



## **TOWN OF PORT HEDLAND**

### **MINUTES AUDIT & FINANCE COMMITTEE MEETING**

**WEDNESDAY 19 NOVEMBER 2014 AT  
12:00PM**

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

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*Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Committee Meeting does so at their own risk. The Town of Port Hedland advises that any person or legal entity should only rely on formal confirmation or notification of Committee resolutions.*

**“A nationally significant, friendly city, where people  
want to live and are proud to call home”**

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



**AIM/PURPOSE:**

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

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

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

**QUORUM:**

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

**MEMBERSHIP:**

Elected Members:

Mayor Kelly Howlett

Councillor Gloria Jacob – Presiding Member

Councillor Julie Hunt

Councillor Lorraine Butson – Deputy Presiding Member

Community Member:

Mr Bill Hrambanis

Deputy Members:

Councillor George Daccache

Councillor Jan Gillingham

Councillor David Hooper

Councillor Troy Melville

**MEETING FREQUENCY:**

As and when required.

**DELEGATION:**

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

**TENURE:**

Ongoing

**RESPONSIBLE OFFICER:**

Director Corporate Services

*(ADOPTED BY COUNCIL AT ITS ORDINARY MEETING HELD 16 NOVEMBER 2011. AMENDED BY COUNCIL AT ITS ORDINARY MEETING HELD 23 OCTOBER 2013.)*

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**ITEM 1 OPENING OF MEETING**

The Director Corporate Services declared the meeting open at 12:03pm and acknowledged the traditional owners, the Kariyarra people.

**ITEM 2 RECORDING OF ATTENDANCE AND APOLOGIES****2.1 Attendance**

Elected Members:

Mayor Kelly Howlett

Councillor Gloria Jacob – Presiding Member

Community Member:

Mr Bill Hrambanis

Officers:

Clare Phelan

Director Corporate Services

Russell Dyer

Director Engineering Services

Eber Butron

Director Planning & Development

Peter Kocian

Manager Financial Services

Grace Waugh

Minute Taker/ Governance Officer

**2.2 Apologies**

Councillor Lorraine Butson – Deputy Presiding Member

**2.3 Approved Leave of Absence**

Councillor Julie Hunt (22 October to 25 November 2014)

**2.4 Election of Presiding Member**

Section 5.12 and Schedule 2.3 of the *Local Government Act 1995* (Act) requires that a committee elect a presiding member.

*5.12. Presiding members and deputies, election of*

(1) *The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —*

*(a) to “office” were references to “office of presiding member”; and*

*(b) to “council” were references to “committee”; and*

*(c) to “councillors” were references to “committee members”.*

(2) *The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —*

*(a) to “office” were references to “office of deputy presiding member”; and*

*and*

*(b) to “council” were references to “committee”; and*

*(c) to “councillors” were references to “committee members”; and*

(d) to “mayor or president” were references to “presiding member”.

The appointment is for a one year term, with the position being considered following every ordinary election of the Town of Port Hedland Council. Should there be more than one nomination, it will be necessary for a secret ballot to be held to elect a committee member to the position in accordance with the *Local Government Act 1995*.

Under Schedule 2.3, Part 4 of the *Local Government Act 1995*, the procedure for electing the Presiding Member is as follows:-

*4. How mayor or president is elected*

- (1) The council is to elect a councillor to fill the office.*
- (2) The election is to be conducted by the CEO in accordance with the procedure prescribed.*
- (3) Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.*
- (3a) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.*
- (4) If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.*
- (5) The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.*
- (6) Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.*
- (7) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.*

*5. Votes may be cast a second time*

- (1) If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.*
- (2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.*
- (3) When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election.*
- (4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.*

The Director Corporate Services conducted the Election and sought nominations from committee members.

The following nomination was received at 12:05pm:

- Councillor Gloria Jacob



As only one nomination was received the Director Corporate Services declared that Councillor Gloria Jacob be elected unopposed to the position of Presiding Member of the Audit & Finance Committee.

The Presiding Member assumed the chair at 12:06pm.

**ITEM 3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE****3.1 Questions from Public at Audit & Finance Committee Meeting held on Wednesday 17 September 2014**

Nil

**3.2 Questions from Committee Members at Audit & Finance Committee Meeting held on Wednesday 17 September 2014**

Nil

**ITEM 4 PUBLIC TIME**

*Important note:*

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

Presiding Member opened Public Question Time at 12:07pm.

**4.1 Public Question Time**

Nil

Presiding Member closed Public Question Time at 12:07pm.

Presiding Member opened Public Statement Time at 12:08pm.

**4.2 Public Statement Time**

Nil

Presiding Member closed Public Statement Time at 12:08pm.

**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 Jacob – Presiding Member	Mr Hrambanis
Mayor Howlett	

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

**7.1 Confirmation of Minutes of the Audit & Finance Committee Meeting held on Wednesday 17 September 2014**

**201415/011 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION**

**MOVED: MR HRAMBANIS**

**SECONDED: MAYOR HOWLETT**

**That Council confirm that the Minutes of the Audit & Finance Committee Meeting held on Wednesday 17 September 2014 are a true and correct record.**

**CARRIED 3/0**

**ITEM 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

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

**9.1 Mr Simon Franich, Senior Manager from Grant Thornton**

Mr Simon Franich from Grant Thornton spoke to the Committee about their management report included in item 10.3.1 'Report to the Audit Committee for the year ended 30 June 2014 and Annual Meeting with the Auditor'. Committee Members were given the opportunity to ask the auditor any questions on the audit report.

*Disclaimer*

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

**ITEM 10 REPORTS OF OFFICERS****10.1 Development Services****10.1.1 Port Hedland Visitor Centre: Financial Quarterly Review of the First Quarter being July to September 2014**

Brie Holland, Economic Development and Strategic Planning Coordinator  
File No. 05/09/0017

**DISCLOSURE OF INTEREST BY OFFICER**

Nil

**RECOMMENDATION**

That the Audit and Finance Committee:

1. Receive the financial report from FORM Contemporary Arts and Crafts for the management of Port Hedland Visitors Centre of the first quarter being July to September 2014;
2. Recommend to Council to approve to extend the current contract with FORM for an additional term of up to two years, subject to agreeable management fee negotiations carried out by the CEO or his delegated officer and provided the Town gives FORM written notice of its intention to put into effect the initial extension at least three months prior to the expiry of the initial contract term (as per current contractual terms) subject to successful negotiation of management of all activities associated with the cruise ship visits.

**201415/012 AUDIT & FINANCE COMMITTEE DECISION**

**MOVED: MAYOR HOWLETT**

**SECONDED: MR HRAMANIS**

That the Audit and Finance Committee:

1. Receive the financial report from FORM Contemporary Arts and Crafts for the management of Port Hedland Visitors Centre of the first quarter being July to September 2014;
2. Recommend to Council to approve to extend the current contract with FORM for an additional term of up to two years, subject to agreeable management fee negotiations carried out by the CEO or his delegated officer and provided the Town gives FORM written notice of its intention to put into effect the initial extension at least three months prior to the expiry of the initial contract term (as per current contractual terms) subject to successful negotiations of the following:
  - Management of all activities associated with the cruise ship visits
  - Establishment of Key Performance Indicators
  - Establishment of a Community reference group

- Development of Indigenous tourism products
  - Development of a Port Hedland promotion campaign
3. Request the Chief Executive Officer bring a report to Council on the new contract for the Port Hedland Visitor Centre.

**CARRIED 3/0**

## EXECUTIVE SUMMARY

The purpose of this report is for the Audit and Finance Committee (“Committee”) to review the financial and general operations of the Port Hedland Visitor Centre (“PHVC”), managed by FORM Contemporary Arts and Crafts (“FORM”) for the first quarter from July – September 2014. More specifically, this report puts forward the reporting requirements outlined in clauses; 6.3 (2) submission of an annually audited financial report and 23.2 quarterly reporting detailed in the Management Agreement between FORM and the Town of Port Hedland (“ToPH”).

The Committee is also requested to approve the request to enter into negotiations with FORM to extend their management contract and finalise terms three months prior for to the initial contract term being March 2015, for Council’s endorsement before February 2015.

## DETAILED REPORT

The PHVC is carrying a surplus of \$3,202 ending 30 September 2014. The full list of activities are reflected in the 201415 First Quarter Operational Report July - October (attachment one) and the Profit and Loss report July - September (attachment two), please see the summary as per contractual Quarterly Report *clause 23.2* below;

QUARTERLY SUMMARIES APRIL TO JUNE 2014	
	JULY TO SEPTEMBER 2014
1. Income and expenditure statements for the relevant period.	
Total Earned Income*	\$205,609
* includes management fee/ \$85,388	
Total Expenditure	\$202,407
Net Profit/ (Loss)	\$ 3,202
2. A statement of variations between the Operating Budgets and the year to date figures.	
	In surplus.
3. A statement of the capital expenditure items and maintenance items.	

Capital Expenditure	Nil
Repairs and Maintenance	1. September, front door wiring (replaced and fixed); 2. September, installation of locks to the display cabinet.
4. A statement of marketing expenses, programs and initiatives for the Centre for the relevant period.	
Marketing and Promotional Costs	\$2,675 Total
5. A report on incidents in the Centre for the relevant period for which claims are or may be made against the Town or the Contractor, and other relevant details concerning insurances.	
	Nil
6. Advice on prevailing market conditions and the settling of fees and charges for the relevant period.	
	Number of foot traffic through the PHVC has doubled the same time the previous year.
7. Customer feedback received for the Centre for the relevant period.	
	No complaints.
8. Any negligent damage caused to the Centre or the assets of the Centre must be reported, including any damage caused by the Contractor its agents, employees and subcontractors for the relevant period.	
	Nil
9. Reporting in relation to the KPI's established in <b>Annexure 2 (Key Performance Indicators and Operating Budget)</b> as part of the Contract	
Management Fee (Town to Contractor) (*no variation is acceptable) <b>2nd year: July 2013 – June 2014</b>	Achieved

\$341,550 per annum; \$85,387.50 per quarter*	
Centre membership Secure a minimum of 25 memberships / at a cost reasonable for market demand (initially estimated at \$100) per financial period.	48% of target met FORM has heavily advertised membership since the start of their management term.  Driving memberships with the local business community is now the focus. Strategies include engagement via face to face meetings, and hosting a Chamber of Commerce Business After Hours event on February 10 2015.
Town and BHP Billiton Partnership Funds \$102,000: Start Up costs 1st year: Oct 2012 - June 2013	Achieved
Expense recovery suggestion	Not applicable, the PHVC is in surplus.
Minimum Staffing x3	Achieved:  Visitor Centre Manager – Natasha Fry Visitor Centre Support Officer – Francesca Lines Visitor Centre Support Officer – Sue McMahan Administration support for accounting, purchasing and promotional activities from the FORM HQ in Perth.
Centre Operations Manual	Achieved
Opening hours Peak: May – September M – F: 9am – 4.30pm Sat: 9 – 2pm Sun: 9 – 2pm	Achieved  M – F: 9am – 5pm Sat : 9am – 2pm Sun : 9am – 2pm
Consultation group:  Contractor to consult with suggested parties at its discretion during the term of the tenure.	Achieved  A steering committee will formed in order to strategise how to further leverage off visitations to Port Hedland. Membership will extend to the Pilbara Development Commission, not originally listed in the suggested invitation for membership.
Reopening Ceremony 2013	Date to be confirmed.
Western Australian Visitor Centre Accreditation Program	Achieved: 15 August 2013 – the first visitor Centre in the Pilbara.  PHVC continues to maintain the Level One Tourism Accreditation and T-Qual accreditation.

Encourage the Centre to be part of the regional school's curriculum and education program.	To be programmed.
Banger's Bungalow Business Enterprise Centre	Achieved.
Tours Marketing two (2) tours per week	Achieved; 1. Local History and Town Tour – operating each Monday and Friday, coordinated by Julie Hunt. 2. BHP Billiton Iron Ore Tour – operating each Tuesday and Thursday.  As a comparison the BHP Industry tour uptake has increased by nearly 40% compared to the same quarter in 2013.
Cruise Ship Welcome Day Coordination  Has the discretion to alter the operations plans and budgets to include this additional service outside of the original RFP scope. This activity will be managed in a way that is at the discretion of FORM as to what is manageable.	Achieved.  Arrivals for 2014/ 2015 Sunday 2 November 2014 Saturday 28 February 2015 Wednesday 11 March 2015 Saturday 4 April 2015  The Visitor Centre in association with Tourism WA and the Port Hedland Port Authority will conduct a <i>Cruise Ready</i> workshop inviting all interested Hedland business members, before the next visit to introduce concepts of shore-based activities and tourism experiences that would satisfy the appetite of the cruise ship.
Port Hedland International Airport coordination.	Budget yet to permit.
Efficiency	
Patronage Maintain 50% interaction of walk in patrons to service staff	Achieved. July: 2,225, August: 2,644 and September: 1,719.
Call abandonment Maximum call abandon rate 10%	Achieved, the Visitor Centre receives an average of 23 per day, all attended to.
Call waiting Average call waits not to exceed 2 minutes	Achieved, the Visitor Centre receives an average of 23 phone based enquiries per day, 100% attended to.
Brochure Maintain brochure racking space including brochure stock, initiate reorder when numbers are under 10.	Achieved.
10. Reporting on items listed in <b>Annexure 3</b>	

Provide statistics on a quarterly basis to Town in relation to the number of contacts at the Centre through the following points:	
Walk in traffic	Achieved. July: 2,225, August: 2,644 and September: 1,719.
By Telephone	Achieved, the Visitor Centre receives an average of 23 phone based enquiries per day, 100% attended to.
By Mail	Mail-based enquiries are infrequent, receive 4 items per day; they are attended to within one business day.
By Email	15 email enquiries are received each day; responses are given within one business day.
On-line	The Port Hedland Visitor Centre website <a href="http://www.visitporthedland.com">www.visitporthedland.com</a> is consistently updated with local information, events, tours and attractions.
Industry contacts - Product briefings Brochure distribution	Achieved. Dedicated tourism brochures have been developed to profile the history of the town and the activities for the traveler with two and three days. An insider's guide has also been printed. All documents are provided to the visitor without cost. This type of documentation sets the Port Hedland Visitor Centre apart from other Pilbara based visitor centres. Discoverer's Journal: <a href="http://www.form.net.au/files/A_Discoverers_Journal.pdf">http://www.form.net.au/files/A_Discoverers_Journal.pdf</a> 2 Day Guide: <a href="http://www.form.net.au/files/2Day_guide.pdf">http://www.form.net.au/files/2Day_guide.pdf</a> 5 Day Guide: <a href="http://www.form.net.au/files/5day_guide.pdf">http://www.form.net.au/files/5day_guide.pdf</a> An Insider's Guide: <a href="http://www.form.net.au/sites/default/files/Insiders_Guide_.pdf">http://www.form.net.au/sites/default/files/Insiders_Guide_.pdf</a>
Customer complaints and resolutions	Nil
Staff Training	Achieved: continuous improvement daily
11. Any information on the Centre and this Contract reasonably required, and requested in writing, by the Town.	
	See attachment 1 for the full written overview of operations at the PHVC during July - September 2014.



### Extension to Management period for FORM

FORM they have successfully managed the PHVC to a high quality for nearly two and a half years. The PHVC refurbishment is well received by residents and visitors. Tourism WA have equally endorsed FORM's efforts and are very active in endorsing FORM's management model and refurbishment style across other Visitor Centres in the State.

The Management Agreement between ToPH and FORM expires June 2015. A clause in the contract to extend the term is as follows;

*'(1) The Town may in its sole discretion extend this Contract for an additional term of up to 2 years provided the Town gives the Contractor written notice of its intention to put into effect the Initial Extension at least three months prior to the expiry of the Initial Contract Term.'*

ToPH met with FORM's Executive Director Ms Lynda Dorrington on 31 July for the quarterly catch up. ToPH raised the question, if supported by the Committee and Council would Ms Dorrington wish to extend the management contract for a further two years, expiring in June 2017. Ms Dorrington has verbally confirmed FORM's interest in extending their management of the PHVC for a further two years. From a contractual management point of view, ToPH would be privileged to continue having FORM manage the PHVC.

The following assemblies were consulted in order to complete this agenda item;

#### Town of Port Hedland

- Economic Development and Strategic Planning unit

#### External

- FORM Contemporary Arts and Design Management team

### FINANCIAL IMPLICATIONS

Council's 2014/2015 budget contains an allowance of \$353,504 per annum for the contract management of the PHVC, payable quarterly.

### STATUTORY AND POLICY IMPLICATIONS

#### Strategic Planning Implications

##### 1.2 A vibrant community rich in diverse cultures

To note the numbers of foot traffic through the PHVC have doubled on numbers recorded the same time the previous year and the PHVC accounts are in surplus for the third quarter in a row.

Local Government Act 1995 (WA) Section 5.17(c)(i) – Limits on delegation of powers and duties to certain committees

This report requests approval from the Committee to enter into negotiations with FORM to extend the management contract at the Visitor Centre for another two years until June 2017. This request satisfies the Committees delegated powers in relation to the proper management of a local government's property.

**ATTACHMENTS**

1. First Quarter Operational Report 2014
2. Profit and Loss Statement Period Ending September 2014

28 October 2014

## ATTACHMENT 1 TO ITEM 10.1.1

## QUARTERLY OPERATIONS REPORT – PORT HEDLAND VISITOR CENTRE

July 2014

Income and Expenditure statements for the Port Hedland Visitor Centre for this reporting period (please see attached).

## Repairs and Maintenance

The following repairs and maintenance were carried out during the July to September period:

Date	Issue	Responsibility	Action
September	Wires loose and disconnected on front door.	Town of Port Hedland	Electrician replaced wires and fixed wire entanglement issue
September	Display cabinet	PHVC	Installation of locks to cabinet

## Incident Reporting/ Damage

No incidents were reported during the third quarter of 2014

## Quarterly Total Attendance Trend for Port Hedland Visitor Centre

The last quarter, July to September, saw a bumper tourist season for the Port Hedland Visitor Centre. Numbers averaged double that of the previous year and feedback from visitors was resoundingly positive. The demographic trends are as expected, this season bringing road-based travellers to the fore. The 'grey nomad' represents 80% of visitors to the Centre. Backpackers present as a constant number of visitors – on average around 40 per week, however during this season, this represents around 10% of visitors, with locals and family of locals representing the other 10% of visitors.

Breakdown	Month	Visitors – 2013			Visitors – 2014		
		First Quarter	Second Quarter	Third Quarter	First Quarter	Second Quarter	Third Quarter
Visitor Centre Attendance	July	1,027	3,761	4,894	2,225	4,894	7,555
Visitor Centre Attendance	August	4,257	2,225	6,588	2,644	6,588	13,070
Visitor Centre Attendance	September				1,719		
Combined Attendance	Third Quarter			4,894			6,588
<b>Attendance to date (Calendar year)</b>							
Year	First Quarter	Second Quarter	Third Quarter	Total (January – September 2014)			
2013	1,027	3,761	4,894	7,555			
2014	4,257	2,225	6,588	13,070			

### Operations Reporting

The following provides trends for standing operational activities and enquiries within the Visitor Centre over the quarter.

Tour	July – daily average	August – daily average	September – daily average	Combined total
Attendance	72	88	57	6588
Telephone enquiries	16	21	33	2100
Mail enquiries	4	3	4	330
Email enquiries	11	19	16	1380

### TOURS

This season has seen a shift in traveller motivation, evidenced in the rapid and constant uptake of tours, particularly the Discover... Industry – BHP Billiton Tour. This quarter we have seen tours becoming the prime motivator for travellers. This is a significant shift for Port Hedland for a number of reasons:

1. An increase in the uptake of tours
2. A greater perceived value to the tour (ie no comments about the tour being too expensive)
3. An understanding that Port Hedland is a viable destination for a tourism experience

### An increase in the uptake of tours

This is self-evident in the numbers of passengers this year. Working with new operator Go West to deliver the service has resulted in a much smoother, consistent and friendly tour experience. The tour is steadily growing in its popularity and word of mouth advertising is delivering great outcomes for the Centre 'on the road'.

### A greater perceived value to the tour

In the 2014 season we have seen a shift in visitor acceptance of the cost of tours and experiences locally. The quality of the tour, along with the elevation of its reputation is resulting in a better 'value for money' premise. The cost of the Port Hedland Industry tour compares well to other industry tours in the region.

- Tom Price: Adult - \$30; 13 (and under) - \$15; Not of school age – free
  - Newman: Adults - \$30; Kids (Under 14) - \$15
  - Karratha: Adults - \$49.95; Concession - \$39.95; Children (Under 16) – 19.95
  - Port Hedland: Adults - \$45; Children - \$30; Under 10 years: Free
- Seafarers Harbour Tour:
- Adults: \$45; Children: \$30

*An understanding that Port Hedland is a viable destination for a tourism experience*

*The increase of Port Hedland's visibility in the media, other visitor centres and online through the marketing and promotion efforts of the Visitor Centre, combined with the Town of Port Hedland's own campaign to elevate the town to be a destination of choice for travellers is seeing direct results. The number of people visiting the Centre has increased this year, with visitors noting that they are willing to extend their stay to accommodate a tour.*

*Based on these trends the Visitor Centre will likely expand the frequency of the Industry Tour in the next season to Tuesday, Thursday and Saturday, to ensure capacity for growth in this area at peak times, whilst not over servicing the populous to the detriment of other tour offerings in town, such as the Harbour Tour.*

**Discover... Industry: BHP Billiton Iron Ore Port Operations Tour**

Tour	Month	Standing Tours	Special Tours – groups and coachlines
Discover... Industry	July	407	14
Discover... Industry	August	299	64
Discover... Industry	September	127	17

**Discover... Port Hedland: Town and history tour**

Tour	Month	Standing Tours	Special Tours – groups and coachlines
Discover... Port Hedland	July	52	1
Discover... Port Hedland	August	36	1

**DEVELOPMENT OF LOCAL TOURISM**

*Discover... Port Hedland: BHP Billiton Iron Ore Port Operations Tour: Demand for this industry-specific tour continues to grow, following established trends from our previous operating year 2013.*

**Tour uptake comparison 2013 – 2014**

Tour	Month	2013	2014
Discover... Industry	July	327	421
Discover... Industry	August	235	363
Discover... Industry	September	117	144

The aim will be to extend the tour into the shoulder period for as long as demand sustains. Feedback from the tours continues to be resoundingly positive.

- 'Really unique and interesting"
- 'Didn't realise the tonnage per year was so high"
- 'Would recommend this to all that visit Port Hedland"
- 'A real pleasure from the staff at the centre to the guys on the coach, such an enjoyable tour – thank you"

#### Cruise Ship Visits - Arrivals 2014/2015

The Visitor Centre has been successful in once again securing the contract to provide the BHP Billiton Industry Tour to InterCruises for the cruise ship arrivals in 2014/2015 period.

Intercruises has also been successful in securing the grounds operations for The Astor, a new boutique cruise liner which will be home-berthed in Fremantle and make its first visit to Port Hedland in February.

The arrivals for this season are:

Date	Ship	Service
Sunday, 2 November 2014	Radiance of the Seas	BHP Billiton Tour
Wednesday, 25 February 2015	The Astor	BHP Billiton Tour
Saturday, 28 February 2015	Celebrity Solstice	BHP Billiton Tour
Wednesday, 11 March 2015	Radiance of the Seas	BHP Billiton Tour
Saturday, 4 April 2015	Voyager of the Seas	BHP Billiton Tour

The Port Hedland Visitor Centre continues to work with the Town of Port Hedland to deliver a range of logistical and event based activities for these visits including:

- Liaison with Intercruises for shore-based activities, logistics and tours
- BHP Billiton Iron Ore Port Operations Tour
- Activation activities in West End – markets; shuttle bus logistics; Courthouse Gallery guided walkthrough; history tour; liaison with local businesses
- Road closures
- Local business liaison
- Marketing brochures and on-board information

**Customer Servicing**

During the peak tourist season the Visitor Centre’s drivers were the tours and servicing the large number of customers moving through the doors at the Centre. As this demand wanes the challenge moving into the summer months is ensuring the centre remains viable without the dominant visitor demographic utilising the facilities.

The challenge throughout the year is to establish the Visitor Centre also in the heart and minds of the local populous to ensure the retail side of the operations are able to, in some way, sustain the operations during these quieter months. These months tend to see the local population bringing family to visit, school holidays offer opportunity for family to share their town with visiting family and get an insight into being a tourist in their own town.

To support this emerging market the appropriate product mix is required in order to continue to appeal to the travelling market, whilst also offering the local market an additional retail option in the lead up to Christmas.

**Product mix**

The product mix at the Visitor Centre is generated in response to the key markets; it can be separated into categories and analysed to assess the relative strengths and weaknesses of each product mix. This analysis is undertaken on a regular basis and used to refine and hone the core products at the centre.

In our previous year of operation the sustaining capital in the off-peak season was branded product and giftware; this product mix remains relatively unchanged this year and will become a priority for the sales staff in the lead up to Christmas.

	Total Product Mix	Branded Product	Books	CAT Replicas	Iron Ore Jewellery	Post Cards	FORM publication
Number of Product Lines	1918	71	797	29	159	10	3
Unit Sales	15062	6489	2751	193	1777	2680	234
Revenue	225486	37791	68751	6318	38162	4865	8382

Overall percentage of revenue	
Branded Product	16.76%
Books	30.49%
Cat Replicas	2.80%
Iron Ore Jewellery	16.92%
Postcard	2.16%
FORM Publication	3.72%

Average amount of money spent per transaction incl GST	
Total Product Mix	\$16.47
Branded Product	\$6.41
Books	\$27.49
Cat Replicas	\$36.01
Iron Ore Jewellery	\$23.62
Postcard	\$2.00

**FORM Publication**

\$35.82

**Accreditation**

The Port Hedland Visitor Centre continues to maintain Level One Tourism Accreditation and T-Qual accreditation as well as enjoying an ongoing relationship with Tourism WA.

**Membership**

Driving Visitor Centre memberships with the local business community will become the focus of the Visitor Centre team heading into the fourth quarter of 2014. The membership offering has undergone evaluation during the 2014 season and value added with the inclusion of a specific advertising component to the Visitor Centre membership. The Port Hedland Destination Guide, to be produced in early 2015, will include business listings and advertising opportunities for local businesses. It is anticipated that this advertising component will offer businesses a tangible benefit in addition to referrals, online endorsement and social media benefits already offered by the Centre.

Strategies for business engagement include face to face meetings, a Visitor Centre hosted *Business After Hours* event on February 10, 2015 with the Chamber of Commerce and Industry and ongoing email engagement with key businesses across the region.

**Staffing**

Visitor Centre Manager – Natasha Fry

Visitor Centre Support Officer – Francesca Lines

Visitor Centre Support Officer – Sue McMahon

Supported by FORM's Perth office for accounting, purchasing and promotional activities





PORT HEDLAND VISITOR CENTRE OPERATIONS  
Statement of Profit and Loss  
For the Period Ending 30th September 2014

Budget Lines	2014 Quarterly Actual Ending				2014 Actual Total \$	2014 Budget Total \$	Variance Between Actual and Budget \$	Notes
	March	June	September	December				
<b>Sales</b>								1
Sales - Retail	24,840	37,611	73,975		136,426	200,000	-63,574	
Sales - Tours		18,885	36,599		55,484	60,000	-4,516	
Sales - Membership			773		773	30,000	-29,227	
Management Fee	85,388	85,388	88,376		259,151	335,776	-76,625	
Sales - Cruise Ship Tours	19,175	4,675			23,850	27,200	-3,350	
Other Earned Income	5,045	5,975	5,886		16,907	20,000	-3,093	
Contribution by FORM								
<b>Total Sales</b>	<b>134,448</b>	<b>152,534</b>	<b>205,609</b>	<b>0</b>	<b>492,591</b>	<b>672,976</b>	<b>(180,385)</b>	
<b>Expenditure</b>								2
<b>Cost of Sales</b>								
Cost of Sales - Retail	17,601	30,572	67,817		115,990	134,000	-18,010	
Cost of Sales - Cruise Ship Tours	10,050	2,875			12,925	20,000	-7,075	
Cost of Sales - Tours		1,624	24,560		26,184	45,000	-18,816	
<b>Total Cost of Sales</b>	<b>27,651</b>	<b>35,071</b>	<b>92,377</b>	<b>0</b>	<b>155,098</b>	<b>199,000</b>	<b>-43,902</b>	
<b>Operating expenses</b>								3
<b>Programming expenses</b>								
- Contractor & Consultant Fees/Travel/Expenses	3,960	1,744			5,704	21,948	(16,244)	
- Staff Development & Training					0	5,000	(5,000)	
- Travel cost for staff recruitment and builder negotiation								
- Freight, Install and Destall	374	117	879		1,371	2000	(629)	
<b>Total programming costs</b>	<b>4,334</b>	<b>1,862</b>	<b>879</b>	<b>0</b>	<b>7,075</b>	<b>28,948</b>	<b>-21,873</b>	
<b>Marketing and Promotion Costs</b>								
- Advertising	2,021	2,129	861		5,010	30,000	-24,990	
- Publications & Printed Material	3,336	1,109	1,814		6,259	45,000	-38,741	
- Distributions						21,000		
- Subscriptions/Memberships		298			298	200	98	
- Website devt & hosting stage 1	357	435			792	10,000	-9,208	
<b>Total marketing and promotion costs</b>	<b>5,714</b>	<b>3,970</b>	<b>2,675</b>	<b>0</b>	<b>12,359</b>	<b>106,200</b>	<b>-72,841</b>	
<b>Employment costs</b>								
- Salaries, wages and on-costs	62,187	73,825	82,883		218,895	218,254	641	
- Staff Housing	13,237	11,428	10,508		35,174	83,547	-48,373	
<b>Total employment costs</b>	<b>75,425</b>	<b>85,253</b>	<b>93,391</b>	<b>0</b>	<b>254,069</b>	<b>301,801</b>	<b>-47,732</b>	
<b>Administration Costs</b>								
- Office Consumables & Resources	14,956	7,548	8,958		31,462	20,696	10,766	
- Communications	1,106	1,174	880		3,160	5,950	-2,790	
- Legal, Finance & Governance	243	68	802		1,113	5,381	-4,268	
- Insurance	1,294	1,940	2,446		5,680	5,000	680	
<b>Total Administration Costs</b>	<b>17,598</b>	<b>10,730</b>	<b>13,086</b>	<b>0</b>	<b>41,414</b>	<b>37,027</b>	<b>4,387</b>	
<b>Total operating expenses</b>	<b>103,071</b>	<b>101,815</b>	<b>110,031</b>	<b>0</b>	<b>314,917</b>	<b>473,976</b>	<b>-138,059</b>	
<b>Total Cost of Sales and Operating Expenses</b>	<b>130,722</b>	<b>136,886</b>	<b>202,407</b>	<b>0</b>	<b>470,015</b>	<b>672,976</b>	<b>-181,961</b>	
<b>Net Income / (Expenditure)</b>	<b>3,726</b>	<b>15,648</b>	<b>3,202</b>	<b>0</b>	<b>22,576</b>	<b>0</b>	<b>-362,346</b>	

*Budget Variance Notes:*

- 1) Membership sales down
- 2) Cruise Ship Tours November 2014
- 3) Destinations Guide Postponed to 2015

**10.2 Community Development****10.2.1 Town of Port Hedland Leisure Facilities Management Contract First Quarter Report 2014/15**

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

**DISCLOSURE OF INTEREST BY OFFICER**

Nil

**RECOMMENDATION**

That the Audit and Finance Committee:

1. Endorse the fourth quarter report (attachment 1) for the operation of the Town of Port Hedland Leisure Facilities Management Contract with the YMCA of Perth for the Period 1 April 2014 to 30 June 2014;
2. Endorse the first quarter report (attachment 2) for the operation of the Town of Port Hedland Leisure Facilities Management Contract with the YMCA of Perth for the Period 1 July 2014 to 30 September 2014; and
3. Note that the Annual Audited Reports have been received for each of the Town of Port Hedland Leisure Centres and will be presented in conjunction with the Annual Report.

**201415/013 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION**

**MOVED: MR HRAMBANIS**

**SECONDED: MAYOR HOWLETT**

That the Audit and Finance Committee:

1. Endorse the fourth quarter report (attachment 1) for the operation of the Town of Port Hedland Leisure Facilities Management Contract with the YMCA of Perth for the Period 1 April 2014 to 30 June 2014;
2. Endorse the first quarter report (attachment 2) for the operation of the Town of Port Hedland Leisure Facilities Management Contract with the YMCA of Perth for the Period 1 July 2014 to 30 September 2014;
3. Note that the Annual Audited Reports have been received for each of the Town of Port Hedland Leisure Centres and will be presented in conjunction with the Annual Report; and
4. Request a report back to the Audit & Finance Committee from the YMCA with an action plan to address the budget deficit.

***CARRIED 3/0***

## EXECUTIVE SUMMARY

The purpose of this report is for the Audit and Finance Committee to endorse the fourth quarter report 2013/14 (only noted at the previous meeting of the Audit and Finance Committee), and the first quarter report 2014/2015 as presented by the YMCA for the Town of Port Hedland Leisure Facilities Management Contract.

It is recommended that the fourth quarter (2013/2014) and first quarter (2014/2015) reports received from the YMCA be endorsed and that the receipt of the Annual Audited Reports for each facility be noted.

## DETAILED REPORT

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

The YMCA is required to provide a monthly report by the 15<sup>th</sup> day of each month. Attached are the June 2014 (attachment 1) and September 2014 (attachment 2) reports.

It is clear from the fourth quarter report provided by the YMCA that the health and fitness initiatives remained the clear drivers of the leisure centre operations during the course of the last financial year. The inclusion of spin bikes was widely welcomed by members and other users alike.

Gratwick Aquatic Centre was partially closed for the off season and South Hedland Aquatic Centre achieved modest attendance levels during the off season. Some minor shortcomings in the plant operations were time consuming for staff during the course of the year.

The Town has worked with the YMCA to ensure that the plant at Gratwick Aquatic Centre, South Hedland Aquatic Centre and Marquee Park is subject to ongoing service regimes. The implementation of this service program will restrict future plant failures

The report for the first quarter of the 2014/2015 financial year sees the introduction of a new report format. This is an excellent initiative by the YMCA's Area Manager who has invested significant time in developing the document format.

From an operational perspective, membership is down at Wanangkura Stadium by \$110,000 but still ahead of the same time last year, the WaveRider income is down by \$20,000 and the sports competitions are behind income expectations. No correspondence has been received from the YMCA as to any of the aforementioned issues being related to facility malfunction. It is therefore not anticipated that there will be any contract variations attributable to the current financial position. At this time of the year there is significant time available to make operational adjustments.

**FINANCIAL IMPLICATIONS**

Table 1 below outlines the financial performance of the three leisure facilities from both the fourth quarter of the 2013/2014 financial year and the first quarter of the 2014/2015 financial year.

Table 1 – June 2014 Actuals

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Income</b>	<b>(\$3,336,906)</b>	<b>(\$3,042,803)</b>	<b>\$294,103</b>
<b>Expenditure</b>	<b>\$4,931,982</b>	<b>\$4,668,152</b>	<b>(\$263,830)</b>
<b>TOTAL</b>	<b>\$1,595,076</b>	<b>\$1,625,349</b>	<b>\$30,273</b>

Table 2 – September 2014 Actuals (YTD)

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Income</b>	<b>(\$849,503)</b>	<b>(\$610,539)</b>	<b>\$238,964</b>
<b>Expenditure</b>	<b>(\$1,226,524)</b>	<b>(\$1,238,539)</b>	<b>\$27,985</b>
<b>TOTAL</b>	<b>\$417,021</b>	<b>\$628,000</b>	<b>\$210,979</b>

Based on the information provided in Table 2 the YMCA is well behind on their budget position, income is well down and costs are not being proportionally condensed. Given that this is the first quarter only there is time for the budget position to improve.

**STATUTORY AND POLICY IMPLICATIONS**

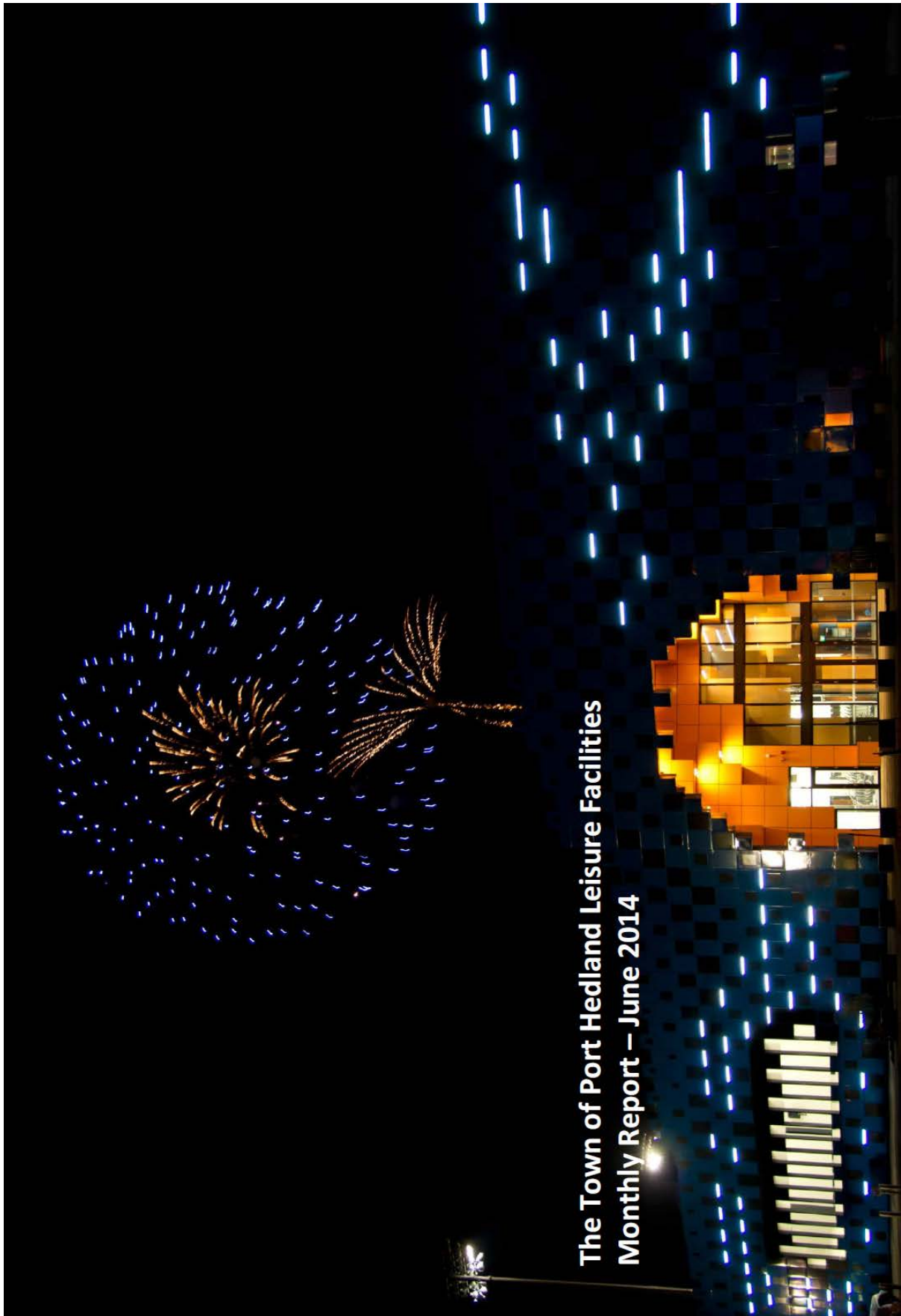
Section 1.2 'A vibrant community rich in diverse cultures' of the Strategic Community Plan 2014 – 2024 applies as the contract with the YMCA seeks to deliver facilities and services of a high standard and therefore attract and retain residents and increase the permanent population of the Town.

**ATTACHMENTS**

1. YMCA Report 30 June 2014
2. YMCA Report 30 September 2014

4 November 2014

ATTACHMENT 1 TO ITEM 10.2.1



**The Town of Port Hedland Leisure Facilities**

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

**Monthly Report – June 2014**

**1. KPI CRITICAL ISSUES/HIGHLIGHTS**

The following table provides an overview of the key issues and highlights associated with each of the Port Hedland leisure facilities throughout June.

**Port Hedland Leisure Overview & Actions**

The month of June was a month whereby the Port Hedland Leisure team finished its strategic review in preparation for the 2014/15 financial year. Meetings were conducted with the YMCA and the Town of Port Hedland regarding the budget variations for previous years and the budget for next year. The YMCA also conducted internal staff meetings regarding the outcomes of the meetings and to discuss the impacts of any major changes would have on service levels.

**Wanangkura Stadium**

The stadium has been the backbone of the Port Hedland Leisure financial results. With the inclusions of the approved budget variations the facility finishes the year just over \$100K in front of the budget target. The health and fitness component of its business being the driving force behind the result, which has been the case the previous two financial years.

June saw the launch of the full group fitness timetable which has proven extremely popular with group fitness attendances 1,576 ahead of target for the month. Membership numbers have dropped but the centre still surpassed the end of year financial target by \$14K. While the stadium operates at capacity at peak times there are some flat spots during the day. An investment into resourcing this time of the day could see greater returns. The Wanangkura looks forward to the launch of spin and the addition of some additional weights equipment (July) to help achieve this end and satisfy the loyal members.

**Gratwick Aquatic & South Hedland Aquatic Centres**

Financially both facilities have had poor years. The reasons for this have been discussed and debated and budget variations for both sites have been approved and have been inserted into the June results. Therefore if you were not privy to the discussions and were just to view the facilities profit and loss reports you would not be getting an accurate reflection of how the facility performed financially on its key performance indicators.

Gratwick has been open limited hours with members and patrons only able to access the gymnasium. Boot camps and group fitness class numbers have been very popular. Class numbers have averaged just over twenty. SHAC has been very quiet over the cooler months. YMCA is currently finishing off plans to activate the site during its peak period from mid-September. On a positive note the defects within the plant are all nearly resolved as are the lighting towers.

**Facility KPIs - Critical Issues & Action to be taken**

**Wanangkura Stadium** **Function room:** The function room bookings missed the budget target by \$15K. The meeting and function areas are parts of the business that if focussed on could be services that have real potential for financial growth.

**Junior Sporting Competitions:** YMCA has terminated the Gecko program and will be launching the Kid Fit program. This is a

<p>sports and fitness based program targeting 5-12 year olds. The program will feature the Les Mills junior program Born to Move and will also feature a sports program which will change each term (this term is Dodge Ball and Futsal).</p> <p><b>Café:</b> The stadium café (contract) service returned a small profit when it was operating. However the profit was not enough to sustain the contractor. In conjunction to this she (the contractor) fell pregnant and drive required to market the service was lacking. We have therefore parted company with the relationship still intact. The end of financial year result for café/kiosk was positively over the budget target.</p>	<p><b>KPIs – Highlights</b></p> <p><b>Financials:</b> The Wanangkura stadium financial result is a consequence of the team's ability to control, staffing costs. Each member played their part in doing opening shifts to keep staff salaries under control. Their hard work was rewarded with positive income results particular in Health and Fitness.</p> <p><b>Membership:</b> The stadium again exceeded the annual budget target for Health and Fitness. The membership base is critical to the unit's performance and this strong result is testament to the work of the staff creating a membership offering of quality. Membership income was \$14K better than the budget target. Next year's target is \$1.7m a further \$200K. Currently the facility has 1,360 members.</p> <p><b>Personal Training:</b> The personal training offering at Wanangkura continues to deliver attendances well in excess of target. This not only allows us to sustain a pool of quality health and fitness staff but also provides a premium personalised training experience to our members helping us to better assist them in achieving their goals. PT income was \$40K over the budget target – which is an outstanding result.</p> <p><b>Sports Hall Rental:</b> Sports hall rental was sluggish in June compared to previous actuals. However despite the slower month the bookings conducted throughout the year have enabled this area to surpass its budget target.</p>
<p><b>Gratwick Aquatic Centre</b></p>	<p><b>KPIs - Critical Issues &amp; Action to be taken</b></p> <p><b>Operating Hours:</b> The facility needs to increase patronage and programming during its peak season. If the facility is not performing during its peak then it is not going to perform in the off peak. GAC is a typical seasonal pool and should not be a facility of convenience during the off peak. There has been a lot of discussion about the forthcoming operational hours for summer. Currently the YMCA is recommending a closure during the cold season. It will be an issue particular for those who are enjoying the gym's limited the early morning and evening operating hours.</p> <p><b>KPIs – Highlights</b></p> <p><b>Boot Camp:</b> GAC boot camp numbers are very popular ranging from 15-20 participants.</p>
<p><b>South Hedland</b></p>	<p><b>KPIs - Critical Issues &amp; Action to be taken</b></p>

## Aquatic Centre

**Plant:** The critical issue (other than financial) is that all the plant room defects have been resolved by CAA. There still is a gap between when CAA complete work and the training and support they give staff following works undertaken. This type of issue has been highlighted in the proposed service agreements which have gone out to CAA and Trisely's.

**Wave Rider:** The Wave Rider has been experiencing electrical issues. Each time the Wave Rider is activated it causes the sites power to switch off. The YMCA has an electrician working on the issue.

### Highlights

**Aqua aerobics:** Attendances have been positive averaging between 10 and 15 participants. There are now 10 classes on the SHAC Aqua Aerobics timetable.

**Aquatic Education:** Enrolments are 360 currently which are 20 participants ahead of the KPI established in the proposed budget. However there are a number of people who have been rolled over from the previous term which may not be returning which could impact this figure.



## 2. FINANCIAL REPORT - Summary\*

The following table provides a summary of the end of financial year result for each Centre and indicates the consolidated financial result for the leisure facilities.

PHL Summary Budget Report	2012/13 EOFY	Actual EOFY	Budget	Variance
<b>CONSOLIDATED RESULT</b>				
Income	\$1,821,636	\$3,042,803	\$3,336,906	(\$294,103)
Expenditure	\$3,795,557	\$4,668,152	\$4,931,982	\$263,830
<b>TOTAL</b>	\$1,973,921	\$1,625,349	\$1,595,076	(\$30,273)
<b>GRATWICK AQUATIC CENTRE</b>				
Income	\$373,260	\$151,622	\$323,940	(\$172,318)
Expenditure	\$1,077,296	\$897,459	\$966,276	\$68,817
<b>TOTAL</b>	\$704,036	\$745,837	\$642,336	(\$103,501)
<b>SOUTH HEDLAND AQUATIC CENTRE</b>				
Income	\$36,668	\$615,005	\$776,193	(\$161,188)
Expenditure	\$749,023	\$1,354,435	\$1,484,337	(\$129,903)
<b>TOTAL</b>	\$712,355	\$739,430	\$708,145	(\$31,285)
<b>WANANGKURA STADIUM</b>				
Income	\$1,411,708	\$2,276,176	\$2,236,773	\$39,405
Expenditure	\$1,969,238	\$2,416,258	\$2,481,369	\$65,111
<b>TOTAL</b>	\$557,531	\$140,080	\$244,596	\$104,516

### COMMENTS/ACTIONS:

The end of financial year has arrived and after a number of meetings and budget negotiations in relation to finalising a long list of complex variations the bottom line has the YMCA missing the budget target by \$30,273. I believe it is positive outcome for the YMCA and the Town of Port Hedland given the financial hurdles each party have overcome. The negotiations were conducted in a positive manner and have delivered a positive outcome.

### BUDGET HIGHLIGHTS

- The business unit generated \$1.2m more income in the 2013/14 financial year compare to last financial year.
- Wanangkura Stadium increased its annual income result by \$864,468.

The Port Hedland Leisure unit is now finalising its strategic review of the business plan to ensure that the new financial year is a success both financially and from a community involvement perspective.

\* P&L REPORTS ATTACHED

### 3. Maintenance – Preventative/Reactive

The following table summarises monthly maintenance activities, both preventative and reactive, at each of the Town's leisure facilities. Where required, this information also includes comment on items with outstanding maintenance requirements carried over from previous reports.

Facility	Maintenance type (Preventative/Reactive)	Comment
Wanangkura Stadium	Reactive	<ul style="list-style-type: none"> <li>▪ Padlocks replaced to fire tanks</li> <li>▪ Damaged glass to weights room walls – Port Hedland glazing pricing replacement</li> <li>▪ Damaged walls to weights room – Full Tilt carpentry pricing for repairs</li> </ul>
	Outstanding	<ul style="list-style-type: none"> <li>▪ Urinal requiring repair. Additional parts on order – Sanwell now fixing</li> <li>▪ Smashed glass to stadium.</li> <li>▪ Damaged flooring to disabled toilet – Doric/Sanwell to pay</li> <li>▪ Damaged carpet to weights rooms - trades visit pending</li> <li>▪ External door handle to be replaced</li> <li>▪ Mould to club room</li> </ul>
Gratwick Aquatic Centre	Preventative	<ul style="list-style-type: none"> <li>• Servicing of air conditioners in gym, office and kiosk</li> <li>• Quote received to replace flanged butterfly valve on return to pool line (Gary Edwards plumbing)</li> <li>• Quote received to replace existing 1 metre return line pipework (Gary Edwards Plumbing)</li> <li>• Quarterly electrical tagging completed</li> </ul>
	Reactive	<ul style="list-style-type: none"> <li>• Repair faulty alarm panel due to faulty sensor</li> <li>• Install board and hooks in first aid room to house warden hats</li> <li>• Weather strip installed on office door</li> <li>• Electrical cord on Aqua Run blower</li> <li>• Ordered new Regent pool pump</li> </ul>
South Hedland Aquatic Centre		Defects list completed.

**4. BUSINESS DEVELOPMENT**

The following tables articulate the business development activities associated with each facility that were conducted throughout February 2014 and those that are anticipated to be implemented within the next month.

Facility	Promotion	Goal	Outcome
Wanangkura Stadium	<ul style="list-style-type: none"> <li>Group Fitness Time table</li> </ul>	<ul style="list-style-type: none"> <li>Increase casual group fitness participation.</li> <li>Encourage people to become a member before the price rise.</li> </ul>	<ul style="list-style-type: none"> <li>Renewal statistics had non- renewals at higher levels than last year.</li> </ul>
South Hedland Aquatic Centre	<ul style="list-style-type: none"> <li>Beat the price rise</li> <li>Aquatic Education Enrolments</li> </ul>	<ul style="list-style-type: none"> <li>Off-set damage of price increase.</li> <li>Reduced non-renewals by 5% compared to June last year.</li> </ul>	<ul style="list-style-type: none"> <li>360</li> </ul>

Upcoming Business Development Activities			
Facility	Promotion	Goal	Outcome
Wanangkura Stadium	Kid Fit membership	Move on from the Gecko program	N/A
	RPM (Cycle Group Fitness Program)	<ul style="list-style-type: none"> <li>Increase Group Fitness membership base by 50.</li> <li>Increase Platinum membership by 35</li> </ul>	<p>N/A</p> <p>N/A</p>

## 5. OCCUPATIONAL HEALTH & SAFETY

Following is an overview of the number of incident reports and hazard reports that have been processed at each of the facilities throughout the month of June.

First Aid/Incident Reports		
Facility	Total	Comments/Actions (only if deemed serious)
Gratwick Aquatic Centre	0	
South Hedland Aquatic Centre	4 (1 HLI)	1 High Level Incident (HLI). This incident involved over dosing of the Aqua Tower. The Tower required more chlorine and was reopened without re-testing. As a result some customers experienced a reaction due to exposure which required medical assistance.
Wanangkura Stadium	3	N/A
Hazard Identification - Gratwick Aquatic Centre	0	
Hazard Identification - Wanangkura Stadium	0	
Hazard Identification - South Hedland Aquatic Centre	0	

**6. TOWN OF PORT HEDLAND – Members/Attendances (& \$1 Swim statistics)**

The following tables provide an indication of the number of Town of Port Hedland staff attendances at each of the leisure facilities for the 2013/14 financial year.

**Members**

Facility	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Platinum	22	23	25	11	28	43	43	35	32	29	29	31
Aquatic	4	8	15	25	34	36	36	84	92	102	107	102
<b>Total</b>	<b>26</b>	<b>31</b>	<b>40</b>	<b>36</b>	<b>62</b>	<b>79</b>	<b>79</b>	<b>119</b>	<b>124</b>	<b>131</b>	<b>136</b>	<b>134</b>

**Facility Visits (By ToPH Members)**

Facility	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
WANA	69	88	96	99	92	79	173	184	214	103	99	76	1,219
GAC	0	12	23	16	45	38	55	178	170	106	69	68	354
SHAC	9	3	3	7	27	19	31	63	80	33	4	8	115
<b>Total</b>	<b>78</b>	<b>103</b>	<b>122</b>	<b>122</b>	<b>164</b>	<b>136</b>	<b>259</b>	<b>425</b>	<b>464</b>	<b>242</b>	<b>172</b>	<b>152</b>	<b>1,688</b>

**Aquatic Visits - \$1 Visits**

Facility	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
GAC	26	3	43	1,604	2,099	1,321	507	1,682	1,194	1,045	0	0	8,879
SHAC	2,198	2,223	2,605	4,767	2,570	2,283	804	2,478	3002	2,191	1,025	1,043	23,955
<b>Total</b>	<b>2,234</b>	<b>2,226</b>	<b>2,648</b>	<b>6,371</b>	<b>4,669</b>	<b>3,605</b>	<b>1,311</b>	<b>4,160</b>	<b>4196</b>	<b>3,146</b>	<b>1,025</b>	<b>2,237</b>	<b>32,834</b>

**ATTACHMENTS:**

1. Wanangkura KPI Report
2. Gratwick Aquatic Centre KPI Report
3. South Hedland Aquatic Centre KPI Report

**1. Wanangkura KPI Report – May 2014**

	2013/2014 KPI	Actual	CERM Benchmark	COMMENTS/ACTIONS
<b>Financial</b>				
Income (Variation of +/- 5%) Considered acceptable	\$195,657	\$190,348		Income is down for the month with a drop in membership over the holiday period.
Expenditure (Variation of +/- 5%) Considered acceptable	\$199,368	\$51,294		Expenditure has been contained to below target
Net Operating Result (Variation of +/- 5%) Considered acceptable	(\$28,507)	(\$51,632)		The centre has vastly reduced the required operating subsidy YTD.
Expense recovery	88%	81%	88% (aspirational) CERM Benchmark	Expense recovery has exceeded KPI for the period due to tight control on expenditure
<b>Metric</b>				
<b>Attendances</b>	21,921 per month	13,624		Under the targeted visits according to links. A counter is going to be put at the entrance.
Visits per square metre (based on 4,500 sqm)	4.87	2.94	39 (4.5 per month)	The stadium has not met target in relation to attendances per square metre.
Fitness Classes (all classes are required to be Les Mills or of agreed similar standard)	4934-5450	4820.75pw	N/A	Our group fitness classes continue to prove extremely popular and Spin will be a welcome addition to the program taking the centre to capacity in terms of its group fitness spaces.
Personal Training	30	46	N/A	Personal training continues to show strong performance which further enhances our engagement with our members
	25 hours per week across all three facilities	72 (1144 sessions)	N/A	
Junior Sporting Competitions	3 comps	0	N/A	Ceasing Gecko will free up stadium time for after school sports programming
Senior Sporting Competitions	8 senior sporting competitions per week	Monday Wednesday	N/A	Sporting comps have gone from strength to strength with the launch of Basketball. We currently have two grades of Futsal, two grades of volleyball and two grades of mixed netball and both male and female

		<b>Thursday Friday</b>			basketball competitions providing sporting options for players of all levels.
Junior (non-sporting programs)	9 Non sporting/lifestyle/personal development programs per annum	Teen Fit Monday-Friday (Ages 14-16) Junior Gecko Monday – Thursday (Ages 3-5) Youngster Gecko Monday – Thursday (Ages 5-9) Midster Gecko Monday – Thursday (Ages 10-13)	N/A		Training is completed in Les Mills Born to move program. Gecko ceased in June and we will Launch our new Kids memberships in the new Financial year.
Program specific for demographic (seniors or people with disabilities) not including adult Lifestyle personal development programs listed below.	2 programs per annum	3 per term	N/A		The Pilbara mental health program continues to deliver healthy exercise activity to this group weekly.  The Wirraka Maya groups of young local children are increasingly popular; the attendees are seeing real health benefits. Wirraka Maya is considering extending this program to include PT for some of the more dedicated kids to assist them to control their weight and get fit. 12 week weight loss challenge launches in June. Consultations for nutrition advice for our members to follow soon after together with members workshops
Adult Lifestyle/Personal Development Programs	16 per annum	2 per term	N/A		
Efficiency					
Income per visit	\$3.16	\$16.59			This result is a combination of the Stadium's high income associated with health club members and lower than targeted attendances.
Secondary spend per visit	\$0.50	\$0.58			We have increased our merchandise offering and are looking to expand it further.
Subsidy per visit	\$0.58	\$1.75			Utility costs have adversely effected this ratio
Labour Costs to total receipts	66%	55%			Labour costs have been minimised again for May

Utility Costs					Electricity and Gas included at actual spend
Energy Cost Share %	4.3%				
Energy Cost per visit	\$0.22				
Effectiveness					
Mystery Shopper score – minimum of four shoppers per annum.	80% Satisfaction	56.69%			Score is Adequate
Customer Service Survey – Two surveys per annum	80% Satisfaction	Completed			
Training costs per visit	\$0.19	\$0.04			No Major training completed, first aid scheduled for June
Facility Audit – two facility audits per annum conducted by the Town of Port Hedland staff. (First week of March and September)	Pass/Fail	Pass		N/A	Audit passed. There are several areas of improvement currently being addressed.
Maintenance and cleaning schedule reports reviewed regularly	Pass/Fail	TBC			A proposal is awaiting approval for preventative maintenance on the Air conditioning system
School Holiday Programs	2013/2014				
	Average 10 per day for June				
	Vacation care				



2. Gratwick Aquatic Centre KPIs –May 2014

Gratwick Aquatic Centre	2013/2014 KPI	Actual	CERM Benchmark	Comment
<b>Financial</b>				
Income (Variation of +/- 5%) Considered acceptable	\$713	\$682	N/A	The impact of SHAC opening on the GAC income targets was clearly underestimated. The facility has come under budget on adult and child categories however general admission memberships have performed well.
Expenditure (Variation of +/- 5%) Considered acceptable	\$47,133	\$566,527	N/A	
Net Operating Result (Variation of +/- 5%) Considered acceptable	\$55,815	\$47,815	N/A	
Expense recovery	29.2%	5.5%	52%	
<b>Metric</b>				
Attendances	3314	678		Attendances were down on the KPI due to the limited opening hours and services being offered over the non-peak period.
Swimming Lessons	0	0	N/A	GAC finished its season with 189 enrolments.
Fitness Classes	5 classes per week. During summer operating hours.	0	N/A	2 Boot Camps per week, Aqua classes were held up until school holidays commenced.
After School Programs	2 per annum	0	N/A	
Aquatic Training/Education	3 course per annum	0	N/A	Spinal refresher training conducted by Chris Retallack for Duty Managers
Programs and Events	2 per annum	1	N/A	Radio Easter Function held on the 7/4/14 had 400 people attend.
Casual Aqua-Run	4 hours per week	0		Aqua Run has been out for casual usage for 2 hours on Saturdays and Sundays.
<b>Efficiency</b>				
Income per visit	\$8.30	\$1		The closer the centre got to off peak hours (with the pools being closed) attendances declined which impacted on this KPI result.
Secondary spend per visit	\$2.03	\$0.15	\$0.54	
Subsidy per visit	\$29.20	\$63.61		
Labour Costs to total receipts		528%		
Utility Costs				N/A
Energy Cost Share %	3.61%		4.1%	
Energy Cost per visit	\$2.11	\$7.41		
Effectiveness				
Mystery Shopper score – minimum of four shoppers per	67% Satisfaction	68.5%		

annum.							
Customer Service Survey – Two surveys per annum	80% Satisfaction	N/A				Surveys being developed through CERM.	
Training costs per visit	\$0.04	0.00	\$0.04			No training costs for the month.	
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	N/A			A facility audit was carried out in April by the TOPH.	
Maintenance and cleaning schedule reports reviewed regularly	Pass/Fail	N/A				Lifeguards are completing cleaning and maintenance duties as per work checklists. Site managers are implementing internal preventative maintenance works. The Area manager is preparing new maintenance service agreements for both aquatic facilities. The agreements will be signed off by July 1st.	

3. South Hedland Aquatic Centre

South Hedland Aquatic Centre	KPI	Actual	Comment
<b>Financial</b>			
Income (Variation of +/-5%) Considered acceptable	\$47,474	\$215,980	Income lower than target due to the Wave rider being non-operational and the Swim school still building numbers slowly.
Expenditure (Variation of +/-5%) Considered acceptable	\$115,614	\$59,116	
Net Operating Result (Variation of +/- 5%) Considered acceptable	(\$68,140)	(\$156,864)	Expenditure higher particularly on the DM budget line due to the absence of managers.
Expense Recovery	57%	27.34%	
<b>Metric</b>			
Attendances	12,527	5,752	Attendances have fallen short of the KPI this month.
Visits per square metre	57		
Swimming lessons	410	360	The centre continues to build momentum in swimming lessons
Aquatic Fitness Classes	4 classes p/week	6	The new term timetable reflects more classes per week. More classes are held at SHAC to satisfy demand with GAC in its off season.
Aquatic Training/Education (Austswim, Bronze Medallion etc.)	3 courses p/annum	0	No courses held during May.
Programs and Events	2 events per annum	0	Free wave rider sessions were run and in term swimming sessions formed the majority of programming in May.
Casual Aqua-Run	4 hours per week	7	The Aqua Run is up at regular times over the weekends alternatively it stays up after functions.
After School Programs	2 per annum	0	
BHP Wave Rider-			
Maintain minimum number of operational hours	27.5	0	The Wave Rider has re-opened and we have run some free sessions to try and build interest and importantly to test the machines reliability.
Staging of Surf Competitions	2 per annum	0	
BHP Waver Rider birthday parties	2 per month	0	
Establish Port Hedland Surf Club	10 Members	0	
Deliver a term based program for adults and children	1 adult and 1 children's program per term.	0	
Deliver Youth Diversionary Programs	2 per annum	0	

Visits from local schools	6 per annum	1 In-term swimming was the focus in May	
<b>Efficiency</b>			
Average Income-per visit	\$2.20	\$6.29	The Centre is not meeting its KPI's due to a shortfall in income from the Wave Rider and aquatic education programs.
Secondary Spend-per visit.	\$1.70	\$1.48	
Subsidy-per visit	\$10.38	\$23.03	
Labour Costs to Total Receipts	100%	302%	
<b>Utility Costs-</b>			
Energy Cost Share %	7.3%	%	
Energy Cost per visit	\$1.42	\$6.51	
<b>Effectiveness</b>			
Mystery Shopper Score – minimum of two mystery shopper reports per annum.	89.1% satisfaction	64.62%	This method of testing our service delivery is well and truly past it's used by date. The ToPH have requested a review of this and it is yet to be done. It will be delegated to the new Business Development Officer.
Customer Service Survey – one survey per annum	80% satisfaction	N/A	A survey using CERM is being organised.
<b>Training Costs-per visit</b>	\$0.04	\$0.25	
Facility Audit– two facility audits per annum conducted by Town of Port Hedland staff (First week March and September)	Pass / Fail	Pass	
Maintenance and Cleaning Schedule Reports (reviewed monthly)	Pass /Fail	N/A	Lifeguards are completing cleaning and maintenance duties as per work checklists. Site managers are implementing internal preventative maintenance works. The Area manager is preparing new maintenance service agreements for both aquatic facilities. The agreements will be signed off by July 1st.

Gratwick Aquatic Centre

Profit & Loss for Lookup as at 30-Jun-2014

Acct No.	Acct Description	YEAR TO DATE				CURRENT MONTH		
		Actual	Budget	Difference	% Diff	Actual	Budget	Difference
<b>INCOME</b>								
ADMIN	Administration	-	70	(70)	-	-	-	0
AQUAAEROB	Aqua Aerobics	2,455	11,622	(9,167)	(78.9)%	-	-	0
AQUAED	Aquatic Education	43,961	78,309	(34,348)	(43.9)%	-	-	0
AQUAPROG	Aquatic Programs	1,200	8,578	(7,378)	(86.0)%	-	-	0
BIRTHPARTY	Birthday Parties	1,463	6,432	(4,969)	(77.3)%	-	-	0
CAFE	Cafe	22,283	57,320	(35,037)	(61.1)%	44	610	(566)
FACRENTAL	Facility Rental	17,201	7,963	9,238	116.0%	1,506	-	(1,506)
GAADULT	General Admission - Adult	31,522	92,755	(61,233)	(66.0)%	2,923	-	(2,923)
GACHILD	General Admission - Child	10,027	8,200	1,827	22.3%	4,000	-	(4,000)
GAFAM	General Admission - Family	1,167	18,088	(16,920)	(93.5)%	-	-	0
GAMEMB	General Admission - Memberships	8,639	10,440	(1,801)	(17.2)%	2,296	-	(2,296)
GASPEC	General Admission - Spectator	645	1,795	(1,150)	(64.1)%	-	-	0
HEALTHCAS	Health Club Casual	138	-	138	-	-	-	0
MERCHAND	Merchandise	9,714	20,386	(10,672)	(52.4)%	-	103	(103)
RECSWIM	Recreation Swimming	-	-	0	-	10,000	-	10,000
SCHOOAQU	School Aquatics	1,208	1,982	(774)	(39.0)%	-	-	0
<b>TOTAL INCOME</b>		<b>151,622</b>	<b>323,940</b>	<b>(172,318)</b>		<b>682</b>	<b>713</b>	<b>(1,394)</b>
<b>EXPENSES</b>								
AMENITIES	Amenities	2,766	376	(2,390)	(636.4)%	77	31	(46)
AQUAAEROB	Aqua Aerobics	7,151	13,644	6,493	47.6%	1	-	(1)
AQUAED	Aquatic Education	41,617	49,778	8,161	16.4%	-	1,659	1,659
AQUAPROG	Aquatic Programs	232	4,113	3,881	94.4%	5	-	(5)
BANKCHARGE	Bank Charges	2,557	1,404	(1,153)	(82.1)%	371	117	(254)
BIRTHPARTY	Birthday Parties	21	3,474	3,453	99.4%	2	-	(2)
BUSINESSSU	Business Support Officer	5,593	10,702	5,109	47.7%	596	892	296
CAFE	Cafe	17,950	28,660	10,710	37.4%	720	305	(415)
CASHSECURI	Cash Security	3,232	5,924	2,692	45.4%	-	300	300
CERM	CERM	-	4,120	4,120	-	-	-	0
CLEANING	Cleaning	818	45,160	44,341	98.2%	-	3,763	3,763
CONSUMABLE	Consumables	306	1,002	696	69.5%	200	84	(117)
CRECHE	Creche	198	-	(198)	-	-	-	0
DUTYMANAGE	Duty Management	158,841	135,037	(23,804)	(17.6)%	5,305	6,837	1,531
ELECT	Electricity	35,873	48,504	12,631	26.0%	2,905	4,042	1,137
EQUIPMENT	Equipment	12,292	5,880	(6,412)	(109.0)%	589	210	(379)
FIRSTAID	First Aid	3,277	2,700	(577)	(21.4)%	301	225	(76)
GARDENING	Gardening	30,505	37,440	6,935	18.5%	115	2,496	2,611
HEALTHCLUB	Health club	0	-	(0)	-	-	-	0
INSURANCE	Insurance	1,906	1,380	(527)	(38.2)%	159	115	(44)
LICENCE	Licence & Subscriptions	4,119	5,736	1,617	28.2%	149	478	329
MAINT	Maintenance	86,333	90,490	4,157	4.6%	145	7,092	6,947
MANAGEMENT	Management	224,173	233,659	9,486	4.1%	17,389	19,472	2,082
MARKETING	Marketing	5,679	16,200	10,521	64.9%	44	1,350	1,306
MERCHAND	Merchandise	7,749	10,193	2,444	24.0%	798	51	(747)
POOLCHEM	Pool Chemicals	21,733	22,464	731	3.3%	623	1,872	1,249
POSTCOUR	Postage & Courier	747	360	(387)	(107.4)%	-	30	30
PRINTING	Printing & Stationery	11,624	3,900	(7,724)	(198.0)%	468	150	(318)
RECRUIT	Recruitment	764	1,387	623	44.9%	-	-	0
RECSWIM	Recreation Swimming	151,549	117,736	(33,813)	(28.7)%	8,164	-	(8,164)
SECURITY	Security	5,324	4,156	(1,168)	(28.1)%	976	346	(629)
TELEPHONE	Telephone	5,645	7,096	1,451	20.4%	478	400	(78)
TRAINING	Training	8,146	12,363	4,217	34.1%	628	1,030	402
TRAVEL	Travel	2,762	3,080	318	10.3%	1,038	-	(1,038)
UNIFORMS	Uniforms	3,288	2,640	(648)	(24.6)%	-	220	220
WASTE	Waste	1,024	-	(1,024)	-	618	-	(618)
WATER	Water	31,668	35,520	3,852	10.8%	4,497	2,960	(1,537)
<b>TOTAL Expenses</b>		<b>897,459</b>	<b>966,276</b>	<b>68,817</b>		<b>47,133</b>	<b>56,527</b>	<b>9,394</b>
<b>Net Result (Surplus/(Deficit))</b>		<b>(745,837)</b>	<b>(642,336)</b>	<b>(103,501)</b>		<b>(47,815)</b>	<b>(55,814)</b>	<b>7,999</b>
<b>Profit % - Target 10%</b>				<b>(491.9)%</b>				<b>7012.9%</b>
								0.0%

South Hedland Aquatic Centre

Profit & Loss for Lookup as at 30-Jun-2014

Acct No.	Acct Description	YEAR TO DATE				CURRENT MONTH		
		Actual	Budget	Difference	% Diff	Actual	Budget	Difference
<b>INCOME</b>								
ADMIN	Administration	-	120	(120)	-	-	10	(10)
AQUAADULT	Aquatic Program - Adult	453	-	453	-	24	-	24
AQUAAEROB	Aqua Aerobics	4,530	15,884	(11,354)	(71.5)%	92	1,324	(1,232)
AQUACHILD	Aquatic Program - Child	2	-	2	-	-	-	0
AQUAED	Aquatic Education	181,916	204,815	(22,899)	(11.2)%	59,435	18,860	40,575
AQUAPROG	Aquatic Programs	798	19,297	(18,499)	(95.9)%	-	2,321	(2,321)
BIRTHPARTY	Birthday Parties	3,674	10,525	(6,851)	(65.1)%	-	877	(877)
CAFE	Cafe	96,147	100,630	(4,483)	(4.5)%	1,408	6,800	(5,392)
FACRENTAL	Facility Rental	5,131	17,657	(12,526)	(70.9)%	145	642	(497)
GAADULT	General Admission - Adult	107,007	117,709	(10,702)	(9.1)%	4,457	5,673	(1,215)
GACHILD	General Admission - Child	27,396	24,818	2,578	10.4%	987	1,091	(104)
GAFAM	General Admission - Family	1,933	21,305	(19,373)	(90.9)%	-	1,127	(1,127)
GAMEMB	General Admission - Memberships	6,760	12,599	(5,839)	(46.3)%	1,388	932	(2,321)
GASPEC	General Admission - Spectator	3,173	2,073	1,100	53.1%	66	173	(107)
MERCHAND	Merchandise	19,165	19,200	(35)	(0.2)%	487	1,200	(713)
SCHOOLAQU	School Aquatics	2,816	3,064	(248)	(8.1)%	310	-	310
SURFMACH	Surf Machine	154,106	206,497	(52,391)	(25.4)%	149,957	8,423	141,535
<b>TOTAL INCOME</b>		<b>615,005</b>	<b>776,193</b>	<b>(161,188)</b>		<b>215,980</b>	<b>49,452</b>	<b>166,527</b>
<b>EXPENSES</b>								
AMENITIES	Amenities	6,442	374	(6,068)	(1620.6)%	908	31	(877)
AQUAAEROB	Aqua Aerobics	21,795	15,095	(6,700)	(44.4)%	3,738	1,258	(2,480)
AQUAED	Aquatic Education	115,821	116,584	763	0.7%	16,521	10,387	(6,134)
AQUAPROG	Aquatic Programs	141	7,516	7,374	98.1%	12	831	819
BANKCHARGE	Bank Charges	4,021	1,404	(2,617)	(186.4)%	480	117	(363)
BIRTHDAY	Birthday	0	-	(0)	-	-	-	0
BIRTHPARTY	Birthday Parties	36	3,790	3,754	99.0%	3	316	313
BUSINESSSU	Business Support Officer	5,878	10,702	4,824	45.1%	536	892	356
CAFE	Cafe	59,364	92,805	33,441	36.0%	3,360	6,801	3,441
CASHSECURI	Cash Security	3,491	10,020	6,529	65.2%	-	835	835
CERM	CERM	-	4,120	4,120	-	-	-	0
CLEANING	Cleaning	13,489	44,406	30,917	69.6%	461	3,700	3,240
CONSUMABLE	Consumables	124	998	874	87.5%	6	83	77
DUTYMANAGE	Duty Management	174,035	170,291	(3,744)	(2.2)%	27,318	15,753	(11,566)
ELECT	Electricity	157,287	143,580	(13,707)	(9.5)%	410	10,377	9,967
EQUIPMENT	Equipment	11,427	6,480	(4,947)	(76.3)%	473	540	67
FIRSTAID	First Aid	7,622	686	(6,936)	(1010.5)%	557	57	(500)
GARDENING	Gardening	36,038	37,440	1,402	3.7%	6,428	2,496	8,924
INSURANCE	Insurance	1,906	3,279	1,373	41.9%	159	273	114
LICENCE	Licence & Subscriptions	4,785	5,740	955	16.6%	269	478	210
MAINT	Maintenance	53,667	103,467	49,800	48.1%	4,049	7,054	3,006
MANAGEMENT	Management	240,068	233,659	(6,409)	(2.7)%	22,646	19,472	(3,175)
MARKETING	Marketing	5,072	16,900	11,828	70.0%	245	1,408	1,163
MERCHAND	Merchandise	13,531	9,600	(3,931)	(41.0)%	331	600	269
POOLCHEM	Pool Chemicals	18,654	20,696	2,042	9.9%	51,759	1,725	53,484
POSTCOUR	Postage & Courier	346	649	303	46.6%	-	54	54
PRINTING	Printing & Stationery	17,243	4,940	(12,303)	(249.1)%	2,846	412	(2,434)
RECRUIT	Recruitment	312	1,387	1,075	77.5%	-	116	116
RECSWIM	Recreation Swimming	312,632	306,074	(6,557)	(2.1)%	24,420	24,568	149
SECURITY	Security	3,839	4,156	317	7.6%	976	346	(629)
TELEPHONE	Telephone	6,343	6,448	105	1.6%	243	537	295
TRAINING	Training	15,039	12,363	(2,676)	(21.6)%	5,008	1,030	(3,977)
TRAVEL	Travel	4,170	3,080	(1,090)	(35.4)%	-	-	0
UNIFORMS	Uniforms	5,926	2,640	(3,286)	(124.5)%	191	220	29
WASTE	Waste	458	-	(458)	-	78	-	(78)
WATER	Water	33,433	82,968	49,535	59.7%	1,072	6,367	5,294
<b>TOTAL Expenses</b>		<b>1,354,435</b>	<b>1,484,337</b>	<b>129,903</b>		<b>59,116</b>	<b>119,135</b>	<b>60,019</b>
<b>Net Result (Surplus/(Deficit))</b>		<b>(739,430)</b>	<b>(708,145)</b>	<b>(31,285)</b>		<b>156,864</b>	<b>(69,682)</b>	<b>226,546</b>
<b>Profit % - Target 10%</b>				<b>(120.2)%</b>				<b>72.6%</b>
								<b>0.0%</b>

Wanangkura Stadium

Profit & Loss for Lookup as at 30-Jun-2014

Acct No.	Acct Description	YEAR TO DATE				CURRENT MONTH				
		Actual	Budget	Difference	% Diff	Actual	Budget	Difference		
<b>INCOME</b>										
ADULLTERM	Adult term programs	30,083	21,418	8,665	40.5%	3,437	2,255	1,183	52.5%	
BIRTHDAY	Birthday	91	9,012	(8,921)	(99.0)%	-	751	(751)	-	
CAFE	Cafe	80,155	49,266	30,889	62.7%	6,967	4,106	2,861	69.7%	
CHILDCARE	Childcare	69,287	100,455	(31,168)	(31.0)%	1,075	-	1,075	-	
CHILDTERM	Childrens Term Programs	28,051	26,427	1,624	6.1%	342	2,782	(2,440)	(87.7)%	
CRECHE	Creche	26,647	35,573	(8,925)	(25.1)%	1,676	2,955	(1,279)	(43.3)%	
FUNRENTAL	Function Room Rental	41,577	56,831	(15,254)	(26.8)%	4,642	4,736	(94)	(2.0)%	
GROUPFIT	Group Fitness	90,369	90,380	(10)	(0.0)%	6,748	7,532	(784)	(10.4)%	
HEALTHCAS	Health Club Casual	166,549	120,000	46,549	38.8%	29,703	10,000	19,703	197.0%	
HEALTHCLUB	Health club	1,502,137	1,487,452	14,685	1.0%	111,872	123,954	(12,082)	(9.7)%	
MEETRENTAL	Meeting Room Rental	19,973	23,642	(3,669)	(15.5)%	2,528	1,970	558	28.3%	
PERSONALT	Personal Training	63,439	22,691	40,748	179.6%	5,098	1,891	3,207	169.6%	
SPONSORS	Sponsorship	-	12,000	(12,000)	-	-	1,000	(1,000)	-	
SPORTRENT	Sports Hall Rental	39,392	14,635	24,756	169.2%	2,202	1,407	795	56.5%	
SPORTSADL	Sports Comp Adult	84,150	104,502	(20,352)	(19.5)%	9,813	22,313	(12,500)	(56.0)%	
SPORTSJNR	Sports Comp Junior	255	28,762	(28,508)	(99.1)%	-	5,196	(5,196)	-	
SQUASHRENT	Squash Court Rental	34,023	33,727	296	0.9%	4,246	2,811	1,435	51.1%	
<b>TOTAL INCOME</b>		<b>2,276,178</b>	<b>2,236,773</b>	<b>39,405</b>		<b>190,348</b>	<b>195,657</b>	<b>(5,309)</b>		
<b>EXPENSES</b>										
ADULLTERM	Adult term programs	25,597	11,028	(14,569)	(132.1)%	962	1,161	199	17.1%	
AMENITIES	Amenities	851	649	(202)	(31.2)%	-	54	54	-	
AREAMAN	Area Manager	221,469	241,808	20,339	8.4%	42,930	20,151	(22,779)	(113.0)%	
BANKCHARGE	Bank Charges	18,588	14,196	(4,392)	(30.9)%	3,000	1,092	(1,908)	(174.7)%	
BIRTHPARTY	Birthday Parties	122	3,968	3,847	96.9%	3	331	328	99.1%	
BUSINESSSU	Business Support Officer	53,561	85,613	32,053	37.4%	3,112	7,134	4,022	56.4%	
CAFE	Cafe	58,896	28,980	(29,916)	(103.2)%	4,401	2,415	(1,986)	(82.3)%	
CASHSECURI	Cash Security	5,528	10,020	4,492	44.8%	-	835	835	-	
CENTREMAN	Centre Manager	122,421	115,267	(7,154)	(6.2)%	-	11,037	9,606	20,643	214.9%
CERM	CERM	-	4,120	4,120	-	-	-	0	-	
CHILDCARE	Childcare	55,130	78,566	23,436	29.8%	-	165	165	-	
CHILDTERM	Childrens Term Programs	42,871	11,697	(31,174)	(266.5)%	6,205	1,231	(4,974)	(404.0)%	
CLEANING	Cleaning	174,113	134,226	(39,887)	(29.7)%	17,746	11,186	(6,561)	(58.7)%	
CONSUMABLE	Consumables	418	2,040	1,622	79.5%	-	170	170	-	
CRECHE	Creche	74,950	63,974	(10,977)	(17.2)%	5,390	5,331	(59)	(1.1)%	
CRECHETL	Creche Team Leader	31,003	58,136	27,132	46.7%	2,181	4,845	2,664	55.0%	
CSOFUNCMAN	Customer Service Functions Manager	84,822	99,515	14,692	14.8%	6,137	8,293	2,155	26.0%	
CUSTSERVE	Customer Service	194,893	213,246	18,352	8.6%	22,915	17,770	(5,144)	(28.9)%	
DONATIONS	Sporting Donations	12,000	12,000	0	0.0%	12,000	1,000	(11,000)	(1100.0)%	
DUTYMANAGE	Duty Management	129,672	125,204	(4,468)	(3.6)%	2,201	10,434	8,232	78.9%	
ELECT	Electricity	216,004	250,000	33,996	13.6%	-	154,529	20,833	175,362	841.7%
EQUIPMENT	Equipment	21,197	11,580	(9,617)	(83.0)%	1,139	965	(174)	(18.0)%	
FIRSTAID	First Aid	2,480	1,298	(1,182)	(91.0)%	35	108	73	67.6%	
GARDENING	Gardening	11,135	9,600	(1,535)	(16.0)%	549	800	251	31.4%	
GAS	Gas	13,466	6,064	(7,403)	(122.1)%	1,640	505	(1,134)	(224.5)%	
GROUPFIT	Group Fitness	151,523	184,728	33,205	18.0%	13,780	15,394	1,614	10.5%	
HEALTHCLUB	Health club	104,930	133,180	28,250	21.2%	15,335	11,098	(4,237)	(38.2)%	
HEALTHMAN	Health Club Manager	95,240	107,017	11,777	11.0%	5,464	8,918	3,454	38.7%	
HOLIDAYPRO	Holiday Program	0	-	(0)	-	-	-	0	-	
INSURANCE	Insurance	4,778	9,728	4,950	50.9%	398	811	413	50.9%	
LICENCE	Licence & Subscriptions	22,813	26,818	4,005	14.9%	630	2,235	1,605	71.8%	
MAINT	Maintenance	83,424	80,873	(2,550)	(3.2)%	15,205	3,324	(11,881)	(357.5)%	
MARKETING	Marketing	32,505	40,100	7,595	18.9%	2,033	3,342	1,309	39.2%	
OPERATIONS	Operations	2,455	-	(2,455)	-	2,455	-	(2,455)	-	
PERSONALT	Personal Training	68,011	28,481	(39,530)	(138.8)%	4,398	2,373	(2,025)	(85.3)%	
POSTCOUR	Postage & Courier	720	3,000	2,280	76.0%	-	250	250	-	
PRINTING	Printing & Stationery	35,928	16,873	(19,055)	(112.9)%	1,548	1,406	(142)	(10.1)%	
RECRUIT	Recruitment	792	2,600	1,808	69.5%	-	217	217	-	
SECURITY	Security	5,203	3,245	(1,959)	(60.4)%	976	270	(705)	(260.8)%	
SPORTSCOMP	Sports Competitions	51,270	37,692	(13,578)	(36.0)%	3,228	6,740	3,512	52.1%	
SPORTSMAN	Team Sports Manager	93,823	99,515	5,691	5.7%	8,840	8,293	(547)	(6.6)%	
TELEPHONE	Telephone	29,208	20,767	(8,442)	(40.6)%	1,494	1,731	236	13.6%	
TRAINING	Training	14,868	47,488	32,620	68.7%	1,450	3,957	2,507	63.3%	
TRAVEL	Travel	10,922	6,160	(4,762)	(77.3)%	2,590	-	(2,590)	-	
UNIFORMS	Uniforms	5,814	10,300	4,486	43.5%	-	858	858	-	
VEHICLE	Vehicle	14,427	16,500	2,073	12.6%	1,491	1,375	(116)	(8.4)%	
WASTE	Waste	2,299	4,416	2,117	47.9%	811	368	(443)	(120.5)%	
WATER	Water	14,116	9,096	(5,020)	(55.2)%	2,352	758	(1,594)	(210.3)%	
<b>TOTAL Expenses</b>		<b>2,416,258</b>	<b>2,481,369</b>	<b>65,111</b>		<b>51,294</b>	<b>199,968</b>	<b>148,674</b>		
<b>Net Result (Surplus/(Deficit))</b>		<b>(140,080)</b>	<b>(244,596)</b>	<b>104,516</b>		<b>139,054</b>	<b>(4,311)</b>	<b>143,365</b>		
<b>Profit % - Target 10%</b>				<b>(6.2)%</b>				<b>73.1%</b>		
								<b>0.0%</b>		

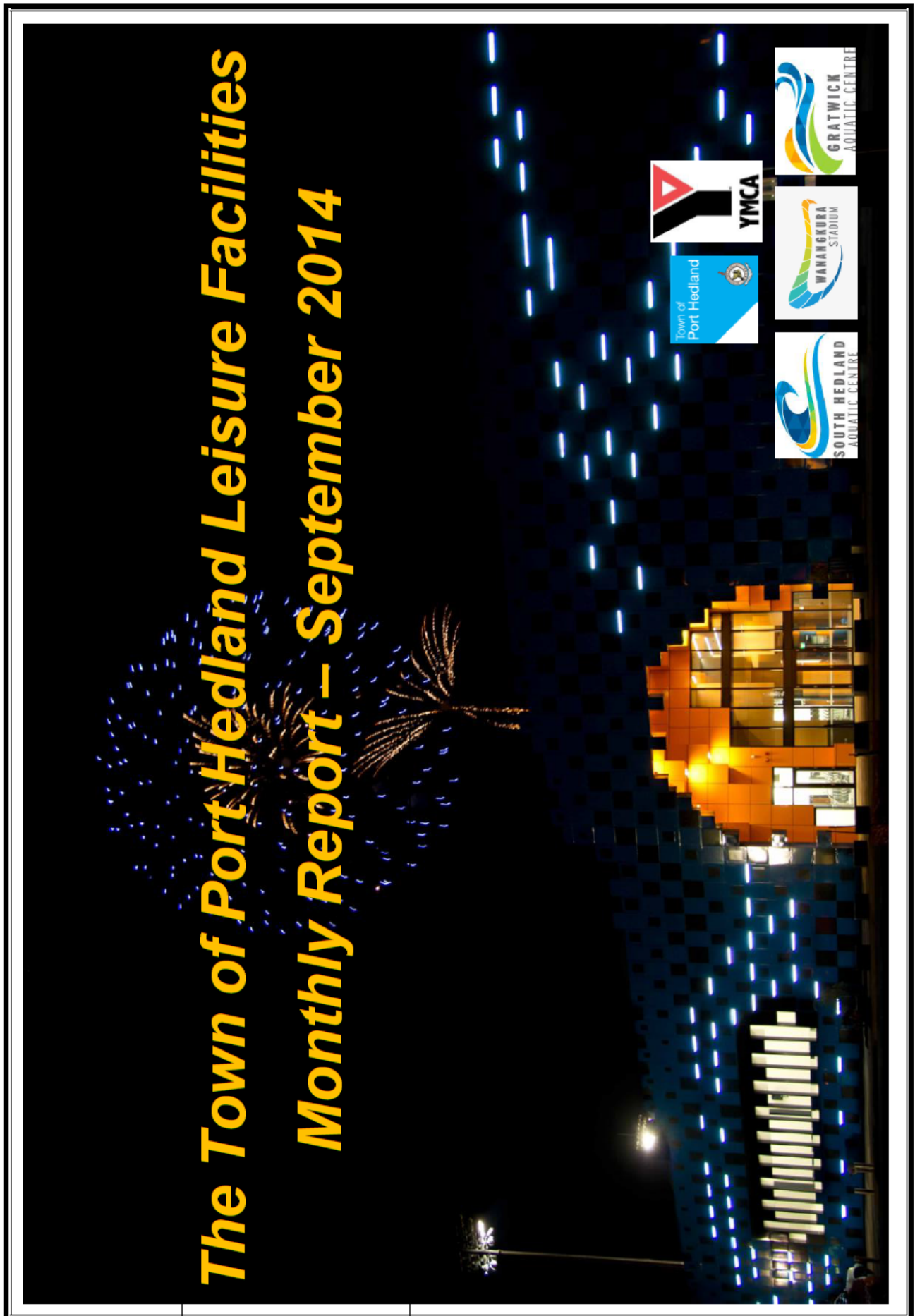




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### **Port Hedland Leisure Executive Summary**

September saw the departure of a key member of the Port Hedland Leisure team – Colin McLaren. Colin managed the Wanangkura Stadium with absolute distinction. He was dedicated, passionate and enthusiastic. The ingredients you want when trying to inspire people to physically exercise. However we are lucky because the most important thing Colin did for the team at Port Hedland Leisure was left behind – his legacy of encouraging the community to become physically active! Thankyou Colin, for your tremendous hard work and dedication to the YMCA and the Port Hedland community.

The Port Hedland Leisure unit is currently going through a recruitment process for the management of the Wanangkura Stadium.

September also saw the opening of the Aquatics area of the Gratwick Aquatic Centre. The Centre is looking in great condition with the lawns freshly cut and it has been painted inside and out giving it a fresh look for the summer season.

The Port Hedland business unit financially is \$210K behind the budget target. The significant factors impacting on this result were the extended operating hours from July until August for the Aquatic Centres, the Wanangkura Stadium is behind on its health and fitness membership target and the Wave Rider has not been opened to the public this season due to repairs being required. The unit is tracking almost identically to last financial year at the same stage.

Attendances for the Port Hedland facilities were slightly down on last month. This is mainly due to the South Hedland Aquatic Centre being down on attendances compared to a season high in August. September was the September school holiday period where traditionally many go away and therefore can partly take responsibility for the low attendances.

#### **Highlights for the month:**

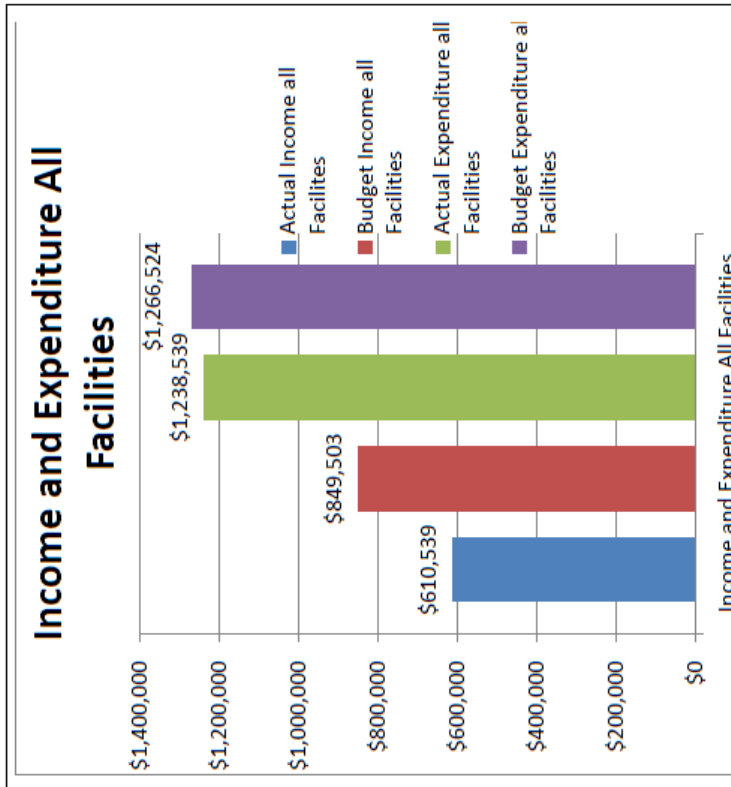
- The in-term swimming program was conducted at the South Hedland Aquatic Centre. This program continues to go from strength to strength. Planning is required for the next program.
- There are 112 more Members at the stadium than this time last year at the stadium.
- The Opening of Gratwick for summer season has seen more a growth in aquatic memberships

#### **Upcoming initiatives / programs/ events:**

- Launch of the Facilities 2015 Aquatic Calendar.
- Preparations for a Wave Rider launch are being made.
- Halloween at the Gratwick Aquatic Centre.
- Community Christmas events.

**Financial Summary** \*(P&L Attached to the report)

PHL Summary Budget Report	Last Year Actual YTD	Actual YTD	Budget YTD	Variance
<b>INCOME</b>	\$656,812	\$610,539	\$849,503	-\$238,964
<b>EXPENDITURE</b>	\$1,284,728	\$1,238,539	\$1,266,524	-\$27,985
<b>TOTAL</b>	<b>-\$627,916</b>	<b>-\$628,000</b>	<b>-\$417,021</b>	<b>-\$210,979</b>
<b>Gratwick Aquatic Centre</b>		<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Variance</b>
<b>INCOME</b>	\$3,375	\$772	\$8,216	\$8,988
<b>EXPENDITURE</b>	\$205,738	\$161,477	\$160,371	\$1,106
<b>TOTAL</b>	<b>-\$202,363</b>	<b>-\$160,705</b>	<b>-\$152,155</b>	<b>-\$7,882</b>
<b>South Hedland Aquatic Centre</b>		<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Variance</b>
<b>INCOME</b>	\$106,480	\$82,144	\$148,998	\$66,854
<b>EXPENDITURE</b>	\$365,873	\$492,311	\$419,632	\$72,679
<b>TOTAL</b>	<b>-\$259,393</b>	<b>-\$410,167</b>	<b>-\$270,634</b>	<b>-\$5,825</b>
<b>Wanangkura Stadium</b>		<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Variance</b>
<b>INCOME</b>	\$546,957	\$527,623	\$692,289	\$164,666
<b>EXPENDITURE</b>	\$713,117	\$584,751	\$686,521	\$101,770
<b>TOTAL</b>	<b>-\$166,160</b>	<b>-\$57,128</b>	<b>\$5,768</b>	<b>-\$62,896</b>



**COMMENTS:**

The areas of focus financially for the unit will be:

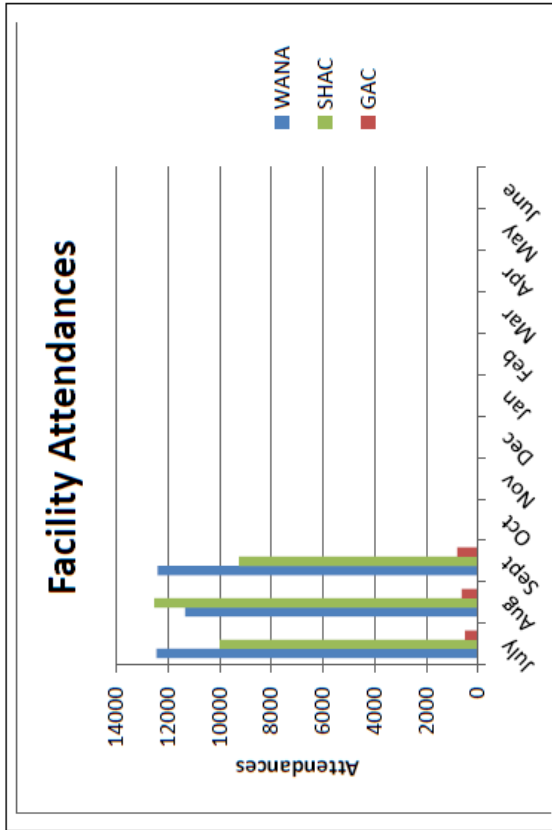
- Membership at the Wanangkura Stadium is down by \$110K (although ahead of this time last year).
- Activation of the Wave Rider (down on income by \$20K)
- A summer review of the Stadium Sports program (down by \$10K)
- Close monitoring of the Lifeguard and Duty Manager budgets.
- Focus on secondary sales across all sites.

This items will addressed in the upcoming team meetings and actions will be allocated to team leaders of the relevant areas.

**Attendance and Participation**

Facility Attendance	July	Aug	Sept	YTD Total
Wanangkura Stadium	12,436	11,326	12,385	36,147
Gratwick Aquatic Centre	500	625	804	1,929
South Hedland Aquatic Centre	10,000	12,527	9,246	31,773
<b>Port Hedland Leisure Total</b>	<b>22,936</b>	<b>24,478</b>	<b>22,435</b>	<b>69,849</b>

Member / Casual Participation	Actual
Health Club Member	5,663
Health Club Casual	256
Group Fitness Members	5,919
Group Fitness Casual	9,910
Personal Training	142
Aquatic Visits	9,813
<b>Total</b>	<b>31,136</b>

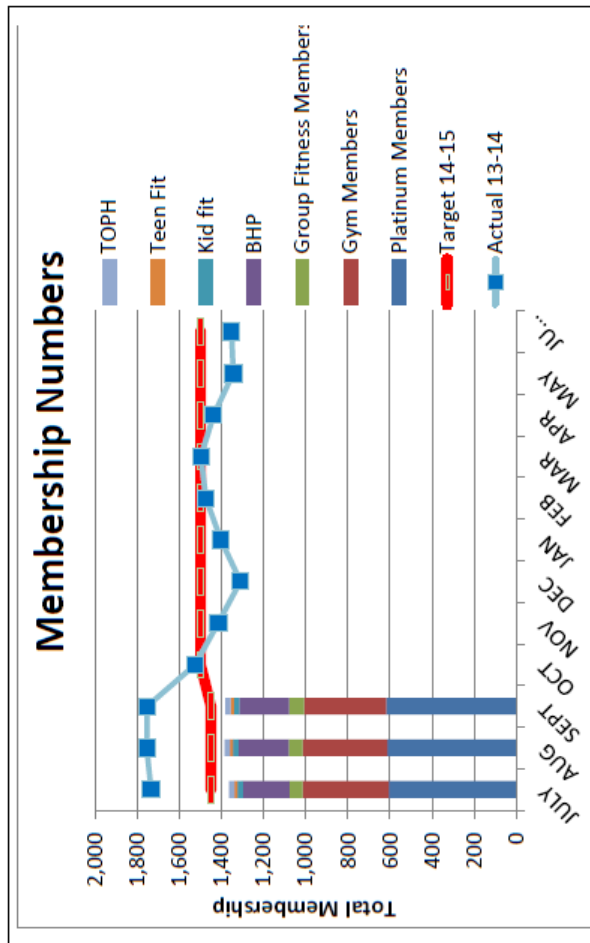


**COMMENTS:**

- Attendances overall were down for the facilities compared to the previous month. This was due to lower than expected attendances at SHAC.
- Future month's reports will include a comparison to the previous year.
- The Member/Casual attendances are year to date figures. This will be broken into current month, year to date and this time last year.
- The casual Health club figures do not include FMG attendances.
- The health and fitness attendances represent over half of the total attendances for the facility for the year.
- The opening of Gratwick Aquatic Centre has caused a spike in its attendance figures.

**Membership**

Member Category	New Members September 2014	YTD Total
Platinum Members	82	635
Gym Members	46	332
Group Fitness Members	6	70
BHP Platinum	30	178
Kid Fit	4	144
Teen Fit	2	5
ToPH	5	23
Aquatic Members	20	32
<b>Total</b>	<b>195</b>	<b>1,419</b>
<b>Total Membership Income</b>	<b>\$114,570</b>	<b>\$345,320</b>



**COMMENTS:**

- Platinum membership is significantly the highest selling membership.
- The popularity of the Group Fitness timetable has not translated in to memberships. This could be a future promotion.
- The Wanangkura Stadium is below target to hit the membership budget target. The team have met and developed a strategy to address this issue. This will feature a corporate sales approach, introducing a culture on the gym floor of instructors booking program starts/reviews and the introduction a sales person onto the desk at Wanangkura and will also be at SHAC during peak periods.
- The report needs to include members that have ceased their membership and figures which include this time last year.

**Business Development**

Below is the list of business development that was scheduled for September and October. The highlighted actions are what were completed.

**Wanangkura Stadium – Business Development Actions**

MONTH	Internal		External		KPI
	Priority	Action	Priority	Action	
September /October	<p><b>Stadium Sports Calendar/Expression of Interest system for stadium usage (major events)</b> Develop a calendar for the stadium which forecasts the year in advance.</p>	<p>The stadium calendar is to ensure the YMCA communicates with its patrons when the stadium is available and when it is not. Most importantly it is to establish when the stadium can and cannot accept major events. An expression of interest system needs to be developed so as to encourage future planning when organising a major event and to minimise disruption to members.</p>	<p><b>Function Room and Meeting Rooms</b> Provide some clear structure regarding room and function hire including catering options, inclusive of enquiry handling</p> <p><b>Merchandise</b> Develop a merchandise strategy for all facilities and engage in preferred contractors.</p>	<p>The function areas are a strength that has never been aggressively promoted. The action is to provide a function and meeting room corporate package which includes catering options.  Develop a line of merchandise for each facility with preferred contractors. This includes the aquatic facilities.</p>	Stadium, Meeting & Functions

**South Hedland Aquatic Centre & Gratwick Aquatic Centre – Business Development Actions**

MONTH	<i>Business Development - To ensure we are promoting our programs and monitoring trends in programming and always looking to further develop the health and fitness programs across all of our facilities</i>	Priority	Action	KPI
September	<p><b>Swim Pass</b> Introduce the swim pass culture. This could act as seasons pass.</p> <p><b>Brochures</b> Strategic approach required for brochure development.</p> <p><b>Corporate Facility Bookings</b> Identify key clients: Swim Club Water Polo FMG BHP</p> <p><b>Corporate bookings/functions</b> Develop a corporate/team building package.</p> <p><b>Advertise/Communicate fee structure</b> New fee structure to be implemented and promoted</p> <p><b>Recruitment/Training</b> Recruit a Wave Rider team and develop a specialised training program.</p> <p><b>Café stock options</b> Review stock options for the café and kiosk. Start moving away from junk food to healthier options.</p>	<p>First week of the season operate a swim pass discount for adults only.</p> <p>Design a template for all brochures and marketing material for each site.</p> <p>Conduct a consultation session with each identified client to ensure there needs are being met and that there is clear lines of communication regarding booking, invoicing systems etc.</p> <p>Identify business to approach to do team building on the Wave Rider which will create future bookings e.g. FMG, BHP</p> <p>The Wave Rider has new (cheaper) 'fee structure' which is designed to increase participation on the Wave Rider.</p> <p>Recruit staff to work on the wave rider and design a training program that changes the culture towards the machine.</p> <p>Review stock options for the café and kiosk. Start moving away from junk food to healthier options.</p> <p>Ensure the Aqua Run times are advertised prominently.</p>	<p>Adult Swim &amp; Child Swim</p> <p>General</p> <p>General</p> <p>Wave Rider</p> <p>Wave Rider</p> <p>Wave Rider</p> <p>Café/Merchandise</p>	
October	<p><b>Aqua Run</b> The Aqua Run to be regularly out for patrons</p> <p><b>Schools</b> Promote the attraction through the schools.</p> <p><b>Merchandise contract</b> Develop a sales strategy for aquatic merchandise at SHAC and GAC</p>	<p>Investigate incorporating a Wave Rider session to the end of each schools in-term session to familiarise local kids</p> <p>Construct a brief for prospective aquatic merchandise suppliers respond to for the Gratick Aquatic Centre and the South Hedland Aquatic Centre.</p>	<p>Adult swim &amp; Child Swim</p> <p>Wave Rider</p> <p>Café/Merchandise</p>	

### **Occupational Health & Safety**

Following is an overview of the number of incident reports and hazard reports that have been processed at each of the facilities throughout the month of September.

<b>First Aid/Incident Reports</b>		Comments/Actions (only if deemed serious)
Facility	Total	
Gratwick Aquatic Centre	6	Nothing to report.
South Hedland Aquatic Centre	12	Nothing to report.
Wanangkura Stadium	8	Nothing to report.
Hazard Identification - Gratwick Aquatic Centre		Nothing to report.
Hazard Identification – Wanangkura Stadium		Carpet adjacent to the squat rack. Floor specialist has been contacted.
Hazard Identification – South Hedland Aquatic Centre		Nothing to report.



**Maintenance**

The following table summarises monthly maintenance activities, both preventative and reactive, at each of the Town's leisure facilities. Where required, this information also includes comment on items with outstanding maintenance requirements carried over from previous reports.

Facility	Maintenance type (Preventative/Reactive)	Comment
Wanangkura Stadium	Reactive	<ul style="list-style-type: none"> <li>➤ Upstairs WC re-fitted after water leak repaired</li> <li>➤ Lights re-tubed by Far North West</li> <li>➤ Pumps replaced in Three zip water filters</li> </ul>
	Preventative	<ul style="list-style-type: none"> <li>➤ Lift serviced</li> </ul>
	Outstanding	<ul style="list-style-type: none"> <li>➤ Smoke detectors to stadium need replaced</li> <li>➤ Stadium lights need new bulbs – all will be replaced</li> <li>➤ Damaged glass to weights room – Port Hedland glazing pricing replacement</li> <li>➤ Damaged walls to weights room – Capital works submitted to upgrade</li> </ul>
Gratwick Aquatic Centre	Preventative	<ul style="list-style-type: none"> <li>➤ Painting interior and exterior</li> <li>➤ Lawns and tree lopping</li> <li>➤ Gym carpet repairs</li> <li>➤ Chlorine Gas activated</li> <li>➤ Plant maintenance</li> </ul>
South Hedland Aquatic Centre (Current defects list attached)	Preventative	<ul style="list-style-type: none"> <li>➤ Chlorine Gas activated</li> <li>➤ Plant maintenance</li> <li>➤ Wave Rider repaired and serviced</li> </ul>

**Utilities**

Utilities have been identified as an area of focus due to the impact it has had on the budget in the last financial year.

Utilities	Month			Year To Date			YTD 13/14	
	Actual	Budget	Variance	Actual	Budget	Variance	YTD Actual	YTD Budget
Electricity	\$63,581	\$50,261	-\$13,320	\$167,770	\$148,144	-\$19,262	\$179,994	\$179,994
Gas	\$1,758	\$1,017	-\$741	\$3,792	\$3,051	-\$741	\$3,059	\$3,059
Water	\$1,752	\$6,045	\$4,293	\$12,739	\$18,145	\$5,406	\$12,077	\$12,077
<b>Total</b>	<b>\$67,091</b>	<b>\$57,323</b>	<b>-\$9,768</b>	<b>\$184,301</b>	<b>\$164,675</b>	<b>-\$14,597</b>	<b>\$195,130</b>	<b>\$195,130</b>

Utilities	Month			Year To Date			YTD 13/14	
	Actual	Budget	Variance	Actual	Budget	Variance	YTD Actual	YTD Budget
Wanangkura Stadium	\$27,375	\$22,102	-\$5,273	\$54,610	\$78,384	\$23,774	\$140,952	\$140,952
Gratwick Aquatic Centre	\$2,684	\$5,794	\$3,110	13,383	14,744	\$1,361	\$16,829	\$16,829
South Hedland Aquatic Centre	\$42,340	\$25,401	-\$16,939	\$116,308	\$76,202	-\$40,106	\$37,349	\$37,349

**COMMENTS:**

At this early stage of the financial year electricity still remains an issue at the South Hedland Aquatic Centre. This will be due the cold weather during July and August (record low temperatures in Port Hedland). The electricity figure could level out with the hot weather now upon us and the pools not requiring heating.

Gratwick Aquatic Centre

Profit & Loss for Lookup as at 30-Sep-2014

Acct No.	Acct Description	YEAR TO DATE				CURRENT MONTH		
		Actual	Budget	Difference	% Diff	Actual	Budget	Difference
<b>INCOME</b>								
AQUAAEROB	Aqua Aerobics	-	65	(65)	-	-	65	(65)
AQUAED	Aquatic Education	- 2,485	-	(2,485)	-	- 2,485	-	(2,485)
AQUAPROG	Aquatic Programs	- 686	-	(686)	-	-	-	0
CAFE	Cafe	662	1,400	(738)	(52.7)%	550	1,400	(850)
FACRENTAL	Facility Rental	- 498	-	(498)	-	-	-	0
GAADULT	General Admission - Adult	1,045	1,723	(678)	(39.3)%	423	1,723	(1,300)
GACHILD	General Admission - Child	121	477	(356)	(74.6)%	121	477	(356)
GAFAM	General Admission - Family	14	-	14	-	14	-	14
GAMEMB	General Admission - Memberships	800	2,584	(1,784)	(69.0)%	518	1,034	(516)
GASPEC	General Admission - Spectator	7	168	(160)	(95.7)%	7	168	(160)
MERCHAND	Merchandise	248	1,800	(1,552)	(86.2)%	248	1,800	(1,552)
<b>TOTAL INCOME</b>		<b>- 772</b>	<b>8,216</b>	<b>(8,988)</b>		<b>- 605</b>	<b>6,666</b>	<b>(7,271)</b>
<b>EXPENSES</b>								
AMENITIES	Amenities	470	150	(320)	(213.1)%	175	150	(25)
AQUAAEROB	Aqua Aerobics	426	414	(12)	(2.8)%	131	414	284
AQUAED	Aquatic Education	11,668	5,208	(6,460)	(124.0)%	825	1,736	911
AQUAPROG	Aquatic Programs	15	-	(15)	-	10	-	(10)
AREAMAN	Area Manager	11,283	12,066	784	6.5%	3,520	4,022	502
BANKCHARGE	Bank Charges	902	428	(473)	(110.5)%	450	228	(221)
BIRTHPARTY	Birthday Parties	5	-	(5)	-	4	-	(4)
BUSINESSSU	Business Support Officer	1,549	2,796	1,248	44.6%	796	932	136
CAFE	Cafe	288	700	412	58.9%	295	700	405
CASHSECURI	Cash Security	-	306	306	-	- 198	306	504
CENTREMAN	Centre Manager	31,718	59,732	28,014	46.9%	12,259	19,911	7,651
CLEANING	Cleaning	- 102	590	692	117.4%	- 695	590	1,285
CONSUMABLE	Consumables	6	12	6	51.5%	-	12	12
DUTYMANAGE	Duty Management	24,217	8,725	(15,492)	(177.6)%	1,341	8,725	7,384
ELECT	Electricity	7,325	7,319	(6)	(0.1)%	2,563	3,319	755
EQUIPLEASE	Equipment Lease	525	525	(0)	(0.1)%	175	175	(0)
EQUIPMENT	Equipment	248	1,507	1,259	83.6%	70	502	432
FIRSTAID	First Aid	120	298	178	59.8%	-	298	298
GARDENING	Gardening	7,672	4,296	(3,376)	(78.6)%	2,345	2,496	151
INSURANCE	Insurance	314	1,158	844	72.9%	105	386	281
LICENCE	Licence & Subscriptions	617	1,417	800	56.4%	253	472	219
MAINT	Maintenance	20,644	22,348	1,703	7.6%	13,552	9,071	(4,481)
MARKETING	Marketing	113	1,500	1,387	92.5%	-	500	500
MERCHAND	Merchandise	- 1,078	900	1,978	219.8%	- 1,078	900	1,978
POOLCHEM	Pool Chemicals	10,320	3,844	(6,476)	(168.5)%	2,763	2,244	(519)
POSTCOUR	Postage & Courier	-	96	96	-	-	96	96
PRINTING	Printing & Stationery	1,013	2,007	994	49.5%	319	1,007	687
RECRUIT	Recruitment	-	228	228	-	-	76	76
RECSWIM	Recreation Swimming	20,841	7,818	(13,023)	(166.6)%	12,306	7,818	(4,488)
SECURITY	Security	604	1,262	658	52.2%	198	421	223
TELEPHONE	Telephone	1,561	1,304	(257)	(19.7)%	276	435	159
TRAINING	Training	595	500	(95)	(19.0)%	595	500	(95)
TRAVEL	Travel	641	836	195	23.4%	-	279	279
UNIFORMS	Uniforms	-	1,264	1,264	-	-	421	421
VEHICLE	Vehicle	420	1,374	954	69.4%	73	458	385
WASTE	Waste	479	18	(461)	(2563.0)%	-	18	18
WATER	Water	6,058	7,425	1,367	18.4%	121	2,475	2,354
<b>TOTAL Expenses</b>		<b>161,477</b>	<b>160,371</b>	<b>(1,106)</b>		<b>53,548</b>	<b>72,093</b>	<b>18,544</b>
<b>Net Result (Surplus/(Deficit))</b>		<b>(162,249)</b>	<b>(152,155)</b>	<b>(10,094)</b>		<b>(54,153)</b>	<b>(65,427)</b>	<b>11,274</b>
<b>Profit % - Target 10%</b>				<b>21018.6%</b>				<b>8957.6%</b>
								0.0%

South Hedland Aquatic Centre

Profit & Loss for Lookup as at 30-Sep-2014

Acct No.	Acct Description	YEAR TO DATE				CURRENT MONTH				
		Actual	Budget	Difference	% Diff	Actual	Budget	Difference		
<b>INCOME</b>										
AQUAADULT	Aquatic Program - Adult	4	-	4	-	-	-	0	-	
AQUAAEROB	Aqua Aerobics	687	3,348	(2,661)	(79.5)%	473	670	(197)	(29.4)%	
AQUAED	Aquatic Education	39,054	44,200	(5,146)	(11.6)%	17,400	17,680	(280)	(1.6)%	
AQUAPROG	Aquatic Programs	-	3,284	(3,284)	-	-	1,491	(1,491)	-	
BIRTHPARTY	Birthday Parties	54	903	(849)	(94.0)%	54	301	(247)	(82.0)%	
CAFE	Cafe	9,569	29,400	(19,831)	(67.5)%	6,314	9,800	(3,487)	(35.6)%	
FACRENTAL	Facility Rental	361	530	(169)	(31.8)%	836	177	660	373.2%	
GAADULT	General Admission - Adult	16,226	29,908	(13,682)	(45.7)%	12,231	12,118	113	0.9%	
GACHILD	General Admission - Child	5,563	6,757	(1,194)	(17.7)%	4,369	2,566	1,803	70.3%	
GAFAM	General Admission - Family	181	-	181	-	134	-	134	-	
GAMEMB	General Admission - Memberships	4,677	1,204	3,473	288.5%	981	558	423	75.8%	
GAS	Gas	-	9	(9)	-	-	-	0	-	
GASPEC	General Admission - Spectator	504	1,536	(1,032)	(67.2)%	233	478	(246)	(51.4)%	
MERCHAND	Merchandise	3,111	6,300	(3,189)	(50.6)%	1,894	2,100	(206)	(9.8)%	
RECSWIM	Recreation Swimming	10	-	10	-	666	-	(666)	-	
SCHOOAQU	School Aquatics	1,880	727	1,153	158.5%	81	-	81	-	
SURFMACH	Surf Machine	272	20,901	(20,629)	(98.7)%	-	7,623	(7,623)	-	
<b>TOTAL INCOME</b>		<b>82,144</b>	<b>148,998</b>	<b>(66,854)</b>		<b>44,333</b>	<b>55,561</b>	<b>(11,228)</b>		
<b>EXPENSES</b>										
AMENITIES	Amenities	568	1,050	482	45.9%	322	350	28	7.9%	
AQUAAEROB	Aqua Aerobics	5,551	7,578	2,026	26.7%	3,449	1,516	(1,933)	(127.6)%	
AQUAED	Aquatic Education	35,005	25,503	(9,501)	(37.3)%	13,131	9,507	(3,624)	(38.1)%	
AQUAPROG	Aquatic Programs	35	1,918	1,882	98.2%	24	817	794	97.1%	
AREAMAN	Area Manager	12,279	12,066	(213)	(1.8)%	4,036	4,022	(14)	(0.3)%	
BANKCHARGE	Bank Charges	986	1,040	54	5.2%	640	347	(294)	(84.7)%	
BIRTHPARTY	Birthday Parties	9	463	454	98.0%	6	154	148	96.1%	
BUSINESSSU	Business Support Officer	4,033	2,801	(1,232)	(44.0)%	796	934	138	14.8%	
CAFE	Cafe	6,321	18,837	12,517	66.4%	2,435	9,037	6,602	73.1%	
CASHSECURI	Cash Security	746	1,017	271	26.7%	370	339	(31)	(9.1)%	
CENTREMAN	Centre Manager	74,099	59,732	(14,368)	(24.1)%	20,119	19,911	(208)	(1.0)%	
CLEANING	Cleaning	5,954	5,751	(203)	(3.5)%	4,477	1,917	(2,560)	(133.5)%	
CONSUMABLE	Consumables	-	50	50	-	-	17	17	-	
DUTYMANAGE	Duty Management	71,269	38,095	(33,174)	(87.1)%	26,764	15,653	(11,111)	(71.0)%	
ELECT	Electricity	110,242	67,826	(42,416)	(62.5)%	41,993	22,609	(19,384)	(85.7)%	
EQUILEASE	Equipment Lease	525	525	(0)	(0.1)%	175	175	(0)	(0.1)%	
EQUIPMENT	Equipment	4,551	2,263	(2,288)	(101.1)%	2,163	754	(1,409)	(186.8)%	
FIRSTAID	First Aid	1,650	920	(729)	(79.3)%	1,483	307	(1,176)	(383.4)%	
GARDENING	Gardening	11,701	9,904	(1,796)	(18.1)%	5,510	3,426	(2,084)	(60.8)%	
INSURANCE	Insurance	708	1,822	1,114	61.1%	236	607	371	61.1%	
LICENCE	Licence & Subscriptions	967	1,601	633	39.6%	203	534	330	61.9%	
MAINT	Maintenance	26,197	34,100	7,903	23.2%	11,620	6,732	(4,888)	(72.6)%	
MARKETING	Marketing	76	4,225	4,149	98.2%	-	1,408	1,408	-	
MERCHAND	Merchandise	36	3,150	3,114	98.8%	-	1,050	1,118	106.5%	
POOLCHEM	Pool Chemicals	19,104	14,676	(4,428)	(30.2)%	11,217	4,892	(6,325)	(129.3)%	
POSTCOUR	Postage & Courier	72	133	61	45.6%	72	44	(28)	(63.2)%	
PRINTING	Printing & Stationery	1,283	3,000	1,717	57.2%	497	1,000	503	50.3%	
RECRUIT	Recruitment	-	198	198	-	-	66	66	-	
RECSWIM	Recreation Swimming	81,060	81,003	(57)	(0.1)%	30,562	32,226	1,664	5.2%	
SECURITY	Security	779	856	76	8.9%	32	285	253	88.8%	
TELEPHONE	Telephone	3,642	2,015	(1,627)	(80.7)%	3,162	672	(2,490)	(370.7)%	
TRAINING	Training	3,291	3,113	(177)	(5.7)%	1,502	1,038	(464)	(44.7)%	
TRAVEL	Travel	1,901	1,219	(682)	(55.9)%	-	406	406	-	
UNIFORMS	Uniforms	-	1,374	1,374	-	-	458	458	-	
VEHICLE	Vehicle	1,604	1,374	(230)	(16.8)%	175	458	283	61.9%	
WASTE	Waste	-	55	55	-	-	18	18	-	
WATER	Water	6,066	8,376	2,310	27.6%	-	347	2,792	3,139	112.4%
<b>TOTAL Expenses</b>		<b>492,311</b>	<b>419,632</b>	<b>(72,679)</b>		<b>186,756</b>	<b>146,478</b>	<b>(40,278)</b>		
<b>Net Result (Surplus/(Deficit))</b>		<b>(410,167)</b>	<b>(270,634)</b>	<b>(139,533)</b>		<b>(142,423)</b>	<b>(90,917)</b>	<b>(51,506)</b>		
<b>Profit % - Target 10%</b>				<b>(499.3)%</b>				<b>(321.3)%</b>	<b>0.0%</b>	

Wanangkura Stadium

Profit & Loss for Lookup as at 30-Sep-2014

Acct No.	Acct Description	YEAR TO DATE				CURRENT MONTH				
		Actual	Budget	Difference	% Diff	Actual	Budget	Difference		
<b>INCOME</b>										
ADULLTERM	Adult term programs	2,493	11,040	(8,547)	(77.4)%	888	4,416	(3,528)	(79.9)%	
BIRTHDAY	Birthday	-	1,309	(1,309)	-	-	436	(436)	-	
CAFE	Cafe	20,686	15,300	5,386	35.2%	6,681	5,100	1,581	31.0%	
CHILDCARE	Childcare	14,064	13,818	246	1.8%	-	-	0	-	
CHILDTERM	Childrens Term Programs	3,437	10,849	(7,412)	(68.3)%	968	4,339	(3,371)	(77.7)%	
CRECHE	Creche	6,725	9,695	(2,970)	(30.6)%	1,496	3,191	(1,694)	(53.1)%	
FACRENTAL	Facility Rental	891	-	891	-	-	-	0	-	
FUNRENTAL	Function Room Rental	6,806	16,477	(9,670)	(58.7)%	3,445	5,492	(2,047)	(37.3)%	
GROUFPIT	Group Fitness	23,404	28,354	(4,949)	(17.5)%	6,302	9,451	(3,149)	(33.3)%	
HEALTHCAS	Health Club Casual	42,612	42,273	339	0.8%	13,049	14,091	(1,042)	(7.4)%	
HEALTHCLUB	Health club	349,652	459,775	(110,123)	(24.0)%	122,082	153,258	(31,177)	(20.3)%	
MEETRENTAL	Meeting Room Rental	1,232	8,015	(6,783)	(84.6)%	727	2,672	(1,945)	(72.8)%	
PERSONALT	Personal Training	11,863	18,389	(6,526)	(35.5)%	3,941	6,130	(2,188)	(35.7)%	
SPONSORS	Sponsorship	-	3,000	(3,000)	-	-	1,000	(1,000)	-	
SPORTRENT	Sports Hall Rental	9,754	11,986	(2,232)	(18.6)%	8,322	3,995	4,327	108.3%	
SPORTSADL	Sports Comp Adult	18,958	29,894	(10,936)	(36.6)%	6,809	12,204	(5,395)	(44.2)%	
SQUASHRENT	Squash Court Rental	15,046	12,116	2,930	24.2%	5,943	4,039	1,904	47.2%	
<b>TOTAL INCOME</b>		<b>527,623</b>	<b>692,289</b>	<b>(164,666)</b>		<b>180,654</b>	<b>229,815</b>	<b>(49,161)</b>		
<b>EXPENSES</b>										
ADULLTERM	Adult term programs	4,428	8,304	3,876	46.7%	1,366	3,322	1,955	58.9%	
AMENITIES	Amenities	-	255	255	-	-	85	85	-	
AREAMAN	Area Manager	20,608	12,211	(8,398)	(68.8)%	6,961	4,070	(2,891)	(71.0)%	
BANKCHARGE	Bank Charges	4,397	5,064	667	13.2%	2,699	1,688	(1,011)	(59.9)%	
BIRTHPARTY	Birthday Parties	18	917	899	98.0%	9	306	297	97.1%	
BUSINESSSU	Business Support Officer	16,543	22,412	5,869	26.2%	3,404	7,471	4,067	54.4%	
CAFE	Cafe	12,672	9,000	(3,672)	(40.8)%	9,587	3,000	(6,587)	(219.6)%	
CASHSECURI	Cash Security	-	770	2,544	330.3%	-	848	2,390	281.8%	
CENTREMAN	Centre Manager	34,604	59,732	25,127	42.1%	12,559	19,911	7,352	36.9%	
CHILDCARE	Childcare	13,692	6,957	(6,734)	(96.8)%	2,648	-	(2,648)	-	
CHILDTERM	Childrens Term Programs	5,620	8,351	2,731	32.7%	2,251	3,322	1,071	32.2%	
CLEANING	Cleaning	35,686	36,000	314	0.9%	15,783	12,000	(3,783)	(31.5)%	
CONSUMABLE	Consumables	-	510	510	-	-	170	170	-	
CRECHE	Creche	16,318	18,761	2,443	13.0%	4,633	6,254	1,621	25.9%	
CRECHETL	Creche Team Leader	5,513	15,789	10,276	65.1%	2,162	5,264	3,102	58.9%	
CSOFUNCMAN	Customer Service Functions Manager	10,976	26,088	15,113	57.9%	4,696	8,696	4,000	46.0%	
CUSTSERVE	Customer Service	65,566	59,143	(6,423)	(10.9)%	24,295	19,714	(4,581)	(23.2)%	
DONATIONS	Sporting Donations	-	3,000	3,000	-	-	1,000	1,000	-	
DUTYMANAGE	Duty Management	39,764	31,245	(8,519)	(27.3)%	11,802	10,415	(1,387)	(13.3)%	
ELECT	Electricity	50,203	72,999	22,796	31.2%	20,307	24,333	4,026	16.5%	
EQUIPLEASE	Equipment Lease	19,455	15,591	(3,864)	(24.8)%	9,061	5,197	(3,864)	(74.4)%	
EQUIPMENT	Equipment	3,520	2,895	(625)	(21.6)%	-	813	965	184.3%	
FIRSTAID	First Aid	1,533	324	(1,209)	(372.5)%	-	108	108	-	
GARDENING	Gardening	1,600	2,400	800	33.3%	-	800	800	100.0%	
GAS	Gas	3,792	3,051	(741)	(24.3)%	1,758	1,017	(741)	(72.9)%	
GROUFPIT	Group Fitness	45,121	46,979	1,859	4.0%	13,844	15,660	1,815	11.6%	
HEALTHCLUB	Health club	34,923	38,841	3,918	10.1%	11,288	13,344	2,056	15.4%	
HEALTHMAN	Health Club Manager	26,331	28,015	1,684	6.0%	11,766	9,338	(2,428)	(26.0)%	
INSURANCE	Insurance	2,683	3,433	750	21.8%	894	1,144	250	21.8%	
LICENCE	Licence & Subscriptions	6,813	6,778	(35)	(0.5)%	4,385	2,235	(2,150)	(96.2)%	
MAINT	Maintenance	23,116	33,002	9,885	30.0%	13,214	6,887	(6,327)	(91.9)%	
MARKETING	Marketing	8,683	10,025	1,342	13.4%	4,708	3,342	(1,366)	(40.9)%	
PERSONALT	Personal Training	13,083	16,188	3,105	19.2%	3,644	5,396	1,752	32.5%	
POSTCOUR	Postage & Courier	581	171	(410)	(239.7)%	-	57	57	-	
PRINTING	Printing & Stationery	4,444	9,036	4,592	50.8%	1,910	3,012	1,102	36.6%	
RECRUIT	Recruitment	340	650	310	47.7%	340	217	(123)	(56.9)%	
SECURITY	Security	1,539	812	(727)	(89.5)%	772	270	(502)	(185.5)%	
SPORTSADL	Sports Comp Adult	243	-	(243)	-	243	-	(243)	-	
SPORTSCOMP	Sports Competitions	11,967	15,320	3,353	21.9%	4,497	6,240	1,743	27.9%	
SPORTSMAN	Team Sports Manager	23,497	26,088	2,591	9.9%	6,230	8,696	2,466	28.4%	
TELEPHONE	Telephone	8,300	6,885	(1,415)	(20.6)%	2,042	2,295	253	11.0%	
TRAINING	Training	5,236	9,500	4,264	44.9%	1,280	3,167	1,887	59.6%	
TRAVEL	Travel	2,051	2,844	793	27.9%	256	948	692	72.9%	
UNIFORMS	Uniforms	-	3,600	3,600	-	-	1,200	1,200	-	
VEHICLE	Vehicle	420	1,374	954	69.4%	73	458	385	84.0%	
WASTE	Waste	257	1,104	847	76.7%	257	368	111	30.1%	
WATER	Water	-	615	2,949	126.3%	-	1,284	778	2,062	265.0%
<b>TOTAL Expenses</b>		<b>584,751</b>	<b>686,521</b>	<b>101,770</b>		<b>213,987</b>	<b>225,006</b>	<b>11,019</b>		
<b>Net Result (Surplus/(Deficit))</b>		<b>(57,128)</b>	<b>5,768</b>	<b>(62,896)</b>		<b>(33,333)</b>	<b>4,809</b>	<b>(38,142)</b>		
<b>Profit % - Target 10%</b>				<b>(10.8)%</b>				<b>(18.5)%</b>		
								0.0%		

## 10.2.2 GP Housing Quarterly Review: Quarter 1 – July – September 2014

Paul Howrie, Manager Community Development  
File No. 15/01/0020

### DISCLOSURE OF INTEREST BY OFFICER

Nil

### 201415/014 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION

**MOVED: MR HRAMBANIS**

**SECONDED: MAYOR HOWLETT**

**That the Audit and Finance Committee receive the first quarter reports (1 July to 30 September 2014) for GP Housing from the Port Hedland Medical Centre (OSH Group) and Kinetic Health Centre.**

**CARRIED 3/0**

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### EXECUTIVE SUMMARY

The purpose of this report is for the Audit and Finance Committee to review the reports for GP Housing for the first quarter; July to September 2014.

### DETAILED REPORT

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

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

The Special Council Meeting on 14 November 2012:

1. *Endorsed the disposal of Part Lot 5551 Dempster Street, Cooke Point by way of lease to:*
  - *3 general practitioner houses to Kinetic Health Services (\$600 per week, to be reviewed annually in accordance with the Asset Management Plan) for a term of 3 years*
  - *4 general practitioner houses to the OSH Group (\$600 per week, to be reviewed annually in accordance with the Asset Management Plan) for a term of 3 years.*

2. *Delegated authority to the Chief Executive Officer or delegate to negotiate the provision of housing to preferred doctors within the Kinetic Health Service and OSH Group allocations;*
3. *Endorsed the provision of local public notice of the proposed disposals in accordance with section 3.58 of the Local Government Act; and*
4. *Delegated authority to the Chief Executive Officer to enter into lease agreements should no public submissions be received.*

Construction of the 7 general practitioner houses was completed and readied for occupancy in December 2012. The allocation of GP houses above was based on outcomes / KPI's detailed in submissions, and are the subject of quarterly reporting.

Lease agreements were executed with Port Hedland Medical Centre (OSH Group) on 16 April 2013 and with Kinetic Health on 1 May 2013.

#### *Port Hedland Medical Centre (OSH Group)*

Noted for the Quarter 1 report (Attachment 1) is that:

- Practice hours have been reduced on Saturdays to 1pm due to lower patients numbers
- Clinical hours have not been extended to Sundays, as this remain unviable for the business
- Nursing staff trained in Perth for women's health screening and PAP smears – to add to Community services (WWC)

#### *Kinetic Health*

KPIs were to maintain existing levels of services and practice hours.

As can be seen from Attachment 2, the hours were reported as being unchanged for this quarter, however the clinic has opened up a few more Occupational Health services on Saturday mornings. The clinic has also started opening from 8am due to patient demand. The Practice has increased permanent doctors, and has a doctor from the Hedland Health Campus doing casual work and 1 or 2 sessions per week.

#### *Current Construction Program*

There are three (3) houses currently under construction. Expressions of Interest (EOI) have been advertised. The submissions will be assessed and reported to Council endorsement.

### **FINANCIAL IMPLICATIONS**

The construction of 7 general practitioner houses was funded through contributions from WA State Government, resource industry and the Town.

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

The construction of the further three GP houses has been funded by BHP Billiton and practical completion is anticipated to be in November 2014.

#### **STATUTORY AND POLICY IMPLICATIONS**

This initiative is supported in section 3.3 of the Town's Strategic Community Plan 2014 – 2024, to be a safe, attractive and accessible environment, where the Town looks to facilitate public health initiatives across the community.

#### **ATTACHMENTS**

1. Port Hedland Medical Centre (OSH Group) Q1 FY 2015 (July to September 2014)
2. Kinetic Health Q4 2015 (July to September 2014)

4 November 2014



## ATTACHMENT 1 TO ITEM 10.2.2



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 PO Box 441 Port Hedland WA 6721  
 T: +61 8 9173 3733  
 F: +61 8 9173 5219  
 reception@porthedlandmedical.com.au  
 ABN: 65 143 532 478  
 www.oshgroup.com.au

Town of Port Hedland

Contract: GP Housing (PHMC)

Period: Q1 FY15

Contract Number: N/A

Item	Description	KPI	Outcome
1	Expansion of clinical practice hours, including:	(a) Increased clinical hours: Monday to Friday 7:30 am to 7:30pm , Saturday 8am to 12 noon (b) Additional general practitioners available on Saturday mornings. This KPI must be achieved within 6 months of execution of the Lease and maintained for the remainder of the Lease term.	Achieved  Mon – Fri 7.30 – 7.30  Sat – 8 – 1 pm  <i>Q1 Update: 1pm finishes have been used due to lower patient numbers</i>
2	Expansion of clinical practice hours, to include a Sunday Clinic	This KPI must be achieved within 12 months of execution of the Lease and maintained for the remainder of the Lease term.	Not yet achieved  <i>Q1 Status: Business position – remains unviable</i>
3	Expansion of the services available, including the introduction of the following services:	(a) Mental health support, identified as particularly important to FIFO workers and residents due to shift work, geographic remoteness and climate and being a regional and remote town;  (b) Re-introduction of Sleep Studies to address the cycle of fatigue management and obesity; and  (c) Indigenous health including-diabetes, heart disease and obesity. These KPIs must be achieved within 6 months of execution of the Lease and maintained for the remainder of the Lease term.	Psychologist relocated to another location. Continue to offer sessions by tele/skype,  Sleep – No change, increased weekly testing capacity  Dietician – No replacement, low utilisation and not cost effective. GP's allocating chronic disease management plans under Medicare  We offer these services to all patients, including Indigenous  Add: Nursing staff trained in Perth for Women's health screening and PAP smears – to add to Community services (WWC)

SPECIALISTS IN CORPORATE HEALTH AND SAFETY





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4	Expansion of the services available, including the introduction of the following services:	<p>(a) ability to deliver programs such as based exercise programs to combat obesity, Pilates and supervised rehabilitation programs;</p> <p>(b) access to the services of a dietician, if not residential then by Telehealth (although a Medicare rebates not available via Telehealth) to combat diabetes; and</p> <p>(c) ability to offer diagnostic ultrasound services from the practice.</p> <p>These KPIs must be achieved within 12 months of execution of the Lease and maintained for the remainder of the Lease term. However, the parties acknowledge that achievement of these measures is conditional on physical expansion to suitable and financially viable additional premises.</p>	<p>Pilates classes delivered.</p> <p>See above (alternatives being investigated, some private 'skype' style sessions with Perth doctors have been delivered</p> <p><i>Q1 Status: Business position – remains unviable</i></p>
5	Expansion of the existing range of specialists' services and skills. This KPI will be an ongoing item that will be negotiated over the term if the Lease.		<p>Variable services, female GP performs weekly bulk billed services at Well Women's Centre. Stress ECG and Sleep Science services are replacing PATS and waiting (see nurse upskilling above)</p>
6	Developing a program to provide training placements to junior doctors to expose the junior doctors to Rural and Remote medicine by applying to become accredited training post.	<p>One of the requirements will be suitably qualified general practitioners to supervise the junior doctors. This KPI must be achieved within 12 months of execution of the Lease and maintained for the remainder of the Lease term.</p>	<p>WAGPET Accreditation: Site visit 19 June 2014 (part 1).</p> <p>Q1 Status - WAGPET – Recommending that further full FRACGP staff required to train junior staff. Action: 2 of 5 GPs have submitted requests for full membership to the RACGP via AHPRA.</p>

SPECIALISTS IN CORPORATE HEALTH AND SAFETY



ATTACHMENT 2 TO ITEM 10.2.2

Town of Port Hedland Contract: GP Housing (Kinetic Health)

Period: July-Oct 2014

Item	KPI	Service Level at commencement of contract (April 2013)	Current Service Level (21 <sup>st</sup> July 2014)	Comments / Update
1	Maintenance of existing days of operation, as at commencement date (April 2013)	Monday – Friday Extended hours Thursday till 7.30pm Saturday	Monday – Friday Extended hours Thursday till 7.30pm Saturday	The hours are unchanged for this quarter, however we have opened up a few more Occupational Health services Saturday morning.
2	Maintenance of existing times of operation, as at commencement date (April 2013)	Mon – Wed, Fri 8.30 – 5.30 Thur - 8.30 – 7.30 Sat – 8.30 – 1pm	Mon – Wed, Fri 8.00 – 5.30 Thur - 8.00 – 7.30 Sat – 8.30 – 1pm	Have started half hour earlier in mornings starting at 8am, as there was a need to begin earlier in the day.
3	Maintenance of existing services available	GP Care Plans Injury Management Pap Smears Phlebotomy Occupational Health	GP Care Plans Injury Management Pap Smears Phlebotomy Occupational Health Occupational Health Physician – specialist once a month	Have started a specialist service with a Occ Health Physician who does Fit for work assessments, Medico legal consults. 2 staff have complete diabetic courses to help with preventative care and offer sessions
4	Maintenance of existing number of doctors available	1 x Permanent 2 x Locum	4 x F/t Doctors (1 Male, 3x females) 1 x Casual doctor to help fill in when required.	Have increased permanent doctors. Have a doctor from HHC to do casual work and 1 or 2 sessions per week. One of our FT Female Doctors has been on Maternity leave but back in mid November. We also have a new female doctor who started 2 weeks ago, has

5	Additional services / facilities / programs / achievements		Have relocated to our new location, 10 Hedditch st, South Hedland	been working for 4 years previous in Bunbury so has a good idea of how our systems work.
				New fresh, modern facility with more space. Also will be more functional with increase in GP consulting rooms. Large treatment area which is already being utilised for patients with doing more treatment than we were able in the old premises.

### 10.2.3 Courthouse Gallery Quarterly Review: July to September 2014

Paul Howrie, Manager Community Development  
File No. 20/01/0026

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### 201415/015 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION

**MOVED: MAYOR HOWLETT**

**SECONDED: MR HRAMBANIS**

**That the Audit and Finance Committee receive the first quarter report (1 July to 30 September 2014) for the Courthouse Gallery from FORM Contemporary Craft and Design Inc.**

***CARRIED 3/0***

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#### EXECUTIVE SUMMARY

The purpose of this report is for the Audit and Finance Committee to review the first quarter report (1 July to 30 September 2014) for the Courthouse Gallery from FORM Contemporary Craft and Design Inc.

#### DETAILED REPORT

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 from 1 July 2012 to 30 June 2015.

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 endeavour to provide the Committee with information to satisfy the requirements listed in Section 3.3.10.1 of the FORM contract.

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 Gallery
- 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

It is the 1<sup>st</sup> quarter of FORM's budget cycle and there has been an improvement on previous quarters with a \$334 profit for this current quarter. The last two quarters have seen net losses of \$106,998 (March) and \$186,681 (June) respectively. The attachments also highlight some of the programs and workshops which have been held at the facility over the reporting period.

#### **FINANCIAL IMPLICATIONS**

Council's 2014/15 budget contains an allowance of \$404,790 per annum for the contract management of the Courthouse Gallery, payable quarterly.

#### **STATUTORY AND POLICY IMPLICATIONS**

Section 1.2 of the Town's Strategic Community Plan 2014 – 2024 refers to the Town having a vibrant community rich in diverse cultures. This includes providing safe and accessible community facilities, services, events and open spaces that connect people and neighbours.

#### **ATTACHMENTS**

1. David Ledger Workshop Feedback
2. Feedback spreadsheet for Martumili and Renee Hay
3. Gallery Maintenance Report
4. Hedland Art Awards 2014
5. Operational Report 3<sup>rd</sup> Quarter
6. July – Sept 2014 Quarterly Report
7. PHCH Jul-Sept P&L Operations
8. PHCH Jul-Sep Programs 2014

4 November 2014

ATTACHMENT 1 TO ITEM 10.2.3

David Ledger Workshop 2014 Feedback						
David Ledger						
1 = Poor - 5 = Excellent						
Name	Please rate your overall	How did you hear about the workshop?	What were the highlights of the workshop for you?	Did this workshop challenge you? Were your expectations met?	Do you have any additional comments? (e.g. improvements, recommendations,)	What workshop would you like next?
Edward Byrne	4	Friends	Interacting with other artists	yes	No	no feedback
Cindy Chang	4	Email	The location and giving it a go	yes and yes. I will use what I learnt to practice at home.	Wonderful. No recommendations and would do it again.	no feedback
Nina Pangahas	5	Email	Everything	Yes	More workshops of this kind	no feedback
Lorisa Morgan	5	Email	The medium, I was always afraid of oils	The freedom to express was both intimidating and exhilarating	Whenever I do these workshops I forget to breathe and drink water.	no feedback
No name.	5	Email	Learning how to use oils and how to pick up on definition etc...	Yes, it is a lot harder to start a painting than I thought!	More workshops please!	no feedback
No name.	4	Email	hands on. Level of knowledge and experience	Yes, very challenged! Exceeded expectations	Shorter timeframe. A lot could be compacted with four hours, instead of six.	no feedback
No name.	5	Friends	Everything	Yes. Never oil painted before. Good introduction + exposure	Nothing. All good.	no feedback
No name.	4	Other	Experimenting with oils - learning the logistics of them	Yes challenging - I would have preferred a little more one on one mentorship.	Nothing. All good.	no feedback

ATTACHMENT 2 TO ITEM 10.2.3

Martumili and Renne Hay Feedback				
Please rate your overall experience of this exhibition.	How did you hear of the exhibition?	What were the highlights of your visit to the exhibition?	What was it that motivated you to visit this exhibition?	Do you have any additional comments? (e.g. Future exhibitions, improvements)
5	other	The Martumili paintings	I work with Martumili and love to see the work displayed so well.	
4	Tourist information Centre	Presentation	Interest in comparing Indigenous Art with Central Australian Art.	
5	Visitors Centre	Local artworks and helpful staff	Local aboriginal artists	Keep it local for the Pilbara artists and a variety as you have now, well done!!
5	other	Great display area and friendly staff.	Saw it when passing.	How can you improve??
5	Friends	Martumili Exhibition.	VC	Friendly staff.
5	other	Elegance and class in Port Hedland		
5	other	Feeling like I wasn't in PH and it was so nice to view the art.	I had spare time while waiting for a coffee so popped in.	I would love to see some more photographic exhibitions.
5	other	Stunning art, professionally hung, fantastic gift shop.	Seeing Port Hedland Gallery.	
5	Email	The beautiful displayed works of art and the attractive setting.	Knowing some of the aboriginal artists and the gorgeous gallery.	I want more- this gallery and its staff have bought us much pleasure whilst working at the Warrolong Community School.
5	Newspaper, other	Friendly lady- Debbie!	Newspaper.	
4	Newspaper	Showing friends around -gift shop particularly the cards	indigenous art works to show friend around.	
5	Other	Charcoal and drawings	To visit the shop.	
4	Flyers	The Aboriginal Paintings.	Sight seeing.	
5	Information Centre	Enjoying the paintings and explanation.	Interest in Aboriginal Art.	
4	Information	Very interesting.	Friends.	



5	Centre Friends	The Aboriginal Paintings.	The wonderful display of local aboriginal paintings. A real incentive.	Good information relayed to us by the staff. Very friendly and warm welcomed.
4	Friends, Facebook.			
4	Tourist Bureau	Layout was really good. Opportunity to see the aboriginal artists work.	The style of art on display.	
5	Other	the beautiful/interesting artworks and the other products for sale a good place to buy gifts.	I like to engage in the artistic side of life otherwise life has little meaning.	Please continue.
5	Others, Just walked in.	I knew I would experience a bit of Culture in Port Hedland.	Love the Art Gallery, love the art.	
5	Friends	Beautiful pieces of art and items to purchase. Very friendly welcome- Thank you. Love each visit.	Try to come on a regular basis during the year.	One of the best galleries I have visited in regional Australia in over 30 years.
5	Visitors Centre Information Centre	Shopping, Renees work. Martumili exhibition	Like Art Galleries. Interested in Aboriginal Art. Convenient location.	We think this is a high quality gallery and will recommend to others.
5	Walked past.	Artist came her and painted on the wall!		
5	Visitors Centre.			Great.
4	Visitors Centre	Reading about the artists and their works	Recommendation from visitors centre	
4	Visitors Centre	The beautiful colours used	Interest in art, love aboriginal art	
5				I have been receiving postal notice of exhibitions twice.
5	Friends	Staff and display.		Have been receiving two lots of

					information about the exhibitions both email & mail.
5	Newman Tourist Centre	Martumilli Exhibition		Seeing a sample in Newman - good timing	
5	Other	Friendly and informative staff		To visit the Martumilli exhibition	
4	Other	Gifts		Friends going away list	
5	other	I loved how light and open the layout is		To buy a going away gift for a colleague	If Helen Ansell had some smaller prints and postcards
5	Visitors Centre	We really love art		We believe it's perfect like this	
5	visitors centre	The Aboriginal Paintings Martumilli			
5	Visitors centre	To see all the		I'm interested in all the things	I'd like to see the creation of an artwork
4	Friends	Explanations of Aboriginal art pieces, local to the Pilbara. Local products/books in the shop.		Interest in local culture/Art Wanted a bit of a taste of this area, as travelling through.	
4	Friends	The Martumilli exhibition and Renee Hay exhibitions were both breathtaking, unique and very special, in particular the Martumilli exhibition was a wonderful experience of indigenous Martu culture, this was my highlight.			The wall mural by Renee was very special, the building itself becoming art and having been INHABITED by the artist herself.
4	Friends	Friendly staff, featured artworks.		Martumilli exhibition.	
5	Friends	Staff, Atmosphere, artwork.		Past experience here.	May be a Tea room?
5	Information Centre	Welcoming staff and professionally displayed.		Love of creative thinkers. Have visited most in Australia but it's a dying art. Thrilled at the Galleries sponsors.	Photo Exhibition of Community, spirit, nature, stockmen e.g. Indee Station.

				(are so devoted) Love you!	
5	Friends	Viewing the current exhibition. Enjoying excellent selection of jewellery. Variety, local appreciation.		Introduced by Ms Ward.	NIL
5	Walked past.			Saw Gallery from Street.	No.
5		Renee Hay		Visiting area and heard of artists exhibition from daughter, (local resident)	Will definitely visit gallery next time we're here.
5	Google	Very relaxing environment, nice products.		I'm an artist.	
5	Email	Renee Hay exhibition Brilliant!		Second visit, wanted my daughter to see exhibition as I loved it so much.	
5	Friends				Fantastic service.

## ATTACHMENT 3 TO ITEM 10.2.3

## Courthouse Gallery Maintenance Report 2014

## Go To Contacts

	Gardens and park maintenance		
	Gardens maintenance for markets etc		
	Gallery maintenance including power outages		

Date	Issue	Contractor	Action/Comments
<b>JANUARY</b>			
10.1.14	TOPH	Kevin	Warped flooring
10.1.14	TOPH	Kevin	Cleaning cupboard door needs replacing
	TOPH		Foyer light ceiling white ants
			Water damage ceiling retail shop
10.1.14			Mance verandah corrugated tin
			Water damage in ceiling near fire hydrant
15.01.14	TOPH	ACS- Michael	Air conditioning unit in retail space not working- fixed. Michael noted that last Winter he recorded all the aircon units needed a full service. Something to talk to Gary about in the next month.
16.01.14	TOPH		Called Tracey at TOPH to report electrical issue- power tripped in Main Gallery.
30.1.14	TOPH	Kevin	Talked to Sean about fixing the floor.
<b>FEBRUARY</b>			
3.2.14	Malantino Devel	Barry Jory	Replacing roof sheets on the Mance.
4.2.14	Rang Gary Ward	TOPH	To let him know of the mens toilet light not working.
4.2.14	Broken Men's Toilet Switch	David/ Reddings	Fixed switch in bathroom and re-labelled switch board
21.2.14	Handle on newly painted hallway door	Kevin/TOPH	Attached new handle.
<b>MARCH</b>			
6.3.14	Aircon Leaking	Gary Ward/ToPH	Aircon at end of gallery hallway leaking. Kevin attended to this issue and it has been resolved.
27.2.14	Clint & Simon	ARB Carpentry	Installed whirlybird in Bungalow ceiling
28.2.14	Gary & Kevin	TOPH	Looked at main beam between the retail shop and the hallway, also looked at swollen floor
28.2.14	Sean	ARB Carpentry	Bungalow double doors and whirlybird
31.3.14	Alan	TOPH	Fixed bault on Front door
<b>APRIL</b>			
<b>MAY</b>			
27.5.14	Outside lights not working	Gary - TopH	Electrician came and looked at the problems + fixed outside lights
27.5.14	One 1 x ceiling light in the gallery not working	TopH	Looked - but didn't come back to fix
<b>JUNE</b>			
6.6.14	White Ants noticed in the last exhibiton room down the hallway	TOPH Gary Ward	Gary Ward said he will get the Pest management to spray again.
.6.14	White Ants noticed in the last exhibiton room down the hallway	PEST Management	Came and checked - the gallery got the all clear
30.6.14	One 1 x ceiling light in the gallery not working	Kevin - TopH	Came looked at light - getting part will be back next day
30.6.14	Sinks clogged up	Kevin - TopH	Kevin plunged Mens'and kitchen sinks

### Courthouse Gallery Maintenance Report 2014

Go To Contacts

	Gardens and park maintenance		
	Gardens maintenance for markets etc		
	Gallery maintenance including power outages		

Date	Issue	Contractor	Action/Comments
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**JULY**

3.7.14	TOPH	ACS - josh	Service all airconditioners - need to order more work to be done before summer as units are moldy and clogged.
3.7.14		Plumber	unclogged mens toilet and urinal

**AUGUST**


**SEPTEMBER**

15.9.14	TopH	Gary	Air-Con in retail space to be fixed
			Ceiling lights x 2 not fixed from many previous requests.
29.9.14	Pilbara Comfort Air	Dylan	Serviced all air-conditioners - RETAIL air-con's flaps wouldn't open properly.

**OCTOBER**

03.10.14	Reddings Electrical	David	replaced 3 x down lights in the retail space

**NOVEMBER**


**DECEMBER**


**form.** building a state of creativity

# Hedland Art Awards 2014 Report



Overview  
Supporting Program

West End Markets  
Wedge Street Activation

Media Achieved  
Upcoming Program



## 2014 Hedland Art Awards - Overview

FORM's activities in Port Hedland offer a unique, effective, and inclusive model for community development: one which uses creativity as a means of finding imaginative solutions and inspiring possibilities. The Hedland Art Awards and the surrounding program of activities are a pivotal part of FORM's regional program.

for them entering for the first time in 2014.

Around 550 people attended the opening night and since the opening nearly 4,000 people have visited the gallery to see the exhibition. The show will continue to draw significant audiences to the gallery until it closes in early October. ▶

The 2014 Hedland Art Awards celebrated cultural growth and creative excellence in regional Western Australia, inviting artists from the Pilbara, Kimberley, Mid-West and Gascoyne to enter the awards. Approximately 155 entries were received and 85 of these artworks were selected to be exhibited in the Awards.

Due to the high quality of works entered, the Awards demonstrated an increased level of competitiveness and overall artistic excellence in 2014. The significant prize pool of the awards (\$60,000 in total) means that the Hedland Art Awards attracts the top artists and work from the best art centres in regional Western Australia.

In 2014 the Hedland Art Awards attracted works from two Aboriginal Art Centres that have never before entered work into the Awards. Warrangarri Arts (Kununurra) and Warlayriti Artists (Balgo Hills). These two high profile art centres have commented that the Awards receive high praise from the regional arts community, and have earned a strong reputation for quality and integrity, and this was a core reason



1. Opening Night, © Bill Shaylor 2. Opening Night © Bill Shaylor 3. Installation © Bill Shaylor and artists, 4. Judges Jeremy Kirwan-Ward, Emily McCulloch Childs, and Susan McCulloch © Bill Shaylor 5. Artwork by Howard Holder (detail) © the artist.



**Judges**

In 2014 the Hedland Art Awards attracted three highly esteemed judges from across the country. Each of the judges commented on the high calibre of the Awards, and the McCullochs both commented that there is no regional art award on the East Coast that would compete with the quality of the Hedland Art Awards.

The judging panel consisted of:

**SUSAN MCCULLOCH (OAM)**

Susan McCulloch is a Victorian-based art writer, author, publisher and is co-director of the art company McCulloch & McCulloch.

Susan has been a book publisher and art writer for leading media since 1978 and is co-author and publisher of *McCulloch's Encyclopedia of Australian Art*, and *McCulloch's Contemporary Aboriginal Art: the Complete Guide* among other books on Australian art.

**EMILY MCCULLOCH CHILDS**

Emily McCulloch Childs is a visual arts writer, researcher, publisher and curator, and co-director of the Victorian-based art company McCulloch & McCulloch. She is co-author & publisher of major art publications with her mother Susan McCulloch, and is the author of *New Beginnings: Classic Paintings*

*from the Corrigan Collection of 21st Century Aboriginal Art.*

**JEREMY KIRWAN-WARD**

Jeremy Kirwan-Ward is an established and highly regarded Western Australian artist, who currently works from his studio in South Fremantle. For the last thirty years his work has revolved around his connection with a coastal existence. His work has been acquired by major collections including the National Gallery of Australia, National Gallery of Scotland, Art Gallery of Western Australia, Holmes a Court Collection and the Kerry Stokes Collection.



## 2014 Hedland Art Awards - Supporting Program and Arts Development

Alongside the Hedland Art Awards exhibition and prizes FORM also delivered an arts development program in 2014 to support the creative community, build technical skills, and promote regional arts more generally. This gave Port Hedland audiences the opportunity to access national talent and knowledge about the arts.

In the lead up to the Hedland Art Awards in 2014 FORM delivered a series of professional development workshops with the aim of offering local artists the opportunity to gain new skills and develop their existing artistic practice. These workshops focused on various mediums and skills, and consisted of:

### - Creative Bootcamp (April)

Melbourne based artist Natalia Milosz-Piekarska delivered a two-day workshop which asked participants to explore a variety of tools and techniques to assist them to develop and express their inherent creativity.

### - Message in a Bottle & Keepsake in the Pilbara (March & May)

Victorian makers Pennie Jagiello and Nicky Hepburn both ran a series of workshops which focused on the use of found, recycled and reclaimed materials to create three-dimensional objects.

### - Design and Textiles (March & June)

Artists and graphic designers Helen Ansell and Peta Riely ran workshops which presented new ways that artists can use their designs to create textiles and products.

### - Oil Painting (July)

An oil painting workshop with Perth

artist David Ledger was held in July. This focused on teaching the basic skills and techniques of the medium.

Immediately surrounding the Hedland Art Awards FORM hosted a rich supporting program of events.

The day prior to the Hedland Art Awards opening guest judge, author and academic Emily McCulloch Childs delivered a specialist talk on the important role of Aboriginal Art Centres in Western Australia's cultural landscape. This event was available to Hedland's broader community and was presented with the aim of providing audiences with a broader understanding of some of the artwork featured in the Hedland Art Awards.

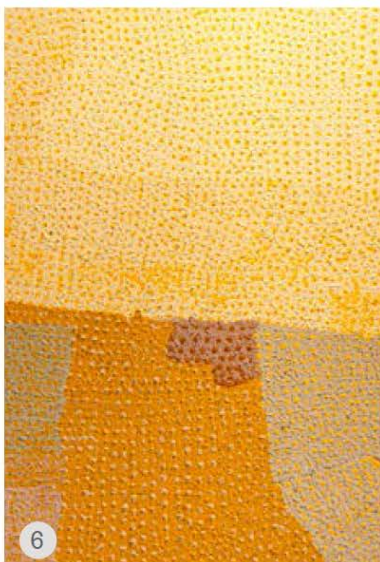
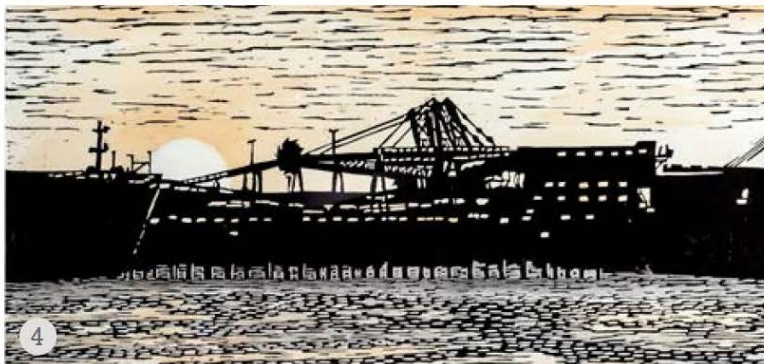
Following the opening event, all three judges hosted a walk-through of the awards where the audience were offered an insight into the judging process and the decisions made about the winning artworks.

Furthermore, FORM invited art centre managers and artists from exhibiting art centres from around Western Australia to attend the Awards. They were offered support to travel the distance. Guests from three major art centres attended the awards and the West End Markets, and benefited from making connections with the Pilbara arts community at these events.



1. Emily McCulloch Childs delivering an Art Talk, © Bill Shaylor 2. Visiting artist Nicky Hepburn, image courtesy of the artist. 3. Most Outstanding Work, by Daisy Japulija (detail). 4. Best Work in a Medium other than Painting, by Janelle McCaffrey (detail). 5. Best Work by an Indigenous Artist, by Bugai Whyouler (detail). 6. Kathy Donnelly Judge's Award, by Maggie Green (detail). 7. Best 3D Work, by Mike Hewson 8. Encouragement Award, by Larry Gundora (detail). 9. Best Work by a Non-Indigenous Artist, by Marianne Penberthy.

**Winners**



## The West End Markets

### - Harvest Edition

The West End Markets continued the weekend's celebration of regional arts in the town's cultural precinct with over 4000 market-goers attending the afternoon event on Saturday, August 30.

This special Harvest Edition celebrated the emerging culture of gardening and growing food at home in the Pilbara. The decking area of the Silver Star Café was transformed into the 'Silver Star Stage' for a four hour program of speakers, cooking demonstrations and live music.

Local stall holders decorated Glass Lane and the Courthouse Gallery Gardens delighting the senses with locally made art, craft, jewellery, textiles and homewares on offer. The ANZ Bank car park on Wedge Street transformed into a hub of international cuisines, fresh juices, cakes and provodore goods for sale.

### - Performances & Initiatives

#### Josh Byrne

Special guest, Josh Byrne, from ABC's Gardening Australia was invited to present *Growing food in the Pilbara: plants and practices for year round produce*. Assisted by Perth based chef, Sophie Budd, the presentation was followed by a question and answer session so the community had an opportunity to engage with Byrne.

#### Cooking Demonstrations

Sophie Budd and Port Hedland's own MasterChef contestant, Liliانا Battle facilitated live cooking demonstrations to highlight the versatility of produce which can easily be grown in the region.

#### Feature Musician

In a twilight performance, crowds were entertained by feature musician Matt Cal, performing his signature acoustic blues and roots with a twist of 90's grunge.

#### Family Entertainment

Alongside the rich mix of retail and food stalls, FORM engaged local equine therapist, Kim Gentle to run free pony rides in Glass Lane which was a hit with the younger children. Families were kept entertained in Glass Lane with local musicians performing throughout the event, while children proudly showed off their cheerful face paint designs by the West End Markets resident face painter, Jasmine Simkus.

#### The Green Design Challenge

The Green Design Challenge, launched earlier this year, featured

two installations at the Harvest Market. The challenge has a simple mission: to create greenery at the markets while thinking about ways old materials can be recycled and reused. The two installations were featured next to the Silver Star Stage, where the public had the opportunity to engage with them. The initiative serves as a way of encouraging greater creative participation amongst those in the community who usually participate as members of the audience.

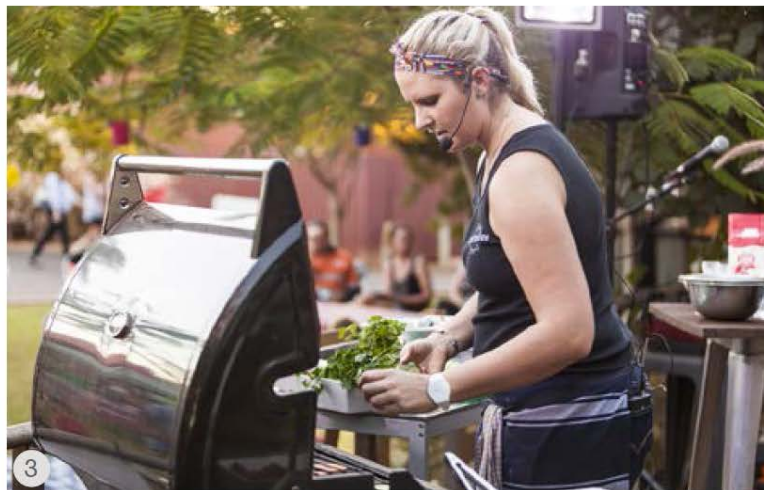
### - Surveying & Feedback

FORM regularly collects opinion data and feedback from market-goers to ensure the Markets maintain relevant connections and continue to appeal to the community. Over the course of the afternoon, and following week, over 240 members of the community offered their feedback on the event.

Over 90% of respondents endorsed the West End Markets as very important activity in Port Hedland, with 85% of the public agreeing local markets are important to the vibrancy of the town.

Furthermore, 90% of respondents agreed events like the West End Markets make them feel more involved and connected to the wider community.

1. Kim Gentle runs pony rides in Glass Lane: Photograph © Bill Shaylor
2. Josh Byrne from ABC's Gardening Australia: Photograph © Bill Shaylor
3. Sophie Budd cooking for the crowds on the Silver Star Stage: Photograph © Bill Shaylor



### The West End Markets



**Wedge Street Activation**  
 - Street Art & Residencies



The weekend of the Hedland Art Awards and August West End Markets is always a highlight of Hedland’s social calendar, with Port Hedland’s cultural heart coming alive with activity over two days of programming. In the lead up, FORM engaged three artists to undertake residencies in Port Hedland and create new artworks on walls, transforming forgotten and dull spaces into a vibrant hub for the events which bring the community together in the West End Precinct. The visiting artists included Fremantle based Amok Island, Andrew Frazer and Mexican artist Saner.



Amok Island painted “Flatback Turtle Hatchling” on a wall of the Port Hedland Police Station in honour of the endangered species’ nesting grounds found at Port Hedland’s Cemetery Beach.

Frazer worked with a local Port Hedland business owner to give a fresh face to the local favourite, the Wedge Street Coffee Shop. The mural feature inside the café is about people coming into town and engaging with local business/hospitality. The two characters in the work are a representation of individuals coming together to share stories and how these stories become a catalyst for change.



Taking inspiration from conditions for miners in both Mexico and Australia, Saner’s piece, on a long laneway wall on Wedge Street, comments on the better working conditions for people in Australia. As the characters on the wall slowly progress in search of something ‘precious,’ they end up stumbling upon the heart at the centre of the Earth.

1-5. August 2014 West End Markets, © Bill Shaylor. 6. Amok Island’s hatchling turtle © Bill Shaylor and the artist. 7. Saner painting © Bill Shaylor. 8. Saner mural planning © Bill Shaylor. 9. Andrew Frazer’s mural in Wedge Street cafe, © Bill Shaylor and the artist.

# Hedland Art Awards & West End Markets - Achieved Media and Promotion

The Hedland Art Awards received widespread media coverage across Local, North and Mid-West print, online, and radio media. FORM also delivered a comprehensive promotion and publicity campaign which included the distribution of print and electronic invitations, posters, print and online advertising, and community and gallery signage. Here is a sample of some of the promotional materials and the media coverage for the weekend's events.

**OPENING NIGHT**  
2014 Hedland Art Awards  
Exhibition runs 29 August - 12 October 2014

The Port Hedland Courthouse Gallery is proud to host the 2014 Hedland Art Awards that showcase the creative talents of artists based in the Pilbara, Kimberley, Gascoyne and Mid West regions of Western Australia.

To be opened by:  
**Ms Melissa Price MP**  
Member for Denham - Liberal Party of Australia  
**Michael Bailey**  
General Manager - Port HAF Station

Exhibition runs  
29 August - 12 October 2014,  
Port Hedland Courthouse Gallery  
28 Edgar St, Port Hedland  
WA 6911

To RSVP  
CLICK HERE

or contact us via Email  
head@porthedlandgallery.com.au  
or Telephone (08) 9123 1004  
RSVP by 28 August

29 August, 6pm - 8pm  
**Opening Night**  
2014 Hedland Art Awards

The Port Hedland Courthouse Gallery is proud to host the 2014 Hedland Art Awards that showcase the creative talents of artists based in the Pilbara, Kimberley, Gascoyne and Mid West regions of Western Australia.

Exhibition runs  
29 August - 12 October 2014  
RSVP by 28 August  
E: head@porthedlandgallery.com.au  
T: (08) 9123 1004

**SPECIAL GUEST JOSH BYRNE**  
Can't find Hedland's special Market guest speaker Josh Byrne from ABC's *Country Australia* to present *Creating food in the Pilbara* photos and produce for you to read!

The winner of the Can't find Hedland 2014 Cook Competition & Great Sugar Competition will be announced.

**SATURDAY 30<sup>th</sup> AUGUST**  
**THE WEST END MARKETS**  
Harvest Edition  
PORT HEDLAND

THE WEST END MARKETS: HARVEST EDITION OFFERS A SMORGASBORD OF EXCITING THINGS TO SEE AND DO INCLUDING ECLECTIC MARKET STALLS, DELICIOUS TREATS FROM THE FAMOUS FOOD COURT, COOKING DEMONSTRATIONS AND AN IMPRESSIVE LINE-UP OF TALENT ON THE SILVER STAR STAGE.

**3:30-7:30PM, SATURDAY 30TH AUGUST**

THE WEST CHAMBERCAFE PROMOTELY SUPPORTED BY:

**ART TALK**

The Port Hedland Courthouse Gallery invites you to an evening with one of Australia's leading experts in the field of Aboriginal art, Emily McCulloch OAM, who offers her extensive knowledge of Aboriginal art practices in Western Australia and together with her husband, Susan McCulloch will offer an exclusive first night opportunity to 75 members of the Gallery society.

RSVP: [www.porthedlandgallery.com.au](http://www.porthedlandgallery.com.au) or contact the Courthouse Gallery on [head@porthedlandgallery.com.au](mailto:head@porthedlandgallery.com.au) or call 9123 1004.  
Opening hours: Mon-Fri 9am-5pm, Sat 10am-5pm.

**OPENING NIGHT**  
2014 Hedland Art Awards  
29 August 6pm - 8pm

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As a community gallery, the Port Hedland Courthouse Gallery relies on community partners and patronage. These partnerships not only provide us with new opportunities and better solutions, but encourage the broader corporate sector to think differently about the way they contribute to the communities in which they do business.

THE PORT HEDLAND COURTHOUSE GALLERY PARTNERSHIPS ARE PROMOTELY SUPPORTED BY:

The 2014 Hedland Art Awards are delivered by FORM and proudly sponsored by Principal Partner FORM Station and supporting partners.

Delivered by: **form.** **ihp** **PORT HEDLAND STATION**

Principal Partners: **ALBERTA PORTS AUTHORITY** **WILKINSON** **WILKINSON DISTRICT** **WILKINSON REGIONAL COUNCIL** **WILKINSON REGIONAL WATER SUPPLY** **WILKINSON REGIONAL WASTE** **WILKINSON REGIONAL WATER SUPPLY** **WILKINSON REGIONAL WASTE**

The Port Hedland Courthouse Gallery is proud to host the 2014 Hedland Art Awards which showcase the creative talents of artists based in the Pilbara, Kimberley, Gascoyne and Mid West regions of Western Australia.

**The Hedland Art Awards**  
29/8 - 12/10

Delivered by: **form.** **ihp** **PORT HEDLAND STATION**

Principal Partners: **ALBERTA PORTS AUTHORITY** **WILKINSON** **WILKINSON DISTRICT** **WILKINSON REGIONAL COUNCIL** **WILKINSON REGIONAL WATER SUPPLY** **WILKINSON REGIONAL WASTE** **WILKINSON REGIONAL WATER SUPPLY** **WILKINSON REGIONAL WASTE**

**form.** **ihp** **PORT HEDLAND STATION**

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**NORTH WEST Telegraph**  
Wednesday September 3, 2014  
Signs delivery week LED lighting PAGE 4  
Clean up Try to bring cyclone season PAGE 8  
Mud Bash Hedgehogs get down and dirty PAGE 20  
**Stabbing cases on the rise**  
The number of stab wounds in the Hedland area has increased significantly in recent years. This is a worrying trend that needs to be addressed. The police are working to identify the causes of these attacks and to prevent further incidents. The community is urged to be vigilant and to report any suspicious activity to the police.

**16 Telegraph News**  
The Hedland Art Awards 2014 are open to artists from across the Pilbara region. The awards are presented in several categories, including painting, sculpture, and photography. The winners will be announced on Friday night at the awards ceremony. The Hedland Art Gallery is proud to showcase the work of these talented local artists.

**Artist rapt with song for sunset stunner**  
Diana Boyd and artist Janelle McAffrey react to her piece Port Hedland Harbour Sunset - awarded best work in a medium other than a painting at the Hedland Art Awards on Friday. Voting is open for the people's choice award to be announced on October 12. REPORT PAGE 16

**29 August, 6pm - 8pm**  
**Opening Night**  
2014 Hedland Art Awards  
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**Rich tapestry of artwork**  
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**THE WEST END MARKETS**  
SATURDAY 30th AUGUST  
10:00-1:00PM, SATURDAY 30TH AUGUST  
The West End Markets is a community event that brings together local businesses and residents. It is a great opportunity to support local businesses and to enjoy a day of shopping and socializing. The markets will be held at the West End Community Centre on Saturday 30th August from 10:00am to 1:00pm.

**Telegraph Business 21**  
**Register for stall at markets**  
The Hedland Art Awards 2014 are open to artists from across the Pilbara region. The awards are presented in several categories, including painting, sculpture, and photography. The winners will be announced on Friday night at the awards ceremony. The Hedland Art Gallery is proud to showcase the work of these talented local artists.



## Upcoming Activites - Courthouse Gallery Exhibitions -- October 2014

In October the Courthouse Gallery is hosting three new exhibitions, exclusively by Pilbara artists, to conclude the 2014 gallery program.

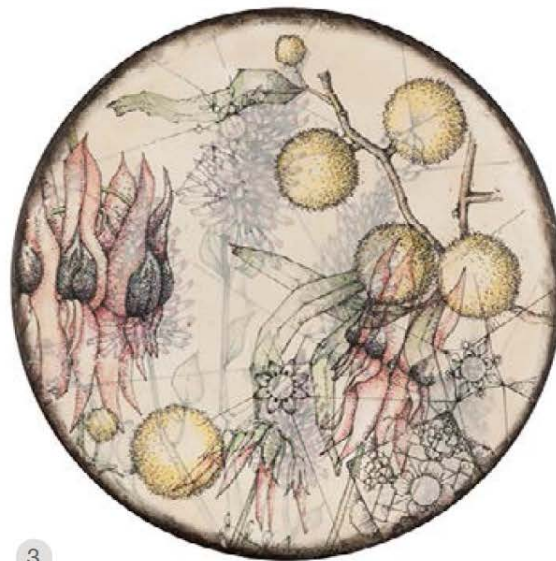
The main gallery will feature work by artists Diana Boyd, Melissa North, and Naomi Stanitzki. They have each developed a body of work exploring Pilbara-based themes, and speak to one another about the reality and the beauty of Pilbara life. The exhibition will feature paintings, ceramics, leather objects, found materials and other various media. This is an exhibition which celebrates the uniqueness of the Pilbara, along with the remarkable local talent present in the community.

The smaller gallery rooms will feature two exhibitions from the Spinifex Hill

Artists, the first of which is a body of work by a local family who have been painting with the arts group throughout 2014. Their brightly coloured paintings collectively present a joyful and rich story of their Country around Warralong and Strelly.

Finally, the gallery will feature a series of landscape paintings on paper and canvas by senior Spinifex Hill Artist Winnie Sampi. Winnie's remarkable gift for colour and composition will be evident in the lovingly rendered acrylic paintings of Pilbara landscapes.

This series of exhibitions is bound to be a community favourite as we celebrate the success of all of these Port Hedland artists.



## Upcoming Activities

### - West End Markets: Pilbara Food Edition -- October 2014

This October, The West End Markets celebrate its 5th season of showcasing the region's finest handmade and artisan products. The West End Markets: Pilbara Food Edition, on Saturday 25th October, aims to highlight local deli-style product makers, producers and hobby farmers of the region. The Markets celebrate the cultural diversity of the Pilbara through a mix of hawker's style food stalls offering market-goers a sample of cuisines from around the world. Programming on the 'Silver Star Stage' includes live cooking demonstrations, exploring the much loved outdoor lifestyle of the north, and local musicians to entertain the crowds.

Sophie Budd returns to Port Hedland, hosting Simon Bryant, co-presenter of the ABC's *The Cook and the Chef*. Simon will demonstrate cooking simply and honestly in order to showcase the amazing flavours of quality produce. Assisted by Sophie Budd, the demonstration will provide tips for cooking on camp stoves and barbecues to highlight the relationship between food and the outdoor lifestyle enjoyed by residents of the Pilbara.



1. Artwork by Melissa North, Photo by Bill Shaylor.
2. Artwork by Dianna Boyd, Photo by Bill Shaylor.
3. Artwork by Naomi Stanitzki.
4. Simon Bryant, Photo by David Finnegan.
5. August West End Markets, © Bill Shaylor.
6. August West End Markets, © Bill Shaylor.





1-8. Images from the Hedland Art Awards and West End Markets weekend © Bill Shaylor



Thank you.

**ATTACHMENT 5 TO ITEM 10.2.3**

*Operational Report: Port Hedland Courthouse Gallery*

*Hedland Art Awards Report (attached)*

#### **Hedland Art Awards 2014**

The 2014 Hedland Art Awards celebrated cultural growth and creative excellence in regional Western Australia, inviting artists from the Pilbara, Kimberley, Mid-West and Gascoyne to enter the awards. Approximately 155 entries were received and 85 of these art works were selected to be exhibited in the Awards. Due to the high quality of works entered, the Awards demonstrated an increased level of competitiveness and overall artistic excellence in 2014. The significant prize pool of the awards (\$60,000 in total) means that the Hedland Art Awards attracts the top artists and work from the best art centres in regional Western Australia.

- Opening night sales (both exhibitions) - \$10,980.00
- Attendance- 500 +

#### **West End Market - HARVEST EDITION**

This special Harvest Edition celebrated the emerging culture of gardening and growing food at home in the Pilbara. The decking area of the Silver Star Café was transformed into the 'Silver Star Stage' for a four hour program of speakers, cooking demonstrations and live music. Local stall holders decorated Glass Lane and the Courthouse Gallery Gardens delighting the senses with locally made art, craft, jewellery, textiles and homewares on offer. The ANZ Bank car park on Wedge Street transformed into a hub of international cuisines, fresh juices, cakes and provodore goods for sale.

FORM and the Courthouse Gallery regularly collects opinion data and feedback from market-goers to ensure the Markets maintain relevant connections and continue to appeal to the community. Over the course of the afternoon, and following week, over 240 members of the community offered their feedback on the event. Over 90% of respondents endorsed the West End Markets as very important activity in Port Hedland, with 85% of the public agreeing local markets are important to the vibrancy of the town. Furthermore, 90% of respondents agreed events like the West End Markets make them feel more involved and connected to the wider community.

#### **Bungalow**

The Bungalow is unavailable to the public – it is only for use of BHP.

#### **Up-coming 2014 events**

- October – Di Boyd & Melissa North 'It What You See' 24<sup>th</sup> October
- October – Pilbara and Food Edition 25<sup>th</sup> October

#### **Opening Hours**

Monday to Friday 9am-4.30pm

Saturday 9-2pm

Sunday 9-2pm

*Staffing*

Gallery Manager – Victoria Sinclair

Gallery co-coordinator – Aimee Sharpe

Gallery Support Officer – Deb Evans

Gallery Support Officer – Elisa Trifunoski

Supported by FORM's Perth office for accounting, purchasing and promotional activities

## ATTACHMENT 6 TO ITEM 10.2.3



**Port Hedland Courthouse Gallery  
Quarterly Report  
1<sup>st</sup> July to September 30<sup>th</sup> 2014**

**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:

- Town of Port Hedland –Serviced all Air conditioners – needed to order more units before summer – they are mouldy and clogged (ACS Josh) 3.7.14
- Plumber – un-clogged Men’s toilet 3.7.14
- Town of Port Hedland – Gary came and looked at the retail air-con and light fixtures.
- Pilbara Comfort Air (Dylan) – Serviced all air-conditioners – RETAIL air-con’s flaps wouldn’t open 15.9.14

**Incident reporting**

No incidents to report.

**Customer feedback**

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

Exhibition feedback: *2014 Martumili Martumili Marlakurrinpa & Renee Hay Inhabit*  
(May 30<sup>th</sup> – July 31<sup>st</sup>)

**Workshop feedback:**

- *2014 David Ledger ‘Oil Painting Workshop’*  
(26 & 27 April)

Exhibition feedback for the current exhibit *Hedland Art Awards the ‘included in the October - December’ Quarterly report.*

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

N/A



## Gallery Attendance Figures

Breakdown	No. of Events	No. of Attendees
General Gallery attendance		1856
Exhibition(s)	1	500
▪ Exhibition: Hedland Art Awards 2014 (31.8.14) 500		
Function(s)/ Events (s)	4	4095
▪ Informa (Welcome to Mining) 40		
▪ McCulloch Art Talk 55		
▪ West End Markets August 4000		
Gallery Visits	4	57
▪ Channel 9 (28.9.14) 4		
▪ BHP – Jimmy Wilson (President BHP Iron ore) and visiting group from China and Japan. 40		
▪ Financial Times Magazine 3		
▪ Patrick Chaney – Alaskan Visitors working with Nyapali 10		
Workshops	1	15
• 2014 David Ledger 'Oil Painting Workshop' (20 <sup>th</sup> July) 15 including Spinifex Hill Artists		

Breakdown	No. of Events	No. of Attendees
Gallery Closed		
▪ N/A		
<b>Total Events and Attendance figures</b>	<b>10</b>	<b>6523</b>

## QUARTERLY TOTAL ATTENDANCE TREND FOR PHCG

High attendance is due to 3 cruiseships and west end markets				
<b>2014</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>	<b>Jul-Sep</b>	<b>Oct-Dec</b>
Quarterly Total Attendance	9374	4229	6523	

Exhibitions 2014

07 Feb – 17 March: Growing up in Port  
Hedland & Caught on the Wind

28 March -11 May: Floribundus by Helen  
Ansell & The Karntimarta Brush Artists

31 May – 31 July: Martumilli *Marlakurrinpa* &  
Inhabit by Renee Hay

29 August - 12 Oct: Hedland Art Awards

24 Oct - 31 Dec: 'It's What You See' Diana  
Boyd, Melissa North, Naomi Stanitzki

## ATTACHMENT 7 TO ITEM 10.2.3

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## PORT HEDLAND COURTHOUSE GALLERY OPERATIONS

## Statement of Profit and Loss

for the Year Ending 31 December 2014

Budget Lines	2014 Quarterly Actual Ending				2014 Actual Total \$	2014 Budget \$	Variance Between Actual and Budget \$
	March	June	September	December			
<b>Turnover</b>							
Sales	72,917	102,948	122,336		298,201	499,000	-200,799
Management Fee - Town of Port Hedland	98,325	98,325	98,325		294,975	386,650	-91,675
OFTA (DEWHA) - Indigenous Exhibition Development	52,500		70,000		122,500	105,000	17,500
Sponsorship			188,965		188,965	300,000	-111,035
Hedland Art Award Partners			36,091		36,091	50,000	-13,909
Sundry Income - Donations, Workshop Fees, etc.	4,978		6,756		11,734	57,120	-45,386
<b>Total grants and sponsorships</b>	<b>155,803</b>	<b>98,325</b>	<b>400,137</b>	<b>0</b>	<b>654,265</b>	<b>898,770</b>	<b>-244,505</b>
<b>Total Turnover</b>	<b>228,720</b>	<b>201,273</b>	<b>522,473</b>	<b>0</b>	<b>952,466</b>	<b>1,397,770</b>	<b>-445,304</b>
<b>Expenditure</b>							
Cost of Sales	49,740	63,939	88,859		202,538	302,380	-99,842
<b>Operating expenses</b>							
<b>Programming expenses</b>							
- Exhibition Program	56,960	42,714	105,982		205,656	230,895	-25,239
- Workshops Program	38,896	59,579	87,715		186,191	154,515	31,676
- Other Programs	20,834	41,309	33,745		95,888	154,100	-58,212
<b>Total programming costs</b>	<b>116,690</b>	<b>143,602</b>	<b>227,442</b>	<b>0</b>	<b>487,735</b>	<b>539,510</b>	<b>-51,775</b>
<b>Marketing and Promotion Costs</b>							
- Advertising	1,075	2,560	4,064		7,699	6,675	1,024
- Website devt & hosting stage 1	31	54	0		84	5,000	-4,916
<b>Total marketing and promotion costs</b>	<b>1,106</b>	<b>2,614</b>	<b>4,064</b>	<b>0</b>	<b>7,783</b>	<b>11,675</b>	<b>-3,892</b>
<b>Employment costs</b>							
- Salaries, wages and on-costs	111,071	120,199	156,633		387,903	371,000	16,903
- Staff Housing	39,711	34,285	27,126		101,122	85,000	16,122
<b>Total employment costs</b>	<b>150,783</b>	<b>154,484</b>	<b>183,759</b>	<b>0</b>	<b>489,026</b>	<b>456,000</b>	<b>33,026</b>
<b>Administration Costs</b>							
- Office Consumables & Resources	13,010	16,716	12,771		42,497	97,470	-54,973
- Communications	1,796	2,623	1,821		6,240	11,200	-4,960
- Legal, Finance & Governance	1,291	2,036	1,644		4,971	6,530	-1,559
- Insurance	1,294	1,940	1,779		5,013	7,300	-2,287
<b>Total Administration Costs</b>	<b>17,390</b>	<b>23,315</b>	<b>18,015</b>	<b>0</b>	<b>58,720</b>	<b>122,500</b>	<b>-63,780</b>
<b>Total Operating Expenses</b>	<b>285,969</b>	<b>324,015</b>	<b>433,280</b>	<b>0</b>	<b>1,043,264</b>	<b>1,129,685</b>	<b>-86,420</b>
<b>Total Cost of Sales and Operating Expenses</b>	<b>335,709</b>	<b>387,954</b>	<b>522,139</b>	<b>0</b>	<b>1,245,802</b>	<b>1,432,065</b>	<b>-186,263</b>
<b>Net Income / (Expenditure)</b>	<b>-106,988</b>	<b>-186,681</b>	<b>334</b>	<b>0</b>	<b>-293,336</b>	<b>-34,295</b>	<b>-259,041</b>

## ATTACHMENT 8 TO ITEM 10.2.3

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Port Hedland Courthouse Gallery Programs

Statement of Profit and Loss

For the Year Ending 31 December 2014

Budget Lines	2014 Budget \$	Cumulative Total -Actual	2014 Quarterly Actuals Ending			
			March	June	September	December
<b>Programming Budget Calendar Year 2014</b>						
<b>Exhibition Program</b>						
Sharon Jack, Leonie Cannon (Caught On The Wind)						
David Hooper (Growing Up In Port Hedland)	19860	17,648	17,648	0	0	
Helen Ansell (Mulla Mulla) & Karntimarta Brush Artists	49,095	54,966	39,058	15,095	813	
Renee Hay (Overgrowth) & Martumilli	25,245	32,222		25,900	6,322	
Di, Naomi, Mel / Gumula	25,215	1,431			1,431	
Hedland Arts Award	111,480	99,389	254	1,719	97,416	
<b>Total Exhibition Program Cost</b>	<b>230,895</b>	<b>205,656</b>	<b>56,960</b>	<b>42,714</b>	<b>105,982</b>	<b>0</b>
<b>Workshops</b>						
Indigenous Exhibition Development	86,660	93,358	22,421	33,432	37,506	
The Unexpected Jeweller	33,068	90,050	16,475	26,148	47,427	
Visual Arts Development Workshop	13,945	2,783	0	0	2,783	
Photo P.H.otography: Photography Camp	20,843	0	0	0	0	
<b>Total Workshops Program Cost</b>	<b>154,515</b>	<b>186,191</b>	<b>38,896</b>	<b>59,579</b>	<b>87,715</b>	<b>0</b>
<b>Other Programs:</b>						
Westend Markets	145,900	87,080	18,938	35,881	32,262	
STAFF Travel	8,200	8,808	1,897	5,429	1,483	
<b>Total Other Programs</b>	<b>154,100</b>	<b>95,888</b>	<b>20,834</b>	<b>41,309</b>	<b>33,745</b>	<b>0</b>
<b>Total Projected Programming Expenditure</b>	<b>539,510</b>	<b>487,735</b>	<b>116,690</b>	<b>143,602</b>	<b>227,442</b>	<b>0</b>

**10.3 Corporate Services****10.3.1 Report to the Audit Committee for the year ended 30 June 2014 and Annual Meeting with the Auditor**

Peter Kocian, Manager Financial Services  
File No. 12/01/0002

**DISCLOSURE OF INTEREST BY OFFICER**

Nil

**201415/016 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION**

**MOVED: MR HRAMBANIS**

**SECONDED: MAYOR HOWLETT**

**That the Audit and Finance Committee note the Report to the Audit Committee for the year ended 30 June 2014, with particular reference to the Key Finding Analysis on pages 4 and 5, and the Key Issues identified on pages 15 – 17.**

**CARRIED 3/0**

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**EXECUTIVE SUMMARY**

The Town's Auditor, Grant Thornton, has prepared a Report to the Audit & Finance Committee for the year ended 30 June 2014. Mr. Simon Franich – Senior Manager, will be attending the meeting via Skype to discuss the contents of the Report and other matters relevant to the scope of Audit.

**DETAILED REPORT**

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

The Annual Financial Report for the year ended 30 June 2014 received clearance from the Auditors for signing by the Chief Executive Officer on the 9<sup>th</sup> October 2014. The Audit Report was subsequently received on the same day.

The Annual Report (inclusive of the Annual Financial Report) for the year ended 30 June 2014 was then adopted by Council at the Ordinary Meeting of 22 October 2014.

Part 7 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* addresses the situation of audit. In relation to the duties of the local government with respect to audits –

- a. the local government is to do everything in its power to –
  - i. assist the auditor to conduct an audit and carry out his or her other duties under the Act; and

- ii. ensure that audits are conducted successfully and expeditiously;
- b. a local government is to meet with its auditor at least once in every year;
- c. a local government is to examine the report of the auditor and is to –
  - i. determine if any matters raised require action to be taken by the local government; and
  - ii. ensure that appropriate action is taken in respect of those matters;
- d. a local government is to –
  - i. prepare a report on any actions taken in respect of any matters raised in the report of the auditor; and
  - ii. forward a copy of that report to the Minister by the end of the next financial year, or six months after the last report prepared by the auditor is received by the local government, whichever is the latest in time.

The primary role of the Audit and Finance Committee is to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability. The Committee should critically examine the audit and management reports provided by the external auditor and then determine if matters raised in the reports require action to be taken by the local government administration.

The Audit Report and Report to the Audit and Finance Committee for the year ended 30 June 2014 (Management Report) are included as attachments 2 and 3 to this item.

The Town has received an unqualified Audit Report, that is, no instances of statutory non-compliance were identified relating to the financial statements. The Auditors have provided the opinion that the financial report of the Town of Port Hedland:

- i. gives a true and fair view of the Town's financial position as at 30 June 2014 and of its performance for the financial year ended 30 June 2014;
- ii. complies with Australian Accounting Standards (including the Australian Accounting Interpretations); and
- iii. is prepared in accordance with the requirements of the local Government Act 1995 Part 6 (as amended) and Regulations under the Act.

Regulations require the auditor, where appropriate, to prepare a management report to accompany the auditor's report. Although there is no legislative requirement for the auditor to prepare a management report unless he or she deems it appropriate, local government may wish to require the auditor to prepare a report on all issues identified during the audit. Grant Thornton has prepared such a report and this is presented to the Committee to guide discussion with the Auditor. It is pleasing to note that no material weaknesses or significant deficiencies were identified for the 2013/14 financial year.

The report covers key issues such as:

- Fair value accounting
- Rates revenue
- Monitoring of employee costs and leave balances
- The inefficient structure of the Chart of Accounts

Prior year issues included:

- Impairment of assets
- Review and authorisation of journal entries
- Aged receivables balances
- Register of restricted funding (grants)
- Outstanding items on bank reconciliation not put through general ledger

### **FINANCIAL IMPLICATIONS**

Annual attendance of the Auditor to a meeting of the Audit and Finance Committee is covered under the Audit Fee.

### **STATUTORY AND POLICY IMPLICATIONS**

Part 7 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* applies to audit in local government.

The Department of Local Government and Communities has produced Operational Guideline No. 9 Audit in Local Government that covers the appointment, functions and responsibilities of Audit Committees.

Goal 4.1 of the Strategic Community Plan – Strategic and best practice local government administration is relevant to this item.

There are no Council Policies relevant to this item.

### **ATTACHMENTS**

1. Annual Financial Report for the Year Ended 30 June 2014 (Under Separate Cover)
2. Audit Report
3. Report to the Audit Committee for the year ended 30 June 2014

27 October 2014

## ATTACHMENT 2 TO ITEM 10.3.1



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W www.grantthornton.com.au

**Independent Auditor's Report  
To the Ratepayers of Town of Port Hedland**

We have audited the accompanying financial report of Town of Port Hedland ("the Town") which comprises the statement of financial position as at 30 June 2014, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the Chief Executive Officer's statement.

**Council's responsibility for the financial report**

The Council of the Town is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Local Government Act 1995 Part 6. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

**Auditor's responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Town's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Town, as well as evaluating the overall presentation of the financial report.

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a subsidiary or related entity of Grant Thornton Australia Ltd ABN 41 127 556 389

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We performed the procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Local Government Act 1995 Part 6 and Australian Accounting Standards (including the Australian Accounting Interpretations), a view which is consistent with our understanding of the Town's financial position and of its performance.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Independence**

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

#### **Auditor's opinion**

In our opinion, the financial report of the Town of Port Hedland:

- (i) gives a true and fair view of the Town of Port Hedland's financial position as at 30 June 2014 and of its performance for the financial year ended 30 June 2014;
- (ii) complies with Australian Accounting Standards (including the Australian Accounting Interpretations); and
- (iii) is prepared in accordance with the requirements of the Local Government Act 1995 Part 6 (as amended) and Regulations under that Act.

#### **Statutory Compliance**

I did not, during the course of my audit, become aware of any instance where the Council did not comply with the requirements of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 as they relate to financial statements.

A handwritten signature in black ink that reads "Grant Thornton".

GRANT THORNTON AUDIT PTY LTD  
Chartered Accountants

A handwritten signature in black ink, appearing to be "M J Hillgrove".

M J Hillgrove  
Partner - Audit & Assurance

Perth, 9 October 2014

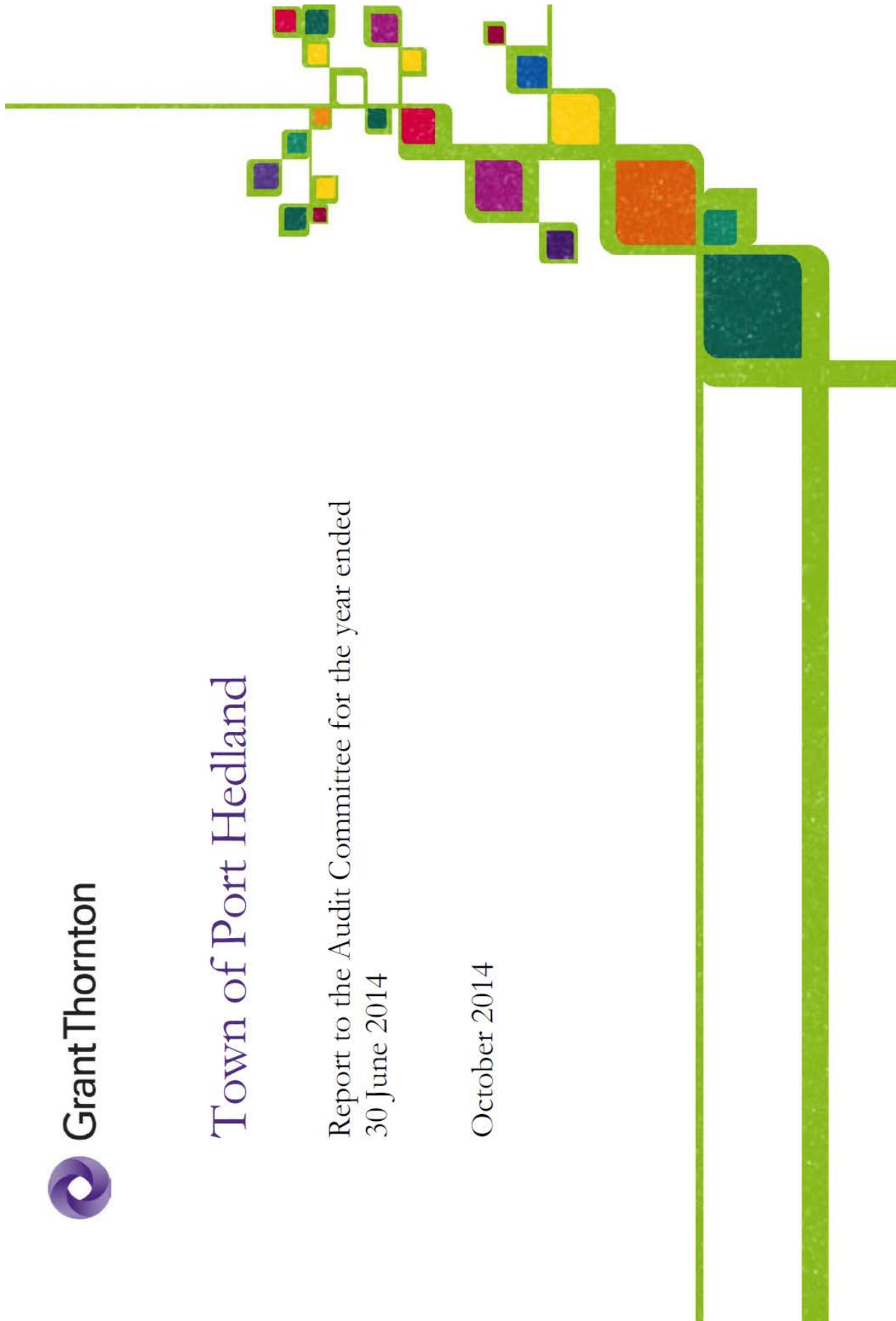




## Town of Port Hedland

Report to the Audit Committee for the year ended  
30 June 2014

October 2014





Grant Thornton Audit Pty Ltd  
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The Audit Committee  
Town of Port Hedland  
PO Box 41  
PORT HEDLAND WA 6721

8 October 2014

Dear Committee Members,

**TOWN OF PORT HEDLAND**

**REPORT TO THE AUDIT COMMITTEE FOR THE YEAR ENDED 30 JUNE 2014**

Please find attached our Report to the Audit Committee for the audit of the financial report of the Town of Port Hedland ("the Town") for the year ended 30 June 2014. We confirm to you that the audit was finalised in October 2014 and that we issued an unqualified audit opinion.

We trust that you find this report informative and we appreciate the opportunity to be of service to you.

If you have any queries or wish to discuss any issues further, please do not hesitate to contact either Simon Franich or myself.

Yours faithfully

GRANT THORNTON AUDIT PTY LTD

Michael Hillgrove  
Partner – Audit & Assurance

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## **1 Executive summary**

### **Status of audit and outstanding matters**

Our audit of the Town is substantially complete. The audit work is complete except for the following list of matters which are required prior to the finalisation and sign off on the audit:

- completion of our subsequent events review to the date of signing of the Audit Report;
- receipt of signed management representation letter; and
- formal adoption of the financial statements by the CEO and receipt of signed CEO statement.

We expect to sign an unqualified Audit Report after these matters are completed.

### **1.1 Scope of the audit**

We conducted an independent audit of the financial statements in order to express an opinion on it to the members of the Town.

Our audit has been conducted in accordance with Australian Auditing Standards with the objective of obtaining reasonable assurance about whether the financial report is free from material misstatement.

### **1.2 Materiality**

Materiality is the magnitude of a misstatement or an omission from the financial report or related disclosures that the audit team believes would make it probable that the judgement of a reasonable person relying on the information would have been changed or influenced by the misstatement or omission.

Our audit has been conducted based on a quantitative materiality, this was determined using the benchmark of 2% of the total expenditure. Materiality benchmarks are selected to represent the measure which is most relevant to users of the financial report.

### **1.3 Assessment of internal controls**

We have considered the internal control environment as part of our audit. For further details, please refer to Appendix A.



#### **1.4 Summary of unadjusted differences**

We did not identify any uncorrected audit differences that, in our judgement, either individually or in aggregate, have a significant effect on the financial report of the Town for the year ended 30 June 2014. Please refer to Section 3.

#### **1.5 Developments in financial reporting**

The changes in Australian Accounting Standards which may have an impact on the Town are outlined in the current and future reporting requirements section. Management needs to assess the impact of these on the Town and the adoption of appropriate accounting policies.

#### **1.6 Disclaimer**

This report has been prepared for the Audit Committee and Management of the Town only. It should not be quoted or referred to, in whole or in part, without our prior written consent. No warranty is given to, and no liability will be accepted from, any party other than the Town.

#### **1.7 An opportunity for feedback**

At Grant Thornton we strive for a high level of client satisfaction. Our business is built around the relationships we maintain with our clients. We want to hear feedback from our clients, both positive and negative, to ensure the services we provide to you exceed your expectations.

You will shortly be receiving a Client Satisfaction Survey from us, via email; we would appreciate it if you would take the time to complete the survey as your feedback is important to us.



**2 Key findings analysis**

During our audit planning procedures and risk identification process, we identified a number of focus areas. In addition, during the course of the fieldwork, other accounting and audit issues were noted. Our consideration of these matters is set out below.

We request that the Audit Committee review the matters below and satisfy themselves that:

- there are no other matters of which you are aware that would impact these issues;
- there are no other significant issues that ought to be considered before the adoption of the financial statements; and
- you concur with the resolution of the issues as described below.

**2.1 Key findings**

Focus area	Key findings	Resolution / Recommendation
PPE and Infrastructure	<p>At the planning stage it was identified that the PPE and Infrastructure assets were a key risk area for the audit of the Town. At balance sheet date the Town had capitalised PPE and Infrastructure Assets worth \$351 million. This represented an increase of \$119 million from the 2013 financial year.</p> <p>Pursuant with the Local Government Regulations the Town opted to revalue and measure its Land and Buildings at fair value for the year ended 30 June 2014. A competent external party was engaged to perform the valuation services. The result was an increase of \$90m in the fair value of the Land and Building assets. This adjustment was correctly taken to the revaluation reserve and other comprehensive income. The major gain in the fair value was in relation to land of \$71m.</p> <p>In addition to the revaluation, our audit procedures performed aimed to assess the appropriateness of the useful lives of Infrastructure / PPE assets, the accuracy of depreciation charges for the year and assess assets for possible impairment.</p> <p>At our final audit visit in September, sample tests were performed on PPE / infrastructure asset additions. These transactions were assessed for appropriateness of asset capitalisation in line with the Town's policies and procedures and tested for accuracy to supporting documentation. Asset reconciliation schedules were verified against trial balance reported amounts.</p>	<p>From the work performed, we found no indication that the PPE or Infrastructure assets were materially misstated.</p> <p>The Local Government Regulations allow for a phasing in of the new Fair Value accounting standard. The Town has infrastructure and furniture and equipment remaining to re-value which will occur next year. We recommend that the Management put in place a detailed plan in respect to the Infrastructure re-valuation.</p>



Focus area	Key findings	Resolution / Recommendation
<p><b>Rates, Grants and Subsidies Revenue</b></p>	<p>A key risk area identified at the planning stage was rates, grants and subsidies revenue recognition. For the year ended 30 June 2014, \$22.5 million was recognised as rates revenue and \$10.2 million was recognised as grants and subsidies revenue. These balances represented an increase of 19% to rates revenue and increase of 68% of grant and subsidies revenues from the 2013 financial year.</p> <p>Audit procedures performed aimed to ascertain the completeness and accuracy of both recognised rates, grants and subsidies revenue. Analytical procedures were performed to ascertain reasonableness of both rates and grant revenue balances. Significant grants revenue amounts recognised during the period were substantively verified to supporting documentation such as grant funding agreements.</p> <p>We performed detailed testing on the receivables of the Town to gain comfort on recoverability. The substantive procedures did not uncover any material misstatement of rates and grant and subsidies revenue balances. At balance date these amounts were reasonably accounted for and recognised appropriately.</p>	<p>From the work performed on the revenue balances no evidence of material misstatement was noted.</p>
<p><b>Employee Costs and Employee Benefits Provisions</b></p>	<p>At the planning stage, it was identified that the employee costs was a key risk to the financial report of the Town. In addition there were new amendments to AASB 119 which became effective for this reporting period.</p> <p>We obtained from Management a detailed breakdown of all annual leave and long service leave obligations of the Town as at 30 June 2014. We have performed testing on a sample basis of the employees annual and long service leave obligations. No errors were found.</p> <p>Our audit procedures also reviewed the impact of the new AASB 119 amendments. It was found that over 25 employees have over 250 hours of leave accrued to them at 30 June 2014. We have reviewed to consider if any of these amounts should be reclassified to non-current, given the probability that not all of this leave will be used in the next reporting period. The potential impact was not considered material.</p> <p>As part of our accruals testing, we review annually to ensure that employee costs are accrued up to 30 June 2014. It was found from our work performed that the employee costs were not accrued up to the 30 June 2014. The impact of the accrual is detailed in Section 3.</p>	<p>As the impact of the accrual for employee costs was not material, no adjustment to the financial report is required.</p> <p>We recommend that Management continue to monitor the leave provisions annually, and also consider the impact of any current vs non-current classification for annual leave balances over their current allowance.</p>



**3 Audit differences findings and analysis report**

**Status of accounting records**

Our audit procedures include an assessment of the status of the accounting records and reconciliations. The status of the accounting records is of an appropriate standard, and we did not note any significant issues that warrant reporting to the Audit Committee.

**3.1 Adjusted audit differences**

In performing our audit for the year ended 30 June 2014, we did not identify any audit differences that required adjustment.

**3.2 Unadjusted audit differences**

In performing our audit for the year ended 30 June 2014, we have identified the following unadjusted audit difference:

No	Description	\$000s						Net Surplus DR/(CR)		
		Asset		Liability		Equity			Surplus Effect DR/(CR)	
		DR	CR	DR	CR	DR	CR	Revenue	Expense	
1	Employee costs								323	323
	Trade and other payables					323				
	<i>To accrue for the employee costs for the 4 business days between the last payrun and the end of the financial year.</i>									
	<b>Total</b>					<b>323</b>				<b>323</b>



**3.3 Disclosure deficiencies**

We have undertaken a detailed review of your financial report. No disclosure deficiencies that would result in a qualified audit opinion were noted in our review of the financial statements.

**3.4 Materiality**

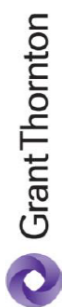
Management has determined and will represent to us in writing that these unadjusted audit differences are immaterial to the financial statements either individually or in aggregate. We concur with this view.

Further, management will represent to us in writing that all uncorrected misstatements that they are aware of have been brought to our attention.



**4 Specific reporting requirements**

Reporting requirement	Description
4.1 Fraud	<ul style="list-style-type: none"> <li>we are required by Auditing Standards to consider the risk of fraud in planning the nature and extent of our audit tests. In performing our audit we have not become aware of any incidence of fraud.</li> <li>we have also inquired with Management and the Audit Committee, and obtained in writing, representations regarding the existence of fraud, policies and procedures in place to prevent and detect fraud, noting no instances of fraud that management are aware of.</li> </ul>
4.2 Errors, irregularities and illegal acts	<ul style="list-style-type: none"> <li>we have noted no errors or irregularities that would cause the financial report to contain a material misstatement. As part of our normal statutory audit no apparent illegal acts have come to our attention.</li> </ul>
4.3 Books & records and conduct of review	<ul style="list-style-type: none"> <li>we have been presented with all the necessary books and records and explanations requested of management to support the amounts and disclosures contained in the financial statements in a timely and efficient manner.</li> <li>we take this opportunity to thank Clare Phelan, Peter Kocian and the entire finance department for their assistance and courtesy afforded to us during our audit. We are pleased to report that there has been a significant improvement in the financial reporting process in comparison to prior audits.</li> </ul>
4.4 Compliance with laws and regulations	<ul style="list-style-type: none"> <li>in performing our audit procedures we have not become aware of any non-compliance with applicable laws or regulations that would have an impact on the determination of material amounts and disclosures in the financial report.</li> <li>we have also received representations from management confirming that the Town is in compliance with all laws and regulations that impact the organisation.</li> </ul>
4.5 Appropriateness of accounting policies	<ul style="list-style-type: none"> <li>we consider that the accounting policies adopted in the financial statements are appropriately disclosed. The Town of Port Hedland have adopted all of the new and revised Australian Accounting Standards and Interpretations which became mandatory and which were applicable to its operations during the year. These include:                         <ul style="list-style-type: none"> <li>AASB 13: Fair Value Measurement (effective from 30 June 2014).</li> </ul> </li> </ul>
4.6 Going concern	<ul style="list-style-type: none"> <li>as part of our audit, we have assessed and agreed with the conclusions reached by the Directors and management concerning the application of the going concern concept.</li> </ul>
4.7 Disagreements with management	<ul style="list-style-type: none"> <li>there have been no significant disagreements with Management during the course of the audit.</li> </ul>



Reporting requirement	Description
4.8 Independence	<ul style="list-style-type: none"> <li>• internal independence checks are performed every 12 months before commencement of the full year engagements to ensure that firm-wide no conflicts have arisen.</li> <li>• we confirm that, as at the date of this report, we are independent having regard to Grant Thornton's policies, professional rules and relevant statutory requirements regarding auditor independence.</li> <li>• the following is a list of other services provided in addition to the statutory audit engagement for the year ended 30 June 2014:               <ul style="list-style-type: none"> <li>– audit or specific Grant Acquisitions</li> </ul> </li> </ul> <p>We confirm that these services do not affect our independence.</p>



**5 Current and future financial reporting requirements**

The following new and revised accounting standards were applicable for the first time in the 30 June 2014 financial statements. The impact on the Town's financial statements is provided below:

Relevant Standard reference	Overview	Reporting impact
<p><b>7.0.1 AASB 11 Joint Arrangements</b></p> <p>For further details refer to <a href="#">IA Alert 2011-05</a> or our website under Publications and News for the <a href="#">IFRS News – Special Edition</a> (June 2011).</p>	<p>AASB 11 replaces AASB 131 <i>Interests in Joint Ventures</i> and AASB Interpretation 113 <i>Jointly-controlled Entities – Non-monetary Contributions by Ventures</i>. AASB 11 uses the principle of control in AASB 10 to define joint control, and therefore the determination of whether joint control exists may change. In addition, AASB 11 removes the option to account for Jointly Controlled Entities (JCEs) using proportionate consolidation. Instead, accounting for a joint arrangement is dependent on the nature of the rights and obligations arising from the arrangement. Joint operations that give the venturers a right to the underlying assets and obligations for liabilities are accounted for by recognising the share of those assets and liabilities. Joint ventures that give the venturers a right to the net assets are accounted for using the equity method.</p> <p>AASB 11 was mandatory to annual reporting periods beginning on or after 1 January 2013. However, not-for-profit entities in Australia are not required to apply these standards for annual periods beginning before 1 January 2014.</p>	<ul style="list-style-type: none"> <li>Given that the Town only has 1 small Joint Arrangement in place, the impact is likely be immaterial.</li> </ul>
<p><b>7.0.2 AASB 12 Disclosure of Interests in Other Entities</b></p> <p>For further details refer to <a href="#">IA Alert 2011-05</a> or our website under Publications and News for the <a href="#">IFRS News – Special Edition</a> (June 2011).</p>	<p>AASB 12 includes all disclosures relating to an entity's interests in subsidiaries, joint arrangements, associates and structured entities. New disclosures introduced by AASB 12 include disclosures about the judgements made by management to determine whether control exists, and summarised information about joint arrangements, associates, structured entities and subsidiaries with non-controlling interests.</p> <p>AASB 12 was mandatory to annual reporting periods beginning on or after 1 January 2013. However, not-for-profit entities in Australia are not required to apply these standards for annual periods beginning before 1 January 2014.</p>	<ul style="list-style-type: none"> <li>The impact is not likely to be significant as the Town only has the interest in the one Joint Arrangement at this time.</li> </ul>
<p><b>7.0.3 AASB 13 Fair Value Measurement</b></p> <p>For further details refer to our website under Publications and News for the <a href="#">IFRS News – Special Edition</a> (October 2011).</p>	<p>AASB 13 establishes a single source of guidance for determining the fair value of assets and liabilities. AASB 13 does not change when an entity is required to use fair value, but rather, provides guidance on how to determine fair value when fair value is required or permitted by other Standards.</p> <p>AASB 13 also expands the disclosure requirements for all assets or liabilities carried at fair value. This includes information about the assumptions made and the qualitative impact of those assumptions on the fair value determined.</p> <p>AASB 13 was mandatory to annual reporting periods beginning on or after 1 January 2013.</p>	<ul style="list-style-type: none"> <li>Local Government Regulations allow for a phasing in of Fair Value. The Town will need to fair value its Infrastructure Assets next year as well as its Furniture &amp; Equipment.</li> </ul>

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Relevant Standard reference	Overview	Reporting impact
7.0.4 AASB 119 <i>Employee Benefits</i> (September 2011) Refer to <a href="#">IA Alert 2011-08</a> for further details.	Main changes include: <ul style="list-style-type: none"> <li>• Elimination of the 'corridor' approach for deferring gains/losses for defined benefit plans;</li> <li>• Actuarial gains/losses on remeasuring the defined benefit plan obligation/asset to be recognised in the Comprehensive Income (OCI) rather than in profit or loss, and cannot be reclassified in subsequent periods;</li> <li>• Subtle amendments to timing for recognition of liabilities for termination benefits; and</li> <li>• Employee benefits 'expected to be settled wholly' (as opposed to 'due to be settled' under current standard) within 12 months after the end of the reporting period are short-term benefits, and therefore not discounted when calculating leave liabilities. Unless all annual leave for all employees is expected to be used wholly within 12 months of the end of reporting period, annual leave is included in 'other long-term benefits' and discounted when calculating the leave liability. This has no impact on the presentation of annual leave as a current liability in accordance with AASB 101 <i>Presentation of Financial Statements</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• As discussed earlier, the impact of this change is immaterial at this point in time to the Town.</li> </ul>
AASB 119 was mandatory to annual reporting periods beginning on or after 1 January 2013.		

If you need any assistance with the preparation of your financial statement disclosures, you could subscribe to Pentana which provides an up-to-date IFRS disclosure checklist which can easily be tailored for your entity. Grant Thornton has an agreement with Pentana whereby Grant Thornton's clients receive a 20% discount when they subscribe to Pentana. For further information, please contact your audit contact or email the National Audit Support Team on [nationalaudit.support@au.gt.com](mailto:nationalaudit.support@au.gt.com).

### 5.1 New standards and interpretations issued not yet effective

AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors* requires entities who have not applied a standard or interpretation, which has been published but is not yet effective, to make certain disclosures. These disclosures include stating that the standard or interpretation has not yet been applied and the potential impact on the entity's financial statements in the period of initial application. The following are the more significant standards which have been published but are not yet effective. Refer to the latest TA Alert on accounting standards issued but not yet effective for a complete listing and sample disclosures.

Relevant standard reference	Overview	Reporting impact
7.1.1 AASB 9 <i>Financial Instruments</i>	<p>AASB 9 introduces new requirements for the classification and measurement of financial assets and liabilities.</p> <ul style="list-style-type: none"> <li>Financial assets that are debt instruments will be classified based on (i) the objective of the entity's business model for managing the financial assets; and (ii) the characteristics of the contractual cash flows.</li> <li>Allows an irrevocable election on initial recognition to present gains and losses on investments in equity instruments that are not held for trading in other comprehensive income (instead of in profit or loss). Dividends in respect of these investments that are a return on investment can be recognised in profit or loss and there is no impairment or recycling on disposal of the instrument.</li> <li>Financial assets can be designated and measured at fair value through profit or loss at initial recognition if doing so eliminates or significantly reduces a measurement or recognition inconsistency that would arise from measuring assets or liabilities, or recognising the gains and losses on them, on different bases.</li> <li>Where the fair value option is used for financial liabilities the change in fair value is to be accounted for as follows:           <ul style="list-style-type: none"> <li>The change attributable to changes in credit risk are presented in other comprehensive income (OCI);</li> <li>The remaining change is presented in profit or loss.</li> </ul> </li> </ul> <p>Otherwise, the following requirements have generally been carried forward unchanged from AASB 139 into AASB 9:</p> <ul style="list-style-type: none"> <li>Classification and measurement of financial liabilities; and</li> <li>Derecognition requirements for financial assets and liabilities.</li> </ul> <p>AASB 9 requirements regarding hedge accounting represent a substantial overhaul of hedge accounting that will enable entities to better reflect their risk management activities in the financial statements.</p>	<ul style="list-style-type: none"> <li>The reporting impact is detailed in Note 1(aa) to the financial report.</li> </ul>

[Also refer to AASB 2013-9 and AASB 2014-1 below]

Refer to [TA Alert 2009-22, TA Alert 2010-49, TA Alert 2013-13](#) and TA Alert 2014-08 for further information.

## Relevant standard reference

## Overview

## Reporting impact

Consequential amendments arising from AASB 9 are contained in AASB 2010-7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2010), AASB 2010-10 Further Amendments to Australian Accounting Standards – Removal of Fixed Dates for First-time Adopters, AASB 2012-6 Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures, AASB 2013-9 Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments and AASB 2014-1 Amendments to Australian Accounting Standards.

## 5.2 Keeping up to date with the changes

We understand the task of keeping up with changes can be daunting, particularly given the length of some of the new standards; to assist you with this Grant Thornton Australia Limited publishes Technical Accounting Alerts (TA Alerts) on our website. ([www.granthornton.com.au](http://www.granthornton.com.au)).

The TA/EI Alerts are not a substitute for reading the accounting standard / interpretation/ exposure drafts and are not specific to your organisation; however they do provide a summary of key points of the new standards / interpretations/ exposure drafts to allow you to quickly assess any potential impact on your entity and determine the need for further probing into the detailed requirements of the standard.

The TA/EI Alerts also cover some contentious / difficult accounting concepts which the technical teams of both Grant Thornton International and Grant Thornton Australia have received a number of queries requiring guidance / clarification; available on our website as per the following link:

[http://www.granthornton.com.au/Publications/Tools-and-resources/Technical-publications/Local\\_Alerts.asp](http://www.granthornton.com.au/Publications/Tools-and-resources/Technical-publications/Local_Alerts.asp)

Grant Thornton also has dedicated technical resources / National Audit Support division which can either be contacted via your audit contact or directly on [nationalaudit.support@au.gt.com](mailto:nationalaudit.support@au.gt.com).



**6 Appendix A – Internal control observations**

We have ranked the issues raised in order of their importance and risk to the Town, (including the COSO classification which is a generally accepted framework for evaluating controls over financial reporting) to enable you to prioritise. The key to the colour coding used below is as follows:

<b>Material weakness</b>	Critical area that represents relatively high risk to the Town since this is a material weakness; i.e. a control gap that may result in material misstatements and has a likelihood of occurrence that is not remote. Action should be taken immediately.
<b>Significant deficiency</b>	Important matter that represents medium risk to the Town which would be classified as a significant deficiency; i.e. a control gap that may result in material misstatements but has a remote likelihood of occurrence. Action should be undertaken to rectify the issue before the next reporting period.
<b>Deficiency</b>	Housekeeping or administrative matter that represents relatively low risk to the Town which is a deficiency, i.e. a control gap that is assessed to result in inconsequential misstatements.





**6.1 Current year issues**

Importance	Observation	Recommendation	Management response
<b>Material weakness</b>	No material weaknesses identified	Nil	Nil
<b>Significant deficiency</b>	None noted	Nil	Nil
<b>Deficiency</b>	<p>It was noted that there are an excessive number of account numbers in the Chart of Accounts and posting was not performed appropriately in some instances. GT understands from discussions with Management that many accounts are legacy accounts from prior management.</p>	<p>It is recommended that the Chart of Accounts be reconciled so that they are not cumbersome for its users. This will mitigate confusion on where to post transactions for its users and will ensure more accurate financial reporting in future periods and thus reduce Management's review time at year end reporting.</p>	<p>The Chart of Accounts is to be rebuilt in 2014/15 including the information of comprehensive income and expenditure codes. This will enable accurate financial reporting nature and type which is currently inexact.</p>
<b>Deficiency</b>	<p>GT was unable to obtain all leave application forms for one employee's annual leave taken. In addition, there were two instances where leave forms had been approved for employee's leave - but this was later cancelled and not recorded by the Town. These could result in employees obtaining or being compromised days of annual leave.</p>	<p>It is recommend that all leave documentation be appropriately documented to ensure that leave balances are appropriately recorded.</p>	<p>Agree. Leave forms are to be completed in all instances and will be retained by Payroll in a centralised file for audit purposes.</p>



6.2 Update on prior year issues

Resolved issues

Importance	Observation	Recommendation	Status update
Significant deficiency	<ul style="list-style-type: none"> <li>Through enquiry, it was noted that there are no control in place to determine if capital assets exist or are impaired. Contact is not made to any Asset Owners / Controllers</li> </ul>	<ul style="list-style-type: none"> <li>It is recommended that the Asset Officer email relevant department managers with a listing of assets under their control and investigate whether the asset still exists and whether any write-down is necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Management has since provided Grant Thornton with an internally developed impairment memo which is sent to department managers to ensure capital assets have been accounted for properly. As part of the staged Fair Value revaluation of all asset classes, the existing value and condition of all assets will be tested.</li> </ul>
	<ul style="list-style-type: none"> <li>Although there was no impact to the general ledger in the instances noted as Synergy prevents postings in prior or future periods, it showed a lack of review of journal entries posted in Synergy which could have a pervasive impact to other journal entries (amounts, description, and account codes).</li> </ul>	<ul style="list-style-type: none"> <li>It is recommended that a more diligent process be followed, which could include a secondary approval/observation of the postings made in Synergy in addition to the hard copy approvals which are made prior to entering in to Synergy.</li> </ul>	<ul style="list-style-type: none"> <li>Management has implemented a process whereby journals are prepared by the accounting staff and approved by an appropriate level of management prior to posting</li> </ul>
	<ul style="list-style-type: none"> <li>It was noted through Management discussions that receivable balances were outstanding for greater than one year and had not been pursued for collection nor written down / provided for. It was noted that personnel were unaware of what comprised these balances. In addition it was identified that there was a lack of source documentation supporting the Authority to Raise Invoice and debtor account statements were not reconciled regularly.</li> </ul>	<ul style="list-style-type: none"> <li>The Town of Port Hedland should continue investigating outstanding receivable balances for collection or alternatively write-down or provide a reasonable provision for the balance.</li> <li>Policies and procedures should be implemented for collection and write-downs of outstanding debtors.</li> </ul>	<ul style="list-style-type: none"> <li>During the audit, it was noted that a number of balances have still been receivable for greater than two years. However, a debtor collection policy was in the process of being developed by the finance department and collections had improved significantly since the prior year.</li> </ul>



Deficiency

- It was noted that a grant register was set up to better track grants by the Grant Acquistal Officer. However a diligent review of each Grant Agreement should still be performed and approved for entry by an appropriate person with a financial reporting background to ensure the appropriate accounting treatment is being followed.
- Grant revenue documents should be read and corroborated with appropriate personnel prior to entry in to the accounting system.
- A grants register has been created to better track grants in the current financial year. Reconciliation is performed at end of year against grant expenditure to identify unspent grants.
- It was noted through Management discussions that some cheques had been outstanding for greater than three years. All cheques were considered to be trivial to the audit. It was noted that over 200 uncleared transactions were sitting on the Bank Reconciliation for a period of more than 12-months
- The Town of Port Hedland should implement policies and procedures for uncashed and outstanding cheques to ensure that cash balances are accurately accounted for. Stale cheques should be followed up on a regularity basis..
- Since the prior year, significant improvements have been made to clean up stale cheques and outstanding cheques are now current. All outstanding transactions have been cleared.

### 10.3.2 Request for Tender 14/20 – Provision of Audit Services to the Town of Port Hedland 2014 - 2019

Peter Kocian, Manager Financial Services  
File No. 12/19/0001

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### 2014/15/017 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION

MOVED: MR HRAMBANIS

SECONDED: MAYOR HOWLETT

That the Audit and Finance Committee:

1. Recommend to Council that the Town of Port Hedland undertake a Request for Tender process pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996* to appoint an Auditor for a five (5) year term, commencing in the 2014/15 financial year and terminating following the 2018/19 final audit; and
2. Endorse the Request for Tender document, RFT Number 14/20 Provision of Audit Services 2014-2019 Town of Port Hedland, inclusive of the Tender Specifications and Qualitative Criteria.

**CARRIED 3/0**

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#### EXECUTIVE SUMMARY

This report recommends that the Town of Port Hedland undertake a Request for Tender process to appoint an Auditor for a term of five (5) years, commencing in 2014/15 and terminating following the 2018/19 final audit.

#### DETAILED REPORT

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

Council is required to appoint an Auditor by an absolute majority decision on the recommendation of the Audit and Finance Committee pursuant to section 7.3 of the *Local Government Act 1995*.

Council last considered the appointment of an Auditor in 2012 and resolved to appoint Grant Thornton for a three year term from 2011/12 to 2013/14. This appointment was governed by a signed Letter of Engagement which will terminate following attendance of the Auditor (via Skype) at the November 2014 Audit and Finance Committee Meeting.

The maximum term of the appointment of an Auditor is five financial years, although an Auditor is eligible for re-appointment.

It is recommended that the Audit and Finance Committee recommend to Council that the Town of Port Hedland undertake a Request for Tender process to appoint an Auditor rather than seek quotes utilizing the WALGA preferred supplier panel. There are eight Audit Firms that have been appointed to the panel and it is viewed that a Statewide tender process will be very effective in reaching a wider market for prospective Auditors.

A Request for Tender document has been prepared and is included as an attachment to this report. The Tender Specifications are consistent with Local Government Operational Guideline No. 9 Audit in Local Government; but importantly includes the additional requirement for the Audit Partner to undertake field work and addresses requirements to meet implementation of fair value for infrastructure assets by 30 June 2015 as required under Regulation 17A of the *Local Government (Financial Management) Regulations 1996*.

The qualitative criteria and weightings are as follows:

- Local Government Audit Experience 30%
- Tenderers Resources, Key Personnel, Skills and Experience 30%
- Audit Plan and Methodology 40%

The qualitative criteria have been determined to be the primary considerations when assessing tenders. Once the tenders have been ranked according to the qualitative criteria, the evaluation panel will make a value judgement as to the cost affordability, qualitative ranking and risk of each Tender in order to determine the Tender which is most advantageous.

## FINANCIAL IMPLICATIONS

Where Tenders are publicly invited, the local government is required to provide Statewide public notice. The approximate cost of advertising this Tender will be \$1,500.

## STATUTORY AND POLICY IMPLICATIONS

Tenders for Goods and Services are governed by section 3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*.

Pursuant to section 7.3 of the *Local Government Act 1995*, Council is required to appoint the Auditor by an **absolute majority** decision on recommendation of the Audit and Finance Committee. Evaluation of Tenders and the Officer Recommendation for the appointment of the Auditor will therefore be brought back to the Audit and Finance Committee for consideration.

Goal 4.1 of the Strategic Community Plan – Strategic and best practice local government administration is relevant to this item.

There are no Council Policies relevant to this item.

**ATTACHMENTS**

1. Request for Tender 14/20 Provision of Audit Services 2014-2019 – Town of Port Hedland – under separate cover

24 October 2014

### 10.3.3 2014/15 Quarterly Budget Review and Statement of Financial Activity for the period ended 30 September 2014

Peter Kocian, Manager Financial Services  
File No. 12/14/0003

#### DISCLOSURE OF INTEREST BY OFFICER

Nil

#### 201415/018 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION

**MOVED: MAYOR HOWLETT**

**SECONDED: MR HRAMBANIS**

**That the Audit and Finance Committee:**

1. **Receive the 2014/15 Quarterly Budget Review and Statement of Financial Activity (and supporting information) for the period ended 30 September 2014;**
2. **Note the accounts paid during September 2014 under delegated authority;**
3. **Recommend that Council adopt the 2014/15 Quarterly Budget Review – September 2014, and amend the 2014/15 Budget as per the Schedule of Budget Variations, resulting in a unfavourable change in projected net current assets of \$86,064 as at 30 June 2015;**
4. **Recommend that Council resolve to establish a Reserve Account under s6.11 of the *Local Government Act 1995* titled “Strategic Reserve” with a purpose of restricting a portion of interim rate revenue received in the 2014/15 financial year and using the funds for the purpose of debt retirement/consolidation and to fund strategic projects as included in the Town’s Strategic Community Plan and Corporate Business Plan;**
5. **Recommend that Council resolve to transfer \$1,000,000, being 50% of the amended 2014/15 Budget for interim rate revenue, into the Strategic Reserve, with an original purpose to part fund the retirement of Loan Number 141 – Wallwork Road Bridge, as well as fund the following projects:**
  - **Flood Water Pump Refurbishment                      \$210,000 (approx.)  
(2014/15 Budget provides for \$300,000 in loan funds)**
  - **JD Hardie Land Acquisition                              \$150,000 (approx.)  
(2014/15 Budget provides for \$150,000 in loan funds)**

**Noting that a further report on loan refinancing will be presented to Council;**

6. Recommend that Council resolve to establish a Reserve Account under s6.11 of the *Local Government Act 1995* titled “Staff Housing Reserve” with a purpose of setting aside funds for the maintenance, refurbishment, redevelopment and construction of staff housing.

**CARRIED 3/0**

---

## EXECUTIVE SUMMARY

This report presents the September Quarterly Budget Review for the 2014/15 Budget, including the Statement of Financial Activity for the period ended 30 September 2014. A number of budget variations are proposed as part of this review, which results in an unfavourable change in projected net current assets of **\$86,064** as at 30 June 2015.

## DETAILED REPORT

The September Quarterly Budget Review (QBR) for the 2014/15 Budget includes a number of significant variations.

In discussing proposed amendments in the commentary below, recommended budget variations are categorised as either *Favourable (F)*; *Unfavourable (U)*; or *Contra (C)*. This status relates to their impact on the net current asset position. As an example, a project that is fully funded by Grants or Reserves would generally be a Contra entry – that is, it will have a nil impact on net current assets as the expenditure is fully supported by specific source funding. The balance of net current assets is a key indicator of the Town’s ability to meet its debts and obligations as and when they fall due, and its financial flexibility in responding to opportunities, such as dollar for dollar grants, as and when required.

Major variations arising as part of the September QBR include:

### **Municipal Fund:**

- A budget of \$2m for interim rate revenue has been established. It is recommended that \$1m be allocated as a favourable adjustment to the Budget, and \$1m as a contra adjustment, to be transferred to the Strategic Reserve – F/C
- A budget of \$50k has been established for the Governor General’s visit - U
- A budget increase of \$92k for Gratwick Olympic Pool to provide for 24/7 access to the Gym – U
- A budget increase of \$170k for Port Hedland Sportsgrounds to cover water charges associated with using potable water at Colin Matheson Oval rather than reuse water – U
- Settlement costs of \$225k have been incurred with Earthcare as per a previous resolution of Council – U
- A reduction of \$213k in Regional Road Group funding as annual grant funding has now been confirmed – U
- A reduction of \$42k in Roads to Recovery funding as annual grant funding has now been confirmed – U



- A reduction in expenditure budgets on Pippingarra Road - \$90k and Sutherland Street upgrade - \$60k to offset reductions in grant funding - F
- A budget of \$100k has been established for the South Hedland CBD Road Modifications Trial – U
- A budget of \$50k has been established to implement stock control systems at the Town Depot – U
- A contra budget adjustment of \$1.216m against Carpark Planning Fees and Public Open Space and T/F to Developer Contributions Reserve – Public Open Space to recognise the payment of cash in lieu for public open space from LandCorp for the South Hedland Town Centre Stage 3 – C
- A contra budget adjustment of \$508k to amend the distribution of the operational deficit for each of the three recreation facilities managed by the YMCA, with the total reconciling to the contractual agreement – C
- A budget has been established for Insurance Expenditure Claimable and Insurance Reimbursement of Claims to recognise insurance claims associated with Cyclone Christine, Wanangkura Stadium and the Airport Ram-raid – C
- A contra budget adjustment of \$435k reallocating the budget from Drainage Construction to the Light Industrial Area Drainage project – C
- Budgets of \$80k and \$60k respectively have been established for marketing and promotion and property settlement costs associated with Kingsford Smith Business Park – these budgets are on charged to the Airport by way of a reduction in the transfer of Sale Proceeds from KSBP – C
- A budget of \$150k has been established to recognise the Town's member allocation under the Local Government Insurance Scheme; these funds are to be applied against health and wellbeing and risk mitigation initiatives – C

**Airport Fund:**

- A budget of \$2m has been established to capture the Passenger Security Screening Charges (omitted from the Original Budget) and part-contra expenditure of \$1.3m to MSS Security for casual guard services – C/F
- A contra budget adjustment of \$8m to recognise that the grant application under the Regional Airport Development Scheme was unsuccessful, with offsets against capital expenditure budgets being Carpark/Ground Transport Reconfiguration - \$750k; Water and Sewer Services - \$2.225m; Freight and Logistics Zone - \$4.107m; and Power in Push Back Equipment - \$765k – C
- A budget of \$317k has been applied to recognise landing fee donations to the RFDS as per a standing resolution of Council (200708/059) – U
- A budget of \$121k has been established to undertake due diligence and feasibility on the Solar Farm proposal – U
- A contra budget adjustment of \$1m to reallocate funds from the existing capital works program, Main Apron Extension, to the newly created Virgin Australia International Terminal Works Expansion account - C

Note that any variations in either Waste Fund or Airport Fund are wholly offset by corresponding Transfers to/from Reserves, such that the impact on net current assets is nil. However, for the purposes of reporting movements within that Fund, variations will generally be shown as Favourable (F) or Unfavourable (U).

A complete listing of proposed budget variations, together with management comments is included in the attachments to this report.

It is recommended that a significant portion of interim rate revenue received in 2014/15 be restricted for the purpose of retiring debt and debt consolidation, as well as fund strategic projects identified in the Community and Corporate Plans, but not yet funded in the 2014/15 budget. As Elected Members will recall, the 2014/15 Budget did not include any forecasts for interim rate revenue as this generally cannot be accurately estimated due to the uncertain nature of growth in the Town's rate base. This is a conservative approach, but does eliminate budget risk due to an over-estimation of interim rate revenue for example, as has occurred in prior financial years.

Section 6.34 of the *Local Government Act 1995* places a limit on revenue that local governments can raise from general rates, effectively meaning that local governments cannot adopt a surplus budget of more than 10% of the total rate yield. The Rate Setting Statement in the 2014/15 Budget identifies total rates levied of \$23.685m and net current assets of \$1.802m as at 30 June 2015 (the municipal surplus). Applying the provisions of s6.34, the Town cannot exceed a net current asset position of \$2.3685m as at 30 June 2015.

It is Officer's recommendation that any surplus revenue be placed under restriction (i.e. transferred to Reserve) providing the opportunity for Council to further deliver on Community Plan priorities. It is thus recommended that Council resolve to establish a Strategic Reserve for the purpose outlined above. As at 30 June 2014, the Town's Loan Principal Balance was \$28.741m with debt servicing costs (principal plus interest) in 2013/14 of \$2.796m. Whilst the Town's gross debt to revenue ratio and debt service coverage ratio are relatively healthy (and exceed industry benchmarks), debt retirement and/or consolidation will place the Town in a stronger position in outward years to meet funding requirements for major infrastructure development.

The Town's 2014/15 Budget also identifies new loans for the following projects. These projects could all potentially be financed from the Strategic Reserve and recommendations will be submitted to Council as part of the Quarterly Budget Review process.

- Staff Housing Catamore Court \$522k
- Floodwater Pump Refurbishment \$300k
- JD Hardie Land Acquisition \$150k

This presents the Town with an opportunity to achieve significant savings in interest expense, freeing up borrowing capacity for future requirements.

With respect to the Statement of Financial Activity for the period ended 30 September 2014, the following commentary is provided on variances between year to date actuals and year to date budget:

Account Description	YTD Variance	Comment
Operating Revenue – General Purpose Income	225%	Rate Revenue totaling \$24.344m has been raised in the period July – September.
Operating Revenue – Community Amenities	116%	Rubbish collection fees of \$2.67m have been raised; General tipping fees of \$1.7m has also been raised compared to a yearly budget of \$3.5m.
Operating Expenditure - Governance	472%	Activity based costing journals have yet to be completed. This will redistribute governance expenditure to other business units
Depreciation	-100%	Depreciation journals have yet to be completed
Grants and Contributions - Capital	-98%	A grant payment of \$63k was invoiced to DSR for lighting at Marie Marland Reserve. The Town has not received any road grants thus far in 2014/15.
Acquisition of Infrastructure, Property, Plant and Equipment	-79%	\$3.23m in capital expenditure has been incurred as at 30 September. Major expenditures include the Skate Park - \$636k, Hamilton Road RRG - \$677k, Heavy Vehicle Plant Replacement - \$234k and Airport Redevelopment Works.
New Loan Borrowings	-100%	No loan funds have been drawn down. Loan funds relate to capital projects being the Civic Centre Upgrade, Catamore Court Subdivision, Floodwater Pump Refurbishment and JD Hardie Land Acquisition.
Transfers to/from Reserves	-100%	Total Reserves as at 30 September amount to \$67.132m. No reserve transfers have been completed.

The net current asset position as at 30 September 2014 is \$25.761m – this is largely comprised of unrestricted cash of \$20.881m. This balance is expected to decline significantly across the course of the year, as projects are delivered, and operational budgets are expended.

#### FINANCIAL IMPLICATIONS

The variations recommended to the Audit and Finance Committee as part of this budget review will result in overall reduction in net current assets of \$86,064 as at 30 June 2015.

The Statement of Financial Activity includes an actual municipal surplus carried forward of \$817k. The surplus is attributable to a number of capital projects that have been carried-over from the 13/14 financial year. These projects were considered by Council at the September 2014 Ordinary Meeting, with a funding requirement of \$655k from the municipal surplus carried forward. The carried forward surplus in the amended budget column has been adjusted accordingly.

The projected municipal surplus as at 30 June 2015 following the September QBR is \$1.932m. This is comparative with the original budget forecast of \$1.802m, as budget adjustments arising from the 2013/14 carryovers and the September QBR have resulted in a reduction in net current assets in 2014/15 of \$740,573, which has been offset by an increased actual municipal surplus carried forward of \$817k compared to a 2014/15 budget amount of (\$54k).

The following reconciliation is provided:	<b>000's</b>
<b>Budget Municipal Surplus Brought Forward 30 June 2015</b>	<b>\$1,802</b>
Change in Net Current Assets arising from 2013/14 Carryovers	(\$655)
Change in Net Current Assets arising from September QBR	(\$86)
Municipal Surplus Carried Forward 1 July 2014 – Budget	\$54
Municipal Surplus Carried Forward 1 July 2014 – Actual	\$817
<b>Amended Budget Municipal Surplus Brought Forward 30 June 2015</b>	<b>\$1,932</b>

#### STATUTORY AND POLICY IMPLICATIONS

The Town undertakes regular budget reviews as part of its delivery of high quality corporate governance, accountability and compliance. The Town's goals and actions in this regard are set out in the Local Leadership section of the Strategic Community Plan.

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires that the Town carry out a mid-year review of its annual budget, with a copy of the review and the relevant Council resolution to be provided to the Department of Local Government. The Town currently exceeds the minimum statutory requirements by undertaking budget reviews on a quarterly basis rather than half yearly.

The Town has a current resolution arising out of the adoption of the 2014/15 budget, requiring that only material budget variations be reported through to Council. Materiality being established at the lesser of 10% of the amended program budget or \$100,000 for each of the categories of Operating Revenue; Operating Expenditure; Non-Operating Revenue; and Non-Operating Expenditure. As part of this review, Officers have continued to present all proposed budget variations, together with Management comment on the variations.

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* also requires the Town to prepare a monthly Statement of Financial Activity. Where the month-end coincides with a quarter-end (September, December, March), the monthly financials will be incorporated in the Quarterly Budget Review document.

Note, the Statement of Financial Activity includes three budget columns; the adopted 2014/15 Budget, the Amended 2014/15 Budget arising from the Schedule of Budget Carryovers presented to Council at the September OMC, and the Amended 2014/15 Budget arising from September QBR. The change in budgeted net current assets as at 30 June 2015 (the last row on the Statement of Financial Activity) reconciles to the Schedule of Budget Variations.

#### **ATTACHMENTS**

1. Statement of Financial Activity for the Period Ended 30 September 2014
2. Accounts paid under delegated authority for the month of September 2014  
– under separate cover
3. 2014/15 Quarterly Budget Review

06 November 2014

## ATTACHMENT 1 TO ITEM 10.3.3

**TOWN OF PORT HEDLAND****MONTHLY STATEMENT  
OF FINANCIAL ACTIVITY****FOR THE PERIOD ENDED 30 SEPTEMBER 2014****TABLE OF CONTENTS**

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**TOWN OF PORT HEDLAND  
MONTHLY STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2014**

Function Number	Account Description	Original Budget	Amended Budget - Carryovers (Sep OMC)	Proposed Budget - September QBR	2014/15		2014/15 YTD Variance	Variance between YTD Actuals and Budget
					YTD Amended Budget	YTD Actuals		
		\$000's			\$000's	\$000's		
<b>Operating Revenue</b>								
3	General Purpose Income	31,443	31,443	33,435	7,861	25,561	225%	-17,700
4	Governance	35	35	39	9	8	-6%	1
5	Law, Order & Public Safety	239	216	232	54	49	-9%	5
7	Health	94	94	72	24	43	81%	-19
8	Education & Welfare	307	307	242	77	104	36%	-27
9	Housing	337	337	340	84	83	-2%	1
10	Community Amenities	12,576	12,660	13,881	3,165	6,832	116%	-3,667
11	Recreation & Culture	2,222	2,222	2,318	556	442	-20%	113
12	Transport	23,538	24,078	25,932	6,020	4,398	-27%	1,622
13	Economic Services	6,773	6,773	6,816	1,693	534	-68%	1,159
14	Other Properties & Services	616	616	1,753	154	121	-22%	33
<b>Total Operating Revenue</b>		<b>78,181</b>	<b>78,782</b>	<b>85,059</b>	<b>19,695</b>	<b>38,175</b>	<b>94%</b>	<b>-18,479</b>
<b>Operating Expenditure</b>								
3	General Purpose Income	(485)	(485)	(384)	(121)	(56)	-54%	-66
4	Governance	(1,553)	(1,572)	(1,871)	(393)	(2,249)	472%	1,856
5	Law, Order & Public Safety	(1,902)	(1,879)	(1,884)	(470)	(269)	-43%	-201
7	Health	(824)	(828)	(775)	(207)	(151)	-27%	-56
8	Education & Welfare	(1,528)	(1,528)	(1,509)	(382)	(272)	-29%	-110
9	Housing	(2,556)	(2,556)	(2,551)	(639)	(561)	-12%	-78
10	Community Amenities	(10,604)	(10,692)	(10,764)	(2,673)	(1,803)	-33%	-870
11	Recreation & Culture	(24,338)	(24,420)	(24,982)	(6,105)	(3,603)	-41%	-2,502
12	Transport	(19,869)	(19,944)	(21,717)	(4,986)	(1,775)	-64%	-3,211
13	Economic Services	(9,526)	(9,824)	(9,827)	(2,456)	(380)	-85%	-2,076
14	Other Properties & Services	(897)	(897)	(2,204)	(224)	207	-192%	-432
<b>Total Operating Expenditure</b>		<b>(74,083)</b>	<b>(74,624)</b>	<b>(78,467)</b>	<b>(18,656)</b>	<b>(10,911)</b>	<b>-42%</b>	<b>-7,745</b>
<b>Operating Surplus/(Deficit)</b>		<b>4,097</b>	<b>4,158</b>	<b>6,592</b>	<b>1,039</b>	<b>27,264</b>	<b>2523%</b>	<b>-26,225</b>
<b>Add Back Non Cash Items</b>								
	Depreciation	11,349	11,349	11,349	2,837	0	-100%	2,837
	(Profit) / Loss on Disposal of Assets	(16)	(16)	(16)	(4)	0	-100%	-4
	Bad Debts Expense	10	10	10	3	0	-100%	3
	Grants and Contributions - Capital	(1,750)	(1,750)	(1,750)	(438)	0	-100%	-438
<b>Capital</b>								
	Acquisition of Infrastructure, Property, Plant and Equipment	(57,477)	(62,779)	(54,597)	(15,695)	(3,229)	-79%	-12,466
	Proceeds from Disposal of Assets	11,020	11,020	11,020	2,755	1,116	-59%	1,639
	Capital Grants and Contributions for the Development of Assets	14,881	14,993	6,758	3,748	63	-98%	3,685
<b>Funding</b>								
	New Loan Borrowings	6,473	6,473	6,473	1,618	0	-100%	1,618
	Proceeds from Deferred Debtors	325	325	325	81	17	-79%	64
	Transfers from Reserves	14,317	16,623	16,441	4,156	0	-100%	4,156
	Transfers from Unspent Grants	1,656	2,681	2,608	670	0	-100%	670
	Transfers from Unspent Loans	145	700	700	175	0	-100%	175
	Loan Repayments	(1,370)	(1,370)	(1,370)	(342)	(276)	-19%	-66
	Transfers to Reserves	(1,804)	(1,214)	(3,427)	(304)	0	-100%	-304
<b>Municipal Surplus / (Deficit) Carried Forward 1 July 2014</b>		<b>(54)</b>	<b>(54)</b>	<b>817</b>	<b>817</b>	<b>817</b>	<b>0%</b>	<b>0</b>
<b>Municipal Surplus / (Deficit) Brought Forward 30 June 2015</b>		<b>1,802</b>	<b>1,147</b>	<b>1,932</b>	<b>1,117</b>	<b>25,772</b>	<b>2207%</b>	<b>-24,655</b>
<b>Sum of Total Budget</b>		<b>(9,487)</b>	<b>(10,142)</b>	<b>(10,228)</b>				
			Change in Net Current Assets attributable to September Carrovers = (\$655k)	Change in Net Current Assets attributable to September QBR = (\$96k)				

**TOWN OF PORT HEDLAND  
MONTHLY STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2014**

	14/15 Actual	Original 14/15 Budget	13/14 Actual	13/14 Projected
<b>CURRENT ASSETS</b>				
Cash and Investments	91,435	51,308	75,409	63,766
Receivables	15,341	9,166	11,175	9,166
Inventories	10	12	10	12
<b>TOTAL CURRENT ASSETS</b>	<b>106,786</b>	<b>60,486</b>	<b>86,594</b>	<b>72,944</b>
<b>CURRENT LIABILITIES</b>				
Payables	(1,691)	(6,772)	(6,456)	(6,772)
Interest Bearing Liabilities	(1,369)	(1,537)	(1,278)	(1,357)
Provisions	(2,633)	(2,289)	(2,632)	(2,289)
<b>TOTAL CURRENT LIABILITIES</b>	<b>(5,693)</b>	<b>(10,598)</b>	<b>(10,366)</b>	<b>(10,418)</b>
<b>NET CURRENT ASSETS</b>				
	<b>101,093</b>	<b>49,888</b>	<b>76,228</b>	<b>62,526</b>
<b>Less</b>				
Restricted Cash - Reserves	(67,132)	(49,373)	(67,132)	(61,886)
Restricted Cash - Unspent Grants	(2,614)	(250)	(2,614)	(1,906)
Restricted Cash - Unspent Loans	(808)	0	(808)	(145)
Restricted Receivables	(6,135)	0	(6,135)	0
<b>Plus</b>				
Current Loan Liability	1,369	1,537	1,278	1,357
<b>ESTIMATED SURPLUS/ (DEFICIENCY)</b>	<b>25,773</b>	<b>1,802</b>	<b>817</b>	<b>(54)</b>



**TOWN OF PORT HEDLAND  
MONTHLY INTERIM STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2014**

**BANK RECONCILIATIONS**

TOWN OF PORT HEDLAND BANK RECONCILIATION FOR THE PERIOD ENDED 30 SEPTEMBER 2014	CASH ON CALL	MUNICIPAL FUND	BHP RESERVE FUND	RESERVE FUNDS	POOLED INVESTMENTS	TOTAL CASH & INVESTMENTS	TRUST FUND
SYNERGY CASH BOOK CLOSING BALANCE:	\$3,670,000.00	\$1,027,316.82	\$3,494,330.05	\$91,702.88	\$83,150,000.00	\$91,433,349.75	\$341,347.88
BANK STATEMENT CLOSING BALANCE AS AT 30 SEPTEMBER 2014	\$3,670,000.00	\$1,698,581.28	\$3,519,148.58	\$82,766.52	\$83,150,000.00	\$92,120,496.38	\$173,936.39
VARIANCE	\$0.00	<b>(\$671,264.46)</b>	<b>(\$24,818.53)</b>	\$8,936.36	\$0.00	<b>(\$687,146.63)</b>	\$167,411.49
<b>RECONCILING ITEMS:</b>							
<i>Add</i>							
Uncleared Cash / Cheque Deposits		\$15,633.59				\$15,633.59	
Outstanding Items		\$6,696.28		\$8,936.36		\$15,632.64	
Outstanding credit card expenses (paid to NAB, awaiting invoices)		\$64,582.37				\$64,582.37	
<i>Less</i>							
Outstanding Transfers between TRUST & MUNI		<b>(\$183,873.59)</b>				<b>(\$183,873.59)</b>	\$183,873.59
Unpresented Cheques		<b>(\$56,208.63)</b>				<b>(\$56,208.63)</b>	<b>(\$16,462.10)</b>
Receipts not processed in SYNERGY		<b>(\$518,094.48)</b>		<b>(\$24,818.53)</b>		<b>(\$542,913.01)</b>	
<b>TOTAL RECONCILING ITEMS</b>	\$0.00	<b>(\$671,264.46)</b>	<b>(\$24,818.53)</b>	<b>\$8,936.36</b>		<b>(\$687,146.63)</b>	

CASH AND INVESTMENTS as per BANK REC	000'S
Comprised of:	91,433,350
Municipal Funds	24,301,331
Reserve Funds	67,132,019
	91,433,350
<b>Other Cash Amounts:</b>	
Cash on Hand	5,480
Muni Suspense Account	-3,855
<b>TOTAL CASH AND INVESTMENTS</b>	<b>91,434,975</b>

**TOWN OF PORT HEDLAND  
MONTHLY INTERIM STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2014**

Reserve	Budgeted Opening Balance 000's	Actual Opening Balance 000's	Budgeted Transfers In 000's	Actual Transfers In 000's	Budgeted Interest 000's	Actual Interest 000's	Budgeted Transfers Out 000's	Actual Transfers Out 000's	Budgeted Closing Balance 000's	Current Balance 000's
<b>Current</b>	<b>61,881</b>	<b>67,132</b>	<b>2,414</b>	<b>0</b>	<b>37</b>	<b>0</b>	<b>-16,165</b>	<b>0</b>	<b>48,167</b>	<b>67,132</b>
Leave Reserve	906	876	0	0	0	0	0	0	906	876
Car Parking Reserve	236	367	25	0	0	0	0	0	261	367
Airport Reserve	12,886	16,463	0	0	0	0	-10,915	0	1,971	16,463
BHP Reserve	3,419	3,494	0	0	37	0	-3,213	0	243	3,494
Spoilbank Reserve	39,310	39,608	0	0	0	0	-647	0	38,663	39,608
Royalties For Regions Reserve	26	48	0	0	0	0	-48	0	-22	48
Community Facilities Reserve	-324	0	0	0	0	0	0	0	-324	0
GP Housing	184	184	0	0	0	0	0	0	184	184
Asset Management Reserve	152	202	338	0	0	0	-360	0	130	202
Waste Management Reserve	3,946	4,750	398	0	0	0	0	0	4,344	4,750
Plant Reserve	0	0	387	0	0	0	0	0	387	0
Developer Contributions Reserve	158	158	1,266	0	0	0	0	0	1,424	158
Unfinished Works Reserve	982	982	0	0	0	0	-982	0	0	982
NEW: Staff Housing Reserve	0	0	0	0	0	0	0	0	0	0
NEW: Strategic Reserve	0	0	0	0	0	0	0	0	0	0

In accordance with council resolutions in relation to each current reserve account, the purpose for which the reserves are set aside are as follows:

*Leave Reserve*  
- to be used to fund annual and long service leave requirements.

*Car Parking Reserve*  
- to be used to fund new car parking facilities when required. Funds come from the developers and are restricted to specific purposes.

*Airport Reserve*  
- to fund the ongoing and future operation and upgrading of the Port Hedland International Airport.

*BHP Reserve*  
- to hold funds contributed by BHP to assist the Council in achieving the Strategic Plan.

*Spoilbank Reserve*  
- to fund the development of the Port Hedland Spoilbank Precinct.

*Royalties for Regions Reserve*  
- to hold funds associated with contributions from the State Government to fund Royalties for Regions projects to assist Council in achieving the Strategic Plan.

*Community Facilities Reserve*  
- for the ongoing maintenance, refurbishment, replacement and upgrade of community infrastructure within the Town of Port Hedland.

*GP Housing Reserve*  
- for the development, maintenance and ongoing management of GP Housing within the Town of Port Hedland.

**Asset Management Reserve**

- for the ongoing maintenance, refurbishment, replacement and development of Council owned assets within the Town of Port Hedland.

**Waste Management Reserve**

- to fund the development, operation and maintenance of the Council's waste management facilities including the landfill and waste collection operations and any associated repayments of borrowings and employee entitlements.

**Plant Reserve**

- to fund the Plant Replacement Program.

**Developer Contributions Reserve**

- to hold contributions which arise from conditions applied to a Development Application such as cash in lieu for car parking or public open space.

**Unfinished Works Reserve**

- to transfer unspent Municipal funded expenditure on specific projects to enable identification of carryover expenditure into the next financial year.

**Staff Housing Reserve**

- to fund the maintenance, refurbishment, redevelopment and construction of staff housing.

**Strategic Reserve**

- to restrict a portion of interim rate revenue received in the 2014/15 financial year for the purpose of debt retirement/consolidation and to fund strategic projects as included in the Town's Strategic Community Plan and Corporate Business Plan.

**TOWN OF PORT HEDLAND  
MONTHLY STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2014**

**INVESTMENT PORTFOLIO BALANCES**

Institution	Credit rating	Principal	Interest rate	Term (days)	Maturity date	Interest on Maturity (\$)	% of Portfolio
Westpac	A-1+	2,000,000	3.60%	102	07/10/2014	20,121	2.3%
Westpac	A-1+	2,000,000	3.60%	109	14/10/2014	21,501	2.3%
National Australia Bank	A-1+	1,000,000	3.62%	117	21/10/2014	11,604	1.2%
National Australia Bank	A-1+	2,000,000	3.62%	123	28/10/2014	24,398	2.3%
ANZ	A-1+	2,000,000	3.55%	112	04/11/2014	21,786	2.3%
Commonwealth Bank	A-1+	1,000,000	3.31%	115	11/11/2014	16,965	1.2%
Westpac	A-1+	1,800,000	3.55%	110	18/11/2014	25,793	2.1%
ANZ	A-1+	1,000,000	3.55%	106	25/11/2014	31,263	1.2%
National Australia Bank	A-1+	2,000,000	3.55%	110	02/12/2014	42,351	2.3%
ANZ	A-1+	2,000,000	3.55%	117	09/12/2014	43,712	2.3%
Westpac	A-1+	1,900,000	3.58%	124	16/12/2014	44,062	2.2%
National Australia Bank	A-1+	600,000	3.55%	127	23/12/2014	28,365	0.7%
ANZ	A-1+	1,000,000	3.25%	124	06/01/2015	11,041	1.2%
ANZ	A-1+	1,700,000	3.25%	131	13/01/2015	19,829	2.0%
Bankwest	A-1+	2,000,000	3.35%	133	20/01/2015	24,414	2.3%
Westpac	A-1+	2,000,000	3.54%	138	27/01/2015	26,768	2.3%
Westpac	A-1+	1,250,000	3.62%	133	06/02/2015	16,488	1.4%
Westpac	A-1+	1,200,000	3.62%	140	13/02/2015	16,662	1.4%
National Australia Bank	A-1+	2,000,000	3.50%	147	24/02/2015	28,192	2.3%
National Australia Bank	A-1+	4,000,000	3.67%	8 months	27/04/2015	118,686	4.6%
National Australia Bank	A-1+	4,500,000	3.68%	9 months	27/05/2015	144,813	5.2%
Bank of Queensland	A-2	1,200,000	3.50%	9 months	16/06/2014	31,299	1.4%
National Australia Bank (Spoilbank)*	A-1+	10,000,000	3.68%	10 months	28/06/2015	328,460	11.5%
National Australia Bank	A-1+	3,000,000	3.70%	11 months	20/07/2015	122,830	3.5%
Westpac (Spoilbank)*	A-1+	10,000,000	3.64%	11 months	27/07/2015	354,038	11.5%
National Australia Bank (Spoilbank)*	A-1+	10,000,000	3.70%	1 year	27/08/2015	389,953	11.5%
ANZ (Spoilbank)*	A-1+	10,000,000	3.69%	1 year	27/08/2015	389,953	11.5%
<b>POOLED INVESTMENTS</b>		<b>83,150,000</b>				<b>2,355,348</b>	
National Australia Bank	A-1+	3,670,000		At Call account		10,170	4.2%
<b>TOTAL INVESTMENTS</b>		<b>86,820,000</b>	<b>TOTAL INTEREST PROJECTED</b>			<b>2,365,519</b>	<b>100.0%</b>

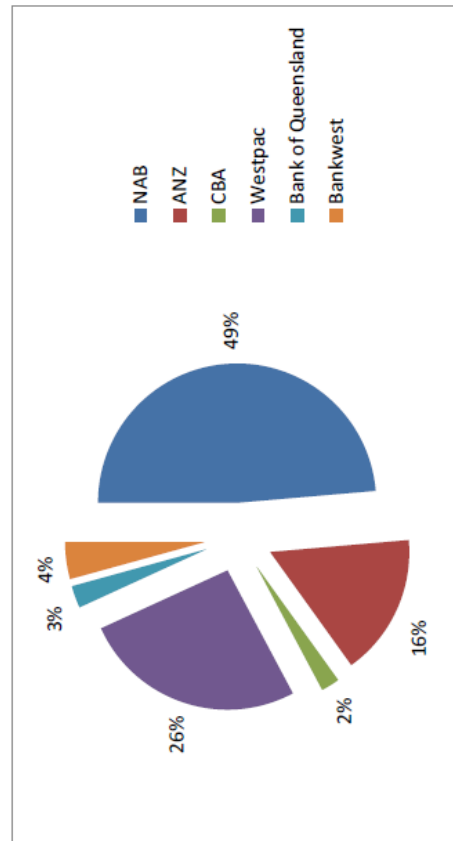
\* Spoilbank Reserve of \$39,608m is included in the above identified Term Deposits

**SUMMARY OF INVESTMENTS BY CREDIT RATINGS**

Rating	Investment	% of Portfolio
A-1+	85,620,000.00	99%
A-2	1,200,000.00	1%
<b>TOTAL</b>	<b>\$86,820,000.00</b>	<b>100%</b>

*The Town of Port Hedland Investment Policy stipulates that direct investments with "A-1+" ratings can be a maximum of 100%. For "A-2" ratings, the maximum to be invested is 20% of the total portfolio*

**SUMMARY OF INVESTMENTS BY FINANCIAL INSTITUTION**



**TOWN OF PORT HEDLAND  
MONTHLY STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2014**

**INFORMATION ON BORROWINGS**

(a) Loan Repayments

Loan purpose by Program	Principal 01-Jul-14		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		
	Actual (\$)	Budget (\$)	Actual (\$)	Budget (\$)	Actual (\$)	Budget (\$)	Actual (\$)	Budget (\$)	Actual (\$)	Budget (\$)	
<b>Governance</b>											
Civic Centre (142)	500,000	500,000			-	15,218	500,000				24,217
Civic Centre Upgrade (New)				5,500,000		77,000		5,423,000			154,000
<b>Law, Order &amp; Public Safety</b>											
* SES Shed (123)	185,358	185,358			16,035	32,581	169,322	152,777	5,894		11,279
<b>Education &amp; Welfare</b>											
HACC House (122)	220,664	220,664			19,090	38,786	201,574	181,878	7,017		13,427
<b>Housing</b>											
Staff Housing Morgan Street (125)	1,287,016	1,287,016				51,756	1,287,016	1,235,260			86,015
Staff Housing Morgan Street (127)	1,890,133	1,890,133				71,969	1,890,133	1,818,164			126,951
Catamore Court Housing - (139)	1,618,000	1,618,000			23,451	47,513	1,594,549	1,570,487	42,149		83,687
Catamore Court (New)				522,000		7,000	-	515,000			14,000
<b>Community Amenities</b>											
** Pilbara Underground Power (134)	532,627	532,627				125,983	532,627	406,643			18,402
GP Housing - (135)	1,453,600	1,453,600				48,621	1,453,600	1,404,980			68,187
<b>Recreation and Culture</b>											
Aquatic Centre Upgrade (112)	248,682	248,682				77,487	248,682	171,195			15,408
Gratwick Pool Extension (114)	157,405	157,405				41,812	157,405	115,593			8,517
* Yacht Club (126)	403,417	403,417			6,550	26,847	396,867	376,570	6,500		25,353
* Yacht Club Additional (128)	215,241	215,241			3,114	12,743	212,126	202,498	3,224		12,610
JD Hardie Upgrade 2 (129)	1,417,700	1,417,700				49,624	1,417,700	1,368,075			85,031
Multi Purpose Rec Centre (133)	7,348,157	7,348,157			125,490	254,256	7,222,667	7,093,901	191,787		380,299
Marquee Park A (130)	759,155	759,155			71,227	144,314	759,155	732,582			45,533
Marquee Park B (132)	4,170,753	4,170,753				47,331	4,099,526	4,026,440	108,857		215,854
JD Hardie Facility Upgrade (136)	1,400,786	1,400,786				80,322	1,400,786	1,353,455			64,315
Wanangkura Stadium (137)	2,423,414	2,423,414				14,683	2,423,414	2,343,092			115,852
* South Hedland Bowling Club (138)	500,000	500,000			7,247	14,683	492,753	485,317	13,025		25,861
JD Hardie Roof & Security Upgrade (140)	280,000	280,000			4,058	8,222	275,942	271,778	7,294		14,482



Town of Port Hedland  
 Monthly Statement of Financial Activity  
 For the Period Ending 30 SEPTEMBER 2014

SUNDRY DEBTORS	
Debtors outstanding for 90 days or more as at 30 September 2014	
Current	\$3,234,208
30 Days	\$958,332
60 days	\$796,632
90 days	\$1,970,462
	<b>\$6,959,633</b>
Avdata Accrual	
Credits	-\$3,454
Bank Rec Adju.	
<b>TOTAL</b>	<b>\$6,956,179</b>
Underground Power Debtors	\$992,155
<b>ALL SUNDRY DEBTORS</b>	<b>\$7,948,334</b>

Previous Month	\$8,995,779
Movement in Debtors	-\$1,047,445
Percentage Change	-11.64%

Debtor	Amount Owing - 90 Days	Commentary	Airport	Landfill
7956	\$ 1.10	Since paid		x
8872	\$ 25.59	Since paid	x	
8316	\$ 40.00	Since paid		
8763	\$ 47.85	Since paid		x
8035	\$ 59.40	Since paid		x
8771	\$ 62.90	Since paid		
8580	\$ 69.00	Since paid		
8197	\$ 88.63	Since paid		
1826	\$ 124.40	Since paid		x
8868	\$ 187.85	Since paid		x
9047	\$ 192.00	Legal intent letter sent		
9008	\$ 192.00	Legal intent letter sent		
9004	\$ 192.00	Since paid		
9042	\$ 192.00	Since paid		
8983	\$ 192.00	Legal intent letter sent		
8386	\$ 246.00	Since paid		
8701	\$ 274.70	Since paid		x
1068	\$ 285.00	Since paid		x
8943	\$ 287.80	Payment plan		
4749	\$ 302.70	Since paid		x
8423	\$ 318.46	Recommended for write-off under delegated authority	x	
8188	\$ 350.10	Recommended for write-off under delegated authority		
8479	\$ 363.20	Recommended for write-off under delegated authority		
8663	\$ 434.91	Recommended for write-off under delegated authority		
450	\$ 449.00	Under investigation		
8792	\$ 476.09	Recommended for write-off under delegated authority		
5582	\$ 478.20	Recommended for write-off under delegated authority		x
8331	\$ 485.00	Since paid		
8461	\$ 507.04	Under Investigation		
8946	\$ 585.00	Under investigation		
8807	\$ 585.10	Recommended for write-off under delegated authority		x
8059	\$ 619.81	Under Investigation	x	
7738	\$ 703.82	Recommended for write-off under delegated authority	x	
8001	\$ 943.99	Recommended for write-off under delegated authority	x	
1027	\$ 997.02	Recommended for write-off under delegated authority	x	
5784	\$ 1,004.20	Legal intent letter sent		
8367	\$ 1,101.60	Recommended for write-off under delegated authority		x
1089	\$ 1,145.83	Since paid		
6991	\$ 1,241.50	Under investigation		
671	\$ 1,340.13	Legal intent letter sent		
8190	\$ 1,662.95	Recommended for write-off under delegated authority		
7253	\$ 1,889.40	Recommended for write-off under delegated authority		x
8604	\$ 2,136.00	Since paid		
8506	\$ 2,320.00	Referred to Debt Collection Agency		
8654	\$ 2,400.00	Legal intent letter sent		
8240	\$ 2,476.65	Referred to Debt Collection Agency		x



Debtor	Amount Owning - 90 Days	Commentary	Airport	Landfill
2905	\$ 3,088.40	Legal intent letter sent		
4636	\$ 3,140.00	Since paid		x
8840	\$ 3,189.45	Referred to Debt Collection Agency		x
8903	\$ 3,494.20	Payment plan		
6624	\$ 3,536.56	Legal intent letter sent		
7835	\$ 4,121.70	Since paid		x
8412	\$ 4,347.00	Since paid		
6088	\$ 5,000.00	Referred to Debt Collection Agency		x
6033	\$ 5,202.90	Since paid		
1055	\$ 5,225.96	Recommended for write-off under delegated authority	x	
7515	\$ 5,625.60	Payment plan		x
7875	\$ 5,961.45	Under investigation		x
8208	\$ 8,027.30	Referred to Debt Collection Agency		x
8629	\$ 8,807.60	Administrator appointed		x
8972	\$ 9,908.50	Since paid		x
8811	\$ 10,457.60	Administrator appointed		x
8832	\$ 20,392.30	Payment plan		x
2409	\$ 20,709.86	Legal intent letter sent		
8123	\$ 24,128.00	Under investigation	x	
8455	\$ 24,582.40	Referred to Debt Collection Agency		x
8460	\$ 27,548.02	Payment plan		
7521	\$ 31,347.35	Since paid		x
13930	\$ 38,657.29	Since paid		x
6921	\$ 57,837.75	Under investigation		x
8874	\$ 62,425.30	Under investigation		x
7951	\$ 76,614.57	Under investigation		
5033	\$ 100,891.40	Under investigation	x	
6681	\$ 210,092.03	Since paid		
7949	\$ 342,053.60	Payment plan		
7633	\$ 431,364.93	Under investigation	x	
496	\$ 382,605.11	Under investigation		
<b>Total 90 Days</b>	<b>\$ 1,970,462.05</b>			

## ATTACHMENT 3 TO ITEM 10.3.3

## Budget Review - September 2014

Schedule & Business Unit	Sum of Original Budget	Sum of Current Budget	Sum of Proposed Amendments Sept QBR	Sum of Proposed Budget Sept QBR	Sum of Proposed Amended Budget Sept QBR
03	(30,583,125)	(30,583,125)	(1,092,105)	(31,675,230)	(31,675,230)
General Purpose Income	(30,583,125)	(30,583,125)	(1,092,105)	(31,675,230)	(31,675,230)
Finance & Borrowing	(4,735,636)	(4,735,636)	1,000,000	(3,735,636)	(3,735,636)
General Purpose Revenue	(2,282,127)	(2,282,127)	(3,000)	(2,285,127)	(2,285,127)
Rates	(23,565,362)	(23,565,362)	(2,089,105)	(25,654,467)	(25,654,467)
04	1,681,883	1,817,639	277,355	2,094,994	2,094,994
Governance	1,681,883	1,817,639	277,355	2,094,994	2,094,994
Corporate Communications	-	-	4,060	4,060	4,060
Corporate Management	-	-	(24,600)	(24,600)	(24,600)
Financial Services	(0)	(0)	67,480	67,480	67,480
Governance & Records Management	-	18,246	8,980	27,226	27,226
Human Resources	3,500	3,500	33,305	36,805	36,805
Information Communication Technology	(3,500)	114,010	146,130	260,140	260,140
Members Of Council	1,681,883	1,681,883	42,000	1,723,883	1,723,883
05	1,653,796	1,653,796	(13,350)	1,640,446	1,640,446
Law Order & Public Safety	1,653,796	1,653,796	(13,350)	1,640,446	1,640,446
Animal Control	1,001,452	1,001,452	(8,500)	992,952	992,952
Department Of Fire And Emergency Services (Dfes)	84,719	84,719	-	84,719	84,719
Fire Prevention	59,600	59,600	(4,600)	55,000	55,000
Other Law Order & Public Safe	533,025	533,025	(250)	532,775	532,775
Parking Facilities	(25,000)	(25,000)	-	(25,000)	(25,000)
07	718,622	718,622	(40,759)	677,863	677,863
Health	718,622	718,622	(40,759)	677,863	677,863
Aboriginal Health Officer	5,291	5,291	-	5,291	5,291
Environmental Health	35,000	35,000	(25,000)	10,000	10,000
Health Inspection & Admin	617,289	617,289	2,660	619,949	619,949
Maternal & Infant Health	28,299	28,299	-	28,299	28,299
Pest Control	32,743	32,743	(18,419)	14,324	14,324
08	2,618,525	2,618,525	(43,797)	2,574,728	2,574,728
Education & Welfare	2,618,525	2,618,525	(43,797)	2,574,728	2,574,728
Community And Events Services	808,662	808,662	(85,630)	723,032	723,032
Community Services & Development	1,006,822	1,006,822	(3,556)	1,003,266	1,003,266

	Courthouse/Community Arts Comp	501,020	501,020	(3,200)	497,820
	Gp Housing	117,479	117,479	2,850	120,329
	Home & Community Care	42,634	42,634	64,709	107,343
	Len Taplin Daycare	15,051	15,051	(2,380)	12,671
	Other Welfare	42,839	42,839	(3,590)	39,249
	Retirement Village	73,973	73,973	(11,100)	62,873
	Rose Nowers Daycare	10,045	10,045	(1,900)	8,145
09		2,708,026	2,708,026	(7,700)	2,700,326
	Housing	2,708,026	2,708,026	(7,700)	2,700,326
	Staff Housing	2,708,026	2,708,026	(7,700)	2,700,326
10		1,490,180	1,490,180	26,584	1,516,764
	Community Amenities	1,490,180	1,490,180	26,584	1,516,764
	Classic Collection	(1,158,211)	(782,411)		(782,411)
	Landfill Business Unit	(977,190)	(1,562,990)	10,000	(1,552,990)
	Other Community Amenities	(70,735)	(70,735)		(70,735)
	Port Hedland Cemetery	16,727	16,727		16,727
	Premium Collection	16,899	16,899	(10,000)	6,899
	Public Conveniences	193,852	193,852	10,650	204,502
	Sanitation Other	904,153	904,153		904,153
	South Hedland Cemetery	112,129	112,129		112,129
	Town Planning/Regional Devel	782,539	782,539	15,934	798,473
	Waste Management & Recycling	1,670,018	1,880,018		1,880,018
11		21,591,147	21,788,773	515,181	22,303,954
	Recreation & Culture	21,591,147	21,788,773	515,181	22,303,954
	Beaches/Foreshore	101,790	122,346	30,000	152,346
	Gratwick Olympic Pool	1,256,544	1,256,544	(79,169)	1,177,375
	J D Hardie Centre (Pcyc)	1,667,224	1,657,016	42,178	1,699,194
	Libraries	578,022	578,022		578,022
	Marquee Park	2,986,827	2,986,827	243,489	3,230,316
	Matt Dann Cultural Centre	856,691	856,691	4,460	861,151
	Port & South Sport Grounds - P&G	2,190,369	2,284,063	35,629	2,319,692
	Port Hedland Civic Centre	968,222	968,222	(29,300)	938,922
	Port Hedland Library	50,334	50,334		50,334
	Port Hedland Sportgrounds - Recreation	2,334,360	2,334,360	145,000	2,479,360
	Recreation Administration	1,238,838	1,247,931	6,382	1,254,313
	South Hedland Aquatic Centre	1,384,927	1,459,210	503,574	1,962,784
	South Hedland Library	1,064,994	1,064,994	(3,751)	1,061,243

	South Hedland Sportsgrounds - Recreation	2,342,771	2,342,771	(68,932)	2,273,839
	Wanangkura Stadium	2,520,469	2,530,677	(314,379)	2,216,298
	Youth Services	48,764	48,764		48,764
12		11,517,153	11,838,280	338,737	12,177,017
	Transport	11,517,153	11,838,280	338,737	12,177,017
	Administration Building Overheads	7,500	7,500	40,000	47,500
	Airport Administration	(1,672,336)	(1,737,336)	(9,500)	(1,746,836)
	Airport Cafe & Bar	(151,164)	(151,164)		(151,164)
	Airport Maintenance	3,214,220	3,239,220	3,000	3,242,220
	Airport Plant	106,500	106,500	46,500	153,000
	Engineering Management	680,613	680,613	32,958	713,571
	Infrastructure Construction	1,193,431	1,335,714	177,239	1,512,953
	Infrastructure Maint Engineer	2,998,148	2,998,148	68,539	3,066,687
	Infrastructure Maintenance	2,969,094	2,969,094	(35,000)	2,934,094
	Plant Purchases	1,519,600	1,769,600	(5,000)	1,764,600
	Protection Of Environment	241,981	210,825		210,825
	Road Verge Maintenance	409,567	409,567	20,000	429,567
13		(4,547,331)	(4,547,331)	(44,142)	(4,591,473)
	Economic Services	(4,547,331)	(4,547,331)	(44,142)	(4,591,473)
	Building Control	(80,209)	(80,209)	(52,471)	(132,680)
	Economic Development	684,911	684,911	5,829	690,740
	Other Economic Services	(5,651,063)	(5,651,063)	2,500	(5,648,563)
	Tourism & Area Promotion	499,029	499,029		499,029
14		638,165	638,165	170,061	808,226
	Other Property & Services	638,165	638,165	170,061	808,226
	Building Maintenance	394,014	394,014	1,500	395,514
	Plant Operating Costs	387,273	387,273	(43,427)	343,846
	Private Works	(75,941)	(75,941)	135,000	59,059
	Public Works Overhead Engineer	(93,000)	(93,000)	45,988	(47,012)
	Public Works Overheads P&G	63,000	63,000	-	63,000
	Salaries & Wages	(26,985)	(26,985)		(26,985)
	Unclassified	(10,196)	(10,196)	31,000	20,805
	<b>Grand Total</b>	<b>9,487,041</b>	<b>10,141,550</b>	<b>86,064</b>	<b>10,227,614</b>

Budget Review - September 2014

Program	Sub-Programme Description	Description	Proposed Amendments Sept QBR	Commentary for Council	Fund	Movement
03	Rates	RATES LEVIED GRV MINIMUM	-\$297,026	Increase the budget to match the actual revenue received for the 2014/15 financial year.	Muni	F
03	Rates	RATES LEVIED UV	-\$7,389	Increase the budget to match the actual revenue received for the 2014/15 financial year.	Muni	F
03	Rates	RATES INTERIM LEVIES	-\$1,000,000	The 14/15 budget applied a conservative estimate of interim rates of \$0. Amend the budget to recognise revenue received from interim rates.	Muni	F
03	Rates	SUPERANNUATION	-\$900	Remove the budget as it is not required.	Muni	F
03	Rates	INSTALMENT INTEREST CHARGE	-\$47,000	Increase the budget based on the first two installments which have been issued, with another two installments remaining for this financial year.	Muni	F
03	Rates	INSTALMENT ADMIN FEE	-\$14,000	Increase the budget based on the first two installments which have been issued, with another two installments remaining for this financial year.	Muni	F
03	General Purpose Revenue	FORMULA LOCAL ROAD GRANT	-\$3,000	Increase the budget to reflect the actual grant funding advised, being marginally different to the indicative grant funding advised at the time of budget adoption.	Muni	F
04	Financial Services	REIMBURSEMENT - LEGAL EXPENSES	-\$5,000	Apply a budget to recognise the reimbursement for legal expenses.	Muni	F
04	Financial Services	OTHER MINOR SUNDRY RECEIPTS	-\$5,000	Apply a budget to recognise sundry receipts.	Muni	F
04	Financial Services	T/F TO LEAVE RESERVE	-\$13,800	Reduce the budget to zero as current leave entitlements are funded through net current assets brought forward.	Muni	F
04	Human Resources	CONTRIBUTORY SUPERANNUATION	-\$3,000	Reduce the superannuation contribution budget.	Muni	F
05	Animal Control	DOG POUNDAGE	-\$2,000	Reduce the budget to reflect the level of expenditure expected to be incurred for the 2014/15 financial year.	Muni	F
05	Animal Control	FINES, ENFORCEMENTS & REGISTRATIONS	-\$10,000	Increase the budget as a significant number of unpaid infringements have been registered with the Fines Enforcement Registry in October 2014. This is partially offset with the Fines, Enforcements & Registrations expenditure account.	Muni	F
05	Other Law Order & Public Safe	IMPOUNDED VEHICLE CHARGES	-\$2,000	Increase the budget to reflect the level of revenue expected to be received this financial year from impounded vehicle charges.	Muni	F
05	Other Law Order & Public Safe	SALE OF IMPOUNDED ITEMS	-\$4,000	Increase the budget to reflect the level of revenue expected to be received this financial year from the sale of impounded items.	Muni	F
07	Health Inspection & Admin	LICENCE - TRADING/PUBLIC PLACE	-\$3,000	Increase the budget based on the level of revenue received year to date for application and licencing fees for annual and temporary traders with a conservative projection for the remainder of the financial year.	Muni	F
07	Pest Control	CLAG REIMBURSEMENT - MOSQUITO CONTROL	-\$8,200	Increase the budget to reflect the revenue received from the Department of Health WA for Pest Control.	Muni	F

Sept QBR  
as at 30/09/2014

TOWN OF PORT HEDLAND  
Printed : at 8:00 AM on 07/11/2014

Program	Sub-Programme Description	Description	Proposed Amendments Sept QBR	Commentary for Council	Fund	Movement
07	Pest Control	T/F FROM UNSPENT GRANTS	-\$10,219	Increase the budget to recognise Unspent Grant funding for Mosquito Earthworks & Mosquito Survey Supplies.	Muni	F
07	Environmental Health	CONTRIBUTIONS - FORESHORE REHABILITATION	-\$3,182	Increase to recognise contributions received in the 2014/15 financial year.	Muni	F
08	Community And Events Services	NORTH WEST FESTIVAL INCOME	-\$100,000	Increase to reflect the timing of contributions to the North West Festival 2014.	Muni	F
09	Staff Housing	12 JANICE WAY SCH 10	-\$10,000	Reduce the budget as painting is no longer required this financial year as this was completed in 2013/14.	Muni	F
09	Staff Housing	CONTRIBUTIONS - ELECTRICITY	-\$2,500	Increase the budget based on contributions received year to date with a conservative projection for the remainder of the financial year.	Muni	F
11	J D Hardie Centre (Pcyc)	ADVERTISING/PROMOTION	-\$2,300	Reduce the budget to reflect the savings identified in advertising and promotion.	Muni	F
11	J D Hardie Centre (Pcyc)	CASUAL HIRE	-\$7,400	Increase the budget based on the level of revenue received year to date with a projection for the remainder of the financial year.	Muni	F
11	Gratwick Olympic Pool	GRATWICK AQUATIC CENTRE YMCA OPERATION COSTS	-\$8,16	Amend the distribution of the operational deficit for each of the three recreation facilities, the total reconciling with the contractual agreement.	Muni	F
11	South Hedland Aquatic Centre	GOVERNMENT GRANT	-\$3,750	Increase the budget to recognise \$30,000 in revenue and expenditure from additional grant funding provided by the Department of Sport and Recreation.	Muni	F
11	Recreation Administration	IN TERM SWIMMING LESSONS	-\$24,000	Reduce the budget to correct a previous carry forward adjustment to capture the expenditure budget associated with the Unspent Grants from Atlas Iron and the Port Hedland Chamber of Commerce for In Term Swimming Lessons.	Muni	F
11	Recreation Administration	T/F FROM UNSPENT GRANTS	-\$5,866	Recognise Unspent Grants as at 30 June 2014 being \$1,000 from Port Hedland Chamber of Commerce for In Term Swimming Lessons and \$4,866 for Kidsport. The expenditure offsetting these amounts had already been captured within the budget.	Muni	F
11	Recreation Administration	MULTI PURPOSE RECREATION CENTRE	-\$1,881	Reduce the budget to match actual expenditure incurred year to date as this project is now complete.	Muni	F
11	South Hedland Sportsgrounds - Recreation	SOUTH HEDLAND SKATE PARK	-\$66,850	This expenditure budget is fully funded: \$809 BHP Reserve Original \$1382 BHP Reserve Additional \$650 Lottery/West \$350 Landcorp \$500 FMG Reduce this budget to reflect the overspend in 2013/14.	Muni	F
11	South Hedland Sportsgrounds - Recreation	MARIE MARLAND OVAL RESERVE	-\$14,193	Reduce the budget to recognise project completion.	Muni	F
11	Port & South Sport Grounds - P&G	MARQUEE PARK DEVELOPMENT	-\$68,158	Reduce the budget to match the actual expenditure incurred year to date.	Muni	F
11	South Hedland Library	T/F FROM UNSPENT GRANTS	-\$3,551	Increase the budget to recognise the Unspent Grants as at 30 June 2014 being \$3,551 for the Children's Book Week 2014.	Muni	F
12	Infrastructure Construction	T/F FROM UNSPENT GRANTS	-\$99,363	Increase to recognise Unspent Grants as at 30 June 2014.	Muni	F

Sept OBR  
as at 30/09/2014

TOWN OF PORT HEDLAND  
Printed : at 8:00 AM on 07/11/2014

Program	Sub-Programme Description	Description	Proposed Amendments Sept OBR	Commentary for Council	Fund	Movement
12	Infrastructure Construction	MRWA - DIRECT GRANT	-\$4,000	Increase to reflect the actual funding value confirmed.	Muni	F
12	Infrastructure Construction	CAPTAINS WAY / MURDOCH DRIVE - BLACKSPOT PROGRAM	-\$99,036	Reduce to match the unspent value as at 30 June.	Muni	F
12	Infrastructure Construction	PIPPINGARRA ROAD - RESHEETING	-\$90,000	Remove this budget as the original funding was unsuccessful.	Muni	F
12	Infrastructure Construction	SUTHERLAND STREET UPGRADE	-\$60,000	Reduce the budget as the funding was unsuccessful.	Muni	F
13	Building Control	PERMITS - UNCERTIFIED	-\$50,000	Increase the budget due to the level of revenue received year to date. Increase the budget to reflect the Reimbursement for the Stand Pipe expenditure.	Muni	F
14	Private Works	REIMBURSEMENT - STAND PIPE	-\$30,000	Currently the Landfill and Works crews also utilise this water for other projects, therefore the Reimbursement for Stand Pipe will not directly offset the expenditure.	Muni	F
12	Engineering Management	RECOVERY OF PLANT OPERATING COSTS - PUBLIC WORKS OVERHEADS	-\$2,000	Reduce the budget based on the level of expenditure expected to be incurred for the financial year.	Muni	F
<b>Total Favourable Variations</b>			<b>-\$2,184,381</b>			
03	Rates	RATES LEVIED GRV	\$369,774	Reduce to match the actual revenue received for the 2014/15 financial year.	Muni	U
03	Rates	RATES LEVIED UV MINIMUM	\$7,417	Reduce to match the actual revenue received for the 2014/15 financial year.	Muni	U
04	Members Of Council	WALGA SUBSCRIPTION	\$5,000	Increase the budget to reflect actual expenditure incurred year to date for WALGA subscriptions.	Muni	U
04	Members Of Council	CIVIC RECEPTIONS & FUNCTIONS	\$50,000	Recognise the costs associated with the Governor-General of the Commonwealth of Australia visit to Port Hedland.	Muni	U
04	Financial Services	SUPERANNUATION	\$9,000	Increase the budget based on expenditure incurred year to date with a projection for the remainder of the financial year.	Muni	U
04	Financial Services	ASSET MANAGEMENT COSTS	\$20,000	Increase the budget to cover the costs associated with implementing an Asset Management software program (asset) as well as looking at a corporate membership subscription to NAMS Plus.	Muni	U
04	Financial Services	DEBTOR WRITE OFF - NON CASH	\$2,000	Apply a budget to allocate aged sundry debtor write-offs under delegated authority.	Muni	U
04	Human Resources	STAFF UNIFORMS	\$30,000	Increase the budget for staff uniforms following the recent branding change and additional uniform allowance as uniforms are now mandatory.	Muni	U
04	Corporate Communications	RECOVERY OF PLANT OPERATING COSTS - CORPORATE INFORMATION	\$2,500	Increase the budget to account for the vehicles within the Corporate Information team.	Muni	U
05	Animal Control	FINES, ENFORCEMENTS & REGISTRATIONS	\$5,000	Increase the budget as a significant number of unpaid infringements have been registered with the Fines Enforcement Registry in October 2014. This is offset with an increase to Fines, Enforcements & Registrations revenue.	Muni	U
05	Other Law Order & Public Safe	SUPERANNUATION	\$4,750	Apply a budget to recognise the expenditure associated with Superannuation Contribution for the financial year.	Muni	U

Program	Sub-Programme Description	Description	Proposed Amendments Sept QBR	Commentary for Council	Fund	Movement
05	Other Law Order & Public Safe	RECOVERY OF PLANT OPERATING COSTS - EMERGENCY SERVICES	\$1,000	Increase the budget to correctly account for the Emergency Services vehicle expenses.	Muni	U
07	Health Inspection & Admin	COMPLIANCE - SAMPLE TESTING	\$3,000	Increase the budget due to additional testing requirements.	Muni	U
07	Health Inspection & Admin	LICENCES - SEWAGE APPARATUS	\$3,000	Reduce the budget based on the level of revenue expected to be received this financial year from Septic Applications.	Muni	U
07	Environmental Health	FORESHORE REHABILITATION	\$8,182	Increase the budget by \$8,182 to reflect contributions received for Foreshore Rehabilitation.	Muni	U
08	Home & Community Care	NON HACC REIMBURSEMENTS	\$2,248	Apply a budget to this account for the credit notes raised in October relating to the 2011/12 financial year, following the recent reconciliation of the Southern Cross Care invoices and accounts.	Muni	U
08	Home & Community Care	HACC LEASE	\$57,561	Remove as this lease agreement is no longer in place. Southern Cross Care are handing over the facility to Silver Chain with an anticipated occupation date of 1 January - a new lease fee will need to be negotiated.	Muni	U
08	Community And Events Services	NORTH WEST FESTIVAL	\$1,700	Increase the budget to account for \$1,700 for the cost of reviewing / assessing the risk management plan for the event.	Muni	U
08	Community And Events Services	RECOVERY OF PLANT OPERATING COSTS - COMMUNITY BUS	\$4,500	Increase the budget to correctly account for the costs associated with the Community Bus.	Muni	U
08	Community And Events Services	T/F FROM UNSPENT GRANTS	\$42,500	Amend to reflect the timing of contributions to the North West Festival 2014.	Muni	U
09	Staff Housing	4 JANICE WAY SCH 4	\$2,000	Increase the budget as new security lights are required.	Muni	U
10	Town Planning/Regional Devel	RECOVERY OF PLANT OPERATING COSTS - PLANNING AND BUILDING SERVICES	\$7,000	Consolidate the accounts and increase the budget for the vehicles within the Planning and Building Services team.	Muni	C
11	J D Hardie Centre (Pocyc)	SALARIES	\$28,360	Increase to reflect the expenditure associated with programs such as the SLAM.	Muni	U
11	J D Hardie Centre (Pocyc)	SUPER - COUNCIL CONTRIBUTION	\$7,000	Increase the budget to recognise the expenditure associated with Superannuation Contribution for the financial year.	Muni	U
11	J D Hardie Centre (Pocyc)	RECOVERY OF PLANT OPERATING COSTS - JD HARDIE YOUTH ZONE	\$7,000	Apply a budget to account for the JD Hardie Youth Zone vehicle expenses.	Muni	U
11	J D Hardie Centre (Pocyc)	CONTRACT CLEANING	\$10,300	Increase the budget to match the projected spend including contracted and spot cleaning.	Muni	U
11	Gratwick Olympic Pool	GYM UPGRADE	\$92,000	Apply a budget to upgrade the gym at the Gratwick Aquatic Centre to a 24 hour operation, as per proposal.	Muni	U
11	Recreation Administration	REIMBURSEMENTS - REC ADMIN	\$35,000	Reduce the budget to reflect the grant funding that is expected to be received in the 2014/15 financial year.	Muni	U
11	Recreation Administration	GRANT - DEPT OF SPORT & RECREATION	\$1,000	\$10,000 for Kidsport and \$25,000 from Atlas Iron were both received in the 2013/14 financial year and have been captured within Unspent Grants.	Muni	U
11	Recreation Administration	MULTI PURPOSE RECREATION CENTRE - CIVIL WORKS	\$1,500	Reduce the budget as the Department of Sport & Recreation has confirmed \$60,000 in funding for the Club Development Officer position until June 2016. Increase the budget to match actual expenditure incurred year to date as this project is now complete.	Muni	U



Program	Sub-Programme Description	Description	Proposed Amendments Sept QBR	Commentary for Council	Fund	Movement
11	Port Hedland Sportsgrounds - Recreation	PH WATER CHARGES	\$170,000	Increase the budget to account for the water charges associated with using potable water at Colin Matheson Oval rather than reuse water.	Muni	U
11	South Hedland Sportsgrounds - Recreation	CAPITAL GRANTS AND CONTRIBUTIONS - RECREATION	\$10,111	Reduce the budget to recognise the reduced grant funding from the Department of Sport & Recreation (DSR) for Marie Marland Reserve.	Muni	U
11	Port & South Sport Grounds - P&G	RECOVERY OF LIGHT PLANT OPERATING COSTS - SPORTS GROUNDS, PARKS AND GARDENS	\$28,000	Apply a budget to account for the plant operating costs for sports grounds, parks and gardens.	Muni	U
11	Port & South Sport Grounds - P&G	SBTC REDEVELOPMENT	\$4,415	Apply a budget to match the actual expenditure incurred year to date - to be reallocated from a capital expenditure account.	Muni	U
11	Port & South Sport Grounds - P&G	T/F FROM BHP ALLIANCE RESERVE	\$50,000	Remove this budget as this is not approved expenditure by BHP.	Muni	U
08	Community And Events Services	RECOVERY OF PLANT OPERATING COSTS - MATT DANN CULTURAL CENTRE	\$3,500	Apply a budget to account for the Matt Dann Cultural Centre vehicle expenses.	Muni	U
11	Matt Dann Cultural Centre	MOVIE TICKETS FMG MEMBERSHIP EXPENSE	\$5,000	Apply a budget to recognise the movie ticket expenditure associated with the Hamilton Workforce Agreement.	Muni	U
11	Wananglura Stadium	BUILDING MAINTENANCE	\$25,000	Increase the budget to account for the expenditure associated with a major fire systems service and security guards during the window installation.	Muni	U
11	Marquee Park	SETTLEMENT COSTS - EARTHCARE	\$225,989	In accordance with Council decision 201415/039 to adjust the budget in accordance with the agreed settlement for Earthcare Landscapes.	Muni	U
12	Infrastructure Construction	T/F TO UNSPENT GRANTS	\$245,439	Restrict Unspent Grant funding that was not recognised at 30 June 2014.	Muni	U
12	Infrastructure Construction	RRG. MRWA. ROAD GRANT	\$213,077	Reduce the budget to reflect the reduction in the 2014/15 allocation. The road programs have been adjusted based on this reduction in grant funding.	Muni	U
12	Infrastructure Construction	ROADS TO RECOVERY	\$41,905	Reduce the budget as the Roads to Recovery funding has been confirmed. The program will be adjusted accordingly.	Muni	U
12	Infrastructure Construction	HAMILTON ROAD RRG	\$29,217	Increase the budget to recognise an additional Regional Roads Group funding allocated.	Muni	U
12	Engineering Management	RECOVERY OF PLANT OPERATING COSTS - ENGINEERING AND INFRASTRUCTURE SERVICES	\$12,500	Increase the budget to account for the vehicles within the Engineering and Infrastructure Services team.	Muni	U
12	Infrastructure Maintenance	ENGINEERING STANDARDS & OPERATIONS	\$5,000	Increase the budget to account for new traffic counters which had to be purchased due to the age and condition of the existing ones.	Muni	U
12	Infrastructure Maint Engineer	SOUTH HEDLAND CBD ROAD MODIFICATIONS TRIAL	\$100,000	Apply a budget to accommodate the costs associated with trialling the South Hedland CBD Road Modifications.	Muni	U
13	Building Control	SUPERANNUATION	\$4,000	Allocate a budget to reflect the expenditure associated with superannuation contribution.	Muni	U
13	Other Economic Services	CATTLE YARD MAINTENANCE	\$2,500	Apply a budget to recognise the water usage charges for the Cattle Yard.	Muni	U
13	Economic Development	SUPERANNUATION	\$4,500	Apply a budget to recognise the expenditure associated with Superannuation Contribution for the financial year.	Muni	U



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Program	Sub-Programme Description	Description	Proposed Amendments		Commentary for Council	Fund	Movement
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03	Rates	SALARIES		-\$90,000	Reduce the budget to reflect the current staff structure within the Rates team. This is offset with an increase in the budget for the Finance team due to a recent restructure.	Muni	C
04	Financial Services	SALARIES - F&A		\$90,000	Increase the budget to reflect the current staff structure within the Finance team. This is offset with a reduction in the budget for the Rates team.	Muni	C
03	Rates	SUPERANNUATION GUARANTEE LEVY		-\$8,000	Reduce the budget to reflect the current staff structure within the Rates team. This is offset with an increase in the budget for the Finance team due to a recent restructure.	Muni	C
04	Financial Services	SUPERANNUATION GUARANTEE LEVY		\$8,000	Increase the budget to reflect the current staff structure within the Finance team.	Muni	C
03	Rates	WORKERS COMPENSATION INSURANCE		-\$1,980	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
04	Financial Services	WORKERS COMPENSATION INSURANCE		\$1,170	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
04	Financial Services	OFFICERS LIABILITY INSURANCE		-\$3,450	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
04	Human Resources	WORKERS COMPENSATION INSURANCE		-\$3,310	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
04	Information Communication Technology	PROPERTY INSURANCE		\$14,750	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
04	Corporate Management	WORKERS COMPENSATION INSURANCE		-\$12,600	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
04	Governance & Records Management	WORKERS COMPENSATION INSURANCE		\$8,980	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
05	Fire Prevention	FIRE INSURANCE		-\$1,600	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
07	Health Inspection & Admin	WORKERS COMPENSATION INSURANCE		-\$1,460	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
08	Len Taplin Daycare	PROPERTY INSURANCE		-\$3,380	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
08	Rose Nowers Daycare	PROPERTY INSURANCE		-\$1,900	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
08	Retirement Village	PROPERTY INSURANCE		-\$11,100	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
08	Home & Community Care	PROPERTY INSURANCE		\$4,900	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
08	Other Welfare	PROPERTY INSURANCE		-\$3,590	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
08	Community And Events Services	WORKERS COMPENSATION INSURANCE		\$6,670	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
08	Courthouse/Community Arts Comp	PROPERTY INSURANCE		\$1,000	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C

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08	Community Services & Development	WORKERS COMPENSATION INSURANCE	-\$8,400	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
08	Gp Housing	PROPERTY INSURANCE	\$2,850	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
09	Staff Housing	PROPERTY INSURANCE	\$2,800	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
10	Town Planning/Regional Devel	WORKERS COMPENSATION INSURANCE	-\$1,410	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
10	Public Conveniences	PROPERTY INSURANCE	\$10,650	reflect the 2014/15 expenditure.	Muni	C
11	Port Hedland Civic Centre	PROPERTY INSURANCE	-\$29,300	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
11	J D Hardie Centre (Pocyc)	WORKERS COMPENSATION INSURANCE	-\$3,580	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
11	J D Hardie Centre (Pocyc)	BUILDING - INSURANCE	-\$1,810	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
11	Gratwick Olympic Pool	PROPERTY INSURANCE	-\$9,200	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
11	South Hedland Aquatic Centre	PROPERTY INSURANCE	-\$11,000	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
11	Recreation Administration	PROPERTY INSURANCE	-\$3,971	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
11	Port Hedland Sportsgrounds - Recreation	PROPERTY INSURANCE	\$30,000	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
11	South Hedland Sportsgrounds - Recreation	PROPERTY INSURANCE	\$2,000	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
11	Port & South Sport Grounds - P&G	PROPERTY INSURANCE	-\$18,628	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
11	South Hedland Library	WORKERS COMPENSATION INSURANCE	\$2,000	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
11	South Hedland Library	PROPERTY INSURANCE	-\$2,000	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
11	Matt Dann Cultural Centre	WORKERS COMPENSATION INSURANCE	-\$1,940	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
11	Matt Dann Cultural Centre	INSURANCE	\$1,000	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
11	Wanangkura Stadium	PROPERTY INSURANCE	\$3,000	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
11	Marquee Park	PROPERTY INSURANCE	\$17,500	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
12	Infrastructure Construction	RICHARDSON STREET PARKING	\$25,000	This project will be funded from the Car Parking Reserve from cash in lieu payments.	Muni	C
12	Infrastructure Construction	T/F FROM CAR PARKING RESERVE	-\$25,000	Increase for Richardson Street Parking project.	Muni	C
12	Engineering Management	WORKERS COMPENSATION INSURANCE	-\$6,000	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C

Program	Sub-Programme Description	Description	Proposed Amendments Sept QBR	Commentary for Council	Fund	Movement
12	Engineering Management	PROPERTY INSURANCE	\$22,000	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
12	Infrastructure Maint Engineer	PROPERTY INSURANCE	-\$11,461	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
13	Building Control	WORKERS COMPENSATION INSURANCE	\$4,300	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
13	Economic Development	WORKERS COMPENSATION INSURANCE	-\$2,400	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
14	Public Works Overhead Engineer	WORKERS COMPENSATION INSURANCE	\$10,500	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
14	Plant Operating Costs	INSURANCE	-\$8,600	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
14	Unclassified	PUBLIC LIABILITY & OTHER INSURANCE	\$16,000	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Muni	C
03	Rates	RATES INTERIM LEVIES	-\$1,000,000	The 14/15 budget applied a conservative estimate of interim rates of \$0. Amend the budget to recognise revenue received from interim rates - half of which will be transferred to the newly created Reserve.	Muni	C
03	Finance & Borrowing	T/F TO RESERVES - STRATEGIC	\$1,000,000	Apply a budget to recognise the transfer to the newly created Strategic Reserve for the revenue received from interim rates.	Muni	C
04	Members Of Council	REFRESHMENTS/RECEPTIONS	-\$13,000	Reallocate the budget from Refreshments/Receptions to Staff Functions for the annual staff party.	Muni	C
04	Financial Services	STAFF FUNCTIONS	\$13,000	Reallocate the budget from Refreshments/Receptions to Staff Functions for the annual staff party.	Muni	C
04	Financial Services	TELEPHONE CHARGES	-\$50,000	Consolidate all budgets for telephone charges into the Information Communication Technology budget.	Muni	C
04	Information Communication Technology	TELEPHONE CHARGES	\$136,820	Consolidate all budgets for telephone charges into the Information Communication Technology budget.	Muni	C
04	Corporate Management	TELEPHONE CHARGES	-\$12,000	Consolidate all budgets for telephone charges into the Information Communication Technology budget.	Muni	C
05	Animal Control	TELEPHONE CHARGES	-\$4,500	Consolidate all budgets for telephone charges into the Information Communication Technology budget.	Muni	C
07	Health Inspection & Admin	TELEPHONE CHARGES	-\$2,000	Consolidate all budgets for telephone charges into the Information Communication Technology budget.	Muni	C
08	Community And Events Services	TELEPHONE CHARGES	-\$4,500	Consolidate all budgets for telephone charges into the Information Communication Technology budget.	Muni	C
08	Courthouse/Community Arts Comp	TELEPHONE CHARGES	-\$4,200	Consolidate all budgets for telephone charges into the Information Communication Technology budget.	Muni	C
10	Town Planning/Regional Devel	TELEPHONE CHARGES	-\$5,000	Consolidate all budgets for telephone charges into the Information Communication Technology budget.	Muni	C
11	J D Hardie Centre (Pyc)	TELEPHONE CHARGES	-\$5,600	Consolidate all budgets for telephone charges into the Information Communication Technology budget.	Muni	C
11	Recreation Administration	TELEPHONE CHARGES	-\$3,520	Consolidate all budgets for telephone charges into the Information Communication Technology budget.	Muni	C

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11	South Hedland Library	TELEPHONE CHARGES	-\$7,700	Consolidate all budgets for telephone charges into the Information Communication Technology budget.	Muni	C
11	Matt Dann Cultural Centre	TELEPHONE CHARGES	-\$2,100	Consolidate all budgets for telephone charges into the Information Communication Technology budget.	Muni	C
13	Building Control	TELEPHONE CHARGES	-\$3,500	Consolidate all budgets for telephone charges into the Information Communication Technology budget.	Muni	C
13	Economic Development	TELEPHONE	-\$3,000	Consolidate all budgets for telephone charges into the Information Communication Technology budget.	Muni	C
14	Public Works Overhead Engineer	TELEPHONE CHARGES	-\$29,200	Consolidate all budgets for telephone charges into the Information Communication Technology budget.	Muni	C
04	Financial Services	PRIVATE VEHICLE USE CONTRIBUTIONS	\$1,560	Consolidate all budgets for Private Vehicle Use Contributions into the Plant Operating Costs revenue budget.	Muni	C
04	Human Resources	PRIVATE VEHICLE USE CONTRIBUTIONS	\$1,615	Consolidate all budgets for Private Vehicle Use Contributions into the Plant Operating Costs revenue budget.	Muni	C
04	Information Communication Technology	PRIVATE VEHICLE USE CONTRIBUTIONS	\$1,560	Consolidate all budgets for Private Vehicle Use Contributions into the Plant Operating Costs revenue budget.	Muni	C
04	Corporate Communications	PRIVATE VEHICLE USE CONTRIBUTIONS	\$1,560	Consolidate all budgets for Private Vehicle Use Contributions into the Plant Operating Costs revenue budget.	Muni	C
07	Health Inspection & Admin	PRIVATE VEHICLE USE CONTRIBUTIONS	\$3,120	Consolidate all budgets for Private Vehicle Use Contributions into the Plant Operating Costs revenue budget.	Muni	C
08	Community Services & Development	PRIVATE VEHICLE USE CONTRIBUTIONS	\$4,844	Consolidate all budgets for Private Vehicle Use Contributions into the Plant Operating Costs revenue budget.	Muni	C
10	Town Planning/Regional Devel	PRIVATE VEHICLE USE CONTRIBUTIONS	\$4,844	Consolidate all budgets for Private Vehicle Use Contributions into the Plant Operating Costs revenue budget.	Muni	C
11	Recreation Administration	PRIVATE VEHICLE USE CONTRIBUTIONS	\$3,120	Consolidate all budgets for Private Vehicle Use Contributions into the Plant Operating Costs revenue budget.	Muni	C
12	Engineering Management	PRIVATE VEHICLE USE CONTRIBUTIONS	\$6,458	Consolidate all budgets for Private Vehicle Use Contributions into the Plant Operating Costs revenue budget.	Muni	C
13	Building Control	PRIVATE VEHICLE USE CONTRIBUTIONS	\$3,229	Consolidate all budgets for Private Vehicle Use Contributions into the Plant Operating Costs revenue budget.	Muni	C
13	Economic Development	PRIVATE VEHICLE USE CONTRIBUTIONS	\$3,229	Consolidate all budgets for Private Vehicle Use Contributions into the Plant Operating Costs revenue budget.	Muni	C
14	Public Works Overhead Engineer	PRIVATE VEHICLE USE CONTRIBUTIONS	\$9,688	Consolidate all budgets for Private Vehicle Use Contributions into the Plant Operating Costs revenue budget.	Muni	C
14	Plant Operating Costs	PRIVATE VEHICLE USE CONTRIBUTIONS	-\$44,827	Consolidate all budgets for Private Vehicle Use Contributions into the Plant Operating Costs revenue budget.	Muni	C
04	Human Resources	OHS COORDINATOR VEHICLE EXPENSES	-\$3,500	Consolidate the accounts for the vehicles within the People and Culture team.	Muni	C
04	Human Resources	RECOVERY OF PLANT OPERATING COSTS - PEOPLE AND CULTURE	\$3,500	Consolidate the accounts for the vehicles within the People and Culture team.	Muni	C
04	Human Resources	RECOVERY OF PLANT OPERATING COSTS - ICT	\$7,000	Consolidate the accounts for the vehicles within the ICT team.	Muni	C
04	Information Communication Technology	IT COORDINATOR VEHICLE EXPENSES	-\$3,500	Consolidate the accounts for the vehicles within the ICT team.	Muni	C
04	Information Communication Technology	IT SYSTEMS ADMINISTRATOR VEHICLE EXPENSES	-\$3,500	Consolidate the accounts for the vehicles within the ICT team.	Muni	C
04	Corporate Management	RECOVERY OF PLANT OPERATING COSTS - EXECUTIVE VEHICLES	\$26,000	Consolidate the accounts for the vehicles within the Executive team.	Muni	C

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Program	Sub-Programme Description	Description	Proposed Amendments Sept QBR	Commentary for Council	Fund	Movement
04	Corporate Management	DIRECTOR PLANNING & DEVELOPMENT VEHICLE EXPENSES	-\$6,500	Consolidate the accounts for the vehicles within the Executive team.	Muni	C
04	Corporate Management	DIRECTOR ENGINEERING SERVICES VEHICLE EXPENSES	-\$6,500	Consolidate the accounts for the vehicles within the Executive team.	Muni	C
04	Corporate Management	DIRECTOR CORPORATE SERVICE VEHICLE EXPENSES	-\$6,500	Consolidate the accounts for the vehicles within the Executive team.	Muni	C
04	Corporate Management	DIRECTOR COMMUNITY SERVICES VEHICLE EXPENSES	-\$6,500	Consolidate the accounts for the vehicles within the Executive team.	Muni	C
05	Fire Prevention	PLANT & EQUIPMENT	-\$3,000	Reallocate the budget from Plant & Equipment to Minor Equipment due to the asset capitalisation threshold.	Muni	C
05	Animal Control	MINOR EQUIPMENT	\$3,000	Reallocate the budget from Plant & Equipment to Minor Equipment due to the asset capitalisation threshold.	Muni	C
07	Environmental Health	FORESHORE REHABILITATION	-\$60,000	Reallocate \$30,000 from Foreshore Rehabilitation to Beach and Foreshore Maintenance. Reduce the budget by \$30,000 as the application for the grant was unsuccessful.	Muni	C
11	Beaches/Foreshore	BEACH & FORESHORE MAINTENANCE	\$30,000	Reallocate \$30,000 from Foreshore Rehabilitation to Beach and Foreshore Maintenance. Foreshore erosion repairs are urgently required prior to cyclone season.	Muni	C
07	Environmental Health	GRANT FUNDING - FORESHORE REHABILITATION	\$30,000	Remove the budget as the application for the \$30,000 grant was unsuccessful.	Muni	C
08	Community And Events Services	VEHICLE EXPENSES	-\$3,500	Consolidate the accounts for the vehicles within the Community and Event Services team.	Muni	C
08	Community And Events Services	RECOVERY OF PLANT OPERATING COSTS - COMMUNITY AND EVENT SERVICES	\$3,500	Consolidate the accounts for the vehicles within the Community and Event Services team.	Muni	C
08	Community And Events Services	NORTH WEST FESTIVAL	\$15,000	Recognise \$15,000 in expenditure offset by Atlas Iron funding for a hydration tent.	Muni	C
08	Community And Events Services	NORTH WEST FESTIVAL INCOME	-\$15,000	Increase the budget to account for \$15,000 Atlas Iron funding for a hydration tent.	Muni	C
08	Community And Events Services	Donations/Sponsorship Community pride activities	-\$50,000	Increase the budget to recognise \$50,000 funding from Atlas Iron: \$25,000 SHAC Plant & Equipment Upgrades - Shade Umbrellas \$10,000 TOPH Community Events - West End Movies \$5,000 Minor Events - Community Wellness Program \$5,000 Grant Funded Library Projects - Mural \$2,500 Grant Funded Library Projects - Multicultural Banner \$2,500 Cultural Ticket Sales - Free Tickets to Aboriginal Youth (Reward & Recognition Program)	Muni	C
08	Community And Events Services	TOPH COMMUNITY EVENTS	\$10,000	Increase to recognise \$10,000 in expenditure associated with Atlas Iron funding received into Donations/Sponsorship Community Pride Activities (totalling \$50,000) as a key sponsor for West End Movies.	Muni	C

Program	Sub-Programme Description	Description	Proposed Amendments Sept QBR	Commentary for Council	Fund	Movement
11	South Hedland Aquatic Centre	SHAC PLANT & EQUIPMENT UPGRADES	\$25,000	Increase the budget to recognise \$25,000 in expenditure associated with Atlas Iron funding received into Donations/Sponsorship Community Pride Activities (totalling \$50,000).	Muni	C
11	Recreation Administration	MINOR EVENTS	\$5,000	Donations/Sponsorship Community pride activities: \$5,000 in expenditure for a Community Wellness Program.	Muni	C
11	South Hedland Library	GRANT FUNDED LIBRARY PROJECTS	\$7,500	Donations/Sponsorship Community pride activities: Mural \$5,000 Multicultural Banner \$2,500	Muni	C
11	Matt Dann Cultural Centre	CULTURAL TICKET SALES	\$2,500	Donations/Sponsorship Community pride activities: \$2,500 in free tickets for the Matt Dann Reward & Recognition Program.	Muni	C
10	Town Planning/Regional Devel	HOUSING STRATEGY	-\$10,000	Consolidate the budget for NPP - Housing Strategy.	Muni	C
10	Town Planning/Regional Devel	NPP - HOUSING STRATEGY	\$10,000	Consolidate the budget for NPP - Housing Strategy.	Muni	C
10	Town Planning/Regional Devel	NPP - SOUTH EAST PLANNING (EASTERN GATEWAY)	\$1,236	Increase the budget to capture carry forward / Unspent Grant funding from the 2013/14 financial year associated with Department of Planning funding for the South Hedland East Planning Scheme.	Muni	C
10	Town Planning/Regional Devel	T/F FROM UNSPENT GRANTS	-\$1,236	Increase the budget to capture carry forward / Unspent Grant funding from the 2013/14 financial year associated with Department of Planning funding for the South Hedland East Planning Scheme.	Muni	C
10	Town Planning/Regional Devel	RECOVERY OF PLANT OPERATING COSTS - PLANNING AND BUILDING SERVICES	\$17,500	Consolidate the accounts and increase the budget for the vehicles within the Planning and Building Services team.	Muni	C
10	Town Planning/Regional Devel	SENIOR STRATEGIC PLANNING OFFICER VEHICLE EXPENSES	-\$7,000	Consolidate the accounts for the vehicles within the Planning and Building Services team.	Muni	C
13	Building Control	SENIOR BUILDING SURVEYOR VEHICLE EXPENSES	-\$3,500	Consolidate the accounts for the vehicles within the Planning and Building Services team.	Muni	C
13	Building Control	BUILDING SERVICES 1 VEHICLE EXPENSES	-\$3,500	Consolidate the accounts for the vehicles within the Planning and Building Services team.	Muni	C
13	Building Control	COMPLIANCE OFFICER VEHICLE EXPENSES	-\$3,500	Consolidate the accounts for the vehicles within the Planning and Building Services team.	Muni	C
10	Town Planning/Regional Devel	CARPARK PLANNING FEES & PUBLIC OPEN SPACE	-\$1,216,260	Increase the budget to recognise the payment of cash in lieu for public open space from Landcorp for the South Hedland Town Centre Stage 3 clearance of Development Approval WAPC Ref: 147270.	Muni	C
10	Town Planning/Regional Devel	T/F TO DEVELOPER CONTRIBUTIONS RESERVE	\$1,216,260	Increase the budget to recognise the payment of cash in lieu for public open space from Landcorp for the South Hedland Town Centre Stage 3 clearance of Development Approval WAPC Ref: 147270.	Muni	C
11	J D Hardie Centre (Pcyc)	T/F FROM BHP RESERVE	\$10,208	Transfer carry forward budget to the correct account.	Muni	C
11	Wanangkura Stadium	T/F FROM BHP RESERVE	-\$10,208	Transfer carry forward budget to the correct account.	Muni	C
11	J D Hardie Centre (Pcyc)	FACILITY UPGRADE	\$6,135	Consolidate the Facility Upgrade account which consist of Unspent Loans and BHP Funding.	Muni	C
11	J D Hardie Centre (Pcyc)	FACILITY UPGRADE - BHP	-\$6,135	Consolidate the Facility Upgrade account which consist of Unspent Loans and BHP Funding.	Muni	C



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Program	Sub-Programme Description	Description	Proposed Amendments Sept QBR	Commentary for Council	Fund	Movement
11	Gratwick Olympic Pool	GRATWICK MAINTENANCE	\$15,000	Reallocate the budget from SHAC Maintenance to Gratwick Maintenance based on the level of expenditure incurred between these two facilities.	Muni	C
11	South Hedland Aquatic Centre	SHAC MAINTENANCE	-\$15,000	Reallocate the budget from SHAC Maintenance to Gratwick Maintenance based on the level of expenditure incurred between these two facilities.	Muni	C
11	South Hedland Aquatic Centre	SHAC AQUATIC CENTRE YMCA OPERATION COSTS	\$508,324	Amend the distribution of the operational deficit for each of the three recreation facilities, the total reconciling with the contractual agreement.	Muni	C
11	Wanangkura Stadium	CONTRACT COSTS - YMCA OPERATIONS	-\$332,171	Amend the distribution of the operational deficit for each of the three recreation facilities, the total reconciling with the contractual agreement.	Muni	C
11	Gratwick Olympic Pool	GRATWICK AQUATIC CENTRE YMCA OPERATION COSTS	-\$176,153	Amend the distribution of the operational deficit for each of the three recreation facilities, the total reconciling with the contractual agreement.	Muni	C
11	Beaches/Foreshore	COASTAL ACCESS AND MANAGED CAMPING	-\$4,195	Reduce the budget allocation for Unspent Grants to be consistent with the closing position as at 30 June 2014. This grant was originally from PDC for an amount of \$50,000 - now for Wayfinding Signage.	Muni	C
11	Beaches/Foreshore	T/F FROM UNSPENT GRANTS	\$4,195	Reduce the budget allocation for Unspent Grants to be consistent with the closing position as at 30 June 2014. This grant was originally from PDC for an amount of \$50,000 - now for Wayfinding Signage.	Muni	C
11	Gratwick Olympic Pool	GOVERNMENT GRANT	-\$30,000	Increase the budget to recognise \$30,000 in revenue and expenditure from additional grant funding provided by the Department of Sport and Recreation.	Muni	C
11	Gratwick Olympic Pool	GRATWICK AQUATIC CENTRE UPGRADES	\$30,000	Increase the budget to recognise \$30,000 in revenue and expenditure from additional grant funding provided by the Department of Sport and Recreation.	Muni	C
11	South Hedland Aquatic Centre	GOVERNMENT GRANT	-\$22,500	Increase the budget to recognise \$30,000 in revenue and expenditure from additional grant funding provided by the Department of Sport and Recreation.	Muni	C
11	South Hedland Aquatic Centre	SHAC PLANT & EQUIPMENT UPGRADES	\$22,500	Increase the budget to recognise \$30,000 in revenue and expenditure from additional grant funding provided by the Department of Sport and Recreation.	Muni	C
11	South Hedland Aquatic Centre	TRANSFER FROM BHP RESERVE	\$3,056	Remove this budget as this project was completed in the 2013/14 financial year.	Muni	C
11	South Hedland Aquatic Centre	SHAC UPGRADE - BHP	-\$3,056	Remove this budget as this project was completed in the 2013/14 financial year.	Muni	C

Program	Sub-Programme Description	Description	Proposed Amendments Sept QBR	Commentary for Council	Fund	Movement
11	Recreation Administration	T/F FROM UNSPENT GRANTS	-\$86,859	Apply a budget to recognise Unspent Grants as at 30 June 2014: \$25,000 from the Department of Sport & Recreation; \$16,795 from the Department of Regional Development - Northern Planning Funding; \$7,791 for the Trails Master Plan; \$32,273 Community Contribution.  In the 2013/14 financial year the Town received \$5,000 from the Department of Sport & Recreation for the Hedland Basketball Association. This funding has since been returned to the Department of Sport & Recreation (October 2014).  \$1,000 from Port Hedland Chamber of Commerce for In Term Swimming Lessons and \$4,866 for Kidsport have been recognised as favourable variations as the expenditure was already captured within the budget.	Muni	C
11	Recreation Administration	BASKETBALL PROGRAM	\$5,000	In the 2013/14 financial year the Town received \$5,000 from the Department of Sport & Recreation for the Hedland Basketball Association. This funding has since been returned to the Department of Sport & Recreation (October 2014). Apply a budget to recognise this transaction.	Muni	C
11	Recreation Administration	MASTER PLANS	\$81,859	Increase the budget to recognise the expenditure associated with Unspent Grant funding & BHP funding: \$189,111 BHP funding; \$25,000 from the Department of Sport & Recreation; \$16,795 from the Department of Regional Development - Northern Planning Funding; \$7,791 for the Trails Master Plan; and \$32,273 Community Contribution.	Muni	C
11	Recreation Administration	RECOVERY OF PLANT OPERATING COSTS - RECREATION SERVICES	\$3,500	Consolidate the accounts for the vehicles within the Recreation team.	Muni	C
11	Recreation Administration	COORDINATOR OF RECREATION & YOUTH VEHICLE EXPENSES	-\$3,500	Consolidate the accounts for the vehicles within the Recreation team.	Muni	C
11	Recreation Administration	RECREATION REQUESTS - GROUNDS IMPROVEMENTS	-\$29,000	Reallocate part of the budget from Recreation Requests - Grounds Improvement to Sports Facility Upgrade Program for capital expenditure relating to: the installation of the AFL backnets at the Colin Matheson Oval (\$11,000), the purchase of a balance tank cover at Gratwick Aquatic Centre (\$12,000) and replacement gates between Kevin Scott Oval and Marie Marland Reserve (\$6,000).	Muni	C

Sept OBR  
as at 30/09/2014

TOWN OF PORT HEDLAND  
Printed : at 8:00 AM on 07/11/2014

Program	Sub-Programme Description	Description	Proposed Amendments		Commentary for Council	Fund	Movement
			Sept OBR				
11	Recreation Administration	SPORTS FACILITY UPGRADE PROGRAM	\$29,000		Reallocate part of the budget from Recreation Requests - Grounds Improvement to Sports Facility Upgrade Program for capital expenditure relating to: the installation of the AFL backnets at the Colin Matheson Oval (\$11,000), the purchase of a balance tank cover at Gratick Aquatic Centre (\$12,000) and replacement gates between Kevin Scott Oval and Marie Marland Reserve (\$6,000).	Muni	C
11	Port Hedland Sportsgrounds - Recreation	PASSIVE PARKS MAINTENANCE - PORT HEDLAND	-\$40,000		Reallocate the budget to Weed & Pest Control from Passive Parks Maintenance Port Hedland.	Muni	C
11	Port & South Sport Grounds - P&G	WEED & PEST CONTROL	-\$40,000		Reallocate the budget to Weed & Pest Control from Passive Parks Maintenance Port Hedland.	Muni	C
11	Port Hedland Sportsgrounds - Recreation	RECREATION OTHER REVENUE	\$65,000		Remove this budget as the insurance reimbursement has been accounted for within Insurance Reimbursement of Claims for the damage associated with Cyclone Christine.	Muni	C
11	Port Hedland Sportsgrounds - Recreation	COLIN MATHESON OVAL LIGHTS UPGRADE	-\$80,000		Remove this budget as the expenditure has been accounted for within Insurance Expenditure Claimable for the damage associated with Cyclone Christine.	Muni	C
14	Unclassified	INSURANCE EXPENDITURE CLAIMABLE	\$936,000		Apply a budget to recognise the expenditure associated with Cyclone Christine, Wanangkura Stadium and the Airport RamRaid. This will be offset with the Insurance Reimbursement of Claims. Any excess attributable will be determined at the settlement of the claims.	Muni	C
14	Unclassified	INSURANCE REIMBURSEMENT OF CLAIMS	-\$921,000		Apply a budget to recognise the insurance reimbursement associated with Cyclone Christine, Wanangkura Stadium and the Airport RamRaid. Any excess attributable will be determined at the settlement of the claims.	Muni	C
11	Port Hedland Sportsgrounds - Recreation	T/F FROM BHP RESERVE	\$5,917		Reduce the budget to match the actual level of expenditure incurred for the Colin Matheson Oval Upgrade as this project is now complete.	Muni	C
11	Port Hedland Sportsgrounds - Recreation	COLIN MATHESON OVAL UPGRADE - BHP	-\$5,917		Reduce the budget to match actual expenditure incurred as this BHP funded project is now complete.	Muni	C
11	South Hedland Sportsgrounds - Recreation	T/F FROM BHP RESERVE	-\$289		Adjust the budget to correctly reflect the BHP funding for the South Hedland Skate Park project.	Muni	C
11	South Hedland Sportsgrounds - Recreation	SOUTH HEDLAND SKATE PARK	\$289		Adjust the budget to correctly reflect the BHP funding for the South Hedland Skate Park project.	Muni	C
11	Port & South Sport Grounds - P&G	MINOR TOOLS - P&G SOUTH, PORT AND WORKS	\$17,000		Consolidate the accounts for minor tools.	Muni	C
11	Port & South Sport Grounds - P&G	GARDENING MINOR TOOLS	-\$17,000		Consolidate the accounts for minor tools.	Muni	C
11	Marquee Park	FACILITY MAINTENANCE	-\$268,000		Reallocate \$268,000 from the Facility Maintenance budget to Gardens & Ground Maintenance to accurately reflect the distribution of expenditure between these accounts for the 2014/15 financial year.	Muni	C
11	Marquee Park	GARDENS & GROUND MAINTENANCE	\$268,000		Reallocate \$268,000 from the Facility Maintenance budget to Gardens & Ground Maintenance to accurately reflect the distribution of expenditure between these accounts for the 2014/15 financial year.	Muni	C

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as at 30/09/2014

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Program	Sub-Programme Description	Description	Proposed Amendments Sept QBR	Commentary for Council	Fund	Movement
12	Infrastructure Construction	ASSET MANAGEMENT INIT - DRAINAGE	-\$50,000	Reduce the budget to assist in funding Captains Way / Murdoch Drive as this is an essential project that has not yet received additional funding.	Muni	C
12	Infrastructure Construction	CAPTAINS WAY / MURDOCH DRIVE - BLACKSPOT PROGRAM	\$50,000	Increase the budget to capture a transfer from Asset Management Initiatives - Drainage - pending additional funding.	Muni	C
12	Infrastructure Construction	DRAINAGE CONSTRUCTION	-\$434,945	Reallocate the budget from Drainage Construction to recognise the expenditure associated with the Port Hedland Light Industrial Area Drainage	Muni	C
12	Infrastructure Construction	PH LIGHT INDUSTRIAL AREA DRAINAGE	\$434,945	Reallocate the budget from Drainage Construction to recognise the expenditure associated with the Port Hedland Light Industrial Area Drainage, inclusive of \$525,000 Unspent Grant funding from the Country Local Government Fund from 2012/13.	Muni	C
12	Infrastructure Maintenance	DEPOT OPERATING EXPENSES	-\$40,000	Reallocate \$40,000 from the Depot Operating Expenses budget to Building - Capital Works for the purchase of a toilet block.	Muni	C
12	Administration Building Overheads	BUILDING - CAPITAL WORKS	\$40,000	Reallocate \$40,000 from the Depot Operating Expenses budget to Building - Capital Works for the purchase of a toilet block.	Muni	C
12	Infrastructure Maint Engineer	UNSEALED ROAD MAINTENANCE	-\$60,000	Reallocate the budget from Unsealed Road Maintenance to Kerb Maintenance, Footpath Maintenance and Concrete Infills based on expected expenditure for maintenance for the 2014/15 financial year.	Muni	C
12	Infrastructure Maint Engineer	KERB MAINTENANCE	\$20,000	Reallocate the budget from Unsealed Road Maintenance to Kerb Maintenance, Footpath Maintenance and Concrete Infills based on expected expenditure for maintenance for the 2014/15 financial year.	Muni	C
12	Infrastructure Maint Engineer	FOOTPATH MAINTENANCE	\$20,000	Reallocate the budget from Unsealed Road Maintenance to Kerb Maintenance, Footpath Maintenance and Concrete Infills based on expected expenditure for maintenance for the 2014/15 financial year.	Muni	C
12	Road Verge Maintenance	MEDIANS MAINTENANCE	-\$30,000	Reallocate part of the budget from Medians Maintenance to Concrete Infills to identify the operating and capital expenditure.	Muni	C
12	Road Verge Maintenance	CONCRETE INFILLS	\$50,000	Reallocate the budget from Unsealed Road Maintenance to Kerb Maintenance, Footpath Maintenance and Concrete Infills based on expected expenditure for the 2014/15 financial year.	Muni	C
12	Plant Purchases	P&G - PLANTS & EQUIPMENTS	-\$5,000	Reallocate part of the budget from Medians Maintenance to Concrete Infills to identify the operating and capital expenditure.	Muni	C
				Reallocate \$5,000 from Plant & Equipment to Sundry Plant Purchases to recognise the difference between capital and operating expenditure.	Muni	C

Program	Sub-Programme Description	Description	Proposed Amendments Sept QBR	Commentary for Council	Fund	Movement
14	Public Works Overhead Engineer	SUNDRY PLANT PURCHASES	\$5,000	Reallocate \$5,000 from Plant & Equipment to Sundry Plant Purchases to recognise the difference between capital and operating expenditure.	Muni	C
13	Economic Development	KINGSFORD SMITH BUSINESS PARK - MARKETING & PROMOTION	\$80,000	Apply a budget to recognise the Marketing & Promotional expenditure associated with Kingsford Smith Business Park. This will reduce the proceeds being transferred to the Airport.	Muni	C
13	Economic Development	KINGSFORD SMITH BUSINESS PARK - PROPERTY SETTLEMENT COSTS	\$60,000	Apply a budget to recognise the Property Settlement expenditure associated with Kingsford Smith Business Park. This will reduce the proceeds being transferred to the Airport.	Muni	C
13	Economic Development	T/F TO AIRPORT - PROCEEDS FROM KINGSFORD BUSINESS PARK	-\$140,000	Reduce the budget to recognise the Marketing & Promotional and Property Settlement expenditure associated with Kingsford Smith Business Park.	Muni	C
13	Economic Development	RECOVERY OF PLANT OPERATING COSTS - ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT	\$3,500	Consolidate the accounts and increase the budget for the vehicles within the Economic Development and Asset Management team.	Muni	C
13	Economic Development	MANAGER INVESTMENT & BUSINESS VEHICLE EXPENSES	-\$3,500	Consolidate the accounts for the vehicles within the Economic Development and Asset Management team.	Muni	C
14	Public Works Overheads P&G	DEPOT PROTECTIVE CLOTHING AND EQUIPMENT	\$27,000	Consolidate the accounts for personal protection and equipment.	Muni	C
14	Public Works Overheads P&G	PROTECTIVE EQUIPMENT	-\$27,000	Consolidate the accounts for personal protection and equipment.	Muni	C
14	Unclassified	LGIS MEMBER ALLOCATION	-\$150,000	Apply a budget to recognise the LGIS funded Health and Wellbeing Programme, Surplus Distribution and Risk Mitigation.	Muni	C
14	Unclassified	LGIS MEMBER INITIATIVES	\$150,000	Apply a budget to recognise the expenditure associated with the LGIS funded Health and Wellbeing Programme, Surplus Distribution and Risk Mitigation.	Muni	C
14	Building Maintenance	RECOVERY OF PLANT OPERATING COSTS - BUILDING MAINTENANCE SERVICES	\$7,000	Consolidate the accounts and increase the budget for the vehicles within the Building Maintenance team.	Muni	C
14	Building Maintenance	BUILDING MAINTENANCE OFFICER 1 VEHICLE EXPENSES	-\$3,500	Consolidate the accounts and increase the budget for the vehicles within the Building Maintenance team.	Muni	C
14	Building Maintenance	BUILDING MAINTENANCE OFFICER 2 VEHICLE EXPENSES	-\$3,500	Consolidate the accounts and increase the budget for the vehicles within the Building Maintenance team.	Muni	C
<b>Total Contra Variations</b>			<b>\$0</b>			

Program		Sub-Programme Description	Description	Proposed Amendments Sept QBR	Commentary for Council	Fund	Movement
Waste Services is wholly Reserve funded and does not impact on Municipal unrestricted cash, therefore all entries are shown as contra. However, the description of each proposed budget variation provides an indication as to whether it represents a negative or positive movement.							
10	Premium Collection		CHARGES - REPLACEMENT BINS & BIN HIRE	-\$10,000	Apply a budget to recognise the revenue from replacement bin charges and bin hire.	Waste	F
10	Landfill Business Unit		ROAD,GROUND,LITTER MAINT	\$30,000	Increase the budget to account for the expenditure associated with fence maintenance. This is required to ensure that the Town remains compliant with the Landfill licence requirements.	Waste	U
10	Landfill Business Unit		DEVELOPMENT OF LANDFILL MASTER PLAN	\$12,401	Increase the budget to recognise the additional expenditure associated with Unspent Grant funding from the Department of Planning as at 30 June 2014.	Waste	U
10	Landfill Business Unit		T/F FROM UNSPENT GRANTS	-\$12,401	Increase the budget to recognise Unspent Grant funding from the Department of Planning as at 30 June 2014.	Waste	F
10	Landfill Business Unit		SITE INFRASTRUCTURE	-\$30,000	Reduce the budget due to savings identified in Site Infrastructure.	Waste	F
10	Landfill Business Unit		T/F TO WASTE MANAGEMENT RESERVE	\$10,000	The budget amendments funded by the Waste Reserve total \$10,000 in an overall increase in revenue. Increase the Transfer to the Waste Management Reserve by \$10,000 to reflect this increase.	Waste	F
<b>Total Contra Variations</b>				\$0			

Program	Sub-Programme Description	Description	Proposed Amendments Sept QBR	Commentary for Council	Fund	Movement
Airport fund is wholly Reserve funded and does not impact on Municipal unrestricted cash, therefore all entries are shown as contra. However, the description of each proposed budget variation provides an indication as to whether it represents a negative or positive movement.						
12	Airport Administration	WORKERS COMPENSATION INSURANCE	-\$15,000	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Airport	F
12	Airport Administration	PROPERTY INSURANCE	-\$12,700	Reallocate the budget across the insurance accounts to accurately reflect the 2014/15 expenditure.	Airport	F
12	Airport Administration	SECURITY SCREENING CONTRACT FEES	\$1,300,000	Increase the budget to capture the current commitment of \$1.3m to MSS Security for casual guard services.	Airport	C
12	Airport Administration	PASSENGER SECURITY SCREENING CHARGES	-\$2,000,000	Increase the budget to reflect estimated revenue of \$2m per annum based on the 2012/13 passenger numbers.	Airport	C/F
12	Airport Administration	CCTV MAINTENANCE	\$25,000	Recognise a budget for the regular service maintenance of the Airport CCTV Network.	Airport	U
12	Airport Administration	LANDING FEE DONATION	\$317,000	Apply a budget to recognise landing fee donations for the current financial year and prior financial years for the Royal Flying Doctor Services as per the November 2007 Council Resolution 200708/059.	Airport	U
12	Airport Administration	AVIATION COMPLIANCE	\$80,000	Increase the budget to reflect the costs associated with the Airport Billing Service provided by Avdata.	Airport	U
12	Airport Administration	RECOVERY OF LIGHT PLANT OPERATING COSTS - PORT HEDLAND INTERNATIONAL AIRPORT	\$10,500	Consolidate the accounts and increase the budget for the light vehicles held at the Port Hedland International Airport.	Airport	C/U
12	Airport Administration	CAR PARK TEAM LEADER VEHICLE EXPENSES	-\$3,500	Consolidate the accounts for the light vehicles held at the Port Hedland International Airport.	Airport	C
12	Airport Plant	MANAGER AIRPORT VEHICLE EXPENSES	-\$3,500	Consolidate the accounts for the light vehicles held at the Port Hedland International Airport.	Airport	C
12	Airport Administration	T/F FROM MUNICIPAL FUND - KINGSFORD BUSINESS PARK	\$140,000	Reduce the budget to recognise the Marketing & Promotional and Property Settlement expenditure associated with Kingsford Smith Business Park.	Airport	F
12	Airport Administration	GOVERNMENT GRANTS	\$8,000,000	Remove this budget as the Government Grant was unsuccessful.	Airport	C
12	Airport Administration	CARPARK / GROUND TRANSPORT RECONFIGURATION	-\$750,000	Reduce this budget due to the Government Grant of \$8m being unsuccessful.	Airport	C
12	Airport Administration	WATER AND SEWER SERVICES	-\$2,225,000	Reallocate the budget from Sewer Water Upgrades to Water and Sewer Services.	Airport	C
12	Airport Administration	SEWER WATER UPGRADES	-\$200,000	Reallocate the budget from Sewer Water Upgrades to Water and Sewer Services.	Airport	C
12	Airport Administration	HIRE CAR DEVELOPMENT	-\$72,570	Reallocate the budget from Hire Car Development to Freight & Logistics Zone.	Airport	C
12	Airport Administration	FREIGHT & LOGISTICS ZONE	-\$4,107,430	Reduce this budget as this project will now be delivered over the 2014/15 and 2015/16 financial years.	Airport	C
12	Airport Administration	POWER IN PUSH BACK EQUIPMENT	-\$765,000	Reallocate the budget from Hire Car Development to Freight & Logistics Zone. Remove this budget as this project will be deferred to the 2015/16 financial year.	Airport	C/F

Program	Sub-Programme Description	Description	Proposed Amendments Sept OBR	Commentary for Council	Fund	Movement
12	Airport Administration	SOLAR FARM DUE DILIGENCE & FEASIBILITY	\$121,074	Apply a budget for the proposed Solar Farm for the costs associated with due diligence and feasibility.	Airport	U
12	Airport Administration	VIRGIN AUSTRALIA INTERNATIONAL TERMINAL WORKS EXPANSION	\$1,000,000	This project is to be funded from the existing capital works program by reallocating funds from the Main Apron Extension account to the newly created Virgin Australia International Terminal Works Expansion account (refer Council decision 201415/062).	Airport	C
12	Airport Administration	MAIN APRON EXTENSION	-\$1,000,000	Reallocate funds from the existing capital works program Main Apron Extension account to the newly created Virgin Australia International Terminal Works Expansion account (refer Council decision 201415/062).	Airport	C
12	Airport Maintenance	PUBLIC RELATIONS / PROMOTION	\$3,000	Increase the budget for the costs associated with purchasing Christmas decorations for the Airport.	Airport	U
12	Airport Plant	RECOVERY OF HEAVY PLANT OPERATING COSTS - PORT HEDLAND INTERNATIONAL AIRPORT	\$64,000	Consolidate the accounts for the heavy plant at the Port Hedland International Airport and increase for the costs associated with replacing the tractor which was recently written off.	Airport	C
12	Airport Plant	VEH003 - KUBOTA TRACTOR	-\$7,000	Consolidate the accounts for the heavy plant at the Port Hedland International Airport.	Airport	C
12	Airport Plant	VEH004 - CASE IH FRONT END LOADER	-\$7,000	Consolidate the accounts for the heavy plant at the Port Hedland International Airport.	Airport	C
12	Airport Administration	T/F FROM AP CAPITAL WORKS RESERVE	\$148,126	The budget amendments funded by the Airport Reserve total \$108,126 in an overall increase in revenue. Reduce the Transfer from the Airport Capital Works Reserve by \$108,126 to reflect this increase and a further adjustment of \$40,000 to correct the Reserve balance from prior adjustments.	Airport	F
<b>Total Contra Variations</b>			<b>\$40,000</b>			
<b>Grand Total Budget Variations</b>			<b>\$86,064</b>			



**ITEM 11 LATE ITEMS AS PERMITTED BY PRESIDING MEMBER/  
COMMITTEE****201415/019 AUDIT & FINANCE COMMITTEE DECISION****MOVED: MAYOR HOWLETT****SECONDED: MR HRAMBANIS**

That the Audit & Finance Committee suspend sections 9.4, 9.5 and 9.9 of the Standing Orders Local Law 2014 in accordance with section 18.2 Suspension of standing orders to provide Committee Members time to read late item 11.1 'Colin Matheson Clubhouse Financial Report – Port Hedland Rovers Football Club'.

***CARRIED 3/0***

1:16pm Presiding Member advised that sections 9.4, 9.5 and 9.9 of the Standing Orders Local Law 2014 have been suspended.

**201415/020 AUDIT & FINANCE COMMITTEE DECISION****MOVED: MAYOR HOWLETT****SECONDED: MR HRAMBANIS**

That the Audit & Finance Committee resume sections 9.4, 9.5 and 9.9 of the Standing Orders Local Law 2014.

***CARRIED 3/0***

1:20pm Presiding Member advised that sections 9.4, 9.5 and 9.9 of the Standing Orders Local Law 2014 have been resumed.

**11.1 Colin Matheson Clubhouse Financial Report – Port  
Hedland Rovers Football Club**

Graeme Hall, Manager Recreation Services and Facilities  
File No. 26/13/0009

**DISCLOSURE OF INTEREST BY OFFICER**

Nil

**RECOMMENDATION**

That the Audit and Finance Committee receive the financial report (1 April to 31 October 2014) report for the operation of the Colin Matheson Clubhouse facility as presented by the Port Hedland Rovers Football Club.

**201415/021 RECOMMENDATION/ AUDIT & FINANCE COMMITTEE DECISION****MOVED: MAYOR HOWLETT****SECONDED: MR HRAMBANIS****That the Audit and Finance Committee:**

- 1. Receive the financial report (1 April to 31 October 2014) report for the operation of the Colin Matheson Clubhouse facility as presented by the Port Hedland Rovers Football Club; and**
- 2. Request a report to Council on the options for management and better utilisation of the Colin Matheson Clubhouse.**

***CARRIED 3/0***

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**EXECUTIVE SUMMARY**

The purpose of this agenda item is for the Audit and Finance Committee to review the financial report (1 April to 31 October 2014) presented by the Port Hedland Rovers Football Club, for the management agreement of the club room facilities at Colin Matheson Reserve in Cooke Point.

**DETAILED REPORT**

Attached to this report is a copy of the financial statement (1 April to 31 October 2014) for Colin Matheson Clubhouse (Attachment 1).

The Ordinary Council Meeting on 16 November 2011, resolved that the Port Hedland Rovers Football Club and the Town of Port Hedland enter a 12 month trial arrangement for the management of the club house facility at Colin Matheson Reserve. This agreement was extended for a further 12 month period (to 31 December 2013) at the Ordinary Council Meeting on 30 November 2012.

The management agreement expired on the 31 December 2013, however, the Port Hedland Rovers Football Club has continued to occupy the premise and manage the facility under the terms and conditions of the existing management agreement.

On 23 July 2014, Council formally adopted the Community Leasing Policy. This policy will work towards the effective management of community assets and assist in the longevity and sustainability of community organisations.

The Town has commenced negotiations with the club regarding the management of the Colin Matheson Clubhouse facility. An initial meeting is to be conducted during the week commencing 17 November 2014.

The attached financial statement indicates that Colin Matheson Clubhouse is currently under-utilised. The usage of this facility has been limited since April 2014. This is a new community facility and needs to be actively promoted for function bookings and regular community group hire.

The Port Hedland Rovers Football Club currently has an outstanding electricity invoice for \$13,530.49 with the Town for electricity charges for the clubhouse at Colin Matheson Oval. This is for the period from the January 2013 (estimate) to the 23 May 2014. This invoice has not been accounted for in the attached financial statement prepared by the Port Hedland Rovers Football Club.

In regards to all electricity charges associated with Colin Matheson Clubhouse Page 7 Clause 3.4 of the Management Contract states:

“The Club agrees to pay free of deductions all telephone bills for telephone services installed in the name of the Club, and all consumption charges in relation to the Clubhouse, including without limitation water, electricity and consumption charges.”

### **FINANCIAL IMPLICATIONS**

The existing management agreement for Colin Matheson Clubhouse requires that all revenue from the operation of the facility be equally shared between the Town of Port Hedland and the Port Hedland Rovers Football Club, capped at a maximum value of \$45,000.

The attached financial statement for the operation of Colin Matheson clubhouse facility shows a deficit of \$18,937.85. This does not include the outstanding electricity invoice for \$13,530.49. Including this invoice the shortfall for the period from the 1 April 2014 – 31 October 2014 would be \$32,468.34.

The attached financial statement includes a number of in-kind items in the facility expenses section including bookings officer salaries, plumbers, maintenance works and grease trap removal.

The Town of Port Hedland is not liable for payment of any deficits for the facility operations to Port Hedland Rovers Football Club.

### **STATUTORY AND POLICY IMPLICATIONS**

Section 1.1 ‘A unified community across our townships’ of the Strategic Community Plan 2014 – 2024 applies as the agreement between the Town of Port Hedland and the Port Hedland Rovers Football Club seeks to ensure that the community are able to get full access to the sporting and recreation facilities.

### **ATTACHMENTS**

1. 1 April – 31 October 2014 Financial Statement – Colin Matheson Clubhouse (Under Separate Cover)

6 November 2014

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

Nil

**ITEM 13 CONFIDENTIAL ITEMS**

Nil

**ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE****201415/022 AUDIT & FINANCE COMMITTEE DECISION****MOVED: MAYOR HOWLETT****SECONDED: MR HRAMBANIS**

That the following applications for leave of absence for Audit & Finance Committee meetings be approved:

- Mr Hrambanis from 22 December 2014 to 5 January 2015; and
- Councillor Jacob from 18 December 2014 to 17 January 2015.

***CARRIED 3/0***

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

The next Audit and Finance Committee Meeting of Council will be held on Wednesday 18 February 2015 at 12:00pm in Council Chambers.

**15.2 Closure**

Presiding Member advised that this is the Director Corporate Services' last Town of Port Hedland Audit & Finance Committee meeting. Presiding Member thanked the Director Corporate Services for her hard work in improving the processes and operations at the Town and wished her and her family the best in the future.

Director Corporate Services thanked Manager Financial Services and the finance team for their hard work in implementing all the changes and improvements. Director Corporate Services also thanked the Senior Accountants at the Town for their hard work during the budget creation and budget reviews.

There being no further business, the Presiding Member declared the meeting closed at 1:30pm.