



TOWN OF PORT HEDLAND

ORDINARY COUNCIL MEETING MINUTES

**WEDNESDAY 27 APRIL 2016 AT
5:30PM**

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

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

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

ITEM 1	OPENING OF MEETING.....	6
ITEM 2	ACKNOWLEDGMENT OF TRADITIONAL OWNERS	6
ITEM 3	RECORDING OF ATTENDANCE	6
3.1	Attendance	6
3.2	Apologies.....	6
3.3	Approved Leave of Absence	6
3.4	Declarations of Interest	7
ITEM 4	RESPONSE TO PREVIOUS QUESTIONS	7
4.1	Questions from Public at Ordinary Council Meeting held on Wednesday 23 March 2016	7
4.2	Questions from Elected Members at Ordinary Council Meeting held on Wednesday 23 March 2016	7
4.2.1	Councillor Blanco.....	7
4.2.2	Councillor Gillingham	8
4.2.3	Councillor Hooper	9
4.2.4	Councillor Newbery	9
4.2.5	Councillor Whitwell.....	9
ITEM 5	PUBLIC TIME	10
5.1	Public Question Time.....	10
5.1.1	Ms Betty Matthews.....	10
5.1.2	Mr Stan Martin as Vice President of the Port Hedland Ratepayers Association	10
5.1.3	Mr John Peters on behalf of the Port Hedland Ratepayers Association.....	11
5.1.4	Mr Zac Slaughter on behalf of the Volunteer Marine Rescue Service Port Hedland	11
5.1.5	Ms Robyn Winkler.....	12
5.2	Public Statement Time.....	12
5.2.1	Mr John Peters on behalf of the Port Hedland Ratepayers Association.....	12
ITEM 6	QUESTIONS FROM MEMBERS WITHOUT NOTICE	12
6.1	Councillor Gillingham.....	12
6.2	Councillor Newbery	13
6.3	Councillor Whitwell	13
6.4	Councillor Tavo	14
6.5	Deputy Mayor Blanco	14
ITEM 7	DECLARATIONS OF ALL MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER BEFORE THE MEETING .	14
ITEM 8	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	14

8.1	Confirmation of Minutes of Ordinary Meeting of Council held on Wednesday 23 March 2016	14
ITEM 9	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	15
ITEM 10	REPORTS BY ELECTED MEMBERS WITHOUT DISCUSSION	18
10.1	Councillor Gillingham.....	18
10.2	Councillor Hooper.....	18
10.3	Councillor Arif	19
10.4	Councillor Melville	19
10.5	Councillor Whitwell	19
10.6	Councillor Tavo	19
ITEM 11	PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS	19
ITEM 12	REPORTS OF OFFICERS	21
12.1	Community and Development Services.....	21
12.1.1	Proposed Structure Plan over Lots 512, 1444, 1732 and portion of Lots 556 and 511 Athol Street, plus Reserve 51251 and part of Lot 340 Cooke Point Drive Port Hedland 21	
12.1.2	Community Partnership Funding Applications 2016/17 – 2018/19.....	43
12.1.3	Port Hedland Speedway Club – Request for Funding.....	68
12.2	Works and Services	76
12.2.1	Consideration to Enter into a Memorandum of Understanding with the Department of Fire & Emergency Services – Management and Control of Bush Fires and Emergency Services in the Pilbara on a Three Year Trial Basis.....	76
12.2.2	Lease – Rodeo and Equestrian Centre.....	88
12.3	Corporate Services.....	92
12.3.1	Corporate Business Plan 2015 – 2019	92
12.4	Office of the CEO	109
12.4.1	Risk Assessment and Risk Matrix	109
12.4.2	Mobile Phone Black Spots and '000' Emergency Services.....	116
ITEM 13	LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/ COUNCIL.....	122
13.1	Statement of Financial Activity for the period ended 31 March 2016	123
ITEM 14	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	137
ITEM 15	REPORTS OF COMMITTEES	137
15.1	Audit, Risk and Governance Committee Minutes – 8 March 2016	137
ITEM 16	CONFIDENTIAL ITEMS.....	137
ITEM 17	APPLICATIONS FOR LEAVE OF ABSENCE	137
ITEM 18	ATTENDANCE BY TELEPHONE/ INSTANTANEOUS COMMUNICATIONS.	137
ITEM 19	CLOSURE.....	138

19.1	Date of Next Meeting.....	138
19.2	Closure.....	138

ITEM 1 OPENING OF MEETING

The Deputy Mayor declared the meeting open at 5:34pm.

ITEM 2 ACKNOWLEDGMENT OF TRADITIONAL OWNERS

The Deputy Mayor acknowledged the traditional owners, the Kariyarra people.

ITEM 3 RECORDING OF ATTENDANCE**3.1 Attendance**

Elected Members:

Councillor Camilo Blanco – Deputy Mayor

Councillor Jan Gillingham

Councillor David Hooper

Councillor Julie Arif

Councillor Troy Melville

Councillor Louise Newbery

Councillor Richard Whitwell

Councillor Lincoln Tavo

Officers:

Mal Osborne Chief Executive Officer

Brendan Smith Director Works and Services

Chris Linnell Director Community and Development Services

Dale Stewart Acting Director Corporate Services

Peter Kocian Executive Officer

Grace Waugh Coordinator Governance

Tammy Wombwell Minute Taker/ Acting Corporate Information Officer

Public 9

ToPH Officers 14

Media 1

3.2 Apologies

Nil

3.3 Approved Leave of Absence

Mayor Kelly Howlett – 20 April to 20 May 2016

3.4 Declarations of Interest

Name	Item	Type	Nature
Deputy Mayor Blanco	12.1.2 Community Partnership Funding	Impartiality	Deputy Mayor is the Commodore of the Yacht Club.
Councillor Jan Gillingham	12.1.1 Athol Street Structure Plan	Impartiality	Councillor has made a public submission.
	12.1.2 Community Partnership Funding	Impartiality	Councillor is a social member of the Yacht Club and Committee Member of the Pilbara Music Festival.
Councillor Richard Whitwell	12.1.2 Community Partnership Funding	Impartiality	Councillor is a Member of the Yacht Club.
	12.2.2 Rodeo Lease	Financial	Councillor has provided legal advice and represented the applicant.
Councillor Julie Arif	12.1.2 Community Partnership Funding	Impartiality	Councillor is a member of one group receiving a grant.

ITEM 4 RESPONSE TO PREVIOUS QUESTIONS**4.1 Questions from Public at Ordinary Council Meeting held on Wednesday 23 March 2016**

Nil.

4.2 Questions from Elected Members at Ordinary Council Meeting held on Wednesday 23 March 2016**4.2.1 Councillor Blanco**

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 that a visual inspection of the structures has been undertaken and it is likely the structures will need to be demolished and replaced. The structures have been assessed by a Structural Engineer and the report is anticipated by 15 April 2016. Should the structures require demolition and replacement, Director Community and Development Services will liaise with key stakeholders of the facility, and the cost of the works will be considered as part of the 16/17 budget.

When will BHP Billiton's contribution funds be paid into the Town's account for the North West Festival?

Director Community and Development Services advised that BHP were invoiced in March 2016. Funds are due to be received by week ending 14 April 2016.

4.2.2 Councillor Gillingham

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

Director Works and Services advised that there will be further planting at Anderson Street, and existing reticulation infrastructure will be modified where necessary.

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?

Acting Director Corporate Services advised that currently firmware updates are performed by the Town's ITC team and DELL support is delivered via remote WebEx sessions.

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?

Acting Director Corporate Services advised in the negative. DELL did not charge for the recent upgrade as this is included under the DELL warranty.

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?

Acting Director Corporate Services advised in the negative. DELL support is delivered via remote WebEx sessions. The Town do not pay for flights or accommodation related to firmware upgrades.

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?

Acting Director Corporate Services advised in the affirmative. High availability infrastructure is still in place. The Town currently have high availability on hosts, storage, switches and application layer.

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

Acting Director Corporate Services advised the virtualisation project was put in place, however a mirror image was not implemented at the time. We can confirm however, that we continue to have complete data and storage backups.

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?

Acting Director Corporate Services advised the mirror image was never implemented by DELL.

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

Acting Director Corporate Services advised in the affirmative. DELL is the only company working on the project.

4.2.3 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?

Director Works and Services advised that this block of land is in control of the Department of Education and requests further clarification as a Town owned asset may be available for use if considered fit for purpose.

4.2.4 Councillor Newbery

How much is the bond for the rodeo that has been approved for May 2016 on the Turf Oval?

Director Community and Development Services advised that the bond is \$4,000.

4.2.5 Councillor Whitwell

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

Director Works and Services advised that this road is the responsibility of Main Roads WA and this question has been referred to them for action.

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.'

Deputy Mayor opened Public Question Time at 5:38pm

5.1 Public Question Time**5.1.1 Ms Betty Matthews**

When will the traffic management barriers be removed on Wise Terrace?

Director Works and Services advised that Town of Port Hedland officers are presenting the review and final designs to Council in the near future.

In reference to item 12.1.1 'Proposed Structure Plan on Cooke Point Drive and Athol Street'; what is the Town going to do about the dangers of the increased truck activity on the roundabout?

Chief Executive Officer advised that the Proposed Structure Plan is not likely to happen in the very near future. Chief Executive Officer also advised the roundabout is due for a rebuild, because of subsidence that has occurred there over a number of years. If the redevelopment does go ahead, a traffic management plan will need to be put in place.

5.1.2 Mr Stan Martin as Vice President of the Port Hedland Ratepayers Association

How many legal accommodation camps are there currently in the town?

Chief Executive Officer advised there are four within the town site boundary; Gateway, Mia Mia, Port Haven and the disused Beachfront. Chief Executive Officer also advised there are a number of facilities outside of the town site boundaries. The Town has been in discussion with the operators of these facilities outside of the town site boundaries.

What is the individual capacity of each of these camps?

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

5.1.3 Mr John Peters on behalf of the Port Hedland Ratepayers Association

Can the Town provide specific details of the cost of the recent Elected Members visit to China, including the induction, event fees, and costs for the North West Telegraph Journalist to accompany them?

Chief Executive Officer advised an exact amount will be provided. The estimated cost was around \$12,600 total, for four Elected Members and the Chief Executive Officer. Chief Executive Officer also advised that the Journalist from the North West Telegraph, Mr Ben Leahy, was a guest of the Pilbara Regional Council and the Town of Port Hedland did not supply any direct funding for the Journalist to attend.

How productive was this trip?

Chief Executive Officer advised the key issues were the learnings of a rapidly growing community, and looking at their investment into their economic zone. Another key outcome is the connections that were made with people who do business in China, and their communication with the Town about business opportunities in Port Hedland.

Did any Kariyarra people attend the trip?

Chief Executive Officer advised in the negative. The Town was invited to send delegates, and through Council, resolved to send five Elected Members initially, one of which could not attend, and the Chief Executive Officer.

5.1.4 Mr Zac Slaughter on behalf of the Volunteer Marine Rescue Service Port Hedland

Can the Town assist with dredging the Richardson Street boat ramp for emergency situations?

Chief Executive Officer advised that the Town is currently not responsible for the dredging, or maintenance dredging, and that it is the responsibility of the Pilbara Ports Authority. Chief Executive Officer also advised that the Town is meeting with the Pilbara Ports Authority on 28 April 2016, and will raise the issue that emergency services need to get better access to the boat ramp in emergency situations.

Is it the Pilbara Port Authority's responsibility to dredge the channel and not the boat ramp?

Chief Executive Officer advised that Pilbara Ports Authority has traditionally been responsible for the initial capital dredging campaign as well as maintenance dredging of the boat ramp. The Town is only responsible for maintaining the surface of the boat ramp and structures surrounding the boat launching facility.

We are seeking support from the Town to erect signage at our facility at 10 McKay Street, outside the Marine Rescue shed, to help deter the public from parking in Emergency Service zones.

Director Works and Services advised this would be discussed with Mr Slaughter.

5.1.5 Ms Robyn Winkler

In reference to the Town's accounts due, for the period ended 31 September 2015, can the Town give an explanation for the following items?

Qantas air travel for training for the Mayor,

Deputy Mayor and Councillors to attend WALGA week in Perth totalling \$57,000;

Screening rights for Jurassic World totalling \$8,700,

Book of Meal Tickets for Manager Financial Services, while staying in Port Haven totalling \$6,700.

Deputy Mayor advised that the Town's accounts due report only shows the first line item for each payment, and not the entire statement. Deputy Mayor advised that the Town is currently reviewing this matter to work towards a clear and transparent financial report, with more detail.

I have received a Building Approval Certificate from the Town for a privately built shed costing \$7,000 on our property in South Hedland. The cost of the building noted on the Certificate was increased to \$19,500 without our knowledge and we were told that the Certificate does not prevent the Town from taking legal action against us in future. Can you give me an explanation on the legal implications and will the increased cost affect our Gross Rental Value?

Chief Executive Officer advised that due to it being a retrospective approval, it does not prevent the Town from pursuing legal action for third party consequences.. The Gross Rental Value is determined by the Valuer Generals Office. Historically, an average garage does not have a significant, if not any impact on the GRV of a property.

Deputy Mayor closed Public Question Time at 5:55pm.

Deputy Mayor opened Public Statement Time at 5:55pm

5.2 Public Statement Time

5.2.1 Mr John Peters on behalf of the Port Hedland Ratepayers Association

On behalf of the Port Hedland Ratepayers Association, I would like to congratulate the Town on the successful refinancing of the North West Festival, and in return gaining a saving of \$300,000. Also, congratulations to Councillor Lincoln Tavo on his election win.

Deputy Mayor closed Public Statement Time at 5:56pm.

ITEM 6 QUESTIONS FROM MEMBERS WITHOUT NOTICE

6.1 Councillor Gillingham

When will the roundabout on Styles Road in Pretty Pool be corrected or repaired?

Director Works and Services advised that the Town is waiting on a road safety audit to be undertaken on the design.

I have received a call from a member of the public asking about the wording in the recommendation of each item being changed to “with respect”, why has this change been made?

Chief Executive Officer advised that the grammatical change has been made to add further clarity on which item or lot the recommendation is specific to.

I returned back to Port Hedland yesterday on a Qantas 737 plane, and after discussions with Qantas staff on the plane, I was advised that Qantas 737 planes will more than likely cease coming to Port Hedland Airport due to the decline of passengers, and be replaced with smaller 717 plane. Is there any further news on this?

Chief Executive Officer advised that the Town has not received formal notification from Qantas. Chief Executive Officer also advised that although there has been a reduction in services to Port Hedland, the town still has a good selection of services available.

6.2 Councillor Newbery

In regards to the bond that was paid for the Rodeo at the Port Hedland Racecourse, is the bond of \$4,000 sufficient to cover any mess or damage made?

Chief Executive Officer advised that bonds are set by Council, as per the schedule of fees and charges. The Town will be reviewing the fees and charges for the 2016/17 financial year, however, if Council feel that the bonds which have been previously set are insufficient, there will be an opportunity for Council to reconsider the fees.

6.3 Councillor Whitwell

In regards to the question I asked last month about the Great Northern Highway, it was advised that the question was referred to Main Roads for action. Has there been a response?

Director Works and Services advised in the negative however Town officers will follow up with Main Roads.

6.4 Councillor Tavo

In regards to the recent closure of the Port Hedland branch of Macro Realty, one of the sponsors for the North West Festival; will this affect the funding for the North West Festival?

Chief Executive Officer advised the Town has a written commitment from Macro Realty for \$250,000 towards funding for the North West Festival. The signed contracts will be received by the Town this evening.

6.5 Deputy Mayor Blanco

In regards to the maintenance of local road shoulders and erosion, does the Town have an allocated officer that inspects local road conditions, and if so, how often is it undertaken, and are the recommendations carried out in a timely manner?

Director Works and Services suggested a workshop be organised for Elected Members, in which the Town walk through the Service Targets Manual and Asset Management Strategy.

Chief Executive Officer acknowledged there has been limited work undertaken by the Town over the last 12 months. Chief Executive Officer also advised that the Town purchased a purpose built vehicle in February 2015, with a 58 week delivery time frame which has only just come into the possession of the Town, and advised that it is important that the Town has correctly trained staff to operate the vehicle.

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

Deputy Mayor Blanco	Councillor Melville
Councillor Gillingham	Councillor Newbery
Councillor Hooper	Councillor Whitwell
Councillor Arif	Councillor Tavo

ITEM 8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Confirmation of Minutes of Ordinary Meeting of Council held on Wednesday 23 March 2016

201516/218 RECOMMENDATION/ COUNCIL DECISION

MOVED: CR HOOPER

SECONDED: CR ARIF

That Council confirm that the Minutes of the Ordinary Meeting of Council held on Wednesday 23 March 2016 are a true and correct record.

CARRIED 8/0

ITEM 9 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

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

*March 2016*Thursday, 3rd March

- Meeting LandCorp (Matt Read & Todd Wood)
- Interview Spirit Radio (1026am) Re North West Festival
-

Friday, 4th March

- Photo with Hedland Network Attendance Coordinator (Karen Derschow)
- Attended Town of Port Hedland Aboriginal Consultation Forum

Saturday, 5th March

- Attended Soroptimist International – Port Hedland International Women's Day Afternoon Tea Event

Sunday, 6th March

- Participated 2016 Clean Up Australia day South Hedland

Tuesday, 8th March

- Attended 2016 International Women's Day Breakfast Event
- Weekly TOPH & NWT Media Meeting
- Attended TOPH Audit, Risk & Governance Committee Meeting
- Attended & Speech at Julie Arif's Book Launch Event

Wednesday, 9th March

- Meeting Department Education Regional Director Pilbara (Neil Darby)
- Meeting Department Prime Minister & Cabinet (Kit Quarry)
- Briefing Pilbara Trails Blueprint Project (PRC)
- Meeting Geraldton Universities Centre (GUC) Chair Steve Douglas and Project Officer Brendan Penzer
- Attended EM & Exec Confidential Concept Forum

Thursday, 10th March

- Port Hedland International Airport Long Term Lease Signing Event

Saturday, 12th March

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

Monday, 14th March

- Weekly CEO and Mayor Catch Up Meeting
- Meeting Cassia Education Support Centre Principal Deepmala Pillay
- Attended Meeting Port Hedland International Airport Transition (PHIA CEO Mitchell Cameron)

Tuesday, 15th March

- Weekly Spirit Radio (1026am) Mayor Chat

- Attended & Speech At TOPH & PHIA Group Airport Transition Ceremony
- Weekly TOPH & NWT Media Meeting
- Attended TOPH Staff Sundowner & Airport Staff Recognition Event

Wednesday, 16th March

- Volunteered as a Town Ambassador Cruise Ship Visit

Thursday, 17th March

- Attended Town of Port Hedland & Port Hedland Visitor Centre Stall at 2016 Perth Caravan & Camping Show
- Attended Western Australian Vietnam Business Council Committee Sundowner
- Attended Pilbara Regional Council Dinner

Friday, 18th March

- Meeting With Minister Terry Redman Chief of Staff Re Spoilbank Marina Waterfront Precinct Project
- Attended Pilbara Regional Council Meeting

Saturday, 19th March

- Interview ABC NW Radio (603am) Re Response To Hon Premier Colin Barnett Comments Re Spoilbank Marina Waterfront Precinct Project

Monday, 21st March

- Photo With YMCA & NWT Re Gym Membership Competition Winner
- Participated In Horizon Power Stakeholder Feedback Survey
- Meeting Filomena Leaupepe Re Research On Aboriginal Children & Families In South Hedland
- Attended East Pilbara District Health Advisory Council Meeting
- Meeting At South Hedland Bowls & Tennis Club Re 2016 Boodarie Bowls Carnival

Tuesday, 22nd March

- Weekly CEO and Mayor Catch Up
- Interview Business Weekly News (Raza Malik)
- Weekly Spirit Radio (1026am) Mayor Chat
- Meeting LandCorp (Matt Read, Brad Pawlenko and Paul Ferrante)
- Meeting With Pilbara Regiment (Major Mick Lange)
- Meeting With IBN CEO Tony McCrae
- Weekly TOPH & NWT Media Meeting

Wednesday, 23rd March

- Attended PHCCI Business Breakfast Series
- Photo & Presentation At South Hedland Primary School Re 2016 Bike Week Poster Competition
- EM Briefing: Declarations Of Gifts & Contributions To Travel
- Chair Ordinary Council Meeting – March

Thursday, 24th March

- Photo At YMCA Gratwick Aquatic Centre Re Renewal Contract With YMCA
- Attended Hedland Women Of Influence Luncheon
- Attended WALGA Webinar – Chairing Of Meetings

- Attended LEMC Meeting

Tuesday, 29th March

- Weekly Spirit Radio (1026am) Mayor Chat
- ABC NW Radio Re Hon Minister Nalder Announcement Re Great Northern Highway
- Weekly TOPH & NWT Media Meeting

Wednesday, 30th March

- Photo At PHCCI Re Support 2016 Hedland Economic Forum
- Interview ABC NW Radio (603am) Re Front Page & Page 15 In North West Telegraph Re Community Facilities and Asset Management
- Attended Forum WA Police & Hedland Taxi Drivers
- Attended EM & Exec Confidential Concept Forum

Thursday, 31st March

- Attended Department Local Government & Communities Rates Workshop

April 2016

Friday, 1st April

- Attended WALGA Emergency Management Training: Local Recovery Coordinator

Monday, 4th April

- Attended Pilbara Institute South Hedland Campus Meeting

Tuesday, 5th April

- Pilbara Mayors & Shire Presidents Catch Up Teleconference Meeting
- Weekly CEO and Mayor Catch Up
- Meeting Department Of State Development (Nicky Cusworth)
- Attended Dust Taskforce Council Briefing On Health Risk Assessment

Wednesday, 6th April

- Attended Darryal Eastwell's Farewell
- Attended EM & Exec Confidential Concept Forum

Thursday, 7th April

- Meeting Roy Hill Re Community Development Initiatives MOU & Cultural Centre
- Interview The West Australian Newspaper Re Beyond The Boom (Tim Clarke)
- Officiated Australian Citizenship Ceremony For 36 New Australians
- Attended & Speech At Port Hedland Progress Association Dust & Marina Forum

Friday, 8th April

- ABC NW Radio (603am) Interview Re Last Night's Port Hedland Progress Association Dust & Marina Forum
- Attended & delivered a speech Hedland Senior High School's ANZAC Memorial Service

Saturday, 9th April

- Attended Whim Creek Lockyer Brothers & Indigenous Defence Personnel Memorial Service

Deputy Mayor Blanco attended a Town of Port Hedland Community Conversation “Doing Business with the Town”, and found it a great success, and looks forward to the Town strengthening relationships with local businesses. Deputy Mayor Blanco also attended a public meeting held at the Yacht Club, in regards to the Port Hedland Air Quality Health Risk Assessment, and found that local residents unanimously agreed that industry needs to reduce and manage emissions in the West End, and that the proposed Marina Precinct is also heavily supported by local residents. Deputy Mayor Blanco stated that the Town has committed \$40 Million to the development of the Marina, Local MP Hon. Brendon Grylls, the Minister for Regional Development and Premier Colin Barnett are also in agreement that the Marina should be built. Deputy Mayor Blanco stated that residents, Council and the Town have supported the expansion of the Port during the Mining Boom, and in return, support from the Pilbara Ports Authority and Industry should be returned to this community, for the development of the Marina.

ITEM 10 REPORTS BY ELECTED MEMBERS WITHOUT DISCUSSION

10.1 Councillor Gillingham

Councillor Gillingham attended the East West Forum in China and found the vibrant colours and atmosphere amazing, and thanked the many sponsors for their help to reduce costs of the trip for all delegates in Western Australia. Councillor Gillingham also thanked the Pilbara Regional Council, and was grateful for the opportunity to learn about the many connections that could be established between China and Western Australia.

10.2 Councillor Hooper

Councillor Hooper attended the official Airport lease handover on 14 March 2016, and on 6 April 2016 attended the farewell for Town of Port Hedland long term employee Darryal Eastwell, Manager Environmental Health. On 7 April 2016, Councillor Hooper attended the Australian Citizenship Ceremony held at the Civic Centre Gardens; Councillor Hooper also attended the East West Forum in China, and noted the highlights were the possibility of aquaculture in the Pilbara region, and investment opportunities, and looks forward to future collaboration with other local Councils.

10.3 Councillor Arif

Councillor Arif attended the Australian Citizenship Ceremony held at the Civic Centre Gardens, and found the setting beautiful. Councillor Arif also attended the East West Forum in China, and concurred with previous Councillors reports that the event was wonderful, highlighting on the third day, a visit to the Special Economic Zone, and looks forward to the future benefits that this visit has established. Councillor Arif also attended the Community Conversation “Doing Business with the Town”, and would love to see it happen more often. On 21 April 2016, Councillor Arif attended the Port Hedland 120th Birthday Community working group, and thought the involvement of the community was great, and hopes more people put up their hands to contribute towards the birthday celebrations. On Anzac Day, Councillor Arif attended the Dawn Service, and thanked the RSL for their contribution and the members of the public for the fantastic turnout. Also, Councillor Arif attended the Swearing in Ceremony for Councillor Tavo on 26 April 2016, and Business Breakfast with the Chamber of Commerce on 27 April 2016.

10.4 Councillor Melville

Councillor Melville concurs with fellow Councillors on the visit to China for the East West Forum. Councillor Melville was amazed at the presentations given at the forum, and is excited about the opportunities on the Pilbara Regions agricultural potential, and also looks forward to future collaboration with other local Councils. Councillor Melville also attended the Anzac Day Dawn Service and thanked the RSL, the Town and other community groups for their involvement.

10.5 Councillor Whitwell

Councillor Whitwell attended the Business Breakfast, and reaffirmed that the local MP Brendon Grylls was very passionate about the Marina Development and redevelopment of the Old Hospital Site. Councillor Whitwell also attended Darryl Eastwell's farewell, and the “Doing Business with the Town” Community Conversation and found it very interesting. Councillor Whitwell visited Whim Creek and attended the Memorial Service for Aboriginal soldiers who were in service during WW1 and WW2.

10.6 Councillor Tavo

Councillor Tavo was humbled by the support of family, friends and the local community in the recent Election, resulting in his appointment as Councillor, and thanked the community and staff involved in the Election. Councillor Tavo looks forward to the challenges ahead and serving the wider Hedland community.

ITEM 11 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS

Nil

Disclaimer

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

ITEM 12 REPORTS OF OFFICERS**12.1 Community and Development Services**

6:36pm Councillor Gillingham declared an impartiality interest in Item 12.1.1 'Proposed Structure Plan over Lots 512, 1444, 1732 and portion of Lots 556 and 511 Athol Street, plus Reserve 51251 and part of Lot 340 Cooke Point Drive Port Hedland as she has made a public submission.

Councillor Gillingham did not leave the room.

12.1.1 Proposed Structure Plan over Lots 512, 1444, 1732 and portion of Lots 556 and 511 Athol Street, plus Reserve 51251 and part of Lot 340 Cooke Point Drive Port Hedland

Author: Ben McKay, Statutory Planning Officer

Authorising Officer: Chris Linnell, Director Community and Development Services

File No. 18/12/0039

DISCLOSURE OF INTEREST BY OFFICER

Nil

RECOMMENDATION/ MOTION

MOVED: CR ARIF

SECONDED: CR HOOPER

That, with respect to the Proposed Structure Plan over Lots 512, 1444, 1732 and portion of Lots 556 and 511 Athol Street, plus Reserve 51251 and part of Lot 340 Cooke Point Drive Port Hedland, Council:

- 1. Accept the Schedule of Submissions**
- 2. Pursuant to Schedule 2, Part 4, Clause 20 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, recommend to the Western Australian Planning Commission the proposed structure plan to be approved, subject to the following modification:**
 - a. The Local Water Management Strategy be updated to include an appropriate post-development monitoring program to be undertaken for the Pretty Pool Creek. The monitoring program should include:**
 - i. Visual inspections and regular maintenance of the stormwater management infrastructure during or immediately after the rainfall events;**
 - ii. Surface water quality monitoring during small to medium rainfall events; and**
 - iii. Visual inspection of the foreshore of Pretty Pool Creek for maintaining its post development environmental values.**

- b. Amend the proposed structure Plan in accordance with Schedule 2, Part 4, clause 16 of deemed provisions to include the open space network. The open space should be amended as detailed in Part Two – Explanatory Information, Figure 6: Masterplan.

MOTION LOST 2/6

Record of votes

For	Against
Councillor Hooper	Deputy Mayor Blanco
Councillor Arif	Councillor Gillingham
	Councillor Melville
	Councillor Newbery
	Councillor Whitwell
	Councillor Tavo

7:13pm Councillor Arif left the room.

7:16pm Councillor Arif re-entered the room and resumed her chair.

201516/219 COUNCIL DECISION

MOVED: CR NEWBERY

SECONDED: CR WHITWELL

That, with respect to the Proposed Structure Plan over Lots 512, 1444, 1732 and portion of Lots 556 and 511 Athol Street, plus Reserve 51251 and part of Lot 340 Cooke Point Drive Port Hedland, Council:

1. Receive the Schedule of Submissions
2. Pursuant to Schedule 2, Part 4, Clause 20 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, recommend to the Western Australian Planning Commission the proposed structure plan not be supported, due to the following reasons:
 - a. Native title has not been extinguished on all subject sites;
 - b. Area currently has severe mosquito issues, of which mosquito borne diseases are a significant problem;
 - c. Absence of a traffic study that determines the effect on local residents;
 - d. Absence of dust analysis report for development;
 - e. The cost of development may be a hindrance to affordable housing;
 - f. Need to review Pilbara Ports City Growth Plan 2012;
 - g. Protecting the Flora and Fauna in the area;
 - h. Uncertainty of future flooding once development has occurred;
 - i. Lack of accuracy and confidence of data provided of tidal movements and potential impacts on proposed development.

CARRIED 6/2

Record of votes

For	Against
Deputy Mayor Blanco	Councillor Hooper
Councillor Gillingham	Councillor Arif
Councillor Melville	
Councillor Newbery	
Councillor Whitwell	
Councillor Tavo	

Reason

The Officers recommendation was not supported due to Council not being satisfied that a number of factors are not provided in sufficient detail for Council consideration.

EXECUTIVE SUMMARY

The Town has received a Structure Plan (previously referred to as Development Plan) prepared by Taylor Burrell Barnett Town Planning & Design on behalf of LandCorp and the State of Western Australia, over Lots 512, 1444, 1732 and portion of Lots 556 and 511 Athol Street, plus Reserve number 51251 and part of Lot 340 Cooke Point Drive (hereafter referred to as the subject site), Port Hedland.

The proposed Structure Plan provides a framework for the future development of the subject site and a context for the consideration and approval of future subdivision.

DETAILED REPORT

The purpose of this report is for Council to consider the proposed Structure Plan for the subject site in light of the information received during the advertising process and forward the Town's recommendation to the Western Australian Planning Commission (WAPC) for assessment.

Site Description

The Subject Site (Attachment 1) is located east of the existing waste water treatment plant and west of Pretty Pool, and is generally referred to as "East Port Hedland". The Site is comprised of approximately 48ha.

The main access to the Site will be from Athol Street and Cooke Point Drive.

Background

On 22 May 2013 Council at its Ordinary Meeting resolved to adopt Scheme Amendment 58. The purpose of Amendment 58 was to rezone the subject site from part "Parks and Recreation Reserve" and part "Rural" to "Urban Development".

Previously Town Planning Scheme No. 5 required the preparation of a Structure Plan prior to subdivision and development on all land zoned Urban Development;

"Clause 6.4.1

The purpose of the Urban Development zone is to identify land where detailed planning and the provision of infrastructure is required prior to the further subdivision and development of land. This planning should be documented in the form of a Development Plan. Although subdivision and development may take place prior to the Scheme maps being amended to reflect the details of Development Plans; the Scheme maps should be amended as soon as practicable following the creation of lots and Crown reserves".

The gazettal of the *Planning and Development (Local Planning Schemes) Regulations 2015* on 25th August 2015 saw Schedule 2 of the regulations apply automatically to all schemes when the regulations came into operation. The provisions of Schedule 2 cannot be altered, varied or excluded. Schedule 2 of the Regulations introduce uniform processes and procedures to schemes, such as Structure Plan preparation and the development assessment.

Proposal

The Structure Plan proposes the subdivision of approximately 48 hectares.

Land Use Summary

- | | |
|---------------------|---------------|
| • Residential | 24.3 Hectares |
| • Commercial | 0.95 Hectares |
| • Public Open Space | 5.22 Hectares |

Estimated No. of Dwellings 550 - 620

Estimated population 1265 - 1426

The development plan is proposing a mixture of low to medium density residential development within the precinct with densities ranging from R20 to R60.

Consultation

Consultation has been undertaken as per the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The Structure Plan was circulated internally as follows:

- Works and Services
- Engineering operations
- Building Services
- Environmental Health Services
- Investment & Business Development
- Recreational Services
- Community Services
- Economic and Land Development

Subsequently the Structure Plan was advertised for 21 days, from 27 January 2016 to 17 February 2016 as follows:

- Publication of a notice in the *North West Telegraph*;

- Publication of a notice on the Town's Website;
- Written notification to the following agencies on 19th January 2016:
- Main Roads;
- Department of Lands;
- Water Corporation;
- Pilbara cities;
- Department of Water
- Telstra;
- Optus; and
- Horizon Power
- Written notification to adjacent and nearby landowners on 19th January 2016, as shown in the diagram below;

Surrounding landowner Notification



All submission that were received are set out and addressed in the Schedule of Submissions (Attachment 3). A total of Fourteen (14) submissions were received.

All persons who made submissions as part of the consultation process have been informed of the date and time of the Public Briefing Session and the Ordinary Council Meeting.

Five (5) submissions were received from government agencies and service providers; none of these objected to the proposal. The submissions raised points of comment which have been addressed in the Schedule of submissions.

One (1) submission was received that did not object to the proposal but provided comments which have been addressed in the Schedule of submissions.

Eight (8) submissions were received from adjoining landowners objecting to the Structure Plan.

The following key issues were raised and are discussed in further detail;

Monitoring Program for Pretty Pool Creek

The Department of Water (DOW) requires modifications to the Local Water Management Strategy (LWMS).

The DOW recommends an appropriate post-development monitoring program is undertaken for the creek. The monitoring program should include:

- Visual inspections and regular maintenance of the storm water management infrastructure during or immediately after rainfall events;
- Surface water quality monitoring during small to medium rainfall events; and
- Visual inspection of the foreshore of Pretty Pool Creek for maintaining its post development environmental values.

This has been recommended as a modification to the Structure Plan.

Noise Assessment and mitigation requirements implemented via a Local Development Plan.

Planning consultants Planning Solutions, acting on behalf of BHP Billiton raised concerns that the southwestern-most portion of the subject site may be affected by noise resulting from BHP's Billiton's Nelson Point railway and Wilson Street.

A noise assessment was carried out by Herring Storer Acoustics in 2011 to determine the extent of impacts Wilson Street, train movements and salt harvesters.

The assessment determined noise within the site will not exceed the appropriate noise target outlined in State Planning Policy 5.4: Road and Rail Transport Noise and Freight Considerations in Land Use Planning, therefore no further analysis is required.

Devaluing adjacent properties.

The market value of a property or the state of the housing market is not a valid planning concern that can be taken into consideration when determining Structure Plans.

In accordance with the applicant's response, the preparation of a Structure Plan is to provide the flexibility to respond to population growth and meet market demands as required. It does not necessarily mean development will occur immediately.

It is important to note that land owners have a right to develop their land as they wish provided it is consistent with local and state policies.

Environment and Natural Resources

The applicant has prepared an Environmental Summary Report (ESR) in support of the Structure Plan. The ESR notes there are no occurrences of threatened

Flora species or threatened ecological communities in or immediately surrounding the site.

No Fauna species protected under the *Wildlife Conservation Act 1950* are known to occur within the site.

The applicant has also noted the following environmental studies and assessments that have been carried out for the site;

- Site survey with mangrove and mudflat vegetation mapping completed in 2010;
- Bamford Consulting ecologists survey of the water birds in the Pretty Pool Creek area;

The proposed development is consistent with the State and Local Planning Statutory and Strategic Framework.

Native Title

Native Title has been extinguished on Lot 556, the remainder of the site will be subject to the Native Title process prior to any development occurring.

Not presented to the Audit, Risk and Governance Committee

The Audit, Risk and Governance Committee has been established in accordance with Part 7 of the *Local government Act 1995*. The function of the committee is to liaise with Auditors to assist Council in carrying out functions in relation to financial auditing. Accordingly town planning processes are not a consideration of the Audit, Risk and Governance Committee.

FINANCIAL AND RISK IMPLICATIONS

The Town has received an estimated fee from the applicant of \$3,882.00. Upon final determination the applicant will receive either a reimbursement of unused monies or invoice of outstanding fees as expressed in Regulation 48 of the *Planning and Development Regulations 2009*.

There is no financial risk for the Town of Port Hedland from Council accepting this proposal. It is also noted that by not recommending approval for this Structure Plan the Town is at risk of not planning in accordance with the Growth Plan and not adequately zoning and preparing suitable land for future growth. There is a reputational risk with not proceeding with this proposal.

STATUTORY AND POLICY IMPLICATIONS

Council Strategic Community Plan 2014-2024

The following sections of Council's Strategic Community Plan 2014-2024 are considered relevant;

1.0 Building a unified and vibrant community - 1.2 A vibrant community rich in diverse cultures; and

2.0 Supporting a Diverse Economy - 2.1 A thriving, resilient and diverse economy.

The Athol Street Structure Plan seeks to provide new and affordable housing options in close proximity to public open space and also seeks to ensure serviced land is available for future residential development.

Pilbara's Port City Growth Plan

The subject site is located within Precinct 2 – East End Urban Village, the Growth Plan indicates the precinct will support the addition of 5,643 dwelling.

The Growth Plan identifies affordability and accessibility to housing as critical issues affecting future growth in the Town. The Growth Plan identifies that to address this, priority land in a variety of locations needs to be released in both the shorter term and the longer term, to ensure that the Town has a supply of land for times of high demand.

State Government Planning Policies

The proposed Structure Plan is consistent with the following State Government Planning Policies;

- State Planning Policy 2 – Environmental and Natural Resources Policy (SPP2);
- State Planning Policy 3.4 – Natural Hazards and Disasters (SPP3.4);
- Statement of Planning Policy 5.4 – Road and Rail Transport Noise and Freight Considerations in Land Use Planning; and
- Draft Statement of Planning Policy 3.7 – Planning for Bushfire Management (SPP3.7).

Conclusion

The Athol Street Structure Plan should be supported subject to modification. The Structure Plan is consistent with provisions of Town Planning Scheme No. 5. The Growth Plan indicates the subject site as being located within Precinct 2, an area that is indicated as needing to support an additional 5,643 dwellings to facilitate future growth.

ATTACHMENTS

1. Location Plan
2. Structure Plan Report – Under Separate Cover
3. Schedule of Submissions

4 April 2016

ATTACHMENT 1 TO ITEM 12.1.1

Subject Site – Structure Plan



This page is left blank intentionally

ATTACHMENT 3 TO ITEM 12.1.1

Town of Port Hedland Town Planning Scheme No.5
Athol Street Structure Plan - Schedule of Submissions

**Schedule of Submissions - Town of Port Hedland TPS No.5
Athol Street Structure Plan**

Date Received	Name	Comments Provided	Applicant's Response	Planner's Response
17/02/16	Dept. of Health	<p>No objection. The following comments were provided:</p> <p>1. Water supply and wastewater Disposal</p> <p>For the densities proposed, all developments are to be connected to scheme water and reticulated sewerage in order to comply with the draft Country Sewerage Policy.</p> <p>Any water management plans including the utilisation of any waste water recycling is to comply with DOH guidelines and requirements.</p>	Noted.	<p>All separation distances in accordance with the EPA Environmental Assessment Guideline (EAG) 3 'Guidance for the Assessment of Environmental Factors No. 3 - Separation Distances between Industrial and Sensitive Land Uses' have been complied with.</p> <p>The waste water treatment facility has been decommissioned.</p> <p>The remainder of concerns will be addressed at the subdivision stage.</p>
		<p>2. Potential Public Health Impacts</p> <p>DOH has a document on 'Evidence supporting the creation of environments that encourage healthy active living' which may assist you with planning elements related to this structure plan.</p> <p>The structure plan is to acknowledge and incorporate appropriate separation distances in accordance with the EPA Environmental Assessment Guideline (EAG) 3 'Guidance for the Assessment of Environmental Factors No. 3 - Separation Distances between Industrial and Sensitive Land Uses'. This is particularly relevant in regards to the waste water treatment facility.</p> <p>The Town of Port Hedland (the Town) should also use this opportunity to minimise potential negative impacts of the increased density development such as noise, odour, light and other lifestyle activities. Public health impacts draw attention to those issues and they should be appropriately and adequately addressed at this stage.</p> <p>To minimise adverse impacts on the residential component, the Town could consider incorporation of additional sound proofing/insulation, double glazing on windows, or design aspects related to location of air conditioning units and other appropriate building/construction measures.</p>	<p>Noted.</p> <p>The former adjoining waste water treatment plant has been removed and no longer poses any restriction to development of the site in accordance with EAG3. The wastewater facility identified within the structure plan area is a pump station only, whose buffers are contained entirely within its own site.</p>	
		<p>3. Medical Entomology</p> <p>Mosquito surveillance in the vicinity of Pretty Pool in the Town has demonstrated this locality experiences severe mosquito problems under certain environmental conditions with up to 4500 mosquitoes collected per trap. The primary mosquito species collected were Culex annulirostris, a known vector of Ross River virus (RRV) and the potentially fatal Murray Valley encephalitis (MVE), and Aedes vigilax which is a major nuisance species and also an RRV vector.</p> <p>Furthermore, considerable numbers of human cases of RRV disease have been reported from the region in some years (e.g. 55 cases in 2008/09 and 42 cases in 2013/14 from the Town) in addition to MVE cases occurring in Port Hedland in 2009 and 2011, indicating that mosquito activity is of public health concern in the region under certain environmental conditions.</p> <p>The proposed structure plan is within mosquito dispersal distance from extensive low lying</p>	Noted.	

Town of Port Hedland Town Planning Scheme No.5
Athol Street Structure Plan - Schedule of Submissions

Date Received	Name	Comments Provided	Applicant's Response	Planner's Response
		<p>areas that can become productive mosquito breeding habitats when inundated by wet season flooding and some high tide conditions. The species of mosquito that breed in these sites are capable of dispersing several kilometres from the breeding sites and pose both nuisance and health risks to future residents as discussed above.</p> <p>DOH notes that the environmental assessment summary states on page viii that 'A Mosquito Management Plan in consultation with the Town of Port Hedland and the Department of Health will be prepared and implemented.' And that the report acknowledges that there is a severe mosquito issue at this locality.</p> <p>The Town must also ensure that sufficient resources are also available for the significant mosquito control activities that will be required if the scheme amendment is approved.</p> <p><u>Recommendations:</u></p> <ul style="list-style-type: none"> An integrated mosquito management plan to manage mosquitoes and other nuisance insects to reduce the risk of exposure for future residents be implemented. This should comprise, but not necessarily be limited to, the following: <ul style="list-style-type: none"> Appropriate location, design and maintenance of project infrastructure to prevent mosquito breeding (e.g. wastewater, stormwater infrastructure) Source reduction (removal or modification of mosquito breeding habitat) Monitoring of larval and adult mosquitoes in and around the proposed infrastructure to inform the location and timing of control measures Control (chemical, physical, biological and/or cultural) of larval and adult mosquitoes in man-made and natural breeding sites in close proximity to residential areas Ensuring mosquito management strategies comply with all Federal and State legislative requirements Provision of advice and seasonal warnings to protect residents including dissemination of information on: <ul style="list-style-type: none"> Insect screening of accommodation and enclosed workspaces Personal repellents Appropriate advice to reduce their exposure to biting insects. New residents be warned of the risk of mosquito-borne disease and the potential for nuisance mosquitoes via an appropriately worded notification on any newly created property titles. The Town ensures they have sufficient resources for mosquito management to protect future residents from mosquito-borne diseases. 	<p>Agreed</p> <p>The final detail of the management plan can be determined as a condition of subdivision approval.</p> <p>Agreed</p> <p>A requirement for Memorials on Titles is anticipated as a subsequent condition of subdivision approval.</p>	
17/02/16	Telstra	No objection.	Noted.	Noted.
17/02/16	Dept. of Water	Consistent with Better Urban Water Management (BUWM) (WAPC, 2008) and policy measures outlined in State Planning Policy 2.9, the proposed Structure Plan (SP) should be supported by an approved Local Water Management Strategy (LWMS) prior to finalising and	<p>Acknowledged.</p> <p>The proponent is accepting of the need to update the LWMS to address the</p>	

Town of Port Hedland Town Planning Scheme No.5
Athol Street Structure Plan - Schedule of Submissions

Date Received	Name	Comments Provided	Applicant's Response	Planner's Response
		supporting the SP. The DoW has reviewed the Athol Street Cooke Point, Port Hedland Local Water Management Strategy (RPS, 2015) and amendments are required. It is recommended that the SP should not be finalised in the absence of a LWMS approved by the Town of Port Hedland and the Department. DoW is yet to receive an amended LWMS and the appendix to the SP on the Town's website does not contain a revised strategy.	requirements of DoW, but was awaiting input from the Town's Engineers to ensure the document is updated in a comprehensive manner to the satisfaction of both agencies.	
		The DoW has reviewed the Local Water Management Strategy (LWMS) and offers the following comments. <ul style="list-style-type: none"> The Pretty Pool Creek is an environmental asset located at the downstream end of the proposed development site. The DoW recommends an appropriate post-development monitoring program is undertaken for the creek. The monitoring program should include: <ul style="list-style-type: none"> visual inspections and regular maintenance of the stormwater management infrastructure during or immediately after the rainfall events; surface water quality monitoring during small to medium rainfall events; and visual inspection of the foreshore of Pretty Pool Creek for maintaining its post development environmental values. 	The post-development monitoring program requirements are acknowledged, accepted and will be itemised in the updated LWMS	
		<ul style="list-style-type: none"> Please be advised that proposed monitoring program should be conducted consistent with the DoW's Water monitoring guidelines for better urban water management strategies and plans October 2012 (page ii). The monitoring programme should identify any excessive sediments from the development area (including pollutants) to the Pretty Pool Creek receiving environment. The LWMS should include evidence from the Water Service provider (Water Corporation) that a potable water supply, as well as wastewater servicing will be available for the proposed development area. The LWMS discusses potential use of treated wastewater from the Water Corporation's Waste Water Treatment Plant (WWTP) for non-potable (irrigation) use. If this is the case, at the LWMS stage, evidence of correspondence between the proponent and service provider should be included with the LWMS. It appears that the southern portion of the proposed development area has a high to moderate risk of acid sulphate soils. Appropriate investigation and preparation of an Acid Sulphate Risk Management Plan is required pending investigations. (Figure 6). It is advised that appropriate erosion control measures (such as rock protection works or rock chutes) are designed for each drain outfall location (Appendix 3, figure 3-5). The design should ensure that first flush resulting from the small events is lost within the drainage system and overland flow path, and not directly discharged to the Pretty 	<p>Not Supported</p> <p>The Water Corporation have previously advised that the necessary services can be advanced to accommodate the development of this site, and have not objected to the proposal on this basis.</p> <p>Confirmation has been received from the Corporation and has been forwarded to the Town for its information. A copy will be attached to the updated LWMS.</p> <p>Acknowledged.</p> <p>The amended LWMS will provide more conceptual designs of the drainage outfalls and will include structures such as rock chutes and rock armouring over</p>	<p>It is recommended that the Structure Plan is modified prior to approval.</p> <p>The remainder of concerns will be addressed at the subdivision stage.</p>

*Town of Port Hedland Town Planning Scheme No.5
Athol Street Structure Plan - Schedule of Submissions*

Date Received	Name	Comments Provided	Applicant's Response	Planner's Response
		Pool Creek. Conceptual designs of these features should be included in the LWMS.	which the discharging water will cascade. It is anticipated that the first flush event will be lost within the drainage system and overland flow path to the Pretty Pool Creek.	
		<ul style="list-style-type: none"> While the L-section of the various drains are provided, the LWMS should also include cross-sections at critical locations showing, 1 and 100 year ARI event flood levels, discharges and velocities (Appendix 3). 	Additional cross-sections can be provided and will be included as appendices to the amended LWMS.	
		Flooding <ul style="list-style-type: none"> The LWMS proposes to provide up to 3.5m fill to protect the proposed development area from major flood event (terrestrial) combined with coastal storm surges. This might cause increase in the flood level to adjacent lands. The general modelling approach of the hydrodynamic study undertaken for the Athol Street Precinct DWMS was previously considered acceptable by the DoW, however it was recommended that the Athol Precinct development needs to be considered within the broader East Port Hedland Development. Currently the only modelling of the entire East Port Hedland area which DoW are aware of is part of the Port Hedland Coastal Vulnerability Study (PHCVS). This modelling was based on the conservative assumption that the entire East Port Hedland area is filled. 	Not Supported Sufficient modelling was included in the Cardno Report - Port Hedland Coastal Vulnerability Study (PHCVS) that was included in and supported the pre-ceding TPS Amendment.	
		<ul style="list-style-type: none"> Based on the PHCVS modelling, an afflux (increase in flood level) of approximately 0.4m is expected to the south-east of the development area. This modelling also showed an afflux of 1.1m in the mouth of Pretty Pool Creek. These affluxes are greater than our normal recommended maximum allowable afflux. Consequently, further modelling of the entire East Port Hedland Development with a more realistic final development filling scenario may be required to better assess its impact on flood levels in the area. 	The LSP is based on a lesser amount of fill being brought in to the site, meaning that the impact of water displacement will be less than that previously accepted through the conservative modelling included in the preceding TPS Amendment process.	
17/02/16	Dept. of Education	No objection. The following comments were provided: <ul style="list-style-type: none"> The proposed development is anticipated to generate approximately 111 students which currently would be accommodated at the nearest local primary school. The Department had been liaising with Landcorp in 2008 regarding the Pretty Pool development. The Department has interest in identifying an additional education site for a school in Port Hedland. It is understood that as planning develops in the area development in the Styles Road vicinity may incorporate a future education site. 	Noted.	Noted.
17/02/16	Water Corporation	No objection. The following comments were provided: <ul style="list-style-type: none"> The Water Corporation has included the subject area in its adopted long term water and wastewater planning. At a time closer to development of the land, the proponent should contact the Water Corporation so that the area is included in a future review of 	Noted.	The required buffer sewer pump station is 50m and is contained within the pump station boundary.

Town of Port Hedland Town Planning Scheme No.5
Athol Street Structure Plan - Schedule of Submissions

Date Received	Name	Comments Provided	Applicant's Response	Planner's Response
		<p>infrastructure planning that reflects any changes to land use planning.</p> <ul style="list-style-type: none"> As mentioned in the 'Summary of Issues & Opportunities' of the structure plan, determining the appropriate interface with the existing sewer pump station for odour buffer purposes will be required. 		
17/02/16	Planning Solutions	<p>No objection. The following comments were provided:</p> <p>We consider the southwestern-most portion of the subject site may be affected by noise resulting from major industrial transport routes, including BHP Billiton's Nelson Point Railway and Wilson Street. Whilst our client does not oppose the proposed development of the subject site, we recommended that design controls be introduced over any residential development on the affected land so that residents are not disturbed by noise</p> <p>Specifically, Part One - Implementation of the Structure Plan should be modified to make specific reference to consideration of the disturbance impact of single bypass noise on future residents in the subject site.</p>	Not Supported	<p>BHP has recently prepared a detailed Acoustic Report which deals with ultimate capacity. We are not aware of any factors that would give rise to conditions changing that would necessitate a review of the earlier Herring Storer work.</p> <p>A noise assessment was carried out by Herring Storer Acoustics in 2011 to determine the extent of impacts Wilson Street, train movements and salt harvesters.</p> <p>The assessment determined noise within the site will not exceed the appropriate noise target outlined in State Planning Policy 5.4: Road and Rail Transport Noise and Freight Considerations in Land Use Planning, therefore no further analysis is required.</p>
		<p>INTRODUCTION</p> <p>The subject site comprises land the land generally bound by Athol Street (north and east), Cooke Point Drive (west) and Pretty Pool Creek (south). The Structure Plan will facilitate the development of the subject site predominately for low to medium density residential, with limited commercial/mixed use opportunities in limited locations.</p> <p>The subject site is located in close proximity to a number of major industrial transport routes, including BHP Billiton Iron Ore's Nelson Point Railway located approximately 800-1000m southwest, and Wilson Street located approximately 700-900m southwest of the subject site. The Railway is used to transport ore on heavy haulage trains comprising 268 ore cars and four diesel locomotives between BHP Billiton's inland mines and its Nelson Point port operations at Port Hedland. At current production levels almost 40 train movements occur over a 24 hour period along the Nelson Point Railway (on average). Train movements are expected to further increase as the Company seeks to increase system capacity to 290 million tonnes per annum over time. In addition, Wilson Street functions as a major transport and haulage road servicing the Port Hedland port and West End business district.</p>	Noted.	
		<p>STATE PLANNING POLICY 5.4</p> <p>State Planning Policy 5.4 – Road and Rail Transport Noise and Freight Considerations in Land Use Planning (SPP5.4) introduces this issue in relation to noise from railways:</p> <p>Road and rail transport corridors play a vital role in moving people and goods safely, efficiently and effectively, and they provide wide-ranging economic and social benefits to the community. Growing volumes of general traffic and freight, and a greater community awareness of amenity and quality of life issues, have led to transport noise becoming an increasingly important consideration in land use planning.</p> <p>Excessive noise has the potential to affect the health and amenity of a community as a whole, as well as the wellbeing of an individual. Sleep, relaxation and conversation can all be adversely affected by high levels of noise. There is also documented evidence that long-term exposure to high levels of noise may cause serious health, learning and development</p>	Noted.	

Town of Port Hedland Town Planning Scheme No.5
Athol Street Structure Plan - Schedule of Submissions

Date Received	Name	Comments Provided	Applicant's Response	Planner's Response
		problems. Attitudes to noise exposure vary widely. Some people are more sensitive to noise than others, and tolerance to noise can vary depending on the time of day or the day of the week. Community expectations of what is an acceptable noise environment can also vary depending on the locality.		
		AMENITY CONSIDERATIONS Protection of the lifestyle and amenity and residents is an important consideration in land use planning. This is reflected in the general objectives of TPS5 which includes at clause 1.5 an objective to: <ul style="list-style-type: none"> (a) encourage an appropriate balance between economic and social development, conservation of the natural environment, and improvements in lifestyle and amenity, (b) Any Structure Plan should demonstrate that the general objectives of TPS5 are met. In other words, a Structure Plan should not be approved unless the above-quoted objective is met. 	Noted.	
		NOISE DISTURBANCE FROM SINGLE BYPASS Noise received from a single bypass can be significantly higher than the average noise level taken over an eight hour period. Such noise can cause some people to wake, disturbing sleep patterns and resulting in the loss of lifestyle and amenity. The impact of single bypass noise is a relevant consideration for the subject site having regard to its proximity to BHP Billiton's Railway and Wilson Street, and the expected increase in the volume of traffic along these routes over time. Single bypass noise was not considered in the preliminary noise assessment prepared by Herring Storer Acoustics in 2011; we also understand no further detailed noise investigations have been undertaken for the Structure Plan. We recommend Part One – Implementation of the Structure Plan is modified to require the preparation of a noise assessment taking into consideration the impact of single bypass rail noise and the most recent transport volume assumptions prior to applying for subdivision, with resultant mitigation requirements implemented via a Local Development Plan for all of the affected lots.	Not Supported If warranted through changes to infrastructure or traffic volumes further studies can be undertaken at the subdivision stage of development without the need for this matter to be acknowledged in the Part One section of the Structure Plan.	
17/02/16		Objection. The following comments were provided: As the owner of two properties in Port Hedland that have gone into negative gearing with increased rates I strongly oppose the Athol Street Structure Plan and will take, with other rate payers, Legal Class Action against the Shire / Planners if this goes ahead as the assumptions are wrong based on population increases, etc. and additional property sites may cause wide spread bankruptcies for home owners like what occurred in Newman, Karratha, and some in Port/South Hedland. I really care about our Shire and people of Port Hedland as my children were born and raised in Port Hedland. There should be a moratorium on development until our properties can all be rented as too many empty properties in the market are causing rents to fall below loan repayments causing depression, bankruptcies, etc.	The land is already zoned for urban development, with a requirement of this zoning being the need to prepare a Structure Plan. Approval to a Structure Plan does not mean development will immediately occur. The Structure Plan is being prepared to provide the flexibility to be able to respond to population growth and demographic change and therefore meet market demands as required.	The market value of a property or the state of the housing market is not a valid planning concern that can be taken into consideration when determining Structure Plans The proposed Structure Plan seeks only to rezone the site to 'Urban Development' in accordance with the Growth Plan and is not proposing any development at this stage.

Town of Port Hedland Town Planning Scheme No.5
Athol Street Structure Plan - Schedule of Submissions

Date Received	Name	Comments Provided	Applicant's Response	Planner's Response
17/02/16		<p>Objection. The following comments were provided:</p> <p>As a long-time resident of Port Hedland I wish to voice my strong opposition for the development of this area. My husband and I have lived here 42 years and brought up 5 children in this town, all of whom love this town and the freedom it offers.</p> <p>Walking along Athol Street and looking out over the mud flats is just a wonderful experience, the scene changes daily as the tide and weather change and even if it is flooding tides, full tides or mud flats the view is amazing. From Athol Street you can see the salt at Rio, South Hedland water tower, trains coming and going from the Port and some days you can even see the hills way off in the distance. It really gives the perspective of the Pilbara, vast, pristine, open and untouched. I have always thought how fortunate we are to have this right in the middle of our town, just as the people trying to save Kings Park in Perth when the developers wanted to get their hands on that area must have felt.</p> <p>When it was proposed to develop it as a recreation area I did not object as I think that would have been wonderful. Our children played in that area a lot as they were growing up along with many other children and it was a safe natural environment for them away from traffic. Much fun was had there over the years and I feel children need more safe environments to have the freedom to enjoy themselves in and just be children.</p> <p>Over the years developers have shown interest in this area but when studies were done it was shown to be not suitable for housing. I'm not sure what has changed since then. There are so many vacant properties and vacant blocks both in Port and South Hedland I cannot understand why you would want to ruin such a beautiful, natural environment. Once it is gone you will never get it back and I look on it as a natural heritage for our descendants. Our town is certainly unique in the Pilbara and it is having untouched areas like this in the middle of an urban area as well as the turtles coming in which make us stand out</p>	<p>Not Supported</p> <p>Urbanisation of this land is consistent with the objectives of the Pilbara City's Growth Plan which was further reinforced through the recent rezoning of the site via Amendment No. 58 to Urban Development.</p> <p>The subject land represents one of a limited number of areas within Port Hedland suitable for residential development and unconstrained by the impact of the Port and its operations, as supported by the Port Hedland Dust Management Taskforce "to improve housing availability in desirable locations in the eastern end of Port Hedland".</p> <p>The Structure Plan is being prepared to provide the flexibility to be able to respond to population growth and demographic change and therefore meet market demands as required.</p>	<p>The applicant has prepared an Environmental Summary Report (ESR) in support of the Structure Plan. The ESR notes there are no occurrences of threatened Flora species or threatened ecological communities in or immediately surrounding the site.</p> <p>The proposed development is consistent with the State and Local Planning Statutory and Strategic Framework.</p>
17/02/16		<p>Objection. The following comments were provided:</p> <p>I have spoken up on several occasions when similar Athol Street presentations have for urban development, been presents to ToPH council.</p> <p>I am opposed to the Athol street development for a number of reasons.</p> <p>Athol street Greenbelt and wetlands and tidal inlet have a unique eco-system and our community are wanting this pristine area to remain "as is" for future generations to enjoy.</p> <p>Rising tides have shown over the past 20 years that the creek and wet lands areas are now filling much higher than in previous years. The eco-system should not be disturbed or for the eco-system to become unbalanced.</p> <p>The green belt area is a unique eco-system with many bird nestlings, especially sea birds and the frog and reptile animals use this area for their haven and habitat use.</p> <p>I have often spoken up about speed limits along Athol Street to be lowered, due to the native bungarra lizards who are constantly run over along Athol Street (they cross from the green belt areas) and many birds swooping there are killed by passing vehicles. My speed limit requests have always been dismissed. Athol Street is a main bus pickup for school children and speed</p>	<p>Not Supported</p> <p>Amendment No. 58 was the subject of assessment by the EPA which resulted in the preparation of a Environmental Assessment Report (EAR) that included the following technical studies:</p> <ul style="list-style-type: none"> • Fatal flaws of the preliminary concept plan boundary within East Port Hedland based on hydronamic modelling • Review of the impacts on the Pretty Pool Mangroves based on the hydronamic modelling • The Cardno hydromanac modelling and mangrove assessment was 	<p>Refer to previous comments on environmental concerns.</p>

Town of Port Hedland Town Planning Scheme No.5
Athol Street Structure Plan - Schedule of Submissions

Date Received	Name	Comments Provided	Applicant's Response	Planner's Response
		<p>could be lowered to 50 kph at least.</p> <p>Housing development along Athol Street green belt would mean many meters of soil infill at the expense of the land owners and again unbalance the eco-system, but also means that to purchase a property in this area would be way over the budget of the general public. A very highly priced piece of property way out of the reach of many people.</p> <p>Over the years, construction companies have performed surveys of land and soils in the Athol street wetlands area and results have shown that the area is unsuitable for housing. Disturbing the under soil could result in leaching acids into the eco-system and into the creek areas.</p>	independently peer reviewed	
		<p>I have spoken up over my 30 years of residence in port Hedland, before becoming a town councillor and spoken up to this present day. There is still plenty of land in other parts of Port and South Hedland to prepare for more urban development for the later years to come.</p> <p>I do not wish the people of port Hedland to lose their only "Kings Park" of Port Hedland.</p> <p>I am opposed to re-zoning to urban development in the Athol Street structural plan.</p>	<ul style="list-style-type: none"> • Site survey with mangrove and mudflat vegetation mapping was completed in 2010 • Bamford Consulting Ecologists survey of waterbirds in the Pretty Pool Creek area • Preliminary Noise Assessment by Herring Storer (2011) • District Water Management Statement • Review of State & Commonwealth nature based database. <p>The necessary management plans as recommended by DPaW have either now been prepared, or their subsequent requirement suitably acknowledged in the Structure Plan.</p>	
17/02/16		<p>Objection. The following comments were provided:</p> <p>On Behalf of the Port Hedland Ratepayers Association we wish to lodge this letter as an objection to the Application 2016/004 - Athol Street Structure Plan.</p> <p>The members at our meeting on Tuesday 16th February expressed concern over this development proposal for the following reasons:</p> <ul style="list-style-type: none"> • They are concerned about the environmental impact this proposed development will have on flora and fauna in the area • They like the natural habitat of the salt flats and the tidal creek and it is uniqueness to have this so close to a population and would like to see it stay • This is an unnecessary need for extra housing to be built in Port or South Hedland • This development will have financial implications to ratepayers at this stage to agree to further housing developments, with Hedland's current market flooded with empty houses 	<p>Not Supported</p> <p>Please refer to commentary on environmental concerns above.</p> <p>The Structure Plan is being prepared to ensure proper planning is in place to enable timely housing delivery as and when the next resource boom occurs.</p> <p>Actual development of the land is unlikely to proceed until such time as there is sufficient market demand for additional dwellings.</p>	Refer to previous comments on environmental and financial concerns.

Town of Port Hedland Town Planning Scheme No.5
Athol Street Structure Plan - Schedule of Submissions

Date Received	Name	Comments Provided	Applicant's Response	Planner's Response
17/02/16		<p>Objection. The following comments were provided:</p> <p>Although this proposed development does not affect me directly, I am compelled to provide feedback to support the owners and tenants of housing along Athol St. I feel this opportunity for development completely disregards the wellbeing and interests of occupants and will be looked down upon by the community if progressed. Many people come to Port Hedland to live not just for work but also for the lifestyle and opportunities to live in housing that simply is impossible in larger cities. I feel the council is discounting the wetlands of Cooke Point as desirable and beautiful surroundings. If the council really wishes to proceed with such a development, I would expect no less than compensation of some kind be considered for these residents; otherwise it's no more than a big 'kick-in-the-face'!</p> <p>Secondly, these are wetlands. As I read through the environmental impacts that could occur as a result of this development I also feel this location is the worst to be considered in the town in respect to the impact it will have on the environment. We have just celebrated international wetlands day and we should be considering the many years of migratory animals and the habitat they depend on suddenly being destroyed.</p>	<p>Not Supported</p> <p>Please refer to commentary on environmental concerns and likely development timing above.</p>	Refer to previous comments on environmental concerns.
		<p>The magnificent efforts of the turtle volunteers is going to be greatly affected by this change also. We as humans do not understand the potential of impact this will have – until it is too late.</p> <p>I do hope the Council considers this plan more thoroughly; more housing doesn't sound like the right solution for this area or the town. Our infrastructure needs supporting a lot more first!</p>		
17/02/16		<p>Objection. The following comments were provided:</p> <p>As a Native Title Registered Applicant on the Kariyarra Native Title Claim I want to lodge an official objection against the proposed development in Athol Street, Port Hedland for the following reasons.</p> <ol style="list-style-type: none"> 1) I or my family was not involved in any discussions with either the Port Hedland Town Council, Yamatji Land and Sea Council (The Representative Body) or Landcorp in compliance with the Native Title Act 1993. 2) The proposed site is vacant Crown Land and according the National Native Title Tribunal document "Working with Native Title" - Linking native title and Local Government process it clearly state that: <p>An application for a determination of Native Title can only be made in areas where native title has not been extinguished (not recognised) Native Title May exist on:</p> <ol style="list-style-type: none"> I. Unallocated (vacant) crown land II. Some state forests, national parks and public reserves depending on the affect of state or territory legislation establish those parks and reserves. III. Beaches, oceans, seas, reefs, lakes, rivers, creeks, swamps and other in land waters that are not privately owned. IV. Some leases, such as non-exclusive pastoral and agriculture leases, depending on the state or territory Legislation they were issues under, and 	<p>Noted.</p> <p>Native Title has been previously extinguished for Lot 556.</p> <p>An application for determination of Native Title will be progressed for the portion of Lot 340 covered by this LSP if and when the land is deemed required for residential development.</p>	Native Title has been extinguished on Lot 556, the remainder of the site will be subject to the Native Title process prior to any development occurring.

Town of Port Hedland Town Planning Scheme No.5
Athol Street Structure Plan - Schedule of Submissions

Date Received	Name	Comments Provided	Applicant's Response	Planner's Response
		<p>V. Some land held by or for Aboriginal people or Torres Strait Islanders.</p> <p>VI. The Council has not complied with the procedural process in respect to Compliance to Local Government Act 1993 into Risk Assessment and obtaining Legal Advice from the Attorney Generals Department in respect to the proposed extinguishment of these lands.</p> <p>VII. I am seeking my own legal advice to present to Council when the matter goes to before the Council.</p>		
17/02/16		<p>Objection. The following comments were provided:</p> <p>As one of the Elected Community Members on the Audit Risk & Governance Committee endorsed by the Port Hedland Town Council I am objecting to this proposal because of the following facts.</p> <p>1. This proposal was not presented to the Audit committee to assess the following issues in compliance with the role of the Audit Committee which includes five functions which is the roles and responsibilities of our Committee under the Local Government Act 1995.</p> <ul style="list-style-type: none"> i. Financial Management ii. Risk Management iii. Internal Controls iv. Legislative Compliance v. Internal and External Audit Planning and Reporting. 	<p>No Comment.</p> <p>This is a matter for the Town to consider and advise on, noting its obligations to proceed in accordance with the planning processes and timeframes outlined in the Local Planning Scheme Regulations (2015).</p>	<p>The Audit, Risk and Governance Committee has been established in accordance with Part 7 of the <i>Local government Act 1995</i>. The function of the committee is to liaise with Auditors to assist Council in carrying out functions in relation to financial auditing.</p> <p>The planning process has nothing to do with the Audit, Risk and Governance Committee.</p>
		<p>2. Financial Management.</p> <p>It's stated in the proposal that the land needs to be back filled to allow the housing development to proceed. The Audit Committee need to complete an assessment of the proposal including development, cost of filling the block and providing the infrastructure to the block and make recommendation to council in respect to the financial impact on the Council.</p> <p>3. Risk Management.</p> <p>The Land identified in the proposal is identified as Crown Land and in the Document produced by the National Native Title Tribunal "Linking Native Title and Local Government Processes"</p> <ul style="list-style-type: none"> i. Because it is often difficult to tell whether native title exists into relation to particular land and waters, a council will have to do a risk assessment in relation to this issue. ii. Council Officers need to understand if and when compliance processes are triggered and which procedure applies. iii. I have reviewed the minutes of the last meetings of the Audit, Risk and Compliance Committee meetings and there is no record of any Risk Assessment being completed and/or recorded in the minutes! <p>4. Legislative Compliance.</p> <ul style="list-style-type: none"> i. There is no reference to Native Title Legal Advice in respect to this Proposal. ii. It is my view that the Local Government have not complied with the Federal Native Title 		

Town of Port Hedland Town Planning Scheme No.5
Athol Street Structure Plan - Schedule of Submissions

Date Received	Name	Comments Provided	Applicant's Response	Planner's Response
		<p>Act.</p> <p>iii. In the Native Title Checklist for CEO's and GM's Provided (Attached) it clearly states where Native Title Exist.</p> <ul style="list-style-type: none"> a) Unallocated Crown Land b) State Forests, national parks, public reserves and certain land reserved for particular purposes or use. c) Land set aside for the benefit of or granted to Aboriginal & Torres Strait Islanders d) Oceans, seas, reefs, lakes and inland waters e) Some leases, such as non-exclusive pastoral and agriculture lease depending on the State/Territory legislation under which they were issued. <p>5. Internal and External Audit Planning and Report.</p> <ul style="list-style-type: none"> i. A review of the last Port Hedland Regional Plan does not identify any Plans relating to Native Title and/or Aboriginal people. ii. A review of the Audit does not indicate an allocation of funds to deal with either Aboriginal and/or Native Title funds to deal with those respective issues' it states the following.' 		
17/02/16		<p>Objection. The following comments were provided:</p> <p>As the owners of 4 properties on Athol St, we strongly object to the proposed Structure Plan being implemented given the current market conditions and economic climate and in our view, the release of additional lots for sale in this area will result in adverse material impacts to the adjoining property owners.</p> <p>The Port Hedland property market is struggling enough at the moment due to the decline in mining activities in the area and to approve and release more lots onto the market, will only make things worse. We also do not see a need for more lots to be released at this current point in time.</p>	<p><u>Not Supported</u></p> <p>Please refer to commentary on environmental concerns and likely development timing above.</p>	<p>Refer to previous comments on financial concerns</p>

This page is left blank intentionally.

7.31pm Councillor Arif declared an impartiality interest in item 12.1.2 'Community Partnership Funding Applications 2016/17 – 2018/19', as she is member of one of the groups applying for funding.

Councillor Arif did not leave the room.

7.31pm Councillor Gillingham declared an impartiality interest in item 12.1.2 'Community Partnership Funding Applications 2016/17 – 2018/19', as she is a Member of the Yacht Club and Committee Member of the Pilbara Music Festival.

Councillor Gillingham did not leave the room.

7.32pm Deputy Mayor Blanco declared an impartiality interest in item 12.1.2 'Community Partnership Funding Applications 2016/17 – 2018/19', as he is Commodore of the Yacht Club.

Deputy Mayor Blanco did not leave the room.

7.33pm Councillor Whitwell declared an impartiality interest in item 12.1.2 'Community Partnership Funding Applications 2016/17 – 2018/19', as he is a member of the Yacht Club.

Councillor Whitwell did not leave the room.

12.1.2 Community Partnership Funding Applications 2016/17 – 2018/19

Author: Ashlee Groch, Acting Health and Lifestyle Officer

Authorising Officer: Chris Linnell, Director Community and Development Services

File No. 02/05/0001

DISCLOSURE OF INTEREST BY AUTHOR

Impartiality interest as Committee Member on Hedland Arts Council Inc (HARTZ)

RECOMMENDATION/ MOTION

MOVED: CR ARIF

SECONDED: CR HOOPER

That, with respect to the community partnership funding applications 2016/17 – 2018/19, Council:

1. **Endorse the following applications for funding support as part of the Town of Port Hedland's Funding & Donations Policy 6/003:**
 - a) **Youth Involvement Council for the amount of \$15,000 per year for three years (total \$45,000) towards the Mingle Mob youth night patrol service**
 - b) **Volunteer Marine Rescue Service Port Hedland Inc. for the amount of \$10,000 per year for three years (total \$30,000) towards the purchase of new equipment and tooling**

- c) Hedland Women's Refuge for the amount of \$5,000 per year for three years (total \$15,000) towards women's self-esteem and self-confidence workshops as well as the H.O.P.E Program.
- 2. Note that \$36,000 (excluding GST) will be included in the 2016/2017 financial year budget and reflected in the Long Term Financial Plan, both to be presented for adoption by Council at a later date. This will consist of:
 - a) Pre-committed Community Partnership Funding for the Cooke Point Playgroup for the amount of \$6,000
 - b) Youth Involvement Council for the amount of \$15,000
 - c) Volunteer Marine Rescue Service Port Hedland Inc. for the amount of \$10,000
 - d) Hedland Women's Refuge for the amount of \$5,000.

201516/220 AMENDMENT TO THE MOTION**MOVED: CR TAVO****SECONDED: CR WHITWELL**

That, with respect to the community partnership funding applications 2016/17, Council:

- 1. Acknowledge that applications for funding under the policy 6.003 were initially invited whereby applicants could apply for up to 3 years of funding
- 2. Determines that funding will only be committed for 1 year (2016/17) until such time as council has reviewed the existing policy including terms of funding
- 3. Invites the organisations that initially applied for 3 years funding to reapply in 2016/17 for future years funding
- 4. Endorse the following applications for funding support to be considered as part of the 2016/17 budget deliberations included in the Town of Port Hedland's Funding & Donations Policy 6/003:
 - a) Youth Involvement Council for the amount of \$15,000 for 1 year towards the Mingle Mob youth night patrol service
 - b) Volunteer Marine Rescue Service Port Hedland Inc for the amount of \$10,000 for 1 year towards the purchase of new equipment and tooling
 - c) Hedland Women's Refuge for the amount of \$5,000 for 1 year towards women's self-esteem and self-confidence workshops as well as the H.O.P.E Program.
- 5. Note that \$36,000 (excluding GST) will be included in the 2016/2017 financial year budget and reflected in the Long Term Financial Plan, both to be presented for adoption by Council at a later date. This will consist of:

- a) Pre-committed Community Partnership Funding for the Cooke Point Playgroup for the amount of \$6,000
- b) Youth Involvement Council for the amount of \$15,000
- c) Volunteer Marine Rescue Service Port Hedland Inc. for the amount of \$10,000
- d) Hedland Women's Refuge for the amount of \$5,000.

CARRIED 5/3

Record of Votes

For	Against
Deputy Mayor Blanco	Councillor Hooper
Councillor Gillingham	Councillor Arif
Councillor Newbery	Councillor Melville
Councillor Whitwell	
Councillor Tavo	

201516/221 COUNCIL DECISION**MOVED: CR ARIF****SECONDED: CR HOOPER**

That, with respect to the community partnership funding applications 2016/17, Council:

1. Acknowledge that applications for funding under the policy 6.003 were initially invited whereby applicants could apply for up to 3 years of funding
2. Determines that funding will only be committed for 1 year (2016/17) until such time as council has reviewed the existing policy including terms of funding
3. Invites the organisations that initially applied for 3 years funding to reapply in 2016/17 for future years funding
4. Endorse the following applications for funding support to be considered as part of the 2016/17 budget deliberations included in the Town of Port Hedland's Funding & Donations Policy 6/003:
 - a) Youth Involvement Council for the amount of \$15,000 for 1 year towards the Mingle Mob youth night patrol service
 - b) Volunteer Marine Rescue Service Port Hedland Inc for the amount of \$10,000 for 1 year towards the purchase of new equipment and tooling
 - c) Hedland Women's Refuge for the amount of \$5,000 for 1 year towards women's self-esteem and self-confidence workshops as well as the H.O.P.E Program.
5. Note that \$36,000 (excluding GST) will be included in the 2016/2017 financial year budget and reflected in the Long Term Financial Plan, both to be presented for adoption by Council at a later date. This will consist of:

- a) **Pre-committed Community Partnership Funding for the Cooke Point Playgroup for the amount of \$6,000**
- b) **Youth Involvement Council for the amount of \$15,000**
- c) **Volunteer Marine Rescue Service Port Hedland Inc for the amount of \$10,000**
- d) **Hedland Women's Refuge for the amount of \$5,000.**

CARRIED 6/2

Record of Votes

For	Against
Deputy Mayor Blanco	Councillor Hooper
Councillor Gillingham	Councillor Arif
Councillor Melville	
Councillor Newbery	
Councillor Whitwell	
Councillor Tavo	

EXECUTIVE SUMMARY

As per the Town of Port Hedland's Funding & Donations Policy 6/003 the Town calls for applications for Community Partnership Funding on an annual basis. Funding can be sought for:

- Up to \$15,000 cash, in kind support and waivers of fees per year
- For three consecutive financial years.

For the 2016/2017 financial year, the Town received applications from 17 local community and Not-for-Profit organisations.

The Town also has one pre-committed Community Partnership Funding agreement with the Cooke Point Playgroup for the amount of \$6,000 to assist with increases in rent costs. This funding agreement expires in 2016/2017.

This item requests Council endorse the following Community Partnership applications for the 2016/2017 – 2018/2019 financial years:

- Youth Involvement Council (\$15,000 per year over three years)
- Volunteer Marine Rescue Service Port Hedland Inc (\$10,000 per year over three years)
- Hedland Women's Refuge (\$5,000 per year over three years).

DETAILED REPORT

The Town of Port Hedland has a Funding & Donations Policy 6/003. The policy aims to work in collaboration with the community to support events, celebrations and community activities which reflect the Town's unique identity, add to the social fabric. This policy includes two funding streams:

- Community Partnership Funding
 - Up to \$15,000 cash, in kind support and waivers of fees per year
 - For three consecutive financial years.

- Community Support Donations
 - Maximum value of \$5,000 in total annually of in kind and cash support
 - Up to \$2,000 cash support for new initiatives
 - Up to \$1,000 cash support for existing initiatives
 - Up to \$500 to support the development of local and talented people.

In October 2015 the Town contacted organisations with existing agreements ending in the 2015/2016 financial year to let them know their agreements were expiring and a new application round would be advertised shortly.

In November 2015 the Town advertised for the Community Partnership Funding applications via the following mediums:

- North West Telegraph
- Town of Port Hedland media releases
- Town of Port Hedland website
- Town of Port Hedland Facebook page
- Email
- Posters.

Applicants were requested to provide detailed funding submissions against the following aims as out lined in the policy:

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

Criteria for Community Partnership Funding include:

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

The Town received a total of 17 applications for Community Partnership Funding in 2016/17- 2018/19 from the following organisations:

- Youth Involvement Council
- Volunteer Marine Rescue Service Port Hedland Inc

- Hedland Women's Refuge
- Hedland Kart Club
- Port Hedland Pony Club
- Hedland Arts Council Inc (HARTZ)
- South Hedland Owners and Trainers Association
- South Hedland Cougars Junior Rugby League Football Club
- Port Hedland Yacht Club
- South Hedland Bowling & Tennis Club
- Spinifex Hill Studio
- FORM
- Soroptimist International Port Hedland
- Hedland School of Dance
- Community Solutions Inc
- Hedland Tri Sports
- Hedland Reds Little League Baseball.

These applications were assessed by Officer's against the following criteria:

- Ability to meet funding aims as outlined above
- Sustainability
- Provision of project budget (including detailed income and expenditure)
- Community need.

All applications are prioritised in *Attachment 1*.

All applicants that are not successful through the Community Partnership Funding can apply for assistance through the Town's ongoing Community Funding and Donations process. This allows for cash support up to \$2,000 and in kind support as well as fee waivers up to \$5,000. Organisations can receive support for one project or event per each financial year.

Officers are currently reviewing the Funding & Donations Policy 6/003. This will be presented to Council for discussion at a Concept Forum and Ordinary Council Meeting for adoption at a later date.

Consultation

Presented to Council at the Confidential Concept Forum on 30 March 2016

Director Community and Development
Manager Community Development
Acting Manager Recreation Facilities and Services
Coordinator Community and Youth Development
Former Manager Recreation Facilities and Services

FINANCIAL AND RISK IMPLICATIONS

This item requests support for three Community Partnership Funding applications (2016/2017 - 2018/2019 financial years):

- Youth Involvement Council - \$15,000 per year for three years (total \$45,000)

- Volunteer Marie Rescue - \$10,000 per year for three years (total \$30,000)
- Hedland Women's Refuge - \$5,000 per year for three years (total \$15,000).

The Town also has an existing Community Partnership commitment with the Cooke Point Playgroup from 2014/2015 - 2016/2017 for \$6,000 per annum.

In the 2015/2016 financial year budget the Town included the following budget allocations for the Funding and Donations Policy 6/003:

- Community Funding and Donations - \$95,625
- Community Partnership Funding - \$74,400
- Total - \$170,025

The recommendations included in this report have been established with the Town's Long Term Financial Plan and a three year budget outlook taken into consideration.

Therefore an inclusion of \$36,000 (excluding GST) is requested for pre-committed Community Partnership Funding in the 2016/2017 financial year. If Council keep the Community Partnership Funding budget at \$74,400 in 2016/17 this will allow further funding requests to be considered throughout the year.

The table below outlines proposed funding commitments to be included in the 2016/2017 – 2018/2019 financial year budgets and the Long Term Financial Plan both of which will be considered and adopted by Council at a later date:

Financial year	Proposed Community Partnership Funding commitments	Proposed commitments allocated for Community Partnership Funding requests in future years	Proposed total amount committed for Community Partnership Funding
2016/2017	\$36,000	Not required	\$36,000
2017/2018	\$30,000	\$30,000	\$60,000
2018/2019	\$30,000	\$60,000	\$90,000

STATUTORY AND POLICY IMPLICATIONS

The provision of Community Partnership Funding ensures that the Town works towards the following areas in the 2014 – 2024 Strategic Community Plan:

- 1. Building a unified and vibrant community by providing financial support which allows community and Not-for-Profit organisations to host a range of recreational, cultural and entertainment activities to be accessed by the wider Port Hedland Community.
- 1.2 A vibrant community rich in diverse cultures by providing financial assistance to ensure the delivery and support of programs, events and services which attract and retain residents to increase our permanent population.

Funding & Donations Policy 6/003 is focused on the Town of Port Hedland working in collaboration with the community to support the delivery of events, celebrations and community activities which reflect the unique identity, add to the social fabric of the Town of Port Hedland, and the wellbeing of residents.

ATTACHMENTS

1. 201617 Community Partnership Funding applications
2. Funding & Donations Policy 6 003

07 April 2016

ATTACHMENT 1 TO ITEM 12.1.2

SUMMARY OF COMMUNITY FUNDING AND DONATIONS APPLICATIONS FOR THE 2016/17 - 2018/19 FINANCIAL YEARS					
Applications are listed in priority order as per officers' recommendations. Financials listed are full support requested by the organisation for 2016/17 financial year and a cumulative tally if full support of each application was recommended. *Spinixex Hill Studio and FORM have only requested support for the 2016/17 financial years.					
Organisation	What will requested funding be used for?	Total requested from TOPH over 3 financial years	Commentary	Request for financial support 2016/17 financial year	Cumulative tally for 2016/17 financial year if full support was recommended
Youth Involvement Council	Mingle Mob - runs night patrols during which they locate and identify young people at various hot spots around town. Staff initiate meaningful engagement and gather information, some of which is shared to Police and the Department of Child Protection and Family Services. Mingle Mob also hold monthly events. Funding would be used for staff wages.	\$ 45,000.00	Offer a service that would otherwise not be offered to the community. Offer an essential service for the community.	\$ 15,000.00	\$ 15,000.00
Volunteer Marine Rescue Service Port Hedland Inc	Purchase new equipment and tooling required to perform sea rescues. It will also be used to purchase additional search and rescue equipment for current vessels. Identified equipment will be purchased as required and taking budget into consideration.	\$ 30,000.00	Offer a service that would otherwise not be offered to the community. Offer an essential service for the community.	\$ 10,000.00	\$ 25,000.00
Hedland Women's Refuge	Two projects: Womens self esteem and self confidence workshops - local consultant to develop and facilitate three workshops a year (including venue hire, catering, advertising and resources) H.O.P.E Program (Home, Opportunity, Purpose, Education) - support women who have left abusive relationships by providing furniture and other basic household items, as well as access to local services to assist with finance and legal advice and medical and counselling services. It will also work to settle children into new environments and school.	\$ 15,000.00	Offer a service that would otherwise not be offered to the community. Offer an essential service for the community.	\$ 5,000.00	\$ 30,000.00
Hedland Kart Club	Upgrades to facility including resurfacing a portion of the track, replacement of a gate to the pit area, repairs to fencing surrounding the track and installation of shade over pit area.	\$ 15,000.00	Offer a service that would otherwise not be offered to the community. Looking to maintain facility and create local talent.	\$ 5,000.00	\$ 35,000.00

SUMMARY OF COMMUNITY FUNDING AND DONATIONS APPLICATIONS FOR THE 2016/17 - 2018/19 FINANCIAL YEARS					
Applications are listed in priority order as per officers' recommendations. Financials listed are full support requested by the organisation for 2016/17 financial year and a cumulative tally if full support of each application was recommended. *Spinixex Hill Studio and FORM have only requested support for the 2016/17 financial years.					
Organisation	What will requested funding be used for?	Total requested from TOPH over 3 financial years	Commentary	Request for financial support 2016/17 financial year	Cumulative tally for 2016/17 financial year if full support was recommended
Port Hedland Pony Club	Upgrading coaches and assist with junior testing for higher certificates. It would also be used to upgrade equipment to comply for testing, allowing the club to run more rallies and instructed lessons. To do this trainers need to be brought up to Port Hedland and coaches/juniors sent to Perth for training and testing. Funding would be used to play for flights and accommodation for training and accreditation sessions and also to purchase equipment to comply with testing guidelines.	\$ 12,870.00	The Department of Sport and Recreation have indicated that they could provide assistance to fund elements of this proposal. This is deemed to be a valuable project as the Pony Club are looking to upskills local coaches. Therefore it is recommended that the Town provide financial assistance towards this project.	\$ 4,290.00	\$ 39,290.00
Hedland Arts Council Inc (HARTZ)	Two projects: RestARTZ - a recycled arts competition held annually to raise awareness about recycling options to enhance the environment through arts. 2016 will be the 3rd year of REstartZ. HARTZibalds - Hedland's spin off from the Archibald Art Prize where entries must be of a Hedland identity. This has not been held recently, but funding would be used to reinstate this as an annual event. Funding would be used to support the presentation and promotion of both events, ensuring professionally organised and exhibited events.	\$ 45,000.00	Projects strongly aligned grant parameters, and would lead to increased community participation and promotion of the arts.	\$ 15,000.00	\$ 54,290.00
South Hedland Owners and Trainers Association	Maintenance and upgrade to ground standards including purchase of new lighting and toilet cubicles (currently hired for events). These upgrades and additions would ultimately leave to more frequent Gymkhana events for the Association and allow them to vary times of events dependent on weather requirements, allowing the events to become more accessible.	\$ 45,000.00	SHOATA have undertaken a significant body of work to improve and upgrade the facility. This funding would help to improve amenities at SHOATA.	\$ 15,000.00	\$ 69,290.00
South Hedland Cougars Junior Rugby League Football Club	Develop a Rugby League training program for the Port Hedland Community. This will include NRL support (possibility of NRL players and support staff visiting Port Hedland) and community programs focusing on healthy living, life choices and education for participants from varying socio-economic and ethnic backgrounds.	\$ 45,000.00	Recommend support to the value of \$5,000 each financial year for three years. Also recommend \$3,000 support of the project with in kind usage of the Town's Community Bus.	\$ 15,000.00	\$ 84,290.00

SUMMARY OF COMMUNITY FUNDING AND DONATIONS APPLICATIONS FOR THE 2016/17 - 2018/19 FINANCIAL YEARS					
Applications are listed in priority order as per officers' recommendations. Financials listed are full support requested by the organisation for 2016/17 financial year and a cumulative tally if full support of each application was recommended. *Spinifex Hill Studio and FORM have only requested support for the 2016/17 financial years.					
Organisation	What will requested funding be used for?	Total requested from TOPH over 3 financial years	Commentary	Request for financial support 2016/17 financial year	Cumulative tally for 2016/17 financial year if full support was recommended
Port Hedland Yacht Club	Primarily for an Easter event held during school holidays. The event would act as an open day for the Yacht Club to attract more members but also include a fireworks display, entertainment and family activities such as face painting, markets, bouncy castle etc If such an event is successful this would then extend to further events for Australia Day, Christmas, New Years etc	\$ 30,000.00	The Town supports this new initiative and community events. It may be an opportunity for the Town to work in partnership with the organisation as part of the events calendar.	\$ 10,000.00	\$ 94,290.00
South Hedland Bowling & Tennis Club	Sponsorship for the annual Boodarie Bowls Carnival. It is a nine day competition held at both the Port Hedland and South Hedland Bowling Clubs consisting of welcome fours, midweek mens/ladies and farewell fours events. The event attracts participants and visitors from the Pilbara, wider WA and interstate. The sponsorship would be used to cover event costs including prize money, marketing, hire fees, wages and administration.	\$ 15,000.00	The Town of Port Hedland has supported this program for a number of years. Funding & Donations Policy 6/003 currently requests applicants demonstrate sustainability. It is recommended that the Town provide financial support in 2016/2017 with a phasing out approach over the remaining two financial years.	\$ 5,000.00	\$ 99,290.00
Spinifex Hill Studio*	To start up a project in which microbusiness development for the Aboriginal Community will be achieved. This will be in two phases: creative product workshops held at Spinifex Hill Studios (including weaving and beaded jewellery, soap making and furniture workshops) and the development of a regular Aboriginal art market also to be held at the studio. The funding would contribute towards facilitation, travel, accommodation for workshops and presentation and advertising of the products to be sold at the market.	\$ 15,000.00	Other projects were rated as a higher priority when assessed against the program outcomes and aims.	\$ 15,000.00	\$ 114,290.00

SUMMARY OF COMMUNITY FUNDING AND DONATIONS APPLICATIONS FOR THE 2016/17 - 2018/19 FINANCIAL YEARS					
Applications are listed in priority order as per officers' recommendations. Financials listed are full support requested by the organisation for 2016/17 financial year and a cumulative tally if full support of each application was recommended. *Spinixex Hill Studio and FORM have only requested support for the 2016/17 financial years.					
Organisation	What will requested funding be used for?	Total requested from TOPH over 3 financial years	Commentary	Request for financial support 2016/17 financial year	Cumulative tally for 2016/17 financial year if full support was recommended
FORM*	Helen Ansell Mural Project - a new public artwork will be created in South Hedland. The large scale mural will span over 45 meters around the South Hedland Square and will be based on Helen Ansell's 'Coral Gum (Eucalyptus Torquata)' which won the 2015 Hedland Art Award's People's Choice. This project will include a free workshop for children run by Helen and a permanent online resource for engagement with the artwork. Funding will be used to purchase high quality materials, develop and facilitate the public program for children, development of the online resource and employment of professional assistants to undertake painting work with Helen.	\$ 15,000.00	Other projects were rated as a higher priority when assessed against the program outcomes and aims.	\$ 15,000.00	\$ 129,290.00
Soroptimist International Port Hedland	Australia Day Breakfast - annual event highlighting the work of volunteers and volunteer groups within the community. Allows community groups to network and support each other. International Women's Day - function celebrates the multicultural women of Port Hedland. Attendees are advised about support groups and services available in the community. Pilbara Girl publicity and fundraising functions - partnering with the Pilbarra Girl Programme SI Port Hedland to raise the profile and bring awareness of their project on a local, national and international level. Multicultural community events and Port Hedland Retirement Village service and assistance - SI support the functions and fundraisers of other community groups through service work, donations and raising awareness. Over the next 3 years SI will be supporting Well Women's Centre, Care for Hedland, Hedland Women's Refuge, Port Hedland Retirement Village and Days for Girls.	\$ 45,000.00	The Town currently provides ongoing support to Soroptimist International projects through Funding & Donations Policy 6/003.	\$ 15,000.00	\$ 144,290.00
Hedland School of Dance	Cover the costs of Hedland School of Dance's annual end of year concerts held in September/October each year. These take place at the Matt Dann Theatre & Cinema and are presented to members of the community including student's families and friends.	\$ 15,000.00	Other projects were rated as a higher priority when assessed against the program outcomes and aims.	\$ 5,000.00	\$ 149,290.00

SUMMARY OF COMMUNITY FUNDING AND DONATIONS APPLICATIONS FOR THE 2016/17 - 2018/19 FINANCIAL YEARS					
Applications are listed in priority order as per officers' recommendations. Financials listed are full support requested by the organisation for 2016/17 financial year and a cumulative tally if full support of each application was recommended. *Spinixex Hill Studio and FORM have only requested support for the 2016/17 financial years.					
Organisation	What will requested funding be used for?	Total requested from TOPH over 3 financial years	Commentary	Request for financial support 2016/17 financial year	Cumulative tally for 2016/17 financial year if full support was recommended
Community Solutions Inc	Act-Belong-Commit YOH Fest Health Promotion Project - three year project aimed at increasing the capacity for local communities to embed greater health outcomes via the already established Youth on Health Festival (YOH Fest) program. The funding will be used towards the project officer, relevant marketing and printing costs, filming and surveying of young people and the community.	\$ 45,000.00	Other projects were rated as a higher priority when assessed against the program outcomes and aims.	\$ 15,000.00	\$ 164,290.00
Hedland Tri Sports	Cover the costs of entry fees for exclusive use of the Gratwick Aquatic Centre and South Hedland Aquatic Centre for events. These charges cover the cost of one duty manager and one lifeguard.	\$ 11,296.50	This request has been given a low priority as this is an operational cost and required to be paid by other sporting groups accessing the aquatic facilities. The Town has reduced fees and charges in the past to ensure only staffing costs are being charged and no venue hire fees.	\$ 3,765.50	\$ 168,055.50
Hedland Reds Little League Baseball	Assistance to pay for lighting costs for game nights and training clinics throughout the season. It is estimated this would be \$3,500 per season. This would allow Little League Baseball to keep their fees down - current fees are not enough to cover costs incurred during the season - including lighting.	\$ 10,500.00	This request has been given a low priority as this is an operational cost and required to be paid by all other junior sporting groups. The Town of Port Hedland currently does not charge ground user fees to junior sporting clubs.	\$ 3,500.00	\$ 171,555.50

This page is left blank intentionally.

ATTACHMENT 2 TO ITEM 12.1.2

Town of Port Hedland Policy Manual

6. RECREATION**6/003 FUNDING & DONATIONS POLICY**

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

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

1. Objectives

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

2. Scope of Funding

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

Community Support Donations

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

Town of Port Hedland Policy Manual

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

Types of Community Support include:

- Establishment funding (Cash - \$2,000 maximum) – Available to applicants running a new, one-off project, program, activity or event
- Periodical funding (Cash - \$1,000 maximum) – Available to applicants to support a community project, program, activity or event on a recurring basis or that has been funded previously. Organisations are required to fund 50% of the project's cash contribution from their own or other funding sources. Funding may be used for the purchase of equipment, uniforms etc.
- In-kind contributions – This support includes the provision of facilities, equipment and purchases
- These will usually not require a significant contribution of staff time. In-kind contributions will be considered subject to their availability, the need to protect the security and value of the assets, and their use for required Town of Port Hedland purposes
- Waiver of Fees – This support is for the waiver of fees for the hire of community facilities. Waiver costs will be in accordance with the Town of Port Hedland adopted Schedule of Fees and Charges
- Development of Talented Local People – Financial contributions may be made towards the costs associated with the initiatives by local people of all ages that develop talented individuals. A maximum contribution of \$500 in one financial year may be considered to each person who is eligible for this support. These initiatives may include:
 - Travel and attendance at competitions, educational tours or recognised
 - State level (or above) training usually located elsewhere in Western
 - Australia or beyond. The person concerned must have been invited to attend on the basis of exceptional sporting, artistic or other talent
 - Hosting of a talent development initiatives (incl. coaching courses).

Table 1 (Attachment A) identifies in-kind assistance, fee waiver and cash support that will be provided on an ongoing basis.

Community Partnership Grants

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

The Partnership Fund has three main aims:

Town of Port Hedland Policy Manual

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

Table 2 (Attachment 2) identifies financial support that will be provided (maximum of \$15,000 annually for a period of up to 3 years).

What will not be funded?

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

3. Application Process

Community Support Donations

- a. Requests for assistance will be made in writing through completion of an application form (attachment 3).
- b. Applications to be made in response to Town of Port Hedland advertising, within specified deadlines and funding criteria
- c. Application forms are available on the website or from the Customer Service Counter. Applications must provide all required information
- d. Delegates to the Chief Executive Officer the authority to approve donations that fall within the scope and limits of this Policy. The approval must be countersigned by the Mayor.
- e. The Chief Executive Officer is to present quarterly to the Audit and Finance Committee a schedule of all grants and donations made since the previous Audit and Finance Committee meeting detailing the Grantee, the amount, the purpose of the grant, and the section of the Policy under which approval/authorisation was given
- f. The Audit and Finance Committee will make recommendations to the next Ordinary Meeting of Council in regard to the approval or otherwise of applications received that fall outside the delegation of the Chief Executive Officer under this Policy

Town of Port Hedland Policy Manual

- g. Under no circumstances must the Town of Port Hedland Municipal Budget allocation as adopted or varied from time to time be exceeded.

Community Partnership Funding

- a. Requests for assistance will be made annually in writing and considered as part of the budget preparation process
- d. Applications supported (by Council) for more than one year will be included in the Policy table, detailing the level and length of funding
- c. Applications for support outside of policy limit (i.e. above \$15,000 / 3 years) to be considered by Audit and Finance Committee, then Council and subject to budget availability.

4. Selection Criteria

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

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

5. Acquittals

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

- Measuring qualitative aspects, such as the success of the activity
- Financial information, such as receipts accounting for the expenditure of monies.
- Funding in further financial years will not be available until an acquittal has been received for any previous years of funding.

Town of Port Hedland Policy Manual

Council adoption date and resolution no.	27 January 2011 OCM
Date of adoption of amendment and resolution number do not delete the previous dates	24 September 2014 OCM 201415/050 8 May 2013 SCM
Relevant legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996
Delegated authority	Yes
Business unit	Community Development
Directorate	Community Development
Review frequency	As required

Attachment 1

Table 1- Ongoing support (In kind, fee waiver and cash support)

Event	Key Partner	Council Support	Notional Val
Sports Group Forums	Department Sport and Recreation WA	Use of Town Venues Advertising, photocopying and postage Contribute to hosting event	\$500
Port Hedland Cup Day	Port Hedland Turf Club	Provision for 20 extra bins Waiver of all stall fees and street trading ground hire for one day Ground hire Use of Town Flag to fly at event	\$5,000
Premier Regional Lawn Bowls	Port and South Hedland Bowling Clubs	Staff member on Committee Advertising/photocopying, fax and postage	\$500
Nindji Nindji Festival	Bloodwood Tree Association	Use of Town Venue Provision for up to 20 extra bins	\$500
Australia Day Breakfast	Soroptimist International	Administration/organisation of Premier's Australia Day Active Citizen Awards Use of Town equipment and facilities Advertising and photocopying	\$3,000
Port Hedland Golf Club Pro-AM Open Events	Port Hedland Golf Club	When required leading mowing and maintenance equipment support	\$2,000
Community Clean-up Event	Care for Hedland Environmental Association	Waiver of tip fees and provision of litter bags for community clean up events including but not limited to Clean Up Australia Day, Adopt a Spot, Great	\$3,000

Town of Port Hedland Policy Manual

		Northern Clean up and South Hedland Street Blitz	
PH Pony Club Pre-Season	PH Pony Club	Pre-season annual slash of the Port Hedland Pony Club Event space	\$1,000
Pilbara Music Festival	Pilbara Music Festival	Patron of Festival Use of Town Venues Provide administrative and photocopying assistance	\$5,000
NAIDOC Week	Pundulmurra Campus EPCT	Town of Port Hedland display	\$250
Chamber of Commerce Business of the Year Awards	Chamber of Commerce	Additional trophies for Community of the Year Award Categories	\$1,000
Carols by Candlelight	Ministers Fraternal	Use of Town venue	\$500
ANZAC Day Ceremony	RSL	Use of Town venue Wreath Advertisement	\$1,500
Local schools	End of year graduation/awards	Contribution towards a book or similar prize	Up to \$1,000

Town of Port Hedland Policy Manual

Attachment 2

Table 2 - Financial support that will be provided (maximum of \$15,000 annually for a period of up to 3 years as identified in annual budget process)

Event	Key Partner	Council Support	Notional Value
Relay for Life	Relay for Life Port Hedland Committee	Funding of \$5,517 per year in 2012/13, 2013/14, and 2014/15 budget years for: reserve hire; disabled toilet hire; rubbish collection; and reserve floodlighting. (NB. 14/15 funding deferred to 15/16.)	\$5,517.1
Australia Day Breakfast	Soroptimist International	Provide sponsorship towards event of \$1,500 annually for a period of up to 3 years (2013/14 to 2015/16 inclusive)	\$4,500
Nindji Nindji Festival	Bloodwood Tree Association	Provide sponsorship towards event of \$1,000 annually for a period of up to 3 years and/or for 3 events (2013/14 to 2015/16 inclusive)	\$3,000
Mingle Mob	Youth Involvement Council	Provide Sponsorship support of \$15,000 annually towards the operation of the Mingle Mob annually for a period of up to 3 years (2013/14 to 2015/16 inclusive)	\$45,000
n/a	Port Hedland Cricket Association	Provide support of \$5,000 annually towards structural and seasonal alignment (2013/14 and 2014/15)	\$10,000
n/a	Hedland Amateur Swimming Club (HASC)	Provide support of \$5,000 annually towards club development initiatives (2013/14 and 2014/15)	\$10,000
n/a	Cooke Point Playgroup	Assistance of \$6,000 to cover increases in rent costs (2014/15 to 2016/17 inclusive)	\$18,000
n/a	Hedland BMX Club	Seal track berms with bitumen to reduce erosion and ongoing maintenance (2014/15)	\$5,000
n/a	Wangka Maya Pilbara Aboriginal Language Centre	Restoration and reproduction of anthropologist Norman Tinsdale's 1950s research information (2014/15)	\$5,000
n/a	Bloodwood Tree Association – Wapa Maya	Program costs for cultural reconnection visits for drug and alcohol treatment (2014/15)	\$2,500
n/a	Bloodwood Tree Association – Wapa Maya	Program costs for providing house cleaning and maintenance training (2014/15)	\$2,500
Pilbara Music Festival	Pilbara Music Festival	Venue hire, audio and equipment costs of up to \$8,000 per annum (2014/15 to 2015/16 inclusive)	\$16,000

Town of Port Hedland Policy Manual

Attachment 3



Town of Port Hedland Community Funding & Donations Application

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

Section 1a: Applicant Details

Identify who is applying for this funding:

Individual Person ☐ Community Organisation ☐ Not For Profit ☐
Organisation/ Individual Name: _____

Contact Person: _____

Position within Organisation: _____

Postal Address: _____ Postcode: _____

Telephone: _____ Email: _____

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

Section 1b: Organisation Details

Incorporated: Yes ☐ No ☐ Year of Incorporation: _____

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

ABN: _____

Registered for GST: Yes ☐ No ☐

Town of Port Hedland Policy Manual

Section 1c: Public Liability Insurance

Does your organisation have Public Liability Insurance:

Yes

☐

No

☐

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

Yes

☐

No

☐

If yes, by who?

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

Yes

☐

No

☐

If yes, by who?

Section 1d: Authorisation

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

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

I will acquit the funds received before the end of the financial year in which they were received.

Full name:

Signed:

Date:

Section 2a: Application Details

What is the name of your Project /Event:

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

Town of Port Hedland Policy Manual

Outline how ToPH funding will specifically be used.

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

☐

Yes

☐

No

If Yes, in which year?

Please provide details:

Section 2b: Type of Community Support

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

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

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

Details of funds from applicant:

Town of Port Hedland Policy Manual

Section 2c: Funding Details

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

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

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

Section 3: Recognition

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

Section 4: Application Criteria / Checklist

Please ensure the application meets all criteria below:

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

12.1.3 Port Hedland Speedway Club – Request for Funding

Author: Kellie Williams, Acting Recreation Coordinator

Authorising Officer: Chris Linnell, Director Community and Development Services

File No. 26/02/0024

DISCLOSURE OF INTEREST BY OFFICER

Nil

201516/222 RECOMMENDATION/ COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR MELVILLE

That, with respect to the Port Hedland Speedway Club request for funding, Council allocate \$5,000 (excluding GST) to the Port Hedland Speedway Club for the Northwest Sprint Car Stampede on the 16 and 17 June from a Community Partnership Funding account.

CARRIED 8/0

EXECUTIVE SUMMARY

The Port Hedland Speedway Club have requested \$5,000 sponsorship through the Town of Port Hedland's Funding and Donations Policy 6/003. This request falls outside the policy's standard funding guidelines and therefore has been put to Council for consideration.

The Port Hedland Speedway Club are planning to hold the North West Super Series event in Port Hedland on the 16 and 17 June 2016. They have requested \$5,000 from the Town of Port Hedland for advertising including advertisements on television, radio, newspaper and event posters. This will allow the event to be advertised to residents across the Pilbara and North West region, increasing exposure for the event.

DETAILED REPORT

In 2015 the Nickol Bay Speedway Club (NBSC) in conjunction with the City of Karratha held the inaugural Northwest Sprint Car Stampede. The event attracted over 1,000 people, including a number of spectators from across the region.

Nickol Bay Speedway Club has approached Port Hedland Speedway Club to hold a second event in 2016 with an aim to create a North West Super Series. The event is scheduled for the 16 and 17 June 2016.

Feedback from the sprint car industry indicated that holding a larger North West event format would help to attract professional teams from around Australia. Due to the planned growth and success of the 2015 event, the City of Karratha has provided \$25,000 prize money towards the 2016 event. A breakdown of the income and expenditure for the event has been provided (Attachment 1).

The Port Hedland Speedway Club have requested \$5,000 sponsorship through the Town of Port Hedland's Funding and Donations Policy 6/003. This request falls outside the policies standard funding guidelines and therefore has been put to Council for consideration.

The Port Hedland Speedway is the largest track in Australia, therefore offering a unique experience for drivers and spectators. Motor sports are a popular activity for residents in Port Hedland and across the Pilbara.

It is expected that this event will provide economic benefits to a range of businesses across Port Hedland including accommodation providers, restaurants, cafes, general stores etc. Participation numbers for the event in Port Hedland are expected to exceed the 1,000 people. Community events assist with developing a vibrant community and add to the diverse range of events within the Town.

If the Officer's recommendation is endorsed the Port Hedland Speedway Club will be required to recognise the Town of Port Hedland as a sponsor in all media and advertising. They will also be required to provide the Town with a grant acquittal at the completion of the event.

Consultation

Mayor

Director Community and Development Services

Acting Manager Recreation Services and Facilities

Acting Recreation Coordinator

Club Development Officer

A meeting was held with the Town's Acting Recreation Coordinator, Club Development Officer and Matt Peaker, Vice President of the Speedway Club on the 16 March 2016 to discuss the event and sponsorship proposal.

FINANCIAL AND RISK IMPLICATIONS

It is proposed that \$5,000 (excluding GST) be allocated to the Port Hedland Speedway Club from the Community Funding and Donation account (GL 813285).

\$74,400 was allocated to Community Funding and Donations GL 813285 for the 2015/2016 financial year. As of the 8 April 2016 there was \$32,580 remaining.

STATUTORY AND POLICY IMPLICATIONS

The provision of Community Funding and Donations ensures that the Town works towards the following areas in the 2014 – 2024 Strategic Community Plan:

- 1. Building a unified and vibrant community by providing financial support which allows community and Not-for-Profit organisations to host a range of recreational, cultural and entertainment activities to be accessed by the wider Port Hedland Community.
- 1.2 A vibrant community rich in diverse cultures by providing financial assistance to ensure the delivery and support of programs, events and

services which attract and retain residents to increase our permanent population.

Funding and Donations Policy 6/003 is focused on the Town of Port Hedland working in collaboration with the community to support the delivery of events, celebrations and community activities which reflect the unique identity, add to the social fabric of the Town of Port Hedland, and the wellbeing of residents.

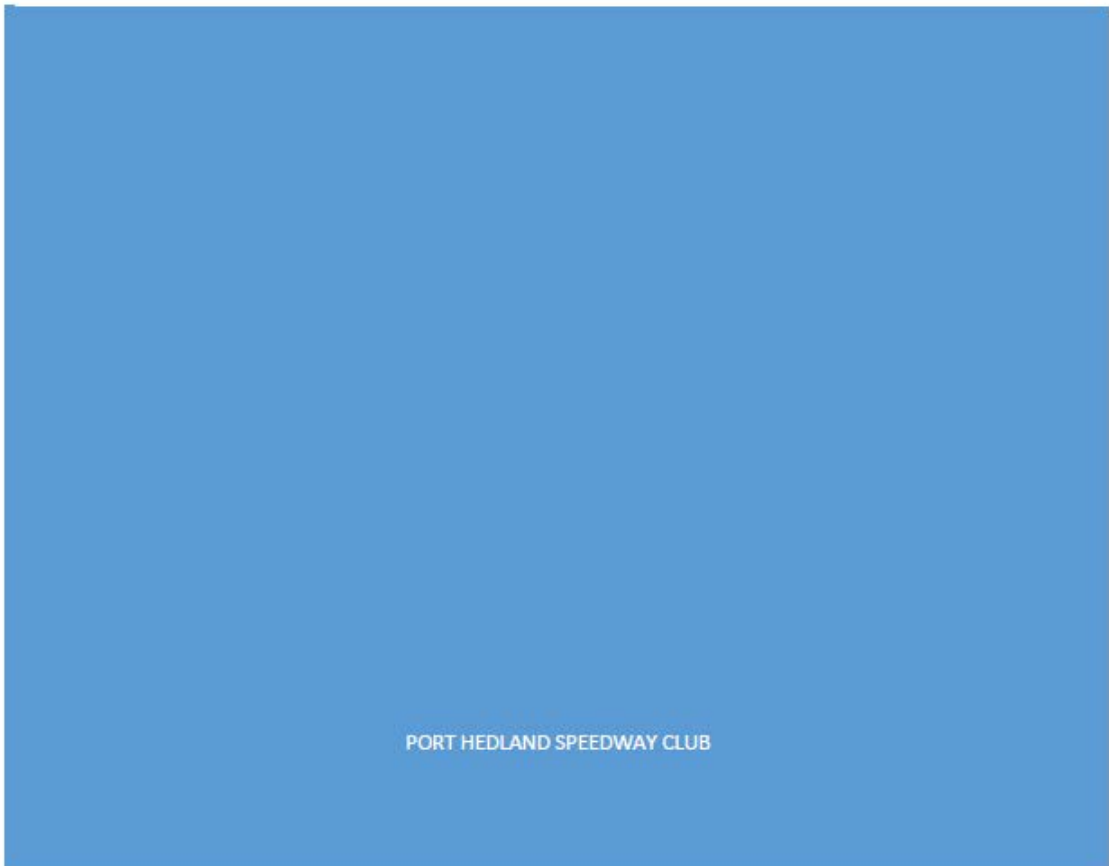
This funding request currently falls outside Delegation 1.22 Funding and Donations included in the 2015/16 Delegations Register. Therefore this request is being put to Council for consideration.

ATTACHMENTS

1. Letter from the Port Hedland Speedway Club requesting sponsorship

8 April 2016

ATTACHMENT 1 TO ITEM 12.1.3



PORT HEDLAND SPEEDWAY CLUB

1 CONTACT INFORMATION

Name:	John Edwards
Position:	President
Street Address:	14 Yanna St Wedgefield
Phone:	0419190906
Email:	casper@fusionwa.com.au

2 EVENT INFORMATION

Event/Project Name:	Northwest Sprintcar Stampede
Name of Organisation Applying:	Port Hedland Speedway Club
Event/Project Date/Time:	16 th and 17 th June 2016
Brief Description of Event/Project:	Take advantage of an event created by Port Hedland Speedway and join them to create a well known yearly event
Proposed Venue:	Port Hedland Speedway
Estimated Audience/Participants:	2000 total. Aiming at 1000 per night
Ticket Price:	\$20 per night per Adult, \$10 per night per child
Local Suppliers to be Engaged:	Yes
Licensed/F&B:	Yes – Port Hedland Speedway to provide

** Enter N/A for any sections not applicable*

3 FUNDING REQUEST

State the amount of funding being requested: **\$5000.00**

BACKGROUND

Last year The Nickol Bay Speedway Club (NBSC) in conjunction with the City of Karratha held the inaugural Northwest Sprint car Stampede as part of their Major Event Sponsorship Scheme. The City of Karratha regarded it as a "great success" with over 10 teams visiting the region from the South West and Northern parts of Australia.

STATISTICS COLLECTED

The City of Karratha collected statistics indicating that each team brought a 5-10 person support crew, plus supporters. Approximately 1000 people travelled to the event from out of town and a \$10 return on each \$1 spent was received. This result was extremely positive for the town especially for an event in its infancy.

FEEDBACK

Feedback from the Sprint car industry indicated that holding a larger event format would attract professional teams Australia wide. Due to the possible growth of this event, The Shire of Roebourne has funded the \$25k prize money for this years' event. This is an increase of \$5k on last year.

PROPOSAL

NBSC has approached Port Hedland Speedway Club (PHSC) to hold a second instalment effectively creating a North West Super Series. At this stage the date allocated is 16 & 17 June. To participate PHSC will need to match the prize money of \$25,000. As such we are approaching the Town of Port Hedland to support this event.

Port Hedland Speedway offers unique infrastructure in that we have the largest track in Australia. This will be incredibly attractive to travelling drivers and we will utilise this point of difference in our marketing strategy to attract travelling teams. Working in conjunction with NBSC we will have the experience, knowledge, capabilities and man power to pull off such an event.

Your contribution will be used for advertising which will consist of Tv, radio, flyers, newspapers and programmes for the event.

BENEFITS

The benefits that the Town will receive include:

- The potential **tourism opportunities** are significant and in line with the councils' vision and values of stimulating our tourism sector. This event has the real possibility to significantly increase participation and size to become a National event within the speedway community. This community has high rates of participation for annual events, particularly ones that offer a significant prize pool. A combined pool of \$50,000 will be a major drawcard to professional teams Australia wide. The June date will be an ideal time for travellers to spend an increased amount of time in the area.
- Community events of this genre assist with **developing a vibrant community**. This will add to the diverse range of activities within our Town, and will showcase an event not previously witnessed in Port Hedland. The Speedway Club is well attended by members of the public and we are confident an event of this nature will be a great success.
- **Economic benefits** will flow to accommodation providers, restaurants, general stores and service stations to name only a few. Participation numbers are expected to exceed the 1000 people who travelled to attend last year's event in Karratha. This is a significant amount of people that will spend money in our town. The rate of return on investment captured last year by The City of Karratha was significant for an event of this age.

Income and expenses.

INCOME	ex GST
Bar Sales	\$26,000
Canteen Sales	\$14,000
Front Gate entry fee. Estimate 3000 over 3 nights	\$50,000
Nomination Fee of Entrants	\$4,000
Funding Request – Town of Port Hedland (advertising)	\$5,000
Sponsorship and Fundraising – Yet to be Acquired	\$10,000
Raffles– Yet to be Acquired	
SUBTOTAL	\$109,000

EXPENSES	ex GST
Prize Money	\$10,000
Advertising	\$5,000
Security	\$2,000
Alcohol	\$7,000
Insurance	\$2,000
Canteen Supplies	\$3,000
Diesel	\$1,000
Water Cart	\$1,000
Electricity	\$1,000
Light tower hire	\$500
Portaloo Hire	\$500
Ambulance	\$1500
Liquor Licence	\$345
Bar Staff	\$500
DJ Hire	\$1500
SUBTOTAL	\$36,845
PROFIT	\$72,155

The Port Hedland Speedway Club appreciates your time in considering this matter and hope that you look favourably on our application. Due to the time frame the Club is working with it would be ideal to receive notification as soon as possible. This way we can ensure that suitable marketing and promotion can achieve the optimum result. We look forward to working with The Town of Port Hedland.

Kind Regards

John Edwards
PHSC President

12.2 Works and Services**12.2.1 Consideration to Enter into a Memorandum of Understanding with the Department of Fire & Emergency Services – Management and Control of Bush Fires and Emergency Services in the Pilbara on a Three Year Trial Basis.**

Author: Michael Cuvalo, Acting Manager Environmental Health
Authorising Officer: Brendan Smith, Director Works and Services
File No. 19/12/0001

DISCLOSURE OF INTEREST BY OFFICER

Nil

201516/223 RECOMMENDATION/ COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR HOOPER

That, with respect to the memorandum of understanding with the Department of Fire and Emergency Services for management and control of bush fires and Emergency Services in the Pilbara on a three year trial basis, Council:

- 1. Authorise the Chief Executive Officer to enter into a memorandum of understanding with the Department of Fire and Emergency Services under the Bush Fires Act 1954.**
- 2. Request the Fire and Emergency Services Commissioner to designate a person employed in the Department of Fire and Emergency Services to act as the Chief Bush Fire Control Officer in accordance with section 38A of the Bush Fires Act 1954 during the trial period.**

CARRIED 8/0

EXECUTIVE SUMMARY

The Department of Fire and Emergency Services (DFES) are proposing a three year trial to change the way fires are responded to in the Pilbara under a Memorandum of Understanding (MOU).

The purpose of the MOU is to document an agreement between Town of Port Hedland, Shire of Ashburton, the Shire of East Pilbara, Shire of Exmouth, City of Karratha and DFES. Under the MOU, DFES will assist local governments to carry out their responsibilities for the management and control of bush fire brigades and bush fire response within the Pilbara region under the Bush Fires Act 1954. Under the revised arrangements, the major change will see a DFES officer act as the Chief Bushfire Control Officer (CBFCO) and the Deputy Chief Bushfire Control Officer will be a Local Government representative. Traditionally, the position of CBFCO is a local government position and currently, our Coordinator of Ranger Services is the designated CBFCO and a member of the Fire & Rescue Service Volunteers is his deputy.

In line with these new arrangements a DFES officer will take all triple zero fire calls and undertake the initial assessment of a fire and consider the allocation of resources based on that assessment. Local government will still be relied upon to be a combat agency for bush fire in line with our current role and responsibilities.

As part of the new arrangements two additional officers will be stationed in the Pilbara, one in Port Hedland and one at Karratha.

All new arrangements will require a settling in period; however, the new agreement will assist with administration, management, training and incident response activities. It will see a transfer of some risk from the Town to DFES and the additional officers will provide a greater strategic ability. It is recommended that the Town support the trial for a three year term.

DETAILED REPORT

The Department of Fire and Emergency Services are proposing a three year trial to act as the first response agency for bush fire in the Pilbara region. The purpose of the trial is to assist local government to carry out their responsibilities for the management and control of bush fire brigades and bush fire response within the Pilbara region under the Bush Fires Act 1954.

It will be based on a similar trial currently being undertaken in the Kimberly which has received favourable comment.

Under the existing arrangements the South Hedland & Port Hedland Volunteer Fire & Rescue Services are responsible for structural and scrub fires in the gazetted town sites of Hedland. Any fires outside these areas are the responsibility of the property owners and the Town of Port Hedland. This responsibility has been assigned to the Ranger Service who currently respond to fires outside the gazetted Townsites. The Town Rangers and the Volunteers have a respectful working relationship and support each other when it comes to all firefighting activities in the Shire.

Currently, the Town has limited capabilities to combat fires and two of our ranger vehicles double as light tankers which have a 600 litre and 900 litre water capacity for firefighting purposes. Our grader and water cart is also available for fires on request and we hire extra equipment as required to support firefighting activities. If a fire is too big for the Town to control and person or property are under threat we can request DFES to take over control of the incident. If this occurs the Town must hand over control of all its existing resources on the fire ground to ensure DFES have capacity to fight the fire. They will also arrange additional resources to enter the fire ground combat the fire.

Under the new arrangement a DFES officer will take the initial triple zero call and complete an assessment of the fire as opposed to the rangers undertaking this task. The DFES officer will then decide what resources need to be allocated to the fire and for fires outside the gazetted town sites the ranger service may be called to initiate combat activities. As such, there may be little change to existing arrangements other than DFES taking the initial fire call.

Currently, the Town does not have a designated bushfire brigade as the Rangers have been providing this service for many years. As outlined above the South Hedland and Port Volunteer Fire & Rescue Services respond to structural fires and scrub fires in the Townsites and assists the Town with bushfires on request. A further development to this trial may be the formation of a designated bushfire brigade in the town.

The formation of a designated bush fire brigade would need to be considered by the Towns Bush Fire Advisory Committee and would have advantages for the Town by having less reliance on the Ranger Service for fire response activities.

Advantages in agreeing to sign the MOU

- The Town will transfer some risk for bush fires as the CBFCO will be a DFES officer.
- One agency initial response for fire.
- There will be another designated DFES officer based in Port Hedland offering a greater focus and strategic ability for fires in our area.
- During the trial the Rangers will no longer take the initial triple zero calls for fire which are quite often after hours.
- If the MOU leads to the formation of a designated bush fire brigade this could open up some funding opportunities for new appliances to fight fires with less reliance on the current Shire resources.
- If operational issues arise either party can withdraw from the agreement upon written notice.
- A similar trial has been underway in the Kimberly for a few years now and the Shire of Broome have reported that the new arrangement is working well in their area.

Disadvantages in agreeing to sign the MOU

- It is a trial and both parties can withdraw from the MOU upon written notice. As such, it would be important to maintain our current capabilities for firefighting which are considered adequate at this point in time.
- The nominated CBFCO will be a DFES officer and there may be a general lack of understanding of local government operational procedures.
- The South & Port Fire & Rescue Service are concerned about possible increased workloads and the lack of additional firefighting appliances.
- Town Rangers have a tendency to monitor only fires that are not going to threaten person or property; however, DFES normally require that fires be completely extinguished in southern areas. DFES have acknowledged that bushfires are part of the natural landscape in the Pilbara and would not insist that all fires be put out completely if they pose little to no threat.

CONSULTATION

Shire of Broome

A similar trial has been underway in the Kimberly for a few years now and the Shire of Broome have reported that the new arrangement is working well in their Shire.

DFES Consultation

As part of the process to transfer the responsibility for bush fires to DFES they have prepared a "Concept of Operations" paper for all the current CBFCO's to comment on and reach a workable agreement on responses however, it is relatively straight forward for the Town. The purpose of the document is to detail how the MOU will be applied during the day to day bush fire management activities.

As with any new arrangement there will be a settling in period and it is felt there will be little change to the existing call out procedures for the Rangers. As stated above one of the possible outcomes from the trial may be the formation of a designated volunteer bush fire brigade service that would be of benefit to the Town.

South & Port Fire & Rescue Service

DFES have consulted with their local South & Port Fire & Rescue Services.

Both Brigades were concerned that the proposal may lead to increased incidents for them to attend, particularly if they were to be mobilized to remote fires for the purpose of reconnaissance. They were reassured by DFES that the management of remote fires will become more strategic given that DFES personnel have the skills and knowledge to fully capitalize on remote fire spread modelling. This will ensure that any suppression responses are based on informed risk assessment and where possible initiated before fires reach crisis stage thus reducing time on the fire ground.

Another concern raised by the brigades was the lack of additional fire appliances to accompany an expanded role. It was explained by DFES that additional appliances would continue to be supplied during the "Pilbara Fire Season" as per past practice which has served the area well.

South Hedland Fire & Rescue Service Captain

The Captain has advised that: provided the same response arrangements are in place with the DFES officer completing the initial fire assessment then he feels the arrangement could be workable.

The Captain is very mindful of any additional workloads being placed on his volunteers as there is currently heavy workloads for his volunteers. The Captain has been reassured that the town's commitment and legal responsibilities to bush fires will not change and Rangers will still provide fire surveillance support and a combat response as required. Over the years the Town has had a strong working relationship with the volunteers and the operation of the MOU will have limited impact on this relationship.

Other Pilbara Councils

There is general support to participate in the trial; however, clarification is still ongoing with other shires. Some of the more isolated Shires feel they will see little difference operationally due the vast distances for a DFES officer to travel to assess a fire.

FINANCIAL AND RISK IMPLICATIONS

As stated in the advantages section of this report there will be a transfer of some risk from the Town to DFES as they will be the CBFCO in charge of all fires.

There may be a reduction in overtime call outs for Rangers as they will no longer be taking the triple zero calls however, they may still be called out to combat a fire as required.

STATUTORY AND POLICY IMPLICATIONS

Under the MOU section 38A of the Bush Fires Act 1954 will be enacted and the Fire and Emergency Services Commissioner will appoint a DFES officer as the CBFCO in line with the Act.

ATTACHMENTS

1. Draft Memorandum of Understanding

7 April 2016

ATTACHMENT 1 TO ITEM 12.2.1



Government of Western Australia
Department of Fire & Emergency Services



MEMORANDUM OF UNDERSTANDING

between the

**DEPARTMENT OF
FIRE AND EMERGENCY SERVICES**

AND

SHIRE OF ASHBURTON

AND

SHIRE OF EAST PILBARA

AND

SHIRE OF EXMOUTH

AND

CITY OF KARRATHA

AND

TOWN OF PORT HEDLAND

FOR

**MANAGEMENT AND CONTROL
OF BUSH FIRE BRIGADES AND BUSH FIRE AND
EMERGENCY SERVICES IN THE PILBARA REGION OF
WESTERN AUSTRALIA**

1. PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to document an agreement between the Shire of Ashburton, the Shire of East Pilbara, the Shire of Exmouth, the City of Karratha and the Town of Port Hedland (collectively the **local governments**) and the Department of Fire and Emergency Services (DFES) for the purpose of DFES assisting the local governments to carry out their responsibilities for management and control of bush fire brigades and bush fire response within the Pilbara region under the *Bush Fires Act 1954*. These arrangements will address administration, management, training and incident response activities.

This MOU does not constitute and shall not be deemed to constitute any legally binding or enforceable obligations or relations between the parties. This MOU is instead a non-legally binding and unenforceable statement of current intent.

2. DEFINITIONS & INTERPRETATION

In this MOU:

BF Act means *Bush Fires Act 1954*

FES Commissioner means the Fire and Emergency Services Commissioner referred to in section 3 of the *Fire and Emergency Services Act 1998*

Local Governments means the Shire of Ashburton, the Shire of East Pilbara, the Shire of Exmouth, the City of Karratha and the Town of Port Hedland and includes all agents or contractors working for or under the control of the Shire of Ashburton, the Shire of East Pilbara, the Shire of Exmouth, the City of Karratha and the Town of Port Hedland.

Words or phrases used in this MOU, and defined in the BF Act, shall bear the same meaning attributed to them in the BF Act.

3. MOU OBJECTIVES

The intent of this arrangement will be for the Local Governments to work collaboratively with the FES Commissioner during the trial so as to consider and reach a conclusion on the following objectives at the completion of the trial period -

- a) the appropriateness of a centralised emergency management agency, and the handover of all firefighting capability, to the control of the Department of Fire and Emergency Services; and
- b) amendments to legislation (or other agreements as required).

While the Local Governments will work with the Department of Fire and Emergency Services on the intent of this MOU throughout the trial period, the Local Governments expect that the Department of Fire and Emergency Services will provide a leadership role in all matters affecting fire and emergency management services and incidents in the Pilbara.

4. LEGISLATIVE RESPONSIBILITIES

Local Government has legislative responsibility under the BF Act for the prevention, control and extinguishment of bush fires in their local government area.

Under section 38A of the BF Act, the FES Commissioner may designate a person employed in the Department as Chief Bush Fire Control Officer (CBFCO). Pursuant to that section:

- (1) *At the request of a local government the FES Commissioner may designate a person employed in the Department as the Chief Bush Fire Control Officer for the district of that local government.*
- (2) *Where a Chief Bush Fire Control Officer has been designated under subsection (1) for a district the local government is not to appoint a Chief Bush Fire Control Officer under section 38(1).*

...

5. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE LOCAL GOVERNMENTS

5.1 Chief Bush Fire Control Officer

The Local Governments will each request the FES Commissioner to appoint a CBFCO under s38A of the BF Act for the duration of this arrangement.

The Local Governments acknowledge that any prevention functions under Part III of the BF Act will remain the primary responsibility of the Local Governments.

5.2 By-Laws

The Local Governments will maintain by-laws (where applicable) to ensure the CBFCOs have overall management and control of bush fire brigades for the duration of this arrangement.

5.3 Workspace

If from time to time the CBFCOs are required to work from the local government offices, the Local Governments shall ensure a workspace is made available for their use.

5.4 Reporting of Incidents

If a local government becomes aware of an incident they are to promptly inform DFES of the incident and, if possible, the bush fire brigade shall attend at the incident and commence a response to the incident in accordance with any directions that may be given by the CBFCO.

5.5 Ownership of Assets and Vehicles

All appliances, equipment and apparatus of bush fire brigades will remain the property of the Local Governments.

5.6 Insurance

The Local Governments will continue to maintain a policy of insurance for volunteer bush fire brigade members and for all appliances, equipment and apparatus of bush fire brigades in accordance with section 37 of the BF Act.

6. ACKNOWLEDGMENTS AND UNDERTAKINGS BY DFES

6.1 Nominated DFES Personnel

Upon receiving a request from a local government, the FES Commissioner will appoint a member of DFES staff as CBFCO for the local government for the duration of this agreement.

DFES utilises the Australasian Interservice Incident Management System (AIIMS) for incident management. DFES Personnel nominated for appointment as CBFCO will be trained to the competencies identified by DFES as being required to effectively manage incidents.

6.2 Administration and Management of Bush Fire Brigades

The CBFCO will carry out administration and management of bush fire brigades, including reporting and financial activities, on behalf of the local government.

6.3 Training

DFES will provide training to bush fire brigades through the CBFCO. Training could be conducted on the local government's land or premises.

6.4 Suspension of 000 Service Agreement

The 000 Service Agreement between DFES and the Local Governments will be suspended for the duration of this arrangement. Emergency calls received by the DFES Communications Centre will be managed by the CBFCO at brigade level during this time.

7. DURATION AND AMENDMENT

This MOU will remain in force for an initial period of three (3) years with an option to extend for a further period by written agreement of all parties.

This MOU shall not be altered, varied or modified in any respect except by agreement in writing signed by all parties.

8. DISPUTE RESOLUTION

The parties must first attempt to resolve any dispute arising between them in relation to any matter the subject of this MOU, by way of conference and negotiation. The parties must confer and negotiate within seven days after receiving a notice from the other party setting out the nature of the dispute.

If the issue cannot be resolved by negotiation then the matter of dispute is to be conferred, deliberated and resolved by the FES Commissioner and the Local Governments' CEOs.

9. TERMINATION

This MOU may be terminated by:

- (a) mutual agreement of both parties in writing at any time; or
- (b) at any time for any reason by either party by giving one month's notice in writing to the other party.

10. NOTICES

Notices or other communications by each party to each other and under this MOU must, unless otherwise notified in writing, be addressed and forwarded as follows:

DFES

FES Commissioner
Department of Fire and Emergency Services
PO Box P1174
PERTH WA 6844

SHIRE OF ASHBURTON

Chief Executive Officer
Shire of Ashburton
P.O. Box 567
TOM PRICE WA 6751

SHIRE OF EAST PILBARA

Chief Executive Officer
Shire of East Pilbara
PMB 22
NEWMAN WA 6753

SHIRE OF EXMOUTH

Chief Executive Officer
Shire of Exmouth
P.O. Box 21
EXMOUTH WA 6707

CITY OF KARRATHA

Chief Executive Officer
City of Karratha
P.O. Box 219
KARRATHA WA 6714

TOWN OF PORT HEDLAND

Chief Executive Officer
Town of Port Hedland
P.O. Box 41
PORT HEDLAND WA 6721

11. ASCENDANCY OF LEGISLATION

The parties recognise that the relevant legislation of or applicable in Western Australia (including subsidiary legislation) prevails over this MOU to the extent of any inconsistency.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made

BETWEEN THE

Department of Fire and Emergency Services
20 Stockton Bend
COCKBURN CENTRAL WA 6164

AND

Shire of Ashburton
Lot 246 Poinciana Street
TOM PRICE WA 6751

AND

Shire of East Pilbara
Cnr Kalgan & Newman Dives
NEWMAN WA 6753

AND

Shire of Exmouth
22 Maidstone Crescent
EXMOUTH WA 6707

AND

City of Karratha
Welcome Road
KARRATHA WA 6714

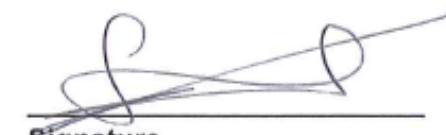
AND

Town of Port Hedland
13 McGregor Street
PORT HEDLAND WA 6721

and will take effect from the date of the last signature

SIGNED for and on behalf of the Department of Fire and Emergency Services by:

WAYNE GREGSON APM
COMMISSIONER


Signature

29/2/16.
Date

SIGNED for and on behalf of the Shire of Ashburton by:

NEIL HARTLEY

CHIEF EXECUTIVE OFFICER

Signature

Date

SIGNED for and on behalf of the Shire of East Pilbara by:

ALLEN COOPER

CHIEF EXECUTIVE OFFICER

Signature

Date

SIGNED for and on behalf of the Shire of Exmouth by:

BILL PRICE

CHIEF EXECUTIVE OFFICER

Signature

Date

SIGNED for and on behalf of the City of Karratha by:

CHRIS ADAMS

CHIEF EXECUTIVE OFFICER

Signature

Date

SIGNED for and on behalf of the Town of Port Hedland by:

MAL OSBORNE

CHIEF EXECUTIVE OFFICER

Signature

Date

8:12pm Councillor Whitwell declared a financial interest in item 12.2.2 'Lease – Rodeo and Equestrian Centre', as he has provided legal advice and represented the applicant.

Councillor Whitwell left the room.

12.2.2 Lease – Rodeo and Equestrian Centre

Author: Tanya Reid, Leasing Officer

Authorising Officer: Brendan Smith, Director Works and Services

File No. 05/05/0008

DISCLOSURE OF INTEREST BY OFFICER

Nil

RECOMMENDATION

That, with respect to the lease for Rodeo and Equestrian Centre, Council:

- 1. Approve to dispose of Reserve 37971, Lot 5213 Great Northern Highway Port Hedland by way of lease to Mr. Frank Edwards in accordance with Section 3.58 (3) of the Local Government Act 1995 on the following terms and conditions:**
 - a) Lease Term: 21 years;**
 - b) Options to Extend: Nil**
 - c) Annual Rent: \$2,500, exclusive GST;**
 - d) Rent Review: Annual increase to the base rental by the Consumer Price index (Perth); and**
 - e) Permitted Purpose: Rodeo and Equestrian Centre.**
- 2. Request the Chief Executive Officer, or his delegate(s), provide local public notice of the proposed disposition for a minimum period of 14 days pursuant to section 3.58 of the Local Government Act 1995.**
- 3. Subject to no submissions being received during the required public advertising period, authorise the Chief Executive Officer to execute the lease.**
- 4. Note that should any submissions be received on the proposed disposal during the advertising period that Council will be required to consider the submissions and resolve on the disposal pursuant to section 3.58 of the Local Government Act 1995.**

201516/224 COUNCIL DECISION**MOVED: CR TAVO****SECONDED: CR HOOPER**

That, with respect to the lease for Rodeo and Equestrian Centre, Council:

1. Approve to dispose of Reserve 37971, Lot 5213 Great Northern Highway Port Hedland by way of lease to Mr. Frank Edwards in accordance with Section 3.58 (3) of the Local Government Act 1995 on the following terms and conditions:
 - a) Initial Lease Term: 5 years;
 - b) Options to Extend: 5 + 5 + 5 (total 20 years) subject to KPI being negotiated between Mr Edwards and Chief Executive Officer requiring at least one rodeo or equestrian event being held per annum
 - c) Annual Rent: \$2,500, exclusive GST;
 - d) Rent Review: Annual increase to the base rental by the Consumer Price index (Perth); and
 - e) Permitted Purpose: Rodeo and Equestrian Centre.
2. Request the Chief Executive Officer, or his delegate(s), provide local public notice of the proposed disposition for a minimum period of 14 days pursuant to section 3.58 of the Local Government Act 1995.
3. Subject to no submissions being received during the required public advertising period, authorise the Chief Executive Officer to execute the lease.
4. Note that should any submissions be received on the proposed disposal during the advertising period that Council will be required to consider the submissions and resolve on the disposal pursuant to section 3.58 of the Local Government Act 1995.

CARRIED 4/3

Record of votes

For	Against
Deputy Mayor Blanco	Councillor Arif
Councillor Gillingham	Councillor Newbery
Councillor Hooper	Councillor Melville
Councillor Tavo	

8:30pm Cr Whitwell re-entered the room and resumed his chair.

EXECUTIVE SUMMARY

This item requests Council's approval to enter into a new lease arrangement with Mr. Frank Edwards, for a 21 year term in accordance with the terms of the management order for Reserve 37971, Lot 5213 Great Northern Highway Port Hedland, for the purpose of Rodeo and Equestrian Centre.

DETAILED REPORT

On 1 July 2006, the Town of Port Hedland (Town) entered into a lease with Mr. Frank Edwards for Lot 5213 Great Northern Highway Port Hedland, for an initial term of 10 years, with an additional five (5) year option.

The lease agreement states that the extended term can be granted by the Lessor (the Town), not more than six (6) months or less than three (3) months before the expiration of the Term.

Mr. Edwards contacted the Town in writing, on 4 January 2016, to advise he would like discuss the consideration to exercise this option or commence a new lease for a new term of 21 years. During a discussion with Mr. Edwards, he indicated he would prefer a new lease to be drafted to ensure the security of the facility for the longest possible term, due to personal investment.

For the past 10 years, there have been no issues with the lessee with regards to the lease and he has invested a large amount of time and money into the facility, which held its first rodeo event in September 2015. Mr. Edwards hopes to make this event a yearly occurrence and by committing to the new lease, the Town is supporting the development of this unique event as well as supporting the equestrian community.

The Town sought in principle approval from the Department of Lands for the new lease, to which full support was granted.

FINANCIAL AND RISK IMPLICATIONS

Should Council proceed with the recommendation of this item, Mr. Frank Edwards would be liable to pay \$2,500 per annum exclusive of GST, with the rental amount increased annually by the Consumer Price Index (Perth) for the quarterly (12 month) figure, published in the immediate preceding period to the review date.

The Lessee would be responsible for all outgoings associated with the occupation of the site including but not limited to any capital improvements and maintenance of the site, utility costs and Local Government Rates.

In addition to the above, In accordance with the Towns standard practice all Lessees are required to pay for the legal costs associated with the preparation of a Lease document.

STATUTORY AND POLICY IMPLICATIONS

The disposal of property when dealing with community organisations is exempt from Section 3.58 of the Local Government Act 1995 in accordance with Regulation 30 of Local Government (Functions and General) Regulations 1996:-

The disposal of property to organisations whose activities are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and whose members are not entitled to receive any pecuniary profit from the transactions are exempt from requiring formal Council decision and public advertising process.

While the purpose of the use of the land aligns to the activities indicated in this exemption, Mr Frank Edwards does not hold not for profit status and operates as a sole trader. While Mr Frank Edwards does not technically fall into the Community Leasing Policy principals by virtue of his company status, it is proposed that the lease fee be aligned with the annual community lease fee of \$2500 per annum excluding GST, due to the nature of the business, proving access to a unique recreational service to the residents of the town.

In accordance with Section 3.58 of the Local Government Act Disposing of Property, Officers will be required to locally advertise the proposed disposition by way of public notice for a period of two (2) weeks. Should no adverse public submissions be received during the requisite advertising period, the disposal will be formalised by way of execution of the new lease agreement.

At the time of writing this agenda item, officers have received in principle consent to the terms of the new lease agreement and should Council resolve to proceed with the proposed recommendation, the lease agreement will be fully endorsed with Minster's Consent in accordance with the *Land Administration Act 1997*.

ATTACHMENTS

Nil

7 April 2016

12.3 Corporate Services**12.3.1 Corporate Business Plan 2015 – 2019**

Author: Anna Duffield, Manager Corporate Information

Authorising Officer: Dale Stewart, Acting Director Corporate Services

File No. 04/01/0001

DISCLOSURE OF INTEREST BY OFFICER

Nil

RECOMMENDATION

That Council adopt the Town of Port Hedland Corporate Business Plan and note a review of the plan will be undertaken in the next 12 months in association with the major review of the Strategic Community Plan.

201516/225 COUNCIL DECISION

MOVED: CR BLANCO

SECONDED: CR WHITWELL

That, with respect to the Town of Port Hedland Corporate Business Plan 2016-2019, Council:

- 1. Adopt the Plan and;**
- 2. Note that a review of the Plan will be undertaken in the next 12 months in association with the major review of the Strategic Community Plan and;**
- 3. Request that service level reviews are undertaken of the Town's Business Units and predominant services and facilities, to be completed by 31 March 2017 and;**
- 4. Request that Business Unit annual and four year operational plans be developed incorporating the outcomes of part 3, to support the Plan's implementation and integration with the Annual Budget.**

CARRIED 8/0

EXECUTIVE SUMMARY

The Corporate Business Plan is an internal business planning tool which translates the priorities of the Strategic Community Plan into operations within resources available. It details services, operations and projects to be delivered with a four year period.

At its January 2016 meeting, Council (decision 201516/152) deferred the adoption of the draft plan and conduct a workshop to consider its content at the earliest opportunity.

Following a workshop with Elected Members, this report seeks Council's adoption of the revised plan.

DETAILED REPORT

The Town of Port Hedland's revised Strategic Community Plan was endorsed by Council at its October 2014 meeting. It is the overarching document that sets out the vision, aspirations and objectives of our community.

A series of associated plans, including the Corporate Business Plan, Long Term Financial Plan and Resourcing strategies, support its implementation and ensure the Town's operations are aligned to community aspirations.

As per the *Local Government Act 1995* regulations, the Corporate Business Plan:

- Is for a minimum of 4 years
- Identifies and prioritises the principal strategies and activities the council will undertake in response to the aspirations and objectives stated in the Strategic Community Plan
- States the services, operations and projects that a local government will deliver over the period of the plan, the method for delivering these and the associated cost
- References resourcing considerations such as asset management plans, finances and workforce plans.
- Is adopted by council by absolute majority

The corporate business plan was reviewed significantly following the adoption of the revised strategic plan and subsequently adopted at the November 2014 meeting. During revision of the 2014-2018 plan, a series of internal workshops were held with key staff, executive team and elected members were undertaken to review the plan. The Department of Local Government and Communities was also engaged to ensure the Town was achieving best practice approach.

The annual review was delayed due to the October 2015 local government elections and pending strategic planning workshops with elected members.

A major review of the Town's strategic plan is scheduled for 2016. The review of the strategic documents will involve extensive community engagement to understand community priorities, plus detailed work on the Town's long term financial plan, organisational structure and service levels.

This annual review has been undertaken to update the plan to ensure it meets current priorities and commitments. Council endorsement of the plan is sought.

Corporate Business Plan

The Corporate Business Plan is an internal business planning tool which translates the priorities of the Strategic Community Plan into operations within resources available. It details services, operations and projects to be delivered with a four year period.

The Town's vision is to be a nationally significant friendly city where people are proud to call home. This vision is supported by four key themes:

- Building a unified and vibrant community – We are a friendly and exciting city of diverse neighbours which is alive with recreational, cultural and entertainment activities that enrich residents' and visitors' quality of life. Generations of residents are proud to call Port Hedland home
- Supporting a diverse economy – Our economy is resilient and provides choice and opportunities. As the economic powerhouse of Australia we will be a domestic and international gateway to the North West.
- Balancing our built and natural environment – We are a safe, modern and attractive city that is sustainably balanced with our natural surroundings and cultural heritage.
- Leading our community – We provide strong leadership and are focused on strengthening our community. Our organisation is governed in an ethically responsible manner and meets all of its legislative and community obligations in accordance with defined service levels

The Corporate Business Plan articulates these themes into strategies and actions and outlines responsible directorates and timeframes. The proposed plan is included as attachment 1.

Corporate Business Plan – workshops

The revised plan was workshopped with the executive leadership team and managers in February and further workshopped with elected members on 9 March 2016. Minor modifications were made during the workshop.

Attachment 2 highlights the changes from the previous year's plan to the updated version.

FINANCIAL IMPLICATIONS

The plan is reflective of the Town's long-term financial plan.

STATUTORY AND POLICY IMPLICATIONS

The *Local Government Act* (section 5.56) outlines the requirement for local governments to plan for the future. The adoption and implementation of strategic community and corporate business plans facilitates this requirement.

The Corporate Business Plan adoption requires an absolute majority vote.

The Town's Strategic Community Plan includes a goal (4.2) to engage our community and stakeholders and (4.2.2) to represent our community and provide transparent and accountable civic leadership.

ATTACHMENTS

1. Town of Port Hedland Corporate Business Plan – Under Separate Cover
2. Tracked change version of business plan table

6 April 2016

ATTACHMENT 2 TO ITEM 12.3.1

Town of Port Hedland Corporate Business Plan tables – tracked changes showing modifications from previous version

Building a unified and vibrant community	We are a friendly and exciting city of diverse neighbours which is alive with recreational, cultural and entertainment activities that enrich residents' and visitors' quality of life. Generations of residents are proud to call Port Hedland home	<ul style="list-style-type: none"> Improved community satisfaction with access to services, events and facilities Satisfactory number of community events held within 12 month period Increased attendance and participation in multiculturalism, indigenous culture, arts and history programs Access to high-quality health services and facilities equal to those found in metropolitan areas Increase in number of people who feel safe in our community 			
Goal	Strategy	Actions	Responsibility	Timeframe	Comments (on modifications to 14/15 version)
1.1 A unified community across our townships	1.1.1 Ensure all members of the community can access our services, events and facilities	a) Deliver multiple avenues to access the Town's services and facilities (such as online channels and including customer service desks at various Town facilities, online forms, email and telephone assistance)	Corporate Services	Ongoing	<u>Provide more detail on different types of ways people can access services</u>
		b) Implement Disability Access and Inclusion Plan	Community and Development Services	Ongoing	
	1.1.2 Provide safe and accessible community facilities, services and open spaces that connect people and neighbours	a) Manage <u>and activate</u> key community facilities including <u>Port and South Hedland libraries, Matt Dann Theatre and Cinema, JD Hardie youth zones, South Hedland Skate Park, Marquee Park, Colin Matheson Club House and Jim Caffey Memorial Hall</u> , swimming pools, stadium and cultural and recreational facilities	Community and Development Services	Ongoing	<u>Section expanded to include more detail on what facilities the Town manages</u>
		b) <u>Operate Gratwick and South Hedland aquatic centres, Wanankura Stadium, Port Hedland Courthouse Gallery and Port Hedland Visitors Centre through third-party management arrangements</u>			<u>New action to reference facilities which are administered through third-party arrangement</u>
		b/c) <u>Maintain parks, gardens, sportsgrounds, public open space (foreshore etc), and ovals</u>	Works and Services	Ongoing	<u>Action now includes sportsgrounds as previously wasn't captured</u>
		e/d) <u>Work with stakeholders to develop remote community infrastructure and servicing strategy. Understand remote community infrastructure needs and work with indigenous communities. Federal and State stakeholders as required</u>	Works and Services	Ongoing	<u>Action revised so that requirements are first understood rather than going straight to develop strategy</u>
		e/e) <u>Facilitate the development of South Hedland integrated community facilities project ("The Hub")</u>	Community and Development Services	June 2016 5	<u>Action includes name of facility and revised timeline</u>
		e/f) <u>Facilitate connectivity between Port and South Hedland including active transport plan (infrastructure and education to community) and construction of bike paths</u>	Works and Services	Ongoing	<u>Action includes reference to bike paths</u>
		Review masterplan for aquatic facilities and seek external funding for redevelopment	Community and Development Services	Ongoing	<u>Action removed as F facilities reviewed as part of the Community Infrastructure Plan</u>

Town of Port Hedland Corporate Business Plan tables – tracked changes showing modifications from previous version

		Prepare an integrated traffic study	Works and Services	June 2015	Action removed as traffic study captured as part of business practices
		h) Finalise community infrastructure plan and Develop open space masterplans (including for Marie Marland, Osprey, McGregor Street and Western Edge)	Community and Development Services	Dec 2015 June 2016	Action updated to provide accurate status update – ie finalise rather than develop
		Improve quality and service delivery at aquatic facilities	Community and Development Services	Ongoing	Action removed as now captured under 1.1.2a
		Construct and activate the South Hedland Youth Space	Works and Services	June 2015	Action removed as the construction is complete. Activate part of action is captured under 1.1.2a
		g) Improve community facilities and infrastructure in line with asset management plans and capital improvement program	Works and Services	Ongoing	
		h) Develop and work with funding partners to deliver Activate Port Hedland waterfront including development of Spoilbank Marina and Precinct in stages (infrastructure, active and passive spaces, event space, entertainment establishments, tourism attractions, accommodation options and commercial development including finalise business plans, economic analysis and risk assessment)	Community and Development Services	June 2017 August 2016	Action updated to reflect May 2015 council resolution
	1.1.3 Facilitate the provision of high-quality health services and facilities equal to those found in metropolitan areas	a) Lobby for additional Advocate for health services <u>based on identified needs analysis</u>	Community and Development Services	Ongoing	Action revised based on identifying needs first rather than just lobbying
		b) Work with partners to provide adequate housing to attract General Practitioners to the region	Community and Development Services	Ongoing	Action removed as project is complete
		c) Coordinate and promote public health awareness events for in the community through public events	Works and Services	Ongoing	Action updated to remove coordination of specific public health events and focus on promotion instead
1.2 A vibrant community rich in diverse cultures	1.2.1 Deliver and support programs, events, facilities and services which attract and retain residents to increase our permanent population	a) Deliver an annual program of cultural <u>and community</u> events	Community and Development Services	Ongoing	Action updated to include reference to community rather than just cultural events
		b) Support a <u>sustainable</u> high profile event featuring an international drawcard performer	Community and Development Services	Ongoing	Action updated to reflect need for sustainable event and removed reference to need for international performer
		c) Investigate upgrade of Matt Dann Theatre and Cinema with Department of Education	Community and Development Services	Dec 2015	
		d) <u>Support community and sporting groups through grant funding and donations</u> Identify priority stakeholder groups for community initiative programs	Community and Development Services	Ongoing	Action updated to capture grant and funding program which wasn't previously captured
	1.2.2 Celebrate our multiculturalism, indigenous culture, arts and history	a) Develop and implement a Cultural Plan including public art	Community and Development Services	March 2016	Action removed as cultural plan and public art captured in business as usual activities
		b) Implement the <u>Develop and implement a</u> Reconciliation Action Plan	Community and Development Services	April 2016 Ongoing	Action updated as plan has been developed

Town of Port Hedland Corporate Business Plan tables – tracked changes showing modifications from previous version

		c) Host multicultural, <u>historical</u> and indigenous community events	Community and Development Services	Ongoing	<u>Action updated to include historical</u>
		d) Restore Old Pioneer Port Hedland Cemetery	Works and Services	June 2015	Action removed as project complete and ongoing maintenance captured under 3.1.2 e
	1.2.3 Work with key agencies and our community to reduce antisocial behaviours and improve community safety	a) Support and partner with external groups to reduce antisocial behaviours including community education, hosting forums with key stakeholders, and meeting regularly with Police, and <u>evaluating need for security patrols</u>	Community and Development Services <u>/Works and Services</u>	Ongoing	<u>Action updated to capture 1.2.3d</u>
		b) Deliver, and support other agencies to deliver, youth initiatives and diversionary programs (such as SLAM and Youth Involvement Council)	Community and Development Services	Ongoing	
		c) Implement a respect campaign/behavioural change program	Corporate Services	Ongoing	
		Work with partners to increase security patrols	Community and Development Services	Ongoing	Action removed as now captured under 1.2.3a
		d) Conduct animal management in line with legislative requirements	Works and Services	Ongoing	
		e) <u>Investigate need to</u> Co construct new animal pound	Works and Services	June 2017	
		f) Develop and implement <u>maintain</u> CCTV masterplan infrastructure upgrades in line with WA Police recommendations	Corporate Services	June 2015 <u>Ongoing</u>	<u>Action updated to reference CCTV upgrades and partnership with WA Police</u>

Town of Port Hedland Corporate Business Plan tables – tracked changes showing modifications from previous version

Supporting a diverse economy	Our economy is resilient and provides choice and opportunities. As the economic powerhouse of Australia we will be a domestic and international gateway to the North West.	<ul style="list-style-type: none"> Increased number and range of businesses operating within the town Increased education, training and employment opportunities Availability of affordable housing Increased tourism opportunities and accommodation offerings Improved sea, air and road transport infrastructure Developed Port Hedland International Airport 			
Goal	Strategy	Actions	Responsibility	Timeframe	Comments (on modifications from 14/15 version)
2.1 A thriving, resilient and diverse economy	2.1.1 Facilitate commercial, industry and town growth	a) Develop and make available Sell (or lease) commercial industrial land at Kingsford Smith Business Park, including subdivision and landscaping works	Works and Services Community and Development Services	Ongoing	Action updated as KSBP has been developed and focus is now on selling/leasing lots
		b) Facilitate Advocate for improvements to telecommunications infrastructure	Community and Development Services Corporate Services	Ongoing	Action updated to reflect TOPH role to advocate rather than be responsible for improvements
		c) Advocate for development and activation of Boodarie Strategic Industrial Estate through appropriate strategies	Community and Development Services	Ongoing	
		d) Advocate for potential West Canning Basin and Indian Ocean development	Community and Development Services	Ongoing	Action updated to include Indian Ocean development
		e) Support and facilitate development of new industries such as agriculture and aquaculture	Community and Development Services	Ongoing	
		Prepare development prospectus and marketing strategy to encourage investment	Corporate Services	June 2015	Action removed as marketing strategy included in business as usual 4.2.5b
		f) Facilitate development of McGregor Street and Cooke Point Drive including land subdivision and public open space and retail development	Community and Development Services	Ongoing	
	2.1.2 Facilitate provision of affordable housing	a) Participate in Department of Housing key worker housing project	Community and Development Services	Ongoing	Action removed as now captured under 2.1.2c
		b) Deliver Lazy Lands program	Community and Development Services	Ongoing	
		c) Work with relevant agencies on affordable housing strategies and increased owner/occupier home ownership	Community and Development Services	Ongoing	
		d) Lobby for additional and refurbished social housing and reduced waitlist timeframes	Community and Development Services	Ongoing	
	2.1.3 Work closely with businesses, government and industry groups to	a) Facilitate small business growth through initiatives such as hosting franchisee forum and advocating for development of	Community and Development Services	Ongoing	

Town of Port Hedland Corporate Business Plan tables – tracked changes showing modifications from previous version

	drive local employment and investment, encourage entrepreneurship and achieve sustainable economic growth	a small business hub			
		b) Support business forums held by Port Hedland Chamber of Commerce and Industry, South Hedland Business Association and other agencies	Community and Development Services	Ongoing	<u>Action updated to include other business associations</u>
		c) Partner with business, industry and Chamber of Commerce to deliver a major economic summit to promote Port Hedland as a place to do business	Community and Development Services	Ongoing	
		d) Develop business cases for range of commercial opportunities as opportunities arise including café, brewery, commercial developments at South Hedland Town Centre, West End, McGregor St, Don Rhodes, Port Hedland East End, and land development at Reek of Agee	Community and Development Services	Ongoing	<u>Action updated to focus on opportunities as they arise rather than particular initiatives</u>
	2.1.4 Facilitate strong links between education, training and employment to support economic growth and innovation and promote excellence	a) Collaborate with government, industry and community partners to attract secondary and tertiary education and vocational options and create access opportunities	Community and Development Services	Ongoing	
		b) Attract private education offerings	Community and Development Services	Ongoing	<u>Action removed as it is captured under 2.1.4a</u>
		c) Review management model for Facilitate provision of unique training facilities including establishing training facility at Marquee Park kiosk, including establishing a training facility for hospitality students	Community and Development Services Works and Services	June 2016 5	<u>Action updated to reflect current status of project</u>
	2.1.5 Work with the State Government, agencies and local partners to ensure serviced land availability for future residential, commercial and industrial development	a) Continue to liaise with government agencies to deliver required water, sewer and roads infrastructure	Works and Services	Ongoing	
		b) Review Participate in Growth Plan and host implementation working group and Port Hedland steering group meetings	Community and Development Services	Ongoing	<u>Action updated to reflect requirement to review Growth Plan</u>
2.2 A nationally significant gateway city and destination	2.2.1 Advance Port Hedland's sea, air and road transport infrastructure as main logistics hub for the Pilbara, including developing Port Hedland International Airport as the gateway to the North West.	a) Ensure Port Hedland International Airport is a welcoming gateway to the region including implementation of place plan	Port Hedland International Airport	Ongoing	
		b) Implement Port Hedland International Airport redevelopment strategy <ul style="list-style-type: none"> – Upgrade essential services including electrical network, water and wastewater – Undertake interim improvements to Port Hedland International Airport terminal and surrounds – Develop international freight and logistics facilities – Upgrade airside infrastructure – Improve ground transport and increase car park capacity – Develop business case for commercial development – Undertake route development and increase international services 	Port Hedland International Airport/ Works and Services	June 2018 6	<u>Note action still included as CBP is for 15/16 and redevelopment strategy was still TOPH responsibility. Now that airport leased majority of items will transfer to new operating company as per lease arrangement.</u>

Town of Port Hedland Corporate Business Plan tables – tracked changes showing modifications from previous version

		c) Operate and maintain Port Hedland International Airport in accordance with regulatory requirements	Port Hedland International Airport	Ongoing	
		d) Deliver four <u>five</u> year capital works program for road construction and upgrades <u>including key infrastructure in Wedgefield industrial estate</u>	Works and Services	Ongoing	<u>Action updated to include reference to focus area of Wedgefield</u>
		e) Support Department of Commerce in facilitating development of Pilbara Fabrication and Services Common Use Facility (Lumsden Point)	Community and Development Services	Ongoing	
		f) Support development of port facilities including inner and outer harbour	Community and Development Services	Ongoing	
		g) Advocate for increased diversity of exports	Community and Development Services	Ongoing	
	2.2.2 Develop our tourism industry, facilitate increased accommodation offerings and position Port Hedland as a unique destination	a) Contribute to tourism strategy facilitated by peak industry and representative groups <u>and facilitate tourism action group</u>	Community and Development Services	Ongoing	<u>Action updated to include reference to tourism action group</u>
		b) Operate visitor centre through management contract	Community and Development Services	Ongoing	
		c) Support Cruise Ship visits and lobby for Port Hedland to become departure and disembarkation point	Community and Development Services	Ongoing	
		d) Prepare a masterplan for caravan parks and backpacker accommodation	Community and Development Services	xxx	<u>Action removed as it is complete</u>
		e) Review development opportunities <u>and investment in existing</u> for caravan parks across Port Hedland and surrounds	Community and Development Services	Dec 2015	<u>Action updated to reference need for investment in existing parks</u>
		f) <u>Investigate options for additional</u> Provide sullage points for tourists	Community and Development Services	June 2016	<u>Action updated as initial sullage point installed</u>
		g) Install WiFi in central locations	Corporate Services	June 2016	<u>Action removed as project complete</u>
	2.2.3 Maintain and extend the visual and physical access to the coast and thoroughfares.	a) Prepare <u>Implement a</u> strategy for coastal foreshore redevelopment in Port Hedland surrounds	Community and Development Services	June 2016 <u>Ongoing</u>	<u>Action updated as strategy prepared and now being implemented</u>
		b) Seek funding to improve coastal foreshore	Community and Development Services	Ongoing	<u>Action removed as seeking funding captured in 4.1.2d</u>
		c) Maintain and improve boat ramp access <u>including undertaking study for Finucane Island boat ramp</u>	Works and Services	Ongoing	<u>Action updated to reference priority Finucane Island</u>

Town of Port Hedland Corporate Business Plan tables – tracked changes showing modifications from previous version

Balancing our built and natural environment	We are a safe, modern and attractive city that is sustainably balanced with our natural surroundings and cultural heritage.	<ul style="list-style-type: none"> Increased awareness of environmental initiatives Provision of sustainable waste management practices Increased partnership with key agencies to support sustainable development Effective preparation, response and recovery from emergencies such as cyclones 			
Goal	Strategy	Actions	Responsibility	Timeframe	Comments (on modifications from 14/15 version)
3.1 Sustainable services and infrastructure	3.1.1 Support the development of education, research and strategic investment opportunities for 'clean technology' industrial development and energy production	a) Collaborate with government, industry and community partners to drive clean technology	Community and Development Services	Ongoing	
		b) Investigate partnerships with alternative energy suppliers <u>including waste to energy</u>	Community and Development Services	Ongoing	<u>Action combined to capture waste to energy</u>
		Forge agreements with solar farm and waste to energy providers	Community and Development Services	Ongoing	<u>Action removed as now captured under 3.1.1b</u>
	3.1.2 Develop and maintain our infrastructure to ensure the long-term sustainability of our built and natural environment	a) Maintain roads, footpaths and drainage infrastructure	Works and Services	Ongoing	
		b) Develop forward capital works program for key infrastructure assets and undertake works accordingly <u>Undertake infrastructure upgrade works in line with forward capital works program</u>	Works and Services	Ongoing	<u>Action updated to reference development of program</u>
		c) Prepare developer contribution policy and plan where investment is directed towards improving town amenity	Community and Development Services	Ongoing <u>June 2016</u>	
		d) Maintain and manage the Town's buildings and properties <u>in line with capital works program and asset management plans and in partnership with lessees</u>	Works and Services	Ongoing	<u>Action expanded to reference asset management plans and need for partnership with lessees</u>
		e) Maintain and improve the South Hedland Cemetery <u>cemeteries</u>	Works and Services	Ongoing	<u>Action updated to reflect both cemeteries</u>
		f) Deliver a refurbished Civic Centre precinct that accommodates future growth needs	Works and Services	End June 2015 <u>2016</u>	<u>Timeframe updated</u>
		g) Provide an improved workplace environment at the Depot	Works and Services	Ongoing	
		h) Review Municipal Heritage Inventory <u>and link with State Heritage register</u>	Community and Development Services	June 2016 5	<u>Action updated to include reference to State initiative</u>
	3.1.3 Provide and promote sustainable waste management practices, including recycling initiatives	a) Develop and implement waste management strategy	Works and Services	Ongoing	
		b) Relocate landfill including new site identification, environmental assessment, funding strategy <u>including 20 year cash flow</u> for relocation and closure plan for existing landfill	Works and Services	June 2016	<u>Action updated to include cash flow requirement</u>
		c) Investigate waste diversion strategies including transfer	Works and Services	Ongoing	

Town of Port Hedland Corporate Business Plan tables – tracked changes showing modifications from previous version

		station, tip shop and green waste reuse			
		d) Improve delivery and management of water and wastewater including reuse agreements and community water wise strategy	Works and Services	Ongoing	
		e) Pursue <u>Assess feasibility for</u> alternative waste to energy strategies	Works and Services	Ongoing	<u>Action updated to reflect need to assess feasibility rather than just pursue</u>
		f) Manage waste collection and landfill operations	Works and Services	Ongoing	
	3.1.4 Facilitate the delivery of high quality and enduring built and natural environment	a) Develop guidelines and policies to support high-quality development and proper and orderly planning	Community and Development Services	Ongoing	
		b) Implement Growth Plan	Community and Development Services	Ongoing	<u>Action removed as captured under 2.1.5b</u>
		c) Deliver Local Planning scheme <u>including special control instrument for West End</u>	Community and Development Services	Ongoing	<u>Action updated to reflect Council decision on Marina development</u>
		Deliver residential design guidelines and housing strategy	Community and Development Services	Ongoing	<u>Action removed as strategy complete</u>
		d) Ensure quality developments through assessment of development applications and compliance activities	Community and Development Services	Ongoing	
	3.2 Protect our natural environment	a) Support environmental and community groups to protect our natural environment	Community and Development <u>Works and Services</u>	Ongoing	
		b) Meet with major stakeholders and key agencies (including BHP Billiton, FMG, Roy Hill, Atlas, Rio Tinto, <u>Pilbara Ports Authority</u> , Pilbara Development Commission, Landcorp, Department of State Development, Department of Planning, West Australian Planning Commission, Water Corp, Horizon Power) on regular basis to facilitate sustainable development outcomes	Community and Development Services	Ongoing	
		c) Undertake dune restoration <u>rehabilitation</u>	Works and Services	Ongoing	
		a) Facilitate State and Federal government's initiatives towards climate change	Community and Development Services	Ongoing	<u>Action removed as not a priority project</u>
		b) Encourage best practice sustainable building design	Community and Development Services	Ongoing	
		c) Host and participate in community reference groups for major developments	Community and Development Services	Ongoing	<u>Action removed as it part of usual practices</u>
		d) Participate on relevant taskforces and committees	Community and Development Services	Ongoing	
3.3 Safe, attractive	3.3.1 Partner with key agencies and	a) Conduct pre-cyclone clean up	Works and Services	Ongoing	

Town of Port Hedland Corporate Business Plan tables – tracked changes showing modifications from previous version

and accessible environment	the community to prepare for, respond to and recover from emergencies such as cyclones and storm surges	b) Support community education campaigns	Works and Services	Ongoing	
		c) Prepare and maintain emergency management arrangements	Works and Services	Ongoing	
		d) Ensure Town facilities can be used as welfare centres	Community and Development Services	Ongoing	
		e) Lead recovery efforts following emergencies	Works and Services	Ongoing	
		f) Facilitate a host range of committee meetings (local emergency management committee, recovery committee, bush fire) <u>and advisory groups</u>	Works and Services	Ongoing	Action updated to reflect current TOPH responsibility – <u>facilitate rather than host</u>
		g) Maintain effective relationships with <u>emergency management</u> key stakeholders and government agencies	Works and Services	Ongoing	Action updated to specify which stakeholders
	3.3.2 Facilitate public health initiatives across our community	a) <u>Maintain and implement</u> public health plan	Works and Services	Ongoing	Action updated to ensure plan is reviewed
		b) Ensure statutory compliance with planning, building and health requirements such as food safety inspections, public swimming pool inspections, responding to asbestos complaints, investigating notifiable infectious diseases and minimising mosquitoes	Community and Development Services/ <u>Works and Services</u>	Ongoing	
	3.3.3 Partner with residents and local businesses to deliver high standard of visual amenity and cleanliness	a) Ensure compliance with local design guidelines and associated planning regulations	Community and Development Services	Ongoing	
		b) Undertake litter and graffiti clean-up and prevention initiatives	Works and Services	Ongoing	
		c) <u>Continue</u> Investigate verge improvement program	Works and Services	June 2015 Ongoing	Action updated to reflect current status as initial program implemented
		d) Maintain streetscapes	Works and Services	Ongoing	
		e) Ensure Town facilities have a high standard of visual amenity and cleanliness	Works and Services	Ongoing	
		f) Work with government agencies to ensure their assets meet same standard	Community and Development Services	Ongoing	
		g) Support environmental and community groups to improve amenity and town pride	Community and Development Services	Ongoing	

Town of Port Hedland Corporate Business Plan tables – tracked changes showing modifications from previous version

Leading our community	We provide strong leadership and are focused on strengthening our community. Our organisation is governed in an ethically responsible manner and meets all of its legislative and community obligations in accordance with defined service levels	<ul style="list-style-type: none"> Compliant governance processes in line with best practice administration External audit report has no adverse findings Financial performance measures meet industry benchmarks Increase in overall staff satisfaction and wellbeing Increased participation at Federal and State meetings Increased participation at Council meetings Effective, open communication and engagement processes in place Increased number of community members satisfied with information availability and accessibility and customer service 			
Goal	Strategy	Actions	Responsibility	Timeframe	Comments (on modifications from 14/15 version)
4.1 Strategic and best practice local government administration	4.1.1 Deliver high quality corporate governance, accountability and compliance.	a) Invest in Elected Member training	Corporate Services	Ongoing	
		b) Provide corporate oversight through Audit, <u>Risk and Governance</u> and Finance Committee	Corporate Services	Ongoing	Action updated to reflect current title based on changes to regulations
		c) Collaborate with local government industry and resource sharing best practice	Corporate Services	Ongoing	
		d) Enhance record keeping practices	Corporate Services	Ongoing	
		e) Review and update corporate information systems	Corporate Services	Ongoing	
		f) Implement new electronic document management system	Corporate Services	Ongoing	
		g) Review <u>update and implement all relevant statutory requirements to achieve a compliant governance framework</u> and implement appropriate Council delegations, policies and Local Laws	Corporate Services	Ongoing	Action updated to capture all statutory requirements
		h) <u>Establish, implement and manage</u> internal audit function framework	Corporate Services	June 2016 ⁵	Action updated to capture framework and ongoing management
		i) Implement <u>and manage</u> a risk management framework	Corporate Services	Ongoing	
		Comply with all statutory obligations included in the yearly Compliance Audit Return	Corporate Services	Ongoing	Action removed as captured under 4.1.1g
	4.1.2 Maintain a strong and sustainable financial position	a) Adopt Review Long Term Financial Plan and review forecasts for budget adoption <u>and scenario planning for financial risks</u>	Corporate Services	Ongoing	Action updated to review as LTFP has been adopted previously and now requires review
		b) Deliver best practice financial report (monthly, quarterly, annually) and statutory compliance	Corporate Services	Ongoing	
		c) Develop and implement <u>a Rating Improvement plans</u>	Corporate Services	Dec	Action updated to review as strategy has been developed

Town of Port Hedland Corporate Business Plan tables – tracked changes showing modifications from previous version

		contained in Rating Strategy		2014 June 2016	and now requires implementation
		d) Pursue additional funding for capital works projects initiatives and programs	Corporate Services / Works and Services / Community and Development Services	Ongoing	Action updated to reference funding for all projects not just capital works
	4.1.3 Be efficient and effective in use of resources, infrastructure, assets and technology	a) Review and implement Information Communication Technology Plan aligned with WAI GA ICT framework	Corporate Services	Ongoing	Action updated to reference link to WAI GA
		b) Investigate new technologies for efficiency gains (such as electronic Council agendas, online timesheets, customer service enquiries)	Corporate Services	Ongoing	
		c) Develop and implement a community leasing policy	Corporate Services	Dec 2014	Action removed as now captured under 4.1.3d
		d) Effectively manage community and commercial properties agreements	Work and Services	Ongoing	
		e) Prepare staff housing portfolio strategy	Works and Services	June 2015 Ongoing	Timeframe updated
		f) Deliver asset management plans for all major classes of Infrastructure Property Plant and Equipment	Works and Services	June 2015	
		g) Improve procurement and tender process including implementation of electronic tender portal	Corporate Services	Ongoing	
		h) Review Port Hedland International Airport governance structure	Office of the CEO	Dec 2014 Sept 2015	Timeframe updated – note CBP is for 15/16 so action should be included although it is now complete
		i) Review plant and equipment requirements. Develop and maintain a modern plant and equipment fleet aligned with operational needs	Works and Services	Ongoing	Action updated to assess requirements first
	4.1.4 Attract, develop and retain an effective workforce to deliver organisational outcomes	a) Prepare and implement Workforce Plan	Corporate Services	Dec 2014 Ongoing	Action updated to reference implementation
		b) Prepare and deliver Align annual corporate training plan to professional development framework	Corporate Services	Ongoing	Action updated to reference professional development
		c) Develop a plan for future traineeship initiatives	Corporate Services	June 2016 5	
		d) Ensure staff participate in professional and industry bodies	Corporate Services	Ongoing	
		e) Develop an occupational health and safety framework and worksafe culture	Works and Services/ Corporate Services	Ongoing	
		f) Continue to Establish and rollout workplace values	Corporate Services	Ongoing	Action updated as values already established and now focus on rollout
		g) Implement a performance management development framework	Corporate Services	Ongoing	

Town of Port Hedland Corporate Business Plan tables – tracked changes showing modifications from previous version

		h) Implement a rewards and recognition program for staff	Corporate Services	Ongoing Ongoing	
		i) Review and implement Code of Conduct	Corporate Services	June-Dec 2015	
4.2 Engage our community and stakeholders	4.2.1 Lead a community-oriented organisation that delivers responsive and helpful services to our customers.	a) Provide high-quality customer service	Corporate Services	Ongoing	
		b) Develop materials and systems to support customer service	Corporate Services	Ongoing	
		c) Obtain feedback as to how services are being delivered through a bi-annual community survey	Corporate Services	Ongoing	
	4.2.2 Represent our community and provide transparent and accountable civic leadership	a) Ensure effective strategic and operational planning	Corporate Services	Ongoing	
		b) Increase participation in civic governance activities	Corporate Services	Ongoing	
		c) Provide informative, transparent, easily accessible agendas and minutes	Corporate Services	Ongoing	
		d) Provide support to Council and its committees	Corporate Services	Ongoing	
	4.2.3 Facilitate community engagement and civic participation	a) Host regular forums and opportunities for community members to participate and inform strategic initiatives (such as community conversations, agenda briefings and workshops)	Corporate Services	Ongoing	
		b) Engage stakeholders and community members in key projects, initiatives and services	Corporate Services	Ongoing	
		c) Maintain positive <u>Foster strong</u> working relationship between elected members and administration	Office of the CEO	Ongoing	<u>Action updated to focus on development relationships</u>
		d) Hold Local Government Elections	Corporate Services	Oct 2015, Oct 2017	
	4.2.4 Be a powerful voice and influential partner with Federal and State Governments and major industries for the development of Port Hedland	a) Represent Port Hedland at a State and Federal level including regular meetings with government and political representatives locally and in Perth and Canberra	Office of the CEO	Ongoing	
		b) Maintain strong relationships with industry, peak bodies and governments	Office of the CEO	Ongoing	
		c) Attend and participate in appropriate regional, state and federal forums, including Pilbara Regional Council	Office of the CEO	Ongoing	
		d) Participate in reform processes and provide submissions on statutory regulations	Corporate Services	Ongoing	
		e) Encourage relationships with international partners to improve international relations of relevance	Office of the CEO	Ongoing	
		f) Facilitate 'Committee for Port Hedland' to advocate for	Community and Development	Ongoing	<u>Action removed as no longer a priority</u>

Town of Port Hedland Corporate Business Plan tables – tracked changes showing modifications from previous version

		development	Services		
		g) Host visits by dignitaries and senior business leaders and associated forums	Office of the CEO	Ongoing	
		h) Participate in Seek to establish Northern Australia development Taskforce office in Port Hedland	Community and Development Services	June 2015 Ongoing	<u>Action updated to reflect current status of participating</u>
	4.2.5 Ensure community members know how to access our services and facilities	a) Ensure community are informed about services, facilities and operations in a timely, accessible and effective manner	Corporate Services	Ongoing	
		b) Prepare and implement integrated marketing communication strategies for the Town and its key projects and initiatives	Corporate Services	Ongoing	
		c) Distribute regular electronic and associated communications (such as website, social media, media releases, community notices, brochures, information flyers and posters)	Corporate Services	Ongoing	
	4.2.6 Promote a positive representation of our community and Town's services	a) Manage and administer media communications for the Town	Corporate Services	Ongoing	
		b) Recognise the Town and ensure appropriate branding at its key facilities, services and projects	Corporate Services	Ongoing	

This page is left blank intentionally.

12.4 Office of the CEO**12.4.1 Risk Assessment and Risk Matrix**

Peter Kocian, Executive Officer
Authorising Officer: Mal Osborne, Chief Executive Officer
File No.

DISCLOSURE OF INTEREST BY OFFICER

Nil

201516/226 RECOMMENDATION/ COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR TAVO

That, with respect to the development of a comprehensive risk management framework for the Town of Port Hedland, Council:

- 1. Adopt the Risk Assessment and Risk Matrix document as presented in Attachment 1 and it be incorporated into the existing Council Policy, Number 1/022 titled 'Risk Management Policy';**
- 2. Request that the Chief Executive Officer, or his Delegate(s), create a new stand-alone heading titled "Risk Implications" to be included in the Agenda Report template for all Council and Committee Meetings, and that the Chief Executive Officer ensure that the Risk Assessment and Risk Matrix be completed for all Reports;**
- 3. Request that the Chief Executive Officer, or his Delegate(s), include any item with a risk ranking of greater than '10' categorized as either 'High' or 'Extreme' Risk, and that is apparent it will be ongoing, be listed on the Town of Port Hedland Risk Register;**
- 4. Note that a workshop will be held with the Audit, Risk and Governance Committee in the week commencing 25 April 2016 to review the Charter of the Audit, Risk and Governance Committee.**

CARRIED 8/0

EXECUTIVE SUMMARY

This report recommends that the Council adopt the attached Risk Assessment and Risk Matrix document. It is recommended that this document inform the Town of Port Hedland Risk Register, with any risk with a risk ranking of 'high' or 'extreme' (i.e. a risk assessment of greater than 10) be included on the Risk Register as these risks have been identified as requiring attention and require monthly monitoring.

This item was considered and supported at the Audit, Risk and Governance Committee Meeting on Tuesday 12 April 2016.

DETAILED REPORT

At the Ordinary Meeting of 16 December 2015, Council considered a Risk Management Policy and resolved the following:

201516/109 RECOMMENDATION/ COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR GILLINGHAM

That Council:

- 1. Adopt the attached Risk Management Policy (Policy Number 1/022);**
- 2. Note that a Risk Management Strategy and Framework is to be developed to guide and support the implementation of risk management.**

CARRIED 8/0

Risk Framework

A Standard designated as AS/NZS ISO 31000:2009 has been prepared on Risk Management. This Standard defines risk assessment as the overall process of risk identification, risk analysis and risk evaluation. The Standard encapsulates the following paragraphs.

All organisations should identify sources of risk, areas of impact, events and their causes and their potential consequences. The aim of this step is to generate a comprehensive list of risks, known as a Risk Register, based on those events that might create, enhance, prevent, degrade, accelerate or delay the achievement of objectives.

Identification should include risks whether or not their source is under the control of the organisation, even though the risk source or cause may not be evident. Risk identification should include examination of the knock-on effects of particular consequences, including cascade and cumulative effects. As well as identifying what might happen, it is necessary to consider possible causes and scenarios that show what consequences can occur. All significant causes and consequences should be considered.

Organisations should apply risk identification tools and techniques that are suited to its objectives and capabilities, and to the risks faced. People with appropriate knowledge should also be involved in identifying risks. The management of risk should therefore be undertaken with full consideration of the need to justify the resources used in carrying out risk management.

Risk criteria also needs to be defined to evaluate the significance of risk. Factors to be considered include the following:

- The nature and types of causes and consequences that can occur and how they will be measured;
- How likelihood will be defined;
- The timeframe (s) of the likelihood and/or consequence (s);
- How the level of risk is to be determined;
- The views of stakeholders;
- The level at which risk becomes acceptable or tolerable.

Risk evaluation always involves the assessment of the likelihood (chance of something happening) and consequence (outcome of an event affecting objectives) of an event.

Proposed Risk Assessment Tool

Local Government Insurance Services have developed a risk assessment tool which is widely used by local governments in Western Australia (see Attachment 1). The tool is broken down as follows to demonstrate alignment with the aforementioned Australian Standard:

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

Measures of likelihood form part of the risk matrix to determine the 'risk rank' and the 'level of risk'. A level of 1 - 5 is applied based on the likelihood of an event occurring, ranging from rare to almost certain. The likelihood can be determined objectively or subjectively, qualitatively or quantitatively, and described using general terms or mathematically such as probability or a frequency over a given time period.

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

As defined by the Australian Standard consequence is the outcome of an event affecting corporate objectives. The above identifies outcomes in six main categories being health, financial impact, service interruption, compliance, reputation and environment. A level of 1 - 5 is applied based on the severity of the outcome, ranging from insignificant to catastrophic. Combined with measures of likelihood, measures of consequence form the evaluation of risks in the Risk Matrix (see below).

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		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)

Risk Acceptance Criteria

RISK RANK	LEVEL OF RISK	DESCRIPTION	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
EXTREME	17 - 25	Urgent Attention Required	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council
HIGH	10 - 16	Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
MEDIUM	5 - 9	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
LOW	1 - 4	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager

The risk matrix will determine a risk ranking and level of risk based on the measurement of the likelihood and consequence of a particular event. It is recommended that any event with a risk ranking of 'high' or 'extreme' be recorded in the Town's Risk Register and reported to the Audit, Risk and Governance Committee on a monthly basis. These events require regular monitoring and risk treatment actions which may involve the following:

- Avoiding the risk by deciding not to start or continue with the activity that gives rise to the risk;
- Taking or increasing risk in order to pursue an opportunity;
- Removing the risk source;
- Changing the likelihood;
- Changing the consequences;
- Sharing the risk with another party or parties (including contracts and risk financing); and
- Retaining the risk by informed decision.

Risk treatments that deal with negative consequences are sometimes referred to as risk mitigation, risk elimination, risk prevention and risk reduction. Risk treatments will be particularly important where existing controls are deemed to be inadequate.

LEVEL	RATING	FORESEEABLE	DESCRIPTION
E	Excellent	Doing more than what is reasonable under the circumstances	Existing controls exceed current legislated, regulatory and compliance requirements, and surpass relevant and current standards, codes of practice, guidelines and industry benchmarks expected of this organisation
A	Adequate	Doing what is reasonable under the circumstances	Existing controls are in accordance with current legislated, regulatory and compliance requirements, and are aligned with relevant and current standards, codes of practice, guidelines and industry benchmarks expected of this organisation
I	Inadequate	Not doing some or all things reasonable under the circumstances	Existing controls do not provide confidence that they meet current legislated, regulatory and compliance requirements, and may not be aligned with relevant and current standards, codes of practice, guidelines and industry benchmarks expected of this organisation

FINANCIAL AND RISK IMPLICATIONS

There are no financial implications relative to this item. This item does recommend the endorsement of a Risk Assessment Tool which will form part of the Town's Risk Management Framework.

STATUTORY AND POLICY IMPLICATIONS

Regulation 17 of the Local Government (Audit) Regulations 1996 states the following.

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

Council have also recently adopted Policy 1/022 Risk Management Policy which details the following statement of objective: "The Town of Port Hedland is committed to organisation wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes."

The development of a Risk Assessment Tool will assist the Town in meeting the above objective.

ATTACHMENTS

1. Risk Assessment Tool – Developed by Local Government Insurance Services

13 April 2016

ATTACHMENT 1 TO ITEM 12.4.1



**SAMPLE
RISK ASSESSMENT & ACCEPTANCE CRITERIA
(As at December 2015)**

EXISTING CONTROLS RATING

LEVEL	RATING	FORESEEABLE	DESCRIPTION
E	Excellent	Doing more than what is reasonable under the circumstances	Existing controls exceed current legislated, regulatory and compliance requirements, and surpass relevant and current standards, codes of practice, guidelines and industry benchmarks expected of this organisation
A	Adequate	Doing what is reasonable under the circumstances	Existing controls are in accordance with current legislated, regulatory and compliance requirements, and are aligned with relevant and current standards, codes of practice, guidelines and industry benchmarks expected of this organisation
I	Inadequate	Not doing some or all things reasonable under the circumstances	Existing controls do not provide confidence that they meet current legislated, regulatory and compliance requirements, and may not be aligned with relevant and current standards, codes of practice, guidelines and industry benchmarks expected of this organisation

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



SAMPLE
RISK ASSESSMENT & ACCEPTANCE CRITERIA
(As at December 2015)

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)	

RISK ACCEPTANCE CRITERIA

RISK RANK	LEVEL OF RISK	DESCRIPTION	CRITERIA FOR RISK ACCEPTANCE			RESPONSIBILITY
EXTREME	17 - 25	Urgent Attention Required	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring			CEO / Council
HIGH	10 - 16	Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring			Director / CEO
MEDIUM	5 - 9	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring			Operational Manager
LOW	1 - 4	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring			Operational Manager

Accepted By _____ Date: ____/____/____

12.4.2 Mobile Phone Black Spots and '000' Emergency Services

Author: Mal Osborne, Chief Executive Officer
Authorising Officer: As above
File No. 13/06/0003

DISCLOSURE OF INTEREST BY OFFICER

Nil

201516/227 RECOMMENDATION / COUNCIL DECISION

MOVED: CR HOOPER

SECONDED: CR GILLINGHAM

That, with respect to the request to request to support and promote the Petition for Improved Funding for Mobile Phone Black Spots by the Federal Government, Council:

- 1. Support the initiative and;**
- 2. Make the Petition available at the Council's Civic Centre and Libraries and;**
- 3. Promote the Initiative through the local media.**

CARRIED 8/0

EXECUTIVE SUMMARY

The Triple Zero Emergency Calls Australia Wide campaign seeks to collect signatures from residents of the Port Hedland community. Council support for this campaign will enable the petition to be available for signing at the Civic Centre and Libraries reception front desks and permit the campaign organiser to advertise the Town of Port Hedland as a signing location in media releases in local and regional papers.

DETAILED REPORT

This petition was brought to the Town's attention via a personal story of a WA resident whereby their spouse had tragically passed away in a motor vehicle accident. The accident occurred in a mobile phone black spot resulting in a delayed emergency response time by 20-30 minutes as '000' could not be connected.

As Port Hedland is situated in a remote location, this issue affects the community more so than other areas. As such, it is evident that potential funding from the Federal Government to rectify these mobile phone black spots would greatly benefit the wider community with the potential to save lives.

Consultation

The Executive leadership Team has been consulted on the merits of the proposal.

FINANCIAL AND RISK IMPLICATIONS

There are no financial implications upon the Council other than administrative support in making the Petition available and locally promoting the Petition through social media and its website.

There appear to be no risks for the Council other than reputational. Were the Council not to be seen as supporting the Petition, the Council could be seen as not in keeping with broad community attitudes on the subject.

Conversely, supporting the Petition could be seen by some as supporting a Petition that is arguably too large a 'hurdle' to overcome. Whilst the principle, background and intent of the Petition is inarguable, the words on the Petition itself state;

"We therefore ask the House to consider further funding for the improvement of mobile phone black spots and commit to a deadline by which all identified phone black spots will receive mobile coverage."

Whilst admirable in intent – the author questions whether the Petition is practical in its implementation with respect to 'all identified' mobile black spots across the vast breadth and topography of Australia.

That aside, for the low administrative investment in supporting the principle, in the opinion of the author, slight damage to the Council's reputation could occur, if it is not signed or supported.

STATUTORY AND POLICY IMPLICATIONS

There are no relevant statutory matters relating to being asked to support or sign the Petition.

This campaign is in line with the 2014-2024 Strategic Community Plan as follows:

- 1.1 A unified community across our townships, and;
- 2.1 A thriving, resilient and diverse economy, and;
- 3.1 Sustainable services and infrastructure, and;
- 3.3 Safe, attractive and accessible environment.

There are no relevant policy implications relating to the request.

ATTACHMENTS

- 1. Letter from Katharine Marsh requesting petition support.
Please note: submissions of signatures has been extended to 31 May, 2016 as per communication with the proponent.

ATTACHMENT 1 TO ITEM 12.4.2

Katharine Marsh
RMB 533
KOJONUP WA 6395
kathmarsh1983@hotmail.com

9th March 2016

Town of Port Hedland
PO Box 41
PORT HEDLAND WA 6721

Dear Chief Executive Officer and Councillors

Re: Petition regarding mobile phone black spots and '000' emergency call access

I am seeking your support in a petition to the Federal government requesting further funding for mobile phone black spots. The petition focuses on the inability to access '000' emergency numbers in black spot areas.

I initiated this petition after my partner, Mick, tragically passed away following a motorbike accident in October 2015. The accident occurred in a mobile phone black spot, delaying emergency assistance by 20 – 30 minutes because '000' could not be dialled from the scene.

Where there is a mobile phone black spot there is no mobile network coverage and one cannot dial '000' to access emergency services. Alternative numbers such as '112' do not enhance the ability to access emergency services as mobile phones produced after 2002 already have the roaming capabilities that '112' unlocked in older phones. Mobile phones do not utilise satellite network coverage either to access '000'.

There are over 10000 mobile phone black spots Australia wide. Whilst I appreciate the Federal government has already committed funding in this area that funding will leave at least 3000 mobile phone black spots unaddressed. There is no guarantee as to when the remaining black spots will be resolved.

I appreciate that local governments across Western Australia have worked tirelessly for several years to improve mobile phone black spots. This petition does not seek to undermine that work or existing relationships you have with the Federal government.

I am seeking your support by making the petition available at your shire office customer service counter for signing by the public. If you are agreeable, we would refer to your shire office as a signing location in media releases to local and regional papers.

If you would like to provide additional support, a letter to your Federal MP Melissa Price highlighting the inability to access '000' emergency numbers in mobile phone black spot areas would be greatly appreciated.

An information package is attached with details of the petition and links to the petition website and facebook page.

Please contact me on 08 9833 2235 or kathmarsh1983@hotmail.com to discuss further.

I thank you for your consideration and support.

Yours sincerely

Katharine Marsh



TRIPLE ZERO EMERGENCY CALLS AUSTRALIA WIDE

INFORMATION PACKAGE

Thank you for deciding to participate in this petition campaigning for the Federal government to increase funding to improve mobile phone black spots and commit to a deadline by which all currently identified mobile phone black spots will be rectified.

The information package contains:

- Flyer which can be printed and handed out to people if desired
- Complete wording of the petition
- Form for signature collection – print as many as necessary

IMPORTANT – ALL SIGNATURES MUST BE COLLECTED ON THE FORM FOR SIGNATURE COLLECTION. SIGNATURES COLLECTED ON BLANK PAGES OR ON THE BACK OF THAT FORM WILL NOT BE ACCEPTED BY THE FEDERAL GOVERNMENT AS VALID SIGNATURES.

You are welcome to place this petition in a prominent place in your local area or individually ask people to sign the petition. If leaving the petition somewhere to be signed I recommend printing the complete wording of the petition so people can read more about what they are signing.

Please note when requesting people to sign the petition providing details of their address is voluntary and can be left blank if they choose, however, including a full address does give more weight to the petition as their names can be cross referenced on the electoral roll. Providing a town or suburb is preferable to leaving it blank. Please note, they will not be contacted or sent junk mail if providing an address.

Signatures should be collected and returned to me by 30th April 2016.

The signatures will then be collated and sent to the Standing Committee on Petitions for presentation to the Australian parliament.

Please return your completed signature forms to:

Katharine Marsh
RMB 533
KOJONUP WA 6395

For further information or queries please email kathmarsh1983@hotmail.com

Thank you for your support and assistance. Remember it doesn't matter if you collect one signature or one thousand signatures – collectively we can make a difference.

Kind regards

Katharine Marsh



TRIPLE ZERO EMERGENCY CALLS AUSTRALIA WIDE

This petition aims to lobby the Federal government to increase funding to improve mobile phone black spots and commit to a deadline by which all currently identified black spots will be rectified.

It also aims to raise awareness that if your life is in danger you may not be able to place a '000' emergency call in Australia, irrespective of where you are located, due to mobile phone black spots.

I am campaigning for this issue after my partner, Mick, tragically passed away following a motorbike accident which occurred in a mobile phone black spot, delaying emergency assistance for 20 – 30 minutes.

My experience is not an isolated incident - others have been affected in a similar way. Recent bushfires in late 2015 - early 2016 have also highlighted the problems of mobile phone black spots preventing access to emergency services.

There are over 10000 identified mobile phone black spots throughout Australia, including near capital cities, along major highways and transport routes and in whole towns and villages.

Where there is a mobile phone black spot there is no mobile phone network coverage and you can not make a '000' call.

Ultimately if you are faced with a life-threatening emergency and are in a mobile phone black spot area you will not be able to obtain emergency assistance. Delays in seeking emergency assistance could be the difference between life and death.

In 2016, citizens of Australia should be secure in the knowledge that they will be able to access emergency services no matter where they are located. The technology exists to eradicate mobile phone black spots – it is simply a matter of further funding.

A phone call that could save a life is of far greater importance than high speed internet connection. Yet \$160 million over 3 years allocated to upgrading mobile phone black spots appears a drop in the ocean compared to \$27 billion spent on rolling out the NBN.

What use is high speed internet connection to Australians when our country does not even have the basic technology in place to ensure that every Australian has access to '000' emergency calls when their life is in danger?

Thank you for taking time to sign this petition.

Kind regards

Katharine Marsh
Kojonup, Western Australia
kathmarsh1983@hotmail.com

Further information:

Triple zero emergency calls Australia wide
<http://triple0foraustralia.wix.com/triple0foraustralia>

Mobile Black Spot Programme:
<https://www.communications.gov.au/what-we-do/phone/mobile-services-and-coverage/mobile-black-spot-programme>

Triple zero (000):
<http://www.triplezero.gov.au/Pages/Usingotheremergencynumbers.aspx>



<https://www.facebook.com/triple0foraustralia/>

PETITION FOR IMPROVED FUNDING FOR MOBILE PHONE BLACK SPOTS

TO THE HONOURABLE THE SPEAKER AND MEMBERS OF THE HOUSE OF REPRESENTATIVES

This petition of mobile phone owning citizens of Australia draws to the attention of the House the issue of mobile phone black spots and their implications on access to emergency services.

There are over 6000 nominated mobile phone black spots throughout Australia, including near capital cities, along major highways and transport routes and in whole towns and villages. Where there is a black spot there is no mobile network coverage and one cannot dial '000' to access emergency services. Alternative numbers such as '112' cannot access emergency services in a black spot area and mobile phones do not utilise satellite network coverage.

Ultimately if you are faced with a life-threatening emergency and are in a mobile phone black spot area you will not be able to obtain emergency assistance. Delays in seeking emergency assistance could be the difference between life and death.

The technology exists to eradicate mobile phone black spots – it is simply a matter of further funding. In 2016, we feel that citizens of Australia should be secure in the knowledge that they will be able to access emergency services no matter where they are located. We feel that a phone call that could save a life is of far greater importance than high speed internet connection.

We therefore ask the House to consider further funding for the improvement of mobile phone black spots and commit to a deadline by which all identified mobile phone black spots will receive mobile coverage.

Thanks for being involved with this petition. Please return completed forms by 30th April 2016 to:

Katharine Marsh
RMB 533
KOJONUP WA 6395

Please email kathmarsh1983@hotmail.com for further information

We therefore ask the House to consider further funding for the improvement of mobile phone black spots and commit to a deadline by which all identified mobile phone black spots will receive mobile coverage.

[illegible]

201516/228 COUNCIL DECISION**MOVED: CR MELVILLE****SECONDED: CR ARIF**

That Council accept Late Item 13.1 'Statement of Financial Activity for the period ended 31 March 2016'.

CARRIED 8/0**13.1 Statement of Financial Activity for the period ended 31 March 2016**

Author: Laura Delaney, Coordinator Financial Services

Authorising Officer: Dale Stewart, Acting Director Corporate Services

File No. 12/14/0003

DISCLOSURE OF INTEREST BY OFFICER

Nil

201516/229 RECOMMENDATION/ COUNCIL DECISION**MOVED: CR WHITWELL****SECONDED: CR TAVO**

That Council, with respect to the Statement of Financial Activity for the period ended 31 March 2016:

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

CARRIED 8/0

EXECUTIVE SUMMARY

This report presents the Statement of Financial Activity for the period ended 31 March 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 31 March 2016:

Account Description	YTD Variance	Comment
Operating Revenue		
Rates	-1%	Actuals less than YTD Budget due to interim rates not realised.
Operating Grants, Subsidies & Contributions	-12%	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	11%	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	-62%	Actuals less than YTD Budget Interest earnings will balance across the financial year due to staggering maturities on investments and accruals.
Other Revenue	2973%	Actuals greater than YTD Budget as a result of the Port Hedland International Airport long term lease proceeds received.
Operating Expenditure		
Employee Costs	2%	Actuals greater than YTD Budget, however this is expected to normalise in the remaining three months.
Materials and Contracts	-18%	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 – Eastern Gateway; 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	-15%	Actuals less than YTD Budget due to timing of payment of bills and consumption patterns.

Depreciation	8%	Actuals greater than YTD Budget, noting this non-cash amortisation is currently being reviewed as part of the March Quarterly Budget Review.
Interest Expense	-25%	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	-40%	Actuals less than YTD Budget due to the timing of completion of the capital works program.
Proceeds from the Disposal of Assets	301%	Actuals greater than YTD Budget relating to the Airport proceeds from the disposal of assets to be captured in the March Quarterly Budget Review.
Capital Grants and Contributions for the Development of Assets	-40%	Actuals less than YTD Budget due to timing of payment, with a large portion paid on the completion of capital works projects.
New Loan Borrowings	-100%	No loan funds have been drawn down.
Proceeds from Self Supporting Loans	18%	Actuals greater than YTD Budget due to timing of payments.
Transfers from Reserves	-96%	Actuals less than YTD Budget as Reserves journals are completed as capital works progress.
Transfers to Reserves	-3547%	Actuals greater than YTD Budget as a result of the Port Hedland International Airport long term lease proceeds being restricted into the Reserve.

The net current asset position as at 31 March 2016 is \$10.219M. The remaining 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 31 March 2016 is \$1.8M and is calculated as follows:

	2015/16 Actual (000's)
Current Assets: Cash and Investments	\$246,425
Restricted Cash – Reserves	(\$244,625)
Unrestricted Cash Position as at 31 March 2016	\$1,800

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 \$1.188m.

The following reconciliation is provided:

	000's
Budget Municipal Surplus Brought Forward 30 June 2015	\$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)
Change in Net Current Assets arising from individual variations	(\$ 45)
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	\$1,188

The Town's Financial Sustainability Ratios changed as a result of the variations endorsed as part of the December Quarterly Budget Review. The ratios 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 \$1.188m. 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. The Town has to rely on reserves, grants and contributions and borrowings to fund operating 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 waste collection services, supported by the draft Pricing Model for Waste Services. This Pricing Model will be presented to the Audit, Risk & Governance Committee.</p>
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 and Walkway Lighting. 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 31 March 2016
2. Statement of Financial Activity for the Period Ended 31 March 2016 (Under Separate Cover)
3. Port Hedland International Airport Statement of Financial Activity for the Period Ended 31 March 2016
4. Waste Management Statement of Financial Activity for the Period Ended 31 March 2016
5. Accounts paid under delegated authority for the month of March 2016 (Under Separate Cover)

15 April 2016

ATTACHMENT 1 TO ITEM 13.1

MONTHLY FINANCIAL HEALTH CHECK



As at 31 March 2016

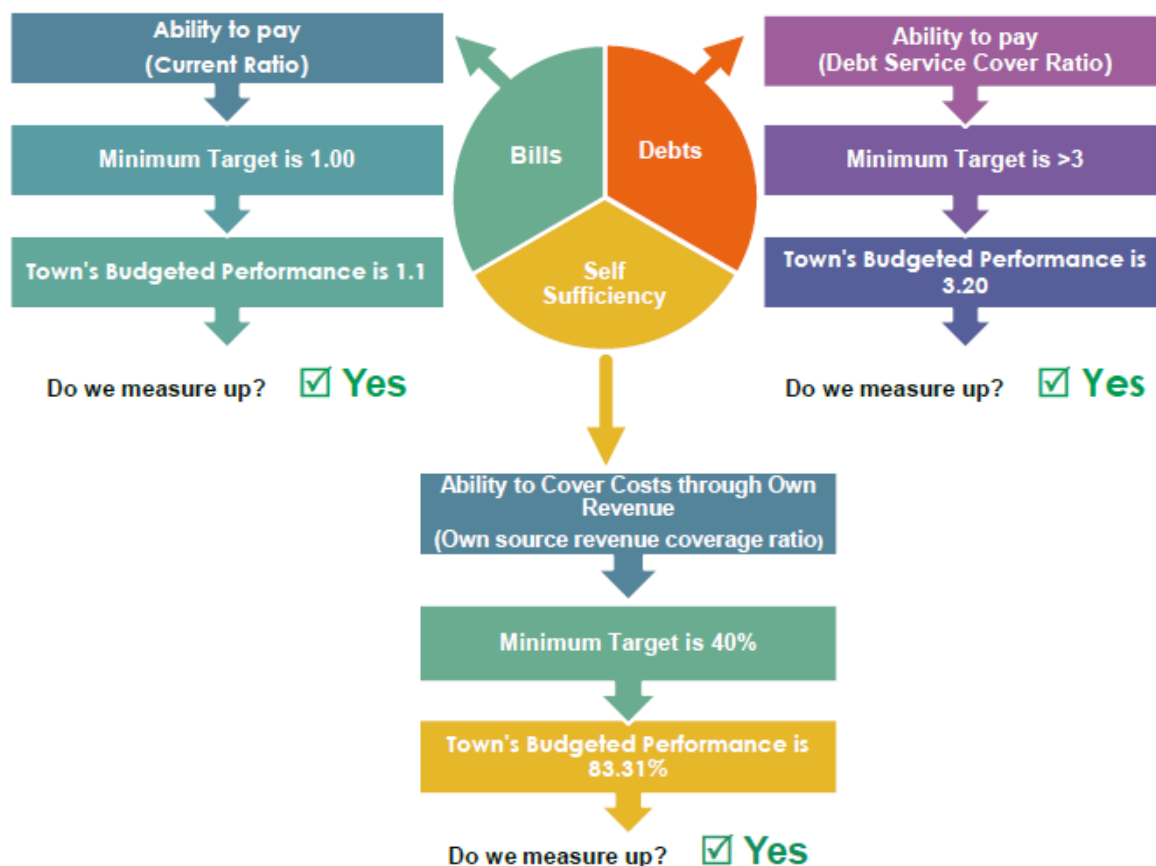
Highlighting how the Town of Port Hedland is tracking
against financial ratios



Financial Snapshot (Year to Date)	Actual (000's)
Operating Revenue	\$214,364
Operating Expenditure (Including Non Cash Items)	(\$50,260)
Non Cash Items	\$11,426
Capital Revenue	\$8,372
Capital Expenditure	(\$11,651)
Loan Repayments	(\$1,959)
Transfers to/from Reserves	(\$165,139)
Surplus Carried Forward 1 July 2015	\$5,066
Current Municipal Surplus Position at 31 March 2016	\$10,219

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

- 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.

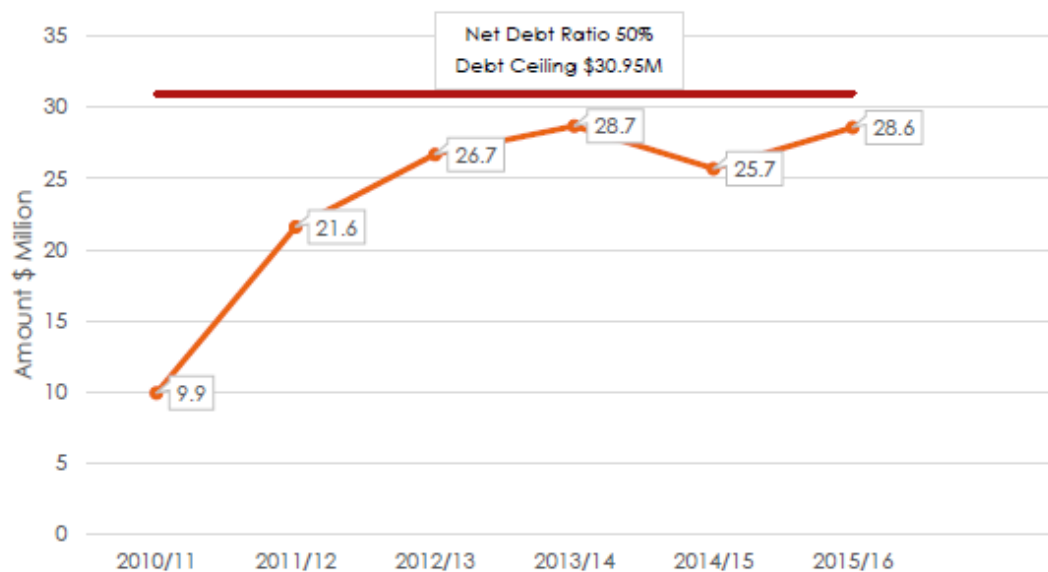
Minimum Target is 90%

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 high levels of capital 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 is maintained at the same rate as depreciation in the future years.

Debt levels



Current Budget Principal Outstanding Forecast at 30/06/2016 = \$28.614M

Current Budget Operating Revenue = \$61.9M

Net Debt Ratio = 46%

Debt Ceiling 50% = \$30.95M

Intergenerational Loans

Loan Purpose	Outstanding Amount	Remaining Term
1. Marquee Park	\$4.59M	16 years
2. JD Hardie Upgrade	\$2.67M	15/17 years
3. Wanangkura Stadium	\$9.12M	16/17 years
4. GP Housing	\$1.38M	17 years

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

This page is left blank intentionally.

ATTACHMENT 3 TO ITEM 13.1

TOWN OF PORT HEDLAND
PORT HEDLAND INTERNATIONAL AIRPORT
STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM
FOR THE PERIOD ENDED 31 MARCH 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	1,185	98%	(585)
Fees & Charges: Discretionary - Landing Charges - Airport Administration	4,230	2,644	1,542	2,669	73%	(1,127)
Fees & Charges: Discretionary - Passenger Service Charges - Airport Administration	9,400	5,875	3,427	5,803	69%	(2,376)
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	287	79%	(127)
Fees & Charges: Discretionary - Long Term Paid Parking Fees - Airport Administration	500	37	22	52	140%	(30)
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	307	75%	(132)
Other Revenue - Hire Car Licence Fees - Airport Administration	226	141	82	126	53%	(44)
Other Revenue - Concessions - Airport Administration	1,087	679	396	547	38%	(151)
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	31	-43%	24
Other Revenue - Terminal Advertising (Contract) - Airport Administration	38	24	14	21	52%	(7)
Other Revenue - Fuel Reimbursement - Airport Administration	11	7	4	3	-11%	0
Other Revenue - Lease Income - Airport Cafe & Bar	191	85	50	94	90%	(45)
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	11,167	70%	(4,611)
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)	(8)	88%	4
Employee Costs - Salaries - Airport Administration	(1,659)	(1,037)	(605)	(1,204)	99%	599
Employee Costs - Superannuation - Airport Administration	(162)	(101)	(59)	(89)	51%	30
Employee Costs - Superannuation Co Contribution - Airport Administration	(26)	(17)	(10)	(12)	27%	3
Employee Costs - Training & Development - Airport Administration	(45)	(15)	(9)	(24)	177%	15
Employee Costs - Travel & Accommodation - Airport Administration	(40)	(23)	(13)	(22)	66%	9
Employee Costs - Workers Compensation Insurance - Airport Administration	(28)	(17)	(10)	(29)	187%	19
Materials and Contracts - Airconditioning Terminal - Airport Maintenance	(128)	(80)	(47)	(120)	157%	73
Materials and Contracts - Airport Governance Review - Airport Administration	(700)	(1,250)	(729)	(1,282)	76%	553
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)	(1)	55%	0
Materials and Contracts - Airport Office Fitout - Airport Administration	0	(2)	(1)	(2)	42%	0
Materials and Contracts - Airside Maintenance - Airport Maintenance	(100)	(50)	(29)	(49)	68%	20
Materials and Contracts - Aviation Compliance - Airport Administration	(500)	(500)	(292)	(648)	122%	356
Materials and Contracts - Building Terminal - Airport Maintenance	(156)	(97)	(57)	(208)	266%	151
Materials and Contracts - CCTV Maintenance - Airport Administration	(200)	(130)	(76)	(180)	138%	104
Materials and Contracts - Cleaning - Airport Maintenance	(260)	(163)	(95)	(172)	81%	77
Materials and Contracts - Contamination Study - Airport Administration	0	(250)	(146)	0	-100%	(146)
Materials and Contracts - Depot Supplies - Airport Maintenance	(50)	(29)	(17)	(30)	79%	13
Materials and Contracts - Electrical Repairs Airside - Airport Maintenance	(75)	(20)	(12)	(28)	137%	16
Materials and Contracts - Electrical Repairs Terminal - Airport Maintenance	(50)	(50)	(29)	(43)	48%	14
Materials and Contracts - Equipment Maintenance - Airport Maintenance	(250)	(156)	(91)	(97)	6%	5
Materials and Contracts - Fire Appliances - Airport Maintenance	(30)	(80)	(47)	(84)	79%	37
Materials and Contracts - Fuel: Diesel & Unleaded - Airport Plant	(50)	(29)	(17)	(16)	-6%	(1)
Materials and Contracts - Grading of Drains - Airport Administration	(150)	(94)	(55)	(21)	-61%	(33)
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)	(59)	45%	19
Materials and Contracts - Markers & Markings - Airport Maintenance	(24)	(22)	(13)	(16)	23%	3
Materials and Contracts - Office Expenses - Airport Administration	(6)	(25)	(15)	(27)	85%	12
Materials and Contracts - Paid Parking Expenses - Airport Administration	(65)	(30)	(18)	(19)	8%	1
Materials and Contracts - Pavement Repairs - Airport Maintenance	(96)	(96)	(56)	(102)	83%	46
Materials and Contracts - Plant Hire - Airport Maintenance	(10)	(15)	(9)	(13)	43%	4
Materials and Contracts - Plumbing - Airport Maintenance	(12)	(17)	(10)	(24)	141%	14
Materials and Contracts - Recovery of Plant Operating Costs - Airport Administration	(48)	(15)	(9)	(27)	210%	18
Materials and Contracts - Recovery of Plant Operating Costs: Heavy - Airport Plant	(76)	(48)	(28)	(60)	116%	32
Materials and Contracts - Road Maintenance - Airport Maintenance	(22)	(22)	(13)	(14)	6%	1
Materials and Contracts - Security Screening Contract Fees - Airport Administration	(1,516)	(1,300)	(758)	(1,154)	52%	396
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)	9%	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)	(21)	88%	10
Utilities - Electricity Charges - Airport Administration	(500)	(510)	(298)	(627)	111%	329
Utilities - Water Corporation Charges - Airport Administration	(30)	(25)	(15)	(28)	89%	13
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)	(295)	55%	104
Other Expenditure - Airport Owners Assoc Fees - Airport Administration	(8)	0	0	0	0%	-
Other Expenditure - Asic Card Expense - Airport Administration	(2)	(1)	(1)	(2)	157%	1
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)	(1,352)	105%	693
Depreciation on Assets - Airport Maintenance	(1,765)	(1,716)	(1,001)	(2,172)	117%	1,171
Internal Transfer - Transfer 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)	(10,764)	54%	3,777
Operating Surplus/(Deficit)	8,121	-740	-432	402	-193%	(834)
Add Back Non Cash Items						
Depreciation on Assets - Airport Maintenance	1,765	1,716	1,287	2,172	69%	(885)

ATTACHMENT 4 TO ITEM 13.1

TOWN OF PORT HEDLAND
WASTE MANAGEMENT
STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM
FOR THE PERIOD ENDED 31 MARCH 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	2,259	1%	(33)
Gain on Sale of Asset - Plant: Landfill - Classic Collection	35	35	26	0	-100%	26
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	11	16	41%	(5)
Total Operating Revenue - Collection	2,903	2,923	2,911	2,852	-2%	59
Fees & Charges: Discretionary - Tyres - Landfill Business Unit	80	80	60	81	35%	(21)
Fees & Charges: Discretionary - Washdown - Landfill Business Unit	13	13	10	8	-21%	2
Fees & Charges: Discretionary - General Tipping Fees & Scrap Metal - Landfill Business Unit	4,000	4,000	3,000	2,060	-31%	940
Fees & Charges: Discretionary - Hazardous Waste/Asbestos - Landfill Business Unit	1,500	1,500	1,125	1,265	12%	(140)
Fees & Charges: Discretionary - Scrap Metal Sales & Recyclables Revenue - Landfill Business Unit	5	5	4	5	40%	(1)
Fees & Charges: Discretionary - Liquid Waste - Landfill Business Unit	2,000	1,640	1,230	1,358	10%	(128)
Operating Grants Subsidies & Contributions - Department of Planning Funding - Landfill Business Unit	380	258	193	0	-100%	193
Other Revenue - Reimbursement: Staff Housing Rent - Landfill Business Unit	6	6	5	1	-85%	4
Landfill Internal Charges	0	0	0	109		(109)
Total Operating Revenue - Landfill	7,984	7,502	5,626	4,887	-13%	739
Total Operating Revenue	10,888	10,425	8,537	7,739	-9%	798
Operating Expenditure						
Depredation on Assets - Classic Collection	(42)	(56)	(42)	(42)	0%	0
Materials and Contracts - Classic Collection - Classic Collection	(252)	(252)	(189)	(282)	49%	93
Materials and Contracts - Recovery of Plant Operating Costs: Garbage & Sanitation - Classic Collection	(315)	(315)	(236)	(190)	-19%	(46)
Materials and Contracts - Classic MGB's Repairs Delivery - Classic Collection	(77)	(77)	(58)	(55)	-5%	(3)
Materials and Contracts - Bin Purchases (New, Premium, Replacement, Damaged, Stolen, Parks & Reserves) - Classic Collection	(102)	(102)	(77)	(61)	-21%	(16)
Other Expenditure - Admin Costs Distributed - Classic Collection	(103)	(118)	(89)	(83)	-6%	(5)
Materials and Contracts - Waste Collection - Premium Collection	(324)	(324)	(243)	(259)	6%	16
Materials and Contracts - Premium MGB Repairs & Delivery - Premium Collection	(59)	(59)	(45)	(35)	-21%	(9)
Other Expenditure - Admin Costs Distributed - Premium Collection	(50)	(56)	(42)	(48)	13%	5
Total Operating Expenditure - Collection	(1,326)	(1,361)	(1,021)	(1,056)	3%	35
Employee Costs - Superannuation - Landfill Business Unit	(148)	(148)	(114)	(4)	-97%	(110)
Employee Costs - Superannuation Co Contribution - Landfill Business Unit	(29)	(29)	(22)	0	-100%	(22)
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)	(970)	(671)	-31%	(299)
Materials and Contracts - Building Maintenance - Landfill Business Unit	(26)	(26)	(19)	(3)	-86%	(17)
Materials and Contracts - Tyre Disposal Service - Landfill Business Unit	0	(450)	(338)	0	-100%	(338)
Materials and Contracts - Cleaning - Landfill Business Unit	(6)	(10)	(7)	(5)	-34%	(3)
Materials and Contracts - Washdown Bay Maintenance - Landfill Business Unit	(25)	(25)	(19)	(3)	-82%	(15)
Materials and Contracts - Road, Ground, Litter Maintenance & Repairs - Landfill Business Unit	(68)	(68)	(51)	(25)	-50%	(25)
Materials and Contracts - Supply Clean Fill - Landfill Business Unit	(500)	(500)	(375)	(216)	-42%	(159)
Materials and Contracts - Office Expenses - Landfill Business Unit	(14)	(14)	(10)	(6)	-39%	(4)
Materials and Contracts - Recovery of Plant Operating Costs: Heavy - Landfill Business Unit	(743)	(843)	(632)	(388)	-39%	(244)
Materials and Contracts - External Plant Hire - Landfill Business Unit	(50)	(50)	(37)	(8)	-78%	(29)
Materials and Contracts - Fire Suppression & Other Uses - Landfill Business Unit	(96)	(96)	(72)	(48)	-34%	(25)
Materials and Contracts - Monitoring & Licensing - Landfill Business Unit	(150)	(90)	(68)	(31)	-55%	(37)
Materials and Contracts - Management & Business Plans - Landfill Business Unit	(55)	(55)	(41)	(8)	-80%	(33)
Materials and Contracts - Weighbridge Maint Costs - Landfill Business Unit	(25)	(10)	(7)	(3)	-58%	(4)
Materials and Contracts - Recovery of Plant Operating Costs - Landfill Business Unit	(78)	(78)	(59)	(40)	-32%	(19)
Materials and Contracts - Development of Landfill Master Plan - Landfill Business Unit	(380)	(258)	(193)	(40)	-79%	(153)
Utilities - Utility Charges - Landfill Business Unit	(12)	(22)	(17)	(14)	-15%	(3)
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)	(686)	(249)	-64%	(437)
Internal Transfer - Transfer To Municipal Funds: Payment For Waste Investment - Landfill Business Unit	0	(2,507)	(1,880)	0	-100%	(1,880)
Total Operating Expenditure - Landfill	(4,233)	(7,532)	(5,664)	(1,844)	-67%	(3,820)
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)	(6,684)	(2,900)	-57%	(3,785)
Operating Surplus/(Deficit)	3,801	1,532	1,852	4,839	161%	(2,987)
Add Back Non Cash Items						
Depredation on Assets - Classic Collection	42	56	33	42	29%	(9)
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)	(1,246)	0	-100%	(1,246)
Capital Expenditure - Infrastructure - Site Infrastructure - Landfill Business Unit	0	(38)	(33)	(40)	22%	7
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)	(150)	0	-100%	(150)
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)	(31)	(1)	-96%	(30)
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	0	0	0%	0
Capital Income - Proceeds from Sale of Assets: Plant - Landfill Business Unit	60	60	45	0	-100%	45
Movement in Waste Management Reserve (Transfer required to/(from) the Waste Management Reserve)	2,918	(772)		4,796		
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		15,500		

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.

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 Audit, Risk and Governance Committee Minutes – 8 March 2016**201516/230 RECOMMENDATION/ COUNCIL DECISION**

MOVED: CR ARIF

SECONDED: CR HOOPER

That Council receive the Minutes of the Ordinary Meeting of the Audit, Risk and Governance Committee held on 8 March 2016 at 5:30pm inclusive of the following decisions:

- 8.1 Confirmation of Minutes of the Audit, Risk and Governance Committee meeting held on Tuesday 9 February**
- 11.1.1 Local Government Audit Framework and Audit Work Plan**
- 11.1.2 Procurement Probity Review and Improvement Opportunities Recommendations**
- 11.2.1 Compliance Audit Return**
- 12.1 Adopt Policies 2/018 'Borrowings' and 2/019 'Financial Reserves'**

CARRIED 8/0

ITEM 16 CONFIDENTIAL ITEMS

Nil

ITEM 17 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

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 25 May 2016, commencing at 5:30pm, with the Public Agenda Briefing being held on Wednesday 18 May 2016, commencing at 5:30pm.

19.2 Closure

There being no further business, the Mayor declared the meeting closed at 8:56pm.