



Town of Port Hedland

MINUTES

OF THE

ORDINARY MEETING

OF THE

AUDIT AND FINANCE COMMITTEE OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

**THURSDAY, 29 NOVEMBER 2012
AT 2PM**

**IN COUNCIL CHAMBERS
McGREGOR STREET, PORT HEDLAND**

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

Terms of Reference

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

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

Membership:

The membership of the committee be as follows:

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

Quorum:

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

Delegation:

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

Tenure:

Ongoing

Responsible Officer:

Director Corporate Services

(Adopted by Council at its Ordinary Meeting held 16 November 2011)

OUR COMMITMENT

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

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ITEM 1 OPENING OF MEETING**1.1 Opening**

The Chairperson declared the Ordinary Meeting of the Audit and Finance Committee open at 2:04pm and acknowledged the traditional owners, the Kariyarra people.

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

Councillor Arnold A Carter (Chairperson)
Mayor Kelly A Howlett
Councillor Gloria A Jacob

Officers:

Malcolm Osborne	Chief Executive Officer
Natalie Octoman	Director Corporate Services
Russell Dyer	Director Engineering Sevices
Gordon MacMile	Director Community Development
Eber Butron	Director Planning and Development
Jodie McMahon	Manager Financial Services
Josephine Bianchi	Governance Coordinator /Minute Taker
Stacey Booth	Administration Officer, Governance

2.2 Apologies

Nil

2.3 Approved Leave of Absence

Councillor Michael B Dziombak (Deputy Chairperson)

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE

Nil

ITEM 4 PUBLIC TIME

Chairperson opened Public Question Time at 2:01pm

Chief Executive Officer advised that following Council's endorsement of the 'Audio Recording of Council and Committee Meeting' Policy at its Ordinary Meeting on 28 November, the following statement will be included in all future agendas and read out loud by the Chairperson.

IMPORTANT NOTE:

'This meeting is being recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes which may be released upon request to third parties. If you do not give permission for recording your participation please indicate this at the meeting. The public is also reminded that in accordance with Section 20.3 of the Town of Port Hedland Local Law on Standing Orders nobody shall use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the chairperson to do so'.

4.1 Public Question Time

Nil

Chairperson closed Public Question Time at 2:03pm

Chairperson opened Public Statement Time at 2:03pm

4.2 Public Statement Time

Nil

Chairperson closed Public Statement Time at 2:04pm

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Councillor Carter	Mayor Howlett
Councillor Jacob	

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Confirmation of Minutes of Audit and Finance Committee of Council held on Wednesday, 10 October 2012

AFC201213/007 Officer's Recommendation/Audit and Finance Committee Decision

Moved: Mayor Howlett

Seconded: Cr Carter

That the Minutes of the Audit and Finance Committee Meeting of the Town of Port Hedland Council held on Wednesday, 10 October 2012 be confirmed as a true and correct record of proceedings.

CARRIED 3/0

ITEM 8 ANNOUNCEMENTS BY CHAIRPERSON WITHOUT DISCUSSION

Nil

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

ITEM 10 REPORTS OF OFFICERS**10.1 Community Development****10.1.1 *Gratwick Aquatic Centre and Wanangkura Stadium Quarterly Review: July to September 2012 (File No.:26/13/0006)***

Officer **Gordon MacMile
Director Community
Development**

Date of Report **16 November 2012**

Disclosure of Interest by Officer **Nil**

Summary

The purpose of this report is for the Audit and Finance Committee to review the following report for the quarter: July to September 2012 for the Gratwick Aquatic Centre and Wanangkura Stadium.

Background

The contract for the management of the South Hedland and Gratwick Aquatic Centre's was agreed between Council and the YMCA for the period 1 July 2011 to 30 June 2012.

South Hedland Aquatic Centre, also contracted to the YMCA closed operation in early February 2012 and is currently undergoing redevelopment works until December 2012. Under the terms of the contract management agreement the YMCA must provide Council with reports concerning the operation of the Aquatic Centre's including the following:

- Income and expenditure statements for each of the Aquatic Centres
- A statement of variations between the budgets and the actual results achieved for the year to date with explanations of variances
- A statement of the capital expenditure items and maintenance
- A statement of marketing expenses, programmes and initiatives for the Aquatic Centres
- A report on incidences in the Aquatic Centres for the relevant period for which claims are or may be made against the Town or the YMCA
- Advice on prevailing market conditions and the settling of fees and charges
- Customer feedback received for the Aquatic Centres
- Any negligent damage caused to the Aquatic Centres or the assets of the Aquatic Centres.

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.

The Council meeting on 22 February 2012 resolved to endorse the YMCA as the successful tender for the operation of the Town of Port Hedland Leisure Centre's for 4 years commencing 1 July 2012.

The OCM (9 May 2012) resolved that Council:

1. *Approves the variation to the Contract of Management of Town of Port Hedland Leisure Facilities (11/34) with the YMCA to include the period up to 30 June 2012*
2. *Notes that funds for startup activities for the Multi Purpose Recreation Centre to 30 June 2012 will be expended from 'Account 1108257 Multi-Purpose Recreation Centre – Operating Costs'.*

During the period 1 July to 30 September 2012 the South Hedland Aquatic Centre was undergoing redevelopment, therefore a quarterly operational report for this facility is not provided. Wanangkura Stadium opened to the public on 24 September 2012.

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

Strategic Community Plan 2012 to 2022

6.1.2 Vibrant – Provide access to recreational, cultural, entertainment facilities and opportunities

Budget Implications

Council's 2012/13 budget contained an allowance of \$485,047 for the Gratwick Aquatic Centre and \$843,106 for the Wanangkura Stadium 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 / Port Hedland Leisure monthly report to September 2012.

AFC201213/008 Officer's Recommendation/ Audit and Finance Committee Decision

Moved: Cr Jacob

Seconded: Mayor Howlett

That the Audit and Finance Committee accepts the quarterly review report for the period 1 July to 30 September 2012 for the Gratwick Aquatic Centre and Wanangkura Stadium.

CARRIED 3/0



The Town of Port Hedland Leisure Facilities

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

Monthly Report – September 2012

1. KPI CRITICAL ISSUES/HIGHLIGHTS

Port Hedland Leisure Overview & Actions from previous report(s)	
<p>This month saw the reopening of Wanangkura stadium. The opening has been very well received and the issues of the closure are now behind us with the community clearly voting with their feet. Health and fitness memberships have increased dramatically in the first week open and attendances to fitness classes have been high. Focus needs to now go on the stadium sports programs, kiosk and refining the sales process's for memberships.</p> <p>Gratwick (as was the case last month) experienced high casual participation without being able to convert to members. There are signs of improvement in secondary sales performance at Gratwick. This type of improvement will be required in order to meet future targets.</p>	
Facility	Critical Issues & Action to be taken
Wanangkura Stadium	<p>The gym layout/design When the Wanangkura Stadium initially opened members expressed concerns regarding the gym layout. The free weights area was not spacious enough due having pin loaded equipment in the area, the cardio and remaining pin-loaded equipment was placed too close to each other and there was an overly spacious area for stretching. The Centre moved the pin loaded equipment out of the free weights area and utilised the space previously used for stretching.</p> <p>Delayed start to the sporting competitions The closure of the stadium has meant a change in the traditional season dates for the sporting competitions. This meant many teams that organised themselves had to wait another eight weeks. Some teams lost interest in entering and many lost players and struggled to get full teams. The Stadium has changed the season dates and will focus this season on building the competitions up for the following season.</p> <p>The School Holiday Program The program had small numbers with an average of six children per day that the program operated. With more families coming through the facility and further promotion the Stadium is expecting to grow this program further.</p> <p>Kitchen Facilities Upgrades in the kitchen facility sinks are required to meet Health regulations. The Stadium is currently in negotiations with local catering companies to prepare packages off site in line with food preparation guidelines.</p>

	<p>Highlights</p> <p>Increases in Gym Membership The opening of the Stadium saw gym membership increase. Member's initial feedback on the new the setup of the gym equipment was very positive.</p> <p>Group Fitness attendances Group fitness attendances averaged over thirty in the in the first week of the Stadiums reopening (September 24th -30th).</p> <p>Stadium Sports The efforts of Hermy Bakar bare noting in this report. Hermy has filled Kimmy Coopers role in organising the first season of team sports at the Wanangkura Stadium. All competitions have commenced smoothly. Hermy has risen to the challenge of organising umpires, finding players so teams can enter the competition in conjunction to learning a new fixturing software program. He is an emerging leader within the team. There are a total of 35 teams in the stadium sports program.</p> <p>Staff Training/Cash handling The Stadium has invested much time and resources into preparing and training staff to handle a busy first week. The first week saw the team process over 100 memberships with zero cash variances in banking.</p>
<p>Gratwick Aquatic Centre</p>	<p>Critical Issues & Action to be taken</p> <p>Gym Attendances Since the stadium re-opened the numbers have dropped. There were 146 casual gym entries recorded as compared to 184 in August.</p> <p>Swim Attendances Casual swim attendances have been increasing. The challenge remaining for the centre is to convert these casual attendances into Aquatic members.</p> <p>Aquatic Education Program The Aquatic Education program revamped its enrolment process after consultation with members and previous participants. The feedback given were that the centre had only one point of sale and there were long queues. The Centre setup an extra two point of sale systems and organised a morning tea to make the process a little less painful than has been in the past. The feedback was positive.</p> <p>Cafe/Kiosk The kiosk/cafe income ended the month \$691 ahead of budget. The cafe/kiosk income item is one of the centres key performance indicators therefore further work will be required to enhance this positive trend. <i>ACTION: Review Kiosk stock options and providers. Conduct staff training on secondary sales.</i></p>

	<p>Highlights</p> <p>Boot Camp Boot-camp attendances have improved steadily with 31 attendances for the month compared to 24 in August.</p> <p>Casual Attendances Overall casual attendances have increased at the facility compared to this time last year due to an extension in operating hours and the warmer weather. Casual visits as of end of September were 3,048 which is 948 ahead of target</p> <p>Aquatic Education Program As mentioned earlier in the report enrolments commenced on the 26th September with a total of 203 student enrolling in the program.</p> <p>Secondary spend Increased casual attendance figures have improved our secondary income. Cafe sales are tracking in the right direction this can be attributed to significant increases in child, adult and family attendances due to the warmer weather and increased stock.</p>
South Hedland Aquatic Centre	N/A

2. FINANCIAL REPORT - Summary*

PHL Summary Budget Report	Last Year Actual YTD	Actual YTD	Budget YTD	Variance
INCOME	N/A	\$92,958	\$200,509	(\$107,551)
EXPENDITURE	N/A	\$523,287	\$706,933	\$183,646
TOTAL	N/A	\$430,329	\$506,424	\$76,095
<i>Gratwick Aquatic Centre</i>		<i>Actual YTD</i>	<i>Budget YTD</i>	<i>Variance</i>
<i>INCOME</i>	N/A	\$33,226	\$28,178	\$5,048
<i>EXPENDITURE</i>	N/A	\$244,156	\$227,592	\$16,564
TOTAL	N/A	\$210,930	\$199,414	\$11,516
<i>South Hedland Aquatic Centre</i>		<i>Actual YTD</i>	<i>Budget YTD</i>	<i>Variance</i>
<i>INCOME</i>	N/A	\$0	\$0	\$0
<i>EXPENDITURE</i>	N/A	-\$6585	\$83,980	\$90,565
TOTAL	N/A	-\$6585	\$83,980	\$90,565
<i>Wanangkura Stadium</i>		<i>Actual YTD</i>	<i>Budget YTD</i>	<i>Variance</i>
<i>INCOME</i>	N/A	\$59,732	\$172,331	\$112,599
<i>EXPENDITURE</i>	N/A	\$272,546	\$395,361	\$122,815
TOTAL	N/A	\$212,814	\$223,030	\$10,216
COMMENTS/ACTIONS:				
The business unit is \$76,095K under the budget target. As reported last month this result is expenditure driven due to the closure of Wanangkura Stadium, the redevelopment of South Hedland Aquatic and Gratwick Aquatic Centre being in its off-peak season. The income result for the Wanangkura stadium is positive given the actual time of operation of the stadium. Expenditure in salaries was an issue for all sites having three pay periods in the one month. Income for Wanangkura was a significant achievement given it was only open for approximately one week in September. Income for Gratwick despite exceeding budget targets could be improved if casual visits were converted into memberships.				

* P&L REPORTS ATTACHED

3. Maintenance – Preventative/Reactive

Maintenance Type	Facility	Comment
Preventative	Gratwick Aquatic Centre	Playground soft fall and octopus – Enquiries to contractors in September to repair rust areas on Octopus and repair cracks on soft fall. Quotes to be received in October, advised that work cannot be carried out until then. As a result from the TOPH playground audit in September it was determined that there appears to be a safety issue with a lack of netting near platform. Megatoy to be contacted to ascertain whether this is standard design with this style of playground.
Reactive	Gratwick Aquatic Centre	<ul style="list-style-type: none">- Balance Tank – Shade cloth installed over tank- Sensor lights installed on outside of plant room and chlorine gas room- Replace shower handle- Burst pipe repaired outside gym- Leaking poly pipe repaired near plant room
Reactive	Wanangkura Stadium	Hole in the wall outside male change is scheduled for repair on October 16 th 2012.

4. BUSINESS DEVELOPMENT

Facility/Dept.	Promotion	Goal	Outcome
Wanangkura Stadium	Senior Sports programs	Encourage community members to participate in team sports in a structured format, whilst still maintaining the social element	Provide structured social sporting competitions which generate income via prepaid season options. The competitions will have strict by-laws which will set it apart from previous competitions operated.
Wanangkura Stadium	Development of a sales strategy and enquiry follow up process.	Ensure all walk ins, phone or electronic enquiries in regards to all aspects of Wanangkura Stadium business are followed up by appropriate team member.	Increased enquiry to conversion rate be it sports, programs, functions or memberships.
Gratwick Aquatic Centre	Aquatic Membership Promotion	Increase Aquatic Membership uptake	Staff improvement on converting casual swimmers into Aquatic Members
Gratwick Aquatic Centre	Secondary Sales push	Increase cafe/kiosk sales to budget levels	Ongoing staff training required, although secondary spend has improved in September there is a greater need for improvement to reach budget levels for October
Gratwick Aquatic Centre	Aquatic Education Program Launch	400 Enrolments	203 enrolments to the end of September
Upcoming Business Development next month:			
Wanangkura Stadium	Season launch	First round scheduled for week Monday 15 October, nominations continuing to be accepted throughout the season	
Wanangkura Stadium	Gecko Kids Fitness Open Day	Sunday 21 October, Gecko founder in town to promote program and train Wanangkura Stadium staff to present	
Gratwick Aquatic Centre	Re-launching the Lap it Up Club	50 members to join the Lap it Up Club	

5. OH&S

First Aid/Incident Reports		
Facility	Total	Comments/Actions (only if deemed serious)
Gratwick Aquatic Centre	2	Two incidents occurred regarding parental supervision where children under 10 years were not being directly and actively supervised by parents. The Duty Manager on shift explained the Watch Around Water Program, and the relevant signage outlining parental supervision requirements. The parents were too far away from the two children and one was reading a magazine.
South Hedland Aquatic Centre	N/A	
Wanangkura Stadium	3	Minor injuries only (bandaids or ice)
Hazard Identification - Gratwick Aquatic Centre		<p>The car park security lights are currently not working. This presents a security issue when staff are attending/departing shifts before sunrise and after sunset.</p> <p>There is currently no lighting installed outside the plant and chlorine gas storage rooms which presents an OH&S issue before sunrise and post sunset. Staykool have been asked to prepare a quote to install two sensor lights in this area. (Lighting installed in September)</p>

6. SUMMARY OF ACTIONS COMING OUT OF THE REPORT (OR PREVIOUS REPORTS)

Action Summary			
Facility	Month	Action	Timeline
Gratwick Aquatic Centre	August	Review Kiosk stock options and providers. Conduct staff training on secondary sales.	September/October
South Hedland Aquatic Centre		Nothing to report.	N/A
Wanangkura Stadium	August	All sports programs marketing on site for re-opening	September 24
Wanangkura Stadium	August	Develop a "Welcome Back" for existing and all new members to install faith in the brand and reflect customer service values	October

Attachments:

1. Wanangkura KPI Report
2. Wanangkura P&L
3. Gratwick Aquatic Centre KPI Report
4. Gratwick Aquatic Centre P&L

ATTACHMENTS

1. Wanangkura KPI Report – September 2012

Wanangkura	2012/2013 KPI	Actual	CERM Benchmark
Financial			
Income (Variation of +/- 5%) Considered acceptable	\$1,020,267 per annum \$85,022 per month	\$59,732YTD \$41,607 Month	N/A
Expenditure (Variation of +/- 5%) Considered acceptable	\$1,708,449 \$142,370.75 per month	\$272,546 YTD \$158,917 Sept.	N/A
Net Operating Result (Variation of +/- 5%) Considered acceptable	-\$688,181	\$212,814 (\$10,216 ahead of budget)	N/A
Expense recovery	59%	21%	88% (aspirational) CERM Benchmark
Metric			
Attendances	127,966 per annum	2,552YTD	192,682
Visits per square metre (based on 4,500 sqm)	28	1.76	39
Fitness Classes (all classes are required to be Les Mills or of agreed similar standard)	30 classes per week	28	N/A
Personal Training	20 hours per week across all three facilities	8 in total for the month	N/A
Junior Sporting Competitions	3 junior sporting competitions per week (8 teams in each competition and a minimum of one female competition)	N/A	N/A
Senior Sporting Competitions	10 Senior Sporting Competitions per week (8 teams in each competition)	N/A	N/A
Junior (non sporting programs)	9 Non sporting/lifestyle/personal development programs per annum	N/A	N/A
Program specific for demographic (seniors or people with disabilities) not including adult Lifestyle personal development programs	2 programs per annum	N/A	N/A

listed below.			
Adult Lifestyle/Personal Development Programs	16 per annum	N/A	N/A
Efficiency			
Income per visit	\$7.97		
Secondary spend per visit	\$0.50	\$5.90	\$0.54
Subsidy per visit	\$5.38	\$83	\$0.67
Labour Costs to total receipts	112%	26%	68%
Utility Costs			
Energy Cost Share %	7.72%	N/A	4.1%
Energy Cost per visit	\$1.03	\$5.79	0.22
Effectiveness			
Mystery Shopper score – minimum of four shoppers per annum.	80% Satisfaction	N/A	
Customer Service Survey – Two surveys per annum	80% Satisfaction	N/A	
Training costs per visit	\$0.19	\$1.05	\$0.04
Facility Audit – two facility audits per annum conducted by the Town of Port Hedland staff. (First week of March and September)	Pass/Fail	N/A	
Maintenance and cleaning schedule reports reviewed regularly	Pass/Fail	N/A	
Income (Variation of +/- 5%) Considered acceptable	\$1,020,267 \$85,022 per month	\$59,732 YTD \$41,607 Sept.	N/A
School Holiday Programs 2012/2013			
Instigation of a full day school holiday program	School Holiday programs to be conducted in Port Hedland during the 2013 January and April School Holidays (programs are to cater for 40 participants per week)	N/A	Not applicable.

2. Wanangkura Financial Report – September 2012

2012/13 WANANGKURA STADIUM P&L							
Income	Annual Budget	Month			YTD		
		Budget	Actual	Variance	Budget	Actual	Variance
Crèche Income	\$18,750.00	1773	274	-1,499	3614	388	-3226
Children's Program Income	\$10,472.73	1164	76	-1,088	2327	76	-2251
Holiday Program Income	\$39,272.73	0	0	0	0	0	0
Birthday Party Income	\$8,020.76	729	0	-729	1458	0	-1458
Casual Group Fitness Income	\$26,355.37	2160	1018	-1,142	4321	1257	-3064
Health Club Membership Income	\$612,496.46	43776	36485	-7,291	96444	54070	-42374
Casual Health Club Income	\$10,000.00	909	1588	679	1818	1588	-230
Personal Training Income	\$12,000.00	1091	355	-736	2182	355	-1827
Adult Programs Income	\$14,727.27	1636	0	-1,636	3273	0	-3273
Adult Sports Competition	\$122,109.22	14043	0	-14,043	28087	0	-28087
Junior Sports Competitions	\$23,959.09	2755	0	-2,755	5511	0	-5511
Function Room Rental	\$29,522.73	2362	709	-1,653	4724	709	-4015
Meeting Room Rental	\$12,301.14	984	0	-984	1968	0	-1968
Sports Hall Rental	\$12,990.00	1181	172	-1,009	2362	172	-2190
Squash Court Rental	\$10,825.00	984	501	-483	1968	689	-1280
Café Income	\$44,965.00	3910	429	-3,481	9775	429	-9346
Sponsorship Income	\$11,500.00	1000	0	-1,000	2500	0	-2500
				0			
Total	\$1,020,267.49	80458	41607	-38,851	172331	59732	-112599
Expense							
Salaries							
Area Manager	\$229,510.36	19126	27014	7,888	57378	50630	-6748
Centre Manager	\$108,054.25	9005	12311	3,306	27014	23005	-4009
Customer Service Officers	\$98,325.23	8578	14904	6,326	21119	36956	15837
Team Sports/Program Manager	\$93,329.26	7777	11255	3,478	23332	21655	-1677
Health & Fitness Manager	\$100,342.51	8362	10878	2,516	25086	22089	-2997
Duty Managers	\$133,958.41	11687	17717	6,030	28773	26995	-1778
Holiday Program Staff	\$21,649.39	0	52	52	0	52	52
Crèche Team Leader	\$36,351.37	3029	4,497	1,468	9086	7270	-1816
Crèche Play Leader	\$48,661.06	4245	3133	-1,112	10452	3133	-7319

Gym Instructors	\$99,991.30	8333	8136	-197	24998	13857	-11141
Personal Trainers	\$13,797.30	1254	1537	283	2509	1866	-643
Group Fitness Instructors	\$91,136.11	7359	14,012	6,653	16077	15167	-910
Umpires	\$56,475.00	6495	138	-6,357	12990	270	-12720
Adult Term Program Instructors	\$7,941.74	866	19	-846	1781	38	-1743
Children's Term Program Instructors	\$5,195.85	577	13	-564	1155	25	-1129
Birthday Party Leaders	\$2,116.83	192	5	-187	385	10	-375
Birthday Party Expense	\$1,183.16	108	0	-108	215	0	-215
Holiday Program Expense	\$13,500.00	0	0	0	0	0	0
Café Expense	\$26,450.00	2300	- 486	-2,786	5750	-486	-6236
Marketing Expense	\$34,358.69	2551	2272	-279	11402	2417	-8985
Insurances	\$3,858.94	322	1,099	777	965	1421	456
Bank Charges Expense	\$3,817.82	318	0	-318	954	206	-748
Cash Security Expense	\$6,240.00	520	0	-520	1560	0	-1560
Telephone / Internet Expense	\$19,968.00	1664	4244	2,580	4992	5513	521
Postal and Courier Expense	\$8,698.56	725	55	-670	2175	55	-2120
Stationary and Printing Expense	\$16,224.00	1352	0	-1,352	4056	4585	529
Licenses and Subscriptions	\$24,517.32	2043	1268	-775	6129	3915	-2214
CERM	\$4,000.00	0	0	0	0	0	0
Training	\$24,960.00	2080	1620	-460	6240	2420	-3820
Recruitment	\$1,000.00	0	300	300	333	300	-33
Travel	\$7,640.00	0	365	365	1910	1467	-443
Uniforms	\$10,000.00	625	191	-434	4375	191	-4184
Consumables	\$1,248.00	104	0	-104	312	0	-312
Staff Amenities	\$624.00	52	38	-14	156	124	-32
Utilities	\$140,249.88	11687	11687	-0	35062	14609	-20453
Maintenance Expense	\$43,154.80	1716	0	-1,716	4160	0	-4160
Security Expense	\$3,120.00	260	0	-260	780	0	-780
Equipment Replacement	\$7,488.00	624	5705	5,081	1872	6475	4603
Cleaning	\$129,063.92	10755	3225	-7,530	32266	3263	-29003
Gardening Expense	\$13,999.92	1167	0	-1,167	3500	0	-3500
First aid and safety	\$1,248.00	104	0	-104	312	0	-312
Vehicle Expense	\$15,000.00	1250	1710	460	3750	3052	-698
Total Expense	\$1,708,448.96	139213	158917	19,704	395361	272546	-122815
Net Operating Result	-\$688,181.46	-58755	-117310	-58,554	-223030	-212814	10216

3. Gratwick Aquatic Centre KPIs – September 2012

Gratwick Aquatic Centre	2012/2013 KPI	Actual	CERM Benchmark
Financial			
Income (Variation of +/- 5%) Considered acceptable	\$321,847 per annum \$26,820 per month	\$33,226 YTD \$22,390 Sept	N/A
Expenditure (Variation of +/- 5%) Considered acceptable	\$1,003,278 \$83,606.50 per month	\$244,156 YTD \$107,153 Sept	N/A
Net Operating Result (Variation of +/- 5%) Considered acceptable	-\$681,431	\$210,930 (\$11,516 behind budget)	N/A
Expense recovery	32%	13.6%	47%
Metric			
Attendances	60,318 per annum	4,688	192,682
Swimming Lessons (coth centres combined)	80 per week (1 st and 4 th terms)	0	39
Fitness Classes	5 classes per week. During summer operating hours.	0	N/A
After School Programs	2 per annum	N/A	N/A
Aquatic Training/Education	3 course per annum	2	N/A
Programs and Events	2 per annum	N/A	N/A
Casual Aqua-Run	4 hours per week	N/A	N/A
Efficiency			
Income per visit	\$5.21	\$7	\$3.84
Secondary spend per visit	\$1.60	\$1.90	\$0.54
Subsidy per visit	\$11.37	\$45	\$0.67
Labour Costs to total receipts	\$1.86	\$4.88	\$1.09
Utility Costs			
Energy Cost Share %	3.61%	N/A	4.1%
Energy Cost per visit	\$0.60	\$	0.22
Effectiveness			
Mystery Shopper score – minimum of four shoppers per annum.	80% Satisfaction	82%	
Customer Service Survey – Two surveys per annum	80% Satisfaction	N/A	
Training costs per visit	\$0.15	N/A	\$0.04
Facility Audit – two facility audits per annum conducted by the Town of Port Hedland staff. (First week of March and September)	Pass/Fail	N/A	
Maintenance and cleaning schedule reports reviewed regularly	Pass/Fail	N/A	

4. Gratwick Aquatic Centre Financial Report – September 2012

2012/2013 GRATWICK AQUATIC CENTRE P&L							
Income	Annual Budget	September			YTD		
		Budget	Actual	Variance	Budget	Actual	Variance
Aqua Aerobics Income	\$14,119	\$1,765	\$881	-\$884	\$1,765	\$1,044	-\$721
-							
General Admission Casual Adult	\$65,045	\$4,091	\$8,629	\$4,539	\$7,455	\$15,023	\$7,568
General Admission Casual Child	\$29,218	\$1,818	\$2,285	\$467	\$2,818	\$2,615	-\$203
General Admission Casual Family	\$20,972	\$1,309	\$2,146	\$837	\$1,898	\$2,774	\$876
General Admission Spectator	\$1,915	\$327	\$156	-\$171	\$434	\$239	-\$194
General Admission Memberships	\$10,112	\$480	\$167	-\$313	\$1,040	\$208	-\$832
-							
Aquatic Program - Adult	\$1,964	\$0	\$0	\$0	\$0	-\$62	-\$62
Aquatic program - Child	\$1,309	\$0	\$0	\$0	\$0	-\$79	-\$79
Aquatic Program - Training	\$3,273	\$818	\$1,064	\$246	\$818	\$1,064	\$246
-					\$818	\$0	-\$818
Schools Aquatic Program Income	\$5,227	\$0	\$0	\$0	\$0	\$323	\$323
Birthday Party Income	\$7,636	\$636	\$0	-\$636	\$1,909	\$0	-\$1,909
Aquatic Education Income	\$57,475	\$0	\$616	\$616	\$0	\$616	\$616
Facility Rental Income	\$7,145	\$232	\$323	\$91	\$232	\$323	\$91
Café Income	\$88,259	\$3,928	\$4,598	\$670	\$8,088	\$6,889	-\$1,199
Merchandise Income	\$8,058	\$340	\$1,524	\$1,184	\$884	\$2,157	\$1,273
Administration Income	\$120	\$10	\$0	-\$10	\$20	\$93	\$73
Total Income	\$321,847	\$15,755	\$22,390	\$6,635	\$28,178	\$33,226	\$5,048
Expense							
<i>Salaries</i>							
Centre Manager	\$221,893	\$18,491	\$32,299	\$13,808	\$55,473	\$66,380	\$10,907
Duty Managers	\$149,607	\$10,943	\$28,027	\$17,085	\$32,828	\$46,423	\$13,595
Aqua Aerobics Instructors	\$9,427	\$0	\$1,493	\$1,493	\$1,178	\$1,428	\$249
Aquatic Education Instructors	\$27,044	\$0	\$3,646	\$3,646	\$0	\$3,774	\$3,774
Lifeguards	\$181,417	\$13,707	\$17,024	\$3,317	\$41,122	\$43,418	\$2,296
Aquatic Program Staff	\$7,047	\$300	\$828	\$528	\$1,150	\$862	-\$288
Birthday Party Leaders	\$2,309	\$192	\$6	-\$187	\$577	\$11	-\$567

Birthday Party Expense	\$1,296	\$108	\$0	-\$108	\$324	\$0	-\$324
Café Expense	\$63,042	\$1,861	\$1,002	-\$859	\$5,777	\$3,098	-\$2,679
Merchandise Expense	\$4,740	\$250	\$559	\$309	\$520	\$546	\$26
Marketing Expense	\$17,217	\$1,435	\$345	-\$1,089	\$4,304	\$2,042	-\$2,263
Insurances	\$1,571	\$131	\$579	\$448	\$393	\$840	\$448
Bank Charges Expense	\$780	\$65	\$35	-\$30	\$195	\$143	-\$52
Cash Security Expense	\$6,744	\$562	\$380	-\$182	\$1,686	\$1,235	-\$451
Telephone / Internet Expense	\$7,140	\$595	\$1,013	\$418	\$1,785	\$2,810	\$1,025
Postage & Courier Expense	\$240	\$20	\$1,396	\$1,376	\$60	\$1,404	\$1,344
Stationary and Printing Expense	\$4,440	\$370	\$244	-\$126	\$1,110	\$1,619	\$509
Licenses & Subscriptions	\$6,300	\$525	\$438	-\$87	\$1,575	\$667	-\$908
CERM	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0
Training Expense	\$9,600	\$800	\$3,024	\$2,224	\$2,400	\$4,194	\$1,794
Recruitment Expense	\$1,000	\$0	\$0	\$0	\$333	\$0	-\$333
Travel Expense	\$3,820	\$0	\$0	\$0	\$0	\$688	\$688
Uniforms	\$3,520	\$210	\$173	-\$38	\$1,630	\$298	-\$1,333
Consumables Expense	\$960	\$80	\$0	-\$80	\$240	\$532	\$292
Staff Amenities	\$360	\$30	\$0	-\$30	\$90	\$0	-\$90
Electricity	\$36,120	\$3,010	\$3,333	\$323	\$9,030	\$10,231	\$1,201
Water Expense	\$33,300	\$2,775	\$4,447	\$1,672	\$8,325	\$12,930	\$4,605
Maintenance Expense	\$89,170	\$9,309	\$4,578	-\$4,731	\$29,570	\$23,029	-\$6,541
Security Expense	\$3,996	\$333	\$127	-\$206	\$999	\$326	-\$673
Pool Chemicals Expense	\$21,600	\$1,800	\$1,546	-\$254	\$5,400	\$2,712	-\$2,688
Equipment Replacement	\$5,600	\$200	\$118	-\$82	\$1,400	\$1,467	\$67
Cleaning	\$43,009	\$3,584	\$390	-\$3,194	\$10,752	\$2,793	-\$7,960
Gardening Expense	\$36,000	\$2,400	\$0	-\$2,400	\$7,200	\$8,013	\$813
First Aid and Safety	\$660	\$55	\$104	\$49	\$165	\$245	\$80
Total Expense	\$1,004,970	\$74,141	\$107,153	\$33,012	\$227,592	\$244,156	\$16,564
Net Operating Result	-\$683,123	\$58,386	-\$84,764	-\$26,377	\$199,414	\$210,930	-\$11,516

10.1.2 Port Hedland Visitor Centre Quarterly Review: July to September 2012 (File No.: 05/09/0017)

Officer	Gordon MacMile Director Community Development
Date of Report	16 November 2012
Disclosure of Interest by Officer	Nil

Summary

This report is for the Audit and Finance Committee to review the operational report for the Port Hedland Visitor Centre (PHVC) for the quarter July to September 2012.

Background

The SCM of 21 December 2009 awarded the tender to GM Services Tourism for the management of the Port Hedland Visitors Centre (PHVC).

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.”*

Since commencement in January 2010, GM Services have adhered to all obligations of their contract including forwarding all monthly and audited annual reports as required.

The original agreement with GM Services over the management of the Port Hedland Visitors Centre expired on 31 December 2011.

Following negotiations, Council received correspondence from GM Services (30 November 2011) confirming in part the acceptance of the continuation of PHVC management based on:

- Operation of the Visitor Centre on a 2 x 3 monthly arrangement commencing 1 January 2012, with the second 3 month management to be signed off by 29 February 2012
- Payment of a month by month fee based on \$150,000 ex GST per annum (\$12,500 ex GST per month).

The OCM (26 April 2012) resolved that Council:

- “1. *Notes the existing allocation of \$12,500 (ex GST) per month for the contract management of the Port Hedland Visitors Centre within the 2011/12 budget*
2. *Allocates additional funds of \$13,332 within 2011/2012 budget for the interim management of the Port Hedland Visitors Centre by GM Services Tourism for the period 1 May to 30 June 2012*
3. *Sources the additionally required funds through the 3rd quarter budget review process currently underway.”*

The Council meeting of 27 June 2012 endorsed in part that:

- “1. *The Chief Executive Officer or delegated officer to negotiate a contract with GM Services for the interim management of the Port Hedland Visitors Centre for the period of 1 July 2012 ending 29 September 2012, for the fee of \$22,916.66 per month.”*

The OCM (22 August 2012) resolved that Council:

- “1. *Selects FORM as the preferred proponent for the management of the Port Hedland Visitors Centre and acknowledges the 3 year contract management fees*
2. *Endorses the Chief Executive Officer or delegated officer to negotiate additional outcomes / key performance indicators within the contract to achieve the best result for the Town of Port Hedland*
3. *Notes that a formal schedule of works issued by FORM will be reported to Council at the September meeting.”*

The contract for the management of the PHVC with FORM contains a range of new key performance indicators and improved operational reporting requirements as indicated below:

- Working Criterion 1 – Operational Plan (including service delivery and programming)
- Working Criterion 2 - Financial Management
- Working Criterion 3 - Performance Measurement
- Working Criterion 4 - Human Resources
- Working Criterion 5 - Marketing and Branding.

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Strategic Community Plan 2012 to 2022

6.1.2

Vibrant – Develop Port Hedland’s tourism industry to broaden the tourist opportunities available.

Budget Implications

Council’s 2012/13 budget contains an allowance of \$330,000 per annum for the contract management of the Port Hedland Visitors Centre, payable quarterly.

Officer’s Comment

The activities for the Port Hedland Visitor Centre are reflected in the attached documents, and the year-to-date budgets are reported monthly.

This quarter included the conclusion of the management of the PHVC by GM Services.

Attachments

1. PHVC Monthly Report – June to September 2012
2. Year to Date Report (P&L) – July 2012
3. Year to Date Report (P&L) – August 2012
4. Year to Date Report (P&L) – September 2012
5. Purchases Summary (January to September 2012)

**AFC201213/009 Officer's Recommendation/ Audit and Finance
Committee Decision**

Moved: Cr Jacob

Seconded: Mayor Howlett

**That the Audit and Finance Committee accepts the quarterly
review report from GM Services of the Port Hedland Visitors
Centre for the period 1 July to 30 September 2012.**

CARRIED 3/0

8 October 2012



PORT HEDLAND
Visitor Centre

MONTHLY JUNE, JULY, AUGUST and SEPTEMBER 2012

"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 June, July, August & September 2012))
 - Revenue**
 - June \$12,068
 - July \$36,311
 - August \$34,864
 - September \$31,615
 - COGS**
 - June \$12,932
 - July \$12,358
 - August \$2,845
 - September \$10,711
 - Expenditure**
 - June \$67,716
 - July \$18,563
 - August \$28,447
 - September \$29,360
 - Gross Profit**
 - June \$(864)
 - July \$23,953
 - August \$32,019
 - September \$20,904
 - Nett Profit/Loss**
 - June \$(68,580)
 - July \$5,390
 - August \$3,572
 - September \$(8,456)
- Outstanding creditors as at 8th October 2012
 - Creditors (attached Creditor Summary of closed accounts for 2011 and 2012)
 - none
- Outstanding debtor information
 - Debtors
 - none
- Patronage

o June 2012: 3110	July 2012: 4917	August 2012: 4001	September 2012: 3508
o June 2011: 5792	July 2011: 14751	August 2011: 7413	September 2011: 5080
o June 2010: 4934	July 2010: 8621	August 2010: 6790	September 2010: 5046
- Consumer trend analysis
 - o Visitor numbers are significantly down on 2011 and down on 2010 due to redevelopment of wedge street and limited parking access and road closure

PRESENTED BY PHVC: _Shelley Wood Title: Director

RECEIVED BY TOPH:Yes_Title: Brie Holland

ATTACHMENT 2 TO ITEM 10.1.2

GM SERVICES TOURISM T/as
PORT HEDLAND VISITORS CENTRE

Profit & Loss Statement

for month ended 31 July 2012

	2012	2011
Income		
Management Fees Income	20,833	37,500
Memberships & Advertising	636	
Donations		
Other Income		59
Sales	14,842	30,642
Total Income	36,311	68,201
Cost of Sales		
Opening Stock (estimate)	2,500	20,000
Purchases:		
Maps & Books	1,457	1,569
Prints		
Misc Souvenirs	2,407	3,780
Jewellery	2,023	
Clothing & Swimwear	138	1,543
Stubby holders		440
Beauty Products		
Post cards		
Sunglasses		373
Bus Ticket sales	6,323	6,465
Airline Ticket sales		
PHVC BHP Tours		
Food Products		
Icecreams, Soft-drinks, Snacks		392
Consignment payments		
Spas		
Other		
Indigenous Products		
Calm Passes		39
Freight	10	
Discounts Received		
Total Cost of Sales	14,858	34,601
Less: Closing Stock	(2,500)	(20,000)
Net Cost of Sales	12,358	14,601
Gross Profit	23,953	53,600
Expenses		
Administration Costs		
Advertising		540
Audit Fees		
Bank fees and Charges	61	196
Cleaning & Rubbish Removal	251	
Donations		
Dues & Subscriptions		
Electricity		
General & administrative		
Insurance		
Internet	100	100
Maintenance - Copier		
Maintenance - General		443
Management Consulting	4,000	2,929
MV Expenses	383	
Office supplies	406	415
Permits & Licences		
Petty Cash		
Plant & Equip under \$300		
Postage & Shipping		104
Promotional Expenses		
Staff Amenities		61
Sundry Expenses	29	
Telephone	473	
Travel & Accommodation	67	
Training & Seminars		
Uniforms		45
Employment expenses:		
Wages & Salaries	9,041	21,700
Other Employment Expenses		2,500
Contract Wages	2,400	2,282
Superannuation	776	1,919
Medical Expenses		
Water	576	1,984
Web site		
Workers Compensation		
Total Expenses	18,563	35,218
Net Profit / (Loss)	5,390	18,382

ATTACHMENT 3 TO ITEM 10.1.2

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

Profit & Loss Statement

for month ended 31 August 2011

	2011	2010
Income		
Management Fees Income		
Spa Sales (Consignment)		
BHP Tour Vouchers	307	
Memberships		1,000
Donations		
Commissions		
Refunds		
Other Income	-	1,619
Sales	34,557	31,172
Total Income	<u>34,864</u>	<u>33,791</u>
Cost of Sales		
Opening Stock (estimate)	44,000	18,000
Purchases:		
Maps & Books	137	657
Prints & Photos		
Misc Souvenirs	255	1,629
Jewellery	1,063	
Clothing & Swimwear		
Beauty Products		
Post cards		
Sunglasses		
Calm Passes	1,390	
Bus Ticket sales		
PHVC BHP Tours		
Airline Tickets		
Food Products		782
Icecreams, Soft-drinks, Snacks		
Consignment payments		
Spas		
Other		245
Freight		
Discounts Received		
Total Cost of Sales	<u>46,845</u>	<u>21,313</u>
Less: Closing Stock	(44,000)	(18,000)
Net Cost of Sales	<u>2,845</u>	<u>3,313</u>
Gross Profit	32,019	30,478
Expenses		
Advertising & Promotions	210	2,369
Audit Fees		
Bank fees and Charges	230	238
Cleaning & Rubbish Removal		
Donations		
Dues & Subscriptions		647
Electricity	1,226	947
General & administrative		
Insurance		
Internet	123	
Licences, Fees & Permits	259	
Maintenance - Copier		
Maintenance - General	425	
Management Consulting		
Motor Vehicle Expenses		92
Office supplies	35	79
Permits & Licences		
Petty Cash		
Plant & Equip under \$300		
Postage & Shipping		356
Promotional Events		
Replacements	32	
Staff Amenities	61	
Sundry Expenses		
Telephone	832	
Training & Seminars		
Uniforms		
Employment expenses:		
Wages & Salaries	18,183	20,858
Other Employment Expenses	2,000	
Contract Wages	2,320	6,485
Superannuation	1,608	1,877
Medical Expenses		
Entertainment	395	
Water	508	
Web site		
Workers Compensation		
Total Expenses	<u>28,447</u>	<u>33,948</u>
Net Profit / (Loss)	<u>3,572</u>	<u>(3,470)</u>

ATTACHMENT 4 TO ITEM 10.1.2

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

**Profit & Loss Statement
for month ended 30 September 2012**

	2012	2011
Income		
Management Fees Income	20,833	
Memberships & Advertising		1,091
Donations		
Other Income	(5,927)	307
Sales	16,709	24,454
Total Income	<u>31,615</u>	<u>25,852</u>
Cost of Sales		
Opening Stock (estimate)	2,500	20,000
Purchases:		
Maps & Books		
Prints		
Misc Souvenirs	2,665	549
Jewellery	1,688	
Clothing & Swimwear		441
Stubby holders		
Beauty Products		
Post cards		
Sunglasses		
Bus Ticket sales	3,858	5,378
Airline Ticket sales		
PHVC BHP Tours		1,620
Food Products		(782)
Icecreams, Soft-drinks, Snacks		
Consignment payments		
Spas		
Other		
Indigenous Products		
Calm Passes		
Freight		
Discounts Received		
Total Cost of Sales	<u>10,711</u>	<u>27,106</u>
Less: Closing Stock	-	(20,000)
Net Cost of Sales	<u>10,711</u>	<u>7,106</u>
Gross Profit	20,904	18,746
Expenses		
Administration Costs		
Advertising		582
Audit Fees		
Bank fees and Charges	89	194
Cleaning & Rubbish Removal	349	
Donations		
Dues & Subscriptions	857	
Electricity	6,281	
General & administrative		
Insurance	(27)	
Internet	100	100
Maintenance - Copier		
Maintenance - General		
Management Consulting	5,000	
MV Expenses	289	
Office supplies	426	
Permits & Licences		
Petty Cash		
Plant & Equip under \$300		
Postage & Shipping	134	
Promotional Expenses		
Staff Amenities		61
Sundry Expenses		
Telephone	390	1,707
Travel & Accommodation		408
Training & Seminars		182
Uniforms		
Employment expenses:		
Wages & Salaries	10,774	14,948
Other Employment Expenses		2,300
Contract Wages	4,160	2,820
Superannuation	970	1,337
Medical Expenses		
Water	(432)	
Web site		
Workers Compensation		
Total Expenses	<u>29,360</u>	<u>24,639</u>
Net Profit / (Loss)	<u>(8,456)</u>	<u>(5,893)</u>

ATTACHMENT 5 TO ITEM 10.1.2

GM Services Tourism T/as
 Port Hedland Visitors Centre
 13 Wedge Street
 Port Hedland WA 6721

Purchases [Supplier Summary]

January 2012 through September 2012

8/10/2012
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Page 1

ID#	Orig Date	Purchase Amount	Tax	Current Balance	Status
ABC Maps					
00002177	2/04/2012	\$33.03	\$3.30	\$0.00	Closed
00002192	30/06/2012	\$597.79	\$59.78	\$0.00	Closed
00002229	20/08/2012	\$447.65	\$44.77	\$0.00	Closed
		<u>\$1,078.47</u>	<u>\$107.85</u>		
ASM Eclipse Pty Ltd					
00002240	24/08/2012	\$350.66	\$35.07	\$0.00	Closed
		<u>\$350.66</u>	<u>\$35.07</u>		
Carol Bain					
00002215	1/08/2012	\$585.00	\$0.00	\$0.00	Closed
		<u>\$585.00</u>			
Hugh Brown					
00002189	30/04/2012	\$307.70	\$30.77	\$0.00	Closed
00002195	30/06/2012	\$756.29	\$75.63	\$0.00	Closed
		<u>\$1,063.99</u>	<u>\$106.40</u>		
Cannon Hygiene					
00002224	14/07/2012	\$250.58	\$25.06	\$0.00	Closed
		<u>\$250.58</u>	<u>\$25.06</u>		
Collins Distributors					
00002205	16/07/2012	\$810.86	\$81.09	\$0.00	Closed
00002206	16/07/2012	\$293.60	\$29.36	\$0.00	Closed
		<u>\$1,104.46</u>	<u>\$110.45</u>		
Courthouse Collection					
00002166	5/02/2012	\$57.27	\$5.73	\$0.00	Closed
00002167	5/02/2012	\$169.09	\$16.91	\$0.00	Closed
00002168	5/02/2012	\$106.36	\$10.64	\$0.00	Closed
00002245	30/09/2012	\$870.00	\$87.00	\$0.00	Closed
00002247	30/09/2012	\$155.45	\$15.55	\$0.00	Closed
		<u>\$1,358.17</u>	<u>\$135.83</u>		
Davric					
00002221	9/08/2012	\$193.00	\$19.30	\$0.00	Closed
		<u>\$193.00</u>	<u>\$19.30</u>		
Dormar Indents					
00002209	5/07/2012	\$1,248.02	\$125.80	\$0.00	Closed
		<u>\$1,248.02</u>	<u>\$125.80</u>		
EFTEL					
00002186	10/05/2012	\$99.95	\$10.00	\$0.00	Closed
00002227	10/08/2012	\$129.23	\$12.92	\$0.00	Closed
		<u>\$229.18</u>	<u>\$22.92</u>		
Elders Insurance					

GM Services Tourism T/as

Purchases [Supplier Summary]

January 2012 through September 2012

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ID#	Orig Date	Purchase Amount	Tax	Current Balance	Status
Elders Insurance					
00002237	17/09/2012	-26.61	\$0.00	\$0.00	Closed
		-26.61			
Envirobook					
00002185	30/04/2012	\$130.91	\$13.09	\$0.00	Closed
		\$130.91	\$13.09		
Goldline Distributors					
00002165	31/01/2012	\$304.39	\$30.44	\$0.00	Closed
00002182	27/04/2012	\$298.64	\$29.86	\$0.00	Closed
		\$603.03	\$60.30		
Greyhound Australia					
00002163	31/01/2012	\$3,026.85	\$302.69	\$0.00	Closed
00002172	29/02/2012	\$4,397.15	\$439.71	\$0.00	Closed
00002175	31/03/2012	\$4,561.61	\$456.16	\$0.00	Closed
00002181	30/04/2012	\$3,337.65	\$333.76	\$0.00	Closed
00002188	31/05/2012	\$3,998.61	\$399.86	\$0.00	Closed
00002194	30/06/2012	\$4,899.91	\$489.99	\$0.00	Closed
00002217	31/07/2012	\$6,322.93	\$632.29	\$0.00	Closed
00002238	31/08/2012	\$3,691.61	\$369.16	\$0.00	Closed
00002244	30/09/2012	\$3,433.05	\$343.31	\$0.00	Closed
		\$37,669.37	\$3,766.93		
Hedland Emporium					
00002218	12/07/2012	\$75.45	\$7.55	\$0.00	Closed
		\$75.45	\$7.55		
Hedland News & Lotteries					
00002180	22/02/2012	\$1,841.79	\$184.18	\$0.00	Closed
		\$1,841.79	\$184.18		
Hema Maps					
00002176	19/03/2012	\$108.60	\$10.86	\$0.00	Closed
		\$108.60	\$10.86		
Horizon Power					
00002241	13/09/2012	\$989.23	\$98.92	\$0.00	Closed
00002242	21/09/2012	\$464.33	\$46.43	\$0.00	Closed
		\$1,453.56	\$145.35		
Imagine Multimedia					
00002234	1/08/2012	\$357.00	\$35.70	\$0.00	Closed
		\$357.00	\$35.70		
Integrity Coach Lines					
00002158	1/01/2012	\$541.32	\$54.13	\$0.00	Closed
00002159	1/01/2012	\$658.36	\$65.84	\$0.00	Closed
00002164	31/01/2012	\$510.00	\$51.00	\$0.00	Closed
00002173	29/02/2012	\$955.86	\$95.59	\$0.00	Closed
00002178	31/03/2012	\$521.58	\$52.16	\$0.00	Closed
00002183	30/04/2012	\$387.14	\$38.71	\$0.00	Closed
00002193	30/06/2012	\$212.50	\$21.25	\$0.00	Closed
00002226	3/08/2012	\$261.95	\$26.20	\$0.00	Closed

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Purchases [Supplier Summary]

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ID#	Orig Date	Purchase Amount	Tax	Current Balance	Status
Integrity Coach Lines					
00002228	16/08/2012	\$245.73	\$24.57	\$0.00	Closed
00002236	15/09/2012	\$217.14	\$21.71	\$0.00	Closed
00002243	30/09/2012	\$207.86	\$20.79	\$0.00	Closed
		\$4,719.44	\$471.95		
J Carbines - Healing Colours					
00002202	9/07/2012	\$137.50	\$13.75	\$0.00	Closed
		\$137.50	\$13.75		
Anthony B Loveridge					
00002246	30/09/2012	\$2,664.55	\$266.45	\$0.00	Closed
		\$2,664.55	\$266.45		
Outcast WA					
00002201	16/07/2012	\$90.91	\$9.09	\$0.00	Closed
		\$90.91	\$9.09		
Panorama Australia					
00002200	9/07/2012	\$726.59	\$72.66	\$0.00	Closed
		\$726.59	\$72.66		
PBE Business Equipment					
00002174	1/02/2012	\$354.55	\$35.45	\$0.00	Closed
00002191	30/06/2012	\$354.55	\$35.45	\$0.00	Closed
00002233	24/09/2012	\$354.55	\$35.45	\$0.00	Closed
		\$1,063.65	\$106.35		
Progressive Supplies					
00002210	5/07/2012	\$184.76	\$18.48	\$0.00	Closed
00002211	5/07/2012	\$28.85	\$2.89	\$0.00	Closed
00002203	10/07/2012	\$73.17	\$7.32	\$0.00	Closed
00002212	10/07/2012	\$73.17	\$7.32	\$0.00	Closed
00002239	4/09/2012	\$70.99	\$7.10	\$0.00	Closed
		\$430.94	\$43.11		
Telstra					
00002169	1/02/2012	-\$275.92	-\$27.59	\$0.00	Closed
00002184	2/05/2012	\$411.46	\$41.15	\$0.00	Closed
00002213	1/07/2012	\$373.71	\$37.37	\$0.00	Closed
00002214	1/08/2012	\$396.14	\$39.61	\$0.00	Closed
00002231	1/09/2012	\$389.68	\$38.97	\$0.00	Closed
		\$1,295.07	\$129.51		
TOP Distributors					
00002207	5/07/2012	\$446.62	\$44.66	\$0.00	Closed
00002208	16/07/2012	\$176.42	\$17.64	\$0.00	Closed
00002223	30/07/2012	\$107.82	\$10.78	\$0.00	Closed
00002232	10/08/2012	\$134.95	\$13.50	\$0.00	Closed
		\$865.81	\$86.58		
Vanessa Australia					
00002171	27/02/2012	\$553.42	\$55.34	\$0.00	Closed
00002198	13/07/2012	\$918.91	\$91.89	\$0.00	Closed
00002230	10/08/2012	\$1,818.18	\$181.82	\$0.00	Closed

GM Services Tourism T/as

Purchases [Supplier Summary]

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ID#	Orig Date	Purchase Amount	Tax	Current Balance	Status
Vanessa Australia					
		\$3,290.51	\$329.05		
Water Corp WA					
00002219	29/06/2012	\$781.45	\$0.00	\$0.00	Closed
00002204	3/07/2012	\$575.75	\$0.00	\$0.00	Closed
00002225	9/08/2012	\$1,124.85	\$0.00	\$0.00	Closed
00002235	30/09/2012	-\$431.70	\$0.00	\$0.00	Closed
		\$2,050.35			
Zimble Pty Ltd					
00002179	5/04/2012	\$815.40	\$81.54	\$0.00	Closed
00002190	30/04/2012	\$647.40	\$64.74	\$0.00	Closed
00002222	1/07/2012	\$815.40	\$81.54	\$0.00	Closed
		\$2,278.20	\$227.82		
Grand Total:		\$69,288.15	\$6,668.96		

10.1.3 Courthouse Gallery Quarterly Review: July to September 2012 (File No.:20/01/0026)

Officer Gordon MacMile
Director Community
Development

Date of Report 16 November 2012

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is for the Audit and Finance Committee to review the following report for the Courthouse Gallery from FORM for the quarter: July to September 2012.

Background

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

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

- Income and expenditure
- Statement of variations (between budget and actual)
- Patronage of programs and activities
- Customer/consumer trend analysis
- 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.

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

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Planning Implications

Strategic Community Plan 2012 – 2022

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

Budget Implications

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

Officer's Comment

Desired outcomes of the agreement with FORM are as follows:

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

Attachments

1. PHCG – Quarterly Report (July to September 2012)
2. PHCG – Actual vs Budget Q3 2012
3. Exhibition Feedback-Warayute, Bannatee and Hayley Welsh.

AFC201213/010 Officer's Recommendation/ Audit and Finance Committee Decision

Moved: Cr Jacob

Seconded: Mayor Howlett

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 July to 30 September 2012.

CARRIED 3/0

ATTACHMENT 1 TO ITEM 10.1.3



**Port Hedland Courthouse Gallery
Quarterly Report
1 July to 30 September 2012**

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:

- Gary Ward, ToPH site visit to inspect leaking toilet in male and female bathrooms, leaking urinal and peeling paint in both bathrooms 3.7.12
- Gary Ward, ToPH site visit to inspect white ants, old oven, toilets with a builder and painter 5.7.12
- Kevin Clarke, ToPH installed new flushing system in men's urinal 5.7.12
- New oven for kitchen delivered and installed, Harvey Norman 5.7.12
- Grant Voss, ToPH checking sprinkler system 6.7.12
- Phil Hetherington, ToPH examining white ants 6.7.12
- Brian Chapman, Vathjunker Contractors Pty Ltd site visit to quote white ant works 9.7.12
- Gary Ward, ToPH sit visit with another contractor to quote on white ant works and painter completed painting the male and female bathrooms 11.7.12
- Australia Pest Control, examining white ants 16.7.12
- Kevin Clarke, ToPH checked leaking toilet in male bathroom (bowl to be replaced), repaired female bathroom door handle 25.7.12
- Rhys Synnott, ToPH replaces the toilet bowl in men's bathroom 26.7.12
- Kevin Clarke, ToPH repaired broken light above reception desk 2.8.12
- Gary Ward, ToPH site visit with Andrew from ARB Carpentry to discuss termite works, ARB awarded contract 3.9.12
- Andrew and Sean from ARB Carpentry replace and repair white ant damage along corridor, in foyer and retail space. Gary Ward, ToPH conducted site visit to check carpentry works 10.9.12 to 11.9.12
- Scarborough Painting paints the white ant repair and touches up Gallery walls that have been dirtied by the works building works, Gary Ward, ToPH site visit to inspect painting 12.8.12 to 14.9.12

Worth noting:

- Previously reported damaged toilets and urinals have been repaired and both male and female bathrooms have been repainted
- Previously reported white ant damage has now been fully repaired and repainted, Gallery has also been baited to prevent the ants from returning

Incident reporting

No incidents to report.

Customer feedback

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

- Exhibition feedback: *In Bloom* and *Nest Making* (22 June – 12 August)

Exhibition feedback for the current exhibition *2012 Hedland Art Awards* and workshop feedback for the *2012 P.H.otography Workshop Program* will be included in the October – December Quarterly Report as it ends in December.

Damage to the Gallery and/or Gallery assets

No damage to report. As detailed above, previously reported white ant damage and maintenance to bathrooms damage has been repaired.

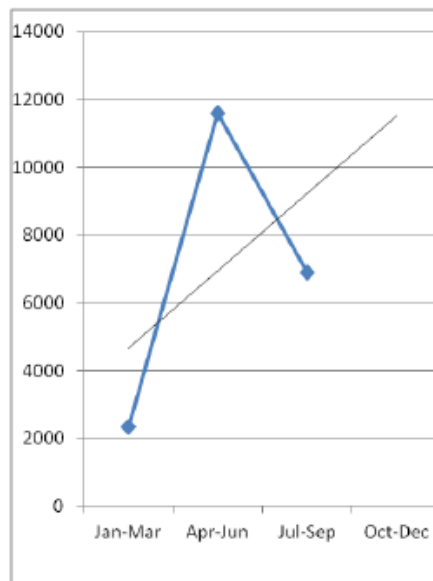
Gallery Attendance Figures

Breakdown	No. of Events	No. of Attendees
General Gallery attendance		2173
Exhibition(s)	1	700
▪ <i>2012 Hedland Art Awards</i> (4.8.12)		
Function(s)	9	3729
▪ BHP Billiton Rail & Port Dinner (7.7.12) 34		
▪ Mining in the Pilbara Conference reception (16.7.12) 40		
▪ BHP Billiton Corporate Dinner (25.7.12) 25		
▪ Hedland Art Awards Sponsors Function (24.8.12) 30		
▪ Hedland Art Awards Judges Walk Through (25.8.12) 60		
▪ West End Markets (25.8.12) 3500		
▪ ToPH North West Festival debrief (4.9.12) 18		
▪ Music Exams practice with Cr Jan Gillingham (22.9.12) 10		
▪ Music Examinations with Cr Jan Gillingham (23.9.12) 12		
Visits	7	109
▪ Creating Communities photography shoot (1.7.12) 6		
▪ Marble Bar Primary School (2.7.12) 7		
▪ Villa Carlota Travels, Busselton (28.7.12) 25		
▪ Home & Community Care (24.8.12) 10		
▪ BHP Billiton VIP (23.8.12) 30		
▪ Youth Involvement Council (26.9.12) 7		
▪ BHP Billiton visit (4.9.12) 24		
Workshops	5	200
▪ Facial Approximation Workshop – 2D (4.8.12) 10		
▪ Facial Approximation Workshop – 3D (5.8.12) 10		
▪ P.H.otography Workshop: Meet the Photographers (31.8.12) 30		
▪ P.H.otography Workshop: Port Hedland (1 & 2.9.12) 60		
▪ P.H.otography Workshop: Pannawonica (7, 8 & 9.9.12) 90		
<i>Spinifex Hill Artists (external to Gallery) (approximately 10 participants 5 days per week in Apr-June)</i>		



Breakdown	No. of Events	No. of Attendees
Gallery Closed	23	
▪ Hedland Cup Day (6.8.12)		
Total Events and Attendance figures		6911

QUARTERLY TOTAL ATTENDANCE TREND FOR PHCG



<i>January is closed for half month - so will not give a true trend</i>	<i>Apr-Jun will have high attendance as 2 West End Market events occur this quarter</i>			
2012	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Quarterly Total Attendance	2326	11589	6911	

Exhibitions

- 17 Feb - 13 Apr: Larry Mitchell: A Pilbara Project Exhibition
- 20 Apr - 10 Jun: Let the Country Come In/SS Koombana/Future Shelter
- 29 Jun - 9 Aug: Warayute Bannatee and Hayley Welsh
- 24 August - 17 December: Hedland Art Awards

ATTACHMENT 2 TO ITEM 10.1.3



PORT HEDLAND COURTHOUSE GALLERY OPERATIONS
Statement of Budget and Actual Profit and Loss
As at Quarter Ending 30 September 2012

Budget Lines	2012 Budget \$	Cumulative Total - Actual	2012 Quarterly Actuals Ending		
			March	June	September
Turnover					
Sales	350,000	254,810	50,588	93,929	110,294
Grants and sponsorships:					
Town of Port Hedland - (tender terms)	280,000	235,000	70,000	70,000	95,000
DEWHA - Indigenous Exhibition Development	60,000	40,000			40,000
BHP Sponsorship	300,000	348,000	100,000	237,101	10,899
Hedland Art Award Partners	43,900	45,000	12,195	7,805	25,000
TBC Grants / Sponsorships	263,000	190,299			190,299
Sundry Income - Donations, Workshop Fees, etc.	10,000	25,487	21,896	-16,175	19,767
Total grants and sponsorships	956,900	883,786	204,091	298,731	380,964
Total Turnover	1,306,900	1,138,597	254,679	392,659	491,258
Expenditure					
Cost of Sales	262,500	179,060	35,250	69,527	74,283
Operating expenses	25%	30%	30%	26%	33%
Programming expenses					
- General Program Costs	22,000	100%	980	1,406	19,481
- Exhibitions	243,500	227,108	40,017	74,084	113,007
- Workshops	163,000	97,994	19,407	39,085	39,502
- Other Programs	90,000	215,474	85,218	54,483	75,773
Total project/community costs	518,500	540,577	145,622	169,058	247,764
Employment costs					
- Salaries and wages	308,802	232,149	68,626	55,577	107,947
- Superannuation guarantee levy	27,792	19,168	6,176	5,002	7,990
- Workers compensation insurance	6,176	5,026	1,496	1,212	2,319
- Staff Development & Training		1,653		236	1,417
- Staff Housing	95,130	73,836	29,836	18,000	26,000
Total employment costs	437,900	331,833	106,134	80,027	145,672
General administration					
- Advertising		1,641			1,641
- Audit Fees	2,000	2,000		2,000	
- Bank charges	3,000	2,077	364	555	1,158
- Postage, couriers & freight	2,000	1,503	342	327	834
- Telephone & IT	6,000	2,224	1,214	307	703
- Presentation and Promotion	5,000	5,465	275	599	4,591
- Printing, stationery & consumables	5,000	9,901	4,544	1,680	3,677
- Minor office equipment	1,000	88		88	
- Subscriptions	1,000	120			120
- Website development & hosting	3,000	0			
- Sundry Expenses		1,133			1,133
- Admin costs distribution	6,000	4,500			4,500
Total administration costs	34,000	30,652	6,739	5,556	18,357
Facility costs					
- Electricity	10,000	3,122	-181	2,367	937
- Repairs and maintenance	2,000	947		940	7
- Depreciation	2,000	1,328	438	438	452
- Cleaning	10,000	14,391	2,932	8,682	2,777
Total occupancy costs	24,000	19,789	3,189	12,427	4,173
Other costs					
- Staff travel	10,000	7,666	4,689	7,082	-4,105
- Amenities	5,000	994	251	-975	1,719
- Insurance	15,000	5,645	1,503	1,503	2,639
Total other costs	30,000	14,306	6,443	7,610	253
Total operating expenses	1,044,400	937,156	268,127	274,677	416,219
Total Expenditure	1,306,900	1,116,216	303,377	344,204	490,502
Net Income / (Expenditure)	0	22,380	-48,698	48,456	756



Port Hedland Courthouse Gallery Programs
Statement of Budget and Actual Profit and Loss
As at Quarter Ending 30 September 2012

Budget Lines	2012 Budget \$	Cumulative Total -Actual	2012 Quarterly Actuals Ending		
			March	June	September
Programming Budget Calendar Year 2012	5				
Courthouse Marketing					
Advertising, Marketing and other General Costs	22,000	21,867	980	1,406	19,481
Total Courthouse Marketing	22,000	21,867	980	1,406	19,481
Exhibition Program					
Larry Mitchell Exhibition	Feb 43,000	36,242	34,608	1,523	111
Pilbara Project Exhibition Tour (Sofitel)	May 18,500	12,144	1,087	6,760	4,297
Warrayute Bannatee and Hayley Welsh Exhibition	Oct 28,000	29,278	7	21,173	8,098
Let the Country Come In, SS Koombana, Future Shelter Exhibition	April 31,000	42,372	4,315	37,779	278
Hedland Arts Award	Sept 123,000	107,072		6,848	100,223
Total Exhibition Program Cost	243,500	227,108	40,017	74,084	113,007
Workshops					
Indigenous Exhibition Development	all year 69,000	57,188	16,380	16,525	24,283
Visual Art Dev't Workshops:					
Mitchell / Darbyshire Workshops	May 5,000	2,027	2,027		0
Arts Development Workshop	Aug 5,000	19,850		7,520	12,330
Visual Arts Development Workshop Camps	June 11,000	15,401		14,013	1,388
Westend Markets Development Workshops	quarterly 5,000	3,527	1,000	1,027	1,500
Total Workshops	90,000	97,994	19,407	39,085	39,502
Other Programs:					
Future Shorts - Film	quarterly 3,000	1,783	1,708	31	43
Pilbara Stories Development	March 10,000	82,219	73,029	6,447	2,743
Small Winns Program	cancelled 10,000	0			
'Creepy' Artists Project	July 77,000	26,509		586	25,923
Westend Markets	quarterly 77,000	104,964	10,481	47,418	47,064
Total Other Programs	90,000	215,474	85,218	54,483	75,773
Total Projected Programming Expenditure	445,500	562,443	145,622	169,058	247,764

Exhibition Feedback: In Bloom and Nest Making June 22 - August 13, 2012							
First Name	Surname	Post Code	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)
Eloise	Girard		4	Newspaper/Friends	Nest Making	See something different and curiosity	
Hannah	Pritehard		4	Friends		The In Bloom Exhibition	
unknown			5	Newspaper	Fabulous	Very interested in art	
Judy	Smallbone		5	Road sign	The roses	I like visiting galleries to view talented peoples work	Just travelling through folks
Rosie	Rae		4	Road sign	The rose paintings	Always interested in art	No, beautifully presented
Michelle	Davies	6722	4	Newspaper	All fantastic	At the markets	
Leah Jade	Kecely	6722	5	Friends	Stunning art work	Working at bar for SAFE, looking at the different kinds of art	
Tui	Robinson	6722	5	Friends	Beautiful jewelery in gallery	Suggested by a friend	
Colleen	Roche	6721	5	Welcome to Hedland	The exhibition of In Bloom, love landscapes and flower paintings	I saw google comments on how nice it was, nice things to buy	Better signage outside, looked closed from outside (Sunday)
Kiera	Tate	6721	4	Friends	Love Hayley Welsh artwork	Something to do	
Stephanie	McPherson	6753	4	Walked in			
Alison	Tremaine		5	Friends			
unknown			4	Word of mouth	Whole place, well laid out, light and friendly helpful staff	Interest in art, local art	

unknown			5	Information Centre	The present exhibitions: In Bloom and Hayley Welsh work	Tourist Beauveau mentioned it	Keep up the good work - great presentation
unknown			4	Information Centre	In Bloom Exhibition	Tourist	No
Miranda	Vanderwalt		4	Email, Newspaper	Nesting exhibition as well as the industrial prints from Future Shelter	Art exhibitions are stimulating and inspiring. Personally like childrens books	Love it, didn't know what to expect of the gallery and was pleasantly surprised
Aimee	Honeycombe		4	Walked in	Selection	Designs	
Carolyn	Keil		4	Walked in			
Lachlan	Vogel		5	Friends	Cook books	Interested in what art work you had	
Kelly	Smith		5	Friends	Art books, jewellery	Heard it was good	More jewellery/candles
Tracey	Hamilton	6722	5	Mail	Absolutely loved Hayley Welsh exhibition/Nest Making	To see more of Hayley Welsh's artwork	Everytime I visit the gallery I am blown away with the excellent work of the artists
Yvette	Hamilton	6722	5	Newspaper	In Bloom paintings/Nest Making art	I like art	Keep having exhibitions - more of them
Alex	MacDonald		5	Posters/Flyers	Friendly service, Hayley Welsh art, retail area, great books & great jewellery	Interest	Keep up the good work & thankyou.
Kellie	Carpenter		4	Google	Fresh art	Something new	Very knowledgeable and cheerful representative!!

unknown			5	Email	I really wanted to see Hayley Welsh's artwork and I've been pretty surprised by Warayute Bannatees work.	Have something nice to do on Saturday mornings.	Just a quick comment on Warayutes paintings. I did not understand why there were some texture strips on them. I think it's a good idea to add some texture but I also felt that there is not enough and the result might look a bit awkward.
Sue	Brown		5	Website	Yute, we purchased the horses eye - we love his paintings and have taken the brochure away with us, not sure about the tape on them though	We love Yutes work	Do you want me to check out Karratha for you? We are slow in that town.
unknown			5	Friends	Was all lovely		
unknown			5	Information Centre	All of it - loved the exhibition and gift shop	I love art	
unknown			5	Information Centre	Varying types of art, great to have pricings of art	Open mind, love art, very enjoyable	Better signage to area's of town, more caravan parks
unknown			4	Information Centre	Flower paintings	My wife	
unknown			3	Walking past	Art works on timber	Lunch next door	
unknown			3	Friends	Enjoyed the rose painting	Interested	
Michelle	Pocock		4	Newspaper	All of the art. The extra sale items are great to look at.		None the friendly staff are a great plus.
Les	Sciascia		4	Friends		interested	No
Traveller			5	Website	The friendliness of Deb.	Brought visitors to town to look.	Beer on arrival!

Kendall	Roberts		5	Friends	Seeing works by Future Shelter	General interest in art & design to see whats being produced in Port Hedland	
Janet	William		5	Mail	The rose paintings.	Always love the exhibitions put on here.	
Traveller			5	Information Centre	In Bloom & Nest Making. Looking at the beautiful gift shop. Talking to Debbie.	The exhibitions sounded interesting.	
Traveller			5	Friends			
Traveller			5	Friends	Hayley Welsh's work	My friend Carol	More art please!
Pauline	Vosbergern		3	Friends	Peaceful, pleasant and ambiance	Family suggestion	I noticed no obvious signage & would not have know it was here. Love the support for local artist.
Sonya	Moyle	6722	4	Tafe	Heyley Welsh	Studying art at TAFE	and enjoying seeing what other artists are doing.
Julie	Esson		5	Friends	Smells lovely. Nice variety of work, great info. Up exhibitions.	Seeing whats special about Port Hedland.	
Lindy	Chan		5	Friends	Art, jewellery	Great shop, great exhibition	Bus from Karratha
Visitor			5	Email	Great artwork	Local Artists	
Gillian	Ireland		5	Friends	Art is absolutely beautiful	Visit to Hedland to visit daughters and partner.	Daughter will keep me posted.

2:13pm Councillor Carter declared an Impartiality interest in agenda item 10.1.4 'Community Funding and Donations - Endorsement of Funding Requests' as he has an association the Turf Club.

Councillor Carter did not leave the room.

10.1.4 *Community Funding and Donations - Endorsement of Funding Requests (File No.: 02/05/0003)*

Officer	Gordon MacMile Director Community Development
Date of Report	15 November 2012
Disclosure of Interest by Officer	Nil

Summary

Applications for funding under the Community Funding and Donations policy have previously been considered by the Donations Working Group, in turn providing recommendations to Council. Changes (November 2011) have reallocated this responsibility to the Audit and Finance Committee.

Council is requested to consider the applications received and allocate funding to donations requested from Hedland Well Women's Centre, Rob Tomlin, Port Hedland Turf Club, FORM, Treloar Childcare, Port Hedland Baseball Association, Hedland Community Living Association, C3 Church, Southern Cross Care, Australian Sports Commission, South Hedland Primary School and Hedland Senior High School.

Background

The Community Funding and Donations Policy was reviewed and updated in November 2010. The Policy review identified a series of community, recreation, sporting and cultural celebrations and events of significance and regularity. The purpose of the Policy was to establish a framework that facilitates collaboration with the community to support the delivery of events, celebrations and community activities which reflect the unique identity of Port Hedland.

The Donations Working Group had the responsibility of assessing and making recommendations to Council in relation to applications for funding received from the community. Previous rounds of the Donations Working Group have occurred bi-monthly throughout 2011 (February, April, June, August and October). Council (OCM 16 November 2011) endorsed a review of Committees and Working Groups, with the donations process reallocated to the re-established Audit and Finance Committee.

Consultation

- Director Community Development
- Manager Community Development
- Manager Recreation Services and Facilities.

Statutory Implications

Nil

Policy Implications

6/003 Community Funding and Donations Policy.

Strategic Planning Implications

Strategic Community Plan 2012 to 2022

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

Budget Implications

Should the officer's recommendation be adopted, \$15,600 will be allocated from GL Account 813274, with \$1,736.80 available from funds remaining within the 2012/13 budget.

Officer's Comment

The recent round of Community Funding and Donations closed on Wednesday, 7 December 2012, with 14 applications being received from:

- Hedland Well Women's Centre
- Rob Tomlin
- Port Hedland Turf Club
- FORM
- Treloar Childcare
- Port Hedland Baseball Association
- Hedland Community Living Association
- C3 Church
- Southern Cross Care (2 applications)
- Australian Sports Commission
- South Hedland Primary School
- Hedland Senior High School
- Town of Port Hedland (funding confirmation).

Requested funding is summarised below (full copies of the Donation Requests are included as Attachment 1 to Attachment 12).

Hedland Well Women's Centre

Council funding of \$2,000 is requested as a contribution towards expenses (guest speaker and merchandise) for the White Ribbon Day to raise awareness against domestic violence.

Application supported - \$2,000 in cash.

Rob Tomlin

Council funding of \$2,000 is requested as a contribution towards the waiving of Wanangkura Stadium hire fees for a charity funding raising quiz night.

As a new facility the hire of Wanangkura Stadium is not specifically covered under Policy 6/003. Application is supported (\$500) in line with existing fee waiver allowance (25%) for community groups.

Port Hedland Turf Club

Council funding of \$4,080 is requested as a contribution towards plant (tractor) hire and staff overtime expenses for the Turf Club to prepare the track for the 2012 race season.

Policy 6/003 allows for a maximum cash donation of \$2,000 with total contributions to any 1 club limited to \$6,000 per annum.

The Town expends significant funds (\$71,910 in 2011/12) on the Turf Club and the Policy does not specifically identify how other budget allocations, outside of donations will be considered.

Application not supported.

FORM

Council funding of \$2,000 is requested as a contribution towards expenses for artist development initiatives.

While the Policy allows for support in this area, the management contract between FORM and the Town for the Courthouse Gallery includes a level of artist development.

Application not supported.

Treloar Childcare

Council funding of \$2,000 is requested as a contribution towards art and craft materials to improve learning outcomes.

Application supported - \$2,000 in cash.

Port Hedland Baseball Association

Council funding of \$2,000 is requested as a contribution towards sporting reserves floodlighting expenses. Town sporting facilities are provided at a significantly subsidised rate, with lighting focused on operational cost recovery only.

Application not supported.

Hedland Community Living Association

Council funding of \$2,143.46 is requested as a contribution towards insurance expenses for the 2012 Inclusion Festival.

Policy 6/003 allows for a maximum of \$2,000 for any cash donation.

Application supported - \$2,000 in cash.

C3 Church

Council funding of \$2,000 is requested as a contribution towards sound, lighting, food / entertainment and \$1,900 in kind towards rubbish bins, toilets and venue hire for the 2012 Carols by Candlelight.

Application supported - \$2,000 in cash and up to \$1,900 in kind.

Southern Cross Care

Council funding of \$6,000 is requested as a contribution towards accommodation, petrol and activity costs for a disabled persons respite camp, as well as funds for curtains for the HACC day care centre.

Policy 6/003 allows for a maximum of \$2,000 for any cash donation.

Application supported - \$2,000 in cash.

Southern Cross Care

Council funding of \$6,000 is requested as a contribution towards equipment (generator, outdoor setting and pizza oven).

Funding not supported and applicant requested to explore other potential funding sources (i.e. Lotterywest) that have specific equipment grants.

Australian Sports Commission

Council funding of \$2,000 is requested as a contribution towards transport and entry costs for After School Swimming program in term one, 2013.

Application supported - \$2,000 in cash.

South Hedland Primary School

Council funding requested as a contribution towards a prize for the End of Year Graduation Ceremony.

Policy 6/003 allows for an Encouragement Award (book to the value of \$100) available to all schools as part of end of year graduations and celebrations.

Application supported – prize (book) to the value up to \$100
Hedland Senior High School.

Council funding requested as a contribution towards a prize for the End of Year Graduation Ceremony.

Policy 6/003 allows for an Encouragement Award (book to the value of \$100) available to all schools as part of end of year graduations and celebrations.

Application supported – prize (book) to the value up to \$100

Town of Port Hedland

Annually the Town supports the Sport Awards by sponsoring the 'Senior' category.

Supported – sponsorship of \$1,000

Attachments

1. Hedland Well Women's Centre Application
2. Rob Tomlin Application
3. Port Hedland Turf Club Application
4. FORM Application
5. Treloar Childcare Application
6. Port Hedland Baseball Association Application
7. Hedland Community Living Association Application
8. C3 Church Application
9. Southern Cross Care Application
10. Southern Cross Care Application
11. Australian Sports Commission Application
12. South Hedland Primary School Application.

Officer's Recommendation

That Council:

1. Allocates funding of \$14,600, within the 2012/13 budget from GL Account 813274 (Community Funding and Donations) to donations requested from:
 - a) Hedland Well Women's Centre for the amount of \$2,000 towards White Ribbon Day;

- b) Rob Tomlin for the amount of \$500 towards the waiver of Wanangkura Stadium hire fees for a charity funding raising quiz night;
 - c) Treloar Childcare Centre for the amount of \$2,000 art and craft materials;
 - d) Hedland Community Living Association for the amount of \$2,000 towards insurance expenses for the 2012 Inclusion Festival;
 - e) C3 Church for the amount of \$2,000 towards sound, lighting, food / entertainment and up to \$1,900 in kind towards rubbish bins, toilets and venue hire for the 2012 Carols by Candlelight;
 - f) Southern Cross Care for the amount of \$2,000 towards accommodation, petrol and activity costs for a disabled persons respite camp, as well as funds for curtains for the HACC day care centre;
 - g) Australian Sports Commission for the amount of \$2,000 towards Active After Schools Swimming program;
 - h) South Hedland Primary School for the amount of up to \$100 towards the purchase of a book prize for End of Year celebrations / graduation;
 - i) Hedland Senior High School for the amount of up to \$100 towards the purchase of a book prize for End of Year celebrations / graduation.
2. Endorses the sponsorship of the 'Senior' category of the 2012 Sport Awards to the value of \$1,000.

AFC201213/011 Audit and Finance Committee Decision**Moved: Mayor Howlett****Seconded: Cr Jacob****That Council:**

1. **Allocates funding of \$18,600, within the 2012/13 budget from GL Account 813274 (Community Funding and Donations) to donations requested from:**
 - a) **Hedland Well Women's Centre for the amount of \$2,000 towards White Ribbon Day;**
 - b) **Rob Tomlin for the amount of \$500 towards the waiver of Wanangkura Stadium hire fees for a charity funding raising quiz night;**

- c) Treloar Childcare Centre for the amount of \$2,000 art and craft materials;
 - d) Hedland Community Living Association for the amount of \$2,000 towards insurance expenses for the 2012 Inclusion Festival;
 - e) C3 Church for the amount of \$2,000 towards sound, lighting, food / entertainment and up to \$1,900 in kind towards rubbish bins, toilets and venue hire for the 2012 Carols by Candlelight;
 - f) Southern Cross Care for the amount of \$2,000 towards accommodation, petrol and activity costs for a disabled persons respite camp, as well as funds for curtains for the HACC day care centre;
 - g) Australian Sports Commission for the amount of \$2,000 towards Active After Schools Swimming program;
 - h) South Hedland Primary School for the amount of up to \$100 towards the purchase of a book prize for End of Year celebrations / graduation;
 - i) Hedland Senior High School for the amount of up to \$100 towards the purchase of a book prize for End of Year celebrations / graduation;
 - j) Port Hedland Turf Club for the amount of \$2000 cash and \$2000 in kind towards the refund for tractor hire.
2. Endorses the sponsorship of the 'Senior' category of the 2012 Sport Awards to the value of \$1,000.

CARRIED BY ABSOLUTE MAJORITY VOTE 3/0



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Please identify who is applying for this funding / donation:

Individual Person [] or;

Community Organisation [x]

Community Organisation is defined as a group of community members not classified with the ATO as a "Not for profit" organisation. "Not for profit" organisations are to fill out FORM B.

Name of Organisation (if applicable): Hedland Family Violence Action Group (auspicing Body is the Well Women's Group)

Contact Person: First Name: Nikki Surname: Kite

Street Address: 3a Leake Street, South Hedland Postcode: 6722

Postal Address: Po Box 2072 South Hedland Postcode: 6722

Telephone: 08 91722010 Facsimile: 08 9172 1536

Email: cmcs@wellwomens.com.au

Website: www.wellwomens.com

Does your group have Public Liability Insurance? Yes [x] No []

If answered Yes please refer to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association e.g. State Sporting Association?

Yes [] No [] If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes [] No [] If yes, by who? _____



**Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations**

FORM A

Please submit completed form to council@portheadland.wa.gov.au

Part 2: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: Hedland Well Women's Centre Incorporated
BSB No.: 036-183 **Account No.:** 179529

Part 3: Application Details

Please provide details as required about why you are applying for funding / donation:

What is the name of Project / Event / Activity / Celebration you are planning:

Hedland Says No to Violence White Ribbon Activities

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

White Ribbon Day- Activities in the Town of Port Hedland

Guest Speaker - Lani Brennan- featured on SBS. Lani is an young woman of Aboriginal and Maori descent.

Her story is of a powerful and moving journey that explores the impact of intergenerational violence within a family and community and how the courage of one person can transform the lives of others.

Associated activities include- dawn street march, community breakfast and evening presentation

Who can be a part of your project / event?

Events will be hosted by the Hedland Family Violence Action Group. This as a group of agencies and NGOs .

Members include Well Womens Centre, Centrelink, Uniting Church, DCP, Pilbara Community Legal Services,

Indigenous Community Links, Wirraka I aya, Indigenous Coordination Centre, Dept of Corrections and others

Where will your project / event be held? Street march and Lotteries House

Proposed Start Date & Start Time for Event: 20th November 2012

Proposed Finish Date & Finish Time for Event: 21 November 2012



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

Will catering / food, consumption of alcohol or sale of alcohol be provided? If yes, please provide details below.

Yes [X] No []

Have relevant licenses been applied for? If yes, please provide details below and attach license approvals. (Copies only please do not send originals)

Yes [] No [X]

No liquor involved

Breakfast prepared in the Hedland Well Women's Centre Kitchen

What are your plans for advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

Possible radio interview, ToPH calendar of events . Flyers/posters NW Telegra Facebook

ToPh will be listed as a sponsor on available material and at any related media events.

How will your project/event benefit the Town of Port Hedland Community?

Increased public awareness to the issues of family violence and the support available to both victims and perpetrators

Whole of agency networking and cooperation

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)

Multiple agencies and NGOs involved.



**Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations**

FORM A

Please submit completed form to council@parthedland.wa.gov.au

Part 3: Application Details cont...

**What type of support do you require from the Town of Port Hedland for your project / event?
Please tick**

i) Cash up to the value of \$2000

Please provide details of how much are you applying for:

\$2000

Please specify exactly what the funds would be spent on:

Funds would be spent on guest presenter Lani Brennan fees and meal allowances and merchandise for White Ribbon activities

ii) Waiving of hire fees for Council owned or operated venues

Please provide details of Council venue and dates required:

Venue:

Dates:

iii) In-Kind Contributions

For example provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc. Please list below assistance you are requiring for inkind contributions:

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event:

Total cost of your project / event	Contributed by you or your organisation (both cash & in-kind support)	Contributed by Other Funding Sources (both cash & in-kind support)	Requesting to be contributed by Town of Port Hedland (both cash & in-kind support)
\$8,200	\$3,200	\$3,000	\$2,000



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Authorisation

I, **Nikki Kite**, certify that the I have information provided on this application for funding is correct to the best of my knowledge

Signed: Nikki Kite. Date: 10.10.12

If you are unsure about any item or have further questions please contact the Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

Office Use Only - Officers Recommendation

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Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Please identify who is applying for this funding / donation:

Individual Person [] or;

Community Organisation [x]

Community Organisation is defined as a group of community members not classified with the ATO as a "Not for profit" organisation. "Not for profit" organisations are to fill out FORM B.

Name of Organisation (if applicable): 'Rob Tomlin' Quiz Night

Contact Person: First Name: Amanda Surname: Gould

Street Address: 53 Brodie Cres, South. Postcode: 6722

Postal Address: PO Box 809, Port Postcode: 6721

Telephone: 0457 522 026 Facsimilie:

Email: simonandamanda.gould@bigpond.com

Website: http://www.

Does your group have Public Liability Insurance? Yes [] No [x]

If answered Yes please refer to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes [] No [x] If yes, by who?

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes [] No [x] If yes, by who? Venue



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: BSB No.: Account No.: N/A.

Part 3: Application Details

Please provide details as required about why you are applying for funding / donation:

What is the name of Project / Event / Activity / Celebration you are planning:

Rob Tomlin Quiz Night.

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

Holding a quiz night / auction for a local man in town who has recently found out he has terminal cancer with months to live. We would like the use of the Nanangkura Stadium donated if possible.

Who can be a part of your project / event?

Community Members.

Where will your project / event be held?

Nanangkura Stadium

Proposed Start Date & Start Time for Event:

3pm 17/11/2012

Proposed Finish Date & Finish Time for Event:

12am 18/11/12

(with 1 hr cleanup on 18/11/12)

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Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

Will catering / food, consumption of alcohol or sale of alcohol be provided? If yes, please provide details below.

Yes No

Have relevant licenses been applied for? If yes, please provide details below and attach license approvals. (Copies only please do not send originals)

Yes No

*Food will be provided as part of entry.
 Liquor licence to be applied for, but have
 NOT as TOPH have advised venue must be locked in.*

What are your plans for advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

*On the night, recognition will be given
 as well as thank you in the NMT.*

How will your project/event benefit the Town of Port Hedland Community?

*Giving back to a local member of the
 community who is having a hard time,
 and also a great community / family
 event in town.*

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)

*Loads of local business's making donations
 + items for auction, as well as a 'veno
 rescue' being done on the gentlemen's
 house fully donated by local business's.*

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Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

What type of support do you require from the Town of Port Hedland for your project / event?
 Please tick

i) Cash up to the value of \$2000

Please provide details of how much are you applying for:

N/A

Please specify exactly what the funds would be spent on:

ii) Waiving of hire fees for Council owned or operated venues

Please provide details of Council venue and dates required:

Venue:

Nanangkua Stadium.

Dates:

17/11/2012 (1 hr cleanup 18/11/12)

iii) In-Kind Contributions

For example provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc. Please list below assistance you are requiring for inkind contributions:

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event:

Total cost of your project / event	Contributed by you or your organisation (both cash & In-kind support)	Contributed by Other Funding Sources (both cash & In-kind support)	Requesting to be contributed by Town of Port Hedland (both cash & In-kind support)
	\$2000 <i>approx.</i>	\$10,000. <i>approx.</i>	\$?? venue hire.

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**Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations**

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Authorisation

I, *Amanda Gould*, certify that the I have information provided on this application for funding is correct to the best of my knowledge

Signed: *[Signature]* Date: 15/10/12

If you are unsure about any item or have further questions please contact the Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

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Thursday 13th September 2012

Donations Committee
Town of Port Hedland
PO Box 41
Port Hedland
WA 6721

Dear Sir,

Further to our request for consideration of our application for credit on hire costs of tractor for our race meetings.

Please find attached application for same as advised.

Trusting you will give this application favourable consideration.

Yours Faithfully


AA Carter
President



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Not For Profit

Not for profit uses all monetary surplus solely for the purpose of its objectives and not to financially benefit its members in any way. Has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members. (Source: Lotteries West FAQ)

Name of Organisation: Port Hedland Team Club

Contact Person: **First Name:** IRENE **Surname:** EMERSON

Street Address: 47 MURDER ST PORT HEDLAND **Postcode:** 6741

Postal Address: P.O. Box 217 **Postcode:** ✓

Telephone: 91731042 **Facsimile:** 91731081

Email: PHRACING@PHRACING.COM.AU

Website: <http://www.>

Incorporated: Yes No **Year of Incorporation:** _____

If Yes, please attach a copy of your Certificate of Incorporation

ABN: 64 272 328 453

Registered for GST: Yes No

Does your group have Public Liability Insurance: Yes No

If answered Yes please continue to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes No If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes No If yes, by who? _____



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details

What is the name of Project / Event / Activity / Celebration you are planning:

6 RACE MEETINGS PER ANNUM

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

COMMUNITY FINANCIAL RACING FOR THE

ALL HEDLAND COMMUNITY

Who can be a part of your project / event?

ANY PERSON INTERESTED

Where will your project / event be held?

MILNEUM ST RACE COURSE

Proposed Start Date & Start Time for Event:

VARIABLE

Proposed Finish Date & Finish Time for Event:

AS ABOVE

Will catering / food, consumption of alcohol or sale of alcohol be provided?

Yes [checked] No []

If yes, please provide details:

APPLICATION WILL BE MADE TO THE

TOWN OF PORT HEDLAND 1700 LIONN COURT - RACING

Have relevant licenses been applied for?

Yes [checked] No []

If yes, please provide details below and attach license approvals. (Copies only, not originals)



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details cont...

What are your plans of advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

ALL OUR ADVERTISING, I.E. PRESS STATEMENT
WILL ADVERTISE LOCAL PUBLICATIONS ETC
CAN BE COMMUNICATED IN THE ENTIRE ADVERTISING
PROGRAMME IN DETAIL

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)

ONLY SPONSORS WHOSE THEY RECEIVE REVENUE
TITHEMENT

How will your project/event benefit the Town of Port Hedland Community?

WE HAVE APPROXIMATELY 6000 TOWN PEOPLE
AND ON 6 RACE MEETINGS AT WHICH
THE 1ST 2 EVENTS ARE ADMITTANCE FREE



Town of Port Hedland Community Funding & Donations Application For Not For Profit Organisations FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Support from the Town of Port Hedland

What type of support do you require from the Town of Port Hedland for your project / event?
Please tick

i) Cash up to the value of \$2000

Please provide details of how much are you applying for: \$4080

Please specify exactly what the funds would be spent on:

AT PRESENT WE HIRE A TRACTOR FOR THE MOVING OF THE BARRIERS
WHICH ARE DELETED 6 HOURS @ \$126.00 PER HOUR WE ESTIMATE IT TO BE
APPROXIMATELY 20 HOURS PER DAY WE DO NOT WANT TO PAY FOR THE OPERATOR WHICH IS AVAILABLE
\$366.00 PER DAY

ii) Waiving of hire fees for Council owned or operated venues

Venue: N'GAINA ST OVAL TRACTOR

Dates: 19/5 3/6 17/6 1/7 22/7 4/8 2012

iii) In-Kind Contributions

e.g provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc.

Please list below assistance you are requiring for in-kind contributions:

ADDITIONAL BINS ON RACE DAYS

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event (please give combined value of both cash and in-kind support):

Contributed by you / your organisation	Contributed by other funding sources	Requesting to be contributed by Town of Port Hedland	Total Cost of Event / Project
\$ <u>20.000</u>	\$ <u>250.000</u> DELETED	\$ <u>4080.00</u>	\$ <u>270.000</u>

OVER 6 RACE
PARADES

ON SPONSORSHIP

DELETED BY
SPONSORSHIP



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: Port Hedland TAFE Club
BSB No.: 016 790 Account No.: 4196 89468

Part 6: Application Checklist

Prior to submitting an application, please use the following checklist to ensure that all of the necessary information has been included with your submission.

- * Proof of Incorporation is attached PREVIOUSLY SUBMITTED
* Public Liability Insurance - Certificate of Currency is attached PREV. SUBMITTED
* Australian Business Number details:
- Your group's ABN (Australian Business Number) is on the first page; or
- If your group does not have an ABN, a Statement by Supplier form has been completed and attached.
* Supporting documents have been attached (e.g. letters of support)
* Application has been signed by an appropriate office bearer
* Licenses has been applied for and attached (if relevant)



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 7: Authorisation

I, *Alison Ashton*, certify that the attached application for funding was approved
by the Management Committee of _____ this
organisation on *29/3/12*

(Please attach a copy of the minutes of the meeting where this application was approved)

Signed: _____ Date: *12/9/12*

If you are unsure about any item or have further questions please contact the
Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

Office Use Only - Officers Recommendation

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details.xlsx

MINUTES OF COMMITTEE MEETING held on 29th May , 2012**Meeting Opened at 5.15 PM**

Present: Arnold Carter, Vickie Brooks, Kathy Stevens, Peter Oliver

Kim Gentle joined the meeting later.

Apologies Nil**Minutes of Previous Meetings:**

The minutes of the previous monthly meeting were tabled. It was moved KS and seconded VB that they be accepted as a true and correct record. **Carried.**

Business Arising

Insurance grant for damage to barrier from cyclone Heidi to be followed up

Race books to be sent to VB and KS prior to final print due to number of errors in first race book.

Financial Reports

Reports tabled and attached to these minutes. Moved KS seconded VB that they be accepted as a true and correct record. **Carried.**

General Business

Teekay to provide signage to be erected following their sponsorship.

AC & VB advise that some of the food provided for Jockeies could be reduced as a lot of the food provided was wasted.

Stabling at Pretty Pool completed. 5 & 6 to Stolly and 2 to Malpass. Plumbing repairs completed by Travis Lilley 0424 531 523

AC discussed caretakers position. New caretakers appointed and are working out well.

Secretaries access doo to be closed on busy race days.

No account yet received from security Company as security staff arrived too late for the event.

Gate access to be properly secured and only current trainers and members to be allowed access.

Barriers to be moved with hydraulics. We will try to do this with tractor before Saturday.AC to approach Council for concession on hire of tractor on race days.

Fence outside WW side damaged and to be repaired.

AC to meet with TOPH on condition of toilets and jockeys rooms.

Directional signage to be done by committee members.

VB authorised to purchase 50 new chairs from K mart as there are insufficient for members area.

Close

There being no further business the meeting was closed at 7.15 pm.

Next Meeting

At a date to be agreed

W. J. Baker
Chairman



Government of **Western Australia**
Department of **Racing, Gaming and Liquor**

Licence No. 210675

**LIQUOR CONTROL ACT 1988
OCCASIONAL LICENCE**

Mark Wheldale
PO Box 1143
PORT HEDLAND WA 6721

Licensee: Mark Wheldale

The licensee named above is authorised to sell liquor at the premises below, in accordance with the Liquor Control Act 1988 ("the Act"). The licensee and approved manager must comply with all requirements and conditions imposed by the Act, and all conditions and requirements set out below, and each is liable if any of those conditions or requirements is breached.

1. FUNCTION DETAILS

Function Dates: 19/05/2012 between 12:00 PM and 6:00 PM
Function: 2012 Race Season 1st Race
**Function Address: Port Hedland Turf Club, McGregor Street,
PORT HEDLAND WA 6721**

2. AUTHORISATIONS AND CONDITIONS

The following conditions and/or requirements apply to the licence. Where there is any inconsistency between these and other conditions, these conditions/requirements prevail:

NUMBERS LIMITATION

The number of people permitted entry to the licensed area(s) is not to exceed 500.

UNSEALED CONTAINERS ONLY

Liquor sold, supplied and consumed at this function must only be supplied in unsealed containers.

PACKAGED LIQUOR PROHIBITED

The sale and supply of packaged liquor for consumption off the licensed premises is prohibited for the duration of this licence.

UNACCOMPANIED JUVENILES PROHIBITED

Only juveniles accompanied and supervised by a responsible adult (as defined by Section 125(2)(b) of the Liquor Control Act 1988) are permitted to enter and remain on the licensed premises.



Government of **Western Australia**
Department of **Racing, Gaming and Liquor**

Licence No. 210766

**LIQUOR CONTROL ACT 1988
OCCASIONAL LICENCE**

Peter John Phipps
8 Bayman Street
Port Hedland WA 6721

Licensee: Peter John Phipps

The licensee named above is authorised to sell liquor at the premises below, in accordance with the Liquor Control Act 1988 ("the Act"). The licensee and approved manager must comply with all requirements and conditions imposed by the Act, and all conditions and requirements set out below, and each is liable if any of those conditions or requirements is breached.

1. FUNCTION DETAILS

Function Dates: 3/06/2012 between 12:00 PM and 6:00 PM
Function: 2012 Race Season 2nd Race
Function Address: Port Hedland Turf Club, McGregor Street,
PORT HEDLAND WA 6721

2. AUTHORISATIONS AND CONDITIONS

The following conditions and/or requirements apply to the licence. Where there is any inconsistency between these and other conditions, these conditions/requirements prevail:

NUMBERS LIMITATION

The number of people permitted entry to the licensed area(s) is not to exceed 500.

UNSEALED CONTAINERS ONLY

Liquor sold, supplied and consumed at this function must only be supplied in unsealed containers.

PACKAGED LIQUOR PROHIBITED

The sale and supply of packaged liquor for consumption off the licensed premises is prohibited for the duration of this licence.

UNACCOMPANIED JUVENILES PROHIBITED

Only juveniles accompanied and supervised by a responsible adult (as defined by Section 125(2)(b) of the Liquor Control Act 1988) are permitted to enter and remain on the licensed premises.



Government of **Western Australia**
Department of **Racing, Gaming and Liquor**

Licence No. 211029

**LIQUOR CONTROL ACT 1988
OCCASIONAL LICENCE**

Peter John Phipps
8 Bayman Street
PORT HEDLAND WA 6721

Licensor: Peter John Phipps

The licensee named above is authorised to sell liquor at the premises below, in accordance with the Liquor Control Act 1988 ("the Act"). The licensee and approved manager must comply with all requirements and conditions imposed by the Act, and all conditions and requirements set out below, and each is liable if any of those conditions or requirements is breached.

1. FUNCTION DETAILS

Function Dates: 17/06/2012 between 12:00 PM and 6:00 PM
Function: 2012 Race Season 3rd Race
**Function Address: Port Hedland Turf Club, McGregor Street,
PORT HEDLAND WA 6721**

2. AUTHORISATIONS AND CONDITIONS

The following conditions and/or requirements apply to the licence. Where there is any inconsistency between these and other conditions, these conditions/requirements prevail:

NUMBERS LIMITATION

The number of people permitted entry to the licensed area(s) is not to exceed 500.

UNSEALED CONTAINERS ONLY

Liquor sold, supplied and consumed at this function must only be supplied in unsealed containers.

PACKAGED LIQUOR PROHIBITED

The sale and supply of packaged liquor for consumption off the licensed premises is prohibited for the duration of this licence.

UNACCOMPANIED JUVENILES PROHIBITED

Only juveniles accompanied and supervised by a responsible adult (as defined by Section 125(2)(b) of the Liquor Control Act 1988) are permitted to enter and remain on the licensed premises.



Government of **Western Australia**
Department of **Racing, Gaming and Liquor**

Licence No. **211252**

LIQUOR CONTROL ACT 1988
OCCASIONAL LICENCE

Peter John Phipps
8 Bayman Street
PORT HEDLAND WA 6721

Licensee: Peter John Phipps

The licensee named above is authorised to sell liquor at the premises below, in accordance with the Liquor Control Act 1988 ("the Act"). The licensee and approved manager must comply with all requirements and conditions imposed by the Act, and all conditions and requirements set out below, and each is liable if any of those conditions or requirements is breached.

1. FUNCTION DETAILS

Function Dates: 1/07/2012 between 12:00 PM and 6:00 PM
Function: 2012 Race Season 4th Race Day
Function Address: Port Hedland Turf Club, McGregor Street,
PORT HEDLAND WA 6721

2. AUTHORISATIONS AND CONDITIONS

The following conditions and/or requirements apply to the licence. Where there is any inconsistency between these and other conditions, these conditions/requirements prevail:

NUMBERS LIMITATION

The number of people permitted entry to the licensed area(s) is not to exceed 500.

LICENSEE

Peter John Phipps holds the Occasional Licence on behalf of Port Hedland Turf Club.

SUPERVISION AND MANAGEMENT

The licensee must ensure that the function is supervised and managed by the holder of an Unrestricted or Restricted Manager Approval.

UNACCOMPANIED JUVENILES PROHIBITED

Only juveniles accompanied and supervised by a responsible adult (as defined by Section 125(2)(b) of the Liquor Control Act 1988) are permitted to enter and remain on the licensed premises.



Government of **Western Australia**
Department of **Racing, Gaming and Liquor**

Licence No. 211488

**LIQUOR CONTROL ACT 1988
OCCASIONAL LICENCE**

Peter John Phipps
8 Bayman Street
PORT HEDLAND WA 6721

Licensee: Peter John Phipps

The licensee named above is authorised to sell liquor at the premises below, in accordance with the Liquor Control Act 1988 ("the Act"). The licensee and approved manager must comply with all requirements and conditions imposed by the Act, and all conditions and requirements set out below, and each is liable if any of those conditions or requirements is breached.

1. FUNCTION DETAILS

Function Dates: 22/07/2012 between 12:00 PM and 6:00 PM
Function: 2012 Race Season 5th Race
Function Address: Port Hedland Turf Club, McGregor Street,
PORT HEDLAND WA 6721

2. AUTHORISATIONS AND CONDITIONS

The following conditions and/or requirements apply to the licence. Where there is any inconsistency between these and other conditions, these conditions/requirements prevail:

NUMBERS LIMITATION

The number of people permitted entry to the licensed area(s) is not to exceed 1000.

LICENSEE

Peter John Phipps holds the Occasional Licence on behalf of Port Hedland Turf Club.

SUPERVISION AND MANAGEMENT

The licensee must ensure that the function is supervised and managed by the holder of an Unrestricted or Restricted Manager Approval.



Government of **Western Australia**
Department of **Racing, Gaming and Liquor**

Licence No. 211530

LIQUOR CONTROL ACT 1988
OCCASIONAL LICENCE

Peter John Phipps
8 Bayman Street
PORT HEDLAND WA 6721

Licensor: Peter John Phipps

The licensee named above is authorised to sell liquor at the premises below, in accordance with the Liquor Control Act 1988 ("the Act"). The licensee and approved manager must comply with all requirements and conditions imposed by the Act, and all conditions and requirements set out below, and each is liable if any of those conditions or requirements is breached.

1. FUNCTION DETAILS

Function Dates: 6/08/2012 between 12:00 PM and 7:00 PM
Function: 2012 Race Season 6th Race
Function Address: Port Hedland Turf Club, McGreggor Street,
PORT HEDLAND WA 6721

2. AUTHORISATIONS AND CONDITIONS

The following conditions and/or requirements apply to the licence. Where there is any inconsistency between these and other conditions, these conditions/requirements prevail:

NUMBERS LIMITATION

The number of people permitted entry to the licensed area(s) is not to exceed 5000.

LICENSEE

Peter John Phipps holds the Occasional Licence on behalf of Port Hedland Turf Club.

SUPERVISION AND MANAGEMENT

The licensee must ensure that the function is supervised and managed by the holder of an Unrestricted or Restricted Manager Approval.

UNACCOMPANIED JUVENILES PROHIBITED

Only juveniles accompanied and supervised by a responsible adult (as defined by Section 125(2)(b) of the Liquor Control Act 1988) are permitted to enter and remain on the licensed premises.

MAP OF DEFINED LICENSED PREMISES

1. The sale, supply and consumption of liquor is only authorised in that area outlined in yellow on the attached map dated Tuesday, 10 July 2012.
2. The sale, supply and/or consumption of liquor outside this approved area is prohibited.



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Not For Profit

Not for profit uses all monetary surplus solely for the purpose of its objectives and not to financially benefit its members in any way. Has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members. (Source: Lotteries West FAQ)

Name of Organisation: FORM Contemporary Craft and Design Inc

Contact Person: **First Name:** Abbie **Surname:** Pedersen

Street Address: 357 Murray Street, Perth **Postcode:** 6000

Postal Address: A/A **Postcode:** _____

Telephone: (08) 9226 2799 **Facsimilie:** (08) 9226 2250

Email: abbie@form.net.au

Website: <http://www.form.net.au> www.courthousegallery.com

Incorporated: Yes No **Year of Incorporation:** 2004

If Yes, please attach a copy of your Certificate of Incorporation

ABN: 77967703375

Registered for GST: Yes No

Does your group have Public Liability Insurance: Yes No

If answered Yes please continue to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes No If yes, by who? QBE Insurance Australia Ltd

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes No If yes, by who? _____

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Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details

What is the name of Project / Event / Activity / Celebration you are planning:

2013 Artist Camp, part of FORM's Visual Arts Development Program

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

The 2013 Artist Camp is part of FORM's Visual Development Program aimed at fostering and developing beginner and established artists in Hedland and the wider Pilbara region and through this, increasing opportunities for alternative creative industries to emerge. For the 2013 Artist FORM will invite three renowned visual artists to lead workshops over the 3-day camp in an interactive structure. Participants will have access to all mentors allowing participants to learn a diversity of methods and techniques from these talented professionals. The three-day camp setting encourages networking amongst local artists, forging collaborations as well as allowing time for one-on-one learning in addition to group classes. Learning from these mentor artists offers local regional artists a rare opportunity to build their craft.

Who can be a part of your project / event?

Any local or Pilbara-based artist interested in beginning their artistic practice or who have intentions to increase their knowledge and skill set. Both beginner and established artists are accepted into the workshop.

Where will your project / event be held?

De Grey Station

Proposed Start Date & Start Time for Event:

June 2013 (Date TBA, the workshop is 3 days)

Proposed Finish Date & Finish Time for Event:

June 2013

Will catering / food, consumption of alcohol or sale of alcohol be provided?

Yes [X] No []

If yes, please provide details:

Food is provided to participants(breakfast, lunch, dinner and snacks). Participants are able to choose to bring their own alcohol to consume if they wish, this has full consent of the property owners. No Licenses Required.

Have relevant licenses been applied for?

Yes [] No [X]

If yes, please provide details below and attach license approvals. (Copies only, not originals)

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Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details cont...

What are your plans of advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

FORM will advertise the workshop through the following: Print (both adverts and articles): North West Telegraph, Pilbara Echo.

Distribution: An e-flyer including the application form will be distributed to the Courthouse Gallery mailing list (over 2000).

Online: ABC North West, Courthouse Gallery website/facebook page & other facebook groups & social media channels including

Discover the Pilbara. Radio: ABC North West, Spirit FM. The Town of Port Hedland's logo will be included on the application forms

and all advertising and e-vites will include the logo. The Town of Port Hedland's contribution will be noted in any media.

What support do you have from other groups? Please attach letters of support (*Copies only please do not send originals*)

Please find attached the letters of support from:

Local indigenous and non indigenous artists who have participated in previous Artist Camps.

Mentors & teachers who have led workshops at previous Artist Camps.

How will your project/event benefit the Town of Port Hedland Community?

As part of FORM's broader creative programming through the Port Hedland Courthouse Gallery the Visual Arts Development Program Artist Camp, provides the opportunity for local artists to increase their skills in various mediums of visual arts and offers the rare chance for regional artists to be mentored by some of WA's leading artists in their fields. The program enhances & develops the professional and creative development of local creatives in an inclusive and supportive environment, these artists then continue their engagement with community arts by holding stalls at local markets and selling their work through exhibitions such as the Hedland Art Awards. These participants also engage with local programs run by The Town of Port Hedland, HARTZ. The outcomes of FORM's Artist Camps and the broader Visual Arts Development Program contribute to a more vibrant, livable Port Hedland.



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Support from the Town of Port Hedland

What type of support do you require from the Town of Port Hedland for your project / event?
 Please tick

i) Cash up to the value of \$2000
 Please provide details of how much are you applying for: \$2,000
 Please specify exactly what the funds would be spent on:

FORM is applying for \$2,000.00 which will be used to purchase artist materials provided for participants at the 2013 Artist Camp. Many of these materials cannot be accessed locally, which offers local participants the opportunity to develop their skills and techniques using high quality art and craft materials.

ii) Waiving of hire fees for Council owned or operated venues
 Venue: _____
 Dates: _____

iii) In-Kind Contributions
e.g provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc.
 Please list below assistance you are requiring for in-kind contributions:

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event (please give combined value of both cash and in-kind support):

Contributed by you / your organisation	Contributed by other funding sources	Requesting to be contributed by Town of Port Hedland	Total Cost of Event / Project
\$ 2,000	\$ 15,000	\$ 2,000	\$ 19,000

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Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: Lynda P Dorrington

BSB No.: 306 053 **Account No.:** 4158317

Part 6: Application Checklist

Prior to submitting an application, please use the following checklist to ensure that all of the necessary information has been included with your submission.

- * Proof of incorporation is attached
- * Public Liability Insurance - Certificate of Currency is attached
- * Australian Business Number details:
 - * Your group's ABN (Australian Business Number) is on the first page; or
 - * If your group does not have an ABN, a Statement by Supplier form has been completed and attached.
- * Supporting documents have been attached (e.g. letters of support)
- * Application has been signed by an appropriate office bearer
- * Licenses has been applied for and attached (if relevant)

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Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 7: Authorisation

I, Abbie Pedersen, certify that the attached application for funding was approved by the Management Committee of FORM this Not For Profit organisation on 23.10.12.

(Please attach a copy of the minutes of the meeting where this application was approved)

Signed: _____ Date: 23/10/2012

If you are unsure about any item or have further questions please contact the Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

Office Use Only - Officers Recommendation

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Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Not For Profit

Not for profit uses all monetary surplus solely for the purpose of its objectives and not to financially benefit its members in any way. Has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members. (Source: Lotteries West FAQ)

Name of Organisation: Treloar Child Care Centre

Contact Person: **First Name:** Fiona **Surname:** Janse van Rensburg

Street Address: 4 Treloar Ct, South Hedland **Postcode:** 6722

Postal Address: PO Box 2626, South Hedland **Postcode:** 6722

Telephone: 08 91401666 **Facsimile:** _____

Email: treloaroffice@westnet.com.au

Website: http://www.

Incorporated: Yes No **Year of Incorporation:** _____
If Yes, please attach a copy of your Certificate of Incorporation

ABN: 21313057807

Registered for GST: Yes No

Does your group have Public Liability Insurance: Yes No

If answered Yes please continue to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes No If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes No If yes, by who? _____



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details

What is the name of Project / Event / Activity / Celebration you are planning:

Purchase of art and craft supplies.

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

Treloar Child Care Centre is a community based centre that was established in 1985/1986 under the state + federal governments commitment to establish child care centres + community houses in areas of need. As a non profit organisation we rely on community grants to assist in the purchase of educational resources throughout the centre.

Who can be a part of your project / event?

Our desire to purchase art + craft resources will ensure that the children of our community have the necessary mediums to further their learning + development.

Where will your project / event be held?

NA

Proposed Start Date & Start Time for Event:

NA

Proposed Finish Date & Finish Time for Event:

NA

Will catering / food, consumption of alcohol or sale of alcohol be provided?

Yes

checkbox

No

checkbox with X

If yes, please provide details:

Have relevant licenses been applied for?

Yes

checkbox

No

checkbox

If yes, please provide details below and attach license approvals. (Copies only, not originals)



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details cont...

What are your plans of advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

- article in local newspaper
- article in centre monthly newsletter

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)

Previously we have received community grants from various organisations

How will your project/event benefit the Town of Port Hedland Community?

It will ensure that the quality of care on offer for our local children is inline with meeting national standard.



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Support from the Town of Port Hedland

What type of support do you require from the Town of Port Hedland for your project / event?
 Please tick

i) Cash up to the value of \$2000

Please provide details of how much are you applying for:

\$2000

Please specify exactly what the funds would be spent on:

to be spent on
purchasing one quarter of the estimated art and craft
requirements for the service for the 2012/2013
financial year

ii) Waiving of hire fees for Council owned or operated venues

Venue: _____

Dates: _____

iii) In-Kind Contributions

e.g provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc.

Please list below assistance you are requiring for in-kind contributions:

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event (please give combined value of both cash and in-kind support):

Contributed by you / your organisation	Contributed by other funding sources	Requesting to be contributed by Town of Port Hedland	Total Cost of Event / Project
\$ 8000	\$	\$ 2000	\$ 10,000



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@portheadland.wa.gov.au

Part 5: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: Treloar Child Care Centre Inc.
BSB No.: 803-228 Account No.: 71795

Part 6: Application Checklist

Prior to submitting an application, please use the following checklist to ensure that all of the necessary information has been included with your submission.

- * Proof of incorporation is attached
- * Public Liability Insurance - Certificate of Currency is attached
- * Australian Business Number details:
 - * Your group's ABN (Australian Business Number) is on the first page; or
 - * If your group does not have an ABN, a Statement by Supplier form has been completed and attached.
- * Supporting documents have been attached (e.g. letters of support)
- * Application has been signed by an appropriate office bearer
- * Licenses has been applied for and attached (if relevant)



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 7: Authorisation

I, [blank], certify that the attached application for funding was approved
by the Management Committee of [blank] this
organisation on [blank].

(Please attach a copy of the minutes of the meeting where this application was approved)

Signed: [Handwritten Signature] Date: 26.10.2012

If you are unsure about any item or have further questions please contact the
Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

Office Use Only - Officers Recommendation

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Treloar Child Care Centre Inc

Centre Philosophy



Treloar Child Care Centre is a community based Centre welcoming to both children and families. Our relationships with families are secure, respectful and reciprocal. All families are encouraged to share their culture, language and home experiences.

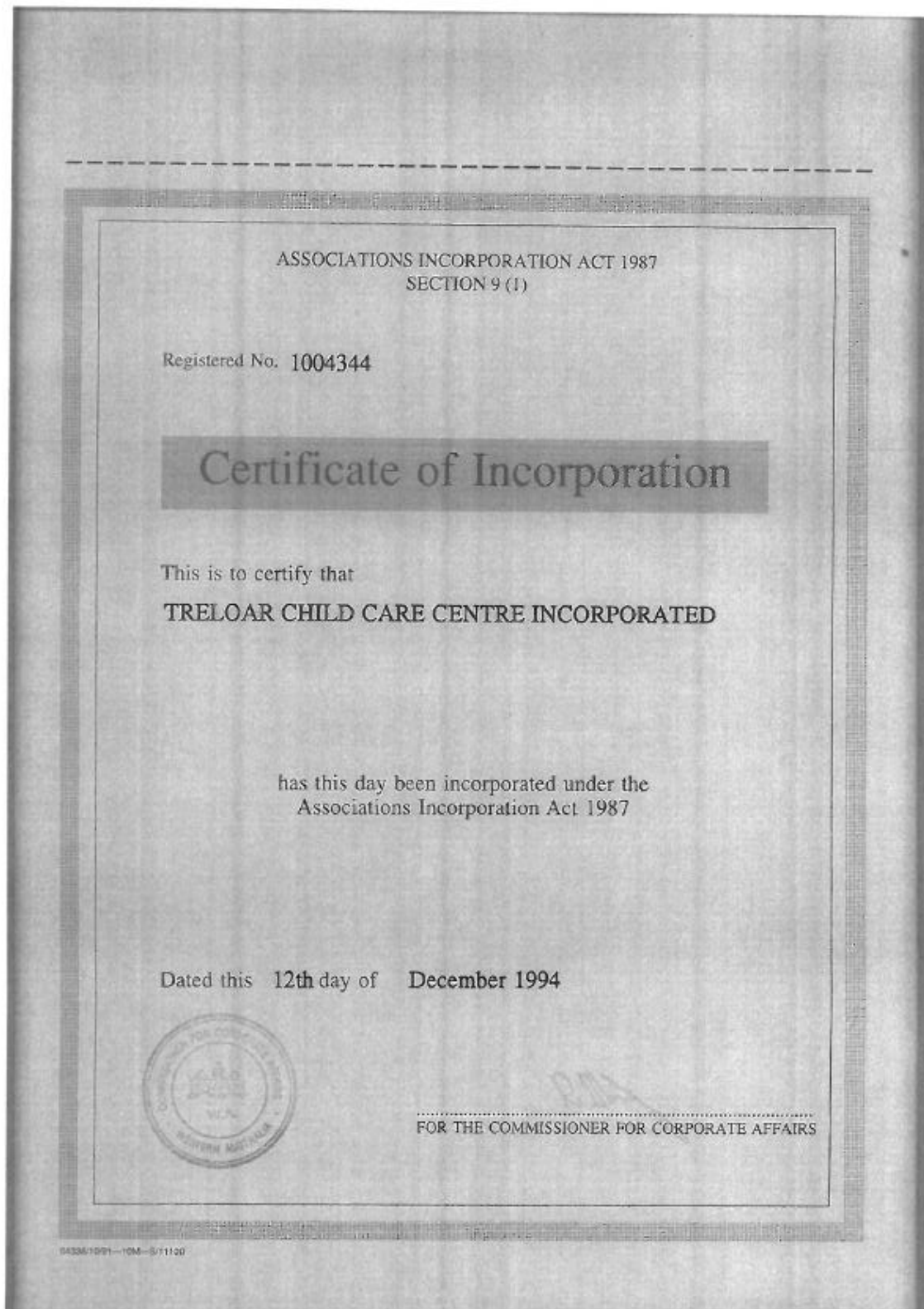
Our Educators are professional and passionate and actively use the Early Years Learning Framework throughout the Service.

Our curriculums are educational and develop strong foundations for ongoing learning whilst meeting the needs and interests of all children enrolled. We believe that our reflective practices ensure that continuous improvement is ongoing.

The health and safety of our children, families, educators and members of the community is extremely important to the operation of our service. By having the required policies and procedures in place we are able to manage and maintain an environment that ensures the children are adequately supervised, yet it gives them the freedom to explore learning opportunities at their own pace.

Our centres physical environment allows the children to move freely from indoors to outdoors. By creating engaging, open ended play environments we believe that we are able to mirror our families home environments and encourage the children to participate in child initiated learning.

Our Educators interactions with the children are warm and empowering. Every child enrolled is treated with respect and valued for who they are and their beliefs.



*Treloar Child
Care Centre Inc*

AGM

*Tuesday
16th October 2012
7.00pm*

Director's Report

Dear Members

Welcome to our 2012 AGM and thank you for becoming part of the Treloar Committee. It has been a very challenging year as Director this year, with numerous long term, and valued staff leaving to pursue other avenues. We have branched out both nationally, and internationally in the hope of recruiting quality staff.

In terms of upgrading the centre, we have been lucky enough to have our 2 main kitchens fully renovated, and our babies room kitchenette done up. Thank you to the Department for Communities for funding this upgrade.

With the departure of Leonie, I am looking forward to learning her role, and I'm also looking forward to working alongside our new Assistant Director, Fiona. She has a vast understanding of the Early Years Learning Framework, and her extensive knowledge of managing a childcare centre will be a huge asset to Treloar.

Our achievements for 2012 where:

- Obtaining a house for employees to share through Department of Housing
- Kitchen upgrades
- Increased parent involvement

Our goals for 2013 are:

- Recruit Permanent reliable staff
- Bring the centre curriculum and programming in line with the new Early Childhood Curriculum Framework, The Early Years Learning Framework (EYLF)
- Create and amend policies so they are in line with the new regulations, and Early Years Learning Framework
- Redevelop our outdoor playground to have a more natural feel

Regards,
Rebecca

**Treloar Child Care Centre
Finance Administrator Report
2011 - 2012**

Summary

Information taken from the audited accounts for Treloar Child Care Centre. Audit done by Letizia Palmer-Accountant.

1. LDC
 - Overall \$63,910 loss
 - Wages up considerably

2. OSHC / VAC
 - Overall profit of \$49,931
 - wages down \$41,831

Overall loss \$13,979.

Art and Craft supplies up considerably. More grants will be sourced to bring this cost down.

TRELOAR DAY CARE CENTRE

16th October 2012

Welcome to the Treloar AGM and thank you for coming. Firstly I would like to thank all committee members and staff for their input and help over the last 12 months it has been most appreciated.

Grant Update

Last financial year we applied for a large grant from BHP which was all finalised this year - we will now commence applying for additional grants to re-do the outside area for the children (previous grants - furniture, repairs to fences , BHP replace sand, carpet, shade sails, purchase laptops for qualified staff to prepare reports and commercial dishwasher / steriliser), new cots for the Koala's room

As an organisation Treloar will need to continue to apply for grants to enable us to upgrade the centre / toys etc

Early Learning Framework

This year has seen the commencement of the new earlier learning framework which is being introduced to centres across Australia. This frame work encourages more parent involvement and greater community involvement giving children a broader basis for their education.

'The Early Years Learning Framework describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school. The Framework has a strong emphasis on play-based learning as play is the best vehicle for young children's learning providing the most appropriate stimulus for brain development. The Framework also recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development.'

Along with introducing the new learning framework all policies will need to be updated to comply with the new regulations and national framework.

As the implementation of the framework is rolled out we may need to increase staff in certain areas but we are currently have the required number of staff.

Staff Update

Treloar like most small / non-profit business will continue to face the difficult task of keeping and attracting staff. This year we have been able to secure a house for our qualified staff and have been offered another. We recently reviewed our budget and made

amendments to the qualified carer's packages still working within our budget and guidelines.

Again I would like to thank the committee for their help and support this year. Without a committee (volunteers) Treloar Day Care Centre can't stay open so thank you again for all your help.

Thank you again to Rebecca and her staff for all their efforts over the past 12 months

Treloar Child Care Centre

Treasurer's Report

2011-2012

Summary

Information taken from the audited accounts for Treloar Child Care Centre present:

1. How the corporation is performing
 - The corporation has run at a loss of \$13,979.00 after allowing for depreciation, adjustment for leave provisions and insurance for the 2013 year was paid in June.
 - Investigation into a new insurance agency is being addressed.
2. The strengths for Treloar Child Care Centre are;
 - High demand for child care in both Port and South Hedland
3. Achievement of budget or Goals;
 - We have increased our fees for the 2012 / 2013 financial year and are providing subsidised fees for qualified staff and are budgeting a profit of \$22,276.13.
 -

Further detailed information is contained within the Audit Report.

Regards

Sarah Nowers
Treasurer
15/10/2012

Treloar Child Care Centre Inc

Annual General Meeting

Agenda

1. Open & welcome
2. Present
3. Apologies
4. Minutes from last AGM
5. Chairperson's report
6. Director's report
7. Treasurer's report
8. Memberships
9. Election of office bearers & members
10. Election of Auditor
11. Motion of amendments to the constitution
12. Close of meeting



26 October 2012

Fax Number: 08 9172 2271

Treloar Child Care Centre
PO Box 2626
SOUTH HEDLAND WA 6722

Guild Insurance Limited
ABN 55 004 538 863
AFS Licence No: 233791
Level 1, 9 Bowman Street, South Perth, WA 6151
PO Box 493, South Perth, WA 6951
Telephone +61 8 9368 8600
Facsimile +61 8 9368 8649
Email gilbcs@guildinsurance.com.au
www.guildinsurance.com.au

CERTIFICATE OF CURRENCY

This Certificate confirms that the Policy specified below is current for the stated period, subject to the Policy terms, conditions and exclusions.

Type of Business: Childcare Insurance
Policy Number: 60/60CIP0171603
Period of Insurance: 17/04/2012 to 17/04/2013 at 4:00pm
Situation of Risk: 4 Treloar Close
SOUTH HEDLAND WA 6722
Insured(s) Treloar Child Care Centre Inc.

Interest Insured

Accident Weekly Benefit	\$5,200
Loss of Income	\$1,365,000
Claims preparation expenses	\$57,881
Public Liability	\$20,000,000
Professional Indemnity	\$20,000,000
Products Liability	\$20,000,000

attachment 6 to item 10.1.4



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Please identify who is applying for this funding / donation:

Individual Person [] or;
Community Organisation [x]

Community Organisation is defined as a group of community members not classified with the ATO as a "Not for profit" organisation. "Not for profit" organisations are to fill out FORM B.

Name of Organisation (if applicable): Port Hedland Baseball Association

Contact Person: First Name: Tricia Surname: Hebbard
- Secretary

Street Address: Postcode:

Postal Address: PO Box 2369, South Hedland Postcode: 6722

Telephone: Facsimilie:

Email: baseball4@bigpond.com

Website: http://www.

Does your group have Public Liability Insurance? Yes [x] No []

If answered Yes please refer to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes [x] No [] If yes, by who? Baseball WA

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes [] No [] If yes, by who?



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: Port Hedland Baseball Association
BSB No.: 06 6543 Account No.: 10002346

Part 3: Application Details

Please provide details as required about why you are applying for funding / donation:

What is the name of Project / Event / Activity / Celebration you are planning:

Baseball games for 2012-2013 season

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

Need assistance with lighting costs for 3 night games a week - costs \$548.00 a week in light tokens x 18 weeks = \$9864.00 a season in costs.

Who can be a part of your project / event?

Any community member wanting to play, umpire or watch baseball games in South Hedland

Where will your project / event be held?

Marie Marland Reserve

Proposed Start Date & Start Time for Event:

Each Tues/Wed/Sat nights

Proposed Finish Date & Finish Time for Event:

from October till March 2013 (attached fixtures)

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Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

Will catering / food, consumption of alcohol or sale of alcohol be provided? If yes, please provide details below.

Yes [checked] No []

Have relevant licenses been applied for? If yes, please provide details below and attach license approvals. (Copies only please do not send originals)

Yes [checked] No []

each baseball club gains licences for their club duty days - Association doesnt hold copies of these

What are your plans for advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

-Weekly reports of games on radio
-Advertise ToPH's support on all emails, correspondence when required

How will your project/event benefit the Town of Port Hedland Community?

Providing baseball games during summer months when limited sports are played, Any person can play, umpire or watch games -safe environment for families,

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)

still seeking support

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Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

What type of support do you require from the Town of Port Hedland for your project / event?
 Please tick

i) Cash up to the value of \$2000

Please provide details of how much are you applying for:

\$2000.00

Please specify exactly what the funds would be spent on:

lighting costs to purchase light tokens - 18 weeks of 3 weekly night games = \$9864 a season

ii) Waiving of hire fees for Council owned or operated venues

Please provide details of Council venue and dates required:

Venue:

Marie Marland Reserve

Dates:

attached fixtures Oct - March season.

iii) In-Kind Contributions

For example provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc. Please list below assistance you are requiring for inkind contributions:

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event:

Total cost of your project / event	Contributed by you or your organisation (both cash & In-kind support)	Contributed by Other Funding Sources (both cash & In-kind support)	Requesting to be contributed by Town of Port Hedland (both cash & In-kind support)
<u>\$9864.00</u>	<u>\$5864.00</u>	<u>\$2000.00</u> <i>by 4 clubs</i>	<u>\$2000.00</u>

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Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Authorisation

I, Tricia Hebbard, certify that the I have information provided on this application for funding is correct to the best of my knowledge

Signed:

Tricia Hebbard

Date:

6/11/12

If you are unsure about any item or have further questions please contact the Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

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Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B



Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Not For Profit

Not for profit uses all monetary surplus solely for the purpose of its objectives and not to financially benefit its members in any way. Has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members. (Source: Lotteries West FAQ)

Name of Organisation: Hedland Community Living Assn
Contact Person: First Name: Joan Surname: Foley
Street Address: 3 Maseley St Port Hedland Postcode: 6721
Postal Address: Box 2658 Stn Hedland Postcode:
Telephone: 0437156917 Facsimilie:
Email: jsfoley@westnet.com.au
Website: http://www.

Incorporated: Yes [checked] No [] Year of Incorporation: 2000
If Yes, please attach a copy of your Certificate of Incorporation

ABN: 73248712381

Registered for GST: Exempt Yes [] No []

Does your group have Public Liability Insurance: Yes [checked] No []
If answered Yes please continue to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?
Yes [] No [] If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?
Yes [] No [] If yes, by who? _____

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Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Support from the Town of Port Hedland

What type of support do you require from the Town of Port Hedland for your project / event?
 Please tick

i) Cash up to the value of \$2000

Please provide details of how much are you applying for:

\$2143.46

Please specify exactly what the funds would be spent on:

*We are applying
 On the advise of Gordon M. Mile who promised that a
 shire grant would cover our public liability
 after we were unable to be given umbrella cover by any*

ii) Waiving of hire fees for Council owned or operated venues

organisation

Venue: _____

Dates: _____

iii) In-Kind Contributions

e.g provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc.

Please list below assistance you are requiring for in-kind contributions:

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event (please give combined value of both cash and in-kind support):

Contributed by you / your organisation	Contributed by other funding sources	Requesting to be contributed by Town of Port Hedland	Total Cost of Event / Project
\$	\$	\$ 2143.46	\$ 2143.46

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Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details

What is the name of Project / Event / Activity / Celebration you are planning:

The ability to hold ongoing inclusion festivals etc

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

N/A

Who can be a part of your project / event?

N/A

Where will your project / event be held?

N/A

Proposed Start Date & Start Time for Event:

N/A

Proposed Finish Date & Finish Time for Event:

Will catering / food, consumption of alcohol or sale of alcohol be provided? Yes [] No []

If yes, please provide details: N/A

Have relevant licenses been applied for? Yes [] No []

If yes, please provide details below and attach license approvals. (Copies only, not originals) N/A

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Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details cont...

What are your plans of advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

N/A

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)

N/A

How will your project/event benefit the Town of Port Hedland Community?

A
TOPH will know we are covered by insurance for further events



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 7: Authorisation

I, Joan Kaley, certify that the attached application for funding was approved by the Management Committee of HELA this Not for Profit organisation organisation on 26 Oct.

(Please attach a copy of the minutes of the meeting where this application was approved)

Signed:

[Handwritten signature]

Date: 4/11/2012

If you are unsure about any item or have further questions please contact the Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

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Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: Hedland Community Living Assn. Commonwealth P.H.
BSB No.: 066528 Account No.: 10091307

Part 6: Application Checklist

Prior to submitting an application, please use the following checklist to ensure that all of the necessary information has been included with your submission.

- * Proof of incorporation is attached [checked]
* Public Liability Insurance - Certificate of Currency is attached
* Australian Business Number details:
- Your group's ABN (Australian Business Number) is on the first page; or
- If your group does not have an ABN, a Statement by Supplier form has been completed and attached.
* Supporting documents have been attached (e.g. letters of support)
* Application has been signed by an appropriate office bearer
* Licenses has been applied for and attached (if relevant)

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HCLA Minutes

28th October 2012 General Meeting

Meeting Commenced: 15:24

Present: Leah W, Geoff W, Joanie, Feleena, Justin, Tracy and Walter, Anika, Jasper

Apologies: Chona P, Jessie P, Brooke, Yvonne Chesser, Kayleen

Correspondence In: Emails; re airfares for Inclusion artists, from Bevan Della re Great Bike Hike, results of award votes.

Correspondence Out: email of draft constitution to Bevan Della for review, invoice to Bevan for funds for inclusion fest from Great Bike Hike, Letter to Mark Riorden Manager of Building TOPH re changes needed to toilet at Banger House

Previous Minutes: Only agenda available from August meeting

Business Arising: Nil

Treasurers Report: Books with the accountant and expected to be returned mid November and to be Tabled in financial statements at AGM. Still outstanding Accounts need to be paid for inclusion festival, Bands accommodation and awards but grant from TOPH yet to be paid in and funds from GBH will assist

Chairperson Report: As Tabled

New Business:

- Joan was invited to do a walkthrough of the Cemetery beach park extension. Suggestions given to make parking in shade & access to children's play area for w/chairs. The reason for not making the W/CHAIR swing fit the DAIP repeated requests. It appears the isolation, Key and no seat are all part of the Australia standards for that item. The TOPH were advised we would rather see it removed and replaced with a "birds nest" type swing
- New draft Constitution tabled for discussion. Taken away by members for review. Pamphlet will also need review to coincide with new constitution. (action: Feleena to email out to all members for input.)
- Awareness week 1st week in December. We will hold our AGM and end of year get together on Sunday 2nd at Port Hedland Pool. At 11 am. Justin to Perth that week for DSC celebrations. Joanie for Count Me In Awards lunch and Feleena also in Perth that week.
- I pads discussion re fund awaiting purchase. All those interested to submit expressions of interest and to outline how you will use it. This will give us evidence if there is enough interest in the under 18 age group that we can put it to Variety as well. We have \$4910 and that should get us around 9 of the 16Gig

- **Fees** This item was discussed and in line with making this decision prior to the AGM these amounts were put forward; Full Members Family \$25 single \$20 Association members Family \$15 Single \$10 Proposed Joanie; 2nd Leah passed all.
- Bill for Public Liability not covered by existing inclusion funding. HCLA to apply to TOPH as directed by Gordon Mac Mile for grant funds to cover same. Proposed Feleena Seconded Justin passed all
- Discussion around table on Funds and what funding covered what care and the need to be fully informed as to how your funds are being used. Justin asked how care providers are audited.

Round Table:

Leah - not available for AGM as further medical treatment needed
Feleena - Will send Constitution off to membership list
Geoff- is working for AGM
Joanie- to Continue to seek an answer from the parliamentary secretary for Helen Morton re getting Hope House handed over on Paper before parliament breaks for Christmas. Have been nominated by Pilbara Development Commission for Individual Count Me In awards announced in Perth 5th Dec
Jasper- has offered his Brothers' services to put together easy meals for young learners.
Justin- was very impressed by the achievements of a young man he learnt about in Perth that has had major success with his art and wants us to get our crowd to have a revamped art classes and see if we have some talent in our crew.
Tracy, Walter, Anika nothing to add

Meeting Closed: 1715

Next Meeting: at AGM 11 at the Gratwick pool on Sunday 2nd December.



**Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations**

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Please identify who is applying for this funding / donation:

Individual Person or;

Community Organisation

Community Organisation is defined as a group of community members not classified with the ATO as a "Not for profit" organisation. "Not for profit" organisations are to fill out FORM B.

Name of Organisation (if applicable): C3 Church Port Hedland

Contact Person: First Name: Sally Surname: Zielke

Street Address: 1A Pedlar Street South Hedland Postcode: 6722

Postal Address: As above Postcode: _____

Telephone: 41890859 Facsimilie: _____

Email: s.e.zielke@westnet.com.au

Website: http://www.

Does your group have Public Liability Insurance? Yes No

If answered Yes please refer to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes No If yes, by who? Jardine Lloyd Thompson Pty Ltd

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes No If yes, by who? _____



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: C3 Church Port Hedland Inc
BSB No.: 086-905 **Account No.:** 69-914-8235

Part 3: Application Details

Please provide details as required about why you are applying for funding / donation:

What is the name of Project / Event / Activity / Celebration you are planning:

The Town Of Port Hedland Christmas Carols

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

The event will be similar to last years Christmas Carols, however since the crowds dramatically increase each year, we are proposing to change the venue from the civic centre gardens as they reached capacity in 2011.

The new proposed venue for 2012 is the Park next to the Port Hedland skate park. The location has been chosen as they is adequate space to cater over 2000 community members, there are amenities blocks, it is further away from residents and there is more parking available.

The program will run for about 2 hours and will include a number of Christmas songs and acts performed by local musicians and community groups.

There will be crowd entertainment including clowns, Santa and a live nativity scene

Who can be a part of your project / event?

The whole town and surrounding communities including: Indigenous and non indigenous families, young adults, singles, miners and visitors to the town

Where will your project / event be held? The Port Hedland Skate Park Oval
Proposed Start Date & Start Time for Event: 18th December 2012
Proposed Finish Date & Finish Time for Event: Annually

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Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

Will catering / food, consumption of alcohol or sale of alcohol be provided? If yes, please provide details below.

Yes No

Have relevant licenses been applied for? If yes, please provide details below and attach license approvals. (Copies only please do not send originals)

Yes No

Food vendors will fill out applications prior to the event

What are your plans for advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

The Christmas carols will be advertised on the local radio stations, in the Local newspapers, on the community notice boards and through different email distribution list, in all media related to the event the Council will be acknowledged for their sponsorship.

How will your project/event benefit the Town of Port Hedland Community?

The annual Town of Port Hedland Christmas Carols is an Inaugural Community Event for all families and friends to come together and share in the community spirit of picnicking together, as they sing along to Christmas carols and share the traditional Christmas story.

Benefits include: 1.
Giving local musicians.

This is a community event run by C3 Church with the help of other church in Hedland and community groups



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

What type of support do you require from the Town of Port Hedland for your project / event?
 Please tick

i) Cash up to the value of \$2000
 Please provide details of how much are you applying for: \$2000.00
 Please specify exactly what the funds would be spent on: Equipment hire, decorations,
sound, lighting, food and entertainment

ii) Waiving of hire fees for Council owned or operated venues
 Please provide details of Council venue and dates required: _____
 Venue: Park opposite the Port Hedland Skate park
 Dates: 16th December 2012

iii) In-Kind Contributions
For example provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc. Please list below assistance you are requiring for inkind contributions:
Extra Bins at the venue
Access to the public toilets - cleaning pre and post event of the toilets
The ToPH stage and any staff to set up the stage up (only if BHP sponsorship is not successful)

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event:

Total cost of your project / event	Contributed by you or your organisation (both cash & In-kind support)	Contributed by Other Funding Sources (both cash & In-kind support)	Requesting to be contributed by Town of Port Hedland (both cash & In-kind support)
28,900	1900 (+ inkind)	\$ 25,000.00 (+ inkind)	2000 (+ Inkind)

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Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Authorisation

I, David Hooper, certify that the I have information provided on this application for funding is correct to the best of my knowledge

Signed: _____ Date: 7/11/2012

If you are unsure about any item or have further questions please contact the Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

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Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Not For Profit

Not for profit uses all monetary surplus solely for the purpose of its objectives and not to financially benefit its members in any way. Has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members. (Source: Lotteries West FAQ)

Name of Organisation: Southern Cross Care

Contact Person: First Name: Jacinda Surname: Hillier

Street Address: 20 Lounge Court Postcode: 6722

Postal Address: PO Box 2272 Postcode: 6722

Telephone: 08 9140 2306 Facsimile: _____

Email: jhillierecrosswa.org.au

Website: http://www.

Incorporated: Yes No **Year of Incorporation:** _____
If Yes, please attach a copy of your Certificate of Incorporation

ABN: 55 046 572 944

Registered for GST: Yes No

Does your group have Public Liability Insurance: Yes No

If answered Yes please continue to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes No If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes No If yes, by who? _____



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details

What is the name of Project / Event / Activity / Celebration you are planning:

1. Respite camp for young disabled clients at Point Sampson
2. Purchase curtain for HACC daycentre

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

1. Young disabled clients have advised Southern Cross that they would like to have a respite camp, like they do in Perth. We would stay at Point Sampson Beach Chalets, with clients, go shopping to Karratha, swimming at the beach and fishing. Good team building for clients and staff and will give clients carers some respite for a weekend.

2. Purchase curtains and rails to be able placed in the HACC day centre, so that clients will be able to watch TV, and movies more effectively.

Who can be a part of your project / event?

1. Current clients that fall within our target out the young disabled
2. All Southern Cross Care clients

Where will your project / event be held?

Point Sampson / HACC House

Proposed Start Date & Start Time for Event:

2013 Over a weekend

Proposed Finish Date & Finish Time for Event:

Will catering / food, consumption of alcohol or sale of alcohol be provided?

Yes No

If yes, please provide details:

Food will be purchased by money funraised or donated for the trip to

Point Sampson

Have relevant licenses been applied for?

Yes No

If yes, please provide details below and attach license approvals. *(Copies only, not originals)*



Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Event / Project Details cont...

What are your plans of advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

1. Letters will go out to our clients that are currently part of our young disabled programe asking them if they would like to take part in the respite camp to Point Sampson . In our monthly newsletter it will be mentioned that this was possible due to the funding provided. A photo of the group will also be sent to the local paper with showing the clients enjoying the respire and support from TOPH.

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)

How will your project/event benefit the Town of Port Hedland Community?

1. Currently there no other service provider are providing a camp base service for these clients, it would benefit both the clients and the carer as it allows the clients to have time with thier friends from this group as well as allowing them some normality in their life. It will aslo provide the carers with some respite they they are currently not receiving.

2. HACC clients like to come and relax and watch a movie or TV, not all out clients have this simple luxuries in their homes and it would be beneficial to offer something so small.

H:\Community Development\Working Groups\Donations Working Group\Confirmed Policy and Forms\Community Funding & Donations Application Form - Not For Profit - Form B - details.docx



**Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations**

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Support from the Town of Port Hedland

What type of support do you require from the Town of Port Hedland for your project / event?
Please tick

i) Cash up to the value of \$2000

Please provide details of how much are you applying for: \$6000

Please specify exactly what the funds would be spent on: _____

1. Accommodation cost \$2500

1. Petrol Money and assistance with cost to provide activities they decide on \$1500

2. \$2000 for custom made blackout blinds

ii) Waiving of hire fees for Council owned or operated venues

Venue: _____

Dates: _____

iii) In-Kind Contributions

e.g provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc.

Please list below assistance you are requiring for in-kind contributions:

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event (please give combined value of both cash and in-kind support):

Contributed by you / your organisation	Contributed by other funding sources	Requesting to be contributed by Town of Port Hedland	Total Cost of Event / Project
\$	\$ 500	\$ 6000	\$ 6500

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Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations

FORM B

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: Southern Cross Care Hedland
 BSB No.: 086 492 Account No.: 450486183

Part 6: Application Checklist

Prior to submitting an application, please use the following checklist to ensure that all of the necessary information has been included with your submission.

- * Proof of Incorporation is attached
- * Public Liability Insurance - Certificate of Currency is attached
- * Australian Business Number details:
 - * Your group's ABN (Australian Business Number) is on the first page; or
 - * If your group does not have an ABN, a Statement by Supplier form has been completed and attached.
- * Supporting documents have been attached (e.g. letters of support) *N/A*.
- * Application has been signed by an appropriate office bearer
- * Licenses has been applied for and attached (if relevant) *N/A*



**Town of Port Hedland
Community Funding & Donations Application
For Not For Profit Organisations
FORM B**

Please submit completed form to council@porthedland.wa.gov.au

Part 7: Authorisation

I, _____, certify that the attached application for funding was approved
by the Management Committee of _____ this
organisation on _____.

(Please attach a copy of the minutes of the meeting where this application was approved)

Signed: _____ Date: _____

*If you are unsure about any item or have further questions please contact the
Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au*

Office Use Only - Officers Recommendation

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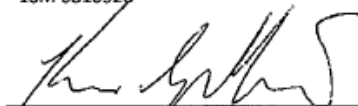
Certificate of Insurance

1 November 2012

This is to certify that the following policy reference is current, as at the date stated above.

This Certificate provides a summary of the policy cover and is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document.

Insurance Class	Public & Products Liability
Insured Name	Southern Cross Care WA Inc Including subsidiary or controlled companies now or previously existing or hereafter formed or acquired. Including Mortgagees, Lessors and other interested parties for their respective rights and interests.
Policy Period	31 st October 2012 to 31 st October 2013
Situation	Anywhere in Australia
Interest	Legal Liability to Third Parties for injury and/or damage to property caused by an occurrence in connection with the Insured's Business.
Limit of Liability	Public Liability \$20,000,000 any one claim Products Liability \$20,000,000 any one claim and in the aggregate Care, Custody & Control – Limit \$100,000
Deductible	\$500 each and every claim
Insurer	CGU Insurance
Policy Number	10M 0810528



Kim Gilbert

This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder.

Level 1, 168-170 Main St, Osborne Park WA 6017
PO Box 121, Osborne Park WA 6917
T: (08) 9349 0022 F: (08) 9349 0055
ABN: 89 121 066 340 ACN: 121 066 340



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Please identify who is applying for this funding / donation:

Individual Person or;

Community Organisation

Community Organisation is defined as a group of community members not classified with the ATO as a "Not for profit" organisation. "Not for profit" organisations are to fill out FORM B.

Name of Organisation (if applicable): Southern Cross Care

Contact Person: First Name: Jacinda Surname: Hillier

Street Address: 20 Louge Court South Hedland Postcode: 6722

Postal Address: PO Box 2272 South Hedland Postcode: 6722

Telephone: (08) 9140 2306 Facsimile: _____

Email: jhillier@scrosswa.org.au

Website: http://www.

Does your group have Public Liability Insurance? Yes No

If answered Yes please refer to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes No If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes No If yes, by who? _____

H:\Community Development\Working Groups\Donations Working Group\Working Documents\Community Funding & Donations Application Form - Individuals & Community Organisations - Form A - details.mxd



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: Southern Cross Care Hedland.
BSB No.: 086-492 Account No.: 450486183

Part 3: Application Details

Please provide details as required about why you are applying for funding / donation:

What is the name of Project / Event / Activity / Celebration you are planning:

- 1. Generator
- 2. Outdoors setting / Pizza Oven

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

- 1. Currently SCC provide meals on wheels, in the even of a power outage we have no way or running our fridges or freezers that we store our food in for meals on wheels. SCC provide MOW to a number of elderly and disabled clients and we are quite often providing the only meal they are receiving. Without a generate we will loose out food store and the ability to order in bulk and offer a cheap meals to clients.
- 2. Clients would like to spend more time outdoors enjoying the weather we would like to purchase some comfortable outdoor furniture to be able o offer high tea and have a BBQ with client and cook fresh pizza for all our clients

Who can be a part of your project / event?

Any elderly or disabled client requiring services from Southern Cross Care

Where will your project / event be held? 2013 ongoing

Proposed Start Date & Start Time for Event: _____

Proposed Finish Date & Finish Time for Event: _____

H:\Community Development\Working Groups\Donations Working Group\Working Documents\Community Funding & Donations Application Form - Individuals & Community Organisations - Form A - details.xlsx



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

Will catering / food, consumption of alcohol or sale of alcohol be provided? If yes, please provide details below.

Yes No

Have relevant licenses been applied for? If yes, please provide details below and attach license approvals. (Copies only please do not send originals)

Yes No

What are your plans for advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

It would be advertised in our monthly news letter about having a pizza day and using the new services provided outside, as well as asking hte local paper to come out and see the clients and new equipment

How will your project/event benefit the Town of Port Hedland Community?

1. Without meals on meals our clients would not be receiving a hot meals or any meals

2. Allowing HACC day centre to hold more community function and open days and using the outside area more activities

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

What type of support do you require from the Town of Port Hedland for your project / event?
 Please tick

i) Cash up to the value of \$2000
 Please provide details of how much are you applying for: \$6000

Please specify exactly what the funds would be spent on:
 1. Generator \$2500 - \$3000

 2. Outside equipment \$2500

ii) Waiving of hire fees for Council owned or operated venues
 Please provide details of Council venue and dates required: _____

Venue: _____
 Dates: _____

iii) In-Kind Contributions
For example provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc. Please list below assistance you are requiring for inkind contributions:

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event:

Total cost of your project / event	Contributed by you or your organisation (both cash & In-kind support)	Contributed by Other Funding Sources (both cash & In-kind support)	Requesting to be contributed by Town of Port Hedland (both cash & In-kind support)
	\$	\$	\$ 6000

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Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Authorisation

I, Jacinda Hillier, certify that the I have information provided on this application for funding is correct to the best of my knowledge

Signed:

[Handwritten signature]

Date: 7/11/12

If you are unsure about any item or have further questions please contact the Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

Office Use Only - Officers Recommendation

[Ruled lines for Office Use Only - Officers Recommendation]



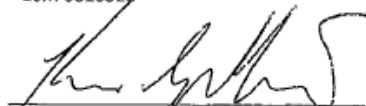
Certificate of Insurance

1 November 2012

This is to certify that the following policy reference is current, as at the date stated above.

This Certificate provides a summary of the policy cover and is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document.

Insurance Class	Public & Products Liability
Insured Name	Southern Cross Care WA Inc Including subsidiary or controlled companies now or previously existing or hereafter formed or acquired. Including Mortgagees, Lessors and other interested parties for their respective rights and interests.
Policy Period	31 st October 2012 to 31 st October 2013
Situation	Anywhere in Australia
Interest	Legal Liability to Third Parties for injury and/or damage to property caused by an occurrence in connection with the Insured's Business.
Limit of Liability	Public Liability \$20,000,000 any one claim Products Liability \$20,000,000 any one claim and in the aggregate Care, Custody & Control – Limit \$100,000
Deductible	\$500 each and every calim
Insurer	CGU Insurance
Policy Number	10M 0810528



 Kim Gilbert

This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder.

Level 1, 168-170 Main St, Osborne Park WA 6017
 PO Box 121, Osborne Park WA 6917
 T: (08) 9349 0022 F: (08) 9349 0055
 ABN: 89 121 066 340 ACN: 121 066 340



Town of Port Hedland Community Funding & Donations Application For Individuals & Community Organisations FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 1: Applicant Details

Please identify who is applying for this funding / donation:

Individual Person or;

Community Organisation

Community Organisation is defined as a group of community members not classified with the ATO as a "Not for profit" organisation. "Not for profit" organisations are to fill out FORM B.

Name of Organisation (if applicable): ACTIVE AFTER SCHOOL COMMUNITIES

Contact Person: First Name: NICK Surname: HUGHES

Street Address: LEVEL 1 / 3 BRAND ST SOUTH HEDLAND Postcode: 6722

Postal Address: PB BOX 2628 SOUTH HEDLAND Postcode: 6722

Telephone: (08) 9138 3169 Facsimile: (08) 9140 1321

Email: NICK.HUGHES@ausport.gov.au

Website: <http://www.>

Does your group have Public Liability Insurance? Yes No

If answered Yes please refer to Part 2. If answered No please answer questions below.

a) If your organisation does not have public liability insurance, are you covered under another association eg State Sporting Association?

Yes No If yes, by who? _____

b) If your organisation does not have public liability insurance and is not covered by another associations insurance, will you be obtaining cover for this event?

Yes No If yes, by who? _____



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 2: Bank Account Details

Please provide details of where monies are to be transferred if your application is successful:

Account Name: BALER PRIMARY SCHOOL (CBA)
BSB No.: 066543 **Account No.:** 10030777

Part 3: Application Details

Please provide details as required about why you are applying for funding / donation:

What is the name of Project / Event / Activity / Celebration you are planning:

AASC - AFTER SCHOOL SWIMMING PROGRAM TERM 1 2013

Please provide a brief outline of what your project / event / activity involves and what you would like to achieve? Please include details of entertainment.

To provide primary school students to undertake a 7 week program of swimming at South Hedland pool as an extension of ToPH Austswim "in-school" swim program with a view to increase capacity & longevity in junior swimming in South Hedland.

Who can be a part of your project / event?

Primary school children in South Hedland & potentially Port Hedland. Would look to engage community, swim clubs, YMCA & ToPH in the project.

Where will your project / event be held? South Hedland Pool.

Proposed Start Date & Start Time for Event: 19-2-2013 - 3pm to 4pm.

*** Proposed Finish Date & Finish Time for Event:** 2-4-2013 - 3pm to 4pm.

Every Tuesday for 7 weeks => 7 sessions (1hr/session)

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Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

Will catering / food, consumption of alcohol or sale of alcohol be provided? If yes, please provide details below.

Yes No

Have relevant licenses been applied for? If yes, please provide details below and attach license approvals. (Copies only please do not send originals)

Yes No

What are your plans for advertising your project/event to the community? Please outline below how Council's contribution will be recognised in advertising.

Program to be promoted through South Hedland Schools, promotional flyers & media release. Toph contribution to be acknowledged on all promotional material.

How will your project/event benefit the Town of Port Hedland Community?

Swimming is a very necessary "life skill" which doesn't get enough support. By working together with the Toph & the in-school Aus Swim program it will possible to address the swimming short fall & build capacity / longevity in the community

What support do you have from other groups? Please attach letters of support (Copies only please do not send originals)



Town of Port Hedland

Community Funding & Donations Application For Individuals & Community Organisations

FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 3: Application Details cont...

What type of support do you require from the Town of Port Hedland for your project / event?
Please tick

i) Cash up to the value of \$2000

Please provide details of how much are you applying for:



\$ 1000

Please specify exactly what the funds would be spent on:

Transport to pool

\$ entry to South Hedland pool for 7 x 1 hr / sessions
for 40 primary school students

ii) Waiving of hire fees for Council owned or operated venues



Please provide details of Council venue and dates required:

Venue:

South Hedland Pool.

Dates:

7 x Tuesdays 19-2-2013 to 2-4-2013

iii) In-Kind Contributions



For example provision of additional bins, tree lopping, gravel on parking areas, help from TOPH staff etc. Please list below assistance you are requiring for inkind contributions:

Part 4: Project / Event Budget

Please provide estimated details of Budget for your project/event:

Total cost of your project / event	Contributed by you or your organisation (both cash & In-kind support)	Contributed by Other Funding Sources (both cash & In-kind support)	Requesting to be contributed by Town of Port Hedland (both cash & In-kind support)
\$3000 -	\$ 2000 -	\$	\$ 1000 -



Town of Port Hedland
Community Funding & Donations Application
For Individuals & Community Organisations
FORM A

Please submit completed form to council@porthedland.wa.gov.au

Part 5: Authorisation

I, NICK HUGHES, certify that the I have information provided on this application for funding is correct to the best of my knowledge

Signed:

N. Hughes

Date: 14-11-2012

If you are unsure about any item or have further questions please contact the Customer Service Team on 9158 9300 or council@porthedland.wa.gov.au

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SOUTH HEDLAND PRIMARY SCHOOL

WEAVER PLACE, SOUTH HEDLAND, W.A. 6722
TEL (08) 9172 1977 FAX (08) 9172 2484
Email: shps@norcom.net.au

30th October, 2012

The Mayor
Kelly Howlett
Town of Port Hedland
PO Box 41, Port Hedland WA 6721



Document #: ICR32914
Date: 07.11.2012
Officer: CR KELLY HOWLETT
File: 02/03/0003

Dear Kelly,

Re: Application for donation of a Citizenship Book Award for 2012 South Hedland Primary School End of Year Concert.

GOAL

South Hedland Primary School would like to offer the Town of Port Hedland the opportunity to donate a Citizenship Award at the 2012 South Hedland Primary School End of Year and Graduation Concert. If you would like to donate a Citizenship Award, South Hedland Primary School will select and purchase a book to the value of the amount you would like to donate. This will ensure that the book that is given matches the age and interests of the student that will receive it.

HISTORY

South Hedland Primary School has been an integral part of the South Hedland community for the last 40 years. At the conclusion of each year we invite our school community to celebrate the end of a successful year with student performances and book awards presented. This event is one of the biggest on our school's calendar which is highlighted by our school community filling the Matt Dann to capacity last year.

RECOGNITION

To recognise companies for their generous donations towards our concert night we offer an invitation to attend our awards night and an opportunity for an employee to present the award on the company's behalf. If you would like to take up this opportunity please contact me as soon as possible so I can arrange suitable seating for you.

Thank you for your consideration. I look forward to hearing from you in the near future.

Yours Sincerely

Brian Abbey
Deputy Principal
South Hedland Primary School
Ph: 91721977 Fax: 91722484
Email: Brian.Abbey@education.wa.edu.au



10.2 Corporate Services**10.2.1 First Quarter Budget Review (File No.: -)**

Officer Jodie McMahon
Manager Financial Services

Date of Report 26 November 2012

Disclosure of Interest by Officer Nil

Summary

For the Committee to review the results of the first quarter budget review for the 2012/13 financial year and to recommendation to Council that the adjustments outlined in the attachments 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 first budget review has been conducted with the actual data being used as at the end of September 2012. The review is an extremely detailed review, highlighting known adjustments to the budget, including a critical review of significant projects for 2012/13 and the Town's capacity to complete them by 30 June 2013. In some instances, savings generated from this process have been reallocated to areas of additional expenditure needed to complete projects.

Budget Shortfall Discussion

During the first quarter budget review, a total shortfall resulted of \$603,747.

In order to ensure a balanced budget, examination of all accounts, the shortfall was eliminated. This was done by identifying savings in the external rentals for staff housing where the Town has not had to commence renting houses due to vacant positions. Costs associated with housing for the Director of Airport Redevelopment have also been reallocated to the Airport Business Unit.

The Community Facilities Reserve was also utilised in order to fund the upgrade works to be carried out at the South Hedland Library and the Faye Gladstone Netball Court Upgrade. These adjustments have ensured a balanced budget for the first quarter budget review.

Consultation

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

Statutory Implications

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

Strategic Planning Implications

6.4 Local Leadership

6.4.1 Strategic

Deliver High quality corporate governance, accountability and compliance.

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

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

- Responsible and transparent management of financial resources.

Budget Implications

The proposed budget amendments ensure that the Council's budget remains balanced for the 2012/13 financial year.

Officer's Comment

The 2012/13 financial statements are yet to be completed. The actual carry over figure identified during the first quarter budget review is \$7,337,286, which is in addition to the carry over already captured during the third quarter budget review in 2011/12. Total carry over therefore amounts to \$14,485,244.

Officers believe that this figure is quite high and may not be supported via an adequate surplus from 2011/12. If during the completion of the financial statements it is recognised that this figure is in excess of the surplus from 2011/12, then it will be clear that there have been overspends in other areas of the Town's operations. And significant will need to be sourced during the second quarter budget review to ensure a balanced budget for the remainder of this financial year.

It is anticipated that the financial statements will be completed in time for the second quarter budget review.

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

	Original Budget	Total Adjustments	Proposed New Amended Budget
Operating Expenditure	69,867,199	3,786,745	73,653,944
Operating Revenue	(92,246,657)	(39,688,058)	(131,934,715)
Non Operating Expenditure	111,525,068	77,266,131	188,791,199
Non Operating Revenue	(72,120,858)	(34,027,532)	(106,148,390)
Sub-Total	17,024,752	7,337,286	24,362,038
Add Back Non Cash items	(9,876,794)		(9,876,794)
Surplus BFWD from 2011/12	(7,147,958)		(7,147,958)
Additional Surplus from 2011/12	0	(7,337,286)	(7,337,286)
Cash (Surplus) / Deficit	0	0	0

MOVEMENT SUMMARY					
	Carryover from 2011/12	Adjustments	Council Decisions	Accounting Adjustments	Total
Operating Exp	1,793,346	1,910,399	83,000	0	3,786,744
Operating Revenue	(734,341)	(36,976,332)	(1,977,385)	0	(39,688,058)
Non Operating Exp	7,130,286	68,780,460	1,355,385	0	77,266,131
Non Operating Revenue	(852,005)	(33,175,527)	0	0	(34,027,532)
Total	7,337,286	539,000	(539,000)	0	7,337,286

A detailed listing of proposed budget amendments are attached.

It is proposed that the Committee endorse the recommended adjustments to the budget and request Council to endorsement of the same.

Attachments

1. Attachment 1 – Summary of Schedule 2. (under separate cover)
2. Attachment 2 – Detailed budget amendments in Schedule 2 order (under separate cover)
3. Attachment 3 – Summary Operating and Non Operating (under separate cover)

AFC201213/012 Officer's Recommendation/ Audit and Finance Committee Decision**Moved: Cr Jacob****Seconded: Mayor Howlett****That the Finance and Audit Committee:**

- i) **Notes that the initial shortfall has been recouped through various funding strategies;**
- ii) **Recommends to Council to amend the 2012/13 Budget as per the attached list, resulting in a balanced budget; and**
- iii) **Recommends to Council to carry forward funds totaling \$7,337,286 from the 2011/12 financial year.**

CARRIED 3/0

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

Nil

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 2:25 pm.

Declaration of Confirmation of Minutes

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

CONFIRMATION:

CHAIRPERSON

DATE