

# ATTACHMENTS

Under Separate Cover

Ordinary Council Meeting  
Wednesday, 27 November 2019



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## Elected Member External Groups Representation Information Statement

### 1. Objective

This Information Statement stipulates elected member positions endorsed by Council as representatives of the Town of Port Hedland (Town), at various external groups of which the Town is a party to. The Town has a vested interest to working in unison with various external groups and community stakeholders with the aim to foster relationships, promote open communication, develop concepts, address concerns and provide services across the community.

Elected Members appointed to attend meetings on behalf of the Town of Port Hedland is required to abide by the Town's Code of Conduct.

Arrangements to attend meetings in respect to the below groups must be done in accordance with 4/010 'Elected Members Travel and Training' policy.

A resolution of Council is required at the first Ordinary Meeting of Council following the local government elections to formalise each appointment.

### 2. Formal Appointment to External Groups

#### 2.1 *WALGA Zone Representation*

State Councillors are elected to State Council from one of 17 Zones, which are groupings of Local Governments convened together on the basis of population, commonalities of interest and geographical alignment.

The relationship between State Council and Zones within the Western Australian Local Government Association (WALGA) is a critical one in the political representation of Local Government at the State and Federal levels.

Zones have an integral role in shaping the political and strategic direction of WALGA. Not only are Zones responsible for bringing relevant local and regional issues to the State decision making table, they are a key player in developing policy and legislative initiatives for Local Government. Zone delegates are elected or appointed to represent their Council on the Zone and make decisions on their Council's behalf at the regional level.

The Commissioner of the Town is appointed for his respective term as Council, as the Town's representative for the Pilbara Zone.

#### 2.2 *Joint Development Assessment Panel*

The Joint Development Assessment Panel (JDAP) was formed as a key component of planning reform in the state. The intention of JDAP is to improve the balance between technical advice and local knowledge. This is achieved by determining

development applications within a threshold type and value, through consistent, accountable and professional decision-making. The Northern JDAP encompasses the Kimberley, Pilbara and Gascoyne region.

The Minister for Planning appointed the Commissioner of the Town to represent the Town on JDAP until January 2020.

### *2.3 Regional Roads Group*

The Regional Road Group (RRG) of the Pilbara was established under the State Road Funds to Local Government Agreement (between the state Government of Australia and the Western Australian Local Government Association). This is overseen by a State Advisory Committee. The RRG comprises of elected member representatives from each Local Government within the Pilbara.

The intention of the RRG is to make recommendations on the allocation of funds available from the State Government sources for local roads according to areas of greatest need and where they will provide maximum benefit to all roads users.

The Commissioner of the Town is appointed for his respective term as Council, as the Town's representative for the RRG.

### *2.4 Local Emergency Management Committee*

The Local Emergency Management Committee (LEMC) is established under provision 38 of the *Emergency Management Act 2005* (WA). The purpose of the LEMC is prescribed in section 39, to provide advice to Council, liaise with external authorities, complete any mandated emergency management activities.

Given the specifics and demands of the role in the event of an emergency, The Commissioner of the Town is appointed for his respective term as Town's representative for the LEMC.

### *2.5 Hedland Roadwise Committee*

The Hedland Roadwise Committee (HRC) was founded in 1994 as a joint initiative between state, local and regional government in conjunction with the community to implement the Towards Zero state road safety strategy for 2008-2020. The HRC aims to encourage safe road use, improve roads safety raise community awareness and develop and coordinate road safety strategies.

The Commissioner of the Town is appointed for his respective term as Council, as the Town's representative for the HRC.

### *2.6 Regional Capitals Australia*

Regional Capitals Australia (RCA) was formed in 2012 to bring Australia's 51 regional capital cities together as one unified voice. The RCA vision is to provide

an alliance, a reference group, a 'strength-in-numbers' body that understands all things 'regional capitals'. Through their local government member councils, they present to the Federal Government the needs of combined communities, voicing the social and economic issues specific to our cities.

The Commissioner of the Town is appointed for his respective *term as Council, as the Town's* representative for the RCA.

### *2.7 Regional Capitals Alliance Western Australia*

The Regional Capitals Alliance Western Australia (RCAWA) work in unison with both state and federal government to achieve a sustainable development future for Western Australia encompassing social, economic and environmental resources, infrastructure and funding requirements of sub-regional centres and strategies for the state's growing population.

The Commissioner of the Town is appointed for his respective term as Council, as the Town's representative for the RCWA.

### *2.8 The Port of Port Hedland Community Consultative Committee*

The Port of Port Hedland Community Consultative Committee ('Port Committee') was established in 2015 to promote and facilitate communication between the Pilbara Port Authority and the community in regards to port operations.

The Commissioner of the Town is appointed for his respective term as Council, as the Town's representative for the Port Committee.

### *2.9 East Pilbara District Health Advisory Committee*

The East Pilbara District Health Advisory Committee (EPDHAC) is established by the Western Australian Country Health Service to identify issues and improve health care experiences in regional centres, and promote community health information and services.

The Commissioner of the Town is appointed for his respective term as Council, as the Town's representative for the EPDHAC.

### *2.10 Hedland Senior High School Independent Public School Board*

The Hedland Senior High School Independent Public School Board (School Board) was formed in 2013 to integrate the community business and resource sector in conjunction with community stakeholders to provide quality education for students and a future long term vision for the school.

The Commissioner of the Town is appointed for his respective term as Council, as the Town's representatives for the School Board.

### *2.11 Port Hedland Technical Advisory and Consultative Committee*

The Port Hedland Technical Advisory and Consultative Committee ('Technical Committee') was established in 2006 by the Pilbara Port Authority. The purpose of the Technical Committee is to provide a platform for the discussion of dredging and ocean disposal of dredged material with community stakeholders, including the consideration of environmental matters and long term permitting arrangements.

The Commissioner of the Town is appointed for his respective term as Council, as the Town's representative on the Technical Committee.

### *2.12 Port Hedland Industries Council*

The Port Hedland Industries Council (PHIC) was established by industry port users in 2009 to provide a collaborative approach to cumulative industry issues. PHIC provides a single industry point of contact and coordinates inter-industry responses to issues such as air quality and noise. The Council is the lead representative body on issues where two or more operators are involved. The Commissioner of the Town is appointed for his respective term as Council, as the Town's representative on the PHIC.

### *2.13 Spoilbank Community Reference Group*

*The Spoilbank Community Reference Group (SCRG) will provide Stakeholder input and advice regarding the ongoing development of the Spoilbank Marina Project. This group have a particular focus on the landside development.* The Commissioner of the Town is appointed for his respective term as Council, as the Town's representative on the SCRG.

### *2.14 Hedland Community Safety Advisory Forum*

The Hedland Community Safety Advisory Forum (HCSAF) will identify and advise Council on current and emerging community safety and crime prevention issues within the forum Hedland community. The HCSAF has an interest in collaboration and partnerships, promoting community safety and creating a voice for the Hedland community on a State and Federal spectrum. The Commissioner of the Town is appointed for his respective term as Council, as the Town's representative on the HCSAF.

### *2.15 Hedland Collective*

Hedland Collective was formed in 2017 as a group of public, private, and not-for-profit organisations dedicated to improving outcomes and opportunities for the community of Hedland using a collective impact approach.

The Town is a Project Partner for the Hedland Collective and the Commissioner of the Town is appointed as a member for his respective term as Council, as the Town's representative on the Hedland Collective.

## **3. Nomination to External Groups**

### *3.1 Pilbara Development Commission*

The Pilbara Development Commission (PDC) was established in 2013 under the *Regional Development Commissions Act 1993*. PDC facilitates the planning and development for the Pilbara region to broaden economic base, improve social infrastructure and attract and sustain a rapidly growing residential population. The PDC delivers the Pilbara Cities program to build Pilbara cities into attractive and sustainable communities.

The Commissioner of the Town is being nominated for his respective term as Council, as the Town's representative for the PDC.

### *3.2 BHP Stakeholder Engagement Group*

The BHP Stakeholder Engagement Group (SEG) is an innovative forum for Pilbara stakeholders to meet, discuss BHP related issues and have input into aspects of the planning of our operations. The SEG will provide an opportunity for BHP to request feedback regarding its operating environment, growth programs, sustainable development and environmental and economic impacts to assist with internal decision making.

The Commissioner of the Town is being nominated for his respective term as Council, as the Town's representative for the Hedland on the SEG.

## **4. Self-Select Nomination to External Groups**

### *4.1 Pilbara Community Legal Service INC*

The Pilbara Community Legal Service Inc. (PCLS) is a not-for-profit, government-funded community organisation. The main objective of PCLS is one of providing services to reduce disadvantage, increase the capacity of individuals to understand their rights and obligations and to empower people to manage their lives effectively.

The Commissioner of the Town is located in the Pilbara and therefore is eligible to nominate himself to become a member on the board of management for the PCLS.





## Policy

### 4/007 Elected Member Representation with External Organisations

#### 1. Objective

This policy determines the elected member positions to be endorsed as representatives of the Town of Port Hedland, at various external organisations of which the Town of Port Hedland is a party to. The Town of Port Hedland has a vested interest in working in unison with various external organisations and community stakeholders with the aim to foster relationships, promote open communication, develop concepts, address concerns and provide services across the community.

#### 2. Content

##### 2.1 Pilbara Regional Council

The Pilbara Regional Council (PRC) was established in 2000 through an Establishment Agreement in accordance with Section 3.61 of the *Local Government Act 1995*. The PRC represents the regional local governments at a strategic regional level.

The PRC Establishment Agreement stipulates the appointment, tenure and number of members allocated to the Town of Port Hedland as a participant in the PRC. However the method of nomination of individual membership is not prescribed.

This policy designates the Mayor and Deputy Mayor of the Town of Port Hedland, for their respective terms as elected members, as the Town of Port Hedland representatives on the PRC. Council may allocate proxy status to Councillors in the absence of a designated representative at a meeting of the PRC whereby a vote is required.

A resolution of Council is required at the first Ordinary Meeting of Council following the local government elections to formalise this appointment.

##### 2.2 Regional Roads Group

The Regional Road Group (RRG) of the Pilbara was established under the State Road Funds to Local Government Agreement (between the state Government of Australia and the Western Australian Local Government Association). This is overseen by a State Advisory Committee. The RRG comprises of elected member representatives from each Local Government within the Pilbara.

The intention of the RRG is to make recommendations on the allocation of funds available from the State Government sources for local roads according to areas of greatest need and where they will provide maximum benefit to all roads users.



## Policy

This policy designates the Mayor and Deputy Mayor of the Town of Port Hedland, for their respective terms as elected members, as the Town of Port Hedland representatives on the RRG. Council may allocate proxy status to Councillors in the absence of a designated representative at a meeting of the RRG whereby a vote is required.

A resolution of Council is required at the first Ordinary Meeting of Council following the local government elections to formalise this appointment.

### *2.3 Local Emergency Management Committee*

The Local Emergency Management Committee (LEMC) is established under provision 38 of the *Emergency Management Act 2005* (WA). The purpose of the LEMC is prescribed in section 39, to provide advice to Council, liaise with external authorities, complete any mandated emergency management activities and ensure emergency management arrangements are capable and manage their review and testing.

The legislation provides the composition of the LEMC to include a chairman and other members (s 38(3)) and are to be determined by the State Emergency Management Committee.

Given the specifics and demands of the role in the event of an emergency, Council designates the Town of Port Hedland Local Emergency Coordinator as Chairman of the LEMC. This policy designates the Mayor and Deputy Mayor of the Town of Port Hedland, for their respective terms as elected members, as the Town of Port Hedland representatives on the LEMC. Council may allocate proxy status to Councillors in the absence of a designated representative at a meeting of the LEMC whereby a vote is required.

A resolution of Council is required at the first Ordinary Meeting of Council following the local government elections to formalise this appointment.

### *2.4 Pilbara Development Commission*

The Pilbara Development Commission (PDC) was established in 2013 under the *Regional Development Commissions Act 1993*. PDC facilitates the planning and development for the Pilbara region to broaden economic base, improve social infrastructure and attract and sustain a rapidly growing residential population. The PDC delivers the Pilbara Cities program to build Pilbara cities into attractive and sustainable communities.

This policy designates two Councillors their respective terms as elected members, as the Town of Port Hedland representative on the PDC. Council may allocate proxy status to Councillors in the absence of a designated representative at a meeting of the PDC whereby a vote is required.



## Policy

A resolution of Council is required at the first Ordinary Meeting of Council following the local government elections to formalise this appointment.

### *2.5 Joint Development Assessment Panel*

The Joint Development Assessment Panel (JDAP) was formed as a key component of planning reform in the state. The intention of JDAP is to improve the balance between technical advice and local knowledge. This is achieved by determining development applications within a threshold type and value, through consistent, accountable and professional decision-making. The Northern JDAP encompasses the Kimberley, Pilbara and Gascoyne region.

This policy designates the Mayor and two Councillors, for their respective terms as elected members, as the Town of Port Hedland representatives on the JDAP. Council may allocate proxy status to Councillors in the absence of a designated representative at a meeting of the JDAP whereby a vote is required. Members of the JDAP will be required to attend a mandatory training workshop before they can attend their first meeting.

A resolution of Council is required at the first Ordinary Meeting of Council following the local government elections to formalise this appointment.

### *2.6 Hedland Roadwise Committee*

The Hedland Roadwise Committee (HRC) was founded in 1994 as a joint initiative between state, local and regional government in conjunction with the community to implement the Towards Zero state road safety strategy for 2008-2020. The HRC aims to encourage safe road use, improve roads safety raise community awareness and develop and coordinate road safety strategies.

This policy designates the Mayor for their respective term as elected member, as the Town of Port Hedland representative on the HRC. Council may allocate proxy status to Councillors in the absence of a designated representative at a meeting of the HRC whereby a vote is required.

A resolution of Council is required at the first Ordinary Meeting of Council following the local government elections to formalise this appointment.

### *2.7 Western Australia Regional Capitals Alliance*

The Western Australia Regional Capitals Alliance (WARCA) work in unison with both state and federal government to achieve a sustainable development future for Western Australia encompassing social, economic and environmental resources, infrastructure and funding requirements of sub-regional centres and strategies for the state's growing population.



## Policy

This policy designates the Mayor for their respective term as elected member, as the Town of Port Hedland representative on the WARCA. Council may allocate proxy status to Councillors in the absence of a designated representative at a meeting of the WARCA whereby a vote is required.

A resolution of Council is required at the first Ordinary Meeting of Council following the local government elections to formalise this appointment.

### *2.8 Port Hedland International Airport Community Liaison Group*

The Port Hedland International Airport Community Liaison Group ('Airport Group') serves as a forum to share information and gain community feedback on the operations of the airport.

This policy designates the Mayor for their respective term as elected member, as the Town of Port Hedland representative on the Airport Group. Council may allocate proxy status to Councillors in the absence of a designated representative at a meeting of the Airport Group whereby a vote is required.

A resolution of Council is required at the first Ordinary Meeting of Council following the local government elections to formalise this appointment.

### *2.9 The Port of Port Hedland Community Consultative Committee*

The Port of Port Hedland Community Consultative Committee ('Port Committee') was established in 2015 to promote and facilitate communication between the Pilbara Port Authority and the community in regards to port operations.

This policy designates two Councillors their respective terms as elected members, as the Town of Port Hedland representatives on the Port Committee. Council may allocate proxy status to Councillors in the absence of a designated representatives at a meeting of the Port Committee whereby a vote is required.

A resolution of Council is required at the first Ordinary Meeting of Council following the local government elections to formalise this appointment.

### *2.10 East Pilbara District Health Advisory Committee*

The East Pilbara District Health Advisory Committee (EPDHAC) is established by the Western Australian Country Health Service to identify issues and improve health care experiences in regional centres, and promote community health information and services.





## Policy

This policy designates the Mayor for their respective term as elected member, as the Town of Port Hedland representative on the EPDHAC. Council may allocate proxy status to Councillors in the absence of a designated representative at a meeting of the EPDHAC whereby a vote is required.

A resolution of Council is required at the first Ordinary Meeting of Council following the local government elections to formalise this appointment.

### *2.11 Hedland Senior High School Independent Public School Board*

The Hedland Senior High School Independent Public School Board (School Board) was formed in 2013 to integrate the community business and resource sector in conjunction with community stakeholders to provide quality education for students and a future long term vision for the school.

This policy designates the Mayor for their respective term as elected member, as the Town of Port Hedland representative on the School Board. Council may allocate proxy status to Councillors in the absence of a designated representative at a meeting of the School Board whereby a vote is required.

A resolution of Council is required at the first Ordinary Meeting of Council following the local government elections to formalise this appointment.

### *2.12 Port Hedland Technical Advisory and Consultative Committee*

The Port Hedland Technical Advisory and Consultative Committee ("Technical Committee") was established in 2006 by the Pilbara Port Authority. The purpose of the Technical Committee is to provide a platform for the discussion of dredging and ocean disposal of dredged material with community stakeholders, including the consideration of environmental matters and long term permitting arrangements.

This policy designates the Mayor for their respective term as elected member, as the Town of Port Hedland representative on the Technical Committee. Council allocates proxy status to the Deputy Mayor in the absence of a designated representative at a meeting of the Technical Committee whereby a vote is required.

A resolution of Council is required at the first Ordinary Meeting of Council following the local government elections to formalise this appointment.

### *2.13 Port Hedland Retirement Village Board of Management*

The Port Hedland Retirement Village Board of Management ("the Board") was established in 1971 as a community group to manage the village for the pensioners in Port Hedland. The village was built in conjunction with the Town of Port Hedland and Homeswest. The purpose of the Board is to manage the retirement village and address issues of maintenance, finance, applications and anything else arising.



## Policy

This policy designates two Councillors for their respective terms as elected members, as the Town of Port Hedland representatives on the Board.

A resolution of Council is required at the first Ordinary Meeting of Council following the local government elections to formalise this appointment.

### *2.14 BHP Billiton Port Hedland Community Consultative Committee*

The BHP Billiton Port Hedland Community Consultative Committee ("the Committee") was established by the resource company to maintain communication with the community and share information. The Committee aims to identify issues and expectations in relation to resource activity and provide advice and feedback.

This policy designates two Councillors for their respective terms as elected members, as the Town of Port Hedland representatives on the Committee.

A resolution of Council is required at the first Ordinary Meeting of Council following the local government elections to formalise this appointment.

#### Definitions

Nil.

Relevant legislation	<i>Local Government Act 1995</i> PRC Establishment Agreement State Road Funds to Local Government Agreement <i>Emergency Management Act 2005, Section 38</i> Town of Port Hedland Local Emergency Arrangements
Delegated authority	-
Business unit	Governance
Directorate	Corporate & Performance

<i>Governance to complete this section</i>			
Version Control	Version No.	Resolution No.	Adoption date
	V01	201314/169	27 November 2013
	V02	CM201718/069	1 November 2017
	V03	CM201819/016	22 August 2018
Review frequency	2 Yearly in conjunction with local government elections or as required		



## Policy

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### 3/007 Senior Employees, Deputy Chief Executive Officer and Appointing Acting Chief Executive Officer

#### Objective

The objective of this policy is to:

Identify 'Senior Employees' positions within the Town of Port Hedland pursuant to section 5.37 of the *Local Government Act 1995*;

- a) To provide for the Director Corporate Services to hold office as the Deputy Chief Executive Officer and assume the duties of Acting Chief Executive Officer during absences the Chief Executive Officer;
- b) To provide for the Director of Corporate Services to represent the organisation in an official capacity when competing priorities limit the Chief Executive Officer from personal attendance; and
- c) To provide for the appointment of one of the Town's senior employees to perform the role of Acting Chief Executive Officer during limited periods of combined absences of the Chief Executive Officer and Director of Corporate Services / Deputy Chief Executive Officer.

#### Content

For the purposes of section 5.37 of the Act the Council shall designate the following employees to be 'Senior Employees':

- Director Corporate Services and Deputy Chief Executive Officer
- Director Community Services
- Director Regulatory Services
- Director Infrastructure Services

In accordance with the requirements of the *Local Government Act 1995*, section 5.36(2)(a), the Council has determined that the person appointed as Director Corporate Services is suitably qualified to perform the role of Deputy Chief Executive Officer and assume the duties of Acting Chief Executive Officer:

1. during absences of the Chief Executive Officer due to:
  - I. annual leave or extended sick/personal leave; or
  - II. when the Chief Executive is out of the District; and
2.
  - I. to represent the organisation in the place of the Chief Executive Officer at meetings, official engagements or other required representations when competing priorities prevent the attendance of the Chief Executive Officer.

Appointment to the role of Acting Chief Executive Officer for the Director Corporate Services and Deputy Chief Executive Officer shall be assumed during absences of the Chief Executive Officer of defined periods of more than one day and no more than three months, such appointment shall be confirmed in writing.



Also in accordance with the requirement of the *Local Government Act 1995*, section 5.36(2)(a), the Council has determined that the persons appointed as the Town's senior employees are suitably qualified to perform the role of Acting Chief Executive Officer during limited periods where both the Chief Executive Officer and the Deputy Chief Executive Officer are absent due to annual leave or extended sick leave.

Appointment of a senior employee in the instance of the absence of both the Chief Executive Officer and the Deputy Chief Executive Officer shall be made in writing prior to the period of appointment for a defined period that does not exceed three months. A Council resolution is required for periods exceeding three months.

Senior employees will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer, subject to:

- performance and dependent on availability of the senior employee
- operational requirements of the senior employee

#### Definitions

Nil

Relevant legislation	<i>Local Government Act 1995</i>
Delegated authority	-
Business unit	Human Resources
Directorate	Corporate Services

<i>Governance to complete this section</i>			
Version Control	Version No.	Resolution No.	Adoption date
	01	-	24 November 2004
	02	201415/143	17 December 2014
	03	201516/012	29 July 2015
	04	CM201617/176	30 March 2017
	05	CM201920/058	25 September 2019
	06		
Review frequency	3 Yearly		

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### 3/007 Senior Employees, Deputy Chief Executive Officer and Appointing Acting Chief Executive Officer

#### Objective

The objective of this policy is to:

Identify 'Senior Employees' positions within the Town of Port Hedland pursuant to section 5.37 of the *Local Government Act 1995*;

- a) To provide for the Director Corporate Services to hold office as the Deputy Chief Executive Officer and assume the duties of Acting Chief Executive Officer during absences the Chief Executive Officer;
- b) To provide for the Director of Corporate Services to represent the organisation in an official capacity when competing priorities limit the Chief Executive Officer from personal attendance; and
- c) To provide for the appointment of one of the Town's senior employees to perform the role of Acting Chief Executive Officer during limited periods of combined absences of the Chief Executive Officer and Director of Corporate Services / Deputy Chief Executive Officer.

#### Content

For the purposes of section 5.37 of the Act the Council shall designate the following employees to be 'Senior Employees':

- Director Corporate Services and Deputy Chief Executive Officer
- Director Community Services
- Director Regulatory Services
- Director Infrastructure Services

In accordance with the requirements of the *Local Government Act 1995*, section 5.36(2)(a), the Council has determined that the person appointed as Director Corporate Services is suitably qualified to perform the role of Deputy Chief Executive Officer and assume the duties of Acting Chief Executive Officer:

1. during absences of the Chief Executive Officer due to:
  - I. annual leave or extended sick/personal leave; or
  - II. when the Chief Executive is out of the District; and
2.
  - I. to represent the organisation in the place of the Chief Executive Officer at meetings, official engagements or other required representations when competing priorities prevent the attendance of the Chief Executive Officer.

Appointment to the role of Acting Chief Executive Officer for the Director Corporate Services and Deputy Chief Executive Officer shall be assumed during absences of the Chief Executive Officer of defined periods of more than one day and no more than three months, such appointment shall be confirmed in writing.

Also in accordance with the requirement of the *Local Government Act 1995*, section 5.36(2)(a), the Council has determined that the persons appointed as the Town's senior employees are suitably qualified to perform the role of Acting Chief Executive Officer during limited periods where both the Chief Executive Officer and the Deputy Chief Executive Officer are absent due to annual leave or extended sick leave.

Appointment of a senior employee in the instance of the absence of both the Chief Executive Officer Appointment to the role of Acting Chief Executive Officer shall be made in writing prior to the period of appointment for a defined period that does not exceed three months. A Council resolution is required for periods exceeding three months.

Senior employees will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer, subject to:

- performance and dependent on availability of the senior employee
- operational requirements of the senior employee

#### Definitions

Nil

Relevant legislation	<i>Local Government Act 1995</i>
Delegated authority	-
Business unit	Human Resources
Directorate	Corporate Services

<i>Governance to complete this section</i>			
Version Control	Version No.	Resolution No.	Adoption date
	01	-	24 November 2004
	02	201415/143	17 December 2014
	03	201516/012	29 July 2015
	04	CM201617/176	30 March 2017
	05	CM201920/058	25 September 2019
	06		
Review frequency	3 Yearly		

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## **Business Case**

**Expansion of Len Taplin Children's Service into  
current library building**

**NOVEMBER 2019**

- Who is One Tree?

One Tree Community Services is a not-for-profit organisation whose purpose is to advance education and social or public welfare. We provide Early Years Education and Care, community services, professional support and training across Australia. One Tree provides over 50 services and employs approximately 600 staff from diverse cultural and professional backgrounds. Our spirit of working together, meeting the challenge and being determined to lead inspires everything we do. Creating a sense of belonging—for our staff, and the children, families and communities we work with is important to us.

- Our aim:

To secure a space/building where we are able to extend our current Long Day Care and Out of School Hours Care service, which will then allow us to increase our current business model capacity to accommodate more children. This would alleviate the shortage of available education and care in the community and enable more families to work.

- Our Current service – Len Taplin Children's Services:

Our Len Taplin service caters for children from birth- Year 6. The service is currently licensed for 66 spaces per day and is at full capacity with an extensive waitlist. Each age group has their own indoor and outdoor play space. We are looking to extend the service to the library building, which would allow us to relocate our current Out of School Hours Care program and increase our numbers in the younger age groups, which has been highlighted is the highest community need.

- What services would be conducted in the new space?

The new space would offer after school care during the school term and vacation care during school holidays. In the future the service would look to utilize the space between the hours of 9.00- 2pm during school terms to run parenting sessions identified as needed within the Hedland community. For example; "mum's and bub sessions" or playgroup. This will be flexible and will be used to meet the needs of the community as they change in consultation and collaboration with the Hedland Collective and Early Years Network Group.

- Existing business model capacity compared to proposed capacity:

Our current license is 66 children per day, and we are looking to increase this to a total capacity of 95 children (pending Education and Care Regulatory Unit approval) which is broken down as per below:

Out of school hours care program (4-12years) to increase its places from 28 to 30 per day.

Kindy age children (3-5years), increasing places from 20 to 30 children.

Toddler aged children (2-3 Years) increasing places from 10 to 15 children.

A second Babies room (1-2 years) to be opened providing additional 12 places

Original Babies room (1-2years) would remain as is with 8 places

This would increase available places by 29 children across the service once approved by the Education and Care Regulatory Unit.

- Creating employment opportunities:



The extension of Len Taplin Children's Services would create more employment positions. To meet ratios for the additional number of children we would be required to create another 5 educator positions;

1-2 room: no additional staff

1-2 years: 3 staff

2-3 years: 1 staff

3-5 years: 1 staff

- What would the space require to be operational - Can it be as is or does it require rooms etc.  
The space would need to be assessed by the Education and Care Regulatory Unit for suitability and to determine the amount of additional floor space to child ratio (3.25m square unencumbered indoor space per child). The space may need painting, floors stripped, cleaned and sealed. The front yard would need to be fenced off, equipment and furniture would need to be purchased for the new space.
- Would there be any structural changes required to the existing building – costs  
There will be minimal alterations required to the building as it will be occupied by the older age group of Out of School Care children. The Education and Care Regulatory Unit will need to approve the space and may recommend changes. Costings have already been mapped out by the Town of Port Hedland, and any further funds would be sought via the Hedland Collective who are working very hard to help with any projects that would alleviate the childcare crisis, along with applying for grants where needed. Chris Cottier, BHP WA Community Relations Manager is our contact.
- Our Organization's contributions:
  - One Tree Community Services will;
    - Employ 5 additional Educators to meet the requirements for ratios
    - Contract a builder to draft new floor plans and measure unencumbered space
    - Provide all furniture and resources required to facilitate the new Out of School Care program and set up the existing rooms to accommodate more children.
    - Liaise with Education and Care regulatory unit and pay all fees associated
- Time frame required for new license  
The library building would be added to the existing service approval for One Tree Len Taplin Children's Service. The maximum time frame for amendments to service approval by the Education and Care Regulatory Unit is 60 days.



## 13/006 Camping other than at a Caravan Park or Camping Ground

### Objective

The objective of this policy is to provide guidance about the regulation of camping on land that is not a licensed caravan park or camping ground.

### Content

#### 1. *Application to camp at a location that is not a licensed caravan park or camping ground*

An application to camp on land that is not a licensed caravan park or camping ground shall be made in writing to the Town's Environmental Health department.

All applications shall be processed in accordance with the *Caravan Parks & Camping Grounds Regulations 1997*.

Camping on land other than a caravan park or camping ground must be conducted according to requirements of regulation 11 of the *Caravan Parks and Camping Grounds Regulations 1997*.

The proposed location shall be assessed for its suitability for camping in relation to access to services, safety and health.

Applications will only be considered on land that is zoned Rural, Rural Residential and Residential.

Applications for camping on land that is zoned Residential will only be considered if there is an existing dwelling on the lot or a building licence has been issued for construction of a dwelling or associated structure and the construction work has commenced.

#### 2. *Requirements for temporary camping accommodation applications*

Temporary camping accommodation must:

- Contain laundry, kitchen, shower and toilet facilities and be contained within a caravan or other accommodation considered appropriate by the Manager Environmental Health and Community Safety;
- Be connected to a potable water source, reticulated mains power supply and an approved method of sewage, effluent and liquid waste disposal by the Manager Environmental Health and Community Safety; and
- Ensure that any pet animals are restrained within the property and do not cause a public nuisance.

All applications are to be processed and assessed by the Town's Environmental Health department to ensure that minimum structural and hygiene requirements are able to be achieved and maintained.

The land used for camping must be deemed suitable and maintained so as to not create a hazard to health.

#### 3. *Licence requirements*



A licence to camp on land that is not a licensed caravan park or camping ground is to be temporary only. Temporary licences may be granted for temporary camping accommodation for a period of no longer than 3 months in any period of 12 consecutive months.

Not more than one caravan is permitted to be used to camp at an undesignated location at one time, unless otherwise approved by the CEO.

If a building licence has been issued for a dwelling on a lot and construction has commenced, approval for temporary accommodation on the same lot may be granted for an initial period of 6 months. The approval period may be extended to a maximum period of 12 consecutive months.

Relevant legislation	Caravan Parks and Camping Grounds Act 1995 Caravan Parks and Camping Grounds Regulations 1997
Delegated authority	-
Business unit	Environmental Health
Directorate	Regulatory Services



## Policy

### 13/006 Permission to Camp on Private Property Camping other than at a Caravan Park or Camping Ground

#### Content

Applications for Camping other than at a Caravan Park or Camping Ground will be administered in the following manner:

- a) All applications to camp on land other than approved camping grounds shall be made in writing;
- b) All applications are to be accompanied by a non-refundable fee as determined by Council from time to time;
- c) All applications will be processed in accordance with the Caravan Parks & Camping Ground Regulations 1997 as amended;
- d) Applications will only be considered on land zoned Rural, Rural Residential and Residential Zones;
- e) Applications in residential zones will only be considered if there is an existing dwelling on the lot or a building licence has been issued for a dwelling and construction has commenced e.g. footings poured;
- f) Temporary accommodation is to be connected to a potable water source, reticulated mains power supply and an approved method of effluent disposal which is approved by the Manager of Environmental Health;
- g) Only the builder and spouse (i.e. no children) are to reside in the temporary accommodation and any pets are to be confined to the site in an appropriate manner;
- h) All approvals are to be administered by Council's Environmental Health Service to ensure that minimum hygiene standards can be maintained;
- i) Temporary accommodation is to be in the form of a caravan or other accommodation considered appropriate by the Manager of Environmental Health and must contain laundry, kitchen, shower and toilet facilities;
- j) Approvals will be for an initial period of no longer than 3 months in any 12 month period in accordance with the regulations;
- k) If a building licence has been issued for a dwelling on the lot and construction has commenced approval will be for an initial 6 months with an additional 6 month period being considered if substantial progress of the dwelling under construction is made i.e. The proposed dwelling built to at least plate height in the initial approval period, with a maximum period of temporary accommodation permitted being 12 months;
- l) The Town reserves the right to review and withdraw any approvals at any time;

#### Objective

The objective of this policy is to provide guidance about the regulation of camping on land that is not a licensed caravan park or camping ground.

#### Content

#### 1. Application to camp at a location that is not a licensed caravan park or camping ground

An application to camp on land that is not a licensed caravan park or camping ground shall be made in writing to the Town's Environmental Health department.

Title of Policy – Rev 00

Page 1 of 3

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## Policy

All applications shall be processed in accordance with the Caravan Parks & Camping Grounds Regulations 1997.

Camping on land other than a caravan park or camping ground must be conducted according to requirements of regulation 11 of the Caravan Parks and Camping Grounds Regulations 1997.

The proposed location shall be assessed for its suitability for camping in relation to access to services, safety and health.

Applications will only be considered on land that is zoned Rural, Rural Residential and Residential.

Applications for camping on land that is zoned Residential will only be considered if there is an existing dwelling on the lot or a building licence has been issued for construction of a dwelling or associated structure and the construction work has commenced.

### 2. Requirements for temporary camping accommodation

Temporary camping accommodation must:

- Contain laundry, kitchen, shower and toilet facilities and be contained within a caravan or other accommodation considered appropriate by the Manager Environmental Health and Community Safety;
- Be connected to a potable water source, reticulated mains power supply and an approved method of sewage, effluent and liquid waste disposal by the Manager Environmental Health and Community Safety; and
- Ensure that any pet animals are restrained within the property and do not cause a public nuisance.

All applications are to be processed and assessed by the Town's Environmental Health department to ensure that minimum structural and hygiene requirements are able to be achieved and maintained.

The land used for camping must be deemed suitable and maintained so as to not create a hazard to health.

### 3. Licence conditions

A licence to camp on land that is not a licensed caravan park or camping ground is to be temporary only. Temporary licences may be granted for temporary camping accommodation for a period of no longer than 3 months in any period of 12 consecutive months.

Not more than one caravan is permitted to be used to camp at an undesignated location at one time, unless otherwise approved by the CEO.

If a building licence has been issued for a dwelling on a lot and construction has commenced, approval for temporary accommodation on the same lot may be granted for an initial period of 6 months. The approval period may be extended to a maximum period of 12 consecutive months.



## Policy

Relevant legislation	<a href="#">Caravan Parks and Camping Grounds Act 1995</a> <a href="#">Caravan Parks and Camping Grounds Regulations 1997</a>
Delegated authority	-
Business unit	Environmental Health
Directorate	Regulatory Services

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#### 18.4 Camping other than at Caravan Park or Camping Ground

Express Power or Duty Delegated:	<i>Caravan Parks and Camping Ground Regulations 1997</i> r.11 Camping other than at caravan park or camping ground
Delegate:	Chief Executive Officer (1) Director Regulatory Services (1) Manager Environmental Health and Community Safety (1) Senior Environmental Health Officer (1) Environmental Health Officer (1) Graduate Environmental Health Officer (1)
Function:	1. To provide written approval for a person to camp on land referred to in r.11(1)(a) of the <i>Caravan Parks and Camping Grounds Regulations 1997</i> [r.11(2)(a)]
Council Conditions on this Delegation:	Nil

**LPP/03 Shipping/sea containers & transportable buildings****1. Purpose**

The purpose of this policy is to provide guidance on the requirements for the development of transportable buildings. This policy defines acceptable design standards for transportable buildings such as dongas and shipping/sea containers.

**2. Objectives**

The objectives of this policy are:

1. To ensure that a transportable building does not detract from the amenity, character and established streetscape of an area; and
2. To fulfil the intended objectives of design guidelines, the Residential Design Codes and the Town's local planning framework of achieving good quality built form and design outcomes.

**3. Application and general provisions**

This policy applies to any application to develop new or second hand shipping/sea containers and transportable buildings in all zones and reserves.

1. If a provision within this Policy is inconsistent with provisions of the Local Planning Scheme (Scheme) or Design Guidelines, the Scheme and Design Guidelines shall prevail.
2. An application for a sea/shipping container or transportable building within a residential zone will also be assessed in accordance with the Residential Design Codes.
3. The Scheme requires Development Approval to be obtained for the development of shipping/sea containers and transportable buildings unless otherwise exempt by this policy or other legislation.
4. An application for Development Approval is required to be submitted in accordance with the Scheme requirements and objectives.
5. A Building Permit is required for all sea/shipping containers and transportable buildings unless exempt under the Building Act 2011.
6. A shipping/sea container may be placed wholly on a residential property for the purposes of relocating personal effects, for up to seven days, without requiring planning approval.
7. A shipping/sea container and transportable building must be wholly located on private property and cannot be located within a road reserve.

8. A shipping/sea container and transportable building on a reserve, other than a road reserve, shall only be considered for approval where a party, club or organisation has a lease or arrangement already in place with the Town or State Government for the use of that reserve.

#### 4. Design and locational criteria for sea/shipping containers & transportable buildings

##### Design

In the following circumstances when there is a proposal, the development must incorporate the below design treatments in order to satisfy the objectives of this policy and the Town's Local Planning Scheme.

Refer to Part 5 of this Policy for examples of scenarios and design treatment.

##### 4.1 Shipping/Sea containers

Scenario A: Not visible from a public or private place

- No design treatments are necessary.

Scenario B: Visible from a private place only

- Must be freshly painted; and
- Sub floor void to be screened (where visible).

Scenario C: Visible from a public place

- Be freshly painted;
- Sub floor void to be screened (where visible);
- Sited at a right angle (perpendicular) to the primary street<sup>\*1</sup>; and
- Must be located in-line or behind the building line of existing buildings to all street frontages (excluding industrial zones)<sup>\*1</sup>.

Scenario D: Visible from a public place and a private place

- Be freshly painted;
- Sub floor void to be screened (where visible);
- Sited at a right angle (perpendicular) to the primary street<sup>\*1</sup>; and
- Must be located in-line or behind the building line of existing buildings to all street frontages (excluding industrial zones)<sup>\*1</sup>.

<sup>\*1</sup> Should a variation be sought to these provisions, a minimum of two other design treatments must be incorporated to the satisfaction of the Town. Design treatments that may be suitable include, but are not limited to, new wall cladding affixed to the

outside of the existing external walls (and freshly painted), inclusion of windows, doors, a veranda or feature wall.

Additional provisions for Scenarios B, C & D:

- Where air conditioning units are existing or proposed, they shall be screened from view;
- Tie down chains/straps are not permitted – must be secured through alternate means; and
- Must be incidental to an existing building already on-site.

Scenario E: Temporary for construction site

- There must be a valid building permit in place and active construction works;
- Must be located wholly on the private property where the construction site is underway;
- Must be associated with construction only (i.e. site office, lunch room for workers, storage, toilet); and
- Removed prior to an occupancy permit being applied for.

#### 4.2 Transportable buildings, excluding shipping/sea containers

Scenario F: Not visible from a public or private place

- No design treatments are necessary.

Scenario G: Visible from a private place only

- Must be freshly painted; and
- Sub floor void to be screened (where visible).

Scenario H: Visible from a public place

- Sub floor void to be screened (where visible);
- Removal of metal bars on windows (where existing);
- Minimum of two windows and one door facing a primary street or public open space; and
- New wall cladding affixed to the outside of the existing external walls and freshly painted.

Scenario I: Visible from a public place and a private place

- Sub floor void to be screened (where visible);



- Removal of metal bars on windows (where existing);
- Minimum of two windows and one door facing a primary street or public open space; and
- New wall cladding affixed to the outside of the existing external walls and freshly painted.

Should a variation be sought to any of the design treatments listed in Scenario G, H or I (above), they must be replaced by other design treatments to the satisfaction of the Town. Design treatments that may be suitable include, but are not limited to, new wall cladding affixed to the outside of the existing external walls (and freshly painted), inclusion of windows, doors, a veranda or feature wall.

Additional provisions for Scenarios G, H & I:

- Where air conditioning units are existing or proposed, they shall be screened from view.
- Tie down chains/straps are not permitted – must be secured through alternate means.
- Where Grouped Dwellings or Multiple dwellings are proposed, each dwelling shall have two windows per dwelling visible from a public place.
- Where Short Stay, Workforce Accommodation, Motel, Hotel & Cabins are proposed, each unit or accommodation room/facility must have one window visible from the public place.

Scenario J: Temporary for construction site

- There must be a valid building permit in place and active construction works;
- Must be located wholly on the private property where the construction site is underway;
- Must be associated with construction only (i.e. site office, lunch room for workers, storage, toilet); and
- Removed prior to an occupancy permit being applied for.

## 5. Examples of scenarios & design treatment

### Painted finish



Not permitted in Scenario B, C & D – shipping/sea container that has visible rust, worn paint, company logo.



Requirement in Scenario B, C & D – shipping/sea container that has been freshly painted

### Sub floor screening



Not permitted in Scenario B, C, D, G, H & I – exposed subfloor void for shipping/sea container and other transportable building



Requirement in Scenario B, C, D, G, H & I – sub floor screening

### Tie down chains and straps

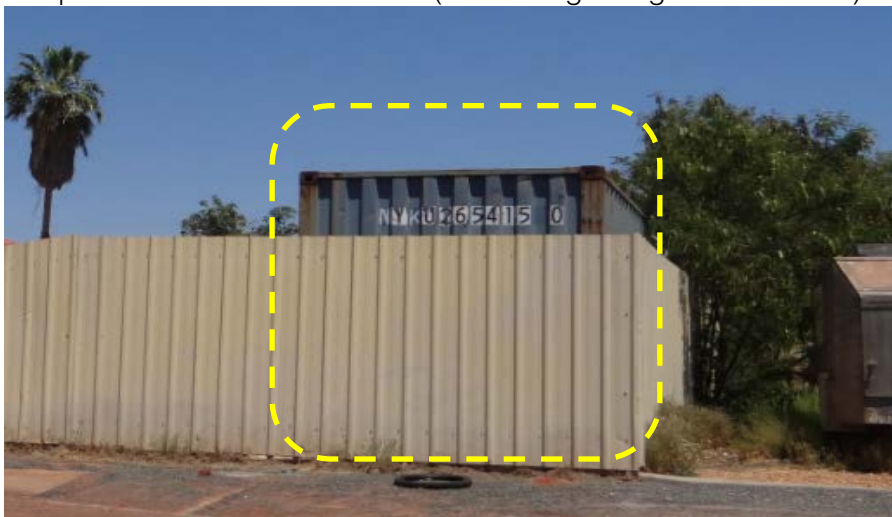


Not permitted in Scenario B, C, D, G, H & I – tie down chains and straps

**Right angle (perpendicular) to street**



Not permitted in Scenario C & D (not at a right angle to the street) \*1



Requirement in Scenario C & D (right angle to the street)

**Air conditioning units**



Not permitted in Scenario B, C, D, G, H & I – visible air conditioning units



Requirement in Scenario B, C, D, G, H & I – screened air conditioning units

Wall cladding, windows & door





Not permitted in Scenario H & I – standard wall cladding, no windows or doors facing public place



Required in Scenario H & I – minimum of two windows and one door facing the primary street, wall cladding affixed to outside of walls and painted

## 6. Definitions

For the purposes of this policy, the following definitions apply:

### Ancillary dwelling

Has the same meaning as that defined under the Residential Design Codes.

### Donga

A transportable building which may either be new or second hand. Generally from mining and construction sites and are predominantly used for site offices, transient workforce accommodation for a temporary period. Square or rectangular in shape with minimal roof pitch.

### Dwelling

Has the same meaning as that defined under the Residential Design Codes.

### Public place

Means any thoroughfare or local government property or any place to which the public has access.

**Shipping/Sea container**

A container (whether designed and/or used on ships or trucks) with strength suitable to withstand shipment, storage, and handling. Shipping containers range from large reusable steel boxes used for intermodal shipments to corrugated boxes.

**Transportable building**

A building or structure which has been constructed at another location and transported, either whole or in parts, to the intended location. This includes, but is not limited to a shipping container, donga, ancillary dwelling, outbuilding or dwelling.

**Visible**

Development that is partially or wholly seen from either a public or neighbouring private place upon occupancy.

Relevant legislation	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015 Town of Port Hedland Local Planning Scheme No. 5 State Planning Policy 7.3 – Residential Design Codes
Delegated authority	
Business unit	Planning & Development
Directorate	Development, Sustainability & Lifestyle

<i>Governance to complete this section</i>			
Version Control	Version No.	Resolution No.	Adoption date
Review frequency	Annually		



## Policy

### 12/007 Shipping and/or Sea Containers

#### Objective

1. To ensure adequate amenity/streetscape provisions and protection when the installation and use of shipping and/or sea container(s) are approved.
2. To apply development controls through guidelines for the installation of container(s).
3. To provide guidelines for the approval of shipping and/or sea container(s) where applications comply with the provisions and/or intent of this policy.

#### Content

##### *General Conditions*

- A planning application will be required to be submitted for assessment and approval is to be obtained prior to locating a shipping/sea container on-site or changing the use of a shipping/sea container.
- This policy is based on shipping and/or sea containers up to 6 metres in length for Residential, Rural Residential and Rural zones and up to 12 metres in length for Industry, Strategic Industry, Airport, Port Facilities and Waste Disposal and Treatment areas. Container(s) larger than this may need to satisfy additional requirements.
- The use or placement of shipping and/or sea container(s) will only be considered in the Industry, Strategic Industry, Residential, Rural Residential, Rural and Airport zones. They will also be considered in Scheme reservations for Port Facilities and Waste Disposal and Treatment.
- Container(s) shall be wholly located within the boundaries of any property the subject of an application for approval.
- A Building Licence is also required prior to the placement of a shipping/sea container on-site.
- Container(s) shall be adequately tied down during cyclone season.
- Container(s) shall be maintained in good and orderly condition to the satisfaction of Council.
- Use of container(s) on any land within the Town of Port Hedland for the purposes related to the construction or demolition of structures (with an approved Building Licence) is permissible under this policy for the duration of the construction or demolition.
- Council may require the applicant to advertise the proposal for a container(s) in accordance with the requirements contained within Town Planning Scheme No 5.



## Policy

### *Residential*

- Container(s) to be painted and in good condition prior to location upon any property.
- Container(s) shall be suitably screened and/or fenced from the road frontage and be situated at the rear of the property unless otherwise determined by Council.
- A container will not be permitted within the front setback area.
- Container(s) must satisfy the setback requirements according to the Building Code of Australia classification.
- Container(s) are not to be located over septic tanks and/or leach drains or utilities.
- A maximum of one (1) sea container will be considered per property.
- Container(s) shall comply with the setback requirements contained within Town Planning Scheme 5 relevant for the zone in which they are located.
- Sea containers are to be used for purpose of storage only.
- Sea containers are to be painted and/or reclad and suitably screened from public view.
- Additional works or measures other than those already mentioned to properly address any amenity issues arising from the location of a sea container may be required by Council.

### *Rural and Rural Residential*

- Container(s) may only be used for the purpose of storage of approved materials in Rural and Rural Residential areas.
- Container(s) shall be suitably screened and/or fenced from the road frontage and be situated at the rear of the property unless otherwise determined by Council.
- In Rural and Rural Residential Zones, a container will not be permitted within the front setback area.
- In Rural and Rural Residential Zones, the sea container is to be painted, in good condition and to be suitably screened from public view.
- The use of container(s) shall relate directly to, and be ancillary to, the predominant use of the property as approved by Council.
- Container(s) are not to be located over septic tanks and/or leach drains or utilities.
- In Rural and Rural Residential areas a maximum of one (1) container will be permitted per property.
- Additional works or measures other than those already mentioned to properly address any amenity issues arising from the location of a sea container may be required by Council.





## Policy

### *Industry, Strategic Industry, Airport, Port Facilities and Waste Disposal and Treatment Zones and Scheme Reservations*

- Container(s) may only be used for storage purposes or converted to office or workshop use in Industry, Strategic Industry, Airport, Port Facilities and Waste Disposal and Treatment areas.
- In Industry, Strategic Industry, Airport, Port Facilities and Waste Disposal and Treatment areas, a maximum of ten (10) containers will be considered on any one (1) property. No more than five (5) containers will be permitted side by side.
- Container(s) shall not be stacked vertically.
- Container(s) must satisfy the setback requirements according to the Building Code of Australia classification.
- Container(s) are not to be located over septic tanks and/or leach drains or utilities.
- additional works or measures other than those already mentioned to properly address any amenity issues arising from the location of a sea container may be required by Council; and
- sea containers in use for port facilities and transport companies are not limited in number where they are used for transport purposes, however approval will be required to store more than ten (10) containers on the site. Should the sea containers remain on site for a period in excess of four (4) weeks then approval will be required for their storage.

#### Definitions

Nil

Relevant legislation	-
Delegated authority	-
Business unit	Town Planning and Development
Directorate	Development, Sustainability and Lifestyle

<i>Governance to complete this section</i>			
Version Control	Version No.	Resolution No.	Adoption date
	V01		24 November 2004
Review frequency	-		

**Document Control Statement** – The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://www.porthedland.wa.gov.au/documents/public-documents/policies> to ensure that you have the current version. Alternatively, you may contact the Governance Team.

## Waste Collection and Bin Replacement Policy

### Objective

The purpose of this policy is to provide details and clear guidelines to residents and businesses located within the Town of Port Hedland around the three (3) waste service types that are available:

- 1) Classic,
- 2) Premium, and
- 3) Additional Assistance Service (DAIP) Collection

The policy also sets out the methodology for applying charges for replacement bins.

### Content

The Town of Port Hedland provides residential and commercial properties located within the Town boundaries three (3) service options depending on the nature of the collection and the circumstances of the applicant. The three service options are as follows:

#### 1) Classic Collection Service

A Classic Collection Service is the standard Bin Service, where a charge is applied to each bin at a residential or commercial property, provided that it meets the following criteria:

- Emptied on a set day, once per week;
- Bins are placed on the kerbside in a manner that can accommodate collection without the driver exiting the truck; and
- The resident or property does not have multiple occupancies.

It is possible for a residential or commercial property to purchase additional Classic Collection Bin Services and pay an additional Classic Collection fee for each additional Bin Service.

#### 2) Premium Collection Service

A Premium Collection Service Charge is applied for one or more of the following reasons:

- Those residential or commercial properties requiring a number of bins to be collected from within the property, emptied, and returned back to the property. For example a unit or complex with multiple residences;
- Residential or commercial properties with insufficient verge space; thus requiring the driver to exit the vehicle to wheel the bin to the truck;

- A resident who qualifies for this service under the Town's Disability Access and Inclusion Plan (DAIP).

It is possible for a residential or commercial property to purchase additional Premium Collection Bin Services and pay an additional Premium Collection fee for each additional Bin Service.

### **3) Additional Assistance Service (DAIP) Collection**

The Additional Assistance Service (DAIP) is a Premium Collection service that is charged at a Classic Collection rate. As part of the Town of Port Hedland Disability Access and Inclusion Plan 2017 – 2022, this service can be requested by residents if all of the following are applicable:

- An individual is in receipt of an ongoing disability or aged pension; and
- An individual has a permanent or long term impairment preventing the resident from wheeling a bin from their residence to the kerbside; and
- There is no one else residing with the individual who is capable of putting the bin out on collection days.

(Note: a Medical Certificate and application form is required in order to qualify for this service; medical certificate must evidence permanent or long-term disability preventing the person from wheeling a bin from their residence to the kerbside).

#### ***Application of Bin Replacement Fees***

Bin Replacement Fees shall apply where a bin is stolen, burnt or otherwise damaged from nuisance. The Bin Replacement Fee shall be waived if a Police Report Number is produced.

Bin Replacement Fees shall not apply when damage to the bin is attributable to the collection truck or normal wear and tear, or upon new occupancy of a property where there is no bin onsite.

Bin replacement requests will only be granted to an Authorised Person. Assessments of individual cases may be made by a person duly authorised by Council to make such assessments.

## Definitions

***“Authorised Person”*** the title holder, ratepayer or persons to which authority has been delegated in writing e.g. managing agent.

***“Bin Replacement Fee”*** the fee charged to replace a bin where a bin had previously been purchased as part of a Bin Service.

***“Bin Service”*** provision of one 240L bin and a weekly service to empty the contents of the bin.

***“Service Charge”*** the annual fee charged for a Bin Service.

<i>Relevant legislation</i>	<p>Waste Avoidance and Resource Recovery Act 2007:  <a href="https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtile_2758_homepage.html">https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtile_2758_homepage.html</a></p> <p>Local Government Act 1995:  <a href="http://classic.austlii.edu.au/au/legis/wa/consol_act/lga1995182/">http://classic.austlii.edu.au/au/legis/wa/consol_act/lga1995182/</a></p> <p>Town of Port Hedland Waste Local Law 2018:  <a href="https://www.porthedland.wa.gov.au/Profiles/porthedland/Assets/ClientData/Document-Centre/Public_Documents/Local_Laws/Waste_Local_Law_-_Gazetted_Copy.pdf">https://www.porthedland.wa.gov.au/Profiles/porthedland/Assets/ClientData/Document-Centre/Public_Documents/Local_Laws/Waste_Local_Law_-_Gazetted_Copy.pdf</a></p> <p>Town of Port Hedland Disability Access and Inclusion Plan 2017–2022:  <a href="https://www.porthedland.wa.gov.au/Profiles/porthedland/Assets/ClientData/Document-Centre/Disability-Access-and-Inclusion-Plan/Attachment-2-DAIP-2013-2017-Implementation-Plan.pdf">https://www.porthedland.wa.gov.au/Profiles/porthedland/Assets/ClientData/Document-Centre/Disability-Access-and-Inclusion-Plan/Attachment-2-DAIP-2013-2017-Implementation-Plan.pdf</a></p>
<i>Delegated authority</i>	Not Applicable
<i>Business unit</i>	Waste Operations
<i>Directorate</i>	Regulatory Services

<i>Governance to complete this section</i>			
<i>Version Control</i>	<i>Version No.</i>	<i>Resolution No.</i>	<i>Adoption date</i>
<i>Review frequency</i>			

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The Town of Port Hedland provides a Premium kerbside waste collection service for eligible people with disabilities. The Premium collection service involves the waste truck driver attending your property to collect, empty and return your bin to its normal location within your property boundary. If the application is approved, the applicant will receive the Premium collection service for the same annual rate as the standard Classic collection service.

**SECTION 1 - To be completed by Applicant or their Advocate**

*(Please print neatly in BLOCK LETTERS with a black or blue pen only).*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

How many people live at the property? \_\_\_\_\_

Are you in receipt of a Disability Support Pension? \_\_\_\_\_

Can you wheel a wheelie bin from your residence to the kerb in front of your premises and return within 10 minutes without the assistance of another person or the use of a complex walking aid?  
\_\_\_\_\_

Is your residence within 20 metres of the road? \_\_\_\_\_

Does anyone live with you who is capable of putting the wheelie bin out? \_\_\_\_\_

I hereby declare that all the information given by me is correct to the best of my knowledge and I authorise my General Practitioner (GP) who completes the medical questionnaire overleaf to disclose to the managers of this scheme any information relevant to this application.

Your signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

(or Advocate's) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

If signed by Advocate, please also print your name here:

\_\_\_\_\_

Thank you for completing Section 1. Your General Practitioner (GP) will need to complete Section 2 (overleaf) before we can consider your application.

**Section 2**

**Guidelines for qualified health care professionals:** This is a special service to cater for persons with severe disability. The service involves the driver of the waste collection vehicle entering the applicant's residential property on foot and walking up to 20 metres to collect the wheelie bin. The driver then removes the bin from the property for emptying before returning the bin to the applicant's property. For applicants to be eligible for this service their condition must be severe and one or more of the following must apply:

The applicant:

- Is in receipt of an ongoing disability pension
- Is unable to manage steps or uneven ground without the use of a complex walking aid or cannot walk a distance of 20 metres without having to rest due to pain
- Has major difficulty with steps and inclines
- Is totally dependent on others for mobility
- Has sensory disability vision impairment
- Is unable to wheel a wheelie bin to the kerb in front of their residence and return within 10 minutes.

**SECTION 2 - To be completed by Applicant's General Practitioner (GP)**

*Please print neatly in BLOCK LETTERS with a black or blue pen only.*

In your opinion, does the condition of the applicant prevent a reasonable endeavour to wheel a wheelie bin to and from the kerb in front of their residence?

Medical Certificate provided?

Yes/No

(Medical Certificate is required to be eligible for this service, medical certificate must evidence permanent or long term disability preventing the person from wheeling a waste receptacle from their residence to the kerb)

**Completed by**

GP Name \_\_\_\_\_

Name of Practice \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Contact Number \_\_\_\_\_

**Declaration**

I certify that the above information is correct. I understand the intent of the *Waste Collection Service for People with Disabilities* and acknowledge that misleading information could result in legal action being taken by the Town of Port Hedland.

Signed \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

License # \_\_\_\_\_

**Personal Information Protection Statement**

As required under the *Personal Information Protection Act 2004*

1	Personal information is managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates, on request to the Town of Port Hedland.
2	Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made under that Act, and, if necessary may be disclosed to other public sector bodies, agents or contractors of the Town of Port Hedland, in accordance with Council's Personal Information Protection Act.
3	Failure to provide this information may result in your application not being able to be accepted or processed.





## Policy

### 13/015 Waste Collection Service Charges

#### Objective

The Town imposes a receptacle charge for the proper disposal of waste in respect of premises provided with a waste service pursuant to see 67 of the *Waste Avoidance and Resource Recovery Act 2007*.

The Fees and Charges Schedule separates that charge into a classic collection service and a premium collection service. This policy details the criteria by which that categorisation of collection service is determine

#### Content

##### *Premium Collection*

A premium bin collection is applied for one, or more, of the following reasons:

- Those residences or commercial properties requiring a number of mobile garbage bins to be collected and emptied from within the property. For example a unit or complex with multiple residences;
- Residences or commercial properties with insufficient verge space for bins to be safely collected by a refuse vehicle;
- Residences or commercial properties whose bin compound(s) is inaccessible to a refuse vehicle and requires the refuse vehicle operator to remove the bins from the compound and empty them individually; or
- A resident qualifies for this service under the Town's Disability Access and Inclusion Plan (DAIP).

##### *Classic Collection*

A classic bin collection is the standard collection service applied provided that a residence or commercial property does not have more than one collection per week and:

- Bins are placed on the kerb/verge for collection on a set day once per week; and
- The resident or property does not have multiple occupancies.

#### Definitions

Nil.



**Town of  
Port Hedland**

## Policy

Relevant legislation	<i>Waste Avoidance and Resource Recovery Act 2007, Local Government Act 1995</i>
Delegated authority	-
Business unit	Waste Operations
Directorate	Infrastructure & Town Services

### *Governance to complete this section*

Version Control	Version No.	Resolution No.	Adoption date
	V01	CM201819/019	22 August 2018
Review frequency	Annually		

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## Policy

## 13/010 Application of Bin Replacement Charges

## Content

That where a bin is requested to be replaced by a person with authority to make that request, as a result of being stolen, burnt or otherwise damaged from nuisance, the replacement fee is charged.

That where a bin is requested to be replaced by a person with authority to make that request, as a result of damage attributable to the collection truck or normal wear and tear, the replacement fee is not charged.

That where an assessment is required to be made to determine whether a charge should be rendered, that assessment be conducted by a person duly authorised for the purposes of the Health Local Laws 1999.

## Definitions

Nil.

Relevant legislation	Health Local Laws
Delegated authority	-
Business unit	Waste Operations
Directorate	Infrastructure & Town Services

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01	-	24 November 2004
Review frequency	-		

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