



Town of Port Hedland

Committees

Working Groups

Forums

Elected Members Representation On External

Organisation

TABLE OF CONTENTS

1	COUNCIL COMMITTEES	3
1.1	AUDIT AND FINANCE COMMITTEE.....	3
1.2	AIRPORT COMMITTEE	4
2	WORKING GROUPS	6
2.1	PARTNERSHIP BASED.....	6
2.1.1	<i>BHPBIO/Council Joint Projects Working Group</i>	6
2.1.2	<i>Roy Hill Infrastructure/Council Community Partnership Working Group</i>	7
2.1.3	<i>BHP Billiton Precinct 3 Working Group</i>	8
2.1.4	<i>Atlas Iron/Town of Port Hedland Partnership Working Group</i>	9
2.2	PROJECTS BASED	10
2.2.1	<i>Community Safety and Crime Prevention Working Group</i>	10
2.2.2	<i>FIFO Integration Working Group</i>	11
2.2.3	<i>Chief Executive Officer Performance Review Working Group</i>	12
2.2.4	<i>Aboriginal Art Centre Working Group</i>	13
2.2.5	<i>South Hedland CBD Stakeholder Working Group</i>	14
2.2.6	<i>PHIA TWA Implementation Working Group</i>	15
2.2.7	<i>Community Garden Working Group</i>	16
2.2.8	<i>Disability Access and Inclusion Plan (DAIP) Working Group</i>	17
2.2.9	<i>Port Hedland Community Integration Working Group</i>	18
2.2.10	<i>Coastal Foreshore Management Working Group</i>	21
2.2.11	<i>Town of Port Hedland Steering Group</i>	22
3.	FORUMS	25
3.1	COUNCIL COMMUNITY USERS FACILITIES	25
3.2	FORTESCUE METAL GROUP QUARTERLY STRATEGIC FORUM	26
4.	REPRESENTATION ON EXTERNAL ORGANISATIONS	27
4.1	PILBARA REGIONAL COUNCIL.....	27
4.2	REGIONAL ROADS GROUP	27
4.3	PORT HEDLAND RETIREMENT VILLAGE (INC).....	27
4.4	LOCAL EMERGENCY MANAGEMENT COMMITTEE	27
4.5	BHP BILLITON CONSULTATIVE COMMITTEE	27
4.6	HEDLAND SENIOR HIGH SCHOOL BOARD.....	27
4.7	DEVELOPMENT ASSESSMENT PANELS	27
4.8	PILBARA REGIONAL PLANNING COMMITTEE.....	27
4.9	HEDLAND COMMUNITY FOUNDATION BOARD.....	27
4.10	PORT HEDLAND VISITORS CENTRE MANAGEMENT COMMITTEE	28
4.11	HEDLAND ROADWISE COMMITTEE	28

1 COUNCIL COMMITTEES

1.1 Audit and Finance Committee

Terms of Reference

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

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

Membership

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

Delegation

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), Local Government Act 1995."

Quorum

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

Tenure

Ongoing

Meeting frequency

Quarterly

Responsible Officer

Director Corporate Services

(Established at OCM 16 November 2011)

1.2 Airport Committee

Aim/Purpose

The Airport Committee is established to ensure that the Port Hedland International Airport is recognised as a leading regional airport in the area of passenger and freight movements and customer satisfaction and to:

- Develop a comprehensive Airport Master Plan and commence implementation of key initiatives that are identified
- Actively pursue the generation of income from a variety of sources at the Airport including through leases, rentals, advertising, freight and any other means
- Upgrade terminal facilities including baggage screening and departure lounges

Membership

Elected Members:

Councillor Arnold A Carter
Councillor Jan M Gillingham
Councillor Michael B Dziombak
Councillor Julie E Hunt
Councillor Gloria A Jacob

Community Members:

Ms Florence Bennett
Ms Michelle Cook (tendered her resignation on 8 January 2013)
Mr Serge Doumergue
Mr Chris Whalley

Quorum

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

Delegation

- To determine whether a tender is required to be sought or not as specified in LG (F&G) Reg 11F.
- To choose tenderers for products services on behalf of the local government in accordance with LG (F&G) Reg 18.

Tenure

Ongoing

Meeting frequency

Every 4 weeks

Responsible Officer

Director Engineering Services

(Terms of reference adopted by Council at its Ordinary Meeting held 25 January 2012. Meeting dates adopted and membership amended by Council at its Ordinary Meeting held on 14 March 2012. Additional community members appointed by Council at its Ordinary Meeting held on 9 May 2012.)

2 WORKING GROUPS

2.1 Partnership Based

2.1.1 BHPBIO/Council Joint Projects Working Group

Aim/Purpose

The BHPBIO/Council Joint Projects Working Group has been established to:

1. discuss joint initiatives that may be appropriate between BHPBIO and Council;
2. recommend projects to Council for funding from the BHPBIO/ToPH Sustainability Partnership Fund.

Membership

- Mayor Kelly A Howlett
- Councillor George J Daccache
- Councillor Arnold A Carter
- Councillor Michael B Dziombak

- Executive Team

- Delegates may be invited to attend as required (relevant Council Officers/consultants)

- Representatives from BHP Billiton

Tenure

Ongoing

Responsible Officers:

Director Community Development

(Established at OCM 16 November 2011)

2.1.2 Roy Hill Infrastructure/Council Community Partnership Working Group

Aim/Purpose

The Roy Hill Infrastructure/Council Community Partnership Working Group has been established to:

1. identify mutually beneficial community initiatives which may be appropriate between Roy Hill Infrastructure Pty Ltd and the Town of Port Hedland;
2. recommend projects to Council for implementation.

Membership

- Mayor Kelly A Howlett
- Councillor Gloria A Jacob

- Executive Team

- Delegates may be invited to attend as required (relevant Council officers/consultants)

- Representatives from Roy Hill Infrastructure

Tenure

Ongoing

Responsible Officer

Director Community Development

(Established at OCM 16 November 2011)

2.1.3 BHP Billiton Precinct 3 Working Group

Aim/Purpose

The BHP Billiton Precinct 3 Working Group has been established to ensure that communication flows between the parties as the business plan is developed.

Membership

- Mr Ian Taylor (Chairperson)
- Mayor Kelly A Howlett
- Councillor Arnold A Carter
- Councillor Julie E Hunt
- Councillor Gloria A Jacob
- Chief Executive Officer
- Representatives from BHP Billiton

Tenure

Ongoing

Responsible Officer

Chief Executive Officer

(Established at OCM 16 November 2011)

2.1.4 Atlas Iron/Town of Port Hedland Partnership Working Group

Aim/Purpose

The Atlas Iron/Town of Port Hedland Partnership Working Group has been established to:

1. formalise regular communication between the parties regarding current operations and future plans;
2. identify and discuss joint initiatives that may be appropriate between Atlas Iron and Council;
3. recommend projects to Council for implementation.

Membership

- Mayor Kelly A Howlett
- Councillor David W Hooper
- Councillor Julie E Hunt
- Councillor Gloria A Jacob

- Chief Executive Officer
- Director Community Development

- Delegates may be invited to attend as required (relevant Town of Port Hedland officers)

- Representatives from Atlas Iron

Tenure

Ongoing

Responsible Officer

Chief Executive Officer

(Established at OCM 16 November 2011)

2.2 Projects Based

2.2.1 Community Safety and Crime Prevention Working Group

Aim/Purpose

The Community Safety and Crime Prevention Working Group has been established to facilitate, oversee and review the implementation of the 2010 – 2013 Community Safety & Crime Prevention Plan (CSCP) which was developed based on the key outcomes from a CSCP community survey and stakeholder consultation process.

Membership

- Mayor Kelly A Howlett
- Councillor Gloria A Jacob

- Representation from signatories to the Hedland Community Safety and Crime Prevention Plan 2010-2013

- Interested community groups and non-government agencies

- Town of Port Hedland officer

Tenure

Ongoing

Responsible Officers

Director Planning and Development
Manager Environmental Health

(Established at OCM 16 November 2011)

2.2.2 FIFO Integration Working Group

Aim/Purpose

The FIFO Integration Working Group has been established to

1. develop increased levels of communication between FIFO workers and the Port Hedland community by:
 - a. developing initiatives to improve and increase FIFO workers participation in the Town's activities;
 - b. considering improved levels of access to TWA facilities for Hedland community members;
 - c. broadening the Port Hedland community's perception of TWA camps and FIFO workers;
 - d. identifying initiatives to increase social and economic benefits that FIFO workers can bring to Port Hedland's community and to the Town as a whole.

Membership

- Mayor Kelly A Howlett
- Councillor Gloria A Jacob

- Major Industry (BHP, FMG, Auzcorp, Hancock, Atlas Iron Ore, Main Roads, Horizon Power, Watercorp)

- 3 x Community members

- Delegates may be invited to attend as required (relevant Town of Port Hedland officers)

Tenure

Ongoing

Meeting frequency

Every 8 weeks

Responsible Officer

Director Community Development

(Established at OCM 16 November 2011)

2.2.3 Chief Executive Officer Performance Review Working Group

Aim/Purpose

The Chief Executive Officer Performance Review Working Group has been established to undertake the Chief Executive Officer's performance review on an annual basis and to renegotiate a new employment contract as and when required, with the negotiations being brought back to Council for consideration.

Membership

- Mayor Kelly A Howlett
- Councillor George J Daccache
- Councillor Arnold A Carter
- Councillor Gloria A Jacob

Tenure

Ongoing

Responsible Officer

Chief Executive Officer

(Established at OCM 16 November 2011)

2.2.4 Aboriginal Art Centre Working Group

Aim/Purpose

The Aboriginal Art Centre Working Group has been established to:

1. develop a proposal for an Aboriginal Arts Centre in Port Hedland;
2. source funding to support the proposal once developed;

Membership

- Councillor Julie E Hunt
- Councillor Gloria A Jacob

- Director Community Development
- Manager Community Services
- Coordinator Community and Cultural Development

- Delegates may be invited to attend as required (relevant Town of Port Hedland officers)

- BHP Billiton Iron Ore
- Hancock Prospecting
- FORM
- Spinifex Hill Artists
- Landcorp
- Department of Indigenous Affairs
- Pilbara Development Commission
- Fortescue Metals Group

Tenure

12 months

Responsible Officer

Director Community Development

(Established at OCM 16 November 2011)

2.2.5 South Hedland CBD Stakeholder Working Group

Aim/Purpose

The South Hedland CBD Stakeholder Working Group has been established to:

1. ensure communications exists between LandCorp, stakeholders and the community in respect to South Hedland CBD;
2. provide input and advice to Council in respect to Stage 1 and 2 of South Hedland CBD;
3. recommend to Council strategies to create a vibrant and safe CBD;
4. provide input to the Council with regard to community infrastructure development in the South Hedland CBD.

Membership

- Mayor Kelly A Howlett
- Councillor David W Hooper
- Councillor Gloria A Jacob

- LandCorp – Aaron Grant
- LandCorp – Jacinta Harvey
- Lotteries House Board – Roz Brabazon
- Shopping Centre owners (Charter Hall) – Samantha Robinson
- FORM – Kate Antonas
- South Hedland Police – Peter D. Pope
- PANGO – Robert Neville
- BHP Billiton Iron Ore – Andre Veder

- Business Owners/Operators – Brent Rudler
- Business Owners/Operators - Evan Ralph
- Business Owners/Operators - Michael Hales

- Community Member – Chris Whalley
- Community Member – Lisa Bowen

- Delegates may be invited to attend as required (relevant Town of Port Hedland officers)

Tenure

Ongoing

Meeting frequency

Every six weeks.

Responsible Officer

Director Community Development

(Established at OCM 16 November 2011)

2.2.6 PHIA TWA Implementation Working Group

Aim/Purpose

To implement the community integration initiatives agreed to within the Town of Port Hedland/Compass Lease Agreement.

Membership

- Mayor Kelly A Howlett
- Councillor George J Daccache

- Chief Executive Officer
- Director Community Development
- Delegates may be invited to attend as required (relevant Town of Port Hedland officers)

Tenure

Ongoing

Responsible Officer

Director Community Development

(Established at OCM 16 November 2011)

2.2.7 Community Garden Working Group

Aim/Purpose

- Identify and secure a preferred site,
- Develop a proposal for a Community Garden including management model and initial concepts;
- Source funding and continue to develop partnerships to support the proposal.

Membership:

Councillor Gloria A Jacob

- Town of Port Hedland Manager Community Services
- Town of Port Hedland Coordinator Community and Cultural Development
- Town of Port Hedland Community Development Officer

A representative from the following organisations:

- Care for Hedland – Kelly Howlett or proxy
- FORM – Porscha Cox
- Pilbara TAFE – Simon Liddell
- Water Corp – Water Wise Gardens – Robyn Gulliver
- Frontier Services – Migrant Worker – Sue Baker (recently resigned from the position so new nomination is to be sought)
- Pilbara Population Health – Community Dietitian - Jenna Cowie

Meeting frequency:

As and when required by the working group

Tenure:

Ongoing

Responsible Officer:

Director Community Development

(Established at OCM 16 November 2011)

2.2.8 Disability Access and Inclusion Plan (DAIP) Working Group

Aim/Purpose:

- To monitor and review the implementation of the Town of Port Hedland's DAIP;
- To report on the working group's activities annually for inclusion in the Town of Port Hedland's Annual Report, in accordance to the *Disability Services Act 1993*;
- To advise Council on appropriate matters relating to disability and inclusion, as they relate to the Town of Port Hedland's programs and facilities;
- To consider matters identified in the DAIP which are raised by Council, working group members or the community that may impact the Hedland community.

Membership:

- Councillor Julie E Hunt
- Mayor Kelly A Howlett

- A representative from the following organisations:
 - Leanne Beeches (Local Area Coordinator – Disability Services Commission)
 - Deepmala Pillay (Principle Cassia Education Support)
 - Joan Foley (Hedland Community Living Association – Chairperson)
 - Deb Graham (Hedland and Community Care – Manager)
 - Suzanne Miller (Western Australia Community Health Services – Aged Care)
 - Justin Lunn (Community Representative)
 - Eshter Guinness (Community Representative)
 - Alfred Barker (Indigenous Community Representative)
 - Youth Representative (Currently vacant)

- Town of Port Hedland Community Development Officer

- Delegates may be invited to attend as required (relevant Town of Port Hedland officers)

Tenure:

Ongoing

Meeting frequency:

Bi-monthly

Responsible Officer:

Director Community Development

(Established at OCM 16 November 2011)

2.2.9 Port Hedland Community Integration Working Group

Purpose

To establish a Community Integration Working Group that will identify, monitor and oversee activities to maximize community and business integration opportunities and minimise the risk / issues of the resource sector expansion on Port Hedland including TWA facilities and FIFO employment.

Membership

Working Group membership is inclusive of the following members and number of representatives:

- Town of Port Hedland
 - Elected Members (1 rep / 1 proxy)
 - Executive (1 rep)
- Industry
 - Atlas Iron (1 rep)
 - BHPB (1 rep)
 - FMG (1 rep)
 - Hancock / Roy Hill (1 rep)
 - RIO (1 rep)
 - Chamber of Minerals and Energy (1 rep)
- Industry Associates
 - Auzcorp (1 rep)
 - Compass Group (1 rep)
- Business
 - Port Hedland Chamber of Commerce & Industry (1 rep)
 - South Hedland Business Association (1 rep)
 - Wedgefield Association (1 rep)
- Pilbara Cities / Pilbara Development Commission (1 rep)
- Port Hedland Port Authority (1 rep)
- NGO representative (PANGO) (1 rep)
- Pilbara Regional Council (1 rep)
- Community (2 reps)
- Additional representatives from member organizations may be invited / attend on an as needs basis
- State Government agencies / other organizations by invitation when appropriate
 - Main Roads WA
 - Department of Health
 - Police
 - Department of State Development
 - Australian Hotels Association.

The tenure of the membership shall be reviewed annually to ensure the membership of the Working Group is aligned with the purpose.

Meetings

- The Working Group will meet bi-monthly initially, or as otherwise decided
- Meetings will be hosted by the ToPH with an option for invitees to join via teleconference
- A quorum for a meeting of the Working Group shall comprise x members

Role of the Working Group

1. Identify, assess and determine local impacts / risks / opportunities of the resource industry expansion including and not limited to:
 - a. social interaction
 - b. medical and general healthcare
 - c. telecommunications
 - d. transport and transport linkages (incl. pedestrian and cycle ways)
 - e. local procurement
 - f. local employment
 - g. community volunteerism / involvement
2. Develop frameworks for small business, community integration and impact minimization strategies in response to the identified risks, issues and opportunities
3. Work with the business community to identify and explore business development opportunities that emerge from TWA and FIFO/community integration
4. Establish effective processes for reporting to the community and stakeholders through regular communication channels
5. Liaise with Government departments, service providers and other relevant stakeholders to monitor issues related to FIFO workforce and TWA
6. Collect and review relevant literature and best practice FIFO and TWA integration models
7. Collect and collate data on workforce numbers, movements and future operational and organisational growth.

-
-

Budget / Funding

- A budget shall be developed by the Working Group to provide funding to:
 - Meet the ToPH costs of managing the administration of the Working Group
 - Deliver on integration initiatives that are developed from the small business and community integrations strategy.
- An initial contribution of \$200,000 will be made by BHPB towards integration and development studies and strategies for the Working Group
- Contributions by other industry partners are anticipated and will be negotiated.

Secretariat

- Secretariat and administrative functions will be coordinated by the Town of Port Hedland.
-

Responsible Officer:

Director Community Development

(Established at OCM 23 May 2012)

2.2.10 Coastal Foreshore Management Working Group

Aim/Purpose:

- Provide advice to Council on the development of a coastal foreshore redevelopment master plan;
- Provide advice to Council on the development of the Spoilbank Marina precinct;
- Provide a means of engagement with key stakeholders about the project; and
- Investigate and make recommendations to Council on management structures and operations of the Coastal Foreshore Management Working Group.

Membership:

- Councillor Carter
- Councillor Hooper

Tenure:

The meeting is to be held every eight weeks

Responsible Officer:

Director Community Development

(Established at the OCM 26 September 2012)

2.2.11 Town of Port Hedland Steering Group

TERMS OF REFERENCE

1. General Description

This document sets out the Terms of Reference for the Town of Port Hedland Local Housing Strategy.

2. Steering Group Structure

The Steering Group structure is endorsed by the Elected Members and consists of no more than twelve (12) members, being:

Four Elected Members;

Director Planning and Development;

Director Engineering;

Director Community Development;

One nominated member and a proxy from the Port Hedland Chamber of Commerce and Industry;

One nominated member and a proxy from the Wedgefield Small Business Association;

One nominated member and a proxy from the South Hedland Small Business Association; and

Two Community Representatives.

The Technical Working Group will be assisting in the preparation of the Local Housing Strategy and will consist of the following members:

- Manager Planning and Development;
- Senior Strategic Planning Officer;
- Senior Statutory Planning Officer;
- Manager Economic Development;
- Manager Technical Services; and
- Manager Community Development.

3. Steering Group's Role

The role of the Steering Group is to:

- Provide guidance to the Technical Working Group preparing the Town of Port Hedland Local Housing Strategy
- Monitor the progress of the Technical Working Group in relation to the timelines and deliverables of the project
- Facilitate consultation with the Community and other stakeholders in relation to the project.
- Ensure the progress reports are presented to the Elected Members on a quarterly basis.

4. Terms of Reference

4.1 Limits of Authority

The Steering Group does not have any delegated authority.

4.2 Membership and Decisions

- Membership is for the term of the project and has been endorsed by the Elected Members at an Ordinary meeting of Council.
- Decisions of the Steering Group will be via a majority consensus of six (6) members.
- Other persons may be invited to attend the meetings at the request of the Chairman, on behalf of the Steering Group, to provide advice and/or assistance where necessary. They have no voting rights and may be requested to leave the meeting at any time by the Chairman.

4.3 Leadership and Support

The Chairman shall be elected by the Steering Group at the first meeting.
The Senior Strategic Planner will provide administrative support as required.

4.4 Frequency of Meetings

The Steering Group shall meet as and when required.
If any meeting is cancelled or rescheduled the details and reasons shall be noted in the minutes of the next meeting.

4.5 Quorum

A quorum of members must be present before a meeting can proceed. The minimum quorum meeting shall be six (6), but must include the following:

- One (1) Elected Members;
- One (1) Staff Member;
- Representative from Port Hedland Chamber of Commerce and Industry;
- Representative of the Wedgefield Small Business Association;
- Representative of the South Hedland Small Business Association; and
- One (1) Community Member.

4.6 Order of Meetings

Discussion at the meetings shall be controlled through the agenda. Any individual wishing to include a specific item in the agenda should advise the Senior Strategic Planner prior to the meeting date. Items to be considered in the agenda are:

- Project Progress
- Task Timelines/ Deliverables
- Facilitating Consultation
- Progress Reports to Councillors

4.7 Administrative Support

The role of the Senior Strategic Planner is to:

- Schedule meetings and notify members;
- Prepare agendas and issuing notices for meetings and ensuring all necessary documents requiring discussion or comment are attached to the agenda;
- Distributing the Agenda on the week prior to the meeting;
- Taking notes of proceedings and preparing minutes of the meeting;
- Distributing the minutes to all the members one week after the meeting;
- Maintain all Steering Group records; and
- Prepare progress reports for Councillors.

3. FORUMS

3.1 Council Community Users Facilities

Aim/Purpose

The purpose of this forum will be to ensure that the Town engages with the users of the community and leisure facilities provided. This will be achieved through the following approaches:

1. seek community support on Town's policies that regard the operation and management of community and leisure facilities;
2. ensure that facility users are able to assist the Town in providing facilities that are considered best practice in how they are operated and managed;
3. engage with the community in the planning of future community and leisure facilities.

Membership

- Mayor Kelly A Howlett
- Councillor George J Daccache
- Councillor Julie E Hunt
- Councillor Gloria A Jacob

Tenure

Ongoing

Meeting frequency

Quarterly

Responsible Officer

Director Community Development

(Established at OCM 16 November 2011)

3.2 Fortescue Metal Group Quarterly Strategic Forum

Aim/Purpose

To enhance and formalize current communication between FMG and Town of Port Hedland and highlight any projects that can be undertaken together for the betterment of the Hedland community as a whole.

Membership

- Councillor George J Daccache
- Councillor Julie E Hunt

Tenure

Ongoing

Forum frequency

Quarterly

Responsible Officer

Chief Executive Officer

(Established at OCM 16 November 2011)

4. REPRESENTATION ON EXTERNAL ORGANISATIONS

4.1 Pilbara Regional Council

- Mayor Kelly A Howlett
- Councillor George J Daccache
- Proxy - Councillor Gloria A Jacob
- Proxy - Councillor Julie E Hunt

4.2 Regional Roads Group

- Councillor George J Daccache
- Proxy - Mayor Kelly A Howlett

4.3 Port Hedland Retirement Village (Inc)

- Councillor Julie E Hunt

4.4 Local Emergency Management Committee

- Mayor Kelly A Howlett
- Councillor George J Daccache

4.5 BHP Billiton Consultative Committee

- Councillor Julie E Hunt
- Proxy - Councillor Gloria A Jacob

4.6 Hedland Senior High School Board

- Mayor Kelly A Howlett

4.7 Development Assessment Panels

- Mayor Kelly A Howlett
- Councillor Arnold A Carter
- Proxy - Councillor George J Daccache
- Proxy - Councillor Michael B Dziombak

4.8 Pilbara Regional Planning Committee

- Mayor Kelly A Howlett – local government representative
- Councillor G A Jacob – WAPC appointee-business/professions

4.9 Hedland Community Foundation Board

- Councillor Michael B Dziombak

4.10 Port Hedland Visitors Centre Management Committee

- Councillor Jan M Gillingham

4.11 Hedland Roadwise Committee

- Mayor Kelly A Howlett
- Councillor George Daccache

(Established at OCM 16 November 2011)
