

Town of  
Port Hedland



## **TOWN OF PORT HEDLAND**

### **MINUTES AUDIT & FINANCE COMMITTEE MEETING**

**WEDNESDAY 17 SEPTEMBER 2014 AT  
12:00PM**

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

**“A nationally significant, friendly city, where people  
want to live and are proud to call home”**

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



**TERMS OF REFERENCE****AIM/PURPOSE:**

The Audit and Finance Committee objective is to assist the Town of Port Hedland Council in liaising with the auditor and overseeing the external audit function and promoting the transparency and accountability of Council's financial management systems and reporting

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) to assist Council in carrying out functions in relation to external audit, including liaising with the Auditor and develop a process for selection and appointment of a person as the Auditor.
2. Receive Quarterly Budget Review Reports;
3. Recommend Donations as per Council's Policy;
4. Receive Quarterly Financial Reports on all of the Town of Port Hedland's Managed Community Facilities;
5. Review and suggest improvements to Risk Management within the organisation; and
6. Assist the organization in the development of an internal audit program.

**QUORUM:**

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

**MEMBERSHIP:**

Elected Members:

Mayor Kelly Howlett

Councillor Gloria Jacob

Councillor Julie Hunt

Councillor Lorraine Butson – Deputy Presiding Member

Community Member:

Mr Bill Hrambanis

Deputy Members:

Councillor George Daccache

Councillor Jan Gillingham

Councillor David Hooper

Councillor Troy Melville

**MEETING FREQUENCY:**

As and when required.

**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. AMENDED BY COUNCIL AT ITS ORDINARY MEETING HELD 23 OCTOBER 2013.)*



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**ITEM 1 OPENING OF MEETING**

The Deputy Presiding Member declared the meeting open at 12:15 pm and acknowledged the traditional owners, the Kariyarra people.

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

Councillor George Daccache (Proxy Member)

Councillor Lorraine Butson – Deputy Presiding Member

*Community Member*

Mr Bill Hrambanis

*Officers*

Mal Osborne Chief Executive Officer

Clare Phelan Director Corporate Services

Eber Butron Director Planning & Development

Peter Kocian Manager Finance

Grace Waugh Minute Taker/ Governance Officer

**2.2 Apologies**

Councillor Julie Hunt

**2.3 Approved Leave of Absence**

Mayor Kelly Howlett

Councillor Gloria Jacob

**2.4 ELECTION OF PRESIDING MEMBER****2.4.1 Election of Presiding Member**

Deputy Presiding Member Butson vacated the chair.

Chief Executive Officer called for nominations for the Presiding Member of the Audit & Finance Committee.

Mr Hrambanis nominated Councillor Jacob. As Councillor Jacob was on leave of absence she could not accept the nomination and therefore the election could not be conducted.

Chief Executive Officer advised that the election will be postponed to the next Audit & Finance Committee meeting and that the Deputy Presiding Member will chair this meeting.

Deputy Presiding Member Butson resumed the chair.

**ITEM 3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE****3.1 Questions from Public at Audit & Finance Committee Meeting held on Wednesday 21 May 2014**

Nil

**3.2 Questions from Committee Members at Audit & Finance Committee Meeting held on Wednesday 21 May 2014**

Nil

**ITEM 4 PUBLIC TIME**

*Important note:*

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

Deputy Presiding Member Butson opened Public Question Time at 12:21pm.

**4.1 Public Question Time**

Nil

Deputy Presiding Member Butson closed Public Question Time at 12:21pm.

Deputy Presiding Member Butson opened Public Statement Time at 12:22pm.

**4.2 Public Statement Time**

Nil

Deputy Presiding Member Butson closed Public Statement Time at 12:22pm.

**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**

Deputy Presiding Member Butson	Mr Hrambanis
Councillor Daccache	

**ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**7.1 Confirmation of Minutes of the Audit & Finance Committee Meeting held on Wednesday 21 May 2014**

**201415/001 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION**

**MOVED: CR DACCACHE**

**SECONDED: MR HRAMBANIS**

**That the Audit & Finance Committee confirm that the Minutes of the Audit & Finance Committee Meeting held on Wednesday 21 May 2014 are a true and correct record.**

**CARRIED 3/0**

**ITEM 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**ITEM 9 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS**

Nil

*Disclaimer*

*Members of the public are cautioned against taking any action on Council decisions, on items on this evening's Agenda in which they may have an interest, until formal notification in writing by the Town has been received. Decisions made at this meeting can be revoked, pursuant to the Local Government Act 1995.*

**ITEM 10 REPORTS OF OFFICERS****10.1 Planning and Development Services****10.1.1 Port Hedland Visitor Centre: Financial Quarterly Review of Fourth Quarter being April to June 2014**

Brie Holland, Economic and Land Development Officer  
File No. 05/09/0017

**DISCLOSURE OF INTEREST BY OFFICER**

Nil

**201415/002 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION**

**MOVED: CR DACCACHE**

**SECONDED: MR HRAMBANIS**

**That the Audit & Finance Committee receive the financial quarterly review report from FORM for the management of Port Hedland Visitors Centre of the fourth quarter being April to June 2014.**

***CARRIED 3/0***

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**EXECUTIVE SUMMARY**

The purpose of this report is for the Audit and Finance Committee to review the financial and general operations of the Port Hedland Visitor Centre ("PHVC"), managed by FORM Contemporary Arts and Crafts ("FORM") for the fourth quarter from April – June 2014. More specifically, this report puts forward the reporting requirements outlined in clauses; 6.3 (2) submission of an annually audited financial report and 23.2 quarterly reporting detailed in the Management Agreement between FORM and the Town of Port Hedland (ToPH).

The Committee is requested to accept the financial quarterly review of the 2013/2014 fourth quarter operations of the PHVC.

**DETAILED REPORT**

The PHVC is carrying a surplus of \$19,374 ending 30 June 2014. The full list of activities are reflected in the Fourth Quarter Operational Report 2014 (attachment one) and the Profit and Loss statement (attachment two), please see the summary as per contractual Quarterly Report *clause 23.2* below;

QUARTERLY SUMMARIES APRIL TO JUNE 2014	
	APRIL TO JUNE 2014
1. Income and expenditure statements for the relevant period.	
Total Earned Income* * includes management fee/ \$85,388	\$152,534
Total Expenditure	\$136,882
Net Profit/ (Loss)	\$ 15,648
2. A statement of variations between the Operating Budgets and the year to date figures.	
	In surplus.
3. A statement of the capital expenditure items and maintenance items.	
Capital Expenditure	Nil
Repairs and Maintenance	1. May, interior door window smashed (and replaced); 2. May, air conditioner upgrade – installation of two air conditioners; rear office and middle office; 3. May, air conditioner maintenance of the main showroom; and 4. June, lock broken on female disabled toilet (and fixed) including maintenance on all other locks.
4. A statement of marketing expenses, programs and initiatives for the Centre for the relevant period.	
Marketing and Promotional Costs	\$3,970 Total
5. A report on incidents in the Centre for the relevant period for which claims are or may be made against the Town or the Contractor, and other relevant details concerning insurances.	
	1. May, interior door window was accidentally smashed by customer (and replaced); 2. May, leaking air conditioner resulted in water damage – product written off.
6. Advice on prevailing market conditions and the settling of fees and charges for the relevant period.	

	A total of 2,778 visitors entered the PHVC during the quarter, roughly the same numbers as the previous quarter. A combination of extreme weather conditions in April and May in the north has seen travelers delay their departure for the North until mid-June. Visitors frequently comment on the lack of suitable caravan accommodation.
7. Customer feedback received for the Centre for the relevant period.	
	17 responses received, no complaints, average customer experience out of 10 equalled 9.94.
8. Any negligent damage caused to the Centre or the assets of the Centre must be reported, including any damage caused by the Contractor its agents, employees and subcontractors for the relevant period.	
	Nil
9. Reporting in relation to the KPI's established in <b>Annexure 2 (Key Performance Indicators and Operating Budget)</b> as part of the Contract	
Management Fee (Town to Contractor) (*no variation is acceptable) <b>2nd year: July 2013 – June 2014</b> \$341,550 per annum; \$85,387.50 per quarter*	Achieved
Centre membership Secure a minimum of 25 memberships / at a cost reasonable for market demand (initially estimated at \$100) per financial period.	48% of target met FORM has heavily advertised membership since the start of their management term.
Town and BHP Billiton Partnership Funds \$102,000: Start Up costs 1st year: Oct 2012 - June 2013	Achieved
Expense recovery suggestion	Not applicable, the PHVC is in surplus.
Minimum Staffing x3	Achieved:  Visitor Centre Manager – Natasha Fry Visitor Centre Support Officer – Francesca Lines



	<p>Visitor Centre Support Officer – Sue McMahan</p> <p>Administration support for accounting, purchasing and promotional activities from the FORM HQ in Perth.</p>
Centre Operations Manual	Achieved
<p>Opening hours</p> <p>Peak: May – September</p> <p>M – F: 9am – 4.30pm</p> <p>Sat: 9 – 2pm</p> <p>Sun: 9 – 2pm</p>	<p>Achieved</p> <p>M – F: 9am – 5pm</p> <p>Sat : 9am – 2pm</p> <p>Sun : 9am – 2pm</p>
<p>Consultation group:</p> <p>Contractor to consult with suggested parties at its discretion during the term of the tenure.</p>	<p>Achieved</p> <p>A steering committee will formed in order to strategise how to further leverage off visitations to Port Hedland. Membership will extend to the Pilbara Development Commission, not originally listed in the suggested invitation for membership.</p>
Reopening Ceremony 2013	Date to be confirmed.
Western Australian Visitor Centre Accreditation Program	<p>Achieved: 15 August 2013 – the first visitor Centre in the Pilbara.</p> <p>PHVC continues to maintain the Level One Tourism Accreditation and T-Qual accreditation.</p>
Encourage the Centre to be part of the regional school's curriculum and education program.	To be programmed.
Banger's Bungalow Business Enterprise Centre	Achieved.
<p>Tours</p> <p>Marketing two (2) tours per week</p>	<p>Achieved;</p> <p>1. Local History and Town Tour – operating each Monday and Friday, coordinated by Julie Hunt.</p> <p>2. BHP Billiton Iron Ore Tour – operating each Tuesday and Thursday.</p>
<p>Cruise Ship Welcome Day Coordination</p> <p>Has the discretion to alter the operations plans and budgets to include this additional service outside of the original RFP scope. This activity will be managed in a way that is at the discretion of FORM as to what is manageable.</p>	<p>Achieved.</p> <p>Arrivals for 2014/ 2015</p> <p>Sunday 2 November 2014</p> <p>Saturday 28 February 2015</p> <p>Wednesday 11 March 2015</p> <p>Saturday 4 April 2015</p> <p>The Visitor Centre in association with Tourism WA and the Port Hedland Port Authority will conduct a <i>Cruise Ready</i> workshop inviting all interested Hedland business members, before the next visit to introduce concepts of shore-based</p>

	activities and tourism experiences that would satisfy the appetite of the cruise ship.
Port Hedland International Airport coordination.	Budget yet to permit.
Efficiency	
Patronage Maintain 50% interaction of walk in patrons to service staff	Achieved. April: 489, May: 992 and June: 1,297.
Call abandonment Maximum call abandon rate 10%	Achieved, the Visitor Centre receives an average of 18 a day.
Call waiting Average call waits not to exceed 2 minutes	Achieved, the Visitor Centre receives an average of 18 phone based enquiries per day, 100% attended to.
Brochure Maintain brochure racking space including brochure stock, initiate reorder when numbers are under 10.	Achieved.
10. Reporting on items listed in <b>Annexure 3</b>	
Provide statistics on a quarterly basis to Town in relation to the number of contacts at the Centre through the following points:	
Walk in traffic	Achieved. April: 489, May: 992 and June: 1,297.
By Telephone	Achieved, the Visitor Centre receives an average of 18 phone based enquiries per day, 100% attended to.
By Mail	Mail-based enquiries are infrequent, receive one item per day; they are attended to within one business day.
By Email	Four email enquiries are received each week; responses are given within one business day.
On-line	The Port Hedland Visitor Centre website <a href="http://www.visitporthedland.com">www.visitporthedland.com</a> is consistently updated with local information, events, tours and attractions.
Industry contacts - Product briefings Brochure distribution	Achieved. Dedicated tourism brochures have been developed to profile the history of the town and the activities for the traveler with two and three days. An insider's guide has also been printed. All documents are provided to the visitor without cost. This type of documentation sets the Port Hedland Visitor Centre apart from other Pilbara based visitor centres. Discoverer's Journal: <a href="http://www.form.net.au/files/A_Discove">http://www.form.net.au/files/A_Discove</a>

	<a href="#">rs Journal.pdf</a> 2 Day Guide: <a href="http://www.form.net.au/files/2Day_guide.pdf">http://www.form.net.au/files/2Day_guide.pdf</a> 5 Day Guide: <a href="http://www.form.net.au/files/5day_guide.pdf">http://www.form.net.au/files/5day_guide.pdf</a> An Insider's Guide: <a href="http://www.form.net.au/sites/default/files/Insiders_Guide.pdf">http://www.form.net.au/sites/default/files/Insiders_Guide.pdf</a>
Customer complaints and resolutions	Nil
Staff Training	Achieved: continuous improvement daily
11. Any information on the Centre and this Contract reasonably required, and requested in writing, by the Town.	
	See attachment 1 for the full written overview of operations at the PHVC during October - December 2013.

The report will briefly update on pending items which are not required to be reported on but are significant regarding the operation of the PHVC and the visitor experience to the Town.

#### *Extension to Management period for FORM*

FORM have successfully managed the PHVC for nearly two and a half years. The PHVC refurbishment is well received by residents and visitors. Tourism WA have equally endorsed FORM's efforts and are very active in endorsing FORM's management model and refurbishment style across other Visitor Centres in the State.

The Management Agreement between ToPH and FORM expires June 2015. A clause in the contract to extend the term is as follows;

*'(1) The Town may in its sole discretion extend this Contract for an additional term of up to 2 years provided the Town gives the Contractor written notice of its intention to put into effect the Initial Extension at least three months prior to the expiry of the Initial Contract Term.'*

ToPH met with FORM's Executive Director Ms Lynda Dorrington on 31 July for the quarterly catch up. ToPH raised the question, if supported by the Committee and Council, leave FORM to extend the management contract for a further two years, expiring in June 2017. Ms Dorrington has verbally confirmed FORM's interest in extending their management of the PHVC for a further two years.

The following parties were consulted in order to complete this agenda item;

Town of Port Hedland

- Economic Development and Strategy team

External

- FORM Contemporary Arts and Design Management team

#### **FINANCIAL IMPLICATIONS**

Council's 2014/2015 budget contains an allowance of \$353,504 per annum for the contract management of the PHVC, payable quarterly.

#### **STATUTORY AND POLICY IMPLICATIONS**

Local Government Act 1995 (WA) Section 5.18 – Register of delegations to committees

Local Government Act 1995 (WA) Section 7.1A – Audit Committee

#### **ATTACHMENTS**

1. Fourth Quarter Operational Report 2014
2. Profit and Loss Statement

19 August 2014

## ATTACHMENT 1 TO ITEM 10.1.1

## QUARTERLY OPERATIONS REPORT – PORT HEDLAND VISITOR CENTRE July 2014

Income and Expenditure statements for the Port Hedland Visitor Centre for this reporting period (please see attached).

## Repairs and Maintenance

The following repairs and maintenance were carried out during the April to June period:

Date	Issue	Responsibility	Action
May	Interior door window smashed	Town of Port Hedland	Glazier replaced window
May	Air conditioner upgrade	Town of Port Hedland	Installed two new air conditioners; rear office and middle office.
May	Air conditioner leaking in main showroom	Town of Port Hedland	Performed air conditioner maintenance on all air conditioners.
June	Lock broken on disabled toilet – women's	Town of Port Hedland	Fixed lock on disabled toilet door; performed maintenance on fixtures.

## Incident Reporting/ Damage

Two incidents were reported during the second quarter of 2014 and all issues were quickly rectified by the Town of Port Hedland building maintenance team.

Date	Damage	Reported to:	Action:
May	Customer accidentally bumped bottom window of interior door window which smashed	Town of Port Hedland	Glazier replaced window
May	Air conditioner leaked onto product resulting in water damage	Insurer	Product written off

## Quarterly Total Attendance Trend for Port Hedland Visitor Centre

Over the last quarter we have seen a steady growth in visitor numbers as the caravan-based travellers begin to move north for the season. The extreme weather conditions in April and May seems to have delayed the onset of the tourist season this year across the Kimberley and Pilbara region. The prolonged fair weather in Perth, combined with the flooding and wet weather in the north has seen travellers delaying their departure until mid-June.

Breakdown	Month	No of Attendees
Visitor Centre Attendance	April	489
Visitor Centre Attendance	May	992
Visitor Centre Attendance	June	1297
Combined Attendance	Quarterly	Second Quarter 2014 2778

## Operations Reporting

The following provides trends for standing operational activities and enquiries within the Visitor Centre over the quarter.

Tour	April – daily average	May – daily average	June – daily average	Combined total
Attendance	20	34	44	2778
Telephone enquiries	10	15	30	690
Mail enquiries	1	1	1	90
Email enquiries	2	4	6	350

#### Tours

Leading into the peak tourism season the Port Hedland Visitor Centre builds toward an active program of activities to entertain and engage visitors to the region. The core tourism product available within Port Hedland is the BHP Billiton Iron Ore Operations Tour, this year led by Go West; and the Local History and Town Tour, bus provided by Hedland Bus Lines and led by Julie Hunt.

Both tours are proving an effective method of showcasing major attributes of Port Hedland and are steadily growing in their prominence with visiting tourists.

In addition, this season we have seen the development of an additional tourism product launched by the Seafarers Centre – the Harbour Tour. This tour is a welcome inclusion in the tourism offerings available within the town and fills a gap in the market both visitors and local alike have been seeking. This tour operates daily according to the tides. The tour comprises a harbour briefing and a boat-based experience within the harbour whereby passengers share in the experience of collecting the seafarers from the vessels moored in the harbour.

#### Discover... Industry: BHP Billiton Iron Ore Port Operations Tour

Tour	Month	Standing Tours - \$45/head	Special Tours - \$35/ head
Discover... Industry	April	40	39
Discover... Industry	May	112	
Discover... Industry	June	249	19

#### Discover... Port Hedland: Town and history tour

Tour	Month	Standing Tours	Special Tours
Discover... Hedland	Port June	8	1

**DEVELOPMENT OF LOCAL TOURISM**

Discover... Port Hedland: *BHP Billiton Iron Ore Port Operations Tour: Demand for this industry-specific tour continues to grow, following established trends from our previous operating year 2013.*

**Tour uptake comparison 2013 – 2014**

Tour	Month	2013	2014
Discover... Industry	April	0	40
Discover... Industry	May	103	112
Discover... Industry	June	153	249

In 2014 the Port Hedland Visitor Centre secured Go West to operate the Discover... Industry tour. This provider has readily accepted the challenge of taking on the tour, developing with the Visitor Centre a personable, informative and interesting tour that is being received very well by passengers. Go West has trained a number of drivers and guides resulting in a highly effective operator that can respond quickly and maintain the highest standard of tour delivery at any time.

The industry tour is the dominant drawcard for visitors to the town. We are this year seeing an increase in uptake of the tour; word of mouth advertising has much to play in this growth, as well as raised awareness of the Visitor Centre education campaign that continues with accommodation providers throughout town.

We are this year seeing an increase in 'other visitors' taking the BHP Tour, this includes:

- Family of residents;
- Corporate visitors;
- New starters within a range of companies (eg RAW Hire/ Protector Alsafe); and
- FIFO workers.

This increase in popularity shows the elevation in awareness among the local community of the Visitor Centre and the product available from the centre. The aim will be to extend the tour into the shoulder period to ensure a continuation of service where demand allows.

Feedback from the tours has been resoundingly positive.

- 'The best tour, absolutely'
- 'Great'
- 'Good info, funny guide'
- 'Crew were awesome. Very knowledgeable'

**Cruise Ship Visits - Arrivals 2014/2015**

The Visitor Centre has been successful in once again securing the contract to provide the BHP Billiton Industry Tour to InterCruises for the cruise ship arrivals in 2014/2015 period.

The arrivals for this season have now been confirmed:

Date	Ship	Service
Sunday, 2 November 2014	Radiance of the Seas	BHP Tour
Saturday, 28 February 2015	Celebrity Solstice	BHP Tour
Wednesday, 11 March 2015	Radiance of the Seas	BHP Tour
Saturday, 4 April 2015	Voyager of the Seas	BHP Tour



### Customer Servicing

Since opening our doors in early April we have seen more than 14,000 visitors enter the new Visitor Centre. Our demographic profile remains consistent with 2013, seeing a dominant visitor profile of European backpackers during the shoulder season; shifting to caravan-based traveller (grey nomad) 55+ during the May to September peak season.

The Visitor Centre continues to build a strong local customer base in Hedland, with many families of residents visiting the centre upon arrival within the town. This is a great shift for the town as these visitors are generally visiting for one to two weeks and are keen to get involved in all elements of community life. This demographic is buoying the market for local tours.

This year the Visitor Centre has been able to leverage better buying power for its transportation needs which has in turn allowed us to reduce the price to the consumer of the Town and History Tour. We hope that this reduction will build a strong base from onward referrals in coming months and years and buy the ongoing operation of the tour into the shoulder season.

The Visitor Centre has seen a change in customer service staffing in the early part of this year, which has taken the Centre from strength to strength. This ongoing energy and commitment to the customer is evident in comments received in feedback forms and ongoing communication. Consistently high ratings are received, frequently these sit at 10 out of 10 (see attached).

#### *Visitor feedback regarding customer service:*

- *A wonderful help, thanks*
- *Wonderful, top quality products; staff extremely friendly*
- *Very helpful*

#### *Accreditation*

The Port Hedland Visitor Centre continues to maintain Level One Tourism Accreditation and T-Qual accreditation as well as enjoying an ongoing relationship with Tourism WA.

#### *Prevailing market conditions*

We are continuing to see an increase in available rooms in local accommodation facilities, this is also seeing a decrease in price and more aggressive marketing of the hotels to visitors. This availability means that visitors to the region are able to access a range of accommodation options at last minute.

This increase in capacity is not however reflected in caravan options, and visitors are frequently commenting on the feeling of being 'moved on to DeGrey' for lack of suitable caravan accommodation. The availability of overflow camping may be able to stem this occurrence.

#### *Staffing*

Visitor Centre Manager – Natasha Fry

Visitor Centre Support Officer – Francesca Lines

Visitor Centre Support Officer – Sue McMahon

Supported by FORM's Perth office for accounting, purchasing and promotional activities



# form.

building a state of creativity

PORT HEDLAND VISITOR CENTRE OPERATIONS  
Statement of Profit and Loss  
For the Period Ending 30th June 2014

Budget Lines	2014 Quarterly Actual Ending				2014 Actual Total \$	2014 Budget Total \$	Variance Between Actual and Budget \$
	March	June	September	December			
<b>Sales</b>							
Sales - Retail	24,840	37,611			62,451	200,000	-137,549
Sales - Tours		18,885			18,885	60,000	-41,115
Sales - Membership					0	30,000	-30,000
Management Fee	85,388	85,388			170,775	335,776	-165,001
Sales - Cruise Ship Tours	19,175	4,675			23,850	27,200	-3,350
Other Earned Income	5,045	5,975			11,021	20,000	-8,979
Contribution by FORM							
<b>Total Sales</b>	<b>134,448</b>	<b>152,534</b>	<b>0</b>	<b>0</b>	<b>286,982</b>	<b>672,976</b>	<b>(385,994)</b>
<b>Expenditure</b>							
<b>Cost of Sales</b>							
Cost of Sales - Retail	17,601	30,572			48,173	134,000	-85,827
Cost of Sales - Cruise Ship Tours	10,050	2,875			12,925	20,000	-7,075
Cost of Sales - Tours		1,624			1,624	45,000	-43,376
<b>Total Cost of Sales</b>	<b>27,651</b>	<b>35,071</b>	<b>0</b>	<b>0</b>	<b>62,722</b>	<b>199,000</b>	<b>-136,278</b>
<b>Operating expenses</b>							
<b>Programming expenses</b>							
- Contractor & Consultant Fees/Travel/Expenses	3,960	1,744			5,704	21,948	(16,244)
- Staff Development & Training					0	5,000	(5,000)
- Travel cost for staff recruitment and builder negotiation							
- Freight, Install and Destall	374.42	117.36			492	2000	(1,508)
<b>Total programming costs</b>	<b>4,334</b>	<b>1,862</b>	<b>0</b>	<b>0</b>	<b>6,196</b>	<b>28,948</b>	<b>-22,752</b>
<b>Marketing and Promotion Costs</b>							
- Advertising	2,021	2,129			4,150	30,000	-25,850
- Publications & Printed Material	3,336	1,109			4,445	45,000	-40,555
- Distributions						21,000	
- Subscriptions/Memberships		298			298	200	98
- Website devt & hosting stage 1	357	435			792	10,000	-9,208
<b>Total marketing and promotion costs</b>	<b>5,714</b>	<b>3,970</b>	<b>0</b>	<b>0</b>	<b>9,684</b>	<b>106,200</b>	<b>-75,516</b>
<b>Employment costs</b>							
- Salaries, wages and on-costs	62,187	73,825			136,012	218,254	-82,242
- Staff Housing	13,237	11,428			24,665	83,547	-58,882
<b>Total employment costs</b>	<b>75,425</b>	<b>85,253</b>	<b>0</b>	<b>0</b>	<b>160,677</b>	<b>301,801</b>	<b>-141,124</b>
<b>Administration Costs</b>							
- Office Consumables & Resources	14,956	7,548			22,504	20,696	1,808
- Communications	1,106	1,174			2,280	5,950	-3,670
- Legal, Finance & Governance	243	68			311	5,381	-5,070
- Insurance	1,294	1,940			3,234	5,000	-1,766
<b>Total Administration Costs</b>	<b>17,598</b>	<b>10,730</b>	<b>0</b>	<b>0</b>	<b>28,328</b>	<b>37,027</b>	<b>(8,699)</b>
<b>Total operating expenses</b>	<b>103,071</b>	<b>101,815</b>	<b>0</b>	<b>0</b>	<b>204,886</b>	<b>473,976</b>	<b>-248,090</b>
<b>Total Cost of Sales and Operating Expenses</b>	<b>130,722</b>	<b>136,886</b>	<b>0</b>	<b>0</b>	<b>267,608</b>	<b>672,976</b>	<b>-384,368</b>
<b>Net Income / (Expenditure)</b>	<b>3,726</b>	<b>15,648</b>	<b>0</b>	<b>0</b>	<b>19,374</b>	<b>0</b>	<b>-770,362</b>

12:26pm Councillor Daccache declared an impartiality interest in item 10.2.1' Colin Matheson Clubhouse Financial Report – Port Hedland Rovers Football Club' as he is a member of the Rovers Football club.

Councillor Daccache did not leave the room.

## **10.2 Community Development**

### **10.2.1 Colin Matheson Clubhouse Financial Report – Port Hedland Rovers Football Club**

Graeme Hall, Manager Recreation Services and Facilities  
File No.

#### **DISCLOSURE OF INTEREST BY OFFICER**

Nil

#### **201415/003 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION**

**MOVED: CR DACCACHE**

**SECONDED: MR HRAMBANIS**

**That the Audit and Finance Committee receive the financial report (1 April to 30 August 2014) report for the operation of the Colin Matheson Clubhouse facility as presented by the Port Hedland Rovers Football Club.**

***CARRIED 3/0***

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#### **EXECUTIVE SUMMARY**

The purpose of this agenda item is for the Audit and Finance Committee to review the financial report (1 April to 30 August 2014) presented by the Port Hedland Rovers Football Club, for their management agreement of the club room facilities at Colin Matheson Reserve in Cooke Point.

#### **DETAILED REPORT**

Attached to this report is a copy of the financial statement (1 April to 30 August 2014) for Colin Matheson Clubhouse (Attachment 1).

At the Ordinary Council Meeting held on 16 November 2011, Council resolved that the Port Hedland Rovers Football Club and the Town of Port Hedland enter into a 12 month trial arrangement for the management of the club house facility located at Colin Matheson Reserve. On the 30 November 2012, Council resolved to extend the management agreement for a further 12 month period.

The management agreement expired on the 31 December 2013, however, the Port Hedland Rovers Football Club have continued to occupy the premise and manage the facility under the terms and conditions of the existing management agreement.

On 23 July 2014, Council formally adopted the Community Leasing Policy. This policy will work towards the effective management of community assets and assist in the longevity and sustainability of community organisations.

Following the adoption of the Community Leasing Policy the Town will commence negotiations regarding the management of the Colin Matheson Clubhouse facility.

The attached financial statement indicates that Colin Matheson Clubhouse is currently greatly underutilised. There has been limited usage of this facility since April 2014. This is a new community facility and needs to be actively promoted for function bookings and regular community group hire.

The Manager Investment and Business Development will commence discussions with the Port Hedland Rovers Football Club regarding future management options for this facility. These management options will be presented to Council for comment and endorsement.

### **FINANCIAL IMPLICATIONS**

The existing management agreement for Colin Matheson Clubhouse requires that all revenue from the operation of the facility be equally shared between the Town of Port Hedland and the Port Hedland Rovers Football Club, capped at a maximum value of \$45,000.

The attached financial statement for the operation of Colin Matheson Clubhouse facility shows a deficit of \$33,109.40.

The attached financial statement includes a number of in kind items in the facility expenses section including bookings officer salaries, plumbers, maintenance works and grease trap removal.

The Town is not liable for payment of any deficits for the facility operations to Port Hedland Rovers Football Club.

### **STATUTORY AND POLICY IMPLICATIONS**

The Town of Port Hedland's new Leasing Policy was adopted by Council at the July 2014 Ordinary Council Meeting.

### **ATTACHMENTS**

1. 1 April – 30 August 2014 Financial Statement – Colin Matheson Clubhouse (Under Separate Cover)

03 September 2014

## 10.2.2 Town of Port Hedland Leisure Facilities Management Contract Fourth Quarter Report 2013/2014

Officer Graeme Hall, Manager Recreation Services and Facilities  
File No. 26/04/0015

### DISCLOSURE OF INTEREST BY OFFICER

Nil

### 201415/004 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION

**MOVED: MR HRAMBANIS**

**SECONDED: CR DACCACHE**

**That The Audit and Finance Committee:**

- 1. Note the fourth quarter report (attachment 1) for the operation of the Town of Port Hedland Leisure Facilities Management Contract with the YMCA of Perth for the Period 1 April 2013 to 30 June 2014; and**
- 2. Note that an amended final year report and analysis will be provided as part of the second quarter meeting of the Audit and Finance Committee**

***CARRIED 3/0***

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### EXECUTIVE SUMMARY

The purpose of this report is for the Audit and Finance Committee to note the fourth quarter report 2013/14 as presented by the YMCA for the Town of Port Hedland Leisure Facilities Management Contract.

It is important to note that the Town has requested the YMCA to amend the end of year results to reflect the variation payment made by the Town to compensate shortcomings in the operation of the facilities.

It is recommended that the June report received from the YMCA be noted at this time.

### DETAILED REPORT

The YMCA of Perth is engaged to manage the Town of Port Hedland Leisure Facilities. The current contract agreement commenced in July 2012 and is for a four year term.

The YMCA is required to provide a monthly report by the 15<sup>th</sup> day of each month. Attached is the June 2014, report (attachment 1) as provided by the YMCA. The June 2014, report outlines the budget details for each facility up to the conclusion of the fourth quarter (June 2014).

It is clear from the report provided by the YMCA that the health and fitness initiatives remain the clear drivers of the leisure centre operations. The inclusion of spin bikes have been widely welcomed by members and other users alike.

Gratwick Aquatic Centre is partially closed for the off season and South Hedland Aquatic Centre is meeting the modest attendances expected during the off season. Some minor shortcomings in the plant operations remain time consuming for staff.

The Town has worked with the YMCA to ensure that the plant at Gratwick Aquatic Centre, South Hedland Aquatic Centre and Marquee Park is subject to ongoing service regimes. The implementation of this service program will help mitigate against future plant failure.

### FINANCIAL IMPLICATIONS

At the June Council meeting it was resolved that the Town would make a payment of \$580,680 to the YMCA. These funds were for a variation to the operating deficit for the operation of the three aquatic facilities.

The accounting treatment by the YMCA has adjusted all of the expenditure items as opposed to reflecting the payment by the Town as income. Following correspondence from the Town, the YMCA has agreed to adjust their end of year reporting. The June reports will be forwarded to the Audit and Finance Committee as at addendum to the first quarter report for the 2014/2015 financial year.

Table 1 below outlines the financial performance of the three leisure facilities.

Table 1-June 2014 Actuals

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Income</b>	\$3,336,906	\$3,042,803	(\$294,103)
<b>Expenditure</b>	(\$4,931,982)	(\$4,668,152)	\$263,830
<b>TOTAL</b>	(\$1,595,076)	(\$1,625,349)	(\$30,273)

Because the budget information provided by the YMCA requires some amendments at this time it is not possible to provide any accurate analysis. This will be rectified in time for the next Audit and Finance Committee

### STATUTORY AND POLICY IMPLICATIONS

Nil

### ATTACHMENTS

1. YMCA Report 30 June 2014 (Under Separate Cover)

03 September 2014

### 10.2.3 GP Housing Quarterly Review: Quarter 4 April – June 2014

Eddie Piper, Acting Director Community Development  
File No. 15/01/0020

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### 201415/005 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION

**MOVED: MR HRAMBANIS**

**SECONDED: CR DACCACHE**

**That the Audit and Finance Committee receive the fourth quarter reports (1 April to 30 June 2014) for GP Housing from the Port Hedland Medical Centre (OSH Group) and Kinetic Health Centre.**

**CARRIED 3/0**

---

#### EXECUTIVE SUMMARY

The purpose of this report is for the Audit and Finance Committee to review the reports for GP Housing for the fourth quarter; April to June 2014.

#### DETAILED REPORT

The construction project and subsequent allocation is intended to provide quality subsidised leased housing to general practitioners who support the Port Hedland community and is focused on:

- Assisting in the retention of existing general practitioner / emergency services
- Encouraging and facilitating the expansion of general practitioner service levels and availability
- Assisting in the provision of specialist services not currently available
- Assisting in the provision of services linked to areas of disadvantaged health services / remote servicing / bulk billing
- Beginning to cater for future GP service requirements.

The SCM on 14 November 2012:

1. *Endorsed the disposal of Part Lot 5551 Dempster Street, Cooke Point by way of lease to:*
  - *3 general practitioner houses to Kinetic Health Services (\$600 per week, to be reviewed annually in accordance with the Asset Management Plan) for a term of 3 years;*
  - *4 general practitioner houses to the OSH Group (\$600 per week, to be reviewed annually in accordance with the Asset Management Plan) for a term of 3 years*

2. *Delegated authority to the Chief Executive Officer or delegate to negotiate the provision of housing to preferred doctors within the Kinetic Health Service and OSH Group allocations*
3. *Endorsed the provision of local public notice of the proposed disposals in accordance with section 3.58 of the Local Government Act*
4. *Delegated authority to the Chief Executive Officer to enter into lease agreements should no public submissions be received.*

Construction of the 7 general practitioner houses was completed and readied for occupancy in December 2012. The allocation of GP houses above was based on outcomes / KPI's detailed in submissions, and are the subject of quarterly reporting.

Lease agreements were executed with Port Hedland Medical Centre (OSH Group) on 16 April 2013 and with Kinetic Health on 1 May 2013.

#### *Port Hedland Medical Centre (OSH Group)*

Noted for the Quarter 4 report (Attachment 1) is that:

- Practice hours have been extended until 2pm on Saturdays (current trial)
- Application underway to become accredited for junior rural/remote training placements

#### *Kinetic Health*

KPIs were to maintain existing levels of services and practice hours. See Attachment 2. The original doctor numbers were 1 + 2 locums, however, Kinetic now have three full time doctors and a casual.

#### *Current Construction Program*

There are three (3) houses currently under construction and enquiries from four persons seeking a chance to lease. Expressions of Interest (EOI) will be issued shortly with construction of the houses expected to be completed in November 2014.

## **FINANCIAL IMPLICATIONS**

The construction of 7 general practitioner houses was funded through contributions from WA State Government, resource industry and the Town.

Leases for the general practitioner houses are held separately between the Town and Kinetic Health / Port Hedland Medical Centre. Under the terms of the lease agreements, the medical practices are responsible for the payment of weekly rental, minor upkeep of the homes and utilities; the Town is responsible for maintenance and asset management.

The construction of the further three GP houses has been funded by BHP Billiton.

**STATUTORY AND POLICY IMPLICATIONS**

Section 6.3.2 of the Strategic Community Plan 2012 – 2022 applies.

**ATTACHMENTS**

1. Port Hedland Medical Centre (OSH Group) Q4 FY 2014 (April to June 2014)
2. Kinetic Health Q4 2014 (April to June 2014)

1 September 2014



## ATTACHMENT 1 TO ITEM 10.2.3



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 reception@porthedlandmedical.com.au  
 ABN: 65 143 532 478  
 www.oshgroup.com.au

Town of Port Hedland

Contract: GP Housing (PHMC)

Period: Q4 FY14

Contract Number: N/A

Item	Description	KPI	Outcome
1	Expansion of clinical practice hours, including:	(a) Increased clinical hours: Monday to Friday 7:30 am to 7:30pm , Saturday 8am to 12 noon (b) Additional general practitioners available on Saturday mornings. This KPI must be achieved within 6 months of execution of the Lease and maintained for the remainder of the Lease term.	Achieved  Mon – Fri 7.30 – 7.30  Sat – 8 – 2 pm  <i>Update: 2pm finish times continue, although not well utilised over last 6 weeks for review at end of July</i>
2	Expansion of clinical practice hours, to include a Sunday Clinic	This KPI must be achieved within 12 months of execution of the Lease and maintained for the remainder of the Lease term.	Not yet achieved  <i>Q4 Update: Business position – remains unviable</i>
3	Expansion of the services available, including the introduction of the following services:	(a) Mental health support, identified as particularly important to FIFO workers and residents due to shift work, geographic remoteness and climate and being a regional and remote town;  (b) Re-introduction of Sleep Studies to address the cycle of fatigue management and obesity; and  (c) Indigenous health including-diabetes, heart disease and obesity. These KPIs must be achieved within 6 months of execution of the Lease and maintained for the remainder of the Lease term.	Psychologist relocated to another location. Continue to offer sessions by tele/skype,  Sleep – No change, increased weekly testing capacity  Dietician – No change in period, although resignation received in early July.  We offer these services to all patients, including Indigenous

SPECIALISTS IN CORPORATE HEALTH AND SAFETY





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4	Expansion of the services available, including the introduction of the following services:	<p>(a) ability to deliver programs such as based exercise programs to combat obesity, Pilates and supervised rehabilitation programs;</p> <p>(b) access to the services of a dietician, if not residential then by Telehealth (although a Medicare rebates not available via Telehealth) to combat diabetes; and</p> <p>(c) ability to offer diagnostic ultrasound services from the practice.          These KPIs must be achieved within 12 months of execution of the Lease and maintained for the remainder of the Lease term. However, the parties acknowledge that achievement of these measures is conditional on physical expansion to suitable and financially viable additional premises.</p>	<p>Pilates classes delivered.</p> <p>See above (alternatives being investigated, although utilisation of dietician was poor)</p> <p><i>Q4 Update: Business position – remains unviable</i></p>
5	Expansion of the existing range of specialists' services and skills. This KPI will be an ongoing item that will be negotiated over the term if the Lease.		Variable services, female GP performs weekly bulk billed services at Well Women's Centre. Stress ECG and Sleep Science services are replacing PATS and waiting
6	Developing a program to provide training placements to junior doctors to expose the junior doctors to Rural and Remote medicine by applying to become accredited training post.	One of the requirements will be suitably qualified general practitioners to supervise the junior doctors. This KPI must be achieved within 12 months of execution of the Lease and maintained for the remainder of the Lease term.	<p>WAGPET Accreditation: Site visit 19 June 2014 (part 1).</p> <p>Expecting WAGPET feedback late July.</p>

SPECIALISTS IN CORPORATE HEALTH AND SAFETY



ATTACHMENT 2 TO ITEM 10.2.3

Town of Port Hedland Contract: GP Housing (Kinetic Health)

Period: March-June 2014

Item	KPI	Service Level at commencement of contract (April 2013)	Current Service Level (April <sup>1st</sup> 2014)	Comments / Update
1	Maintenance of existing days of operation, as at commencement date (April 2013)	Monday – Friday Extended hours Thursday till 7.30pm Saturday	Monday – Friday Extended hours Thursday till 7.30pm Saturday	
2	Maintenance of existing times of operation, as at commencement date (April 2013)	Mon – Wed, Fri 8.30 – 5.30 Thur - 8.30 – 7.30 Sat – 8.30 – 1pm	Mon – Wed, Fri 8.30 – 5.30 Thur - 8.30 – 7.30 Sat – 8.30 – 1pm	
3	Maintenance of existing services available	GP Care Plans Injury Management Pap Smears Phlebotomy Occupational Health	GP Care Plans Injury Management Pap Smears Phlebotomy Occupational Health Occupational Health Physician – specialist once a month	Have started a specialist service with a Occ Health Physician who does Fit for work assessments, Medico legal consults. 2 staff have complete diabetic courses to help with preventative care and offer sessions
4	Maintenance of existing number of doctors available	1 x Permanent 2 x Locum	3 x F/t Doctors (1 Male, 2x females) 1 x Casual doctor to help fill in when required.	Have increased permanent doctors. Have a doctor from HHC to do casual work and 1 or 2 sessions per week.
5	Additional services / facilities / programs / achievements		New premise will be available as of 21 <sup>st</sup> July.	New fresh, modern facility has been acquired, will be relocating 21 <sup>st</sup> of July.

12:32pm Councillor Daccache declared a financial interest in item 10.2.4 'Community Funding and Donations – Endorsement of Funding Requests (July – September 2014)' as he has an association with Treloar Childcare Centre.

Chief Executive Officer advised that as there would not be a quorum if Councillor Daccache left the room the Audit & Finance Committee could resolve to take point i. out of the recommendation. This would allow Councillor Daccache to stay in the room and partake in the decision making.

Councillor Daccache did not leave the room.

### **10.2.4 Community Funding and Donations - Endorsement of Funding Requests (July - September 2014)**

Eddie Piper, Acting Director Community Development  
File No. 02/05/0001

#### **DISCLOSURE OF INTEREST BY OFFICER**

Nil

#### **RECOMMENDATION**

**That Audit and Finance Committee recommend that Council:**

- 1. Allocate total funding of \$19,209.10 within the 2014/15 budget from GL Account 813285 (Community Funding and Donations) to donations requested from:**
  - a) Hedland School of Dance for the amount of \$1,000**
  - b) Hedland Little Athletics for the amount of \$2,000**
  - c) Hedland Tri Sports for the amount of \$1,000**
  - d) Day for Daniel for the amount of \$1,500**
  - e) Port Hedland Softball Association for the amount of \$2,000**
  - f) Rose Nowers for the amount of \$2,000**
  - g) Jabat Dance for the amount of \$2,000**
  - h) Hedland Camera Club for the amount of \$2,000**
  - i) Treloar Childcare Centre for the amount of \$709.10**
  - j) C3 Church for the amount of \$5,000 (\$2,000 cash and \$3,000 in kind support)**

#### **201415/006 AUDIT & FINANCE COMMITTEE DECISION**

**MOVED: CR DACCACHE**

**SECONDED: MR HRAMBANIS**

**That Audit and Finance Committee recommend that Council:**

- 1. Allocate total funding of \$19,209.10 within the 2014/15 budget from GL Account 813285 (Community Funding and Donations) to donations requested from:**
  - a) Hedland School of Dance for the amount of \$1,000**
  - b) Hedland Little Athletics for the amount of \$2,000**

- c) Hedland Tri Sports for the amount of \$1,000
- d) Day for Daniel for the amount of \$1,500
- e) Port Hedland Softball Association for the amount of \$2,000
- f) Rose Nowers for the amount of \$2,000
- g) Jabat Dance for the amount of \$2,000
- h) Hedland Camera Club for the amount of \$2,000
- i) C3 Church for the amount of \$5,000 (\$2,000 cash and \$3,000 in kind support)

**CARRIED 3/0**

*Note: The recommendation was changed to exclude Treloar Childcare Centre as Councillor Daccache had a financial interest in the centre and would be required to leave the room. This would have impacted upon the decision making process of the committee, because if Councillor Daccache left the room there would be no quorum to consider any of the donations. The proposed donation for the Treloar Childcare Centre will be included in the recommendation for the Council to consider at its 24 September 2014 Ordinary Meeting.*

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## EXECUTIVE SUMMARY

The Audit and Finance Committee is requested to consider the applications received under the Community Funding and Donations Policy (Policy 6/003) and allocate funding to donations requested from Hedland School of Dance, Hedland Little Athletics, Hedland Tri Sports, Day for Daniel, Port Hedland Softball Association, Rose Nowers, Jabat Dance, Hedland Camera Club, Treloar Childcare Centre and C3 Church.

## DETAILED REPORT

Policy 6/003 Community Funding and Donations (Attachment 1) was reviewed and updated in May 2013. This review was undertaken and a revised Policy developed that endeavoured to:

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

### *Consultation*

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

The recent round of Community Funding and Donations closed on Wednesday, 27 August 2014, with 11 applications being received from:

- Hedland School of Dance
- Hedland Little Athletics
- Hedland Tri Sports
- Day for Daniel
- Port Hedland Softball Association
- Rose Nowers
- Aboriginal Family Law Services
- Jabat Dance
- Hedland Camera Club
- Treloar Childcare Centre
- C3 Church.

Requested funding is summarised below with Officers recommendations tabled in Attachment 2. Full copies of the applications are included at Attachments 3 to 13.

*Hedland School of Dance*

Council funding of \$1,000 is requested for venue hire fees for the end of year concert to be held at Matt Dann Cultural Centre.

Application supported - \$1,000.

*Hedland Little Athletics*

Establishment funding of \$2,000 requested to assist with start-up costs, including uniforms, equipment, fees, etc.

Application supported - \$2,000.

*Hedland Tri Sports*

Council funding of \$2,000 requested as a donation to be passed on to St John's ambulance, to enable their attendance at Hedland Triathlon events.

Application supported in part - \$1,000 (periodical funding as previously supported in FY13/14).

*Day for Daniel*

Council funding of \$1,500 requested towards set up costs, licensing, hire of jumping castle, advertising etc for community walk/fundraiser.

Application supported - \$1,500.

*Port Hedland Softball Association*

Establishment funding of \$2,000 requested to accommodate umpires for the North West Softball Championships.

Application supported - \$2,000.

*Rose Nowers*

Establishment funding of \$2,000 and in-kind support of \$3,000 requested to transport children from the Tjalkaka Boora Community to the Rose Nowers Early Learning Centre. Unfortunately Council cannot support the loan of a vehicle as no 4WD vehicles are available.

Supported in part - \$2,000 (establishment funding).

*Jabat Dance*

Council funding of \$2,000 requested towards photography and videography for the end of year dance concert at the Matt Dann.

Application supported - \$2,000.

*Hedland Camera Club*

Establishment funding of \$2,000 requested to assist with club set up costs.

Application supported - \$2,000.

*Treloar Childcare Centre*

Venue fee waiver requested for JD Hardie Centre (\$709.10) to enable usage for their 2014 Children's Christmas party.

Application supported - \$709.10 (fee waiver).

*C3 Church*

Establishment funding of \$2,000 cash and \$3,000 in kind support (Town Oval venue fee waiver, bin fee waivers and stage hire) requested for the Hedland Christmas Carols.

Application supported - \$2,000 cash and \$3,000 in kind support.

**FINANCIAL IMPLICATIONS**

Funds of \$50,000 are contained within the 2014/15 budget for this element of community funding and donations (GL Account 813285). This is the first round of donations to be considered in the 2014/15 financial year.

**STATUTORY AND POLICY IMPLICATIONS**

The Town's 6/003 Community Funding and Donations Policy applies along with sections 6.1.1 and 6.1.2 of the Strategic Community Plan applies.

**ATTACHMENTS**

1. 6/003 Community Funding and Donations Policy
2. Summary of Officer Recommendations
3. Hedland School of Dance Application

4. Hedland Little Athletics Application
5. Hedland Tri Sports Application
6. Day for Daniel Application
7. Port Hedland Softball Association Application
8. Rose Nowers Application
9. Jabat Dance Application
10. Hedland Camera Club Application
11. Treloar Childcare Centre Application
12. C3 Church Application.

1 September 2014



## ATTACHMENT 1 TO ITEM 10.2.4

**6/003 COMMUNITY FUNDING & DONATIONS POLICY**

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

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

**1. Objectives**

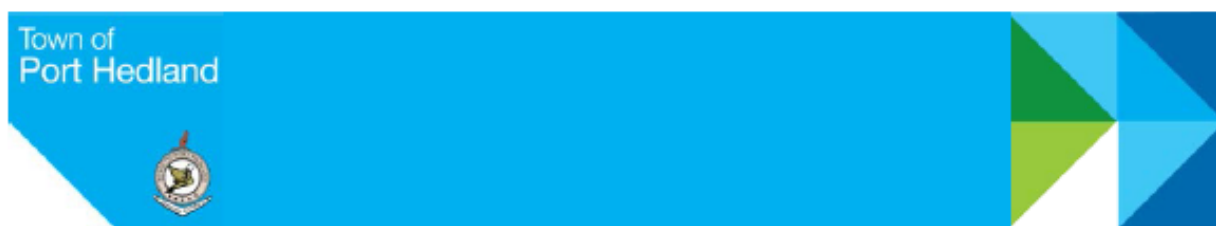
- a. To support community initiatives that strengthen the capacity of local organisations and that deliver valuable outcomes to the Town's residents
- b. To assist in the initiation and establishment of new, independently sustainable events, programs and activities that build capacity within the community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

**2. Scope of Funding**

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

*Community Support Donations*

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



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

Types of Community Support include:

Establishment funding (Cash - \$2,000 maximum) – Available to applicants running a new, one-off project, program, activity or event

Periodical funding (Cash - \$1,000 maximum) – Available to applicants to support a community project, program, activity or event on a recurring basis or that has been funded previously. Organisations are required to fund 50% of the project's cash contribution from their own or other funding sources. Funding may be used for the purchase of equipment, uniforms etc.

In-kind contributions – This support includes the provision of facilities, equipment and purchases

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

Waiver of Fees – This support is for the waiver of fees for the hire of community facilities. Waiver costs will be in accordance with the Town of Port Hedland adopted Schedule of Fees and Charges

Development of Talented Local People – Financial contributions may be made towards the costs associated with the initiatives by local people of all ages that develop talented individuals. A maximum contribution of \$500 in one financial year may be considered to each person who is eligible for this support. These initiatives may include:

Travel and attendance at competitions, educational tours or recognised State level (or above) training usually located elsewhere in Western Australia or beyond. The person concerned must have been invited to attend on the basis of exceptional sporting, artistic or other talent

Hosting of a talent development initiatives (incl. coaching courses).

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

Event	Key Partner	Council Support	Notional Value
Sports Group Forums	Department Sport and Recreation WA	Use of Town Venues Advertising, photocopying and postage	\$500



		Contribute to hosting event	
Port Hedland Cup Day	Port Hedland Turf Club	Provision for 20 extra bins Waiver of all stall fees and street trading ground hire for one day Ground hire Use of Town Flag to fly at event	\$5,000
Premier Regional Lawn Bowls	Port and South Hedland Bowling Clubs	Staff member on Committee Advertising/photocopying, fax and postage	\$500
Nindji Nindji Festival	Bloodwood Tree Association	Use of Town Venue Provision for up to 20 extra bins	\$500
Australia Day Breakfast	Soroptimist International	Administration/organisation of Premier's Australia Day Active Citizen Awards Use of Town equipment and facilities Advertising and photocopying of events	\$3,000
Port Hedland Golf Club Pro-AM Open Event	Port Hedland Golf Club	When required leading mowing and maintenance equipment support	\$2,000
Community Clean-Up Event	Care for Hedland Environmental Association	Waiver of tip fees and provision of litter bags for community clean up events including but not limited to Clean Up Australia Day, Adopt a Spot, Great Northern Clean Up and South Hedland Street Blitz	\$3,000
PH Pony Club Pre-Season	PH Pony Club	Pre-season annual slash of the Port Hedland Pony Club Event space	\$1,000
Relay for Life	Relay for Life Port Hedland Committee	Funding of \$5,517 per year in 2012/13, 2013/14, and 2014/15 budget years for: reserve hire; disabled toilet hire; rubbish collection; and reserve floodlighting.	\$5,517.00



Pilbara Music Festival	Pilbara Music Festival	Patron of Festival Use of Town Venues Provide administrative and photocopying assistance	\$5,000
NAIDOC Week	Pundulmurra Campus EPCT	Town of Port Hedland display	\$250
Chamber of Commerce Business of the Year Awards	Chamber of Commerce	Additional trophies for Community of the Year Award Categories	\$1,000
Carols by Candlelight	Ministers Fraternal	Use of Town venue	\$500
ANZAC Day Ceremony	RSL	Use of Town venue Wreath Advertisement	\$1,500

*Community Partnership Grant*

- a. This Partnership support is limited a maximum period of 3 years
- b. The maximum value of all or any Community Partnership support within this section whether comprised of cash funding, in-kind support or waiver of fees is to a maximum of \$15,000 in total annually. In order to assess the value of a request, a dollar (\$) value will be estimated for the in-kind component and / or fee waiver
- c. All funding applications will be considered as part of this policy; applications outside this policy will be referred to and considered separately by Council
- d. A maximum of one (1) application per financial year per organisation or individual will be considered

The Partnership Fund has three main aims:

1. To increase community access to essential programs and services through the development of partnerships between the Town and not for profit community organisations



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

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

Event	Key Partner	Council Support	Notional Value
Premier Regional Lawn Bowls	Port and South Hedland Bowling Clubs	Provide sponsorship towards event of a maximum of \$12,000 annually for a period of up to 3 years (2013/14 to 2015/16 inclusive)	\$36,000
Australia Day Breakfast	Soroptimist International	Provide sponsorship towards event of \$1,500 annually for a period of up to 3 years (2013/14 to 2015/16 inclusive)	\$4,500
Nindji Nindji Festival	Bloodwood Tree Association	Provide sponsorship towards event of \$1,000 annually for a period of up to 3 years and/or for 3 events (2013/14 to 2015/16 inclusive)	\$3,000
Mingle Mob	Youth Involvement Council	Provide Sponsorship support of \$15,000 annually towards the operation of the Mingle Mob annually for a period of up to 3 years (2013/14 to 2015/16 inclusive)	\$45,000
n/a	Port Hedland Cricket Association	Provide support of \$5,000 annually towards structural and seasonal alignment (2013/14 and 2014/15)	\$10,000
n/a	Pilbara Mental Health and Drug Service	Provide support of \$4,000 towards a healthy lifestyle program (2013/14)	\$4,000
n/a	Hedland Amateur Swimming Club (HASC)	Provide support of \$5,000 annually towards club development initiatives (2013/14 and 2014/15)	\$10,000





n/a	North West Roller Derby	Provide support of \$5,000 towards venue hire and establishment costs (2013/14)	\$5,000
n/a	Gentle Transitions	Provide support of \$5,000 towards Equine Assisted Therapy and Learning (2013/14)	\$5,000
n/a	Department of Child Protection and Family Support	Provide support of \$5,000 towards carers recruitment (2013/14)	\$5,000

#### What will not be funded?

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

### 3. Application Process

#### *Community Support Donations*

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

#### *Community Partnership Funding*

- Requests for assistance will be made annually in writing and considered as part of the budget preparation process



- b. Applications to be made in response to Town of Port Hedland advertising, within specified deadlines and funding criteria
- c. Applications supported (by Council) for more than one year will be included in the Policy table, detailing the level and length of funding
- d. Applications for support outside of policy limit (i.e. above \$15,000 / 3 years) to be considered by Audit and Finance Committee, then Council and subject to budget availability.

#### 4. Selection Criteria

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

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

#### 5. Acquittals

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

Measuring qualitative aspects, such as the success of the activity

Financial information, such as receipts accounting for the expenditure of monies.

*(Adopted 27 January 2011 Council Meeting. Amended at 8 May 2013 Special Council Meeting.)*

ATTACHMENT 2 TO ITEM 10.2.4



SUMMARY OF COMMUNITY FUNDING APPLICATIONS  
TO BE ASSESSED at the ORDINARY COUNCIL MEETING  
ON 24 SEPTEMBER 2014

2014 – 2015 Financial Year Budget for Donations:	\$25,000.00
Donations Approved To Date:	\$0.00
<b>Amount Remaining in Budget (prior to considering these applications):</b>	<b>\$25,000.00</b>

	Organisation	Event	Assistance Requested	Value of Request	Officer's Recommendation	Officer's Rationale / Comment
1	Hedland School of Dance	End of Year Concert (13 Sept 14)	Venue fees (Matt Dann) for end of year concert	\$1,000	\$1,000	It is recommended that Council support Hedland School of Dance's request for \$1,000 towards hiring of the Matt Dann Cultural Centre for their end of year concert.
2	Hedland Little Athletics	Saturday Events (16 Aug – 15 Nov 14)	Start-up costs and growth of Club (uniforms, equipment, fees)	\$2,000		
3	Hedland Tri Sports	Tri season	St John's attendance at Hedland Triathlon events	\$2,000		
4	Day for Daniel	Community walk – Sat 1 November	Set up costs and licencing. Hire of jumping castle, advertising etc	\$1,500		
5	Port Hedland Softball Association		North West Softball Championship - accommodation for umpires	\$2,000		
6	Rose Nowers	6 month project. 5 Feb – 4 July 2015	Tjalka Boorda Community Project	\$2,000 cash + \$3,000 in-kind	\$2,000 cash	The recommendation is to provide \$2,000 cash towards transporting children to and from the Tjalkaka Boora Community to the Rose Nowers Early Learning Centre.  The Rose Nowers Early Learning Centre has also requested





SUMMARY OF COMMUNITY FUNDING APPLICATIONS  
TO BE ASSESSED at the ORDINARY COUNCIL MEETING  
ON 24 SEPTEMBER 2014



Organisation	Event	Assistance Requested	Value of Request	Officer's Recommendation	Officer's Rationale / Comment
7	Aboriginal Family Law Services	Taking Violence Out Of Our Community - Partnership with North Pilbara Football League – anti-violence merchandise	\$2,000		\$3,000 in kind contribution towards regular use of a 4WD Council Vehicle. All Council vehicles are allocated to staff and needed as part of their position requirements.
8	Jabat Dance	2014 End of Year Concert at Matt Dann – videography and photography	\$2,000	\$2,000 cash	This grant would support the 2014 End of Year Dance Concert at the Matt Dann Cultural Centre. Funding would be used towards photography and videography of the dance students.
9	Hedland Camera Club	Club set up	\$2,000	\$2,000 cash	New community group in Port Hedland with a growing membership base. This grant would provide some seed funding to assist the community group to grow and develop.
10	Treloar Childcare Centre	Fee waiver for hire of JD Hardie for 2014 Children's Christmas Party	\$709.10	\$709.10 fee waiver	This grant would provide a fee waiver for usage of the JD Hardie Youth Centre. The fee waiver would provide access to the venue for approximately 80 families accessing Treloar Childcare Centre.
11	C3 Church	Hedland Christmas Carols – venue hire fees, bins, stage, entertainment	\$5,000	\$2,000 cash \$3,000 in kind support	It is recommended that the Town provide the C3 Church with \$2,000 establishment funding towards the Carols by Candlelight event. This is an important event for the local Port Hedland community.  The C3 Church have also requested in kind support for the following items: <ul style="list-style-type: none"> <li>• Bins (amount to be determined by attendance</li> </ul>



SUMMARY OF COMMUNITY FUNDING APPLICATIONS  
 TO BE ASSESSED at the ORDINARY COUNCIL MEETING  
 ON 24 SEPTEMBER 2014

Organisation	Event	Assistance Requested	Value of Request	Officer's Recommendation	Officer's Rationale / Comment
14 Department of Aboriginal Affairs	26 September 2014				numbers) <ul style="list-style-type: none"> <li>• Fee waiver for hire of the Town Oval for the event.</li> <li>• Use of the Town's outdoor stage                             <ul style="list-style-type: none"> <li>○ Please note – C3 Church have confirmed they are sourcing other sponsorship from local businesses to provide transport, crane hire and to set up the stage / pack down.</li> </ul> </li> </ul>
		<b>Total</b>	<b>Requests:</b>	<b>Recommendations:</b>	
			\$	\$	

Amount remaining in budget if Officer's recommendations are followed - \$

ATTACHMENT 3 TO ITEM 10.2.4



Town of Port Hedland
Community Funding & Donations Application



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

Section 1a: Applicant Details

Identify who is applying for this funding:

Individual Person [ ] Community Organisation [x] Not For Profit [ ]

Organisation/ Individual Name: Hedland School of Dance

Contact Person: [Redacted]

Position within Organisation: Directors

Postal Address: [Redacted] Postcode: 6722

Telephone: [Redacted] Email: hedlandschoolofdance@live.com.au

Applicants are requested to complete ALL sections relevant to their application.

Section 1b: Organisation Details

Incorporated: Yes [ ] No [x] Year of Incorporation: 2008

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

ABN: 47246463088

Registered for GST: Yes [ ] No [x]

Section 1c: Public Liability Insurance

Does your organisation have Public Liability insurance: Yes [x] No [ ]

If No, are you/your organisation covered under another association (e.g. State Sporting Association)?

Yes [ ] No [ ] If yes, by who? [ ]

If No, will you/your organisation be obtaining cover for this event?

Yes [ ] No [ ] If yes, by who? [ ]



## Town of Port Hedland

### Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

#### Section 1d: Authorisation

*I certify that the information provided on this application is correct to the best of my knowledge and that I am authorised to apply for funding on behalf on this community organisation/ individual. If successful, I will acquit the funds received before the end of the financial year in which they were received.*

Full name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: 21/7/14

#### Section 2a: Application Details

**What is the name of your Project / Event:**

"Another Saturday Night"

**Provide a brief outline of your project / event and what you would like to achieve.**

The Students of Hedland School of Dance will be presenting their end of year concert

"Another Saturday Night" at The Matt Dann Cultural Centre on Saturday 13th September 2014.

The students have been working hard all year preparing for the performance and it is an event

which they are all looking forward to sharing with the community.

**Outline how ToPH funding will specifically be used.**

Town of Port Hedland Funding will be used to help cover the cost of extra stage lighting and the costs

involved with hiring The Matt Dann Cultural Centre.

**Has this project or event previously been supported by the Town's Funding & Donations Policy?**

Yes       No

**If Yes, in which year?**

2013

**Please provide details:**

\_\_\_\_\_ the previous owner of Hedland School of Dance received a grant September 2013 which was used to help cover some of the costs involved with the 2013 end of year concert.



## Town of Port Hedland

### Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

#### Section 2b: Type of Community Support

Which type(s) of community support are you seeking (refer to policy 6/003):

Establishment Funding (max \$2,000 cash)	
Periodical Funding* (max \$1,000 cash)	✓
In-kind Contributions	
Waiver of Fees	
Development of Talented Local People (max \$500)	

\* provide evidence of 50% cash contribution from applicant organisation.

**Details of funds from applicant:** Hedland School of Dance will fund over 50% of the contribution required, however we request the help from the Town of Port Hedland to contribute to extra stage lighting at The Matt Dann Cultural Centre.

#### Section 2c: Funding Details

Detail the amount of each type of funding requested from contributing parties:

	Contributed by Applicant	Contributed by Other Funding Sources	Requested to be contributed by ToPH
Cash (max \$2,000 by ToPH)	\$	\$	\$
Venue fees funded	\$8,500.00	\$	\$1,000.00
In-kind contributions*	\$	\$	\$
Total (max \$5,000 by ToPH)	\$	\$	\$

\* refer to Policy 6/003 for eligible criteria and provide details of in-kind requested (i.e. bins, vehicle usage, mowing, etc)

#### Section 3: Recognition

**Detail how the funding / support from the Town of Port Hedland will be recognised :**

Should our funding request be successful we will acknowledge The Town of Port Hedland in our program which will be distributed to all audience members on the night of the performance and recognition will be mentioned during our presentations at the end of the night.





## Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 4: Application Criteria / Checklist

Please ensure the application meets all criteria below:

- a. *Applicant has read, understood and acknowledged the conditions and eligibility requirements contained in Policy 6/003 'Community Funding & Donations'*
- b. *The positive contribution the event or project will make to the Hedland community*
- c. *The information requested meets the requirements of this policy*
- d. *The applicant certifies within the application that they are authorised to apply for Town of Port Hedland support and to represent the applicant organisation*
- e. *The applicant certifies that the information contained within the application is true and accurate, with commensurate evidence / documentation able to be provided on request from the Town*
- f. *Sufficient financial information has been provided to clearly identify the items on which monies will be spent, their discrete costs and their importance to the success of the event or project*
- g. *The level of resource contribution to be made by the applicant, relative to their capacity to do so, as well as the accessibility of funds from other sources.*

ATTACHMENT 4 TO ITEM 10.2.4



# Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 1a: Applicant Details

Identify who is applying for this funding:

Individual Person  Community Organisation  Not For Profit

Organisation/ Individual Name: Hedland Little Athletics

Contact Person: [Redacted]

Position within Organisation: Vice President

Postal Address: [Redacted] Postcode: 6722

Telephone: [Redacted] Email: hedlandlac@gmail.com

*Applicants are requested to complete ALL sections of the application form.*

### Section 1b: Organisation Details

Incorporated: Yes  No  Year of Incorporation: WALA

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

ABN: 53 52803 7033

Registered for GST: Yes  No

### Section 1c: Public Liability Insurance

Does your organisation have Public Liability Insurance: Yes  No

If No, are you/your organisation covered under another association (e.g. State Sporting Association)?

Yes  No  If yes, by who? Attached.

If No, will you/your organisation be obtaining cover for this event?

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



# Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 1d: Authorisation

I certify that the information provided on this application is correct to the best of my knowledge.  
I am authorised to apply for funding on behalf on this community organisation/ individual.  
I understand that, if successful, funds can only be transferred to a bank account held in the name of the organisation/individual as detailed on this form and in Council resolution.  
If successful, I will acquit the funds before the end of the same financial year in which they were received.

Full name:

[Redacted]

Signed:

[Signature]

Date: 8/8/14

### Section 2a: Application Details

What is the name of your Project / Event:

Hedland Little Athletics

Provide a brief outline of your project / event and what you would like to achieve.

See letter attached.

Outline how ToPH funding will specifically be used.

Future growth - Equipment, Uniforms  
Competition Fees for Athletics! Set-up  
Costs for Athletics of the Hedland Community

Has this project or event previously been supported by the Town's Funding & Donations Policy?

Yes

No

If Yes, in which year?

\_\_\_\_\_

Please provide details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 2b: Type of Community Support

Which type(s) of community support are you seeking (refer to policy 6/003):

Establishment Funding (max \$2,000 cash)	✓
Periodical Funding* (max \$1,000 cash)	
In-kind Contributions (e.g. bins, vehicle usage, mowing, etc)	
Waiver of Fees (e.g. venue hire, entry fees, etc)	
Development of Talented Local People (max \$500)	

\* when applying for periodical funding, provide evidence of 50% cash contribution from applicant organisation.

Details of funds from applicant (those you are providing): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*If waiver of fees are requested, please attach quote from venue detailing exact costs and showing availability for the required date and time. Without this quote/cost estimate, the application cannot be considered.*

### Section 2c: Funding Details

Detail the amount of each type of funding requested from contributing parties:

	Requested from ToPH	Contributed by Applicant	Contributed by Other Funding Sources
Cash (max \$2,000 from ToPH)	\$ 2000	\$ -	\$ -
Venue fees funded	\$	\$	\$
In-kind contributions*	\$	\$	\$
Total (max \$5,000 by ToPH)	\$	\$	\$

\* refer to Policy 6/003 for eligible criteria and provide details of in-kind requested (i.e. bins, vehicle usage, mowing, etc)

### Section 3: Recognition

Detail how the funding / support from the Town of Port Hedland will be recognised :

Signage of the ToPH at all events every Saturday 16th August 2014 - 15th Nov 2014  
 Programmes booklet! - Logo (ToPH)



## Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 4: Application Criteria / Checklist

Please ensure the application meets all criteria below:

- a. Applicant has read, understood and acknowledged the conditions and eligibility requirements contained in Policy 6/003 'Community Funding & Donations'
- b. Information provided meets the requirements of this Policy
- c. The event /project will make a positive contribution to the Hedland community
- d. The applicant certifies that they are authorised to apply for Town of Port Hedland support and represent the applicant organisation
- e. The applicant certifies that the information contained within the application is true and accurate, with commensurate evidence / documentation able to be provided on request from the Town
- f. Sufficient financial information has been provided to clearly identify the items on which monies will be spent, their discrete costs and their importance to the success of the event or project
- g. The applicant has assessed their level of resource contribution, relative to their capacity, and has assessed the accessibility of funds allocation from other parties/ sources.

Hedland Little Athletics Centre



8<sup>th</sup> August 2014

Town of Port Hedland

Re: Hedland Little Athletics Centre Sponsorship

Little Athletics is the primary provider for track and field events for children aged 6-17.

A wide range of age appropriate events such as running, jumping, throwing and walking are conducted and children compete with others of similar ages, with an emphasis placed on participation and personal development, rather than winning.

With the focus on personal improvement, Little Athletics encourages children to enjoy the sporting activities and gives them an opportunity for developing physical coordination and social interaction skills in a supportive and friendly environment. The philosophy of the association is best captured by the Western Australia Little Athletics (WALA) motto "Family, Fun and Fitness".

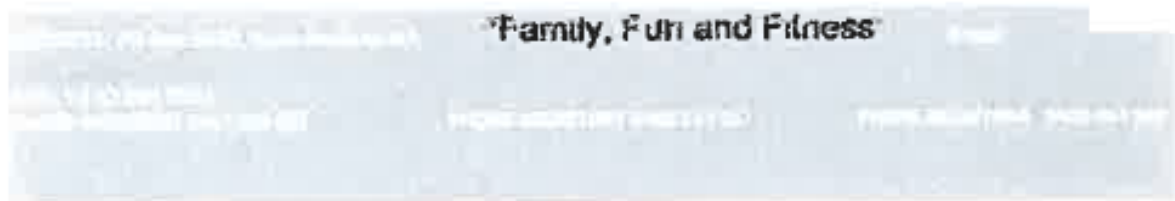
Hedland Little Athletics is a volunteer based community orientated organisation, committed to developing children of all abilities, by promoting positive attitudes and a healthy lifestyle through family and community involvement.

Ensuring a successful future for our centre we need to obtain the essential items needed for our athletes to participate. Without the equipment, Hedland Little Athletics cannot proceed with the required activities designed for our track and field events.

We are asking if you would kindly consider sponsoring Hedland Little Athletics for a donation of \$2000.00 for start –up costs and future growth for the club.

Thank you for your time and consideration in supporting Hedland Little Athletics.

Kind Regards

  
  
Vice President



Sportscover Australia Pty Ltd

A.C.N. 006 637 903  
 A.B.N. 43 006 637 903  
 APB Licence No. 230914

## CERTIFICATE OF CURRENCY

**CERTIFICATE NO. 30062**

This certificate confirms that the under mentioned policy is effective in accordance with the details shown.

- Name of Insured:** Australian Little Athletics Inc including Australian Capital Territory Little Athletics Association, Little Athletics Association of New South Wales, Queensland Little Athletics Association, South Australian Little Athletics Association, Tasmanian Little Athletics Association, Little Athletics Association of Victoria and Western Australian Little Athletics, all Affiliated Centres, Clubs and all Registered Members, Officials, Accredited Coaches, Voluntary Workers, Executives and Members of the Board of Management
- Association / Club:**
- Cover:** Public Liability: \$20,000,000 any one occurrence  
 Products Liability: \$20,000,000 any one occurrence and in the aggregate  
 Professional Indemnity: \$5,000,000 any one claim and in the aggregate  
 (For the business of Athletics only)
- Sport/Business:** Principally administration and organisation of Little Athletics including Property Owner and Occupier and any other associated activities of the Insured
- Excess:** Principally administration and organisation of Little Athletics including Property Owner and Occupier and any other associated activities of the Insured
- Period of Insurance:** 31/8/2013 to 31/8/2014
- Underwriter:** Sportscover Syndicate 3334 at Lloyd's
- Policy Number:** PMEL99/0094450
- Counterparties:** Council shall be indemnified for acts of negligence by the Insured only arising out of the Business nominated in the Schedule
- For full terms, conditions and exclusions please refer to Your Policy Wording version General\_Liability\_For\_Amateur\_Sports\_2805.13.**

**SPORTSCOVER** • Melbourne • Sydney • London • Shanghai •

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 T: +61 (0)3 9362 9111 F: +61 (0)3 9562 9111

**1ains Hotline:** 1300 134 936 (Aust Only)

**Sydney:** Suite 303, 25 Lane Street, Sydney  
 PO Box Q626, CPMB, NSW 1230  
 T: +61 (0)2 9268 9160 F: +61 (0)2 9278 9111  
**Email:** asiapac@sportscover.com

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UAC AWARDS WINNER: AWARD OF THE YEAR IN AUSTRALIAN SPORT

[sportscover.com](http://sportscover.com)



Sportscover Australia Pty Ltd

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A.B.N. 43 006 637 903  
AFS Licence No. 236914

*D. Smith*

2/09/2013

MANAGER

DATE

**SPORTSCOVER** • Melbourne • Sydney • London • Shanghai

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Claims Hotline: 1300 134 956 (Aust Only)

Sydney: Suite 305, 25 Lindsay Street, Sydney  
PO Box 0126, QVB, NSW 1231  
Tel: +61 (0)2 9268 9100 Fax: +61 (0)2 9268 9111  
Email: [asia@au.sportscover.com](mailto:asia@au.sportscover.com)



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UAC Designated the "INSURER OF THE YEAR" in 2012 and 2013

[sportscover.com](http://sportscover.com)

## ATTACHMENT 5 TO ITEM 10.2.4



## Town of Port Hedland

### Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

#### Section 1a: Applicant Details

Identify who is applying for this funding:

Individual Person       Community Organisation       Not For Profit

Organisation/ Individual Name: Hedland Tri Sports Association

Contact Person: [REDACTED]

Position within Organisation: Committee President

Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: [REDACTED]

Email: [REDACTED]

*Applicants are requested to complete ALL sections of the application form.*

#### Section 1b: Organisation Details

Incorporated:      Yes       No       Year of Incorporation: 2000

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

ABN: 313-526-0647

Registered for GST:      Yes       No

#### Section 1c: Public Liability Insurance

Does your organisation have Public Liability Insurance:      Yes, see attached       No

If No, are you/your organisation covered under another association (e.g. State Sporting Association)?

Yes       No

If yes, by who? \_\_\_\_\_

If No, will you/your organisation be obtaining cover for this event?

Yes       No

If yes, by who? \_\_\_\_\_





# Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 1d: Authorisation

I certify that the information provided on this application is correct to the best of my knowledge.  
I am authorised to apply for funding on behalf on this community organisation/ individual.  
I understand that, if successful, funds can only be transferred to a bank account held in the name of the organisation/individual as detailed on this form and in Council resolution.  
If successful, I will acquit the funds before the end of the same financial year in which they were received.

Full name: Desiree Martinez

Signed:

Date: 8/8/14

### Section 2a: Application Details

What is the name of your Project / Event:

St John's Ambulance Attendance at all Hedland Triathlon Events

Provide a brief outline of your project / event and what you would like to achieve.

Hedland Tri Sports wish to provide qualified first aid at each of their season events to provide participants with a level of comfort and assurance that if something goes wrong, we have the best help at hand. With the climate significantly higher than in most other states running triathlon events and the increase risk this presents to our participants, it is important that we manage this risk proactively

Outline how ToPH funding will specifically be used.

Sponsorship received from the ToPH would be given directly to St Johns Ambulance as a donation towards their attendance at approximately 15 events over the 2012/13. We have spoken with St John's Ambulance and in principle they are supportive of this proposal

Has this project or event previously been supported by the Town's Funding & Donations Policy?

Yes  No

If Yes, in which year? 2013

Please provide details: Contribution of \$1000 towards St. Johns Ambulance to be at events



## Town of Port Hedland

### Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

#### Section 2b: Type of Community Support

Which type(s) of community support are you seeking (refer to policy 6/003):

Establishment Funding (max \$2,000 cash)	\$2000
Periodical Funding* (max \$1,000 cash)	
In-kind Contributions (e.g. bins, vehicle usage, mowing, etc)	
Waiver of Fees (e.g. venue hire, entry fees, etc)	
Development of Talented Local People (max \$500)	

\* when applying for periodical funding, provide evidence of 50% cash contribution from applicant organisation.

Details of funds from applicant (those you are providing): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*If waiver of fees are requested, please **attach quote** from venue detailing exact costs and showing availability for the required date and time. **Without this quote/cost estimate, the application cannot be considered.***

#### Section 2c: Funding Details

Detail the amount of each type of funding requested from contributing parties:

	Requested from ToPH	Contributed by Applicant	Contributed by Other Funding Sources
<b>Cash</b> (max \$2,000 from ToPH)	\$	\$	\$2,000
<b>Venue fees funded</b>	\$	\$	\$
<b>In-kind contributions*</b>	\$	\$	\$
<b>Total (max \$5,000 by ToPH)</b>	\$	\$	\$2,000

\* refer to Policy 6/003 for eligible criteria and provide details of in-kind requested (i.e. bins, vehicle usage, mowing, etc)

#### Section 3: Recognition

Detail how the funding / support from the Town of Port Hedland will be recognised :

Promotion of business logo at every event on banner, naming rights to specific event,  
 Logo on club trailer situated at events, mention of business for specific awares for each race  
 Speaking opportunity at presentation dinner, promotion of business on club Facebook page  
 Opportunity to provide promotional materials to participants

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## Town of Port Hedland

### Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

#### Section 4: Application Criteria / Checklist

Please ensure the application meets all criteria below:

- a. Applicant has read, understood and acknowledged the conditions and eligibility requirements contained in Policy 6/003 'Community Funding & Donations'
- b. Information provided meets the requirements of this Policy
- c. The event /project will make a positive contribution to the Hedland community
- d. The applicant certifies that they are authorised to apply for Town of Port Hedland support and represent the applicant organisation
- e. The applicant certifies that the information contained within the application is true and accurate, with commensurate evidence / documentation able to be provided on request from the Town
- f. Sufficient financial information has been provided to clearly identify the items on which monies will be spent, their discrete costs and their importance to the success of the event or project
- g. The applicant has assessed their level of resource contribution, relative to their capacity, and has assessed the accessibility of funds allocation from other parties/ sources.



**WORLDWIDE SPORTS INSURANCE**

ABN 65 003 922 487 AFS Licence 342385  
 Trading as WWSI is a Business Unit of PSC Insurance Brokers(Aust) Pty Ltd  
 Level 1 PO Box 7675 Tel: 03 9862 6500  
 390 St Kilda Road St Kilda Road VIC 8004 Fax: 03 9867 6771  
 Melbourne VIC 3004 Email: vicinfo@wwsi.com.au

Your Policy is due for renewal on 20/02/2014. Payment must be recieved within 14 days of policy expiry or invoice date whichever is the later. If changes are required, please send them to the address shown above. All payments are to be made as described on the reverse of this invoice.

Hedland Tri Sports  
 PO BOX 1063  
 PORT HEADLAND WA 6721

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

Invoice Date: 6/02/2014  
 Invoice No: 77920  
 Our Reference: HEDLAND

Should you have any queries in relation to this account, please contact your Account Manager  
 Nicole Walravens - Sport

**Class of Policy:** SPORTS INJURY & LIABILITY INSURANCE  
**Insurer:** Calliden Insurance Ltd - Commercial  
 GPO Box 3208, Melbourne, Vic, 3001  
 ABN: 47 004 125 268  
**The Insured:** Hedland Tri Sports

**RENEWAL**  
**Policy No:** SUA/006667  
**Period of Cover:**  
 From 20/02/2014  
 to 20/02/2015 at 4:00 pm

**Details:** See attached schedule for a description of the risk(s) insured  
 If changes are required, please send them to the address shown above.  
 Liability & Personal Injury

Clients who are not fully satisfied with our services should contact our customer relations/complaints officer.  
**PSC Insurance Brokers (Aust) Pty Ltd** is also a member of Financial Ombudsman Services Ltd, a free customer service, and the General Insurance Brokers Code of Practice. Further information is available from this office or contact FOS on 1300 780 808.

**Your Premium:**

Premium	UW Levy	F&ES Levy*	GST	Stamp Duty	Broker Fee
\$1,500.00	\$150.00	\$0.00	\$180.00	\$165.00	\$150.00

\* Where ES relates to State Emergency Services (Applicable to NSW only)

**TOTAL \$ \$2,145.00**

(A processing fee applies for Credit Card payments)



Please turn over for further payment methods and instructions



**DEFT Reference Number**  
 40021881921241238  
 Pay by credit card (Visa, Mastercard, Amex or Diners)  
 at [www.deft.com.au](http://www.deft.com.au) or 1300 78 11 45



\*498 40021881921241238



Billor Code: 20362  
 Ref: 40021881921241238

**PSC Insurance Brokers (Melbourne)**

Our Reference: HEDLAND  
 Invoice No: 77920  
 Due Date: 20/02/2014

Premium	\$1,500.00
U'writer Levy	\$150.00
F&ES Levy	\$0.00
GST	\$180.00
Stamp Duty	\$165.00
Broker Fee	\$150.00

**AMOUNT DUE \$ \$2,145.00**

**Schedule of Insurance**

<b>Class of Policy:</b>	SPORTS INJURY & LIABILITY INSURANCE	<b>Policy No:</b>	SUA/006667
<b>The Insured:</b>	Hedland Tri Sports	<b>Invoice No:</b>	77920
		<b>Our Ref:</b>	HEDLAND

**PLATINUM LIABILITY - AMATEUR SPORTS & PERS. ACC.**

**Sporting Club:**  
Hedland Tri Sports Association Inc

**Sporting Activity:**  
Triathlons

**Premises:**  
Port Hedland, Western Australia, 6721

**Number of Members:**  
Up to 30

**Number of Coaches, Referees and Officials:**  
Up to 10

*Please note your premium has been calculated using the rating information detailed above. Should this information be incorrect please contact your broker immediately.*

=====

**Platinum Liability Amateur Sports Policy Schedule**

=====

**Wording: SUAPLA 1009**

**General Liability**

Limit of Indemnity for Part A	\$ 10,000,000
Property in your physical or legal control	\$ 500,000

Excess - Nil

**Professional Indemnity**

Limit of Indemnity for Part B	\$ 1,000,000
-------------------------------	--------------

Retroactive Date for Part B - The date the insured first held continuous Professional Indemnity cover or the inception date of this policy, whichever the earlier.

Excess - Nil

**Management Liability**

Limit of Indemnity for Part C	\$ 1,000,000
Optional Extensions	
Fidelity Cover	Not Insured
Pollution Defence Costs	Not Insured

Retroactive Date for Part C - The date the insured first held continuous Directors and Officers or Management Liability Insurance cover or the inception date of this policy, whichever the earlier.

Excesses - Directors and Officers Liability	\$ Nil
Fidelity	\$ 5,000 Each & Every Claim
Pollution Defence Costs	\$ 5,000 Each & Every Claim
All other claims	\$ 2,500 Each & Every Claim

=====

**Policy Endorsements**

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1. It is hereby declared and agreed that under Part C Management Liability, The Cover, insuring clause 1.c is deleted and replaced with the following;



**Schedule of Insurance**

Page 3 of 4

<b>Class of Policy:</b> SPORTS INJURY & LIABILITY INSURANCE	<b>Policy No:</b> SUA/006667
<b>The Insured:</b> Hedland Tri Sports	<b>Invoice No:</b> 77920
	<b>Our Ref:</b> HEDLAND

=====

**Sports Group Personal Accident Policy Schedule**

=====

Wording: CLSUA PAS 0811

**Schedule of Benefits****Capital Benefits**

Capital Benefit \$ 50,000 Per member  
 Death under 18 - 20%

**Weekly Benefits**

Loss of Earnings \$ 250 Per Week/7 Day Excess  
 Benefit Period 52 Weeks

Student Help \$ 250 Per Week/7 Day Excess  
 Benefit Period 52 Weeks

Home Help \$ 250 Per Week/7 Day Excess  
 Benefit Period 52 Weeks

**Additional Benefits**

1. Modification Expenses Up to \$10,000
2. Funeral Expenses Up to \$5,000
3. Parents Inconvenience Allowance \$25 Per Day  
Maximum Benefit \$1,500
4. Non Medicare Medical Costs 85% to maximum \$1,500  
Excess \$50

Aggregate Limit of Liability - \$2,000,000

**Important Notice**

=====

This contract of insurance has been arranged by Sports Underwriting Australia Pty Ltd as agents of the Insurer (Calliden Insurance Limited) under a binding authority issued by Calliden Insurance Limited.

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**GENERAL ADVICE WARNING**

AUSTRALIAN FINANCIAL SERVICES LICENCE NO: 342385

PSC Insurance Brokers (Aust) Pty Ltd is a registered General Insurance Broker authorised to Deal & Advise in Wholesale & Retail General Insurance Products in accordance with the terms of the licence provided by the Australian Securities & Investment Commission (ASIC).

GENERAL ADVICE NOTICE as required by the Financial Services Reform Act.

In delivering Retail Products to our Clients & arranging cover with insurers, we only provide a "General Advice" service without conducting a detailed "needs analysis" of each individual's personal or financial situation.

However the Retail Products we recommend in providing this General Advice service have all been subject to an extensive in-house review by our staff & they are only deemed acceptable if the insurer is:

- \* operating under the supervision of the Australian Prudential Regulation Authority; and
- \* the terms & conditions of cover & the insurer's claims service are both of an appropriate standard.

We are not agents of the Insurer and will be acting as your agent in all dealings with insurers.

**Schedule of Insurance**

Page 4 of 4

<b>Class of Policy:</b>	SPORTS INJURY & LIABILITY INSURANCE	<b>Policy No:</b>	SUA/006667
<b>The Insured:</b>	Hedland Tri Sports	<b>Invoice No:</b>	77920
		<b>Our Ref:</b>	HEDLAND

As a General Insurance Broker we have developed procedures to ensure that the terms of the cover under policies we recommend can be reviewed by each client & that any cover we arrange is in accordance with Client requirements on the factual information presented. However in recommending this product to you without a detailed needs analysis we cannot advise whether it is appropriate for your personal objectives, financial situation or needs.

That aspect needs to be addressed by each intending insured & it is therefore necessary that you read & understand the explanation of the cover contained in the attached Product Disclosure Statement & Policy Document and that you also read our Financial Services Guide.

As an intending insured, it is your responsibility to notify information & decide the following matters when arranging insurance or providing instructions to renew your policy:

**General Considerations**

- \* Description of the Item to be insured and any identifying number?
- \* Notification of the name of the Mortgagee or Financier with an interest in the property?
- \* Risk Situation - Single Location or anywhere in Australia?
- \* The sum to be insured to be based on the cost of replacement?
- \* The sum to be insured based on the actual present day (depreciated) value of the item?
- \* For what purpose if the item is used?
- \* The amount of any voluntary excess additional to the insurer's standard terms?
- \* The amount of cover required for Public Liability?

**COOLING OFF**

In accordance with Section 101B of the FSRA, you must have the right to return this policy & receive a full refund of the total premium & all charges. This request MUST be made within 14 days of the inception of this policy & does not apply should a claim have been made or the cover be for a period less than 30 days.

**CREDIT TERMS & PAYMENT**

Unless agreed otherwise, Credit Terms are strictly in accordance with the period specified on the invoice. If you fail to pay the full premium within the agreed period your cover will lapse unless we agree otherwise. The insurer will be entitled to a premium for the time held covered but you will be uninsured from the date your cover is cancelled. PSC Insurance Brokers (Aust) Pty Ltd does not accept any liability for cancelled policies outside of the credit terms.

**GOODS & SERVICES TAX**

If you are a business registered for GST purposes, you may be entitled to a claim an input tax credit in respect of the total GST payable under this policy. Only your accountant can confirm this matter to you.

**YOUR DUTY OF DISCLOSURE**

Before you enter into a Contract of general insurance with an Insurer, you have a duty under the Insurance Contracts Act 1984 to disclose to the Insurer every matter that you know, or could reasonably expect to know, is relevant to the Insurer's decision whether to accept the risk of Insurance, and if so, on what terms. You have the same duty to disclose those matters to the Insurer before you renew, extend, vary or reinstate a Contract of general insurance. Your duty however does not require disclosure of matter,

- That diminishes the risk to be undertaken by the Insurer;
- that is common knowledge;
- that your insurer knows or, in the ordinary course of business, ought to know; as to which the compliance with your duty is waived by the Insurer.

**NON-DISCLOSURE**

If you fail to comply with your duty of disclosure, the Insurer may be entitled to reduce the liability under the Contract in respect of a claim or may cancel the Contract.

If your non-disclosure is fraudulent, the Insurer may also have the option of avoiding the Contract from its beginning.

**DISPUTES WITH PSC INSURANCE BROKERS (AUST) PTY LTD**

Any client who is not fully satisfied with our services should contact our Complaints Officer. PSC Insurance Brokers (Aust) Pty Ltd is a member of the Financial Ombudsman Service (FOS). If your complaint can not be resolved to your satisfaction by us you have the right to refer the matter to FOS. FOS can be contacted on 1300 780 808.

ATTACHMENT 6 TO ITEM 10.2.4



Town of Port Hedland
Community Funding & Donations Application



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

Section 1a: Applicant Details

Identify who is applying for this funding:

Individual Person [ ] Community Organisation [x] Not For Profit [ ]

Organisation/ Individual Name: Daniel Morcombe Foundation

Contact Person: [Redacted]

Position within Organisation: [Redacted]

Postal Address: [Redacted] Postcode: 6722

Telephone: [Redacted] Email: [Redacted]

Applicants are requested to complete ALL sections of the application form.

Section 1b: Organisation Details

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

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

ABN: [Redacted]

Registered for GST: Yes [ ] No [ ]

Section 1c: Public Liability Insurance

Does your organisation have Public Liability Insurance: Yes [ ] No [ ]

If No, are you/your organisation covered under another association (e.g. State Sporting Association)?

Yes [ ] No [ ] If yes, by who? [Redacted]

If No, will you/your organisation be obtaining cover for this event?

Yes [x] No [ ] If yes, by who? Action Insurance





# Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 1d: Authorisation

I certify that the information provided on this application is correct to the best of my knowledge.  
I am authorised to apply for funding on behalf on this community organisation/ individual.  
I understand that, if successful, funds can only be transferred to a bank account held in the name of the organisation/individual as detailed on this form and in Council resolution.  
If successful, I will acquit the funds before the end of the same financial year in which they were received.

Full name:

[Redacted Name]

Signed:

[Redacted Signature]

Date: 18-8-14

### Section 2a: Application Details

What is the name of your Project / Event:

Day for Daniel Community Walk

Provide a brief outline of your project / event and what you would like to achieve.

The day for Daniel is a National day of action to raise awareness of child safety. To Educate children regarding their personal safety.

Outline how ToPH funding will specifically be used.

Set up costs - advertising, printing, Jumping castle, face painting, red balloons, Helium. Safety costs - lighting, food licencing, Barricades, insurance

Has this project or event previously been supported by the Town's Funding & Donations Policy?

Yes  No

If Yes, in which year?

Please provide details:

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



# Town of Port Hedland

## Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 2b: Type of Community Support

Which type(s) of community support are you seeking (refer to policy 6/003):

Establishment Funding (max \$2,000 cash)	✓
Periodical Funding* (max \$1,000 cash)	
In-kind Contributions (e.g. bins, vehicle usage, mowing, etc)	
Waiver of Fees (e.g. venue hire, entry fees, etc)	
Development of Talented Local People (max \$500)	

\* when applying for periodical funding, provide evidence of 50% cash contribution from applicant organisation.

Details of funds from applicant (those you are providing): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*If waiver of fees are requested, please attach quote from venue detailing exact costs and showing availability for the required date and time. Without this quote/cost estimate, the application cannot be considered.*

### Section 2c: Funding Details

Detail the amount of each type of funding requested from contributing parties:

	Requested from ToPH	Contributed by Applicant	Contributed by Other Funding Sources
Cash (max \$2,000 from ToPH)	\$ 1,500	utensils, merchandise donation hrs \$ stage-mike	woolies sausage sizzle \$ water
Venue fees funded	\$	\$	\$
In-kind contributions*	\$	\$	\$
Total (max \$5,000 by ToPH)	\$	\$	\$

\* refer to Policy 6/003 for eligible criteria and provide details of in-kind requested (i.e. bins, vehicle usage, mowing, etc)

### Section 3: Recognition

Detail how the funding / support from the Town of Port Hedland will be recognised :

flyers - printouts · social media - Banner?  
 thanked on the day  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





## Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 4: Application Criteria / Checklist

Please ensure the application meets all criteria below:

- a. *Applicant has read, understood and acknowledged the conditions and eligibility requirements contained in Policy 6/003 'Community Funding & Donations'*
- b. *Information provided meets the requirements of this Policy*
- c. *The event /project will make a positive contribution to the Hedland community*
- d. *The applicant certifies that they are authorised to apply for Town of Port Hedland support and represent the applicant organisation*
- e. *The applicant certifies that the information contained within the application is true and accurate, with commensurate evidence / documentation able to be provided on request from the Town*
- f. *Sufficient financial information has been provided to clearly identify the items on which monies will be spent, their discrete costs and their importance to the success of the event or project*
- g. *The applicant has assessed their level of resource contribution, relative to their capacity, and has assessed the accessibility of funds allocation from other parties/ sources.*

Town of Port Hedland & Woolworths

Proudly supporting



Get red, Red, READY for our

**Walk for Daniel**

Saturday the 1<sup>st</sup> of November

Event commences 3pm

Cemetery beach park

Finish at 6.30pm

**Sausage sizzle- face painting, jumping castle, helium balloons, Prizes for the person wearing the most red Special guest speaker. & much more.**

Come along and support this fun family event - while raising awareness on child safety. All proceeds raised will be donated to the morcombe foundation.

[dayfordaniel.com.au](http://dayfordaniel.com.au)

Example of flyer

ATTACHMENT 7 TO ITEM 10.2.4



# Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 1a: Applicant Details

Identify who is applying for this funding:

Individual Person  Community Organisation  Not For Profit

Organisation/ Individual Name: Port Hedland Softball Association

Contact Person: [Redacted]

Position within Organisation: President

Postal Address: [Redacted] Postcode: 6722

Telephone: [Redacted] Email: [Redacted]@hotmail.com

*Applicants are requested to complete ALL sections of the application form.*

### Section 1b: Organisation Details

Incorporated: Yes  No  Year of Incorporation:

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

ABN: \_\_\_\_\_

Registered for GST: Yes  No

### Section 1c: Public Liability Insurance

Does your organisation have Public Liability Insurance: Yes  No

If No, are you/your organisation covered under another association (e.g. State Sporting Association)?

Yes  No  If yes, by who? Softball Western Australia

If No, will you/your organisation be obtaining cover for this event?

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



# Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 1d: Authorisation

I certify that the information provided on this application is correct to the best of my knowledge.  
I am authorised to apply for funding on behalf on this community organisation/ individual.  
I understand that, if successful, funds can only be transferred to a bank account held in the name of the organisation/individual as detailed on this form and in Council resolution.  
If successful, I will acquit the funds before the end of the same financial year in which they were receive.

Full name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: 22/08/2014

### Section 2a: Application Details

What is the name of your Project / Event:

North West Softball Championship

Provide a brief outline of your project / event and what you would like to achieve.

Reduce cost for travelling teams.

- accomodation for 6 x umpires ~~for~~ travelling from Perth  
+ (badged umpires) + estimated accomodation \$3,500

- food and disbursements associated with travelling umpires

Outline how ToPH funding will specifically be used.

Has this project or event previously been supported by the Town's Funding & Donations Policy?

Yes  No

If Yes, in which year? \_\_\_\_\_

Please provide details: \_\_\_\_\_

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



# Town of Port Hedland

## Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 2b: Type of Community Support

Which type(s) of community support are you seeking (refer to policy 6/003):

Establishment Funding (max \$2,000 cash)	✓
Periodical Funding* (max \$1,000 cash)	
In-kind Contributions (e.g. bins, vehicle usage, mowing, etc)	
Waiver of Fees (e.g. venue hire, entry fees, etc)	
Development of Talented Local People (max \$500)	

\* when applying for periodical funding, provide evidence of 50% cash contribution from applicant organisation.

Details of funds from applicant (those you are providing): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If waiver of fees are requested, please **attach quote** from venue detailing exact costs and showing availability for the required date and time. **Without this quote/cost estimate, the application cannot be considered.**

### Section 2c: Funding Details

Detail the amount of each type of funding requested from contributing parties:

	Requested from ToPH	Contributed by Applicant	Contributed by Other Funding Sources
Cash (max \$2,000 from ToPH)	\$ 2,000	Softball Assoc \$ 7,500	Softball WA \$ TBA Approx \$5,000
Venue fees funded	\$ In-kind ToPH	\$	\$
In-kind contributions*	\$	\$	\$
<b>Total (max \$5,000 by ToPH)</b>	\$ 2,000	\$ 7,500	\$ TBA \$5,000

\* refer to Policy 6/003 for eligible criteria and provide details of in-kind requested (i.e. bins, vehicle usage, mowing, etc)

### Section 3: Recognition

Detail how the funding / support from the Town of Port Hedland will be recognised :

- logos on promotional material
  - signage at the event.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_





## Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 4: Application Criteria / Checklist

Please ensure the application meets all criteria below:

- a. *Applicant has read, understood and acknowledged the conditions and eligibility requirements contained in Policy 6/003 'Community Funding & Donations'*
- b. *Information provided meets the requirements of this Policy*
- c. *The event /project will make a positive contribution to the Hedland community*
- d. *The applicant certifies that they are authorised to apply for Town of Port Hedland support and represent the applicant organisation*
- e. *The applicant certifies that the information contained within the application is true and accurate, with commensurate evidence / documentation able to be provided on request from the Town*
- f. *Sufficient financial information has been provided to clearly identify the items on which monies will be spent, their discrete costs and their importance to the success of the event or project*
- g. *The applicant has assessed their level of resource contribution, relative to their capacity, and has assessed the accessibility of funds allocation from other parties/ sources.*

ATTACHMENT 8 TO ITEM 10.2.4



Town of Port Hedland  
Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

Section 1a: Applicant Details

Identify who is applying for this funding:

Individual Person  Community Organisation  Not For Profit

Organisation/ Individual Name: ROSE NOWERS EARLY LEARNING CENTRE

Contact Person: [Redacted]

Position within Organisation: CENTRE DIRECTOR

Postal Address: [Redacted] Postcode: 6722

Telephone: [Redacted] Email: COORDINATOR@ROSENOWERS.ORG.AU

Applicants are requested to complete ALL sections relevant to their application.

Section 1b: Organisation Details

Incorporated: Yes  No  Year of Incorporation: \_\_\_\_\_

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

ABN: 699 569 115 79

Registered for GST: Yes  No

Section 1c: Public Liability Insurance

Does your organisation have Public Liability Insurance: Yes  No

If No, are you/your organisation covered under another association (e.g. State Sporting Association)?

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

If No, will you/your organisation be obtaining cover for this event?

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



# Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 2b: Type of Community Support

Which type(s) of community support are you seeking (refer to policy 6/003):

Establishment Funding (max \$2,000 cash)	\$ 2,000
Periodical Funding* (max \$1,000 cash)	
In-kind Contributions	\$ 3,000
Waiver of Fees	
Development of Talented Local People (max \$500)	

\* provide evidence of 50% cash contribution from applicant organisation.

Details of funds from applicant: Rose Nomers will provide free child care positions for 4 children for 26 weeks.

### Section 2c: Funding Details

Detail the amount of each type of funding requested from contributing parties:

	Contributed by Applicant	Contributed by Other Funding Sources	Requested to be contributed by ToPH
Cash (max \$2,000 by ToPH)	\$ 10,276.00	\$ 5,000	\$ 2,000
Venue fees funded	\$	\$	\$
In-kind contributions*	\$	\$	\$ 3,000
<b>Total (max \$5,000 by ToPH)</b>	<b>\$</b>	<b>\$</b>	<b>\$ 5,000</b>

\* refer to Policy 6/003 for eligible criteria and provide details of in-kind requested (i.e. bins, vehicle usage, mowing, etc)

### Section 3: Recognition

Detail how the funding / support from the Town of Port Hedland will be recognised :

• ROSE NOMERS WILL ACKNOWLEDGE TOPH'S CONTRIBUTION IN CENTRE'S NEWSLETTER AND LOCAL NEWSPAPER.





# Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 1d: Authorisation

I certify that the information provided on this application is correct to the best of my knowledge and that I am authorised to apply for funding on behalf on this community organisation/ individual. If successful, I will acquit the funds received before the end of the financial year in which they were received.

Full name:

[Redacted signature]

Date: 25.08.14

Signed:

### Section 2a: Application Details

What is the name of your Project / Event:

TJALKA BOORDA C... PROJECT

Provide a brief outline of your project / event and what you would like to achieve.

Please, see attachment at the back of this form

Outline how ToPH funding will specifically be used.

Please, find supporting information at the back of this form

Has this project or event previously been supported by the Town's Funding & Donations Policy?

Yes  No

If Yes, in which year?

2014

Please provide details:



## Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 4: Application Criteria / Checklist

Please ensure the application meets all criteria below:

- a. Applicant has read, understood and acknowledged the conditions and eligibility requirements contained in Policy 6/003 'Community Funding & Donations'
- b. The positive contribution the event or project will make to the Hedland community
- c. The information requested meets the requirements of this policy
- d. The applicant certifies within the application that they are authorised to apply for Town of Port Hedland support and to represent the applicant organisation
- e. The applicant certifies that the information contained within the application is true and accurate, with commensurate evidence / documentation able to be provided on request from the Town
- f. Sufficient financial information has been provided to clearly identify the items on which monies will be spent, their discrete costs and their importance to the success of the event or project
- g. The level of resource contribution to be made by the applicant, relative to their capacity to do so, as well as the accessibility of funds from other sources.

**Town of Port Hedland Community Funding & Donations Application****Provide a brief outline of your project/ event and what you would like to achieve:**

On a daily/ weekly basis, families call the centre to advise us of children who are absent due to a different array of reasons: holidays, sick and etc. The goal of the project is to be able to offer at least 2 places (in either bb's, toddler's or and kindy's room on each visit) to Tjalkaboorda children on each of our visit to the community which will be twice a week at least. The plan is to (on a daily basis), at around 8 am, arrive at Rose Nowers child care centre and assess our situation in relation to staffing availability and vacant positions. Once capacity is figured out, RN will drive a light rigid vehicle to 3 miles community (a minimum of two times a week- most likely on Mondays and Fridays to collect children to attend day care on that particular day. Between 3 to 5 pm, children will be driven back to their families whilst take home with them an appetizing nutritiously balance cold packed meal for their dinner. This way we can guarantee 52 (or 104 children if we run the project for 6months) will benefit from accessing a full day of healthy eating. Care provision will be offered on an availability / casual basis. Enrolments would have to be organized prior to commencement of attendance of our service. Rose Nowers hopes to partnership with Local Indigenous Community Links officers to obtain support within this administrative process. Rose Nowers will put extra efforts into identifying IBN/Ashburton/Gumala members within 3 miles community, so we are able to link beneficiaries to access financial support from their aboriginal group trusts in case they wish to access permanent care with Rose Nowers Early Learning Centre.

This project will benefit the community (children and families) in the following areas as children (and families) will:

- experience structured and spontaneous culturally appropriate educational activities,
- participate in routine,
- engage in a safe environment where they can build trusting and loving relationships with other children and educators,
- access to learning experiences which promotes Social, Emotional, Physical and Cognitive development,
- engaging in school readiness program,
- have appropriate resting opportunity,
- access 4 appetising and nutritious meals (breakfast, lunch, wake up snack and cold packed supper to be taken home)
- benefit from respite opportunity (parents and relatives)

**Outline how TOPH funding will be specifically used**

In kind contribution: a medium size vehicle (SVU or bigger) is required to transport 2 to 4 children and a driver from Tjalkaka Boora community and from Rose Nowers back to their community. We need to access any means of transportation on the following days and times:

- Mondays and Fridays from 8 am to 10am, and
- Mondays and Fridays from 3 pm to 5 pm

The project will be delivered from 5 February 2015 to 4 July 2015 (26 weeks- 6 months period).

**Establishment funding:** The establishment funding (\$2,000 cash) will be utilized towards covering partial cost of the following items:

AREAS	PERIOD	INDIVIDUAL COST	TOTAL	
Driver labour	4 hr/week x26 weeks= 104 hours	\$40	\$4,160	
			ATLAS GRANT: \$2,160	TOPH contribution: \$2,000

**Detail how the funding/support from the Town of Port Hedland will be recognised:**

Rose Nowers will acknowledge TOPH's contribution in centre's newsletter and produce a media release for distribution to local media.

**Rose Nowers Early Learning Centre background information**

Rose Nowers Early Learning Centre is a non-for-profit Multifunctional Aboriginal Children's Service providing care to children aged 0-6. We are licensed to have up to 42 children a day and they are allocated in three different age group BABY (0-2), TODDLER (2-3) and KINDY (3-6). Priority of access is given to Aboriginal, Torres Strait Islander and children at risk (families). We provide culturally appropriate structured educational experiences, scaffold children's cognitive, social, emotional, physical creative development at very low cost. We prioritise place to children referred from agencies such as: DCP, Wirraka Maya Social and Emotional Wellbeing Centre, Bloodwood Tree, etc. We partnership with local aboriginal trusts to financially support families to be able to access care in Rose Nowers and are very flexible towards offering assistance to those families struggling and requiring care with us.

## ATTACHMENT 9 TO ITEM 10.2.4



# Town of Port Hedland

## Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 1a: Applicant Details

Identify who is applying for this funding:

Individual Person

Community Organisation

Not For Profit

Organisation/ Individual Name: JaBaT Dance

Contact Person: \_\_\_\_\_

Position within Organisation: Chairperson

Postal Address: \_\_\_\_\_ Postcode: 6721

Telephone: \_\_\_\_\_ Email: [dandsvadala@bigpond.com](mailto:dandsvadala@bigpond.com)

*Applicants are requested to complete ALL sections of the application form.*

### Section 1b: Organisation Details

Incorporated: Yes  No  Year of Incorporation: 2009

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

ABN: 71803832200

Registered for GST: Yes  No

### Section 1c: Public Liability Insurance

Does your organisation have Public Liability Insurance: Yes  No

If No, are you/your organisation covered under another association (e.g. State Sporting Association)?

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

If No, will you/your organisation be obtaining cover for this event?

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





## Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 1d: Authorisation

*I certify that the information provided on this application is correct to the best of my knowledge.  
I am authorised to apply for funding on behalf of this community organisation/ individual.  
I understand that, if successful, funds can only be transferred to a bank account held in the name of the organisation/individual as detailed on this form and in Council resolution.  
If successful, I will acquit the funds before the end of the same financial year in which they were received.*

Full name: \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_  \_\_\_\_\_  
\_\_\_\_\_ *Wadala* \_\_\_\_\_

Date: 26/8/14

### Section 2a: Application Details

What is the name of your Project / Event:

2014 End of year Concert at The Matt Dann 22/11/14

Provide a brief outline of your project / event and what you would like to achieve.

We hope to provide our families and the community an uniquely entertaining concert performance showcasing the students talents, both individual and as a whole school.

Our School is an Accredited School, having just held exams where our

students displayed an exceptionally high standard of skills

Outline how ToPH funding will specifically be used.

Funding will go towards the Photography and videography of our students.

This will allow our students to add to their dance portfolios,

becoming memorable keepsakes for years to come.

Has this project or event previously been supported by the Town's Funding & Donations Policy?

Yes       No

If Yes, in which year? \_\_\_\_\_

Please provide details: \_\_\_\_\_

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



## Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 2b: Type of Community Support

Which type(s) of community support are you seeking (refer to policy 6/003):

Establishment Funding (max \$2,000 cash)	x
Periodical Funding* (max \$1,000 cash)	
In-kind Contributions (e.g. bins, vehicle usage, mowing, etc)	
Waiver of Fees (e.g. venue hire, entry fees, etc)	
Development of Talented Local People (max \$500)	

\* when applying for periodical funding, provide evidence of 50% cash contribution from applicant organisation.

Details of funds from applicant (those you are providing):

Fundraising has been collect from events such as the raffle we held at The Spinx Spree  
Cupcake Stall. Countless hours of committe and parent man-hours and donations

*If waiver of fees are requested, please attach quote from venue detailing exact costs and showing availability for the required date and time. Without this quote/cost estimate, the application cannot be considered.*

### Section 2c: Funding Details

Detail the amount of each type of funding requested from contributing parties:

	Requested from ToPH	Contributed by Applicant	Contributed by Other Funding Sources
Cash (max \$2,000 from ToPH)	2000	2000	12000
Venue fees funded	\$	\$	\$
In-kind contributions*	\$	\$	\$
Total (max \$5,000 by ToPH)	\$	\$	\$

\* refer to Policy 6/003 for eligible criteria and provide details of in-kind requested (i.e. bins, vehicle usage, mowing, etc)

### Section 3: Recognition

Detail how the funding / support from the Town of Port Hedland will be recognised :

Recognition will be in our printed programs available on the night.

Advertising on the radio and facebook

The speech at the end of the concerts

Speeches at the awards presentation Sunday 23/11/14





## Town of Port Hedland

### Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

#### Section 4: Application Criteria / Checklist

Please ensure the application meets all criteria below:

- |   |                          |
|---|--------------------------|
| a. Applicant has read, understood and acknowledged the conditions and eligibility requirements contained in Policy 6/003 'Community Funding & Donations'  | <input type="checkbox"/> |
| b. Information provided meets the requirements of this Policy   | <input type="checkbox"/> |
| c. The event /project will make a positive contribution to the Hedland community  | <input type="checkbox"/> |
| d. The applicant certifies that they are authorised to apply for Town of Port Hedland support and represent the applicant organisation  | <input type="checkbox"/> |
| e. The applicant certifies that the information contained within the application is true and accurate, with commensurate evidence / documentation able to be provided on request from the Town      | <input type="checkbox"/> |
| f. Sufficient financial information has been provided to clearly identify the items on which monies will be spent, their discrete costs and their importance to the success of the event or project | <input type="checkbox"/> |
| g. The applicant has assessed their level of resource contribution, relative to their capacity, and has assessed the accessibility of funds allocation from other parties/ sources.                 | <input type="checkbox"/> |



ASIC

Australian Securities & Investments Commission

Association


JABAT DANCE INCORPORATED

Extracted from ASIC's database at AEST 16:51:49 on 27/08/2014

#### Association Summary

Name: JABAT DANCE INCORPORATED
ABN:
Registration Number: A1011455P
Registered State: Western Australia
Registration Date: 23/03/2009
Status: Registered
Type: Associations
Regulator: Department of Commerce, Western Australia


## ATTACHMENT 10 TO ITEM 10.2.4



## Town of Port Hedland

### Community Funding & Donations Application

Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)



---

**Section 1a: Applicant Details**

*Identify who is applying for this funding:*

Individual Person       Community Organisation       Not For Profit

Organisation/ Individual Name: Hedland Camera Club

Contact Person: [REDACTED]

Position within Organisation: President

Postal Address: [REDACTED]      Postcode: 6722

Telephone: [REDACTED]      Email: [hedlandcameraclub@gmail.com](mailto:hedlandcameraclub@gmail.com)

*Applicants are requested to complete ALL sections of the application form.*

**Section 1b: Organisation Details**

Incorporated:      Yes       No       Year of Incorporation: 2014

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

ABN: \_\_\_\_\_

Registered for GST: \_\_\_\_\_ No

**Section 1c: Public Liability Insurance**

Does your organisation have Public Liability Insurance:      No

If No, are you/your organisation covered under another association (e.g. State Sporting Association)?

Yes      If yes, by who? Western Australia Photography Federation

If No, will you/your organisation be obtaining cover for this event?

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

**Section 1d: Authorisation**

*I certify that the information provided on this application is correct to the best of my knowledge.*

*I am authorised to apply for funding on behalf of this community organisation/ individual.*

*I understand that, if successful, funds can only be transferred to a bank account held in the name of the organisation/individual as detailed on this form and in Council resolution.*

*If successful, I will acquit the funds before the end of the same financial year in which they were received.*

Full name: [REDACTED]

Signed: \_\_\_\_\_      Date: 26/08/14

**Section 2a: Application Details**

What is the name of your Project / Event:

Hedland Camera Club Workshops

Provide a brief outline of your project / event and what you would like to achieve.

HCC is a new and up coming group which offers the community an opportunity to become a member

of a local club that encourages positive interaction. It's a place where everyone can share their

knowledge, develop and learn from each other in a friendly fun atmosphere.

Outline how ToPH funding will specifically be used.

The funding will greatly help to support our newly formed club operate. Firstly ongoing room hire cost.

Secondly We would like to deliver community workshops by professional photographers which is a significant cost due to our location. We want to see our club put Hedland on the map and rival other clubs with ou

Has this project or event previously been supported by the Town's Funding & Donations Policy?

Yes  No

If Yes, in which year? \_\_\_\_\_

Please provide details: \_\_\_\_\_

**Section 2b: Type of Community Support**

Which type(s) of community support are you seeking (refer to policy 6/003):

Establishment Funding (max \$2,000 cash)	\$2000
Periodical Funding* (max \$1,000 cash)	
In-kind Contributions (e.g. bins, vehicle usage, mowing, etc)	
Waiver of Fees (e.g. venue hire, entry fees, etc)	
Development of Talented Local People (max \$500)	

\* when applying for periodical funding, provide evidence of 50% cash contribution from applicant organisation.

Details of funds from applicant (those you are providing): \_\_\_\_\_

We have current 54 members with membership costing \$50 yearly and renewal \$35. At current we have \$1200 to support the ongoing cost of running the club.

*If waiver of fees are requested, please attach quote from venue detailing exact costs and showing availability for the required date and time. Without this quote/cost estimate, the application cannot be considered.*

**Section 2c: Funding Details**

Detail the amount of each type of funding requested from contributing parties:

	Requested from ToPH	Contributed by Applicant	Contributed by Other Funding Sources
Cash (max \$2,000 from ToPH)	\$2000.00	\$1200.00	\$
Venus fees funded	\$	\$	\$
In-kind contributions*	\$	\$	\$
Total (max \$5,000 by ToPH)	\$	\$	\$

\* refer to Policy 6/003 for eligible criteria and provide details of in-kind requested (i.e. bins, vehicle usage, mowing, etc)

**Section 3: Recognition**

Detail how the funding / support from the Town of Port Hedland will be recognised :

We will promote Town Of Port Hedland funding/support via our Webpage, Facebook page, Member packs promotional material and recognise at the workshops made possible with the funding.

**Section 4: Application Criteria / Checklist**

Please ensure the application meets all criteria below:

- a. *Applicant has read, understood and acknowledged the conditions and eligibility requirements contained in Policy 6/003 'Community Funding & Donations'*
  - b. *Information provided meets the requirements of this Policy*
  - c. *The event /project will make a positive contribution to the Hedland community*
  - d. *The applicant certifies that they are authorised to apply for Town of Port Hedland support and represent the applicant organisation*
  - e. *The applicant certifies that the information contained within the application is true and accurate, with commensurate evidence / documentation able to be provided on request from the Town*
  - f. *Sufficient financial information has been provided to clearly identify the items on which monies will be spent, their discrete costs and their importance to the success of the event or project*
  - g. *The applicant has assessed their level of resource contribution, relative to their capacity, and has assessed the accessibility of funds allocation from other parties/ sources.*
-

ATTACHMENT 11 TO ITEM 10.2.4



# Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 1a: Applicant Details

Identify who is applying for this funding:

Individual Person  Community Organisation  Not For Profit

Organisation/ Individual Name: Treloar Child Care Centre Inc

Contact Person: [Redacted]

Position within Organisation: Centre Director

Postal Address: [Redacted] Postcode: 6722

Telephone: [Redacted] Email: treloardirector@westnet.com.au

Applicants are requested to complete ALL sections of the application form.

### Section 1b: Organisation Details

Incorporated: Yes  No  Year of Incorporation: ~~1986~~ 1994

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

ABN: 21313057807

Registered for GST: Yes  No

### Section 1c: Public Liability Insurance

Does your organisation have Public Liability Insurance: Yes  No

If No, are you/your organisation covered under another association (e.g. State Sporting Association)?

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

If No, will you/your organisation be obtaining cover for this event?

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





## Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 1d: Authorisation

*I certify that the information provided on this application is correct to the best of my knowledge.*

*I am authorised to apply for funding on behalf on this community organisation/ individual.*

*I understand that, if successful, funds can only be transferred to a bank account held in the name of the organisation/individual as detailed on this form and in Council resolution.*

*If successful, I will acquit the funds before the end of the same financial year in which they were receive.*

Full name:

[REDACTED]

Signed:

[REDACTED]

Date: 25-8-14

### Section 2a: Application Details

What is the name of your Project / Event:

2014 Childrens Christmas Party

Provide a brief outline of your project / event and what you would like to achieve.

Due to the huge success of last years Children's Christmas Party, we would again like to use the JO Hardie Centre as a venue for our Annual event.

The event usually attracts over eighty local families using the service.

Outline how ToPH funding will specifically be used.

To cover costs of hiring the JO Hardie Centre on Sunday 23<sup>rd</sup> November 2014.

Has this project or event previously been supported by the Town's Funding & Donations Policy?

Yes

No

If Yes, in which year?

Please provide details:

2013 Children's Christmas Party.  
Re: cost of hiring venue.



# Town of Port Hedland

## Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 2b: Type of Community Support

Which type(s) of community support are you seeking (refer to policy 6/003):

Establishment Funding (max \$2,000 cash)	
Periodical Funding* (max \$1,000 cash)	
In-kind Contributions (e.g. bins, vehicle usage, mowing, etc)	
Waiver of Fees (e.g. venue hire, entry fees, etc)	✓
Development of Talented Local People (max \$500)	

\* when applying for periodical funding, provide evidence of 50% cash contribution from applicant organisation.

Details of funds from applicant (those you are providing): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If waiver of fees are requested, please **attach quote** from venue detailing exact costs and showing availability for the required date and time. **Without this quote/cost estimate, the application cannot be considered.**

### Section 2c: Funding Details

Detail the amount of each type of funding requested from contributing parties:

	Requested from ToPH	Contributed by Applicant	Contributed by Other Funding Sources
Cash (max \$2,000 from ToPH)	\$	\$	\$
Venue fees funded	\$ 709.10	\$	\$
In-kind contributions*	\$	\$	\$
<b>Total (max \$5,000 by ToPH)</b>	\$	\$	\$

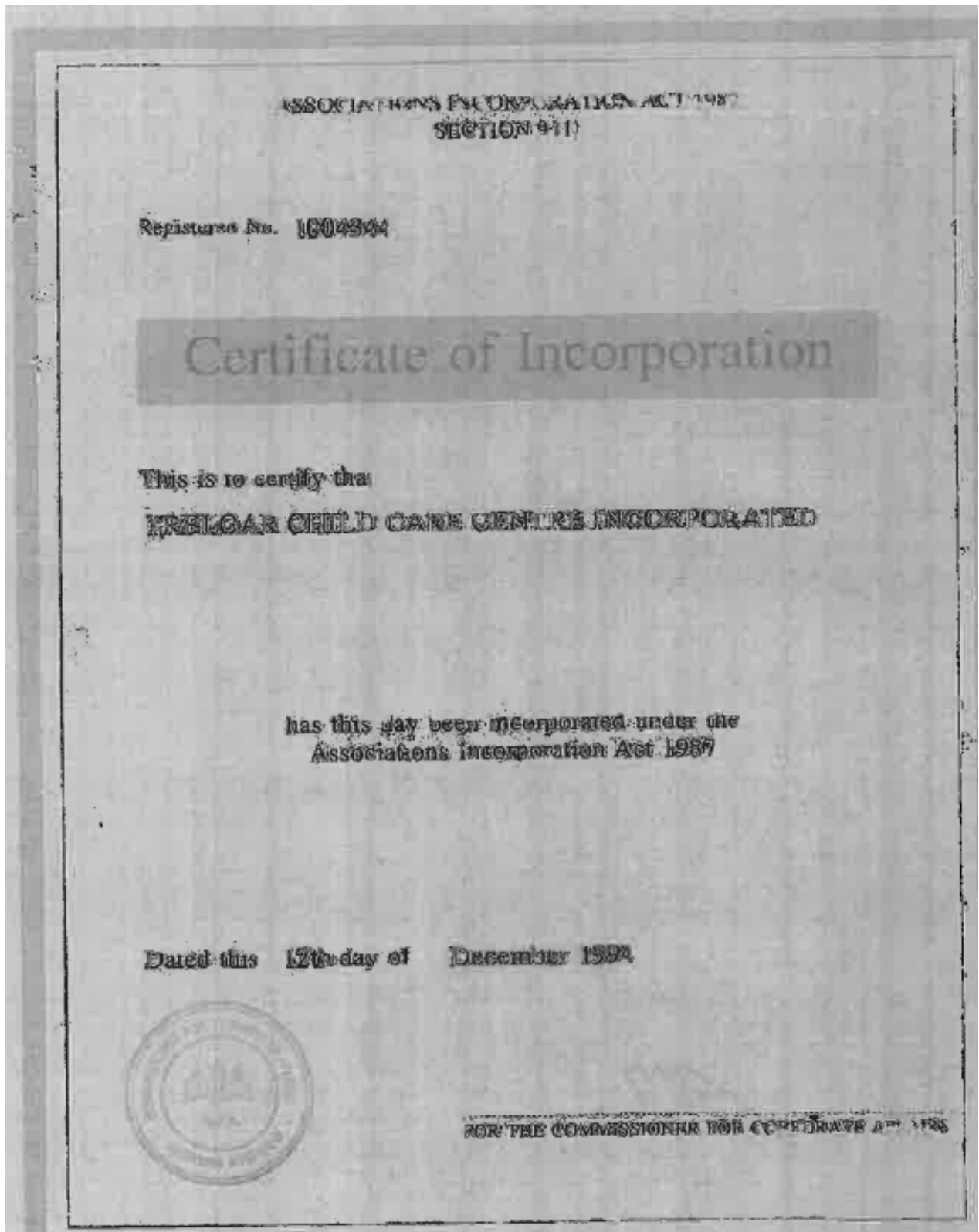
\* refer to Policy 6/003 for eligible criteria and provide details of in-kind requested (i.e. bins, vehicle usage, mowing, etc)

### Section 3: Recognition

Detail how the funding / support from the Town of Port Hedland will be recognised :

- included on Invitations to families
- article in local newspaper.
- centre newsletter







## Town of Port Hedland

### Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

#### Section 4: Application Criteria / Checklist

Please ensure the application meets all criteria below:

- a. *Applicant has read, understood and acknowledged the conditions and eligibility requirements contained in Policy 6/003 'Community Funding & Donations'*
- b. *Information provided meets the requirements of this Policy*
- c. *The event /project will make a positive contribution to the Hedland community*
- d. *The applicant certifies that they are authorised to apply for Town of Port Hedland support and represent the applicant organisation*
- e. *The applicant certifies that the information contained within the application is true and accurate, with commensurate evidence / documentation able to be provided on request from the Town*
- f. *Sufficient financial information has been provided to clearly identify the items on which monies will be spent, their discrete costs and their importance to the success of the event or project*
- g. *The applicant has assessed their level of resource contribution, relative to their capacity, and has assessed the accessibility of funds allocation from other parties/ sources.*

**Treloar Director**

---

**From:** [REDACTED]  
**Sent:** Monday, 25 August 2014 10:14 AM  
**To:** [treloardirector@westnet.com.au](mailto:treloardirector@westnet.com.au)  
**Subject:** JD Hardie Booking Quotation  
**Attachments:** Treloar quotation.pdf; JD Hardie Booking Form.pdf

Hi Kelly,

Please find attached quotation for Treloar booking at the JD Hardie Centre.

I have attached a booking form so if you are happy with the quotation if you could kindly complete the booking form and we will get this booked into the calendar

Thankyou for your patience and have a wonderful day ☺



[REDACTED]  
Program Development and Operations Officer  
JD Hardie Youth Zone  
Lot 5991 Cottier Drive, South Hedland W.A  
Ph: (08) 9158 9387 Fax: (08) 9140 1488  
Email: [jdhycc5@porthedland.wa.gov.au](mailto:jdhycc5@porthedland.wa.gov.au)  
Web: [www.idhardie.com](http://www.idhardie.com)



Visit our new and improved [website](#) and follow the link to download our app!!

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This email has been scanned by the Symantec Email Security.cloud service.  
For more information please visit <http://www.symanteccloud.com>

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**Town of Port Hedland  
Quotation**



**From:** [Redacted]

**Debtor No.:** \_\_\_\_\_

**Name:** Treloar Day Care

<b>Address:</b>	_____		
<b>Tel:</b>	_____	<b>Contact:</b>	[Redacted]
<b>Fax:</b>	_____	<b>Email:</b>	<a href="mailto:treloar@treloar.com.au">treloar@treloar.com.au</a>
<b>Mobile:</b>	_____		

**Amount:** \$709.10 GST inc ✓

**Account No.:** 1104352 (Casual Hire) **Charge Type:** \_\_\_\_\_  
*Office use only*

**Details:**  
**Facility Hired:** Stadium Hall, Staff Hire (Duty Manager & L1) & Equipment Setup (Kidz Club)  
**Cost per/hr:** (Stadium Hall) \$46.60 (Staff Hire) \$134.60 & (Equipment Setup) \$150.00  
**Date:** Sunday 22nd November  
**Times:** 10-12:30am  
**No. of hrs.:** 2.5hrs- Stadium Hall (\$116.50) 3.5hrs- Staff L3 (\$271.60) 3.5hrs- Staff L1 (\$171.00)  
**Total:** \$709.10

**Authorising Officer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Venue Hire Booking Form



JD Hardie Youth Zone PHONE: (08) 9158 9380  
 Cottler Drive, Lot 5991 FAX: (08) 9140 1488  
 South Hedland Email: jdhyzs@porthedland.wa.gov.au

**Applicant Details**

Name: [Redacted]  
 Organisation: Treloar Child Care  
 Address: 4 Treloar Close  
 Phone: [Redacted]  
 Fax: [Redacted]  
 Email: treloardirector@westnet.com.au

**Description**

(e.g. workshop, sporting club, concert etc.)  
Childrens Christmas Party.

**Organisation Category**

Community   
 Commercial   
 Concession

**Purpose**

(e.g. fundraiser, training)

**Facility required (please tick)**

Performing Arts  Youth Lounge  Music Rehearsal Room   
 Stadium  Art & Design Room  Music Recording Room (Technician & Equipment Included)   
 Conference Room  Exclusive Use (12hrs)  Kitchen   
 Outdoor Courts

**Equipment required**

No. of chairs 30 Projector & Screen  Kids club equipment   
 No. of tables 4 Whiteboard  Tea and Coffee   
 Number of people \_\_\_\_\_ Portable PA system

Please draw specific table and chair arrangement here if required

**Date/s (If ongoing booking**

start & finish date are required)

Start 22-11-14  
 End 23-11-14

**Times\* (including setup and set-down)**

Start 9:00 (10-12-30)  
 Finish 1:30

\* If you require a time-slot past 8pm, bookings need to be made 3 weeks prior to booking date.

Have you provided Public Liability Insurance? Yes/ No

*Public liability insurance is mandatory for all events organised by sporting clubs, associations, incorporated bodies and any events designed to make a profit. The insurance cover must be to the value of \$10 million and must note the ToPH as an interested party. Hirers must provide the ToPH with copies of their current insurance policy at the time of submitting this application. If the event is a private function booked under a personal name, public liability insurance is not required.*

**Declaration**

As the hirer or on behalf of the hirer, I confirm the above details and have read and agree to comply with the terms and conditions overleaf.

Signature [Redacted]

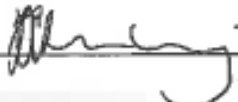
Date 25-8-14

OFFICE USE ONLY			
<input type="checkbox"/> Date of availability checked	HOURS	RATE	FEE
<input type="checkbox"/> Booking confirmed with client		/hr.	\$
<input type="checkbox"/> Booking uploaded to JDYz calendar		/hr.	\$
<input type="checkbox"/> Request for Invoice	Bond		\$
	Total fee		\$
For internal ToPH Bookings please state:		Processing Officer _____	
GL Code _____	Bond Refund Amount \$		Received sign/ date:
Name of GL account _____	Paid in full on:		Invoice Request created (y/n) :
From _____			

Terms and Conditions

<p>1. All hire fees and bond deposits are to be paid in accordance with Council's standard fees and charges (as amended each year) prior to the function and after approval being granted.</p>	<p>2. All required keys are to be picked up at an arranged time with the JD Hardie Staff and are to be returned on the next working day after the hire date, unless approved otherwise.</p>	<p>3. If the keys are not returned within 7 days of the completion of the event date, locks will be replaced and the cost deducted from the applicant's bond. If charges are higher than the bond, the applicant will be invoiced.</p>
<p>4. Toilet facilities remain available to all patrons of the centre during open hours.</p> <p>7. It is up to the hirer to immediately notify Council of any pre-existing damages, rubbish or unclean areas prior to the event, otherwise it will be to the hirers account.</p>	<p>5. Abusive or unruly behaviour towards other users of the facility or members of staff will result in immediate expulsion from the Centre, with no return of hire fees.</p> <p>8. Any damages are to be promptly reported to the JD Hardie Centre staff. Damages by function organisers, participants or spectators will be deducted from any bonds paid, if charges are higher the applicant will be invoiced.</p>	<p>6. JD Hardie Centre staff will only refund bonds and deposits in full or part after inspections of the venue.</p> <p>9. It is the responsibility of the venue hirer to control all activities and participants and to have sufficient committee members, Police or security persons on hand to adequately control the function and to take action if required.</p>
<p>10. The venue must be left in a clean and tidy state including toilets, kitchen and all rooms utilised. Decorations and any associated rubbish must be removed.</p>	<p>11. JD Hardie Centre will arrange for the delivery and collection of further bins for rubbish created by the event or function if advised. Charges apply for extra bins. The security of the bins is the organisers' responsibility and any damaged or stolen bins are to be paid for by the organisers.</p>	<p>12. The smaller bins are not to be allowed to overflow by the organisers and are to be emptied into the bins as necessary, and at the completion of each day of the event or function. Any cost incurred by the JD Hardie Centre for non-compliance with this condition will be recouped from the bond.</p>
<p>13. Alcohol is strictly prohibited. If any persons are found in possession of alcohol, they will be asked to dispose of it or leave. It is the hirers duty to enforce this rule on persons under their responsibility.</p> <p>16. JD Hardie Centre staff reserve the right to access all areas of the centre at any time, however will endeavour to keep disruptions to a minimum.</p>	<p>14. Smoking is prohibited within the centre, this will result in immediate expulsion and cleaning fees from the bond.</p> <p>17. All equipment brought into the centre (vehicles, trailers, banners, stages etc.) must be removed from the area as soon as possible after the event.</p>	<p>15. It is up to the hirer to comply with all noise regulations and to limit their effect on neighbouring properties.</p> <p>18. Cancellations must be made within 24 hours of booking date. Anything less may result in a fee.</p>

If you have read and accepted all venue hire conditions please sign below

Sign: 

Date: 25-8-14

After Hours Contacts

Mark Davis, Coordinator JDYz 0408 933 077

Town of Port Hedland After hours (08) 9427 5405

During work hours 0429 201 064



ATTACHMENT 12 TO ITEM 10.2.4



# Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 1a: Applicant Details

Identify who is applying for this funding:

Individual Person  Community Organisation  Not For Profit

Organisation/ Individual Name: CS CHURCH PORT HEDLAND

Contact Person: [Redacted]

Position within Organisation: Event Coordinator

Postal Address: [Redacted] Postcode: 6722

Telephone: [Redacted] Email: cschurch@westnet.com.au

**Applicants are requested to complete ALL sections of the application form.**

### Section 1b: Organisation Details

Incorporated: Yes  No  Year of Incorporation: Dec 2011

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

ABN: 77374 652 943

Registered for GST: Yes  No

### Section 1c: Public Liability Insurance

Does your organisation have Public Liability Insurance: Yes  No

If No, are you/your organisation covered under another association (e.g. State Sporting Association)?

Yes  No  If yes, by who? Jardine Lloyd Thompson

If No, will you/your organisation be obtaining cover for this event?

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



## Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 2b: Type of Community Support

Which type(s) of community support are you seeking (refer to policy 6/003):

Establishment Funding (max \$2,000 cash)	✓
Periodical Funding* (max \$1,000 cash)	
In-kind Contributions (e.g. bins, vehicle usage, mowing, etc)	✓
Waiver of Fees (e.g. venue hire, entry fees, etc)	✓
Development of Talented Local People (max \$500)	

\* when applying for periodical funding, provide evidence of 50% cash contribution from applicant organisation.

Details of funds from applicant (those you are providing): staging / marquee hire  
wind equipment, musicians, staffing, security administration costs  
pre-show entertainment costs

If waiver of fees are requested, please **attach quote** from venue detailing exact costs and showing availability for the required date and time. **Without this quote/cost estimate, the application cannot be considered.**

### Section 2c: Funding Details

Detail the amount of each type of funding requested from contributing parties:

	Requested from ToPH	Contributed by Applicant	Contributed by Other Funding Sources
Cash (max \$2,000 from ToPH)	\$ 2000	\$ 35,000	\$ BHF \$31,000
Venue fees funded	\$ <u>rule course fee?</u>	\$ -	\$ local business \$55,000
In-kind contributions*	\$ bins, stage	\$ <del>40,698.15</del> 40,698.15	\$
<b>Total (max \$5,000 by ToPH)</b>	\$ 5000	\$ <u>75,698.15</u>	\$ 86,000

\* refer to Policy 6/003 for eligible criteria and provide details of in-kind requested (i.e. bins, vehicle usage, mowing, etc)

\* Please note any money left over or raised at the event will go to YouthCare to support the high school chapter.

### Section 3: Recognition

Detail how the funding / support from the Town of Port Hedland will be recognised :

- through digital media the ToPH will be asked to say a few words and thank Christmas to the town and the sponsor video will be shown on the night as well as your logo and name in the event credits at the end of the performance.  
 - ToPH are more than welcome to hold a stall at the event to promote what you do.



# Town of Port Hedland

## Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

**Section 1d: Authorisation**

*I certify that the information provided on this application is correct to the best of my knowledge. I am authorised to apply for funding on behalf of this community organisation/ individual. I understand that, if successful, funds can only be transferred to a bank account held in the name of the organisation/individual as detailed on this form and in Council resolution. If successful, I will acquit the funds before the end of the same financial year in which they were received.*

Full name:

\_\_\_\_\_

Signed:

\_\_\_\_\_

Date:

15/8/14

**Section 2a: Application Details**

What is the name of your Project / Event:

Hedland Community Carols

Provide a brief outline of your project / event and what you would like to achieve.

The Hedland Community carols is an event for all friends and families to come together and share in the community spirit of picnicking together, as they sing along to Christmas carols and hear the Christmas Story. We hope to achieve the following  
- provide a family friendly event - share in the celebration of Christmas - build community spirit  
- Give local musicians, artists + community members a chance to showcase their skills + talents

Outline how ToPH funding will specifically be used.

Venue Hire (Race course) - Pre-entertainment (performers, face painting  
20 x wheely bins - costumes, glow wands, glow sticks)  
Stage - musicians (soloist)

Has this project or event previously been supported by the Town's Funding & Donations Policy?

Yes       No

If Yes, in which year?

2012

Please provide details:

Venue use, staging, bins, toilets + cash donation - similar to what we would like this year.



## Town of Port Hedland Community Funding & Donations Application



Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 4: Application Criteria / Checklist

Please ensure the application meets all criteria below:

- a. *Applicant has read, understood and acknowledged the conditions and eligibility requirements contained in Policy 6/003 'Community Funding & Donations'*
- b. *Information provided meets the requirements of this Policy*
- c. *The event /project will make a positive contribution to the Hedland community*
- d. *The applicant certifies that they are authorised to apply for Town of Port Hedland support and represent the applicant organisation*
- e. *The applicant certifies that the information contained within the application is true and accurate, with commensurate evidence / documentation able to be provided on request from the Town*
- f. *Sufficient financial information has been provided to clearly identify the items on which monies will be spent, their discrete costs and their importance to the success of the event or project*
- g. *The applicant has assessed their level of resource contribution, relative to their capacity, and has assessed the accessibility of funds allocation from other parties/ sources.*

### 10.2.5 Policy 6/003 Funding and Donations Policy Review

Eddie Piper, Acting Director Community Development  
File No. 02/05/0001

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### 201415/007 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION

**MOVED: CR DACCACHE**

**SECONDED: MR HRAMBANIS**

The Audit and Finance Committee recommend that Council:

1. **Adopt the Funding and Donations Policy (as amended) to reflect the changes as included in the attached 6/003 Funding and Donations Policy;**
2. **Delegate the authority to approve funding and donations requests/applications that fall within the scope and parameters of the Policy 6/003 – Funding and Donations Policy to the Chief Executive Officer and amend the Delegation Register to read:**

**“1.27 Funding and Donations**

**LEGISLATIVE POWER Local Government Act 1995 Section 6.12(1)(b) and (c)  
Local Government (Financial Management) Regulations 1996 Section 12(1)(a)**

**DELEGATE Chief Executive Officer**

#### **FUNCTION TO BE PERFORMED**

**That the Chief Executive Officer is delegated to approve funding and donations requests/ applications in accordance with the scope and parameters of policy 6/003 “Funding and Donations” with the endorsement of the Mayor including the waiver of fees, in-kind support and cash donations.”**

3. **Amend the Audit & Finance Committee terms of reference by removing part three under the aim/purpose.**

***CARRIED 3/0***

---

#### **EXECUTIVE SUMMARY**

To amend the Policy 6/003 – Funding and Donations Policy to enable a more efficient turn-around of donations approvals. This can be achieved by delegating authorisation/approval to the CEO after he/she has discussions with the Mayor. Such delegation is limited to the scope and parameters of the

Policy. The current terms of reference of the committee are also to be amended to reflect this change.

### DETAILED REPORT

The current Funding and Donations Policy requires presentation to the Audit and Finance Committee, which meets quarterly, to gain approval for a donation request. These requests are generally submitted to Council following advice by the Town that organisations seeking assistance should submit their requests. This is done quarterly.

There are also ad-hoc requests that can be received at any time and because of the current approval process can take 2-3 months for a decision.

It is proposed under this amendment that requests could be received at any time and processed within a fortnight.

Included in the Policy is a weighted quarterly allocation of the current Budget for distribution by the CEO. This weighted allocation takes into account the 'high' season of Port Hedland. The weighted allocation is as follows:

- 1 July – 30 September 15%
- 1 October – 31 December 25%
- 1 January – 31 March 40%
- 1 April – 30 June 20%

### FINANCIAL IMPLICATIONS

A specific budget allocation is included in the 2014/15 budget of \$50,000 for these adhoc requests.

### STATUTORY AND POLICY IMPLICATIONS

Section 5.42 'delegation of some powers and duties to the CEO' of the Local Government Act 1995 applies as a delegation from the local government to the CEO requires an absolute majority vote.

Section 6.12 'Power to defer, grant discounts, waive or write off debts' (1)(b) and (c) of the *Local Government Act 1995* are being delegated to the CEO.

Update of Policy 6/003 – Funding and Donations Policy.

### ATTACHMENTS

1. Proposed policy 6/003 Funding and Donations Policy (Under Separate Cover)

1 September 2014



### 10.2.6 Amendments 2014/2015 Fees and Charges Schedule- Town of Port Hedland Leisure Facilities

Graeme Hall, Manager Recreation Facilities and Services  
File No. 26/18/0001

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### 201415/008 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION

**MOVED: MR HRAMBANIS**

**SECONDED: CR DACCACHE**

That the Audit & Finance Committee recommend that Council:

1. Adopt the following fees and charges for the Town of Port Hedland leisure facilities as requested by the YMCA and outlined in Attachment 1;

Fees and Charges	YMCA Proposal
Personal Training (30 Minute) Member	\$43.50
Personal Training (30 Minute) Non Member	\$54.00
Squash Court Hire–Discount Squash Club Members (30%)	\$18.97
Aquatic Education Lessons (per class)	\$13.00
Membership Administration Fee	\$99.00
Aqua Aerobic Class Fee (Casual)	\$20.00
Aqua Aerobic Class Fee Concession (Casual)	\$16.00
WaveRider	\$12.00 flat fee per person (Including swim) \$299.00 (One hour booking) \$120.00 (each 30 minutes after the first hour)

2. Endorse the advertising of the revised fees and charges as per the requirements of the Local Government Act 1995, with the date of commencement for the new fees and charges being 17 October 2014.

**CARRIED 3/0**

---

#### EXECUTIVE SUMMARY

Correspondence dated 22 July 2014, was received from the YMCA (Attachment 1) regarding discrepancies identified in the fees and charges of the Town's budget.

The letter from the YMCA seeks to have selected fees and charges amended in order to maximise YMCA's opportunity to meet budget parameters outlined as part of their contract.

It is recommended that Council adopt the recommended changes to the fees and charges schedule.

### DETAILED REPORT

The amendments outlined in this report respond to a request made by the YMCA in correspondence dated 22 July 2014 (Attachment 1). The YMCA was invited to participate in the setting of fees and charges for the 2014/2015 financial year. Recommendations were received regarding the structure of the fees and charges to be considered by Council.

The amendments are understood to be critical to the YMCA's budgetary aspirations. All of the changes requested relate to the operation of the Town of Port Hedland Leisure Facilities.

The requested changes to the fees and charges schedule for the leisure facilities are outlined in Table 1:

*Table 1 - Proposed Fees and Charges (prices include GST)*

Fee and Charge	Adopted Fee and Charge 2014/15	YMCA Proposal
Personal Training (30 minute) Member	\$49.00	\$43.50
Personal Training (30 minute) Non Member	\$59.00	\$54.00
Squash Court Hire – Discount Squash Club members	30% of \$27.10	\$18.97
Aquatic Education Lesson (per class)	\$10.80	\$13.00
Membership Administration Fee	\$107.40	\$99.00
Aqua Aerobic Class Fee (Casual)	\$17.40	\$20.00
Aqua Aerobic Class Fee Concession (Casual)	\$13.90	\$16.00
WaveRider	\$19.60 Adult \$16.30 Child (all other fees listed to be removed)	\$12.00 flat fee per person (Including swim) \$299.00 (One hour booking) \$120.00 every 30 minutes after the first hour

With regard to the WaveRider, it is important to note that this is a new fee structure proposed by the YMCA. All existing fees and charges need to be deleted. The new simplified fee structure as proposed is all that should be retained. The fees and charges proposed are intended to attract greater usage of the facility.

The new fees and charges requested by the YMCA were either not identified during the budget process, or are new program initiatives that have been identified for implementation since the budget process was undertaken.

Some of the fees and charges have been proposed to assist the YMCA reach their objective of financial sustainability. Other costs have been initiated in order to create a simpler fee structure that attracts greater usage of the facilities. In the case of the discounted squash court hire fee, there is a clear intent to ensure the development of a squash club in Port Hedland..

**FINANCIAL IMPLICATIONS**

The Fees and Charges as proposed by the YMCA are integral to the overall budgetary performance of the Town of Port Hedland Leisure Facilities. The YMCA has advised that if the requested fees and charges are adopted, it will assist them to achieve the Council prescribed budget parameters.

**STATUTORY AND POLICY IMPLICATIONS**

Section 6.16, 6.19 and 1.7 of the Local Government Act 1995 apply as section 6.16 states that imposing fees or charges requires an absolute majority vote. Section 6.19 and 1.7 of the Local Government Act 1995 outline the advertising requirements of imposing fees and charges.

**ATTACHMENTS**

1. Letter from the YMCA (22 July 2014)-Fees and Charges 2014-15 (discrepancies).

5 September 2014

## ATTACHMENT 1 TO ITEM 10.2.6



We build strong **PEOPLE**  
strong **FAMILIES** strong **COMMUNITIES**

Graeme Hall  
Town Of Port Hedland  
Po Box 41  
Port Hedland, WA 6721

22/07/2014

Dear Graeme,

*RE: Fees & charges 2014-15 (discrepancies)*

The YMCA would like to bring to your attention some discrepancies in the Town of Port Hedland's 2014/15 fees and charges versus what the YMCA had submitted. Initially the YMCA thought the charges were not approved. However based on discussions and follow up with Council officers the discrepancies are simply an oversight in what is a detailed process. It is important that these fees and charges are corrected as they have a significant impact on the community and the facilities financial targets.

The following table outlines the fees and charges where the discrepancies exist:

<b>Fees &amp; Charges</b>	<b>Official ToPH Fees &amp; Charges</b>	<b>YMCA (GST Incl.)</b>
Replacement membership card	\$10.40	\$10.50
Personal Training - Member	\$49.00	\$43.50
Personal Training - Non members	\$59.00	\$54.00
Squash Court Hire – Discount Squash Club Members	30% of \$27.10	\$18.97
Aquatic Education – Per lesson	\$10.80	\$13.00
Membership Administration fee	\$107.40	\$99.00
Aqua Aerobics	\$17.40	\$20.00
Aqua Aerobics (conc.)	\$13.90	\$16.00
Wave Rider	\$19.60 Adult \$16.30 Child  (All other fees listed to be deleted)	\$12.00 flat fee per person (includes swim)  \$299.00 (1 hour booking) \$120.00 (every 30 minutes after the hour)

Currently the YMCA is still using 2013/2014 Budget Fees and Charges until the above prices are approved by Council.

Any queries please don't hesitate to contact me on my direct line (08) 9140 0407.

Regards

**DANIEL MURPHY**  
Area Manager  
YMCA PORT HEDLAND

YMCA Perth  
PO Box 2155, Carlisle North WA 6101  
Telephone (08) 9473 8400 Facsimile (08) 9472 7522

### 10.2.7 Courthouse Gallery Quarterly Review: April – June 2014

Eddie Piper, Acting Director Community Development  
File No. 20/01/0026

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### 201415/009 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION

**MOVED: CR DACCACHE**

**SECONDED: MR HRAMBANIS**

**That the Audit and Finance Committee receive the fourth quarter report (1 April to 30 June 2014) for the Courthouse Gallery from FORM Contemporary Craft and Design Inc.**

***CARRIED 3/0***

---

#### EXECUTIVE SUMMARY

The purpose of this report is for the Audit and Finance Committee to review the fourth quarter report (1 April to 30 June 2014) for the Courthouse Gallery from FORM Contemporary Craft and Design Inc.

#### DETAILED REPORT

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 from 1 July 2012 to 30 June 2015.

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.

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 Gallery
- 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.

It is now the second quarter of FORM's budget cycle and it can be seen that the performance in the second quarter was not an improvement on the first quarter. The net loss for this quarter is \$186,681 compared to \$106,988 in Quarter 1.

#### **FINANCIAL IMPLICATIONS**

Council's 2013/2014 budget contains an allowance of \$393,000 per annum for the contract management of the Courthouse Gallery, payable quarterly.

#### **STATUTORY AND POLICY IMPLICATIONS**

Section 6.1.3 of the Strategic Community Plan 2012 – 2022 applies.

#### **ATTACHMENTS**

1. Quarterly Report – April to June 2014
2. Quarterly Operational Report - April to June 2014
3. Operations Profit and Loss Statement to 30 June 2014
4. Programs Profit and Loss Statement to 30 June 2014
5. Exhibition Feedback – Helen Ansell & Karntimarta Brush, Natalia Milosz, and Nicky Hepburn

1 September 2014



## ATTACHMENT 1 TO ITEM 10.2.7



**Port Hedland Courthouse Gallery  
Quarterly Report**

**1<sup>st</sup> April to June 30<sup>th</sup> 2014**

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:

- Town of Port Hedland - Checked out outside lights that weren't working and 1 x ceiling light in main retail space. 27.5.14
- Electrician came and fixed outside lights – ceiling light wasn't resolved 28.5.14
- Town of Port Hedland – (Gary) White ants noticed in last exhibition room down the hallway 6.6.14
- Pest management came – there isn't a problem at the moment 7.6.14
- Town of Port Hedland – (Kevin) Requested the ceiling light be fixed again & fix two sinks - kitchen and men's toilets that weren't draining 30.6.14

**Incident reporting**

No incidents to report.

**Customer feedback**

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

- Exhibition feedback: *2014 Floribundus – Helen Ansell & The Karntimarta Brush Artists (March 28 – May 11)*
- **The Unexpected Jeweller Workshop feedback:**
- *2014 Natalia Milosz-Piekarska 'Creative Boot camp' Jewellery Workshop. (26 & 27 April)*
- *Jewellery Workshop 2014 Nicky Hepburn 'Keepsake' (1<sup>st</sup> and 2<sup>nd</sup> May 2014)*

Exhibition feedback for the current exhibit *Martumilli Marlakurrinpa & Renee Hay 'Inhabit' the 'included in the July - September Quarterly report.*

**Damage to the Gallery and/or Gallery assets**

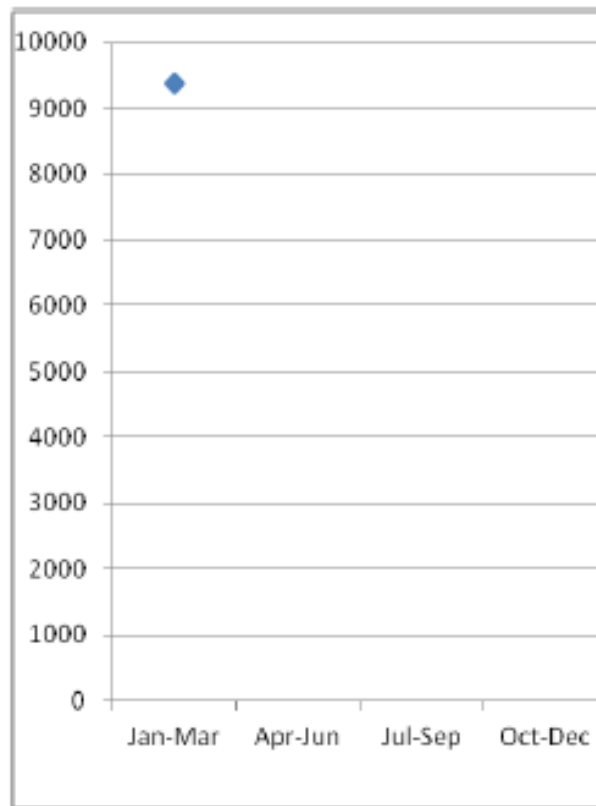
N/A

## Gallery Attendance Figures

<b>Breakdown</b>	<b>No. of Events</b>	<b>No. of Attendees</b>
General Gallery attendance		1808
Exhibition(s)	1	200
▪ Exhibition: <i>Martumilli Marlakurrinpa &amp; Inhabit</i> by Renee Hay (30.5.14) 200		
Function(s)/ Events (s)	6	2132
▪ West End Markets & Cruise (14.6.14) 2000		
▪ PDC function (2.4.14) 50		
▪ (Art Critic) Talk: Tim Acker – <i>Martumilli</i> – exhibition preview and talk (31.4.14) 50		
▪ Retail Night (1.5.14) 6		
▪ HORIZON Power – Morning Tea (19.6.14) 18		
▪ Hedland Art Awards – info night (19.6.14) 8		
Gallery Visits	5	64
▪ St Kilda's Primary School (02.04.14) 29		
▪ Aboriginal Corporation Asburton (07.04.14) 2		
▪ BHP (23.4.14) 6		
▪ International Mining Group (20.6.14) 15		
▪ FMG Team building (24.6.14) 12		
Workshops	2	25
▪ Jewellery Workshop 2014 Natalia Milosz-Piekarska 'Creative Boot camp' Jewellery Workshop. (26 & 27 April 2014) 10		
▪ Jewellery Workshop 2014 Nicky Hepburn 'Keepsake' (1 <sup>st</sup> and 2 <sup>nd</sup> May 2014) 15		

<b>Breakdown</b>	<b>No. of Events</b>	<b>No. of Attendees</b>
Gallery Closed		
▪ N/A		
<b>Total Events and Attendance figures</b>	<b>14</b>	<b>4229</b>

**QUARTERLY TOTAL ATTENDANCE TREND FOR PHCG**



<i>High attendance is due to 3 cruiseships and west end markets</i>				
<b>2014</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>	<b>Jul-Sep</b>	<b>Oct-Dec</b>
<b>Quarterly Total Attendance</b>	9374	4229		

**Exhibitions 2014**

**07 Feb – 17 March:** Growing up in Port Hedland & Caught on the Wind

**28 March -11 May:** Floribundus by Helen Ansell & The Karntimarta Brush Artists

**31 May – 31 July:** Martumilli *Marlakurrinpa* & Inhabit by Renee Hay

**29 August - 12 Oct:** Hedland Art Awards

**24 Oct - 31 Dec:** 'Do you See what I see?' Diana Boyd, Melissa North, Naomi Stanitzki

**ATTACHMENT 2 TO ITEM 10.2.7***Operational Report: Port Hedland Courthouse Gallery**April- June 2014***Exhibitions****Martumilli *Marlakurrinpa* May 30<sup>th</sup> – July 31<sup>st</sup>**

In May 2014 we launched Martumilli's second exhibition at the Courthouse Gallery. The art centre was established by Martu people living in the communities of Parnpajinya (Newman), Jigalong, Parnngurr, Punmu, Kunawarrtji, Irrungadji and Warralong. The art centre held their first exhibition at the Port Hedland Courthouse Gallery in 2007.

The extent of their influence and success can be attributed to their characteristically bold, bright colours, and to a greater extent, the fact that the Martu artists' paintings are meaningful enactments of their deep connection with place.

It was exciting to celebrate the great success of this art centre, from their first exhibition at the Port Hedland Courthouse Gallery, to where they stand today, as one of the most significant art centres in Western Australia.

In conjunction with the exhibition preview special guest, expert Aboriginal art consultant Tim Acker discussed the progress of this remarkable art centre as well giving insight into the artworks themselves. The talk attracted about 50 gallery art enthusiasts before the official opening.

**Renee Hay *Inhabit* May 30<sup>th</sup> – July 31<sup>st</sup>**

Exhibiting alongside Martumilli is Renee Hay's first solo exhibition *Inhabit*. She hung a beautiful collection of intricate ink and charcoal drawings accompanied by installation works.

The opening attracted over 200 guests on the night and more than usual numbers for the preview due to the Art Experts talk.

- Opening night sales (both exhibitions) - \$9620 +
- Attendance- 200 +

From our initial visitor feedback, the exhibition has proven that local residents still support and are impressed each time they visit the gallery. We look forward to sending you the final feedback at the end of the exhibition.

**Initial Feedback:** Carly Spher – South Hedland "Stunning art, professionally hung, fantastic gift shop."

**Initial Feedback:** Mary Comer – Port Hedland "The beautiful displayed works of art and the attractive setting."

### Community Workshops + Residency

#### *The Unexpected Jeweller*

Jewellery mentors Natalia Milosz-Piekarska and Nicky Hepburn presented two object making workshops offering professional development for community and Spinifex Hill Studio artists. Natalia's unlocked creative ideas and processes encouraging participants to develop their own thoughts into creative outcomes through fun, interactive and challenging drawing and object making exercises.

Over 2-days Natalia's community workshop titled 'Creative Boot Camp' was an intense two-day challenge for the ten locals in attendance. Each participant was asked to create objects by manipulating a linear material with some remarkable results!



Nicky Hepburn collected materials from the surrounding environment, the workshop took the participants on a small journey using materials to explore their own feelings of place. Discussion explored the different meanings of "Keepsake", what is our understanding of jewellery and ways of seeing and the benefits of analysing thoughts and feelings through the use of different materials."

Feedback: *"The work shop was awesome. My favourite of all the workshops."* Sam Bell



Feedback: *"Connecting to natural objects. Working with metal and tools and learning jewellers techniques."* Victoria Shorter

Many of the participants completed all three workshops over the 3 month program. The workshops gave the opportunity to diversify their skills outside a common 2D practice. The final 3D forms and jewellery pieces made in Nicky Hepburn's workshop demonstrated the new talents they had learnt from previous mentors, incorporated with her teachings in more traditional jewellery making. With up to 15 makers in each class, participants learnt varied skills and concepts related to object making



using reclaimed materials. It was obvious by the sophisticated end results that most had progressed immensely with each course.

#### West End Market / Movie Edition 14th June 2014

The latest West End market aligned itself with Town of Port Hedland's monthly West End Movies. Most stall holders were located in the main area and glass lane to make sure there was room for the movies. The gallery did notice a decline in market day visitors due to less traffic walking past the front of the gallery. With over 2000 visitors, there was still plenty of local support for market stall holders, proving again the importance of each market for local economic growth and diversification.



#### Bungalow

The Bungalow is unavailable to the public – it is only for use of BHP.

#### Up-coming 2014 events

- August – Hedland Art Awards 2014
- September - Photography workshop
- October – Di Boyd & Melissa North

#### Opening Hours

Monday to Friday 9am-4.30pm

Saturday 9-2pm

Sunday 9-2pm

#### *Staffing*

Regional and Gallery Manager – Victoria Sinclair

Gallery co-coordinator – Aimee Sharpe

Gallery Support Officer – Deb Evans

Supported by FORM's Perth office for accounting, purchasing and promotional activities





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**PORT HEDLAND COURTHOUSE GALLERY OPERATIONS**  
**Statement of Profit and Loss**  
**for the Year Ending 31 December 2014**

Budget Lines	2014 Quarterly Actual Ending				2014 Actual Total \$	2014 Budget \$	Variance Between Actual and Budget \$
	March	June	September	December			
<b>Turnover</b>							
Sales	72,917	102,948			175,865	499,000	-323,135
Management Fee - Town of Port Hedland	98,325	98,325			196,650	386,650	-190,000
OFTA (DEWHA) - Indigenous Exhibition Development	52,500				52,500	105,000	-52,500
Sponsorship					0	300,000	-300,000
Hedland Art Award Partners					0	50,000	-50,000
Sundry Income - Donations, Workshop Fees, etc.	4,978				4,978	57,120	-52,142
<b>Total grants and sponsorships</b>	<b>155,803</b>	<b>98,325</b>	<b>0</b>	<b>0</b>	<b>254,128</b>	<b>898,770</b>	<b>-644,642</b>
<b>Total Turnover</b>	<b>228,720</b>	<b>201,273</b>	<b>0</b>	<b>0</b>	<b>429,993</b>	<b>1,397,770</b>	<b>-967,777</b>
<b>Expenditure</b>							
Cost of Sales	49,740	63,939			113,679	302,380	-188,701
<b>Operating expenses</b>							
<b>Programming expenses</b>							
- Exhibition Program	56,960	42,714			99,674	230,895	-131,221
- Workshops Program	38,896	59,579			98,475	154,515	-56,040
- Other Programs	20,834	41,309			62,144	154,100	-91,956
<b>Total programming costs</b>	<b>116,690</b>	<b>143,602</b>	<b>0</b>	<b>0</b>	<b>260,293</b>	<b>539,510</b>	<b>-279,217</b>
<b>Marketing and Promotion Costs</b>							
- Advertising	1,075	2,560			3,635	6,675	-3,040
- Website devt & hosting stage 1	31	54			84	5,000	-4,916
<b>Total marketing and promotion costs</b>	<b>1,106</b>	<b>2,614</b>	<b>0</b>	<b>0</b>	<b>3,719</b>	<b>11,675</b>	<b>-7,956</b>
<b>Employment costs</b>							
- Salaries, wages and on-costs	111,071	120,199			231,271	371,000	-139,729
- Staff Housing	39,711	34,285			73,996	85,000	-11,004
<b>Total employment costs</b>	<b>150,783</b>	<b>154,484</b>	<b>0</b>	<b>0</b>	<b>305,267</b>	<b>456,000</b>	<b>-150,733</b>
<b>Administration Costs</b>							
- Office Consumables & Resources	13,010	16,716			29,725	97,470	-67,745
- Communications	1,796	2,623			4,419	11,200	-6,781
- Legal, Finance & Governance	1,291	2,036			3,326	6,530	-3,204
- Insurance	1,294	1,940			3,234	7,300	-4,066
<b>Total Administration Costs</b>	<b>17,390</b>	<b>23,315</b>	<b>0</b>	<b>0</b>	<b>40,705</b>	<b>122,500</b>	<b>-81,795</b>
<b>Total Operating Expenses</b>	<b>285,969</b>	<b>324,015</b>	<b>0</b>	<b>0</b>	<b>609,984</b>	<b>1,129,685</b>	<b>-519,701</b>
<b>Total Cost of Sales and Operating Expenses</b>	<b>335,709</b>	<b>387,954</b>	<b>0</b>	<b>0</b>	<b>723,663</b>	<b>1,432,065</b>	<b>-708,402</b>
<b>Net Income / (Expenditure)</b>	<b>-106,988</b>	<b>-186,681</b>	<b>0</b>	<b>0</b>	<b>-293,670</b>	<b>-34,295</b>	<b>-259,375</b>

# form.

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Port Hedland Courthouse Gallery Programs

Statement of Profit and Loss

For the Year Ending 31 December 2014

Budget Lines	2014 Budget \$	Cumulative Total -Actual	2014 Quarterly Actuals Ending			
			March	June	September	December
Programming Budget Calendar Year 2014						
Exhibition Program						
Sharon Jack, Leonie Cannon (Caught On The Wind)						
David Hooper (Growing Up In Port Hedland)	19860	17,648	17,648	0		
Helen Ansell (Mulla Mulla) & Karntimarta Brush Artists	49,095	54,153	39,058	15,095		
Renee Hay (Overgrowth) & Martumilli	25,245	25,900		25,900		
Di, Naomi, Mel / Gumula	25,215	0				
Hedland Arts Award	111,480	1,973	254	1,719		
<b>Total Exhibition Program Cost</b>	<b>230,895</b>	<b>99,674</b>	<b>56,960</b>	<b>42,714</b>	<b>0</b>	<b>0</b>
Workshops						
Indigenous Exhibition Development	86,660	55,853	22,421	33,432		
The Unexpected Jeweller	33,068	42,623	16,475	26,148		
Visual Arts Development Workshop	13,945	0	0	0		
Photo P.H.otography: Photography Camp	20,843	0	0	0		
<b>Total Workshops Program Cost</b>	<b>154,515</b>	<b>98,475</b>	<b>38,896</b>	<b>59,579</b>	<b>0</b>	<b>0</b>
Other Programs:						
Westend Markets	145,900	54,818	18,938	35,881		
STAFF Travel	8,200	7,325	1,897	5,429		
<b>Total Other Programs</b>	<b>154,100</b>	<b>62,144</b>	<b>20,834</b>	<b>41,309</b>	<b>0</b>	<b>0</b>
<b>Total Projected Programming Expenditure</b>	<b>539,510</b>	<b>260,293</b>	<b>116,690</b>	<b>143,602</b>	<b>0</b>	<b>0</b>

**Helen Ansell & Karmimarta Brush Artsits March 2014**

First Name	Last Name	Address	Suburb	State	Postcode	Email	Phone	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)
Michael	Furniss	PO Box 956	Coffs Harbour	NSW	2450	<a href="mailto:bowerbirdchild@bigpond.com">bowerbirdchild@bigpond.com</a>	427926259	5	Friends	Vibrancy & Life emigrating from the art	Daughters recommendation	
B	Hostalek					<a href="mailto:bhostalek@gmail.com">bhostalek@gmail.com</a>		4	Family	Peaceful atmosphere no pressure on time constraint	None	
Janice	Moore				6721			4	Email	love of art & inspiration to view indigenous artists		
Shane	Starling	72 Goode Street	Port Hedland	WA	6721			5	Email	interesting work.		
Robert & Mary	Murphy	Traveller					428312116	5	VC	I was really impressed with Helen Ansell's painting and so was my wife, Mary. The way she combines lines and dots, the definition, the colours. The local references just floored me. Wonderful stuff!	Visitors information office recommended we visit.	The lighting and presentation of Ansell works showed them off to the advantage. Well done!
Traveller								5	Friends	Best selection of Rifle & Paper co products I have ever seen. Also artworks were amazing!		
Traveller								5	Other	The lovely paintings, the lovely and enthusiastic staff.	We were in the area on holidays.	
Leanne	Wykes	67/44 Counihan Crescent	Port Hedland	WA	6721	<a href="mailto:leannewykes@yahoo.com">leannewykes@yahoo.com</a>	0406 993 787	5	Friends			
Alana	Kereopa	17a Kennedy Street	South Hedland	WA	6722	<a href="mailto:lanzkereopa@gmail.com">lanzkereopa@gmail.com</a>	0497 5503 78	5	Friends	All the handcraft and art is so awesome.	I love artwork.	Everything looks good and I wouldn't change a thing!
Emma	White	100 Kenny Street	Bassendean	WA	6054	<a href="mailto:opalineconsulting@hotmail.com">opalineconsulting@hotmail.com</a>	042 7797 411	5	Other. Walk in.	The Helen Ansell paintings.	In town for the day and I always like to drop in.	No.
John	Eisegood			SA		<a href="mailto:jeisegood@bigpond.com">jeisegood@bigpond.com</a>	04122 63141	5	Posters	To see other styles was interesting.	To see different styles of painting and framing and the cleanliness of the hanging presentation.	See art and the time as an art courier. This was well presented.
Gwen	Eisegood			SA		<a href="mailto:jeisegood@bigpond.com">jeisegood@bigpond.com</a>	04122 63141	4	Information Centre	Seeing different styles of artwork.	Interested in peoples artwork.	
Diane	Emans	Traveller	Sydney	NSW				5	Information Centre	The Art Gallery contained in the complex and displays quality artwork, plus variety.	Staff are informative and knowledgeable.	
Kristen	Thompson	Tourist						5	Newspaper, facebook page.	Quality of work.	I always like viewing the exhibitions here.	
Kellie	Taylor	17 Flinders Street	Port Hedland	WA	6721	<a href="mailto:wstindwd@gmail.com">wstindwd@gmail.com</a>	04 209 637 02	5	Walked in.	customer service, great gift ideas.	Mothers day gift.	
Natalie	Gray	8 Fitzroy Crescent	Dampier	WA	6713	<a href="mailto:sngray3@bigpond.com">sngray3@bigpond.com</a>	0419 922 683	5	Friends	Stunning exhibition by Helen Ansell and beautiful selection of jewellery, textiles and homewares.	Visit to the town and friends recommended.	
Becky	Mimi	43 Kenedy Street	South Hedland	wa	6722	<a href="mailto:beckyleigh.mimi@bhpbilliton.com">beckyleigh.mimi@bhpbilliton.com</a>	400301441	5	Friends	Love this store, the most amazing pieces.	Wonderful place, great vibe.	
Courtney	Fraser	85 Limpet street	South Hedland	WA	6722	<a href="mailto:courts.fraser@hotmail.com">courts.fraser@hotmail.com</a>	0411 803 170	5	Friends	Beautiful products and art.	Saw a person with a Elk wallet and I asked them where they purchased it from.	
Janine	Rowley	104/2 Taylor Street	Port Hedland	WA	6721	<a href="mailto:janinepropley@gamil.com">janinepropley@gamil.com</a>	0407 598 034	5	Tourist Centre	Excellent art and crafts. Very informative staff.	Having a walk through town and came across the courthouse and tourist Centre.	Loved the exhibition and displays.
Cheryl	Allia						040 313 0077	4	Friends	Love the jewellery	Love all artwork	
Kerry	Matthews	Traveller						4	Friends	The aboriginal artwork.	Visiting a friend who had been here before.	
Rick	Matthews	59C Morgans Street	PORT HEDLAND	WA	6721	<a href="mailto:rick5matthews119@hotmail.com">rick5matthews119@hotmail.com</a>	0413 401 142	4	Friends	Learning what the paintings mean.	Visiting family.	

Eliza	Rieger	4/7 Galley Place	South Hedland	WA	6722	<a href="mailto:eliza.claire.rieger@gmail.com">eliza.claire.rieger@gmail.com</a>	0447 907 661	5 Friends	Helen Ansell, beautiful Fantastics paintings.	End of exhibition date today, great words about town on this exhibition.	I look forward to the competition, HHA, hopefully includes sculpture.
Stephen	Redman	62 Kenington Road	Bolwarra	NSW	2320	<a href="mailto:steve.redman@anu.edu.au">steve.redman@anu.edu.au</a>	249301147	5 Walked in.	Casual visit.		
Karina	Smith	21/12 Dempster Street	Cooke Point	WA	6721	<a href="mailto:katrinas@me.com">katrinas@me.com</a>	0402 097593	5 Posters 4 Friends	Beautiful, natural, homecrafts. Gifts	My friend.	
Chrissie	Hillcoat	Traveller						4 Lonely Planet, other.	Helen Ansell's artwork and the shop.	Recommended by Lonely Planet and VC.	It's a bit cold.
Tourist								4 Visitors Centre.	Helen Ansell's artwork.		Really liked Helen Ansell's work.
Rebecca	Marthick						0407 927192	5 Website	Lovely staff, interesting displays of local artwork.	Potentially moving to Port Hedland.	This is a great hub and inspirational, keen to come back for more exploration.
Raquel	Due					<a href="mailto:raquel@hfn.com.au">raquel@hfn.com.au</a>	04007 54193	4 Friends	Very nicely organised. Friendly staff.	Great handcrafted stuff. Paintings by locals.	
Tourist	Weston	154 Omehe Drive	Wattleworth	NZ	906	<a href="mailto:jpederson@live.com">jpederson@live.com</a>		5 VC	Original Aboriginal art.		
Robyn	McIntosh					<a href="mailto:westoniet@xtra.co.nz">westoniet@xtra.co.nz</a>		5 Friends	Learning about the art scene in the Pilbara.	I had heard about the gallery.	
Kristie	McIntosh					<a href="mailto:mcintosh.k@gmail.com">mcintosh.k@gmail.com</a>		5 google			
Tourist								5 Other. Walk in.	Beautiful, airy, Pretty and friendly. Amazing art, exhibitions and lovely friendly staff.	Lucky chance.	We started our holiday in Perth and worked our way north. It gets nicer and better the further north we go. This is the nicest.
Julie	Kipps	Po box 1046	Karratha	WA	6714	<a href="mailto:julie.kipps@yahoo.com.au">julie.kipps@yahoo.com.au</a>	0407 190 422	5 Friends		Told by friends.	
Shelly	Paterson					<a href="mailto:scotkivi@myecm.net.au">scotkivi@myecm.net.au</a>		5 Walked in.	Beautiful artwork - Helen Ansell.	Just visiting Port Hedland always pop into the gallery, one of my favourite places.	Must come in often.
K & S.	McArdle	6 Riverview Drive	Calliope	QLD	4600		07 49757624	5 Information Centre	The beautiful artwork.	Albert Namatjira.	
Lucia	Yu					<a href="mailto:fullmoon-77@hotmail.com">fullmoon-77@hotmail.com</a>		5 Other	The beautiful Pieces and spice of the gallery.	Just passing by and am interested in art.	
Rohan	Walter		Melbourne	VIC				4 Other	Exhibition		Nice Place.
Tourist	Moore						6017	4 Email	Friendly staff, well set out.		
Tourist								5 Website	To visit Visitors Centre but it was closed and note directed us here.		Got the info needed and had a quick look around, nice.
Tourist								5 Mail, friends.			
Tourist								4 Other.	Very friendly people.		
Tourist								4 Friends	The different aspects of works and the store.	Something different.	I Love the space- fresh, colourful.
Name already on mailing list.								5 Mail, email.	The quality of the work displayed.	Previous openings at the Gallery that I have enjoyed.	
Tourist								4 Other.	Helen Ansell's art.	Happened to pass by.	



## Natalia Milosz-Piekarska Workshop 2014 Feedback

### Natalia Workshop 17 - 18.5.13 Feedback

1 = Poor - 5 = Excellent						
Name	Please rate your overall experience:	How did you hear about the workshop?	What were the highlights of the workshop for you?	Did this workshop challenge you? Were your expectations met?	Do you have any additional comments? (e.g. improvements, recommendations, etc)	What workshop would you like next?
Victoria Shorter	Excellent	Email	Again the guided process helped me to be more creative. It was great seeing other people's ideas	Yes, yes		
Tracie Fleay	Excellent	Newspaper	Natalia pushed us out of our comfort zones!	Yes. I looked at every element that we used differently. It was challenging working in a on three dimensional, sculptural forms.	Natalia is a fantastic teacher with a lovely calm manner.	
Mel Foster	Excellent	Mail	Inspiration, collage, using different materials	Yes. Yes!		
Diana Boyd	Excellent	Website	Everything was a highlight!		The workshop was great.	
Anonymous	Excellent	Friends and Facebook	The freedom to create- very inspiring!	Time challenges		
Anonymous	Very good	Friends	Creating the final piece	Yes it challenged me to view materials in different ways		
Anonymous	Excellent	The Court House Gallery	Meeting like-minded women and working together	YES!!		
Anonymous	Very good	Email and friends	Using a variety of materials to create something completely different	Yes. It challenged the way I relate to an object.	I would have liked more time to create the final piece	
Anonymous	Very good	Email	Seeing materials in a different light	Definitely. Yes		

Nicky Hepburn Workshop 2014 Feedback							
Nicky Workshop 17 - 18.5.13 Feedback							
1 = Poor - 5 = Excellent							
Name	Please rate your overall	How did you hear about the workshop?	What were the highlights of the workshop for you?	Did this workshop challenge you? Were your expectations met?	Do you have any additional comments? (e.g. improvements, recommendations,	What workshop would you like next?	
Katie Evans	5	Friends, website, other.	Learning new skills, great dynamic among participants.	yes - new materials, contemplating how to mix, join and match.	Maybe more skills on the second day?	Sculpture or painting.	Thank you Nikki!
No Name	5	Other	Learning techniques	Yes! It was a great learning process.	Nicky is fabulous- she had time for everyone! Great mentor!	Basket weaving.	
Bonnie Short	5	Email.	Learning a variety of different workshops.	Yes expectations met.	Would of loved to have done silverwork as well.	Silversmithing, polishing stones.	
Tracie Fleay	5	Newspaper.	Learning new concepts from a lovely lady - very talented!	Yes! It was a great learning process.		Basket weaving.	
No name.	4	Newspaper.	All the materials and the course length.	Expectations met.			
Jan Kitzing	5	Other.	Learning different techniques and being with lovely creative people.	Yes to know how to create and make threaded jewellery which I was able to.			
Di Boyd	5	Email.	Nicky she was wonderful.	Yes. But fantastic.		Any.	
No name.	5	Friends, Facebook.	Learning about techniques i.e. clasps and tools of the trade.	Yes!	Was great to use ideas learnt from previous workshops to make something different this time.		
Lorise Morgan	5	Email.	Nikkis generous spirit.	Above.	serious fun!	Photography. Awesome beyond expectations.	
Victoria Shorter	5	Email.	Connecting to natural objects. Working with metal and tools and learning jewellers techniques.	Yes and yes.	Really enjoyed Nicky's approach, wisdom and sense of humour!	Creating large scale painted canvases or photos oversized work for home walls.	
Janelle McCaffrey	5	Email.	Learning different techniques.	Certainly challenged me. Expectations met.		Anything.	
Sam Bell.	5	Friends, email.	Learning to use tools and new skills and working with silver.	yes the work shop was awesome. My favourite of all the workshops.	Nicky was so lovely and a great teacher.	Silver jewellery, screenprinting and ceramics.	



**10.3 Corporate Services****10.3.1 2014/15 Budget – Budget Review – Carry-forward Works and Variances**

Peter Kocian, Manager Financial Services  
File No. 12/05/0009

**DISCLOSURE OF INTEREST BY OFFICER**

Nil

**201415/010 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION**

**MOVED: MR HRAMBANIS**

**SECONDED: CR DACCACHE**

**That the Audit & Finance Committee recommend that Council:**

- 1. Authorise that the 2014/15 Budget be amended to incorporate total carry- forward works of \$5,260,883 from the 2013/14 financial year, to be funded from:**

<b>a. Municipal surplus carried forward</b>	<b>\$730,799</b>
<b>b. Airport Reserve</b>	<b>\$1,790,950</b>
<b>c. Waste Management Reserve</b>	<b>\$590,067</b>
<b>d. BHP Reserve</b>	<b>\$57,866</b>
<b>e. Spoilbank Reserve</b>	<b>\$297,232</b>
<b>f. Royalties for Regions Reserve</b>	<b>\$48,127</b>
<b>g. Unspent Grants</b>	<b>\$988,594</b>
<b>h. Unspent Loans</b>	<b>\$554,971</b>
<b>i. Specific Source Revenue (New Grants)</b>	<b>\$202,277</b>

- 2. Authorise that the 2014/15 Budget be amended in accordance with the Schedule of Budget Variations presented below:**

Account Description	14/15 Adopted Budget	14/15 Amended Budget	Comment
Public Relations	\$0	\$25,000	Transfer from Airport Reserve
Airport Accommodation and Travel	\$0	\$50,000	Transfer from Airport Reserve
Reimbursement Airport Electricity Charges	\$0	-\$40,000	Transfer to Airport Reserve
Pioneer Cemetery Upgrade	\$750,000	\$778,981	Transfer from BHP Reserve
Kingsford Smith Business Park - Landscaping	\$0	\$500,000	Contribution from BHP
SES Operating Expenses	\$93,000	\$70,509	Reduction in Operating Grant
Flood Pumps Refurbishment	\$300,000	\$268,844	Part funded in 13/14
Youth Events and Programs	\$27,500	\$31,835	Transfer from Unspent Grants
JD Salaries	\$430,000	\$456,625	Transfer from Unspent Grants
JD Minor Events	\$0	\$5,410	Transfer from Unspent Grants
Kidsport	\$10,000	\$4,866	Favourable impact on unrestricted cash

**CARRIED 3/0**

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#### EXECUTIVE SUMMARY

A variance analysis has been completed for the year ended 30 June 2014, which has identified a number of carry-forward works. This Schedule is being presented to Council for authorisation to amend the 2014/15 Budget.

## DETAILED REPORT

Council adopted its Budget for 2014/15 at the Ordinary Meeting on 25 June 2014. Normally quarterly Budget Reviews are undertaken as at the end of September, December, and March to review the Town's projected position at year end, and amend the Budget as necessary. This may be as a result of changes in projected revenue streams; changes in timing of works projects; recognition of additional projects; identified savings; or additional expenditure beyond the Original Budget estimates. A schedule of carry-forward works was presented to Council in December 2013, which accompanied the September 2013 Quarterly Budget Review.

Carry-forward works are defined as projects and programs that are budgeted for in the previous financial year, but not completed at 30 June. In accordance with the *Local Government Act 1995*, Council adopts a budget that covers a period from 1 July through to 30 June, with budgets lapsing as at 30 June. A budget approval that has lapsed may be reinstated by resolution of Council. It is important to note that amounts carried over from one financial year to the next, particularly operational items, can significantly impact the operating results of each year. It is essential that Council properly budgets for and manages available resources in order to deliver on projects that are included in the Strategic Community Plan and Corporate Business Plan, and meet asset management responsibilities.

The timely finalisation of the end of year accounts for 30 June 2014, including a thorough variance analysis between Budgets and Actuals, has enabled all proposed carry-forward works to be identified much earlier than last year. It is recommended that Council authorise the amendment of the 2014/15 Budget to include carry-forward works of \$5,260,883 as detailed in Attachment 1. By establishing an amended Budget for these projects earlier in the financial year, staff are provided with certainty of Budget to proceed with the scope of works, and given the best possible opportunity to clear projects by the end of the financial year.

The carry-forward works are identified as either capital expenditure (CAPEX) or operating expenditure (OPEX). CAPEX accounts for \$4,855,113 of the carry-forward works, and represents 9% of the total 2013/14 CAPEX Budget. This indicates that the Town performed relatively strongly in the clearance of capital projects in the 2013/14 financial year.

The majority of carry-forward works are funded from sources other than unrestricted cash. This is reflective of the Town's annual CAPEX Budget, with unrestricted cash generally providing less than 10% of total funding. Funding of the \$5,260,883 in carry-forward works from the 2013/14 financial year comprises of the following:

• Municipal surplus carried forward	\$730,799
• Airport Reserve	\$1,790,950
• Waste Management Reserve	\$590,067
• BHP Reserve	\$57,866
• Spoilbank Reserve	\$297,232
• Royalties for Regions Reserve	\$48,127

Council therefore has sufficient funds in Reserves, and Unspent Grants and Loans, to be allocated to the continuing projects funded from those sources. Projects funded from these sources are offset by corresponding Transfers from Reserves/Grants/Loans, such that the impact on unrestricted cash is nil.

A preliminary calculation of net assets as at 30 June 2014 indicates a small municipal surplus of \$691k. This compares to a brought forward deficit of \$2.4m from 30 June 2013, representing a \$3m improvement in net assets during the 2013/14 financial year. This is a very commendable result.

The 2014/15 Budget is framed on an estimated carried forward deficit of (\$54k) from 30 June 2014. When considering the approximate surplus of \$691k as at 30 June 2014 less the amount of \$731k required from the municipal surplus to fund carry-forward works, the budget estimate is extremely accurate.

It is therefore determined that the \$5,260,883 in recommended carry-forward works will have a nil impact on unrestricted cash/closing net assets as at 30 June 2015.

A number of minor budget variations have also been identified during the course of the review (included in Attachment 1), and it is recommended that these also be approved by Council. These budget variations 100% funded, and have a favourable impact of \$36k on the unrestricted cash/closing net assets as at 30 June 2015.

### FINANCIAL IMPLICATIONS

Total carry-forward works of \$5,260,883 are recommended requiring \$731k in funding from the municipal surplus. The approximate carried forward surplus as at 30 June 2014 is \$691k compared to a 2014/15 Budget estimate of (\$54k), meaning that there is capacity for \$745k in funding from unrestricted cash.

### STATUTORY AND POLICY IMPLICATIONS

All Budget Variations are to be approved by an Absolute Majority decision of Council pursuant to Section 6.8 of the *Local Government Act 1995*.

Relevant Strategic Planning implications includes the delivery of high quality corporate governance and fiscal accountability.

### ATTACHMENTS

1. Detail of proposed carry-forward works

29 August 2014

Items proposed for Carryover from 2013/14														
Project	Fund	Account No.	13/14 Amended Budget	13/14 Actual	Variance	14/15 Adopted Budget	Carryover / Budget Amendment	14/15 Amended Budget	Total Funding	Unrestricted Cash	Reserves	Unspent Grants	Unspent Loans	Specific Source Revenue
<b>CAPITAL EXPENDITURE</b>														
Plant and Equipment (2 x Gen Sets)	Airport	1210440	435,000	121,945	- 313,055	165,000	270,000	435,000	270,000		270,000			
Resheet Runway (Sealing Ends)	Airport	1210463	500,000	236,099	- 263,901	-	200,000	200,000	200,000		200,000			
Stormwater Drainage	Airport	1210477	350,000	193,296	- 156,704	-	100,000	100,000	100,000		100,000			
Sewer Water Upgrades	Airport	1210472	200,000	-	- 200,000	-	200,000	200,000	200,000		200,000			
Hire Car Development	Airport	1210471	150,000	77,430	- 72,570	-	72,570	72,570	72,570		72,570			
Airport Bus Parking	Airport	1210453	350,000	40,204	- 309,796	-	309,796	309,796	309,796		309,796			
Airport Interim Works	Airport	1210410	910,473	271,889	- 638,584	1,000,000	638,584	1,638,584	638,584		638,584			
Rubbish Collection Truck	Waste	1002430	800,000	407,942	- 392,058	-	375,800	375,800	375,800		375,800			
Landfill Development	Waste	1004286	220,000	171,899	- 48,101	771,866	48,101	819,967	48,101		4,267			48,834
Waste Water Reuse System	Waste	1011410	417,569	17,577	- 399,992	420,000	210,000	630,000	210,000		210,000			
JD Hardie Facility Upgrade	BHP	1104415	41,067	34,932	- 6,135	-	6,135	6,135	6,135		6,135			
Wanangkura Stadium Signage	BHP	1122497	14,208	4,000	- 10,208	200,000	10,208	210,208	10,208		10,208			
Collin Matheson Oval Upgrade	BHP	1109450	187,660	177,774	- 9,886	-	9,886	9,886	9,886		9,886			
SHAC Stage 1 Shade/Lighting	BHP	1107430	544,433	541,377	- 3,056	-	3,056	3,056	3,056		3,056			
Koombana Park - RFR	RFR	1111438	938,639	878,664	- 59,975	-	48,127	48,127	48,127		48,127			
Multi-Purpose Recreation Centre - Civil Works	Muni	1108422	25,633	21,546	- 4,087	-	4,087	4,087	4,087			16,457		
Captains/Murdoch Intersection	Muni	1201406	25,000	314	- 24,686	170,000	24,686	194,686	24,686		8,229			
Multi-Purpose Recreation Centre	Muni	1108423	881,862	871,722	- 10,140	-	10,140	10,140	10,140		10,140			
Turtle Board Walk	Muni	1105426	20,556	-	- 20,556	-	20,556	20,556	20,556		20,556			
Drainage Minor Works	Muni	1201494	114,306	74,662	- 39,644	100,000	39,644	139,644	39,644		39,644			
South Hedland Aquatic Centre Upgrade - Muni	Muni	1107434	500,000	425,476	- 74,524	400,000	74,283	474,283	74,283		74,283			
Marquee Park Development	Muni	1111439	157,690	59,951	- 97,739	-	93,694	93,694	93,694		93,694			
Drainage Construction	Muni	1201473	190,000	5,055	- 184,945	300,000	184,945	484,945	184,945		94,410	90,535		
IT Network Upgrade	Muni	405424	237,159	119,649	- 117,510	-	117,510	117,510	117,510		117,510			
Heavy Vehicles and Plant	Muni	1208440	654,000	300,572	- 353,428	1,490,000	250,000	1,740,000	250,000		250,000			
SH Integrated Community Facilities	Muni	1117414	660,742	372,951	- 287,791	290,000	2,049	292,049	2,049			2,049		
Foreshore Rehabilitation	Muni	705280	17,273	14,250	- 3,023	70,000	3,022	73,022	3,022			3,022		
Walkway Lighting	Muni	1201481	25,000	15,535	- 9,465	75,000	9,465	84,465	9,465			9,465		
Pippingarra Road	Muni	1201445	21,876	11,190	- 10,686	278,310	10,686	288,996	10,686			10,686		
Redbank Road	Muni	1201404	130,000	93,327	- 36,673	-	36,673	36,673	36,673			36,673		
Yandeyarra Road	Muni	1201457	105,000	-	- 105,000	45,000	105,000	150,000	105,000			48,385		56,615
PH Light Industrial Area Drainage	Muni	1201495	150,000	-	- 150,000	250,000	50,000	300,000	50,000			50,000		
Kerbing Construction	Muni	1201480	200,000	-	- 200,000	-	200,000	200,000	200,000			200,000		
Hamilton Road	Muni	1201453	560,300	60,689	- 499,611	927,402	499,611	1,427,013	499,611			499,611		
Civic Centre Refurbishment	Muni	1102416	500,000	253,478	- 246,522	5,500,000	246,522	5,746,522	246,522			246,522		
Wallwork Road Bridge	Muni	1201402	21,074,293	20,770,924	- 303,369	20,000	303,369	323,369	303,369					
JD Hardie Roof	Muni	1104411	135,000	129,920	- 5,080	145,000	5,080	150,080	5,080			5,080		
Marie Marland Lighting - DSR/Compass	Muni	1110407	993,363	931,535	- 61,828	-	61,828	61,828	61,828					
<b>OPERATIONAL EXPENDITURE</b>														
Spoilbank Development	Spoilbank	1304256	1,449,048	1,151,816	- 297,232	600,000	297,232	897,232	297,232		297,232			
Energy Audit Initiative	BHP	1108242	45,000	18,530	- 26,470	-	26,470	26,470	26,470		26,470			
Active Open Space Master Plan	BHP	1108276	53,000	50,889	- 2,111	187,000	2,111	189,111	2,111					
Review of Local laws	Muni	408276	34,000	15,754	- 18,246	11,000	18,246	29,246	18,246					
In term Swimming Lessons	Muni	1108246	26,000	3,299	- 22,701	25,000	21,711	46,711	21,711			21,711		
NFP Housing Strategy	Muni	1006260	40,000	-	- 40,000	-	40,000	40,000	40,000					
<b>BUDGET VARIATIONS</b>														
Public Relations (Advertising)	Airport	1211282	-	25,000	25,000	-	25,000	25,000	25,000		25,000			
Airport Accommodation and Travel	Airport	1210214	-	50,000	50,000	-	50,000	50,000	50,000		50,000			
Reimbursement - Airport Electricity Charges	Airport	1210339	-	40,000	40,000	-	40,000	40,000	40,000					
<b>TOTALS</b>														
			823,000	13,440,578	-6,137,088	12,617,578	4,855,113	17,472,691	4,855,113	712,553	2,458,429	966,883	554,971	162,277
			405,770	5,260,883	-	12,617,578	4,855,113	17,472,691	4,855,113	712,553	2,458,429	966,883	554,971	162,277
			1,228,770	18,701,461	-	12,617,578	4,855,113	17,472,691	4,855,113	712,553	2,458,429	966,883	554,971	162,277
			405,770	5,260,883	-	12,617,578	4,855,113	17,472,691	4,855,113	712,553	2,458,429	966,883	554,971	162,277
			1,228,770	18,701,461	-	12,617,578	4,855,113	17,472,691	4,855,113	712,553	2,458,429	966,883	554,971	162,277
			405,770	5,260,883	-	12,617,578	4,855,113	17,472,691	4,855,113	712,553	2,458,429	966,883	554,971	162,277
			1,228,770	18,701,461	-	12,617,578	4,855,113	17,472,691	4,855,113	712,553	2,458,429	966,883	554,971	162,277
			405,770	5,260,883	-	12,617,578	4,855,113	17,472,691	4,855,113	712,553	2,458,429	966,883	554,971	162,277
			1,228,770	18,701,461	-	12,617,578	4,855,113	17,472,691	4,855,113	712,553	2,458,429	966,883	554,971	162,277

Project	Fund	Account No.	13/14		14/15 Adopted Budget	Carryover / Budget Amendment	14/15 Amended Budget	Total Funding	Unrestricted Cash	Reserves	Unspent Grants	Unspent Loans	Specific Source Revenue
			Budget	Amended Budget									
Pioneer Cemetery Upgrade	BHP	1009484			750,000	28,981	778,981	28,981					
Flood Pumps Refurbishment	Muni	1203440			300,000	31,156	268,844	31,156	31,156				
Kingsford Smith Business Park - Landscaping	Muni	New			-	500,000	500,000	500,000					500,000
SES Operating Expenses	Muni	505217			93,000	22,491	70,509	22,491					- 22,491
Kidsport	Muni	1108254			10,000	5,134	4,866	5,134	5,134				
Youth Events and Programs	Muni	811268			27,500	4,335	31,835	4,335			4,335		
JD Salaries	Muni	1104201			430,000	26,625	456,625	26,625			26,625		
JD Minor Events	Muni	1104273			-	5,410	5,410	5,410			5,410		



**10.3.2 Unaudited Financial Report for the Year Ended 30 June 2014**

*Note: This item was withdrawn and will be presented to the 24 September 2014 Ordinary Council Meeting.*

**ITEM 11 LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/  
COMMITTEE**

Nil

**ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**ITEM 13 CONFIDENTIAL ITEMS**

Nil

**ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**ITEM 15 CLOSURE****15.1 Date of Next Meeting**

The next Audit and Finance Committee Meeting of Council will be held on Wednesday 19 November 2014 at 12pm in Council Chambers.

**15.2 Closure**

There being no further business, the Presiding Member declared the meeting closed at 1:00pm.