

Town of
Port Hedland



TOWN OF PORT HEDLAND

AUDIT, RISK AND GOVERNANCE COMMITTEE MEETING MINUTES

WEDNESDAY 17 JUNE 2015 AT 12:00PM

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

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

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

TERMS OF REFERENCE

AIM/PURPOSE:

The Audit, Risk and Governance Committee objective is to assist the Town of Port Hedland Council in liaising with the auditor and overseeing the external audit function and promoting the transparency and accountability of Council's financial management systems and reporting

The Audit, Risk and Governance Committee has been established in accordance with Part 7 of the Local Government Act 1995 to:

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

QUORUM:

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

MEMBERSHIP:

Elected Members:

Mayor Kelly Howlett

Councillor Gloria Jacob – Presiding Member

Councillor Julie Hunt

Councillor Lorraine Butson – Deputy Presiding Member

Community Member:

Mr Bill Hrambanis

Deputy Members:
Councillor George Daccache
Councillor Jan Gillingham
Councillor David Hooper
Councillor Troy Melville

MEETING FREQUENCY:

As and when required.

DELEGATION:

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

TENURE:

Ongoing

RESPONSIBLE OFFICER:

Director Corporate Services

(Adopted by Council at its Ordinary Meeting held 16 November 2011. Amended by Council at its Ordinary Meeting held 23 October 2013. Amended by Council at its Ordinary Meeting held on 11 December 2013. Amended by Council at its Ordinary Meeting held on 27 May 2015.)

AUDIT, RISK & GOVERNANCE COMMITTEE MEETING MINUTES 17 JUNE 2015

ITEM 1	OPENING OF MEETING.....	6
ITEM 2	ACKNOWLEDGMENT OF TRADITIONAL OWNERS	6
ITEM 3	RECORDING OF ATTENDANCE AND APOLOGIES.....	6
3.1	Attendance	6
3.2	Apologies.....	6
3.3	Approved Leave of Absence	6
ITEM 4	RESPONSE TO PREVIOUS QUESTIONS	6
ITEM 5	PUBLIC TIME	7
5.1	Public Question Time.....	7
5.2	Public Statement Time.....	7
ITEM 6	QUESTIONS FROM MEMBERS WITHOUT NOTICE.....	7
6.1	Mayor Howlett.....	7
ITEM 7	DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING	7
ITEM 8	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	7
ITEM 9	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	8
ITEM 10	PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS	8
10.1	Graeme Hall, Manager Recreation Services and Facilities	8
ITEM 11	REPORTS OF OFFICERS	9
11.1	Community and Development Services.....	9
11.1.1	Town of Port Hedland Leisure Facilities Management Contract - Review May 2015	9
ITEM 12	LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/ COMMITTEE.....	23
ITEM 13	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	23
ITEM 14	CONFIDENTIAL ITEMS.....	23
ITEM 15	APPLICATIONS FOR LEAVE OF ABSENCE FOR THE NEXT AUDIT, RISK AND GOVERNANCE COMMITTEE MEETING.....	23
ITEM 16	ATTENDANCE BY TELEPHONE/ INSTANTANEOUS COMMUNICATIONS... 	23
ITEM 17	CLOSURE.....	23
17.1	Date of Next Meeting.....	23
17.2	Closure.....	23

ITEM 1 OPENING OF MEETING

The Presiding Member declared the meeting open at 1:06pm.

ITEM 2 ACKNOWLEDGMENT OF TRADITIONAL OWNERS

The Presiding Member acknowledged the traditional owners, the Kariyarra people.

ITEM 3 RECORDING OF ATTENDANCE AND APOLOGIES

3.1 Attendance

Elected Members

Mayor Kelly Howlett

Councillor Gloria Jacob – Presiding Member

Councillor George Daccache – Deputy Committee Member

Councillor Troy Melville – Deputy Committee Member (entered at 1:11pm)

Community Member

Mr Bill Hrambanis

Officers

Mal Osborne Chief Executive Officer

Sid Jain Director Corporate Services

Chris Linnell Acting Director Community and Development Services

Grace Waugh Minute Taker/ Governance Officer

Public 1

Media 0

ToPH Officers 2

3.2 Apologies

Councillor Julie Hunt (on approved leave from Council)

Councillor Lorraine Butson – Deputy Presiding Member

3.3 Approved Leave of Absence

Nil

ITEM 4 RESPONSE TO PREVIOUS QUESTIONS

Nil

ITEM 5 PUBLIC TIME

Important note:

'This meeting is being recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes which may be released upon request to third parties. If you do not give permission for recording your participation please indicate this at the meeting. The public is also reminded that in accordance with Section 6.16 of the Town of Port Hedland Local Law on Standing Orders nobody shall use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the presiding member to do so.'

Presiding Member opened Public Question Time at 1:05pm.

5.1 Public Question Time

Nil

Presiding Member closed Public Question Time at 1:05pm.

Presiding Member opened Public Statement Time at 1:06pm.

5.2 Public Statement Time

Nil

Presiding Member closed Public Statement Time at 1:06pm.

ITEM 6 QUESTIONS FROM MEMBERS WITHOUT NOTICE

6.1 Mayor Howlett

At the last Audit, Risk and Governance Committee Meeting I asked for additional information to be provided which has not been included in item 11.1.1 'Town of Port Hedland Leisure Facilities Management Contract - Review May 2015'. I assume they will be discussed during the presentation and I will ask my questions there.

ITEM 7 DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

Councillor Jacob – Presiding Member	Councillor Daccache – Deputy Committee Member
Mayor Howlett	Mr Bill Hrambanis

ITEM 8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Nil

ITEM 9 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

ITEM 10 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS

1:11pm Councillor Melville entered the meeting as a Deputy Committee Member.

10.1 Graeme Hall, Manager Recreation Services and Facilities

Mr Hall presented in response to the previous meeting, providing an explanation on the 2015/16 Budget and the \$1.00 entry fees, and also discussing the maintenance cost and historical downtime associated with Wave Rider facility.

201415/054 AUDIT & FINANCE COMMITTEE DECISION

MOVED: MR HRAMBANIS SECONDED: MAYOR HOWLETT

That the Audit, Risk and Governance Committee close the meeting to members of the public as prescribed in section 5.23(2) of the Local Government Act 1995 to discuss the confidential documents provided by YMCA.

CARRIED 5/0

1:49pm Presiding Member advised that the meeting is closed to members of the public.

201415/055 AUDIT & FINANCE COMMITTEE DECISION

MOVED: CR DACCACHE SECONDED: MAYOR HOWLETT

That the Audit, Risk and Governance Committee open the meeting to members of the public.

CARRIED 5/0

2:12pm Presiding Member advised that the meeting is open to members of the public.

Disclaimer

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

ITEM 11 REPORTS OF OFFICERS

11.1 Community and Development Services

11.1.1 Town of Port Hedland Leisure Facilities Management Contract - Review May 2015

Graeme Hall, Manager Recreation Services and Facilities
File No. 26/04/0015

DISCLOSURE OF INTEREST BY OFFICER

Nil

RECOMMENDATION

That Audit, Risk and Governance Committee recommend that Council:

- 1. Note that the May monthly report as provided by the YMCA.**
- 2. Note the Risk Assessment Report – attachment 1 prepared by officers in response to the request made by the Audit and Finance Committee at its meeting on 22 April.**
- 3. Note the draft budget as presented by the YMCA for the 2015/2016 financial year.**

201415/056 AUDIT & FINANCE COMMITTEE DECISION

MOVED: MAYOR HOWLETT

SECONDED: CR DACCACHE

That Audit, Risk and Governance Committee recommend that Council:

- 1. Note that the May monthly report as provided by the YMCA.**
- 2. Note the Risk Assessment Report – attachment 1 prepared by officers in response to the request made by the Audit and Finance Committee at its meeting on 22 April.**
- 3. Note the draft budget as presented by the YMCA for the 2015/2016 financial year.**
- 4. Request the Chief Executive Officer seek legal advice and report to Council on the wave rider and recourse for lack of operation of the wave rider including the costs and losses involved.**
- 5. Request the Chief Executive Officer, or his delegate(s), to explore the contract extension and report back to Council on the obligations and options going forward beyond 30 June 2016.**

6. **Request the Chief Executive Officer, or his delegate(s), to investigate retractable shade options and costs for the South Hedland Aquatic Centre for consideration in the 15/16 budget.**

CARRIED 5/0

EXECUTIVE SUMMARY

The purpose of this report is to respond to the request by the Audit and Finance Committee that they be provided with the following:

- A risk management plan for the expected under performance of the 2014/2015 budget
- A proposal for the 2015/16 budget

It is recommended that the Audit and Finance Committee note both the internal Risk Assessment document as provided by officers and the draft 2015/2016 Budget as received from the YMCA on 27 April 2015.

DETAILED REPORT

The YMCA of Perth is engaged to manage the Town of Port Hedland Leisure Facilities. The current contract agreement commenced in July 2012, and is for a four year term. The current contract will conclude on 30 June 2016.

The YMCA is required to provide a monthly report by the 15th of each month. The monthly reports for September, December, March and June (Annual Report) are presented to the Audit and Finance Committee as quarterly reports. During the 2014/2015 financial year there has been a level of apprehension with regard to the financial performance of leisure facilities. Following each of its quarterly meetings the Audit and Finance Committee have sought additional information. Most recently information has been requested about the draft budget for the 2015/2016 financial year and a Risk Assessment Report for the current financial year.

A Risk Assessment Report (attachment 1) has been prepared internally by the Town. The initial recommendation was for the YMCA to prepare the report, however, officers have presented a report that provides the Council with an organizational viewpoint. The report is a conjoining of the financial information from the YMCA with an insight of the contract under which the YMCA are required to operate. The document provides the Audit and Finance Committee with two perspectives, these being 'contractual risk' and an understanding of the 'social obligations' that the Town has as a provider of leisure facilities.

The Risk Assessment Report (attachment 1) identifies six key areas of risk. It is clear from discussions with the YMCA in compiling this document that they will be seeking to reduce their responsibility for the additional operating deficit at the end of the current financial year. At the current time this is in excess of \$300,000. The YMCA are expected to seek concessions from the Town with regard to:

- The staffing costs attributed to Gratwick Aquatic Centre for the period July to September (for the operation of the gym July to September during a period of pool closure)
- The revenue shortfall of the Wave Rider at the South Hedland Aquatic Centre
- The implications of a \$1.00 entry fee to the aquatic centres for children
- The economic down turn in Port Hedland that has seen a drop in membership income
- Modified hours of operation (South Hedland and Gratwick Aquatic Centre's changing their roles as the seasonal and year round operations)
- The impact of Health Department of Western Australia closures due to Cryptosporidium.

With the exception of the staffing costs at Gratwick Aquatic Centre which is estimated at \$36,000 and the impact of the \$1.00 child entry to the aquatic centres which could be \$92,282 the extent of the YMCA's requests are indeterminate. The YMCA has to date not provided any clarity with regard to what their expectations might be with regard to the remaining risks. At the time of writing this report the YMCA had provided a verbal commitment to provide detailed information by Friday 15 May 2015.

All requests for variations need to be well articulated by the YMCA with details clearly stated and evidence for each claim supplied. The Town would need to scrutinize the figures heavily as part of any negotiation process.

Under the contract the YMCA are obligated to review the facility operating budgets in February each year. The contract also requires that the YMCA provide a business plan, maintenance schedule and promotion/communications plans in February each year. These documents are intended to support the budget position as presented by the YMCA as a contractor. Attachment 2 is the draft budget provided to the Town as of 27 April 2015. At the time of preparing this report the Town has not received the required plans or schedules to support the budget figures.

The contract for the management of the leisure facilities is very specific about the YMCA obligations to provide the Town with revised/updated plans and schedules. The following sections of the contract clearly outline the requirements for the contractor:

- 8.2 Review of Operating Budgets
- 18.1 (7) Cleaning on the Facilities and Surrounding Landscapes
- 18.2 Servicing and Maintenance
- 32.1 Annual Business Plans

The provision of supporting information has been requested from the YMCA on a number of occasions (verbally and in writing).

In 2012, when the contract between the Town and the YMCA was endorsed by the Council there was an agreement to the operational deficits for each of the four years of the contract. In 2014/2015 the Council resolved that the operating deficit for the three leisure facilities would be as per the contract. In 2015/2016 the endorsed operating deficit as per the contract is \$2,273,714 (including management fees (\$330,652)).

An overview of the budget information as provided by the YMCA is as follows:

- Proposed operational deficit is \$2,375,673
- The proposed operational deficit is \$101,959 greater than the \$2,273,714 as stated in the contract
- Income expectations in the 2015/2016 budget are reduced by \$597,023
- Expenditure has been reduced by \$474,197

The strategy adopted by the YMCA is to reduce the income expectations of each facility. It is however, hard to determine the anticipated outcomes of the budget proposal due to there being no supporting information to provide clarity as to what services and facilities will be provided, and how key performance indicators will be met.

Observations regarding the budget made by officers are:

- Why is the housing cost \$187,200 being maintained given that the YMCA own their own accommodation and staff are being required to pay \$450 per week
- What is the staffing structure given the level of savings proposed
- What will be the implications of reduced expenditure in marketing costs
- What are the risks to the Town's assets as a result of not increasing maintenance expenditure at Wanangkura Stadium and not having a maintenance schedule to support the budget allocation

It is understood that the YMCA are proposing to eliminate the role of Swim School Coordinator as a budget saving. The swim school is an integral part of the business and by not filling this role the YMCA are unlikely to realize the potential of this very important program. In 2012, the YMCA made a very compelling case to add this position to the staff structure. The argument made at the time was that this was the single most important income stream for the aquatic centres.

FINANCIAL IMPLICATIONS

There are two clear financial outcomes being addressed as part of the recommendations of this report to the Audit, Risk and Governance Committee, these being:

1. The identification of risks that the Council may need to address if the YMCA seek variations to reduce their obligations regarding the over expenditure of the leisure centres operating budgets. The over expenditure is known to be in excess of \$300,000 at the current time.

2. The consideration of a draft budget document by the YMCA that:
 - Exceeds by \$101,959 the amount endorsed by the Council of \$2,273,714
 - Is not supported by any supporting documentation or plans
 - Reduces income expectations by \$597,023 without offering an explanation as to how key performance indicators are going to be achieved

The overall impact of the matters outlined in this report may have a significant impact on the budgets in both the current and 2015/2016 financial years. It is also possible that the community will receive a lesser level of service if the budget paradigm is adjusted in a manner that allows the YMCA to achieve a financial outcome by means of offering fewer programs and services.

STATUTORY AND POLICY IMPLICATIONS

Section 1.2 'A vibrant community rich in diverse cultures' of the Strategic Community Plan 2014 – 2024 applies as the contract with the YMCA seeks to deliver facilities and services of a high standard and therefore attract and retain residents and increase the permanent population of the Town.

ATTACHMENTS

1. Monthly Report document for Audit and Finance Committee (Under Separate Cover)
2. Risk Assessment Report (Under Separate Cover)
3. Risk Analysis and Report
4. Letter to YMCA regarding maintenance audit – to Risk Assessment document
5. Profit and Loss – Recreation Centres (Under Separate Cover)

21 May 2015

ATTACHMENT 3 TO ITEM 11.1.1

	Income	2015/16 Budget	2014/15 Budget	Forecast
Income	Gratwick	\$243,050	\$330,491	\$216,845
	SHAC	\$498,660	\$644,906	\$375,265
	Wana	\$2,215,634	\$2,578,970	\$1,990,491
	Total	\$2,957,344	\$3,554,367	\$2,582,601
Expense	Gratwick	\$772,380	\$882,647	\$693,614
	SHAC	\$1,711,378	\$1,810,199	\$1,512,859
	Wana	\$2,518,607	\$2,783,716	\$2,287,760
	Total	\$5,002,366	\$5,476,563	\$4,494,233
Net Operating Result	Gratwick	-\$529,329	-\$552,156	-\$476,769
	SHAC	-\$1,212,718	-\$1,165,293	-\$1,137,594
	Wana	-\$302,974	-\$204,746	-\$297,269
	Net Operating Result	-\$2,045,021	-\$1,922,196	-\$1,911,632

AUDIT, RISK & GOVERNANCE COMMITTEE MEETING MINUTES 17 JUNE 2015

2015/2016 GRATWICK AQUATIC CENTRE

Income	2015/16 Budget	2014/15 Budget	Forecast	Variance
Aqua Aerobics Income	\$2,435	\$2,034	\$2,219	\$216
General Admission Income				
Casual Adult	\$40,729	\$34,600	\$37,724	\$3,005
Casual Child	\$8,682	\$6,563	\$7,926	\$756
Casual Family	\$0	\$0	\$410	-\$410
Spectator	\$1,088	\$1,753	\$908	\$180
Memberships	\$100,000	\$162,931	\$93,563	\$6,437
Aquatic Program Income			-\$575	
Adult	\$0	\$2,211		\$0
Child	\$1,440	\$1,145		\$1,440
Training	\$2,795	\$2,662		\$2,795
Schools Aquatic Program Income	\$1,227	\$1,736	\$950	\$277
Birthday Party Income	\$2,227	\$2,416	\$966	\$1,261
Aquatic Education Income	\$45,864	\$50,570	\$40,395	\$5,469
Facility Rental Income	\$4,400	\$16,256	\$4,172	\$228
Café Income	\$22,554	\$30,613	\$20,024	\$2,530
Merchandise Income	\$9,608	\$15,000	\$8,162	\$1,446
Total	\$243,050	\$330,491	\$216,845	\$26,205
Expense				
Salaries				
Area Manager	\$48,261	\$48,262	\$31,705	\$16,556
Housing Allocation	\$62,400	\$118,392	\$0	\$62,400
Vehicle Expense	\$5,000	\$5,500	\$1,120	\$3,880
Centre Manager	\$76,667	\$120,534	\$156,053	-\$79,387
Duty Managers	\$113,037	\$110,305	\$133,069	-\$20,032
Aqua Aerobics Instructors	\$6,632	\$12,982	\$5,478	\$1,153
Aquatic Education Instructors	\$16,208	\$36,144	\$37,756	-\$21,547
Lifeguards	\$115,599	\$112,493	\$116,319	-\$730
Aquatic Program Staff	\$2,189	\$3,270	\$46	\$2,143
Birthday Party Leaders	\$623	\$675	\$16	\$607
Business Support Officer		\$11,186	\$6,342	-\$6,342
			\$0	\$0
Birthday Party Expense	\$393	\$280	\$0	\$393
Café Expense	\$14,660	\$15,306	\$13,555	\$1,105
Merchandise Expense	\$6,245	\$7,500	\$5,075	\$1,170
Marketing Expense	\$1,750	\$6,000	\$1,255	\$495
Insurances	\$1,292	\$4,630	\$941	\$351
Bank Charges Expense	\$3,762	\$2,228	\$3,653	\$110
Cash Security Expense	\$592	\$2,448	\$575	\$17
Telephone / Internet Expense	\$5,087	\$5,215	\$4,939	\$148
Postage & Courier Expense	\$140	\$765	\$136	\$4
Stationary and Printing Expense	\$5,151	\$10,053	\$5,001	\$150
Licenses & Subscriptions	\$964	\$5,669	\$936	\$28
CERM	\$2,500	\$2,500	\$2,188	\$313
Training Expense	\$7,410	\$4,000	\$864	\$6,546
Recruitment Expense	\$1,000	\$912	\$0	\$1,000
Travel Expense	\$5,250	\$3,346	\$1,651	\$3,599
Uniforms	\$2,500	\$5,055	\$2,542	-\$42
Consumables Expense	\$742	\$98	\$720	\$22
Staff Amenities	\$982	\$1,200	\$953	\$29
Electricity	\$31,104	\$34,548	\$22,217	\$8,887
Water Expense	\$39,714	\$29,700	\$28,367	\$11,347
Maintenance Expense	\$80,008	\$75,732	\$51,858	\$28,150
Security Expense	\$3,862	\$5,049	\$3,749	\$112
Pool Chemicals Expense	\$36,210	\$21,152	\$35,155	\$1,055

AUDIT, RISK & GOVERNANCE COMMITTEE MEETING MINUTES 17 JUNE 2015

Equipment Replacement	\$6,000	\$6,027	\$5,518	\$482	
Cleaning	\$10,870	\$18,003	\$10,553	\$317	
Gardening Expense	\$45,000	\$30,856	\$32,392	\$12,608	
First Aid and Safety	\$2,000	\$2,388	\$1,259	\$741	
Waste Disposal	\$1,200	\$144	\$910	\$290	
Equipment Lease Expense	\$9,387	\$2,099	\$1,575	\$7,812	
Total Expense	\$772,380	\$882,647	\$693,614		
Net Operating Result	-\$529,329.47	-\$552,155.99	-\$476,768.73		

AUDIT, RISK & GOVERNANCE COMMITTEE MEETING MINUTES 17 JUNE 2015

2014-15 SOUTH HEDLAND AQUATIC CENTRE

Income	015/16 Budget	014/15 Budget	Projection	Notes
<u>Aqua Aerobics Income</u>	\$3,161	\$7,005	\$2,568	
<u>General Admission Income</u>				
<u>Casual Adult</u>	\$102,037	\$124,341	\$89,190	
<u>Casual Child</u>	\$55,177	\$27,588	\$22,768	
<u>Casual Family</u>	\$1,730	\$0	\$1,623	
<u>Spectator</u>	\$2,283	\$4,436	\$4,666	
<u>Memberships</u>	\$29,966	\$9,749	\$33,704	
<u>Surf Machine Income</u>	\$18,378	\$122,482	\$3,617	
<u>Aquatic Program Income</u>				
<u>Adult</u>	\$0	\$3,840	\$1,748	
<u>Child</u>	\$3,345	\$3,564	\$0	
<u>Training</u>	\$5,324	\$5,324	\$0	
<u>Birthday Party Income</u>	\$3,818	\$5,420	\$1,084	
<u>Schools Aquatic Program Income</u>	\$6,591	\$3,591	\$6,295	
<u>Aquatic Education Income</u>	\$153,950	\$183,890	\$110,449	
<u>Facility Rental Income</u>	\$19,678	\$8,844	\$17,789	
<u>Café Income</u>	\$70,000	\$113,610	\$63,949	
<u>Merchandise Income</u>	\$23,223	\$23,223	\$15,835	
Admin Income				
Total	\$498,660	\$644,906	\$375,265	
Expense			\$0.00	
Salaries				
<u>Area Manager</u>	\$48,261	\$48,262	\$39,777	
<u>Housing Allocation</u>	\$62,400	\$118,392	\$0	
<u>Vehicle Expense</u>	\$5,000	\$7,500	\$3,310	
<u>Centre Manager</u>	\$153,333	\$118,803	\$192,931	
<u>Duty Managers</u>	\$219,510	\$154,144	\$182,497	Assumption of opening 30 minutes later in winter
<u>Aqua Aerobics Instructors</u>	\$14,016	\$24,678	\$17,912	
<u>Aquatic Education Instructors</u>	\$47,382	\$102,827	\$100,233	
<u>Lifeguards</u>	\$319,682	\$322,809	\$278,694	
<u>Surf Machine Operators</u>	\$38,265	\$96,352	\$0	
<u>Kiosk</u>	\$0	\$65,689	\$0	
<u>Aquatic Program Staff</u>	\$3,502	\$7,170	\$122	
<u>Birthday Party Leaders</u>	\$1,178	\$1,901	\$31	
<u>BSO</u>			\$10,382	
<u>Birthday Party Expense</u>	\$674	\$1,011	\$0	
<u>Café Expense</u>	\$49,000	\$56,805	\$87,534	
<u>Merchandise Expense</u>	\$11,611	\$11,611	\$6,548	
<u>Marketing Expense</u>	\$6,000	\$16,900	\$6,865	
<u>Insurances</u>	\$3,045	\$7,287	\$2,443	
<u>Bank Charges Expense</u>	\$3,133	\$4,160	\$2,233	
<u>Cash Security Expense</u>	\$1,613	\$4,068	\$1,549	
<u>Telephone / Internet Expense</u>	\$11,973	\$8,061	\$7,890	
<u>Postage & Courier Expense</u>	\$812	\$532	\$629	
<u>Stationary and Printing Expense</u>	\$6,194	\$12,000	\$5,256	
<u>Licenses & Subscriptions</u>	\$6,402	\$6,402	\$2,491	
<u>CERM</u>	\$2,500	\$2,500	\$2,516	
<u>Training Expense</u>	\$16,515	\$12,454	\$6,482	
<u>Recruitment Expense</u>	\$1,000	\$794	\$0	
<u>Travel Expense</u>	\$5,250	\$4,877	\$4,702	

AUDIT, RISK & GOVERNANCE COMMITTEE MEETING MINUTES 17 JUNE 2015

Uniforms	\$5,498	\$5,496	\$3,816
Consumables Expense	\$201	\$201	\$495
Staff Amenities	\$4,200	\$4,200	\$3,179
Equipment Lease	\$7,608	\$2,099	\$1,811
Electricity	\$272,392	\$271,304	\$223,751
Water Expense	\$51,114	\$33,504	\$41,986
Maintenance Expense	\$154,370	\$130,370	\$129,131
Security Expense	\$6,680	\$3,422	\$5,594
Pool Chemicals Expense	\$77,018	\$58,704	\$64,493
Equipment Replacement	\$10,140	\$9,052	\$8,491
Cleaning	\$28,558	\$28,839	\$23,914
Gardening Expense	\$50,000	\$41,114	\$38,525
First Aid and Safety	\$4,081	\$3,682	\$3,417
Waste Disposal	\$1,466	\$221	\$1,228
Total Expense	\$1,711,378	\$1,810,199	\$1,512,859
Net Operating Result	-\$1,212,718	-\$1,165,293	-\$1,137,594

AUDIT, RISK & GOVERNANCE COMMITTEE MEETING MINUTES 17 JUNE 2015

WANANGKURA STADIUM 2015/16 OPERATIONAL BUDGET

Income	2015/16 Budget	Previous Budget	Forecast 2014/15	Notes
Crèche Income	\$29,553	\$36,941	\$31,281	
Childrens Program Income	\$11,400	\$42,449	\$9,175	
Holiday Program Income	\$63,564	\$53,200	\$45,148	
Birthday Party Income	\$0	\$5,236	\$0	
Casual Group Fitness Income	\$74,929	\$113,415	\$95,693	
Health Club Membership Income	\$1,432,262	\$1,579,515	\$1,318,436	
Joining Fee Income	\$32,400	\$77,760	\$0	
Casual Health Club Income	\$190,909	\$169,091	\$189,957	
Personal Training Income	\$49,091	\$73,555	\$48,217	
Adult Programs Income	\$41,952	\$41,952	\$12,165	
Adult Sports Competition	\$83,949	\$108,957	\$69,881	
Junior Sports Competitions	\$19,614	\$9,324	\$57	
Facility Rental Income			\$0	
Function Room Rental	\$31,176	\$65,906	\$23,360	
Meeting Room Rental	\$11,366	\$32,062	\$9,312	
Sports Hall Rental	\$38,970	\$47,942	\$28,209	
Squash Court Rental	\$43,080	\$48,465	\$44,545	
Café Income	\$71,400	\$61,200	\$65,053	
Sponsorship Income	\$0	\$12,000	\$0	
Total	\$2,215,634	\$2,578,970	\$1,990,491	
Expense				
Salaries				
Area Manager	\$48,261	\$48,839	\$59,574	
Housing Allocation	\$62,400	\$118,392	\$0	
Vehicle Expense	\$5,000	\$5,500	\$1,494	
Centre Manager	\$115,000	\$120,534	\$123,469	
Team Sports Manager	\$93,500	\$104,353	\$74,078	
Customer Service & Functions Manager	\$93,500	\$104,353	\$90,657	
Business Support & Training & Officer	\$73,552	\$89,647	\$91,369	
Health & Fitness Manager	\$110,328	\$112,059	\$75,461	
Customer Service Officers	\$223,389	\$236,571	\$215,139	
Duty Managers	\$116,113	\$124,979	\$155,212	
Holiday Program Staff	\$50,907	\$38,009	\$44,592	
Creche Team Leader	\$58,493	\$63,165	\$18,499	Increase on forecast as previous Team Leader regularly absent
Creche Play Leader	\$68,508	\$73,246	\$70,284	
Gym Instructors	\$138,827	\$152,977	\$146,275	Additional 9 hours per week to man the Grabwick gym
Personal Trainers	\$45,894	\$64,756	\$49,496	
Group Fitness Instructors	\$164,956	\$187,918	\$163,725	
Umpires	\$48,142	\$67,409	\$42,846	
Adult Term Program Instructors	\$30,068	\$31,555	\$12,618	
Childrens Term Program Instructors	\$5,122	\$33,262	\$14,566	
Birthday Party Leaders	\$0	\$2,161	\$250	
Creche Expense	\$1,800	\$1,800	\$0	
Birthday Party Expense	\$0	\$1,506	\$0	
Holiday Program Expense	\$11,040	\$3,650	\$0	
Café Expense	\$45,060	\$36,000	\$39,871	
Marketing Expense	\$30,000	\$40,100	\$28,318	
Insurance	\$11,671	\$13,732	\$10,732	
Bank Charges Expense	\$16,967	\$20,256	\$16,472	
Cash Security Expense	\$7,952	\$10,176	\$7,720	
Telephone / Internet Expense	\$35,000	\$27,540	\$38,693	
Postal and Courier Expense	\$2,500	\$684	\$2,459	
Stationary and Printing Expense	\$21,921	\$36,144	\$21,283	
Licenses and Subscriptions	\$36,000	\$26,891	\$41,331	
CERM	\$4,750	\$4,750	\$0	
Training	\$29,009	\$38,000	\$10,388	
Recruitment	\$500	\$2,600	\$453	
Travel	\$10,500	\$11,376	\$4,576	
Uniforms	\$9,150	\$14,400	\$12,199	
Consumables	\$1,600	\$2,040	\$1,600	
Staff Amenities	\$600	\$1,020	\$307	
Equipment Lease	\$62,363	\$62,363	\$62,693	Flagging 180k
Utilities	\$292,596	\$313,538	\$278,663	
Maintenance Expense	\$149,326	\$149,326	\$94,719	\$50k due to be spent in last three months on preventative maintenance
Security Expense	\$3,245	\$3,246	\$0	
Equipment Replacement	\$11,580	\$11,580	\$13,419	
Cleaning	\$144,000	\$144,000	\$137,709	

AUDIT, RISK & GOVERNANCE COMMITTEE MEETING MINUTES 17 JUNE 2015

Gardening Expense	\$9,600	\$9,600	\$8,533	
First aid and safety	\$1,500	\$1,298	\$2,254	
Waste Disposal	\$4,416	\$4,416	\$3,761	
PHL Sporting Club usage	\$12,000	\$12,000	\$0	
Total Expense	\$2,518,607	\$2,783,716	\$2,287,760	
Net Operating Result	-\$302,974	-\$204,746	-\$297,269	

Attachment 4 to item 11.1.1



Daniel Murphy
Area Manager Port Hedland
YMCA Perth
201 Star Street
WELSHPOOL WA 6106



Our Ref:
Enquiries: Graeme Hall
Direct Line: (08) 9158 9647

Dear Dan

**RE: MAINTENANCE SCHEDULES – TOWN OF PORT HEDLAND
LEISURE FACILITIES**

As part of the Town's ongoing auditing of maintenance at the leisure centres can you please provide evidence that the following works have been completed:

Wanangkura Stadium

- Yearly service – Timber Flooring

Gratwick Aquatic Centre

- Half yearly service – Retractable shade sails

South Hedland Aquatic Centre

- Monthly service – Calibrate chemical controller and record all data

BHPB- Wave Rider

The following are required to be completed on weekly basis. Can you please provide records of this being completed during the month of January?

- Visual inspection drive belts
- Visual inspection tube nozzle
- Cleaning tube nozzle fascia plate
- Visual inspection ventilations fans/vents
- Check oil level
- Drain receiver
- Clean intake filter
- Visual inspection ride surface
- Inspect floor drainage

It would be appreciated if this information could be provided to the Town of Port Hedland prior to close of business on Tuesday 3 March 2015.

Thank you for your assistance with this matter.

Civic Centre
McGregor Street

PO Box 41
Port Hedland, WA 6721

P (08) 9158 9300
F (08) 9158 9399

council@porthedland.wa.gov.au
www.porthedland.wa.gov.au

**PORT
HEDLAND
PILBARA'S
PORT CITY**



Yours sincerely



Lucas Wimmer
Club Development Officer

Tuesday, 24 February 2015

Civic Centre
McGregor Street

PO Box 41
Port Hedland, WA 6721

P (08) 9158 9300
F (08) 9158 9399

council@porthedland.wa.gov.au
www.porthedland.wa.gov.au

**PORT
HEDLAND**
PILBARA'S
PORT CITY



**ITEM 12 LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/
COMMITTEE**

Nil

ITEM 13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

ITEM 14 CONFIDENTIAL ITEMS

Nil

**ITEM 15 APPLICATIONS FOR LEAVE OF ABSENCE FOR THE NEXT
AUDIT, RISK AND GOVERNANCE COMMITTEE MEETING**

Nil

**ITEM 16 ATTENDANCE BY TELEPHONE/ INSTANTANEOUS
COMMUNICATIONS**

Nil

ITEM 17 CLOSURE

17.1 Date of Next Meeting

The next Audit, Risk and Governance Committee Meeting of Council will be held at a date and time that is to be confirmed by the Presiding Member.

17.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 2:41pm.