



Town of Port Hedland

MINUTES

OF THE

SPECIAL MEETING

OF THE TOWN OF PORT HEDLAND COUNCIL

HELD ON

WEDNESDAY 10 MARCH 2010

COMMENCING AT 5:05 PM

IN COUNCIL CHAMBERS

McGREGOR STREET, PORT HEDLAND

Purpose of Meeting: To consider

- . *Request for Temporary Builder's Yard and Site Office on Portion of the Lawson Street Road Reserve, South Hedland*
- . *Provision of Council Services to 3 Mile Community*
- . *Removal of Truck Loading Ramp at Shell Roadhouse, Great Northern Highway*
- . *Transient Workers Accommodation (TWA) for Multipurpose Recreation Centre, JD Hardie Centre Redevelopment and Marquee Park Construction*
- . *Tender 10/04: Overhead Lighting Gratwick Aquatic Centre*
- . *Carpark Licence – Keesing Street Child Care Centre (BHPB/YMCA)*
- . *Second Quarterly Budget Review*
- . *Airport Working Group – Establishment of Airport Committee*

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Matthew Scott
Acting Chief Executive Officer

OUR COMMITMENT

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

TABLE OF CONTENTS

1.1	OPENING	5
ITEM 2	RECORDING OF ATTENDANCE AND APOLOGIES	5
2.1	ATTENDANCE	5
2.2	APOLOGIES	5
2.3	APPROVED LEAVE OF ABSENCE	5
ITEM 3	PUBLIC TIME	5
3.1	PUBLIC QUESTIONS	5
ITEM 4	QUESTIONS FROM MEMBERS WITHOUT NOTICE	6
ITEM 5	DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING.....	6
ITEM 6	REPORTS OF OFFICERS	7
6.1	REGULATORY SERVICES	7
6.1.1	PLANNING SERVICES.....	7
6.1.1.1	<i>Request for Temporary Builder’s Yard and Site Office on Portion of the Lawson Street Road Reserve, South Hedland (File No.: 113730G).....</i>	<i>7</i>
6.2	REGULATORY SERVICES	15
6.2.1	ENGINEERING SERVICES.....	15
6.2.1.1	<i>Provision of Council Services to 3 Mile Community (File No.: 03/01/0012)</i>	<i>15</i>
6.2.1.1	<i>Removal of Truck Loading Ramp at Shell Roadhouse, Great Northern Highway (File: 30/10/0001).....</i>	<i>18</i>
6.3	COMMUNITY SERVICES	27
6.3.1	COMMUNITY DEVELOPMENT	27
6.3.1.1	<i>Transient Workers Accommodation (TWA) for Multipurpose Recreation Centre, JD Hardie Centre Redevelopment and Marquee Park Construction (File No.: .../...) 27</i>	<i>27</i>
6.3.2	RECREATION SERVICES.....	30
6.3.2.1	<i>Tender 10/04: Overhead Lighting Gratwick Aquatic Centre (File No.: Tender 10/04)</i>	<i>30</i>
6.4	GOVERNANCE AND ADMINISTRATION	34
6.4.1	CORPORATE SERVICES	34
6.4.1.1	<i>Carpark Licence – Keesing Street Child Care Centre (BHPB/YMCA) (File No.: ...)</i>	<i>34</i>
6.4.1.2	<i>Second Quarterly Budget Review (File No.: -).....</i>	<i>38</i>
6.4.2	GOVERNANCE	71
6.4.2.1	<i>Airport Working Group – Establishment of Airport Committee (File No.: ...)....</i>	<i>71</i>
ITEM 7	CLOSURE.....	79
7.1	CLOSURE	79

ITEM 1 OPENING OF MEETING**1.1 Opening**

The Mayor declared the meeting open at 5:05 pm and acknowledged the traditional owners, the Kariyarra people.

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

Mayor Kelly A Howlett
Councillor Arnold A Carter
Councillor Jan M Gillingham
Councillor Steve J Coates
Councillor Michal (Bill) A Dziombak
Councillor David W Hooper

Mr Matthew Scott	Acting Chief Executive Officer and Director Corporate Services
Mr Russell Dyer	Director Engineering Services
Mr Paul Martin	Director Community Development
Mr Russell Dyer	Director Regulatory Services
Ms Gaye Stephens	Executive Assistant

Members of the Public Nil

Members of the Media 1

2.2 Apologies

Nil

2.3 Approved Leave of Absence

Councillor Stan R Martin

ITEM 3 PUBLIC TIME**3.1 Public Questions**

5:06 pm Mayor opened Public Question Time

Nil

5:06 pm Mayor closed Public Question Time

3.2 Public Statements

5:06 pm Mayor opened Public Statement Time

Nil

5:06 pm Mayor closed Public Statement Time

ITEM 4 QUESTIONS FROM MEMBERS WITHOUT NOTICE**4.1 Councillor Jan Gillingham**

Can an Agenda for a Special Council Meeting be delivered to Councillors if they are ready for the Meeting a few days in advance?

Mayor confirmed yes. The Town will look into being able to do that.

ITEM 5 DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

The following Members verbally declared to have given due consideration to all matters contained in the Business Paper presented before the meeting.

Cr K A Howlett	Cr S J Coates
Cr A A Carter	Cr M (Bill) Dziombak
Cr J M Gillingham	Cr D W Hooper

ITEM 6 REPORTS OF OFFICERS**6.1 REGULATORY SERVICES****6.1.1 Planning Services****6.1.1.1 *Request for Temporary Builder's Yard and Site Office on Portion of the Lawson Street Road Reserve, South Hedland (File No.: 113730G)***

Officer	Leonard Long Manager Planning
Date of Report	23 February 2010
Application Number	2010/33
Disclosure of Interest by Officer	Nil

Summary

Council has received a request from Megara Construction, to construct a temporary builder's yard and site office on portion of the Lawson Street Road reserve, South Hedland.

The proposal is being referred to Council for determination as the development is deemed a "Use not listed". A use for which the Director Regulatory Services does not in terms of the delegation register for 2008 have delegation to consider.

Background

At its Ordinary Meeting on 12 December 2009, Council approved the development of a "Mixed Use Development" on lot 1700 Lawson Street South Hedland.

Megara Construction will be constructing the above mentioned development which comprises of one ground floor shop, three ground floor office units and 18 multiple dwellings on the ground and first floor of the development.

The applicant is proposing to utilize portion of the Lawson Street Road reserve (ATTACHMENT 1) as a builders yard and site office, and to fence the portion off with a 2.4m x 1.95m galvanized welded mesh panel fence with concrete bases. This will have no detrimental impact on pedestrian or vehicular traffic in the area.

Consultation

The request has been circulated internally to the Building Survey services, Environmental Health Services, Engineering Services and Corporate Services. No objections were received.

Statutory Implications

In accordance with the Planning and Development Act 2005, the proposed development is subject to the provisions of the Port Hedland Town Planning Scheme No. 5.

Policy Implications

9/005: Crossovers

9/007: Roadside, Verge and Reserve Parking Policy

12/007: Shipping And / Or Sea Container Policy

Strategic Planning Implications

Nil.

Budget Implications

An application fee of \$127.00 was paid on lodgment and deposited into account 10063260.

Officer's Comment

The location of the proposed builders yard is located in the old car park that serviced the now demolished shop formally located on Lot 1700 Lawson street. The car park is no longer used and this proposal would not create any parking problems within the area.

Due to the size of the development it would be difficult for the developer to store his building materials and do the construction on Lot 1700 at the same time. This may result in an extension of the construction period which is not a desirable outcome in a residential area.

As the proposed builders yard and site office will be strictly temporary for a period of 7 months being from February 2010 until September 2010, the favourable consideration of the application would reduce the impact on the amenity of the area than what it would if the applicant uses Lot 1700 (construction site) as a yard in conjunction with the construction.

Attachments

Attachment 1: Locality Plan

Attachment 2: Construction Management Plan & Site Plan

200910/298 Council Decision/Officer's Recommendation**Moved:** Cr A A Carter**Seconded:** Cr J M Gillingham

That Council APPROVES the application from Megara Construction, to construct a temporary builder's yard and site office on portion of the Lawson Street Road reserve, South Hedland, indicated on ATTACHMENT 1 as a "Use Not Listed – Temporary Builders Yard and Site Office" subject to the following conditions:

- 1. Prior to the use of the Lawson Street road reserve as a temporary builders yard and site office, the applicant is to comply with the following requirements to obtain a licence from Council.**
 - a. Megara Construction Pty Ltd (or their agents) construct and maintain the temporary builders yard and site office to the Satisfaction of the Manager Planning,**
 - b. Megara Construction Pty Ltd indemnify the Town of Port Hedland against any claim for damages which may arise in, or out of, the temporary builders yard and site office,**
 - c. A licence fee of \$1000 is payable for the use of the portion of road reserve as a temporary builders yard and site office, for a period of 7 months or such extended period as may be negotiated with the Manager Planning,**
 - d. Licence is to be approved by State Land Services, and**
 - e. The term of the licence is valid for a period of 7 months ending 30 October 2010, or such extended period as may be negotiated with the Manager Planning.**
- 2. This approval is limited to a period ending 30/10/2010 at which time the builders yard and site office is to be removed from the site. The land and improvements are to be made good to the satisfaction of the Manager Planning by that date.**
- 3. The temporary builders yard is to operate as per the construction management plan submitted and attached as ATTACHMENT 2**
- 4. The proposed site office shall be connected to reticulated mains sewer to the specifications of the Environmental Health department and to the satisfaction of the Manager Planning.**

5. All dust and sand to be contained on site with the use of suitable dust suppression techniques to the satisfaction of the Manager Planning.
6. The premises to be kept in a neat and tidy condition at all times by the owner/occupier to the satisfaction of Council.
7. This approval does not permit residential habitation within the Temporary Builder's Yard or Site Office at any time.
8. No retail or wholesale trade to be permitted from the premises or site.
9. Waste receptacles are to be stored in a suitable enclosure to be provided to the specifications of Council's Health Local Laws 1999 and to the satisfaction of the Manager Planning.

FOOTNOTES:

1. You are reminded that this is a Planning Approval only and does not obviate the responsibility of the developer to comply with all relevant building, health and engineering requirements. The development must comply with the Environmental Protection (Noise) Regulations 1997 at all times including the construction and operation phases.
2. In regard to condition 1, the applicant is to contact the Director Corporate Services.
3. The developer to take note that the area of this application may be subject to rising sea levels, tidal storm surges and flooding. Council has been informed by the State Emergency Services that the one hundred (100) year cycle of flooding could affect any property below the ten (10) metre level AHD. Developers shall obtain their own competent advice to ensure that measures adopted to avoid that risk will be adequate. The issuing of a Planning Consent and/or Building Licence is not intended as, and must not be understood as, confirmation that the development or buildings as proposed will not be subject to damage from tidal storm surges and flooding.
4. Approval from the Water Corporation is required prior to the establishment of any land use, which involves the storage, or use of any chemical, petroleum or other substance or any process which is capable of producing any waste or discharge.

5. Applicant is to comply with the requirements of Worksafe Western Australia in the carrying out of any works associated with this approval.

CARRIED 6/0

ATTACHMENT 1 TO AGENDA ITEM 6.1.1.1



ATTACHMENT 2 TO AGENDA ITEM 6.1.1.1**ATTACHMENT 2
Construction Management Plan & Site Plan****Construction Management Plan
For
1 Lawson Street, South Hedland****Assessment No:
Application:****1. The delivery of materials and equipment to the site**

The construction period is estimated to run from late February through to September. The construction method of the houses is mainly steel framed construction with concrete pads. Most materials will arrive on site partially completed on semi-trailers. All unloading will be done in the set down yard or the site itself which will be fenced off to the public .

Due to the construction method there will only be approximately one semi-trailer delivery of materials per week on site at any stage of construction.

2. The storage of materials and equipment on the site

All materials will be stored on site or in the set down area in an orderly fashion so as not to obstruct any verge areas or nearby residents.

3. The parking arrangements for the contractors and subcontractors

All Sub contractors and delivery vehicles will park in the set down area or on the site itself.

4. Impact on traffic movement

There will be minimal to nil impact on traffic movement. If for some unforeseen circumstance we require to obstruct traffic, we will notify Council and put in a traffic management plan as required.

5. Operation times including delivery of materials

There are not expected to be any deliveries outside normal business hours. Construction works will be carried out between the hours 7am-6pm Monday to Friday and 9am-6pm Sat & Sunday.

6. Other matters likely to impact surrounding residents

The main foreseen impact to surrounding residents would be a dust issue whilst the earthworks are being carried out, this will be minimised by continuous wetting of the area.



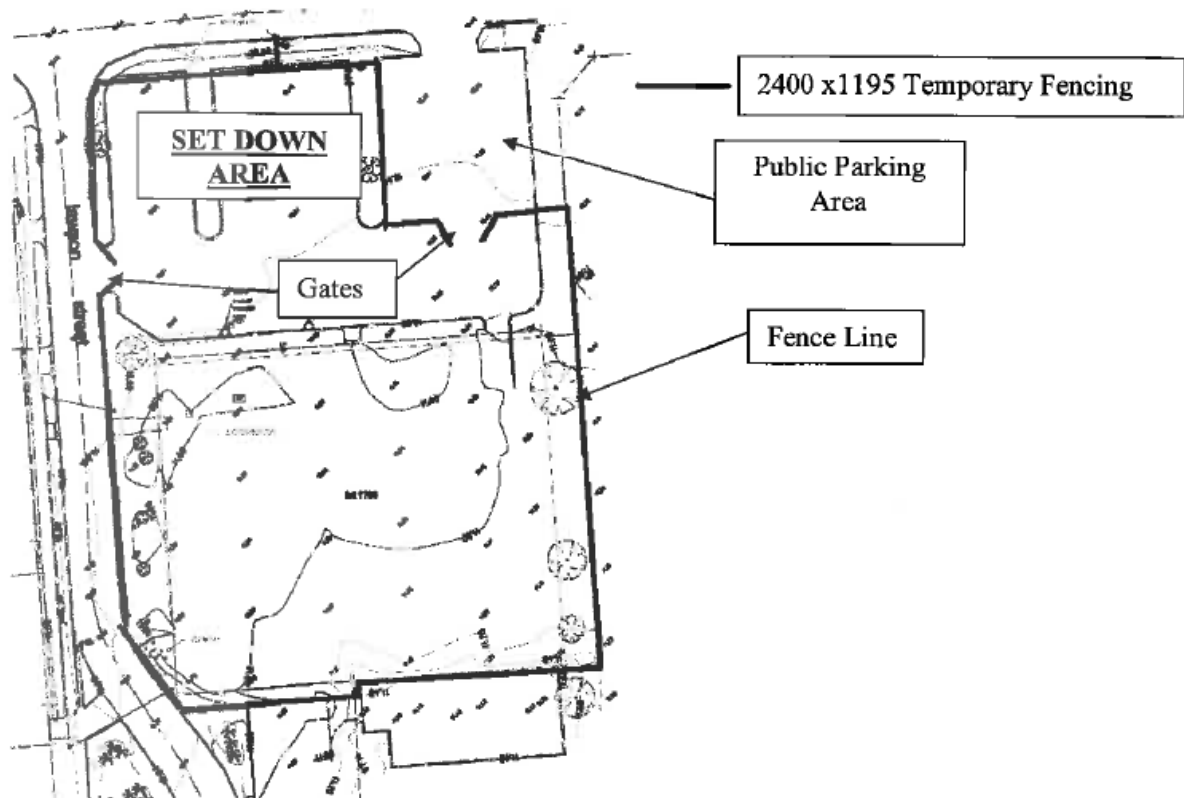
Megara [Constructions]

It is not foreseen that there will be any other matters impacting surrounding residents. Immediate residents have been notified of the development and provided contact details of the developer in case they have any issues or questions requiring resolution.

7. **Fencing**

A temporary fence will be erected to stop access and egress of the public. The type of fence will be a 2400 wide x 1950 high galvanised welded mesh panel fence with concrete bases. Gates will be placed for the access of construction vehicles using existing crossovers. We seek approval to use the parking area which connects to the site as a set down / unloading area which would alleviate all traffic issues and storage issues. The car park itself appears not to be used and we would leave a number of bays for public use, as shown on the plan below. No damage will be made to the car park area. Fence will be set back off the road to allow pedestrian access and to reduce vehicular viewing obstruction.

Plan of Proposed Fencing



6.2 REGULATORY SERVICES**6.2.1 Engineering Services****6.2.1.1 *Provision of Council Services to 3 Mile Community
(File No.: 03/01/0012)***

Officer Jenella Voitkevich
Manager Infrastructure
Development

Date of Report 4 March 2010

Disclosure of Interest by Officer Nil

Summary

This report is to seek Council approval to continue discussions with the Department of Indigenous Affairs regarding the provision of Council services within the 3 Mile Aboriginal Community (Tjalka Boorda).

Background

The 3 Mile Aboriginal Community is located off Cooke Point drive, Port Hedland. The Community is managed by the Department of Indigenous Affairs, including construction and maintenance of all the infrastructure assets such as roads, kerbing, playgrounds, etc. The only service that Council currently provides to the Community is a rubbish bin collection.

Representatives from the Department of Indigenous Affairs, Council staff and Mayor Kelly Howlett have held preliminary discussions regarding the opportunity for Council to provide additional services within the Community.

Consultation

- Representatives from the Department of Indigenous Affairs
- Council Engineering and Infrastructure Development staff
- Mayor Kelly Howlett

Statutory Implications Nil

Policy Implications Nil

Strategic Planning Implications Nil

Budget Implications

There will be no budget implications for the continuation of discussions regarding the provision of Council services to 3 Mile Community. If a scope of works and budget are subsequently approved by all parties, the implementation of the program will be fully funded by sources through the Department of Indigenous Affairs.

Officer's Comment

The provision and maintenance of infrastructure within the 3 Mile Community are currently managed by the Department of Indigenous Affairs (DIA). This includes all road works, footpath, kerbing, drainage, playgrounds, etc. To ensure that the Community is provided with the same level of service as the rest of Port Hedland, initial discussions have been held to determine what services Council could provide.

The next stage of discussions, if approved by Council, would determine the scope of works, budget and funding opportunities. This is likely to include:

- Footpath connections within the Community and to Cooke Point drive
- Kerb construction where required
- Road resealing
- Installation of new playground
- Installation of public infrastructure such as bbq facilities, shade and seating
- Street sweeping and general maintenance
- Tree planting

The assets will remain the responsibility of DIA, however a maintenance agreement will be prepared so that Council includes the general maintenance and asset management of these assets within its responsibilities and budget, as funded by DIA.

Initial discussions with representatives from 3 Mile Community indicate their support for the proposal. Further development of this proposal will be submitted to Council for approval as required.

Attachments

Nil

Officer's Recommendation

That Council approves ongoing discussions between the Department of Indigenous Affairs and Council staff regarding the opportunities for the provision of services in the 3 Mile Community.

200910/299 Council Decision/Alternative Recommendation

Moved: Cr A A Carter

Seconded: Cr J M Gillingham

That:

- i) Council approves ongoing discussions between the Department of Indigenous Affairs and Council staff regarding the opportunities for the provision of services in the Tjalka Boorda Aboriginal Community; and**
- ii) Commence providing in kind services to the Tjalka Boorda Aboriginal Community including litter collection, street sweeping and slashing of Charles Ball Drive.**

CARRIED 6/0

REASON: Council wishes to provide basic services while the discussions are ongoing with the Department of Indigenous Affairs.

6.2.1.1 Removal of Truck Loading Ramp at Shell Roadhouse, Great Northern Highway (File: 30/10/0001)

Officer Anna Mazurkiewicz
Engineering Technical Officer

Date of Report 3 March 2010

Disclosure of Interest by Officer Nil

Summary

The purpose of this report is to seek Council approval to remove the truck loading ramp situated at the Shell Roadhouse, Great Northern Highway, as it has been deemed unsafe.

Background

A query was recently made regarding who is responsible for maintenance on the truck loading ramp located at the Shell Roadhouse, Great Northern Highway. The ramp is located on Crown Land leased by The Shell Company of Australia, however the ramp itself was constructed by The Town of Port Hedland in circa 1998. A maintenance agreement was not prepared for the ramp which has resulted in confusion regarding the ramp maintenance responsibilities.

The Shell Company of Australia has received a work order from Worksafe after an inspection was conducted. The ramp is in poor condition and requires removal or reconstruction. Worksafe has requested that the ramp is taken out of service immediately. Shell has implemented actions to prevent use of the ramp.

Consultation

Council staff have been liaising with the Property Management Co-ordinator of The Shell Company of Australia regarding the condition and removal of the ramp.

Statutory Implications

Occupational Health and Safety Act 1994

Policy Implications Nil

Strategic Planning Implications Nil

Budget Implications

The cost for removal of the ramp will be minimal. Account 1206261 miscellaneous cleanups will be used.

Officer's Comment

Council is not obligated to provide truck loading ramp facilities for the transport industry. The ramp is not located on Council land, however as Council installed the ramp Council may have some liability for any costs or damages associated with incidents due to the poor condition of the ramp. Council has the options of:

1. Removing the ramp infrastructure (little cost)
2. Repairing the ramp infrastructure (significant cost)
3. Doing nothing as the ramp is on freehold land owned by Shell (no cost)

The Shell Company of Australia has advised that they are not considering reconstruction or replacement of the ramp within their current budgets.

Given that the ramp was constructed by the Town and that the original intent was for Council to repair and maintain the facility, it is recommended that the Council assume some responsibility for the status of the ramp. As provision of transport infrastructure for trucking companies is not the business of local government, it is recommended that Council authorise the immediate removal of the ramp with the Shell Company of Australia being requested to advise users of the ramp of this action.

The Shell Company of Australia has advised that they are not considering reconstruction or replacement of the ramp within their current budgets.

Attachments

Correspondence relating to the original ramp installation.

200910/300 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr W Dziombak

That Council:

- i) **authorise the immediate removal of the truck loading ramp located at the Shell Roadhouse on Great Northern Highway; and**
- ii) **request The Shell Company of Australia to advise users of the ramp of this action**

CARRIED 6/0

ATTACHMENT TO AGENDA ITEM 6.2.1.1

3 February, 1998

Mr Mike Wood
Manager Engineering Services
Town of Port Hedland
PO Box 41
PORT HEDLAND WA 6721


Dear Mike

PROPOSED TRUCK LOADING RAMP, SHELL SOUTH HEDLAND

Further to our conversation yesterday and your recent correspondence approval is given by The Shell Company of Australia Limited to construct the truck loading ramp as per the conditions detailed in your correspondence of 27th January 1998.

Can you please liaise with our franchisee at Shell South Hedland to agree a mutually convenient time to commence works.

Yours faithfully,



David Henry
Real Estate Acquisitions Manager

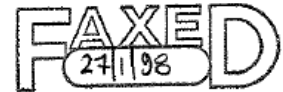
Telephone 08 9432-1219
Facsimile 08 9432-1232



TOWN OF PORT HEDLAND

CIVIC CENTRE, MCGREGOR STREET
P.O. BOX 41, PORT HEDLAND, WESTERN AUSTRALIA 6721
TELEPHONE: (091) 733 300 FACSIMILE: (091) 731 766

All communications to be addressed to the
Chief Executive Officer/Town Clerk



Our Ref.: MW:NC:RDS-01
Your Ref.:

27 January 1998

Shell Company of Australia Ltd
GPO Box M934
Perth WA 6843

Attn: Real Estate Acquisitions Manager

Dear David

RE: PROPOSED TRUCK LOADING RAMP, SOUTH HEDLAND

In response to your facsimile of 18 December, 1997, attached please find a copy of the design plan and Certificate of Currency detailing P.L. covers.

The proposal has come about as a result of the present site being identified as being of historical significance. It is the original rail platform of the Marble Bar rail link. Its current use as a truck loading ramp is causing significant damage to the structure and both Council and BHP Iron Ore are desirous of restoring and protecting the structure. Shell Australia's help is sought in assisting with this project by providing an area adjacent to the Shell Roadhouse, Great Northern Highway.

It is proposed to seal the ramp area with a two coat spray seal with maintenance being attended to by this Council.

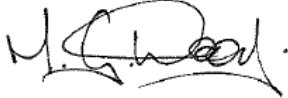
With regards to indemnification of Shell, I have received advice from our insurers who have indicated that they can/will extend Council's cover over the proposed ramp and have shown same on the attached Certificate of Currency. They have instructed me to prepare suitable signage identifying responsibilities etc.

As the proposal is intended to replace the existing facility in Port Hedland it is not intended to provide floodlighting at this point in time. However, should a decision be made to include lighting at a later date then Council would attend to this matter. Your tenure of the site does not pose any concern to ourselves.

SERVING THE COMMUNITY WITH PROFESSIONALISM, CARE AND INTEGRITY

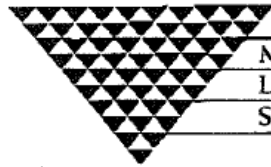
I trust the above answers your queries and I would look forward to your early concurrence to the proposal such that construction may commence as soon as possible.

Yours faithfully



Michael G Wood
Manager Engineering Services
TOWN OF PORT HEDLAND

CAENGLATTERS/SHELL - TRUCK RAMP NC



MUNICIPAL
LIABILITY
SCHEME

CERTIFICATE OF CURRENCY

This Certificate proceeds a summary of cover and does not extend or override the terms and conditions provided by the insurance companies listed hereunder.

INSURED	Municipal Liability Scheme for the Town of Port Hedland.
Business of Member	Local Government Authority as defined in Wording.
Expiry Date	30th June 1998
Situation	Shell Roadhouse Gt Northern Highway Port Hedland WA 6721
LIMIT OF LIABILITY Self-Insured Retention	
<i>Insurer</i> Municipal Liability Scheme	\$2,000,000 Any one occurrence
REINSURANCE <i>Insurers</i>	<i>Public Liability</i>
FAI	\$8,000,000 the Excess of \$2,000,000
Heaths International Broking Services (Various Underwriters)	\$15,000,000 the Excess of \$10,000,000
Heaths International Broking Services (Various Underwriters)	\$75,000,000 the Excess of \$25,000,000
<i>Insurers</i>	<i>Professional Indemnity</i>
FAI	\$8,000,000 the Excess of \$2,000,000
Heaths International Broking Services (Various underwriters)	\$15,000,000 the excess of \$10,000,000

Signed:

John Abercrombie
MANAGER - Municipal Liability Scheme

All correspondence to MUNICIPAL LIABILITY SCHEME
PO Box 1003, West Perth WA 6872 17 Altona Street, West Perth WA 6005
Telephone (09) 481 5633 Facsimile (09) 481 5640

Owned by WAMA on behalf of participating councils and managed by Jordana Local Government Insurance Services



Facsimile

The Shell Company
of Australia Limited
ACN 004 610 459

From David Henry

22 Bracks Street,
North Fremantle,
WA 6159

Company Shell Company of Australia Ltd

GPO Box M934,
Perth,
WA 6843

Telephone Number (08) 9432 1219 Facsimile Number (08) 9432 1232

Telephone: (09) 432 1222
Facsimile: (09) 432 1234

To Michael Wood - Town Engineer

CC:

Company Shire of Port Hedland

Telephone Number Facsimile Number 08 91731766

Date 18/12/1997

Total Pages Including Cover Page 2

Routine Urgent Confidential

Michael,

Re: TRUCK RAMP - SHELL SOUTH HEDLAND ROADHOUSE

Regarding your inquiry about the Shire installing a truck ramp on our property may I offer the following.

1. Shell agrees in principle with the concept
2. Shell will require detailed plans of the construction. Could you also supply some photographs of the area in which the ramp will reside.
3. Shell will require the Shire to seal the surrounding area of the ramp and adjacent truck parking area to our satisfaction.
4. The ongoing maintenance of the ramp and surrounding areas will be the responsibility of the Shire.
5. A legal agreement will need to be in place to cover issues of indemnities, insurance etc at the cost of the Shire.
6. Is it intended that the area would be floodlit? If so that will be the responsibility of the Shire.
7. As Shell leases the property the agreement can only run with the tenure on the property. Our current lease expires 31/3/2006.

I look forward to receiving the necessary detail.

Important
This facsimile is intended for the named addressee only. It may contain confidential or privileged information. If you are not the addressee you must not copy, distribute or use this information. Please contact the sender promptly and return that facsimile to the above address. Postal costs will be refunded.

Thanks,

A handwritten signature in black ink, appearing to read 'David Henry', written in a cursive style.

David Henry
Real Estate Acquisitions Manager

COST COURSE.

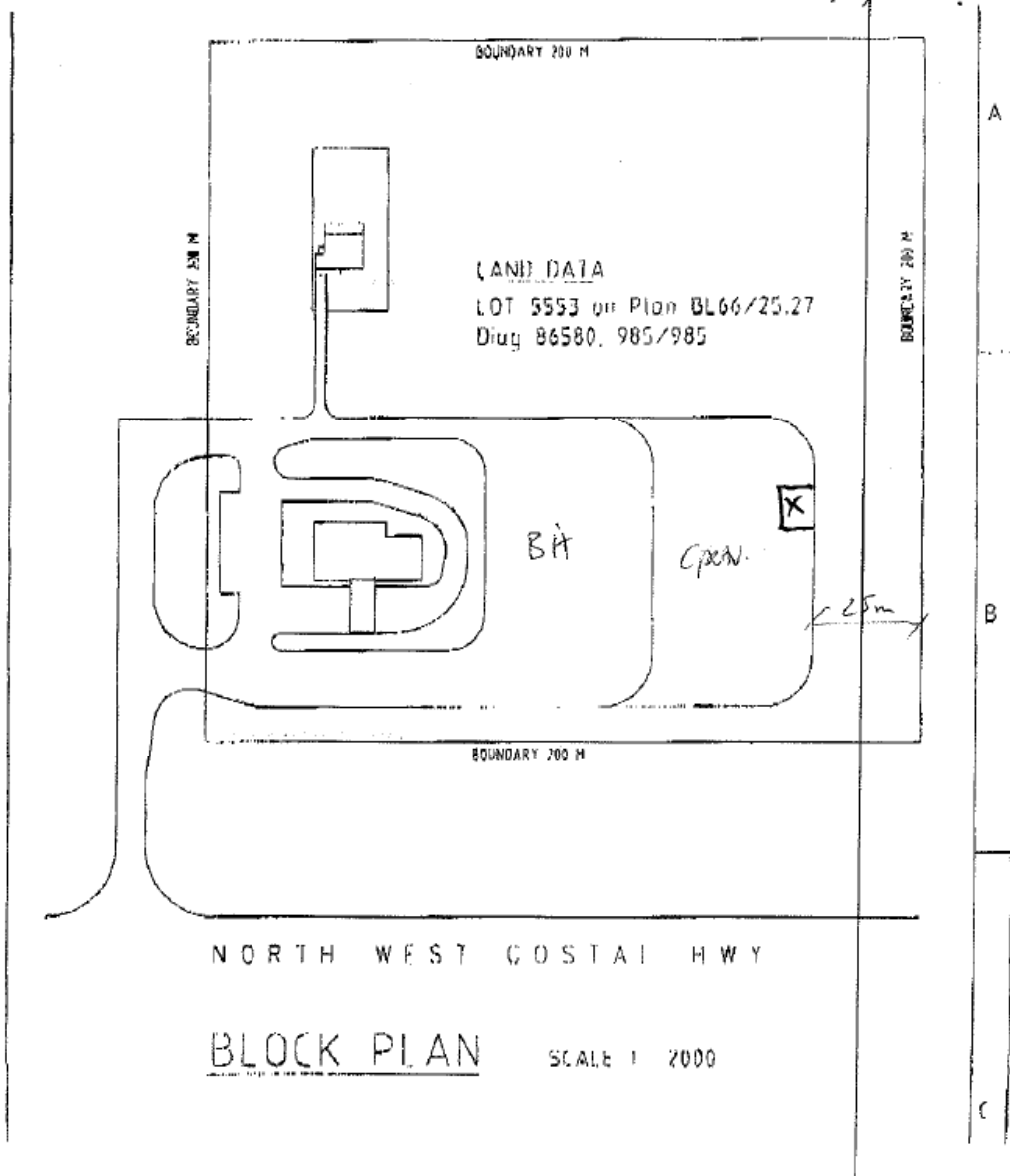
ATTN: LAW HOLT.

08 9 172 1975.

LES,
Can you move Proposed Position of Ramp
and Fax Back.

FRANCIS.

MICHAEL WOOD 0419 479 439
TOWN ENGINEER. (08) 917 31766. FAX.



6.3 COMMUNITY SERVICES

6.3.1 Community Development

6.3.1.1 *Transient Workers Accommodation (TWA) for Multipurpose Recreation Centre, JD Hardie Centre Redevelopment and Marquee Park Construction (File No.: .../...)*

Officer Paul Martin
Director Community Development

Date of Report 5 March 2010

Disclosure of Interest by Officer Nil

Summary

This item seeks Councils endorsement to include in the tender documentation for the construction of the Multipurpose Recreation Centre, JD Hardie Youth Centre and construction of Marquee Park the option to provide Transient Workers Accommodation (TWA).

In the event that transient workers accommodation is provided a separate planning and building approval is required.

Background

Council resolved to invite tenders for the MPRC, JD Hardie Youth Centre and Marquee Park in 2009. The first stage of the tender process (calling Expressions of Interest) commenced on Wednesday 24th February 2010.

Expressions of Interest close on 10th March 2010 and Officers will be presenting a report to the Council at its meeting on 24th March asking the Council to determine a shortlist of companies to invite to tender.

As the tender documentation for these projects are being finalized the potential of allowing companies to establish a TWA has been raised and needs to be resolved before tenders can be invited.

Consultation

Consultation has been undertaken with Thinc Projects who have been engaged to project manage these projects. They support the proposal of providing companies with options including establishing a TWA for these projects.

Statutory Implications

Any TWA will require standard planning and building approvals which if proposed by the construction company can be considered by Council in the future.

Policy Implications

Nil.

Strategic Planning Implications

The construction of the MPRC, JD Hardie Youth Centre and Marquee Park are major projects for the Council and identified in the Council's Strategic Plan.

Budget Implications

It is not possible at this stage to predict the budget implications accurately, however transient workforce accommodation would only be provided if it reduced overall project cost contributed to meeting timelines.

Officer's Comment

TWA's have been used for the construction of the new South Hedland Police Station and the new Hospital. Given the accommodation shortage in Port Hedland the provision of TWA is considered critical to the scheduling and budget management of major projects such as these and similarly to the projects related to this report.

Officers have considered many options of how any TWA could be provided for these projects including:

- Is one camp better than three?
- Where should any camps be located?
- Who should construct and manage any camp(s)
- Are we better off putting transportable houses on residential land which can be used in the future once camp needs finished.

After considering these issues Officers recommend these matters are best determined by construction companies who know their needs. Therefore it is recommended to include capacity for companies to make suggestions as part of their tender. .

It is proposed provide the option of establishing a TWA for these projects as part of the tender documentation but ask companies to outline how they are going to accommodate their workforce. This may or may not include a TWA depending upon their accommodation strategy.

The number and location of any camps would also be dependant upon if one or three companies are appointed to construct the three projects. This obviously cannot be determined at this stage.

It is important to note the Council will still be required to approve the location, timing, design and size of any TWA as part of its statutory role.

On this basis Officers consider it appropriate to include capacity for TWA's associated with these projects in the tender documentation as it provides options to the construction companies and potentially reduces costs associated with the projects to the Council.

200910/301 Council Decision/Officer's Recommendation

Moved: Cr A A Carter

Seconded: Cr S J Coates

That Council includes the option for companies to have transient workers accommodation on site for the duration of the Multipurpose Recreation Centre, JD Hardie Centre Youth Centre and Marquee Park projects in the tender documentation.

CARRIED 6/0

6.3.2 Recreation Services**6.3.2.1 Tender 10/04: Overhead Lighting Gratwick Aquatic Centre (File No.: Tender 10/04)**

Officer Nicole Roukens
Sport and Recreation Officer

Date of Report 17th February 2010

Disclosure of Interest by Officer Nil

Summary

This report provides a summary of submissions received for Tender 10/04: Overhead Lighting Gratwick Aquatic Centre, for the purpose of informing Council and to seek endorsement in awarding the tender to the most suitable Contractor.

Background

With regards to the design and installation of overhead lighting at Gratwick Aquatic Centre, it was resolved at the Ordinary Council Meeting on the 26th August 2010, that Council:

“...ii) undertakes the following in relation to the overhead lighting at Gratwick Aquatic Centre (GAC):

- a) submit a grant application to the Department of Sport and Recreation’s Small Grants Scheme for the Overhead Lighting at Gratwick Aquatic Centre for 50% of the project cost, for the amount of \$91,000;*
- b) consider Council funding of \$91,000 for this project as a component of the first quarterly budget review process (October 2009);*
- c) install temporary lighting at GAC prior to the installation of permanent overhead lights to allow for operation during non-daylight hours; and subject to confirmation of funding Council call for tenders*
- d) subject to confirmation of funding for the design and installation of the overhead lights at GAC to allow for operation of the facility in non-daylight hours.”*

In accordance with this resolution, tenders were called for the Design and Construction of the Overhead Lighting at Gratwick Aquatic Centre in January 2010, with the tender specification requesting the following:

- a) The design of a suitable exterior lighting system at Gratwick Aquatic Centre to meet all Australian Standards and Codes of Practice relevant to operations of aquatic centres.
- b) Obtaining all of the relevant approvals; and
- c) The supply and installation of the overhead lighting system at the Gratwick Aquatic Centre

Tender 10/04: Overhead Lighting Gratwick Aquatic Centre closed on 17th February 2010, and two (2) bids were received. Tenders were received from:

- Far Northwest Electrical Contractors
- O'Donnell Griffin

O'Donnell Griffin was considered non-conforming due to all required content not being submitted.

Consultation

Council's Community Development staff reviewed all tender bids prior to the recommendation being presented to Council. Lightplan, professional lighting designers, were also contracted to review all tender submissions and provide feedback.

Statutory Implications

This tender was called in accordance to the Local Government Act (1995).

"3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) Regulations may make provision about tenders."*

Policy Implications

This tender was called in accordance with Council's Procurement Policy 2/015.

Strategic Planning Implications

Key Result Area 3

Goal 2 – Sports and Leisure

Identify and implement opportunities to sustainably upgrade programs and services at the Town Aquatic Facilities.

Budget Implications

\$75,000 was received from the Department of Sport and Recreation’s Small Grants Scheme in 2009 and must be acquitted by the 30th June 2010. \$75,000 was allocated from Council funds as part of the first quarterly budget review for the 2009/2010 financial year and as part of the funding agreement of the Department of Sport and Recreation.

Officer’s Comment

Tender information was forwarded to 14 organisations, with two (2) tenders submitted. Of these two tenders, one (1) has been considered conforming. There was no site meeting held for this tender. Tenders were received from:

- Far Northwest Electrical Contractors
- O’Donnell Griffin (non-conforming)

The table below lists the evaluation criteria used to assess the tenders as per the tender documentation:

Item	Assessment Criteria	Loading Factor	Max Score	Max Loaded Score
1	Technical Capacity (Design)	6	5	30
2	Organisation and Experience	5	5	25
3	Local Industry Development		5	5
4	Price		40	40
	Max Loaded Score			100

1. *Price (40)*

Contractor	Price	Score
Far Northwest Electrical Contractors	\$94,983.00	40
O’Donnell Griffin	\$142,711.40	26.62

The lowest price Tender (T_{lp}) was awarded a score of 40 for the Price criterion. The second-lowest price Tender (T_{slp}) was therefore awarded a score determined in the following manner:

$$T_{slp} \text{ Score} = 40 - \frac{[(\$T_{slp} - \$T_{lp}) \times 40]}{\$T_{lp}}$$

Far Northwest Electrical Contractors were deemed to have successfully met all of the remaining evaluation criteria including:

- Technical Capacity (Design)
- Organisation and Experience

- Local Industry Development

Lightplan reviewed all tender submissions and also deemed Far Northwest Electrical Contractors to have met all of the required evaluation criteria.

200910/302 Council Decision/Officer's Recommendation**Moved:** Cr A A Carter**Seconded:** Cr J M Gillingham**That Council:**

- Awards tender 10/04 Overhead Lighting Gratwick Aquatic Centre to Far Northwest Electrical for \$94,983.00 plus GST; and,**
- Advises all other tenderers of this outcome.**

CARRIED 6/0

- 5:12 pm Councillor Steve Coates declared a financial interest in Agenda Item 6.4.1.1 'Carpark Licence – Keesing Street Child Care Centre' as he is a shareholder and employee of BHP Billiton.
- 5:12 pm Councillor W (Bill) Dziombak declared a financial interest in Agenda Item 6.4.1.1 'Carpark Licence – Keesing Street Child Care Centre'.
- 5:12 pm Councillor Arnold Carter declared an impartiality interest in Agenda Item 6.4.1.1 'Carpark Licence – Keesing Street Child Care Centre'.
- 5:09 pm Prior to Councillors Coates and Dziombak leaving the room, Acting Chief Executive Officer explained to Council that it was unable to consider Agenda Item 6.4.1.1 'Carpark Licence – Keesing Street Child Care Centre' due to a lack of quorum.

6.4 GOVERNANCE AND ADMINISTRATION**6.4.1 Corporate Services****6.4.1.1 *Carpark Licence – Keesing Street Child Care Centre (BHPB/YMCA) (File No.: ...)***

Officer Matthew Scott
Director Corporate Services

Date of Report 11 January 2010

Disclosure of Interest by Officer Nil

Summary

For Council to consider approving a licence for BHP Billiton to utilise part of the road reserve at lot 11 Keesing Street, Port Hedland to facilitate parking at the new Keesing Street Child Care Centre.

Background

At the November 2008 Ordinary meeting of Council, Council provided planning approval for a new Child Care Centre at lot 11 Keesing Street Port Hedland (Minute 200809/123). Condition i) 6 of this approval required the provision of 35 car parking bays, in accordance to Council's Town Planning Scheme No.5 and the satisfaction of Council's Manager Planning.

To accommodate this requirement, and in discussion with the Town of Port Hedland, the car park has been built on part of the road reserve of Keesing Street, adjacent to the Child Care Centre (see attached diagram).

In order to formalise this arrangement between BHPB and the Town of Port Hedland, BHPB has offered to lease this section of road reserve from Council.

As the road reserve is effectively Crown Land, Council does not have the power lease, and therefore cannot accept BHPB proposal. Council does however the power to issue a licence over the part of road reserve, subject to approval of State Land Services.

It is understood that the car park has been built to Council standards and in a section of the Road Reserve which will not impact future development of Keesing Street.

Given that the road reserve forms part of a public thoroughfare, Council must consider the requirements of Regulation 17, Local Government (Uniform Local Provisions) Regulations 1996, which regulates private works on public places.

Consultation

Initial discussions with BHPB have indicated that they would be prepared to licence instead of a lease.

Statutory Implications

Local Government (Uniform Local Provisions) Regulations 1996

17. Private works on, over, or under public places — Sch. 9.1 cl. 8

- (1) *A person who constructs anything on, over, or under a public thoroughfare or other public place that is local government property without first obtaining written permission from the local government commits an offence.*
- (2) *A local government may —*
 - (a) *grant permission to construct anything on, over, or under a public thoroughfare or other public place that is local government property; and*
 - (b) *impose conditions in respect of the permission, which may include a condition imposing a charge for any damage to the public thoroughfare or public place resulting from the construction.*
- (3) *It is a condition of the permission that the ordinary and reasonable use of the public thoroughfare or public place for the purpose to which it is dedicated is not to be permanently or unreasonably obstructed.*
- (4) *A person who fails to comply with a condition of the permission commits an offence.*
- (5) *A person who constructs anything in accordance with permission under this section is required to —*
 - (a) *maintain it; and*
 - (b) *obtain from an insurance company approved by the local government an insurance policy, in the joint names of the local government and the person, indemnifying the local government against any claim for damages which may arise in, or out of, its construction, maintenance or use.*
- (6) *A person who fails to comply with subregulation (5) commits an offence.*
- (7) *The penalty for an offence under subregulation (1), (4), or (6) is \$1 000.*

Policy Implications Nil

Strategic Planning Implications Nil

Budget Implications

There has been no provision in the Annual Budget for this licence fee, however the proposed annual fee of \$500 per annum is not considered to have material effect on the overall Cash Surplus of the Town.

Officer's Comment

The proposed car park is a necessary requirement, especially to ensure the safe pick up and drop off of children and parents. If this car park was built within the property boundary, there would be a material reduction in the size of the facility, and therefore the reduction in the capacity of the centre.

Though this car park has effectively now been built it is necessary in the interest of all parties to have an formal agreement regarding the car park, this can be achieved through a licence.

The car park has been built to Council's requirements, and the as per regulation 17, BHP Billiton would be required to maintain it at their cost. Regulation 17 also requires that appropriate insurance is taken out to protect Council during the term of the licence.

It is also proposed to require a \$500 per annum licence fee to cover the cost of administration and annual inspections from Council staff. Given that child care is priority of Council it is believe this fee is not considered onerous and is reasonable.

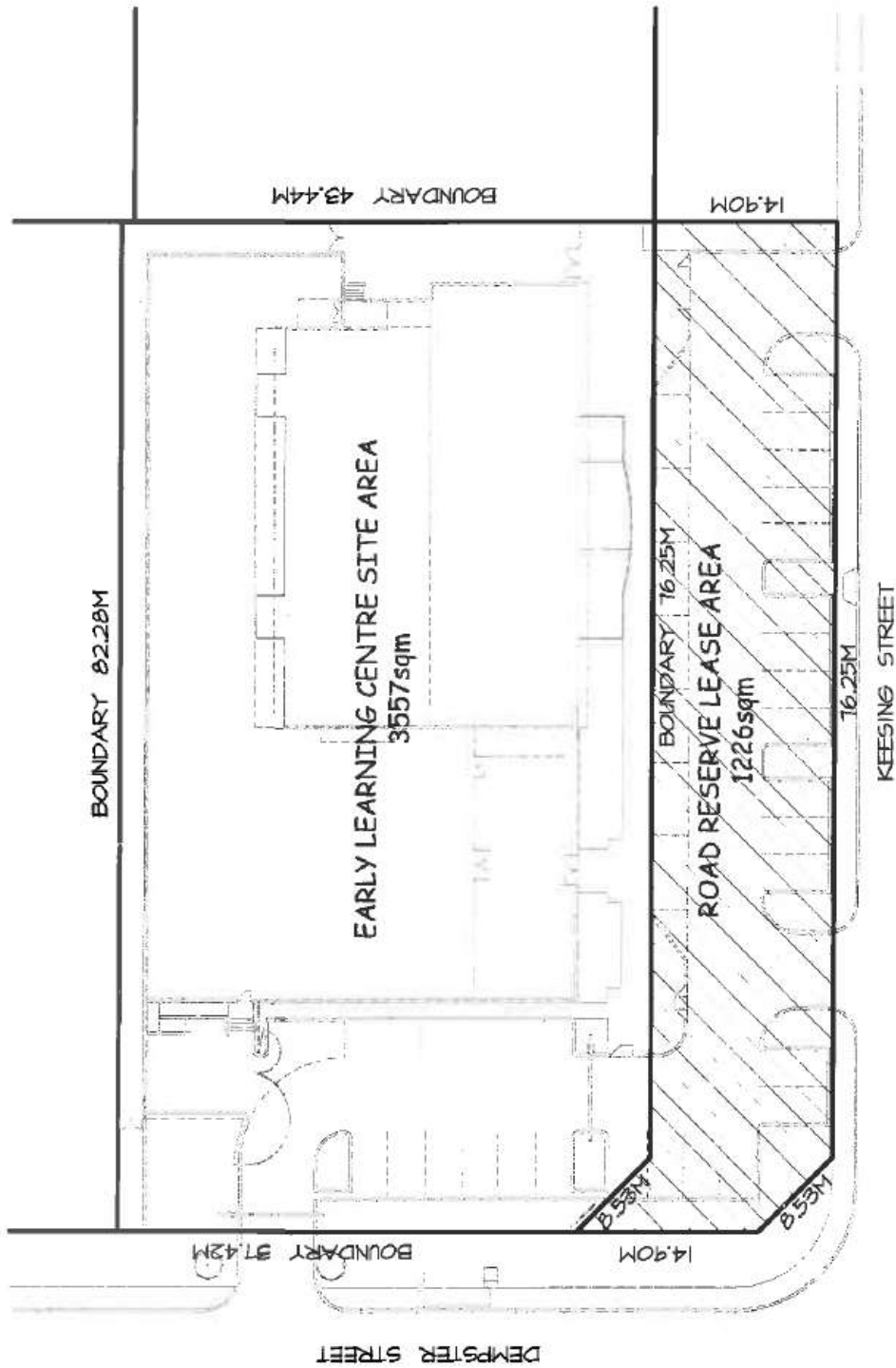
Attachments

Diagram of portion of Keesing Street Road Reserve request by BHP Billiton for use as a car park.

Officer's Recommendation

That Council offer BHP Billiton a licence to utilise a portion of the Keesing Street road reserve for a car park for 15 years (as identified), subject to following conditions:

1. BHP Billiton (or their agents) construct and maintain the car park to Council's requirements; and
2. BHP Billiton indemnify the Town of Port Hedland against any claim for damages which may arise in, or out of, the car park's construction, maintenance or use; and
3. Annual Licence Fee of \$500 per annum; and
4. Licence approved by State Land Services.



SITE PLAN scale 1:500 on A4 sheet

EARLY LEARNING CENTRE PT HEDLAND - ROAD RESERVE LEASE AREA

6.4.1.2 Second Quarterly Budget Review (File No.: -)

Officer Matthew Scott
Director Corporate Services

Date of Report 4 March 2010

Disclosure of Interest by Officer Nil

Summary

For the Council to review the results of the Second Quarter Budget review for the 2009-10 financial year and consider the recommendations of the Audit and Finance Committee.

Background

Similar to the First Quarter Budget Review, Council's entire budget was reviewed by the Council's management team. From this review a report was presented Council's Audit and Finance Committee, detailing various budget amendments, as a result of actual result for the first six months of the Financial year.

The following table is a summary of the overall adjustments required to the budget thus far:

	Original Budget	Amended Budget	Total Adjustments *	Proposed New Amended Budget
Operating Exp	28,636,671	28,939,906	628,374	29,565,280
Operating Revenue	(64,669,257)	(44,239,611)	(1,005,491)	(45,245,102)
Non Operating Exp	93,510,115	81,961,285	1,613,965	83,575,251
Non Operating Revenue	(47,896,252)	(52,041,930)	(1,278,573)	(53,320,503)
Non Cash items	(5,142,130)	(5,142,130)	0	(5,142,130)
Surplus BFWD	(4,439,147)	(9,721,620)	0	(9,721,620)
Cash Surplus	0	(247,100)	(39,923)	(287,022)

Adjustments	
Cfwd Correction	(487,495)
Council Items	140,000
Accounting Corrections	0
Identified Savings	(8,100,526)
Corrections	8,408,098
Total	(39,923)

These adjustments produce a cash surplus of \$287,022, a \$39,923 increase from the first quarter review. The Committee was then presented with a list of possible new projects to allocate this surplus. Included in this list were the following proposals:

Proposal	Net Cost \$
Provide the Spinifex Artists storage facilities, tables and equipment (so they can use the church buildings)	20,000
Hold a Outdoor Film Festival & Food Stalls/Market every Saturday in the month of June in the West End	35,000
Replace the digital projector on the BP Tanks	56,000
New Electronic White Board for Chambers	2,300
McGregor Street Reserve - Replacement of Lights to ensure compliance with lighting standards	25,000
Faye Gladstone Netball Courts - Replacement of Lights to ensure compliance with lighting standards	22,000
GAC Change room refurbishment – Replacement of water damaged walls in change room	70,000
Develop a 5 year sensory trail design plan – design a walking trail which is disability friendly.	18,000
Additional Ranger so to provide a 7 days a week coverage (Salary & Vehicle costs)	90,000
Repay and extinguish Loan 119B – Gratwick Pool	21,369
Repay and extinguish Loan 121 – St Matthew’s Church	50,355
Total	410,024

From this list, the committee choose the following projects :

Hold a Outdoor Film Festival & Food Stalls/Market every Saturday in the month of June in the West End	35,000
Additional Ranger so to provide a 7 days a week coverage (Salary & Vehicle costs)	90,000
Repay and extinguish Loan 119B – Gratwick Pool	21,369
Repay and extinguish Loan 121 – St Matthew’s Church	50,355
Total	\$196,724

Should Council accept the Committees recommendation, the result will leave a cash surplus of \$90,298 which is unallocated.

Consultation

This Budget review was been prepared by the Director, Corporate Services, after the Executive Team meeting with each manager, where all revenue and expenditure accounts within that manager's responsibility was reviewed in detail. Once this was completed, the result of the Budget review was presented to the Audit and Finance Committee for review and to make a Committee recommendation to Council.

Statutory Implications

Local Government Act 1995 states (in part):

“6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure -

(a) is incurred in a financial year before the adoption of the annual budget by the local government;

(b) is authorised in advance by resolution; or*

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

** Absolute majority required.*

(1a) In subsection (1) -

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

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

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

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

Strategic Planning Implications

Nil

Budget Implications

The proposed amendments will create a budgeted cash surplus of \$90,298 that could be allocated to additional projects or remain unallocated.

Officer's Comment

Council should refer to the details of the Audit and Finance Committee minutes, to become familiar with the details of the second quarter budget review. As a result of the review, and the subsequent increase in the Council's Cash surplus a number of new projects were considered by the committee. Though the committee has recommended utilising the surplus to fund some new projects and extinguish debt, there is still a significant surplus (\$90,298) that Council could allocate, either now or in the future.

Attachments

Minutes of the Audit and Finance Committee, held on the 2 March 2010.

Officer/Committee Recommendation

That Council:

- i) Amend the 2009/10 budget, as per the attached list, resulting in an amended budget cash surplus of \$287,022; and
- ii) Allocate the amended cash surplus on the following projects:
 - a) additional Ranger so to provide a 7 days a week coverage (Salary, accomodation and vehicle costs) \$90,000; and
 - b) repay and extinguish Loan 119B - Gratwick Pool \$21,369; and
 - c) repay and extinguish Loan 121 - St Matthews \$50,355; and
 - d) hold a Outdoor Film Festival \$32,000; and
 - e) the Balance to remain unallocated \$90,298.

Alternative Recommendation

That Council:

- i) Amend the 2009/10 budget, as per the attached list, resulting in an amended budget cash surplus of \$287,022; and
- ii) Allocate the amended cash surplus on the following projects:
 - a) Additional Ranger so to provide a 7 days a week coverage (Salary, accommodation and vehicle costs) \$90,000; and
 - b) Repay and extinguish Loan 119B - Gratwick Pool \$21,369; and
 - c) Repay and extinguish Loan 121 - St Matthews \$50,355; and
 - d) Hold a Outdoor Film Festival \$32,000; and
 - e) Hedland Today Version 2 \$60,000; and
 - f) The Balance to remain unallocated \$30,298.

200910/303 Council Decision**Moved:** Cr A A Carter**Seconded:** Cr W Dziombak**That Council:**

- i) Amend the 2009/10 budget, as per the attached list, resulting in an amended budget cash surplus of \$287,022; and
- ii) Allocate the amended cash surplus on the following projects:
 - a) Additional Ranger so to provide a 7 days a week coverage (Salary, accommodation and vehicle costs) \$90,000; and
 - b) Repay and extinguish Loan 119B - Gratwick Pool \$21,369; and
 - c) Repay and extinguish Loan 121 - St Matthews \$50,355; and
 - d) Hold a Outdoor Film Festival \$32,000; and
 - e) Hedland Future Today - Version 2 \$60,000; and
 - f) Hedland Playgroup Association Inc. \$20,000; and
 - g) Host a community event in South Hedland, in addition to events already planned - \$10,000; and
 - f) the Balance to remain unallocated \$298.

CARRIED BY ABSOLUTE MAJORITY 6/0

REASON: The Hedland's Future Today document (Council's primary lobby document) needs to be updated to accurately district statistics, since the original document was first develop several years ago. BHP Billiton has indicated they will contribute \$60,000 to the version update, at a recent partnership meeting. Council advised that its allocation of the amended cash surplus to the specified projects, organisation and events represented a fair distribution of funds to the community, in the required areas.



Town of Port Hedland

MINUTES
FOR THE
AUDIT AND FINANCE COMMITTEE

HELD ON

TUESDAY 2 MARCH 2010

AT 1.00 PM

IN COUNCIL CHAMBERS
McGREGOR STREET, PORT HEDLAND

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Town of Port Hedland for any act, omission, statement or intimation occurring during Audit & Finance Committee Meetings. The Town of Port Hedland disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, and statement of intimation occurring during Audit & Finance Committee Meetings.

Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Council 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 Council resolutions.

Matthew Scott
Director Corporate Services

OUR COMMITMENT

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

TABLE OF CONTENTS

1.1 OPENING 5

ITEM 2 RECORDING OF ATTENDANCE AND APOLOGIES 5

2.1 ATTENDANCE 5

2.2 APOLOGIES 5

2.3 APPROVED LEAVE OF ABSENCE 5

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS – ON NOTICE..... 5

ITEM 4 PUBLIC TIME 5

4.1 PUBLIC QUESTIONS 5

4.2 PUBLIC STATEMENTS 5

ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE..... 5

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

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING 7

7.1 CONFIRMATION OF MINUTES OF AUDIT AND FINANCE COMMITTEE OF COUNCIL HELD ON WEDNESDAY 6 JUNE 2009 7

ITEM 8 ANNOUNCEMENTS BY CHAIRMAN WITHOUT DISCUSSION . 7

ITEM 9 . PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS 7

ITEM 10 REPORTS OF OFFICERS 8

10.1 CORPORATE SERVICES 8

10.1.1 FINANCE AND ADMINISTRATION 8

10.1.1.1 *Second Quarter Budget Review (File No.: -)* 8

ITEM 11 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COMMITTEE 15

ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN 15

ITEM 13 CONFIDENTIAL ITEMS 15

ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE 15

ITEM 15 CLOSURE 15

15.1 DATE OF NEXT MEETING..... 15

15.2 CLOSURE 15

ITEM 1 OPENING OF MEETING**1.1 Opening**

The Chairperson declared the meeting open at 1:05pm and acknowledged the traditional owners, the Kariyarra people.

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

Mayor K A Howlett

Cr A A Carter (Presiding Member)

Cr M Dziombak

Mr C Adams

Chief Executive Officer

Mr M Scott

Director Corporate Services

Mr R Dyer

Director Engineering Services

Mr P Martin

Director Community Services

Ms N Octoman

Manager Finance Services

2.2 Apologies

Mr T Sargent

Director Regulatory Services

2.3 Approved Leave of Absence

Nil

ITEM 3 RESPONSE TO PREVIOUS QUESTIONS – ON NOTICE**ITEM 4 PUBLIC TIME****4.1 Public Questions**

1:06 pm Presiding Member opened Public Question Time

Nil

4.2 Public Statements

1:06 pm Presiding Member opened Public Statement Time

Nil

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**

The following Members verbally declared to have given due consideration to all matters contained in the Business Paper presented before the meeting.

Cr K A Howlett	Cr M Dziombak
Cr A A Carter	

ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Confirmation of Minutes of Audit and Finance Committee of Council held on Wednesday 9 June 2009

AFC200910/01

Committee Decision

Moved: Cr K A Howlett Seconded: Cr M Dziombak
That the Minutes of the Audit and Finance Committee Meeting of Council held on 10 June 2009 be confirmed as a true and correct record of proceedings.

Passed: 3/0

ITEM 8 ANNOUNCEMENTS BY CHAIRMAN WITHOUT DISCUSSION

Nil

ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

AFC200910/02

Committee Decision

Moved: Cr K A Howlett Seconded: Cr M Dziombak
That Standing Orders be suspended to consider the Budget Review.

Passed: 3/0

AFC200910/03

Committee Decision

Moved: Cr K A Howlett Seconded: Cr M Dziombak
That Standing Orders be resumed

Passed: 3/0

ITEM 10 REPORTS OF OFFICERS**10.1 CORPORATE SERVICES****10.1.1 Finance and Administration***10.1.1.1 Second Quarter Budget Review (File No.: -)*

Officer	Matthew Scott Director Corporate Services
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Date of Report	25 February 2010
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Disclosure of Interest by Officer	Nil
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Summary

For the Committee to review the results of the Second quarter budget review for the 2009-10 financial year and to make recommendations to Council on how the cash surplus should be utilised.

Background

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

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

The second budget review has been conducted with the Actual data being used as at the end of December 2009. The review is an extremely detailed review, highlighting known adjustments to the budget, including a critical review of significant projects for 2009-10 and the Town's capacity to complete them by 30 June 2010. In some instances, savings generated from this process have been reallocated to areas of additional expenditure needed to complete projects.

Though the Committee will see significant adjustments (+/- \$8 million dollars), the committee will note that these represent only 7% of the original budget (\$122 million in total expenditure) and that there is significant transfers to the Airport and Waste Reserve, resulting from the increased income in these areas.

A summary on the effect on the cash surplus is listed below:

	Original Budget	Amended Budget	Total Adjustments *	Proposed New Amended Budget
Operating Exp	28,636,671	28,939,906	628,374	29,565,280
Operating Revenue	(64,669,257)	(44,239,611)	(1,005,491)	(45,245,102)
Non Operating Exp	93,510,115	81,961,285	1,613,965	83,575,251
Non Operating Revenue	(47,896,252)	(52,041,930)	(1,278,573)	(53,320,503)
Non Cash items	(5,142,130)	(5,142,130)	0	(5,142,130)
Surplus BFWD	(4,439,147)	(9,721,620)	0	(9,721,620)
Cash Surplus	0	(247,100)	(39,923)	(287,022)

Adjustments	
Cfwd Correction	(487,495)
Council Items	140,000
Accounting Corrections	0
Identified Savings	(8,100,526)
Corrections	8,408,098
Total	(39,923)

A detailed listing of proposed budget amendments have are attached ever a summary is listed below

Consultation

Statutory Implications

Local Government Act 1995 states (in part):

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

** Absolute majority required.*

(1a) *In subsection (1) -
-additional purpose- means a purpose for which no
expenditure estimate is included in the local
government's annual budget.*

- (2) *Where expenditure has been incurred by a local government -*
 (a) *pursuant to subsection (1)(a), it is to be included in the
annual budget for that financial year; and*
 (b) *pursuant to subsection (1)(c), it is to be reported to the
next ordinary meeting of the council. "*

Strategic Planning Implications Nil

Budget Implications

The proposed budget amendment increases the Council's cash surplus from \$247,100 to \$287,022, an increase of \$39,923. The committee needs to determine whether to allocate this surplus to new projects or retain it as unallocated Surplus.

Officer's Comment

The Second quarterly budget review is more detailed review, compared to the first quarter budget review, which deals with issues of Budget mistakes and carry forwards budget from uncompleted projects in 2008/09. As previously noted the additional \$39,923 surplus has been generated from several sources, being

Adjustments	
Cfwd Correction	(487,495)
Council Items	140,000
Accounting Corrections	0
Identified Savings	(8,100,526)
Corrections	8,408,098
Total	(39,923)

Carry Forward Correction : (\$487,495)

Since the first quarter budget review, Council has received and adopted the audited accounts for 2008/09. On review of these finalised accounts, it was discovered that several construction accounts budgets had been overall reduced (creating negative budgets) and that an over adjustment had been made to the Waste Water Reuse Scheme budget. The total adjustment can be summarised as follows:

Account No.	Description	Adjustment
1011410	Waste Water Reuse Scheme	(793,773)
1105410	Finucane Island Boat ramp	50,000
1105489	T/F to reserve – Spoil bank development	81,400
1201461	Town Entry Statement	45,893
1201467	Throssell Street – Black Spot	128,985
		(487,495)

Council Items : \$140,000

Since the last budget review, Council has resolved to amend the budget through various reports to Council, including rates write-offs (\$68,000), increasing the Self supporting loan to the Yacht Club (\$150,000), Gratwick Lighting upgrade (\$150,000) and various upgrades to Port Hedland International Airport (\$530,533, being funded from the Airport Reserve). The net adjustment is \$140,000, and no additional explanation has been necessary in the detailed schedules.

Accounting Corrections : \$0

Throughout the year officers have identified budgets allocated in the wrong accounts, and the accounting corrections are utilised to move these budget to correct accounts, which have no overall effect on budget surplus. The most significant of these adjustments is the reduction in final cost of the Morgan St Development project (\$293,000). This project is loan funded, and therefore the cost reduction will result in smaller loan being required. Likewise where staff has moved between departments (for example the creation of the Economic Development Department) salaries have been moved accordingly.

Identified Savings : (\$8,100,526)

The Second quarterly budget review compares the annual budget with the December actuals, effectively the half way point in the financial year. Throughout the review managers were requested to critically review their budgets to identify any savings from completed projects or reductions in scope, increased income or genuine general savings. As a result of this exercise, significant savings have been realised. Though an explanation has been provided for each saving, significant savings include:

Items	Reason	Savings \$
Airport Income	Increase in Flights	1,171,800
Landfill Income	Increase Commercial and Hazardous waste	1,420,000
Infrastructure Construction	Reduction in projects scopes or capacity to complete projects	2,275,677
Infrastructure Maintenance	Reduction in YTD costs and overall maintenance requirements	760,000

The Committee should note that the Increase income at both the Airport and Landfill does result in similar transfer to the relevant reserves in these areas.

Corrections : \$8,406,296

As with the identified savings, there are also going to be over expenditure or increases to expenditure to complete jobs or deliver services. Though explanations have been provided for all corrections (or adjustments resulting in reduction of the surplus), the significant corrections are:

Items	Reason	Correction \$
Transfers to Reserve	Increase in airport & waste income increases the transfer to the relevant reserve	2,401,685
Country Local Government Fund	Allocation for 2009/10 no longer applicable - associated infrastructure projects reduced	1,984,400
Airport Infrastructure	Pipe the drain at the entrance of the Airport to increase overall developable area	390,000
Reseals	Council contractor has additional capacity to further expand reseal program	200,000
RRG Road Upgrades	The RRG has approved the upgrade of the North Circular Road shoulders and Reseal of Athol Road	373,000
Effluent System Upgrade	Additional Funds required to completed project	200,000
Staff Housing	Reduction in rents from Morgan's street and additional mtce requirements for various staff houses	223,000
Worksafe Inspections	As a result of Worksafe inspections, Council was required to repair or replace equipment or upgrade buildings	219,000
Swimming Pool Management	Funding two additional months, not covered in 2008/09 due to late invoices	227,832

For all corrections and savings there are detailed explanations provided in attachment 2.

The net result of these adjustment increases the current cash surplus to \$287,022, which the Committee may choose to make recommendations to Council on to allocate it. During the budget review process, the managers were invited to propose possible additional projects that could be completed in the financial year, to utilise this surplus. The Executive team has reviewed these proposals, resulting in the following lists of projects

Proposal	Net Cost \$
Provide the Spinifex Artists storage facilities, tables and equipment (so they can use the church buildings)	20,000
Hold a Outdoor Film Festival & Food Stalls/Market every Saturday in the month of June in the West End	35,000
Replace the digital projector on the BP Tanks	56,000
New Electronic White Board for Chambers	2,300
McGregor Street Reserve - Replacement of Lights to ensure compliance with lighting standards	25,000
Faye Gladstone Netball Courts - Replacement of Lights to ensure compliance with lighting standards	22,000
GAC Change room refurbishment – Replacement of water damaged walls in change room	70,000
Develop a 5 year sensory trail design plan – design a walking trail which is disability friendly.	18,000
Additional Ranger so to provide a 7 days a week coverage (Salary & Vehicle costs)	90,000
Repay and extinguish Loan 119B – Gratwick Pool	21,369
Repay and extinguish Loan 121 – St Matthew's Church	50,355
Total	410,024

As the committee will not that this list already exceeds the funds that are available. Alternatively the committee may recommend the surplus remain unallocated, to cover any unforeseen budget issues in the remaining six months.

As all budget allocations require an absolute majority decision, the committee has only to the power recommend budget amendments to Council. Once the Committee has made a recommendation, a report containing its recommendation will be presented to Council.

Attachments

Attachment 1 – Summary of Budget Adjustments at Business Unit Level

Attachment 2 – Detail Budget Adjustments with explanations

Officer's Recommendation

That the Finance and Audit Committee:

- i) recommend to Council to amend the 2009/10 budget, as per the attached list, resulting in an amended budget cash surplus of \$287,022; and
- ii) recommend to Council to allocate the cash surplus on the following projects:

- _____
- _____
- _____
- _____
- _____
- _____

NOTE: SIMPLE MAJORITY VOTE REQUIRED

AFC200910/04

Committee Decision

Moved: Cr K A Howlett

Seconded: Cr M Dziombak

That the Finance and Audit Committee:

- i) **recommend to Council to amend the 2009/10 budget, as per the attached list, resulting in an amended budget cash surplus of \$288,824; and**
- ii) **recommend to Council to allocate the cash surplus on the following projects:**
 - 1. Additional Ranger so to provide a 7 days a week coverage (Salary, accomodation & vehicle costs) \$90,000; and**
 - 2. Repay and extinguish Loan 119B - Gratwick Pool \$21,369; and**
 - 3. Repay and extinguish Loan 121 - St Matthews \$50,355; and**
 - 4. Hold a Outdoor Film Festival \$32,000; and**
 - 5. The Balance to remain unallocated \$90,298.**

ITEM 11 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COMMITTEE

Nil

ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

Nil

ITEM 13 CONFIDENTIAL ITEMS

Nil

ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

ITEM 15 CLOSURE

15.1 Date of Next Meeting

The next Audit and Finance Committee Meeting of Council will be held on the Wednesday 5 May 2010 at 2:00pm.

15.2 Closure

There being no further business, the Chairman declared the meeting closed at 2:05 pm.

Declaration of Confirmation of Minutes

I certify that these Minutes were confirmed by the Council at its Ordinary Meeting of _____.

CONFIRMATION:

PRESIDING MEMBER

DATE

Attachment 1

Schedule	Business Unit	Amended Budget	Carryover	Council	Accounting	Savings	Correction	Proposed Budget	Change
3	Rates	(14,819,895)	-	68,000	-	(37,500)	30,000	(14,759,395)	60,500
4	Members	1,275,309	-	-	-	-	-	1,275,309	-
4	Financial Services	144,364	-	-	-	-	15,000	159,364	15,000
4	Corporate Support	100,667	-	-	-	-	239,100	339,767	239,100
4	Corporate Management	96,000	-	-	-	-	-	96,000	-
5	Fire Prevention	110,127	-	-	-	(5,281)	-	104,846	(5,281)
5	Animal Control	605,012	-	-	-	(29,310)	13,700	589,402	(15,610)
5	Other Public Safety	487,264	-	-	-	-	17,811	505,074	17,811
5	Parking	100	-	-	-	(8,000)	-	(7,900)	(8,000)
5	SES/FESA	51,668	-	-	-	-	-	51,668	-
7	Maternal Infant Health	23,200	-	-	-	-	-	23,200	-
7	Health Inspections & Admin	332,985	-	-	-	(3,000)	2,500	332,485	(500)
7	Pest Control	14,690	-	-	-	(1,750)	1,802	14,742	52
7	Aboriginal Environmental Health	3,987	-	-	-	-	-	3,987	-
8	Len Taplin Day Care	107,200	-	-	-	-	-	107,200	-
8	Rose Nowers Day Care	3,130	-	-	-	-	-	3,130	-
8	Pilbara Family Day Care	4,917	-	-	-	(53,430)	46,430	(2,083)	(7,000)
8	Retirement Village	11,822	-	-	-	-	-	11,822	-
8	Mirtanya Maya Hostel	49,416	-	-	-	-	-	49,416	-
8	Aged Care	138,246	-	-	-	(20,000)	13,309	131,555	(6,691)
8	Other Welfare	57,945	-	-	-	(20,000)	20,000	57,945	-
8	Community Services & Development	429,442	-	-	-	(30,000)	-	399,442	(30,000)
9	Staff Housing	707,612	-	-	-	(10,500)	223,000	920,112	212,500
10	Waste Collection	(0)	-	-	-	0	-	(0)	0
10	Waste Management Business Unit	670,280	-	-	-	(4,000)	275,000	941,280	271,000
10	Landfill Business Unit	(670,280)	-	-	50,000	(1,882,760)	1,561,760	(941,280)	(271,000)
10	Sanitation Other	0	-	-	-	-	-	0	-
10	Town Planning & Regional Development	281,935	-	-	(56,680)	(95,500)	-	129,755	(152,180)
10	Other Community Amenities	219,469	-	-	-	-	-	219,469	-
10	Cemeteries	163,243	-	-	-	(2,300)	3,000	163,943	700
10	Public Conveniences	304,059	-	-	-	-	-	304,059	-
10	Waste Management & Recycling	1,737,386	(793,773)	-	-	-	-	943,613	(793,773)
11	Community & Event Services	517,162	-	-	-	(61,500)	36,000	491,662	(25,500)
11	Courthouse/Community Arts	555,067	-	-	-	-	-	555,067	-
11	Port Hedland Civic Centre	1,007,519	-	-	-	(192,000)	-	815,519	(192,000)
11	Port Hedland Youth and Family Centre	68,403	-	-	-	-	-	68,403	-
11	JD Hardie Centre	855,339	-	-	-	(26,900)	9,300	837,739	(17,600)
11	Swimming Areas/Beaches	2,868,637	131,400	72,000	-	(208,121)	374,032	3,237,948	369,311
11	Recreation Administration	1,658,131	-	-	-	(15,385)	22,000	1,664,746	6,615
11	Sportsgrounds	628,446	-	-	-	(9,600)	145,000	763,846	135,400

11	Port & South Sports Grounds - P&G	3,213,775	-	-	-	(200,000)	335,000	3,348,775	135,000
11	Library Services	780,604	-	-	-	-	-	780,604	-
11	Matt Dann Cultural Services	378,259	-	-	-	(19,160)	34,500	393,599	15,340
11	Television/Radio Broadcasting	12,953	-	-	-	-	-	12,953	-
12	Infrastructure Construction	4,190,822	174,878	-	-	(2,585,478)	2,545,875	4,326,097	135,275
12	Engineering Management	309,890	-	-	-	(23,200)	-	286,690	(23,200)
12	Infrastructure Mtce - Technical Service	2,470,347	-	-	-	(760,000)	115,000	1,825,347	(645,000)
12	Cyclone Recovery	-	-	-	-	-	-	-	-
12	Infrastructure Maintenance - Engineering	2,602,150	-	-	-	-	37,500	2,639,650	37,500
12	Infrastructure Mtce Road Verge	307,231	-	-	-	-	60,000	367,231	60,000
12	Plant Purchases	979,559	-	-	-	-	104,000	1,083,559	104,000
12	Airport	(1,785,000)	-	-	(39,785)	(1,446,800)	1,471,585	(1,800,000)	(15,000)
12	Airport Café	(24,733)	-	-	-	(143,757)	227,954	59,464	84,197
13	Tourism & Area Promotion	367,423	-	-	-	(76,900)	-	290,523	(76,900)
13	Building Control	(283,595)	-	-	-	(41,394)	1,500	(323,489)	(39,894)
13	Economic Development	343,103	-	-	96,465	-	111,000	550,568	207,465
14	Private Works	45,000	-	-	-	(6,000)	-	39,000	(6,000)
14	Public Works Overheads - Engineering	(124,440)	-	-	(50,000)	(26,000)	200,440	0	124,440
14	Plant Operating Costs	(60,000)	-	-	-	(55,000)	115,000	(0)	60,000
14	Gross Salaries & Wages	(3,700)	-	-	-	-	-	(3,700)	-
14	Other Unclassified	97,000	-	-	-	-	-	97,000	-
	Sub-Total	14,616,650	(487,495)	140,000	-	(8,100,526)	8,408,098	14,576,728	(39,923)
	Add Back Non Cash Items	(5,142,130)	-	-	-	-	-	(5,142,130)	-
	Surplus Carried Forward from 2007-08	(9,721,620)	-	-	-	-	-	(9,721,620)	-
	Cash (Surplus) / Deficit	(247,100)	(487,495)	140,000	-	(8,100,526)	8,408,098	(287,022)	(39,923)

Attachment 2											
Account No.	Account Description	Orginal Budget	Amended Budget	Cfwd Correction	Council	Accounting Correction	Identified Savings	Correction	Total	Proposed Amendment	Explanation
OPERATING EXPENDITURE											
301241	Printing & Stationery	15,000	15,000					2,000	2,000	17,000	Additonal rate notices produced
301259	Valuation & Search Fees	22,000	22,000					8,000	8,000	30,000	Commercial revalutaions for leases
301276	Rates Written Off	32,000	32,000		68,000				68,000	100,000	
301278	Rates Incentive Prize	11,500	11,500				(2,500)		(2,500)	9,000	project completed minor savings
402213	Staff Uniforms/Council Purchas	0	0					15,000	15,000	15,000	Additional recruitment requiring additional uniforms
404280	Records Management	60,000	60,000					45,000	45,000	105,000	Additional shelving required to meet archiving requirements
404281	Occupational Safety & Health	21,000	21,000					9,000	9,000	30,000	Additional cost associated with Worksafe orders
404282	Organisation Train/Development	134,355	134,355					60,000	60,000	194,355	department training charged to corporate, equal reduction across departments
405243	Telstra Charges	4,500	4,500					3,000	3,000	7,500	Additonal phones for new directorate
405271	VEL003 - IT Vehicle Operation	6,000	6,000					6,000	6,000	12,000	Engine repairs and new tyres, vehicle due for replacement
407241	Printing & Stationery	50,000	50,000					25,000	25,000	75,000	Additonal stationary required to setup new offices and directorate
502255	Dog Bag Dispensers	450	450				(200)		(200)	250	No further purchases required
502277	Dog Discs	500	500				(110)		(110)	390	No further purchases required
502278	Dog Poundage	8,000	8,000				(3,000)		(3,000)	5,000	Reduced number of Dogs being impounded (see infringements)
502280	Firearm Expenses	100	100					1,600	1,600	1,700	Replacement of Firearms, insurance claim
502281	Animal Carcase Disposal	8,500	8,500				(3,000)		(3,000)	5,500	Reduced number of Dogs being terminated (see infringements)
503201	Salaries	59,660	59,660					16,340	16,340	76,000	additional 3 months for Safety co-ordinator
503211	Superannuation	5,370	5,370					1,471	1,471	6,841	additional 3 months for Safety co-ordinator
702220	Staff Training	1,737	1,737					2,500	2,500	4,237	Lead Auditor in Food Safety Management Systems Training required
805201	Salaries Inc Playleaders	127,294	127,294				(42,000)		(42,000)	85,294	Reduction in the number fo Play leaders
805211	Superannuation Levy	11,456	11,456				(3,780)		(3,780)	7,676	reduction based on salaries
805250	Harmony Software	1,300	1,300				(650)		(650)	650	Once off purchase of harmony software, budgeted for 2
809236	Water Corp & ESL Charges	0	3,600					10,400	10,400	14,000	Higher than expected power costs and
809270	VEH015 - HACC Bus Operation	0	0					146	146	146	Fuel accrual from 2008/09
809281	Telephone	0	0					2,148	2,148	2,148	Telephone costs to be oncharged to Southern Cross Care
809285	Consumable Items	0	0					615	615	615	Accrued groceries from 2008/09
810201	Salaries	10,000	20,000				(20,000)		(20,000)	0	Nolonger required
810236	Leadership program	10,000	10,000					12,000	12,000	22,000	Increase in costs to complete program objectives
811249	Meetings-Advertising/Promotion	6,000	6,000					9,000	9,000	15,000	Budget adjusted to included community radio Council advertisements
811257	Aboriginal Community Services	50,000	50,000				(30,000)		(30,000)	20,000	Reduced services being delivered
811263	Community events sponsorship	7,000	7,000				(3,000)		(3,000)	4,000	reduced external events available for sponsorship

811268	Youth Events	0	0				12,000	12,000	12,000	Youth Concert & Conference in Youth Week - Funded externally	
811273	Community Pride activities	55,000	55,000			(55,000)		(55,000)	0		
811280	Community Events	150,000	150,000			55,000		55,000	205,000		
813201	Salaries & Wages	281,297	281,297					(30,000)	(30,000)	251,297	savings generated from vacant positions
901256	115 Athol Street - Sch 11	4,500	4,500				7,000	7,000	11,500	Revision based on Maintenance cost to date and expected	
901259	1 Craig Street - Sch 4	4,500	4,500				2,500	2,500	7,000	Revision based on Maintenance cost to date and expected	
901264	14 Goode Street - Sch 7	4,500	4,500				2,500	2,500	7,000	Revision based on Maintenance cost to date and expected	
901268	12 Janice Way - Sch 10	4,500	4,500				2,500	2,500	7,000	Revision based on Maintenance cost to date and expected	
901269	1 Leake Street - Sch 11	4,500	4,500					(2,000)	(2,000)	2,500	reduced maintenance required
901277	57A Lukis Street - Sch 13	4,500	4,500				1,500	1,500	6,000	Revision based on Maintenance cost to date and expected	
901280	11B McGregor Street - Sch 9	4,500	4,500					(1,000)	(1,000)	3,500	reduced maintenance required
901281	3 Mitchie Crescent - Sch 3	4,500	4,500				2,500	2,500	7,000	Revision based on Maintenance cost to date and expected	
901283	32 Mosely Street - Sch 14	4,500	4,500				12,000	12,000	16,500	Revision based on Maintenance cost to date and expected	
901284	26 Robinson Street - Sch 4	4,500	4,500				24,000	24,000	28,500	Revision based on Maintenance cost to date and expected	
901285	82 Sutherland Street - Sch	4,500	4,500				2,000	2,000	6,500	Revision based on Maintenance cost to date and expected	
901286	85 Sutherland Street - Sch 4	4,500	4,500				10,000	10,000	14,500	Revision based on Maintenance cost to date and expected	
901288	8A Ashburton Court - Sch 4	4,500	4,500				4,500	4,500	9,000	Revision based on Maintenance cost to date and expected	
901289	8B Ashburton Court - Sch 11	4,500	4,500					(2,000)	(2,000)	2,500	reduced maintenance required
901292	1/13 Wangara Crescent - Sch 7	4,500	4,500				1,000	1,000	5,500	Revision based on Maintenance cost to date and expected	
901293	2/13 Wangara Crescent - Sch 8	4,500	4,500				1,000	1,000	5,500	Revision based on Maintenance cost to date and expected	
901295	4B Kabbarli Loop - Sch 4	4,500	4,500					(2,000)	(2,000)	2,500	reduced maintenance required
1002276	Classic Mobile Bin Repairs/Delivery	40,000	40,000					(15,000)	(15,000)	25,000	Annual order of replacement bins complete
1004201	Landfill Site Wages	386,194	386,194				64,000	64,000	450,194	Landfill supervisor	
1004211	Business Unit-Super Guar Levy	34,758	34,758				5,760	5,760	40,518		
1004226	Supervision & Tech Services	82,960	82,960			50,000		50,000	132,960		
1004241	Office Expenses	3,000	3,000				6,000	6,000	9,000	Budget now includes purchase of bottle water to tip operators	
1004270	Mulcher Maintenance/Operations	60,000	60,000				90,000	90,000	150,000	Additional costs in sorting and repairing mulcher due to contaminants.	
1004278	Fire Suppression Expenses	10,000	10,000					(8,000)	(8,000)	2,000	Based on YTD costs
1004281	Management & Business Plans	0	20,000				6,000	6,000	26,000	Additional costs for tip extension report	
1004287	Housing - Supervisor	0	0				24,000	24,000	24,000	private rental for supervisor	
1006201	Town Planning - Salaries	398,833	398,833			(52,000)		(52,000)	346,833		

1006211	Superannuation Guarantee Levy	35,895	35,895			(4,680)		(4,680)	31,215		
1006278	Municipal Inventory - Admin	4,000	4,000				(4,000)	(4,000)	0	To be included as part of the TPS review	
1009279	Grave Digging	10,000	10,000					3,000	3,000	13,000	Penalties cost for grave digging on weekends
1104254	Consumables	1,000	1,000					1,000	1,000	2,000	Additional purchases required
1104263	Kiosk Purchases	21,700	21,700					4,300	4,300	26,000	Additional purchases required
1105234	Gratwick Maintenance	4,000	4,000					3,000	3,000	7,000	increase based on ytd costs
1105236	Gym Maintenance	8,800	8,800				(1,900)	(1,900)		6,900	reduction based on YTD Actuals
1105255	Gratwick -YMCA Operations	468,406	468,406					120,162	120,162	588,568	2 months of contract contribution for 08/09 recieved in 09/10
1105260	SHAC - YMCA Operations	522,195	522,195					107,670	107,670	629,865	2 months of contract contribution for 08/09 recieved in 09/10
1105283	Town Boat Ramp Maintenance	6,000	24,000					1,200	1,200	25,200	Mtce work complete, increase reflects actual expenditure
1108201	Salaries	260,622	245,622				(12,000)	(12,000)		233,622	reduction based on YTD Actuals
1108263	Minor Projects	12,000	12,000					20,000	20,000	32,000	structural assessment for various recreation buildings
1108277	Lighting Spares & Repairs	0	0					2,000	2,000	2,000	Minor repairs to sportgrounds lights
1110277	Effluent Pump Facilities	50,000	50,000					10,000	10,000	60,000	ongoing upgrade of effluent pumps
1111236	Utilities Expense	300,000	300,000					100,000	100,000	400,000	unexpected additional water usage at new parks
1111277	Gardening Minor Tools	5,000	5,000					5,000	5,000	10,000	additional minor equipment (whippersnippers etc) required
1111278	Reticulation Operations	150,000	150,000					20,000	20,000	170,000	Additional reticulation repairs at Oval (Vandalism)
1111285	Graffiti Removal	120,000	120,000				(40,000)	(40,000)		80,000	reduction based on YTD Actuals
1118216	Workers Compensation Insurance	3,183	3,183				(160)	(160)		3,023	reduction based on YTD Actuals
1118233	Building maintenance	2,500	2,500					1,500	1,500	4,000	additional building mtce at Matt Dann
1118249	Advertising	30,000	30,000					8,000	8,000	38,000	Expected advertising based on performance booked until end of year
1118265	Operational Costs	15,000	15,000					7,000	7,000	22,000	Additional security, cleaning and light mtce costs at Matt dann
1118280	Professional Fees-Cult'L Perf	60,000	60,000					18,000	18,000	78,000	Additional increase based on performers booking till 30 June
1202220	Staff Training	26,629	26,629				(20,000)	(20,000)		6,629	
1203281	Drainage Maintenance	357,500	357,500				(200,000)	(200,000)		157,500	Scope and requirements reviewed and budget adjusted
1203282	Floodwater Lift Pump-Maint	52,000	52,000				(20,000)	(20,000)		32,000	Remaining budget transferred to capital budget
1204236	Utility Charges	10,000	10,000					5,000	5,000	15,000	increased utility charges for depot
1204278	water services operation costs	0	15,000					10,000	10,000	25,000	additioanl testing of various blackflow devices
1204282	Steet and Road signs	155,000	155,000					80,000	80,000	235,000	Additional signs required to cover replacements
1204283	Depot Operating Expenses	45,000	45,000					30,000	30,000	75,000	Additional costs to fix various safety issues raised by worksafe at the Depot.
1204292	Roman Upgrade	2,000	2,000					2,500	2,500	4,500	Upgrade more expensive than expected
1206260	Unsealed Road Maintenance	320,000	320,000				(200,000)	(200,000)		120,000	Scope and requirements reviewed and budget adjusted
1206261	Miscellaneous Cleanups	5,000	5,000				(4,000)	(4,000)		1,000	
1206277	Road Shoulder Maintenance	130,850	130,850				(50,000)	(50,000)		80,850	Scope and requirements reviewed and budget adjusted

1206278	Roadworks-General Maintenance	338,750	338,750			(40,000)		(40,000)	298,750	Scope and requirements reviewed and budget adjusted
1206279	Kerb Maintenance	150,000	150,000			(100,000)		(100,000)	50,000	Scope and requirements reviewed and budget adjusted
1206280	Footpath Maintenance	165,000	165,000			(150,000)		(150,000)	15,000	Scope and requirements reviewed and budget adjusted
1206281	Street Cleaning	275,000	275,000				25,000	25,000	300,000	Additional cleaning for Tidy Town Awards
1206283	Street/Walkway Lights	270,000	270,000				15,000	15,000	285,000	increase in repairs to damaged lights
1206289	Footpath Sweeping	100,000	100,000				100,000	100,000	200,000	increase in sweeping program, based on community compliants
1207280	Medians Mtce	20,000	20,000				50,000	50,000	70,000	Additional Mtce required
1210201	Salaries	505,497	505,497			(36,500)		(36,500)	468,997	
1210211	Superannuation Guarantee Levy	45,495	45,495			(3,285)		(3,285)	42,210	
1210213	Protective Clothing	2,500	2,500				3,500	3,500	6,000	Uniforms for 2 additional Staff
1210220	Conference & Training	16,000	16,000				1,200	1,200	17,200	Training required for new staff
1210270	Master Plan	0	0				165,000	165,000	165,000	Tender for Airport master plan
1210280	Registration & Flight Data	1,700	1,700				700	700	2,400	Annual Increase \$100 per month
1211251	Airconditioning Terminal	20,000	20,000				10,000	10,000	30,000	Awaiting the invoices for current outstanding Purchase orders
1211252	Plumbing	10,000	10,000				10,000	10,000	20,000	Increase resulting from additional blocks in toilets (additional passengers)
1211254	Electrical Repairs Terminal	10,000	25,000				5,000	5,000	30,000	ongoing electrical issues at Airport
1211262	Cleaning	90,000	90,000				10,000	10,000	100,000	Additional cleaning due to transfer of Staff to Airport
1211263	Landscaping/Gardening	5,000	20,000				5,000	5,000	25,000	Increase based on utilising outside workforce more often at the airport
1211264	Depot Supplies	20,000	20,000				30,000	30,000	50,000	Additional consumable products used to upgrade airport offices
1211275	Electrical Repairs Airside	60,000	60,000				10,000	10,000	70,000	increase dependant on airside lighting repairs
1212251	VEL028 - ARO - Toyota Hilux Ute	3,500	3,500				4,500	4,500	8,000	Repairs and tyre replacement for airport ute
1213201	Salaries	241,701	241,701			(31,600)		(31,600)	210,101	Finalisation of Cost based on YTD actuals
1213211	Super Guarantee	21,753	21,753			(7,350)		(7,350)	14,403	Finalisation of Cost based on YTD actuals
1213263	Café Purchases	245,000	245,000			(100,387)		(100,387)	144,613	Finalisation of Cost based on YTD actuals
1213264	Bar Purchases	66,000	66,000				400	400	66,400	Finalisation of Cost based on YTD actuals
1213265	Training	3,500	3,500			(3,420)		(3,420)	80	Finalisation of Cost based on YTD actuals
1213266	Utilities	8,000	8,000				173	173	8,173	Finalisation of Cost based on YTD actuals
1213267	Cleaning	1,000	1,000			(1,000)		(1,000)	(0)	Finalisation of Cost based on YTD actuals
1301263	Operating Subsidy	180,000	180,000			(75,000)		(75,000)	105,000	saving based on known transfer to visitors centre
1301264	Boodarie Bowls Tournament	21,000	21,000			(1,900)		(1,900)	19,100	event complete
1302220	Staff Training	2,894	2,894			(2,894)		(2,894)	0	
1303235	Cattle Yard Maintenance	0	0		10,000			10,000	10,000	
1304201	Salaries	0	0		88,500			88,500	88,500	
1304211	Superannuation Guarantee Levy	0	0		7,965			7,965	7,965	
1304241	Other Office Expenses	0	0				1,000	1,000	1,000	general office expenses for new department
1304243	Telephone	0	0				1,000	1,000	1,000	telephone costs allocated to new department
1304270	Vehicle Operation	0	0				9,000	9,000	9,000	2 vehicles currently in economic development

1401265	Private Works - Various	20,000	20,000				(6,000)		(6,000)	14,000	Reduced Private works expenditure based on YTD actuals
1402201	Salaries	654,141	654,141				(26,000)		(26,000)	628,141	reduction based on YTD Actuals
1402206	Depot Staff Meetings	9,000	9,000					6,000	6,000	15,000	Additional depot meetings required during the year
1402220	Staff Training	5,210	5,210					20,000	20,000	25,210	Additional training for new depot supervisors
1402244	Es Stationary & Copier Charges	5,000	5,000				(2,000)		(2,000)	3,000	
1402249	Es Advertising	6,000	6,000				2,000		2,000	8,000	
1402551	Less Alloc To Wks & Services	(2,526,746)	(2,526,746)					172,440	172,440	(2,354,306)	Adjustment to Overhead recovery to Balance overheads
1403277	Workshop Oil,Grease & Gas	40,000	40,000				(10,000)		(10,000)	30,000	reduction based on YTD Actuals
1403279	Insurance Premiums	107,660	107,660					4,340	4,340	112,000	Minor adjustment to public liability insurance
1403280	Vehicle Licences	8,200	8,200				(5,000)		(5,000)	3,200	reduction based on YTD Actuals
1403285	Fuel - Diesel & Unleaded	250,000	250,000				(40,000)		(40,000)	210,000	reduction based on YTD Actuals
1403555	Less Allocations To Works	(836,860)	(836,860)					90,660	90,660	(746,200)	Adjustment to Overhead recovery to Balance overheads
1404241	Stationary & Book Purchases	0	0					2,000	2,000	2,000	Minor stationary costs of the Depot
TOTAL OPERATING EXPENDITURE				0	68,000	60,000	(1,320,851)	1,821,225	628,374		
OPERATING REVENUE											
301305	Rates Interim Levies	(352,920)	(352,920)				(20,000)		(20,000)	(372,920)	Additional interim rates recieved
301310	Instalment Administration Fee	(35,000)	(35,000)				(7,000)		(7,000)	(42,000)	Additional instalment arrangements entered into
301322	Search Fees GST	(12,000)	(12,000)				(8,000)		(8,000)	(20,000)	Additional Searches requested
302390	Grants Commission	(1,474,099)	(1,474,099)					1,000	1,000	(1,473,099)	Minor adjusted to actual grant recieved
302391	Formula Local Road Grant	(469,799)	(469,799)					19,000	19,000	(450,799)	less than expected grant recieved
404332	Country Local Govt Fund-RFR	(90,000)	(90,000)					90,000	90,000	0	no longer applicable
502324	Dog Registration	(20,000)	(20,000)					2,000	2,000	(18,000)	Reduction in November licence renewals
502325	Kennel Licences	(100)	(100)					100	100	0	Nolonger any kennels in Port Hedland
502326	Dog Act-Fines & Penalties	(35,000)	(35,000)					10,000	10,000	(25,000)	Reduction based on YTD actuals and projected on a pro rata basis
502330	Fines, Enforcements and Registrations	(20,000)	(20,000)				(22,000)		(22,000)	(42,000)	Additional income from Fines enforcement actions
503332	Sale of Impounded Items	(5,000)	(5,000)				(3,000)		(3,000)	(8,000)	Additional items sold
504324	Parking-Fines & Penalties	(8,000)	(8,000)				(5,000)		(5,000)	(13,000)	Additional fines received through fines enforcements
702325	Licence - Trading/Public Place	(3,500)	(3,500)				(1,500)		(1,500)	(5,000)	Additional Income recieved
702328	Licences - Sewage Apparatus	(4,000)	(4,000)				(1,000)		(1,000)	(5,000)	Additional Income recieved
702330	Reimb. - Private Works	(500)	(500)				(500)		(500)	(1,000)	Additional Income recieved
703324	CLAG Reimbursements	(5,000)	(5,000)					1,802	1,802	(3,198)	
805351	Scheme Levy	(78,436)	(78,436)					46,430	46,430	(32,006)	reduction in scheme levy due to reduction in playleaders
809331	Non Hacc Reimbursements	0	0				(20,000)		(20,000)	(20,000)	Accrued client fees from 08/09
810342	Grant - OCP 'Robin Hood'	(20,000)	(30,000)					8,000	8,000	(22,000)	reduction in grant money fro leadership program
811351	Youth Events Income	(72,000)	(72,000)					15,000	15,000	(57,000)	Reduction in overall income/sponsorship from
811353	Donations/sponsorship	(1,500)	(1,500)				(28,500)		(28,500)	(30,000)	Additional sponsorship received
901324	Staff Housing Rent	(432,400)	(432,400)					150,000	150,000	(282,400)	Reduction in rental from Morgan Street Development

901340	Contributions - Water	(1,000)	(1,000)			(1,500)		(1,500)	(2,500)	Additional contributions received
901341	Contributions - Electricity	0	0			(2,000)		(2,000)	(2,000)	Additional contributions received
1002323	Classic Col. Fee/Rate	(1,049,970)	(1,057,470)			(10,000)		(10,000)	(1,067,470)	Additional services picked up as part of the annual bin audit
1004328	General Tipping Fees	(1,500,000)	(1,500,000)			(700,000)		(700,000)	(2,200,000)	Increase based on YTD revenue
1004329	Hazardous Waste-Asbestos	(150,000)	(300,000)			(700,000)		(700,000)	(1,000,000)	Increase based on YTD revenue
1004330	Landfill Recycling Charges	(15,000)	(15,000)			(10,000)		(10,000)	(25,000)	Increase based on YTD revenue
1006326	Town Planning Fees	(270,000)	(300,000)			(50,000)		(50,000)	(350,000)	Increase based on YTD revenue
1006338	BHP Staffing Agreement	0	0			(40,000)		(40,000)	(40,000)	BHP Contribution to State Lands Officer Costs
1009324	Interment & Plots	(10,000)	(10,000)			(2,000)		(2,000)	(12,000)	Increase based on YTD revenue
1009325	Funeral Director Licence	(300)	(300)			(300)		(300)	(600)	Increase based on YTD revenue
1011391	Country Local Govt Fund-RFR	(150,000)	(150,000)				150,000	150,000	0	no longer applicable
1066325	Advertising - Fees, Reimbursements	(2,000)	(2,000)			(1,500)		(1,500)	(3,500)	Increase based on YTD revenue
1104350	Kiosk Sales	(39,000)	(39,000)			(3,900)		(3,900)	(42,900)	Increase based on YTD revenue
1104351	Program Team Fees	(25,000)	(25,000)			(8,000)		(8,000)	(33,000)	Increase based on YTD revenue
1104352	Casual Hire	(20,000)	(20,000)			(7,000)		(7,000)	(27,000)	Increase based on YTD revenue
1104356	Stadium Programs	(37,000)	(37,000)			(8,000)		(8,000)	(45,000)	Increase based on YTD revenue
1104357	Holiday Program	(35,000)	(35,000)				4,000	4,000	(31,000)	less participation than expected
1105326	Spoilbank Development	0	0			(3,000)		(3,000)	(3,000)	
1105340	PHPA Contributions	(3,000)	(12,000)				12,000	12,000	0	Contribution from PHPA not expected until new financial year
1105341	Country Local Govt Fund-RFR	(70,000)	(70,000)				70,000	70,000	0	no longer applicable
1105342	Grant for Foreshore Protection	0	0			(22,221)		(22,221)	(22,221)	unexpected grant received
1105353	Grants - DPI	0	0			(75,000)		(75,000)	(75,000)	Grant received for boat ramp development
1107393	Government Grant	(3,000)	(3,000)	(78,000)				(78,000)	(81,000)	
1108333	Reimbursements - Rec Admin	(3,000)	(3,000)			(2,235)		(2,235)	(5,235)	Increase based on YTD revenue
1109324	Hire Sportsgrounds/Ovals	(5,500)	(5,500)			(5,500)		(5,500)	(11,000)	Increase based on YTD revenue
1111331	Country Local Govt Fund - RFR	(60,000)	(60,000)				60,000	60,000	0	no longer applicable
1111340	Grant - DLGRD	0	0			(105,000)		(105,000)	(105,000)	
1118342	Mdcc-Pub/Utilities Contr.	(26,180)	(26,180)			(9,000)		(9,000)	(35,180)	Increase based on YTD revenue
1201376	Country Local Govt Fund-RFR	(1,584,400)	(1,584,400)				1,584,400	1,584,400	0	Incorrectly allocated for 2009/10
1201380	Regional and Local Community	(156,000)	(66,455)				66,455	66,455	0	
1201389	Country Pathways	0	0			(40,000)		(40,000)	(40,000)	Successful grant application
1201393	RRG MRWA Road Grant	(156,000)	(156,000)			(269,801)		(269,801)	(425,801)	Additional grants advised by MR
1210324	Landing Charges	(1,476,000)	(1,476,000)			(424,000)		(424,000)	(1,900,000)	Increase based on know additional flights
1210325	Passenger Service Charges	(3,526,000)	(3,526,000)			(700,000)		(700,000)	(4,226,000)	Increase based on know additional flights
1210326	Leases And Rentals	(700,000)	(700,000)			(40,000)		(40,000)	(740,000)	Increase based on YTD revenue
1210333	Reimb - Water Corp Charges	(700)	(700)			(4,300)		(4,300)	(5,000)	Increase based on YTD revenue
1210352	Other Sundry Income	(2,500)	(4,500)			(3,500)		(3,500)	(8,000)	Increase based on YTD revenue
1213350	Sales Café	(514,500)	(514,500)				200,726	200,726	(313,774)	Finalisation of income based on YTD actuals
1213351	Sales Bar	(283,800)	(283,800)				24,655	24,655	(259,145)	Finalisation of income based on YTD actuals
1302326	Licences - Stratas	(3,500)	(3,500)			(3,500)		(3,500)	(7,000)	Increase based on YTD revenue
1302327	Swimming Pool Inspection Levy	(10,000)	(10,000)				1,500	1,500	(8,500)	Less pool inspection fees than expected
1302341	Building Fees	(25,000)	(20,000)			(35,000)		(35,000)	(55,000)	Increase based on YTD revenue
1303324	Cattle Yard Hire	(15,000)	(15,000)		(10,000)			(10,000)	(25,000)	
1402325	Supervision & Tech Services - Landfill	(82,960)	(82,960)		(50,000)			(50,000)	(132,960)	

1403350	Diesel Fuel Rebate Scheme	(60,000)	(60,000)					20,000	20,000	(40,000)	YTD rebate less than expected
TOTAL OPERATING REVENUE				0	(78,000)	(60,000)	(3,402,757)	2,537,068	(1,003,689)		
Non-Operating Expenditure											
404410	Civic Centre Aircon	210,900	315,194				(180,000)		(180,000)	135,194	No further payments required to complete project
405423	Computer Software	0	38,400					1,100	1,100	39,500	online certificate to fix exchange issues
501410	Fire Hydrants SHRE	0	5,281				(5,281)		(5,281)	(0)	No longer applicable
502424	Dog Pound Construction	3,500	3,500				(1,000)		(1,000)	2,500	Project complete
703450	Plant & Equipment	2,500	2,500				(1,750)		(1,750)	750	No further purchases required
805425	Minor Equipment	5,000	7,000				(7,000)		(7,000)	0	Equipment purchases no longer required
901423	Morgan St Development	2,500,000	2,517,020				(293,000)		(293,000)	2,224,020	
1004410	Tip Infrastructure	290,000	357,267				(100,000)		(100,000)	257,267	project needs revised
1004499	T/F To Landfill Site Dev Reserve	514,752	664,752					1,366,000	1,366,000	2,030,752	Balancing of landfill operations to waste reserve
1011410	Waste Water Reuse Scheme	1,000,000	2,263,773	(793,773)					(793,773)	1,470,000	
1102413	Security System	25,000	25,000				(12,000)		(12,000)	13,000	Savings from Swipe Card Instalation
1105410	Finucane Island Boat Ramp	105,000	41,927	50,000				0	50,000	91,927	Funds to complete boat ramp extension not correctly cfwd
1105425	Foreshore Protection	0	35,090				(4,000)		(4,000)	31,090	reduction based on YTD Actuals
1105489	T/F to Reserve- Spoilbank development	18,600	(81,400)	81,400					81,400	0	
1105497	SS Loan Yacht Club	350,000	350,000		150,000				150,000	500,000	
1106413	Plant & Equipment - Gratwick Pool	40,000	55,804				(42,000)		(42,000)	13,804	Project complete
1106415	Gratwick Lighting	0	0		150,000				150,000	150,000	
1106430	GAC upgrades	10,600	87,640				(60,000)	30,000	(30,000)	57,640	project complete + \$30k to complete worksafe upgrades
1107430	SHAC Upgrade	89,500	46,074					30,000	30,000	76,074	\$30k to complete worksafe orders
1108416	Sports Facility Upgrade Program	0	7,500				(150)		(150)	7,350	Upgrade complete
1108420	Recreation Facility Upgrade	8,800,000	8,898,663				(1,000)		(1,000)	8,897,663	program complete
1109451	McGregor St Oval Upgrade	26,000	26,000				(4,100)		(4,100)	21,900	project complete
1111401	Effluent System Upgrade	450,000	450,000					200,000	200,000	650,000	Additional funds required to complete project
1111433	Kevin Scott Oval Upgrades	0	8,166					45,000	45,000	53,166	Lighting upgrades/replacements for 2010 winter season
1111434	Managed camp grounds	50,000	50,000				(50,000)		(50,000)	0	Project scope undetermined
1111437	Reserve developments	895,137	888,697					40,000	40,000	928,697	Port Hedland Parks & Gardens upgrades
1111448	Irrigation Tank Upgrades	194,500	302,400				(5,000)		(5,000)	297,400	project complete
1118421	Furniture & Equipment	0	15,172				(10,000)		(10,000)	5,172	project complete
1201411	Richardson Street	230,000	230,000				(50,000)		(50,000)	180,000	Scope and requirements reviewed and budget adjusted
1201415	Boulevard Tree Planting - RFR	300,000	300,000				(300,000)		(300,000)	0	Cannot purchase needed trees
1201416	Port Hedland Footpath Const - RFR	75,000	75,000				(7,000)		(7,000)	68,000	Scope and requirements reviewed and budget adjusted
1201417	South Hedland Footpath Const - RFR	150,000	150,000				(7,000)		(7,000)	143,000	Project complete
1201426	Safe Boating Harbour	70,000	70,000				(70,000)		(70,000)	(0)	
1201435	Cottier/dale drive	170,000	170,000				(50,000)		(50,000)	120,000	Scope and requirements reviewed and budget adjusted

1201437	Hedditch street	380,000	376,829				100,000	100,000	476,829	Scope and requirements reviewed and budget adjusted
1201438	west end greening stage 2	700,000	700,000			(200,000)		(200,000)	500,000	Scope and requirements reviewed and budget adjusted
1201439	street furniture	720,000	720,000			(50,000)		(50,000)	670,000	Scope and requirements reviewed and budget adjusted
1201441	Footpath Railings	0	3,231			(3,231)		(3,231)	0	No Longer required
1201443	McGregor Street RRG	0	39,474			(39,474)		(39,474)	0	Funds transfer to Throssel Rd
1201450	Boulevard Tree Planting	829,000	920,057			(100,000)		(100,000)	820,057	Scope and requirements reviewed and budget adjusted
1201451	Finicane Island / Boat Ramp Road	0	60,000				30,000	30,000	90,000	This account has been allocated to CLFG shade structures at Fini Island boat ramp, Daylesford park and Maripikurrinya parks
1201452	North Circular Road West RRG	0	0				60,000	60,000	60,000	Additional RRG project
1201457	Yandeyarra Road	200,000	245,196			(95,000)		(95,000)	150,196	Scope and requirements reviewed and budget adjusted
1201458	Throssel Street Streetcape	360,000	297,185			(109,000)		(109,000)	188,185	Project complete
1201461	Town Entry Statement	75,000	(45,893)	45,893			75,000	120,893	75,000	
1201464	Anderson Street Upgrade	0	40,623			(22,000)		(22,000)	18,623	Scope and requirements reviewed and budget adjusted
1201467	Throssel Street - BS	0	(128,985)	128,985				128,985	0	
1201473	Drainage Construction	373,350	298,892			(18,892)		(18,892)	280,000	Scope and requirements reviewed and budget adjusted
1201475	Port Hedland Footpath Const	375,000	368,316			(293,316)		(293,316)	75,000	Scope and requirements reviewed and budget adjusted
1201476	South Hedland Footpath Const	500,000	513,893			(313,893)		(313,893)	200,000	Scope and requirements reviewed and budget adjusted
1201478	Reseals (RRG)	650,000	650,000				200,000	200,000	850,000	Scope and requirements reviewed and budget adjusted
1201481	Walkway Lighting	403,071	404,704			(143,071)		(143,071)	261,633	Scope and requirements reviewed and budget adjusted
1201483	Nth Circular Rd East Culverts/ RRG	0	10,484				57,000	57,000	67,484	Additional RRG project
1201486	Wedgfield Upgrades	395,000	375,768			(180,000)		(180,000)	195,768	Scope and requirements reviewed and budget adjusted
1201487	Street Lighting Upgrades	655,447	531,611			(209,000)		(209,000)	322,611	Scope and requirements reviewed and budget adjusted
1201488	R2R Program	0	48,000			(3,800)		(3,800)	44,200	Scope and requirements reviewed and budget adjusted
1201489	Hillside/ Woodstock Road - RRG	90,000	129,459			(11,000)		(11,000)	118,459	project complete
1201492	North Circular Road Shoulders RRG	0	0				271,020	271,020	271,020	Additional RRG project
1201493	Athol Street Sealing RRG	0	0				102,000	102,000	102,000	Additional RRG project
1202401	Flammable Storage Cupboards	20,000	20,000			(3,200)		(3,200)	16,800	project complete
1203440	Floodwater Pump Refurbishment	46,500	46,500				20,000	20,000	66,500	
1208440	Heavy Vehicles & Plant	400,000	323,238				4,000	4,000	327,238	minor increase based on tenders accepted by Council
1208443	Light Vehicle Replacement	535,000	547,913				100,000	100,000	647,913	Replace leased cars
1210402	Parking	500,000	500,000			(235,000)		(235,000)	265,000	Reduced until master plan complete + \$25k for parking bollards

1210403	Depot Development	50,000	50,000					120,000	120,000	170,000	Depot electrical upgrades as per worksafe orders
1210405	Flight Information Display System	0	0		60,000			50,000	110,000	110,000	Additional \$50k required for IT, Cabling, website programming & annual mtce
1210406	International Baggage Carousel	0	0		140,000				140,000	140,000	
1210407	Common User Check In Facilities	0	50,467		227,533				227,533	278,000	
1210451	Building Upgrades	0	3,517		103,000				103,000	106,517	
1210452	Furniture & Equipment	0	0					16,280	16,280	16,280	New Switch to link airport to SH library & Projector for broadroom
1210453	Airport Infrastructure	0	0					390,000	390,000	390,000	Pipe the front drain at the airport to increase land area
1210461	Airport Electrical + Civil Drawings	0	15,000				(15,000)		(15,000)	0	No Longer required
1210466	Airport Landside Lighting	0	58,529					92,000	92,000	150,529	Landside Solar Lighting Trial
1210478	Extension of Main Runway	0	316,000					39,000	39,000	355,000	Additional Cost to complete job
1210498	T/F To AP Capital Reserve	1,554,553	2,718,157					1,035,685	1,035,685	3,753,842	Balancing of Transfer to reserve to balance airport budget
1213420	Furniture & Equipment	0	100,000					2,000	2,000	102,000	Finalisation of Cost based on YTD actuals
1304404	Land Development	0	0					100,000	100,000	100,000	Projects funds for Economic Development
TOTAL NON OPERATING EXPENDITURE					(487,495)	830,533	(293,000)	(3,012,158)	4,576,085	1,613,965	
Non Operating Revenue											
901396	Loan Funds	(4,000,000)	(4,000,000)			293,000			293,000	(3,707,000)	
1002388	T/F from Waste Mgmt & Recycle Res	(710,529)	(710,529)				25,000		25,000	(685,529)	Balancing of Classic service to waste reserve
1004388	T/F from Landfill Site Reserve	(217,273)	(981,320)				(364,760)		(364,760)	(1,346,080)	transfer to balance waste reserve transfer
1105397	SS Loan Yacht Club	(350,000)	(350,000)		(150,000)				(150,000)	(500,000)	
1210398	T/F From Ap Capital Works Res	(1,385,000)	(3,265,810)		(530,533)		(25,000)	(526,280)	(1,081,813)	(4,347,623)	
TOTAL NON OPERATING REVENUE					0	(680,533)	293,000	(364,760)	(526,280)	(1,278,573)	
TOTAL ADJUSTMENTS					(487,495)	140,000	0	(8,100,526)	8,408,098	(39,923)	

6.4.2 Governance

6.4.2.1 Airport Working Group – Establishment of Airport Committee (File No.: ...)

Officer Chris Adams
Chief Executive Officer

Date of Report 4 March 2010

Disclosure of Interest by Officer Nil

Summary

Report seeks Council’s consideration of a proposal to convert the current Airport Working Group into a formal committee of Council.

Background

Council established the Airport Working Group approximately three (3) years. At its October 2009 meeting, Council reaffirmed the operation of this working group through the following resolution:

“That Council:

...ii) nominates the following Council Representative(s) on its Working Groups as follows:

...g) Airport Working Group

Purpose/Aim:

To develop and implement a Masterplan for the Port Hedland International Airport.

Membership

Mayor Howlett;

Councillor Carter;

Councillor Gillingham;

Councillor Martin; and

Chief Executive Officer

Director Engineering Services

Manager Economic Development

Airport Manager

Airport Development Officer

Delegation: Nil.

Tenure: Ongoing”

There has been some discussion amongst Councillors on the proposal to turn this Working Group into a formal Committee of Council.

Council's current Working Groups (including the Airport Working Group) have no delegated authority. They act as an advisory or consultative body with the groups discussions/recommendations being forwarded to Council if and when a Council decision is required on a particular matter.

The major differences between Working Groups and Committees of Council are:

- **Statutory Powers:** Committees are established under the LG Act and have statutory powers and responsibilities. Working groups have no powers or statutory responsibilities.
- **Formality:** Committees of Council are bound to operate under the Council's Standing Orders local law making them much more formal in nature than working groups.
- **Membership:** Membership of committees is structured and formal. The TOPH's practice with working groups has for them to be less structured with membership and attendance from external bodies/groups being available and encouraged on an as needs basis.
- **Delegated Authority:** Council can grant a Committee of Council the authority to make decisions on behalf of Council. This provision is not available to Working Groups.
- **Agendas/Minutes:** Agendas and minutes are formal documents of the Council that are required to be prepared and kept in accordance with various legislative requirements.
- **Public:** Committee meetings of Council must be advertised in advance, open to the public, with public question time being included in the agenda. While working groups are not 'secretive' by any means, they are not currently advertised as public meetings.

Consultation

Nil

Statutory Implications

Division 2 of Section 5 of the Local Government Act (1995) specifically relates to the establishment and operations of committees of Council. In summary the legislation:

- Requires committees to have at least three members if they are established.
- Outlines the prescribed method of appointment of committee members
- Details the tenure of committee representatives.

- Specifies the Mayors ability to be involved in any or all committees of Council and/or the CEO's ability to be on the committee if Council elects to include staff member/s.
- Details quorum requirements of committees.
- Limits the roles and functions that committees are able to make decisions on.
- Details requirements for record keeping, particularly in relation to minutes and decisions made by the committee under delegated authority.

The requirements of Committee Meetings are largely the same as those that apply to formal Council meetings. There is no requirement for a Local Government to establish and/or operate committees of Council other than an Audit Committee.

If Council does elect to form a committee of Council, several statutory decisions need to be made. These include:

- Membership: Can be:
Council members only.
Council members and employees.
Council members, employees and other persons
Council members and other persons; or
Other persons only.
- Quorum for the committee: The Quorum shall be at least 50% of the membership unless otherwise resolved by the Council.
- Delegated Authority: What statutory powers or decision making authority (if any) is Council will to give to the committee of Council.

Each of the above decisions must be made by an absolute majority decision of Council.

Policy Implications

Nil

Strategic Planning Implications

Council's current Plan for the Future includes the following statements that are relevant to this matter:

Goal 3 – Airport

That the Port Hedland International Airport is recognised as a leading regional airport in the area of passenger and freight movements and customer satisfaction.

Strategies

1. Develop a comprehensive Airport Master Plan and commence implementation of key initiatives that are identified.

2. Actively pursue the generation of income from a variety of sources at the Airport including through leases, rentals, advertising, freight and any other means.
3. Upgrade terminal facilities including baggage screening and departure lounges.
4. Develop a Transient Workforce Accommodation Camp on Airport Land.

Budget Implications

There are no specific additional costs of operating a committee other than additional governance related costs. As committees of Council are formal instruments established under the LG Act (1995), there is a variety of statutory requirements relating to minutes, agendas, disclosures of interest, advertising, etc. that are required that are not required under a working group structure. These costs are relatively minor and can be absorbed within existing operational budgets.

Officer's Comment

Committees of Council's were relatively prevalent in the 1990's and early 2000's but have progressively been phased out by many Councils. While some Councils still operate Committees, feedback from other Local Government CEO's is that they are only useful if they have delegated powers to make decisions on behalf of the Council. Without these powers, the committees tend to add to the workload of both the Council and staff as committee decisions/recommendations still need to be debated and ratified by the Council prior to coming into effect. While this is also the case with working groups, working groups are not bound by the formality and legislative requirements of committees.

The reasons for the phase out of committees throughout WA have been varied but generally the committees have been disbanded for a combination of the following reasons:

- **Delegated Authority:** There is traditionally a desire by all Councillors to be involved with ALL decisions of Council rather than giving the power to make binding decisions of the Town to some Councillors and/or other representatives.
- **Operations 'vs' Strategic Focus:** Committees, have a tendency to inadvertently become involved with operational matters. Council and its committees should be focusing on strategic matters rather than operational issues.
- **Workload:** Without delegated authority, committee activities are duplicated at Ordinary Council meetings.

If Council does elect to convert the current Airport Working Group into a formal committee of Council it is strongly recommended that the group be given the delegated authority to make binding decisions on behalf of the Council so as not to cause duplication. It must be noted that legislation **PREVENTS** many Airport related decisions such as leasing matters and budget matters be delegated away from a full Council decision meaning that many airport decisions will still need to be considered by the Council.

Attachments

Nil

Officer's Recommendation

That Council elect to continue the operation of the Airport Working Group in accordance with its decision in October 2009.

OR

That Council:

- i) disbands the current Airport Working Group and establishes the Town of Port Hedland Airport Committee and that:
 - a) The Committee be constituted as a formal committee of Council under the provision of Section 5.8 of the Local Government Act (1995)
 - b) The membership of the committee be as follows:

 - c) The quorum for the Committee be a minimum of 50% of its membership.
 - d) The Town of Port Hedland Airport Committee be given the following delegated authority to make decisions on behalf of Council:
 - i) To determine whether a tender is required to be sought or not as specified in LG (F&G) Reg 11 f)
 - ii) To choose tenderers for products services on behalf of the local government in accordance with LG (F&G) Reg 18.
 - iii) Determine all Town Planning applications pertaining to the Town Planning Scheme No 5 that

relate to Port Hedland International Airport without further reference to Council.

- iv) Undertake all Council statutory functions pertaining to Local Planning Schemes under Part 5 of the Planning and Development Act (2005) on Port Hedland International Airport land.
- v) Undertake all Council statutory functions pertaining to subdivision of land under Part 10 of the Planning and Development Act (2005) on Port Hedland International Airport land.
- vi) Provide direction and advice pertaining to the development of a Master Plan for the Port Hedland International Airport and the development of plans for a new airport terminal.

and

- ii) approves and advertises the following dates, times and venues for future the Town of Port Hedland Airport Committee meetings.

Date	Time	Location
15 April 2010	5.30pm	Port Hedland Civic Centre
20 May 2010	5.30pm	Port Hedland Civic Centre
17 June 2010	5.30pm	Port Hedland Civic Centre
15 July 2010	5.30pm	Port Hedland Civic Centre
19 August 2010	5.30pm	Port Hedland Civic Centre
16 September 2010	5.30pm	Port Hedland Civic Centre
21 October 2010	5.30pm	Port Hedland Civic Centre
18 November 2010	5.30pm	Port Hedland Civic Centre

200910/304 Council Decision**Moved:** Cr A A Carter**Seconded:** Cr S J Coates**That Council:**

- i) disbands the current Airport Working Group and establishes the Town of Port Hedland Airport Committee and that:**
 - a) The Committee be constituted as a formal committee of Council under the provision of Section 5.8 of the Local Government Act (1995)**
 - b) The membership of the committee be as follows:
Mayor Kelly A Howlett;

Councillor Arnold A Carter
Councillor W (Bill) Dziombak
Councillor Jan M Gillingham
Councillor Stan R Martin**
 - c) Call on applications through advertisement for two (2) community representatives.**
 - d) The quorum for the Committee be a minimum of 50% of its membership.**
 - e) The Town of Port Hedland Airport Committee be given the following delegated authority to make decisions on behalf of Council:**
 - i) To determine whether a tender is required to be sought or not as specified in LG (F&G) Reg 11 f)**
 - ii) To choose tenderers for products services on behalf of the local government in accordance with LG (F&G) Reg 18.**
 - iii) Determine all Town Planning applications pertaining to the Town Planning Scheme No 5 that relate to Port Hedland International Airport without further reference to Council.**
 - iv) Undertake all Council statutory functions pertaining to Local Planning Schemes under Part 5 of the Planning and Development Act (2005) on Port Hedland International Airport land.**
 - v) Undertake all Council statutory functions pertaining to subdivision of land under Part 10 of the Planning and Development Act (2005) on Port Hedland International Airport land.**

- vi) Provide direction and advice pertaining to the development of a Master Plan for the Port Hedland International Airport and the development of plans for a new airport terminal.
- ii) approves and advertises the following dates, times and venues for future the Town of Port Hedland Airport Committee meetings.

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21 October 2010	5.30pm	Port Hedland Civic Centre
18 November 2010	5.30pm	Port Hedland Civic Centre

CARRIED BY ABSOLUTE MAJORITY 6/0

REASON: Council nominated its representatives on the Airport Committee, and included Clause c) as follows:

- “c) Call on applications through advertisement for two (2) community representatives.”*

ITEM 7 CLOSURE

7.1 Closure

There being no further business, the Chairman declared the meeting closed at 5:20 pm.

Declaration of Confirmation of Minutes

I certify that these Minutes were confirmed by the Council at its Ordinary Meeting of 24 March 2010.

CONFIRMATION:

MAYOR

DATE