



WTA Meeting Minutes

Friday 26 May 2017

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OPENING OF MEETING

Meeting commenced at 9.30am.

ATTENDANCE

Stretch Noonan Acting Chairperson
 Chris Newman Member
 Duane Singleton Member
 Jackie Madua Member
 Ben Myall Member
 Lucy Boxall Acting Superintendent

ABSENT

Michael Rowland Chair (apology)
 Emily Peel Superintendent (apology)
 Troy McNamara Member (apology)

GUESTS

Adam Clements Finance Manager, Weipa Operation RT

ATTENDANCE RECORDS

Attendance 2017																
WTA Meeting	25-Jan	24-Feb	24-Mar	28-Apr	12-May	26-May	23-Jun	28-Jul	25-Aug	22-Sep	27-Oct	24-Nov	15-Dec	TOTALS		
	No														No	%
Michael Rowland	P	P	P	P	P									5	100.00%	
Stretch Noonan	P	P	P	A	A									3	60.00%	
Chris Newman	P	P	P	P	P									5	100.00%	
Duane Singleton	P	P	P	P	P									5	100.00%	
Jackie Madua	P	A	A	P	A									2	40.00%	
Ben Myall	P	P	P	P	A									4	80.00%	
Troy McNamara	A	P	A	P	P									3	60.00%	
WTA Workshop	13-Jan	10-Feb	10-Mar	7-Apr	12-May	9-Jun	14-Jul	11-Aug	8-Sep	13-Oct	10-Nov	8-Dec	TOTALS			
	No												No	%		
Michael Rowland	P	P	P	P	P								5	100.00%		
Stretch Noonan	P	P	P	P	A								4	80.00%		
Chris Newman	P	P	P	P	P								5	100.00%		
Duane Singleton	P	P	P	P	P								5	100.00%		
Jackie Madua	P	P	P	A	A								3	60.00%		
Ben Myall	X	A	P	A	A								1	25.00%		
Troy McNamara	P	P	P	A	P								4	80.00%		
		P	Present													
		A	Apology													
		A	Absent (**deduct meeting fee as per WTA remuneration policy)													
		X	N/A or Cancelled													

1. ITEMS FOR CONSIDERATION

1.1. Register of Interest Update

Standing agenda item - WTA Members are reminded to notify the Superintendent of any change to their Register of Interests that may have occurred since the last meeting.

Nil

1.2. MPI / COI

Standing agenda item - WTA Members are asked to consider any Material Personal Interest (MPI) or Conflicts of Interest (COI) issues that may arise due to items listed on the agenda.

Nil

1.3. Information Stall at the Shopping Centre

Standing agenda item - WTA Members are asked to consider if there is need to arrange an information stall to obtain ratepayer feedback on any recent agenda items.

Nil

1.4. WTA Member Travel /Reimbursement of Expenses

Standing agenda item - WTA Members are asked to consider any travel requirements so that all travel and reimbursements can be pre-approved by the WTA. (Resolutions to follow **WTA Policy WTA01 Member Reimbursement of Expenses and Provisions of Facilities Policy**).

Nil

2. CONFIRMATION OF PREVIOUS MINUTES

A draft version of the previous minutes from 28 April 2017 was attached as Appendix 1.

<p>Recommendation: That the WTA Members adopt the minutes of the General Meeting held 28 April 2017 as a true and accurate record.</p>
<p>Resolution: The WTA Members adopt the minutes of the General Meeting held Friday 28 April 2017 as a true and accurate record.</p>
<p>Moved: Chris Newman Seconded: Duane Singleton</p>
<p>Carried</p>

3. CHAIR'S REPORT (Michael Rowland)

Stretch Noonan presented the Acting Chair's report.

4. SUPERINTENDENT REPORT (Emily Peel)

Lucy Boxall presented the Superintendent's Report on behalf of Emily Peel.

5. GOVERNMENT RELATIONS (Michael Rowland)

No update.

6. ALNGITH CORPORATION (Jackie Madua)

No update.

7. RIO TINTO (Ben Myall)

Update on Andoom operations. Currently finalising asset management to ensure coverage across all three mines moving forward.

8. PUBLIC WORKS PORTFOLIO (Stretch Noonan)

8.1. Member Update

No update.

8.2. Business Items

Nil

9. PLANNING AND DEVELOPMENT PORTFOLIO (Chris Newman)

9.1. Member Update

No update.

9.2. Business Item – Development Application (MCU Industrial Storage Shed)

Matthew Turnbull presented a development application (Material Change of Use) for an Industrial Storage Shed at 3 Toots Holzhiemer Road, Evan Landing as per Appendix 2.

Recommendation: That the application by Thomas Paul Constructions Qld Pty Ltd for a Development Permit for Material Change of Use for an Industrial Storage Shed on land described as Lot 661 on MP 37848 and situated at 3 Toots Holzhiemer Road, Evans Landing be approved by the WTA subject to the conditions set out in the attached schedule.

Resolution: The application by Thomas Paul Constructions Qld Pty Ltd for a Development Permit for Material Change of Use for an Industrial Storage Shed on land described as Lot 661 on MP 37848 and situated at 3 Toots Holzhiemer Road, Evans Landing is approved by the WTA subject to the conditions set out in the attached schedule.

Moved: Duane Singleton **Seconded:** Ben Myall

Carried

10. CORPORATE SERVICES PORTFOLIO (Troy McNamara)

10.1. Member Update

No update.

10.2. Business Item – Financial Reports

Emma Bebb presented the WTA financial reports for April 2017 as per Appendix 3.

10.3. Business Item – Debtor Update

Emma Bebb provided an overview of current debtors for WTA as per Appendix 4.

10.4. Business Item – Rates Review

Emma Bebb presented a business paper on rate categories as per Appendix 5.

Recommendation: That the WTA approve the implementation of additional rate categories to create equity amongst ratepayers and increase consistency within rates preparation.

Resolution: The WTA approve the implementation of additional rate categories to create equity amongst ratepayers and increase consistency within rates preparation. The additional rate categories are as follows –

1. Rio Tinto Alcan – Residential
2. Rio Tinto Alcan – commercial
3. Non Rio Tinto Alcan – Residential
4. Non Rio Tinto Alcan – Commercial
5. Weipa Town Authority
6. Rio - Multi Units, Building and Group
7. Rio - Multi Units > 5 Units
8. Rio - Multi Units >20 Units
9. Non Rio - Multi Units, Building and Group
10. Non Rio - Multi Units >5 Units
11. Non Rio - Multi Units >20 Units
12. Hotels, Motels, Caravan Parks, Shopping
13. Rio – Industry
14. Non Rio – Industry
15. Sporting and Not for Profits
16. Government – Residential
17. Government - Multi Units

Moved: Duane Singleton **Seconded:** Jackie Madua

Carried

10.5. Business Item – TOR for Financial Audit 2016-2017

Emma Bebb to discuss the Terms of Reference for the Financial Audit 2016-2017 as shown in Appendix 6.

Recommendation: That the WTA approve the engagement of BDO Audit North Queensland (BDO) for the Financial Audit 2016-2017 in accordance with the attached Terms of Reference (used for 2015-2016).

Resolution: The WTA approve the engagement of BDO Audit North Queensland (BDO) for the Financial Audit 2016-2017 in accordance with the attached Terms of Reference (used for 2015-2016).

Moved: Ben Myall **Seconded:** Jackie Madua

Carried

10.6. Business Item – BoR Round 3

Further discussions were held on the WTA application for Rocky Point Sewer Upgrades under Building Our Regions (BoR) Round 3.

Recommendation: That the Rocky Point Sewer Upgrade Project (**be approved/not be approved**) within the WTA Capital Project Budget for 2017-2018.

Accordingly, the WTA -

- Support the submission of detailed application for the Rocky Point Sewer Upgrade and Rocky Point Hibberd Centre Renovation;
- Is committed to delivering the project and approves any financial and/or in-kind contributions;
- Is committed to the management and costs associated with ongoing operation and maintenance.

Resolution: The Rocky Point Sewer Upgrade Project be approved within the WTA Capital Project Budget for 2017-2018.

Accordingly, the WTA -

- Support the submission of detailed application for the Rocky Point Sewer Upgrade and Rocky Point Hibberd Centre Renovation;
- Is committed to delivering the project and approves any financial and/or in-kind contributions;
- Is committed to the management and costs associated with ongoing operation and maintenance.

Moved: Chris Newman **Seconded:** Ben Myall

Carried

13.2. 2017 WORKSHOP DATES

- Friday 9 June 2017
- Friday 14 July 2017
- Friday 11 August 2017
- Friday 8 September 2017
- Friday 13 October 2017
- Friday 10 November 2017
- Friday 8 December 2017

14. OTHER BUSINESS

14.1. WTA Strategy documents

Lucy Boxall discussed the 2017 WTA Strategy documents as presented by Emily Peel at previous meetings/workshops.

Recommendation: That the WTA endorse the 2017 WTA Strategy documents as presented.

Resolution: The WTA endorse the 2017 WTA Strategy documents as presented.

Moved: Chris Newman

Seconded: Duane Singleton

Carried

CLOSURE OF MEETING

The meeting closed at 12.30pm.

Minutes confirmed this 23rd day of June 2017

Chair

Superintendent Weipa Township

WEIPA TOWN AUTHORITY

DEVELOPMENT APPLICATION

DATE: 2nd May, 2017

APPLICATION NUMBER: P17-005

TO: SUPERINTENDENT
WEIPA TOWN AUTHORITY

FROM: BRUCE HEDLEY
PLANNING FAR NORTH

PROPOSAL: DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE FOR INDUSTRIAL STORAGE SHED

REAL PROPERTY DESCRIPTION: LOT 661 on MP 37848

LOCATION: 3 TOOTS HOLZHIEMER ROAD, EVANS LANDING

AREA OF SITE: 2004 m²

APPLICANT: THOMAS PAUL CONSTRUCTIONS QLD PTY LTD

OWNER: THOMAS PAUL CONSTRUCTIONS INTERNATIONAL PTY LTD

SUBMISSIONS: NO SUBMISSIONS RECEIVED

1.0 INTRODUCTION

Thomas Paul Constructions Qld Pty Ltd has submitted an application for a Development Permit for Material Change of Use to facilitate the construction of an industrial storage shed on the site situated at 3 Toots Holzhiemer Road, Evans Landing.

The proposal is considered to be acceptable and to be an appropriate form of development in the Industrial area of Evans Landing.

2.0 BACKGROUND

In late 2010, planning approval was granted for the development of an industrial building on the property. The building was to have a floor area of approximately 450m². The proposal was generally similar to the current proposal.

In mid 2012, planning approval was granted for the development of an office building on the property behind the proposed industrial building. The office building was to have a floor area of approximately 106m² and was to contain two offices, a meeting room and a bathroom.

Neither of the buildings has been constructed and both of the approvals have lapsed.

3.0 THE SITE AND LOCALITY

The site is included in the Industry Preferred Dominant Land Use Designation under the Advisory Development Plan.

The site is described as Lot 661 on MP 37848 and is situated at 3 Holzhiemer Road, Evans Landing. The site has an area of 2004m² and a frontage of approximately 32.6 metres to Toots Holzhiemer Road.

The site is relatively flat and is cleared and vacant. Toots Holzhiemer Road is constructed with a sealed carriageway and kerb and channel to the frontage of the site.

The site is situated towards the south-western edge of the Evans Landing Industrial Area. The lots adjacent to the site are used for industrial purposes, including contractor's yards and bulk storage. The land to the rear of the site is vacant and is the subject of a recent planning approval for the development of an animal pound, veterinary clinic and caretaker's residence.

4.0 THE PROPOSAL

The proposal is to construct an industrial building with a floor area of approximately 450m². The building is to be located on the western part of the site. The building is to have a height of 8.1 metres and is to be setback a minimum of 6 metres from the frontage of the site and a minimum of 3 metres from the western boundary of the site.

Six car parking spaces are to be located at the rear of the building. A sealed driveway is to be located on the eastern part of the site to provide vehicular access to the building. The driveway is to extend to the rear of the building to provide sealed access to the car parking. The Site Plan shows landscaping to the setback between the frontage of the site and the proposed building as well as landscaped strips to the eastern side boundary and the southern rear boundary.

5.0 PUBLIC NOTICE

The applicant has provided a written statement that the application was publicly notified in accordance with the provisions of the *Sustainable Planning Act 2009*. No submissions were received during the notification period.

6.0 ASSESSMENT

The building is to be used for industrial purposes which is consistent with the intent for the Evans Landing Industrial Area.

The design of the proposed development complies with the town planning parameters applied to industrial development in the location. There are two matters of detail which require some consideration.

The Site Plan shows a single point of vehicular access to the site from the eastern part of the frontage to Toots Holzhiemer Road. This is to provide access to a hardstand manoeuvring area adjacent to the eastern side of the building and to the car parking area at the rear of the building. The Floor Plan and Elevations show a roller shutter door in the front wall of the building. There is the potential for vehicular access to be provided from this door directly to Toots Holzhiemer Road. A condition is included in the recommended conditions of approval to preclude vehicular access to this door if it is provided. There is no ability for vehicles which may access this door to turn on the site. Further, a single point of vehicular access from Toots Holzhiemer Road is considered to be sufficient given the area and frontage of the site and the overall design of the development.

The Site Plan shows landscaping to the setback between Toots Holzhiemer Road and the building as well as to the eastern side boundary and the rear boundary of the site. It is a normal requirement for landscaping to be required to the front setback and this is specified in the conditions relating to landscaping. It is not considered to be essential for landscaping to be provided to the side and rear boundaries although this is supported. The conditions relating to landscaping do not specify that landscaping must be provided to these boundaries but require that the details of this landscaping must be included in the landscape plan if the proponent chooses to provide this landscaping.

7.0 CONCLUSION

The proposal is considered to be acceptable and to be an appropriate form of development in the Evans Landing Industrial Area. The application is recommended for approval subject to appropriate conditions, including conditions relating to vehicular access from Toots Holzhiemer Road and to the location of landscaping.

8.0 RECOMMENDATIONS

The application by Thomas Paul Constructions Qld Pty Ltd for a Development Permit for Material Change of Use for an Industrial Storage Shed on land described as Lot 661 on MP 37848 and situated at 3 Toots Holzhiemer Road, Evans Landing be approved subject to the conditions set out in the attached schedule.

**DEVELOPMENT PERMIT
MATERIAL CHANGE OF USE
SCHEDULE OF CONDITIONS**

**INDUSTRIAL STORAGE SHED
LOT 661 ON MP 37848
3 TOOTS HOLZHIEMER ROAD, EVANS LANDING**

ASSESSMENT MANAGER

1. General

- 1.1 The use of the subject land must be commenced within a period of four (4) years from the date the approval takes effect (see Section 339 and Section 341 of the Sustainable Planning Act 2009). Should the subject use not be commenced prior to the expiry of such period, this approval will lapse.
- 1.2 The proposed development must be generally in accordance with the details submitted with the application and the Proposal Plans prepared by Thomas Paul Constructions Pty Ltd and CEO, identified in the following Table, which form part of this application, except as otherwise specified by any conditions in this approval.

Drawing Title	Drawing N°	Date
Site Plan	1 TPC Weipa 2	E 01.02.17
Floor Plans & Elevations	2 TPC Weipa 2	E 01.02.17
Electrical Layout and Section	3 TPC Weipa 2	E 01.02.17

- 1.3 The conditions of the development permit must be effected prior to the commencement of the use, except where specified otherwise in these conditions of approval.

2. Vehicular Access and Car Parking

- 2.1 Vehicular access to the site from Toots Holzhiemer Road must be via a single crossover located within the eastern part of the frontage to Toots Holzhiemer Road, generally as shown on the Site Plan.
- 2.2 Vehicular access from the front of the building to Toots Holzhiemer Drive is not permitted so that the roller shutter door shown to the Toots Holzhiemer Road façade of the building on the Floor Plan and Elevations may not be used for vehicular access to/from Toots Holzhiemer Road, if it is incorporated in the final design and construction of the building.
- 2.3 Car parking must be provided for the building at the rate of 1 space per 100m² gross floor area.

- 2.4 The car parking spaces, the access to the spaces and the vehicle manoeuvring area adjacent to the eastern side of the building must be imperviously sealed and drained.

3. Landscaping

- 3.1 The setback area between the Toots Holzhiemer Road frontage of the site and the building must be landscaped, generally as indicated on the Site Plan.
- 3.2 Landscaping may be provided to the eastern side boundary and the rear boundary of the site as indicated on the Site Plan. If landscaping is to be provided to these areas, the details of the landscaping and of the irrigation to the landscaping must be provided in accordance with the respective requirements of Conditions 3.3 - 3.6 below.
- 3.3 Landscaping must be completed/maintained in accordance with an approved landscape plan prior to commencement of the use and must be maintained at all times in accordance with that plan. In particular, the plan must show: the location of existing and proposed planting; proposed species of vegetation; and located of watering system.
- 3.4 The landscape plan is to be submitted for the approval of Weipa Town Office. The landscape plan is to be prepared by a person skilled and experienced in landscape design not less than six weeks prior to the completion of building work. The landscape works must be completed/maintained in accordance with the plan prior to occupation of any part of the premises.
- 3.5 All landscaped areas must be irrigated. Details of the irrigation system must be shown on the landscape plan required by Condition 3.3 above.
- 3.6 Landscaped areas adjoining access driveways and car parking spaces must be protected by a 150mm high vertical kerb or similar barrier.

4. Engineering

- 4.1 Unless explicitly stated elsewhere in this approval, all works required by this approval must be constructed prior to the commencement of the use.
- 4.2 The developer must construct a suitable crossover to connect the driveway servicing the facility to the carriageway in Toots Holzhiemer Road.
- 4.3 The developer is responsible for any relocation and/or alteration to any public utility installation required as a result of any works carried out in connection with this development. These works are to be carried out by the relevant authority, and at the developer's expense.
- 4.4 The developer must forward to Weipa Town Authority within twenty-eight (28) days of the completion of the relocation and/or alteration, written evidence or

statement from the relevant public utility authority that such relocation and/or alteration has been carried out to the satisfaction of the relevant authority.

5. Stormwater Drainage

- 5.1 Stormwater drainage from paved and roofed areas must be discharged to kerb and channelling within the adjoining road reserve or as otherwise required or agreed to in writing by Weipa Town Authority.
- 5.2 The approved development must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.

6. Soil Erosion, Minimisation, Sediment Control and Dust Control

- 6.1 During the construction phase of this development the developer is responsible for the installation and maintenance of erosion and sediment management facilities.
- 6.2 The developer is responsible for the suppression of dust arising from the construction work and/or the cartage of material that may cause a nuisance to adjoining properties.

7. Environmental Consideration

- 7.1 Construction must comply with the Environmental Protection Act, Policies and Guidelines to prevent or minimise either environmental harm or nuisance.

8. Definitions

8.1 In these conditions:

- a) A reference to an Act includes all statutory instruments and subordinate legislation made under that Act; and
- b) Terms used have the meaning contained in the Weipa Advisory Development Plan, the Sustainable Planning Act 2009 or the relevant legislation referred to in these conditions, as the case may be.



WEIPA TOWN AUTHORITY POLICY HIRE OF COMMUNITY FACILITIES POLICY

Policy Number:	WTA - P - 1.0	Date Adopted:
Version:		Review Date:

INTENT

This policy has been developed to provide an equitable and transparent approach to the use of Community facilities managed by the Weipa Town Authority. It is intended to provide community groups, appropriate commercial groups and individuals the opportunity to use WTA facilities for approved purposes on a casual and/or permanent basis.

RESPONSIBILITY

The Coordinator Communities is responsible for ensuring that this policy is understood and adhered to by all Weipa Town Authority personnel and contractors.

DEFINITIONS

For the purpose of this policy and accompanying procedures, WTA's community facilities include: -

- *Public Open Space* – Any parcel of land managed by the WTA zoned public open space or community purpose and can include, green belts, beach foreshores, parks, playgrounds and special events grounds.
- *Community Halls* – Those buildings owned or managed by WTA for the purpose of community use. Such facilities may be associated with WTA active reserves or stand alone facilities.
- *Hard Courts* – any court or group of courts managed by WTA, including but not limited to netball, basketball and tennis courts or half courts.
- *Community Groups* – A group who can demonstrate that they do not operate for profit, personal gain or other benefit of a particular person or group of people, and that any proceeds from their activities are directed solely to further the objectives of the group, may be classed as a community group.
- *Permanent User* – Any Community groups, Commercial groups or individuals who hire a facility on a regular basis; more than 10 times per year.

PRINCIPLES

Multi-Purpose Community Facilities

Weipa Town Authority is committed to supporting the diverse needs of the community to achieve this balance, all Community Facilities within the scope of this Policy will be managed as multi-purpose facilities with no exclusive rights granted to any one group or purpose.

Application to use

WTA will maintain appropriate procedures relating to the use of community facilities to ensure consistency in day to day decision making. Community groups, appropriate commercial groups and individuals may submit applications to WTA in accordance with those procedures for approval to use community facilities on a casual and/or seasonal basis.

Assessment Criteria

The WTA will assess applications for the use of community facilities in accordance with the criteria outlined below;

- a) The nature and suitability of the activity in relation to the venue requested
- b) The availability of the venue at the required time(s) and on the required day(s)
- c) The estimated number of participants associated with the use of the facility in relation to the carrying capacity of the facility
- d) Previous use by the hirer of WTA's Community Facilities and the appropriateness of this use

Fees for Use

Fees and charges are designed to assist the WTA to subsidise the costs of operating and maintaining community facilities. Community Facility users will be charged fees for use in accordance with the WTA Schedule of Fees and Charges.

The payment of fees shall not confer any rights over the facilities other than at those times and periods as confirmed by the WTA.

Bond charges

A 'Bond' is a security measure designed to protect the WTA's assets. Bond charges may be requested in accordance with the WTA's Schedule of Fees and Charges.

Bond charges may be applied in situations including but not limited to;

- when the activity being undertaken is determined as a potential risk to the WTA asset,
- when alcohol is being served or consumed at the facility and;
- when previous issues have arisen with a particular user.

In the event that a booking results in an unacceptable level of cleanliness or damage caused to a community facility, the WTA will utilise the bond to undertake repairs and additional cleaning. Should the bond not cover the cost of required works, WTA may seek further restitution to cover additional costs.

Facility Maintenance and improvement

WTA aims to manage community facilities to meet the community's needs in an economically, socially and environmentally sustainable manner. All maintenance of community facilities will be organised and managed by the WTA. Capital improvement and development of community facilities will be in accordance with WTA's asset management processes.

RELATED DOCUMENTS

2011 Sport and Recreation Plan
Fees and Charges Schedule

REVIEW

Review as required.

DRAFT