



Town of Port Hedland

**MINUTES**

**OF THE**

**AUDIT AND FINANCE COMMITTEE  
OF THE TOWN OF PORT HEDLAND COUNCIL**

**HELD ON**

**WEDNESDAY 22 FEBRUARY 2011  
AT 3PM**

**AT COLIN MATHESON OVAL CLUB HOUSE  
TINDER STREET, PORT HEDLAND**

*Natalie Octoman  
Director Corporate Services*



**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
- Councillor Michael B Dziombak
- 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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**MINUTES : AUDIT AND FINANCE COMMITTEE MEETING 22 FEBRUARY 2012**

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**ITEM 1 OPENING OF MEETING**

**1.1 Opening**

The Chairperson declared the meeting open at 3:25pm and acknowledged the traditional owners, the Kariyarra people.

**ITEM 2 RECORD OF ATTENDANCE**

**2.1 Attendance**

Mayor Kelly A Howlett  
Councillor Arnold A Carter  
Councillor Michael B Dziombak  
Councillor Gloria A Jacob

Ms Natalie Octoman	Director Corporate Services
Mr Russell Dyer	Director Engineering Services
Mr Eber Butron	Director Planning & Development Services
Mr Gordon MacMile	Director Community Development

Ms Josephine Bianchi	Minute Taker
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Members of Staff	8
Members of the Public	2

**2.2 Apologies**

Nil

**2.3 Approved Leave of Absence**

Nil

**ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE**

**3.1 Questions from Elected Members at Audit and Finance Committee Meeting held on Thursday 8 December 2011**

**3.1.1 *Mayor Kelly Howlett***

*Can we consider reinstalling speed bumps along Boronia Close outside of Cassia Primary School and the Rose Nowers Early Learning Centre? Perhaps we could look into some budget amendments to fund this.*

Manager Technical Services advised that the speed bumps along Boronia Close were removed as they were damaged and did not comply with Australian Standards. The Town will consider reinstalling speed bumps along Boronia Close as part of the 2012/13 budget process.

**ITEM 4 PUBLIC TIME**

3:26pm Chairperson opened Public Question Time.

**4.1 Public Question Time**

Nil.

3:26pm Chairperson closed Public Question Time.

3:26pm Chairperson opened Public Statement Time.

**4.2 Public Statement Time**

Nil.

3:26pm Chairperson closed Public Statement Time.

**ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

**5.1 *Mayor Kelly Howlett***

*Can a register of all of the Town of Port Hedland Local Laws outlining the dates of when they were last updated be presented to the next Audit and Finance Committee Meeting? Can the Town of Port Hedland Policy Register also be tabled at the next Audit and Finance Committee Meeting, so that the Committee can systematically go through some of the policies? Can a Risk Management workshop be organised to inform all Elected Members on how risk needs to be managed across the organisation?*

Chairperson advised that Mayor Howlett's requests will be passed on to the Town's administration for action.

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

Mayor K A Howlett	Cr A A Carter
Cr M B Dziombak	Cr G A Jacob

**ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**7.1 Confirmation of Minutes of Audit and Finance Committee of Council held on Thursday 8 December 2011.**

**AFC201112/007 Officer's Recommendation / Audit and Finance Committee Decision**

Moved: Mayor K A Howlett Seconded: Cr G A Jacob

**That the Minutes of the Audit and Finance Committee Meeting of the Town of Port Hedland Council held on Thursday 8 December 2011 be confirmed as a true and correct record of proceedings.**

*CARRIED 4/0*

**ITEM 8 ANNOUNCEMENTS BY CHAIRPERSON WITHOUT DISCUSSION**

Nil.

**ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

**9.1 *Director Community Development, Gordon MacMile***

Director Community Development presented to the Audit and Finance Committee the current 3 Council funding levels and their potential acquittal requirements for discussion:

1. Leased Facilities

Potential Acquittal Requirements

- Lease agreement that is linked to Strategic Community Plan (SCP) and Corporate Business Plan (CBP) priorities and aligned to Council's values
- Acquittals and reporting based on financial and performance KPI's set in management contract
- Reported quarterly and annually to Audit and Finance Committee.

2. Annual Community Contributions

Potential Acquittal Requirements

- Assessment of applications linked to Strategic Community Plan and Corporate Business Plan priorities and limited to certain expenditure that aligns to Council's values
- Reporting to demonstrate outcomes linked to SCP, CBP and ToPH criteria
- Acquittals to include record / evidence of expenditure in line with above.



3. Community Funding and Donations Policy

Potential Acquittal Requirements

- Reporting to demonstrate outcomes linked to SCP, CBP and ToPH criteria
- Acquittals to include record / evidence of expenditure in line with above.

Director Community Development also advised that a formal report will be presented to the Audit and Finance Committee meeting in June 2012 outlining of a position/policy that may be recommended to Council in relation to the acquittal process for each category.



This report and subsequent attachments endeavor to provide the Committee with information to satisfy the requirements listed in Section 5.8 of the YMCA contract.

Consultation

The contractual obligations including revenue and expenditure reports, by the means of profit and loss statements are included as attachments to this report.

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Key Result Area 3 – Community Development

Operate a range of programs and initiatives that promote an active, integrated community.

Budget Implications

Council's 2010/2011 budget contains an allowance of \$273,365 for the South Hedland Aquatic Centre and \$485,047 for the Gratwick Aquatic Centre payable by equal monthly installments.

Officer's Comment

Under the terms of the contract management the YMCA, agrees to:

- Supervise and manage the Aquatic Centres in accordance with the Contract and within the agreed budget parameters
- Be fully responsible for the appointment, supervision, training and remuneration of staff for the Aquatic Centres
- Employ staff who have appropriate educational qualifications and experience to effectively carry out the functions as assigned to them
- Implement and operate all programmes approved by the Town in writing, unless otherwise agreed by the Town
- Establish, market and promote special events and programmes to be held at the Aquatic Centres
- Provide marketing and promotional services and activities for the Aquatic Centres in accordance with the Management Plan
- Provide supervised access to the Aquatic Centres by the general public for at least the minimum hours specified
- Ensure that supervision of patrons complies with industry guidelines, standards and best practice
- Implement and comply with the budgets for the Aquatic Centres

- Effect and maintain with reputable insurers
- Maintain the Aquatic Centres in a hygienic, clean and litter free state at all times
- Operate under a schedule of cleaning that ensures regular checks each day of all amenities and includes periods of cleaning activity that will have minimal disruption to the provision of service to patrons
- Ensure that the Aquatic Centres and all fixtures, fittings, plant and equipment within the Aquatic Centres are serviced and maintained
- Provide and maintain, so far as is practicable, a working environment for its employees and members of the public that is safe and without risk to health
- Provide an efficient, responsive and friendly customer service.

#### **Attachments**

1. YMCA Quarterly report (South Hedland Aquatic Centre) for the period 1 October 2011 to 31 December 2011
2. YMCA Quarterly report (Gratwick Aquatic Centre) for the period 1 October 2011 to 31 December 2011.

#### **Officer's Recommendation**

That the Audit and Finance Committee accepts the quarterly review report for the period 1 October to 31 December 2011 for the South Hedland Aquatic Centre and Gratwick Aquatic Centre.

#### **AFC201112/008 Audit and Finance Committee Decision**

Moved: Mayor K A Howlett      Seconded: Cr G A Jacob

#### **That the Audit and Finance Committee:**

1. Accepts the quarterly review report for the period 1 October to 31 December 2011 for the South Hedland Aquatic Centre and Gratwick Aquatic Centre;
2. Requests the YMCA to update its website with a full timetable of opening, closing and down times and also with information regarding its refurbishment plans for the South Hedland Aquatic Centre; and
3. Requests that the Town of Port Hedland update its website with information regarding the Port and South Hedland Aquatic Centres currently saved under 'Services and Facilities'.

*CARRIED 4/0*

*REASON: The Committee believes the community should be kept up to date with information regarding Council facilities.*



We build strong **PEOPLE**  
strong **FAMILIES** strong **COMMUNITIES**

# South Hedland Aquatic Centre

## QUARTERLY REPORT

### October – December 2011

## **COMMENT**

South Hedland aquatic centre has seen a dramatic drop in participation over the past three months in comparison to previous years. This is attributed to construction and redevelopment works around the centre that resulted in the closure of major roads and pathways surrounding the complex.

The YMCA aquatic education program at South Hedland has been a success this season achieving 173 participants against a target of 150. The aquatic centre also took on the Education Department's VAC swim program that was due to be held at Gratwick.

## **FINANCIAL PERFORMANCE**

Year to date income at the completion of the second quarter of the 2011/2012 financial year was **\$10,170** below budget. Expenditure was under budget by **\$28,813** resulting in a net performance for the second quarter of **(\$208,361)** compared to a budget of **(\$227,004)**. The year to date variation was **\$18,643**.

### **Financial Year to Date**

<b>YTD</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Income	66,990	77,160	(10,170)
Expenditure	275,351	304,164	28,813
Net	(208,361)	(227,004)	18,643

### **Summary of variations**

- Aqua Aerobics expense is \$165 (41.9%) higher than budget however income for this program area was ahead of budget and is a reflection of additional service provision throughout the quarter.
- Aquatic Education income is ahead of budget by \$1,563 (11.5%) YTD following strong participation. Aquatic Education expense is \$1,056 (22%) over budget due to the requirement for additional classes.
- YTD this program area has returned an actual net profit of \$9,502 compared to an anticipated profit of \$8,996.
- Cafe income YTD is \$5,694 (41.3%) under budget following decreased attendances. Despite the reduced income, secondary spend per patron is higher than the anticipated benchmark.
- Reduced café turnover resulted in reduced café expenses. YTD café expenses are under budget by \$5,941 (39%)
- Merchandise income is \$1,280 (29.2%) under budget whilst merchandise expense is \$1,232 (41.4%) under budget.
- Despite this reduced turnover net profit from merchandise sales is \$2,052 compared with the anticipated profit of \$2,100.
- Recreation swimming income is \$4,770 (14%) under budget following decreased attendances. Poor attendances at the centre were experienced throughout October and November.
- December recreation swimming patronage was ahead of the anticipated target.
- Recreation swimming expense is \$8,326 (19.6%) under budget following reduced need for lifeguards due to lower patronage and cooler weather.
- Marketing expense YTD is \$1,043 (52.1%) under budget as the majority of marketing is carried out through the YMCA website, sponsored radio and internal advertising throughout the centre's.
- Administration expenses are under budget by \$6,193 (8.1%) following reduced training and travel expenditure.
- Operations expenses are under budget by \$9,812 (22.9%) following reduced consumables and pool chemical requirements due to pool closures.



KEY PERFORMANCE INDICATORS

SOUTH HEDLAND AQUATIC CENTRE KPI'S

	SHAC	Budget / Benchmark	Comment
Financial KPI's			
Budget target achieved	Yes	Yes	Sound performance following successful expense control.
Total Ave Income per visit (income / attendance) <i>Ave Income per visit</i>	\$4.68	\$3.53	Strong performance is a reflection of Aquatic Education income Reflective of reduced Aquatic Education lessons throughout December
<i>Recreation Swimming Avg Inc per visit</i>	\$2.05	\$3.28	
Secondary Spend per visit (Café inc + Merch inc / visits) <i>Secondary Spend</i>	\$1.44	\$1.24	Strong result
Subsidy per visit (net result / attendance) Subsidy per visit	-\$14.56	-\$7.62	Reflective of operational expenses incurred throughout the off season
Labour costs to total receipts Labour costs:total receipts - YTD	197%	138%	Reflective of lack of income and expenses incurred throughout the winter months
Catchment Multiple (visits/population 5 KM radius) Catchment Multiple - YTD	SHAC catchment population is estimated at 13,375 residents. CERM Benchmark is 3.5		YTD Benchmark of 16.15 relates to YMCA budget target
	1.07	16.15	Monthly catchment multiple results have improved each month from October - November - December
Customer Service Mystery Shopper Score	52%	80%	Closing sales and multiple sales processes not followed, staff training has been provided. Customer survey at SHAC will not proceed due to pending redevelopment
Customer Survey Results	TBC	TBC	

**MINUTES : AUDIT AND FINANCE COMMITTEE MEETING 22 FEBRUARY 2012**

Risk Management KPI's Major Incidents per 10,000 visits	2	0.19	2 major incidents requiring emergency services
Programming KPI's Total Attendance YTD (Oct – Dec quarter is the only period that the Centre has been open to the public)	14,312	16,284	Lower than anticipated YTD participation following slow start to season due to construction surrounding the Centre
Aquatic Ed Occupancy	96%	85%	Strong participation
Asset Management KPI's Facility Audit - conducted quarterly	75%	80%	Presentation and general housekeeping of plant room an area for improvement
Total maintenance expenditure (YTD against budget)	\$26,659	\$25,806	Maintenance conducted as per maintenance schedule and reactive maintenance

## ATTENDANCE STATISTICS

	December 2011	December 2010
Recreation Swimming		
Adult	970	753
Child	656	673
Coaches	1	6
Concession	24	72
Council	1	7
Functions	75	1359
Off Peak	189	204
School Attendance	51	122
Spectator	32	163
Under 2's	62	125
Family	294	197
Total Family Visits	1176	788
Birthday Parties	3	0
Vac Swim	115	0
Programs	0	53
User Groups	532	632
Aqua Aerobics	22	51
YMCA Swim Lessons	692	254
Non Paying Spectator	692	254
TOTAL	5,659	5,713

**SOUTH HEDLAND AQUATIC CENTRE P&L  
July - December 2011**

Acct Description	YEAR TO DATE		
	Actual	Budget	Difference
Administration	0	-	0
Aqua Aerobics	1,145	1,004	142
Aquatic Education	15,158	13,595	1,563
Aquatic Programs	509	-	509
Cafe	16,806	22,500	(5,694)
Merchandise	3,820	5,100	(1,280)
Recreation Swimming	29,289	34,059	(4,770)
School Aquatics	262	873	(611)
Vending	-	30	(30)
	<hr/>	<hr/>	<hr/>
	66,990	77,160	(10,170)
Administration	41,026	47,219	6,193
Aqua Aerobics	741	575	(165)
Aquatic Education	5,656	4,599	(1,056)
Aquatic Programs	40	-	(40)
Cafe	9,059	15,000	5,941
Duty Management	36,067	34,310	(1,757)
Insurance	448	2,500	2,052
Management	55,262	52,634	(2,627)
Marketing	957	2,000	1,043
Merchandise	1,768	3,000	1,232
Operations	90,046	99,858	9,812
Recreation Swimming	34,141	42,468	8,326
Swim For Life Program	141	-	(141)
	<hr/>	<hr/>	<hr/>
	275,351	304,164	28,813
	<hr/>	<hr/>	<hr/>
	(208,361)	(227,004)	18,643
			(311.0)%

**10.1.2 Courthouse Gallery Quarterly Review: October to December 2011 (File No.:20/01/0026)**

**Officer** Gordon MacMile  
Director Community  
Development

Date of Report 14 February 2011

Disclosure of Interest by Officer Nil

**Summary**

For the Audit and Finance Committee to review the following report for the quarter: October to December 2011 of the Courthouse Gallery.

**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 is possible and is to be negotiated and agreed between the parties. These negotiations are in progress and will soon be considered by Council.

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
- Any complaints
- Customer feedback
- Statement of repairs and maintenance undertaken
- Any capital works recommended
- Report on 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.

**Consultation**

The contractual obligations including revenue and expenditure reports, by the means of profit and loss statements are included as attachments to this report.

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Council's 2010/2011 budget contains an allowance of \$280,000 for the contract management of the Courthouse Gallery.

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. Port Hedland Courthouse Gallery – Annual Report 2011
2. Courthouse Gallery – Quarterly Report (Oct to Dec2011)
3. PHCG Statement of Budget and Actual P & L – 31 December 2011
4. Hedland Art Awards – Feedback Summary
5. PORT by David Hooper – Exhibition Feedback Summary

**AFC201112/009 Officer's Recommendation / Audit and Finance Committee Decision**

Moved: Mayor K A Howlett      Seconded: Cr G A Jacob

**That the Audit and Finance Committee accepts the quarterly review report of the Courthouse Gallery from FORM Contemporary Craft and Design Inc. for the period 1 October 2011 to 31 December 2011.**

*CARRIED 4/0*

*NOTE: Mayor K A Howlett advised that part of the December 2011 Courthouse Gallery report stated that Council had been requested to paint their toilets on a number of occasions. Mayor Howlett asked whether this matter had been looked into by Council officers. Director Community Development took the question on notice.*



REGIONAL PROGRAMMING REPORT

2011





FORM's activities in the Pilbara, based out of the Port Hedland Courthouse Gallery, offer a unique, effective and appealing place making model: one which uses creativity as a means of finding imaginative solutions and inspiring possibilities.

FORM continues to manage and program the space and surrounding precinct in partnership with BHP Billiton and the Town of Port Hedland and as a consequence the West End cultural precinct has become a successful platform for spring-boarding emerging regional talent and showcasing some of the State's leading creatives.

The growing visitation and regular participation by the community at the Gallery and wider cultural precinct for exhibition openings, markets and workshops delivered through the year – around 20,000 people in 2011 – is testament to the critical role the facility plays within the growing Pilbara community.

The consistent quality of the programming is recognised across the Pilbara and has up until now given Port Hedland a competitive advantage over Karratha. The capacity to grow community

engagement activities around a core activity such as the Gallery now sees Karratha looking at establishing a dedicated gallery in within the centre of the developing city. Port Hedland needs to ensure it maintains a leadership role in the area of cultural programming by continuing to support and grow this valuable asset.

Every exhibition and public program aims to do at least one of the following: engage and inspire the community; discover and celebrate the identity, cultural heritage and important aspects of place; develop stronger creative skills and imaginative thinking among people living in the Pilbara; and as an outcome enrich Pilbara communities.

In addition to the programs highlighted below the Courthouse Gallery continued to operate seven days a week while hosting Pilates classes three times a week in the main Gallery space and Glass Lane park. Banger's Bungalow began to operate as a small business hub with one of the office spaces leased and the board room and second office used for short-term hire on a regular basis.

The *Friends of the Gallery* program continued to grow with around 100 current members and several exclusive retail events hosted in 2011 including the first in a series of 'Meet the Maker' events which feature a visit from an artist or maker who stocks their work in the Gallery retail space.

EXHIBITIONS

In 2011 the Courthouse Gallery continued to exhibit interesting and diverse artworks from local, Pilbara and nationally acclaimed artists. FORM continued to work with local artists in a mentoring capacity building their business and artistic development.

Each exhibition is backed by months of professional development programming, pairing artists with senior and fellow artists, mentors, curators, graphic designers, writers, anthropologists and other experts.

52 Weeks On: A Pilbara Project Exhibition February – April 2011

*“The time lapse video photography in the documentary was excellent. Always enjoy seeing an artistic reflection of the country I work and live in. I try to take in each new exhibition at the Gallery.”*  
Leonard, South Hedland

The trap many people fall into when they imagine the Pilbara (and other remote parts of the world) begins with words like: landscape; empty; vast; undiscovered. Yet the reality is that the Pilbara is teeming with life and has been so for much longer than many other places on the earth. The trick is to not look at the region as a ‘landscape’ - one big, unpopulated, stretching mass of geography – or even to look at it, but to look into it. Into the pieces, the layers, the timelines, the people.

The Pilbara Project seeks to do this in an authentic and unique way which both mirrors and honours the intricacies of this region. The Pilbara is diverse, multifaceted and complex; therefore the Pilbara Project should be the same.

Throughout 2010 renowned Australian photographers Dr Les Walkling, Peter Eastway, Christian Fletcher and Tony Hewitt along with filmmaker Michael Fletcher, travelled across the Pilbara documenting what they saw. Their findings culminated in the first exhibition of the Pilbara Project in Port Hedland and also ran at the same time at FORM Gallery in Perth – providing a link between the region and metropolitan area. A coffee-table quality publication and short film were produced as part of the exhibition.

Around 600 people attended the opening night in Port Hedland and 9000 visited the exhibition overall between the Perth and Port Hedland shows. 94% of visitors leaving feedback at the Courthouse and FORM Galleries rated their overall experience of the exhibition as either ‘very good’ or ‘excellent’

The exhibition drew high-profile media coverage including Qantas Magazine, ABC Radio, The West Australian, and the Australian.

During 2011 extensive development was undertaken to prepare the second exhibition in the Pilbara Project series. The outcome of this development will launch February 2012 in Perth and Port Hedland.



**When it Rains it Pours**  
April – June 2011

*"The mural is great. I really like the versatility of the artwork."* South Hedland

*"This is just what Port Hedland needs, something new and fresh."* Port Hedland

The Hedland community immersed themselves into the world of street art through the eyes of some of Perth's most dynamic young artists, low-brow art collective Last Chance Studio as they translated their large-scale urban artworks to canvas.

The exhibition opening also marked the unveiling of a high-quality piece of urban artwork that two of the exhibitions featured artists, Ryan Boserio and Timothy Rollin, installed in the courtyard of the Courthouse Gallery. Leading up to the exhibition FORM travelled with the artists to Port Hedland and surrounding pastoral stations, this journey formed the inspiration and focus of the mural as it depicts the link between community, industry and landscape in the region.

The exhibition was launched as part of the West End Festival weekend which included the first West End Markets of 2011. Ryan and Tim held a live demonstration of their work at the West End Markets, attracting crowds of around 250 market goers both young and old.

The opening weekend saw around 850 people visiting the exhibition and received coverage on ABC North West in Karratha and Broome.



**Standing Together:**  
Stories from Roebourne Art Group  
June – August 2011

*"Such a lovely Gallery space and a wonderful exhibition. Good to learn more about Indigenous artworks and stories of the Country."* Perth

*"I loved having the stories to explain the beautiful paintings and gaining an understanding of the artists' culture."* Port Hedland

Drawing on the make-up of their land the Roebourne Art Group has produced a collection of works on canvas that tell the stories of the Ngarluma and Yindjibarndi people.

FORM has worked with the art centre for a number of years, most recently trialling the ENHANCE program which has seen the artists translate their 2D works to 3D public artwork.

Leading up to this exhibition the artists worked closely with mentors Catherine Peattie, Monique La Fontaine and Sara Barnes to develop their creative techniques and explore pathways to growth within their practice.

Each exhibiting artist travelled from Roebourne to attend the opening of the exhibition where they spoke to attendees and shared their stories behind the artworks. The artists then stayed on in Hedland to view the West End Markets the following day.



**2011 Hedland Art Awards  
August – October 2011**

*"I have lived in Hedland and always loved the Awards. It is great to see local artists represented."* Former Port Hedland resident

*"Such a wide range of works exhibited. I enjoyed the Indigenous pieces in particular."*  
South Hedland

The 2011 Hedland Art Awards again celebrated the cultural growth in the region, inviting artists from the Pilbara, Kimberley, Mid-West and Gascoyne to enter. Around 165 entries were received and 104 of these artworks were selected to exhibit in the Awards. BHP Billiton were again the major sponsors of the Awards along with a host of other local businesses.

The significant boost in prize money from previous years (\$65,000 in total) saw an increase in the competitiveness of the Awards and the initial selection and judging process. The Visual Arts Development Program continued into 2011 allowing FORM to bring in professional artists for intensive workshops mentoring the local and Pilbara-based emerging artists in preparation for the Awards.

The increased prize money saw \$20,000 awarded to Roebourne-based Indigenous artist Jill Churnside for Most Outstanding Work, with \$15,000 each going to Geraldton-based artist Helen Ansell for Best Non-Indigenous Work and Yulpurija artist Jan

Billycan for Best Indigenous Work. A new award category was added this year to commemorate the late Kathy Donnelly, the \$5,000 Kathy Donnelly Judge's Award honours the memory of the community arts pioneer who was both a co-ordinator and then later a judge of the Awards.

Around 600 people attended the opening night with over 6,700 visiting the Galley over the duration of the show. For the first time FORM secured sponsorship to accommodate visiting artists from remote Indigenous art centres; this saw artists from Yamaji Art in the Mid-West and Yulpurija Artists from Bidydanga attend the opening night and the markets over the weekend. Artists from Roebourne Art Group also attended the Awards opening.

The opening night was followed by the traditional Saturday morning judges walk-through which gave judges Marco Marcon Chief Executive Officer and Artist Director IASKA, visual artist and curator Jo Darbyshire and Assistant Professor Dr Darren Jorgensen University of Western Australia, School of Architecture, Landscape and Visual Arts the opportunity to shed light on their decisions and offer feedback to artists featured in the Awards.

The Hedland Art Awards also received widespread media coverage including a very positive review in the Arts Section of the West Australian newspaper. Local, North and Mid-West print, online and radio media also covered the event and the winners.



2011 Hedland Art Award Winners:

Most Outstanding Work - \$20,000:  
Jill Churnside for '1946 Pilbara Strike'

Best Work by an Indigenous Artist - \$15,000:  
Jan Billycan, Yulparija Artists for 'Kirriwirri'

Best Work by a Non-Indigenous Artist - \$15,000:  
Helen Ansell for 'Milling at Millstream'

Best Work in a Medium other than Painting -  
\$1,500: Gera Woltjer for 'Constellations: I II III IV'

Best 3D Work - \$1,500: Michal Wojtowicz for  
'Ginger Swan'

Best Work by an Artist Under 25 - \$1,000: Judith  
Samson, Martumili Artists for 'Puntawarri'

Encouragement Award - \$500: Rosleen Park,  
Warmun Art Group for 'Tommy and Mariah'

Kathy Donnelly Judge's Award - \$5,000: Kathy  
Samson, Roebourne Art Group for 'Springtime on  
Ngarluma Country'

People's Choice Award Winner - \$500:  
Lenny Davis for 'Ghost Net I 'Unsafe Passage'.



**Port: an exhibition by David Hooper**  
(Main Gallery)  
**Rian Hronsky and Port Hedland Education Partnership: Follow the Dream program**  
(Corridor Gallery Rooms)  
October – December 2011

*"David's paintings are great wonderful use of colour and texture. Rian's work was also amazing, very clever boy."* South Hedland

*"Enjoyed the link the artist bought to the town via the subject."*

Port Hedland is one of the world's largest and busiest working harbours, filled with grand, austere ships that transport hundreds of millions of tonnes of cargo each year to distant places, tracing new and old trading routes through the seas. From the grand machinery and glistening steel of the ships docked along the harbour, to the unceasing rhythm of cargo being unloaded and loaded, the full magnitude of Western Australia's mining riches are on display.

Ports on this scale are often on a city's outskirts, invisible as well as inaccessible. But in Port Hedland, the coming and going of ships from dusk to dawn are part of daily life. And that is one of the unique qualities of this remote town on the northwest coast of Australia. So what does life look like, as it is lived by people working in retail, hospitality, health care, education, public service, small-business owners, entrepreneurs, and artists like David Hooper? What does the port look like from his perspective?

Port a collection of works from local artist David Hooper celebrates the intrinsic connection between the waterways of the port, the industry that inhabits them and the community that surrounds them. Showing alongside Port is a collection of artworks by young Autistic artist Rian Hronsky and a showcase of works by local students from the Follow the Dream: Partnership for Success program as part of BHP Billiton Iron Ore's Port Hedland Education Partnership.



WORKSHOPS

FORM's Visual Arts Development Program fosters enhanced technical and artistic skills for Pilbara artists, and through this, increases opportunities for alternative creative industries to emerge in the region.

The program, which has run in 2009 and 2010, features a range of workshops in the mediums of painting and drawing workshops and also includes P.H.otography, FORM's photography workshop program and crafting workshops to promote creative and professional development for West End Markets. The workshops enable residents from Hedland and other Pilbara communities to learn and refine these skills, while encouraging alternative approaches to creativity.

Each workshop is run by skilled creatives who function as mentors and inspirers, teaching specialised skills in an enjoyable yet intensive workshop format. Access to these facilitators represents a unique opportunity for the Hedland community; respected and talented, the facilitators offer a generous repository of skill, enthusiasm and experience.

**Visual Arts Development: Artist Camp  
May 2011**

*"Fabulous, inspiring, networking, friendship making. Fun in the most gorgeous of settings. Thanks Courthouse Gallery, FORM and BHP."*  
Amanda, Port Hedland

*"Jo is so knowledgeable and talked to all of us on our level so we all progressed. Thanks. Sarah - what an inspiration, very different and very freeing. Helen was gorgeous, I loved how she challenged our*

*thoughts so we could adapt to a new style. I would love to continually or at least each year, do another workshop it's so liberating and helpful. Ladies thank you, so much!"* Debbie, Karratha

The Visual Arts Development Artist Camp built on the success of the 2008 and 2009 workshop program through an intensive three day camp-based painting and drawing workshop at De Grey Station.

The program featured a range of painting and drawing workshops which designed to incite, inspire and teach residents from Hedland and broader Pilbara communities through exploring refined painting skills and encourage alternative approaches to the art and the act of painting. Throughout the weekend, 24 participants from Hedland, Karratha, Dampier and Marble Bar and three mentors; visual artists Helen Ansell, Sara Barnes and Jo Darbyshire ventured to various locations on the Station site to sketch and paint while comparing ideas on how to illustrate nature to create unique artworks.

De Grey Station is a large cattle station set at the mouth of the De Grey River. This location offers brilliant landscapes and a fantastic view into the wide range of eco systems, wildlife and birdlife that inhabit the area. A perfect place for looking at nature from different perspectives whilst reinventing the ways landscapes are depicted in art. The camp setting allowed for further engagement between mentors and students and promoted networking between local and regional artists.

The workshop was timed in May to coincide with the lead up to the Hedland Art Awards.





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**P.H.otography: Lomography Workshops  
April and May, 2011**

*"This reignited my passion for photography. It has opened my mind to different techniques... I think I will be travelling with several cameras instead of one and 'just taking a photo' is boring now."*  
Wendy, Port Hedland

Through four workshop sessions in April and May 26 locals immersed themselves in the art of Lomography, a 'shoot from the hip' style of photography that encourages the photographer to think outside the viewfinder when capturing their surrounds on film.

Participants each received a Holga camera as part of the workshop program which will lead into an introductory workshop of how-to's and tricks of the trade designed to make the most of this highly creative form of photography. The participants also used various forms of Lomography cameras working in groups to create unusual and original photos using different styles.

Facilitating the workshops were Lomography experts Yolanda Stapleton who has curated and featured in Perth and national Lomography exhibitions and Ian Tatton, a professional photographer who works directly with Lomography Australia in Sydney.

Following the workshops a 'pop-up' exhibition of selected photographs were displayed at the June West End Markets. The workshops were so popular that a 'Lomography Club' of enthusiasts was formed and now meets monthly

at the Courthouse Gallery to share photographs, set challenges and activities for each other and discuss techniques they have discovered.

**West End Markets: Craft Workshop  
June 2011**

Leading up to the June West End Markets the Courthouse Gallery hosted a crafting and marketing workshop run by Trudy Baker of Mokoh Design. The workshop aimed to educate the community and existing and potential stallholders on various crafting techniques, market culture, marketing and pricing their product and stall design. Trudy's workshop focused on the craft of card making as well as stall design and visual merchandising.



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PROGRAMS

**West End Markets**  
 October 2010 and April, June, August 2011

*"Stunningly fabulous - great family outing and a fabulous tourist destination!"* Mornington Peninsular

*"High quality food and craft. Great opportunity for local people to showcase their wares."* South Hedland

*"Vibrant, innovative, exciting, multi-cultural."*  
 Trudy, Perth

The West End Markets are Hedland's only dedicated makers' markets and since their inception in late 2010 have established themselves as a popular social event in the community and broader Pilbara region - with stall holders and visitors alike travelling from other regional towns to take part.

The Markets were established by FORM to foster the growth of local artists, makers, provedores and small businesses - allowing them to sell and showcase their wares in a creative and engaging setting in the heart of Hedland's most historical precinct - the West End.

The West End Markets enable a stronger cultural footprint for the region and enhance opportunities for emerging and established local micro businesses. The markets will bring together artists, crafts people, provedores, and food and plant growers to sell high quality produce, bringing it directly from the maker/ grower to the customer.

The first market event in October 2010 featured about 20 local stall holders and around 1,500 visitors to the event. In 2011 the event has experienced massive growth in stall holder

numbers (around 40 in April, 50 in June and 60 in August) and upwards of 3,000 to 4,500 market-goers flocking to the West End to celebrate each event.

Each market event in 2011 followed the opening of a new exhibition at the Courthouse Gallery - creating a vibrant Festival weekend in the West End.

Creating a true market atmosphere, and providing entertainment for market-goers both young and old, the events also feature a range of talented local and Perth and nationally-based musicians and street performers. These performers play a huge role in creating a vibrant and creative setting whilst engaging audiences and activating space. The markets have built up a reputation of engaging high-quality performance acts, exposing the community to new and exciting talents.

While still celebrating local talents, the markets are an avenue to engage high-quality performers that the community would not usually be exposed to. In 2011 these performances have included two shows from internationally acclaimed Sydney-based performance group Erth Visual & Physical. Support from BHP Billiton allowed for these acts to travel to Port Hedland to perform.

Other entertainment has included live street art demonstrations, the Locked Cabinet Project - an interactive 'treasure hunt' for artworks hidden across the West End and a 'pop up' exhibition of lomography photographs from workshops run through the Courthouse Gallery.

The 2011 markets were supported by BHP Billiton, Horizon Power, Boom Logistics, Liberty Industrial and Onsite Rentals.





**The Locked Cabinet  
April 2011**

Five locked cabinets sit somewhere in the West End... find them and punch in the combination to reveal hidden artworks.

On the day of the April West End Markets, five old school lockers were temporarily installed across the West End all containing artwork installations created by emerging and established Perth artists including Creepy, Yolanda Stapleton, Natasha Muhl, Jessie Mitchell and Tangles. A series of keys featuring the secret locker combination were distributed amongst the market crowds with the message to seek out the lockers and discover the artwork inside.

The project was designed to create an intriguing interactive exhibition and activate the area surrounding the markets through the process. There were around 150 keys in total, which were redistributed from one person to another after they had explored the lockers, explaining the project to other people as they passed on the locker combination and map. The keys were prepared and organised by the Port Hedland Small Wins team prior to the markets.

An additional blank locker filled with crayons was installed in Glass Lane Park as part of the markets. This gave participants the opportunity to decorate and create their own Locked Cabinet.

FORM presented this project in partnership with Onetrickpony. The original concept of the Locked Cabinet was developed by Brody MacLeod, Elaine MacLeod and Onetrickpony. Following the markets the lockers were installed as an interactive exhibition alongside When it Rains it Pours.

**Future Shorts One short film festival  
April, May, June, July, August, September,  
November**

FORM has teamed up with Future Shorts and Amiko Films to bring international and national short films to Port Hedland as part of Future Shorts One global film festival.

Each month the Courthouse Gallery will show a specially curated selection of the latest national and international short films from some of the world's best established and emerging filmmakers. Future Shorts is one of the world's leading and most innovative short film labels with over 50 cities from 16 countries taking part in One.

The events started in Port Hedland in April and have run monthly at the Courthouse Gallery since, recently the events have featured giveaways and live music from local musicians. On weekends where the West End Markets have run Future Shorts has been included as part of the West End Festival.

Each event has attracted anywhere from 40 to 100 movie-goers and from November 2011 will run quarterly in accordance to the revised Future Shorts program.

INDIGENOUS DEVELOPMENT

Spinifex Hill Artists/Let's Get Started

In 2008, FORM launched the *Let's Get Started* program, offering painting workshops for Indigenous Artists based in South Hedland. The group now operates on a daily basis from their studio space at the Hedland Aboriginal Church of Christ whilst undertaking ongoing week-long creative and professional development sessions with mentors Helen Ansell and Sara Barnes once a month.

The Spinifex Hill Artists collective is currently composed of about 15 core artists with up to 25 others artists attending casually. Together they create beautiful, unique and accomplished work. They continue to develop both a recognisable style as a collective, and distinct individual styles. An additional benefit it is the collaborative and supportive environment that has emerged from the establishment of the Spinifex Hill studio.

Spinifex Hill Artists consists of a broad cross section of community members and language groups, from young mothers with children at school, who attend during school hours – artists recently released from prison wanting to continue to develop their art practice, while reintegrating back into society – mature age students and working members, juggling study/work commitments and their art practice, to elders who lend a richness to the mix and give the group its culturally appropriate guidance. There are a wide range of skill bases within the group ranging from artists who have never painted before to establish and experienced artist.

SHA facilitates professional artistic development and, at the same time, entrepreneurial leadership, that catalyses economic and skills development amongst Indigenous artists as the basis for commercialisation of their artwork, and a platform for participation in the arts industry. The program of skills development is facilitated by experienced Indigenous arts workers and trainers, Ansell and Barnes and full time studio co-ordinator Karina Semmler. Ansell and Barnes are both knowledgeable educators, practicing artists, and art teachers, who have run workshops and managed art projects across Western Australia. Both bring a diversity of teaching methods, inspirations, techniques and styles. Ongoing mentorship is reflected in the improved technical and creative capacity of the artists.

After two successful exhibitions in 2009 and 2010, this year the Spinifex Hill Artists focused on creating artworks for group exhibitions and regional art awards and also creating small, marketable artworks for the collective to sell at local artist markets including the West End Markets, and the Ninji Ninji and NAIDOC Festivals. Several artists were accepted into both the Hedland Art Awards and the Cossack Awards.

2011 also saw the artists present their artwork in Perth for the first time, two artists Winnie Sampi and Katie Nalgood were accepted into the Revealed exhibition at Gallery Central during the Commonwealth Heads of Government Meeting and several artists travelled to Perth to partake in skills development workshops and sell their works at the Revealed Art Market.



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In November, the Spinifex Hill Artists were taken through the first stage of ENHANCE; a public art professional development model which explores the creative development and engagement of Aboriginal artists looking to explore 3D arts practice for the first time. The model, developed by FORM in partnership with Urban Art Projects (UAP) is designed to enhance creative and economic opportunities for Aboriginal artists while enhancing the built environment in Western Australian towns and cities.

In their final workshop for the year, eight of the artists were mentored by a selection of curators, arts facilitators and designers from FORM and UAP who assisted in the development of the artists ideas into perforated 3D patterns. One of the artists, Anne Sibosado, was later selected to apply her pattern to a series of feature shade canopies, which will be installed as part of the Wedge Street enhancement scheme in 2012. Anne was also flown to Brisbane in December where she developed her concept with the design team at UAP and one of FORM's curators.

This first introduction of the ENHANCE model will further extend into 2012 as SHA continue through all phases of the ENHANCE

development model. Through an ongoing series of hands-on workshops, the artists will explore maquette making, concept development, material exploration, schematic design, 3D visualisation, pattern making, casting and finally, installation of new public artworks around Port Hedland. Throughout the year the artists also participated in several other activities including FORM's Artist Camp at De Grey Station and had several of their works purchased and selected by LandCorp for the creation of patterned shade structures featured across the South Hedland CBD redevelopments.

The only disappointing aspect for the artists has been the failure to establish a dedicated space in which to operate. After several false starts the artists are still sharing a community facility, which is adequate but not ideal. FORM has prepared funding submissions to the Pilbara Development Commission which were unsuccessful because the Town of Port Hedland felt the development was better hosted by the ToPH...that was 18 months ago and since then there has been no progress or indeed visible interest in the group by local government.

The priority for 2012 will be to try to establish an independent working studio on the grounds of the Aboriginal Church in South Hedland which will allow the group to grow.



MEDIA

Throughout 2011 the Courthouse Gallery exhibition and public program attracted media attention through print (The Australian, The West Australian, Qantas Magazine, North West Telegraph, Pilbara Echo), radio (ABC Radio, ABC North West, Red FM, Spirit, Hedland Community Radio) and online media (ABC North West, Pilbara Echo).

This media included promotion and coverage of exhibitions, projects, Spinifex Hill Artists, workshops and events and also included interviews with exhibiting artists and Gallery staff.

In addition to this media coverage FORM also continued to create and promote our regional program and sponsors through quarterly front page wraps and spreads featured in the North Throughout 2011 the Courthouse Gallery exhibition and public program attracted media attention through print (The Australian, The West Australian, Qantas Magazine, North West Telegraph, Pilbara Echo), radio (ABC Radio, ABC North West, Red FM, Spirit, Hedland Community Radio) and online media (ABC North West, Pilbara Echo).

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In addition to this media coverage FORM also continued to create and promote our regional program and sponsors through quarterly front page wraps and spreads featured in the North West Telegraph.

Below are some examples of media

ABC North West

West End Markets  
<http://www.abc.net.au/local/audio/2010/10/25/3047420.htm>

Hedland Art Awards  
[http://blogs.abc.net.au/wa/2011/08/hedland-art-awards.html?site=northwestwa&program=north\\_west\\_wa\\_mornings](http://blogs.abc.net.au/wa/2011/08/hedland-art-awards.html?site=northwestwa&program=north_west_wa_mornings)

The Pilbara Project  
<http://www.abc.net.au/local/photos/2011/02/15/3139495.htm>

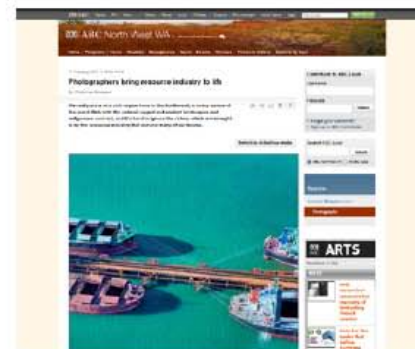
Pilbara Echo

West End Markets  
<http://pilbaraecho.com.au/?p=895>

Port: an exhibition by David Hooper  
<http://pilbaraecho.com.au/?p=2793>



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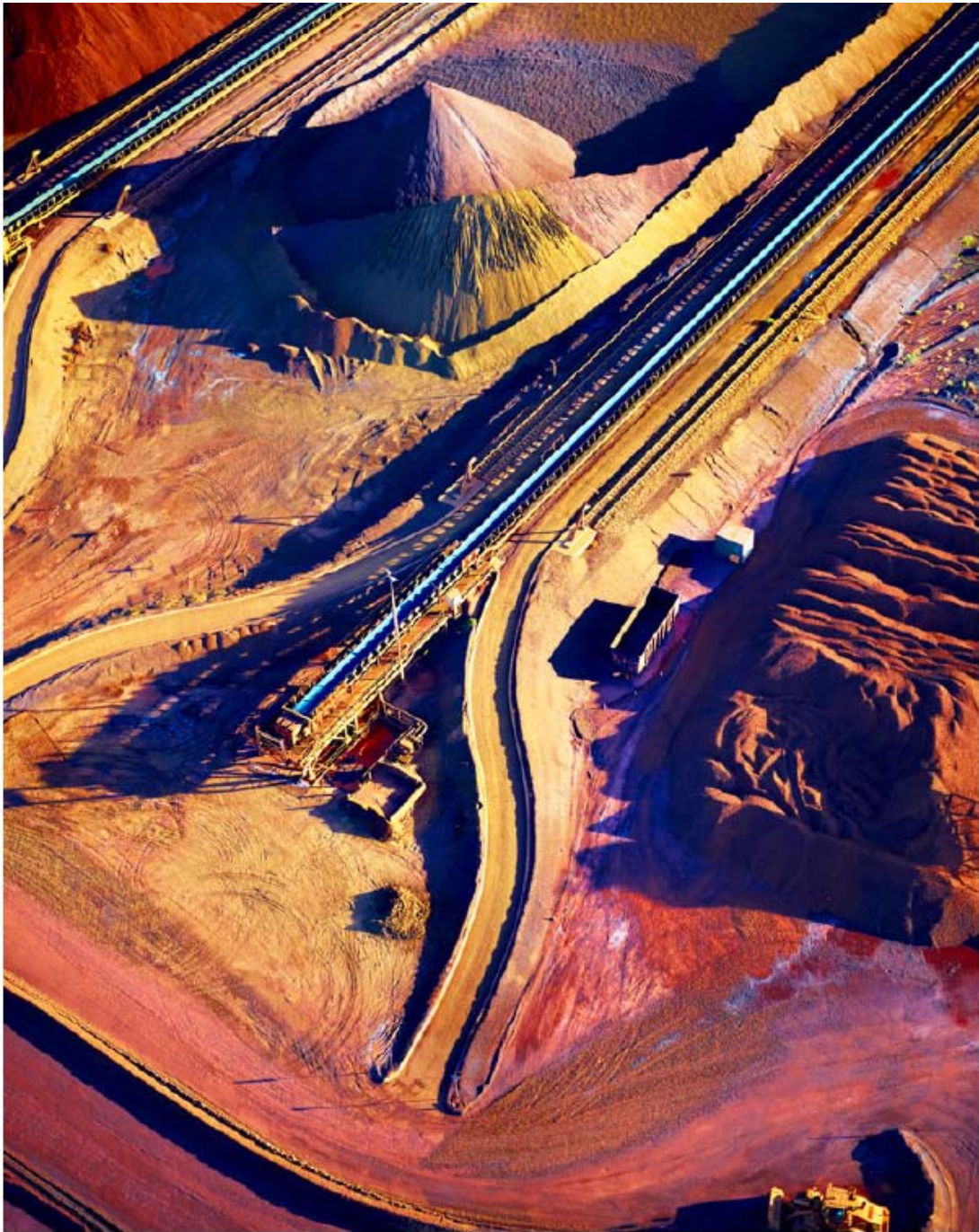
33



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Image Credits

- Cover: Birth Visual and Physical's Water Dragon entertains at the August West End Markets. Photo by Samantha Bell.
- 1: Photograph by Lomography Workshop participant Bev Johnson.
- 2: Richard O'Connell, Head of Community and Indigenous Affairs, BHP Billiton Iron Ore opens 52 Weeks On: A Pilbara Project Exhibition at the Courthouse Gallery. Photo by Samantha Bell.
- 3: Exhibiting artists Dr Les Wulffing, Michael Fleicher, Hon Norman Moore and wife at the opening of 52 Weeks On: A Pilbara Project Exhibition at the Courthouse Gallery. Photo by Samantha Bell.
- 4: Peter Eastway, *Industrial Lines 2*, Port Hedland, 2011.
- 5: Urban artists Ryan Roseris and Timothy Ruffin create the Courthouse Gallery mural. Photo by Samantha Bell.
- 6: Father and son view *When it Rains it Pours*. Photo by Samantha Bell.
- 7: Roebourne Art Group artist Yvonne Williams. Photo by Samantha Bell.
- 8: Mollie Hewitt and Samantha Bell with RAGI artists Violet Samson and Sharon Warrle at the opening of *Standing Together Stories from Roebourne Art Group*. Photo by Mark Carter.
- 9, 10, 11: Crowds gathered at the opening of the 2012 Hedland Art Awards. Photos by Samantha Bell.
- 12: Best Work by a Non-Indigenous Artist - \$15,000: Helen Amell for *Milling at Midstream*.
- 13, 14, 15: Crowds gathered at the opening of the 2012 Hedland Art Awards. Photo by Samantha Bell.
- 16: Most Outstanding Work - \$20,000: Jill Charnide for *1946 Pilbara Strike*.
- 17: David Hooper, *Palimpsest*, mixed media on canvas, 2011.
- 18: Crowds gathered at the opening of Port. Photo by Samantha Bell.
- 19: Artist David Hooper and Town of Port Hedland Mayor Kelly Howlett. Photo by Samantha Bell.
- 20, 21, 22: Artist Camp at De Grey Station. Photos by Samantha Bell.
- 23, 24: Images from the Lomography workshops.
- 25: West End Market stallholders at the April Markets. Photo by Samantha Bell.
- 26, 27: Market-goers discover the Locked Cabinets in the West End. Photos by Samantha Bell.
- 28: Locals enjoy refreshments in the courtyard before a Pulse Shorts film event. Photo by Samantha Bell.
- 29, 30: The Spinifex Hill Artists at their stalls at the Welcome to Hedland and NAIDOC Market events. Photos by Karina Semmler.
- 31: Spinifex Hill Artists Wilkara Harker during the first ENHANCE workshop. Photo by Mary Stuart.
- 32: Qantas editorial of the 52 Weeks On: A Pilbara Project Exhibition.
- 33: ABC North West blog post of the 52 Weeks On: A Pilbara Project Exhibition.
- 34: North West Telegraph editorial of the Hedland Art Awards.
- Back cover: Peter Eastway, *Industrial Lines 1*, Port Hedland 2010.



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357 Murray Street, Perth, Western Australia 6000  
T +618 9226 2799 | F +618 9226 2250 | E mail@form.net.au  
www.form.net.au



## ATTACHMENT 2 TO ITEM 10.1.2



**Port Hedland Courthouse Gallery  
Quarterly Report  
1 October to 24 December 2011**

**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:

- Australian Pest Management inspected white ant tracks in corridor and main Gallery space (15.11.11)
- Australian Pest Management again inspected white ant tracks, they will return to spray (7.12.11)
- Town of Port Hedland performed a routine fire extinguisher inspection (23.12.11)

Worth noting:

- Paint in both the male and female toilets is peeling badly. A request was made to the Town to have this repainted on 12.4.11, since then several more requests have been made but the bathrooms are yet to be repainted

**Incident reporting**

Nothing to report in this time period.

**Customer feedback**

Public feedback for the following are included in this report:

- Exhibition feedback: *2011 Hedland Art Awards* (running August – October) and *Port: an exhibition by David Hooper* (running October – December)

**Damage to the Gallery and/or Gallery assets**

Nothing to report in this time period.

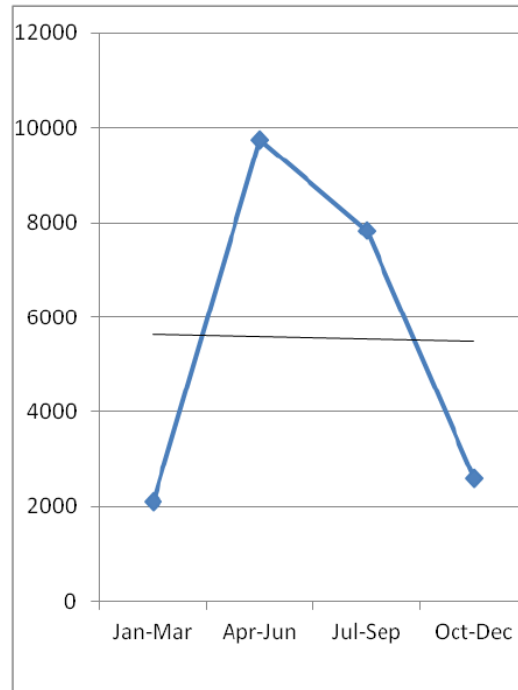
**Gallery Attendance Figures**

<b>Breakdown</b>	<b>No. of Events</b>	<b>No. of Attendees</b>
<b>General Gallery attendance</b>		<b>1500</b>
<b>Exhibition(s)</b>	<b>1</b>	<b>600</b>
▪ <i>Port</i> (14.10.11)		
<b>Function(s)</b>	<b>5</b>	<b>131</b>
▪ Horizon Power function (20.10.11) 25		
▪ Meet the Artist & Exhibition walk-through David Hooper for cruise ship visit (28.10.11) 15		
▪ Friends of the Gallery retail event (1.11.11) 40		
▪ Future Shorts One short film festival (20.11.11) 43		
▪ BHP Billiton function (date?) 8		
<b>Visits</b>	<b>5</b>	<b>60</b>
▪ Soroptimists International (14.10.11) 10		
▪ BHP Billiton Media Tour (5.10.11) 8		
▪ Spinifex Hill Artists visit (7.11.11) 4		
▪ Hedland Senior High School visit (16.11.11) 27		
▪ Marble Bar Primary School visit (17.11.11) 11		
<b>Workshops</b>	<b>1</b>	<b>287</b>
▪ Pilates (Mon, Wed, Sat throughout Oct, Nov, Dec) 116, 106, 65		
<i>Spinifex Hill Artists (external to Gallery) (approximately 10 participants 4 days per week in Oct-Nov)</i>		

<b>Breakdown</b>	<b>No. of Events</b>	<b>No. of Attendees</b>
<b>Gallery Closed</b>	<b>5</b>	
▪ DECEMBER 25 – 30 ( Gallery closed over Christmas break until Jan 10, 2012)		
<b>Total Events and Attendance figures</b>		<b>2578</b>



QUARTERLY TOTAL ATTENDANCE TREND FOR PHCG



	** Note			
2011	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Quarterly Total Attendance	2105	9735	7820	2578

\*\* Note attendance in Apr-Jun and Jul-Sept will be higher due to the West End Markets, particularly the Apr-Jun quarter which features 2 market events.

Exhibitions

- 11 Feb - 7 Apr: 52 Weeks On: A Pilbara Project Exhibition
- 15 Apr - 16 Jun: When it Rains it Pours by Last Chance Studios
- 24 Jun - 14 Aug: Standing Together: Stories by Roebourne Art Group
- 16 August - 13 Oct: Hedland Art Awards
- 21 Oct - 31 Dec: David Hooper and Rian Hronksy



**PORT HEDLAND COURTHOUSE GALLERY OPERATIONS**  
**Statement of Budget and Actual Profit and Loss**  
**As at Quarter Ending 31 December 2011**

Budget Lines	2011 Budget \$	Cumulative Total - Actual	2011 Quarterly Actuals Ending			
			March	June	September	December
<b>Turnover</b>						
<b>Sales</b>	350,000	358,664	49,662	120,449	68,754	119,799
<b>Grants and sponsorships</b>						
DEWHA - Indigenous Exhibition Development	70,000	61,000		61,000	-31,000	31,000
Town of Port Hedland - (tender terms)	280,000	280,000	70,000	70,000	70,000	70,000
Sponsorships	446,200	504,396	83,400	129,600	289,764	1,633
Sundry Income - Donations, Workshop Fees, etc.	0	5,349	0	8,118	-8,118	5,349
<b>Total grants and sponsorships</b>	<b>796,200</b>	<b>850,745</b>	<b>153,400</b>	<b>268,718</b>	<b>320,646</b>	<b>107,982</b>
<b>Total Turnover</b>	<b>1,148,200</b>	<b>1,209,410</b>	<b>203,062</b>	<b>389,168</b>	<b>389,400</b>	<b>227,781</b>
<b>Expenditure</b>						
<b>Cost of Sales</b>	262,500	258,134	30,391	160,701	51,566	15,476
<b>Operating expenses</b>	25%	28%	39%	-33%	25%	87%
Programming expenses						
- General Program Costs	22,000	14,532	7,670	5,149	976	737
- Exhibitions	364,000	284,563	77,929	58,167	93,057	55,411

- Workshops	141,000	103,044	4,876	45,545	27,810	24,813
- Other Programs	64,000	110,244	7,346	45,600	45,864	11,434
<b>Total project/community costs</b>	<b>591,000</b>	<b>512,383</b>	<b>97,821</b>	<b>154,461</b>	<b>167,706</b>	<b>92,394</b>
Employment costs		TRUE				
- Salaries and wages	264,589	258,113	67,238	67,113	62,353	61,410
- Superannuation guarantee levy	23,813	23,230	6,051	6,040	5,612	5,527
- Workers compensation insurance	5,292	5,162	1,345	1,342	1,247	1,228
- Staff Housing	78,640	79,943	21,143	15,193	22,600	21,007
<b>Total employment costs</b>	<b>372,334</b>	<b>366,448</b>	<b>95,777</b>	<b>89,688</b>	<b>91,811</b>	<b>89,172</b>
General administration						
- Audit Fees	3,000	2,000	2,000	0		
- Bank charges	2,500	2,721	288	1,163	972	298
- Postage & couriers	12,000	2,075	128	143	442	1,362
- Telephone & IT	5,000	6,085	884	2,974	2,083	144
- Presentation and Promotion	2,500	4,425	220	2,538	1,445	222
- Printing and stationery	5,000	6,724	772	1,079	5,106	-234
- Minor office equipment	1,000	374		374	0	
- Subscriptions	1,000	832	0		0	832
- Website development & hosting	2,000	0	0		0	
- Admin costs distribution	6,000	6,000	1,500	1,500	1,500	1,500
<b>Total administration costs</b>	<b>40,000</b>	<b>31,236</b>	<b>5,793</b>	<b>9,770</b>	<b>11,549</b>	<b>4,125</b>
Facility costs						
- Electricity	10,500	17,171	3,421	2,527	2,574	8,650
- Repairs and maintenance	2,000	4,186	300	1,853	1,876	156
- Depreciation	2,400	1,538	292	292	186	768
- Cleaning	3,000	7,270	1,100	1,924	3,541	705
<b>Total occupancy costs</b>	<b>17,900</b>	<b>30,165</b>	<b>5,113</b>	<b>6,596</b>	<b>8,177</b>	<b>10,279</b>
Other costs						
- Consultants	2,000	0	0			

- Staff travel	5,000	3,354	1,169	28	1,217	939
- Amenities	1,200	114	0	3,292	-3,178	
- Insurance	3,500	7,069	2,031	2,031	0	3,006
<b>Total other costs</b>	<b>11,700</b>	<b>10,537</b>	<b>3,201</b>	<b>5,352</b>	<b>-1,961</b>	<b>3,945</b>
<b>Total operating expenses</b>	<b>1,032,934</b>	<b>950,769</b>	<b>207,704</b>	<b>265,867</b>	<b>277,283</b>	<b>199,914</b>
<b>Total Expenditure</b>	<b>1,295,434</b>	<b>1,208,903</b>	<b>238,095</b>	<b>426,569</b>	<b>328,849</b>	<b>215,390</b>
<b>Net Income / (Funding to be Sourced / Expenditure)</b>	<b>-147,234</b>	<b>507</b>	<b>-35,034</b>	<b>-37,401</b>	<b>60,551</b>	<b>12,391</b>

0.00

**2011 Hedland Art Awards**

First Name	Surname	Please rate your overall experience of this exhibition	How did you hear of the exhibition?	What were the highlights of your visit to this exhibition?	What was it that motivated you to visit this exhibition?	Do you have any additional comments ? (e.g. Future exhibitions, improvements)
		Very Good	Newspaper	Diverse artwork- both Indigenous and non-Indigenous displayed together.	See local artists work. See a cultural side to the town	
		Excellent	Newspaper	The range.	Great for Hedland, love the culture of art.	
Tracey	Hamilton	Excellent	Newspaper	The quality of the work is excellent. Quite surprised.	Was in the area.	
Yvette	Hamilton	Excellent	Newspaper, just passing by	All the beautiful artworks.	Love art.	
Kristie	Cervi	Excellent		Exceptional artwork- always love visiting.	I live around the corner.	Great for the kids!
		Very Good		The art itself.	Major sponsor.	
		Good	Walk in.			Interesting choice of winners.
		Good.	Walk in.	Diversity of works. Strong regional focus.	Was passing through Port Hedland and interested in seeing especially Indigenous art.	
		Excellent	Friends			
		Very Good	Email	Being here again - it's great!	Have lived in Hedland and always loved the Awards. Great to see local artists represented.	
		Good	Email	Seeing it.	Always enjoyed past exhibitions.	Sorry to see so few works, particularly mixed media/ sculpture and few landscapes.
A.	Rowlands	Excellent	Walk in.	#27 <i>Decision Time</i> ; #9 <i>Ngarrgooroon</i> ; #77 <i>Salt, Dust and Dirt</i>	Have visited Port Hedland before and this gallery. I love art.	All breathtaking, interesting and moving.
		Excellent	Friends	Variety and interaction.	Art.	
		Excellent	Just paid a visit on our way up north.	Well presented. A variety of different styles presented.	Previous visit was in 2010.	
		Excellent	Friends		See more of what Port Hedland has to offer.	
		Good.	Other	Seeing artwork was sold.	Wife's pieces exhibited.	Tell artists to paint the edge of their canvases.
		Very Good	Other: Local tourist Info.	Surprised by such a vivid exhibition and actual gallery.	Seek to understand diversity of Indigenous artworks.	

		Excellent	Other	The overall range of the art.	Intersted in Aboriginal art.	Keep up the high standard!
		Very Good	Mail and email	All the works are of a high standard.		Good selection of entries. Hung very nicely.
		Very Good	Mail, email, friends, website	Seeing my work on display. Looking at the various techniques of other artists.	My art being on display.	
		Excellent	Walked in	The Indigenous artists from Aboriginal Co-ops.	I like local art.	Keep it up!
Helen	Hanson	Very Good	Newspaper	So many stand out pieces.	Seeing my friend's artwork hanging.	A great exhibition overall.
		Excellent	Email	Diversity of artwork.	Great seeing local artists on display.	Favourite exhibition of the year.
		Very Good	Email	Voting for my People's Choice choice.	This has been a pleasure.	
		Very Good	Newspaper	So great!	I missed the opening and came in to see the works before they came down. Glad I made the effort!	
		Good	Email	Every piece is so unique and special.	A great time.	Wished I could have spoken to the judges about their choices.
Christine		Good	Friends	Helen Ansell's piece is a stand out.		Beautiful overall.
		Very Good	Email			
		Very Good	Visitors' Centre		Just popped in to have a look before heading north.	Loved the works.
Julia	Kagi	Excellent		The quality of the works presented.		
		Good	Walked in			Would be nice to see more variety in mediums.
David	M.	Excellent	Mail and Email	Certain peices were really great while others were kinda lost.	Wanted to see local art.	
		Very Good	Friends	Unusual mix of artwork.	Had heard really good things.	
		Good	Email		Came in to buy a gift and had a walk through the exhibition.	
		Good	Mail and Website	Wide range of works exhibited. Enjoyed the Indigenous peices in particular.	Came to see the Indigenous artwork.	
		Excellent	Walked in		Looked interesting from the outside.	
		Very Good	Walked in		Came in with a friend.	
		Very Good	Email	Liked viewing the winners and trying to understand the judges' perspective.		
		Excellent	Email	Good exhibition overall.		
		Good	Newspaper and Posters			
J.	Matthews	Very Good	Mail			Really enjoyed the walk through.

PORT by David Hooper						
First Name	Surname	Please rate your overall experience of this exhibition.	How did you hear of the exhibition?	What were the highlights of your visit to this exhibition?	What was it that motivated you to visit this exhibition?	Do you have any additional comments ? (e.g. Future exhibitions, improvements)
		Excellent	Mail	Local artwork! David's work is fantastic.	I bought a piece of art!	Keep up the good work!
Ruth	Crawford	Very Good.	Friends.	David Hooper. Its your life (film) and Rian's art was inspirational.	Friend recommended the Silver Star for Brunch.	Great work but needs to be advertised to the FIFO workers in the area.
Kate		Excellent	email.	Amazing artwork by David and Rian and really liked the photos by the students.	Brought my friends along who are visiting town.	Always bring friends here when they visit - they love it!
Chelsea	Miles	Excellent.	email.	Great local imagery by local artist.	Support local artists.	Would be great to explore local indigenous art and heritage.
Mike & Amy		Excellent	Friends.	Beautiful Gallery, never expected to find a space like this.	We are visiting friends.	Amazed to see such talented local artists! Well done.
		Excellent	Mail	Really like Rian's artwork - such a talented young man. David's artwork shows the town in such an interesting way.	Never miss a show, we were away for the opening.	Always fantastic.
		Very Good.	Mail.	Enjoyed the link the artist bought to the town via the subject.	The subject matter.	
Jason	Hannah	Excellent.	Friends.			
Antoinette	Fedele	Excellent.	Newspaper.	Books.	Pilates.	Fantastic Venture .
		Excellent	Email	Each exhibition is fantastic.		
Graham	Winter	Very Good.	email.	surprised a the size/ quality of space .		
Adrian	Berry	Excellent.	email.	Surprised a the size/ quality of space .	Quality Presentation of work .	Keep me informed.
		Very Good.	e mail.	Buying a painting.	Here for Pilates . Away when opening was on .	
		Very Good	Mail/Email/Friends			
		Excellent.	Friends.	The video	Always appreciated his works.	
		Very Good.	Mail.	Looking at local artworks with friends in a relaxed environment.		Social outing with friends.
		Very Good.	Mail.	Loved the texture in David's work .	Interest in art.	
		Excellent	Email			
		Excellent.	email.	David's paintings are great wonderful use of colour and texture. Rians work was also amazing, very cleaver boy .	Interested to see local art .	
		Excellent.	Friends.	I work at the Port so I know most of the Vessels in the paintings .	Heard it was worth a look and it was.	I will come back to see other exhibitions.
		Very Good.	email.	Very interesting use of multimedia . So many layers.	Always some to the exhibitions .	Keep it up ladies .
		Excellent.	email/mail.	Colour, texture, subject = awesome.	I know the artist .	More, more, more please.
Sandie		Excellent	Mail	Fantastic!		
		Very Good	Mail.	Hubby getting excited about the paintings as we works at the Port .	I like to come to the Gallery	
		Very Good	Friends.	Finding out this Gallery existed.	Friends dragged me along and I loved it .	Ill be back .
		Excellent.	Word of mouth	Interesting approach with the photos and newspaper in the paintings .	flight delayed had time to Kill.	Thanks . Its a nice Gallery .

### 10.1.3 **Port Hedland Visitor Centre Quarterly review: October to December 2011 (File No.: 05/09/0017)**

**Officer** Gordon MacMile  
Director Community  
Development

**Date of Report** 14 February 2012

**Disclosure of Interest by Officer** Nil

#### Summary

For the Audit and Finance Committee to review the following report for the quarter: October to December 2011 of the Port Hedland Visitor Centre (PHVC).

#### Background

In order to ensure the effective financial management practices of the PHVC Section 5.1 of the PHVC Tender 09/27 contract states that:

*“The successful contractor will be required to provide a monthly report by the 13th day of each calendar month, and should include the following;*

- *income and expenditure*
- *reasons for significant variations between budgeted income and/ or expenditure*
- *outstanding creditor & debtor information*
- *patronage*
- *consumer trend analysis*
- *complaints and resolutions*
- *safety issues*
- *preventative maintenance*
- *recommended capital works*
- *marketing initiatives*
- *special programs/activities*
- *continuous improvement initiatives.”*

This report and subsequent attachments endeavor to provide the Audit and Finance Committee with information to satisfy the requirements listed in Section 5.1 of the PHVC tender contract.

#### Consultation

The quarterly review was prepared by the Economic and Land Development Unit, after meeting with GM Services. The contractual obligations including revenue and expenditure reports, by the means of profit and loss statements, were reviewed in detail and summarised in this report.



Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Nil

Budget Implications

Nil

Officer's Comment

Council accepted the tender for the management of the PHVC from GM Services at its Special Council Meeting on 21 December 2009. Since the commencement of their tender in January 2010, GM Services have adhered to all obligations of their Tender 09/27 contract, including forwarding all monthly and audited annual reports as required. GM Services also meets on a regular basis, once a fortnight, with an officer from the Economic and Land Development unit to discuss any issues which arise in relation to their management operations at the PHVC.

The revenue and expenditure figures are reflected in the attached Profit and Loss statements and the outstanding creditors and debtor figures are reflected in the attached accounts payable and receivable reconciliation summary statements on a per month basis.

### **Attachments**

1. Profit and Loss statement – 31 December 2011
2. Payables and Receivables reconciliation summary – 31 December 2011
3. PHVC Monthly Report – November 2011
4. PHVC Monthly Report – December 2011.

### **Officer's Recommendation**

That the Audit and Finance Committee Accepts the quarterly review report of the PHVC: October to December 2011.

*NOTE: Director Corporate Services advised that the monthly reports from GM Services were inaccurate as the funding application for Bookeasy was denied by Council during the annual budget considerations, and GM Services were advised of this outcome.*

**AFC201112/010 Audit and Finance Committee Decision**

Moved: Mayor K A Howlett      Seconded: Cr G A Jacob

**That the Audit and Finance Committee:**

1. Accepts the quarterly review report of the Port Hedland Visitors Centre: October to December 2011; and
2. Requests that Town of Port Hedland officers send correspondence to GM Services requesting that the reason for the extended period of closure across the Christmas and New Year be clarified and noted accordingly as part of the formal wrap-up of the contract.

*CARRIED 4/0*

*REASON: The Audit and Finance Committee added point 2 to the Officer's Recommendation in order to address concerns over the extended summer closure of the centre.*

## ATTACHMENT 1 TO ITEM 10.1.3

**GM SERVICES TOURISM T/as  
PORT HEDLAND VISITORS CENTRE**

**Profit & Loss Statement**

for month ended 31 December 2011

	2011	2010
<b>Income</b>		
Management Fees Income		
Spa Sales (Consignment)		
BHP Tours		1,568
Memberships & Advertising		
Donations		
Commissions		
Refunds		
Other Income		
Sales	9,438	10,378
<b>Total Income</b>	<u>9,438</u>	<u>20,947</u>
<b>Cost of Sales</b>		
Opening Stock (estimate)	10,000	44,000
Purchases:		
Maps & Books		3,671
Prints & Photos		
Misc Souvenirs		5,652
Jewellery		1,808
Clothing & Swimwear		1,321
Beauty Products		
Post cards		
Sunglasses		
Calm Passes		
Bus Ticket sales	4,029	5,977
PHVC BHP Tours		900
Airline Tickets	275	
Food Products		
Icecreams, Soft-drinks, Snacks		694
Consignment payments		
Spas	1,818	
Other		2,544
Freight		
Discounts Received		
<b>Total Cost of Sales</b>	<u>16,122</u>	<u>66,567</u>
Less: Closing Stock	<u>( 6,000)</u>	<u>( 44,000)</u>
<b>Net Cost of Sales</b>	<u>10,122</u>	<u>22,567</u>
<b>Gross Profit</b>	<b>( 684)</b>	<b>( 1,620)</b>
<b>Expenses</b>		
Advertising & Promotions		7,858
Audit Fees		
Bank fees and Charges	70	147
Cleaning & Rubbish Removal		
Donations		
Dues & Subscriptions		
Electricity	1,448	1,509
General & administrative	100	
Insurance		
Internet		100
Licences, Fees & Permits		
Maintenance - Copier		
Maintenance - General		227
Management Consulting		1,800
Motor Vehicle Expenses		474
Office supplies	80	596
Plant & Equip under \$300		
Postage & Shipping		51
Promotional Events		
Replacements		
Staff Amenities		826
Sundry Expenses		
Telephone	583	1,618
Training & Seminars		
Uniforms		
Employment expenses:		
Wages & Salaries	5,769	16,239
Other Employment Expenses		2,500
Contract Wages	2,820	4,568
Superannuation	519	1,441
Medical Expenses		
Entertainment & Travel	87	
Water		
Web site		640
<b>Total Expenses</b>	<u>11,476</u>	<u>40,594</u>
<b>Net Profit / (Loss)</b>	<u><b>( 12,160)</b></u>	<u><b>( 42,214)</b></u>

## ATTACHMENT 2 TO ITEM 10.1.3

## GM Services Tourism T/as

Port Hedland Visitors Centre  
13 Wedge Street  
Port Hedland WA 6721

## Payables Reconciliation [Summary]

31/12/2011

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Name	Total Due	Dec	Nov	Oct	Pre-Oct
ABC Maps	\$325.16	\$0.00	\$0.00	\$325.16	\$0.00
BJK Publishing	\$432.50	\$0.00	\$0.00	\$432.50	\$0.00
Dept of Environment and Cons	\$1,529.77	\$0.00	\$0.00	\$0.00	\$1,529.77
Earthmoving Maintenance Sol	\$467.38	\$0.00	\$0.00	\$0.00	\$467.38
Elders Insurance	\$5,954.27	\$0.00	\$0.00	\$5,954.27	\$0.00
Golden Eagle Airlines	\$302.60	\$302.60	\$0.00	\$0.00	\$0.00
Hedland Emporium	\$15.75	\$0.00	\$76.95	\$0.00	-\$61.20
Hema Maps	\$298.25	\$0.00	\$0.00	\$298.25	\$0.00
Hidden Valley Handcrafts	\$283.25	\$0.00	\$0.00	\$0.00	\$283.25
House of Sharday	\$374.93	\$0.00	\$0.00	\$0.00	\$374.93
Northcoast Rural Improvement	-\$300.00	\$0.00	\$0.00	\$0.00	-\$300.00
Oz Images Australia	\$207.90	\$0.00	\$0.00	\$125.40	\$82.50
Panorama Australia	\$574.75	\$0.00	\$0.00	\$0.00	\$574.75
Progressive Supplies	\$91.34	\$0.00	\$91.34	\$0.00	\$0.00
Red Wave Media	\$1,100.00	\$0.00	\$550.00	\$550.00	\$0.00
The Mangrove Range	\$198.00	\$0.00	\$0.00	\$0.00	\$198.00
Vanessa Australia	-\$62.22	\$0.00	\$0.00	\$0.00	-\$62.22
WA Naturally Publications	\$39.00	\$0.00	\$0.00	\$0.00	\$39.00
Water Corp WA	\$3,410.70	\$0.00	\$481.30	\$0.00	\$2,929.40
Wild Planet	\$1,697.36	\$0.00	\$0.00	\$0.00	\$1,697.36
Zimble Pty Ltd	\$725.27	\$0.00	\$725.27	\$0.00	\$0.00
Total:	\$17,665.96	\$302.60	\$1,924.86	\$7,685.58	\$7,752.92
Ageing Percent:		1.7%	10.9%	43.5%	43.9%
Payables Account:	\$17,665.96				
Out of Balance Amount:	\$0.00				

**GM Services Tourism T/as**

Port Hedland Visitors Centre  
 13 Wedge Street  
 Port Hedland WA 6721

**Receivables Reconciliation [Summary]**

**31/12/2011**

22/01/2012  
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Page 1

<b>Name</b>	<b>Total Due</b>	<b>Dec</b>	<b>Nov</b>	<b>Oct</b>	<b>Pre-Oct</b>
AAT Kings Tours	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00
BHP Billiton Iron Ore	\$338.00	\$0.00	\$0.00	\$0.00	\$338.00
O'Shannessy's Quality Tours	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00
SAS-Norsat Communications	\$660.00	\$0.00	\$0.00	\$660.00	\$0.00
<b>Total:</b>	<b>\$1,598.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,260.00</b>	<b>\$338.00</b>
<b>Ageing Percent:</b>		<b>0.0%</b>	<b>0.0%</b>	<b>78.8%</b>	<b>21.2%</b>
Receivables Account:	\$1,598.00				
Out of Balance Amount:	\$0.00				

## ATTACHMENT 3 TO ITEM 10.1.3

13 December 2011



**PORT HEDLAND**  
Visitor Centre

## MONTHLY REPORT NOVEMBER 2011

*"GM Services Tourism will be required to provide a monthly report to the TOPH by the 13th day of each calendar month, and should include the following":*

- Income/Revenue (attached P & L November 2011 excludes management fee)  
\$ 11,859
- COGS
- \$54,339
- Expenditure (attached P & L October 2011)  
\$10,093  
Gross Profit \$(32,480)  
Nett Profit/Loss \$(42,573)
- Reasons for significant variations between budgeted income and/ or expenditure  
Limited stock to sell as end of contract and calendar year
- Outstanding creditors
  - Creditors (attached Creditor List)
  - \$35,431
- Outstanding debtor information
  - Debtors (Attached Debtor List)
  - \$1598
- Patronage
  - November 2011: 2602
  - November 2010: 3709
  - November 2009: 1046
- Consumer trend analysis
  - Visitor numbers are marginally down on 2010 and significantly higher than 2009.
- Complaints
  - None
- Resolutions
  - None
- Maintenance
  - Recommended Capital Works for back yard
  - Gardens in rear of centre- Scott Davies Landscaping submitting quotation
  - Tower engineers report requested from TOPH for safety and insurance/liability issues, awaiting on report to be located and/or new report to be funded by TOPH as tower is under TOPH responsibility
  - Presented to TOPH

- Marketing /Initiatives
  - Initiatives & Funding
    - FMG confirmed renovating theatre to host school both local and regional in conjunction with a tour. Not set date as yet, however in this financial year
    - BHPBIO application for funding completed and re- submitted, for July to September quarter funding. Met with TOPH and BHP and TOPH now liaising re funding as equipment given will remain in the ownership of TOPH
    - Forwarded funding for Bookeasy online Visitor Information Centre's preferred system to TOPH March awaiting response
  - Continuous Improvements, Initiatives
    - Make Hedland Home
      - Peter Wood resigned as Chair of Make Hedland Home Working Group

PRESENTED BY PHVC: **Shelley Wood** Title: **Director**

RECEIVED BY TOPH:Yes\_Title: **Brie Holland**

## ATTACHMENT 4 TO ITEM 10.1.3

20 January 2012



## MONTHLY REPORT DECEMBER 2011

*"GM Services Tourism will be required to provide a monthly report to the TOPH by the 13th day of each calendar month, and should include the following":*

- Income/Revenue (attached P & L December 2011 excludes management fee)  
\$ 9438
- COGS
- \$16,122
- Expenditure (attached P & L December 2011)  
\$11,476  
Gross Profit \$(684)  
Nett Profit/Loss \$(12,160)
- Reasons for significant variations between budgeted income and/ or expenditure  
Limited stock to sell as end of contract and calendar year
- Outstanding creditors
  - Creditors (attached Creditor List)
  - \$17,665
- Outstanding debtor information
  - Debtors (Attached Debtor List)
  - \$1598
- Patronage
  - December 2011: 2226
  - December 2010: 3533
  - December 2009: 1239
- Consumer trend analysis
  - Visitor numbers are down on 2010 and significantly higher than 2009.
- Complaints
  - None
- Resolutions
  - None
- Maintenance
  - Recommended Capital Works for back yard
  - Gardens in rear of centre- Scott Davies Landscaping submitting quotation
  - Tower engineers report requested from TOPH for safety and insurance/liability issues, awaiting on report to be located and/or new report to be funded by TOPH as tower is under TOPH responsibility
  - Presented to TOPH



- Marketing /Initiatives
  - Initiatives & Funding
    - FMG confirmed renovating theatre to host school both local and regional in conjunction with a tour. Not set date as yet, however in this financial year
    - BHPBIO application for funding completed and re- submitted, for July to September quarter funding. Met with TOPH and BHP and TOPH now liaising re funding as equipment given will remain in the ownership of TOPH
    - Forwarded funding for Bookeasy online Visitor Information Centre's preferred system to TOPH March awaiting response
  - Continuous Improvements, Initiatives
    - Make Hedland Home
      - Peter Wood resigned as Chair of Make Hedland Home Working Group

PRESENTED BY PHVC: **Shelley Wood** Title: **Director**

RECEIVED BY TOPH:Yes\_ Title: **Brie Holland**

**10.2 Corporate Services****10.2.1 Governance****10.2.1.1 2011 Compliance Audit Return (File No.: ...)**

<b>Officer</b>	Josephine Bianchi Governance Coordinator
<b>Date of Report</b>	15 February 2012
<b>Disclosure of Interest by Officer</b>	Nil

**Summary**

The statutory Compliance Audit Return (CAR) for the 2011 calendar year is presented to the Audit and Finance Committee for consideration.

**Background**

Each year all Western Australian Local Government Authorities are required to undertake a compliance audit and forward the results to the Department of Local Government (the Department) by 30 March. The CAR is a self-assessment of a local government referring to its levels of compliance with the Local Government Act and associated regulations.

This year the Department has made changes to the CAR in terms of the number compliance matters it addresses and also in terms of the approval process.

The CAR has been reduced in size from the previous 27 pages to 8 pages. This is due to the number of compliance questions being reduced to reflect the high risk areas only. Amendments to regulation 13 of the *Local Government (Audit) Regulations 1996*, gazetted on 30 December 2011, now enforce these modifications.

A further change to regulation 14 requires that the local government's Audit Committee now reviews the CAR and reports the results of that review to the Council prior to adoption by Council and the March submission to the Department.

This year's audit process was carried out by the Town's Chief Executive Officer. The Chief Executive Officer discussed compliance matters with relevant Directors and Managers and sought evidence that compliance was achieved throughout the year.

**Consultation**

Advice has been sought from the Department of Local Government in relation to the legislative changes.

## Statutory Implications

Section 7.13(1)(i) of the Local Government Act 1995 states that:

*“7.13.Regulations as to audits*

*(1) Regulations may make provision —*

*... (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —*

*(i) of a financial nature or not; or*

*(ii) under this Act or another written law.”*

Regulation 14 of the Local Government (Audit) Regulations requires the following:

*14. Compliance audits by local governments*

*(1)A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*

*(2)After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*

*(3A)The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.*

*(3)After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —*

*(a)presented to the council at a meeting of the council; and*

*(b)adopted by the council; and*

*(c)recorded in the minutes of the meeting at which it is adopted.*

*[Regulation 14 inserted in Gazette 23 Apr 1999 p. 1724-5; amended in Gazette 30 Dec 2011 p. 5580-1.]*

## Policy Implications

Nil

## Strategic Planning Implications

## Goal 3 – Systems Development

That the Town’s internal operating systems are structured in a manner that assists in providing timely accurate information to the community.

## Budget Implications

Nil.

Officer’s Comment

The Compliance Audit is one of the tools utilized by the Department of Local Government to monitor how the a local government functioned throughout the previous calendar year from a legislative compliance perspective. It identifies areas of non-compliance that provide guidance to officers as to where processes may be reviewed to ensure improved compliance.

Council’s compliance systems and structures are generally well developed with a high degree of observance with the required statutes being evident.

A total of 78 items were audited in the 2011 Compliance Audit process. A total of 2 non-compliances were identified. These are briefly tabled below:

Legislation	Non-compliance
s5.75(1) Admin Reg 22 Form 2	A primary return was not lodged by 2 newly designated employees within three months of their start date
s5.76(1) Admin Reg 23 Form 3	An annual return was not lodged by 31 August 2011 by 4 employees designated employees

**Attachments**

Town of Port Hedland Compliance Audit Report 2011

**AFC201112/011 Officer’s Recommendation / Audit and Finance Committee Decision**

Moved: Mayor K A Howlett      Seconded: Cr G A Jacob

**That the Audit and Finance Committee:**

1. Notes the outcomes of the 2011 Compliance Audit Return;
2. Requests the CEO to establish a revised process to ensure that Annual and Primary Returns are lodged within the legislative timeframe; and
3. Recommends that Council consider adopting the 2011 Compliance Audit Return.

*CARRIED 4/0*

*ATTACHMENT TO ITEM 10.2.1.1*

Department of Local Government - Compliance Audit Return



**Government of Western Australia**  
**Department of Local Government**

**Port Hedland - Compliance Audit Return 2011**

<b>Commercial Enterprises by Local Governments</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2011.	N/A	No trading took place in 2011	josephine bianchi
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2011.	Yes		josephine bianchi
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2011.	Yes		josephine bianchi
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2011.	Yes		josephine bianchi
5	s3.59(5)	Did the Council, during 2011, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	No		josephine bianchi

<b>Delegation of Power / Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Josephine Bianchi
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Josephine Bianchi
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Josephine Bianchi
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Josephine Bianchi
5	s5.18	Has Council reviewed delegations to its committees in the 2010/2011 financial year.	Yes		Josephine Bianchi
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Josephine Bianchi
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Josephine Bianchi
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Josephine Bianchi
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Josephine Bianchi
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Josephine Bianchi
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Josephine Bianchi
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2010/2011 financial year.	Yes		Josephine Bianchi
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Josephine Bianchi

<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Josephine Bianchi
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Josephine Bianchi
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Josephine Bianchi
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Josephine Bianchi
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	No		Josephine Bianchi

6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2011.	Yes	Josephine Bianchi
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2011.	No	Josephine Bianchi
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes	Josephine Bianchi
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes	Josephine Bianchi
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes	Josephine Bianchi
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes	Josephine Bianchi
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes	Josephine Bianchi
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	N/A	Josephine Bianchi
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes	Josephine Bianchi
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes	Josephine Bianchi
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes	Josephine Bianchi

<b>Disposal of Property</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Josephine Bianchi
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Josephine Bianchi

<b>Elections</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Josephine Bianchi

<b>Finance</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Josephine Bianchi
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes		Josephine Bianchi
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Josephine Bianchi
4	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes		Josephine Bianchi
5	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Josephine Bianchi
6	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2011 received by the local government within 30 days of completion of the audit.	Yes		Josephine Bianchi
7	s7.9(1)	Was the Auditor's report for 2010/2011 received by the local government by 31 December 2011.	Yes		Josephine Bianchi
8	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Josephine Bianchi



9	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	Yes		Josephine Bianchi
10	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Josephine Bianchi
11	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Josephine Bianchi
12	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Josephine Bianchi
13	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Josephine Bianchi
14	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Josephine Bianchi
15	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Josephine Bianchi

**Local Government Employees**

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Josephine Bianchi
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes		Josephine Bianchi
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Josephine Bianchi
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Josephine Bianchi
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Josephine Bianchi

<b>Official Conduct</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Josephine Bianchi
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Josephine Bianchi
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Josephine Bianchi
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Josephine Bianchi
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Josephine Bianchi
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b)(c).	Yes		Josephine Bianchi

<b>Tenders for Providing Goods and Services</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Josephine Bianchi
2	F&G Reg 12	Has the local government entered into multiple contracts only where avoiding the requirement to call tenders for a single contract in accordance with F&G Reg 11(1) was not a significant reason for doing so.	No		Josephine Bianchi
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Josephine Bianchi
4	F&G Reg 14, 15 & 16	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Josephine Bianchi
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Josephine Bianchi

6	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes	Josephine Bianchi
7	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes	Josephine Bianchi
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes	Josephine Bianchi
9	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes	Josephine Bianchi
10	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes	Josephine Bianchi
11	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	Yes	Josephine Bianchi
12	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes	Josephine Bianchi
13	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes	Josephine Bianchi
14	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	Yes	Josephine Bianchi
15	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less.	Yes	Josephine Bianchi

**10.2.2 Finance****10.2.2.1 Process to Appoint the Town's Auditor (File No.: .../...)**

Officer Jodie McMahon  
Acting Manager Financial  
Services

Date of Report 16 February 2012

Disclosure of Interest by Officer Nil

**Summary**

For the Audit and Finance Committee to revoke a decision in accordance with the *Local Government (Administration) Regulations 1996*, namely that decision made on 11 May 2012, in relation to undertaking a tender process to appoint an auditor for a 3 year period from 2011/12 to 2013/14.

**Background**

In accordance with section 7.2 of the *Local Government Act 1995*, the accounts and annual financial report of a Local Government for each financial year are required to be audited by an auditor appointed by the Local Government.

At the Audit and Finance Committee Meeting held on the 11 May 2011 the Committee resolved the following.

*"AFC201011/12 Audit and Finance Committee Decision*

*Moved: Cr K A Howlett      Seconded: Cr M Dziombak*

*That the Audit and Finance Committee:*

- 1. Receives and notes the quotation from UHY for Audit Services; and*
- 2. Recommend to Council that it appoints UHY Haines Norton as the Town of Port Hedland's Auditors for the 2010/11 financial year; and*
- 3. Request the Chief Executive Officer to undertake a tender process to appoint an Auditor for a 3 year period from 2011/12 to 2013/14.*

**CARRIED 3/0**

**REASON:** *The Audit and Finance Committee believes the Chief Executive Officer should undertake a tender process to appoint an Auditor for a 3 year period from 2011/2012 to 2013/14.*

While the Audit and Finance Committee recommended undertaking a tender process for the appointment of an auditor, this was prior to the establishment of a WALGA preferred supplier panel for auditing services. Whilst the Committee may still determine that a tender process is required, officers believe there are benefits to using the newly established WALGA preferred supplier panel that outweigh undertaking a tender process.

Consultation

Nil

Statutory Implications

Should the Committee wish to reconsider its decision, it must be made in accordance with the *Local Government (Administration) Regulations 1996*:

*“10. Revoking or changing decisions (Act s. 5.25(1)(e))*

- (1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —*
- (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or*
  - (b) in any other case, by at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.*
- (1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.*
- (2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —*
- (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or*
  - (b) in any other case, by an absolute majority.*
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.*

*Voting Requirements*

1. To consider -  $\frac{1}{3}$  of members (3)
2. To revoke – absolute majority

## Local Government Act 1995

*“Division 2 — Appointment of auditors*7.2. *Audit*

*The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.*

7.3. *Appointment of auditors*

(1) *A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint\* a person, on the recommendation of the audit committee, to be its auditor.*

*\* Absolute majority required.*

(2) *The local government may appoint one or more persons as its auditor.*

(3) *The local government’s auditor is to be a person who is —*  
*(a) a registered company auditor; or*  
*(b) an approved auditor.*

*[Section 7.3 amended by No. 49 of 2004 s. 6.]*

7.6. *Term of office of auditor*

(1) *The appointment of a local government’s auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than 5 financial years, but an auditor is eligible for re-appointment.”*

## Local Government (Functions and General) Regulations 1996

*“11. Tenders to be invited for certain contracts*

(2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*

*(a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act;*

*(b) the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA;...”*

## Policy Implications

Nil

## Strategic Planning Implications

Nil

### Budget Implications

During the 2011/12 budget process \$50,000 was allocated towards Audit Fees and Expenses which would encompass the first year of this contract.

### Officer's Comment

The Western Australian Government Association (WALGA) has recently appointed several companies to provide auditing services for Local Governments across the state, known as preferred suppliers. These preferred suppliers have gone through a tender process which has been performed by WALGA on behalf of all Local Governments within Western Australia.

The WALGA preferred supplier panel provides Local Governments the ability to engage businesses on the panel irrespective of the contract value or length. Prior to appointment all business are subjected to rigorous contract management to ensure compliance, optimal pricing and high performance. They have demonstrated the capacity to deliver optimal benefits and are subject to a comprehensive due diligence evaluation to ensure the integrity and sustainability of their offer before being appointed to the preferred supplier panel. WALGA have borne all costs and risks in relation to the tendering process.

Councils have the ability to use the preferred supplier panel to obtain quotes for goods and services, with a short turnaround time, therefore, reducing the time and recourses required for a tender process.

Companies that were appointed to the WALGA preferred supplier panel include:

- AMD Chartered Accountants
- Deloitte
- Grant Thornton
- Macri Partners
- Paxon Group
- PricewaterhouseCoopers
- UHY Haines Norton Chartered Accountants

All of the above companies have been prequalified by WALGA inclusive of preferred supplier rates and approval terms and conditions, for the delivery of specialist Local Government audit services. WALGA has secured discounts of up to 10% off market rates on the hourly rates with all companies above.

The Town called for quotations for auditing services for the 2010/11 financial year from three companies. Of the three companies invited to quote only one responded.

Officers believe that companies will choose not to tender as they have already undertaken a rigorous tendering process to provide Local Governments with competitive pricing through WALGA, and inviting companies to tender will also remove the discount rate that has been secured through the WALGA tender process.

Officers are therefore recommending that the Town invite each of the above companies to quote for the appointment to become the Town's auditors for a three year period. Officers believe that this process will result in an improved response rate, reduced prices, and therefore a better overall outcome for the Town.

Attachments

Nil

*NOTE: Chairperson called for a show of hands in favour (1/3 of members) to consider the revoking of Resolution AFC201011/12 of Agenda Item 10.1.1.1 'Appointment of Auditor' presented to the Audit and Finance Committee Meeting held on 11 May, and recorded on page 9 of those Minutes.*

The following Elected Members raised their hands in favour:

- Mayor Kelly A Howlett
- Councillor M Dziombak
- Councillor G A Jacob

**AFC201112/012 Officer's Recommendation 1 / Audit and Finance Committee Decision**

Moved: Mayor K A Howlett      Seconded: Cr G A Jacob

**That Council revokes point 3 of the Audit and Finance Committee Decision AFC201011/12 from 11 May 2011 recorded on page 9 of those minutes:**

***“Request the Chief Executive Officer to undertake a tender process to appoint an Auditor for 3 year period from 2011/12 to 2013/14”***

*CARRIED BY ABSOLUTE MAJORITY 4/0*



**AFC201112/013 Officer's Recommendation 2 / Audit and Finance Committee Decision**

Moved: Mayor K A Howlett    Seconded: Cr G A Jacob

**That the Audit and Finance Committee:**

1. Recommends to Council that it request the Chief Executive Officer to undertake a quoting process utilising the WALGA preferred supplier panel to appoint an Auditor for a period of 3 years from 2011/12 to 2013/14.
2. Note that after the quotes are received, a further report will be provided to the Audit and Finance Committee that will recommend a preferred company to undertake auditing services for a 3 year period.

*CARRIED BY ABSOLUTE MAJORITY 4/0*

### **10.2.2.2 Second Quarter Budget Review**

Officer	Jodie McMahon Acting Manager Financial Services
Date of Report	17 February 2012
Disclosure of Interest by Officer	Nil

#### **Summary**

For the Committee to review the results of the second quarter budget review for the 2011-12 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 effect 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 frequently 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 Council.

The second budget review has been conducted with the actual data being used as at the end of December 2011. The review is an extremely detailed review, highlighting known adjustments to the budget, including a critical review of significant projects for 2011-12 and the Town's capacity to complete them by 30 June 2012. In some instances, savings generated from this process have been reallocated to areas of additional expenditure needed to complete projects.

#### **Consultation**

The Budget review was prepared by the Executive team, after meeting with each Manager, where all revenue and expenditure accounts within that Manager's responsibility was reviewed in detail.

## Statutory Implications

Local Government Act 1995 states (in part):

*“(c) is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

*(1a) In subsection (1) -*

*-additional purpose~ means a purpose for which no expenditure estimate is included in the local government's annual budget.*

*(2) Where expenditure has been incurred by a local government -*

*(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*

*(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.”*

Strategic Planning Implications Nil

## Budget Implications

The proposed budget amendments ensure that the Council's budget remains balanced for the 2011-12 financial year.

## Officer's Comment

### *Budget Surplus*

During the second quarter budget review, a surplus of \$452,489 was recognised. This surplus was achieved, mainly from additional revenue plus various cost savings across the business.

The key revenue item included find of about \$800,000 from the Country Local Government Fund that should have been received in the 2010/11, but has been actually received during the 2011/12 financial year. Other revenue sources included planning and building fees in particular. Savings have been achieved on general maintenance programs due to vacancies.

In order to ensure a balanced budget, Executive met to discuss alternatives as to how redistribute the surplus achieved. As a result, adjustments have been made that have ensured a balanced budget for the second budget review. These funds are proposed to be allocated to assist in funding the roof replacement of the Civic Centre with any remaining funds to be utilised for investigation plans associated with the workforce accommodation arrangements at the Civic Centre.

The budget review has also recognised that the Town has been able to source funds for the Integrated Strategic Planning and Reporting Framework in line with Council's decision without impacting the funds associated with the IT Network Upgrade or the Major Event.

*New Staff Proposed*

As part of the budget review it is recommended that a Director of Economic Development position be created. The new position was recognised through a recent Concept Forum to increase the focus within the Economic Development area to achieve key priorities in ensuring the development and therefore the economic diversity and sustainability of the Town.

The Director of Economic Development position would also see the creation of an Executive Assistant for Economic Development to support the Director.

It is also recommended that an Information Technology Manager position be created. This new position has been recognised as a priority through the IT Network Upgrade. The technical skill set and knowledge that the manager would possess would assist in the upgrade process as well as having the skills and knowledge to ensure the system was managed appropriately moving forward. The IT department is currently working at capacity with staff working large amounts of overtime to ensure that the IT services for the Town are running efficiently. New infrastructure within the Town has had such as CCTV and the Paid Parking Facility have been a direct impact of the increased support required from the IT department and it does not appear that this will slow down in the foreseeable future.

A summary on the effect on the cash surplus with the above options recommended by Executive included is listed below:

	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Total Adjustments</b>	<b>Proposed Amended Budget</b>
Operating Expenditure	44,023,951	46,359,920	1,712,326	48,072,246
Operating Revenue	(91,882,533)	(93,832,913)	(1,910,120)	(95,743,033)
Non Operating Expenditure	104,768,399	118,067,093	819,583	118,886,676
Non Operating Revenue	(46,148,354)	(55,479,987)	(1,386,789)	(56,866,776)
<b>Sub-Total</b>	<b>10,761,463</b>	<b>15,114,113</b>	<b>(765,000)</b>	<b>14,349,113</b>
Add Back Non Cash items	(7,385,635)	(7,385,635)		(7,385,635)
Surplus BFWD from 2010-11	(3,375,828)	(7,728,477)		(7,728,477)
CFWD Projects from 2011/12 to 2012/13	0	0	765,000	765,000
<b>Cash (Surplus) / Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

A detailed listing of proposed budget amendments are attached.

As all budget allocations require an absolute majority decision, the Committee has the power to only recommend budget amendments to

the Council. Once the Committee has made a recommendation, a report containing its recommendation will be presented to the Council.

**Attachments**

Attachment 1 – Summary of Schedule 2 (attached under separate cover)

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

Attachment 3 – Summary of Budget Adjustments by Operating and Non Operating Categories (attached under separate cover)

**AFC201112/014 Officer's Recommendation / Audit and Finance Committee Decision**

Moved: Mayor K A Howlett      Seconded: Cr G A Jacob

**That the Audit and Finance Committee:**

- i) Notes that the surplus of \$452,489 has been allocated to the Civic Centre refurbishments;
- ii) Recommends to Council to amend the 2011-12 Budget as per the attached list, resulting in a balanced budget.

*CARRIED 4/0*

**ITEM 11 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL**

Nil

**ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN**

Nil

**ITEM 13 CONFIDENTIAL ITEMS**

Nil

**ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE**

**AFC201112/015 Audit and Finance Committee Decision**

Moved: Mayor K A Howlett Seconded: Cr M Dziombak

**That the following leave of absence:**

- Cr G A Jacob from 27 February to 12 March 2012 and from 7 May to 23 May 2012

**be approved**

*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 time at date and time that is to be confirmed by the Chairperson.

**15.2 Closure**

There being no further business, the Chairperson declared the meeting closed at 4:05 pm.