



Town of Port Hedland

MINUTES

OF THE

AUDIT AND FINANCE COMMITTEE OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

**WEDNESDAY, 10 OCTOBER 2012
AT 3PM**

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

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*Natalie Octoman
Acting Chief Executive Officer*

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 (Chairperson)
- Councillor Michael B Dziombak (Deputy Chairperson)
- 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 3:05 pm and acknowledged the traditional owners, the Kariyarra people.

ITEM 2 RECORD OF ATTENDANCE

2.1 Attendance

Committee:

Mayor Kelly A Howlett	
Councillor Arnold A Carter	(Chairperson)
Councillor Michael B Dziombak	(Deputy Chairperson)

Officers:

Natalie Octoman	Acting Chief Executive Officer
Russell Dyer	Director Engineering Sevices
Graeme Hall	Acting Director Community Development
Jodie McMahon	Manager Financial Services
Josephine Bianchi	Coordinator Governance
Grace Waugh	Administration Officer, Governance

2.2 Apologies

Nil

2.3 Approved Leave of Absence

Councillor Gloria A Jacob

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE

Nil

ITEM 4 PUBLIC TIME

4.1 Public Question Time

4.1.1 *Camilo Blanco*

Can I have the balance of the Town's municipal fund?

Chairperson advised that questions need to relate to the matters of the meeting.

What questions can be asked at the Audit and Finance Committee meeting?

Chairperson advised questions regarding items that are in the agenda or matters that are dealt with as part of the Audit & Finance Committee's terms of reference.

Can only questions regarding funding for sports and recreation clubs be asked at this meeting?

Chairperson advised in the affirmative.

Should I ask the questions I have about the Town's financials at the next Ordinary Council Meeting?

Chairperson advised in the affirmative.

4.2 Public Statement Time

Nil

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

Councillor Carter	Mayor Howlett
Councillor Dziombak	

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Confirmation of Minutes of Audit and Finance Committee of Council held on Wednesday, 6 June 2012

AFC201213/001 Audit and Finance Committee Decision

Moved: Mayor Howlett

Seconded: Cr Dziombak

That the Minutes of the Audit and Finance Committee Meeting of the Town of Port Hedland Council held on Wednesday, 6 June 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 *Michelle Spain, Associate Director – Audit & Assurance,
from Grant Thornton.***

Michelle introduced herself to the Committee and advised that she was representing Grant Thornton, who have been appointed as the Town's auditors for the next three years. Michelle indicated that she was here in June this year to undertake the interim audit, and will be conducting the audit of the financials in relation to the Accounting Standards and in accordance with the Local Government Act. Two staff will be coming to the Town on Monday 15 October 2012 to start year end audit of the financials.

AFC201213/002 Audit and Finance Committee Decision**Moved: Cr Dziombak****Seconded: Mayor Howlett**

That the Audit & Finance Committee table the interium audit management letter for inclusion in the minutes of this meeting.

CARRIED 3/0



Audit Committee
Town of Port Hedland
PO Box 41
Port Hedland WA 6721

21 September 2012

Dear Sir/Madam,

10 Kings Park Road
West Perth WA 6005
PO Box 570
West Perth WA 6872
T +61 8 9480 2000
F +61 8 9322 7787
E info.wa@au.gt.com
W www.grantthornton.com.au

INTERIM AUDIT MANAGEMENT LETTER FOR THE YEAR ENDED 30 JUNE 2012

We have conducted our interim audit of the financial report of the Town of Port Hedland for the year ended 30 June 2012. This is our first year as auditors of the Town.

As indicated in the engagement letter dated 11 June 2012 our audit is planned and conducted so as to enable us to express an opinion on the statutory financial report. We assume no responsibility to design audit procedures to identify defalcations or irregularities to report to you, which a more extensive or special examination might identify.

Such matters might of course be revealed during the course of our work. If this is the case, the matters would be reported to you. We advise that we have not encountered any matters during the course of our interim audit that we believe should be brought to your attention.

This does not mean that there are no matters for which you should be aware in meeting your responsibilities, nor does this report absolve you from taking appropriate action to meet these responsibilities.

We will be visiting the Town of Port Hedland in October to conduct our year end audit procedures.

If you have any queries in respect of the report please do not hesitate to contact Michelle Spain on 9480 2000.

Yours sincerely
GRANT THORNTON AUDIT PTY LTD

A handwritten signature in black ink, appearing to read "M J Hillgrove".

M J Hillgrove
Partner – Audit & Assurance

Grant Thornton Audit Pty Ltd ABN 91 130 913 594 ACN 130 913 594
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Consultation

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

Statutory Implications

Nil

Policy Implications

6/003 Community Funding and Donations Policy.

Strategic Planning Implications

Strategic Community Plan 2012 to 2022

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

Budget Implications

Should the officer's recommendation be adopted, \$27,663.20 will be allocated from GL Account 813274, with \$17,336.80 available from funds remaining within the 2012/13 budget.

Officer's Comment

The recent round of Community Funding and Donations closed on 8 August 2012, with 19 applications being received from:

- Goolari Media Enterprises
- SAFE Hedland
- Jabat Dance
- Pilbara Music Festival Inc
- PIWAC
- Cassia Primary School
- Hedland Community Living Association
- South Hedland Primary School
- Minerals Council Australia
- Hedland Water Polo
- Cassia Primary School
- Hedland Touch Association
- Hafiz Razlan
- Garnduwa Amboorny Wirnan / Department Sport and Recreation
- Hedland Amateur Swimming Club
- Port Hedland Softball Association.

Additional applications were received after the close date but were able to be considered as part of this report. These applications were from:

- WA Police
- Port Hedland Peace Memorial Seafarers Centre Inc
- St Cecilia's Catholic Primary School.

Requested funding is summarised below (full copies of the Donation Requests are included as Attachment 2 to Attachment 20).

Goolari Media Enterprises (Pilbara Girl 2012)

Council funding of \$418.10 is requested as a contribution towards the waiving of Gratwick Hall hire fees for the 2012 Pilbara Girl competition.

Application supported (\$209.05) under Policy 6/003 for the waiver of fees of 50% applying to junior community groups.

SAFE Hedland

Council funding of \$1,280 is requested as a contribution towards the creation and development of a 'Hedland Pets' website.

Application supported - \$1,280 in cash.

JaBaT Dance

Council funding of \$2,000 is requested as a contribution for 5 students to travel to Perth for auditions for an Interstate / International Training Program / Scholarship with the Australian Ballet School.

Application supported - \$2,000 in cash.

Pilbara Music Festival Inc

Funding of \$2,000 is requested for assistance with airfares for key officials (judges etc) and trophies within the event. Waiving of venue (Gratwick Hall and Council Chambers) fees of \$4,000 is also requested.

Application supported for \$2,000 cash and \$2,000 under Policy 6/003 for the waiver of fees of 50% applying to junior community groups.

PIWAC

Council funding of \$2,000 is requested as a contribution towards the purchase of living room furniture at Nyaparu Rose Hostel.

Application supported for \$2,000 cash.

Cassia Primary School

Council funding of \$2,000 is requested as a contribution towards the purchase of an Apple Mac laptop to synchronise with school iPads.

Application not supported as School is not an eligible group under the Policy.

Hedland Community Living Association

Council funding of \$1,945 is requested as a contribution towards the Great Bike Hike as part of the 2012 Inclusion Festival.

Application supported for \$1,945 in cash.

South Hedland Primary School

Council funding of \$2,000 is requested as a contribution towards accommodation, travel and activities at the Year 7 camp.

Application not supported as School is not an eligible group under the Policy.

Minerals Council Australia

Council funding of \$2,000 is requested as a contribution towards catering at the Indigenous Business Development Forum.

Not supported as applicant is not an eligible group under the Policy.

Hedland Water Polo

Council funding of \$712.50 is requested as an in-kind contribution towards bin hire for the 2013 Country Week Water Polo Championships to be held in Port Hedland.

Application supported - \$712.50 in kind.

Cassia Primary School

Council funding of \$1,600 is requested as a contribution towards replacement bus hire and costs for participation in the Wanangkura Stadium opening in July 2012.

Application would not normally be supported as School is not eligible under the Policy, however costs were as a result of participating in the Town's event and because of the booked bus being unavailable due to mechanical difficulties.

Application supported - \$1,600.00

Hedland Touch Association

Council funding of \$4,000 is requested as a contribution towards sports floodlighting costs at Colin Matheson oval.

Application would not normally be supported however costs (up to \$3,000) were part of a negotiated compromise with other sporting users in relation to competing nights of usage.

Hafiz Razlan

Council funding of \$1,500 is requested as a contribution towards travel and accommodation for State Junior Squad representation at the Singa Cup in Singapore.

Application supported for \$1,500 in cash.

Garnduwa Ambornny Wirnan / Department of Sport and Recreation

Council funding of \$1,980 is requested as a contribution towards media and promotion of the West Pilbara Basketball League competition at Wanangkura Stadium.

Application supported for \$1,980 in cash.

Hedland Amateur Swimming Club

Council funding of \$26,426 is requested as a contribution towards:

- \$20,000 swimming entry fees
- \$5,850 lane hire fee waiver
- \$576 spectator entry fee waiver.

Application partially supported \$2,000 cash for swimmer entry fees and \$2,925 under Policy 6/003 for the waiver of lane hire fees of 50% applying to junior community groups.

Requested support for the waiving of spectator entry fees will be considered in a separate report to Council in October 2012.

Port Hedland Softball Association

Council funding of \$2,000 is requested as a contribution towards travel and accommodation for 14 players to attend junior development / State carnival in Perth.

Application supported for \$2,000 in cash.

St Cecilia's Catholic Primary School

Council funding is requested as a contribution towards donations at a fundraising quiz night.

Application not supported as School is not an eligible group under the Policy.

WA Police

Council funding of \$896.60 is requested as a contribution towards venue hire fee waiver at Gratwick Hall (\$594.10) for the Police Legacy Ball and McGregor Street oval (\$302.50) for the vs RFDS cricket game.

In kind bin hire of \$260.30 is also requested.

Application supported for:

- \$224.15 under Policy 6/003 for the waiver of fees of 25% applying to community groups
- \$260.20 in kind bin hire.

Port Hedland Peace Memorial Seafarers Centre Inc

Council contribution (amount not specified) requested towards donations for the 2012 Christmas Gift Appeal.

Application supported for \$1,000 in cash.

Attachments

1. Summary of Community Funding Applications and Officer's Comment / Recommendation (August 2012)
2. Donations Application - Goolari Media Enterprises
3. Donations Application – SAFE Hedland
4. Donations Application - Jabat Dance
5. Donations Application - Pilbara Music Festival Inc.
6. Donations Application – PIWAC
7. Donations Application – Cassia Primary School
8. Donations Application – Hedland Community Living Association
9. Donations Application – South Hedland Primary School
10. Donations Application - Minerals Council Australia
11. Donations Application - St Cecilia's Catholic Primary School
12. Donations Application – WA Police
13. Donations Application – Hedland Water Polo
14. Donations Application – Cassia Primary School
15. Donations Application – Hedland Touch Association
16. Donations Application - Hafiz Razlan
17. Donations Application - Garnduwa Amboorny Wirnan / Dept Sport and Recreation
18. Donations Application - Hedland Amateur Swimming Club
19. Donations Application - Port Hedland Softball Association
20. Donations Application - Port Hedland Seafarers Centre Inc

AFC201213/003 Officer's Recommendation/Audit and Finance Committee Decision**Moved: Mayor Howlett****Seconded: Cr Dziombak****The Audit & Finance Committee recommend that Council:**

- 1. Allocates funding of \$27,663.20, within the 2012/13 budget from GL Account 813274 (Community Funding and Donations) to donations requested from:**
 - a) Goolari Media Enterprises for the amount of \$209.05 towards the waiver of Gratwick Hall hire fees for 2012 Pilbara Girl competition**
 - b) SAFE Hedland for the amount of \$1,280.00 towards the development of a 'Hedland Pets' website**
 - c) Jabat Dance for the amount of \$2,000 towards airfares and accommodation for students to travel to Perth for scholarship auditions**
 - d) Pilbara Music Festival Inc for the amount of \$2,000 towards travel and accommodation of key officials (judges) and \$2,000 towards the waiver of Gratwick Hall hire fees**
 - e) PIWAC for the amount of \$2,000 towards the purchase of new living room furniture at the Nyaparu Rose Hostel**
 - f) Hedland Community Living Association for the amount of \$1,945 towards the Great Bike Hike as part of the 2012 Inclusion Festival**
 - g) Cassia Primary School for the amount of \$1,600 towards replacement bus hire and costs for participation in the Wanangkura Stadium opening in July 2012**
 - h) Hedland Touch Association for the amount of up to \$3,000 towards sports floodlighting costs at Colin Matheson oval**
 - i) Hafiz Razlan for the amount of \$1,500 towards travel and accommodation for State Junior Squad representation at the Singa Cup in Singapore**
 - j) Garnduwa Amborrny Wirnan / Department of Sport and Recreation for the amount of \$1,980 towards media and promotion of the West Pilbara Basketball League competition at Wanangkura Stadium**

- k) Hedland Amateur Swimming Club for the amount of \$2,000 cash for swimmer entry fees and \$2,925 for the waiver of lane hire fees
 - l) Port Hedland Softball Association for the amount of \$2,000 towards travel and accommodation for 14 players to attend junior development / State carnival in Perth
 - m) WA Police for the amount of \$224.15 for the waiver of Gratwick Hall hire fees for the Police Legacy Ball
 - n) Port Hedland Peace Memorial Seafarers Centre Inc for the amount of \$1,000 towards the 2012 Christmas Gift Appeal.
2. Notes that in kind contributions to the value of \$972.80 will be made for bin hire to the WA Police (\$260.30) and Hedland Water Polo (\$712.50)
3. Notes that a separate report will be reported to the October 2012 Council meeting for consideration of the Hedland Swimming Club request for the waiving of spectator entry fees.

CARRIED 3/0



SUMMARY OF COMMUNITY FUNDING APPLICATIONS
TO BE ASSESSED AT AUDIT & FINANCE COMMITTEE
ON 10 OCTOBER 2012



2012 – 2013 Financial Year Budget for Donations:	\$45,000
Donations Approved To Date:	Nil
Venue Hire Fee Waivers:	Nil
Independent Council Resolutions	Nil
Amount Remaining in Budget:	\$45,000

	Organisation	Event	Assistance Requested	Summary of Waiver / In Kind/ Cash Requested	Total Value of Request	Officer's Recommendation	Officer's Rationale / Comment / Policy Details
1	Goolari Media Enterprises	Pilbara Girl 2012	Waiving of hire fees of Gratwick Hall.	Fee Waiver (Hall hire) \$418.10	\$418.10	Supported (50% Fee waiver – hall hire) \$209.05	Waiver of fees of 50% applies for Junior Community Groups
2	SAFE Hedland	A 'Hedland Pets' website	Funding towards website development/creation.	Cash - \$1,280	\$1,280	Supported \$1,280 (Cash)	
3	Jabat Dance	Australian Ballet School Interstate Scholarship Auditions	Interstate/International Training Program - Assistance (5 students) airfares to Perth / accommodation to audition for scholarship	Cash - \$2,000	\$2,000	Supported \$2,000 (Cash)	
4	Pilbara Music Festival Isnc	Pilbara Music Festival 2012	Assistance with airfares and trophies for key officials (judges etc) within the event.	Cash - \$2,000 Fee Waiver (Hall hire \$4,000)	\$6,000	Supported \$2,000 (Cash) \$2,000 (50% Fee waiver – hall hire)	Waiver of fees of 50% applies for Junior Community Groups
5	PIWAC	Nyaparu Rose Hostel Improvement	To buy new living room furniture.	Cash - \$2,000	\$2,000	Supported \$2,000 (Cash)	



SUMMARY OF COMMUNITY FUNDING APPLICATIONS
TO BE ASSESSED AT AUDIT & FINANCE COMMITTEE
ON 10 OCTOBER 2012



	Organisation	Event	Assistance Requested	Summary of Waiver / In Kind/ Cash Requested	Total Value of Request	Officer's Recommendation	Officer's Rationale / Comment / Policy Details
6	Cassia Primary School - laptop	iPad Innovation Project	Purchase of an Apple Mac Laptop to use to sync the school iPads.	Cash - \$2,000	\$2,000	Not Supported	Application not supported as School is not an eligible group under the Policy.
7	Hedland Community Living Association	Inclusion Festival	Funding towards the Great Bike Hike – sound equipment and drums for performers.	Cash - \$1,945	\$1,945	Supported \$1,945 (Cash)	
8	South Hedland Primary School	Year 7 Camp	Funding towards accommodation, travel, food, activities, sight seeing	Cash - \$2,000	\$2,000	Not Supported	Application not supported as School is not an eligible group under the Policy.
9	Minerals Council Australia	Indigenous Business Development Forum	Indigenous Business Forum – catering for the event.	Cash - \$2,000	\$2,000	Not Supported	Applicant is Federal Government organisation and not an eligible group under the Policy.
10	St Cecilia's Catholic PS	Quiz Night	Donation towards quiz night prizes –	Amount not specified	Amount not specified	Not Supported	Application not supported as School is not an eligible group under the Policy.
11	WA Police	Police Legacy Ball and fund raising cricket match vs RFDS	McGregor Street oval hire for cricket game and Gratwick Hall hire for Ball	Fee Waiver (Ball hall hire) \$594.10 Fee Waiver (Oval hire) \$302.50 Hire In kind \$260.30 Bins	\$1,156.90	Supported \$224.15 (25% Fee waiver – hall hire) \$260.30 (In kind – bins)	Waiver of fees of 25% applies for Community Groups



SUMMARY OF COMMUNITY FUNDING APPLICATIONS
TO BE ASSESSED AT AUDIT & FINANCE COMMITTEE
ON 10 OCTOBER 2012



	Organisation	Event	Assistance Requested	Summary of Waiver / In Kind/ Cash Requested	Total Value of Request	Officer's Recommendation	Officer's Rationale / Comment / Policy Details
12	Hedland Water Polo	2013 Country Week Water Polo Championships	In kind support for Country Week event, March 2013.	In kind - \$712.50	\$712.50	Supported \$712.50 (In kind – bin hire)	
13	Cassia Primary School	Replacement bus hire (ToPH) booked but not available / Wanangkura Stadium opening – school participation	Recoup for cost of travel to Wanangkura Stadium for the opening event on Friday 27 July 2012 as not able to book Town's Community Bus.	Cash - \$1,600	\$1,600	Supported \$1,600 (Cash)	
14	Hedland Touch Association	Training sessions	Request for subsidised lighting of Colin Matheson Reserve.	Cash - \$4,000	\$4,000	Partially Supported \$3,000 (Cash)	Support calculated from recent lighting invoice for one season (\$1,486.84) multiplied by two to account for two seasons / year. In January 2012 the Hedland Touch Association, Rover Football Club and the Town of Port Hedland commenced negotiations regarding the use of Colin Matheson Reserve. Both Hedland Touch Association and Rovers Football Club were seeking to use the facility on Thursday evenings. In order to reach an agreed solution an offer of subsidised lighting for the 2012 season was presented to Hedland Touch Association.
15	Hafiz Razlan	Singa Cup in Singapore (November 2012)	Request to assist Hafiz Razlan with travel costs.	Cash - \$1,500	\$1,500	Supported \$1,500 (Cash)	Hafiz plays with Hedland Junior Soccer Association and has been selected in the Football West Regional Squad to compete at the Singa Cup in Singapore (November 2012).



SUMMARY OF COMMUNITY FUNDING APPLICATIONS
TO BE ASSESSED AT AUDIT & FINANCE COMMITTEE
ON 10 OCTOBER 2012



	Organisation	Event	Assistance Requested	Summary of Waiver / In Kind/ Cash Requested	Total Value of Request	Officer's Recommendation	Officer's Rationale / Comment / Policy Details
16	Garnduwa Amboomy Wirnan / Dept Sport and Recreation	West Pilbara Basketball – 6 week period at Wanangkura Stadium	Contribution towards media strategy, flyers, promotional materials, local media opportunities.	Cash - \$1,980	\$1,980	Supported \$1,980 (Cash)	
17	Hedland Amateur Swimming Club	Training sessions	Waivers of swimmer's entry fees, lane hire fees and waiver of spectator fees for parents/ guardians.	\$20,000 (swimmer's entry fees) \$5,850 (lane hire waiver) \$576 (Fee waiver - spectator fees)	\$26,426	Partially Supported \$2,000 (cash swimmer entry fee costs) \$2,925 (50% Fee waiver - lane hire) Not Supported – Permanent waiver / discount of swimmer entry fee	Waiver of fees of 50% applies for Junior Community Groups Request for reduction of spectator fees to be addressed within separate report to Council. The fees and charges schedule adopted by the Council is based on the recommendations made by the YMCA in their Tender process. The community have for some time been seeking better services and longer periods of access to the pool. In order to respond to the demands of the community it is essential to note that there is a premium cost to pay. The YMCA have incorporated a lesser off peak lane hire fee. This level of service is comparable to a metropolitan service.
18	Port Hedland Softball Association		Financial Support - travel (14 junior players) to Perth for Jnr Development / State carnival	Cash - \$2,000	\$2,000	Supported \$2,000 (Cash)	
19	Port Hedland Seafarers Centre Inc	2012 Christmas Gift Appeal	Donation towards cost of Christmas 2012 Appeal (lunch and gift hampers)	Amount not specified	Amount not specified	Supported \$1,000 (Cash)	



SUMMARY OF COMMUNITY FUNDING APPLICATIONS
TO BE ASSESSED AT AUDIT & FINANCE COMMITTEE
ON 10 OCTOBER 2012



Organisation	Event	Assistance Requested	Summary of Waiver / In Kind/ Cash Requested	Total Value of Request	Officer's Recommendation	Officer's Rationale / Comment / Policy Details
		Total	Requests: \$46,305.00 (Cash) \$11,740.70 (Fee waiver) \$972.80 (In kind)	Requests: \$59,018.50	Recommendations: \$22,305.00 (Cash) \$5,358.20 (Fee waiver) \$972.80 (In kind)	

Amount remaining in budget if Officer's recommendations are followed \$17,336.80



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: Broome Aboriginal Media Association T/A Goolarri Media Enterprises

Contact Person: First Name: Nommie Surname: Wade

Street Address: 7 Blackman Street, Broome WA Postcode: 6725

Postal Address: PO Box 2708, Broome WA Postcode: 6725

Telephone: (08) 9195 5333 Facsimile: (08) 9195 5351

Email: events@gme.com.au

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

Incorporated: Yes No **Year of Incorporation:** 1989

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

ABN: 46 074 817 253

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 Girl 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.

Pilbara Girl is a valuable initiative targeting young Indigenous women between the ages of 16 and 25 years. Pilbara Girl cultivates female leaders through a unique combination of workshops and a showcase/competition based primarily on demonstrated leadership. Further information is attached.

Who can be a part of your project / event?

Young Indigenous women between 16 and 25 years from Port Hedland and surrounding communities.

Where will your project / event be held?

Gratwick Hall, Port Hedland

Proposed Start Date & Start Time for Event:

20th July, 9:00AM

Proposed Finish Date & Finish Time for Event:

21st July, 12:00AM Midnight

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

Yes [] No [X]

If yes, please provide details:

Have relevant licenses been applied for?

Yes [] No [X]

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



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

FORM B

Please submit completed form to council@portheadland.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.

Council will be recognised on all print, radio and television (time permitting) advertising. Council will also be acknowledged by the MC during the event.

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

BHP Billiton and the Commonwealth Government are funding partners; community partners include the Youth Involvement Council and the IBN Corporation (letters will be forwarded).

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

Focused activities encourage youth participation and engagement which in turn benefits the wider community. The Pilbara Girl event is an activity for all to enjoy and has the potential to leave a lasting impact now and into the future. Further information is attached.



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: Gratwick Hall
 Dates: 20th July 2012 - 21st July 2012

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
\$ 8,000.00	\$ 38,202.00	\$ Venue hire costs	\$ 46,202.00 (excl. venue)

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@portheadland.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) TO BE FORWARDED
- * Application has been signed by an appropriate office bearer
- * Licenses has been applied for and attached (if relevant) NOT APPLICABLE

H:\Community Development\Working Groups\Donations \Writing 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 7: Authorisation

I, Michael Torres, certify that the attached application for funding was approved by the Management Committee of BAMA and GME this organisation on 02/03/2012.

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

Signed:


Board Director

Date: 24/05/2012

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

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

EXTRACT FROM SPECIAL DIRECTORS MEETING

Date Friday March 2nd, 2012
Time 3:00pm
Location Goolarri Media Enterprises Boardroom, Broome, Western Australia

Present Stephen Albert, Director
Kevin Fong, Managing Director
Dot West, Director
Michael Torres, Director
Kira Fong, Chief Operations Officer
Nommie Wade, Event Coordinator

Minutes taken Nommie Wade

Motion To approve an application from Goolarri Media Enterprises on behalf of the Broome Aboriginal Media Association to the Town of Port Hedland for community funding and donations. This application requests the waiver of hire fees for the JD Hardie Centre and Gratwick Hall (a council-owned and operated venue) for Pilbara Girl workshops in Port Hedland and for the Pilbara Girl event.

Motion was moved by Stephen Albert and carried at 3:44pm.



FORM 7

Sub-regulation 11 (1)

COMMONWEALTH OF AUSTRALIA

Aboriginal Councils and Associations Act 1976

Certificate of Incorporation of an Aboriginal Association

I, **GEOFFREY EDWARD PETER HANSEN**, a delegate of
the Registrar of Aboriginal Corporations,
in pursuance of paragraph 45(1)(a) of the Act
hereby certify that

**BROOME ABORIGINAL MEDIA ASSOCIATION
(ABORIGINAL CORPORATION)**

has this day been incorporated under the Act

Dated this TWENTY-FIFTH day of SEPTEMBER . 1989 .

DEPUTY REGISTRAR





1 February 2012

Jardine Lloyd Thompson Pty Ltd
 ABN 69 009 098 854
 Level 6, 255 St Georges Tce
 Perth WA 8000
 GPO Box E201
 Perth WA 6941
 Tel +61 (0)8 9428 0444
 Direct +61 8 9428 0931
 Fax +61 8 9428 0969
 Mark.Blinco@jlt.com.au
 www.jlt.com.au

Certificate of CurrencyOur Ref 097986

INSURANCE CLASS	Industrial Special Risks
INSURED NAME	Broome Aboriginal Media Association Aboriginal Corp & Goolarrri Media Ent P/L
POLICY EXPIRY DATE	30 November 2012
SITUATION	Western Australia
INTEREST	All real and personal property of every kind and description belonging to the Insured or for which the Insured is responsible or has assumed responsibility to insure.
LIMITS OF LIABILITY	Section 1 and 2 Combined \$12,000,000 Any one loss any one location
INSURER	QBE Insurance (Australia) Ltd (Taipei)
POLICY NUMBER	AW A029562 ISR

This certificate of currency provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

Yours sincerely

Mark Blinco
 Account Executive - Advisory Corporate



1 February 2012

Jardine Lloyd Thompson Pty Ltd
 ABN 09 009 098 884
 Level 8, 258 St Georges Terrace
 Perth WA 6000
 GPO Box E201
 Perth WA 6841
 Tel +61 (0)8 9426 0444
 Direct +61 8 9426 0931
 Fax +61 8 9426 0999
 Mark.Blinco@jlt.com.au
 www.jlt.com.au

Certificate of Currency

Our Ref 122638

INSURANCE CLASS	Business Pack	
INSURED NAME	Broome Aboriginal Media Association Aboriginal Corp & Goolarrri Media Ent P/L	
POLICY EXPIRY DATE	30 November 2012	
SITUATION	Broome, Western Australia	
LIMIT OF LIABILITY	Public Liability	\$10,000,000 any one occurrence
	Products Liability	\$10,000,000 any one occurrence and in the aggregate during any one period of insurance
	Property in Your physical or legal control	\$100,000
INSURER	Vero Insurance Ltd (Taipei)	
POLICY NUMBER	SMX015407047	

This certificate of currency provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

Yours sincerely


 Mark Blinco
 Account Executive - Advisory Corporate



1 February 2012

Jardine Lloyd Thompson Pty Ltd
 ABN 69 006 088 964
 Level 5, 256 St Georges Tce
 Perth WA 6000
 GPO Box E201
 Perth WA 6841
 Tel +61 (0)8 9429 0444
 Direct +61 8 9429 0931
 Fax +61 8 9429 0999
 Mark.Blinco@jlt.com.au
 www.jlt.com.au

Certificate of Currency

Our Ref 097988

INSURANCE CLASS Motor Vehicle
INSURED NAME Goolarri Media Enterprises Pty Ltd
POLICY EXPIRY DATE 30 November 2012
SITUATION Australia Wide

INTEREST

Item No.	Year	Make & Model	Reg. No.	Basis of Settlement
1.	2001	Daihatsu Strion Hatchback, 3 cyl, Petrol	1AYW 260	Market Value
2.	1999	Toyota Hilux D/Cab, 4 cyl, Petrol	BM5768	Market Value
3.	2001	Toyota Spacia GXI bus, 4 cyl, Petrol	1AYP 459	Market Value
4.	2001	Toyota Landcruiser, strsdn, cyl 6, Diesel	1AYH 947	Market Value
5.	2002	Toyota Landcruiser, P/van	1AZR 209	Market Value
6.	2005	HD200 Bolwell Scooter	1CK 489	Market Value
7.	2007	HD200 Bolwell Scooter	1CY 640	Market Value
8.	2002	Pomal Boxtop Trailer	1TDL 688	Market Value
9.	2005	Kia Rio Hatchback	1BYW829	Market Value
10.	2000	Toyota Landcruiser P/Van	1AEG342	Market Value
11.	2000	Courier Boxtop Trailer	1TIA499	Market Value
12.	2000	Courier Boxtop Trailer	1TIA497	Market Value
13.	2011	Toyota Landcruiser T/C Workmate	TBA	Market Value

nb

1 February 2012
Page 2

SUM INSURED	Section 1: Loss or damage to Insured vehicle. Market Value Section 2: Third Party Liability. \$30,000,000
INSURER	Allianz Australia Insurance Ltd
POLICY NUMBER	BAW000-376-053

This certificate of currency provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

Yours sincerely



Mark Bilno
Account Executive - Advisory Corporate



1 February 2012

Jardine Lloyd Thompson Pty Ltd
 ABN 69 009 066 884
 Level 6, 206 St Georges Tce
 Perth WA 6000
 GPO Box E201
 Perth WA 6841
 Tel +61 (0)8 9426 0444
 Direct +61 8 9426 0931
 Fax +61 8 9426 0999
 Mark.Silino@jlt.com.au
 www.jlt.com.au

Certificate of Currency

Our Ref 097991

INSURANCE CLASS	Marine Cargo
INSURED NAME	Goolarri Media Enterprises Pty Ltd
POLICY EXPIRY DATE	30 November 2012
SITUATION	Anywhere Australia
INTEREST INSURED	<p>Loss of or damage to interest insured. Subject to JLT Marine Cargo Facility Wording.</p> <p>All goods &/or interests ('Goods') belonging &/or appertaining to the Insured's business consisting principally of but not limited to:</p> <p>Media equipment and general merchandise</p> <p>shipped by or for account of the Insured or the insurance of which is under their control as selling or purchasing agent unless insured elsewhere prior to inception of this contract or to insurable interest being acquired.</p> <p>Other interests held covered at rates to be agreed.</p>
CONVEYANCES	<p>All land, air & water (including barges where customary) conveyances, including by parcel post. Ocean vessels subject to the Institute Classification Clause, but the terms therein shall not prejudice any claims in the event of transshipment, where the Insured is not responsible for arranging the freight, which results in the use of vessels falling outside the scope of such Clause; subject to an additional premium if required.</p>

AP

1 February 2012
Page 2

**LIMIT ANY ONE
CONVEYANCE/LOCATION**

	Conveyance	Location
Imports	Not Insured	Not Insured
Exports	Not Insured	Not Insured
Within Australia	\$30,000	\$30,000
Travellers' Samples	Not Insured	Not Insured

Note: Australian currency unless otherwise stated.

INSURER QBE Insurance (Australia) Ltd

POLICY NUMBER M9 M018902

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Yours sincerely



Mark Blinco
Account Executive - Advisory Corporate



1 February 2012

Jardine Lloyd Thompson Pty Ltd
ABN 69 009 088 884
Level 6, 256 St Georges Terrace
Perth WA 6000
GPO Box E201
Perth WA 6841
Tel +61 (0)8 9426 0444
Direct +61 8 9426 0931
Fax +61 8 9426 0999
Mark.Blinco@jta.com.au
www.jta.com.au

Certificate of Currency

Our Ref 000881

INSURANCE CLASS	Workers' Compensation
INSURED NAME	Goolarri Media Enterprises Pty Ltd and Broome Aboriginal Media Association
POLICY EXPIRY DATE	30 November 2012
SITUATION	Western Australia as per Act
INTEREST	Legal Liability to employees in accordance with the provisions of the Workers' Compensation and Injury Management Act 1981 of Western Australia. Legal Liability to employees at Common Law.
LIMITS OF INDEMNITY	Workers' Compensation As per Act
COMMON LAW	\$50,000,000 Any one person or any number of persons arising out of the one event.
INSURER	Wesfarmers Gen Ins Ltd /as Lumley Insurance
POLICY NUMBER	90 EML 00000913

13

1 February 2012
Page 2

This certificate of currency provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

Yours sincerely



Mark Bilino
Account Executive - Advisory Corporate



1 February 2012

Jardine Lloyd Thompson Pty Ltd
 ABN 89 009 096 884
 Level 6, 258 St Georges Tce
 Perth WA 6000
 GPO Box E201
 Perth WA 6841
 Tel +61 (0)8 9428 0444
 Direct +61 8 9428 0931
 Fax +61 8 9428 0999
 Mail.Bilmo@jlt.com.au
 www.jlt.com.au

Certificate of Currency

Our Ref 118717

INSURANCE CLASS Personal Accident

INSURED NAME Broome Aboriginal Media Assoc Aboriginal Corporation

POLICY EXPIRY DATE 30 November 2012

SITUATION Australia Wide

INTEREST INSURED Injury arising out of Accidents Only

INSURED PERSON(S) Any voluntary worker who is, at the time of sustaining the bodily injury, engaged in the Insured's activities including direct travel to and from such activities. Activities include but not limited to: Film crew assistant and studio assistant.

SCHEDULE OF BENEFITS **Category A – All Voluntary Workers of the Policyholder**

Insured Events (as per Policy)	Each Insured Person
Capital Benefits	
Event 1 Death	\$100,000
Event 2 Permanent Total Disablement	\$100,000
Events 3-15 Other Permanent Disablement	\$100,000
Weekly Benefits (Temporary total disablement)	
100% of income to a maximum of	\$1,000 per week
Weekly Benefits (Sickness)	Not Insured
Broken Bones Benefit	\$3,000
The weekly compensation shall be reduced by benefits receivable from any other source and payment shall be limited by the Sum Insured or the Insured Person's income, whichever is the lesser.	
Home or Car Modification	Not Insured
Weekly Benefits Excess	7 days
Benefit Period	104 weeks

fy

1 February 2012
Page 2

Insured Persons over 65 years:

Capital Benefits	
Event 1 Death	\$50,000
Event 2 Permanent Total Disablement	\$50,000
Events 3-15 Other Permanent Disablement	\$50,000

Weekly Benefits (Temporary total disablement)
85% of income to a maximum of \$500 per week

Weekly Benefits Excess 14 days
Benefit Period 104 weeks

Category B – All Students after hours (OLC)

Insured Events (as per Policy)	Each Insured Person
Capital Benefits	
Event 1 Death	\$50,000
Event 2 Permanent Total Disablement	\$50,000
Events 3-15 Other Permanent Disablement	\$50,000

Weekly Benefits (Temporary total disablement)
100% of income to a maximum of Not Insured
Weekly Benefits (Sickness) Not Insured

Broken Bones Benefit Not Insured

AGGREGATE LIMIT OF LIABILITY

\$1,500,000 any one accident or series of accidents arising out of the one event

\$300,000 any one charter aircraft

\$300,000 any one helicopter

INSURER

Chubb Insurance Company of Australia Ltd

POLICY NUMBER

93103830

This certificate of currency provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

Yours sincerely



Mark Blinco
Account Executive - Advisory Corporate



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:

SAFE Hedland Inc

Contact Person:

First Name:

CAREY

Surname:

HEMINGWAY

Street Address:

24 CLAM COURT, SOUTH

Postcode:

6722

Postal Address:

PO BOX 197, BKT HEDLAND

Postcode:

6721.

Telephone:

0400 244 305

Facsimile:

—

Email:

hedland@safe.asn.au

Website:

http://www.safe.asn.au

Incorporated:

Yes [X]

No []

Year of Incorporation:

2004.

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

ABN:

23 865 056 223

Registered for GST:

Yes []

No [X]

Does your group have Public Liability Insurance:

Yes [X]

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?



Document #: ICR28715
Date: 10.07.2012
Officer: Caroline Everitt & Gordon Macmillan
File: 02/05/0001

H:\Community Development\Working Groups\Donations Working Group\Confirm 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

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

A "Hedland Pets" website.

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

We plan to develop and launch a Hedland Pets website which will have information on: SAFE Hedland animals available for adoption, a Lost & Found Register where people can upload information on missing pets, information on responsible pet ownership, P10 ->

Who can be a part of your project / event?

Everyone - the website (www.hedlandpet.com.au) will be accessible to everyone with internet access.

Where will your project / event be held?

ONLINE

Proposed Start Date & Start Time for Event:

ASAP - ONGOING.

Proposed Finish Date & Finish Time for Event:

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

Yes [] No [X]

If yes, please provide details:

Have relevant licenses been applied for?

Yes [] No [X]

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



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.

We would advertise via the SAFE website, the SAFE Hedland Facebook page, flyers, adverts in the North West Telegraph (we run weekly ads), and interviews with Spirit 1026 Hedland. Council's support would be recognised throughout - including through use of logo - if approved by Council.

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

We have a \$1000 from Hayden Crawford of Crawford Realty to put towards the project.

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

Animal management is a community issue. By providing an area for people to register their lost animals, promoting responsible pet ownership with resources provided by the local vet, promoting animals for adoption via SAFE Hedland and the Topt Land we are trying to address numerous animal management issues which will benefit the whole community. We want to educate, reduce the breeding population and reduce the number of animals that have to be euthanised due to uncontrolled breeding.

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



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: \$1280 -

Please specify exactly what the funds would be spent on: Website develop-
ment. We have already registered a domain name
and have secured web hosting for the next two
years. All we need now is to get the website created.

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
\$ —	\$ 1000	\$ 1280 -	\$ 2280 -

H:\Community Development\Working Group\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 5: Bank Account Details

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

Account Name: SAFE Hedland Inc
BSB No.: 086 905 Account No.: 595 825 724

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)

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



5th of July 2012

LETTER OF SUPPORT

To whom it may concern,

This letter is to confirm that I Hayden Crawford from Crawford Realty will be contributing \$1000.00 of my personal funds to assist SAFE to develop the Hedland Pets Website which will be of great benefit and assistance to the community, animal owners and the animals themselves.

We have already been dealing with website designers who have provided us with a quote to develop the website required and they have also agreed to take over \$4000.00 off their design and implementation fees to assist in getting this project off the ground.

The Councils support in providing the remaining \$1280.00 would see this website become a reality for a deserving community organization and I hope the Town of Port Hedland can assist.

Should you wish to discuss this letter further, please don't hesitate to contact me on the details listed below.

Thank you for your consideration.

Kind Regards,

Hayden Crawford
Sales Consultant / Crawford Realty
0488 070 067
hayden@crawfordrealty.com.au

www.crawfordrealty.com.au

Crawford Realty Head Office - 2/2 Byass St, PO Box 2683, South Hedland WA 6722 Phone: (08) 9172 5300 Fax: (08) 9172 5311 Email: info@crawfordrealty.com.au
 Licensee: Desone (WA) Pty Ltd 10 RA56262 ABN: 31 131 733 878

Port Hedland Office - Shop 16A Anderson St, Port Hedland Boulevard Shopping Centre Phone: (08) 9173 2218 Fax: (08) 9173 2246 Email: port@crawfordrealty.com.au
 License Holder: Shaina Atkins



Department of Consumer & Employment Protection
Government of Western Australia

WESTERN AUSTRALIA
Associations Incorporation Act 1987
(Section 9(1))

Registered No: A1011436K

Certificate of Incorporation

This is to certify that

S.A.F.E. HEDLAND INC.

was on the fifth day of February 2004
incorporated under the
Associations Incorporation Act 1987.

Dated this fifth day of February 2004

Commissioner for Fair Trading



ACN 009 419 872 ABN 40 009 419 872 Australian Financial Services No: 229847
BUSSELTON: 3 Fairbairn Road, Busseton WA 6280 PO Box 1448, Busseton WA 6280 P: (08) 9754 2296 F: (08) 9754 2286
PERTH: 20 Lyall Street, South Perth WA 6151 PO Box 961, South Perth WA 6151 P: (08) 9367 7399 F: (08) 9367 7319
ROCKINGHAM: Suite 1, 1 Robinson Place, Rockingham WA 6108 PO Box 444, Rockingham WA 6108 P: (08) 9592 1701 F: (08) 9527 2775
BROOME: 2 MacPherson Street, Broome WA 6725 PO Box 8102, Broome WA 6725 P: (08) 9199 6814 F: (08) 9192 2088



You are reminded that the policy mentioned below falls due for renewal on 30/06/2012. To ensure your continued protection, payment should be made by this date. Make cheque payable to: PHOENIX INSURANCE BROKERS P/L

Page 1 of 3

TAX INVOICE
This document will be a tax invoice for GST when you make payment

Invoice Date: 1/06/2012
Invoice No: 043926
Our Reference: SAFE H

Should you have any queries in relation to this account, please contact your Account Manager Peter Featherby SW Account

Safe Hedland Inc
PO Box 197
PORT HEDLAND WA 6721

Class of Policy: Public - Legal Liability
Insurer: Ansvr Insurance
Unit 9-10, 162 Colin St West Perth WA 6005
ABN: 21 007 216 506
The Insured: Safe Hedland Inc

RENEWAL
Policy No: 064000576567
Period of Cover:
From 30/06/2012
to 30/06/2013 at 4:00 pm

Details: See attached schedule for a description of the risk(s) insured

Handwritten note: have renewed and waiting on new certificate to be sent. YOUR DUTY OF DISCLOSURE

Direct Credit option: WESTPAC
Acct Name: Phoenix Insurance Brokers Pty Ltd
BSB No: 036067
Acct No: 131632
Please use reference: SAFE H 043926

PLEASE READ IMPORTANT NOTICE OVERLEAF

Your Premium:

Table with 6 columns: Premium, UW Levy, Fire Levy, GST, Stamp Duty, Broker Fee. Total Due (Excluding Credit Card fee) is \$728.75. Credit Card fee (inc GST) is \$10.93.

Clients who are not fully satisfied with our services should contact our customer relations/complaints officer. PHOENIX INSURANCE BROKERS PTY LTD also subscribe to the Financial Ombudsman Service (FOS), a free customer service and the General Insurance Broker Code of Practice. Further information is available from this office, or contact the FOS on 1300 780 808.

nd accountants, and others involved in the claims handling process.
f the required personal information is not provided, we or any involved third parties may ot be able to provide appropriate services.
e limit the use and disclosure of any personal information provided by us to such third arties to the specific purpose for which we supplied it (except with our or the ndividual's consent).
e take reasonable steps to ensure that whenever we collect, use or disclose personal nformation, it is accurate, complete and up-to-date.



SAFE Hedland Inc

Committee Meeting 01/07/12

In Attendance: Carey Hemingway, Bradley McIntosh, Sophie Bryant, Natasha Lindberg, Leah Jade Kecely and Annika Hackerschmied

Meeting Location: 24 Clam Court, South Hedland, WA, 6722

Meeting Time: 7pm

Agenda Item 1: Application for Community Funding from the Town of Port Hedland to the value of \$1280 to assist in the development of the "Hedland Pets" (www.hedlandpets.com.au) website.

Hayden Crawford of Crawford Realty has committed \$1000 towards the design and development of the Hedland Pets website. He has however been quoted \$2280 as the final cost for the project from Sydney-based design company Attractivo (<http://www.attractivo.com.au/>). This is a huge discount as they originally quoted over \$4000 but have reduced their rate to assist us as a not-for-profit organisation. SAFE Hedland Inc has also already secured web-hosting and the Hedland Pets domain name for the next two years through Crazy Domains. We propose to apply to the Town of Port Hedland through their Community Funding & Donations Application program for the additional \$1280, to be added to the \$1000 from Hayden Crawford, to engage Attractivo to design and develop the website on SAFE Hedland Inc's behalf.

Vote: All in Favour

Meeting Close: 7:30pm

Minutes taken by: Carey Hemingway, SAFE Hedland Inc, Branch Coordinator

Sign: _____

ICR28664



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 [x]

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: MICHELLE Surname: COOK

Street Address: Postcode:

Postal Address: PO BOX 2780 SOUTH HEDLAND WA Postcode: 6722

Telephone: 0438 906 268 Facsimilie: 91731577

Email: mcook.porthedland@jetset.com.au

Website: http://www.

Does your group have Public Liability Insurance? Yes [x] 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?



Document #: ICR28664
Date: 10.07.2012
Officer: Caroline Everitt & GORDON MCMILLE
File: 02/05/0001



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

FORM A

Please submit completed form to council@portheadland.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: MH AND MJ COOK
BSB No.: 803 228 Account No.: 397 65 91

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:

AUSTRALIAN BALLET SCHOOL INTERSTATE SCHOLARSHIP AUDITION

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

PLEASE SEE ATTACHED DOCUMENTATION.

Who can be a part of your project / event?

ANY BALLET STUDENT STUDYING CECCHETTI BALLET.

SAFIYAH COOK, ELOISE TAYLOR, SHAKIRA HENITT, TORI BURNSFORD

NIKITA BURTON AND THEIR TEACHER MISS ANGELA CHRISTIAN.

Where will your project / event be held?

PERTH

Proposed Start Date & Start Time for Event:

25 JULY 2012

Proposed Finish Date & Finish Time for Event:

28 JULY 2012



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: _____

AIRFARE AND ACCOMMODATION

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)
\$ 4632.00	\$ 1500.00	\$ 1132.00	\$ 2000.00

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 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.

- ARTICLE IN NORTHWEST TELEGRAPH
- JABAT DANCE FACEBOOK PAGE
- SCHOOL NEWSLETTER

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

BY PROVIDING THE STUDENTS THE OPPORTUNITY TO ACHIEVE THEIR GOAL OF BECOMING A BALLERINA WITH THE AUSTRALIAN BALLET SCHOOL AND BE ABLE TO SHOWCASE THE TALENT WE HAVE IN TOWN .

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

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

Signed:

[Handwritten signature]

Date: 5/7/2012

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

[Lined area for Officers Recommendation]

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

What is the Interstate/International Training Programme (ITP)?

The Interstate/International Training Programme is a sector of The Australian Ballet School providing training opportunities at Levels 1-3* (approximately 9-12yrs) for gifted interstate and international students. It is of great benefit to these students, as they work in a class of only high aptitude peers, with teachers of high renown. Aside from the training and social experiences gained, involvement in the ITP introduces students to the School's culture and its unique training programme. The ITP serves as the most advantageous preparation for possible study in The Australian Ballet School's Full-Time Programme commencing at the age of approximately 13/14 (Level 4).

The ITP has been in operation since 2000 and since that time, there have been a significant number of ITP students who have joined the Full Time Programme and subsequently gained contracts with The Australian Ballet and other ballet companies in Australia and around the world.

*Please note, levels 1-3 are not accredited courses.

Who is part of the Interstate/International Training Programme?

Students aged 8-13 (as at 30 June of auditioning year) are selected via audition only. Further information about how to audition can be found [here](#). There are approximately 100 students across Australia and overseas involved in the Interstate/International Training Programme.

The School builds relationships internationally, and each year the Director and Head of Student Training travel to Japan and New York to judge the Youth America Grand Prix ballet competition. As a result of this, gifted students may be invited to be part of the ITP. In 2008 there were approximately 70 international students enrolled in our ITP.

How does the ITP operate?

If a student successfully auditions and accepts his or her letter of offer, he or she is welcomed into the greater Australian Ballet School family. All ITP students continue to attend ballet training with their regular 'home' teachers, studying their syllabus of choice at their own rate of progress.

In addition to the student's own ballet arrangements, ITP students are encouraged to access Australian Ballet School training through the following training opportunities:

Personal Visits/Participation in the After School Training Programme

ITP students may attend the After School Programme conducted in Melbourne during the Victorian school terms for as little or as long as personal circumstances allow. For example, some students attend for a week several times a year; others come for a couple of days each month or for several weeks consecutively.

Specialised Coaching Classes

Specialised coaching specifically for ITP students is conducted in most Australian capital cities approximately twice a year.

Intensive Training Session

Held at The Australian Ballet School in Melbourne during the Victorian school holiday breaks, Intensive Training

Sessions are designed especially to benefit the training progress of ITP students. These sessions run for four days, approximately six hours each day, on an annual basis.

The amount of participation in The Australian Ballet School Training Programme varies for each student, largely depending on individual family circumstances. There is no maximum limit to how often a student may access the programme, however, to be considered for involvement in each subsequent year (subject to the discretion of the Director and Head of Student Training) ITP students must participate in at least one training opportunity each year:

How much does participation in the ITP cost?

Apart from the initial audition fee, there is no base fee for inclusion in the ITP and families only pay for the training opportunities accessed. Other costs involved are the ITP uniform, accommodation and travel to and from Melbourne (when applicable).

ITP Fee Schedule for 2011 Australia & New Zealand

Participation in the Melbourne-based programme \$33 per class

Specialised Coaching Class conducted in most capital cities \$77

Intensive Training Session Level 1&2 Female \$400

Intensive Training Session Level 3&4 Female \$500

Intensive Training Session Level 1 - 4 Male \$500

What happens after involvement in the ITP?

Students can be involved in the ITP between 9 to approximately 13/14 years of age. When a student is in year 7 or 8 academically, his or her work is reviewed for the possibility of a place in the full-time programme for the following year. If the ITP student does not commence full-time training at this stage, he or she is notified of the conclusion of his or her ITP tenure. However, at the discretion of the Director and Head of Student Training, some students, where warranted, may be offered another year in the ITP. Students who are no longer an ITP are always welcome to re-apply for the full-time programme.



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: Pilbara Music Festival Inc.
Contact Person: First Name: Jan Gillingham Surname: GILLINGHAM
Street Address: 40 3 Simmons St. Postcode: 6721
Postal Address: P.O. Box 445 Port Hedland Postcode: 6721
Telephone: 0407991227 Facsimilie: -
Email: rusalka@westnet.com.au
Website: http://www.pilbaramusicfestival.com.au

Incorporated: Yes [checked] No [] Year of Incorporation: 1977

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

ABN: 48663447027

Registered for GST: Yes [] No [checked]

Does your group have Public Liability Insurance: Yes [checked] 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? Dove Insurance Brokers Pty Ltd Malaga W.A. 6090 P.O. Box 3405

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? _____

H:\Community Development\Working Groups\Donations Working Group\Continued 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

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

PILBARA MUSIC FESTIVAL INC. 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.

A week of musical performances culminating in a Sunday afternoon Community Female Concert and Awards afternoon at Civic Centre Port Hedland. An Adjudicator, Musical Bents from ECU and an official piano accompanist will be in attendance during the Festival week.

Who can be a part of your project / event?

all musicians from all musical genres and all age groups. Schools and Community groups.

Where will your project / event be held? Civic Centre GRANTON HALL.

Proposed Start Date & Start Time for Event: 10th Sept - 16th Sept. 9am - 5pm

Proposed Finish Date & Finish Time for Event: 16th September 2012

Will catering / food, consumption of alcohol or sale of alcohol be provided? Yes [checked] No []

If yes, please provide details: No Alcohol during Festival week.

Have relevant licenses been applied for? Yes [] No [checked]

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

An application for a temporary food permit will be applied for.

H:\Community Development\Working Groups\Donations Working Group\Confirmed Policy and Forms\Community Funding & Donations Application Form - not for profit - Form B - details.docx



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.

Posters have been designed and printed and positioned around town. Also emailed to areas around the pilbara and to all schools and the whole community. ToPH logo has been included on poster and will be acknowledged in the program during festival week.

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

pledges from Horizon power, FMA & BHP for awards for under 18's. Businesses around port Hedland have also pledged awards.

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

To give all musicians a chance to perform at a music festival that is of an equal standard as in cities around Australia. Musicians of all ages will be able to be adjudicated by a professional music lecturer from E.C.U.PERTH and to also be able to strive for excellence in music, both vocally and instrumentally and culturally.

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



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:

2 x air fares adjudicator and Accompanist Total \$1200
awards Trophies Total \$ 800

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

Venue:

Archie McInnis Hall, Civic Centre.

Dates:

set up from 8th Sept - 10th Sept. and music week 10 - 16th Sept.

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:

Bins for Rubbish. - Check lighting on stage.
Use of Council Chambers for adjudicator & committee
accompanist 10am - approx 4:30pm all week 10-16th Sept.
for morning tea/ lunch + afternoon tea area). Use of Lawn area.

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): was a mix of Hall Hire (in-kind) will amount to several thousand dollars.

Contributed by you / your organisation	Contributed by other funding sources	Requesting to be contributed by Town of Port Hedland	Total Cost of Event / Project
\$ <u>3000</u>	\$ <u>4000</u>	\$ <u>2000</u>	\$ <u>11.000</u>

pledges for awards

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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 Music Festival Inc
 BSB No.: 036183 Account No.: 125328
Westpac, wedgese, port Hedland.

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 *certificate being located in files of music festival established 1977*
- * **Public Liability Insurance - Certificate of Currency** is attached *Invoice attached.*
- * **Australian Business Number** details: 48 663447 027
 - * 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) *to be applied for re Temporary catering/food Truck Shop.*

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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, Janet Gillingham, certify that the attached application for funding was approved by the Management Committee of Porthara Music Festival Inc this Annual event (2012) & AGM 2012 organisation on 7th August 2012.

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

Signed: Janet Gillingham Date: 7th August 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

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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: PILBARA INDIGENOUS WOMEN'S ABORIGINAL CORPORATION

Contact Person: **First Name:** Roberta **Surname:** Councillor

Street Address: House 4, Pindulmurra Campas **Postcode:** 6722

Postal Address: P.O. Box 2036, SOUTH HEDLAND **Postcode:** 6722

Telephone: (08) 91401084 **Facsimile:** (08) 91401084

Email: regional.coordinator@pinac.org.au

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

Incorporated: Yes No **Year of Incorporation:** 2000
If Yes, please attach a copy of your Certificate of Incorporation

ABN: 30 080 043 959

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?** ANSVAR INSURANCE

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?** _____

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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:

Nyapam Rose Hostel Improvements

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 Nyapam Rose Hostel project would involve the improvement of furniture and living conditions for all members to use and access our services when in need.

Who can be a part of your project / event?

Nyapam Rose Hostel is open to all Pilbara Indigenous Women

Where will your project / event be held? Nyapam Rose Hostel, Parker Street

Proposed Start Date & Start Time for Event: N/A

Proposed Finish Date & Finish Time for Event: N/A

Will catering / food, consumption of alcohol or sale of alcohol be provided? Yes [] No [x]

If yes, please provide details:

Have relevant licenses been applied for? N/A. Yes [] No []

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



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.

Ilbarr Indigenous Women's Aboriginal Corporation and Nyaparu Rose Hostel staff are happy to advertise a photo of the Mayor of Port Hedland in local papers as well as our own Newsletter.

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

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

The support Nyaparu Rose Hostel receives will allow the hostel to purchase a new living Room Set for the young mums who use the hostel.

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:

Please specify exactly what the funds would be spent on:

new living Room furniture. To buy

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

Venue: _____

Dates: _____

N/A
N/A

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
\$	\$	\$ 2000.00	\$

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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) []

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 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

Office Use Only - Officers Recommendation

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COMMONWEALTH OF AUSTRALIA
ABORIGINAL COUNCILS AND ASSOCIATIONS ACT 1976

CERTIFICATE OF
INCORPORATION OF AN

A **BORIGINAL**

A **SSOCIATION**

I, **NOUREDDINE BOUHAFS**
the Registrar of Aboriginal Corporations, pursuant to
paragraph 45 (1) (a) of the Act, hereby certify that

**PILBARA INDIGENOUS WOMEN'S ABORIGINAL
CORPORATION**

has this day been incorporated under the Act

Dated this **26th** day of **JUNE**, 20**00**.



[Signature]
Registrar

**INSURANCE
ADVISERNET
AUSTRALIA PTY LIMITED**Australian Financial Services Licence Number 240549
ABN 15 003 886 687www.insuranceadviser.net

09/07/2012

To Whom it May Concern

CONFIRMATION OF INSURANCE CERTIFICATE

This is to certify that the undermentioned Insurance Policy has been issued and current until 4:00pm on 30/06/2013.

Insured's Name:	Pilbara Indigenous Women's Aboriginal Corporation
Interested Parties:	N/A
Insurers:	Ansvar Insurance Ltd
Policy Number:	064000575715
Class of Risk:	Business Insurance
Brief Details of Cover:	Broadform Liability Insurance Public Liability - \$20,000,000 Product Liability - \$20,000,000

This is to certify that the above policy is current to the expiry date shown above unless cancelled in the meantime, subject to Terms and Conditions of the policy

Disclaimer

The information provided is a summary only and does not amend, extend, alter or set out the full terms of the policy referred to nor do we confirm or warrant the Insurance cover is in force at the date of this advice. You must always refer to the policy for full details and to the extent of any inconsistency the policy prevails. The policy is also subject to the operation of the Insurance Contracts Act 1984 (cth), including in particular, the insurer's rights under section 28 in relation to pre contractual non disclosure or misrepresentation. We will not provide any updates in relation to the policy to any third party unless we specifically agree to do so in writing with that third party.

Yours Faithfully,

Lisa Izydorski

Authorised Representative No: 395795

603-C600067518-P600622536-3
PO Box 795, CANNINGTON WA 6987



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: Cassia Primary School

Contact Person: **First Name:** Janine **Surname:** Kinniment

Street Address: Baconia Close **Postcode:** 6722

Postal Address: South Hedland **Postcode:** _____
As above

Telephone: 9172 2495 **Facsimilie:** 9172 2573

Email: Janine.Kinniment@education.wa.edu.au

Website: http://www.

Incorporated: Yes No **Year of Incorporation:** _____
If Yes, please attach a copy of your Certificate of Incorporation

ABN: 22 430 050 934

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? _____

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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:

IPad Innovation Project

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

Purchase Apple Mac laptop for the school to use to sync school ipads. (The Department of Education have a common use agreement for the type/model that schools can purchase)

Who can be a part of your project / event?

Staff Cassia PS.

Where will your project / event be held?

library

Proposed Start Date & Start Time for Event:

Aug 2012

Proposed Finish Date & Finish Time for Event:

Sept 2012

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

Yes [] No [X]

If yes, please provide details:

Have relevant licenses been applied for?

Yes [] No []

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

N/A

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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.

School newsletter, Annual Report

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

P&C have strongly supported this application.

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

Our future aim is to work with parents using the ipads so they can assist their children to select educationally appropriate apps. The Apple platform will make this process faster and more streamline. We also aim to have a network of Apple computers (laptops) for the other ipads in the school. School funds²⁰¹² have been spent on security systems, itunes cards, ipad covers, technician, PD to the value of \$35,000.

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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: \$1899 laptop
\$101 tech support to link computer to network

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
\$ 35000	\$ 3989	\$ 2000	\$ 40 989

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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: Cassia Primary School
BSB No.: 016 790 **Account No.:** 3408 18503

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: 22 430 050 934
 - * 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)

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**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, *J. Kinniment*, certify that the attached application for funding was approved by the Management Committee of *Cassia School Council* this *9th* Day August, 2012 organisation on .

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

Signed: *J. Kinniment* Date: 8-8-12

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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Forrest Centre
221 St Georges Terrace
PERTH WA 6000
GPO Box K837
Perth 6842
ABN 73 292 281 552
Tel: (08) 9264 3333
Fax: (08) 9322 1557

Certificate of Currency

This Certificate is issued as a matter of information only and confers no rights upon the Certificate holder. This Certificate does not amend, extend or alter the coverage provided by the Cover detailed below.

Public Authority:	Department of Education
Interest:	
Cover Number:	R/20-6879
Class:	Professional Liability
Situation of Risk:	Worldwide
Covering:	The legal liability of the Public Authority for Claims Made and notified to RiskCover during the Period of Cover for errors or omissions in the rendering of professional advice or services.
Limit of Liability:	\$300 million any one claim.
Excess:	Nil
Expiry Date:	30th June 2013
Conditions:	Subject to the RiskCover Certificate of Cover, Cover Document and Fund Guidelines.

This Cover has been effected with the Western Australian Government Treasury Managed Fund (**RiskCover**), managed and administered by the Insurance Commission of Western Australia.

Issued by RiskCover on 14 May 2012

**Cassia Primary School
P & C Association**

Boronia Close, South Hedland WA 6722

Telephone: (08) 9172 2495

Facsimile: (08) 9172 2573



To Whom It May Concern

Cassia Primary School P & C have purchased 10 ipads for the school at a cost of \$3989. We support the school with their application to the Town of Port Hedland for \$2000 to purchase an Apple Mac laptop for use in the library.

An Apple computer will enable the syncing of multiple ipads and downloading of the apps more streamline. At present the library's Windows environment is often conflicting with the ipads resulting in numerous delays. The school's future intent is to have 32 ipads using this computer so a streamline environment is essential.

We strongly encourage the application from Cassia Primary School to be considered favourably.

Regards

A handwritten signature in black ink, appearing to read 'Lisa Armstrong', with a stylized flourish at the end.

Lisa Armstrong
P & C President
7th August, 2012



Suite 3 / 278 Scarborough Beach Rd, Osborne Park WA 6017
 ABN: 85094583818
 www.xcitelogic.com.au

Quotation #21211 for ...

7/08/2012

Janine Kinniment @ Cassia Primary School

MacBook Pro 15" SPR Education Bundle \$1,899.00

Qty	Product Name	Unit Ex	Total Ex
1	MacBook Pro 15" 2.3GHz i7/ 2X2GB/ 500GB/ SuperDrive	1,899.00	1,899.00
1	CB 3YR APP MB PRO w/ NSP Onsite	0.00	0.00

Terms & Conditions of Sale

1. Validity
 This quotation is valid for a period of seven (7) days only. Errors and Omissions are excepted from this quote.

2. Price
 a. Prices quoted DO NOT include freight or insurance. Please contact the sales department if you require a quotation with these charges included. You will be invoiced with a freight charge only. Insurance is only by application.
 b. All pricing is subject to change. You will be contacted in writing if there is a price variation. XciteLogic will not proceed with the order until you authorize this change.

3. Payment
 a. All initial orders shall be pre-paid by Customer.
 b. Credit can be requested for future purchases after the initial order's payment has been received.
 c. If credit is extended by XciteLogic, Customer shall be invoiced upon shipment of product and Customer shall pay each invoice no later than the trading terms that are specified from the date of invoice. XciteLogic reserves the right to change credit terms at any time, for any reason, without prior notice.
 d. A deposit of 25% is applicable to all sales valued over \$50,000.00. This deposit is valid even when credit has been extended to the Customer by XciteLogic.
 e. All XciteLogic agreement services are payable within the approved trading terms. If payment is not made within this period, XciteLogic holds the right to suspend these services until payment is made.

4. Defaults
 In the event of any default by Customer, XciteLogic may decline to make further shipments without in any way affecting its rights under this order. The due date of all XciteLogic invoices shall be accelerated so that they become due and payable immediately, even if longer terms had been provided previously.

5. Installation and Labour
 Prices quoted DO NOT include installation and/or labour. Please contact the technical resources department if you require this information.

6. GST
 All pricing is exclusive of GST (10%)

I hereby authorize XciteLogic to proceed with this quotation.

Name: _____

Signature: _____

Purchase Order # (if required): _____

Cassia Primary School School Council

Boronia Close, South Hedland WA 6722

Telephone: (08) 9172 2495

Facsimile: (08) 9172 2573



School Council Meeting 8th Aug, 2012

Present: Harry Taylor, Lisa Armstrong, Lisa Hourn, Janine Kinninment, Megan Dunkley
Apologies: Sara Leed

Below is a section of the School Council minutes supporting the application for a donation.

Town of Port Hedland Donation- apply to the Town of Port Hedland for the following donations

- Apple Mac laptop for the library -\$2000. The Department of Education of have provided 50 ipads to Year 1 & 2 classes as part of an Ipad Innovation project. P & C and ATLAS iron together with school funds have increased the number of ipads to 71. Windows platform is proving to be very problematic. A number of schools in the city have developed an Apple mac platform to resolve these issues. School Council is supportive of Cassia PS to develop a future network of Apple mac computers (to go alongside the Windows platform supported by the Department). Donations for Apple Mac laptops will be investigated by the school.
- Bus Hire- \$1600
Bus Hire 1- donation for costs incurred for bus for Year 7 camp. Town of Port Hedland bus was not able to be used as the registration had lapsed. School informed late Friday afternoon with camp the following Monday. Many parents were very upset with this as at one stage it looked like the camp may need to be cancelled. Late Saturday a bus was found that could be hired. Principal spoke to George Daccache asking what could be done regarding the late notice of the bus being unavailable and the distress it cost both staff and families of Cassia PS. Mr Daccache suggested applying to the Town of Port Hedland for a donation. The School Council decided to apply for a donation for the cost of another bus to be hired for the school camp (\$1443).
Bus hire 2- top up bus hire for ECE students to attend the opening of Wanangkura Stadium for families of ECE students who could otherwise not attend (\$157). The amount of \$275 was collected from families towards the bus cost. Graeme Hall contacted for support for this donation. On Mr Hall's support the School Council agreed to include (\$157) in the submission for a donation towards bus hire

J Kinninment
8/8/12



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 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 Community Living Association

Contact Person: First Name: Joan Surname: Foley

Street Address: _____ Postcode: _____

Postal Address: PO Box 2658 South Hedland Postcode: 6722

Telephone: 437156917 Facsimile: _____

Email: jofoley@westnet.com.au

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? neg with Pilbara institue

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 Community Living Association
BSB No.: 066528 Account No.: 10091307

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:

Inclusion Festival

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

Again this year we are rur Pilbara Inclusion festival We are orientating it around the Great Bike Hike
The program of events start in the preceding Wednesday with a circus skills cluive workshop held at the
YatJD then perform 9th Sept.(TOPH) Sat night will be Down town movie Murderball(TOPH) with Justin Lunn
The main activities will take place on the Sunday the cyclist arriv, There will be performances from Cassie
a blind country singer & Limpin Dave and straight Legged Freaks plus other artis' such as th ingidenous groupB.Y.

Last year and games of wheelchair Basketball will be held over the afternoon. The need for highlighting inclusion i
made obvious by the lack of inclusive enterence at the new stadium. Awards for carer of the year, inclusive workp
and Most engaged in a normal life(with a disability)

Where will your project / event be held? Mostly at Pundulmurra campus in Parker street .

Proposed Start Date & Start Time for Event: 9th September 12MD

Proposed Finish Date & Finish Time for Event: 9th September 5pm

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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 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:

\$1945

Please specify exactly what the funds would be spent on:

These funds will be used to hire the sound equipment & dancers used for the performance from Makinla Woodley

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>\$22,1945</u>	<u>\$7000</u>	<u>\$14000</u>	<u>\$1945</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 3: Application Details cont...

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

Yes [X] 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 [X] No []

SAFE association holds licence for sausage sizzle..HCLA will provide softdrinks, not alcohol

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

As the festival is tied into events by the council and the Great Bike Hike, Advertising will be done by these organisations and with extra promotions at various high vis venues in the area. All these will have the council logo included on them

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

The festival continues to be important as the profile for inclusion is still an area this region neglects to tie in well to their projects as demonstrated by the recent disaster of the multi purpose rec centre with 5 advisors and noor being asked about how well it catered for inclusion

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

We are supported by the Great Bike Hike organisation, The disability services commission and the council itself though we do not at this time have letters to that effect.



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

Signed:

[Handwritten signature]

Date: *23-8-2012*

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

Supported
L. Bennett
L. Bennett



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: South Hedland Primary School
Contact Person: First Name: Rose Surname: Felke
Street Address: 1 Weaver Place SH Postcode: 6722
Postal Address: Postcode:
Telephone: 042 6259987 Facsimile:
Email: rosemary.felke@det.wa.edu.au
Website: http://www.

Incorporated: Yes [checked] No [] Year of Incorporation:

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

ABN: 6594947945

Registered for GST: Yes [checked] No []

Does your group have Public Liability Insurance: Yes [checked] 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? _____

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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:

South Hedland Primary School year 7 camp.

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

We hope to take our year 7's on camp a little further than Dempster this year - Braame, Coral Bay or Perth - depending on how much we can fund raise - costs include travel, camp school, food, activities, sight seeing - 1 week for around 20-30 children.

Who can be a part of your project / event?

The children, teachers, community of Perth & South Hedland.

Where will your project / event be held? ^{see above} Braame/Coral Bay/Perth

Proposed Start Date & Start Time for Event: Term 3 - 1 week - Aug/Sept 2012

Proposed Finish Date & Finish Time for Event: see above

Will catering / food, consumption of alcohol or sale of alcohol be provided? Yes No

If yes, please provide details: Camp school to provide.

Have relevant licenses been applied for? Yes No

If yes, please provide details below and attach license approvals. (Copies only, not originals)
Department of Education Camp schools throughout WA.

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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:

see below

Please specify exactly what the funds would be spent on:

We are happy with whatever funding can be supplied - costs include travel, Accommodation, food, activities, sight seeing

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
\$	\$	\$	\$ 11,250

yet to begin fundraising →
 ↓
 4/3/12

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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: South Hedland Primary School
BSB No.: 066528 Account No.: 00903934

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:
* 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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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: PRUE Surname: JENKINS

Street Address: 30 Egret Crescent Sth Hedland Postcode: 6722

Postal Address: As Above Postcode: _____

Telephone: 0428 212 096 Facsimile: _____

Email: bnyalana@bigpond.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? _____

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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 2: 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 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:

Indigenous Business Development Forum.

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

Please see attached.

Who can be a part of your project / event?

Anyone

Where will your project / event be held?

South Hedland

Proposed Start Date & Start Time for Event:

AUG 22nd 2012 10am

Proposed Finish Date & Finish Time for Event:

Aug 22nd 5pm.

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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 3: Application Details cont...

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

Yes No

catering only no alcohol.

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.

*Local paper + on program for the day
Through local Pilbarra networks.*

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

*Assisting in supporting local Indigenous
community members to start up or
expand their own businesses*

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:

Catering for lunch & afternoon tea.

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>10,000 - 15,000</u>	\$	<u>\$8000 - 13,000</u>	<u>\$2000</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, Pure Jenkins, certify that the I have information provided on this application for funding is correct to the best of my knowledge

Signed: 

Date: 10/7/12

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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Subject: FW: Indigenous Enterprise Development Forum
Attachments: MoU.pdf

Good afternoon

Under the banner of the MoU on Indigenous Employment and Enterprise Development, a partnership between the Minerals Council of Australia and the Australian Government, I would like to enlist your support to conduct an Indigenous Business Development Forum in South Hedland **on Wednesday 22nd August from 10am – 5pm.** (Please also find attached a copy of the MoU FYI)

Areas of interest for local people are:

Resource sector and EPCM company models of engagement with Indigenous enterprises and ongoing support;

Indigenous tourism opportunities and successes;

Opportunities in Natural Resource Management;

Government support programs that are available to assist business start-up and development; and

Current and future business/contracting opportunities in the Pilbara.

Please email me if you have other topics that you would like to see presented.

There will also be ample opportunity for companies to set up information stands and liaise with prospective clients as well as network with colleagues.

Thank you to those who have already responded to my previous email and indicated their willingness to present and/or attend the workshop. Could I please get an indication from those who haven't yet responded whether they would be available to present, set up an information table and/or attend. Once I have this information I will then put forward a program for the day.

Please circulate to your networks.

If you are able to attend it would be wise to consider booking accommodation ASAP due to extreme shortages in the region.

Kind regards

Prue Jenkins

Pilbara Regional Coordinator

Minerals Council of Australia and Australian Government

Memorandum of Understanding on Indigenous Employment and Enterprise Development

0428 212 096



13 September 2012

Mr Terry Sargent
Town of Port Hedland
Civic Centre, McGregor Street
Port Hedland WA 6721

Dear Terry

"A Night With The Stars" – Sponsorship Opportunity

St Cecilia's Catholic Primary School is pleased to announce that we will once again host one of our ever popular and fun-filled Quiz Nights, on Friday 26th October 2012.

As one of our major fundraising events for the year, we are aiming for the stars and hoping to raise funds to build a 'fitness circuit' for the students of our school. This is to encourage the children to be active during breaks and will provide additional items of interest for the older students.

To help the school reach its fundraising goals and to ensure St Cecilia's can once again stage what has been touted by many as "the best Quiz Night in town", we invite you to sponsor our event either through the provision of services or through donations of cash, prizes or auction items. In return for your donation, we offer your organisation the following sponsorship benefits:

- Your company name displayed on quiz night advertising flyers and 200 tickets
- Your company name and logo displayed on Quiz Night Programs
- Distribution of your promotional materials and display of company logo at the event
- Post event sponsors acknowledgement in North West Telegraph advertisement and school newsletter.

A St Cecilia's representative will contact you shortly to discuss the Quiz Night and the sponsorship. In the meantime, please contact Claire Smith on 0421 857 558 or Tanya McGrath on 0418 903 371 should you have any questions regarding this opportunity.

We understand that your organisation is keen to support the local community and are hopeful that we can work together to create better opportunities for our children to promote a healthy, active lifestyle. It is the people of our town and organisations like yours that make our community strong, a community that we are proud to be part of.

Yours sincerely,

St Cecilia's P&F Association



WESTERN AUSTRALIA POLICE

Port Hedland Police Station | 3 Anderson Street Port Hedland, Western Australia 6721 | P (08) 9173 8100 | M 0437 417 467 | F (08) 9173 1326 |

frontlineFIRST

FAX FACE SHEET

Fax 9158 9638

Pages

TO	: Kylie OSBORNE
FROM	: I/C Emma McNABOE
SUBJECT	: Fundraising Events.

Kylie,

as discussed earlier today, here is the application.

Have not included Cert of Incorporation for Police Legacy as issue + can't get through to anyone. Let me know if it's a problem.

Cheers,

Emma,

eric.a.p@porthedland



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

Please submit completed form to council@portheadland.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: Police Legacy

Contact Person: First Name: Jill Surname: Willoughby

Street Address: 3rd floor, 2 Adelaide Tce, Perth Postcode: 6004

Postal Address: A/A Postcode: _____

Telephone: 9222 1989 Facsimile: _____

Email: jill.willoughby@police.wa.gov.au

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? _____

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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:

Police Legacy + RFDS Cricket Match + Ball

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 cricket match is a community event to raise \$ for above. There will be a bar, ssg sizzle and the PHCA is assisting with the 20/20 cricket match. The Ball is again a fundraiser held at Gratwick Hall. 3cse meal + bar. live band + DJ

Who can be a part of your project / event?

Where will your project / event be held?

M Gregor St Oval + Gratwick Hall

Proposed Start Date & Start Time for Event:

Cricket Match 9-30-1pm + Ball 6pm-12pm 1/4/12

Proposed Finish Date & Finish Time for Event:

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

Yes [checked] No []

If yes, please provide details:

A/A

Have relevant licenses been applied for?

Yes [checked] No []

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

Please see Dean from PHCA in regards to Cricket Match
See attached for Ball.

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

Please submit completed form to council@portheadland.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.

Location + events advertised on radio - council's contribution can be mentioned if application approved.

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

N/A

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

Raise \$ for local non for profit org's

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

FORM B

Please submit completed form to council@portheadland.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: McGregor St oval (incl bins) + Gratwick Hall.
 Dates: 1/9/12

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:
bins.

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
Net:	\$ -	\$ -	\$?	\$ Nil
all:	\$ -	\$ 15,000	\$ Waiver of fees.	\$ 25-30,000.

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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.: _____
(MIA handwritten in the account name field)

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 (already have) []
* 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) []

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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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Series of horizontal dashed lines for writing an officers recommendation.

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Government of **Western Australia**
Department of **Racing, Gaming and Liquor**

Licence No. 211680

**LIQUOR CONTROL ACT 1988
OCCASIONAL LICENCE**

Jason Gentili
PO Box 11
PORT HEDLAND WA 6721

Licensee: Jason Gentili

The licensee named above is authorised to sell liquor at the premises below, in accordance with the Liquor Control Act 1988 ("the Act"). The licensee and approved manager must comply with all requirements and conditions imposed by the Act, and all conditions and requirements set out below, and each is liable if any of those conditions or requirements is breached.

1. FUNCTION DETAILS

Function Dates: 1/09/2012 between 6:00 PM and 11:30 PM
Function: Police Legacy Ball
Function Address: Gratwick Hall, McGregor Street, PORT HEDLAND WA 6721

2. AUTHORISATIONS AND CONDITIONS

The following conditions and/or requirements apply to the licence. Where there is any inconsistency between these and other conditions, these conditions/requirements prevail:

NUMBERS LIMITATION

The number of people permitted entry to the licensed area(s) is not to exceed 180.

UNSEALED CONTAINERS ONLY

Liquor sold, supplied and consumed at this function must only be supplied in unsealed containers.

PACKAGED LIQUOR PROHIBITED

The sale and supply of packaged liquor for consumption off the licensed premises is prohibited for the duration of this licence.

UNACCOMPANIED JUVENILES PROHIBITED

Only juveniles accompanied and supervised by a responsible adult (as defined by Section 125(2)(b) of the Liquor Control Act 1988) are permitted to enter and remain on the licensed premises.

DEFINED LICENSED PREMISES

The licensed premises under this licence is that area/premises known as Gratwick Hall, indoors only. The sale, supply and consumption of liquor outside of this area is prohibited.

PRIVATE FUNCTION - RESTRICTED ENTRY

Entry to this function is restricted to bona fide invited guests/ticket holders to the Police Legacy Ball.

LOCAL AUTHORITY REQUIREMENTS

The licensee must comply with all the requirements of the Town of Port Hedland.

PROFIT SHARING AUTHORISED

Pursuant to section 104(3) of the Liquor Control Act 1988, approval is given for profit sharing to occur between the licensee and WA Police Legacy Pty Ltd. However, in the event that concerns are raised over the suitability of any particular third party, the licensing authority reserves the right to conduct an investigation into that person to ascertain if they are 'fit and proper', pursuant to the provisions of section 37(1)(d) of the Act.

SUPERVISION AND MANAGEMENT

The licensee must ensure that the function is supervised and managed by the holder of an Unrestricted or Restricted Manager Approval.

INCIDENT REGISTER

Pursuant to section 116A of the Liquor Control Act 1988 and Regulation 18EB, the licensee must maintain a register of incidents that take place at the licensed premises. This incident register must be retained in the form approved by the Director of Liquor Licensing and must be made available at the request of an authorised officer.

FREE DRINKING WATER

Pursuant to section 115A of the Liquor Control Act 1988, the licensee shall provide potable drinking water, free of charge, at all times liquor is sold and supplied for consumption on the licensed premises. As a minimum, this condition is to be met through the provision of water dispensers located at or adjacent to all bar service areas. The water must be refreshed regularly, with clean glasses or disposable cups available for use.

ENTERTAINMENT CONDITION

1. A person resorting to, or on the premises, including the licensee or manager, or an employee or agent of the licensee or manager, shall not -

(a) be immodestly or indecently dressed on the licensed premises, and/or

(b) take part in, undertake or perform any activity or entertainment on the licensed premises in a lewd or indecent manner.

2. The licensee or manager, or an employee or agent of the licensee or manager, is prohibited from -

(a) exhibiting or showing, or causing, suffering or permitting to be exhibited or shown, on the licensed premises any classified "R 18+", "X 18+" or "RC" classified publication, film or computer game or extract therefrom;

(b) causing, suffering or permitting any person employed, engaged or otherwise contracted to undertake any activity or perform any entertainment on the licensed premises to be immodestly or indecently dressed on the licensed premises, or -

(c) causing, suffering or permitting any person to take part in, undertake or perform any activity or entertainment on the licensed premises in a lewd or indecent manner.

3. In this condition "licensed premises" includes any premises, place or area:-

(a) which is appurtenant to the licensed premises, or

(b) in respect of which an extended trading permit granted to the licensee is for the time being in force, but does not include any part of the premises which is reserved for the private use of the licensee, manager or employees of the licensee and to which the public does not have access.



Barry A Sargeant
Director of Liquor Licensing

Date of Issue: Monday, 30 July 2012



5 pages

91589399

Attention
Caroline
Eve Titt

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 Association

Contact Person: First Name: Kate Surname: Tsorvas

Street Address: 6 Chunking Cre S.H Postcode: 6722

Postal Address: PO Box 147 P.H Postcode: 6721

Telephone: 0437283051 Facsimilie:

Email: hwpapresident@hotmail.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? 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?



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 championships

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 ensures 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

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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 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

How will your project/event benefit the Town of Port Hedland Community? ^{as logo's on} mentioned in all media releases. As well 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.

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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 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: South Hedland Aquatic Centre (S.H.A.C) Friday 1st March 2013 - Sunday 3rd March.

Dates: 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 BBA 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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**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, Kate Tsovas, certify that the I have information provided on this application for funding is correct to the best of my knowledge

Signed: _____ 

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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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: Cassia Primary School

Contact Person: **First Name:** Cayleen **Surname:** Horne

Street Address: Boronia Close **Postcode:** 6722
South Hedland

Postal Address: As above **Postcode:** _____

Telephone: 9172 2495 **Facsimile:** 9172 2573

Email: Cayleen.Horne@education.wa.edu.au

Website: http://www.

Incorporated: Yes No **Year of Incorporation:** _____
If Yes, please attach a copy of your Certificate of Incorporation

ABN: 22 430 050 934

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? _____

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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:

1 Year 7 camp and 2 ECE excursion

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

1 Town of Port Hedland bus - booked bus for Year 7 camp to start 2/7/12. On Friday afternoon 29/6/12 at 3.30 pm school was informed bus was unavailable as it was not registered. School tried to hire bus with no success. After many phone calls managed to secure a bus Sat afternoon for camp on the Monday. Would request for a donation to cover costs.

2 Top up bus costs for students to attend 'Lulu' for opening of Wanangkura stadium
Who can be a part of your project / event?

1 Year 7 teachers and staff

2 ECE students and staff

Where will your project / event be held?

1 2-7-12 to 6-7-12

Proposed Start Date & Start Time for Event:

2 2/7/12 July 12

Proposed Finish Date & Finish Time for Event:

July 12

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

Yes [] No [x]

If yes, please provide details:

Have relevant licenses been applied for?

Yes [] No []

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

n/a



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.

Newsletter

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

School Council - see minutes attached

① - Support by George Daccache - verbal

② - Support by Graeme Hall - verbal

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

① Restore good standing after incompetence of bus not being available at a very late notice

② Assist students/families of financial hardship to attend the opening of Wamangkura stadium



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: \$ 1600

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

① \$1443

② \$157

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 \$1443 ② 275	\$ 275 (parents)	\$ ① \$1443 ② 157	\$ 1443 432

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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: Cassia Primary School
 BSB No.: 016 790 Account No.: 3408 18503

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: 22 430 050 934
 - * 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)

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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, J. Kinniment, certify that the attached application for funding was approved
by the Management Committee of Cassia School Council this 9th Day August, 2012
organisation on

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

Signed: J. Kinniment Date: 8-8-12

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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(1)

The total cost for transporting the Year Seven Cassia Primary School students for the entirety of the school camp was: \$1493

Item	Cost
Bus Hire	\$1011
bus refuel	\$400
Cleaning products to clean buses	\$32
Total	\$1443

2



ABN 12 113 203 777

ACN 113 203 777

QUOTATION NO: CPSW011 FOR WET HIRE

To: Cassia Primary School	From: Mike Sampson
Attn: Megan Florance	Date: 3 July 2012
Phone: 08 9172 2495	Phone: (08) 9172 2114 or 0488 228 387
Fax:	Fax: (08) 9172 2007
Email: megan.florance@education.wa.edu.au	Email: sambo@northfleet.com.au

Description of vehicle:	2 x 48 seat coaches
Details of service:	27 July 2012 Pick-up from Cassia PS at 12:40 and travel to Multi Purpose Leisure Centre South Hedland Return pick-up from Multi Purpose Leisure Centre South Hedland at 13:50 and go back to the Cassia PS.
Included in our price:	1. Vehicle 2. Driver 3. Fuel
Client's responsibility:	1. Any damage whatsoever done by passengers 2. No Food or Drinks on Bus
Additional charges:	1. Cleaning of vehicle if returned in a very dirty condition. 2. Any delays.
Price:	\$432 + GST per day

PLEASE NOTE THIS PRICE IS VALID FOR 30 DAYS FROM THE ABOVE DATE.

SPECIAL CONDITIONS
1. Payment to be made within 30 days of service. Late payment will incur a fee.
2. Subject to availability of equipment on receipt of your order.
3. Payment address: PO Box 1110 Karratha 6714.
4. Bank details: Commonwealth Bank BSB: 066-528 Account: 10180000

ACCEPTANCE
In accepting, please sign and email this quotation to Northfleet Bus Contractors at admin@northfleet.com.au or fax to (08) 9144 1111. Please note: this is a quotation only; you will receive confirmation of your booking upon our receipt of this signed quote and your purchase order.
I/We hereby accept the above quotation and attached conditions.
Signed: _____ Date: _____
Purchase Order: _____

*\$275 provided by parents
\$157 outstanding.*



Forrest Centre
221 St Georges Terrace
PERTH WA 6000
GPO Box K&K37
Perth 6842
ABN 73 292 281 552
Tel: (08) 9264 3333
Fax: (08) 9322 1557

Certificate of Currency

This Certificate is issued as a matter of information only and confers no rights upon the Certificate holder. This Certificate does not amend, extend or alter the coverage provided by the Cover detailed below.

Public Authority:	Department of Education
Interest:	
Cover Number:	R/20-6879
Class:	General Liability (including Products Liability).
Situation of Risk:	Worldwide
Covering:	The legal liability of the Public Authority in respect of claims for compensation resulting from an occurrence.
Limit of Liability:	\$300 million any one occurrence.
Excess:	Nil
Expiry Date:	30th June 2013
Conditions:	Subject to the RiskCover Certificate of Cover, Cover Document and Fund Guidelines.

This Cover has been effected with the Western Australian Government Treasury Managed Fund (**RiskCover**), managed and administered by the Insurance Commission of Western Australia.

Issued by RiskCover on 14 May 2012

Cassia Primary School School Council

Boronia Close, South Hedland WA 6722

Telephone: (08) 9172 2495

Facsimile: (08) 9172 2573



School Council Meeting 8th Aug, 2012

Present: Harry Taylor, Lisa Armstrong, Lisa Hourn, Janine Kinninment, Megan Dunkley
Apologies: Sara Leed

Below is a section of the School Council minutes supporting the application for a donation.

Town of Port Hedland Donation- apply to the Town of Port Hedland for the following donations

- Apple Mac laptop for the library -\$2000. The Department of Education have provided 50 ipads to Year 1 & 2 classes as part of an Ipad Innovation project. P & C and ATLAS iron together with school funds have increased the number of ipads to 71. Windows platform is proving to be very problematic. A number of schools in the city have developed an Apple mac platform to resolve these issues. School Council is supportive of Cassia PS to develop a future network of Apple mac computers (to go alongside the Windows platform supported by the Department). Donations for Apple Mac laptops will be investigated by the school.
- Bus Hire- \$1600
Bus Hire 1- donation for costs incurred for bus for Year 7 camp. Town of Port Hedland bus was not able to be used as the registration had lapsed. School informed late Friday afternoon with camp the following Monday. Many parents were very upset with this as at one stage it looked like the camp may need to be cancelled. Late Saturday a bus was found that could be hired. Principal spoke to George Daccache asking what could be done regarding the late notice of the bus being unavailable and the distress it cost both staff and families of Cassia PS. Mr Daccache suggested applying to the Town of Port Hedland for a donation. The School Council decided to apply for a donation for the cost of another bus to be hired for the school camp (\$1443).
Bus hire 2- top up bus hire for ECE students to attend the opening of Wanangkura Stadium for families of ECE students who could otherwise not attend (\$157). The amount of \$275 was collected from families towards the bus cost. Graeme Hall contacted for support for this donation. On Mr Hall's support the School Council agreed to include (\$157) in the submission for a donation towards bus hire

J Kinninment
8/8/12



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 1: Applicant Details

Please identify who is applying for this funding / donation:

Individual Person [] or;

Community Organisation [x]

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 TOUCH ASSOCIATION

Contact Person: First Name: JONATHAN Surname: HARVEY

Street Address: 48 SUTHERLAND ST, PORT HEDLAND Postcode: 6721

Postal Address: AS ABOVE Postcode:

Telephone: 0419 907 884 Facsimile:

Email: speedy1au@inet.au

Website: http://www.

Does your group have Public Liability Insurance? Yes [x] 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: PORT HEDLAND TOUCH RUGBY ASSOCIATION
BSB No.: _____ Account No.: _____

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:

Touch Rugby games

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

Negotiation between Touch & Rovers in February 2012 regarding the use of Colin Matheson Oval on Thursday evenings. Touch were losing revenue & players having to play on Wednesday nights. Offer made by TOPH for 50% of lighting fee reduction.

Who can be a part of your project / event?

Anyone in the community

Where will your project / event be held? COLIN MATHESON OVAL
Proposed Start Date & Start Time for Event: 8/2/12 6.30pm
Proposed Finish Date & Finish Time for Event: 23/5/12 8.30pm

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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 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.

Not relevant

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

The touch Association are valuable to the community as ^{they} contribute to social connectedness & a sense of belonging & promotes trust, cooperation & tolerance .

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

N/A

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



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: _____

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:

**Discount on lighting fees (50%)*

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)
\$	\$	\$	\$ 4,000

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

ATT: Caroline - Town of Port Hedland
Community Funding & Donation Applications

7 pages

From: Delina Edwin

Application is for my son Hafiz Razlan who plays for Hedland Junior Soccer Association and also participate at JD Hardie indoor soccer.

Attached is Proof of selections and contact from the Football West State Regional Squad Tour Director and coach details.

I can be contacted at work on 91723409.

Please advise if this assistance would be available.

Thank you!



P002



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 [checked] 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: DELINA Surname: EDWIN

Street Address: 7 DENVER WAY Postcode: 6722

Postal Address: Postcode:

Telephone: 91723409 Facsimile:

Email: razlan.delina@hotmail.com

Website: http://www.

Does your group have Public Liability Insurance? Yes [] No [checked]

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 [checked] No [] if yes, by who? Football West

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?

13.08.2012 18:34/ST, 18:33

P FROM

P003



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 [x]

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.

Football West puts out newspaper article can give name to advise sponsored to go down by local government TOPT.

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

A country boy given opportunity to play soccer for WA state Team Overseas.

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

Support was provide in April to go for trials in Perth by Hedland Junior Soccer Association.

13 08 2012 18:34:57, 18:33

FROM



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

FORM A

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

Part 5: Authorisation

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

Signed:

[Handwritten Signature]

Date:

13/8/2012

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

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Spoke to Caroline TOPH will consider.

Multiple horizontal lines for additional text or signatures.

P004

18:34/ST, 18:33

13 06 2012

IF/COM

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P.005

18:35/ST. 18:33

13 08 2012

FROM



Football West State Regional Under 14 Boys Squad Final Selections

Rod Bentley to: rod.bentley@footballwest.com.au

17/04/2012 10:01 PM

Cc: Rechele Hawkins

History: This message has been forwarded.

Congratulations,

You have been selected for the Football West Under 14 Boys State Regional Squad based on your performance at the April F/West Country Camp that will compete in the Singa Cup to be held in Singapore November 2012.

Please see attached details and required forms to be completed and returned.

Looking forward to your earliest reply please.

Please respond to the Football west email address:

rod.bentley@footballwest.com.au

Regards,

Rod Bentley
Football West State Regional Squad Tour Director
Email: rod.bentley@footballwest.com.au
Mobile: 0427 756 435

Kind Regards,

Rod Bentley
Operations Zone Manager, Geraldton
Email: rbentley@watcocompanies.com
Mbl: +61 427 756 435



2012 Player Selection Letter Rev 0.pdf 14 Boys Updates - Player Tour Details & Costs Information REV 0.pdf

Form 1 - Player Acceptance.pdf Form 2 - Players Information Details.pdf Form 3 - Parents or Supporters Details Form.pdf

P006

18:35/ST. 18:33

13 08 2012

FROM

2012 WA STATE REGIONAL SQUAD

NOTICE OF PLAYER SELECTION

Congratulations you have been selected in the Under 14 Boys WA State Regional Team that will be competing in the Singa Cup in Singapore during November 2012; the tour is fully sanctioned by Football West. Your selection has been based on your performance at Football West's Country Camp held at Christ Church Grammar during April 2012 where Football West coaches in attendance at Country Camp selected players to be included in this tour.

The Under 14 Boys squad consists of the following coaches whilst on tour:

1. Head Coach - Carlo Licastro
2. Assistant Coach - Chris Kinkella

The following selection pack is included for your information that outlines all tour details as well as a number of forms that are required to be completed and returned within the timeframe applicable. A tour package is being offered to parents of players that wish to accompany the team for support of the players as well if interested.

Tour Selection Pack Details

1. Selection Acceptance - Form (1)
2. Players Information Detail - Form (2)
3. Parent Details Form for Supporters Tour Package Acceptance - Form (3)
4. Players Code of Conduct - Form (4)
5. Football West Parent Consent - Form (5)
6. Medical Form (6)
7. Parents/Supporters Code of Conduct - Form (7)
8. Selection Letter
9. Tour Details, Itinerary & Costs information
10. Packing Suggestion Sheet
11. Payment Detail Guide & Options
12. School Absence Letter
13. Please submit a photocopy of passport (Details & Photo)

All information forms (1 to 7 & 13) as mentioned above are to be returned via email or post to the following addresses no later than **Monday the 07th of May 2012** as specified, Enquiries can be sent to the below email.

Email: rod.bentley@footballwest.com.au

Postal: Rod Bentley, 14 Brierley Court, Strathalbyn, Geraldton, 6530, WA

Regards,
Rod Bentley
Football West State Regional Tour Director
Mobile: 0427 756 435



footballwest.com.au
footballwest.tv
beyond90.com.au
Facebook icon
Twitter icon

PLATINUM



GOLD



SILVER



BRONZE



Football West Limited
ABN 25 102 919 324
Gibsony Avenue, Ferguson St
Maylands WA 6051
PO Box 214
Maylands WA 6051
T | (08) 9422 8900
F | (08) 9271 7299
E | info@footballwest.com.au

P007

18:35/ST. 18:33

13 08 2012

FROM

HAFIZ RAZLAN PERTH TO SINGAPORE ONLY (NO RETURN FLIGHT BOOKED)



your flight confirmation

booking reference **F22I6V**
booking date **Fri, 18 May 2012**



departing flights

All times displayed are local.

TR 2717	Fri, 02 Nov 2012	Depart	Perth (PER)	9:35 PM
			Perth Airport (International flights T1, Domestic flights T3)	
		Arrive	Singapore (SIN)	2:50 AM
			Singapore Changi Int'l Airport (see terminal info below)	

Check-in: **Fri, 02 Nov 2012 7:35 PM**

passenger details

SEAT SERVICES

1) Razlan, Hafiz

21A Prepaid Baggage 20kg



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: Garnduwa Amboorny Wiman / The Department of Sport and Recre

Contact Person: **First Name:** Craig / Morgan **Surname:** Jardine / Mair

Street Address: Unit 2/3813 Balmoral Road, Karratha **Postcode:** 6714

Postal Address: PO Box 941, Karratha, WA **Postcode:** 6714

Telephone: (08) 9182 2100 **Facsimile:** (08) 9182 2199

Email: craig.jardine@dsr.wa.gov.au / morgan.mair@dsr.wa.gov.au

Website: <http://www>

Incorporated: Yes **Year of Incorporation:** 1992

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

ABN: 17282018325

Registered for GST: Yes

Does your group have Public Liability Insurance: Yes

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? _____

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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:

West Pilbara Basketball League

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

- Development of an elite pilot basketball league across the West Pilbara, over a 6 week period
- Engagement of up to 120 participants on a weekly basis including players, coaches and officials
- Building capacity among the communities involved through basketball development and accredited training courses
- Ensure structured competition are accessible and creation of junior development programs, pathways and talent
- Targeting indigenous communities across the West Pilbara (see attached outline)

Who can be a part of your project / event?

The WPBL is an all inclusive event targeting communities across the West Pilbara, in particular

Yandeyarra, Port and South Hedland.

Where will your project / event be held?

Wanangkur
a Stadium,

Proposed Start Date & Start Time for Event:

October 27

Proposed Finish Date & Finish Time for Event:

November 3

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

Yes

If yes, please provide details: Opportunity for the YMCA staff operations to open these facilities.

Not an official component 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)*

N/A

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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.

Development of a Media Strategy to ensure the following occurs

Distribution of Flyers, Promotional Material via networks, media, email, news media

Agreement with local media for weekly update and results regarding WPBL

Photo and joint media opportunities

The Town of Port Hedland acknowledged in all media, training opportunities and matches

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

The Town of Port Hedland

YMCA

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

Increased participation in the sport of basketball for all ages (development of not only a basketball league, but supporting the development of grassroots programs)

Increased capacity among local Hedland Basketball Association through accredited training

Established inclusive and accessible structured basketball programs and competitions

Opportunity to use WPBL as a 'stage' for talent identification and pathways and relationships with elite athletes and State Sporting Bodies.

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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: Wanangkura Stadium
 Dates: September 28 - November 3 2012 TOTAL HOURS: _____

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
15,000	12,000	1980	\$28,980

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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: Garnduwa Amboorny Wiman Aboriginal Corporation

BSB No.: 306-119 **Account No.:** 477-578-7

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)

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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: Authorization

I, Craig Jardine, certify that the attached application for funding was approved
by the Management Committee of GAW 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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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 Amateur Swimming Club

Contact Person: First Name: Patrik Surname: Mellberg

Street Address: 85 Athol St, Port Hedland Postcode: 6721

Postal Address: PO Box 351, Port Hedland Postcode: 6721

Telephone: 0439 943 597 Facsimilie: _____

Email: patrik.mellberg@bhpbilliton.com

Website: <http://www.hedlandswimming-myclub.org.au>

Incorporated: Yes No Year of Incorporation: TBA
If Yes, please attach a copy of your Certificate of Incorporation (Trying to locate certificate)

ABN: 198 77078 473

Registered for GST: Yes No Unknown - will follow up

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? _____

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**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:

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

Who can be a part of your project / event?

Where will your project / event be held?

Proposed Start Date & Start Time for Event:

Proposed Finish Date & Finish Time for Event:

Will catering / food, consumption of alcohol or sale of alcohol be provided? Yes No

If yes, please provide details:

Have relevant licenses been applied for? Yes No

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

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**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.

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

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



**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 + waiving entry fees for club swimmers

Venue: Cratwick Aquatic Centre + SHAC

Dates: September to April

** Please refer attached document/letter*

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
\$	\$	\$	\$

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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 Amateur Swimming Club Inc
 BSB No.: 066 528 Account No.: 1013 7686

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 *(Trying to locate)*
- * 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) *Request attached*
- * 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, Patrik Mellberg, certify that the attached application for funding was approved by the Management Committee of HASC as represented by President and this Vice President of the organisation on 28th August 2012.

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

Signed:

Patrik Mellberg (handwritten signature)

Date: 30/8/12

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

Series of horizontal dashed lines for officer recommendation.

**Hedland Amateur
Swimming Club Inc.**
PO Box 351 Port Hedland, WA 6721



ABN 198 77078 473

Dear Councillors

The Hedland Amateur Swimming Club is a not for profit sporting club which operates for 20 weeks of the year with an extended season of ~26 weeks for kids opting to compete in the short course championships in Broome in October. The club is hoping to extend this season when the SHAC opens with its heated pool which will even give kids the opportunity to keep swimming all year if they wish to. Currently the club trains on all 5 days during the weekdays with 'club days' on Saturdays where the kids will do time trials to measure their ongoing improvement.

The membership of the club is primarily children from the ages of 8-16 years and as is always the case with junior sporting clubs, it is the parents of the children that make up the committee and put in the hours of volunteering to run the club and do significant fund raising through the year to allow the kids to compete in events around the Pilbara and the state. We all do this gladly of course! Unfortunately the club has to cap numbers primarily due to availability of coaches and access to lanes at the pool however ultimately the club would love to grow its membership and offer many more children the opportunity to be part of the swimming club.

Not all kids enjoy or are drawn to traditional ball sports and swimming therefore provides a fantastic alternative (and healthy) sporting option for the kids of our growing city.

I am writing to explain the costs associated with swimming for the club children and would like to appeal to council for assistance and support for the club.

The facts:

Current Pool Entry = \$4 child = \$5 adult = \$1.80 spectator	Aquatic Centre Lane Hire = \$15/hour Club member numbers in 12/13 = 70
--	---

Some relevant context:

- Swimmers are grouped according to ability with 'Tigers' being the lower age groups and/or beginner swimmers moving progressively up to 'White Pointers' who are the stronger and/or older swimmers who are particularly keen on competing.
- The club has historically struggled to find coaching staff and has been forced to offer a nominal hourly payment in order to secure coaching time.
- The following table shows the total costs borne by **individual** swimmers for a 20 week season. Please note that:
 - many families have more than one child in the swim club. While a small discount is offered for subsequent children from the clubs perspective the pool entry fees remain the same.
 - some children have an extended season which means further costs on top of those shown
 - club days or time trial days are held every second Saturday and none of these fees have been included in these calculations at this point in time
- It should also be noted that for safety reasons a ratio of parents to swim club children must always be maintained so parents bear the additional costs of 'spectator entry' fees of \$1.80 per entry

Swim Groups + Numbers/per group	Days per week of training	Hours training per week	Lane Hire (per week) \$	Coaches Fees (per week)	Season Total (20 wks) \$	\$ /person cost for lane hire + coaching per season	\$ /person cost for Swimming WA membership, insurance and Admin charges	Total Club Membership Costs per swimmer	\$ /person pool entry costs (20 wks)	Total costs per person/child per 20 wk season to do swimming as chosen sport
Tigers (15)	2	2	30	40	1,400	95	150	245	200	\$ 445
Hammers (15)	3	3	45	60	2,100	140	150	290	280	\$ 570
Makos (15)	3	4.5	87.50	90	3,150	210	150	360	260	\$ 640
White Pointers (15)	4	6	90	120	4,200	280	150	430	360	\$ 790
Recreational (10)	4	4	60	0	1,200	102	130	232	320	\$ 552

The Lane Hire charges and pool entry fees are charged to swimming club families by the YMCA as the Aquatic Centre operators for the use of council owned facilities. Therefore the specific charge per/person for the use of council facilities in this case is as follows:

Swim Groups + Numbers	\$ /person cost for lane hire per season	\$ /person pool entry costs (20 wks)	Total costs per person/child per 20 wk season to use council facilities	Per season cost of required supervision by parents (up to...)
Tigers (15)	40	200	\$ 240	\$ 72
Hammers (15)	60	280	\$ 340	\$ 108
Makos (15)	90	280	\$ 370	\$ 108
White Pointers (15)	120	360	\$ 480	\$ 144
Recreational (10)	120	320	\$ 440	\$ 144

For your interest I have completed a table which shows the overall cost of undertaking certain other junior sports in town.

As you can see, the financial barriers to entry for kids choosing to swim rather than engage in ball sports is significant and the club has seen smaller and smaller numbers of lower income earners being able to afford to join swimming over the years due to the high costs.

Junior Sport	Club	Fees per season per child	Charge for use of council owned facilities per season per child	Cost of required supervision by parents
Cricket	PH Cricket Club	\$65	0	0
Netball	PH Netball Club	\$60	0	0
TeeBall	Hedland Teeball Association	\$60	0	0
Football	Hedland Junior Football	\$80	0	0
Baseball	Hedland Baseball	\$70	0	0
Softball	Hedland Softball (no fees charged to encourage more people to compete)	0	0	0

On the grounds of equity for children undertaking sports in Port Hedland, we would therefore like to request the Town of Port Hedland's support for the following in relation to the swimming club:

- 1. That all pool entry charges for swimming club kids are waived on the basis of equitable access to sporting opportunities where use of council facilities are concerned.**

Swim Groups + Numbers	\$ per swimmer pool entry costs (20 wks)	Cost to Council to Waive pool entry fees for 70 club swimmers
Tigers (15)	200	\$ 3,000
Hammers (15)	280	\$ 4,200
Makos (15)	280	\$ 4,200
White Pointers (15)	360	\$ 5,400
Recreational (10)	320	\$ 3,200
TOTAL		\$ 20,000

- 2. That consideration is given to waiving of pool lane hire charges for the swimming club. Other council owned facilities do not attract a hire charge and the club is aware that council have generously waived rates for clubs that operate as community sporting facilities.**

Swim Groups + Numbers/per group	Days per week of training	Hours training per week	Lane Hire (per week) \$	Cost to Council to waive lane hire per 20 wk season
Tigers (15)	2	2	30	\$ 600
Hammers (15)	3	3	45	\$ 900
Makos (15)	3	4.5	67.50	\$ 1,350
White Pointers (15)	4	6	90	\$ 1,800
Recreational (10)	4	4	60	\$ 1,200
TOTAL			\$292.50/wk	\$ 5,850

- 3. That consideration is given to waiving pool entry fees for parents during swimming training and club days as they are only there to supervise swimming club children at those times.**

Swim Groups + Numbers/per group	Days per week of training	Hours training per week	Maximum cost to waive pool entry for parents supervising per season
Tigers (15)	2	2	\$ 72
Hammers (15)	3	3	\$ 108
Makos (15)	3	4.5	\$ 108
White Pointers (15)	4	6	\$ 144
Recreational (10)	4	4	\$ 144
TOTAL			\$ 576

NB – Request 3 is of a lesser priority to the club than 1 and 2 however it would be a fantastic gesture to see this supported as well if council deems this appropriate.

The swim club acknowledges and is grateful for the previous support provided to it by Council and hopes that you will favourably consider this request.

Yours Sincerely



John Vandenhurk
President
Hedland Amateur Swimming Club

28 August 2012



Patrik Mellberg
Vice President
Hedland Amateur Swimming Club

28 August 2012



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 Softball Association Inc.

Contact Person: **First Name:** Kylie **Surname:** Parker

Street Address: N/A **Postcode:** _____

Postal Address: PO Box 2277 South Hedland **Postcode:** 6722

Telephone: 0418 915 015 **Facsimilie:** n/a

Email: Executive@porthedlandsoftball.com.au

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

Incorporated: Yes No **Year of Incorporation:** 1983
If Yes, please attach a copy of your Certificate of Incorporation

ABN: 37792786697

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?** Softball WA

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?** _____

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Town of Port Hedland
Community Funding & Donations Application
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FORM B

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Part 2: Event / Project Details

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

Junior Development Players participation in WA State Team Try Out Tournament

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

We aim to take 14 of our softball Junior Development players aged 11 to 16 to participate in a tournament at Western Australia Softball Headquarters, International Softball Complex. The Junior development players have been playing softball in our senior women's softball competition and throughout 2012 have attended multiple junior clinics hosted by visiting coaches from Softball WA and the WA Open Women's softball team. As a reward for their commitment and positive involvement in sport we will take the girls to the tournament held at Mirrabooka and they will participate as members of teams with players that have nominated for all WA State team selection. We are aiming to achieve inclusivity by including our kids from regional WA with metropolitan kids in a high level competition. We are aiming to demonstrate to our girls where sport can take them and clearly identify the path from Port Hedland to elite sports. Give them the opportunity to meet and make friends with other kids their age that also have the love of softball. And to enable our kids see their role the Western Flames, (Aust Champs, 2010 & 2011) whom they admire and respect greatly play softball at the highest level.

Who can be a part of your project / event?

PHSA Junior development players.

Where will your project / event be held?

Mirrabooka International Softball Complex

Proposed Start Date & Start Time for Event:

5pm Friday 21st September

Proposed Finish Date & Finish Time for Event:

5pm Sunday 23rd September

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

Yes No

If yes, please provide details: _____

Have relevant licenses been applied for?

Yes No

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

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Town of Port Hedland
Community Funding & Donations Application
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FORM B

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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.

On Port Hedland Softball's website, Face Book Page, Port Hedland Softball Newsletters. At the PHSA end of season Presentation Eveining. T-shirts printed specially for the event that will be worn by the kids participating.

Three horizontal lines for writing.

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

Softball WA - no letters of support.

Three horizontal lines for writing.

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

This project will demonstrate to the kids that there is a reward for effort, and all their hard work, training attendance at clinics, games etc is worth while.

It will also give the kids motivation to try even harder in the sport, and to continue on in the sport for years to come. The trip to Perth will also give the kids the opportunity to be exposed to a different environments and places that they may not have visited before.

We hope that our kids will be ambassadors for Port Hedland and will demonstrate what great strong, talented, awesome kids we have in the Town of Port Hedland.

Two horizontal lines for writing.

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

FORM B

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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: _____

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
\$ 6500	\$ 0	\$ 2000	\$ 8500

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

FORM B

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Part 5: Bank Account Details

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

Account Name: Port Hedland Softball Association

BSB No.: 016790 Account No.: 260093581

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)

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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, Kylie Parker, certify that the attached application for funding was approved by the Management Committee of PHSA this organisation on 07/08/12 - Minutes not avail.

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

Signed: Kylie Parker (with digital signature details) Date: 09/08/12

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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Port Hedland Peace Memorial Seafarers Centre Inc.

Email: chaplain@phseafarers.org
Web: www.phseafarers.org

PO Box 261 Port Hedland WA 6721
PH: 08 91731315 Fax: 08 91732413

10th September 2012

To Mayor Kelly Howlett

Town of Port Hedland

Dear Kelly,



Document #: ICR31239
Date: 11.09.2012
Officer: CR KELLY HOWLETT
File: 02/04/0003

Port Hedland Seafarers Centre will again head up the 2012 Christmas Gift Appeal, this appeal (with your help) will endeavour to supply items that will go to make up a gift bag for a large number of seafarers who will come through our port during 23 -26th December 2012.

It is forecast that this appeal will touch the lives of over 1000 seafarers directly and a huge army of volunteers who will make the event happen. These 1000 men & women fall into 2 categories;

1. Those seafarers who will be at anchorage (20 kms off shore) during the festive time and without family contact during this festive time. Each seafarer will receive a gift bag (with approx. \$50 value) and each ship will receive a hamper so as to enjoy a Christmas meal.
2. Those seafarers who will be leaving/arriving/or at berth in our port on Christmas Eve & Day. Each seafarer will receive a gift bag (with approx. \$50 value) and each seafarer will be invited to enjoy a Christmas dinner here at the mission and our mission staff will be the servants.

What PHSC requires is your commitment to support us in part with any volunteers that might like to help out and if possible any financial support that could be offered. The total cost of this year's Christmas appeal is expected to run to approx. \$35,000.00 so any support will be well received.

Please also accept my personal invitation to be a part of this year's Gift Appeal, there will be opportunities to help in the mission leading up to the event, help needed on the days as we hand out the gift bags both on the water and in the air. Also please feel welcome to come and feast with us at our Christmas meal on Christmas Day 4pm-7pm.

In anticipation we take this opportunity to thank the management of the TOPH for your great ongoing support of our mission.

Ps Alan Mower Chaplain

For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life. John 3:16

10.1.2 Courthouse Gallery Quarterly Review: April to June 2012 (File No.:20/01/00026)

Officer Gordon MacMile
Director Community Development

Date of Report 16 September 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 Courthouse Gallery from FORM for the quarter: April to June 2012.

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 has since been negotiated and endorsed by Council at OCM 27 June 2012.

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.

The Council meeting of 27 June 2012 awarded the contract for the management of the Courthouse Gallery to FORM for the period of 1 July 2012 to 30 June 2015. The new contract with FORM, for the management of the Courthouse Gallery commencing Q3 2012, will contain a range of new key performance indicators and report information.

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

Strategic Community Plan 2012 – 2022

6.1.3 Rich in Culture – Increase attendance and participation in arts, culture and heritage exhibits and programs.

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 (April to June 2012)
2. PHCG – Actual vs Budget Q2 2012
3. Exhibition Feedback – Let Country In / SS Koombana / Future Shelter
4. Exhibition Feedback – Artist Camp
5. Exhibition Feedback – Larry Mitchell.

**AFC201213/004 Officer's Recommendation/Audit and Finance
Committee Decision**

Moved: Mayor Howlett

Seconded: Cr Dziombak

**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 April to 30
June 2012.**

CARRIED 3/0



**Port Hedland Courthouse Gallery
Quarterly Report
1 April to 30 June 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:

- Gary Ward, ToPH site visit to check front door bolt and display cabinet lights 31.5.12
- Pilbara Comfort Air routine air conditioner maintenance on 5.6.12
- Display cabinet lights and outdoor spotlight repaired by Redding Electrical on 6.6.12
- Reported office air conditioner not working properly on 12.6.12
- Gary Ward, ToPH site visit to inspect peeling paint and broken flushes in bathrooms and white ant damage on 28.6.12

Worth noting:

- Paint in both the male and female toilets has been reported as peeling for the past 2 quarters, this has since been officially noted by ToPH and repair works will be actioned in July 2012.
- After repeatedly reporting visible white ant tracks (along roof lines and entryway frames) and the Gallery having been sprayed numerous times, live white ants have been found in the Gallery once again. The Gallery will be sprayed once more in July and works will be undertaken to repair the cosmetic damage. The extent of any major structural damage is not yet known.

Incident reporting

No incidents to report.

Customer feedback

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

- Exhibition feedback: *Larry Mitchell: A Pilbara Project Exhibition* (February 17 – April 12, 2012)
- Exhibition feedback: *Let the Country Come In, SS Koombana: Oceans and Secrets and Port Hedland by Future Shelter* (April 20 – June 13, 2012)
- Workshop feedback: Visual Arts Development Artist Camp (June 8 – 10, 2012)

Exhibition feedback for the current exhibitions *In Bloom* and *Nest Making* will be included in the July – September Quarterly Report as it ends in August.

Damage to the Gallery and/or Gallery assets

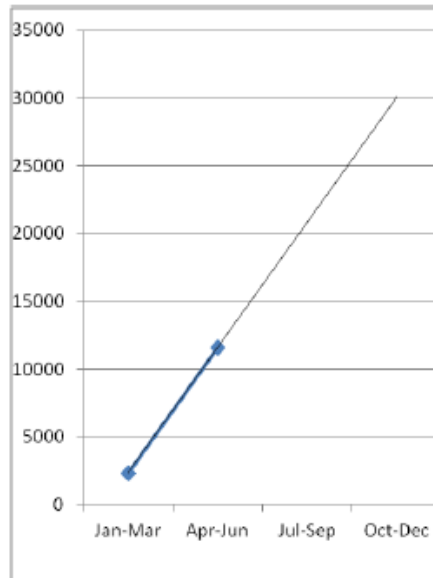
As detailed above, white ant damage and maintenance to bathrooms damage has been noted and will be actioned in July.

Gallery Attendance Figures

Breakdown	No. of Events	No. of Attendees
General Gallery attendance		1834
Exhibition(s)	5	900
<ul style="list-style-type: none"> ▪ <i>Let the Country Come In, SS Koombana: Oceans and Secrets and Port Hedland by Future Shelter</i> (20.4.12) ▪ <i>In Bloom by Warayute Bannatee and Nest Making by Hayley Welsh</i> (22.6.12) 		
Function(s)	7	8665
<ul style="list-style-type: none"> ▪ West End Markets (21.4.12) 4500 ▪ FMG sundowner (26.4.12) 30 ▪ Historical Society SS Koombana talk (28.4.12) 38 ▪ Worley Parsons sundowner 25 ▪ West End Movies in Gallery due to rain (12.5.12) 25 ▪ Well Women’s Centre WoW Week function 47 ▪ West End Markets (23.6.12) 4000 		
Visits	3	38
<ul style="list-style-type: none"> ▪ Southern Cross Care Learning Facility (17.4.12) 18 ▪ Minister Hon. Brendon Grylls (22.6.12) 10 ▪ Hayley Welsh Artist Talk (23.6.12) 10 		
Workshops	3	152
<ul style="list-style-type: none"> ▪ West End Markets: Craft and Professional Development (2-3.6.12) 7 ▪ Visual Arts Workshop: Artist Camp (8-10.6.12) 30 ▪ Pilates (Mon, Wed throughout Apr, May) 83, 32 		
<i>Spinifex Hill Artists (external to Gallery) (approximately 10 participants 5 days per week in Apr-June)</i>		

Breakdown	No. of Events	No. of Attendees
Gallery Closed	18	
<ul style="list-style-type: none"> ▪ Easter Public Holidays (April 6, 8, 9) ▪ ANZAC Day Public Holiday (April 25) ▪ Foundation Day Public Holiday (June 4) ▪ Stocktake (May 21, 22) 		
Total Events and Attendance figures		11589

QUARTERLY TOTAL ATTENDANCE TREND FOR PHCG



<i>January is closed for half month - so will not give a true trend</i>		<i>Apr-Jun will have high attendance as 2 West End Market events occur this quarter</i>		
2012	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Quarterly Total Attendance	2326	11589		

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: Living Walls



PORT HEDLAND COURTHOUSE GALLERY OPERATIONS
Statement of Budget and Actual Profit and Loss
As at Quarter Ending 30 June 2012

Budget Lines	2012 Budget \$	Cumulative Total - Actual	2012 Quarterly Actuals Ending	
			March	June
Turnover				
Sales	350,000	144,517	50,588	93,929
Grants and sponsorships:				
Town of Port Hedland - (tender terms)	280,000	140,000	70,000	70,000
DEWHA - Indigenous Exhibition Development	60,000	0		
BHP Sponsorship	300,000	337,101	100,000	237,101
Hedland Art Award Partners	43,900	20,000	12,195	7,805
TBC Sponsorships	263,000	0		
Sundry Income - Donations, Workshop Fees, etc.	10,000	5,721	21,896	-16,175
Total grants and sponsorships	956,900	502,822	204,091	298,731
Total Turnover	1,306,900	647,338	254,679	392,659
Expenditure				
Cost of Sales	262,500	104,777	35,250	69,527
Operating expenses	25%	27%	30%	26%
Programming expenses				
- General Program Costs	22,000	2,386	980	1,406
- Exhibitions	243,500	114,101	40,017	74,084
- Workshops	163,000	137,968	92,436	45,532
- Other Programs	90,000	60,225	12,189	48,036
Total project/community costs	518,500	314,680	145,622	169,058
Employment costs				
- Salaries and wages	308,802	124,203		124,203
- Superannuation guarantee levy	27,792	11,178		11,178
- Workers compensation insurance	6,176	2,708		2,708
- Staff Development & Training		236		236
- Staff Housing	95,130	47,836	29,836	18,000
Total employment costs	437,900	186,161	29,836	156,325
General administration				
- Audit Fees	2,000	2,000		2,000
- Bank charges	3,000	919	364	555
- Postage, couriers & freight	2,000	669	342	327
- Telephone & IT	6,000	1,521	1,214	307
- Presentation and Promotion	5,000	874	275	599
- Printing, stationery & consumables	5,000	6,224	4,544	1,680
- Minor office equipment	1,000	88		88
- Subscriptions	1,000	0		
- Website development & hosting	3,000	0		
- Admin costs distribution	6,000	0		
Total administration costs	34,000	12,295	6,739	5,556
Facility costs				
- Electricity	10,000	2,186	-181	2,367
- Repairs and maintenance	2,000	940		940
- Depreciation	2,000	876	438	438
- Cleaning	10,000	11,614	2,932	8,682
Total occupancy costs	24,000	15,616	3,189	12,427
Other costs				
- Consultants		0		
- Staff travel	10,000	11,771	4,689	7,082
- Amenities	5,000	-724	251	-975
- Insurance	15,000	3,006	1,503	1,503
Total other costs	30,000	14,053	6,443	7,610
Total operating expenses	1,044,400	542,803	191,829	350,975
Total Expenditure	1,306,900	647,580	227,079	420,502
Net Income / (Funding to be Sourced / Expenditure)	0	-242	27,600	-27,842



Port Hedland Courthouse Gallery Programs
Statement of Budget and Actual Profit and Loss
As at Quarter Ending 30 June 2012

Budget Lines	2012 Budget \$	Cumulative Total -Actual	2012 Quarterly Actuals Ending		September	December	BUDGET BALANCE
			March	June			
Programming Budget Calendar Year 2011	\$						
Courthouse Marketing							
Advertising, Marketing and other General Costs	22,000	2,386	980	1,406			19,614
Total Courthouse Marketing	22,000	2,386	980	1,406	0	0	19,614
Exhibition Program							
Larry Mitchell Exhibition	Feb 43,000	36,131	34,608	1,523			-17,631
Pilbara Project Exhibition Tour (Sofitel)	May 18,500	7,847	1,087	6,760			20,153
Warrayute Bannatee and Hayley Welsh Exhibition Let the Country Come in, ss Koombana, Future	Oct 28,000	21,180	7	21,173			9,820
Shelter Exhibition	April 31,000	42,094	4,315	37,779			80,906
Hedland Arts Award	Sept 123,000	6,848		6,848			-6,848
Total Exhibition Program Cost	243,500	114,101	40,017	74,084	0	0	86,399
Workshops							
Indigenous Exhibition Development	all year 69,000	32,905	16,380	16,525			36,095
Visual Art Dev't Workshops:	May						0
'Pilbara Stories,' previously Looking Our, Looking In ar to Feb 20:	73,000	79,476	73,029	6,447			-6,476
Arts Development Workshop	Aug 5,000	7,520		7,520			-2,520
Visual Arts Development Workshop Camps	June 11,000	16,040	2,027	14,013			-5,040
Westend Markets Development Workshops	quarterly 5,000	2,027	1,000	1,027			2,973
Total Workshops	163,000	137,968	92,436	45,532	0	0	25,032
Other Programs:							
Future Shorts - Film	quarterly 3,000	1,739	1,708	31			1,261
Small Winns Program	tbc 10,000	0					10,000
Creepy' Artists Project	July 586	586		586			-586
Westend Markets	quarterly 77,000	57,899	10,481	47,418			19,101
Total Other Programs	90,000	60,225	12,189	48,036	0	0	29,775
Total Projected Programming Expenditure	518,500	314,680	145,622	169,058	0	0	160,820

LET THE COUNTRY COME IN / OCEANS AND SECRETS/ FUTURE SHELTER

First Name	Surname	Suburb	State	Post Code	overall experience of this exhibition.	How did you hear of the exhibition?	What were the highlights of your visit to this exhibition?	What was it that motivated you to visit this exhibition?	Do you have any additional comments ? (e.g. Future exhibitions, improvements)
Lauren	Dowd	PORT HEDLAND	WA	6721	5	friends			
Dianne	Sawyer	SOUTH HEDLAND	WA	6722	5	Newspaper	Let the Country Come In	Opportunity to see original artworks	
Rich	Carroll				4	friends	Future Shelter	interested to see what was on display	
no name written					4	friends	love the atmosphere of the gallery in general no matter the exhibition	as above	abstract artists, children's art
no name written					5	newspaper	friendliness of the staff	a look around at something different	
Sheila					5	friends	lovely welcoming staff!	To see local art	
unknown					5	by accident	aboriginal art, old courthouse	attractive gardens and precinct	lovely as is
unknown					3	just visiting	aboriginal art	just visiting	
unknown					4	just visiting	styles/strokes	just visiting	
Lauren	Van Beeck	PORT HEDLAND	WA	6721	5	walked past	lovely quiet place, painting	exploring Port Hedland	
Matthew	Pearson	PORT HEDLAND	WA	6721	5	walked past	cook books and nick nacks	explore Port Hedland	more nick nacks and maybe more advertisement
unknown					4	tourist centre	stories behind the pictures	mentioned by woman in tourist centre	
unknown					4	friends	paintings (art work)	visit to Port Hedland	No
Sindy	Bartrim				4	friends	The SS Koombana History	Waiting to see more of Hedland/WA	
Arlene	Taylor	SOUTH HEDLAND	WA	6722	4	friends		showing a friend who is visiting	
Wilma					5	resident	Happy Environment	Browsing, gifts	
Natasha					5	friends/resident	people, staff	gift ideas	
unknown					4	visitor centre	great paintings and jewellery, loved the sunken ship exhibition	wish to see some local artist work	we are from Sydney and enjoyed seeing such a beautiful gallery and gift shop, lovely people too, warm welcome
unknown					5	information centre	The prisoner art was surprisingly good. Loved the modern prints too, in fact it was all very impressive	co-incident, Heard about it from the visitor information centre	
Ted	Graham				5	friends/flyers			
unknown					4	by chance	paintings by prisoners		
unknown					4	walking past gallery	jewellery exhibition	walking past the gallery	
unknown					5	resource centre	view talented artists	interested in aboriginal culture	No
Claire	Griffiths	SOUTH HEDLAND	WA	6722	3	friends		recommendation by friend	
unknown					4	Visitor Centre		Like looking at art	

unknown					5	friends	staff, information on all paintings explaining detail	word of mouth	
Aimee	Finch				5	email	The Jewellery, the art	just checking out the new exhibition works	wonderful
Sheryl	Holley				5	email	The Jewellery, the art		
Blandine		FRANCE			4	visitor centre	I liked aboriginal paintings!!	In the book "Lonely Planet" I saw that Port Hedland has a good art gallery. And I am a painter. The visitor Centre said it is a good exhibition	
unknown					3	tourist centre	Mullamulla seeds (Let the country come in) and Future shelter	generally art-interested	
unknown					4	tourist centre	Let the Country Come In and Local artists prints	general interest in art, visiting the town as a tourist	very much liked the extensive explanations given on "Let the Country come in"
Julian	Russell				5	friends			
Sonia	Stewart				5	friends	lovely and calm	love art	
Helen	Hebblethwaite	SOUTH HEDLAND	WA	6722	4	walked in	finding this lovely space and delightful drop!	curiosity!	
unknown					4	walked past gallery	intricate details of paintings	Interested in art	
unknown					5	information centre	It was all very good	recommended	
unknown					5	visitor centre	very professional and meaningful artwork	visitor centre recommended it	congratulations on a really interesting art centre
kerry-anne	Muller	Mt Gambier	SA	5291	5	friends/daughter	my husband playing the grand piano	my daughter recommended it	No this is just lovely
Unknown					5	Friends	Let the Country Come in Exhibitioin	Love of Indigineous Art	
Traveller					5	Fellow Travellers	Let the Country Come in and SS Kombana Oceans and Secrets	How the exhibition reveals the "reality" fo Port Hedland. Its spirit!	No- evrything was excellent.
Seide	Ramadani				4	Tourist Centre	Let the Counrty Come in, and the retail.	Just moved here 5 days ago-learnign about the place.	Exhibitions on history fo Pilbara (people, photos, poetry etc). Outdoor sculptures etc.
Unknown						Flyes	Warning Sign F/Shelter, Koombana Ferry Dispaly	The jewellery and the display of the attendants	
Rebecca	Jarvis	Bulgarra	WA	6714	5	Friends	Gift shop, Friendly service, atmosphere	Friends recommendation	Loved it, cant wait to visit again.
Iona	Scutart	South Hedland	WA	6722	5	Friends	Nice to look at the different art and local artists work	Interestedin art and local art.	Very interested in future courses and exhibitions. Lovely presentation and lovely service at the front desk.
Unknown					4	Just walked in.	Exhibitions had some interesting pieces.		
Pip	Short	Port Hedland	WA	6721	4	Friends	Vibrant colours, beautiful paintings, gorgeous shop.	Culture	Fabulous Koombana exhibition & historic local link.
Gillian	Binks				5	Website	The gorgeous art and the friendly peolpe.	I love art andwould like to visit more regulary.	The Gallery and the markets are my number on thing to do in Hedland. They ar e wonderful.

Feedback for Visual Arts

Development: Artist Camp June 8 -

Name	Workshop and Content	Duration of Workshop	Venues/ Facilities	Key Outcomes	Comments on guest arts/session	Enjoy Most	Most Beneficial	Meet Expectations	Further comments/suggestions
Fran Maher	5	5	5	Learning new techniques in printmaking, pastel and weaving	I appreciate the generosity of all the artists in sharing their talent and tips	Weaving-cause it opens up new possibilities of using natural materials that I can source from my own environment	Using pastel in landscape for the artist	Yes	I hope we can do it again next year or even sooner! It was great fun and it was so well organised, catered for with fantastic, inspirational artists
Esther Quintal	4	4	5	do a landscape, make string, print making	Christine-very good, Naomi- very good, explanation of drawing into lino and how she wanted it done	Naomi-print making	enjoy string making with Sara. Print making	all expectations met	no
Ann Sibosado	5	4	4		I enjoyed the weaving and print workshop and pastels workshop, was something different	the weaving workshop	I enjoyed all the 3 workshop	yes	as an older artist the walking to access the workshop venue was a bit tiring especially when going to the river.
Julie Glover	5	5	5	Inspired to do Art again... After	All excellent, all different	All of it	All of it	Exceeded expectations	staff were brilliant, excellent organisation
Nadine Robertson	5	4	4	To learn new skills	very approachable and patient with beginners	Pastels, venue	small group work to allow one on one when	yes	

Eric Mitchell	5	5	5	meeting new members of a great community, inspired and recharged need for visual arts output/production, information	all had great expertise in technique practice	Being away from urban chaos, having the opportunity to be in a fantastic environment	The techniques and great people	yes and beyond	Keep them coming!:)
Jeneille Harris	4	4	3	Loved the pastels. Will look to work more with	enjoyed sara's teaching	beautiful location, provision of ample supplies	pastels and use of colours and composition	yes	
Gael Drum	4	5	4(but would'nt want to be anywhere else!)	pushed me out of my comfort zone to do mediums I wouldnt normally choose- hence 4 not 5	all my knowledgeable and helpful. Pastels needed to be a longer session	Pastels- the landscape- tips given - no smudging. Basket making- weaving with flowers, leaves etc.Lino printing- Naomi's assistance and instructions	All of it! The hospitality was excellent!	Absolutely!	The Form girls are great!! Thank you!
Milly Zlatnik				Pastels better if bold, techniques of printing- new methods	Pastels-great demo, teaching. Baskets - Relaxed,Lino- Good practicals	locality, variety of workshops- each offered something new. Friendly facilitators from FORM and workshops	Practicals	Yes	

Rosie Vrancic	5	5	4	Opportunities to practice different techniques and use	very exciting to share the expertise and knowledge of such talented experienced artists	The challenge and the assistance given	Acceptance and positive encouragement	Yes	
Chelsea Croft	5	5	5	Inspiration and motivation	Textiles-very helpful, great notes. Print-great notes, interesting activities.Pastels-would have been good for artist to keep rotating around participants instead of working on own art!	Textiles and print-looking and collecting new materials	Looking in the direct environment for inspiration	Yes, I met creative people. Obtained a renewed inspiration	Have more camps during the year, sorry kate..haha
Sonya Moyle	5	5	5	New skills, eyes opened at how to use pastels in different ways	Lovely ladies. Very clever, inspiring.	weaving the start of a basket, the end results of the print making. Different techniques of pastels	tips and tricks with pastels	yes	wish I got to finish my weaving project. almost would have preferred to do less and complete one basket-but loved it!
Naomi Stanitzki	4	5	5	to share some of my knowledge and skills		Food, venue	Talking to other artists, being outdoors,shari	Yes	Thank You. It was very enjoyable and I enjoyed working with everyone

Dimity Lyon	5	5	3	Initiation to new medium(print), new techniques for paastels, creative application of weaving	I would have liked more time in Christines workshop to see her complete a work. I found that we only saw the start of a piece. I got stuck and frustrated when I couldn't progress it	I enjoyed the basket weaving/techniques as it was the easiest to master	Pastels workshop was definitely the most challenging, frustrating, inspiring and rewarding.	yes	In such a fantastic loaction, perhaps a photography workshop would be nice...
Sara Barnes	5	5	4	Create new networks and friendships	Good variety-nice that there were different activities from last year	Sharing skills with people	Opportunity to share with large group of people with similar	yes	
Bronwyn Carey	5	5	5	Learnt a lot of wonderful different skills	They were all wonderful	all of them	all of them	Yes	It was wonderful to meet a great lot of people. Cant really improve on what you all do. More time would be great but it was well done for the time allowed
C Hingston	5	3	5						
Mel Anderson	5	5	5	Re-visiting printmaking and learning to weave	fun, informative. The printmaking and weaving were theraputic	Relaxed, great content	learning to weave fro the first time, positive and negative spaces in lino print and	yes	extended weekend!:)

Scott Boyd	5	5	5	New skills		Basket weaving	relaxing environment and no	yes	
Di Boyd	5	5	5	New skills learnt	All guest artists were great	The company and the craft sessions	Pastel workshop	yes	
Nola Mackesey	5	5	5	New ideas to try	Every oner of the artists helped you	All of them	Pastel art	yes	more signs on road
Robyn Ann Ann Chia	5	5	5	Experiencing new challenges in pastels, composing and combining different elements and design in lino printing, finding out	Christines pastel workshop has been very educational	Basket weaving	Learning new and different techniques of basket weaving	Yes	Thanks for everything!:)
Ree Johnson	5	5	5	Mostly fun and company, trying new things	loved all workshops, artists were very good, I learnt lots and enjoyed each session	creating a finished product	spending time in native with new friends	most definitely	signs to get here
Amanda Firenze Pentney	5	4	5	New artistic experiences, challenging myself, inspiration from	Nomes-lovely, well paced. Sara- fabulous, enjoyable. Christine- slightly scary	New materials, processes and thoughts	Being challenged with new stuff	Yes	All great- please let me come again

Feedback: Larry Mitchell: A Pilbara Project Exhibition					Feb-12				
First Name	Surname	Suburb	State	Post Code	Please rate your overall experience of this exhibition.	How did you hear of the exhibition?	What were the highlights of your visit to this exhibition?	What was it that motivated you to visit this exhibition?	Do you have any additional comments ? (e.g. Future exhibitions, improvements)
Leish	Pattillo				5	Friends		Larry Mitchell	
Margaret	Bowan				4	Friends		Larry Mitchell	
Lani	Evangelista				4	Friends		Larry Mitchell	More advertisements before exhibitions.
Mark	Ledwidge	South Hedland	WA	6722	3	Newspaper	Friendly staff, nice work.	spare half hour!	
Rebecca	Higgins				4	Email	The gift shop as always.	A great night out in Port Hedland.	
Jordan	Williams	Port Hedland	WA	6721	3	Friends, mail, email, website.	New Artists	Love of the art and new local artists	Would be nice new local people for more face time.
Delnay	Delaney	Port Hedland	WA	6721	5	Newspaper, friends and flyers	The art and the people.	The art and the people.	Multi media.
Kate	Briggs	South Hedland	WA	6722	5	Friends	A wonderful opportunity to enjoy an artistic taste of the pilbara.	A desire to further my pilbara cultural experiences.	
Vivienne	Tuck	South Hedland	WA	6722	5	email	Being at the opening of the exhibition, it was buzzing.	New to Port Hedland. Wanted to see an artists perspective of the Pilbara.	Hot and crowded inside the art gallery during the opening - can you increase the aircon? Can you expand.
Anthony	Williams	Port Hedland	WA	6721	5				

jack	Elliot	South Hedland	WA	6722	5	friends	Wine, Larry Mitchells art was amazing.	Assosiation	Tap`es
Glen	Trewick	Port Hedland	WA	6721	5	Friends	All of Larrys work. Simply amazing.	I love art. My friends told me about Larry Mitchells work. I just had to come and see. Simply amazing.	
Jodee	Gray	Port Hedland	WA	6721	5	Friends	Fantastic Work	Differnt experience	
Katie	Groves	Karratha	WA		5	Face book	All	From Karratha and wanted to see.	We want one in Karratha.
Fatima	Safro	South Hedland	WA	6722	4	Always dropping in.	Amazing prints and texture.	Always dropping in to see what is here.	
Amanda	McConneell				5	Pilbara Island	Here with friends.		
Stephanie	Breen	Port Hedland	WA	6721	4	Friends			
No name					4	friends	Showing visitors sies of PH		
No name									
					4	Mail	Good range of works.	Interested in seeing his exhibiton	
Jodie	Ellis	South Hedland	WA	6722	4	Posters in the Silver Star		please let me knowabout future exhibitions.	
Siobhan	Cranny				5	walking past gallery			

Noeleen	Macleod				4	Tourist Info Centre	Jewelery	Boredom, noting to do, interest, like art	
Mary	Wyn	Port Hedland	WA	6721	5	Friends			
Robyn	Fessing Orideues				5		Nature and Industry		
Calvin	Welch				5	Friends	Besides the two lovely ladies that were so informative, the art blew my mind and the great space you have. Also the Grand Piano	The love of art. Didn't know port hedland had a gallery	
David	Grey				4	off the street	The Larry Mitchell pieces	Curiosity	A very nice display!
Alison	Gill	South Hedland	WA	6722	5	Local	Jewelery and Artwork	Not biin in for a while!	
Aoife	Adamson	South Hedland	WA	6722	5	Train for coffee	Relaxed experience, escape from reality	Love coming here	
Jenny	Sexton	Port Hedland	WA	6721	5	Flyers	Realistic colours/scenes	Encouraging culture in Port Hedland	
John	Martin	Port Hedland	WA	6721	4		techniques of landscape/sky/water	Interes in painting	

virginia	cavanagh	Wickham	WA	6720	5	Friends	Artist, subject matter, layout was excellent. Love the shop and australian gifts/books	Interested in art	loved that Larry did a workshop-would love to participate
May	Carter				5	PDC Office	Larry Mitchell	Curiosity	
name	unknown				5	Friends/PDC	The Pilbara Island Painting	suffestion by a local	Friendly staff and nice displays
Astrid	Gleeson	Port Hedland	WA	6721	5	Posters	Hi paintings, they are beautiful.	Enjoy art galleries.	
Emily	Trainor	Port Hedland	WA	6721	5	Friends	Amazing Paintings	Amazing Paintings	
Becky	Gallagher	Port Hedland	WA	6721	4	email	amazing attention to detail, paintings very well presented	saw 52 weeks on photo exhibition	
Kate	Mann	South Hedland	WA	6722	5	friends	loved the jewellery. Great place to buy a gift	family was coming here	
unknown	name				5	Email/Friends	Aboriginal artworks, Fab service!! Thanks	visiting Hedland. I always come to the gallery	
unknown	name				4	Friends	Discussions with staff	friend was interested in visiting	
Aimee	Knott	Mission Beach	QLD	4852	5	Posters		Rainy Day	

Paula	Candlish	Wangi Wangi	NSW	2267	5	walk in	The variety of the exhibition	Advised it was worth the effort by friends	no
Julie	Cleave	SOUTH HEDLAND	WA	6722	5		Walked in	Staff very helpful and friendly	showing friends around
no name					4	email		Pilbara Island	Good paintings
Lorraine	Darling	South Hedland	WA	6722	5	friends	loved it all - reflected the pilbara well	Love of art - variety	
Heather	Malligan	Maida Vale	WA	6057	5	friends	Larry Mitchells art	Larry captured all the sceanery in his paintings that I had the pleasure to see. Sat in aure just looking at exhibition, emotional.	
Kepu	Bon				5	walk in shop			
Izabela	Boure	Port Hedland	wa	6722	5		visiting	The paintings by larry Mitchell are gorgeous.	We popped in and were suprised.
Georgina	Good	South Hedland	WA	6722	4	Friends	Gallery	Friends recommended	

10.1.3 Port Hedland Visitor Centre Quarterly review: April to June 2012 (File No.: 05/09/0017)

Officer Gordon MacMile
Director Community Development

Date of Report 17 September 2012

Disclosure of Interest by Officer Nil

Summary

This report is for the Audit and Finance Committee to review the operational report for the Port Hedland Visitor Centre (PHVC) for the quarter April to June 2012.

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.”*

The Council meeting of 27 June 2012 endorsed in part that:

- “1. *The Chief Executive Officer or delegated officer to negotiate a contract with GM Services for the interim management of the Port Hedland Visitors Centre for the period of 1 July 2012 ending 29 September 2012, for the fee of \$22,916.66 per month.”*

The OCM (22 August 2012) resolved that Council:

- “1. *Selects FORM as the preferred proponent for the management of the Port Hedland Visitors Centre and acknowledges the 3 year contract management fees*
2. *Endorses the Chief Executive Officer or delegated officer to negotiate additional outcomes / key performance indicators within the contract to achieve the best result for the Town of Port Hedland*
3. *Notes that a formal schedule of works issued by FORM will be reported to Council at the September meeting.”*

The contract for the management of the PHVC with FORM will contain a range of new key performance indicators and improved operational reporting requirements as indicated below:

- Working Criterion 1 – Operational Plan (including service delivery and programming)
- Working Criterion 2 - Financial Management
- Working Criterion 3 - Performance Measurement

- Working Criterion 4 - Human Resources
- Working Criterion 5 - Marketing and Branding.

The new reporting under the contract will be provided to Council in Q1 2013.

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Strategic Community Plan 2012 to 2022

6.1.2 Vibrant – Develop Port Hedland’s tourism industry to broaden the tourist opportunities available.

Budget Implications

Nil

Officer’s Comment

The 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 – April 2012
2. PHVC Monthly Report – May 2012
3. Year to Date Report – April 2012
4. Year to Date Report – May 2012
5. Year to Date Report – June 2012
6. Reconciliation Summary Payables (April 2012)
7. Reconciliation Summary Payables (May 2012)
8. Reconciliation Summary Receivables (April 2012)
9. Reconciliation Summary Receivables (May 2012)

**AFC201213/005 Officer's Recommendation/Audit and Finance
Committee Decision**

Moved: Mayor Howlett

Seconded: Cr Dziombak

**That the Audit and Finance Committee accepts the quarterly
review report from GM Services of the Port Hedland Visitors
Centre for the period 1 April to 30 June 2012.**

CARRIED 3/0

27 June 2012



PORT HEDLAND
Visitor Centre

MONTHLY APRIL 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 April 2012))
 - \$ 29,498
 - COGS
 - \$8,003
 - Expenditure
 - \$9,629
 - Gross Profit \$24,496
 - Nett Profit/Loss \$14,867
- Reasons for significant variations between budgeted income and/ or expenditure
 - Limited stock to sell as month by month contract
- Outstanding creditors
 - Creditors (attached Creditor List)
 - \$14,742.49
- Outstanding debtor information
 - Debtors (Attached Debtor List)
 - \$6,858
- Patronage
 - April 2012: 2371
 - April 2011: 2741
 - April 2010: 2956
- Consumer trend analysis
 - Visitor numbers are down on 2011 and down on 2010.
- Complaints
 - None
- Resolutions
 - None
- Recommended Maintenance for 2011
 - Bathrooms upgrade due to plumbing issues
- Marketing /Initiatives
 - Initiatives & Funding from 2011
 - FMG confirmed renovating theatre to host school both local and regional in conjunction with a tour. Not set date as yet, due to new management in near future
 - BHPBIO application for funding completed and re- submitted, for July to September quarter funding 2011. Met with TOPH and BHP and TOPH now liaising directly with BHP re this funding
 - 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

27 June 2012



PORT HEDLAND
Visitor Centre

MONTHLY MAY 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 May 2012))
 - \$ 50,825
 - COGS
 - \$4,026
 - Expenditure
 - \$11,398
 - Gross Profit \$46,799
 - Nett Profit/Loss \$35,401
- Reasons for significant variations between budgeted income and/ or expenditure
 - Limited stock to sell as contract month by month
- Outstanding creditors
 - Creditors (attached Creditor List)
 - \$8,752.27
- Outstanding debtor information
 - Debtors (Attached Debtor List)
 - \$6,858
- Patronage
 - May 2012: 2411
 - May 2011: 4210
 - May 2010: 3256
- Consumer trend analysis
 - Visitor numbers are down on 2011 and down on 2010.
- Complaints
 - None
- Resolutions
 - None
- Recommended Maintenance for 2011
 - Bathrooms upgrade due to plumbing issues
- Marketing /Initiatives
 - Initiatives & Funding from 2011
 - FMG confirmed renovating theatre to host school both local and regional in conjunction with a tour. Not set date as yet, due to new management in near future
 - BHPBIO application for funding completed and re- submitted, for July to September quarter funding 2011. Met with TOPH and BHP and TOPH now liaising directly with BHP re this funding
 - 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 10.1.3

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

Profit & Loss Statement

for month ended 30 April 2012

	2012	2011
Income		
Management Fees Income	12,500	37,500
Memberships & Advertising	1,727	
Donations		
Other Income	5,927	
Sales	9,344	14,208
Total Income	29,498	51,708
Cost of Sales		
Opening Stock (estimate)	3,000	44,000
Purchases:		
Maps & Books	164	324
Prints		182
Misc Souvenirs	815	544
Jewellery		
Clothing & Swimwear		240
Stubby holders		
Beauty Products		
Post cards		
Sunglasses		
Bus Ticket sales	3,725	6,012
Airline Ticket sales		
PHVC BHP Tours		
Food Products		
Icecreams, Soft-drinks, Snacks	299	
Consignment payments		
Spas		
Other		
Indigenous Products		
Calm Passes		
Freight		
Discounts Received		
Total Cost of Sales	8,003	51,303
Less: Closing Stock	(3,000)	(44,000)
Net Cost of Sales	5,003	7,303
Gross Profit	24,496	44,405
Expenses		
Advertising & Promotions		530
Audit Fees		6,926
Bank fees and Charges	105	171
Cleaning & Rubbish Removal		
Donations		
Dues & Subscriptions		
Electricity		2,086
General & administrative		
Insurance		
Internet		
Maintenance - Copier		
Maintenance - General		
Management Consulting		
MV Expenses	317	
Office supplies		449
Permits & Licences		
Petty Cash	227	
Plant & Equip under \$300		
Postage & Shipping		83
Promotional Events		
Staff Amenities		61
Sundry Expenses		
Telephone	1,648	798
Training & Seminars		
Uniforms		
Employment expenses:		
Wages & Salaries	4,965	14,994
Other Employment Expenses		2,500
Contract Wages	1,920	2,303
Superannuation	447	1,287
Medical Expenses		
Water		

Web site		113
Workers Compensation		
Total Expenses	<u>9,629</u>	<u>32,298</u>
Net Profit / (Loss)	<u>14,887</u>	<u>12,107</u>

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

Profit & Loss Statement

for month ended 31 May 2012

	2012	2011
Income		
Management Fees Income	38,333	
Memberships & Advertising		
Donations		
Other Income	4,727	921
Sales	7,764	18,604
Total Income	50,825	19,525
Cost of Sales		
Opening Stock (estimate)	3,000	44,000
Purchases:		
Maps & Books		1,614
Prints		
Misc Souvenirs	27	3,076
Jewellery		426
Clothing & Swimwear		
Stubby holders		
Beauty Products		
Post cards		
Sunglasses		
Bus Ticket sales	3,999	4,184
Airline Ticket sales		
PHVC BHP Tours		
Food Products		
Icecreams, Soft-drinks, Snacks		550
Consignment payments		
Spas		
Other		386
Indigenous Products		
Calm Passes		
Freight		
Discounts Received		
Total Cost of Sales	7,026	54,236
Less: Closing Stock	(3,000)	(44,000)
Net Cost of Sales	4,026	10,236
Gross Profit	46,799	9,289
Expenses		
Advertising & Promotions		530
Audit Fees		
Bank fees and Charges	87	113
Cleaning & Rubbish Removal		
Donations		
Dues & Subscriptions		682
Electricity		
General & administrative		
Insurance		
Internet	100	200
Maintenance - Copier		
Maintenance - General		56
Management Consulting		
MV Expenses	876	
Office supplies	381	1,434
Permits & Licences		
Petty Cash	500	
Plant & Equip under \$300		
Postage & Shipping	238	
Promotional Events		
Staff Amenities		61
Sundry Expenses		
Telephone	531	
Training & Seminars		
Uniforms		
Employment expenses:		
Wages & Salaries	4,756	13,583
Other Employment Expenses		2,000
Contract Wages	3,500	1,950
Superannuation	428	1,237
Medical Expenses		
Water		

Web site		
Workers Compensation		
Total Expenses	<u>11,398</u>	<u>21,845</u>
Net Profit / (Loss)	<u>35,401</u>	<u>(12,556)</u>

ATTACHMENT 5 TO ITEM 10.1.3

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

Profit & Loss Statement

for month ended 30 June 2012

	2012	2011
Income		
Management Fees Income	38,333	
Memberships & Advertising	409	
Donations		
Other Income		
Sales	11,659	27,025
Total Income	50,401	27,025
Cost of Sales		
Opening Stock (estimate)	3,000	44,000
Purchases:		
Maps & Books	1,879	228
Prints	756	
Misc Souvenirs	716	
Jewellery	742	1,873
Clothing & Swimwear	488	787
Stubby holders		
Beauty Products		911
Post cards		
Sunglasses		613
Bus Ticket sales	5,576	4,497
Airline Ticket sales	275	
PHVC BHP Tours	2,000	
Food Products		
Icecreams, Soft-drinks, Snacks		
Consignment payments		
Spas		
Other		386
Indigenous Products		
Calm Passes		(3,096)
Freight		
Discounts Received		
Total Cost of Sales	15,432	50,199
Less: Closing Stock	(2,500)	(20,000)
Net Cost of Sales	12,932	30,199
Gross Profit	37,469	(3,174)
Expenses		
Advertising		994
Audit Fees		
Bank fees and Charges	84	170
Cleaning & Rubbish Removal		
Donations		
Dues & Subscriptions	273	
Electricity		1,471
General & administrative	1,818	
Insurance		
Internet	100	106
Maintenance - Copier	(425)	(56)
Maintenance - General		
Management Consulting	40,182	
MV Expenses	8,432	
Office supplies	116	312
Permits & Licences		
Petty Cash		
Plant & Equip under \$300		
Postage & Shipping		2
Promotional Expenses	3,636	
Staff Amenities		61
Sundry Expenses		
Telephone	587	1,874
Training & Seminars		270
Uniforms		
Employment expenses:		
Wages & Salaries	8,982	17,233
Other Employment Expenses		2,000
Contract Wages	2,740	1,650
Superannuation	808	1,497
Medical Expenses		
Water		

Web site		
Workers Compensation		
Total Expenses	<u>67,333</u>	<u>27,584</u>
Net Profit / (Loss)	<u>(29,864)</u>	<u>(30,758)</u>

GM Services Tourism T/as

Port Hedland Visitors Centre
 13 Wedge Street
 Port Hedland WA 6721

Payables Reconciliation [Summary]

30/04/2012

18/06/2012
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Name	Total Due	Apr	Mar	Feb	Pre-Feb
ABC Maps	\$36.33	\$36.33	\$0.00	\$0.00	\$0.00
Earthmoving Maintenance Sol	\$467.38	\$0.00	\$0.00	\$0.00	\$467.38
Elders Insurance	\$1,824.15	\$0.00	\$0.00	\$0.00	\$1,824.15
Envirobook	\$144.00	\$144.00	\$0.00	\$0.00	\$0.00
Goldline Distributors	\$328.50	\$328.50	\$0.00	\$0.00	\$0.00
Greyhound Australia	\$8,689.18	\$3,671.41	\$5,017.77	\$0.00	\$0.00
Hema Maps	\$119.46	\$0.00	\$119.46	\$0.00	\$0.00
Integrity Coach Lines	\$425.85	\$425.85	\$0.00	\$0.00	\$0.00
Water Corp WA	\$1,810.70	\$0.00	\$0.00	\$0.00	\$1,810.70
Zimble Pty Ltd	\$896.94	\$896.94	\$0.00	\$0.00	\$0.00
Total:	\$14,742.49	\$5,503.03	\$5,137.23	\$0.00	\$4,102.23
Ageing Percent:		37.3%	34.8%	0.0%	27.8%
Payables Account:	\$14,742.49				
Out of Balance Amount:	\$0.00				

GM Services Tourism T/as

Port Hedland Visitors Centre
 13 Wedge Street
 Port Hedland WA 6721

Payables Reconciliation [Summary]

31/05/2012

18/06/2012
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Name	Total Due	May	Apr	Mar	Pre-Mar
Earthmoving Maintenance Sol	\$467.38	\$0.00	\$0.00	\$0.00	\$467.38
Elders Insurance	\$1,459.32	\$0.00	\$0.00	\$0.00	\$1,459.32
Greyhound Australia	\$4,398.47	\$4,398.47	\$0.00	\$0.00	\$0.00
Hema Maps	\$119.46	\$0.00	\$0.00	\$119.46	\$0.00
Water Corp WA	\$1,410.70	\$0.00	\$0.00	\$0.00	\$1,410.70
Zimblar Pty Ltd	\$896.94	\$0.00	\$896.94	\$0.00	\$0.00
Total:	\$8,752.27	\$4,398.47	\$896.94	\$119.46	\$3,337.40
Ageing Percent:		50.3%	10.2%	1.4%	38.1%
Payables Account:	\$8,752.27				
Out of Balance Amount:	\$0.00				

GM Services Tourism T/as

Port Hedland Visitors Centre
13 Wedge Street
Port Hedland WA 6721

Receivables Reconciliation [Summary]

30/04/2012

18/06/2012
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Name	Total Due	Apr	Mar	Feb	Pre-Feb
BHP Billiton Iron Ore	\$338.00	\$0.00	\$0.00	\$0.00	\$338.00
SAS-Norsat Communications	\$6,520.00	\$6,520.00	\$0.00	\$0.00	\$0.00
Total:	\$6,858.00	\$6,520.00	\$0.00	\$0.00	\$338.00
Ageing Percent:		95.1%	0.0%	0.0%	4.9%
Receivables Account:	\$6,858.00				
Out of Balance Amount:	\$0.00				

GM Services Tourism T/as
 Port Hedland Visitors Centre
 13 Wedge Street
 Port Hedland WA 6721

Receivables Reconciliation [Summary]

31/05/2012

18/06/2012
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Name	Total Due	May	Apr	Mar	Pre-Mar
BHP Billiton Iron Ore	\$338.00	\$0.00	\$0.00	\$0.00	\$338.00
SAS-Norsat Communications	\$6,520.00	\$0.00	\$6,520.00	\$0.00	\$0.00
Total:	\$6,858.00	\$0.00	\$6,520.00	\$0.00	\$338.00
Ageing Percent:		0.0%	95.1%	0.0%	4.9%
Receivables Account:	\$6,858.00				
Out of Balance Amount:	\$0.00				

10.1.4 Gratwick Aquatic Centre Quarterly Review: April to June 2012 (File No.:26/13/0006)

Officer Gordon MacMile
Director Community Development

Date of Report 20 September 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: April to June 2012 for the Gratwick Aquatic Centre.

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.

During the period 1 April to 30 June 2012 the South Hedland Aquatic Centre was undergoing redevelopment, therefore a quarterly operational report for this facility is not provided.

The Council meeting on 22 February 2012 resolved to endorse the YMCA as the successful tender for the operation of the Town of Port Hedland Leisure Centre's for 4 years commencing 1 July 2012.

The OCM (9 May 2012) resolved that Council:

1. *Approves the variation to the Contract of Management of Town of Port Hedland Leisure Facilities (11/34) with the YMCA to include the period up to 30 June 2012*
2. *Notes that funds for startup activities for the Multi Purpose Recreation Centre to 30 June 2012 will be expended from 'Account 1108257 Multi-Purpose Recreation Centre – Operating Costs'.*

The contract (commencing 1 July 2012) will contain a range of new key performance indicators and operational information. This new format will be reported in Q1 2013.

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

Strategic Community Plan 2012 to 2022

6.1.2 Vibrant – Provide access to recreational, cultural, entertainment facilities and opportunities

Budget Implications

Council's 2010/2011 budget contained an allowance of \$485,047 for the Gratwick Aquatic Centre payable by equal monthly installments.

The annual result presented a very minimal improvement from the budgeted financial outcome.

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 April to 30 June 2012

AFC201213/006 Officer's Recommendation/Audit and Finance Committee Decision**Moved: Mayor Howlett****Seconded: Cr Dziombak**

That the Audit and Finance Committee accepts the quarterly review report for the period 1 April to 30 June 2012 for the Gratwick Aquatic Centre.

CARRIED 3/0



Gratwick Aquatic Centre

QUARTERLY REPORT

April – June 2012

COMMENT

The 2011/12 season was challenging due to cyclonic activity throughout summer months and significant maintenance requirements that led to centre closures. However the Gratwick aquatic centre performed soundly throughout the year achieving significant growth in centre memberships of over 330% (118 memberships) from July 2011 – June 2012. This ensured the centre achieved both financial and participatory targets.

This spike in memberships was a result of the introduction of a pay as you go membership, improved membership sales procedures and ongoing performance measurement such as a monthly mystery shopper campaign.

Total patronage throughout 2011/12 was 46,629 which was lower than the anticipated target of 51,413 but higher than that recorded in 2010/11 of 42,936. Despite the centre not opening for the majority of January, patronage throughout the final months of the 2011/12 financial year was strong mainly due to warmer weather and water temperatures experienced from February – May.

Recreational swimming attendances throughout April and May were significantly higher than anticipated whilst June attendance was slightly lower than the budgeted target. The reduction in attendances throughout June is a reflection of both cooler water temperatures and the significantly lower operating hours in comparison to summer months.

The fitness centre experienced significantly higher patronage than anticipated throughout the quarter due to strong membership numbers and limited opportunity for the community to participate in this activity elsewhere.

FINANCIAL PERFORMANCE

Financial Year to Date

YTD	Actual	Budget	Variance
Income	\$320,726	\$288,918	\$31,808
Expenditure	\$803,610	\$773,967	(\$29,643)
Net	(\$482,884)	(\$485,049)	\$2165

Income for the fourth quarter of 2011/12 was ahead budget by \$31,808 whilst expenditure was over budget by \$29,643 resulting in a net performance of -\$482,884 compared to a budget of -\$485,049.

Year to date Gratwick aquatic centre is \$2165 ahead of budget. The Health club is a major contributor to this result with 48% (\$36,509) of the centres with income driven from this program area.

End of fourth quarter variations Summary (Above 15%)

- Aqua Aerobics income year to date is behind budget by \$948 whilst associated expense is over budget by \$1,570. This is a reflection of the growth in popularity of the centre's membership system as income associated with this program consists only of that generated from casual participation.

The shift towards patrons obtaining memberships has impacted on the financial return of the aqua aerobics program area.

The aqua aerobics program attracted 364 patrons throughout 2011/12 which reflects a growth of 64% in comparison to the previous year.

- School aquatic income is \$3,942 behind budget YTD. The centre budgeted for the Education Department in-term lessons which did not go ahead. The Town of Port Hedland, YMCA and a range of other key stakeholders are working with the Education Department to restart the program for 2012/13.
- Health Club income was \$8,550 (110%) ahead of budget for June and was \$36,509 ahead of budget for the financial year.

This performance is a result of the introduction of a flexible pay as you go direct debit membership in July 2011 and associated sales processes. Gratwick aquatic centre currently has a stable membership base of 168 ongoing members.

- Facility rental income is \$1,654 below budget – feedback from those interested in booking the centre was that alternative venues were selected for end of year functions due to the restriction of alcohol at the pool site.
- Operations expense is \$21,669 over budget which is a reflection of high utility costs for the centre and increased expenditure required to maintain a high level of presentation of the centre's gardens.
 - Utilities expenses were over budget by \$14,007 year to date
 - Gardening expenses were over budget by \$8,343 year to date
- Administration expenditure was \$8,588 over budget due to increased expenditure required for the following:
 - Cash security expenses over budget by \$1,417
 - Telephone and fax expenses over budget by \$3,236
 - IT support and maintenance over budget by \$3,030

GRATWICK AQUATIC CENTRE KPI'S

	GAC	Budget / Benchmark	Comment
Financial KPI's			
Budget target achieved	Yes	Yes	Strong fitness centre membership sales.
Total Ave Income per visit (income / attendance) <i>Ave Income per visit MTH</i>	\$17.87	\$3.53	This is a reflection of strong membership base
<i>Ave Income per visit YTD</i>	\$6.88	\$3.53	Again, this is a reflection of the centre's strong fitness membership base. YTD the fitness centre income is \$36,509 ahead of budget
<i>Recreation Swimming Avg Inc per visit MTH</i>	\$7.49	\$4.42	June result is skewed by inclusion of invoiced income associated patronage earlier in the year.
<i>Recreation Swimming Avg Inc per visit YTD</i>	\$2.73	\$3.28	This result has been affected by seasonal fluctuations as well as unplanned maintenance closures.
<i>Fitness Centre Avg Inc per visit MTH</i>	\$21.85	\$12.54	Reflects the strong membership base in comparison to budget
<i>Fitness Centre Avg Inc per visit YTD</i>	\$15.27	\$12.54	As above
Secondary Spend per visit (Café inc + Merch inc / visits) <i>Secondary Spend MTH</i>	\$0.50	\$1.24	Low patronage levels from child patrons due to cold water temperature has affected secondary spend.
<i>Secondary Spend YTD</i>	\$1.02	\$0.92	Sound result
Subsidy per visit (net result / attendance) Subsidy per visit - MTH	-\$40.84	-\$7.62	Performance is a reflection of low patronage throughout winter months
Subsidy per visit - YTD	-\$10.36	-\$9.43	Performance is a reflection of lower than anticipated patronage EG – target annual patronage was 51,413, actual patronage was 46,629 therefore subsidy per visit is higher despite better than budgeted financial performance

Labour costs to total receipts Labour costs:total receipts - MTH	163%	138%	Reduced recreation swimming opportunities through reduced hours and seasonal patronage are key factors for this poor result. This result is also a reflection of the cost of maintaining an appropriate number of qualified staff members throughout winter months despite reduced operating hours for the centre. Sound result.
Labour costs:total receipts - YTD	137%	138%	

Catchment Multiple (visits/population 5 KM radius)	GAC catchment population is estimated at 3,183 residents. CERM Benchmark is 3.5		
Catchment Multiple - MTH	0.34	1.22	Cold water temperatures and reduced opening hours have affected this result. Sound result in comparison to CERM benchmark.
Catchment Multiple - YTD	14.65	16.15	

Customer Service Mystery Shopper Score Customer Survey Results	80% TBC	80% TBC	Good result Customer survey currently in process
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Risk Management KPI's Major Incidents per 10,000 visits	2	0.19	Two incidences where an ambulance was called.
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Programming KPI's Total Attendance Month	1,081	1,399	Low participation rates across the aquatic facility effected this performance Sound result considering closures through cyclones and unplanned maintenance events. June promotion contributed to additional sales at end of financial year. Performance is a reflection of limited availability of other suitable options and addition of new membership structure in July 2011. Aqua Safe Program only runs term 1 and term 4
Total Attendance YTD	46,629	54,413	
Total HC Memberships Sold	18	2	
Total HC Members	168	68	
Aquatic Ed Occupancy	0%	85%	

ATTENDANCE STATISTICS

	June 12	June 11	YTD 11/12	YTD 10/11
Recreation Swimming				
Adult	165	169	12,136	10,662
Child	13	12	5178	4830
Concession	1	13	195	421
Off Peak	0	0	2158	1407
Council	9	5	241	465
Under 2's	0	0	634	667
Family	27	2	2005	1770
Total Family Visits	108	8	8004	7188
User Groups	4	0	1241	1604
Spectator	7	1	1329	2565
Fitness Centre	747	651	8575	6719
VAC Swim	0	0	512	803
YMCA Swim Lessons	0	0	4478	3404
Programs	0	0	64	386
School Attendance	0	0	1432	1526
Aqua Aerobics	0	0	364	222
Coaches	0	0	61	65
TOTAL	1081	861	46,629	42,936

The table above shows an increase in numbers from 2010/11 to 2011/12

Asset Management KPI's			
Facility Audit - conducted quarterly	85%	80%	The next audit will be conducted in July. All scheduled maintenance completed where required, reactive maintenance has increased spend.
Total maintenance expenditure (YTD against budget)	\$50,863	\$45,799	

Utility Costs			
Energy cost share %	3.79%	7.70%	Sound result in comparison to CERM benchmark. This result is reflective of low participation throughout first and second quarter of the year due to seasonal fluctuations and unplanned maintenance. Investigations are being undertaken to understand the water usage at the centre. Poor performance is a reflection of high water costs for the centre, investigations are being undertaken to understand the water usage at the centre.
Energy costs per visit	\$0.65	\$0.27	
Water cost share %	7.37%	4.40%	
Water costs per visit	\$1.27	\$0.64	

GRATWICK AQUATIC CENTRE
P&L Year to Date April- June 2012

Income	YTD		
	Actual	Budget	Variance
Aqua Aerobics Income	4,760	5,708	(948)
Recreation Swimming Income	89,396	90,331	(935)
Aquatic Program Income	1,112	2,401	(1,289)
Schools Aquatic Program Income	1,436	5,378	(3,942)
Health Club Income	130,910	94,401	36,509
Aquatic Education Income	45,394	41,186	4,208
Facility & Equip Rental Income	201	1,855	(1,654)
Café Income	37,057	39,600	(2,543)
Merchandise Income	10,460	8,058	2,402
Vending Income	-	-	-
Grant Income	-	-	-
Total Income	320,726	288,918	31,808
Expense			
Aqua Aerobics Expense	2,923	1,353	(1,570)
Recreation Swimming Expense	80,765	85,794	5,029
Aquatic Programs Expense	1,455	600	(855)
Aquatic Education Expense	14,527	13,985	(542)
Health Club Expense	25,567	29,076	3,509
Café Expense	26,581	26,400	(181)
Merchandise Expense	4,990	4,740	(250)
Marketing Expense	5,952	6,000	48
Insurances	5,171	6,000	829
Grant	-	-	0
Administration Expense	119,008	110,420	(8,588)
Operations Expense	202,876	181,207	(21,669)
Duty Management Expense	63,213	61,644	(1,569)
Management Expense	250,582	246,748	(3,834)
Total Expense	803,610	773,967	29,643
Net Operating Result	(482,884)	(485,049)	2,165

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**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 3.35 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