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1 DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS:

1.1 DECLARATION OF OPENING

The Shire President, Cr T R Hutchinson, declared the meeting open at 9:31am.

1.2 DISCLAIMER READING

No responsibility whatsoever is implied or accepted by the Shire of Meekatharra for any act, omission or statement or intimation occurring during this Meeting.

It is strongly advised that persons do not act on what is heard at this Meeting and should only rely on written confirmation of council's decision, which will be provided within fourteen (14) days of this Meeting

Shire President, Cr T R Hutchinson, read the disclaimer aloud.

2 RECORD OF ATTENDANCE/ APOLOGIES/ APPROVED LEAVE OF ABSENCE

Members

Cr T R Hutchinson	(Shire President)
Cr N L Trenfield	(Deputy Shire President)
Cr J E Burgemeister	
Cr A G Burrows	
Cr A B Downing	
Cr R Howden	
Cr H Nichols	

Staff

Roy McClymont	Chief Executive Officer
Cameron Watson	Corporate & Development Services Manager

Apologies

Nil

Approved Leave of Absence

Cr A B Downing
Cr J E Burgemeister

Observers

Nil

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

That Cr A B Downing granted leave of absence for the Ordinary Council Meetings of November 15th 2008 and December 19th 2008.

That Cr R Howden be granted leave of absence for the Ordinary Council Meeting of November 15th 2008

**Moved: Cr H Nichols
Seconded: Cr J E Burgemeister**

CARRIED 7/0

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY MEETING HELD SEPTEMBER 20, 2008

Council Resolution:

**Moved: Cr A B Downing
Seconded: Cr J E Burgemeister**

That the minutes from the Ordinary Council Meeting held Saturday, September 20, 2008 be confirmed.

CARRIED 7/0

**6.2 HEALTH BUILDING AND TOWN PLANNING COMMITTEE MEETING
MINUTES HELD AUGUST 6, 2008**

Council Resolution:

**Moved: A G Burrows
Seconded: A B Downing**

That the minutes from the Health, Building and Town Planning Committee Meeting held Wednesday, August 6, 2008 be received.

CARRIED 7/0

**6.3 HEALTH BUILDING AND TOWN PLANNING COMMITTEE MEETING
MINUTES HELD SEPTEMBER 3, 2008**

Council Resolution:

**Moved: Cr A B Downing
Seconded: Cr N L Trenfield**

That the minutes from the Health, Building and Town Planning Committee Meeting held Wednesday, September 3, 2008 be received.

CARRIED 7/0

**6.4 MEEKATHARRA FESTIVAL MANAGEMENT COMMITTEE MEETING HELD
AUGUST 12, 2008**

**Moved: Cr J E Burgemeister
Seconded: Cr H Nichols**

**That the minutes from the Meekatharra Festival Management Committee Meeting held
Monday, August 12 , 2008 be received.**

CARRIED 7/0

**6.5 MEEKATHARRA FESTIVAL MANAGEMENT COMMITTEE MEETING HELD
SEPTEMBER 2, 2008**

**Moved: Cr J E Burgemeister
Seconded: Cr H Nichols**

**That the minutes from the Meekatharra Festival Management Committee Meeting held
Monday, September 2 , 2008 be received.**

CARRIED 7/0

7 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS

Nil

8 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

- Cr T R Hutchinson, Cr N L Trenfield and Roy McClymont met with Vince Catania
MLA State Member – Minister for The North West, where he offered his support to
council in getting the Wiluna- Meekatharra Road upgraded.**

9 REPORTS OF COMMITTEES AND OFFICERS**9.1 OFFICERS MONTHLY REPORTS****9.1.1 WORKS & SERVICES MANAGER'S REPORT – SEPTEMBER 2008****Construction: Wiluna North / Neds Creek Road**

The construction crew have completed the Limestone and Bluestone re-sheeting on various sections of this road. Bluestone has been mixed in with the finer dry powdery material previously laid down over approximately 5 klms which turned into powdery dust the bluestone material has been mixed / watered / compacted and has consolidated to form a good solid driving surface. The creeks / floodways in low lying areas have been boxed out on the road edge and filled with rock to stop the scouring on the downstream side as water passes over the road.

The additional limestone re-sheeting also included 2 new road alignments through the flats which has been waterbound / compacted and shaped over a length of 3.5 klms where the floodwaters have washed off top soil and left rocky areas exposed, this material will consolidate over time and form a good structural base through this low lying area. The old road will form part of the waterway on both sections allowing the water to flow away from the newly formed road.

The additional work completed on Wiluna North Road during 2008-09 financial year has cost \$ 125,059.

Construction: Mt Clere Road

Prior to the camp being shifted from the depot to Mt Padbury to carry out the construction work on Mt Clere road, it has been maintenance graded with 2 graders from the highway to the Murchison River to allow the camping gear a smoother ride and save on damage to the vehicles.

The construction crew have started re-sheeting work on sections from the Murchison River Crossing and heading towards Trilbar. Re-sheeting will be carried out over a combined length of 11 klms north of trilbar. There are also various areas towards the highway on previous work completed that has blown out and will need further material imported to lift and strengthen the road surface.

Ashburton Downs Road – Manganese Mining and cartage PMI – Road condition report and preventative maintenance to road.

As council is aware PMI are currently carting low grade manganese from the Peakhill minesite over 65klms of Ashburton Downs Road with Roadtrain Quad configurations. Inspections have been carried out by council's WSM on at least a fortnightly basis this however will need to increase to at least once a week I suggest, as the road is showing signs of serious wear and tear and needs closer consultation with PMI management.

The bulk of Class 12 trucks engaged by PMI using this section of road are sticking to the restricted 60 k/p/h limit imposed by council.

The road section from the Murchison River to Yalga Jinna entrance has been lightly graded by PMI the operator has done a terrific job by cutting off corrugations and filling in blown out areas on this section.

PMI management have committed to applying 10 loads of water per day or more onto the road, water is being applied to the worst effected sections from Yalga Jinna entrance to the Murchison River crossing.

The Works Group inspected the road on Wednesday 8th October and found that the road was in a reasonable condition. Discussions will continue with PMI management regarding the process used to maintain Ashburton Downs Road.

Town Crew

The town crew have been busy with sweeping and cleaning up town streets, removing graffiti from building frontages and footpaths, cleaning up weeds on overgrown verges, bitumen patching, cleaning cattle grids as requested, watering lawns on un-occupied council houses.

Yulella staff are engaged on a part time basis 3 staff work 4 days per week and complete 3 hours each day this is helping with the verge clearing and cleaning up which is certainly improving the tidiness of the streets.

Maintenance Grading

At present we are behind in our maintenance grading schedule as we have only one operator. We are currently advertising for a new maintenance grader operator and hope to fill this position shortly.

Maintenance Grading completed to date on roads as listed.

- Landor Road
- Annean Road
- Polelle Road
- Mooloogool Road – skip grading on sections affected by floodwaters, exposed rock and deep wheel ruts.
- Sherwood Road
- Yoothapina Road

Schedule for Maintenance next 2 weeks - (Grading in progress by Michael Walley)

- Murchison Downs Road to Hillview
- Youno Downs Road – total length
- Yarrabubba Road – total length
- Sandstone Road – total length

Plant Report

All plant is operating effectively and there are no major breakdowns to report.

P114 -Caterpillar Scraper has had an upgrade completed on the air conditioner which has been causing problems, new parts have been ordered to bring the machines air conditioner up to as new standard. After the machine had the new parts fitted it was noted that the air conditioner was not cutting out and was running continuously. A faulty sensor switch was found to be the cause the sensor was located up inside the cabin and could not be replaced because it was in-accessible. A new switch was ordered and will be wired into the system by an electrical technician.

P360 - 924 Caterpillar Loader – Transmission Warning Light staying on

I have arranged for Westrac to send a serviceman to inspect the Transmission Warning Light which was glowing on the dash, this has caused alarm to operators operating the machine. The transmission filter is a very fine micro filter which protects the transmission from contamination, the oil being cold holds the pressure switch on until the oil warms up, then the light goes out.

According to the mechanic there is no serious fault, in fact he said it was very common for the light to stay on until the oil had warmed up.

All other plant has been serviced as scheduled and is up to date and recorded.

Allen Kent

Works Services Manager
Shire of Meekatharra

9/10/2008

Officers Recommendation/ Council Resolution:

Moved: Cr A B Downing
Seconded: Cr J E Burgemeister

That the Works & Services Manager's report for September 2008 be received.

CARRIED 7/0

9.1.2 PLANT MECHANIC'S REPORT – SEPTEMBER 2008

P354-NISSAN PRIME MOVER & P362 WATER TANKER

Hydraulic Pump on the Prime Mover has been Calibrated to hydraulic pump on the water tanker so that there are no problems with the hydraulic System

P354 Prime Mover & P362 Water Tanker was loaned to the Race Club over the race round. Volunteer drivers were instructed not to run the P.T.O. over 1200rpm as the pumps would over heat. It appears that pumps have overheated. This may be due to volunteer operators over revving the PTO.

P354-NISSAN PRIME MOVER

This truck had a major electrical fault and burnt some wiring out this has now been rectified by auto electrician.

P356-MULTI TYER ROLLER

Left and right door windows have been replaced R/H with panel window front blinkers lights, rear lights, full service.

P348-950 CAT LOADER

Has new tyres fitted all round and serviced.

P349-VOLVO GRADER

New tyres fitted to rear drives & Service

P86-CAT SCRAPER

All air conditioner problems rectified by auto electrician

All other plant and equipment fully serviced and in good condition

Geoff Osborn
Plant Mechanic

08/10/2008

Officers Recommendation/ Council Resolution:

Moved: Cr N L Trenfield
Seconded: Cr A G Burrows

That the Plant Mechanic's report for September 2008 be received.

CARRIED 7/0

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Shire of Meekatharra

Major Plant Cost Report

As at: 1/10/08

Percentage of year complete: 25%

Please Note: Due to potential errors in recording data and timing issues, the information in this report is not guaranteed to be 100% accurate.

		Date Acquired	Hours/Kms Life	Hours/Kms YTD	Repairs/Maint Costs YTD	Fuel Costs To 30/9/08	Status/ Condition/Faults	Last Full Service Date	Hrs/Kms	Note
P108	Cat 12H Grader	Oct-05	5082	615	7,433	15,393		17/09/08	4976	
P349	Volvo G720 Grader	Jan-02	8907	134	2,804	3,001		25/08/08	8830	
P358	Cat 12H Grader	Mar-03	10864	574	7,018	11,834	\$3750 tyres	29/09/08	10864	
P109	Nissan Prime Mover	Oct-05	88980	11144	8,784	8,586		10/01/08	88980	
P342	Nissan Prime Mover	Jun-00	239307	10932	3,258	9,144		30/09/08	239307	
P354	Nissan Prime Mover	Oct-02	150506	6972	7,892	7,189		10/01/08	150506	
P387	Nissan Prime Mover	Feb-07	47467	8902	2,071	8,152		30/09/08	47467	
P114	Cat D6N Dozer	Jun-06	1397	165	2,063	4,265		10/02/08	1397	
P348	Cat 950G Loader	Jan-02	6115	295	2,043	6,996		29/09/08	6115	
P86	Cat 613 Scraper	May-94	4645	143	19,156	6,885		16/09/08	4628	
P338	Side Tipper	May-00		0	2,573					
P339	Side Tipper	May-00		0	1,004					
P318	Water Tanker	Dec-97		0	2,749					
P362	Water Tanker	May-03		0	902					
P325	Vibrator Roller	Sep-98	7023	203	681	2,070		1/09/08	6571	
P356	Multi Tyre Roller	Nov-02	3374	325	2,372	4,524		29/09/08	3374	
P373	Hino 9T Crew Cab	Feb-04	157741	10429	3,616	13,606		10/01/08	157741	
P360	Cat 924G Loader (Depot)	Apr-03	Meter Out	Meter Out	789	609	Hour meter US	12/12/07	2381	
P93	JD 315D Backhoe (Depot)	May-95	4283	20	14	39			4054	

Notes

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9.1.3 AIRPORT MANAGER'S REPORT – SEPTMEBER 2008

Aircraft Movements and Statistics

As mentioned in last month's report, the absence of larger aircraft calling in for fuel has continued.

Light aircraft numbers were up considerably due mainly to 2 explorations companies being based out of the airport during the month.

Overall, while aircraft numbers for the month remained up on the same month of last year, it is the reduction of larger aircraft that will have most impact on landing fees.

The figures below reflect the difference between August 2007 and August 2008.

	August 2008	August 2007	Variance
General Aircraft Landed:	195	152	+28%
Avgas Fuel Sold:	37,104 litres	20,983 litres	+76%
Jet Fuel Sold:	44,322 litres	77,829 litres	- 43%
Total Fuel Sold	81,426 litres	98,812 litres	- 18%

For a further comparison, the figures below show difference between the 2007 and 2008 year to date.

	August 2008	August 2007	Variance
General Aircraft Landed:	1656	1413	+17%
Avgas Fuel Sold:	231,615 litres	196,434 litres	+18%
Jet Fuel Sold:	656,053 litres	603,525 litres	+ 9%
Total Fuel Sold	887,668 litres	799,959 litres	+11%

The 2008 YTD figures are boosted by a very busy first 7 months of the year, and it is only over the last 2 months that the decline has taken place. The decline will continue to bring the overall figures down by the end of the year, however we are still on target to sell at least 1 million litres of aviation fuel. This will be the fourth year in succession that we have achieved this figure.

Aerodrome Works:

The tractor is now back in service and this has enabled me to catch up on airside works generally programmed for this time of the year. The slashing program has now been

finished, the sealed runway taxiways and apron have been swept and grass and weeds dragged from the runway strip of the gravel runway.

Other work completed includes:

- General weeding mowing of lawns, garden maint.
- General maintenance of facilities and equipment
- Weeding of the basins and surrounds of the bottle brush trees along the access road.

The bottlebrush trees are currently in bloom and look quite spectacular on the drive out to the airport. Flower gardens are full of colour as well so a relaxing atmosphere is being maintained for all visitors to enjoy.

Aerodrome Works Outstanding:

The 09/27 runway shoulders are scheduled for a re-seal. The outer sections of this runway are also stripping due to the age of the bitumen. I believe that an enrichment seal (fog spray) to the affected area would be a very quick and economical solution to this problem and would also liven up the old seal. The centre section of the runway is holding up well with no sign of undue stone loss. The taxiway is badly cracked on the outer sections and requires rectification before resealing can be done.

(A RADS grant of \$100,000 to be matched by \$100,000 of Council funds has been received for this work and currently waiting for Works Supervisor to meet with me to get things underway. I believe we will need to engage a technical consultant to draw up the scope of works and program manage the job)

Alan has met with me and taken note of the works required. He will organize a consultant and scope of works in the hope that the work can fit in with his programmed street works in March 2009.

AirBP site upgrade.

Planning is in its final stage for an upgrade of the AirBP facility. It is rumoured that work will commence on or about the 20th October.

CASA Part 99 (New regulations)

You may have recently heard or seen information about the introduction of Drug and Alcohol Management Plans (DAMPs) to the aviation industry. Under the new CASA

regulations, each DAMP organization will be required to develop and implement a Drug and Alcohol Management Plan.

Technical workshops will be held on the subject during the annual Australian Airports Association (AAA) National Convention to be held in Perth during November.

It is planned that both the CEO and myself will attend these workshops.

General Summary:

I will be taking leave from Monday 27th October until Monday 17th November. Reith MacLeod will be filling in for me during this period.

Mal Trenfield
Airport Manager

7th October 2008

Officers Recommendation/ Council Resolution:

Moved: Cr A B Downing
Seconded: Cr A G Burrows

That the Airport Managers report for September 2008 be received.

CARRIED 7/0

9.1.4 YOUTH CENTRE REPORT – SEPTMEBER 2008

Youth Centre

The Youth Centre has been running to requirements this month. Unfortunately due to lack of youth participation, we have not had the greatest outcome. The youth of Meeka are in a “stand still” time and are unsure of what they want, being that they say what they want to do and just never turn up to such events.

Basketball nights with Karalundi

This is an ongoing success with nearly the whole youth of town turning up; this I feel is due to the competition factor and also the friendly nature between the two towns. Furthermore they are familiar to the rules of the sport, thus enabling them to feel confident about participating. According to Nairn Walker (understanding poverty framework) kids living in poverty are more inclined to participate in something they are good at or in sport they know that they can win, and are reluctant to try anything new due to looking foolish.

Monday night netball

This has been quite a fluctuating successful activity, with the likes of teachers, police, health care workers and general community members all rocking up ready to compete against one another. Thus being that some nights we can have two games, and other nights we may not even have a full two teams. This is still a fabulous night of gaming which ever way it goes.

Sunday morning sports

This month we had a change over from softball to soccer. This is due to the fact of Wiluna only bringing the biggest kids over and totally annihilating the other towns every week. The youth do not respond well to this and therefore can not be bothered to “shame” themselves further. Soccer is a more ‘fair’ played game as it is more skill involved as apposed to muscular strength.

One Sunday morning also saw Department of Child Protection do a massive feed day at the oval topped off with sports. The staff of the Youth Centre was also required to contribute as we are more skilled in the sporting department. This day consisted of T-ball for the young, softball for the older youth, surrounding towns coming to play and a grand bbq full of meat and salad.

Other activities also saw Elaine King going on the women's day camp and myself judging at the school carnival.

Anthony Lloyd

10/10/2008

Officers Recommendation/ Council Resolution:

Moved: Cr J E Burgemeister

Seconded: Cr H Nichols

That the Youth Officers report for September 2008 be received.

CARRIED 7/0

9.1.5 RANGER'S REPORT – SEPTEMBER 2008

I have attended Meekatharra on two occasions – (8, 9, 10 September) and (26, 27, 28 September.) In total, 17 dogs including a litter of four pups have been either seized or trapped and then destroyed.

8, 9, 10 September -5 seized, 3 caught in traps, 3 surrendered. 1 litter of pups surrendered. 1 dog has been registered for 3 years.

26, 27, 28 September -3 seized, 2 caught in traps

Patrols have been conducted of the town site, and camping areas.

Two complaints from Mrs Mippi and Mrs Simpson have been dealt with.

Peter Smith

10 October 2008

Officers Recommendation/ Council Resolution:

Moved: J E Burgemeister

Seconded: Cr A B Downing

That the Rangers report for September 2008 be received.

CARRIED 7/0

9.1.6 STATUS REPORTS**Council Decisions – Status Report**

Note: This report lists only those Council decisions which require a specific, non repetitive action.

Meeting Date	Item No	Title and Resolution Summary	Resp	Action	Status
15/07/06	9.3.6	Meekatharra Heritage and Canyon Trails Project Not proceeding with Canyon Trail until approvals are presented to Council Advise Agencies that provided grants about halt and ask if funds can be transferred to other sections of project. Take steps to secure tenure over historic sites connected to Meeka Heritage Trails Project Determine status of all reserves, vesting orders and roads within the shire.	CEO/ CONS	Letter written to funding agencies Letter written to Dept Land Information	Complete Complete In progress
15/07/06	9.5.1	Laneway Closure, Land Adjacent to Lots 425,426, 427 & 428 Railway Street Advise the Minister for Lands that proposal was advertised, that no submissions were received by closing dates, Water Corp had no objections. That Shire of Meekatharra request Minister for Land Admin permanently close the laneway and portions adjoining be amalgamated with lots, that Shire has no objections to lots being converted to Freehold Title.	CEO/ CONS	Letter written to Minister for Lands Process to be completed by DOLI	Complete In progress
15/07/06	9.5.2	Permanent Closure of Streets within the Nannine Townsite That Council advise Dept Land Asset Management that Council doesn't wish to close Nannine Townsite That Council establish ownership of Recreation Reserve 3917, Explosive Reserve 4748. Water Reserve 12460, Water Pipe Tracks and Id Hillside Homestead site near Nannine Townsite.	CEO/ CONS	Letter sent to Dept	Complete In progress
19/08/06	9.5.2	Sale Meekatharra Lot 922 – St Barbara Mines Request Health, Building and Planning Committee to inspect property and report to Council potential uses of property etc. Advise Dept Planning & Infrastructure that Council has no	CEO	Letter sent to Dept 7/9/06 Committee to inspect house obtain costs etc. Settlement imminent (St	Complete In progress

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		objections to sale of Lot 922, however Council has interest in old building situated at in North West corner of lot. Request CEO to advise St Barbara Mines that Council may be interested in obtaining tenure of Old Station Masters house on Lot 922.		Barbs to Health Dept) CEO has advised Health Dept that Council may have an interest in old Station Masters house.
15/12/06	9.5.3	Lease of Reserves 40845 & 40847 Staff re-write the terms and conditions of the lease to ensure that Council and community groups who store items on the reserves can continue to do so with unrestricted access and also to ensure that Council secures the necessary access for the Heritage Trails interpretive sites. Further, that the revised lease be presented to Council for approval.	CEO	
20/1/07	9.6.2	Reinstatement of Footpath Paving The brick paved footpath in Main Street Meekatharra is becoming uneven from tree roots and general subsidence. The works could be done by our own staff or could be subcontracted out.	CEO/ Works S'visor	Works being undertaken by Town Crew will be completed with other Capital works in 2008-09
17/2/07	9.4.3	Grant Applications for Drive Trail As the Canyon Trail will no longer be completed it was recommended that requested be made for the funds to be transferred to stage 2 of the Drive Trail Letter have been written to the appropriate funding bodies, but as yet no reply has been received. Council decided to seek the additional funding required to complete the Drive Trail.	CDAO	Letters written to funding bodies - Regional Development Scheme: agreed to transfer funds on the condition that other funding is secured and any changes to budget are also submitted. - Regional Infrastructure Funding Program: Have requested funds be released as several queries are unable to be answered at this stage. Up date to be given
17/3/07	9.3.3	Adoption of Local Laws As our local laws range from 1916 to 1998 in age Council decided to repeal them all and make new ones. Public	CDSM/ CEO	Repeal, Property, Thoroughfares, Public Places Trading, Dog, Cemetery & Bush Fire gazetted, Complete

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		comment was advertised for and as there was no submissions after the expiry date this process was commenced in March 2005. Due to anticipated changes to local laws by the Department of Local Government and Regional Development, Council resolved to 'let the matter lay' until these changes were finalised		advertised, letters sent etc etc Health Laws; make amendments requested by Health Dept, send back for signature, gazette etc etc To Council 18/10/08	Complete
				Standing Orders awaiting changes to model laws. To Council 18/10/08	Complete
16/02/08		Cemetery Plaque	CDSM / AA	Contacted Glen, approve proof of plaque. To be installed by local contractor Order 12/5/08	Plaque received 24.04.08 In progress
15/03/08	10.1.1	Creation of Works Committee – a formal committee under the Local Government Act 1995. Report to be presented to April 08 Council meeting.	CEO/WSM	CEO to discuss details of this proposal with Works Group members/Councillors to assist with writing a report. Topics: purpose, functional areas to be covered, meeting dates & timing issues, staff reporting procedures, committee membership (Cr's/staff), allocation of administration responsibilities.	On hold
17/05/08	9.6.1	Judal- Mileura rd section Council not undertake any work or maintenance on this road. That the Mt Gould – Berringarra rd be Councils Preferred link Between the shires	CEO/ WSM	Mr Walsh be advised of this decision Staff process the official closure of this section of road	Complete 19.05.08 In process
21/06/08	9.3.6	Plastic shopping bag reduction program. Replace plastic with calico and charge for the calico bags.	CEO	Purchase 10,000 calico bags Consult Retailers Commence project	23/06/08 In Process
19/07/08	9.2.5	Investment of Reserve Funds with the Bank of Queensland Investigate using a Financial Adviser.	CDSM	Invest funds Investigate a Financial Adviser	Done 23/7/08 In progress

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19/07/08	9.4.1	Entry Statements. Contact the water corp about re-painting the tanks	CDAO	Enquiries to the water corp in regard repainting the welcome sign and clearing under growth. Painting a welcome sign on the south tank.	In Progress
20/09/08	9.3.1	Donations – contribute to Isolated Children's Parents Association. Will not be contributing to Princess Margaret foundation or the Small Business Centre Mid West.	CEO	Write letters Issue cheque to the ICPA	Emails 25/9/08 Cheque 26/9/08 Complete
20/09/2008	9.3.2	Appointment of additional Auditor. Appoint Mr Greg R Godwin as an auditor.	CDSM	Letter to auditor	Complete 24/9/08
20/09/2008	9.3.3	Acquisition of a Corporate Credit Card. Council acquires a Corporate Credit Card for the use at the discretion of the CEO with a credit balance of \$5000.00	CDSM	Application sent to westpac	Complete
20/09/2008	9.4.1	Meekatharra pool Good Behaviour Vouchers. To give the children up to the age of 16 incentives for good behaviour.	CDAO/CEO	Create 250 Daily passes to the Meekatharra pool and distribute to the School and Youth Centre.	In Progress
20/09/08	10.1.1	Use of the bush fire truck & Council water tankers. That council agrees to the use of BFT at the Landor Races in the care of Brian O'Dwyer. Council agrees to the use of two water carts and the prime mover at the Meekatharra Festival 08	WSM		Complete Complete

The following tasks and projects have been identified by staff and Councillors as being important to be addressed in the short term in order to bring Council up to date with compliance, governance and general sound management principles.

Priority	Tasks/projects to be done	Status
5	Assets - stocktake assets and create procedure to manage major and minor assets	In progress
5	Auditing Review scope of current financial audit	Not started
1	Buildings create 10 year maintenance and new building program	Started
2	Cemeteries - review facilities and upgrade - eg. interment of ashes	Not started
	Code of conduct - Review	Complete
1	Employment Contracts/letters - review and change to Workplace Agreements as req'd	Complete
5	Employee start up and termination procedures create checklist	In progress
1	Evacuation plans - signs etc create/review	Not started
1	First aid kits and training - review	In progress
3	Fuel use, procurement and systems for monitoring - review and update systems as reqd	In progress
5	Gravel pit reinstatement	In progress
5	Health - mosquito - create full researched plan	Not started
5	Interpretive centre planning, procurement, title, funding etc etc etc	Started
1	Lease Reserves 40845, 40847 - formalise & legalise lease	In progress
1	Local laws - enact new ones	In progress
2	Heritage - Municipal Inventory - Review	In progress
1	Occ health and safety compliance - review and ensure compliance	In progress
4	Plant maintenance - training of operators and management	On going
5	Property addressing - clear numbers on houses/curbs formalise with DLI and implement.	In progress
	Public Safety Check Lists for playgrounds, BMX track etc create & set procedures	In progress
5	Recruitment and induction procedures - review, create, improve	In progress
1	Review Community Development - Create Plan for Future then review structure	In progress
5	Roads - update and improve annual road maintenance list (create schedule)	Started
5	Roads - create 5 year road construction program/schedule	Started
5	Roads - create grid improvement program (seal/stabilise approaches)	Not started
5	Roads - list unfenced grids, seek approvals and remove grids	Not started
5	Roads - ensure compliance with Clearing of Land legislation	Started
1	Rubbish Tip - improve day to day management - recycling, attended, open times etc	On going
5	Stock - gravel metal cement sand etc booking out procedures - review	Started
5	Stock (filters, oils, parts, cement etc) - set procedures and levels	Started
5	Tenancies - inspections of houses and other properties	On going
5	Tenancies - write/rewrite all agreements to comply with act and include bonds (amend policy)	In progress
	Trails projects - review and implement Stage 2	In progress

5	Work instructions/procedures - none exist - create	In progress
1	Works construction - prepare water, gravel etc for Construction Program	On-going
1	Town Planning Scheme No 3 - finalise process - Planning Commission letters	In progress
	Controlled Waste Regulations 2004 - set up reporting system - comply	Started

Officers Recommendation/ Council Resolution:

Moved: Cr N L Trenfield

Seconded: Cr A B Downing

That the Status reports be received.

CARRIED 7/0

9.2 FINANCE

9.2.1 MONTHLY FINANCIAL REPORT PERIOD ENDED SEPTEMBER 30, 2008

LOCATION:	N/A
APPLICATION:	CAMERON WATSON
FILE REF:	ADM 0171
DISCLOSURE OF INTEREST:	NIL
DATE OF REPORT:	8 OCTOBER 2008
AUTHOR:	KRYS EAST ACTING CORPORATE & DEVELOPMENT SERVICES MANAGER



SIGNATURE OF AUTHOR:
SENIOR OFFICER:

ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER



SIGNATURE OF SENIOR OFFICER:

Summary:

Monthly Financial Report

Background:

Financial Activity Statement Report – s.6.4

(1) *A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as out in the annual budget under regulation 22(1)(d), for that month in the following detail –*

- (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or(c);*
- (b) Budget estimates to the end of the month to which the statement relates;*
- (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) The net current assets at the end of the month to which the statement relates.*

(2) *Each statement of financial activity is to be accompanied by documents containing-*

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- (b) An explanation of each of the material variances referred to in sub-regulation (1)(d); and*

(c) Such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown –

- (a) According to nature and type classification,*
- (b) By program; or*
- (c) By business unit.*

(4) A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be –

- (a) presented to the council –*
 - (i) at the next ordinary meeting of the council following the end of the month to which the statement relates; or*
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting;*

And

(b) Recorded in the minutes of the meeting at which it is presented.

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

(6) In this regulation –

} committed assets~ means revenue unspent but set aside under the annual budget for a specific purpose;

} restricted assets~ have the same meaning as in AAS 27.

[Regulation 34 inserted in Gazette 31 Mar 2005 p. 1049-50.]

[35. Repealed in Gazette 31 Mar 2005 p. 1050.]

Comment:

A monthly financial report is to be presented to Council at the next ordinary meeting following the end of the reporting period.

Consultation:

Ron Back – Local Government Consultant

Statutory Environment:

*Local Government Act 1995 Section 6.4 Financial Report
Financial Management Regulations 34 & 35*

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation/Council Resolution:

Moved: Cr A G Burrows

Seconded: Cr A B Downing

That the financial report for the period ending September 30, 2008 be received.

CARRIED 7/0



Monthly Financial Statements
for the period ended 30 September 2008.

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Shire of Meekatharra		Monthly Financial Report	
for the period ended 30 September 2008.		Income Statement	
	2008/09		
	Amd Budget	YTD Budget	30 Sep 2008
	\$	\$	\$
OPERATING EXPENDITURE			
Governance	341,357	122,042	97,356
General Purpose Funding	240,792	49,824	47,192
Law, Order, & Public Safety	114,130	23,906	21,463
Health	132,320	20,521	16,369
Education and Welfare	459,999	95,962	70,649
Housing	21,840	14,387	3,776
Community Amenities	418,579	106,414	97,244
Recreation and Culture	790,295	180,945	150,827
Transport	2,985,081	681,567	616,981
Economic Services	410,292	127,050	103,479
Other Property and Services	14,700	24,401	236,822
OPERATING EXPENDITURE	5,929,385	1,447,019	1,462,157
OPERATING REVENUE			
Governance	7,600	775	399
General Purpose Funding	4,840,174	2,533,512	2,632,397
Law, Order, & Public Safety	31,400	14,575	5,938
Health	4,250	1,063	418
Education and Welfare	155,052	52,506	40,495
Housing	23,540	5,885	3,458
Community Amenities	102,710	96,710	82,415
Recreation and Culture	44,050	4,388	4,868
Transport	559,918	231,923	240,193
Economic Services	172,530	37,568	34,687
Other Property and Services	31,100	7,375	5,039
OPERATING REVENUE	5,972,324	2,986,280	3,050,307
GRANTS/CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS			
Transport	900,502	14,000	13,548
Economic Services	192,132	16,000	15,075
Total	1,092,634	30,000	28,623
PROFIT/(LOSS) on DISPOSAL			
Transport	51,000	-	-
Other Property and Services	11,000	-	-
PROFIT/(LOSS) on DISPOSAL	62,000	-	-
NET RESULT	1,197,573	1,569,261	1,616,773

Shire of Meekatharra		Monthly Financial Report			
Statement of Financial Activity					
<i>for the period ended 30 September 2008.</i>		2008/09			
	Note	2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Sep 2008	
Expenditures		\$	\$	\$	
Governance		(341,357)	(122,042)	(97,356)	20%
General Purpose Funding		(240,792)	(49,824)	(47,192)	5%
Law, Order, Public Safety		(114,130)	(23,906)	(21,463)	10%
Health		(132,320)	(20,521)	(16,369)	20%
Education and Welfare		(459,999)	(95,962)	(70,649)	26%
Housing		(21,840)	(14,387)	(3,776)	74%
Community Amenities		(418,579)	(106,414)	(97,244)	9%
Recreation and Culture		(790,295)	(180,945)	(150,827)	17%
Transport		(2,985,081)	(681,567)	(616,981)	9%
Economic Services		(410,292)	(127,050)	(103,479)	19%
Other Property and Services		(14,700)	(24,401)	(236,822)	(871%)
Less Depreciation on Assets		2,222,065	555,517	612,472	(10%)
Expenditures	3	(3,707,320)	(891,502)	(849,685)	5%
Revenues					
Governance		7,600	775	399	
General Purpose Funding		2,940,804	634,142	674,448	6%
Law, Order, Public Safety		31,400	14,575	5,938	(59%)
Health		4,250	1,063	418	
Education and Welfare		155,052	52,506	40,495	(23%)
Housing		23,540	5,885	3,458	(41%)
Community Amenities		102,710	96,710	82,415	(18%)
Recreation & Culture		44,050	4,388	4,868	11%
Transport		559,918	231,923	240,193	4%
Economic Services		172,530	37,568	34,687	(8%)
Other Property and Services		31,100	7,375	5,039	(32%)
Revenues	1	4,072,954	1,086,910	1,092,359	1%
Net operating requirements		365,634	195,408	242,673	
CAPITAL Income and outlays()					
Contributions/Grants	2	1,092,634	30,000	28,623	(5%)
Land & Buildings	4	(1,423,191)	(416,850)	(413,151)	1%
Plant & Equipment	4	(1,169,400)	(32,025)	(34,596)	(8%)
Furniture and Equipment	4	(149,393)	-	(2,418)	#####
Infrastructure	4	(3,352,902)	(408,000)	(395,058)	3%
Proceeds from Disposal of Assets		213,000	-	-	0%
Transfers to Reserves	5	(759,357)	(26,040)	(28,106)	(8%)
Transfers from Reserve	5	889,000	-	-	0%
Net capital requirement		(4,659,609)	(852,915)	(844,707)	
ADD Net Current Assets 1st July B/Fwd		2,394,605	2,394,605	2,204,323	(8%)
LESS Net Current Assets Year to Date		-	(3,636,468)	(3,560,238)	
Amount Raised from Rates		1,899,370	1,899,370	1,957,949	3%

Shire of Meekatharra

**Monthly Financial Report
Statement of Financial Activity**

for the period ended 30 September 2008.

2008/09

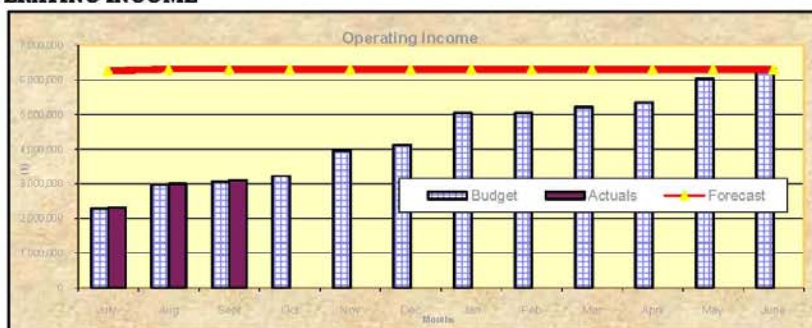
SIGNIFICANT VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY REPORT

General Comments

Budget generally tracking below budget estimates. Variations arising tend to be from the timing of budget estimates. Notes on variations are included at page 27

REVENUES & CAPITAL INCOME

OPERATING INCOME



Comments

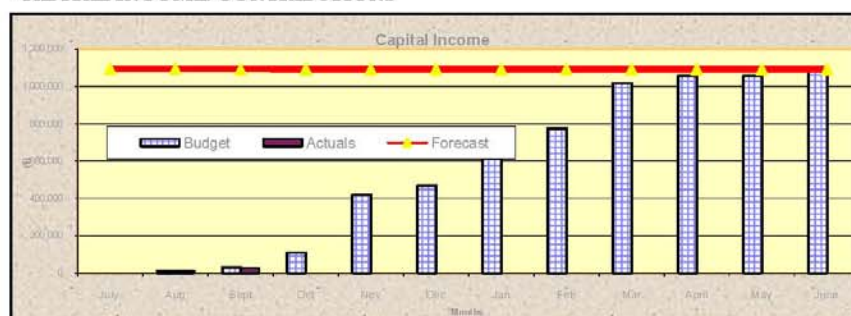
Amd Budget

YTD Budget

30 Sep 2008

- 1 Revenues are within 1.4% of estimated budget as at 30 Sep 2008. There are no material variations.

CAPITAL INCOME/CONTRIBUTIONS



Comments

YTD

\$28,623

Total Budget

\$1,092,634

- 2 Revenues are within 4.6% of estimated budget as at 30 Sep 2008. There are no material variations.

Proceeds from asset sales are within budget expectations and there are no material variations.

Shire of Meekatharra

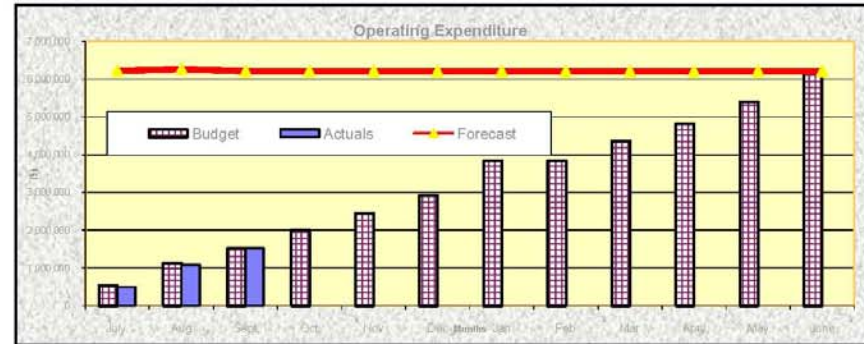
**Monthly Financial Report
Statement of Financial Activity**

for the period ended 30 September 2008.

2008/09

OPERATING EXPENSES & CAPITAL OUTLAYS

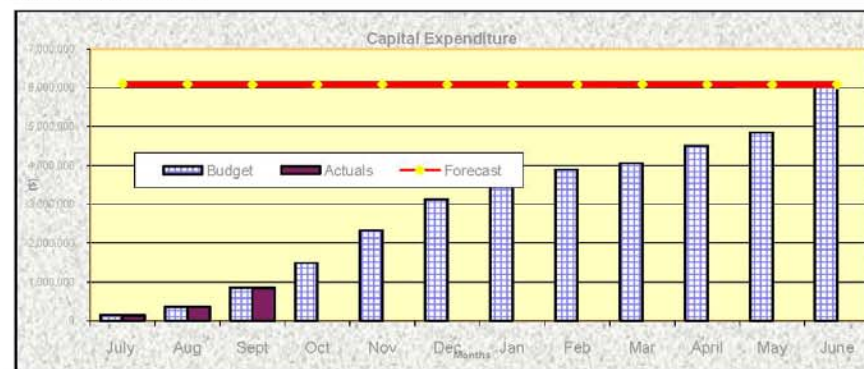
OPERATING EXPENDITURES



Comments YTD \$1,462,157 Total Budget \$6,214,385

- 3 Total operating expenses are .3% below budget estimates.. Excluding the effect of deprecation the expenses are 6.4% below budget estimates as at 30 Sep 2008

CAPITAL OUTLAYS



Comments YTD \$845,224 Total Budget \$6,094,886

- 4 Total capital expenses are 1.4% below budget estimates as at 30 Sep 2008. There are no material variations.

Shortages of resources are delaying the works program.

- 5 Net Reserve transaction are within 7.9% of estimated budget as at 30 Sep 2008.

Shire of Meekatharra

for the period ended 30 September 2008.

**Monthly Financial Report
Notes to the Financial Statements**

2008/09

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this financial report are:

a) Basis of Accounting

The budget has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended). The budget has also been prepared on the accrual basis under the convention of historical cost accounting.

b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this budget.

2 CASH AND CASH EQUIVALENTS

a) Reconciliation of cash

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the statement of financial position as follows:

Cash assets	2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Sep 2008
Cash - Unrestricted	(79,135)	3,492,191	2,691,643
Cash - Restricted	5,872,677	6,028,360	6,093,421
	<u>5,793,542</u>	<u>9,520,551</u>	<u>8,785,064</u>
<i>Cash assets are represented by -</i>			
Cash on hand	600	600	10,520
Municipal Bank Account	(79,735)	3,491,591	67,264
Bank Term Deposits	-	-	2,664,127
Reserve Accounts Bank	5,872,677	6,028,360	6,043,152
	<u>5,793,542</u>	<u>9,520,551</u>	<u>8,785,064</u>
Cash backed reserves	5,872,677	6,028,360	6,043,152
Grants/Contributions	-	-	50,269
	<u>5,872,677</u>	<u>6,028,360</u>	<u>6,093,421</u>

3 STATEMENT OF NET CURRENT ASSETS

	2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Sep 2008
CURRENT ASSETS			
Cash & Cash Equivalents	5,793,542	9,520,551	8,785,064
Trade and other receivables	263,000	227,623	828,150
Inventories	121,000	160,203	119,970
	<u>6,177,542</u>	<u>9,908,377</u>	<u>9,733,184</u>
LESS: CURRENT LIABILITIES			
Trade and other payables	295,626	231,684	85,144
Provisions	47,374	50,000	80,388
	<u>343,000</u>	<u>281,684</u>	<u>165,532</u>
NET CURRENT ASSETS	<u>5,834,542</u>	<u>9,626,693</u>	<u>9,567,652</u>
Less: Cash - Restricted	(5,872,677)	(6,028,360)	(6,043,152)
Current Employee Liabilities	38,135	38,135	38,135
Non cash items	-	-	(2,397)
ESTIMATED SURPLUS/(DEFICIENCY) C/FWI	<u>-</u>	<u>3,636,468</u>	<u>3,560,238</u>

Shire of Meekatharra	Monthly Financial Report
<i>for the period ended 30 September 2008.</i>	Notes to the Financial Statements
	2008/09

4 NON CURRENT ASSETS

a) Asset acquisitions by class	2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Sep 2008
<u>Land and Buildings</u>			
Housing - capital improvements	1,035,691	350,000	348,968
Upgrade Pool Changerooms	110,000	27,500	26,130
Construct Oval Toilets	100,000	-	-
Tennis practice wall	3,000	-	-
Replace pine rails around oval	6,000	600	-
Repair Ceiling Office Passageway	12,000	-	-
Paint External Office Building	40,000	20,000	20,000
Race Course Buildings	20,000	-	-
Town Hall - capital improvements	75,000	18,750	18,054
Mt Gould Police Station - security	6,500	-	-
Upgrade of Dog Pound	15,000	-	-
Youth Centre Office Carpets	64,000	-	-
<u>Plant and Equipment</u>			
Vehicle Purchase (CEO)	57,000	-	-
Security cameras for mainstreet	100,000	-	-
Pool - Upgrade Tank to 20,000 litres	14,500	-	1,750
Cornish Lift	35,000	-	-
Sports Complex Equipment	21,000	5,250	9,178
New Pump/fittings - oval	15,000	15,000	13,048
Hall Equipment	600	-	-
Furniture And Equipment	8,243	-	-
<u>Transport</u>			
Miscellaneous Plant (Small Equipment)	13,800	5,175	3,973
Traffic Counters (2)	7,000	-	-
Toyota L/Cruiser - Works	80,000	-	-
Excavator	95,000	-	-
Crew Cab 9T Truck	205,000	-	-
Vibrating Roller	230,000	-	-
Trailer for caravan & fuel tank	70,000	-	-
Fuel Tanker	15,000	-	-
Truck Prime Mover	180,000	-	-
Pumps + Generators	20,000	6,600	8,397
Engines & pumps	25,000	-	-
<u>Furniture and Equipment</u>			
<u>Governance</u>			
Office Furniture - Administration Office	42,650	-	668
<u>Other</u>			
Collection of Mining Relics	10,000	-	-
Airconditioner Gym	10,000	-	-
<u>Infrastructure Assets Roads</u>			
<u>Road Contruction</u>	2,263,299	408,000	395,058
<u>Other</u>	-	-	-
Town Streets - reseal	350,000	-	-

Shire of Meekatharra	Monthly Financial Report
<i>for the period ended 30 September 2008.</i>	Notes to the Financial Statements
	2008/09

Infrastructure Assets Other

Airport Construction	300,000	-	-
Meeka Heritage Drive Trails	279,603	-	-
Entry Statements & Signs	30,000	-	-
Parks & Gardens - Capital	88,000	-	-
BBQ & Light Oval Park	12,000	-	-
Viewing platform at headframe (view mosaic	30,000	-	-
	6,094,886	856,875	845,224

Summary

Land & Buildings	1,423,191	416,850	413,151
Plant & Equipment	1,169,400	32,025	34,596
Furniture and Equipment	149,393	-	2,418
Roads Infrastructure	2,613,299	408,000	395,058
Airport Infrastructure	300,000	-	-
Other Infrastructure	439,603	-	-
	6,094,886	856,875	845,224

Shire of Meekatharra		Monthly Financial Report	
<i>for the period ended 30 September 2008.</i>		Notes to the Financial Statements	
		2008/09	
5 CASH BACKED RESERVES	2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Sep 2008
a) Infrastructure & Economic Development Reserve			
Opening Balance	619,262	619,262	623,602
Amount Set Aside / Transfer to Reserve	44,700	3,129	2,914
Amount Used / Transfer from Reserve	-	-	-
	<u>663,962</u>	<u>622,391</u>	<u>626,516</u>
b) Leave Reserve			
Opening Balance	38,135	38,135	38,248
Amount Set Aside / Transfer to Reserve	3,000	210	179
Amount Used / Transfer from Reserve	-	-	-
	<u>41,135</u>	<u>38,345</u>	<u>38,426</u>
c) Shire Water Reserve			
Opening Balance	121,880	121,880	122,205
Amount Set Aside / Transfer to Reserve	8,700	609	571
Amount Used / Transfer from Reserve	-	-	-
	<u>130,580</u>	<u>122,489</u>	<u>122,776</u>
d) Plant Reserve			
Opening Balance	1,527,221	1,527,221	1,531,188
Amount Set Aside / Transfer to Reserve	101,000	7,070	7,155
Amount Used / Transfer from Reserve	(199,000)	-	-
	<u>1,429,221</u>	<u>1,534,291</u>	<u>1,538,342</u>
e) Building Reserve			
Opening Balance	983,952	983,952	980,192
Amount Set Aside / Transfer to Reserve	407,057	1,379	4,580
Amount Used / Transfer from Reserve	(690,000)	-	-
	<u>701,009</u>	<u>985,331</u>	<u>984,772</u>
f) Transport Reserve			
Opening Balance	278,280	278,280	279,061
Amount Set Aside / Transfer to Reserve	20,000	1,400	1,304
Amount Used / Transfer from Reserve	-	-	-
	<u>298,280</u>	<u>279,680</u>	<u>280,365</u>
g) Airport Runway Reserve			
Opening Balance	1,798,916	1,798,916	1,804,066
Amount Set Aside / Transfer to Reserve	129,300	9,051	8,430
Amount Used / Transfer from Reserve	-	-	-
	<u>1,928,216</u>	<u>1,807,967</u>	<u>1,812,495</u>
h) Airport Operating Reserve			
Opening Balance	634,674	634,674	636,485
Amount Set Aside / Transfer to Reserve	45,600	3,192	2,974
Amount Used / Transfer from Reserve	-	-	-
	<u>680,274</u>	<u>637,866</u>	<u>639,459</u>
Total Cash Backed Reserves	<u>5,872,677</u>	<u>6,028,360</u>	<u>6,043,152</u>
All of the above reserve accounts are to be supported by money held in financial institutions.			
SUMMARY			
Opening Balance	6,002,320	6,002,320	6,015,046
Amount Set Aside / Transfer to Reserve	759,357	26,040	28,106
Amount Used / Transfer from Reserve	(889,000)	-	-
	<u>5,872,677</u>	<u>6,028,360</u>	<u>6,043,152</u>

SHIRE OF MEEKATHARRA

Management Budgets

for the period ended 30 September 2008.



Shire of Meekatharra		Management Budget SUMMARY		
<i>for the period ended 30 September 2008.</i>		2008/09		
SUMMARY	2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Sep 2008	
OPERATING EXPENDITURE	\$	\$	\$	
Governance	341,357	122,042	97,356	
General Purpose Funding	240,792	49,824	47,192	
Law, Order, & Public Safety	114,130	23,906	21,463	
Health	132,320	20,521	16,369	
Education and Welfare	459,999	95,962	70,649	
Housing	21,840	14,387	3,776	
Community Amenities	418,579	106,414	97,244	
Recreation and Culture	790,295	180,945	150,827	
Transport	2,985,081	681,567	616,981	
Economic Services	410,292	127,050	103,479	
Other Property and Services	14,700	24,401	236,822	
	<u>5,929,385</u>	<u>1,447,019</u>	<u>1,462,157</u>	
OPERATING INCOME				
Governance	7,600	775	399	
General Purpose Funding	4,840,174	2,533,512	2,632,397	
Law, Order, & Public Safety	31,400	14,575	5,938	
Health	4,250	1,063	418	
Education and Welfare	155,052	52,506	40,495	
Housing	23,540	5,885	3,458	
Community Amenities	102,710	96,710	82,415	
Recreation and Culture	44,050	4,388	4,868	
Transport	559,918	231,923	240,193	
Economic Services	172,530	37,568	34,687	
Other Property and Services	31,100	7,375	5,039	
	<u>5,972,324</u>	<u>2,986,280</u>	<u>3,050,307</u>	
PROFIT ON SALE				
Governance	11,000	-	-	
Transport	51,000	-	-	
	<u>62,000</u>	<u>-</u>	<u>-</u>	
Net operating excl capital contributions	104,939	1,539,261	1,588,150	
Capital Grants/Contributions	1,092,634	30,000	28,623	
Net operating result	<u>1,197,573</u>	<u>1,569,261</u>	<u>1,616,773</u>	
CAPITAL WORKS/ACQUISITIONS				
CAPITAL GRANTS/CONTRIBUTIONS	Amd Budget	YTD Budget	30 Sep 2008	
Transport	900,502	14,000	13,548	
Economic Services	192,132	16,000	15,075	
	<u>1,092,634</u>	<u>30,000</u>	<u>28,623</u>	
PROCEED FROM SALES				
Governance	27,000	-	-	
Transport	186,000	-	-	
	<u>213,000</u>	<u>-</u>	<u>-</u>	
CAPITAL WORKS				
Governance	151,650	20,000	20,668	
Law, Order, & Public Safety	115,000	-	-	
Education and Welfare	72,243	-	-	
Housing	1,035,691	350,000	348,968	
Recreation and Culture	546,600	67,100	68,160	
Transport	3,854,099	419,775	407,428	
Economic Services	319,603	-	-	
	<u>6,094,886</u>	<u>856,875</u>	<u>845,224</u>	
Net funding for capital	<u>(4,789,252)</u>	<u>(826,875)</u>	<u>(816,601)</u>	

Shire of Meekatharra		Management Budget General Purpose Funding		
<i>for the period ended 30 September 2008.</i>		2008/09		
		2008/09 Amd Budget \$	2008/09 YTD Budget \$	2008/09 30 Sep 2008 \$
RATE REVENUE				
Operating Expenditure				
101920	Valuation & Title Search	7,000	1,750	936
102330	Rates Written Off	25,000	-	-
103420	Legal Expenses - Rates	7,500	1,500	927
101120	Administration Allocated	80,796	20,199	19,238
Total Operating Expenditure		120,296	23,449	21,101
Operating Income				
100310	Rates Levied	1,899,370	1,899,370	1,957,949
101610	Ex Gratia Rates	3,000	-	-
102210	Rate Instalment Fee	3,000	750	4,725
101410	Rate Instalment Interest	5,500	1,815	2,649
101510	Rates Non-Payment Penalty	15,000	3,750	5,155
102810	Legal Fees Recovered	3,000	-	-
Total Operating Income		1,928,870	1,905,685	1,970,477
GENERAL PURPOSE GRANTS				
Operating Expenditure				
103320	Administration Allocation	11,222	2,806	2,666
Total Operating Expenditure		11,222	2,806	2,666
Operating Income				
101810	General Purpose Grant	1,469,052	367,263	384,226
102110	Local Road Component Grant	849,502	212,376	225,657
Total Operating Income		2,318,554	579,639	609,883
OTHER GENERAL PURPOSE FUNDING				
Operating Expenditure				
108520	Bank Charges	4,500	1,125	966
108550	Sundry Debtor Write Offs	5,000	-	-
102310	Doubtful Debts Expense	10,000	-	-
105530	Administration allocated	89,774	22,444	22,458
106820	Rounding Adjustment	-	-	0
Total Operating Expenditure		109,274	23,569	23,425
Operating Income				
103110	Esl Administration Fee	4,000	-	-
102830	Other Minor Income	750	188	500
192230	Interest on Municipal Investmen	216,000	20,000	23,432
192240	Interest on Reserve Investments	372,000	28,000	28,106
Total Operating Income		592,750	48,188	52,038
Net Funding Demands		4,599,382	2,483,688	2,585,205

Shire of Meekatharra		Management Budget Governance		
<i>for the period ended 30 September 2008.</i>		2008/09		
MEMBERS OF COUNCIL		2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Sep 2008
Operating Expenditure		\$	\$	\$
102320	President's Allowance	8,000	8,000	8,000
112020	Deputy President Allowance	2,000	2,000	2,000
103020	Members - Meeting Fees	15,820	3,880	2,359
103120	Members Travelling	6,000	1,500	200
102020	Fax & Email Costs	-	-	64
102120	Conference, Training & Uniform	17,100	4,275	3,198
102420	Refreshments & Receptions	10,800	2,625	1,999
102720	Members Insurance	3,709	3,709	3,025
102820	Members Subscriptions	15,741	15,741	14,162
102920	Members - telephone	500	125	-
102220	Election Expenses	1,500	-	-
102520	Donations	15,950	3,190	1,739
102550	Native Title Claims	2,500	-	-
102620	Council Chambers Mtce	1,000	250	-
106220	Audit	11,000	-	-
103220	Depreciation	155	39	42
105620	Admin Alloc-Governance	235,655	58,914	57,225
Total Operating Expenditure		346,830	104,248	94,013
Operating Income				
112330	Reimbursements	-	-	8
Total Operating Income		-	-	8
ADMINISTRATION				
Operating Expenditure				
106940	Staff Uniform Expenses	3,000	750	24
103520	Salaries - Admin	414,079	82,816	84,628
103920	Super - Admin	49,773	12,443	10,206
104020	Fringe Benefit Tax	30,000	-	-
104120	Admin Centre Operations	10,000	2,500	47
104220	Admin Centre Maintenance	22,000	5,500	5,018
104520	Stationery	14,000	3,500	2,937
105020	Telephone	15,000	3,750	3,136
105320	Postage	6,000	1,500	1,127
104320	Advertising	10,000	2,500	(927)
105420	Equipment Maintenance & Cons	15,000	3,750	1,610
107120	Computer Software	22,655	11,328	13,455
105220	Computer Hardware	8,500	-	-
106920	Accounting & Consulting	56,200	36,700	41,701
		676,207	167,037	162,964

Continued...

Shire of Meekatharra		Management Budget Governance		
<i>for the period ended 30 September 2008.</i>		2008/09		
continued		2008/09	2008/09	2008/09
		Amd Budget	YTD Budget	30 Sep 2008
Operating Expenditure				
105720	Other	20,000	-	-
106020	CEO Vehicle	12,000	3,000	2,538
106030	DCEO Vehicle	6,500	1,625	1,648
106620	Accommodation/Travel	20,200	-	1,181
104620	Training & Conferences	17,900	-	477
106420	Staff Recruitment & Relocation	10,000	-	-
107020	Legal Fees	8,000	-	-
107220	Depreciation	31,000	7,750	9,999
103820	Insurance	23,758	23,758	15,464
104920	Housing Allocations	66,697	12,126	6,638
110820	Admin Allocated to Functions	(897,735)	(197,502)	(197,566)
Total Operating Expenditure		(5,473)	17,794	3,343
Operating Income				
111230	Reimbursements	7,500	750	375
111250	Fees And Charges	100	25	16
111240	Profit Sale Of Asset	11,000	-	-
Total Operating Income		18,600	775	391
Capital Expenditure				
112240	Vehicle Purchase (CEO)	57,000	-	-
113260	Office Furniture	42,650	-	668
113280	Repair Ceiling Office	12,000	-	-
113290	Paint External Office Building	40,000	20,000	20,000
Total Capital Expenditure		151,650	20,000	20,668
Capital Income				
111260	Proceeds from vehicle trade-	27,000	-	-
Total Capital Income		27,000	-	-
Net Funding Demands		(447,407)	(141,267)	(117,625)

Shire of Meekatharra		Management Budget		
<i>for the period ended 30 September 2008.</i>		Law, Order & Public Safety		
		2008/09		
		2008/09	2008/09	2008/09
		Amd Budget	YTD Budget	30 Sep 2008
FIRE PREVENTION				
115720	Bush Fire Control	4,000	-	-
115820	Vehicle Operational Costs	13,000	3,250	3,444
115620	Fire Insurance	3,145	786	1,281
115520	Depreciation	2,600	650	709
115420	Protective Burning	500	-	-
Total Operating Expenditure		23,245	4,686	5,435
Operating Income				
115630	FESA - BFB Grant	9,500	9,500	5,815
Total Operating Income		9,500	9,500	5,815
ANIMAL CONTROL				
Operating Expenditure				
119220	Pound Maintenance	500	-	-
119020	Animal Control Expenses	34,600	8,650	137
119230	Admin Alloc - Animal	-	-	48
Total Operating Expenditure		35,100	8,650	186
Operating Income				
119730	Fines & Penalties	100	-	-
119830	Impounding Fees	500	125	-
119930	Dog Registration	1,500	-	123
Total Operating Income		2,100	125	123
Capital Expenditure				
119970	Pound Upgrade	15,000	-	-
Total Capital Expenditure		15,000	-	-
OTHER LAW, ORDER & PUBLIC SAFETY				
Operating Expenditure				
Ranger Services				
116520	Uniforms	100	-	-
116250	Insurance	1,964	1,964	817
116320	Vehicle Operating Costs	4,250	1,063	2,739
116030	Depreciation	2,950	738	-
116010	Administration Allocated	8,977	2,244	2,133
116420	Miscellaneous	6,000	1,500	7,776
Ranger Services		24,241	7,509	13,464
Other Expenses				
120020	State Emergency Services	19,300	-	1,845
120120	Administration	2,244	561	533
120160	Safer WA	10,000	2,500	-
Total Operating Expenditure		55,785	10,570	15,842
Operating Income				
120030	FESA - SES Grant	19,300	4,825	-
116430	Reimbursements - Ranger	500	125	-
Total Operating Income		19,800	4,950	-
Capital Expenditure				
120270	Security Cameras	100,000	-	-
Total Capital Expenditure		100,000	-	-
Net Funding Demands		(197,730)	(9,331)	(15,525)

Shire of Meekatharra		Management Budget Health		
<i>for the period ended 30 September 2008.</i>		2008/09		
		2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Sep 2008
HEALTH INSPECTIONS & ADMINISTRATION				
Operating Expenditure		\$	\$	\$
122960 Health Consultancy		52,250	13,063	10,929
121320 Insurance		4,665	4,665	2,090
122920 Depreciation		120	30	30
121920 Subscriptions & Journals		1,000	-	473
121620 Admin Alloc - Secretarial		7,855	1,964	-
122980 Other Expenses		11,240	-	1,416
Total Operating Expenditure		<u>77,130</u>	<u>19,722</u>	<u>14,938</u>
Operating Income				
123000 Health Fees & Licenses		-	-	173
123930 Itinerant vendors Fees		-	-	245
123010 Other Income		4,250	1,063	-
Total Operating Income		<u>4,250</u>	<u>1,063</u>	<u>418</u>
PREVENTATIVE SERVICES - PEST CONTROL				
Operating Expenditure		\$	\$	\$
123720 Mosquito Control		6,996	-	454
123820 Depreciation		450	113	110
Total Operating Expenditure		<u>7,446</u>	<u>113</u>	<u>563</u>
PREVENTIVE SERVICES - OTHER				
Operating Expenditure				
124020 Analytical Expenses		500	125	335
124040 Administration Allocated		2,244	561	533
Total Operating Expenditure		<u>2,744</u>	<u>686</u>	<u>868</u>
OTHER HEALTH				
Operating Expenditure				
112220 Donation - RFDS		45,000	-	-
Total Operating Expenditure		<u>45,000</u>	<u>-</u>	<u>-</u>
Net Funding Demands		<u>(128,070)</u>	<u>(19,458)</u>	<u>(15,951)</u>

Shire of Meekatharra		Management Budget Education and Welfare		
<i>for the period ended 30 September 2008.</i>		2008/09		
		2008/09 Amnd Budget \$	2008/09 YTD Budget \$	2008/09 30 Sep 2008 \$
PRE SCHOOL				
Operating Expenditure				
120920	Pre-School Centre Mtce	2,000	500	-
120430	Insurance	307	307	838
124260	Depreciation	5,700	1,425	1,425
120440	Administration Allocated	8,977	2,244	2,176
Total Operating Expenditure		<u>16,984</u>	<u>4,476</u>	<u>4,438</u>
		\$	\$	\$
OTHER EDUCATION				
Operating Expenditure				
120720	Telecentre Costs	10,000	2,500	926
124250	Administration Allocated	-	-	52
Total Operating Expenditure		<u>10,000</u>	<u>2,500</u>	<u>978</u>
		\$	\$	\$
DAY CARE CENTRE				
Operating Expenditure				
124120	Day Care Centre Maintenance	7,000	1,750	1,334
Total Operating Expenditure		<u>7,000</u>	<u>1,750</u>	<u>1,334</u>
		\$	\$	\$
DOMESTIC VIOLENCE				
Operating Expenditure				
125390	Housing Expenses	-	-	155
125400	Insurance	-	-	3,169
125410	Vehicle Expense	-	-	890
125440	Telephone	-	-	383
125530	Administration Allocated	-	-	138
Total Operating Expenditure		<u>-</u>	<u>-</u>	<u>4,736</u>
		\$	\$	\$
COMMUNITY DEVELOPMENT				
Operating Expenditure				
124570	Salaries	66,681	16,670	12,683
124580	Superannuation	5,859	1,465	1,288
124640	Staff Replacement & Relocation	10,000	-	-
124650	Training & Conferences	4,500	-	-
124630	Housing	11,116	2,779	342
124590	Vehicle Expenses	4,000	1,000	1,033
124530	Insurance	1,826	1,826	1,364
124500	Administration Allocated	29,176	7,294	6,953
124320	Activities	13,000	3,250	1,794
124420	Miscellaneous Grant Expenses	10,000	2,500	1,286
124520	Depreciation	570	143	154
Total Operating Expenditure		<u>156,728</u>	<u>36,927</u>	<u>26,896</u>
		\$	\$	\$
Operating Income				
124600	Miscellaneous Grants	10,000	-	-
124510	Reimbursements	500	-	56
124680	Misc Fees & Charges	200	50	-
Total Operating Income		<u>10,700</u>	<u>50</u>	<u>56</u>
		\$	\$	\$

Continued...

Shire of Meekatharra		Management Budget Education and Welfare		
<i>for the period ended 30 September 2008.</i>		2008/09		
continued.....		2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Sep 2008
YOUTH CENTRE OPERATIONS				
Operating Expenditure				
124220	Salaries - Youth Co-ordinator	73,544	18,386	9,826
125260	Superannuation	8,947	2,237	1,358
125290	Staff Training, Accommodation &	4,800	-	-
125340	Staff Replacement and Relocation	2,000	-	-
125280	Housing Allocated	11,116	2,779	161
125230	Insurance	1,826	1,826	1,364
125520	Administration Allocated	20,199	5,050	4,287
125220	Depreciation	10,500	2,625	2,968
125120	Youth Centre Building Maintenance	15,000	3,750	4,866
125130	Youth Centre Operational Costs	18,000	4,500	1,954
125370	Iris Curley Fund Expenses	19,372	4,843	-
125350	Activities Expenses Various	11,750	2,938	133
124160	Miscellaneous Grants Activity E	5,000	1,250	5,076
Total Operating Expenditure		<u>202,054</u>	<u>50,184</u>	<u>31,993</u>
Operating Income				
124180	YAS	11,522	11,522	5,608
124190	OSCH	12,548	4,141	2,473
124210	DCD Youth Services	64,782	24,293	15,959
124170	Miscellaneous Grants	5,000	-	-
124110	Reimbursements	500	-	42
Total Operating Income		<u>94,352</u>	<u>39,956</u>	<u>24,083</u>
Capital Expenditure				
124470	Youth Centre Office	64,000	-	-
Total Capital Expenditure		<u>64,000</u>	<u>-</u>	<u>-</u>
YOUTH AFTER DARK		\$	\$	\$
Operating Expenditure				
121030	Salaries And Wages	45,500	-	-
121040	Superannuation	4,500	-	104
121050	Administration Allocated	6,733	-	-
121060	Depreciation	500	125	-
121070	Operational Expenses	10,000	-	170
Total Operating Expenditure		<u>67,233</u>	<u>125</u>	<u>274</u>
Operating Income				
121100	Grants Income	50,000	12,500	16,356
Total Operating Income		<u>50,000</u>	<u>12,500</u>	<u>16,356</u>
Capital Expenditure				
121150	Furniture And Equipment	8,243	-	-
Total Capital Expenditure		<u>8,243</u>	<u>-</u>	<u>-</u>
Net Funding Demands		<u>(377,190)</u>	<u>(43,456)</u>	<u>(30,154)</u>

Shire of Meekatharra		Management Budget Housing		
<i>for the period ended 30 September 2008.</i>		2008/09		
		2008/09	2008/09	2008/09
		Amd Budget	YTD Budget	30 Sep 2008
		\$	\$	\$
STAFF HOUSING				
Operating Expenditure				
125420	Staff Housing Maintenance	144,650	1,500	3,599
125620	Lot 303 - CEO	510	510	508
126220	Lot 304	640	640	634
126420	Lot 208 Hill	310	310	305
125720	Lot 206 -Hill	350	350	342
125820	Lot 220 - Works Supervisor	770	770	769
125920	Lot 246 - Transport	570	570	568
126020	Lot 213 - Transport - SPQ	370	370	366
126120	Lot 87 - Transport	240	240	237
126320	Lot 255 - Transport	530	530	530
126920	Lot 408 - Transport	300	300	290
127020	Lot 17 Staff (Heatwave)	1,490	1,490	1,486
127220	1/16 Regan Street	1,220	1,220	1,214
127320	2/16 Regan Street	130	130	126
127420	3/16 Regan Street	140	140	133
127520	4/16 Regan Street	170	170	161
126520	Sports Complex Residence	430	430	426
126640	Remote Alarm Monitoring	7,500	1,875	1,796
126650	Housing Rental Subsidy	24,960	6,240	3,783
127620	Lot 207 Hill	180	180	177
126630	Insurance	22,586	11,293	7,175
126620	Depreciation	25,000	6,250	8,539
126820	Allocated to Function Areas	(211,206)	(21,121)	(29,388)
Total Operating Expenditure		21,840	14,387	3,776
Operating Income				
127130	Housing Rental - Staff	21,840	5,460	3,458
128830	Reimbursements - Other	1,700	425	-
Total Operating Income		23,540	5,885	3,458
Capital Expenditure				
127040	Staff Housing Upgrades	1,035,691	350,000	348,968
Total Capital Expenditure		1,035,691	350,000	348,968
Capital Income				
170500U	Building Reserve	690,000	-	-
Total Capital Income		690,000	-	-
Net Funding Demands		(343,991)	(358,502)	(349,285)

Shire of Meekatharra		Management Budget Community Amenities		
<i>for the period ended 30 September 2008.</i>		2008/09		
		2008/09 Amd Budget \$	2008/09 YTD Budget \$	2008/09 30 Sep 2008 \$
SANITATION - HOUSEHOLD REFUSE				
Operating Expenditure				
128320	Refuse Collection	84,150	21,038	37,896
128420	Refuse Site Maintenance	78,575	19,644	10,191
128350	Insurance	2,509	2,509	2,746
129140	New Bins & Equipment	1,500	375	304
129220	Other Refuse Collection	-	-	91
129160	Litter Control/Town Tidying	52,075	13,019	10,365
128220	Administration Allocated	11,222	2,806	2,666
Total Operating Expenditure		230,031	59,391	64,258
Operating Income				
128630	Refuse Collection	94,710	94,710	81,171
129030	Sale of Bins	-	-	260
129150	Sale of scrap	3,000	750	30
Total Operating Income		97,710	95,460	81,460
SEWERAGE				
Operating Expenditure				
129920	Sewerage Pond Maintenance	15,000	3,750	1,134
129740	Insurance	1,116	1,116	2,225
129720	Depreciation	3,000	750	780
129700	Administration Allocated	4,489	1,122	1,066
Total Operating Expenditure		23,605	6,738	5,205
TOWN PLANNING AND REGIONAL DEVELOPMENT				
Operating Expenditure				
131010	Scheme Amendments	1,000	-	-
131030	Consultants	1,000	-	-
131120	Insurance	1,116	1,116	2,225
131000	Administration Allocated	5,611	1,403	1,344
Total Operating Expenditure		8,727	2,519	3,568
PROTECTION OF THE ENVIRONMENT				
Operating Expenditure				
130340	Waste Oil Facility	500	-	1,209
130320	Tyre Recycling	6,000	1,500	795
Total Operating Expenditure		6,500	1,500	2,004
OTHER COMMUNITY AMENITIES				
Operating Expenditure				
132120	Cemetery Operations	76,000	19,000	12,789
131920	Burial plot preparations	30,000	7,500	-
132020	Hearse & Shed Costs	1,000	250	83
132420	Cemetery Plaques	8,000	-	-
132620	Depreciation	5,000	1,250	409
132720	Insurance	1,116	1,116	2,225
132820	Administration Allocated	10,100	2,525	2,410
132520	Public Toilets	15,000	3,750	2,243
132220	SPQ Mcleary St "Paddy's Flat"	3,500	875	2,050
Total Operating Expenditure		149,716	36,266	22,209
Operating Income				
132630	Charges - Cemetery Fees	5,000	1,250	955
Total Operating Income		5,000	1,250	955
Net Funding Demands		(315,869)	(9,704)	(14,829)

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 30 September 2008.</i>		2008/09		
		2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Sep 2008
PUBLIC HALLS AND CIVIC CENTRES				
Operating Expenditure				
133620	Town Hall Maintenance	25,000	6,250	5,536
133420	Insurance	12,783	12,783	5,825
133820	Consultant building inspection	25,000	-	-
133720	Depreciation	12,000	3,000	2,505
133850	Administration Allocated	15,710	3,928	3,732
Total Operating Expenditure		<u>90,493</u>	<u>25,961</u>	<u>17,598</u>
Operating Income				
134630	Hall Hire Fees	2,500	625	545
Total Operating Income		<u>2,500</u>	<u>625</u>	<u>545</u>
Capital Expenditure				
135340	Hall Equipment	600	-	-
135440	Town Hall - capital improvemen	75,000	18,750	18,054
Total Capital Expenditure		<u>75,600</u>	<u>18,750</u>	<u>18,054</u>
SWIMMING AREAS AND BEACHES				
Operating Expenditure				
135420	Swimming Pool Contract	70,500	11,280	11,612
136020	Housing	11,116	2,779	126
135620	Insurance	6,506	6,506	4,237
135920	Swimming Pool Maintenance	19,000	4,750	3,491
135720	Swimming Pool Water/Sewerag	1,000	250	-
135820	Swimming Pool Chemicals/Gas,	8,000	2,000	1,177
135820	Swimming Pool Electricity	10,000	1,250	430
137040	Swimming Pool Other	5,000	1,250	360
136620	Depreciation	14,500	3,625	3,904
135320	Administration Allocated	6,733	1,683	1,600
Total Operating Expenditure		<u>162,355</u>	<u>35,373</u>	<u>26,935</u>
Operating Income				
136530	Swimming Pool Subsidy	3,000	-	-
136430	Swimming Pool Admission	8,000	-	66
136830	Reimbursements	1,000	250	-
Total Operating Income		<u>12,000</u>	<u>250</u>	<u>66</u>
Capital Expenditure				
136670	Upgrade Pool Change rooms	110,000	27,500	26,130
137140	Pool Equipment	14,500	-	1,750
Total Capital Expenditure		<u>124,500</u>	<u>27,500</u>	<u>27,880</u>

Continued...

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 30 September 2008.</i>		2008/09		
continued.....		2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Sep 2008
RECREATION OFFICER				
Operating Expenditure				
136170	Salaries	71,962	7,196	4,784
136180	Superannuation	6,334	1,584	635
136190	Staff Replacement & Relocation	2,000	-	-
136210	Vehicle Operating Costs	8,000	2,000	1,352
137020	Housing Allocation	11,116	2,779	133
136150	Administration Allocated	26,932	6,733	6,420
137620	Insurance	4,899	4,899	9,083
136220	Staff Training & Travel Expense	7,000	1,750	-
136250	Activities	24,100	2,651	3,630
136200	Misc Grant Activities	5,000	1,250	-
Total Operating Expenditure		<u>167,043</u>	<u>30,542</u>	<u>26,037</u>
Operating Income				
136230	Reimbursements	500	-	17
136260	Miscellaneous Grants	5,000	1,250	-
Total Operating Income		<u>5,500</u>	<u>1,250</u>	<u>17</u>
OTHER RECREATION AND SPORT				
Operating Expenditure				
138100	Housing Allocation	11,116	2,779	426
138120	Reticulation Maintenance	5,000	1,250	-
138020	Picture Gardens	500	125	-
137920	Parks, Gardens & Reserves	54,000	13,500	19,593
137420	Scheme Water	5,000	-	177
137320	Sports ground (oval) maintenance	32,000	8,000	7,352
137220	Sports Complex Maintenance	28,500	7,125	3,662
138920	Other Building Maintenance	7,000	1,750	1,476
138720	Gym Building Maintenance	6,500	1,625	105
138260	Gym Operating Costs	1,000	250	299
138250	Community Bus Operating costs	15,000	3,750	2,373
138620	Utilities - Gym	1,000	500	493
138130	Insurance	4,899	4,899	-
138810	Gym Equipment	2,000	-	90
139720	Depreciation	60,000	15,000	17,543
138110	Administration Allocated	17,955	4,489	4,287
Total Operating Expenditure		<u>251,170</u>	<u>64,742</u>	<u>57,875</u>
Operating Income				
139630	Complex Fees	2,500	625	1,010
139930	Gym Fees	4,500	1,125	1,998
138930	School Oval Contribution	15,000	-	-
138850	Community Bus fees	1,500	375	1,209
Total Operating Income		<u>23,500</u>	<u>2,125</u>	<u>4,217</u>

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 30 September 2008.</i>		2008/09		
continued.....		2008/09	2008/09	2008/09
OTHER RECREATION AND SPORT		Amnd Budget	YTD Budget	30 Sep 2008
Capital Expenditure				
136340	Construct Oval Toilets	100,000	-	-
136350	Practice wall for tennis courts	3,000	-	-
136540	Air conditioner Gym	10,000	-	-
137840	BBQ & Light	12,000	-	-
136240	Cornish Lift	35,000	-	-
136370	Viewing platform at headframe	30,000	-	-
136380	Replace pine rails around oval	6,000	600	-
138940	Sports Complex Equipment	21,000	5,250	9,178
139140	New Pump/fittings - oval	15,000	15,000	13,048
140160	Race Course Buildings	20,000	-	-
14aaa0	Parks & Gardens - Capital	88,000	-	-
Total Capital Expenditure		340,000	20,850	22,226
TELEVISION AND RADIO BROADCASTING				
Operating Expenditure				
139860	Administration Allocated	2,244	561	533
140820	Depreciation	1,220	305	329
139880	Insurance	461	461	1,257
139920	Operating Costs	1,500	375	-
139820	Site Sharing Costs	6,000	1,500	4,179
Total Operating Expenditure		11,425	3,202	6,297
LIBRARIES				
Operating Expenditure				
140120	Book exchange costs	1,000	250	-
140620	Lost/damaged/replaced stock	7,000	1,750	185
140520	Library operations	6,200	1,550	-
140420	Insurance	461	461	1,257
140320	Book Purchases	1,000	250	83
140180	Administration Allocated	36,358	9,090	8,659
140720	Depreciation	700	175	171
Total Operating Expenditure		52,719	13,526	10,355
Operating Income				
140530	Library Charges	200	50	(48)
Total Operating Income		200	50	(48)
OTHER CULTURE				
Operating Expenditure				
141320	25 Mile Well Maintenance	6,000	1,500	-
141420	Mt Gould Police Station	6,000	1,500	-
141520	Museum Maintenance	1,000	250	177
141720	Municipal Inventory Review	15,000	-	-
141730	Preservation of Historical Image	22,000	-	-
141120	Insurance	768	768	2,094
141820	Administration Allocated	11,222	2,806	2,686
141620	Depreciation	3,100	775	772
Total Operating Expenditure		65,090	7,599	5,729
Operating Income				
141530	Masonic Lodge Income	350	88	71
Total Operating Income		350	88	71
Capital Expenditure				
141810	Mt Gould Police Station - securit	6,500	-	-
Total Capital Expenditure		6,500	-	-
Net Funding Demands		(1,292,845)	(243,657)	(214,118)

Shire of Meekatharra		Management Budget Transport		
<i>for the period ended 30 September 2008.</i>		2008/09		
		2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Sep 2008
MAINTENANCE - STREETS, ROADS, BRIDGES & DEPOTS				
Operating Expenditure				
149020	Administration Allocated	78,552	19,638	20,304
148800	Depot Maintenance	100,000	10,000	5,075
148720	Upgrade of Roman	15,000	-	-
148400	Lighting of Streets	25,000	6,250	6,049
148800	Street Cleaning Sweeping	55,000	5,300	965
148200	Street Maintenance	55,325	5,533	4,129
149000	Signage of Streets & Roadworks	45,000	-	52
147500	Rural Roads Maintenance - Day Lab	540,000	145,385	70,090
148550	Rehabilitation of Gravel Pits	55,325	-	-
148600	Contract & Consulting Supervision	10,000	-	1,500
148820	Infrastructure Depreciation Expense	1,450,000	362,500	387,221
Total Operating Expenditure		2,429,202	554,806	495,386
Operating Income				
145910	Grant - MRWA Direct	146,418	146,418	146,418
148230	Reimbursements	-	-	73
Total Operating Income		146,418	146,418	146,491
CONSTRUCTION - STREETS, ROADS, BRIDGES & DEPOTS				
Capital Expenditure				
142000	Road Construction	2,263,299	408,000	395,058
	Town Streets - reseal	350,000	-	-
Total Capital Expenditure		2,613,299	408,000	395,058
Capital Income				
146210	Grant - Roads to Recovery (R2R)	519,824	14,000	13,548
146410	Black Spot - Main Street	180,678	-	-
146910	Grant - Roads 2020 (Regional Road)	200,000	-	-
Total Capital Income		900,502	14,000	13,548
Operating Income				
151310	Profit on Sale of Asset	51,000	-	-
Total Operating Income		51,000	-	-
ROAD PLANT PURCHASES				
Capital Expenditure				
151440	Toyota L/Cruiser - Works	80,000	-	-
152440	Prime Mover	180,000	-	-
152840	Gen Set (Construction)	25,000	-	-
151540	Pumps	20,000	6,600	8,397
152100	Trailer for Caravan & Fuel Tank	70,000	-	-
150240	Crew Cab 9T Truck	205,000	-	-
152540	Fuel Tanker	15,000	-	-
153240	Traffic Counters	7,000	-	-
152ab0	Vibrating Roller	230,000	-	-
152aa0	Excavator	95,000	-	-
150140	Miscellaneous Plant (Small Equipment)	13,800	5,175	3,973
Total Capital Expenditure		940,800	11,775	12,370
Capital Income				
151050	Proceeds Sale of Plant	186,000	-	-
170300U	Transfers from Plant Reserve	199,000	-	-
Total Capital Income		385,000	-	-

Continued...

Shire of Meekatharra		Management Budget Transport		
<i>for the period ended 30 September 2008.</i>		2008/09		
continued.....		2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Sep 2008
AIR BP				
Operating Expenditure				
160520	Administration Allocated	8,977	2,244	2,133
160320	Cost of Fuel Sold	65,000	19,500	23,012
160420	Bank Charges	450	113	-
160720	Other Charges	100	25	-
Total Operating Expenditure		<u>74,527</u>	<u>21,882</u>	<u>25,145</u>
Operating Income				
181130	Fuel Sales - Cash	71,500	17,875	17,752
181330	Fuel Sales - Commission	-	-	1,192
181630	BP Monthly Retainer	57,000	14,250	14,250
Total Operating Income		<u>128,500</u>	<u>32,125</u>	<u>33,194</u>
AERODROME				
Operating Expenditure				
181620	Housing Allocations	11,116	2,779	-
180210	Consultancy	24,000	-	-
180220	Utilities & Other Costs	10,090	10,090	10,080
180620	Insurance	10,952	10,952	9,186
180320	Aerodrome Operations (Air)	120	120	117
180520	Aerodrome Maintenance	82,790	8,279	3,365
180900	Security Operating Expenses	5,000	-	-
180720	Depreciation	160,000	40,000	43,710
181420	Administration Allocated	6,284	1,571	1,493
182020	Management contract	171,000	31,088	28,500
Total Operating Expenditure		<u>481,352</u>	<u>104,879</u>	<u>96,451</u>
AERODROME				
Operating Income				
182030	Airport Landing Charges	190,000	47,500	46,301
180130	Airport Leases	24,000	12,000	6,309
181930	RFDS Refuelling	10,000	2,500	1,700
180330	Reimbursements	20,000	5,000	2,652
180530	Reimbursements Telephone	1,000	250	361
Airport Diesel Operations				
183030	Sales	350,000	63,630	60,646
180920	Issues	(310,000)	(77,500)	(57,461)
	Cost of goods sold	(310,000)	(77,500)	(57,461)
	Profit/(Loss) on fuel operations	40,000	(13,870)	3,185
Total Operating Income		<u>285,000</u>	<u>53,380</u>	<u>60,508</u>
Capital Expenditure				
181040	Airport Construction	300,000	-	-
Total Capital Expenditure		<u>300,000</u>	<u>-</u>	<u>-</u>
Net Funding Demands		<u>(4,942,760)</u>	<u>(855,419)</u>	<u>(770,668)</u>

Shire of Meekatharra		Management Budget Economic Services		
<i>for the period ended 30 September 2008.</i>		2008/09		
		2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Sep 2008
RURAL SERVICES				
Operating Expenditure				
153020	MRVC Vermin Control	6,500	-	-
153120	Noxious Weeds and Pests	3,000	750	-
157520	Stockyard Maintenance	2,000	500	948
157420	Shop Premises Maintenance	2,500	625	238
157620	Depreciation	19,000	4,750	3,071
Total Operating Expenditure		<u>33,000</u>	<u>6,625</u>	<u>4,257</u>
Operating Income				
157430	Shop Premises Rent	2,600	650	400
157630	Wesfarmers Yard Lease	540	135	-
157750	Bill Board Rental	790	198	188
157730	Reimbursements	600	150	73
Total Operating Income		<u>4,530</u>	<u>1,133</u>	<u>661</u>
TOURISM AND AREA PROMOTION				
Operating Expenditure				
159250	Administration Allocated	46,009	11,502	12,609
159220	Depreciation	29,000	7,250	7,944
153820	Tourism Promotions	25,000	6,250	2,115
154620	Maps & Souvenirs	10,000	-	334
154220	Information Bays	4,000	1,000	-
159260	Maintenance Trails & Lookouts	25,000	6,731	1,166
153920	Centenary Celebrations	88,000	44,000	40,402
154030	Meekatharra Rodeo	40,000	40,000	30,655
154420	Local Newspaper Production	5,000	1,250	1,104
154720	Town Beautification	10,000	-	-
Total Operating Expenditure		<u>282,009</u>	<u>117,983</u>	<u>96,329</u>
Operating Income				
153930	Centenary Income	80,000	26,400	32,630
154920	Meekatharra Rodeo Income	1,000	-	-
154330	Local Newspaper Revenue	1,500	375	177
154730	Sale of Maps & Souvenirs	2,000	500	887
154830	Reimbursements	-	-	62
154430	Meeka Dust Advertising	1,500	-	1
Total Operating Income		<u>86,000</u>	<u>27,275</u>	<u>33,757</u>

Continued...

Shire of Meekatharra		Management Budget Economic Services		
<i>for the period ended 30 September 2008.</i>		2008/09		
		2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Sep 2008
TOURISM AND AREA PROMOTION ...continued				
Capital Expenditure				
183940	Meeka Heritage Drive Trails	279,603	-	-
183970	Collection of Mining Relics	10,000	-	-
184240	Entry Statements & Signs	30,000	-	-
Total Capital Expenditure		<u>319,603</u>	<u>-</u>	<u>-</u>
Capital Income				
183810	Trails Grant	192,132	16,000	15,075
Total Capital Income		<u>192,132</u>	<u>16,000</u>	<u>15,075</u>
BUILDING CONTROL				
Operating Expenditure				
186420	MRH S Building Costs	2,000	-	-
187740	Insurance	2,161	2,161	2,616
186920	Demolition costs	90,000	-	-
187720	Administration Allocated	1,122	281	277
Total Operating Expenditure		<u>95,283</u>	<u>2,442</u>	<u>2,893</u>
Operating Income				
186830	Building Permit Fees	1,000	250	70
186930	Building Demolition Fees	81,000	8,910	200
Total Operating Income		<u>82,000</u>	<u>9,160</u>	<u>270</u>
Net Funding Demands		<u>(365,233)</u>	<u>(73,482)</u>	<u>(53,717)</u>

Shire of Meekatharra		Management Budget Other Property & Services		
<i>for the period ended 30 September 2008.</i>		2008/09		
		2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Sep 2008
PRIVATE WORKS				
Operating Expenditure				
189820	Private Works	1,000	-	132
Total Operating Expenditure		1,000	-	132
Operating Income				
189630	Charges - Private Works	1,600	-	137
Total Operating Income		1,600	-	137
PUBLIC WORKS OVERHEAD				
Operating Expenditure				
180120	Supervision - Salaries	171,162	46,082	38,055
181320	Superannuation of Workmen	66,624	17,937	13,022
180320	Annual Leave, Sick Leave, Publi	49,424	13,306	4,759
180520	Rostered days Off	-	-	2,227
180720	Relocation & Recruitment Costs	25,000	4,000	-
181520	Allowances and Incentives	40,191	13,263	22,545
180620	Camping Requirements	12,000	3,000	27
180820	Camping Telephone Costs	9,000	2,250	3,150
180920	Travelling and Conference Exp	29,500	-	21
181020	Protective Clothing & Equipmer	6,000	1,500	155
182320	Allocation from Housing	77,813	14,146	5,848
180220	Engineering - Office and Other	8,000	2,154	490
180420	Insurance on Works	50,396	25,198	21,533
182720	Occupational Health & Safety	7,000	-	-
181420	Work Supervisors Vehicle	25,000	6,250	9,083
182520	Administration Allocated	71,819	17,955	17,105
181820	Less PWO allocated to works	(635,229)	(158,807)	(75,498)
Total Operating Expenditure		13,700	8,234	62,540
Operating Income				
181330	Reimbursements - Stores & Tele	10,000	2,500	695
Total Operating Income		10,000	2,500	695
PLANT OPERATION COSTS				
Operating Expenditure				
183020	Fuel and Oil	300,000	81,810	167,446
183320	Parts and Repairs (external)	315,000	63,000	56,504
183420	Repairs - Wages	24,000	6,000	13,893
183220	Tyres	80,000	14,544	8,806
183620	Consumable Stores	40,000	12,000	8,336
184320	Replacement Tools	10,000	2,500	542
183520	Licenses	12,000	3,000	657
183820	Insurance	41,417	41,417	39,529
183230	Mechanics Vehicle	12,000	3,000	4,720
183920	Cutting Edges	10,000	-	-
183010	Administration Allocated	32,543	8,136	7,744
184020	Less Alloc To Works	(876,960)	(219,240)	(205,633)
Total Operating Expenditure		-	16,167	102,544
Operating Income				
183030	Diesel Fuel Rebate	18,000	4,500	3,387
Total Operating Income		18,000	4,500	3,387

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Shire of Meekatharra		Management Budget Other Property & Services		
<i>for the period ended 31 March 2007.</i>		2006-07		
continued.....		2006/07 Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
PLANT DEPRECIATION				
Operating Expenditure				
183120	Depreciation	385,000	96,250	120,136
184040	Less Plant Depreciation Allocate	(385,000)	(96,250)	(48,531)
Total Operating Expenditure		-	-	71,605
Operating Income				
187630	Sale Of Scrap	1,500	375	820
Total Operating Income		1,500	375	820
SALARIES AND WAGES				
185300	Salaries & Wages	1,631,772	407,943	296,612
185400	Salaries & Wages Alloc	(1,631,772)	(407,943)	(296,612)
Total Operating Expenditure		-	-	-
Net Funding Demands		16,400	(17,026)	(231,782)

Shire of Meekatharra		Management Budget Notes on Variations			
for the period ended 30 September 2008.		2008/09			
Variations for revenues and expenses that are greater than \$10,000 and 10.0% when compared to the budget year to date estimates. New items reported in this reporting period are identified with an #.					
Ref	Act	Description	Anl Budget	YTD Budget	30 Sep 2008
1	128320	Refuse Collection	84,150	21,038	\$ 37,896 #
		<i>The tender awarded for this service is \$151,470 pa. Budget in inadequate.</i>			80%
2	128630	Refuse Collection	94,710	94,710	\$ 81,171 #
		<i>Under investigation</i>			14%
3	147500	Rural Roads Maintenance - Day	540,000	145,385	\$ 70,090 #
		<i>Labour shortages - reduced operations.</i>			52%
4	181820	Less PWO allocated to works	(638,229)	(188,807)	\$ (75,498) #
		<i>Staff shortages - reduced allocations.</i>			52%

***ACTIONS TAKEN UNDER DELEGATED POWER REQUIRING NOTIFICATION TO
COUNCIL***

There were no actions taken under delegated powers that require reporting to Council in September 2008.

SHIRE OF MEEKATHARRA

INVESTMENT REGISTER

Total Investments as at 30th September 2008

Account	Institution	Account Type	Maturity Date	Interest Rate	Opening Balance 1/07/2008	Interest Earned to 31/08/2008	Interest Earned This Period	Transfers To Investments	Transfers From Investments	Closing Balance 31/08/2008
946020606	HBS	At Call		Variable	6,015,045.84	28,105.92	-	-	(6,043,151.76)	-
252057588	BoQ	90 Day TD	23/10/2008	8.15%	-	-	-	1,000,000.00	-	1,000,000.00
252057589	BoQ	180 Day TD	23/01/2009	8.50%	-	-	-	5,043,151.76	-	5,043,151.76
26-7466	Westpac	At Call		Variable	2,442,655.87	21,471.51	16,328.56	1,600,000.00	(1,400,000.00)	2,680,455.94
TOTALS					8,457,701.71	49,577.43	16,328.56	7,643,151.76	(7,443,151.76)	8,723,607.70

Investments by Nature

General Ledger Code	Investment Purpose	% of Investment	Opening Balance 1/07/2008	Interest Earned to 31/08/2008	Interest Earned This Period	Transfers To Investments	Transfers From Investments	Closing Balance 31/08/2008
170300	Plant Reserve	25.46%	1,531,187.87	7,154.63	-	-	-	1,538,342.50
170500	Building Reserve	16.30%	980,191.95	4,580.05	-	-	-	984,772.00
170200	Water Reserve	2.03%	122,204.70	571.01	-	-	-	122,775.71
170700	Airport Runway Reserve	29.99%	1,804,065.78	8,429.68	-	-	-	1,812,495.46
170800	Airport Operations Reserve	10.58%	636,484.51	2,974.04	-	-	-	639,458.55
170600	Transport Reserve	4.64%	279,060.88	1,303.94	-	-	-	280,364.82
170100	Infrastructure Reserve	10.37%	623,602.48	2,913.85	-	-	-	626,516.33
170150	Leave Reserve	0.64%	38,247.67	178.72	-	-	-	38,426.39
SUB TOTAL ON RESERVES		100.00%	6,015,045.84	28,105.92	-	-	-	6,043,151.76
6001	Municipal Fund	100.00%	2,442,655.87	21,471.51	16,328.56	1,600,000.00	(1,400,000.00)	2,680,455.94
TOTAL INVESTMENTS BY NATURE			8,457,701.71	49,577.43	16,328.56	1,600,000.00	(1,400,000.00)	8,723,607.70

9.2.2 OUTSTANDING DEBTORS

LOCATION: NIL
APPLICATION: NIL
FILE REF: ADM 171
DISCLOSURE OF INTEREST: NIL
DATE OF REPORT: 7 OCTOBER 2008
AUTHOR: KRYS EAST
ACTING CORPORATE & DEVELOPMENT
SERVICES MANAGER



SIGNATURE OF AUTHOR:
SENIOR OFFICER:

ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER



SIGNATURE OF SENIOR OFFICER:

Summary:

Attached is a copy of the detailed outstanding Sundry Debtors.

Background:

At the end of every month an aged detailed trial balance is performed.

The following applies to all outstanding debtors –

>90 day – All outstanding debtors with 90 days or more are sent a 7 day debt collection letter.

>60 day – All outstanding debtors with 60 days or more are sent a reminder letter.

>30 day – All outstanding debtors with 30 days or more account are sent a statement with a reminder sticker attached.

Comment:

Although the outstanding > 90 day accounts are sent letters stating that they will be forwarded onto the debt collection agency, Council needs to be aware of the cost to do so. Therefore from time to time, in relation to minimal amounts i.e. landing fees it is required that Council write off the debt incurred.

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Loss of revenue

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr A B Downing

Seconded: Cr N L Trenfield

**That Council receives the outstanding monthly Debtor Trial Balance for
September 30, 2008.**

CARRIED 7/0

MINUTES OF THE ORDINARY COUNCIL MEETING BE HELD SATURDAY OCTOBER 18, 2008

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Printed on : 01.10.08 at 13:02

SHIRE OF MEEKATHARRA

		Debtors Trial Balance As at 30.09.2008				
Debtor #	Name	02.07.2008 > 90 days	01.08.2008 > 60 days	31.08.2008 > 30 days	30.09.2008 Current	Total
B043	ADRIAN BAUMGARTEN	0.00	0.00	0.00	0.09	0.09
A049	AIR AUSTRALIA INTERNATIONAL	0.00	0.00	0.00	109.40	109.40
C7	AIRSERVICES AUSTRALIA	1412.05	0.00	0.00	0.00	1412.05
L1	ANTHONY LLOYD	0.00	0.00	0.00	-17.37	-17.37
A046	AUSTRALIAN AERIAL SURVEYS P/LTD	-33.68	0.00	0.00	0.00	-33.68
A017	AUSTRALIAN TAXATION OFFI	-1.49	0.00	0.00	21656.96	21655.47
B8	BALI AIR CHARTER	8.00	0.00	0.00	0.00	8.00
B016	BELELE STATION	624.00	0.00	0.00	0.00	624.00
B071	BRITTAIN, GARY	0.00	0.00	0.00	16.50	16.50
W036	CAMERON WATSON	1722.14	0.00	8.50	0.00	1730.64
C081	CARMICHAEL, ANDREW	0.00	0.00	17.65	0.00	17.65
C019	CASAIR PTY LTD	137.22	16.50	224.55	0.00	378.27
C026	CHINA SOUTHERN W/AUSTRALIA	0.00	0.00	0.00	108.50	108.50
L09	CHRIS LANE	173.10	17.05	0.00	0.00	190.15
C028	CHRISHINE NOMINEES	0.00	191.35	559.90	353.25	1104.50
P062	CHRISTOPHER PEARCE	0.00	0.00	0.00	16.50	16.50
B022	CLARK BUTSON	0.00	0.00	0.00	-9.19	-9.19
T019	CLARKE TERENCE	-83.00	0.00	0.00	0.00	-83.00
C021	COMPLETE AVIATION SERVICES	0.00	215.02	263.40	449.10	927.52
C15	COURIER AUSTRALIA	-46.50	0.00	0.00	0.00	-46.50
C057	CRAWFORD PASTORAL CO	0.00	0.00	45.50	0.00	45.50
J031	CROSSLANDS RESOURCES	0.00	0.00	24.75	0.00	24.75
H007	DEPARTMENT OF HOUSING AND WORKS	0.00	0.00	0.00	285.52	285.52
D050	DEVEREAUX HOLDINGS PTY LTD	0.00	0.00	0.00	55.40	55.40
D023	DIAMOND MANAGEMENT PTY LTD	0.00	0.00	16.50	0.00	16.50
D038	DOMESTIC VOILENCE - MEEKATHARRA	0.00	0.00	220.00	0.00	220.00
E013	EDSAL PTY LTD	-62.55	0.00	0.00	0.00	-62.55
K1	ELAINE KING	1.50	20.60	0.00	0.00	22.10
E009	ESPERANCE AIR CHARTER	0.00	0.00	62.20	0.00	62.20
F013	FLIGHT CLUB PTY LTD	0.00	0.00	33.00	0.00	33.00
F1	FOSSILS ENTERPRISES PTY LTD	0.00	0.00	1860.53	1959.21	3819.74
F014	FUGRO AIRBORNE SURVEYS	0.00	0.03	0.00	127.05	127.08
G050	GAIL ALLISON	0.00	0.00	0.00	33.00	33.00
M093	GEOFFREY MCGLASSON	0.00	0.00	45.70	0.00	45.70
G011	GERALDTON AIR CHARTER	0.00	527.88	548.72	314.15	1390.75
G046	GRAHAM GREENAWAY	0.00	0.00	99.00	0.00	99.00
H014	HELIBITS PTY LTD	0.00	0.00	0.00	51.95	51.95
H056	HILLARD, JOHN	0.00	0.00	0.00	16.50	16.50
H055	HITESH HANS	0.00	0.00	0.00	-0.02	-0.02

MINUTES OF THE ORDINARY COUNCIL MEETING BE HELD SATURDAY OCTOBER 18, 2008

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Printed on : 01.10.08 at 13:02

SHIRE OF MEEKATHARRA

		Debtors Trial Balance				
		As at 30.09.2008				
Debtor #	Name	02.07.2008 > 90 days	01.08.2008 > 60 days	31.08.2008 > 30 days	30.09.2008 Current	Total
H047	HORIZON POWER	0.00	0.00	0.00	1650.00	1650.00
J018	JANDAKOT FLIGHT CENTRE	0.00	0.00	-24.25	0.00	-24.25
J010	JAYROW HELICOPTERS	0.00	0.00	16.50	0.00	16.50
J060	JINGLE HOLDINGS	0.00	0.00	184.80	184.80	369.60
J1	JUDAL PASTORAL COMPANY	0.00	0.00	0.10	0.00	0.10
P055	JULIE PEAKHAM	194.72	0.00	0.00	0.00	194.72
K023	K & G AVIATION PTY LTD	-47.39	0.00	0.00	0.00	-47.39
D15	K. DERSCHOW & S. GILBERT	-55.00	0.00	0.00	0.00	-55.00
K099	KITTYHAWK HOLDINGS	21.18	0.00	0.00	0.00	21.18
S004	MARK SMITH PTY LTD	100.00	0.00	0.00	0.00	100.00
M116	MARY G ENTERPRISES	0.00	0.00	68.45	0.00	68.45
S15	MAUREEN STACK	155.50	0.00	0.00	0.00	155.50
M106	MIDWEST CORPORATION LIMITED	0.00	0.00	0.00	5500.00	5500.00
M024	MIDWEST DEVELOPMENT COMMISSION	0.00	0.00	0.00	16582.50	16582.50
T2	ML & GJ TRENFIELD CONTRACTING	0.00	0.00	0.00	121.73	121.73
M052	MOBIL OIL AUSTRALIA PTY LTD	0.00	0.00	0.00	1258.18	1258.18
F006	MR JACOB FLENTRI	62.51	0.00	0.00	0.00	62.51
M037	MT PADBURY STATION	0.00	0.00	0.00	1532.00	1532.00
N002	NETWORK AVIATION	0.00	0.00	6287.75	1978.50	8266.25
U003	NEVILLE ULPH	0.00	0.00	0.00	169.57	169.57
N020	NORTHAM AIR SERVICES	0.00	0.00	18.55	0.00	18.55
H033	NYSSA HENDERSON	0.00	0.00	0.00	182.90	182.90
P064	O'MEEHAN, PHILLIP	0.00	0.00	0.00	17.65	17.65
P028	PANORAMA ELECTRONICS PTY LTD	-18.63	0.00	0.00	0.00	-18.63
P006	PAROO STATION	0.00	0.00	228.75	0.00	228.75
P079	PAUL DARLEY	12.62	0.00	0.00	0.00	12.62
P009	PEARL AVIATION	0.00	0.00	0.00	74.85	74.85
P061	PEPPI NOMINEES PTY LTD	37.59	0.00	0.00	0.00	37.59
C078	PETER COLLINS	62.58	0.00	0.00	22.75	85.33
H021	PHILIP HOOPER - COCKLES	-18.66	0.00	0.00	0.00	-18.66
P039	PILBARA EARTHMOVING & CONTRACTING	0.00	0.00	0.00	16.50	16.50
P065	PRIOR,MARGARET	0.00	0.00	0.00	22.75	22.75
P063	PU FAM PTY LTD	0.00	0.00	0.00	17.35	17.35
R035	REES, ANTHONY	0.00	0.00	0.00	16.50	16.50
L003	RICHIE BRENNAN - LANDOR STN	0.00	793.60	0.00	0.00	793.60
R005	ROYAL FLYING DOCTOR SERVICE	0.00	0.00	0.00	1790.17	1790.17
B004	S. BAJRAI	200.00	0.00	0.00	0.00	200.00
S051	SHINE AIR PTY LTD	0.00	-19.15	71.85	0.00	52.70
S007	SKIPPERS AVIATION	0.00	0.00	10462.90	7254.75	17717.65

MINUTES OF THE ORDINARY COUNCIL MEETING BE HELD SATURDAY OCTOBER 18, 2008

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Printed on : 01.10.08 at 13:02

SHIRE OF MEEKATHARRA

		Debtors Trial Balance				
		As at 30.09.2008				
Debtor #	Name	02.07.2008 > 90 days	01.08.2008 > 60 days	31.08.2008 > 30 days	30.09.2008 Current	Total
S049	SMOOTHY HELICOPTERS	0.00	0.00	0.00	566.50	566.50
S078	STAR AVIATION PTY LTD	0.00	153.68	601.65	293.30	1048.63
K045	STEVE KELLY	152.44	0.00	0.00	0.00	152.44
T018	TRENFIELD MAL	0.00	0.00	0.00	61.90	61.90
T044	TRENK CONTRACTING	0.00	0.00	0.00	35.30	35.30
T007	TROPIC AIR SERVICES	0.00	0.00	0.00	220.00	220.00
T034	TS AIR CHARTER PTY LIMITED	0.00	0.00	0.00	377.10	377.10
U001	UNIVERSAL TRACKING SYSTEMS	0.00	0.00	194.50	1057.65	1252.15
W100	WARD JOHN	-15.37	0.00	0.00	0.00	-15.37
W039	WARWICK JOHN, POINTON	0.00	0.00	0.00	138.05	138.05
M104	WAYNE MOORE	119.35	0.00	0.00	0.00	119.35
R3	William E. Riley	190.89	0.00	0.00	0.00	190.89
Y004	YARLARWHEELOR STATION	0.00	0.00	3162.40	0.00	3162.40
Y013	YARRIE STATION	0.00	0.00	0.00	16.50	16.50
Totals		5005.12	1916.56	25303.85	66686.25	98911.78

9.2.3 LIST OF ACCOUNTS PERIOD ENDED SEPTEMBER 2008

LOCATION: N/A
APPLICATION: CAMERON WATSON
FILE REF: ADM 171
DISCLOSURE OF INTEREST: NIL
DATE OF REPORT: 8 OCTOBER 2008
AUTHOR: KRYE EAST
 ACTING CORPORATE & DEVELOPMENT
 SERVICES MANAGER



SIGNATURE OF AUTHOR:
SENIOR OFFICER: ROY MCCLYMONT
 CHIEF EXECUTIVE OFFICER



SIGNATURE OF SENIOR OFFICER:

Summary:

Accounts are to be presented to council for payments.

Background:

List of accounts

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing each account paid since the last such list was prepared –
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing –
 - (a) each account which requires council authorization in that month –
 - (i) the payee's name
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be –
 - (a) presented to the council at the next ordinary meeting of council after the list is prepared; and recorded in the minutes of that meeting.

Comment:

Each month the accounts are presented to council for payment;

Municipal	Voucher No's	Amount: \$ 904352.64
Trust Account	Voucher No's	Amount: \$.00
Air BP	Voucher No's VARIOUS	Amount: \$.00

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Local Government (Financial Management) Regulations 1996 S.6.10.13 List of Accounts.

Policy Implications:

Nil

Financial Implications:

Accounts to be paid.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr A B Downing

Seconded: Cr H Nichols

That Council receives the attached list of creditor accounts paid under delegated power.

CARRIED 7/0

MINUTES OF THE ORDINARY COUNCIL MEETING BE HELD SATURDAY OCTOBER 18, 2008

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SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the 20th September 2008

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT2386	01/09/2008	WA LOCAL GOVT. SUPERANNUATION PLAN PTY LTD		- 12,346.78		
EFT2387	01/09/2008	CHILD SUPPORT AGENCY		- 208.66		
EFT2388	01/09/2008	ABCO PRODUCTS	CLEANING MATERIAL & OTHER TOILET NECCESITIES, 10 CTN 250 L BIN	- 1,508.07		
EFT2389	01/09/2008	AV TRUCKS	DRUM, SHOE, BEARING & COIL, PUMP, HYD PUMP	- 2,776.47		
EFT2390	01/09/2008	AG BURROWS PLANT	HIRE OF SKIDSTEER LOADER - 12-14/08, FOR 9 HR EACH DAY	- 2,772.00		
EFT2391	01/09/2008	AUSTRALIAN VALUATION PARTNERS PTY LTD	VALUATION OF LAND, BUILDING, PLANT & MACHINERY ETC	- 28,684.52		
EFT2392	01/09/2008	BUNNINGS GROUP LIMITED	PLYS & PANEL	- 428.18		
EFT2393	01/09/2008	COURIER AUSTRALIA	FREIGHT FROM VARIOUS SUPPLIERS	- 417.23		
EFT2394	01/09/2008	COATES HIRE	PORTABLE TOILET USED AT YOUTH CENTRE, DEISEL GENERATOR &	- 391.57		
EFT2395	01/09/2008	CANINE CONTROL	RANGER SERVICES ON 3 & 4 AUG 08	- 2,090.00		
EFT2396	01/09/2008	COMMERCIAL HOTEL MEEKATHARRA	ACCOMODATION & MEALS FOR BILL ATYEO	- 464.00		
EFT2397	01/09/2008	CANINE CONTROL	RANGER SERVICES ON 15, 16 & 17TH AUG 08	- 2,090.00		
EFT2398	01/09/2008	COMMERCIAL HOTEL MEEKATHARRA	COUNCIL LUNCH SUPPLIED, ACCOMODATION FOR BATTLE OF THE	- 439.30		
EFT2399	01/09/2008	CJD EQUIPMENT PTY LTD	COMPRESSOR & V BELT AND CREDIT FOR 24 V ALTERNATOR	- 226.44		
EFT2400	01/09/2008	A B DOWNING	MEETING ATTENDANCE FEE	- 180.00		
EFT2401	01/09/2008	FOSSIL'S ENTERPRISES PTY LTD	VARIOUS INVOICES FOR PLANT REPAIRS AND TRAVEL	- 9,091.50		
EFT2402	01/09/2008	FARMER JACKS	AUGUST ACCOUNT	- 5,726.55		
EFT2403	01/09/2008	FILTERS PLUS	OIL, AIR & FUEL FILTERS	- 144.02		
EFT2404	01/09/2008	FUELFIX PTY LTD	CALIBRATE DEISEL STORAGE METER AT AIRPORT	- 572.39		
EFT2405	01/09/2008	G&T FAMILY TRUST	RUBBISH COLLECTION CONTRACT AUG 08, RUBBISH COLLECTION	- 15,427.50		
EFT2406	01/09/2008	GERALDTON FUEL COMPANY	BULK DIESEL DELIVERED	- 98,910.04		
EFT2407	01/09/2008	PIVOTEL SATELLITE PTY LTD	SATELLITE PHONE TILL 14 AUG 08	- 2,244.83		
EFT2408	01/09/2008	GERALDTON TROPHY CENTRE	YOUTH BALL SASHES QTY -4, YOUTH BALL SASHES QTY -2	- 295.90		
EFT2409	01/09/2008	HOLGATE SECURITY	SECURITY FOR BATTLE OF THE BANDS	- 4,180.55		
EFT2410	01/09/2008	HOPPY'S PARTS R U	SAFETY SHIELD FOR BENCH GRINDER, REPAIR KIT & PKT REFILL,	- 698.72		
EFT2411	01/09/2008	TOLL IPEC PTY LTD	FREIGHT FROM VARIOUS SUPPLIERS	- 584.22		
EFT2412	01/09/2008	K E ANDERSON	FINANCIAL CONSULTING	- 11,680.31		
EFT2413	01/09/2008	LONGMUIR R.J.	1 TRIALER OF TYRE DISPOSED	- 660.00		
EFT2414	01/09/2008	LANDGATE	TITLE SEARCH - JULY 08, GROSS RENTAL VALUATIONS CHARGEABLE	- 96.70		
EFT2415	01/09/2008	MEEKATHARRA CARAVAN PARK	PETROL	- 403.50		
EFT2416	01/09/2008	MIDWEST MOWERS & SMALL ENGINES	3 WATER PUMP*	- 550.00		
EFT2417	01/09/2008	MITCHELL & BROWN	USB PORT, WIRELESS KEYBOARD, 250GB USB, 8 GB MEMORY	- 632.50		
EFT2418	01/09/2008	MARKET CREATIONS	BANNER AD, SERVICES - CONTENT MANAGEMENT 1 HR PER MONTH	- 176.00		
EFT2419	01/09/2008	MINESITE GLASS NORTH WEST	REPLACE GLASS AS REQUESTED	- 720.76		
EFT2420	01/09/2008	PERLEX HOLDINGS PTY LTD	ENTERTAINMENT OF FESTIVAL & RODEO	- 3,839.50		
EFT2421	01/09/2008	MOBILE MASTERS	ANTENNA BASE & LEAD QTY - 4, UHF RADIO QTY -1, UHF RADIO QTY -	- 886.60		
EFT2422	01/09/2008	MODERN TEACHING AIDS PTY LTD	OCEAN CARPET	- 274.89		
EFT2423	01/09/2008	MEEKATHARRA SCHOOL OF THE AIRL	DONATION FOR GRADUATE CEREMONY AWARD	- 375.00		
EFT2424	01/09/2008	MARK SMITH PTY LTD	UPGRADE OF BATHROOM, REPAIR FEMALE TOILET AT YOUTH CENTRE	- 17,470.73		
EFT2425	01/09/2008	STREET FURNITURE AUSTRALIA	BICYCLE STATION FOR YOUTH CENTRE	- 1,166.00		
EFT2426	01/09/2008	SKIPPERS AVIATION PTY LTD	ONE WAY FLIGHT FOR HITESH, FLIGHTS FOR JOHN PHILLIP	- 932.00		
EFT2427	01/09/2008	TRENFIELD B & E	TOWN MAINTENANCE CONTRACT PERIOD ENDING 31/08/08,	- 4,158.90		
EFT2428	01/09/2008	TRENFIELD, NORMAN	MEMBERS MEETING FEES	- 120.00		
EFT2429	01/09/2008	TUDOR HOUSE	BANNER OF TIDY TOWN & BANNER COMPITETION	- 176.00		

MINUTES OF THE ORDINARY COUNCIL MEETING BE HELD SATURDAY OCTOBER 18, 2008

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SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the 20th September 2008

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT2430	01/09/2008	TOLL WEST	FRIEGHT FROM H POLESY & CO	-	148.94	
EFT2431	01/09/2008	WESTRAC EQUIPMENT	VARIOUS PLANT PARTS	-	5,914.07	
EFT2432	01/09/2008	WA LOCAL GOVERNMENT ASSOCIATION	LOCAL GOVERNMENT CONVENTION, JULY 08 MARKET FORCE	-	2,232.04	
EFT2433	01/09/2008	WESTNET PTY LTD	INTERNET CHARGES FOR SEPTEMBER	-	334.70	
EFT2434	01/09/2008	WURTH AUSTRALIA PTY LTD	GRAFFITI REMOVER, PUMP SPRAY BOTTLE	-	77.00	
EFT2435	01/09/2008	YAKKA PTY LTD	UNIFORM	-	26.14	
EFT2436	01/09/2008	YULELLA MECHANICAL	REFRIDGERANT & LABOUR	-	297.00	
EFT2437	12/09/2008	AV TRUCKS	AXLE HUB KIT	-	806.03	
EFT2438	12/09/2008	AUSTRALIA POST	POSTAGE FOR AUG 08	-	378.87	
EFT2439	12/09/2008	ASSURED ASCOT QUAYS APARTMENT HOTEL	ACCOMODATION ON 3-5 SEPTEMBER FOR STAFF TRAINING	-	716.00	
EFT2440	12/09/2008	AIR LIQUIDE WA PTY LTD	OXY & ACETYLENE	-	9.96	
EFT2441	12/09/2008	ANL LIGHTING AUSTRALIA PTY LTD	GRIFITTI REMOVER	-	316.75	
EFT2442	12/09/2008	ATYEO'S ENVIROMENTAL HEALTH SERVICES PL	EHO DUTIES ON 4,5,6,7 & 8 AUG 08 & FOLLOW UP FOR 6 HR ON 11 & 14	-	3,753.75	
EFT2443	12/09/2008	BOC GASES	CYLINDER RENT OXY & ACETYLENE, CYLINDER RENT OXY &	-	254.79	
EFT2444	12/09/2008	BYLUND PHOTOGRAPHICS	PHOTOGRAPHIC BACKGROUD FOR FESTIVAL BALL	-	245.00	
EFT2445	12/09/2008	COATES HIRE	PLANT HIRE 8 * 5 NOX TRAILER, GENERATOR, LEADS & DISTRIBUTION	-	429.39	
EFT2446	12/09/2008	CANINE CONTROL	RANGER SERVICES ON 25 & 26 AUG 08	-	2,090.00	
EFT2447	12/09/2008	FUJI XEROX AUSTRALIA PTY LTD	COST OF PHOTOCOPYING AUG 08	-	611.18	
EFT2448	12/09/2008	FARMER JACKS	AUGUST ACCOUNT	-	1,098.55	
EFT2449	12/09/2008	GERALDTON FUEL COMPANY	ULP FOR AUG	-	2,875.66	
EFT2450	12/09/2008	GERALDTON TROPHY CENTRE	BODY SASH FOR MEEKA BALL, SASH FOR YOUTH BALL	-	269.00	
EFT2451	12/09/2008	THE IT VISION USER GROUP	CONFERENCE FOR KRYS EAST	-	525.00	
EFT2452	12/09/2008	TOLL IPEC PTY LTD	FREIGHT FROM VARIOUS SUPPLIERS	-	197.12	
EFT2453	12/09/2008	KILLARA STATION CO.	REMOVED ASBESTOS FENCE	-	17,236.65	
EFT2454	12/09/2008	KANDOO CONSTRUCTIONS	PAINTING & INSTALLING OF SKYLIGHT	-	11,282.70	
EFT2455	12/09/2008	LOCAL GOVERNMENT SUPERVISORS ASSOCIATION	ANNUAL MEMBERSHIP FOR ALLEN KENT	-	38.50	
EFT2456	12/09/2008	LANDGATE	MINING TENEMENT SCHEDULE CHARGES	-	645.70	
EFT2457	12/09/2008	MUNICIPAL PROPERTY SCHEME	INDUSTRIAL SPECIAL RISK 08/09	-	14,832.62	
EFT2458	12/09/2008	MEEKATHARRA CORNER STORE	KEY CUT & 2 * 45 KG LPG, FUEL, ULP, DEISEL FOR GENERATOR OF	-	578.12	
EFT2459	12/09/2008	MID WEST GROUP OF AFFILIATED AGRICULTURAL	DONATION	-	550.00	
EFT2460	12/09/2008	MARKET CREATIONS	MONTHLY PR CONTRACT - AUG 08, MEEKATHARRA FESTIVAL FLYER &	-	968.00	
EFT2461	12/09/2008	PERLEX HOLDINGS PTY LTD	ENTERTAINMENT FOR FESTIVAL	-	3,839.50	
EFT2462	12/09/2008	MLB CONTRACTING	CHECK & REPAIR ELECTRICAL BOOSTER ON SOLAR SYSTEM, INSTALL	-	1,478.40	
EFT2463	12/09/2008	BROADCAST AUSTRALIA PTY LTD	POWER RECOVERY AUG 08, ELECTRICITY	-	279.92	
EFT2464	12/09/2008	PUMPS AUSTRALIA PTY LTD	FILTERS & CATRIDGES	-	80.19	
EFT2465	12/09/2008	RJ BACK	ACCOUNTING & FINANCIAL SUPPORT JULY 08	-	990.00	
EFT2466	12/09/2008	RNR CONTRACTING PTY LTD	1000 LTS CRS EMUSION	-	891.00	
EFT2467	12/09/2008	ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT	-	98.95	
EFT2468	12/09/2008	MARK SMITH PTY LTD	PUMP OUT PORTABLE TOILET AT YOUTH CENTRE, PUMP OUT SEPTIC	-	1,291.97	
EFT2469	12/09/2008	SPORTS POWER GERALDTON	SOCCER BALL & SOCCER NET	-	500.00	
EFT2470	12/09/2008	SKIPPERS AVIATION PTY LTD	FLIGHT FOR BILL ATYEO ON 1ST & 5TH OF SEP	-	554.00	
EFT2471	12/09/2008	TRENFIELD B & E	TOWN MAINTENANCE CONTRACT, 15/09/08	-	4,158.90	
EFT2472	12/09/2008	ML & GJ TRENFIELD CONTRACTING	MANAGEMENT SERVICE TO MEEKA AIRPORT FOR SEP 08	-	15,675.00	
EFT2473	12/09/2008	TRENK CONTRACTING PTY LTD	PUSHING GRAVEL FROM 1-4/8/08, DEMOBILISATION FROM SITE	-	11,236.50	

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SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the 20th September 2008

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT2474	12/09/2008	VIDGUARD SECURITY SYSTEMS	MONITORING FEE FOR 1 SEP TO 30 NOV 08, BATTERY FREIGHT &	-	194.00	
EFT2475	12/09/2008	TOLL WEST	FRIEGHT FROM RNR CONTRACTING	-	269.59	
EFT2476	12/09/2008	YULELLA ABORIGINAL CORPORATION	BUS HIRE OF FAMILY CAMP PROJECT	-	300.00	
EFT2477	12/09/2008	YULELLA VISION	3 BATH MATS	-	49.50	
EFT2478	16/09/2008	MAVERICKS	BUCKLES FOR MEEKA RODEO PRIZES	-	795.00	
EFT2479	26/09/2008	WA LOCAL GOVT. SUPERANNUATION PLAN PTY LTD	PAYROLL DEDUCTIONS	-	12,129.47	
EFT2480	26/09/2008	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	-	236.18	
EFT2481	26/09/2008	ANSTAT PTY LTD	FOOD STANDARD COMPLAINEE	-	519.75	
EFT2482	26/09/2008	ATYEO'S ENVIROMENTAL HEALTH SERVICES PL	EHO DUTIES ON 1ST TO 5TH SEP 08, PROPORTION COSTS & REPORT	-	4,042.50	
EFT2483	26/09/2008	BURROWS A.G.	MEETING ATTENDANCE FEES FOR 20 SEP 08	-	120.00	
EFT2484	26/09/2008	BUNNINGS GROUP LIMITED	REPAIR & PARTS FOR CARAVAN	-	762.39	
EFT2485	26/09/2008	COURIER AUSTRALIA	FREIGHT FROM VARIOUS SUPPLIERS	-	86.86	
EFT2486	26/09/2008	CONPLANT	DOOR WINDOW, QTY -2	-	635.80	
EFT2487	26/09/2008	COURIER AUSTRALIA	FREIGHT FROM CJD, HOPPY'S & MARKET CREATION	-	75.68	
EFT2488	26/09/2008	CANINE CONTROL	RANGER SERVICES ON 8,9,10 SEP 08	-	2,090.00	
EFT2489	26/09/2008	CJD EQUIPMENT PTY LTD	SWITCH	-	187.62	
EFT2490	26/09/2008	CRAFTY CUTS CARPENTRY	REPLACE TIMBER STEP, CONSTRUCTION OF VERANDAH & DECK ,	-	6,100.00	
EFT2491	26/09/2008	CONTRACT AQUATIC SERVICES	MANUAL VACCUM PUMP & ALL CONNECTION, CONTRACT	-	14,697.90	
EFT2492	26/09/2008	COUNTRY TIME CARAVANS	TROJAN HAND PUMP	-	28.50	
EFT2493	26/09/2008	MURCHISON CARPENTRY	SUPPLY & INSTALL NEW DOOR TO ROAB LODGE, REMOVE OLD TOILET	-	1,073.60	
EFT2494	26/09/2008	DENNIS ULPH	REMOVAL OF VARIOUS WRECKED CAR & DISPOSE OF AT TIP SITE	-	440.00	
EFT2495	26/09/2008	A B DOWNING	MEETING ATTENDANCE FEE ON 20 SEP 08	-	210.00	
EFT2496	26/09/2008	ENZED KALGOORLIE	HOSE, SPIRAL, TAPER PIPE, HOSE, SPIRAL, TAPER PIPE, HOSE,	-	1,957.22	
EFT2497	26/09/2008	FOSSIL'S ENTERPRISES PTY LTD	PLANT REPAIRS AND TRAVEL	-	7,026.80	
EFT2498	26/09/2008	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPY PAPER	-	1,788.55	
EFT2499	26/09/2008	FARMER JACKS	AUGUST ACCOUNT	-	8,894.21	
EFT2500	26/09/2008	G&T FAMILY TRUST	RUBBISH COLLECTION CONTRACT SEP 08, RUBBISH COLLECTION	-	15,427.50	
EFT2501	26/09/2008	GERALDTON MOWER & REPAIR SPECIALISTS	PARTS & REPAIRS, OIL FILTER CAP	-	273.20	
EFT2502	26/09/2008	GERALDTON FUEL COMPANY	RANDO HD - 20L, LIPLX 450 G	-	202.97	
EFT2503	26/09/2008	G.C. SALES (W.A.)	240 L BINS & LIDS, QTY - 200	-	3,245.00	
EFT2504	26/09/2008	WA HINO SALES & SERVICE	LOCK ASSEMBLY, FILTER, GASKET, OIL KIT, GASKET	-	1,139.16	
EFT2505	26/09/2008	HOPPY'S PARTS R U	VARIOUS PARTS FOR PLANT	-	1,510.62	
EFT2506	26/09/2008	TOLL IPEC PTY LTD	FREIGHT FROM VARIOUS SUPPLIERS	-	419.29	
EFT2507	26/09/2008	JOHN BATES WATSON	H C PERMIT FOR NEVILLE	-	154.30	
EFT2508	26/09/2008	JASON SIGNMAKERS	PARKING SIGN QTY - 6	-	184.80	
EFT2509	26/09/2008	KILLARA STATION CO.	REPLACED DAMAGED GATE, POST & BACK STAGE	-	715.00	
EFT2510	26/09/2008	KANDOO CONSTRUCTIONS	SHIRE OFFICE PAINTING	-	22,000.00	
EFT2511	26/09/2008	LETS PARTY	DECORATION FOR MEEKA FESTIVAL BALL, DECORATION FOR YOUTH	-	550.71	
EFT2512	26/09/2008	MEEKATHARRA CARAVAN PARK	PETROL FOR CONSTRUCTION CREW, 3 KG GAS REFILL QTY - 3	-	352.50	
EFT2513	26/09/2008	MIDWEST MOWERS & SMALL ENGINES	PLUG, CARBURETTOR, FILTER, STARTER ASSY & RECOVERY COST	-	465.50	
EFT2514	26/09/2008	MURCHISON MAIL & FREIGHT SERVICES	FREIGHT FROM VARIOUS SUPPLIERS	-	154.88	
EFT2515	26/09/2008	MLB CONTRACTING	CHECK & REPAIR POWER	-	198.00	
EFT2516	26/09/2008	MOBILE MASTERS	UHF ANTENNA QTY - 2	-	561.00	
EFT2517	26/09/2008	MODERN TEACHING AIDS PTY LTD	EQUIPMENT FOR YOUTH CENTRE	-	549.89	

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SHIRE OF MEEKATHARRA

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Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT2518	26/09/2008	SPORTROPHY	SASHES FOR RODEO	-	456.00	
EFT2519	26/09/2008	TRENFELD MOTORS	VARIOUS REPAIRS TO TYRES, NEW TYRES AND FITTING, VEHICLE	-	48,282.03	
EFT2520	26/09/2008	TRENFELD B & E	TOWN MAINTENANCE CONTRACT FOR THE PERIOD ENDING 30/09/08	-	4,158.90	
EFT2521	26/09/2008	ML & GJ TRENFELD CONTRACTING	STRIPPING & RESEALING OF ADMIN FLOORS	-	465.30	
EFT2522	26/09/2008	TRENFELD, NORMAN	MEMBERS MEETING FEES 20 SEP 08	-	120.00	
EFT2523	26/09/2008	VIDGUARD SECURITY SYSTEMS	SERVICE TO RELOCATE PANEL & WIRING	-	198.00	
EFT2524	26/09/2008	TOLL WEST	FREIGHT FROM VARIOUS SUPPLIERS	-	553.44	
EFT2525	26/09/2008	WESTRAC EQUIPMENT	VARIOUS PLANT PARTS	-	2,168.62	
EFT2526	26/09/2008	WESTNET PTY LTD	INTERNET, OCT 08	-	274.70	
EFT2527	26/09/2008	YULELLA VISION	WATERPROOF MATTRESS PROTECTOR, SAFETY BOOTS, DAEWOO	-	920.50	
23135	01/09/2008	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	-	32.80	
23136	01/09/2008	AUSKI INLAND MOTEL	ACCOMMODATION AND MEALS FOR MARK & TANIA, BATTLE OF THE	-	1,272.22	
23137	01/09/2008	AMP SUPERANNUATION	PAYROLL DEDUCTIONS	-	336.20	
23138	01/09/2008	ACHARI PTY LTD	CANON MULTI LASER W/LASER	-	399.00	
23139	01/09/2008	JO-ANNE BURGEMEISTER	MEETING ATTENDANCE FEE	-	180.00	
23140	01/09/2008	CORPORATE EXPRESS	FRIDGE MAGNETS	-	58.74	
23141	01/09/2008	DEPARTMENT OF PLANNING AND INFRASTRUCTURE	THIRD PARTY INSURANCE TILL 21/09/09	-	243.05	
23142	01/09/2008	DEPT OF PREMIER & CABINET	VARIOUS ADVERTISEMENT JULY 08	-	983.70	
23143	01/09/2008	LP DOWNING	25 MM SQUARE TUBING	-	35.00	
23144	01/09/2008	FAITHE PTY LTD	SOUND & LIGHTING EXPENSES FOR BATTLE OF THE BANDS	-	5,170.00	
23145	01/09/2008	HOWDEN R.K.	CANCELLED	-	-	
23146	01/09/2008	SHIRE OF MEEKATHARRA	PAYROLL DEDUCTIONS	-	1,110.99	
23147	01/09/2008	NICHOLS H.J.	MEETING ATTENDANCE FEE	-	120.00	
23148	01/09/2008	COMMISSIONER OF POLICE	CANCELLED	-	-	
23149	01/09/2008	POOL & SPA MART	40 KG DRUM DRY CHLORINE QTY -2	-	506.00	
23150	01/09/2008	H POLESY & CO PTY LTD	10000 BAGS	-	7,150.00	
23151	01/09/2008	SIPA MANAGEMENT PTY LIMITED	RATES REFUND DUE TO OVERPAYMENT	-	16,980.82	
23152	01/09/2008	SOMERSET	ACCOMODATION & MEALS FOR ROY MCCLYMONT AND CAMERON	-	1,598.00	
23153	01/09/2008	SYDNEY'S CHRISTMAS BARN	LIGHTS FOR FESTIVAL BALL & FRIEGHT	-	331.95	
23154	01/09/2008	TENNANT AUSTRALIA	FILTER,PANEL SYN,	-	600.06	
23155	04/09/2008	CLUBS WA	LIQUOR LICENCE COURSE FOR MEGAN ALCHIN	-	120.00	
23156	04/09/2008	HOWDEN R.K.	MEETING ATTENDANCE FEE, MEETING ATTENDANCE FEE	-	199.70	
23157	12/09/2008	CREDIPAC AUSTRALIA	DEBT COLLECTION - RATES	-	188.98	
23158	12/09/2008	DRILLPOWER	WATER BORE	-	11,855.25	
23159	12/09/2008	LP DOWNING	REPLACE LOCKS & KEYS, REPLACE LOCKS & KEYS	-	479.50	
23160	12/09/2008	FIRE & EMERGENCY SERVICES AUTHORITY OF WA	ESL RETURN, AUG 08/09	-	5,694.73	
23161	12/09/2008	FLEETWOOD PTY LTD	CLAIM 2 & CLAIM 3 TOWARDS LOT 205 HILL STREET	-	260,607.00	
23162	12/09/2008	GO TENNIS INTERNATIONAL	TENNIS CLINIC ON 1 & 2 SEPTEMBER	-	2,600.00	
23163	12/09/2008	HORIZON POWER	ELECTRICITY CHARGES	-	10,703.00	
23164	12/09/2008	INFRINGEMENT PAYMENT CENTRE	INFRINGEMENT FOR 1BID 657	-	500.00	
23165	12/09/2008	KEENAN MUIR'S PTY LTD	RANGE HOOD & UPRIGHT GAS STOVE	-	1,939.00	
23166	12/09/2008	STATE LIBRARY OF WA	LOST & DAMAGED BOOKS	-	203.50	
23167	12/09/2008	LOCAL HEALTH AUTHORITIES ANALYTICAL	MINIMUM ASSESSED UNITS 2008/2009	-	367.95	
23168	12/09/2008	SHIRE OF MEEKATHARRA	PAYROLL DEDUCTION	-	243.71	

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SHIRE OF MEEKATHARRA

Accounts Due and Payed under Delegated Authority and Submitted to Council on the 20th September 2008

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
23169	12/09/2008	MEEKATHARRA RACE CLUB	PAYMENT FOR UPGRADE OF JOCKEY ROOMS & TOILETS	- 19,783.81		
23170	12/09/2008	PRESBYTERIAN INLAND MISSION	SUPPLY OF SIX CHURCH PEWS	- 120.00		
23171	12/09/2008	REECE PTY LTD	CANCELLED	-		
23172	12/09/2008	DAVID STINSON ENTERTAINMENTS	CHILDREN ENTERTAINMENT FOR FESTIVAL ON 26 & 27 SEP	- 2,000.00		
23173	12/09/2008	TELSTRA CORPORATION LIMITED	TELEPHONE CHARGES TILL 18 AUG	- 2,553.41		
23174	12/09/2008	WEST AUSTRALIAN NEWSPAPERS LIMITED	ADVERTISEMENT IN TRAVEL MAGAZINE	- 390.00		
23175	12/09/2008	WAJON PUBLISHING COMPANY	MAPS, WILDFLOWER WA	- 264.00		
23176	22/09/2008	HORIZON POWER	ELECTRICITY CHARGES 25 JUN TO 21 AUG 08	- 88.85		
23177	22/09/2008	PETTY CASH	PETTY CASH RECOUP	- 384.30		
23178	22/09/2008	REECE PTY LTD	GOODS FOR BATHROOM RENOVATION	- 2,421.87		
23179	22/09/2008	TELSTRA CORPORATION LIMITED	TELEPHONE AUG 08	- 231.92		
23180	23/09/2008	SHIRE OF MEEKATHARRA	PRIZE MONEY FOR RODEO, MEEKA FESTIVAL, ART COMPITITION,	- 18,080.00		
23181	26/09/2008	ROBERT GILBERT	RATES REFUND	- 418.46		
23182	26/09/2008	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTION	- 32.80		
23183	26/09/2008	STATE EMERGENCY SERVICE MEEKATHARRA	LINE ITEM - 6 , TELSTRA	- 1,541.12		
23184	26/09/2008	AMP SUPERANNUATION	PAYROLL DEDUCTIONS	- 360.92		
23185	26/09/2008	JO-ANNE BURGEMEISTER	MEETING ATTENDANCE FEE	- 120.00		
23186	26/09/2008	CORINGLE PASTORAL	DESTROYED 4 DOGS	- 55.00		
23187	26/09/2008	CONVENTRYS	BOOSTER GUN	- 191.44		
23188	26/09/2008	GREENFREEZE TECHNOLOGY	5.5 KG M30 REFRIGERANT	- 298.00		
23189	26/09/2008	HUTCHINSON T.R.	MEETING ATTENDANCE FEE ON 20 SEP 08	- 240.00		
23190	26/09/2008	ISOLATED CHILDRENS PARENTS ASSOC OF WA	DONATION TOWARDS THE CAMP IN NOV	- 400.00		
23191	26/09/2008	SHIRE OF MEEKATHARRA	PAYROLL DEDUCTIONS	- 671.00		
23192	26/09/2008	MR SHOWBAGS	SHOWBAGS FOR FESTIVAL	- 206.00		
23193	26/09/2008	COMMISSIONER OF POLICE	CORPORATE LICENCE 08/09	- 96.00		
23194	26/09/2008	ST JOHN AMBULANCE AUSTRALIA	FIRST AID COURSE FOR ANTHONY LLOYD AND ELAINE KING PLUS	- 340.00		
23195	26/09/2008	VODAFONE PTY LTD	VODAFONE CHARGES - AUG 08	- 10.00		
23196	26/09/2008	VETERANS LEGION OF AUSTRALIA	20 KG BACON FOR FESTIVAL	- 226.40		
23197	26/09/2008	WREN OIL	REMOVE WASTE OIL	- 1,330.00		
23198	26/09/2008	WESTSCHEME	PAYROLL DEDUCTION	- 241.17		
				- 904,352.64	-	-

THIS SCHEDULE OF ACCOUNTS PAID UNDER DELEGATED AUTHORITY COVERS:

MUNICIPAL ACCOUNT -	904,352.64
AIR BP ACCOUNT	-
TRUST ACCOUNT	-
	- 904,352.64

TOTALLING \$904,352.64 AND WAS SUBMITTED TO EACH MEMBER OF COUNCIL ON THE 20TH SEPTEMBER 2008 AND WHICH HAVE BEEN DULY CERTIFIED AS TO THE RECEIPT OF GOODS AND THE RETENTION OF SERVICES AS TO THE COSTING AND ARE AMOUNTS PAID.

ROY McCLYMONT
CHIEF EXECUTIVE OFFICER

9.2.4 AMENDMENTS TO THE SCHEDULE OF FEES & CHARGES

LOCATION: NIL
APPLICATION: NIL
FILE REF: A82
DISCLOSURE OF INTEREST: NIL
DATE OF REPORT: 25TH SEPTEMBER 2008
AUTHOR: KRYE EAST
ACTING CORPORATE & DEVELOPMENT
SERVICES MANAGER



SIGNATURE OF AUTHOR:
SENIOR OFFICER:

ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER



SIGNATURE OF SENIOR OFFICER:

Summary:

This report recommends amending the Schedule of Fees & Charges to include a daily rate for Itinerant Trading.

Attachments:

Revised Schedule of Fees & Charges for 2008/09 (Appropriate page only)

Background:

At its June 2008 meeting, Council adopted its Annual Budget for the financial year and included as part of this, it imposed a Schedule of Fees & Charges.

Comment:

Since the Schedule of Fees & Charges was imposed, minor amendments or omissions have been identified.

There is in place an annual fee for a Trading Permit with a charge of \$190.00 per annum. There have been instances recently where itinerant traders have requested a trading permit for their infrequent visits to Meekatharra. Therefore a daily Fee to enable these commercial sellers to trade has been proposed at \$27.50 including GST.

New inclusion is highlighted in green on the attachment.

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Local Government Act 1995 section 6.16 (3) (b) allows for the amendment of the Schedule of Fees & Charges.

Policy Implications:

Nil

Financial Implications:

The addition of these new fees and charges will only have a minor impact on revenues received.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved: Cr H Nichols

Seconded: Cr J E Burgemeister

That Council adopts the Schedule of fees and Charges as amended.

CARRIED 7/0

Shire of Meekatharra
Schedule of Fees & Charges
2008 / 2009

Description	Charge	GST	Total
Binding			
A4 size to 1.5cm thick - inc ring binder, front & back cover	5.00	0.50	5.50

FREEDOM OF INFORMATION

Application fee	30.00	-	30.00
Accessing Information			
Supervised access to Councils records - per hour	35.00	3.50	38.50
Photocopying by Staff - in addition to above fees - per hour	35.00	3.50	38.50

ANIMAL CONTROL

Animal Trap Hire			
Trap - Bond	20.00	-	20.00
Trap hire - per week	5.00	0.50	5.50
Pound Fees			
Maintenance of Dog in pound - per day or part thereof	7.00	0.70	7.70
Release of Dog - during office hours	20.00	2.00	22.00
Release of Dog - outside office hours	50.00	5.00	55.00
Destruction of Dog		NO CHARGE	
<i>* All dogs must be registered prior to release</i>			
Kennel Licensing Fees			
Initial License	172.73	17.27	190.00
Annual Renewal	172.73	17.27	190.00
Dog License Fees			
Unsterilised - 1 year	30.00	-	30.00
- 3 years	75.00	-	75.00
Sterilised - 1 year	10.00	-	10.00
- 3 years	18.00	-	18.00
Concessions Pensioner Rate - 50% of above fees			
Working dog - 25% of above fees			
<i>Registration after May 31st in every year - 50% of 1 year fee</i>			

HEALTH

Trading Permits - for Commercial Purposes as Defined in Local Law			
Stallholders Permit -Annual	172.73	17.27	190.00
-Daily	25.00	2.50	27.50
Traders Permit -Annual	172.73	17.27	190.00
-Daily	25.00	2.50	27.50
<i>* Activities in Thoroughfares and Public Places and Trading Local Law 2007 provides for these charges and allows for exemptions</i>			
Septic Tanks			
Application fee	104.00	-	104.00
Fee for grant of a permit to use an apparatus	104.00	-	104.00


HOUSING

Council owned Staff housing - per week	40.00	-	40.00
Council owned Staff housing in Single Persons Quarters - per week	60.00	-	60.00

9.3 ADMINISTRATION

9.3.1 FORMATION OF THE MURCHISON EXECUTIVE GROUP

LOCATION:	REGION
APPLICATION:	N/A
FILE REF:	ADM 0287
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	24TH SEPTEMBER 2008
AUTHOR:	ROY MCCLYMONT CHIEF EXECUTIVE OFFICER

SIGNATURE OF AUTHOR: 
SENIOR OFFICER: ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER

SIGNATURE OF SENIOR OFFICER: 

Summary:

Background:

This report recommends Council endorsement of the creation of the *Murchison Executive Group (MEG)*, the membership of which will comprise the Chief Executive Officers of the six Murchison Shires.

The objectives of *MEG* include:

- Addressing matters of common and regional significance.
- Establishing strong connectivity and an effective working partnership between the Midwest Development Commission and the six Murchison Shires.
- Working towards establishing priorities for the new State Governments' "*Royalties for the Regions*" proposal and the delivery of those dollars for the Murchison region.

Comment:

During 2007, the *Murchison Zone Strategy Group*, which was comprised of the Presidents and CEO's of the six Murchison Shires addressed several critical issues affecting the region, including police numbers, medical services and the resourcing of the Department of Child Protection. The Murchison Zone Strategy Group went into decline due to the lack of capacity of Shires to take their turn in providing the necessary executive support. The lack of interaction between the six Shires since that time has resulted in a markedly reduced collective awareness by CEO's of what is happening in the region, with respect to the provision of government services and developments generally.

A meeting of CEO's and Mr Brendin Flanagan (Project Manager – Murchison – Midwest Development Commission) on the 23rd September 2008 resulted in strong support being given towards the creation of the *Murchison Executive Group*.

The role of this group will be to deal with regional operational and executive functions pertaining to the Murchison region, which will include interacting with government departments and agencies, dealing with common compliance issues and (significantly), identifying opportunities to access the State Government's "*Royalties for the Regions*" initiative. This is a different and separate role to that of the Murchison Country Zone of WALGA ("Cue Parliament") which deals with issues at a political level, through WALGA.

It is proposed that the structural arrangements of *MEG* will be as follows:

- Name: Murchison Executive Group (*MEG*).
- Composition: Chief Executive Officers of each of the six Murchison Shires.
- Chair: A CEO elected by Group.
- Executive Support: Provided by the Midwest Development Commission by way of making available the time of Mr Brendin Flanagan,
- Meetings – To be held quarterly on a rotational basis.
- Reporting arrangements: CEO's will report back to their respective Councils and reports will be provided to "Cue Parliament".
- Elected member input/assistance: Sought as required when interfacing with politicians and department heads, probably mainly through the "Cue Parliament" forum.
- Interaction with Shires/CEO's outside of the Murchison Country Zone of WALGA but which have common interests with the Murchison region: To be invited to participate in meetings and discussions as appropriate.

Consultation:

Cr Hutchinson
Zone CEO's

Policy Implications:

Financial Implications:

Strategic Implications:

MEG will reintroduce an ongoing awareness and joint approach to matters affecting the region, including development opportunities, the "*Royalties for Regions*" project, connectivity with the Midwest Development Commission, regional infrastructure, provision and resourcing of essential services and sharing of information and addressing compliance issues.

Voting Requirements:

Simple majority.

Officers Recommendation/Council Resolution:

Moved: Cr J E Burgemeister


Seconded: Cr A B Downing

That Council endorse the formation of the “Murchison Executive Group” and the participation of the Chief Executive Officer as a member of the group.

CARRIED 7/0

9.3.2 STANDING ORDERS LOCAL LAW 2007 – REVOKE

LOCATION: District
APPLICANT:
FILE REF: ADM 0298
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 2 October 2008
AUTHOR: ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER

SIGNATURE OF AUTHOR: 
SENIOR OFFICER: ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER

SIGNATURE OF SENIOR OFFICER: 

Summary:

Standing Order Local Laws provide a detailed legal framework for the conduct of Council and Committee Meetings. Given that Council and committee meetings in Meekatharra are conducted on a relatively informal basis, it would seem somewhat unnecessary to create legal specifications that control the conduct of meetings. Meekatharra has never had Standing Order Local Laws or By Laws.

Attachments:

Background:

Council adopted Standing Orders Local Law 2007 along with seven other laws on 17 March 2007.

Comment:

The Department of Local Government and Regional Development advise that there are currently a number of issues with Standing Order Local Laws. The department states “it is strongly recommended that you consider re-advertising this particular one if you want to still proceed so that changes can be made”. Some of these changes are required as a result of the new Rules of conduct legislation.

Given all the above information it would seem to be a waste of Council resources and money to proceed with the making and gazettal of Standing Order Local Laws.

Council has five policies that provide guidance and direction for the conduct of meetings.

Consultation:

Ms Carolyne Gatward, Manager Legislation, Department of Local Government and Regional Development.

Statutory Environment:

Local Government Act 1995

All relevant subsidiary legislation.

Policy Implications:

The following policies specifically address aspects of meeting procedures and conduct;

Policy 1.2 – Meetings – Timing of and Order of Business

Policy 1.3 – Council Meeting System

Policy 1.4 – Public Question Time

Policy 1.5 – Declarations of Financial Interest and Impartiality Interest

Policy 1.6 – Mobile Phones in Meetings

Financial Implications:

Potential direct savings on advertising requirements est. \$1,200.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved: Cr A B Downing

Seconded: Cr N L Trenfield


That Council:

- 1. Revoke, in part, its resolution of 17/3/07 at Item 9.3.3 adopting the “Standing Orders Local Law 2007”.**
- 2. Direct staff not to proceed with the making or gazettal of Standing Order Local Laws.**

CARRIED 7/0

9.3.3 HEALTH LOCAL LAWS 2008 – ADOPTION

LOCATION: DISTRICT
APPLICANT:
FILE REF: ADM 0298
DISCLOSURE OF INTEREST: NIL
DATE OF REPORT: 30 SEPTEMBER 2008
AUTHOR: ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER

SIGNATURE OF AUTHOR: 
SENIOR OFFICER: ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER

SIGNATURE OF SENIOR OFFICER: 

Summary:

Council may now adopt the Health Local Laws 2008 following amendments to the Laws adopted on 17 March 2007.

Attachments:

Draft Health Local Laws - Part 4, Divisions 2 and 3 (Divisions deleted as recommended by the Executive Director Public Health)

Provided under separate cover 20/9/08:

Copy of the Shire of Meekatharra, Health Local Law 2008 gazettal notice

Copy of the Shire of Meekatharra, Health Local Law 2008 – consolidated reference version.

Background:

Council adopted Health Local Laws, along with seven other laws on 17 March 2007.

Councils' draft Health Local Laws were sent to the Executive Director Public Health for consent and signature on 11/8/08.

On 25/8/08 the Executive Director Public Health (EDPH) replied, recommending some further changes to the draft Health Local Laws. All changes recommended have been incorporated into the documents that have been distributed to Councillors.

The EDPH also recommended that the previous resolution adopting the Health Local Laws should be revoked.

Comment:

The only significant change to the previous draft Health Local Laws is the deletion of Divisions 2 and 3 of Part 4. The EDPH advises that these laws now come under the Waste Avoidance and Resource Recovery Act 2007.

Should Council wish to create these laws they would now need to be processed completely separately under the Waste Avoidance and Resource Recovery Act 2007. Staff do not consider that these laws are important enough to warrant the time and expense that would be involved in creating them.

The intention is to gazette the Health Local Laws 2008 “by reference” to the Shire of Koorda Health Local Laws 2001. Legally this means that the Shire of Koorda Health Local Laws 2001 become our local laws as amended by our gazettal notice. Should Councillors wish to view the Shire of Koorda, Health Local Laws 2001, please contact Roy to obtain a copy.

Consultation:

Mr Donald Howell, Department of Health

Statutory Environment:

Local Government Act 1995

Health Act 1911

All relevant subsidiary legislation.

Policy Implications:

Financial Implications:

Potential income from penalties under the Local Law.

Strategic Implications:

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved: Cr A G Burrows

Seconded: Cr H Nichols

That Council:

1. Revoke, in part, its resolution of 17/3/07 at Item 9.3.3 adopting the “Health Local Law 2007”.
2. Adopt and make the Health Local Laws 2008 using “gazettal by reference” to the Shire of Koorda Health Local Laws 2001.

CARRIED 7/0

Part, 4 Division 2 and 3 follow. These have been deleted from the Meekatharra Health Local Laws 2008 as suggested by the Executive Director Public Health.

Part 4 – WASTE FOOD AND REFUSE

Division 2 - Disposal of Refuse

Interpretation

4.2.1 In this division, unless the context otherwise requires -

"collection day" means the day of the week on which rubbish and refuse is collected and removed by the local government or its contractor;

"collection time" where used in connection with any premises, means the time of the day on which rubbish and refuse is collected and removed from the premises by the local government or its contractor;

"commercial waste" means refuse and other rubbish generated by or originating from commercial or industrial premises and includes trade refuse;

"domestic waste" means refuse and other rubbish generated by or emanating from residential premises and includes house refuse;

"public place" includes a street, way or place which the public are allowed to use, whether the street, way or place is or is not on private property;

"receptacle" where used in connection with any premises means –

(a) a polyethylene cart fitted with wheels, a handle and a lid and having a capacity

of at least 120 litres; or

(b) a container provided by the local government or its contractor for the deposit, collection and recycling of specific materials and supplied to the premises by the local government or its contractor;

"refuse disposal site" means a waste treatment facility or depot licensed under Part V of the *Environmental Protection Act 1986* to store, treat, reuse or dispose of rubbish or refuse.

"rubbish or refuse" includes any filth, dirt, ashes, vegetation, garden refuse, waste material, waste food, sludge, offensive matter, cinders, wood or metal shavings and sawdust but does not include liquid waste or liquid refuse;

"street" has the same meaning as in the Act;

"street alignment" means the boundary between the land comprising a street and the land that abuts thereon, but where a new street alignment is prescribed under the *Local Government (Miscellaneous Provisions) Act 1960*, means the new street alignment so prescribed; and

"waste" means commercial or domestic waste or both as the context requires.

Receptacles

4.2.2 An owner or occupier of premises shall -

(a) ensure the premises are provided with a receptacle for the depositing of rubbish or refuse and maintain the receptacle in a serviceable condition;

(b) at all times keep the lid of the receptacle closed except when depositing rubbish or refuse or cleaning the receptacle;

(c) except for a reasonable period before and after collection time, keep the receptacle on the premises and located -

- (i) behind the street alignment and so as not to be visible from a street or public place; or
- (ii) in such other position as is approved by the local government;
- (d) on each collection day at or prior to 6.00am place the receptacle out in the street adjoining the premises, in a position prescribed by the local government, where it is visible from the carriageway and is positioned with the handle facing away from the kerb line, or placed in such other position as is approved by the local government.

Exemption

- 4.2.3 (1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of Section 4.2.2 (c) or (d).
- (2) The local government or Principal Environmental Health Officer may grant or refuse, with or without conditions, an application for exemption from compliance under this Section.
 - (3) An exemption granted under this Section shall state -
 - (a) the premises to which the exemption applies;
 - (b) the period during which the exemption applies; and
 - (c) any conditions imposed by the local government.
 - (4) The local government may rescind the exemption or from time to time vary conditions imposed by it under this Section by giving written notice of the variation to the person to whom the exemption was given.

Use of Receptacles

4.2.4 An owner or occupier of premises shall -

- (a) not deposit or permit to be deposited in a receptacle -
 - (i) more than 70 kilograms of rubbish or refuse;
 - (ii) hot or burning ash;
 - (iii) oil, motor spirit or other flammable liquid;
 - (iv) liquid paint, solvent or other liquid;
 - (v) bricks, concrete, building rubble, asbestos, earth or other like substances;
 - (vi) drugs, dressings, bandages, swabs or blood samples unless placed in a sealed impervious and leak-proof container;
 - (vii) hospital, medical, veterinary, laboratory or pathological substances containing blood unless placed in a sealed impervious and leak-proof container;
 - (viii) syringes, needles, surgical hardware, broken glass, sharps or other sharp objects;
 - (ix) cytotoxics, radioactive substances and dangerous chemicals;
 - (x) sewage, manure, nightsoil, faeces or urine;
 - (xi) any object which is greater in length, width or breadth than the corresponding dimension of the receptacle or which will not allow the lid of the receptacle to be tightly closed;
 - (xii) rubbish or refuse which is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious container; or

- (xiii) hazardous products including ammunition and flares;
- (b) at all times keep the receptacle in a clean condition;
- (c) whenever directed to do so by an Environmental Health Officer, thoroughly clean, disinfect, deodorise and apply a residual insecticide to the receptacle;
- (d) take all reasonable steps to prevent -
 - (i) fly breeding and keep the receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease; and
 - (ii) the emission of offensive and noxious odours from the receptacle; and
- (e) ensure that the receptacle does not cause a nuisance to the occupiers of adjoining premises.

Ownership of Receptacles

- 4.2.5 (1) A receptacle supplied by the local government or its contractor, remains the property of the local government or its contractor, as the case may be;
- (2) The owner or occupier of a premises supplied with a receptacle remains responsible for any rubbish or refuse placed or deposited in the receptacle until such time as it has been removed by the local government or its contractor.

Damage to Receptacles

- 4.2.6 (1) A person shall not -
- (a) damage, destroy or interfere with a receptacle; or
 - (b) except as permitted by these Local-Laws or as authorised by the local government, remove a receptacle from any premises;
- (2) If the receptacle of a premises is damaged, defective, lost or stolen, the owner or occupier of the premises shall notify the local government within 7 days after the event.

Use of Other Containers

- 4.2.7 (1) In the case of premises consisting of more than 3 dwellings, any premises used for commercial or industrial purposes or food premises, the Principal Environmental Health Officer may authorise rubbish or refuse to be deposited in a container other than a receptacle.
- (2) The owner or occupier of premises who is authorised under this Section to deposit rubbish or refuse in a container shall -
- (a) unless approved by the Principal Environmental Health Officer not deposit or permit to be deposited in the container anything specified in Section 4.2.4 (a) (ii) to (xiii);
 - (b) take all reasonable steps to prevent fly breeding in, and the emission of offensive or noxious odours from the container;
 - (c) whenever directed by an Environmental Health Officer to do so, thoroughly clean, disinfect, deodorise and apply a residual insecticide to the container;
 - (d) cause the container to be located on the premises in an enclosure constructed and located as approved by the Principal Environmental Health Officer;
 - (e) ensure that the container is not visible from the street but is readily accessible for the purposes of collection; and
 - (f) ensure that the container does not cause a nuisance to an occupier of adjoining premises.

(3) An owner or occupier shall -

- (a) ensure that there are a sufficient number of containers provided to contain all rubbish and refuse which accumulates or may accumulate in or from the premises;
- (b) ensure that each container on the premises -
 - (i) has a close fitting lid;
 - (ii) is constructed of non-absorbent and non-corrosive material; and
 - (iii) is clearly marked, for the use of, and is used only for, the temporary deposit of rubbish or refuse;
- (c) keep or cause to be kept each container thoroughly clean and in good condition and repair;
- (d) place any rubbish or refuse in, and only in, a container marked for that purpose;
- (e) keep the cover on each container except when it is necessary to place something in, or remove something from, it; and
- (f) ensure that each container is emptied at least weekly or as directed by the Principal Environmental Health Officer.

Suitable Enclosure

4.2.8 (1) An owner or occupier of premises -

- (a) consisting of more than three (3) dwellings; or
 - (b) used for commercial or industrial purposes, or a food premises shall if required by the local government provide a suitable enclosure for the storage and cleaning of receptacles on the premises.
- (2) An owner or occupier of premises required to provide a suitable enclosure under this Section shall keep the enclosure thoroughly clean and disinfected.
- (3) For the purposes of this Section, a "suitable enclosure" means an enclosure -
- (a) of sufficient size to accommodate all receptacles used on the premises but in any event having a floor area not less than a size approved by the local government;
 - (b) constructed of brick, concrete, corrugated compressed fibre cement sheet or other material of suitable thickness approved by the local government;
 - (c) having walls not less than 1.8 metres in height and having an access way of not less than 1 metre in width and fitted with a self-closing gate;
 - (d) containing a smooth, non-slip and impervious floor -
 - (i) of not less than 75 millimetres in thickness; and
 - (ii) which is evenly graded to an approved liquid refuse disposal system;
 - (e) which is easily accessible to allow for the removal of the receptacles;
 - (f) provided with a ramp into the enclosure having a gradient no steeper than 1:8 unless otherwise approved by the local government; and
 - (g) provided with a tap connected to an adequate supply of water.

Building Construction

4.2.9 (1) During all periods of construction on any building site, the builder shall –

- (a) when requested by an environmental health officer, provide and maintain on such site a rubbish disposal bin, being either –

- (i) a bin of not less than 4 cubic metres in capacity; or
 - (ii) a receptacle or other container approved by the Principal Environmental Health Officer;
- (2) On completion of construction, the builder shall immediately clear the site and the adjacent street verge of all rubbish, waste materials and offensive matter and all rubbish bins provided by the builder.
 - (3) In subsections (1) and (2), "rubbish" includes all discarded stones, brick, lime, timber, iron, tiles, bags, plastics and any broken, used or discarded matter.

Deposit of Refuse

4.2.10 (1) A person shall not deposit or cause or permit to be deposited any rubbish or refuse in or on any street or on any land other than a refuse disposal site.

- (2) The driver of a vehicle, upon entering a refuse disposal site, shall present or display a current pass issued by the local government, to the attendant or person in charge of the site and shall not deposit any rubbish or refuse until authorised to do so by that attendant or person in charge.
- (3) A person shall not deposit rubbish or refuse in or on a refuse disposal site except -
 - (a) at such place on the site as may be directed by the person in charge of the site; or
 - (b) if the person in charge is not in attendance at the site, as may be directed by a notice erected on the site.

Removal from Refuse Disposal Site

4.2.11 (1) A person shall not remove any rubbish or refuse from a refuse disposal site without the written approval of the local government.

- (2) A person who obtains approval from the local government shall comply with any conditions imposed by the local government and set out in the approval.

Removal of Rubbish from Premises or Receptacle

4.2.12 (1) A person shall not remove any rubbish or refuse from premises unless that person is -

- (a) the owner or occupier of the premises;
 - (b) authorised to do so by the owner or occupier of the premises; or
 - (c) authorised in writing to do so by the local government.
- (2) A person shall not, without the approval of the local government or the owner of a receptacle, remove any rubbish or refuse from the receptacle or other container provided for the use of the general public in a public place.
 - (3) Where the local government provides -
 - (a) a collection service for recyclable material, the occupier of premises shall comply with and observe the directions given by the local government in relation to that collection;
 - (b) a collection for bulk material, the occupier of premises shall comply with and observe the directions given by the local government in relation to that collection.
 - (4) Where additional collection services are provided upon request by the occupier of premises, fees as prescribed by the local government shall be paid.

Burning Rubbish or Refuse

- 4.2.13 (1) A person shall not -
- (a) without the approval of the local government; and
 - (b) except in accordance with the terms and conditions to which the approval is subject, set fire to, or cause to be set on fire, any rubbish or refuse either -
 - (i) in any incinerator; or
 - (ii) on the ground.
- (2) Subject to subsection (3), an approval of the local government is issued subject to the following conditions -
- (a) the material to be burnt -
 - (i) does not include any plastic, rubber, food scraps, green garden cuttings and other material which may become offensive when burnt; and
 - (ii) is of such quantity, or of such a nature, as to be unsuitable for removal by the local government's refuse collection service;
 - (b) there is no other appropriate means of disposal;
 - (c) burning shall not take place -
 - (i) during any period for which an air dispersion alert has been issued by the Bureau of Meteorology; or
 - (ii) where there is no current dispersion alert, outside the hours of 10.00am to 6.00pm;
 - (d) an incinerator must meet the standards specified by the Local government; and
 - (e) an incinerator unit used for fire must be located -
 - (i) so as to comply with the requirements of any Bush Fire Notice, made under Section 25B of the *Bush Fires Act 1954*, as published in the Government Gazette from time to time; and
 - (ii) in such a position so as not to create a nuisance or be offensive to other persons.
- (3) Subject to the local fire rules the local government may grant approval to clear by burning fire breaks or vacant blocks of grass, straw, hay, undergrowth, herbage and other similar vegetation.

Rubbish Removal Vehicles

- 4.2.14 A vehicle used by the local government or its contractor for the collection and transport of rubbish shall -
- (a) be provided with a compartment in which all rubbish shall be deposited for removal, and of which the interior is constructed from or surfaced with impermeable material; and

- (b) have a cover over the compartment at all times when the vehicle is engaged in the transport of rubbish.

Method of Removal of Rubbish

- 4.2.15 A person engaged in the removal of rubbish from premises shall -
- (a) convey all rubbish from the receptacles of the occupier of the premises and deposit the rubbish in the portion of the collection vehicle intended to hold the rubbish; and
 - (b) replace the receptacle in the position it was lifted from.

Rubbish Disposal – Prescribed Area

- 4.2.16 The townsite of Meekatharra is the prescribed area within which the provisions of Section 112A of the Act shall operate and have effect.

Division 3—Transport of Butchers’ Waste

Interpretation

- 4.3.1 In this Division, unless the context otherwise requires—
- “butchers’ waste” includes animal skeletons and rib cages from a boning room and the inedible products of an abattoir.

Restriction of Vehicles

- 4.3.2 A person shall not use, for the transport of butchers’ waste—
- (a) a vehicle or container not approved by the local government; or
 - (b) a vehicle used for the transport of food or drugs; or
 - (c) anything intended to be used for the packing or handling of food or drugs.

Transport of Butchers’ Waste

- 4.3.3 (1) A person shall not transport butchers’ waste otherwise than in—
- (a) a compartment complying with the following specifications—
 - (i) all internal surfaces to be constructed of an approved, smooth, impervious material not less than 910 millimetres high;
 - (ii) all joints to be sealed and made watertight;
 - (iii) the loading doors, if any, to be water-tight and kept closed at all times except when loading; and
 - (iv) the top to be completely covered by a tarpaulin or other impervious material approved by the local government, carried over, and secured to the outside of the walls at least 300 millimetres from the top so as to keep the load out of sight of the public; or
 - (b) a sealed container fitted with a lid, which can be tightly closed.
- (2) A person shall not transport any butchers’ waste in a vehicle unless the vehicle and its fittings, including the compartment or container referred to in this Section, are—
- (a) maintained in good order and condition; and
 - (b) thoroughly cleaned at the conclusion of each day’s work.

- (3) A person shall not load, transport, or unload butchers' waste in a manner that is or may be offensive due to—
- (a) the sight of animal skeletons, bones, offal or waste matter;
 - (b) the odour of putrefaction, offal or waste matter; or
 - (b) the presence of blood and particles of flesh or fat dropping onto the surface of the street pavement or ground.

9.3.4 CODE OF CONDUCT - REVIEW

LOCATION:

APPLICANT:

FILE REF:

ADM 254

DISCLOSURE OF INTEREST:

NIL

DATE OF REPORT:

3 OCTOBER 2008

AUTHOR:

ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER



SIGNATURE OF AUTHOR:

SENIOR OFFICER:

ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER



SIGNATURE OF SENIOR OFFICER:

Summary:

Council adopted its current Code of conduct in February 2006.

Given recent changes to relevant legislation and the enactment of the Local Government (Rules of Conduct) Regulations 2007 it may now be appropriate for council to review its Code of Conduct. These legislative changes effectively make our current Code of Conduct obsolete (at least in part).

Attachments:

Draft Code of Conduct - Shire of Meekatharra.

Background:

Section 5.103 (1) of the Local Government Act 1995 requires “every local government is to prepare or adopt a code of conduct to be observed by council members, committee members and employees”.

Comment:

The attached Draft Code of Conduct has been created by using the Model Code of Conduct prepared by the WA Local Government Association – with some very minor amendments. Staff have perused the Model and consider that it is generally appropriate for the Shire of Meekatharra.

The Model also reflects all the recent changes and additions to the associated legislation including the enactment of the Local government (Rules of Conduct) Regulations 2007.

Consultation:

Statutory Environment:

Local Government Act 1995 - Section 5.103 (and numerous other relevant sections)
Local Government (Administration) Regulations 1996 - Regulations 34B and 34C.
Local Government (Rules of Conduct) Regulations 2007

Policy Implications:

Some council policies may be affected by the recent legislative changes and Councils new code of conduct. Staff will address any such issues during the next Policy Manual Review.

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr N L Trenfield

Seconded: Cr A G Burrows

That Council adopt the attached Code of Conduct (For Council Members, Committee Members and Staff).

CARRIED 7/0



Draft

CODE OF CONDUCT

**FOR COUNCIL MEMBERS, COMMITTEE MEMBERS &
STAFF**

PREAMBLE

The Code of Conduct provides Council Members, Committee Members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in :-

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Council Members, Committee Members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

STATUTORY ENVIRONMENT

The Code of Conduct observes statutory requirements of the Local Government Act 1995 (S 5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

1. ROLES

1.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.

The Role of Council Members as set out in S 2.10 of the Local Government Act 1995 follows :

"A Councillor —

- (a) Represents the interests of electors, ratepayers and residents of the district;*
- (b) provides leadership and guidance to the community in the district;*
- (c) facilitates communication between the community and the council;*
- (d) participates in the local government's decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a Councillor by this Act or any other written law."*

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

1.2 Role of Staff

The role of staff is determined by the functions of the CEO as set out in S 5.41 of the Local Government Act 1995 : -

"The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO."*

1.3 Role of Council

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995 :

"(1) The council —

- (a) directs and controls the local government's affairs; and*
- (b) is responsible for the performance of the local government's functions.*
- (2) Without limiting subsection (1), the council is to —*
- (a) oversee the allocation of the local government's finances and resources; and*
- (b) determine the local government's policies."*

1.4 Relationships between Council Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following :

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

- (a) Council Members, Committee Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Council Members, Committee Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Council Members, Committee Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

2.2 Financial Interest

Council Members, Committee Members and staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

2.3 Disclosure of Interest

Definition :

In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 -

"interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

(a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest -

- (i) in a written notice given to the CEO before the meeting; or
- (ii) at the meeting immediately before the matter is discussed.

(b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter -

- (i) in a written notice given to the CEO before the meeting; or
- (ii) at the time the advice is given.

(c) A requirement described under items (a) and (b) exclude an interest referred to in S 5.60 of the Local Government Act 1995.

(d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -

- (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
- (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

(e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then -

- (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.

(f) If -

- (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
- (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
- (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,

the nature of the interest is to be recorded in the minutes of the meeting.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

Council Members, Committee Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

3.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

3.3 Improper or Undue Influence

Council Members and staff will not take advantage of their position to improperly influence other Council Members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

3.4 Gifts

Definitions :

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 -

"activity involving a local government discretion" means an activity -

- (a) that cannot be undertaken without an authorisation from the local government; or*
- (b) by way of a commercial dealing with the local government;*

"gift" has the meaning given to that term in S 5.82(4) except that it does not include -

- (a) a gift from a relative as defined in S 5.74(1); or*
- (b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

"notifiable gift", in relation to a person who is an employee, means -

- (a) a gift worth between \$50 and \$300; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

"prohibited gift", in relation to a person who is an employee, means -

- (a) a gift worth \$300 or more; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

(a) A person who is an employee is to refrain from accepting a prohibited gift from a person who -

- (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

- (b) A person who is an employee and who accepts a notifiable gift from a person who -
(i) is undertaking or seeking to undertake an activity involving a local government discretion; or
(ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion,
notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include -
(i) the name of the person who gave the gift; and
(ii) the date on which the gift was accepted; and
(iii) a description, and the estimated value, of the gift; and
(iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
(v) if the gift is a notifiable gift under paragraph (b) of the definition of "notifiable gift" (whether or not it is also a notifiable gift under paragraph (a) of that definition) -
(1) a description; and
(2) the estimated value; and
(3) the date of acceptance,
of each other gift accepted within the 6 month period.
- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF

4.1 Personal Behaviour

- (a) Council Members, Committee Members and staff will:
- (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
 - (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
 - (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
 - (v) always act in accordance with their obligation of fidelity to the Local Government.

- (b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

4.2 Honesty and Integrity

Council Members, Committee Members and staff will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

4.3 Performance of Duties

- (a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

4.4 Compliance with Lawful Orders

- (a) Council Members, Committee Members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution can not be achieved, with the Chief Executive Officer.
- (b) Council Members, Committee Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

4.5 Administrative and Management Practices

Council Members, Committee Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

4.6 Corporate Obligations

(a) Standard of Dress

Council Members, Committee Members and staff are expected to comply with neat and responsible dress standards at all times. Accordingly :

- (i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.

- (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.
- (b) Communication and Public Relations
 - (i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
 - (ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
 - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
 - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
 - (iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

4.7 Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members :

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Local Government Resources

Council Members and staff will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

5.2 Travelling and Sustenance Expenses

Council Members, Committee Members and staff will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provisions of the Local Government Act.

5.3 Access to Information

- (a) Staff will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

9.3.5 STUDY LEAVE – HITESH HANS

LOCATION	NIL
APPLICANT	HITESH HANS
FILE REFERENCE	PERSONNEL FILE
DISCLOSURE OF INTEREST	NIL
DATE OF REPORT	30 TH SEPTEMBER 2008
AUTHOR	KRYS EAST ACTING CORPORATE & DEVELOPMENT SERVICES MANAGER



**SIGNATURE OF AUTHOR
SENIOR OFFICER**

ROY McCLYMONT
CHIEF EXECUTIVE OFFICER



SIGNATURE OF SENIOR OFFICER

Summary:

Hitesh Hans, the Shire of Meekatharra's Creditor/Debtor Officer has requested paid study leave for two full days and two half days in late October 2008.

Attachments:

Nil

Background:

Hitesh has been undertaking study in two segments of the Certified Practising Accountant Program with Deakin University since July 2008. Hitesh is required to sit exams on the mornings of the 23rd and 30th of October 2008. Hitesh would also need an additional day prior to each exam for study ie. 22nd and 29th of October.

Comment:

Under Policy 3.17 Training of Council Staff from the Policy Manual

“iii) Education (being the acquisition of general tertiary and professional skills and qualifications) shall be the responsibility of the individual employee. This does not exclude Council from assisting an employee (eg study leave) but such assistance extended at the discretion of the Council shall not be an employee right.”

Enabling Hitesh to undertake paid study leave will allow him to concentrate on his exams without worry about any sort of financial burden that may be experienced due to the loss of income from taking time off to complete exams etc.

Further finance training is considered to allow him to perform his duties more effectively and improve his knowledge of financial rules and requirements.

Consultation:

Cameron Watson – Corporate and Development Services Manager.

Statutory Environment:

Shire of Meekatharra Policy Manual, Policy – Training of Council Employees,
Policy No. 3.17

Policy Implications:

Nil

Financial Implications:

Cost of Employees wages equalling approximately \$580.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officer Recommendation / Council Resolution:

Moved: Cr N L Trenfield

Seconded: Cr J E Burgemeister

That Council approves the request from Hitesh Hans to have paid study leave
on the 22nd -23rd October 2008 and 29th -30th October 2008.

CARRIED 7/0

9.3.6 HERITAGE LOAN SUBSIDY SCHEME

LOCATION: NIL
APPLICANT: NIL
FILE REF: ADM0063
DISCLOSURE OF INTEREST: NIL
DATE OF REPORT: 09 OCTOBER 2008
AUTHOR: MEGAN ALCHIN
COMMUNITY DEVELOPMENT/
ADMINISTRATION OFFICER

SIGNATURE OF AUTHOR:
SENIOR OFFICER:



ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER

SIGNATURE OF SENIOR OFFICER:



Summary:

A request has been received for Council to contribute 0.5 percent of the Shire's rate income to the Heritage Loan Subsidy Scheme.

Attachments:

Heritage Loan Subsidy Scheme Brochure

Background:

The Heritage Loan Subsidy Scheme (HLSS) is administered by the Western Australia Local Government Association and Heritage Council of Western Australia.

For approved applicants, the HLSS provides a subsidy of four percent on the interest rate of loans for conservation works to heritage property, offering owners' significant savings.

Benefits to local government as outlined by the HLSS include: an opportunity to engage with the community and provide real assistance; improve area livability; provide educational and interpretive opportunities and therefore increase heritage tourism; and potential creation of new jobs for those carrying out the conservation works.

The HLSS requests a once-only amount of 0.5 percent of Council's collected annual rates or \$25,000, whichever is the lesser amount.

Comment:

Council's rate income in the 2008/2009 adopted budget is \$1,899,370. The requested amount of 0.5 percent is therefore \$9,496.85.

Considering the small population of Meekatharra and that the majority of heritage structures are owned or managed by the Shire, a donation is not considered to be of great value to rate payers.

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Nil

Policy Implications:

2.9 Donations

Financial Implications:

2009/2010 budget provision

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr H Nichols

Seconded: Cr A B Downing

That Council decline the request from the Heritage Loan Subsidy Scheme to make a donation of 0.5 percent of rates income to contribute towards the loan scheme.

CARRIED 7/0


It's not a lot to spend to help
save your local heritage places.

There are people in your locality who want to take advantage of the Heritage Loan Subsidy Scheme. You can help them by making a once only payment of 0.5% of collected rates.

0.5%

Contact the Administration Officer,
Heritage Loan Subsidy Scheme.
Phone (08) 9220 4117 or
Freecall 1800 644 177 (non-metro only)

Invest just 0.5% of your council's collected annual rates to **conserve the heritage** of your local community, your state and your nation.



HERITAGE LOAN SUBSIDY SCHEME
for a lifetime of local history



HERITAGE LOAN SUBSIDY SCHEME
for a lifetime of local history



HERITAGE LOAN SUBSIDY SCHEME

Make a once-only investment of 0.5% of your council's collected annual rates (or \$25,000, whichever is the lesser amount) to help save your local heritage places.

About the scheme

Each heritage building is unique. Together, they represent the cultural soul and character of the community. If they are not retained, part of the historic fabric of your local community, and the nation as a whole, may be lost forever.

By encouraging owners of properties on your local heritage list to restore their places to their former glory you play an important role in conserving and enhancing Australia's important built heritage.

The Heritage Loan Subsidy Scheme provides a subsidy of 4% on the interest rate of loans for conservation works to heritage property, offering owners significant savings. Loans can be arranged through the financial institution of the applicant's choice.

The benefits to Local Government

When owners of heritage homes want to carry out conservation works, they look to their local council for guidance. The Heritage Loan Subsidy Scheme is a great incentive through which Local Governments engage with the community and provide real assistance.

Heritage conservation can improve an area's liveability and provide educational and interpretive opportunities for future generations.

Nurturing local heritage can also benefit the growing demand for heritage tourism.

Plus, the specialised trades and building techniques required during conservation works can generate new jobs and apprenticeships in the local area.

Benefits to your rate-payers

Owners of properties that appear only on local heritage lists cannot usually apply for grants provided by the Heritage Council's Heritage Grants Program, Lotterywest or the Commonwealth Government. That means the Heritage Loan Subsidy Scheme (HLSS) is virtually the only money-saving option.

Heritage conservation provides a link to the past and enhances a community's sense of place.

Careful conservation of a heritage property can even enhance property value.

How the HLSS works

The HLSS is administered by the WA Local Government Association (WALGA) and the Heritage Council of WA. A Governing Board has been established to assess all HLSS applications.

Contributions from Local Government and the Heritage Council's annual \$35,000 contribution are invested by WALGA, who underwrite the scheme. There is no risk to the scheme by way of non-payment of loan repayments.

Local Governments receive copies of applications from within their area and are asked to confirm the heritage status of the property in question. Local Governments also provide comments regarding the proposal's adherence to planning requirements.

When a project is finished, the Local Government inspects the works to confirm satisfactory completion.

Case Study

Woodanilling cottage

When the Oakey family bought this tiny stone cottage in Woodanilling, it was almost a ruin. There was no floor, there were huge cracks in the stonework and white ants had set to work on what was left of the window frames.

The conservation project began with urgent works such as replacing the roof and windows, completely re-mortaring the stonework and bracing and pinning walls to prevent further movement. Professional tradesmen and heritage experts were engaged to help and the Heritage Council provided advice on how to tackle the works in a way that was sensitive to the heritage fabric of the cottage.

While Mr Oakey admits that there were hurdles and struggles in this project, he says he wouldn't hesitate to recommend the experience to others.

"The joy of heritage restoration is seeing every challenge and then finding the people, tools, resources and time to overcome them," Mr Oakey said.

"We have been less focused on the destination of completing the house but more the journey itself of seeing it transform."

"The Heritage Loan Subsidy Scheme allowed me to get onto the conservation works right away and allowed me to get the building weather-tight and ready for internal love and care."

As the Oakeys threw themselves into conserving the cottage, they discovered it was built around 1901 for prominent local community member Ernie Pittelkove and his wife Mary, a schoolteacher. Ernie was one of the first superintendents of the Local Roads Board, a member of the local Freemasons' Lodge and proprietor of the Woodanilling Hotel. He also oversaw the local trotting track and administered the first motorised mail-run in the Great Southern!

The dedicated conservation works carried out by the Oakeys will ensure that the story of this little cottage on a hill will live on for generations.

Each heritage building is unique. Together, they represent the cultural soul and character of the community. If they are not retained, part of the historic fabric of your local community, and the nation as a whole, may be lost forever.



Before and after



9.3.7 USE OF CONTRACTORS QUARTERS

LOCATION: LOT 17
APPLICANT: MICHAEL JACK - ST JOHN
FILE REF: ADM0239
DISCLOSURE OF INTEREST: NIL
DATE OF REPORT: 09 October 2008
AUTHOR: ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER

SIGNATURE OF AUTHOR:
SENIOR OFFICER:


ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER

SIGNATURE OF SENIOR OFFICER:

Summary:

In response to a request from St John ambulance, it is recommended that volunteer services be able to have access to the Contractors Quarters and that staff prepare a policy regarding the Quarter's use for the next Policy Manual review.

Attachments:

Nil

Background:

St John Ambulance currently has a limited number of trained volunteers in Meekatharra, and two of these three volunteers will be leaving Meekatharra in December. The Regional Manager Michael Jack, is therefore putting a proposal to St John to pay for a trainer to come to Meekatharra for between two and four weeks to conduct training with all volunteers. It is envisioned that this training will occur during the month of November.

Sending a trainer to Meekatharra would be costly as wages would not only have to be paid for that person, but also for a replacement for that person's position in Geraldton.

In an effort to keep costs to a minimum and therefore strengthen the request, Michael Jack has asked that the Shire of Meekatharra provide accommodation for the trainer at the Consultant Quarters at Lot 17.

Comment:

As St John is considered to be a valuable and high priority service to the community, it is recommended that the request by Michael Jack for use of the Consultants Quarters at Lot 17 by a St John trainer, be approved.

As similar requests may arise in the future, it is also recommended that St John and Fire and Emergency Services Authority (FESA) trainers and representatives be

allowed to use the quarters when in town to assist local volunteers, at the discretion and approval of the Chief Executive Officer and based on availability.

It is also recommended that staff create a policy for the use of the Contractors Quarters for the next Policy Manual review.

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Utility and cleaning expenses incurred whilst Contractors Quarters are in use.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr A G Burrows

Seconded: Cr J E Burgemeister

That Council

- 1. approves the use of the Shire Contractors Quarters at Lot 17 by volunteer service representatives who are in town to assist local volunteers, subject to availability and at the discretion of the Chief Executive Officer; and**
- 2. approves for staff to create a policy for the use of the Contractors Quarters for the next Policy Manual review.**

CARRIED 7/0

9.4 COMMUNITY DEVELOPMENT

9.4.1 MEEKATHARRA CELEBRATIONS

LOCATION: NIL
APPLICANT: NIL
FILE REF: ADM0116, ADM0117
DISCLOSURE OF INTEREST: NIL
DATE OF REPORT: 09 October 2008
AUTHOR: MEGAN ALCHIN
COMMUNITY DEVELOPMENT/
ADMINISTRATION OFFICER

SIGNATURE OF AUTHOR:



SENIOR OFFICER:

ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER

SIGNATURE OF SENIOR OFFICER:



Summary:

It is recommended that Council make a 2009/2010 budget provision for annual celebrations including the Meekatharra Outback Festival; Rodeo; Battle of the Bands; and a provision for fundraising activities.

Attachments:

To date income and expenditure statement of 2008 events.

Background:

Council has been financially contributing to Meekatharra Celebrations for five years. Council's contribution to previous Festivals and celebrations is outlined in the table below. Please note that due to income and expenditure incurring over two financial years for the one event, this is a reflection on financial years only and not specific events:

YEAR	EXPENDITURE	INCOME	NET
2004/2005	\$89,980.95	\$18,905.03	\$71,075.92
2005/2006	\$45,086.44	\$34,839.09	\$10,247.35
2006/2007	\$37,143.65	\$20,039.01	\$17,104.64
2007/2008	\$27,068.50	\$35,589.76	(\$8,521.26)
2008/2009	\$58,782.00	\$38,718.88	\$20,063.12

The main component of expenditure in each financial year is fees for entertainment. Income is obtained through fundraising, sponsorship, grants, entry fees, and product sales.

The Meekatharra Festival Management Committee (MFMC) is a committee of Council and make decisions regarding proceedings and corresponding budget

expenditure. Committee membership is open to all Meekatharra residents and members are sought annually using local advertising.

In November 2007, Council resolved to allocate funds in the 2009/2010 budget for a Rodeo in 2008. John Harrower of Dot and Dash Produce was hired to provide stock, personnel, and yards. Insurance and secretarial services were provided through the affiliation with the National Rodeo Council of Western Australia.

Comment:

In order to provide sufficient time to establish a Management Committee and begin to organise events for 2009, Council are requested to make a pre budget commitment to funding community celebrations once again in the 2008/2009 financial year.

The amount of funding required is highly dependant on what events the MFMC decide to organise. In 2008, funds were allocated for the Festival; Battle of the Bands; a trivia night and fancy dress ball as two fundraising events; and the rodeo.

The 2008 Battle of the Bands was a music project that was an expansion on the competition held in 2007. \$25,000 was obtained through grant funding and a Council contribution of \$8,017.72 was required to cover the expenses. Although there were issues with large amount of alcohol consumed at the oval over the weekend and damage to oval fencing, this event was still considered a success with a large attendance of approximately 1,200 people and a high level of talent amongst competitors as reported by the judges. If this event will run again in 2009, it is anticipated that a Council contribution of \$15,000 would be required with an expenditure of \$40,000 and an income of \$25,000.

The Festival expenditure is for activities and entertainment throughout the weekend. In the past this has included Friday night, Saturday morning and evening after the races, Sunday, and Monday morning and evening. The major costs have included fireworks, rides, DJ, live band, and security. Based on 2008, it is estimated that an expenditure of \$40,000 with an income of \$10,000 would be required for 2009.

The Rodeo is considered to be an event that draws a more diverse visiting audience and provides an additional novelty event for the weekend. John Harrower, the stock contractor, came at an expense of \$14,000 and it is expected a similar price will be charged if booked again for next year. \$17,000 was allocated for prize money and another \$14,000 in other expenses including security, entertainment, bar expenses and affiliation with the National Rodeo Council Western Australia. \$11,700 was received in sponsorship in 2008 and would be sought again in 2009 but as this cannot be guaranteed, it is recommended to have a income of only \$10,000 and expenditure of \$50,000.

Fundraising activities are used not only to generate income for the Festival, but to create awareness and hype leading up to the Festival. Whether or not fundraising occurs will depend on the committee, but it is recommended that an expense of \$4,000 and income of \$6,000 be budgeted for.

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil

Financial Implications:

2009/2010 budget provision

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation:

That Council:-

- 1. allocate \$50,000 expenditure and \$10,000 income to the 2009/2010 Annual Budget to hold a Meekatharra Rodeo in 2008;**
- 2. allocate \$40,000 expenditure and \$10,000 income to the 2009/2010 Annual Budget to hold annual Festival celebrations;**
- 3. allocate \$40,000 expenditure and \$15,000 income to the 2009/2010 Annual Budget to hold a Battle of the Bands competition; and**
- 4. allocate \$4,000 expenditure and \$6,000 income to the 2009/2010 Annual Budget for Festival fundraising activities.**

Council Resolution:

Moved: Cr H Nichols

Seconded: Cr J E Burgemeister

That Council:-

- 1. allocate \$50,000 expenditure and \$10,000 income to the 2009/2010 Annual Budget to hold a Meekatharra Rodeo in 2008 providing the rodeo is held on the Race/Festival weekend.**
- 2. allocate \$40,000 expenditure and \$10,000 income to the 2009/2010 Annual Budget to hold annual Festival celebrations;**
- 3. allocate \$40,000 expenditure and \$15,000 income to the 2009/2010 Annual Budget to hold a Battle of the Bands competition; and**
- 4. allocate \$4,000 expenditure and \$6,000 income to the 2009/2010 Annual Budget for Festival fundraising activities.**

Reason for change to recommendation: Council wants to ensure the rodeo is held in conjunction with the Meekatharra Race/Festival weekend (and not at any other time).

CARRIED 7/0

Community Events Budget

(Figures are for events outlined and were incurred in both 2007/2008 and 2008/2009 budgets)

EXPENDITURE

Festival

Fireworks, Permit, Accommodation	\$ 2,609.10	
Ball Decorations, Liquor Licence, Alcohol	\$ 2,932.39	
Glow Products, Show Bags	\$ 455.52	
Mad Cow Rides, Accommodation	\$ 7,639.25	
DJ Rev Music, DVD & Accommodation	\$ 8,128.20	
Art Comp/prizes	\$ 201.26	
Generator + Fuel	\$ 200.00	est. pending invoice
Flyers, GWN, RedFM	\$ 3,560.12	
Breakfast & Volunteer Snacks	\$ 716.92	
Security for Festival & Races	\$ 7,443.50	
Clowns, Accommodation	\$ 1,987.29	\$ 35,873.55

Trivia Night

Groceries	\$ 181.00	
Alcohol	\$ 566.25	
Liquor Licence	\$ 30.00	\$ 777.25

Fancy Dress Ball

Decorations	\$ 314.14	
Alcohol, Ice	\$ 826.55	
Groceries	\$ 94.23	\$ 1,234.92

Battle of the Bands

Labour	\$ 481.95	
Audience Wrist Bands	\$ 979.95	
St Agnes (workshops + performance)	\$ 13,880.00	
Mary G (emcee)	\$ 5,927.47	
Prize Money	\$ 2,500.00	
Faithe Pty Ltd (Sound & Lighting)	\$ 5,580.00	
Security	\$ 4,091.41	
RedFM Advertising	\$ 367.12	
Generator Hire	\$ 477.56	
Freight for Stage Stairs	\$ 500.00	
Refreshments for Judges	\$ 36.98	\$ 34,822.44

TOTAL **\$ 72,708.16**

INCOME

Festival

Show Bags & Glow Products Sales	\$ 609.10	
Crosslands	\$ 1,000.00	
Ball Ticket & Alcohol Sales	\$ 5,268.00	
Horizon Power	\$ 1,500.00	\$ 8,377.10

Trivia Night

Nominations/Bar	\$ 1,217.31	\$ 1,217.31
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Fancy Dress Ball

Tickets/Bar	\$ 2,091.81	\$ 2,091.81
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Battle of the Bands

Country Arts WA	\$ 10,000.00	
Nominations/Gate	\$ 1,804.72	
Healthway	\$ 5,000.00	
DCA	\$ 10,000.00	\$ 26,804.72

TOTAL **\$ 26,804.72**

DEFICIT/SURPLUS

\$ (45,903.44)

MEEKATHARRA RODEO 2008

(Figures are for events outlined and were incurred in both 2007/2008 and 2008/2009 budgets)

EXPENDITURE		
Dot & Dash (John Harrower)	\$ 14,000.00	
Mad Cow	\$ 1,919.75	
Security	\$ 1,337.67	
Open Bullride	\$ 2,000.00	
Novice Bullride	\$ 500.00	
Junior Steer Ride	\$ 500.00	
Saddlebronc	\$ 2,000.00	
Bareback	\$ 2,000.00	
Chute Dogging	\$ 1,000.00	\$ 500.00
Steer Undecorating		\$1,000.00
Rope & Touch		\$1,500.00
Team Roping		\$1,500.00
Ladies Breakaway Roping		\$1,500.00
Junior Breakaway Roping		\$ 500.00
Open Barrel	\$ 2,000.00	
Junior Barrel	\$ 500.00	
Alcohol	\$ 2,785.65	
NRCWA Fees	\$ 1,060.00	
NRCWA Day Fees	\$ 300.00	
Rodeo Refreshments	\$ 80.00	
Sashes	\$ 414.55	
Buckles	\$ 1,013.00	
Bar Fencing	\$ 415.33	
Auction Pay-out	\$ 255.00	
Shire Crew (sand & water)	\$ 3,338.65	
Total	\$ 37,419.60	\$ 6,500.00

Cancelled
Events

Budget Provision 2007/2008	\$ 40,000.00
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INCOME	
MACA	\$ 1,000.00
Elders	\$ 500.00
Smoothy Helicopters	\$ 500.00
Heliflite	\$ 1,000.00
Midwest Corporation Ltd	\$ 5,000.00
Barrick Plutonic	\$ 3,000.00
Mercator Gold	\$ 500.00
Mal & Glenda	\$ 200.00
Bar Sales	\$ 2,866.38
Entry Donation	\$ 133.50
Auction	\$ 340.00
NRC Day Membership	\$ 300.00
Nomination Fees	\$ 2,175.00
Total	\$ 17,514.88

Budget Provision 2007/2008	\$ 1,000.00
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DEFICIT/SURPLUS	\$ (19,904.72)
------------------------	-----------------------

Budgeted Deficit	\$ 39,000.00
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Cr H Nichols left the meeting at 10:48am
Cr H Nichols returned to the meeting at 10:49am
Cr J E Burgemeister left the meeting at 10:49am

9.5 HEALTH, BUILDING & TOWN PLANNING
Nil

9.6 WORKS & SERVICES
Nil

10 NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY RESOLUTION OF THE MEETING

10.1 THAT THE LATE/URGENT ITEMS BE INTRODUCED AS NEW BUSINESS OF AN URGENT NATURE

Moved: Cr A B Downing
Seconded: Cr R Howden

CARRIED 6/0

Cr J E Burgemeister returned to the meeting at 10:51am

Cr A Downing left the meeting at 10.52 and returned at 10.54

10.1.1 PLANT TENDER SPECIFICATIONS

LOCATION	NIL
APPLICANT	NIL
FILE REFERENCE	ADM0128
DISCLOSURE OF INTEREST	NIL
DATE OF REPORT	15 TH OCTOBER 2008
AUTHOR	CAMERON WATSON CORPORATE & DEVELOPMENT SERVICES MANAGER

**SIGNATURE OF AUTHOR
SENIOR OFFICER**


ROY McCLYMONT
CHIEF EXECUTIVE OFFICER

SIGNATURE OF SENIOR OFFICER



Summary:

This report requests Council's endorsement of the Request for Tender documentation for the replacement of Plant Item No's. P373 – Hino 9 tonne Dual

Cab registration 1BPT790 and P342 – UD Nissan Prime Mover registration 1ARL334 and to authorise the calling of tenders.

Attachments:

RFT – Replacement of UD Nissan Prime Mover
RFT – New Dual Cab 9 Tonne Rigid Truck

Background:

Council is required to invite tenders for the supply of goods and/or services worth \$100,000 or more unless the supply is exempt under section 11(2) of the Local Government (Functions and General) Regulations 1996.

Comment:

Existing Plant Item P373 – Hino 9 tonne Dual Cab registration 1BPT790 was purchased in February 2004, has done approximately 54,000 kilometres and has a residual value of \$58,260.

Existing Plant Item P342 – UD Nissan Prime Mover registration 1ARL334 was purchased in June 2000, has done approximately 240,000 kilometres and has a residual value of \$21,720

Consultation:

Allen Kent – Works & Services Manager

Statutory Environment:

Local Government Act 1995, section 3.57

Local Government (Functions & General) regulations 1996, Part 4

Policy Implications:

Policy No. 4.2 – Purchasing, Quotes & Tenders
Policy No. 4.3 – Local Purchase Policy

Financial Implications:

Council has included the following amounts for the replacement of the 2 vehicle in it 2008/09 budget:

P373 - \$125,000

P342 - \$180,000

Strategic Implications:

Both vehicles are included on the Plant Replacement Program within Councils current Plan for the Future of the District.

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council endorses the attached Request for Tender documents relating to the replacement of Plant Items P373 – Hino 9 tonne Dual Cab registration

1BPT790 and P342 – UD Nissan Prime Mover registration 1ARL334 and to authorise the calling of tenders

Council Resolution:

Moved: Cr A B Downing

Seconded: Cr H Nichols

That Council endorses the attached Request for Tender documents relating to the replacement of Plant Items P373 – Hino 9 tonne Dual Cab registration 1BPT790 and P342 – UD Nissan Prime Mover registration 1ARL334 and to authorise the calling of tenders subject to works group clarifying the documents and specifications.

CARRIED 7/0

Reason for change: to allow works group to clarify tender documents and vehicle specifications.



REQUEST FOR TENDER

Request for Tender (RFT)	Replacement of UD Nissan Prime Mover
Deadline:	4:00pm (WST) Thursday 6 th November 2008
Address for Delivery:	<p>“Confidential Tender – Prime Mover” Shire of Meekatharra Cnr Main & Savage St (PO Box 129) MEEKATHARRA WA 6642</p> <p><i>ELECTRONIC MAIL AND FACSIMILE TENDERS WILL NOT BE ACCEPTED</i></p>

PART 1

READ AND KEEP THIS PART

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PART 1	READ AND KEEP THIS PART
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1 PRINCIPAL'S REQUEST

1.1 CONTRACT REQUIREMENTS IN BRIEF

Council is seeking to replace one (1) UD Nissan Prime Mover.

1.2 TENDER DOCUMENTS

This Request for Tender is comprised of the following parts:

- (a) Part 1 – Principal's Request (read and keep this part);
- (b) Part 2 – Specification and/or plans/drawings (read and keep this part);
- (c) Part 3 – Tenderer's Offer (complete and return this part);

1.3 DEFINITIONS

Below is a summary of some of the important defined terms used in this Request:

Attachments:	The documents you attach as part of your Tender;
Contractor:	Means the person or persons, corporation or corporations whose Tender is accepted by the Principal, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations;
Deadline:	The deadline for lodgement of your Tender;
General Conditions of Contract:	Means the General Conditions of Contract nominated in Part 1;
Offer:	Your offer to be selected to supply the Requirements;
Principal:	Shire of Meekatharra
Request:	This document;
Requirements:	The goods and/or services requested by the Principal;
Selection Criteria:	The criteria used by the Principal in evaluating your Tender;
Special Conditions:	The additional contractual terms;
Specification:	The statement of Requirements that the Principal requests you to provide if selected;
Tender:	Completed Offer form, response to the Selection Criteria and Attachments;
Tenderer:	Someone who has or intends to submit an Offer to the Principal.

1.4 HOW TO PREPARE YOUR TENDER

- (a) Carefully read all parts of this document.
 - (b) Ensure you understand the Requirements.
 - (c) Complete and return the Offer (Part 3) in all respects and include all Attachments.
 - (d) Make sure you have signed the Offer Form and responded to all of the Selection Criteria.
 - (e) Lodge your Tender before the Deadline.
-

PART 1

READ AND KEEP THIS PART

1.5 CONTACT PERSONS

Tenderers should not rely on any information provided by any person(s) other than those listed below:

Name: **Allen Kent – Works & Services Manager**
Telephone: **(08) 9981 1002**
Facsimile: **(08) 9981 1505**
Email: **worksmgr@meekashire.wa.gov.au**

1.6 EVALUATION PROCESS

This is a Request for Tender (RFT).

Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

- (a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (eg completed Offer form and Attachments) may be excluded from evaluation.
- (b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated, eg tendered prices and other relevant whole of life costs are considered.
- (c) The most suitable Tenderers may be short listed and may also be required to clarify their Tender, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A contract may then be awarded to the Tenderer whose Tender is considered the most advantageous Tender to the Principal.

1.7 SELECTION CRITERIA

The Contract may be awarded to a sole Tenderer who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request.

This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

Tenders will be evaluated based on the information supplied. Tenderers may provide any information that they consider relevant regardless of whether or not that information is specifically requested in these documents.

Tenders will be evaluated based on the following weighting:

Price:	70%
Meeting requirement as per part 2:	20%
<u>Local Supplier:</u>	<u>10%</u>
Total:	100%

1.8 THE PRINCIPAL'S POLICIES THAT MAY AFFECT SELECTION

The following policies may affect this selection:

- *Policy N0: 2.8 – Local Purchase Policy.*

Copies of this policy are available from the Principal on request.

PART 1

READ AND KEEP THIS PART

1.9 CONDITIONS OF TENDERING

1.9.1 LODGEMENT OF TENDERS AND DELIVERY METHOD

The Tender must be lodged by the Deadline. The Deadline for this Request is 4:00pm (WST) Thursday 6th November 2008.

The Tender is to be:

- (a) placed in a sealed envelope clearly endorsed with words "Confidential Tender – Prime Mover"; and
- (b) delivered by hand and placed in the Tender Box at the Shire of Meekatharra Administration building, Main Street, Meekatharra (by the Tenderer or the Tenderer's private agent) or sent through the mail to the Chief Executive Officer, Shire of Meekatharra, PO Box 129, Meekatharra WA 6642.

Electronic mail Tenders and Tenders submitted by facsimile **WILL NOT** be accepted.

1.9.2 REJECTION OF TENDERS

A Tender will be rejected without consideration of its merits in the event that:

- (a) it is not submitted before the Deadline; or
- (b) it is not submitted at the place specified in the Request; or
- (c) it may be rejected if it fails to comply with any other requirements of the Request.

1.9.3 LATE TENDERS

Tenders received:

- (a) after the Deadline; or
- (b) in a place other than that stipulated in this Request;

will not be accepted for evaluation.

1.9.4 ACCEPTANCE OF TENDERS

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

All Tenderers will be given particulars of the successful Tenderer(s) or advising that no Tender was accepted.

1.9.5 TENDER VALIDITY PERIOD

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

1.9.6 TENDERERS TO INFORM THEMSELVES

Tenderers will be deemed to have:

- (a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering;
 - (b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;
 - (c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein;
 - (d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer and that negotiations are to be carried out in good faith; and
-

PART 1

READ AND KEEP THIS PART

- (e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

1.9.7 CANVASSING OF OFFICIALS

If a Tenderer, whether personally or by an agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

1.9.8 TENDER OPENING

Tenders will be opened in the Principal's offices, following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the persons who submitted a Tender by the due Deadline will be read out at the tender opening. No discussions will be entered into between Tenderers and the Principal's officers present or otherwise, concerning the Tenders submitted.

The Tender opening will be held as soon as possible after the due deadline. Tenderers who would like to attend the opening should contact the Principal prior to the deadline to obtain the time and place of opening.

PART 2

READ AND KEEP THIS PART

2 SPECIFICATION

2.1 INTRODUCTION

These Tender specifications are for the disposal of Councils current UD Nissan Tandem Drive Prime Mover by either trade or outright sale and the acquisition of a similar vehicle.

2.2 SPECIFIC REQUIREMENTS OF THE CONTRACT

The vehicle required by the Shire of Meekatharra is one (1) Prime Mover Tandem Drive that includes the following minimum requirements:

- 350 – 450 hp Diesel Engine;
 - 70000 / 90000 KG GCM
 - Turbo timer to be fitted;
 - 100Km/hr speed limited;
 - Ring Feeder Hitch on rear of Prime Mover
 - 6 Rod Suspension Prime Mover – Piano type
 - Gearbox 18 Speed Road Ranger (Fuller)
 - Aluminium Bull Bar / Steel Bull Bar
 - Hydraulic Pump 30 g.p.m. through hydraulic filter
 - Supply and fit Hydro Drive Motor to run water pump instead of engine driven type, for (Water Truck Use)
 - Supply and install – 1 x 40 CH TX30200 Radio
 - All LED width lights / indicator / brake / tail lights
 - Reverse safety buzzer;
 - Vehicle / Traffic weights to be painted on driver's side;
 - Front tow hook;
 - Shovel rack;
 - Spare tyre and tyre rack;
 - Heavy duty seat covers;
 - External sun visor;
 - Head light covers and protectors;
 - Windscreen stone guard;
 - Tinted windows;
 - 2 x Amber flashing rotating lights, cab controlled; mounted one on either side of cabin,
 - Tool box of minimum size 1200x600x600, lockable;
 - Factory fitted integrated air conditioning;
 - A.M / F.M. Radio / CD Player
 - Split vision mirrors;
 - Aluminium fuel tank minimum 550 litre capacity; With Hydraulic Oil Tank incorporated into fuel tank
 - Pivoting type ball race turntable with 90mm pin;
 - Hot shift PTO and hydraulic control pump to be minimum 30 gallons per minute (side tipper road train compatible);
-

PART 2

READ AND KEEP THIS PART

- Hydraulic and air fittings / electrical wiring to be Side Tipper / Roadtrain Compatible; Pogo Stick for hydraulic hoses/ electrics / air lines to prevent scuffing.
- All relevant manuals (maintenance, operational and spare parts);

If an item listed above is not a standard component, indicate its cost as an option.

Details of vehicle being made available for trade or outright purchase are:

- *Make/Model:* UD Nissan Prime Mover
- *Engine No:* PF6162639A
- *VIN:* JNBCWB45500H00346
- *Build Date:* May 00
- *Registration No:* 1ARL334
- *Registered to:* June 09
- *Colour:* White
- *Distance Travelled:* 240100 as at 15/10/08

Inspections can be arranged by contacting the Principal.

PART 3

SEND THIS PART TO PRINCIPAL

3 TENDERER'S OFFER

3.1 OFFER FORM

The Chief Executive Officer
Shire of Meekatharra
Cnr Main & Savage Streets (PO Box 129)
MEEKATHARRA WA 6642

I/We _____
(BLOCK LETTERS)

of _____
(ADDRESS)

ABN/GST Status _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail (if any): _____

In response to RFT – Prime Mover;

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this _____ day of _____ 20__

Signature of authorised signatory of Tenderer: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Address: _____

Witness Signature: _____

Name of witness: (BLOCK LETTERS): _____

Address: _____

PART 3

SEND THIS PART TO PRINCIPAL

3.2 TENDERER'S RESPONSE

CONFLICTS OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes / No	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Conflicts of Interest" .	"Conflicts of Interest"	Tick if attached <input type="checkbox"/>

PART 3

SEND THIS PART TO PRINCIPAL

3.3 PRICE INFORMATION

Tenderers **MUST** complete the following "Price Schedule". Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

Make: _____ Model: _____

Engine Capacity: _____ Litre Fuel Type: _____

No of Cylinders: _____ Power: _____ kW @ _____ RPM

Year of Manufacture: _____ Torque: _____ Nm @ _____ RPM

Fuel Capacity: _____ Litres Colour: _____ Delivery Period: _____ Weeks/Days

SPECIFIED ITEMS INCLUDED AS AN OPTION:

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

TENDERED PRICE EXCLUDING COST OF OPTIONS (INCLUDING GST): \$ _____

TENDERED COST OF OPTIONS (INCLUDING GST): \$ _____

REGISTRATION COSTS (MINIMUM 12 MONTHS): \$ _____

OTHER ON ROAD COSTS (INCLUDING GST): \$ _____

LESS FLEET DISCOUNT (INCLUDING GST): \$ _____

DELIVERY TO MEEKATHARRA: \$ _____ METHOD: _____

TOTAL TENDERED PRICE OFFERED (INCLUDING GST): \$ _____

TRADE IN OFFERED ON CURRENT VEHICLE (INCLUDING GST): \$ _____

ADDITIONAL INFORMATION



REQUEST FOR TENDER

Request for Tender (RFT)	New Dual Cab 2 x Axle Rigid 9 Tonne Truck
Deadline:	4:00pm (WST) Thursday 6 th November 2008
Address for Delivery:	<p>"Confidential Tender – 9 Tonne Dual Cab Truck"</p> <p>Shire of Meekatharra Cnr Main & Savage St (PO Box 129) MEEKATHARRA WA 6642</p> <p><i>ELECTRONIC MAIL AND FACSIMILE TENDERS WILL NOT BE ACCEPTED</i></p>

PART 1

READ AND KEEP THIS PART

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PART 1	READ AND KEEP THIS PART
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1 PRINCIPAL'S REQUEST

1.1 CONTRACT REQUIREMENTS IN BRIEF

Council is seeking to acquire one (1) Dual Cab 2 x Axle Rigid 9 Tonne Truck.

1.2 TENDER DOCUMENTS

This Request for Tender is comprised of the following parts:

- (a) Part 1 – Principal's Request (read and keep this part);
- (b) Part 2 – Specification and/or plans/drawings (read and keep this part);
- (c) Part 3 – Tenderer's Offer (complete and return this part);

1.3 DEFINITIONS

Below is a summary of some of the important defined terms used in this Request:

Attachments:	The documents you attach as part of your Tender;
Contractor:	Means the person or persons, corporation or corporations whose Tender is accepted by the Principal, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations;
Deadline:	The deadline for lodgement of your Tender;
General Conditions of Contract:	Means the General Conditions of Contract nominated in Part 1;
Offer:	Your offer to be selected to supply the Requirements;
Principal:	Shire of Meekatharra
Request:	This document;
Requirements:	The goods and/or services requested by the Principal;
Selection Criteria:	The criteria used by the Principal in evaluating your Tender;
Special Conditions:	The additional contractual terms;
Specification:	The statement of Requirements that the Principal requests you to provide if selected;
Tender:	Completed Offer form, response to the Selection Criteria and Attachments;
Tenderer:	Someone who has or intends to submit an Offer to the Principal.

1.4 HOW TO PREPARE YOUR TENDER

- (a) Carefully read all parts of this document.
 - (b) Ensure you understand the Requirements.
 - (c) Complete and return the Offer (Part 3) in all respects and include all Attachments.
 - (d) Make sure you have signed the Offer Form and responded to all of the Selection Criteria.
 - (e) Lodge your Tender before the Deadline.
-

PART 1	READ AND KEEP THIS PART
---------------	--------------------------------

1.5 CONTACT PERSONS

Tenderers should not rely on any information provided by any person(s) other than those listed below:

Name: **Allen Kent – Works & Services Manager**
Telephone: **(08) 9981 1002**
Facsimile: **(08) 9981 1505**
Email: **worksmgr@meekashire.wa.gov.au**

1.6 EVALUATION PROCESS

This is a Request for Tender (RFT).

Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

- (a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (eg completed Offer form and Attachments) may be excluded from evaluation.
- (b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated, eg tendered prices and other relevant whole of life costs are considered.
- (c) The most suitable Tenderers may be short listed and may also be required to clarify their Tender, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A contract may then be awarded to the Tenderer whose Tender is considered the most advantageous Tender to the Principal.

1.7 SELECTION CRITERIA

The Contract may be awarded to a sole Tenderer who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request.

This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

Tenders will be evaluated based on the information supplied. Tenderers may provide any information that they consider relevant regardless of whether or not that information is specifically requested in these documents.

Tenders will be evaluated based on the following weighting:

Price:	70%
Meeting requirement as per part 2:	20%
<u>Local Supplier:</u>	<u>10%</u>
Total:	100%

1.8 THE PRINCIPAL'S POLICIES THAT MAY AFFECT SELECTION

The following policies may affect this selection:

- *Policy N0: 2.8 – Local Purchase Policy.*

Copies of this policy are available from the Principal on request.

PART 1

READ AND KEEP THIS PART

1.9 CONDITIONS OF TENDERING

1.9.1 LODGEMENT OF TENDERS AND DELIVERY METHOD

The Tender must be lodged by the Deadline. The Deadline for this Request is 4:00pm (WST) Thursday 6th November 2008.

The Tender is to be:

- (a) placed in a sealed envelope clearly endorsed with words "Confidential Tender – Prime Mover"; and
- (b) delivered by hand and placed in the Tender Box at the Shire of Meekatharra Administration building, Main Street, Meekatharra (by the Tenderer or the Tenderer's private agent) or sent through the mail to the Chief Executive Officer, Shire of Meekatharra, PO Box 129, Meekatharra WA 6642.

Electronic mail Tenders and Tenders submitted by facsimile **WILL NOT** be accepted.

1.9.2 REJECTION OF TENDERS

A Tender will be rejected without consideration of its merits in the event that:

- (a) it is not submitted before the Deadline; or
- (b) it is not submitted at the place specified in the Request; or
- (c) it may be rejected if it fails to comply with any other requirements of the Request.

1.9.3 LATE TENDERS

Tenders received:

- (a) after the Deadline; or
- (b) in a place other than that stipulated in this Request;

will not be accepted for evaluation.

1.9.4 ACCEPTANCE OF TENDERS

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

All Tenderers will be given particulars of the successful Tenderer(s) or advising that no Tender was accepted.

1.9.5 TENDER VALIDITY PERIOD

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

1.9.6 TENDERERS TO INFORM THEMSELVES

Tenderers will be deemed to have:

- (a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering;
 - (b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;
 - (c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein;
 - (d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer and that negotiations are to be carried out in good faith; and
-

PART 1

READ AND KEEP THIS PART

- (e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

1.9.7 CANVASSING OF OFFICIALS

If a Tenderer, whether personally or by an agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

1.9.8 TENDER OPENING

Tenders will be opened in the Principal's offices, following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the persons who submitted a Tender by the due Deadline will be read out at the tender opening. No discussions will be entered into between Tenderers and the Principal's officers present or otherwise, concerning the Tenders submitted.

The Tender opening will be held as soon as possible after the due deadline. Tenderers who would like to attend the opening should contact the Principal prior to the deadline to obtain the time and place of opening.

PART 2

READ AND KEEP THIS PART

2 SPECIFICATION

2.1 INTRODUCTION

These Tender specifications are for the disposal of Councils current 2003 Hino 9 Tonne Dual Cab 2 x Axle Rigid Truck by either trade or outright sale and the acquisition of a similar vehicle.

2.2 SPECIFIC REQUIREMENTS OF THE CONTRACT

The vehicle required by the Shire of Meekatharra is one (1) Dual Cab 2 x Axle Rigid 9 Tonne Truck type vehicle that includes the following minimum requirements:

- 6 Cylinder Diesel Engine
- 12 / 24 Volt Electrical System
- Manual Transmission
- Air Conditioning
- Canvas Seat Covers
- Rigid Body Heavy Duty with 425mm high drop sides (2 section type) & swinging tailgate, tray extended to 6.5m long and 2.5m wide
- Steel Bull Bar
- Tyre sizes – 275/70R22.5 including spare
- Spare Tyre & Carrier
- Toolbox
- Window Tinting
- Windscreen stone guard
- 2 x Rotating Warning Beacons, 1x either side of cabin
- AM/FM Radio & CD Player
- Colour White
- All relevant manuals (maintenance, operational and spare parts)

If an item listed above is not a standard component, indicate its cost as an option.

Details of vehicle being made available for trade or outright purchase are:

- *Make/Model:* 2003 Hino 9 Tonne Dual Cab 2 x Axle Rigid Truck
- *Engine No:* J08CUK10952
- *VIN:* JHDFG1JPPXX10381
- *Registration No:* 1BPT790
- *Registered to:* June 2009
- *Colour:* White
- *Distance Travelled:* 54,000

Inspections can be arranged by contacting the Principal.

PART 3

SEND THIS PART TO PRINCIPAL

3 TENDERER'S OFFER

3.1 OFFER FORM

The Chief Executive Officer
Shire of Meekatharra
Cnr Main & Savage Streets (PO Box 129)
MEEKATHARRA WA 6642

I/We _____
(BLOCK LETTERS)

of _____
(ADDRESS)

ABN/GST Status _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail (if any): _____

In response to RFT – New Dual Cab 2 x Axle Rigid 9 Tonne Truck;

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this _____ day of _____ 20__

Signature of authorised signatory of Tenderer: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Address: _____

Witness Signature: _____

Name of witness: (BLOCK LETTERS): _____

Address: _____

PART 3

SEND THIS PART TO PRINCIPAL

3.2 TENDERER'S RESPONSE

CONFLICTS OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes / No	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Conflicts of Interest" .	"Conflicts of Interest"	Tick if attached <input type="checkbox"/>

PART 3

SEND THIS PART TO PRINCIPAL

3.3 PRICE INFORMATION

Tenderers **MUST** complete the following "Price Schedule". Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

Make: _____ Model: _____
Engine Capacity: _____ Litre Fuel Type: _____
No of Cylinders: _____ Power: _____ kW @ _____ RPM
Year of Manufacture: _____ Torque: _____ Nm @ _____ RPM
Fuel Capacity: _____ Litres Colour: _____ Delivery Period: _____ Weeks/Days

SPECIFIED ITEMS INCLUDED AS AN OPTION:

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

TENDERED PRICE EXCLUDING COST OF OPTIONS (INCLUDING GST): \$ _____

TENDERED COST OF OPTIONS (INCLUDING GST): \$ _____

REGISTRATION COSTS (MINIMUM 12 MONTHS): \$ _____

OTHER ON ROAD COSTS (INCLUDING GST): \$ _____

LESS FLEET DISCOUNT (INCLUDING GST): \$ _____

DELIVERY TO MEEKATHARRA: \$ _____ METHOD: _____

TOTAL TENDERED PRICE OFFERED (INCLUDING GST): \$ _____

TRADE IN OFFERED ON CURRENT VEHICLE (INCLUDING GST): \$ _____

ADDITIONAL INFORMATION

10.1.2 ZONE CONTROL AUTHORITIES (ZCA)

The CEO referred the meeting to a letter from the Agriculture Protection Board and a nomination email in the 2nd Issue of the Information Bulletin.

Moved: Cr N L Trenfield

Seconded: Cr A G Burrows

That Council endorse the decision of the CEO to nominate Mr Liam Johns for the Meekatharra Zone Control Authority.

CARRIED 7/0

10.1.3 SPEEDWAY

The CEO advised council of a letter that had been received from Noleen Mongoo yesterday, Friday 17/10/08 at 3.50pm. A copy of the letter was distributed and discussed in general terms.

Moved: Cr N L Trenfield

Seconded: Cr A G Burrows

That Council agrees, in principal, to allow the use of the speedway land (Reserve 34023 Kyarra Loc 58) and facilities by a Meekatharra speedway group (Noleen Mongoo, Ashley Page & Co).

CARRIED 7/0

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 CLOSURE OF MEETING

The Shire President, Cr T R Hutchinson, declared the meeting closed at 11:51 am