

Town of
Port Hedland



Attachment 1 to item 12.3.2 Review of Committees, Working
Groups, Forums and Membership on External Organisations

Town of Port Hedland

Committees, Working Groups, Forums and Representation on External Organisations

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1 COUNCIL COMMITTEES

1.1 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 to:

1. Liaise with the Auditor(s) to assist Council in carrying out functions in relation to external audit, including liaising with the Auditor and develop a process for selection and appointment of a person as the Auditor.
2. Receive Quarterly Budget Review Reports;
3. Receive Quarterly Financial Reports on all of the Town of Port Hedland's Managed Community Facilities;
4. Review and suggest improvements to Risk Management within the organisation; and
5. Assist the organization in the development of an internal audit program and make recommendations to Council regarding:
 - Financial Management
 - Risk Management
 - Internal Controls
 - Legislative Compliance
 - Internal and External Audit Planning and Reporting

Membership

Three Elected Members
Two community members

Quorum

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

Meeting Frequency, Times and Venue

Quarterly on Tuesdays at 5:30pm in Council Chambers or as determined from the Council from time to time.

Delegation:

The Town of Port Hedland Council provides delegated authority to the Audit, Risk and Governance Committee to meet annually with the Town's auditor(s) as required by Section 7.12A(2) of the Local Government Act 1995.

Tenure:

Ongoing

Responsible Officer:

Director Corporate Services

1.2 Port Hedland International Airport Committee

Aim/Purpose

The PHIA Committee is established to:

1. Develop a productive and professional relationships with the Consortium; and
2. Lead the transition plan review between the Town of Port Hedland and the Consortium.

Membership

Four Elected Members
Three community members

Quorum

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

Delegation

Nil

Tenure

Until the completion of the transition process

Meeting frequency and Venue

First Tuesday of the month at 5:30pm in Council Chambers or as determined from the Council from time to time.

Responsible Officer

Chief Executive Officer

2 WORKING GROUPS

2.1 BHPBIO/ToPH Sustainability Partnership Working Group

Aim/Purpose

Strategic oversight for the successful delivery of the partnership programme and achievement of partnership objectives

Focus

Strategic partnership matters including:

- Identification of future project opportunities and development of forward plan for recommendation to Council and BHPB
- Identification and removal of roadblocks that will impact on successful delivery of partnership objectives
- Develop and make recommendations to the Council and BHPB on agreed annual project programme, including financial matters
- Consideration of recommendations from project review committee
- As required, develop and make recommendations to Council and BHPB on partnership structure and priorities

Membership

- ToPH Executive Team
- Representatives from BHP Billiton:
 - Senior Manager Community and Indigenous Affairs
 - Manager Community and Indigenous Affairs
 - Superintendent Community Projects
- Delegates may be invited to attend as required (relevant Council Officers/consultants)

Frequency

Quarterly

Tenure

Ongoing

Responsible Officers:

Director Community and Development Services

2.2 Community Safety and Crime Prevention Working Group (Temporarily Disbanded)

Aim/Purpose

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

Membership

- Mayor Kelly A Howlett
- Councillor Gloria A Jacob

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

- Interested community groups and non-government agencies

- Town of Port Hedland officer

Tenure

Ongoing

Responsible Officers

Director Community and Development Services
Manager Environmental Health

(Established at OCM 16 November 2011 and Temporarily Disbanded at OCM 24 July 2013)

2.3 Chief Executive Officer Performance Review Working Group

Aim/Purpose

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

Membership

Mayor Kelly Howlett
Deputy Mayor Gloria Jacob
Councillor Jan Gillingham
Councillor Lorraine Butson

Tenure

Ongoing

Responsible Officer

Chief Executive Officer

(Established at OCM 16 November 2011 with new membership determined at 11 December 2013 OCM).

2.4 Port Hedland Community Integration Working Group

Purpose

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

Membership

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

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

Tenure

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

Meetings

- The Working Group will meet bi-monthly initially, or as otherwise decided
- Meetings will be hosted by the ToPH with an option for invitees to join via teleconference

Role of the Working Group

1. Identify, assess and determine local impacts / risks / opportunities of the resource industry expansion including and not limited to:
 - a. social interaction
 - b. medical and general healthcare
 - c. telecommunications
 - d. transport, infrastructure and airport (incl. traffic, roads, pedestrian and cycle ways)
 - e. community volunteerism/involvement
 - f. accommodation
 - g. recreation
 - h. crime and community safety
2. Establish effective processes for reporting to the community and stakeholders through regular communication channels
3. Collect and review relevant literature and best practice FIFO and TWA integration models
4. Collect and collate data on workforce numbers, movements and future operational and organisational growth.

Budget / Funding

- A budget shall be developed by the Working Group to provide funding to:
 - Meet the ToPH costs of managing the administration of the Working Group
 - Deliver on integration initiatives that are developed from the small business and community integrations strategy.

An initial contribution of \$200,000 has been made by BHPB, and is held in an account for the CIWG. The CIWG will consider research and integration initiatives and recommend expenditure to the Town of Port Hedland on:

- Projects that support direct action within the community to address integration; or
- Any integration and development studies
- Contributions by other industry partners are anticipated and will be negotiated.

Secretariat

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

Responsible Officer:

Director Community and Development Services

(Established at OCM 23 May 2012 and amended at 11 December 2013 OCM).

2.5 Coastal Foreshore Management Working Group

Aim/Purpose:

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

Membership:

- ToPH Director Community and Development Services, Director Planning & Development, Director Engineering Services, Manager Infrastructure Development, Strategic Planning Officer
- Form
- BHP Billiton
- PDC
- LandCorp
- PHPA
- Port Hedland Yacht Club
- Care for Hedland
- Traditional Owners
- DeGrey station
- Munda station
- Rangelands Natural Resource Management (NRM)
- Department of Planning
- Greening Australia
- Recfishwest
- 2 x Community Representatives

Tenure:

The meeting is to be held every eight weeks

Responsible Officer:

Director Community and Development Services

(Established at the OCM 26 September 2012 and reviewed at 11 December 2013 OCM).

2.6 Town of Port Hedland Local Housing Strategy Working Group

1. General Description

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

2. Working Group Structure

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

Four Elected Members;

Director Community and Development Services;

Director Engineering;

Director Community and Development Services;

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

One nominated member and a proxy from the Port Hedland Industries Council (PHIC);

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

Two Community Representatives and two proxies.

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

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

3. Working Group's Role

The role of the Working Group is to:

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

4. Terms of Reference

4.1 Limits of Authority

The Working Group does not have any delegated authority.

4.2 Membership and Decisions

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

4.3 Leadership and Support

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

4.4 Frequency of Meetings

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

4.5 Quorum

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

- Two (2) Elected Members;
- One (1) Staff Member;
- Representative from Port Hedland Chamber of Commerce and Industry;
- Representative of the Port Hedland Industries Group; and
- Representative of the South Hedland Small Business Association.

4.6 Order of Meetings

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

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

4.7 Administrative Support

The role of the Senior Strategic Planner is to:

- Schedule meetings and notify members;
- Prepare agendas and issuing notices for meetings and ensuring all necessary documents requiring discussion or comment are attached to the agenda;

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- Distributing the Agenda on the week prior to the meeting;
 - Taking notes of proceedings and preparing minutes of the meeting;
 - Distributing the minutes to all the members one week after the meeting;
 - Maintain all Working Group records; and
 - Prepare progress reports for Councillors.

(Established at the OCM 24 July 2013)

2.7 Marina Waterfront Development Reference Group

Aim/Purpose:

- To provide advice to the Town on the development of a Marina/Waterfront Development for Port Hedland
- To provide a means of engagement with key stakeholders about the project
- To advise and make recommendations on investigative studies, concept plans and other issues pertaining to a Marina/Waterfront development for Port Hedland

Membership:

Community members:

- Roger Higgins
- Paul Aylward
- Stan Martin
- Dave McGowan
- Camilo Blanco
- Brian Raeburn
- Vickie Brooks
- Alexandra Craig
- Gerry Quinn

Town of Port Hedland:

- Mayor Howlett
- Councillor George Daccache
- Councillor Jan Gillingham
- Councillor Gloria Jacob
- Councillor David Hooper

Industry representatives:

- Pilbara Port Authority – Katerina Businoska
- Port Hedland Yacht Club – Darryl Brown
- Port Hedland Returned Services League – Robyn Middleton
- TSS Pilbara – Ilse Gosper
- Port Hedland Industries Council – Patrik Mellberg, Chris Cottier
- Port Hedland Fishing Club – Gavin Jones
- Port Hedland Sea Rescue – Jon Jarvis
- Port Hedland Chamber of Commerce – Arnold Carter, Owen Hightower
- South Hedland Business Association – Luke Jessop

Quorum:

Eight members, one of which shall be a Town of Port Hedland Council Elected Member

Tenure:

Ongoing until project inception

Delegation:

Nil

Responsible Officer:

Director Community and Development Services

(Established at the OCM 26 November 2014)

3. FORUMS

3.1 Aboriginal Consultation Forum

Aim/Purpose

To develop a consultation strategy that will establish a positive two-way communication between the Council and the Aboriginal Community in order to effectively address any issues or concerns of the Aboriginal community. The topics vary and address a range of issues such as housing, health and education.

Tenure

Quarterly

Responsible Officer

Director Community and Development Services

(Established at OCM 16 November 2011)

3.2 Developers Forum

Aim/Purpose

This is not a public forum, developers only are required and invited to attend by the Town's administration. Its purpose is to advise all developers of any changes to development practices, including planning and building legislative changes and also to advise developers of the Town's internal development procedures and processes. This forum represents an opportunity to enhance communication between the Town of Port Hedland and the development community and for State agencies to present to developers and gain their feedback.

Tenure

Every 2/3 months

Responsible Officer

Director Community and Development Services

(Established at OCM 16 November 2011)

3.3 Fortescue Metal Group Quarterly Strategic Forum

Aim/Purpose

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

Tenure

Ongoing

Forum frequency

Quarterly

Responsible Officer

Director Community and Development Services

(Established at OCM 16 November 2011)

3.4 South Hedland CBD Forum

Aim/Purpose

The South Hedland CBD Forum has been established to ensure communications exists between LandCorp, stakeholders and the community in respect to South Hedland CBD.

The forum will offer an opportunity to all stakeholders to:

1. provide input in the staged development works in the South Hedland CBD;
2. discuss strategies to create a vibrant and safe CBD;
3. provide input with regard to community infrastructure development in the South Hedland CBD.

Tenure

Ongoing

Forum frequency

Bi-monthly

Responsible Officer

Director Community and Development Services

4. REPRESENTATION ON EXTERNAL ORGANISATIONS

4.1 Pilbara Regional Council

- Mayor Kelly A Howlett
- Deputy Mayor Gloria A Jacob
- Deputy - Councillor George Daccache

(Appointed at OCM 27 November 2013)

4.2 Regional Roads Group

- Mayor Kelly Howlett
- Deputy Mayor Gloria Jacob
- Deputy - Councillor George Daccache

(Appointed at OCM 27 November 2013)

4.3 Port Hedland Retirement Village (Inc)

- Councillor Julie Hunt

(Appointed at OCM 27 November 2013)

4.4 Local Emergency Management Committee

- Mayor Kelly Howlett
- Deputy Mayor Gloria Jacob

(Appointed at OCM 27 November 2013)

4.5 BHP Billiton Consultative Committee

- Councillor Lorraine Butson

(Appointed at OCM 27 November 2013)

4.6 Development Assessment Panels

- Mayor Kelly A Howlett
- Councillor J Daccache
- Deputy - Councillor Gloria Jacob
- Deputy - Councillor Lorraine Butson

(Appointed at OCM 27 November 2013)

4.7 Hedland Roadwise Committee

- Mayor Kelly A Howlett

(Appointed at OCM 27 November 2013)

4.8 DeGrey Land Conservation District Committee

- Mayor Kelly Howlett until 26 June 2016

(Appointed at OCM 26 June 2013)

4.9 Local Government Planning Committee on Municipal Service Implementation

- Chief Executive Officer, Mal Osborne, or delegate
- Mayor Kelly Howlett or delegate

(Appointed at OCM 22 October 2014)

4.10 Port of Port Hedland Community Consultation Committee

- Councillor George Daccache
- Councillor Julie Hunt

(Appointed at OCM 22 April 2015)

4.11 Pilbara Development Commission

- Councillor Gloria Jacob