



**Town of Port Hedland**

**MINUTES**

**OF THE**

**SPECIAL MEETING**

**OF THE TOWN OF PORT HEDLAND COUNCIL**

**HELD ON**

**WEDNESDAY 8 MAY 2013**

**AT 5.00 PM**

**IN COUNCIL CHAMBERS**

**McGREGOR STREET, PORT HEDLAND**

*Purpose of Meeting to consider:*

- 1. Proposed Widening of a Portion of the Murdoch Drive Road Reserve Adjacent to Lot 502 North Circular Drive, South Hedland (File No.: 804111G)*
- 2. Policy 6/003 Community Funding and Donations – Adoption of (Revised) Policy (File No.:02/05/003)*
- 3. Proposed Fees & Charges 2013/14 – Further Amended Fees*
- 4. Confidential - Request for Proposals - Pretty Pool Caravan Park Responses (File no.: 19/01/0002)*

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*M.J. (Mal) Osborne  
Chief Executive Officer*



## OUR COMMITMENT

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

<b>ITEM 1</b>	<b>OPENING OF MEETING .....</b>	<b>4</b>
1.1	OPENING .....	4
<b>ITEM 2</b>	<b>RECORDING OF ATTENDANCE AND APOLOGIES.....</b>	<b>4</b>
2.1	ATTENDANCE.....	4
2.2	APOLOGIES .....	4
2.3	APPROVED LEAVE OF ABSENCE.....	4
<b>ITEM 3</b>	<b>PUBLIC TIME .....</b>	<b>5</b>
3.1	PUBLIC QUESTION TIME .....	5
3.1.1	<i>Mr Frank Weir</i> .....	5
3.2	PUBLIC STATEMENT TIME .....	6
<b>ITEM 4</b>	<b>QUESTIONS FROM MEMBERS WITHOUT NOTICE.....</b>	<b>6</b>
4.1	<i>Councillor Taylor</i> .....	6
<b>ITEM 5</b>	<b>DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING.....</b>	<b>6</b>
<b>ITEM 6</b>	<b>REPORTS OF OFFICERS .....</b>	<b>7</b>
<b>6.1</b>	<b>PLANNING AND DEVELOPMENT SERVICES .....</b>	<b>7</b>
6.1.1	<i>Proposed Widening of a Portion of the Murdoch Drive Road Reserve Adjacent to Lot 502 North Circular Drive, South Hedland (File No.: 804111G)</i> .....	7
<b>6.2</b>	<b>ENGINEERING SERVICES .....</b>	<b>11</b>
<b>6.3</b>	<b>COMMUNITY DEVELOPMENT .....</b>	<b>12</b>
6.3.1	<i>Policy 6/003 Community Funding and Donations – Adoption of (Revised) Policy (File No.:02/05/003)</i> .....	12
<b>6.4</b>	<b>CORPORATE SERVICES.....</b>	<b>27</b>
6.4.1	<i>Proposed Fees &amp; Charges 2013/14 – Further Amended Fees</i> .....	27
<b>ITEM 7</b>	<b>LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL .....</b>	<b>32</b>
<b>ITEM 8</b>	<b>CONFIDENTIAL ITEMS .....</b>	<b>32</b>
8.1	<i>Request for Proposals - Pretty Pool Caravan Park Responses (File no.: 19/01/0002)</i> .....	32
<b>ITEM 9</b>	<b>CLOSURE.....</b>	<b>34</b>
9.1	DATE OF NEXT MEETING .....	34
9.2	CLOSURE .....	34

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

The Mayor declared the meeting open at 5.04pm and acknowledged the traditional owners, the Kariyarra people.

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

Mayor Kelly A Howlett  
Councillor George J Daccache  
Councillor Arnold A Carter  
Councillor Jan M Gillingham  
Councillor David W Hooper  
Councillor Michael (Bill) Dziombak  
Councillor Julie E Hunt  
Councillor Penny Taylor  
Councillor Gloria A Jacob – left the meeting at 5:23pm

*Officers*

Malcolm Osborne	Chief Executive Officer
Natalie Octoman	Director Corporate Services
Russell Dyer	Director Engineering Services
Eber Butron	Director Planning & Development
Gordon MacMile	Director Community Development
Josephine Bianchi	Governance Coordinator
Lorraine Mathieson	Administration Officer Governance
David Westbury	Manager Economic Development

**2.2          Apologies**

Nil.

**2.3          Approved Leave of Absence**

Nil.

Mayor opened Public Question Time at 5.04pm

**ITEM 3 PUBLIC TIME***IMPORTANT NOTE:*

*'This meeting is being recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes which may be released upon request to third parties. If you do not give permission for recording your participation please indicate this at the meeting. The public is also reminded that in accordance with Section 20.3 of the Town of Port Hedland Local Law on Standing Orders nobody shall use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the presiding member to do so'.*

**3.1 Public Question Time****3.1.1 *Mr Frank Weir***

*Mr Weir asked about the Community Funding and Donations Policy in relation to the Town's donation to the Annual Boodarie Bowls Carnival. He said the new donation policy indicates that applications for funding need to be submitted during the financial year but will not necessarily be approved until the end of the year. The Port and South Hedland Bowling Clubs need to be able to announce the details of the Carnival in advance to ensure it is included in Bowls fixture calendars, that advertising can be organised, and that people who travel long distances can attend.*

Mayor Howlett clarified that this Agenda refers to the Premier Regional Lawn Bowls event which is the same as the Boodarie Bowls event being referred to by Mr Weir. The Mayor said that the item is being considered at this meeting, and that there is an alternate resolution proposed to provide additional support to this valuable event, which is attended by many Councillors. Any decision made regarding this item tonight will be in place for the next three years.

Director Community Development clarified that much of the proposed policy refers to community support donations previously established by Council. The partnership policy section is a new proposal where groups can apply for up to 3 years funding and includes a proposal for community support.

Mayor Howlett confirmed that groups whose funding is approved at this meeting do not need to apply again for another 3 years, unless they are seeking a variation.

*Mr Weir sought further clarification regarding the maximum amount of financial support to be supplied, noting that the maximum funding is stated at \$10,000 annually for 3 years, but the table states that the Bowls Carnival will receive a maximum of \$5,000.*

Mayor Howlett clarified that the first table describes on-going in-kind assistance to be provided by the Town, and the second table identifies the officer’s recommendation for provision of financial support and sponsorship for the event of \$5,000 annually for the next 3 years, hence the notional value of \$15,000.

Director Community Development explained that the Partnership Program suggests that the maximum contribution is \$10,000 pa., however the Officer’s Recommendation is that the Bowls Carnival receive \$5,000 pa.

Mayor closed Public Question Time at 5.10pm

Mayor opened Public Statement Time at 5.10pm

**3.2 Public Statement Time**

Nil.

Mayor closed Public Statement Time at 5.10pm

**ITEM 4 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

**4.1 *Councillor Taylor***

Councillor Taylor requested an update on the ‘Move It Hedland’ program.

Director Community Development reported that 80 people had enrolled in the program, with an average of 60 people attending each event. The final event is to be held next week. As this program has been so successful discussions are now taking place with YMCA to consider continuing the program beyond the original concept and organising a modified version of the program to encourage people continue to with the fitness program.

**ITEM 5 DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING**

Mayor Howlett	Councillor Jacob
Councillor Daccache	Councillor Hunt
Councillor Carter	Councillor Taylor
Councillor Dziombak	Councillor Hooper
Councillor Gillingham	



### **Statutory Implications**

Section 28(1) of the *Land Administration Act 1997* establishes the procedure for road dedication.

### **Policy Implications**

Nil.

### **Strategic Planning Implications**

6.3 Environment

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6.3.2 Community Facilities

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Provide safe and accessible community facilities, libraries, services and public open spaces that connect people and neighbours.

### **Budget Implications**

The amendment of the PAW to road reserve will see no change in the Town having the care, control and management over this portion of land. This can be incorporated into the existing operational budget.

### **Officer's Comment**

In the past, narrow PAW's were introduced between lot boundaries linking nearby roads and adjoining cul-de-sacs within South Hedland.

Over the past couple of years the Town and the Department of Regional Development and Lands has been working to close redundant PAW's within South and Port Hedland. The PAW's are known to attract anti-social behavior and create a general disturbance to adjoining properties.

The proposed PAW located within Lot 502 North Circular Drive will provide no connectivity purpose to public areas such as shops and schools. Therefore, there is no need for this portion of land to be assigned as PAW.

The dedication to road reserve will see the overhead power lines being protected without the need for an easement to be created.

### *Options*

Council has the following options of dealing with the request:

1. Support the request for a portion of the Murdoch Drive road reserve to be widened, as per attachment 1.

This will see the PAW on the approved subdivision plan being amended to road reserve.

2. Reject the request for a portion of the Murdoch Drive road reserve to be widened, as per attachment 1.

Should Council choose to refuse the application, the conditions of the subdivision will not be cleared and a new subdivision application will be required to be lodged.

**Attachments**

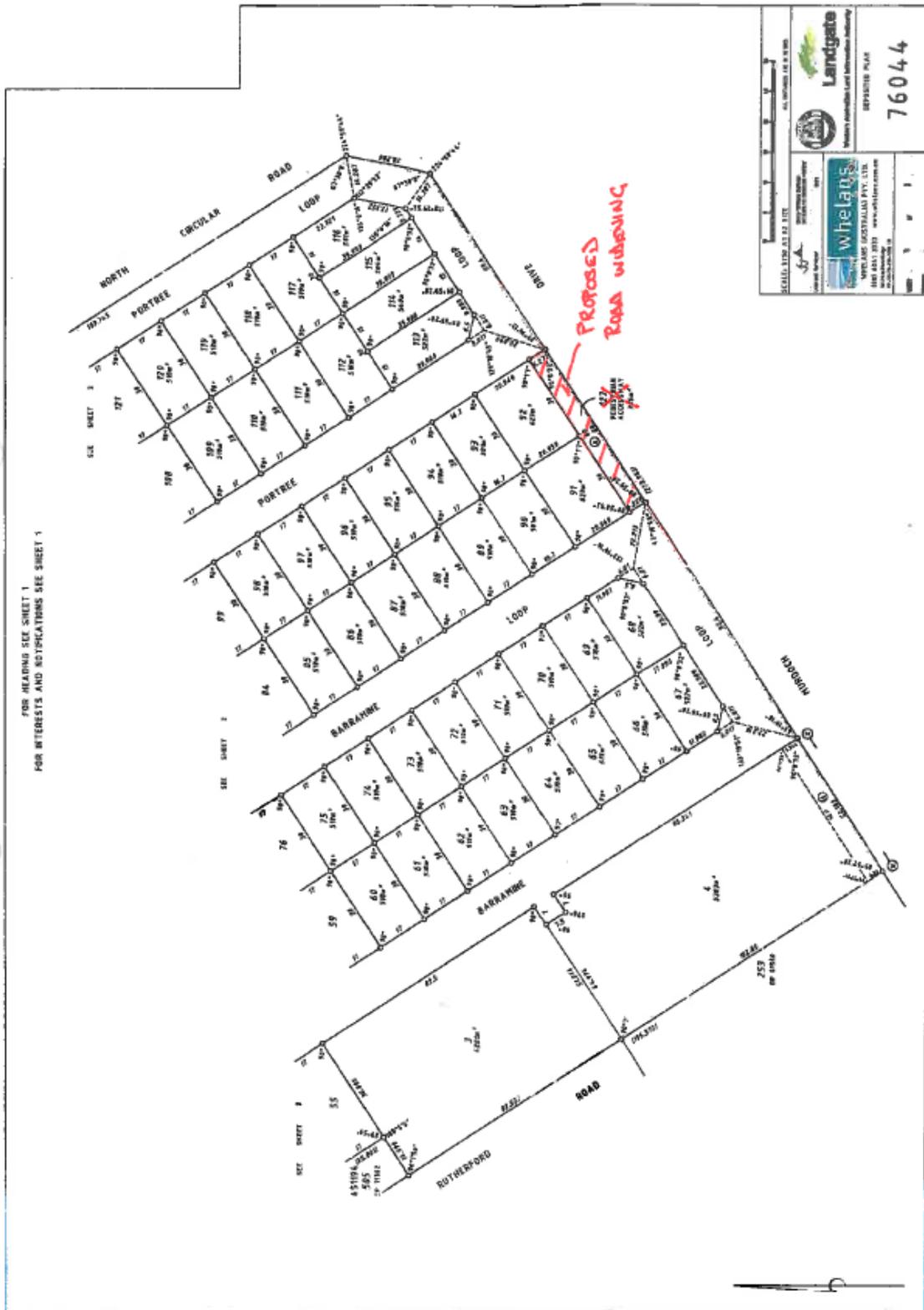
1. Locality plan.

**201213/367 Officer's Recommendation/Council Decision****Moved: Cr Carter****Seconded: Cr Jacob****That Council:**

1. **Support the request for a portion of the Murdoch Drive road reserve to be widened, as per attachment 1;**
2. **Accepts the management order over the land for the purpose of "road reserve"; and**
3. **Delegates the Manager Planning Services to advise the Western Australian Planning Commission of (1) above and the Department of Regional Development and Lands of (1) and (2) above.**

***CARRIED 9/0***

ATTACHMENT 1 TO AGENDA ITEM 6.1.1



**6.2 Engineering Services**

Nil

**6.3 Community Development**

- 5:15pm Cr Gillingham declared an impartiality interest in Agenda Item 6.3.1Policy 6/003 Community Funding and Donations – Adoption of (Revised) Policy (File No.:02/05/003) as she has an association with the Pilbara Music Festival.
- 5:15pm Cr Jacob declared an impartiality interest in Agenda Item 6.3.1Policy 6/003 Community Funding and Donations – Adoption of (Revised) Policy (File No.:02/05/003) as she is President of the Youth Involvement Council.
- 5:15pm Cr Hunt declared an impartiality interest in Agenda Item 6.3.1Policy 6/003 Community Funding and Donations – Adoption of (Revised) Policy (File No.:02/05/003) as she has an association with Soroptimist International.
- 5:15pm Mayor Howlett declared an impartiality interest in Agenda Item 6.3.1Policy 6/003 Community Funding and Donations – Adoption of (Revised) Policy (File No.:02/05/003) as she has an association with Soroptimist International, Port Hedland Golf Club, Care for Hedland Environmental Association, South Hedland Bowling Club, Youth Involvement Council.
- 5:15pm Cr Hooper declared an impartiality interest in Agenda Item 6.3.1Policy 6/003 Community Funding and Donations – Adoption of (Revised) Policy (File No.:02/05/003) as he is a member of Ministers Fellowship.
- 5:15pm Cr Dziombak declared an impartiality interest in Agenda Item 6.3.1Policy 6/003 Community Funding and Donations – Adoption of (Revised) Policy (File No.:02/05/003) as he has an association with the Port Hedland Chamber of Commerce.
- 5:15pm Cr Carter declared an impartiality interest in Agenda Item 6.3.1Policy 6/003 Community Funding and Donations – Adoption of (Revised) Policy (File No.:02/05/003) as he has an association with the Port Hedland Turf Club.

The Councillors did not leave the room.

**6.3.1 *Policy 6/003 Community Funding and Donations – Adoption of (Revised) Policy (File No.:02/05/003)***

**Officer** Gordon MacMile  
Director Community  
Development

**Date of Report** 2 May 2013

**Disclosure of Interest by Officer** Nil

### **Summary**

Policy 6/003 Community Funding and Donations was last reviewed and updated in January 2011.

Since that time a number of changes within the community and the processes of the Town have necessitated a further review of the Policy.

This review has been undertaken and a revised policy developed that endeavours to:

- Provide an increased focus on capacity building and independent sustainability within community organisations
- Allocate available funding more broadly and equitably throughout the community
- Reflect the new Committee and Working Group structures of Council
- Consolidate community funding requests previously considered outside of the Policy
- Provide for improved process and acquittal governance.

Following a community advertising and feedback process, Council is requested to adopt a revised Policy 6/003 Community Funding and Donations.

### **Background**

The OCM on 27 January 2011 adopted a revised Community Funding and Donations Policy. Since the adoption of the revised Policy, the processes / structures within Council and the demand / availability of support for community organisations have changed.

Outside of the Town's program, a number of corporate companies now provide easily accessible grant funding to community groups, including the resource industry within Port Hedland.

In terms of the Town's support program an opportunity existed to review the policy in consultation with the community, realising opportunities for improvement in:

- Updating the policy to reflect current structures within Council (Committees and Working Groups)
- Expansion and clarification of eligibility criteria
- Greater emphasis on capacity building and autonomous sustainability of community organisations
- Modifying criteria to be able to equitably support a greater number of community applications
- Incorporating and consolidating funding applications that currently operate outside of the Policy
- Incorporating accurate costing of fee waivers, in-kind contributions and updated acquittal processes.

The OCM on 6 March 2013 endorsed the recommendations of the Audit and Finance Committee to:

- a. *Advertise the proposed (draft) Policy 6/003 Community Funding and Donations for community consultation, feedback and input; and*
- b. *Noted that the outcomes of community advertising and consultation will be reported to Council in April 2013.*

### **Consultation**

#### Internal

- Manager Recreation Services and Facilities
- Manager Community Development
- Coordinator Recreation Services and Facilities
- Coordinator Community Development
- Senior Community Development Officer
- Club Development Officer
- Audit and Finance Committee (27 February 2013)
- Confidential Concept Forum (13 February 2013).

#### External

Community advertising and consultation on the (draft) Policy included:

- Town of Port Hedland website
- Local newspaper advertising
- Media releases and community announcements
- Direct correspondence with previous donation's applicants.

Throughout the community consultation, 1 comment / query was received from the South Hedland Bowling and Tennis Club in relation to their current Boodarie Bowls competition funding.

The Club was advised that current funding within 2012/13 remains unchanged and understands the potential implication to their funding should Council adopt the revised policy.

### **Statutory Implications**

Nil.

### **Policy Implications**

Policy 6/003 Community Funding and Donations identifies a series of community, recreation, sporting and cultural celebrations and events of significance and regularity. The purpose of the Policy is to establish a framework that facilitates collaboration with the community to support the delivery of events, celebrations and community activities which reflect the unique identity of Port Hedland.

## Strategic Planning Implications

*6.1 Community – We are a friendly, exciting city of neighbours that is vibrant and diverse*

*6.1.1 Unified - The Town of Port Hedland is an integrated community functionally, physically and culturally.*

- Wider range of community groups using the Town's facilities regularly.
- Members of the community have access to the Town's services and facilities.

*6.1.2 Vibrant - Provide access to recreational, cultural, entertainment facilities, and opportunities.*

- Higher utilisation of Port Hedland facilities (sporting ovals and buildings) by residents and visitors.
- Increased number of recreational facilities available.

## Budget Implications

The 2012/13 budget includes total funding of \$113,517 for donations and annual community support allocations. Specifically, this budget contains annual funding allocated within the budget process, community support resolved through previous decisions of Council, and discretionary funds of \$45,000 to be allocated through the Donation's Policy and process.

The discretionary funds allocated within the 2012/13 budget have been expended within the first 5 months of the financial year. The earlier than anticipated expenditure of the available funds has resulted from a number of factors including:

- Improved promotion of the available funding
- Increased application levels
- Community groups receiving multiple grants per year
- In kind and fee waiver support being costed and allocated for the first time against the budget.

Overall these factors have contributed to the full expenditure of available funds. The proposed new policy criteria and guidelines have been amended to address the factors above and realign funding to longer term priorities, capacity building and sustainability.

## Officer's Comment

The proposed Community Funding and Donations Policy have the following key points, structure and proposed changes from the currently adopted policy:

Updated objectives – includes strengthening the capacity of community organisations and assisting in independent sustainability.

*Community Support Donations*

Item	Support	Changes from Current Policy
New Programs, Events and Activities	Up to \$5,000 (cash funding, in-kind support, talent development and/or waiver of fees)	Reduced from a combined maximum of \$6,000
	Maximum of 1 application per year	Previously 2 applications per year
	Maximum cash funding of \$2,000	Same as current policy
Recurrent / Existing Programs, Events and Activities	Maximum cash funding of \$1,000	Reduced from \$2,000 under current policy
In-kind and fee waivers	Included in maximum support level	Same as current policy
Talented local people	Travel, accommodation, training and coaching	Expanded range or eligible criteria including non-sporting, officials, training and coaching

*Community Partnership Grants*

Item	Support	
Annual Community Support	One-off requests from community	Incorporated into Donation's Policy, previously not linked to Policy criteria
Financial Support	Maximum contribution \$10,000	No maximum limit under current policy
	Maximum length of support – 3 years	Not specified under current policy, limited to encourage progress towards independent sustainability
	Ongoing in-kind and fee waiver support	Separated from / not linked to financial support as may continue beyond maximum length (3 years)
	Applications for support outside of policy limits (ie above \$10,000 / 3 years)	To be considered by Audit and Finance Committee, then Council

Potential Improved Policy Management

Further to the proposed improvements to the revised policy, Council, through the functions of the Audit and Finance Committee, may consider the following management practices:

- Capping of Quarterly Allocations – the level of community applications for donations is not constant (i.e. 25% per quarter) throughout the year. A large proportion of applications are received early in the new year (February to April) as clubs and groups prepare / commence the year seeking funding.

Council may consider the quarterly capping of the discretionary funding component to align with anticipated application levels. Potentially, quarterly capping could be controlled through the Audit and Finance Committee and may be:

- July to September (October budget review) 15%
- October to December (Jan / Feb review) 25%
- January to March (April review) 40%
- April to June (July review) 20%

Ultimately Council may consider an annual process for donations, where all applications are considered at the same time, compared and evaluated collectively, and allocated according to best fit with funding priorities. This change may be something considered in the future should the proposed quarterly capping fail to fully alleviate the difficulties experienced with comparing applications and allocating funding.

- Increase the discretionary funding component – currently \$45,000 is allocated annually as discretionary funding, distributed through the application and Council consideration process.
- Separation of In-kind / fee waiver from discretionary component – separation would allow notional values indicated in the Policy table to be budgeted and quarantined, effectively increasing the discretionary component available for Council allocation.

**Attachments**

Attachment 1 – Proposed (final) Policy 6/003 Community Funding and Donations

Cr Jacob left the meeting at 5.23PM

**Officer's Recommendation**

That Council:

1. Adopts the Town of Port Hedland's Policy 6/003 Community Funding and Donations;
2. Provides separate budget allocations for in-kind support / fee waivers from discretionary funding in subsequent years; and
3. Notes that the revised Policy will be publicly advertised and that previous applicants will be advised of the revised Policy.

**201213/368/Council Decision**

**Moved: Mayor Howlett**

**Seconded: Cr Carter**

**That Council:**

1. **Adopts the Town of Port Hedland's Policy 6/003 Community Funding and Donations with the following changes to the tables:**

**The table below identifies in-kind assistance and fee waiver support that will be provided on an ongoing basis:**

<b>Event</b>	<b>Key Partner</b>	<b>Council Support</b>	<b>Notional Value</b>
<b>Sports Group Forums</b>	<b>Department Sport and Recreation WA</b>	<b>Use of Town Venues Advertising, photocopying and postage Contribute to hosting event</b>	<b>\$500</b>
<b>Port Hedland Cup Day</b>	<b>Port Hedland Turf Club</b>	<b>Provision for 20 extra bins Waiver of all stall fees and street trading ground hire for one day Ground hire Use of Town Flag to fly at event</b>	<b>\$5,000</b>
<b>Premier Regional Lawn Bowls</b>	<b>Port and South Hedland Bowling Clubs</b>	<b>Staff member on Committee Advertising/photocopying, fax and postage</b>	<b>\$500</b>
<b>Nindji Nindji Festival</b>	<b>Bloodwood Tree Association</b>	<b>Use of Town Venue Provision for up to 20 extra bins</b>	<b>\$500</b>
<b>Australia Day Breakfast</b>	<b>Soroptimist International</b>	<b>Administration/organisation of Premier's Australia Day Active Citizen Awards Use of Town equipment and facilities Advertising and photocopying of events</b>	<b>\$3,000</b>

<b>Event</b>	<b>Key Partner</b>	<b>Council Support</b>	<b>Notional Value</b>
		<b>proceedings</b>	
<b>Port Hedland Golf Club Pro-AM Open Event</b>	<b>Port Hedland Golf Club</b>	<b>When required leading mowing and maintenance equipment support</b>	<b>\$2,000</b>
<b>Community Clean-Up Event</b>	<b>Care for Hedland Environmental Association</b>	<b>Waiver of tip fees and provision of litter bags for community clean up events including but not limited to Clean Up Australia Day, Adopt a Spot, Great Northern Clean Up and South Hedland Street Blitz</b>	<b>\$3,000</b>
<b>PH Pony Club Pre-Season</b>	<b>PH Pony Club</b>	<b>Pre-season annual slash of the Port Hedland Pony Club Event space</b>	<b>\$1,000</b>
<b>Relay for Life</b>	<b>Relay for Life Port Hedland Committee</b>	<b>Funding of \$5,517 per year in 2012/13, 2013/14, and 2014/15 budget years for: reserve hire; disabled toilet hire; rubbish collection; and reserve floodlighting.</b>	<b>\$5,517.00</b>
<b>Pilbara Music Festival</b>	<b>Pilbara Music Festival</b>	<b>Patron of Festival Use of Town Venues Provide administrative and photocopying assistance</b>	<b>\$5,000</b>
<b>NAIDOC Week</b>	<b>Pundulmurra Campus EPCT</b>	<b>Town of Port Hedland display</b>	<b>\$250</b>
<b>Chamber of Commerce Business of the Year Awards</b>	<b>Chamber of Commerce</b>	<b>Additional trophies for Community of the Year Award Categories</b>	<b>\$1,000</b>
<b>Carols by Candlelight</b>	<b>Ministers Fraternal</b>	<b>Use of Town venue</b>	<b>\$500</b>
<b>ANZAC Day Ceremony</b>	<b>RSL</b>	<b>Use of Town venue Wreath Advertisement</b>	<b>\$1,500</b>

The table below identifies financial support that will be provided (maximum of \$15,000 annually for a period of up to 3 years):

<b>Event</b>	<b>Key Partner</b>	<b>Council Support</b>	<b>Notional Value</b>
<b>Premier Regional Lawn Bowls</b>	<b>Port and South Hedland Bowling Clubs</b>	<b>Provide sponsorship towards event of a maximum of \$12,000 annually for a period of up to 3 years (2013/14 to 2015/16 inclusive)</b>	<b>\$36,000</b>
<b>Australia Day Breakfast</b>	<b>Soroptimist International</b>	<b>Provide sponsorship towards event of \$1,500 annually for a period of up to 3 years (2013/14 to 2015/16 inclusive)</b>	<b>\$4,500</b>
<b>Nindji Nindji Festival</b>	<b>Bloodwood Tree Association</b>	<b>Provide sponsorship towards event of \$1,000 annually for a period of up to 3 years and/or for 3 events (2013/14 to 2015/16 inclusive)</b>	<b>\$3,000</b>
<b>Mingle Mob</b>	<b>Youth Involvement Council</b>	<b>Provide Sponsorship support of \$15,000 annually towards the operation of the Mingle Mob annually for a period of up to 3 years (2013/14 to 2015/16 inclusive)</b>	<b>\$45,000</b>

2. Provides separate budget allocations for in-kind support / fee waivers from discretionary funding in subsequent years; and
3. Notes that the revised Policy will be publicly advertised and that previous applicants will be advised of the revised Policy.

***CARRIED BY ABSOLUTE MAJORITY 7/1***

## 6/003 COMMUNITY ASSISTANCE POLICY

The Town of Port Hedland will work in collaboration with the community to support the delivery of events, celebrations and community activities which reflect the unique identity, add to the social fabric of the Town of Port Hedland and the wellbeing of residents.

Previous Council resolutions have identified a series of community, recreation, sporting and cultural celebrations and events of significance and regularity, and accordingly determined levels of support to be provided by the Town. This information forms the later part of this Policy (section 8). The Town will encourage excellence and innovation, and inclusive community participation.

### 1. Objectives

- a. To support community initiatives that strengthen the capacity of local organisations and that deliver valuable outcomes to the Town's residents
- b. To assist in the initiation and establishment of new, independently sustainable events, programs and activities that build capacity within the community
- c. To enable the Town to implement a consistent response to support requests received from community organisations, individuals and not for profit organisations
- d. To provide budget certainty to applicants
- e. To provide both local residents and community organisations with guidance in respect to the Town's expectations of such requests.

### 2. Scope of Funding

The Town of Port Hedland will provide assistance to the community based on the below structure:

#### Community Support Donations

- a. This support is limited to the consideration of requests up to a maximum of \$2,000 cash component in value
- b. This maximum value of all or any Community Support Donation within this section, whether comprised of cash funding, in-kind support, talent development or waiver of fees, is to a maximum of \$5,000 in total annually. In order to assess the value of a request, a dollar (\$) value will be estimated for the in-kind component
- c. All funding applications will be considered as part of this policy; applications outside this policy will be referred to and considered separately by Council

- d. A maximum of one (1) application per financial year per organisation or individual will be considered.

Types of Community Support include:

- Establishment funding (Cash - \$2,000 maximum) – Available to applicants running a new, one-off project, program, activity or event
- Periodical funding (Cash - \$1,000 maximum) – Available to applicants to support a community project, program, activity or event on a recurring basis or that has been funded previously. Organisations are required to fund 50% of the project's cash contribution from their own or other funding sources. Funding may be used for the purchase of equipment, uniforms etc.
- In-kind contributions – This support includes the provision of facilities, equipment and purchases

These will usually not require a significant contribution of staff time. In-kind contributions will be considered subject to their availability, the need to protect the security and value of the assets, and their use for required Town of Port Hedland purposes

- Waiver of Fees – This support is for the waiver of fees for the hire of community facilities. Waiver costs will be in accordance with the Town of Port Hedland adopted Schedule of Fees and Charges
- Development of Talented Local People – Financial contributions may be made towards the costs associated with the initiatives by local people of all ages that develop talented individuals. A maximum contribution of \$500 in one financial year may be considered to each person who is eligible for this support. These initiatives may include:
  - Travel and attendance at competitions, educational tours or recognised State level (or above) training usually located elsewhere in Western Australia or beyond. The person concerned must have been invited to attend on the basis of exceptional sporting, artistic or other talent
  - Hosting of a talent development initiatives (incl. coaching courses).

#### Community Partnership Grant

- a. This Partnership support is limited a maximum period of 3 years
- b. The maximum value of all or any Community Partnership support within this section whether comprised of cash funding, in-kind support or waiver of fees is to a maximum of \$10,000 in total annually. In order to assess the value of a request, a dollar (\$) value will be estimated for the in-kind component and / or fee waiver

- c. All funding applications will be considered as part of this policy; applications outside this policy will be referred to and considered separately by Council
- d. A maximum of one (1) application per financial year per organisation or individual will be considered.

The Partnership Fund has three main aims:

1. To increase community access to essential programs and services through the development of partnerships between the Town and not for profit community organisations
2. To provide assistance to not for profit community organisations with the capacity to assess community need to develop essential community services or programs which are consistent with the Town of Port Hedland's strategic objectives and programs, but not directly operated by the Town
3. To provide initial support for significant community, sport, recreation and cultural events and to ensure these activities build independent capacity and reduced reliance on Town funding over a set period of time

The table below identifies in-kind assistance and fee waiver support that will be provided on an ongoing basis:

<b>Event</b>	<b>Key Partner</b>	<b>Council Support</b>	<b>Notional Value</b>
Sports Group Forums	Department Sport and Recreation WA	<ul style="list-style-type: none"> <li>- Use of Town Venues</li> <li>- Advertising, photocopying and postage</li> <li>- Contribute to hosting event</li> </ul>	\$500
Port Hedland Cup Day	Port Hedland Turf Club	<ul style="list-style-type: none"> <li>- Provision for 20 extra bins</li> <li>- Waiver of all stall fees and street trading ground hire for one day</li> <li>- Ground hire</li> <li>- Use of Town Flag to fly at event</li> </ul>	\$5,000
Premier Regional Lawn Bowls	Port and South Hedland Bowling Clubs	<ul style="list-style-type: none"> <li>- Staff member on Committee</li> <li>- Advertising/photocopying, fax and postage</li> </ul>	\$500
Nindji Nindji Festival	Bloodwood Tree Association	<ul style="list-style-type: none"> <li>- Use of Town Venue</li> <li>- Provision for up to 20 extra bins</li> </ul>	\$500

Australia Day Breakfast	Soroptimist International	<ul style="list-style-type: none"> <li>- Administration/organisation of Premier's Australia Day Active Citizen Awards</li> <li>- Use of Town equipment and facilities</li> <li>- Advertising and photocopying of events proceedings</li> </ul>	\$3,000
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Event	Key Partner	Council Support	Notional Value
Pilbara Music Festival	Pilbara Music Festival	<ul style="list-style-type: none"> <li>- Patron at Festival</li> <li>- Use of Town Venue</li> <li>- Provide administrative and photocopying assistance</li> </ul>	\$1,000
NAIDOC Week	Pundulmurra Campus EPCT	<ul style="list-style-type: none"> <li>- Town of Port Hedland display</li> </ul>	\$250
Chamber of Commerce Business of the Year Awards	Chamber of Commerce	<ul style="list-style-type: none"> <li>- Additional trophies for Community of the Year Award Categories</li> </ul>	\$1,000
Carols by Candlelight	Ministers Fraternal	<ul style="list-style-type: none"> <li>- Use of Town venue</li> </ul>	\$500
ANZAC Day Ceremony	RSL	<ul style="list-style-type: none"> <li>- Use of Town venue and Council Chamber</li> <li>- Wreath</li> <li>- Advertisement</li> </ul>	\$1,500

The table below identifies financial support that will be provided (maximum of \$15,000 annually for a period of up to 3 years):

Event	Key Partner	Council Support	Notional Value
Premier Regional Lawn Bowls	Port and South Hedland Bowling Clubs	<ul style="list-style-type: none"> <li>- Provide sponsorship towards event of a maximum of \$5,000 annually for a period of up to 3 years (2013/14 to 2015/16 inclusive)</li> </ul>	\$15,000
Australia Day Breakfast	Soroptimist International	<ul style="list-style-type: none"> <li>- Provide sponsorship towards event of \$1,000 annually for a period of up to 3 years (2013/14 to 2015/16 inclusive)</li> </ul>	\$3,000

Nindji Nindji Festival	Bloodwood Tree Association	- Provide sponsorship towards event of \$1,000 annually for a period of up to 3 years (2013/14 to 2015/16 inclusive)	\$3,000
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### What will not be funded?

- Commercial activities
- Retrospective costs (ie for activities, programs and events that occur prior to consideration by Council of the funding application)
- Associations with outstanding debts to the Town of Port Hedland
- Non-incorporated organisations, unless prior written approval by Council resolution
- Core organisational operating costs i.e. a permanent position for ongoing work

### 3. Application Process

#### Community Support Donations

- Requests for assistance will be made in writing through completion of an application form. Form A is to be completed by Individuals and Community Organisations. Form B is to be completed by Not For Profit Organisations
- Applications to be made in response to Town of Port Hedland advertising, within specified deadlines and funding criteria
- Application forms are available on the website or from the Customer Service Counter. Applications must provide all required information
- The Audit and Finance Committee will make recommendations to the next Ordinary Meeting of Council in regard to the approval or otherwise of applications received.
- Four (4) funding rounds will be held annually, timed to allow for consideration at the quarterly Audit and Finance Committee.

#### Community Partnership Funding

- Requests for assistance will be made annually in writing and considered as part of the budget preparation process.
- Applications to be made in response to Town of Port Hedland advertising, within specified deadlines and funding criteria
- Applications supported (by Council) for more than one year will be included in the Policy table, detailing the level and length of funding
- Applications for support outside of policy limit (ie above \$10,000 / 3 years) to be considered by Audit and Finance Committee, then Council and subject to budget availability.

#### **4. Selection Criteria**

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

- a. The positive contribution the event or project will make to the Hedland community
- b. The information requested meets the requirements of this policy
- c. The applicant certifies within the application that they are authorised to apply for Town of Port Hedland support and to represent the applicant organisation
- d. The applicant certifies that the information contained within the application is true and accurate, with commensurate evidence / documentation able to be provided on request from the Town
- e. Sufficient financial information has been provided to clearly identify the items on which monies will be spent, their discrete costs and their importance to the success of the event or project
- f. The level of resource contribution to be made by the applicant, relative to their capacity to do so, as well as the accessibility of funds from other sources.

#### **5. Acquittals**

Successful applications will be required to provide a brief report / acquittal containing information including:

- Measuring qualitative aspects, such as the success of the activity
- Financial information, such as receipts accounting for the expenditure of monies.

**6.4 Corporate Services****6.4.1 *Proposed Fees & Charges 2013/14 – Further Amended Fees***

**Officer** Mal Osborne  
Chief Executive Officer

**Date of Report** 2 May 2013

**Disclosure of Interest by Officer** Nil

**Summary**

The Special Meeting of Council held on Wednesday, 3 April 2013 resolved the adoption of a number of fees and charges for 2013/14 that were previously deferred at the Special Meeting of Council on 13 March 2013.

Council is being requested to consider the adoption of one fee, being the Recreation Facilities Swimming Lessons In-Term Swimming Entry Fee that was not included in the modified resolution of Council on 3 April 2013.

**Background**

The Special Council Meeting of 13 March 2013 considered the adoption of the annual Schedule of Fees and Charges for the 2013/14 financial year.

Elected Members were initially presented with the draft Schedule of Fees and Charges at a Budget Forum session held on 6 March, 2013, where Elected Members were presented with a draft paper on "Pricing Principles". That report identified the notion of:

- **full cost recovery** - for the range of goods and services provided by the Town of Port Hedland that are deemed to be for private benefit
- **partial cost recovery** - where a shared benefit between the community/user and the Town exists
- **zero to partial cost recovery** - where there is a clear public benefit of the goods or services
- **regulated charges** - associated with fees and charges fixed by legislation.

The Chief Executive Officer also verbally provided a framework that would, over the next twelve months see all Fees and Charges:

1. Fully assessed for their full and true cost of delivery
2. Benchmarked (where possible) against other Local government and service providers

3. Able to have pricing increases forecast within the Long Term Financial Plan with an assumption based on a Port Hedland escalation factor.

The Special Council meeting of 13 March 2013 adopted a range of fees and charges as part of the Schedule, resolving in part to:

*Defer the proposed fees on lines:*

- 135 - Sports Ground Lighting Low light level per hour
  - 136 - Sports Ground Lighting Medium light level per hour
  - 137 - Sports Ground Lighting High light level per hour
  - 158 - Recreation Facilities Child entry
  - 173 - Recreation Facilities Swimming Lessons In Term Swimming Entry
  - 1209 - Cemetery Fees Grave Site Digging, Digging grave to 1.8m deep - adults Weekdays
  - 1210 - Cemetery Fees Grave Site Digging , Digging grave to 1.8m deep - adults Saturdays
  - 1211 - Cemetery Fees Grave Site Digging , Digging grave to 1.8m deep - adults Sundays / Public Holidays
  - 1214 - Cemetery Fees Grave Site Digging , Digging grave to 1.2m deep – child under 5 years Weekdays
  - 1215 - Cemetery Fees Grave Site Digging , Digging grave to 1.2m deep – child under 5 years Saturdays
  - 1216 - Cemetery Fees Grave Site Digging , Digging grave to 1.2m deep – child under 5 years Weekdays Sundays / Public Holidays
  - 1280 - Port Hedland International Airport Parking, Long term Parking, per day or part thereof
  - 1281 - Port Hedland International Airport Parking, Long term Parking, More than 7 days
- with a report to Council to consider alternative pricing at the earliest opportunity*

- e) *That officers prepare a report for Council's consideration on the inclusion of discounted fees and charges relating to a pensioner's rate for waste management charges.*

At the Ordinary Council Meeting on 27 March 2013, a further report was prepared for Council containing further information as requested. The item was laid on the table and presented again at the 3 April 2013 Special Council Meeting. All fees were considered and adopted apart from the fee on row 173 of the schedule being, Recreation Facilities Swimming Lessons In Term Swimming Entry Fee.

### **Consultation**

Elected Member's - Budget Forum (6 March 2013).

## Statutory Implications

The Local Government Act 1995 states that:

Section 6.16 of the Local Government Act 1995 states:

*“6.16. Imposition of fees and charges*

*A fee or charge may be imposed for the following –*

- *providing the use of, or allowing administration to, any property or facility wholly or partially owned, controlled, managed or maintained by the local government;*
- *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorization or certificate.*

*6.19. Local Government to give notice of fees and charges*

*If a local government wishes to impose any fees or charges under this subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of–*

- *its intention to do so; and*
- *the date from which the fees or charges will be imposed.”*

## Policy Implications

Nil

## Strategic Planning Implications

6.3	Environment
6.3.2	Community Facilities
	Provide safe and accessible community facilities, libraries, services and public open spaces that connect people and neighbours
6.4	Local Leadership
6.4.1	Strategic
	Deliver high quality corporate governance, accountability and compliance
6.4	Local Leadership
6.4.2	Community Focused
	Provide a community-oriented organization that delivers the high levels of service expected by our stakeholders
6.4	Local Leadership
6.4.2	Community Focused
	Local leaders in the community who provide transparent and accountable civic leadership

### Budget Implications

Fees and Charges (as an aggregated sum) provide the Town of Port Hedland with greater revenue than the total annual rates income.

In 2012/13, the budgeted figures are:

<b>Rates:</b>	\$22,035,451
<b>Fees and Charges:</b>	\$31,785,205

Many Fees and Charges also form part of the revenue source of the Town's individual Business Units. Any change to the revenue source for those Business Units will potentially see an inability to provide the level of service agreed to as well as having a prejudicial impact on the ability to deliver capital expenditure projects.

### Officer's Comment

During the Special Council Meeting on 3 April 2013, the Officer's recommendation was modified resulting in one of the previously deferred fees not being captured within the resolution of Council. This was the fee on row 173, being the Recreation Facilities Swimming Lessons In-Term Swimming Entry Fee, which is recommended to increase from \$2.50 inclusive of GST in 2012/13 to \$2.60 inclusive of GST in 2013/14. This increase is consistent with the 4.8% increase (rounded down) applied to most of the fees for 2013/14.

The program run in 2013 is summarised as follows:

- Entry \$2.50 per child
- Schools involved in the program
  - Port Hedland Primary x 300 students
  - South Hedland Primary x 120 students
  - Baler Primary x 600 students
  - Cassia Primary x 200 students
- Each student pays approximately 10 x entries to the pool over the length of the program
- Total revenue = \$30,500

### Attachments

Nil

**Officer's Recommendation**

That Council:

1. Adopts the Recreation Facilities Swimming Lessons In-Term Swimming Entry Fee of \$2.60 (inc. GST) to apply from 1 July 2013.
2. Endorses the advertising of this fee for 2013/14 in accordance with the statutory legislative requirements.

*NOTE: ABSOLUTE MAJORITY VOTE REQUIRED*

**201213/369 Council Decision**

**Moved: Cr Taylor**

**Seconded: Cr Gillingham**

That Council:

1. **Adopts the Recreation Facilities Swimming Lessons In-Term Swimming Entry Fee of \$1.00 (inc. GST) to apply from 1 July 2013.**
2. **Endorses the advertising of this fee for 2013/14 in accordance with the statutory legislative requirements.**

*CARRIED BY ABSOLUTE MAJORITY 8/0*

**ITEM 7 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL**

Nil.

**ITEM 8 CONFIDENTIAL ITEMS**

201213/370 Council Decision

Moved: Cr Carter

Seconded: Cr Hunt

That the meeting be closed to members of the public as prescribed in Section 5.23(2) of the Local Government Act 1995, to enable Council to consider the following Item:

**8.1 Request for Proposals - Pretty Pool Caravan Park Responses (File no.: 19/01/0002)**

***CARRIED 8/0***

Mayor advised that the meeting is closed to the members of the public at 5.38pm.

**8.1 *Request for Proposals - Pretty Pool Caravan Park Responses (File no.: 19/01/0002)***

201213/371 Council Decision

Moved: Cr Carter

Seconded: Cr Dziombak

That Council:

1. Selects "The Mac" as the preferred proponent for the development of a mixed use Tourist Park subject to:
  - a. A satisfactory Credit Valuation in the form of a Business Information Report request carried out by Dun & Bradstreet;
  - b. Satisfactory adjustments to several aspects of the development including, but not limited to landscaping and building façades as determined by the Manager of Planning;

- c. Acknowledging “The Mac’s” recommendation for the Western Australian Indigenous Tourism Operators Council to assist in identifying a suitable third party for the booking management of the caravan spaces; however authorises the Chief Executive Officer or his delegate to put forward the recommendation for the Port Hedland Visitors Centre to be a suitable third party booking management administrators;
  - d. Authorising the CEO or his delegate to further refine the minor elements of the proposal and reflect those terms in the business plan, where required;
  - e. A project timeline illustrating key milestones for the delivery of the project being provided;
  - f. The CEO or delegate negotiates with The Mac for the provision of a backpacker component being included in the overall development; and
  - g. The design providing a family friendly / tourist caravan park component with appropriate vegetation and landscaping.
2. Approve the preparation and advertisement of a business plan for (6) six weeks in accordance with the Section 3.58 and 3.59 of the Local Government Act 1995, outlining the lease of a portion of Reserve 29044, Lot 300 on Deposited Plan 53035 for the term not to exceed 21 years for the purpose of a Caravan Park, subject to:
  - a. Approval by the Minister for Regional Development and Lands;
  - b. A market valuation report of the parcel of land being proposed portion of Reserve 29044, Lot 300 on Deposited Plan 53035; and
  - c. The lease will be for a term of 21 years with an annual price adjustment using the appropriate Consumer Price Index as issued by the Australian Bureau of Statistics with no encumbrance on the land.
3. Requests the Town of Port Hedland staff report back to Council on the public submissions received as a result of that business plan and then recommend a course of action in relation to the proposed property disposition between the Town of Port Hedland and “The Mac”.

*CARRIED 8/0*

**201213/372 Officer's Recommendation/Council Decision**

**Moved: Cr Hunt**

**Seconded:Cr Taylor**

**That the meeting be opened to members of the public.**

***CARRIED 8/0***

Mayor advised that this meeting is open to members of the public at 5.55pm and advised the members of the public of the Council resolution determined whilst the meeting was behind closed doors.

**ITEM 9 CLOSURE**

**9.1 Date of Next Meeting**

The next Ordinary Meeting of Council will be held on Wednesday 22 May 2013, commencing at 5.30 pm.

**9.2 Closure**

There being no further business, the Mayor declared the meeting closed at 5.58 pm.

**Declaration of Confirmation of Minutes**

I certify that these Minutes were confirmed by the Council at its Ordinary Meeting of \_\_\_\_\_ 2013.

CONFIRMATION:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE