

Ordinary Meeting of Council Minutes

Council Chambers, McGregor St, Port Hedland

5:30pm Wednesday 12 December 2018

Distribution Date:
14 December 2018

David Pentz
Chief Executive Officer

Our Vision

*To be Australia's leading
Port Town embracing
community, culture
and environment*

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Item 1 Opening of Meeting

The Mayor declared the meeting open at 5:30pm.

Item 2 Acknowledgement of Traditional Owners and Dignitaries

The Mayor acknowledged the traditional custodians, the Kariyarra people, and recognised the contribution of Kariyarra Elders past, present and future, in working together for the future of Port Hedland.

Item 3 Recording of Attendance

3.1 Attendance

Mayor Camilo Blanco
Deputy Mayor Louise Newbery
Councillor Julie Arif
Councillor Richard Whitwell
Councillor Tricia Hebbard
Councillor Warren McDonogh
Councillor Peter Carter
Councillor Telona Pitt

David Pentz	Chief Executive Officer
Anthea Bird	Director Corporate and Performance
Robert Leeds	Director Development, Sustainability and Lifestyle
Gerard Sherlock	Director Infrastructure and Town Services
Josephine Bianchi	Manager Governance
Tammy Wombwell	Governance Officer/Minute Taker

Staff 5
Public 6

3.2 Attendance by Telephone / Instantaneous Communications**3.3 Apologies****3.4 Approved Leave of Absence**

Councillor George Daccache

3.5 Disclosures of Interest

Name	Item no.	Interest	Nature
Councillor Carter	14.1 Port Hedland Chamber of Commerce and Industry 2019 Corporate Sponsorship (File No. 02/05/0023)	Impartiality	President of Port Hedland Chamber of Commerce and Industry (PHCCI).

Item 4 Applications for Leave of Absence

CM201819/090 COUNCIL DECISION

MOVED: CR HEBBARD

SECONDED: CR CARTER

That Council approve the following application for leave of absence:

- Deputy Mayor Newbery 16 – 23 December 2018
- Councillor McDonogh 18 December 2018 – 15 January 2019 (amended)
- Councillor Pitt 18 December 2018 – 1 January 2019
18 – 30 January 2019

CARRIED 8/0

Item 5 Response to Previous Questions

Note: Due to the release date of this agenda only being two days after the previous Council Meeting, and to allow for comprehensive responses to be prepared, all questions taken on notice at the 28 November 2018 Ordinary Council Meeting will be answered in a future Council meeting agenda.

Item 6 Public Time

Important note:

'This meeting is being recorded on audio tape and streamed live online 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 reminded that in accordance with Section 6.16 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 chairperson to do so. Members of the public are also reminded that in accordance with section 6.17(4) of the Town of Port Hedland Local Law on Standing Orders mobile telephones must be switched off and not used during the meeting.'

In accordance with section 6.7(3) of the Town of Port Hedland Local Law on Standing Orders, members of the public are required to complete a question form and place the completed form in the tray provided.

The Mayor opened Public Question Time at 5:35pm

6.1 Public Question Time**6.1.1 Mr Chris Whalley**

Can Council remove the barriers around the patio of the common room at the Port Hedland Retirement Village?

The Chief Executive Officer advised that the barriers could not be removed as there are structural issues with that room and until they are remediated, the barriers must stay in place.

The fire extinguishers in each occupied unit are inspected every six months. The last inspection was due in November and that never happened, so is it possible to have an update on the fire extinguishers in the occupied units.

The Mayor advised that an update would be provided.

6.1.2 Mr Dean Davis

I am here again tonight to talk about child safety in our schools and reducing both exposure and direct harm from illicit and illegal drugs; and identify and monitor risk.

It is now the end of the calendar year. "The Town of Port Hedland Alcohol and Other Drug Plan" has not released any serialised statistical data as mandated...

The Mayor interrupted Mr Davis to ask if he had a question, as this was question time.

I would like that statistical data released.

The Mayor stated that this question had been asked before.

No, this particular question hasn't been asked before. You have, in Council meetings, said the data needs to be released.

The Mayor asked what the question was?

My question is, has the statistical data on how many needles been released, as required in the Plan. What are the KPIs and if they been reached?

The Chief Executive Officer advised that the data did not belong to the Town and that it would have to be requested. He advised Mr Davis that he is able to request it.

I have requested a lot of data, and it never comes forward. The Town's transparency is non-existent.

The Chief Executive Officer repeated that the data did not belong to the Town and that it is not readily available to the Town. It's not a transparency issue.

So the Town of Port Hedland Drug and Alcohol plan is not the Town of Port Hedland's Drug and Alcohol Plan?

The Mayor advised that this could be investigated and an answer provided to Mr Davis. The Mayor advised that the data comes from specific agencies and would have to be requested and can only be provided once received from those agencies.

The Hon. Paul Papalia has stated that my request for monitoring of cross sensitisation with BDR by prohibition and the replacement of a legal substance with illegal illicit hard drugs is outside of his portfolio. How is local government going to maintain the safety of the Town?

The Mayor advised that is not part of the Town's mandate and that information would have to be requested from the Health Department. The Mayor asked Mr Davis if he would like the Town to request it?

Yes, thank you.

The Northern Territory Reduction Strategy for Addictive Behaviours forum for decriminalisation of personal use quantities of drugs is about trying to get persons with addiction more effective education and treatment pathways for reduction strategies in communities. These strategies need to be talked about publicly in our communities. I am here tonight requesting that the Shire [Town] promote and lobby for regional consultation for the decriminalisation of personal use quantities of drugs.

The Mayor advised that this can be requested through himself or the Chief Executive Officer and an item could then be presented to Council. The Mayor stated that this is a State Government responsibility and that Council can have a briefing to see if they can move forward on it.

The Mayor closed Public Question Time at 5:42

The Mayor opened Public Statement Time at 5:42

6.2 Public Statement Time

6.2.1 Ms Kailah Marshall

While the Emergency Evacuation Plan for the Port Hedland Retirement Village is currently under way, I was hoping to mention that the current plan in all the units, you have your main muster points, but no signs of where that point is. The main point of evacuation is at the hall.

The Mayor closed Public Statement Time at 5:43

6.3 Petitions/Deputations/Presentations/Submissions

6.3.1 Ms Kailah Marshall

I would like to submit the following petition on behalf of myself and Darryl Brown, which states:

“To the President and Members of the Legislative Council of the Parliament of Western Australia in Parliament assembled.

We, the undersigned residents of Western Australia, support that the current tenants of the Port Hedland Stevens Street Retirement Village are not relocated and that they remain in situ or be accommodated onsite while repairs are completed to buildings.

We believe that the financial and personal impact caused by moving the residents to Osprey Village in South Hedland would be greater than allowing the residents to continue living at Port Hedland Stevens Street Retirement Village.

We also believe that the repairs needed are not structural and are a result of little or no maintenance being done to the dwellings in the Port Hedland Retirement Village for many years.

Your petitioners request that the State Government urgently assist in providing funding for the repairs to be completed to the Port Hedland Stevens Street Retirement Village so that the facility can continue to provide much needed accommodation for the senior residents of Port and South Hedland.

And your petitioners as in duty bound, will ever pray.”

The Mayor advised that we would take the petition and pass it on.

Item 7 Questions from Members without Notice

Nil

Item 8 Announcements by Presiding Member without Discussion

Here we are again in December, another year is at an end. We have one last Special Council Meeting next week Monday, 17 December and then I think that will be all for this year from the Council. At last December's OCM we just implemented live streaming in an effort to expose people to the workings of local government, so hopefully you'll be interested in maybe putting your hand up in the October election coming up. We do get a lot of interest in our live streaming and we get viewing large numbers.

Last night we drove around and inspected the Christmas lights with the Youth Involvement Council children, representatives from the police and a few of our staff. It was a pretty good night and we made a little movie about it, so have a look, it's quite funny.

We have made good progress in the last year finishing our capital works and maintenance programs and we are well on track to completing a high percentage of this financial year's program.

We implemented our new Strategic Community Plan and we had the biggest 'engagement percentage' ever achieved in Hedland's history with nearly six thousand interactions with different people.

This year's North West festival was delivered by the Town. Both days were a huge success, true attendance was higher than any of the previous numbers recorded and was delivered at almost no cost to the Town, which was a little bit different to what's happened in previous years, so a really good effort from the staff.

The improvement plan on the West End has finally been announced by the State Government, this is a big deal for Hedland as it allows to plan a way forward, because we will be able to renew our outdated town planning scheme and bring certainty to any future development proposals moving forward.

As you would have seen, we have completed the roundabout in South Hedland and the black spot road improvement on the corner of McGregor and Lukis has lifted the bar in relation to road improvements implemented by the Town. The standard is a lot higher to what we have done in previous years.

As a Town we have not had full control of our pools and stadium since 2003. We will be bringing our leisure facilities back in-house by the start of the next financial year and will be working through the next six months to make sure it's a smooth process.

The marina development discussions are well under way. The marina development was announced by the Premier and the Minister for Regional Development, Alannah MacTiernan, and we are putting together the landside plan to ensure the waterside and landside are developed together and we create a great community space. I'm hearing whispers that the Minister has put her foot down on this and wants that development finished sometime in mid-2020, so I hope that is correct.

The significance of the changes in rates this year in our budget I don't think was fully explained. While there are still some risks associated with implementing next year's budget, the basic outline is that industry groups that have not paid their fair share in rates before are being charged the correct amount now. Obviously I ask and urge those industries to pay up and not challenge because it would not look good for your social licence to operate in Hedland if you did challenge that. This win will change the financial outlook and allow us to invest in our core responsibilities like roads, drainage, buildings and sporting facilities. There is a lot more work to do but we are well ahead of the program.

So everybody out there have a Merry Christmas, stay safe, don't drink and drive and don't drive tired. We need you all back here next year for another round.

Mayors Meetings for the month of November 2018:

Date	Meeting	Topic
1/11/2018	Port Hedland LEMC Meeting and Table Top Exercise	Attended as chair of Local Emergency Management Committee.
1/11/2018	Elected Member Briefing	Long Term Financial Plan
2/11/2018	Sunrise Weather Event	Attended as guest speaker for Sunrise Weather filming live from Port Hedland
2/11/2018	Pilbara Community Excellence Awards 2018 – Dampier	Attended as guest and to hand out award
3/11/2018	Hedland School of Dance "Rock the Rhythm"	Attended as guest
6/11/2018	Weekly Radio Spirit Chat	General topics and update of what is happening around town
7/11/2018	Elected Member Briefing	As per agenda
8/11/2018	PRC Special Council Meeting	As per agenda
9/11/2018	WALGA Training – Planning Practices Advanced	Review of Local Government Act
11/11/2018	2018 National Remembrance	

Date	Meeting	Topic
12/11/2018	Special Council Meeting	Building Better Regions Funding application
12/11/2018	JDAP Meeting in Perth re Wodgina application	Attended as JDAP voting member
13/11/2018	Weekly Radio Spirit Chat	General topics and update of what is happening around town
13/11/2018	WALGA Local Government Act Review Forum – Pilbara Zone	Review of Local Government Act
13/11/2018	Meeting with Jurali and WA Limestone	General Update
13/11/2018	Department of Local Government Act Review – Community Session	Local Government Act Review
14/11/2018	Judging of rubbish truck artwork competition	Attended as judge
14/11/2018	Elected member briefing	As per agenda
15/11/2018	Regional Capitals Australia WA Meeting	As per agenda
16/11/2018	Official Opening of the Pilgangoora Lithium-Tantalum Project	Attended as guest
17/11/2018	Meeting with Hon. Melissa Price	General catch up, aged care, education, West End Dust, detention centre.
20/11/2018	Annual Perception Survey Raffle	Attended to draw 2 x winners of raffle
21/11/2018	Elected Member Briefing and Public Agenda Briefing	As per agenda
23/11/2018	White Ribbon March	Attended March on behalf of ToPH in support of cause
28/11/2018	Early Years Initiative – Regional Development Session	To examine circumstances for healthy children and empowered communities in the region
30/11/2018	Meeting with Horizon Power	General catch up and update
30/11/2018	2018 Town of Port Hedland Sports Awards	Attended as guest to open event and distribute awards

Item 9 Declarations of All Members to Have Given Due Consideration to All Matters Contained in the Business Paper before the Meeting

The following Elected Members declared that they had given due consideration to all matters contained in the agenda:

Mayor Camilo Blanco
 Deputy Mayor Louise Newbery
 Councillor Julie Arif
 Councillor Richard Whitwell
 Councillor Tricia Hebbard
 Councillor Warren McDonogh
 Councillor Peter Carter
 Councillor Telona Pitt

Item 10 Confirmation of Minutes of Previous Meeting

10.1 Confirmation of Minutes of the Special Council Meeting held on Monday 12 November 2018

CM201819/091 OFFICER RECOMMENDATION\COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR MCDONOGH

That Council confirm that the Minutes of the Special Council Meeting held on Monday 12 November 2018 are a true and correct record.

CARRIED 8/0

Note: The minutes of the 28 November 2018 Ordinary Council Meeting have not been released at the time of the release of this agenda and will be confirmed at a future Council meeting.

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 11 Reports of Officers

11.1 Corporate and Performance**11.1.1 Statement of Financial Activity for the Period Ended 31 October 2018 (*File No. 12/14/0003*)**

Author Manager Finance
Authorising Officer Director Corporate and Performance
Disclosure of Interest The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

CM201819/092 OFFICER RECOMMENDATION\COUNCIL DECISION

MOVED: CR MCDONOGH

SECONDED: CR CARTER

That Council, pursuant to section 6.4 of the *Local Government Act 1995*:

1. Receive the Statement of Financial Activity for the period ended 31 October 2018;
2. Receive the Material Variance Report;
3. Note the Accounts paid under delegated authority for period ended 31 October 2018; and
4. Receive the Credit Card Statements for period ended 31 October 2018.

CARRIED 8/0

PURPOSE

The purpose of this report is to present to Council the Statement of Financial Activity for the period ended 31 October 2018. Supplementary information is also presented to Council to provide further information regarding the Town's activities.

It should be noted that some of the figures presented in this report and the attachments may change pending adjustments made as a result of end of year finalisation of accounts and completion of the audit of the Town's Annual Financial Reports for the year ended 30 June 2018.

The audited Annual Financial Statements will be presented to the Council in accordance with Australian Accounting Standards, *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

DETAIL

The information provided in this report is for the period ended 31 October 2018, with financial results included in *Attachment 2. Statement of Financial Activity Notes 1-12* prepared by the Town of Port Hedland.

The Town of Port Hedland financial activity reports use a materiality threshold to measure, monitor and report on financial performance and position of the Town.

As part of the (adopted) 2018/19 budget, Council adopted the following thresholds as levels of material variances for financial reporting.

1. With regards to expenditure classified as capital projects, a variance of 10% or \$10,000, whichever is greater, of the year to date budget, with individual project as the level that requires explanation.
2. With regards to all other items excluding capital projects identified above, a variance of 10% or \$50,000, whichever is greater, of the year to date budget, with Nature and Type as the level that requires explanation.

Commentary is provided on variances as details above as per *Attachment 2 NOTE 13. Explanation of Material Variances*.

The opening funding surplus of \$4.1M presented in YTD Actual on the Statement of Financial Activity is as per the closing surplus presented in the interim 31 October 2018 Statement of Financial Activity.

The net current asset position as at 31 October 2018 was \$30.1M. The breakdown of the cash position is outlined below:

	2018/19 Actuals
Current Assets: Cash and Investments	\$239.4M
Restricted Cash – Reserves	\$236.0M
Unrestricted Cash Position as at 31 October 2018	\$3.4M

Previous Decisions

The Statements of Financial Activity are presented to Council each month for noting.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because this report is presented to Council for information purposes only.

CONSULTATION

Internal

All consultation and engagement is conducted internally.

LEGISLATION AND POLICY CONSIDERATIONS

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* detail the form and manner in which a local government is to prepare its statement of financial activity.

FINANCIAL AND RESOURCES IMPLICATIONS

The statement of financial activity is to be supported by such information as is considered relevant by the local government containing;

- a. an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
- b. an explanation of each of the material variances referred to in sub-regulation (1)(d); and
- c. supporting information as is considered relevant by the local government.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

The following section of the Council's *Strategic Community Plan 2018-2028* is applicable in the consideration of this item:

- 4.b.1** Sound long-term financial planning is implemented
- 4.b.2** Transparent and regular financial reporting and communication to the community is undertaken
- 4.b.3** Transparent and regular governance reporting and communication to the community is undertaken

There are no significant identifiable environmental, social or economic impacts relating to this item.

RISK MANAGEMENT CONSIDERATIONS

As per the risk matrix contained in policy 1/022 'Risk Management', the level of risk is considered to be Medium (6) .

There is a risk rating of medium (6) assigned in 2018/19 budget to the risk that a reduction in income or increase in expense throughout the 2018/19 financial year is likely to have an impact on the Town's ability to meet service levels or asset renewal funding requirements. The risk action plan is to manage by building reserve balance to required level to mitigate financial loss.

OPTIONS

Option 1 - Adopt Officers Recommendation

Note the Statement of Financial Activity and reports for the period ended 31 October 2018 in accordance with *regulation 34(1) of the Local Government (Financial Management) Regulations 1996*.

Option 2 - Amend Officers Recommendation

That Council receive the Statement of Financial Activity for the period ended 31 October 2018 and request further information or clarification.

Option 3 – Do not adopt Officers Recommendation

That Council do not note or receive the Statement of Financial Activity for the period ended 31 October 2018.

CONCLUSION

The opening funding surplus of \$4.1M presented in YTD Actual on the Statement of Financial Activity is as per the closing surplus presented in the interim 31 October 2018 Statement of Financial Activity. The net current asset position was \$30.1M compared to the current budgeted closing position for 31 October 2018 of \$285.6K.

Variances in operating revenue and expenditure are addressed in detail in *Attachment 2 NOTE 13. Explanation of Material Variances*. The net current asset position will decrease as operating and capital budgets are expended throughout the year.

ATTACHMENTS

1. Statement of Financial Activity Notes 1-12 (Under Separate Cover)
2. Note 13 Material Variance Report (Under Separate Cover)
3. Accounts paid under delegated authority listing (Under Separate Cover)
4. Credit Card Statements for period ended 31 October 2018

ATTACHMENT 4 TO ITEM 11.1.1

Town of Port Hedland
Summary of Credit Card Statements
October 2018

Account Name	Account Number	Debit Balance (\$)
Town of Port Hedland	xxxx-xxxx-xxxx-4300	2,153.65
Town of Port Hedland	xxxx-xxxx-xxxx-8364	7,250.85
Town of Port Hedland	xxxx-xxxx-xxxx-2581	1,572.29
Town of Port Hedland	xxxx-xxxx-xxxx-6321	726.68
Town of Port Hedland	xxxx-xxxx-xxxx-2287	366.74
Town of Port Hedland	xxxx-xxxx-xxxx-3111	-
Town of Port Hedland	xxxx-xxxx-xxxx-9507	-
TOTAL		12,070.21

At the Town of Port Hedland, the Council's Corporate and Performance Directorate and Finance Team have an overriding objective of providing quality corporate governance; accountability; transparency and compliance and welcome any questions or queries on the credit card statements from not just Elected Members, but the public in general.



NAB Connect

Transaction History Report

Account details

Account name
CC TOPH
Account number
XXXX-XXXX-XXXX-8364
Currency
AUD

Account balance summary

Opening balance: 0.00 CR
Total credits: 0.00 CR
Total debits: 7,250.85 DR
Closing balance: 0.00 CR

Date from: 01 October 2018
Date to: 31 October 2018

Transaction details

Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
01/10/2018	CREDIT CARD PURCHASE FACEBK *LYJ9UH65Y2 fb.me/ads		464.26 DR		464.26 DR
08/10/2018	CREDIT CARD PURCHASE Dropbox BN7H9XB47QT8 db.tt/cchelp		196.00 DR		
08/10/2018	CREDIT CARD PURCHASE QANTAS AIRW MASCOT		532.91 DR		728.91 DR
09/10/2018	CREDIT CARD PURCHASE MAILCHIMP *MONTHLY MAILCHIMP.COMGA		71.56 DR		71.56 DR
11/10/2018	CREDIT CARD PURCHASE RLSSWA MOUNT CLAREMO		90.00 DR		
11/10/2018	CREDIT CARD PURCHASE ATTIKA HOTEL PERTH		347.00 DR		437.00 DR
15/10/2018	CREDIT CARD PURCHASE TYPEFORM S.L BARCELONA		492.98 DR		492.98 DR
16/10/2018	CREDIT CARD PURCHASE QANTAS AIRW MASCOT		517.91 DR		
16/10/2018	CREDIT CARD PURCHASE QANTAS AIRW MASCOT		517.91 DR		1,035.82 DR
17/10/2018	CREDIT CARD PURCHASE VIRGIN AUST 7951503516369SPRING HILL		5.19 DR		
17/10/2018	CREDIT CARD PURCHASE VIRGIN AUST 7951503516183SPRING HILL		5.19 DR		
17/10/2018	CREDIT CARD PURCHASE VIRGIN AUST 7951503515699SPRING HILL		10.37 DR		
17/10/2018	CREDIT CARD PURCHASE EB *Pilbara Community 801- 413-7200		100.00 DR		
17/10/2018	CREDIT CARD PURCHASE Dynamic Gift 0265554001		330.00 DR		

Transaction History Report (Continued)

Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
17/10/2018	CREDIT CARD PURCHASE VIRGIN AUST 7952151050030SPRING HILL		399.00 DR		
17/10/2018	CREDIT CARD PURCHASE VIRGIN AUST 7952151049723SPRING HILL		399.00 DR		
17/10/2018	CREDIT CARD PURCHASE VIRGIN AUST 7952151048837SPRING HILL		798.01 DR		
17/10/2018	CREDIT CARD PURCHASE QANTAS AIRW MASCOT		843.61 DR		2,890.37 DR
23/10/2018	CREDIT CARD PURCHASE WOOLWORTHS ON LINE BELLA VISTA		53.40 DR		53.40 DR
24/10/2018	CREDIT CARD PURCHASE EB *KPCA Innovation Co 801- 413-7200		200.00 DR		200.00 DR
30/10/2018	CREDIT CARD PURCHASE VIRGIN AUST 7951503686513SPRING HILL		8.55 DR		
30/10/2018	CREDIT CARD PURCHASE WOOLWORTHS ON LINE BELLA VISTA		60.00 DR		
30/10/2018	CREDIT CARD PURCHASE VIRGIN AUST 7952151346118SPRING HILL		658.00 DR		726.55 DR
31/10/2018	CREDIT CARD PURCHASE CAPERS - SOUTH HEDLAND SOUTHPORT		150.00 DR		150.00 DR

Transaction History Report (Continued)**Account details**

Account name
CC TOPH
Account number
XXXX-XXXX-XXXX-4300
Currency
AUD

Account balance summary

Opening balance: 0.00 CR
Total credits: 465.95 CR
Total debits: 2,153.65 DR
Closing balance: 0.00 CR

Date from: 01 October 2018
Date to: 31 October 2018

Transaction details

Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
01/10/2018	CREDIT CARD PURCHASE QANTAS AIRW MASCOT		804.10 DR		
01/10/2018	CREDIT CARD PURCHASE QANTAS AIRW MASCOT		890.10 DR		1,694.20 DR
03/10/2018	CREDIT CARD PURCHASE LAVERTY PATHOLOGY NORTH RYDE		98.45 DR		98.45 DR
04/10/2018	CREDIT CARD REFUND CARGO APPAREL AND MERC BRUNSWICK EAS			465.95 CR	465.95 CR
08/10/2018	CREDIT CARD PURCHASE WWW.GETTYIMAGES.COM 61-2-90042209		92.65 DR		92.65 DR
29/10/2018	CREDIT CARD PURCHASE WOOLWORTHS 4316 PORT HEDLAND		118.35 DR		118.35 DR
30/10/2018	CREDIT CARD PURCHASE RLSSWA MOUNT CLAREMO		150.00 DR		150.00 DR

Transaction History Report (Continued)

<u>Account details</u>		<u>Account balance summary</u>	
Account name	CC TOPH	Opening balance:	0.00 CR
Account number	XXXX-XXXX-XXXX-2287	Total credits:	0.00 CR
Currency	AUD	Total debits:	366.74 DR
		Closing balance:	0.00 CR
		Date from:	01 October 2018
		Date to:	31 October 2018

Transaction details

Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
25/10/2018	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		12.95 DR		12.95 DR
26/10/2018	CREDIT CARD PURCHASE AUSTRALIA POST - SOU SOUTH HEDLAND		26.85 DR		26.85 DR
30/10/2018	CREDIT CARD PURCHASE TRUCKLINE WEDGEFIELD		49.35 DR		49.35 DR
31/10/2018	CREDIT CARD PURCHASE OZHITCH CAVAN		277.59 DR		277.59 DR

Transaction History Report (Continued)

<u>Account details</u>		<u>Account balance summary</u>	
Account name	CC TOPH	Opening balance:	0.00 CR
Account number	XXXX-XXXX-XXXX-9507	Total credits:	0.00 CR
Currency	AUD	Total debits:	0.00 DR
		Closing balance:	0.00 CR
		Date from:	01 October 2018
		Date to:	31 October 2018

Transaction details

No transactions found.

Transaction History Report (Continued)

Account details	Account balance summary	
Account name CC TOPH	Opening balance:	0.00 CR
Account number XXXX-XXXX-XXXX-2581	Total credits:	0.00 CR
Currency AUD	Total debits:	1,572.29 DR
	Closing balance:	0.00 CR
	Date from:	01 October 2018
	Date to:	31 October 2018

Transaction details

Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
11/10/2018	CREDIT CARD PURCHASE WOOLWORTHS 4316 PORT HEDLAND		2.19 DR		
11/10/2018	CREDIT CARD PURCHASE WOOLWORTHS 4316 PORT HEDLAND		24.04 DR		26.23 DR
15/10/2018	CREDIT CARD PURCHASE IDAMENEO NO 123 PTY SOUTHPORT		239.50 DR		239.50 DR
22/10/2018	CREDIT CARD PURCHASE WOTIF WOTIF.COM		381.60 DR		381.60 DR
23/10/2018	CREDIT CARD PURCHASE VIRGIN AUST 7951503583362SPRING HILL		8.55 DR		
23/10/2018	CREDIT CARD PURCHASE SMARTSHEET 8554202395 WA		258.41 DR		
23/10/2018	CREDIT CARD PURCHASE VIRGIN AUST 7952151166786SPRING HILL		658.00 DR		924.96 DR

Transaction History Report (Continued)

<u>Account details</u>		<u>Account balance summary</u>	
Account name	CC TOPH	Opening balance:	0.00 CR
Account number	xxxx-xxxx-xxxx-6321	Total credits:	0.00 CR
Currency	AUD	Total debits:	726.68 DR
		Closing balance:	0.00 CR
		Date from:	01 October 2018
		Date to:	31 October 2018

Transaction details

Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
09/10/2018	CREDIT CARD PURCHASE MERITON SUITES SYDNEY MASCOT		491.31 DR		491.31 DR
10/10/2018	CREDIT CARD PURCHASE MERITON SUITES SYDNEY MASCOT		55.72 DR		55.72 DR
15/10/2018	CREDIT CARD PURCHASE POST PORT HEDLAND LPPo PORT HEDLAND		54.30 DR		54.30 DR
18/10/2018	CREDIT CARD PURCHASE Four Point Sheraton PerthPerth		59.00 DR		59.00 DR
19/10/2018	CREDIT CARD PURCHASE Four points sheraton Perth		32.35 DR		32.35 DR
22/10/2018	CREDIT CARD PURCHASE PH INTERNATIONAL AIR PORT HEDLAND		34.00 DR		34.00 DR

Transaction History Report (Continued)

<u>Account details</u>		<u>Account balance summary</u>	
Account name	CC TOPH	Opening balance:	0.00 CR
Account number	xxxx-xxxx-xxxx-3111	Total credits:	0.00 CR
Currency	AUD	Total debits:	0.00 DR
		Closing balance:	0.00 CR
		Date from:	01 October 2018
		Date to:	31 October 2018

Transaction details

No transactions found.

End of report

11.1.2 Audit, Risk and Governance Committee Meeting Schedule for 2019 (*File No. 13/05/0003*)

Author	Governance Officer
Authorising Officer	Director Corporate and Performance
Disclosure of Interest	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

CM201819/093 OFFICER RECOMMENDATION\COUNCIL DECISION

MOVED: CR WHITWELL

SECONDED: CR PITT

That Council;

1. Adopt the following Audit, Risk and Governance Committee meeting schedule for the 2019 calendar year:

Date	Time	Location
Tuesday, 12 February 2019	5:30pm	Civic Centre, Port Hedland
Tuesday, 14 May 2019	5:30pm	Civic Centre, Port Hedland
Tuesday, 13 August 2019	5:30pm	Civic Centre, Port Hedland
Tuesday, 12 November 2019	5:30pm	Civic Centre, Port Hedland

2. Note that the approved dates will be advertised by way of Public Notice and on the Town of Port Hedland's website.

CARRIED 8/0

PURPOSE

The purpose of this report is for the Council to consider the adoption of the proposed Audit, Risk and Governance Committee meeting schedule for the 2019 calendar year.

DETAIL

The Audit, Risk and Governance Committee (the Committee) meet on a quarterly basis. The Committee are required to set the schedule for the forthcoming year, in accordance with their terms of reference and the *Local Government Act 1995*.

The proposed schedule for 2019 remains on a quarterly basis, with the first meeting of the year to be held in February 2019. Commencing the committee meetings in February will allow for a more streamlined approach to meet key internal legislative deadlines for matters involving audit and compliance.

The proposed Committee dates and times for 2019 are as follows:

- Tuesday, 12 February 2019 5:30pm
- Tuesday, 14 May 2019 5:30pm
- Tuesday, 13 August 2019 5:30pm
- Tuesday, 12 November 2019 5:30pm

Committee Briefings

Currently, the Committee meet 30 minutes prior to each Committee meeting for a confidential briefing session. It is proposed that this practice be continued in 2019 as this provides an opportunity for Committee members to seek clarification on reports in the agenda, or ask any questions they may have relating to matters of audit and finance.

LEVEL OF SIGNIFICANCE

This matter is considered to be of low significance, as it does not meet any criteria in the Town's policy 4/009 'Significant Decision Making' which deems it significant.

CONSULTATION

Internal

- Manager Financial Services
- Director Corporate and Performance
- Governance Team

LEGISLATION AND POLICY CONSIDERATIONS

Section 6.6 of the Committee's terms of reference states that the Committee is to develop a forward meeting schedule that includes the dates and location for the forthcoming year.

Section 5.25(1)(g) of the *Local Government Act 1995* and Regulation 12 of the *Local Government (Administration) Regulations 1996* outline the requirements for local public notice of Committee meetings.

FINANCIAL AND RESOURCES IMPLICATIONS

There is an approximate cost of \$170 for the placing of the advertisement in the local newspaper.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

The following sections of the Council's Strategic Community Plan 2018-2028 are applicable in the consideration of this item:

- 1.b.4** Regular opportunities for the broad community to have input into the Town of Port Hedland plans and programs are provided for transparency, accountability and two-way interaction
- 4.b.3** Transparent and regular governance reporting and communication to the community is undertaken

There are no significant identifiable environmental, social or economic impacts relating to this item.

RISK MANAGEMENT CONSIDERATIONS

There is a compliance risk associated with this item if the dates are not advertised in accordance with legislative requirements. The risk rating is considered to be (3) low, which is determined by a likelihood of (1) rare and a consequence of (3) moderate.

This risk will be eliminated by the adoption of the officer's recommendation.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

CONCLUSION

The Audit, Risk and Governance Committee meeting schedule for the 2019 calendar year is required to be set and advertised in accordance with the Committee's terms of reference, and the *Local Government Act 1995*. It is recommended that the proposed schedule be approved by the Committee to best meet internal auditing and compliance deadlines.

ATTACHMENTS

Nil

11.1.3 Annual Report for the 2017/18 Financial Year (*File No. 14/06/0001*) – *WITHDRAWN FROM AGENDA*

11 December 2018

***Please be advised that this item has been withdrawn from the agenda and will be presented at a future council meeting.*

11.1.4 Status of Council Decisions Update (*File No. 13/06/0001*)

Author	Governance Officer
Authorising Officer	Director Corporate and Performance
Disclosure of Interest	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

CM201819/094 OFFICER RECOMMENDATION\COUNCIL DECISION**MOVED: CR ARIF****SECONDED: CR MCDONOGH**

That Council receive and note the 'Status of Council Decisions' as at 28 November 2018 as per attachment 1.

CARRIED 8/0**PURPOSE**

The purpose of this report is to inform Council of actions that have been undertaken in relation to decisions of Council which have not been fully completed.

DETAIL

The 'Status of Council Decisions' (SOCD) spreadsheet is an important administrative tool used by the Town to monitor the implementation of Council decisions. Any Council decision that has not yet been fully implemented will remain on the list until it has been completed.

Once the minutes of each Council meeting has been published, the minute taker uploads each decision of Council onto the spreadsheet and allocates it to the relevant officer for actioning and comment. The spreadsheet is accessible by all relevant Town officers.

The SOCD spreadsheet is presented on a quarterly basis for Council and the community to note the progress and status of decisions which have not been fully enacted, and the reasons for this.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance. The SOCD spreadsheet is for information purposes only.

CONSULTATION

Internal

All officers that have been deemed responsible for enacting each Council decision has provided an update on its status.

LEGISLATION AND POLICY CONSIDERATIONS

Section 2.7 of the *Local Government Act 1995* states how Council is responsible for directing the Local Government's affairs.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no financial or resource implications in relation to this item.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

The following section of the Council's Strategic Community Plan 2018-2028 is applicable in the consideration of this item:

- 4.b.3** Transparent and regular governance reporting and communication to the community is undertaken

There are no significant identifiable environmental, social or economic impacts relating to this item.

RISK MANAGEMENT CONSIDERATIONS

As per the risk matrix contained in policy 1/022 'Risk Management', the level of risk is considered to be low (1) in terms of reputational impact. This rating is determined as an insignificant (1) consequence and a likelihood of rare (1).

OPTIONS

There are no alternative options in relation to this item, as it is for Council to receive.

CONCLUSION

The Status of Council Decisions spreadsheet is an important tool that Town officers utilise to implement and enact all decisions of Council. This quarterly report is to inform Council of the status of decisions that have not been completed, or are of an ongoing nature.

ATTACHMENTS

1. Status of Council Decisions Spreadsheet as at 28 November 2018 (Under Separate Cover)

11.2 Development, Sustainability and Lifestyle

11.2.1 Developing Northern Australia Conference 2019 (*File. No 02/04/0002*)

Author	Senior Partnerships and Engagement Officer
Authorising Officer	Director Development, Sustainability and Lifestyle
Disclosure of Interest	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

CM201819/095 AMENDED OFFICER RECOMMENDATION\COUNCIL DECISION

MOVED: CR WHITWELL

SECONDED: CR ARIF

That Council agrees to participate in the Conference Developing Northern Australia 2019, to be held in the City of Karratha, through:

1. A multi stakeholder approach that outlines the benefits of living and making business in Port Hedland and the Pilbara;
2. By allocating \$30,000 overall budget towards ToPH participation, which includes:
 - a. purchasing a tailored/fit for purpose sponsorship package
 - b. covering the travel accommodation expenses of a fit for purpose delegation that includes all Elected Members, all Executive Leadership Team and at least 7 key ToPH Officers to assist with the promotion of our town.

CARRIED 8/0

OFFICER'S RECOMMENDATION

That Council agrees to participate in the Conference Developing Northern Australia 2019, to be held in the City of Karratha, through:

1. A multi stakeholder approach that outlines the benefits of living and making business in Port Hedland;
2. By allocating \$30,000 overall budget towards ToPH participation, which includes:
 - a. purchasing a tailored/fit for purpose sponsorship package
 - b. covering the travel accommodation expenses of a fit for purpose delegation that includes all Elected Members, all Executive Leadership Team and at least 7 key ToPH Officers to assist with the promotion of our town.

PURPOSE

The purpose of this report is for Council to consider participating in the 2019 Developing Northern Australia Conference in Karratha with a multi-stakeholder approach and with a fit for purpose delegation and sponsorship package.

DETAIL

The Developing Northern Australia Conference will be held in the City of Karratha, WA at the Red Arts Earth Precinct from Thursday 11 to Friday 12 July 2019. Discussions involving growth, progress and investment aligning the Northern Australia white paper are the focus of the conference, including conversations about the diversification of economies and creating vibrant, resilient communities in the north.

This includes unlocking the region's full economic potential as a gateway to global markets, a source of rich resources and a home to pristine environments, ensuring the north is an even more attractive place to live and do business. It is a perfect occasion to advertise the benefits of living and doing business in Port Hedland, as well as to promote the best projects recently developed in our Local Government, which contributes to the positive image of our town.

There will be over 60 presentations covering a range of topics to include resources, land, water, energy, renewables, agribusiness, Northern Australian population strategy and industry sector opportunities pertaining to a prosperous, sustainable future for Northern Australia.

Renowned representatives have been invited to the 2019 conference, which include:

- Hon. Mark McGowan, Premier, Western Australia Government
- Hon. Matt Canavan, Minister for Natural Resources and Northern Australia
- Hon. Alannah MacTiernan, Minister for Regional Development, Agriculture and Food, Minister assisting the Minister for State Development, Jobs and Trade, Western Australia Government
- Mr Bruce Cheung, Director, Pardoo Beef Production
- Ms Sue Middleton, Board Member, Foundation for Rural & Regional Renewal.

The Town of Port Hedland (Town) participated in 2018 by sending three Elected Members and the Senior Partnerships and Engagement Officer to give the presentation *Live-it-Tell it: using strategic engagement to rebuild community aspirations*.

As the 2019 conference will be so close to our town, it could be economically viable to explore the possibility of organising a Port Hedland multi-stakeholder approach to present our town. In addition, the Town should send a party that includes all Elected Members, the Executive Leadership Team and key Town Officers. If applicable, the Town could also invite representatives from key local stakeholders involved in the approach, such as the Pilbara Ports Authority - PPA, Port Hedland Industries Council - PHIC and/or Hedland Collective.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because it is not crucial for the development of the town. It also does not affect directly the livelihood of any of its residents, despite representing a great opportunity to celebrate the successes of Port Hedland and market it as a great place to live and make business.

CONSULTATION

Internal

The Community Engagement Team has consulted internally with the Director of Development, Sustainability and Lifestyle as well as with the Executive Leadership Team. In November 2018, the Senior Partnership and Engagement Officer gathered feedback from Elected Members during a Confidential Briefing Session.

No external consultation has been conducted, as it is not required at this stage.

LEGISLATION AND POLICY CONSIDERATIONS

Policy 4/010 'Elected Members Travel and Training' is applicable to this item.

FINANCIAL AND RESOURCES IMPLICATIONS

The cost of the sponsorship, plus the cost of entry tickets for all Elected Members including accommodation costs for all Town delegation participants should not exceed \$30,000. The Town's delegation should include all Elected Members (9), the Executive Leadership Team (4), and key Town Officers (to assist with presentations, promotion and public relations) and other stakeholder invitees if applicable.

The Town is proposing to purchase a tailored sponsorship package for between \$15,000 and \$20,000. The rest of the budget will be allocated to travel expenses. This expense will be recognised in the FY2020 budget, with cash payment made in FY2019. This is to meet accrual accounting requirements and compliance with Australian Accounting Standards.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

The following sections of the Council's Strategic Community Plan 2018-2028 are applicable in the consideration of this item:

- 1.c.4** The Town's program of events and activities is promoted locally, regionally and nationally
- 2.b.5** Business opportunities and major projects are promoted online and at relevant national and international
- 4.a.1** Town of Port Hedland is represented and advocated for in International, Federal, State and regional forums and policy development
- 4.a.2** Town of Port Hedland is marketed and promoted locally, state-wide, nationally and internationally to tourists and investors
- 4.a.3** A positive narrative and unique brand is developed and promoted

There are no significant identifiable environmental, social or economic impacts relating to this item.

RISK MANAGEMENT CONSIDERATIONS

There is a medium (8) reputational risk associated with this item because if the Town does not participate, it could be perceived as a good opportunity we have missed. The fact that Karratha is hosting the conference also could increase the perception that we are falling behind. The risk rating is considered to be medium, which is determined by a likelihood of 'likely' and a consequence of 'minor'.

This risk will be eliminated by deciding to participate and organising a Hedland multi-stakeholder approach that can represent our town and community accordingly to the importance of this conference.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The Developing Northern Australia Conference has been held since 2015 and this will be the first time it is held in Western Australia, and the first time this conference will be so close to our town. This provides a great opportunity to organise a local multi-stakeholders party to attend the meeting and promote Port Hedland. The theme is unlocking the region's full economic potential through growth, progress and investment.

This is an excellent opportunity for the Town to present Port Hedland as a great place to live and make business. The best way to achieve this would be through a multi-stakeholder approach, purchasing a tailored sponsorship package and sending a fit for purpose delegation of representatives.

The cost of the tailored sponsorship, the Elected Members entry fees and the full delegation travel and accommodation costs should not exceed \$30,000.

ATTACHMENTS

1. Sponsorship Brochure 2019 – Developing Northern Australia Conference (under separate cover)
2. DNA Conference Sponsorship Packages
3. Suggested Town of Port Hedland tailored Sponsorship Package

ATTACHMENT 2 TO ITEM 11.2.1

PLATINUM PARTNER

(MAX OF 2 POSITIONS AVAILABLE)

PRE-CONFERENCE BENEFITS

- Recognition as a Platinum Partner with name and logo in prime position on the conference website, linked to the partners website and in the conference handbook
- Up to 200 words of copy on the conference website and handbook promoting your organisations products or services
- Recognition as a Platinum Partner on all pre-conference marketing

BENEFITS DURING THE CONFERENCE

- A Full speaker session (either keynote or concurrent, subject to program availability) – the content of which to be agreed with the conference committee
- Three (3) complimentary conference delegate registrations to attend all sessions and networking functions
- Two (2) x tickets for your own staff to man your exhibition stand – includes attendance at functions, but not sessions
- Two (2) dressed trestle tables in the main networking area. As a Platinum Partner you will receive choice of premium position
- Recognition as a Platinum Partner with name & logo in prime position on the final conference program
- Your organisations banners strategically placed in the main conference room and at the registration desk
- Acknowledgement as Platinum Partner on holding slides played throughout the conference in main session room

POST-CONFERENCE BENEFITS

- Acknowledgement as a Platinum Partner in post-conference communications to delegates for evaluation and presentation downloads
- Acknowledgement as a Platinum Partner on the conference resource centre where delegates download presentations
- Acknowledgement as a Platinum Partner on any post-conference reports

INVESTMENT: \$25,000 + GST

GOLD PARTNER

(MAX OF 3 POSITIONS AVAILABLE)

PRE-CONFERENCE BENEFITS

- Recognition as a Gold Partner with name & logo in prime position on the conference website, linked to the partners website and in the Conference handbook
- Recognition as a Gold Partner with name & logo in prime position on the conference handbook
- Up to 100 words of copy on the conference website and handbook promoting your organisations products or services
- Recognition as a Gold Partner on all pre-conference marketing

BENEFITS DURING THE CONFERENCE

- Two (2) complimentary conference delegate registrations to attend all sessions and networking functions
- One (1) dressed trestle table in the main networking area. As a Gold Partner you will receive choice of preferred position
- Two (2) x tickets for your own staff to man your exhibition stand – includes attendance at functions, but not sessions
- Recognition as a Gold Partner with name & logo in prime position on the final conference program
- Your organisations banners strategically placed in the main conference room and at the registration desk
- Acknowledgement as Gold Partner on holding slides played throughout the conference in main session room

POST-CONFERENCE BENEFITS

- Acknowledgement as Gold Partner in post-conference communications to delegates for evaluation and presentation downloads
- Acknowledgement as Gold Partner on the conference resource centre where delegates download presentations
- Acknowledgement as Gold Partner on any post-conference reports

INVESTMENT: \$16,000 + GST

SILVER PARTNER

(MAX OF 3 POSITIONS AVAILABLE)

PRE-CONFERENCE BENEFITS

- Recognition as a Silver Partner with name & logo in prime position on the conference website, linked to the partners website and in the conference handbook
- Up to 100 words of copy on the conference website and handbook promoting your organisations products or services
- Recognition as a Silver Partner on all pre-conference marketing

BENEFITS DURING THE CONFERENCE

- One (1) complimentary conference delegate registration to attend all sessions and networking functions
- One (1) dressed trestle table in the main networking area
- Two (2) x tickets for your own staff to man your exhibition stand – includes attendance at functions, but not sessions
- Recognition as a Silver Partner with name & logo on the final conference program
- Your organisations banners strategically placed in the main conference room and at the registration desk

POST-CONFERENCE BENEFITS

- Acknowledgement as a Silver Partner in post-conference communications to delegates for evaluation and presentation downloads
- Acknowledgement as a Silver Partner on the conference resource centre where delegates download presentations
- Acknowledgement as a Silver Partner on any post-conference reports

INVESTMENT: \$11,000 + GST**EXHIBITOR PACKAGE**

(LIMITED POSITIONS AVAILABLE AVAILABLE)

PRE-CONFERENCE BENEFITS

- Recognition as an Exhibitor with name & logo positioned on exhibitors of website, linked to the exhibitors website and in the conference handbook
- Up to 50 words of copy on the conference website and handbook promoting your organisations products or services

BENEFITS DURING THE CONFERENCE

- One (1) complimentary conference delegate registration to attend all sessions and networking functions
- Two (2) x tickets for your own staff to man your exhibition stand – includes attendance at functions, but not sessions
- One (1) dressed trestle table in the main networking area

POST-CONFERENCE BENEFITS

- Acknowledgement as an Exhibitor in post-conference communications to delegates for evaluation and presentation downloads

INVESTMENT: \$3,000 + GST**KEYNOTE SPEAKER**

Have your company associated with a leader in the industry, by meeting the expenses of one of our Keynote Speakers.

- Naming rights to one Keynote Speaker with recognition in the Conference Program
- Company logo to appear next to Keynote Speaker profile (Handbook and website)
- Recognition with 50 word corporate bio in the Handbook and website
- Prominent display of signage in the main plenary room
- Opportunity for your organisation representative to Chair the Keynote Session
- One full registration to the Conference for your organisation representatives
- Quarter page advertisement to be included in the Handbook (Sponsor to provide artwork)

INVESTMENT: \$4,000 + GST**CONCURRENT SESSION**

The Program is the main focus for all delegates leading to high company exposure as a Concurrent Session Sponsor.

- Naming rights to one Concurrent Session with recognition in the Program
- Recognition with a 50 word corporate bio and logo in the handbook and website
- Company logo displayed on the title slides of the Sponsored Session
- Prominent display of signage in the room
- Opportunity for your organisation representative to Chair the Sponsored Session
- One full registration to the Conference for your organisation representatives

INVESTMENT: \$2,500 + GST

COCKTAIL NETWORKING FUNCTION SPONSOR

(MAX 1 POSITION AVAILABLE)

PRE-CONFERENCE BENEFITS

- Recognition as the Cocktail Sponsor with name & logo in prime position on the conference website, linked to sponsor's website and in the conference handbook
- Up to 100 words of copy on the conference website and handbook promoting your organisations products or services
- Recognition as the Cocktail Sponsor on all pre-conference marketing

BENEFITS DURING THE CONFERENCE

- Opportunity to provide a short speech to delegates at the close of the first day sessions or at the commencement of the Cocktail Function, telling attendees a little about your organisation and thanking them for joining you and your team for drinks and canapes
- One (1) complimentary conference delegate registration to attend all sessions and networking functions
- Five (5) additional passes for your team to attend the cocktail reception for networking purposes
- Recognition as the Cocktail Sponsor with name & logo in prime position in the final conference program
- Your organisations banners strategically placed in the main networking area where the cocktail function will be held
- Acknowledgement as the Cocktail Sponsor on holding slides played throughout the conference in main session room

POST-CONFERENCE BENEFITS

- Acknowledgement as the Cocktail Sponsor in post-conference communications to delegates for evaluation and presentation downloads

INVESTMENT: \$7,500 + GST**LUNCHEON NETWORKING SPONSOR**

(MAX 2 POSITIONS AVAILABLE)

PRE-CONFERENCE BENEFITS

- Recognition as a Luncheon Sponsor with name & logo in prime position on the conference website, linked to sponsor's website and in the conference handbook
- Up to 100 words of copy on the conference website and handbook promoting your organisations products or services
- Recognition as a Luncheon Sponsor on all pre-conference marketing

BENEFITS DURING THE CONFERENCE

- Opportunity to provide a short speech to delegates before the lunch break or during the Luncheon Function, telling attendees a little about your organisation and inviting them to join you and your team for lunch
- One (1) complimentary conference delegate registration to attend all sessions and networking functions
- Five (5) additional passes for your team to attend the lunch for networking purposes
- Recognition as the Luncheon Sponsor with name & logo in prime position on the final conference program
- Your organisations banners strategically placed in the main networking area where the lunch function will be held
- Acknowledgement as Luncheon Sponsor on holding slides played throughout the conference in main session room

POST-CONFERENCE BENEFITS

- Acknowledgement as Luncheon Sponsor in post-conference communications to delegates for evaluation and presentation downloads

INVESTMENT: \$5,000 + GST

REFRESHMENT BREAK NETWORKING SPONSOR

(MAX 4 AVAILABLE – 2 MORNING & 2 AFTERNOON)

PRE-CONFERENCE BENEFITS

- Recognition as a Refreshment Break Sponsor with name & logo in prime position on the conference website, linked to sponsor's website and in the conference handbook
- Up to 100 words of copy on the conference website and handbook promoting your organisations products or services
- Recognition as a Refreshment Break Sponsor on all pre-conference marketing

BENEFITS DURING THE CONFERENCE

- Opportunity to provide a short speech to delegates before or during the refreshment break, telling attendees a little about your organisation and inviting them to join you and your team during the break
- Two (2) complimentary conference delegate registrations to attend all sessions and networking functions
- Two (2) additional passes for your team to attend the refreshment break for networking purposes
- Recognition as a refreshment break sponsor with name & logo in prime position on the final conference program
- Your organisations banners strategically placed in the main networking area where the refreshment break will be held
- Acknowledgement as a refreshment break sponsor on holding slides played throughout the conference in main session room

POST-CONFERENCE BENEFITS

- Acknowledgement as a Refreshment Break Sponsor in post-conference communications to delegates for evaluation and presentation downloads

INVESTMENT: \$3,000 + GST**SACHEL BAG SPONSOR (MAX 1 AVAILABLE)**

- One (1) complimentary conference delegate registration to attend all sessions and networking functions
- Recognition as the Satchel Sponsor with your own branding on the conference satchels (design and style subject to approval from the organising committee & association)
- Your organisations printed collateral distributed to delegates in the satchels

INVESTMENT: \$3,000 + GST (+ cost of satchels/bags)**LANYARD SPONSOR (MAX 1 AVAILABLE)**

- One (1) complimentary conference delegate registration to attend all sessions and networking functions
- Recognition as the Lanyard Sponsor with your own branding on the conference Lanyards

INVESTMENT: \$5,000 + GST (+Cost of Lanyards)**BARISTA (MAX 1 AVAILABLE)**

The Coffee Station Sponsor is one of the most sought after packages we have on offer so get in quick! This premium opportunity will feature a coffee machine with a barista and branded coffee cups plus additional marketing and branding exposure for your product or service. The coffee station draws people to you, allowing for continual interaction with delegates throughout the conference.

- One (1) complimentary conference delegate registration to attend all sessions and networking functions
- Recognition as the Coffee Station Sponsor

INVESTMENT: \$5,000 + GST (+ Cost of Coffee & Branded Cups)**WATER BOTTLES SPONSOR (MAX 1 AVAILABLE)**

Help delegates to stay refreshed by becoming the water bottle sponsor

- One (1) complimentary conference delegate registration to attend all sessions and networking functions
- Recognition as the Water Bottle Sponsor with your own branding on the conference Water Bottles

INVESTMENT: \$3,000 + GST (+ Cost of Water Bottles)**CONFERENCE APP SPONSOR (MAX 1 AVAILABLE)**

Mobile devices, with thanks to the digital world, provide people with the opportunity to receive the latest information instantly. Attendees will rely on the App as their 'go-to' source for everything conference related. It provides users the opportunity to interact, and keep up to date on all of the conference content. As the Conference App Sponsor, your logo featured on all App-related promotional materials as well as within the App itself, increasing your reach to delegates through their personal devices

- One (1) complimentary conference delegate registration to attend all sessions and networking functions
- Recognition as the Conference App Sponsor with your logo on the conference App

INVESTMENT: \$3,000 + GST

ATTACHMENT 3 TO ITEM 11.2.1



**Partnership Agreement between
Association for Sustainability in Business
and
Town of Port Hedland**

PRE-CONFERENCE BENEFITS

- Recognition as a Gold Partner with name & logo in prime position on the conference website, linked to your website and in the Conference handbook
- Recognition as a Gold Partner with name & logo in prime position on the conference handbook
- Up to 100 words of copy on the conference website and handbook promoting your organisations products or services
- Recognition as a Gold Partner on all pre-conference marketing

BENEFITS DURING THE CONFERENCE

- A Full speaker session (either keynote or concurrent, subject to program availability) – the content of which to be agreed with the conference committee
- Ten (10) complimentary conference delegate registrations to attend all sessions and on-site networking functions (dinner at extra cost)
- One (1) dressed trestle table in the main networking area (As a Gold Partner you will receive choice of preferred position in the exhibition area)
- Two (2) x tickets for your own staff to man your exhibition stand – includes attendance at functions (dinner at extra cost), but not sessions
- Recognition as a Gold Partner with name & logo in prime position on the final conference program
- Your organisations banners strategically placed in the main conference room and at the registration desk
- Acknowledgement as Gold Partner on holding slides played throughout the conference in main session room
- Up to 100 words of copy in the conference handbook handed to all attendees promoting your organisations products or services
- 1 Full page advertisement in the conference handbook

POST-CONFERENCE BENEFITS

- Acknowledgement as Gold Partner in post-conference communications to delegates for evaluation and presentation downloads
- Acknowledgement as Gold Partner on the conference resource centre where delegates download presentations
- Acknowledgement as Gold Partner on any post-conference reports stored in our conference resource centre

Sponsorship Package Investment \$11,000 (based on a Silver package pricing) plus

Nine (9) conference delegate registrations @ \$650.00 per delegate (discounted from \$1190 pp) \$5,850

Total Investment \$16,850 + gst



The Town of Port Hedland accepts all benefits listed on Page 1 of this agreement and the Terms and conditions detailed at the foot of this agreement:

Name: _____

Position: _____

Mailing Address: _____

Phone: _____

Email: _____

Where would you like all enquiries from the event website to go to?

Name: _____

Phone: _____

Email: _____

URL: _____

Total Investment: \$16,850.00 + gst

Signature: _____

Date: _____

Please forward this form completed and signed to your Developing Northern Australia Conference,
Business Partnership Manager, Nigel Pretty
Nigel Pretty, Association for Sustainability in Business, PO Box 29, Nerang, QLD, 4211
Phone: 07 5502 2068
Mobile: 0435 354 953
Email: partnerships@sustainability.asn.au

Terms & Conditions:

Confirmation of partnership, exhibition space or advertising is conditional upon this form being completed and full payment being received. A tax invoice will be issued for the amount shown on page 1 of the agreement and must be paid within 14 days.

This payment is non-refundable should the booking be cancelled.

The organisers reserve the right to reassign any advertising or exhibitor space if these conditions are not fulfilled.

Allocation of the showcase trade displays will be at the discretion of the organisers.

All prices are in AU Dollars and are exclusive of GST.

11.3 Infrastructure and Town Services

11.3.1 Award of RFX 2018-27 - Panel of Project Management Consultants for the Town of Port Hedland (*File No. 01/05/0007*)

Author	Project Support Officer
Authorising Officer	Director Infrastructure and Town Services
Disclosure of Interest	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

CM201819/096 OFFICER RECOMMENDATION\COUNCIL DECISION

MOVED: CR WHITWELL

SECONDED: CR MCDONOGH

That Council;

1. Endorse the recommendation of the evaluation panel and award a panel of pre-qualified suppliers for RFX 2018-27 A Panel of Project Management Consultants for the Town of Port Hedland to Core Business Australia Pty Ltd, Greenfields Technical Services, Pro Earth Civil, Shawmac Consulting Engineers Pty Ltd and Talis Consultants.
2. Note that the contract is for an initial period of one (1) year with an option to extend the contract for a further two (2) x 12 month periods at the absolute discretion of the Town.

CARRIED 8/0

PURPOSE

The purpose of this report is to provide a summary of the assessment of submissions received for RFX 2018-27 A Panel of Project Management Consultants for the Town of Port Hedland and to endorse the evaluation panel's recommendation for the preferred panel.

DETAIL

At the 27 September 2017 Ordinary Council Meeting, the Town awarded Request for Tender (RFX) 2017-12 Supply of Project Management and Site Supervision Services to a panel which consisted of two (2) contractors. The contract was for an initial period of one (1) year with an option to extend the contract for a further two (2) x 12 month periods at the absolute discretion of the Town. In October 2018, the panel was disbanded due to the fact it wasn't established in accordance with our procurement policy.

The Town of Port Hedland (the Principal or Town) is seeking to appoint a panel of professional Project Management Consultants possessing appropriate expertise to assist with various projects including, but not limited, to road construction and upgrade, civil and earth works, drainage design and construction, conceptual design, drafting and architectural projects within the town boundaries.

The Contract will be awarded to a panel of suppliers who best demonstrates the ability to provide quality products and or services at a competitive price. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the principal.

The Principal has adopted the best value for money approach to this Request. This means that, although price is considered, the Response containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the Qualitative Criteria.

A scoring system will be usual as part of the assessment of the Qualitative Criteria. Unless otherwise stated, a Response which provides all the information requested will be assessed as satisfactory.

The extent to which the Respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Response will be used as one of the factors in the final assessment of the Qualitative Criteria and in the overall assessment of value for money.

Request for A Panel of Pre-Qualified Suppliers

The documentation for RFX 2018-27 A Panel of Project Management Consultants for the Town of Port Hedland was released on Wednesday 3 October 2018. When the RFX submission closed on Wednesday 24 October 2018, 28 submissions were received. Upon further review of the submissions, two (2) companies submitted twice, reducing the submission total to 26. Submissions were received from the companies listed below:

- Alton Property Group Pty Ltd
- Adept Project Delivery
- Allen Jack + Cottier Architects
- Borrell Rafferty Associates Pty Ltd
- Capricorn Engineering & Drafting Services
- Core Business Australia Pty Ltd
- Design West Architects
- Empower Engineers & Project Mangers Pty Ltd
- Engenium Pty (Ltd)
- Greenfield Technical Services
- HQ Management
- JDSI Consulting Engineers
- Mead Perry Group
- MIPEC
- NS Projects Pty Ltd

- Porter Consulting Engineers
- Pro Earth Civil
- Project Perceptions
- RFF Pty Ltd
- Rubidium Light
- Rubiks Project Management Pty Ltd
- Shawmac Consulting Engineers Pty Ltd
- Structerre Consulting
- Sustech Engineering Pty Ltd
- Talis Consultants
- Welldev Group Pty Ltd

RFX Assessment

All compliant submissions have been evaluated by a panel of three (3) Town employees whose main objectives were:

- a) Make a recommendation to the CEO, as to the Respondents that best represents value for money;
- b) Ensure the submissions are assessed fairly in accordance with a predetermined weighting schedule;
- c) Ensure adherence to Local Government policies and legislation; and
- d) Ensure that the requirements specified in the Request are evaluated in a way that can be measured and documented.

Evaluation Panel consisted of:

- Project Manager, Voting Member
- Project Manager, Voting Member
- Director Infrastructure and Town Services, Voting Member
- Project Support Officer, Non-Voting Member

Out of the 26 submissions received, only 20 were deemed compliant and assessed against the RFX assessment criteria as listed in the below table:

Qualitative Criteria	Weighting
Previous Relevant Experience	40%
Key Personnel and Skills	30%
Capacity to Deliver and Resources	30%

A summary of the assessment results of submissions received for RFX 2018-27 is included in the confidential attachment.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be medium significance, because its award will provide direct access to additional resources, experience and expertise to assist in project managing the Towns capital works program.

CONSULTATION

Internal

- Procurement Plan presented to the Executive Leadership Team on 24 September 2018.
- Confidential Briefing with Elected Members on 05 December 2018.

LEGISLATION AND POLICY CONSIDERATIONS

The *Local Government (Functions and General) Regulations 1996* and Town of Port Hedland's Procurement Policy were observed when preparing and awarding this panel of pre-qualified suppliers.

The *Local Government (Functions and General) Regulations 1996* part 4, division 3 provide statutory requirements for the release, assessment, and award of panels of pre-qualified suppliers.

RFX 2018-27 was conducted in accordance with the following policies: The Town of Port Hedland's Purchasing Policy 2/007, Regional Price Preference Policy 2/016 and Panels of Pre-Qualified Suppliers Policy 2/022. The Town will endeavour to distribute the works in accordance with policy 2/022 over the lifetime of the contract.

Sections of this report pertaining to price submissions have been deemed confidential in accordance with the *Local Government Act 1995* section 5.23 part 2 (e) (iii).

FINANCIAL AND RESOURCES IMPLICATIONS

The financial implications associated with engaging the Project Management Consultants will be capitalised where possible and allocated against each individual project.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

The following section/s of the Council's Strategic Community Plan 2018-2028 are applicable in the consideration of this item:

- 1.a.3** Youth services and facilities are implemented with regular input from youth and providers
- 1.a.5** Agencies and the community are fully engaged to reduce anti-social behaviours and improve community safety
- 1.a.6** Town-wide health, safety, recreation and sporting activities and services
- 1.b.4** Regular opportunities for the broad community to have input into the Town of Port Hedland plans and programs are provided for transparency, accountability and two-way interaction
- 1.b.5** Opportunities to get involved and results of engagement are regularly promoted
- 1.d.1** The present and future facilities and requirements of the Town are planned for and developed in-line with relevant facility standards and community needs
- 1.d.2** Facilities and community infrastructure are revitalised across the Town

- 1.d.3* Facilities and community infrastructure are well maintained, managed and fit for purpose to provide a range of lifestyle opportunities
- 2.a.2* Partnerships with private enterprises and government to fund projects and create jobs are pursued
- 2.d.1* Investment in key infrastructure development such as the port and logistics is pursued
- 2.d.2* The development of industry specific value chains are encouraged and supported
- 3.a.1* Traditional owners, key stakeholders, and the community are informed and actively involved in the protection and enhancement of the natural environment
- 3.a.3* Natural resource assets are well-managed and enhanced
- 3.b.1* The present and future needs for serviced land and infrastructure provision are identified, planned and developed
- 3.b.2* Emergencies such as cyclones are prepared for, educated about, responded to and recovered from in partnership with key agencies
- 3.b.3* Sustainable energy, waste and water management practices are provided and promoted
- 3.b.5* The protection and valuing of amenities and urban space is enhanced through community engagement
- 3.c.3* Engagement with the community on urban renewal and greening initiatives is enhanced
- 4.c.1* High quality and responsive customer service is provided
- 4.c.2* Community members, business and tourists are engaged to provide feedback about local facilities and services
- 4.c.3* Innovative marketing to attract amenity usage is implemented
- 4.c.4* Efficiency strategies across the Town's infrastructure and amenity assets are implemented

There are no significant identifiable environmental, social or economic impacts arising from the adoption of the officer's recommendation.

RISK MANAGEMENT CONSIDERATIONS

There is a risk rating of High (12) assigned to the risk that there could be compliance and reputation ramifications if the Town do not assign the right expertise and experience required to undertake a specific project.

To reduce this risk, the action plan is ensure a clear scope is defined, appropriate due diligence is undertaken and the most suitable Project Management Consultant is assigned.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

That the Council does not award and endorse the recommendation of utilising a preferred panel of pre-qualified suppliers and instead opts to call individual quotations and tenders every time additional resource and expertise are required. This option is not supported by Officers due to the volume of administrative effort this would require, the delay in project commencement and the potential to have higher costs to engage consultants on an as needed basis.

CONCLUSION

Town Officers recommend the awarding of RFX 2018-27 to the preferred panel of pre-qualified suppliers indicated in the Evaluation Report. They have met and exceeded all selection criteria requirements and also represent best value for money for the Town of Port Hedland.

ATTACHMENTS

1. Evaluation report RFX 2018-27 A Panel of Project Management Consultants for the Town of Port Hedland (Confidential, under separate cover)

11.3.2 Award of Tender RFT 2018-25 Wanangkura Playground Upgrade (File No. 21/07/0033)

Author	Coordinator Parks and Gardens
Authorising Officer	Director Infrastructure and Town Services
Disclosure of Interest	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

CM201819/097 OFFICER RECOMMENDATION\COUNCIL DECISION**MOVED: CR HEBBARD****SECONDED: CR WHITWELL**

That Council endorse the recommendation of the evaluation panel and award the Tender for RFT 2018-25 – Wanangkura Playground Upgrade to Active Discovery for a contract value of \$346,149.22 excluding GST.

*CARRIED 8/0***PURPOSE**

The purpose of this report is for Council to receive a summary of the assessment of submissions received for Tender RFT 2018-25 Wanangkura Playground Upgrade and for Council to consider the evaluation panel's recommendation for the preferred tenderer.

DETAIL

As part of the Town of Port Hedland (ToPH) playground renewal program the playground adjacent to the Wanangkura Stadium is due to be upgraded. The majority of the infrastructure will remain, with the addition of disability access elements and inclusive infrastructure proposed

The Principal has adopted the best value for money approach to this Request. This means that, although price is considered, the Response containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the Qualitative Criteria.

A scoring system will be usual as part of the assessment of the Qualitative Criteria. Unless otherwise stated, a Response which provides all the information requested will be assessed as satisfactory.

The extent to which the Respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Response will be used as one of the factors in the final assessment of the Qualitative Criteria and in the overall assessment of value for money.

Request for Tender

The documentation for Tender RFT 2018-25 Wanangkura Playground Upgrade was released on Wednesday 19 September 2018. When the Tender submission closed on Friday 12 October 2018, two (2) submissions were received.

Tender submissions were received from the following two (2) contractors:

- Pilbara Constructions Pty Ltd
- Active Discovery

Tender Assessment

All compliant tender submissions have been evaluated by a panel of three (3) Town employees whose main objectives were:

- e) Make a recommendation to the CEO, as to the Tenderer that best represents value for money;
- f) Ensure the tender submissions are assessed fairly in accordance with a predetermined weighting schedule;
- g) Ensure adherence to Local Government policies and legislation; and
- h) Ensure that the requirements specified in the Request are evaluated in a way that can be measured and documented.

Evaluation Panel consisted of:

- Coordinator Parks & Gardens, Voting Member
- Manager Parks Gardens & Engineering, Voting Member
- Senior Property Management Officer, Voting Member
- Procurement Officer, Non-Voting Member

Out of the two (2) submissions, both were deemed compliant and assessed against the tender assessment criteria as listed in the below table:

Qualitative Criteria	Weighting
Relevant Experience	30%
Capacity to Deliver & Resources	40%
Demonstrated Understanding & Methodology	30%

A summary of the assessment results of submissions received for RFT 2018-25 is included in the confidential attachment.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be medium significance, because its award will provide direct access to additional resources, experience and expertise to assist in project managing the Towns capital works program.

CONSULTATION

Internal

- Procurement Plan presented to the Executive Leadership Team on 7 September 2018.
- Confidential Briefing with Elected Members on 5 November 2018.

LEGISLATION AND POLICY CONSIDERATIONS

The *Local Government Act 1995* and Town of Port Hedland's Procurement Policy were observed when preparing and awarding this tender.

The *Local Government Act 1995* section 3.57 and the *Local Government (Functions and General) Regulations 1996* part 4, division 2 provide statutory requirements for the release, assessment, and award of tenders.

RFT 2018-25 was conducted in accordance with the following policies: The Town of Port Hedland's Purchasing Policy 2/007 and Regional Price Preference Policy 2/016.

Sections of this report pertaining to price submissions from tenderers have been deemed confidential in accordance with the *Local Government Act 1995* section 5.23 part 2 (e) (iii).

FINANCIAL AND RESOURCES IMPLICATIONS

The adopted 2018/19 budget for this project is \$350,000 (Ex GST) and is contained within account CIF117021. The contract price is within the allocated budget amount.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

The following section/s of the Council's Strategic Community Plan 2018-2028 are applicable in the consideration of this item:

- 1.a.3** Youth services and facilities are implemented with regular input from youth and providers
- 1.a.5** Agencies and the community are fully engaged to reduce anti-social behaviours and improve community safety
- 1.a.6** Town-wide health, safety, recreation and sporting activities and services
- 1.b.3** Forums and activities to give a voice to youth, people with a disability, ageing, Aboriginal and Torres Strait Islander, and Culturally and Linguistically Diverse people are recognised and supported
- 1.d.1** The present and future facilities and requirements of the Town are planned for and developed in-line with relevant facility standards and community needs
- 1.d.2** Facilities and community infrastructure are revitalised across the Town
- 1.d.3** Facilities and community infrastructure are well maintained, managed and fit for purpose to provide a range of lifestyle opportunities
- 3.a.1** Traditional owners, key stakeholders, and the community are informed and actively involved in the protection and enhancement of the natural environment

- 3.a.3* Natural resource assets are well-managed and enhanced
- 3.b.1* The present and future needs for serviced land and infrastructure provision are identified, planned and developed
- 3.b.5* The protection and valuing of amenities and urban space is enhanced through community engagement
- 3.c.3* Engagement with the community on urban renewal and greening initiatives is enhanced
- 4.b.1* Sound long-term financial planning is implemented
- 4.c.1* High quality and responsive customer service is provided
- 4.c.2* Community members, business and tourists are engaged to provide feedback about local facilities and services
- 4.c.4* Efficiency strategies across the Town's infrastructure and amenity assets are implemented

There are no significant identifiable environmental or economic impacts arising from the adoption of the officer's recommendation.

Social

Upgrading the playground surface, new accessible elements, and installing an access ramp and water fountain will provide a playspace for a wider range of the community. Playground elements targeting pre-teenage/teenage age group was also identified to include in the deliverables.

RISK MANAGEMENT CONSIDERATIONS

There is a risk rating of Medium (6) assigned to the risk that there could be compliance and reputation ramifications if the Town do not assign the right expertise and experience required to undertake a specific project.

To reduce this risk, the action plan is ensure a clear scope is defined, appropriate due diligence is undertaken and the most suitable Contractor is assigned.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

That the Council does not award and endorse the recommendation of utilising the preferred tenderer and instead opts to readvertise the Tender.

CONCLUSION

Town Officers recommend the awarding of RFT 2018-25 to the preferred tenderer indicated in the Tender Evaluation Report. They have met and exceeded all selection criteria requirements and also represent best value for money for the Town of Port Hedland.

ATTACHMENTS

1. Tender evaluation report RFT 2018-25 Wanangkura Playground Upgrade
(Confidential, under separate cover)

Item 12 Reports of Committees

Nil

Item 13 Motions of Which Previous Notice Has Been Given

Nil

Item 14 New Business of an Urgent Nature

CM201819/098 COUNCIL DECISION

MOVED: CR PITT

SECONDED: CR ARIF

That council consider late item 14.1 Port Hedland Chamber of Commerce and Industry 2019 Corporate Sponsorship.

CARRIED 8/0

6.00pm Cr Carter declared an impartiality interest in item 14.1 as he is the president of the Port Hedland Chamber of Commerce and Industry.

14.1 Port Hedland Chamber of Commerce and Industry 2019 Corporate Sponsorship (File No. 02/05/0023)

Author

Authorising Officer

Disclosure of Interest

Manager Marketing Events and Communications

Director Development Sustainability and Lifestyle

The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

CM201819/099 OFFICER RECOMMENDATION\COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR MCDONOGH

That Council support the sponsorship of the Port Hedland Chamber of Commerce and Industry 2019 Program of Events to the value of \$27,500 (including GST).

CARRIED 8/0

PURPOSE

The purpose of this report is for Council to consider the invitation to become Corporate Sponsors for the 2019 Port Hedland Chamber of Commerce and Industry (PHCCI) program of events.

DETAIL

The Town of Port Hedland has been invited to become a Platinum Sponsor of the PHCCI's 2019 Program of Events.

The PHCCI is an active, independent, not-for-profit organisation that works hard to deliver high quality services, events and initiatives that make doing business better in Port Hedland.

It is focused on developing strategies for economic growth and business investment which creates opportunities and possibilities for future generations. The PHCCI is committed to ensuring small to medium-sized businesses remain an important contributor to the local economy.

During the year, the PHCCI hosts a range of events including Business Breakfasts, Business after Hours, Forums and workshops. The purpose of these events is to highlight opportunities for the local business community and to foster networking amongst members. These events are usually held in a variety of venues within the Port Hedland area.

In the past the Town of Port Hedland have sponsored individual PHCCI programs and events. For 2019, the PHCCI have proposed an all-inclusive Platinum sponsorship package. This Sponsorship Package is valued at \$27,500 (including GST). If the Town of Port Hedland were to become Platinum Sponsors they would receive the following:

- High visibility sponsorship recognition.
- Corporate logo & website link on www.phcci.com.au
- Corporate logo on all membership certificates.
- Corporate logo displayed on a dedicated corporate sponsor banner.
- Sponsorship acknowledgement at all PHCCI functions & events.
- Opportunity to co-host four Business Breakfasts with PHCCI during 2019.
- Category sponsorship for the 2019 Business of the Year Awards.
- Two complimentary tickets to the New Pilbara forum.
- Designated seating at the Budget Announcement event for 2019.
- Guaranteed option to host a PHCCI Business after Hours.
- Four months free advertising in PHCCI weekly E-newsletter.
- Paid entry for two employees & reserved seating at the monthly Business Breakfast Series (limited to 12 tickets).
- Four days Meeting Room hire & one day per month co-working at the WEB Business Hub.

The Town of Port Hedland would also benefit from standard PHCCI membership entitlements, including:

- Free access to the WEB Business Hub Community Membership;
- 15% discount off air time with Spirit Radio
- 15% discount off advertising in the Northwest Telegraph, Advertising in the heart of the CBD for free
- 10% discount off advertising in the Port Hedland Information Directory.
- 10% discount off Harbour Tours at Port Hedland Seafarers Centre.
- 10% off your annual membership on referral of a new PHCCI member signup.
- Administrative services including use of photocopier at a reduced price to PHCCI members.
- Advertising on our PHCCI website. This enables member businesses to advertise any specials, discounts and events that are being held within the area.

The recognition this sponsorship receives would reinforce that the Town of Port Hedland is dedicated to promoting the town as open for business, and aligns with our goal to build prosperity for all – enabling sustained economic growth.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because of potential impact to the reputation of the Town of Port Hedland and general interest by the community.

CONSULTATION

External Agencies

Consultation was sought from WALGA in regards to the provisions relating to the acceptance of tickets included as part of sponsorship agreements.

LEGISLATION AND POLICY CONSIDERATIONS

Regulation 34B of the *Local Government (Administration) Regulations 1996* defines a notifiable gift as being in value between \$50 and \$300. Under section 5.82 of the *Local Government Act 1995* a gift must be declared to the Chief Executive Officer within 10 days of receipt of the gift and recorded on the Town's Gift Register.

FINANCIAL AND RESOURCES IMPLICATIONS

According to the sponsorship proposal, the cost involved to the Town of Port Hedland for the Port Hedland Chamber of Commerce and Industry 2019 Platinum Corporate Sponsorship package would be \$27,500 inclusive of GST.

The Town's budget for Members of Council – Contributions and Donations (E0401100-390) has a remaining value of \$86,700 of the adopted annual budget of \$248,500.

The costs associated with travel to the New Pilbara Forum are appropriated from training and travel budgets allocated to Elected Members.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

The following sections of the Council's Strategic Community Plan 2018-2028 are applicable in the consideration of this item:

- 2.b.1** Forums are regularly provided to support industry and businesses, including Aboriginal and disability enterprises, in engaging with the community and stakeholders
- 2.b.2** The Town's economic development strategy is supported through engagement with key economic groups
- 2.b.5** Business opportunities and major projects are promoted online and at relevant national and international forums and events.
- 2.c.1** Business and government agencies and other relevant stakeholders are engaged to:
 - Identify strategic employment and economic development priorities
 - Assess and address market failures affecting the cost of living
 - Assess and address cost of doing business challenges
- 2.c.2** Opportunities for social enterprise, innovators, and small and medium sized businesses are identified, and strategies to attract and support them are implemented
- 2.c.3** Local procurement is prioritised and promoted across industry and agencies
- 4.a.1** Town of Port Hedland is represented and advocated for in International, Federal, State and regional forums and policy development
- 4.a.2** Town of Port Hedland is marketed and promoted locally, state-wide, nationally and internationally to tourists and investors
- 4.a.3** A positive narrative and unique brand is developed and promoted

There are no significant identifiable environmental, social or economic impacts relating to this item.

RISK MANAGEMENT CONSIDERATIONS

As per the risk matrix contained in policy 1/022 'Risk Management', the level of risk is considered to be Low (4) for this agenda item. This is calculated as a minor consequence and unlikely likelihood. This report promotes good governance, transparency, accountability, the prudent expenditure of financial resources, the reputation of the Town of Port Hedland and informed decision making.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

Support of the PHCCI reinforces that the Town of Port Hedland is dedicated to promoting the town as open for business, supporting business expansion and attracting investment.

It is recommended the Council sponsor the PHCCI 2019 Program as it aligns with the Town of Port Hedland's goal to build prosperity for all – enabling sustained economic growth.

ATTACHMENTS

1. Port Hedland Chamber of Commerce and Industry 2019 Corporate Sponsorship Package.





PORT HEDLAND



Chamber of Commerce Inc

TEL (08) 9173 1737
 FAX (08) 9173 1022
 EMAIL info@phcci.com.au
 ADDRESS WEB Business Hub, 18 Edgar Street, Port Hedland

www.phcci.com.au

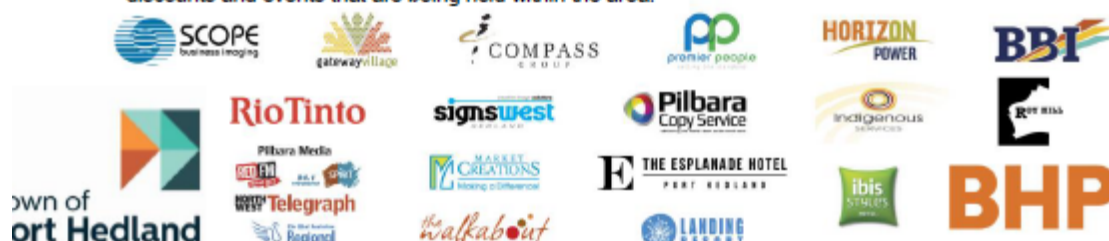
Platinum - \$27,500 Inc. GST

- High visibility sponsorship recognition. Including corporate logo displayed by category; on all PHCCI correspondence including Reception Area, Business Directory and Weekly E-Newsletter.
- Corporate logo & website link on www.phcci.com.au.
- Corporate logo on all membership certificates.
- Corporate logo displayed on a dedicated corporate sponsor banner.
- Sponsorship acknowledgement at all PHCCI functions & events.
- Opportunity to co-host four Business Breakfasts with PHCCI during 2019.
- *Speaker arrangements & travel costs to be covered by ToPH, all other costs, administration and organisation covered by PHCCI.
- Category sponsorship for the 2019 Business of the Year Awards.
- Two complimentary tickets to the New Pilbara forum.
- Designated seating at the Budget Announcement event for 2019.
- Guaranteed option to host a PHCCI Business After Hours.
- Four months free advertising in PHCCI weekly E-newsletter.
- Paid entry for two employees & reserved seating at the monthly Business Breakfast Series (limited to 12 tickets).
- Four days Meeting Room hire & one day per month co-working at the WEB Business Hub.

PHCCI Sponsorships will also benefit from standard PHCCI membership entitlements, including:

Free access to the WEB Business Hub Community Membership;

- 1 day per month co-working
- Full access to online community
- Promote your events through our networks
- Unlimited community events
- Conveniently book meeting rooms online
- Mentor network
- 15% discount off air time with Spirit Radio
- 15% discount off advertising in the Northwest Telegraph, Advertising in the heart of the CBD for free
- 10% discount off advertising in the Port Hedland Information Directory.
- 10% discount off Harbour Tours at Port Hedland Seafarers Centre.
- 10% off your annual membership on referral of a new PHCCI member signup.
- Administrative services including use of photocopier at a reduced price to PHCCI members.
- Advertising on our PHCCI website. This enables member businesses to advertise any specials, discounts and events that are being held within the area.





PORT HEDLAND
Chamber of Commerce Inc

TEL (08) 9173 1737
FAX (08) 9173 1022
EMAIL info@phcci.com.au
ADDRESS WEB Business Hub, 18 Edgar Street, Port Hedland WA
www.phcci.com.au

SPONSORSHIP AGREEMENT

Thank you for your consideration of a sponsorship opportunity supporting the Port Hedland Chamber of Commerce for 2019. To proceed with sponsorship, please fill in the details below.

Company name: _____

Address: _____

Postal address (if different from above): _____

Phone: _____

Authorising representative: _____

Position: _____

Email: _____

AGREEMENT

I _____

Being a representative of _____

agree to be a corporate sponsor of the PHCCI in 2019.

Our level of sponsorship is

☐ Platinum Sponsorship- \$27,500 Inc. GST

Please send a copy of your current logo in Jpeg format to info@phcci.com.au.



Item 15 Matters for Which Meeting May Be Closed (Confidential Matters)

Nil

Item 16 Closure

16.1 Date of Next Meeting

The next Ordinary Meeting of Council will be held on Wednesday 13 February 2019, commencing at 5:30pm, with the Public Agenda Briefing being held on Wednesday 6 February 2019, commencing at 5:30pm.

16.2 Closure

There being no further business, the Mayor declared the meeting closed at 6:02pm.

CONFIRMATION:



MAYOR



DATE