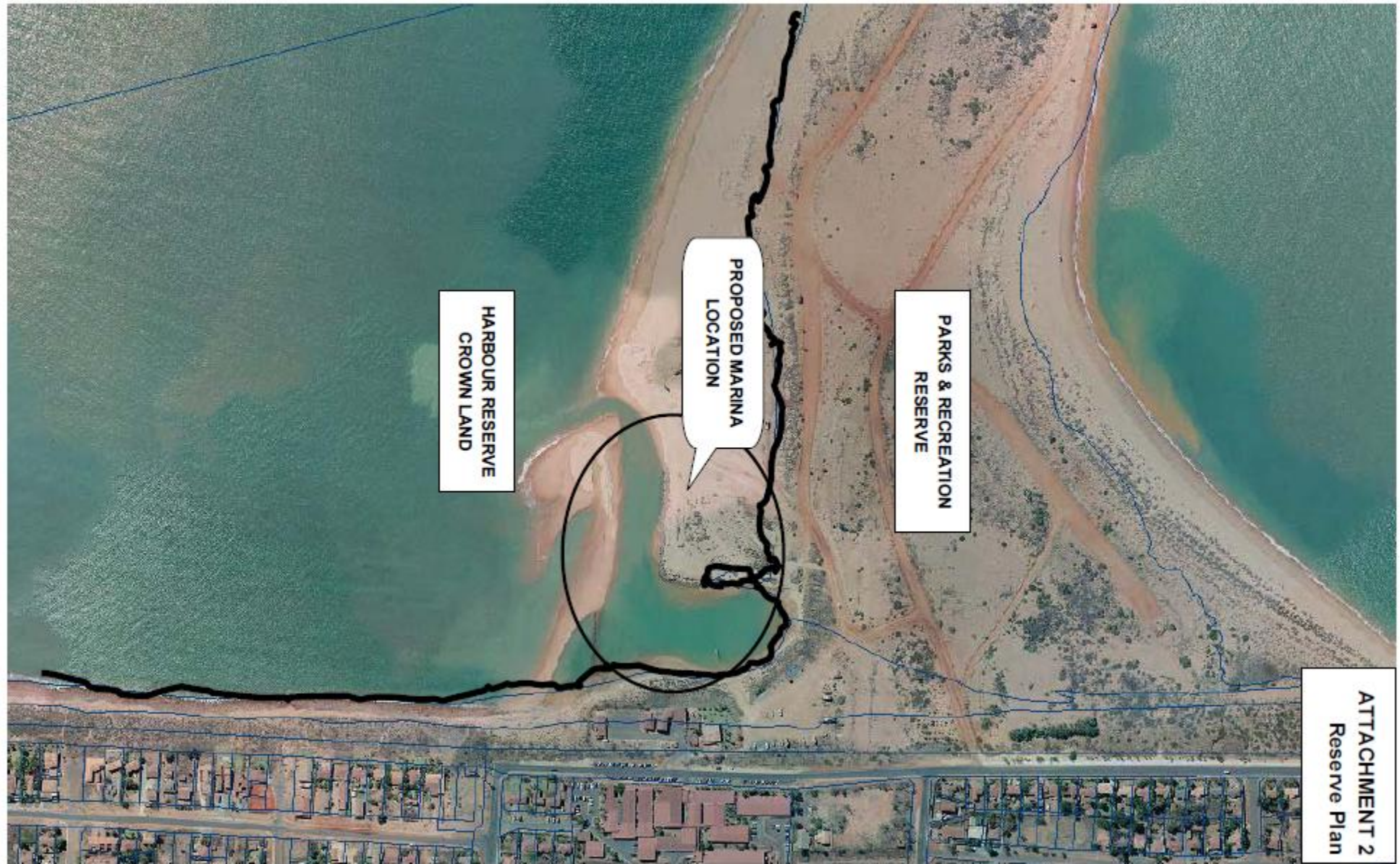
**m p rogers & associates pl**  
 coastal and port engineers  
 Unit 2, 133 Main Street  
 Channing Park 8017  
 Western Australia  
 Tel: +61 8 9444 4845  
 Fax: +61 8 9444 4341  
 email: info@mprogers.com.au

CONCEPT  
 The concepts and information contained in this document are the copyright of m p rogers & associates pl. It is to be used for the purposes of the project only and is not to be reproduced or used in any other project without the written permission of m p rogers & associates pl. All rights reserved.

<b>TOWN OF PORT HEDLAND</b>	
DESIGNED	APPROVED
C. DUNK	M. ROGERS
DRAWN	CHECKED
T. VALLI DESSA	P. RUTZKE

REV	DATE	DESCRIPTION
F	13.7.10	MPPR REVISED AFTER FULM TESTING
E	13.3.10	MPPR CONCEPT REVISED AND REISSUED
D	15.1.09	MPPR AMENDMENTS MADE TO INCLUDE COMMENTS
C	14.1.09	MPPR PEN LAYOUT CHANGED
B	14.12.08	MPPR AMENDMENTS MADE TO INCLUDE COMMENTS
REV	DATE	DESCRIPTION





**11.2 Engineering Services****11.2.1 *Request to Waive Landfill Disposal Fees – Swans Club Rooms Demolition works to Kevin Scott oval (File No. )***

**Officer** **Russell Dyer**  
Director Engineering

**Date of Report** 19 August 2010

**Disclosure of Interest by Officer** Nil

**Summary**

The purpose of this report is to request the waiver of landfill disposal fees for the demolition works associated with the removal of the Swans clubrooms to make way for the new football oval adjoining the Multi Purpose Recreation Centre development.

**Background**

As part of the Multi Purpose Recreation Centre construction Council's Engineering Department through the procurement policy and Council's own staff are going to manage the construction of the new oval ,car park, lighting and demolition of the swans club rooms. These works are outside the tender, but are included in the MPRC budget.

With the demolition of Swans club rooms there will be rubble that will need to be carted to Councils Landfill in South Hedland.

**Consultation**

Council's Engineering Services

**Statutory Implications** Nil

**Policy Implications** Nil

**Strategic Planning Implications** Nil

**Budget Implications**

Although the waiving of landfill disposal fees will reduce the income received in account 1004329 it will also increase the budget for MPRC oval construction.

**Officer's Comment**

As this work is outside the scope of works that has been tendered MPRC 10 – 19 and Councils Engineering Department are undertaking the works charging tip fees against the project will reduce the funds available for the construction of the new oval .

**Attachments**

Nil

**201011/068 Council Decision/Officer's Recommendation****Moved:** Cr G J Daccache**Seconded:** Cr J M Gillingham

**That Council waives the South Hedland Waste Management facility disposal fees for the demolition of Swans Club rooms incurred by Council's sub contractors.**

***CARRIED 8/0***



**11.3 Community Development****11.3.1 Libraries and Cultural Development Services****11.3.1.1 *Advertisement of the Library Services Plan (File No.: 03/04/0003)***

**Officer** **Debra Summer**  
Manager, Libraries and  
Cultural Development

**Date of Report** 19 August 2010

**Disclosure of Interest by Officer** Nil

**Summary**

The Town of Port Hedland 2008-2013 Plan for the Future included a strategy to review library operations and locations and develop a plan for the future operations of libraries in the Town. Utilising feedback from two rounds of community and other stakeholder consultations, a draft Library Services Plan was presented to the Council at its meeting of 23<sup>rd</sup> June 2010. The recommendation from that meeting was to advertise the Library Services Plan and report back to Council on the outcomes of that feedback.

This report presents to the Council:

- The strategy to undertake that advertising
- Provides feedback from that exercise and:
- Suggests subsequent changes to Plan

**Background***Consultation to develop the Plan*

Feedback from the first two engagement strategies provided clear direction to the Town of Port Hedland in relation to the type of facilities desired, programs and services, preferred access options and activities and programs provided through the libraries of the town. This was formulated into the library Services Plan as seven objectives..

These objectives are:

Objective1: The design and construction of a new library and community centre on the South Hedland Aquatic Centre site inclusive of commercial facilities such as a book shop and cafe

Objective 2: Relocate the Port Hedland Library with coffee shop into the "Greenhouse" on the corner of MacKay and Richardson St as part of the West End Revitalisation.

Objective 3: An examination of opening hours of both Libraries to better meet the needs of the community, including opening Sundays.

Objective 4: Increased access to technology and other non traditional library services at both Libraries.

Objective 5: The development of targeted programs and resources to increase libraries usage by currently under represented demographics within the Library cliental (ie young adults, indigenous people, FIFO workers, people from culturally and linguistically diverse backgrounds)

Objective 6: Commercial services and facilities are included in the library such as a book shop and a coffee shop/café

Objective 7: Staff that assist people in accessing services, programs and information

#### *Advertisement of the Plan*

To advertise the contents of the Library Services Plan, Northern Edge Consultants were engaged to develop and implement a methodology to inform the community of the objectives in the plan and to gain any feedback.

The aim of this next advertising process prior to implementing this Plan was to:

1. Promote what is intended to the community and generate support and interest
2. Gain feedback from the community in relation to the intent and the content of the plan
3. Provide Council with the opportunity to refine any of the proposed objectives within the Plan before endorsing it.
4. Establish ownership of the Plan and ultimately the Library Service – by the community of Port Hedland.

Methods employed included:

1. An on-line survey linked to the Library website
2. A call for formal feedback on the Plan advertised in the media
3. Distribution of approximately 100 of hard copies of the Plan and the survey from both Port and South Hedland Library
4. Provision of an electronic copy of the Plan on the website
5. Community information forums held at both Port and South Hedland Library and as part of the South Hedland Town Centre revitalisation event.
6. Email to all library client database
7. Displays at both Port and South Hedland Library
8. Mail out to 35 key stakeholders.

Intended consultation methods were promoted in the local media and on community notice boards.

**Consultation**

- Director Community Development
- Library Coordinator
- Stakeholders as identified in Library Services Plan Consultation Strategy

**Statutory Implications**

Library Board Act of Western Australia (1951) and associated Regulations

Public Library Framework Agreement;

**Policy Implications** Nil

**Strategic Planning Implications**

Key Result Area 3- Community Development

Goal 2- Sports and Leisure

5. Review the library operations and locations develop a plan for future operations of libraries in the Town.

**Budget Implications**

Allowances have been included in the 2010/2011 budget to undertake actions identified in the Plan for this financial year.

**Officer's Comment**

A full report on feedback received during this period of advertising is included as an attachment to this report. In summary, all objectives with the exception of Objective 2 which deals with the proposed relocation of the Port Hedland Library have been received positively by the community.

Given the community feedback on Objective 2 coupled with uncertainty around other projects that may impact on future use of the "Greenhouse" it is recommended that this objective in the plan be altered. Objective 2 in the library Services Plan is recommended to now be:

In 2012/2013 undertake a Feasibility Study into the optimal location for a new Port Hedland Library inclusive of new technology or commercially based activities whilst retaining elements of traditional library usage.

Council is thus requested to endorse the Library Services Plan inclusive of this new Objective 2.

**Attachment**

Report of Advertising Feedback

**201011/069 Council Decision/Officer's Recommendation**

**Moved:** Cr A A Carter

**Seconded:** Cr J M Gillingham

**That Council:**

- 1. receive the report on the advertising of the Library Services Plan; and**
- 2. revise Objective 2 in the Library Services Plan to read:**

**In 2012/2013 undertake a Feasibility Study into the optimal location for a new Port Hedland Library inclusive of new technology or commercially based activities whilst retaining elements of traditional library usage; and**
- 3. endorse the Library Services Plan with subsequent changes and refer the associated action plan for inclusion in the ordinary Council planning and budgetary processes.**

***CARRIED 8/0***

# Report on Advertising Feedback of the Library Services Plan

---

## Overview

Extensive “best practice” research and community engagement has resulted in the development of the *Town of Port Hedland Library Services Strategic Plan 2010-2015* including:

- Development of Strategic Focus Plans
- Comprehensive and in depth feedback from library users
- Feedback from the broader community, specifically targeting non-user groups

The key themes identified from both consultation strategies provided clear direction to the Council, in relation to the types of facilities desired, programs and services, preferred access options, and activities and programs provided through the town’s libraries. In turn, these themes have been developed into actions and strategies which form the basis of the Library Services Plan.

The plan consists of seven key objectives:

- Objective 1: The design and construction of a new library and community centre on the South Hedland Aquatic Centre site inclusive of commercial facilities such as a book shop and café.
- Objective 2: Relocate the Port Hedland Library with coffee shop into the “Greenhouse” on the corner of MacKay and Richardson St as part of the West End Revitalisation.
- Objective 3: An examination of opening hours of both Libraries to better meet the needs of the community, including opening Sundays.
- Objective 4: Increased access to technology and other non-traditional library services at both Libraries.
- Objective 5: The development of targeted programs and resources to increase libraries usage by currently under represented demographics within the Library cliental (ie young adults, indigenous people, FIFO workers, people from culturally and linguistically diverse backgrounds).
- Objective 6: Commercial services and facilities are included in the library such as a book shop and a coffee shop/café.
- Objective 7: Staff that assist people in accessing services, programs and information.

Each of the objectives is outlined in detail within the Plan and supported by a number of related actions. Implementation of the objectives and actions is further developed in the Operational Plan.

Prior to implementing the Library Services Plan however, as requested by Council, advertising of the contents of the plan to the community was carried out to:

- a) Promote what is intended, and generate support and interest
- b) Gain feedback from the public in relation to the plan
- c) Establish ownership of the plan and ultimately the services – by the community of Hedland

In order to optimise the level of feedback from the community, a number of strategies were employed including community forums, requests for papers, displays at the libraries and a survey.

### *Key Themes*

#### Objective 1:

---

The community acknowledges the need for a re-vitalised library service, supports the concept of a new library and community centre in South Hedland, and the undertaking of a feasibility study into the construction of this facility.

Feedback from participants reveal their support for a building which is “iconic and aesthetically beautiful” and functions to provide programs, activities, facilities and access opportunities that better meets the needs of the growing Hedland community.

Participants identified that the design of the building should provide for the co-location of a number of community organisations in need of space. In addition, multi-use areas in the building are created as well as discrete spaces to cater for the differing needs of users.

#### Objective 2:

---

Participants at the forum acknowledged the fact that retaining the Port Hedland Library in its current location is not compliant (in terms of health and safety and legislation), or viable, and that an alternative location is required. Participants support the Town of Port Hedland in relation to exploring the feasibility and viability of the Greenhouse, however the process should consider:

- a) What the Greenhouse will be able to offer in terms of functionality, services, programs and products (whilst retaining the historical integrity of the building).
- b) Strategies (such as outreach services) that would continue to promote access to Town of Port Hedland library services, for current users of the Port Hedland Library e.g. young children and their families and the aged.
- c) The fact that people want "books" in the library.
- d) Long term planning and options that would consider the construction of a venue that would include the Port Hedland library in a more central location e.g. Boulevard Shopping Centre.

**Objective 3:**

---

Respondents overwhelmingly support a trial of extended opening hours of both Port and South Hedland Libraries, particularly Sunday afternoons.

**Objective 4:**

---

Participants acknowledged the need for improved access to technology and non-traditional library services.

Community feedback supports access to technology, free of charge, assuming the provision of this service in fiscal terms is feasible.

Respondents are supportive of the provision of non-traditional library services in order to cater for the changing needs of the population, however, elements of a traditional library service (eg books on shelves) should be retained.

**Objective 5:**

---

Respondents strongly advocate for the provision of services and programs that will assist the community to come together and grow. Lifelong learning, programming for marginalised groups (youth, indigenous and multicultural) and activities contributing to social inclusion were identified.

**Objective 6:**

---

Participants support the library service outsourcing to other service providers (public or private), for the purpose of commercial services and facilities such as a crèche, coffee shop or book shop.

Feedback also indicates strong support for the provision of business services, particularly for small home-based businesses, under an affordable (for the client), fee for service structure.

**Objective 7:**

---

Participants acknowledge the need for a review of the current library structure and identify understaffing as an issue. In addition, a review of the skill set of library staff was supported, with particular reference to library staff being skilled up in the area of information technology support.

*Summary*

Feedback on the advertisement of the Library Services Plan was primarily supportive of the objectives and associated actions.

The proposed new South Hedland Library and Community Centre generated much positive interest particularly in regard to improved spaces, co-location opportunities with both community organisations and commercial businesses, and innovative services and programs through the use of technology.

The closure of the current Port Hedland Library was acknowledged by respondents as justified however, feedback suggested that the potential re-location to the "Greenhouse" requires further investigation.

Whilst supportive of moving forward with a new and modern library service, of most importance to library clients is the preservation of their traditional library experience.



## *Contents*

	<b>Page</b>
<b>1. Methodology</b>	<b>6 - 7</b>
<b>2. Report Findings</b>	<b>8</b>
Objective 1: Action 1	8 – 9
Action 2	9
Action 3	9
Objective 2: Action 4	10
Objective 3: Action 5	10
Objective 4: Action 6	11
Action 7	11
Action 8	11
Objective 5: Action 9	11
Action 10	11
Action 11	11
Action 12	12
Action 13	12
Action 14	12
Action 15	12
Objective 6: Action 16	13
Action 17	13
Objective 7: Action 18	14
Action 19	14

## Methodology

Independent community engagement was conducted to inform and obtain feedback on the Library Services Plan 2010 – 2015, over a three week period during July 2010.

### Community Engagement Tools

A survey developed by the consultants in collaboration with Town of Port Hedland staff, was the key tool utilised in the community engagement process. Appreciating that not all members of the community would be interested in the finer details of the Library Services Plan, the survey (an abridged version) provided a user-friendly alternative for the public to respond.

The survey called for the community to respond to each of the plans seven objectives and associated actions as to whether they agreed or objected, with supporting comments encouraged.

In addition, a power point presentation of the abridged version of the plan was developed, for use with the community forums. This presentation highlighted key aspects of the plans actions and included graphics such as architectural plans and sketches.

A feedback pack consisting of an overview letter, link to the plan on council website and a survey, developed by the Library Staff, was utilised with Primary Stakeholders.

### Community Engagement Methods

Feedback from the communities of Port and South Hedland was sought, in relation to the two versions of the plan (*Library Services Plan* and *Community Consultation Survey*) using a number of strategies. These included:

- A. On-line Survey linked to the ToPH Library website.
- B. Call for formal feedback on the Library Services Plan through media advertising (radio and print). The full version of the Plan being available in hard copy from both library centres or in electronic format on the website.
- C. Distribution of hard copies of the Library Services Plan and the Community Consultation Survey from both Port and South Hedland Library.
- D. Email to all library cliental database.
- E. Engagement with the Port Haven Integration Working Group through a presentation on initiatives within the plan and an invitation for feedback from FIFO workers by means of online or hard copy survey.
- F. Mail out to Primary Stakeholders of a feedback pack consisting of an overview letter, link to the plan on council website and a survey. Primary stakeholders were identified from the *Consultation Strategy to Identify Key Themes and Partnering Opportunities* document, March 2010.
- G. Displays at the Port and South Hedland Libraries including surveys and invitation for formal responses on the Library Services Plan.

- H. Community Forums conducted at the Port and South Hedland Libraries on Wednesday 28<sup>th</sup> and Thursday 29<sup>th</sup> July respectively. The forums consisted of i) a power point presentation on the content of the plan, facilitated by the ToPH Libraries and Cultural Development Manager and ii) a facilitated group discussion to gather community feedback, conducted by Northern Edge Consultants. The second part of the forums, were targeted discussions on the actions in the plan that the forum participants identified as being of most significance.

The feedback gathered during the process, was collated to provide an informative report for council, on the community's response to the ToPH Library Services Plan 2010-2015.

## Report Findings

Community feedback on the Town of Port Hedland Library Services Plan 2010-2015:

*Objective 1: The design and construction of a new library and community centre on the South Hedland Aquatic Centre site inclusive of commercial facilities such as a book shop and café.*

*Action 1 – Create an iconic landmark building in the South Hedland CBD to increase resident and tourism visitation, strengthen civic pride and local sense of place, and contribute to Port Hedland as a liveable destination.*

- a) Aesthetically significant; building and surrounds to be stunning; features to be “wow factor”.
- b) Library and Community Centre space to include opportunities for co-location with Well Womens Centre, Hedland Playgroup, Toy Library and informal allocated space for other community groups eg meeting space.
- c) A children’s play area for exclusive use by playgroup association during programmed hours then available for use by the public. Playgroup program could expand in the new centre, averaging 20 sessions per week and involving up to 60 families.
- d) Playgroup program currently provides:-
  - play activities
  - art/craft
  - snack time
- e) Public use opportunities could include:-
  - crèche facility for mums or dads visiting the library or community centre
  - childrens birthday party venue hire
  - school holiday programs
  - parenting programs
  - general use indoor playground facility
- f) Childrens area to include:-
  - indoor playground, large enough for kids to run and ride around
  - enclosed baby area (like a big playpen) where babies can be safely isolated
  - baby changing facilities
  - storage area for toys
  - kitchen/wet area
  - access to an outdoor play area
  - opportunities for children to touch and engage with books – touch, feel, read; child friendly reading areas
  - interactive drawing wall; functioning as a display wall
- g) An area zoned for teenagers/youth to encourage library usage:-
  - Play stations, Wii games, X Boxes
  - Magazines and comic books specific to teenagers eg Dolly, Rolling Stone
  - Comfortable and relaxed seating; area conducive to socialising and being noisy
  - Liaise with Community Policing and other agencies regarding opportunities for young people
- h) Café area with remote internet access.
- i) Bookshop.
- j) Outdoor area with natural and/or mist cooling systems; area could be utilised for activities.

- k) An area zoned as Quiet Space:-
  - reading and relaxation area
  - restful armchairs (alternative to own lounge room)
  - access to shared coffee/tea facilities
- l) Kitchen facility accessible to the public for cooking class programs.
- m) Co-location of Well Womens Centre:-
  - access to be considerate of client privacy and confidentiality
  - women's health information and education opportunities
- n) Interior design of facility to be modern, with spaces and furnishings age specific (ie beanbags and bright colours for kids; cool, soft furnishings for quiet area).
- o) A number of discrete entrances; capacity to use rooms/areas individually without needing to open the entire centre.
- p) Small theatrette – video conferencing/remote/satellite education opportunities for students and commercial purposes.
- q) Seminar facility (fee for service):-
  - meetings
  - space where external exams could be held
  - bank of laptops available for hire
  - affordable
- r) Venue for travelling exhibits/shows eg Scitech.
- s) Music/Jamming space with a sound recording studio.
- t) Spaces are flexible; moveable objects to create new/temporary spaces as needed.

*Action 2 – Investigate market potential and pricing structure for inclusion of business facilities and meetings rooms in redeveloped or new library facilities.*

- a) Spaces for home-based businesses; use of business facilities such as photocopier, fax machine.
- b) An outlet for small businesses like an indoor market or trash 'n treasure.
- c) Hiring of affordable meeting or seminar rooms.

*Action 3 – Develop sustainable partnerships for mutual benefit by progressing discussions with other entities and community groups within the Town of Port Hedland:*

- *Opportunities for technology integration and interoperability*
  - *Sharing of staff skills and expertise across the region and within the Town*
  - *Potential to plan together more effectively for delivery on areas such as life long learning*
  - *Opportunities for joint programming across all levels, especially in the areas of youth, literacy and learning, and children's and older persons programs*
- a) New centre would rely on engagement from other agencies/groups; volunteers/paid support; link into life long learning; encourage people to come to the library.
  - b) Opportunities for life long learning:-
    - quiet spaces for a range of ages to come to study and learn
    - access to education support such as tutoring
    - support for external studies
    - place for people to participate in projects eg scrapbooking, carpentry workshop

*Objective 2: Relocate the Port Hedland Library with coffee shop into the "Greenhouse" on the corner of MacKay and Richardson Streets as part of the West End Revitalisation.*

*Action 4 – Undertake a feasibility study into the relocation of the Port Hedland Library collated with a coffee shop into the "Greenhouse" on the corner of MacKay and Richardson Streets as part of the West End Revitalisation.*

- a) Must maintain the integrity of the "Greenhouse" from an historical perspective.
- b) Relocating to the "Greenhouse" would allow people the opportunity to enjoy the historical features of the building and its waterfront location.
- c) Opportunity for high volume of visitors within the West End area during winter/tourist months; tourists seeking access to internet/email/wireless applications (currently using visitors and seafarers centre).
- d) Concerns with dust and keeping the facility clean.
- e) Library must have books. Consider an additional building located at the rear of the Greenhouse as current building may not be large enough to accommodate both books and technology based services.
- f) Relocating away from a school, day care centres, playgroup and homes in the Cooke Point area could mean a risk of losing connection between families/children/youth and the library:-
  - consider the option of utilising an area of the Andrew McLoughlin Centre as a children's library with access to kitchen facilities (tea/coffee for parents) and playgroup facilities such as the playground.
  - encourage people to use both the Port Hedland "Greenhouse" Library and the new South Hedland Library with a viable public transport system.
- g) Investigate long term option of relocating the Port Hedland Library to a central site eg Boulevard Shopping Centre.
- h) A guarantee is made to maintain a library service to Port Hedland.

**Objective 3: An examination of opening hours of both libraries to better meet the needs of the community, including opening Sundays.**

*Action 5 – A trial for twelve months of extended library opening hours on three week days, Saturday and a Sunday afternoon.*

- a) Typical working week in Port Hedland involves long hours, so opening hours need to be include the evenings and on the weekend.
- b) Sunday opening would be beneficial for:-
  - families wanting something to do together on the weekend (particularly in hotter months)
  - tourists as most other retail/business outlets are closed
  - FIFO workers (rostered day off)
- c) Consider opening all day Sunday and closing one day during the week (or half a day).



**Objective 4: Increased access to technology and other non-traditional library services at both Libraries.**

*Action 6 – No comments of concern.*

*Action 7 – Provide access to technology free of charge.*

- a) Access to technology should be free of charge providing it is not a costly burden to council and ratepayers.

*Action 8 – Implement strategies to develop learning and informed communities through the use of technology by:*

- *Playing a role in skilling the local community towards employment for youth and disadvantaged or isolated adults.*
  
- a) Provide tutoring programs.
- b) Re-engagement activities for school avoiders – the library being a “neutral” area (non-threatening).
  - *Pursue opportunities for providing facilities and resources to be utilised by community members such as students, and studying professionals balancing careers/families.*
  
- c) Small theatrette with:-
  - video conferencing or satellite education opportunities eg. beaming in of university lectures.
  - school use opportunities.
  
- d) An allocated study area with:-
  - a bank of computers available for those who need them.
  - areas for people to use their own laptops (wireless or connected).

**Objective 5: The development of targeted programs and resources to increase libraries usage by currently under represented demographics within the Library cliental (ie young adults, indigenous people, FIFO workers, people from culturally and linguistically diverse backgrounds).**

*Action 9 – No comments of concern.*

*Action 10 – No comments of concern.*

*Action 11 – Actively engage with to promote the library and information service to the large numbers of remote and mobile workers (FIFO) and develop innovative ways to deliver services and resources required by this specific target demographic.*

- a) Feedback supports this action in the context of promoting and delivering services to better meet the needs of *all* members of the community.

*Action 12 – Implement strategies to develop more cohesive and inclusive communities by:*

- *Re-aligning service delivery to facilitate a stronger community development role of libraries through internal partnerships between library and community development staff on both projects and day to day operations.*
- *Identifying and developing potential partnerships with existing providers (both public and private) including existing community, health and well-being and cultural services.*
- *Developing a stronger focus on programming with a focus on literacy and services for marginalised groups, including older youth, indigenous people and multicultural groups.*

Reference – Action 3:

- a) New centre would rely on engagement from other agencies/groups; volunteers/paid support; link into life long learning; encourage people to come to the library.
- b) Opportunities for life long learning:-
  - quiet spaces for a range of ages, to come to study and learn
  - access to education support such as tutoring
  - support for external studies
  - place for people to participate in projects eg scrapbooking, carpentry workshop

Reference – Action 8:

- c) Provide tutoring programs.
- d) Re-engagement activities for school avoiders – the library being a “neutral” area (non-threatening).
  - *Provide access to online/recreational activities to contribute to social inclusion.*

Reference – Action 1:

- e) An area zoned for teenagers/youth to encourage library usage:-
  - Play stations, Wii games, X Boxes
  - Magazines and comic books specific to teenagers eg Dolly, Rolling Stone
  - Comfortable and relaxed seating; area conducive to socialising and being noisy
  - Liaise with Community Policing and other agencies regarding opportunities for young people

*Action 13 – No comments of concern.*

*Action 14 – Deliver programs and services that contribute to the local character and cultural history of Port Hedland.*

*Action 15 – Incorporate local social history collections and projects into the libraries that document and display local history.*

- a) A heritage/historical qualified staff member.
- b) History/archive area and research section.
- c) Displays of points of interest.



**Objective 6: Commercial services and facilities are included in the library such as a book shop and a coffee shop/café.**

*Action 16 – Pursue opportunities for income generation by:*

- *Investigating the feasibility of providing a fee for service for business services including video conferencing, board and meeting rooms, and associated support to small business, particularly, home based businesses or emerging businesses in new library facilities.*
- *Investigating as part of the facility at South Hedland, the acquisition of fee for services databases, as part of the provision of support to tertiary education and business.*

*Action 17 – Maximise opportunities to link with other public and private service providers in relation to provision of facilities such as day cares, playgroups, coffee shops or bookshops planned in new library facilities.*

Reference - Action 1:

- a) Library and Community Centre space to include opportunities for co-location with Well Womens Centre, Hedland Playgroup, Toy Library and informal allocated space for other community groups eg meeting space.
- b) A children’s play area for exclusive use by playgroup association during programmed hours then available for use by the public. Playgroup program could expand in the new centre, averaging 20 sessions per week and involving up to 60 families.
- c) Public use opportunities could include:-
  - crèche facility for mums or dads visiting the library or community centre
  - childrens birthday party venue hire
  - general use indoor playground facility
- d) Café area with remote internet access.
- e) Bookshop.
- f) Co-location of Well Womens Centre:-
  - access to be considerate of client privacy and confidentiality
  - women’s health information and education opportunities
- g) Small theatrette – video conferencing/remote/satellite education opportunities for students and commercial purposes.
- h) Seminar facility (fee for service):-
  - meetings
  - space where external exams could be held
  - bank of laptops available for hire
  - affordable
- i) Music/Jamming space with a sound recording studio; equipment available for hire.

Reference - Action 2:

- j) Spaces for home-based businesses; use of business facilities such as photocopier, fax machine.
- k) An outlet for small businesses like an indoor market or trash ‘n treasure.
- l) Hiring of affordable meeting or seminar rooms.

**Objective 7: Staff that assist people in accessing services, programs and information.**

*Action 18 – Implement strategies for more effective marketing and branding of library services thus ensuring equitable access for all by:*

- *Development of an integrated marketing and branding strategy as consequence of creation of priority within Community Services directorate.*
  - *Marketing strategy as part of consultation process as part of annual survey and feasibility study.*
- a) Library promotional and marketing material to be displayed in-house using technology and innovative techniques (interesting and visually captivating).
- b) Promotional material displayed in other community centres and public places.

*Action 19 – Reviewing and re-aligning the library structure and skill set of library staff to ensure excellence of service delivery to all members of the community.*

- a) Both libraries to be adequately staffed.
- b) Library staff to be highly skilled in IT and troubleshooting issues; trained to conduct effective searches of various databases.
- c) Professional customer service; confidentiality.

Acting Manager Recreation  
and Youth Services  
Development

**Date of Report** 20 August 2010

**Disclosure of Interest by Officer** Nil

### **Summary**

The Community Funding and Donations Working Group has finalised a policy for consideration by Council.

### **Background**

At the Ordinary Council Meeting held on 9 June 2010, Council resolved as follows:

*“That Council:*

- 1. Establishes a Donations Working Group to oversee the development of a Community Funding and Donations Policy, to consider requests for such funding and make recommendations to Council.”*

The Working Group has met subsequently to consider a draft policy and make amendments. These amendments have been incorporated into the policy that is presented here for consideration by Council.

### **Consultation**

- Community Funding and Donations Working Group
- Acting Chief Executive Officer
- Acting Director Community Development

**Statutory Implications** Nil

### **Policy Implications**

The Regional Championships Policy identifies potential Council contributions to these regional events when held in Hedland. Similarly, the Community Recreation Celebrations and Events Policy identifies specific Council contributions to specific events such as Port Hedland Cup Day.

This Community Funding and Donations Policy acknowledges that provisions of both these policies take precedence should any conflict with its own provisions arise.

### **Strategic Planning Implications**

## Mission Statement

*“To enhance social, environmental and economic well-being through leadership and working in partnership with the community”*

## Key Result Area 2: Community Pride Goal 2 – Events

That the Town annually hosts a series of well attended community events.

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

## Budget Implications

Funds have not been allocated in the 2010/11 budget to fund this policy. It is recommended that funds be sought when the first budget review is undertaken in October 2010.

## Officer’s Comment

The following policy reflects the scope, scale and nature of donations considered to be appropriate by the Working Group:

### TOWN OF PORT HEDLAND COMMUNITY FUNDING AND DONATIONS POLICY

#### 1. Objectives

- To support community initiatives that strengthen the capacity of local organisations and which deliver valuable outcomes to the Town’s residents.
- To enable the Town to implement a consistent response to requests received from the community for financial and in-kind support.
- To provide both local residents and community organisations with guidance in respect to the Town’s expectations of such requests.

#### 2. Scope

- This policy is limited to the consideration of requests up to a maximum of \$6,000 in value. This maximum value may comprise of cash funding and/or in-kind support. In order to assess the value of a request, a dollar (\$) value will be estimated for the in-kind component.
-

- All in-kind requests to contribute facilities and equipment at either no charge or at reduced rates will be subject to this policy.
- Requests for funding greater than \$6,000 will be considered as part of the normal budgetary process.
- Where any provision of either the Regional Championships Policy or the Community Recreation Celebrations and Events Policy conflicts with this policy, that provision will take precedence over any in this policy.

### 3. Financial Contributions

- The monies required to fund financial requests approved under this policy will be drawn from a community funding and donations account established within the annual budget.
- The Town will seek to distribute its contributions equitably across the diverse and potentially competing interests within the local community.
- Requests for financial assistance will be considered within the following categories:

#### 3.1 Events and Projects

- Financial contributions will be made towards the costs associated with running locally focused projects or events delivered on a not-for-profit basis.

*Note:*

*'A not for profit project or event' is one organised primarily for some charitable, civil or other social purpose and not for the profit or gain of those individuals or organisations that deliver it.*

- The Town, at its discretion, will limit its contributions to assisting with costs that are deemed appropriate. Exclusions will be limited to a minimum but will include prize money and insurance costs.
- Contributions towards capital and administrative costs will be limited to a maximum of \$500 each, per organisation per financial year, irrespective of the number of applications funded.
- A maximum of two (2) applications per financial year per organisation will be funded. However, the Town may waive this limit, at its discretion, if it considers a third or subsequent application is worthy of support and uncommitted monies remain.
- Where monies are potentially available from another accessible funding source, the Town will refer the agency to this source in the first instance and offer assistance to make an application for funds.

#### 3.2 Development of Talented Local People

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

#### 4. In-Kind Contributions

- In-kind contributions include the provision of facilities and equipment, either free of charge, or at reduced rates if a charge is normally applied. These will usually not require a significant contribution of staff time.
- Where a significant amount of staff time is required, such as packing, dispatching, setting-up, dismantling and returning sizeable pieces of equipment, the request may be declined.
- In-kind contributions will be considered subject to their availability, the need to protect the security and value of the assets and their use for required Council purposes.

#### 5. Application Process

- Requests for assistance under this policy will be made in writing as formal applications. Applications must provide the information required by the 'funding guidelines', including an itemised budget. These guidelines will be brief and customer friendly.
- Applications may be made at any time. However, they must be received at least ten working days before the next meeting of the Community Funding and Donations Working Group for consideration at that meeting.
- The Working Group will make recommendations to the next Ordinary Meeting of Council in regard to the approval or otherwise of applications received.
- The Community Funding and Donations Working Group will meet monthly. However, it may be reconvened at short notice, between scheduled meetings, to consider urgent requests in excess of \$1,000.

#### 6. Delegated Authority

Between meetings of the Working Group, the Chief Executive Officer (CEO) may, at his or her discretion, approve applications, up to a maximum of \$1,000 that are of an urgent nature and consistent with this policy.

Donations approved under CEO delegation will be reported back to the Working Group for its information.

## 7. Selection Criteria

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

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

## 8. Acquittals

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

**Attachments**

Nil

**201011/070 Council Decision/Officer's Recommendation****Moved:** Cr A A Carter**Seconded:** Cr D W Hooper**That Council:**

1. **adopt the proposed Community Funding and Donations Policy; and**
2. **identify potential funds during the first budget review in October 2010, up to a maximum of \$45,000, and allocate these to a Community Funding and Donations Account for distribution, as per this policy, during the remainder of 2010/11.**

***CARRIED 8/0***



**11.4 Governance and Administration****11.4.1 Corporate Services*****11.4.1.1 Re-numbering of South Hedland Streets***

**Officer** **Matthew Scott**  
Director Corporate Services

**Date of Report** 18 August 2010

**Disclosure of Interest by Officer** Nil

**Summary**

For Council to consider developing a policy position on the re-numbering of streets, especially in South Hedland, to assist affected residents.

**Background**

As result of the current South Hedland infill program, the Town of Port Hedland is having to re-number various properties and houses. When South Hedland was first developed in the 1970's, many residential streets only had a few houses developed, leaving many streets with significant proportions of undeveloped land. Street numbering at the time was ad hoc, and therefore provided some streets to develop unique numbering sequences. These problems have been compounded over the time with subdivisions, especially subdividing large corner blocks, and creating differing property access points.

Street numbering is generally determined by Local Governments, utilizing Australian and New Zealand Standard, AS/NZ 4819:2003. The aim of the new addressing standard is to encourage correct addressing practices and to provide a comprehensive guideline to administering addresses in both rural and urban environments. Having a standard street numbering system is useful for emergency services agencies, who may need to respond to properties that may not have a letterbox or any other identifying features.

The Standard provides for the right side of the street be allocated even numbers (2,4,6,etc) and the left side being allocated odd numbers (1,3,5, etc), from the entrance of the street, being where the street intersects with a "higher order" road. Street numbering does not affect a property's title deeds, as the property location is determined by the Plan and Folio numbers, and to a lesser extent the lot number. These are determined by the Department of Land Services (Landgate).

As new development occurs, a regrettable result can be that some properties street number must change. When this occurs, affected

residents can experience a lot of frustration, especially if the local government doesn't have an agreed position or policy on how to assist residents in changing their addresses.

A current example of this is on Banksia Street, South Hedland. Banksia Street currently connects Murdoch Drive to Acacia Way, with The Gangway, Kennedy Street and Bottlebrush Crescent intersecting along it. The section between Kennedy Street and Acacia Way was developed some 20 years ago. However since then Banksia Street has now connected with Murdoch Drive, and due to the South Hedland Infill program, some houses are being built on the right hand side of Banksia Street to Kennedy Street. Due to incorrect numbering when the Banksia Street was initially built, house numbers start from Kennedy Street (in fact 1A and 1B are exit onto Kennedy Street), and proceed to Acacia (again 9A and 9B exist onto Acacia Way). This provides no numbers to the new residents from Kennedy Street to Murdoch Drive.

In identifying this problem, the Council's Rates department has advised residents that the street numbering needs to change, and had advised all residents of the what new numbers would be applied to their properties (also fixing the inconsistencies with Kennedy Street and Acacia Way). There has been some mixed reaction from residents to this plan, ranging from residents who want their numbers changed, to residents who don't want their numbers changed. This has resulted in deferring the re-numbering to seek direction from Council (this item) and the Mayor holding an impromptu public meeting on Banksia Street.

It is understood that at this public meeting residents suggested the following:

1. Council build a roundabout at the intersection of Banksia Street and Kennedy Street; and
2. Council apply to the Geographical Names Committee to split and rename Banksia Street, to Banksia East and Banksia West as a result of the new roundabout;
3. Council amend property title deeds to reflect this change.

In respect to these suggestions the following comments are offered:

1. A roundabout would cost Council (and therefore the community) approximately \$200,000 to \$400,000. Given the cost associated in building a roundabout (+200k) it is considered the above suggestions are not financially appropriate given the number of households affected;
2. There is no guarantee that the Geographical Names Committee would approve a renaming of Banksia Street, not resolving the current problems associated with the street;
3. If the Banksia Street was split and renamed, all residents (including those attending the public meeting) would need to change their address to reflect the new street name(s); and

4. The new street name would require all title deeds to be changed (ie change the diagram description of the property), as opposed to a number change, affecting all residents on the street.

To resolve this and future problems associated with re-numbering streets, Council should be focusing on a policy position which will be applied to all of the community, rather than looking at short term fixes for individuals residents and streets.

Though Council has no policy on the matter, in previous cases, Council has:

1. Advised all utilities and Australia Post of the re-numbering; and
2. Reimbursed affected residents to redirect their mail for a limited period of time.

It is proposed that Council resolve a position on assisting residents, whose numbers must be changed, to address the current and future issues. This position can be further crystallized in the form of a Council policy.

### Consultation

- Landgate
- Australian & New Zealand Standard AS/NZ 4819:2003
- Various West Australian Local Governments
- Banksia Street Residents
- ToPH Planning staff members

### Statutory Implications

*Local Government Act 1995*

*3.25. Notices requiring certain things to be done by owner or occupier of land*

- (1) *A local government may give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that <sup>3</sup>/<sub>4</sub>*
  - (a) is prescribed in Schedule 3.1, Division 1; or*
  - (b) is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2.*
- (2) *Schedule 3.1 may be amended by regulations.*
- (3) *If the notice is given to an occupier who is not the owner of the land, the owner is to be informed in writing that the notice was given.*
- (4) *A person who is given a notice under subsection (1) is not prevented from complying with it because of the terms on which the land is held.*

(5) A person who is given a notice under subsection (1) may apply to the State Administrative Tribunal for a review of the decision to give the notice.

(6) A person who fails to comply with a notice under subsection (1) commits an offence.

*Schedule 3.1 — Powers under notices to owners or occupiers of land*

2. Place in a prominent position on the land a number to indicate the address.

**Policy Implications** Nil

**Strategic Planning Implications** Nil

### **Budget Implications**

The Budget implications of the officers recommendation is a follows:

Reimbursement of mail redirection for 3 months	\$28.50
Stenciling of new Property Number (1 hour)	\$80.00
Total Per Property	\$108.50

Thought there is no current budget to fund this, it could be considered at the first budget review. In the interim it could be funded from the revaluation and search fees account 301259 which has a budget of \$40,000 in 2010/11.

As an example for the renumbering of Banksia Streets, based on officer recommendation, it would cost Council 10 x \$ 108.50 = \$1,085.00.

### **Officer's Comment**

As demonstrated from the Banksia Street example, and which Council can appreciate, individual residents will react differently to something as simple and routine as changing a property address. Given these different reactions, and in accordance to the role and responsibilities of good government, Council must act for the greater good of the entire community. This is the reason why there are national standards for street numbering.

Though many Local Governments provide no assistance to residents when house numbers are changed, given the extent of the South Hedland Infill Program, Council should consider some assistance to residents. Possible and reasonable assistance could include:

1. Reimbursement for a maximum of 3 months a mail redirection to the new address with Australia Post
2. Advise all utilities agencies and Landgate of the new property numbers;

3. Provide for a stencil on the front kerb of the property the new house number.

If agreed by Council this would be provided to South Hedland residents currently affected, and would soften the impact and cost of changing address details. This assistance could also be developed into a formal Council Policy, ensuring that all residents receive the same assistance, and remove the need to deal similar situations on an ad hoc basis.

**Attachments**

Map indicating the proposed changes to Banksia Street.

**Officer's Recommendation**

That Council:

1. Authorize the Acting Chief Executive Officer (or his delegate) to provide the following assistance to residents who are required to re-number their properties:
  - a. Reimburse for a maximum of 3 months a mail redirection to the new address with Australia Post
  - b. Advise all utilities agencies and Landgate of the new property numbers;
  - c. Provide for a stencil on the front kerb of the property the new house number.
2. Require the chief Executive Officer (or his delegate) to present a formal Council policy for consideration, incorporating the above assistance to residents.

**201011/071 Council Decision**

**Moved:** Cr S J Coates

**Seconded:** Cr J M Gillingham

**That Council suspends Standing Orders.**

6:10pm Mayor advised that Standing Orders were suspended.

**201011/072 Council Decision**

**Moved:** Cr A A Carter

**Seconded:** Cr S R Martin

**That Council resumes Standing Orders.**

6:15 pm Mayor advised that Standing Orders were resumed.

**201011/073 Council Decision/Officer's Alternativ Recommendation**

**Moved:** Cr S J Coates

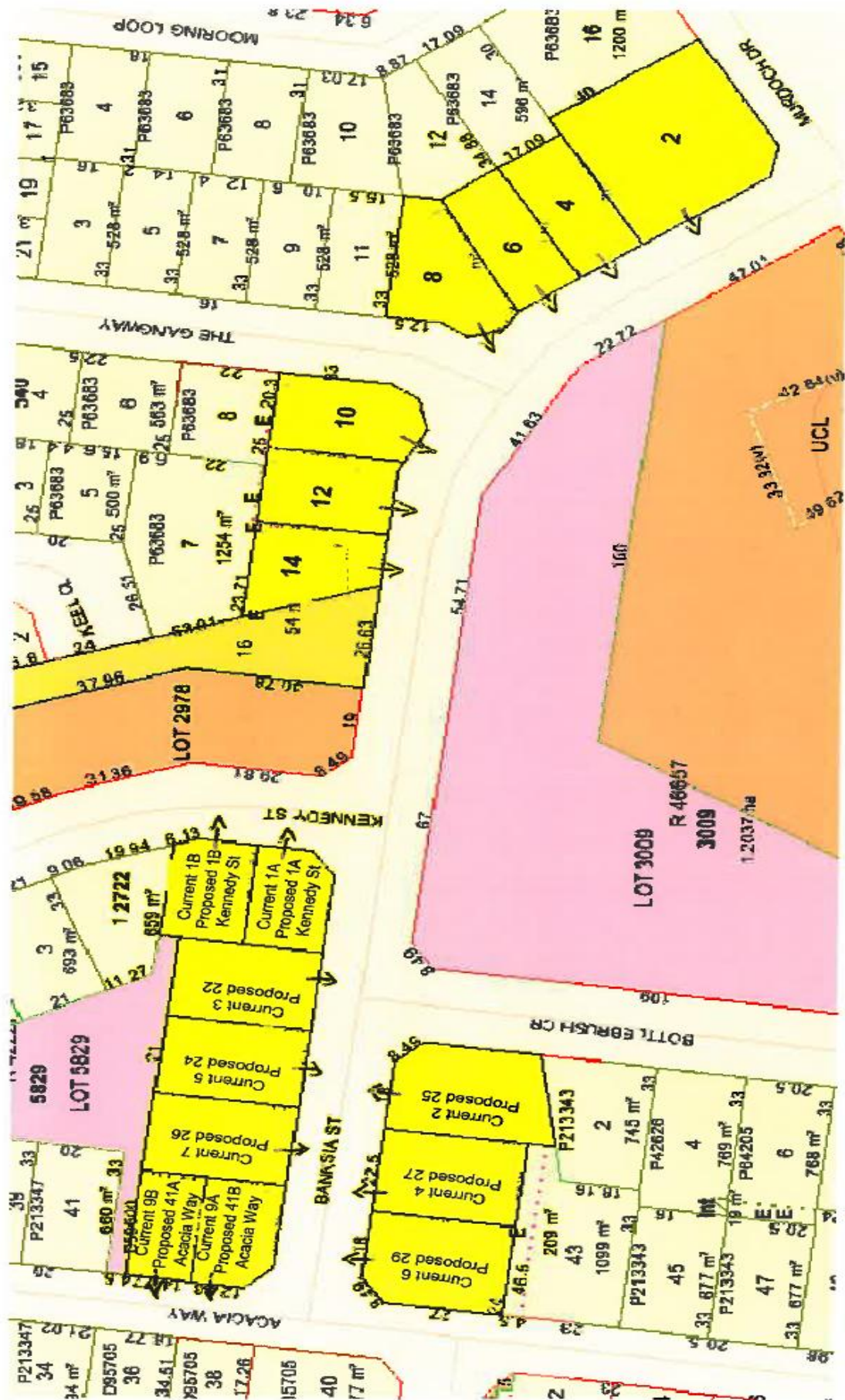
**Seconded:** Cr S R Martin

**That Council:**

1. keep the current street numbers; and
2. submit to the Geographical Names Committee for consideration the re-naming of the new section as “Banksia East” Street; and
3. workshop the development of a Policy to consistently handle future infill housing developments in Port and South Hedland inform residents of the outcome; and
4. indicates that this recommendation is not to be regarded in any way as a precedent in considering any subsequent re-numbering or renaming of addresses in the Town of Port Hedland

***CARRIED 8/0***

*REASON: Council resolved to maintain the current street numbering to take on concerns of affected residents.*





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

**Officer** Lee Crombie  
Senior Finance Officer

**Date of Report** 17 August 2010

**Disclosure of Interest by Officer** Nil

**Summary**

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

**Background**

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

Mr Tony Power:

This debt has been outstanding since August 2009 and relates to landfill – tyre disposal at the South Hedland Landfill. The debt was initially referred to Dun & Bradstreet in January 2010. Correspondence was then received from Dun & Bradstreet in May 2010 advising that their efforts to locate the Debtor have not been successful as the debtor has moved to an unknown address interstate.

**Consultation** Nil

**Statutory Implications**

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

*“6.12. Power to defer, grant discounts, waive or write off debts*

*(1) Subject to subsection (2) and any other written law, a local government may —*

*(a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money;*

*(b) waive or grant concessions in relation to any amount of money; or*

*(c) write off any amount of money, which is owed to the local government.*

*\* Absolute majority required.*

*(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*

*(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*

*(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.”*

### **Policy Implications**

2/012 Sundry Debt Collections

**Strategic Planning Implications** Nil

### **Budget Implications**

The proposed write-offs equate to:

1. Mr Tony Power	\$1,224.00
Total	<u>\$1,224.00</u>

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

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

### **Officer's Comment**

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

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

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

**201011/074 Council Decision/Officer's Recommendation**

Moved: Cr A A Carter

Seconded: Cr S J Coates

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

**i) Mr Tony Power**

<b>Debtor No</b>	<b>Invoice No</b>	<b>Amount</b>
7787	24761	\$1,224.00

***CARRIED 8/0***

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

<b>Officer</b>	<b>Lee Crombie</b> Finance Officer
<b>Date of Report</b>	17 August 2010
<b>Disclosure of Interest by Officer</b>	Nil

#### **Summary**

The objective of this item is to present a summary of the interim financial activities of the Town to 31 July 2010, and to compare this with that budgeted for the period. With regard to the Town's Utility and Fuel Costs, a comparison is made with 2008/09. The reports are considered to be interim as the Finance Department is still in the process of raising accruals for the 2009-10 Financial year that will affect the actual for July 2010.

#### **Background**

##### *1. Interim Financial Statements*

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

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

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

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

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

##### *3. Schedule of Accounts Paid*

The Schedule of Accounts paid (see attachment) under delegated authority as summarised below, and which is submitted to Council on 25 August 2010 for receipt, has been checked and is fully supported by vouchers and invoices which have been duly certified as to the receipt of goods and rendition of services, and verification of prices, computations and costs.

Voucher No's		Value \$	Pages		Fund No.	Fund Name	Description
From	To		From	To			
CHQ19757	CHQ19760		1	1	1	Municipal Fund	
CHQ19761	CHQ19761				1		Cheque cancelled
CHQ19762	CHQ19765		1	1	1	Municipal Fund	
CHQ19766	CHQ19766				1		Cheque cancelled
CHQ19767	CHQ19807		2	7	1	Municipal Fund	
CHQ19808	CHQ19812				1		Cheque cancelled
CHQ19813	CHQ19814		9	9	1	Municipal Fund	
CHQ19815	CHQ19815				1		Cheque cancelled
CHQ19816	CHQ19818		9	11	1	Municipal Fund	
CHQ19819	CHQ19819				1		Cheque cancelled
CHQ19820	CHQ19839	\$284,180.14	11	14	1	Municipal Fund	
EFT30502	EFT30862	\$4,963,126.91	14	79	1	Municipal Fund	
CMS070710	CMS070710	\$192.39	79	79	1	Municipal Fund	Photocopier lease - Engineering
PAY130710	PAY130710	\$309,656.17	79	79	1	Municipal Fund	
PAY270710	PAY270710	\$368,161.83	79	79	1	Municipal Fund	
BOQ270710	BOQ270710	\$891.10	79	79	1	Municipal Fund	Finance Equipment
NMF010710	NMF010710	\$1,244.32	1	1	1	Municipal Fund	Photocopier lease x2 - Civic centre
NMF060710	NMF060710	\$284.57	79	79	1	Municipal Fund	Photocopier lease x1 - Comm Dev (airport)
	Municipal Total	\$5,927,737.43					
3001926	3001949	\$42,032.31	79	82	3	Trust Fund	

	Trust Total	\$42,032.31					
	Sub-Total	\$5,969,769.74					
	LESS: one-off pays	-					
	Total	\$5,969,769.74					

**Consultation**

Nil

## **Statutory Implications**

### *Financial Statements*

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

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

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

- (a) *presented to the council:*
- (i) *at the next ordinary meeting of the council following the end of the month to which the statement relates; or*
- (ii) *if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting;*  
*and*
- (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.*

*In this regulation:*

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

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

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

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

## **Policy Implications**

### 2/003 Financial Statements – Copies for Councillors

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

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



Irregular Financial reports will be presented to Council on request.

### **Strategic Planning Implications**

Key Results Area 5 Environment

Goal 2 Natural Resources

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

### **Budget Implications**

At the Special Meeting held on 9 August 2008, Council resolved to adopt item ... Budget Adoption, which included Recommendation 12 as follows:

*"Recommendation 12*

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

- 1. 10% of the Function amended budget; or*
- 2. \$100,000 of the Function amended budget*

*whichever is the lesser, for the following categories of revenue and expenditure:*

- a. Operating Revenue*
- b. Operating Expenditure*
- c. Non-Operating Revenue*
- d. Non-Operating Expenditure"*

### **Officer's Comment**

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

*Period Variation*

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

*Primary Reason*

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

*Budget Impact*

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

### **Attachments**

- Page 1–2 of 16. Schedule 2 being a Statement of Interim Financial Activity
- Pages 3 to 16. Notes 3 to 11 which form part of the Statements of Interim Financial Activity. Also Note 10 – July 2010 Bank Reconciliations.
- Pages 17 to 70. Detailed Interim Financial Activity by Program.
- Pages 71 to 73. Comparison Between 2010/11:2009/10 Utility & Fuel Costs
- July 2010 Accounts for Payment

### **201011/075 Council Decision/Officer's Recommendation**

**Moved:** Cr A A Carter

**Seconded:** Cr M Dziombak

**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 July 2010; and**
  - c) **Review of Transaction Activity, as attached and/or presented be received; and**
- ii) **graphic representation of the Town's energy, water and fuel use as attached be received; and**
- iii) **list of Accounts paid during July 2010 under Delegated Authority, as presented and/or attached be received.**

***CARRIED 8/0***

**ITEM 13      MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN**

Nil.

*NOTE: Mayor asked members of the public to leave Council Chambers as Council needs to discuss 2 Confidential Items. Mayor also wished all the best to Matthew Scott, Director of Corporate Services in his new position at the Shire of Coolgardie.*

**ITEM 14      CONFIDENTIAL ITEMS****14.1      *Airport Concessions to Attract Regular Passenger Service to/from the Eastern States***

**201011/076 Council Decision**

**Moved:** Cr S J Coates

**Seconded:** Cr J M Gillingham

**That Council suspends Standing Orders.**

***CARRIED 8/0***

6:19pm      Mayor advised that Standing Orders were suspended.

**201011/077 Council Decision**

**Moved:** Cr S J Coates

**Seconded:** Cr S R Martin

**That Council resumes Standing Orders.**

***CARRIED 8/0***

6:22 pm      Mayor advised that Standing Orders were resumed.

**201011/078 Council Decision/Officer's Recommendation**

**Moved:** Cr A A Carter

**Seconded:** Cr S J Coates

**That Council:**

- 1. In addition to resolution 200910/398, authorise the Chief Executive Officer (or his nominated officer) to:**
  - a. offer 100% waiver of landing fees for a period not exceeding Twelve (12) months to air service providers who are interested in providing direct services to Port Hedland from interstate; and**
  - b. negotiate to include in the agreements for Strategic Airlines and Qantas a new 3 month review clause.**

- 2. Receive a monthly report on the cost of these arrangements.**

***CARRIED 8/0***

6:22 pm Acting Chief Executive Officer , Director Engineering Services, Acting Director Community Development, Director Regulatory Services and Administrator Officer Governance left the room.

**14.2 Continuation of appointment of Acting CEO (File No.: 22/03/000)****201011/079 Council Decision/Officer's Recommendation****Moved:** Cr A A Carter**Seconded:** Cr G J Daccache**That Council:**

- 1. Extends the appointment of Mr Paul Martin as Acting Chief Executive Officer of the Town of Port Hedland for an additional 6 (six) months in accordance with the remuneration package attached at Appendix 2 ; and**
- 2. Request the CEO recruitment panel to reconvene and provide a report to the Council at the end of the six (6) months to make a recommendation to the Council to either:**
  - a. Offer Mr Martin a contract of employment as permanent CEO; or**
  - b. Re-advertise the position of CEO**
- 3. Permit the Acting CEO to attend appropriate and necessary training and professional development during this six (6) months appointment, as agreed by the CEO recruitment panel.**

***CARRIED 8/0***

6:27 pm Acting Chief Executive Officer , Director Engineering Services, Acting Director Community Development, Director Regulatory Services and Administrator Officer Governance entered the room and Mayor advised of Council's decision with regard to Agenda Item 14.2 "Continuation of appointment of Acting CEO"

**ITEM 15 APPLICATIONS FOR LEAVE OF ABSENCE****201011/080 Council Decision/Officer's Recommendation****Moved:** Cr A A Carter**Seconded:** Cr S R Martin**That the following Applications for Leave of Absence:**

- . J Gillingham from 26 August to 13 September**
- . D Hooper from 5 September to 13 September**
- . M Dziombak from 03 September to 07 September**

**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 8 September 2010, commencing at 5.30 pm.

**16.2 Closure**

There being no further business, the Chairman declared the meeting closed at 6:28 pm.

**Declaration of Confirmation of Minutes**

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

CONFIRMATION:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE