



## **Town of Port Hedland**

### **MINUTES**

### **OF THE**

### **SPECIAL MEETING**

### **OF THE**

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

### **HELD ON**

**WEDNESDAY, 28 MARCH 2012  
AT 3:30PM**

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

*Purpose of Meeting: To consider:  
Community Funding and Donations – Endorsement of Funding Requests  
(File No.: 02/05/0003)*

*Natalie Octoman  
Director Corporate Services*



### **Terms of Reference**

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

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

#### *Membership:*

The membership of the committee be as follows:

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

#### *Quorum:*

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

#### *Delegation:*

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

#### *Tenure:*

Ongoing

#### *Responsible Officer:*

Director Corporate Services

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



**OUR COMMITMENT**

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

<b>ITEM 1</b>	<b>OPENING OF MEETING .....</b>	<b>7</b>
1.1	OPENING .....	7
<b>ITEM 2</b>	<b>RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE .....</b>	<b>7</b>
2.1	ATTENDANCE.....	7
2.2	APOLOGIES .....	7
2.3	APPROVED LEAVE OF ABSENCE.....	7
<b>ITEM 3</b>	<b>PUBLIC TIME .....</b>	<b>7</b>
3.1	PUBLIC QUESTION TIME .....	7
3.2	PUBLIC STATEMENT TIME .....	7
<b>ITEM 5</b>	<b>QUESTIONS FROM MEMBERS WITHOUT NOTICE.....</b>	<b>8</b>
5.1	MAYOR K A HOWLETT .....	8
<b>ITEM 6</b>	<b>DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING .....</b>	<b>8</b>
<b>ITEM 7</b>	<b>REPORTS OF OFFICERS .....</b>	<b>9</b>
7.1	<b>COMMUNITY DEVELOPMENT .....</b>	<b>9</b>
7.1.1	<i>Community Funding and Donations - Endorsement of Funding Requests (File No.: 02/05/0003).....</i>	<i>9</i>
<b>ITEM 8</b>	<b>LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL .....</b>	<b>56</b>
<b>ITEM 9</b>	<b>CONFIDENTIAL ITEMS .....</b>	<b>56</b>
<b>ITEM 10</b>	<b>CLOSURE.....</b>	<b>56</b>
10.1	DATE OF NEXT MEETING.....	56
10.2	CLOSURE.....	56



**ITEM 1 OPENING OF MEETING**

**1.1 Opening**

The Chairperson declared the Special Meeting of the Audit and Finance Committee open at 3:40pm and acknowledged the traditional owners, the Kariyarra people.

**ITEM 2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**

**2.1 Attendance**

Committee:

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

Ms Natalie Octoman                      Director Corporate Services  
Mr Gordon MacMile                      Director Community Development

Ms Josephine Bianchi                      Minute Taker

**2.2 Apologies**

Nil

**2.3 Approved Leave of Absence**

Nil

**ITEM 3 PUBLIC TIME**

3:41pm      Chairman opened Public Question Time

**3.1 Public Question Time**

Nil.

3:41pm      Chairman closed Public Question Time

3:41pm      Chairman opened Public Statement Time

**3.2 Public Statement Time**

Nil.

3:41pm      Chairman closed Public Statement Time

**ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

**5.1 Mayor K A Howlett**

*Why haven't the responses to the questions I asked at the last Audit and Finance Committee meeting been included in the Agenda for this meeting?*

Director Corporate Services advised that this is a Special Audit and Finance Committee meeting and therefore the agenda only deals with matters included in the notice of the meeting; this being 'Community Funding and Donations – Endorsement of Funding Requests'. The questions that were discussed previously will be responded to at the next Ordinary Audit and Finance Committee meeting anticipated to be held in late May.

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

Mayor K A Howlett	Cr A A Carter
Cr M B Dziombak	Cr G A Jacob



**ITEM 7 REPORTS OF OFFICERS**

**7.1 COMMUNITY DEVELOPMENT**

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

**Officer** Gordon MacMile  
Director Community  
Development

**Date of Report** 2 March 2012

**Disclosure of Interest by Officer** Nil

**Summary**

This report requests the Audit & Finance Committee to consider the applications received and subsequently recommend Council to allocate funding to donations requested from TS Pilbara, Andrew McLaughlin Community Centre, Drovers Rodeo Equestrian Centre, JaBaT Dance Inc, Port Hedland Historical Society, and Youth Involvement Council.

**Background**

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

The purpose of the Policy was to establish a framework that facilitates collaboration with the community to support the delivery of events, celebrations, and community activities which reflect the unique identity of Port Hedland.

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

Council (OCM 16 November 2011) endorsed a review of Town of Port Hedland's Committees and Working Groups Terms of Reference and Elected Member Representation on Council's Committees, Working Groups and External Organisations.

The previously established Donations Working Group was disbanded in accordance with the revised terms of reference of the re-established Audit and Finance Committee.

**Consultation**

1. Director Community Development
2. Manager Community Development
3. Manager Recreation Services and Facilities.

**Statutory Implications**

Nil

**Policy Implications**

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

**Strategic Planning Implications**

Key Result Area 2: Community Pride

Goal 2: Events

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

**Budget Implications**

Should the officer's recommendation be considered favourably by the Audit and Finance Committee and subsequently adopted by Council, \$13,027.33 will be allocated from GL Account 813274, with an estimated \$6,811.67 remaining balance of funds for 2011/12.

**Officer's Comment**

The recent round of the Community Funding and Donations process closed on 15 February 2012, with 6 applications being received from Unit Committee TS Pilbara, Drovers Rodeo Equestrian Centre, Andrew McLaughlin Community Centre, JaBaT Dance, Hedland Historical Society and Youth Involvement Council.

Requested funding is summarised below (full copies of the Donation Requests are included as Attachment 2 to Attachment 7).

Unit Committee TS Pilbara

Application for donation is to purchase an outdoor motor for Cadets to participate in safety and rescue training. Training is designed to allow Cadets to gain Recreational Skipper's Ticket.

In kind labour and cash will be provided by TS Pilbara.

Drovers Rodeo Equestrian Centre

Application for donation to support the development of an Equestrian Centre in Port Hedland.

Project is not sufficiently developed at this stage and detail not provided regarding use of requested Council donation. The project could be supported in the future when more information is available about the status of the Drovers Rodeo Equestrian and linkages with equestrian sports in the Town of Port Hedland.

Drovers Rodeo Equestrian Centre could be encouraged to participate in the Turf Club Needs Assessment, Concept Design and Implementation Study and aligning funding applications with effective planning. Future funding support could be considered through Council's annual Community Request process.

Andrew McLaughlin Community Centre

Application for a donation to provide free event open to the community offering children's entertainment.

JaBaT Dance Inc.

Application to support a 2 night annual stage production that showcases dance to families, friends and the Hedland community. Funding requested to offset cost of hire / transport of additional lighting and cost of venue hire (Matt Dann Theatre).

Hedland Historical Society

Application for donation to commemorate the 100 year anniversary of the loss of the *SS Koombana*.

Funding requested for the support the promotion of the event, as well as in kind / fee waiver of logistical arrangements (rubbish bins, PA system, venue and reserve hire).

Youth Involvement Council

Application is for the waiving of hire fees for the Matt Dann Cultural Centre to host 'Hedland's Got Talent' as part of Youth Week 2012.

**Attachments**

1. Summary of Community Funding Applications and Officer's Comment / Recommendation (March 2012)
2. TS Pilbara. - Request for Donation (Outboard Motor)
3. Drovers Rodeo Equestrian Centre – Request for Donation
4. Andrew McLaughlin Community Centre – Request for Donation (Children's Community Event)
5. JaBaT Dance – Request for Donation (Production assistance and venue hire)
6. Hedland Historical Society – Request for Donation (100 yr anniversary SS Koombana)
7. Youth Involvement Council – Request for waiving of MDCC hire fees (Hedland's Got Talent)

**AFC201112/016 Officer's Recommendation/Audit and Finance Committee Decision**

**Moved: G Jacob**

**Seconded: Mayor K A Howlett**

**That the Audit and Finance Committee:**

- 1. Recommends to Council that it consider allocating funding of \$13,027.33 from GL Account 813274 (Community Funding and Donations) to donations requested from:**
  - a. TS Pilbara for the amount of \$2,000 for the purchase of an outboard motor**
  - b. Andrew McLaughlin Community Centre for the amount of \$2,000 for the cost of hiring children's entertainment**
  - c. JaBaT Dance Inc for the amount of \$4,000 for additional production equipment (\$2,000) and venue hire fee waiver (\$2,000)**
  - d. Port Hedland Historical Society for the amount of \$3,027.33 for promotion / advertising (\$2,000) and logistics (\$1,027.33 – rubbish bins, venue and reserve hire fee waiver)**
  - e. outh Involvement Council for the waiving of hire fees for Matt Dann Cultural Centre (\$2,000)**
- 2. Request Officers correspond / liaise with the proponents Drovers Rodeo Equestrian Centre to identify alternative opportunities for funding / support.**

***CARRIED 4/0***



**SUMMARY OF COMMUNITY FUNDING APPLICATIONS  
TO BE ASSESSED AT AUDIT AND FINANCE COMMITTEE MEETING  
ON 28 MARCH 2012**



2011 – 2012 Financial Year Budget for Donations:	\$45,000
Donations Approved To Date:	
Automatic Venue Hire Fee Waivers:	nil
Independent Council Resolutions	nil
<b>Amount Remaining in Budget:</b>	<b>\$19,839.00</b>

	Organisation	Event	Assistance Requested	Value of Request	Officer's Recommendation	Officer's Rationale / Comment
1	Andrew McLaughlin Community Centre	Sat 9th June	Family Friends and Fun Day. Support towards costs of hiring professional entertainment	\$2,000	Supported - \$2,000	A free event open to the community which offers children's entertainment and adds to the event calendar of Port Hedland.
2	Historical Society (PHHS)	Originally scheduled Fri 16 <sup>th</sup> - Sat 17th March Now proposed for week-end after Anzac Day	Activities to commemorate the loss of the SS Koombana  Provision of bins & PA system. Waving of fees: Koombana Lookout & Gratwick Hall	\$2,000 (for promotion)  \$ 2,500 approx for in-kind support and fee waivers	Partially supported-  Cash \$2,000 (promotion)  In kind / Fee waiver \$1,027.33  Not supported – PA system	Supported items related to costs of promotion / printing, provision of bins and waiver of fees.  Provision of PA system not supported as equipment and resources required are not currently available. Suggest that applicants hire local commercial production supplier.
3	JaBat Dance Inc	16 <sup>th</sup> – 17 <sup>th</sup> Nov	Support for annual stage production and waiving of MDCC hire fees	\$2,000 for additional lighting – hire and transport  \$8,500 for total fee waiver	Partially supported- \$2,000 in cash towards additional lighting equipment  \$2,000 waiver of fees for MDCC.	Appropriate to provide support to enhance the quality of production, as this provides benefit to the local performers.  Complete waiver of fees would exceed the amount available per request under Donations Policy– support up to \$2000, in context of a ticketed fundraising event.
4	Unit Committee TS Pilbara Inc	24- 25th March	New motor for dingy for cadets to learn power boating	\$2,000	Supported - \$2,000	The TS Pilbara was established in 1982 and has a membership of up to 20 young people. The capacity to provide this important training is something that should be encouraged.

5	Drovers Rodeo Equestrian Centre	n/a	Rodeo equestrian, horse and pony rides	\$2,000	Not supported / more investigation required.  Recommended to apply for funding through Council's Annual Community Request process	This project is not sufficiently developed at this stage and detail not provided regarding use of requested Council donation.  The project could be supported in the future when more information is available about the status of the Drovers Rodeo Equestrian and its linkages with equestrian sports in the Town of Port Hedland.  Drovers Rodeo Equestrian Centre should be encouraged to participate in the Turf Club Needs Assessment, Concept Design and Implementation Study and aligning funding applications with effective planning.  Future funding support could be considered through Council's annual Community Request process.
6	Youth Involvement Council	20 April	Hedland's Got Talent – Youth Week initiative	\$2,000	Supported - \$2,000	Youth activity initiative, during National Youth Week, linking into Portbound Youth and Health Festival. Will be an asset to the event calendar.
			Total	Requested: <b>\$23,000</b>	Recommended: \$13,027.33	

Amount remaining in budget if Officer's recommendations are followed \$ 6,811.67



**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): UNIT COMMITTEE TS PILBARA INC

Contact Person: First Name: ILSE Surname: GOSPER

Street Address: SUTHERLAND ST, PORT HEDLAND Postcode: 6721

Postal Address: PO BOX 855, PORT HEDLAND Postcode: 6721

Telephone: 9173 2106 / 0427 294 883 Facsimile: 9173 3430

Email: ilse.gosper@cadetnet.gov.au

Website: http://www.cadetnet.gov.au

Does your group have Public Liability Insurance? Yes  No

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

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

Yes  No  If yes, by who? \_\_\_\_\_

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

Yes  No  If yes, by who? \_\_\_\_\_



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

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

**Part 2: Bank Account Details**

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

Account Name: TS PILBARA UNIT ACCOUNT  
 BSB No.: 066 528 Account No.: 0090 3555

**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:

RECREATIONAL SKIPPERS TICKET (POWER BOATING) FOR CADETS

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

TO PROVIDE AN 8 Hp OUTBOARD FOR NAVAL CADETS  
 TO USE WHEN ACTING AS SAFETY + RESCUE BOAT  
 FOR CADET SAILING + CANOE ACTIVITIES. TO USE  
 THE POWER BOAT TO LEARN SKILLS TO ENABLE  
 CADETS TO GAIN RECREATIONAL SKIPPER'S TICKET.

Who can be a part of your project / event?

AUSTRALIAN NAVY CADETS AGED BETWEEN 12½ YEARS  
 TO 19 YEARS AND NAVY CADET STAFF.

Where will your project / event be held?

TS PILBARA + YACHT CLUB BASIN

Proposed Start Date & Start Time for Event:

YEAR ROUND WITH A

Proposed Finish Date & Finish Time for Event:

PLANNED W'END 24-25/3/12





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

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

**Part 3: Application Details cont...**

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

Yes  No

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

Yes  No

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

NAVY CADETS, UNIT COMMITTEE, PARENTS OF CADETS AND STAFF WILL ACKNOWLEDGE THE COUNCIL'S CONTRIBUTION. COUNCIL WILL BE INVITED TO ANNUAL INSPECTION + ACTIVITIES.

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

TS PILBARA IS A YOUTH ORGANISATION WHERE YOUNG ADULTS LEARN LIFE SKILLS WHICH INCLUDE BOATING ACTIVITIES.

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:

\$ 2567-00

Please specify exactly what the funds would be spent on:

NEW OUTBOARD MOTOR FOR 10' DINGHY FOR CADETS TO LEARN POWER BOATING SKILLS.

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)
\$2567-	\$ 567 -	\$ -	\$ 2000 -

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](mailto:council@porthedland.wa.gov.au)*

**Part 5: Authorisation**

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

Signed: \_\_\_\_\_ Ilse Gosper \_\_\_\_\_ Date: 15/2/12

*If you are unsure about any item or have further questions please contact the Customer Service Team on 9158 9300 or [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)*

**Office Use Only - Officers Recommendation**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 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):

DROVERS RODEO EQUESTRIAN CENTRE

Contact Person: First Name: FRANK Surname: EDWARDS

Street Address: HOT 5213 GREAT NORTHERN HWY Postcode: \_\_\_\_\_

Postal Address: PO BOX 737 PORT HEDLAND Postcode: 6721

Telephone: 91401306 Facsimile: 0891401856

Email: DROVERSRODEO@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? \_\_\_\_\_

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: FRANK EDWARDS

BSB No.: Account No.:

I will DISCUSS PLACE FOR PAYMENT

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:

DRAGONS RODEO EQUESTRIAN CENTRE  
HORSE & PONY RODEO ~~RODEO EQUESTRIAN CENTRE~~

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

RODEO EQUESTRIAN & HORSE & PONY RODEO

Who can be a part of your project / event?

ALL OF THE PUBLIC & OTHER COMMUNITY GROUPS

Where will your project / event be held?

LOT 5213 CURT NORTHAMPTON Hwy

Proposed Start Date & Start Time for Event:

UNKNOWN YET

Proposed Finish Date & Finish Time for Event:

" U



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

They will be when we are ready

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

Council will be put on all advertising radio flyers

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

It will be another entertainment centre for the town of Port Hedland as well as the Pilbara

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

I have letters of support from many businesses as well as councils support already (will supply)



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

*Please submit completed form to council@parthedland.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:

\$200000

Please specify exactly what the funds would be spent on:

LICENCES VOLUNTARY STAFF SECURITY

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)
\$ 800,000.00	\$ 500,000.00	\$ 300,000.00	\$ 2000.00

H:\Community Development\Working Groups\Donors 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](mailto:council@porthedland.wa.gov.au)

**Part 5: Authorisation**

I, FRANK EDWARDS, certify that the information provided on this application for funding is correct to the best of my knowledge

Signed: 

Date: 16/1/12

*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](mailto:council@porthedland.wa.gov.au)*

**Office Use Only - Officers Recommendation**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 Not For Profit Organisations**

**FORM B**

Please submit completed form to [council@porthedland.wa.gov.au](mailto: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: Andrew McLaughlin Community Centre Inc. (AMCC)  
 Contact Person: First Name: Becky Poole Surname: Poole  
 Street Address: LOT 3278, Keesing St, Port Hedland Postcode: 6721  
 Postal Address: PO BOX 167 Port Hedland Postcode: 6721  
 Telephone: AMCC: 0427 814 303 Facsimile: -  
BECKY POOLE: 0800 123 677  
 Email: amccommunitycentre@gmail.com  
 Website: http://www.

Incorporated: Yes  No  Year of Incorporation: 1978  
 If Yes, please attach a copy of your Certificate of Incorporation

ABN: 18 992 633 080

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? \_\_\_\_\_

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**

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

"Family + Friends Fun Day" (FFFD)

**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 AMCC's 2012 FFFD will be our 9<sup>th</sup> annual event which aims to provide the opportunity for NFP community groups, services + schools to fundraise and promote themselves to the wider community. It's also an opportunity to showcase the AMCC facilities + promote the centre's profile within the community. The event will feature a public "Swap meet", market stalls, face painting, bouncy castles, games, musical buskers, competitions + giveaways, hot food, coffee + cake + other treats. Also provided will be displays + performances from local groups and AMCC hopes to bring professional children's entertainers from Perth.  
**Who can be a part of your project / event?**

All community groups, sporting groups, music and drama groups, schools, government services, community members as stall holders, + all community focused service providers.

**Where will your project / event be held?**

at the AMCC premises, Keating St.

**Proposed Start Date & Start Time for Event:**

Saturday 9<sup>th</sup> June 2012 4pm

**Proposed Finish Date & Finish Time for Event:**

Saturday 9 June 2012 8pm.

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

Yes  No

If yes, please provide details:

Food permits will be obtained by relevant stall holders closer to the date and the AMCC Management Committee will ensure correct permits are obtained.

**Have relevant licenses been applied for?**

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.

The FFFD will be promoted and advertised through the Northwest Telegraph, Altona Echo, flyers, email circulation, banners, roadside signage + Facebook. The TDPH will be acknowledged on all promotional material used for the event. Should the AMCC be successful in our application, some exceptions may apply if some advertising is finalised prior to AMCC being notified by TDPH.

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

Being an annual event, many FFFD stakeholders are aware of the upcoming event + have indicated their ongoing support in 2012. Early planning for the event has commenced + once the AMCC has fulfilled our commitment to the TDPH Cruise Ship Markets, we will immediately commence the formal process of securing participants for the FFFD event.

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

The FFFD will provide a forum for all community members to socialise and meet new acquaintances. While doing so they will also benefit from the information available from many different aspects of our community and the services available.



4

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

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

**Part 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:

Contribution to the costs to hire professional entertainment. (Estimated value \$4,800 including two professional entertainers, fares, accommodation)

Based on overwhelming positive feedback from the community our aim is to provide this form of entertainment again in 2012.

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

Venue: \_\_\_\_\_

Dates: \_\_\_\_\_

**iii) In-Kind Contributions**

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

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Part 4: Project / Event Budget**

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

Contributed by you / your organisation	Contributed by other funding sources	Requesting to be contributed by Town of Port Hedland	Total Cost of Event / Project
\$ 6000	\$ 2000	\$ 2000	\$ 10,000

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

6.



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, Rebekah Role, certify that the attached application for funding was approved by the Management Committee of Andrew McLaughlin Community Centre this not-for-profit organisation on 8th February 2012.

(Please attach a copy of the minutes of the meeting where this application was approved) (Item 8b).

Signed:

Date: 15/02/2012

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\Donations Working Group\Confirmed Policy and Forms\Donations 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:** Andrew McLaughlin Community Centre  
**BSB No.:** 036183                      **Account No.:** 188134

**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.docx

**TOWN OF PORT HEDLAND**  
Community Funding & Donations Application  
Not For Profit Organisation

**Attachment – Andrew McLaughlin Community Centre Application**

**PART 2: Event / Project Details**

**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 AMCC's 2012 Family and Friends Fun Day (FFFD) will be our fourth annual event which aims to provide the opportunity for not-for-profit community groups, services and schools to fundraise and promote themselves to the wider community. It's also an opportunity to showcase the AMCC facilities and promote the centre's profile within the community.

The event will feature a public "Swap Meet" and markets stalls, face painting, bouncy castle, games, musical buskers, competitions and giveaways, hot food, coffee, cakes and other treats.

Entertainment will also be provided by various local sporting, fitness and music groups through displays and performances. Based on 2011's success, the AMCC Management Committee hope to bring professional entertainers from Perth, catering specifically for children.

**Who can be a part of your project / event?**

All community groups, sporting groups, music and drama groups, schools, government departments such Population Health, community members as stall holders and community focused service providers.

**TOWN OF PORT HEDLAND**  
Community Funding & Donations Application  
Not For Profit Organisation

**Attachment – Andrew McLaughlin Community Centre Application**

**Part 2: Event / Project Details cont...**

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

The FFFD will be promoted and advertised through the Northwest Telegraph, Pilbara Echo, flyers, email circulation, banners, roadside signage and Facebook.

The TOPH will be acknowledged on all promotional material used for the event. Should AMCC be successful, some exceptions may apply if some advertising is finalised prior to AMCC being notified by TOPH.

**What support do you have from other groups? Please attach letters of support.**

Being an annual event, many FFFD stakeholders are aware of the upcoming event and have indicated their ongoing support in 2012. Early planning for the event has commenced and once the AMCC Committee has fulfilled our commitment to TOPH Cruise Ship Markets, we will immediately commence the formal process of securing participants for the event.

At this early stage, we have attached just the one letter of support from Cooke Point Playgroup. Some previous FFFD participants include: Hedland Gymnastics Club Inc; Cooke Point Playgroup Inc; Zumba Fitness Hedland; Jabat Dance Inc; Care for Hedland; Hedland Toy Library, Hedland Playgroup, Pilbara & Family Daycare Scheme; Australian Breastfeeding Assoc, Childcare Links; Len Taplin Childcare; Hedland Junior Football; Relay for Life; Spectres Netball Club; Pilbara Population Health; Port Hedland Primary School; Town of Port Hedland Kids Club; South Hedland High School, and Hedland Tae Kwon Do.

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

The FFFD will provide a forum for all community members to socialise and meet new acquaintances. In doing so, they will also benefit from the information available from many different aspects of our community and services available.





**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:** JABAT Dance Inc

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

**Street Address:** C/- Hedland Christian Church **Postcode:** \_\_\_\_\_

\***Postal Address:** JABAT Dance Inc  
PO Box 654, Port Hedland **Postcode:** 6721

**Telephone:** 91731986 or 0439257878 **Facsimile:** \_\_\_\_\_

**Email:** jabatdance@gmail.com

**Website:** http://www.

**Incorporated:** Yes  No  **Year of Incorporation:** 2004

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

**ABN:** 71803 832 200

**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? \_\_\_\_\_

H:\Community Development\Working Groups\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 2: Event / Project Details**

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

JASAT Dance Inc Annual Stage Production

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

Our Production is a 2 night event showcasing the progression & talents of the students of JASAT Dance Inc to their families, friends & the Hedland Community. It provides students the opportunity to perform in front of a live audience & gain valuable stage experience, building confidence & self esteem in a theatre environment

**Who can be a part of your project / event?**

See attachments.

The students & families of JASAT Dance as participants  
The Hedland Community will be able to purchase tickets to the show.

**Where will your project / event be held?**

Matt Dann Cultural Centre

**Proposed Start Date & Start Time for Event:**

7pm 16th November 2012

**Proposed Finish Date & Finish Time for Event:**

10pm 17th November 2012

Also 2 weekends of rehearsals leading up to event.  
**Will catering / food, consumption of alcohol or sale of alcohol be provided?**

Yes  No

**If yes, please provide details:**

Matt Dann kiosk normally open for event

No alcohol

**Have relevant licenses been applied for?**

Yes  No

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

N/A - Not selling alcohol.



**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](mailto: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.**

Recognition of the TOPH council by way of advertising flyers of the production & via the local newspaper. We are happy to display signage at the event & discuss other opportunities of recognition that may be available. Voice overs thanking sponsors prior to the show commencing are possible.

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

At this early stage we have not yet commenced our sponsorship drive.

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

Besides giving children in the TOPH the opportunity to perform in a venue unlike that of their city counterparts, it provides the TOPH Community a local production as a form of entertainment. Jabari Dance Inc has been a platform for several young dancers to continue successful careers from Perth to interstate & now overseas.



**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: Hiring & transport

of lighting equipment from Perth, not available at the MDCC or locally. In 2011 lighting cost JABAT \$3670 (not including late fees for it not arriving back to Perth in time) see attachments.

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

Venue: Math Dann Cultural Centre

Dates: 3, 4, 10, 11, 15, 16, 17th November 2012.

In 2011 JABAT was invoiced \$8748.95 for costs associated with similar rehearsal & concert venue bookings.

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
\$ 11600	\$ TBA	\$ 2000.00	\$ 13600

(Costumes covered by students not included)

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: JABAT Dance Inc
BSB No.: 016-790 Account No.: 1079 40019

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 [checked]
\* Public Liability Insurance - Certificate of Currency is attached [checked]
\* Australian Business Number details: [checked]
- 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) [checked]
\* Application has been signed by an appropriate office bearer [checked]
\* Licenses has been applied for and attached (if relevant) [checked]



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, MICHELE COOK CHAIRPERSON, certify that the attached application for funding was approved by the Management Committee of JASAT DANCE INC this organisation on

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

Approval to apply for funding ongoing since Feb 2011 - Jodie Brooks Committee Member.

Signed: [Signature]

Date: 14/2/12

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

Office Use Only - Officers Recommendation

Dashed lines for Officers Recommendation

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 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 Historical Society (PHMS)

Contact Person: First Name: FREDA Surname: BAZROVIC

Street Address: 6 Anderson St Port Hedland Postcode: 6721

Postal Address: P.O. Box 217 Port Hedland Postcode: 6721

Telephone: 0402 757 826 Facsimilie: -

Email: freda29@iinet.net.au

Website: http://www. -

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

ABN: 48 645 160 230

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? \_\_\_\_\_

M:\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@portheadland.wa.gov.au

Part 2: Event / Project Details

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

Commemoration of the loss of the SS Koombang

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

see attached

Who can be a part of your project / event?

see attached

Where will your project / event be held?

see attached

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: see attached

Have relevant licenses been applied for? Yes  No

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

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





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

FORM B

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

Part 2: Event / Project Details cont...

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

Brochure, entry in Monthly community events program published by TOPM. poster. - media stories on SS Woomamba

TOPM will be listed as a sponsor

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

WA Museum organising exhibition, sponsorship from PHPA.  
~~WA~~ Scepterist providing alcohol catering at dinner. Involvement of Seafarers & Ts Albar on the Sunday event.

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

- Promote Port Hedland historical significance.
- Educate local community about this significant event in its past.



**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: \_\_\_\_\_  
 \_\_\_\_\_ *see attached*

ii) Waiving of hire fees for Council owned or operated venues   
 Venue: \_\_\_\_\_ *see attached*  
 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:  
 \_\_\_\_\_ *see attached*

**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
\$	\$	\$	\$

H:\Community Development\Working Groups\Donations Working Group\Confined Policy and Forms\Community Funding & Donations Application Form - Not For Profit - Form B - detail s.rtf



**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: Coombana Communities Working Party  
 BSB No.: 306-062 Account No.: 019-909-3

**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](mailto: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](mailto:council@porthedland.wa.gov.au)*

**Office Use Only - Officers Recommendation**

-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----

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

### **Activities to commemorate the loss of the SS Koombana**

#### **Friday 16 March 2012**

The opening of an exhibition on the loss of the SS Koombana is to be held at the Cottage in the grounds of Dalgety House. The exhibition is being prepared by the WA Museum. The Port Hedland Port Authority has been approached to sponsor the exhibition. The Opening will commence at 6.00pm until 8.00pm. The event will have finger food and drinks provided. Alcohol will be served.

#### **Saturday 17 March 2012**

The Cottage and Dalgety House will be opened for the public to see the exhibition. The opening hours for viewing the exhibition will be 9.00am to 4.00pm.

Guest speakers will talk on the SS Koombana. Form has been approached requesting the use of the Courthouse Gallery to hold the talks. All talks will be open to the public. Tea and coffee will be provided. Times have not been set for the talks at this stage.

A formal sit down dinner will be held on Saturday night. Tickets for this event will be sold to the general public. Alcohol will be available for purchase and the Soroptimist Society will be catering and serving the alcohol at this event as a fund raiser for their group. Entertainment will be provided by a band.

#### **Sunday 18 March 2012**

The Cottage and Dalgety House will be opened for the public to see the exhibition. The opening hours for viewing the exhibition will be 10.00am to 4.00pm.

A ceremony to remember the loss will be held at Koombana Lookout. This will start at 6.00pm to conclude at 6.45pm. A service is to be held and the general public will be invited to attend and lay a floral tribute to mark their respect. The Seafarers Club and TS Pilbara have agreed to be involved in this event.

### **Assistance requested from Town of Port Hedland**

1. Funds for promotion and printing - \$2,000.  
Printing costs include but not limited to:
  - Tickets for opening event
  - Tickets for formal dinner
  - Brochure advertising all events to be held to commemorate the events.
  - Pamphlet listing the service to be held on the Sunday 18 March 2012.
2. Provision of 6 additional bins for Dalgety House for Friday 16 March 2012
3. Waiver of any fees for use of Koombana Lookout for evening of Sunday 18 March 2012.
4. Provision of PA system for Sunday event at Koombana Lookout
5. Waiver of any fees for use of Gratwick Hall on Saturday 17 March 2012 for formal dinner.



**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:** YOUTH INVOLVEMENT COUNCIL

**Contact Person:** **First Name:** VICKI - TREE **Surname:** STEPHENS

**Street Address:** 34 LAWSON ST, SOUTH HEDLAND **Postcode:** 6722

**Postal Address:** PO BOX 2543, SOUTH HEDLAND **Postcode:** 6722

**Telephone:** 9140 1272 0418 952 535 **Facsimilie:** 9172 1009

**Email:** manager@yic.com.au

**Website:** http://www.yic.com.au

**Incorporated:** Yes  No  **Year of Incorporation:** 1990

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

**ABN:** 17 342 353 411

**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? \_\_\_\_\_

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



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

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

**Part 2: Event / Project Details**

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

HEDLAND'S GOT TALENT - YOUTH WEEK 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.**

Three heats at Lawson Street Youth Centre leading up to the finals to be held at the Matt Dann on 20 April 2012. We wish to achieve a successful event in partnership with HMLC promoting the various talents that Hedland Youth have during Youth Week. A maximum of 15 acts will proceed to the finals.

**Who can be a part of your project / event?**

Any young person aged 10-25 is able to register + perform. Any community member is welcome to attend the heats + the final.

**Where will your project / event be held?**

Matt Dann

**Proposed Start Date & Start Time for Event:**

6pm

**Proposed Finish Date & Finish Time for Event:**

9pm

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

Yes  No

If yes, please provide details:

We have invited any organisation of HUSAG to run a BBQ out the front on the night.

**Have relevant licenses been applied for?**

Yes  No

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

Up to the organisation who may take up the opportunity.



**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](mailto: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 are in the final stages of completing a poster with our graphic designer. This will be hung in various locations around town including schools, shopping centres, doctors surgeries, JD, YIC & more. This will also be emailed around & put in the local papers. The ToPH logo will feature on these.

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

HYLC - Hedland Youth Leadership Coalition

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

By giving the community an event by which to celebrate our youth and their various talents. Also to showcase the confident/competent contestants to inspire other young people.





**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:     Matt Dann Cultural Centre      
Dates:     20 April 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
\$ 5000	\$ 5000	\$ Matt Dann Costs	\$10,000

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](mailto: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: YOUTH INVOLVEMENT COUNCIL INC  
BSB No.: 066-528 Account No.: 000903600

**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) Will send in next week
- \* 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**

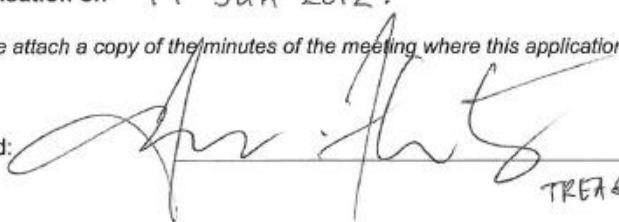
*Please submit completed form to council@porthedland.wa.gov.au*

**Part 7: Authorisation**

I, Fran Haintz, certify that the attached application for funding was approved by the Management Committee of NIC this Non Government organisation on 17 Jan 2012.

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

Signed:

  
TREASURER.

Date: 16/2/12

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

**Office Use Only - Officers Recommendation**

-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----

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

COPY

SANDRA ROTHWELL  
P.O. BOX 2722  
SOUTH HEDLAND WA

6722

ASSOCIATIONS INCORPORATIONS ACT 1987  
SECTION 9 (1)

Registered no. : A1000342E

CERTIFICATE OF INCORPORATION

THIS IS TO CERTIFY THAT  
YOUTH INVOLVEMENT COUNCIL INCORPORATED

HAS THIS DAY BEEN INCORPORATED UNDER THE ASSOCIATIONS  
INCORPORATION ACT 1987.

DATED THIS 30TH DAY OF APRIL 1990



*RMA*  
FOR COMMISSIONER FOR  
CORPORATE AFFAIRS



**INSURANCE ADVISERNET  
AUSTRALIA PTY LIMITED**

AUSTRALIAN FINANCIAL SERVICES LICENCE NUMBER 240549  
ABN 81 072 343 643

www.insuranceadviser.net

30/05/2011

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 31/05/2012.

<b>Insured's Name:</b>	Youth Involvement Council Inc
<b>Interested Parties:</b>	N/A
<b>Insurers:</b>	Ansvar Insurance Ltd
<b>Policy Number:</b>	T/B/A
<b>Class of Risk:</b>	Business Insurance
<b>Brief Details of Cover:</b>	Public Liability - \$20,000,000 Product Liability - \$20,000,000
<b>Premium Paid Date:</b>	

*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-C600066250-P600606246-1  
PO Box 795, CANNINGTON WA 6987



**Board of Management Meeting Minutes**

JD Hardie Centre, South Hedland

Tuesday 17 January 2012 - 4pm

Meeting open: 4.10pm

Present: Gloria Jacob, Trish Barron, Fran Haintz, Mayor Kelly Howlett, Vicki Stephens

Apologies: Tabarena Waddaman, Mark Davis

**1. CONFIRM MINUTES FROM PREVIOUS MEETING**

1.1. General 15/11/11 Moved: Gloria Seconded: Fran

1.2. Presentation of minutes from YIC Executive Board meeting 13/1/12

**2. BUSINESS ARISING**

2.1. Flipperball proved to be popular with clients but pools are closed for now so connecting young people with this sport will be revisited next year.

**3. NEW BUSINESS**

3.1. There will be a special meeting called for the Board to meet with Liam from Right Foot Forward (RFF) in regards to the development of the Lawson Street premises. The Board are all of the opinion that the block could be developed to achieve the aims of our strategic plan and be of more benefit to the operation of YIC in the long term. Initial plans will be discussed with Liam this afternoon.

**4. MANAGER UPDATE**

4.1. NGO housing update - [REDACTED]

4.2. Hedland's Got Talent will be run by YIC during youth week. Vick will be coordinating the event. Heats will be run at LSYC 17, 18 and 19 April (3-6pm) and the final will be at the Matt Dann on Friday 20 April (6-9pm). Vick has Board approval to go ahead and submit an application to the Town of Port Hedland to get the fees waived for the use of the Matt Dann.

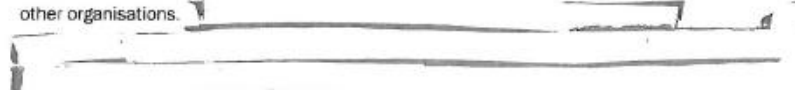
**5. MEETING DATES**

5.1. Executive - 7 Feb 2012, 6 Mar 2012 (Gloria away), 3 Apr 2012, 1 May 2012, 5 June 2012, 3 July 2012, 7 August 2012, 4 September 2012, 2 October 2012, 6 November 2012, 4 December 2012.

5.2. General – 17 Jan 2012, 13 Mar 2012 (Gloria away), 8 May 2012, 10 July 2012, 11 September 2012, 13 November 2012.

6. OTHER

6.1. Vick was asked if YIC had anything to do with Pilbara Girl last year and Vick advised that we were a vital part of the execution of the event. Six YIC staff helped set up the chairs, transport young people, supervise at the event and help the girls prepare and change backstage. The event is positive for Aboriginal young women however only two people run it and require support from other organisations.




6.2. Vick thanked Mayor Kelly Howlett for her continued support of YIC and for referring various people to us when they express a desire to invest in the community. The latest approach was from the South Hedland Shopping Centre wishing to invest into Mingle Mob so they can have a greater presence at the late night shopping but also includes ESS, Soroptomists and Rotary. Kelly suggested that we also connect with Brett who is the new manager at All Seasons.

6.3. Meeting concluded with a tour of YAP and LSYC on board the YIC 21 seater bus and an opportunity for all Board members to ask questions and see recent improvements.

Next Meeting: 13 March 2012

Close: 5.20pm

Minutes confirmed by:

Name: GLORIA JACOB Sign: 

AND

Name: FRANCES HAINZ Sign: 

**ITEM 8 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL**

Nil

**ITEM 9 CONFIDENTIAL ITEMS**

Nil

**ITEM 10 CLOSURE**

**10.1 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.

**10.2 Closure**

There being no further business, the Chairperson declared the meeting closed at 3:45 pm.