



Town of
PORT HEDLAND

ANNUAL REPORT 2003

Council Mission Statement

To enhance our social, environmental and economic well-being by providing leadership and working in partnership with the Community.

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TOWN PROFILE

Population	15,000 approximately
Area	11,844 square kilometres
Distance from Perth (km)	1,776 km via NW Coastal Hwy 1,647 km via Great Northern Highway
Electricity Supply	Western Power
Water Supply	De Grey River and Yule River Borefields
Length of Sealed Roads	168 km
Length of Unsealed Roads	481 km
Number of Electors	6,386
Number of Dwellings	4,807
Total Rates	\$7,042,000
Total Operating Revenue	\$18,758,000
Number of Elected Members	9
Number of Employees (FTE)	102

MANAGEMENT AT 30 JUNE 2003*Governance and Corporate Services*

Chief Executive Officer	Tony Ford
Executive Assistant	Gaye Stephens
Manager Finance and Administration	Bill Bond
Manager Human Resources	Michelle Douglass

Technical Services

Director Technical Services	Azhar Awang
Manager Engineering Services	Rob Whooley
Manager Parks and Gardens	Chris Wilke
Manager Building Services	Angela McCubbin
Manager Environmental Health Services	Anthony Whitfield
Town Planner	David Christy
Senior Ranger	Lee Vallance

Community Services

Director Community Services	Chris Jackson
Manager Airport	(Vacant)
Manager Mirtanya Maya Hostel	Diane Shackles
Manager Recreation Services	Ian Lewis
Manager Library and Information Services	Pam Whiteford-Hey
Manager Matt Dann Cultural Centre	(Vacant)
Manager Home and Community Care	Kaye Richardson
Manager Cultural & Community Development	Michelle Mackenzie

COUNCILLORS 2002/2003



**Mayor Brent Rudler
(Retiring 2005)**



**Deputy Mayor Bob Neville
(Retiring 2005)**



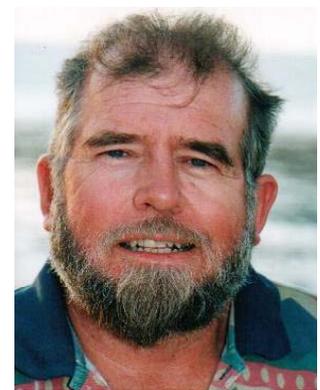
**Cr Katariina Vernham
(Retiring 2005)**



**Cr Paul Asplin
(Retiring 2005)**



**Councillor Arthur Gear
(Retiring 2005)**



**Cr Des Pike
(Retiring 2007)**



**Cr Stan Martin
(Retiring 2007)**



**Cr Trona Young
(Retiring 2007)**



**Cr George Daccache
(Retiring 2007)**

MAYOR'S REPORT

I have pleasure in presenting the Annual Report of the Town of Port Hedland for the 2002/2003 financial year.

Following an Ordinary Election held on 3 May 2003, Councillors Trona Young, Stan Martin, Des Pike and George Daccache were elected and I acknowledge the excellent contribution of retiring Councillors Chris Jones and Kevin Clarke to Council and the community of Port Hedland.

Council this year continued to develop and improve partnerships with the community and our key stakeholders. The \$9 million Port Hedland Enhancement Scheme, comprising equal contributions from each of BHP Billiton and the Government of Western Australia, was announced by the Premier in May 2003. This Scheme will further improve local community facilities within the Port Hedland townsite over the next few years.

Among other achievements during the 2002/03 year, Council also:

- won 3 National Local Government Awards for Strengthening Indigenous Communities and for Excellence, for the Courthouse Arts Centre and Gallery
- signed a historic Process Agreement with the Kariyarra People
- appointed Peter Coppin, Nyamal Elder, Freeman of the Town
- transferred the Hedland State Emergency Services Unit operations base to the Airport Administration Building
- completed a \$1.8 million upgrade of the 35 year old Gratwick Swimming Pool, including a disabled entry ramp, a first for country WA
- completed renovations on the Council Chambers and Gratwick Hall
- upgraded the JD Hardie Centre and appointed the YMCA to deliver dry recreation programmes from the Centre
- installed a new office building at the South Hedland Landfill Facility and achieved full compliance with its operating licence from DEP
- achieved full accreditation from the Aged Care Standards Agency for Mirtanya Maya Aged Care Hostel
- completed the Forrest Circle irrigation and roundabout projects and the realignment of the Kennedy St/Cottier Drive area
- completed remedial works at the South Hedland Rural Estate
- proceeded with the Depot upgrade including a new office, refurbished amenities and training building and covered meeting/social area
- signed the National Packaging Covenant, the first local government to do so in Western Australia
- Negotiated a Community Safety and Crime Prevention Plan for the Town
- was successful in its bid for underground power in Port Hedland as part of the State Underground Power Programme, to be implemented in 2005.

I acknowledge the support and dedication of my fellow Councillors in providing leadership in the service of our community. I also extend appreciation to our Chief Executive Officer and Council staff for their commitment and professionalism in managing and implementing the business and community responsibilities of Council.

Cr Brent Rudler
MAYOR

CHIEF EXECUTIVE OFFICER'S REPORT

The 2002/03 year continued Council's focus on improving operational efficiencies and meeting the challenges of providing for increasing community expectations of living amenity with a constrained revenue base.

Most budgetary outcomes were achieved for the year. While out-turn operational expenditure (excluding depreciation and other non-cash items) was 3% higher than budgeted, this was balanced by greater operating revenues in those particular over-budget areas and generally reflected operational changes made during the year in accord with Council's policies and decisions. The overall operating financial outcome was therefore consistent with the adopted budget. Capital expenditure was less than budgeted due primarily to the deferral, as a result of continuing negotiations with the State Government, of construction of additional residential aged care facilities for the Town. Major upgrading of the Gratwick Pool, improvements to Council's Works Depot, road improvement works including the Kennedy Street re-alignment and a number of concrete pathways were completed during the year.

The operating environment in the Pilbara generally and in Port Hedland in particular is demanding on both people and machinery. Council's staff, whether employed in administering the wide range of legislation that local government has responsibility for, in caring for the elderly and infirm in our community, in operating and managing community facilities, or in improving residents' living amenity, has again demonstrated a high level of commitment and teamwork in achieving Council's objectives in the service of the community. It was recognised in the framing of Council's 2002/03 budget that close attention would again need to be paid at all levels in the organization to adhering to a very tight budget in every area of Council's operations. I therefore acknowledge the excellent efforts of all employees in achieving this balanced financial outcome.

As in most remote locations, turnover of staff continued to be a challenge with 27% of the permanent workforce being replaced over the year, a similar level to 2001/02. However, Council has been fortunate to attract quality replacement staff at all levels in the organization.

During the year, the Town of Port Hedland was recognised by Australian Local Government Training as providing innovative and community building training in a Case Study on the Town of Port Hedland in May/June 2003.

The development of a revised wage structure for outdoor staff which provides parity with the indoor salary structure and the opportunity for career progression with the attainment of specific skills and qualifications, was a significant achievement.

I believe that Council is fortunate to have an experienced and dedicated workforce having a wide range of skills in local government service delivery and taking pride in their work achievements.

I thank all Councillors and Council staff for their support during 2002/2003.

Tony Ford AIT MSc MBA ALGMA MIEAust CPEng
CHIEF EXECUTIVE OFFICER

MANAGEMENT REPORTS

TECHNICAL SERVICES DIRECTORATE

Engineering Services

Council Depot Upgrade

With the depot upgrade scheduled for completion at the end of 2002 Engineering Services relocated to the Depot Offices located in Wedgefield. Upgrade works continued with a new fence constructed to improve the security of the depot yard. Works to seal the yard, upgrade the fuel tanks & ramp access to the wash bay were also completed.

Mal Blythe was appointed Works Manager and Greg Hagan was appointed as Works Supervisor. Staff turnover has been approximately 25%.

Works Program

The implemented works program from 2002 continued during 2003, recording requests from residents in respect to any area of our town. Over one hundred requests were made from residents ranging from repairing the boat ramp to road maintenance, vandalism to our towns infrastructure, lighting and drainage.

A set of standard drawings was created to assist developers, contractors, staff and residents. The standard drawings will provide a consistent approach to improving and maintaining infrastructure.

Engineering Services operational staff undertook funded projects such as the Kennedy Street roundabout and removal of the old bridge, which significantly improve the aesthetics of the area under the states Blackspot funding program. The Sutherland Street foreshore footpath was extended, with funding for the project received by Country Pathways. In addition new shade shelters were placed at Mystery Bay, Cemetery Beach, and Finucane Island, creating a pleasant environment for recreational pursuits by local people.

The Town of Port Hedland RoadWise Committee gained funding for a Bus to the Port Hedland Cup, and Silent Night (Christmas Campaign) project to increase road safety and road safety awareness within the town.

Cyclone Awareness

Additional 'AWARE' funded Emergency Management training was made available to staff from the Town of Port Hedland, as well as agencies and businesses.

Flood damage claims were made for damage to local roads, especially around South Hedland Rural Estate after a tropical low crossing in the vicinity of Port Hedland resulted in 163 mm of rain on the 25 January 2003. Tropical Cyclone Graham resulted in a Blue Alert response whilst Tropical Cyclone Inigo resulted in a Yellow Alert response by works and engineering crews.

The annual Pre Cyclone Clean-up service this year had a very positive response with residents placing significant amounts of material on the verge to be collected in preparation of this year's cyclone season.

Bureau of Meteorology presentation was organised in association with FESA to help raise public awareness of the importance to remain cyclone ready and what to expect during this season.

Roads

Substantial station road maintenance undertaken over a nine-week period with Munda, Indee, Wallareenya station roads being resheeted and graded. Reconstruction of roads at South Hedland Rural are in progress and likely to take some time.

Engineering Services continued representation on the Local Emergency Management, RoadWise, Regional Road Group, and Development Application Committees, and Council's Townscape Working Groups.

Tenders for new plant including a long awaited road sweeper, fleet, refuse trucks, and mowing equipment were sought.

Traffic calming devices were installed along Sutherland Street, with plans for more traffic calming devices to be installed in an effort to reduce traffic speeds in local areas such as along Athol Street.

New footpaths were installed along Anderson Street, Clarke Street, Athol Street, Paton Road, Osprey Drive, Hawke Place and Throssell Road.

New kerbing was installed along Sutherland Street, Dempster Street, Tinder Street, Osprey Drive and Paton Road.

Numerous crossovers were inspected and deemed to meet Council's specification with the rebate available encouraging residents and business to undertake works to improve access to properties.

Resealing works occurred throughout Port Hedland and South Hedland, with 34 roads, or 175,000 square metres of pavement receiving treatment. Pre-seal repairs were carried out by Council's operational staff.

Fleet Management

Engineering Services, in an effort to improve fleet maintenance and minimise the costs of scheduled servicing, is conducting these services in-house. To facilitate this an apprentice mechanic has been employed. New fuelling initiatives have been implemented to save time and increase accountability across the organisation.

South Hedland Waste Management Centre

During 2003 a complete cleanup of the landfill site was undertaken, with new initiatives such as the recycling area, separation of white goods, trial of an industrial timber site.

A&D Recyclers ceased operation at the Landfill, however Council remains committed to assessing viability of recycling activities.

Since the instigation of a recycling area at the landfill approximately 50 people per month are participating in recycling activities with large amounts of paper being recycled by residents.

The Landfill took in approximately 37,000 tonnes of material with a known 138 tonnes (0.4%) being recycled offsite. 7700 light vehicle and 1500 heavy vehicle tyres were deposited along with 200 car bodies. 350 car bodies were crushed and removed by Simsmetal Ltd.

With help from the Port Hedland Port Authority much of the above ground debris and old machinery was removed from the old Pretty Pool Landfill Site.

Monthly Waste Tonnage Summary : 2002-2003

WASTE TYPE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	PROG TOTALS
INDUSTRIAL	1877.265	2348.510	1528.175	1592.000	1815.045	1785.790	2036.645	2020.905	2491.925	2111.575	1909.010	3105.580	24622.4 25
DOMESTIC	727.975	679.375	675.545	692.760	704.555	988.425	830.700	705.815	729.265	718.035	680.885	696.550	8829.88 5
GREEN	121.485	143.780	185.610	107.890	91.680	88.765	196.590	321.720	184.255	104.010	121.335	100.495	1767.61 5
ASBESTOS	108.460	8.380	19.070	13.980	5.680	6.060	14.000	0.820	8.000	11.710	1.480	40.950	238.590
S.M.F.	2.780	1.740	1.280	1.420	1.160		0.740	1.760			4.220	1.640	16.740
LIQ/WASTE	159.100	121.220	129.520	112.680	93.600	131.620	148.500	71.600	169.960	169.300	170.860	144.260	1622.22 0
HSP/WASTE	0.960	1.460	0.760	0.940	0.840	2.080	0.940	0.900	0.820	1.100	3.580	1.140	15.520
TOTALS	2998.025	3304.465	2539.960	2521.670	2712.560	3002.740	3228.115	3123.520	3584.225	3115.730	2891.370	4090.615	37112.9 95
RECYCLE OFF/SITE	3.080		6.280	0.460	95.620	11.400	14.520	0.080	5.980		0.680		138.100
TOTALS	2994.945	3304.465	2533.680	2521.210	2616.940	2991.340	3213.595	3123.440	3578.245	3115.730	2890.690	4090.615	36974.8 95
CAR	211	170	122	1065	315	629	329	206	486	633	241	746	5153
TRUCK	393	65	49	212	80	78	87	26	190	21	69	110	1380
4WD	187	79	115	394	109	459	243	115	180	82	168	440	2571
E/MOVER		2		16	48	2	15	4	1	5			93
CAR BODIES	16	18	16	13	17	22	10	8	52	7	8	6	193

Parks and Gardens

Parks & Gardens focus is to develop and promote new and existing green areas for residents within the district and to maintain all facilities to a high standard.

Responsibilities include :

- Design and development of new green focal areas
- The running of the towns effluent reuse scheme
- Street and Park tree planting and maintenance
- Litter control
- Oval & Reserves maintenance
- Slashing of open space and verges
- Reticulation maintenance and design

The maintenance and enhancement of the Town's ovals and parks continued through the year under a planned maintenance program.

A noticeable reduction in visual litter around Port and South Hedland can be attributed to the ongoing joint venture between the Ministry of Justice and Council to utilise the Community Service Order offenders. A Council employed supervisor has been used to improve the running of the program, which has resulted in a significant increase in works achieved.

Other works undertaken included slashing of open spaces and verge areas in Port and South Hedland and Wedgefield; street tree pruning and mulching; weed and pest spraying; reticulation extensions and upgrades; and landscaping upgrades.

Town Planning

It has been another busy year for Planning Services. Substantial time is spent assisting citizens, developers, prospective purchasers, real estate agents and many other people with their queries and planning matters. There have been numerous meetings with developers wishing to bring services, facilities and businesses to the town. Substantial time has also spent by Council's Compliance Officer in ensuring that development occurs as per the issued consents, as well as in identifying and formalising unauthorised structures.

Planning Outcomes

Planning activities and outcomes during the 2002/2003 year included the following:

- Issue of 12 new and/or renewed Home Occupation permits and registering of 20 mobile business and/or home office operators;
- One (1) Town Planning Scheme Amendments gazetted;
- Three (3) Town Planning Scheme Amendments initiated by Council and/or being advertised;
- Granting of 143 Planning Consents;
- Assessment of 14 new Subdivision Referrals and 6 Clearance of conditions;

- ☑ Continued investigation of Compliance related issues relating to unauthorised uses and structures in the Wedgefield area resultant from the Compliance Officer's Audit;
- ☑ New Local Planning Policy related to Sea Containers drafted and advertised;
- ☑ Involvement in BHP Billiton's Greenscape program meetings;
- ☑ Attended PIA National Conference in Adelaide in April 2003;
- ☑ Attended Risk Based Land Use Planning course at EMA in Melbourne in March 2003;
- ☑ Intimate and integral involvement in Native Title meetings and eventual signing of Memorandum of Understanding between the Town of Port Hedland and Karriyarra;
- ☑ New Residential Design Codes issued by Western Australian Planning Commission in October 2002;
- ☑ Commencement of register of non-conforming uses;
- ☑ Plan created for town square and civic precinct;
- ☑ Cooke Point housing review as part of review of Housing Strategy completed and resultant proposed Town Planning Scheme Amendment advertised in January/February 2003. Proposed Scheme Amendment adopted by Council in June 2003;
- ☑ Review of Coastal Planning Strategy commissioned;
- ☑ South Hedland Town Centre Development Plan was undertaken and finalised. Ready to send to Council Meeting for adoption in July or August.
- ☑ Completed audit and study related to South Hedland Public Accessways and Unallocated Crown Land. Purpose of study is to audit Council's needs and requirements in relation to land for drainage, pathways, parks and other public purposes and to identify land surplus to Council's requirements for amalgamation with adjoining parcels. Will be advertised during 2003/2004 financial year;
- ☑ Municipal Heritage Inventory Review commissioned and initial meeting with community and heritage consultant in June 2003;
- ☑ Further work relating to the creation of an Industrial Land Strategy to guide the creation and management of suitable land for a variety of Industrial and Mixed Business uses to satisfy the Town's future and current industrial needs;
- ☑ Representation of various Council Working Groups such as Port and South Hedland Townscapes, Industrial Land Planning and Coastal Planning and Management.
- ☑ Investigation commenced into home businesses and possible illegal operations

Compliance

100 properties are still outstanding in Wedgefield. 53 are with the Manager Building Services, 28 require notices to be issued and 19 require an item to council for the issue of notices.

The Port Hedland Audit has not progressed since last year due to other items gaining priority.

A total of 373 inspections were carried out over the 12 month period. 322 were for property enquiries. There are still 163 properties with identified unauthorised structures from previous years that are being followed up and

many of these will be going to Council in the next financial year for the issue of notices.

Follow-up on town planning consents has been progressing slowly over the past year with 51 inspections being carried out. Between 1 Jan 98 and 31 Dec 02 791 planning consents were issued. 659 still require further followup and 132 have all conditions satisfied.

The filing of the old applications for planning, building and health has been a major task and is ongoing. The correct filing of these applications is important in tracing the history of properties, which is a major part of the compliance officer's duties.

An archive box full of subdivision/strata applications is yet to be filed along with two lever arch files full of correspondence relating to previous home occupations.

All the old drawings filed in the level arch files have now been filed on the correct property files and checked that they are in the building licence register. A couple of boxes full of old correspondence, licences etc has also been filed to the correct property file. There is still a file cabinet drawer full of applications and correspondence yet to be filed and checked against the building register.

The current plan filing cabinets are overloaded and with the return to the office of the plans that were stored out at archives the need for a new plan filing cabinet is great. The repair, rehangng, refiling and compiling a detailed register of the plans in the cabinets is on hold at present due to Council looking into the purchase on an A0 scanner and the upgrading of Administration's Recfind system. Scanning of the plans will be very helpful in reducing the loss of plans from the cabinets and files.

Specifications are being removed from the building files registered and archived as well as the larger plans that can be hung in the plan file cabinets. This is to make room in the compactus for the new application being received.

The septic tank register for old applications is now completed. There are several applications that cannot be filed, as it has not yet been possible to identify the subject properties.

Building Services

Building and Property Services, which forms part of the Technical Services Directorate, provides a variety of services to the community and consists of the following staff:

- . Manager Building Services/Building Surveyor
- . Building Surveyor

Legislative Functions

The role of the Building Surveyor in administering and enforcing building regulations is to avert or at least minimise the risk of danger to health and safety from sub-standard building work. The Building Code of Australia has been adopted nationally and is designed to ensure acceptable standards of structural sufficiency, fire safety, health and amenity are maintained in all building work.

Prior to any building work being commenced, a building licence application, together with detailed plans and specifications of the proposed structure, are required to be submitted to the Building Surveyor for processing for compliance with the Building Code of Australia and various other legislation relating to buildings. A building licence is issued if the proposal complies with the legislation.

As Port Hedland is located within the Severe Tropical Cyclonic Region 'D' area, all buildings are required to be designed and constructed in accordance with Australian Standard AS1170 Pt2 – 2002 – Wind Actions. This area of coastline has the highest cyclonic rating in Australia.

Site inspections are carried out by the building surveyors to ensure buildings are constructed in accordance with the approved plans and required fire services, amenities and access for people with disabilities are installed. Prior to occupancy, commercial buildings are required to be inspected by officers and a Certificate of Classification for the building issued.

Building Services issues demolition licences and sign licences, as well as inspecting private swimming pool fencing to ensure the security fencing complies with the regulations.

The administration of building legislation with respect to unauthorised structures, dilapidated buildings and structures, which have not been built according to the approved plans, is also carried out by Building Services.

Building Approvals 2002/2003

	<u>1998/99</u>	<u>1999/00</u>	<u>2000/01</u>	<u>2001/02</u>	<u>2002/03</u>
<i>TOTAL BUILDING LICENCES</i>	298	225	185	228	275
<i>Number of Residences</i>	126	46	12	30	19
<i>Single Men's Quarters</i>	-	-	-	-	-
<i>Industrial/Commercial</i>	25	29	26	13	19
<i>Misc. (additions, improvements)</i>	205	205	135	154	205
<i>Swimming Pools</i>	NR	NR		29	31
<i>Demolitions</i>	1	17	12	2	1
<i>Estimated Value</i>	\$19,074,998	\$14,876,170	\$6,020,680	\$5,677,773	\$7,637,432

The miscellaneous improvements include alterations to residential properties such as patios, pergolas, garages dwelling additions and the like.

Compliance Audit

During early 1999 a compliance audit of the Wedgefield light industrial area was carried out where it was identified that approximately 180 properties out of the 274 properties located in Wedgefield had some form of unauthorised structure located on site for which a building licence has not been obtained.

Council has received advice that it does not have the authority to issue a retrospective building licences. The matter is addressed by council issuing a notice under Section 401 (1) (c) of the Local Government (Miscellaneous Provisions) Act 1960 for the unauthorised structure. There is a right of appeal to the Minister for Local Government.

Provided the structures meet all legislative requirements and an engineering report is obtained certifying that the structures have been inspected and have been designed in accordance with AS1170.Pt2 – Wind Loads for

Region D cyclonic areas, then the Manager building Services would support the appeal to the Minister.

Building Services is assisting property owners in the process of formalising existing structures where possible and proceeding with the appeal process to the Minister for the Department of Local Government.

The compliance audit has now been extended to include properties in Port and South Hedland. During 2002/2003 the Compliance Officer carried out 322 inspections prompted by property enquiries, of which 138 properties were found to have unauthorised structures. As a result Building Services has carried out a minimum of one inspection on each property, provided structural advice/reports, liaised with property vendors/purchasers, settlement agents and real estate agents to assist in the formalisation process.

In the last financial year the compliance audit achieved the following results:

Structures formalised: 32

Structures removed/demolished: 13

Outstanding properties are in various stages of the approval process, which has been streamlined at the start of this calendar year to improve the turnaround rate for formalisation/demolition.

Compliance with the Local Government (Miscellaneous Provisions) Act 1960

The following notices were issued during 2002/2003

1. Section 408 Notices

These notices are issued to owners/occupiers of buildings which are so dilapidated as to be unfit for use or occupation, or which is in a structural condition which may be prejudicial to property in, or to inhabitants of the neighbourhood in which it is situated.

Two (2) 408 Notices were issued during the year resulting in one demolition and one dwelling remaining unoccupied and undergoing remedial works.

2. Section 401A - Stopwork Notices

No Section 401A notices were issued during 2001/02 as a result of a building being constructed, altered, repaired or demolished in contravention with the Act.

3. Section 401 Notices

These notices are issued during or after the erection of a building on the owner or builder where the construction of the building;

- . renders the building unsafe or prejudicial to public interest or;
- . which is not in compliance with or where there is a departure from the approved plans or;
- . approval from the local government has not been obtained

During the period July 2002/June 2003 thirty-four (34) Section 401 notices were issued for structures, which were constructed without a building licence being issued.

3. Appeals

As a result of the notices issued, 32 applicants have proceeded to appeal to the Minister for Local Government.

All of the appeals related to formalising structures identified during the compliance audit. As the structures complied with the Building Code of Australia and relevant legislation, the Manager Building Services supported the appeals. All of the appeals were upheld by the Minister for Local Government permitting the structures to remain on site.

Freestanding shade structures under 50m² can be formalised by the CEO and permitted to remain on site provided they comply with structural and legislative requirements.

Building Services and Property Control

The main functions of Property Control Services is to provide the following services on buildings owned and operated by the Town of Port Hedland:

- . Preparation and implementation of the annual building maintenance budget for the staff housing, Civic Centre, SH Office and Libraries
- . Provide advice and budgetary assistance to other service areas in relation to proposed capital works and maintenance on council buildings.
- . Administering the Residential Tenancy Act
- . Programming of building maintenance and capital works
- . Implementation of preventative maintenance programmes on council buildings
- . Response to miscellaneous maintenance requests for all Council buildings
- . Administering cleaning contracts
- . Contract administration of various council projects

Council's current building stock comprises an array of buildings, which were constructed at varying times. As a result several of the older buildings may not meet current Building Code requirements with respect to fire services and access and facilities for people with disabilities. These buildings have been identified and are to be included in council's four year strategic plan to be upgraded.

The objectives of Property Control Services is to ensure that council's buildings are gradually upgraded and maintained to a high standard and comply with legislation relating to public buildings, access and services for people with disabilities, council's disability services plan and general maintenance requirements.

Building maintenance work is contracted to local contractors and the majority of the work being property management, is currently being undertaken by the Manager Building Services and the Building Surveyor.

Environmental Sustainability

A Sustainability Development Officer was appointed by the Town of Port Hedland during the year. A process for the preparation of an Environmental Management System (EMS) for the Town of Port Hedland has been initiated.

World Environment Day, with the theme of 'Water – 2 billion people are dying for it', was marked by activities centred on interactive information and display stalls for school children and the public held at the Civic Centre Gardens.

Environmental Health Services

Food Safety

The 2002/2003 operating year saw continuing improvements in the Environmental Health standards of the Town of Port Hedland community and in the work of the Environmental Health Services division of Council. Environmental Health covers a wide range of issues across public health, community, occupational health and the environment. It is defined as those factors in the natural, built and social environment, which influence human development, health and wellbeing.

This important work is conducted through the use of state and locally based legislation and by the operation of an Environmental Health Plan. The Environmental Health Plan includes the following major program areas: food quality, water quality, air quality, waste management, public accommodation and public buildings, vector control, infectious disease control, aboriginal environmental health, emergency management and safety, health and environmental matters. A brief summary of achievements in each program area and in administration generally is set out hereunder. All Strategic Plan tasks identified for Environmental Health Services were completed or progressed during the period.

Food Quality

Food premise inspections were conducted during the year according to legislative requirements and Council's Environmental Health Plan. All food premises were inspected and found to be satisfactory. Consistent with new food safety regulations devised by the Australia New Zealand Food Authority (ANZFA), food inspections were conducted in accordance with risk management principles and future inspections will be carried out according to the level of assigned risk.

Food sampling was also conducted and samples were submitted for either chemical or biological analysis. Laboratory analysis revealed that all the food samples returned a satisfactory result.

Foodsafe, an initiative of the Australian institute of Environmental Health, is an in-house training program that provides basic information about food safety and hygiene to food handlers. For a food premise to achieve Foodsafe accreditation the premise is audited for food safety practices. Food premises purchased Foodsafe and Foodsafe Plus programs during the year and a number of food establishments achieved Foodsafe accreditation.

Food legislation changed during the period. The Health (Food Hygiene) Regulations 1993 are used concurrently with the National Food Safety Standards that came into effect in February 2001. A new Food Standards Code also provides unified food manufacture and handling standards nationally.

Food labelling legislation has also changed during the reporting period. As of the 20 December 2002 all food labels must include mandatory nutrition labelling which includes the percentage of the characterising ingredient, new date markings and full disclosure of major allergens.

Food product recalls During the year, 44 recalls were notified and Council assisted the withdrawal of the identified food products from sale.

Water Quality

All sampling work identified in the Environmental Health Plan was conducted.

Public swimming pools have the potential to spread disease or cause injury if not maintained in a hygienic and safe condition. Swimming pools accessible to the general public are sampled monthly for bacteriological and amoebae presence. Chemical parameters are also checked and recorded as they enable the pool operator to maintain the public health standard of the swimming pool.

The *wastewater effluent re-use* irrigation scheme operated by Council is also sampled. Maintaining effluent water quality in accordance with national guidelines again proved to be very difficult under Pilbara conditions. Monthly sampling of ten effluent sites was conducted during the year, with weekly sampling of one effluent holding tank, which is proving problematic. Council continues to seek the assistance of the Water Corporation to improve the quality of wastewater effluent received from the Corporation's treatment plants.

Air Quality

The Air Quality Control Working Group continued to evolve and collectively aim at improving air quality within the Town of Port Hedland.

The main achievement for the group was implementing an " Air Watch Program " to Hedland schools. The program is a hands on air monitoring program designed for school students. It is aimed at developing student's environmental awareness, specifically with regards to air pollution. Students use hands on activities to assess air quality, participate in community surveys and get involved in developing solutions to air quality issues.

General point-source air quality complaints were received and either dealt with or referred to the Department of Environment.

Waste Management

Council provides a regulatory and inspection service in relation to *domestic effluent treatment and disposal* from septic tanks and alternative effluent treatment systems such as BioMax and BioCycle from unsewered properties within the town. Numerous applications to construct an effluent disposal system were received and processed.

All vehicles transporting *liquid waste* are inspected and licensed by Council. These vehicles were inspected during the year and met the minimum requirements. The inspection ensures the integrity of the tank and non-leakage of the contents to prevent odour and public health problems.

Waste collection service and Council's Landfill Facility was inspected and found to be operating to a satisfactory level. Monitoring bores were installed and new waste septage ponds designed during the period. The up-grade ensured that Council's Waste Management Facility fully complies with Environmental Legislation.

The Four Mile Creek former landfill was monitored and characterised during the reporting period. Impending changes in legislation (Contaminated Sites) may require further rehabilitation of this site. The site is poor environmentally, and occupational/public safety issues pose a high risk to Council.

A litter characterisation survey was conducted in conjunction with Parks & Gardens during the period.

Accommodation

All *lodging houses* and *caravan parks* were inspected and licensed during the year. The inspections revealed that generally regulatory requirements were being achieved.

Six applications for *family home day care* operations were received and assessed.

All *public toilets* were inspected twice during the year.

Public buildings assessed as having a high-risk profile are inspected annually and any remedial work identified was rectified. Public buildings that Council owns and or operates were audited and remedial schedules of works were identified.

Legislation for public buildings was amended during the period that will require reassessment of all public buildings in the future.

Vector and Pest Control

Vector control works were conducted on a needs basis during the period.

Council's Environmental Health Services monitor the storage, use and disposal of pesticides. The chemical storage shed was upgraded during the period to ensure compliance with Australian Standards.

A chemical management software package called Chemalert was purchased early in the period. Persons that are required to deal with chemicals have access to this data base which provides them with all necessary information required and it is updated regularly. Material safety data sheets (MSDS), safe handling information can be obtained from this database the MSDS are stored appropriately in accordance with legislative requirements.

Infectious Disease Control

Notifiable diseases are investigated, in conjunction with State Government health agencies, to determine the origin of the disease in the community, provide the patient with educational material about the disease that they have acquired and where possible implement prevention programs.

A total of 85 notifications were received and investigated in the reporting period, as follows:

Campylobacter	15
Giardia	21

Salmonella	18
Hepatitis A	1
Ross River Virus (RRV)	7
Shigellosis	3
Australian Encephalitis	0
Barmah Forest Virus	4
Cryptosporidium	16

Inspections of the premises that sell *garden soils and potting mixes* were conducted according to legislative requirements, industry code of practice and Council's Environmental Health Plan. All premises were found to be satisfactory.

Product labelling compliance was again carried out ensuring that all appropriate health warnings were correct and placed upon legislated products. All products that required specific labelling requirements complied with the labelling audit.

Skin penetration premises include tattooists, hairdressers, beauty therapy and chemists and jewellers who conduct body piercing. Inspections of these premises were conducted according to legislative requirements, code of practice and Council's Environmental Health Plan. All premises were found to be satisfactory.

Aboriginal Health

Visits to Aboriginal communities with State health authorities were conducted during the year. Results of drinking water sampling were generally satisfactory with the exception of the Strelley Aboriginal Community, which has basic water supply facilities and relies on manual chlorination. Council continued to work with health agencies and Aboriginal organizations to improve overall environmental health standards.

Environmental Matters

Works Approvals & Licenses granted by the Department of Environment to local businesses were assessed and commented on during the reporting period.

Ranger Services

In October 2002 Council expanded its Ranger Department by two. Both Mr Steve Kelly (formerly City of Kalgoorlie) and Mr Daniel Hendriksen (formerly Shire of Mundaring) joined the Ranger Services team.

In November 2002 Ranger Services implemented a dog registration media campaign using 'Doopa Dog', which saw the numbers of dogs registered double for that period. The numbers of dogs being impounded increased and in January 2003 saw a record 117 dogs picked up with the majority being euthanised.

Ranger Steve Kelly has taken on the task of co-ordinating itinerant at two mile, an unused culvert is being utilised as shelter for persons utilising the area.

Ranger Services have also developed close relationships with our Aboriginal Communities, which has seen an increase of voluntary surrender of sick and over abundant animals.

The number of complaints received in relation to illegal camping from tourists has decreased, with Rangers regularly patrolling frequented areas.

Fire numbers for the Town of Port Hedland District have been dramatically reduced with fire calls dropping from over 500 for 2001/02 down to approximately 200 for the year 2002/03.

Ranger Statistics

	2003						
	Jan	Feb	Mar	Apr	May	Jun	Jul
Dog Attacks	7	1	1	0	2	1	0
Dogs Impounded	114	84	31	35	37	34	38
Dogs Destroyed	55	69	15	25	22	10	11
Dogs Returned to Owners	15	15	15	9	12	24	15
Vehicles Impounded	2	0	1	5	4	1	0
Other Animals	11	18	3	10	11	5	9
Litter	3	1	5	5	3	0	1
Infringements	0	17	15	18	8	5	5
Warnings	22	55	47	40	65	62	75

COMMUNITY SERVICES DIRECTORATE

Aged and Disability Services

During the latter half of 2002 Council service provision to the frail aged, younger people with disabilities and their primary Carers increased to an unprecedented level. In December 2002 a small restructure within the Community Services Directorate resulted in the creation of the Aged and Disability Services Department. This department has responsibility for managing the commonwealth and state funded programmes - the Mirtanya Maya Hostel, the Home and Community Care Program and Disability Services. *(NOTE: The report aligns the department's achievements during 2002/2003 to The Town of Port Hedland Organisational Strategic Plan 2002/06 Key Result Areas)*

The Home and Community Care Programme (HACC)

Ongoing Service delivery through Home and Community Care (HACC) resulted in a 32% increase in HACC client numbers. Food and Day Centre Services account for the majority of the percentage increase. Service growth is attributable to the reliability of service provision, the quality of the food and day centre recreational activities and the confidence that referring agencies have in the programme's ability to deliver outcomes to the target client groups. (Key Result Area 2/Social)

HACC House – Logue Court South Hedland

Council, in May 2002 and February 2003 approved additional funds totalling \$300,000 to the cost of developing HACC House. – an overall contribution from Council of roundly \$500,000 towards the final construction cost of \$851,000 excluding GST.

The successful Tenderer Jaxon Construction commences building in the latter half of 2003 with the completion date set for March 2004.

The facility will be an asset to the Town, particularly to the South Hedland precinct of Lawson, able to provide a complete suite of services to the frail aged, people with disabilities and primary Carers. The purpose built amenity has the versatility to provide a venue for people with intellectual and physical challenges who require support to access an options programme. HACC, for the first time since its' inception 16 years ago, will have strong visibility in the community with the ability to provide a quality controlled food service the equal of the larger metropolitan food services. The building incorporates personal care facilities with wheelchair accessible showers and toilets, multipurpose recreational areas, a dining room, meeting room and outdoors area suited to the town's diverse cultures and the cultural needs of the region's indigenous people.

The House is located in an area sanctioned by key user groups honouring the state funding criterion of being situated in the municipality's larger populated area of South Hedland. HACC liaises and networks regularly with the HACC House working group. The group assists with developing community support and ownership of the House.

In line with the relocation, the HACC programme is ramping up policy and procedures around service standards and professional practices. (Key

Result Area 4-Organisation) (Key Result Area 2-Social and Key Result Area 3-Environment)

Funding

The Town received HACC Recurrent funding of \$402,852 in 2002/03 - an increase of \$27,660.00 from 2001/02. The additional funding reflects the partial success of Council's growth funding application submitted in January 2002 following the annual funding round consultations, which set service priorities for the region.

The next funding round will commence in the first quarter of the data-reporting year 2003/04. The Town of Port Hedland HACC will again request recurrent funding commensurate with service output increases and non-recurrent funding to purchase fixtures and fittings for HACC House. (Key Result Area 4-Organisation)

Mirtanya Maya Hostel

Hostel management worked diligently throughout 2002/03 reviewing and re-developing the Hostel's residential care Policy and Procedures. This objective had to be achieved in line with the requirements of the Commonwealth Aged Care Act governing Residential Care Homes.

The Hostel management was also restructured in December 2002 following the resignation of the incumbent manager. It was determined that the Hostel should be managed through the office of Aged and Disability Services and the Community Services Directorate. The new structure has afforded the Town a more involved approach with better command of operations and administration. The arrangement continues to work well. (Key Result Area 4 & 3- Organisation and New Initiatives and Action Plans)

Mirtanya Maya Hostel Accreditation

The Aged Care Standards and Accreditation Agency awarded the Hostel a 3-year Accreditation in November 2002. This certification means the Hostel is 100% compliant in all standards and professional practices. Accreditation is to 21 February 2006. (Key Result Area 4-Organisation)

Training

During 2002/03 key hostel staff were funded by the Town to undertake external studies in Certificate 111 Aged Care. All participating staff passed the course providing the Hostel with 4 additional Carers with secondary qualifications.

While staff turnover has impacted on the operational budget, generally senior staff numbers have remained stable. (Key Result Area 4 - Organisation)

Disability Services

The Disability Advisory Committee reviewed the Town of Port Hedland Disability Plan during 2002/03. The final draft was adopted by Council in March 2003 and is used as a planning tool to factor the needs of people with physical and intellectual disabilities, into every facet of council planning and development. The Plan is to be regularly reviewed by the Advisory Committee with an audit on progress occurring prior to the end of financial year 2003/04.

As an example of what the Disability Advisory Committee has achieved through consultation with Council, the Courthouse Art Galley development will be fully accessible to wheelchairs and gophers. Similarly, the Gratwick Memorial Pool redevelopment budget factored in the needs of people with mobility issues entering and leaving the main pool. The access/egress ramp promotes opportunities for people to swim, be fit and enjoy the facility. (Key Result Area 2 Social and 4 & 3 Organisation and New Initiatives and Action Plan)

Recreation for People with Disabilities

Council has been successful with its' funding application for \$55,000 to Lotterywest Gordon Reid Foundation to fund a Facilitator to achieve integrated cultural, civic and recreational opportunities for people with disabilities who wish to participate in the affairs and activities of the wider community.

The Recreation Facilitator's position will be advertised in due course. It is expected that the Pilot project will be reviewed in 12 months (May 2004). Council will have an opportunity to apply for an additional 12 months funding subject to tangible outcomes for the target group. The facilitator will be involved in community education, awareness raising and seeking opportunities for people to smoothly integrate with other community members in the activity of their choice. (Key Result Area 2 Social and 4/3 Organisation/New Initiatives and Action Plans)

Pilbara Family Day Care

During 2002/03 the Pilbara Family Day Care Scheme continued to substantially increase its operations. The budgeted income and expenditure of this fully grant funded sponsored programme expanded by more than 300%, reflecting the demand for in-home day care services.

Recreation Services

Aquatic Centres

The \$1.8 million Gratwick Pool upgrade was completed during the year and was officially commemorated by the Premier of Western Australia in May. The upgrade included a disabled entry ramp, believed to be the first in country WA.

Recreation Review and Strategic Plan

Public review of the draft Recreation Strategic Plan continued during the year.

JD Hardie Centre

The partnership between the Town of Port Hedland and the YMCA of Perth Inc. in operating an indoor recreation centre at the JD Hardie Centre in South Hedland developed significantly during the year. The substantial increase in patronage of the Centre was testament to the dedication and professionalism of the YMCA staff.

North West Games 2004

Planning for the conduct of the North West Games in 2004 in Port Hedland continued, with the YMCA again involved in providing expertise in the organization of this significant event.

Cultural and Community Development

Community Development Projects

A significant number of community and cultural projects continued to be implemented or were completed during the year, including:

- 1946 Strike Sculpture
- Federation Walk
- Federation Feature
- Koombana Lookout Sign
- Pilbara Music Festival
- Aboriginal Advisory Working Group and Reconciliation Initiatives
- Cultural Plan
- Strategic Plan for Port Hedland Museums and Heritage
- Community Plan
- Youth Issues
- Public Transport
- Neighbourhood House
- Committee and Working Group involvement

Town of Port Hedland Disability Services Plan

The general operations of Council, undertaken to create a more enjoyable and livable community for residents, have a positive impact on people with disabilities. For example universal design codes for capital works programmes such as dual use pathways create a more accessible environment for people with disabilities.

Courthouse Arts Centre and Gallery

The Courthouse Arts Centre is a partnership between the Town of Port Hedland, Pilbara Arts Craft and Design Aboriginal Corporation (PACDAC),

which jointly owns the Centre with the Town, and the Hedland Arts Council (Hartz) which organises and operates many of the exhibitions and displays at the Centre.

The Courthouse Arts Centre continued to build on the partnership strengths and substantial community support during the year. A number of exhibitions and various classes were strongly supported by members of the Port Hedland community and the Centre is proving to be an effective catalyst for the development of local arts, crafts and musical talent.

Library and Information Services

Refurbishment of Libraries

During 2002/03 the library service initiated new projects, developed existing services and hosted several programs.

Writing Competitions

- . Co-ordinated the Nestle Write Around Australia Creative Writing competition for Far North Zone (Pilbara and Kimberley) and included a week of workshops for Years 6 & 7 students conducted by children's author Mark Greenwood.
- . Co-ordinated the Pilbara Literature Prize a writing competition open to residents of the Pilbara region

Community Internet Training

- . Hosted NETFX Internet training workshops for the community in August 2002 and May 2003. Sponsored by BHP Billiton the workshops were held at Port and South Hedland libraries.

Vistors to Library Services

- . Conducted library visits by St Cecilia's Pre-primary and Year 2, South Hedland Pre-primary, Port Hedland Primary PEAC Group. Provided bulk loans of resources to Cassia Primary and mounted a display in the library of artwork from Cassia Primary.
- . Hosted regular visits by groups from Lingalonga Day Centre and Mirtanya Maya Hostel.

Collections

- . Local History Research Collection - Museum Consultant, Sally-Anne Hasluck was engaged to develop a Collection Management Plan and Collection Policy. This assisted in the cataloguing and storage of the resources which include photographs, documents, newspapers on microfilm and books held at South Hedland Library.
- . Genre Collection - Launched in May 2003 at South Hedland Library the project aims to encourage readers of specific genre e.g. thriller, adventure, crime, family saga to widen their 'favourite' author base.
- . Parenting Information Resource - the South Hedland Library acquired a selection of resources as the result of the closure of the Parenting Information Centre. Known as the Parenting Collection the resources are available for loan to the public.

Activities and Services

- . Storytime for Preschoolers and the Holiday activity program continued to be popular at both libraries with approximately 1500 participants. Almost 100% increase on the previous year. Themes for the activities included 'paper allsorts', 'monster magic', 'spy and fly'.
- . The home delivery service for those unable to visit the libraries continued to supply resources to a small but appreciative clientele.
- . Internet for beginners sessions held weekly at both libraries assisted a number of local residents to surf the Net and set up an email address.
- . Payment of Council rates and dog licences at South Hedland Library a regular duty for staff with the closure of South Hedland Office in May 2002.

Facility Upgrades and Extensions

- . Architects Loughton Patterson were commissioned to produce working drawings for upgrades and extensions at the South Hedland Library. This project will be carried over to 2003/04 financial year.

Regional Library Role

- . Port Hedland hosted the annual combined East/West Pilbara meeting for library officers in July 2002.
- . The Regional Librarian assisted with the implementation of AMLIB library system at Nullagine and Marble Bar libraries during 2002/03.

Library Statistics 2001/2002

	Port Hedland		South Hedland		Totals	
	<u>(02/03)</u>	<u>(01/02)</u>	<u>(02/03)</u>	<u>(01/02)</u>	<u>(02/03)</u>	<u>(01/02)</u>
Nbr items issued	16291	17315	31344	34737	47635	52052
Nbr library members	1751	1665	4179	3833	5930	5498

Matt Dann Cultural Centre

The Matt Dann Cultural Centre is a joint facility operated with the Education Department, with the school using the facility during the day and the Town providing cinema and live entertainment at other times.

During the year, the Centre continued to provide a range of entertainment to cater for all ages and tastes within the Town.

The following were the most popular of the **movies** screened during the 2002/03 year:



Harry Potter 2



8 Mile



The Lord of the Rings – The Two Towers

Live Theatre

Over 20 Live performance including Musicals, Visual and Theatrical were presented by Matt Dann Cultural Centre and Sponsors BHP Billiton Iron Ore , Lotteries West and Circuit West.



Comedians – Carl Barron, Jimeon and the Melbourne International Comedy Festival bought tears of laughter to the venue.



Utilising the many venues the Town of Port Hedland has to offer live performances outside the Matt Dann included:

- . Mic Conway and the Sultans –at the South Hedland Aquatic Centre
- . Storm in a D Cup – Cabaret Style evening with Dinner hosted at the Civic Centre Ballroom (Gratwick Hall).



Local Content – The Town's Muslim Community had a Sunday Afternoon full of Culture including traditional food, song, dress and plenty of sharing of cultural rituals with locals. They also had an International Group called Mawaddah and Port Hedland was the only stop in WA for this group of inspirational performers.

Alliance Dance School and Katherine Coulter School of Dance captivated the audiences with their dazzling costumes and stunning dance routines for their end of year concerts.



Educational – Matt Dann Cultural Centre hosted, Graduations for Year 7 Cassia Primary School and Year 12 Hedland Senior High School. We hosted the TOMS – Tournament of Minds for the Pilbara, getting school students competing for prizes and enjoying challenges as collective teams. Local Joint venture with Pilbara Public Health, HSHS Students & MDCC to present 100% Control Campaign with Men In Black double feature movie to promote drug and alcohol free event.



Morris Gleitzman's Worry Warts was attended by Marble Bar School where both the cast (actors) and students enjoyed the end of show chat to discuss the story line of The ever-cheerful Keith Shipley has reached Australia, but even halfway around the world, he is still a 'worry wart'. His Mum and Dad are just as miserable as ever! Keith is convinced he can cheer them up. He will go to any length to keep them happy....and married! Including painting their car bright green and yellow



This financial year the Venue purchased new sound equipment to get the Surround sound for movie goes to the next level of experience and provide hiring out to the Community for Community Functions such as "Welcome to Hedland Night"

Port Hedland International Airport

The Airport continued to operate without a full time manger with the Director of Community Services undertaking this role. Three staff are employed as reporting/safety officers undertaking works such as slashing of grassed areas, pavement repairs, lighting maintenance, security & safety inspections and general up keep of the extensive airport grounds. A full time secretary is also employed who is located up stairs in the operations building.

Capital works during the year included resurfacing of apron bays two & three and introduction of stage one of an electrical control system for the terminal to assist with regulating power consumption. Stage 1 with a focus on control of the air-conditioning system has already produced considerable savings on the cost of electricity. Stage 2 will focus on control of lighting systems.

Landing charges exceeded budget estimates due to an increase in RPT flights by Qantas Link and the continued use of the airport for the movement of freight. A major failure of the electrical loop that carries the main power system around the airport was unexpected expenditure with repair costs of \$70,000.

Due to the introduction of new CASA regulations Airservices Australia advised that the Aviation Rescue and Fire Fighting Services located at the airport would be withdrawn as the airports passenger numbers of 85,000 per year was well below the required 300,000. Representation was made to various parties but the service was withdrawn on the 1 June 2003.

A highlight for the year was the conduct of a full aerodrome emergency exercise to test the emergency procedures at the airport. The exercise involved numerous organizations such as the Police, Ambulance Service, SES, Volunteer Fire Brigade and various members of the community. The airport is required to conduct a full exercise every two years.

The operator of the Airport Café & Bar did not renew the lease of this facility and following an expression of Interest process no operator could be found. As such, the operation of the Café & Bar was undertaken with the employment of staff. A new operator has since taken over the operation of this facility.

The Commonwealth Department of Transport and Regional Services Aviation Security continued to provide quarterly visits to the airport. Each visit included a meeting of the Port Hedland Aviation security committee, which is made up from airport users and operators. With a continued high focus on aviation security, some of the issues addressed included review of access control and identity cards at the airport and review of passenger and checked baggage screening.

The Port Hedland International Airport continued to be used by the Department of Immigration and Multicultural Affairs for transport of detainees and staff to and from the Port Hedland Detention Centre, the military for various operations, a base for the Royal Flying Doctor Service and for movements of freight.

GOVERNANCE AND ADMINISTRATION

Governance

An Ordinary Election was conducted on Saturday 3 May 2003. There were 15 nominations for the 4 vacancies and 1,375 votes were cast from a possible 6,386, representing a 21.5% voter turnout. Councillors Trona Young, Stan Martin, George Daccache and Des Pike were elected for a 4 year term expiring 5 May 2007.

Finance Services

The primary function of Finance Services is to ensure that the finances of the organisation are prepared in accordance with the *Local Government Act 1995*, Accounting Standard AAS-27 and Financial Management Regulations.

Financial tasks involve the co-ordinating, planning and control of all monetary matters as they affect Council. This is achieved through the preparation of the Annual Budget and the production of monthly and annual financial statements. A full range of financial activities is administered which includes payroll, all payments and collection of income from rates, grants and charges.

Finance Services provides support and services to other Divisions and Councillors, but is also externally focussed in that its customers include ratepayers, creditors, debtors and other bodies of the Government, Business and the General Community.

Human Resources Management

During 2002/2003 the HR department provided and facilitated systems of human resource management for the organisation incorporating recruitment, salary administration, performance appraisal, OS&H, EEO, workers compensation, training advice, in-house training courses, legislative advice and mediation services. In addition the HR Department also developed and/or assisted with employee related policies and procedures to ensure compliance with relative legislation.

The following objectives were achieved during the 2002/2003 financial year:

Occupational Health & Safety

- Injury Management training continued.
- An introduction to Occupational Safety and Health in-house training program was developed and implemented with many employees undertaking the training.
- Elections for Employee Occupational Safety and Health Representatives were held with the elected Representatives attending the 5 day OS&H Rep Course in March 2003.
- A two year OS&H Committee Business Plan was developed and implemented.
- A 2 day Manager/Supervisor OS&H Course was held with 10 participants attending from the Town of Port Hedland.
- Evacuation plans for the Home and Community Care and the Depot were reviewed and updated.
- Safety improvements were introduced at the depot.

- Review and comparison of Workers Compensation statistics with other Councils in the State.
- An emphasis on workplace accidents and injury management with a decline in lost time injuries as well as the lost time injury frequency rate.
- Continued recording of accidents and incidents for Occupational Safety and Health.
- Investigations of incidents and worksites by the OS&H Committee.

Training

- The Town of Port Hedland was recognised by Australian Local Government Training as providing innovative and community building training in a Case Study on the Town of Port Hedland in May/June 2003.
- The Manager Human Resources was invited to represent Western Australia on the National Steering Committee in reviewing the Local Government Governance and Administration Training Package.
- The organisational training plan was collated and implemented for 2003/4.
- The organisational training plan for 2002/3 was evaluated, with a report on the outcomes provided to the CEO.
- Actual costs for training were less than budgeted. The actual cost for training for 2002/3 was \$80,852 and conferences were \$25,369; being a reduction of \$29,417 (26%) for training and \$9,630 (28%) for conferences.
- Engineering employees commenced Certificate 1 in Operational Works.
- Parks and Gardens employees continued and completed a Certificate 2 in Horticulture.
- Five Parks and Gardens employees enrolled in Certificate 3 in Horticulture.
- Two employees attended Irrigation Efficiency Workshops.
- Two employees attended Dangerous Goods training.
- Cross-cultural awareness training was provided to 10 employees.
- Two employees undertook a Certificate 4 in Workplace Training and Assessment.
- Eight employees undertook Workplace Assessor Training.
- Eight Manager/Supervisor employees undertook a Diploma in Frontline Management.
- Legislative training such as Chlorine and Safety Handling, and traffic management was provided to employees.
- Local training was provided by the health service at no cost to areas such as Mirtanya Maya and HACC.

Employment Administration

- Continued review of position descriptions and salaries.
- The development and implementation of a recruitment manual.
- Auditing of all personnel files for compliance.
- Two audits of payroll details for compliance.
- Recruited and inducted 27 positions during the year (not inclusive of casual positions, however includes new positions).
- Supported local employment through the hosting of two trainees and one apprentice.

- Continued support and advice to the Council's Consultative Committee.
- Support and advice to the Enterprise Bargaining Committee.
- Development and implementation of outdoor salary system for the External Employees Enterprise Agreement.
- Support and advice to the Mirtanya Maya Aged Care Hostel employees Enterprise Bargaining Committee.
- Registration of three Enterprise Bargaining Agreements.
- Attendance and input to the Pilbara Regional Council HR Group.

Equal Opportunity and Diversity

- Continued implementation of an Equal Opportunity and Diversity Management Plan in accordance with State Legislation.
- Continued Cross Cultural awareness training program for employees.
- Development of an in-house Equal Opportunity training program.
- Continued Equal Opportunity Training to Town of Port Hedland employees.

REPORT ON PLAN OF PRINCIPAL ACTIVITIES

The Town of Port Hedland Four Year Plan of Principal Activities 2002/03 to 2005/06 identifies 30 Principal Activities. An assessment of the implementation of each of these Principal Activities is provided under.

KEY RESULT AREA 1: ECONOMIC Community Prosperity and Lifestyle

1.1 TOURISM MARKETING & VISITOR SERVICING \$200,000

Tourism funding is proposed to be allocated annually to the Pilbara Tourism Association (\$25,000) and the Port Hedland Tourist Bureau (\$75,000). In addition, \$100,000 is proposed to be allocated for an Interpretive Centre at the PHVC in 2002/03.

This Activity was successfully completed. This is an on-going Principal Activity.

1.2 TURTLE DISCOVERY CENTRE \$600,000

To enhance the tourism opportunities presented by the Town's turtle nesting beaches, this Centre is proposed to be constructed with funding from the Enhancement Scheme.

This Activity is scheduled for 2004/05, subject to funding being made available.

1.3 PORT HEDLAND INTERNATIONAL AIRPORT \$20,000

The Business Plan for the Airport defines a comprehensive costed capital works program over 10 years. Plant and equipment replacements and resealing of taxiway, runway and apron areas will be undertaken over the next 4 years.

Apron shoulder reseal and tiedown works were undertaken during 2002/03. This is an on-going Principal Activity.

1.4 ENTRY STATEMENTS \$30,000

Entry Statements are proposed for Port and South Hedland in the 2002/03 year.

Entry Statement to South Hedland was completed. Other entry statements are being designed. This is an on-going Principal Activity.

1.5 VISITORS CENTRE MANAGER'S HOUSE \$300,000

A dwelling for the Port Hedland Visitors Centre is proposed to be purchased in the 2002/03 year.

This project has been deferred pending the appointment of a new Visitors Centre Manager.

KEY RESULT AREA 2: SOCIAL Community Development, Facilities and Services

2.1 PRETTY POOL PARK DEVELOPMENT \$250,000

Development of the Pretty Pool recreation area in accordance with concept planning previously undertaken is proposed for 2003/04.

This Activity is scheduled for 2003/04, subject to funding endorsement by the Port Hedland Enhancement Scheme.

2.2 COURTHOUSE ARTS CENTRE UPGRADE.....\$600,000

Development plans for the National Award winning Courthouse Arts Centre and Gallery are proposed to be implemented through the Port Hedland Enhancement Scheme.

This Activity commenced in 2002/03 and is due for completion during 2003/04.

2.3 RECREATION FACILITIES MNGMT & IMPROVEMNT\$2,260,500

A comprehensive programme for the construction, improvement and management of recreation facilities within the Town is proposed over the 2002/06 period. The total estimated cost of these works over the 4 year period is \$12,235,500 and includes major projects such as a Port Hedland Recreation Centre, lighting for the Town Oval and Baseball Grounds, an athletics track, aquatic centre upgrading, additional netball courts and hosting of the 2004 North West Games.

This Activity commenced in 2002/03 and is an on-going Principal Activity.

2.4 SOUTH HEDLAND LIBRARY EXTENSION\$300,000

Extension of the South Hedland Library will virtually complete the programme of works for Library Services implemented over the past 3 years. The extension will provide additional space for Library purposes as well as a shopfront for Council's customers providing for a range of payment transactions.

The upgrade was deferred in 2002/03 due to budgetary constraints, but will proceed during 2003/04.

2.5 COMMUNITY SECURITY RANGER PATROLS.....\$105,000

In response to community concerns over personal and property safety expressed in recent years, Council's Ranger Services will employ an additional 2 Rangers to provide 7 day extended hours coverage. An annual Property Security service charge will continue to fund these additional Rangers.

This Activity was successfully completed. This is an on-going Principal Activity.

2.6 ABORIGINAL ENVIRONMENTAL HEALTH PROGRAM\$100,000

Council has been funded by the State Government to implement an Aboriginal Environmental Health Programme aimed at improving the living standards and health of Aboriginal people living within towns and in communities.

This Activity was successfully completed. This is an on-going Principal Activity.

2.7 RESIDENTIAL AGED CARE FACILITY\$2,500,000

Council currently has Commonwealth funding approval to build and operate an aged care facility for a 24 low care places additional to the existing 12 bed Mirtanya Maya Aged Care Hostel owned and operated by Council.

This Activity was deferred pending discussions with the State Government on incorporating the 30 high care places at the Yulanya Nursing Home and constructing a 60+ bed \$9 million integrated aged care facility in South Hedland in a joint venture. It is anticipated that the project will commence in 2003/04.

2.8 SOUTH HEDLAND HACCC HOUSE..... \$675,000

A Home and Community Care facility incorporating extensive day activity areas, offices and kitchen for Meals on Wheels is to be constructed in South Hedland to serve the needs of many seniors in the community. The facility is planned to be appropriate in location and design for elderly Aboriginal people.

The upgrade was deferred in 2002/03 due to budgetary constraints, but will proceed during 2003/04.

2.9 DISABILITY SERVICES \$20,000

Amenities for the disabled at Gratwick pool, improvements to Matt Dann Cultural Centre and disabled access to specific Council buildings are proposed over the period.

Some, although not all, proposed disabled amenities were able to be installed. This is an on-going Principal Activity.

2.10 PORT HEDLAND RETIREMENT VILLAGE UPGRADE..... \$100,000

Following conversion of a number of bedsitters to one bedroom units in the Retirement Village, refurbishment of the units' wet areas is now required to enhance residents' amenity.

The upgrade was deferred in 2002/03 at the request of the Village Management Committee, but will proceed during 2003/04.

2.11 SOUTH HEDLAND CEMETERY UPGRADE \$60,000

Through the community consultation process undertaken for the Strategic Plan, a need to upgrade the South Hedland Cemetery was identified. This will be undertaken in consultation with stakeholders such as the Ministers Fraternal and the Friends of the Cemetery community group.

This Activity commenced in 2002/03 and is due for completion during 2003/04.

2.12 BUS STOP SHELTERS \$75,000

There is a general lack of shelter for people waiting at bus stops. For the elderly, in particular, there is a need to provide shade and a seat in Port Hedland's hot summer environment. The funding proposed would provide up to 15 shelters, to be constructed in Port and South Hedland and Wedgefield over two financial years.

This Activity is scheduled for 2003/04, subject to funding endorsement by the Port Hedland Enhancement Scheme.

KEY RESULT AREA 3: ENVIRONMENT Community Health and Amenity

3.1 FORESHORE MANAGEMENT \$33,000

An annual programme of coastal management is proposed to continue to safeguard and enhance foreshore environments within the Town.

This Activity was successfully completed. This is an on-going Principal Activity.

3.2 PORT AREA TOWN CENTRE MAINSTREET DEVELOPMENT \$500,000

Redevelopment of the Port Area Town Centre represents a significant renovation and revitalisation of the historic port precinct. The redevelopment project will continue over the period, with development of a Town Square proceeding during 2002/03.

This project is proceeding according to schedule and is an on-going Principal Activity.

3.3 FOOTPATHS/DUAL USE PATHS\$300,000

A programme to progressively replace old slab footpaths and establish new paths will continue in both Port and South Hedland over the 4 year period.

This Activity commenced in 2002/03 and is an on-going Principal Activity.

3.4 ROAD VERGE MAINTENANCE\$100,000

An annual programme of verge maintenance, mainly slashing, will continue in response to residents' desire to improve streetscape amenity.

This Activity commenced in 2002/03 and is an on-going Principal Activity.

3.5 ROADS\$855,000

Road upgrades according to the programme agreed through the Pilbara Regional Road Group and otherwise funded through other grant programmes will continue over the period. Funding cutbacks proposed by the State Government may impact on this programme.

This Activity was successfully completed. This is an on-going Principal Activity.

3.6 KENNEDY STREET REALIGNMENT & BRIDGE REMOVAL \$483,000

An overpass on Kennedy Street, South Hedland, has proven to be difficult to maintain and attracts undesirable behaviour. Realignment of the road and removal of the bridge, with funding from the Black Spot grants programme, will address these and road traffic safety issues.

This project was successfully completed.

3.7 LANDFILL FACILITY IMPROVEMENTS\$28,000

Implementation of a comprehensive capital works program of improvement to the Landfill Facility will continue over the period. Major works completed to date include office facilities, a computer linked weighbridge, fencing and entrance roadworks.

This Activity commenced in 2002/03 and is an on-going Principal Activity.

KEY RESULT AREA 4: ORGANISATION

Governance and Corporate Management

4.1 CIVIC CENTRE UPGRADE \$430,000

The second stage of the Civic Centre upgrade project, being renovation of the Council Chambers and relocation of the kitchen and Committee Room is to proceed in 2002/2003.

The upgrade was deferred in 2002/03 due to budgetary constraints, but will proceed during 2003/04.

4.2 PUBLIC RELATIONS \$24,000

A Public Relations Plan was prepared for Council in 1999/2000 following community and stakeholder surveys and staff communication workshops and continues to be implemented.

The Public Relations Plan continues to be implemented. Monthly newsletters in the North West Telegraph continued. This is an on-going Principal Activity.

4.3 INFORMATION TECHNOLOGY & COMMUNICATIONS ... \$135,000

Improvements in Council's operating efficiency and effectiveness of customer service delivery require a continuing investment in computer and communications hardware & software. Due to difficulties with the current financial management software, there may be a requirement for significant expenditure in 2003/04 for a new operating system. This is yet to be confirmed.

The installation of the SynergySoft financial management software is expected to be finalised during the 2003/04.

4.4 STAFF ACCOMMODATION \$100,000

Appropriate accommodation for managerial and technical positions is essential to recruit and retain qualified and experienced employees. Annual maintenance of Council's housing stock costing roundly \$100,000 per year is required to prevent undue deterioration. It is also proposed to construct a new residence in 2003/04 in place of an existing asbestos dwelling which represents a risk in the event of a severe cyclone.

Various upgrades were undertaken to staff accommodation during 2002/03. This is an ongoing Principal Activity.

4.5 DEPOT FACILITY \$290,000

Upgrade of Council's Wedgefield Depot facility is required to provide an adequate working environment satisfying occupational health and safety requirements and protecting vehicles and plant.

This project was continued during 2002/03 and is due for completion during 2003/04.

4.6 VEHICLE & PLANT REPLACEMENT..... \$529,000

A continuing programme of light and heavy vehicle and plant replacement is proposed at a net cost of roundly \$500,000 per year. This includes the purchase of new waste collection trucks in 2003/04.

This programme was continued during 2002/03 and is an on-going Principal Activity.

ANNUAL FINANCIAL REPORT

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