



Town of Port Hedland

MINUTES

OF THE

ORDINARY MEETING

OF THE

AUDIT AND FINANCE COMMITTEE

OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

WEDNESDAY, 12 JUNE 2013

AT 12.00PM

IN COUNCIL CHAMBERS

McGREGOR STREET, PORT HEDLAND

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M.J. (Mal)
Chief Executive Officer

Terms of Reference

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

1. liaise with the Auditor(s);
2. receive Quarterly Budget Review Reports;
3. recommend Donations as per Council's Policy;
4. periodically consider alternatives for potential staff housing options;
5. receive Quarterly Financial Reports on all of the Town of Port Hedland's Managed Community Facilities; and
6. review and suggest improvements to Risk Management within the organisation.

Membership:

The membership of the committee be as follows:

- Mayor Kelly A Howlett;
- Councillor Arnold A Carter (Presiding Member)
- Councillor Michael B Dziombak (Deputy Presiding Member)
- Councillor Gloria A Jacob

Quorum:

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

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)

OUR COMMITMENT

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

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ITEM 1 OPENING OF MEETING**1.1 Opening**

The Presiding Member declared the Meeting of the Audit and Finance Committee open at 12.15pm and acknowledged the traditional owners, the Kariyarra people.

ITEM 2 RECORD OF ATTENDANCE**2.1 Attendance***Committee Members:*

Mayor Kelly A Howlett	
Councillor Arnold A Carter	(Presiding Member)
Councillor Michael B Dziombak	(Deputy Presiding Member)
Councillor Gloria A Jacob	

Officers:

Malcolm Osborne	Chief Executive Officer
Natalie Octoman	Director Corporate Services
Russell Dyer	Director Engineering Services
Eber Butron	Director Planning & Development
Gordon MacMile	Director Community Development
Jodie Ellis	Coordinator Finance Management
Josephine Bianchi	Governance Coordinator
Lorraine Mathieson	Administration Officer Governance

Observer:

Councillor Penny Taylor

2.2 Apologies

Nil

2.3 Approved Leave of Absence

Nil

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE

Nil

ITEM 4 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 20.3 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 chairperson to do so'.

Presiding Member opened Public Question Time at 12.15pm

4.1 Public Question Time

Nil.

Presiding Member closed Public Question Time at 12.15pm

Presiding Member opened Public Statement Time at 12.16pm

4.2 Public Statement Time

Nil.

Presiding Member closed Public Statement Time at 12.16pm

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Councillor Taylor, attending as an observer, asked why the quarterly report which was due at the end of March was being presented at this late date.

Councillor Carter said that he had also asked this question, given that it is now only three weeks until the end of the financial year.

Director Corporate Services said that the quarterly report is usually prepared in the third week of April, for presentation to the May meeting. As financial reviews took longer than expected to prepare, this resulted in a delay that pushed the deadline out to June. As Elected Members were not available to meet on 5 June, the meeting had to be scheduled for the 12 June.

ITEM 6 DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

Mayor Howlett	Councillor Carter
Councillor Dziombak	Councillor Jacob

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Confirmation of Minutes of Audit and Finance Committee of Council held on Wednesday, 13 March 2013

AFC201213/024 Audit and Finance Committee Decision

Moved: Cr Jacob

Seconded: Cr Dziombak

That the Minutes of the Audit and Finance Committee Meeting of the Town of Port Hedland Council held on Wednesday, 13 March 2013 be confirmed as a true and correct record of proceedings.

CARRIED 4/0

ITEM 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

ITEM 10 REPORTS OF OFFICERS**10.1 Community Development****10.1.1 *Courthouse Gallery Quarterly Review: January to March 2013 (File No.:20/01/0026)***

Officer Gordon MacMile
Director Community
Development

Date of Report 15 May 2013

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is for the Audit and Finance Committee to review the following report for the Courthouse Gallery from FORM for the quarter: January to March 2013.

Background

The contract for the management of the Courthouse Gallery was agreed between the Town of Port Hedland and FORM Contemporary Craft and Design Inc. for the period 1 July 2010 to 30 June 2012. A further period of contract management has since been negotiated and endorsed by Council at Ordinary Council Meeting 27 June 2012.

Under clause 3.3.10.1 of the agreement, FORM is to provide Council with a quarterly report, including the following:

- Income and expenditure
- Statement of variations (between budget and actual)
- Patronage of programs and activities
- Customer/consumer trend analysis
- Complaints
- Customer feedback
- Statement of repairs and maintenance undertaken
- Capital works recommended
- Safety issues
- Opportunities for collaboration with the Town of Port Hedland
- Damage incurred by the Centre
- Progress on KPIs.

This report and subsequent attachments endeavor to provide the Committee with information to satisfy the requirements listed in Section 3.3.10.1 of the FORM contract.

The Council meeting of 27 June 2012 awarded the contract for the management of the Courthouse Gallery to FORM for the period 1 July 2012 to 30 June 2015.

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

The following sections of Council's Strategic Community Plan 2012 – 2022 are considered relevant to this proposal:

6.1	Community
6.1.3	Rich in Culture
	Increase attendance and participation in arts, culture and heritage exhibits and programs.

Budget Implications

Council's 2012/2013 budget contains an allowance of \$380,000 per annum for the contract management of the Courthouse Gallery, payable quarterly.

Officer's Comment

Desired outcomes of the agreement with FORM are as follows:

- High and increasing usage of the facilities by a broad diversity of groups and individuals in keeping the integrity of the Gallery's core purpose
- High quality customer service to visitors of the Centre
- A focus on continuous improvement and service growth at the facility
- A safe, clean and hygienic environment for staff, customers and other visitors
- Strong, accountable financial management
- Clear, concise, accurate quarterly reporting on the operations of the facility
- Input into the service direction and/or capital improvement initiatives that can/should be undertaken to improve operations at the facility.

Attachments

1. FORM Activity Report (January to March 2013)
2. PHCG – Quarterly Report Q1 P and L (January to March 2013)
3. PHCG – Actual Q1 2013 ToPH Programs
4. Lomography Workshop Feedback – 16 February 2013
5. Lomography Workshop Feedback – 17 February 2013
6. Lomography Workshop Feedback – 9 March 2013.

AFC201213/025 Officer's Recommendation/Audit and Finance Committee Decision**Moved: Cr Jacob****Seconded: Cr Dziombak**

That the Audit and Finance Committee accept the quarterly review report of the Courthouse Gallery from FORM Contemporary Craft and Design Inc. for the period 1 January to 31 March 2013.

CARRIED 4/0



**Port Hedland Courthouse Gallery
Quarterly Activity Report
14 January to 31 March 2013**

Income and Expenditure statements for the Courthouse Gallery for this reporting period.

Please see attached.

Repairs and Maintenance

The following repairs and maintenance were carried out:

- Reported to Gary Ward, ToPH that air conditioner in main gallery not working 17.1.13
- Dave, ACS repaired air conditioner in main gallery 17.1.13
- Dave, ACS called back to repair air conditioner in main gallery as failed with previous fix 18.1.13
- Kevin, ToPH site visit to inspect leaks in roof after major rainfall 23.1.13
- Dave, ACS repaired and replaced parts in air conditioner in main gallery 24.1.13
- Gary Ward, ToPH site visit to inspect ladies toilet as not flushing properly 7.2.13
- Kevin, ToPH repaired cistern in ladies toilet 8.2.13
- ToPH, new ladies toilet seat installed as old one broken 21.2.13
- Reported to Gary Ward, ToPH that urinal in male toilet needs updating as old, offensive smell, to be replaced with toilet or removed 19.2.13
- Reported to Gary Ward, ToPH fan in male toilet not working 12.3.13
- Reported to ToPH that watering system on front grass verged area not working, water pooling here 17.3.13
- Owen and Dan Redding came to check fan in male toilet, removed fans 18.3.13
- Owen and Dan Redding came to replace and repair fan in male toilets 19.3.13
- Reported to Cathy, Water Corp that watering system on front grass verged area not working, water pooling 20.3.13
- Reported to Mary, ToPH that watering system on front grass verged area not working, water pooling 20.3.13

Worth noting:

- No points to note

Incident reporting

No incidents to report.

Customer feedback

Public feedback for the following programs are included in this report:

- Workshop feedback: Lomography Workshops (February 16 – 17, March 9, 2013)

Exhibition feedback for the current exhibitions *Pilbara Stories* and *We Will Know When We Are Home* will be included in the April – June Quarterly Report as they conclude in April.

Workshop feedback for *Hayley Welsh: Creating A Character* workshops will be included in the April – June Quarterly Report as they conclude in April.

Damage to the Gallery and/or Gallery assets

No points to report

Gallery Attendance Figures

Breakdown	No. of Events	No. of Attendees
General Gallery attendance		1256
Exhibition(s)	1	500
▪ <i>Pilbara Stories and We Will Know When We Are Home</i> (15.2.13)		
Function(s)	4	143
▪ Minister Morning Tea with Spinifex Hill Artists (17.2.13) 16		
▪ Wedge Street Opening (10.2.13) 100		
▪ Mission Australia Meeting (20.3.13) 25		
▪ BHP Billiton VIPs (20.3.13) 4		
Visits	3	950
▪ Cruise Ship (18.2.13) 450		
▪ Cruise Ship (2.3.13) 100		
▪ Cruise Ship (19.3.13) 400		
Workshops	4	91
▪ Lomography Workshop (16.2.13) 17		
▪ Lomography Workshop (17.2.13) 16		
▪ Lomography Workshop (9.3.13) 28		
▪ Hayley Welsh Workshop (23.3.13) 30		
<i>Spinifex Hill Artists (external to Gallery) (approximately 10 participants 5 days per week in Feb-March)</i>		

Breakdown	No. of Events	No. of Attendees
Gallery Closed		
▪ Christmas Break (Jan 1-13) 13 days		
▪ Easter Public Holidays (March 29) 1 day		
▪ Labour Day Public Holiday (March 4) 1 day		
Total Events and Attendance figures	12	2940

ATTACHMENT 2 TO ITEM 10.1.1



PORT HEDLAND COURTHOUSE GALLERY OPERATIONS
Statement of Profit and Loss
for the Quarter Ending 31 March 2013

Budget Lines	2013 Quarterly Actual Ending				2013 Actual Total \$	2013 Budget \$	Variance - Actual Less Budget \$
	March	June	September	December			
Turnover							
Sales	54,314				54,314	380,000	-325,686
Grants and sponsorships:							
Management Fee - Town of Port Hedland	95,000				95,000	380,000	-285,000
OFTA (DEWHA) - Indigenous Exhibition Develop	10,104				10,104	50,000	-39,896
Sponsorship	0				0	300,000	-300,000
Hedland Art Award Partners					0	65,000	-65,000
Other Grants	34,699				34,699	124,570	-89,871
Sundry Income - Donations, Workshop Fees, et	12,388				12,388	42,380	-29,992
Total grants and sponsorships	152,191	0	0	0	152,191	961,950	(809,759)
Total Turnover	206,505	0	0	0	206,505	1,341,950	(1,135,445)
Expenditure							
Cost of Sales	40,735	0	0	0	40,735	285,000	-244,265
Operating expenses							
Programming expenses							
- General Program Costs	4,353				4,353	38,076	-33,723
- Exhibitions	52,531				52,531	258,508	-205,977
- Workshops	35,374				35,374	141,152	-105,778
- Other Programs	4,416				4,416	159,708	-155,292
Total project/community costs	96,675	0	0	0	96,675	597,444	-500,769
Employment costs							
- Salaries, wages and on-costs	70,899				70,899	300,000	-229,101
- Staff Development & Training					0		0
- Staff Housing	29,966				29,966	80,600	-50,634
Total employment costs	100,865	0	0	0	100,865	380,600	-279,735
General administration							
- Advertising and Marketing	636				636	1,000	-364
- Audit Fees Allocation	2,145				2,145	2,145	0
- Bank charges	599				599	2,400	-1,801
- Postage, couriers & freight	523				523	2,000	-1,477
- Telephone & IT	1,669				1,669	6,000	-4,331
- Presentation and Promotion	129				129	5,000	-4,871
- Printing, stationery & consumables	1,906				1,906	6,000	-4,094
- Minor office equipment	1,745				1,745	1,745	0
- Subscriptions						500	
- Website development & hosting					0	0	0
- Sundry Expenses	0					0	
- Admin costs distribution					0	0	0
Total administration costs	9,352	0	0	0	9,352	26,790	-17,438
Facility costs							
- Electricity	2,400				2,400	8,000	-5,600
- Repairs and maintenance	1,454				1,454	2,000	-546
- Depreciation	1,848				1,848	11,000	-9,152
- Cleaning	1,633				1,633	6,078	-4,445
Total occupancy costs	7,336	0	0	0	7,336	27,078	-19,742
Other costs							
- Staff travel	829				829	11,461	-10,632
- Amenities	826				826	3,200	-2,374
- Insurance	1,401				1,401	10,377	-8,976
Total other costs	3,056	0	0	0	3,056	25,038	-21,982
Total operating expenses	217,283	0	0	0	217,283	1,056,950	-839,667
Total Cost of Sales and Operating Expenses	258,018	0	0	0	258,018	1,341,950	-1,083,932
Net Income / (Expenditure)	-51,513	0	0	0	-51,513	0	-51,513

ATTACHMENT 3 TO ITEM 10.1.1



Port Hedland Courthouse Gallery Programs

Statement of Profit and Loss

For the Quarter Ending 31 March 2013

Budget Lines	2013 Budget \$	Cumulative Total -Actual	2013 Quarterly Actuals Ending			
			March	June	September	December
Programming Budget Calendar Year 2013						
Courthouse Marketing						
Advertising, Marketing and other General Costs	16,238	4,353	4,353			
Total Courthouse Marketing	16,238	4,353	4,353	0	0	0
Exhibition Program						
Spinifex Hill Artists Studio Exhibition	9100	0				
Hayley Welsh_Jimmy Poland Exhibition - PH	39,255	0				
Pannawonica & David Freedman Exhibition - PH	35,255	931	931			
Pilbara Stories Exhibition	53,350	51,216	51,216			
Hedland Arts Award	121,548	384	384			
Total Exhibition Program Cost	258,508	52,531	52,531	0	0	0
Workshops						
Indigenous Exhibition Development	84,959	26,208	26,208			
Lomo Visual Arts Development Program:						
Lomography Workshop	8,334	7,952	7,952			
Visual Arts Development Workshop Camps	13,359	149	149			
Visual Arts Development Program: Hayley Welsh Workshops	5460	1,065	1,065			
Photo P.H.otography: Photography Camp	29,040	0	0			
Total Workshops	141,152	35,374	35,374	0	0	0
Other Programs:						
Westend Markets	159,708	4,416	4,416			
		0				
		0				
		0				
		0				
Total Other Programs	159,708	4,416	4,416	0	0	0
Total Projected Programming Expenditure	575,606	96,675	96,675	0	0	0

Lomography Workshop 2013 Feedback									
Lomography Workshop Saturday 16.2.13 - Feedback									
		1 = Poor - 5 = Excellent							
Name	Workshop and content	Duration of workshop	Venues/Facilities	1. List the key outcomes for you from this workshop?	2. List one or more comments about the guest artist/artist's session	3. Which aspects of the workshop did you enjoy most?	4. Which aspects of the workshop did you find most beneficial?	5. Did the workshop meet your expectations?	6. Do you have any other further comments or suggestions?
Laurence Leroux	5	5	5	Getting familiar with the camera and some	Don't think, be fool, forget the rules	The practical night part	Watching others and	Yes	
Matt & Mel Foster	5	5	5	Great all round	Very informative	The practical	The camera basics	Yes	
Lesley Rowe	5	5	5	Technical ability and key tips for effect	Polite and engaging	All of the sessions	How to work the camera for the best effect	Totally	Great opportunity for Hedland Community
Elizaveta Nazheiks	5	5	5	Broader look at Lomography	Good presentation and clear	Shooting	Practice and experiment	Yes	Have more workshops
Jasmin Sleeman	5	4	4	Thinking outside the square with my photography, learning how to use the Diana and understanding the art of Lomography	Matt was great, he was extremely helpful and patient and he is very knowledgeable	The practical elements (shooting) but the theory was essential to understanding	The balance of theory and practice was spot on	Absolutely loved it	Thanks
Britt Holland	5	5	5	Something new	Funny and awesome	All	All	Yes	Thank you
Carly Thompson	5	5	5	Learning how to use a Lomography camera		The photo sessions	The photo sessions	Yes	

Rachel Wilson	5	5	5	To learn about Lomography	5	Extremely helpful and made it interesting and interactive	Learning the tricks and then being able to put into	All	Yes	
Chelsea Clemmence	5	5	5	To learn about Lomo, a different form of photography	5	Excellent, really knows his stuff	Practical sessions	Being told and shown how to create certain	Yes	
Steph Duld	5	5	5	I know how to use a camera properly and have a much better	5	Very approachable, enthusiastic and wants to help you	Hands on and taking photos	Having an instructor that took the time to	Yes, exceeded them	Can't wait for the next one, going to buy
Amanda Gould	4	4	4	Learning the basics of Lomography	4	Very friendly and helpful	The afternoon scavenger hunt	The first part and practising taking shots	Yes	Disappointed my shots did not work on
Lisa & Drew Hourn	5	3	4	Everything	5					
Freda	4	4	4	to take otherwise ordinary photos, it made me think more about the object of	4					
Anna Norling	5	5	5		5		Time to experiment		Yes, and more	

Lomography Workshop 2013 Feedback									
Lomography Workshop Sunday 17.2.13 - Feedback									
1 = Poor - 5 = Excellent									
Name	Workshop and content	Duration of workshop	Venues/Facilities	1. List the key outcomes for you from this workshop?	2. List one or more comments about the guest artist/artist's session	3. Which aspects of the workshop did you enjoy most?	4. Which aspects of the workshop did you find most?	5. Did the workshop meet your expectations?	6. Do you have any other further comments or suggestions?
Victoria Shorter	5	5		Inspired excitement for fun casual photography and more practice, plus learning skills	Fun, easy to follow and passionate	Daytime photo experimentation	Ideas from Matt Access to someone knowledgeable to ask questions	Yes, it is for anyone!	
Jennifer Griffith	5	5		To get back to photography and try something new	Interesting, inspiring and funny very memory and nice, look forward to seeing him again and learn more tricks	Inspiration and then trying to achieve the different ideas	Access to someone knowledgeable to ask questions	Absolutely	Can't wait for the next session I wish we had one more film to practice in between the two sessions (which I
Cecile Lucas	5	5		Discover new ways to take pictures and share this experience with other people		Learning all the different techniques	Practice	Yes	
Candace Willison	5	5		Learn more about Lomo techniques	Awesome and informative	Taking pictures	Learning different and new ways to take pictures	Yes	No
Renee Hay	5	5		Learning new and exciting techniques for Lomography	Very informative and approachable	The practical side of taking photos and the theory behind the practice	Hands on and theory	Absolutely	No

Russell Miles	5	4	5	Learn a little more about taking photographs	Friendly, helpful and enthusiastic	Trying out the camera and meeting others	How to do Lomography	Yes	Gosh it is humid!
Belinda Sibley	5	5	5	To be able to use Lomography	Very informative	Being able to go outside and try the different techniques	The one on one outside as it gave me a better understanding	Yes and well above them	To have more Lomography classes in the future
Glenys Pike	5	5	5	Learning to take photos I wouldn't normally take	Very informative, happy, contented and nothing seemed to faze him	All	None	Yes	Maybe more sessions would be helpful
Georgina Cunningham	5	5	5	Learn the basics of Lomography	Interesting and friendly	Images on the slide giving examples and the new camera!	Having Matt interact while out taking photos	Yes	
Sharyn Donegan	5	5	5	Learnt how to use an analogue camera (is that the right word?) and learnt how to take cool photos	Very interesting and easy to understand	All of it, theory and practical	Hands on practice	Yes	No
Amy Battle	4	4	4	Have fun, learn something new	I liked Matt, good natured, passionate and	Taking the photos	Can't say, all of it I guess	Yes	Thanks
Kianna Barker	5	5	5	Creative Photography techniques	Awesome	Practical workshop	As above, chance to try techniques	Yes	Fantastic, so great to have opportunities like this in the

Brooke Allen	5	5	5	Knowledge of use of Diana and flash, plus Lomography techniques	Amazing	Relaxed and welcoming nature of the presenter	Practical instruction whilst in the field	Yes, by far	No
Katushka Taylor-Miller	5	5	5	Learning parts of the camera and learning techniques to use			of the camera and different techniques	Yes	

ATTACHMENT 6 TO ITEM 10.1.1

Lomography Workshop 2013 Feedback Lomography Workshop Saturday 9th March - Feedback									
		1 = Poor - 5 = Excellent							
Name	Workshop and content	Duration of workshop	Venues/ Facilities	1. List the key outcomes for you from this workshop?	2. List one or more comments about the guest artist/artist's session	3. Which aspects of the workshop did you enjoy most?	4. Which aspects of the workshop did you find most beneficial?	5. Did the workshop meet your expectations?	6. Do you have any other further comments or suggestions?
Jennifer Griffiths	5	5		Seeing photos, red scale film	Engaging, great to get feedback for photos	New skills, red scale, ideas from people's photos	Inspiration	Yes	Thankyou for a fantastic workshop
Carly Thompson	5	5		Learning how to use a Lomography camera	Very friendly and involved			Yes	
Britt Holland	5	5		Photos, viewing others	Excellent	Learning something new	All	Yes	Keep up the good work and hope to see ongoing workshops
Sharyn Donegan	5	5		Learnt how to use the Lomography camera	Really interesting and a good introduction to a new hobby	Practical and theory aspects, seeing our pictures from the last session	As above	Yes	

Georgina Cunningham	5	4	4	4	Learn basics	Exciting, fantastic	Practical, making the red scale film	Having instructor, doing in real time	Yes	
Brooke Allen	5	5	5	5	Learnt how to make red scale film, saw the final product	Fantastic	Reviewing the film from last workshop	Discussing techniques used	Yes, very impressed	Thankyou
Jasmin Sleeman	4	4	4	4	It was great to see our photos but the class was slow to get going. It is interesting to learn how to create redscale film	Matt is very comfortable and personal and patient. We could move through the content quicker though	Shooting, there was too much time in the classroom for part two	Putting the theory into practice	Yes, part one was more interesting and engaging than part two though	Move through the photos quickly when showing student's work

Amanda Gould	3	4	5	Learning about Lomography	Loved the content/speaking , Matt is very fun and engaging	Getting out for 1st practical session	Seeing my images and gauging the different techniques	Yes	Too much waiting around and time not doing much, also would have been good to refresh on the red scale and what it is/looks like before doing that section/activity, the workshops would have been better closer together so I could remember what I did
Kianna Barker	5	5	5	New techniques, redscale	Great	Seeing other people's pictures and techniques used	All of it	Yes	Great workshop, hope it can run again for others to take part.

Cecile Lucas	5	5	5	5	5	Matt is just awesome and really good at sharing his passion for photography	I really enjoyed viewing workshop participants pictures and seeing the amazing creativity each one has. I found a lot of inspiration for later.	Practice, viewing other participants pictures.	Absolutely... And I really didnt expect to be one of the winners. Some other pictures were totally amazing. I cant wait to play with my new camera. Thank you guys!	
Katuschka Taylor- Miller	5	5	5	5	5	Reconnect with my inner creativity, learn new techniques	Seeing other ppl's photos & ideas.	Going over camera components/basics.	Learning the different ways to shot e.g. Filters/double exposure etc.	Yes.
Laurence Leroux	5	5	5	5	5	Learning new techniques of shooting and getting ideas for different kinds of shots/settings.	Looking at others pictures.	Learn how to make our own red scale film.	Yes.	
Lesley Rowe	5	5	5	5	5	Get to know and see new techniques.	The taking of photo's.	The experimentation, fun, exciting night shoot.	Totally.	Nice way to spend a Saturday afternoon.

Glenys Pike	5	5	5	Learn how to take different photos from different angles.	Very helpful and friendly.	All.	Matt was very informant and made it easy to understand.	Yes.	More sessions would be helpful.
Lisa and Drew	5	5	5		Really great, learnt so much.	Everything.	Yes.		
Mel Anderson/Foster	5	5	5	Having fun with film using light sources.	Matt was a fantastic facilitator and full of wonderful information and tips.	Hands on taking photos. Light sources, filters, techniques, using the flash.	Yes.		
Elizareta Mazhelko	5	5	5	Stay calm in the pitch darkness.	Brilliant.	Everything was good.	Going threw photos taken previously and explaining how some effects were achieved.	Yes.	
Matt Foster	5	5	5	Film camera basics.	Very interesting.	Night shooting.	Basic operation. Photo slides and explaining how they got the shot.	Yes.	No.

Belinda Sibley	5	5	5	To learn more about lomography.	Very informative. Matt was fantastic, excellent for him to share his experience and knowledge.	Seeing all the outcomes, of our previous work.	Learning to use the film in all different ways.	Yes.	I will look forward to the next classes.
Chelsea Clemmence	5	5	5	Learnt more techniques to experiment with at home.	Practical, and seeing everyone's photo.	Being walked through how to use the camera, and creating our own filters.	Yes, thoroughly enjoyed!	Come back to Hedland! :) If I'd had my photos back before 2nd session I have made a little more sense of	
Russell Meles	4	4	5	Shoot from hip. Pointing with light shoot down hip.	Night interesting. I told friends about this fun and simple technique.	Matts fun attitude.	Yes.		
Freda Bajrovic	4	4	4	Learn more about different techniques. Build confidence, practice.	Just take photo, don't think. Matt is very helpful and approachable.	Viewing other peoples photos.	Yes.	for the opportunity, lots of people have asked me about it and expressed interest in doing future workshops.	
Victoria Shorter	4	4	5	Confidence to experiment and have fun with my camera. Great ideas from workshop 2.	Matt is really encouraging and positive and presents with fun and humour - easy going.	Looking at students creative images.	Practicing shots. Workshop 1, tutoring from Matt.	Yes.	

Candace Willison	5	5	5	See pics form last 5 time.	Awesome and informative.	Getting advice on taking better pic's.	Same as above.	Yes.	No.
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**10.1.2 GP Housing Quarterly Review: January to March 2013
(File No.:15/01/0020)**

Officer Gordon MacMile
Director Community
Development

Date of Report 17 May 2013

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is for the Audit and Finance Committee to review the following report for GP Housing for the quarter: January to March 2013.

Background

The construction project and subsequent allocation is intended to provide quality subsidised leased housing to general practitioners who support the Port Hedland community and is focused on:

- Assisting in the retention of existing general practitioner / emergency services
- Encouraging and facilitating the expansion of general practitioner service levels and availability
- Assisting in the provision of specialist services not currently available
- Assisting in the provision of services linked to areas of disadvantaged health services / remote servicing / bulk billing
- Beginning to cater for future GP service requirements.

The SCM on 14 November 2012:

1. *Endorsed the disposal of Part Lot 5551 Dempster Street, Cooke Point by way of lease to:*
 - *3 general practitioner houses to Kinetic Health Services (\$600 per week, to be reviewed annually in accordance with the Asset Management Plan) for a term of 3 years;*
 - *4 general practitioner houses to the OSH Group (\$600 per week, to be reviewed annually in accordance with the Asset Management Plan) for a term of 3 years*
2. *Delegated authority to the Chief Executive Officer or delegate to negotiate the provision of housing to preferred doctors within the Kinetic Health Service and OSH Group allocations*
3. *Endorsed the provision of local public notice of the proposed disposals in accordance with section 3.58 of the Local Government Act*

4. *Delegated authority to the Chief Executive Officer to enter into lease agreements should no public submissions be received.*

Construction of the seven general practitioner houses was completed and readied for occupancy in December 2012. The allocation of GP houses above was based on outcomes / KPI's detailed in submissions, and will be the subject of future quarterly reporting.

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

The following sections of Council's Strategic Community Plan 2012 – 2022 are considered relevant to this proposal:

6.3 Environment

6.3.2 Community Facilities

Facilitate the provision of high quality health services and facilities for residents that are equal to those found in the metropolitan area.

Budget Implications

The construction of seven GP houses was funded through contributions from WA State Government, resource industry and the Town.

Leases for the GP houses are separately negotiated between the Town and Kinetic Health and Port Hedland Medical Centre. Under the terms of the lease agreements the medical practices are responsible for the payment of weekly rental, minor upkeep of the homes and utilities; the Town is responsible for maintenance and asset management.

Officer's Comment

Lease agreements were executed with Port Hedland Medical on 16 April 2013 and with Kinetic Health on 1 May 2013.

No activity or KPI reports are provided for the quarter January to March 2013 as the leases were not executed, and the houses not occupied.

Subsequent quarterly reports will be provided detailing how the allocation of houses has achieved retention and expansion of general practitioner services to the community in Port Hedland.

Attachments

Nil

AFC201213/026 Officer's Recommendation/Audit and Finance Committee Decision**Moved: Cr Jacob****Seconded: Mayor Howlett**

That the Audit and Finance Committee notes the quarterly review report of GP Housing for the period 1 January to 31 March 2013.

CARRIED 4/0

10.1.3 Second Quarter Report (January to March 2013) YMCA Management Contract – Town of Port Hedland Leisure Facilities (File No.: 26/13/0006)

Officer Graeme Hall
Manager Recreation Services and Facilities

Date of Report 12 May 2013

Disclosure of Interest by Officer Nil

Summary

In March 2012, the Town of Port Hedland engaged the YMCA Perth (YMCA) to manage the Town's three leisure facilities. The current agreement commenced 1 July 2012.

The Audit and Finance Committee is advised that the attached quarterly report is for the period 1 January to 31 March 2013. The report presented reflects the performance of the Town of Port Hedland Leisure Facilities to the end of the third quarter.

Background

The contract between the Town of Port Hedland and the YMCA for the management of the leisure facilities requires the provision of monthly, quarterly and annual reports.

Section 26.3 of the contract requires the YMCA as the contractor to provide a monthly report on or before the 15th day of each month. The Audit and Finance Committee Terms of Reference requires reporting on the Town of Port Hedland managed community facilities.

Reports based on the monthly performance are provided so that Council can remain informed as to the current operating position of the Town's leisure facilities. At the April meeting of Council, it was resolved to amend the operating budgets relevant to the YMCA contract. The impact of the change to the budget will become more apparent at the fourth quarter review in July.

Consultation

Not Applicable

Statutory Implications

The Town of Port Hedland Leisure Facilities contract includes the following with regard to monthly reporting:

“26.3 Monthly Reports - Prior to the 15th of each month of the Contract Term, the Contractor must provide to the Town comprehensive written reports concerning the operation of the Facilities during the preceding month. The monthly reports must be in a form reasonably required by the Town and include:

- (a) income and expenditure statements for each of the Facilities for the relevant period;*
- (b) a statement of variations between the Operating Budgets and the actual results achieved for the year to date with explanations of variances;*
- (c) a statement of the capital expenditure items and maintenance items in respect to the Facilities for the relevant period. All repairs and maintenance items that have been carried out during the period must be outlined and any repairs or maintenance that are recommended by the Facilities for the relevant period;*
- (d) a statement of marketing expenses, programmes and initiatives for the Facilities for the relevant period and year to date;*
- (e) a report on incidents in the Facilities for the relevant period for which claims are or may be made against the Town or the Contractor, and other relevant details concerning insurances;*
- (f) advice on prevailing market conditions and the settling of fees and charges for the relevant period;*
- (g) customer feedback received for the Facilities for the relevant period;*
- (h) any negligent damage caused to the Facilities or the assets of the Facilities must be reported, including any damage caused by the Contractor its agents, employees and subcontractors for the relevant period;*
- (i) reporting in relation to the KPI's established as part of the Contract;*
- (j) reporting on the Staff Wellness Initiative; and*
- (k) any information on the Facilities and this Contract reasonably required, and requested in writing, by the Town.”*

Policy Implications

Nil

Strategic Planning Implications

6.1 Community

6.1.1 Unified

The Town of Port Hedland is an integrated community functionally, physically and culturally.

Keep all members of our community informed about, and involved with, the provision of Council/Town services and facilities.

6.1.2 Vibrant

Provide access to recreational, cultural, entertainment facilities, and opportunities.

Budget Implications

Table 1 below provides an overview of the financial operation of the leisure facilities up to 31 March 2013.

Table 1 – Town of Port Hedland Leisure Facilities - Actual versus Budget.

Summary	Actual YTD	Budget YTD	Favourable Variance	Unfavourable Variance	Net Variance
INCOME	1,218,836	1,395,416		(176,580)	
EXPENDITURE	(2,635,015)	(2,811,006)	175,991		
TOTAL	\$(1,416,179)	\$(1,415,590)	\$175,991	\$(176,580)	\$(589)

Facility	Actual YTD	Budget YTD	Favourable Variance	Unfavourable Variance	Net Variance
Gratwick Aquatic Centre					
INCOME	320,095	283,170	36,925		
EXPENDITURE	(826,882)	(771,672)		(55,210)	
TOTAL	\$(506,787)	\$(488,502)	\$36,925	\$(55,210)	\$(18,285)
South Hedland Aquatic Centre					
INCOME	16,412	405,676		(389,264)	
EXPENDITURE	(424,416)	(778,843)	354,427		
TOTAL	\$(408,004)	\$(373,167)	\$354,427	\$(389,264)	\$(34,837)
Wanangkura Stadium					
INCOME	882,329	706,570	175,759		
EXPENDITURE	(1,383,717)	(1,260,491)		(123,226)	
TOTAL	\$(501,388)	\$(553,921)	\$175,759	\$(123,226)	\$52,533

Officer's Comment

The YMCA commenced its current contract with the Town of Port Hedland on 1 July 2012. This report pertains to the third quarter of the new contract (January 2013 to March 2013). The details provided in this report are from the March 2013 monthly report as provided to the Town by the YMCA.

The leisure facilities contract continues to have significant hurdles, these include:

- A significant delay in the opening of the South Hedland Aquatic Centre
- The need to recruit and retain senior staff to Port Hedland
- A high turnover of key staff members
- Ongoing facility defects.

Each of these matters has provided significant challenges to the YMCA and their team. A number of Town of Port Hedland staff have committed significant time resources to managing the contract and ensuring the facility is able to operate.

At the end of the second quarter, the Town would have been generally disappointed with the overall performance of the operation of the leisure centres. A review of the third quarter performance shows that the overall operation of the centres management has become more balanced.

At the March Council meeting, Council adopted an amended budget performance which more accurately reflects the overall financial position of all three facilities. With the exception of the South Hedland Aquatic Centre, which remains closed, the facilities are all operating to a high standard.

The continued closure of the South Hedland Aquatic Centre is not ideal for either Council or Officers. The YMCA has been collaborative in working with the Town in attempting to open the facility.

Attachment 1 is the YMCA's March report which provides year to date information for the 2012/2013 financial year. Some of the major points worthy of highlight are as follows:

1. The number of participants and financial performance of the health and fitness programs is far exceeding expectations
2. Membership was 1,402 as of end of March. This is inclusive of a number of Gecko members. This more than doubles initial expectations
3. Income from health and fitness memberships as of March was \$627,416 in comparison to the end of year budgeted figure of \$612,496

4. Squash court rental continues to exceed expectations with a year to date income of \$17,702
5. General admissions (Adult) to Gratwick Pool have generated \$86,746 in income which exceeds the budgeted figure of \$56,771, a variation of \$30,790. This is largely attributable to a longer hotter summer than the previous year
6. Significant improvements are being seen in the aquatic education programs. Income of \$62,381 has been generated in comparison to the budgeted \$54,450; an improvement of \$7,931. This is particularly more significant given the closure of the South Hedland Aquatic Centre
7. Sporting and lifestyle programs at Wanangkura Stadium were underperforming as at the December report. This is being address with a number of programs being initiated with Futsal and multi-sports programs being instigated
8. Wanangkura Stadium remains unable to operate the café/kiosk to its full potential. There is a need to resolve a number of statutory food licencing requirements in order for this element of the facility to operate as desired
9. The builder has been completing works to a number of the building defects
10. A vacation care program was offered at Wanangkura Stadium during the April school holidays.

Attachments

1. YMCA March 2013 report.

Officer's Recommendation

That the Audit and Finance Committee:

1. Accept the Town of Port Hedland Leisure Facilities Monthly Report (March 2013).
2. Congratulate the YMCA on the work done during the last quarter to develop programs and services at both the Aquatic Centres and Wanangkura Stadium.

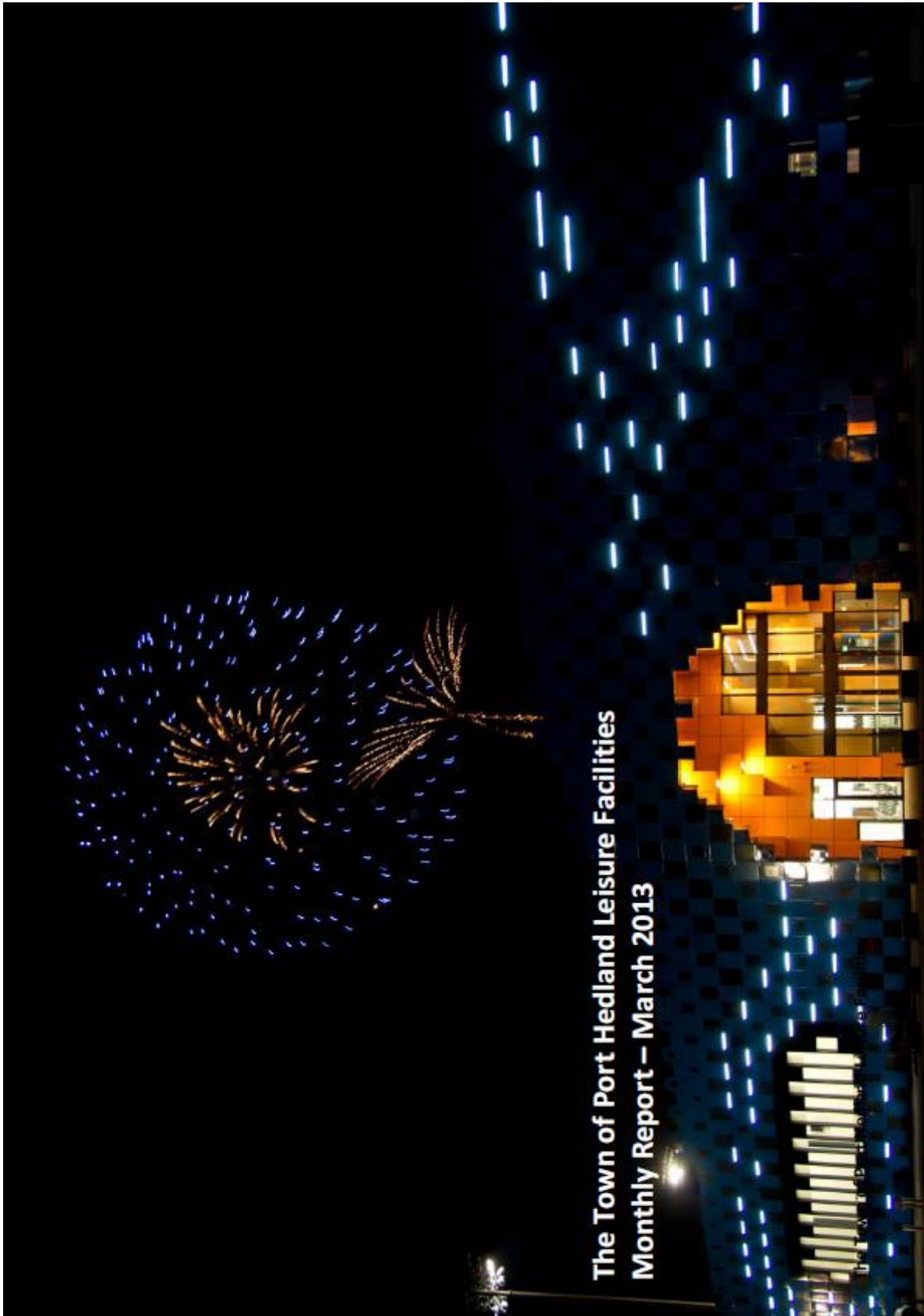
NOTE: SIMPLE MAJORITY VOTE REQUIRED

AFC201213/027 Audit and Finance Committee Decision**Moved: Mayor Howlett****Seconded: Cr Jacob****That the Audit and Finance Committee:**

- 1. Accept the Town of Port Hedland Leisure Facilities Monthly Report (March 2013)**
- 2. Congratulate the YMCA on the work done during the last quarter to develop programs and services at both the Aquatic Centres and Wanangkura Stadium**
- 3. Request that a comprehensive report including a list of costs and associated items necessary to bring the café into full compliance for commercial food operations be brought to a future Ordinary Council Meeting.**

CARRIED 4/0

ATTACHMENT 1 TO ITEM 10.1.3



(PHL is: Gratick Aquatic Centre, South Hedland Aquatic Centre, Wanangkura Stadium)

Monthly Report – March 2013

1. KPI CRITICAL ISSUES/HIGHLIGHTS

<p>Port Hedland Leisure Overview & Actions from previous report(s)</p> <p>March was a very positive month for Port Hedland Leisure facilities whereby Wanangkura Stadium and Gratick Aquatic Centre had minimal interruptions to service (compared to previous months during which cyclonic activity and low pressure systems impacted service) and the South Hedland Aquatic Centre water sampling result started to reflect the work that many staff had put in to opening the facility.</p> <p>Wanangkura Stadium continues to meet its financial target due to better than budget results from the health and fitness areas of operation. Gratick is also meeting its KPIs in relation to income and attendances (on average) but due to duty manager shortages and programming being relocated from SHAC it has exceeded the expenditure budget year to date.</p>	
<p>Facility</p>	<p>KPIs - Critical Issues & Action to be taken</p>
<p>Wanangkura Stadium</p>	<p>Sports Competitions Adult and junior sports program income continues to be of concern. KPI targets for adult sport participation are being met. Junior futsal and multi-sports have been scheduled to begin Term 2, 2013. Sports staff have been liaising with local community sporting groups to ensure that Stadium junior sports programs do not conflict with those offered externally.</p> <p>Customer Service, Duty Manager and Gym Instructor salaries Due to a higher than expected membership base, far more comprehensive group fitness timetable, and hugely successful Gecko program, direct contact staff salaries reflect the staff required to meet the customer service requirements. In particular, afternoon and evening staffing levels have been greater than initially budgeted for to meet the greater demand placed on line staff for appraisals, re-appraisals, function set ups and Gecko, group fitness sign in for each class. Steps have been taken to reduce these hours. The challenges will not be in the reducing of hours but maintaining high levels of customer service.</p> <p>Cafe/Kiosk Cafe income YTD is still reflective of unforeseen delayed opening. Action plan is in place to begin serving hot drinks as of Monday 22 April post staff training. Investigations have now begun into the contracting operations out to a local caterer. This work will not be done until after the 2012/13 financial year.</p>
<p>KPIs - Highlights</p>	
<p>Memberships Memberships continue to grow with overall membership above target. Membership sales remain consistently above budget, with the introduction of ToPH memberships, Teen Fit memberships and a number of corporate memberships being purchased. To</p>	

	<p>capitalise on the corporate market, a corporate fitness package is being developed.</p> <p>Group Fitness The launch of the new group fitness timetable in April will see 49 classes offered across the three sites to the community. This is well above the key performance indicator target of 35 per week across the sites. In addition, Wanangkura Stadium has secured Les Mills Grit Strength training on site on April 6/7 for instructor training. Five Port Hedland instructors are registered for this training, 3 Karratha instructors and 1 Perth instructor will also be making the trip to attend as Port Hedland is the only WA location for this module. Additional equipment to cover the increased timetable was sourced through the closure of The Edge at a reduced rate. A traffic light system is now displayed at the Stadium so staff and participants can easily determine which (if any) classes may be at risk of not continuing at each review.</p>
<p>Gratwick Aquatic Centre</p>	<p>KPIs - Critical Issues & Action to be taken</p> <p>Aquatic Salaries Gratwick Aquatic Centre is meeting the majority of its programming KPIs however the salaries associated with achieving the targets have been greater than anticipated. The reason behind this is due to a shortage of Duty Managers and the staff costs associated with relocating programming from SHAC to Gratwick.</p> <p>In conjunction to this, additional aquatic staff were utilised at the Centre to train and maintain an appropriate workforce for the pending opening of the South Hedland Aquatic Centre.</p> <p>KPIs - Highlights</p> <p>Radio Easter Function This event attracted 600 community members and is a regular highlight of the aquatic calendar. This is a free entry event coordinated by local radio stations, and activities included the very popular Easter egg hunt. The event, in its sixth year, continues to receive positive feedback throughout the Port Hedland community</p> <p>Aquatic Education The Aquatic Education program currently has 303 enrolments which surpasses budget targets. The program has performed well over term one with the inclusion of extra teachers allowing extra classes to be scheduled to meet growing demand.</p> <p>Casual Swim Casual recreational swimming attendances continue to sit well ahead of target.</p>
<p>South Hedland Aquatic Centre</p>	<p>Critical Issues & Action to be taken The issue surrounding consistent results of amoebae in the backwash filtration system remains the critical hurdle to overcome in order for the facility to open. Staff onsite are strictly following the guidelines of the state governments Department of Health and</p>

	local environmental health officer recommendations in order to resolve the issue and open a facility which is safe for public swimming.
Highlights	N/A

2. FINANCIAL REPORT - Summary*

PHL Summary Budget Report	Actual YTD	Budget YTD	Variance
INCOME	\$1,218,836	\$1,395,416	\$176,580
EXPENDITURE	\$2,635,025	\$2,811,006	\$175,981
TOTAL	\$1,416,189	\$1,415,590	\$599
<i>Gratwick Aquatic Centre</i>	<i>Actual / YTD</i>	<i>Budget YTD</i>	<i>Variance</i>
INCOME	\$320,095	\$283,170	\$36,925
EXPENDITURE	\$826,882	\$771,672	\$54,177
TOTAL	\$505,754	\$488,502	-\$17,252
<i>South Hedland Aquatic Centre</i>	<i>Actual / YTD</i>	<i>Budget YTD</i>	<i>Variance</i>
INCOME	\$16,412	\$405,676	-\$389,264
EXPENDITURE	\$424,416	\$778,843	-\$354,426
TOTAL	-\$408,004	\$373,167	-\$34,838
<i>Wanangkura Stadium</i>	<i>Actual / YTD</i>	<i>Budget YTD</i>	<i>Variance</i>
INCOME	\$882,329	\$706,570	\$175,759
EXPENDITURE	\$1,383,717	\$1,260,491	-\$123,226
TOTAL	\$501,388	\$501,388	\$52,533

Comments:

The Port Hedland leisure facilities are almost at parity financially. If the South Hedland Aquatic Centre manages to open and the Gratwick Aquatic Centre moves into a phase of reduced hours this position will improve quite dramatically.

* P&L REPORTS ATTACHED

3. MAINTENANCE – Preventative/Reactive

Facility	Maintenance Type (Preventative / Reactive)	Comment
Wanangkura Stadium	Reactive	<p>Carpet weights area: An area in the middle of the gym weights area is lifting. This will be repaired once all works have been completed in the area to prevent repeat.</p> <p>Air Conditioning: As reported previously the ToPH are working with the Doric consultant team on the problems that have occurred with air conditioning system.</p> <p>Update: This remains a major focus for the ToPH, contractors remain on site.</p> <p>Building defects: All defects reported to Doric through ToPH channels. Doric are currently on site rectifying these issues.</p>
Gratwick Aquatic Centre	Preventative Reactive	<p>Testing and tagging of electrical and fire safety equipment</p> <p>Post Cyclone Rusty Swim club door damaged beyond repair, required replacement Power surge caused POS system to fail, replacement computer sourced Ceiling panels in gym water damaged. Replacement quotes being sourced</p> <p>Other Lap clock repaired and rewired, installed Water fountain replaced Soft-fall cracks in playground. Repair quotes being sourced</p>
South Hedland Aquatic Centre	Preventative Reactive Preventative	<p>Testing and tagging of electrical and fire safety equipment</p> <p>N/A</p> <p>Testing and tagging of electrical and fire safety equipment</p>

4. BUSINESS DEVELOPMENT

Facility	Promotion	Goal	Outcome
Wanangkura Stadium	<ul style="list-style-type: none"> Teen Fit memberships Customer feedback survey 	<ul style="list-style-type: none"> 10 new members March >200 completed surveys, results presented in April 	<ul style="list-style-type: none"> 9 new members March Survey is in process. Closes on 26 April for analysis and reporting
Gratwick Aquatic Centre			Planned business development did not occur due to the programming that was transferred from SHAC to Gratwick.
South Hedland Aquatic Centre	N/A	N/A	N/A
Business Development next month:			
Wanangkura Stadium	<ul style="list-style-type: none"> Launch April/May Vacation Care program Attendance at Port Bound Youth festival and Have a Try Night 	<ul style="list-style-type: none"> 10 kids enrolled per day Engage with community and provide practical activities and consultation 	
Gratwick Aquatic Centre	<ul style="list-style-type: none"> Junior Lifeguard Club Flippa Ball 	To enrol at least 10 juniors into a term program	
South Hedland Aquatic Centre	<ul style="list-style-type: none"> Customer feedback survey Aqua Aerobics timetable Birthday Parties Aqua Run Wave Rider Aqua Tower information 	<ul style="list-style-type: none"> 100 surveys completed The centre is preparing information fact sheets for its programs in preparation for an imminent opening. 	

5. OH&S

First Aid/Incident Reports		
Facility	Total	Comments/Actions (only if deemed serious)
Gratwick Aquatic Centre	8	Faecal contamination in the toddlers pool on the 15/3/13 pool closed for three hours all corrective procedures were followed
South Hedland Aquatic Centre	N/A	<ul style="list-style-type: none"> ▪ N/A
Wanangkura Stadium	3 incidents 14 injury/illness 1 x St John's Ambulance First Responder call	<ul style="list-style-type: none"> ▪ 1 x Near miss incident – offsite session for Ultimate Challenge. Session revised and instructor training provided ▪ 1 x incident of member possibly filming group fitness instructor during class. CCTV reviewed and could not verify. Instructors asked to be mindful of these events ▪ 1 x incident of child being left behind. Police contacted and parent came to collect after approx 30 minutes ▪ 14 x first aid incidents. Treated on site. Exercise/sport induced ▪ 1 x incident on Faye Gladstone Netball Courts. Stadium registered as first responder. Called by St John's Ambulance re cardiac incident. Duty Manager attended with AED, treatment not required.
Hazard Identification – Gratwick Aquatic Centre		<ul style="list-style-type: none"> • Storm water drain lid cracked near water meter plumber has been contacted to rectify. • No ladder access into balance tank a ladder needs to be built into the wall in the way of rungs
Hazard Identification – Wanangkura Stadium		<ul style="list-style-type: none"> ▪ Portable stage in stadium unstable. Investigations as to warranty etc required before repair. In mean time, stage is not being used. ▪ Creche doors heavy – 2 x children have had fingers slammed. Investigations in place as to viability of padding
Hazard Identification – South Hedland Aquatic Centre		<ul style="list-style-type: none"> ▪ N/A

Attachments:

1. Wanangkura Stadium KPI Report
2. Gratwick Aquatic Centre KPI Report

ATTACHMENTS

1. Wanangkura Stadium KPI Report – March 2013

Wanangkura		2012/2013 KPI	Actual	CERM Benchmark	COMMENTS/ACTIONS
Financial					
Income (Variation of +/- 5%) Considered acceptable		\$1,020,267 per annum \$85,022 per month	\$882,329 YTD \$167,805 Monthly Actual	N/A	Income is exceeding the income budget target. This has been the case all year. The result is being driven by high demand for health and fitness services.
Expenditure (Variation of +/- 5%) Considered acceptable		\$1,708,449 \$142,370.75 per month	\$1,384,635 YTD \$182,167 Monthly Actual	N/A	The positive income result has had an impact on the facilities expenditure with the increase in patronage in gymnasium and group fitness.
Net Operating Result (Variation of +/- 5%) Considered acceptable		-\$688,181	-\$502,306	N/A	The operating result YTD has Wanangkura Stadium \$52,533 ahead of the budget target.
Expense recovery		59%	63%	88% (aspirational) CERM Benchmark	The Centre is exceeding income targets more than they have over pent in expenditure – thereby the stadium is ahead on the expense recovery benchmark.
Metric					
Attendances		127,966 per annum	55,049	192,682	The stadium is below target for attendances. This is mainly due to the delayed commencement of the stadium sports programs.
Visits per square metre (based on 4,500 sqm)		28	12	39	This is well below the benchmark due to a delayed opening of the facility and consequently lower

<p>Fitness Classes (all classes are required to be Les Mills or of agreed similar standard)</p>	<p>30 classes per week</p>	<p>39</p>	<p>N/A</p>	<p>attendances year to date. The facility is delivering more classes than the benchmark.</p>
<p>Personal Training</p>	<p>20 hours per week across all three facilities</p>	<p>15</p>	<p>N/A</p>	<p>This program is down for the month but is almost on target for the year.</p>
<p>Junior Sporting Competitions</p>	<p>3 junior sporting competitions per week (8 teams in each competition and a minimum of one female competition)</p>	<p>0</p>	<p>N/A</p>	<p>Futsal commencing after the April school holidays. Junior multi sport commencing after the April school holidays.</p>
<p>Senior Sporting Competitions</p>	<p>10 Senior Sporting Competitions per week (8 teams in each competition)</p>	<p>4 (45 teams) 2 Social sport evenings (squash/badminton)</p>	<p>N/A</p>	<p>Currently the night stadium sports competitions are at capacity. The challenge is to commence competitions at alternative times e.g. morning netball competition.</p>
<p>Junior (non sporting programs)</p>	<p>9 Non sporting/lifestyle/personal development programs per annum</p>	<p>3 Gecko age group programs Teen fit gym sessions</p>	<p>N/A</p>	<p>Mini movement toddler and infant program commencing in Term 2.</p>
<p>Program specific for demographic (seniors or people with disabilities) not including adult</p>	<p>2 programs per annum</p>	<p>2</p>	<p>N/A</p>	<p>Pre and post natal fitness classes. The pre class averaged 5 attendances per week and 4 for the post class.</p>
<p>Lifestyle personal development programs listed below. Adult Lifestyle/Personal Development Programs</p>	<p>16 per annum</p>	<p>2</p>	<p>N/A</p>	<p>Ultimate Challenge Pre and post natal classes</p>

Efficiency				
Income per visit	\$7.97	\$16		This is high due to having low attendances (due to the closure) and high income results.
Secondary spend per visit	\$0.50	\$2.20		As with the KPI above this is high due to relatively low recorded attendances but high income take.
Subsidy per visit	\$5.38	\$9.12		
Labour Costs to total receipts	11.2%	85%		
Utility Costs				
Energy Cost Share %	7.72%			
Energy Cost per visit	\$1.03	\$1.59		
Effectiveness				
Mystery Shopper score – minimum of four shoppers per annum.	80% Satisfaction	79.6%		
Customer Service Survey – Two surveys per annum	80% Satisfaction			The survey is currently out and closes the April 26 th . The results will be compiled into an action report.
Training costs per visit	\$0.19	\$6.00	\$0.04	This result is high due to low attendances.
Facility Audit – two facility audits per annum conducted by the Town of Port Hedland staff. (First week of March and September)	Pass/Fail	Pass	N/A	The next audit will be organised once Doric have completed their work and the site is clear on construction/repair zones.
Maintenance and cleaning schedule reports reviewed regularly	Pass/Fail			
School Holiday Programs				
Instigation of a full day school holiday program	2012/2013	Currently 10 enrolments	Not applicable.	First traditional program currently being promoted. There is room for improvement in the program development and promotion strategies.
	School Holiday programs to be conducted in Port Hedland during the 2013 January and April School Holidays	(programs are to cater for 40		

	participants per week)		
--	------------------------	--	--

2. Gratwick Aquatic Centre KPI's – March 2013

Gratwick Aquatic Centre	2012/2013 KPI	Actual	CERM Benchmark	Comment
Financial				
Income (Variation of +/- 5%) Considered acceptable	\$321,847 per annum \$26,820 per month	\$320,095 YTD \$74,158 monthly actual	N/A	Year to date the Gratwick Aquatic Centre is \$36,925 ahead of its income target and for the month it exceeded income target by \$25,660 against budget. Casual swim attendances are (again) the highlight however the centre is well below its kiosk target (\$20,418) despite being well ahead of last financial year's position. The Centre is \$77K ahead of its income result for the same period last financial year.
Expenditure (Variation of +/- 5%) Considered acceptable	\$1,004,970 \$83,747 per month	\$826,882 YTD \$68,906 monthly actual	N/A	The Centre is over expended year to date by \$55,210 and for the month was over spent by \$16,371. The issue with expenditure is the allocation of the management salaries, the Aquatic Education and lifeguard salary line item. The lifeguard expenditure was tightened significantly compared to January and February with expenditure \$260 over budget.
Net Operating Result (Variation of +/- 5%) Considered acceptable	-\$683,123 Annual Budget Monthly net operating budget \$488,502	\$506,786 YTD	N/A	This figure has Gratwick Aquatic \$18,285 off target. This is an improvement of \$12k on the previous month due to a large batch of invoice requests being processed. The bottom line will be improved further with the expansion of the Aquatic Education program and cafe kiosk area becoming a focus for the facility.
Expense recovery	32%	32%	47%	The centre is meeting the KPI. Despite this areas of the financials still require improvement e.g. salaries, cafe and kiosk
Metric				
Attendances	60,318 per annum	51,361 YTD	192,682	Attendances have been high and are tracking slightly higher than the target. The Centre is meeting it targets in relation to people

Swimming Lessons (both centres combined)	80 per week (1 st and 4 th terms)	303 enrolments	39	through the door and in comparison to 11/12 is 23,000 up. Enrolment numbers have improved since January there is a 46% increase in occupancy since last term. The response to the program has been very positive. Once SHAC opens enrolments will grow further.
Fitness Classes	5 classes per week. During summer operating hours.	5	N/A	Despite meeting the KPI for classes held the income target is not being met. This is due to more members than casuals participating in the class.
After School Programs	2 per annum	1	N/A	The Centre partnered with Royal Life in November to promote water safety. The event targets primary school aged children and a number of activities involving the water are organised to aquatic education and safety around the water.
Aquatic Training/Education	3 course per annum	5	N/A	2 Lifeguard courses 1 Bronze Medallion Course 1 Pool Operators course
Programs and Events	2 per annum	0	N/A	Planning is underway for 2 events before the end of the financial year. There will be an event promoting lap swimming and targeting adults. There will also be an event involving the aquatic education program participants – with the focus on children.
Casual Aqua-Run	4 hours per week	5 hours per week	N/A	The Aqua Run sessions are conducted on Sundays from 1pm-5pm if there aren't any bookings. During the school holidays the Aqua Run will be out on Wednesdays and Sundays.
Income per visit	\$5.21	\$6	\$3.84	This is slightly higher than the KPI because the centre has a high casual usage (particularly in regards to casual swim). Therefore participant's income per head will higher when this occurs as opposed to a facility where members dominate the attendances.
Secondary spend per visit	\$1.60	\$1.67	\$0.54	As discussed previously in this report, the GAC kiosk is well under budget target. However the kiosk/merchandise result is exceeding the budget result. Compared to last year figures secondary spend is significantly ahead (\$33K). A review on this area will be required to strike a balance on realistic targets.
Subsidy per visit	\$11.37	\$12.50	\$0.67	Visits to the centre are tracking slightly higher than the KPI but

Labour Costs to total receipts	\$1.86	\$2.02	\$1.09	the subsidy per visit is tracking above the target due to a high expenditure result.
				This is above the KPI set due to the high labour costs the facility has incurred to operate this summer.

10.2 Planning and Development Services**10.2.1 Port Hedland Visitor Centre Quarterly review: October to December 2012 (File No.: 05/09/0017)**

Officer	Brie Holland Economic Development and Strategic Planning Coordinator
Date of Report	17 May 2013
Disclosure of Interest by Officer	Nil

Summary

This report is for the Audit and Finance Committee to review the operational report for the Port Hedland Visitor Centre (PHVC) for the quarter October to December 2012. The two quarters of January – March, and April – June 2013 will be reported in the following Audit and Finance Committee meeting.

The Audit and Finance Committee is requested to accept the quarterly (October to December 2012) report from FORM.

Background

The OCM of 22 August 2012 awarded the three year management contract of the Port Hedland Visitors Centre (PHVC) to FORM Contemporary Arts and Design (FORM); commencing 1 October 2012 and expiring on 30 June 2015 (option to extend for an additional two years); through a Request for Proposal process carried out earlier in 2012.

Resolution 201213/083 resolved that Council:

- Selects FORM as the preferred proponent for the management of the Port Hedland Visitors Centre and acknowledges the 3 year contract management fees;*

Facility	Management Fee 2012/13	Management Fee 2013/14	Management Fee 2014/15
PHVC	\$363,000 (* pro rata \$211,750)	\$375,705	\$388,854

2. *Since commencement of management in October 2012, FORM has maintained all obligations of their contract. FORM carried out the servicing of all visitors from the Courthouse Gallery for the period between October to April 2013, while project managing the refurbishment of the PHVC prior to their occupancy at the end of April 2013.*

Consultation

FORM Contemporary Arts and Design Management Team

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

The following sections of Council's Strategic Community Plan 2012 – 2022 are considered relevant to this proposal:

6.1	Community
6.1.2	Vibrant
	Develop Port Hedland's tourism industry to broaden the tourist opportunities available

Budget Implications

Council's 2012/13 budget contains an allowance of \$363,000 inclusive of GST per annum for the contract management of the PHVC, payable quarterly.

Officer's Comment

The activities for the October – December 2012 quarter for the PHVC are reflected in the attached documents, and the associated Profit and Loss Statement.

FORM carried out the servicing of all visitors from the Courthouse Gallery between the periods of October - April 2013, while project managing the refurbishment of the PHVC prior to their occupancy at the end of April 2013. The refurbishment of the PHVC is an excellent advancement for visitor servicing in the Town. Listed below is a summary of metric specific Key Performance Indicators as per contract, that FORM has achieved to date:

- Employment of a minimum of 3 staff
- Trading hours as follows:

Trading Hours	Peak May to September	Off Peak October to April
Monday to Friday	9.00am to 4.30pm	9.00am to 4.00pm
Saturday	9.00am to 2.00pm	10.00am to 2.00pm
Sunday	9.00am to 2.00pm	Closed

- Currently applying for the Western Australian Visitor Centre Accreditation Program
- Marketing various Tourist programs outlined in Attachment 1
- Successfully facilitating the coordination of three Cruise Ship visits earlier this year – 18 February, 12 and 19 March; the next is scheduled in November this year
- In discussions with the Airport Development Officer to establish a PHVC presence at the terminal, pending on current budgets
- Established and continuously maintaining relevant content of the PHVC website: www.visitporthedland.com

Due to the short period of time the newly refurbished PHVC has been open for trading, the two quarters of January – March and April – June 2013 will be reported in the next Audit and Finance Committee meeting.

Attachments

1. FORM’s PHVC Quarterly Report and Profit and Loss Statement – October to December 2012.

Officer’s Recommendation

That the Audit and Finance Committee accepts the quarterly review report from FORM of the Port Hedland Visitors Centre for the period 1 October to 31 December 2012.

NOTE: SIMPLE MAJORITY VOTE REQUIRED

AFC201213/028 Audit and Finance Committee Decision

Moved: Mayor Howlett

Seconded: Cr Jacob

That the Audit and Finance Committee:

- 1. Accept the quarterly review report from FORM of the Port Hedland Visitors Centre for the period 1 October to 31 December 2012**
- 2. Advise the Port Hedland Visitor Centre to place an *“Italic i”* Information signage outside the Visitor’s Centre to facilitate easier location of the Centre.**

CARRIED 4/0

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Port Hedland Visitor Centre: Quarterly Report

16 January, 2013

This is the first report on the management of the Port Hedland Visitor Centre, following the period of FORM's initial engagement under the Interim Management Agreement. After a long drawn out period of negotiation a contract between the Town of Port Hedland and FORM was signed just prior to Christmas. The delays associated with the contract, funding and design and construct tender meant the builder could not be appointed until the week before Christmas and hence the refurbishment only commenced on the 14 January. The builder has given a proposed date for delivery of the completed Visitor Centre as the 10 March. Every effort is being made to bring this date forward to accommodate the March cruise ship.

The Courthouse Gallery has provided customer servicing to tourists since October with FORM appointing a dedicated manager for the Visitor Centre in November who will be based at the Courthouse Gallery until the new facility is open. A second full time employee, with a journalism background will commence in February. The manager comes with excellent local knowledge and a communication and public relations background. A third position will be filled in February and this team will be supported by senior staff within FORM who will manage the finances of the facility and provide strategic direction and leadership.

Over the next six months, FORM will build the operational capacity of the centre while defining the vision for the next three years. That vision will reflect the aspirations of the Town of Port Hedland for Tourism and be linked to the delivery of the new airport and coastal caravan park.

Operations

Cruise Ship Management – The Port Hedland Visitor Centre assumed management of the Cruise Ship logistics, per the contractual arrangement, from the Town of Port Hedland following a meeting with Brie Holland on Wednesday, 9 January.

The Visitor Centre will continue to work with the Town of Port Hedland to ensure:

- effective management of the cruise ship visit logistics;
- community and industry support is maximised;
- expansion of income streams for Port Hedland through the development of additional land-based tourism opportunities are achieved; and
- effective coordination of the *Cruise Ship Markets* by the Andrew McLaughlin Community Centre committee is maintained.

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Local tourism development – Following the confirmation of the Visitor Centre contract with the Town of Port Hedland in late December the Port Hedland Visitor Centre local manager has undertaken to develop key relationships with existing and potential tourism operators including:

- Hedland Bus Lines - BHP Billiton Iron Ore Tour Operators; outback camping convoys and station stays; Rio Tinto/ FMG Tour;
- Miriam Sheridan Photography – Guided photography tours incorporating key Port Hedland tourist destinations;
- BHP Billiton Iron Ore Community Relations Department - BHP Billiton Iron Ore Tour
- Rio Tinto/ Dampier Salt Community Liaison Department – Dampier Salt Mine Tour
- Make Hedland Home Committee – Involvement on committee; further development of concept and gradual assumption of coordination.
- Western Australian Indigenous Tourism Operators Council – Johnny Edmonds, CEO, providing guidance into the sustainable development of Indigenous Tourism in Port Hedland.

Servicing from the Courthouse Gallery – FORM staff have continued to service visitors from the Courthouse Gallery, directly behind the Visitor Centre. All efforts have been made to ensure the transition is as smooth and accommodating for patrons as possible.

- Visitors have been diverted to the Gallery via clear signage and mapping on the Centre's door and directional signage leading patrons on the short walk between the facilities;
- Phone and fax lines and been diverted to the Gallery;
- Relevant brochures, town maps, flyers have been retained and are distributed from the Gallery;
- Gallery staff have undergone extensive training from former Visitor Centre staff and a handbook has been developed as a guide for answering frequently asked questions;
- Audit of current IT and Internet capabilities at the Visitor Centre when it was operated by GM Services;
- Some stock and fixtures retained, currently at the Courthouse Gallery.

Membership package development – a membership prospectus has been developed for the promotion of the membership benefits of the Port Hedland Visitor Centre to potential businesses in order to better leverage the engagement of local industry, expand the marketing potential of the Centre and enhance the reputation of the town as a destination of choice.



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Maintenance –

- ACS Air-conditioning serviced the Visitor Centre air-conditioners on 7.11.12 at request of Town of Port Hedland

Customer Servicing

Throughout the months of November and December the number of visitors seeking assistance from the Visitor Centre, serviced from the Courthouse Gallery, maintained a consistent average of around 20 general tourist walk ins per week. International visitors hailed primarily from Europe, primarily Scandinavian countries and ranged in age from 20 to 65 years. Typical visit length was two days.

The Radiance of the Seas cruise ships docked in Port Hedland on the 25 October and November 2, 2012, bringing around 400 passengers per day into the Courthouse Gallery which also functioned as the Visitor Centre. Local artists the Spinifex Hill Artists were engaged to hold a live painting and story-telling session at the Gallery while staff answered questions about the town, industry and region and the Hedland Art Awards exhibition showing at the time. Feedback showed that visitors were impressed with the Gallery space and the information offered by staff.

In addition to international travellers, there was an increase in visitors in the three weeks leading up to Christmas, whom typically were from the Eastern States visiting family based in Port Hedland. The average age of these visitors was 40 to 65 years and the general length of stay was 14 days.

Recommended activities in November and December were dominated by turtle appreciation activities, either as a self-guided tour to Cemetery Beach or a guided beach walk with the members of Care for Hedland. In addition activities and events such as those promoted through the Matt Dann Theatre and the Town of Port Hedland events programme was eagerly received, especially by visitors staying for an extended period with family.

General enquiries

During the months of November and December between four and 10 phone requests were received per week seeking accommodation advice. These enquiries were primarily of a business nature, ie metro-based companies seeking short-term accommodation for workers. There was an average of four phone enquiries per week into camp-site availability and rates.

Issues



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November - during the month of November no specific complaints were received although a number of visitors commented on their disappointment that there was not an active BHP Billiton Iron Ore Mine Tour or dedicated Visitor Centre in town.

December – one specific complaint was received by phone from an Australian tourist who did not provide her name about the lack of after hours accommodation available in town (ie after 6pm on a Saturday), specifically at the two Caravan Parks.

Excerpt from the conversation: While travelling south from Broome, she had arrived after 6pm on a Saturday looking for campsite accommodation. She attempted to secure a site at the Cooke Point Caravan Park, where she was informed that the reception was closed and could not offer her accommodation; she was referred to Black Rock Caravan Park. When she arrived at Black Rock she was unable to contact anyone as reception was closed. She tried a number of motels in South Hedland where she was unable to find any suitable vacancies. By this time it was around 9pm, she requested that she park at the truck stop at the Shell Service Station (Wedgefield turn off) where she was told that she was not legally allowed to park there. She chose to park there at her own risk feeling at that point that she had exhausted all other alternatives.

Merchandise

With the opening date for the Visitor Centre being early March stock is being selected and in many cases developed, with delivery in February. Certain items are standard for a visitor centre, such as maps with many being customised to provide the tourist with a different retail experience from that of other Pilbara based facilities.

Visitor Centre support to Port Hedland Wayfinding Signage Strategy

Working with JA Grant and Associates, FORM through the Visitor Centre, provided assistance in the development of the Port Hedland Wayfinding Strategy, presented to the Town of Port Hedland in November 2012. The strategy identifies key wayfinding strategies to improve both vehicular and pedestrian navigation throughout Port Hedland, with a particular focus on the West End and the Coastal Recreation Areas.

The Visitor Centre assisted JA Grant and Associates by providing local knowledge, including navigation throughout the town, identification of key tourist destinations and background to the extensive development proposed throughout the town, in particular the Spoilbank region. Through effective signage and wayfinding maps, the accessibility of the town will be improved for both visitors and residents. Stage one recommends the development and installation of town and district maps to key areas such as the Tourist Information Booths and Marapikurrinya Park for improved accessibility for visitors.



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Website

A new dedicated Visitors Centre website is currently in development and will be launched at a new URL www.visitporthedland.com.au mid-February 2013 before the next cruise ship arrives. This new website will provide a wealth of information for visitors and it will include the follow features and information:

- Live feeds of weather and road conditions
- Calendar of current and upcoming events for tourists to plan their journey in advance and around community activities
- An interactive map which lists and locates all of the local services and attractions in Port Hedland, this includes accommodation, transport, supplies, nightlife, dining out listings. It also features the local attractions, parks, lookouts and things for visitors to do.
- Historical and cultural information and facts about Port Hedland
- Details about specific Port Hedland attractions, including wildlife, industrial experiences, and community activities and events
- Attractions and activities throughout the Pilbara, beyond Port Hedland - providing links to neighbouring Visitors Centres.

Over the last few months community members, organisations and businesses have been contacted in order to attain current and relevant information for tourists. The website is being developed with a strong focus on making it user friendly and ensuring that the information is current and easily accessible.

The web developers, Red Meets Blue, have been engaged and have commenced work on the website. As they work on this process they will be uploading a 'Splash Page' on the new URL to let visitors know that a new website is coming and that while the Visitors Centre is under construction they can find out information in person at the Port Hedland Courthouse Gallery, this will be going up in the coming week.

At this stage we are unable to update, replace or have a 'splash page' at the current web address as we do not have ownership over the website or URL. Once we have launched www.visitporthedland.com.au we will have a significant focus on SEO as well as updating all listings of the visitors centre to the new URL address.

The Visitors Centre Membership package will be promoted on the website. There will also be specific online opportunities for members, with promotional tiles available on the front page of the website, as well as a 'Featured Businesses' listing in the interactive map.

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This formal Visitors Centre website is accompanied by the social media community website Discover the Pilbara (www.discoverthepilbara.com). This community hub was launched in late 2012 in order to facilitate a virtual community to 'activate' the Pilbara in an online forum, reflecting an increasingly vibrant community and the ways many ways the Pilbara can be known and understood to residents and visitors alike. The site is filled with user-generated content, and thus it is populated and directed by those who contribute to it. Discover the Pilbara will also be featured as a live feed on the home page of the Visitors Centre website.



PORT HEDLAND VISITOR CENTRE OPERATIONS
Statement of Profit and Loss
For the Quarter Ending 31 December 2012

	2012 Actual	Note
Income		
Sales	25,164	
Management Fee	82,500	
Contribution by FORM	8,679	Footnote 1
Total Earned Income	116,343	
Expenditure		
Cost of Sales	14,098	
	56%	
Operating expenses		
Project/Program Costs		
- Contractor & Consultant Fees/Travel/Expenses	10,269	Footnote 2
- Staff Development & Training	2,040	Footnote 3
- Travel cost for staff recruitment and builder negotiation	8,446	
Total Project/Program costs	20,755	
Marketing and Promotion costs		
- Advertising	636	
- Documentation - Interior Design	3,150	
- Subscriptions/Memberships	205	Footnote 4
- Website devt & hosting stage 1	9,706	Footnote 5
Total Marketing and Promotion costs	13,697	
Employment costs		
- Salaries, wages & on-cost	59,764	Footnote 6
- Staff Housing	5,076	Footnote 7
Total employment costs	64,840	
Administration Costs		
- Office Consumables & Resources	1,593	
- Communications	381	
- Insurance	980	
Total Administration Costs	2,954	
Total operating expenses	102,246	
Net Income / (Expenditure)	0	

Footnote:

- 1 FORM contribution noted above does not include costs such as the "Discover Pilbara" website of additional \$16,000.
- 2 Preliminary centre and site assessment and handover management:
Site inspection by interiors builder; site assessment by designer; IT audit and handover; tourism consultant advisory.
- 3 Diana Herbert - training for VC
- 4 Tourism Council of WA - accreditation membership Oct to Dec
- 5 This includes building up social media outreach for increased tourism use and VC website logo development and hosting.
- 6 This includes newly employed VC Centre staff; additional staff time for interim services; accounts and finance management; project management.
- 7 Rental from mid November to December; running cost has not been included.

10.3 Corporate Services**10.3.1 *Third Quarter Budget Review***

Officer **Kalwant Dhillon**
Manager Financial Services

Date of Report **6 June 2013**

Disclosure of Interest by Officer **Nil**

Summary

For the Committee to review the results of the third quarter budget review for the 2012-13 financial year and to make recommendations to the Council as to whether the adjustments outlined in the attachments should be approved.

Background

In every organisation there are many factors, both internal and external that can have an impact on program expenditure anticipated throughout the year, after the original budget is adopted. Part of ensuring that an organization has effective financial management practices in place is for regular budget reviews to occur, and reports to be provided to the Council on any modifications that may be required.

While management are required to monitor their particular programs on a regular basis in order to ensure their departmental targets are being achieved, it is also important that senior management regularly review the income and expenditure in order to assess the achievement of the overall financial targets of the Council.

The third quarter budget review has been conducted in comparison with the actual data being used as at the end of March 2013. The review was very detailed, highlighting known adjustments to the budget, including a critical review of significant projects for 2012/13 and the Town's capacity to complete them by 30 June 2013. In some instances, savings generated from this process have been reallocated to projects and business units where additional funds were required to complete the projects and provide the desired level of service.

Consultation

The budget review was conducted by the Executive team, in conjunction with the Managers and respective Coordinators, where all revenue and expenditure accounts within that Manager's responsibility were reviewed in detail.

Statutory Implications

Local Government Act 1995:

Part 6, Division 4, Section 6.8: "Expenditure from municipal fund not included in annual budget"

Part 6, Division 5, Section 6.20: "Power to borrow"

Local Government (Financial Management) Regulations 1996:

33A: "Review of budget"

6.2. "Local Government to prepare annual budget"

6.34. "Limit on revenue or income from general rates"

Strategic Planning Implications

6.4 Local Leadership

6.4.1 Strategic

Deliver High quality corporate governance, accountability and compliance.

- Fiscal accountability
- Reporting is carried out as required on the Council's legislative and organisational performance.

Deliver responsible management of infrastructure, assets, resources and technology.

- Responsible and transparent management of financial resources.

Budget Implications

The proposed budget amendments reflect that the Council's budget will not be balanced for the 2012/13 financial year and a deficit of \$3.1 million will be required to be carried forward into 2013/14. This means that various actions will be required to be undertaken during the 2013/14 financial year in order to bring the deficit back into a balanced position moving forward.

Officer's Comment

Overview

A very detailed third quarter budget review was conducted which revealed a projected budget deficit of \$3.1 million.

The projected budget deficit can be analysed as follows:

Reduction in Operating Revenue	\$6.1 million
Reduction in Operating Expenditure	(2.8 million)
Net reduction in Capital Program	(0.2 million)
Shortfall	\$3.1 million

Reduction in Operating Revenue

The shortfall in operating revenue is mainly due to the following factors:

- Lower Rates Income (mainly arising from lower “Interim Rates” due to slower progress of anticipated developments) \$3.33 million
- Lower licence Income due to building legislation changes \$0.30 million
- Lower interest income as a result of falling interest rates (net of interest on industry funding) \$0.20 million
- Lower lease income due to delay in the resource lease (net of transfer to reserves) \$0.60 million
- GP Housing (funding received last financial year) \$0.75 million

Reduction in Operating Expenditure

The key areas where the expenditure was reduced are summarised below:

- Staff Housing \$0.60 million
- Town Planning and Registration 0.39 million
- Organisation Training and Development 0.23 million
- Land and Development Costs 0.14 million
- Master Plans 0.13 million
- High Profile Event (net of external funding) 0.27 million
- Corporate Support (salaries) 0.32 million

A summary of the impact on the cash surplus of the budget adjustments recommended by Executive are listed below:

	Revised Budget	Total Adjustments	Proposed New Amended Budget
Operating Expenditure	\$73,402,669	(\$2,814,387)	\$70,588,282
Operating Revenue	(\$137,055,563)	\$6,098,793	(\$130,956,770)
Non-Operating Expenditure	\$190,159,671	(\$66,278,866)	\$123,880,805
Non-Operating Revenue	(\$109,552,968)	\$43,006,541	(\$66,546,427)
Sub-Total	\$16,953,809	(\$19,987,919)	(\$3,034,110)
Add Back Non-Cash items	(9,876,794)	0	(\$9,876,794)
Surplus BFWD from 2011/12	(7,077,015)	0	(\$7,077,015)
CFWD Projects from 2012/13 to 2013/14	0	\$23,110,586	\$23,110,586
Cash (Surplus) / Deficit	0	\$3,122,667	\$3,122,667 Deficit

Budget Deficit Strategy

The Town is recommending that the deficit of approximately \$3.1 million (as per the table above) is carried forward to 2013/14 and taken into account in the determination of the Rates for 2013/14 as per Section 6.2 (2) of the Local Government Act 1995.

Section 6.34 of the Local Government Act 1995 limits the revenue or income that can be raised through general rates.

Section 6.34 states that "Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to:

- (a) be more than 110% of the amount of the budget deficiency; or
- (b) be less than 90% of the amount of the budget deficiency."

Budget deficiency means, in relation to a financial year, the amount referred to in section 6.2(2)(c);

Section 6.2(2)(c) states that the amount required to make up the deficiency, if any, will be calculated by comparing the estimated expenditure with the estimated revenue and income (excluding general rates).

The \$3.1 million will be in excess of the 10% deficit allowable in comparison to the rates predicted to be generated. In order to ensure that the overall deficit is minimized in the 2013/14 Annual Budget, the Town will be adopting the following strategy:

- Review all the facilities and services (including service levels) provided with the view to reducing expenditure going forward.
- In the first instance, the Town will be reviewing the following services or costs that have been highlighted to Elected Members as part of the Budget Forums as areas for potential reductions:
 - Closure of Port Hedland Library
 - Closure of Port Hedland Pool
 - Reduction in Elected Members Sitting Fees
 - No concessions and / or Community Contributions
 - Reduction in Elected Members Training and Conferences
 - Reduction in Executive Training and Travel
 - Reduction in High Profile Event Expenditure
 - Reduction in Community Events Expenditure
 - Reduction in Staffing and Service Levels
 - Reduction in Asset Management Expenditure.
- Explore new revenue options in the context of financial year 2013/14 and future years to broaden the revenue base for 2013/14 and future years. Some of the options the Town will be reviewing are as follows:
 - Resource and Community Leases
 - Pretty Pool Caravan Park Site
 - Area B Community Contribution
- Review the Capital / Asset management Program with the view to phasing the program over a longer period to reduce the yearly impact and in particular the impact on the initial years commencing 2013/14.

The Town is confident that with the above strategies and on-going regular review throughout 2013/14 and future years the budget surplus can be achieved, although it may take a two year term to do so.

A detailed listing of proposed budget amendments is attached.

It is proposed that the Committee notes and recommends the proposed budget adjustments to the Council for endorsement.

Attachments

Attachment 1 – Summary of Schedule 2 – under separate cover

Attachment 2 – Detailed budget amendments in Schedule 2 order – under separate cover

Attachment 3 – Summary Operating and Non-Operating – under separate cover

AFC201213/029 Officer's Recommendation/Audit and Finance Committee Decision

Moved: Cr Jacob

Seconded: Cr Dziombak

That the Audit and Finance Committee:

- 1. Notes the projected budget deficit for 2013/14 of \$3.1 million and recommends to Council to carry forward the deficit into 2013/14;**
- 2. Notes the Town's strategy to reduce the budget deficit over potentially a two year term if this is not possible in 2013/14 alone;**
- 3. Recommends to Council to amend the 2012/13 Budget as per the attached list, recognising this will result in a deficit of \$3.1 million for 2012/13;**
- 4. Recommends to Council to carry forward funds, totaling \$23,110,586 from the 2012/13 to 2013/14 financial year;**
- 5. Recommends to Council that they request the CEO, in accordance with section 6.34 of the Local Government Act, to commence the process to seek Ministerial approval to adopt an annual budget with the amount estimated to be yielded by the general rate being less than 90% of the budget deficiency, subject to the outcome of the draft budget position.**

CARRIED 4/0

ITEM 11 LATE ITEMS AS PERMITTED BY PRESIDING MEMBER / COMMITTEE

Nil

ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

Nil

ITEM 13 CONFIDENTIAL ITEMS

Nil

ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE

AFC201213/030 Audit and Finance Committee Decision

Moved: Mayor Howlett

Seconded: Cr Dziombak

That Councillor Jacob be granted leave of absence from 23 June to 27 June 2013

CARRIED 4/0

ITEM 15 CLOSURE**15.1 Date of Next Meeting**

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

15.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 12.50 pm.

Declaration of Confirmation of Minutes

I certify that these Minutes were confirmed by the Audit and Finance Committee at its Ordinary Meeting held on _____.

CONFIRMATION:

CHAIRPERSON

DATE