



TOWN OF PORT HEDLAND

ORDINARY COUNCIL MEETING MINUTES

**WEDNESDAY 23 MARCH 2016 AT
5:30PM**

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

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**“A nationally significant, friendly city that people
are proud to call home”**

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

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ITEM 1 OPENING OF MEETING

The Mayor declared the meeting open at 5:35pm.

ITEM 2 ACKNOWLEDGMENT OF TRADITIONAL OWNERS

The Mayor acknowledged the traditional owners, the Kariyarra people.

ITEM 3 RECORDING OF ATTENDANCE**3.1 Attendance**

Mayor Kelly Howlett
Councillor Camilo Blanco
Councillor Jan Gillingham
Councillor David Hooper
Councillor Julie Arif
Councillor Troy Melville
Councillor Louise Newbery
Councillor Richard Whitwell

Officers

Mal Osborne	Chief Executive Officer
Chris Linnell	Director Community and Development Services
Dale Stewart	Acting Director Corporate Services
Brendan Smith	Director Works and Services
Peter Kocian	Executive Officer
Grace Waugh	Governance Officer
Tammy Wombwell	Minute Taker/ Corporate Information Officer

Public	12
Media	2
ToPH Officers	12

3.2 Apologies

Nil

3.3 Approved Leave of Absence

Nil

ITEM 4 RESPONSE TO PREVIOUS QUESTIONS**4.1 Questions from Public at Ordinary Council Meeting held on Wednesday 24 February 2016**

4.1.1 Mr John Peters

What is the total cost for Town of Port Hedland officers and Elected Members to attend the East West conference in China?

Chief Executive Officer advised that the total cost for four Elected Members and one Town Officer to attend the East West Conference in China is approximately \$12,000. This includes registration, flights, accommodation, cab charges and allowances. This figure may vary slightly as cab charges may vary, and some flights are yet to be booked.

4.1.2 Ms Lorraine Butson

What is total cost of the buildings located at the Wedgefield Depot?

Acting Director Works and Services advised that the total cost of the buildings at the Wedgefield Depot is as follows:

Item	Confirmed Expenditure to date	Open Commitments
1. Buildings	\$135,740	
2. Ancillary constructions items (including car park)	\$93,298.65	\$129,292.08
3. Relocation		\$6,930
4. Internal labour costs	\$18,055.09	
5. IT related costs	\$25,332.42	\$37,118.40
Totals	\$272,426.16	\$173,340.48

4.2 Questions from Elected Members at Ordinary Council Meeting held on Wednesday 24 February 2016

4.2.1 Councillor Blanco

The bathroom at the Port Hedland Baseball Association diamond was fixed. Why wasn't that included in the answer to last month's question?

Acting Director of Works and Services advises that plumbing works were not completed until early February due to the plumbing company operating on skeleton crew over the December / January Christmas period.

At the Port Hedland Baseball Association diamond, there is still work to be done on the structure that has rusted, when will the Town of Port Hedland be looking at that?

Acting Director Works and Services advises there are a number of structures in various stages of rust corrosion, and that the Town is investigating the costs and process involved with the repair and removal of these.

ITEM 5 PUBLIC TIME

Important note:

'This meeting is being recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes which may be released upon request to third parties. If you do not give permission for recording your participation please indicate this at the meeting. The public is 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 presiding member 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.'

Mayor opened Public Question Time at 5:38pm.

5.1 Public Question Time**5.1.1 Mr George Daccache**

Mr Daccache declared that he is a candidate in the upcoming 2016 Extraordinary Local Government Election.

Is it true that some Elected Members are not Town of Port Hedland ratepayers, and have not been for a number of years?

Mayor advised that she will not answer the question as it is not pertinent to the business that is being presented at tonight's meeting.

Chief Executive Officer advised that all Town of Port Hedland Elected Members are eligible to represent the community on Council and do not have to be a ratepayer.

Has an Elected Member ever called themselves a mongrel attack dog, and does he still maintain that view?

Mayor stated she was not aware of those words being used in Chambers and advised in the negative.

5.1.2 Mr Frank Edwards

I have spent 15 years building the Rodeo and Equestrian Centre on the Great Northern Highway. I would like to know how and why the Town can approve a person, who has not been here very long, permission to set up a rodeo at the Port Hedland Racecourse for up to three times a year?

Chief Executive Officer advised that the Town's facilities are able to be booked by anyone, and if a person wished to hold an event at the Town's facilities the Town's Environmental Health Staff would check that the applicant has the

appropriate insurances and are compliant with the Town's requirements to hold any large event.

Chief Executive Officer stated that the Town supports the work Mr Edwards has done for the community, and has written a letter of support, with hopes that Mr Edwards gains financial support to hold the events he intends to run for Port Hedland.

Mayor advised that she strongly supports Mr Edwards' contribution to the community and looks forward to his next event.

5.1.3 Mr Mark Maupin

At the last Council meeting, the Council voted not to have my dog destroyed. The police statement stated that if the Council voted against it, the Town would have to release the dog back to us. That hasn't happened. The Police plan to keep the dog as evidence until legal proceedings begin. Until we get a summons, we believe the dog should be released to us, and when we receive the summons, we will return the dog to the Rangers. Can we have our dog released until the summons is received?

Chief Executive Officer advised the question would be taken on notice and he would give Mr Maupin a firm answer on Thursday 24 March 2016.

Mayor closed Public Question Time at 5:44pm.

Mayor opened Public Statement Time at 5:45pm.

5.2 Public Statement Time

5.2.1 Mr George Daccache

Mr Daccache declared that he is a candidate in the upcoming 2016 Extraordinary Local Government Election.

Mayor advised Mr Daccache to refrain from making defamatory remarks about Elected Members.

I am truly quite angry that some Councillors, being non-ratepayers, nearly lost the Town of Port Hedland the North West Festival, which attracts thousands of people to our town, and is a great highlight to our events calendar each year. Thank you to our great sponsors for keeping this event alive for this year.

I am annoyed that Councillors who are non-ratepayers, have cost me, and hundreds of other ratepayers, over \$100,000 a month, which equates to over \$1.2 million in twelve months to be put into our Town's finances.

What gives Councillors the right as non-ratepayers to not allow this amount of money to benefit our great Town, it's ratepayers and those that call Hedland home.

As mentioned previously, ratepayers of Port Hedland are paying Councillors thousands of dollars, yet they do not contribute any money towards infrastructure, repairs, wages, use of our roads, footpaths or rubbish collection.

How Councillors cannot trust the Australian Banks to look after our, the ratepayers monies, and earn hundreds of thousands of dollars is a disgrace.

It seems hypocritical of Councillors, considering they accuse Fly in Fly out [FIFO] workers of not contributing to our Town, yet FIFO workers are in our Town for a few months of the year and rarely use our facilities, yet Councillors use these facilities for twelve months continuously.

I want to make it quite clear, Madam Mayor, that I don't care who gets into the Councillors position at the upcoming election, but if you're not a ratepayer, who owns and lives in your own house, you should not be entitled to be paid by us ratepayers, or make decisions which cost ratepayers large amounts of money.

5.2.2 Mr Frank Edwards

Most of you know me, but I was born in Port Hedland in 1960. I've been in Port Hedland for a long time, and I have contributed to a lot of events in Port Hedland. About 20 years ago there was a Rodeo Committee, formed by a man named Wayne Woods that had about 35 people on it to build a rodeo in Port Hedland. In an 8 month period Wayne disbanded the Committee. He had the money to build the rodeo, and he threw it all in the bin, telling the Committee that they don't deserve a rodeo. There are a lot of people in Port Hedland that want to have a rodeo so I decided to build one myself. I did not have a committee or a constitution, I run the rodeo as a sole trader. I have struggled for the last 15 years to get the rodeo up and running. Now I've got people that I employed last year at the rodeo stabbing me in the back by going out and starting their own rodeo, and they've only been here for 12 months. I'm imploring the Council to think about what's happening here, because if I don't get some more support, and this other Rodeo goes ahead, I will have to shut down. Thank you for your time.

Mayor closed Public Statement Time at 5:50pm.

ITEM 6 QUESTIONS FROM MEMBERS WITHOUT NOTICE

6.1 Councillor Blanco

I have been reviewing the Dust Report from Department of Health, which shows serious issues and restrictions directed at people in the West End. It also states there is a risk to the health of younger and elderly people. Can the Town send a letter to the Department of Health requesting their advice on whether they consider the rebuilding of Marrapikurinya Park a health risk and if they approve or reject the rebuilding?

Chief Executive Officer advised that the Town has contacted the Department of Health (DoH) to present to Elected Members on the Health Risk Assessment, this presentation is scheduled for Tuesday, 5 April 2016. Chief Executive Officer also advised that the Town has asked the DoH to attend a public forum, so members of the community can hear directly from the DoH, and a qualified

General Practitioner. The Dust Report makes it clear that short term exposure is not an issue.

In regards to the condition of the structures at the South Hedland Baseball Oval, the previous answers I have received from Town officers are vague. Can I get a definite answer if the structures are going to be rebuilt and if the Town has the money to rebuild them?

Director Works and Services advised he would give Councillor Blanco an answer in the next two weeks.

Is the North West Festival going ahead?

Mayor advised in the affirmative.

Has BHP Billiton paid their \$300,000 contribution?

Mayor advised that BHP Billiton have committed their contribution for this year.

Have the funds from Macro Realty and Roy Hill been secured to continue the North West Festival?

Mayor advised in the affirmative.

When will the funds be paid into the Towns' account?

Mayor advised there are different payment schedules for different sponsors.

Chief Executive Officer advised there are legal contracts and agreements in place with sponsors for the event, but was not sure on the dates for payments. Chief Executive Officer advised the question would be taken on notice.

Director Community and Development Services advised that payment from BHP Billiton is first sent to the Town, then paid to Sunset Events prior to the event via a progress claim.

If the funds are not paid, who will have to pay the outstanding amount?

Chief Executive Officer advised the funds are guaranteed via a contractual agreement.

Council has negotiated a \$350,000 saving to the Town of Port Hedland, is that correct?

Mayor stated that in terms of a financial contribution, it may be perceived in that way. The work behind the scenes that made it possible is considerable, and there is a cost associated with that.

Who paid for the considerable amount of time to get the extra funding?

Mayor advised the Town paid for it as it is part of Town wages and salaries.

We heard from one of the members of the public, about the dog that has been in custody for two months, I would like to put a motion forward to release the dog. Can we do that now?

Chief Executive Officer advised that it is an administration matter that will be dealt with by administration. It is not a matter for the Council to determine.

In the item at the last Council meeting, it stated that if Council upheld the objection, the dog would be returned to the owner.

Mayor advised that it is her understanding that the summons is soon to be issued. Once the summons has been served, the Town must act within legal parameters.

Chief Executive Officer advised that the Town gave a commitment to Mr. Maupin that an answer would be provided tomorrow regarding how the Town will deal with the matter.

Can I get a response as to why the Town did not comply with its own recommendation regarding the dog at the last Ordinary Council Meeting?

Chief Executive Officer advised there are two separate issues. The first was the recommendation put to Council, second was the legal action surrounding the attack. Regarding the second issue, the dog was retained in custody as evidence until such time as that matter was determined. The Town has now had a request from Mr Maupin to consider releasing the dog, which has already been answered tonight.

I have been sending emails about this for a couple of weeks, why have I not received any answers?

Mayor advised that the Chief Executive Officer has replied to Councillor Blanco's emails.

Why can't the Town give the dog back?

Mayor advised that the matter is going through a process, and that process will come to a conclusion tomorrow morning.

6.2 Councillor Gillingham

In regards to the reticulation on Anderson Street, will there be more planting or reticulation laid?

Mayor advised the question would be taken on notice.

In February 2016 the Town had an upgrade of DELL firmware, on the 18 and 19 February, and were told by the Town's IT department there was going to be an outage. Is DELL still involved with the warranty work being undertaken by the Town's IT department?

Mayor advised the question would be taken on notice.

According to the Town's 2012/13 agreement with DELL, any work that they did was going to cost approximately \$2,500 per day, is this being charged for warranty work at the moment?

Mayor advised the question would be taken on notice.

Does the Town have someone that is being flown from DELL to Port Hedland to do this work, and does the Town pay for flights and accommodation?

Mayor advised the question would be taken on notice.

When DELL was contracted to complete the work in 2013/14, which was a mandated project, I believe there was a Higher Availability Structure put into place. Is this still current?

Mayor advised the question would be taken on notice.

A Virtualisation project by DELL was put in place in 2013/14 with a mirror image of the infrastructure, is this still in place?

Mayor advised the question would be taken on notice.

If that is the case, why is there an outage if there has been a mirror image set up? Has this been disassembled through the warranty?

Mayor advised the question would be taken on notice.

Is it just DELL that is working on the computer upgrade, or is there an outside source?

Mayor advised the question would be taken on notice.

6.3 Councillor Hooper

I had the opportunity to meet with Mr Joel McGuinness, who is a Councillor for the City of Bunbury, he is in Port Hedland in his capacity as a Performing Arts and Media Consultant. After discussions with him I am wondering if the vacant land next to the Matt Dann is available for use?

Mayor advised that the land is most likely the Department of Education property, but would take the question on notice.

6.4 Councillor Newbery

What is the exact spot of the rodeo that has been approved for May 2016 on the Turf Oval?

Chief Executive Officer advised it is the non irrigated area to the Eastern end, on the inside of the running track of the Turf Club.

In the documentation of this approval is there anything set in place that the hired area has to be handed back in the same condition?

Chief Executive Officer advised that all of the Town's hire conditions for public reserves have specific conditions whether it needs to be handed back in the same state, or depending whether the hirer may be making improvements to the area, sometimes those improvements are retained.

Is there a bond in place for the hire?

Chief Executive Officer advised that the Town's schedule of fees and charges requires bonds as well as hire fees for public reserves.

How much is the bond for the rodeo?

Chief Executive Officer advised the question would be taken on notice.

I have been told there is an employee that may be facing amputation of a foot, can I get more clarification on that?

Chief Executive Officer advised details cannot be discussed however there has been an ongoing Workers Compensation matter, and the most recent report is that the staff member is recovering quite well.

6.5 Councillor Whitwell

On the new Great Northern Highway intersection heading west towards the coast the road is deteriorating dramatically, will this be repaired?

Mayor advised she would be happy to pass that concern on to the Department of Main Roads.

ITEM 7 DECLARATIONS OF ALL MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER BEFORE THE MEETING

Mayor Howlett	Councillor Arif
Councillor Blanco	Councillor Melville
Councillor Gillingham	Councillor Newbery
Councillor Hooper	Councillor Whitwell

ITEM 8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Confirmation of Minutes of Ordinary Meeting of Council held on Wednesday 24 February 2016

201516/184 RECOMMENDATION/ COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR HOOPER

That Council confirm that the Minutes of the Ordinary Meeting of Council held on Wednesday 24 February 2016 are a true and correct record.

CARRIED 8/0

ITEM 9 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Mayor Activity Report for February/March 2016 period to date is as follows:

February 2016

Wednesday, 10th February

- Meeting Baler Primary School Principal (Lisa Gannon)
- Chair SCM Wednesday 10th February 2016

Thursday, 11th February

- Meeting Pilbara Institute (Marlene Boundy and Russell Brown)
- Photo Hedland Kart Club
- Attended Regional Road Group Statewide Chairs Workshop
- Photo JaBaT Dance
- Attended Town Of Port Hedland Airport Committee Meeting

Friday, 12th February

- Meeting Hon Brendan Grylls (Member For Pilbara)

Saturday, 13th February

- Elected Members & Executive Strategic Planning Day

Sunday, 14th February

- Attended South Hedland Bowls & Tennis Club AGM

Monday, 15th February

- Meeting Pilbara Mayors & Shire Presidents
- Weekly Catch Up CEO & Mayor
- Meeting Hedland Senior High School Principal (Kelly Summers)
- Attended East Pilbara District Health Advisory Council (EPDHAC) Meeting
- Meeting South Hedland Bowls & Tennis Club Re Boodarie Bowls Carnival 2016

Tuesday, 16th February

- Weekly Spirit Radio (1026am) Mayor Chat
- Meeting South Hedland Primary School A/Principal Neil Broad
- Participated In WALGA Selection Committee Meeting
- Weekly TOPH & NWT Media Meeting
- Attended Youth Involvement Council (YIC) Board Meeting
- Attended Rose Nowers Early Learning Centre Board Meeting

Wednesday, 17th February

- Attended & Speech For Start Of Year Assembly At Hedland Senior High School
- Meeting Port Hedland Primary School Principal (Yvonne Denham)
- Meeting ANZ Bank Sponsorship Opportunities (Port Hedland Branch Manager Charlene Peters)
- Meeting ABS National Census 2016 (Kai Shanks)
- Chair Public Agenda Briefing

- Attended EM & Executive Concept Forum – Short Term Investment Of Airport Lease Funds Workshop

Thursday, 18th February

- Attended Port Hedland Liquor Accord Meeting
- Photo WA Police & Hedland Taxi Owner/Operators
- Attended WARCA Preliminary Meeting
- Meeting Main Roads Regional Manager Andrew Pyke Re: Pilbara Regional Road Group Issues
- Meeting With President Of Port Hedland Chamber Of Commerce & Industry PHCCI (Tania Fotheringham)
- Chair Port Hedland 120th Birthday Community Working Group Meeting

Friday, 19th February

- Attended & Speech Baler Primary School Assembly
- Speech At Matt Dann Season Launch

Saturday, 20th February

- Mayor Coffees – Port Hedland
- Mayor Coffees – South Hedland

Monday, 22nd February

- Weekly Catch Up CEO & Mayor
- Meeting Cassia Primary School Principal (Narelle Ward)
- Meeting To Discuss South Hedland CBD Issues With Lotteries House Board & Tenants With WA Police
- Attended South Hedland Primary School Council Meeting

Tuesday, 23rd February

- Weekly Spirit Radio (1026am) Mayor Chat
- Meeting St Cecilia's Catholic Primary School Principal (Peter Allen)
- Weekly TOPH & NWT Media Meeting
- Forum Re: WA Police and Hedland Taxi Drivers
- Attended Baler Primary School Council Meeting
- Attended Election Candidate Information Session (1)
- Wednesday, 24th February
- Attended PHCCI Business Breakfast Series Event
- Meeting With Hedland Network Attendance Coordinator – Karen Derschow
- Attended EM & Executive Budget Workshop – Rating Strategy
- Chair OCM February 2016

Thursday, 25th February

- Photo Handing Over Gift To Roy Hill Re 2016 Australia Day Truck Pull Winner
- Attended & Speech St Cecilia's Catholic Primary School Assembly
- Meeting EcoMag, PDC and LandCorp
- Meeting With RSM Bird Cameron TOPH Auditors
- Attended Hedland Women Of Influence Luncheon
- Attended LEMC Meeting

Friday, 26th February

- Attended & Speech Port Hedland Primary School Assembly
- Meeting BHPBIO (Chris Cottier)

Monday, 29th February

- Weekly Catch Up CEO & Mayor
- Meeting Re South Hedland Shopping Centre (Charter Hall, MCS Security & WA Police)
- Meeting With EPIC and Inclusion WA

March 2016

Tuesday, 1st March

- Weekly Spirit Radio (1026am) Mayor Chat
- Attended Rose Nowers Early Learning Centre Sub Committee Meeting

Wednesday, 2nd March

- Catch Up Meeting PRC CEO, PRC Chair & PRC Deputy Chair
- WARCA Meeting With Premier Hon Colin Barnett
- Attended WALGA State Council Meeting (Pilbara Zone Representative)

Mayor has attended meetings with the Pilbara Institute, in regards to the future of the South Hedland Campus Facility, and is glad the discussions are gaining traction, and looks forward to keeping everyone updated on the progress. Mayor attended the Elected Members & Executive Strategic Planning Day and enjoyed the alliance of the new Council. The focus of Council for this year will be centred on the following:

- Spoilbank Marina
- Asset maintenance
- Airport long term wealth management framework finalisation
- South Hedland CBD anti-social issues
- Rate setting, service levels and facility charges review
- Civic Centre compliance

Mayor was proud to be asked to attend Hedland Senior High School's first assembly for the year and was impressed with the numbers of students, the endeavours of the new Principal, and was glad to hear that a student from last year had received a scholarship to study Medicine at the University of Melbourne. On 23 February 2016 the Mayor facilitated a forum with the Police and Hedland Taxi drivers, in which both parties found the meeting valuable in terms of information sharing.

Mayor wished to acknowledge staff members that are leaving the Town of Port Hedland. Firstly Mr Brett Reiss, first the Program Director Airport Redevelopment Program and then the Acting General Manager Port Hedland International Airport, Mr Sid Jain, Director of Corporate Services, and Darryal Eastwell, Manager Environmental Health. Mayor wishes them all the best on their new adventures.

ITEM 10 REPORTS BY ELECTED MEMBERS WITHOUT DISCUSSION**10.1 Councillor Blanco**

Councillor Blanco has received a number of calls from residents regarding anti-social, alcohol fuelled issues that are present in the Koombana Avenue area. Years ago Koombana Avenue was the focus of serious Police action. It seems the same thing is happening, with loud music, screaming, yelling and fighting. The police are called all of the time, week after week. Councillor Blanco feels it's time for different measures be taken to try and quell the issues. He attended the first Police meeting with the Mayor, but the invites have stopped. He spoke to an elderly resident, and feels the Town needs to ensure they are treated well in our community, and make sure that when they ring the Police, the Police turn up.

10.2 Councillor Gillingham

Councillor Gillingham attended the Matt Dann yearly schedule of events, and thought it was a great evening. Councillor Gillingham also attended the Audit, Risk and Governance Committee meeting, and thought it was great to be able to have a bit more information on the Town's finances. Councillor Gillingham also attended the new Councillor Candidate sessions and wishes candidates the best of luck.

10.3 Councillor Hooper

Councillor Hooper attended the Matt Dann yearly schedule of events, and thinks it is a great line up. Councillor Hooper met with Mr Joel McGuinness from Jam Creative Arts, whom is surveying 17 theatre and performing arts centres across Regional WA, and found it inspiring. Councillor Hooper looks forward to seeing what the Town can do to maximise the use of the Matt Dann Centre. Councillor Hooper wanted to acknowledge the Manager Environment Health's, Darryal Eastwell, departure, and wishes him all the best for the future.

10.4 Councillor Arif

Councillor Arif attended the Port Hedland Chamber of Commerce Business Breakfast, and found it very interesting, noting that an Education Department representative had said that with the exception of one school, that populations of all schools in Port Hedland had increased in 2016. Councillor Arif also attended the Caravan and Camping Show in Perth, and enjoyed promoting Port Hedland and looks forward to a fantastic year for tourism in the region. Councillor Arif also attended the Tourism Action Group and enjoyed the positive vibe. Councillor Arif attended the handing over of the keys to the Port Hedland Airport and felt it was a very proud moment. On International Women's Day, Councillor Arif attended a breakfast at Scope Energy, morning tea at C3 Church and the Chamber of Commerce after hour's event.

10.5 Councillor Whitwell

Councillor Whitwell has attended the Audit, Risk and Governance Committee meeting, and feels the meeting had a great outcome. Councillor Whitwell also attended the Port Hedland Chamber of Commerce Business Breakfast and also

found it very interesting after talking to the Police about the effects of methamphetamine and its contribution to assaults and crime.

ITEM 11 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS

11.1 Hedland Senior High School

Presentation of a certificate acknowledging the Town of Port Hedland for the involvement in Workplace Learning.

11.2 YMCA Presentation

Presentation given by Stephanie Green, General Manager of YMCA Port Hedland, on Item 12.4.1 Management Contract – Town of Port Hedland Leisure Facilities.



Building a unified
and vibrant
community

March 2016

YMCA WA Successes

- Built a strong Health Club membership
- Built a strong Group Fitness Program
- Delivered a diverse participation program for children
- Developed a strong Aquatic Education program
- We have a technically competent team
- We have a strong knowledge base in asset management



Moving Forward

- Improved asset management model
- Asset utilisation
- Implementation of a QMS
- Greater integration in ToPH planning cycles
- Improved financial reporting and expenditure control
- Innovation in program delivery



Improved Asset Management

- Leadership of the asset management program across all sites
- Closer alignment with ToPH asset renewal requirements and capital works programs in a pro-active and collaborative process
- Integrated maintenance program that aligns to budget processes



Innovation

Opportunities:

- Diverse and innovative programming
- Expansive use of leisure amenities
- Dedicated customer research
- Target all cohorts within the community – new user groups
- Explore new technologies (eg. booking Apps, motivation tools)



Engaging the Community

- Health and Wellness focus for the Port Hedland community
 - In the next 12 months we will take the health and wellness expertise into the community
 - Introduction to corporate programs
 - Mini Movers (pre-school program)
 - Programs in the Park
 - Aligning with local providers (eg. dieticians) to offer a wrap-around wellness program



Measures of Success

- Community transitioning into health and wellness
- Youth participation
- More people engaged, more often
- High engagement with community organisations
- Commercial viability – accurate reporting, controlled expenditure and constant consideration of income generation
- Collaborative working relationship with ToPH
- High quality service delivery



YMCA WA Benefits to Partnership

- Continuity
- Expertise in Leisure Service provision in Port Hedland since 2002
- Experienced Team
- Efficiencies in expense management
- Strategic partnerships (RLSSWA, Swim for Life)
- Market knowledge
- Intimate knowledge of infrastructure
- Wide investment in the community of Port Hedland and the Pilbara



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 12 REPORTS OF OFFICERS**12.1 Community and Development Services****12.1.1 Recreational Vehicle Camping: Conditions of Use and Alternative Site Investigation, (Reserve 8214 McGregor Street, Port Hedland)**

Author: Brie Holland, Economic Development and Strategic Officer

Authorising Officer: David Westbury, Manager Economic Development & Strategy

File No. A130153

DISCLOSURE OF INTEREST BY OFFICER

Nil

RECOMMENDATION 1

That Council:

1. Notes the outcome of the investigation carried out on the Spoilbank;
2. Notes that other alternative sites will continue to be investigated and a report be presented to Council at its Ordinary Council meeting April - May 2016;
3. Confirms its approval of the conditions of use for the recreational vehicle (RV) camping on the western end of part Reserve 8214 McGregor Street, Port Hedland with the following conditions; and
 - a) Signage is in place to outline the conditions of approval for the site and include a warning that re-use water is reticulated in the immediate area and odours could be expected;
 - b) That all RV's have their own on board toilet and shower facilities and all wastes can be disposed at the dump point provided by the Town (on site). The vehicles are to be road registered and take the form of a self-contained bus, motor home, self-contained caravan or self-contained camper van and do not include tents, camper trailers, mini vans, back packer vans or the like;
 - c) All stays are to be no longer than 3 nights;
 - d) The site may be closed for RV camping at times when the reserve is booked for other activities;
 - e) Dogs are only permitted if restrained and are not causing a disturbance;
 - f) No amplified music permitted;
 - g) No fires permitted; and
 - h) All campers are to follow reasonable directions from TOPH staff.
4. That all advertising material for the RV free camping area will include information of the three other caravan park facilities within the Town, including Cooke Point, Black Rock, Port Hedland and the Golf Club.

AMENDED RECOMMENDATION 1

That Council:

- 1. Notes the outcome of the investigation carried out on the Spoilbank;**
- 2. Notes that other alternative sites will continue to be investigated and a report be presented to Council at its ordinary Council meeting April - May 2016;**
- 3. Confirms its approval of the conditions of use for the recreational vehicle (RV) camping on the western end of part Reserve 8214 McGregor Street, Port Hedland with the following conditions; and**
 - a) Signage is in place to outline the conditions of approval for the site and include a warning that re-use water is reticulated in the immediate area and odours could be expected;**
 - b) That all RV's have their own on board toilet and shower facilities and all wastes can be disposed at the dump point provided by the Town (on site). The vehicles are to be road registered and take the form of a self-contained bus, motor home, self-contained caravan or self-contained camper van and do not include tents, camper trailers, mini vans, back packer vans or the like;**
 - c) All stays are to be no longer than 3 nights; unless written approval is given by the Chief Executive Officer or his representative;**
 - d) The site may be closed for RV camping at times when the reserve is booked for other activities;**
 - e) Dogs are only permitted if restrained and are not causing a disturbance;**
 - f) No amplified music permitted;**
 - g) No fires permitted; and**
 - h) All campers are to follow reasonable directions from TOPH staff.**
- 4. That all advertising material for the RV camping area will include information of the three other caravan park facilities within the Town, including Cooke Point, Black Rock, Port Hedland and the Golf Club.**
- 5. Delegates the Chief Executive Officer or his representative to give written approval for a person to camp longer than 3 nights during special events.**
- 6. Requests the Chief Executive Officer give written approval for more than one (1) caravan to be camped on the site at any time during the approved period of May – August.**

201516/185 COUNCIL DECISION

MOVED: CR BLANCO

SECONDED: MAYOR HOWLETT

That Council:

- 1. Notes the outcome of the investigation carried out on the Spoilbank;**

2. Notes that other alternative sites will continue to be investigated and a report be presented to Council at its Ordinary Council meeting April - May 2016;
3. Confirms its approval of the conditions of use for the recreational vehicle (RV) camping on the western end of part Reserve 8214 McGregor Street, Port Hedland with the following conditions;
 - a) Subject to existing Port Hedland Caravan Parks reaching an occupancy rate at 50% of usable caravan sites, subject to:
 - i) Oversize recreational vehicles that are unable to be accommodated in the licenced caravan parks are able to access the recreational vehicle camping area
 - ii) Where pets are not accepted by caravan parks RV owners with pets are also able to access recreational vehicle camping ground
 - b) Signage is in place to outline the conditions of approval for the site and include a warning that re-use water is reticulated in the immediate area and odours could be expected;
 - c) That all RV's have their own on board toilet and shower facilities and all wastes can be disposed at the dump point provided by the Town (on site). The vehicles are to be road registered and take the form of a self-contained bus, motor home, self-contained caravan or self-contained camper van and do not include tents, camper trailers, mini vans, back packer vans or the like;
 - d) All stays are to be no longer than 3 nights; unless written approval is given by the Chief Executive Officer or his representative;
 - e) The site may be closed for RV camping at times when the reserve is booked for other activities;
 - f) Dogs are only permitted if restrained and are not causing a disturbance;
 - g) No amplified music permitted;
 - h) No fires permitted; and
 - i) All campers are to follow reasonable directions from TOPH staff.
4. That all advertising material for the RV camping area will include information of the three other caravan park facilities within the Town, including Cooke Point, Black Rock, Port Hedland and the Golf Club.
5. Delegates the Chief Executive Officer or his representative to give written approval for a person to camp longer than 3 nights during special events.
6. Requests the Chief Executive Officer give written approval for more than one (1) caravan to be camped on the site at any time during the approved period of May – August.

CARRIED 8/0

RECOMMENDATION 2

That Council approves to charge \$11.00 (Including GST) per RV, per night, receipted by the Town of Port Hedland Civic Centre.

201516/186 COUNCIL DECISION**MOVED: CR ARIF****SECONDED: CR MELVILLE****That Council:**

- 1. Approve to charge \$10.00 (Including GST) per RV, per night; and**
- 2. Request that the Chief Executive Officer, or his delegate(s), provide local public notice of the charge in accordance with section 6.19 of the *Local Government Act 1995*.**

CARRIED BY ABSOLUTE MAJORITY 8/0

EXECUTIVE SUMMARY

This report requests Council's confirmation of the conditions of use at Reserve 8214 McGregor Street, gives an update regarding the Town's current investigation into alternative sites and the Town's participation in the RV Friendly Initiative and requests the adoption of a charge of \$11 (Including GST) per RV, per night.

DETAILED REPORT

At its Ordinary Council Meeting (OCM) on 16 December 2015 Council approved RV camping on the western end of part Reserve 8214 McGregor Street, Port Hedland from 1 May – 31 August per annum. Council also requested that alternative sites be investigated based on a letter received from the Port Hedland Chamber of Commerce (attachment one) whom specifically requested that a more prominent site be developed and the area suggested was the Port Hedland Yacht Club (PHYC). The Economic Development and Strategy unit (the unit) held a meeting between the operators of the PHYC mid-January 2016. It was noted by the operators that even though they supported the initiative, the idea of placing RV's within the immediate parking area of the yacht club would lead to a direct lack of parking availability to the disadvantage of their current patrons and they wished for the site to be removed as an option.

The unit carried out an investigation to another alternative site, being the south-west corner of the Spoilbank (attachment two). The unit held a consultation meeting with members of the Engineering and Health Directorates. The Engineering Department strongly advised against the Spoilbank area for safety reasons citing that due to the weight of an average RV the chances of the vehicles becoming bogged was very high, which would also potentially result in additional hazards to vehicles which currently use the Spoilbank for recreational purposes. It was also concluded that the site was inappropriate due to insufficient lighting and the fact of its close proximity to a ledge leading down to the water. The sides of the site is surrounded by water making it quite dangerous when

walking and manoeuvring around the site especially when unfamiliar with the area.

The Unit is currently responsible for finalising two business cases related to the future development of the Spoilbank. These include a feasibility study into the proposed Arts and Cultural centre and the development of a Caravan Park as part of the overall waterfront development. It should be made clear that the Spoilbank is not ruled out indefinitely as a future option for RV camping, however the site will be considered as an option in the future, dependent on the outcomes of the business cases and support from multiple stakeholders and funding.

Offered as a possible interim measure, the Town has recently been notified by the South Hedland Tennis and Bowls Club that Lot 522 (6) Hedditch Street on Reserve 37820 (attachment three) has approximately 1,700 m² of disused recreational court space which could be a candidate for short-term RV parking, all year round (to satisfy the criteria of providing 365 days of heavily discounted RV parking in order to be accredited with the RV Friendly status). There are many factors involved in securing this potential site, including but not limited, a change in the sub delegation reserve purpose to 'Short Term Recreation Vehicle Camping' and the investigation into possible environmental issues. This report requests that Council notes that the Town will continue to investigate alternative sites, as previously requested and aims to report these findings at Council's OCM April – May 2016.

The Department of Local Government and Communities, Manager of Local Government Legislation Sheryl Siekierka, was requested to offer advice on the Town's process on conforming to all associated legislation relating to short term camping approved by a local government on 10 December. The Town received the following summarised response from Ms Siekierka on 11 December 2015:-

'...I agree that regulation 11 allows camping to 3 nights...and that (in reference to regulation 12(2), due to the fact that the site is being operated by a local government I therefore believe (the regulation) has been satisfied allowing more than one caravan can camp per night...it would be desirable to seek legal advice on the legality of this'

It is important to note, the number of nights an RV traveller can stay at the racecourse is restricted to three nights without written approval. It is important to highlight that this is based on the Town's legal ability to allow camping on land up to a maximum of 3 nights as per *Caravan Parks and Camping Grounds Regulations 1997*, specifically Part 2 – Caravanning and camping generally 11(1)(a).

Regulation 11 (2) (a) of the *Caravan Parks and Camping Grounds Regulations 1997* also states written approval may be given by the local government for a person to camp longer than 3 nights if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months.

The unit will be looking to apply for a license for temporary accommodation under the *Caravan Parks and Camping Grounds Act 1995*. Please note the Town is within its right to operate this site without a license.

As previously mentioned, the Town aims to receive accreditation of being an RV Friendly destination. One of the key criteria to the accreditation is providing low cost overnight RV accommodation and is why the Town proposes to charge \$11.00 (Inc. GST) per RV per night. It is proposed that part of these monies be used to maintain the site.

Consultation

The following officers and organisations were consulted in order to complete this agenda item;

Town of Port Hedland

- Executive Group
- Economic Development and Strategic Planning unit
- Environmental Health
- Engineering
- Planning and Development, Compliance Officer

External

- Port Hedland Yacht Club
- Port Hedland Chamber of Commerce
- Department of Local Government and Communities

FINANCIAL AND RISK IMPLICATIONS

Section 6.16(2)(a) of the *Local Government Act 1995* permits a local government to impose and recover a fee or charge for any goods or services it proposes to provide for allowing admission to any property that it manages. A fee or charge can be imposed outside of the annual budget during a financial year but is subject to an absolute majority vote. The Town proposes to charge \$11.00 (Inc. GST) per RV per night, to be receipted at the Town's Civic Administration front reception. The fee will also need to be advertised for 7 days.

If the fee is approved, the revenue will assist with regular rangers patrols (to enforce the conditions of use) and bin pick-ups etc.

Risk Implications

- The Town is unable to provide an all year round RV camping site and does not qualify for the RV Friendly Destination accreditation
- The benefits of being accredited as an RV friendly destination by the CMCA means that the CMCA in turn promotes the Town as an RV friendly destination on their website and on the online GeoWiki database and also organises a personalised one-off article on the Town in The Wanderer magazine.
- The accreditation increases the marketability for the Town to promote itself as a place of destination with plentiful natural, historical and cultural assets.

STATUTORY AND POLICY IMPLICATIONS

This proposed project directly aligns with the Town's *Strategic Community Plan 2014-2024*, specifically 2.2 A Nationally significant gateway city and destination:

Success Indicator – Increased tourism opportunities and accommodation offerings.

The project also aligns with Town's *Corporate Business Plan 2014-2018* 2.2.2 Develop our tourism industry, facilitate increased accommodation offerings and position Port Hedland as a unique destination.

This proposal satisfies the Town's obligations to the *Caravan Parks and Camping Grounds Regulations 1997*, specifically Part 2 – Caravanning and camping generally 11 (1) (a) grants the owner of land the ability to allow camping on land for up to 3 nights in any 28 consecutive days period. Council has delegated authority down to the officers to approve Caravan parks and camping ground licenses however the impact of this initiative needs to be considered by Council.

The proposed charge of \$11.00 (Inc GST) clearly falls under section 6.16(2)(a) of the *Local Government Act 1995* (LGA 95). An absolute majority vote is required for any charge imposed during the financial year ((section 6.16(3)(a) of the LGA 95). It has also been confirmed that there are no regulations nor written legislation limiting or prohibiting this type of charge (as per sections 6.17 and 6.18 of the LGA 95).

If the fee is approved the revenue will assist with regular rangers patrols (to enforce the conditions of use) and bin pick-ups etc.

It has been confirmed that this agenda item can request both a simple of absolute majority vote. Recommendations one – four require a simple majority vote pursuant to section 5.20 of the LGA 95 and recommendation five (as previously stated) requires absolute majority vote pursuant to section 6.13(3)(a) of the LGA 95. To clarify there is also nothing under the *Local Government (Administration) Regulations 1996* or the Standing Orders that prevents an agenda item from being split into both a simple and majority vote.

ATTACHMENTS

1. Port Hedland Chamber of Commerce, request for an alternative site, dated 25 November 2015
2. Spoilbank alternative RV site, site map, January 2016.
3. Hedditch Street, alternative RV site map, February 2016.
4. Discovery Parks Letter, dated 10 March 2016

18 February 2016

ATTACHMENT 1 TO ITEM 12.1.1



Office 1/6 Anderson Street, Port Hedland, WA 6721

Postal PO Box 95, Port Hedland, WA 6721

Phone 08 9173 1737 **Fax** 08 9173 1022

Email info@phcci.com.au

www.phcci.com.au

25th November 2015

M. (Mal) Osborne
Chief Executive Officer
Town of Port Hedland
Po Box 41
Port Hedland
WA 6721

Dear Mal,

Free Camping Facility.

Whilst appreciating the free recreational vehicle camping recently provided by the Town of Port Hedland, this was recently discussed by our members at the A.G.M. with the following resolution.

That a more prominent site be developed, the area mentioned was the Port Hedland Yacht Club, enabling the stay of caravaners for a longer period for a realistic camping fee.

It was considered that free parking was inappropriate, and of course would be utilised by the campers if available.

Trusting these comments could be considered when discussing same.

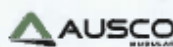
Kind regards

A handwritten signature in black ink, appearing to read "Arnold Carter".

Arnold Carter
Managing Secretary



Port Hedland
91.7 WAfm



Port Hedland
Regional
WEST Telegraph



Proudly supported by



ATTACHMENT 2 TO ITEM 12.1.1



ATTACHMENT 3 TO ITEM 12.1.1



ATTACHMENT 4 TO ITEM 12.1.1



10 March 2016

David J Westbury
The Manager of Economic Development & Strategy
Town of Port Hedland
PO Box 41 Port Hedland WA 6721
P: 08 9158 9309 M: 0458 694 305

Email: mgreld@porthedland.wa.gov.au

Dear David

As you are aware and via our recent meetings with yourself and Mal Osborne, Discovery recently acquired the Aspen portfolio, including two parks in the City of Karratha and one in the Town of Port Hedland. Discovery is excited at the opportunity of being involved in the local area, and we are committed to growing and contributing to the local economy.

Our Business Development Manager, Robyn Sefton, recently attended the Tourist Action Group (TAG) meeting and our team are totally committed to and look forward to the opportunity to work with tourism providers supporting the local community.

Discovery understands an overflow stay for caravans at the Turf Club during the peak tourism season was successful in Port Hedland last year, and that the town is keen to workshop with all relevant stakeholders in order to plan for the 2016 tourist season.

Discovery welcomes the opportunity to be involved and is supportive of an overflow facility in Port Hedland for the period of peak seasonal tourism demand. We believe an appropriately managed overflow facility which avoids unfair competition can provide mutually rewarding benefits for the Town of Port Hedland and commercial tourist park operators.

To achieve a mutually rewarding tourist season for all operators, Discovery would like to see the overflow facility structured in the following manner:

- When licensed tourist parks are ninety percent booked or occupied on any one day
- Where the bookings for all the local tourist parks do not exceed ninety percent, the overflow facility must not accept new guests on the particular day.

Discover what matters.

Level 2, 157 Grenfell Street, Adelaide SA 5000
T 08 8219 3000 F 08 8231 2877 E admin@discoveryparks.com.au
DISCOVERYHOLIDAYPARKS.COM.AU
ABN 50 111 782 846 ACN 111 782 846

- The overflow facility must be monitored to ensure commercial tourist parks are at 90% consistently prior to the overflow facility becoming operational. Therefore ensuring the facility is not operational in shoulder seasons.
- The overflow facility restricting a minimum 3 night stay for guests, and guests should be encouraged to move to a commercial tourist park if planning to stay longer and / or upon vacancy at a tourist park.
- Overflow facility be operational only in peak season: June – August, and monitored at the conclusion of this time to determine if the season needs to be extended.
- A nightly charge be incurred by guests staying at the overflow facility
- These guidelines consistently enforced for the benefit of visitors, and support of local tourism and local business.

We are keen to work with all stakeholders to establish a protocol of referral between local tourist parks and the Town of port Hedland, and perhaps even assist in the management of this system to ensure a positive result for all.

Our Area Manager, Luke Unsworth has just commenced this week, and will be assisting Robyn Sefton oversee the positive integration of Discovery Parks within the region. They will continue to communicate with you on the above.

Yours sincerely



Grant Wilckens
Chief Executive Officer

12.1.2 Hedland Economic and Resources Forum 2016 Sponsorship

Author: David Westbury, Manager of Economic Development and Strategy
Authorising Officer: Adam Majid, Acting Director Community and Development Services
File No. 13/01/0013

DISCLOSURE OF INTEREST BY OFFICER

Nil

201516/187 RECOMMENDATION 1/ COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR WHITWELL

That Council:

- 1. Supports the sponsorship of the Hedland Economic and Resources Forum 2016; and**
- 2. Supports a sponsorship amount up to the value of \$25,000 plus GST and \$5,000 of in-kind support which will be determined.**

CARRIED 8/0

201516/188 RECOMMENDATION 2/ COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR GILLINGHAM

That Council amend the 2015/16 Budget for the Hedland Economic Resources Forum by \$25,000 plus GST.

CARRIED BY ABSOLUTE MAJORITY 8/0

EXECUTIVE SUMMARY

This report seeks Council's endorsement to sponsor the Hedland Economic and Resources Forum 2016 organised by Port Hedland Chamber of Commerce Inc. (PHCCI) for an amount up to \$25,000 plus GST and \$5,000 of in-kind support which will be determined.

DETAILED REPORT

The PHCCI will host the Hedland Economic and Resources Forum on Wednesday 13 July 2016 at the Matt Dann Theatre and Cinema in South Hedland.

This forum is set to build on those discussions and key themes that came from the inaugural North West Economic Summit – Port Hedland the Next Tide which was held on 21 August 2015 by the Town of Port Hedland in partnership with the Pilbara Development Commission.

The Economic and Resources forum is set to bring together local business, community members and government representatives from across the wider Pilbara region. It will feature a compelling program of well-known and regarded speakers carefully selected for their knowledge, expertise and ability to encourage a robust dialog around the forums two central themes, which are;

- Creating our own future – embracing change to increase growth opportunities; and
- Infrastructure as a key to unlocking Port Hedland's potential as a competitive international gateway.

Benefits of becoming an Event Sponsor include;

- Announcement by MC acknowledging Joint Event Supporters;
- Opportunity to provide a corporate DVD (maximum three minutes) or two minute scripted announcement by MC;
- Opportunity to contribute to the Hedland Economic and Resources Forum program as a speaker or panellist. Details to be negotiated with event coordinator;
- Key positioning of name and logo on all event promotional material and correspondence including event registration brochure, advertising and signage, as well as digital projection of the sponsor logo at appropriate times throughout the event;
- Key positioning of name and logo on the event website including hyperlink to your organisation's website;
- Complimentary delegate registrations (8);
- Dedicated media release/email broadcast and social media posts to announce the sponsorship;
- Opportunity to provide comment in post event media release/email broadcast; and
- Exhibition booth at the forum.

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.

Consultation

Internal

- Economic Development and Strategy
- Finance

External

- Port Hedland Chamber of Commerce Inc.

FINANCIAL AND RISK IMPLICATIONS

There is a financial impact of \$25,000 plus GST on the 2015/16 budget.

Risk Implications

If Council does not support sponsoring the Hedland Economic and Resources Forum;

- The Town will save \$25,000 against its 2015/2016 budget.
- Not sponsoring the event directly conflicts with the Town's *Strategic Community Plan 2014-2024*, specifically 2.1 A thriving, resilient and diverse economy
- Not sponsoring the event may have a negative impact on the Town's reputation not contribution to support forums directly aiming to influence investment into the Town (obviously based on the expectation that the Hedland Economic and Resources Forum is delivered in a highly professional manner).

STATUTORY AND POLICY IMPLICATIONS

This proposed project directly aligns with the Town's *Strategic Community Plan 2014-2024*, specifically 2.1 A thriving, resilient and diverse economy – Work closely with businesses, government and industry groups to drive local employment and investment, encourage entrepreneurship and achieve sustainable economic growth.

Section 6.8 of the Local Government Act 1995 'Expenditure from municipal fund not included in annual budget' states that "A local government is not to incur expenditure from its municipal fund for an additional purpose unless the expenditure is authorized in advance by an absolute majority vote".

ATTACHMENTS

1. Letter from Port Hedland Chamber of Commerce Inc.
2. Sponsorship Prospectus

2 March 2016

ATTACHMENT 1 TO ITEM 12.1.2

Office 1/6 Anderson Street, Port Hedland, WA 6721
 Postal PO Box 95, Port Hedland, WA 6721
 Phone 08 9173 1737 Fax 08 9173 1022
 Email info@phcci.com.au
www.phcci.com.au

Mal Osbourne
 Chief Executive Officer
 Town of Port Hedland
 Civic Centre, McGregor Street
 PORT HEDLAND WA 6721

22 February 2016

Dear Mal

Invitation to sponsor the 2016 Hedland Economic & Resources Forum, July 13, South Hedland WA

The Port Hedland Chamber of Commerce Inc will host the Hedland Economic & Resources Forum on Wednesday, July 13 2016 at the Matt Dann Cultural Centre, South Hedland.

The forum will bring together business, community and government representatives from across the Pilbara region to build on and extend key themes/discussions from the highly successful 2015 North West Economic Summit – Port Hedland, the Next Tide.

It will feature a compelling program of well-known and regarded thought-leaders carefully selected for their knowledge, expertise and ability to encourage a robust dialogue around the forum's two central themes, which are:

- Creating our own future – embracing change to increase growth opportunities; and
- Infrastructure as a key to unlocking Port Hedland's potential as a competitive international gateway

The 2016 Hedland Economic & Resources Forum will also include national economic and political insights from some of the country's leading commentators. While some of the region's biggest industry partners including BHP Billiton, Rio Tinto Minerals, Fortescue Metals Group and Roy Hill will take the stage to provide exclusive project updates.

The Hedland Economic & Resources Forum will provide many outstanding opportunities for business and professional networking with generous breaks and a sundowner event to close.

Further to your meeting on Tuesday, 9 February 2016 with Darren Lee, I am pleased to confirm the PHCCI Executive Board appointed Market Creations as official event coordinator late last week.

It is my understanding that a mixed in-kind/cash sponsorship package, to the value of approximately \$30,000 ex. GST, was discussed at this meeting.





We are hopeful the Matt Dann Cultural Centre venue hire fee, and associated costs, will form one part of the Town of Port Hedland sponsorship agreement.

The PHCCI will release details of its corporate sponsorship packages in the coming days we would like to highlight the "EVENT SUPPORTER" package – of which there are only two – for your exclusive preview.

Event Supporter \$30,000

- Announcement by MC acknowledging Joint Event Supporters
- Opportunity to provide a corporate DVD (maximum three minutes) or two minute scripted announcement by MC
- Opportunity to contribute to the Hedland Economic & Resources Forum program as a speaker or panellist. Details to be negotiated with event coordinator.
- Key positioning of name and logo on all event promotional material and correspondence including event registration brochure, advertising and signage, as well as digital projection of the sponsor logo at appropriate times throughout the event.
- Key positioning of name and logo on the event website including hyperlink to your organisation's website
- Complimentary delegate registrations (8)
- Dedicated media release/email broadcast and social media posts to announce the sponsorship
- Opportunity to provide comment in post event media release/email broadcast
- Exhibition booth at the forum

We look forward to an opportunity to discuss these sponsor benefits with you.

Kind regards

A handwritten signature in black ink, appearing to read "Michelle Scott".

Michelle Scott
Executive Officer
PHCCI



ATTACHMENT 2 TO ITEM 12.1.2

The poster features a central collage of images: a coastal town, a large industrial port facility with a crane, and a long freight train on a track. The design is framed by large, stylized geometric shapes in shades of green and purple. In the top left, there is a logo with three stylized houses and the text 'HEDLAND ECONOMIC & RESOURCES FORUM WORKING TOGETHER FOR A BRIGHTER FUTURE'. In the top right, a purple banner contains the event details. On the right side, the text 'Sponsorship Prospectus' is displayed above a large green arrow pointing upwards. At the bottom, it states 'AN INITIATIVE OF PORT HEDLAND Chamber of Commerce Inc' with a small logo.

HEDLAND ECONOMIC & RESOURCES FORUM
WORKING TOGETHER FOR A BRIGHTER FUTURE
Wednesday, 13 July 2016
MATT DANN THEATRE & CINEMA
SOUTH HEDLAND, WESTERN AUSTRALIA

Sponsorship
Prospectus

AN INITIATIVE OF
PORT HEDLAND
Chamber of Commerce Inc



WORKING TOGETHER FOR A BRIGHTER FUTURE

JOIN US

The Port Hedland Chamber of Commerce Inc. will host the 2016 Hedland Economic & Resources Forum on Wednesday, 13 July at the Matt Dann Theatre & Cinema in South Hedland.

The forum will bring together business, community and government representatives from across the Pilbara region to build on and extend key themes/discussions from the 2015 North West Economic Summit – Port Hedland, the Next Tide.

The forum will feature a compelling program of well-known and regarded thought-leaders carefully selected for their knowledge, expertise and ability to encourage a robust dialogue around the forum's two central themes, which are:

- Creating our own future – embracing change to increase growth opportunities; and
- Infrastructure as a key to unlocking Port Hedland's potential as a competitive international gateway

The 2016 Hedland Economic & Resources Forum will also include national economic and political insights from some of the country's leading commentators. While some of the region's biggest industry partners including BHP Billiton, Rio Tinto Minerals, Fortescue Metals Group and Roy Hill will take the stage to provide exclusive project updates.

The Hedland Economic & Resources Forum will provide many outstanding opportunities for business and professional networking with generous breaks and a sundowner event to close.

We look forward to welcoming you to the 2016 Hedland Economic & Resources Forum.



ABOUT PORT HEDLAND CHAMBER OF COMMERCE INC

The Port Hedland Chamber of Commerce Inc. (PHCCI) is one of the Pilbara's biggest and most powerful networks of more than 400 local businesses.

It 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 Hedland.

It is focused on developing strategies for economic growth and business investment which create 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.

Its busy annual events calendar includes the monthly Business After Hours networking events; the Business of the Year awards showcase and a popular Business Breakfast Series.

Registration Fees

Early Bird Rates (Prior to April 30, 2016)

Early Bird PHCCI Members	\$143
Early Bird Non Members	\$220

From May 1, 2016

PHCCI Members	\$220
PHCCI Non Members	\$297

Register your interest today,
email michelle@phcci.com.au

For more information visit

www.hedlandforum.com.au

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**2016** HEDLAND ECONOMIC
& RESOURCES FORUM

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Michelle Scott,
Executive Officer, PHCCI

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The Hedland Economic & Resource Forum sponsorship and exhibition packages have been designed to:

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An extensive marketing campaign including advertising, direct mail, email broadcasts, social media and web coverage will be implemented in the lead up to the forum.

Sponsorship opportunities

Exclusive Event Partner	\$60,000
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Catering Sponsor (1 only)	\$10,000
MC Sponsor (1 only)	\$8,000
Sundowner Sponsor (1 only)	\$6,000
Media Partner (1 only)	\$5,000 in kind
Merchandise Sponsor (1 only)	\$2,500
Exhibition Booth	\$4,000

All prices are ex GST

Sponsorship payment plans over three monthly instalments can be arranged by mutual agreement. If you are interested in this option, please indicate on the sponsorship agreement form.





2016 HEDLANDECONOMIC & RESOURCES FORUM

SPONSOR BENEFITS

Exclusive Event Partner \$60,000

- Announcement by MC acknowledging Exclusive Event Partner
- Opportunity to provide a corporate DVD (maximum five minutes) or three minute scripted announcement by MC
- Opportunity to contribute to the Hedland Economic & Resources Forum program as a speaker or panelist. Details to be negotiated with event coordinator.
- Key positioning of name and logo on all event promotional material and correspondence including event registration brochure, advertising and signage, as well as digital projection of the sponsor logo at appropriate times throughout the event
- Key positioning of name and logo on the event website including hyperlink to your organisation's website
- Complimentary delegate registrations (16)
- Dedicated media release/email broadcast and social media posts to announce the partnership
- Opportunity to provide comment in post event media release/email broadcast
- Exhibition booth at the forum

Event Supporter \$30,000

- Announcement by MC acknowledging Joint Event Supporters
- Opportunity to provide a corporate DVD (maximum three minutes) or two minute scripted announcement by MC
- Opportunity to contribute to the Hedland Economic & Resources Forum program as a speaker or panelist. Details to be negotiated with event coordinator.
- Key positioning of name and logo on all event promotional material and correspondence including event registration brochure, advertising and signage, as well as digital projection of the sponsor logo at appropriate times throughout the event
- Key positioning of name and logo on the event website including hyperlink to your organisation's website
- Complimentary delegate registrations (8)
- Dedicated media release/email broadcast and social media posts to announce the sponsorship
- Opportunity to provide comment in post event media release/email broadcast
- Exhibition booth at the forum

WORKING TOGETHER FOR A BRIGHTER FUTURE

Session Sponsor \$10,000

- Announcement by MC acknowledging Session Sponsor
- Opportunity to provide a corporate DVD (maximum three minutes) or two minute scripted announcement by MC
- Key positioning of name and logo on all event promotional material and correspondence including event registration brochure, advertising and signage, as well as digital projection of the sponsor logo at appropriate times throughout the event
- Key positioning of name and logo on the event website including hyperlink to your organisation's website
- Complimentary delegate registrations (4)
- Exhibition booth at the forum

Catering Sponsor \$10,000

- Acknowledgement at the commencement of the catering breaks (morning & afternoon tea and lunch) your sponsorship of the event
- Opportunity to provide a corporate DVD (maximum three minutes) or two minute scripted announcement by MC
- Opportunity to erect display material during the catering break and distribute promotional items in the exhibition area where catering is served (branded napkins etc.)
- Key positioning of name and logo on all event promotional material and correspondence including event registration brochure, advertising and signage, as well as digital projection of the sponsor logo at appropriate times throughout the event
- Key positioning of name and logo on the event website including hyperlink to your organisation's website
- Complimentary delegate registrations (2)
- Exhibition booth at the forum





2016 HEDLANDECONOMIC & RESOURCES FORUM

MC Sponsor \$8,000

- Announcement by MC acknowledging MC Sponsor
- Opportunity to provide a corporate DVD (maximum three minutes) or two minute scripted announcement by MC
- Key positioning of name and logo on all event promotional material and correspondence including event registration brochure, advertising and signage, as well as digital projection of the sponsor logo at appropriate times throughout the event
- Key positioning of name and logo on the event website including hyperlink to your organisation's website
- Complimentary delegate registrations (2)

Sundowner Sponsor \$6,000

- Acknowledgement at the commencement of the event
- Opportunity to provide a corporate DVD (maximum three minutes) or two minute scripted announcement by MC
- Opportunity to erect display material during the Sundowner Event and distribute promotional items in the exhibition area where catering is served (branded napkins etc.) at the Forum.
- Key positioning of name and logo on all event promotional material and correspondence including event registration brochure, advertising and signage, as well as digital projection of the sponsor logo at appropriate times throughout the event
- Key positioning of name and logo on the event website including hyperlink to your organisation's website
- Complimentary delegate registrations (4)



WORKING TOGETHER FOR A BRIGHTER FUTURE

Media Partner \$5,000 (in-kind)

- Announcement by MC acknowledging Mwwedia Partner
- Opportunity to provide a corporate DVD (maximum three minutes) or two minute scripted announcement by MC
- Key positioning of name and logo on all event promotional material and correspondence including event registration brochure, advertising and signage, as well as digital projection of the sponsor logo at appropriate times throughout the event
- Key positioning of name and logo on the event website including hyperlink to your organisation's website
- Complimentary delegate registrations (4)

Merchandise Sponsor \$2,500

- Your logo exclusively printed on promotional merchandise including Delegate Lanyards, Delegate Satchel, Notepad etc.
- Complimentary delegate registrations (2)

Exhibition Booth Sponsor \$4,000

- Exhibition booth at the forum
- Complimentary delegate registrations (2)
- Exhibitor only registration (1)
- Opportunity to distribute promotional material items during networking breaks





2016 HEDLANDECONOMIC
& RESOURCES FORUM

SPONSOR BENEFIT SUMMARY

	MC Acknowledgement	Corporate DVD (minutes)	Scripted Announcement	Logo on promotional	Logo on website	Complimentary registrations	Media/Social Media Announcement	Comment in post event MR	Exhibition Booth	Additional Benefits
Exclusive Event Partner	✓	5	3	✓	✓	16	✓	✓	✓	Speaker Participation*
Joint Event Partner	✓	3	2	✓	✓	8	✓	✓	✓	Speaker Participation*
Session Sponsor	✓	3	2	✓	✓	4			✓	-
Catering Sponsor	✓	3	2	✓	✓	4			✓	Promotional items/giveaways at catering breaks
MC Sponsor	✓			✓	✓	2				-
Sundowner Sponsor	✓	3	2	✓	✓	4				Promotional items/giveaways at conference
Media Partner	✓	3	2	✓	✓	4				
Merchandise Sponsor				✓	✓	2				Logo printed on merchandise
Exhibitor						2			✓	Exhibition Only Pass Promotional/Giveaway Items





WORKING TOGETHER FOR A BRIGHTER FUTURE

SPONSORSHIP AGREEMENT

Thank you for your consideration of a sponsorship opportunity supporting the Hedland Resources & Economic Forum.
To proceed with sponsorship, please fill in the details below.

Company name: _____

Physical address: _____

Postal address: _____

Phone: _____ Fax: _____

Authorising representative: _____

Position: _____

Email: _____

Exhibition contact: _____

Position: _____

Email: _____

AGREEMENT

I _____ being an authorised representative of _____
agree to sponsor the 2016 Hedland Resources & Economic Forum.

Our level of sponsorship is *(Please indicate with a tick)*

- | | | | |
|--|----------|--|-------------------|
| <input type="checkbox"/> Exclusive Event Partner | \$60,000 | <input type="checkbox"/> Sundowner Sponsor | \$6,000 |
| <input type="checkbox"/> Joint Event Partner | \$30,000 | <input type="checkbox"/> Media Partner | \$5,000 (in kind) |
| <input type="checkbox"/> Session Sponsor | \$10,000 | <input type="checkbox"/> Merchandise Sponsor | \$2,500 |
| <input type="checkbox"/> Catering Sponsor | \$10,000 | <input type="checkbox"/> Exhibition Booth | \$4,000 |
| <input type="checkbox"/> MC Sponsor | \$8,000 | | |

**All prices are ex GST*

I acknowledge that we will be invoiced for _____

For our part in sponsorship this event and that I have read the terms and conditions (opposite) and agree to abide by them.

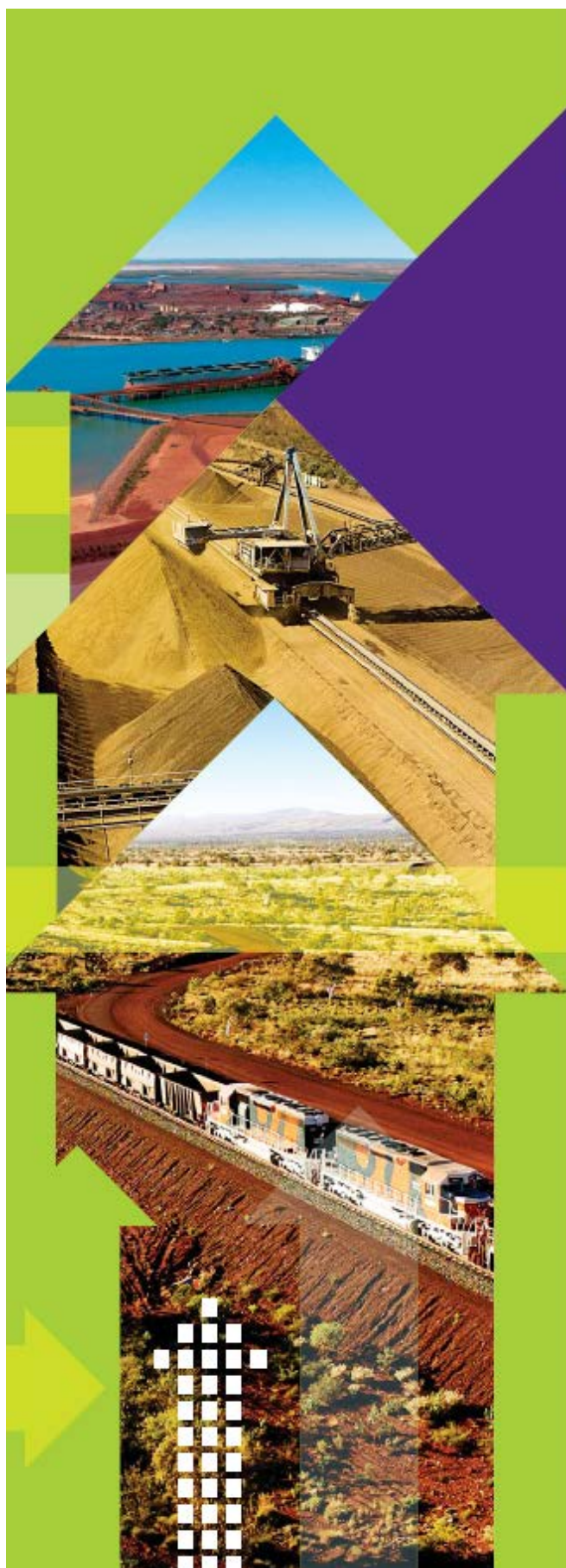
Signature _____ Name _____

Date _____

Post, fax or email form to the event coordinator:

Michelle Scott, Executive Officer, PHCCI

Post PO BOX 95, Port Hedland WA 6721 | Email michelle@phcci.com.au | Fax 08 9173 1022



An initiative of the Port Hedland
Chamber of Commerce and Industry



12.1.3 Scheme Amendment No.76 to Town Planning Scheme No.5; Rezoning Various Lots on the corner of Murdoch Drive and Outer Ring Road, South Hedland to the 'Urban Development' zone.

Ryan Del Casale, Strategic Planning Officer
File No.18/09/0090

DISCLOSURE OF INTEREST BY OFFICER

Nil

201516/189 RECOMMENDATION/ COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR WHITWELL

That Council:

1. In accordance with regulation 50 (3) (b) of *the Planning and Development (Local Planning Schemes) Regulations 2015* support Scheme Amendment No.76 to the *Town of Port Hedland Town Planning Scheme No.5* subject to the proposed modifications that form the subject of Attachment 3 and Attachment 4 to the report;
2. Forwards the above information in relation to Scheme Amendment No.76 to *Town of Port Hedland Town Planning Scheme No.5*, to the Western Australian Planning Commission for the Minister for Planning's consideration; and
3. Authorises the Mayor and Chief Executive Officer to execute three (3) copies of the amendment documents for Scheme Amendment No.76 to the *Town of Port Hedland Town Planning Scheme No.5* as modified in accordance with regulation 53 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, including the fixing of the Council's Seal in the event the Minister for Planning approves the Scheme Amendment without modification.

CARRIED 5/3

For	Against
Mayor Howlett Councillor Gillingham Councillor Hooper Councillor Arif Councillor Whitwell	Councillor Blanco Councillor Newbery Councillor Melville

EXECUTIVE SUMMARY

Scheme Amendment No.76 was lodged by Cardno Consultants on behalf of the Department Housing to rezone various lots in the south-east corner of South Hedland to 'Urban Development'. The aim of the amendment is to develop the site for housing in the future, subject to further investigation. The amendment

was initiated by Council in June 2015 to be advertised. During the advertising period the following issues were raised;

- The impact of the amendment on the housing market in Port Hedland;
- The requirement for buffers to be provided for the South Hedland landfill facility and the raw material extraction area which are mining leases (both of which are located nearby the Amendment No.76 area); and
- The impacts of rail noise on the Amendment No.76 area due to the close proximity of the Mount Newman Railway Line to the area.

These issues could be addressed at the later stages of the development of the subject land parcel, however it is recommended these issues be addressed at the scheme amendment stage. Modifying the amendment to show buffer areas for the landfill and mining leases and would protect the amenity of the planned future residential area. The report below discusses these issues and how to proceed with Scheme Amendment No.76.

DETAILED REPORT

Background

Scheme Amendment No.76 (Amendment 76) has been prepared by Cardno (WA) Pty Ltd Planning Consultants (the applicant) on behalf of Department of Housing (the proponent). The purpose of Amendment 76 is to rezone various lots on the corner of Murdoch Drive and Outer Ring Road, South Hedland (the subject site). Amendment 76 proposes to rezone the site from 'Rural' and 'Residential R20' to 'Urban Development' under Town Planning Scheme No.5 (Attachment 1).

The ultimate aim of Amendment 76 is to develop the subject site for affordable housing and to also provide community facilities, public open space and a local neighbourhood centre. The proponent has stated that the development of the site subject site will not occur for some time, and will be guided by a Structure Plan. The Structure Plan will include technical studies to be undertaken and require further consideration of matters such as the proximity of the subject site to the South Hedland Landfill Facility (landfill), the design of roads, drainage and the location of public open space.

The subject site is identified as a suitable site for residential development in Council's Pilbara's Port City Growth Plan (the Growth Plan). Amendment 76 is also consistent with the surrounding land, which has been developed with mix of housing types and densities of 'R20' and 'R30'.

Site Description

The subject site is vacant, covered by remnant vegetation and consists of the following four lots;

- Lot 9001 on Deposited Plan 75754;
- Lots 570-572 and
- Lot 574 on Deposited Plan 76676 (Attachment 2).

The majority of the subject site is zoned 'Rural' under Scheme No.5 with a small portion to the west of the site being zoned 'Residential R20'. The subject site is located approximately 1.5 kilometres to the east of the South Hedland Town Centre and immediately to the north west of the landfill and mining leases M45/531 and M45/689. These leases form a basic raw material extraction area. The area is used to extract sand suitable for fill, however no screening, blasting or drilling of materials is undertaken from this site.

Consultation

Following Council resolution 201415/276 Amendment 76 was formally referred to the Environmental Protection Authority (EPA) for assessment, pursuant to Section 81 of the *Planning and Development Act, 2005*. On 16 July 2015 the EPA informed officers of the Town that Amendment 76 did not require formal assessment under the *Environmental Protection Act 1986*.

Amendment 76 has been circulated internally within the Town as follows;

- Environmental Health Services
- Economic Development and Strategy
- Infrastructure Development
- Community Development
- Community Recreation Facilities and Services
- Property and Asset Strategy
- Lands and Technical Officer

The following comments were received from Environmental Health Services;

- It is recommended that no development occur within a 500m buffer distance to the Town's landfill; and
- It is recommended that a more detailed environmental review be undertaken, including site specific ground water study, due to proximity to landfill

Amendment 76 was referred externally to the following agencies for comment and advertised publicly in accordance Section 81 of the *Planning and Development Act, 2005*;

- Department of Lands
- Department of Parks and Wildlife
- Department of Environmental Regulation
- Department of Health
- Department of Mines and Petroleum
- Department of Water
- Department of Aboriginal Affairs
- Horizon Power
- LandCorp
- Main Roads Western Australia
- Optus
- Telstra
- Pilbara Development Commission (Pilbara Cities)

- Water Corporation
- Port Hedland Chamber of Commerce
- Department of Education
- BHP Billiton
- Department of Aboriginal Affairs

Sixteen (16) submissions were received with two (2) objections, and fourteen (14) respondents providing general comments and advice. Details regarding the submissions received are provided in the Schedule of Submissions (Attachment 3) and are discussed in further detail below.

Two (2) respondents objected to Amendment 76 on the grounds the property market in South Hedland was in a bad state and that Amendment 76 would intensify the situation.

The Department of Environmental Regulation (DER), Department of Health (DoH) and Department of Minerals and Petroleum (DMP) identified that Amendment 76 will introduce future housing in close proximity to the landfill and mining leases. These agencies highlighted that Local Governments are required to be consistent with the relevant State Government Policy on separation distances between sensitive uses such as housing and industrial land uses such as the Landfill and mining leases. The following State Government Policy sets out the suitable separation distance or buffer between sensitive uses and industrial uses;

- EPA Guidance for the Assessment of Environmental Factors – Separation Distances between Industrial and Sensitive Land Uses No.3 (EPA Guidance Statement No.3) recognises 500m as suitable distance; and
- The DER Draft Guidance Statement on Separation Distances recognizes 1000m as a suitable distance.

The DER also noted the subject site was reported in 9 March 2012 as a known contaminated site due to the illegal dumping of suspected asbestos-containing materials (ACM) and are awaiting classification under the *Contaminated Sites Act 2003*.

Planning Consultants Planning Solutions, acting on behalf of BHP Billiton raised concern that the south east portion of the subject site may be affected by noise resulting from passing trains on the Mount Newman Railway. Planning Solutions also stated that design controls should be introduced over any residential development on the affected land to protect against noise.

All respondents, the proponent and the applicant were contacted in regard to Amendment 76 being presented to Council. All parties were advised of the date and time for both the Public Agenda Meeting scheduled for 16 March 2016 and the Ordinary Council Meeting scheduled for 23 March 2016. No community groups raised any submissions during the advertising period and details of both meetings were made available on the Town's website advising the general public that Amendment 76 is being presented to Council.

Officers Comment

Whilst the property market is an important issue to the Town, it is not a valid land use planning reason which can be considered by officers in the assessment of scheme amendments. The applicant has stated that the development of housing on the subject site is still some time away from occurring and subject to the preparation of a structure plan. Furthermore the proponent has a mandate to ensure that affordable land and housing is available in the future and the Department of Housing will take into account the state of the market as part of their project staging.

Amendment 76 seeks to only rezone the site to 'Urban Development' and not to construct any housing at this time. Amendment 76 will assist in getting the site ready to provide affordable housing options in the future, should there be a time of high demand for housing.

The concerns raised by environmental health services team of the Town, DER, DoH and DMP are acknowledged. The applicant noted the potential impact regarding the landfill and proximity to residential uses and stated that these issues would be addressed as part of the structure planning stage. The applicant has noted that during the preparation of the structure plan further technical studies such as a buffer study or an environmental assessment would be provided to support development. The applicant also noted that development and subdivision of the site will not occur until the structure plan is approved and the future development will be staged, from the north of the site to the south, to ensure that no development impedes on any buffers required to the south east of the site.

It is noted that further detailed structure planning is required which will address buffers, before any development can occur on this site. However it is recommended that Amendment 76 be modified to include provisions in the Scheme No.5 text and on the map to identify suitable buffers for the landfill and the mining leases (Attachments 4 & 5). The modifications are recommended given that the length of time to which the landfill will continue to operate at the current site is unknown and subject to further investigations by the Town. In the absence of sufficient information regarding the impacts of the landfill, modifying the Scheme No.5 text and map to identify a buffer in accordance with current operational State Policy is an effective way to protect future residential areas. The recently released DER Draft Guidance Statement on Separation Distances recommends a 1000m buffer, however this statement is still a draft and not operational, therefore should not be applied in this instance.

It is recommended that the Scheme No.5 text should be modified to include new clauses into Scheme No.5 which would create Buffer Special Control Areas for both the landfill and the mining leases. The new clauses will outline that no new dwellings or the extension of existing dwellings are permitted in the Buffer Special Control Areas (for the landfill and mining leases), unless suitable studies can justify that the development can be achieved without adverse impacts on sensitive uses. The Town Planning Scheme No.5 map should be modified to illustrate the buffer, shown 500m from the activity boundary of each site, in accordance with EPA Guidance Statement No.3. These modifications reduce future risk of developing of sensitive uses within a buffer area for either the landfill

or the mining leases. These modifications have been discussed with the applicant and proponent and they are supportive of the proposed changes.

In relation to the DER's concern regarding contaminated materials the applicant notes the potential impact. As part of the structure planning stage, assessment in respect to the existence of contamination will be undertaken and measures to deal with any contamination will be proposed.

Planning Solutions concerns are noted regarding the potential impact of the Mount Newman Railway. However, as part of the structure planning stage the proponent will be required to undertake a noise impact assessment, to determine if there is any impact resulting from noise from the railway. Furthermore, at the subdivision and development application stage, design controls to mitigate against noise can be used to protect the residents. It is not considered necessary to modify Amendment 76 in regard to any noise issues.

FINANCIAL AND RISK IMPLICATIONS

The applicant has paid the following prescribed fees;

\$10,162.15 for the lodgement of Amendment 76.

Proceeding with Amendment 76 without modifications to illustrate buffer areas presents a risk of placing of sensitive uses within the minimum required buffer areas for the landfill and the mining leases. This could potentially place housing and residents in close proximity to noise, odour and other impacts. It is noted that the proponent seeks to mitigate this risk by providing further studies at the structure planning stage.

Using the Town's Local Government Risk Matrix, overall it is estimated that Amendment 76 presents a measure of between 5 & 9. It is a moderate risk that needs to be managed with adequate controls. Amendment 76 presents this level of risk as it is possible that the future housing could be developed within the buffer area and be subject to impacts. As stated previously in the absence of sufficient information to assess the risk of the landfill it is recommended that Amendment 76 be modified to identify buffer areas for the landfill and raw material extraction area based on operational State Government Policy.

It is also noted that by not proceeding with Amendment 76 the Town is at risk of not planning in accordance with the Growth Plan and not adequately zoning and preparing suitable land for the future.

STATUTORY AND POLICY IMPLICATIONS

Council Strategic Community Plan 2014-2024

Amendment 76 is consistent with the following sections of Council's Strategic Community Plan 2014-2024;

- 1.0 Building a unified and vibrant community - 1.1 A unified community across our townships; and
- 2.0 Supporting a Diverse Economy - 2.1 A thriving, resilient and diverse economy.

Amendment 76 seeks to provide new and affordable housing options in close proximity to public open space and also potentially provide a future a local centre for smaller scale commercial uses. Amendment 76 seeks to provide choice and create a new community in the South Eastern corner of South Hedland.

Town Planning Scheme No.5

Clause 9.7 of Town Planning Scheme No.5 requires Council to keep Town Planning Scheme No.5 under constant monitor and sets out the provisions to initiate any amendments to the scheme. Clause 9.7 also requires consideration of potential affected landowners and also the consistency of the amendment with the Town's adopted Local Planning Strategy.

Amendment 76 is consistent with the following objective of Town Planning Scheme No.5;

“(a) encourage an appropriate balance between economic and social development conservation of the natural environment, and improvements in lifestyle and amenity”.

Pilbara's Port City Growth Plan

Amendment 76 is consistent with the Growth Plan. The subject site is identified as being situated in Precinct 12- South Hedland East of the Growth Plan. This area is identified as a priority area for future development to provide a mixture of low and medium density housing, public open space and a local centre. Amendment 76 is consistent with these objectives with the following City Growth Principles and City Growth Themes of the Growth Plan;

- 2.1 City Growth Principle No. 5 – Building Port Hedland's resilience; and
- 2.2 City Growth Theme No.3 - Housing Diversity and Land Supply Capacity.

Amendment 76 seeks to provide an orderly and adequate supply of affordable land along with increased choice for the future. Amendment 76 seeks to develop housing that will complement the existing housing in this locality of South Hedland and provide the opportunity for a future small scale commercial centre.

State Government Policies

The following State Government Policies are relevant to Amendment 76;

- State Planning Policy – State Industrial Buffer (SPP4.1);
- Draft State Planning Policy 4.1 – State Industrial Buffer (Amended) (Draft (Draft SPP 4.1);
- EPA Guidance Statement No.3;
- Draft DER Guidance Statement of Separation Distances;
- State Planning Policy 5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning (SPP5.4); and
- State Planning Policy No.3 – Urban Growth and Settlement (SPP3).

SPP 4.1, Draft SPP4.1 and EPA Guidance Statement No.3 were prepared to avoid land use conflict situations between industry such as the South Hedland

landfill and sensitive uses, such as housing. All policies provide guidance on planning for the location of sensitive uses in relation to uses such as the landfill. A separation distance of 500m is recommended between sensitive land uses, landfills and sand extraction areas such as the mining leases in these policies.

It is also noted that the recently released Draft DER Guidance Statement recommends a greater separation distance of 1000m, to be in place between landfills such as that of the South Hedland landfill and sensitive uses. As stated previously, given that the Draft DER Guidance Statement is not operation it is recommended that Amendment 76 be modified to include a buffer with a 500m separation distance, which is consistent with State Government Policy and the concerns raised during advertising.

SPP5.4 requires new sensitive (residential) developments to achieve indoor and outdoor noise targets and limits. In relation to the BHP Billiton's concern, SPP5.4 acknowledges that the impacts of noise can be dealt with at the structure planning, subdivision and development application stage through the use of design controls on new housing, to mitigate against noise. On this basis it is considered that no modifications are required to be made Amendment 76 in regards to noise impacts.

SPP3 requires State and Local Government Planners to adequately plan for the sufficient supply of serviceable land. SPP3 requires that this land be in the correct locations for housing, employment, commercial, recreational and other purposes. Amendment 76 is consistent with SPP3 and will assist in the assembly of suitable land to meet future demand to provide affordable housing in Port Hedland. Amendment 76 seeks to have the subject site zoned for the future.

Conclusion

It is recommended that Amendment 76 be supported subject to the modifications proposed in the Schedule of Modifications. Amendment 76 is consistent with Town Planning Scheme No.5, the Growth Plan, and State Government Policy. Amendment 76 seeks to rezone the subject site to allow for the future development of housing which is consistent with the surrounding area and will offer residents greater choice of housing options.

ATTACHMENTS

1. Amendment 76 Report (under separate cover)
2. Location Plan
3. Schedule of Submissions
4. Schedule of Modifications
5. Plan of Proposed Buffers

3 March 2016

Lots 9001, 570-572 and 574 Murdoch Drive, South Hedland

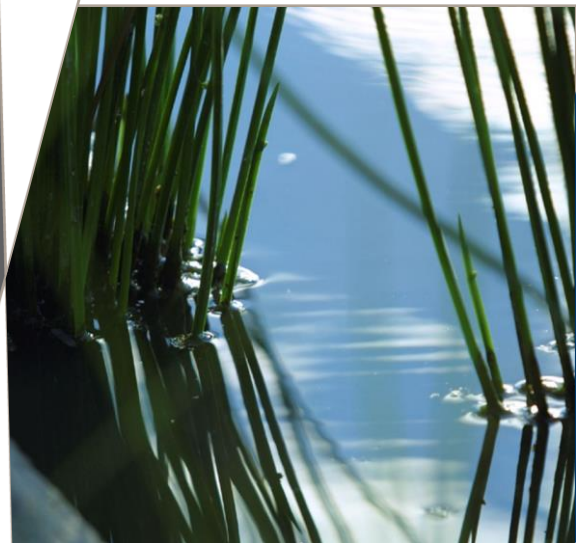
Local Scheme Amendment

Amendment No. 76

P14005

Prepared for
Department of Housing

2 February 2015



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Manager Planning and Design

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Date	2 February 2015

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Effective Date	February 2015
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Date Approved:	February 2015
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Document History

Version	Effective Date	Description of Revision	Prepared by:	Reviewed by:
1	2/2/14	Document for Lodgement	Ashwin Subramaniam	Denise Morgan

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MINISTER FOR PLANNING**PROPOSAL TO AMEND A TOWN PLANNING SCHEME**

LOCAL AUTHORITY	: Town of Port Hedland
DESCRIPTION OF TOWN PLANNING SCHEME	: Town of Port Hedland Town Planning Scheme No. 5
TYPE OF SCHEME	: Local
SERIAL NO. OF AMENDMENT	: 76
PROPOSAL	: Rezoning Lots 570-572 and 574 on Deposited Plan 76673 from 'Rural' to the 'Urban Development' zone and removal of R20 coding designation from Lot 9001 on Deposited Plan 75754

**PLANNING AND DEVELOPMENT ACT, 2005
RESOLUTION TO AMEND A TOWN PLANNING SCHEME
TOWN OF PORT HEDLAND**

**TOWN OF PORT HEDLAND TOWN PLANNING SCHEME NO. 5
AMENDMENT NO. 76**

RESOLVED that the Council pursuant to Section 75 of the Planning and Development Act, 2005, amend the above Town Planning Scheme by:

- 1) Rezoning Lots 570, 571, 572 and 574 on Deposited Plan 76673 to the 'Urban Development' zone.
- 2) Removal of R20 coding from Lot 9001 on Deposited Plan 75754.
- 3) Amending the Scheme Map accordingly.

SCHEME REPORT

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1 Introduction

This scheme amendment report has been prepared by Cardno (WA) Pty Ltd on behalf of Department of Housing, the proprietor of Lot 9001 on Deposited Plan 75754 and Lots 570-572 and 574 on Deposited Plan 76673 (referred to as the subject site). The purpose of this scheme amendment is to remove the R20 coding designation from Lot 9001 and rezone the remainder of the subject site from 'Rural' to 'Urban Development' zone under the Town of Port Hedland Town Planning Scheme No. 5 (TPS5).

The proposal will optimise the land use potential of the lots given its close proximity to the South Hedland Town Centre and the potential to utilise existing services and infrastructure which support urbanisation in the locality. The amendment will facilitate the subdivision and development of the subject lot to establish more housing and housing choice within the area of South Hedland.

2 Site Characteristics

2.1 Site Details

The subject site is described as Lot 9001 on Deposited Plan 75754, and Lots 570-572 and 574 on Deposited Plan 76673. The site totals 120.4037 hectares, is situated within the Town of Port Hedland and is located approximately 12 kilometres south of the Port Hedland Townsite in South Hedland. The road frontages include Murdoch Drive to the north, Brolga Way to the west, Collier Drive to the south and Outer Ring Road to the east. **Figure 2-1** is a location plan of the subject site.

Figure 2-1 Location Plan



2.2 Landownership

The subject site is under the ownership of Department of Housing and is legally described as follows (refer to **Figure 2-2**):

Table 2-1 Lot Description

Land Owner	Lot	Plan	Volume	Folio	Area
Housing Authority care of Department of Housing	9001	75754	LR3163	845	4.9243ha
Housing Authority care of Department of Housing	570	76673	LR3164	483	92.827ha
Housing Authority care of Department of Housing	571	76673	LR3164	484	15.162ha
Housing Authority care of Department of Housing	572	76673	LR3164	485	3.1172ha
Housing Authority care of Department of Housing	574	76673	LR3164	487	4.3735ha

Copies of the Certificate of Title for the subject site is included within **Appendix A**.

Figure 2-2 Cadastral Plan of Site



2.3 Current Land Use

The site is largely covered by remnant vegetation that is mainly degraded. An overhead Alinta Gas powerline traverses the western portion of the site from north to south. The subject site contains an open drainage channel as can be seen on the aerial photo (refer to **Figure 2-3**). The future structure planning of the site will address the interface of development within the existing drainage channel and overhead powerline.

Figure 2-3 Aerial Photo of Site



2.4 Surrounding Land Use and Development

Land to the north and west of the subject site is zoned 'Residential'. Osprey Urban estate adjoins the subject site to the west and is also being developed by the Department of Housing.

Land adjoining the subject site to the south is zoned 'Rural' and comprises of vacant unallocated crown land. Abutting the site to the east is land reserved for public purpose including a Waste Disposal and Treatment plant and undeveloped land utilised for water and drainage purposes.

3 Site Conditions and Constraints

3.1 Biodiversity and Natural Area Assets

3.1.1 Environmentally Sensitive Areas

There are no Environmentally Sensitive Areas (ESA) within the site as classified under Environmental Protection ESA Notice, 2005.

3.1.2 Vegetation

In 2011, ENV.Australia Pty Ltd (ENV) undertook a Level 2 Regional Flora and Vegetation Assessment of the Port Hedland area. Lots 9001, 570-572 and 574 were included in the assessment. The assessment involved a review of previous surveys conducted in the area and a site specific field survey.

The assessment identified that vegetation associations on site can be described as an open *Acacia colei* var. *colei* shrublands over low *Acacia stellaticeps* shrublands over *Triodia epactia* and *Triodia secunda* hummock grasslands/low *Acacia stellaticeps* shrublands over *Triodia epactia* and *Triodia secunda* hummock grasslands mosaic. Remnant vegetation over an area covering the site was considered in a desktop assessment to be in Very Good condition with areas associated with tracks, drainage lines and infrastructure having greater levels of disturbance than the surrounding vegetation (ENV, 2011). However, a site visit undertaken on 6 March 2014 revealed that the site has been historically cleared in parts and the remnant vegetation is mainly degraded.

3.1.3 Declared and Rare Flora

3.1.3.1 **Threatened and Priority Ecological Communities**

A search of the Department of Parks and Wildlife Threatened (DPaW) databases was conducted to determine the existence of any Priority Ecological Communities (TEC/PEC). The searches indicated that there are no TEC/PECs located within the site or within 50 km of the site.

3.1.3.2 **Threatened and Priority Flora**

Searches of DPaW's Threatened (Declared Rare) and Priority Flora database, the Western Australian Herbarium Specimen database and Threatened and Priority Flora List were undertaken within a 5 km radius of the site. DPaW's records showed no species nominated were located within the site or within a 5 km radius to the site.

3.1.3.3 **Environment Protection and Biodiversity Conservation Act Protected Matters**

Searches of the Department of Environment Nationally Significant Environmental Matters database and DPaW NatureMap online database were undertaken to identify the existence of threatened or priority flora species within the site. Results indicated that no threatened or priority flora species were located within the site, and within 5 km of the site.

3.1.4 Fauna

A review of the DPaW Threatened Fauna database indicated that there were no records of Threatened and Priority Fauna within the site. A broader search was conducted which identified seven land based fauna located within a 10 km radius of the site. The species and their conservation codes are provided in Table 3-1.

Table 3-1 Threatened Land Based Fauna Within a 10 km Radius of the Site According to the DPaW Threatened Fauna database, 2014

Species name	Common name	Conservation ¹
<i>Ctenotus angusticeps</i>	Airlie Island Ctenotus, Airlie Island Skink	Threatened Flora
<i>Dasyercus cristicauda</i>	Crest-tailed Mulgara	Threatened Flora
<i>Dasyurus hallucatus</i>	Northern Quoll	Threatened Flora
<i>Dasyercus blythi</i>	Brush-tailed Mulgara, Ampurta	Priority Four – Rare Taxa
<i>Mormopterus loriae subsp. cobourgiana</i>	Little North-western Mastiff Bat	Priority One – Poorly Known Taxa
<i>Aspidites ramsayi</i>	Woma	Specially Protected
<i>Natator depressus</i>	Flatback Turtle	Threatened Flora

A search of the DPaW NatureMap online database indicated that two additional threatened land based fauna species can potentially to occur within the site or within a 5 km radius of the site.

Table 3-2 Threatened Land Based Fauna Within a Five Kilometre Radius of the Site According to the DPaW Threatened NatureMap database, 2014

Species name	Common name	Conservation
<i>Lagostrophus fasciatus subsp. fasciatus</i>	Bernier Is. Banded Hare-wallaby, Mernine	Threatened Flora
<i>Pogona minor subsp. minima</i>	Dwarf Bearded Dragon (Houtman Abrolhos Is.	Threatened Flora

A search of the Department of Environment Nationally Significant Environmental Matters database indicated that four threatened species and three vulnerable species have the potential to occur within the site, and within a 5 km radius of the site. Table 3-3 shows the species name, common name, status and the potential for the species to occur within the site.

Table 3-3 Threatened Fauna Species Potentially Located Within 5 km of the site According to the Department of Environment Nationally Significant Environmental Matters Database.

Species	Common name	Status	Presence
Birds			
<i>Rostratula australis</i>	Australian Painted Snipe	Endangered	Species or species habitat may occur within area
Mammals			
<i>Dasyurus hallucatus</i>	Northern Quoll	Endangered	Species or species habitat likely to occur within area
<i>Macrotis lagotis</i>	Greater Bilby	Vulnerable	Species or species habitat likely to occur within area
<i>Notoryctes caurinus</i>	Karkarratul, Northern Marsupial Mole	Endangered	Species or species habitat likely to occur within area
<i>Rhinonictes aurantia (Pilbara form)</i>	Pilbara Leaf-nosed Bat	Vulnerable	Species or species habitat likely to occur within area
Reptiles			
<i>Ctenotus angusticeps</i>	Airlie Island Ctenotus	Vulnerable	Species or species habitat likely to occur within area

Migratory Marine Birds			
<i>Apus pacificus</i>	Fork-tailed Swift		Species or species habitat likely to occur within area
<i>Fregata ariel</i>	Lesser Frigatebird, Least Frigatebird		Species or species habitat likely to occur within area
Migratory Terrestrial Species			
<i>Haliaeetus leucogaster</i>	White-bellied Sea-Eagle		Species or species habitat likely to occur within area
<i>Hirundo rustica</i>	Barn Swallow		Species or species habitat likely to occur within area
<i>Merops ornatus</i>	Rainbow Bee-eater		Species or species habitat likely to occur within area
Migratory Wetlands Species			
<i>Ardea alba</i>	Great Egret, White Egret		Species or species habitat likely to occur within area
<i>Ardea ibis</i>	Cattle Egret		Species or species habitat likely to occur within area
<i>Charadrius veredus</i>	Oriental Plover, Oriental Dotterel		Species or species habitat likely to occur within area
<i>Glareola maldivarum</i>	Oriental Pratincole		Species or species habitat likely to occur within area
<i>Rostratula benghalensis (sensu lato)</i>	Painted Snipe	Endangered	Species or species habitat likely to occur within area

(Department of Environment, 2014)

As the remnant vegetation on site is degraded, it is highly unlikely any species listed in Table 3-3 would be present. Given that parts of the site have been historically cleared and the remnant vegetation is being mainly degraded, it would be unlikely to provide a significant habitat for fauna. On this basis, the proposed rezoning to Urban Development is not considered to be a threat to any significant or endangered species.

3.2 Landform and Soils

Geomorphic classification for the area, presented in the mapping titled Port Hedland Geological Survey of Western Australia, 1:50,000 Urban Geology Series, (Department of Lands and Surveys (1983) indicates that the generic stratigraphic units at and around the site are unconsolidated sediments of clayey calcareous conglomerate and clayey calcareous sandstone which are overlain by clayey sands and sandy clays.

The Port Hedland area is situated within the Pilbara Craton, a metamorphosed basement of granitoid rocks and gneiss. Overlying this geologic unit is the late-Achaean volcano-sedimentary sequence identified as the Hamersley Basin. The Hamersley Basin is characterised as basal basic lavas overlain with clastic sedimentary sequences and banded iron formations.

Overlaying the Tertiary deposits of the Hamersley Basin are Quaternary sedimentary units. Due to the depositional complexity of coastal environments, only general descriptions of the Quaternary sedimentary units in the Port Hedland area, and more specifically the site, are provided.

The Quaternary sediments of the Pleistocene age are generally identified as clastic rocks and sediments forming cemented clayey sandstones and conglomerates. Upper parts of the Pleistocene deposits exhibit red coloration as a result of limonite cementing. The prominent younger Holocene

geologic superficial units in and around Port Hedland as described in Port Hedland - Bedout Island, Geological Survey of Western Australia, 1:250,000 Geological Series, (Department of Industry and Resources (DIR), 2006) are detailed below.

3.2.1 Soil Types

Port Hedland Geological Survey of Western Australia, 1:50,000 Urban Geology Series, (Department of Lands and Surveys (1983) indicates that shallow sub-surface conditions comprise shelly silty sand and possibly overlain by former mud flats. Strong gravelly and cemented layers occur within the silty sand. This silty sand is known in the Pilbara Region as Pindan Sand and is typical of semi-arid environments. Pindan Sand is a collapsible silty-sand or clayey-sand soil, typically red in colour. Although collapsible, many Pindan Sands display a self-cementation property on drying (Sand-clay Pindan Material in Pavements as a Structural Layer, Emery. S.J, et al, 2003).

The digital database titled Geology Mapping Series of Western Australia, 1:250,000, (DMP, 2008) indicates that the site is within an area of floodplain deposits comprising sand, silt, clay and gravel adjacent to main drainage channels.

3.2.2 Topography

Topographical data supplied by Landgate shows that the site's highest point is in the south east corner at a height of 16.1 m Australian Height Datum (AHD). There is a gentle slope throughout the site to the north east corner where the lowest point is 11.9 m AHD.

3.2.3 Acid Sulfate Soils

Acid Sulfate Soils (ASS) are naturally occurring soils that contain iron sulphide (iron pyrite) minerals. If disturbed by dewatering, drainage or soil excavation, the pyrites can oxidise thereby releasing iron compounds and sulphuric acid. These soils can result in environmental harm and damage to infrastructure. ASS that have been oxidised and resulted in the creation of acidic conditions are termed Actual ASS, and those that have acid generating potential but remain in naturally anaerobic conditions are termed Potential ASS.

ASS are predominantly found in WA's coastal regions in low-lying wetlands and tidal flats. The potential for ASS to occur within the site may be assessed by examining the type of soil present and the depth to groundwater. These soils may occur in a variety of waterlogged soils such as dark organic rich soils and muds, peaty wetland soils, some pale grey sands, "coffee rock" (cemented iron and/or organic rich sands) found below the water table and pyritic soils (Department of Environment and Conservation (DEC), n.d.)

The Landgate WA Atlas provides broad-scale risk maps for several coastal regions of WA. The ASS map showed that there is an extremely low probability of ASS occurrence on the site. Figure 3-1 shows the ASS mapping for the surrounding area of the site, confirming that the site is not within an area of ASS. The mapping database indicates that the nearest mapped area to the site is 5.3km to the north, and is classified '*high risk to moderate of ASS occurring within three metres of the natural soil surface*'.

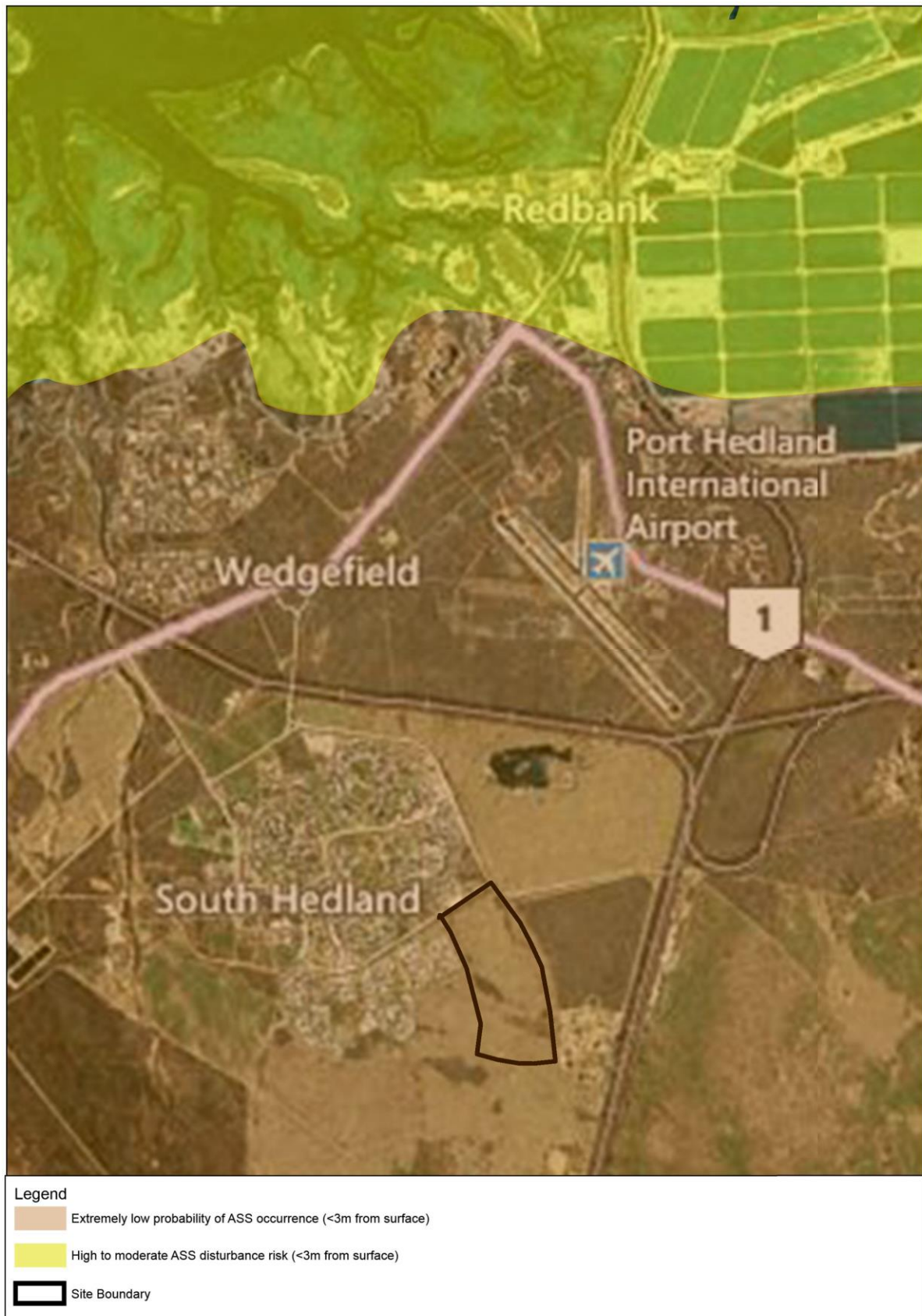


Figure 3-1 ASS Risk Map

3.2.4 Contaminated Land

Cardno has reviewed the Department of Environment Regulation (DER) online Contaminated Sites database and has obtained a Basic Summary of records from the DER (received 24 March 2014). The database and Basic Summary of Records indicate that the subject site is not currently classified under the Contaminated Sites Act 2003.

3.3 Groundwater and Surface Water

3.3.1 Regional Groundwater Quality

The Department of Water (DoW) Hydrogeological Atlas indicates that the hydrogeology beneath the subject site comprises superficial sediments with the Pilbara Coastal Saline deposits overlying Pilbara Alluvial deposits which are typically 'brackish'. The Atlas also indicates that the total dissolved solids (TDS) of the groundwater beneath the subject site is in the range between 1,000 mg/L and 3,000 mg/L, which corresponds to between 'fresh' and 'brackish'. However, these values are based on the Generalised State Salinity mapping which is broad scale and may not be accurate at a local scale. A search of DoW boreholes indicated that the groundwater within boreholes ARMY C51 (5 km north) and ARMY C48 (4.5 km south-east) had TDS levels of 5,720 mg/L and 4,468 mg/L respectively, corresponding to 'saline' and 'brackish'. The borehole locations are presented in Figure 3-2.

3.3.2 Site Groundwater Quality

A search of the DoW Water Information Reporting (WIR) database found one groundwater borehole on site. However, there was no relevant data for this borehole.

3.3.3 Regional Groundwater Levels

A search of the DoW WIR database gave no groundwater levels in nine established boreholes within a 5 km radius of the site in the last 50 years.

3.3.4 Site Groundwater Levels

A survey (Parsons Brinckerhoff, 2012) undertaken in October 2011 completed a geotechnical investigation, excavating a total of 40 test pits (spread throughout the site) with an approximate depth of 3.0 m. No groundwater was found within the pits.

3.3.5 Groundwater Use

The DoW WIR database for registered boreholes indicates that there are two groundwater boreholes within a 5 km radius of the site that are used for livestock watering. Baynes Well approximately 3.6 km to the east of the site, and another bore approximately 5 km to the north west of the Site. Bore water is reportedly used for garden irrigation. The borehole locations are presented in Figure 3-2.



Figure 3-2 Borehole Locations

3.3.6 Public Drinking Water Source Area

The register of drinking water catchments within the Town of Port Hedland local government area, presented in the document titled Public Drinking Water Source Areas of Western Australia, Water Quality Protection Note (WA DoW, 2008), indicated that the subject site is not located within a PDWSA.

There is a PDWSA within 10 km to the south-west of the subject site which has not been assigned a 'Priority' classification. This is the Turner River Water Reserve which has no risk avoidance, minimisation or management plan associated with it. This PDWSA is up-gradient of the site and therefore will not be impacted.

3.3.7 Surface Water

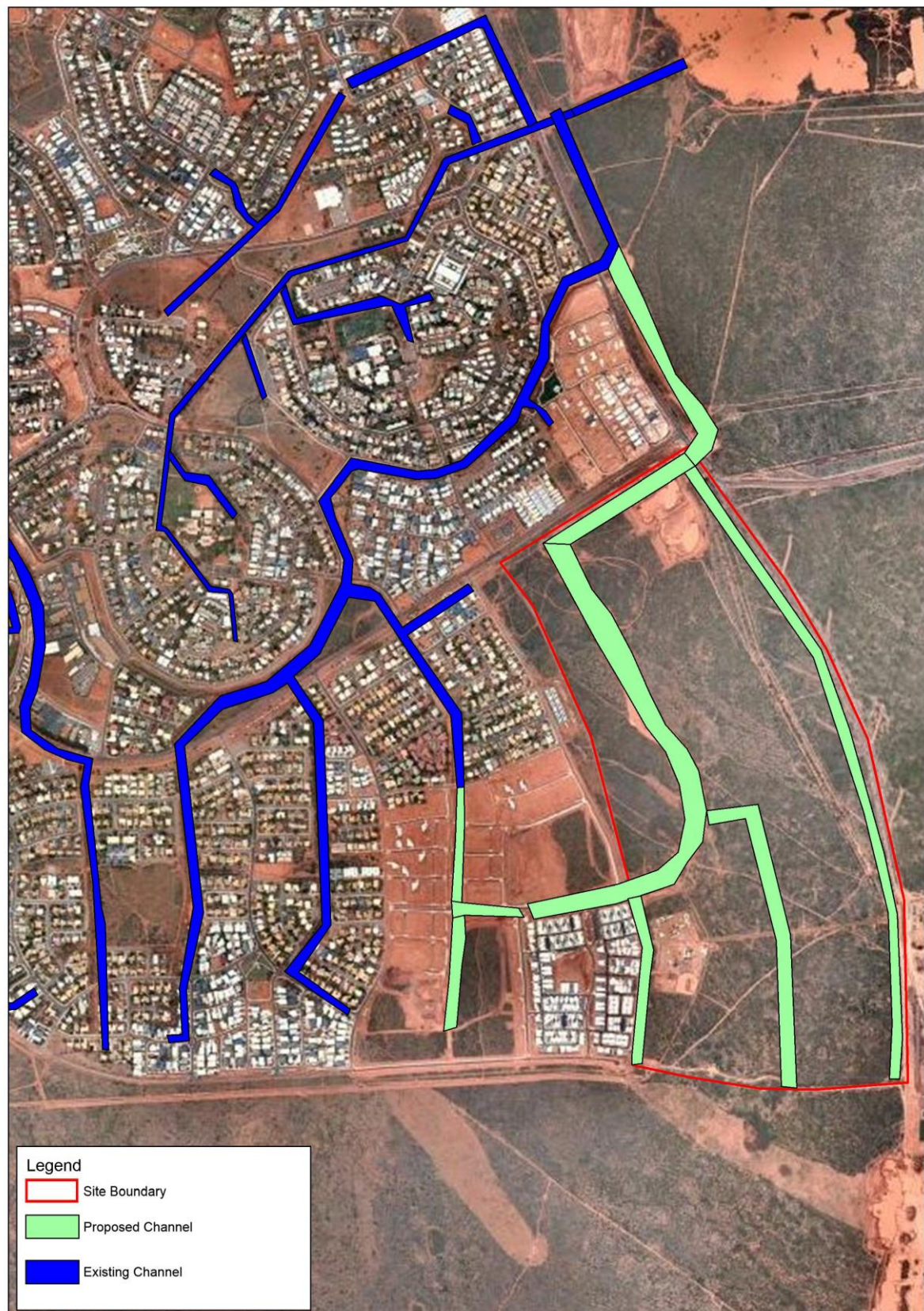
There are many existing interlinking drainage channels throughout South Hedland. South Hedland is generally flat with a gentle slope toward the north west and north east, divided by a low ridge running north south through the centre of the town. The ridge is an extension of naturally higher land south of the town and varying between 13 m and 16 m AHD. Throughout most parts of the town, lots drain overland to adjacent road reserves and roads are graded to direct stormwater to a network of open channels. The open drainage channels convey stormwater through culverts and small bridges to the natural drainage line immediately west of South Hedland and to a large infiltration/evaporation basin east of North Circular Road. A recent flood study (GHD, 2011) for the town of South Hedland produced flood maps of the area. The flood extent shows that the current drainage system for the town (as of 2010) does not inundate the subject site.

A review of aerial photography and a site visit (6th March 2014) was used to identify surface water bodies within and surrounding the site. A man-made drainage channel (**Error! Reference source not found.**) traversing the site has recently been constructed. This channel connects with existing drainage channels along the North Circular Road and flows north. A drainage assessment (Parsons Brinckerhoff, 2012) was completed for the Ospreys housing development located to the west of the site. The drainage assessment uses the subject site to transfer runoff through the man-made constructed drainage channel. This assessment also proposed a number of drainage channels and Public Open Space's (POS) to convey flows (**Error! Reference source not found.**4). The report recommends that the site utilises POS areas for flood storage in the 100yr Average Recurrence Interval storm event to provide flood protection for the new developments. Until a completed drainage assessment of the proposed development has been undertaken it is unclear whether these channels and POS areas for flood attenuation are needed. This is being addressed through the Structure Planning phase.

Figure 3-3 Constructed Drainage Channel



Figure 3-4 Drainage Channels



3.3.8 Wetlands

A review of the Landgate WA Atlas indicates that there are no geomorphic wetlands of any classification on or in a 10 km radius of the site.

3.4 Heritage

3.4.1 Aboriginal Heritage

A search of the Department of Aboriginal Affairs (DAA) Aboriginal Heritage Inquiry System (AHIS) (DAA, 2014) indicated that there are no registered Aboriginal Heritage sites within the site.

As part of the Structure Planning process an archaeological and ethnographic study will be undertaken.

3.4.2 European Heritage

A search was conducted on the Heritage Council of WA's online database inherit (2014) for European heritage places within the vicinity of the site. One site was as detailed in Table 3-4.

Table 3-4 Table 1 - European Heritage Places Listed by the Heritage Council WA

Site name	Site No
South Hedland town concept	18423

The Structure planning process will take all European heritage sites into consideration and any proposed impact on these sites will be consulted with the Shire.

4 Statutory and Policy Planning Controls

4.1 Local Planning Scheme

4.1.1 Town of Port Hedland Town Planning Scheme No. 5

Under the provisions of the Town of Port Hedland Town Planning Scheme No. 5 (TPS5), Lots 570-572 and 574 are zoned 'Rural'. Lot 9001 is zoned 'Urban Development' with a residential density designation of R20.

This scheme amendment seeks to rezone Lots 570-572 and 574 from 'Rural' to the 'Urban Development' zone. The site represents a suitable location for the expansion of residential development within South Hedland given land immediately abutting the site to the north and west is zoned and developed for this purpose. Regional and Local strategic planning documents identify the site for future residential development and as such supports this zoning. This scheme amendment also seeks to remove the R20 density coding from Lot 9001. This will enable a comprehensive structure plan to be applied over the entire subject site which will designate appropriate density codings.

Under the Urban Development zone the Council may require the preparation of a Development Plan (Structure Plan) prior to considering any subdivision or development proposal for the land. Cardno is currently progressing the preparation of a Structure Plan and supporting technical documentation which will be lodged in 2015 and provide a framework for the future subdivision and development of the subject site.

Figure 4-1 TPS5 Zoning of Site and Surrounds



4.2 Regional and Sub-Regional Structure Plans

4.2.1 Pilbara Planning and Infrastructure Framework

The Pilbara Planning and Infrastructure Framework was published by the Western Australian Planning Commission (WAPC) in January 2012. The framework seeks to support the State Government's vision to expand the region's population and to rectify infrastructure inadequacies. The subject site is identified within the Pilbara City Settlement area, which aims to achieve sustainable development. The proposal to rezone the subject site to Urban Development to facilitate residential development will support the future population growth within the Town of Port Hedland and provide sustainability.

1.1.1 Planning Strategies

1.1.1.1 Pilbara's Port City Growth Plan

The Pilbara Port City Growth Plan (PPCGP) was adopted by the WAPC in December 2013 plan and considers a range of objectives for the growth of Port Hedland. This includes economic growth, community growth, housing infrastructure and environmental protection methods. This plan supplies strategic information about the image of Port Hedland and a plethora of social, environmental and economic data.

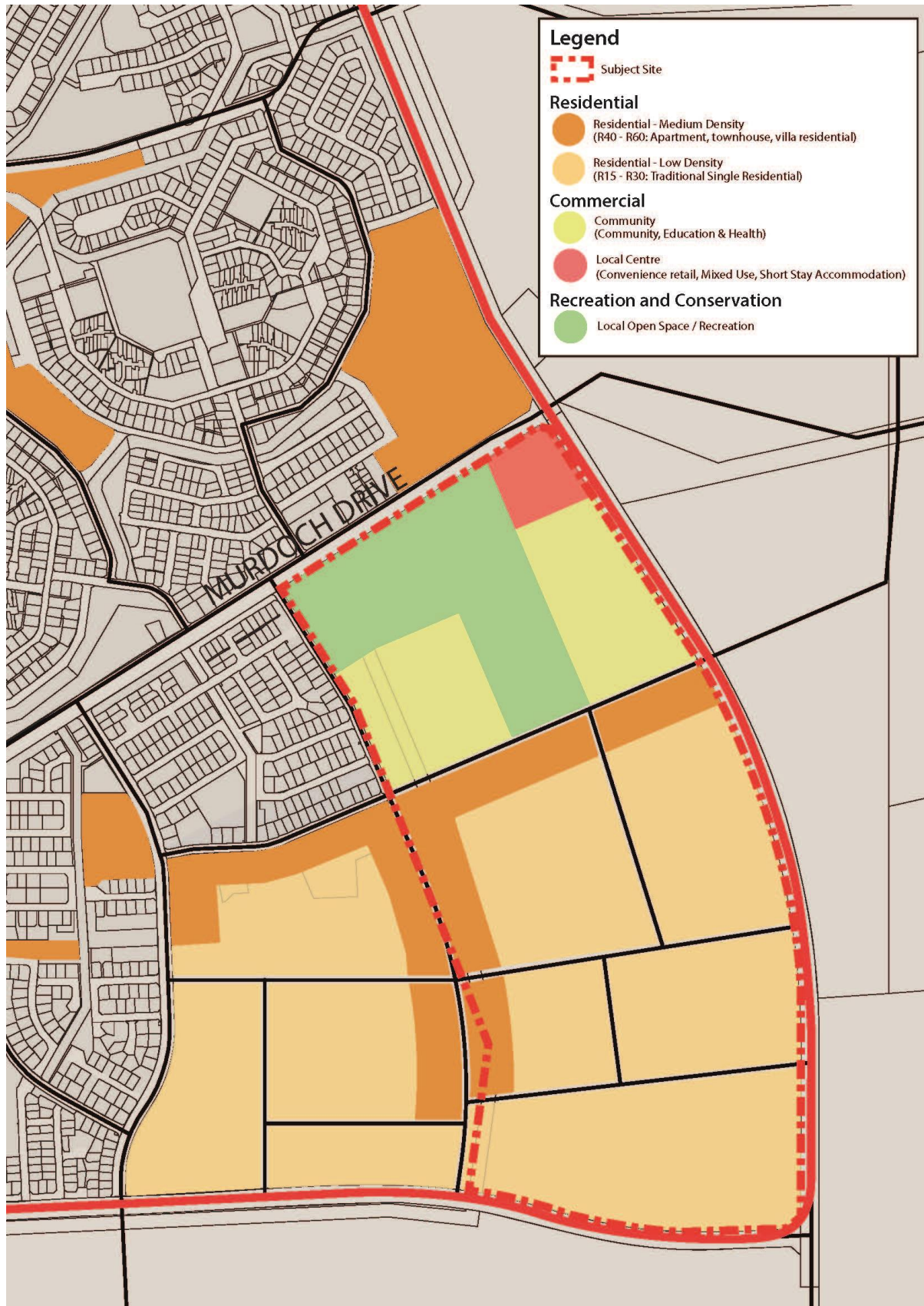
The subject site is located within Precinct 12 - South Hedland East of the PPCGP. The precinct currently consists of predominately residential development (single with nodes of grouped and higher density) and supporting public purpose uses such as Hedland High School and South Hedland Bowls Club. The objective of the PPCGP is to support the ongoing infill/redevelopment of residential land within the precinct; immediate term residential land release to the south-east (includes subject site); provision of further education and community facilities and provision of a mixed use local centre at the eastern end of Murdoch Drive (north-east corner of subject site). The plan identifies the subject site as a priority for land release, which supports the rezoning of the subject site to 'Urban Development'.

Figure 4-2 is the Precinct 12 land use plan. The precinct plan is indicative only and final land use and development of the subject site will be subject to further detailed planning investigations (Structure Planning). The southern portion of the subject site has been identified for Residential land uses consisting of Low Density (R15-R30) and smaller portion of medium density (R40-R60). Two public purpose sites have been identified for a primary school and high school. The precinct plan identifies a neighbourhood centre in the north-east corner of the subject site and a district recreational facility located in-between the two school sites.

As noted above the precinct plan is indicative only. Through the structure planning process currently being undertaken it has been identified in consultation with the Department of Education that a primary school is not required on the site as the catchment area is currently adequately serviced by existing schools in the South Hedland locality. The Town are currently undertaking investigations into the suitable location for the district recreation facility. The subject site is currently affected by a 500m buffer area associated with the adjacent Waste Facility, and as such the development of a 20ha district recreation facility in this location is not considered feasible given the extensive land requirement and impact on the quantity of affordable housing which can be provided for by the Department of Housing.

The intentions of the plan and indicative land uses proposed support the rezoning of the site to 'Urban Development.' The location and type of land uses provided will be addressed at the Structure Planning stage.

Figure 4-2 Pilbara Port City Growth Plan – Precinct 12



5 Conclusion

The purpose of this Scheme Amendment to TPS5 is to facilitate the future urban development of the subject site. A structure plan is currently being prepared which will provide a framework for the future subdivision and development of the subject site.

The site represents a suitable location for the expansion of residential development within South Hedland given land immediately abutting the site to the north and west is zoned and developed for this purpose.

Various planning documents and plans refer to the subject site as being well positioned for future urban development. The Pilbara Port City Growth Plan identifies the subject site as part of the future urban expansion area within South Hedland and having potential for residential development.

This proposal will optimise the land use potential of the subject site given its close proximity to the South Hedland town centre and will facilitate the subdivision and development of the subject site to establish more housing and housing choice within the South Hedland area.

Local Scheme Amendment

APPENDIX

A

CERTIFICATES OF TITLE

WESTERN



AUSTRALIA

RECORD OF CERTIFICATE
OF
CROWN LAND TITLE
UNDER THE TRANSFER OF LAND ACT 1893
AND THE LAND ADMINISTRATION ACT 1997

NO DUPLICATE CREATED

The undermentioned land is Crown land in the name of the STATE of WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTER NUMBER	
9001/DP75754	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
N/A	N/A

VOLUME
LR3163FOLIO
845

REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 9001 ON DEPOSITED PLAN 75754

STATUS ORDER AND PRIMARY INTEREST HOLDER:
(FIRST SCHEDULE)

STATUS ORDER/INTEREST: LEASEHOLD

PRIMARY INTEREST HOLDER: HOUSING AUTHORITY OF CARE OF DEPARTMENT OF HOUSING, 99 PLAIN STREET, EAST PERTH

(LC L992395) REGISTERED 13 JULY 2012

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. L992395 LEASE. SUBJECT TO THE TERMS AND CONDITIONS AS SET OUT IN THE LEASE.
REGISTERED 13.7.2012.
 - M060031 LEASE OF CROWN LAND AND AMALGAMATION ORDER. LAND INCLUDED INTO THE LEASEHOLD ESTATE. REGISTERED 31.10.2012.
 - M215742 LEASE OF CROWN LAND AND AMALGAMATION ORDER. LAND INCLUDED INTO THE LEASEHOLD ESTATE. REGISTERED 19.3.2013.
 - M634853 VARIATION OF LEASE L992395 REGISTERED 12.5.2014.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP75754.
PREVIOUS TITLE: LR3161-429.
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.

END OF PAGE 1 - CONTINUED OVER

ORIGINAL CERTIFICATE OF CROWN LAND TITLE

REGISTER NUMBER: 9001/DP75754 VOLUME/FOLIO: LR3163-845

PAGE 2

LOCAL GOVERNMENT AREA: TOWN OF PORT HEDLAND.
RESPONSIBLE AGENCY: DEPARTMENT OF LANDS (SLSD).

NOTE 1: L992395 CORRESPONDENCE FILE 00100-2010-01RO

WESTERN



AUSTRALIA

**RECORD OF CERTIFICATE
OF
CROWN LAND TITLE**
UNDER THE TRANSFER OF LAND ACT 1893
AND THE LAND ADMINISTRATION ACT 1997

REGISTER NUMBER 570/DP76673	
DUPLICATE EDITION N/A	DATE DUPLICATE ISSUED N/A

VOLUME
LR3164FOLIO
483**NO DUPLICATE CREATED**

The undermentioned land is Crown land in the name of the STATE of WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 570 ON DEPOSITED PLAN 76673

STATUS ORDER AND PRIMARY INTEREST HOLDER:
(FIRST SCHEDULE)

STATUS ORDER/INTEREST: LEASEHOLD

PRIMARY INTEREST HOLDER: HOUSING AUTHORITY OF CARE OF DEPARTMENT OF HOUSING, 99 PLAIN STREET, EAST PERTH

(LC L992395) REGISTERED 13 JULY 2012

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. L992395 LEASE. SUBJECT TO THE TERMS AND CONDITIONS AS SET OUT IN THE LEASE. REGISTERED 13.7.2012.
 - M060031 LEASE OF CROWN LAND AND AMALGAMATION ORDER. LAND INCLUDED INTO THE LEASEHOLD ESTATE. REGISTERED 31.10.2012.
 - M215742 LEASE OF CROWN LAND AND AMALGAMATION ORDER. LAND INCLUDED INTO THE LEASEHOLD ESTATE. REGISTERED 19.3.2013.
 - M634853 VARIATION OF LEASE L992395 REGISTERED 12.5.2014.
 - M671775 ADJUSTMENT OF BOUNDARIES - CONTINUING INTERESTS. LAND BOUNDARY ADJUSTED. REGISTERED 16.6.2014.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP76673.

END OF PAGE 1 - CONTINUED OVER

ORIGINAL CERTIFICATE OF CROWN LAND TITLE

REGISTER NUMBER: 570/DP76673

VOLUME/FOLIO: LR3164-483

PAGE 2

PREVIOUS TITLE: LR3013-738, LR3161-430.
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AREA: TOWN OF PORT HEDLAND.
RESPONSIBLE AGENCY: DEPARTMENT OF LANDS (SLSD).

NOTE 1: M671774 CORRESPONDENCE FILE 00100-2010-01RO

WESTERN



AUSTRALIA

**RECORD OF CERTIFICATE
OF
CROWN LAND TITLE**
UNDER THE TRANSFER OF LAND ACT 1893
AND THE LAND ADMINISTRATION ACT 1997

REGISTER NUMBER 571/DP76673	
DUPLICATE EDITION N/A	DATE DUPLICATE ISSUED N/A

VOLUME
LR3164FOLIO
484**NO DUPLICATE CREATED**

The undermentioned land is Crown land in the name of the STATE of WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 571 ON DEPOSITED PLAN 76673

STATUS ORDER AND PRIMARY INTEREST HOLDER:
(FIRST SCHEDULE)

STATUS ORDER/INTEREST: LEASEHOLD

PRIMARY INTEREST HOLDER: HOUSING AUTHORITY OF CARE OF DEPARTMENT OF HOUSING, 99 PLAIN STREET, EAST PERTH

(LC L992395) REGISTERED 13 JULY 2012

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. L992395 LEASE. SUBJECT TO THE TERMS AND CONDITIONS AS SET OUT IN THE LEASE. REGISTERED 13.7.2012.
 - M060031 LEASE OF CROWN LAND AND AMALGAMATION ORDER. LAND INCLUDED INTO THE LEASEHOLD ESTATE. REGISTERED 31.10.2012.
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 - M634853 VARIATION OF LEASE L992395 REGISTERED 12.5.2014.
 - M671775 ADJUSTMENT OF BOUNDARIES - CONTINUING INTERESTS. LAND BOUNDARY ADJUSTED. REGISTERED 16.6.2014.

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-----END OF CERTIFICATE OF CROWN LAND TITLE-----

STATEMENTS:

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SKETCH OF LAND: DP76673.

END OF PAGE 1 - CONTINUED OVER

ORIGINAL CERTIFICATE OF CROWN LAND TITLE

REGISTER NUMBER: 571/DP76673

VOLUME/FOLIO: LR3164-484

PAGE 2

PREVIOUS TITLE: LR3013-738, LR3161-430.
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AREA: TOWN OF PORT HEDLAND.
RESPONSIBLE AGENCY: DEPARTMENT OF LANDS (SLSD).

NOTE 1: M671774 CORRESPONDENCE FILE 00100-2010-01RO

WESTERN



AUSTRALIA

**RECORD OF CERTIFICATE
OF
CROWN LAND TITLE**
UNDER THE TRANSFER OF LAND ACT 1893
AND THE LAND ADMINISTRATION ACT 1997

REGISTER NUMBER 572/DP76673	
DUPLICATE EDITION N/A	DATE DUPLICATE ISSUED N/A

VOLUME
LR3164FOLIO
485**NO DUPLICATE CREATED**

The undermentioned land is Crown land in the name of the STATE of WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 572 ON DEPOSITED PLAN 76673

STATUS ORDER AND PRIMARY INTEREST HOLDER:
(FIRST SCHEDULE)

STATUS ORDER/INTEREST: LEASEHOLD

PRIMARY INTEREST HOLDER: HOUSING AUTHORITY OF CARE OF DEPARTMENT OF HOUSING, 99 PLAIN STREET, EAST PERTH

(LC L992395) REGISTERED 13 JULY 2012

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. L992395 LEASE. SUBJECT TO THE TERMS AND CONDITIONS AS SET OUT IN THE LEASE. REGISTERED 13.7.2012.
 - M060031 LEASE OF CROWN LAND AND AMALGAMATION ORDER. LAND INCLUDED INTO THE LEASEHOLD ESTATE. REGISTERED 31.10.2012.
 - M215742 LEASE OF CROWN LAND AND AMALGAMATION ORDER. LAND INCLUDED INTO THE LEASEHOLD ESTATE. REGISTERED 19.3.2013.
 - M634853 VARIATION OF LEASE L992395 REGISTERED 12.5.2014.
 - M671775 ADJUSTMENT OF BOUNDARIES - CONTINUING INTERESTS. LAND BOUNDARY ADJUSTED. REGISTERED 16.6.2014.
2. M630266 EASEMENT TO ALINTA DEWAH PTY LTD AND ALINTA DEWAP PTY LTD FOR ELECTRICITY TRANSMISSION LINE PURPOSES. REGISTERED 7.5.2014.
 - M671775 ADJUSTMENT OF BOUNDARIES - CONTINUING INTERESTS. LAND BOUNDARY ADJUSTED. REGISTERED 16.6.2014.

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-----END OF CERTIFICATE OF CROWN LAND TITLE-----

END OF PAGE 1 - CONTINUED OVER

ORIGINAL CERTIFICATE OF CROWN LAND TITLE

REGISTER NUMBER: 572/DP76673

VOLUME/FOLIO: LR3164-485

PAGE 2

STATEMENTS:

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SKETCH OF LAND: DP76673.
PREVIOUS TITLE: LR3104-705.
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AREA: TOWN OF PORT HEDLAND.
RESPONSIBLE AGENCY: DEPARTMENT OF LANDS (SLSD).

NOTE 1: M671774 CORRESPONDENCE FILE 00100-2010-01RO

WESTERN



AUSTRALIA

**RECORD OF CERTIFICATE
OF
CROWN LAND TITLE**
UNDER THE TRANSFER OF LAND ACT 1893
AND THE LAND ADMINISTRATION ACT 1997

REGISTER NUMBER 574/DP76673	
DUPLICATE EDITION N/A	DATE DUPLICATE ISSUED N/A

VOLUME
LR3164FOLIO
487**NO DUPLICATE CREATED**

The undermentioned land is Crown land in the name of the STATE of WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 574 ON DEPOSITED PLAN 76673

STATUS ORDER AND PRIMARY INTEREST HOLDER:
(FIRST SCHEDULE)

STATUS ORDER/INTEREST: LEASEHOLD

PRIMARY INTEREST HOLDER: HOUSING AUTHORITY OF CARE OF DEPARTMENT OF HOUSING, 99 PLAIN STREET, EAST PERTH

(LC L992395) REGISTERED 13 JULY 2012

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. L992395 LEASE. SUBJECT TO THE TERMS AND CONDITIONS AS SET OUT IN THE LEASE. REGISTERED 13.7.2012.
 - M060031 LEASE OF CROWN LAND AND AMALGAMATION ORDER. LAND INCLUDED INTO THE LEASEHOLD ESTATE. REGISTERED 31.10.2012.
 - M215742 LEASE OF CROWN LAND AND AMALGAMATION ORDER. LAND INCLUDED INTO THE LEASEHOLD ESTATE. REGISTERED 19.3.2013.
 - M634853 VARIATION OF LEASE L992395 REGISTERED 12.5.2014.
 - M671775 ADJUSTMENT OF BOUNDARIES - CONTINUING INTERESTS. LAND BOUNDARY ADJUSTED. REGISTERED 16.6.2014.
2. M630266 EASEMENT TO ALINTA DEWAH PTY LTD AND ALINTA DEWAP PTY LTD FOR ELECTRICITY TRANSMISSION LINE PURPOSES. REGISTERED 7.5.2014.
 - M671775 ADJUSTMENT OF BOUNDARIES - CONTINUING INTERESTS. LAND BOUNDARY ADJUSTED. REGISTERED 16.6.2014.

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Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

END OF PAGE 1 - CONTINUED OVER

ORIGINAL CERTIFICATE OF CROWN LAND TITLE

REGISTER NUMBER: 574/DP76673

VOLUME/FOLIO: LR3164-487

PAGE 2

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP76673.
PREVIOUS TITLE: LR3013-738, LR3161-430, LR3104-705.
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AREA: TOWN OF PORT HEDLAND.
RESPONSIBLE AGENCY: DEPARTMENT OF LANDS (SLSD).

NOTE 1: M671774 CORRESPONDENCE FILE 00100-2010-01RO

SCHEME AMENDMENT MAP

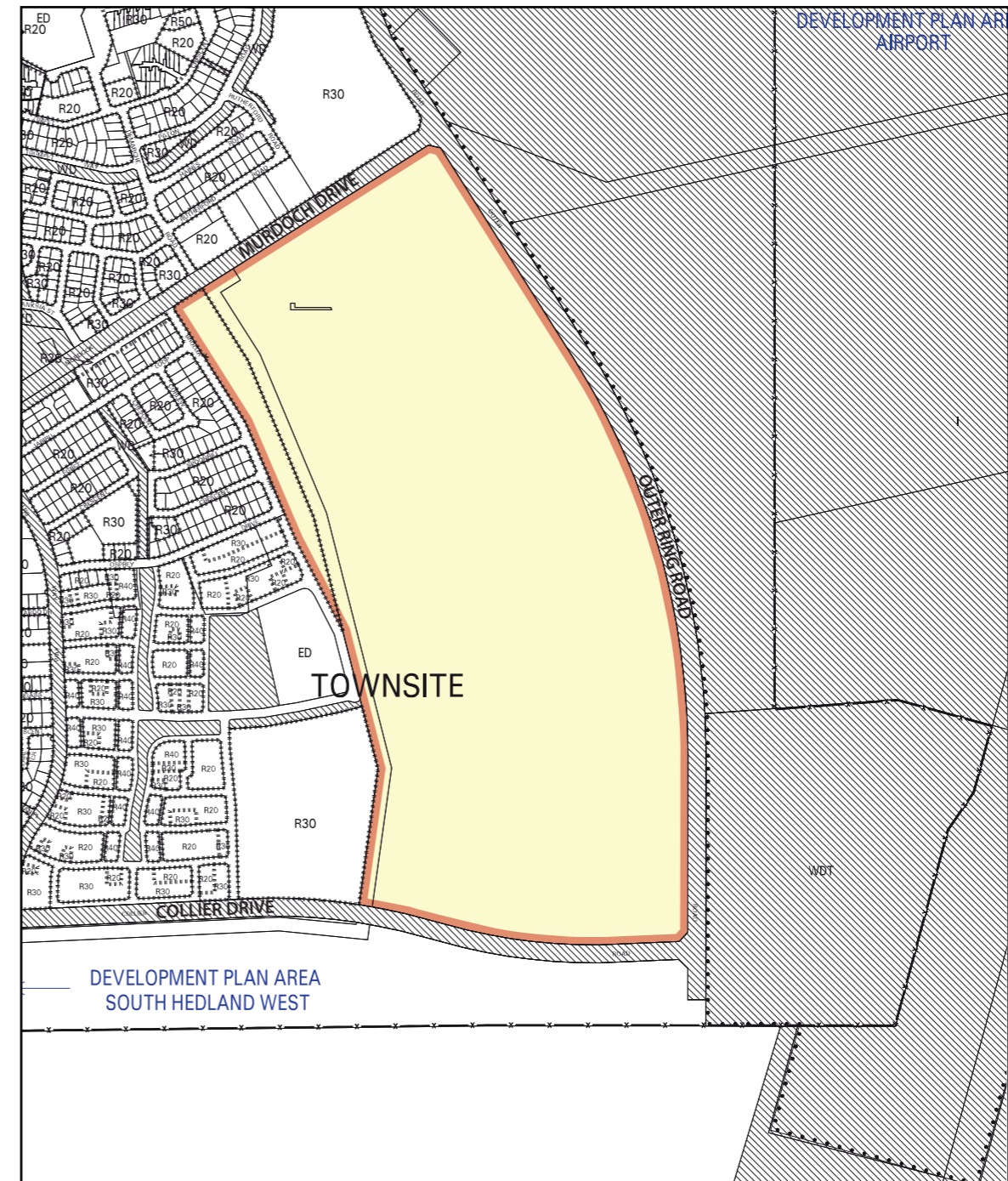
TOWN OF PORT HEDLAND

TOWN PLANNING SCHEME NO. 5

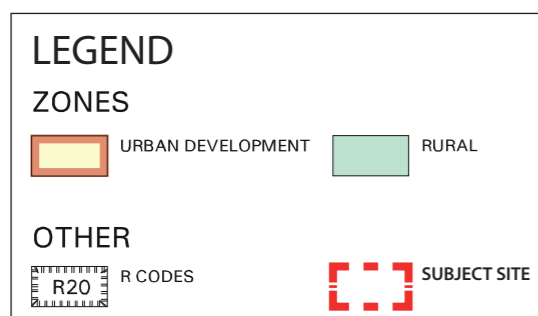
AMENDMENT NO. 76



EXISTING ZONING AND RESERVES



SCHEME AMENDMENT



TOWN OF PORT HEDLAND TOWN PLANNING SCHEME NO.5

AMENDMENT NO. 76

The Town of Port Hedland under and by the virtue of the powers conferred upon it in that behalf by the Planning and Development Act 2005 hereby amends the above local planning scheme by:

1. Rezoning Lots 570, 571, 572 and 574 on Deposited Plan 76673 from 'Rural' to 'Urban Development' zone.
2. Removal of R20 coding from Lot 9001 on Deposited Plan 75754.
3. Amending the Scheme Map accordingly.

ADOPTION

Adopted by resolution of the Council of the Town of Port Hedland at the meeting of the Council held on the.....day of.....20

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

FINAL APPROVAL

Adopted for final approval by resolution of the Town of Port Hedland at the meeting of the Council held on the.....day of.....201 and the Common Seal of the Town of Port Hedland was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

Recommended/Submitted for Final Approval

.....
**DELEGATED UNDER S.16 OF
PD ACT 2005**

DATE.....

Final Approval Granted

.....
MINISTER FOR PLANNING

DATE.....

About Cardno

Cardno is an ASX200 professional infrastructure and environmental services company, with expertise in the development and improvement of physical and social infrastructure for communities around the world. Cardno's team includes leading professionals who plan, design, manage and deliver sustainable projects and community programs. Cardno is an international company listed on the Australian Securities Exchange [ASX:CDD].

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ATTACHMENT 2 TO ITEM 12.1.3



ATTACHMENT 3 TO ITEM 12.1.3

	Date Received	Name	Comments Provided	Applicant's Response	Officers Recommendation
1.	30/07/2015	Telstra	No objection.	Noted.	Noted. No modifications required.
2.	12/08/2015	Department of Education	<p>No objection. The following advice was provided.</p> <p>The Department notes that the future school sites identified in the Amendment 76 report are not needed.</p> <p>The Department of Education has already identified a primary school site immediately west of the Amendment area which will accommodate the student yield from future development. Furthermore, the Department does not anticipate relocating the primary school site.</p>	<p>Noted.</p> <p>Suggest proceeding with no allowance for a primary school unless a private operator is interested.</p>	<p>Noted. No modifications required.</p> <p>The location of the school site shown in the amendment report is (Figure 4.2 from the Growth Plan) is outdated. The Town Planning Scheme No. 5 Map identifies the Department of Education's identified site for a primary school. There is no need to change any of the Amendment 76 report text or Map.</p>
3.	13/08/2015	Gayle Marshall 113 Glenfields Blvd Mountain Creek QLD 4557	<p>Objection.</p> <p>The Hedland and South Hedland property market is in such bad shape for existing property owners. Further residential construction can only intensify the current issues owners are facing. I cannot agree to any further scheme amendments or rezoning at this time.</p>	<p>Noted.</p> <p>Department of Housing has a mandate to ensure that affordable land and housing is available as, when and where required and will take market conditions into account as part of project staging.</p>	<p>Noted. No Modifications required.</p> <p>The property market, property values and housing occupancy are not valid planning reasons which can be used to consider scheme amendments.</p> <p>Amendment 76 seeks only to rezone the site to 'Urban Development' in accordance with the Growth Plan and is not proposing any development at this stage.</p> <p>A key aim of Amendment 76 is to get the subject site 'planning-ready' to provide affordable housing options in the future via a structure</p>

					plan, to meet housing demand in future times of need or in a housing shortage.
4.	14/082015	Department of Water	<p>No objection with the respondent providing the following advice.</p> <p>The Department of Water (DoW) is unable to provide comment on Amendment 76 in the absence of a Local Water Management Strategy (LWMS). The proposed LWMS should be submitted to the DoW for assessment before any further subdivision applications are considered.</p>	<p>Noted.</p> <p>A LWMS will be prepared as part of the structure plan and provided to the DOW for approval.</p>	<p>Noted. No Modifications required.</p> <p>The proponent is required to prepare a LWMS to support development at the structure planning stage.</p>
5.	19/08/2015	Pilbara Development Commission (Pilbara Cities)	<p>No objections with the following comments provided.</p> <p>The Commission notes that this amendment will optimise the land use potential of the subject land, facilitating the continued urbanisation of South Hedland.</p>	Noted.	Noted. No modifications required.
6.	28/08/2015	Department of Health	<p>No objections. The following comments were provided.</p> <p>Department of Health holds concern regarding the landfill to the east of the proposed amendment area. The submission notes that the establishment of a residential area adjacent to a known excavation area and/or future infrastructure land (water and drainage) without consideration of the necessary buffer areas is a matter of concern.</p> <p>Further to this submission it is also noted that the amendment report only provides cursory comment and does not appear to consider the potential impacts of surrounding land uses nor</p>	<p>Noted.</p> <p>The potential impact of the adjoining landfill facility to the east of the subject site is noted. The impact and buffer requirement will be addressed as part of the structure planning stage. It should be noted that the Town is currently progressing towards relocating the landfill facility.</p> <p>The development of the subject site will be staged from north to south to ensure that no development impedes on</p>	<p>Note both the respondent's and applicant's comments.</p> <p>It is noted that issues concerning the buffer from the landfill site and the establishment of a residential area in close proximity to the buffer can be dealt with at the structure plan stage.</p> <p>However, Amendment 76 should be modified to include reference to buffers for the Landfill and Raw Material Extraction Area in the TPS5 Scheme Text and Scheme Maps. Amendment 76 should be modified to prohibit residential uses within these buffers. Refer to</p>

			<p>the need for buffers. Department of Health advises that the Town of Port Hedland should specifically address this anomaly prior to final consideration of the rezoning proposal.</p> <p>Water Supply and Wastewater Disposal must meet requirement under relevant guidelines, including: <i>Drinking Water Guidelines 2004</i>, Draft <i>Country Sewerage Policy</i> and if any re-use of waste water is considered, (draft) <i>Guidelines for the Use of Recycled Water in Western Australia, April 2009</i>.</p>	any buffers required to the south-east of the site.	Schedule of Modifications in Attachment 4.
7.	8/09/2015	Department of Minerals and Petroleum	<p>No objections. The following comments were provided.</p> <p>The Scheme Amendment proposal rightly notes that the southern part of the area 'is currently affected by a 500m buffer area associated with the adjacent Waste Facility'.</p> <p>Furthermore the southern part of Lot 570 is also currently affected by the EPA recommended 500m buffer around the mining of basic raw materials on mining leases located to the south (see attached map).</p> <p>Finally, the first sentence of paragraph three in section 3.2 should read:</p>	<p>Noted.</p> <p>The potential impact is noted. The impact and buffer will be addressed at the structure planning stage.</p> <p>Modify Amendment 76 as per advice from the Department to read '<i>Extensive deposits of Quaternary-aged sediments overly the Archean-aged bedrock</i>'.</p>	<p>Note the respondent's comments.</p> <p>Modify the Amendment 76 report so that the first sentence of paragraph three in section 3.2 should read:</p> <p><i>'Extensive deposits of Quaternary-aged sediments overly the Archean-aged bedrock'</i>.</p> <p>In regards to the buffer with the landfill and a raw materials area, Amendment 76 should be modified as discussed above, refer to Attachment 4.</p>

			'Extensive deposits of Quaternary-aged sediments overly the Archean-aged bedrock'.		
8.	9/09/2015	Planning Solutions on behalf of BHP Billiton Iron Ore	<p>No objections. The following comments were provided.</p> <p>BHP is concerned that the southeast portion of the subject land may be affected by noise resulting from passing rakes on the Mount Newman Railway, and design controls should be introduced over any residential development on the affected land so that are not disturbed by noise</p>	<p>Noted.</p> <p>The potential impact of the Mount Newman Railway is noted. As part of the structure plan a noise impact assessment will be undertaken to determine if any impact exists and the subsequent mitigation measures required</p>	<p>Noted. No modifications required.</p> <p>It is noted that at the structure plan stage the proponent will be required to prepare reports or studies such as an acoustic assessment and noise attenuation report to ensure that the development will not be adversely affected by the impacts of noise from the Mount Newman Railway.</p>
9.	11/09/2015	Department of Parks and Wildlife	No objections or comments to provide.	Noted.	Noted. No modifications provided.
10.	30/09/2015	Department of Environmental Regulation	<p>No objection with following comments provided.</p> <p>Subject Lots were reported on 9 March 2012 as a known contaminated site due to the illegal dumping of suspected asbestos-containing materials (ACM) and are awaiting classification under the <i>Contaminated Sites Act 2003</i> (CS Act). While localised remediation has occurred, there is potential for ACM to remain in areas where vegetation has not been cleared.</p> <p>Furthermore, the amendment area is adjacent to the South Hedland landfill</p>	<p>Noted.</p> <p>This potential impact is noted. As part of the Structure Planning stage assessment in respect to the existence of contamination will be undertaken and mitigation measures proposed if necessary. As stated above the potential impact and buffer requirement will be addressed as part of the structure planning stage.</p> <p>This refers to a draft guidance statement which is yet to be approved.</p>	<p>No modifications required.</p> <p>As discussed above. Refer to Attachment 4. In relation to the DER submission concerning the draft EPA Guidance Statement which discusses a 1000m separation distance or buffer, this is still a draft and it is recommended that Amendment 76 only be modified to reflect the 500m separation distance stated in the current EPA Guidance Statement No.3/</p>

			<p>and liquid waste facility. The landfill has also been reported to the Department as a suspected contaminated site and is currently awaiting classification under the CS Act.</p> <p>Liquid waste and putrescible landfill operations can emit odour, noise, dust and landfill gas, with potential to cause pollution or environmental harm. As such, the DER and EPA request that operations of this nature have appropriate separation distances from sensitive land uses in order to manage contamination risk.</p> <p>Further to this, The DER has recently released a draft Guidance Statement on Separation Distances which recommends a separation distance of 1000m for the category of putrescible landfill in question. As such, the proposed amendment will introduce a sensitive land use within the recommended separation distance.</p> <p>On this basis the DER will request application of an environmental condition addressing investigation and, where necessary, remediation of contamination at subsequent stages of the planning process for the amendment area</p>	<p>Under the current operational policy (EPA's Guidance Statement – Separation Distances Between Industrial and Sensitive Land Uses) a 500m buffer from the landfill facility may be required.</p> <p>Noted. As stated above this assessment will be undertaken as part of the structure planning process. Development and subdivision will not occur until a structure plan has been prepared and approved. This amendment seeks to rezone the site to allow a structure plan to be prepared.</p> <p>The development of the subject site will be staged from north to south to ensure that no development impedes on any buffers required to the south-east of the site</p>	
11.	30/09/2015	Main Roads Western Australia	No objections provided.	Noted.	No modifications required.
12.	07/10/2015	Ian Lewis 15 Country Club Ave	<p>Objection.</p> <p>There are already too many residences and rental properties</p>	<p>Noted.</p> <p>The subject site is identified for urban (residential and</p>	<p>Noted. No modifications required.</p> <p>Refer to recommendations above.</p>

		ROLEYSTONE WA 6111	currently vacant in this area. To allow the building of more houses would further exacerbate the downward pressure on investment returns, driving away current and future investors	commercial) development under the Town of Port Hedland Port City Growth Plan which supports the proposed rezoning. As stated in response to Submission No. 2, the Department of Housing has a mandate to ensure that affordable land and housing is available as, when and where required and will take market conditions into account as part of project staging.	
13.	06/11/2015	Optus	No objections but the following comments were provided. Optus does not have any underground assets in the immediate vicinity of the planned works.	Noted.	No modifications required.
14.	09/11/2015	Water Corporation	No objections with the following advice provided. The Water Corporation has water supply and wastewater scheme planning over the amendment area. Water and wastewater mains are located to the north and west of the amendment area. Upgrade or extension of local components of the system may be required at the developers cost. Considering the above and the fact that water efficiency is a high priority in all development proposals shall be accompanied by a water management plan.		Noted. No modifications required. These issues can be dealt with at the structure planning, subdivision and development application stage.

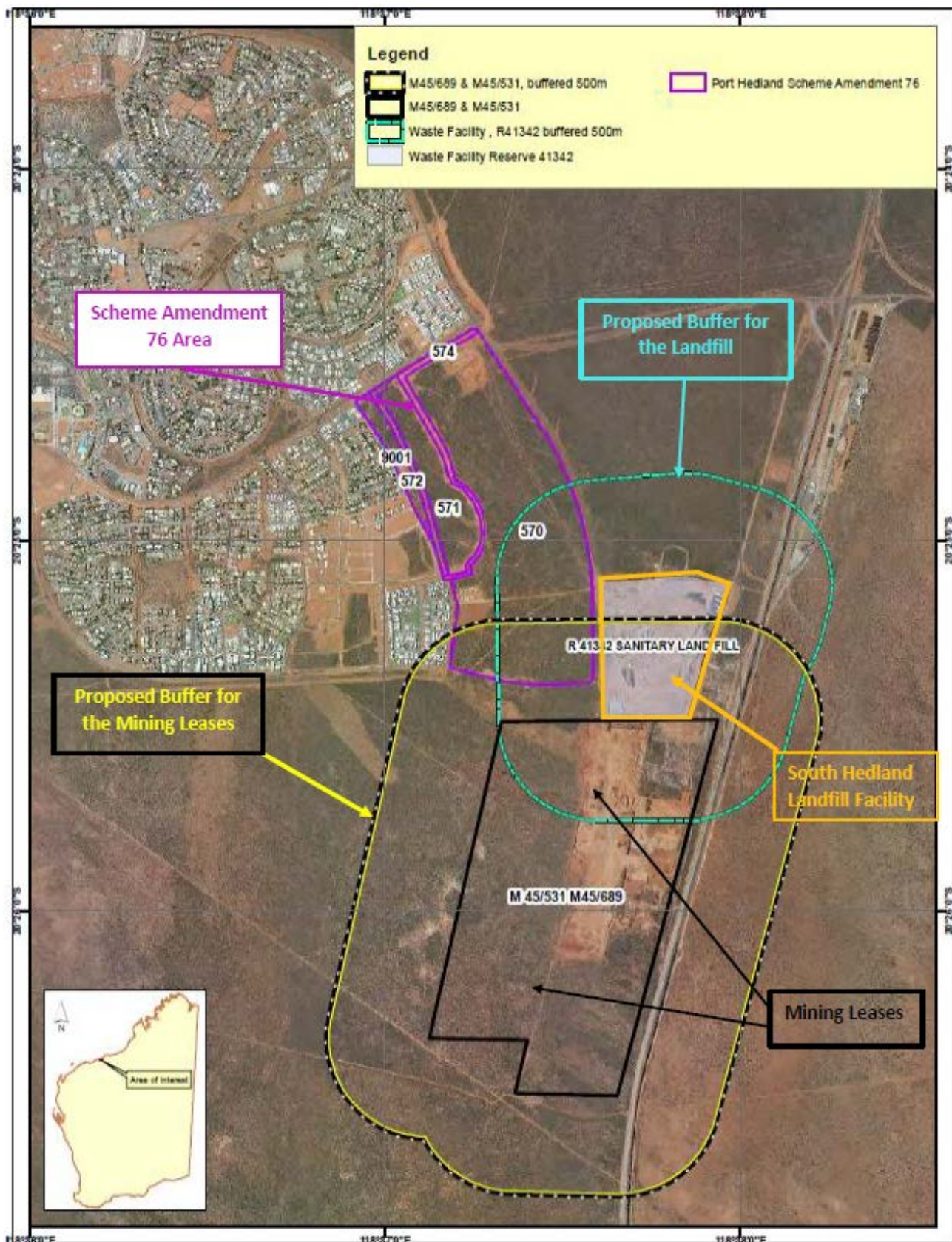
15.	17/11/2015	Horizon	No objections.	Noted.	Noted. No modifications required.
16.	27/11/2015	Department of Aboriginal Affairs	<p>No objections.</p> <p>There are no registered Aboriginal heritage sites nor any 'other heritage places' located at within the Amendment Area. However the Department notes there are no existing heritage surveys for the area and as much of the area appears to have been subject to no or minimal disturbance there remains the possibility that previously unreported Aboriginal heritage sites are located within the area.</p> <p>It is noted in section 3.4.1 of the attached report the Structure Planning Process will include ethnographic and archaeological studies of the area. If done correctly such studies will allow the developers to identify any Aboriginal heritage sites that may exist and make decisions as to how to minimise impact on Aboriginal heritage and plan any approvals if required to ensure compliance with the Aboriginal Heritage Act 1972.</p>	<p>Noted.</p> <p>No modifications required.</p>	Noted. No modifications required.

ATTACHMENT 4 TO ITEM 12.1.3

Scheme Amendment No.76 As Advertised	As Modified by Town of Port Hedland Officer	Justification
1. Rezoning Lots 570, 571, 572 and 574 on Deposited Plan 76673 to 'Urban Development' zone.	1. Rezoning Lots 570, 571, 572 and 574 on Deposited Plan 76673 to 'Urban Development' zone.	No Change
2. Removal of the R20 coding from Lot 9001 on Deposited Plan 75754	2. Removal of the R20 coding from Lot 9001 on Deposited Plan 75754	No Change
3. Amend the Scheme Map accordingly	<p>3. Amend the Scheme Map accordingly</p> <p>Include the following a new clauses into Town Planning Scheme No.5 as follows;</p> <p>"7.6 South Hedland Landfill Buffer Special Control Area</p> <p><i>7.6.1 Purpose</i></p> <p><i>To establish a buffer area around the South Hedland Landfill site so that the development of sensitive land uses does not encroach within the buffer area.</i></p> <p><i>7.6.2 Within the South Hedland Landfill Buffer Special Control Area:</i></p> <p>a) <i>Planning Approval is required to extend a dwelling or other building within the Buffer;</i></p> <p>b) <i>No new dwellings shall be permitted in the designated buffer area unless justified by a suitable buffer or environmental study which permits new dwellings to be developed</i></p> <p>7.7 Basic Raw Material Extraction Area Mining Leases M45/531 and M45/689 Special Control Area</p> <p><i>7.7.1 Purpose</i></p> <p><i>To establish a buffer area around the known basic raw material extraction area so that the development of sensitive land uses does not encroach within the buffer area.</i></p>	<p>Modify Amendment 76 to include a new clause 7.6 and 7.7 regarding buffer special control areas for the South Hedland Landfill and the Basic Raw Material Extraction Area. These modifications are required to be consistent with EPA Guidance for the Assessment of Environmental Factors – Separation Distances between Industrial and Sensitive Land Uses No.3 (EPA Guidance Statement No.3) and the concerns raised during advertising by the Department of Environmental Regulation, Department of Minerals and Petroleum and the Department of Health.</p> <p>Town Planning Scheme No.5 Map should also be modified to identify the buffers for both the South Hedland Landfill Buffer Special Control Area and the Basic Raw Material Extraction Area at Mining Leases M45/531 and M45/689 Special Control Area. The Town Planning Scheme No.5 Maps should be modified to illustrate a buffer for each area, drawn from 500m from the activity boundary of each site in accordance with EPA Guidance Statement No.3.</p>

	<p>7.7.2</p> <p>a) <i>Planning Approval is required to extend a dwelling or other building within the Buffer;</i></p> <p>b) <i>No new dwellings shall be permitted in the designated buffer area unless justified by a suitable buffer or environmental study which permits new dwellings to be developed."</i></p>	
4.	4. Amend the Scheme Map accordingly	Include a new point 4 to refer to amending the Scheme Map.
5.	<p>5. Amend the Scheme Amendment 76 Report so that the first sentence of paragraph three in section 3.2 should read:</p> <p><i>'Extensive deposits of Quaternary-aged sediments overly the Archean-aged bedrock'.</i></p>	For accuracy and correctness, based on the submission received from the Department of Minerals and Petroleum.

ATTACHMENT 5 TO ITEM 12.1.3



12.2 Works and Services**12.2.1 Request for Tender (RFT) 2016-01 Kingsford Smith Business Park – Civil Works**

Daniel Vo, Coordinator Technical Services

Authorising Officer: Sara Bryan, Acting Director Works and Services

File No. 28/16/0027

DISCLOSURE OF INTEREST BY OFFICER

Nil

201516/190 RECOMMENDATION/ COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR HOOPER

That Council award Request for Tender 2016-01 Kingsford Smith Business Park – Civil Works to DeGrey Civil Pty Ltd for the lump sum price of \$268,010.70 (ex GST) to deliver the scope of works as per the Request for Tender, inclusive of the Tender Response and General Conditions of Contract.

CARRIED 8/0

EXECUTIVE SUMMARY

The purpose of this report is to summarise the assessment of submissions received for the Request for Tender (RFT) Tender 2016-01 Kingsford Smith Business Park – Civil Works and to award the contract.

DETAILED REPORT

The Town of Port Hedland (Town) has observed a number of issues relating to drainage erosion and vehicle lot/carpark access within the subdivision that require remediation works in order to attract and satisfy potential buyers.

BHP Billiton Iron Ore (BHPB) entered into a private treaty with the Town in 2012 to subdivide and develop 33 industrial bulky goods lots and four (4) Temporary Workers Accommodation (TWA) lots, within Precinct 3 of the Port Hedland International Airport Land Use Master Plan (PHIALUMP).

Works for the first stage of the subdivision were completed by the developer's Contractors in June 2014 with the agreed maintenance and defects liability period expiring as of June 2015. The roads, footpaths, drainage, street lighting and other Town assets created as part of the subdivision, are now the responsibility for the Town to manage and maintain.

Since completion of the subdivision, the Town have taken management and ownership of all Lots created by the subdivision, with the exception of Lot 412 and Lot 434, which were purchased by Bunnings and BHPB respectively.

All lots within the subdivision were put on the market for sale by the Town and conditional offers have been received on Lots 401, 402 and 403 from potential buyers.

Since taking management of the civil infrastructure assets, the Town has noted a number of issues along the North Western side of the new road within the subdivision Lots 401 through Lot 411 (refer to attachment 1), that require remediation works to resolve issues relating to drainage erosion and vehicle lot/carpark access.

Stormwater drainage erosion

The current condition of the stormwater swale drains is very poor due to erosion. The swale batters and inverts need to be reconstructed and compacted accordingly.

In order to rectify the erosion issues identified onsite, the installation of 1,320m² of geotextile fabric, Coir Mesh 700gsm (refer to attachment 2) is required to combat erosion, migration of fines and resultant sedimentation of the swale drain. In addition to the short term erosion protection of the swale embankments, it also provides the Town with some flexibility in regards to the ability to establish vegetation within the swale drain at a later date without compromising its integrity.

This solution will provide the Town with a low maintenance and cost effective solution that is in keeping with the original design intent of the subdivision

Vehicle Lot/carpark access

To rectify the vehicle access issues which were identified onsite, the Town will require an approximately 5,850m³ of subgrade material to raise up the entire existing car park area level. This is highly recommended and it would solve all current transition issues between the vehicle crossovers, the building pads and car parking areas. It will also provide future lot owners maximum flexibility in planning and development of the sites (refer to attachment 3).

Stormwater drainage flow paths will be maintained between the building pads of each lot, to ensure that stormwater can flow freely into the large perimeter drain at the rear of the lots. The lot parking areas will be designed to direct stormwater runoff from the hardstand area to the perimeter drain in a controlled manner. The placement and compaction of all imported fill used for filling of the depression and stabilisation of the subgrade, must be placed in layers not exceeding 300 millimetres in thickness, be watered and rolled to achieve the required minimum compaction of 95%, in accordance with recommended Australian standard.

Request for Tender

Request for Tender 2016-01 Kingsford Smith Business Park – Civil Works (RFT), was uploaded to the Tenderlink portal on Saturday, 6 February 2016 and was made available for a period of two (2) weeks, as per tender minimum requirements. The tender submission closing date was 2.30pm WST, Monday, 22 February 2016.

Tenderlink recorded 50 companies across the nation that downloaded the RFT. There were six (6) companies which attended the mandatory tender briefing and site inspection at 10.00am on Friday, 12 February 2016. The attendees included

five (5) local companies. Companies that did not attend the mandatory tender briefing and site inspection were deemed ineligible to submit a tender.

Tender Assessment

At the conclusion of the tender period for RFT 2016-01 three (3) submissions were received from the following respondents:

Company name:	Registered Address:
DeGrey Civil Pty Ltd	7A Yanana Street, Wedgefield WA 6722
GBTK Projects Pty Ltd	27 Leehey Street, Wedgefield WA 6722
Marniyarra Mining and Civil Pty Ltd	Level 1, 170 Burswood Rd, Burswood WA 6100

The three (3) submissions were deemed compliant and assessed against the tender evaluation criteria of: price (inclusive of application of Regional Preference Policy), relevant experience, resources/skills and demonstrated understanding, by the tender evaluation panel.

Evaluation Criteria	Weighting %
Price (inclusive of application of Regional Preference Policy)	40%
Relevant Experience	20%
Resources/Key Personnel	20%
Demonstrated Understanding	20%

Confidential attachment 4 shows the price schedules submitted by three (3) tenderers.

The following table provides a summary of the assessment results of submissions received for RFT17-15:

Tenderer / Evaluation Criteria	Price (40%)	Relevant Experience (20%)	Resources/Skills (20%)	Demonstrated Understanding (20%)	Total Score (100%)
DeGrey Civil Pty Ltd	40%	14%	15%	14%	83%
GBTK Projects Pty Ltd	25%	13%	15%	16%	69%
Marniyarra Mining and Civil Pty Ltd	31%	14%	11%	14%	70%

Price Assessment

All submissions were assessed after applying the Regional Price Preference (RPP) Policy applicable to construction projects. This provides a price reduction of 5% of the applicable value up to a maximum of \$50,000, based on evidence provided in the tender submission.

Degrey Civils Pty Ltd is a local contractor and qualify for the RPP Policy. They scored the highest score at 40%, with 15% separating them from the runner up, GBTK Projects Pty Ltd.

A detailed price evaluation summary is included in the confidential attachment (refer to attachment 5).

Relevant Experience Assessment

All three (3) tenderers demonstrated a considerable level of relevant experience. DeGrey Civil provided comprehensive detailed information regarding projects directly comparable to the Town's proposed project scope.

DeGrey Civil Pty Ltd and Marniyarra Mining and Civil Pty Ltd scored the same highest score of 14% out of a possible 20%.

Resources Assessment

DeGrey Civil Pty Ltd and GBTK Projects Pty Ltd have provided details indicating that the business unit is comprised of highly qualified staff, with a wealth of experience in the field of civil engineering. They both scored highly with 15% out of 20%.

Demonstrated Understanding Assessment

All tenderers demonstrated that they have a clear understanding of the process and methodology for required remediation works, however GBTK Pty Ltd provided and demonstrated, a high level of understanding of the required fill material for the remediation works, giving them a top score of 16% out of 20%.

Assessment Conclusion

From an individual criteria perspective, DeGrey Civils Pty Ltd and GBTK Pty Ltd are at par, with each scoring three (3) out of six (6) criteria's.

From a performance evaluation criteria, excluding the effect of the price weighting, DeGrey Civils Pty Ltd and GBTK Projects Pty Ltd are relatively close, with 1% separating the scores.

From an overall evaluation criteria, DeGrey Civil Pty Ltd is well ahead of the tenderers, with 13% ahead of GBTK Project Pty Ltd and 11% ahead of Marniyarra Mining and Civil Pty Ltd.

Between GBTK Project Pty Ltd and Marniyarra Mining and Civil Pty Ltd, GBTK Project Pty Ltd scored a better performance weighting, whereas Marniyarra Mining and Civil Pty Ltd scored highly with their price weighting.

The officers' recommendation is to award the RFT 2016-01 Kingsford Smith Business Park – Civil Works, to DeGrey Civil Pty Ltd to deliver the scope of works as per the tender submission. The tender assessment panel are confident that DeGrey Civil Pty Ltd offers the best value for money.

Should Council resolve to proceed with the recommendation of this item, the tenderer has indicated a construction and commissioning period of 4 weeks.

FINANCIAL AND RISK IMPLICATIONS

The 2015/16 budget contains a line item of \$480,000 (GL1201400) for Landscaping works at the Kingsford Smith Business Park. The contract price is within this budgeted amount. Funding for this item is a bonded amount set aside for the completion of landscaping works within the business park.

It is proposed that this funding be used to complete these works with the bonded monies being replenished with sales proceeds for lot sales within the business park.

The risk of not proceeding with these drainage rectification works include a potential loss of current offers of purchase for land within the business park which are conditional on the rectification of the drainage issues.

STATUTORY AND POLICY IMPLICATIONS

This tender aligns with the Town's 2014-2024 Strategic Community Plan.

Sustainable services and infrastructure Develop and maintain our infrastructure to ensure the long-term sustainability of our built and natural environment

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 2016-01 was conducted in accordance with these regulations, the Towns Procurement Policy 2/007, Tender Policy 2/011 and Regional Price Preference Policy 2/016.

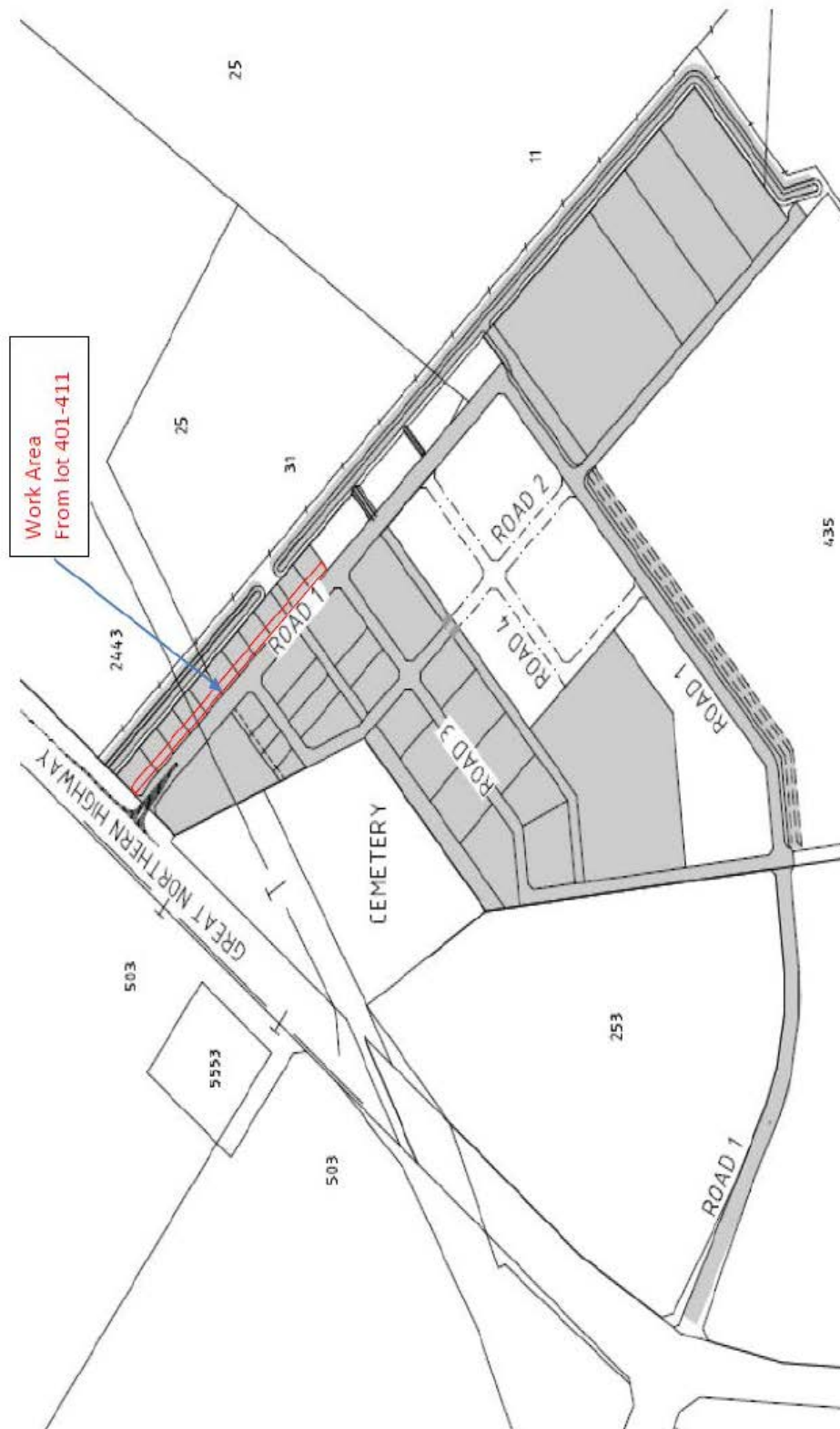
Sections of this report pertaining to price submissions from tenderers have been deemed confidential in accordance with the *Local Government Act (1995)* section 5.23 part 2(e)(iii).

ATTACHMENTS

1. Kingsford Smith Business Park – Work Area
2. Kingsford Smith Business Park – Coir Mesh
3. Kingsford Smith Business Park – Vehicle Lot/Carpark
4. Price submission schedules (Confidential – Under separate cover)
5. Tender submissions evaluation (Confidential – Under separate cover)

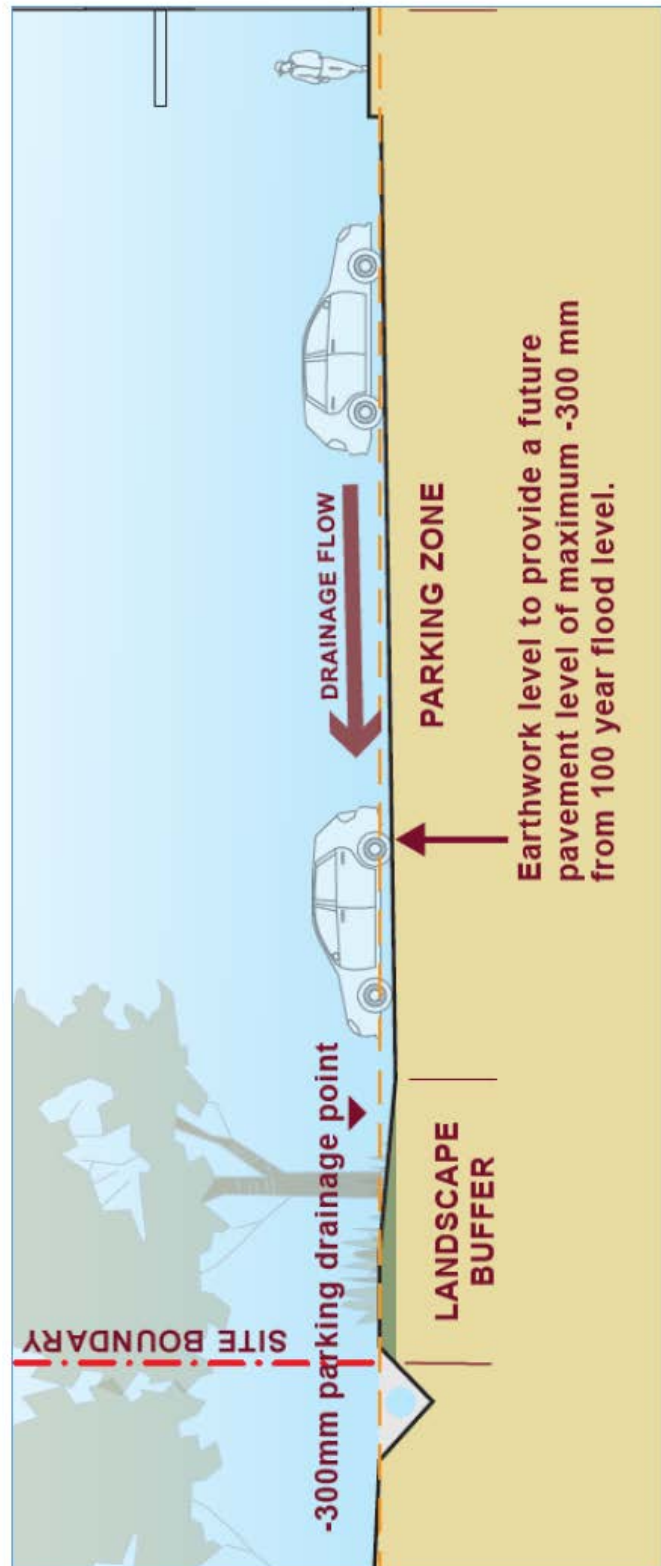
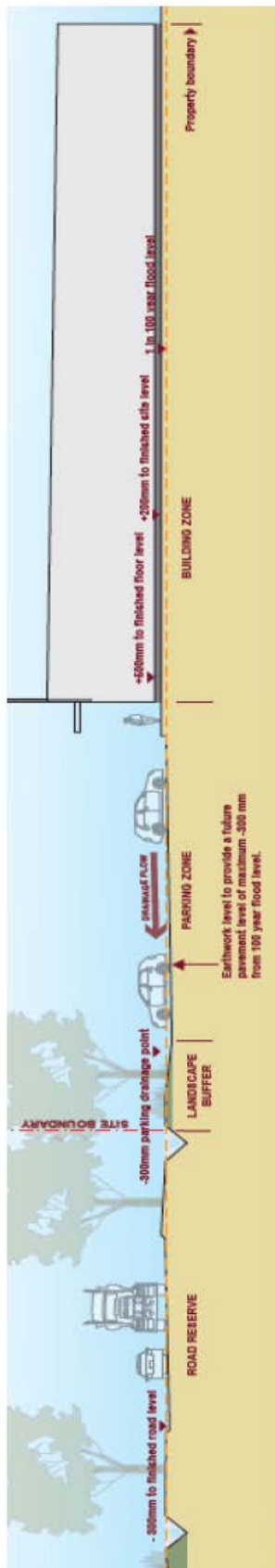
2 March 2016

ATTACHMENT 1 TO ITEM 12.2.1



ATTACHMENT 2 TO ITEM 12.2.1





12.3 Corporate Services**12.3.1 Port Hedland's 120th Birthday Celebrations**

Author: Kelly Andrews, Engagement and Communications Officer

Authorising officer: Sid Jain, Director Corporate Services

File No. 26/01/0032

DISCLOSURE OF INTEREST BY OFFICER

Nil

201516/191 RECOMMENDATION 1/ COUNCIL DECISION

MOVED: CR MELVILLE

SECONDED: CR ARIF

That Council:

- 1. Endorse the delivery of the celebration activities for Port Hedland's 120th Birthday across the month of October 2016;**
- 2. Note that significant corporate and local sponsorship (cash and in-kind) will be sought to support the delivery of the event.**

CARRIED 7/1

For	Against
Mayor Howlett Councillor Gillingham Councillor Hooper Councillor Arif Councillor Melville Councillor Newbery Councillor Whitwell	Councillor Blanco

201516/192 RECOMMENDATION 2/ COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR HOOPER

That Council:

- 1. Amend the 2015/2016 Budget for the community celebration activities for Port Hedland's 120th birthday by \$20,000;**
- 2. Consider approval of \$20,000 in the 2016/17 budget to fund community celebration activities for Port Hedland's 120th birthday.**

CARRIED BY ABSOLUTE MAJORITY VOTE 7/1

For	Against
Mayor Howlett Councillor Gillingham Councillor Hooper Councillor Arif Councillor Melville Councillor Newbery Councillor Whitwell	Councillor Blanco

EXECUTIVE SUMMARY

Founded in 1896 and named after Captain Peter Hedland, Port Hedland will be celebrating its 120th birthday on 22 October 2016.

In 1996 the Town of Port Hedland, together with the community, celebrated Port Hedland's Centenary birthday. The celebrations included various initiatives such as a Centenary Quilt, Commemorative Newspaper, Slim Dusty Concert and a Medallion for every school child in Port and South Hedland.

A community working group has been established to assist in the planning and execution of a series of events during the month of October to celebrate Port Hedland turning 120.

Initial discussions for the celebration includes Black Rock Stakes, A Family Carnival, Sculptures and Oral History.

This item presents the current discussions for the celebrations and seeks Council's consideration of on an allocation of up to \$20,000 in the 2015/16 budget and \$20,000 in the 2016/17 budget for the delivery of the activities throughout the month of October.

DETAILED REPORT

Background

This year will mark 120 years since Port Hedland was first gazetted on 22 October 1896. Port Hedland was first sighted by Europeans in 1628, when Dutch explorer Gerrit Frederikson De Witt ran his ship Vyman aground on the sandbars in the tidal inlet. In 1863, Captain Peter Hedland this time ran his ship, the Mystery, aground as he searched for a suitable location for a port for the Pilbara's expanding pastoral industry. Shortly after naming this area 'Mangrove Harbour' the site became a pastoral and pearling lugger frontier town. Supporting the inland goldmining, Port Hedland was gazetted and named a town in 1896

In 1996 the Town of Port Hedland and community members celebrated Port Hedland turning 100 by creating a centenary quilt, commemorative newspaper, hosting a slim dusty concert and gala dinner and providing a medallion for every school child in Port and South Hedland.

Port Hedland's 120 Birthday Celebrations

The Town has coordinated a Community Working Group with representatives from sporting and community groups, historical society, business organisations and community members to organise birthday celebrations.

An Initial meeting with volunteers took place on 18 February 2016 which discussed ideas for the birthday celebrations. Ideas which have been submitted include:

- A Family Carnival
- Black Rock Stakes
- Gala Dinner/ Ball
- Photo Exhibition
- Verbal Oral History

- Sculptures
- Sporting Competitions
- Locally Designed Logo

It is proposed that the birthday celebrations be spread across October providing a month of activities to increase community pride and improve destination awareness. This will allow for all members of the local community to participate throughout the month and for visitors to attend the activities across the town over multiple weeks, providing more economic benefits.

In planning for the 2016 event, it is crucial that the event is endorsed and budget considered as early as possible to enable the event planning to commence and provide adequate time to ensure a memorable month of activities for the Hedland community.

Officers will be seeking grant and contribution funding from stakeholders and partners to support the activities. Such sources would include Pilbara Development Commission's community chest funding, Heritage Council of Western Australia and in-kind support from media organisations, community groups and local suppliers.

Based on previous events and celebrations, it is estimated that a minimum of \$40,000 is required and it is recommended that this be seed funded from the Town of Port Hedland within the 2015/16 and 2016/17 budgets.

Consultation

In addition to the community working group, the broader Hedland community will be engaged through the Town's online platform YOUR SAY. Community members have also been asked to participate in designing a logo for the occasion that will brand all activities for the celebrations.

Media releases will be issued in the lead up to activities to encourage participation. These will also be shared to social media including the "Port Hedland Remember When" page.

FINANCIAL AND RISK IMPLICATIONS

Based on previous events and celebrations, it is estimated that a minimum of \$40,000 is required and it is recommended that this be seed funded from the Town of Port Hedland GL account Communications and Marketing, within the 2015/16 and 2016/17 budgets.

As an example 2015's ANZAC commemorative activities had a budget allocation of \$30,000 which included gunfire breakfast, commemorative coin for every school student, commemorative plaque and supporting activities. Spinifex Spree costs approximately \$30,000 which covers artists, flights, accommodation, meals and production costs.

The Community Working Group will assist in sourcing additional in kind and cash contributions throughout the coming months.

It should be noted that holding a one day event for the birthday will reduce costs, however would eliminate community collaboration and pride for the month long birthday celebrations. Therefore it is not recommended that the celebrations are decreased to a one day event.

It is important for the Town to approve the month-long events, to ensure this milestone is celebrated to its full capacity and is remembered for the years to come.

STATUTORY AND POLICY IMPLICATIONS

In accordance with section 6.8 (1)(b) of the *Local Government Act 1995* this decision requires an absolute majority as the Town is proposing to amend the 2015/16 Budget.

The Strategic Community Plan 2014-2024 supports the Port Hedland 120th birthday celebrations, as outlined below:

Outcome 1.1 – A unified community across our Town of Port Hedland
Provide safe and accessible community facilities, services, events and open spaces that connect people and neighbours.

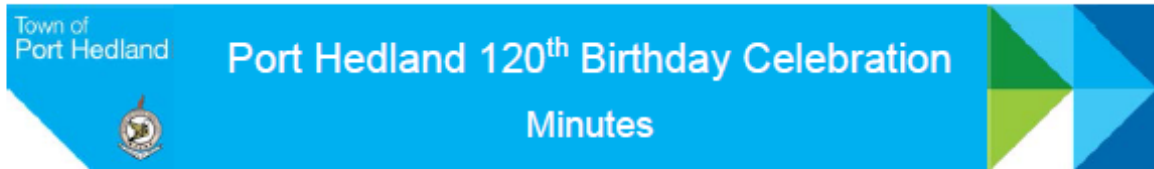
Outcome 1.2- A vibrant community rich in diverse cultures

Deliver and support programs, events, facilities and services which attract and retain residents to increase our permanent population.

Celebrate our multiculturalism, indigenous culture, arts and history.

ATTACHMENTS

1. Meeting notes from community working group
2. Media release - Be a part of Port Hedland's 120 Birthday Celebrations



Date: Thursday 18 February 2016
Time: 5.30pm

Location: Council Chambers, Civic Centre

1. Welcome & Introductions

Apologies

- Lisa Gannon (Baler Primary School)
- Lynda Kelman (Spirit 1026 and RedFM)
- Robyn Middleton (RSL Port Hedland)
- Dave McGowan (Local FM)
- Trish Barron (Pilbara Development Commission)
- Courtney Fowler
- Sylvia Lockyer
- Arnold Carter
- Barry Taylor (Swans Football Club)
- Ray Wiley (Corrective Services)
- Rhianon Woods (South Hedland Swans Football Club)
- Peter Starling (Port Hedland Baseball Association)
- Tm Turner (Hedland Taekwondo Club)
- Sam Mason (Port Hedland Junior Football Club)
- Narelle Ward (Cassia Primary School)
- Lynda Dorrington (FORM)

2. What happened or how was the 100th birthday celebrated in 1996?

- Hedland Voices (visual and oral record 1896-1996)
- Commemorative newspaper (limited/special edition)
- Centenary Quilt (TOPH Council Chambers)
- Gala Dinner (involving past residents)
- Medallion for every school child in Port/South Hedland
- Slim Dusty Concert – Turf Club Oval
- Babies born that month got a special certificate

3. Ideas for the 120th Birthday Celebration- What attendees would like to see:

- Family activities
- Celebration for a month
- Community take hold and run with it and put on lots of events
- Big party
- Community event bigger than 100th event
- Sporting clubs coming together, helping out
- Interpretative centre
- Pioneering
- Social contribution of sporting clubs IE. sporting clubs celebrating 40th
- Youth getting involved, also YIC and their contribution
- Cakes, balloons, whole town involved, legacy, book or quilt or sculpture



- Acknowledgement of history
- Celebration community & culture
- Memorable
- Kids and youth groups, massive cake, dance groups and sporting groups
- Real community all involved
- Journey, aboriginal, pearling and pastoral and strong future
- Birthday logo
- All age carnival. Turf Club Port Hedland Day
- Cross cultural and all ages
- People who are not in Hedland anymore, get them involved, part of celebrations
- Movie Blackrock Stakes movie shown, wheelchair basketball games
- Rock art and indigenous
- NAIDOC Week and indigenous football round - 8th July
- Derby ANZAC
- Black rock stakes
- Activities at Wedge Street
- Re-enactment of the gazettal at Lot 1 and art exhibition
- Indigenous history - lock hospital
- Arts festival
- Gala dinner/ball
- Fishing competition
- Water polo game Friday night
- Schools putting on a presentation for seniors
- Spinifex Spree and Lady Cadiva
- Best of Port Hedland footy vs Karratha
- Verbal oral history
- Sculptures
- Logo for event usage

4. Possible Funding & Pledges of Support

- Town of Port Hedland
- Pilbara Development Commission
- Heritage Council?
- Other sources
- Local Business In Kind Pledges
 - o A1 Traffic Management

5. Others That Should Be Invited or Involved In This Working Group or Events?

- GWN & WIN TV (James Heywood)
- Kate and Gary from Yaandina Turner River Drug & Alcohol Rehabilitation Centre
- Pilbara Port Authority
- Emergency Services Groups
- Rotary Club Port Hedland
- Church groups
- Eldred Edwards
- Port Hedland Turf Club



Port Hedland 120th Birthday Celebration Minutes

- Alfred Barker
- Bloodwood Tree
- Wangka Maya Aboriginal Language Centre

6. Actions from meeting

1. All clubs and organisations to continue sourcing ideas for the birthday month.
2. Logo competition through community for a design celebrating 120 years of Port Hedland which will be used across all celebration activities. Submissions close 23 March 2016.
3. Working group members to network with businesses/ organisations to see what financial support or In Kind they can generate.

7. Next Meeting

Meetings always 3rd Thursday of month, next meeting is 17th March 2016 at Town of Port Hedland Council Chambers.

1 March 2016

Be a part of Port Hedland's 120 Birthday Celebrations



Historical tours, arts festivals, youth events and family fun will form the basis for celebrations in October as part of month-long festivities to celebrate 120 years of Port Hedland.

A community working group of volunteers attended an initial meeting on Thursday 18 February to commence discussions in the planning of Port Hedland's 120 birthday celebrations.

Town of Port Hedland Mayor Kelly Howlett was delighted with the turnout and input from community members and acknowledged those are putting their hands up and are volunteering their time to create a memorable celebration for our town.

"The enthusiasm at the meeting last week was compelling and those who attended reminisced on how we celebrated Port Hedland's 100 birthday in 1996 and ideas began to flow around the table for this year's 120 birthday celebrations"

said Mayor Kelly Howlett.

“Some ideas that were discussed to make October a memorable month of activities included youth involvement, a family carnival, sporting club competitions, dance performances, gala dinner, Blackrock stakes, arts festival, culture, cake, balloons and snippets of Hedland’s history.

“As part of getting involved, all members of the community are invited to showcase their creative flare and design a logo that will be used across all events that celebrate 120 years of Port Hedland.

“Residents and community members are also encouraged to share ideas or their logo design works in the Town of Port Hedland’s online engagement forum – www.yoursay.porthedland.wa.gov.au.

“In creating a logo, there are a few key points to consider:

- The logo can be based on the centenary logo or a new concept.

- Must include the year milestone: 1896-2016 and feature 120 years of Port Hedland

- The logo needs to be in the theme of the town, feature Port Hedland landmarks (both natural and/or manmade) and be in the spirit of the celebratory nature of the 120 milestone

- The logo needs to be suitable for use on paper, cardboard, clothing, fabric, metal signage, banners and anything else proposed by the Hedland’s 120 Birthday working group

“The winning logo designer will have the honour of being acknowledged as the artist behind the 120th birthday celebration logo and their logo will be part of Port Hedland history for years to come.

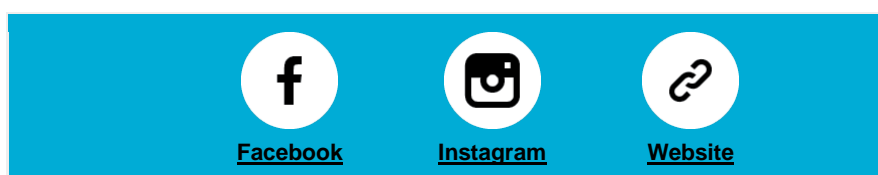
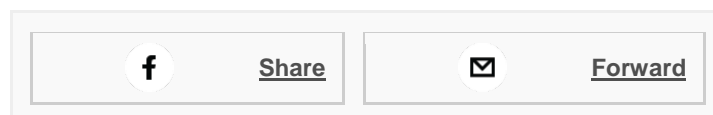
“Alternatively ideas can be submitted in digital format via email to kandrews@porthedland.wa.gov.au or hand drawn delivered to the Civic Centre and the artist will be required to liaise with the community working group to digitalise the logo.

“Closing date for celebration ideas and the 120 birthday logo artwork is 4pm Wednesday 23 March 2016.

“The next community working group is scheduled for Thursday 17 March and volunteers are still encourage to express their interest of involvement by emailing twilliams@porthedland.wa.gov.au.”

For more information stay tuned to www.porthedland.wa.gov.au, www.yoursay.porthedland.wa.gov.au and www.facebook.com/townofporthedland.

For more information:
Alison Kenny, Senior Communications Officer
(08) 9158 9355
publicityofficer@porthedland.wa.gov.au



12.3.2 Statement of Financial Activity for the period ended 29 February 2016

Author: Laura Delaney, Coordinator Financial Services
Authorising Officer: Sid Jain, Director Corporate Services
File No. 12/14/0003

DISCLOSURE OF INTEREST BY OFFICER

Nil

201516/193 RECOMMENDATION/ COUNCIL DECISION

MOVED: CR HOOPER

SECONDED: CR ARIF

That Council:

- 1. Receive the Monthly Financial Health Check for the period ended 29 February 2016;**
- 2. Receive the Statement of Financial Activity (and supporting information) for the period ended 29 February 2016;**
- 3. Receive the Port Hedland International Airport Statement of Financial Activity for the period ended 29 February 2016;**
- 4. Receive the Waste Management Statement of Financial Activity for the period ended 29 February 2016;**
- 5. Note the accounts paid during February 2016 under delegated authority.**

CARRIED 8/0

EXECUTIVE SUMMARY

This report presents the Statement of Financial Activity for the period ended 29 February 2016.

Supplementary information regarding the Town's financial activities is attached to this report.

DETAILED REPORT

The Statement of Financial Activity is presented in a similar format to the Rate Setting Statement as included in the 2015/16 Annual Budget.

The following commentary is provided on variances between year to date actuals and year to date budget for the period ended 29 February 2016:

Account Description	YTD Variance	Comment
Operating Revenue		
Operating Grants, Subsidies & Contributions	-40%	Actuals less than YTD Budget due to timing of payments from grant providers which is received quarterly or upon full acquittal of the project.
Fees & Charges	12%	Actuals greater than YTD Budget due to rubbish collection fees of \$2.876m for the entire year raised with the rates. This will balance across the financial year.
Interest Earnings	-60%	Actuals less than YTD Budget Interest earnings will balance across the financial year due to staggering maturities on investments and accruals.
Other Revenue	30%	Actuals greater than YTD Budget as reimbursements across multiple accounts have been raised.
Operating Expenditure		
Materials and Contracts	-20%	Actuals less than YTD Budget Community Amenities: Difference related to Landfill Business Unit mainly in the Landfill Masterplan; Town Planning/Regional Development Northern Planning Program: South East Planning with no actuals; Landfill Management underspend; and Tyre Disposal Service with no actuals due to timing. Recreation & Culture: Difference related to Sportsgrounds mainly in park maintenance. Transport (excl. Airport): Difference mainly in Infrastructure Maintenance due to timing of works and invoicing.
Utilities	-16%	Actuals less than YTD Budget due to timing of payment of bills and consumption patterns.
Interest Expense	-20%	Actuals less than YTD Budget due to timing of payments for interest on the Town's loans.
Insurance Expense	16%	Actuals greater than YTD Budget as insurance will be adjusted at the end of financial year.
Capital Expenditure and Revenue		
Acquisition of Infrastructure, Property, Plant and Equipment	-29%	Actuals less than YTD Budget due to timing of completion of capital works program which are currently in design and procurement phase.
Proceeds from Disposal of Assets	-15%	Actuals less than YTD Budget due to the timing associated with the disposal of assets.
Capital Grants and Contributions for the	-35%	Actuals less than YTD Budget due to timing of payment, with a large portion

Development of Assets		paid on the completion of capital works projects.
New Loan Borrowings	-100%	No loan funds have been drawn down.
Proceeds from Self Supporting Loans	27%	Actuals greater than YTD Budget due to timing of payments.
Transfers from Reserves	-88%	Actuals less than YTD Budget as Reserves journals are completed as capital works progress.
Loan Principal Repayments	10%	Actuals greater than YTD Budget due to timing of payments for principal the on Town's loans.
Transfers to Reserves	-12%	Actuals less than YTD Budget as Reserves journals are completed as income is received.

The net current asset position as at 29 February 2016 is \$14.751m. This balance is expected to decline significantly across the course of the year, as projects are delivered and operational budgets are expended.

The unrestricted cash position as at 29 February 2016 is \$7.18m and is calculated as follows:

	2015/16 Actual (000's)
Current Assets: Cash and Investments	\$89,459
Restricted Cash – Reserves	(\$82,278)
Unrestricted Cash Position as at 29 February 2016	\$ 7,181

FINANCIAL IMPLICATIONS

A municipal surplus occurs where revenue exceeds expenditure in a particular financial year. As per the current 2015/16 budget, the estimated municipal surplus is \$1.233m. The following reconciliation is provided:

	000's
Budget Municipal Surplus Brought Forward 30 June 2016	\$1,960
Change in Net Current Assets arising from individual variations	(\$2,116)
Change in Net Current Assets arising from September QBR	(\$ 356)
Change in Net Current Assets arising from individual variations (Jan OCM)	(\$ 30)
Change in Net Current Assets arising from December QBR	(\$ 341)
Municipal Surplus Carried Forward 1 July 2015 – Budget	(\$2,950)
Municipal Surplus Carried Forward 1 July 2015 – Actual	\$5,066
Amended Budget Municipal Surplus Brought Forward 30 June 2016	\$1,233

The Town's Financial Sustainability Ratios have changed as a result of the variations proposed in the December QBR. The revised ratios and their impact to the Town are presented in the table below.

Ratio	Calculation	Adopted Budget	Sept QBR	Dec QBR	Target Range
Unrestricted Current Ratio <i>(Liquidity Ratio: Ability to pay bills)</i>	$\frac{\text{Current Assets less Restricted Current Assets}}{\text{Current Liabilities less Liabilities Associated with Restricted Assets}}$	1.23	1.1	1.1	>1.00 >1.20
Operating Surplus Ratio <i>(Financial Performance Ratio)</i>	$\frac{\text{Operating Revenue less Operating Expense}}{\text{Own Source Operating Revenue}}$	0.84%	-4%	-13.70%	>1% >15%
Own Source Revenue Coverage Ratio <i>(Ability to Cover Costs through Own Revenue)</i>	$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expense}}$	95.93%	90%	83.31%	>40% >60%
Debt Service Cover Ratio <i>(Ability to pay debts)</i>	$\frac{\text{Operating Surplus before Interest and Depreciation Expense}}{\text{Principal and Interest Repayments}}$	7.67	5.56	3.20	>3 >5
Net Debt to Operating Revenue Ratio	$\frac{\text{Net Budgeted Debt as at 30 June 2016}}{\text{Operating Revenue}}$	42.60%	42.54%	48.11%	<50%
Asset Sustainability Ratio	$\frac{\text{Capital Renewal/ Replacement Expenditure}}{\text{Depreciation Expense}}$	-	52%	48.63%	>90% >110%

The following comments are provided regarding the ratios in the table above:-

- Operating Surplus Ratio – this does not meet the Department's proposed minimum target because of the adjustments made to operating revenue and expenditure to reflect financial close of the Airport lease transaction. Adjustments related to the Airport transaction are funded entirely from the Airport Reserve and do not affect the Municipal projected closing surplus. The Town's projected closing cash surplus position remains strong at \$1.233m. This ratio takes into account the Town's depreciation of approximately \$15m which is a non-cash component. By not meeting the minimum target for this ratio it demonstrates that the Town is not raising enough operating revenue to fund all its operating expenditure, capital renewal expenditure and repayment of loan principal. The Town has to rely on reserves, grants and contributions and borrowings to fund operating and capital expenditure.
- Asset Sustainability Ratio – by not meeting the Department's minimum target it shows that the Town is not replacing assets at the rate it is consuming them i.e. capital renewal is not equal to depreciation. This creates a renewal backlog which continues to build over time. This is directly related to the operating surplus ratio which shows that the Town does not generate enough operating revenue to fund capital renewal equal to depreciation.

The Town is currently reviewing and updating Asset Management Plans and also has suggested that Council support a moratorium on the acquisition/construction of new assets, focusing on the renewal of existing assets.

RISK IMPLICATIONS

The Town of Port Hedland is exposed to a number of financial risks in both its Annual Budget and Long Term Financial Plan (which is underpinned by some key assumptions). Most of these risks exist in respect to recurrent revenue streams which are required to meet current service levels. Any reduction in these revenue streams into the future is likely to have an impact on the Town's ability to meet service levels or asset renewal funding requirements, unless the Town can replace this revenue or alternatively reduce costs.

Description	Summary
Rates Revenue GRV	The 2015/16 Adopted Budget included rate revenue of \$3,348,800 from six mass accommodation facilities. The Town has been in active discussions with the Department of Local Government over the last two years, with respect to the rating methodology of these facilities. For the 2015/16 financial year the Department requested the Town to reduce the rate in the dollar by \$0.02, impacting on total rate yield (advertised rates model was \$3,685,176). It is likely that mass accommodation rates will come under further pressure in future years.
Community Contribution: Mia Mia	The 2015/16 Adopted Budget includes a community contribution of \$464,845 under the Mia Mia lease. This lease expires in December 2019 and income is uncertain after this date.
Interest on Investments	The 2015/16 Adopted Budget includes income of \$2.1m from interest on investments. All interest earnings on Reserves are applied to Municipal revenue, with the exception of interest earnings on the Spoilbank Reserve which is applied against the Asset Management Reserve and the BHP Reserve which was applied back to the BHP Reserve. As Reserve balances are depleted, the Town will receive a lower income from interest on these balances.
FMG Memberships	FMG under agreement with the Town provide an annual contribution of \$500,000 towards the operations of Wanangkura Stadium. Under the agreement FMG employees are entitled to drawdown on this amount for activities through the Leisure Facilities and Matt Dann, with budgeted expenses of \$240,000 for Stadium activities and \$10,000 for Matt Dann activities, effectively providing a subsidy of \$250,000. This agreement is currently under review with discussions taking place regarding the terms and conditions. FMG have a five year agreement with the Town which commenced on the 1 October 2012 and ends on the 30 September 2017.
Waste Management Reserve	<p>As at 30 June 2016 the budgeted closing balance of the Waste Management Reserve is \$9.932m Council will need to adopt a strong policy position with regards to the replenishment of the Waste Management Reserve in order to meet future capital costs for the closure and rehabilitation of the current landfill site at the end of its useful life and for the establishment of a new landfill site.</p> <p>The 2015/16 Budget includes income of \$2.5m from the Waste Management business unit as a return on investment into Municipal funds. This reflects a rate of return of 7.48% on total</p>

	waste collection services, supported by the draft Pricing Model for Waste Services. This Pricing Model will be presented to the Audit, Risk & Governance Committee.
Scotty's Cafe	The 2015/16 Adopted Budget includes a capital contribution of \$1.2m from FMG for the construction of Scotty's Café at Marquee Park. The funding agreement is currently on hold and the project will not proceed until funding has been secured. Should Council decide to fund the project from own source funds, the Town would be required to also fund operational expenses which were to be originally captured under the funding agreement with FMG for the first 3 years (\$1.1m recurrent funding requirement over 3 years).
Unspent Grant Funding	The Town currently has unspent grant funding, including funding from Royalties for Regions, Country Local Government Fund and Regional Road Group. This funding is associated with capital works programs such as the South Hedland Integrated Facility, Kerbing Construction, Walkway Lighting and Pinga Street. If the Town does not expend and acquit the funding in a timely manner the funding bodies may not approve carry-over into future years and the funding could be potentially 'lost'. This could also damage future funding opportunities.

STATUTORY AND POLICY IMPLICATIONS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires the Town to prepare a monthly Statement of Financial Activity. The monthly Statement of Financial Activity is to be presented to the Council at an ordinary meeting within 2 months after the end of the month to which the statement relates. The operating section of the Interim Statement of Financial Activity is shown by program in accordance with Regulation 34 (3)(b) of the *Local Government (Financial Management) Regulations 1996*.

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* requires the Town to prepare a list of accounts due and submitted each month for payments made from municipal fund by CEO.

ATTACHMENTS

1. Monthly Financial Health Check for the Period Ended 29 February 2016
2. Statement of Financial Activity for the Period Ended 29 February 2016 (Under Separate Cover)
3. Port Hedland International Airport Statement of Financial Activity for the Period Ended 29 February 2016 (Under Separate Cover)
4. Waste Management Statement of Financial Activity for the Period Ended 29 February 2016 (Under Separate Cover)
5. Accounts paid under delegated authority for the month of February 2016 (Under Separate Cover)

11 March 2016

MONTHLY FINANCIAL HEALTH CHECK



As at 29 February 2016

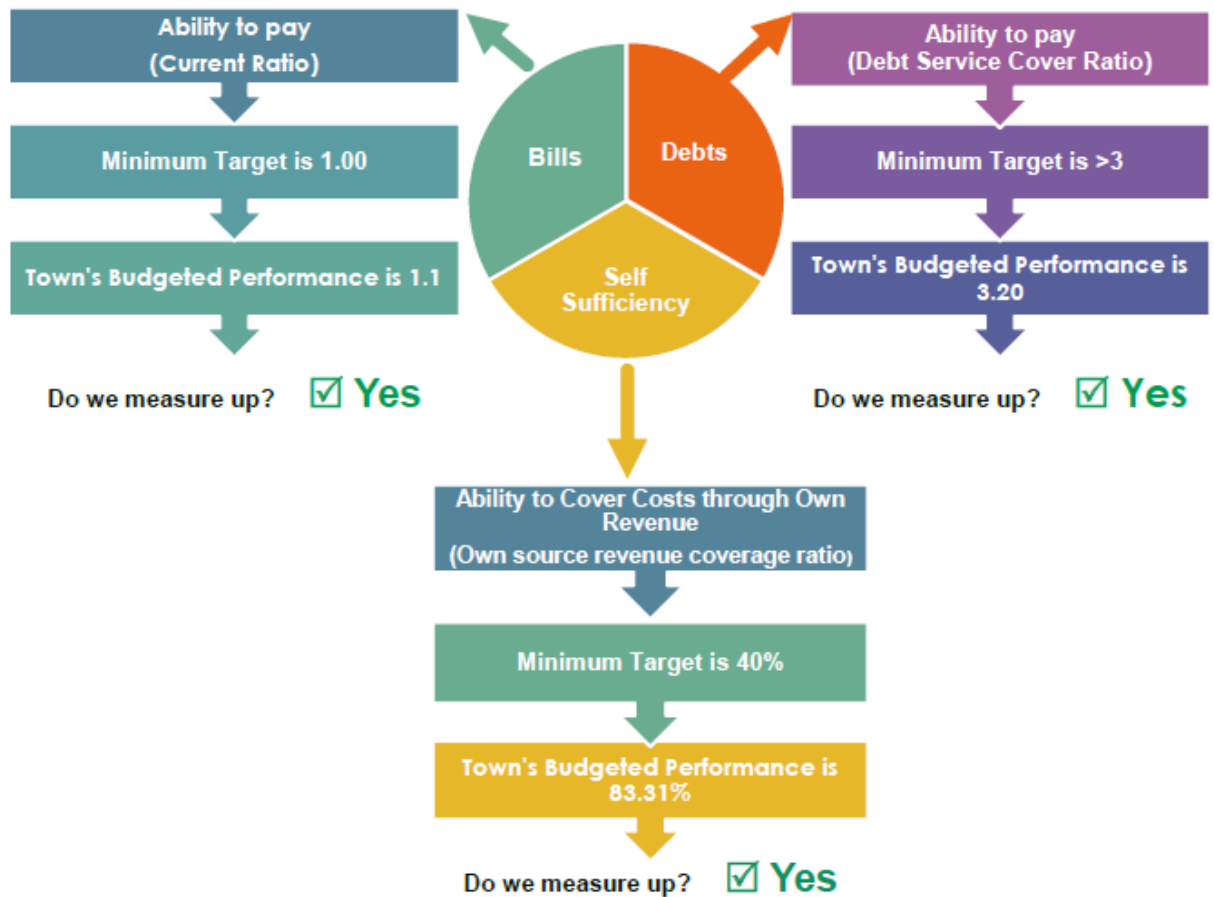
Highlighting how the Town of Port Hedland is tracking
against financial ratios



Financial Snapshot (Year to Date)	Actual (000's)
Operating Revenue	\$51,437
Operating Expenditure (Including Non Cash Items)	(\$43,754)
Non Cash Items	\$10,870
Capital Revenue	\$5,566
Capital Expenditure	(\$10,811)
Loan Repayments	(\$830)
Transfers to/from Reserves	(\$2,792)
Surplus Carried Forward 1 July 2015	\$5,066
Current Municipal Surplus Position at 29 February 2016	\$14,751

Financial health indicators

(after the adoption of the December Quarterly Budget Review)



Cash in the bank





How are we tracking against our targets?

(after the adoption of the December Quarterly Budget Review)

Operating Surplus Ratio

A measure of the Town's ability to cover its operational costs including depreciation and have funds left over to cover capital expenditure (including principal loan repayments) without relying on debt or reserves.

Minimum Target is 1%

Town's Budgeted Performance is - 14%

Do we meet the target? ☒ No

- This presents a snapshot of the Town's operating surplus ratio following the adoption of the December quarterly budget review.
- The addition of carry forwards from the December QBR and other budget adjustments including those associated with the Airport transaction has resulted in the ratio dropping below the target.
- The increase in depreciation (following revaluation of assets at fair value over the last three years) has significantly increased the annual depreciation charge and puts pressure on the operating surplus result.
- A negative ratio highlights the gap in funding infrastructure renewal expenditure from Council's own source revenue.

Asset Sustainability Ratio

Measures if the Town is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.

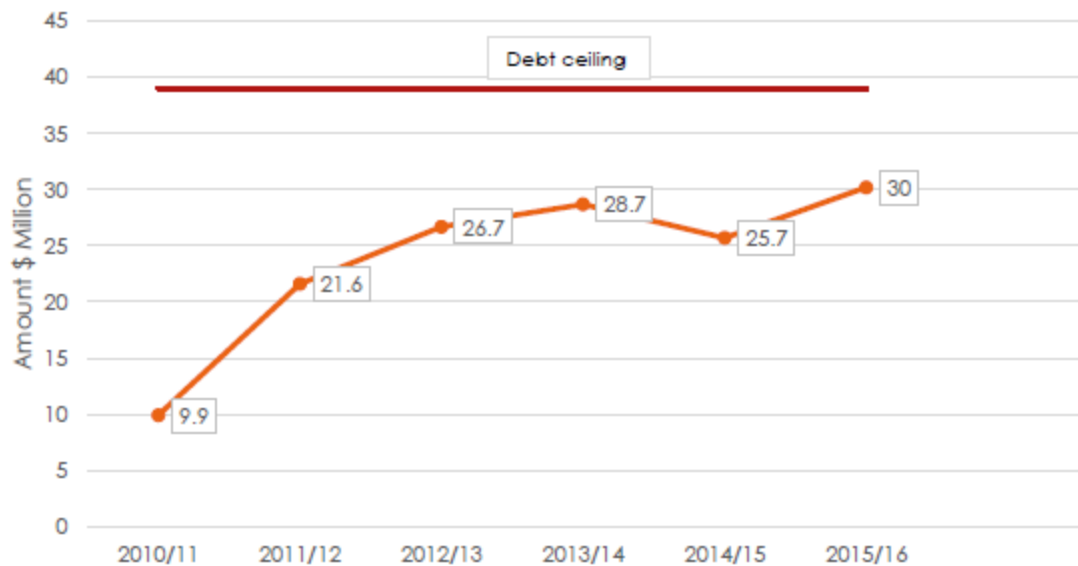
Minimum Target is 90%

Town's Budgeted performance is 49%

Do we meet the target? ☒ No

- The reduction in renewal expenditure and \$1.5M increase in the budgeted depreciation charge approved in the September QBR has had a two-fold effect on the asset sustainability ratio resulting in a decrease of the ratio below the target.
- With a history of strong renewal expenditure in the past 4 years and \$36.3M in total capital works for the current year, we will need to ensure expenditure on capital renewal expenditure is maintained at the same rate as depreciation in the future years.

Debt levels



Debt ceiling = \$39M
Current debt = \$24.9M
New loans = \$5.141M

Intergenerational Loans		
Loan Purpose	Outstanding Amount	Remaining Term
1. Marquee Park	\$4.59M	16 years
2. JD Hardie Upgrade	\$2.67M	16/18 years
3. Wananagkura Stadium	\$9.1M	16/18 years
4. GP Housing	\$1.38M	18 years

Any feedback on this document is greatly appreciated and can be emailed to council@porthedland.wa.gov.au



TOWN OF PORT HEDLAND

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 29 FEBRUARY 2016

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TOWN OF PORT HEDLAND
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
BY NATURE AND TYPE
FOR THE PERIOD ENDED 29 FEBRUARY 2016

	Adopted Budget	Current Budget	YTD Budget	YTD Actuals	YTD Variance	
	\$000's	\$000's	\$000's	\$000's	%	\$000's
Operating Revenue						
Rates	25,621	25,471	25,471	25,304	-1%	168
Operating Grants, Subsidies and Contributions	3,391	3,670	2,447	1,465	-40%	982
Fees & Charges	29,059	22,030	15,644	17,473	12%	(1,829)
Interest Earnings	2,210	3,517	2,345	943	-60%	1,402
Other Revenue	9,870	7,211	4,822	6,253	30%	(1,430)
Total Operating Revenue	70,149	61,900	50,729	51,437	1%	(708)
Operating Expenditure						
Employee Costs	(21,112)	(20,217)	(13,423)	(13,490)	0%	67
Materials & Contracts	(25,836)	(26,685)	(17,781)	(14,271)	-20%	(3,510)
Utility Charges	(3,682)	(3,620)	(2,413)	(2,025)	-16%	(389)
Depreciation	(14,462)	(15,019)	(10,013)	(10,757)	7%	744
Interest Expense	(1,557)	(1,802)	(1,022)	(815)	-20%	(207)
Insurance Expense	(1,340)	(1,215)	(1,215)	(1,404)	16%	189
Other Expenditure	(1,711)	(1,547)	(1,031)	(993)	-4%	(38)
Total Operating Expenditure	(69,700)	(70,106)	(46,898)	(43,754)	-7%	(3,144)
Operating Surplus/(Deficit)	450	(8,206)	3,831	7,683	101%	(3,851)
Add Back Non Cash Items						
Depreciation	14,462	15,019	10,013	10,757	7%	(744)
(Profit)/ Loss on Disposal of Assets	31	31	0	0	0%	0
Work in Progress Expensed	0	0	0	113	0%	(113)
Capital Expenditure and Revenue						
Acquisition of Infrastructure, Property, Plant and Equipment	(38,849)	(36,308)	(15,210)	(10,811)	-29%	(4,399)
Proceeds from Disposal of Assets	4,984	1,124	749	640	-15%	109
Non-Operating Grants, Subsidies & Contributions	4,258	5,360	3,662	2,385	-35%	1,277
Contributed Assets - Grants and Contributions Capital	0	2,463	2,463	2,463	0%	0
New Loan Borrowings	5,322	5,141	3,427	0	-100%	3,427
Proceeds from Self Supporting Loans	92	92	62	78	27%	(16)
Transfers from Reserves	16,043	19,782	6,509	754	-88%	5,755
Loan Principal Repayments	(1,156)	(2,267)	(754)	(830)	10%	77
Transfers to Reserves	(6,627)	(6,065)	(4,043)	(3,546)	-12%	(497)
Municipal Surplus / (Deficit) Carried Forward 1 July 2015	2,950	5,066		5,066		
Municipal Surplus / (Deficit) Brought Forward 30 June 2016	1,960	1,233		14,751		

The following variation(s) have been made to the budget approved by Council in one off submission(s):

- 201516/078 Increase the transfer to the Asset Management Reserve from \$1.05m to \$3.166m
- 201516/067 Reduce the transfer to Waste Reserves by \$450,000 and include a budget for \$450,000 for the Tyre Disposal Service.
- 201516/149 Increase the 2015/16 Budget by \$30,000 to fund the extraordinary election
- 201516/160 Recognise funding of \$265,783 and an additional transfer from the Assets Management Reserve of \$265,783 to fund the new Capital Works Project for the Matt Dann Theatre & Cinema Venue Improvement of \$531,566
- 201516/174 - Retire the airport housing loan (no. 131) with an indicative value of \$1,376,721.68, in the 2015/16 Financial year and be funded from the Airport Reserve.

TOWN OF PORT HEDLAND
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM
FOR THE PERIOD ENDED 29 FEBRUARY 2016

	Adopted Budget	Current Budget	YTD Budget	YTD Actuals	YTD Variance	
	\$000's	\$000's	\$000's	\$000's	%	\$000's
Operating Revenue						
General Purpose Income	32,399	34,991	31,817	27,210	-14%	4,607
Governance	4	7	5	7	47%	(2)
Law, Order & Public Safety	263	266	179	174	-3%	5
Health	72	91	60	59	-3%	2
Education & Welfare	979	1,024	683	360	-47%	323
Housing	349	349	232	160	-31%	72
Community Amenities	11,696	8,665	6,734	7,541	12%	(807)
Recreation & Culture	1,884	1,805	1,203	965	-20%	238
Transport	19,850	9,520	6,347	10,279	62%	(3,932)
Economic Services	2,171	4,699	3,133	4,439	42%	(1,306)
Other Properties & Services	483	483	336	243	-28%	92
Total Operating Revenue	70,149	61,900	50,729	51,437	1%	(708)
Operating Expenditure						
General Purpose Income	(373)	(331)	(220)	(195)	-12%	(25)
Governance	(2,642)	(2,385)	(1,534)	(1,704)	11%	170
Law, Order & Public Safety	(2,064)	(2,120)	(1,409)	(1,239)	-12%	(170)
Health	(966)	(959)	(635)	(600)	-5%	(35)
Education & Welfare	(3,877)	(3,789)	(2,566)	(2,602)	1%	36
Housing	(1,824)	(1,758)	(1,194)	(997)	-16%	(197)
Community Amenities	(9,759)	(10,378)	(6,939)	(4,566)	-34%	(2,374)
Recreation & Culture	(23,086)	(22,928)	(15,403)	(12,838)	-17%	(2,565)
Transport	(19,961)	(19,997)	(13,226)	(15,387)	16%	2,162
Economic Services	(2,446)	(2,107)	(1,405)	(1,215)	-14%	(190)
Other Properties & Services	(2,704)	(3,353)	(2,369)	(2,412)	2%	43
Total Operating Expenditure	(69,700)	(70,106)	(46,898)	(43,754)	-7%	(3,144)
Operating Surplus/(Deficit)	450	(8,206)	3,831	7,683	101%	(3,852)
Add Back Non Cash Items						
Depreciation	14,462	15,019	10,013	10,757	7%	(744)
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TOWN OF PORT HEDLAND
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2016

	15/16 Actual	15/16 Adopted Budget*	14/15 Actual*
	\$000's	\$000's	\$000's
CURRENT ASSETS			
Cash and Investments	89,459	65,474	81,134
Receivables	10,662	10,200	14,073
Inventories	551	500	551
Land Held for Resale	1,187	0	1,187
TOTAL CURRENT ASSETS	101,859	76,174	96,945
CURRENT LIABILITIES			
Payables	(1,026)	(4,000)	(8,588)
Current Loan Liability	(1,135)	(1,156)	(1,135)
Provisions	(2,617)	(3,200)	(2,618)
TOTAL CURRENT LIABILITIES	(4,778)	(8,356)	(12,341)
NET CURRENT ASSETS	97,081	67,818	84,604
Less			
Restricted Cash - Reserves	(82,278)	(63,502)	(79,486)
Restricted Receivables	0	(3,500)	0
Land Held for Resale	(1,187)	0	(1,187)
Plus			
Current Loan Liability	1,135	1,156	1,135
ESTIMATED SURPLUS/ (DEFICIENCY)	14,751	1,972	5,066

* as per the audited 2014/15 Annual Financial Report Note 24(b)

TOWN OF PORT HEDLAND
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2016
BANK RECONCILIATIONS

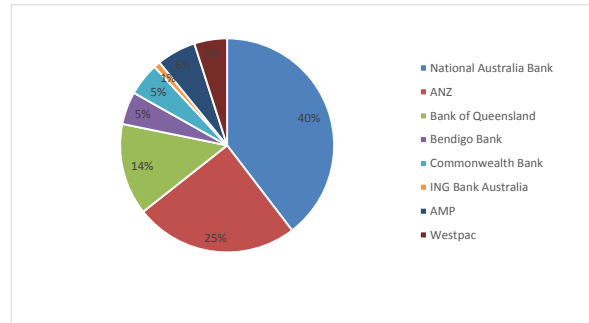
	CASH on CALL	MUNICIPAL FUND	RESERVE FUNDS	POOLED INVESTMENTS	TOTAL CASH & INVESTMENTS	TRUST FUND
SYNERGY CASH BOOK CLOSING BALANCE	\$2,568,899	\$493,083	\$91,723	\$86,300,000	\$89,453,705	\$305,359
BANK STATEMENT CLOSING BALANCE	\$2,568,899	\$565,119	\$91,723	\$86,300,000	\$89,525,741	\$309,254
VARIANCE	\$0	(\$72,036)	\$0	\$0	(\$72,036)	(\$3,895)
RECONCILING ITEMS:						
<i>Add</i>						
Uncleared Cash / Cheque Deposits		\$336			\$336	
Credit Card Expenses yet to be paid		\$891			\$891	
<i>Less</i>						
Outstanding Transfers between Trust and Municipal accounts		(\$2,159)			(\$2,159)	\$2,159
Superannuation contributions yet to be paid		(\$592)			(\$592)	
Unpresented Cheques		(\$5,017)			(\$5,017)	(\$6,054)
Receipts not yet processed in Synergy		(\$65,494)			(\$65,494)	
TOTAL RECONCILING ITEMS	\$0	(\$72,036)	\$0	\$0	(\$72,036)	(\$3,895)

TOTAL CASH & INVESTMENTS - SYNERGY CASH BOOK CLOSING BALANCE	\$89,453,705
Municipal Funds	\$7,175,875
Reserve Funds	\$82,277,829
	\$89,453,705
Other Cash Amounts:	
Cash on Hand	\$5,450
Muni Suspense Account	(\$470)
TOTAL CASH & INVESTMENTS	\$89,458,685

TOWN OF PORT HEDLAND
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2016
INVESTMENT REGISTER

Summary of Portfolio by Financial Institutions (including At Call account)

Institution	Principal	% of Portfolio	Average Interest Rate
National Australia Bank	35,668,899	40%	3.00%
ANZ	22,600,000	25%	2.90%
Bank of Queensland	12,400,000	14%	2.98%
Bendigo Bank	4,000,000	5%	2.95%
Commonwealth Bank	4,000,000	5%	2.86%
ING Bank Australia	1,000,000	1%	2.30%
AMP	5,000,000	6%	2.98%
Westpac	4,200,000	5%	2.96%
TOTAL	88,868,899	100%	2.95%



Summary of Portfolio by Credit Ratings (including At Call account)

Credit Rating	Principal	% of Portfolio	Policy Limit
A1+	66,468,899	75%	100%
A-1	5,000,000	6%	60%
A-2	17,400,000	20%	20%
Total	88,868,899	100%	

Local Government (Financial Management) Regulations 1996, Part 2 s. 6.10 Regulation 8 (3) states that money from different accounts may be placed in a common investment authorised by the Act.

The Town of Port Hedland Investment Policy stipulates that direct investments with "A-1+" ratings can be a maximum of 100% of the portfolio. For "A-1" rated Authorised Deposit Institutions (ADI), the maximum that can be invested is 60% of the portfolio while "A-2" rated ADI, the maximum that can be invested is 20% of the portfolio.

Detailed Portfolio Balances

Institution	Credit Rating	Principal	Interest Rate	Term to Maturity	Maturity Date	Interest on Maturity (\$)	% of Portfolio
Westpac	A1+	2,000,000	2.96%	3 months	07/03/2016	14,597	0.9%
Westpac	A1+	1,000,000	2.91%	3 months	22/04/2016	7,175	0.4%
National Australia Bank	A1+	2,500,000	3.05%	4 months	20/05/2016	25,068	1.5%
ANZ	A1+	2,000,000	2.94%	6 months	09/03/2016	29,319	1.8%
Westpac	A1+	1,200,000	3.00%	6 months	25/03/2016	17,753	1.1%
Bank of Queensland	A-2	1,800,000	3.00%	6 months	12/04/2016	26,630	1.6%
National Australia Bank	A1+	4,000,000	2.86%	6 months	28/04/2016	56,416	3.5%
National Australia Bank	A1+	1,700,000	3.05%	6 months	07/06/2016	25,570	1.6%
National Australia Bank	A1+	2,000,000	3.05%	6 months	15/06/2016	30,082	1.9%
Bank of Queensland	A-2	2,000,000	3.05%	6 months	16/08/2016	30,416	1.9%
National Australia Bank	A1+	2,000,000	3.03%	6 months	29/08/2016	30,217	1.9%
National Australia Bank	A1+	1,000,000	3.03%	6 months	29/08/2016	15,108	0.9%
Bank of Queensland	A-2	1,500,000	3.10%	6 months	22/07/2016	23,186	1.4%
Bank of Queensland	A-2	1,000,000	3.00%	7 months	04/05/2016	17,836	1.1%
Bank of Queensland	A-2	2,200,000	2.98%	8 months	02/06/2016	43,826	2.7%
National Australia Bank	A1+	2,500,000	3.00%	9 months	04/04/2016	56,712	3.5%
National Australia Bank	A1+	2,000,000	2.85%	9 months	30/05/2016	43,101	2.7%
Bank of Queensland	A-2	2,000,000	2.90%	9 months	18/04/2016	43,858	2.7%
ANZ	A1+	1,800,000	2.90%	9 months	08/07/2016	39,186	2.4%
ANZ	A1+	2,000,000	2.90%	9 months	12/07/2016	43,381	2.7%
ANZ	A1+	1,800,000	2.90%	10 months	08/08/2016	43,619	2.7%
ANZ	A1+	10,000,000	2.98%	1 year	29/08/2016	307,797	19.0%
ING Bank Australia	A-2	1,000,000	2.30%	1 year	06/09/2016	22,937	1.4%
ANZ	A1+	1,000,000	2.87%	1 year	09/09/2016	28,779	1.8%
Commonwealth Bank	A1+	1,500,000	2.80%	1 year	15/09/2016	41,425	2.6%
Bank of Queensland	A-2	1,900,000	2.80%	1 year	19/09/2016	53,492	3.3%
ANZ	A1+	2,000,000	2.95%	1 year	12/10/2016	59,000	3.6%
ANZ	A1+	2,000,000	2.75%	1 year	04/11/2016	55,000	3.4%
National Australia Bank	A1+	1,400,000	3.08%	1 year	09/12/2016	43,002	2.7%
Commonwealth Bank	A1+	2,500,000	2.91%	1 year	29/12/2016	72,750	4.5%
National Australia Bank	A1+	4,000,000	2.95%	1 year	22/02/2017	118,323	7.3%
AMP	A-1	5,000,000	2.98%	1 year	28/02/2017	149,000	9.2%
National Australia Bank	A1+	10,000,000	3.00%	1 year	28/06/2016	300,000	18.5%
Bendigo Bank	A-2	4,000,000	2.95%	1 year	28/07/2016	118,000	7.3%
TOTAL POOLED INVESTMENTS		86,300,000	TOTAL INTEREST PROJECTED			1,614,564	
National Australia Bank	A1+	2,568,899	2.50%	At Call Account		4,903	0.3%
TOTAL INVESTMENTS		88,868,899		TOTAL INTEREST PROJECTED		1,619,467	100.00%

Spoilbank Reserve of \$38.99m is included in the above Term Deposits

TOWN OF PORT HEDLAND
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2016
LOAN REPAYMENTS

Loan purpose by Program	New Loans			Principal Repayments			Principal Outstanding				Interest Repayments		
	Actual (\$)	Original Budget (\$)	Current Budget (\$)	Actual (\$)	Original Budget (\$)	Current Budget (\$)	Actual (\$)	Original Budget (\$)	Current Budget (\$)		Actual (\$)	Original Budget (\$)	Current Budget (\$)
Governance													
Civic Centre Upgrade (New)	-	4,800,000	4,800,000			-		4,800,000	4,800,000		-		-
Law, Order & Public Safety													
* SES Shed (123)				34,686	34,686	34,686	118,092	118,091	118,091	505297	9,030	10,094	10,094
Housing													
Staff Housing Morgan Street (125)				27,195	55,308	55,308	1,208,065	1,179,954	1,179,954	901297	41,690	90,742	90,742
Staff Housing Morgan Street (127)				37,824	76,931	76,931	1,780,340	1,741,233	1,741,233	901297	61,636	134,125	134,125
Catamore Court Housing (139)				50,021	50,021	50,021	1,520,466	1,520,466	1,520,466	901297	81,179	91,402	91,402
Catamore Court (New)	-	522,000	341,000		21,158	7,158	-	500,842	333,842	901297		10,000	3,500
Community Amenities													
** Pilbara Underground Power (134)				64,731	130,649	130,649	341,913	275,994	275,994	1007285	7,462	16,217	16,217
GP Housing - (135)				25,176	50,948	50,948	1,379,804	1,354,032	1,354,032	816297	33,228	75,068	75,068
Recreation and Culture													
* Yacht Club (126)				18,887	28,639	28,639	357,683	347,931	347,931	1105298	15,914	26,039	26,039
* Yacht Club Additional (128)				8,930	13,531	13,531	193,568	188,967	188,967	1105298	7,971	13,146	13,146
JD Hardie Upgrade 2 (129)				25,944	52,672	52,672	1,342,132	1,315,403	1,315,403	1104297	41,384	91,070	91,070
Marquee Park A (130)				13,892	28,205	28,205	718,690	704,377	704,377	1111298	22,161	48,767	48,767
Marquee Park B (132)				151,945	151,945	151,945	3,874,495	3,874,495	3,874,495	1111298	208,223	234,502	234,502
JD Hardie Facility Upgrade (136)				24,491	49,548	49,548	1,328,965	1,303,907	1,303,907	1104297	31,332	70,965	70,965
Wanangkura Stadium (133)				267,701	267,701	267,701	6,826,200	6,826,200	6,826,200	1108297	366,853	413,153	413,153
Wanangkura Stadium (137)				41,619	84,240	84,240	2,301,474	2,258,852	2,258,852	1108297	56,469	127,372	127,372
* SH Bowls & Tennis Club (138)				15,458	15,458	15,458	469,860	469,859	469,859	816297	25,086	28,246	28,246
Transport													
***Staff Housing Airport (131)				21,775	44,209	44,209	1,125,496	1,103,063	1,103,063	1210297		76,268	76,268
	0	5,322,000	5,141,000	830,274	1,155,849	1,141,849	24,887,241	29,883,666	29,716,666		1,044,265	1,557,176	1,550,676

(*) Self supporting loan financed by payments from either the Port Hedland Yacht Club, South Hedland Bowling Club or Fire and Emergency Services.

(**) Self supporting loan financed by payments from ratepayers who have elected to make payments over a 5 year period for underground power.

(***) As per Council Resolution 201516/174, the Airport Staff Housing Loan (131) will be terminated prior to maturity. This will be reflected in March financials

All other loan repayments are to be financed by general purpose revenue.

TOWN OF PORT HEDLAND
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2016
RESERVES

	<u>Opening Balance</u>	<u>Transfers In & Interest</u>		<u>Transfers Out</u>		<u>Closing Balance</u>	Current Balance of Reserve
	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	
	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	
Current							
Employee Leave Reserve	876	0	0	0	0	876	876
Car Parking Reserve	270	0	0	0	0	270	270
Airport Reserve	20,874	0	0	-10,018	0	10,856	20,874
BHP Reserve	528	3	3	-530	-530	0	0
Spoilbank Reserve	38,990	0	0	-2,000	0	36,990	38,990
Community Facilities Reserve	10	487	0	0	0	497	10
GP Housing	185	0	0	0	0	185	185
Asset Management Reserve	524	3,166	2,435	-1,373		2,317	2,959
Waste Management Reserve	10,704	0	0	-772	0	9,932	10,704
Plant Reserve	837	1,248	0	0	0	2,085	837
Public Open Space Reserve	1,374	268	0	-1,216	0	426	1,374
Unfinished Works & Committed Works Reserve	2,281	513	513	-2,169	-224	625	2,570
Staff Housing Reserve	730	30	0	-250	0	510	730
Strategic Reserve	0	595	595	-150	0	445	595
Unspent Grants, Loans & Contributions Reserve	1,304	0	0	-1,304	0	0	1,304
PHIA Long Term Lease Proceeds Reserve	0	0	0	0	0	0	0
	79,486	6,309	3,546	-19,782	-754	66,014	82,278

In accordance with council resolutions in relation to each current reserve account, the purpose for which the reserves are set aside are as follows:

Employee Leave Reserve	To fund employee leave entitlements.
Developer Contributions - Car Parking Reserve	To fund additional car parking, funded from Developer Contributions.
Airport Reserve	To fund the ongoing and future Port Hedland International Airport Operations and Capital Programs.
BHP Reserve	To fund approved projects under the BHPBIO Town of Port Hedland Sustainability Partnership.
Spoilbank Reserve	To fund the development of the Port Hedland Spoilbank Precinct.
Community Facilities Reserve	To fund the ongoing maintenance, refurbishment, replacement and upgrade of community infrastructure within the Town of Port Hedland.
GP Housing Reserve	To fund the development, maintenance and ongoing management of GP Housing within the Town of Port Hedland.
Asset Management Reserve	To fund the ongoing maintenance, renewal, and upgrade of new and existing infrastructure within the Town of Port Hedland.
Waste Management Reserve	To fund the development, operation and maintenance of the Town's waste management facilities.
Plant Reserve	To fund the Plant Replacement Program.
Developer Contributions - Public Open Space Reserve	To fund contributions which arise from conditions applied to a Development Application for public open space.
Unfinished Works & Committed Works Reserve	To transfer unspent Municipal funded expenditure on specific projects to enable identification of carryover expenditure into the next financial year.
Staff Housing Reserve	To fund the maintenance, refurbishment, redevelopment and construction of staff housing.
Strategic Reserve	To fund strategic projects as included in the Town's Strategic Community Plan and Corporate Business Plan.
Unspent Grants, Loans & Contributions Reserve	To restrict unspent grants, loans and contributions at the end of the financial year.
Port Hedland International Airport Long Term Lease Proceeds Reserve	To account for the lease proceeds from the long term lease of the PHIA and disburse funds as per the wealth management framework.

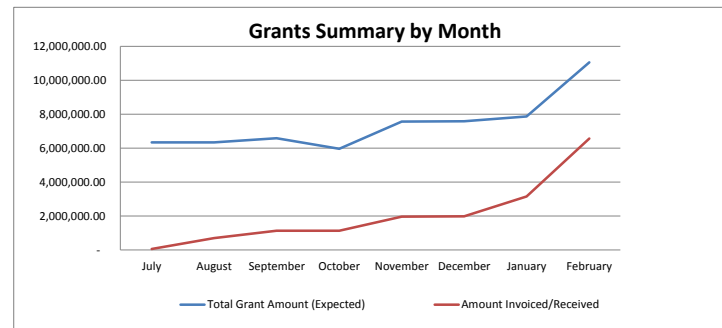
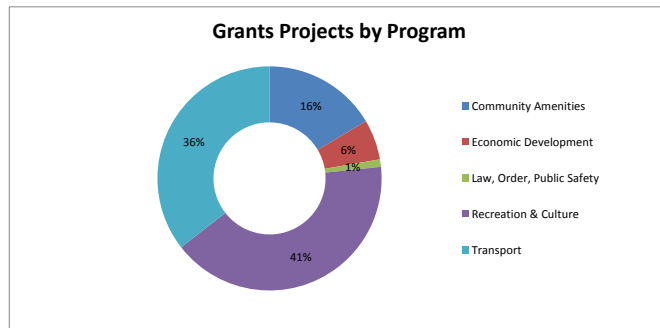
TOWN OF PORT HEDLAND
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2016
GRANTS, SUBSIDIES & CONTRIBUTIONS REGISTER 2015/16

SUCCESSFUL / APPROVED APPLICATIONS

Funding Provider	Purpose	Program	Operating / Non-operating	Type	Amount Expected	Amount Invoiced
Department of Planning	Northern Planning Program - Landfill Planning Studies	Community Amenities	Operating	Grant	257,550.00	-
Department of Planning	Northern Planning Program - South East Planning Scheme	Community Amenities	Operating	Grant	398,179.18	-
Department of Planning	Northern Planning Program - West End and Port Hedland Town Centre Development Plan	Community Amenities	Operating	Grant	50,000.00	-
Department of Planning	Northern Planning Program - Local Housing Strategy/ Infill Densification Study	Community Amenities	Operating	Grant	35,566.82	35,566.82
Department of Housing	Contribution for public open space	Community Amenities	Non-Operating	Contribution	268,181.82	268,181.82
Landcorp	Footpath Construction - South Hedland Town Centre	Community Amenities	Non-Operating	Contribution	306,162.29	306,162.29
Waste Authority	Garage Sale Trail 2015	Community Amenities	Operating	Contribution	3,750.00	-
Mia Mia Port Hedland International Airport	Community Contribution: Mia Mia - Economic Development	Economic Development	Operating	Contribution	464,845.00	-
Department of Local Government & Communities	North West Skate Fest 2015	Education & Welfare	Operating	Grant	5,000.00	5,000.00
Department of Local Government & Communities	Financial Assistance - General Purpose Grant	General Purpose	Operating	Grant	548,911.00	411,683.25
Recognise Contributed Asset	Catamore Court Development - Staff Housing	General Purpose	Non-Operating	Contribution	2,463,106.42	2,463,106.42
Department of Health	Mosquito Control - CLAG	Health	Operating	Grant	5,043.45	5,043.45
Department of Health	Mosquito Control - CLAG	Health	Operating	Grant	1,088.92	1,088.92
Main Roads WA	Roadside Litter Clean-up Campaign	Health	Operating	Contribution	20,000.00	20,000.00
Department of Fire & Emergency Services	Port Hedland State Emergency Services	Law, Order, Public Safety	Operating	Subsidy	83,160.00	41,580.00
Department of Fire & Emergency Services	Fire Mitigation work at South Hedland (Bosna)	Law, Order, Public Safety	Operating	Contribution	3,117.00	3,117.00
BHP Billiton Iron Ore Pty Ltd	North West Festival 2016	Recreation and Culture	Operating	Grant	300,000.00	-
Fortescue Metals Group Ltd	North West Festival 2015	Recreation and Culture	Operating	Sponsorship	25,000.00	25,000.00
WA Tourism Commission	North West Festival 2015	Recreation and Culture	Operating	Sponsorship	25,000.00	25,000.00
Lotterywest	North West Festival 2015	Recreation and Culture	Operating	Grant	12,730.00	12,730.00
BHP Billiton Iron Ore Pty Ltd	North West Festival 2015 - Reimbursement for Banners	Recreation and Culture	Operating	Contribution	218.18	218.18
Disability Services Commission	Disability Week	Recreation and Culture	Operating	Sponsorship	500.00	500.00
Horizon Power	Holiday Lights & Decorations Competition	Recreation and Culture	Operating	Sponsorship	2,500.00	2,500.00
Department of Local Government & Communities	National Youth Week 2016 Grants Program	Recreation and Culture	Operating	Sponsorship	1,000.00	1,000.00
Lotterywest	Spinifex Spree Carnival 2015	Recreation and Culture	Operating	Sponsorship	20,000.00	20,000.00
Pilbara Ports Authority	Australia Day Celebrations 2016	Recreation and Culture	Operating	Sponsorship	30,000.00	30,000.00
BHP Billiton Iron Ore Pty Ltd	Australia Day Celebration 2016	Recreation and Culture	Operating	Grant	17,360.00	17,360.00
Lotterywest	North West Festival 2015 - Fringe Activities	Recreation and Culture	Operating	Grant	7,270.00	7,270.00
Department of Corrective Services	SLAM 2015	Recreation and Culture	Operating	Sponsorship	3,182.00	3,182.00
Department of Sport & Recreation	Gratwick Olympic Pool	Recreation and Culture	Non-Operating	Grant	32,000.00	-
Department of Sport & Recreation	South Hedland Aquatic Centre	Recreation and Culture	Non-Operating	Grant	32,000.00	-
Finucane Island Sports & Rec Club	Community Awards 2015	Recreation and Culture	Operating	Sponsorship	1,500.00	1,500.00
Horizon Power	Community Awards 2015	Recreation and Culture	Operating	Sponsorship	1,500.00	1,500.00
ITOCHU Minerals & Energy of Australia	Community Awards 2015	Recreation and Culture	Operating	Sponsorship	3,000.00	3,000.00
Rio Tinto	Community Awards 2015	Recreation and Culture	Operating	Sponsorship	1,500.00	1,500.00
Port Hedland RSL	Community Awards 2015	Recreation and Culture	Operating	Sponsorship	1,500.00	1,500.00
Department of Sport & Recreation	Recreation Administration - Club Development Officer	Recreation and Culture	Operating	Grant	60,000.00	60,000.00
Port Hedland Netball Association	Faye Gladstone Netball Court Redevelopment	Recreation and Culture	Non-Operating	Grant	170,000.00	8,921.61
BHP Billiton Iron Ore Pty Ltd	Faye Gladstone Netball Court Redevelopment	Recreation and Culture	Non-Operating	Grant	1,142,000.00	-
Childrens Book Council of Australia	Children's Book week	Recreation and Culture	Operating	Grant	3,680.00	3,680.00
State Library of WA	Regional Model	Recreation and Culture	Operating	Grant	20,449.78	10,437.39
Fortescue Metals Group Ltd	FMG Memberships - Wanangkura Stadium	Recreation and Culture	Operating	Contribution	500,000.00	250,000.00
ESS Support Services Worldwide	North West Economic Summit 2015	Recreation and Culture	Operating	Sponsorship	2,700.00	2,700.00
Horizon Power	North West Economic Summit 2015	Recreation and Culture	Operating	Sponsorship	5,000.00	5,000.00
Charter Hall	North West Economic Summit 2015	Recreation and Culture	Operating	Sponsorship	8,000.00	8,000.00
Aspen Parks	North West Economic Summit 2015	Recreation and Culture	Operating	Sponsorship	6,000.00	6,000.00
Roy Hill Infrastructure	North West Economic Summit 2015	Recreation and Culture	Operating	Sponsorship	8,000.00	8,000.00
Hedland First National Real Estate	North West Economic Summit 2015	Recreation and Culture	Operating	Sponsorship	4,000.00	4,000.00
Pilbara Development Commission	North West Economic Summit 2015	Recreation and Culture	Operating	Sponsorship	2,500.00	2,500.00
BHP Billiton Iron Ore Pty Ltd	North West Economic Summit 2015	Recreation and Culture	Operating	Sponsorship	8,000.00	8,000.00
Port Hedland Chamber of Commerce	North West Economic Summit 2015	Recreation and Culture	Operating	Sponsorship	18,181.82	18,181.82
YMCA	YMCA Spin Bike - Wanangkura Stadium	Recreation and Culture	Operating	Contribution	510,000.00	250,000.00
Department of Sport & Recreation	Youth Engagement Scheme: SLAM	Recreation and Culture	Operating	Grant	40,000.00	-
Department of Culture and the Arts	Matt Dann Theatre & Cinema - Major Grant	Recreation and Culture	Non-Operating	Grant	242,037.59	242,037.59
Department of Culture and the Arts	Matt Dann Theatre & Cinema - Minor Grant	Recreation and Culture	Non-Operating	Grant	23,745.50	23,745.50
Recfishwest	Fishing Clinics	Recreation and Culture	Operating	Grant	2,000.00	-
Department of Local Government & Communities	Financial Assistance - Road Grant	Transport	Operating	Grant	320,717.00	240,537.75

TOWN OF PORT HEDLAND
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2016
GRANTS, SUBSIDIES & CONTRIBUTIONS REGISTER 2015/16

Department of Local Government & Communities	Financial Assistance - Special Project Grant - Yandeyarra Road	Transport	Operating	Grant	50,000.00	37,500.00
Department of Transport	Finucane Island Boat Ramp Improvement Plan	Transport	Operating	Grant	149,625.00	-
Main Roads WA	Regional Roads Group: Road Project Grant: Pinga Street	Transport	Non-Operating	Grant	1,121,937.00	1,121,937.00
Main Roads WA	Regional Roads Group: Road Project Grant: Yandeyarra Rd	Transport	Non-Operating	Grant	30,000.00	-
Main Roads WA	Regional Roads Group: Remote Access Grant: Yandeyarra Rd	Transport	Non-Operating	Grant	25,000.00	-
Main Roads WA	Regional Roads Group: Blackspot Grant: Murdoch Drive/ Captains Way	Transport	Non-Operating	Grant	13,334.00	13,334.00
Main Roads WA	Regional Roads Group: Direct Grant	Transport	Non-Operating	Grant	145,700.00	145,700.00
Department of Infrastructure and Regional Development	Roads to Recovery: Pinga St; Yandeyarra Road; Murdoch Drive/ Captain Way Intersection	Transport	Non-Operating	Grant	939,963.00	363,466.00
Main Roads WA	Street Lighting Maintenance	Transport	Operating	Contribution	20,700.00	-
Orica Mining Services	RAV Contributions: Infrastructure Maintenance Engineering	Transport	Operating	Contribution	14,000.00	-
Main Roads WA	Maintain and manage Powell and Wallwork Roads after de-proclamation as part of GNH	Transprot	Operating	Contribution	15,454.55	15,454.55
				Total	11,054,147	6,563,423



Operating and Non-Operating Grants, Subsidies and Contributions are budgeted to total 10% of revenue for 2015/16 and this revenue assists Town of Port Hedland in delivering a wide variety of capital programs and operational activities.

Where possible, the Town of Port Hedland will seek to supplement revenue through application for external grants and subsidies. Every opportunity will be taken to maximise revenue in support of capital and operational spending. External funding, however, must be strategically targeted and aligned with Town of Port Hedland's Strategic Community Plan and Corporate Business Plan.

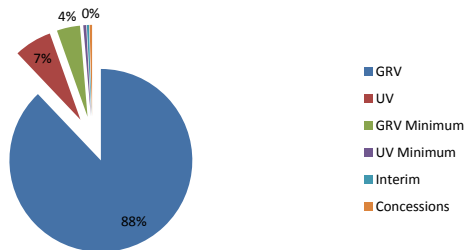
UNSUCCESSFUL/ PENDING APPLICATIONS

Funding Provider	Purpose of Grant	Program	Status	Amount
Department of Fire & Emergency Services	Bushfire Mitigation	Health	Unsuccessful	20,000
Department of Fire & Emergency Services	Petermarer Fire Tank	Health	Unsuccessful	35,000
Department of Fire & Emergency Services	Turner River Fire Tank	Health	Unsuccessful	35,000
Department of Infrastructure and Regional Development	National Stronger Regions Fund: South Hedland Integrated Community Facility	Recreation and Culture	Unsuccessful	10,000,000
Department of Sport & Recreation	Community Sport and Recreation Facilities Fund: Floodlighting of sporting oval at Osprey	Recreation and Culture	Application submitted September 2015	106,000
Department of Sport & Recreation	Community Sport and Recreation Facilities Fund: South Hedland Aquatic Centre	Recreation and Culture	Application submitted September 2015	1,000,000
Department of Transport	2016/17 Project: Regional Network Bicycle Grant Program: Shared Bike Path from Cooke Point to Redbank Bridge	Transport	Outcome released during Bike Week - March 2016	222,375
Department of Transport	2016/17 Project: Regional Network Bicycle Grant Program: Shared Bike Path from Styles Road to Wilson Street	Transport	Outcome released during Bike Week - March 2016	39,375
Fortescue Metals Group Ltd	Provide funding for proposed Scotty's Training Café located in Marquee Park South Hedland	Economic Development	Project currently on hold subject to funding	1,200,000
Lotterywest	Community Spaces - Buildings & Fit out: Civic Centre Refurbishment	Economic Development	Unsuccessful	-
Main Roads WA	Blackspot Program 2016/17	Transport	Unsuccessful	1,051,500
Pilbara Development Commission	Royalties for Regions - Retail/Franchise Attraction Strategy	Economic Development	Awaiting confirmation.	50,000
WA Police	Deadly Skate	Recreation and Culture	Outcome not released.	23,830
WA Police	CCTV Strategy Fund: Upgrade existing 32 cameras to night vision	Economic Development	Outcome not released.	300,000
WA Police	State Graffiti Fund: GIS Graffiti Module	Economic Development	Outcome not released.	20,000
Landcorp	South Hedland CBD Road Modification	Transport	Unsuccessful	500,000
Mobile Black Spot Programme - Round 1	Telecommunications Infrastructure to deliver improved mobile coverage. Yandeyarra has been listed/ nominated.	Works and Services	Unsuccessful	-
Department of Local Government and Communities	Awesome Art - Seed	Recreation and Culture	Pending	4,000
BHP Billiton Iron Ore	Welcome to Hedland	Recreation and Culture	Pending	15,000
Department of Infrastructure and Regional Development	Heavy Vehicle Safety and Productivity Programme - Round 5 - Pinga Street Upgrade	Transport	Pending	1,464,000
Department of Infrastructure and Regional Development	Heavy Vehicle Safety and Productivity Programme - Round 5 - Wedgefield Industrial Precinct	Transport	Pending	2,306,540
Department of Infrastructure and Regional Development	Stronger Communities Programme - Marapikurrinya Park.	Recreation and Culture	Application in progress	20,000
Rio Tinto	Deadly Skate	Recreation and Culture	Application submitted	2,908
Tourism WA	North West Festival 2016,2017,2018	Recreation and Culture	Unsuccessful	150,000
			TOTAL	18,565,528

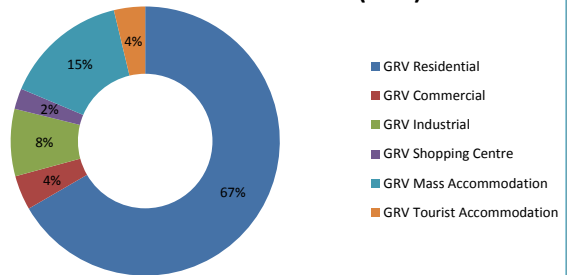
TOWN OF PORT HEDLAND
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2016
RATING INFORMATION

Rate Type	Rate in \$	Number of Properties	Rateable Value	2015/16						
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Original Budget	Interim	Original Budget
Differential General Rate (GRV)										
GRV Residential	5.6920	5,527	262,895,065	14,963,987	142,141	46,743	15,152,871	14,957,549	400,000	15,357,549
GRV Commercial	4.3026	173	21,668,626	932,314	(58,596)	2,749	876,468	934,345		934,345
GRV Industrial	2.8978	372	62,556,266	1,812,755	41,719	1,507	1,855,981	1,700,940		1,700,940
GRV Shopping Centre	5.7891	2	9,642,311	558,203	513		558,716	558,203		558,203
GRV Mass Accommodation	26.0000	6	12,880,000	3,348,800	10,140		3,358,940	3,348,800		3,348,800
GRV Tourist Accommodation	11.4339	10	7,360,080	841,544			841,544	841,544	100,000	941,544
UV Mining	42.3693	61	2,403,687	1,018,425	6,359	1,206	1,025,990	1,018,425		1,018,425
UV Mining Exploration	36.1702	51	523,083	189,200	(142,695)	(6,419)	40,086	189,201		189,201
UV Mining Other	36.9834	152	167,234	61,849	1,877	(51)	63,675	64,694	9,421	74,115
UV Pastoral	10.8292	11	1,334,424	144,507	1,265	71,392	217,164	135,022		135,022
UV Other	18.8800	14	1,510,880	285,254	(25,110)		260,144	284,106		284,106
Sub-Totals		6,379	382,941,656	24,156,840	(22,386)	117,126	24,251,580	24,032,830	509,421	24,542,251
Minimum Rates	Minimum \$									
GRV Residential	1260	729	9,124,765	918,540	0	0	918,540	924,840		924,840
GRV Commercial	1260	62	797,145	78,120	0	0	78,120	80,640		80,640
GRV Industrial	1260	41	939,533	51,660	0	0	51,660	51,660		51,660
GRV Shopping Centre	1260	0	0	0	0	0	0	0		0
GRV Mass Accommodation	1260	0	0	0	0	0	0	0		0
GRV Tourist Accommodation	1260	0	0	0	0	0	0	0		0
UV Mining	1260	44	58,311	55,440	0	0	55,440	55,440		55,440
UV Mining Exploration	1100	49	66,432	53,900	0	0	53,900	53,900		53,900
UV Mining Other	260	39	18,822	10,140	0	0	10,140	7,280		7,280
UV Pastoral	1260	0	0	0	0	0	0	0		0
UV Other	1260	10	4,149	12,600	0	0	12,600	12,600		12,600
Sub-Totals		974	11,009,157	1,180,400	0	0	1,180,400	1,186,360	0	1,186,360
Concessions (Note 12)							-113,029			-107,874
TOTAL		7,353	393,950,813	25,337,240	(22,386)	117,126	25,318,951	25,219,190	509,421	25,620,737

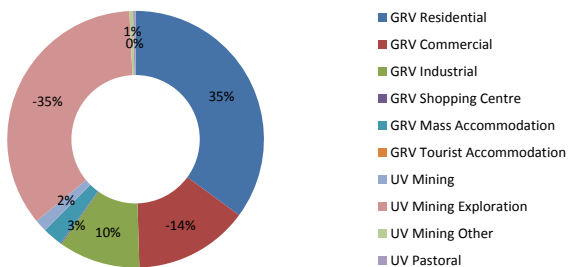
Total Rates



Differential General Rate (GRV)



Interim rates



TOWN OF PORT HEDLAND
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2016
SUNDRY DEBTORS

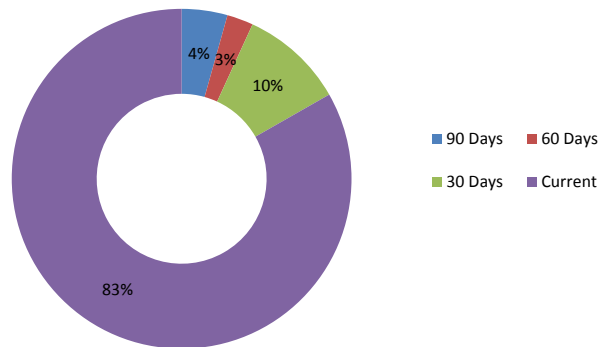
Current	\$	5,839,273
30 Days	\$	694,089
60 days	\$	175,564
90 days	\$	305,426
	\$	7,014,351
Credits	\$	(408)
TOTAL	\$	7,013,943
Underground Power Debtors	\$	531,551
ALL SUNDRY DEBTORS	\$	7,545,494
Previous Month	\$	8,653,020
Movement in Debtors	\$	(1,107,526)
Percentage Change		-12.80%

Debtors outstanding for 90 days or more as at 29 February 2016

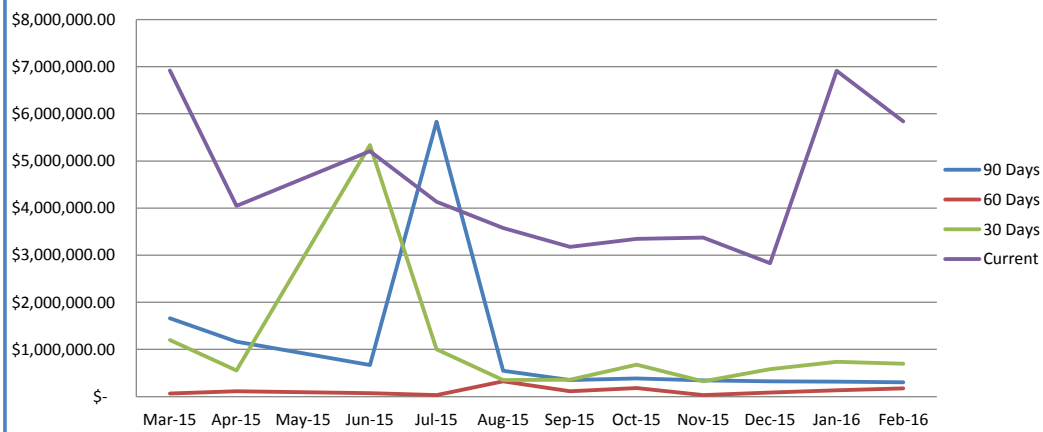
Debtor	Amount Owning - 90 Days	Commentary	Airport	Landfill
7949	\$ 192,611	Debt collectors	x	
8455	\$ 23,332	Debt collectors		x
7545	\$ 13,461	Leasing investigating		
7989	\$ 10,565	Leasing investigating	x	
9285	\$ 6,409	Finance investigating		
8629	\$ 6,209	Administrator appointed		x
240	\$ 6,198	Finance investigating	x	
7206	\$ 5,006	Administrator appointed		x
7877	\$ 4,748	Legal intent letter sent		
6245	\$ 4,694	Debt collectors		
8355	\$ 4,025	Finance investigating		
8816	\$ 2,948	Administrator appointed		x
9286	\$ 2,520	Debt collectors		
9134	\$ 2,434	Payment plan		
8506	\$ 2,320	Debt collectors		
9106	\$ 1,816	Administrator appointed		x
8293	\$ 1,793	Debt collectors		x
6135	\$ 1,612	Leasing investigating		
671	\$ 1,340	Leasing investigating		
6595	\$ 1,186	Legal intent letter sent		x
9125	\$ 1,133	Administrator appointed		x
9278	\$ 966	Legal intent letter sent		
906	\$ 827	Finance investigating		
8751	\$ 777	Leasing investigating		
8538	\$ 644	Finance investigating		x
8807	\$ 585	Administrator appointed		x
8903	\$ 545	Finance investigating		
450	\$ 449	Leasing investigating		
9366	\$ 440	Building investigating		
8312	\$ 230	Finance investigating		
9418	\$ 220	Building investigating		
9267	\$ 220	Building investigating		
9467	\$ 220	Building investigating		
9468	\$ 220	Building investigating		
5531	\$ 220	Building investigating		
9294	\$ 220	Building investigating		
9345	\$ 220	Building investigating		
9338	\$ 220	Building investigating		
8585	\$ 220	Building investigating		
9469	\$ 220	Building investigating		
9344	\$ 220	Building investigating		
9430	\$ 220	Building investigating		
9383	\$ 220	Building investigating		
9404	\$ 220	Building investigating		
9410	\$ 220	Building investigating		
7173	\$ 119	Legal intent letter sent		
1826	\$ 107	Legal intent letter sent		
9457	\$ 34	Finance investigating		
8400	\$ 23	Finance investigating		
8458	\$ 10	Finance investigating		
432	\$ 8	Finance investigating		
Total 90 Days	\$ 305,426			

Debtor #7949 amounts to 63% of the 90 day debtor amount and is currently with the debt collectors.

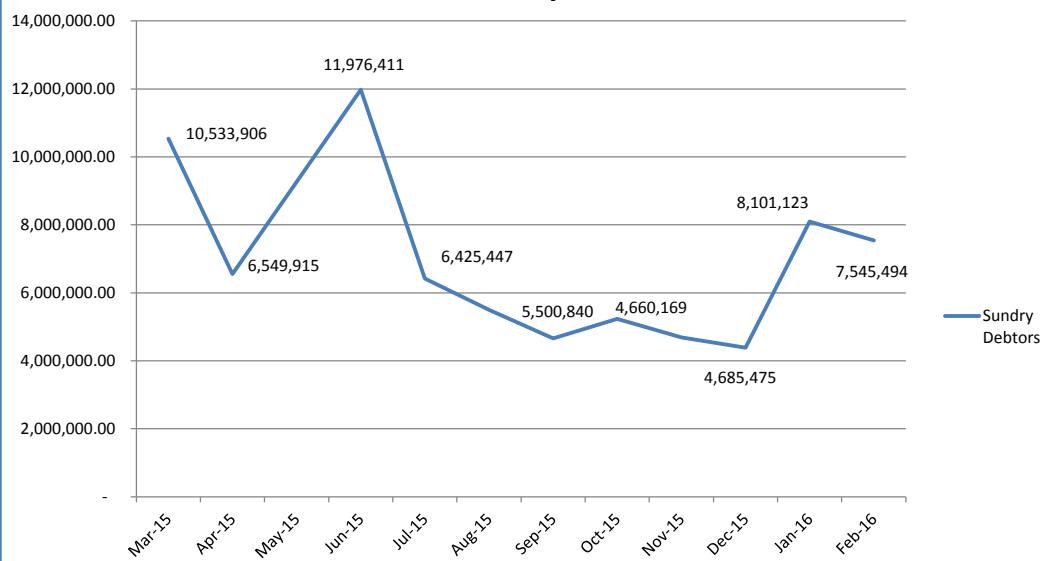
Summary of Sundry Debtors - 29 February 2016



Summary of Sundry Debtors - Past 12 Months



Total Sundry Debtors



TOWN OF PORT HEDLAND
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2016
CAPITAL WORKS PROGRAM

Description	Expenditure				Funding			
	Current Budget 15/16	Total Actuals (Actuals + Orders)	Variance (Budget & Total Actuals)		Municipal Funded	Reserve Funded	Loan Funded	Grants, Subsidies & Contributions
Capital Expenditure - Furniture & Equipment - ICT Hardware - Information Communication Technology	191,000	86,551	104,449	45%	(191,000)			
Capital Expenditure - Furniture & Equipment - ICT Implementation Plan 2012-2017 - Information Communication Technology	198,000	65,343	132,657	33%	(198,000)			
Capital Expenditure - Buildings - Staff Housing (Various) Refurbishments - Staff Housing	372,200	63,915	308,285	17%	(122,200)	(250,000)		
Capital Expenditure - Work in Progress - Staff Housing Construction : Catamore Court: Contributed Assets - Staff Housing	2,804,106	2,801,981	2,126	100%			(341,000)	(2,463,106)
Capital Expenditure - Work in Progress - Pioneer Cemetery Upgrade - Cemeteries	26,976	26,976	0	100%		(26,976)		
Capital Expenditure - Work in Progress - South Hedland Cemetery Upgrade (Friends of the Cemetery) - Cemeteries	35,000	0	35,000	0%		(35,000)		
Capital Expenditure - Work in Progress - Waste Water Central Control System - Waste Management & Recycling	650,000	574,664	75,336	88%	(650,000)			
Capital Expenditure - Buildings - Building Refurbishment - Port Hedland Civic Centre	4,800,000	853,231	3,946,769	18%			(4,800,000)	
Capital Expenditure - Work in Progress - Facility Upgrade - J D Hardie Centre	150,159	0	150,159	0%		(150,159)		
Capital Expenditure - Work in progress - Turtle Board Walk - Beaches/Foreshore	37,368	37,368	0	100%		(37,368)		
Capital Expenditure - Work in Progress - Gratwick Aquatic Centre Upgrades - Gratwick Olympic Pool	32,000	0	32,000	0%				(32,000)
Capital Expenditure - Work in Progress - Gym Upgrade - Gratwick Olympic Pool	11,046	11,046	(0)	100%	(11,046)			
Capital Expenditure - Work in Progress - SHAC Plant & Equipment Upgrades - South Hedland Aquatic Centre	50,070	18,070	32,000	36%	(18,070)			(32,000)
Capital Expenditure - Infrastructure - Faye Gladstone Netball Courts - South Hedland Sportsgrounds : Recreation	1,300,000	82,710	1,217,290	6%		(296,236)		(1,003,764)
Capital Expenditure - Work in Progress - South Hedland Town Centre Stage 2A Landscaping - South Hedland Sportgrounds Recreation	1,216,260	0,090	1,207,170	1%		(1,216,260)		
Capital Expenditure - Infrastructure - Scoreboard Replacement - Port & South Sportsgrounds : Parks & Gardens	220,000	14,263	205,737	6%	(50,000)	(170,000)		
Capital Expenditure - Work in Progress - Static Fitness Equipment Installation Port Hedland - Port & South Sportsgrounds : Parks & Gardens	30,000	300	29,700	1%	(30,000)			
Capital Expenditure - Infrastructure - Pedestrian Bridge Hand Railing South Hedland - Port & South Sportsgrounds : Parks & Gardens	13,706	13,706	0	100%		(13,706)		
Capital Expenditure - Infrastructure - Playground Equipment - Port & South Sportsgrounds : Parks & Gardens	206,000	115,259	90,741	56%	(104,000)	(102,000)		
Capital Expenditure - Buildings - Sports Building Upgrades - Port & South Sportsgrounds : Parks & Gardens	1,466	1,466	0	100%	(1,466)			
Capital Expenditure - Work in Progress - South Hedland Integrated Community Facility (RFR Funded) - Libraries	283,938	31,075	252,863	11%		(283,938)		
Capital Expenditure - Furniture & Equipment - Venue Improvement Technical Equip. Upgrade - Matt Dann Cultural Centre	531,566	0	531,566	0%		(265,783)		(265,783)
Capital Expenditure - Infrastructure - Wanangkura Stadium Signage - Wanangkura Stadium	3,100	3,100	0	100%		(3,100)		
Capital Expenditure - Work in Progress - Scotty's Cafe Construction - Marquee Park	1,200,000	0	1,200,000	0%				(1,200,000)
Capital Expenditure - Work in Progress - Marquee Park Compliance & Upgrades - Marquee Park	300,000	0	300,000	0%		(300,000)		
Capital Expenditure - Work in Progress - Kingsford Smith Business Park : Landscaping - Infrastructure Construction	480,000	9,850	470,150	2%		(480,000)		
Capital Expenditure - Infrastructure - Finucane Island Boat Ramp Upgrade - Infrastructure Construction	199,500	82,369	117,131	41%		(49,875)		(149,625)
Capital Expenditure - Infrastructure - Richardson St Boat Ramp - Infrastructure Construction	100,000	7,579	92,421	8%		(100,000)		
Capital Expenditure - Infrastructure - Goode St Erosion - Infrastructure Construction	150,000	8,355	141,645	6%		(150,000)		
Capital Expenditure - Work in Progress - Flood Study - Protection Of Environment	120,000	0	120,000	0%		(120,000)		
Capital Expenditure - Work in Progress - Caravan Route Signage / Port Hedland Boundary Signs - Infrastructure Maintenance	60,000	13,000	47,000	22%		(60,000)		
Capital Expenditure - Infrastructure - Concrete Infills - Road Verge Maintenance	0	0	0		0			
Capital Expenditure - Plant And Equipment - Heavy Vehicles & Plant - Plant Purchases	421,000	413,711	7,289	98%	(421,000)			
Capital Expenditure - Plant And Equipment - Light Plant - Plant Purchases	20,000	0	20,000	0%	(20,000)			
Capital Expenditure - Plant And Equipment - Parks & Gardens Plant - Plant Purchases	25,868	6,120	19,748	24%	(25,868)			
Capital Expenditure - Work in Progress - Wedgefield Entry Statement - Tourism & Area Promotion	0	0	0		0			
Capital Expenditure - Work in Progress - CBD Street Banners - Tourism & Area Promotion	32,000	35,722	(3,722)	112%	(32,000)			
Capital Expenditure - Work in Progress - Reconciliation Action Plan (Flag Poles) - Tourism & Area Promotion	31,500	24,955	6,545	79%		(31,500)		
Capital Expenditure - Buildings - PHVC Upgrade - Tourism & Area Promotion	18,780	10,258	8,522	55%	(18,780)			
Capital Expenditure - Land - Land Development : JD Hardie - Economic Development	20,000	0	20,000	0%		(20,000)		
Capital Expenditure - Work in Progress - Kingsford Smith Business Park: Subdivision Construction - Economic Development	3,454	3,924	(470)	114%	(3,454)			
Capital Expenditure - Work in Progress - Land Development : Pretty Pool/Cooke Pt - Economic Development	7,000	7,000	0	100%		(7,000)		
Capital Expenditure - Furniture & Equipment - GIS Implementation - Information Communication Technology	160,000	110,460	49,541	69%	(160,000)			
Capital Expenditure - Furniture & Equipment - Computer Software: Records Management - Information Communication Technology	250,000	0	250,000	0%	(250,000)			
Capital Expenditure - Infrastructure - Spoilbank Construction - Economic Development	2,000,000	99,470	1,900,530	5%		(2,000,000)		
Total Capital Projects	18,763,064	5,642,887	13,120,176	30%	(2,306,884)	(6,168,901)	(5,141,000)	(5,146,278)

TOWN OF PORT HEDLAND
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2016
CAPITAL WORKS PROGRAM

Description	Expenditure				Funding			
	Current Budget 15/16	Total Actuals (Actuals + Orders)	Variance (Budget & Total Actuals)		Municipal Funded	Reserve Funded	Loan Funded	Grants, Subsidies & Contributions
ROAD PROGRAM								
Capital Expenditure - Work in Progress - Captains Way : Murdoch Drive : Blackspot Program - Infrastructure Construction	485,650	253,123	232,527	52%		(45,650)		(440,000)
Capital Expenditure - Work in Progress - Pinga Street Upgrade - Infrastructure Construction	2,100,000	2,085,097	14,903	99%	(150,144)	(464,453)		(1,485,403)
Capital Expenditure - Work in Progress - Wedgefield Road & Drainage Strategy - Infrastructure Construction	200,000	162,930	37,070	81%	(100,000)	(100,000)		
Capital Expenditure - Work in Progress - Shoata Road - Infrastructure Construction	75,000	0	75,000	0%	(75,000)			
Capital Expenditure - Work in Progress - Pippingarra Road : Rrg - Infrastructure Construction	190,000	0	190,000	0%	(130,000)			(60,000)
Capital Expenditure - Infrastructure - Yandeyarra Road - Infrastructure Construction	200,000	26,460	173,540	13%	(15,000)			(185,000)
Capital Expenditure - Work in Progress - Drainage Construction Wanangkura Stadium & Faye Gladstone Netball Courts - Infrastructure C	520,077	112,093	407,984	22%	(366,356)	(153,721)		
Capital Expenditure - Infrastructure - Port Hedland Footpath Construction - Infrastructure Construction	606,162	574,951	31,211	95%	(300,000)			(306,162)
Capital Expenditure - Infrastructure - Reseals - Infrastructure Construction	656,260	433,950	222,310	66%	(500,000)	(156,260)		
Capital Expenditure - Infrastructure - Kerbing Construction - Infrastructure Construction	130,000	0	130,000	0%	(68,580)	(61,420)		
Capital Expenditure - Infrastructure - Walkway Lighting - Infrastructure Construction	32,745	35,069	(2,324)	107%		(32,745)		
Capital Expenditure - Infrastructure - South Hedland CBD Road Modifications - Infrastructure Construction	100,000	0	100,000	0%		(100,000)		
Capital Expenditure - Infrastructure - Cycleway Port to South - Infrastructure Construction	40,000	0	40,000	0%		(40,000)		
Road Program	5,335,894	3,683,674	1,652,221	69%	(1,705,080)	(1,154,249)	0	(2,476,565)
WASTE PROJECTS								
Capital Expenditure - Infrastructure - Site Infrastructure - Landfill Business Unit	38,111	33,157	4,954	87%		(38,111)		
Capital Expenditure - Infrastructure - South Hedland Water Treatment Plant - Landfill Business Unit	1,661,731	1,161,712	500,019	70%		(1,661,731)		
Capital Expenditure - Infrastructure - Landfill Transfer Station - Landfill Business Unit	200,000	7,450	192,550	4%		(200,000)		
Capital Expenditure - Infrastructure - Tip Shop - Landfill Business Unit	180,000	7,450	172,550	4%		(180,000)		
Capital Expenditure - Work In Progress - Windblown Litter Solution - Landfill Business Unit	200,000	32,791	167,209	16%		(200,000)		
Capital Expenditure - Infrastructure - Landfill Weighbridge Load Cell Replacement - Landfill Business Unit	40,000	36,701	3,299	92%		(40,000)		
Capital Expenditure - Furniture & Equipment - ICT Hardware Landfill - Landfill Business Unit	65,000	5,062	59,938	8%		(65,000)		
Capital Expenditure - Plant And Equipment - Heavy Plant Purchases - Landfill Business Unit	0	0	0			0		
Waste Projects	2,384,842	2,446,036	(61,194)	103%	0	(2,384,842)	0	0
AIRPORT PROJECTS								
Capital Expenditure - Work in Progress - Solar Farm - Airport Administration	0	0	0			0		
Capital Expenditure - Buildings : Ground Transport Reconfiguration - Airport Administration	150,000	148,202	1,798	99%		(150,000)		
Capital Expenditure - Buildings: Airport - Terminal Precinct - Airport Administration	500,000	691,791	(191,791)	138%		(500,000)		
Capital Expenditure - Buildings - International Terminal Works Expansion - Airport Administration	83,952	43,495	40,457	52%		(83,952)		
Capital Expenditure - Work in Progress - Solar Farm Development Costs - Airport Administration	135,000	139	134,861	0%		(135,000)		
Capital Expenditure - Furniture & Equipment - IT Network Upgrade - Airport Administration	20,000	6,943	13,057	35%		(20,000)		
Capital Expenditure - Infra:Airport - Water Services - Airport Administration	2,375,000	159,978	2,215,022	7%		(2,375,000)		
Capital Expenditure - Work in Progress - Sewer Services - Airport Administration	250,000	0	250,000	0%		(250,000)		
Capital Expenditure - Buildings: Airport - Building Upgrades - Airport Administration	260,000	113,387	146,613	44%		(260,000)		
Capital Expenditure - Infrastructure: Airport - Taxiway Overlay - Airport Administration	500,000	1,500	498,500	0%		(500,000)		
Capital Expenditure - Infrastructure: Airport - Main Apron Strengthening - Airport Administration	905,000	89,907	815,093	10%		(905,000)		
Capital Expenditure - Infra:Airport - Perimeter Fence Upgrade and Crash Gates - Airport Administration	500,000	434,712	65,288	87%		(500,000)		
Capital Expenditure - Infrastructure: Airport - Electrical Infrastructure - Airport Administration	2,145,204	2,910,312	(765,108)	136%		(2,145,204)		
Capital Expenditure - Furniture & Equip:Airport - Security Upgrades CTO - Airport Administration	2,000,000	121,884	1,878,116	6%		(2,000,000)		
Airport Projects	9,824,156	4,722,253	5,101,903	48%	0	(9,824,156)	0	0
Capital Works (Excluding Airport)	26,483,800	11,772,597	14,711,203	44%	(4,011,964)	(9,707,992)	(5,141,000)	(7,622,844)
TOTAL Capital Works Programme	36,307,956	16,494,849	19,813,107	45%	(4,011,964)	(19,532,148)	(5,141,000)	(7,622,844)

**TOWN OF PORT HEDLAND
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2016
CAPITAL WORKS IN RESERVE**

The projects below have not been currently budgeted for, however, an approximate allocation for each project is held in the Town reserves. Once these projects have been scoped, a budget amendment will be presented to Council. Until then, the funds will remain in reserves.

Description	Funding	
	Unfinished Works and Committed Works Reserve	Strategic Reserve
CAPITAL PROJECTS		
Capital Expenditure - Work in Progress - Cemetery Improvements - Cemeteries		(55,000)
Capital Expenditure - Work in Progress - SHAC Upgrade - South Hedland Aquatic Centre	(457,739)	
Capital Expenditure - Infrastructure - Goode Street Erosion - Engineering Management		(350,000)
Capital Expenditure - Buildings - Sports Building Upgrades - Port & South Sportsgrounds : Parks & Gardens	(168,000)	
Capital Expenditure - Work in Progress - Depot Infrastructure - Engineering Management		(40,000)
Capital Projects	(625,739)	(445,000)

TOWN OF PORT HEDLAND
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2016
ROAD PROGRAM

	EXPENDITURE				FEDERAL FUNDING SOURCES		STATE FUNDING SOURCES				INTERNAL FUNDING SOURCES			
	Current Budget 2015/16	YTD Actuals	Purchase Orders Outstanding	Total	Roads to Recovery	Federal Aboriginal Road Grant / Financial Assistance Grant	Regional Road Group Program	Main Roads WA Direct Grant & Remote Access Grant	Unspent Regional Road Group	Unspent Country Local Government Fund	Unfinished Works & Committed Works Reserve	Asset Management Reserve	Municipal	Landcorp
ROAD PROJECTS														
Pinga Street Wedgefield	2,100,000	2,060,279	22,618	2,082,897	(363,466)		(1,121,937)		(161,084)		(303,369)		(150,144)	
Yandeyarra Road	200,000	12,900	13,560	26,460	(80,000)	(50,000)	(30,000)	(25,000)					(15,000)	
Captains Way/Murdoch	485,650	41,472	211,651	253,123	(359,592)			(80,408)			(29,298)	(16,352)		
Reseals	656,260	290,943	115,067	406,010								(156,260)	(500,000)	
Shoata Road South Hedland	75,000	0	0	0									(75,000)	
Pippingara Road	190,000	0	0	0			(60,000)						(130,000)	
Wedgefield Road & Drainage Strategy	200,000	30,750	132,180	162,930							(75,000)	(25,000)	(100,000)	
South Hedland CBD	100,000	0	0	0								(100,000)		
Drainage Construction	520,077	37,361	74,732	112,093							(153,721)		(366,356)	
Footpath Construction	606,162	483,406	91,545	574,951									(300,000)	(306,162)
Kerbing Construction	130,000	0	0	0						(31,420)		(30,000)	(68,580)	
Walkway Lighting	32,745	4,500	30,569	35,069						(32,745)				
Dual Cycle Way (Port to South Link)	40,000	0	0	0								(40,000)		
TOTAL Expenditure	5,335,894	2,961,612	691,922	3,653,534	(803,058)	(50,000)	(1,211,937)	(170,700)	(161,084)	(64,165)	(561,388)	(367,612)	(1,705,080)	(306,162)

Roads Program Operating Expenditure*	Current Budget 2015/16	YTD Actuals	Purchase Orders Outstanding	Total
Roadwork Signs	12,300	2,303	2,410	4,713
Street Signage	332,490	175,276	12,371	187,647
Unsealed Road Maintenance	244,260	130,552	32,859	163,411
Line marking	50,000	4,015	5,198	9,213
Road Shoulder Maintenance	212,320	108,048	13,851	121,899
Roadworks General Maintenance	418,790	288,385	19,798	308,183
Kerb Maintenance	92,630	9,013	0	9,013
TOTAL Expenditure	1,362,790	717,592	86,486	804,078

*for the purpose of calculating own source expenditure in accordance with the Roads to Recovery requirements.

Other Roads Operating Expenditure**	Current Budget 2015/16	YTD Actuals	Purchase Orders Outstanding	Total
Drainage Maintenance	421,440	101,223	1,147	102,370
Floodwater Pump Maintenance	61,000	323	0	323
Cyclone Response	18,000	816	438	1,254
Footpath Maintenance	166,480	25,921	6,488	32,410
Street Cleaning	294,360	176,183	0	176,183
Street/Walkway Lighting	696,325	219,595	0	219,595
Footpath Sweeping	202,310	102,754	0	102,754
Medians Maintenance	36,850	2,098	0	2,098
Verge Slashing	125,450	33,560	0	33,560
Street Tree Maintenance	139,850	35,716	1,710	37,426
TOTAL Expenditure	2,162,065	698,190	9,783	707,973

**for the purpose of calculating additional own source expenditure in accordance with the annual WALGA Road Assets & Expenditure Report requirements.

**TOWN OF PORT HEDLAND
PORT HEDLAND INTERNATIONAL AIRPORT
STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM
FOR THE PERIOD ENDED 29 FEBRUARY 2016**

Account Description	Adopted Budget	Current Budget	YTD Budget	YTD Actuals	YTD Variance	
	\$000's	\$000's	\$000's	\$000's	%	\$000's
Operating Revenue						
Fees & Charges: Discretionary - Passenger Security Screening Charges - Airport Administration	1,645	1,028	600	1,059	77%	(459)
Fees & Charges: Discretionary - Landing Charges - Airport Administration	4,230	2,644	1,542	2,373	54%	(831)
Fees & Charges: Discretionary - Passenger Service Charges - Airport Administration	9,400	5,875	3,427	5,183	51%	(1,756)
Fees & Charges: Discretionary - Common User Check In Fees - Airport Administration	0	44	26	47	84%	(22)
Fees & Charges: Discretionary - Short Term Paid Parking Fees - Airport Administration	100	275	160	276	72%	(116)
Fees & Charges: Discretionary - Long Term Paid Parking Fees - Airport Administration	500	37	22	37	71%	(15)
Fees & Charges: Discretionary - Business Pass Card Paid Parking - Airport Administration	7	3	2	2	8%	(0)
Other Revenue - Lease Income - Airport Administration	478	300	175	362	107%	(187)
Other Revenue - Hire Car Licence Fees - Airport Administration	226	141	82	145	75%	(62)
Other Revenue - Concessions - Airport Administration	1,087	679	396	478	21%	(82)
Other Revenue - Reimbursement : Water Corp Charges - Airport Administration	3	3	2	(8)	-527%	10
Other Revenue - Reimbursement : Airport Electricity Charges - Airport Administration	150	94	55	37	-33%	18
Other Revenue - Terminal Advertising (Contract) - Airport Administration	38	24	14	24	75%	(10)
Other Revenue - Fuel Reimbursement - Airport Administration	11	7	4	3	-14%	1
Other Revenue - Lease Income - Airport Cafe & Bar	191	85	50	103	108%	(54)
Internal Transfer - From Municipal Fund : Kingsford Business Park - Airport Administration	4,718	0	0	0	0%	-
Total Operating Revenue	22,784	11,239	6,556	10,122	54%	(3,566)
Operating Expenditure						
Employee Costs - Fringe Benefits Tax - Airport Administration	(15)	(5)	(3)	(11)	278%	8
Employee Costs - Protective Clothing & Equipment - Airport Administration	(15)	(7)	(4)	(6)	53%	2
Employee Costs - Salaries - Airport Administration	(1,659)	(1,037)	(605)	(1,026)	70%	421
Employee Costs - Superannuation - Airport Administration	(162)	(101)	(59)	(82)	38%	23
Employee Costs - Superannuation Co Contribution - Airport Administration	(26)	(17)	(10)	(12)	19%	2
Employee Costs - Training & Development - Airport Administration	(45)	(15)	(9)	(24)	177%	15
Employee Costs - Travel & Accommodation - Airport Administration	(40)	(23)	(13)	(21)	54%	7
Employee Costs - Workers Compensation Insurance - Airport Administration	(28)	(17)	(10)	(29)	187%	19
Materials and Contracts - Airconditioning Terminal - Airport Maintenance	(128)	(80)	(47)	(106)	127%	60
Materials and Contracts - Airport Governance Review - Airport Administration	(700)	(1,250)	(729)	(1,187)	63%	457
Materials and Contracts - Airport House 10 : Maintenance - IAP Administration	(5)	(5)	(3)	(3)	5%	0
Materials and Contracts - Airport House 2 : Maintenance - IAP Administration	(3)	(2)	(1)	(1)	-30%	(0)
Materials and Contracts - Airport House 3 : Maintenance - IAP Administration	(3)	(2)	(1)	(0)	-50%	(0)
Materials and Contracts - Airport House 4 : Maintenance - IAP Administration	(3)	(2)	(1)	(0)	-93%	(1)
Materials and Contracts - Airport Office Fitout - Airport Administration	0	(2)	(1)	(2)	42%	0
Materials and Contracts - Airside Maintenance - Airport Maintenance	(100)	(50)	(29)	(39)	35%	10
Materials and Contracts - Aviation Compliance - Airport Administration	(500)	(500)	(292)	(609)	109%	317
Materials and Contracts - Building Terminal - Airport Maintenance	(156)	(97)	(57)	(177)	212%	120
Materials and Contracts - CCTV Maintenance - Airport Administration	(200)	(130)	(76)	(147)	94%	71
Materials and Contracts - Cleaning - Airport Maintenance	(260)	(163)	(95)	(160)	69%	65
Materials and Contracts - Contamination Study - Airport Administration	0	(250)	(146)	0	-100%	(146)
Materials and Contracts - Depot Supplies - Airport Maintenance	(50)	(29)	(17)	(25)	50%	9
Materials and Contracts - Electrical Repairs Airside - Airport Maintenance	(75)	(20)	(12)	(17)	42%	5
Materials and Contracts - Electrical Repairs Terminal - Airport Maintenance	(50)	(50)	(29)	(43)	46%	13
Materials and Contracts - Equipment Maintenance - Airport Maintenance	(250)	(156)	(91)	(77)	-15%	(14)
Materials and Contracts - Fire Appliances - Airport Maintenance	(30)	(80)	(47)	(82)	76%	35
Materials and Contracts - Fuel : Diesel & Unleaded - Airport Plant	(50)	(29)	(17)	(14)	-18%	(3)
Materials and Contracts - Grading of Drains - Airport Administration	(150)	(94)	(55)	(18)	-67%	(37)
Materials and Contracts - Ground Maintenance - Airport Maintenance	(4)	(2)	(1)	(1)	-16%	(0)
Materials and Contracts - Land Development Costs - Airport Administration	(50)	0	0	(1)	0%	1
Materials and Contracts - Landside Maintenance - Airport Maintenance	(50)	(70)	(41)	(37)	-9%	(4)
Materials and Contracts - Markers & Markings - Airport Maintenance	(24)	(22)	(13)	(16)	23%	3
Materials and Contracts - Office Expenses - Airport Administration	(6)	(25)	(15)	(23)	57%	8
Materials and Contracts - Paid Parking Expenses - Airport Administration	(65)	(30)	(18)	(17)	-1%	(0)
Materials and Contracts - Pavement Repairs - Airport Maintenance	(96)	(96)	(56)	(102)	83%	46
Materials and Contracts - Plant Hire - Airport Maintenance	(10)	(15)	(9)	(11)	30%	3
Materials and Contracts - Plumbing - Airport Maintenance	(12)	(17)	(10)	(18)	80%	8
Materials and Contracts - Recovery of Plant Operating Costs - Airport Administration	(48)	(15)	(9)	(27)	205%	18
Materials and Contracts - Recovery of Plant Operating Costs: Heavy - Airport Plant	(76)	(48)	(28)	(60)	115%	32
Materials and Contracts - Road Maintenance - Airport Maintenance	(22)	(22)	(13)	(9)	-32%	(4)
Materials and Contracts - Security Screening Contract Fees - Airport Administration	(1,516)	(1,300)	(758)	(956)	26%	198
Materials and Contracts - Small Equipment Maintenance - Airport Plant	(7)	(4)	(2)	(1)	-76%	(2)
Materials and Contracts - Street Lighting (Reactive Repair) - Airport Maintenance	(80)	(10)	(6)	0	-100%	(6)
Materials and Contracts - Valuation, Survey & Legal Expenses - Airport Administration	(29)	(6)	(4)	(4)	1%	0
Materials and Contracts - Building Maintenance (buildings covered under lease arrangements) - Airport Administration	(10)	(5)	(3)	(0)	-88%	(3)
Utilities - Telephone - Airport Administration	(15)	(19)	(11)	(19)	72%	8
Utilities - Electricity Charges - Airport Administration	(500)	(510)	(298)	(459)	54%	162
Utilities - Water Corporation Charges - Airport Administration	(30)	(25)	(15)	(22)	50%	7
Insurance - Property Insurance - Airport Administration	(314)	(196)	(114)	(314)	174%	199
Insurance - Public Liability Insurance - Airport Administration	(19)	(12)	(7)	(19)	174%	12
Interest Expense - Loan Interest Payments : Airport Housing (131) - Airport Administration	(76)	(327)	(191)	(39)	-80%	(153)
Other Expenditure - Airport Owners Assoc Fees - Airport Administration	(8)	0	0	0	0%	-
Other Expenditure - Asic Card Expense - Airport Administration	(2)	(1)	(1)	(1)	68%	0
Other Expenditure - Public Relations Promotion - Airport Maintenance	(50)	(30)	(18)	(30)	72%	13
Other Expenditure - Admin Costs Distributed - Airport Administration	(1,692)	(1,130)	(659)	(1,169)	77%	510
Depreciation on Assets - Airport Maintenance	(1,765)	(1,716)	(1,001)	(1,994)	99%	994
Internal Transfer - Tranfer To Municipal Funds: Payment For Airport Investment - Airport Administration	(3,383)	(2,115)	(1,234)	0	-100%	(1,234)
Total Operating Expenditure	(14,663)	(11,979)	(6,988)	(9,267)	33%	2,279
Operating Surplus/(Deficit)	8,121	-740	-432	855	-298%	(1,287)
Add Back Non Cash Items						
Depreciation on Assets - Airport Maintenance	1,765	1,716	1,144	1,994	74%	(851)

Account Description	Adopted Budget	Current Budget	YTD Budget	YTD Actuals	YTD Variance
Capital Expenditure					
Capital Expenditure - Work in Progress - Solar Farm - Airport Administration	(4,726)	0	0	0	0%
Capital Expenditure - Buildings : Ground Transport Reconfiguration - Airport Administration	(800)	(150)	(88)	(148)	69%
Capital Expenditure - Buildings: Airport - Terminal Precinct - Airport Administration	(790)	(500)	(292)	(657)	125%
Capital Expenditure - Work in Progress - Solar Farm Development Costs - Airport Administration	(75)	(135)	(79)	(0)	-100%
Capital Expenditure - Buildings - International Terminal Works Expansion - Airport Administration	0	(84)	(49)	(43)	-11%
Capital Expenditure - Furniture & Equipment - IT Network Upgrade - Airport Administration	(20)	(20)	(12)	(7)	-40%
Capital Expenditure - Infra:Airport - Water Services - Airport Administration	(2,375)	(2,375)	(1,385)	(76)	-94%
Capital Expenditure - Work in Progress - Sewer Services - Airport Administration	0	(250)	(146)	0	-100%
Capital Expenditure - Buildings: Airport - Staff Housing Refurbishment - Airport Administration	(16)	0	0	0	0%
Capital Expenditure - Buildings: Airport - Building Upgrades - Airport Administration	(750)	(260)	(152)	(92)	-40%
Capital Expenditure - Infrastructure: Airport - Taxiway Overlay - Airport Administration	(4,750)	(500)	(292)	(2)	-99%
Capital Expenditure - Infrastructure: Airport - Main Apron Strengthening - Airport Administration	(755)	(905)	(528)	(38)	-93%
Capital Expenditure - Infra:Airport - Perimeter Fence Upgrade and Crash Gates - Airport Administration	(1,250)	(500)	(292)	(406)	39%
Capital Expenditure - Infrastructure: Airport - Runway Resheet : Northern Apron Extension - Airport Administration	(400)	0	0	0	0%
Capital Expenditure - Infrastructure: Airport - Electrical Infrastructure - Airport Administration	0	(2,145)	(1,251)	(1,720)	37%
Capital Expenditure - Work in Progress -Infra: Airport - Apron Lighting Upgrades - Airport Administration	(1,050)	0	0	0	0%
Capital Expenditure - Infrastructure: Airport - Storm Water Drainage - Airport Administration	(100)	0	0	(19)	0%
Capital Expenditure - Work in Progress - Freight & Logistics Zone - Airport Administration	0	0	0	(5)	0%
Capital Expenditure - Furniture & Equip:Airport - Security Upgrades CTO - Airport Administration	(400)	(2,000)	(1,167)	(108)	-91%
Capital Expenditure - Repayment of Debentures - Loan Principal Payments : Airport Housing (131) - Airport Administration	(44)	(1,170)	(682)	(22)	-97%
Movement in Airport Reserve (Transfer required to/(from) the Airport Reserve)	(8,415)	(10,018)		(523)	
Airport Reserve Opening Balance 1 July 2015	20,874	20,874		20,874	
Airport Reserve Forecast Closing Balance 30 June 2016	12,459	10,856		20,351	

The following variation(s) have been made to the budget approved by Council in one off submission(s):

201516/174 - Retire the airport housing loan (no. 131) with an indicative value of \$1,376,721.68, in the 2015/16 Financial year and be funded from the Airport Reserve.

**TOWN OF PORT HEDLAND
WASTE MANAGEMENT
STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM
FOR THE PERIOD ENDED 29 FEBRUARY 2016**

Account Description	Adopted Budget	Current Budget	YTD Budget	YTD Actuals	YTD Variance	
	\$000's	\$000's	\$000's	\$000's	%	\$000's
Operating Revenue						
Fees & Charges: Discretionary - Classic Collection Fees - Classic Collection	2,206	2,226	2,226	2,260	2%	(34)
Gain on Sale of Asset - Plant: Landfill - Classic Collection	35	35	23	0	-100%	23
Fees & Charges: Discretionary - Premium Collection Fees - Premium Collection	647	647	647	577	-11%	70
Fees & Charges: Discretionary - Charges: Replacement Bins & Bin Hire - Premium Collection	15	15	10	12	17%	(2)
Total Operating Revenue - Collection	2,903	2,923	2,906	2,848	-2%	58
Fees & Charges: Discretionary - Tyres - Landfill Business Unit	80	80	53	69	29%	(16)
Fees & Charges: Discretionary - Washdown - Landfill Business Unit	13	13	9	7	-20%	2
Fees & Charges: Discretionary - General Tipping Fees & Scrap Metal - Landfill Business Unit	4,000	4,000	2,667	1,875	-30%	792
Fees & Charges: Discretionary - Hazardous Waste/Asbestos - Landfill Business Unit	1,500	1,500	1,000	1,190	19%	(190)
Fees & Charges: Discretionary - Scrap Metal Sales & Recyclables Revenue - Landfill Business Unit	5	5	3	5	51%	(2)
Fees & Charges: Discretionary - Liquid Waste - Landfill Business Unit	2,000	1,640	1,093	1,228	12%	(135)
Operating Grants Subsidies & Contributions - Department of Planning Funding - Landfill Business Unit	380	258	172	0	-100%	172
Other Revenue - Reimbursement: Staff Housing Rent - Landfill Business Unit	6	6	4	1	-83%	3
Landfill Internal Charges	0	0	0	109		(109)
Total Operating Revenue - Landfill	7,984	7,502	5,001	4,484	-10%	517
Total Operating Revenue	10,888	10,425	7,908	7,332	-7%	576
Operating Expenditure						
Depreciation on Assets - Classic Collection	(42)	(56)	(37)	(37)	0%	(0)
Materials and Contracts - Classic Collection - Classic Collection	(252)	(252)	(168)	(242)	44%	74
Materials and Contracts - Recovery of Plant Operating Costs: Garbage & Sanitisation - Classic Collection	(315)	(315)	(210)	(183)	-13%	(27)
Materials and Contracts - Classic MGB's Repairs Delivery - Classic Collection	(77)	(77)	(52)	(50)	-3%	(2)
Materials and Contracts - Bin Purchases (New, Premium, Replacement, Damaged, Stolen, Parks & Reserves) - Classic Collection	(102)	(102)	(68)	(36)	-47%	(32)
Other Expenditure - Admin Costs Distributed - Classic Collection	(103)	(118)	(79)	(71)	-9%	(7)
Materials and Contracts - Waste Collection - Premium Collection	(324)	(324)	(216)	(229)	6%	13
Materials and Contracts - Premium MGB Repairs & Delivery - Premium Collection	(59)	(59)	(40)	(30)	-24%	(10)
Other Expenditure - Admin Costs Distributed - Premium Collection	(50)	(56)	(38)	(42)	12%	5
Total Operating Expenditure - Collection	(1,326)	(1,361)	(907)	(921)	2%	14
Employee Costs - Superannuation - Landfill Business Unit	(148)	(148)	(96)	(4)	-96%	(93)
Employee Costs - Superannuation Co Contribution - Landfill Business Unit	(29)	(29)	(19)	0	-100%	(19)
Employee Costs - Workers Compensation Insurance - Landfill Business Unit	(43)	(43)	(43)	(45)	4%	2
Materials and Contracts - Landfill Management - Landfill Business Unit	(1,294)	(1,294)	(863)	(575)	-33%	(287)
Materials and Contracts - Building Maintenance - Landfill Business Unit	(26)	(26)	(17)	(3)	-84%	(15)
Materials and Contracts - Tyre Disposal Service - Landfill Business Unit	0	(450)	(300)	0	-100%	(300)
Materials and Contracts - Cleaning - Landfill Business Unit	(6)	(10)	(7)	(4)	-33%	(2)
Materials and Contracts - Washdown Bay Maintenance - Landfill Business Unit	(25)	(25)	(17)	(2)	-88%	(15)
Materials and Contracts - Road, Ground, Litter Maintenance & Repairs - Landfill Business Unit	(68)	(68)	(45)	(15)	-67%	(30)
Materials and Contracts - Supply Clean Fill - Landfill Business Unit	(500)	(500)	(333)	(180)	-46%	(154)
Materials and Contracts - Office Expenses - Landfill Business Unit	(14)	(14)	(9)	(4)	-51%	(5)
Materials and Contracts - Recovery of Plant Operating Costs: Heavy - Landfill Business Unit	(743)	(843)	(562)	(376)	-33%	(186)
Materials and Contracts - External Plant Hire - Landfill Business Unit	(50)	(50)	(33)	(7)	-78%	(26)
Materials and Contracts - Fire Suppression & Other Uses - Landfill Business Unit	(96)	(96)	(64)	(48)	-26%	(17)
Materials and Contracts - Monitoring & Licensing - Landfill Business Unit	(150)	(90)	(60)	(31)	-49%	(29)
Materials and Contracts - Management & Business Plans - Landfill Business Unit	(55)	(55)	(37)	(8)	-78%	(29)
Materials and Contracts - Weighbridge Maint Costs - Landfill Business Unit	(25)	(10)	(7)	(3)	-53%	(4)
Materials and Contracts - Recovery of Plant Operating Costs - Landfill Business Unit	(78)	(78)	(52)	(38)	-26%	(14)
Materials and Contracts - Development of Landfill Master Plan - Landfill Business Unit	(380)	(258)	(172)	(40)	-77%	(132)
Utilities - Utility Charges - Landfill Business Unit	(12)	(22)	(15)	(14)	-6%	(1)
Insurance - Property Insurance & Pollution Legal Liability - Landfill Business Unit	(3)	(3)	(3)	(37)	1157%	34
Other Expenditure - Admin Costs Distributed - Landfill Business Unit	(490)	(915)	(610)	(219)	-64%	(391)
Internal Transfer - Transfer To Municipal Funds: Payment For Waste Investment - Landfill Business Unit	0	(2,507)	(1,672)	0	-100%	(1,672)
Total Operating Expenditure - Landfill	(4,233)	(7,532)	(5,034)	(1,654)	-67%	(3,381)
Materials and Contracts - Litter Collection - Sanitation Other	(723)	0	0	0	0%	0
Materials and Contracts - Illegal Dumping Clean Up - Sanitation Other	(12)	0	0	0	0%	0
Other Expenditure - Admin Costs Distributed - Sanitation Other	(96)	0	0	0	0%	0
Material and Contracts - Pre Cyclone Clean Up - Waste Management & Recycling	(182)	0	0	0	0%	0
Materials and Contracts - Cyclone Response Expenditure - Waste Management & Recycling	(18)	0	0	0	0%	0
Materials and Contracts - Street Cleaning - Waste Management & Recycling	(294)	0	0	0	0%	0
Materials and Contracts - Footpath Sweeping - Waste Management & Recycling	(202)	0	0	0	0%	0
Total Operating Expenditure - Municipal funded offset by payment for Waste Investment	(1,528)	0	0	0	0%	0
Total Operating Expenditure	(7,087)	(8,893)	(5,942)	(2,575)	-57%	(3,367)
Operating Surplus/(Deficit)	3,801	1,532	1,966	4,757	142%	(2,791)
Add Back Non Cash Items						
Depreciation on Assets - Classic Collection	42	56	33	37	14%	(5)
Gain on Sale of Asset - Plant: Landfill - Classic Collection	(35)	(35)	(20)	0	-100%	(20)
Capital Expenditure & Revenue						
Capital Expenditure - Infrastructure - South Hedland Water Treatment Plant - Landfill Business Unit	0	(1,662)	(1,108)	0	-100%	(1,108)
Capital Expenditure - Infrastructure - Site Infrastructure - Landfill Business Unit	0	(38)	(31)	(33)	8%	2
Capital Expenditure - Infrastructure - Landfill Transfer Station - Landfill Business Unit	0	(200)	0	(7)	0%	7
Capital Expenditure - Infrastructure - Tip Shop - Landfill Business Unit	0	(180)	0	0	0%	0
Capital Expenditure - Work In Progress - Windblown Litter Solution - Landfill Business Unit	0	(200)	(133)	0	-100%	(133)
Capital Expenditure - Infrastructure - Landfill Weighbridge Load Cell Replacement - Landfill Business Unit	0	(40)	(40)	(37)	-8%	(3)
Capital Expenditure - Furniture & Equipment - ICT Hardware Landfill - Landfill Business Unit	0	(65)	0	(1)	0%	1
Capital Expenditure - Plant And Equipment - Heavy Plant Purchases - Landfill Business Unit	(300)	0	0	0	0%	0
Capital Expenditure - Work in Progress - Waste Water Central Control System - Waste Management & Recycling	(650)	0	(366)	0	-100%	(366)
Capital Income - Proceeds from Sale of Assets: Plant - Landfill Business Unit	60	60	40	0	-100%	40
Movement in Waste Management Reserve (Transfer required to/(from) the Waste Management Reserve)	2,918	(772)		4,716		
Waste Management Reserve Opening Balance 1 July 2015	10,704	10,704		10,704		
Waste Management Reserve Forecast Closing Balance 30 June 2016	13,622	9,932		15,420		

The following variation(s) have been made to the budget approved by Council in one off submissions(s):
201516/067 Reduce the transfer to the Waste Reserve by \$450,000 and include a budget for \$450,000 for the Tyre Disposal Service.

**TOWN OF PORT HEDLAND
ACCOUNTS DUE AND SUBMITTED
FOR THE PERIOD ENDED 29 FEBRUARY 2016**

This schedule of accounts due and submitted under delegated authority as detailed below has been checked and is fully supported by vouchers and invoices which have been duly certified as to the receipt of goods, delivery of services and verification of prices, computations and costings.

CHQ/EFT Number		Value	Pages	
From	To		From	To
CHQ24511	CHQ24523	\$ 226,762.67	1	1
		\$ 226,762.67		
EFT61523	EFT61957	\$ 4,332,464.70	1	9
		\$ 4,332,464.70		
NMF010216	NMF010216	\$ 569.14	1	1
NMF080216	NMF080216	\$ 284.57	9	9
WOW150216	WOW150216	\$ 459.48	10	10
DD34486.1	DD34598.41	\$ 190,978.50	10	11
CAL150216	CAL150216	\$ 2,090.17	10	10
		\$ 194,381.86		
Municipal Fund Total		\$ 4,753,609.23		
CHQ303339	CHQ303353	\$ 5,282.00	10	10
		\$ 5,282.00		
Trust Fund Total		\$ 5,282.00		
Accounts Due and Submitted Total		\$ 4,758,891.23		
02/02/2016		\$ 489,092.73		
16/02/2016		\$ 466,796.16		
17/02/2016		\$ 4,276.16		
Payroll Total		\$ 960,165.05		
Please note due to payroll processing practices fortnightly payroll figures do not appear in the Accounts Due and Submitted report				
Total		\$ 5,719,056.28		

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount
NMF010216	2/18/2016	NORTHERN MANAGED FINANCE PTY LTD	Monthly payment for photocopier lease 2 x located in South Hedland Library & JD Hardie Centre	1	569.14
24511	01/02/2016	National Australia Bank - Business Visa	Credit card purchases	1	71,510.47
24514	05/02/2016	Please Pay Cash - (Depot PC)	Petty cash purchases January 2016	1	489.66
24515	05/02/2016	Australian Institute of Building Surveyors	Pre-conference Training Day and AIBS WA Chapter Conference in Perth for Bev Johnson on the 14th, 15th and 16th October 2015.	1	1,137.00
24516	05/02/2016	WATER CORPORATION - PERTH	Water Charges Feb 2016	1	69,626.30
24517	12/02/2016	WATER CORPORATION - PERTH	Water Charges Feb 2016	1	38,131.04
24518	2/18/2016	WATER CORPORATION - PERTH	Water Charges Feb 2016	1	6,834.45
24519	2/18/2016	Commissioner of State Revenue	Land tax 2015/2016 16 Edgar St PH	1	328.1
24520	2/18/2016	Please Pay Cash - (Library PC)	Petty cash purchases	1	96.45
24521	2/25/2016	Commissioner of Police	Corporate Firearm License March 2017	1	122
24522	2/25/2016	Please Pay Cash - (Airport PC)	Petty cash purchases	1	217.25
24523	2/29/2016	National Australia Bank - Business Visa	Credit card purchases	1	38,269.95
EFT61523	05/02/2016	Centurion Transport Co Pty Ltd	Freight charges	1	12.75
EFT61524	05/02/2016	Coates Hire Operations Pty Ltd	Generator 100kVA Hire 30.11.15 - 31.12.15 - airside PHIA	1	3,343.30
EFT61525	05/02/2016	BOC Limited	Gas cylinder hire various locations	1	293.68
EFT61526	05/02/2016	Toll Ipec	Freight charges	1	494.25
EFT61527	05/02/2016	Blackwoods - BBC	Supplies	1	3,605.02
EFT61528	05/02/2016	Hedland First National Real Estate	Water Charges 4 Nicholls Retreat	1	387.96
EFT61529	05/02/2016	Australian Taxation Office	Payroll deductions	1	185,995.00
EFT61530	05/02/2016	Department Of The Premier & Cabinet - State Law Publisher	Final Advertising of Application 2014/29 - Scheme Amendment 70. Advertised in Government Gazette issue Friday 27 November 2015	1	171
EFT61531	05/02/2016	LGRCE Union	Payroll deduction	1	19.4
EFT61532	05/02/2016	Hedland Emporium & Office Supplies	Stationery	1	130.15
EFT61533	05/02/2016	Town of Port Hedland Social Club	Social Club Membership Deductions	1	590
EFT61534	05/02/2016	WESTRAC EQUIPMENT PTY LTD	Parts	1	1,514.96
EFT61535	05/02/2016	McLeods Barristers & Solicitors	Legal services	1	17,014.89
EFT61536	05/02/2016	United Party Hire	Cruise ship vists coolroom & chairs	1	1,933.25
EFT61537	05/02/2016	Aerodrome Management Services Pty Ltd	Survey Pickup, plans and painting works and contracting of labour to support vacant ARO position	1	66,338.25
EFT61538	05/02/2016	Ken Lambley & Co.	Business Card order December 2015 - Nicholas Ross, Tara Golding, South Hedland Library, Nicole Davis	1	308
EFT61539	05/02/2016	CHILD SUPPORT AGENCY	Payroll deductions	1	443.98
EFT61540	05/02/2016	Pilbara Boats N Bikes	Reticulation pump	1	62.7
EFT61541	05/02/2016	SOUTH HEDLAND LOTTERIES HOUSE	Hire of Venue	1	179
EFT61542	05/02/2016	GALAXY PROMOTIONS	West End Movies screening and movie rights Oct and Nov 2015	1	3,320.00
EFT61543	05/02/2016	TNT Express	Freight charges	1	288.15
EFT61544	05/02/2016	Pilbara Constructions Pty Ltd	Tender 14/15 - Port Hedland International Airport Design and Construct New Toilet Block for International Arrivals and Installation of guttering and shade structure	1	409,794.00
EFT61545	05/02/2016	The Australian Workers Union	Payroll deductions	1	44
EFT61546	05/02/2016	Glidepath Australia Pty Ltd	Baggage Belt Products	1	893.6
EFT61547	05/02/2016	Kubala Family Trust TA GroundHog Retic & Landscaping	Various retic parts	1	4,891.51
EFT61548	05/02/2016	White Knight Industries	Supply and install 2 x magnet locks to pass back doors as discuss. Does not insclude electrical wiring.	1	4,341.48
EFT61549	05/02/2016	YMCA OF PERTH	FMG Gym membership expenditure and pool access for the month of December 2015	1	11,972.15
EFT61550	05/02/2016	Skilled Group Limited	Engagement of temporary Safety Officer: for the commissioning process for Port Hedland Airport Ring Main Project	1	4,051.52
EFT61551	05/02/2016	Mayor Kelly Howlett	Reimbursement of Annual renewal of membership with Australian Institute	1	500
EFT61552	05/02/2016	CARE FOR HEDLAND ENVIRONMENTAL ASSOCIATION	1/3 shared cost to undertake fox trapping activities in Pretty Pool, cash for trash initiative and litter collection	1	1,589.50
EFT61553	05/02/2016	Neverfail Springwater	Water supply and rental various locations	1	2,360.96
EFT61554	05/02/2016	Ray White Port Hedland (Trading Name)- Licensee Link Realty	Water charges	1	27.32
EFT61555	05/02/2016	BAILIFF South Hedland	Service of prosecution notice	1	105.4
EFT61556	05/02/2016	Hays Personnel Services (Australia) Pty Ltd	Engagement of Peter Hoar as Manager Waste	1	5,272.41
EFT61557	05/02/2016	Horizon Power	Power charges	1	2,710.48
EFT61558	05/02/2016	Darryal Eastwell	Reimbursement of electricity per allowance	1	502.14
EFT61559	05/02/2016	Ranger Crane Hire	Remove Coconuts - Cemetery Beach Park	1	2,024.00
EFT61560	05/02/2016	FORM Contemporary Craft and Design Inc.	Council Resolution - Management Fee for the Courthouse Gallery for 2015/16 and Vistor Centre. Community Survey for RV Trial	1	214,981.47

Creditors

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount
EFT61561	05/02/2016	Gary Edwards Plumbing & Gas Pty Ltd	Plumbing services- labour and material	1	424.18
EFT61562	05/02/2016	HEALTH INSURANCE FUND OF WA	Payroll deductions	1	97.8
EFT61563	05/02/2016	Pilbara Photographics Pty Ltd	Staff Christmas Gifts 2016 - gift voucher from local businesses for lucky dip at staff sundowner	1	1,000.00
EFT61564	05/02/2016	J and S Labour and Machinery Hire Pty Ltd	Admin fee, labour and cons chargeout	1	558.8
EFT61565	05/02/2016	GHD Pty Ltd	Prepare report: document and shortlist options available for disposal of treated wastewater (TWW)	1	7,590.00
EFT61566	05/02/2016	Total Safety & Fire Solutions	Connect departures gate 3 to the Fire Detection System, replacement tools and monthly testing	1	3,319.80
EFT61567	05/02/2016	CRAWFORD REALTY	Rent 10 Buoy 1.2.16 - 29.2.16	1	5,648.81
EFT61568	05/02/2016	CleverPatch Pty Ltd	Purchase of items to support childrens programs	1	157.52
EFT61569	05/02/2016	COVS Parts Pty Ltd	Parts	1	411.5
EFT61570	05/02/2016	Ralph Beattie Bosworth Pty Ltd	PHIA Subdivision - balance of fees	1	1,100.00
EFT61571	05/02/2016	Truck Centre (wa) Pty Ltd	Oil Fuel Filter	1	270.99
EFT61572	05/02/2016	Complete Hire & Sales Pty Ltd t/as Complete Portables	Transportable Crib Room - hire	1	1,282.70
EFT61573	05/02/2016	ATF Pub Land Trust t/as The Esplanade Port Hedland	Accommodation 15/12/2015 (TAG Meeting)	1	215
EFT61574	05/02/2016	Reece Pty Ltd	Ice dispenser and irrigation supplies	1	12,635.76
EFT61575	05/02/2016	Ibis Styles Port Hedland	Hire of venue, food ,drinks - Retail Master Classes 10-12 Nov 2015	1	2,736.50
EFT61576	05/02/2016	Herbert Smith Freehills	Legal Consultancy Fees for the PHIA Long term lease transaction to 27.10.15	1	261,432.67
EFT61577	05/02/2016	Brooks Hire	Equipment Hire	1	2,472.53
EFT61578	05/02/2016	MICHELLE BOWINS	Successful donations application	1	1,000.00
EFT61579	05/02/2016	Tox Free Australia Pty Ltd	Collect and dispose of 5 x IBC Bitumen Waste	1	8,702.36
EFT61580	05/02/2016	Kott Gunning Lawyers	Advice from Kott Gunning Lawyers - Catamore Court	1	967.67
EFT61581	05/02/2016	Stevenson & Associates Pty Ltd	Water quality issues at South Hedland Aquatic Centre	1	4,576.00
EFT61582	05/02/2016	Pilbara Logistics Pty Ltd - PT Environmental	Service 10mt Skip Bin TOPH Depot in Cajarina St, Wedgefield	1	551.35
EFT61583	05/02/2016	Mateus Contracting	Terminal walkway road base supply & Install, excavation and finishing	1	4,015.00
EFT61584	05/02/2016	INDUSTRIAL AUTOMATION GROUP PTY LTD	Anlayse and provide support for functioning of controllers - Lights Control South Hedland Town Center	1	12,993.20
EFT61585	05/02/2016	TMA Australia Pty Ltd	Paid Parking Machine Supplies	1	591.8
EFT61586	05/02/2016	The Pritchard & Francis Trust	Airport Site Precinct 3 - Bunnings Lot - works and services up to 18.09.15	1	412.5
EFT61587	05/02/2016	REDDINGS ELECTRICAL PTY LTD	Repairs and parts for various electrical works	1	11,237.55
EFT61588	05/02/2016	TAG INFRASTRUCTURE PTY LTD	Stage 2 of PHIA Long Term Lease Transaction + travel, accom and incidentals	1	25,343.84
EFT61589	05/02/2016	Fleetwood Pty Ltd (Osprey Village)	Rent Osprey Feb 2016	1	5,649.12
EFT61590	05/02/2016	Supercop Pty Ltd	Popcorn kernels MD	1	262.8
EFT61591	05/02/2016	The Lucky Charm South Hedland	Purchase of West Australian newspapers for the libraries	1	26.2
EFT61592	05/02/2016	AGWILL PTY LTD A/T/F The Agwill Trust T/A Arrow Alpha Industries	Harsh Duty Lockable Notice White Board	1	3,758.70
EFT61593	05/02/2016	Custom Construction Group Pty Ltd	Flood Damage Repair to old Golden Eagle Office	1	3,987.50
EFT61594	05/02/2016	2POINT0 PTY LTD T/A FUTURE LOGIC	Organization Firewall implementation service at Civic Centre DELL certified partner	1	8,140.00
EFT61595	05/02/2016	Marketforce Pty Ltd	Metropolitan WA The West Australian - Director Corporate Services	1	1,111.17
EFT61596	05/02/2016	NATIONAL PUMP & ENERGY LTD	1 X 100Kva+ Diesel Generator and 1 X 200Kva+ Diesel Generator	1	8,604.53
EFT61597	05/02/2016	Safe First Training WA Pty Ltd (The Trustee for Hallelujah Trust)	Test & Tag Training - Mon 30 Nov 2015 Restricted Asbestos Licence Training - Mon 30 Nov 2015	1	2,695.00
EFT61598	05/02/2016	Nwsp Waste Pty Ltd	Shredding of excess timber at TOPH Landfill site	1	16,500.00
EFT61599	05/02/2016	Maria Widdup	Fruit and drinks - Procurement Training	1	40.22
EFT61600	05/02/2016	Lord Mayor's Distress Relief Fund	Money raised on Australia day 26.1.16 in Port Hedland for the Lord Mayor's Distress Relief Fund	1	1,140.65
EFT61601	11/02/2016	All Rid Pest Management	General Pest and Cockroach Treatment of Airport Terminal Building	1	1,265.00
EFT61602	11/02/2016	Centurion Transport Co Pty Ltd	Freight charges	1	113.43
EFT61603	11/02/2016	Toll Ipec	Freight charges	1	10.69
EFT61604	11/02/2016	E & MJ Rosher Pty Ltd	Parts	1	1,120.10
EFT61605	11/02/2016	Telstra	Telephone charges January 2016	1	240.01
EFT61606	11/02/2016	Bucher Municipal	Parts	1	3,069.35
EFT61607	11/02/2016	Blackwoods - BBC	Supplies	1	153.93
EFT61608	11/02/2016	Hedland First National Real Estate	Refund payment A127200 - property not managed by them	1	2,146.60
EFT61609	11/02/2016	Hedland Emporium & Office Supplies	Stationary Supplies	1	102.4
EFT61610	11/02/2016	Roadshow Films Pty Ltd	Screening rights	1	701.3
EFT61611	11/02/2016	Studiocanal Pty Ltd	Screening Rights	1	946.14
EFT61612	11/02/2016	Airport Lighting Specialists Pty Ltd	IWDI LED drivers	1	682
EFT61613	11/02/2016	WESTRAC EQUIPMENT PTY LTD	Parts	1	403.26

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount
EFT61614	11/02/2016	Allied Pickfords - Sirva Pty Ltd	Uplift of furniture from 11b McGregor Street to 3/38 Catamore Road, South Hedland	1	594
EFT61615	11/02/2016	Western Australian Treasury Corporation	Principal and interest payments	1	21,861.81
EFT61616	11/02/2016	HEDLAND JUNIOR FOOTBALL ASSOCIATION	Registration fees - Reds	1	200
EFT61617	11/02/2016	McLeods Barristers & Solicitors	Legal services	1	1,783.10
EFT61618	11/02/2016	JH Computer Services Pty Ltd	Computer equipment and software various locations	1	69,622.70
EFT61619	11/02/2016	Aerodrome Management Services Pty Ltd	Contracting of labour support to back fill the recently vacated ARO position at PHIA plus windsock	1	8,176.77
EFT61620	11/02/2016	Worksense Workwear & Safety Pty Ltd	Staff uniforms	1	1,967.30
EFT61621	11/02/2016	Sony Pictures Releasing Pty Ltd	Screening rights	1	1,840.34
EFT61622	11/02/2016	Reliance Petroleum - Port Hedland	Fuel purchases for the month of January 2016	1	3,473.58
EFT61623	11/02/2016	Hotel IBIS Perth	Accommodation for Mayor, Kelly Howlett to attend Keep Australia Beautiful Council WA meeting in Perth 21 Jan 2016	1	169
EFT61624	11/02/2016	Protector Alsaf Pty Ltd	Uniforms	1	514.8
EFT61625	11/02/2016	Avanti Windscreens	Windscreen	1	965
EFT61626	11/02/2016	TNT Express	Freight charges	1	288.93
EFT61627	11/02/2016	INSIGHT COMMUNICATION & DESIGN	Overcalls Fee	1	1,194.05
EFT61628	11/02/2016	Ready Workforce - Chandler Macleod Ltd	Temporary Labour Hire	1	14,015.71
EFT61629	11/02/2016	UNIVERSAL PICTURES (AUSTRALASIA) PTY LTD	Screening rights	1	660
EFT61630	11/02/2016	Glidepath Australia Pty Ltd	6 monthly site visit for maintenance on Baggage handling system - December 2015 and Security Door Motor Assembly	1	7,507.28
EFT61631	11/02/2016	The Trustee for Green Family Trust t/as Pilbara Towing & Tilt Tray Services	Place generator on site at TOPH Landfill - Cyclone Stan Yellow Alert	1	203.5
EFT61632	11/02/2016	White Knight Industries	One Security Guard with ASIC monitoring of non-compliant ablution block attached to Customs Screening Area.	1	264
EFT61633	11/02/2016	YMCA OF PERTH	Fees for the month of December 2015 Wanangkura, Gratwick and South Hedland Aquatic Services	1	217,770.06
EFT61634	11/02/2016	Australian (Aust) Pest Management & Consultancy - Philip Hetherington	Monthly Inspection and Treatment Airport Sewerage pond - 1/7/2015-31/12/15	1	550
EFT61635	11/02/2016	Compass (Australia) Catering & Services Pty Ltd ESS Compass Group	Accommodation 8th and 9th December 2015 to hold community engagement for the Marapikurrinya Park - MJ	1	171.26
EFT61636	11/02/2016	Mayor Kelly Howlett	Meals & Incidentals whilst attending Keep Australia Beautiful Council WA meeting 21.01.16 and various stakeholder and PRC meetings in Perth from 3-5.02.16	1	254.85
EFT61637	11/02/2016	Neverfail Springwater	Water supply and rental	1	613.65
EFT61638	11/02/2016	Ray White Port Hedland (Trading Name)- Licensee Link Realty	Water Charges various rentals	1	236.8
EFT61639	11/02/2016	Busby Investments Pty Ltd t/a Budget Rent a Car (PORT HEDLAND)	Car hire and insurance excess for rental car for swimming instructor - excess	1	2,388.88
EFT61640	11/02/2016	Dun & Bradstreet (Australia) Pty Ltd	Commissions on collections	1	620.59
EFT61641	11/02/2016	Hays Personnel Services (Australia) Pty Ltd	Engagement of Manager Waste	1	10,299.17
EFT61642	11/02/2016	Horizon Power	Power charges	1	1,861.87
EFT61643	11/02/2016	Pacific Biologics	12 x containers (500 Grams) of Vectolex WG -mosquito larvicide	1	702.85
EFT61644	11/02/2016	Australian Institute of Management	Applied Project Management Course - 3 to 5 Nov 2015	1	1,740.00
EFT61645	11/02/2016	T-Quip Turf Equipment	Rear Roller Assy and Bracket roller	1	1,095.90
EFT61646	11/02/2016	Gary Edwards Plumbing & Gas Pty Ltd	Plumbing services- labour and material	1	1,350.01
EFT61647	11/02/2016	FRANK EDWARDS- Drovers Rest Rodeo&EquestrianCentre	Supply of Horse Rides (3 horses) x 3 hours Australia Day 2016	1	500
EFT61648	11/02/2016	Sebastian Maciuba	Reimbursement Exams: Vmware Certified Associate 6 - Network Virtualisation Fundamentals	1	260
EFT61649	11/02/2016	L-3 Communications Australia Pty Ltd	Maintenance services - 3 year gold level maintenance contract	1	6,814.27
EFT61650	11/02/2016	Seat Advisor Pty Ltd	QAS & Ticket Sales	1	786.94
EFT61651	11/02/2016	Repeat Plastics WA	Tree Guard Kit Black (4 x Panels & 4 x Posts)	1	2,938.32
EFT61652	11/02/2016	Cr David Hooper	Incidentals Allowance - Perth - Attending Cultural Awareness Training Course 04.02.16 by WALGA	1	64.55
EFT61653	11/02/2016	Total Safety & Fire Solutions	Fire equipment checks, maintenance and parts various locations	1	4,134.90
EFT61654	11/02/2016	Digital Images International Pty Ltd	12mth maintenance contract for FIDS maintenance @ PHIA as per agreement 1.1.16 - 31.12.16	1	6,851.46
EFT61655	11/02/2016	Apex Crisis Management	Scenario Based Development Training	1	6,270.00
EFT61656	11/02/2016	Circus Challenge Pty Ltd/Woodvine Trust	Australia Day 2016 - performer fee for Circus Challenge	1	6,171.00
EFT61657	11/02/2016	St John Ambulance Western Australia Ltd. - Hedland	Australia Day 2016 - First Aid	1	500
EFT61658	11/02/2016	Pilbara Medical Holdings T/A Port Hedland Medical Centre	Pre employment medical	1	475
EFT61659	11/02/2016	Australian Property Consultants	Desktop assessments comprising indicative price ranges for the various sites	1	3,300.00
EFT61660	11/02/2016	Goldline Distributors	Kiosk purchases	1	216.27
EFT61661	11/02/2016	COVS Parts Pty Ltd	Parts	1	2,950.11

Creditors

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EFT61662	11/02/2016	Veronica Clarke	Reimbursement of Horizon Power per allowance	1	861.21
EFT61663	11/02/2016	Dingo Enterprises P/I T/as Pindan Towing & Transport Service	To provide emergency cyclone response with lifting gear at the Civic center with the assistance of taking down the flag poles.	1	407
EFT61664	11/02/2016	ADVAM PTY LTD	CC transactions for Dec 2015	1	422.58
EFT61665	11/02/2016	Georgina Marciniak	Meal & Incidental allowance for attending Planning Practices in LG 15.2.16	1	177.8
EFT61666	11/02/2016	Avantgarde Technologies Pty Ltd	Microsoft File Server Project	1	3,608.00
EFT61667	11/02/2016	Inesperata Integrated Systems Pty Ltd	Phase 2: Active Directory Administrative Delegation Design	1	411.73
EFT61668	11/02/2016	Designa Sabar Pty Ltd	Repair swipe card reader for front entrance	1	346.5
EFT61669	11/02/2016	Port Hedland Glass & Aluminium t/as Port Hedland Glazing & Building Maintenance	Diagnose and repair software issue.	1	552.2
EFT61670	11/02/2016	Herbert Smith Freehills	Repaired damaged ceilin in Council chambers	1	38,005.56
EFT61671	11/02/2016	The Trustee For The Super Sealing Unit Trust T/a Supersealing	Legal consultancy fees for the PHIA long term lease transaction to 27.1.16	1	37,059.00
EFT61672	11/02/2016	Gadget Locksmiths	Crack Sealing Works South Hedland and PHIA	1	70
EFT61673	11/02/2016	The Trustee for B & T Unit Trust t/as Scope Business Imaging	Padlock for Marie Marland Reserve softball clubrooms	1	2,918.97
EFT61674	11/02/2016	Hedland Bakery And Catering Pty Ltd T/a Brumby's Go! South Hedland	Photocopier rental and copies	1	105
EFT61675	11/02/2016	Entertainment One Hopscotch Pty Ltd	Meeting catering	1	758
EFT61676	11/02/2016	CIVIC LEGAL	Screening rights	1	15,675.00
EFT61677	11/02/2016	Chirantha Perera	Legal Services	1	153.45
EFT61678	11/02/2016	MPS Unit Trust	Incidental allowance for Financial accountant while attending 2016 FBT Training in Perth 18.2.16	1	5,953.75
EFT61679	11/02/2016	Tox Free Australia Pty Ltd	Call Out fee and repair amd maintenance on AC Unit airport	1	50.05
EFT61680	11/02/2016	Optum Health & Technology (Australia) Pty Ltd	Disposal of bags of contaminated soil with oil from oil spill Wedge St	1	255.75
EFT61681	11/02/2016	Scope Rentals Pty Ltd	Purchase order *ESTIMATE* Only	1	16,925.20
EFT61682	11/02/2016	Inlook Holdings Pty Ltd t/as Total Connections	Employee Assistance Program - Sessional Counselling December 2015	1	2,218.70
EFT61683	11/02/2016	Mateus Contracting	Photocopier rental and copies	1	6,655.00
EFT61684	11/02/2016	Sid Jain	Displacement Pump Repair Kit - Fluid filter - Repair Clutch	1	317.19
EFT61685	11/02/2016	REDDINGS ELECTRICAL PTY LTD	Removal and reinstatement of block wall at cemetery beach and Bay 3 concrete wall	1	3,261.80
EFT61686	11/02/2016	CTR Consulting Pty Ltd	Reimburse Horizon Power per allowance	1	2,574.00
EFT61687	11/02/2016	STEMS SOLUTIONS PTY LTD	Installation of AC unit for New Coms room in Terminal Building	1	220
EFT61688	11/02/2016	ARCHIVAL SURVIVAL PTY. LTD.	Consulting services from 18.1.16-28.1.16	1	885.42
EFT61689	11/02/2016	Marketforce Pty Ltd	Purchase of archival resources for the storage of local historical collection items	1	1,065.72
EFT61690	11/02/2016	Phoenix Security, Training And Event Group Pty Ltd	Proposed repeal local law 2016 advertisement in the West Aus 18.11.15	1	3,960.00
EFT61691	11/02/2016	MCS Security Group Pty Ltd	Security for Australia Day Celebrations 2016 - 8 x officers from 16:00 - 22:00 on Tuesday the 26th of January 2016	1	1,366.20
EFT61692	11/02/2016	Q Design & Construct Pty Ltd	Overnight security - asset protection (Light towers + generators) Australia Day 2016	1	50
EFT61693	11/02/2016	Laconia Resources Limited	Overpayment of planning application fees associated with application #2016-018	1	1,575.42
EFT61694	17/02/2016	Red Book Management - Pietzner, Heidi Katrina	Rates refund for assessment	1	1,650.00
EFT61695	17/02/2016	Liblab Music LJ Eames & S.M Teakle	50% Deposit Barry Morgan Experience 19.02.16	1	440
EFT61696	18/02/2016	BOC Limited	Reimbursement flights - Barry Morgan Show - PER-PH-MEL	1	1,159.41
EFT61697	18/02/2016	Kmart - 1103	BOC SmoothArc Multiprocess 175	1	67
EFT61698	18/02/2016	Toll Ipec	Program items	1	1,417.93
EFT61699	18/02/2016	Purcher International	Freight charges	1	314.74
EFT61700	18/02/2016	E & MJ Roshier Pty Ltd	Parts and supplies	1	1,844.40
EFT61701	18/02/2016	Jtagz Pty Ltd	Power Steering Motor	1	86.9
EFT61702	18/02/2016	Telstra	200 95mm dog registration tags numbered D180261 - D180460	1	22,061.03
EFT61703	18/02/2016	Landgate (WA Land Information Authority)	Telephone charges January 2016	1	2,486.40
EFT61704	18/02/2016	Blackwoods - BBC	Annual Charge SLIP Management Fee 2015-2016 renewal	1	436.46
EFT61705	18/02/2016	Australian Taxation Office	Supplies	1	173,134.00
EFT61706	18/02/2016	LGRCE Union	Payroll deductions	1	19.4
EFT61707	18/02/2016	Town of Port Hedland Social Club	Payroll deduction	1	560
EFT61708	18/02/2016	Australia Day Council of Western Australia	Social Club Membership Deductions	1	100
EFT61709	18/02/2016	Roadshow Films Pty Ltd	100x Paper Australian Hand Wava Flag 30x15cm	1	1,214.91
EFT61710	18/02/2016	Unicorn Cleaning & Gardening Service Pty Ltd	Screening rights	1	165
EFT61711	18/02/2016	CUMMINS DIESEL SALES AND SERVICE	Cleaning	1	190.91
			Sensor	1	

Creditors

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EFT61712	18/02/2016	Western Australian Treasury Corporation	Principal and interest payments	1	92,334.64
EFT61713	18/02/2016	Deputy Commissioner of Taxation	BAS for the month January 2016	1	400,954.00
EFT61714	18/02/2016	McLeods Barristers & Solicitors	Legal services	1	1,985.41
EFT61715	18/02/2016	South Hedland Bowling & Tennis Club Inc.	Community Funding Partnership 2015/16 for Annual Boodarie Carnival as per Council Decision 201213/368	1	5,000.00
EFT61716	18/02/2016	Repco Auto Parts	Tool Kit	1	249
EFT61717	18/02/2016	JH Computer Services Pty Ltd	Computer hardware and accessories	1	3,215.60
			Contracting of labour support to back fill the recently vacated ARO position at PHIA		
EFT61718	18/02/2016	Aerodrome Management Services Pty Ltd	11-22 Jan + flights	1	12,504.25
EFT61719	18/02/2016	PERFORMING LINES	The Confidence Man - Performance fee 2 of 2 (Road Work)	1	2,475.00
EFT61720	18/02/2016	Worksense Workwear & Safety Pty Ltd	Staff uniforms	1	162.81
EFT61721	18/02/2016	Reliance Petroleum - Port Hedland	Fuel purchases for the month of January 2016	1	33,396.49
EFT61722	18/02/2016	Cr Jan Gillingham	Elected Member Allowance	1	2,940.72
EFT61723	18/02/2016	CHILD SUPPORT AGENCY	Payroll deductions	1	443.98
EFT61724	18/02/2016	HEDLAND TOY LIBRARY	2 x Bouncing Castles x 3 hours for Australia Day 2016	1	750
		GATEWAY CHRISTIAN FELLOWSHIP INC - T/A C3 CHURCH PORT			
EFT61725	18/02/2016	HEDLAND	Payment for Movie Fundraising Jan 2016 - \$6/ticket sold	1	636
EFT61726	18/02/2016	TNT Express	Freight charges	1	464.75
EFT61727	18/02/2016	Ready Workforce - Chandler Macleod Ltd	Temporary Labour Hire	1	2,793.11
EFT61728	18/02/2016	The Australian Workers Union	Payroll deductions	1	44
EFT61729	18/02/2016	Total Electrical & Communications Services - TEC	Landline Airport Phone Audit	1	3,984.75
EFT61730	18/02/2016	Aust-Weigh Pty Ltd	TOPH Landfill Weighbridge - Digital Loadcells Replacement plus spare unit	1	28,020.30
EFT61731	18/02/2016	Mayor Kelly Howlett	Mayoral Allowance	1	11,450.00
EFT61732	18/02/2016	Regional Arts Victoria	20% Performance Fee for Aussie Aussie Aussie	1	990
EFT61733	18/02/2016	Neverfail Springwater	Water supply and rental	1	299.75
EFT61734	18/02/2016	Horizon Power	Power charges	1	45,412.94
EFT61735	18/02/2016	Waterchoice (Aust) Pty Ltd	Supply and maintenance of 5 Stage reverse osmosis water filtration system for Libraries	1	119.2
EFT61736	18/02/2016	Pirtek Port Hedland	Parts	1	355.4
EFT61737	18/02/2016	A1 Labour Traffic Pty Ltd	Traffic Management Temporary Car Park Depot and supply of signboards to warn motorists	1	7,617.50
EFT61738	18/02/2016	T-Quip Turf Equipment	SWITCH - W/PUMP - FAN	1	104.85
EFT61739	18/02/2016	Gary Edwards Plumbing & Gas Pty Ltd	Plumbing services- labour and material	1	2,242.67
EFT61740	18/02/2016	Comscentre Pty Ltd	Commcentre call charges 02 2016. Service and Equipment 02 2016	1	24,177.71
EFT61741	18/02/2016	HEALTH INSURANCE FUND OF WA	Payroll deductions	1	89.65
EFT61742	18/02/2016	Pilbara Photographics Pty Ltd	Framed photo and plaque for Truck Pull winning team- Australia Day 2016	1	165
EFT61743	18/02/2016	SecurePay Pty Ltd	Web payments. Seat Advisor pricing, transaction fee. Without fraudguard.	1	76.56
EFT61744	18/02/2016	MSS Security Pty Ltd	Causal Guard Services for the period ended 31.12.15	1	149,040.70
EFT61745	18/02/2016	Cr David Hooper	Elected Member Allowance	1	2,866.67
EFT61746	18/02/2016	Total Safety & Fire Solutions	Test and tagging Faulty Extinguishers and 12 month Fire Booster Pump check and maintenance	1	1,420.10
EFT61747	18/02/2016	Apex Crisis Management	Transitional compliance consultation work for PHIA LTL	1	9,935.65
EFT61748	18/02/2016	Sing-kenken Solutions	Review of plaque wording to recognise traditional owners. provision of report containing recommendations.	1	600
EFT61749	18/02/2016	St John Ambulance Western Australia Ltd. - Hedland	First Aid Training 25 -26 Feb 2016	1	1,040.00
EFT61750	18/02/2016	Pilbara Medical Holdings T/A Port Hedland Medical Centre	Pre employment medical	1	388.6
EFT61751	18/02/2016	TM Transport	Hire of 2 x 7cbm Sea container for Colin Matheson Oval (December 2015)	1	204.6
EFT61752	18/02/2016	A2J All You Need Pty Ltd	Catering for OCM Wednesday 27.02.2016 and Budget Workshop 27.02.2016	1	577.94
EFT61753	18/02/2016	Goldline Distributors	Kiosk purchases popcorn	1	216.27
EFT61754	18/02/2016	Mine Survey Services t/a Survey Group	Subdivision of Lot 9009 Altitude Ave	1	3,799.00
EFT61755	18/02/2016	COVS Parts Pty Ltd	Parts	1	1,351.04
EFT61756	18/02/2016	SOUNDTOWN	PA System for the centre	1	1,939.00
EFT61757	18/02/2016	Cr Julie Arif	Elected Member Allowance	1	2,866.67
EFT61758	18/02/2016	Cr Camilo Blanco	Elected Member Allowance	1	4,690.67
EFT61759	18/02/2016	ADVAM PTY LTD	Total Credit Card Transactions for PHA Parkbank Jan- Feb 2016	1	285.12
EFT61760	18/02/2016	Jamorchie Pty Ltd t/as Davis Road	Pallet Level Bar	1	335.03
EFT61761	18/02/2016	Complete Hire & Sales Pty Ltd t/as Complete Portables	Crib room hire at Landfill inclusive of concrete blocks & steps 1.11.15-30.11.15	1	1,241.36
EFT61762	18/02/2016	Brad Holder t/as PCC Productions	Performer August West End Movies 2015	1	200
EFT61763	18/02/2016	Abel Concepts (Aust) Pty Ltd	Street Banner activation project - Australia Day banners x 40 - production and delivery	1	8,992.61

Creditors

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EFT61764	18/02/2016	Designa Sabar Pty Ltd	Service call - difficulties logging on to the carpark computer	1	99
EFT61765	18/02/2016	Gadget Locksmiths	Gain access locked communications room & cut new key @ PHIA Operations Office	1	241.5
EFT61766	18/02/2016	Intellitrac	Tracking for vehicles Jan 2016	1	209
EFT61767	18/02/2016	Hedland Bakery And Catering Pty Ltd T/a Brumby's	Catering Delivery for 15/12/15 - New Starter Welcome	1	51.9
EFT61768	18/02/2016	Cr Troy Melville	Elected Member Allowance	1	2,958.57
EFT61769	18/02/2016	MPS Unit Trust	Quarterly Service A/C Systems and AC; 2 stage retrofit compressor, call out and repair water leak Unit 2	1	9,097.83
EFT61770	18/02/2016	Kott Gunning Lawyers	Legal revision of the drafted mutual termination agreement (triparte): ARENA, ToPH and PHIA Solar Construction	1	152.79
EFT61771	18/02/2016	Titan Australia Pty Ltd T/AS NATIONAL TYRES	Tyre repair	1	429
EFT61772	18/02/2016	Michael Page International (Australia) Pty Ltd	Contract Fee - Project Accountant	1	307.2
EFT61773	18/02/2016	Scope Rentals Pty Ltd	Photocopier rental and copies	1	2,756.61
EFT61774	18/02/2016	Inlook Holdings Pty Ltd t/as Total Connections	Air Switch 3 Way Closed Centre Ports, coupling	1	520.37
EFT61775	18/02/2016	Access Equipment Hire Australia Pty Ltd	Hire of forklift Nov - Dec 2015	1	2,622.92
EFT61776	18/02/2016	REDDINGS ELECTRICAL PTY LTD	Labour and materials for new automated gate system to depot workshop gate plus electrical information for scoreboard installation	1	8,616.65
EFT61777	18/02/2016	Snap Applecross	Printing of 2016 Season Calendars. 1500 Digital Print A5 Tent Calendar.	1	6,840.00
EFT61778	18/02/2016	Lockwright Holdings T/as North West Tree Services	Corboys Place 1 x Large Gum in open space (leaning over a propertys fence into yard) - removal to ground level	1	15,983.00
EFT61779	18/02/2016	Hula Magic Entertainers	Performer for Australia Day Celebrations 2016	1	3,000.00
EFT61780	18/02/2016	Brendan Smith	Reimbursement of Power Bills 17/09/15 - 17/11/2015	1	300.41
EFT61781	18/02/2016	The Lucky Charm South Hedland	Purchase of West Australian newspapers for the libraries	1	75.9
EFT61782	18/02/2016	Western Australian Tourism Commission	Payment to produce Cruise Ship Vignette	1	11,742.50
EFT61783	18/02/2016	JARULE PTY LTD	Engagement of Acting Manager Engineering Operations	1	1,320.00
EFT61784	18/02/2016	Chris Linnell	Incidentals for attendance at Pilbara Regional Council meeting 4.02.16	1	116.25
EFT61785	18/02/2016	Cr Richard Whitwell	Elected Member Allowance	1	2,866.67
EFT61786	18/02/2016	Cr Louise Newbery	Elected Member Allowance	1	2,866.67
EFT61787	18/02/2016	Complete Aquatic Services Pty Ltd	Supply and delivery of sand/gravel	1	18,473.95
EFT61788	18/02/2016	Davidson Trahaire Corpsych Pty Limited	Beyond Blue NWP organisational Awareness 29.9.15	1	2,640.00
EFT61789	18/02/2016	Phoenix Security, Training And Event Group Pty Ltd	Security Officers - various locations	1	8,775.00
EFT61790	18/02/2016	Touch Up Guys	Panel and Paint Repairs	1	1,210.00
EFT61791	18/02/2016	Promotional Exposure	Deposit for The Old Fella Comedy Show	1	1,760.00
EFT61792	18/02/2016	Morgan Howrie	Wages for fortnight ending 02/02/2016. Rejected by the bank due to incorrect bank a/c details	1	132.5
EFT61793	18/02/2016	Pilbara Cargo Terminal	Refund for payment of invoice 70064 twice 14.01.16 and 8.02.16	1	1,226.59
EFT61794	18/02/2016	Paul and Emma Windle	Refund of tickets purchased JABAT concert 2015	1	50
EFT61795	18/02/2016	Christian Fletcher Photo Images	One Time Use of Video Footage - Port Hedland Markets for Cruise Ship Vignette	1	1,100.00
EFT61796	26/02/2016	All Rid Pest Management	Conduct flea/tick treatment to external lawns/gardens at 53 Ettrick Circuit, South Hedland	1	260
EFT61797	26/02/2016	Centurion Transport Co Pty Ltd	Freight charges	1	430.59
EFT61798	26/02/2016	Coates Hire Operations Pty Ltd	Hire of 6M x 3 M Multi Purpose building at Mcgregor Street Oval Jan 2016 plus hire of Forklift Jan 2016	1	944.82
EFT61799	26/02/2016	CJD Equipment Pty Ltd	Parts	1	80.35
EFT61800	26/02/2016	BOC Limited	January Rental	1	153.32
EFT61801	26/02/2016	Kmart - 1103	Linen - Curtains	1	174
EFT61802	26/02/2016	DAVID GRAY & CO PTY LTD	Contract No. C002-11 Purchase 10 x 660Ltr MGB - ToPH Depot	1	4,108.17
EFT61803	26/02/2016	Kleenheat Gas	Yearly facility fee 2016	1	1,227.69
EFT61804	26/02/2016	North West Liquor Supplies	Liquor supplies for Matt Dann season Launch and Barry Morgan show	1	441
EFT61805	26/02/2016	Toll Ipec	Freight charges	1	936.25
EFT61806	26/02/2016	Bucher Municipal	Parts and labour	1	1,591.20
EFT61807	26/02/2016	Landgate (WA Land Information Authority)	Gross Rental Valuations	1	1,181.06
EFT61808	26/02/2016	Blackwoods - BBC	Supplies	1	418.35
EFT61809	26/02/2016	Hedland First National Real Estate	Rent	1	5,648.81
EFT61810	26/02/2016	WATER CORPORATION - PERTH	Water Charges Feb 2016	1	25,093.79
EFT61811	26/02/2016	Australia Post	Postage for the month of Dec 2015	1	2,460.50
EFT61812	26/02/2016	Western Australian Local Government Association	Equotes local panel silver licence 8.2.16-7.2.17 and WALGA Planning Practices in LG 15.02.16	1	13,854.50
EFT61813	26/02/2016	Hedland Bus Lines Pty Ltd	Shuttle bus from SHAC to GAC commencing 26/12/2015 - w/e 15.1.16	1	3,252.11
EFT61814	26/02/2016	Staykool Airconditioning & Electrical	Electrical & Airconditioning maintenance and repairs	1	3,300.90
EFT61815	26/02/2016	Bridgestone Australia Ltd	Tyres, repairs, alignments	1	30.8
EFT61816	26/02/2016	Pilbara Regional Council	2015-2016 Member Contributions for Quarter 4	1	60,500.00

Creditors

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount
EFT61817	26/02/2016	Auslec (L&H Group)	Light Tubes	1	301.62
EFT61818	26/02/2016	Port Hedland Boulevard Newsagency	Newspapers - 6 x The West Australian, 2 x Saturday West Australian, 1 x Financial Review per week.	1	79.45
EFT61819	26/02/2016	WESTRAC EQUIPMENT PTY LTD	Parts and labour	1	6,056.72
EFT61820	26/02/2016	West Australian Newspapers Limited	Press advertising package 2015/16 - weekly Hedland Highlights and Advertising in NWT 13.01.16	1	9,431.73
EFT61821	26/02/2016	South Hedland Veterinary Hospital	ANIMAL DISPOSAL FOR THE MONTH OF JANUARY 2016	1	737.3
EFT61822	26/02/2016	HEDLAND KART CLUB	Donation for the purpose of assisting the club to pay their rates as per council decision 201516/147	1	2,000.00
EFT61823	26/02/2016	McLeods Barristers & Solicitors	Legal services	1	16,195.56
EFT61824	26/02/2016	Redwave Media Ltd	Fees for Outside Broadcast- 3 hours option- Australia Day 2016 and Annual radio advertising contract Jan 2016	1	6,072.00
EFT61825	26/02/2016	Mercure Hotel (Perth)	Accommodation to attend Planning Practices in Local Government WALGA training on the 15/02/2016.	1	360
EFT61826	26/02/2016	Worksense Workwear & Safety Pty Ltd	Staff uniforms	1	3,798.77
EFT61827	26/02/2016	Komatsu Australia Pty Ltd	Parts and supplies	1	3,654.81
EFT61828	26/02/2016	Pilbara Dustbuster TA Kestrel Contracting Pty Ltd	General cleaning of Airport Terminals January 2016, as per extension of contract 13-11	1	22,185.02
EFT61829	26/02/2016	State Library of Western Australia	Lost and Damaged 01.01.16 - 30.01.16	1	770
EFT61830	26/02/2016	Protector Alsafte Pty Ltd	Airport Friendly Protective Boots	1	141.68
EFT61831	26/02/2016	Staples Australia Pty Ltd T/as Corporate Express	Stationery and office goods	1	407.46
EFT61832	26/02/2016	Rexel Australia	Replacement lid for Airport pit in carpark.	1	40.98
EFT61833	26/02/2016	Buena Vista International (Australia) t/a The Walt Disney Company P/L	Screening Rights	1	5,702.07
EFT61834	26/02/2016	Fire & Safety Services Company	replace fire extinguisher & blanket and install at 8B Ashburton Court, South Hedland as per quote 092821	1	460.9
EFT61835	26/02/2016	BJ Young Earthmoving Pty Ltd	Tender T14-15 Supply and delivery of Clean Fill to Town of Port Hedland Landfill for the use of cover material November 2015 - January 2016	1	81,510.00
EFT61836	26/02/2016	INSIGHT COMMUNICATION & DESIGN	Overcalls Fee Jan 2016	1	1,976.27
EFT61837	26/02/2016	Shawmac Pty Ltd	Civil engineering services to carry out crash reduction analysis, vehicle operating cost savings, travel time saving analysis to support to the Heavy Vehicle funding application.	1	2,420.00
EFT61838	26/02/2016	The Trustee for Green Family Trust t/as Pilbara Towing & Tilt Tray Services	Removal of Toyota Hilux vehicle from foreshore reserve near four mile creek	1	1,150.00
EFT61839	26/02/2016	Kubala Family Trust TA GroundHog Retic & Landscaping	Reticulation and Landscaping Services	1	4,058.62
EFT61840	26/02/2016	SUNNY SIGN COMPANY PTY LTD	Bollards, Caps, Loc Socket Spikes and Wedges	1	3,395.43
EFT61841	26/02/2016	YMCA OF PERTH	FMG gym membership expenditure and pool access for the month of January 2016	1	10,208.65
EFT61842	26/02/2016	Wurth Australia Pty Ltd	1 Part Engine Sealing Compound	1	37.26
EFT61843	26/02/2016	BC Lock & Key	Keys and coded locksets	1	1,111.92
EFT61844	26/02/2016	Parsons Brinckerhoff	Progress Claim 4 PHIA Hire Car Redesign Works	1	5,300.95
EFT61845	26/02/2016	Hedland Home Hardware & Garden	Parts & supplies	1	1,873.20
EFT61846	26/02/2016	North West Signs	Aerodrome Plans - CASA Audit and ASIC Compliance Signs	1	1,443.53
EFT61847	26/02/2016	Compass (Australia) Catering & Services Pty Ltd ESS Compass Group	Additional Meal Tickets for Safety Advisor while staying at Port Haven from 2.12.2015 to 29.2.2016	1	3,167.34
EFT61848	26/02/2016	J & K Hopkins	Works/items for Airport Terminals	1	1,046.00
EFT61849	26/02/2016	Neverfail Springwater	Water supply and rental	1	119.85
EFT61850	26/02/2016	Ray White Port Hedland (Trading Name)- Licensee Link Realty	Rent charges - 2 properties	1	4,345.24
EFT61851	26/02/2016	Dun & Bradstreet (Australia) Pty Ltd	Commissions on collections	1	37,369.66
EFT61852	26/02/2016	Phonographic Performance Co of Australia Ltd	Public Performance of films and theatre 01.03.16 - 28.02.17	1	378.57
EFT61853	26/02/2016	Horizon Power	Power charges	1	40,790.39
EFT61854	26/02/2016	Pirtek Port Hedland	Repairs and assembly hoses	1	4,510.51
EFT61855	26/02/2016	A1 Labour Traffic Pty Ltd	Traffic Management Temporary Car Park Depot	1	1,501.50
EFT61856	26/02/2016	T-Quip Turf Equipment	Parts and accessories	1	2,357.70
EFT61857	26/02/2016	FORM Contemporary Craft and Design Inc.	Flights to attend North West Economic Summit	1	884.57
EFT61858	26/02/2016	Gary Edwards Plumbing & Gas Pty Ltd	Plumbing services- labour and material	1	12,366.66
EFT61859	26/02/2016	Maanen Holdings Pty Ltd t/as Munda Steel	Labour and materials to repair gates and bench seat frames	1	5,135.00
EFT61860	26/02/2016	A. Noble & Son Ltd	Supplies	1	90.43
EFT61861	26/02/2016	Market Creations	Brochure printing - What's On January 2016	1	1,562.00
EFT61862	26/02/2016	Kubala Family Trust t/a JWs Yardworx	Inspect + repair retic at 85 Sutherland St	1	568.58
EFT61863	26/02/2016	MP Rogers & Associates Pty Ltd	Engineering Services to investigate & develop a detailed design to prevent the accumulation of sediment at Finucane Island Boat ramp RFT 15-20.	1	9,060.60
EFT61864	26/02/2016	Nationwide Oil Pty Ltd t/as Transpacific Technical Services	Waste Oil Collection	1	212.3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount
EFT61865	26/02/2016	Cabcharge Australia Limited	Cabcharges January 2016	1	115.51
EFT61866	26/02/2016	PK Print Pty Ltd	Flyer printing x 2000	1	504
EFT61867	26/02/2016	Port Hedland Primary School P & C Association	Hire fee for chair covers and replacement of lost photo frames for 2015 Community Awards	1	480
EFT61868	26/02/2016	Coca-Cola Amatil (Aust) Pty Ltd - JD Hardie Centre Account	Kiosk items	1	569.46
EFT61869	26/02/2016	Coca-Cola Amatil (Aust) Pty Ltd - MDCC Account	Kiosk items	1	1,417.47
EFT61870	26/02/2016	Repeat Plastics WA	Gravel Path and seat slats	1	5,167.55
EFT61871	26/02/2016	Turfmaster	Turf renovation - fertilising program	1	71,057.46
EFT61872	26/02/2016	Total Safety & Fire Solutions	Fixed blocked heat exchange line and test of booster pumps	1	759
EFT61873	26/02/2016	De Grey Civil Pty Ltd	Removing existing rock and repair and replace fencing Goode St Dune Remediation	1	9,190.94
EFT61874	26/02/2016	CRAWFORD REALTY	Rent payment for 1-31 March 2016 10 Buoy Close	1	5,648.81
EFT61875	26/02/2016	Bullivants	Supply lifting chains and swivel hooks	1	723.78
EFT61876	26/02/2016	Ornithological Technical Services	Supply senior ornithologist for professional services relating to PHE wimp compliance Jan 16	1	13,200.00
EFT61877	26/02/2016	Circus Challenge Pty Ltd/Woodvine Trust	Special package - inflatable big top, festival workshops, mini circus shows JDH & Library	1	1,320.00
EFT61878	26/02/2016	St John Ambulance Western Australia Ltd. - Hedland	First Aid Kits replenished	1	91.55
EFT61879	26/02/2016	Pilbara Medical Holdings T/A Port Hedland Medical Centre	Pre employment medical	1	443.28
EFT61880	26/02/2016	Broometown Holdings Pty Ltd t/as Subway Broome	Catering Order for 03/02/16 Procurement Training	1	227.5
EFT61881	26/02/2016	Onsite Rental Group Operations Pty Ltd	Hire Self Priming - Trailer Mounting Diesel Pump from 28/1/2016 to 2/2/2016, Hire of pump hose suction	1	2,724.33
EFT61882	26/02/2016	McMullen Nolan & Partners Surveyors	PHIA Security Restricted Area boundary to be overlayed onto existing apron plan. Proposed lease plan to depict the revised lease area for ASA approval. Drafting of 4 plans for Aerodrome manual and PHIA LTSOTS Gazettal plans	1	3,190.00
EFT61883	26/02/2016	Pacific Brands Workwear Group Pty Ltd	Staff uniforms	1	276.57
EFT61884	26/02/2016	A2J All You Need Pty Ltd	Catering for various workshops and meetings Feb 2016	1	1,631.30
EFT61885	26/02/2016	RSM Bird Cameron	Final audit visit for the year ended 30 June 2015.	1	52,778.84
EFT61886	26/02/2016	Mine Survey Services t/a Survey Group	Drainage survey - Pinnacles St	1	1,925.00
EFT61887	26/02/2016	Australian Standing Orders	2016 Primary School Comprehensive Book Subscription for all libraries	1	3,365.00
EFT61888	26/02/2016	COVS Parts Pty Ltd	Parts	1	1,919.76
EFT61889	26/02/2016	Dingo Promotional Products	Name Badges for December 2015	1	249.15
EFT61890	26/02/2016	Cr Julie Arif	Incidentals for attending Cultural Awareness Training 4.02.16 and PRC Meeting 05.02.16	1	46.7
EFT61891	26/02/2016	Complete Hire & Sales Pty Ltd t/as Complete Portables	Hire of portable ablutions and temporary crib rooms Jan 2016	1	4,903.48
EFT61892	26/02/2016	Brad Holder t/as PCC Productions	Production equipment to add to existing Matt Dann equipment to fulfill Australia Day's headline artist requirements.	1	2,500.00
EFT61893	26/02/2016	Avantgarde Technologies Pty Ltd	Depot Cabling and project work by technician	1	25,542.00
EFT61894	26/02/2016	Iris Contractors Pty Ltd T/as Tyreright Wangara	Tyre repairs	1	1,270.00
EFT61895	26/02/2016	Malcolm Osborne	Reimbursement Power Bills and Fuel	1	668.16
EFT61896	26/02/2016	Ben McKay	Meal Allowance Staff - Attending Pilbara Regional Planning Forum Karratha 25.02.16	1	143.6
EFT61897	26/02/2016	Pilbara Colours Company Pty Ltd	Paint supplies	1	133.75
EFT61898	26/02/2016	Reece Pty Ltd	Depot toilet seats and irrigation supplies	1	848.32
EFT61899	26/02/2016	Ibis Styles Port Hedland	Accommodation for Engineering Technical Officer	1	1,565.00
EFT61900	26/02/2016	Picton Press Unit Trust T/a Picton Press	Flyer for Australia Day 2016 (500 professionally printed program forms)	1	163.63
EFT61901	26/02/2016	Laura Delaney	Meal allowance - staff attending pre-conference workshop WA LGMA - Financial Professionals 2016	1	153.45
EFT61902	26/02/2016	Port Hedland Glass & Aluminium t/as Port Hedland Glazing & Building Maintenance	Roller door garage at staff housing	1	264
EFT61903	26/02/2016	Brookdale Concrete Pty Ltd	Supply and install two (2) concrete crossovers, excavate and concrete cut asphalt and install disabled access ramps	1	29,314.00
EFT61904	26/02/2016	iSentia Pty Limited	MediaPortal Services Monthly Fee	1	2,053.39
EFT61905	26/02/2016	Pumps Australia Pty Ltd	Equipment - unloader	1	467.5
EFT61906	26/02/2016	Gadget Locksmiths	Operations Building Safe Lock Repair and Key Cutting	1	587
EFT61907	26/02/2016	Jackie Softly Consulting	Disability assessment report - Old Port Hedland Cemetery	1	660
EFT61908	26/02/2016	SLR Consulting Australia Pty Ltd t/as Heggies Australia Pty Ltd	Payment of provision consultancy services for ToPH waste options	1	750.75
EFT61909	26/02/2016	Radarchi Pty Ltd trading as Ian Wilkes Architects	Prepare schematic furniture and works layout drawing and provide a basis schedule of works for PHIA.	1	948.75
EFT61910	26/02/2016	Battery Sales & Service	Battery parts	1	1,341.00
EFT61911	26/02/2016	The Trustee for B & T Unit Trust t/as Scope Business Imaging	Photocopier rental and copies	1	1,614.75
EFT61912	26/02/2016	Hedland Bakery And Catering Pty Ltd T/a Brumby's	Catering	1	57
EFT61913	26/02/2016	Jason Kwok Loong Lee	Performer February Tropfest 2016 (Art Gallery Gardens)	1	150

Creditors

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount
EFT61914	26/02/2016	Kirkland Pty Ltd t/as Force Equipment Service & Hire	Repair damaged scraper bars - incident at Landfill in December - Zurich insurance will assess claim and reimburse the costs.	1	4,647.37
EFT61915	26/02/2016	Dr Onyema Dike	Refund of Invoice 69661 paid twice. Second payment refunded.	1	443.28
EFT61916	26/02/2016	Daniel Zammit t/as Pilbara Catering Services	Catering for Recovery Exercise 29th October 2015	1	524
EFT61917	26/02/2016	Cameron Redgwell t/as Hedland Tech	Meal Allowance staff to attend EOS Family Console Training Perth 24.02.16	1	51.7
EFT61918	26/02/2016	Garden City Planters Pty Ltd T/as Garden City Plastics	Plastic garden bags	1	443.77
EFT61919	26/02/2016	Assetval Pty Ltd	Valuation of Councils open spaces	1	4,180.00
EFT61920	26/02/2016	MPS Unit Trust	Repair 1 x chiller at Civic Centre due to fault -discovered during quarterly maintenance	1	1,086.25
EFT61921	26/02/2016	Elise Batchelor	MC for Australia Day Celebrations 2016	1	525
EFT61922	26/02/2016	Titan Australia Pty Ltd T/AS NATIONAL TYRES	Tyres and tyre repairs	1	3,155.90
EFT61923	26/02/2016	Michael Page International (Australia) Pty Ltd	Engagement of Manager, Engineering Works	1	28,430.69
EFT61924	26/02/2016	Transpacific Industrial Services - Cleanaway	Removal of sand from filters at South Hedland Aquatic Centre	1	5,613.30
EFT61925	26/02/2016	Los Tres Cleaning Services Pty Ltd	Monthly cleaning services for Various Public Ablutions	1	27,431.24
EFT61926	26/02/2016	Pilbara Logistics Pty Ltd - PT Environmental	Skip bin hire - Civic Centre	1	1,465.58
EFT61927	26/02/2016	Access Equipment Hire Australia Pty Ltd	Hire of forklift as per quote, hire extension from 22.10.15.	1	1,252.94
EFT61928	26/02/2016	Far Northwest Electrical Contractors	Call out for power outage at Marie Marland Reserve - Baseball/Rugby Clubrooms and Floodlights	1	290.4
EFT61929	26/02/2016	Perth Safety Products Pty Ltd	Quad Stand and signage	1	330
EFT61930	26/02/2016	West end Projects T/a Archipelago Arts	Stage 3 final payment of Archipelago airport artwork project 2015	1	2,227.50
EFT61931	26/02/2016	REDDINGS ELECTRICAL PTY LTD	Airport gate replaced plus batteries and generator check and wiring at JD Hardie	1	330
EFT61932	26/02/2016	Automotive Hoist Maintenance	Service and maintenance of 4 and 2 post workshop hoists	1	460
EFT61933	26/02/2016	Fleetwood Pty Ltd (Osprey Village)	Rent Osprey Feb 2016	1	5,349.12
EFT61934	26/02/2016	CTR Consulting Pty Ltd	Consulting Fees for Human Resources Area	1	3,300.00
EFT61935	26/02/2016	Rood, Xander Yasin	Road Signage - ToPH Boundary Signs - artwork	1	2,750.00
EFT61936	26/02/2016	Lorraine Muzambwa	Meal Allowance staff attending LGMA Financial Professional Conference 17th and 18th March 2016	1	218
EFT61937	26/02/2016	Brendan Smith	Reimbursement of Horizon Bill 18.11.15 - 19.01.16	1	611.13
EFT61938	26/02/2016	Oresome Aircon Cleaning Pty Ltd	Annual service of A/C Units at Courthouse Gallery	1	2,666.20
EFT61939	26/02/2016	MG Broome Pty Ltd - T/as MG Tyres	Tyres and tyre repairs	1	2,918.30
EFT61940	26/02/2016	Austral Mercantile Collections Pty Limited	Refund of payment made by Austral Mercantile - 12.02.16	1	2,192.85
EFT61941	26/02/2016	Custom Construction Group Pty Ltd	Office and terminal modifications at PHIA, repiar A/C units, instal signage and structures	1	63,473.19
EFT61942	26/02/2016	Jane Rigney	Incidentals allowance on training	1	258.2
EFT61943	26/02/2016	Marketforce Pty Ltd	Public notices and advertisements for vacant positions	1	2,658.48
EFT61944	26/02/2016	Adam Majid	Meal Allowance and incidentals - Adam Majid Pilbara Regional Karratha 25.02.16	1	116.25
EFT61945	26/02/2016	Chris Linnell	Reimbursement of Power Bill - 26 Robinson St 20.11.15 - 21.01.16	1	683.42
EFT61946	26/02/2016	NATIONAL PUMP & ENERGY LTD	Generator hire and fuel tank hire	1	4,880.46
EFT61947	26/02/2016	DOUGLAS PARTNERS PRY LTD	Engineering services to undertake geotechnical investigation, dewatering investigation and preliminary acid sulfate soils assessment for the proposed Port Hedland Airport Watermain Upgrade.	1	19,904.50
EFT61948	26/02/2016	Kathryn Crothers	Meal allowance and incidentals for Manager Financial Services - LGMA Conference and Moore Stephens Budget Workshop 15-18 March 2016	1	258.2
EFT61949	26/02/2016	Safe First Training WA Pty Ltd (The Trustee for Hallelujah Trust)	Pro Logger II Battery & Mains and Test n Tag machine	1	2,498.00
EFT61950	26/02/2016	Complete Aquatic Services Pty Ltd	SHAC Filter Changeover for Main Pool - Parts, material and labour	1	21,058.40
EFT61951	26/02/2016	Westanks	Hire of fuel tank for power generation	1	536.03
EFT61952	26/02/2016	Phoenix Security, Training And Event Group Pty Ltd	Supply of security officers for JDH and alarm call out	1	229.4
EFT61953	26/02/2016	Blacktop Consulting Engineers	Design and certification of access ramps and landing to the temporary office at the Cajarina Road, Wedgefield	1	1,089.00
EFT61954	26/02/2016	MCS Security Group Pty Ltd	2 x Security Officers for Tropfest	1	413.6
EFT61955	26/02/2016	Zambrero	Catering for Sports and Recreation Club info night - bookings evenings 24.02.16	1	487.4
EFT61956	26/02/2016	Road Trim Mining and Civil Contracting Pty Ltd t/a roadtrim Resources	Refund of application fee for application 2015/067 - Scheme Amendment 78 - application withdrawn as not supported	1	10,162.50
EFT61957	29/02/2016	AAA TRIPLE A ASPHALT	Various pavement and taxiway repairs and maintenance Airport, Supply of materials and labour	1	254,784.97
NMF080216	18/02/2016	NORTHERN MANAGED FINANCE PTY LTD	Monthly payment for photocopier lease 1x BIZHUB C452 located in Community Development Department at Port Hedland International Airport	1	284.57
WOW150216	18/02/2016	WOOLWORHTS LIMITED - SUPERMARKET DIVISION	Monthly payment for purchases DEC/JAN	1	459.48
CAL150216	19/02/2016	CALTEX AUSTRALIA PETROLEUM	Monthly payment for fuel for January	1	2,090.17
303339	01/02/2016	Hedland Home Hardware & Garden	246435 BOND REFUND OF CIVIC CENTRE GARDENS 12/12/2015	3	500

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount
		GATEWAY CHRISTIAN FELLOWSHIP INC - T/A C3 CHURCH PORT			
303340	11/02/2016	HEDLAND	246200 BOND REFUND FOR HEDLAND COMMUNITY CAROLS AT CIVIC CENTRE GARDENS 06/12/2015	3	1,000.00
303341	11/02/2016	Noreen Markwell	245909 CAT TRAP LOAN	3	119
303342	11/02/2016	I Katcher Events	246237 BOND REFUND FOR CIVIC CENTRE GARDENS FMG CHRISTMAS PARTY 04/12/2015	3	1,050.00
303343	11/02/2016	ALBERT BRIAN BROCKMAN	243887 CAT TRAP BOND	3	119
303344	11/02/2016	Hedland Family Violence Action Group	245613 BOND REFUND FOR COLIN MATHESON OVAL 20/11/15 WHITE RIBBON FUNDRAISER	3	500
303345	11/02/2016	Stephen Allard	244939 BOND REFUND FOR PRETTY POOL PARK HIRE 26/11/2015 & 21/10/15	3	500
303346	11/02/2016	McAleese Resources	246535 BOND REFUND FOR HIRE OF PRETTY POOL PARK	3	500
303347	11/02/2016	CHRISTOPHER BALDOCK	245436 CAT TRAP BOND	3	119
303348	11/02/2016	Claire Hicks	243084 CAT TRAP LOAN	3	115
303349	11/02/2016	Nikki Pallot	216456 CAT TRAP LOAN	3	110
303350	23/02/2016	Convic Pty Ltd	T1216 KEY BOND REFUND FOR SOUTH HEDLAND YOUTH SPACE	3	50
303351	23/02/2016	Kristy-Lee Ecreg	T1337 - BOND REFUND FOR THE HIRE OF COLIN MATHESON PAVILION 13/02/2016	3	500
303352	23/02/2016	Leanne Stone	T1210 KEY BOND REFUND FOR JIM CAFFEY HALL	3	50
303353	23/02/2016	Christ of the Nation Church	T1260 KEY BOND REFUND FOR SOUTH HEDLAND TOWN SQUARE	3	50
DD34486.1	02/02/2016	WA Super	Payroll deduction	1	46,476.66
DD34486.2	02/02/2016	Vision Super	Superannuation contributions	1	1,003.48
DD34486.3	02/02/2016	LOCAL GOVERNMENT SUPER QLD	Superannuation contributions	1	603.79
DD34486.4	02/02/2016	CARE SUPER	Payroll deductions	1	2,060.17
DD34486.5	02/02/2016	Anz Smart Choice Super	Superannuation contributions	1	359.42
		Mine Wealth amd Wellbeing Administration Trustee AUSCOAL			
DD34486.6	02/02/2016	SUPERANNUATION PTY LTD	Superannuation contributions	1	478.58
DD34486.7	02/02/2016	Local Government Super NSW	Payroll deductions	1	2,268.14
DD34486.8	02/02/2016	REST SUPER	Payroll deductions	1	3,015.74
DD34486.9	02/02/2016	The Trustee for Jamali Hunter Superfund	Superannuation contributions	1	381.19
DD34598.1	16/02/2016	WA Super	Payroll deduction	1	44,879.00
DD34598.2	16/02/2016	Vision Super	Superannuation contributions	1	995.45
DD34598.3	16/02/2016	Anz Smart Choice Super	Superannuation contributions	1	359.42
DD34598.4	16/02/2016	Local Government Super NSW	Payroll deductions	1	2,255.99
DD34598.5	16/02/2016	REST SUPER	Payroll deductions	1	2,889.69
DD34598.6	16/02/2016	The Trustee for Jamali Hunter Superfund	Superannuation contributions	1	381.19
DD34598.7	16/02/2016	The Trustee For REI Super	Superannuation contributions	1	522.39
DD34598.8	16/02/2016	The Trustee Pirates Potential Self Managed Super Fund	Superannuation contributions	1	615.88
DD34598.9	16/02/2016	Colonial First State	Superannuation contributions	1	1,572.78
DD34600.1	17/02/2016	WA Super	Payroll deduction	1	591.96
DD34486.10	02/02/2016	The Trustee For REI Super	Superannuation contributions	1	527.54
DD34486.11	02/02/2016	The Trustee Pirates Potential Self Managed Super Fund	Superannuation contributions	1	615.88
DD34486.12	02/02/2016	Bhp Billiton Superannuation Fund	Superannuation contributions	1	698.93
DD34486.13	02/02/2016	Colonial First State	Superannuation contributions	1	1,670.96
DD34486.14	02/02/2016	Mercer Super Trust	Superannuation contributions	1	608.85
DD34486.15	02/02/2016	Asgard	Payroll deductions	1	1,072.76
DD34486.16	02/02/2016	Sunsuper Superannuation Fund	Payroll deductions	1	2,508.43
DD34486.17	02/02/2016	Colonial First State Rollover And Super Fund	Superannuation contributions	1	345.84
DD34486.18	02/02/2016	CBUS	Payroll deductions	1	3,124.96
DD34486.19	02/02/2016	Tasplan Super	Payroll deductions	1	1,562.50
DD34486.20	02/02/2016	Unisuper	Payroll deductions	1	1,415.86
DD34486.21	02/02/2016	Russell SuperSolution Master Trust	Payroll deductions	1	579.75
DD34486.22	02/02/2016	BT SUPER FOR LIFE	Payroll deductions	1	2,201.35
DD34486.23	02/02/2016	Suncorp Portfolio Services	Payroll deductions	1	227.8
DD34486.24	02/02/2016	Australian Catholic Superannuation & Retirement Fund	Superannuation contributions	1	349.34
DD34486.25	02/02/2016	Commonwealth Bank Group Super	Superannuation contributions	1	395.84
DD34486.26	02/02/2016	HESTA Super Fund	Superannuation contributions	1	80.13
DD34486.27	02/02/2016	PRIME SUPER	Superannuation contributions	1	279.24
DD34486.28	02/02/2016	Equipsuper	Superannuation contributions	1	365.84

Creditors

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount
DD34486.29	02/02/2016	ING Direct Superannuation Fund	Superannuation contributions	1	915.2
DD34486.30	02/02/2016	Kinetic Super	Superannuation contributions	1	663.77
DD34486.31	02/02/2016	The Trustee for Freedom Secured 333 Superannuation Fund	Superannuation contributions	1	479.62
DD34486.32	02/02/2016	ESSENTIAL SUPER	Superannuation contributions	1	308.47
DD34486.33	02/02/2016	Q Super	Payroll deductions	1	1,038.51
DD34486.34	02/02/2016	Australian Super Administration	Superannuation contributions	1	1,442.95
DD34486.35	02/02/2016	BT Lifetime Super - Employer Plan	Payroll deductions	1	415.58
DD34486.36	02/02/2016	Bt Lifetime Personal Super	Superannuation contributions	1	900
DD34486.37	02/02/2016	Macquarie Super Manager	Payroll deductions	1	681.98
DD34486.38	02/02/2016	AustralianSuper	Payroll deductions	1	6,679.72
DD34486.39	02/02/2016	OnePath Masterfund	Superannuation contributions	1	281.16
DD34486.40	02/02/2016	SuperNunns Pty Ltd	Payroll deductions	1	642.84
DD34486.41	02/02/2016	HostPlus Superannuation Fund	Superannuation contributions	1	2,503.52
DD34486.42	02/02/2016	Westpac Mastertrust Superannuation Division	Payroll deductions	1	2,317.67
DD34486.43	02/02/2016	MLC - THE EMPLOYEE RETIREMENT PLAN	Superannuation contributions	1	1,737.95
DD34598.10	16/02/2016	Mercer Super Trust	Superannuation contributions	1	569.84
DD34598.11	16/02/2016	Bhp Billiton Superannuation Fund	Superannuation contributions	1	698.93
DD34598.12	16/02/2016	Asgard	Payroll deductions	1	1,054.36
DD34598.13	16/02/2016	Sunsuper Superannuation Fund	Payroll deductions	1	3,071.40
DD34598.14	16/02/2016	Colonial First State Rollover And Super Fund	Superannuation contributions	1	345.84
DD34598.15	16/02/2016	CBUS	Payroll deductions	1	3,110.65
DD34598.16	16/02/2016	Tasplan Super	Payroll deductions	1	1,562.50
DD34598.17	16/02/2016	Unisuper	Payroll deductions	1	1,080.96
DD34598.18	16/02/2016	Russell SuperSolution Master Trust	Payroll deductions	1	591.22
DD34598.19	16/02/2016	BT SUPER FOR LIFE	Payroll deductions	1	2,202.83
DD34598.20	16/02/2016	Suncorp Portfolio Services	Payroll deductions	1	227.8
DD34598.21	16/02/2016	Australian Catholic Superannuation & Retirement Fund	Superannuation contributions	1	349.34
DD34598.22	16/02/2016	Commonwealth Bank Group Super	Superannuation contributions	1	304.49
DD34598.23	16/02/2016	HESTA Super Fund	Superannuation contributions	1	236.79
DD34598.24	16/02/2016	PRIME SUPER	Superannuation contributions	1	273.8
DD34598.25	16/02/2016	CARE SUPER	Payroll deductions	1	1,978.56
DD34598.26	16/02/2016	Equipsuper	Superannuation contributions	1	355.41
DD34598.27	16/02/2016	Kinetic Super	Superannuation contributions	1	663.77
DD34598.28	16/02/2016	ESSENTIAL SUPER	Superannuation contributions	1	273.8
DD34598.29	16/02/2016	The Trustee for Freedom Secured 333 Superannuation Fund	Superannuation contributions	1	479.62
DD34598.30	16/02/2016	ING Direct Superannuation Fund	Superannuation contributions	1	834.46
DD34598.31	16/02/2016	Q Super	Payroll deductions	1	1,028.54
DD34598.32	16/02/2016	Australian Super Administration	Superannuation contributions	1	1,383.63
DD34598.33	16/02/2016	BT Lifetime Super - Employer Plan	Payroll deductions	1	670.86
DD34598.34	16/02/2016	Bt Lifetime Personal Super	Superannuation contributions	1	900
DD34598.35	16/02/2016	Macquarie Super Manager	Payroll deductions	1	1,381.93
DD34598.36	16/02/2016	OnePath Masterfund	Superannuation contributions	1	283.14
DD34598.37	16/02/2016	AustralianSuper	Payroll deductions	1	6,629.30
DD34598.38	16/02/2016	SuperNunns Pty Ltd	Payroll deductions	1	622.71
DD34598.39	16/02/2016	HostPlus Superannuation Fund	Superannuation contributions	1	2,503.80
DD34598.40	16/02/2016	Westpac Mastertrust Superannuation Division	Payroll deductions	1	2,266.80
DD34598.41	16/02/2016	MLC - THE EMPLOYEE RETIREMENT PLAN	Superannuation contributions	1	1,689.76

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI 086905 508364446	4,753,609.23
3	TRUST086905 508364489	5,282.00
TOTAL		4,758,891.23

Account Name	Account Number	Description
TOWN OF PORT HEDLAND	-8323	Julie Rouse
TOWN OF PORT HEDLAND	-8331	Brendan Smith
TOWN OF PORT HEDLAND	-8349	Tandy Williams
TOWN OF PORT HEDLAND	-8356	Brett Reiss
TOWN OF PORT HEDLAND	-8364	Jessica Dodd
TOWN OF PORT HEDLAND	-8372	Sid Jain
TOWN OF PORT HEDLAND	-8380	Mal Osborne
TOWN OF PORT HEDLAND	-8612	Carly Thompson
TOWN OF PORT HEDLAND	-8620	Shiffee Ajaran
TOWN OF PORT HEDLAND	-8885	Chris Linnell
TOWN OF PORT HEDLAND	-7068	Andrea Pears
TOWN OF PORT HEDLAND	-8868	Jessica Rankin
TOWN OF PORT HEDLAND	-2126	Hahn Ngo



Account details

Account name
TOWN OF PORT HEDLAND
Account number
[REDACTED]-8380
Currency
AUD

Account balance summary

Opening balance: 0.00 CR
Total credits: 470.89 CR
Total debits: 743.64 DR
Closing balance: 0.00 CR

Date from: 01 February 2016
Date to: 29 February 2016

Transaction details

Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
05/02/2016	CREDIT CARD PURCHASE CITY OF PERTH PARK11		18.80 DR		18.80 DR
08/02/2016	CREDIT CARD PURCHASE CITY OF VINCENT		6.60 DR		
08/02/2016	CREDIT CARD PURCHASE CITY OF VINCENT		6.60 DR		
08/02/2016	CREDIT CARD PURCHASE CALTEX		16.35 DR		
08/02/2016	CREDIT CARD PURCHASE Mercure Hotel Perth FD IN		142.10 DR		171.65 DR
09/02/2016	CREDIT CARD PURCHASE COFFEE CLUB WILLAM PER		33.30 DR		33.30 DR
10/02/2016	CREDIT CARD PURCHASE BUDGET RENT A CAR		178.70 DR		178.70 DR
15/02/2016	CREDIT CARD REFUND BUDGET RNT CARD AD			470.89 CR	470.89 CR
19/02/2016	CREDIT CARD PURCHASE CITY OF PERTH ON		6.45 DR		
19/02/2016	CREDIT CARD PURCHASE Mercure Hotel Perth FD IN		71.05 DR		77.50 DR
26/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		88.00 DR		88.00 DR
29/02/2016	CREDIT CARD PURCHASE BUDGET RENT A CAR		175.69 DR		175.69 DR

Transaction History Report (Continued)

Account details

Account name
TOWN OF PORT HEDLAND
Account number
[REDACTED]-8885
Currency
AUD

Account balance summary

Opening balance: 0.00 CR
Total credits: 0.00 CR
Total debits: 83.40 DR
Closing balance: 0.00 CR

Date from: 01 February 2016
Date to: 29 February 2016

Transaction details

Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
25/02/2016	CREDIT CARD PURCHASE WW PETROL 4236		83.40 DR		83.40 DR

Transaction History Report (Continued)

Account details		Account balance summary	
Account name		Opening balance:	0.00 CR
TOWN OF PORT HEDLAND		Total credits:	50.76 CR
Account number		Total debits:	9,674.27 DR
██████████-8868		Closing balance:	0.00 CR
Currency			
AUD		Date from:	01 February 2016
		Date to:	29 February 2016

Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
02/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		797.00 DR		797.00 DR
04/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		867.68 DR		867.68 DR
05/02/2016	CREDIT CARD PURCHASE WHITE KNIGHT INDUSTR		26.40 DR		26.40 DR
09/02/2016	CREDIT CARD PURCHASE DUN AND BRADSTREET AUSTRA		77.00 DR		77.00 DR
10/02/2016	CREDIT CARD PURCHASE WOOLWORTHS 4316		268.36 DR		268.36 DR
11/02/2016	CREDIT CARD PURCHASE WOOLWORTHS 4316		39.00 DR		
11/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		731.00 DR		770.00 DR
12/02/2016	CREDIT CARD PURCHASE C Y O'CONNOR INSTITUTE		988.68 DR		988.68 DR
15/02/2016	CREDIT CARD PURCHASE HARVEY NORMAN AV/IT		29.88 DR		
15/02/2016	CREDIT CARD PURCHASE WA POLICE FINANCE DIV		30.00 DR		
15/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		138.00 DR		
15/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		532.00 DR		
15/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		731.00 DR		
15/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		917.00 DR		2,377.88 DR
16/02/2016	CREDIT CARD PURCHASE HOSPITALITY INN		9.14 DR		
16/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7952128225446		80.00 DR		
16/02/2016	CREDIT CARD PURCHASE ROSE AND CROWN HOTEL		680.00 DR		
16/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7952128224476		711.70 DR		
16/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		1,001.01 DR		2,481.85 DR
17/02/2016	CREDIT CARD PURCHASE DUN AND BRADSTREET AUSTRA		77.00 DR		

Transaction History Report (Continued)

Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
17/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		336.00 DR		413.00 DR
22/02/2016	CREDIT CARD REFUND WA POLICE FINANCE DIV			30.00 CR	
22/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		88.00 DR		
22/02/2016	CREDIT CARD PURCHASE HOSPITALITY INN		232.44 DR		
22/02/2016	CREDIT CARD PURCHASE WOOLWORTHS ON LINE		271.98 DR		562.42 DR
23/02/2016	CREDIT CARD PURCHASE LILS RETRAVISION SOU		14.00 DR		14.00 DR
26/02/2016	CREDIT CARD REFUND WOOLWORTHS ON LINE			20.76 CR	20.76 CR

Transaction History Report (Continued)

Account details		Account balance summary	
Account name		Opening balance:	0.00 CR
TOWN OF PORT HEDLAND		Total credits:	0.00 CR
Account number		Total debits:	4,322.86 DR
██████████-8356		Closing balance:	0.00 CR
Currency			
AUD		Date from:	01 February 2016
		Date to:	29 February 2016

Transaction details					
Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
01/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7952127844345		80.00 DR		80.00 DR
02/02/2016	CREDIT CARD PURCHASE SWAN TAXIS 13 13 30		29.40 DR		29.40 DR
04/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7952127975830		645.70 DR		645.70 DR
05/02/2016	CREDIT CARD PURCHASE MELBOURNE IT LTD		5.00 DR		
05/02/2016	CREDIT CARD PURCHASE SWAN TAXIS 13 13 30		37.38 DR		42.38 DR
10/02/2016	CREDIT CARD PURCHASE GM CABS PTY. LTD.		29.82 DR		29.82 DR
15/02/2016	CREDIT CARD PURCHASE WWW.INGOGO		32.13 DR		32.13 DR
16/02/2016	CREDIT CARD PURCHASE SWAN TAXIS 13 13 30		28.88 DR		28.88 DR
18/02/2016	CREDIT CARD PURCHASE MELBOURNE IT LTD		299.98 DR		299.98 DR
19/02/2016	CREDIT CARD PURCHASE SWAN TAXIS 13 13 30		31.82 DR		
19/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		1,684.00 DR		1,715.82 DR
22/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7952128365797		711.70 DR		711.70 DR
24/02/2016	CREDIT CARD PURCHASE TAXI EPAY AUSTRALIA		28.59 DR		28.59 DR
26/02/2016	CREDIT CARD PURCHASE SWAN TAXIS 13 13 30		32.76 DR		32.76 DR
29/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7952128531258		645.70 DR		645.70 DR

Transaction History Report (Continued)

Account details

Account name
TOWN OF PORT HEDLAND
Account number
[REDACTED]-8372
Currency
AUD

Account balance summary

Opening balance: 0.00 CR
Total credits: 0.00 CR
Total debits: 0.00 DR
Closing balance: 0.00 CR

Date from: 01 February 2016
Date to: 29 February 2016

Transaction details

No transactions found.

Transaction History Report (Continued)

Account details		Account balance summary	
Account name		Opening balance:	0.00 CR
TOWN OF PORT HEDLAND		Total credits:	80.00 CR
Account number		Total debits:	6,181.76 DR
██████████-8612		Closing balance:	0.00 CR
Currency			
AUD		Date from:	01 February 2016
		Date to:	29 February 2016

Transaction details					
Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
01/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7952127841238		645.70 DR		645.70 DR
03/02/2016	CREDIT CARD PURCHASE VENDHQ.COM		1,433.71 DR		1,433.71 DR
08/02/2016	CREDIT CARD REFUND CHARACTER CREATIONS			80.00 CR	
08/02/2016	CREDIT CARD PURCHASE VARIDESK AU PTY		675.00 DR		595.00 DR
10/02/2016	CREDIT CARD PURCHASE OFFICE OF RACING GAMIN		109.00 DR		
10/02/2016	CREDIT CARD PURCHASE OFFICE OF RACING GAMIN		192.00 DR		301.00 DR
18/02/2016	CREDIT CARD PURCHASE ELEARNING PORTAL		245.00 DR		
18/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		336.00 DR		
18/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		402.00 DR		983.00 DR
19/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7952128326349		326.70 DR		
19/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7952128342597		326.70 DR		
19/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		402.00 DR		1,055.40 DR
22/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7952128368933		326.70 DR		326.70 DR
26/02/2016	CREDIT CARD PURCHASE WAITOC ASSOCIATION INCORP		761.25 DR		761.25 DR

Transaction History Report (Continued)

Account details

Account name
TOWN OF PORT HEDLAND
Account number
[REDACTED]-7068
Currency
AUD

Account balance summary

Opening balance: 0.00 CR
Total credits: 31.50 CR
Total debits: 2,265.70 DR
Closing balance: 0.00 CR

Date from: 01 February 2016
Date to: 29 February 2016

Transaction details

Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
03/02/2016	CREDIT CARD PURCHASE J BLACKWOOD & SON P/L		52.56 DR		
03/02/2016	CREDIT CARD PURCHASE LIFTRITE HIRE & SALE		468.81 DR		521.37 DR
04/02/2016	CREDIT CARD PURCHASE COLES 0385		92.00 DR		
04/02/2016	CREDIT CARD PURCHASE HEDLAND HOME HARDWARE		92.35 DR		184.35 DR
08/02/2016	CREDIT CARD PURCHASE COVS		138.70 DR		138.70 DR
09/02/2016	CREDIT CARD PURCHASE PIRTEK PORT HEDLAND		37.11 DR		37.11 DR
15/02/2016	CREDIT CARD PURCHASE J BLACKWOOD & SON P/L		11.66 DR		
15/02/2016	CREDIT CARD PURCHASE HEDLAND HOME HARDWARE		73.80 DR		85.46 DR
16/02/2016	CREDIT CARD PURCHASE HEDLAND HOME HARDWARE		64.25 DR		
16/02/2016	CREDIT CARD PURCHASE WOOLWORTHS 4316		432.62 DR		496.87 DR
17/02/2016	CREDIT CARD PURCHASE PAYPAL *MRFOTHERGIL		359.10 DR		359.10 DR
18/02/2016	CREDIT CARD REFUND PAYPAL *MRFOTHERGIL			31.50 CR	31.50 CR
22/02/2016	CREDIT CARD PURCHASE SUBWAY SOUTH HEDLAND SOU		67.50 DR		67.50 DR
25/02/2016	CREDIT CARD PURCHASE COVS		16.53 DR		
25/02/2016	CREDIT CARD PURCHASE COVS		81.03 DR		97.56 DR
26/02/2016	CREDIT CARD PURCHASE WOOLWORTHS 4316		220.17 DR		220.17 DR
29/02/2016	CREDIT CARD PURCHASE HEDLAND HOME HARDWARE		57.51 DR		57.51 DR

Transaction History Report (Continued)

Account details		Account balance summary	
Account name	TOWN OF PORT HEDLAND	Opening balance:	0.00 CR
Account number	██████████-2126	Total credits:	0.00 CR
Currency	AUD	Total debits:	6,685.51 DR
		Closing balance:	0.00 CR
		Date from:	01 February 2016
		Date to:	29 February 2016

Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
16/02/2016	CREDIT CARD PURCHASE ALL SEASONS PORT HEDLAND		588.44 DR		588.44 DR
17/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		857.00 DR		857.00 DR
19/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		40.00 DR		
19/02/2016	CREDIT CARD PURCHASE WOOLWORTHS 4316		90.59 DR		
19/02/2016	CREDIT CARD PURCHASE Mercure Hotel Perth FD IN		365.40 DR		495.99 DR
23/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		731.00 DR		731.00 DR
24/02/2016	CREDIT CARD PURCHASE WOOLWORTHS 4316		28.09 DR		
24/02/2016	CREDIT CARD PURCHASE WOOLWORTHS ON LINE		160.59 DR		
24/02/2016	CREDIT CARD PURCHASE P H C C I POR		180.00 DR		
24/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		731.00 DR		1,099.68 DR
25/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		647.00 DR		647.00 DR
26/02/2016	CREDIT CARD PURCHASE HEDLAND BAKERY AND C		163.40 DR		163.40 DR
29/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		2,103.00 DR		2,103.00 DR

Transaction History Report (Continued)

Account details

Account name
TOWN OF PORT HEDLAND
Account number
[REDACTED]-8323
Currency
AUD

Account balance summary

Opening balance: 0.00 CR
Total credits: 0.00 CR
Total debits: 208.00 DR
Closing balance: 0.00 CR

Date from: 01 February 2016
Date to: 29 February 2016

Transaction details

Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
10/02/2016	CREDIT CARD PURCHASE CHARGEBACK ADJUST		208.00 DR		208.00 DR

Transaction History Report (Continued)

Account details		Account balance summary	
Account name	TOWN OF PORT HEDLAND	Opening balance:	0.00 CR
Account number	██████████-8349	Total credits:	358.00 CR
Currency	AUD	Total debits:	9,047.33 DR
		Closing balance:	0.00 CR
		Date from:	01 February 2016
		Date to:	29 February 2016

Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
01/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7952127855676		80.00 DR		80.00 DR
03/02/2016	CREDIT CARD PURCHASE WOOLWORTHS 4316		100.79 DR		100.79 DR
04/02/2016	CREDIT CARD PURCHASE Mercure Hotel Perth FD In		180.00 DR		
04/02/2016	CREDIT CARD PURCHASE Mercure Hotel Perth FD In		182.70 DR		
04/02/2016	CREDIT CARD PURCHASE Mercure Hotel Perth FD In		215.18 DR		
04/02/2016	CREDIT CARD PURCHASE Mercure Hotel Perth FD IN		215.18 DR		
04/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		606.01 DR		
04/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		1,081.00 DR		2,480.07 DR
05/02/2016	CREDIT CARD REFUND Mercure Hotel Perth FD IN			358.00 CR	358.00 CR
08/02/2016	CREDIT CARD PURCHASE WOOLWORTHS 4316		11.95 DR		
08/02/2016	CREDIT CARD PURCHASE Mercure Hotel Perth FD IN		661.78 DR		
08/02/2016	CREDIT CARD PURCHASE Mercure Hotel Perth FD IN		885.59 DR		1,559.32 DR
10/02/2016	CREDIT CARD PURCHASE COLES 0385		21.98 DR		
10/02/2016	CREDIT CARD PURCHASE WOOLWORTHS 4316		67.72 DR		89.70 DR
11/02/2016	CREDIT CARD PURCHASE THE WALKABOUT HOTEL MO		180.00 DR		
11/02/2016	CREDIT CARD PURCHASE East Fremantle Med		250.00 DR		430.00 DR
12/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7952128164405		236.70 DR		
12/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7952128164149		360.00 DR		596.70 DR
16/02/2016	CREDIT CARD PURCHASE WOOLWORTHS 4316		48.00 DR		48.00 DR
17/02/2016	CREDIT CARD PURCHASE SUES PLACE		200.00 DR		
17/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		857.00 DR		1,057.00 DR

Transaction History Report (Continued)

Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
18/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7952128302369		711.70 DR		
18/02/2016	CREDIT CARD PURCHASE THE WALKABOUT HOTEL MO		1,572.00 DR		2,283.70 DR
23/02/2016	CREDIT CARD PURCHASE WOOLWORTHS 4316		16.00 DR		16.00 DR
24/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7952128443477		48.70 DR		48.70 DR
25/02/2016	CREDIT CARD PURCHASE WOOLWORTHS 4316		77.35 DR		77.35 DR
29/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		30.00 DR		
29/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		30.00 DR		
29/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		30.00 DR		
29/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		90.00 DR		180.00 DR

Transaction History Report (Continued)

Account details

Account name
TOWN OF PORT HEDLAND
Account number
[REDACTED] 8364
Currency
AUD

Account balance summary

Opening balance: 0.00 CR
Total credits: 8.03 CR
Total debits: 3,459.97 DR
Closing balance: 0.00 CR

Date from: 01 February 2016
Date to: 29 February 2016

Transaction details

Date	Narrative	Reference	Debit amount	Credit amount	EOD balance
01/02/2016	CREDIT CARD PURCHASE WOOLWORTHS ON LINE		207.74 DR		207.74 DR
02/02/2016	CREDIT CARD REFUND WOOLWORTHS ON LINE			8.03 CR	
02/02/2016	CREDIT CARD PURCHASE CITY OF PERTH EPATHWAYS		2,000.00 DR		1,991.97 DR
05/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7958219864642		70.00 DR		
05/02/2016	CREDIT CARD PURCHASE QANTAS AIRWAYS		402.00 DR		472.00 DR
08/02/2016	CREDIT CARD PURCHASE DROPBOX*HG6SC2RH8DM M		85.00 DR		
08/02/2016	CREDIT CARD PURCHASE VIRGIN AUST 7952128032042		326.70 DR		411.70 DR
09/02/2016	CREDIT CARD PURCHASE MAILCHIMP		71.53 DR		71.53 DR
23/02/2016	CREDIT CARD PURCHASE SEASONS OF PERTH PER		297.00 DR		297.00 DR

End of report

12.3.3 Adopt Policies 2/018 'Borrowings' and 2/019 'Financial Reserves'

Author: Laura Delaney, Coordinator Financial Services
 Authorising Officer: Sid Jain, Director Corporate Services
 File No. 04/03/0001

DISCLOSURE OF INTEREST BY OFFICER

Nil

MOTION

MOVED: CR BLANCO

SECONDED: CR NEWBERY

That Council:

1. **Adopt Policy 2/018 'Borrowings' as amended**
2. **Adopt Policy 2/019 'Financial Reserves'**

LOST 4/5 ON THE MAYORAL CASTING VOTE

For	Against
Councillor Blanco Councillor Gillingham Councillor Newbery Councillor Melville	Mayor Howlett Councillor Arif Councillor Hooper Councillor Whitwell

201516/194 RECOMMENDATION/ COUNCIL DECISION

MOVED: CR HOOPER

SECONDED: CR ARIF

That Council:

1. **Adopt Policy 2/018 'Borrowings'**
2. **Adopt Policy 2/019 'Financial Reserves'**

CARRIED 6/2

For	Against
Mayor Howlett Councillor Arif Councillor Hooper Councillor Whitwell Councillor Gillingham Councillor Melville	Councillor Blanco Councillor Newbery

EXECUTIVE SUMMARY

Town officers are proposing that the Council adopt two new Policies:

- Borrowings Policy
- Reserves Policy

The Borrowings policy is to provide a framework for future borrowings, so that there is a controlled and disciplined approach to the borrowing of funds for the purpose of funding new infrastructure or the renewal or upgrade of existing infrastructure.

The Financial Reserves Policy is to provide a framework for the establishment and ongoing management of Financial Reserves.

DETAILED REPORT

Policies are adopted by Council and establish guidelines or provide direction for the Town's activities and actions. Policies are defined as the principles and intent behind the programs that a local government implements. A policy can also be a general plan or approach to a specific need, problem or issue. These policies were also presented and recommended for adoption to Council at the 8 March 2016 Audit, Risk and Governance Committee.

Borrowings Policy

The Borrowings policy is to provide a framework for future borrowings, so that there is a controlled and disciplined approach to the borrowing of funds for the purpose of funding new infrastructure or the renewal or upgrade of existing infrastructure. Noting that a detailed cost benefit analysis would be undertaken for any potential future borrowings on a case by case basis and this information would be presented to Council to assist in decision making.

The Town currently has approximately \$26M in borrowings with an additional \$5.1M in new borrowings budgeted for in 2015/16. The policy will ensure that all transactions are in accordance with legislative requirements, whilst minimising the cost of debt. The policy will also safeguard the Town's ability to meet its liabilities and budgetary obligations, and also increase awareness of issues concerning debt management. The policy also sets some targets for the management of debt and what level of debt the Town is comfortable with.

Financial Reserves Policy

The Financial Reserves Policy is to provide a framework for the establishment and ongoing management of Financial Reserves.

The Policy provides direction on what reserves should exist and for what purpose, how they should be managed, how new reserves are set up, how interest earned is applied and any associated minimum balances (or targets) for these reserves. While setting of targets for reserve balances may be considered financially responsible it should be noted that they should be considered hand in hand with the Town's Long Term Financial Plan, income strategies and operating and capital expenditure, all of which affect the Town's long term financial position. Funds should not be put in reserves at the cost of urgently required asset renewal needs. There is a strong

focus on asset management and the Town's focus on bridging the asset renewal gap through the use of Reserves.

The policy has also provided the opportunity to review the existing Reserves and recommend consolidation of some Reserves which have similar purposes as part of the 2016/17 Budget Adoption. When the Asset Management Plans are completed and workshopped with Council, the Policy will be revisited to ensure that it is consistent with the Plans.

CONSULTATION

The draft policies have had input and feedback from the following:

- Manager Financial Services
- Director Corporate Services
- Executive Officer
- Elected Members at the pre-Budget workshop in late January 2016 and budget workshop on Wednesday, 2 March 2016
- Audit, Risk & Governance Committee Meeting Tuesday, 8 March 2016

FINANCIAL AND RISK IMPLICATIONS

Financial Implications

There will be no impact on the 2015/16 Budget. The consolidation of the Reserves will form part of the 2016/17 Budget.

Risk Implications

The risk of not adopting these policies is that there will be no formal guidelines and/or direction provided by Council for the Town's activities and actions in regard to Borrowings and Reserves.

The principles and intent of these policies not only guide and direct financial operations but also inform and provide certainty to the Long Term Financial Plan, associated scenario modelling and the Annual Budget. Adopting these Policies will provide a clear direction for the Town in identifying targets that should be achieved.

STATUTORY AND POLICY IMPLICATIONS

Section 4.1 'Strategic and best practice local government administration' of the Strategic Community Plan 2014 – 2024 applies as updating the policy manual assists with delivering high quality corporate governance accountability and compliance.

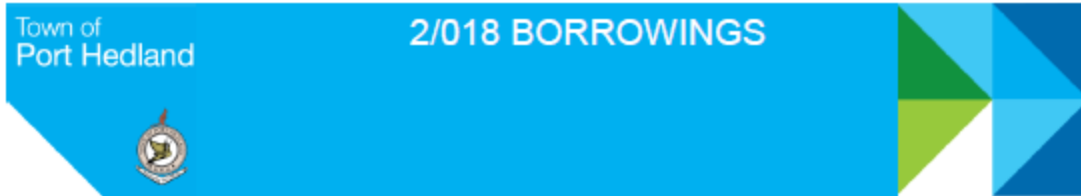
Local government Borrowings are dealt with in accordance with sections 6.20 – 6.24 (Part 6, Division 5, Subdivision 3) of the Local Government Act 1995 and in accordance with the Local Government (Financial Management) Regulations 1996.

Local government Reserves are dealt with in accordance with section 6.11 (Part 6, Division 4) of the Local Government Act 1995 and in accordance with the Local Government (Financial Management) Regulations 1996.

ATTACHMENTS

1. Borrowings Policy
2. Financial Reserves Policy
3. Amended Borrowings Policy (as per Elected Member motion)

11 March 2016



2/018 BORROWINGS

Objective

The policy has been drafted to provide a framework for Town of Port Hedland Council borrowings, so that there is a controlled and disciplined approach to the borrowing of funds for the purpose of:

- Funding new infrastructure
- Renewal or upgrading of existing infrastructure

The policy will ensure that all transactions are in accordance with legislative requirements, whilst minimising the cost of debt. The policy will also safeguard the Town's ability to meet its liabilities and budgetary obligations, and also increase awareness of issues concerning debt management.

Legislative requirements

- Australian Accounting Standards
- Local Government Act 1995
- Local Government Financial Management Regulations 1996

Delegation of Authority

Authority for implementation of the Borrowings Policy is delegated by Council to the Chief Executive Officer in accordance with the *Local Government Act 1995*. The Chief Executive Officer may sub-delegate the implementation of the Borrowings Policy to other Town Officers.

Prudent person standard

All loan borrowings will be managed with care, diligence and skill that a prudent person would exercise. As trustees of borrowed monies, officers are to safeguard the loan portfolio in accordance with legislative requirements.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with proper execution and management of the Council's loan portfolio. The Department of Local Government and Communities Guideline No 1 "Disclosure of Interest Affecting Impartiality" provide guidance for recognising and disclosing any conflict of interest.

Principle

The following principles will reinforce the measure of control for the Town with reference to borrowings:

- Under no circumstance will operating expenditure be funded by borrowings.
- Replacement or renewal of existing assets that are expected to occur on an annual (or similar) basis (i.e. recurrent capital works such as road resealing, plant replacement etc) will generally not be funded by loan borrowings.



- The economic life of the asset being funded should be greater than the agreed term of the loan. Generally, loans will be paid over a term no longer than 20 years to maintain inter-generational equity so as not to over burden the present ratepayers with the majority of the debt. Any loans less than \$1 million will have a term of no longer than 5 years, with loans greater than \$1 million but equal to or less than \$5 million having a term of no longer than 10 years.
- The nature of any borrowings and the interest rate if applicable, will take into account the purpose of the borrowings and seek to minimise interest rate exposure.
- All borrowings will be considered in line with Council's Long Term Financial Plan and forward program of capital works; and should be in the current adopted Budget. Any variations will be presented to Council for consideration.
- Any unspent loans will be declared in the Annual Financial Statements of that particular Financial Year as part of statutory obligations. If the project being financed has reached completion stage, the unspent portion will be used to pay back the lender, leading to refinancing of the loan or allocated to other projects at the discretion of Council.
- In the event that capital expenditure is deferred from one Financial Year to the next, the timing of the drawdown of the approved loan will be reviewed in order to minimise interest expense.

Lenders and Interest Rates

The Town will undertake a Request for Quotation process to get the best rate and terms possible when intending to borrow funds. The RFQ process will be limited to the major banks and WATC.

Refinancing of Loans

It is generally known that market interest rates are volatile and the cost of borrowing periodically fluctuates. Therefore, if these changes bring a distinct economic advantage to the Town of Port Hedland; whereby the cost of borrowing significantly declines, the Town will reserve the right to refinance the loan portfolio. Council will make the final decision on any change to the loan portfolio or refinancing options.

According to Section 6.20(2)(a) of the Local Government Act

A local government is not required to give local public notice of a proposal to exercise a power to borrow when the power is to be exercised to re-finance a loan or to continue other financial accommodation (whether with the same or another bank or financial institution) except where the re-financing or continuation is a major variation.

major variation means a variation in the terms of a loan or other financial accommodation which is —

- (a) a capitalisation of interest accruals; or*
 - (b) an increase in the term of the loan or other financial accommodation;*
- re-finance in relation to a loan or other financial accommodation (the existing loan), means to borrow an amount (the new loan)*
- which is, at the date of the new loan —*



(a) equal to the principal amount owing on the existing loan; or
 (b) not more than \$5 000 more or less than the principal amount owing on the existing loan, for the principal purpose of paying out the existing loan or preserving the credit originally provided by the existing loan.

Paying off debt

Any loan can be paid off in full where it can be demonstrated that there is a significant benefit to the Town. Any retirement of debt will not occur without approval from Council. The final payment will include the principal outstanding, interest accrual to date and the premium cost for breaking the loan contract. The decision to pay off a loan will be based on economic viability and will be analysed on a case to case basis.

Financial Controls and Sustainability Indicators

The Town will manage its debt within the minimum and maximum targets set for the two ratios listed below.

1. Debt Service Cover Ratio

This ratio is the measurement of a local government's ability to repay its debt including lease payments. The higher the ratio is, the easier it is for a local government to obtain a loan.

The DSCR is calculated as follows:-

$$\rightarrow \text{DSCR} = \frac{\text{Annual Operating Surplus BEFORE Interest \& Depreciation}}{\text{Principal \& Interest}}$$

The Town will maintain a Debt Service Cover Ratio (DSCR) of 200% as a basic standard, as stated in the Department of Local Government Operational Guidelines 18. An advanced standard is achieved if the ratio is greater than 500%.

2. Net Debt to Revenue Ratio

The Net Debt to Revenue ratio measures a Local Government's overall debt situation by netting the value of a Council's liabilities and debts with its cash and other similar liquid assets. The Net Debt Ratio is calculated as follows:-

$$\rightarrow \text{Net Debt Ratio} = \frac{\text{Net Debt}}{\text{Operating Revenue}}$$

The Department of Local Government recommends a maximum of 50%. The Town's maximum target (debt ceiling) for this ratio will be 50%.

Town of
Port Hedland

2/018 BORROWINGS



Council adoption date and resolution no.	
Date of adoption of amendment and resolution number do not delete the previous dates	
Relevant legislation	Local Government Act 1995 Part 6 Division 5 Subdivision 3 – Borrowings s. 6.20 – 6.24.
Delegated authority	
Business unit	Finance
Directorate	Corporate Services
Review frequency	As required

Document Control Statement

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ATTACHMENT 2 TO ITEM 12.3.3**2/019 FINANCIAL RESERVES****Policy Objective**

The objective of the Financial Reserves Policy is to provide a framework for the establishment and ongoing management of Financial Reserves.

Policy Content

The Town has established a number of Reserves for the purpose of setting aside funds for specific purposes with clear linkages to the adopted strategies and plans of the Town.

Reserves may be utilised only for the purpose for which they were created. As part of the ongoing management of the Financial Reserves, each Reserve will be reviewed on an annual basis as part of Budget preparation to ensure that the purpose of the Reserve is still current and maintains clear linkages with the adopted strategies and plans of the Town. The Local Government Act and Regulations prescribe the necessary steps should the Town seek to change the purpose of a Reserve or expend Reserve funds for an alternative purpose.

Reserves may be externally restricted (external funding requirement to restrict funds in a Reserve) or internally restricted (Town funds). As a general rule, interest earnings from investments will only be applied to externally restricted funds. All other interest will be applied to general purpose Municipal revenue.

Prior to the creation of a Reserve, Council shall adopt operating parameters in relation to the Reserve which are to set out:

- The purpose of the Reserve;
- The basis of calculation for any transfer to and from the Reserve; and
- The proposed allocation of any unexpended balance remaining in the Reserve following completion of the project.

Reserve funds may only be expended by an absolute majority resolution of Council, typically encompassed by the adoption of the Budget or subsequent Quarterly Budget Reviews.

Each month the financial report presented to Council is to include a schedule of Reserves, showing:

- Opening Balance at 1 July;
- Budgeted Transfer to Reserves;
- Budgeted Transfer from Reserves;
- Estimated Closing Balance at 30 June; and
- Current Balance.

**Authorised Reserves of Town of Port Hedland**

Reserve Name	Purpose	Calculation Basis	Target Balance
Employee Leave	To ensure that adequate funds are available to finance employee leave entitlements such as annual leave, long service leave, sick leave and redundancies.	Transfers to and from the Reserve will be based upon projected end of year non-current liabilities relating to employee leave entitlements.	100% of non-current employee leave liabilities as reported in Town of Port Hedland's Annual Financial Statements (Provisions Note).
Spoilbank	To fund the Port Hedland Spoilbank development.	Transfer to and from the Reserve are based on the contributions to and the expenditure associated with the Spoilbank development.	The Reserve will be depleted as the Spoilbank development is completed.
Asset Management (AM) – Infrastructure	To fund the ongoing maintenance, refurbishment, renewal, replacement and development of Council owned infrastructure assets within the Town of Port Hedland.	<p>Transfers to the Reserve are dependent upon the level of rate revenue generated, contributions received, savings identified, additional income achieved and the interest earned on the Spoilbank Reserve. In addition any funded renewal projects identified as part of the Capital Works Program which cannot be delivered in the budgeted Financial Year due to capacity to deliver will be restricted into the AM Reserve to ensure that the Town is on average meeting its Asset Renewal requirements.</p> <p>Transfers from the Reserve are based upon meeting the annual renewal requirements for the year in line with Council's Asset Management Plans (excluding Plant).</p>	<p>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.</p> <p>Target: To facilitate, on average, the attainment of a 110% Asset Sustainability Ratio every year.</p>
Asset Management (AM) – Community Facilities	<p>To fund the ongoing maintenance, refurbishment, renewal, replacement and upgrade of community facilities within the Town of Port Hedland, specifically (but not limited to):</p> <ul style="list-style-type: none"> • Wanangkura Stadium • South Hedland Aquatic Centre • Grattwick Aquatic Centre • Marquee Park • JD Hardie Centre 	<p>Transfers to the Reserve are dependent upon the level of rate revenue generated, contributions received, savings identified and additional income achieved. Any funded renewal projects identified as part of the Capital Works Program which cannot be delivered in the budgeted Financial Year due to capacity to deliver will be restricted into the Reserve to ensure that the Town is on average meeting its Asset Renewal requirements.</p> <p>Transfers from the Reserve are based upon meeting the annual renewal requirements for the year in line with Council's Asset Management Plans (excluding Plant).</p>	<p>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.</p> <p>Target: To facilitate, on average, the attainment of a 110% Asset Sustainability Ratio every year.</p> <p>3.5% of replacement value less renewal expenditure to be set aside each year.</p>

Town of
Port Hedland

2/019 FINANCIAL RESERVES



Waste Management	To fund the development, operation, maintenance and capital expenditure for the Council's waste management facilities including the landfill and waste collection operations and any associated repayments of borrowings and employee entitlements.	Transfer to and from the Reserve will represent any surplus or deficit generated from the Council's waste management facilities including landfill and waste collection operations and a return to the Municipal Fund for the return on investment. A minimum of 7.48% of replacement value of landfill assets will be returned to the Municipal Fund as an annual return on investment.	A 28 year cash flow model has been drafted for the Waste Management business unit that specifies major capital investments for the closure / rehabilitation of the current site and development of a new landfill. The Reserve balance should be modelled in accordance with this cash flow model to ensure sufficient funds are available in Reserve to meet future capital expenditure requirements.
Plant	To fund the Plant Replacement Program.	Where there are sufficient funds available, transfer an amount up to the annual plant depreciation to the Reserve. This should be adequate to meet future plant replacement funding requirements. Transfers from the Reserve will replenish the Municipal Fund for purchases as per the approved Plant Replacement Program.	No more than the annual depreciation of the Town's major and minor plant.
Unfinished Works & Committed Works	To transfer unspent Municipal funded expenditure on specific projects to enable identification of carryover expenditure into the next financial year.	Transfers to and from the Reserve will be based upon the unspent Municipal funded expenditure on specific projects identified at year end to enable the identification of carryover expenditure into the next financial year.	N/A
Strategic	To fund strategic projects (excluding renewal and replacement) as included in the Town's Strategic Community Plan and Corporate Business Plan.	Transfers to the Reserve are dependent upon the level of rate revenue generated, contributions received, savings identified, additional income achieved. Transfers from the Reserve will occur to fund strategic projects as included in the Town's Strategic Community Plan and Corporate Business Plan and identified in the Long Term Financial Plan and the annual budget.	N/A
Unspent Grants, Loans & Contributions	To restrict unspent grants, loans and contributions at the end of the financial year.	Transfers to and from the Reserve will be based on the identification of unspent grants, loans and contributions at year end and the associated expenditure in the following financial year.	N/A
Port Hedland International Airport Long Term Lease Proceeds	To account for the lease proceeds from the long term lease of the Port Hedland International Airport and	In accordance with the Wealth Management Framework.	

Town of
Port Hedland

2/019 FINANCIAL RESERVES



	disburse funds as per the Wealth Management Framework.		
Airport	To fund the future Port Hedland International Airport Capital Works commitments.	Transfer to or from the Reserve will represent any surplus or deficit generated from the Port Hedland International Airport Capital Works Program being completed.	The reserve balance will diminish as capital works are completed, with any remaining balance to be transferred to the Asset Management Reserve.
Developer Contributions – Car Parking	To hold contributions which arise from conditions applied to a Development Application for car parking.	Transfers to and from the Reserve will be based upon the receipt of developer contributions for car parking and the associated expenditure.	
Developer Contributions – Public Open Space	To hold contributions which arise from conditions applied to a Development Application for public open space.	Transfers to and from the Reserve will be based upon the receipt of developer contributions for public open space and the associated expenditure.	

Council adoption date and resolution no.	
Date of adoption of amendment and resolution number do not delete the previous dates	
Relevant legislation	Local Government Act 1995 Part 6 Division 4 s. 6.11 Reserve Accounts
Delegated authority	
Business unit	Finance
Directorate	Corporate Services
Review frequency	As required

Document Control Statement

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2/018 BORROWINGS

Objective

The policy has been drafted to provide a framework for Town of Port Hedland Council borrowings, so that there is a controlled and disciplined approach to the borrowing of funds for the purpose of:

- Funding new infrastructure
- Renewal or upgrading of existing infrastructure

The policy will ensure that all transactions are in accordance with legislative requirements, whilst minimising the cost of debt. The policy will also safeguard the Town's ability to meet its liabilities and budgetary obligations, and also increase awareness of issues concerning debt management.

Legislative requirements

- Australian Accounting Standards
- Local Government Act 1995
- Local Government Financial Management Regulations 1996

Delegation of Authority

Authority for implementation of the Borrowings Policy is delegated by Council to the Chief Executive Officer in accordance with the *Local Government Act 1995*. The Chief Executive Officer may sub-delegate the implementation of the Borrowings Policy to other Town Officers.

Prudent person standard

All loan borrowings will be managed with care, diligence and skill that a prudent person would exercise. As trustees of borrowed monies, officers are to safeguard the loan portfolio in accordance with legislative requirements.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with proper execution and management of the Council's loan portfolio. The Department of Local Government and Communities Guideline No 1 "Disclosure of Interest Affecting Impartiality" provide guidance for recognising and disclosing any conflict of interest.

Principle

The following principles will reinforce the measure of control for the Town with reference to borrowings:

- Under no circumstance will operating expenditure be funded by borrowings.
- Replacement or renewal of existing assets that are expected to occur on an annual (or similar) basis (i.e. recurrent capital works such as road resealing, plant replacement etc) will generally not be funded by loan borrowings.



- The economic life of the asset being funded should be greater than the agreed term of the loan. Generally, loans will be paid over a term no longer than 20 years to maintain inter-generational equity so as not to over burden the present ratepayers with the majority of the debt. Any loans less than \$1 million will have a term of no longer than 5 years, with loans greater than \$1 million but equal to or less than \$5 million having a term of no longer than 10 years.
- The nature of any borrowings and the interest rate if applicable, will take into account the purpose of the borrowings and seek to minimise interest rate exposure.
- All borrowings will be considered in line with Council's Long Term Financial Plan and forward program of capital works; and should be in the current adopted Budget. Any variations will be presented to Council for consideration.
- Any unspent loans will be declared in the Annual Financial Statements of that particular Financial Year as part of statutory obligations. If the project being financed has reached completion stage, the unspent portion will be used to pay back the lender, leading to refinancing of the loan or allocated to other projects at the discretion of Council.
- In the event that capital expenditure is deferred from one Financial Year to the next, the timing of the drawdown of the approved loan will be reviewed in order to minimise interest expense.

Lenders and Interest Rates

The Town will undertake a Request for Quotation process to get the best rate and terms possible when intending to borrow funds. The RFQ process will be limited to the major banks and WATC.

Refinancing of Loans

It is generally known that market interest rates are volatile and the cost of borrowing periodically fluctuates. Therefore, if these changes bring a distinct economic advantage to the Town of Port Hedland; whereby the cost of borrowing significantly declines, the Town will reserve the right to refinance the loan portfolio. Council will make the final decision on any change to the loan portfolio or refinancing options.

According to Section 6.20(2)(a) of the Local Government Act

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major variation means a variation in the terms of a loan or other financial accommodation which is —

(a) a capitalisation of interest accruals; or

(b) an increase in the term of the loan or other financial accommodation;

re-finance in relation to a loan or other financial accommodation (the existing loan), means to borrow an amount (the new loan)

which is, at the date of the new loan —



(a) equal to the principal amount owing on the existing loan; or
(b) not more than \$5 000 more or less than the principal amount owing on the existing loan, for the principal purpose of paying out the existing loan or preserving the credit originally provided by the existing loan.

Paying off debt

Any loan can be paid off in full where it can be demonstrated that there is a significant benefit to the Town. Any retirement of debt will not occur without approval from Council. The final payment will include the principal outstanding, interest accrual to date and the premium cost for breaking the loan contract. The decision to pay off a loan will be based on economic viability and will be analysed on a case to case basis.

Financial Controls and Sustainability Indicators

The Town will manage its debt within the minimum and maximum targets set for the two ratios listed below.

1. Debt Service Cover Ratio

This ratio is the measurement of a local government's ability to repay its debt including lease payments. The higher the ratio is, the easier it is for a local government to obtain a loan.

The DSCR is calculated as follows:-

$$\rightarrow \text{DSCR} = \frac{\text{Annual Operating Surplus BEFORE Interest \& Depreciation}}{\text{Principal \& Interest}}$$

The Town will maintain a Debt Service Cover Ratio (DSCR) of 200% as a basic standard, as stated in the Department of Local Government Operational Guidelines 18. An advanced standard is achieved if the ratio is greater than 500%.

2. Net Debt to Revenue Ratio

The Net Debt to Revenue ratio measures a Local Government's overall debt situation by netting the value of a Council's liabilities and debts with its cash and other similar liquid assets. The Net Debt Ratio is calculated as follows:-

$$\rightarrow \text{Net Debt Ratio} = \frac{\text{Net Debt}}{\text{Operating Revenue}}$$

The Department of Local Government recommends a maximum of 50%. The Town's maximum target (debt ceiling) for this ratio will be 30%.



Council adoption date and resolution no.	
Date of adoption of amendment and resolution number do not delete the previous dates	
Relevant legislation	Local Government Act 1995 Part 6 Division 5 Subdivision 3 – Borrowings s. 6.20 – 6.24.
Delegated authority	
Business unit	Finance
Directorate	Corporate Services
Review frequency	As required

Document Control Statement

The electronic reference copy of this Policy is maintained by the Governance Department. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://intranet/> to ensure that you have the current version. Alternatively, you may contact the Governance Department.

12.3.4 Amendment of Policies 1/011 ‘Queen’s Birthday Public Holiday’ and 8/003 ‘Access and Inclusion’ and Rescinding of Policies 7/055, 8/001, 11/001, 12/003 to 12/006, 12/008, 12/009, 13/008, 13/011, 14/001, 15/001.

Author: Josephine Bianchi, Governance Coordinator

All relevant Managers have participated in the policy review

Authorising Officer: Sid Jain, Director Corporate Services, Chris Linnell, Director Community and Development Services, Sara Bryan, Acting Director Works and Services

File No. 04/03/0001

DISCLOSURE OF INTEREST BY OFFICER

Nil

201516/195 RECOMMENDATION1/ COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR MELVILLE

That Council:

- 1. Adopt amended policy 1/011 ‘Queen’s Birthday Public Holiday’**
- 2. Adopt amended policy 8/003 ‘Access and Inclusion’.**
- 3. Rescind the following policies:**
 - a) 7/005 ‘Civic Centre’**
 - b) 8/001 ‘Community Services Provision’**
 - c) 12/003 ‘Valuation of Land’**
 - d) 12/004 ‘Road Names and Street Numbering’**
 - e) 12/005 ‘Ancillary Accommodation’**
 - f) 12/006 ‘South Hedland Rural Estate – Covenant and Design Policy’**
 - g) 12/008 ‘Family Day Care Policy – Planning’**
 - h) 12/009 ‘Domestic Satellite Dish Policy’**
 - i) 13/008 ‘Air Quality Control’**
 - j) 13/011 ‘Alfresco Dining’**
 - k) 14/001 ‘Signs Placed on Council Controlled Land’**
 - l) 15/001 ‘Environment – Council Recognition’**
 - m) 11/001 ‘Tourism’**

CARRIED 8/0

EXECUTIVE SUMMARY

Town officers are proposing that Council adopt amended policies 1/011 ‘Queen’s Birthday Public Holiday’ and 8/003 ‘Access and Inclusion’ and to rescind the below policies:

- 7/005 ‘Civic Centre’
- 8/001 ‘Community Services Provision’
- 12/003 ‘Valuation of Land’
- 12/004 ‘Road Names and Street Numbering’

- 12/005 'Ancillary Accommodation'
- 12/006 'South Hedland Rural Estate – Covenant and Design Policy'
- 12/008 'Family Day Care Policy – Planning'
- 12/009 'Domestic Satellite Dish Policy'
- 13/008 'Air Quality Control'
- 13/011 'Alfresco Dining'
- 14/001 'Signs Placed on Council Controlled Land'
- 15/001 'Environment – Council Recognition'
- 11/001 'Tourism'

DETAILED REPORT

Policies are adopted by Council and establish guidelines or provide direction for the Town's activities and actions. Policies are defined as the principles and intent behind the programs that a local government implements. A policy can also be a general plan or approach to a specific need, problem or issue.

The Town is currently reviewing all policies contained in the Policy Manual to ensure they are still current and have not been superseded by legislation or guidelines from other government departments.

Amended Policy 1/011 'Queen's Birthday Public Holiday'

Current policy 1/011 'Queen's Birthday Public Holiday' states that "The Queen's Birthday Holiday will be held on the Port Hedland Cup Day, unless a change of date is approved by Council."

It is recommended that it be amended so that if the Port Hedland Cup Day takes place on a weekend the Town of Port Hedland public holiday would be on the next week day being Monday.

Section 8 of the Public and Bank Holidays Act 1972 allows the Governor to alter days appointed for a public holiday or bank holiday.

Amended Policy 8/003 'Access and Inclusion'

This policy has been reviewed by Coordinator Community and Youth Development, and updated in line with the following action as listed in the Town's current Disability Access and Inclusion Plan:

1(a) i. Develop an overarching Disability Access and Inclusion Policy to reflect current legislative requirements and the vision of a Town as a community that embraces diversity and strives for best practice in access and inclusion.

Policies to be rescinded

The below table outlines which policies the Town is proposing to rescind and the reasons why.

Most of the policies are more than 10 years old and as such no longer reflect most of the Town's practices, have been superseded by new processes and in some cases also make reference to old legislation. As a process improvement all policies should be reviewed by the Council on a one or two yearly basis at the most, to ensure that they are kept up to date at all times.

Some of the planning policies are being recommended to be rescinded are due to the fact that they are not Local Planning Policies in accordance with the Town Planning Scheme No.5 as they have not gone through to public advertising and consultation process, and the legislation they make reference to has been updated since the policies' adoption. A Local Planning Policy must be advertised publicly in accordance with Town Planning Scheme No.5 prior to being presented to Council for determination. If Council resolve to proceed with a policy (with or without modifications), Council must advertise the policy once more, by publishing a notice of the policy in a newspaper circulating the Council area. This process had not been followed for the policies listed below.

Policy to be rescinded	Responsible Officer	Reason
7/005 Civic Centre 2004	Manager Community Development	All bookings related to Town of Port Hedland property are currently managed by the Town's Bookings Officer, so a specific policy about the Civic Centre is not required.
8/001 Community Services Provision 2004	Manager Community Development	The process of providing services to the community is managed via the Town's Strategic Community Plan and associated yearly budget adoption, as such this policy is not required.
12/003 Valuation Of Land 2004	Strategic and Statutory Planning Officers.	This policy is currently covered by the Planning and Development Act 2005 therefore the policy is not warranted. Section 155 of the Planning and Development Act now overrides the need for this policy.
12/004 Road Names And Street Numbering 2012	Strategic and Statutory Planning Officers.	Landgate controls the process for road names and street numbering and publishes standards and guidelines that the Town must abide by. Revoking the policy will ensure this process is streamlined and in line with current Landgate standards.
12/005 Ancillary Accommodation 2012	Manager Development Services	State Planning Policy (SPP) 3.1 – Residential Design Codes overrides the policy as the intent of the policy is already covered by SPP3.1. The Town must comply with SPP3.1 when considering applications. The Residential Design Codes can be referenced at the following link - http://www.planning.wa.gov.au/Residential-design-codes.asp
12/006 South Hedland Rural Estate – Covenant And Design Policy 2004	Manager Development Services	Policy has not been prepared as a Local Planning Policy and therefore has no weight pursuant to Town Planning Scheme No. 5. The content contained in the policy is addressed through development approval and building permit stages through discretionary application of conditions.
12/008 Family Day Care Policy – Planning 2004	Strategic and Statutory Planning Officers.	The policy is an administrative policy only which aims to preclude a land use from having to obtain planning approval. The Community Services Child Care Regulations 1988 have

		<p>been rescinded and replaced by new regulations, the Childcare Services (Outside School Hours Care) Regulations 2006, therefore any application for a Family Day Care will be assessed in accordance with the requirements of these Regulations, making the Family Day Care Policy redundant.</p> <p>Furthermore, the policy has not been prepared as a Local Planning Policy and could not be considered by the planning team as valid.</p>
12/009 Domestic Satellite Dish Policy 2004	Manager Development Services	The policy has not been prepared as a Local Planning Policy therefore cannot be used to guide planning. The issues contained in the policy can be addressed at development approval and building permit stages through discretionary application of conditions, and a specific policy is therefore not required.
13/008 Air Quality Control 2004	Manager Environmental Health	This policy is redundant as air quality control is governed by Environmental Protection Act and subordinate legislation. This policy reflects requirements that are clearly established in the National Environmental Protection (Ambient Air Quality) Measure produced in 2008 and updated in February 2016. These clearly define dust thresholds and sampling methodology. As such a lot of the data in the policy is not required. With regards to conditioning development applications and dust control measures, these are standard practices covered by internal procedures and are not required to be listed in a policy.
13/011 Alfresco Dining 2004	Manager Environmental Health	The policy can be rescinded as this process is regulated by the Planning department via planning applications. The Environmental Health team will condition any such request for alfresco dining on a 'as needs' basis.
14/001 Signs Placed On Council Controlled Land 2004	Manager Development Services	This policy has been replaced by the new Local Planning Policy 'Control of Signs and Advertising Devices' adopted by Council at the 27 February 2016 meeting.
15/001 Environment – Council Recognition 2004	Manager Environmental Health	The Town of Port Hedland Strategic Community Plan has an entire section dedicated to the environment that addresses the areas contained in the policy, therefore the policy is no longer required.
11/001 Tourism, 2004	Manager Economic Development & Strategy	It is not considered best practice across local governments to include the topic of tourism as part of a policy document, as it is much better captured as part of a strategy. As such Officers propose to rescind this 12 year old

		document with a view of developing a comprehensive tourism strategy in 2016, as per the Town's Strategic Community Plan.
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Consultation

Managers and officers from relevant business units as shown in the table above have been consulted on the amended policies and proposed policies to be rescinded.

FINANCIAL AND RISK IMPLICATIONS

There is no impact on the 2015/16 budget for amending and revoking the outlined policies.

STATUTORY AND POLICY IMPLICATIONS

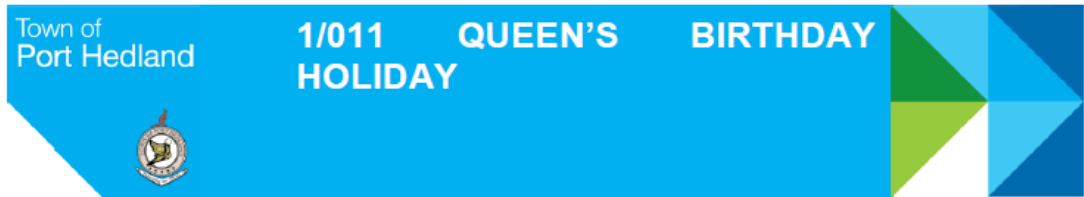
Section 4.1 'Strategic and best practice local government administration' of the Strategic Community Plan 2014 – 2024 applies as updating the policy manual assists with delivering high quality corporate governance accountability and compliance.

ATTACHMENTS

1. Amended Policy 1/011 'Queen's Birthday Public Holiday'
2. Amended Policy 8/003 'Access and Inclusion'
3. Policy 7/005 'Civic Centre'
4. Policy 8/001 'Community Services Provision'
5. Policy 12/003 'Valuation of Land'
6. Policy 12/004 'Road Names and Street Numbering'
7. Policy 12/005 'Ancillary Accommodation'
8. Policy 12/006 'South Hedland Rural Estate – Covenant and Design Policy'
9. Policy 12/008 'Family Day Care Policy – Planning'
10. Policy 12/009 'Domestic Satellite Dish Policy'
11. Policy 13/008 'Air Quality Control'
12. Policy 13/011 'Alfresco Dining'
13. Policy 14/001 'Signs Placed on Council Controlled Land'
14. Policy 15/001 'Environment – Council Recognition'
15. Policy 11/001 'Tourism'

11 March 2016

ATTACHMENT 1 TO ITEM 12.3.4

**1/011 QUEEN'S BIRTHDAY HOLIDAY****Policy Objective**

To establish the alternative date for the Queen's Public Holiday within the Town of Port Hedland district in accordance with section 8 of the Public and Bank Holidays Act 1972.

Policy Content

The Queen's Birthday Public Holiday will be ~~held~~ on the Port Hedland Cup Day, unless a change of date is approved by Council. If Port Hedland Cup Day is on a weekend then the Public Holiday will be on the next available week day.

Council adoption date and resolution no.	24 February 1999 OCM
Date of adoption of amendment and resolution number do not delete the previous dates	25 January 2006 OCM 200506/297
Relevant legislation	<u>Public and Bank Holidays Act 1972 section 8</u>
Delegated authority	Nil
Business unit	N/A
Directorate	Corporate Services
Review frequency	As required

Town of
Port Hedland



8/003 ACCESS AND INCLUSION



Policy 8/003 Access and Inclusion

Policy Objective

To provide context for the Town of Port Hedland's commitment to supporting a welcoming, accessible and inclusive community.

Policy Content

Access and inclusion focuses on providing the same opportunity to people with or without disability, to enter or use community services, premises and facilities, and be able to participate and be included in the community.

The common elements of addressing access and inclusion are the removal or reduction of barriers to participation in the activities and functions of a community, by ensuring that information, services and facilities are accessible to people with disability.

The Town's vision is to become a nationally significant friendly city that people are proud to call home. The Town is committed to providing equitable access to services, facilities, buildings and information in a way that facilitates increased independence, opportunities and inclusion within the community for all community members.

The Town will achieve this by maintaining and actioning its Disability Access and Inclusion Plan. This includes taking all practicable measures to ensure that the plan is implemented by its officers, employees, agents or contractors (Section 29B in the Western Australian Disability Services Act (1993)).

Definitions

Definitions for the purpose of this policy are as defined in the Western Australian Disability Services Act (1993).



Town of
Port Hedland

8/003 ACCESS AND INCLUSION



Council adoption date and resolution no.	24 November 2004
Date of adoption of amendment and resolution number do not delete the previous dates	
Relevant legislation and documentation	Disability Services Act Town of Port Hedland Disability Access and Inclusion Plan
Delegated authority	N/A
Business unit	Community Development
Directorate	Community and Development Services
Review frequency	Five yearly



Town of
Port Hedland

7/005 CIVIC CENTRE



Hall Hire And Other Charges

No free use or discounts will be granted to any user of Council facilities in view of the discounted hire rates that already apply.

The Hiring of the Gratwick or Richardson Halls shall not be permitted to intending hirers who wish to sell goods.

The use of the Halls for trade displays is approved with participation of Port Hedland businesses to be actively encouraged. Such trade displays shall not be used for the sale of goods to the general public.

Civic Centre Security

All functions held at the Civic Centre where alcohol is being served shall employ the services of a registered Security Agency or Security Guard and shall inform Council, through its delegated officer of the appointment of said Security Services.

Chairs and Trestle Table Hire

Council owned trestles and chairs form part of the Civic Centre hire facilities and shall not be made available for hire or use outside of the Civic Centre facilities, unless for a Council function and approved by the Mayor and Chief Executive Officer.

Hire of Council Facilities – Hall

The Chief Executive Officer is authorised to use his/her discretion in the public hiring of the conference/training room and, with the agreement of the Mayor, the hire or use of the Council Chambers.

(Adopted at the 24 November 2004 Council Meeting)

ATTACHMENT 4 TO ITEM 12.3.4Town of
Port Hedland**8/001 COMMUNITY SERVICE PROVISION**

Community Services may be defined as a system for providing support to sustain and nurture the functioning of individuals, families and groups to maximise their potential for development and to enhance community well being.

The Town of Port Hedland has a role in service provision, as do other spheres of government and the non-government sector. The Town of Port Hedland recognises that it is important that services are provided by the most appropriate organization.

The following flow chart is adopted as a decision making process to allow Council to determine whether Council provides a service.

(Adopted at the 24 November 2004 Council Meeting)

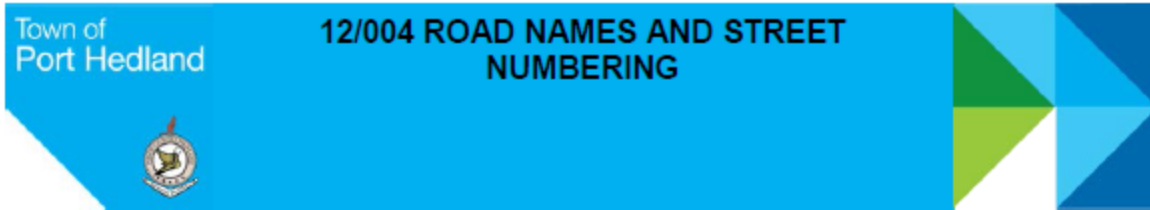
ATTACHMENT 5 TO ITEM 12.3.4

Town of
Port Hedland

12/003 VALUATION OF LAND

Requirements of the Local Government Act 1995, Town Planning and Development Act, 1928 and subsidiary legislation require Council to carry out valuations of land for specific purposes. Council appoints the Valuer General as the official valuer for Public Open Space valuations.

(Adopted at the 24 November 2004 Council Meeting)



1. Purpose:

The aim of the Policy is to provide guidelines for the naming of roads/streets within the Town of Port Hedland. These guidelines will provide easy identification of road names and recognition of community members who have provided extensive service. This Policy also specifies how Council will number properties in the Town to ensure a consistent and logical pattern of street numbering that is in accordance with Australian Standard AS/NZ 4819:2011 Rural and Urban Addressing.

2. Policy Content:

2.1 Road Names

2.1.1 Except as provided below, a road name shall not be proposed for a new or existing road if that road name is currently in use within the Town. This includes the use of:

- (a) Like-sounding names e.g. names with the addition/deletion of "s"; or
- (b) Same name with a different suffix e.g. road as opposed to street.

2.1.2 Where a road is closed or access denied as it crosses a main thoroughfare, one (1) portion of the road shall be renamed.

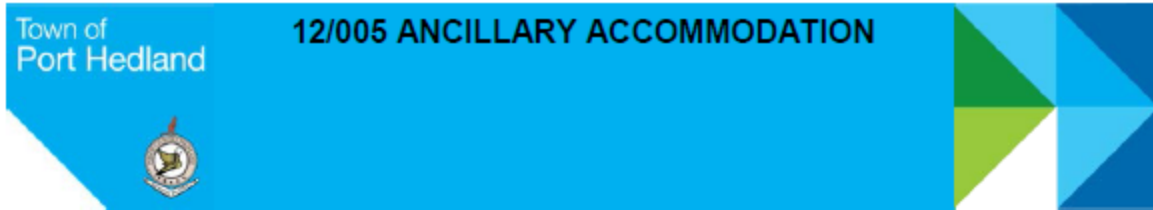
2.1.3 Roads shall be named or renamed (as the case may be):

- (a) So as to avoid repetition as outlined above specifically within suburbs; and
- (b) From the approval reserves list of names for roads.

2.1.4 Road names are to be sourced from:

- (a) Persons, entities, places or events of historical or heritage significance and directly related to the Port Hedland area and its neighbourhood;
- (b) Common or Aboriginal names of flora and fauna species indigenous to the Port Hedland area;
- (c) Port Hedland locality or geographic feature names in common, historical or Aboriginal usage; and
- (d) Persons having a distinguished record of achievement within the Town's history.

2.1.5 All nominations for road names shall be accompanied by a brief explanation of the relationship and significance of the name to the Town.



1. PRELIMINARY

1.1 Authority to prepare and adopt a Local Planning Policy

Clause 5.1 of the *Town of Port Hedland Town Planning Scheme No. 5 (The Scheme)* allows Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Town.

This policy will be made effective once Council has completed the process provided by clauses 5.1.4 – 5.1.7 inclusive of *The Scheme*.

1.2 Relationship of this Policy to *The Scheme*

Pursuant to clause 5.1.2 of *The Scheme*, if a provision of this Policy is inconsistent with *The Scheme*, *The Scheme* prevails to the extent of the inconsistency.

This Policy is not part of *The Scheme* and does not bind Council in respect of any application for planning approval. However, Council shall have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

2. APPLICATION OF THE POLICY

In accordance with clause 6.2 of *The Scheme*, the Residential Design Codes of Western Australia apply to all residential development within the Town of Port Hedland.

3. POLICY OBJECTIVES

The objectives of this policy are to:

- 3.1 To ensure "Ancillary Accommodation" will not adversely impact on the streetscape and / or amenity of the surrounding area;

4. POLICY PROVISIONS

4.1 *General*

The development of "Ancillary Accommodation" shall conform to all the requirements of the Residential Planning Codes of Western Australia (State Planning Policy 3.1) applicable to a "Single House",

4.2 *Building Design*



- 4.2.1 The maximum floor area of "Ancillary Accommodation" shall be in accordance with the Residential Design Codes of Western Australia, excluding verandahs, patios, pergolas and carports.
- 4.2.2 The "Ancillary Accommodation" shall not consist of more than two (2) bedrooms.
- 4.2.3 The "Ancillary Accommodation" shall be where practical of an appearance and style similar to the existing "Single House".
- 4.2.4 The "Ancillary Accommodation" shall be restricted to a single level only.
- 4.2.5 "Ancillary Accommodation" located in the front of, or on the side of the existing "Single House", or on a corner lot shall be designed in such a manner that it appears to be part of the existing "Single House"

4.3 Building Siting

- 4.3.1 "Ancillary Accommodation" shall not be located within the primary street setback area.
- 4.3.2 "Ancillary Accommodation" shall not be located within the secondary street setback area.

5. DEVELOPMENT REQUIREMENTS

- 5.1 Vehicular access to the lot shall be in accordance with State Planning Policy
- 5.2 Where the existing house detracts from the streetscape and amenity the approval of an "Ancillary Accommodation" unit should be conditional on the existing dwelling being reclad in a similar cladding proposed for the "Ancillary Accommodation" unit.

6. APPLICATION AND APPROVAL PROCESS

- 6.1 Where the development of "Ancillary Accommodation" is in line with this policy, a development assessment application is required to be considered by Council.
- 6.2 Where the development of "Ancillary Accommodation" is not in line with this policy, a development assessment application is required to be considered by Council after giving notice of the application in terms of clause 4.3 of The Scheme.

(Adopted at the 24 November 2004 Council Meeting. Amended at the 26 September 2012 Council meeting.)

ATTACHMENT 8 TO ITEM 12.3.4Town of
Port Hedland**12/006 SOUTH HEDLAND RURAL ESTATE –
COVENANT AND DESIGN POLICY****Policy Objectives**

- i) To ensure that development of the South Hedland Rural Estate is consistent with the provisions of the Town Planning Scheme No. 5, the intent of the original subdivision referral comments resolved 11 March 1998, and preliminary approval conditions from the Ministry for Planning dated 2 July 1998.
- ii) To ensure that the applicants seeking Planning consent for development of this land being within Forrest Location 226 Quartz Quarry Road, Port Hedland are aware of the policy provisions for the development of land in this area.

Policy Provisions

- i) Consistent with the Resolution of Council held on 16 December 1998 relating to the design guidelines for transportable structures, Council may permit the location of transportable structures to be situated in zoned land allowing residential dwellings within the Town Planning Scheme No. 5 subject to the following conditions:
 - a) the building is to reflect and preserve the neighbourhood amenity;
 - b) the building is to have a carport/garage and a verandah/patio attached; and
 - c) the front setback is to be landscaped to the satisfaction of the Manager Parks and Gardens."
- ii) Compliance with the following requirements:
 - a) Building envelope is to be pursuant to the provisions of Town Planning Scheme No.5;
 - b) Proposed land uses are to be pursuant Rural Residential zoned land contained in Town Planning Scheme No. 5;
 - c) Development of South Hedland Rural Estate requires an Application for Planning Consent to be submitted to Council with the appropriate documents including a site plan, floor plan and elevations, natural ground levels, proposed finished floor levels of the dwelling, carport and any outbuildings, distances from the centre of a creek line or boundary of the primary flood zone);
 - d) the external cladding and materials to be painted and to blend with the existing neighbourhood amenity;



- e) the type of footings or methods of stabilising the structure to be certified by a Structural Engineer to the satisfaction of Council's Manager Building Services prior to the issuing a Building Licence;
- f) the structure to be in accordance with the Health Act (Asbestos) Regulations;
- g) the applicant to provide a bond of \$3,000 (or bank guarantee) to re-instate the proposed transportable building to an acceptable standard of presentation prior to the issuing of a building;
- h) The area of this application may be subject to tidal storm surges and flooding. Council has been informed by the State Emergency Services that the one hundred (100) year cycle of flooding could affect any property below the ten (10) metre level AHD. The developer for this subdivision has provided competent advice from D. Porter Consulting Engineers informing the minimum dwelling floor level is 17.5 metres (AHD) or higher. This is therefore the minimum floor level to be achieved for individual applications. The issuing of a Planning Consent and/or Building License is not intended as, and must not be understood as, confirmation that the development or buildings as proposed will not be subject to damage from tidal storm surges and flooding;
- i) The applicant to demonstrate that no improvements are proposed within 15 metres of the centre of the creek lines on the land or the boundary of the primary flood zone to be shown on the site plan as part of the submission for development applicant;
- j) No lot being less than 1 hectare in area;
- k) An effluent disposal system to be installed to the satisfaction of Council's Manager Environmental Health Services.

(Adopted at the 24 November 2004 Council Meeting)

ATTACHMENT 9 TO ITEM 12.3.4

**Objectives**

- i) To eliminate duplication of controls, improve efficiency of approvals and preserve residential amenity; and
- ii) To ensure that application for Family Day Care is consistent with the Community Services (Child Care) Regulations 1988.

Definition

In accordance with the Community Services (Child Care) Regulation 1988, Family Day Care premises are defined as:

"Means a Child Care Service provided to a child in a private dwelling in a family or domestic environment, and as per Regulations 28(2) the total number of children under 12 years in the care of a Family Day Care Licensee shall not exceed 7 (inclusive of the licensee's own children)."

Policy Provisions

- The provision of Family Day Care or In Home Care as defined in the Community Services (Child Care) Regulations 1988 is exempt from the requirement to obtain Council's Planning Approval for up to a maximum of seven (7) children.
- Family Day Care and In-Home Care is only permitted in Rural, Rural Residential and Residential Zones.
- Premises for Family Day Care or In Home Care are to be inspected and approved by both the Pilbara Family Day Care Scheme and Council's Environmental Health Services prior to operation.
- This policy does not relate to the establishment of Child Care centres.
- This policy does not supersede any requirement of the Child Care Services Board or the Pilbara Family Day Care Scheme.

(Adopted at the 24 November 2004 Council Meeting)



1. Introduction

The Town of Port Hedland is responsible for planning and building controls within its local government area. This policy has been formulated to provide residents and Council guidance on the installation of Domestic Satellite Dishes within the Town.

2. Purpose and Application of the Policy

2.1 Purpose

The purpose of the Policy is to provide development and building controls on the location, design and installation of Domestic Satellite Dishes.

2.2 Application

This Policy applies to all Domestic Satellite Dish Installations within the Town of Port Hedland.

3. Definitions

For the purposes of this Policy, the following definitions apply:

Domestic Satellite Dish Installation is defined as any equipment, fittings and structures associated with the receiving and/or transmitting of digital and analogue transmissions via satellite for domestic purposes, including television, Internet and audio transmissions.

Free-standing Installation is defined as any installation (including dish, fittings, footings and supports) of a Domestic Satellite Dish that is not structurally supported by another structure, such as a building, fence or other pre-existing structure.

Supported Installation is defined as any installation (including dish, fittings and supports) of a Domestic Satellite Dish that is structurally supported by another structure, such as a building, fence or other pre-existing structure and includes all roof-mounted installations.

4. Exemptions from this Policy

Any satellite dish to be installed for commercial purposes, including public viewing of domestic transmissions is exempt from this Policy. Council Planning and Building approvals are required for any satellite dish for commercial purposes prior to installation.

5. Policy Guidelines

5.1 Approvals



Subject to the location, size and engineering requirements contained in sections 5.2, 5.3 and 5.4 of this Policy, the following levels of Council Approval are required:

Type/Location of Installation	Level of Approval
Free-standing Installation behind front building line of the main house or building on the property.	No Planning or Building Approval required.
Free-standing Installation in front of the building line of the main house or building on the property.	Planning Approval only is required prior to installation.
Free-standing Installation that is higher than 300mm above the roof ridge of the main house or building on the property.	Planning Approval only is required prior to installation.
Supported Installation.	Planning and Building Approvals are required prior to installation.

5.2 Location of Installations

Side and rear boundary setbacks

All Domestic Satellite Dish Installations are to be setback a minimum of 1.0m from side and rear property boundaries, unless specifically approved by Council.

Front boundary setbacks

Where a Domestic Satellite Dish Installation is to be located in front of the building line of the main house or building on a property, the setback to the front boundary will be a minimum of 50% of the required building setback prescribed by Council's prevailing Town Planning Scheme and/or the Residential Design Codes for that particular property.

Setback calculation

The setback distance shall be calculated from the property boundary to the nearest edge of the Installation, including the dish.

Service easements

No Domestic Satellite Dish Installation is to be located within a service easement without the prior written approval of the authority responsible for the easement.

Responsibility for locating underground services



The landowner is responsible for ensuring the location of a Domestic Satellite Dish Installation does not interfere with any underground services or effluent disposal systems.

5.3 *Size Limitations*

Notwithstanding the approval requirements of section 5.1 of this Policy, all Domestic Satellite Dish Installations with a diameter greater than 1.25 metres requires formal Planning and Building Approvals.

5.4 *Engineering Requirements*

***Free-standing Installations***

Notwithstanding that Planning or Building Approval may not be required, all Free-standing Installations are to comply with minimum engineering specifications for Region 'D' cyclonic areas as certified by a practicing structural engineer.

Supported Installations

All Supported Installations will require individual engineering certification that they meet Region 'D' cyclonic area requirement by a practicing structural engineer. Certification that the structure supporting the installation is appropriate for the task is required.

5.5 *Registering and Acknowledgement of Installations Not Requiring****Council Approvals***

Where Planning or Building Approval is not required by this Policy, the landowner is to provide Council with a written confirmation that the Domestic Satellite Dish Installation meets the requirements of this Policy and minimum engineering requirements. Council will acknowledge the confirmation in writing and place it onto the property file for that property.

5.6 *Non-compliant Installations*

If a property is found to have a Domestic Satellite Dish Installation that does not comply with this Policy or there is no written confirmation on file, Council will require the installation to be removed or formalised to the satisfaction of Council's Manager, Building Services and Town Planner. Any formalisation must comply with all relevant provisions of this Policy.

(Adopted at the 23 June 2004 Council Meeting)

**i) Engineering*****Trafficked Areas – Dust Generation Control***

Water trucks shall be used to wet roads, access ways, and plant working areas in circumstances when the activities are likely to result in airborne dust.

Stockpiles – Dust Generation Control

Appropriate dust suppression techniques shall be employed to prevent dust lift off from non-working faces of stockpiles and to minimise dust lift-off from working faces of stockpiles.

Premises – Council Work Sites and Depot

The concentration of airborne dust from the premises shall not exceed 1000 micrograms per cubic metre of air when measured in accordance with the following:

- i) the concentration of airborne dust to be determined as the difference in the concentration of dust in air between two samples of 15 minutes duration within a 60 second period;
- ii) the samples shall be taken at locations within 5 metres of the premises' boundary on opposite sides of the premises;
- iii) one sampling location shall generally be located upwind of the other sampling location;
- iv) the air shall be sampled at a rate of not less than 100 litres per minute;
- v) the samples shall be taken at a height between 1.5 and 2.0 metres above ground level.

Emissions from all internal combustion engines shall comply with the Department of Environmental Protection Guidelines.

ii) Building

All building permits shall bear a condition that dust emissions from the site shall not exceed the following:

The concentration of airborne dust from the building site shall not exceed 1000 micrograms per cubic metre of air when measured in accordance with the following:



- i) the concentration of airborne dust to be determined as the difference in the concentration of dust in air between two samples of 15 minutes duration within a 60 second period;
- ii) the samples shall be taken at locations within 5 metres of the premises' boundary on opposite sides of the premises;
- iii) one sampling location shall generally be located upwind of the other sampling location;
- iv) the air shall be sampled at a rate of not less than 100 litres per minute;
- v) the samples shall be taken at a height between 1.5 and 2.0 metres above ground level.

iii) Planning

Developers and/or contractors of developments which are likely to occur at times when prevailing winds will generate a dust nuisance to nearby residents, are to take appropriate dust prevention measures by the dampening with water of disturbed surfaces and/or hydromulching when necessary to the satisfaction of the Manager Engineering Services and the Manager of Environmental Health Services.

(Adopted at the 24 November 2004 Council Meeting)

Town of
Port Hedland

13/011 ALFRESCO DINING



Objective

The objective of this policy is to:

- (a) encourage high quality alfresco dining to enhance the amenity, vitality and ambience of the Town of Port Hedland;
- (b) provide a comprehensive framework for the development, management and control of alfresco dining; and
- (c) ensure that alfresco dining does not interfere with the safe and reasonable movement of pedestrian and vehicular traffic.

Policy

The Town of Port Hedland's climate makes dining outdoors a pleasant pastime for much of the year and as a result restaurants and cafes could provide tables and chairs outside their food establishments for their clients' enjoyment. Alfresco dining adds colour and vitality to commercial areas and could reinforce the character of the Town of Port Hedland as a tourist-orientated destination.

Alfresco dining licences will be valid till the 30 June of each year. The transfer of this licence must be in writing to Council's Environmental Health Services and signed by the licensee and accompanied by the appropriate prescribed fee. Upon receipt of a transfer of a licence Council may either approve the application and place operational conditions on the licence or refuse the application and notify the applicant in writing of the outcome.

The alfresco dining policy will ensure that the operation of such trading activities does not cause any nuisance to the surrounding area, such as noise, litter, or interference with pedestrian access. This policy establishes procedures for Council to approve alfresco dining areas and identifies Council's specific requirements for the establishment and operation of alfresco dining areas.

In this policy the term "alfresco dining" is used to describe outdoor dining areas that are located in the road reserves or on other Council controlled land.

Alfresco dining areas can only be established in association with premises, which hold a valid Eating House Licence in accordance with the Town of Port Hedland's Health Local Laws 2000. The alfresco dining must be located directly adjacent to the approved premises and delineated accordingly. Permanent non-movable markers must make such delineation to the satisfaction of Council. All alfresco dining furniture must at all times be kept within the approved delineated area.

Applications



Prior to commencing any alfresco dining, it is the responsibility of the proprietor of the premises to obtain Council's Planning Approval as well as an Approval for Alfresco Dining.

Permitted locations

Alfresco dining areas can only be established in association with premises, which have Council approval (i.e. valid eating house licence) for the sale of food and beverages, and the alfresco dining area must be located directly adjacent to the approved premises.

Alfresco dining areas may be permitted under verandahs provided that a minimum of 2.0m exists for pedestrian movement (AS 1428.2-1992 Design for Access and Mobility). The attached diagram indicates scenarios for alfresco dining areas and that clear access must be maintained at all times to ensure that pedestrian movement is not inhibited. A minimum kerb clearance of 600mm must also be demonstrated.

Alfresco dining areas shall not obstruct the sight lines for either vehicles or pedestrians, both at road junctions and at vehicle crossovers. Council will not approve alfresco dining areas, if in its opinion the gathering of customers or the elements of design in the area will impede pedestrian or vehicular movements.

In relation to any permanent works within the road reserve such as fixtures, holes and fittings, specific approval shall be sought from the Council and under the provisions of the Local Government Act 1995. If such an approval is granted the cost of works is to be borne by the premises owner/occupier and provision must be made to reinstate the road reserve and or pavement to original condition or to the satisfaction of the Manager of Engineering Services.

Furniture

Footpaths and road reserves remain public spaces after planning approval is granted for alfresco dining within areas. The furniture provided within the defined alfresco dining areas cannot be retained for the exclusive use by patrons of the premises.

The furniture of an approved alfresco dining facility must be of good quality and maintained as such at all times. All furniture and other approved structures including planter boxes are to be freestanding and readily portable but of substantial weight to prevent being blown away in the wind. In this regard, furniture made of plastics and acrylics may not be approved due to their instability in high winds.

Barriers maybe utilized to define but not enclose the alfresco dining area (see attached). All furniture, barriers and other structures must be removed from public areas at the close of business each day unless otherwise specified by the Council. Potted plants or planter boxes must be 100mm of the ground and may with the expressed approval of the Council, remain in an alfresco dining area. The potted plants must not have spikes, thorns, be poisonous or cause allergic reactions to people. The Council may require that



any furniture, barrier or other structure/s to be removed at any time to allow street works, maintenance or cleaning to be under taken.

A maximum of one chair per square metre may be located in an alfresco dining area. Other items of furniture such as tables and umbrellas can be incorporated as necessary. No part of any umbrella or sunshade provided in the alfresco dining area is to be below 2.3m at any part. Structures, which are part of the furniture approved within the alfresco dining area, may bear commercial advertising, but the advertising can only relate to the premises or goods sold within it.

Lighting

If alfresco dining occurs outside daylight hours, the licensee must provide adequate, clear and well-distributed lighting to and to the satisfaction of the Manager of Councils Engineering Services ensuring the safety and amenity of patrons and the public.

Delegated Authority

The CEO to delegate authority for Council's Manager Environmental Health Services to approve applications for alfresco dining.

Approval Process

Environmental Health Services will be responsible for the assessment and approval of an application relating to Alfresco Dining. However when an application is received it will be subject to Technical Services Development Control Unit assessment.

Cleaning Responsibilities

The proprietor is responsible for the cleaning of the alfresco dining area to the satisfaction of the Council during normal business hours and at the close of business each day and the alfresco dining area shall be maintained in a clean and sanitary condition at all times. The eating area must be kept free of litter, refuse, rubbish and other disused material at all times during operation.

Hours of operation

Unless otherwise specified by Council, hours of operation of the alfresco dining area shall not exceed the licenced hours of the establishment.

Upgrading of existing facilities

Should the alfresco dining facility increase the patronage at a premises, the proprietor may be required to upgrade and/or enlarge the facilities of the associated eating/beverage premises in accordance with the Health Act 1911 and Health (Food Hygiene) Regulations 1993 and other relevant legislation.

**Consumption of alcohol**

The consumption of alcohol is not permitted within the approved alfresco dining areas unless the proprietor has obtained an appropriate licence from the Director of Liquor Licensing.

The proprietor shall ensure that signs are placed on the tables to ensure that the patrons are aware of the requirement to have a substantial meal if alcohol is to be served.

Public Liability Insurance

All planning applications issued for alfresco dining will be conditional upon the proprietor having an acceptable public liability policy to the satisfaction of the Chief Executive Officer. The proprietor must provide Council with confirmation that a Public Liability Insurance Policy to 10 million dollars has been obtained, prior to the commencement of the alfresco dining.

In relation to any awnings or overhead structures such as balconies etc of the premises Council will not be liable in respect to its use. The liability for such structures in all cases rests with the owner of the premises.

Prosecutions and Penalties.

A proprietor who commits a breach of the conditions of their planning approval may face maximum penalties in accordance with the Town Planning and Development Act 1928 (as amended). Where a proprietor continues to operate an alfresco dining area without approval, Council can impound any furniture or structure that is placed on Council land (under Section 3.37 of the Local Government Act 1995).

Failure to comply with conditions of approval will result in the approval of the premises Eating House Registration being revoked.

Fees

Fees and charges relating to an alfresco dining licence and the placement of tables and chairs will be set by Council each year in Councils Fees and Charges.

Post Approval Inspections

Council's Environmental Health Services will inspect alfresco dining areas to ensure compliance with the Food Hygiene Regulations and associated legislation and the alfresco dining approval. Appropriate Officers within the Technical Services may be required to assist in such inspections.

Alterations/Extension to Alfresco Dining Original Approval



Any alterations or extensions to the originally approved alfresco dining application must be submitted to Council in writing outlining all changes they wish to occur. This change of operation will be assessed through Councils Development Approval Group.

Applications

The following details shall be submitted:

- (i) A completed Planning Application Form and Application for Alfresco Dining Form (Appendix 1).
- (ii) Submission of fees in accordance with Council's Policy; Fees for Planning and Environmental Health Services.
- (iii) Two copies of the proposed alfresco dining area at a scale of 1:50 depicting the following:
 - The location and dimensions of the area to be used for alfresco dining activities;
 - The position of all tables, chairs and other structures proposed to be provided; and
 - Specification of any structure proposed to be left within the alfresco area at all times.
- (iv) Two copies of a plan at a scale of 1:200 depicting the alfresco area and all land and improvements thereon within 30m of the boundaries of the eating area, including any public facility and parking restrictions.
- (v) A colour photograph/s of the proposed furniture and structures to be provided.
- (vi) Written particulars of arrangements made in respect of public liability insurance.
- (vii) Any other information that Council may consider to be necessary in the circumstances of the case.

(Adopted at the 24 November 2004 Council Meeting)

Town of
Port Hedland

13/011 ALFRESCO DINING



Appendix 1

APPLICATION FOR ALFRESCO DINING

I(full name)

Of(residential address)

hereby make application to set up and conduct an alfresco dining area.

Details of the proposed alfresco dining area:

1. Location of alfresco dining area
2. Description of premises adjacent to alfresco dining area
3. Proposed Days of Operation
4. Proposed Hours of Operation.....
5. Proposed Number of Tables
6. Proposed Number of Chairs
7. Proposed Number of other structures
8. Description of tables and chairs including materials and dimensions

The following documentation is attached:

- (i) Two copies of the proposed alfresco dining area at a scale of 1:50 depicting the following
 - The location and dimensions of the area to be used for alfresco dining activities;
 - The position of all tables, chairs and other structures proposed to be provided; and
 - Specification of any structure proposed to be left within the alfresco area at all times.
- (ii) Two copies of a plan at a scale of 1:200 depicting the alfresco area and all land and improvements thereon within 30m of the boundaries of the eating area, including any public facility and parking restrictions.
- (iii) A colour photograph/s of the proposed furniture and structures to be provided.
- (iv) Written particulars of arrangements made in respect of public liability insurance.

I enclose the prescribed registration fee of \$.....

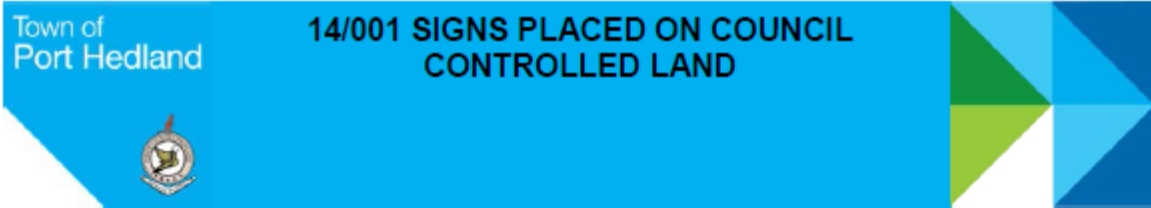
and the prescribed application fee of \$.....

Signature of ApplicantDate

**PROCEDURE FOR ALFRESCO DINING****THE ROLE OF THE ENVIRONMENTAL HEALTH OFFICER**

The following is a representation of the duties Environmental Health Services would undertake during an inspection of alfresco dining premises as a result of an application for approval:

- (a) Site visit on receipt of the application to check the following:
 - clear footpath width
 - planned position of the furniture
 - separation distance between dining area and road way (if applicable)
 - removable barrier construction
 - construction and condition of the furniture
 - adequate provision of rubbish disposal areas
 - pavement surface acceptability
 - kitchen floor area
 - adequate provision of sanitary facilities.
- (b) When receiving the application form check the following:
 - all details are completed.
 - plans are as constructed and readable.
 - plans show full details of the kitchen area and alfresco dining area.
 - town planning approval.
 - building classification.
 - appropriate fees have been received by Council.
 - relevant pictures of furniture and their position.
 - insurance details are enclosed.
 - copy of liquor licence (if necessary) supplied.

ATTACHMENT 13 TO ITEM 12.3.4**Definition**

For the purposes of this Policy a sign is deemed to include any board, structure, or item that has been positioned primarily for the purpose of advertising a business or the availability of goods, services or facilities.

Policy Statement

No signage permitted on land under control of Council except under provisions of Policy 6/002. Signs placed without Council approval on land under the control of Council shall be removed as soon as practicable. The removal of signs is intended to reduce visual impact caused by a proliferation of signs and reduce the danger of injury and potential liability.

Council authorises the Manager Building Services, Building Surveyors and Rangers to take action in accordance with this Policy and remove signs that are found to be placed without Council approval. This action shall be taken as early as practicable. Sign control shall be co-ordinated through Council's Building Services Area. Council expects that Councillors and staff shall participate in a watching brief so that unlawfully placed signs are reported to Council's Building Services Area for action.

Existing Signs

This Policy applies to all signs on land under the control of the Town of Port Hedland. There is no presumption that any existing sign has an approval. All signs on Council controlled land shall be treated according to this Policy unless the owner of the sign is able to demonstrate that Council has previously issued approval for that sign.

Portable Signs

When a sign is easily movable and the sign is in close proximity to the property of the business or person responsible for the sign, the following action shall be taken.

- i) The sign shall be moved within the boundary of that property and the business or person notified verbally (if possible) and in writing that the sign has been moved.
- ii) A record is to be kept of signs that are moved and of notifications given to businesses or persons. The record shall be co-ordinated by the Building Services Area.

When a movable sign is not in close proximity to the associated property, the person responsible cannot be easily identified, or a sign that has been previously moved is again unlawfully displayed, the following action shall be taken.

- i) The sign shall be removed and impounded at the Council's Depot.



- ii) The sign may be retrieved by the person responsible for its placement after an impoundment fee determined from time to time by Council is paid and receipted by Council's Cashier and the receipt presented at the Depot office together with a written undertaking that they will not again unlawfully display the sign.

Fixed Signs

If a sign is not easily moved, the following steps shall be taken:

- i) The business or person responsible for the sign shall be given notification in writing that the sign is to be removed within fourteen (14) days.
- ii) A record is to be kept that notification has been issued to the business or person responsible.
- iii) An inspection shall be carried out at the expiry of the specified time.
- iv) If the sign has not been removed, Council officers shall arrange removal and impoundment of the sign (a truck and small crew may be required for some fixed signs).
- v) The sign may be retrieved by the person responsible for its placement after an impoundment fee has been paid at Council's Cashier and the receipt presented at the Depot office together with a written undertaking that they will not again unlawfully display the sign. The impoundment fee is a minimum of \$100 with total fee set by the Manager Building Services based on Council's normal rates for plant and labour.

Disposal of Signs

If a sign has not been collected from Council's Depot within 2 months of impoundment, the Manager Building Services may arrange disposal of the sign in such a manner as he/she thinks fit, including sale of materials in the sign to offset Council's costs.

Recurring Offences

If a sign retrieved from Council's Depot is again unlawfully displayed, the Manager Building Services shall authorise disposal of the sign and consideration shall be given to prosecution of the offender.

(Adopted at the 24 November 2004 Council Meeting)

ATTACHMENT 14 TO ITEM 21.3.4



The term 'environment' means living things, their physical, biological and social surroundings, and interaction between all of these.

The good management of the environment is a primary task of the Council and should be considered in all of its' decisions.

The Council decisions affecting the environment shall be based on the development of sound policies developed through consultation with the community.

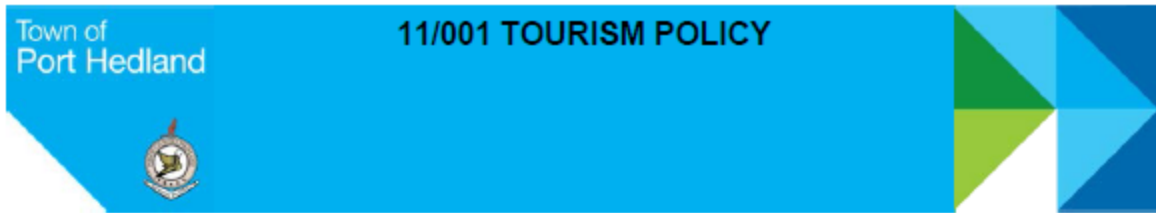
A co-ordinated approach to all environmental matters is required. Activities of the Council should be co-ordinated with each other as well as with those of outside bodies wherever necessary to ensure that maximum benefit is obtained.

The Council shall initiate measures to identify environmental issues important to the residents of the Town and shall take action as necessary to address those issues.

The Council shall inform the public of issues concerning the environment through press releases, and other methods as appropriate.

(Adopted at the 24 November 2004 Council Meeting)

ATTACHMENT 15 TO ITEM 12.3.4

**VISION**

Port Hedland will be recognized both as a tourism destination in its own right, and as the Pilbara gateway to Karijini National Park.

As a result of new tourist attractions and facilities, destination marketing and improved townscape and entries, the percentage increase in visitors and their length of stay will exceed the State average for regional Western Australia by 2013.

MISSION

The Town of Port Hedland will guide the development of tourism within the Town of Port Hedland District through planning, development and marketing. To do this it will;

- Take a leading role in strategic planning for tourism.
- Identify and support appropriate tourism related development (facilities, services and attractions).
- Provide public infrastructure and amenities of a high standard to meet the expectations of visitors.
- Continually strive to improve the general presentation and appearance of the Town of Port Hedland and major entry points to the town.
- Identify key tourism partners in tourism development and marketing and work closely with them.
- Acknowledge the economic and social values of tourism and promote awareness and support for tourism within the resident and business community
- Provide resources and budget contributions where possible to support development and marketing at both the local and regional levels.
- Support the provision of a high quality visitor information service at the Port Hedland Visitor Information Centre.

POLICY AIMS AND OBJECTIVES**Planning*****Aims***

- To develop and review periodically a Tourism Strategic Plan for Port Hedland.
- To take a leading role in the coordination of tourism development within the Shire.
- To support the requirements of future tourism growth in Port Hedland through planning for the provision of appropriate infrastructure.

Objectives



- Develop and update annually a Tourism Strategic Plan that reflects industry trends, target markets and development priorities.
- Utilise the Airport Tourism and Economic Development Working Group as the primary tourism planning co-ordinating body.
- Take into consideration policies on tourism and other leisure related issues when reviewing planning instruments (i.e. Strategic Plans, Town Plans and Development Control Plans).
- Consider the social, cultural, economic and environmental impact of proposed tourism developments.
- Support private sector tourism development through the provision of adequate infrastructure.
- Consult widely with tourism organisations (State, regional and local), tourist operators and the public in all aspects of tourism planning.
- Where practicable support the establishment of National Parks, enhancement of specific natural features, conservation areas of outstanding scenic beauty and recognise items of heritage significance.

Development

Aims

- To identify and pursue tourism development that meets the needs of the identified market segments including cultural, industrial, nature based, indigenous and business related tourism.
- To increase the tourism appeal and amenity of Port Hedland through tourism developments.
- To support tourism development that is economically, environmentally and socially sustainable.

Objectives

- Initiate the provision of quality public amenities and facilities to cater for overnight stay, day trip and business visitors at appropriate locations within the Shire boundaries.
- Identify land appropriate to meet the requirements of future tourist accommodation demand.
- Identify and proactively support development that will create or enhance nature-based, indigenous and cultural tourism experiences.
- Support tourism development and investment via an expedient planning and approvals process as set out in planning regulations, by-laws and other regulations.
- Encourage a high standard of design and aesthetics in all forms of tourist development.



- Facilitate the development and maintenance of scenic routes and lookouts and review tourism signage (directional and interpretive).
- Protect sensitive environmental, historic or cultural areas with respect to development usage.
- Promote landscaping and streetscaping of waterfront, town centre, major entry roads and commercial centres to improve the aesthetic qualities of Port Hedland as an attractive and welcoming tourist destination.

Marketing and Promotion

Aims

- To develop branding for Port Hedland that links to Brand WA, highlights destination strengths and relates to the targeted market segments.
- To support destination marketing programs that build upon the unique tourism attributes and potential of Port Hedland encompassing cultural, industrial, nature based, indigenous and business tourism attributes, facilities and services.
- To support excellence in the delivery of customer services in Port Hedland.
- To increase community awareness and support for tourism within the Town of Port Hedland.

Objectives

- Develop an annual Marketing and Promotional Plan via the ATED group and Port Hedland Visitor Information Centre, and in conjunction with Pilbara Regional Tourism Association and Western Australian Tourism Commission marketing programs.
- Raise destination awareness and profile through participating in effective marketing programs.
- Promote increased use of airport capacity through targeting airlines, intra-regional air travel and air travel components of holiday packaging.
- Establish mechanisms to monitor and evaluate tourism on an ongoing basis.
- Raise awareness amongst local business, residents, government and non-government agencies of the important economic, social and environmental benefits associated with the tourism industry.
- Identify key stakeholders with the intention of combining skills and knowledge to assist existing and potential small business operators increase their ability to service the visitor market.

Council's Role

Aims

- To take a leading role in achieving the Tourism Strategic Plan.



- To endeavour to provide adequate budgets and other resources to implement tourism planning at the local, and support regional and State programs as appropriate.
- To adequately resource the Port Hedland Visitor Information Centre.
- To seek external financial contributions for tourism development and marketing, and encourage tourism organisations to work toward financial independence.

Objectives

- Pursue the achievement of Tourism Strategic Plan outcomes.
- Seek representation on local and regional tourist associations to remain adequately informed about industry developments, and ensure resources allocated to tourism are optimised.
- Monitor Commonwealth and State tourism policies and programs with regard to local and regional priorities, opportunities and funding.
- Encourage the private sector to support cooperative marketing campaigns in partnership with local, regional and State marketing bodies.
- Endeavour to assist financially and by other means tourist organisations or events that have the potential to increase visitor numbers to Port Hedland.

(Adopted at the 24 November 2004 Council Meeting)

12.3.5 Audit, Risk and Governance Committee Meeting 9 February 2016 – Legal Advice regarding the Port Hedland International Airport – Grant of Long-Term Lease

Author: Peter Kocian, Executive Officer

Authorising Officer: Mal Osborne, Chief Executive Officer

File No. 20/01/0087

DISCLOSURE OF INTEREST BY OFFICER

Nil

MOTION**MOVED: CR BLANCO**

That Council reject the officer's report on the proposed motions at the Audit, Risk and Governance Committee Meeting on 9 February 2016.

MOTION LAPSED FOR WANT OF A SECONDER

201516/196 RECOMMENDATION 1/ COUNCIL DECISION**MOVED: CR ARIF****SECONDED: CR HOOPER**

That Council receive the Officer's report on the proposed motions from the Audit, Risk and Governance Committee meeting of 9 February 2016 regarding the disposal of the Port Hedland International Airport by way of long-term lease.

CARRIED 7/1

For	Against
Mayor Howlett Councillor Gillingham Councillor Hooper Councillor Arif Councillor Melville Councillor Newbery Councillor Whitwell	Councillor Blanco

201516/197 RECOMMENDATION 2/ COUNCIL DECISION**MOVED: CR WHITWELL****SECONDED: CR HOOPER**

That Council note that the Town of Port Hedland previously sought legal advice from Herbert Smith Freehills in March 2015 which confirmed that the proposed approach for the Town to tender the grant of a long term lease of the Port Hedland International Airport to a private sector party complied with the requirements of the *Local Government Act 1995* and *Local Government (Functions and General) Regulations 1996*.

CARRIED 5/3

For	Against
Mayor Howlett Councillor Hooper Councillor Arif Councillor Melville Councillor Whitwell	Councillor Blanco Councillor Gillingham Councillor Newbery

201516/198 RECOMMENDATION 3/ COUNCIL DECISION**MOVED: CR ARIF****SECONDED: CR HOOPER**

That Council note that the Town of Port Hedland previously sought advice from the Department of Local Government and Communities in April 2015 which confirmed that the proposed approach for the Town to tender the grant of a long term lease of the Port Hedland International Airport to a private sector party complied with the requirements of the *Local Government Act 1995* and *Local Government (Functions and General) Regulations 1996*.

CARRIED 5/3

For	Against
Mayor Howlett Councillor Hooper Councillor Arif Councillor Melville Councillor Whitwell	Councillor Blanco Councillor Gillingham Councillor Newbery

201516/199 RECOMMENDATION 4/ COUNCIL DECISION**MOVED: CR HOOPER****SECONDED: CR ARIF**

That Council note that the Town of Port Hedland sought legal advice from McLeod's Barristers and Solicitors in February 2016 seeking a peer review of all advice that had previously been received in relation to the disposal process for the grant of the long term lease of the Port Hedland International Airport.

CARRIED 5/3

For	Against
Mayor Howlett Councillor Hooper Councillor Arif Councillor Melville Councillor Whitwell	Councillor Blanco Councillor Gillingham Councillor Newbery

201516/200 RECOMMENDATION 5/ COUNCIL DECISION**MOVED: CR ARIF****SECONDED: CR HOOPER**

That Council note that the Town of Port Hedland sought legal advice from Herbert Smith Freehills and McLeod's Barristers and Solicitors in February 2016 on the motions put to the Audit, Risk and Governance Committee Meeting of 9 February 2016 including the withdrawn motions as presented in Attachment 1 to this report.

CARRIED 5/3

For	Against
Mayor Howlett Councillor Hooper Councillor Arif Councillor Melville Councillor Whitwell	Councillor Blanco Councillor Gillingham Councillor Newbery

201516/201 RECOMMENDATION 6/ COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR HOOPER

That Council note the full legal advice received from McLeod's Barristers and Solicitors which includes the following verbatim conclusion:

- (a) The disposal of the Airport complied with section 3.58 of the *Local Government Act 1995 (LG Act)* as the disposal of the Airport was made to the person who at public tender called by the Town made the most acceptable tender.
- (b) The disposal of the Airport complied with s. 3.59 as the Town prepared a business plan in accordance with s. 3.59(3) before entering into the proposed major land transaction, gave Statewide public notice in accordance with s. 3.59(4) and considered submissions in response to such notice prior to resolving to proceed with the transaction. The transaction the Town proceeded with was also in my view not significantly different from what was proposed in the business plan.
- (c) As the Town complied with all statutory requirements applicable to the disposition of the Airport, Council's resolution on 25 August 2015 to proceed with the disposition and award the lease to the successful tenderer was valid and lawful.
- (d) The Town is under a contractual obligation pursuant to the Agreement to Lease to grant a lease of the Airport on the agreed terms to the Lessee and has no contractual right or entitlement to unilaterally withdraw from the Agreement to Lease.
- (e) If the Town refused to perform its obligations under the Agreement to Lease, the Town would be liable for repayment of the Lessee's deposit (\$9,075,000), payment of damages to compensate the Lessee as if the Agreement and Lease had been performed (estimated at \$115 million) and payment of the Lessee's costs up to the date of termination.

CARRIED 5/3

For	Against
Mayor Howlett Councillor Hooper Councillor Arif Councillor Melville Councillor Whitwell	Councillor Blanco Councillor Gillingham Councillor Newbery

201516/202 RECOMMENDATION 7/ COUNCIL DECISION**MOVED: CR ARIF****SECONDED: CR HOOPER**

That Council do not consider the motions from the Audit, Risk and Governance Committee meeting of 9 February 2016 as presented in Attachment 1 as the legal advice confirms that the disposal of the Port Hedland International Airport by way of long term lease was a compliant process, and that the motions considering the termination of the lease would in all likelihood result in a financial risk event that would be catastrophic to the finances of the Town and by extension, the community of Port Hedland.

CARRIED 5/3

For	Against
Mayor Howlett Councillor Hooper Councillor Arif Councillor Melville Councillor Whitwell	Councillor Blanco Councillor Gillingham Councillor Newbery

EXECUTIVE SUMMARY

Since March 2015 the Town of Port Hedland has sought comprehensive advice from Herbert Smith Freehills, the Department of Local Government and Communities and McLeod's Barristers and Solicitors on a range of issues relating to the disposal of the Port Hedland International Airport by way of long term lease.

In response to motions put by the Audit, Risk and Governance Committee on 9 February 2016 the Town sought legal advice from Herbert Smith Freehills and McLeod's Barristers and Solicitors, with a full copy of this advice provided under confidential cover. This advice considers the following:

- Whether the proposed motions from the Audit, Risk and Governance Committee meeting of 9 February 2016 would be unauthorized under the *Local Government Act 1995*;
- Whether, if the Town were to withdraw from the Agreement for Lease, the Town would be in breach of the Agreement for Lease;
- The likely consequences of any such breach;
- Whether the process undertaken by the Town to dispose of the Port Hedland International Airport complied with the requirements of the *Local Government Act 1995* with particular reference to section 3.58 (disposal of property) and section 3.59 (major land transactions), together with the Local Government (Functions and General) Regulations 1996.

DETAILED REPORT

At its meeting of 9 February 2016 the Audit, Risk and Governance Committee resolved as follows:

201516/017 AUDIT, RISK AND GOVERNANCE COMMITTEE DECISION**MOVED: CR NEWBERY****SECONDED: MR ATTWOOD**

That Audit, Risk and Governance Committee recommend that Council:

1. *Reject the officer's recommendation to revoke part b. of point 5. Executive Officer's report;*
2. *Request the Chief Executive Officer to engage an independent consultant to investigate the comparative financial 'risk' associated with the disposition of the Port Hedland International Airport for a period of 50 years, compared to the Town of Port Hedland retaining the airport operations. The report to include:*
 - i) *positive and negative risk outcomes of mutual termination;*
 - ii) *financial position the town will encounter with worst case percentage scenarios as proposed with the funds remaining in treasury;*
3. *Request the Chief Executive Officer seek legal and taxation advice associated with the disposition of the Port Hedland International Airport for a period of 50 years, compared to the Town of Port Hedland retaining the airport operations, and for this to include:*
 - i) *positive and negative risk outcomes of mutual termination;*
 - ii) *financial position the Town will encounter with worst case percentage scenarios as proposed with the funds remaining in treasury;*
4. *Request the Chief Executive Officer to engage and inform the public on the correct overall financial position the town will encounter with worst case percentage scenarios as proposed in the documentation;*
5. *Request the Chief Executive Officer to conduct an independent Audit of the Port Hedland International Airport Major Land Transaction Business Plan, process and compliance with the Local Government Act 1995 and Local Government (Financial Management) Regulations.*

CARRIED 4/3 ON THE PRESIDING MEMBER'S CASTING VOTE

Motions 2, 3 and 4 all consider the potential termination of the Agreement to Lease the Port Hedland International Airport. This matter is discussed in some detail in the legal advice obtained from both Herbert Smith Freehills and McLeod's Barristers and Solicitors. In short:

- The Town is under a contractual obligation to grant the Lease to the Lessee on the Lease Commencement Date;
- If the Town was to unilaterally withdraw from the Agreement without the consent of the Lessee and refuse to grant the Lease to the Lessee on the agreed terms, the Town would be in breach of its obligations under the Agreement;
- If the above motions from the Audit, Risk and Governance Committee were resolved by Council, this in itself would amount to a repudiation of the Agreement for Lease, which would place the Town in breach of Contract. The motions contemplate that the Town will:
 - Defer making efforts to achieve completion of the Agreement for Lease; and
 - Investigate the 'mutual termination' of the Agreement for Lease.

Repudiation occurs where a party evinces an intention to no longer be bound by the agreement. It is arguable that, by passing the proposed motions, the Town will reveal such an intention.

- If the Town refused to perform its obligations under the Agreement to Lease, the Town would be liable for the repayment of the Lessee's deposit (\$9,075,000), payment of damages to compensate the Lessee as if the Agreement and Lease had been performed (estimated at \$115m) and payment of the Lessee's costs up to the date of termination.

The Town has also sought advice from its insurers, Local Government Insurance Services, that it is highly unlikely that the Town would be covered for damages under its Management Liability Policy as the policy only covers individuals and not the entity i.e. Town of Port Hedland.

Given the catastrophic financial risk that may arise from the consideration of the motions from the Audit, Risk and Governance Committee of 9 February 2016, it is recommended that they do not be formally considered by Council. Cautionary advice also needs to be provided to all members of Council and the Audit, Risk and Governance Committee that it is not good governance for members to consider, and vote on, motions without notice. In considering and voting on such motions, members do not have the benefit of a report by the Town's staff, which sets out the legal, commercial and reputational implications of the motion. This creates a risk to members making a decision without all relevant information and leaving the motion open to challenge in future, whatever the outcome of the vote.

Motion 5 requests for an independent audit of the Business Plan and to seek further advice as to whether the disposal process complied with the *Local Government Act 1995* and Regulations. The legal advice (including a peer review of previous advice provided by Herbert Smith Freehills and the Department of Local Government and Communities) from McLeod's Barristers and Solicitors includes the following verbatim conclusion:

- (a) The disposal of the Airport complied with section 3.58 of the *Local Government Act 1995 (LG Act)* as the disposal of the Airport was made to the person who at public tender called by the Town made the most acceptable tender.
- (b) The disposal of the Airport complied with s. 3.59 as the Town prepared a business plan in accordance with s. 3.59(3) before entering into the proposed major land transaction, gave Statewide public notice in accordance with s. 3.59(4) and considered submissions in response to such notice prior to resolving to proceed with the transaction. The transaction the Town proceeded with was also in my view not significantly different from what was proposed in the business plan.
- (c) As the Town complied with all statutory requirements applicable to the disposition of the Airport, Council's resolution on 25 August 2015 to proceed with the disposition and award the lease to the successful tenderer was valid and lawful.

It is therefore recommended that this motion does not require further consideration as Councils resolution on 25 August 2015 to proceed with the disposition and award the lease to the successful tenderer was valid and lawful.

FINANCIAL AND RISK IMPLICATIONS

The cost of the legal advice obtained from Herbert Smith Freehills and McLeod's Barristers and Solicitors as a result of the motions from the Audit, Risk and Governance Committee meeting of 9 February 2016 is approximately \$5,000. These expenses were allocated against general ledger 1210261 Airport Governance Review which has an approved budget.

Based on the risk matrix below which has been developed by Local Government Insurance Services, a maximum risk rating of 25 would apply if the proposed motions were considered by Council. This equates to a catastrophic consequence on the local government (and by extension the community) as the financial impact of non-performance of contract would easily exceed \$3m and the probability of this occurring would be certain if the motions were passed by Council. It could be construed as negligent that the Audit, Risk and Governance Committee moved these motions without notice, given the risk consequence for the Town of Port Hedland.

MEASURES OF CONSEQUENCE

LEVEL	1	2	3	4	5
RATING	Insignificant	Minor	Moderate	Major	Catastrophic
HEALTH	Negligible injuries	First aid injuries	Medical type injuries or Lost time injury < 5 days	Lost time injury > 5 days	Fatality, permanent disability
FINANCIAL IMPACT	Less than \$3,000	\$3,000 - \$30,000	\$30,001 - \$300,000	\$300,001 - \$3M	More than \$3M
SERVICE INTERRUPTION	No material service interruption	Temporary interruption to an activity – backlog cleared with existing resources	Interruption to Service Unit(s) deliverables – backlog cleared by additional resources	Prolonged interruption of critical core service deliverables – additional resources; performance affected	Indeterminate prolonged interruption of critical core service deliverables – non-performance
COMPLIANCE	Occasional noticeable temporary non-compliances	Regular noticeable temporary non- compliances	Non-compliance with significant regulatory requirements imposed	Non-compliance results in termination of services or imposed penalties	Non-compliance results in criminal charges or significant damages or penalties
REPUTATION	Unsubstantiated, localised low impact on key stakeholder trust, low profile or no media item	Substantiated, localised impact on key stakeholder trust or low media item	Substantiated, public embarrassment, moderate impact on key stakeholder trust or moderate media profile	Substantiated, public embarrassment, widespread high impact on key stakeholder trust, high media profile, third party actions	Substantiated, public embarrassment, widespread loss of key stakeholder trust, high widespread multiple media profile, third party actions
ENVIRONMENT	Contained, reversible impact managed by on site response	Contained, reversible impact managed by internal response	Contained, reversible impact managed by external agencies	Uncontained, reversible impact managed by a coordinated response from external agencies	Uncontained, irreversible impact

MEASURES OF LIKELIHOOD

LEVEL	RATING	DESCRIPTION	FREQUENCY	PROBABILITY
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year	Greater than 90% chance of occurrence
4	Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurrence
3	Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurrence
2	Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurrence
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	Less than 10% chance of occurrence

RISK MATRIX

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	MEDIUM (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely	4	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible	3	LOW (3)	MEDIUM (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
Unlikely	2	LOW (2)	LOW (4)	MEDIUM (6)	MEDIUM (8)	HIGH (10)
Rare	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MEDIUM (5)

STATUTORY AND POLICY IMPLICATIONS

There are no statutory or policy implications relative to this item.

ATTACHMENTS

1. Minute Extract – Audit, Risk and Governance Committee Meeting 9 February 2016
2. Legal Advice – Herbert Smith Freehills – Advice Regarding Proposed Motions as to Agreement for Lease (Under Confidential Cover)

3. Legal Advice – McLeod's – Peer Review and Advice – Port Hedland International Airport – Grant of Long Term Lease (Under Confidential Cover)

09 March 2016

MOTION**MOVED: CR NEWBERY****That Audit, Risk and Governance Committee recommend that Council:**

- 1. Reject the officer's recommendation to revoke part b. of point 5. ;**
- 2. Instruct the CEO to defer all negotiations into the Port Hedland International Airport lease agreement, including the financial transactions, until Council receives all requested legal advice and appropriately related information, including workshop for councillors, as discussed;**
- 3. Instruct the CEO to investigate the mutual termination of the lease agreement;**
- 4. Instruct the CEO to engage an independent consultant to investigate the comparative financial risk associated with the disposition of the Port Hedland International Airport for a period of 50 years, compared to the Town of Port Hedland retaining operations. The report to include:**
 - a) Positive and negative risk outcomes of mutual termination; and**
 - b) Financial position the town will encounter with worst case percentage scenarios as proposed with the funds remaining in treasury;**
- 5. Instruct the CEO to engage and inform the public on the correct overall financial position the town will encounter with worst case percentage scenarios as proposed in the documentation; and**
- 6. Instruct the CEO to conduct an Independent Audit of the Port Hedland International Airport Major Land Transaction Business Plan, process and compliance with the Local Government Act 1995 and Local Government (Financial Management) Regulations.**

201516/017 AUDIT, RISK AND GOVERNANCE COMMITTEE DECISION**MOVED: CR NEWBERY****SECONDED: MR ATTWOOD****That Audit, Risk and Governance Committee recommend that Council:**

- 1. Reject the officer's recommendation to revoke part b. of point 5. Executive Officer's report;**
- 2. Request the Chief Executive Officer to engage an independent consultant to investigate the comparative financial 'risk' associated with the disposition of the Port Hedland International Airport for a period of 50 years, compared to the Town of Port Hedland retaining the airport operations. The report to include:**
 - i) positive and negative risk outcomes of mutual termination;**

- ii) financial position the town will encounter with worst case percentage scenarios as proposed with the funds remaining in treasury;
- 3. Request the Chief Executive Officer seek legal and taxation advice associated with the disposition of the Port Hedland International Airport for a period of 50 years, compared to the Town of Port Hedland retaining the airport operations, and for this to include:
 - i) positive and negative risk outcomes of mutual termination;
 - ii) financial position the Town will encounter with worst case percentage scenarios as proposed with the funds remaining in treasury;
- 4. Request the Chief Executive Officer to engage and inform the public on the correct overall financial position the town will encounter with worst case percentage scenarios as proposed in the documentation;
- 5. Request the Chief Executive Officer to conduct an independent Audit of the Port Hedland International Airport Major Land Transaction Business Plan, process and compliance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations*.

CARRIED 4/3 ON THE PRESIDING MEMBER'S CASTING VOTE

12.3.6 Compliance Audit Return

Author: Josephine Bianchi, Coordinator Governance
Authorising Officer: Sid Jain, Director Corporate Services
File No. 14/06/0001

DISCLOSURE OF INTEREST BY OFFICER

Nil

201516/203 RECOMMENDATION/ COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR WHITWELL

That Council:

- 1. Note the outcome of the February and March 2016 Audit, Risk & Governance Committee meetings in relation to the 2015 Compliance Audit Return; and**
- 2. Adopt the 2015 Compliance Audit Return.**

CARRIED 8/0

EXECUTIVE SUMMARY

The Council is presented with the 2015 Compliance Audit Return for adoption.

The return has been presented to the Audit Risk and Governance Committee as per the Local Government (Audit) Regulations 1996. The return was presented to the ARG Committee at its February and March 2016 meetings, however on both occasions the Officer's Recommendation was lost to the vote.

Although a request to workshop the return further was resolved upon by the committee, no specific reasoning has been given to the Administration as to what sections of the return committee members specifically wished to be clarified.

In view of this contact has been made with the Department of Local Government and Communities to understand the process the Town should follow from here onwards. The DLGC has advised that the return should be presented to the Council for consideration at its March Ordinary Council meeting.

DETAILED REPORT

Each year all Western Australian Local Government Authorities are required to undertake a compliance audit and forward the results to the Department of Local Government (the Department) by 30 March. The CAR is a self-assessment of a local government referring to its levels of compliance with the Local Government Act and associated regulations.

The Compliance Audit is one of the tools utilised by the Department of Local Government to monitor how the local government functioned throughout the

previous calendar year from a compliance perspective. It identifies areas of non-compliance that provide guidance to officers as to where processes may be reviewed to ensure improved compliance.

Regulation 14(3A) of the Local Government (Audit) Regulations 1996 requires the local government's audit committee to review the Compliance Audit Return (CAR) and to report to the Council the results of that review, before these are presented to the Minister for Local Government by 31 of March 2016.

The CAR was presented to the 9 February 2016 and the 8 March 2016 ARG Committee meeting, however the Officer's Recommendation was lost to the vote on both occasions.

No indication was provided to the administration in terms of specific reasoning behind the outcome of the vote, so as to guide officers towards review(s) of any specific areas of concerns, however a request for a workshop to discuss the CAR in more detail was put forward at the March ARG meeting.

The Committee's Chair put forward two questions in relation to the CAR; these were responded to on the night but are also clarified further here below:

Item 3 of the 'Local Government Employees' section of the return – this item refers to section 5.36(4) of the LG Act 1995 which discusses the requirements to advertise the position of CEO if this becomes vacant. As the position of CEO did not become vacant in 2015 the Town was not required to advertise it, and as such the response to the item has been listed as 'not applicable' for the 2015 calendar year.

Item 9 of the 'Finance' section of the return - this item refers to sections 7.9(1) and 7.12A(4) of the LG Act 1995, these provisions only relate to an instance where a LG might receive a qualified audit report that indicates statutory non-compliance with the preparation or the form of the annual financial report. For the 2015 calendar year the Town receive an unqualified audit report indicating that no areas of statutory non comp were identified, and as such the response to this item ha

In view of the above the Town contacted the DLGC to find out the best process to follow in relation to the return's submission to the Minister by 31 March 2016. A DLGC representative suggested that the return should be presented to the March Ordinary Council meeting for adoption.

A total of 87 items were audited in the 2015 Compliance Audit process and four areas of non-compliance were identified.

These being:

Delegation of Power/Duty

A review of the 2015 tender register revealed one instance where the Chief Executive Officer (CEO) advised the Council of his decision to reject a tender by way of an agenda item, following an investigation into the process which also included a report by a third party. All tenderers were advised in writing of the decision to reject the tender in question. However a written record of CEO exercising his delegation to reject tenders, as per section 19 of the Local Government

(Administration) Regulations 1996, could not be located at the time of this report being generated.

To ensure that in future accurate records of delegated powers and duties in relation to tenders are kept, the current tender request form will be amended to include a section to be compiled by the CEO or Acting CEO whenever a tender is rejected, and to be accompanied by a memo outlining reasons for the decision.

Disclosure of Interest

One new designated employee failed to lodge a primary return within 3 months in accordance with section 5.75(1) of the Act. The officer in question had attended a session in relation to the lodgement of Primary returns, however failed to submit the document on time. The importance of respecting statutory deadlines has been raised with this officer to ensure compliance occurs in the future.

Local Government Employees

Advertisements of senior employees were not consistent with provisions outlined in section 18A of the Local Government (Administration) Regulations 1996, which state that advertisements have to contain:

- (a) the details of the remuneration and benefits offered; and*
- (b) details of the place where applications for the position are to be submitted;*
- and*
- ...*
- (d) the duration of the proposed contract; and*
- (e) contact details for a person who can provide further information about the position.*

These details were included in the website postings, so relevant officers have been reminded of these requirements, and have been asked to create a standard template to be utilized for all senior roles.

Tenders for Providing Goods and Services

Inviting Tenders

The Town did not invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations.

The findings included in the Probity Report undertaken by the Risk Analyst and presented to the ARG as part of this March meeting illustrate two instances where the Town engaged consultancies to undertake contract labour which exceeded the original \$100,000 threshold. Conversations with the Western Australian Local Government Association have indicated that to rectify these issues now and in future all contract labour contracts are to be established or transitioned to a WALGA preferred supplier arrangement.

Advertising of Tenders

In one instance the Town's advertising documentation did not comply with the section 15 of the Functions & General Regulations as a State Wide public notice was only issued for 13 days, one day short of the statutory 14 days. The notice however was advertised locally for 17 days.

To ensure that in future all advertising complies with Regulations it has been suggested to officers that all notices are to be place in local and Statewide papers on the same day, in order to avoid confusion with required statutory timeframes.

Notice to tenderers

In one instance tenderers were not sent written notice Regulations in a timely manner advising particulars of the successful tender as per section 19 of the Functions & General. Although all parties had been informally advised of the tenders outcomes, relevant officers have been contacted and reminded of these important statutory requirements, to ensure they are complied with in future, and that best practice would be to contact all tenderers within a maximum of 30 days following the tender award or rejection.

Solutions to non-compliance

The analysis of the various instances of non-compliance have revealed a number of areas of concern that require prompt addressing by the Town's administration. These can be widely summarized as being due to high turnover of staff and consequential lack of knowledge retention, lack of staff education and training in general statutory requirements, lack of staff expertise in areas of procurement and tendering in particular, and lack of staff awareness of breaches impact on the organization.

It has to be noted that the Town has undertaken and has participated in a number of audits in 2015, which have been referred to in further detail in the Local Government Audit Framework item also included in the agenda for this meeting. These audits have all highlighted similar issues which the Town is in the process of addressing via a combination of different strategies.

In relation to staff training, the Western Australian Local Government Association undertook a Procurement and Tendering workshop in early February for officers that frequently issue and manage tenders. It is believed that this training, together with the creation of new tender forms and templates and an appropriate and user friendly workflow, will assist in raising awareness amongst officers in discharging all statutory duties. This training will be coupled with mandatory procurement sessions for designated officers upon commencement and regular internal refreshers and follow ups for current staff.

In relation to monitoring procurement and addressing any potential risks in a timely manner, a dedicated internal procurement function is also being investigated by the Town. Different models are currently being looked into with the view of rolling out a more robust framework in the new financial year.

The ARG Committee will be kept informed of the Town's progress in all of the above areas to ensure openness and transparency with all of its processes.

Consultation

- Executive Leadership Team
- All Managers
- Risk analyst
- Audit Risk and Governance Committee Members

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the lodgment of the 2015 Compliance Audit Return.

STATUTORY AND POLICY IMPLICATIONS

Statutory

Section 7.13(1)(i) of the Local Government Act 1995 require local governments to carry out an audit of compliance with such statutory requirements. Section 14 of the Local Government (Audit) Regulations 1996 outlines the period of time, the form and the process on the compliance audit. The compliance audit is required to be reviewed by the Audit Committee and report to Council.

Sections 16 and 17 of the Audit Regulations outline the new requirements of all WA Chief Executive Officers to provide their Audit Committees with a 2 yearly report on risk management, internal control and legislative compliance.

Strategic

Sections 4.1 'Strategic and best practice local government administration' of the Town's Strategic Plan applies.

Risk

Should the Council endorse an internal audit function for the Town this will include a review of the Compliance Audit Return and ensure that processes to monitor compliance with the Act and associated Regulations are established.

ATTACHMENTS

1. 2015 Compliance Audit Return.

11 March 2016

ATTACHMENT 1 TO ITEM 12.3.6

Department of Local Government and Communities - Compliance Audit Return

Government of Western Australia
Department of Local Government and Communities**Port Hedland - Compliance Audit Return 2015**

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2015.	N/A		Malcolm Osborne
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2015.	Yes	For the long term lease of the airport as approved on 25 August 2015.	Malcolm Osborne
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2015.	Yes	For the long term lease of the airport as approved on 25 August 2015.	Malcolm Osborne
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2015.	Yes	Statewide public notices for the long term lease of the airport on 24 April 2015.	Malcolm Osborne
5	s3.59(5)	Did the Council, during 2015, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	Yes	At the 25 August 2015 Council meeting.	Malcolm Osborne



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Malcolm Osborne
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Malcolm Osborne
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Malcolm Osborne
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Malcolm Osborne
5	s5.18	Has Council reviewed delegations to its committees in the 2014/2015 financial year.	N/A	Yes for the Audit, Risk and Governance Committee on 27.05.15.	Malcolm Osborne
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Malcolm Osborne
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Malcolm Osborne
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Malcolm Osborne
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Malcolm Osborne
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Malcolm Osborne
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Malcolm Osborne
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2014/2015 financial year.	Yes	Review of the register as a whole took place at 24 June 2015 Ordinary Council meeting.	Malcolm Osborne
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	No	A review of the 2015 tender register revealed one instance of no written record of CEO exercising delegation to reject tenders. Current tender form does not include section for CEO to reject tenders, this is a suggested process improvement.	Malcolm Osborne
Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Malcolm Osborne
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A	No members participated in discussions when declaring a financial/proximity interest	Malcolm Osborne
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Malcolm Osborne
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Malcolm Osborne
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	No	One new designated employee failed to lodge a primary return within 3 months	Malcolm Osborne
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2015.	Yes		Malcolm Osborne
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2015.	Yes		Malcolm Osborne
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Malcolm Osborne
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Malcolm Osborne
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Malcolm Osborne
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Malcolm Osborne
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Malcolm Osborne

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Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Malcolm Osborne
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Malcolm Osborne
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Malcolm Osborne
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Malcolm Osborne

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Malcolm Osborne
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Malcolm Osborne

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Malcolm Osborne

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Malcolm Osborne

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Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes		Malcolm Osborne
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Malcolm Osborne
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes	At the 25 February Ordinary Council Meeting	Malcolm Osborne
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2015 received by the local government within 30 days of completion of the audit.	Yes		Malcolm Osborne
6	s7.9(1)	Was the Auditor's report for 2014/2015 received by the local government by 31 December 2015.	Yes	At the 28 October 2015 Ordinary Council meeting	Malcolm Osborne
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	Yes	As per details listed in the audit findings report as part of attachment 2 to agenda item 13.1 which was presented to the 28 October 2015 Ordinary Council meeting	Malcolm Osborne
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Malcolm Osborne
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Malcolm Osborne
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Malcolm Osborne
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Malcolm Osborne
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Malcolm Osborne
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Malcolm Osborne

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Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Malcolm Osborne
Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A	No CEO recruitment took place in 2015	Malcolm Osborne
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	No	Senior Employees advertisements for 2015 did not include all details as specified in the Regs, a standard template to ensure compliance will be created.	Malcolm Osborne
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Malcolm Osborne
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Malcolm Osborne
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes	Director Works and Services on 25 March 2015. Director Community and Development Services on 24 June 2015. No dismissals of senior employees took place.	Malcolm Osborne

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A	The CEO is the complaints officer.	Malcolm Osborne
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Malcolm Osborne
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Malcolm Osborne
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Malcolm Osborne
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Malcolm Osborne
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Malcolm Osborne

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	No	Two instances where found of consultancies that exceeded the statutory threshold. As a process improvement WALGA preferred supplier panels will be utilised.	Malcolm Osborne
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Malcolm Osborne
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Malcolm Osborne
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	No	One tender was only advertised Statewide for 13 days, however it was advertised locally for 17 days.	Malcolm Osborne

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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes	This process is managed and recorded via Tenderlink	Malcolm Osborne
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Malcolm Osborne
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Malcolm Osborne
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Malcolm Osborne
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Malcolm Osborne
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Malcolm Osborne
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Malcolm Osborne
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	Yes		Malcolm Osborne
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Malcolm Osborne
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Malcolm Osborne
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	The Town will undertake this process in 2016 following Council's adoption of a policy on a Panel of Pre-Qualified Suppliers	Malcolm Osborne
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Malcolm Osborne

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Malcolm Osborne
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Malcolm Osborne
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Malcolm Osborne
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Malcolm Osborne
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Malcolm Osborne
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Malcolm Osborne
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	The Town has a RPP policy	Malcolm Osborne
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A	The Town's RPP Policy was adopted on 28 August 2013	Malcolm Osborne
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes	The Town's Procurement policy is under review to reflect the changes in Regulations, as it currently still refers to contracts under \$100,000	Malcolm Osborne

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12.4 Office of the CEO

8.44pm Director Community and Development Services declared a financial interest in item 12.4.1 Management Contract – Town of Port Hedland Leisure Facilities, as a relative works for YMCA WA.

Director Community and Development Services left the room.

12.4.1 Management Contract – Town of Port Hedland Leisure Facilities

Author: Peter Kocian, Executive Officer

Authorising Officer: Mal Osborne, Chief Executive Officer

File No. 26/18/0001

DISCLOSURE OF INTEREST BY OFFICER

Nil

201516/204 RECOMMENDATION 1/ COUNCIL DECISION

MOVED: CR HOOPER

SECONDED: CR ARIF

That Council reaffirm their support to extend the YMCA WA contract for the management of Wanangkura Stadium, South Hedland and Gratwick Aquatic Centre for a further three year period (2016/17 – 2018/19) as per Council Decision Number 201516/107 from the Ordinary Meeting of 16 December 2015.

CARRIED 5/4 ON THE MAYORAL CASTING VOTE

For	Against
Mayor Howlett Councillor Hooper Councillor Arif Councillor Whitwell	Councillor Blanco Councillor Gillingham Councillor Newbery Councillor Melville

201516/205 RECOMMENDATION 2/ COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR HOOPER

That Council endorse the 2016/17 Business Plan as prepared by the YMCA WA for the management of the Leisure Facilities as provided in Attachment 1.

CARRIED 5/3

For	Against
Mayor Howlett Councillor Hooper Councillor Arif Councillor Whitwell Councillor Melville	Councillor Blanco Councillor Gillingham Councillor Newbery

AMENDED RECOMMENDATION 3

That Council endorse the following Key Performance Indicators for the YMCA WA Management Contract for the Leisure Facilities for the 2016/2017 year:

- i) All individual income and expenditure budget line items to be within +/- 10% of the final budget for 2016/2017, with the total operational budget not subject to change unless otherwise approved by Council;**
- ii) Programs and activities offered across the Leisure Facilities to allow the Town of Port Hedland to meet requirements of the Town's Disability Access and Inclusion Plan (DAIP) and Reconciliation Action Plan (RAP) including:**
 - a Conducting an access audit of facilities**
 - b Providing training on access and inclusion to staff**
 - c Promoting events and activities for the whole community inclusive of people with disabilities**
 - d Engage all employees in cultural learning to increase understanding and appreciation of different cultural backgrounds**
- iii) Ensure all Deliverables included in the Management Contract for the Leisure Facilities are delivered within specified timeframes and approved by the Chief Executive Officer or his delegate including:**
 - a Asset register**
 - b Cleaning Schedule**
 - c Maintenance Schedule**
 - d Ground Maintenance Schedule**
 - e Capital Item Requests**
 - f Monthly, Quarterly and Annual Reports**
 - g Business Plans**
 - h Marketing Plans**
 - i Annual Survey**

201516/206 COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR HOOPER

That Council endorse the following Key Performance Indicators for the YMCA WA Management Contract for the Leisure Facilities for the 2016/2017 year:

- i) All individual income and expenditure budget line items to be within +/- 10% of the final budget for 2016/2017, with the total operational budget not subject to change unless otherwise approved by Council;**
- ii) Programs and activities offered across the Leisure Facilities to allow the Town of Port Hedland to meet requirements of the Town's Disability Access and Inclusion Plan (DAIP) and Reconciliation Action Plan (RAP) including:**
 - a Conducting an access audit of facilities**
 - b Providing training on access and inclusion to staff**
 - c Promoting events and activities for the whole community inclusive of people with disabilities**
 - d Engage all employees in cultural learning to increase understanding and appreciation of different cultural backgrounds**

- iii) Ensure all Deliverables included in the Management Contract for the Leisure Facilities are delivered within specified timeframes and approved by the Chief Executive Officer or his delegate including:
- a Asset register
 - b Cleaning Schedule
 - c Maintenance Schedule
 - d Ground Maintenance Schedule
 - e Capital Item Requests
 - f Monthly, Quarterly and Annual Reports
 - g Business Plans
 - h Marketing Plans
 - i Annual Survey
 - j Demonstrated engagement with sporting and community groups in Port Hedland which is mutually beneficial

CARRIED 5/3

For	Against
Mayor Howlett Councillor Hooper Councillor Arif Councillor Whitwell Councillor Melville	Councillor Blanco Councillor Gillingham Councillor Newbery

AMENDED RECOMMENDATION 4

That Council endorse the following 2016/17 opening hours for each of the Leisure Facilities:

Facility	2016/17 Hours
Wanangkura Stadium	Mon – Fri 5.30am – 9.30pm (during sporting competitions)
	Mon – Fri 5.30am – 8.30pm (out of sporting competitions)
	Sat and Sun 8.00am – 3.00pm
	24 hour gym access
South Hedland Aquatic Centre Summer Operating Hours (Oct – March)	Mon – Thurs 5.00am – 8.00pm
	Fri 5.00am – 6.00pm
	Sat 8.00am – 6.00pm
	Sun 10.00am – 6.00pm
South Hedland Aquatic Centre Winter Operating Hours (April – Sept)	Mon and Wed 6.00am – 11.00am, 2.00pm – 7.00pm
	Tues and Thurs 8.00am – 11.00am, 2.00pm – 7.00pm
	Fri 5.00am – 11.00am, 2.00pm 6.00pm
	Sat 8.00am – 6.00pm

	Sun 10.00am – 6.00pm
Gratwick Aquatic Centre	Mon - Thurs 5.00am – 10.00am, 2.30pm – 8.00pm
Seasonal Pool (24 Sept 2016 – 23 April 2017)	Fri 5.00am – 10.00am, 2.30pm – 6.00pm
	Sat 8.00am – 6.00pm
	Sun 10.00am – 6.00pm
	Gym access 4.00am – 11.00pm

201516/207 COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR HOOPER

That Council endorse the following 2016/17 opening hours for each of the Leisure Facilities:

Facility	2016/17 Hours
Wanangkura Stadium	Mon – Fri 5.30am – 9.30pm (during sporting competitions) Mon – Fri 5.30am – 8.30pm (out of sporting competitions)
	Sat and Sun 8.00am – 3.00pm
	24 hour gym access
South Hedland Aquatic Centre	Mon – Thurs 5.00am – 8.00pm
Summer Operating Hours (Oct – March)	Fri 5.00am – 6.00pm
	Sat 8.00am – 6.00pm
	Sun 10.00am – 6.00pm
South Hedland Aquatic Centre	Mon and Wed 6.00am – 11.00am, 2.00pm – 7.00pm
Winter Operating Hours (April – Sept excluding School Holidays)	Tues and Thurs 8.00am – 11.00am, 2.00pm – 7.00pm
	Fri 5.00am – 11.00am, 2.00pm 6.00pm
	Sat 8.00am – 6.00pm
	Sun 10.00am – 6.00pm
Gratwick Aquatic Centre	Mon - Thurs 5.00am – 10.00am, 2.30pm – 8.00pm
Seasonal Pool (24 Sept 2016 – 23 April 2017)	Fri 5.00am – 10.00am, 2.30pm – 6.00pm
	Sat 8.00am – 6.00pm
	Sun 10.00am – 6.00pm

	Gym access 4.00am – 11.00pm
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CARRIED 5/3

For	Against
Mayor Howlett Councillor Hooper Councillor Arif Councillor Whitwell Councillor Melville Councillor Gillingham	Councillor Blanco Councillor Newbery

201516/208 RECOMMENDATION 5/ COUNCIL DECISION**MOVED: CR HOOPER****SECONDED: CR ARIF****That Council:**

1. **Approve the 2016/17 Schedule of Fees and Charges for the Leisure Facilities as prepared by the YMCA WA as included in Attachment 1 pages 81 – 90 inclusive; and**
2. **Together with the YMCA WA provide local public notice of the 2016/17 schedule of fees and charges 30 days before the effective date of 1 July 2016.**

CARRIED BY ABSOLUTE MAJORITY VOTE 8/0**201516/209 AMENDED RECOMMENDATION 6/ COUNCIL DECISION****MOVED: CR ARIF****SECONDED: CR HOOPER**

That Council approve the 2016/2017 indicative operational budgets for the management of the leisure facilities as prepared by the YMCA WA to the maximum value of \$2,141,059.48 (excluding GST) as presented in the Late Attachment - Scenario 5, with delegated authority to the Chief Executive Officer to negotiate individual budget line items including:

- a. **Repairs and Maintenance**
- b. **Management Expense**
- c. **Equipment Lease**
- d. **Equipment Maintenance Expense**
- e. **Marketing**

CARRIED BY ABSOLUTE MAJORITY VOTE 5/3

For	Against
Mayor Howlett Councillor Hooper Councillor Arif Councillor Whitwell Councillor Melville	Councillor Blanco Councillor Newbery Councillor Gillingham

201516/210 RECOMMENDATION 7/ COUNCIL DECISION**MOVED: CR ARIF****SECONDED: CR HOOPER**

That Council approve the payment of the Management Fee to the YMCA WA of \$335,611.78 (excluding GST) for the 2016/2017 financial year.

CARRIED BY ABSOLUTE MAJORITY VOTE 5/3

For	Against
Mayor Howlett Councillor Hooper Councillor Arif Councillor Whitwell Councillor Melville	Councillor Blanco Councillor Newbery Councillor Gillingham

201516/211 RECOMMENDATION 8/ COUNCIL DECISION**MOVED: CR HOOPER****SECONDED: CR ARIF**

That Council delegate authority to the Chief Executive Officer to finalise and execute the Management Contract with the YMCA WA for 2016/2017 for the Leisure Facilities.

CARRIED 8/0**201516/212 RECOMMENDATION 9/ COUNCIL DECISION****MOVED: CR ARIF****SECONDED: CR HOOPER**

That Council consider the following capital expenditure items as part of the 2016/17 Budget deliberations:

Item	Cost (excluding GST)	Comment
Wanangkura Stadium		
Repair of Air Conditioning	\$27,626	The system has a number of faults and important to the operation of the facility.
Redesign of gym and group fitness space at Wanangkura Stadium	\$20,000 estimated	To ensure the facility is fit for purpose and meets the needs of members
Purchase of a new sound system	\$22,635	Limitations with the existing sound system. Over the past 12 months the YMCA WA have continued with a number of band aid solutions.
Increased lighting the external facility	Quotes yet to be sourced	Ensure safety of staff and patrons when accessing the venue out of day light hours.
Refit of reception area	\$8,900	Will allow for the existing space to be more functional

		and allow for the inclusion of a retail space.
Gratwick Aquatic Centre		
Repair of retractable shade sail	\$5,000	The shade requires re-stitching and patching
Plant room roof and flashings to be replaced	\$26,950	Roof and fittings are very rusted and require repair
Ventilation fan to be installed in chlorine gas drum shed and plant room	\$20,000	Required as part of the Dangerous Goods License
Installation of auto dosing system	\$30,000	Best practice approach for operation of aquatic facilities
South Hedland Aquatic Centre		
Repaint and descale Aqua Tower	Quotes yet to be sourced	Feature is now 4 years old and requires a high level of maintenance to ensure asset life and water quality
Installation of wash down facilities in chemical areas	\$9,000	Best practice
Lighting to the Wave Rider plant room	Quotes yet to be sourced	Currently not lit

CARRIED 8/0**201516/213 RECOMMENDATION 10/ COUNCIL DECISION****MOVED: CR HOOPER****SECONDED: CR ARIF**

That Council consider a funding allocation in the 2016/17 Budget to complete a full review of service provision across Wanangkura Stadium, South Hedland Aquatic Centre, Gratwick Aquatic Centre and Marquee Park to incorporate the following:

1. The development of a management plan for each facility to consider operating hours, program delivery, community use and operational budgets;
2. The development of an asset management plan for each facility to assess the current condition of the asset, assess the remaining economic useful life, assess whole of life costings, develop preventative maintenance schedules and determine asset renewal funding required;
3. Prepare a Business Plan for the Gratwick Aquatic Centre site assessing land use opportunities, with a view of undertaking a cost/benefit and community need analysis of retaining the current use as an aquatic facility versus potential commercial opportunities.

CARRIED 8/0

201516/214 RECOMMENDATION 11/ COUNCIL DECISION**MOVED: CR HOOPER****SECONDED: CR ARIF**

That Council reserves the right to vary the Management Contract in 2017/18 and 2018/19 and amend the levels of service, key performance indicators and operational budgets, subject to consultation with the YMCA WA, to reflect key findings and recommendations contained in any management or operational plan that may be prepared for Wanangkura Stadium, South Hedland Aquatic Centre and Gratwick Aquatic Centre.

CARRIED 8/0

9:27pm Director Works and Services re-entered the room.

EXECUTIVE SUMMARY

This item requests Council reaffirm their support to extend the YMCA WA contract for a further three years for the Management of Wanangkura Stadium, South Hedland Aquatic Centre and Gratwick Aquatic Centre (2016/2017 – 2018/2019).

The YMCA WA have provided the Town of Port Hedland with a comprehensive Business Plan and Operational Budgets for management of the Town's Leisure Facilities.

The YMCA WA have managed the Town of Port Hedland's aquatic centres since 2003. They form a valuable partnership with the Town of Port Hedland and as a not for profit organisation also bring a range of additional services and programs to the Town. This results in a greater community benefit.

The current contract with the YMCA WA for the management of the Town's Leisure Facilities expires on the 30 June 2016. The Town is required to approve a new contract with the YMCA WA by the 31 March 2016.

An extension to the YMCA WA Management Contract for the Leisure Facilities will ensure that service provision to the community is not interrupted and remains at a high standard.

DETAILED REPORT**BACKGROUND**

At the Ordinary Council Meeting (OCM) on the 16 December 2015 it was resolved that Council:

*201516/107 RECOMMENDATION / COUNCIL DECISION**MOVED: CR ARIF**SECONDED: CR HOOPER*

Note that the Town of Port Hedland has received a written request from the YMCA WA to activate the first of two three year extensions (to 30 June 2019) for the management of the Town of Port Hedland Leisure Facilities (being

Wanangkura Stadium, Gratwick Aquatic Centre and South Hedland Aquatic Centre).

Endorse the Chief Executive Officer to advise the YMCA WA that the Council intend to offer a further three year contract for the management of the leisure facilities following the negotiation of the following documents to a successful conclusion:

Business Plan

Key Performance Indicators

Operational Budget.

Endorse that the Chief Executive Officer base negotiations on the current consumer price index (CPI) therefore limiting the operational deficit for the 2016/2017 financial year to \$2,344,288.66 (\$2,309,644 current operational deficit at 1.5% CPI).

Endorse that the YMCA WA should limit their management fee to \$335,611.78 being a CPI (1.5%) increase on their current fee of \$330,652.

Endorse that the Chief Executive Officer (or his representatives) commence negotiations immediately with the YMCA WA to formalise the business plan, key performance indicators and operational budget for the management of the leisure facilities.

Endorse that the contract variations as outlined in attachment 1 be acceded to and reflected in the new contract prepared for the period 1 July 2016 to 30 June 2019.

Endorse that the following contract variations as outlined in attachment 2 not be acceded to and that the YMCA WA be notified accordingly.

That the YMCA WA are advised that negotiations regarding the business plan, key performance indicators and operational budget must be concluded by Friday 19 February 2016, in preparation for consideration at the March Ordinary Council Meeting.

Endorse that due to time restrictions, Option 2 to conduct a tender process for the management of the leisure centres is not an option that the Council wish to pursue.

CARRIED 5/4 ON CASTING VOTE OF THE MAYOR

In March 2012 the Town of Port Hedland awarded the management contract for Wanangkura Stadium, South Hedland Aquatic Centre and Gratwick Aquatic Centre to the YMCA WA for an initial four year term. The current contract is due to expire on the 30 June 2016. The current contract includes two three year extension options.

5. CONTRACT TERM

5.1 Initial Contract Term

The Contract Term is the Initial Contract Term and any period for which the operation of the Contract is extended under clause 5.2 or clause 5.3, if any.

5.2 Initial Extension of Contract

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

(2) In the event the Town exercises its right to enforce the Initial Extension, the terms and conditions of this Contract will apply to the Initial Extension except for clause 5.2.

5.3 Second Extension of Contract

(1) In the event the Town enforces the Initial Extension of this Contract, the Town may in its sole discretion extend this Contract beyond the Initial Extension for an additional period of three years provided the Town gives the Contractor written notice of its intention to put into effect Second Extension at least three months prior to the expiry of the Initial Extension.

(2) In the event the Town exercises its right to enforce the Second Extension, the terms and conditions of this Contract will apply to the Second Extension except for clause 5.2 and clause 5.3.

The tables below outlines the options available to the Town of Port Hedland for the Leisure facilities management.

Facility Management Option	Comment
1. Activate the first of the two year extension options included within the current contract.	<p>Endorsed by Council at the December 2016 OCM.</p> <p>As the current contract with the YMCA WA expires on the 30 June 2016 this is believed to be the best option to ensure continuation of service to the community.</p> <p>YMCA WA form a valuable partnership with the Town of Port Hedland in the management of the Town's leisure facilities.</p>
2. Retender management contract for the Leisure Facilities	<p>As the existing contract expires on the 30 June 2016 this option is not recommended as service provision at the facilities would be disrupted.</p>

	It is estimated that the tender process would take a minimum of 6 months if done comprehensively. Therefore this option is not feasible.
3. Resume in-house management of the leisure facilities	<p>As the existing contract expires on the 30 June 2016 this option is not recommended as service provision at the facilities would be interrupted.</p> <p>The Town is currently not in a position to resume in house management of the facilities. The change of management would be highly disruptive to the community. Therefore this option is not feasible.</p>

At the Audit Risk and Governance Committee Meeting on the 17 June 2015 it was resolved to:

“Request the Chief Executive Officer, or his delegate(s) to explore the contract extension and report back to Council on the obligations and options going forward beyond 2016.”

OFFICER COMMENT

YMCA WA have managed the Town of Port Hedland's Leisure Facilities since 2003. The YMCA WA are an important stakeholder in the region and offer a broad range of services across Port Hedland and the Pilbara. The YMCA WA manage a range of Leisure Facilities across Western Australia and bring a level of experience and expertise in the area.

Over the past four years the YMCA WA have continued to work closely with the Town to develop a partnership and ensure delivery of quality services that meet community needs.

Additional to management of the Leisure Facilities the YMCA WA also manage Mirnuthanrtu Maya, a youth accommodation village and an Early Learning Centre in the Town. These help to form a broad suite of important community services for the Town and add greater value to the management agreement.

The Key Performance Indicators (KPI) included in the existing contract with the YMCA WA evaluate the following. A full list of the existing KPI's can be found in Attachment 3:

- Financial
- Metric
- Efficiency
- Effectiveness

Since the commencement of the four year contract in 2012 there have been a number of disruptions at each of the leisure facilities, at no fault of the YMCA WA; including closure of Wanangkura Stadium, upgrade of the South Hedland Aquatic Centre and change of Gratwick Aquatic Centre to a seasonal facility. These have made the KPI's difficult to assess and monitor.

Unfortunately the Town of Port Hedland has experienced a number of problems trying to achieve compliant water quality results at the South Hedland Aquatic Centre. This has caused a number of closures of the facility. The YMCA WA have continued to work closely with the Town to help address this issue and perform all plant room operational requirements, in many instances going above their contractual requirement. This ongoing work and advice has been crucial and has helped to reinforce the value of the partnership arrangement.

The YMCA WA provide the Town of Port Hedland with monthly reports, quarterly reports and annual reports on each of the Leisure Facilities. These detail adherence to the KPI's and financial performance. The Quarterly and Annual Reports are provided to the Audit, Risk and Governance Committee for review.

The YMCA WA have continued to meet and deliver KPI's associated with levels of revenue. These are important for overall financial performance of the facilities and meet the needs and expectations of the community.

This report recommends that the Town engage an independent consultant in 2016/2017 to review and develop business and operational plans for each of the Leisure Facilities. It is recommended that this work is conducted in consultation with the YMCA WA. This work will allow the Town to assess and review the operational costs and service levels associated with each of the facilities. Once completed the Town will be able to use this report to work with the YMCA WA in the development of the 2017/2018 and 2018/2019 Business Plans, Service Levels and Operational Budgets for the Leisure Facilities.

Service levels

The table below provides an overview of the patronage numbers at each of the Leisure Facilities in 2015 calendar year:

Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Stadium	926 6	9914	1031 1	9493	1031 4	1061 3	9723	9866	1015 7	9948	8817	8175
SHAC	626 6	5095	4630	2896	2271	2643	2425	3436	5930	7022	3774	1006
GAC	416 9	4633	3483	1267	602	641	755	746	1220	4325	4786	4759

Please note attendance at Gratwick Aquatic Centre from May – September are associated with gym usage. Attendance at South Hedland Aquatic Centre are reduced in December 2015 due to closure of the facility.

The Business Plan presented by the YMCA WA proposes a reduction in opening hours at each of the facilities. These are detailed below and used in the development of the operational budgets presented for 2016/2017:

Facility	2015/2016 Hours	2016/2017 Hours	Reduction of Opening Hours
Wanangkura Stadium	Mon – Fri 5.00am – 10.00pm	Mon – Fri 5.30am – 9.30pm (during sporting competitions) Mon – Fri 5.30am – 8.30pm (out of sporting competitions)	1 hour per day 2.5 hours per day
	Sat and Sun 8.00am – 5.00pm	Sat and Sun 8.00am – 3.00pm	2 hours per day
	24 hour gym access	24 hour gym access	No change
South Hedland Aquatic Centre	Mon – Thurs 5.00am – 8.00pm	Mon and Wed 5.00am – 7.00pm Tues and Thurs 8.00am – 8.00pm	1 hour per day 3 hours per day
	Fri 5.00am – 6.00pm	Fri 5.00am – 6.00pm	No change
	Sat 8.00am – 6.00pm	Sat 8.00am – 6.00pm	No change
	Sun 10.00am – 6.00pm	Sun 10.00am – 6.00pm	No change
Gratwick Aquatic Centre Seasonal Pool (24 Sept 2016 – 23 April 2017)	Mon – Thurs 5.00am – 8.00pm	Mon 8.00am – 7.00pm Tues, Wed, Thursday 5.00am – 7.00pm	4 hours per day 1 hour per day
	Fri 5.00am – 6.00pm	Fri 8.00am – 6.00pm	No change
	Sat 8.00am – 6.00pm	Sat 8.00am – 6.00pm	No change
	Sun 10.00am – 6.00pm	Sun 10.00am – 6.00pm	No change

The Town has been in discussions with the YMCA WA in regards to further opportunities for budget savings. These include the consideration of a single operator pool model for Gratwick Aquatic Centre and a reduction in opening hours at the South Hedland Aquatic Centre during the winter season. At the time of writing this report, budget information on these service options was still outstanding. It is envisaged that this additional information will be provided to Council prior to the meeting to allow consideration of alternative service delivery models should there be an appetite to move away from business as usual.

Asset Management

The Town of Port Hedland is the owner of the Leisure Facilities and therefore is responsible for the maintenance and asset renewal. The YMCA WA has provided the Town with Capital Item requests as part of the Business Plan submission for 2016/2017 (Attachment 2). The Town and YMCA WA have reviewed each of the items submitted and ranked them accordingly. These are listed in priority order in the table below.

Please note this item requests Council consider the allocation of funds for these items for the 2016/2017 budget.

Item	Cost (excluding GST)	Comment
Wanangkura Stadium		
Repair of Air Conditioning	\$27,626	The system has a number of faults and important to the operation of the facility.
Redesign of gym and group fitness space at Wanangkura Stadium	\$20,000 estimated	To ensure the facility is fit for purpose and meets the needs of members
Purchase of a new sound system	\$22,635	Limitations with the existing sound system. Over the past 12 months the YMCA WA have continued with a number of band aid solutions.
Increased lighting the external facility	Quotes yet to be sourced	Ensure safety of staff and patrons when accessing the venue out of day light hours.
Refit of reception area	\$8,900	Will allow for the existing space to be more functional and allow for the inclusion of a retail space.

Gratwick Aquatic Centre		
Repair of retractable shade sail	\$5,000	The shade requires re-stitching and patching
Plant room roof and flashings to be replaced	\$26,950	Roof and fittings are very rusted and require repair
Ventilation fan to be installed in chlorine gas drum shed and plant room	\$20,000	Required as part of the Dangerous Goods License
Installation of auto dosing system	\$30,000	Best practice approach for operation of aquatic facilities
South Hedland Aquatic Centre		
Repaint and descale Aqua Tower	Quotes yet to be sourced	Feature is now 4 years old and requires a high level of maintenance to ensure asset life and water quality
Installation of wash down facilities in chemical areas	\$9,000	Best practice
Lighting to the Wave Rider plant room	Quotes yet to be sourced	Currently not lit

The YMCA WA have also raised the following Capital Item requests for consideration by the Town:

- Installation of a shade structure over the entire length of the main pool at the South Hedland Aquatic Centre, similar to Gratwick Aquatic Centre;
- Installation of a shade structure over the Wave Rider at the South Hedland Aquatic Centre ;
- Repaint of the dive bowl at Gratwick Aquatic Centre - \$20,000;
- Repair work to main pool at Gratwick Aquatic Centre – drain, retile and paint \$120,000;
- Painting throughout Wanangkura Stadium.

In development of the 2016/2017 budget it is recommended that the Town develop an asset renewal reserve for the Leisure Facilities. This will ensure funds are available to complete identified capital works requirements on an ongoing basis and ensure the facilities are maintained to a suitable standard to meet community need. It is recommended that 3.5% of the total asset value less annual renewal expenditure is put into an asset renewal reserve each financial year.

Included in the YMCA WA budget submission is a maintenance budget for each of the Leisure Facilities. This budget is broken down further on page 112 of the Business Plan (Attachment 1). The YMCA WA have increased the reactionary

maintenance budgets for Wanangkura Stadium and South Hedland Aquatic Centre in 2016/2017. This is in response to ongoing maintenance issues at the facilities. As part of the Business Plan the YMCA WA have completed a Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis on each of the Leisure Facilities. This analysis identifies numerous weaknesses at each of the facilities in regards to asset renewal and the facilities not being fit for purpose. The capital item requests listed in the table above will help to address some of these key issues.

Key weaknesses identified include:

- Regional location – resulting in increased timeframes and cost of repair / maintenance
- Access to support facilities
- Poor design of Wanangkura Stadium – lack of commercial kitchen, functional gym space, meet needs of sporting groups, retail space, one indoor court
- Unwillingness by the Town to invest in the continued development of the Leisure Facilities
- Reliability of the Wave Rider
- Design of the South Hedland Aquatic Centre increases staffing requirements
- Lack of shaded spaces at the South Hedland Aquatic Centre
- No crèche facilities at either of the aquatic centres
- Ageing plant room at Gratwick Aquatic Centre
- Significant capital works investment required at Gratwick Aquatic Centre, likelihood that there is a water leak at the facility.

Financial Assessment

The YMCA WA have revised and recommended fees and charges for 2016/2017 as part of the Business Plan presented to the Town. These can be found on page 81 of the Business Plan (Attachment 1). It is important these are approved as part of this Council report as they underpin the financial modelling provided by the YMCA WA.

The Town of Port Hedland has not completed an in house budget comparison for management of the Leisure Facilities. It is therefore recommended that an external consultant is engaged in 2016/2017 to undertake a detailed review of the leisure facilities operations, service levels and operational budgets in consultation with the YMCA WA. This will allow the Town to work closely with the YMCA WA in the development of the 2017/2018 Business Plan and review all service levels at the leisure facilities.

Summary

In conclusion it is recommended that the Town of Port Hedland award the YMCA WA a three year contract extension for management of Wanangkura Stadium, South Hedland Aquatic Centre and Gratwick Aquatic Centre (2016/2017 – 2018/2019).

In support of this recommendation it is requested that Council endorse or approve the following:

- a) Business Plan (Attachment 1)
- b) Key Performance Indicators
- c) Facility Opening Hours
- d) 2016/2017 Fees and Charges (Attachment 1 – Pages 81-90 Inclusive)
- e) Facility Operational Budget (Attachment 4)

- f) 2016/2017 Capital Item requests for the Leisure Facilities

FINANCIAL AND RISK IMPLICATIONS

If recommendations included in this report are not endorsed by Council the Town of Port Hedland risks ending the partnership arrangement with the YMCA WA and disrupting service at the Town's Leisure Facilities. This needs to be considered by Council in the items consideration.

The current contract with the YMCA WA for the management of the Town's Leisure Facilities expires on the 30 June 2016. The Town is required to approve a new contract with the YMCA WA by the 31 March 2016.

The YMCA WA have presented the Town of Port Hedland with a consolidated net operating position of \$2,343,908.74 (excluding GST) for operation of the Town's Leisure Facilities in 2016/2017.

Facility	Income	Expenditure	Operating Deficit
Wanangkura Stadium	\$1,920,061.97	\$2,301,062.17	\$381,000.20
Gratwick Aquatic Centre	\$127,460.27	\$935,387.23	\$807,926.96
South Hedland Aquatic Centre	\$529,701.78	\$1,684,683.36	\$1,154,981.58
Total			\$2,343,908.74

As per the Council resolution on the 16 December 2016 the YMCA WA will also be paid a Management Fee of \$335,611.78 excluding GST.

Therefore the total cost to the Town of Port Hedland in the 2016/2017 budget will be \$2,679,520.52 excluding GST.

STATUTORY AND POLICY IMPLICATIONS

An absolute majority decision of Council is required for the following items:

- Approval of Budget (Section 6.2 of the *Local Government Act 1995*)
- Adoption of Schedule of Fees and Charges (Section 6.16 of the *Local Government Act 1995*)

There are no Council Policies relevant to this item.

A number of themes from the Strategic Community Plan are relevant including:

3.1 Sustainable services and infrastructure

4.1 Strategic and best practice local government administration

4.2 Engage our community and stakeholders

ATTACHMENTS

- Attachment 1 – YMCA WA Town of Port Hedland Leisure Facilities Business Plan inclusive of Schedule of Fees and Charges (Confidential)
- Attachment 2 – Capital Item requests for the Leisure Facilities (Under Separate Cover)

- Attachment 3 – Existing Key Performance Indicators for the Leisure Facilities (2012/2013 – 2015/2016)
- Attachment 4 – 2016/17 Operating Budget
- Attachment 5 – Tender Submissions Evaluation (Confidential)
- Attachment 6 – Budget Comparatives (Confidential)

10 March 2016

PORT HEDLAND LEISURE



4 January 2015

Ms Nicole Davis
A/Manager, Recreation Services and Facilities
Town of Port Hedland
PO Box 41
PORT HEDLAND WA 6721

Dear Nicole,

I write in response to a request by the Town of Port Hedland for capital development priorities recommended by the YMCA WA in the delivery of leisure services.

The attached presents a priority capital development plan for your information and review.

I would be pleased to discuss this matter further.

Yours sincerely

Stephanie Greene
General Manager – Pilbara
for YMCA WA

PORT HEDLAND LEISURE FACILITIES

www.porthedlandleisure.com.au

GRATWICK AQUATIC CENTRE
SOUTH HEDLAND AQUATIC CENTRE
WANANGKURA STADIUM

McGregor Street, Port Hedland
1 Leake Street, South Hedland
Hamilton Road, South Hedland

(08) 9173 3303
(08) 9172 4666
(08) 9140 0400



**CAPITAL WORKS PROJECTS
PORT HEDLAND LEISURE SERVICES
2016-2017**

The Town of Port Hedland has sought advice from the YMCA WA relative to Capital Works requirements for the Leisure Facilities including Wanangkura Stadium, Gratwick Aquatic Centre, South Hedland Aquatic Centre and Marquee Park.

The following items have been compiled in priority order by Leisure Facility including:

WANANGKURA STADIUM

PRIORITY	PROJECT	COST
1	<p>STADIUM SOUND SYSTEM</p> <p>The current system has significant limitations, is highly unreliable and is causing major issues during classes and large events. The past 12 months has required Galaxy Promotions to provide continuous "band aid" solutions.</p> <p>The proposal attached includes:</p> <ul style="list-style-type: none"> • An interchangeable modular system which allows expansion and flexibility both and inside and outside the stadium • System has the capability to expand if any expansion to the sports hall occurred • High quality sound as well as a high quality look • Customer satisfaction would be enhanced with less down time due to maintenance and repairs • Increase flexibility in hosting events (currently an additional costs to hirers). • Quote includes retro fitting utilizing current equipment and savings made • Quote also includes new system to Gratwick Aquatic Centre which is damaged and cannot be repaired • Local product with local repair solutions. <p>This item was raised with the Town of Port Hedland in 2014 as a requirement.</p> <p>The Stadium is now at risk with the poor performance of the sound system. Urgent replacement is required. The stadium is now in a vulnerable position of all systems failing and not being able to service the requirements of members and hirers.</p>	\$22,635
2	<p>PAINT WORK THROUGHOUT</p> <p>Paint throughout the Wanangkura Stadium (Gym, Group Fitness, Squash Courts, Internal Walk Ways, Reception and Mezzaine level) including</p>	Awaiting quote

	<p>supporting the refurbishment and refresh of the Group Fitness and Health Club space.</p> <p>The Stadium has enjoyed high patronage since opening and now requires a refresh throughout.</p>	
3	<p>GYM EQUIPMENT</p> <p>Gym equipment is due to be replaced at Wanangkura Stadium and Gratwick Aquatic Centre gym. The equipment is now three-years old and requires replacement on some items to ensure the Health Club offers high quality and on-trend equipment to its members. The below is consistent with the request made to refit and refurbish the Health Club (plan already submitted). This is recommended to ensure customer satisfaction and continue to deliver a high quality gym facility to patrons, both current and future. It is recommended to install a functional training room that will be accessible outside of group fitness hours.</p> <p>New Equipment for Wanangkura Health Club:</p> <ul style="list-style-type: none"> • Calf raise/hack squat = 3,450 • Large functional cable system = 6,000 • Glute blaster = 2,950 • Squat rack – triple cell = 6,860 • Hexagon Dumbbells – 12kg-60kg = 1,750 • Rowing Machine x 2 = 4,000 • New Benches x 6 = 1,014 • TRX = 300 • Lat-pull down/seated row cable pulley machine = 2,000 • Boxing/kick boxing bags = 200 • Kick shields x 8 sets = 1,400 • Battle ropes x 3 555 • Stretching Station Cage = 1,400 • 10 x skipping ropes = 100 • 4 x foam rollers = 400 • kettle bell rack = 400 <p>Gratwick Aquatic Centre Gym:</p> <ul style="list-style-type: none"> • Roman Chair = 600 • 1 x rowing machine = 2,000 • Preacher curl bench = 250 • 2 x new benches = 338 	\$36,017
4	<p>AIR CONDITIONING</p> <p>The issues with the Air Conditioning unit continue. Arguably the air conditioning issues are due to the system not being commissioned properly. The systems automation has not been running as it should requiring manual solutions to remedy issues (such as fans). The issues have been a constant since installation.</p>	

	<p>At the annual service check 59 faults were identified. Some have been rectified with a large number still outstanding. The works register is attached.</p> <p>The request is split into a high and medium priority. The high priority is to address faults that may cause significant issues to operation (ie no cooling). Advice has been received that failure to address the high priority issues will create further pressure on the system with continued faults to be expected. This will impact greatly on expenses lines with call out fees and continued repairs and maintenance as well as poor customer satisfaction.</p> <p>The medium priority works is to address faults that impact the automation/control system. Currently manual systems are being applied to address deficiencies which is not ideal.</p> <p>Without this works, the air conditioning will continue to fail.</p> <p>This has been a recurrent issue with the Town well briefed.</p>	<p>\$14,689 (ex additional works)</p> <p>\$12,937 (ex additional works)</p>
5	<p>PROVISION OF STORAGE FACILITIES</p> <p>As per the plans of the Wanangkura Stadium it is recommended to create dedicated storage facilities for access by external user groups.</p> <p>A quote has been prepared based on advice by the Town that includes the development of a mezzanine floor to optimise space.</p> <p>This proposal has been presented to the Town previously.</p>	\$33,500
6	<p>REFIT OF RECEPTION</p> <p>There is significant lost opportunity in the current layout of Reception. A remodel and refit is recommended to increase customer satisfaction and in providing increased income opportunity by enabling retail (merchandise) and café sales.</p> <p>This proposal has been made to the Town of Port Hedland in 2014.</p>	\$8,900
7	<p>INCREASED LIGHTING</p> <p>It is recommended to increase the lighting around the facility to:</p> <ul style="list-style-type: none"> • Increase security for patrons and staff in the car park • Increase security of the building to diminish vandalism and damage to the property afterhours • To increase visibility of CCTV in afterhours activities. 	Quote not gained
8	<p>INSTALLATION OF SOLAR PANELS</p> <p>It is recommended to install solar panels to off-set the utilities costs of \$283,817 per annum.</p>	



ABN:15982112851

Galaxy Promotions

PO Box 799 Port Hedland WA 6721
Email: admin@galaxypromotions.net.au
Phone: 0418937763

04182P RTY
7 2 7 8 9

Sounds Light Fun!

Web: www.04182party.com.au

Bill To:

YMCA
Hamilton Road (Stadium)
South Hedland
Australia WA 6722

Date: 30/11/2015
Quote Ref: 001041
Client ref: 0999

Ship To:

Stadium Sound

Ship Date: 30/12/2015

QUOTE

*** QUOTE VALID to 30/12/2015 ***

Contact

Phone

Email

ITEM #	DESCRIPTION	UNIT INC	QTY	Unit EX	TOTAL EX
PA SYS Stadium	Stadium Retro fit PA system Stadium Refit New Full Enclosed Rack on Wheels Fitted Outlet on rear for Speakers and additional inputs Full Enclosure with into Power Board and Keyed Main Switch Rack Mount Mic inc 2 receivers +Blue Tooth Mixer unit, Speaker Stands, Speaker Leads Speaker Stands 3RU Draw Sytem in Rack for cable storage HOT swap with Stadium/GF if reqd. INCLUDES ADDITONAL BODY PACK + EMIC All labour, testing and training. 12 Months full warranty Labour included for product fail but not damage. <i>Utilising existing Amplifier and CD/MP 3 player.</i>	8,868.00	1.00	8061.82	8,061.82

QUOTE ACCEPTED: Date: ____/____/____ Our ref: YMCA STADIUM

SIGNED: _____ PRINT: _____

Payment methods: Cash, Check, EFT, Debit, Credit Cards(2.5% surcharge).

Name: Galaxy Promotions Bank: NAB Branch: Port Hedland BSB: 086-905 Acct #: 66-179-4987

All goods & services subject to our Standard Terms and Conditions. A copy available on request, or visit our websites.

SUBTOTAL	\$ 8,061.82
GST Rate	10.00%
GST	\$ 806.18
OTHER	\$ -
TOTAL	\$ 8,868.00



ABN:15982112851

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Phone: 0418937763

04182P RTY
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Web: www.04182party.com.au

Bill To:

YMCA
Hamilton Road (Stadium)
South Hedland
Australia WA 6722

Date: 30/11/2015
Quote Ref: 001042
Client ref: 0999

Ship To:

Group Fitness

Ship Date: 30/12/2015

QUOTE

*** QUOTE VALID to 30/12/2015 ***

Contact

Phone

Email

ITEM #	DESCRIPTION	UNIT INC	QTY	Unit EX	TOTAL EX
PA SYS GF GF room	<p>Group Fitness room</p> <p>Group Fitness Refit</p> <p>New Full Enclosed Rack on Wheels</p> <p>Fitted Outlet on rear for Speakers and additional inputs</p> <p>Full Enclosure with into Power Board and Keyed Main Switch</p> <p>Rack Mount Mic inc 2 receivers +Blue Tooth</p> <p>Mixer unit, Speaker Stands, Speaker Leads</p> <p>New Wall fittings for Speaker connect - Stands not required</p> <p>3RU Draw Sytem in Rack for cable storage</p> <p>HOT swap with Stadium/GF if reqd.</p> <p>All labour, testing and training.</p> <p>12 Months full warranty</p> <p>Labour included for product fail but not damage.</p> <p><i>Utilising existing Amplifier and CD/MP 3 player.</i></p> <p>Using Exisitng Body packs and Head Sets</p>	8,268.00	1.00	7516.36	7,516.36

QUOTE ACCEPTED: Date: ____/____/____ Our ref: _____

SIGNED: _____ PRINT: _____

Payment methods: Cash, Check, EFT, Debit, Credit Cards(2.5% surcharge).

Name: Galaxy Promotions Bank: NAB Branch: Port Hedland BSB: 086-905 Acct #: 66-179-4987

All goods & services subject to our Standard Terms and Conditions. A copy available on request, or visit our websites.

SUBTOTAL	\$ 7,516.36
GST Rate	10.00%
GST	\$ 751.64
OTHER	\$ -
TOTAL	\$ 8,268.00



ABN:15982112851

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04182P RTY
7 2 7 8 9

Sounds Light Fun!

Web: www.04182party.com.au

Bill To:

YMCA
Hamilton Road (Stadium)
South Hedland
Australia WA 6722

Date: 30/11/2015
Quote Ref: 001045
Client ref: 0999

Ship To:

Portable Add on + Repair

Ship Date: 30/12/2015

QUOTE

*** QUOTE VALID to 30/12/2015 ***

Contact

Phone

Email

ITEM #	DESCRIPTION	UNIT INC	QTY	Unit EX	TOTAL EX
PA 2 MIC	Additional for Portable events like Walk it etc. Chalenger with 2 rec, BT, Emic. HH and Body Pack Speaker Stand (Pair) 1 for New and one for existing.	3,599.00 300.00	1.00 1.00	3271.82 272.73	3,271.82 272.73
EXISTPA	Existing Portbale System Existing System (Galaxy 2 rec + Body packs/Mic on loan) Replaces 2 x rec on legal Frq, Emic(alread have), BP, HH +BT Include refit Charges Repairs to damaged inputs (Estimated max fee)	1,600.00	1.00	1454.55	1,454.55
GRATSYS	Old Box System at Gratwick Existing damaged unit at gratwick is too expensive to modify by damaged by someone dropping on leads. Also has illegal freq units Due to age of sytem It cannot be refitted All labour, testing and training. 12 Months full warranty Labour included for product fail but not damage.				

QUOTE ACCEPTED: Date: ____/____/____ Our ref: External

SIGNED: _____ PRINT: _____

Payment methods: Cash, Check, EFT, Debit, Credit Cards(2.5% surcharge).

Name: Galaxy Promotions Bank: NAB Branch: Port Hedland BSB: 086-905 Acct #: 66-179-4987

All goods & services subject to our Standard Terms and Conditions. A copy available on request, or visit our websites.

SUBTOTAL	\$ 4,999.09
GST Rate	10.00%
GST	\$ 499.91
OTHER	\$ -
TOTAL	\$ 5,499.00



ABN:15982112851

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South Hedland
Australia WA 6722

Date: 30/11/2015
Quote Ref: 001041
Client ref: 0999

Ship To:

Stadium Sound

Ship Date: 30/12/2015

QUOTE

*** QUOTE VALID to 30/12/2015 ***

Contact

Phone

Email

ITEM #	DESCRIPTION	UNIT INC	QTY	Unit EX	TOTAL EX
PA SYS Stadium	Stadium Retro fit PA system Stadium Refit New Full Enclosed Rack on Wheels Fitted Outlet on rear for Speakers and additional inputs Full Enclosure with into Power Board and Keyed Main Switch Rack Mount Mic inc 2 receivers +Blue Tooth Mixer unit, Speaker Stands, Speaker Leads Speaker Stands 3RU Draw Sytem in Rack for cable storage HOT swap with Stadium/GF if reqd. INCLUDES ADDITONAL BODY PACK + EMIC All labour, testing and training. 12 Months full warranty Labour included for product fail but not damage. <i>Utilising existing Amplifier and CD/MP 3 player.</i>	8,868.00	1.00	8061.82	8,061.82

QUOTE ACCEPTED: Date: ____/____/____ Our ref: YMCA STADIUM

SIGNED: _____ PRINT: _____

Payment methods: Cash, Check, EFT, Debit, Credit Cards(2.5% surcharge).

Name: Galaxy Promotions Bank: NAB Branch: Port Hedland BSB: 086-905 Acct #: 66-179-4987

All goods & services subject to our Standard Terms and Conditions. A copy available on request, or visit our websites.

SUBTOTAL	\$ 8,061.82
GST Rate	10.00%
GST	\$ 806.18
OTHER	\$ -
TOTAL	\$ 8,868.00



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Bill To:

YMCA
Hamilton Road (Stadium)
South Hedland
Australia WA 6722

Ship To:

Group Fitness

Ship Date: 30/12/2015

Date: 30/11/2015
Quote Ref: 001042
Client ref: 0999

QUOTE

*** QUOTE VALID to 30/12/2015 ***

Contact

Phone

Email

ITEM #	DESCRIPTION	UNIT INC	QTY	Unit EX	TOTAL EX
PA SYS GF GF room	<p>Group Fitness room</p> <p>Group Fitness Refit</p> <p>New Full Enclosed Rack on Wheels</p> <p>Fitted Outlet on rear for Speakers and additional inputs</p> <p>Full Enclosure with into Power Board and Keyed Main Switch</p> <p>Rack Mount Mic inc 2 receivers +Blue Tooth</p> <p>Mixer unit, Speaker Stands, Speaker Leads</p> <p>New Wall fittings for Speaker connect - Stands not required</p> <p>3RU Draw Sytem in Rack for cable storage</p> <p>HOT swap with Stadium/GF if reqd.</p> <p>All labour, testing and training.</p> <p>12 Months full warranty</p> <p>Labour included for product fail but not damage.</p> <p><i>Utilising existing Amplifier and CD/MP 3 player.</i></p> <p>Using Exisitng Body packs and Head Sets</p>	8,268.00	1.00	7516.36	7,516.36

QUOTE ACCEPTED: Date: ____/____/____ Our ref: _____

SIGNED: _____ PRINT: _____

Payment methods: Cash, Check, EFT, Debit, Credit Cards(2.5% surcharge).

Name: Galaxy Promotions Bank: NAB Branch: Port Hedland BSB: 086-905 Acct #: 66-179-4987

All goods & services subject to our Standard Terms and Conditions. A copy available on request, or visit our websites.

SUBTOTAL	\$ 7,516.36
GST Rate	10.00%
GST	\$ 751.64
OTHER	\$ -
TOTAL	\$ 8,268.00



Web: www.galaxypromotions.net.au



ABN:15982112851

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Hamilton Road (Stadium)
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Ship To:

Portable Add on + Repair

Ship Date: 30/12/2015

Date: 30/11/2015
Quote Ref: 001045
Client ref: 0999

QUOTE

*** QUOTE VALID to 30/12/2015 ***

Contact

Phone

Email

ITEM #	DESCRIPTION	UNIT INC	QTY	Unit EX	TOTAL EX
PA 2 MIC	Additional for Portable events like Walk it etc. Chalenger with 2 rec, BT, Emic. HH and Body Pack <i>Speaker Stand (Pair) 1 for New and one for existing.</i>	3,599.00 300.00	1.00 1.00	3271.82 272.73	3,271.82 272.73
EXISTPA	<i>Existing Portbale System</i> Existing System (Galaxy 2 rec + Body packs/Mic on loan) Replaces 2 x rec on legal Frq, Emic(alread have), BP, HH +BT Include refit Charges Repairs to damaged inputs (Estimated max fee)	1,600.00	1.00	1454.55	1,454.55
GRATSYS	<i>Old Box System at Gratwick</i> Existing damaged unit at gratwick is too expensive to modify by damaged by someone dropping on leads. Also has illegal freq units Due to age of sytem It cannot be refitted All labour, testing and training. 12 Months full warranty Labour included for product fail but not damage.				

QUOTE ACCEPTED: Date: ____/____/____ Our ref. External

SIGNED: _____ PRINT: _____

Payment methods: Cash, Check, EFT, Debit, Credit Cards(2.5% surcharge).

Name: Galaxy Promotions Bank: NAB Branch: Port Hedland BSB: 086-905 Acct #: 66-179-4987

All goods & services subject to our Standard Terms and Conditions. A copy available on request, or visit our websites.

SUBTOTAL	\$ 4,999.09
GST Rate	10.00%
GST	\$ 499.91
OTHER	\$ -
TOTAL	\$ 5,499.00

FULLTILT

CARPENTRY

MOB: 0417 936 799 PH: 9140 2810

fulltilt@westnet.com.au

ABN 60 225 297 387

Fulltilt Carpentry has pleasure in submitting the following quotation

Date: 17th December 2014

To: Wanangkura Stadium

Re: proposed changes to end of reception area

Quotation;

Electrical, phone and data disconnection from unused end of reception counter
Removal of sink cupboard including deletion of water feeds and cap off waste pipes at floor level
Removal of front counter including existing nib wall and steel blue counter tops and blue cladding
SAI new steel frame nib wall to 1200mm high including half door with deadlatch
Modify and re-install blue steel counter tops so as to work as before with roller shutters
Re-install blue cladding to front of new wall
SAI 1200mm high nib wall including half door to separate reception from proposed retail section
Paint all new walls and doors to match existing colour scheme
Quotation includes all Electrical, Plumbing, Sheet metal, Carpentry, Plastering and Painting

TOTAL \$8,900.00 GST inc

- * Variations requested to works after commencement may incur additional charges
- * All omissions and errors accepted.
- * This quote is valid for 30 days.

I _____ approve Fulltilt Carpentry to carry out works projected in the above mentioned quotation.

Signed _____

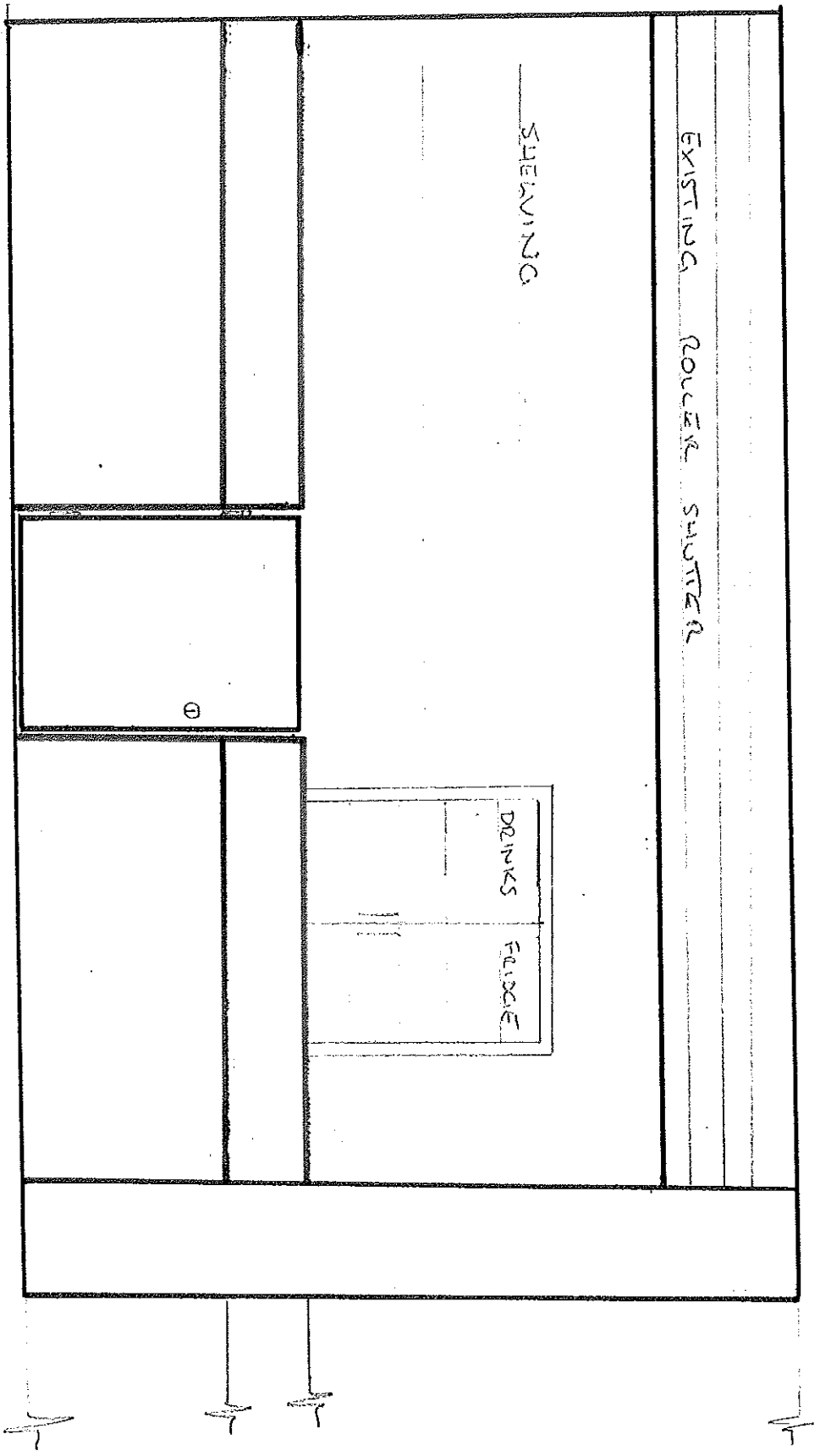
EXISTING ROCKER SHUTTER

SHELVING

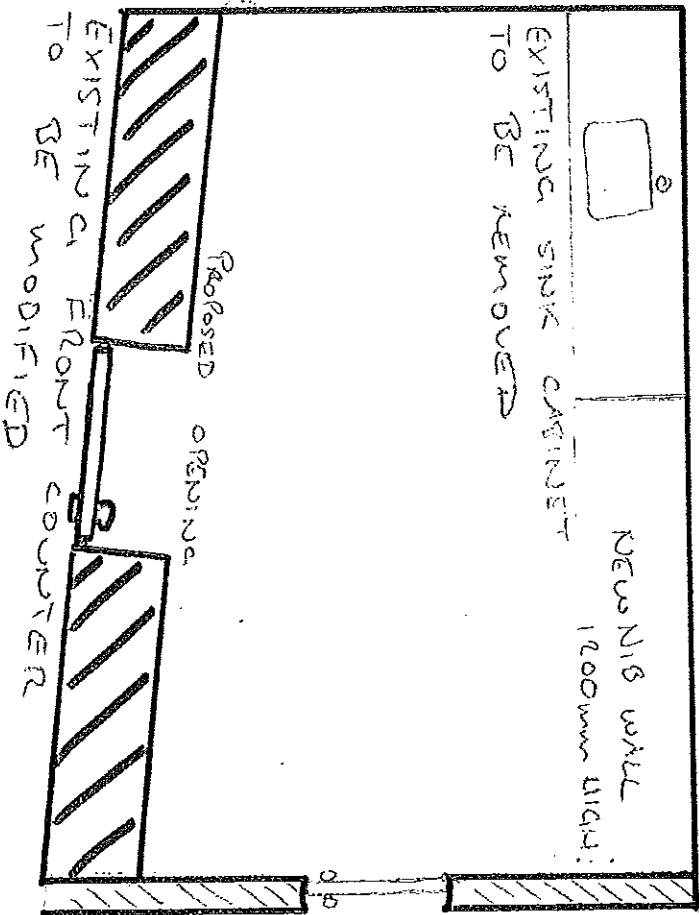
DRINKS FUDGE

⊖

NOT TO SCALE



PROPOSED RETAIL AREA



NOT TO SCALE.

FULLTILT

CARPENTRY

MOB: 0417 936 799 PH: 9140 2810

fulltilt@westnet.com.au

ABN 60 225 297 387

Fulltilt Carpentry has pleasure in submitting the following quotation

Date: 31st January 2015
To: Wanangkura Stadium
Re: Mezzanine floor to storage area

Quotation;

Supply materials and labour to fabricate mezzanine floor to storage area including division of floor area into three lockable bays
Includes twelve 75x50x3mm columns supporting a mezzanine floor
Frame constructed of 150x50x2.5mm Galvanised RHS beams and 21mm Ply Tongue and Groove sheet flooring
Includes fabrication of steel stairs and landing
Includes balustrading/edge protection
Division of bottom floor area into three lockable bays to consist of linkmesh fence wire, 50 Galvanised tube and padbolts on each of the three gates

TOTAL \$33,500.00 GST Inc

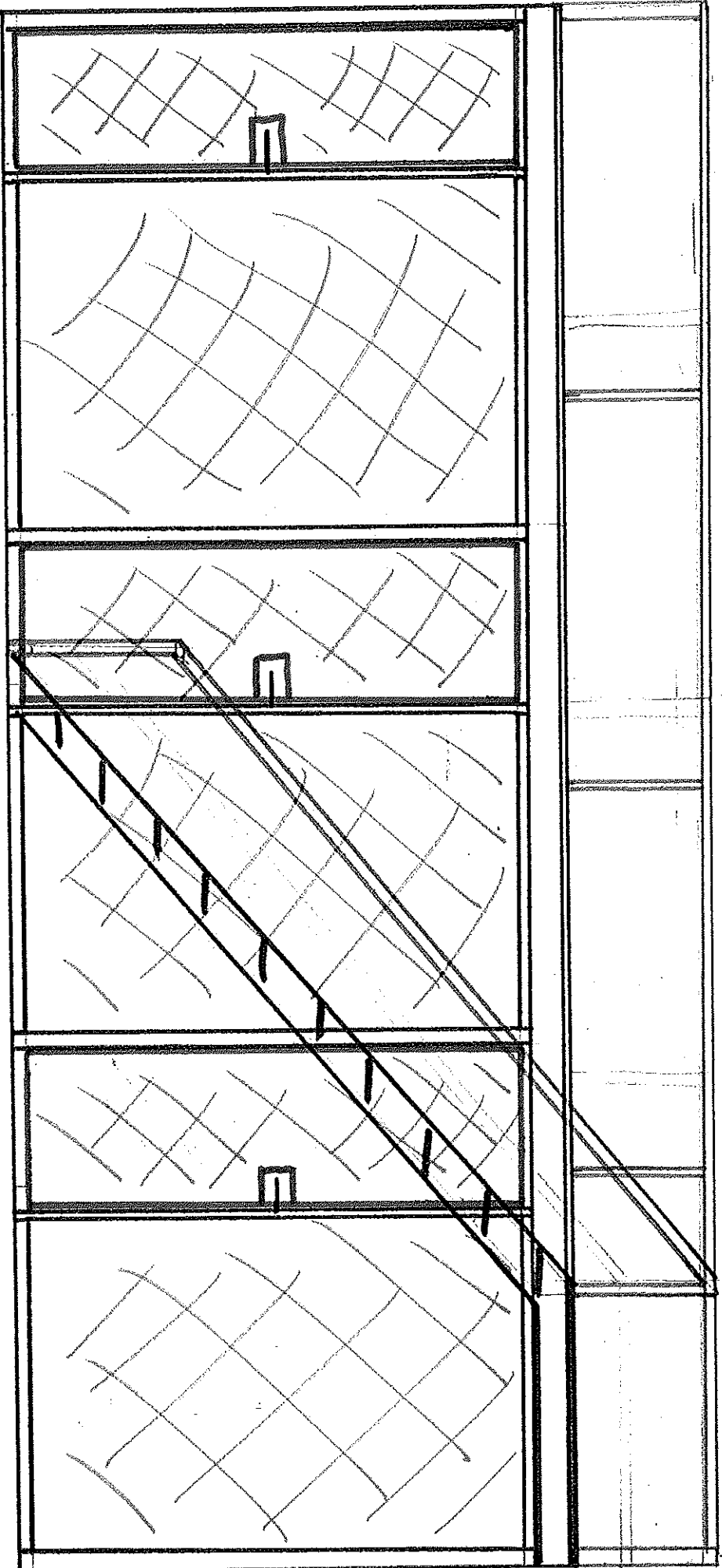
- * Variations requested to works after commencement may incur additional charges
- * All omissions and errors accepted.
- * This quote is valid for 30 days.

I _____ approve Fulltilt Carpentry to carry out works projected in the above mentioned quotation.

Signed _____

Date _____

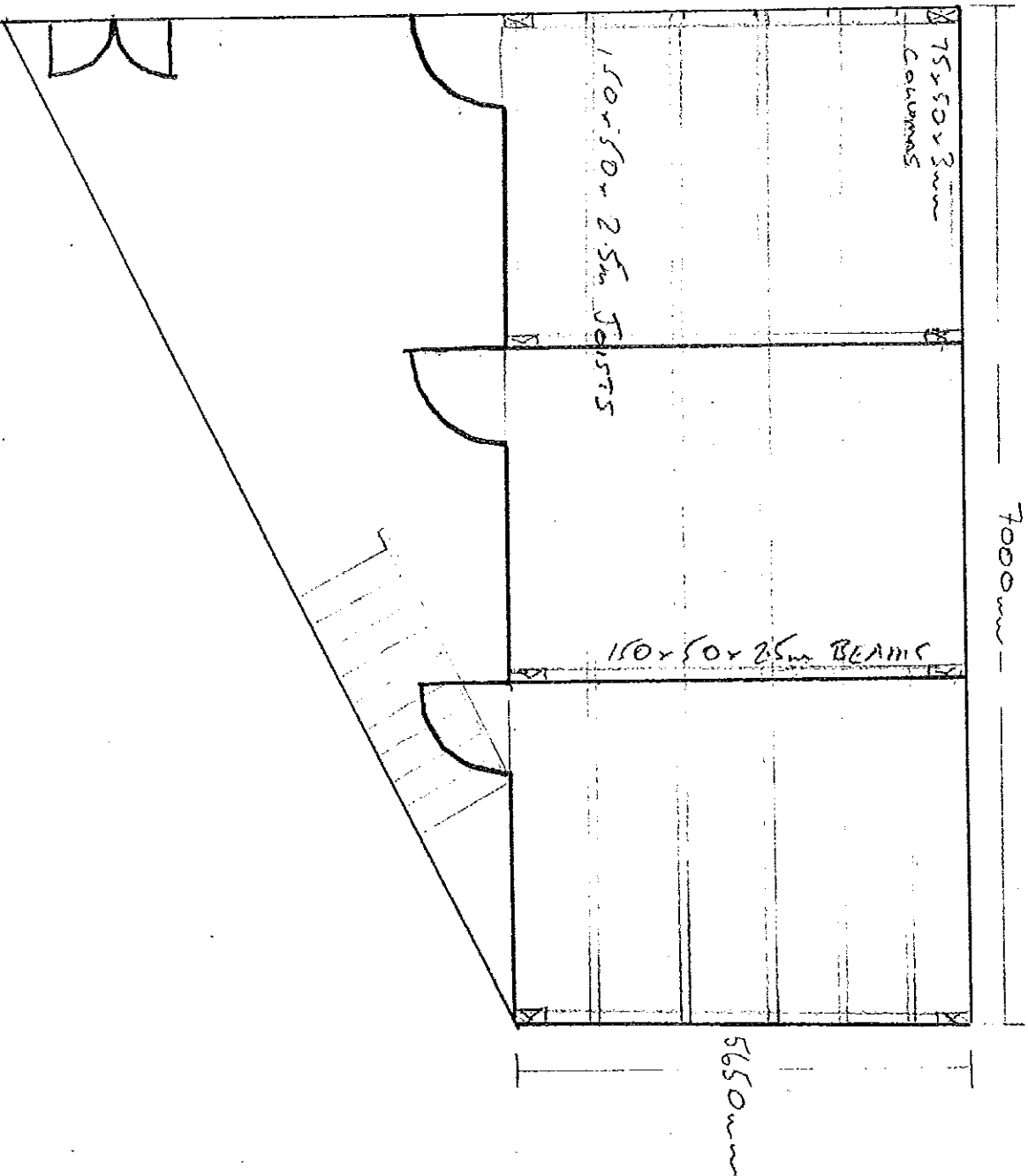
LINK MESH STORAGE AREAS & MEZZANINE FLOOR



NOT TO SCALE

PLAN

LINKWESH STORAGE MEANS WITH LOCABLE CITIES & MEZZANINE FLOOR FRAME



NOT TO SCALE

GRATWICK AQUATIC CENTRE

PRIORITY	PROJECT	COST
1	REPAINT OF THE DIVE BOWL This remains a recurring issue in ensuring water quality. The walls of the dive bowl have pitted (with age) and as such presents a significant issue in maintaining water quality (bacteria sit within the pit marks). Re-painting the dive bowl will mitigate the current water control issues. This issue has been raised with the Town of Port Hedland in previous Capital Works discussions and declined.	\$20,000
2	ULTRA MAX AUTO CLEANER A new Ultra Max Auto Cleaner is now required with urgency at GAC. A wide-body robotic pool floor cleaner, the Ultra Max Auto Cleaner is specifically designed for large pool cleaning. The current Auto Cleaner is well passed its life-cycle at approximately 10 years old with a life span of 5 years. More than \$10k (excluding freight) has been spent on servicing and repairs of the auto cleaner in the past few years. If not in place more staff time is required to manual clean which isn't a suitable alternative. The continued deterioration of the current Auto Cleaner will eventually lead to poor water quality. It is recommended to look at a lease option. An annual service is required to ensure the quality of the Auto Cleaner. This comes at a cost of \$700 in freight costs alone. This issue has been raised recurrently with the Town of Port Hedland.	\$15,000
3	REPAIR OF THE RETRACTABLE SHADE STRUCTURE The retractable shade structure needs to be re-stitched and patched to maintain the functionality of retractable shade cover over the main pool. If no remedial action is taken the shade cloth will continue to deteriorate and there will be no shade over the pool.	\$5,000
4	MAIN POOL DRAINED, RETILED, REGROUTED AND EXPANSION JOINTS REDONE The main pool is in dire need of servicing. It has been some 18 years since a full service was undertaken on the main pool which includes retiling, re-grouting and expansion joints redone. It is recommended for this remedial works to be completed in the winter.	\$120,000

	The impact of not undertaking this work will be that more tiles breaks, higher OHS issues for the patrons and continued issues with leaking water.	
5	PLANT ROOM ROOF AND FLASHINGS TO BE REPLACED The roof and flashings of the plant room are now well rusted and are perishing due to the proximity to the ocean. This is also a high risk given the new Cyclone Season. This is an OHS issue and presents a hazard to staff and patrons.	\$26,950
6	VENTILATION FAN INSTALLED IN CHLORINE GAS DRUM SHED*¹ GAC has been issued with a remediation notice from the Department of Mines and Petroleum to address the lack of ventilation in the chlorine gas drum shed. This is a compliance issue of Dangerous Goods Safety Act, 2004. Ventilation fans are required to remedy the non-compliance issue as well as the installation of Whirly Birds (see below). Re-alignment of the pool fencing. Communication has been made with the Town relative to the remedy.	\$15,000
7	VENTILATION WHILRY BIRDS INSTALLED INTO PLANT ROOM*² GAC has been issued with a remediation notice to address the lack of ventilation in the chlorine gas drum shed. This is a storage and handling compliance issue of Dangerous Goods Safety Act 2004. It is recommended to install whirly birds (three in the plant room and one in the chemical shed) to rectify the matter. Communication has been made with the Town relative to the remedy.	\$5,000
8	INSTALLATION OF AUTO DOSING SYSTEM GAC currently doesn't have an auto dosing system. An automated system allows for 24-hour continued auto adjusted dosing to ensure balance in water quality. This is a best practice system in water quality management.	\$30,000

¹ This is an immediate requirement to ensure compliance to Dangerous Goods.

² This is an immediate requirement to satisfy the non-compliance of a Dangerous Goods.

FULLTILT

CARPENTRY

MOB: 0417 936 799 PH: 9140 2810

fulltilt@westnet.com.au

ABN 60 225 297 387

Fulltilt Carpentry has pleasure in submitting the following quotation

Date: 1st Sept 2015
To: Gratwick Aquatic Centre
Re: Pump Shed/ Chemical store

Quotation;

Removal and disposal of existing barge flashings ridge capping, Long line roof sheets and Trimdek roof sheets.

Cut out and replace rusted roof purlins along north edge (beach side) of roof
SAI new Colourbond Trimdek roof sheeting including new Vortex Cyclone assembly
roof screws

SAI new Barge flashings and ridge capping

TOTAL \$26,950.00 GST Inc

- * Variations requested to works after commencement may incur additional charges
- * All omissions and errors accepted.
- * This quote is valid for 30 days.

I _____ approve Fulltilt Carpentry to
carry out works projected in the above mentioned quotation.

Signed _____

Date _____

FULLTILT

CARPENTRY

MOB: 0417 936 799 PH: 9140 2810

fulltilt@westnet.com.au

ABN 60 225 297 387

Fulltilt Carpentry has pleasure in submitting the following quotation

Date: 1st Sept 2015
To: Gratwick Aquatic Centre
Re: Link mesh fence to balance tank area

Quotation;

SAI new link mesh fence approx. 20m and three strands of barbed wire across the top rail to truncate balance tank area

TOTAL \$8,350.00 GST Inclusive

- * Variations requested to works after commencement may incur additional charges
- * All omissions and errors accepted.
- * This quote is valid for 30 days.

I _____ approve Fulltilt Carpentry to
carry out works projected in the above mentioned quotation.

Signed _____

Date _____

FULLTILT

CARPENTRY

MOB: 0417 936 799 PH: 9140 2810

fulltilt@westnet.com.au

ABN 60 225 297 387

Fulltilt Carpentry has pleasure in submitting the following quotation

Date: 21st March 2014

To: YMCA Gratwick Aquatic Centre

Re: Quick release system for shade sails

Quotation;

SAI Marine grade stainless steel quick release system to all shade sail posts along Civic Centre side of lap pool

TOTAL \$6,720.00 GST Inc

- * Variations requested to works after commencement may incur additional charges
- * All omissions and errors accepted.
- * This quote is valid for 30 days.

I _____ approve Fulltilt Carpentry to carry out works projected in the above mentioned quotation.

Signed _____

Date _____



DRAFT INVOICE

Chris Retallick

Invoice Date
13 Aug 2013

Invoice Number
INV-0025

Reference
Gratwick Aquatic centre

ABN
97 897 493 388

Rob Morrison Director of
Mordam PTY LTD As Trustee
for the RMSD Morrison
Family Trust
Attention: 13 Centaur Ave
South Hedland
WESTERN AUSTRALIA 6722
Bank Account Details
BSB 066-528-
ACC 10300623

Description	Quantity	Unit Price	GST	Amount AUD
Prepare supply and Repaint the Diving pool at Gratwick Aquatic centre.	1.00	18,340.00	10%	18,340.00
Please note there is alot of preperation in this way of fixing the pool.				
Also I would prefeere to resurface the pool with Fibreglass as it will no doubt last longer in my opinion in saying that I will use the best preparation products and underwater paint on the market.				
The colour is at the discretion of yourself				
Subtotal				18,340.00
TOTAL GST 10%				1,834.00
TOTAL AUD				20,174.00

Due Date:

Please Pay within 7 days of receiving this invoice or as stated on it.

Into the following Account

RMSD Morrison Family Trust066-528-10300623

PAYMENT ADVICE

Customer Chris Retallick
Invoice Number INV-0025
Amount Due 20,174.00
Due Date
Amount Enclosed

To: Rob Morrison Director of Mordam PTY LTD As Trustee for the
RMSD Morrison Family Trust
Attention: 13 Centaur Ave
South Hedland
WESTERN AUSTRALIA 6722
Bank Account Details
BSB 066-528-
ACC 10300623

Enter the amount you are paying above



QUOTE

Chris Retallick

Invoice Date
18 Dec 2014

Invoice Number
INV-0091

Reference
Gratwick aquatic center

ABN
97 897 493 388

Rob Morrison Director of
Mordam PTY LTD As Trustee
for the RMSD Morrison
Family Trust
Attention: 13 Centaur Ave
South Hedland
WESTERN AUSTRALIA 6722
Bank Account Details
BSB 066-528-
ACC 10300623

Description	Quantity	Unit Price	GST	Amount AUD
please except this quote on behalf of us.				
To remove grout and existing expansion joints to main pool and kids pool.	1.00	96,500.00	10%	96,500.00
To clean and prepare over the entire main pool and kids pool ready for replacement grout and expansion joints				
To remove all broken tiles and replace with new tiles in both pools. Plus the ledge of the kids pool.				
All works to will take about 3 weeks weather depending being the nature of such a huge project .				
Water to be emptied and refilled by the pool manager .				
Grout to be included with replacement tiles				
6 to 8 weeks notice of intention to accept will be made to works commencing.				
30 % deposit made prior to works commencement ,then balance to be made on day of accepting and completion				
Subtotal				96,500.00
TOTAL GST 10%				9,650.00
TOTAL AUD				106,150.00

Due Date: 31 Dec 2014

Please Pay within 7 days of receiving this invoice or as stated on it.

Into the following Account
RMSD Morrison Family Trust066-528-10300623
Please contact me on 0404986031/91725432 for any questions
Or Visit www.revepoolsandspas.com.au
or email us on revepoolsandspas@bigpond.com



QUOTE

Chris Retallick

Invoice Date
18 Dec 2014

Invoice Number
INV-0092

Reference
gratwick aquatic

ABN
97 897 493 388

Rob Morrison Director of
Mordam PTY LTD As Trustee
for the RMSD Morrison
Family Trust
Attention: 13 Centaur Ave
South Hedland
WESTERN AUSTRALIA 6722
Bank Account Details
BSB 066-528-
ACC 10300623

Description	Quantity	Unit Price	GST	Amount AUD
To remove all tiles around the external edge Main ,Diving and kids pool . this consist of a one tile edge				
To clean and prepare all surfaces for new tiles .	1.00	45,300.00	10%	45,300.00
To supply and install new tiles around the entire perimeter of the 3 pools with the closet replacement tile				
To remove all waste from site				
This really should be done at the same time as the grouting but can mostly be completed after except when the water will needed to be dropped when doing some works but not entirely.				
Works will take if done separate to the grouting another 2 weeks weather permitting				
a 30% deposit will be made prior to work commencing and balance paid in full on the day of accepting and completion.				
			Subtotal	45,300.00
			TOTAL GST 10%	4,530.00
			TOTAL AUD	49,830.00

Due Date: 31 Dec 2014

Please Pay within 7 days of receiving this invoice or as stated on it.

Into the following Account

RMSD Morrison Family Trust066-528-10300623

Please contact me on 0404986031/91725432 for any questions

Or Visit www.revepoolsandspas.com.au

or email us on revepoolsandspas@bigpond.com

SOUTH HEDLAND AQUATIC CENTRE

PRIORITY	PROJECT	COST
1	REMEDY THE WATER FILTRATION ISSUES The key capital works priority at the SHAC is the water filtration system. YMCA WA would like to continue to work with the Town in rectifying the current issues to ensure a best practice filtration is in place to maximize community use.	
2	REPAINT AND DESCALE THE AQUA TOWER This remains a recurring issue in ensuring water quality. The walls of the dive bowl have pitted (with age) and as such presents a significant issue in maintaining water quality (bacteria sit within the pit marks). Re-painting the dive bowl will mitigate the current water control issues. This issue has been raised with the Town of Port Hedland in previous Capital Works discussions and declined.	QUOTE TO BE OBTAINED
3	SHADE SAIL ACROSS MAIN POOL To adhere to Sun Safe/OHS issues a large shade sail should be constructed across the main pool.	QUOTE TO BE OBTAINED
4	LIGHTING IN PLANT ROOM OF WAVE RIDER To best support the Wave Rider being operation in the evenings lighting needs to be fitted to the plant room. A quote is currently being sourced.	QUOTE TO BE OBTAINED
5	CONCRETING BACK OF MAIN PLANT ROOM Currently vehicles can't access the main plant room to deliver chemicals due to the dirt driveway. A concrete pad is needed to aid deliveries by heavy machinery.	QUOTE TO BE OBTAINED
6	SHADE SAIL OVER WAVE RIDER This matter has been raised with the Town previously. Shade over the Wave Rider is a Sun Smart/OHS matter for patrons and staff. A shade structure will also protect the machinery. The price of the shade sail depends on dimensions purchased. A shade structure to cover the full machine will cost in the vicinity of \$40,000.	\$20,000-40,000
7	INSTALLATION OF WASH DOWN FACILITIES IN CHEMICAL AREAS This matter has been raised previously with the Town and is a staff and contractor safety issue.	\$9,000 APPROX

8	INSTALLATION OF AUTODIALER ALERT FOR CHLORINE GAS SYSTEM This matter has been raised previously with the Town and is a staff, contractor and community safety issue.	\$9,000 APPROX
9	INSTALLATION OF SOLAR PANELS It is recommended to install solar panels to off-set the annual electricity costs of \$272,392. In the winter the costs to heat the pool are \$1,000 per day. Solar panels would minimize the operational costs considerably.	

MARQUEE PARK

PRIORITY	PROJECT	COST
1	NEW SURFACE It is recommended that a new surface is implemented to replace the current soft fall surface. This is inadequate and presents as a major issue in managing the water filtration system.	QUOTE TO BE OBTAINED

Annexure 3 – Key Performance Indicators

Multi- Purpose Recreation Centre	KPI
Financial	
Income (Variation of +/- 5%) considered acceptable	\$1,020,267.00 (\$85,022.25 per month)
Expenditure (Variation of +/- 5%) considered acceptable	\$1,708,449.00 (\$142,370.75 per month)
Net Operating Result (Variation of +/- 5%) considered acceptable	-\$688,181.00
Expense Recovery	88% (Aspirational CERM Benchmark)
Metric	
Attendances	201,623 per annum
Visits per square metre (based on 4,500 sqm)	37
Fitness Classes. (all classes are required to be Les Mills or of an agreed similar standard)	30 classes per week. Average of 10 participants per class.
Personal Training	20 hours per week
Junior Sporting Competitions	3 Junior sporting competitions per week. (8 Teams in each competition and a minimum of one female completion.)
Senior Sporting Competitions	10 Senior sporting competitions per week
Junior (Non sporting programs)	9 Non sporting/lifestyle/personal development programs per annum
School Holiday Programs	School Holiday programs to be conducted in Port Hedland during the 2013 January and April School Holidays. (Programs are to cater for 40 participants per week.)
Programs for specific demographic (seniors or people with disabilities) – not including adult lifestyle/personal development programs listed below.	2 programs per annum
Adult Lifestyle/Personal Development Programs	16 per annum
Efficiency	
Average Income-per visit	\$3.16
Secondary Spend-per visit.	\$0.50
Subsidy-per visit	\$0.58

Labour Costs to Total Receipts	66%
Utility Costs-	
Energy Cost Share %	4.3%
Energy Cost per visit	\$0.22
Effectiveness	
Mystery Shopper Score – minimum of four mystery shopper reports per annum.	80% satisfaction
Customer service survey – Two surveys per annum	80% satisfaction
Training Costs per visit	\$0.03
Facility Audit –two facility audits per annum conducted by Town of Port Hedland Staff (First week March and September)	Pass / Fail
Maintenance and cleaning schedule reports reviewed monthly	Pass /Fail

South Hedland Aquatic Centre	
Financial	
Income (Variation of +/-5%) Considered acceptable	\$481,102 ((\$40,091.83 per month)
Expenditure (Variation of +/-5%) Considered acceptable	\$1,032,471.00 ((\$86,039.25 per month)
Net Operating Result (Variation of +/- 5%) Considered acceptable	-\$551,369
Expense Recovery	52% (Aspirational CERM Benchmark)
Metric	
Attendances	67,786 per annum
Visits per square metre	57
Swimming lessons (both centres combined)	80 per week (1 st and 4 th terms)
Aquatic Fitness Classes	3 classes per week
Aquatic Training/Education (Austswim, Bronze Medallion etc)	3 courses per annum
Programs and Events	2 events per annum
Casual Aqua-Run	4 hours per week
After School Programs	2 per annum
BHP Wave Rider-	
Maintain minimum number of operational hours	As outlined in figure 1 below
Staging of Surf Competitions	2 per annum
BHP Waver Rider birthday parties	2 per month
Establish Port Hedland Surf Club	10 Members
Deliver a term based program for adults and children	1 adult and 1 children's program per term.
Deliver Youth Diversionary Programs	2 per annum
Visits from local schools	6 per annum
Efficiency	
Average Income-per visit	\$3.49
Secondary Spend-per visit.	\$0.99
Subsidy-per visit	\$3.63
Labour Costs to Total Receipts	102%
Utility Costs-	
Energy Cost Share %	7.3%
Energy Cost per visit	\$0.52
Effectiveness	
Mystery Shopper Score –minimum of two mystery shopper reports per annum.	80% satisfaction
Customer Service Survey – one survey per annum	80% satisfaction
Training Costs-per visit	\$0.04
Facility Audit– two facility audits per annum conducted by Town of Port Hedland staff (First week March and September)	Pass / Fail

Maintenance and Cleaning Schedule Reports (reviewed monthly)	Pass /Fail
--	------------

Figure 1 BHP Wave Rider – Operating Hours

October to April

	Open	Close	Hours
Monday	15:30:00	19:00:00	3:30:00
Tuesday	15:30:00	19:00:00	3:30:00
Wednesday	15:30:00	19:00:00	3:30:00
Thursday	15:30:00	19:00:00	3:30:00
Friday	15:30:00	19:00:00	3:30:00
Saturday	12:00:00	17:00:00	5:00:00
Sunday	12:00:00	17:00:00	5:00:00
Pub Hols	12:00:00	17:00:00	5:00:00
School Hols	12:00:00	17:00:00	5:00:00

May to September

	Open	Close	Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday	15:30:00	19:00:00	3:30:00
Saturday	12:00:00	17:00:00	5:00:00
Sunday	12:00:00	17:00:00	5:00:00
Pub Hols	12:00:00	17:00:00	5:00:00
School Hols	12:00:00	17:00:00	5:00:00

Gratwick Pool	
Financial	
Income (Variation of +/- 5%) considered acceptable	\$314,211.00 ((\$26,184.25 per month)
Expenditure (Variation of +/- 5%) considered acceptable	\$997,333.00 ((\$83,111.08 per month)
Net Operating Result (Variation of +/- 5%) considered acceptable	-\$683,123.00
Expense Recovery	52% (Aspirational CERM Benchmark
Metric	
Attendances	
Swimming Lessons (both centres combined)	80 per week (1 st and 4 th terms)
Fitness Classes	5 classes per week
Personal Training	5 hours per week
After School Programs	2 per annum
Aquatic Training/Education (Austswim, Bronze Medallion etc)	3 courses per annum
Programs and Events	2 events per annum
Casual Aqua-Run	4 hours per week
Efficiency	
Average Income per visit	\$3.49
Secondary Spend per visit.	\$0.99
Subsidy per visit	\$3.63
Labour Costs to Total Receipts	102%
Utility Costs-	
Energy Cost Share %	7.3%
Energy Cost per visit	\$0.52
Effectiveness	
Mystery Shopper Score—minimum of two mystery shopper reports per annum.	80% satisfaction
Customer Service Survey – One survey per annum	80% satisfaction
Training Costs-per visit	\$0.04
Facility Audit—two facility audits per annum conducted by Town of Port Hedland Staff (First week March and September)	Pass / Fail
Maintenance and Cleaning Schedule Reports (reviewed monthly)	Pass /Fail

2016-2017 Budget

Leisure Services – Consolidated Budget¹⁹

INCOME	2016-2017
Wanangkura Stadium	1,920,061.97
Gratwick Aquatic Centre	\$127,460.27
South Hedland Aquatic Centre	\$529,701.78
TOTAL	\$2,577,224.02
EXPENSE	2016-2017
Wanangkura Stadium	\$2,301,062.17
Gratwick Aquatic Centre	\$935,387.23
South Hedland Aquatic Centre	\$1,684,683.36
TOTAL	4,921,132.76
NET OPERATING POSITION	\$(2,343,908.74)

¹⁹ Greater detail of budget are available for review

COMMERCIAL IN CONFIDENCE

YMCA WA PORT HEDLAND LEISURE SERVICES BUSINESS PLAN 2016-2017

Wanangkura Stadium²⁰

Income	Total
Creche Income	\$ 23,727.27
Childrens Term Program Income	\$ 29,105.45
Group Fitness Income	\$ 65,713.64
Health Club Income	\$ 1,462,251.42
Vac care income	\$ 54,150.00
Adult Term Programs Income	\$ 12,800.12
Sports Competition	\$ 96,509.09
Facility and Equipment Hire Income	\$ 91,689.75
Café Income	\$ 52,402.50
Squash court rental	\$ 31,712.73
Total Income	\$ 1,920,061.97
Expense	
Crèche Expense	\$ 94,208.50
Children's Term Program Expense	\$ 19,078.41
Group Fitness Expense	\$ 51,192.80
Health Club Expense	\$ 62,840.66
Vacation Care Expense	\$ 36,364.00
Adult Term Program Expense	\$ 2,430.79
Sports Competition	\$ 99,477.19
Café Expense	\$ 26,201.25
Customer Service Wages Expense	\$ 354,413.89
Duty Management Expense	\$ 43,644.38
Management expense	\$ 491,966.64
Marketing	\$ 50,000.00
Bank Charges	\$ 25,000.00
Cash Security Expense	\$ -
Telephone / Internet	\$ 19,409.48
Postage & Courier Expense	\$ 123.30
Stationary and Printing Expense	\$ 39,407.71
Licenses & Subscriptions	\$ 36,920.13
CERM	\$ 2,651.33
Training	\$ 11,157.62
Recruitment	\$ 6,000.00
Travel	\$ 3,938.41
Uniforms	\$ 10,000.00

²⁰ Greater budget detail is available for review

COMMERCIAL IN CONFIDENCE

YMCA WA PORT HEDLAND LEISURE SERVICES BUSINESS PLAN 2016-2017

Consumables Expense	\$ 345.24
Staff amenities	\$ 269.21
Equipment lease	\$ 64,077.98
Public Liability Insurance	\$ 8,447.08
Gas Expense	\$ 14,715.86
Electricity	\$ 234,333.11
Water Expense	\$ 4,200.00
Repairs & Maintenance	\$ 210,326.24
Security Expense	\$ 4,531.94
Equipment replacement Expense	\$ 110,370.00
Waste Disposal Expense	\$ 3,288.00
Cleaning Expense	\$ 149,689.28
Gardening Expense	\$ 9,864.00
First Aid and Safety	\$ 177.76
	\$ 2,301,062.17
Net Operating Result	\$ (381,000.21)

COMMERCIAL IN CONFIDENCE

YMCA WA PORT HEDLAND LEISURE SERVICES BUSINESS PLAN 2016-2017

South Hedland Aquatic Centre²¹

Income	Total
Aqua Aerobics Income	\$ 3,475.15
Recreation Swimming Income	\$ 168,062.26
Schools Aquatic Program Income	\$ 14,332.73
Aquatic Education Income	\$ 188,545.45
Facility and Equipment Hire Income	\$ 14,200.00
Café Income	\$ 66,680.00
Merchandise Income	\$ 18,580.00
Surf Machine Income	\$ 51,898.91
Birthday Parties income	\$ 3,927.27
Total Income	\$ 529,701.78
Expense	
Aqua Aerobics Expense	\$ 13,926.94
Recreation Swim Expense	\$ 218,200.21
Aquatic Education Expense	\$ 55,898.63
Café Expense	\$ 33,340.00
Merchandise Expense	\$ 9,290.00
Surf machine Expense	\$ 49,804.94
Birthday Parties expense	\$ 1,741.52
Customer Service Wages Expense	\$35,897
Duty Management Expense	\$56,213
Management expense	\$490,962
Marketing	\$20,000
Bank Charges	\$5,000
Cash Security Expense	\$ 3,331.16
Telephone / internet	\$ 3,839.77
Postage & Courier Expense	\$ 528.14
Stationary and Printing Expense	\$ 7,192.50
Licenses & Subscriptions	\$ 2,627.32
CERM	\$ 2,651.33
Training	\$ 11,837.83
Recruitment	\$ 3,000.00
Travel	\$ 7,386.70
Uniforms	\$ 944.27
Consumables Expense	\$ 486.01
Staff amenities	\$ 725.42
Equipment lease	\$ 7,818.25
Public Liability Insurance	\$ 1,766.27

²¹ Greater budget detail is available for review

COMMERCIAL IN CONFIDENCE

YMCA WA PORT HEDLAND LEISURE SERVICES BUSINESS PLAN 2016-2017

Electricity	\$ 280,507.50
Water Expense	\$ 54,002.32
Repairs & Maintenance	\$ 162,170.00
Security Expense	\$ 2,338.59
Equipment replacement Expense	\$ 20,947.47
Pool Chemicals Expense	\$ 60,622.50
Waste Disposal Expense	\$ 379.56
Cleaning Expense	\$ 22,250.51
Gardening Expense	\$ 34,935.00
First Aid and Safety	\$ 2,120.76
	\$ 1,684,683.36
Net Operating Result	\$ (1,154,981.58)

COMMERCIAL IN CONFIDENCE

YMCA WA PORT HEDLAND LEISURE SERVICES BUSINESS PLAN 2016-2017

Gratwick Aquatic Centre²²

Income		Total
Aqua Aerobics Income	\$	1,298.91
General admission Income	\$	61,465.91
Schools Aquatic Program Income	\$	2,454.55
Aquatic Education Income	\$	24,340.91
Facility and Equipment Hire Income	\$	4,400.00
Café Income	\$	24,000.00
Merchandise Income	\$	9,500.00
Total Income	\$	127,460.27
Expense		
Aqua Aerobics Expense	\$	5,568.60
Lifeguard expense	\$	157,004.69
Aquatic Education Expense	\$	-
Café Expense	\$	12,000.00
Merchandise Expense	\$	4,750.00
Duty Management Expense	\$	76,473.84
Management expense	\$	345,496.92
Marketing	\$	-
Bank Charges	\$	6,000.00
Cash Security Expense	\$	2,277.97
Telephone / Internet	\$	5,658.44
Postage & Courier Expense	\$	513.75
Stationary and Printing Expense	\$	3,339.38
Licenses & Subscriptions	\$	2,859.54
CERM	\$	2,651.33
Training	\$	4,556.96
Recruitment	\$	-
Travel	\$	1,453.91
Uniforms	\$	-
Consumables Expense	\$	652.46
Staff amenities	\$	549.71
Equipment lease	\$	9,643.09
Public Liability Insurance	\$	1,499.12

²² Greater detail is available for review

COMMERCIAL IN CONFIDENCE

YMCA WA PORT HEDLAND LEISURE SERVICES BUSINESS PLAN 2016-2017

Gas Expense	\$	-
Electricity	\$	34,935.00
Water Expense	\$	42,333.00
Repairs & Maintenance	\$	87,594.38
Security Expense	\$	1,268.96
Equipment replacement Expense	\$	20,000.00
Pool Chemicals Expense	\$	39,301.88
Waste Disposal Expense	\$	2,928.38
Cleaning Expense	\$	21,757.31
Gardening Expense	\$	40,725.99
First Aid and Safety	\$	1,592.63
	\$	935,387.23
Net Operating Result	\$	(807,926.96)

COMMERCIAL IN CONFIDENCE

YMCA WA PORT HEDLAND LEISURE SERVICES BUSINESS PLAN 2016-2017

ITEM 13 LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/ COUNCIL

Nil

ITEM 14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

ITEM 15 REPORTS OF COMMITTEES

Note: The Minutes of this Committee meeting are enclosed under separate cover.

15.1 Airport Committee Minutes – 11 February 2016**201516/215 RECOMMENDATION/ COUNCIL DECISION**

MOVED: CR ARIF

SECONDED: CR GILLINGHAM

That Council receive the Minutes of the Ordinary Meeting of the Airport Committee held on 11 February 2016 at 5:30pm inclusive of the following decisions:

8.1 Confirmation of Minutes of the Airport Committee held on Wednesday 8 December 2015

11.1.1 Airport Management Report

CARRIED 8/0

15.2 Audit, Risk and Governance Committee Minutes – 9 February 2016**201516/216 RECOMMENDATION/ COUNCIL DECISION**

MOVED: CR ARIF

SECONDED: CR WHITWELL

That Council receive the Minutes of the Ordinary Meeting of the Audit, Risk and Governance Committee held on 9 February 2016 at 5:30pm inclusive of the following decisions:

8.1 Confirmation of Minutes of the Audit, Risk and Governance Committee held on Wednesday 17 November 2015

11.1.1 Wealth Management Framework – Short Term Investment of Airport Lease Funds

11.1.2 Local Government Audit Framework and Audit Work Plan

11.2.1 Prepayment of the Airport Housing Loan

11.2.2 2015/2016 December Quarterly Budget Review

11.2.3 2015 Compliance Audit Return

CARRIED 8/0

ITEM 16 CONFIDENTIAL ITEMS

Nil.

ITEM 17 APPLICATIONS FOR LEAVE OF ABSENCE**201516/217 COUNCIL DECISION****MOVED: CR MELVILLE****SECONDED: CR GILLINGHAM**

That council approve the following applications for leave of absence:

- Councillor Gillingham 14 April 2016 to 26 April 2016
- Councillor Hooper 17 April 2016 to 25 April 2016
- Councillor Melville 31 March 2016 to 10 April 2016 and 14 April to 16 April 2016
- Mayor Howlett 20 April 2016 to 20 May 2016

CARRIED 8/0

ITEM 18 ATTENDANCE BY TELEPHONE/ INSTANTANEOUS COMMUNICATIONS

Nil

ITEM 19 CLOSURE**19.1 Date of Next Meeting**

The next Ordinary Meeting of Council will be held on Wednesday 27 April 2016, commencing at 5:30pm, with the Public Agenda Briefing being held on Wednesday 20 April 2016, commencing at 5:30pm.

19.2 Closure

There being no further business, the Mayor declared the meeting closed at 9:33pm.