

Land

Land tenure is freehold, owned by the Town of Port Hedland.

Rates and Insurances

Rates: \$0

Insurances :

- Building insured for: \$937,125
- Contents insured for: \$198,000

Vehicles

Leased:

Make/Model	Officer	Lease Expiry	Lease Cost
Holden Stationwagon	HACC Coordinator	6 April 09	\$397.68/mth (excl GST)
Toyota Hilux dual cab Utility	Home Maintenance Officer	6 April 09	\$398.53/mth (excl GST)

In addition, the following vehicles have been purchased by council with funds from the HACC Grants and Growth funding rounds:

Make /Model	Purchase Date	WDV Jan 09
Toyota Hiace	June 08	\$55,356
Papas Box Trailer	August 94	\$0
Nissan Bus 20S	February 00	\$1,278.86

Fuel sponsorship of \$200 per month is currently received from Mitchell West Fuels. The sponsors have agreed to transfer this sponsorship to the new service provider.

Furniture and Equipment

Assets associated with the HACC program have been listed on a depreciation schedule, (Attachment 1) and total \$12,362.57. It is not possible to distinguish which of these assets were purchased with HACC funding as that information was not required to be kept at the time. It is assumed that the vast majority, if not all of these assets were purchased using HACC funding.

It is recommended that all furniture and equipment used in delivery of current HACC programs be transferred to the new service provider.

An agreement will need to be reached over the depreciation of assets transferred across to the new programme sponsor to enable replacement of assets without double dipping from HACC funds

Loans - Principle and Interest

The Town of Port Hedland took out a loan for the HACC House project on 13th February 2004 for \$500,000 from the WATC. Repayment obligations for the Financial Year 0809 are:

Loan: Principle: \$26,640
 Interest: \$44,678

The total HACC House building project was funded as follows:

ToPH Loan	\$500,000
Lotteries Grant for Interior Fit-out	\$185,143
HACC Asset Replacement Reserve	\$188,824
DVA/HACC funding	\$98,000
HACC Funding	<u>\$102,000</u>
TOTAL:	<u>\$1,073,967</u>

In discussions with the Department of Health on June 26th 2008, ToPH indicated that they would like to enter into a lease agreement with the new sponsors on a cost-recovery basis. This included servicing the ToPH loan of \$500,000, building maintenance and depreciation of the building.

Given HACC's contribution to the building, DOH did not agree outright to ToPH's lease proposal, but requested a copy of the lease and the proposed lease rate, as they stated this would need to be considered further by HACC program managers before approval can be given.

ToPH envisaged that if the lease arrangement went ahead, ToPH would be liable for the structural maintenance, and HACC/new sponsors would be liable for general maintenance.

A market valuation carried out not more than 6 months before the proposed disposition is required under the Local Government Act 1995, subsection (3)(a)(ii)(c). The written down valuation of the HACC House building is \$937,125 for insurance purposes.

Out of Scope of This Item

Staff: The employment / transfer of staff to the new service provider will be addressed following discussions with Southern Cross Care.

Finances: Council will relinquish entitlement to funding which is currently covered by agreements with Dept of Health.

PricewaterhouseCoopers will audit the financial information provided to Southern Cross Care.

Attachments

Schedule of Assets
HACC Transfer Project Timelines.

200809/231 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr J E Ford

That Council:

- i) authorises the Chief Executive Officer, or his nominee, to negotiate a draft lease agreement for the Home and Community Care (HACC) House and grounds (excluding the residence at 18 Logue Court, South Hedland) to Southern Cross Care, with the following key terms:
 - a) **annual lease amount to cover loan repayments, maintenance costs and building depreciation; and**
 - b) **lease term to be for a period of five (5) years, with a five (5) year option at Council's sole discretion;**
- ii) considers the draft lease agreement for the Home and Community Care (HACC) House and grounds, once it has been negotiated;
- iii) authorises the transfer of assets of the Town of Port Hedland used by its Home and Community Care (HACC) Program, being furniture and equipment, and owned vehicles, to the successful tenderer of the HACC service, Southern Cross Care Inc. at no cost;
- iv) authorises the Chief Executive Officer, or his nominee, to negotiate an allowance for depreciation on assets transferred to Southern Cross Care Inc in their program budget to allow for replacement of furniture and equipment according to the agreed schedule; and
- v) authorises the transfer of fuel sponsorship to the value of \$200 per month from sponsors Mitchell West Fuel to Southern Cross Care Inc.

CARRIED 6/1

NOTE: Cr G D Bussell requested the votes be recorded.

Record of Vote:

FOR	AGAINST
Cr S R Martin	Cr G D Bussell
Cr A A Carter	
Cr S J Coates	
Cr J E Ford	
Cr A A Gear	
Cr J M Gillingham	

ATTACHMENT 1 TO AGENDA ITEM 11.2.4.1

DATE ACQUIRED	FURNITURE & EQUIPMENT ASSET REGISTER DETAIL LISTING HACC	PRICES EXCLUDE GST
20/10/2000	COMPUTER SYSTEM AND PRINTER	\$ -
6/02/2004	VARIOUS KITCHEN EQUIPMENT	\$ -
20/02/2004	SAN REMO 2 SEATER SOFA	\$ 626.05
20/02/2004	TIMBER COFFEE TABLES	\$ -
20/02/2004	BANKSIA ARM CHAIR	\$ -
20/02/2004	MENZIES ARM CHAIR	\$ -
20/02/2004	KATHERINE ARM CHAIR	\$ -
20/02/2004	DOOR TIMBER SIDEBOARD	\$ -
20/02/2004	TIMBER AND SLATE POOL TABLE	\$ 1,089.94
20/02/2004	UTILITY FOLDING TABLES	\$ -
20/02/2004	HOVEA HIGH BACK STACKABLE CHAIRS	\$ -
20/02/2004	DINING TABLES	\$ -
20/02/2004	HOVEA DINING CHAIRS	\$ -
20/02/2004	DINING TABLE 900*750	\$ -
20/02/2004	TIMBER KITCHENETTE	\$ 698.73
20/02/2004	SAN REMO 2 SEATER SOFA	\$ 626.05
20/02/2004	NANNUP ELECTRIC LIFT RECLINER	\$ 1,950.00
20/02/2004	LAMP TABLE 600*60	\$ 1,089.94
20/02/2004	TIMBER SOFA TABLE 2 DRAWER	\$ -
20/02/2004	TIMBER BOOKCASE	\$ -
20/02/2004	HIGH IMPACT BEAN BAGS	\$ -
20/02/2004	FOOTPRINT SOUND SYSTEM	\$ -
20/02/2004	TIMBER COFFEE TABLE	\$ -
20/02/2004	68CM VCR/DVD COMBO	\$ 1,034.05
20/02/2004	SAN REMO 2 SEATER SOFA	\$ 626.05
20/02/2004	HOVEA STACKABLE CHAIRS	\$ -
20/02/2004	TABLE 1050MM ROUND	\$ -
20/02/2004	ERGONOMIC OFFICE CHAIR	\$ -
20/02/2004	BROCHURE/PAMPHLET DISPLAY	\$ -
20/02/2004	KATHERINE TUB CHAIRS	\$ -
20/02/2004	TIMBER COFFEE TABLE	\$ -
20/02/2004	ISOTOP TABLES WEATHERPROOF	\$ -
20/02/2004	SEAGRASS/ALUMINIUM CHAIRS	\$ -
20/02/2004	MISCELLANEOUS ACCESSORIES	\$ -
20/02/2004	HEAVY DUTY PAPER SHREDDER	\$ -
14/04/2004	COLUMBUS F/LOADING WASHING MACHINE	\$ 993.46
19/05/2004	UNIVERSAL PEELER	\$ 1,542.85
25/10/2004	TUSCANY SS BBQ & HOT PLATE	\$ -
30/10/2004	VERTICAL BLINDS	\$ -
8/05/2007	HONDA BRUSHCUTTER	\$ -
8/05/2007	HONDA MOWER	\$ -
8/08/2008	2 x DESKS, 2 X PEDESTAL CUPBOARDS, 2 X OFFICE CHAIRS AND 2 ARM KITS	\$ 2,085.45
		\$ 12,362.57
DATE ACQUIRED	PLANT & EQUIPMENT ASSET REGISTER DETAIL LISTING HACC	PRICES EXCLUDE GST
5/06/2008	TOYOTA HIACE COMMUTER BUS	\$ 55,356.41
		\$ 67,718.98

ATTACHMENT 2 TO AGENDA ITEM 11.2.4.1

TOWN OF PORT HEDLAND
HOME AND COMMUNITY CARE TRANSITION PROJECT
Jan-09

	Completed
	Part done
	Outstanding
	Other provider

TASK	ACTION	COMPLETE
AGREEMENT TO TRANSFER HOME AND COMMUNITY CARE SERVICES : Contract No CO 3718		
Letter of Intent to Relinquish Service Provision	ToPH	MCED Jan-08
SERVICE AGREEMENT 2010: SERVICE SPECIFICATIONS 2007/08	PCACS/ToPH	Jul-07
Clients:		
Assessment	98	
Client Care Coordination	50	
Case Management	9	
Centre-Based Day Care	22	
CSIA	6	
Domestic Assistance	36	
Home Maintenance	15	
Centre-Based Meals	21	
Meals on Wheels	41	
Personal Care	6	
Respite Care	2	
Social Support	5	
Transport	20	
	TOTAL AFL 2007/08	\$617,667.00
CLIENT INFORMATION		Jun-08
Total number of clients receiving services 2007/08	90	CoHACC Jun-08
Client Names and Contact Details (on transfer)	ToPH	CoHACC Jun-08
Awaiting Assessment	15	CoHACC Jun-08
Awaiting Service	2	CoHACC Jun-08
Client files (on transfer)	ToPH	CoHACC Jun-08
Active		CoHACC Jun-08
inactive		CoHACC Jun-08
Total Number of Referrals 2007/08:	25	Jun-08
Assessment	25	CoHACC Jun-08
Client Care Coordination	44	CoHACC Jun-08
Case Management	8	CoHACC Jun-08
Centre-based Day Care	21	CoHACC Jun-08
CSIA (counselling, support, information, advocacy)	6	CoHACC Jun-08
Personal Care	4	CoHACC Jun-08
Domestic Assistance	25	CoHACC Jun-08
Social Support	4	CoHACC Jun-08
Meals on Wheels	43	CoHACC Jun-08
Centre-Based Meals	21	CoHACC Jun-08
Home Maintenance	46	CoHACC Jun-08
Respite Care	0	CoHACC Jun-08
Transport	32	CoHACC Jun-08
STAFF INFORMATION	*Provided Aug 07 - will need to be updated on handover	ToPH Aug-07
Total Number of Staff		CoHACC Aug-07
Confirm Names and Contact Details		CoHACC Aug-07
Positions		HR Aug-07
Hours Worked		HR Aug-07
Salary Level		HR Aug-07
Leave Liabilities		MF Aug-07
Annual		MF Aug-07
Sick		MF Aug-07
Long Service		MF Aug-07
Length of Service		MF Aug-07
Volunteers		CoHACC Aug-07
Interest in Transferring to Another Service Provider		MCED Jun-08
Individual HR Management Plans		MCED/HR Jun-08
Employee Support Program		HR Jun-08
Communication: Staff		MCED/CoHACC/HR ongoing
Communication: Clients and Families,		MCED/PCACS Aug-08
Communication: Councillors		DCRS Oct 07, Jul 08
Communication: Unions - not required, no union members		CEO

FINANCIAL INFORMATION									
	Audited Statement of Income and Expenditure 06/07						ToPH	DCS	Jun-08
	Audited Statement of Income and Expenditure (to Date of Transfer)						ToPH	DCS	
	Monies to be Transferred								
	Balance of Operating Expenditure Account						ToPH	DCS	
	Monies held in Trust for Leave Provisions						ToPH	DCS	
	Monies held in Trust for Asset Replacement						ToPH	DCS	
	Unspent Non-Recurrent funds						ToPH	DCS	
	List of Assets being Transferred (Priced)							AMO	Jan-09
	Buildings	Land and facilities plans					ToPH	MCED	Aug-07
		Lease Arrangements					ToPH	DCS	
		Consolidation of 2 lots into 1 title	NO				ToPH	MCED	Aug-08
		Excision of single detached dwelling	NO				ToPH	MCED	Aug-08
		Buildings Retained					ToPH	MCED	Aug-07
		Vehicles - Owned and Leased					ToPH	MTS	Aug-07
		Assets Register and Depreciation Schedule					ToPH	AMO	Jan-09
	Insurances						ToPH	AMO	Jan-09
	Loans and Interest						ToPH	MCED	Feb-09
	Lotteries Grant						ToPH	DCS	
	Fuel Sponsorship						ToPH	MCED	Aug-07
COMMUNICATION PLAN									
	Communication Plan:						ToPH	MCED	Jun-08
		Clients and Families,					ToPH/PCA	MCED	Aug 08/Feb 09
		Staff					ToPH	MCED	Jun-08
		Councillors					ToPH	DCRS	Jul-08
	Information to Media and Public						ToPH/PCA	CEO	
	Consultation with Unions - not required, no union members						ToPH	CEO	
	Information to Minister/MLC/MLA						PCACS	CEO	
TENDER PROCESS									
							WACHS		Sep-08
TRANSITION PROCESS									
	Identify new Service Provider						WACHS		Dec-08
	Discuss Opportunities for Staff transfer						ToPH/PCACS/New ServProvider		Feb-09
	Employment Contracts for Transferring Staff						New SP		Mar-09
	Paid Entitlements for Non-Transferring Staff						ToPH		Mar-09
	Ongoing Communication to Staff, Clients						New SP		
	Ongoing communication to Councillors						ToPH		
	Introduction of new SP to clients						PCACS		
	Thank you to ToPH HACC staff						ToPH		Mar-09
NEW SERVICE PROVIDER									
	Commencement of Service Provision for clients						New SP		Apr-09

11.2 ENGINEERING SERVICES**11.2.1 Director Engineering Services***11.2.1.1 Engineering Services Monthly Report (File No.: 13/04/0001)*

Officer Terry Dodds
Director Engineering
Services

Date of Report 20 January 2009

Disclosure of Interest by Officer Nil

Summary

Council's Engineering Directorate has provided an update on the projects that they are currently managing.

Background

The Engineering Department is currently managing over 60 projects. The attached report is project management focused.

Consultation

Engineering Services officers.

Statutory Implications Nil

Policy Implications Nil

Strategic Planning Implications

The projects within the monthly report reflect the priorities of the Town's Plan for the Future 2008-2013.

Budget Implications

The projects listed in the Engineering Monthly report have been included in Council's 2008/09 budget.

Officer's Comment

Nil.

Attachments

1. Works Schedule
2. Recreation Update

200809/232 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr J E Ford

That Council receives the Engineering Services monthly report for January 2009.

CARRIED 7/0

Legend



Concept & design development



Approvals/Services/Community Consultation



Procurement/Tender





Construction/works undertaken



Cyclone Watch/Season

FINANCIAL PROGRAMME FOR ENGINEERING SERVICES FOR THE PERIOD 1 JULY 2008 TO 30 JUNE 2009

Officer	A/c Number	A/c Description	YTD Expenditure 9/2/09	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	COMMENTS
MES	1201441	Footpath Railings	\$9,072 (\$0)													Complete
MES	1201467	Throssell Street - BS	\$306,693 (\$27,482)													Final concrete road slabs poured 1/12. Preparation for kerb entrances to commercial premises 3/12. Traffic Islands prog for removal 4/12. Kerb/islands reinstatement prog 12/12. Ashphalt programmed 26 March.
MES	1201486	Wedgfield Upgrades - R2R Program	\$313,887													Ongoing from safety audit, advise R2R of program. Depot & period contract. Currently being constructed (contractor breakdown, re-start Sept 15).
MRS	1108269	Multi Purpose Sport & Recreation Facility Design	\$248,493 (\$57,223)													Master plan design accepted at Dec OCM. ARM have requested a contract variation for due date; Progress presented at Jan Informal Council Briefing
MES	1201464	Anderson Street Upgrade (West End Greening Stage 1)	\$53,886 (\$66,998)													Finished (late propagated shrubs - end of March).
MID/MES	1201475	Port Hedland Footpath Construction	\$220,138 (\$0)													Cooke Point, Styles, Bayman, Leeds, Pilkington. Contractor has confirmed that program will be completed prior to contract expiry on 31st December 2008. Services and obstructions to be checked as construction progresses (Working in Bayman, then Leeds). Styles Rd left to complete. Eng completed prep for footpath formation
MES	1201478	Reseals	0													Program to be reviewed since recent contractor price increase. Budget to be confirmed as varies from original submission (Check funding, possible misallocation). 5 year program. Need to review TOPH allocation ASAP.
MID/MES	1201444	Shoata Rd MRWA (fully funded by R2R)	\$49,747													Seal remainder of Hamilton to floodway. Depot crews carrying out preparation work (WE 22/8/08). Sealing by period contractors. To be completed prior to wet season. Sept budget review - reallocation of \$100,000 from Quartz Quarry road
MES	1201436	Quartz Quarry road	0													Project on hold pending future realignment of Quartz Quarry road with the construction of a grade separation over FMG's rail network on GNH. Funds to be transferred to Shoata road project 1201444 Sept budget review

Legend

 Concept & design development
 Approvals/Services/Community Consultation

 Procurement/Tender
 Construction/works undertaken

Cyclone Watch/Season

Category	Project ID	Project Name	Value	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6	Phase 7	Phase 8	Phase 9	Phase 10	Phase 11	Phase 12	Notes
DES	NEW	TWA project management	0													Water connection application completed, waste water treatment plant design requirements completed, liaison with Main Roads re: access , DEC approval, draft camp layout completed, stormwater drainage completed, landscaping and irrigation (re-use water) design completed. Continuing liaison with Hatch Engineering on design issues.
MID	1105424	Port Hedland Boat Ramp (potable water supply, lighting)	\$1,187													Lighting supplier contacted, designs ongoing. Require safe access to lighting poles for installation and maintenance. Due to finish at the end of March
MID/MES	1201453	Hamilton Road RRG	\$105,758													Kerbing and asphalt overlay on section near Matt Dann/Club Hamilton. Undertaken by period contractors. RRG approved reallocation of funding from McGregor street RRG project (total added expenditure \$39,000 with \$26,000 funded from RRG)
MES	1204280	Pre Cyclone clean Up White Goods/Green	\$77,454 (\$441)													Advertising and signage - WE 15/8/08. Starting pickup at beginning of Sept. Green waste-Sept/Oct, Whitegoods-May/June
AM	1210475	PAPI	\$9,680 (\$0)													Design complete Review undertaken to ensure compatibility for future aircraft mix. Quotes: electrical only installation. Goods purchased. Dependant on flight testing availability timed for RESA as ENESAR only one in WA.
AM	NEW	CBS security installation	0													Comprehensive training to to be undertaken by Qantas and Glydepath. Glydepath commenced on 1/1108. Project is in progress and heading towards completion.
MID/MES	1009481	Cemetery Upgrade (Entry signage, lintels, kerbing, plot markers)	\$11,759 (\$3,840)													Remainder of project includes installation of plot markers and new concrete lintels (to be done by depot staff). Plot markers due to arrive early February. Concrete contractor to complete at end of footpath construction project
MES	1201483	Nth Circular Rd East Culverts RRG	\$56,696 (\$0)													Concrete bases have been completed (22/8/08) in preparation for culvert installation. Construction costs higher than estimated when project was budgeted in 2005/06. Main Roads have advised that additional funding is not available. A budget request will be presented to Council during quarterly budget review
AM	1210474	Air-conditioning upgrade - Airport	\$4,217 (\$0)													Repairs to air-con that services ARO's office and adjoining lunchroom completed. Cafe air-con scheduled. Haden commenced the electrical re-wire of the damaged and overloaded cabling on Tuesday 2/12/2008 to facilitate the installing of the new rooftop unit number three.
MID/MES	1111446	Playground Equipment (Colin Matheson & Kevin Scott oval) \$231,844	\$196,481 (\$53,341)													Completion of project includes lighting installation, bike path construction and installation of picnic tables. Scheduled January/February.
AM	1210476	Apron Lighting	\$25,272 (\$7,445)													Changing scope to complete solar lighting. Additionally, liaising with CASA to negotiate 'trial' solar light installation on runway 18/36 (as main runway is categorized as 'backup' system under the rules). Northern apron complete.

Legend

	Concept & design development		Procurement/Tender
	Approvals/Services/Community Consultation		Construction/works undertaken

Cyclone Watch/Season

MID/MES	1201433	SH link roads	0																	Budget included in Hedditch link as per Sept budget review.
MID/MES	1201435	Cottier (Blackspot)	0																	Full scope to be prepared February. Designs to be prepared for guardrail location, minor road realignment, etc.
MID/MES	1201434	Cottier/Kennedy (Blackspot)	0																	Budget reallocated to 1201435
DCRS/MID/MES	1201461	Town Entry Statement (landscaping component)	\$3,344 (\$173,324)																	Locomotive components will not be included in current project scope, but may be looked at in the future. Design being finalised with landscaping installation commencing April/May.
AM	1210477	Grading of Drains	0																	On hold until later date to allow for cyclonic rains
MID	1111439	Marquee Park Development	\$32,264 (\$3,864)																	Community consultation results very positive in general with some concern regarding security. Designs to alleviate issues with CCTV, passive surveillance, etc. Detailed design documentation being prepared
MES	1201457	Yandeyarra Road	0 (\$16,800)																	Formation & floodway improvements along full length of road to be undertaken by Council staff after cyclone season.
MES	1201489	Hillside/ Woodstock Road - RRG	\$7,841 (\$17,231)																	Formation & floodway improvements along full length of road to be undertaken by Council staff after cyclone season.
MID/DES	1111446	Shadesails - Pulley system (\$110,000)	0																	Investigations ongoing. Requested design clarification from supplier however delayed due to Christmas closure.
DES/DCRS	NEW	Airport Housing	0																	To be advised - depends on Airport Masterplan (to council 26/11/08). Geotechnical investigations commencing in Jan
MRS/MES	1109451	McGregor Street Oval Upgrade	\$0 (\$39,896)																	Geotechnical undertaken this month with report due early February. Results will be presented at the March OCM, with continuation of project to be determined.

Legend



Concept & design development
Approvals/Services/Community Consultation



Procurement/Tender
Construction/works undertaken

Cyclone Watch/Season

MRS	1107413	Aquatic Centre Plant and Equipment	0																		Funds no longer available through BHPB Sustainability Partnership (advised 17th November 2008). Alternate sources are being determined
MID	1201488	R2R Program - Wedgefield Upgrades and Shoata	0																		Programmed as per Council's 5 year plan - \$200,000 for Wedgefield upgrades (1201486) and \$139,000 for Shoata road (1201444). September budget review to reallocate funds to these accounts.
	NEW	Pinnacles Road Widening	0																		
MID	NEW	Old Port Hedland Cemetery Verge Landscaping	0																		New project approved in June 2008, however project omitted from budget and schedule. Development works commenced. Project scope to include landscaping to Sutherland street verge adjacent to Old Port Hedland Cemetery to provide screening. No works to be undertaken within Cemetery grounds due to Heritage issues.

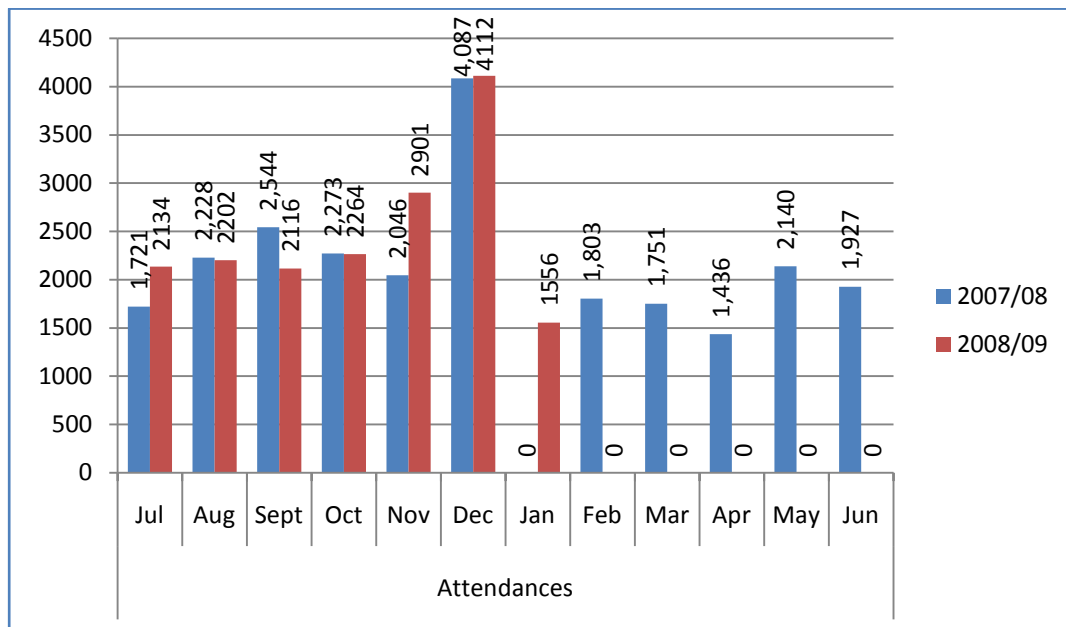
Port Hedland International Airport – Passenger Numbers

ATTACHMENT 2 TO AGENDA ITEM 11.3.1.1

Recreation Services

. *JD Hardie Centre*

Attendances



. *Aquatic Centres*

The monthly reports in full from the YMCA can be obtained by contacting the Manager Recreation Services.

YMCA Update

The YMCA are managing and operating both South Hedland and Gratwick Aquatic Centre's utilising the previous budget and management plan as the foundation. The new contract is being negotiated, and will exist for the remainder of the 2008/09 financial year. As no contract has been finalised, financial results have been measured against the 2008 budget.

South Hedland Aquatic Centre

Financials

Month	Actual	Budget	Variance
Income	\$28,942	\$16,126	\$12,816
Expenditure	\$67,555	\$54,056	(\$13,499)
Net	(\$38,613)	(\$37,930)	(\$683)

Attendances

Month	Swim	Aqua/Ed	School	Aqua	Program	Misc	Total
Jan	1544	194	0	0	0	2720	4458
Total	1544	194	0	0	0	2720	4458

Gratwick Aquatic Centre

Financials

Month	Actual	Budget	Variance
Income	\$22,097	\$21,515	\$582
Expenditure	\$59,893	\$56,540	(\$3,353)
Net	(\$37,796)	(\$35,025)	(\$2,771)

Attendances

Month	Swim	Health Club	Aqua/Ed	School	Aqua	Program	Misc	Total
Jan	3,920	485	0	397	85	361	492	5,740
Total	3,920	485	0	397	85	361	492	5,740

11.2.2 Engineering Services*11.2.2.1 Landfill Weekend Revenue (File No.: 31/10/...)*

Officer Russell Dyer
Manager Engineering
Services

Date of Report 25 February 2009

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to provide Council with the results from an investigation into the weekend operating hours at the South Hedland Waste Management Facility.

Background

In an effort to identify potential ways of reducing expenses at the South Hedland Waste Management Facility, an investigation was recently carried out to determine the feasibility of the current weekend operating hours.

This investigation was carried out over a period of eleven weeks, with the average revenue, expenses and customer numbers over this period being collected and reviewed. (Refer to table included under 'Officer's Comment' for summary of results collected.)

Consultation

Senior Engineering Finance Officer
Landfill Staff
Director Engineering Services

Statutory Implications

Environmental Protection Act 1986 – License L6917/1997/7

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

GL 1004201 – Reducing the hours of operation will decrease the salaries & wages expenses.

Officer's Comment

The summary below shows where changes to the operating hours at the landfill could reduce the landfill business unit operating expenditure.

	SATURDAY				SUNDAY			
	Revenue	Vehicles	Expense	Margin	Revenue	Vehicles	Expense	Margin
8:00 - 9:00	786.73	4.64	168.49	618.24	109.51	0.45	178.77	(69.26)
9:00 - 10:00	526.18	3.91	168.49	357.69	4.99	0.09	178.77	(173.78)
10:00 - 11:00	657.14	4.64	178.77	478.37	182.11	0.73	178.77	3.34
11:00 - 12:00	492.85	3.09	178.77	314.08	119.23	0.55	178.77	(59.54)
12:00 - 13:00	294.52	1.64	178.77	115.75	83.41	0.36	178.77	(95.36)
13:00 - 14:00	229.14	1.27	178.77	50.37	109.10	0.36	178.77	(69.67)
14:00 - 15:00	270.57	1.73	178.77	91.80	202.83	0.64	178.77	24.06
15:00 - 16:00	196.19	0.73	178.77	17.42	15.69	0.18	178.77	(163.08)
16:00 - 17:00	46.75	0.18	178.77	(132.02)	7.60	0.09	178.77	(171.17)
Total	3494.44	21.82	1588.37	1906.07	834.48	3.45	1608.93	(774.45)

Figures above are an average of the 11 weeks included in the analysis
Does not include super, electricity etc
Taken from 11 consecutive weekends from November 15/16 to January 24/25

The South Hedland landfill is currently open from 8.00am to 5.00pm, on both Saturday and Sunday.

From the figures shown in the above table, it has become clear that the current operating hours are not the most feasible option. The average expense of operating the landfill facility during some periods is significantly more than the average revenue raised for the same period.

Given these results, it is believed that it would be of financial benefit to the Council to change the weekend operating hours as per the following suggestion;

Saturday: 8.00am to 4.00pm, and
Sunday: 8.00am to 12.00pm

Due to the low number of vehicles recorded using the facility outside of these hours, reducing the weekend operating hours as per the above suggestion is likely to have a minimal impact on the users of the facility.

Attachments

Nil

Officer's Recommendation

That Council change the weekend operating hours for the South Hedland Waste Management Facility to the following;

- i) Saturday: 8.00am to 4.00pm, and
- ii) Sunday: 8.00am to 12.00pm

200809/233 Council Decision

Moved: Cr S J Coates

Seconded: Cr A A Carter

That Council:

- i) change the weekend operating hours for the South Hedland Waste Management Facility to the following;
 - a) Saturday: 8.00am to 4.00pm, and**
 - b) Sunday: 8.00am to 12.00pm; and**
- ii) undertake extensive advertising providing one month's notice of changing hours that will come into effect on the first Sunday in April 2009.

CARRIED 6/1

REASON: Council requested extensive advertising to take place for a period of one (1) month, prior to the commencement of changed weekend hours of the Landfill Facility.

NOTE: Cr G D Bussell requested the votes be recorded.

Record of Vote:

FOR	AGAINST
Cr S R Martin	Cr G D Bussell
Cr A A Carter	
Cr S J Coates	
Cr J E Ford	
Cr A A Gear	
Cr J M Gillingham	

11.2.2.2 Operation of Airport Bar and Café (File No.: 30/09/0027)

Officer Terry Dodds
Director Engineering
Services

Date of Report 6th February 2009

Disclosure of Interest by Officer Nil

Summary

Council is required to make a decision on the future operation of the Airport Bar and Café; i.e. is it worthwhile for Council to continue to manage and operate the café, or should it be leased out to an external party to run?

Regardless of which option is decided upon, the café is in urgent need of an upgrade, including the purchase of new plant & equipment. As such, Council also needs to consider the café modifications required and the current budget allocation for these works to proceed.

Background

At its April 2008 Ordinary Meeting, Council resolved the following:

“That Council:

- i) continue to operate the Airport Bar and Café for the remainder of the 2008 calendar year; and*
- ii) consider a report at the January 2009 Council meeting that outlines the financial performance of the Airport Bar and Café for the 2008 calendar year, along with options for future management of this facility.”*

Council took over the operation of the Airport Bar and Café from 1 January 2008 and has been running the operation ever since. As required by the above resolution, this agenda item has been prepared for Council's information, after an initial presentation was made to Council at the January Briefing Meeting.

The provision of a bar and café facility at the airport is a key service to airport users.

The Town of Port Hedland, through its operation of the Airport Bar and Café, has increased the level of patronage and service that is provided to the travelling community.

Feedback received from the public and airport staff has been extremely positive since the Town of Port Hedland has taken over the operation of the Airport Bar and Café, and since becoming the Licensee for the premises. The standard of service and food provided has improved, as has the general appearance of the café.

The local WA Police are extremely happy that the Town of Port Hedland controls the licensed premises at the Airport, as are the major airline operators. Qantas expressed these views at the Airport Security Committee held in February 2008, and said that it was a benefit to the airlines having the operator of the Airport running the licensed premises. It provided them comfort knowing that aircraft safety and operations are foremost and that alcohol consumption at the premises would be controlled with this in mind.

November 2008 saw the implementation of improved procedures for monitoring both stock levels and cash flow for the airport café. This system has provided much needed detailed information, which has since made it a great deal easier to accurately assess the current financial position of the café and hence forecasts for the future.

There are several points that should be noted in regard to the current operation of the café;

- New stock control measures were implemented in November 2008 which have significantly improved the Town's ability to see its financial position
- Staff availability to cover all rosters has been a problem from time to time, although the magnitude of the problem has been reducing
- The percentage of wages to sales is higher than it should be compared to a privately run business (this is due to a variety of contributing factors no different to any other government run business enterprise)
- The payroll/ wage burden is occasionally elevated due to staff having to work additional hours, particularly when there are flight delays
- The casual rate of pay for staff at the café is higher than other companies around town. Conversely the turnover of staff is very low. Often turnover, re-training and occupational health and safety costs are not considered as a cost or benefit.

- A spin-off to the low turnover at the Café has been the constant improvement in quality of service.
- The café is currently being operated using old and outdated plant and equipment which does not meet required standards/ regulations

In concluding the operation of the Airport Bar and Café by the Town of Port Hedland has been successful. The Town has attracted and retained experienced, capable and dedicated staff to operate the Café. The Café currently employs a full time Bar and Café Manager, two (2) part time Duty managers and five (5) casual staff. Staffing is now very stable with no significant turnover in staff experienced in the last four or five months.

The following projections are a reasonable estimate of future Café trading for the ensuing six (6) months for the 2008/09 financial year.

Operating Expenditure

Wages	\$302,000
Super	\$30,000
Café Purchases	\$225,000
Bar Purchases	\$60,000
Training	\$850
Utilities	\$4500
Cleaning	\$2500
Administration costs redistributed	\$83000
	\$707850
Revenue	
Bar sales	\$300,000
Café sales	\$498,000
	\$(798,000)
	Total \$(90,150)

Consultation

Director Engineering Services
 Manager Airport
 Café Management & Staff
 Manager Finance
 Senior Engineering Finance Officer

Statutory Implications Nil

Policy Implications

Procurement Policy 02/07

Strategic Planning Implications

Key Result area1 Infrastructure, Goal 3 Airport

Actively pursue the generation of income from a variety of sources at the airport including through leases, rentals, advertising and any other means.

Budget Implications

The airport café has been performing well over the last year, particularly during November, December 2008 and January 2009. The average profit for these three months was \$8410 per month. If this figure were carried forward for a twelve month period (November to December, this would represent a total profit of around \$173150 per annum (including \$83900 in rental return for the year at \$1613 per week).

The current budget amount of \$35,000 that has been allocated for the café modifications is deemed to be insufficient for the work that is required to be done. In order to complete all the necessary modifications/ upgrades and to purchase the replacement plant & equipment that is needed, it is estimated that a figure of approximately \$100,000 would be more realistic. More definitive costs would need to be sourced prior to these modifications being carried out.

The financial performance during the last three months of operation (November 1 to January 31) generated a \$25,230 surplus. Airport Management is confident that the projected end of calendar year surplus of approximately \$90,150 will be achieved through increased passenger numbers and lower staffing levels due to all staff being trained and selective rostering.

Council's recent market valuation exercise for the Port Hedland International Airport indicated that the market rental for the café is 8.5% of turnover or \$140,400pa (whichever is greater).

Officer's Comment

Council has several options to consider in relation to the future operations of the Airport Café;

Option 1 – Council continue to manage and operate the café 'in-house' indefinitely

Option 2 – Council continue to manage and operate the café ‘in-house’ for a period of 12 months, after the required upgrades have been carried out. After this time a further review is to be conducted to make a final decision on whether it is worthwhile for Council to continue to operate the café, or if it should be leased out to an external party to run.

Option 3 – Advertise a tender for the external lease of the Airport Café from 1st July, 2009.

At this point in time the recommended course of action is option 2 as listed above. Comments to further support the selection of this option are outlined.

Council still has obligations with regard to maintaining/ replacing the plant and equipment in the café, no matter who is running it. Regardless of which option is decided upon, Council will still be required to spend money on upgrades and renovations, in order to bring the café up to an acceptable standard, and to ensure it complies with current health and safety regulations.

The recovery rate for expenditure on modifications would be accelerated if Council continued to operate the café. Council would also directly reap the benefits from these upgrades, particularly from the expected increase in sales that these upgrades would attract.

Flight and passenger numbers are expected to increase, which will in turn increase the profitability of the café.

Renovations of the café, with Council still operating it, would facilitate the expansion & remodelling of the airport departure lounges. This is the single most important consideration from a leasing/contract management viewpoint.

The Town is in the process of completing a Strategic / Master Plan for the whole airport precinct. Until completed there is a degree of uncertainty, which may also impede on any potential lease. The flexibility of Council controlling the café, and other areas, will make any transitional phase easier to administer.

There has previously been little external interest in leasing the café. When tenders for the lease were called back in September 2007, the only tender received was the internal bid submitted by the Town of Port Hedland. The current condition of the café is also likely to further discourage any potential interest from external parties at best, or at worst due to the capital outlay required substantially reduce the likelihood of gaining the minimum \$140,000 amount (as per the valuation).

Officer's Recommendation

That Council:

- i) approve additional funding for the amount of \$65,000, to enable the modifications to the airport café to go ahead;
- ii) continue to operate the café for a period of 12 months after the completion of the required upgrades has occurred;
- iii) revisit the operation of the café after this period has passed (taking into consideration updated income and expenditure figures and other relevant information) and make a final decision on whether it is worthwhile for Council to continue to operate the café, or if it should be leased out to an external party.

200809/234 Council Decision

Moved: Cr J E Ford**Seconded:** Cr A A Carter

That Council:

- i) continue to operate the café for a period of 12 months after the completion of the required upgrades has occurred;
- ii) revisit the operation of the café after this period has passed (taking into consideration updated income and expenditure figures and other relevant information) and make a final decision on whether it is worthwhile for Council to continue to operate the café, or if it should be leased out to an external party.

CARRIED BY ABSOLUTE MAJORITY 7/0

REASON: Council deleted Clause i) of the Officer's Recommendation relating to modifications to the Port Hedland International Airport's Café and Bar during consideration of this item, as the budget amendment is included in Agenda Item 11.3.1.5 'Second Quarter Budget Review'.

11.2.3 Recreation Services**11.2.3.1 Regional Aquatic Centre Management Tender 08/09
– T1 - (File No.: 26/13/0006)**

Officer	Bec Pianta Manager Recreation Services
Date of Report	16 th February 2009
Disclosure of Interest by Officer	Nil

Summary

The Pilbara Regional Council (PRC) called tenders for the Management and Operation of all Aquatic Centres within the Town of Port Hedland, Shire of Roebourne and Shire of East Pilbara. In-house bids were submitted for each shire, with the YMCA being the only external tender received. This report is for Council to consider the tender submission from the YMCA for the proposed contract period of 1st July 2009 – 30th June 2011.

Background

In line with the Pilbara Recreation Plan, joint procurement is being favoured where possible by the PRC to increase efficiencies of scale for Pilbara Council's. In September 2008, the PRC was authorised to call for tenders for the Management and Operation of six (6) aquatic centres, including:

- South Hedland Aquatic Centre
- Gratwick Aquatic Centre
- Roebourne Aquatic Centre
- Karratha Aquatic Centre
- Newman Aquatic Centre
- Marble Bar Aquatic Centre

The Town of Port Hedland, Shire of Roebourne and Shire of East Pilbara each submitted internal tender bids for the operation of their respective aquatic centres, as a means of comparison and identification of internal costs to the shires should they choose to manage their centres in-house

Information with regards to the Regional Aquatic Tender was presented at the Ordinary Council Meeting on the November 2008, where it was resolved that Council:

“...i) authorise the Chief Executive Officer and relevant staff to enter into discussions with the YMCA in relation to:

- a) their tender price for the proposed period contract, being 1 January 2009 to 30 June 2011;*
 - b) a potential short-term extension of their existing contract which expires on 1 January 2009; and*
- ii) the Chief Executive Officer or his nominated officer report the outcomes of the discussions to Council.”*

As can be seen from the resolution of Council above, the PRC is no longer involved in the tender negotiation process, due to the Town of Port Hedland being the only member Council still negotiating the out-sourcing of their Aquatic Facilities.

The YMCA and the Town of Port Hedland commenced negotiation discussions on the both contracts (the short term and proposed period contract) in December 2008. Following initial discussions, the YMCA have submitted updated budgets with an altered nett operational cost to the Town of Port Hedland.

Consultation

The tender process was undertaken by Town of Port Hedland staff, including:

- Manager Recreation Services
- Sports and Recreation Officer
- Director Engineering
- Chief Executive Officer
- Director Corporate Support
- Human Resources Coordinator

The PRC review committee (for initial review of the tender bids) includes:

- Adrian Ellson (Executive Officer, PRC)
- Nick Sloan (Department of Sport and Recreation)
- Craig Grant (WALGA)

The PRC is made up of each of the four (4) Council's within the Pilbara.

This tender was publicly advertised, and any clarifications sought were fielded through the Pilbara Regional Council as a component of the tender submission process.

Negotiations have occurred with both representatives from the YMCA and the Town of Port Hedland.

Statutory Implications

This tender (through the PRC) was called in accordance with the Local Government Act (1995):

“3.57. Tenders for providing goods or services.

- 1. A local government is required to invited tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services.*
- 2. Regulations may make provisions about tenders.”*

Policy Implications

Nil

Strategic Planning Implications

Key Result Area 3

Goal 2 – Sports and Leisure

Strategy 1 - Identify and implement opportunities to sustainably upgrade programs and services at the Town Aquatic Facilities.

Budget Implications

In the calendar year of 2008, the YMCA operated and managed both GAC and SHAC at an operational cost of \$821,530. The end-of-year budget deficit for the YMCA was \$25,498, so in real terms, the total operational deficit for 2008 for both aquatic centres was \$847,028. An anticipated budget of \$1,120,542 therefore reflects an increase of \$273,514 or 32%.

This report is considering the contract period of 1st July 2009 – 30th June 2011. The Town of Port Hedland and the YMCA have been undertaking negotiations for the first financial year of the contract (2009/10), with the expectation that a set CPI increase will be allowed for the following year of the contract. For the sake of comparison purposes for this report, the CPI has been set at 3.5%.

Should the Town of Port Hedland accept the updated budget as submitted by the YMCA, the operational costs to the Town will be:

	2009/10	2010/11
GAC	\$ 559,573	\$ 579,158
SHAC	\$ 603,013	\$ 624,118
TOTAL	\$1,163,586	\$1,203,276

(Please note, these figures include \$43,044 in expenses for providing housing at SHAC (currently provided at a nil charge by the Town of Port Hedland), and gardening expenses of \$44,290, which the YMCA have requested be provided by the Town of Port Hedland).

Should the Town of Port Hedland reject the tender for the operation and management of the Aquatic Centres and choose to undertake all duties in-house, the real operational costs (excluding costs that would be required regardless of management) are expected to be:

	2009/10	2010/11
GAC	\$ 622,879	\$ 644,680
SHAC	\$ 607,022	\$ 628,268
TOTAL	\$1,229,901	\$1,272,948

Should Council resolve to tender for the outsourcing of the Human Resource component of the management and operations of the Aquatic Centres, the cost to Council is unknown at this stage.

Officer's Comment

The YMCA, following the first negotiation meeting with the Town of Port Hedland, submitted an updated budget. As mentioned previously, the total operating cost of \$1,163,586 for 2009/10 is the most recent offer from the YMCA, however can be further reduced by the provision of housing by the Town of Port Hedland, and the gardening duties being undertaken in-house.

With regards to gardening expenses, transferring responsibility from the YMCA to the Town of Port Hedland will not reduce the overall cost to Council; either Parks and Garden staff or YMCA staff will have to be paid. This comment therefore reflects a nil alteration to the costs for the Town of Port Hedland. With regards to housing, the Town of Port Hedland currently provides the SHAC Centre Manager a house, as it is located on the Aquatic Centre Reserve. It is recommended that should the YMCA continue with the management and operations of the centres, the house continue to be offered at a nil cost to the YMCA. The overall operational expense to contract the YMCA for 2009/10 would therefore reflect a saving of \$43,044 and reduce the operational expense to \$1,120,542.

The Town of Port Hedland questioned certain aspects of the submitted tender and budget from the YMCA. The tender clarification in its entirety can be seen in Attachment 1, however to summarise, the issues raised were:

- Gardening. The initial budget reflected an increase of over 90%. This has now been reduced as part of the updated budget.
- Guarantees. As part of the tender submission, key performance indicators (KPI's) had been included. A request for guarantee of their delivery was requested, as not all KPI's were achieved previously. This was denied by the YMCA.
- Attendance Targets. In 2008, attendance was 31,100 under target, with total attendances at 65,000. The YMCA have indicated that availability of an increased staff base would increase attendances.
- Housing expenses. The request for the ToPH to provide housing (as mentioned above). The YMCA have indicated the increased costs are due to the increased rental costs in Hedland. The YMCA have now also included a weekly allowance to encourage staff retention.
- Café and merchandise. The budget only reflects an average mark-up of 62%.
- Duty Management Expense. The budget reflects an increase of 41% from 2008 to 2009/10, which, according to the YMCA, is due to the weekly allowance for housing.
- Management Expense. SHAC shows an increase of 57% whilst GAC shows an increase of 30%. The YMCA have indicated that initial budgets showed the provision of a house for the SHAC manager, and an increase in staff wages across the board to make them similar to other LGA's within the region.

It is evident that the primary area for concern in the operation and management of Aquatic Facilities is the industry-wide lack of qualified staff; not a unique issue to Port Hedland. One of the major benefits of outsourcing aquatic facilities is the guarantee of staff. The Port Hedland pools are the only facilities within the Pilbara that have not had to close due to staff shortages in recent times. Of course, one of the major disadvantages of outsourcing is the resultant loss of control over the centre operations and management.

A model that may be suitable to the current situation at the Town of Port Hedland (when considering the industry-wide shortage of qualified aquatic staff) is to outsource the Human Resource component of the operations. For example, in November 2006 the Town of Port Hedland resumed management of the JD Hardie Centre from the YMCA. Whilst this has been a positive move (attendances and programming has increased dramatically), staff shortages continue to impact on the operations of the centre. Should human resources be guaranteed, provision of services and outcomes in-line with the Town of Port Hedland vision may be accomplished.

Four (4) options have been presented in relation to the operation and management of the two (2) Aquatic Centres in Port Hedland:

- 1) Contract the YMCA to undertake the Management and Operations of the South Hedland and Gratwick Aquatic Centres, at the current operational cost of \$1,120,542 for 2009/10;
- 2) Continue negotiations with the YMCA to undertake the Management and Operations of the South Hedland and Gratwick Aquatic Centres for 2009/10;
- 3) Reject the YMCA's submission to manage and operate the Aquatic Centres from the 1st July 2009, and negotiate a contract to manage the facilities until that date, with the expectation that the Town of Port Hedland will manage and operate the facilities in-house; or
- 4) Reject the YMCA's submission to manage and operate the Aquatic Centres from the 1st July 2009, and negotiate a contract to manage the facilities until that date, and call for tenders for the out-sourcing of the Human Resource component at the Aquatic Centres.

Officer's Recommendation

That Council:

- i) advise the YMCA that:
 - a) the Pilbara Regional Council Tender 08/09 – T1 for the Management and Operation of the Pilbara Aquatic Centres [Town of Port Hedland element] be rejected for 1st July 2009 – 30th June 2011;
 - b) Council is willing to continue negotiations relating to the management and operation of the South Hedland Aquatic Centre and Gratwick Aquatic Centre for 1st January 2009 – 30th June 2009; and
- ii) commences the tender process for the Provision of Human Resources for the Town of Port Hedland Aquatic Centres, for the period 1st July 2009 – 30th June 2011; and,

[NOTE: Chief Executive Officer advised Council that additional information has been received by staff in relation to this matter, of which staff would like the opportunity to review; and would be recommending that the item lay on the table to enable the additional information to be considered.]

200809/235 Council Decision

Moved: Cr A A Carter

Seconded: Cr A A Gear

That 11.2.3.1 'Regional Aquatic Centre Management Tender 08/09 – T1' to enable consideration of additional information received..

CARRIED 7/0

REASON: Council resolved to lay the item on the table to enable consideration of additional information received, to be undertaken.

11.2.4 Infrastructure Development**11.2.4.1 *Turtle Interpretive Boardwalk – Change of Scope***
(File No.: 08/02/0009)

Officer Jenella Voitkevich
Manager Infrastructure
Development

Date of Report 16 February 2009

Disclosure of Interest by Officer Nil

Summary

This item seeks approval for the scope modifications for the Turtle Interpretive Boardwalk project and the reassignment of project management to The Pilbara Development Commission.

Background

In 2005, the then Premier, the Hon Geoff Gallop, announced \$1m for the establishment of a Marine Turtle facility in Port Hedland. The funding was allocated to the Pilbara Development Commission.

The Commission formed a Working Group of relevant stakeholders including representatives from the Town of Port Hedland to commence discussions on the appropriate design for the facility.

Whilst the option of a Turtle Interpretive Centre was considered, due to funding limitations, maintenance and vandalism concerns and ongoing operational costs, it was agreed by the Group that this was not viable. The Group discussed alternative options and agreed that a Turtle Boardwalk with interpretive signage was a more attractive and manageable option.

EPCAD was engaged to prepare concept designs for the facility which included a boardwalk located below the Koombana Lookout for viewing turtles. In 2006 the CEO of the Town of Port Hedland requested that the Council manage the project and the first stage, the development of the foreshore footpath from the Council office to Sutherland Street (western side) was completed in 2007 at a cost of \$220,000.

At Council's Informal briefing in November 2008, Councilors discussed the relevance of the Boardwalk component of the project.

Councilors considered that the boardwalk was in the wrong location for viewing the turtle's nesting and hatching process. A request was made to review the project scope. It was suggested that the Pilbara Development Commission's original Working Group that was established for this project be reformed to discuss options.

In December 2008 the Town of Port Hedland requested that the Commission progress the project through the original Working Group. The Commission invited members of the original Working Group and new members to a meeting to discuss an alternative option to the proposed boardwalk.

After discussions, the Group agreed that a Turtle Interpretive Loop which links in and complements existing facilities, such as Cemetery Beach Park and the footpath along Sutherland Street would be a more appropriate and cost effective approach.

Consultation

As part of the consultation for the Port Hedland Enhancement Scheme, the community workshops identified a desire for some type of marine turtle facility to showcase the flatback turtles on the Hedland foreshore. At the commencement of the Turtle Boardwalk project in 2005, the Commission undertook considerable consultation with the community and established a Working Group of relevant stakeholders to provide input in to the concept and design of the facility.

Members on the Working Group include:

- Care for Hedland
- Port Hedland Port Authority
- BHP Billiton
- Department of Environment and Conservation
- Member for Pilbara's Electoral Office
- Town of Port Hedland
- Town of Port Hedland Councilors

Statutory Implications Nil

Policy Implications Nil

Strategic Planning Implications

Key Result Area 4 – Economic Development

Goal 1 – Tourism: That the Town's profile as a tourism destination is lifted and visitor nights in the town have significantly increased.

Strategy 5: Implement both the Turtle Boardwalk project and the Stairway to the Moon project and work with stakeholders to identify other tourism product development initiatives.

Budget Implications

It is intended that the Pilbara Development Commission undertake the project management and delivery of the new scope of works, the expenditure and revenue will still be operated through Council's accounts. Council's Expenditure account 1105426 and Revenue account 1105357 will be reduced to \$0.

The revised scope of works has been estimated and is within budget allocation (attached).

The project is being fully funded by the State Government, once complete the Town of Port Hedland will be responsible for the maintenance and upkeep of the infrastructure.

Officer's Comment

The Pilbara Development Commission (PDC) has engaged EPCAD to prepare a new design based on the information provided from the Working Group meeting. In January 2009, members of the Working Group reviewed the revised plans and provided feedback on the new design.

The Working Group approved the designs with some minor changes as follows:

- Interpretive hub to be moved back further off the beach to prevent erosion from storm surge
- Use of aluminium in lieu of steel for interpretive structure
- Smartstud solar lighting system including cat eye style lights to be tested prior to installation
- Furniture must be a similar design to furniture already installed around the foreshore area to keep a consistent theme
- Handover to include a maintenance program

EPCAD has amended the designs to accommodate the requests from the group. The designs are provided as attachments to this item.

The revised scope of works entails:

- Create a Turtle Interpretive Loop connecting Cemetery Beach Park with the Crawford Street beach access and the Civic Centre Gardens

- Install four interpretive nodes at different intervals with the major node at Cemetery Beach Park being an interpretive facility marking the start of the loop
- Major node will provide a defined access point to the beach and meeting area for turtle volunteers
- Interpretive signage about the flatback turtle and dune flora and fauna along the Sutherland Street section and a turtle logo to identify the loop

The PDC is progressing the Indigenous Heritage Survey and Environmental Approvals for the proposed site.

The now proposed turtle interpretive facility is more useable than previous proposals and is likely to be more widely used for its intended purpose. It is recommended that the Town of Port Hedland support the proposal.

Attachments

Attachment 1 – Turtle Interpretive Loop Masterplan 1 of 4

Attachment 2 – Detailed drawings 2 of 4

Attachment 3 – Detailed drawings 3 of 4

Attachment 4 – Detailed drawings 4 of 4

Attachment 5 – Budget estimate

Officer's Recommendation

That Council:

- i) endorses the construction of the proposed new Turtle Interpretive facility of which the revised scope for the Turtle Interpretive Loop, which includes:
 - create a Turtle Interpretive Loop connecting Cemetery Beach Park with the Crawford Street beach access and the Civic Centre Gardens;
 - install four interpretive nodes at different intervals with the major node at Cemetery Beach Park being an interpretive facility marking the start of the loop;
 - major node will provide a defined access point to the beach and meeting area for turtle volunteers;
 - interpretive signage about the flatback turtle and dune flora and fauna along the Sutherland Street section and a turtle logo to identify the loop;
- ii) reassigns the project management and delivery of the Turtle Interpretive Loop to the Pilbara Development Commission, including reallocation of Council's associated expenditure account 1105426, and revenue account 1105357; and

- iii) notes that once complete, the Town of Port Hedland will assume responsibility for maintaining and upkeep of the facility.

200809/236 Council Decision

Moved: Cr A A Carter

Seconded: Cr A A Gear

That Council:

- i) endorses the construction of the proposed new Turtle Interpretive facility of which the revised scope for the Turtle Interpretive Loop, which includes:
- create a Turtle Interpretive Loop connecting Cemetery Beach Park with the Crawford Street beach access and the Civic Centre Gardens;
 - install four interpretive nodes at different intervals with the major node at Cemetery Beach Park being an interpretive facility marking the start of the loop;
 - major node will provide a defined access point to the beach and meeting area for turtle volunteers;
 - interpretive signage about the flatback turtle and dune flora and fauna along the Sutherland Street section and a turtle logo to identify the loop; and
- ii) notes that once complete, the Town of Port Hedland will assume responsibility for maintaining and upkeep of the facility.

CARRIED 7/0

REASON: Council removed Clause ii) of the Officer's Recommendation, after advice received from Chief Executive Officer that it is preferred that the project be undertaken from Council's budget.

ATTACHMENT 2 TO AGENDA ITEM 11.2.4.1

Detail Section A: Lookout node

Steel Balustrading installed atop limestone retaining walls.
Limestone retaining wall.
Existing dune level.
Mark Cox Furniture range.
Existing concrete dual-use path set in paving to illuminate node.
Solar light brick set in paving to illuminate node.

Detail Section B: Lookout node reverse view; showing interpretation signage

Unique signage features at nodes and points of interest.
Text and imagery to convey information regarding the Flat-back Turtle.
Tubular balustrade to bottom of sign.
Existing concrete footpath.

Detail Section C: Koombana Lookout Stair Access

Koombana Lookout.
Webforge balustrading.
Reconstituted limestone retaining wall.
Reconstituted limestone blocks.
Existing concrete footpath.

Detail Plan A: Lookout node adjacent to All Seasons Hotel

See Detail Section B.
Steel balustrades installed along fore-edge of lookout.
Reconstituted limestone retaining wall.
Interpretive signage at edge of lookout.
Existing concrete footpaths continue along coastline.
Existing Footpath access to All Seasons Hotel.
Mark Cox Urban Edge Furniture range single & triple modular seating.
Solar light bricks set in paving to illuminate node.
Detail paving edge to define node.
Pre-cast concrete paving.

Detail Plan B: Lookout node along Turtle Loop

Solar light bricks set in paving to illuminate node.
Steel balustrades installed along fore-edge of lookout.
Reconstituted limestone retaining wall.
Detail paving edge to define lookout node.
Pre-cast concrete paving.
Existing concrete footpath links Lookout nodes.

Detail Plan C: Crawford Street beach access node

Steel balustrades installed along fore-edge of lookout.
Reconstituted limestone retaining wall.
Detail paving edge to define lookout node.
Pre-cast concrete paving.
Existing post and wire fencing to protect dune vegetation.
Access to beach.
Solar light bricks set in paving to illuminate node.
Existing concrete footpath continues along coastline.
Existing bitumen carpark at end of Crawford Street.

Key Plan:

PLAN A
PLAN B
PLAN C
DETAIL SECTION C

Mark Cox Urban Furniture Range

See Detail Section A.
See Detail Section B.

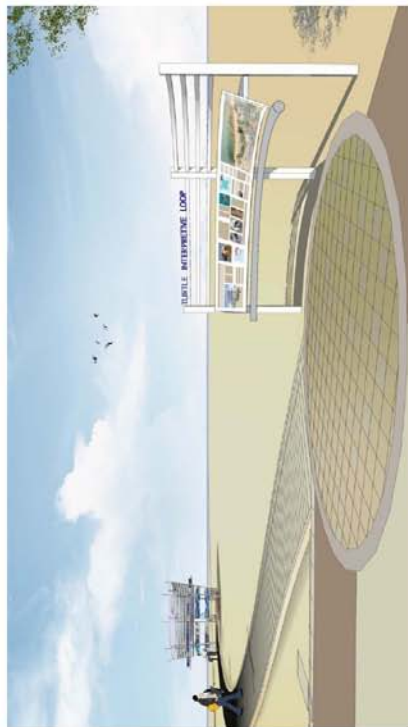
TURTLE INTERPRETIVE LOOP

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ATTACHMENT 3 TO AGENDA ITEM 11.2.4.1



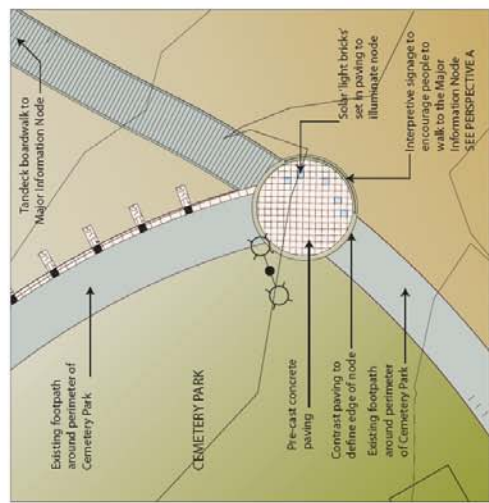
Example A: Abstract Panel to be applied to the back of Information Panels



Perspective A: Eye-Level View from Cemetery Park to Major Information Node

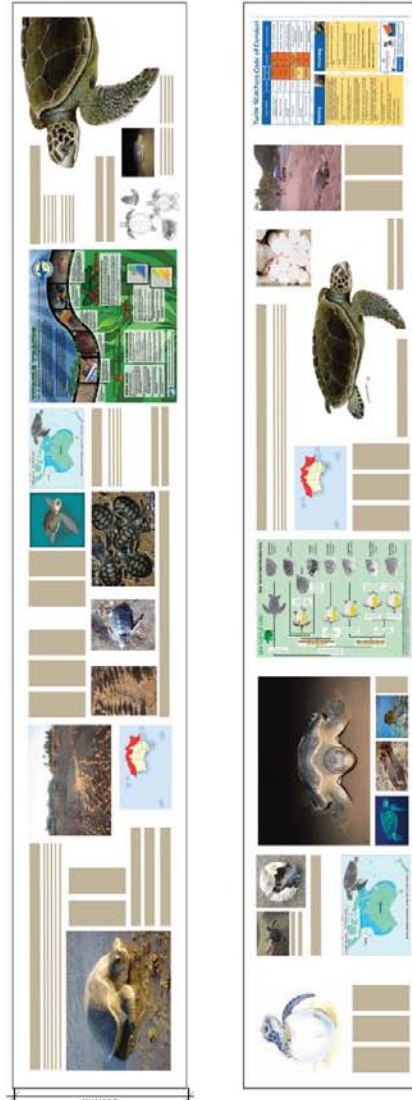


Perspective B: Birds-Eye View of boardwalk and nodes



Detail Plan: Cemetery Park Node

Example B: Information Panels displaying imagery and text about Flat-Back Turtles



INFORMATION PANELS TO CONTAIN DATA AND IMAGERY COMPILED IN CONJUNCTION WITH SCIENTISTS, SPECIALISTS AND ARTISTS. All images to be original or used in conjunction with copyright laws of Australia.

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TURTLE INTERPRETIVE LOOP



ATTACHMENT 4 TO AGENDA ITEM 11.2.4.1

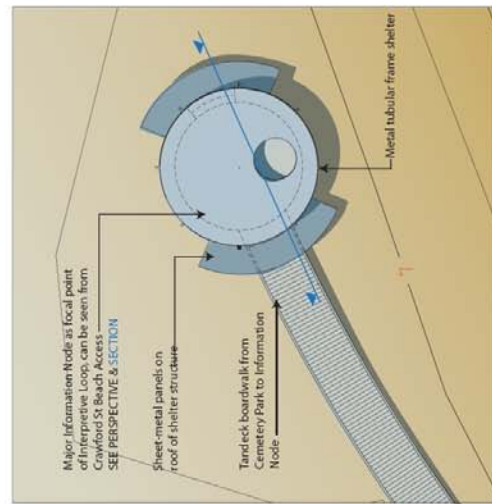


Perspective: Eye-Level View from Shoreline

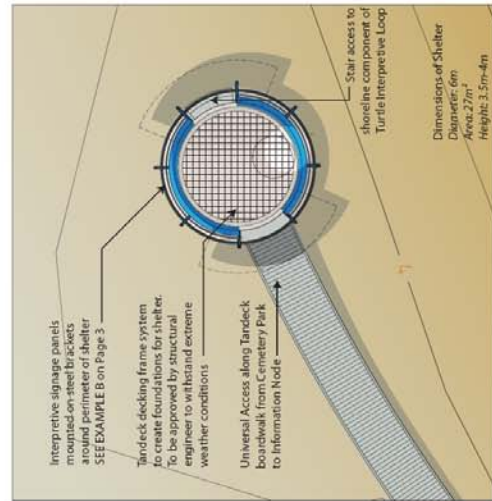


Section: Major Interpretive Node

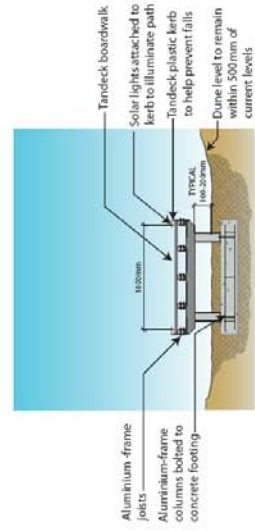
- LEGEND**
- 1... Tubular metal frame to provide louvre-style shade
 - 2... Laser-cut signage
 - 3... Tandek steps on metal frame
 - 4... Metal frame supports
 - 5... Sheet metal roofing on metal frame with strium opening
 - 6... Angled interpretive signage mounted on metal brackets
 - 7... Lower interpretive signage angled upwards to allow easy viewing from the ground level. The two sign panels are angled upwards to allow viewing from the ground level. The two sign panels are angled upwards to allow viewing from the ground level.
 - 8... Tandek boardwalk on metal frame system



Detail Plan A: Node Roof Plan



Detail Plan B: Major Information Node Floor Plan



Detail Section: Tandek Boardwalk System Typical Cross-section

ATTACHMENT 5 TO AGENDA ITEM 11.2.4.1

PORT HEDLAND - TURTLE LOOP

PRELIMINARY OPINION OF PROBABLE COST: Design and Documentation Phase

20/01/2009

LANDSCAPE HARDWORKS

	ITEM	QTY	UNIT	RATE (\$)	TOTAL (\$)
A	PRELIMINARIES				
1.0	Sub Total Preliminaries	1	item	50,000.00	50,000.00
B	SITWORKS				
1.0	Earthworks and Fine Grading	1	Item	25,000.00	25,000.00
2.0	Removal of spoil from site	1	Item	5,000.00	5,000.00
C	HARDSCAPES				
1.0	Precast Paving at NODES	150	m2	270.00	40,500.00
2.0	Concrete transition path (grey) NODE C	10	m2	115.00	1,150.00
3.0	Tandeck boardwalk (inc footings)	1	item	40,000.00	40,000.00
4.0	Webforge Bal-1 Balustrade	31	lm	550.00	17,050.00
5.0	Steps (Koombana Lookout)	1	item	80,000.00	80,000.00
6.0	Handrail to steps	13	lm	450.00	5,850.00
7.0	Concrete (grey) landings to steps	24	m2	130.00	3,120.00
8.0	Seats - Mark Cox Urban Edge - Single seat	2	ea	1,200.00	2,400.00
9.0	Seats - Mark Cox Urban Edge - Triple seat	6	ea	2,200.00	13,200.00
10.0	Wheel Bin Enclosure	3	ea	3,500.00	10,500.00
11.0	Information signs	4	ea	30,000.00	120,000.00
12.0	Major Information NODE pavilion	1	item	100,000.00	100,000.00
13.0	Limestone Retaining Walls at NODES	1	item	100,000.00	100,000.00
D	SUB-TOTAL COST OF WORKS				613,770.00
E	CONTINGENCY				
	(approx. 8% of Items above)				50,000.00
F	TOTAL COST OF WORKS				663,770.00
G	CONSULTANCY FEES				
1.0	Design	1	item	7,500.00	7,500.00
2.0	Documentation	1	item	30,000.00	30,000.00
3.0	Contract Admin	1	item	20,000.00	20,000.00
H	Survey				
	Survey	1	item	5,000.00	5,000.00
I	PROVISIONAL SUMS				
1.0	Site Visits (Airmiles, Car Hire)	1	item	10,000.00	10,000.00
J	TOTAL INCLUDING FEES				736,270.00
K	GST				
	GST		%	10	73,627.00
L	TOTAL				809,897.00

Exclusions

Maintenance

PREPARED BY EPCAD PTY LTD FOR PDC

11.3 GOVERNANCE AND ADMINISTRATION**11.3.1 Corporate Services****11.3.1.1 *Financial Reports to Council for Period Ended 31 January 2009 (File Nos: FIN-008, FIN-014 and RAT-009)***

Officer Natalie Octoman
Manager Finance Services

Date of Report 6 February 2009

Disclosure of Interest by Officer Nil

Summary

The objective of this item is to present a summary of the financial activities of the Town to 31 January 2009, and to compare this with that budgeted for the period. With regard to the Town's Utility and Fuel Costs, a comparison is made with 2007/08.

Background**1. *Financial Statements***

Presented (see attachments) in this report for the financial period ended 31 January 2009, are the:

- Statements of Financial Activity – see Schedules 2 to 14;
- Notes (1 to 10) to and forming part of the Statements of Financial Activity for the period ending 31 January 2009;
- Review of Transaction Activity.

Note: Interest Rates for investments are selected from those provided by three of the following financial institutions: National Australia Bank, BankWest, Westpac Bank, Citigroup and the Australian and New Zealand Bank.

2. *Utility and Fuel Costs*

Presented in graph form (see attached), is the 2008/09 monthly water, power and fuel costs compared with 2007/08.

3. Schedule of Accounts Paid

The Schedule of Accounts paid (see attachment) under delegated authority as summarised below, and which is submitted to Council on 25 February 2009 for receipt, has been checked and is fully supported by vouchers and invoices which have been duly certified as to the receipt of goods and rendition of services, and verification of prices, computations and costs.

Voucher No's		Value \$	Pages		Fund No.	Fund Name	Description
From	To		From	To			
CHQ18678	CHQ18679	-	N/A	N/A	1	Municipal Fund	
CHQ18680	CHQ18707	88,294.15	1	6	1	Municipal Fund	
EFT24286	EFT24521	1,865,878.10	6	49	1	Municipal Fund	
CMS070109	CMS	384.78	49	49	1	Municipal Fund	
PAY0130109		240,048.85	50	50	1	Municipal Fund	
PAY270109		250,145.05	1	1	1	Municipal Fund	
BOQ280109		891.10	50	50	1	Municipal Fund	Finance Equipment
BOQ291208		891.10	50	50	1	Municipal Fund	Finance Equipment
	Muni Total	3,241,533.13					
3001560	3001576	8,060.00	50	52	3	Trust Fund	
	Trust Total	8,060.00					
	Sub-Total	3,249,593.13					
LESS: one-off pays		-					
	Total	3,249,593.13					

Consultation Nil

Statutory Implications

Financial Statements

Regulation 34 of the Local Government (Financial Management Regulations), states as follows:

“34. Financial activity statement report - s. 6.4

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail:*

- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
 - (b) *budget estimates to the end of the month to which the statement relates;*
 - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing:*
- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown:*
- (a) *according to nature and type classification;*
 - (b) *by program; or*
 - (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be:*
- (a) *presented to the council:*
 - (i) *at the next ordinary meeting of the council following the end of the month to which the statement relates; or*
 - (ii) *if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting;*
and
 - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.*

In this regulation:

“committed assets” means revenue unspent but set aside under the annual budget for a specific purpose;

“restricted assets” has the same meaning as in AAS 27.

Section 6.12 of the Local Government Act 1995 (Power to defer, grant discounts, waive or write off debts) states:

- “(1) Subject to subsection (2) and any other written law, a local government may –*
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money;*
 - (b) waive or grant concessions in relation to any amount of money; or*
 - (c) write off any amount of money,*
- which is owed to the local government.*
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.”*

Policy Implications

2/003 Financial Statements – Copies for Councillors

Apart from the financial reports presented to Council as required by way of legislation, the following reports will be presented to Council:

- Monthly

Bank Reconciliation of the Municipal, Reserve and Trust Fund
+90 day outstanding Sundry Debtors Report
List of Accounts paid under Delegated Authority
Register of Investments
Rate Summary Trial Balance
Reserve Account Balances

- Quarterly

Quarterly Budget Review
Report on all Budgeted Grants of \$50,000 or more.

Irregular Financial reports will be presented to Council on request.

Strategic Planning Implications

Point one of Goal 2 (Natural Resources) in Key Results Area 5 (Environment) of the Strategic Plan 2007-2012, required that the Town's energy and water use is monitored and reported to Council.

Budget Implications

At the Special Meeting held on 9 July 2008, Council resolved to adopt item ... Budget Adoption, which included Recommendation 12 as follows:

“Recommendation 12

That Council adopts the following percentage or dollar value for determining and reporting material variances as follows:

- 1. 10% of the Function amended budget; or*
- 2. \$100,000 of the Function amended budget*

whichever is the lesser, for the following categories of revenue and expenditure:

- a. Operating Revenue*
- b. Operating Expenditure*
- c. Non-Operating Revenue*
- d. Non-Operating Expenditure”*

Officer’s Comment

For the purpose of explaining Material Variance (Expense/Revenue Up or Down, and see attachment Schedule 2) a three-part approach was taken:

Period Variation

Relates specifically to the value of Variance between the Budget and Actual figures for the period of the report.

Primary Reason

Identifies the primary reasons for the period Variance. As the report is aimed at the higher level analysis, minor contributing factors are not reported.

Budget Impact

Forecasts the likely \$ impact on the Amended Annual Budget position. It is important to note that figures in this part are ‘indicative only’ at the time of reporting, and that circumstances may subsequently change.

Attachments

- Page 1–3 of 12. Schedule 2 being a Statement of Financial Activity
- Pages 4 to 12. Notes 3 to 12 which form part of the Statements of Financial Activity. Also Note 10 – January 2009 Bank Reconciliations.
- Pages 1 to 49. Detailed Financial Activity by Program.
- January 2009 Accounts for Payment

- Comparison Between 2007/08:2008/09 Utility & Fuel Costs

200809/237 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr J E Ford

That:

- i) the:
 - . Statements of Financial Activity (represented by Schedules 2 to 14);
 - . **Notes (1 to 10) to and forming part of the Statements of Financial Activity for the period ending 31 January 2009; and**
 - . **Review of Transaction Activity,**

as attached and/or presented be received;

- ii) graphic representation of the Town's energy, water and fuel use as attached be received; and

- iii) the list of Accounts paid during January 2009 under Delegated Authority, as presented and/or attached be received.

CARRIED 7/0

*11.3.1.2 2009/10 Budget Timetable and Broad Assumptions
(File No.: ...)*

Officer Matthew Scott
Director Corporate
Services

Date of Report 12 February 2009

Disclosure of Interest by Officer Nil

Summary

For Council to adopt the proposed Budget timetable and broad budget assumptions for the 2009/10 Budget process.

Background

Each year Council must develop a new municipal budget for the following year. Given the Council's desire to adopt the new budget prior to the commencement of the next financial year, Council must now commit to a timetable.

Given the complexity of a municipal budget, Council must give some direction to the administration with regard to permissible increases (and decreases) in revenue and expenditure streams. With this direction the administration can develop (over various stages) a draft budget, which Council must review, and subject to changes, ultimately adopt.

At the February Briefing session, Councillors were presented with a draft timetable (similar to one sent to Council prior to Christmas) and suggestions regarding some broad budget assumptions and principals.

Should Council formally adopt the timetable and budget principals, Staff will have a clear direction in what and when budgetary information is required.

The proposed process is similar to previous year's budget process, where the budget is developed in stages, with the final result defining the amount of funds Council will have for new items and initiatives.

Consultation

The Proposed timetable has been previously emailed to Councillors and Management for comment, and the broad budget assumptions were presented to Councillors at the February Briefing session.

Statutory Implications

Local Government Act 1995

“2.7. The role of the council

- (1) The council —*
- (a) directs and controls the local government's affairs; and*
 - (b) is responsible for the performance of the local government's functions.*
- (2) Without limiting subsection (1), the council is to —*
- (a) oversee the allocation of the local government's finances and resources; and*
 - (b) determine the local government's policies.*

6.2. Local government to prepare annual budget

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

** Absolute majority required.*

Policy Implications

Nil

Strategic Planning Implications

The 2009/10 Budget will be developed based on the direction provided in the Town's Strategic Plan and Plan for the Future. All project should feed back into these plans, the budget will provide the resources to achieve the plans goals.

Budget Implications

Though adopting the proposed timetable and budget assumptions will not the affect the Council's current municipal budget and Cash surplus, Council should not underestimate the importance of the budgetary process. As per Section 2.7 of the Local Government Act, allocating Council resources (through the budget) is a primary role of Council.

Officer's Comment

Nil

Attachments

Nil.

Officer's Recommendation

That Council:

- i) adopts the following timetable to develop the 09/10 Annual Budget:

2009/10 Budget Timetable		
Date	Meeting/ Resp	Item
11/02/2009	Briefing	Budget Assumptions
25/02/2009	OCM	Council Adopt Budget Review/ Budget Timetable/Budget Assumptions
26/02/2009	Managers	Issue Budget Packs
11/03/2009	Briefing	Advertise Community Budget Requests
12/03/2009	Workshop	Strategic Plan/Loans/Reserves/ Five Year Plan Reviews
3/04/2009	Managers	Return Budget Pack Info
9/04/2009	Workshop	Staffing/Rates/Fees & Charges
10/04/2009	Finance	Issue 3rd Budget Review Reports
20/04/2009	Managers	3rd Quarter Budget Reviews/ Operating Budget & Forecast (1 week)
22/04/2009	OCM	Adopt Rates in the Dollar for advertising
13/05/2009	A&F Com	3rd Quarter Budget Review
14/05/2009	Workshop	New Items
22/05/2009	Finance	Finalise Draft Operating Budget/ Surplus Position
27/05/2009	OCM	Council Adopt Budget Review
28/05/2009	Workshop	Finalise New Items/finalised budget
10/06/2009	Briefing	Advise Council of any last minute changes
19/06/2009	Finance	Final Statutory Budget available for agenda
24/06/2009	OCM	Adopt Council Budget

and

- ii) adopts the following broad budget assumptions in developing the draft operating budget for Council's consideration.

2009/10 Budget Assumptions	
Revenue	
Rates	Net Rate increase capped to CPI
Contributions	Based on known contribution agreements
Investment Interest	CPI + 4%
Operating Grants	CPI except for known service transfers
User Fees	Capped to CPI
Expenditure	
Employee Costs	1.5% +\$1,500 for EBA staff
	5% for contract Staff
	No increase in staff, subject to new items
Contracts & Materials	CPI capped where possible
Insurance	CPI capped, dependent on annual insurance review
Loans and Interest	Repayment based on current schedules
	No new loans
Utilities	Water 8% + quantity increase
	Power 10% subject to State Government confirmation
	Telephone CPI
Other	
5 Year Plans	Continue with current 5 year plans, subject to cost review
Services	No reduction in current service provision, unless already planned