



**UNCONFIRMED
MINUTES**

“WITHOUT PREJUDICE”

Minutes are provided on the strict understanding that all terms whether deemed expressed or implied do not purport to record the proceedings of Council until confirmed by resolution of Council.

Town of Port Hedland

MINUTES

OF THE

**AUDIT AND FINANCE COMMITTEE
OF THE TOWN OF PORT HEDLAND COUNCIL**

HELD ON

**WEDNESDAY, 6 JUNE 2012
AT 3:30PM**

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

Terms of Reference

The Audit and Finance Committee has been established in accordance with Part 7 of the Local Government Act 1995 to:

1. liaise with the Auditor(s);
2. receive Quarterly Budget Review Reports;
3. recommend Donations as per Council's Policy;
4. periodically consider alternatives for potential staff housing options;
5. receive Quarterly Financial Reports on all of the Town of Port Hedland's Managed Community Facilities; and
6. review and suggest improvements to Risk Management within the organisation.

Membership:

The membership of the committee be as follows:

- Mayor Kelly A Howlett;
- Councillor Arnold A Carter
- Councillor Michael B Dziombak
- Councillor Gloria A Jacob

Quorum:

The quorum for the Committee be a minimum of 50% of its membership.

Delegation:

The Town of Port Hedland Council provides delegated authority to the Audit and Finance Committee to meet annually with the Town's auditor(s) as required by Section 7.12A(2) of the Local Government Act 1995.

Tenure:

Ongoing

Responsible Officer:

Director Corporate Services

(Adopted by Council at its Ordinary Meeting held 16 November 2011)

OUR COMMITMENT

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

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ITEM 1 OPENING OF MEETING**1.1 Opening**

The Chairperson declared the Ordinary Meeting of the Audit and Finance Committee open at 3:30 pm and acknowledged the traditional owners, the Kariyarra people.

ITEM 2 RECORD OF ATTENDANCE**2.1 Attendance**

Councillor Arnold A Carter (Chairperson)
Mayor Kelly A Howlett
Councillor Gloria A Jacob

Mr Ian Hill	Acting Chief Executive Officer
Ms Natalie Octoman	Director Corporate Services
Mr Eber Butron	Director Planning and Development Services
Mr Gordon MacMile	Director Community Development
Ms Debra Summers	Manager Organisational Development
Miss Josephine Bianchi	Governance Coordinator/ Minute Taker

2.2 Apologies

Councillor Michael Dziombak

2.3 Approved Leave of Absence

Nil

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE**3.1 Questions from Elected Members at Audit and Finance Committee Meeting held on Wednesday 22 February 2012 that were taken on notice****3.1.1 Mayor Kelly A Howlett**

Can a register of all of the Town of Port Hedland Local Laws outlining the dates of when they were last updated be presented to the next Audit and Finance Committee Meeting? Can the Town of Port Hedland Policy Register also be tabled at the next Audit and Finance Committee Meeting, so that the Committee can systematically go through some of the policies? Can a Risk Management workshop be organised to inform all Elected Members on how risk needs to be managed across the organisation?

Director Corporate Services advised that the Organisational Development team will deliver a presentation under Section 9.1 of this Agenda which outlines the current status of Council's Local Laws, Policy Register, and other recent work undertaken in terms of Risk Management.

ITEM 4 PUBLIC TIME

Chairperson opened Public Question Time at 3:32pm

4.1 Public Question Time

Nil

Chairperson closed Public Question Time at 3:32pm

Chairperson opened Public Statement Time at 3:32pm

4.2 Public Statement Time

Nil

Chairperson closed Public Statement Time at 3:33pm

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Cr A A Carter	Mayor K A Howlett
Cr G A Jacob	

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**7.1 Confirmation of Minutes of Ordinary Meeting of the Audit and Finance Committee of the Town of Port Hedland Council held on Wednesday, 22 February 2012**

AFC201112/018 Audit and Finance Committee Decision

Moved: Mayor K A Howlett Seconded: Cr G A Jacob

That the Minutes of the Ordinary Meeting of the Audit and Finance Committee Meeting of the Town of Port Hedland Council held on Wednesday, 22 February 2012 be confirmed as a true and correct record of proceedings.

CARRIED 3/0

- 7.2 Confirmation of Minutes of Special Meeting of the Audit and Finance Committee of the Town of Port Hedland Council held on Wednesday, 23 May 2012**

AFC201112/019 Audit and Finance Committee Decision

Moved: Mayor K A Howlett Seconded: Cr G A Jacob

That the Minutes of the Ordinary Meeting of the Audit and Finance Committee Meeting of the Town of Port Hedland Council held on Wednesday, 23 May 2012 be confirmed as a true and correct record of proceedings.

CARRIED 3/0

- 7.3 Confirmation of Minutes of Special Meeting of the Audit and Finance Committee of the Town of Port Hedland Council held on Wednesday, 28 March 2012**

AFC201112/020 Audit and Finance Committee Decision

Moved: Cr A A Carter Seconded: Mayor K A Howlett

That the Minutes of the Ordinary Meeting of the Audit and Finance Committee Meeting of the Town of Port Hedland Council held on Wednesday, 28 March 2012 be confirmed as a true and correct record of proceedings.

CARRIED 3/0

ITEM 8 ANNOUNCEMENTS BY CHAIRPERSON WITHOUT DISCUSSION

Nil

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**9.1 Update on Status of Town of Port Hedland Local Laws, Policy Register and activities linked to Risk Management**

Governance Coordinator presented to the Audit and Finance Committee an update on the status of the Town of Port Hedland's Local Laws and Policy Register, and outlined the organisation's proposed approach to carry out their systematic review.

Manager Organisational Development presented the work that the Town of Port Hedland has carried out to date with respect to Risk Management and the input that the organisation has offered to initiatives supported by the Pilbara Regional Council.

Manager Organisational Development also informed the Audit and Finance Committee that the review of Local Laws and Policies will be undertaken in conjunction with the review of the Town of Port Hedland's Delegation Register and Code of Conduct. These reviews will ultimately drive the development of a robust new Governance Framework.

ITEM 10 REPORTS OF OFFICERS

10.1 Community Development

10.1.1 Port Hedland Visitor Centre Quarterly Review: January to March 2012 (File No.: 05/09/0017)

Officer **Gordon MacMile**
Director Community
Development

Date of Report 23 May 2012

Disclosure of Interest by Officer	Nil
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Summary

For the Audit and Finance Committee to review the following report for the quarter: January to March 2012 of the Port Hedland Visitor Centre (PHVC).

Background

The SCM of 21 December 2009 awarded the tender to GM Services Tourism for the management of the Port Hedland Visitors Centre (PHVC).

In order to ensure the effective financial management practices of the PHVC, section 5.1 of the PHVC Tender 09/27 contract states that:

“The successful contractor will be required to provide a monthly report by the 13th day of each calendar month, and should include the following:

- *income and expenditure*
- *reasons for significant variations between budgeted income and/or expenditure*
- *outstanding creditor & debtor information*
- *patronage*
- *consumer trend analysis*
- *complaints and resolutions*
- *safety issues*
- *preventative maintenance*
- *recommended capital works*
- *marketing initiatives*
- *special programs/activities*
- *continuous improvement initiatives.”*

Since commencement in January 2010, GM Services have adhered to all obligations of their contract including forwarding all monthly and audited annual reports as required.

The original agreement with GM Services over the management of the Port Hedland Visitors Centre expired on 31 December 2011.

Following negotiations, Council received correspondence from GM Services (30 November 2011) confirming in part the acceptance of the continuation of PHVC management based on:

- Operation of the Visitor Centre on a 2 x 3 monthly arrangement commencing 1 January 2012, with the second 3 month management to be signed off by 29 February 2012
- Payment of a month by month fee based on \$150,000 ex GST per annum (\$12,500 ex GST per month).

The OCM (26 April 2012) resolved that Council:

1. *Notes the existing allocation of \$12,500 (ex GST) per month for the contract management of the Port Hedland Visitors Centre within the 2011/12 budget*
2. *Allocates additional funds of \$13,332 within 2011/2012 budget for the interim management of the Port Hedland Visitors Centre by GM Services Tourism for the period 1 May to 30 June 2012*
3. *Sources the additionally required funds through the 3rd quarter budget review process currently underway.*

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Nil

Officer's Comment

The monthly activities for the Port Hedland Visitor Centre are reflected in the attached documents, and the year-to-date budgets are reported monthly.

Attachments

1. PHVC Monthly Report – January 2012
2. PHVC Monthly Report – February 2012
3. PHVC Monthly Report – March 2012
4. Year to Date Report – January 2012
5. Year to Date Report – February 2012
6. Year to Date Report – March 2012

AFC201112/021 Officer's Recommendation / Audit and Finance Committee Decision

Moved: Cr G A Jacob

Seconded: Mayor K A Howlett

That the Audit and Finance Committee accepts the quarterly review report of the PHVC: January to March 2012.

CARRIED 3/0

ATTACHMENT 1 TO ITEM 10.1.1

4 April 2012



PORT HEDLAND
Visitor Centre
MONTHLY JANUARY 2012

"GM Services Tourism will be required to provide a monthly report to the TOPH by the 13th day of each calendar month, and should include the following":

- Income/Revenue (attached P & L January 2012 includes management fee for quarter)
\$ 42,854
COGS
\$11,041
Expenditure
\$11,073
Gross Profit \$37,813
Nett Profit/Loss \$26,740
- Reasons for significant variations between budgeted income and/ or expenditure
Limited stock to sell as end of contract and calendar year
- Outstanding creditors
 - Creditors (attached Creditor List)
 - \$18,015
- Outstanding debtor information
 - Debtors (Attached Debtor List)
 - \$1298
- Patronage
 - January 2012: 1258
 - January 2011: 1812
 - January 2010: 2633
- Consumer trend analysis
 - Visitor numbers are down on 2011 and 2010.
- Complaints
 - None
- Resolutions
 - None
- Recommended Maintenance for 2011
 - Recommended Capital Works for back yard
 - Gardens in rear of centre- Scott Davies Landscaping submitting quotation
 - Tower engineers report requested from TOPH for safety and insurance/liability issues, awaiting on report to be located and/or new report to be funded by TOPH as tower is under TOPH responsibility
 - Presented to TOPH

- Marketing /Initiatives
 - Initiatives & Funding from 2011
 - FMG confirmed renovating theatrette to host school both local and regional in conjunction with a tour. Not set date as yet, however in this financial year
 - BHPBIO application for funding completed and re- submitted, for July to September quarter funding. Met with TOPH and BHP and TOPH now liaising re funding as equipment given will remain in the ownership of TOPH
 - Forwarded funding for Bookeasy online Visitor Information Centre's preferred system to TOPH March awaiting response

PRESENTED BY PHVC: **_Shelley Wood** Title: **Director**

RECEIVED BY TOPH:Yes_Title: **Gordon MacMile**

ATTACHMENT 2 TO ITEM 10.1.1

4 April 2012



PORT HEDLAND
Visitor Centre
MONTHLY FEBRUARY 2012

"GM Services Tourism will be required to provide a monthly report to the TOPH by the 13th day of each calendar month, and should include the following":

- Income/Revenue (attached P & L February 2012 excludes management fee)
\$ 9852
COGS
\$12,239
Expenditure
\$10,534
Gross Profit \$3,613
Nett Profit/Loss \$(6921)
- Reasons for significant variations between budgeted income and/ or expenditure
Limited stock to sell as end of contract and calendar year
- Outstanding creditors
 - Creditors (attached Creditor List)
 - \$15,084
- Outstanding debtor information
 - Debtors (Attached Debtor List)
 - \$1248
- Patronage
 - February 2012: 1638
 - February 2011: 2927
 - February 2010: 1364
- Consumer trend analysis
 - Visitor numbers are down on 2011 and up on 2010.
- Complaints
 - None
- Resolutions
 - None
- Recommended Maintenance for 2011
 - Recommended Capital Works for back yard
 - Gardens in rear of centre- Scott Davies Landscaping submitting quotation
 - Tower engineers report requested from TOPH for safety and insurance/liability issues, awaiting on report to be located and/or new report to be funded by TOPH as tower is under TOPH responsibility
 - Presented to TOPH

- Marketing /Initiatives
 - Initiatives & Funding from 2011
 - FMG confirmed renovating theatrette to host school both local and regional in conjunction with a tour. Not set date as yet, however in this financial year
 - BHPBIO application for funding completed and re- submitted, for July to September quarter funding. Met with TOPH and BHP and TOPH now liaising re funding as equipment given will remain in the ownership of TOPH
 - Forwarded funding for Bookeasy online Visitor Information Centre's preferred system to TOPH March awaiting response

PRESENTED BY PHVC: **_Shelley Wood** Title: **Director**

RECEIVED BY TOPH:Yes_Title: **Gordon MacMile**

ATTACHMENT 3 TO ITEM 10.1.1

4 April 2012



PORT HEDLAND

Visitor Centre

MONTHLY MARCH 2012

"GM Services Tourism will be required to provide a monthly report to the TOPH by the 13th day of each calendar month, and should include the following":

- Income/Revenue (attached P & L March 2012 excludes management fee)
\$ 12,168
COGS
\$6,382
Expenditure
\$8,110
Gross Profit \$8,786
Nett Profit/Loss \$676
- Reasons for significant variations between budgeted income and/ or expenditure
Limited stock to sell as end of contract and calendar year
- Outstanding creditors
 - Creditors (attached Creditor List)
 - \$12,522
- Outstanding debtor information
 - Debtors (Attached Debtor List)
 - \$1998
- Patronage
 - March 2012: 2405
 - March 2011: 888
 - March 2010: 2663
- Consumer trend analysis
 - Visitor numbers are up on 2011 and down on 2010.
- Complaints
 - None
- Resolutions
 - None
- Recommended Maintenance for 2011
 - Recommended Capital Works for back yard
 - Gardens in rear of centre- Scott Davies Landscaping submitting quotation
 - Tower engineers report requested from TOPH for safety and insurance/liability issues, awaiting on report to be located and/or new report to be funded by TOPH as tower is under TOPH responsibility
 - Presented to TOPH

- Marketing /Initiatives
 - Initiatives & Funding from 2011
 - FMG confirmed renovating theatrette to host school both local and regional in conjunction with a tour. Not set date as yet, however in this financial year
 - BHPBIO application for funding completed and re- submitted, for July to September quarter funding. Met with TOPH and BHP and TOPH now liaising re funding as equipment given will remain in the ownership of TOPH
 - Forwarded funding for Bookeasy online Visitor Information Centre's preferred system to TOPH March awaiting response

PRESENTED BY PHVC: **_Shelley Wood** Title: **Director**

RECEIVED BY TOPH:Yes_Title: **Gordon MacMile**

ATTACHMENT 4 TO ITEM 10.1.1

**GM SERVICES TOURISM T/as
PORT HEDLAND VISITORS CENTRE**

Profit & Loss Statement

for month ended 31 January 2012

	2012	2011
Income		
Managment Fees Income	37,500	37,500
Donations		
Other Income		
Sales	5,354	3,591
Total Income	42,854	41,091
Cost of Sales		
Opening Stock (estimate)	6,000	45,771
Purchases:		
Maps & Books		
Prints		
Misc Souvenirs		167
Consignment payments		2,544
Jewellery		
Stubby holders		
Beauty Products		
Post cards		
Sunglasses		
Bus Ticket sales	4,737	
PHVC BHP Tours		
Food Products		782
Icecreams, Soft-drinks, Snacks	304	
Indigenous Products		
Calm Passes		
Freight		329
Total Cost of Sales	11,041	49,593
Less: Closing Stock	(6,000)	(44,000)
Net Cost of Sales	5,041	5,593
Gross Profit	37,813	35,498
Expenses		
Advertising & Promotions	530	530
Audit Fees		
Bank fees and Charges	69	127
Cleaning & Rubbish Removal		
Donations		
Dues & Subscriptions		
Electricity		1,410
General & administrative		
Insurance	537	
Internet	643	100
Maintenance - Copier		
Maintenance - General		
Management Consulting		
MV Fuel		270
Office supplies	554	22

Permits & Licences		
Petty Cash		
Plant & Equip under \$300		
Postage & Shipping		
Promotional Events		
Staff Amenities		61
Sundry Expenses		
Telephone		920
Training & Seminars		
Uniforms		
Employment expenses:		
Wages & Salaries	5,890	7,371
Other Employment Expenses		2,000
Contract Wages	2,320	1,650
Superannuation	530	605
Medical Expenses		
Water		
Web site		
Workers Compensation		
Total Expenses	11,073	15,066
Net Profit / (Loss)	26,740	20,432

ATTACHMENT 5 TO ITEM 10.1.1

**GM SERVICES TOURISM T/as
PORT HEDLAND VISITORS CENTRE**

Profit & Loss Statement

for month ended 29 February 2012

	2012	2011
Income		
Managment Fees Income		
Memberships & Advertising	363	
Donations		
Other Income		
Sales	9,489	14,451
Total Income	9,852	14,451
Cost of Sales		
Opening Stock (estimate)	6,000	45,771
Purchases:		
Maps & Books		
Prints		909
Misc Souvenirs		1,215
Consignment payments		
Jewellery	886	
Clothing & Swimwear		368
Stubby holders		
Beauty Products		
Post cards		
Sunglasses		
Bus Ticket sales	5,353	626
PHVC BHP Tours		
Food Products		
Icecreams, Soft-drinks, Snacks		
Consignment payments		
Spas		2,880
Other		
Indigenous Products		
Calm Passes		
Freight		
Discounts Received		(66)
Total Cost of Sales	12,239	51,769
Less: Closing Stock	(6,000)	(44,000)
Net Cost of Sales	6,239	7,769
Gross Profit	3,613	6,682
Expenses		
Advertising & Promotions	500	3,269
Audit Fees		
Bank fees and Charges	64	110
Cleaning & Rubbish Removal		
Donations		
Dues & Subscriptions		
Electricity	1,477	
General & administrative		
Insurance		

Internet	521	100
Maintenance - Copier		
Maintenance - General		
Management Consulting		
MV Fuel		79
Office supplies	355	
Permits & Licences		
Petty Cash		
Plant & Equip under \$300		206
Postage & Shipping		
Promotional Events		
Staff Amenities		61
Sundry Expenses		
Telephone	164	219
Training & Seminars		
Uniforms		
Employment expenses:		
Wages & Salaries	5,076	14,485
Other Employment Expenses		2,000
Contract Wages	1,920	1,650
Superannuation	457	1,275
Medical Expenses		
Water		
Web site		
Workers Compensation		
Total Expenses	10,534	23,454
Net Profit / (Loss)	(6,921)	(16,772)

ATTACHMENT 6 TO ITEM 10.1.1

**GM SERVICES TOURISM T/as
PORT HEDLAND VISITORS CENTRE**

Profit & Loss Statement

for month ended 31 March 2012

	2012	2011
Income		
Managment Fees Income		
Memberships & Advertising	364	
Donations		
Other Income		
Sales	11,804	13,691
Total Income	12,168	13,691
Cost of Sales		
Opening Stock (estimate)	6,000	44,000
Purchases:		
Maps & Books		108
Prints		4,885
Misc Souvenirs	382	2,462
Consignment payments		
Jewellery		1,035
Clothing & Swimwear		
Stubby holders		
Beauty Products		
Post cards		
Sunglasses		
Bus Ticket sales		8,092
Airline Ticket sales		552
PHVC BHP Tours		
Food Products		
Icecreams, Soft-drinks, Snacks		
Consignment payments		
Spas		
Other		
Indigenous Products		
Calm Passes		
Freight		(304)
Discounts Received		
Total Cost of Sales	6,382	60,830
Less: Closing Stock	(3,000)	(44,000)
Net Cost of Sales	3,382	16,830
Gross Profit	8,786	(3,139)
Expenses		
Advertising & Promotions		674
Audit Fees		
Bank fees and Charges	77	147
Cleaning & Rubbish Removal		82
Donations		
Dues & Subscriptions		
Electricity		2
General & administrative		
Insurance		

Internet	199	100
Maintenance - Copier		
Maintenance - General		
Management Consulting		3,200
MV Fuel	238	665
Office supplies	99	545
Permits & Licences		
Petty Cash		
Plant & Equip under \$300		
Postage & Shipping	27	
Promotional Events		
Staff Amenities		119
Sundry Expenses		
Telephone	450	1,260
Training & Seminars		
Uniforms		
Employment expenses:		
Wages & Salaries	4,248	12,143
Other Employment Expenses		2,000
Contract Wages	2,320	2,449
Superannuation	382	1,093
Medical Expenses		
Water		
Web site	70	
Workers Compensation		
Total Expenses	8,110	24,479
Net Profit / (Loss)	676	(27,618)

10.1.2 Courthouse Gallery Quarterly Review: January to March 2012 (File No.:20/01/0026)

Officer Gordon MacMile
Director Community
Development

Date of Report 23 May 2012

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is for the Audit and Finance Committee to review the following report for the quarter: January to March 2012 for the Courthouse Gallery.

Background

The contract for the management of the Courthouse Gallery was agreed between the Town of Port Hedland and FORM Contemporary Craft and Design Inc. for the period 1 July 2010 to 30 June 2012. A further period of contract management is possible and is to be negotiated and agreed between the parties. These negotiations are in progress and will soon be considered by Council.

Under clause 3.3.10.1 of the agreement, FORM is to provide Council with a quarterly report, including the following:

- Income and expenditure
- Statement of variations (between budget and actual)
- Patronage of programs and activities
- Customer/consumer trend analysis
- Any complaints
- Customer feedback
- Statement of repairs and maintenance undertaken
- Any capital works recommended
- Report on safety issues
- Opportunities for collaboration with the Town of Port Hedland
- Damage incurred by the Centre
- Progress on KPIs.

This report and subsequent attachments endeavor to provide the Committee with information to satisfy the requirements listed in Section 3.3.10.1 of the FORM contract.

Consultation

The contractual obligations including revenue and expenditure reports, by the means of profit and loss statements are included as attachments to this report.

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Council's 2010/2011 budget contains an allowance of \$280,000 for the contract management of the Courthouse Gallery, payable quarterly.

Officer's Comment

Desired outcomes of the agreement with FORM are as follows:

- High and increasing usage of the facilities by a broad diversity of groups and individuals in keeping the integrity of the Gallery's core purpose
- High quality customer service to visitors of the Centre
- A focus on continuous improvement and service growth at the facility
- A safe, clean and hygienic environment for staff, customers and other visitors
- Strong, accountable financial management
- Clear, concise, accurate quarterly reporting on the operations of the facility
- Input into the service direction and/or capital improvement initiatives that can/should be undertaken to improve operations at the facility.

Attachments

1. PHCG – Quarterly Report (January to March 2012)
2. PHCG – Actual vs Budget Q1 2012
3. Workshop Feedback – West End Markets (Feb 2012)
4. Workshop Feedback – West End Markets (March 2012)
5. Workshop Feedback – Larry Mitchell.

Officer's Recommendation

That the Audit and Finance Committee accepts the quarterly review report of the Courthouse Gallery from FORM Contemporary Craft and Design Inc. for the period 1 January to 31 March 2012.

AFC201112/022 Audit and Finance Committee Decision

Moved: Cr G A Jacob

Seconded: Mayor K A Howlett

That the Audit and Finance Committee:

- 1. Accepts the quarterly review report of the Courthouse Gallery from FORM Contemporary Craft and Design Inc. for the period 1 January to 31 March 2012; and**
- 2. Request that a quotation for the painting of the Courthouse Gallery toilets be obtained and an item presented to Council for consideration on 27 June 2012.**

CARRIED 3/0

REASON: The Audit and Finance Committee believes that the painting of the Courthouse Gallery toilets needs urgent attention.

ATTACHMENT 2 TO ITEM 10.1.2



**Port Hedland Courthouse Gallery
Quarterly Report
11 January to 31 March 2012**

Income and Expenditure statements for the Courthouse Gallery for this reporting period.

Please see attached.

Repairs and Maintenance

The following repairs and maintenance were carried out:

- Fire hose leak, repaired by Total Safety and Fire Solutions on 20.1.12
- Pilbara Comfort Air routine air conditioner maintenance on 2.2.12
- Bathroom sink not draining and hot water not working in kitchen, sink unplugged and was found the basin was leaking on 13.2.12
- Leaking bathroom basin and hot water in kitchen repaired on 14.2.12
- Town of Port Hedland measured Gallery for roof works on 7.3.12

Worth noting:

- Paint in both the male and female toilets is peeling badly. A request was made to the Town to have this repainted on 12.4.11, since then several more requests have been made but the bathrooms are yet to be repainted. It has been advised that repainting will be carried out during the roof works.

Incident reporting

The Gallery was closed for a number of days in January and March due to two Tropical Cyclone Red Alerts. The rains and general weather that surrounded both these events have impacted on attendance in these two months.

Customer feedback

Public feedback for the following programs are included in this report:

- West End Markets: Craft and professional development workshop (Saturday 18 and Sunday 19 February)
- Visual Arts Development: Larry Mitchell painting workshop (Saturday 18 February)
- West End Markets: Craft and professional development workshop (Saturday 24 and Sunday 25 February)

Exhibition feedback for the current exhibition *Larry Mitchell: A Pilbara Project Exhibition* will be included in the April – June Quarterly Report as it ends in April.

Damage to the Gallery and/or Gallery assets

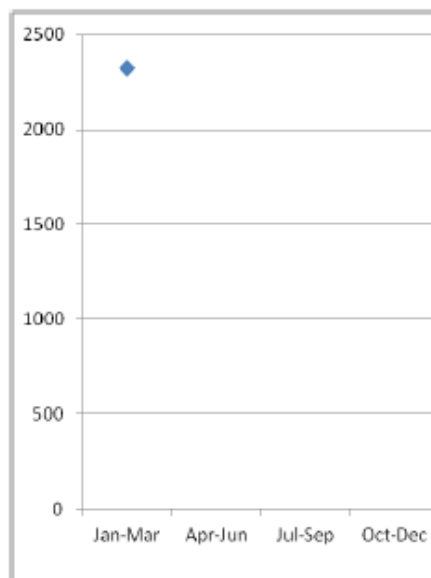
Nothing to report in this time period.

Gallery Attendance Figures

Breakdown	No. of Events	No. of Attendees
General Gallery attendance		1546
Exhibition(s)	1	450
▪ Larry Mitchell: A Pilbara Project Exhibition (17.2.12)		
Function(s)		392
▪ Wedge Street Upgrade information night (16.2.12) 21		
▪ West End Movies at Gallery due to rain (10.3.12) 21		
▪ Meet the Artist & Live Painting by Spinifex Hill Artists for cruise ship (3.3.12) 350		
Visits	3	14
▪ Southern Cross Care Learning Facility 8		
▪ Future Shelter 2		
▪ Pilbara Project Photographers 4		
Workshops	6	275
▪ Visual Arts Workshop: Larry Mitchell (18.2.12) 15		
▪ West End Markets: Craft and professional development (Feb 18 & 19) 16		
▪ West End Markets: Craft and professional development (March 24 & 25) 13		
▪ Pilates (Mon, Wed, Sat throughout Jan, Feb & Mon, Wed throughout Mar) 57, 108, 66		
<i>Spinifex Hill Artists (external to Gallery) (approximately 10 participants 5 days per week in late Jan - Mar)</i>		

Breakdown	No. of Events	No. of Attendees
Gallery Closed	17	
▪ JANUARY 1 - 11 (Gallery closed over Christmas break until Jan 11, 2012)		
▪ JANUARY 11 – 12 (Cyclone Heidi)		
▪ JANUARY 26 (Australia Day)		
▪ MARCH 5 (Public Holiday)		
▪ MARCH 16 – 17 (Cyclone Lua)		
Total Events and Attendance figures		2326

QUARTERLY TOTAL ATTENDANCE TREND FOR PHCG



January is closed for half month - so will not give a true trend

2012	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Quarterly Total Attendance	2326			

Exhibitions

17 Feb - 13 Apr: Larry Mitchell: A Pilbara Project Exhibition
 20 Apr - 10 Jun: Let the Country Come In/SS Koombana/Future Shelter
 29 Jun - 9 Aug: Warayute Bannatee and Hayley Welsh
 24 August - 14 Oct: Hedland Art Awards
 26 Oct - 31 Dec: Yamaji Art

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PORT HEDLAND COURTHOUSE GALLERY OPERATIONS
Statement of Budget and Actual Profit and Loss
For the year January to December 2012

Budget Lines	2012 Budgets \$	Q1 2012 Actual \$
Turnover		
Sales	350,000	50,588
Town of Port Hedland - (tender terms)	280,000	70,000
Grants and sponsorships:		
DEWHA - Indigenous Exhibition Development	60,000	
BHP Sponsorship	300,000	100,000
Other Sponsorships	43,900	12,195
Sundry Income - Donations, Workshop Fees, etc.	10,000	21,896
TBC Sponsorships	263,000	
Total grants and sponsorships	956,900	204,091
Total Turnover	1,306,900	254,679
Expenditure		
Cost of Sales	262,500	35,250
Operating expenses	25%	30%
Programming expenses		
- General Program Costs	22,000	980
- Exhibitions	243,500	40,017
- Workshops	163,000	92,437
- Other Programs	90,000	12,188
Total project/community costs	518,500	145,622
Employment costs		
- Salaries and wages	308,802	
- Superannuation guarantee levy	27,792	
- Workers compensation insurance	6,176	
- Staff Housing	95,130	29,836
Total employment costs	437,900	29,836
General administration		
- Audit Fees	2,000	
- Bank charges	3,000	365
- Postage, freight & couriers	2,000	342
- Telephone & IT	6,000	1,214
- Presentation and Promotion	5,000	275
- Printing and stationery	5,000	4,544
- Minor office equipment	1,000	
- Subscriptions	1,000	
- Website development & hosting	3,000	
- Admin costs distribution	6,000	
Total administration costs	34,000	6,739
Facility costs		
- Electricity	10,000	-181
- Repairs and maintenance	2,000	
- Depreciation	2,000	438
- Cleaning	10,000	2,932
Total occupancy costs	24,000	3,189
Other costs		
- Staff travel	10,000	4,689
- Amenities	5,000	251
- Insurance	15,000	1,503
Total other costs	30,000	6,443
Total operating expenses	1,044,400	191,829
Total Expenditure	1,306,900	227,079
Net Income / (Funding to be Sourced / Expenditure)	0	27,600



Port Hedland Courthouse Gallery Programs

Statement of Budget and Actual Profit and Loss

For the year January to December 2012

Budget Lines		2012 Budgets \$	Q1 2012 Actuals \$
Courthouse Marketing			
Advertising, Marketing and other General Costs		22,000	980
Total Courthouse Marketing		22,000	980
Exhibition Program			
Larry Mitchell Exhibition	Feb	43,000	34,608
Pilbara Project Exhibition Tour (Sofitel)	May	18,500	1,087
Warrayute Bannatee and Hayley Welsh Exhibition	Oct	28,000	7
Let The Country Come In, SS Koombana, Future Shelter Exhibition	April	31,000	4,315
Hedland Arts Award	Sept	123,000	
Total Exhibition Program Cost		243,500	40,017
Workshops			
Indigenous Exhibition Development	all year	69,000	16,380
Visual Art Dev't Workshops:	May		
"Looking In, Looking Out"	March to	73,000	73,029
Arts Development Workshop	Aug	5,000	
Visual Arts Development Workshop Camp	tbc	11,000	2,027
Westend Artists Development Workshop	quarterly	5,000	1,000
Total Workshops		163,000	92,437
Other Programs:			
Future Shorts - Film	quarterly	3,000	1,708
Small Winns Program	tbc	10,000	
Westend Markets	quarterly	77,000	10,481
Total Other Programs		90,000	12,188
Totals Projected / Actuals		518,500	145,622

Market Workshop 2012 Feedback - February

/ how for Markets Workshop with Helena Bogucki, Carolyn Gorman, Carrie McDowell a

1 = Poor - 5 = Excellent									
Name	Workshop and content	Duration of workshop	Venues/Facilities	1. List the key outcomes for you from this workshop?	2. List one or more comments about the guest artist/artist's session	3. Which aspects of the workshop did you enjoy most?	4. Which aspects of the workshop did you find most beneficial?	5. Did the workshop meet your expectations?	6. Do you have any other further comments or suggestions?
					Lizzy was excellent!!!				
					Particularly re: artists to look at - Marketing / Branding / branding etc. Others were really helpful too.	Marketing / Branding / Making. Also I learnt new techniques.	As above.	Yes	Re- group again before markets to see progress.
Melissa North	5	5	4	Branding					
Sharon Gosling	5	5	5	Own Business	Very informative.	Receiving info.	Net working.	Yes.	Well worth it.
Dannielle	5	5	5	Direction for what path I would To attain fresh ideas on marketing.	Good content, very inspirational I was inspired, to "do" and not "think" and this allowed me to Really relaxed and comfortable friendly atmosphere. Great exposure to others skills and Resurrecting my creative energy.	Meeting other crafty The interaction with other participants and the	Feedback on products. The relaxed atmosphere- it allowed the flow of Marketing information from full time artists and experiences.	More than I expected.	More similar
Faye Harris	5	5	5	Meeting other people involed in photography and arts. Getting advice and listening to others				Yes.	Great day thanks.
Amy Ryan	5	5	5	Meeting like minded business/Arts individuals. Get confidence to get out there with	Lved hearing the artists "stories". Inspiring and real content.	All of it. Assisted crafting. Metworking over and artistic process (relaxed enviroment).	Merchandising and setting up	Yes.	Great, thanks.
Amanda Gould	4	5	5						
Amy - Jean Pope.	5	5	5				Networking.	Yes.	Renee should make chai lattas for the day! Fantastic, and overwhelming. I want to do it all- textile work- scarves, miniture artworks, cushions. But Thankyou so much!
Kathryn Chynoweth	5	5	5	The need to catergorise my work (w/sale- markets) Update labels, font etc.	Thoroughly enjoyed the textile element, learing, experimenting. Makes me realise what I can so with all my scraps.	Practical, marketing, meeting like minded souls.	Practicak textile, marketing- particularly social media.	Yes.	I think it would have been better to do more crafting in the first day, Just that it was an awesme inspiring weekend and I loved
Naomi Stanitzki	5	3	5	Learn new skills, share ideas.	Inspiring and diverse. It was really interesting hearing their stories and how they have developed/changed their products	Making stuff and having	Networking, having fun. It was inspiring hearing their stories. It was great learning new crafts and feeling a fresh	Yes!	Can we please have more workshops to Loved it! Thank you!
Rena Mercer	4	3	5	Learning new crafts and getting inspired. Great to get "branding" advice. Marketing content Fabulous!!		The crafting day. (Day 2)		Yes, however I thought I may have had one on one time with the facilitators to	
Amanda Smith	5	5	5	And meeting other creatives Confidence in my work and knowing Im on the right track.	Loved them all!	Marketing - establishing brand.	As above.	Over and above.	
Di Boyd	5	5	5	Heaps of inspiration. Great	All artists were extremely patient.	Craft sessions.	All learnign new ways to throw things together.	Yes.	
Fiona Brough	5	5	5		All of the guest artists were lovely,	I really enjoyed all of it	All of it!	Yes definitely and more.	

ATTACHMENT 4 TO ITEM 10.1.2

Larry Mitchell Painting Workshop 2012 Feedback

Visual Arts Development Program: Workshop 1 18.2.12 - Feedback

1 = Poor - 5 = Excellent				1. List the key outcomes for you from this workshop?	2. List one or more comments about the guest artist/artist's session	3. Which aspects of the workshop did you enjoy most?	4. Which aspects of the workshop did you find most beneficial?	5. Did the workshop meet your expectations?	6. Do you have any other further comments or suggestions?
Name	Workshop and content	Duration of workshop	Venues/Facilities						
Sam Hancock	4	4	5	Paint mixing and techniques	Very insightful	Painting and the social	Watching and learning the process of Larrys painting, his techniques and how to create diferent effects	Yes	No
Melissa	5	5	5	Inspiring to use oils	Larry is a great and humble	Great group. Experimenting	Color Palette. Creating	Yes and beyond.	Thank you Form and
Robyn Ann Ann	5	5	5	Learnt new techniques	Very good communicating		Larrys Mitchells tips and	Yes	No
Lyn Kerr	5	5	5	I learnt techniques for	He is a brilliant, encouraging	Learning how to paint	Techniques and using rubber	Yes	I hope Larry Mitchell can
K. Cory	4	2	4	All good.	All good.	Landscape.		Yes	
Naomi Stanitzki	5	3	5	Learn new approaches	Wonderful, clear, inspiring.	Practicing new methods.	Looking at and getting an	Yes!	
George Couttie	5	5	5	Learning from a talented artist.	Absolutely brilliant.	Everything	All of it.	Yes absolutely.	Please bring Larry back as soon as you can for another
Veronica Napier	5	5	5	Oils can be used similar	Easy to listen to.	Watching him paint and	Learning new techniques.	Yes.	
Margaret Cahill	5	5	5	Using oils and finding them easy.	Larry is so good, we are so lucky to have him as a teacher.	Learning the techniques that make landscape more	Again the techniques and paint techniques.	Yes and more.	Please repeat if possible.
Barbara Taylor	5	5	5	Working in oils again	Engaging and fun.	Expert skill of Larry.	Use of landscape	Yes.	

ATTACHMENT 5 TO ITEM 10.1.2

Market Workshop 2012 Feedback - March

The Works : Craft, Design & know how for Markets Workshop with Helena Bogucki

1 = Poor - 5 = Excellent				1. List the key outcomes for you from this workshop?	2. List one or more comments about the guest artist/artist's session	3. Which aspects of the workshop did you enjoy most?	4. Which aspects of the workshop did you find most beneficial?	5. Did the workshop meet your expectations?	6. Do you have any other further comments or suggestions?
Name	Workshop and content	Duration of workshop	Venues/Facilities						
Di Boyd	5	5	5	To help me with pricing my goods. Great help in press release. Better idea of pricing.	Both artists were great and happy to share info. Great content. Good to see artists previous work regarding marketing etc.	All	Press release, pricing.	Yes	Bring more guest artists to Hedland. Very beneficial to the community.
Dannielle Aggiss	5	5	5	Good ideas for media releases.	To have a market stall/business	All of it, great to talk to other stall holders.	All of it.	Yes	More workshops.
Sharon Gosling	5	5	5	I have gained knowledge and inspiration on how to set up my stall for future	They made it real for me. List their amazing creations, going through the setting up of market stall, pricing	All. It all tied together to help myself organize and develop	Everything.	Yes	To bring guest artists to the markets.
Inger Esperson	5	5	5	I learnt not to be so daunted by other artists, as well learning to be ok with	I loved their perspective about professional branding and marketing.	All areas, even the off the track chats!	All, both the information from the artists, and also the sharing of information and ideas from	Yes it was fantastic, the information from the artists was so valuable, and has	Than you very much to you both for sharing your knowledge and coming to
Jess Mackenzie	5	5	5	Good networking experience, great to meet new people.	Loved the dynamic of Helena and Lizzy. Helena really interesting to learn about her work and history.	The group discussions with other makers was awesome and to get info on how they	Loved learning about media release as I never knew about them before.	Was better than I thought!	Loved it, so informative and inspiring.
Annelies Oldham	4	4	5			Discussing the arrangements for individual stall holders.	Getting feedback from other stall holders about ways my food van could help them. (e.g. Have idea offering food to stall	Yes	Probably more suited to the artists instead of the food stall.

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10.1.3 South Hedland and Gratwick Aquatic Centre's Quarterly Review: January to March 2012 (File No.:26/13/0006)

Officer **Gordon MacMile**
Director Community
Development

Date of Report 23 May 2012

Disclosure of Interest by Officer	Nil
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Summary

The purpose of this report is for the Audit and Finance Committee to review the following report for the quarter: January to March 2012 for the South Hedland and Gratwick Aquatic Centre's.

Background

The contract for the management of the South Hedland and Gratwick Aquatic Centre's was agreed between Council and the YMCA for the period 1 July 2011 to 30 June 2012.

South Hedland Aquatic Centre, also contracted to the YMCA closed operation in early February 2012 and is currently undergoing redevelopment works until October / November 2012. Under the terms of the contract management agreement the YMCA must provide Council with reports concerning the operation of the Aquatic Centre's including the following:

- Income and expenditure statements for each of the Aquatic Centres
- A statement of variations between the budgets and the actual results achieved for the year to date with explanations of variances
- A statement of the capital expenditure items and maintenance
- A statement of marketing expenses, programmes and initiatives for the Aquatic Centres
- A report on incidences in the Aquatic Centres for the relevant period for which claims are or may be made against the Town or the YMCA
- Advice on prevailing market conditions and the settling of fees and charges
- Customer feedback received for the Aquatic Centres
- Any negligent damage caused to the Aquatic Centres or the assets of the Aquatic Centres.

This report and subsequent attachments endeavor to provide the Committee with information to satisfy the requirements listed in Section 5.8 of the YMCA contract.

Consultation

The contractual obligations including revenue and expenditure reports, by the means of profit and loss statements are included as attachments to this report.

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Key Result Area 3: Community Development
Operate a range of programs and initiatives that promote an active, integrated community.

Budget Implications

Council's 2010/2011 budget contains an allowance of \$273,365 for the South Hedland Aquatic Centre and \$485,047 for the Gratwick Aquatic Centre payable by equal monthly installments.

Officer's Comment

Under the terms of the contract management the YMCA, agrees to:

- Supervise and manage the Aquatic Centres in accordance with the Contract and within the agreed budget parameters
- Be fully responsible for the appointment, supervision, training and remuneration of staff for the Aquatic Centres
- Employ staff who have appropriate educational qualifications and experience to effectively carry out the functions as assigned to them
- Implement and operate all programmes approved by the Town in writing, unless otherwise agreed by the Town
- Establish, market and promote special events and programmes to be held at the Aquatic Centres
- Provide marketing and promotional services and activities for the Aquatic Centres in accordance with the Management Plan
- Provide supervised access to the Aquatic Centres by the general public for at least the minimum hours specified
- Ensure that supervision of patrons complies with industry guidelines, standards and best practice
- Implement and comply with the budgets for the Aquatic Centres
- Effect and maintain with reputable insurers
- Maintain the Aquatic Centres in a hygienic, clean and litter free state at all times

- Operate under a schedule of cleaning that ensures regular checks each day of all amenities and includes periods of cleaning activity that will have minimal disruption to the provision of service to patrons
- Ensure that the Aquatic Centres and all fixtures, fittings, plant and equipment within the Aquatic Centres are serviced and maintained
- Provide and maintain, so far as is practicable, a working environment for its employees and members of the public that is safe and without risk to health
- Provide an efficient, responsive and friendly customer service.

Attachments

1. YMCA Quarterly report (Gratwick Aquatic Centre) for the period 1 January to 31 March 2012
2. YMCA Quarterly report (South Hedland Aquatic Centre) for the period 1 January to 31 March 2012

AFC201112/023 Officer's Recommendation / Audit and Finance Committee Decision**Moved: Cr G A Jacob****Seconded: Mayor K A Howlett**

That the Audit and Finance Committee accepts the quarterly review report for the period 1 January to 31 March 2012 for the South Hedland and Gratwick Aquatic Centres.

CARRIED 3/0



Gratwick Aquatic Centre

QUARTERLY REPORT

January – March 2012

COMMENT

Gratwick Aquatic Centre was closed for the majority of January following significant maintenance requirements on the main pump, foot valve and the effects of cyclone Heidi.

There were some costs and savings as a result of the closure in January. These are as follows:

Income lost

• Recreation swimming	\$8,897
• Vac Swim program	\$1,309
• Aquatic Education	\$2,014
• Café income	\$4,910
• Aqua Aerobics	\$815
• Total loss of income	\$17,945

Savings

• Recreation swimming exp	\$6,782
• Café expenses	\$1,279
• Aquatic Education	\$769
• Merchandise	\$210
• Marketing	\$456
• Aqua Aerobics	\$138
• Total Savings:	\$9,634

As a result of this closure, recreation swimming attendances were significantly behind the anticipated target. Increased attendances throughout February and March have brought the annual attendance figure back to within a couple of hundred patrons. With South Hedland pool closed for redevelopments Gratwick is the only pool open in Hedland.

At the start of February the launch of the YMCA aqua safe program was very successful with 380 participants enrolling into the program.

The fitness centre has recorded continued growth throughout the year with membership numbers currently 161. This exceeds the anticipated membership base by 93. March 2012 saw the health club's highest attendance on record with 934 attendances.

On the 11th of March the YMCA held a National Swimathon campaign to raise money for programs within the local community for each YMCA managed centre. Gratwick Aquatic Centre chose to raise money to go towards funding transport for interm swimming lessons for primary school age children as Hedland has not received swimming lessons for five years now.

The day was very quiet with poor weather not going our way. The event didn't return the anticipated result however future events will be promoted heavily throughout the year to ensure greater participation and improved community awareness.

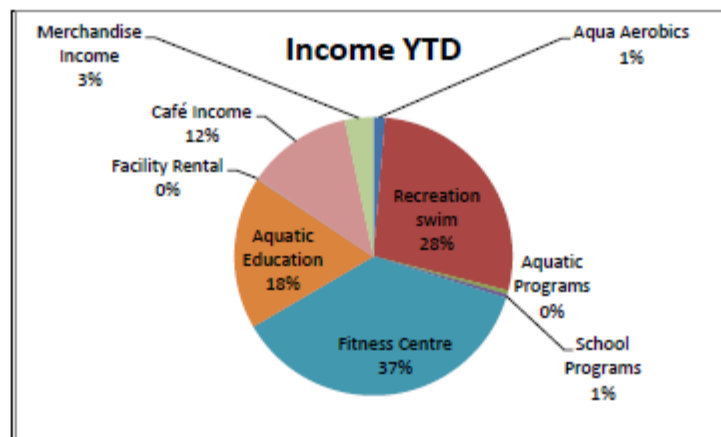
FINANCIAL PERFORMANCE

Financial Year to Date

YTD	Actual	Budget	Variance
Income	\$255,206	\$245,731	\$9,475
Expenditure	\$591,538	\$598,550	\$7,012
Net	\$336,333	\$352,819	\$16,486

Income for the third quarter of 2011/12 was ahead budget by \$9,475 whilst expenditure was under budget by \$7,012 resulting in a net performance of -\$336,333 compared to a budget of -\$352,819.

Year to date Gratwick aquatic centre is \$16,486 ahead of budget. The fitness centre is a major contributor to this figure (37%) with income currently \$22,682 ahead of budget YTD. The chart below reflects the income contribution from other areas in the centre.



End of third Quarter variations Summary (Above 15%)

- Aqua aerobics income is \$1,384 (28.3%) below budget. A high number of participants have taken on memberships which has reduced casual participant income.
- Aquatic education income is \$6256 (16%) ahead of budget. The schedule for term 1 was designed to cater for families from Port and South Hedland, with 382 members on the program and a target of 200.
- Aquatic programs is \$1,289 (53.7%) below budget following low participation numbers in the centre's bronze medallion courses.
- Facility rental is \$1,654 (89.2%) below budget following reduced end of year corporate bookings. The centre does not permit the consumption of alcohol on site which resulted in the reduction in bookings.
- Fitness centre is \$22,682 (31.9%) ahead of budget following strong membership sales.
- Merchandise income is \$1,150 (15.8%) ahead of budget. High attendances to the pool over the past two months have increased secondary sales.
- School aquatics income is \$2,738 (71.1%) below budget and is a result of only one school utilising the facility for aquatic activities in Hedland.
- Aqua aerobics expense is \$616 (53.1%) over budget due to the centre offering extra classes to budget.
- Aquatic programs expense is \$673 (112.2%) over budget. The purchase of necessary equipment at the start of the year has kept expenses over.
- Café expenses are \$4,324 (18.3%) under budget. Tight stock controls have meant that during quiet periods we have reduced stock levels and maintained required stock during peak periods.
- Fitness centre expenses are \$3,356 (15.3%) below budget, this is a reflection of reduced wages during the period that the centre was closed and following reduced hours during the school holiday period.
- Insurance expenses are \$923 (20.5%) below budget. The fees for this financial year were lower than what was predicted at the time of creating the budget.
- Marketing expenses are \$740 (16.4%) below budget following reduced marketing activities throughout January due to the closure of the facility.
- Merchandise expense is \$2,278 (53.1%) below budget. Tight stock controls have meant that during quiet periods we have reduced stock levels and maintained required stock during peak periods.

GRATWICK AQUATIC CENTRE KPI'S

	GAC	Budget / Benchmark	Comment
Financial KPI's			
Budget target achieved	Yes	Yes	Strong Fitness Centre membership sales and expense control contributed to positive performance
Total Ave Income per visit (Income / attendance)			
<i>Ave Income per visit MTH</i>	\$8.52	\$3.53	Strong Fitness Centre membership sales
<i>Ave Income per visit YTD</i>	\$6.51	\$3.53	Strong Fitness Centre membership sales
<i>Recreation Swimming Avg Inc per visit MTH</i>	\$3.33	\$3.28	Sound result
<i>Recreation Swimming Avg Inc per visit YTD</i>	\$2.88	\$3.28	Review of admission pricing for new financial year required based on this result as there are no stand out trends in participation
<i>Fitness Centre Avg Inc per visit MTH</i>	\$19.15	\$12.54	Reflection of strong fitness centre membership sales
<i>Fitness Centre Avg Inc per visit YTD</i>	\$15.21	\$12.54	As above
Secondary Spend per visit (Café Inc + Merch Inc / visits)			
<i>Secondary Spend MTH</i>	\$1.00	\$1.24	Reflection of higher proportion of adult swimming and fitness centre visits. These user groups are not traditionally big spenders within the cafe
<i>Secondary Spend YTD</i>	\$1.01	\$1.24	As above.
Subsidy per visit (net result / attendance)			
Subsidy per visit - MTH	-\$4.78	-\$7.62	Reflection of strong membership base.
Subsidy per visit - YTD	-\$8.58	-\$7.62	Significant amount of closure throughout the year reduces income potential however operating costs remain
Labour costs to total receipts			
Labour costs:total receipts - MTH	96%	138%	Sound income performance and expense control
Labour costs:total receipts - YTD	128%	138%	Annualised figure includes expenses and low income during off peak months

Catchment Multiple (visits/population 5 KM radius)		GAC catchment population is estimated at 3,183 residents. CERM Benchmark is 3.5	
Catchment Multiple - MTH	2.07	1.22	Attributed to warmer weather and membership sales Pool closure through unplanned maintenance during summer months has impacted this result.
Catchment Multiple - YTD	12.32	16.15	
Customer Service			
Mystery Shopper Score	81%	80%	Pleasing result. Customer survey not yet completed.
Customer Survey Results	TBC	TBC	
Risk Management KPI's			
Major Incidents per 10,000 visits	1	0.19	No major incidents to report
Programming KPI's			
Total Attendance Month	6,586	6,192	Sound performance Sound performance considering pool closure throughout January
Total Attendance YTD	39,219	41,066	
Total HC Memberships Sold	36	2	Strong month for membership sales
Total HC Members	161	68	Continued strong performance
Aquatic Ed Occupancy	90%	85%	Great result
Asset Management KPI's			
Facility Audit - conducted quarterly	67%	80%	Presentation of lawn areas and maintenance requirements on major plant effected compliance All required maintenance has been or is being rectified
Total maintenance expenditure (YTD against budget)	\$23,931	\$24,567	
Utility Costs			
Energy cost share %	8.67%	7.70%	Sound result Result is reflective of low participation rates throughout first and second quarter of the year due to seasonal fluctuations.
Energy costs per visit	\$1.31	\$0.27	
Water cost share %	3.62%	4.40%	Sound result
Water costs per visit	\$0.55	\$0.64	Sound result

ATTENDANCE STATISTICS

	Mar 12	Mar 11	YTD 11/12	YTD 10/11
Recreation Swimming				
Adult	1143	1143	9471	9287
Child	449	412	4185	4388
Concession	17	55	151	381
Off Peak	274	201	1984	1241
Council	19	41	206	354
Under 2's	61	41	505	634
Family	195	148	1574	1622
Total Family Visits	780	592	6280	6596
User Groups	203	202	1023	1525
Spectator	283	931	1199	2537
Fitness Centre	934	550	6166	4939
VAC Swim	0	0	512	803
YMCA Swim Lessons	1528	864	4158	3104
Programs	0	0	64	388
School Attendance	621	644	1432	1481
Aqua Aerobics	61	50	259	189
Coaches	18	18	50	65
TOTAL	6586	5692	39,219	39,530

The table above shows an increase in numbers from 2011 to 2012. The fitness centre and YMCA swim lessons have recorded the highest increases in attendances in comparison with the same period last year.

Adult attendances are the same as the previous year, the breakdown of this is provided below.

Adult Entries 2012		Adult Entries 2011	
Adult Swim	948	Adult Swim	855
YMCA Swim	25	YMCA Swim	101
BHP Adult	138	BHP Adult	164
Adult Pool Direct Debit	18	Adult Pool Direct Debit	0
Main roads	14	Main Roads	4
Army	0	Army	6
20 pass card	0	20 pass card	11
Adult 2 for 1 entry	0	Adult 2 for 1 entry	2
Total 1143		Total 1143	

GRATWICK AQUATIC CENTRE

Year To Date: July - March

Income	YTD		
	Actual	Budget	Variance
<u>Aqua Aerobics Income</u>	3,509	4,893	(1,384)
<u>Recreation Swimming Income</u>	70,415	79,779	(9,364)
<u>Aquatic Program Income</u>	1,112	2,401	(1,289)
<u>Schools Aquatic Program Income</u>	1,113	3,851	(2,738)
<u>Health Club Income</u>	93,770	71,087	22,682
<u>Aquatic Education Income</u>	45,428	39,172	6,256
<u>Facility & Equip Rental Income</u>	201	1,855	(1,654)
<u>Café Income</u>	31,214	35,400	(4,186)
<u>Merchandise Income</u>	8,443	7,293	1,150
Total Income	255,206	245,731	9,474
Expense	YTD		
	Actual	Budget	Variance
<u>Aqua Aerobics Expense</u>	1,776	1,160	(616)
<u>Recreation Swimming Expense</u>	67,857	72,793	4,936
<u>Aquatic Programs Expense</u>	1,273	600	(673)
<u>Aquatic Education Expense</u>	12,227	13,422	1,195
<u>Health Club Expense</u>	18,632	21,988	3,356
<u>Café Expense</u>	19,276	23,600	4,324
<u>Merchandise Expense</u>	2,012	4,290	2,278
<u>Marketing Expense</u>	3,760	4,500	740
<u>Insurances</u>	3,577	4,500	923
<u>Administration Expense</u>	85,791	82,815	(2,976)
<u>Operations Expense</u>	149,908	136,653	(13,255)
<u>Duty Management Expense</u>	49,092	47,169	(1,923)
<u>Management Expense</u>	176,358	185,061	8,703
Total Expense	591,539	598,550	7,011
Net Operating Result	(336,333)	(352,819)	16,486



South Hedland Aquatic Centre

QUARTERLY REPORT

January – March 2012

COMMENT

The South Hedland aquatic centre closed at the end of January for the commencement of the upgrade works.

Throughout February and March the YMCA worked to close off all accounts payable and receivable for the centre.

Additional income was recorded against the centre's operations for the use of the facility by the water polo club whilst the following invoices were received for services conducted at the centre throughout the season:

- Reglaze broken windows – \$845.96
- Inspect and clear blocked toilet – \$170
- Boxes - \$135.08
- Repairs to pool cleaner - \$4509.33

FINANCIAL PERFORMANCE

Income at the end of the 3rd quarter 2011/12 is below budget by \$18,579 resulting in a net performance of -\$273,851 compared to a budget of -\$276,365. The net variation for the quarter was \$2,514.

Financial Year to Date

YTD	Actual	Budget	Variance
Income	\$81,270	\$99,849	(\$18,579)
Expenditure	\$355,121	\$376,214	\$21,093
Net	(\$273,851)	(\$276,365)	\$2,514

Summary of variations

- Café income finished \$13,334 (41.3%) below budget. Low attendances to the centre had significant impact to secondary sales. Café expense finished \$8385 (39.0%) below budget. The centres attendance levels were very low therefore café stock was kept to a tight limit. Net profit for café is \$5801.
- Merchandise income finished \$1,785 (29.2%) below budget. Low attendances to the centre had significant impact to secondary sales. Merchandise expense finished \$1,490 (41.4%) below budget. The centres attendance levels were very low therefore merchandise stock was kept to a tight limit. Net Profit for Merchandise is \$2,225.
- School Aquatics income finished \$611 (70.0%) below budget. The primary schools within South Hedland didn't take part in water activities this year.
- Aqua Aerobics income finished \$142 (14.1%) ahead of budget; expense finished \$241 (41.8%) over budget. There were additional classes scheduled to what was budgeted due to demand. Net profit for this program is \$329.
- Aquatic Education income finished \$1,563 (11.5%) ahead of budget. Aquatic Education expense finished \$1012 (22.0%) over budget. Due to local demand there were more classes put on than anticipated in the budget. Net profit for this program is \$9,547.
- Insurance expense finished \$2,253 (75.1%) below budget. Insurance costs were lower than anticipated at the time of the budget.
- Marketing expense finished \$1,499 (60.0%) below budget. Alternative options were used this year with increased use of the YMCA website and other electronic communication.
- Recreation Swim expense finished \$12,940 (22.9%) below budget. A closure due to a cyclone and low patronage numbers gave the centre savings on staffing.

Profit & Loss for Lookup as at 31-Mar-2012

Acct Description	YEAR TO DATE			
	Actual	Budget	Difference	% Diff
Administration	0	-	0	-
Aqua Aerobics	1,145	1,004	142	14.1%
Aquatic Education	15,158	13,595	1,563	11.5%
Aquatic Programs	509	-	509	-
Cafe	18,916	32,250	(13,334)	(41.3)%
Health club	0	-	(0)	-
Merchandise	4,335	6,120	(1,785)	(29.2)%
Recreation Swimming	40,944	45,958	(5,024)	(10.9)%
School Aquatics	262	873	(611)	(70.0)%
Vending	-	40	(40)	-
	<u>81,270</u>	<u>99,849</u>	<u>(18,579)</u>	

Administration	56,202	60,773	4,571	7.5%
Aqua Aerobics	816	575	(241)	(41.8)%
Aquatic Education	5,611	4,599	(1,012)	(22.0)%
Aquatic Programs	40	-	(40)	-
Cafe	13,115	21,500	8,385	39.0%
Duty Management	42,948	41,470	(1,478)	(3.6)%
Insurance	747	3,000	2,253	75.1%
Management	71,286	68,024	(3,262)	(4.8)%
Marketing	1,001	2,500	1,499	60.0%
Merchandise	2,110	3,600	1,490	41.4%
Operations	117,740	113,726	(4,013)	(3.5)%
Recreation Swimming	43,506	56,446	12,940	22.9%
	<u>355,121</u>	<u>376,214</u>	<u>21,093</u>	
	<u>(273,851)</u>	<u>(276,365)</u>	<u>2,514</u>	
			(337.0)%	

10.1.4 Community Funding and Donations - Endorsement of Funding Requests (File No.: 02/05/0003)

Officer Gordon MacMile
Director Community Development

Date of Report 23 May 2012

Disclosure of Interest by Officer Nil

Summary

Applications for funding under the Community Funding and Donations policy have previously been considered by the Donations Working Group, in turn providing recommendations to Council.

Recent changes (December 2011) have reallocated this responsibility to the Audit and Finance Committee.

Council is requested to consider the applications received and allocate funding to donations requested from Hedland Kart Club, PANGO, South Hedland Bowling and Tennis Club, Hedland Young Professionals Group, Hedland Tri Sports Association, VIBE Australia, Port Hedland Golf Club, Jonathon Kiploks, NAIDOC, South Hedland Blue Light and C3 Church.

Background

The Community Funding and Donations Policy was reviewed and updated in November 2010. The Policy review identified a series of community, recreation, sporting and cultural celebration and events of significance and regularity.

The purpose of the Policy was 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.

The Donations Working Group had the responsibility of assessing and making recommendations to Council in relation to applications for funding received from the community. Previous rounds of the Donations Working have occurred bi-monthly throughout 2011 (February, April, June, August and October).

Council (OCM 16 November 2011) endorsed a review of Committees and Working Groups with the donations process reallocated to the re-established Audit and Finance Committee.

Consultation

- Director Community Development
- Manager Community Development
- Manager Recreation Services and Facilities.

Statutory Implications

Nil

Policy Implications

6/003 Community Funding and Donations Policy applies to this report.

Strategic Planning Implications

Key Result Area 2: Community Pride
Goal 2: Events

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

Budget Implications

Should the officer's recommendation be adopted \$48,750 will be allocated from GL Account 813274, with an estimated \$41,938.33 over-expended from funds within the 2011/12 budget.

Officer's Comment

The recent round of Community Funding and Donations closed on 26 April 2012, with 13 applications being received from:

- Hedland Kart Club
- PANGO
- South Hedland Bowling and Tennis Club
- Hedland Water Polo Association
- Hedland Young Professionals Group
- Hedland Tri Association
- VIBE Australia
- Port Hedland Golf Club
- Jonathon Kiploks
- NAIDOC
- South Hedland Blue Light
- South Hedland Weather
- C3 Church.

Requested funding is summarised below (full copies of the Donation Requests are included as Attachment 2 to Attachment 14).

Hedland Kart Club

Council funding of \$2,000 is requested as a contribution towards flights and accommodation for Australian Kart Association race officials during an event in mid-July 2012.

Application is supported as event is one of the Club's major sporting initiatives and a high level of contribution is being made by the Club with limited resources.

Pilbara Association of Non Government Organisations

Council funding of \$2,000 is requested as contributions towards facilitator travel / accommodation, venue hire (Lotteries House), catering and facilitator's fees for the inaugural Collective Impact Forum in late May 2012.

Donation is supported towards inaugural Forum that improves networking and cooperation between non-government agencies and key community stakeholders.

South Hedland Bowling and Tennis Club

Funding of \$25,000 requested for annual Boodarie Bowls Carnival from 7 to 15 July 2012.

Application is supported as carnival is a regional competition, identified under Policy 6/003 Community Funding and Donations as previously determined by a Council resolution to significant and regular community, recreation and cultural celebrations and events.

Hedland Water Polo Association

In-kind support of up to \$5,000 requested for venue hire (SHAC), bins, BBQ's and community bus for Country Week Championships in March 2013.

Recommendation is for application to be deferred to allow Association to provide additional information on details on in-kind support. Event is in 2013 sufficient time exists for application to be considered within next Donation's round.

Hedland Young Professionals Group

Council funding of up to \$2,000 is requested towards venue hire (Yacht Club) and catering for the Rubix Networking Night in late June 2012.

Application is supported as organisation offers an important service to the Port Hedland community and directly to the targeted demographic.

Hedland Tri Sports Association

Funding of \$2,000 is requested for event insurance and event materials such as hats, drinks bottles and polo shirts for Club members.

Waiving of lane hire fees is requested for Gratwick Aquatic Centre on 6 occasions and storage of Club trailer.

Application is supported in relation to insurance costs of up to \$1,800 and event materials (\$200) and a fee waiver for entry to Gratwick Pool to the value of \$600.

VIBE Australia

Support totalling \$6,000 is requested including funding of \$2,000 towards the VIBE Alive event on 20 and 21 June 2012, as well as in-kind (up to \$4,000) for Kevin Scott oval fee waiver and additional bins, waste removal and Council staff assistance.

VIBE Australia has submitted a Community Request for Funding of \$20,000, being considered as part of the 2012/13 budget. Application for donation is supported on the basis that Council considers partially reducing (by \$6,000) or eliminating funding from 2012/13 budget deliberations.

Port Hedland Golf Club

Funding of \$6,000 requested towards general expenses for the Port Hedland Golf Classic on 23 and 24 June 2012.

Application is outside of the limit of the Policy, see below:

- a) Policy is limited to the consideration of requests up to a maximum of \$2,000 cash component in value. This maximum value may comprise of cash funding and/or in-kind support to a maximum of \$6,000 in total.
- b) In order to assess the value of a request, a dollar (\$) value will be estimated for the in-kind component.
- c) Requests for funding greater than \$6,000 and not for pre-approved significant events will be considered as part of the annual budgetary process.
- d) Funding applications outside Policy will be requested through a public advertising process as part of the annual budget and will not be considered as part of Policy.

Given the impending date of the Golf Classic event, recommendation is for Council to support funding of \$2,000 and to delegate authority to Chief Executive Officer (or delegate) to negotiate in-kind support towards the event up to a maximum of \$4,000 in accordance with the Policy.

Jonathon Kiploks

Funding is requested from Jonathon Kiploks towards flights and expenses to referee at the 2012 World Lacrosse Championship from 12 to 21 July 2012.

Donation of \$500 is recommended.

NAIDOC Week 2012

Funding of \$450 is requested towards printing of materials for colouring-in-competition for young people as part of NAIDOC Week School Initiatives from 1 to 8 July 2012.

Donation of \$450 is recommended.

South Hedland Blue Light

Fee waiver support of up to \$2,100 is requested for a series of 6 Blue Light Discos at the JD Hardie Youth Centre.

Fee waiver support of up to \$2,100 is recommended.

South Hedland Weather

Funding of \$1,500 is requested towards the purchase and installation of 2 weather webcams.

C3 Church

Funding is requested for \$100 as the balance of SHAC hire fees for the MYGEN Youth Event held in October 2011. Fee waiver previously supported by Council was \$100 short of actual hire fees.

Attachments

1. Summary of Community Funding Applications and Officer's Comment / Recommendation (May 2012)

Officer's Recommendation

That Council:

1. Allocates funding of \$48,750 within the 2011/12 budget from GL Account 813274 (Community Funding and Donations) to donations requested from:
 - a) Hedland Kart Club for the amount of \$2,000 towards flights and accommodation for Australian Kart Association race officials
 - b) PANGO for the amount of \$2,000 towards facilitator travel / accommodation, venue hire (Lotteries House), catering and facilitator's fees for the inaugural Collective Impact Forum
 - c) South Hedland Bowling and Tennis Club for the amount of \$25,000 for the annual Boodarie Bowls Carnival in July 2012
 - d) Hedland Young Professionals Group for the amount of \$2,000 towards venue hire and catering for the Rubix Networking Night in late June 2012
 - e) Hedland Tri Sports Association for the amount of \$1,800 towards insurance costs, \$200 for event materials and up to \$600 Gratwick Aquatic Centre entry fee waiver
 - f) VIBE Australia for the amount of \$2,000 towards the VIBE Alive event on 20 and 21 June 2012 and in-kind (up to \$4,000) for Kevin Scott oval fee waiver and additional bins, waste removal and Council staff assistance.
 - g) Port Hedland Golf Club for the amount of \$2,000 towards the Golf Classic in June 2012
 - h) Jonathon Kiploks for the amount of \$500 towards flights and expenses to referee at the 2012 World Lacrosse Championship
 - i) NAIDOC Week 2012 for the amount of \$450 towards the printing of materials for colouring-in-competition for young people as part of NAIDOC Week School Initiatives
 - j) South Hedland Blue Light for up to \$2,100 in fee waiver for a series of 6 Blue Light Discos at the JD Hardie Youth Centre
 - k) C3 Church for \$100 as the balance of SHAC hire fees for the MYGEN Youth Event held in October 2011.

- 1) Request officers correspond / liaise with the Hedland Water Polo Association to provide additional information on details on requested in-kind support and a resubmission of Donation's application
- 2) Considers a partial reduction (by \$6,000) or elimination of funding for the VIBE Alive event from 2012/13 budget deliberations
- 3) Delegates authority to the Chief Executive Officer or delegate to negotiate in kind support for the 2012 Golf Classic to a maximum value of \$4,000 in accordance with Policy 6/003
- 4) Allocates additional funds of \$ 41,938.33 to GL Account 813274 (Community Funding and Donations), with funds to be identified within the 2011/12 end of financial year budget review.

AFC201112/024 Audit and Finance Committee Decision

Moved: Mayor K A Howlett Seconded: Cr G A Jacob

That the Audit and Finance Committee recommends to Council that it:

1. **Allocates funding of \$23,650 within the 2011/12 budget from GL Account 813274 (Community Funding and Donations) to donations requested from:**
 - a) **Hedland Kart Club for the amount of \$2,000 towards flights and accommodation for Australian Kart Association race officials;**
 - b) **PANGO for the amount of \$2,000 towards facilitator travel / accommodation, venue hire (Lotteries House), catering and facilitator's fees for the inaugural Collective Impact Forum;**
 - c) **South Hedland Bowling and Tennis Club for the amount of \$5,900 for the annual Boodarie Bowls Carnival in July 2012;**
 - d) **Hedland Young Professionals Group for the amount of \$2,000 towards venue hire and catering for the Rubix Networking Night in late June 2012;**
 - e) **Hedland Tri Sports Association for the amount of \$1,800 towards insurance costs, \$200 for event materials and up to \$600 Gratwick Aquatic Centre entry fee waiver;**

- f) VIBE Australia for the amount of \$2,000 towards the VIBE Alive event on 20 and 21 June 2012 and in-kind (up to \$4,000) for fee waiver and additional bins, waste removal and Council staff assistance;
 - h) Jonathon Kiploks for the amount of \$500 towards flights and expenses to referee at the 2012 World Lacrosse Championship;
 - i) NAIDOC Week 2012 for the amount of \$450 towards the printing of materials for colouring-in-competition for young people as part of NAIDOC Week School Initiatives;
 - j) South Hedland Blue Light for up to \$2,100 in fee waiver for a series of 6 Blue Light Discos at the JD Hardie Youth Centre;
 - k) C3 Church for \$100 as the balance of SHAC hire fees for the MYGEN Youth Event held in October 2011.
- 2. Request officers correspond / liaise with the Hedland Water Polo Association to provide additional information on details on requested in-kind support and a resubmission of Donation's application;
 - 3. Considers a partial reduction (by \$6,000) or elimination of funding for the VIBE Alive event from 2012/13 budget deliberations;and
 - 4. Allocates additional funds of \$ 16,838.33 to GL Account 813274 (Community Funding and Donations), which is sourced from the savings identified in the MPRC operating costs account as a part of the third quarter budget review for 2011/12.

CARRIED BY ABSOLUTE MAJORITY 3/0

REASON: The Audit and Finance Committee made changes to contribution figures to reflect the fact that part of the amounts listed in the Officer's Recommendation had already been incorporated in the 2011/12 budget process and did not have to be granted again.

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Attachment 1 - SUMMARY OF COMMUNITY FUNDING APPLICATIONS
TO BE ASSESSED AT AUDIT & FINANCE COMMITTEE ON 30 MAY 2012

2011 – 2012 Financial Year Budget for Donations:	\$ 45,000.00
Donations Approved To Date:	\$ 38,188.33
Automatic Venue Hire Fee Waivers:	nil
Independent Council Resolutions	nil
Amount Remaining in Budget:	\$ 6,811.67

	Organisation	Event	Assistance Requested	Value of Request	Officer's Recommendation	Officer's Rationale / Comment
1	Hedland Kart Club	'Pilbara Payday' 14 July 2012	Contribution towards flights and accommodation for Australian Kart Association race officials.	\$2,000	Supported	- Support the Club's attempt to provide a major sporting opportunity for those involved with go-kart racing. - Positive contribution the event or project will make to the Hedland community - Information requested meets the requirements of the Policy - The level of resource contribution to be made by the Club, relative to their capacity to do so, as well as the provision of funds from other sources. Town of Port Hedland would seek to be recognised on all promotional materials as a supporting sponsor.
2	Pilbara Association of Non Governmental Organisations (PANGO)	Collective Impact Forum 30 May 2012	Contribution towards costs associated with the delivery of the Collective Impact Forum and the linkage workshop (travel and accommodation for facilitators, venue hire and catering, facilitator's fees).	\$2,000	Supported	Benefits of networking and capacity building for local social service organisations; the contribution covers both a forum in May 2012 and a workshop in July/August 2012.
3	South Hedland Bowling & Tennis Club	Boodarie Bowls Carnival 07 – 15 July 2012	Provide sponsorship towards event of \$25,000. Staff member on Committee. Advertising/photocopying, fax and postage.	\$25,000	Supported (through ToPH Policy 11/12)	As per Policy for regularly supported events.

	Organisation	Event	Assistance Requested	Value of Request	Officer's Recommendation	Officer's Rationale / Comment
4	Hedland Water Polo Association	Country Week Water Polo Championship 01 - 03 March 2013	In kind support of additional bins for SHAC, use of community BBQ, and use of community bus.	Approx \$5,000 of in-kind support	Not supported / Deferred Further information to be provided and application resubmitted in next round.	The clubs application is in-principally supported for the following reasons: - The positive contribution the event will make to the Hedland community. More work is required in order to confirm the exact extent of support that Council can provide. - Number of bins required (this is supported)- Need to consider North West Championships Policy - The availability of the community BBQ - The availability of the community bus
5	Hedland Young Professionals Group	Hedland Young Professionals Rubix Networking Night Fri 29 June	Contribution towards venue hire and catering.	\$2,000	Supported	Hedland Young Professionals offer an important community service to a significant demographic in the Town.
6	Hedland Tri Sports Association	Series of triathlon race meets Sept – Nov 2012	Cash support for insurance and event materials such as hats, drinks bottles, polo shirts, for club members. Waiving of lane hire fees for Gratwick Aquatic Centre on 6 occasions and storage of club trailer.	\$2,900 including fee waivers.	Partially supported	The positive contribution the project will make to the Hedland community. Components of the request that would be supported are as follows: - Insurance costs: Approx \$2100 per year (PSC Insurance). This is based on 40 club members and 3 committee members. - Event materials: Approx \$200. This is to purchase stationary, new trestle tables and new storage containers. - Entry to Gratwick Pool: Approximately \$600. This is based on 6 race meets (\$30 in lane hire/week, \$70 in pool admissions/week). Would not consider – - Club merchandise or apparel - Storage for the Club trailer

	Organisation	Event	Assistance Requested	Value of Request	Officer's Recommendation	Officer's Rationale / Comment
7	VIBE Australia	VIBE Alive Port Hedland 2012 20 – 21 June 2012	Cash contribution of \$2000. In addition up to \$4000 in fee waivers for Kevin Scott Oval, and in-kind support such as additional bins, waste removal and provision of staff.	\$6,000	Conditionally supported on the basis that Vibe's application to the Community Bid Process is not successful.	VIBE Australia have submitted a Community Bid for \$20,000, which will be considered as part of the budget development process. Whilst it would be inequitable for Vibe to receive funding from both programs, conditional support will provide some level of funding towards the event, should the Community Bid be unsuccessful. Vibe Alive is a valuable youth initiative and supported by the Town's community development team.
8	Port Hedland Golf Club	2012 Port Hedland Golf Classic 23 – 24 June	Support towards general operating expenses.	\$6,000	Partially Supported / Partial Alternative Recommended	Partial support for request- Request is for \$6,000, this is outside of the limit of the policy, see below. 1. This Policy is limited to the consideration of requests up to a maximum of \$2,000 cash component in value. This maximum value may comprise of cash funding and/or in-kind support (please refer to point 4.1) to a maximum of \$6,000 in total. In order to assess the value of a request, a dollar (\$) value will be estimated for the in-kind component. 2. Requests for funding greater than \$6,000 and not for pre-approved significant events will be considered as part of the annual budgetary process. 3. Funding applications outside this policy will be requested through a public advertising process as part of the annual budget and will not be considered as part of this policy. Reasons for support would be: The positive contribution the event or project will make to the Hedland community.

	Organisation	Event	Assistance Requested	Value of Request	Officer's Recommendation	Officer's Rationale / Comment
9	Jonathon Kiploks	2012 World Lacrosse Championship 12 – 21 July 2012	Support towards flights and expenses to referee at the World Championships.	\$500	Supported	Support of up to \$500 based on the policy as stated below. Development of Talented Local People 1. Financial contributions may be made towards the costs associated with the attendance by local people of all ages at development programs for talented individuals. These programs will usually be located elsewhere in Western Australia or beyond. 2. The person concerned must have been invited to attend on the basis of exceptional sporting, artistic or other talent. 3. A maximum contribution of \$500 in one financial year may be considered to each person who is eligible for this support.
10	NAIDOC Week 2012	NAIDOC Week School Initiatives 01 – 08 July 2012	Contribution towards printing of materials for colouring in competition for young people	\$450	Supported	This is an opportunity for Hedland based students and those from local communities to be involved in NAIDOC Week celebrations to promote harmony, inclusion and reconciliation.
11	South Hedland Blue Light	Blue Light Discos 10 March 2012	Waiver of hire fees for Blue Light Discos at JD Hardie Centre	Up to \$2,100 waiver of hire fees at JD Hardie Youth Centre	Supported	Initial request amount of \$350 was amended on discussion with committee member Kathy Holt, so that it covers the full program of 6 Blue Light Discos, rather than one event. The committee had attached letters requesting this full waiver and amending the amount was seen as the best way of providing this, whilst staying within the limits of the program. Blue Light Discos are a valuable youth service for the Town, coordinated by a community committee.
12	South Hedland Weather	N/A	Purchase of two weather webcams including supporting equipment	\$1,500	Not supported Further information to be provided by applicant	Insufficient information provided in application: - Unclear information as to organisation making the application. - Uncertainty with regard to the linkages with recreation services

	Organisation	Event	Assistance Requested	Value of Request	Officer's Recommendation	Officer's Rationale / Comment
13	C3 Church	MYGEN Youth Event October 2011	Waiving of hire fees for SHAC	\$100	Supported	Supported
			Total	Requested: \$55,550.00	Recommended: \$48,750.00	

Amount allocate above budget if Officer's recommendations are followed (\$41,938.33)

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ATTACHMENT 2 TO ITEM 10.1.4



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Not For Profit

Not for profit uses all monetary surplus solely for the purpose of its objectives and not to financially benefit its members in any way. Has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members. (Source: Lotteries West FAQ)

Name of Organisation:

HEDLAND KART CLUB Inc.

Contact Person:

First Name: ELEANOR

Surname: DONNELLAN

Street Address:

GREAT NORTHERN HWY PORT HEDLAND

Postcode: 6721

Postal Address:

PO BOX 128 PORT HEDLAND

Postcode: 6721

Telephone:

0429 945 030

Facsimile:

Email:

hkca@live.com.au

Website:

[http://www.](http://www.hkca.com.au)

Incorporated:

Yes ☒

No ☐

Year of Incorporation:

1990

If Yes, please attach a copy of your Certificate of Incorporation

ABN:

50 153 394 064

Registered for GST:

Yes ☐

No ☒

Does your group have Public Liability Insurance:

Yes ☒

No ☐

If answered Yes please continue to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes ☐

No ☐

If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes ☐

No ☐

If yes, by who? _____



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details

What is the name of Project / Event / Activity / Celebration you are planning:

"Pilbara Payday" it is a dash for cash event.

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

Over 3 heats & a final competitors will race in classes (juniors + seniors) all hoping for podium finishes.
 Seniors 1st = \$1500 2nd: \$500 3rd: SET OF TYRES
 Juniors 1st- \$500 2nd: \$300 3rd: SET OF TYRES.
 HKC hopes to raise the profile & interest in go-kart racing in the pilbara

Who can be a part of your project / event?

anyone (junior or senior) who holds a valid AKA licence in Australia & has their own kart

Where will your project / event be held?

HEDLAND KART CLUB

Proposed Start Date & Start Time for Event:

JULY 14 2012 9am

Proposed Finish Date & Finish Time for Event:

JULY 14 2012 6pm

Will catering / food, consumption of alcohol or sale of alcohol be provided?

Yes ☒ No ☐

If yes, please provide details:

Full canteen & bar facilities & a meal provided at the end of the event

Have relevant licenses been applied for?

Yes ☒ No ☐

If yes, please provide details below and attach license approvals. (Copies only, not originals)

Application submitted to RGL on 30.1.2012, still awaiting approval. RGL process closer to event date.

H:\Community Development\Working Groups\Donations Working Group\Confirmed Policy and Forms\Community Funding & Donations Application Form - Not For Profit - Form B - details.xlsx



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details cont...

What are your plans of advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

- local paper, flyers, club facebook page, various other facebook pages, email to regional & state karting secretaries

- TOPH & logo displayed at all times, acknowledgement at presentations

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)

Requests for sponsorship have recently been sent to various local business. No response to date. Should we not gain enough sponsorship event will be cancelled.

How will your project/event benefit the Town of Port Hedland Community?

The Pilbara Payday event will bring competitors from all over the state, maybe the country, as it is a full day of racing competitors will spend approx 2 days & nights in benefiting Hedland's accommodation & restaurant industries. With extensive advertising we hope to raise awareness to the community of Australia's most affordable motorsport. It is an individual sport, which is extremely beneficial to the shift & FIFO workforce of Hedland. With our 3 junior classes we hope to gain interest from younger community members.

H:\Community Development\Working Groups\Donations Working Group\Confirmed Policy and Forms\Community Funding & Donations Application Form - Not For Profit - Form B - details.xlsx



Town of Port Hedland

Community Funding & Donations Application

For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Support from the Town of Port Hedland

What type of support do you require from the Town of Port Hedland for your project / event?
Please tick

i) Cash up to the value of \$2000 ☒

Please provide details of how much are you applying for:



\$2000

Please specify exactly what the funds would be spent on:

Flights & 1 nights accommodation for 3x AKA officials
who are required to help run the event.

Accomm = \$384.84 Flights: \$2141.10

ii) Waiving of hire fees for Council owned or operated venues ☐

Venue: _____

Dates: _____

iii) In-Kind Contributions ☐

e.g provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc.

Please list below assistance you are requiring for in-kind contributions:

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event (please give combined value of both cash and in-kind support):

Contributed by you / your organisation	Contributed by other funding sources	Requesting to be contributed by Town of Port Hedland	Total Cost of Event / Project
\$6000.00	\$17000	\$2000.00	\$25,000.00



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: HEDLAND KART CLUB
 BSB No.: 306 062 Account No.: 4165329

Part 6: Application Checklist

Prior to submitting an application, please use the following checklist to ensure that all of the necessary information has been included with your submission.

- * Proof of incorporation is attached ☒
- * Public Liability Insurance - Certificate of Currency is attached ☒
- * Australian Business Number details: ☒
 - * Your group's ABN (Australian Business Number) is on the first page; or
 - * If your group does not have an ABN, a Statement by Supplier form has been completed and attached.
- * Supporting documents have been attached (e.g. letters of support) ☒
- * Application has been signed by an appropriate office bearer ☒
- * Licenses has been applied for and attached (if relevant) ☒



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 7: Authorisation

I, _____, certify that the attached application for funding was approved
by the Management Committee of _____ this _____
organisation on _____.

(Please attach a copy of the minutes of the meeting where this application was approved)

Signed: _____

Date: _____

If you are unsure about any item or have further questions please contact the

Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

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Government of Western Australia
Department of Commerce

WESTERN AUSTRALIA

Associations Incorporation Act 1987
(Section 9(1))

Registered No: A1000634X

Certificate of Incorporation

This is to certify that

HEDLAND KART CLUB (INC)

has this day been incorporated
under the *Associations Incorporation Act 1987*

Dated this twenty first day of August 1990

A handwritten signature in black ink, appearing to read 'S. J. Smith', written over a horizontal line.

Commissioner for Consumer Protection

This is a **REPLACEMENT CERTIFICATE** issued on 17 April 2012

CERTIFICATE

ATTACHMENT 3 TO ITEM 10.1.4



Town of Port Hedland

Community Funding & Donations Application

For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Not For Profit

Not for profit uses all monetary surplus solely for the purpose of its objectives and not to financially benefit its members in any way. Has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members. (Source: Lotteries West FAQ)

Name of Organisation: _____

Contact Person: First Name: _____ Surname: _____

Street Address: _____ Postcode: _____

Postal Address: _____ Postcode: _____

Telephone: _____ Facsimilie: _____

Email: _____

Website: <http://www.> _____

Incorporated: Yes ☐ No ☐ Year of Incorporation: _____

If Yes, please attach a copy of your Certificate of Incorporation

ABN: _____

Registered for GST: Yes ☐ No ☐

Does your group have Public Liability Insurance: Yes ☐ No ☐

If answered Yes please continue to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes ☐ No ☐ If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes ☐ No ☐ If yes, by who? _____



Town of Port Hedland

Community Funding & Donations Application

For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details

What is the name of Project / Event / Activity / Celebration you are planning:

Collective impact – a new way of collaboration for the NGO sector

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

A collective impact forum to be held in Hedland, open to the NGO sector, business sector, government and local community, with the aim of encouraging participants to identify how collective impact can be embraced to strengthen social service delivery and achieve better outcomes for the community. Collective impact involves bringing a group of people/stakeholders together to work together to achieve agreed outcomes, rather than competing against one another.

This will be followed by a Linkage workshop aimed at identifying and strengthening existing and potential relationships between agencies/organisations to achieve better impact from available services to an extended range of clients. This will provide an opportunity to identify linkages and opportunities for collaboration, resulting in more effective service delivery.

Who can be a part of your project / event?

The NGO sector, government, local community leaders and business sector involved in delivery of social services and meeting social needs within the Hedland community.

Where will your project / event be held?

South Hedland

Proposed Start Date & Start Time for Event:

30th May 2012 for the collective impact forum
and around July/Aug 2012 for the Linkage workshop as this will be held after the Mapping and Gap Analysis being conducted by Regional Development Australia and Pilbara Development Commission has been completed, to build on the results of the analysis.

Proposed Finish Date & Finish Time for Event:

Each event will be one day.

Will catering / food, consumption of alcohol or sale of alcohol be provided?

Yes ☒ No ☐

If yes, please provide details:

Catering will be provided by the venue (morning/afternoon tea and light lunch)

Have relevant licenses been applied for?

Yes ☐ No ☒

If yes, please provide details below and attach license approvals. *(Copies only, not originals)*

H:\Community Development\Working Groups\Donations Working Group\Confirmed Policy and Forms\Community Funding & Donations Application Form - Not For Profit - Form B - details.xlsx



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details cont...

What are your plans of advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

Flyers will be developed and placed in local paper and also circulated by email using various networks to reach as many people as possible. A media release will also be issued advertising the events and the purpose of the events. Council's logo will be included on all advertising recognizing Council's contribution to the project.

What support do you have from other groups? Please attach letters of support (*Copies only please do not send originals*)

Financial support has been provided by BHP Billiton Iron Ore towards the cost of delivering the project. (they have provided funds towards the delivery of the project in Hedland and Karratha). This application is just for the delivery of the project in Hedland.

How will your project/event benefit the Town of Port Hedland Community?

The project will educate, motivate and inspire people and organisations to consider new and innovative ways of collaborating and working together, resulting in improved outcomes for social service delivery in and around Hedland. It will encourage people to work together towards a common goal, each bringing their strengths to the table, rather than having individual organisations working on their own and competing for limited resources.



Town of Port Hedland

Community Funding & Donations Application

For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Support from the Town of Port Hedland

What type of support do you require from the Town of Port Hedland for your project / event?
Please tick

i) Cash up to the value of \$2000

☒

Please provide details of how much are you applying for:

\$2000

Please specify exactly what the funds would be spent on:

Costs associated with the delivery of the

collective impact forum and the linkage workshop (travel and accommodation for facilitators, venue hire and catering, facilitators' fees)

ii) Waiving of hire fees for Council owned or operated venues

☐

Venue:

Dates:

iii) In-Kind Contributions

☐

e.g provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc.

Please list below assistance you are requiring for in-kind contributions:

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event (please give combined value of both cash and in-kind support):

Contributed by you / your organisation	Contributed by other funding sources	Requesting to be contributed by Town of Port Hedland	Total Cost of Event / Project
\$1,000	\$7,000	\$2,000	\$10,000



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: Pilbara Association of Non Gov Orgs
BSB No.: 016-790 **Account No.:** 496326118

Part 6: Application Checklist

Prior to submitting an application, please use the following checklist to ensure that all of the necessary information has been included with your submission.

- * **Proof of incorporation** is attached ☒
- * **Public Liability Insurance - Certificate of Currency** is attached ☒
- * **Australian Business Number** details: ☒
 - * Your group's ABN (Australian Business Number) is on the first page; or
 - * If your group does not have an ABN, a Statement by Supplier form has been completed and attached.
- * **Supporting documents** have been attached (e.g. letters of support) ☒
- * **Application has been signed** by an appropriate office bearer ☒
- * **Licenses** has been applied for and attached (if relevant) ☐



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 7: Authorisation

I, Karen Armstrong, certify that the attached application for funding was approved by the Management Committee of PANGO this organisation on 17th April 2012.

(Please attach a copy of the minutes of the meeting where this application was approved)

This was approved by the Executive of the Board of Management (Bob Neville (Chair) Diane Pentz (Vice Chair) Sandy Chapman (Secretary)) by email as the next board meeting will not be held until June 2012.

Signed:

Date: _____

If you are unsure about any item or have further questions please contact the

Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

Office Use Only - Officers Recommendation

[illegible]

[H:\Community Development\Working Groups\Donations Working Group\Confirmed Policy and Forms\Community Funding & Donations Application Form - Not For Profit - Form B - details.xlsx](#)

ATTACHMENT 4 TO ITEM 10.1.4



Document #: ICR25969
Date: 24.04.2012
Officer: GORDON MCMILE
File: 15/01/0006



South Hedland Bowling & Tennis Club
Hedditch St.
South Hedland
W.A. 6722
Ph: 08 9140 1168

10th APRIL 2012

Invoice Number :- 004068

Town of Port Hedland Council,
Civic Centre,
McGregor Street,
Port Hedland,
WA 6721

Dear Sir/Madam,

I am writing to submit our application for funding for the 2012 Boodarie Bowls Carnival in accordance with Town of Port Hedland : Policy 2011/12.

The Boodarie Carnival will run from Saturday 7th July to Sunday 15th July and will once again be organized by combining the efforts of both the Port and South Hedland Bowling Clubs.

We appreciate your support for this event. Advertising for the Carnival has commenced in the Jack-Hi Bowls magazine and is now recognized as an important part of the Bowling Calendar, attracting people from all parts of Australia.

Yours Sincerely,

Susan Moritz.
Secretary – South Hedland Bowling and Tennis Club.

Town of Port Hedland : Policy | 2011/12

8. Level of support previously determined by Council Resolutions to significant and regular community, recreation and cultural celebrations and events.

Event	Key Partner	Council Support
Sports Group Forums	Department Sport and Recreation WA	Use of Council Venues at no cost Advertising, photocopying and postage at no cost Contribute to hosting event
Port Hedland Cup Day	Port Hedland Turf Club	Provision for 20 extra bins at no cost. Waiver all stall fees and street trading ground hire for one day. Ground hire included in race meeting fees. No additional hire charges. Staff member on Committee. Use of Council Flag to fly at event.
Premier Regional Lawn Bowls	PHTBA Main Street Committee Port and South Hedland Bowling Clubs	Provide sponsorship towards event of \$25,000 Staff member on Committee. Advertising/photocopying, fax and postage.
Nindji Nindji Festival	Bloodwood Tree Association	Provide sponsorship towards event Use of Council Venue at no cost Provision for up to 20 extra bins at no cost.
Pilbara Music Festival	Pilbara Music Festival	Patron at Festival Use of Council Venue at no cost Provide administrative and photocopying assistance
Australia Day Breakfast	Soroptimist International	Administration/organisation of Premier's Australia Day Active Citizen Awards Use of Council equipment and facilities at no cost Advertising and photocopying of events proceedings Free Pool Open Day at Gratwick Provide sponsorship towards event of \$1,000.
Australia Day	YMCA	Free Pool Open Day at Gratwick
Reconciliation Week	Australians for Reconciliation Port Hedland	Use of Council equipment and facilities at no cost Advertising
NAIDOC Week	Pundulmurra Campus EPCT	Council display.
Chamber of Commerce Business of the Year Awards	Chamber of Commerce	Additional trophies for community of the Year Award Categories
Carols by Candlelight	Ministers Fraternal	Use of Council venue at no cost
ANZAC Day Ceremony	RSL	Use of Gratwick Hall, Training Room and Council Chamber at no cost Wreath Advertisement

ATTACHMENT 5 TO ITEM 10.1.4

APR.26.2012 13:04 +91722484

SOUTH HEDLAND PS

#4786 P.001 /005



Town of Port Hedland

Community Funding & Donations Application

For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Please identify who is applying for this funding / donation:

Individual Person ☐ or:Community Organisation ☒

Community Organisation is defined as a group of community members not classified with the ATO as a "Not for profit" organisation. "Not for profit" organisations are to fill out FORM B.

Name of Organisation (if applicable): Hedland Water Polo AssociationContact Person: First Name: Kate Surname: TsarvasStreet Address: 6 Chunking Cre S.H Postcode: 6722Postal Address: PO Box 147 P.H Postcode: 6721Telephone: 0437283051 Facsimilie: _____Email: hwpa.president@hotmail.comWebsite: http://www.Does your group have Public Liability Insurance? Yes ☒ No ☐

If answered Yes please refer to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes ☒ No ☐If yes, by who? Nest Australian Water Polo Association

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes ☐ No ☐

If yes, by who? _____

APR.26.2012 13:05 +91722484

SOUTH HEDLAND PS

#4786 P.002 /005



Town of Port Hedland

Community Funding & Donations Application For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: Hedland Water Polo Association Pty Ltd

BSB No.: _____

Account No.: _____

only in kind donations requested

Part 3: Application Details

Please provide details as required about why you are applying for funding / donation:

What is the name of Project / Event / Activity / Celebration you are planning:

2013 Country Week Water Polo Championship

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

Every year a different town is responsible to organise a country water polo tournament. This is a fantastic event to showcase the country towns water polo athletes and ensure country athletes have the same opportunity as metropolitan athletes.

Who can be a part of your project / event?

All country water polo associations in W.A; Geraldton, Kalgoorlie, Busselton, Broome, Karratha, Bunbury and Peel.

Where will your project / event be held?

South Hedland Aquatic Centre

Proposed Start Date & Start Time for Event:

1-3-2013

Proposed Finish Date & Finish Time for Event:

3-3-2013

APR.26.2012 13:05 +91722484

SOUTH HEDLAND PS

#4786 P.003 /005



Town of Port Hedland

Community Funding & Donations Application For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

Will catering / food, consumption of alcohol or sale of alcohol be provided? If yes, please provide details below.

Yes ☒ No ☐

Have relevant licenses been applied for? If yes, please provide details below and attach license approvals. (Copies only please do not send originals)

Yes ☐ No ☒

Will be applied for closer to event.

- Food license

- Alcohol license

What are your plans for advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

Local papers, radio and television
news (G.W.N) all cover this event

annually and council's contribution will be
mentioned in all media releases. As well

How will your project/event benefit the Town of Port Hedland Community? as logos on
all publications.

It will showcase the new
South Hedland Aquatic centre facility to
the community and ^{other} ~~the~~ W.A water
polo Associations.

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)

N/A

At this stage there is
no other support. We are
currently seeking support.

APR.26.2012 13:05 +91722484

SOUTH HEDLAND PS

#4786 P.004 /005



Town of Port Hedland

Community Funding & Donations Application For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

What type of support do you require from the Town of Port Hedland for your project / event?
Please tick

i) Cash up to the value of \$2000 ☐

Please provide details of how much are you applying for: _____

Please specify exactly what the funds would be spent on: _____

ii) Waiving of hire fees for Council owned or operated venues ☒

Please provide details of Council venue and dates required:

Venue:

Dates:

South Hedland
Aquatic Centre
(S.H.A.C)

Friday 1st March
2013 - Sunday
3rd March.
Sat + Sun - 7am - 9pm
Fri - ☐ 4pm - 9pm

iii) In-Kind Contributions

For example provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc. Please list below assistance you are requiring for inkind contributions:

- Additional bins for the S.H.A.C
- Community BBQ on Sunday
- Community bus to transport a travelling team

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event:

Total cost of your project / event	Contributed by you or your organisation (both cash & In-kind support)	Contributed by Other Funding Sources (both cash & In-kind support)	Requesting to be contributed by Town of Port Hedland (both cash & In-kind support)
\$20 000	\$10 000	\$5 000	\$5 000

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#4786 P.005 /005



Please submit completed form to council@porthedland.wa.gov.au

I, Kate Tsorvas, certify that the I have information provided on this application for funding is correct to the best of my knowledge



Date: 24/4/12

If you are unsure about any item or have further questions please contact the Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

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ATTACHMENT 6 TO ITEM 10.1.4



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Please identify who is applying for this funding / donation:

Individual Person ☐ or;

Community Organisation ☒

Community Organisation is defined as a group of community members not classified with the ATO as a "Not for profit" organisation. "Not for profit" organisations are to fill out FORM B.

Name of Organisation (if applicable):

Hedland Young Professionals

Contact Person:

First Name:

Nuri

Surname:

Halik

Street Address:

Postcode:

Postal Address:

Yarrunga Crescent, StH Hedland

Postcode:

6722

Telephone:

Facsimile:

Email:

hedlandyoungprofessionals@gmail.com

Website:

http://www.

Does your group have Public Liability Insurance?

Yes ☐

No ☒

If answered Yes please refer to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes ☐

No ☒

If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes ☐

No ☒

If yes, by who? _____



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: Hedland Young Professionals Group
 BSB No.: 066 - 528 Account No.: 1028 1274

Part 3: Application Details

Please provide details as required about why you are applying for funding / donation:

What is the name of Project / Event / Activity / Celebration you are planning:

Hedland Young Professionals Rubix Networking Night

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

The event is designed to provide social + professional networking opportunities for people working + living in Hedland between the ages of 18 - 35 years. Guests will be asked to wear items of clothing in each Rubix cube colour, with the aim of wearing items of same colour at end of event.

Who can be a part of your project / event?

Anyone who lives + works in Hedland, who is eager to broaden their networks.

Where will your project / event be held?

PH Yacht Club

Proposed Start Date & Start Time for Event:

7pm, Friday 29 June

Proposed Finish Date & Finish Time for Event:

10pm, Friday 29 June



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

Will catering / food, consumption of alcohol or sale of alcohol be provided? If yes, please provide details below.

Yes ☒ No ☐

Have relevant licenses been applied for? If yes, please provide details below and attach license approvals. (Copies only please do not send originals)

Yes ☐ No ☒

Light finger food will be provided as part of entry fee but guests will be required to pay for drinks.

What are your plans for advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

Sending email to various community databases, posters/flyers, facebook, adverts in NMT.

How will your project/event benefit the Town of Port Hedland Community?

Our event will provide young professionals a social opportunity to meet like-minded people and provide incentive to live + work in Port Hedland long-term.

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)

N/A.



Town of Port Hedland

Community Funding & Donations Application For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

What type of support do you require from the Town of Port Hedland for your project / event?
Please tick

i) Cash up to the value of \$2000

☒

Please provide details of how much are you applying for:

\$2000

Please specify exactly what the funds would be spent on:

Venue hire +

catering.

ii) Waiving of hire fees for Council owned or operated venues

☐

Please provide details of Council venue and dates required:

Venue:

Dates:

iii) In-Kind Contributions

☐

For example provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc. Please list below assistance you are requiring for inkind contributions:

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event:

Total cost of your project / event	Contributed by you or your organisation (both cash & in-kind support)	Contributed by Other Funding Sources (both cash & in-kind support)	Requesting to be contributed by Town of Port Hedland (both cash & in-kind support)
<u>\$4000</u>	<u>\$ 500</u>	<u>\$</u>	<u>\$ 2000</u>

H:\Community Development\Working Groups\Conations Working Group\Working Documents\Community Funding & Donations Application Form - Individuals & Community Organisations - Form A - details.xlsx



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Authorisation

I, Nur-Israh Akbari, certify that the I have information provided on this application for funding is correct to the best of my knowledge

Signed:

A handwritten signature in black ink, appearing to read 'Nur-Israh Akbari'.

Date: 26/4/12

If you are unsure about any item or have further questions please contact the Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

Office Use Only - Officers Recommendation

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ATTACHMENT 7 TO ITEM 10.1.4



Town of Port Hedland

Community Funding & Donations Application For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Please identify who is applying for this funding / donation:

Individual Person ☐ or;

Community Organisation ☒

Community Organisation is defined as a group of community members not classified with the ATO as a "Not for profit" organisation. "Not for profit" organisations are to fill out FORM B.

Name of Organisation (if applicable): Hedland Tri Sports Association

Contact Person: First Name: Sarah Surname: Perkins

Street Address: 21 Somerset Cres, South Hedland Postcode: 6722

Postal Address: PO Box 1063, Port Hedland Postcode: 6721

Telephone: 0421 465 346 Facsimile: -

Email: sarahperkins85@gmail.com

Website: http://www. -

Does your group have Public Liability Insurance? Yes ☒ No ☐

If answered Yes please refer to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes ☐ No ☐ If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes ☐ No ☐ If yes, by who? _____



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: Hedland Tri-Sports Association
 BSB No.: 066 528 Account No.: 06 6528 10020795

Part 3: Application Details

Please provide details as required about why you are applying for funding / donation:

What is the name of Project / Event / Activity / Celebration you are planning:

Triathlon race meets

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

A series of triathlon race meets from
Sep - Nov 2012. We hope to attract new
club members & introduce more people
to the sport.

Who can be a part of your project / event?

All community members. Kids & Adults.

Where will your project / event be held?

Gratnick Aquatic Centre

Proposed Start Date & Start Time for Event:

1st , 3pm.

Proposed Finish Date & Finish Time for Event:

10th Nov, 5pm



Town of Port Hedland

Community Funding & Donations Application For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

Will catering / food, consumption of alcohol or sale of alcohol be provided? If yes, please provide details below.

Yes ☐ No ☒

Have relevant licenses been applied for? If yes, please provide details below and attach license approvals. (Copies only please do not send originals)

Yes ☐ No ☒

What are your plans for advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

We will advertise in the local newspapers, & on our Facebook page. We will also use our email database. The Council logo will be in all ads & promotions.

How will your project/event benefit the Town of Port Hedland Community?

It will give community members the chance to participate in triathlons. It will also bring people together.

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)



Town of Port Hedland

Community Funding & Donations Application For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

What type of support do you require from the Town of Port Hedland for your project / event?
Please tick

i) Cash up to the value of \$2000 ☒

Please provide details of how much are you applying for:

\$2000

Please specify exactly what the funds would be spent on:

Purchase of
hats, drink bottles, polo shirts for club members.
Insurance & event materials.

ii) Waiving of hire fees for Council owned or operated venues ☒

Please provide details of Council venue and dates required:

Venue:

Gratnick Aquatic Centre (lane hire x 2)

Dates:

1/9/12, 15/9/12, 29/9/12, 13/10/12, 27/10/12, 10/11/12

iii) In-Kind Contributions ☒

For example provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc. Please list below assistance you are requiring for inkind contributions:

Storage space for Club trailer at
Gratnick Aquatic Centre.

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event:

Total cost of your project / event	Contributed by you or your organisation (both cash & In-kind support)	Contributed by Other Funding Sources (both cash & In-kind support)	Requesting to be contributed by Town of Port Hedland (both cash & In-kind support)
<u>\$5650</u>	<u>\$ 1850</u>	<u>\$ 1200</u>	<u>\$ 2600</u>

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Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Authorisation

I, Sarah Perkins, certify that the I have information provided on this application for funding is correct to the best of my knowledge

Signed:

Date: 23/4/12

If you are unsure about any item or have further questions please contact the Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

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ATTACHMENT 8 TO ITEM 10.1.4



Town of Port Hedland

Community Funding & Donations Application

For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Please identify who is applying for this funding / donation:

Individual Person ☐ or;

Community Organisation ☒

Community Organisation is defined as a group of community members not classified with the ATO as a "Not for profit" organisation. "Not for profit" organisations are to fill out FORM B.

Name of Organisation (if applicable): VIBE AUSTRALIA

Contact Person: First Name: MAREE Surname: NEALE

Street Address: 27 MONTAGUE STREET Postcode: 2580
GOLDBURN NSW

Postal Address: PO BOX 1536 GOLDBURN NSW Postcode: 2580

Telephone: 02 4822 8230 Facsimile: 02 4822 8923

Email: maree@gjcvibe.com.au

Website: <http://www.Vibe.com.au>

Does your group have Public Liability Insurance? Yes ☒ No ☐

If answered Yes please refer to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes ☐

No ☐

If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes ☐

No ☐

If yes, by who? _____



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: VIBE AUSTRALIA PTY LTD
BSB No.: 012-140 Account No.: 349208066

Part 3: Application Details

Please provide details as required about why you are applying for funding / donation:

What is the name of Project / Event / Activity / Celebration you are planning:

VIBE ALIVE PORT HEDLAND 2012

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

REFER ATTACHMENT A

- PROJECT PLAN

Who can be a part of your project / event?

REFER ATTACHMENT A

- PROJECT PLAN

Where will your project / event be held?

KEVIN SCOTT CVAL

Proposed Start Date & Start Time for Event:

9.00am 20/6/12

Proposed Finish Date & Finish Time for Event:

6.00pm 21/6/12



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

Will catering / food, consumption of alcohol or sale of alcohol be provided? If yes, please provide details below.

Yes ☐ No ☒

Have relevant licenses been applied for? If yes, please provide details below and attach license approvals. (Copies only please do not send originals)

Yes ☐ No ☒

What are your plans for advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

REFER ATTACHMENT A
PROJECT PLAN

How will your project/event benefit the Town of Port Hedland Community?

REFER ATTACHMENT A
PROJECT PLAN

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)



Town of Port Hedland

Community Funding & Donations Application For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

What type of support do you require from the Town of Port Hedland for your project / event?
Please tick

i) Cash up to the value of \$2000 ☐

Please provide details of how much are you applying for:

\$6000.00

Please specify exactly what the funds would be spent on:

equipment hire, catering, accommodation

ii) Waiving of hire fees for Council owned or operated venues ☒

Please provide details of Council venue and dates required:

Venue:

KEVIN SCOTT OVAL

Dates:

20 & 21 JUNE 2012

iii) In-Kind Contributions ☒

For example provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc. Please list below assistance you are requiring for inkind contributions:

ADDITIONAL BINS, TOPH STAFF, WASTE REMOVAL

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event:

Total cost of your project / event	Contributed by you or your organisation (both cash & In-kind support)	Contributed by Other Funding Sources (both cash & In-kind support)	Requesting to be contributed by Town of Port Hedland (both cash & In-kind support)
<u>\$500,300</u>	<u>\$43,300.00</u>	<u>\$451,000.00</u>	<u>\$6000.00</u>

H:\Community Development\Working Groups\Donations Working Group\Working Documents\Community Funding & Donations Application Form - Individuals & Community Organisations - Form A - details.xlsx



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Authorisation

I, MAREE NEALE, certify that the I have information provided on this application for funding is correct to the best of my knowledge

Signed:

Date: 16/2/12

If you are unsure about any item or have further questions please contact the Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

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ATTACHMENT 9 TO ITEM 10.1.4



Town of Port Hedland

Community Funding & Donations Application

For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Not For Profit

Not for profit uses all monetary surplus solely for the purpose of its objectives and not to financially benefit its members in any way. Has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members. (Source: Lotteries West FAQ)

Name of Organisation: PORT HEDLAND GOLF CLUB INC.

Contact Person: **First Name:** Peter **Surname:** Maidment

Street Address: Lot 5164 Shoata Road S. Hedland **Postcode:** 6722

Postal Address: PO Box 2483 S. Hedland **Postcode:** 6722

Telephone: 08 9172 2046 **Facsimile:** 08 9172 2046

Email: phgclub@kisser.net.au

Website: <http://www.>

Incorporated: Yes ☒ No ☐ **Year of Incorporation:** 1971

If Yes, please attach a copy of your Certificate of Incorporation

ABN: 96 688 724 259

Registered for GST: Yes ☒ No ☐

Does your group have Public Liability Insurance: Yes ☒ No ☐

If answered Yes please continue to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes ☐ No ☐

If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes ☐ No ☐

If yes, by who? _____



Town of Port Hedland

Community Funding & Donations Application For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details

What is the name of Project / Event / Activity / Celebration you are planning:

2012 PORT HEDLAND GOLF CLASSIC

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

2012 will be 17th annual running of the Classic. We attract Professional Golfers from Aust. and overseas. Last year 51 professionals played alongside 70 amateur golfers from the Pilbara and WA in general. The aim is to promote golf and our facility to the town, the region & the state. 2011 Classic won PGA's Best Pro Am of the year.

Who can be a part of your project / event?

Any amateur golfer with official handicap. Any qualified member of PGA (Aust) or PGA's from other countries.

Where will your project / event be held?

Port Hedland Golf Club

Proposed Start Date & Start Time for Event:

23/06/2012, 7:00am

Proposed Finish Date & Finish Time for Event:

24/06/2012, 6:00pm

Will catering / food, consumption of alcohol or sale of alcohol be provided?

Yes ☒ No ☐

If yes, please provide details:

We provide meals from Friday evening through to Sunday night. 2x breakfast, 2x lunch, 3x dinner. Alcohol is sold at the bar.

Have relevant licenses been applied for?

Yes ☐ No ☒

If yes, please provide details below and attach license approvals. (Copies only, not originals)

We hold a Clubs Licence. No special permits to be applied for.



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details cont...

What are your plans of advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

Advertising commences on WIN TV mid May 2012. All main sponsors/ supporters are recognised there. There are articles in NWT in lead up to event and after-the event and radio coverage on local sports segment.

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)

No other confirmed sponsorship monies to this stage however I have included a list of verbal "yes" we will support the event.

How will your project/event benefit the Town of Port Hedland Community?

For the weekend, approximately 120 golfers + families come to the region bringing revenue to local businesses. The statewide advertising will promote our club and Port Hedland in general and in all, we are promoting a healthy sporting option to the members of the community. PGA professionals will also conduct junior golf clinic at the club and at local primary schools.



Town of Port Hedland

Community Funding & Donations Application

For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Support from the Town of Port Hedland

What type of support do you require from the Town of Port Hedland for your project / event?
Please tick

i) Cash up to the value of \$2000 \$6,000



Please provide details of how much are you applying for:

\$6,000

Please specify exactly what the funds would be spent on:

The TOPH supported the event for \$6,000 last year. We pay \$55,000 in prize money for the professionals, provide the best prizes for amateurs, (~\$7,000), run advertising (~\$5,500), along with wages & cost of catering. Your support will be put toward general operating expenses.

ii) Waiving of hire fees for Council owned or operated venues



Venue:

Dates:

iii) In-Kind Contributions



e.g provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc.

Please list below assistance you are requiring for in-kind contributions:

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event (please give combined value of both cash and in-kind support):

Contributed by you / your organisation	Contributed by other funding sources	Requesting to be contributed by Town of Port Hedland	Total Cost of Event / Project
\$	\$	\$	\$



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: PORT HEDLAND GOLF CLUB
BSB No.: 016 - 790 Account No.: 101 460 356

Part 6: Application Checklist

Prior to submitting an application, please use the following checklist to ensure that all of the necessary information has been included with your submission.

- * Proof of incorporation is attached ☐
- * Public Liability Insurance - Certificate of Currency is attached ☐
- * Australian Business Number details: ☐
 - * Your group's ABN (Australian Business Number) is on the first page; or
 - * If your group does not have an ABN, a Statement by Supplier form has been completed and attached.
- * Supporting documents have been attached (e.g. letters of support) ☐
- * Application has been signed by an appropriate office bearer ☐
- * Licenses has been applied for and attached (if relevant) ☐



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 7: Authorisation

I, Peter Maidment, certify that the attached application for funding was approved
by the Management Committee of _____ this
organisation on 17/4/2012.

(Please attach a copy of the minutes of the meeting where this application was approved)

Signed:

Date:

18/4/12

If you are unsure about any item or have further questions please contact the

Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

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ATTACHMENT 10 TO ITEM 10.1.4



Town of Port Hedland

Community Funding & Donations Application

For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Please identify who is applying for this funding / donation:

Individual Person ☒ or;

Community Organisation ☐

Community Organisation is defined as a group of community members not classified with the ATO as a "Not for profit" organisation. "Not for profit" organisations are to fill out FORM B.

Name of Organisation (if applicable): _____

Contact Person: First Name: JONATHAN Surname: KIPLOKS

Street Address: 14 ROGERS ST, A HEDLAND Postcode: 6721

Postal Address: AS ABOVE Postcode: -

Telephone: 0418-177-922 Facsimile: -

Email: _____

Website: <http://www.2012WORLDLACROSSE.COM>

Does your group have Public Liability Insurance? Yes ☐ No ☒ N/A

If answered Yes please refer to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes ☐ No ☒

If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes ☐ No ☒

If yes, by who? _____



Document #: ICR25355
Date: 02.04.2012
Officer: GORDON MCMILE
File: 02/05/0001



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

Will catering / food, consumption of alcohol or sale of alcohol be provided? If yes, please provide details below.

Yes ☐ No ☐ N/A

Have relevant licenses been applied for? If yes, please provide details below and attach license approvals. (Copies only please do not send originals)

Yes ☐ No ☐ N/A

What are your plans for advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

I HOPE THE COUNCIL WILL ASSIST ME IN GETTING FURTHER SUPPORT FROM THE COMMUNITY. I WILL HAVE THE COUNCIL LOGO ON RAFFLE TICKETS & I'M PREPARED TO WEAR THE LOGO OVERSEAS.

How will your project/event benefit the Town of Port Hedland Community?

I CAN SHOW TO THE COMMUNITY HOW PEOPLE LIVING IN OUR TOWN ARE STILL ABLE TO EXCEL IN SPORTS AND ORGANISATIONS NO MATTER HOW MINOR AND ACHIEVE NATIONAL REPRESENTATION IN THEIR CHOSEN FIELD.

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)

JAN FORD + DAMPIER SALT HAVE OFFERED TO ASSIST IN A RAFFLE TO BE HELD SOON.



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Authorisation

I, J. KIPLOKS, certify that the information provided on this application for funding is correct to the best of my knowledge

Signed:

A handwritten signature in black ink, appearing to read 'J. Kiploks', written over a horizontal line.

Date: 27/3/12

If you are unsure about any item or have further questions please contact the Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

Office Use Only - Officers Recommendation



Jonathon Kiploks
14 Rogers St
Port Hedland
WA, 6721



Our Ref:02/05/0002
Your Ref:
Enquiries: Gordon MacMile
Direct Line: 9158 9339

Dear Jonathon

RE: Request for donation for Lacrosse World Championships 2012

Thanks for your letter dated 24th February 2012. We are very interested to hear your story and congratulate you on being selected to represent Australia at this prestigious event.

Funding from the Council is available in line with our donations policy, with the focus being to benefit the community of Port Hedland. I have attached our policy and guidelines for your perusal, along with an application form.

The application rounds are held quarterly, with the next deadline likely to be in April.

If you have any questions regarding this process then please do not hesitate to contact Caroline Everitt, Executive Assistant Community Development on 9158 9365 or eacd@porthedland.wa.gov.au

Yours sincerely

A handwritten signature in blue ink, appearing to read 'G MacMile', written over a circular blue stamp.

Gordon MacMile
Director Community Development

13th March 2012

Civic Centre
McGregor Street

PO Box 41
Port Hedland, WA 6721

P (08) 9158 9300
F (08) 9158 9399

council@porthedland.wa.gov.au
www.porthedland.wa.gov.au

**PORT
HEDLAND**
PILBARA'S
PORT CITY



ATTACHMENT 11 TO ITEM 10.1.4

2. APR. 2012 20:14

KOORI KIDS

NO. 032 P. 1



Caroline Everett
fx: 08 9158-9399

Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Please identify who is applying for this funding / donation:

Individual Person ☐ or;

Community Organisation ☒

Community Organisation is defined as a group of community members not classified with the ATO as a "Not for profit" organisation. "Not for profit" organisations are to fill out FORM B.

Name of Organisation (if applicable):

Koori Kids

Contact Person: First Name: Dawn William Surname: _____

Street Address: 49 York Street Perth Postcode: 6000

Postal Address: GPO Box 454 Perth W.A. Postcode: 6001

Telephone: 08 6311-2842 Facsimile: _____

Email: director@koorikids.com.au

Website: <http://www.koorikids.com.au>

Does your group have Public Liability Insurance? Yes ☐ No ☒

If answered Yes please refer to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes ☐ No ☒

If yes, by who? N/A

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes ☐ No ☒

If yes, by who? N/A

2. APR. 2012 20:15

KOORI KIDS

NO. 032 P. 2



Town of Port Hedland

Community Funding & Donations Application For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name:

Koori Kids

BSB No.:

802249

Account No.:

573635

Part 3: Application Details

Please provide details as required about why you are applying for funding / donation:

What is the name of Project / Event / Activity / Celebration you are planning:

Narooma Week School Initiatives

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

The Narooma Week School Initiatives have provided an educational component to the Narooma Week celebration

"See Attached Proposal"

Who can be a part of your project / event?

All students both Indigenous & non-Indigenous
in both Primary & Secondary Schools within
Councils L.G.A

Where will your project / event be held?

All Schools in L.G.A

Proposed Start Date & Start Time for Event:

April - May

Proposed Finish Date & Finish Time for Event:

July

2. APR. 2012 20:15

KOORI KIDS

NO. 032 P. 3



Town of Port Hedland

Community Funding & Donations Application For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

Will catering / food, consumption of alcohol or sale of alcohol be provided? If yes, please provide details below.

Yes ☐ No ☒

Have relevant licenses been applied for? If yes, please provide details below and attach license approvals. (Copies only please do not send originals)

Yes ☐ No ☒ N/A

What are your plans for advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

Informational Packs with Council Logo will be forwarded to Principal in all schools. If winner with local area mayoral invitation will be issued.

How will your project/event benefit the Town of Port Hedland Community?

The benefit to the students in Council L.B.A include being included in NAIDOC celebration, promotes harmony inclusion + reconciliation

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)

2. APR. 2012 20:15

KOORI KIDS

NO. 032 P. 4



Town of Port Hedland

Community Funding & Donations Application

For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

What type of support do you require from the Town of Port Hedland for your project / event?
Please tick

i) Cash up to the value of \$2000 ☒

Please provide details of how much are you applying for:

450-

Please specify exactly what the funds would be spent on:

Towards printing
& distribution of information packer, entry forms & poster
with logo inclusion

ii) Waiving of hire fees for Council owned or operated venues ☐

Please provide details of Council venue and dates required:

Venue:

Dates:

iii) In-Kind Contributions ☐

For example provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc. Please list below assistance you are requiring for Inkind contributions:

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event:

Total cost of your project / event	Contributed by you or your organisation (both cash & In-kind support)	Contributed by Other Funding Sources (both cash & In-kind support)	Requesting to be contributed by Town of Port Hedland (both cash & In-kind support)
750-	\$ 300 -	\$	\$ 450-

H:\Community Development\Working Groups\Donations Working Group\Working Documents\Community Funding & Donations Application Form - Individuals & Community Organisations - Form A - details.docx

2. APR. 2012 20:16

KOORI KIDS

NO. 032

P. 5



**Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A**

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Authorisation

I, Dylan Williams, certify that the I have information provided on this application for funding is correct to the best of my knowledge

Signed:

Date: 1/4/2012

If you are unsure about any item or have further questions please contact the Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

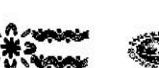
Office Use Only - Officers Recommendation

Area for Office Use Only - Officers Recommendation, containing multiple horizontal lines for text entry.

2. APR. 2012 20:16

KOORI KIDS

NO. 032 P. 6



The NAIDOC Week School Initiative Competitions. The competitions have brought a coordinated educational component to the week-long celebrations. The competitions have been overwhelmingly successful and last year was no exception which produced over 67,775 entries from schools who participated in a variety of competitions and we are delighted to announce this year's "2012 NAIDOC Week" Colouring-in/short story and Creative/Essay writing Competitions. Entry is open to all primary and secondary school students in communities.

NAIDOC Week 2012

July 1st - 8th

The ultimate aim of these initiatives is to provide our kids with a greater understanding on the importance of friendship and cultural diversity. The competitions reflect Aboriginal ancestry and promote the growth of positive attitudes in all students towards Aboriginal people. They are broadly based around each year's national NAIDOC theme with this year being "Unsung Heroes - Closing the Gap by Leading Their Way". The colouring-in/ Short-Story competitions are open to all primary school students and the creative writing/ Essay Writing competition will be open to all secondary students. The winning students are each year awarded prizes from our major sponsors; Laptop Computers for their school or an indigenous concert with renowned indigenous artists.

As part of National NAIDOC Week celebrations Noongar Kids coordinates, with the support of various government departments and local councils an educational component to provide a link of cultural diversity to our kids with the NAIDOC Week School Initiative Competitions. These competitions have been a successful part of NAIDOC Week and to date we have received over 677,778 entries which include colouring-in, short story, creative writing and essay writing. As a result we have awarded over 225 major prizes including; Computers, Televisions, Xbox consoles, DVD Players, Stereos, and Encyclopaedia's. We have presented some 1385 encouragement awards including; CDS, DVDS, Movie Tickets and certificates to all participants



This year our patrons include a broader spectre recognising Indigenous talent in sport and their contribution to the national identity Jessica Mauboy (Indigenous Singer) and Dylan Farrell (Indigenous Rugby League Player). Our message this year is that education is knowledge and knowledge is GOLD



The logistics of the initiatives involve packages being sent to all school principals inviting students to participate in the competitions. Prizes will be awarded to both the winning school and students. Prime Minister Julia Gillard provided endorsement for the initiatives encouraging students to participate "It is with pleasure that I provide this message of support for the NAIDOC Week School Initiatives. Taking part in NAIDOC Week is a great way to celebrate Indigenous culture and build bridges between Indigenous and non-Indigenous Australians. I encourage all school students to take this opportunity to think about Indigenous history, culture and society and to get involved in the NAIDOC Week School Initiatives".

2. APR. 2012 20:17

KOORI KIDS

NO. 032 P. 7

The judging of entries last year was adjudicated by a panel including; our patron, Aboriginal Elders and Sponsoring agency delegates. The judging this year will take a similar precedent. At an awards presentation held during NAIDOC Week the Minister praised the competitions and their purpose *"The initiative we are here to celebrate today provides a perfect illustration of how general public awareness has been raised around these issues in recent times. These NAIDOC School Initiative competition is a perfect opportunity to bring Australians together. They have clearly done so"*.

We acknowledge and appreciate the support of the council last year and seek your involvement again in this year's competitions. We are asking that you assist this year by preparing a report to council and continuing your support to the initiative with a \$450.00 contribution towards printing and distribution for students within councils LGA. Entries received will be forwarded to council for display in local library and or council foyer. Support last year was recognised by Minister – Indigenous Affairs at the NAIDOC Awards presentation held during NAIDOC Week. Logo was displayed on all materials sent to both principals and student's across council's LGA and a proof of the 2012 competition entry forms for your information is attached. Support was also recognised in all media which included the Advertiser, National Indigenous Times, ABC Radio, Local media and ABC TV's Message Sticks.



We would like to acknowledge the Hon. Colin Barnett, West Australian Premier, Hon. Robyn McSweeney – Minister for Child Protection, Community Services, Seniors and Volunteering and Youth, Councillor David Boothman (Mayor – City of Stirling), Councillor John Kelly (Mayor – City of Wanneroo), Councillor Linton Reynolds (Mayor – City of Armadale), Councillor Barry Samuels (Mayor – City of Rockingham), Councillor Simon Withers (Mayor – Town of Cambridge), Councillor Christine Holten (Deputy Mayor – City of Melville), Councillor James Best (Mayor – City of South Perth), Councillor Mick Wainwright (Deputy Mayor – City of Swan), Councillor Ken Hooper (President – Shire of Merredin), Councillor Dudley Masle (President – Shire of Carnarvon), (President – Shire of Broome) for taking time out of their schedules to attend presentation of prizes and the Prime Ministers NAIDOC medals to student winners last year.

Without support these initiatives would not have been an overwhelming success and we hope that you will be able to assist us with this small community contribution. For further please contact the co-ordinator on (08) 6311-2842 or send an Email to director@noongarkids.com

Warm Regards

Dylan Williams
Executive Director
NAIDOC Week 2012
School Initiative Competitions



2. APR. 2012 20:17

KOORI KIDS

NO. 032 P. 8

Environmental

The initiatives will enable participants to explore concepts linking environmental; and social/ cultural issues and foster harmony in the community.

Social

The Initiatives enables a diverse range of children to benefit from discussion and curriculum topics focused around the development of NAIDOC Week and the broader history of Indigenous culture. A message of support from the Prime Minister forms part of the entry forms.

Recreation

Each year at some of the winning schools Koori Kids host some 'Healthy Lifestyle Clinics' with visiting celebrity sports persons the ultimate aim of these clinics is to encourage an active lifestyle; including nutrition, sportsmanship and skill development. All Students participating are provided a T-Shirt, Water Bottle and Ball.

Council Acknowledgement

Council is acknowledged through logo inclusion as an associate partner on information packs sent to schools throughout councils LGA. If there is a winner from a school within council LGA, an invitation for the Mayor and or a representative is invited to attend the school, along with Executive Director, NAIDOC Week Initiatives, Director, Social Wellbeing and other dignitaries to make special presentation of the Prime Ministers NAIDOC Medal and the student's prize. Media release for the winning school is prepared in consultation with council's media officer. Council is also forwarded a final report and a special NAIDOC plaque.

Conclusion

The NAIDOC Week School Initiatives are the only activity throughout NAIDOC Week that provides students an educational component.



2. APR. 2012 20:18

KOORI KIDS

NO. 032 P. 9



All of us who call this nation home should celebrate the resilience of our Aboriginal and Torres Strait Islander communities and honour the place of dignity and respect they hold in the fabric of our nation.

NAIDOC Week is an important occasion to commemorate Indigenous history, culture and achievement, not just Aboriginal and Torres Strait Islander people but for the whole community, especially our young people.

The NAIDOC Week School Initiatives are a wonderful opportunity for students across Australia to learn more about Indigenous heritage and better understand the unique and precious role that the First Australians have played in our national journey.

From short stories and essays to colouring-in, there are so many ways you can be part of NAIDOC Week and also win prizes for yourself and your school. Last year more than 200,000 entries were received. With your help, we can make 2012 even bigger and better.

Australia's Indigenous people are the oldest continuing culture on earth, and have been custodians of our land for countless centuries. That is truly something to be shared and celebrated.

The Honorable Julia Gillard MP
Prime Minister of Australia

NAIDOC week celebrations are held across Australia each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples.

Colouring in Competition

Entry is open to all students in years K - 2



PRIZES



Name: _____

Age: _____

School: _____

Year: _____

Competitions: Entries must be received by close of business on Tuesday 26th June 2012 at the co-ordination centre GPO Box 454, Sydney NSW 2001. Drawing will take place on Thursday 28th June 2012. Winners will be notified through principals and presentations will take place at school assemblies with local Mayor, Elders and other dignitaries.

2. APR. 2012 20:18

KOORI KIDS

NO. 032 P. 10



All of us who call this nation home should celebrate the resilience of our Aboriginal and Torres Strait Islander communities and honour the place of dignity and respect they hold in the fabric of our nation.

NAIDOC Week is an important occasion to commemorate Indigenous history, culture and achievement, not just Aboriginal and Torres Strait Islander people but for the whole community, especially our young people.

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Australia's Indigenous people are the oldest continuing culture on earth, and have been custodians of our land for countless centuries. That is truly something to be shared and celebrated.

The Honorable Julia Gillard MP
Prime Minister of Australia

Short Story Writing

Entry open to all students in years 3 - 7

Write a poem titled - Reconciliation.

(The Importance of reconciliation between Indigenous and non Indigenous Australians)

NAIDOC Week celebrations are held across Australia each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples.

Education is
knowledge and
knowledge is
GOLD!



Jessica Mauboy
Indigenous
Recording Artist



Dylan Farrell
Indigenous
Rugby League
player



PRIZES



Name: _____ Age: _____ School: _____ Years: _____

All Competitions: Entries must be received by close of business on Tuesday 26th June 2012 at the co-ordination centre GPO Box 454, Sydney NSW 2001

Judging will take place on Thursday 28th June 2012 - Winners will be notified through principals and presentations will take place at school assemblies with local Mayor, Elders and other dignitaries.

2. APR. 2012 20:19

KOORI KIDS

NO. 032 P. 11



All of us who call this nation home should celebrate the resilience of our Aboriginal and Torres Strait Islander communities and honour the place of dignity and respect they hold in the fabric of our nation.

NAIDOC Week is an important occasion to commemorate Indigenous history, culture and achievement, not just Aboriginal and Torres Strait Islander people but for the whole community, especially our young people.

The NAIDOC Week School Initiatives are a wonderful opportunity for students across Australia to learn more about Indigenous heritage and better understand the unique and precious role that the First Australians have played in our national journey.

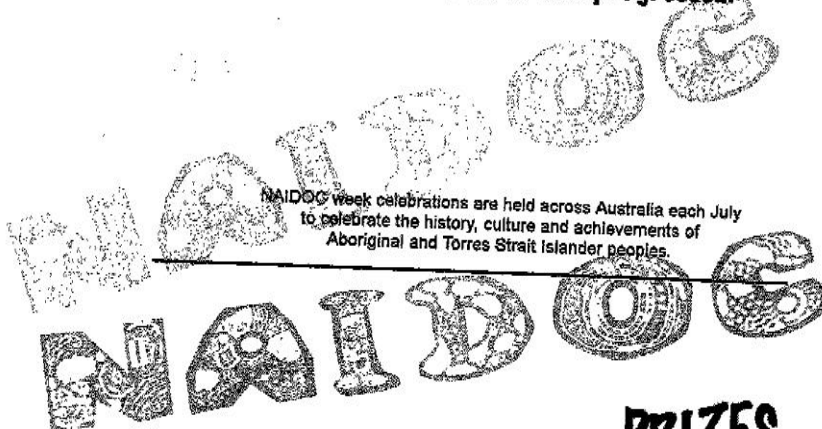
From short stories and essays to colouring-in, there are so many ways you can be part of NAIDOC Week and also win prizes for yourself and your school. Last year more than 200,000 entries were received. With your help, we can make 2012 even bigger and better.

Australia's Indigenous people are the oldest continuing culture on earth, and have been custodians of our land for countless centuries. That is truly something to be shared and celebrated.

The Honorable Julia Gillard MP
Prime Minister of Australia

Creative Writing

Entry open to all students in years 8 - 9
Write a newspaper article on the time - line of
Indigenous Australia and how it has progressed.



Education is
knowledge and
knowledge is
GOLD!



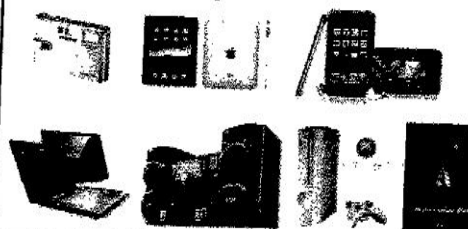
Jessica Mauboy
Indigenous
recording Artist



Dylan Farrell
Indigenous
Rugby League
player

PRIZES

Hundreds of in season movie passes to
"Dark Knight Rises"



Name: _____ Age: _____ School: _____ Year: _____
All Competitions: Entries must be received by close of business on Tuesday 26th June 2012 at the co-ordination centre GPO Box 454, Sydney NSW 2001
Judging will take place on Thursday 28th June 2012 - **Winners will be notified through principals and presentations will take place at school assemblies with local Mayor, Elders and other dignitaries.**

2. APR. 2012 20:20

KOORI KIDS

NO. 032

P. 12



All of us who call this nation home should celebrate the resilience of our Aboriginal and Torres Strait Islander communities and honour the place of dignity and respect they hold in the fabric of our nation. NAIDOC Week is an important occasion to commemorate Indigenous history, culture and achievement, not just Aboriginal and Torres Strait Islander people but for the whole community, especially our young people. The NAIDOC Week School Initiatives are a wonderful opportunity for students across Australia to learn more about Indigenous heritage and better understand the unique and precious role that the First Australians have played in our national journey. From short stories and essays to colouring-in, there are so many ways you can be part of NAIDOC Week and also win prizes for yourself and your school. Last year more than 200,000 entries were received. With your help, we can make 2012 even bigger and better. Australia's Indigenous people are the oldest continuing culture on earth, and have been custodians of our land for countless centuries. That is truly something to be shared and celebrated.

The Honorable Julia Gillard MP
Prime Minister of Australia.

Julia Gillard

Essay Writing

Entry open to all students in years 10 - 12

Topic -

Indigenous Australia - Past, Present and Future

Explain the progress that has been experienced by Indigenous Australians: and the impact on contemporary Australia.

NAIDOC week celebrations are held across Australia each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples.

Education is
knowledge and
knowledge is
GOLD!



Jessica Mauboy
Indigenous
recording Artist



Dylan Farrell
Indigenous
Rugby League
player

PRIZES

Hundreds of in season movie passes to
"Dark Knight Rises"



iPhone 4



Name: _____ Age: _____ School: _____ Year: _____
All Competitions: Entries must be received by close of business on Tuesday 26th June 2012 at the co-ordination centre GPO Box 454, Sydney NSW 2001
Judging will take place on Thursday 28th June 2012 - Winners will be notified through principals and presentations will take place at school assemblies with local Mayor, Elders and other dignitaries.

ATTACHMENT 12 TO ITEM 10.1.4



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Applicant

Not For Profit

Not for profit uses all monetary surplus solely for the purpose of its objectives and not to financially benefit its members in any way. Has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members. (Source: Lotteries West FAQ)

Name of Organisation: South Hedland Blue Light

Contact Person: **First Name:** Ray **Surname:** Holt

Street Address: South Hedland Police Station, Forrest Circle **Postcode:** 6722

Postal Address: South Hedland Police Station, Forrest Circle **Postcode:** 6722

Telephone: 08 9160 2143 **Facsimile:** 08 91602155

Email: ray.holt@police.wa.gov.au

Website: www.police.wa.gov.au

Incorporated: Yes ☒ No ☐ **Year of Incorporation:** 1941

If Yes, please attach a copy of your Certificate of Incorporation

ABN: 187 279 530 78

Registered for GST: Yes ☒ No ☐

Does your group have Public Liability Insurance: Yes ☒ No ☐

If answered Yes please continue to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another :

Yes ☐ No ☐ If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes ☐ No ☐ If yes, by who? _____



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details

What is the name of Project / Event / Activity / Celebration you are planning:

Blue Light Disco

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

Blue Light Disco's are organised by a volunteer committee to provide a disco to children and youth in South and Port Hedland, promoting healthy life styles and crime prevention. Entertainment includes a DJ set -up, disco lighting and plans in the immediate future to incorporate a video wall, laser lighting and smoke machines.

Who can be a part of your project / event?

The disco is open to all youth and children from year 1 through to year 7 and is expected to

attract approximately 150 participants

Where will your project / event be held?

JD Hardie Centre

Proposed Start Date & Start Time for Event:

10 March 2012, 5.00pm

Proposed Finish Date & Finish Time for Event:

10 March 2012, 8.30pm

Will catering / food, consumption of alcohol or sale of alcohol be provided?

Yes ☒ No ☐

If yes, please provide details:

Sausages cooked on-site on a barbeque and placed on a slice of fresh wholemeal grain bread with a choice of tomato or barbeque sauce. Fruit cups (container with fresh fruit) prepared by the Health Dept will also be provided as a combo with the sausage. Drinks will be provided by JD Hardie. Fruit cups will be prepared on site. No alcohol!

Have relevant licenses been applied for?

Yes ☒ No ☐

If yes, please provide details below and attach license approvals. *(Copies only, not originals)*

Temporary food permit application submitted and approved. No other licences required.



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details cont...

What are your plans of advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

The Blue Light Disco will be promoted through wide distribution of flyers to the targeted audience at all primary schools, community announcements on spirit radio and a police segment in the NWTG. Fliers will depict the ToPH logo.

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)

A variety of govt agencies offer support through in-kind help E.g. Creating Communities (Jaxon/South Hedland New Living), Health Dept, Corrective services, YIC, Mingle Mob, DCP, Police. Other organisations such as BHP Billiton provide financial assistance for purchase of equipment.

How will your project/event benefit the Town of Port Hedland Community?

Port Hedland has a vibrant young population with limited activities which sadly at times can lead to unruly behav

This event will engage youth and children in a event that is entertaining, safe, and promotes a healthy lifestyle, community safety and anti-crime messages.



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Support from the Town of Port Hedland

What type of support do you require from the Town of Port Hedland for your project / event?
Please tick

i) Cash up to the value of \$2000 ☐

Please provide details of how much are you applying for: _____

Please specify exactly what the funds would be spent on: _____

ii) Waiving of hire fees for Council owned or operated venues ☒

Venue: JD Hardie Centre

Dates: 10 March 2012 - pm

iii) In-Kind Contributions ☐

e.g provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc.

Please list below assistance you are requiring for in-kind contributions:

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event (please give combined value of both cash and in-kind support):

Contributed by you / your organisation	Contributed by other funding sources	Requesting to be contributed by Town of Port Hedland	Total Cost of Event / Project
\$750.00	\$960.00	\$350.00	\$2,060

I:\AA Agenda Items 2012\A&F 6 June\Donations\Attachment 12. Blue Light.xlsx



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: _____

BSB No.: _____ **Account No.:** _____

Part 6: Application Checklist

Prior to submitting an application, please use the following checklist to ensure that all of the necessary information has been included with your submission.

- * **Proof of incorporation** is attached ☐
- * **Public Liability Insurance - Certificate of Currency** is attached ☐
- * **Australian Business Number** details: ☐
 - * Your group's ABN (Australian Business Number) is on the first page; or
 - * If your group does not have an ABN, a Statement by Supplier form has been completed and attached.
- * **Supporting documents** have been attached (e.g. letters of support) ☐
- * **Application has been signed** by an appropriate office bearer ☐
- * **Licenses** has been applied for and attached (if relevant) ☐



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 7: Authorisation

I, **Raymond Holt**, certify that the attached application for funding was approved by the
Management Committee of the South Hedland Blue Light organisation on the 01/02/2012.

(Please attach a copy of the minutes of the meeting where this application was approved)

Signed: *R. L. Holt 3/6 6316*

Date: 20/03/2012

If you are unsure about any item or have further questions please contact the

Customer Service Team on 9158 9300 or council@porthedland.wa.gov

Office Use Only - Officers Recommendation

I:\AA\Agenda Items 2012\A&F 6 June\Donations\Attachment 12. Blue Light.txt



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

ATTACHMENT 13 TO ITEM 10.1.4



Town of Port Hedland

Community Funding & Donations Application For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Please identify who is applying for this funding / donation:

Individual Person ☒ or;

Community Organisation ☐

Community Organisation is defined as a group of community members not classified with the ATO as a "Not for profit" organisation. "Not for profit" organisations are to fill out FORM B.

Name of Organisation (if applicable): _____

Contact Person: **First Name:** Steve **Surname:** Brooks

Street Address: 123 Parkin Street Rockingham, W.A **Postcode:** 6168

Postal Address: Same As Above **Postcode:** _____

Telephone: 0431 644 014 **Facsimilie:** _____

Email: steve@southhedlandweather.com

Website: <http://www.southhedlandweather.com>

Does your group have Public Liability Insurance? Yes ☐ No ☒

If answered Yes please refer to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes ☐ No ☒ If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes ☐ No ☒ If yes, by who? _____



Town of Port Hedland

Community Funding & Donations Application For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: Steve Brooks

BSB No.: 803 161 **Account No.:** 5444901

Part 3: Application Details

Please provide details as required about why you are applying for funding / donation:

What is the name of Project / Event / Activity / Celebration you are planning:

South Hedland Weather Webcam Installation

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

Installing of Weather Webcams, One Camera to be placed in Port Hedland at a Location to be confirmed and another Camera to be installed in South Hedland, Installing these camera's give the Community access to viewing Current weather Conditions, for example During a Cyclone Red Alert

They will be able to View the camera's to see what is happening outside, without having to go outside

Also gives people from around the world access to seeing what the weather is doing in Port Hedland

Who can be a part of your project / event?

The Entire Community, This Project is FOR the Port Hedland Community

Where will your project / event be held?

Port & South Hedland

Proposed Start Date & Start Time for Event:

During the Dry Season

Proposed Finish Date & Finish Time for Event:

No Ending Date



Town of Port Hedland

Community Funding & Donations Application For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

Will catering / food, consumption of alcohol or sale of alcohol be provided? If yes, please provide details below.

Yes ☐ No ☒

Have relevant licenses been applied for? If yes, please provide details below and attach license approvals. (Copies only please do not send originals)

Yes ☐ No ☒

What are your plans for advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

www.southhedlandweather.com and also our forever growing Facebook Page

Port Hedland Council will receive free Advertising on the website, and acknowledgement of there donation, on the Webcam Page

How will your project/event benefit the Town of Port Hedland Community?

Provide Free Access to Weather Webcams for the Community to View, and Friends and family from around the world to see what the weather is doing in Port & South Hedland, Weather Cameras

allow are a purpose of monitoring local weather conditions

Also Allows Disabled & Elderly people to view the Cameras without leaving their home's

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)

Not at this stage



Town of Port Hedland

Community Funding & Donations Application For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

What type of support do you require from the Town of Port Hedland for your project / event?
Please tick

i) Cash up to the value of \$2000

☒

Please provide details of how much are you applying for:

\$1500

Please specify exactly what the funds would be spent on:

2 Weather Cameras from

BSCH, includes 2 Computers, 2 Digital Cameras, all the cabling required and housing for Camera

ii) Waiving of hire fees for Council owned or operated venues

☐

Please provide details of Council venue and dates required:

Venue:

Dates:

iii) In-Kind Contributions

☐

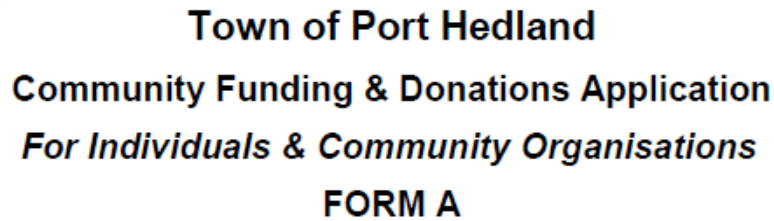
For example provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc. Please list below assistance you are requiring for inkind contributions:

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event:

Total cost of your project / event	Contributed by you or your organisation (both cash & In-kind support)	Contributed by Other Funding Sources (both cash & In-kind support)	Requesting to be contributed by Town of Port Hedland (both cash & In-kind support)
\$3000	\$ 1500	\$	\$ 1500

H:\Community Development\Working Groups\Donations Working Group\Working Documents\Community Funding & Donations Application Form - Individuals & Community Organisations - Form A - details.xlsx



Part 5: Authorisation

Signed: Steve Brooks Date: 2 April 2012

Office Use Only - Officers Recommendation

[illegible]

10.2 Corporate Services**10.2.1 Five Year Forward Capital Works Plan**

Officer Jodie McMahon
Manager Financial
Services

Date of Report 24 May 2012

Disclosure of Interest by Officer Nil

Summary

For the Audit and Finance Committee to accept the preliminary Five Year Forward Capital Works Plan that has been prepared for the period 1 July 2011 to 30 June 2016 in order to meet the requirements of the Department of Local Government to receive the \$807,745 in funds for the South Hedland Aquatic Centre from the Country Local Government Fund.

Background

The Western Australian Government's Royalties for Regions (RFR) is a commitment to put more back into the State's regions. RFR distributes benefits to regional communities through three supporting funds:

- Country Local Government Fund
- Regional Community Services Fund
- Regional Infrastructure and Headworks Fund (including the Regional Grants Scheme).

This report will address the key requirements of the Country Local Government Fund only.

The primary objective of the Country Local Government Fund (CLGF) is to address infrastructure backlogs across the country local government sector by providing additional money for the purposes of infrastructure provision and renewal which clearly demonstrate wider community benefits across a region.

In 2009/10, the Department of Regional Development and Lands identified \$35,000 for each country local government to access expertise to develop a forward capital works plan that was consistent with strategic plans and asset management plans.

This was coordinated by the Pilbara Regional Council (PRC) whereby a regional contract was established between the PRC and KPMG to provide advisory services that would assist with a range of reform projects for the PRC, the Town of Port Hedland, the Shire of Ashburton, the Shire of Roebourne and the Shire of East Pilbara. This was agreed to be a sound strategy in conjunction the Department who provided an extended timeframe for this to be undertaken with the results due on the 12 of February 2011.

Through that engagement, KPMG consulted with many staff at the Town of Port Hedland to ensure that the Five Year Forward Capital Works Plan prepared for the Department was developed with the best information available, recognising that outside of the current five year programs approved by Council for some items such as kerbing and road construction, the Town did not have a 10 Year Financial Plan or an Asset Management Plan. This resulted in the information being rather difficult to obtain and cashflow, and although a 10 Year Financial Plan will be prepared in the near future, officers are very mindful that the Growth Plan Implementation Plan currently being developed will significantly influence the assumptions and financials that will be developed.

Consultation

Consultation has occurred with the following parties:

- Staff across the Town of Port Hedland
- Councillors

Statutory Implications

Local Government Act 1995

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.*
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*
[Section 5.56 inserted by No. 49 of 2004 s. 42(6).]
[5.57, 5.58. Deleted by No. 49 of 2004 s. 42(6).]

Strategic Planning Implications

The Strategic Plan 2010-2105 outlines key result areas, goals, immediate priorities and other actions required to achieve the vision of Council. Ensuring that Council has adequate infrastructure is a key requirement to ensure that each of these can be achieved.

Budget Implications

The Department of Regional Development and Lands has indicated to all country local governments that no further Royalties for Regions funding would be provided without having an endorsed Five Year Forward Capital Works Plan. This could have significant impacts on the financial viability for construction of future projects if the Five Year Forward Capital Works Plan is not endorsed.

For the 2011/12 financial year an amount of \$807,745 has been incorporated into the Annual Budget to assist in funding the South Hedland Aquatic Centre Upgrade. Not receiving these funds would impact on the Council's ability to deliver the upgrade within the current scope.

Officer's Comment

In preparing the Five Year Forward Capital Works Plan for the previous year, it was recognised that there was a significant amount of information not yet developed. While the 2011-2016 Five Year Forward Capital Works Plan presented to Council as part of this report has been updated to reflect the 2011/12 Annual Budget, there still remains a large amount of information to be developed.

To assist in developing the information required, the Town is currently in the process of developing plans associated with the Integrated Strategic Planning and Reporting Framework which will inform the Forward Capital Works Plan into the future. The plans that are currently being developed as part of the Department of Local Governments requirements are:

- Strategic Community Plan;
- Corporate Business Plan;
- Workforce Plan, including office accommodation and housing strategy;
- Long Term Financial Plan; and
- Asset Management Plans.

The development of the Integrated Strategic Planning and Reporting Framework will assist Local Governments to be better informed of their long term commitments to the community and their ability to be a financially sustainable Local Government.

The Asset Management Plans being developed will be able to inform the Forward Capital Works Plan. They will allow Councillors and Officers to clearly identify when monies will be required to be spent on assets for renewal and replacement in accordance with the plans as they will take into account the life cycle of all assets and their requirements of maintenance intervals and expected life of the asset before replacement is required.

The Asset Management Framework has been presented to Councillors in a Concept Forum, with the Summary Asset Management Plan and Asset Management Policy currently being developed that will be presented for Council consideration in the next month or so.

Within the Five Year Forward Capital Works Plan developed, there are several key areas. In order to provide further clarification around the areas, they have been explained below.

Section 2 - Five Year Forward Capital Works Plan

There is a large reduction in expenditure allocated for future years. This is due to the plan incorporating only the infrastructure items and five year plans that Council have endorsed as part of the 2011/12 Budget Process. It does not incorporate any items from Hedland's Future Today document, nor other projects that are still in the feasibility stage.

Section 2.1 – Five Year Forward Capital Works Plan – Potential Projects

This area identifies the infrastructure items that have been incorporated into the Hedland's Future Today document where it is anticipated that the funding will flow through the Town of Port Hedland with the ToPH leading their construction. The details of these projects are then incorporated into section 5. The purpose of identifying them in this section was to outline to the department that there has been some level of planning across the Town, so that when you review the financial table there appears to be a plan in place and there isn't such a significant reduction in expenditure.

SUMMARY TABLE

	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL
<i>Total Capital Works Currently Approved by Council</i>	77,117,438	4,478,092	4,070,433	3,275,128	3,080,415	92,021,506
<i>Total Hedland's Future Today Projects</i>	-	15,350,000	32,150,000	9,000,000	17,650,000	74,150,000
TOTAL	77,117,438	19,828,092	36,220,433	12,275,128	20,730,415	166,171,506

Section 3 – 2011-12 Forward Capital Works Plan

This purely outlines the current year's infrastructure program. It uses the Original Budget, of which there have now been variations approved by Council as part of the first quarter budget review, and it has outlined the funding sources for each project. Where funding was provided in prior years from various sources, this has been included in the Unclassified column.

Section 4 – 2012-16 Forward Capital Works Plan

This outlines the capital works plans that were approved by Council during the 2011/12 Budget Process. It does not include any items in the Hedland's Future Today document.

Section 5 – Future potential projects without fully developed project plans

Incorporates only the Hedland's Future Today Projects that will be the responsibility of the Town of Port Hedland to deliver, irrespective of who is funding them.

Section 6 – Future priority projects without fully developed project plans or allocated funding

This area outlines the Top 10 Strategic Priorities for the Town of Port Hedland. These are the items that align with the Strategic Plan and therefore the vision of Council. While some of these projects are not solely for the Town to deliver, it was thought to be beneficial to include them as an outline of the partnerships that are being entered into in order for the Town to achieve its vision.

The Audit and Finance Committee met on 16 February 2011 and recommended that Council:

- "a. Accept the Audit and Finance Committee recommendation that Council adopt the attached Five Year Forward Capital Works Plan;*
- b. Note that the Forward Capital Works Plan is a "live document" and is subject to ongoing review through the Town's Annual Budget Process and in conjunction with any review of the Town's Strategic Plan, This will also be workshopped with a revised plan prior to 30 June 2011.*
- c. Recommends to Council that it forwards the Five Year Forward Capital Works Plan to the Department of Regional Development and Lands after incorporating the Town of Port Hedland's approved branding."*

Officers recognise that this is a preliminary plan given the significant amount of work currently being undertaken to ensure appropriate plans are in place. While it is recognised that there are significant shortfalls in the information at this time, it should be noted that the information will become more robust over the next 12 to 24 months.

Attachments

1. Town of Port Hedland Capital Works Plan for the financial year ended 30 June 2012 to 2016.

AFC201112/025 Officer's Recommendation / Audit and Finance Committee Decision

Moved: Cr G A Jacob

Seconded: Mayor K A Howlett

That Audit and Finance Committee:

- a. Note that the Forward Capital Works Plan is a “live document” and is subject to ongoing review through the Town’s Annual Budget Process;**
- b. Recommends to Council that it forwards the preliminary Five Year Forward Capital Works Plan for the financial year ended 30 June 2012 to 2016 to the Department of Regional Development and Lands.**

CARRIED BY ABSOLUTE MAJORITY 3/0

ATTACHMENT 1 TO ITEM 10.2.1



Town of Port Hedland

Forward Capital Works Plan

For the financial year ended

30 June 2012 to 2016



INDEX

- Council Approval
- Introduction
- Assumptions
- 5 year Forward Capital Works Plan – Grouping of Projects
- 2012 – 16 Forward Capital Works Plan
- 2011 – 12 Country Local Government Fund Projects
- 2012 – 16 Forward Capital Works Plans
- Future potential projects without fully developed project plans
- Future priority projects without fully developed project plans or allocated funding





FIVE YEAR FORWARD CAPITAL WORKS PLAN

This is to certify that the Council adopted the preliminary Five Year Forward Capital Works Plan for the Town of Port Hedland on the 13th June 2012.

At the time Council considered the Plan it was recognised that this is the second such draft of a Plan for the Town and that there was a significant amount of information currently being developed. As part of the Council's recommendation upon acceptance of this document, it was acknowledged that the supporting information is currently being developed as part of the Integrated Strategic Planning and Reporting Framework due to be finalised in June 2013.

Although there was no formal consideration of the Five Year Forward Capital Works Plan as part of the 2011/12 Annual Budget Process, components that form part of this Plan was considered by the Council through their review of the Five Year Plan.

This Five Year Forward Capital Works Plan was updated to reflect the changes made in the 2011-12 Annual Budget, which was adopted by the Council on 22 July 2011.

As part of Stage 2 of developing the Town's Integrated Planning and Reporting Framework (a requirement of the Department of Local Government), a 10 Year Financial Plan will be developed. One of the key components of the 10 Year Financial Plan will be an Asset Management Framework that incorporates an Asset Management Policy and Summary Asset Management Plan that will be adopted by Council, with an appropriate level of detailed Asset Management Plan that will inform and support the Forward Capital Works Plan to ensure the Council can maintain and develop its assets sustainably into the future.

Kelly Howlett
Mayor

Ian Hill
Acting Chief Executive Officer





1. Introduction

The Town of Port Hedland, at a Council Meeting on the 23rd February 2011, considered the adoption of the Five Year Forward Capital Works Plan from 1st July 2010 until the 30th June 2015 for submission to the Department of Regional Development and Lands. The Plan was subsequently updated to reflect changes made in the 2011-12 Annual Budget which was adopted by the Council on 22 July 2011.

The Forward Capital Works Plan incorporates all planned investments in Capital Assets and Infrastructure from the 1st July 2011 until the 30th June 2016. Infrastructure assets are typically those such as roads, footpaths, buildings and parks. The Plan only considers infrastructure asset expenditure and does not include plant, furniture and equipment. The Plan focuses on capital expenditure for three primary activities, being:

- Asset renewal;
- Asset upgrade / expansions; and
- New assets or infrastructure items.

The Forward Capital Works Plan is intended to be operated by the Town as a “live document” in that whilst it reflects the current intended works programme, it is subject to ongoing review and therefore is also liable to change. (Note: Currently projects are only confirmed once they appear on the Annual Budget through the annual budgeting process). The Forward Capital Works Plan will be reviewed on an annual basis in conjunction with the Annual Budget Process.

The 5 year Forward Capital Works Plan has been developed using all existing financial and asset data including, including:

- 2011/12 Annual Budget;
- 30 June 2011 Five Year Programme of work; and
- Hedland’s Future Today document.

Those projects which have not been developed into fully designed projects have been identified separately in section 2.1, but are discussed in section 5 & 6.





1.1 Assumptions

All expenditures contained in the Forward Capital Works Plan are indicative only, and it should not be construed they will automatically be allocated as shown, nor will they automatically be funded as illustrated. New initiatives / projects may be added or planned initiatives delayed or abandoned according to the priorities established by Council. Methods to fund initiatives and projects are also reviewed in order to demonstrate affordability. It is important to note that an initiative is not ultimately approved, nor included in any budget, simply because it is considered and included in the Five Year Forward Capital Works Plan.

Other Assumptions to note:

- Maintenance Programs are not included
- Light and Heavy Vehicles are not included
- All infrastructure is owned by the Council
- Inflation will continue in the range of 2.5 – 4%.

1.2 Contact Details

For any information in relation to this document, please contact either of the people outlined below.

Position Title	Name	Telephone
Director, Corporate Services	Natalie Octoman	(08) 9158 9312
Manager, Financial Services	Jodie McMahon	(08) 9158 9332



Town of
Port Hedland

Forward Capital Works Plan

2 Five Year Forward Capital Works Plan – Grouping of Projects

The table below provides an overview of the Five Year Forward Capital Works Plan, by grouping of projects (i.e. Footpath, roads, drainage etc), outlining actual costs incurred in 2010-11 and forecasted expenditure through to 2015-16. The table also outlines whether the expenditure each year is for Renewal, New Assets or Assets Upgrade / Expansion.

NOTE: Refer to section 3 for a breakdown of Funding Sources / Allocations for the 2011-12 period and section 4 for the period 2012-16.

----- Forecast Budget -----

Program	2010-11 Actual	2010-11 Revised Budget	2011-12	2012-13	2013-14	2014-15	2015-16	TOTAL
Footpath	983,696	949,890	0	300,000	300,000	300,000	300,000	1,200,000
Roads	3,488,525	5,193,571	2,141,000	1,490,000	1,265,000	1,335,000	825,000	7,056,000
Drainage	72,244	70,667	200,000	760,000	505,000	525,000	530,000	2,520,000
Walkway	261,446	435,685	50,000	250,000	250,000	250,000	250,000	1,050,000
Lighting	344,698	326,562	500,000	500,000	500,000	500,000	500,000	2,500,000
Reseals	1,822	0	0	150,000	100,000	100,000	100,000	450,000
Kerbing	31,606,294	38,696,013	476,700	1,154,000	303,000	253,500	373,000	2,560,200
Building	174,401	128,964	0	0	0	0	0	0
Land	2,412,913	3,955,061	3,021,720	2,940,000	5,118,000	5,050,000	12,000,000	28,129,720
Airport	7,899,360	10,612,243	13,173,093	0	0	0	0	13,173,093
Parks								
Total	47,245,399	60,368,656	19,562,513	7,544,000	8,341,000	8,313,500	14,878,000	58,639,013
Represented by:								
Renewal	907,158	811,656	4,942,181	1,513,000	6,636,000	2,123,500	2,573,000	17,787,681
New Assets	42,609,147	53,320,729	6,111,268	3,231,000	500,000	4,400,000	12,200,000	26,442,268
Upgrade / Expansion	3,729,094	6,236,271	8,509,064	2,800,000	1,205,000	1,790,000	105,000	14,409,064
Total	47,245,399	60,368,656	19,562,513	7,544,000	8,341,000	8,313,500	14,878,000	58,639,013





2.1 Five Year Forward Capital Works Plan – Potential Projects

The table below provides an overview of the planned expenditure by grouping of projects in alignment with the Hedland's Future Today document. The table outlines potential expenditure from 2011-15 and is to be read in conjunction with the table above to form the Forward Capital Works Plan for the Town of Port Hedland. The table also outlines whether the expenditure each year is for Renewal, New Assets or Assets Upgrade / Expansion.

It should be noted that the Town has recently endorsed the Pilbara's Port city Growth Plan which has an implantation plan that is currently being developed. This will have a significant influence on the potential projects that are incorporated in the Forward Capital Works Plan in the future.

NOTE: Refer to section 5 for further information on projects which fall into this category.

Hedland's Future Today Projects	2011-12	2012-13	2013-14	2014-15	TOTAL
Tourism	13,350,000	17,300,000	2,350,000	1,100,000	34,100,000
Business Development	-	100,000	1,500,000	-	1,600,000
Socio-cultural Environment	-	-	250,000	250,000	500,000
Hospital / Health Services	-	-	-	2,000,000	2,000,000
Waste Management	2,000,000	4,000,000	3,000,000	300,000	9,300,000
Water Availability	-	500,000	-	-	500,000
Traffic Congestion	-	-	500,000	500,000	1,000,000
Airport	-	10,000,000	-	-	10,000,000
Sports and Leisure	-	250,000	750,000	1,000,000	2,000,000
Entertainment	-	-	150,000	2,500,000	2,650,000
Town Planning and Development	-	-	500,000	10,000,000	10,500,000
Total	15,350,000	32,150,000	9,000,000	17,650,000	74,150,000
Represented by:					
Renewal	-	-	-	-	-
New Assets	15,000,000	19,700,000	5,500,000	16,400,000	56,600,000
Upgrade / Expansion	350,000	12,450,000	3,500,000	1,250,000	17,550,000
Total	15,350,000	32,150,000	9,000,000	17,650,000	74,150,000



3 2011 – 2012 Forward Capital Works Plan

The table below provides an overview of the Capital Works for the 2011-12 period. The projects are categorised by 'Project Group' and include expenditure (actual and budgeted) on each project in 2010-11. A breakdown of funding sources, indicating the amount of funding from each source is provided, with total expenditure for the year estimated at approximately \$77m. Council has approved all items / projects / initiatives within the table through the budgeting process.

Funding Source																
Project Group	Account Description	2010-11 Actual	2010-11 Budget	2011-12 Original Budget	Unclassified*	Rates	Loan	Airport Fees	BHP Funded	Royalties for Regions	CLGF	SHNL	RADS	Road Grants	Other	External Funding Prior Yrs
Airport	Parking	521,587	718,810	1,285,000				1,285,000								
Airport	Depot Development	20,367	20,367	0												
Airport	Taxiway Extension	1,492,382	2,672,580	1,491,720				745,860					745,860			
Airport	Terminal Extensions	210,710	425,000	0												
Airport	Airport Housing Development	0	0	225,000			220,000									
Airport	Building Upgrades	39,130	32,548	628,000	628,000											
Airport	Airport Infrastructure	26,736	26,736	0												
Airport	Main Apron Extension	0	0	350,000				350,000								
Airport	Main Apron Strengthening	62,421	0	800,000				800,000								
Airport	Airport Reseals	33,060	33,060	0												
Airport	Airport Entry Feature	0	0	50,000				50,000								
Airport	Hire Car Development	0	0	200,000				200,000								
Airport	Sewerage Upgrades	0	0	10,000				10,000								
Airport	Electrical Upgrades	6,520	25,960	30,000				30,000								
Airport	Airport Development	0	0	2,000,000				2,000,000								
Airport	Hangar Development	0	0	16,500				16,500							625,000	
Airport	CCTV Network	0	0	1,300,000				675,000								
	Sub total	2,412,913	3,955,061	8,386,220	628,000	0	220,000	6,162,360	0	0	0	0	745,860	0	625,000	0

* The funding for these projects is split over a variety of sources over the life of the project (i.e. Loans, Royalty for Regions, CLGF and BHP) but hasn't been broken down for the 2010-11 period



Forward Capital Works Plan

Project Group	Account Description	2010-11 Actual	2010-11 Budget	2011-12 Original Budget	Unclassified*	Rates	Loan	Airport Fees	BHP Funded	Royalties for Regions	CLGF	SHNL	RADS	Road Grants	Other	External Funding Prior Yrs
Building	Building Improvements	30,490	40,144	35,000	35,000											
Building	Records Facility	10,996	20,000	0	4,000											
Building	Hardstands for Generators	0	0	4,000	4,000											
Building	Len Taplin Day Care	25,395	25,395	40,000	40,000											
Building	Building Improvements	11,076	10,000	184,000	184,000											
Building	Housing Construction – RDL	0	0	1,500,000	1,500,000											
Building	Housing Construction – BHP	0	0	1,500,000	1,500,000				2,250,000						1,500,000	
Building	Staff Housing Refurbishments	340,425	330,500	347,500	347,500											
Building	Catmore Cres Development	8,358	0	1,095,000	1,095,000		1,095,000									
Building	Airport Housing Development	815,176	1,270,000	0	0											
Building	GP Housing Project	72,840	0	0	0											
Building	Tip Infrastructure	4,568	0	0	0											
Building	Master Plan – Stage 1	0	1,134	118,866	30,370			44,248					44,248			
Building	Upgrade Ablution Block	27,893	27,893	0	0											
Building	Public Toilets	56,154	106,250	0	0											
Building	Verge Landscaping	233	5,905	0	0											
Building	Andrew McLaughlin Community Centre	0	0	4,000	4,000											
Building	Facility Upgrade	6,723,774	3,286,000	0	0											
Building	Facility Upgrade – RFR	2,821,939	2,833,232	0	0											
Building	Facility Upgrade – CLGF	700,000	700,000	0	0											
Building	Facility Upgrade – BHP	0	3,700,861	0	0											
Building	Gratwick Lighting	260,145	265,312	0	0											
Building	SHAC Upgrade	17,900	17,850	0	0				600,000							
Building	SHAC Upgrade – BHP	33,843	37,139	4,012,861	912,861					3,600,000						2,500,000
Building	SHAC Upgrade – RFR	0	0	3,600,000	0											

* The funding for these projects is split over a variety of sources over the life of the project (i.e. Loans, Royalty for Regions, CLGF and BHP) but hasn't been broken down for the 2010-11 period



Forward Capital Works Plan

Project Group	Account Description	2010-11 Actual	2010-11 Budget	2011-12 Original Budget	Unclassified*	Rates	Loan	Airport Fees	BHP Funded	Royalties for Regions	CLGF	SHNL	RADS	Road Grants	Other	External Funding Prior Yrs
Building	SHAC Upgrade – CLGF	0	0	807,745	750,000						807,745					
Building	SHAC Upgrade	0	0	1,350,000											600,000	
Building*	Multi Purpose Recreation Centre – BHP	7,022,164	9,800,000	1,700,000					1,700,000							
Building	Multi Purpose Recreation Centre – RFR	8,685,501	11,029,246	0												
Building	Multi Purpose Recreation Centre – Civil Works	2,683,300	2,800,000	0												
Building	Multi Purpose Recreation Centre	0	0	8,194,000											8,194,000	
Building	Colin Matheson Clubrooms	1,078,261	1,670,989	20,000	20,000											
Building	Turf Club Grandstand	48,399	310,000	0												
Building	Port Hedland Library	0	0	5,200	5,200											
Building	Upgrades	19,522	400,000	365,000	365,000											
Building	South Hedland Library	0	0	665,000												
Building	SH Library & Community Centre – RFR	0	0	110,000	110,000					665,000						
Building	Depot Infrastructure	107,148	1,900	0												
Building	Caravan Park Extension	794	3,983	0												
Building	Town Entry Statement	0	2,280	0												
	Sub total	31,606,294	38,696,013	27,909,172	4,307,981	0	1,095,000	44,248	4,550,000	4,265,000	807,745	0	44,248	0	10,294,000	2,500,000
Drainage	Faye Gladstone Netball Courts	0	0	104,000	104,000											
Drainage	Faye Gladstone Netball Courts – CLGF	0	0	18,883												18,883
Drainage	Drainage Construction	72,244	70,667	200,000	200,000											
	Sub total	72,244	70,667	322,883	304,000	0	0	0	0	0	0	0	0	0	0	18,883
Footpath	Turtle Boardwalk	416,508	500,973	40,000	40,000											
Footpath	Port Hedland Footpath	0	0	0												
Footpath	Const - RFR	7,006	7,006	0												
Footpath	South Hedland Footpath	106,838	106,838	0												
Footpath	Const - RFR	0	0	0												
Footpath	Port Hedland Footpath	232,254	231,715	0												



Forward Capital Works Plan

Project Group	Account Description	2010-11 Actual	2010-11 Budget	2011-12 Original Budget	Unclassified*	Rates	Loan	Airport Fees	BHP Funded	Royalties for Regions	CLGF	SHNL	RADS	Road Grants	Other	External Funding Prior Yrs
Footpath	South Hedland Footpath Const	221,090	103,358	0												
	Sub total	983,696	949,890	40,000	40,000	0	0	0	0	0	0	0	0	0	0	0
Kerbing	Kerbing Construction	1,822	0	0												
	Sub total	1,822	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Land	Land Development	70,437	25,000	0												
Land	Land Development	103,964	103,964	0												
	Sub total	174,401	128,964	0	0	0	0	0	0	0	0	0	0	0	0	0
Parks	South Hedland Camping Area	0	0	0												
Parks	Don Rhodes Museum Upgrade	0	0	0												
Parks	Pioneer Cemetery Upgrade	5,180	55,000	5,000	5,000	5,000										
Parks	Main Cemetery Upgrade	13,188	30,000	0												
Parks	Cemetery Beach Park – BHP	147,877	120,000	1,380,000					1,380,000							
Parks	Cemetery Beach Park	0	0	1,500,000						1,500,000						
Parks	Pioneer Cemetery Upgrade – BHP	0	0	400,000					400,000							
Parks	Waste Water Reuse Scheme	13,791	150,000	0												
Parks	Civic Centre Park Upgrade	0	0	25,000	25,000											
Parks	Spoilbank Masterplan	0	0	0												
Parks	Disabled Foreshore Access	0	0	0												
Parks	Foreshore Parks Upgrade	60,958	60,958	0												
Parks	Foreshore Parks Upgrade – CLGF	0	0	0												
Parks	Foreshore Protection	0	0	0												
Parks	Skate Park Facility Pt	0	0	0												
Parks	Hedland	0	0	0												
Parks	Skate Park Upgrade South Hedland	0	0	0												
Parks	Overhead Lighting	0	0	0												
Parks	Colin Matheson Oval Upgrade – BHP	0	0	250,000												
Parks	McGregor St Oval Upgrade	6,078	7,377	0					250,000							



Forward Capital Works Plan

Project Group	Account Description	2010-11 Actual	2010-11 Budget	2011-12 Original Budget	Unclassified*	Rates	Loan	Airport Fees	BHP Funded	Royalties for Regions	CLGF	SHNL	RADS	Road Grants	Other	External Funding Prior Yrs
Parks	McGregor St Oval Parking	0	0	0												
Parks	Fire Proof Bins	0	0	0												
Parks	McGregor Street Reserve Upgrade	15,290	15,508	0												
Parks	Cricket Net Upgrades	14,392	16,638	0												
Parks	South Hedland Skate Park – BHP	0	0	1,000,000					1,000,000	1,500,000						
Parks	South Hedland Skate Park – RFR	0	0	1,500,000											500,000	
Parks	South Hedland Skate Park	0	0	500,000												
Parks	Replace Effluent Line	0	0	0												
Parks	Marquee Park Development – RFR	2,221,582	2,221,582	458,268												458,000
Parks	Playground Equipment – RFR	0	0	0												
Parks	Public Open Space Development	0	200,000	0												
Parks	Marquee Park Development – BHP	0	1,450,000	0												
Parks	Native Plant Nursery	0	0	0												
Parks	Kevin Scott Oval Upgrades	33,587	33,587	0												
Parks	Managed Camp Grounds	0	0	0												
Parks	Stairway to the Moon Development	315,749	429,328	0												
Parks	Bore Installations	21,318	21,318	0												
Parks	Reserve Developments	2,230	0	0												
Parks	Koomana Park Development	0	0	0												
Parks	Marquee Park Development	3,648,934	4,466,363	3,953,000												
Parks	Playground Equipment	95,360	95,829	50,000												
Parks	Park Upgrades	3,925	50,717	1,500,000						1,500,000						
Parks	Boulevard Tree Planting – RFR	0	0	0												
Parks	Park Upgrades – RFR	256,102	332,140	0												
Parks	Recycling Project – RFR	0	0	0												
Parks	Public Lighting – RFR	83,553	83,553	0												

Town of Port Hedland		Forward Capital Works Plan														
Project Group	Account Description	2010-11 Actual	2010-11 Budget	2011-12 Original Budget	Unclassified*	Rates	Loan	Airport Fees	BHP Funded	Royalties for Regions	CLGF	SHNL	RADS	Road Grants	Other	External Funding Prior Yrs
Parks	Public lighting	411,263	256,946	38,064	38,064											
Parks	Shade Structures	0	0	100,000	100,000											100,000
Parks	Shade Structures – RFR	229,230	253,727	100,000												
Parks	Safe Boating Harbour	0	0	0											250,000	
Parks	Boulevard Tree Planting	296,798	258,697	250,000												
Parks	Throssel Street Streetscape	0	0	0												
Parks	Floodwater Pump Refurbishment	2,975	2,975	163,761	163,761											
	Sub total	7,899,360	10,612,243	13,173,093	331,825	0	3,953,000	0	3,080,000	4,500,000	0	0	0	0	800,000	558,268
Reservs	Reservs (RFR)	344,698	326,562	500,000	500,000											
	Sub total	344,698	326,562	500,000	500,000	0	0	0	0	0	0	0	0	0	0	0
Roads	Banners in the Port (PHES)	0	0	0												
Roads	Colin Matheson Oval	0	0	180,000	180,000											
Roads	Parking	0	0	0												
Roads	Manilinha Drive	0	0	0												
Roads	Wallwork Road Bridge	1,717,952	1,700,000	23,129,438					23,129,438							
Roads	Major Projects Civil Works	8,000	200,000	500,000	500,000											
Roads	Redbank Road	0	0	0												
Roads	Depot Yard Upgrade	114	0	0												
Roads	Richardson Street	134,898	134,898	0												
Roads	Street Furniture – RFR	51,364	51,364	0												
Roads	Murdoch Drives Nodes	205,182	200,000	0												
Roads	Murdoch Drive Nodes – RFR	30,410	30,410	0												
Roads	Walkway Lighting – RFR	43,416	43,416	0												
Roads	Town Entry Statement – CLGF	0	50,000	50,000												50,000
Roads	South Hedland Link Roads	0	0	0												
Roads	Cottier/Kennedy Drive	0	0	0												
Roads	Limpett Crescent	39,595	409,617	0												
Roads	Quartz Quarry Road	0	0	0												
Roads	Heddlitch Street	409,692	409,692	0					702,616							
Roads	West End Greening Stage 2	2,104	2,104	702,616	702,616											



Forward Capital Works Plan

Project Group	Account Description	2010-11 Actual	2010-11 Budget	2011-12 Original Budget	Unclassified*	Rates	Loan	Airport Fees	BHP Funded	Royalties for Regions	CLGF	SHNL	RADS	Road Grants	Other	External Funding Prior Yrs
Roads	Street Furniture	40,066	317,965	0	0											
Roads	Cycleway Development	32,696	56,796	633,636	633,636											
Roads	McGregor Street RRG	0	0	0	0									90,000		
Roads	Shoba Rd MIRWA	536	0	0	0											
Roads	Pippingarra Road – RRG	68,673	68,679	90,000	90,000											
Roads	Wedge/Edgar Street (PDC)	0	0	0	0											
Roads	Buttfield Rd	35,958	455,000	0	0											
Roads	Hamilton Road/North	0	0	0	0											
Roads	Circular Road	0	0	0	0											
Roads	Murdoch Drive	0	0	150,000	150,000											
Roads	Finucane Island/Boat Ramp	0	0	0	0											
Roads	Road	0	0	0	0											
Roads	North Circular Road West RRG	0	0	0	0											
Roads	Hamilton Road RRG	40,077	40,000	800,000	800,000											
Roads	Wallwork Road RRG	0	0	0	0											
Roads	Anderson Street RRG	2,804	0	0	0											
Roads	Yandeyarra Road	142,432	129,274	111,000	111,000											
Roads	Roberts Street Black Spot	0	0	0	0											
Roads	Town Entry Statement	19,125	50,000	50,000	50,000											
Roads	Anderson Street upgrade	1,624	0	0	0											
Roads	Throssel Street – BS	0	0	0	0											
Roads	Sutherland Street Upgrade	0	0	30,000	30,000											
Roads	Roads Reseal Projects –	0	0	0	0											
Roads	Beil Street	0	0	0	0											
Roads	Nth Circular Rd East Guard	0	0	0	0											
Roads	Rail RRG	0	0	0	0											
Roads	Nth Circular Rd East	0	0	0	0											
Roads	Culverts RRG	0	0	0	0											
Roads	Speedway Rd	0	0	0	0											
Roads	Wedgefield Upgrades	178,829	505,161	500,000	500,000											
Roads	Street Lighting Upgrades	0	0	0	0											
Roads	R2R Program	0	0	0	0											
Roads	Hillside/Woodstock Road – RRG	102,508	161,662	60,000	60,000									60,000		

50,000

Forward Capital Works Plan

Project Group	Account Description	2010-11 Actual	2010-11 Budget	2011-12 Original Budget	Unclassified*	Rates	Loan	Airport Fees	BHP Funded	Royalties for Regions	CLGF	SHNL	RADS	Road Grants	Other	External Funding Prior Yrs
Roads	Sutherland Street Upgrade (PHES)	0	0	0												
Roads	North Circular Road	12,789	12,789	0												
Roads	Shoulders – RRG	100,434	90,744	0												
Roads	Athol Street Sealing – RRG	79,247	80,000	0												
Roads	Drainage Design	3,488,525	5,193,571	26,986,690	3,607,252	0	0	0	23,832,054	0	0	0	0	150,000	0	100,000
Sub total																
Walkway Lighting	Walkway Lighting	261,446	435,685	50,000	50,000											
Sub total		261,446	435,685	50,000	50,000	0	0	0	0	0	0	0	0	0	0	0
TOTAL		47,246,399	60,366,656	77,367,058	9,769,008	0	5,268,000	6,206,608	34,416,054	8,765,000	807,745	0	790,108	150,000	11,719,000	3,177,151





Town of
Port Hedland

Forward Capital Works Plan

3.1 Country Local Government Fund Projects

The Town of Port Hedland was allocated a total amount of \$807,745 for the 2011-12 financial year for the provision and renewal of infrastructure.

These funds have been allocated to 1 key project as outlined below:

COUNTRY LOCAL GOVERNMENT FUND PROJECTS		
Project Description	Amount	Overview of Project
South Hedland Aquatic Centre Upgrade		
BHP Billiton	\$4,050,000	The project is a multi-faceted upgrade and redevelopment of the SHAC and is focused on upgrades to the water bodies, aquatic infrastructure and the introduction of new water features.
Department of Sports and Recreation	\$600,000	
Royalties for Regions	\$3,750,000	
ToPH Funds	\$600,000	
Country Local Government Fund	\$807,745	
TOTAL	\$9,807,745	





Town of
Port Hedland

Forward Capital Works Plan

4 2012 – 2016 Forward Capital Works Plans

The following tables contain the Town's Forward Capital Works for the years 2012-16, broken down into the categories of projects: Airport Capital Works, Footpath Construction, Road Construction, Drainage Construction, Walkway Lighting, Reseal, Kerbing Construction and Building Refurbishment. Each table outlines the level of expenditure each year, and where appropriate identifies external sources of funding.

(NOTE: only Footpath and Roads have external funding, the Town of Port Hedland funds all other programmes of work internally)

Airport Capital Works Program

AIRPORT CAPITAL WORKS PROGRAM						
Description of Location	2011-12 Revised	2012-13 Revised	2013-14 Revised	2014-15 Revised	2015-16 New	TOTAL 2012-16
Replace storm water drainage pipe from inset grate opposite Budget across the front reserve to open drain along airport fence – Approx 150m	10,000					10,000
Re- Site Airport Operations & Maintenance to ASA yard	600,000					600,000
Strengthen main apron parking bays 1 to 5 to accommodate 100,000kg aircraft. Test bays 2 & 3 to ascertain weight limit and increase if necessary. Bay 3 has formed depression at 737 stop bar & requires attention.	800,000					800,000
Asphalt overlay of all twy's. Install twy lights – Milestone 2	1,491,720					1,491,720
Resheet Runways 14/32 with 60mm Asphalt overlay and re-mark – Capital Expenditure – Subject to RADS funding			4,918,000			4,918,000
Extend strengthened southern apron 100 metres south and demolish existing freight shed and move facility to a dedicated common user terminal to be constructed with direct airside access and high speed access outlets on landside. Facility to incorporate lockable storage areas, office space, toilets and aircraft sullage drop – Capital Expenditure		550,000				550,000
Replace all street lamp and car park lights with LED light heads		220,000				220,000
Widen Northern G/A apron by 15 metres and extend 250 metres north to accommodate a General Aviation Terminal & resite the Golden Eagle facility and additional General Aviation business Hangers/Residences – Move helicopter helipads to northern apron.		400,000				400,000
Refurbish or replace quarantine incinerator – convert to gas operation as opposed to oil to reduce operating costs and to reduce carbon emissions		270,000				270,000
Replace emergency Power Generators	120,000					120,000
Install security fencing to modified airside boundary so as to allow for landside development. Fences to be approximately 9 klms, be of chain mesh construction, with 300mm buried, 2.75 metres high with 45 degree outward crank of 3 strands of barbed wire at \$100.00		1,500,000				1,500,000





per metre.						
AIRPORT CAPITAL WORKS PROGRAM						
Description of Location	2011-12 Revised	2012-13 Revised	2013-14 Revised	2014-15 Revised	2015-16 New	TOTAL 2012-16
Establish design layout plans by BETTABUILT for a 50 x 50 metre large aircraft at Port Hedland – this would see aircraft engineers stationed at Port Hedland and RPT jet aircraft too. It would eliminate the delays in "rescue" planes being sent in time of breakdowns and may other advantages. Such as a facility to B-737 & A-320 size will encourage a large aircraft maintenance industry to service the North West of Australia plus International carriers.			200,000			200,000
Establish a 50 x 50 metre large aircraft service hanger to facilitate engineer services for large aircraft at Port Hedland				4,300,000		4,300,000
Runway 18/36 to be rebuilt with a higher rated PCN to a width of 30 metres max and extended 500metres to the north to accommodate to a greater movement of general aviation, light corporate jet and light charter to a MTOW of 22,000 kgs. Additional access taxiways to be included in construction and runway & taxiway with asphalt seal.				750,000		750,000
Extend Rwy 14/32 500 metres to the north plus 290 metres required RESA – Extend Twy Bravo 2 500metres to the north and then 100 metres to the west to construct Twy Golf to be capable of Class D aircraft movements and increased freight traffic.					12,000,000	12,000,000
Sub-total	3,021,720	2,940,000	5,118,000	5,050,000	12,000,000	28,129,720
FUNDING						
RADS Funding						
Extend Taxiway Bravo 2	745,860					745,860
Resheet Runways			2,459,000			2,459,000
Sub-total	745,860	-	2,459,000	-	-	3,204,860
Net Cost to Council	2,275,860	2,940,000	2,659,000	5,050,000	12,000,000	24,924,860

Program Information:

The Town has a long-term Airport capital works programme which focuses on renewal and upgrade of the existing facilities at the Airport within the town of Port Hedland. This programme plays an integral role in providing a safe environment for passengers and workers at the Airport. The Airport capital works programme supports the Council's strategic goals of maintaining quality infrastructure within the community.





High Level Risk Assessment:

If the Town was unable to fund its Airport capital works programme, a backlog of work would occur, resulting in possible public criticism as well creating an unsafe environment for the community.



Town of
Port Hedland

Forward Capital Works Plan

Footpath Construction Program

FOOTPATH CONSTRUCTION						
Location	Location	2012-13 Revised	2013-14 Revised	2014-15 Revised	2015-16 New	TOTAL 2012-16
Footpath Allowance		179,000	300,000	300,000	300,000	1,079,000
Hall Street	Port Hedland	25,000				25,000
Koombana L/Out	Port Hedland	10,000				10,000
Moseley Street	Port Hedland	67,000				67,000
Wyndam Street	Port Hedland	19,000				19,000
Sub-Total		300,000	300,000	300,000	300,000	1,200,000

FUNDING		2012-13	2013-14	2014-15	2015-16	TOTAL
Country Pathways Grant		50,000				50,000
Sub-Total						

Net Cost to Council		250,000	300,000	300,000	300,000	1,150,000
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Current costs approximately \$160,000 per kilometre

Proposed program budget for 2011-14 is \$500,000 per year equivalent to 3.1km per year based on a 2 metre wide path.

Program Information:

The Town has a long-term footpath programme of work which focuses on constructing new footpaths within the town of Port Hedland. This programme plays an integral role in developing better social connection, whilst also providing a safer environment for pedestrians and cyclists. The footpath programme supports the Council's strategic goal of maintaining quality infrastructure within the community.

High Level Risk Assessment:

If the Town was unable to fund its footpath programme, a backlog of work would occur, resulting in possible public criticism as well creating an unsafe environment for the community.





Town of
Port Hedland

Forward Capital Works Plan

Road Construction Program

ROAD CONSTRUCTION						
Road Name/Work Description	2011-12 Revised	2012-13 Revised	2013-14 Revised	2014-15 Revised	2015-16 New	TOTAL 2012-16
Hamilton Road - Dual lane construction opposite MPRC.	750,000				30,000	780,000
Hillside-Woodstock - Drainage, road widening, design improvements	60,000	60,000	60,000	450,000		630,000
Lawson Street - Realignment of road to suit property boundaries (current hazard to building lines).			255,000			255,000
Pinnacles Street - Widen shoulder and fill drainage.		350,000	90,000	90,000		530,000
Pippingara Rd - Resheet to suit road train access	90,000	90,000			90,000	270,000
Shoata rd, South Hedland - Drainage, road widening, sealing		150,000				150,000
Wedgefield streets (Pinga) - Blackspot for Pinga/Cajarina plus reconstruct entire road to suit MRWA connection to new road.	500,000					500,000
Yandeyarra rd - Drainage, road widening, design improvements, sealing (on-going)	111,000	45,000	105,000	45,000	105,000 50,000 50,000	411,000 50,000 50,000
Draper Street, Wedgefield - Construct and seal (unsealed)						
Miller Street, Wedgefield - Construct and seal (unsealed)						
North circular Bridge - Bridge maintenance	450,000					450,000
North Circular road - Dual lane Hamilton to Wallwork		195,000	255,000			450,000
Murdoch drive - Turning lanes at intersections	150,000					150,000
Redbank Rd - Reseal, widen and seal shoulders		100,000				100,000
Sutherland St - Reduce road width and construct parking	30,000	250,000				280,000
Outcomes of traffic study - Various - Due April 2011		250,000	500,000	500,000		1,250,000
Road Construction Allowance				250,000	500,000	750,000
Sub Total	2,141,000	1,490,000	1,265,000	1,335,000	825,000	7,056,000





Town of
Port Hedland

Forward Capital Works Plan

FUNDING	2011-12	2012-13	2013-14	2014-15	2015-16	TOTAL
Regional Road Group						
Hamilton Road	298,597					298,597
Hillside-Woodstock	40,000	40,000	40,000	125,000		245,000
Wedgefield	150,000					150,000
Yandeyarra Rd	30,000	30,000	30,000	30,000	30,000	150,000
North Circular road	450,000	130,000	170,000			750,000
Pippingara Rd	60,000	60,000	60,000	60,000	60,000	300,000
Sub-Total	1,028,597	260,000	300,000	215,000	90,000	1,893,597
Federal Aboriginal Road Grants						
Yandeyarra rd	66,000	-	66,000	-	66,000	198,000
Sub-Total	66,000	-	66,000	-	66,000	198,000
Blackspot Funding						
Lawson			170,000			170,000
Pinnacles		233,333				233,333
North Circular road						
Road Construction Allowance				150,000		150,000
Sub-Total		233,333	170,000	150,000		533,333
Direct Main Road Grants						
Hamilton Rd	100,000			100,000		200,000
Lawson Street			100,000			100,000
South Hedland Link Roads				100,000		100,000
Shoata Road		100,000				100,000
Sub-Total	100,000	100,000	100,000	200,000		500,000
Roads to Recovery						
Hamilton Road	165,000					165,000
Pinga Street	191,155					191,155
Shoata Road		50,000				50,000
Sutherland St		250,000				250,000
Road Construction Allowance		56,155	356,155	356,155		1,124,620
Sub-Total	356,155	356,155	356,155	356,155		1,780,775
Other Funding Sources						
BHP - Hillside		130,000				130,000
Woodstock						
FMG - Hillside		130,000				130,000
Woodstock						
Sub-Total		260,000				260,000
Net Costs to Council	590,248	280,512	272,845	413,845	312,845	1,870,29

Program Information:

The Town has a long-term road and bridge construction programme of work which focuses on constructing new roads within the town of Port Hedland. This programme plays an integral role in providing a safe environment for motorists. The road programme supports the Council's strategic goal of maintaining quality infrastructure



Town of
Port Hedland

Forward Capital Works Plan

within the community. Where road surfaces deteriorate the Town engages services to reconstruct them to provide updated facilities. It should be noted that the Town's Road Construction programme also includes an element of upgrade activities, where roads are widened, realigned and provided with drainage to meet the required standards.

High Level Risk Assessment:

If the Town was unable to fund its Road Construction programme, a backlog of work would occur, resulting in possible public criticism as well creating an unsafe environment for the community. Furthermore, a lack of road reconstruction would lead to increased costs of maintenance over the life the asset, while the life of the assets would also be shortened.





Town of
Port Hedland

Forward Capital Works Plan

Drainage Construction Program

DRAINAGE CONSTRUCTION						
Location	2011-12 Revised	2012-13 Revised	2013-14 Revised	2014-15 Revised	2015-16 New	TOTAL 2012-16
Various - Port and South Hedland	50,000	150,000	150,000	150,000	150,000	650,000
Port Hedland LIA - Pending outcome of 09/10 design	150,000	150,000	150,000	150,000	150,000	750,000
Outcomes from Flood Study:						
Brodie Cr/Draper Pl - Construct basin and upgrade culvert under Brodie Cr (SH52)		460,000				460,000
Egret Cr/Spoonbill Cr - Regrade drain and clean culverts from SH26 through to SH29			125,000			125,000
Steamer Ave - Regrade drain and clean culverts upstream of SH18 to SH19			80,000			80,000
Parker St - Regrade drain from NO49 and through to SH1				225,000		225,000
Boronia Cl - Regrade drain from NO33 to NA55, clean culvert under Boronia Cl					105,000	105,000
Roberts St - Regrade drain and clean culverts from upstream of SH2 and SX04					115,000	115,000
Bottlebrush Cr - Clean culvert under Gregory St (SH30), localised regarding					10,000	10,000
Total Cost to Council	200,000	760,000	505,000	525,000	530,000	2,520,000

Program Information:

The Town has a drainage construction programme of work which focuses on constructing new drainage systems within the town of Port Hedland. This programme plays an integral role in providing a safe environment for community. It should be noted that the Town's Drainage Construction programme also includes an element of upgrade activities, where drains are upgraded to meet the required standards.

High Level Risk Assessment:

If the Town was unable to fund its Drainage Construction programme, a backlog of work would occur, resulting in possible public criticism as well creating an unsafe environment for the community.





Town of
Port Hedland

Forward Capital Works Plan

Walkway Lighting Program

WALKWAY LIGHTING PROGRAM						
Description of Location	2011-12 Revised	2012-13 Revised	2013-14 Revised	2014-15 Revised	2015-16 New	TOTAL 2012-16
Upgrade globes/vandal guards	50,000	50,000	50,000			150,000
Walkway Dempster dunes to Keesing – Port Hedland			200,000			200,000
Walkway PH Hospital to Boat Ramp – Port Hedland		200,000				200,000
Walkway Lighting Program Allowance – ALL				250,000	250,000	500,000
Total Cost to Council	50,000	250,000	250,000	250,000	250,000	1,050,000

Program Information:

The Town has a Walkway lighting programme of work which focuses on constructing new lighting in walkways within the town of Port Hedland. This programme plays an integral role in providing a safe environment for pedestrians, cyclists and motorists. The Walkway lighting programme supports the Council's strategic goal of providing a safe environment for the community and its members. It should be noted that the Town's Walkway lighting programme also includes an element of upgrade activities (i.e. globes), therefore not all expenditure is for new assets.

High Level Risk Assessment:

If the Town was unable to fund its Walkway Lighting program, a backlog of work would occur, resulting in possible public criticism as well creating an unsafe environment for the community, for both pedestrians and cyclists. Furthermore, a lack of attention to walkway lighting vandal guards could lead to increased costs of maintenance over the life of the asset through increased vandalism and graffiti.





Town of
Port Hedland

Forward Capital Works Plan

Reseal Program

RESEAL PROGRAM						
Description of Location	2011-12 Revised	2012-13 Revised	2013-14 Revised	2014-15 Revised	2015-16 New	TOTAL 2012-16
Beagle Place – South Hedland	6,000					6,000
Bell Street – Port Hedland	13,000					13,000
Bullara Place – South Hedland	16,000					16,000
Clam court – South Hedland	38,000					38,000
Clark St – Port Hedland	15,000					15,000
Corbert Place – South Hedland	44,000					44,000
Dongara Place – South Hedland	33,000					33,000
Driver Way – South Hedland	20,000					20,000
Eltona Close – South Hedland	8,000					8,000
Frisby Street – South Hedland	16,000					16,000
Guard Way – South Hedland	26,000					26,000
Harper Street – Port Hedland	36,000					36,000
Logue Court – South Hedland	46,000					46,000
Murex Way – South Hedland	17,000					17,000
North Circular Rd – South Hedland	56,000					56,000
Paroo Close – South Hedland	22,000					22,000
Pilkington Street – Port Hedland	33,000					33,000
Short Street – Port Hedland	9,000					9,000
Trembath Street – Port Hedland	34,000					34,000
Wodgina Place – Port Hedland	12,000					12,000
Reseal Allocation		500,000	500,000	500,000	500,000	2,000,000
Total Costs to Council	500,000	500,000	500,000	500,000	500,000	2,500,000

Proposed \$500,000 program will achieve approximately 13km with spray seal and 4 km asphalt (or a combination of both - based on standard 6.2m wide road), plus there are still reseals outstanding that require catch up work.

Averaging the amount of sealed roads over approximately a 15 year lifespan, we should be resealing 11.5km of road each year.

Program Information:

In order to help ensure that its road network is maintained to a safe standard, and that maximum life is realised from the road pavement, the Town undertakes a road resealing programme. This programme plays an integral role in providing a safe environment for motorists and supports the Council's strategic goal of maintaining quality infrastructure within the community.





Town of
Port Hedland

Forward Capital Works Plan

High Level Risk Assessment:

If the Town was unable to fund its Reseal programme, a backlog of work would occur, resulting in possible public criticism as well creating an unsafe environment for the community. Furthermore, a lack of road reconstruction would lead to increased costs of maintenance over the life the asset, while the life of the assets would also be shortened.





Town of
Port Hedland

Forward Capital Works Plan

Kerbing Construction Program

KERBING CONSTRUCTION PROGRAM						
Description of Location	2011-12 Revised	2012-13 Revised	2013-14 Revised	2014-15 Revised	2015-16 New	TOTAL 2012-16
Kerbing Allocation		150,000	100,000	100,000	100,000	450,000
Total Costs to Council	0	150,000	100,000	100,000	100,000	450,000

Program Information:

The Town has a long-term kerbing construction programme of work which focuses on constructing new kerbs within the town of Port Hedland. This programme plays an integral role in providing a safe environment for both motorists and pedestrians. The kerbing programme supports the Council's strategic goal of maintaining quality infrastructure within the community. It should be noted that the Town's Kerbing Construction programme also includes an element of upgrade activities as well as the construction of new assets.

High Level Risk Assessment:

If the Town was unable to fund its Kerbing Construction programme, a backlog of work would occur, resulting in possible public criticism as well creating an unsafe environment for the community. Furthermore, a lack of kerb reconstruction would lead to increased costs of maintenance over the life the asset, while the life of the assets would also be shortened.





Town of
Port Hedland

Forward Capital Works Plan

Building Refurbishment Program

BUILDING REFURBISHMENT PROGRAM						
Type	2011-12	2012-13	2013-14	2014-15	2015-16	TOTAL
	Revised	Revised	Revised	Revised	New	2012-16
Staff Housing - Airport Housing 10	6,000	15,000	7,000		12,000	40,000
Staff Housing - Ashburton Cres 8 A	15,000	6,000		12,000	9,000	42,000
Staff Housing - Ashburton Cres 8 B	15,000	6,000		12,000	20,000	53,000
Staff Housing - Athol Street 115	6,000	15,000	10,000		15,000	46,000
Staff Housing - Craig St 1	6,000	10,000	16,000	4,000	12,000	48,000
Staff Housing - Counihan Street				7,500		7,500
Staff Housing - Frisby Court 1	16,000		6,000	6,000	3,000	31,000
Staff Housing - Goode Street 14	7,000	6,000	15,000		15,000	43,000
Staff Housing - Gratwick Street 29A	15,000	9,000			3,000	27,000
Staff Housing - Gratwick Street 29B	15,000	9,000			3,000	27,000
Staff Housing - Janice Way 12	4,000	6,000	8,000		15,000	33,000
Staff Housing - Janice Way 4	10,000	4,000		15,000	6,000	35,000
Staff Housing - Kabbarli Loop 4B	10,000	14,000	6,000	15,000	3,000	48,000
Staff Housing - Koolama Cres 14	6,000		15,000	18,000	18,000	57,000
Staff Housing - Leake Street 1	24,000	2,000	15,000	12,000	12,000	59,000
Staff Housing - Logue Court 18	16,000		6,000	6,000	15,000	43,000
Staff Housing - Lukis Street 57A	45,000	10,000	15,000	8,000	14,000	92,000
Staff Housing - Lukis Street 57B	2,500	10,000	15,000	8,000	14,000	49,500
Staff Housing - McGregor St 11A	6,000	7,000	5,000		12,000	30,000
Staff Housing - McGregor St 11B	6,000	7,000	5,000		15,000	33,000
Staff Housing - Mitchie Cres	19,000	10,000		6,000		35,000
Staff Housing - Moseley St 32	28,000	6,000		10,000	18,000	62,000
Staff Housing - Robinson St 26	19,000	6,000	15,000	12,000	6,000	58,000
Staff Housing - Sutherland St 82	25,000	6,000	3,000	4,000		38,000
Staff Housing - Sutherland St 85	20,000	16,000	3,000	4,000		43,000
Staff Housing - Sutherland St 96	6,000		3,000		12,000	21,000
Staff Housing - Wangara Cres 1/13	6,000	3,000	15,000		6,000	30,000
Staff Housing - Wangara Cres 2/13	6,000	3,000	15,000		6,000	30,000
Staff Housing - Wangara Cres 3/13	6,000	3,000	15,000		6,000	30,000
Sub-Total	347,500	211,000	200,000	162,500	270,000	1,191,000





Town of
Port Hedland

Forward Capital Works Plan

BUILDING REFURBISHMENT PROGRAM						
Type	2011-12	2012-13	2013-14	2014-15	2015-16	TOTAL
	Revised	Revised	Revised	Revised	New	2012-16
Commercial – Civic Centre	0	615,000	55,000	60,000	60,000	790,000
Commercial – Port Hedland Library	5,200	15,000		0		20,200
Commercial – South Hedland Library	65,000	8,000	8,000	8,000	20,000	109,000
Commercial – Len Taplin Centre	40,000	35,000	20,000	3,000	3,000	101,000
Commercial – Court House Art Gallery	15,000	15,000	15,000	15,000	15,000	75,000
Commercial – Andrew McLaughlin Community	4,000	5,000	5,000	5,000	5,000	24,000
Sub-Total	129,200	693,000	103,000	91,000	103,000	1,119,200
Toilets – Marrapikurinya Park (Richardson St)	0	250,000				250,000
Sub-Total	0	250,000	0	0	0	250,000
Total Costs to Council	476,700	1,154,000	303,000	253,500	373,000	2,560,200

Program Information:

The Town has a Building refurbishment programme of work which focuses on constructing, upgrading and refurbishing buildings owned within the Town of Port Hedland. This programme plays an integral role in providing a safe environment for members of the community to those who use and live in the buildings. The Building refurbishment programme supports the Council's strategic goal of maintaining quality infrastructure within the community.

High Level Risk Assessment:

If the Town was unable to fund its Building Refurbishment programme, a backlog of work would occur, resulting in possible public criticism as well creating an unsafe environment for the community. Furthermore, a lack of building upgrades and refurbishments would lead to increased costs of maintenance over the life the asset, while the life of the assets would also be shortened. Maintaining desirable and suitable accommodation for staff is also very important given the environment of rental properties and prices in the Pilbara. Failure to provide well maintained accommodation for staff will lead to issues in the attraction and retention of staff.





5 Future Potential Projects Without Fully Developed Project Plans

This table outlines potential projects that will enable the Town of Port Hedland to achieve its vision of the community growing into a regional city of 40,000 by 2025. These projects are not top priorities from Hedland's Future Today document and are at various stages of approval and planning. None have fully developed project plans and have minimal funding allocations attached to them. It should be noted the expenditure associated with these projects are estimates only, as the projects are only in the development stage.

It should be noted that the Hedland's Future Today document will be superseded by the Pilbara's Port city Growth Plan Implementation Plan currently being developed.

HEDLAND'S FUTURE TODAY PROJECTS						
Project Description	Funding Source	2011-12	2012-13	2013-14	2014-15	TOTAL
TOURISM						
Develop Marapikurrinya Tower and Interpretation Centre - no cost to Council	Unallocated	10,000,000	11,000,000			21,000,000
Develop permanent backpackers facility	BHP	1,000,000	1,000,000			2,000,000
Improve signage to suburbs and in parks	Unallocated	200,000	200,000			400,000
Develop camping and caravan facilities in Coastal Access locations as part of PRC project (Funding from CLGF contributions)	CLGF		100,000	100,000	100,000	300,000
Develop existing Golf Club including relocation of Turf Club to same site	BHP / Unallocated	150,000	2,000,000	2,000,000		4,150,000
Develop caravan park at Spoilbank Marina	BHP	2,000,000	3,000,000			5,000,000
Construct a turtle discovery centre	Unallocated			250,000	1,000,000	1,250,000
BUSINESS DEVELOPMENT						
Establish a Business Incubator to help develop the Small Med Enterprise	Unallocated		100,000	1,500,000		1,600,000
SOCIO-CULTURAL ENVIRONMENT						
Upgrade facilities in Yandeyarra	Unallocated			250,000	250,000	500,000
HOSPITAL / HEALTH SERVICES						
Develop housing for health practitioners ie: dentists & chiro (Phase 2 of GP Housing Project)	Unallocated				2,000,000	2,000,000
WASTE MANAGEMENT						
Develop new landfill site	Unallocated	2,000,000	4,000,000	2,000,000		8,000,000
Develop the regional recycling facility at PH	Unallocated			1,000,000		1,000,000
Develop a waste education centre	Unallocated				300,000	300,000
WATER AVAILABILITY						
Completion of infrastructure required to re-use water on ovals etc	Unallocated		500,000			500,000





Town of
Port Hedland

Forward Capital Works Plan

HEDLAND'S FUTURE TODAY PROJECTS						
Project Description	Funding Source	2011-12	2012-13	2013-14	2014-15	TOTAL
TRAFFIC CONGESTION						
Continue SH road improvement projects between CBD and neighbourhoods	Unallocated			500,000	500,000	1,000,000
AIRPORT						
Upgrade and extend terminal building - \$50 million	Unallocated		10,000,000			10,000,000
SPORTS AND LEISURE						
Neighbourhood park upgrades - Shay Gap, Demarchi, Pretty Pool & Marapik	Unallocated			500,000	500,000	1,000,000
Upgrade lighting at sporting facilities	Unallocated		250,000	250,000		500,000
Develop new oval with night sports facility	Unallocated				500,000	500,000
VARIETY OF RESTAURANTS AND ENTERTAINMENT						
Redevelop Finucane Island Community Function Centre	Unallocated			150,000	2,500,000	2,650,000
TOWN PLANNING AND LAND DEVELOPMENT						
Build new Civic Centre in SH	Unallocated			500,000	10,000,000	10,500,000
<i>Sub-Total</i>		15,350,000	32,150,000	9,000,000	17,650,000	74,150,000

FUNDING		2011-12	2012-13	2013-14	2014-15	TOTAL
Develop existing Golf Club including relocation of Turf Club to same site	BHP	150,000	2,000,000			2,150,000
Develop permanent backpackers facility	BHP	1,000,000	1,000,000			2,000,000
Develop caravan park at Spoilbank Marina	BHP	2,000,000	3,000,000			5,000,000
Develop camping and caravan facilities in Coastal Access locations as part of PRC project (Funding from CLGF contributions)	CLGF		100,000	100,000	100,000	300,000
<i>Sub-Total</i>		3,150,000	6,100,000	100,000	100,000	9,450,000

Net Cost to Council	12,200,000	26,050,000	8,900,000	17,550,000	64,700,000
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Represented by:						
Renewal	0	0	0	0	0	
New Assets	15,000,000	19,700,000	5,500,000	16,400,000	56,600,000	
Upgrade / Expansion	350,000	12,450,000	3,500,000	1,250,000	17,550,000	
<i>Total</i>	15,350,000	32,150,000	9,000,000	17,650,000	74,150,000	



6 Future Priority Projects Without Fully Developed Project Plans or Allocated Funding

This table outlines major priority projects that will enable the Town of Port Hedland to achieve its vision of the community growing into a regional city of 40,000 by 2025. These are specifically articulated in the Hedland's Future Today document and are aligned to the key strategic priorities of the Town. However, these are yet to be approved by Council, do not have fully developed project plans (or feasibility studies in some cases) and have no funding allocations attached to them.

Note: Extract from Hedland's Future Today document

PROJECT	PROJECT DESCRIPTION
Airport Upgrade Timeframe: 2011 - 2014 Estimated Budget: \$45m	Long-term sustained growth in the resources sector, including substantial construction activity and increased fly in and fly out operations, is placing considerable pressure on Port Hedland International Airport. The Airport is already struggling to handle the current 450,000 passengers annually and up to 3,600 flights per year. The Airport is located between Port Hedland and South Hedland on over 900 hectares of land that is predominantly owned by the Town of Port Hedland. It can accommodate aircraft up to and including Boeing 737s and receives flights from Melbourne, Brisbane, Darwin and Perth. Flights are also provided to and from Bali, so maintenance of border security is a particularly important element of airport operations. The airport is also important in terms of freight, transport and logistics handling as it is the only airport in the North West with the capacity to handle Antbnov freight aircraft. The Airport Upgrade Project involves a new terminal with a full range of facilities; runway, taxiway and apron upgrades; a new hangar, various parking improvements including a multi-storey car park and other development associated with the Airport Master Plan. The aim is to upgrade airport facilities to service one million passengers annually. It should be noted that funding of \$40 million over the next 5 years has been allocated by the Town of Port Hedland.



PROJECT	PROJECT DESCRIPTION
South Hedland Town Centre Revitalisation – Stage 2 Timeframe: 2011 - 2013 Estimated Budget: \$40m	The South Hedland Town Centre Revitalisation is a project which aims to provide a better lifestyle for the growing number of families moving to the region. It will improve the Town of Port Hedland's infrastructure, providing greater public amenities and linking in with the new hospital, while creating development opportunities, increasing local businesses and stimulating Port Hedland's economy. With works on Stage 1 now underway, the Town of Port Hedland would like to see the Government commit to Stage 2 to create a continuous flow of work. Stage 2 of the project is being delivered by Land Corp and includes: • Delivering land for 450 dwellings in the CBD area • Creation of serviced land for community and civic buildings including library and community centre • The upgrade of Forrest Circle from Throssell Street to Murdoch Drive • Widening of the outer drainage basin into landscaped passive open space • Landscaping and beautification of streetscapes • Upgrading the sewer and pump station.
Developing the Spoil Bank Marina Timeframe: 2011 - 2014 Estimated Budget: \$78m	A marina facility on the Port Hedland Spoil Bank has been a vision long held by the Town of Port Hedland. Among Port Hedland's advantages as a place to live and visit is its 7 kilometre long stretch of north-facing shore that provides sweeping views of the ocean and the spectacular sunrises and sunsets of the Pilbara coast. However, apart from a partial waterfront promenade and some basic boating and recreation facilities on the Spoil Bank, there is little development to attract activity to the coast and the creeks are virtually inaccessible. There is a major opportunity to develop an exciting waterfront for Port Hedland by enhancing its recreation, entertainment and tourism offerings and expanding the range of quality housing choices. The 2008 Land Use Master Plan recommended a dense node of mixed-use, tourist-oriented development around a new full-service marina on the west side of the Spoil Bank. The area of land involved is approximately 15.5 hectares and together with the adjacent 5.5 hectare Moore Street site, could feature more than 1600 dwellings. Residential development in this area is guided by the dust taskforce outcomes and as such, will be limited to one and two bedroom units as opposed to family sized dwellings. It should be noted that the Town has committed \$40 million in funding to develop the Spoilbank Precinct.



PROJECT	PROJECT DESCRIPTION
Marapikurrinya Tower Project Timeframe: 2011 - 2014 Estimated Budget: \$23m	The creation of a cultural and tourist precinct in the West End provides an ideal opportunity to integrate the town and the port and bring together tourism and industrial activities. The key elements of the project are: • Development of the Marapikurrinya Tower and Marine Interpretation Centre in conjunction with the Port Hedland Port Authority • Provide ship viewing opportunities • New restaurant/cafe facilities • Possible relocation of the visitor service centre to manage the Marapikurrinya Observation Tower. The Observation Tower and Marine Interpretation Centre will be constructed at the southern end of the Main Street Jetty extension to provide a high level view of the working port and town. The facility will be a major tourist drawcard for the region with visitors experiencing local arts, heritage and culture and getting a close up look at the workings of Australia's largest bulk export port. It is expected to attract tourists and school groups from across Western Australia and interstate, and could also be a popular new location for corporate and community events.
Relocation of the Port Hedland Sewerage Treatment Ponds Timeframe: 2011 - 2014 Estimated Budget: \$45m	The current location of the wastewater treatment plant and its associated buffer zone limits future residential development of east Port Hedland. As such, the Town of Port Hedland is looking at a range of options for relocating the sewerage ponds. The sewerage treatment ponds will be relocated and new wastewater treatment will be provided elsewhere to allow for increased residential land in Port Hedland. Relocating these facilities from east Port Hedland could allow for the development of up to 1500 residential lots initially, and when fully developed the land could yield up to 3800 lots. Studies are currently being undertaken to ensure development of the land is safe due to the low-lying nature of the site. Development of this precinct will be aligned with other growth plans for the Town of Port Hedland. Preliminary estimates indicate that the cost of this project is approximately \$45 million



PROJECT	PROJECT DESCRIPTION
Utilities Infrastructure for City Growth	The Town of Port Hedland, State Government agencies and the private sector will be implementing a wide range of development plans in the next 15 years, focusing on residential (including key worker and not for profit), industrial and commercial development Some of the current key projects are: • Stage 1 – Residential 310 lots • Stage 2 – Key worker and not for profit housing • Wedgefield transport zone • Boodarie general industrial zone • New Living Residential – South Hedland • Pretty Pool Creek – residential • Spillbank residential. As the Town grows to a predicted 40,000 people, it is essential that key infrastructure keeps pace with planned development. More than any other factor, delays in implementing utilities infrastructure have the ability to hinder the growth of Port Hedland and its ability to meet the needs of both residents and business. Growth is occurring in residential and industrial land which requires essential services. The key infrastructure requirements are: • Electricity • Water • Sewerage • Gas • Telecommunications. A significant amount of work is being done through the Pilbara Cities office to determine the cost of the utilities infrastructure required to meet growth needs



PROJECT	PROJECT DESCRIPTION
South Hedland Community Centre and Library Timeframe: 2011 - 2012 Estimated Budget: \$21m	The new South Hedland Community Centre and Library will become an integral part of the South Hedland CBD by creating a state of the art library and associated community facilities. As the Town's main library branch, it will offer: • Traditional library resources • Access to online resources • Internet access • Resources to people with languages other than English • Resources for tertiary study including a technology laboratory. The facility will also co-locate with a number of community organisations in need of space, such as the Well Women's Centre, and will provide access to meeting rooms, a café and bookshops. The need for this project has been identified in various strategic plans and is an integral recommendation from the Town of Port Hedland Library Services Plan. Stage 1 of the project involves determining the scope, size and function of the library and community centre space. The Town of Port Hedland has funded a feasibility study and a concept design in 2010. Detailed design, costings and tender documentation preparation are now required for the project to be construction ready by June 2011. This Stage 2 work is expected to cost \$1.365 million, with \$300,000 allocated by the Town in its 2010/11 budget and \$400,000 from BHP Billiton Iron Ore. The total cost of the South Hedland Community Centre and Library project is \$21 million with completion expected by August 2012.
Coastal Access and Managed Camping Timeframe: 2011 - 2014 Estimated Budget: \$5.5m	To increase tourism opportunities and the quality of local lifestyle, the Town of Port Hedland wants to provide improved access to selected recreational areas along the coastline. The Coastal Access and Managed Camping Project will improve access to selected recreational areas along the Pilbara coastline and provide the infrastructure necessary to accommodate and manage visitors to these sites in the future. The three main focus areas for this project are the Mundabullangana Station, the Bus Stop and Condon, which is the original townsite for Port Hedland. Managed camping at the Bus Stop would be the first step in making it a satellite recreational township for Port Hedland. The success of this project relies upon the support of State Land Services, station leaseholders and the community, all of who stand to benefit from this initiative. Public impact upon pastoral land and livestock will be reduced by keeping traffic to designated roads. Associated environmental damage will also be reduced, as will unlawful use of water and power. The project is estimated to cost a total of \$5.5 million and include the installation of toilets, camp kitchens, shade structures, barbeque facilities and boat ramps. Major upgrades to some tracks will also be required to facilitate access by a greater number of people.



PROJECT	PROJECT DESCRIPTION
McGregor Street Reserve Redevelopment	Redeveloping the multi-use sporting reserve in the McGregor Street precinct underlines the Town of Port Hedland's determination to provide high quality recreation amenities and to rationalise existing facilities. Community and stakeholder consultation and the completion of a sport and recreation facilities study, have identified McGregor Street precinct as one of the Town's four recreation areas that require urgent redevelopment. A master plan for the redevelopment has been completed and the significant features include: • Sporting fields including three cricket fields, one rugby league field and three full size soccer fields • A multi-purpose sports pavilion with meeting spaces, bar, food facilities and an area for social functions • New canine club • Tennis club • Soccer hall • Office space and club rooms • Parking space for 80 cars and overflow parking areas • Electronic score boards and finish posts • Skate park and BMX track • Playground and shaded rest areas. This project will be progressed in partnership with Land Corp
Aboriginal Arts/Cultural Centre Timeframe: 2011 - 2015 Estimated Budget: \$40m	Establishing an integrated Indigenous art, cultural and social precinct in Port Hedland will provide a greater range of opportunities for local Indigenous people to practice art and showcase their culture. The centre will be owned and run by local artists and accessible to all, with the ultimate aim of becoming a nationally significant cultural centre. It will provide more opportunities and studio space for local Aboriginal artists, quality materials to work with and secure storage for their artworks. It will also host a range of supporting functions such as a museum, research facility, language, arts and cultural practice centre. There will also be a restaurant for skills training, employment and a small business project for Indigenous community and youth. A steering committee has already been established to ensure a collaborative and coordinated approach is taken to planning and developing this high-quality arts centre for Aboriginal artists within the Town of Port Hedland. The feasibility studies currently being undertaken will identify locations for the facility. The indicative cost for this project is \$40 million and the appointment of a project manager to drive the centre's development is expected in February 2011



10.2.2 Third Quarter Budget Review

Officer Jodie McMahon
Manager Financial
Services

Date of Report 24 May 2012

Disclosure of Interest by Officer Nil

Summary

For the Committee to review the results of the third quarter budget review for the 2011-12 financial year and to make recommendations to the Council as to whether the adjustments outlined in the attachments should be approved.

Background

In every organisation there are many factors, both internal and external that can have an effect on program expenditure anticipated throughout the year, after the original budget is adopted. Part of ensuring that an organization has effective financial management practices in place is for regular budget reviews to occur, and reports to be provided to the Council on any modifications that may be required.

While management are required to monitor their particular programs frequently in order to ensure their departmental targets are being achieved, it is also important that senior management regularly review the income and expenditure in order to assess the achievement of the overall financial targets of Council.

The third quarter budget review has been conducted with the actual data being used as at the end of March 2012. The review is an extremely detailed review, highlighting known adjustments to the budget, including a critical review of significant projects for 2011-12 and the Town's capacity to complete them by 30 June 2012. In some instances, savings generated from this process have been reallocated to areas of additional expenditure needed to complete projects, or funding has been carried forward to 2012/2013 where projects are committed but will not be completed.

Budget Shortfall Discussion

During the third quarter budget review, an approximate shortfall of \$1.32 million was initially identified. After critical examination of all accounts, the shortfall was eliminated. This has been done by re-evaluating the budget adjustments in light of the actual account balances as at May 2012. By completing this review modifications to both revenue and expenditure accounts have been made in order to eliminate the deficit.

The net carryover amount is \$6,382,959. This incorporates both revenue and expenditure for projects that are committed, but will not be complete by 30 June 2012. These funds have been “set aside” so that this carryover will not impact on next year’s budget process.

Consultation

The Budget review was prepared by the Executive team, after meeting with each Manager, where all revenue and expenditure accounts within that Manager’s responsibility was reviewed in detail.

Statutory Implications

Local Government Act 1995 states (in part):

“...(c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

(1a) In subsection (1) -

-additional purpose~ means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government -

(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.”

Budget Implications

The proposed budget amendments ensure that the Council’s budget remains balanced for the 2011-12 financial year.

Officer’s Comment

With 2011/12 coming to a close, it was imperative that all accounts be critically examined in order to estimate the final position. While an initial deficit was identified during the review, it has been eliminated through this examination process. While carryover funds have been identified they are monnitted to specific projects and should not be allocated elsewhere given the subsequent impacts on projects and contract committments.

A summary on the effect on the cash surplus with the above options recommended by Executive included is list below:

	Original Budget	Revised Budget	Total Adjustments	Proposed Amended Budget
Operating Expenditure	44,023,951	48,072,246	(2,590,915)	45,481,331
Operating Revenue	(91,882,533)	(95,743,033)	25,813,873	(69,929,160)
Non Operating Expenditure	104,768,399	118,886,676	(37,684,853)	84,201,823
Non Operating Revenue	(46,148,354)	(56,866,776)	5,078,936	(51,787,840)
Sub-Total	10,761,463	14,349,113	(6,382,959)	7,966,154
Add Back Non Cash items	(7,385,635)	(7,385,635)		(7,385,635)
Surplus BFWD from 2010-11	(3,375,828)	(7,728,477)		(7,728,477)
CFWD Projects from 2011-12	0	765,000	6,382,959	7,147,958
Cash (Surplus) / Deficit	0	0	0	0

A detailed listing of proposed budget amendments are attached.

As all budget allocations require an absolute majority decision, the Committee has the power to only recommend budget amendments to the Council. Once the Committee has made a recommendation, a report containing its recommendation will be presented to the Council.

Attachments

1. Summary of Schedule 2 (under seperate cover);
2. Detailed budget amendments in Schedule 2 order (under seperate cover); and
3. Summary of Budget Adjustments by Operating and Non Operating Categories (under seperate cover).

Officer's Recommendation

That the Audit and Finance Committee:

- i) Notes that the initial shortfall has been recouped through various funding strategies implemented by the Executive team;
- ii) Recommends to Council to amend the 2011-12 Budget as per the attached list, resulting in a balanced budget.
- iii) Recommends to Council to carry forward the funds totaling \$6,382,959 the 2012/2013 financial year.

AFC201112/026 Audit and Finance Committee Decision**Moved: Mayor K A Howlett Seconded: Cr G A Jacob****That the Audit and Finance Committee:**

- i) Notes that the initial shortfall has been recouped through various funding strategies implemented by the Executive team;**
- ii) Recommends to Council to amend the 2011-12 Budget as per the attached list, with minor editing adjustments resulting in a balanced budget;**
- iii) Recommends to Council to carry forward the funds totaling \$6,382,959 the 2012/2013 financial year; and**
- iv) Recommends to Council to transfer \$16,838.33 from surplus funds identified in the MPRC operating costs account to account number 813274 'Contributions to the community'.**

CARRIED 3/0

REASON: The Audit and Finance Committee inserted point iv) to the original Officer's Recommendation in order to reflect the decision made in a previous agenda item in relation to donations, and therefore to ensure a balanced budget remained.

ITEM 11 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL

Nil

ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

Nil

ITEM 13 CONFIDENTIAL ITEMS

Nil

ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

ITEM 15 CLOSURE**15.1 Date of Next Meeting**

The next Audit and Finance Committee Meeting of Council will be held at a time at date and time that is to be confirmed by the Chairperson.

15.2 Closure

There being no further business, the Chairperson declared the meeting closed at 4:10 pm.

Declaration of Confirmation of Minutes

I certify that these Minutes were confirmed by the Audit and Finance Committee at its Ordinary Meeting of _____.

CONFIRMATION:

CHAIRPERSON

DATE