



*SHIRE*  
*of*  
*MEEKATHARRA*

MINUTES  
of  
COUNCIL MEETING  
held  
AT THE COUNCIL CHAMBERS, MEEKATHARRA  
on  
SATURDAY MAY 19, 2007  
COMMENCING AT 9.32am.

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY MAY 19 2007

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**1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS:**

**1.1 DECLARATION OF OPENING**

The President Cr T R Hutchinson declared the meeting open at 9.32 am

**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 conformation of council's decision, which will be provided within fourteen (14) days of this Meeting*

The President Cr T R Hutchinson read allowed the disclaimer

**2. RECORD OF ATTENDANCE/ APOLOGIES/ APPROVED LEAVE OF ABSENCE**

**Members**

Cr T R Hutchinson	(President)
Cr B A O'Dwyer	(Deputy President)
Cr H Nichols	
Cr A G Burrows	
Cr N L Trenfield	
Cr S R Bajrai	
Cr R K Howden	

**Staff**

Roy McClymont	(Chief Executive Officer)
Cameron Watson	(Deputy Chief Executive Officer)
Mal Trenfield	9.56 – 10.35am (Airport Manager)
Terry Clarke	9.56 – 10.23am (Works Supervisor)

**Apologies**

NIL

**Approved Leave of Absence**

Cr M D E Bain

**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 R K Howden & Cr S R Bajrai be granted a leave of absence for the June 2007 Ordinary Council Meeting**

**Moved: Cr N L Trenfield**

**Seconded: Cr B A O'Dwyer**

**CARRIED 7/0**

**6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**6.1 ORDINARY MEETING HELD APRIL 21, 2007**

**Council Resolution:**

**That the minutes from the Ordinary Meeting of Council held Saturday, April 21, 2007 be confirmed.**

**Moved: Cr A G Burrows**

**Seconded: Cr S R Bajrai**

**CARRIED 7/0**

**6.2 HEALTH BUILDING AND TOWN PLANNING COMMITTEE MEETING  
MINUTES HELD APRIL 11 2007**

**Council Resolution:**

**That the minutes from the Health Building and Town Planning Committee Meeting Minutes held Wednesday, April 11, 2007 be received.**

**Moved: Cr A G Burrows**

**Seconded: Cr N L Trenfield**

**CARRIED 7/0**

**6.3 FESTIVAL PLANNING COMMITTEE MEETING MINUTES**

NIL

**7. PETITION/ DEPUTATIONS/ PRESENTATION/ SUBMISSIONS**

NIL



**8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

- 1. Meekatharra Shire Chief Executive Officer, Roy McClymont, met with Tim Shackleton from the Royal Flying Doctors Service. RFDS said Meekatharra is a major component of the RFDS operation and RFDS can almost guarantee they will be in Meekatharra long term provided they can get staff in the future.**
- 2. Geoff Osborn, Councils mechanic, has given notice of his intention to resign and intends to finish up at the end of May 2007. Council will still engage his services, but as a contractor on a casual basis. The arrangement will be trialed fro 2 – 3 months.**
- 3. Cr B A O'Dwyer chaired the regional road group meeting and ratified changes to funding limits and minimum funding levels. He also noted increase in total funding budget by the state government to \$3.82 million for our region.**

## 9. REPORTS OF COMMITTEES AND OFFICERS

### 9.1 OFFICERS MONTHLY REPORTS

#### 9.1.1 WORK SUPERVISOR'S REPORT – APRIL 2007

##### **Construction:**

##### Mt. Clere Road

With phase one of this project completed, the construction crew are currently working their way through the next phase of the project, phase two. Some sections of gravel sheeting and floodway re-shaping have been completed and the crew is now busy on the re-alignment section of the project at 41.6kms. This work includes raising the previously started construction profile to an acceptable level to counter the devastating effects of any further flooding, such as experienced in 2006. A few floodways are being included in this work, and suitable material has been imported to these locations after the in-situ material had been removed. A larger dozer than Council's one has been engaged to push up material in the pit at 44.7km, with some success and it is anticipated sufficient material has been won to complete the floodway construction and sheeting in the re-alignment area. The dozer will then move on to the l/stone pit on the Buttah Road and then on to various other locations North of the Yalgar River. The guide posting and signage has been completed on phase one of the project, and the end product and visual aspect is quite pleasing.

##### **Maintenance:**

##### Grid Maintenance

Three grids have been cleaned out on the Mt. Clere Road between 0.0slk and 41.0slk. The grid wings are also being replaced by width markers.

##### Town Maintenance

Vacant blocks throughout the Meeka town-site have been cleaned up by the town crew (litter only), and certain kerb lines have also received attention with regards to a build up of silt and sand from the dusty summer period.

Quite a lot of effort has also been put in to weeding and tidying up laneways and other areas, and the result has been good. This work will be followed up by weed spraying to try and slow down the growth process.

##### Maintenance Grading

Council's grader is currently operating in the Northern areas of the Shire, and has serviced the, Tangadee, Ulgararie and Bullo Downs Roads recently.

The grader will proceed to service the Weelaranna and Ned's Creek Roads. Depending on inspection or reports from pastoralists in the area, it is not yet clear as to whether the Turee Creek Road will require grading, if so it will be done prior to shifting to Neds Creek.

The caravan/ trailer set up modifications are causing problems for the operator, and the legality of the 'modified' set up is questionable!

Workshop

I have engaged a casual T/A to assist Fossil in the workshop, and this seems to have worked out very well, so far. From time to time depending on his work load, he has been utilized with the construction crew, this has also worked well.

Westrac:

New 'M' series grader.

On learning about the advent of this new series of grader I contacted Westrac, (Ross) and enquired about the possibility of a 'demo' in our area, to probably coincide with Councils future replacement of one of its older machines. The response was that demos will be held in grouped areas to demonstrate their new technology of a totally 'joy stick' controlled machine, in the near future, that means 'no steering wheel'.

**Terry Clarke**  
**Works Supervisor**

**Officers Recommendation/Council Resolution:**

**Moved: CR A G Burrows**

**Seconded: Cr R K Howden**

**That the Works Supervisor's report for April 2007 be received.**

**CARRIED 7/0**

**9.1.2 PLANT MECHANIC'S REPORT – APRIL 2007**

**P373**

The service fuel tank on this vehicle has been changed, but unfortunately has many holes in the tank at the moment. We are trying to obtain one from Mercator, if so it will be changed over the weekend, with a completely different set up.

**P362**

This trailer is 'crab walking'. I still need to find out the problem as to why it is happening.

**P325**

This machine has a steering problem, parts have been ordered.

**Services**

Most services are behind at the moment but will be all up to date by the end of the month.

**All Vehicles**

All machines and vehicles are running OK at the moment, only a few minor problems. Housekeeping could be improved slightly.

**Geoff Osborn  
Plant Mechanic**

**Officers Recommendation/Council Resolution:**

**Moved: Cr H Nichols  
Seconded: Cr B A O'Dwyer**

**That the Plant Mechanic's report for April 2007 be received.**

**CARRIED 7/0**

**Roy McClymont left the meeting at 10.26am**

**Roy McClymont returned to the meeting at 10.29am**

### **9.1.3 AIRPORT MANAGER'S REPORT – APRIL 2007**

#### ***Aircraft movement and statistics:***

Well it appears as though we have almost hit rock bottom with aircraft landings and fuelling. The month of April is normally quiet but the figures achieved this year were very low, I fact only just beat April 2004 figures. The month saw 22 less aircraft land at Meekatharra than in April 2006, 16 less than April 2005 and 21 more than April 2004. There were more landings without taking on fuel than in previous years. Most of this was due to Skippers carrying very light passenger loads, and Plutonic runway being out of service for a number of days whereby Meekatharra was used as an alternate to drop and pick up passengers. Some of the flights did not require fuel.

Network Aviation flights have decreased to half of what they were 12 months ago as they continue to put additional flights into Nifty Copper Mine. 21 Brazilia flights per week now to Nifty as compared with 15 per week last April. This is having a marked effect on our landing fees revenue and fuel sales.

The following table is provided on aircraft movements and fuel sales for the month of **April 2007** with comparisons with **April 2005 and 2006**. The variation is shown between 2005 and 2007

	<b>2007</b>	<b>2006</b>	<b>2005</b>	<b>Variation</b>
General Aircraft Landed:	113	142	129	+ 14%
Avgas Fuel Sold:	12277	12202	16458	-34%
Jet Fuel Sold:	49974	70237	53777	-7%
Total Fuel Sold	62251	82439	70235	-11%

The following table shows comparison of the year to date of 2007 against the same periods of 2006 and 2005.

	<b>2007</b>	<b>2006</b>	<b>2005</b>	<b>Variation</b>
General Aircraft Landed:	582	630	473	+23%
Total Fuel sold:	308,112	356,372	268,399	+14%

***Aerodrome Works:***

Works carried out airside during the month of April were as follows:

- Dragging and rolling runway 15/33 (gravel runway) after the steady rains on 25<sup>th</sup> and 26<sup>th</sup> April.
- Weeds and grass chipped from along taxiway edge to allow 3 metre clear way from taxiway lights.
- Runway 09/27 swept of loose stone.

***Annual Technical Inspection.***

In the annual technical inspection, a recommendation was made to strip the bitumen off runway 15/33 where the old abandoned runway crosses to allow smooth ride along the entire length of the runway.

This work has been pointed out to the Works supervisor however has not yet been done. Other grading and sheeting of the runway strip on the eastern end of runway 09 was also recommended. This work needs to be carried out prior to the next CASA inspection which is scheduled for June.

***Budget Items.***

***(Upgrade of toilet block)***

Bob Sirr has been asked to provide a quote on the laying of the floor tiles. The plumber working for MBL has also been asked to provide a quote on replacing the old stainless steel hand basins and mirror in the men's toilet. No quote has yet been received for this work.

***Upgrade of Airconditioner in Terminal***

Work commenced on removal of the old unit on 18<sup>th</sup> April. Due to misreading of the scope of works by the contractor, work on the installation of the new unit was stopped so that some insulation for the ducting could be ordered. Enquiries to the contractor recently reveal that the insulation was ordered and supposedly in the truck that rolled over so further delays are expected with this project.

***Aerodrome Security.***

Under the regulations, we must have an annual audit done on the compliance of our Transport Security Plan. The CEO is negotiating with an consultant on this issue.

***General Summary:***

As predicted, aircraft figures are falling off due to the reasons mentioned in previous reports and I cannot for see any real change in the near future.

**Mal Trenfield**  
**Airport Manager**

**Officers Recommendation/Council Resolution:**

**Moved: Cr S R Bajrai**  
**Seconded: Cr R K Howden**

**That the Airport Manager's report for April 2007 be received.**

**CARRIED 7/0**

#### **9.1.4 COMMUNITY DEVELOPMENT OFFICER'S REPORT – APRIL 2007**

##### **Computer Training**

At the start of 2007 I was contacted by Cathy Broad at Market Creations in Geraldton. As training providers, Market Creations were delivery free IT training and technical support to people living in remote areas of WA on behalf of the Telecentre Support Branch.

The Telecentre agreed to donate their facilities for a day for training classes to be held, and Yulella Corporation also hosted training classes at their facilities. Members of the community were able to attend any of the sessions and could then arrange to have their own personal computers checked for viruses and other problems. The courses were considered a great success and there may be an opportunity in the future to have another one.

##### **Information Session at Auski**

On 2<sup>nd</sup> May Robert McEachern from the Mid West Gascoyne Area Consultative Committee and Barbara Thompson from Small Business Answers in Geraldton, came to Meekatharra. Rob spoke about the Regional Partnerships Fund and will be a great contact to help with information and with actual applications for funding. Barbara spoke to the small business owners about the services they provide.

##### **Disability Access and Inclusion Plan**

One of the requirements of creating the DAIP is community consultation. During the month a survey was created and placed at in the Library, Telecentre, Hospital and Community Health, for community members to fill-in. The survey is also located on the Shire's website and can be downloaded and printed.

##### **Personal Trainer**

A Local Activity Grant for \$5,500 was received last year to fund a health and fitness program in Meekatharra. This project had been delayed but is commencing this month with a visit by Greene Room personal trainers from Geraldton, who will create individual exercise programs for interested community members. Once this has been done, a series of nutrition videoconferences will be held with Catherine Dumont who is a dietician with the WA Country Health Service in Geraldton.

##### **Youth Centre**

As Council were advised at the last meeting, Elaine King has resigned from the Recreation and Youth Coordinator position. Anthony Lloyd (this season's pool manager) has been employed on a casual basis to fill this position. He is working full-time and Elaine is still currently working part-time to give Anthony a decent hand-over period. A casual Youth Worker has also been employed to assist with Youth Centre operations.



Football and netball coaching has begun for the season with the first competition being held on the 20<sup>th</sup> May. 13 players are going to Perth on 25<sup>th</sup> May to once again play a curtain raiser match at Subiaco Oval before the Dockers play that night.

**Megan Alchin**  
**Community Development Officer**

**Officers Recommendation/Council Resolution:**

**Moved:** Cr S R Bajrai  
**Seconded:** Cr A G Burrows

**That the Community Development Officer's report for April 2007 be received.**

**CARRIED 7/0**

**Roy McClymont left the meeting at 10.44am**

**Roy McClymont returned to the meeting at 10.46am**

**9.1.5 RANGER/SECURITY OFFICER'S REPORT – APRIL 2007**

**Ranger Services**

1. The month of May has been a quiet one. The number of dogs being impounded is steadily continuing. For the month of April I impounded nine dogs, one which I have released back to the owners with registration being paid.
2. Dogs are still going down the street and are still hanging around the shops. Will continue to talk to the owners and will issue fines and hopefully this will make them leave them at home.
3. People are still continuing to hand in their unwanted dogs. If this continues in the future there may be fewer dogs with some of these being bitches in heat.
4. I have spoken to the owners of the dogs that were roaming on the outskirts of town and one of the dogs is going to Newman - hopefully this is true. I am still patrolling the outskirts of town and maybe I can catch them.

**Security**

So far this month I have had one call out which involved dogs at the sporting complex. I am still monitoring all Council properties and will continue with extra attention at the Youth Centre and the Red Sandbox due to recent break-ins. The Youth Centre has now got chains and padlocks on all entry points to the property.

**Littering**

1. With the weather getting a little colder less people are going to Meeka creek so there is not as much rubbish lying around.
2. There has been an increase of broken bottles in the area of Peace Gorge. Just last week I collected a bag of glass. This is an eye sore for tourists who go out there.

**Officers Recommendation/Council Resolution:**

**Moved: Cr R K Howden**

**Seconded: Cr B A O'Dwyer**

**That the Ranger/ Security Officer's report for April 2007 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
15/07/06	10.1.1	Septic Tanks and Leach Drains Inspection That Council request undergraduate student/group to research	CEO/ EHO	On hold at this stage until decision	In

		mosquito problem and produce report to reduce mosquito numbers. Or, Council provide \$2000 in 2006/07 budget for a consultant to inspect and follow up all premises for mosquito breeding abatement.	made. Undergraduate not available.	progress
15/07/06	10.1.1	Housing and Property Reports That Council provide \$100,000 in 06/07 budget for maintenance of Council dwellings. Make budget of \$6,500 to hire consultant to inspect all Council buildings and prepare 10 year maintenance program. Budget \$6,000 for all urgent repairs to units behind bank and \$12,000 to enhance buildings and area to acceptable standard	CEO	Budget adopted/Quotes requested for 10 year maintenance plan. 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 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.	CEO	Letter sent to Dept 7/9/06 Committee to inspect house obtain costs etc. Settlement imminent (St Barbs to Health Dept) CEO has advised Health Dept that Council may have an interest in old Station Masters house. Complete In progress
18/11/06	9.3.4	Domestic Violence Service Council advise Minister for Family & Children's Services that it does not have the capacity to continue as Service Provider for Meekatharra Family and Domestic Violence Service. This service will cease at the latest 30/09/07 Council also to suggest the Minister investigate legal capacity of LG Authorities to act as Service Providers under these types of agreements.	CEO	Letter sent to Minister (DCD) 27/11/06 CEO to liaise with DCD towards termination of agreement Complete In progress
15/12/06	9.3.1	Property Valuation Project Council arrange to take up the opportunity as it is not only a major saving in respect of valuation costs but it also gives Council assurance that all property assets will carry the most up to date sums insured.	DCEO	Email to LGIS 20/12/06
15/12/06	9.3.2	Bush Fire Insurance Staff summarise info and send a circular to all Station Owners/Occupiers advising of their responsibilities and the cover provided under Council's insurance policy. Staff request clear written confirmation from insurer that our current	CEO	

structure will allow for the successful claims and clarify the necessary operational processes that are required in order for a claim to be successful.

15/12/06	9.5.1	<p>Lease of Lot 742 Res 45037                      Council renew lease of Lot 742 Reserve 45037, Douglas St to RL &amp; MA Bell for a further 5 years on the same terms and conditions as the previous leases and subject to the prior approval of the Minister for Land Information.                      Council collects rent arrears not previously billed in accordance with clause 4.1 of lease document for the period of the previous lease and that staff make arrangements to ensure that an invoice is issued for annual rent in accordance with the lease.                      Council advise RL &amp; MA Bell in writing of this decision enclosing a copy of the original agreement.</p>	CEO/ DCEO	<p>Letter with new lease documents sent to Mr Bell 22/12/06                       Signed copy of lease returned by Mr Bell 11/01/07 Sent to Dep Planning Amendment required Dep Planning - done                       Amount calculated, invoice to be issued</p>	Complete  In progress  Complete
15/12/06	9.5.3	<p>Lease of Reserves 40845 &amp; 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.</p>	CEO	<p>Tenderers advised by Greenfields                       Revised design to Council 19/5/07</p>	Complete
15/12/06	9.5.4	<p>Tender – Main Street Blackspot Improvements                      Decline to accept any of the tenders received and advise tenderers of this decision.                      Restrict the Blackspot improvements to the installation of a suitable pedestrian Island outside the swimming pool and on High Street outside the Corner Store and any other works that are considered effective and beneficial by the Works Group.                      Acknowledge that there may be a reduction in the Blackspot Grant and contact Main Roads to clarify this and any other issues that may arise as a result of this decision.                      Consider the Connaughton St/Great Northern Highway T Junction works during next years budget deliberations</p>	CEO	<p>Main roads advised 12/01/07                       Quote received from Horizon Power</p>	Complete
15/12/06	10.1.1	<p>Meeka Heritage &amp; Canyon Trail Project                       1. Seek clarification from Mercator Gold Australia Pty Ltd to define</p>	CDO	<p>Letters sent to Mercator Gold, Dept</p>	

Planning and Infrastructure & LG In progress  
Insurance Scheme 22/12/06

- exactly what is meant by the term 'directed' in relation to the sentence "that being said Mercator Gold Australia Pty Ltd "without prejudice" waives the right of veto in allowing entry to the mining tenements by parties visiting the Meekatharra district and directed by the Meekatharra Shire to travel along the Heritage Trails"
2. Produce detailed plans of the proposed Drive Trails clearly defining the routes with GPS readings at all strategic points.
  3. Obtain written approval from pastoral lessees, mining tenement holders and any other interested parties for the proposed trail routes.
  4. Negotiate the State Land on the possibility and process of having the proposed drive trails declared Public Access Routes.
  5. Approach the State Land Services seeking advice on the process of having Water Reserve 8601 vested in the Meekatharra Shire Council.
  6. Commence discussions with Mercator Gold Australia Pty Ltd on a staged and structured project to re-establish the Norrie Homestead and other infrastructure contained in Water Reserve 8601.
  7. Establish what funding sources are available to undertake the restoration works at Norrie.
  8. Inform Council's insurer of the Drive Trail proposals to obtain details of any effect it may have on Council's public liability exposure and that Council takes the necessary action to complete the Town Walk Trail and the Three Drive Trails by the end of April 2007

Insurers Rep visited and is aware of project

In progress

Works being undertaken by Town Crew In Progress

CEO/  
Works  
S'visor

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. This could cause an accident and or injury, for which the council would be liable. There are ample funds in Account #4820 to carry out reinstatement. The works could be done by our own staff or could be subcontracted out.

Tender and contract documents are with Council's lawyers In progress

CEO

17/2/07 9.3.2 Meekatharra Airport – Operation Review  
The current Airport Manager has indicated his intention to resign with the aim of finishing about June 2007, although he is flexible. As the current method of operation places enormous demands on the Airport Manager and cannot continue, Council should take this

opportunity to discuss the options for managing and operating the airport.

Options:

1. (a) Council call for Tenders to engage a suitable contractor, subject to both Air BP and Mobil fuel agreeing to engage the same contractor.
- (b) Authorise CEO , in consultation with the Shire President, Airport Manager & Council's Lawyers to draft tender documents and a contract and call for Tenders.
- (c) Authorise the CEO to liaise with Mobil and Air BP concerning the letting of their contracts to the successful tenderer.

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.	CDO	Letters written to funding bodies - Lotterywest will not transfer the funds and monies have been returned. Another grant application will be submitted in June. - 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: confirmation not yet received as several queries are unable to be answered at this stage.	In progress
17/2/07	10.3	Plan for the Future Local Governments are required to 'Plan for the Future of the district'.	CEO/ DCEO	Staff to draw up a 'Plan for the Future' with reference to the public questionnaire results.	Started
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 comment was advertised for and as there was no submissions after the expiry date this	DCEO	To be gazetted	In progress

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

17/3/07	9.5.1	Regeneration of areas of the Meekatharra landfill site City and Regional Waste Management Services has made an offer to bring all plant and equipment required to Meekatharra to regenerate the tipping area. This is in line with the Government 'push' towards Zero Waste 2020 policy.	DCEO/ EHO	City & regional waste booked	In progress
17/3/07	9.5.2	Purchase of Lot 205 Hill Street Meekatharra The Shire of Meekatharra is to enter into negotiations to purchase the abovementioned property.	CEO/ DCEO	Negotiations complete, contract signed	In progress
17/3/07	10.1.1	Budget Items Policy Override Due to time constraints it may be difficult to comply with Councils purchasing policy for some remaining budget items.	CEO/ DCEO	High priority items being progressed	In progress
21/4/07	9.6.2	Floodways – Ashburton Downs Road Draft tender documents have been prepared and submitted by Greenfields Technical Services. Council agrees to accept the tender and contract subject to some minor amendments.	CEO	Tenders called – close 24/5/07 Site visit to be arranged	Actioned 5/5/07



# **Status**

# **Reports**

Ordinary Council Meeting

19 May 2007

Please note; the "Council Decisions - Status Report" is being updated and will be supplied to Councillors as soon as it is updated. Apologies for the delay.

Priority	Tasks/projects to be done	Status
5	Airport security - engage Geraldton Security Agent to take on emergency security	In progress
1	Airport - create Tender and contract documents - call tenders	In progress
5	Assets - stocktake assets and create procedure to manage major and minor assets	Not started
5	Auditing Review scope of current financial audit	Not started
1	Buildings create 10 year maintenance and new building program	Started
2	CEO's regulatory responsibilities - ensure compliance - procedures	In progress
2	Cemeteries - review compliance	Started
2	Cemeteries - review facilities and upgrade - eg. interment of ashes	Not started
	Code of conduct - Review within 12 months of each election	
5	Committees Review efficiency of current committee structure	Not started
1	Delegations register - review annually - after Policy Manual completed	In progress
5	Disability service act compliance- Access & Inclusion Plan by 30/06/07 + annual report	In progress
1	Employment Contracts/letters - review and change to Workplace Agreements as req'd	In progress
	Employee contracts/agreements review and check conditions being followed	In progress
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	Not started
5	Fuel sales - review legal and moral issues	In progress
3	Fuel use, procurement and systems for monitoring - review and update systems as reqd	Started
2	Fees & charges full review of fees and charges schedule inc Cemeteries	Started
1	Grant acquittals and reports - road funding, trails etc etc	On-going
5	Gravel pit reinstatement	Not started
5	Gravel pit use - legalise	Started
5	Health - mosquito - create full researched plan	Not started
1	<b>Housing - arrange basic repairs of houses as per tenants reports</b>	In progress
1	<b>Housing - urgent - set up facilities for consultants/contractors</b>	In progress
5	Insurance Claims Procedure review, create check lists etc	Not started
5	Interpretive centre planning, procurement, title, funding etc etc etc	Started
1	Lease Reserves 40845, 40847 - formalise & legalise lease	In progress
1	Lease - Wesfarmers Yard - review lease terms and conditions + seek approvals	In progress
	Leases/contracts review all and create action list	Not started
1	Local laws - enact new ones	In progress
2	Heritage - Municipal Inventory - Review	Started
1	Occ health and safety compliance - review and ensure compliance	Not started
1	Oval lights install plus check and improve power to oval if required	In progress
1	<b>Performance reviews - review/create procedures and performance indicators - conduct performance reviews - Krys, Terry, Megan</b>	In progress
1	Plan for the future - a strategic plan	In progress

Priority	Tasks/projects to be done	Status
4	Plant maintenance - training of operators and management	In progress
1	Plant Replacement Program - review and update	In progress
5	Property addressing - clear numbers on houses - research & do agenda item	In progress
	Public Safety Check Lists for playgrounds, BMX track etc create & set procedures	In progress
5	Purchasing procedures review, create and implement improved procedures	Started
5	Records Act - implement records management review	In progress
5	Recruitment and induction procedures - review, create, improve	In progress
1	<b>Review Community Development - Create Plan for Future then review structure</b>	In progress
5	<b>Roads - update and improve annual road maintenance list (create schedule)</b>	Started
5	<b>Roads - create 5 year road construction program/schedule</b>	Started
5	<b>Roads - create grid improvement program (seal/stabilise approaches)</b>	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	In progress
1	Rubbish tip - set up system to monitor use of Septic Waste Pond (septic, clinical etc)	Not started
5	Stock - gravel metal cement sand etc booking out procedures - review	Not started
5	Stock (filters,oils,parts,cement etc) - set procedures and levels	Not started
5	Tenancies - compliance with Tenancies act - check, improve	In progress
5	Tenancies - procedures for Property Conditions reports at start and finish of tenancies	Not started
5	Tenancies - regular inspections of houses and other properties	Not started
5	Tenancies - write rewrite all agreements to comply with act and include bonds	Started
	Trails projects - review and implement Stage 2	In progress
5	Training - skills, knowledge, qualifications of employees create training program	In progress
5	Work instructions/procedures - none exist - create	Started
1	Workers Comp Claims Procedure	Not started
1	<b>Works construction - prepare water, gravel etc for Construction Program</b>	On-going
	<b>Works construction Schedule, cost and program works 07/08</b>	Started
5	<b>Works crew numbers and efficient requirements - review and create procedures</b>	Started
1	<b>Town Planning Scheme No 3 - finalise process - Planning Commission letters</b>	Started
5	Emergency Management Act 2005 - compliance - committee, plans etc	In progress
	Contaminated Sites Legislation - report by 1 May 2007	In progress
	Controlled Waste Regulations 2004 - set up reporting system	Started
	Works & Services Manager - recruit	In progress
	Admin/relief officer - finalise position description and recruit	In progress
	Office drive data crash - recover data or recreate documents & data	In progress
	Log books ensure FBT compliance	In progress

## BUDGET ITEMS - Action &amp; Status Report

Priority	Description of Work	Budget \$	Status
5	Security Cameras - Mainstreet	30,000	
1	Security Cameras - Depot	50,000	Complete
5	Refrigerator Council Chambers	2,000	
5	Heatwave Airconditioner (replace)	4,000	
1	Air Conditioner (replace) Airport Terminal	3,700	Started
1	Airconditioner Gym	5,000	Started
	Barbeque & Lights Oval Park	5,000	Quotes rec'd
1	Barbeque Town Hall	8,500	Complete
5	Cornish Lift	6,000	
5	Staff Housing Construct/renovate	301,345	
2	Paddy's Flat Power Upgrade	4,205	Complete
1	Oval Lights	140,000	In progress
1	Sand & Treat Floor - Town Hall	10,000	Started
5	Upgrade Pool Change-rooms	50,000	
5	Upgrade Pool Grounds	35,000	
5	Construct Toilets Oval	50,000	
1	Pine Rails Replace around Oval	8,000	Started
1	Water Tank Oval (labour only)	50,000	In progress
5	Practice Wall Tennis	3,000	
1	Repair Ceiling Office	2,000	Complete
5	Paint External Office Building	6,000	Defer
	Paint Internal & External Airport Terminal	10,000	Complete
1	Refurbish Toilets Airport	10,000	Defer
5	Entry Statements & Signs	60,000	
5	Viewing Platform Headframe	7,000	
	Tourist Rest Area's	8,000	In progress
5	Wash Down Bay- Rubbish Tip	10,000	
	Bike Trails BMX	5,000	Complete
3	Office Furniture & CEO	10,000	Complete
3	Office Furniture - Old Railway Stn	12,500	Complete
3	Shelving Archives @ Depot	8,000	Started
5	Collection Mining Relics	10,000	
3	Upgrade IT Equipment Office	25,900	Ordered
5	Telephone/ Data Cable Chambers	500	Complete
	MRDT Stage 2	28,500	In progress
	Meeka Heritage Trails	280,000	In progress
	Town Heritage Walk	29,704	Complete
	Replace Vehicle CEO	40,000	Defer
	Replace Vehicle DCEO	30,000	Complete
	Replace Vehicle Works Supervisor	40,000	Defer
	Vehicle New Restructure	40,000	
	Replace Prime Mover (P341)	170,000	Complete
1	Oval Line Marking Machine	750	Started
5	T A Dolly	10,000	
	Traffic Counters (2)	6,000	Complete
3	Pedestrian Roller	14,000	
3	Rubber Tyred Roller (second Hand)	50,000	Started
3	Road Sweeper Towable (second hand)	25,000	
5	Maintenance Caravan	65,000	
3	Trailer for Caravan & Fuel Tank	20,000	
3	Bobcat (new)	40,000	

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY MAY 19 2007  
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Priority	Description of Work	Budget \$	Status
	Lawn Mower Airport (Self Propelled.Real)	1,500	Complete
	RADS Cones & Pilot Activated Lighting	5,000	Complete
1	Fire Fighting Unit Trailer Airport	5,500	Complete
1	Fire Fighting System Airport	25,000	Started
1	Youth Centre Build Mtnce	15,523	In progress
2	Municipal Inventory Review	15,000	Started
5	Heritage Survey	20,000	
5	Preservation of Historical Images	22,040	
5	Interperative Centre Consultant Concepts etc	30,000	
3	House Lot 208 Hill Street Consultants	10,000	
3	House Lot 206 Hill Street Megan	10,000	Started
3	House Lot 246 Adrian	10,000	
3	House Lot 87 Bevan	15,000	
3	Lot 17 Old Bank Units	42,000	Complete
3	1/16 Regan Street	10,000	
3	2/16 Regan Street	10,000	
3	3/16 Regan Street	13,000	
3	4/16 Regan Street	35,000	
3	Airport Residence	10,000	
3	Sports complex residence	10,000	
5	Town cleanups	40,000	
2	Cemetery Plaques	3,000	In progress
5	Hearse & Shed Costs Paint shed	5,000	
1	Town Hall repair roof leaks aircons coolroom	6,000	Started
3	Consultant building inspection + 10 year maint prog	6,500	Quotes called
	25 Mile Well Maintenance	3,000	
	Town Streets	160,000	
	Airport Lighting Technical Report	8,000	Complete
	Airport Digital Site Drawing	5,000	Complete
1	Maintenance Trails and Lookouts	18,000	In progress

## 9.2 FINANCE

### 9.2.1 MONTHLY FINANCIAL REPORT PERIOD ENDED APRIL 30, 2007

**LOCATION:** N/A  
**APPLICATION:** CAMERON WATSON  
**FILE REF:** F/6  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 15<sup>th</sup> MAY 2007  
**AUTHOR:** CAMERON WATSON  
DEPUTY CHIEF EXECUTIVE OFFICER

**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~ has 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 B A O'Dwyer

**Seconded:** Cr S R Bajrai

**That the financial report for the period ending April 30, 2007 be received.**

**CARRIED 7/0**





**Monthly Financial Statements  
for the period ended 30 April 2007.**

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<b>Shire of Meekatharra</b>		<b>Monthly Financial Report</b>		
<i>for the period ended 30 April 2007.</i>		<b>Income Statement</b>		
	<b>2006/07</b>	<b>2006/07</b>	<b>2006/07</b>	
	<b>Amd Budget</b>	<b>YTD Budget</b>	<b>30 Apr 2007</b>	
	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>OPERATING EXPENDITURE</b>				
Governance	362,066	257,655	265,237	
General Purpose Funding	209,792	146,161	166,180	
Law, Order, & Public Safety	224,133	173,444	99,471	
Health	107,438	68,532	40,404	
Education and Welfare	540,366	361,139	297,271	
Housing	8,820	3,303	-	
Community Amenities	287,824	248,613	171,176	
Recreation and Culture	759,873	594,637	514,720	
Transport	2,032,445	1,658,294	2,146,392	
Economic Services	282,610	188,949	174,264	
Other Property and Services	-	31,416	199,767	
<b>OPERATING EXPENDITURE</b>	<b>4,815,367</b>	<b>3,732,143</b>	<b>4,074,821</b>	
<b>OPERATING REVENUE</b>				
Governance	-	-	4,419	
General Purpose Funding	3,931,643	3,322,226	3,341,927	
Law, Order, & Public Safety	15,895	13,248	21,105	
Health	100	83	324	
Education and Welfare	237,377	194,266	234,861	
Housing	8,820	7,350	5,112	
Community Amenities	85,300	84,750	97,358	
Recreation and Culture	37,545	27,288	34,932	
Transport	499,400	440,000	465,490	
Economic Services	46,110	44,257	48,508	
Other Property and Services	12,000	10,000	10,385	
<b>OPERATING REVENUE</b>	<b>4,874,190</b>	<b>4,143,466</b>	<b>4,264,421</b>	
<b>GRANTS/CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS</b>				
Recreation and Culture	55,158	8,492	31,775	
Transport	1,606,018	576,886	579,592	
Economic Services	192,132	-	-	
<b>Total</b>	<b>1,853,308</b>	<b>585,378</b>	<b>611,367</b>	
<b>PROFIT/(LOSS) on DISPOSAL</b>				
Governance	-	4,000	16,030	
Transport	26,000	30,000	17,601	
Economic Services	-	-	(78,300)	
<b>PROFIT/(LOSS) on DISPOSAL</b>	<b>26,000</b>	<b>34,000</b>	<b>(44,669)</b>	
<b>NET RESULT</b>	<b>1,938,131</b>	<b>1,030,701</b>	<b>756,298</b>	

<b>Shire of Meekatharra</b>	<b>Monthly Financial Report Balance Sheet</b>		
<i>for the period ended 30 April 2007.</i>	<b>2006/07</b>		
	2006/07 Amd Budget \$	2006/07 YTD Budget \$	2006/07 30 Apr 2007 \$
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	5,545,632	6,877,456	6,502,795
Trade and other receivables	125,000	131,547	250,264
Inventory	60,000	65,994	154,987
<b>TOTAL CURRENT ASSETS</b>	<b>5,730,632</b>	<b>7,074,997</b>	<b>6,908,046</b>
<b>NON-CURRENT ASSETS</b>			
<b>Property, plant, equipment and infrastructure</b>			
Land & Building	4,533,706	4,092,660	4,115,574
LESS Accumulated Depreciation	(1,728,623)	(1,708,332)	(1,709,436)
Plant & Equipment	5,728,728	5,379,028	5,340,123
LESS Accumulated Depreciation	(2,566,795)	(2,494,829)	(2,466,396)
Furniture and Equipment	366,270	335,070	323,874
LESS Accumulated Depreciation	(218,166)	(213,861)	(216,977)
Road Infrastructure	30,523,802	29,258,295	29,492,892
LESS Accumulated Depreciation	(14,701,923)	(14,564,374)	(15,156,940)
Parks & Ovals infrastructure	3,250,125	3,250,125	3,250,125
LESS Accumulated Depreciation	(1,856,187)	(1,827,505)	(1,815,948)
Other Infrastructure	2,989,059	2,477,226	2,395,213
LESS Accumulated Depreciation	(486,577)	(475,393)	(487,070)
<b>TOTAL NON-CURRENT ASSETS</b>	<b>25,833,419</b>	<b>23,508,110</b>	<b>23,085,034</b>
<b>TOTAL ASSETS</b>	<b>31,564,051</b>	<b>30,583,107</b>	<b>29,973,080</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	390,000	356,486	20,863
Provisions	50,000	69,030	69,030
<b>TOTAL CURRENT LIABILITIES</b>	<b>440,000</b>	<b>425,516</b>	<b>89,893</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	82,732	23,702	23,702
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>82,732</b>	<b>23,702</b>	<b>23,702</b>
<b>TOTAL LIABILITIES</b>	<b>522,732</b>	<b>449,218</b>	<b>113,594</b>
<b>NET ASSETS</b>	<b>31,041,319</b>	<b>30,133,889</b>	<b>29,859,486</b>
<b>EQUITY</b>			
Retained Surplus	23,270,206	22,532,777	22,251,335
Reserves - Cash Backed	4,902,263	4,732,262	4,739,301
Reserves - Asset Revaluation	2,868,850	2,868,850	2,868,850
<b>TOTAL EQUITY</b>	<b>31,041,319</b>	<b>30,133,889</b>	<b>29,859,486</b>

<b>Shire of Meekatharra</b>		<b>Monthly Financial Report</b>			
<i>for the period ended 30 April 2007.</i>		<b>Statement of Financial Activity</b>			
		<b>2006/07</b>		<b>2006/07</b>	
	<b>Note</b>	<b>Amd Budget</b>	<b>YTD Budget</b>	<b>30 Apr 2007</b>	
		<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Expenditures</b>					
Governance		(362,066)	(257,655)	(265,237)	(3%)
General Purpose Funding		(209,792)	(146,161)	(166,120)	(14%)
Law, Order, Public Safety		(224,133)	(173,444)	(99,471)	43%
Health		(107,438)	(68,532)	(40,404)	41%
Education and Welfare		(540,396)	(361,139)	(297,271)	16%
Housing		(8,820)	(3,303)	-	100%
Community Amenities		(287,824)	(248,613)	(171,176)	31%
Recreation and Culture		(759,873)	(594,637)	(514,720)	13%
Transport		(2,032,445)	(1,658,294)	(2,146,392)	(29%)
Economic Services		(282,610)	(188,949)	(174,264)	8%
Other Property and Services		-	(31,416)	(199,767)	(536%)
Less Depreciation on Assets		1,673,853	1,394,876	1,991,082	(43%)
Expenditures	3	(3,141,514)	(2,337,267)	(2,083,738)	11%
<b>Revenues</b>					
Governance		-	-	4,419	
General Purpose Funding		2,568,668	1,959,251	1,893,729	(3%)
Law, Order, Public Safety		15,895	13,246	21,105	89%
Health		100	83	324	
Education and Welfare		237,377	194,268	234,861	21%
Housing		8,820	7,350	5,112	(30%)
Community Amenities		85,300	84,750	97,358	15%
Recreation & Culture		37,545	27,288	34,932	26%
Transport		499,400	440,000	465,490	6%
Economic Services		46,110	44,257	48,508	10%
Other Property and Services		12,000	10,000	10,385	4%
Revenues	1	3,811,218	2,780,491	2,816,223	1%
<b>Adjustments for Non-Cash items</b>					
<b>Net operating requirements</b>		<b>369,701</b>	<b>443,224</b>	<b>732,485</b>	
<b>CAPITAL Income and outlays()</b>					
Contributions/Grants	2	1,853,308	585,378	611,366	4%
Land & Buildings	4	(503,042)	(61,996)	(84,910)	(37%)
Plant & Equipment	4	(774,650)	(346,950)	(320,014)	8%
Furniture and Equipment	4	(64,200)	(33,000)	(21,804)	34%
Infrastructure	4	(3,157,009)	(1,379,689)	(1,611,957)	(17%)
Proceeds from Disposal of Assets		167,000	102,000	87,273	14%
Transfers to Reserves	5	(370,000)	(199,999)	(207,039)	(4%)
<b>Net capital requirement</b>		<b>(2,848,593)</b>	<b>(1,334,236)</b>	<b>(1,547,085)</b>	
ADD Net Current Assets 1st July B/Pwd		1,075,917	1,075,917	1,075,916	(0%)
LESS Net Current Assets Year to Date		40,000	(1,547,880)	(1,709,513)	
<b>Amount Raised from Rates</b>		<b>1,362,975</b>	<b>1,362,975</b>	<b>1,448,198</b>	<b>6%</b>



**Shire of Meekatharra** **Monthly Financial Report**  
**Statement of Financial Activity**  
for the period ended 30 April 2007. **2006/07**

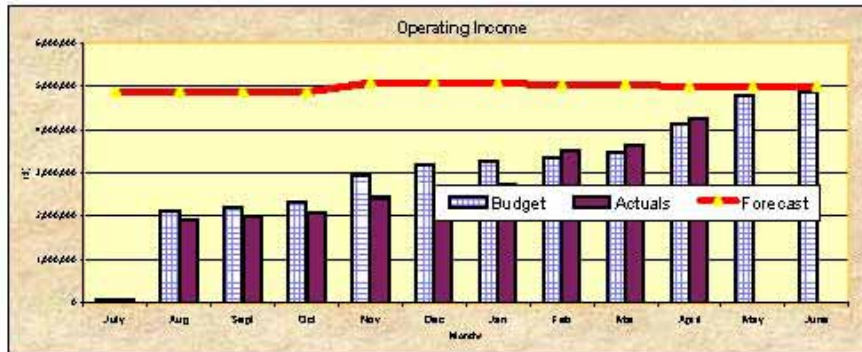
**SIGNIFICANT VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY REPORT**

**General Comments**

Budget generally tracking below budget estimates. Variations arising tend to be from budget estimate of month revenues are expected. No material variations evident.

*All reconciliations, except for the Municipal bank have been completed at the time of preparing this report. Various returns are being followed up for submission to the relevant authorities.*

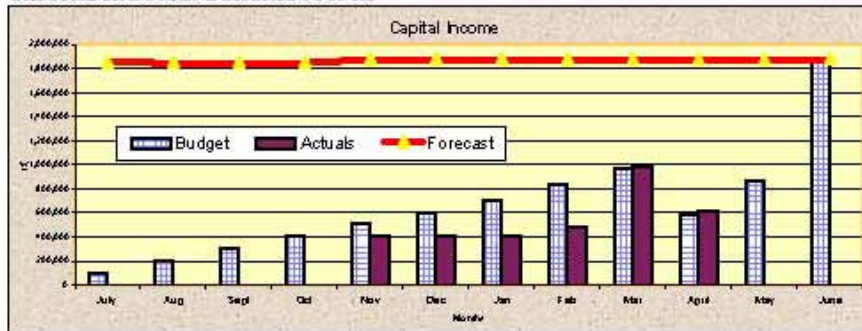
**REVENUES & CAPITAL INCOME**  
**OPERATING INCOME**



**Comments** Amd Budget YTD Budget 30 Apr 2007

- 1 Revenues are within 2.9% of estimated budget as at 30 Apr 2007. The following material variations are present -  
Variations are detailed in the notes to the schedules.

**CAPITAL INCOME/CONTRIBUTIONS**



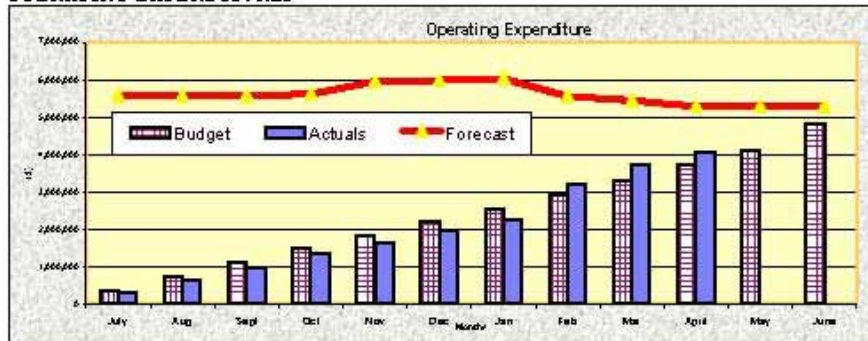
**Comments** YTD \$611,366 Total Budget \$1,853,308

- 2 Revenues are within 4.4% of estimated budget as at 30 Apr 2007. There are no material variations.

The following material variations for the proceeds of asset sales are present -  
Trade-in Truck P341 was less than \$20,000 compared to budget estimates.

**Shire of Meekatharra** **Monthly Financial Report**  
*for the period ended 30 April 2007.* **2006/07**  
**Statement of Financial Activity**  
**OPERATING EXPENSES & CAPITAL OUTLAYS**

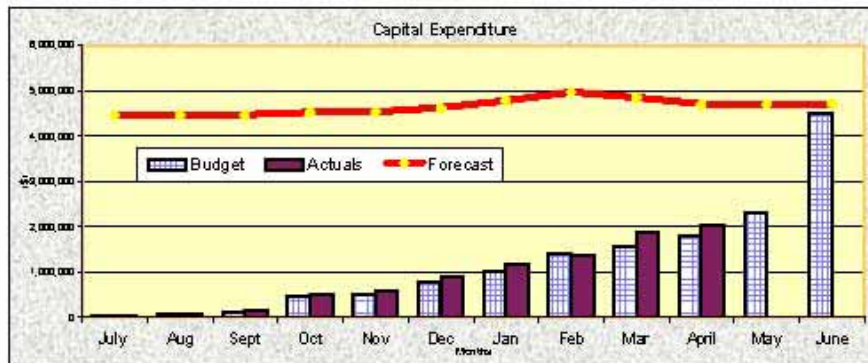
**OPERATING EXPENDITURES**



**Comments** YTD \$4,153,121 Total Budget \$4,815,367

- 3 Total operating expenses are 9.2% above budget estimates.. Excluding the effect of de preccation the expenses are 10.8% below budget estimates as at 30 Apr 2007

**CAPITAL OUTLAYS**



**Comments** YTD \$2,038,686 Total Budget \$4,498,901

- 4 Total capital expenses are 11.9% above budget estimates as at 30 Apr 2007. The following material variations are present.  
Road construction/maintenance program advised in March 2007..
- 5 Net Reserve transaction are within 3.5% of estimated budget as at 30 Apr 2007.

<b>Shire of Meekatharra</b>	<b>Monthly Financial Report</b>
<i>for the period ended 30 April 2007.</i>	<b>Notes to the Financial Statements</b>
	<b>2006-07</b>

**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.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

**c) Rounding Off Figures**

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

**2 GRANTS/CONTRIBUTIONS**

	2006/07	2006/07	2006/07
<b>a) Operating</b>	<b>Amd Budget</b>	<b>YTD Budget</b>	<b>30 Apr 2007</b>
Grants Commission Grants	U 2,175,663	1,631,748	1,545,978
FESA - Operating Grant	3,781	3,126	6,827
FESA - SES Grant	10,544	8,787	11,262
Dept Justice - Community Safety & Crime	-	-	1,200
School Holidays	1,000	833	-
Youth Centre - Miscellaneous Grants	5,000	4,167	-
YAS - Youth Centre Operations	11,000	9,167	11,084
OSCH - Youth Centre Operations	10,367	8,639	7,451
Indigineous Youth Scholarship	10,000	8,333	10,000
DCD Youth Services	54,710	54,710	85,233
Community Development	10,000	-	-
Domestic Violence Grant	130,000	104,000	115,347
Miscellaneous Grants	3,000	2,500	1,000
Swimming Pool Subsidy	U 3,000	2,500	3,000
Grant - MRWA Direct	U 140,000	140,000	144,958
Street Lighting - Operating Grant	U 3,000	3,000	-
<b>U = untied grants</b>	<b>2,571,035</b>	<b>1,981,510</b>	<b>1,943,339</b>

**b) Capital contributions**

	2006/07	2006/07	2006/07
	<b>Amd Budget</b>	<b>YTD Budget</b>	<b>30 Apr 2007</b>
CSRFF Grant	-	-	23,283
CSRFF Bike Trails	8,492	8,492	8,492
Oval Lighting	46,666	-	-
Grant - MRWA Flood Damage	1,009,175	504,588	531,393
Grant - Roads to Recovery (R2R)	438,369	-	-
Black Spot - Main Street	30,678	-	-
Grant - Regional Road Group	120,496	72,298	48,198
RADS Grant	7,300	-	-
Trails Grant	192,132	-	-
	<b>1,853,308</b>	<b>585,378</b>	<b>611,366</b>

**Shire of Meekatharra** **Monthly Financial Report**  
**Notes to the Financial Statements**  
for the period ended 30 April 2007. 2006-07

**3 DISPOSAL OF ASSETS**

a) Disposal of assets by class	2006/07 Amd Budget	2006/07 YTD Budget	2006/07 30 Apr 2007
Plant & Equipment	26,000	34,000	33,631
Other Infrastructure	-	-	(78,300)
	<u>26,000</u>	<u>34,000</u>	<u>(44,669)</u>

**4 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	2006/07 Amd Budget	2006/07 YTD Budget	2006/07 30 Apr 2007
Cash - Unrestricted	205,000	1,706,825	1,185,115
Cash - Restricted	5,340,632	5,170,631	5,317,680
	<u>5,545,632</u>	<u>6,877,456</u>	<u>6,502,795</u>
<i>Cash assets are represented by -</i>			
Cash on hand	600	600	3,825
Municipal Bank Account	642,769	2,144,594	242,739
Bank Term Deposits	-	-	1,516,930
Reserve Accounts Bank	4,902,263	4,732,262	4,739,301
	<u>5,545,632</u>	<u>6,877,456</u>	<u>6,502,795</u>

b) Restricted assets

Cash backed reserves	4,902,263	4,732,262	4,739,301
Grants/Contributions	438,369	438,369	578,379
	<u>5,340,632</u>	<u>5,170,631</u>	<u>5,317,680</u>
Municipal Fund	100,000	83,333	118,793
Cash backed reserves	270,000	225,000	207,039
Interest on rate instalments	3,000	3,000	4,220
Interest on rate arrears	7,000	7,000	11,261
	<u>380,000</u>	<u>318,333</u>	<u>341,312</u>

**5 STATEMENT OF NET CURRENT ASSETS**

	2006/07 Amd Budget	2006/07 YTD Budget	2006/07 30 Apr 2007
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	5,545,632	6,877,456	6,502,795
Trade and other receivables	125,000	131,547	250,264
Inventories	60,000	65,994	154,987
	<u>5,730,632</u>	<u>7,074,997</u>	<u>6,908,046</u>
<b>LESS: CURRENT LIABILITIES</b>			
Trade and other payables	390,000	356,486	20,863
Provisions	50,000	69,030	69,030
	<u>440,000</u>	<u>425,516</u>	<u>89,893</u>
<b>NET CURRENT ASSETS</b>	5,290,632	6,649,481	6,818,153
Less: Cash - Restricted	(4,902,263)	(4,732,262)	(4,739,301)
Current Employee Liabilities	50,000	69,030	69,030
Restricted Assets	(438,369)	(438,369)	(438,369)
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWI</b>	<u>(40,000)</u>	<u>1,547,880</u>	<u>1,709,513</u>



<b>Shire of Meekatharra</b>	<b>Monthly Financial Report</b>
<i>for the period ended 30 April 2007.</i>	<b>Notes to the Financial Statements</b>
	2006-07

**6 NON CURRENT ASSETS**

a) Asset acquisitions by class	2006/07 Amd Budget	2006/07 YTD Budget	2006/07 30 Apr 2007
<b>Land and Buildings</b>			
New Staff Housing	301,345	-	13,079
Paddys Flat Power Upgrade	4,205	3,504	2,494
Town Hall - Sand and Treat Floor	10,000	-	-
Bike Trails	13,492	13,492	11,726
Upgrade Pool Changerooms	50,000	-	-
Upgrade Pool Grounds	35,000	35,000	35,795
Construct Oval Toilets	50,000	-	-
Tennis practice wall	3,000	-	-
Replace pine rails around oval	8,000	-	-
Airport Terminal - Paint	10,000	10,000	19,200
Airport Toilets - Refurbish	10,000	-	2,616
Repair Ceiling Office Passageway	2,000	-	-
Paint External Office Building	6,000	-	-
<b>Plant and Equipment</b>			
I T Equipment	25,900	12,950	4,579
Vehicle Purchase (CEO)	40,000	-	-
Vehicle (DCEO) (Sedan)	30,000	30,000	29,702
Security cameras for mainstreet	30,000	-	-
Oval Line Marking Machine	750	-	-
Cornish Lift	6,000	-	-
<b>Transport</b>			
Tandem Dolly/Trailer	10,000	-	-
Miscellaneous Plant (Small Equipment)	20,000	12,000	8,295
Traffic Counters (2)	6,000	6,000	6,704
Security cameras (approx 5) for depot	50,000	50,000	35,861
Vehicle - (Allow in restructure)	40,000	-	-
Vehicle - (Works Supervisor)	40,000	-	-
Pedestrian Roller	14,000	-	-
Rubber Tyred Roller (2nd Hand)	50,000	-	-
Towable road sweeper (2nd hand)	25,000	-	-
Maintenance Caravan	65,000	-	-
Trailer for caravan & fuel tank	20,000	-	-
New Bobcat	40,000	-	-
Truck Prime Mover (P341)	170,000	170,000	171,380
Purchase 2 rubbish trucks	45,000	45,000	45,000
Pumps + Generators	10,000	10,000	9,827
Airport Lawn Mower (Self Prop. Real)	1,500	1,500	1,401
RADS Cones & Pilot Activated Lighting	5,000	4,000	2,172
Aerodrome fire fighting Unit (Trailer)	5,500	5,500	5,096
Airport Fire Fighting System	25,000	-	-
<b>Furniture and Equipment</b>			
<b>Governance</b>			
Council Chambers Fridge	2,000	-	-
Telephone and data cable for chambers	500	250	455
Office Furniture restructure and CEO office	10,000	10,000	7,466
Office Furniture - Railway Station	12,500	12,500	8,688

<b>Shire of Meekatharra</b>	<b>Monthly Financial Report</b>	
<i>for the period ended 30 April 2007.</i>	<b>Notes to the Financial Statements</b>	
	<b>2006-07</b>	

<b>Other</b>			
Office IT Equipment	-	-	1,542
Collection of Mining Relics	10,000	-	-
"Heatwave" Replace Airconditioners	4,000	-	-
Airconditioner Gym	5,000	-	-
BBQ for Town hall outdoor area	8,500	4,250	1,670
Airport Terminal Replace Aircon	3,700	-	-
Shelving Archives @ Depot	8,000	6,000	1,983
<b>Infrastructure Assets Roads</b>			
<b>Road Construction</b>			
Mt Clere Road	253,748	-	3,568
Neds Creek Road	-	-	140
Milgun-Yarlarweelor Road - Construction	-	-	11,996
Woodlands Road Construction	42,000	-	706
Yagahong-Nannine Road - Construction	-	-	61,155
Three Rivers Woolshed Rd - Construction	31,500	-	-
Hill Street - Construction	31,500	-	-
Donovan Street - Construction	-	-	479
Landor Road	326,867	163,434	153,289
Ashburton Downs-Meekatharra Road - Const	-	-	47,600
Sandstone Rd - Construction	146,123	-	185
Regan Street - Construction	-	-	2,008
Koonmarra-Mt Hale-Mileura Rd - Const	23,000	23,000	56,081
<b>Flood Damage</b>			
Mt Clere Road	346,783	230,197	260,229
Landor Road	588,050	588,050	840,028
Ashburton Downs	408,734	204,367	59,308
<b>Black Spot</b>			
Main Street	150,000	-	2,550
<b>Other</b>			
Town Streets Construction	128,600	64,250	8,159
Signs Various	-	-	24
Grids Construction	50,000	-	500
Water Bores	10,000	-	-
<b>Infrastructure Assets Other</b>			
MRDT Stage 2	28,500	-	-
Meeka Heritage Drive Trails	280,000	-	1,952
Town Heritage Walk	29,704	29,704	32,600
Entry Statements & Signs	60,000	-	-
Tourist rest Area	8,000	6,667	5,477
Oval lights	140,000	70,000	64,034
Water Tank - Oval	50,000	-	-
BBQ & Light Oval Park	5,000	-	-
Viewing platform at headframe (view mosaic	7,000	-	-
Wash Down bay - Rubbish Tip	10,000	-	-
	<b>4,498,901</b>	<b>1,821,615</b>	<b>2,038,686</b>
<b>Summary</b>			
Land & Buildings	503,042	61,996	84,910
Plant & Equipment	774,660	346,950	320,014
Furniture and Equipment	64,200	33,000	21,804
Roads Infrastructure	2,538,805	1,273,298	1,507,894
Other Infrastructure	618,204	106,371	104,063
	<b>4,498,901</b>	<b>1,821,615</b>	<b>2,038,686</b>

<b>Shire of Meekatharra</b>		<b>Monthly Financial Report</b>		
<i>for the period ended 30 April 2007.</i>		<b>Notes to the Financial Statements</b>		
		<b>2006-07</b>		
<b>7 CASH BACKED RESERVES</b>	<b>2006/07 Amd Budget</b>	<b>2006/07 YTD Budget</b>	<b>2006/07 30 Apr 2007</b>	
<b>a) Infrastructure &amp; Economic Development Reserve</b>				
Opening Balance	544,437	544,437	544,437	
Amount Set Aside / Transfer to Reserve	28,830	24,025	24,868	
Amount Used / Transfer from Reserve	-	-	-	
	<u>573,267</u>	<u>568,462</u>	<u>569,305</u>	
<b>b) Leave Reserve</b>				
Opening Balance	36,771	36,771	36,771	
Amount Set Aside / Transfer to Reserve	31,835	1,529	1,626	
Amount Used / Transfer from Reserve	-	-	-	
	<u>68,606</u>	<u>38,300</u>	<u>38,396</u>	
<b>c) Shire Water Reserve</b>				
Opening Balance	106,691	106,691	106,691	
Amount Set Aside / Transfer to Reserve	5,650	4,708	4,859	
Amount Used / Transfer from Reserve	-	-	-	
	<u>112,341</u>	<u>111,399</u>	<u>111,650</u>	
<b>d) Plant Reserve</b>				
Opening Balance	1,230,295	1,230,295	1,230,294	
Amount Set Aside / Transfer to Reserve	65,145	54,287	56,217	
Amount Used / Transfer from Reserve	-	-	-	
	<u>1,295,440</u>	<u>1,284,582</u>	<u>1,286,511</u>	
<b>e) Building Reserve</b>				
Opening Balance	239,707	239,707	239,707	
Amount Set Aside / Transfer to Reserve	112,693	10,677	10,951	
Amount Used / Transfer from Reserve	-	-	-	
	<u>352,400</u>	<u>250,284</u>	<u>250,658</u>	
<b>f) Transport Reserve</b>				
Opening Balance	243,635	243,635	243,635	
Amount Set Aside / Transfer to Reserve	12,900	10,750	11,134	
Amount Used / Transfer from Reserve	-	-	-	
	<u>256,535</u>	<u>254,385</u>	<u>254,769</u>	
<b>g) Airport Runway Reserve</b>				
Opening Balance	1,575,043	1,575,043	1,575,043	
Amount Set Aside / Transfer to Reserve	83,522	69,602	72,000	
Amount Used / Transfer from Reserve	-	-	-	
	<u>1,658,565</u>	<u>1,644,645</u>	<u>1,647,044</u>	
<b>h) Airport Operating Reserve</b>				
Opening Balance	555,684	555,684	555,684	
Amount Set Aside / Transfer to Reserve	29,425	24,521	25,384	
Amount Used / Transfer from Reserve	-	-	-	
	<u>585,109</u>	<u>580,205</u>	<u>581,068</u>	
<b>Total Cash Backed Reserves</b>	<b>4,902,263</b>	<b>4,732,262</b>	<b>4,739,301</b>	
<i>All of the above reserve accounts are to be supported by money held in financial institutions.</i>				
<b>SUMMARY</b>				
Opening Balance	4,532,263	4,532,263	4,532,263	
Amount Set Aside / Transfer to Reserve	370,000	199,999	207,039	
	<u>4,902,263</u>	<u>4,732,262</u>	<u>4,739,301</u>	

## **SHIRE OF MEEKATHARRA**

### **Management Budgets**

**for the period ended 30 April 2007.**



<b>Shire of Meekatharra</b>	<b>Management Budget SUMMARY</b>		
<i>for the period ended 30 April 2007</i>	<b>2006-07</b>		
<b>SUMMARY</b>	<b>2006/07 Amd Budget</b>	<b>2006/07 YTD Budget</b>	<b>2006/07 30 Apr 2007</b>
<b>OPERATING EXPENDITURE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Governance	362,086	257,855	265,237
General Purpose Funding	209,792	146,161	166,120
Law, Order, & Public Safety	224,133	173,444	99,471
Health	107,438	68,532	40,404
Education and Welfare	540,366	361,139	297,271
Housing	5,820	3,303	-
Community Amenities	287,824	248,613	171,176
Recreation and Culture	759,873	594,637	514,720
Transport	2,032,445	1,655,294	2,146,392
Economic Services	282,610	188,949	174,264
Other Property and Services	-	31,416	199,767
	<u>4,815,367</u>	<u>3,732,143</u>	<u>4,074,821</u>
<b>LOSS ON DISPOSAL</b>			
Governance	4,000	-	-
Transport	4,000	-	-
Economic Services	-	-	78,300
	<u>8,000</u>	<u>-</u>	<u>78,300</u>
<b>OPERATING INCOME</b>			
Governance	-	-	4,419
General Purpose Funding	3,931,643	3,322,226	3,341,927
Law, Order, & Public Safety	15,895	13,246	21,105
Health	100	83	324
Education and Welfare	237,377	194,266	234,861
Housing	8,820	7,380	5,112
Community Amenities	85,300	84,750	97,358
Recreation and Culture	37,545	27,288	34,932
Transport	499,400	440,000	466,490
Economic Services	46,110	44,257	48,508
Other Property and Services	12,000	10,000	10,385
	<u>4,874,190</u>	<u>4,143,466</u>	<u>4,264,421</u>
<b>PROFIT ON SALE</b>			
Governance	4,000	4,000	16,030
Transport	30,000	30,000	17,601
	<u>34,000</u>	<u>34,000</u>	<u>33,631</u>
Net operating excl capital contributions	84,823	448,323	144,931
Capital Grants/Contributions	1,853,308	585,378	611,366
Net operating result	<u>1,938,131</u>	<u>1,030,701</u>	<u>756,298</u>

<b>Shire of Meekatharra</b>	<b>Management Budget SUMMARY</b>		
<i>for the period ended 30 April 2007.</i>	<b>2006-07</b>		
<b>CAPITAL WORKS/ACQUISITION:</b>	2006/07	2006/07	2006/07
<b>CAPITAL GRANTS/CONTRIBUTIONS</b>	<b>Amd Budget</b>	<b>YTD Budget</b>	<b>30 Apr 2007</b>
Recreation and Culture	55,158	8,492	31,775
Transport	1,606,018	576,886	579,592
Economic Services	192,132	-	-
	<u>1,853,308</u>	<u>585,378</u>	<u>611,366</u>
<b>PROCEED FROM SALES</b>			
Governance	52,000	22,000	27,273
Transport	115,000	80,000	60,000
	<u>167,000</u>	<u>102,000</u>	<u>87,273</u>
<b>CAPITAL WORKS</b>			
Governance	136,900	71,700	52,873
Law, Order, & Public Safety	30,000	-	-
Education and Welfare	-	-	1,542
Housing	301,345	-	13,079
Community Amenities	14,205	3,504	2,494
Recreation and Culture	391,742	122,742	113,225
Transport	3,204,806	1,687,298	1,816,444
Economic Services	420,204	36,371	40,029
	<u>4,498,901</u>	<u>1,821,615</u>	<u>2,038,686</u>
Net funding for capital	<b>(2,478,593)</b>	<b>(1,134,237)</b>	<b>(1,340,047)</b>



<b>Shire of Meekatharra</b>		<b>Management Budget General Purpose Funding</b>		
<i>for the period ended 30 April 2007</i>		2006-07		
		2006/07 Amd Budget \$	2006/07 YTD Budget \$	2006/07 30 Apr 2007 \$
<b>RATE REVENUE</b>				
<i>Operating Expenditure</i>				
101930	Valuation & Title Search	5,000	4,167	4,239
102330	Rates Written Off	25,000	-	3,712
103420	Legal Expenses - Rates	5,000	5,000	11,051
101130	Administration Allocated	70,130	58,442	62,277
Total Operating Expenditure		105,130	67,609	61,279
<i>Operating Income</i>				
100310	Rates Levied	1,360,975	1,360,975	1,446,263
101610	Ex Gratia Rates	3,000	-	-
102210	Rate Instalment Fee	2,000	2,000	1,935
101410	Rate Instalment Interest	3,000	3,000	4,220
101510	Rates Non-Payment Penalty	7,000	7,000	11,261
102810	Legal Fees Recovered	1,000	1,000	2,439
Total Operating Income		1,376,975	1,373,975	1,466,118
<b>GENERAL PURPOSE GRANTS</b>				
<i>Operating Expenditure</i>				
101930	Grants Expenses &	3,000	3,000	-
103330	Administration Allocation	9,740	8,117	8,630
Total Operating Expenditure		12,740	11,117	8,630
<i>Operating Income</i>				
101810	General Purpose Grant	1,337,709	1,003,262	1,004,456
102110	Local Road Component Grant	837,954	628,466	541,522
Total Operating Income		2,175,663	1,631,748	1,545,978
<b>OTHER GENERAL PURPOSE FUNDING</b>				
<i>Operating Expenditure</i>				
106520	Bank Charges	3,000	2,500	3,511
106580	Sundry Debtor Write Offs	1,000	-	-
102310	Doubtful Debts Expense	10,000	-	-
106530	Administration allocated	77,922	64,935	72,700
106820	Rounding Adjustment	-	-	(0)
Total Operating Expenditure		91,922	67,435	76,211
<i>Operating Income</i>				
103110	Esl Administration Fee	4,000	4,000	4,000
102840	Commissions	4,000	3,333	-
102830	Other Minor Income	1,005	837	-
192230	Interest on Municipal Investmen	100,000	83,333	118,793
192240	Interest on Reserve Investments	270,000	228,000	207,039
Total Operating Income		379,005	316,503	329,831
Net Funding Demands		3,721,851	3,176,065	3,175,807

<b>Shire of Meekatharra</b>		<b>Management Budget Governance</b>			
<i>for the period ended 30 April 2007</i>		2006-07	2006/07	2006/07	
		Amd Budget	YTD Budget	30 Apr 2007	
		\$	\$	\$	
<b>MEMBERS OF COUNCIL</b>					
<i>Operating Expenditure</i>					
102320	President's Allowance	8,000	8,000	8,000	
113020	Deputy President Allowance	2,000	2,000	2,000	
103030	Members - Meeting Fees	14,400	12,000	9,319	
103120	Members Travelling	10,000	8,333	3,758	
103020	Fax & Email Costs	2,000	1,667	352	
103120	Conference, Training & Uniform	6,000	5,000	4,054	
103430	Refreshments & Receptions	13,000	10,833	6,602	
102720	Members Insurance	2,280	1,900	2,198	
102620	Members Subscriptions	12,000	12,000	11,589	
102220	Election Expenses	5,000	4,167	148	
102520	Donations	2,000	1,667	1,250	
112220	Donations - Rfds Airport	32,000	25,600	30,507	
102690	Native Title Claims	1,000	833	640	
102620	Council Chambers Mtee	1,200	1,000	42	
106220	Audit	11,000	5,500	5,850	
103220	Depreciation	1,485	1,237	58	
106620	Admin Alloc-Governance	198,702	165,585	176,469	
Total Operating Expenditure		<u>322,067</u>	<u>267,322</u>	<u>262,837</u>	
<i>Operating Income</i>					
<i>Capital Expenditure</i>					
113300	Council Chambers Fridge	2,000	-	-	
Total Capital Expenditure		<u>2,000</u>	<u>-</u>	<u>-</u>	
<b>ADMINISTRATION</b>					
<i>Operating Expenditure</i>					
106940	Staff Uniform Expenses	3,000	2,500	2,219	
103520	Salaries - Admin	415,707	346,422	237,119	1
103920	Super - Admin	43,747	36,456	26,280	
104720	Accruals - LSL and AL	40,000	-	-	
104020	Fringe Benefit Tax	20,000	20,000	87,791	2
104120	Admin Centre Operations	10,000	-	210	
104220	Admin Centre Maintenance	11,574	9,645	14,058	
104520	Stationery	12,000	10,000	6,519	
108020	Telephone	15,000	12,500	10,877	
105320	Postage	6,000	5,000	4,252	
104320	Advertising	6,000	5,000	6,287	
108430	Equipment Maintenance & Cons	8,000	6,667	6,224	
107120	Computer Software	17,000	14,167	13,016	
106220	Computer Hardware	2,000	1,667	-	
106920	Accounting & Consulting	50,000	41,667	108,124	3
		<u>660,028</u>	<u>511,691</u>	<u>521,975</u>	

Continued...



<b>Shire of Meekatharra</b>		<b>Management Budget Governance</b>			
<i>for the period ended 30 April 2007</i>		<b>2006-07</b>	<b>2006/07</b>	<b>2006/07</b>	
<i>continued .....</i>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>30 Apr 2007</b>	
<b>Operating Expenditure</b>					
108730	Other	1,000	833	30,413	4
100020	CEO Vehicle	6,000	5,000	9,389	
100030	DCEO Vehicle	6,000	5,000	-	
104620	Training & Conferences	20,000	12,000	5,036	
106420	Staff Recruitment &Relocation	10,000	8,333	8,612	
107020	Legal Fees	1,000	833	2,850	
107320	Depreciation	35,870	29,892	24,359	
103820	Insurance	16,486	13,738	17,190	
104820	Housing Allocations	56,993	47,494	29,109	5
112120	Loss on Sale of Admin Assets	4,000	-	-	
110820	Admin Allocated to Functions	(773,378)	(644,481)	(646,435)	
<b>Total Operating Expenditure</b>		<b>43,999</b>	<b>(9,667)</b>	<b>2,400</b>	
<b>Operating Income</b>					
111230	Reimbursements	-	-	4,419	
111240	Profit Sale Of Asset	4,000	4,000	16,030	
<b>Total Operating Income</b>		<b>4,000</b>	<b>4,000</b>	<b>20,448</b>	
<b>Capital Expenditure</b>					
112340	Vehicle Purchase (CEO)	40,000	-	-	
113550	Vehicle Purchase (DCEO)	30,000	30,000	29,702	
112440	I T Equipment	25,900	12,850	4,579	
113240	Office Equipment	500	250	455	
113260	Office Furniture	10,000	10,000	7,466	
113270	Office Furniture - Railway	12,500	12,500	8,688	
113280	Repair Ceiling Office	2,000	-	-	
113290	Paint External Office Building	6,000	-	-	
112340	Shelving - Archives -	8,000	6,000	1,983	
<b>Total Capital Expenditure</b>		<b>134,900</b>	<b>71,700</b>	<b>52,873</b>	
<b>Capital Income</b>					
113250	Proceeds from vehicle trade-	52,000	22,000	27,273	
<b>Total Capital Income</b>		<b>52,000</b>	<b>22,000</b>	<b>27,273</b>	
<b>Net Funding Demands</b>		<b>(446,966)</b>	<b>(303,355)</b>	<b>(270,389)</b>	

<b>Shire of Meekatharra</b>		<b>Management Budget Law, Order &amp; Public Safety</b>		
<i>for the period ended 30 April 2007</i>		<b>2006-07</b>		
		2006/07 <b>Amd Budget</b> \$	2006/07 <b>YTD Budget</b> \$	2006/07 <b>30 Apr 2007</b> \$
<b>FIRE PREVENTION</b>				
115720	Bush Fire Control	5,000	4,167	6,372
118820	Vehicle Operational Costs	500	417	14,632
115620	Fire Insurance	2,616	2,180	2,007
115520	Depreciation	900	750	2,344
115420	Protective Burning	500	417	-
Total Operating Expenditure		9,516	7,931	25,356
<b>Operating Income</b>				
115630	FESA - BFB Grant	3,751	3,126	6,827
Total Operating Income		3,751	3,126	6,827
<b>ANIMAL CONTROL</b>				
<b>Operating Expenditure</b>				
119220	Pound Maintenance	200	167	130
119020	Animal Control Expenses	10,000	8,333	11,348
Total Operating Expenditure		10,200	8,500	11,478
<b>Operating Income</b>				
119730	Fines & Penalties	100	83	25
119830	Impounding Fees	-	-	45
119930	Dog Registration	1,500	1,250	1,712
Total Operating Income		1,600	1,333	1,782
<b>OTHER LAW, ORDER &amp; PUBLIC SAFETY</b>				
<b>Operating Expenditure</b>				
<b>Ranger Services</b>				
118030	Salaries	135,680	113,067	16,923
116120	Superannuation	5,656	4,713	1,517
116520	Uniforms	1,000	833	583
118230	Housing	-	-	152
116260	Insurance	1,616	1,347	1,196
118320	Vehicle Operating Costs	6,000	5,000	6,254
118030	Depreciation	1,000	833	-
119010	Administration Allocated	7,792	6,493	6,904
116420	Miscellaneous	7,000	5,833	8,517
Ranger Services		165,744	138,119	42,015
<b>Other Expenses</b>				
120020	State Emergency Services	18,726	15,605	18,896
120120	Administration	1,947	1,622	1,726
120160	Safer WA	16,000	-	-
120320	St John Ambulance	2,000	1,667	-
Total Operating Expenditure		204,417	157,013	62,637
<b>Operating Income</b>				
120030	FESA - SES Grant	10,544	8,787	11,262
120130	Community Safety & Crime	-	-	1,200
116430	Reimbursements - Ranger	-	-	34
Total Operating Income		10,544	8,787	12,496
<b>Capital Expenditure</b>				
120270	Security Cameras	30,000	-	-
Total Capital Expenditure		30,000	-	-
Net Funding Demands		(238,238)	(160,198)	(78,365)

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<b>Shire of Meekatharra</b>		<b>Management Budget Health</b>		
<i>for the period ended 30 April 2007.</i>		<b>2006-07</b>		
		2006/07 Amd Budget	2006/07 YTD Budget	2006/07 30 Apr 2007
<b>HEALTH INSPECTIONS &amp; ADMINISTRATION</b>				
<i>Operating Expenditure</i>		\$	\$	\$
123960	Health Consultancy	50,000	30,000	24,213
121320	Insurance	4,952	4,127	4,639
122920	Depreciation	10,000	8,333	100
121920	Subscriptions & Journals	-	-	790
121620	Admin Alloc - Secretarial	6,818	5,682	214
122980	Other Expenses	5,000	4,167	4,290
Total Operating Expenditure		76,770	52,309	34,246
<i>Operating Income</i>				
123000	Health Fees & Licenses	100	83	324
Total Operating Income		100	83	324
<b>PREVENTATIVE SERVICES - PEST CONTROL</b>				
<i>Operating Expenditure</i>		\$	\$	\$
123720	Mosquito Control	28,000	14,000	3,744
123820	Depreciation	220	183	362
Total Operating Expenditure		28,220	14,183	4,106
<b>PREVENTIVE SERVICES - OTHER</b>				
<i>Operating Expenditure</i>				
124020	Analytical Expenses	500	417	326
124040	Administration Allocated	1,948	1,623	1,726
Total Operating Expenditure		2,448	2,040	2,052
Net Funding Demands		(107,338)	(68,449)	(40,080)

<b>Shire of Meekatharra</b>		<b>Management Budget Education and Welfare</b>		
<i>for the period ended 30 April 2007.</i>		2006-07		
		2006/07 Amd Budget \$	2006/07 YTD Budget \$	2006/07 30 Apr 2007 \$
<b>PRE SCHOOL</b>				
<i>Operating Expenditure</i>				
130430	Pre School Contribution	200	167	-
130630	Pre-School Centre Mice	1,500	1,250	1,304
120430	Insurance	80	67	101
134260	Depreciation	500	417	5,120
120440	Administration Allocated	7,791	6,492	6,904
Total Operating Expenditure		<u>10,071</u>	<u>8,393</u>	<u>13,429</u>
<i>Operating Income</i>				
120330	Rental	100	83	-
Total Operating Income		<u>100</u>	<u>83</u>	<u>-</u>
<b>OTHER EDUCATION</b>				
<i>Operating Expenditure</i>				
120720	Telecentre Costs	6,294	5,245	4,806
134250	Administration Allocated	-	-	3,452
Total Operating Expenditure		<u>6,294</u>	<u>5,245</u>	<u>8,258</u>
<i>Operating Income</i>				
130730	Telecentre Reimbursement	200	167	-
Total Operating Income		<u>200</u>	<u>167</u>	<u>-</u>
<b>DAY CARE CENTRE</b>				
<i>Operating Expenditure</i>				
134130	Day Care Centre Maintenance	9,000	7,500	4,763
Total Operating Expenditure		<u>9,000</u>	<u>7,500</u>	<u>4,763</u>
<b>DOMESTIC VIOLENCE</b>				
<i>Operating Expenditure</i>				
125360	Salaries	47,130	39,275	36,000
125380	Superannuation	4,242	3,535	3,444
125390	Housing Expenses	7,320	6,100	7,518
125550	Training	5,000	4,167	3,054
125410	Vehicle Expense	8,040	6,700	7,379
125430	Stationery	1,440	1,200	408
125440	Telephone	2,000	1,667	1,899
125590	Utilities	1,000	833	2,765
125630	Building Maintenance	5,000	4,167	8,039
125570	Audit Fees	500	417	300
125600	Projects	3,000	2,500	4,314
125590	Consumables (Food, Cleaning)	4,680	3,900	1,782
125640	Resources	7,000	5,833	2,941
125300	Unallocated Expenditure	88,223	-	58
125530	Administration Allocated	5,844	4,870	5,861
125540	Depreciation	1,020	850	1,445
Total Operating Expenditure		<u>191,439</u>	<u>86,014</u>	<u>87,207</u>
<i>Operating Income</i>				
125310	Domestic Violence Grant	130,000	104,000	115,347
125450	Reimbursements	-	-	3,171
Total Operating Income		<u>130,000</u>	<u>104,000</u>	<u>118,519</u>
<i>Capital Expenditure</i>				
125500	Office IT Equipment	-	-	1,542
Total Capital Expenditure		<u>-</u>	<u>-</u>	<u>1,542</u>

Continued...

<b>Shire of Meekatharra</b>		<b>Management Budget Education and Welfare</b>		
<i>for the period ended 30 April 2007</i>		2006-07	2006/07	2006/07
continued.....		Amd Budget	YTD Budget	30 Apr 2007
<b>COMMUNITY DEVELOPMENT</b>				
<i>Operating Expenditure</i>				
124570	Salaries	56,650	47,208	44,742
124590	Superannuation	7,931	6,609	4,065
124640	Staff Replacement & Relocation	3,000	2,500	-
124650	Training & Conferences	2,000	1,667	-
124630	Housing	16,284	13,570	10,272
124690	Vehicle Expenses	4,000	3,333	2,800
124630	Insurance	1,320	1,100	1,287
124500	Administration Allocated	25,325	21,104	22,508
124320	Activities	12,000	10,000	8,186
124420	Miscellaneous Grant Expenses	10,000	-	221
124600r	Refund unspent grant	-	-	2,128
124520	Depreciation	2,835	2,362	509
Total Operating Expenditure		<u>141,345</u>	<u>109,453</u>	<u>96,717</u>
<i>Operating Income</i>				
124600	Miscellaneous Grants	10,000	-	-
124510	Reimbursements	3,000	2,500	529
124680	Misc Fees & Charges	2,000	1,667	2,001
Total Operating Income		<u>15,000</u>	<u>4,167</u>	<u>2,530</u>
<b>YOUTH CENTRE OPERATIONS</b>				
<i>Operating Expenditure</i>				
124220	Salaries - Youth Co-ordinator	62,580	52,150	4,185
125240	Salaries - Scholarship	21,464	17,887	4,730
125260	Superannuation	7,493	6,244	466
125290	Staff Training, Accommodation &	500	417	-
125340	Staff Replacement and Relocatio	2,000	1,667	-
124820	Housing Costs	-	-	215
125280	Housing Allocated	16,284	13,570	33,709
125230	Insurance	1,320	1,100	1,287
125520	Administration Allocated	17,532	14,610	13,878
125220	Depreciation	16,743	13,952	9,236
125120	Youth Centre Building Maintena	15,523	12,936	6,913
125130	Youth Centre Operational Costs	2,000	1,667	4,599
125370	Iris Curley Fund Expenses	8,778	-	406
125350	Activities Expenses Various	5,000	4,167	6,909
124160	Miscellaneous Grants Activity E	5,000	4,167	392
Total Operating Expenditure		<u>182,217</u>	<u>144,534</u>	<u>86,897</u>
<i>Operating Income</i>				
124180	YAS	11,000	9,167	11,084
124190	OSCH	10,387	8,639	7,451
124310	DCD Youth Services	54,710	54,710	85,233
124200	Indigenous Youth Scholarship	10,000	8,333	10,000
124150	School Holidays	1,000	833	-
124170	Miscellaneous Grants	5,000	4,167	-
124110	Reimbursements	-	-	45
Total Operating Income		<u>92,077</u>	<u>85,849</u>	<u>113,813</u>
Net Funding Demands		<u>(302,989)</u>	<u>(166,873)</u>	<u>(63,951)</u>

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<b>Shire of Meekatharra</b>		<b>Management Budget Housing</b>		
<i>for the period ended 30 April 2007</i>		<b>2006-07</b>		
		2006/07 Amd Budget \$	2006/07 YTD Budget \$	2006/07 30 Apr 2007 \$
<b>STAFF HOUSING</b>				
<i>Operating Expenditure</i>				
128620	Lot 303 - CEO	7,350	6,125	4,868
128220	Lot 304	2,350	1,958	1,865
128420	Lot 208 Hill	12,350	10,292	5,131
128720	Lot 206 -Hill	12,350	10,292	10,272
128620	Lot 220 - Works Supervisor	7,350	6,125	4,216
128920	Lot 246 - Transport	12,350	10,292	6,089
126020	Lot 213 - Transport - SPQ	7,350	6,125	4,355
128120	Lot 87 - Transport	17,350	10,410	2,624
128330	Lot 255 - Transport	7,350	6,125	2,375
126920	Lot 408 - Transport	7,350	6,125	1,888
127020	Lot 17 Staff (Heatwave)	44,350	36,958	38,256
127230	1/16 Regan Street	12,350	10,292	6,281
127320	2/16 Regan Street	12,350	10,292	11,208
127420	3/16 Regan Street	15,350	12,792	15,216
127520	4/16 Regan Street	37,350	31,125	33,709
127120	Airport Residence	12,350	10,292	8,902
126520	Sports Complex Residence	12,350	10,292	8,054
126640	Remote Alarm Monitoring	7,000	5,833	7,380
128650	Housing Rental Subsidy	-	-	3,896
126630	Insurance	13,238	11,032	12,012
126620	Depreciation	20,025	16,687	23,627
128820	Allocated to Function Areas	(271,393)	(226,161)	(212,124)
Total Operating Expenditure		8,820	3,303	-
<i>Operating Income</i>				
128830	Housing Rental	8,320	6,933	-
127330	Rent Lot 87	-	-	1,552
127530	Rent Lot 255 - Admin	-	-	1,760
128130	Rent 2/16 Regan St	-	-	560
127730	Rent Lot 304 Darlot	-	-	1,040
127630	Rent Lot 208 - Pool Manager	-	-	200
128830	Reimbursements - Other	500	417	-
Total Operating Income		8,820	7,350	5,112
<i>Capital Expenditure</i>				
127150	New Staff Housing	301,345	-	13,079
Total Capital Expenditure		301,345	-	13,079
Net Funding Demands		(301,345)	4,047	(7,967)

<b>Shire of Meekatharra</b>		<b>Management Budget Community Amenities</b>			
<i>for the period ended 30 April 2007</i>		<b>2006-07</b>			
		2006/07 <b>Amd Budget</b>	2006/07 <b>YTD Budget</b>	2006/07 <b>30 Apr 2007</b>	
		\$	\$	\$	
<b>SANITATION - HOUSEHOLD REFUSE</b>					
<i>Operating Expenditure</i>					
128320	Refuse Collection	110,000	99,990	61,734	8
128420	Refuse Site Maintenance	34,184	28,925	37,371	
128350	Insurance	1,800	1,500	1,808	
129140	New Bins & Equipment	1,500	1,250	3,073	
129160	Litter Control/Town Tidying	41,000	34,167	1,855	9
128220	Administration Allocated	9,740	8,117	8,631	
<b>Total Operating Expenditure</b>		<b>198,224</b>	<b>173,949</b>	<b>114,471</b>	
<i>Operating Income</i>					
128630	Refuse Collection	82,000	82,000	82,350	
129030	Sale of Bins	1,000	833	1,428	
129150	Reimbursements	-	-	11,049	
<b>Total Operating Income</b>		<b>83,000</b>	<b>82,833</b>	<b>94,826</b>	
<i>Capital Expenditure</i>					
129850	Wash Down Bay Rubbish Tip	10,000	-	-	
<b>Total Capital Expenditure</b>		<b>10,000</b>	<b>-</b>	<b>-</b>	
<b>SEWERAGE</b>					
<i>Operating Expenditure</i>					
129920	Sewerage Pond Maintenance	19,528	16,273	3,643	
129740	Insurance	520	433	563	
129720	Depreciation	3,096	2,580	2,578	
129700	Administration Allocated	3,896	3,247	3,452	
<b>Total Operating Expenditure</b>		<b>27,040</b>	<b>22,533</b>	<b>10,236</b>	
<i>Operating Income</i>					
129830	Septic Tank Fees	200	167	736	
<b>Total Operating Income</b>		<b>200</b>	<b>167</b>	<b>736</b>	
<b>TOWN PLANNING AND REGIONAL DEVELOPMENT</b>					
<i>Operating Expenditure</i>					
131010	Scheme Amendments	1,000	833	-	
131030	Consultants	1,000	833	-	
131120	Insurance	520	433	563	
131000	Administration Allocated	4,870	4,058	4,350	
<b>Total Operating Expenditure</b>		<b>7,390</b>	<b>6,157</b>	<b>4,912</b>	
<i>Operating Income</i>					
131230	Fees	100	83	-	
<b>Total Operating Income</b>		<b>100</b>	<b>83</b>	<b>-</b>	

Continued...



<b>Shire of Meekatharra</b>		<b>Management Budget Community Amenities</b>		
<i>for the period ended 30 April 2007</i>		<b>2006-07</b>		
continued.....		2006/07	2006/07	2006/07
		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>30 Apr 2007</b>
<b>PROTECTION OF THE ENVIRONMENT</b>				
<i>Operating Expenditure</i>				
130340	Waste Oil Facility	500	417	43
130320	Tyre Recycling	1,800	1,500	3,600
Total Operating Expenditure		<u>2,300</u>	<u>1,917</u>	<u>3,643</u>
<b>OTHER COMMUNITY AMENITIES</b>				
<i>Operating Expenditure</i>				
132120	Cemetery Operations	9,882	8,235	6,782
131920	Burial plot preparations	11,578	9,648	8,987
132020	Hearse & Shed Costs	5,000	4,167	151
132420	Cemetery Plaques	3,000	2,500	19
132620	Depreciation	1,624	1,363	3,766
132720	Insurance	520	433	563
132820	Administration Allocated	8,766	7,305	7,809
132520	Public Toilets	10,000	8,333	7,084
132220	SPQ Mcleary St "Paddy's Flat"	2,500	2,083	2,783
Total Operating Expenditure		<u>52,870</u>	<u>44,057</u>	<u>37,914</u>
<i>Operating Income</i>				
132630	Charges - Cemetery Fees	2,000	1,667	1,796
Total Operating Income		<u>2,000</u>	<u>1,667</u>	<u>1,796</u>
<i>Capital Expenditure</i>				
132540	SPQ Mcleary St "Paddy's Flat"	4,205	3,504	2,494
Total Capital Expenditure		<u>4,205</u>	<u>3,504</u>	<u>2,494</u>
Net Funding Demands		<u>(216,729)</u>	<u>(167,367)</u>	<u>(76,312)</u>

<b>Shire of Meekatharra</b>		<b>Management Budget Recreation &amp; Culture</b>		
<i>for the period ended 30 April 2007</i>		<b>2006-07</b>		
		2006/07 Amd Budget	2006/07 YTD Budget	2006/07 30 Apr 2007
<b>PUBLIC HALLS AND CIVIC CENTRES</b>				
<i>Operating Expenditure</i>				
133620	Town Hall Maintenance	32,660	27,217	15,059
133420	Insurance	8,440	7,033	7,926
13342C	Consultant building inspection	6,500	-	-
133720	Depreciation	11,931	9,942	9,827
133550	Administration Allocated	13,636	11,363	12,082
<b>Total Operating Expenditure</b>		<b>73,167</b>	<b>55,555</b>	<b>44,894</b>
<i>Operating Income</i>				
134630	Hall Hire Fees	2,000	1,667	1,165
<b>Total Operating Income</b>		<b>2,000</b>	<b>1,667</b>	<b>1,165</b>
<i>Capital Expenditure</i>				
134830	Re-sand & Treat Floor (Town Ha	10,000	-	-
134840	BBQ for Town hall courtyard are	8,500	4,250	1,670
<b>Total Capital Expenditure</b>		<b>18,500</b>	<b>4,250</b>	<b>1,670</b>
<b>SWIMMING AREAS AND BEACHES</b>				
<i>Operating Expenditure</i>				
136430	Swimming Pool Contract	62,000	62,000	66,369
136020	Housing	16,284	13,570	11,208
136620	Insurance	5,160	4,300	5,294
136820	Swimming Pool Maintenance	10,500	8,750	6,487
136720	Swimming Pool Water/Sewerag	5,000	4,167	2,941
136520	Swimming Pool Chemicals/Gas,	8,000	6,667	5,048
136820	Swimming Pool Electricity	9,000	7,500	6,675
137040	Swimming Pool Other	5,000	4,167	359
136620	Depreciation	12,404	10,337	12,541
136320	Administration Allocated	5,844	4,670	5,198
<b>Total Operating Expenditure</b>		<b>139,192</b>	<b>126,328</b>	<b>122,119</b>
<i>Operating Income</i>				
136530	Swimming Pool Subsidy	3,000	2,500	3,000
136430	Swimming Pool Admission	8,000	6,667	7,979
<b>Total Operating Income</b>		<b>11,000</b>	<b>9,167</b>	<b>10,979</b>
<i>Capital Expenditure</i>				
136670	Upgrade Pool Change rooms	50,000	-	-
136660	Upgrade Pool Grounds	35,000	35,000	35,795
<b>Total Capital Expenditure</b>		<b>85,000</b>	<b>35,000</b>	<b>35,795</b>
<i>Capital Income</i>				
136630	CSRFF Grant	-	-	23,283
<b>Total Capital Income</b>		<b>-</b>	<b>-</b>	<b>23,283</b>

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Continued...

<b>Shire of Meekatharra</b>		<b>Management Budget Recreation &amp; Culture</b>		
<i>for the period ended 30 April 2007</i>		2006-07		
continued.....		2006/07	2006/07	2006/07
		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>30 Apr 2007</b>
<b>RECREATION OFFICER</b>				
<i>Operating Expenditure</i>				
136170	Salaries	49,106	40,922	18,572
136180	Superannuation	4,420	3,683	1,701
136190	Staff Replacement & Relocation	2,000	1,667	-
136210	Vehicle Operating Costs	13,000	10,833	6,463
137020	Housing Allocation	16,284	13,570	15,216
136150	Administration Allocated	23,377	19,481	20,805
136160	Depreciation	3,370	2,808	-
136250	Activities	14,000	7,000	2,199
136200	Misc Grant Activities	4,895	4,079	2,484
<b>Total Operating Expenditure</b>		<b>130,452</b>	<b>104,043</b>	<b>67,429</b>
<i>Operating Income</i>				
136230	Reimbursements	-	-	203
136260	Miscellaneous Grants	3,000	2,500	1,000
<b>Total Operating Income</b>		<b>3,000</b>	<b>2,500</b>	<b>1,203</b>
<i>Capital Expenditure</i>				
136300	Bike Trail	13,492	13,492	11,726
<b>Total Capital Expenditure</b>		<b>13,492</b>	<b>13,492</b>	<b>11,726</b>
<i>Capital Income</i>				
136280	CSRF Bike Trails	8,492	8,492	8,492
<b>Total Capital Income</b>		<b>8,492</b>	<b>8,492</b>	<b>8,492</b>
<b>OTHER RECREATION AND SPORT</b>				
<i>Operating Expenditure</i>				
138100	Housing Allocation	16,284	13,570	8,054
138120	Reticulation Maintenance	5,000	4,167	-
138020	Picture Gardens	500	417	309
137920	Parks, Gardens & Reserves	107,188	89,323	81,480
137420	Scheme Water	10,000	5,000	2,037
137320	Sports ground (oval) maintenanc	25,000	20,833	25,759
137220	Sports Complex Maintenance	24,660	20,550	14,575
138920	Other Building Maintenance	2,000	1,667	1,622
138720	Gym Building Maintenance	5,523	4,602	776
138260	Gym Operating Costs	1,000	833	338
138250	Community Bus Operating costs	18,000	12,800	9,304
138520	Miscellaneous Costs - Gym	-	-	220
138620	Utilities - Gym	-	-	695
137620	Insurance	12,159	12,159	11,601
139720	Depreciation	55,635	46,362	52,129
138110	Administration Allocated	15,584	12,987	13,877
<b>Total Operating Expenditure</b>		<b>295,533</b>	<b>244,970</b>	<b>222,777</b>
<i>Operating Income</i>				
139630	Complex Fees	2,000	1,667	1,161
139930	Gym Fees	4,000	3,333	2,309
139920	School Oval Contribution	12,000	6,000	14,710
138850	Community Bus fees	3,000	2,500	2,857
139430	Complex Fees Tennis	-	-	128
<b>Total Operating Income</b>		<b>21,000</b>	<b>13,500</b>	<b>21,165</b>

<b>Shire of Meekatharra</b>		<b>Management Budget Recreation &amp; Culture</b>		
<i>for the period ended 30 April 2007.</i>		<b>2006-07</b>		
continued .....		2006/07	2006/07	2006/07
<b>OTHER RECREATION AND SPORT</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>30 Apr 2007</b>
<b>Capital Expenditure</b>				
136340	Construct Oval Toilets	50,000	-	-
136350	Practice wall for tennis courts	3,000	-	-
136640	Air conditioner Gym	5,000	-	-
136360	Oval Line Marking Machine	750	-	-
137840	BBQ & Light	5,000	-	-
136240	Cornish Lift	6,000	-	-
136370	Viewing platform at headframe	7,000	-	-
136380	Replace pine rails around oval	8,000	-	-
136640	Oval lights	140,000	70,000	64,034
136390	Water Tank - Oval	50,000	-	-
Total Capital Expenditure		<u>274,750</u>	<u>70,000</u>	<u>64,034</u>
<b>Capital Income</b>				
136660	Oval Lighting	46,666	-	-
Total Capital Income		<u>46,666</u>	<u>-</u>	<u>-</u>
<b>TELEVISION AND RADIO BROADCASTING</b>				
<b>Operating Expenditure</b>				
136680	Administration Allocated	1,948	1,623	1,726
140820	Depreciation	1,188	990	1,086
136680	Insurance	120	100	151
136920	Operating Costs	1,000	833	-
136620	Site Sharing Costs	6,000	5,000	4,666
Total Operating Expenditure		<u>10,256</u>	<u>8,546</u>	<u>7,629</u>
<b>LIBRARIES</b>				
<b>Operating Expenditure</b>				
140120	Book exchange costs	600	417	625
140620	Lost/damaged/replaced stock	100	83	365
140520	Library operations	3,000	2,500	2,334
140420	Insurance	120	100	151
140180	Administration Allocated	31,558	26,298	28,031
140720	Depreciation	751	626	626
Total Operating Expenditure		<u>38,029</u>	<u>30,024</u>	<u>32,131</u>
<b>Operating Income</b>				
140530	Library Charges	25	21	184
Total Operating Income		<u>25</u>	<u>21</u>	<u>184</u>
<b>OTHER CULTURE</b>				
<b>Operating Expenditure</b>				
141120	Insurance	200	167	252
141320	25 Mile Well Maintenance	3,000	2,500	287
141420	Mt Gould Police Station	1,100	917	880
141520	Museum Maintenance	1,000	833	182
141720	Municipal Inventory Review	15,000	-	-
130720	Heritage Survey	20,000	10,000	4,988
141730	Preservation of Historical Image	22,040	-	-
141820	Administration Allocated	9,740	8,117	8,630
141620	Depreciation	3,164	2,637	2,552
Total Operating Expenditure		<u>75,244</u>	<u>28,171</u>	<u>17,740</u>
<b>Operating Income</b>				
141530	Masonic Lodge Income	520	433	236
Total Operating Income		<u>520</u>	<u>433</u>	<u>236</u>
Net Funding Demands		<u>(1,058,912)</u>	<u>(681,599)</u>	<u>(561,238)</u>

<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 30 April 2007</i>		<b>Transport</b>		
		<b>2006-07</b>		
		2006/07	2006/07	2006/07
		Amd Budget	YTD Budget	30 Apr 2007
<b>MAINTENANCE - STREETS, ROADS, BRIDGES &amp; DEPOTS</b>				
<i>Operating Expenditure</i>				
149020	Administration Allocated	68,181	56,817	66,078
148800	Depot Maintenance	29,000	24,167	22,097
148400	Lighting of Streets	25,000	20,833	18,240
148500	Street Cleaning Sweeping	48,288	40,857	15,830
148200	Street Maintenance	53,714	45,450	37,543
149000	Signage of Streets & Roadworks	27,000	22,846	12,673
147500	Rural Roads Maintenance - Day Lab	428,304	356,920	288,736
14750C	Rehabilitation of Gravel Pits	55,000	-	-
148820	Infrastructure Depreciation Expens	850,000	708,333	1,286,761
<b>Total Operating Expenditure</b>		<b>1,584,485</b>	<b>1,276,223</b>	<b>1,787,957</b>
<i>Operating Income</i>				
145910	Grant - MRWA Direct	140,000	140,000	144,958
148230	Reimbursements	-	-	1,360
148430	Street Lighting - Operating Grant	3,000	3,000	-
<b>Total Operating Income</b>		<b>143,000</b>	<b>143,000</b>	<b>146,318</b>
<b>CONSTRUCTION - STREETS, ROADS, BRIDGES &amp; DEPOTS</b>				
<i>Capital Expenditure</i>				
142000	<b>Road Construction</b>	-	-	-
	Mt Clere Road	253,748	-	3,558
	Neds Creek Road	-	-	140
	Milgun-Yarlalweelor Road	-	-	11,996
	Woodlands Road	42,000	-	706
	Yagahong-Nannine Road	-	-	61,155
	Three Rivers Woolshed Rd	31,500	-	-
	Hill Street	31,500	-	-
	Donovan Street	-	-	479
	Landor Road	326,867	163,434	153,289
	Ashburton Downs-Meekatharra Roa	-	-	47,500
	Sandstone Rd	146,123	-	185
	Regan Street	-	-	2,008
	Koonmarra-Mt Hale-Mileura Rd	23,000	23,000	56,081
	<b>Flood Damage</b>	-	-	-
	Mt Clere Road	348,783	230,197	260,229
	Landor Road	588,050	588,050	840,028
	Ashburton Downs	408,734	204,367	59,308
	Black Spot	-	-	-
	Main Street	150,000	-	2,550
	<b>Other</b>	-	-	-
	Town Streets Construction	128,500	64,250	8,159
	Grids Construction	50,000	-	500
	Water Bores	10,000	-	-
	Signs Various	-	-	24
<b>Total Capital Expenditure</b>		<b>2,538,805</b>	<b>1,273,298</b>	<b>1,507,894</b>
<i>Capital Income</i>				
146810	Grant - MRWA Flood Damage	1,009,178	804,588	631,393
146210	Grant - Roads to Recovery (R2R)	438,369	-	-
146410	Black Spot - Main Street	30,678	-	-
148910	Grant - Roads 2020 (Regional Road	120,496	72,298	45,198
<b>Total Capital Income</b>		<b>1,598,718</b>	<b>876,886</b>	<b>679,692</b>

Continued...



<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 30 April 2007</i>		<b>Transport</b>		
		<b>2006-07</b>		
continued.....		2006/07	2006/07	2006/07
		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>30 Apr 2007</b>
<b>ROAD PLANT PURCHASES</b>				
<b>Operating Expenditure</b>				
151330	Loss on Sale of Asset	4,000	-	-
<b>Total Operating Expenditure</b>		<b>4,000</b>	<b>-</b>	<b>-</b>
<b>Operating Income</b>				
151310	Profit on Sale of Asset	30,000	30,000	17,601
<b>Total Operating Income</b>		<b>30,000</b>	<b>30,000</b>	<b>17,601</b>
<b>Capital Expenditure</b>				
150140	Miscellaneous Plant (Small Equipm	20,000	12,000	8,295
152050	Vehicle for restructure	40,000	-	-
150040	Vehicle - Supervisor	40,000	-	-
151240	Truck	170,000	170,000	171,380
152060	Rubber Tyred Roller (2nd Hand)	50,000	-	-
152070	Towable Road Sweeper (2nd hand)	25,000	-	-
150340	Maintenance Caravan	65,000	-	-
152080	Pedestrian Roller	14,000	-	-
153240	Traffic Counters	6,000	6,000	6,704
152640	Tandem Dolly/Trailer	10,000	-	-
152840	Gen Set (Construction)	10,000	10,000	9,827
151840	Two Rubbish Trucks	45,000	45,000	45,000
152090	Security Cameras Depot	50,000	50,000	35,861
152100	Trailer for Caravan & Fuel Tank	20,000	-	-
152110	Bobcat	40,000	-	-
<b>Total Capital Expenditure</b>		<b>605,000</b>	<b>293,000</b>	<b>277,087</b>
<b>Capital Income</b>				
151050	Proceeds Sale of Plant	115,000	80,000	60,000
<b>Total Capital Income</b>		<b>115,000</b>	<b>80,000</b>	<b>60,000</b>
<b>AIR BP</b>				
<b>Operating Expenditure</b>				
160520	Administration Allocated	7,792	6,493	6,904
160220	Salaries	12,000	10,000	9,562
160020	Wages Call Outs	10,920	9,100	13,310
160120	Wages - Relief	8,000	6,667	2,657
160320	Cost of Fuel Sold	60,000	50,000	43,180
160420	Bank Charges	400	333	438
160720	Other Charges	100	83	-
<b>Total Operating Expenditure</b>		<b>99,212</b>	<b>82,676</b>	<b>76,050</b>
<b>Operating Income</b>				
151130	Fuel Sales - Cash	62,000	51,667	47,255
151330	Fuel Sales - Commission	-	-	1,634
151230	Call Out Fees	10,000	8,333	12,631
151630	BP Monthly Retainer	57,000	47,500	47,500
<b>Total Operating Income</b>		<b>129,000</b>	<b>107,500</b>	<b>109,020</b>

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<b>Shire of Meekatharra</b>		<b>Management Budget Transport</b>		
<i>for the period ended 30 April 2007.</i>		<b>2006-07</b>		
continued.....		2006/07 Amd Budget	2006/07 YTD Budget	2006/07 30 Apr 2007
<b>AERODROME</b>				
<b>Operating Expenditure</b>				
150020	Salaries	50,100	43,392	53,189
150120	Superannuation	10,094	8,541	7,837
150600	Training and Conferences	-	-	3,089
151620	Housing Allocations	16,284	13,570	8,902
150210	Consultancy	13,000	13,000	18,185
150220	Utilities & Other Costs	35,000	35,000	41,544
150630	Insurance	10,223	8,519	10,125
150330	Aerodrome Operations (Air)	9,500	7,917	5,517
150520	Aerodrome Maintenance	27,000	22,500	21,188
150900	Security Operating Expenses	-	-	371
150720	Depreciation	172,092	143,410	137,683
151420	Administration Allocated	5,455	4,546	4,833
<b>Total Operating Expenditure</b>		<b>348,748</b>	<b>299,395</b>	<b>312,385</b>
<b>Operating Income</b>				
152030	Airport Landing Charges	170,000	141,667	146,358
150030	Other Landing Charges	-	-	6,682
150130	Airport Leases	24,400	20,333	17,511
151930	RFDS Refuelling	10,000	8,333	6,800
150330	Reimbursements	18,000	15,000	19,502
150830	Reimbursements Telephone	-	-	484
<b>Airport Diesel Operations</b>				
153030	Sales	185,000	154,167	208,751
150910	Less Wages	(10,000)	(8,333)	(6,703)
150920	Issues	(170,000)	(141,667)	(189,233)
Cost of goods sold		(180,000)	(150,000)	(195,935)
Profit/(Loss) on operations		5,000	4,167	12,815
<b>Total Operating Income</b>		<b>227,400</b>	<b>189,500</b>	<b>210,152</b>
<b>Capital Expenditure</b>				
153770	Airport Lawnmower	1,500	1,500	1,401
153750	Rads _ Cones and PAL	5,000	4,000	2,172
152150	Airport Fire Fighting Unit (Trailer)	5,500	5,500	5,095
152160	Airport Fire Fighting System	25,000	-	-
152170	Terminal Internal & External Paint	10,000	10,000	19,200
152180	Terminal - Replace Aircon	3,700	-	-
152190	Terminal - Refurbish Toilets	10,000	-	2,616
<b>Total Capital Expenditure</b>		<b>60,700</b>	<b>21,000</b>	<b>30,483</b>
<b>Capital Income</b>				
151830	RADS Grant	7,300	-	-
<b>Total Capital Income</b>		<b>7,300</b>	<b>-</b>	<b>-</b>
<b>Net Funding Demands</b>		<b>(8,990,532)</b>	<b>(8,118,706)</b>	<b>(8,839,154)</b>

<b>Shire of Meekatharra</b>		<b>Management Budget Economic Services</b>		
<i>for the period ended 30 April 2007.</i>		<b>2006-07</b>		
		2006/07 <b>Amd Budget</b>	2006/07 <b>YTD Budget</b>	2006/07 <b>30 Apr 2007</b>
<b>RURAL SERVICES</b>				
<i>Operating Expenditure</i>				
153020	MRVC Vermin Control	6,400	5,333	6,514
153120	Noxious Weeds and Pests	3,000	2,500	-
157530	Stockyard Maintenance	2,000	1,667	1,308
157420	Shop Premises Maintenance	4,320	3,600	1,023
157540	Assistance to Community Group	5,000	4,167	-
157630	Depreciation - Economic	-	-	16,301
<b>Total Operating Expenditure</b>		<b>20,720</b>	<b>17,267</b>	<b>28,145</b>
<i>Operating Income</i>				
157430	Shop Premises Rent	-	-	1,920
157630	Wesfarmers Yard Lease	510	425	2,732
187750	Bill Board Rental	700	583	625
157730	Reimbursements	2,400	2,000	1,200
<b>Total Operating Income</b>		<b>3,610</b>	<b>3,008</b>	<b>6,477</b>
<i>Capital Expenditure</i>				
153940a	"Heatwave" Replace Aircon	4,000	-	-
<b>Total Capital Expenditure</b>		<b>4,000</b>	<b>-</b>	<b>-</b>
<b>TOURISM AND AREA PROMOTION</b>				
<i>Operating Expenditure</i>				
159250	Administration Allocated	39,936	33,280	33,761
159220	Depreciation	23,000	19,167	24,609
153820	Tourism Promotions	16,000	13,333	10,057
154620	Maps & Souvenirs	18,500	15,417	2,083
154220	Information Bays	4,000	3,333	-
159360	Maintenance Trails & Lookouts	18,000	5,940	3,671
154000	Interpretive Centre Consultancy	30,000	-	-
153920	October Festival	30,000	30,000	37,144
154010	Croc Festival	30,000	30,000	32,426
154030	Meekatharra Rodeo	15,000	15,000	-
154420	Local Newspaper Production	5,000	4,167	2,973
154730	Town Beautification	10,000	-	-
154230	Loss on sale of assets	-	-	78,300
<b>Total Operating Expenditure</b>		<b>239,436</b>	<b>169,637</b>	<b>225,023</b>
<i>Operating Income</i>				
153930	October Festival Income	10,000	10,000	19,766
154920	Meekatharra Rodeo Income	10,000	10,000	-
154930	Croc Festival Grant Income	15,000	15,000	17,426
154330	Local Newspaper Revenue	4,000	3,333	613
154730	Sale of Maps & Souvenirs	1,500	1,250	1,520
154430	Meeka Dust Advertising	-	-	110
<b>Total Operating Income</b>		<b>40,500</b>	<b>39,583</b>	<b>39,435</b>

Continued...



<b>Shire of Meekatharra</b>		<b>Management Budget Economic Services</b>		
<i>for the period ended 30 April 2007</i>		2006/07	2006/07	2006/07
		Amd Budget	YTD Budget	30 Apr 2007
<b>TOURISM AND AREA PROMOTION ...continued</b>				
<i>Capital Expenditure</i>				
153900	MRDT Stage 2	28,500	-	-
153940	Meeka Heritage Drive Trails	280,000	-	1,952
153990	Town Heritage Walk	29,704	29,704	32,600
153970	Collection of Mining Relics	10,000	-	-
154240	Entry Statements & Signs	60,000	-	-
153950	Tourist rest Area	8,000	6,667	5,477
Total Capital Expenditure		416,204	36,371	40,029
<i>Capital Income</i>				
153910	Trails Grant	192,132	-	-
Total Capital Income		192,132	-	-
<b>BUILDING CONTROL</b>				
<i>Operating Expenditure</i>				
156420	MRH S Building Costs	20,000	-	-
157740	Insurance	1,480	1,233	1,497
157720	Administration Allocated	974	812	899
Total Operating Expenditure		22,454	2,045	2,396
<i>Operating Income</i>				
158830	Building Permit Fees	1,000	833	1,508
158930	Building Demolition Fees	1,000	833	1,050
Total Operating Income		2,000	1,666	2,558
<i>Operating Income</i>				
157530	Other Reimbursements	-	-	37
Total Operating Income		-	-	37
Net Funding Demands		(464,572)	(181,063)	(244,085)

<b>Shire of Meekatharra</b> <i>for the period ended 30 April 2007</i>		<b>Management Budget</b> <b>Other Property &amp; Services</b>			
		2006-07			
		2006/07 Amd Budget	2006/07 YTD Budget	2006/07 30 Apr 2007	
<b>PRIVATE WORKS</b>					
<i>Operating Expenditure</i>					
189520	Private Works	-	-	798	
Total Operating Expenditure		-	-	798	
<i>Operating Income</i>					
189630	Charges - Private Works	-	-	798	
Total Operating Income		-	-	798	
<b>PUBLIC WORKS OVERHEAD</b>					
<i>Operating Expenditure</i>					
180120	Supervision - Salaries	162,100	128,700	56,805	18
181220	Unallocated Wages	-	-	9,265	
181320	Superannuation of Workmen	64,686	54,717	38,095	19
180320	Annual Leave, Sick Leave, Publ	98,811	88,930	51,026	20
180520	Rostered days Off	-	-	(1,166)	
180720	Relocation & Recruitment Costs	3,000	2,500	-	
181520	Allowances and Incentives	83,669	69,724	69,968	
185620	LSL Contribution to other Shires	-	-	3,590	
180620	Camping Requirements	5,000	4,167	182	
180820	Camping Telephone Costs	6,000	5,000	10,140	
180920	Travelling and Conference Exp	5,000	4,167	448	
181020	Protective Clothing & Equipmen	5,000	4,167	5,178	
182320	Allocation from Housing	100,415	83,679	59,863	21
180220	Engineering - Office and Other	1,000	833	1,228	
180420	Insurance on Works	37,760	37,760	45,394	
182720	Occupational Health & Safety	7,000	5,833	3,305	
181420	Work Supervisors Vehicle	20,400	17,000	16,870	
182520	Administration Allocated	62,338	51,948	55,376	
181620	Less PWO allocated to works	(652,159)	(533,531)	(353,983)	
Total Operating Expenditure		-	25,594	71,584	
<i>Operating Income</i>					
181330	Reimbursements - Stores & Tele	-	-	3,926	
Total Operating Income		-	-	3,926	
<b>PLANT OPERATION COSTS</b>					
<i>Operating Expenditure</i>					
183020	Fuel and Oil	300,000	250,000	165,449	
183320	Parts and Repairs (external)	180,000	150,000	246,558	22
183420	Repairs - Wages	158,638	132,198	135,996	
183220	Tyres	80,000	66,667	64,872	
183620	Consumable Stores	10,000	8,333	23,847	23
184320	Replacement Tools	5,000	4,167	11,622	
183520	Licenses	7,000	5,833	8,283	
183820	Insurance	34,935	34,935	40,499	
183230	Mechanics Vehicle	18,000	15,000	5,110	
183920	Cutting Edges	10,000	8,333	6,620	
183010	Administration Allocated	28,247	23,539	25,070	
184020	Less Alloc To Works	(831,820)	(693,183)	(777,284)	24
Total Operating Expenditure		-	5,822	(43,358)	
<i>Operating Income</i>					
183030	Diesel Fuel Rebate	12,000	10,000	5,661	
Total Operating Income		12,000	10,000	5,661	

<b>Shire of Meekatharra</b>		<b>Management Budget Other Property &amp; Services</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
<i>continued.....</i>		<b>2006/07 Budget</b>	<b>2006/07 YTD Budget</b>	<b>2006/07 31 Mar 2007</b>
<b>PLANT DEPRECIATION</b>				
<i>Operating Expenditure</i>				
183120	Depreciation	445,000	370,833	373,464
184040	Less Plant Depreciation Allocate	(445,000)	(370,833)	(201,427)
Total Operating Expenditure		<u>-</u>	<u>-</u>	<u>172,037</u>
<b>SALARIES AND WAGES</b>				
185300	Salaries & Wages	1,835,570	1,529,641	1,083,591
185400	Salaries & Wages Alloc	(1,835,570)	(1,529,641)	(1,084,886)
Total Operating Expenditure		<u>-</u>	<u>-</u>	<u>(1,295)</u>
Net Funding Demands		<u>12,000</u>	<u>(21,416)</u>	<u>(189,381)</u>

<b>Shire of Meekatharra</b>		<b>Management Budget Notes on Variations</b>			
<i>for the period ended 30 April 2007</i>		<b>2006-07</b>			
Variations for revenues and expenses that are greater than \$15,000 and 10.0% when compared to the budget year to date estimates.					
Ref	Act	Description	Anl Budget	YTD Budget	30 Apr 2007
1	103830	Salaries - Admin	415,707	346,422	\$ 237,119
		<i>Staff shortages: offset by increase in consulting services.</i>			32%
2	104020	Fringe Benefit Tax	20,000	20,000	\$ 87,791
		<i>Back tax for previous periods</i>			339%
3	106920	Accounting & Consulting Servic	50,000	41,667	\$ 108,124
		<i>Contract/consulting services used with savings offset in salaries.</i>			159%
4	108730	Other	1,000	833	\$ 30,413
		<i>Interest on FBT late lodgement.</i>			
5	104920	Housing Allocations	56,993	47,494	29,109
		<i>Lower housing mainenance cost todate.</i>			39%
6	118020	Salaries	135,680	113,067	16,923
		<i>Staff shortages.</i>			85%
7	124330	Salaries - Youth Co-ordinator	62,580	52,150	4,185
		<i>Position Vacant</i>			92%
8	128320	Refuse Collection	110,000	99,990	61,734
		<i>Savings on budget. Contractor at \$10,000 pm</i>			38%
9	129160	Litter Control/Town Tidying	41,000	34,167	1,855
		<i>Undertaken by contractor</i>			95%
10	136630	CSRFF Grant	-	-	23,283
		<i>Swimming Pool ugrade grant.</i>			
11	136170	Salaries	49,106	40,922	18,572
		<i>Staff shortages.</i>			55%
12	147600	Rural Roads Maintenance - Day	428,304	356,920	298,736
		<i>Crews used for flood damge.</i>			16%
13	149920	Infrastructure Depreciation Exp	850,000	708,333	1,286,761
		<i>Non cash depreciation expense. No effect on budget outcome.</i>			82%
14	142000F6	Landor Road	588,050	588,050	840,028
		<i>See separate report on works program.</i>			43%
15	151050	Proceeds Sale of Plant	115,000	80,000	60,000
		<i>Trade-in was less than \$20,000 compared to budget estimates.</i>			25%
16	157620	Depreciation - Economic	-	-	16,301
		<i>Non cash depreciation expense. No effect on budget outcome.</i>			
17	154330	Loss on sale of assets	-	-	75,300
		<i>Write off for heritage trial asset.</i>			
18	180120	Supervision - Salaries	152,100	128,700	56,805
		<i>Staff shortages.</i>			56%
19	181320	Superannuation of Workmen	64,666	54,717	38,095
		<i>Staff shortages.</i>			30%
20	180320	Annual Leave, Sick Leave, Publi	98,811	88,930	51,026
		<i>Staff shortages, provision accounts to be adjusted as at 30 June.</i>			43%
21	182320	Allocation from Housing	100,415	83,679	59,863
		<i>Lower housing maintenance expenses todate.</i>			28%
22	183330	Parts and Repairs (external)	180,000	150,000	246,555
		<i>Operational problems with plant useage.</i>			64%
23	183620	Consumable Stores	10,000	8,333	23,847
		<i>Operational problems with plant useage.</i>			186%
24	184020	Less Alloc To Works	(831,820)	(693,183)	(777,284)
		<i>High repair expemses</i>			12%

SHIRE OF MEEKATHARRA

INVESTMENT REGISTER

Total Investments as at 30th April 2007

Account	Institution	Interest Rate	Opening Balance 1/07/2006	Interest Earned to 31/03/2007	Interest Earned This Period	Transfers To Investments	Transfers From Investments	Closing Balance 31/01/2007
946020606	Home Building Society	Variable	4,532,262.81	207,038.56	25,714.28	-	-	4,765,015.65
26-7466	Westpac Bank	Variable	1,507,052.83	76,981.67	8,649.74	2,300,000.00	(2,375,754.10)	1,516,930.14
<b>TOTALS</b>			<b>6,039,315.64</b>	<b>284,020.23</b>	<b>34,364.02</b>	<b>2,300,000.00</b>	<b>(2,375,754.10)</b>	<b>6,281,945.79</b>


Investments by Nature

General Ledger Code	Investment Purpose	% of Investment	Opening Balance 1/07/2006	Interest Earned to 31/03/2007	Interest Earned This Period	Transfers To Investments	Transfers From Investments	Closing Balance 31/01/2007
170300	Plant Reserve	27.15%	1,230,294.45	56,201.15	6,980.21	-	-	1,293,475.81
170500	Building Reserve	5.29%	239,706.90	10,950.06	1,360.00	-	-	252,016.97
170200	Water Reserve	2.35%	106,691.07	4,873.76	605.32	-	-	112,170.15
170700	Airport Runway Reserve	34.75%	1,575,043.45	71,949.65	8,936.18	-	-	1,655,929.28
170800	Airport Operations Reserve	12.26%	555,684.15	25,384.24	3,152.73	-	-	584,221.12
170600	Transport Reserve	5.38%	243,634.69	11,129.49	1,382.29	-	-	256,146.47
170100	Infrastructure Reserve	12.01%	544,437.48	24,870.48	3,088.92	-	-	572,396.86
170150	Leave Reserve	0.81%	36,770.64	1,679.72	208.62	-	-	38,658.98
<b>SUB TOTAL ON RESERVES</b>			<b>4,532,262.81</b>	<b>207,038.56</b>	<b>25,714.28</b>	<b>-</b>	<b>-</b>	<b>4,765,015.65</b>
Municipal Fund			1,507,052.83	76,981.67	8,649.74	2,300,000.00	(2,375,754.10)	1,516,930.14
<b>TOTAL INVESTMENTS BY NATURE</b>			<b>6,039,315.64</b>	<b>284,020.23</b>	<b>34,364.02</b>	<b>2,300,000.00</b>	<b>(2,375,754.10)</b>	<b>6,281,945.79</b>



**9.2.2 OUTSTANDING DEBTORS**

**LOCATION:** NIL  
**APPLICATION:** NIL  
**FILE REF:** D/15  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 14<sup>th</sup> MAY 2007  
**AUTHOR:** CAMERON WATSON  
DEPUTY CHIEF EXECUTIVE OFFICER

**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 B A O'Dwyer

**Seconded:** Cr A G Burrows

**That Council receives the outstanding monthly Debtor Trial Balance for April 30, 2007.**

**CARRIED 7/0**

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SHIRE OF MEEKATHARRA

Debtors Trial Balance  
As at 30.04.2007

Debtor #	Name	30.01.2007 > 90 days	01.03.2007 > 60 days	31.03.2007 > 30 days	30.04.2007 Current	Total
A041	AD ASTRAL AVIATION	0.00	0.00	0.00	540.92	540.92
A075	AERO AUSTRALIA	0.00	0.00	0.00	49.15	49.15
B2	AIR BP	0.00	0.00	0.00	-0.26	-0.26
A029	AIR PHOENIX INTERNATIONAL	0.00	67.36	34.93	137.22	137.22
A074	AIRLINES OF TASMANIA PTY LTD	0.00	41.91	0.00	41.91	41.91
A064	AUSTRALASIAN JET PTY. LTD.	0.00	83.82	0.00	83.82	83.82
A046	AUSTRALIAN AERIAL SURVEYS P/LTD	-33.68	0.00	0.00	-33.68	-33.68
A073	AVTECH	0.00	11.00	0.00	11.00	11.00
B4	BARRIER AVIATION	0.00	0.00	0.00	68.36	68.36
B058	BEEBYN STATION	0.00	0.00	0.00	936.00	936.00
B016	BELELE STATION	0.00	0.00	0.00	624.00	624.00
B035	BRISTOW HELICOPTERS PTY LTD	0.00	0.00	0.00	189.20	189.20
B5	BROOME AVIATION PTY LTD	0.00	0.00	0.00	37.91	37.91
C070	CENTRELINK MEEKATHARRA	0.00	0.00	142.76	0.00	142.76
B022	CLARK BUTSON	-26.94	17.95	0.00	17.95	8.96
T019	CLARKE TERENCE	0.00	0.00	0.00	38.14	38.14
C023	COLLINS, HAYDN	37.90	0.00	0.00	37.90	37.90
C021	COMPLETE AVIATION SERVICES	0.00	0.00	0.00	62.37	62.37
D011	D & L ELECTRICS	29.44	0.00	0.00	29.44	58.88
M090	DARREN MOORE	20.75	0.00	0.00	0.00	20.75
K033	DR CARY KALLIS	-53.88	0.00	0.00	0.00	-53.88
E013	EDSAL PTY LTD	-36.26	0.00	0.00	0.00	-36.26
E009	ESPERANCE AIR CHARTER	37.90	0.00	0.00	37.90	37.90
F014	FUGRO AIRBORNE SURVEYS	0.00	0.00	0.00	38.42	38.42
G033	GENERAL AVIATION MAINTENANCE	0.00	0.00	44.00	0.00	44.00
G011	GERALDTON AIR CHARTER	0.00	0.00	0.00	-67.03	-67.03
G008	GOLDFIELDS AIR SERVICES	0.00	0.00	34.18	109.72	143.90
W035	GORDON WILLIAMS	0.00	0.00	0.00	60.47	60.47
B3	GREGORY BALL	0.00	0.00	0.00	13.22	13.22
S038	GREGORY DENNIS STONEY	44.39	0.00	0.00	44.39	44.39
G032	HELEN GOULD	0.00	0.00	71.29	27.69	98.98
H014	HELIBITS PTY LTD	0.00	0.00	0.00	24.75	24.75
S047	IVAN SALISBURY	-0.20	13.50	0.00	0.00	13.30
J023	J N ENGINEERING	25.70	0.00	0.00	0.00	25.70
J018	JANDAKOT FLIGHT CENTRE	-24.07	0.00	103.62	44.00	123.55
J010	JAYROW HELICOPTERS	0.00	0.00	0.00	21.45	21.45
J060	JINGLE HOLDINGS	0.00	87.82	439.64	395.55	923.01
K022	JOHN KELLY PTY LTD	0.00	0.00	0.00	25.94	25.94
J1	JUDAL PASTORAL COMPANY	0.00	0.00	0.00	624.00	624.00



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SHIRE OF MEEKATHARRA

Debtors Trial Balance  
As at 30.04.2007

Debtor #	Name	30.01.2007 > 90 days	01.03.2007 > 60 days	31.03.2007 > 30 days	30.04.2007 Current	Total
P055	JULIE PEAKHAM	0.00	234.72	0.00	0.00	234.72
K021	KING LEOPOLD AIR	0.00	0.00	0.00	17.95	17.95
K008	KOONARRA STATION	0.00	0.00	0.00	624.00	624.00
L023	LEONORA AIR SERVICE	80.72	0.00	0.00	0.00	80.72
L052	LOCALSTAR PTY LTD	0.00	0.00	0.00	11954.37	11954.37
M046	MACKELLA INVESTMENTS	0.00	644.64	0.00	0.00	644.64
MC1D	MEEKATHARRA CARAVAN PARK	-52.50	0.00	0.00	0.00	-52.50
M9	MEEKATHARRA DIST HIGH SCHOOL	4071.40	0.00	46.20	12109.36	16226.96
M011	MEEKATHARRA POLICE DEPT	0.00	0.00	142.76	0.00	142.76
M052	MOBIL OIL AUSTRALIA PTY LTD	0.00	0.00	1251.84	1251.84	2503.68
N002	NETWORK AVIATION	0.00	1187.01	1648.79	1428.79	4264.59
N010	NORWEST AIR WORKS PTY LTD	0.00	0.00	0.00	11.97	11.97
L011	PAUL LYONS	0.00	0.00	0.00	362.08	362.08
O005	PAUL O'CONNOR	0.00	0.00	0.00	11.00	11.00
H021	PHILIP HOOPER - COCKLES	-13.57	0.00	0.00	0.00	-13.57
Q004	PRESTON QUARTERMAINE	168.45	0.00	0.00	0.00	168.45
L003	RICHE BRENNAN - LANDOR STN	0.20	0.00	0.00	0.00	0.20
R031	RODE AVIATION	0.00	0.00	0.00	25.44	25.44
R009	ROYAL ARRO CLUB OF WA	0.00	-14.48	0.00	0.00	-14.48
R020	ROYAL AUSTRALIAN AIR FORCE	0.00	0.00	0.00	44.00	44.00
R005	ROYAL FLYING DOCTOR SERVICE	0.00	0.00	4914.78	1168.27	6083.05
R006	ROYAL MAIL HOTEL	878.33	0.00	0.00	0.00	878.33
R053	RUBY MIA	7427.27	0.00	0.00	843.00	8270.27
S051	SHINE AIR	-38.10	0.00	0.00	0.00	-38.10
S007	SKIPPERS AVIATION	0.00	7470.47	4638.00	7571.32	19679.79
T030	TENNEREEF PTY LTD	0.00	0.00	0.00	23.10	23.10
T017	TEXRIO PTY LTD	0.00	0.00	0.00	54.86	54.86
T011	THREE RIVERS STATION	878.40	0.00	0.00	0.00	878.40
P033	TIMOTHY PETTITT	0.00	11.00	0.00	0.00	11.00
T010	TRANSWAY HOLDINGS	0.00	0.00	44.00	103.98	147.98
T018	TRENFIELD MAL	0.00	0.00	0.00	-7.45	-7.45
T007	TROPIC AIR SERVICES	0.00	0.00	0.00	97.29	97.29
U001	UNIVERSAL TRACKING SYSTEMS	0.00	0.00	54.18	117.14	171.32
V004	VEE-H AVIATION	0.00	0.00	41.91	0.00	41.91
Y001	YAMATUJI LAND & SEA COUNCIL	0.00	0.00	0.00	46.20	46.20
Y004	YARLARWEELOR STATION	0.00	0.00	0.00	936.00	936.00
	<b>Totals</b>	<b>13421.65</b>	<b>9856.72</b>	<b>13652.88</b>	<b>42740.80</b>	<b>79672.05</b>

**Cr H Nichols left the meeting at 10.55am**

**Cr H Nichols returned to the meeting at 10.57am**

**9.2.3 LIST OF ACCOUNTS PERIOD ENDED 30<sup>TH</sup> APRIL 2007**

**LOCATION:** N/A  
**APPLICATION:** CAMERON WATSON  
**FILE REF:** F/6  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 14<sup>TH</sup> MAY 2007  
**AUTHOR:** CAMERON WATSON  
DEPUTY CHIEF EXECUTIVE OFFICER

**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: \$198,602.58
Trust Account	Voucher No's	Amount: \$ 0.00
Air BP	Voucher No's VARIOUS	Amount: \$ 1,547.83

**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 B A O'Dwyer

**Seconded:** Cr H Nichols

**That the accounts as detailed for April 2007 be paid.**

**CARRIED 7/0**

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY MAY 19, 2007  
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**SHIRE OF MEEKATHARRA**  
Accounts Due and Submitted to Finance Committee held on 19th May 2007

Chq/EFT	Date	Creditor	Amount	MUNICIPAL	AIR BP	TRUST
EFT980	12/04/2007	ONE STOP ENTERTAINMENT	-252.97	DVD'S		
EFT981	12/04/2007	APPRENTICE & TRAINEESHIP CO	-1,949.41	TRAINEESHIP - KHALIN GINGER		
EFT982	12/04/2007	AUSTRALIA POST	-466.35	POSTAGE		
EFT983	12/04/2007	ATYEO'S ENVIRONMENTAL HEALTH SERVICES PL	-2,466.75	EHO DUTIES		
EFT984	12/04/2007	COMMERCIAL HOTEL MEEKATHARRA	-150.00	COUNCIL LUNCHESES 17/03/07		
EFT985	12/04/2007	CYNDAN	-884.40	MIRRORS & GLASS		
EFT986	12/04/2007	CONTRACT AQUATIC SERVICES	-10,200.77	CONTRACT MANAGEMENT FEE		
EFT987	12/04/2007	FARMER JACKS	-1,188.09	REFRESHMENTS FOR EMERGENCY TRAINING		
EFT988	12/04/2007	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	-487.93	PHOTOCOPYING		
EFT989	12/04/2007	RAY HADLOW	-121.00	RATE COMPARISON REPORT		
EFT990	12/04/2007	JOHN HUGHES PARK FORD	-1,306.90	FORD FUTURA PLANT ITEM P388		
EFT991	12/04/2007	JACKSONS DRAWING SUPPLIES PTY LTD	-518.26	ART SUPPLIES		
EFT992	12/04/2007	JASOL AUSTRALIA	-55.21	CLEANING PRODUCTS		
EFT993	12/04/2007	LANDMARK PRODUCTS LIMITED	-38.50	HEAD BOLTS		
EFT994	12/04/2007	LANDGATE	-507.00	MINING TENEMENTS		
EFT995	12/04/2007	MEEKATHARRA CARAVAN PARK	-77.34	PETROL		
EFT996	12/04/2007	MEEKATHARRA CORNER STORE	-644.58	GAS		
EFT997	12/04/2007	MITCHELL & BROWN	-1,230.00	WESTINGHOUSE FRIDGE/FREEZER		
EFT998	12/04/2007	MICROCOM PTY LTD	-788.00	TRAFFIC CONTROL		
EFT999	12/04/2007	MARKET CREATIONS	-2,187.00	KEYTAGS		
EFT1000	12/04/2007	MURCHISON ELECTRICAL	-2,801.13	SUPPLY & INSTALL NEW STOVE		
EFT1001	12/04/2007	MLB ELECTRICAL & REFRIGERATION	-330.00	REPAIRS TO COOL ROOM FRIDGE		
EFT1002	12/04/2007	MOMAR AUSTRALIA PTY LTD	-743.88	CLEANING PRODUCTS		
EFT1003	12/04/2007	MEEKA MEATS	-51.26	REFRESHMENTS		
EFT1004	12/04/2007	MT MAGNET WASTE DISPOSAL	-688.11	BROTHER FAX MACHINE		
EFT1005	12/04/2007	OFFICEWORKS BUSINESS DIRECT	-2,020.38	REPAIRS TO CLUTCH		
EFT1006	12/04/2007	SOUTH CITY TRUCK SALES PTY LTD	-13,165.94	PURCHASE PRICE 207 HILL ST		
EFT1007	12/04/2007	SAFETY BAY SETTLEMENTS	-1,459.02	REPAIR EXHAUST FAN		
EFT1008	12/04/2007	MARK SMITH PTY LTD	-764.25	SPORTS GOODS		
EFT1009	12/04/2007	SPORTS POWER GERALDTON	-353.79	TOOL BOX		
EFT1010	12/04/2007	TRUCKLINE	-7982.80	TOWN MAINTENANCE CONTRACT		
EFT1011	12/04/2007	TRENFIELD B & E	-1,100.00	PERFORMANCE APPRAISALS OF CEO		
EFT1012	12/04/2007	VIA LOCAL GOVERNMENT ASSOCIATION	-211.35	PARTS		
EFT1013	12/04/2007	WATTLEUP TRACTORS	-344.70	INTERNET		
EFT1014	12/04/2007	WESTNET PTY LTD	-146.39	FENCE DROPPERS		
EFT1015	12/04/2007	LANDMARK	-63.78	BUILDING MAINTENANCE		
EFT1016	12/04/2007	YULELLA BUILDING AND CONSTRUCTION	-13.60	WALL CLOCK		
EFT1017	12/04/2007	YULELLA VISION	-14,360.05	REPAIRS TO GEAR BOX		
EFT1018	20/04/2007	AV TRUCKS	-10.05	OXY & ACETYLENE		
EFT1019	20/04/2007	AIR LIQUIDE WA PTY LTD	-120.88	CYLINDER RENT OXY & ACETYLENE		
EFT1020	20/04/2007	BCC GASES	-378.34	ASSORTED PLANTS		
EFT1021	20/04/2007	BUNNINGS GROUP LIMITED	-53.90	FREIGHT		
EFT1022	20/04/2007	COURIER AUSTRALIA	-882.61	PARTS		
EFT1023	20/04/2007	CJD EQUIPMENT PTY LTD	-1,742.40	GUIDE POSTS		
EFT1024	20/04/2007	DE NEEFE SIGNS PTY LTD	-275.00	DATA RECOVERY SERVICE		
EFT1025	20/04/2007	DATA RECOVERY SERVICES PTY LTD	-187.00	REPAIR LOCKERS		
EFT1026	20/04/2007	DALTON MINING & MAINTENANCE	-675.50	ASSORTED ITEMS		
EFT1027	20/04/2007	ELIZABETH RICHARDS PTY LTD	-2,388.13	PARTS & TRAVEL		
EFT1028	20/04/2007	ENZED KALGOORLIE	-1,827.99	FUEL USE/AGE MARCH 07		
EFT1029	20/04/2007	GERALDTON FUEL COMPANY	-651.95	PARTS		
EFT1030	20/04/2007	VA HINO SALES & SERVICE	-1,423.36	LUBRICANTS		
EFT1031	20/04/2007	HOPPY'S PARTS R U	-722.07	FREIGHT		
EFT1032	20/04/2007	TOLL IPEC PTY LTD	-388.69	SAFETY BOOKS & WORK CLOTHING		
EFT1033	20/04/2007	JR & A HERSEY PTY LTD				

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY MAY 19, 2007  
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**SHIRE OF MEEKATHARRA**  
Accounts Due and Submitted to Finance Committee held on 19th May 2007

Chq/EFT	Date	Creditor	Amount	MUNICIPAL	AIR BP	TRUST
EFT1034	2004/2007	JASON SIGNMAKERS	-1808.95	95		
EFT1035	2004/2007	KANDOO CONSTRUCTIONS	-5581.80			
EFT1036	2004/2007	MIDWEST TOYOTA	-321.75			
EFT1037	2004/2007	MURCHISON MAIL & FREIGHT SERVICES	-277.38			
EFT1038	2004/2007	MLB ELECTRICAL & REFRIGERATION	-17162.20			
EFT1039	2004/2007	MEAT N TRIM UNIFORMS PTY LTD	-104.94			
EFT1040	2004/2007	PUMPS AUSTRALIA PTY LTD	-5286.50			
EFT1041	2004/2007	POWERCRANK BATTERIES PTY LTD	-1959.62			
EFT1042	2004/2007	ROYAL FLYING DOCTOR SERVICE	-8691.32			
EFT1043	2004/2007	SONY CENTRAL	-643.00			
EFT1044	2004/2007	SPECTRUM DISTRIBUTORS	-67.52			
EFT1045	2004/2007	STRUGNELL, L.P.	-10933.00			
EFT1046	2004/2007	WESTRAC EQUIPMENT	-5736.28			
EFT1047	2004/2007	WA LOCAL GOVERNMENT ASSOCIATION	-3782.67			
20204	10/04/2007	CHALLENGE BANK	-323.30			
20407	02/04/2007	BP AUSTRALIA LIMITED	-1479.34			
20407	10/04/2007	CHALLENGE BANK	-34.49			
22603	04/04/2007	PETTY CASH	-368.85			
22604	11/04/2007	HORIZON POWER	-63.10			
22605	13/04/2007	CREDIPAC AUSTRALIA	-761.60			
22606	13/04/2007	FIRE & EMERGENCY SERVICES AUTHORITY OF WA	-1166.82			
22607	13/04/2007	HELIX RESOURCES	-370.29			
22608	13/04/2007	HORIZON POWER	-4428.45			
22609	13/04/2007	INFOVISION TECHNOLOGY PTY LTD	-1181.41			
22610	13/04/2007	MEEKATHARRA BAKERY	-21.60			
22611	13/04/2007	TELSTRA CORPORATION LIMITED	-2927.47			
22612	13/04/2007	TRENFELD MOTORS	-25126.91			
22613	13/04/2007	TIDMAN OPTICAL	-548.00			
22614	13/04/2007	DEPT FOR PLANNING AND INFRASTRUCTURE	-831.55			
22615	13/04/2007	TRENFELD MOTORS (AIR)	-548.00			
22616	2004/2007	DEPARTMENT OF CULTURE AND THE ARTS	-89.10			
22617	2004/2007	GERALDTON AG SERVICES	-227.86			
22618	2004/2007	KINGS PARK MOTEL	-457.80			
22619	2004/2007	ODWYER B.A.	-385.60			
22620	2004/2007	SPRAYLINE SPRAYING EQUIPMENT	-762.22			
22621	2004/2007	TELSTRA CORPORATION LIMITED	-774.18			
22622	2004/2007	VODAFONE PTY LTD	-10.00			
310307	10/04/2007	CHALLENGE BANK	-34.00			
				<b>-198,602.58</b>	<b>-1,547.83</b>	<b>-</b>
				MUNICIPAL ACCOUNT -	168,602.58	
				AIR BP ACCOUNT -	1,547.83	
				TRUST ACCOUNT	-	
				<b>-</b>	<b>200,150.41</b>	<b>-</b>

THIS SCHEDULE OF ACCOUNTS TO BE PASSED FOR PAYMENT COVERS:

TOTALLING \$200,150.41 AND WAS SUBMITTED TO EACH MEMBER OF COUNCIL ON THE 19TH MAY 2007 AND WHICH HAVE BEEN DULY CERTIFIED AS TO THE RECEIPT OF GOODS AND THE RETENTION OF SERVICES AS TO THE COSTING AND AMOUNTS ARE DUE FOR PAYMENT.

ROY McCLYMONT  
CHIEF EXECUTIVE OFFICER

**9.2.4 MEEKATHARRA AQUATIC CENTRE – ANNUAL REPORT**

**FILE REF:** C/45/23  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 2 May 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF AUTHOR:**



**SENIOR OFFICER:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF SENIOR OFFICER:**



**Summary:**

Contract Aquatic Services have provided their annual report in accordance with the contract.

**Attachments:**

Report from Contract Aquatic Services – Centre Season 2006/2007

**Comment:**

Under the management of Contract Aquatic Services (CAS) for the past two seasons, the Meekatharra Swimming Pool has been very well managed, maintained and operated.

CAS has made budget recommendations in their report which are summarised as follows:

- Monthly off season site inspection, turnover, maintenance etc as quoted \$2000
- New Surface Coating , Main Pool Basin estimated cost \$20,000
- Install Roof Cover change rooms estimated cost \$10,000
- Supply and install low level second hand diving board – quote \$4,000

A purchase order has been issued for the supply of off season maintenance to be booked to the Pool Maintenance account.

Staff consider that the cost of \$4,000 for supply and installation of a diving board is very, very reasonable. Council should take up this offer as soon as possible.

Re-Coating of the main pool basin should be done during this seasons close down. If Council leaves this job for the budget process (anticipated budget adoption date is 18/8/07) it will most likely not happen before the pool re-opens in October. If we pre-empt the budget and engage Contract Aquatic Services as soon as possible it will give them time to schedule the work during the optimum coolest months.

**Consultation:**

Mat Mildwaters – Contract Aquatic Services  
Cr Hutchinson

**Statutory Environment:**

Local Government Act Section 6.8

**Policy Implications:**

Policy 4.2 Procurement Quotes and Tenders

**Financial Implications:**

Potential to pre-empt 07/08 budget

**Strategic Implications:**

NIL

**Voting Requirements:**

Absolute Majority

**Officer Recommendation/Council Resolution:**

**Moved:** Cr A G Burrows

**Seconded:** Cr B A O'Dwyer

**That Council:**

1. Receive the annual report on the Meekatharra Aquatic Centre and thank Contract Aquatic Services for their services and for overseeing another successful season at the Meekatharra Swimming Pool.
2. Increase the annual Pool Maintenance budget to cater for off season maintenance every year.
3. Accept the quote of \$4,000 from CAS for the supply and installation of a second hand diving board to be invoiced in the 07/08 Financial Year and allocated in 07/08 budget.
4. Authorise the CEO to override Council Policy 4.2 (requirement to obtain 3 written quotes) and engage Contract Aquatic Services to renew the main pool surface coating using a chlorinated rubber coating at an estimated cost of \$20,000. The CEO shall obtain an accurate estimate from CAS prior to placing an order for the work. The work will be allocated in the 07/08 budget and must be invoiced in the 07/08 financial year.
5. Give consideration to roofing the Pool change rooms during the forthcoming 07/08 budget deliberations.

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

# Contract Aquatic Services

+ commercial industry and government contracting = leisure facility solutions

a.b.n. 46 550 459 216

P.O. Box 125 Osborne Park Western Australia 6917

Phone: 08 92435613 Facsimile: 08 9243 3527

Mobile: 0428 498 304, Or 0428 128 326

Email: mat@contractaquaticservices.com.au

## Shire of Meekatharra

### Meekatharra Aquatic Centre

Centre Season 2006/2007

Updated Centre Inventory  
Centre Budget Recommendations.  
Centre Compliance / New Health Act Legislation.



Commercial - in - Confidence

### Contract Aquatic Services

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**Client:** Shire of Meekatharra  
**Location:** Aquatic Centre  
**Commencement:** N/A  
**Completion:** May 07  
**Reference:** CAS.MKAC.SR/MR.0607  
**Approved:** Mat Mildwaters



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Busselton - Dowerin - Eneabba - Meekatharra - Morawa - Narembeen - Perth - Westonia







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(b)	Quote: Monthly Site inspections; Maintenance; Turnover of Plant.....	
(c)	Letter: Diving board (impacts of health department legislation).....	
(d)	Quote: Diving board (freight, supply and installation).....	
(e)	Budget estimates: Surface coating (main Pool), Roof installation (change rooms).	
(f)	Operating procedures (Operation of Plant Equipment, Safety Procedures).....	



## 1.0 Introduction / overview

The 2006/2007 Swimming Season at the Meekatharra Swimming Pool commenced with problem free start up procedures thanks largely to the shires decision to undertake swimming pool maintenance and turnovers during the previous off season. Preparation of basin water and plant start-up was completed and ready for health samples mid September. The swimming pool was opened to public use on the 01/10/2006.

Changes to health department legislation for public swimming pools are now in full effect, and has affected operational decisions at the Meekatharra pool. The pool inflatable can now only be used when there are two qualified persons on site. Due to the shires contractual arrangements with CAS, the pool inflatable is able to be put to use on a regular basis when additional CAS staff members are visiting the pool. It should be noted this is one of the advantages of the contract agreement between CAS and the shire. Most country pools are now unable to utilise there inflatable pool toys.

This same legislation applies for the use of other fixtures such as slides and diving boards. The shire of Meekatharra has already initiated steps to include a 1m springboard at the swimming pool. It should be noted that in times of multiple staffing (which occurs for around 1 month of the season) the diving board can be used without breaching health department legislation. A diving board would be very popular with local youth, who predominantly make up most of the attendances at the pool.

Updated procedures have been completed for the Meekatharra Aquatic Centre by Contract Aquatic Services. These cover in detail: Operational procedures for the day to day running of the facility, Safety procedures including safe handling of chemicals on site and related emergencies to those chemicals, Specific emergency evacuation procedures to maximise staff awareness and patron safety during emergency situations including chlorine gas leaks, Resuscitation methods and techniques specialised to the Meekatharra Aquatic Centre, Incident / accident reporting methods to minimise liability concerns, and updated faecal contamination procedures to comply with new legislation concerning crypto threats to public health.

This Seasons report details: Updated Centre Inventory, Budget recommendations for the 07/08 Season and discusses Centre compliance with the New Health Act Legislation.

Considering the changes to health department legislation, the 06/07 Season has been a successful one at the Meekatharra Swimming Pool.



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**6.0 Centre Inventory 01/05/07 – Meekatharra Aquatic Centre**

ITEM		CONDITION	QUANTITY
<b>1.</b>	<b>ABLUTIONS</b>		
	<b>MALE</b>		
1.1	Pan complete with cistern, seat, tissue paper dispenser and door lock	Average	1
1.2	Showers complete with cold taps and nozzles	Average	3
1.3	Hand basins (pressed steel enamel), complete with cold tap and tiling	Average	1
1.4	Three (3) bay urinal complete with cistern and tap	Average	1
1.5	Timber slat on metal frame benches	Good	8
1.6	Coat hooks	Poor	4
	<b>FEMALE</b>		
1.7	Pan complete with cistern, seat, tissue paper dispenser and door lock	Average	2
1.8	Showers complete with cold taps and nozzles	Average	3
1.9	Hand basins (pressed steel enamel), complete with cold tap, tiling and mirror	Average	1
1.10	Timber slat on metal frame benches	Average	8
1.11	Coat Hooks	Poor	4
<b>2.</b>	<b>OFFICE/ENTRANCE/KIOSK</b>		
2.1	Notice Board	Good	2
2.2	External green bins	Good	1
2.3	Portable cook on BBQ with 9kg gas bottle	Excellent	1
2.4	Stainless fridge/freezer	Good	1
2.5	CIG Oxy Viva	Good	1



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2.6	Self Contained Breathing Apparatus	Good	1
2.7	Sink/cupboard unit	Ave	1
2.8	First Aid bed		N/A
2.9	Fire extinguisher – certified	Good	3
2.10	First Aid Cabinet	Good	1
2.11	Drinking Fountain	Poor	1
<b>3.</b>	<b>POOL FURNITURE, FITTINGS, GROUNDS AND FENCES</b>		
3.1	Pylon mounted floodlights	Average	6
3.2	Steel framed slatted seats	Good	3
3.3	Mobile green bins	Good	5
3.4	Steel framed shade cloth clad covers	Good	2
3.5	Lap clock		N/A
3.6	Reticulation System	Good	1
<b>4.</b>	<b>MAIN POOL, TODDLERS POOL, LEARNING POOL</b>		
4.1	Main Pool (approx 33m)	ave	1
4.2	Learners Pool	Good	1
4.3	Toddlers	Good	1
4.4	Balance tank	Good	1
4.5	Backwash tank		N/A
<b>5.</b>	<b>PUMP ROOM/PLANT ROOM/SODA ASH ROOM/ CHLORINE GAS ROOM</b>		
5.1	WAG (Ser No SPA30140 W 316) main recirculation pump	Good	1
5.2	GRUNDFOS chlorine injection pump (Ser No 96436424)	Good	1
5.3	WALLACE & TIERNAN vacuum regulator, rotameter and injector	Good	1
5.4	AQUARIUS water quality control unit (Ser No 12611) not in use	Average	1
5.5	HAYWARD vacuum pump/motor (Ser No 8471), WILTON cartridge filter, trolley stand	Good	1



5.6	CROMPTON GREAVES soda ash mixing motor (Ser No MPA56L4TFHH6025) and mixing blade	Good	1
5.7	Suction cleaner head, hose and extension poles	Average	1
5.8	Hair & lint basket	Good	1
5.9	Fire extinguisher – certified	Good	2
5.10	PALINTEST Comparator	Average	1
5.11	HONDA lawn mower (Ser No MZBH-5041719)	Good	1
5.12	STIHL ES55R Whipper snipper	Good	1
5.13	Petrol Leaf vacuum / blower	excellent	1
5.14	Reticulation Pump	Good	1
5.15	10 Amp Extension Lead	Good	4
5.16	GERNI 250A high pressure cleaner	Good	1
5.17	CE IM.PC VITON soda ash metering pump	Good	1
5.18	Sand Pressure Filter (Mod MHS 2400)	Good	3
5.19	CE (EASY PUMP) submersible pump and hose	Good	1
5.20	DOLPHIN pool cleaner	Average	1
5.21	Pool Inflatable	Average	1
<b>6.</b>	<b>BUILDINGS</b>		
6.1	Kiosk, Office, Entry, Male Ablutions, Female Ablution (Block)	Average	1
6.2	Pump house, Plant room, Sods Ash Room, Chlorine Gas room (block)	Poor	1



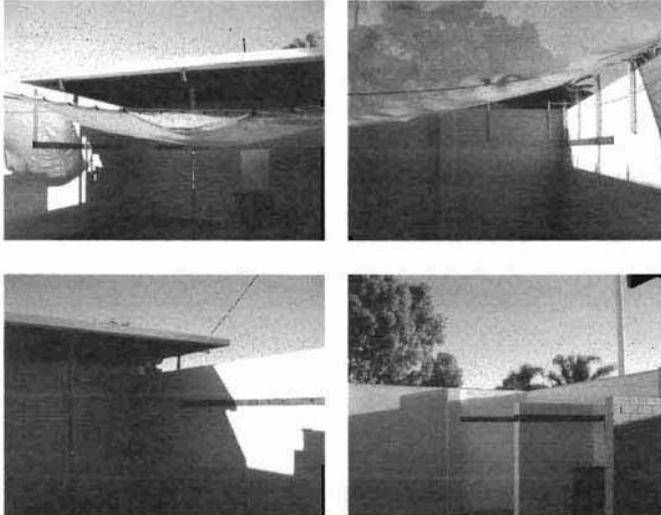
### 3.0 Centre Budget Recommendations 2007/2008

The following items have been prioritised to be addressed by the Shire of Meekatharra before commencement of the 2007/2008 Season at the Meekatharra Aquatic Centre. Reference can be made to last years season report (maintenance report section 8.0) to cover these in more detail.

#### 3.1 Monthly site inspections, maintenance and turnover of plant and equipment during off season.

**Priority: High**

#### 3.2 Install Roof cover, Male and Female Change Rooms



Images of Male and Female change rooms. Leaves and other matter can freely enter changerooms. Intruders also have easy access to the premises due to the absence of roof cover. Change room walls are an easy point of entry.

**Priority: Moderate / Low**

#### 3.3 New surface coating, Main Pool Basin

Existing surface coating is starting to lift and is dispersing into water body. During times of high patronage pool water clarity has suffered as a result. Poor visibility poses an increased risk of danger to pool patrons. Visibility is expected to breach health department regulations in the next pool season if no action is taken to remedy this.

**Priority: High**



## 10.0 Centre Compliance / New W.A. Health Department Regulations

At the commencement of 2006 new legislation came into effect with significant changes to the out dated Health Act, Public Swimming Pools (1964). The new legislation is comprehensive and covers numerous areas including staff qualifications; specific patron supervision levels; supervision of facility equipment; plant circulation, filtration and chemical treatment requirements. For the purposes of the new legislation and compliance, Centres are grouped into categories. The Meekatharra Aquatic Centre is classed as a Group 1 Centre, the highest category requiring stringent compliance with the new legislation. Meekatharra is a basic Facility, with no additional facilities such as lagoons, spa's, slides, etc and therefore easily complies with most of the new legislation and subsequent categories. Areas of relevance that will affect the Meekatharra Aquatic Centre Facility as the compliance periods come into effect are.

- All staff must comply with the relevant qualifications, have certification from the peak body LIWA, and this must be displayed at the Centre. Contract Aquatic Services is a Corporate Member of LIWA. All CAS staff members meet this standard.
- Any specific fixtures, in Meekatharra's case, the Pool Inflatable (and possibly a diving board), must be supervised solely by a qualified pool lifeguard certified under the new staff qualifications. Another staff person must be free during these periods to supervise swimming patrons separate from this specific fixture.
- All first aid & lifesaving equipment must be present at the facility and comply with the requirements of the Act. All staff must be trained in the use of this up to date equipment.
- If more than 100 patrons are present at the Facility, two qualified lifeguards are required to be on duty. More lifeguards are required corresponding to increases in patronage levels.
- A specific guideline also recommends that seasonal facilities operate pool plant and circulate the basin water at regular periods in the off-season. Some of the centre's Contract Aquatic Services operate have already commenced with this procedure.

In short Meekatharra should easily meet the requirements of the new legislation in most areas, with only minor adjustments required. The pool inflatable and diving board (should the shire go ahead with the diving board installation) can still be used during times CAS has multiple staff members on site. Times of multiple staffing occur for around about a month of the pool season.

The new legislation is long overdue, provides relevance to the modern multi use leisure facilities that currently service patrons, and will provide for a safer recreation environment for Aquatic Centre users.



P.O. Box 125 Osborne Park Western Australia 6917  
Phone: 08 92435613 Facsimile: 08 9243 3527  
Mobile: 0426 126326 Email: cas@modnet.com.au

01 May 2007

Our Ref: SOMK.L.001

Mr Roy McClymont  
CEO  
Shire of Meekatharra

RE: New Health Act Recommendations - Off Season Turnover of Plant and Equipment @ Meekatharra Aquatic Centre.

Dear Roy,

Please refer to the Season Report (Section 10.0) regarding new Health Act recommendations for the turnover of swimming pool plant and equipment during the off season. Aquatic centres stand to benefit from complying with this regulation for the following reasons:

- Swimming pool basin life shall be maximized. Failure to turn over plant and equipment during the swimming pool off season results in dirt build up and discolouration of the swimming pool basins. This discolouration can result in irreversible staining of the basin floor and walls. This is especially true if the basin surface coating is old and porous. Water chemistry also reaches extreme Ph readings. Extreme Ph readings can eat away at the basin surface coating, reducing its life span by many years. Repairs to basin surface coatings cost tens of thousands of dollars. Measures should be taken to minimize unnecessary expenditure, such as turning over plant recirculation, and slug dosing with chemicals during the off season.
- Facility start-up procedures shall run smooth an accordingly, with no "surprises" such as faulty plant arising and delaying the opening date to the general public. For example: upon CAS arrival to commence start up procedures for the Narembeen Aquatic Centre season 05 / 06, unexpected problems with the gravity filter and recirculation valves resulted in a lengthy start up period. The centres opening date to the Narembeen public was delayed while repairs took place.
- Pre Season Health department testing is much more likely to pass regulation. During the off season bacteria accumulates within circulation and filtration media. A breeding ground is therefore provided for many dangerous microorganisms. Regular recirculation, slug dosing of chemicals and backwashing of filter media minimizes this bacteria build up, and hence maximizes the chances of passing requirements for opening to the general public.

CAS believes the confirmation of these recommendations to be of vital concern to the Meekatharra Aquatic Centre for the above mentioned reasons.

CAS is willing to offer its services to complete a monthly site inspection, turnover of plant and equipment, and maintenance to pool basins and grounds during the swimming pool off season. Cost for CAS services in completing these procedures can be viewed in the attached quote (appendix 1).

Should you wish to further discuss the above mentioned, please don't hesitate to call.

Regards

Mat Mildwaters

Corporate Member



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Perth - Darwin - Fremantle - Mandurah - Manjim - Narembeen - North - Western

Member







## Quotation

<b>Quote Number:</b> SOMK/Q/MKAC/005	<b>Date:</b> 01/05/07	<b>Order Number:</b> N/A	<b>Contact:</b> R McClymont
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<b>Client:</b> Name: Shire of Meekatharra Address: Main Street, Meekatharra, W.A, 6642 Phone: 99811002 Facsimile: 99811505 Email: reception@meekashire.wa.gov.au	<b>Site Location:</b> Name: Meekatharra Aquatic Centre Address: Main St, Meekatharra, W.A, 6642 Phone: 08 99811065 Email: N/A <i>o/n 34501 2/5/07 RMC</i>
---	--

Quantity	Description	Unit Price	Total
4 x	Monthly: Site inspection Turnover, inspection and operation of all plant and equipment including backwashing of filter media Site maintenance including pool basins, Lawn areas and gardens  <i>BUDGET - INCREASE POOL MAINTENANCE                      3592 BY \$2000.00</i>  <i>LAST YEAR 4 x \$400 = \$1600                      INCREASE FOR SERVICE PROVIDED                      SPANS RESPONSIBLE</i>  <i>JMG GS</i>	N/A Scope of Works	\$ 500.00 each
Quotation valid for thirty days from issue date only.		Sub Total:	\$ 2 000.00
		Quotation Total:	\$ 2 000.00





## Contract Aquatic Services

+ commercial industry and government contracting = leisure facility solutions  
a.b.n. 46 550 459 216

P.O. Box 125 Osborne Park Western Australia 6917  
Phone: 08 92435613 Facsimile: 08 9243 3527  
Mobile: 0428 498 304, or 0428 128 326  
Email: mat@contractaquaticservices.com.au

Our Ref: SOMK.L.006

01 May 2007

Mr Roy McClymont  
CEO  
Shire of Meekatharra

RE: Diving Board, Impact of Health department legislation.

Dear Roy,

As discussed in section 4.0 of this report, new legislation by the Health department shall govern the usage of a diving board structure at the Meekatharra Pool. Should the shire proceed with the installation of the diving board, it may only be used during times of multiple staffing. These same rules apply to the use of the pool inflatable, or any other leisure fixtures. CAS has multiple staff members on site for approximately one month of the swimming pool season, and therefore this provides many opportunities to utilize the inflatable and a diving board at the pool.

When considering the use / installation of a diving board, it should be noted:

All insurance costs associated with the use of a diving board up to 1.5m are already covered by Contract Aquatic Services

Supervision shall be strict at all times, and shall always comply with the new health department legislation.

The diving board shall not be in use during periods of high patronage, or in periods supervision to pool patrons shall suffer as a result.

The platform and board shall be installed so that the diving board can be easily removed and replaced as required for public use

Public opinion at the pool has been extremely supportive towards the use of a diving board. Considering the low costs involved (we have sourced a second hand platform and board, see attached quote) I strongly suggest the shire provide the local youth with this opportunity

Should you wish to further discuss the above mentioned, please don't hesitate to call.

Regards

Mat Mildwaters

Corporate Member



contract aquatic services a.b.n. 46 550 459 216  
+ commercial industry and government contracting = leisure facility solutions

Meekatharra - Perthville - Warabiki - Meekatharra - Stanger - Woodbridge - South Meekatharra

Member





## Quotation

<b>Quote Number:</b> SOMK/Q/MKAC/005	<b>Date:</b> 01/05/07	<b>Order Number:</b> N/A	<b>Contact:</b> R McClymont
---	--------------------------	-----------------------------	--------------------------------

<b>Client:</b> Name: Shire of Meekatharra Address: Main Street, Meekatharra, W.A, 6642 Phone: 99811002 Facsimile: 99811505 Email: reception@meekashire.wa.gov.au	<b>Site Location:</b> Name: Meekatharra Aquatic Centre Address: Main St, Meekatharra, W.A, 6642 Phone: 08 99811065 Email: N/A
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Quantity	Description	Unit Price	Total
1 x	Supply diving board and platform base Weld and restore platform base Freight diving board and platform Wheatbelt – Perth, Perth - Meeka Installation of diving board and platform base at Meekatharra Pool	N/A	\$ 4 000.00
<i>Full payment on Practical Completion as per SFOA</i>			
<i>Quotation valid for thirty days from issue date only.</i>		<b>Sub Total:</b>	\$ 4 000.00
		<b>Quotation Total:</b>	\$ 4 000.00





P.O. Box 125 Osborne Park Western Australia 6917  
Phone: 08 92435613 Facsimile: 08 9243 3527  
Mobile: 0428 498 304, or 0428 128 326  
Email: mat@contractaquaticservices.com.au

Our Ref: SOMK.L.006

01 May 2007

Mr Roy McClymont  
CEO  
Shire of Meekatharra

**RE: Budget estimates (surface coating main pool basin, change room roof installation)**

Dear Roy,

As discussed in section 3.0 of this report there are a number of recommendations for the up and coming budget year. CAS has already included quotes for some of the mentioned recommendations, and thought it useful for the shire we provide estimates of unquoted items at this stage for future planning in allocation of funds. It should be noted specific quotes for these items can be attained from CAS in the future at your request.

**Item 3.3 – main pool surface coating, Priority: High**

The main pool basin shall need to be resurfaced in the very near future. The surface of the main pool basin can be tiled (very costly, high life expectancy), surfaced with epoxy (moderate costs, up to \$60 000, life expectancy 10 yrs), or surfaced with a chlorinated rubber (most cost effective option, around \$20 000, life expectancy 3 – 5 yrs). The existing surface coating shall need to be removed before undertaking any of the above. This shall be achieved via high pressure cleaning and acid etching. CAS recommends the third of the mentioned surface coatings as the likely option for the shire of Meekatharra

**Option 3 (chlorinated rubber)**

- Remove existing surface coating
- Mask and prime basin area
- Apply chlorinated rubber surface coating to prepped basin

Estimated cost - \$ 20 000.00

**Item 3.2 - install roof cover to Male and Female change rooms, Priority: moderate / low**

The installation of roof cover to the change rooms at the Meeka pool is a relatively simple task, with associated costs being equipment and supplies, freight, and labour.

Estimated cost - \$ 10 000.00

I hope these figures prove useful in the future planning and allocation of funds.

Should you wish to further discuss the above mentioned estimates further, or should you require a detailed quote, please don't hesitate to call.

Regards

Corporate Member



**contract aquatic services a.b.n. 46 550 459 216**  
+ commercial industry and government contracting = leisure facility solutions

Perth | Gosport | Geraldton | Meekatharra | Mandurah | Alton Beach | Albany

Member



**9.2.5 GRANTS COMMISSION HEARING PRESENTATION**

**LOCATION:** NIL  
**APPLICATION:** NIL  
**FILE REF:** G/20  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 9<sup>TH</sup> MAY 2007  
**AUTHOR:** CAMERON WATSON  
DEPUTY CHIEF EXECUTIVE OFFICER

**SIGNATURE OF AUTHOR:**  
**SENIOR OFFICER:**

  
ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

This report requests Council authorization for unbudgeted expenditure for the provision of consultancy services by Mr. Ray Hadlow for the preparation of Councils Grant Commission hearing submission.

**Attachments:**

Copy of quote from Mr. Ray Hadlow.

**Background:**

It is anticipated that the Western Australian Grants Commission will be holding hearings in the Murchison Region early in the 2007/08 financial year. The purpose of these hearings is to ascertain whether Councils current level of Commonwealth and State grant funding is adequate or warranted. A professionally prepared hearing submission can go along way to Council having an increase in FAG and Untied Road grants.

**Comment:**

Mr. Ray Hadlow, a Consultant specializing in Local Government, has advised staff that he is available to prepare and represent Council if a hearing is to be held in Meekatharra. Mr. Hadlow will visit the Shire on two occasions, first for an initial on-site briefing with staff and elected members on the hearing process and to clarify the general areas which should be investigated for the submission. The second will be for attendance at the hearing to assist Council in arguing its case.

The cost for this service will be in the vicinity of \$8,000 and will be included in the 2007/08 Annual Budget, although at the time of expenditure, the 2007/08 Annual Budget may not have been adopted by Council so a resolution to allow for this expenditure is needed.

**Consultation:**

Roy McClymont – Chief Executive Officer

**Statutory Environment:**

Local Government Act 1995, section 6.8 (1) (b) provides for Council to expend money prior to adopting its annual budget.

**Policy Implications:**

NIL

**Financial Implications:**

The cost for this service will be in the vicinity of \$8,000 and will be included in the 2007/08 Annual Budget, although at the time of expenditure, the 2007/08 Annual Budget may not have been adopted by Council so a resolution to allow for this expenditure is needed.

**Strategic Implications:**

NIL

**Voting Requirements:**

Absolute Majority

**Officers Recommendation/Council Resolution:**

**Moved:** Cr N L Trenfield

**Seconded:** Cr A G Burrows

**That Council allows expenditure of approximately \$8,000 prior to budget adoption, for the purpose of preparing a submission to the West Australian Grants Commission Hearing by Mr. Ray Hadlow.**

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

**RAY HADLOW**  
**LOCAL GOVERNMENT CONSULTANT**

Mansell Pty Ltd. ACN 060 244 457 ABN/GSTRN:33 060 244 457

Telephone: (08) 93442670  
Fax: (08) 93442670  
Email mansell@inet.net.au

6 Croydon Avenue  
YOKINE WA 6060

16 April 2007

Mr R W McClymont  
Chief Executive Officer  
Shire of Meekatharra  
P O Box 129  
MEEKATHARRA WA 6642

Attention: Cameron Watson

Dear Cameron

**RE: Grants Commission Submission**

In response to your telephone message of the 12 April requesting an estimate to assist Council with its anticipated hearing with the WA Local Government Grants Commission in September 2007 I now submit the following estimate for these services.

When a Council is visited by the Commission I offer a total service comprising a report on the 2006/07 assessment to identify initial targets for the submission, preparation of a submission, advice regarding the Hearing and tour of inspection, detailed briefing for Councillors and staff plus attendance at the hearing to assist Council in arguing its case.

The report which comprises about 18 pages and includes graphs and other data which can be utilised in the submission, is prepared on a "desktop" basis and completed prior to the visit to the Shire. The report will provide you with an understanding of the changes made by the Commission to the Shire's assessment for the last few years and enables possible targets for a submission to be identified.

This is followed by a visit to the Shire for on-site briefing of the staff and elected members on the hearing process, Balanced Budget methodology and its impact on the Shire's grant calculation. This will serve two purposes. It will provide participants with an understanding of the Commission's methodology and hearing process and clarify the general areas which should be investigated for a submission. Briefings normally take between 2 and 3 hours depending on the level of input from participants. It should then be possible to finalise target areas for the submission.

Experience indicates that for a Shire the size of the Shire of Meekatharra, 65 hours should be allowed for research, review of disabilities, preparation of the submission and visits for the briefing and hearing.

My hourly rate for this project would be \$90 per hour exclusive of GST. Travelling and other disbursements such as typing, copying, maps and photographs are additional. A realistic upper limit budget exclusive of GST would be as follows:-

65 hours at \$90/hr	\$5,850
Disbursements (includes allowance for typing/copying)	450
Travelling and Accommodation (2 visits)	<u>1,650</u>

\$7,950 (excludes GST of \$795)

- Page 2 -

**This is an upper limit estimate which should cover all foreseeable eventualities.** I only charge for the actual time spent on the project. The time required will depend on the extent of changes made by the Commission this year and the disabilities that can be identified.

The above price allows for two visits, the first to conduct research and provide a briefing of 2 to 3 hours duration for elected members and staff followed by a second visit for the hearing. It also allows for the provision of 10 copies of the submission, 8 of which are required by the Commission, with colour pages where appropriate.

**I normally prepare submissions for other local governments in your round of hearings and it should be possible to share the travel cost for at least one of the visits with a resultant saving to the Shire.** I have based the above cost on the fully flexible airfare to Meekatharra plus accommodation.

I anticipate that submissions will again close about 10 working days prior to the Hearing and it will be my intention to comply with this deadline by commencing the project in July 2007 when all Balanced Budget and Asset Preservation details have been released by the Commission.

The hearing is the ideal opportunity to argue for changes to the Shire's grant and my service includes briefing and involving elected members and staff in the hearing process so that they can fully participate and confidently argue the issues with the Commission on an equal basis.

Assuring you of my best services.

Yours sincerely




**Ray Hadlow**  
**Director**



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**9.2.6 MEEKATHARRA FESTIVAL FINANCIAL MATTERS**

**LOCATION:** N/A  
**APPLICATION:** MEGAN ALCHIN  
**FILE REF:** F/6  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 24 May 2007  
**AUTHOR:** MEGAN ALCHIN  
COMMUNITY DEVELOPMENT OFFICER

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

**SIGNATURE OF SENIOR OFFICER:**



**Summary:**

The Festival Planning Committee requests that Council commit to allocating funds in the 2007/2008 Budget to cover the cost of the 2007 Meekatharra Festival. This item also requests Council authorisation for unbudgeted expenditure for the Meekatharra Battle of the Bands Competition and Fancy Dress Ball which is a fundraiser for the Meekatharra Festival.

**Background:**

At the Council Meeting on Saturday 21<sup>st</sup> April 2007, a Festival Planning Committee was appointed by Council. The first official Committee Meeting was held during the month of April. Previously it had been decided that a Festival would take place once again this year and in addition to the Festival, two fundraising events would be held: a Fancy Dress Ball on 30<sup>th</sup> June and a Battle of the Bands Competition on 18<sup>th</sup> August.

**Comment:**

To ensure that the Meekatharra Festival will have sufficient funding, the Committee requests that Council will include funds for Festival expenditure and income in the 2007/2008 budget. The following budget for the 2007/2008 financial year has been prepared by the Committee:

**FESTIVAL BUDGET**

**EXPENDITURE**

**Festival**

DJ Fee & Expenses	3800	
Fireworks Fee & Expenses	3500	
Football Expenses	1500	
Band Fee & Expenses	4000	
Parade Expenses	1000	
BBQ at Pool	1000	
Ball expenses	5000	
Security Fee & Expenses	5000	
Advertising	2000	
Building Hire Fees	500	
Administration	500	27800

**Battle of the Bands**

Prize Money	2000	
Hire Fees	4000	
Canteen Outlay	1700	
Misc. Consumables	200	7900

**Fancy Dress Ball**

Food & Beverages	3500	3500
------------------	------	------

**TOTAL**

**\$39,200**

**INCOME**

**Festival**

Grants	1500	
Shire Contribution	12000	
Sponsorship	7000	
Bar takings (ball)	3000	
Ticket sales (ball)	2000	
Fundraising	2000	27500

**Battle of the Bands**

Grant Income	4000	
Ticket Sales	1000	
Canteen Sales	2200	7200

**Fancy Dress Ball**

Food & Beverage Sales	3500	
Ticket Sales	1000	4500

**TOTAL**

**\$39,200**

The Festival Planning Committee also intends to initiate several fundraising activities in the lead up to the Festival. Any monies received from minor events will be deposited in the Municipal Trust.

**Consultation:**

Roy McClymont – Chief Executive Officer

**Statutory Environment:**

Local Government Act 1995, section 6.8 (1) (b) provides for Council to expend money prior to adopting its annual budget.

**Policy Implications:**

NIL

**Financial Implications:**

Allocation of \$39,200 expenditure and corresponding \$27,200 income, resulting in a contribution of \$12,000 to the 2007/2008 budget. An approval to spend approximately \$3,500 for the Fancy Dress Ball and \$7,900 for the Battle of the Bands Competition before Budget adoption requires a Council resolution.

**Strategic Implications:**

NIL

**Voting Requirements:**

Absolute Majority

**Officers Recommendation/Council Resolution:**

Moved: Cr N L Trenfield

Seconded: Cr B A O'Dwyer

That Council:-

1. allocate \$39,200 expenditure and \$27,200 income to the 2007/2008 Annual Budget, resulting in a Council contribution of \$12,000;


2. allow the Meekatharra Festival Planning Committee to expend approximately \$3,500 prior to budget adoption, for the purpose of the Fancy Dress Ball which is a fundraiser prior to the Meekatharra Festival

allow the Meekatharra Festival Planning Committee to expend approximately \$7,900 prior to budget adoption, for the purpose of the Battle of the Bands Competition.

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

**9.2.7 REQUEST FOR WRITE OFF OF INVOICED AMOUNT,  
MEEKATHARRA POLICE**

**LOCATION:** LOT 965 SAVAGE STREET  
**APPLICATION:** NIL  
**FILE REF:** LOT FILE 965  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 14<sup>TH</sup> MAY 2007  
**AUTHOR:** CAMERON WATSON  
DEPUTY CHIEF EXECUTIVE OFFICER

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

**SIGNATURE OF SENIOR OFFICER:** 

**Summary:**

This report requests that Council decline the request from the Officer in Charge of the Meekatharra Police Station for the write off of monies associated with the provision of a new 240 litre rubbish bin.

**Attachments:**

Correspondence from Senior Sergeant Pope of the Meekatharra Police Station.

**Background:**

On 27<sup>th</sup> March 2007 Council received correspondence from the Officer in Charge at the Meekatharra Police Station requesting that Councils invoice 11781 be waived. The invoice in question is for the provision of a new 240 litre rubbish bin. In his correspondence, Senior Sergeant Pope stated that the bin was damaged and that the damage was caused by the equipment used by the waste removal contractor.

In discussions with the current waste removal contractor, Mr John Brown, Mr Brown stated that he had noticed the damage as preexisting when he took over the contract. Mr Brown also stated that the equipment he utilizes for the removal of waste rubbish has precautions and sensors to prevent the damage to bins as described by Senior Sergeant Pope.

**Comment:**

Although this invoiced amount is only minor, the age of most of the 240 litre rubbish bins in town, approximately 15 years, is such that if Council allows this write off then a precedent will have been set for the replacement at no cost to other ratepayers if their bin is damaged. Currently, rubbish bins are the property of the ratepayer with Council, through the rubbish contractor, replacing the bins as needed and at cost.

There is precedent where, if a bin is damaged by the rubbish removal contractor then he has replaced it at his cost.

**Consultation:**

Roy McClymont – Chief Executive Officer  
John Brown – Councils Rubbish Removal Contractor  
Ms Krys East – Rates & Payroll Officer

**Statutory Environment:**

Local Government Act 1995, section 6.12 (1) (c) provides for Council write off any amount of money.

**Policy Implications:**

NIL

**Financial Implications:**

The invoice requested to be written off is for a small amount totaling \$142.76.

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officers Recommendation:**

**That Council decline the request from the Officer in Charge of the Meekatharra Police Station for the write off of the cost of a replacement bin totaling \$142.76 as the rubbish bin is the property of the ratepayer and Council does not want to set a precedent when it comes to the replacement of damaged rubbish bins.**

**Council Resolution:**

**Moved: Cr N L Trenfield**

**Seconded: Cr S R Bajrai**

**Council resolve to let this item 'lay on the table' until the June 2007 Ordinary Council Meeting.**

**Reason:**

**So that more research could be carried out on the item.**

**CARRIED 7/0**



  
Western Australia Police  
**Meekatharra Police Station**  
Mid West Gascoyne District  
Main Street  
MEEKATHARRA WA 6642  
PH: (08) 9981 1007 FAX: (08) 9980 1192

Mr R McClymont  
Chief Executive Officer  
Shire of Meekatharra  
Cnr Main & Savage Streets  
Meekatharra WA 6642


Dear Roy,

On Monday, 12<sup>th</sup> March 2007 I attended the Meekatharra Shire office and informed staff that a Sulo bin number 161920 at the Police Station was damaged and as such requested a replacement. The damage consisted of a split from the top rim down the front to within approximately 25 centimetres of the base.

On assuming the position of Officer in Charge of Meekatharra Police Station in August 2006 I conducted an inspection of all Police Station assets which included both Sulo bins shared by Western Australian Police and the Department of Mineral and Petroleum Resources and at that time found both items to be sound. The subsequent damage to the bin has not been caused by officers from Meekatharra Police Station or officers from the adjoining Department and has resulted from the mechanical emptying by the current contractor.

This being the case I request that consideration be given to waiving the payment of \$142.76 per your invoice 11781.

Yours faithfully

  
Peter D. Pope  
Senior Sergeant 6344  
Officer in Charge

27<sup>th</sup> March 2007

**frontlineFIRST**



Roy McClymont left the meeting at 11.27am  
Roy McClymont returned to the meeting at 11.28am  
Cr B A O'Dwyer left the meeting at 11.29am  
Cr B A O'Dwyer returned to the meeting at 11.30am  
Cr N L Trenfield left the meeting at 11.40am  
Cr B A O'Dwyer left the meeting at 11.40am

### 9.3 ADMINISTRATION

#### 9.3.1 AMENDMENT TO POLICY 5.7 - CROSSOVERS

**LOCATION:** NIL  
**APPLICATION:** NIL  
**FILE REF:** POLICY MANUAL  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 7<sup>TH</sup> MAY 2007  
**AUTHOR:** CAMERON WATSON  
DEPUTY CHIEF EXECUTIVE  
OFFICER

**SIGNATURE OF AUTHOR:**  
**SENIOR OFFICER:**

  
ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF SENIOR OFFICER:**

#### Summary:

This report recommends that the current Policy 5.7 – Crossovers be amended to better explain Councils requirements when approving and/or constructing a crossover on behalf of a ratepayer.

#### Background:

The current policy is a new policy with its first inclusion in Councils Policy Manual coming after a resolution of Council at its meeting held 20<sup>th</sup> January 2007. The intension of Policy 5.7 is to provide requirements for the installation of a crossover and to provide a financial subsidy for the ratepayer installing a crossover to gain access to their property.

On the 2<sup>nd</sup> May 2007 Council received a crossover application from Yulella Building and Construction for a crossover to their property located on the corner of Stoddard and Marmont St's. As the policy currently stands there is no provision for Council to subsidize Yulella Building and Construction part of the cost of this crossover.

It is common practice for a Local Government to subsidize the construction of crossovers.



**Comment:**

The current policy is as follows:

<b>POLICY:</b>	<b>CROSSOVERS</b>
<b>POLICY NO:</b>	<b>5.7 (NEW)</b>
<b>SECTION:</b>	<b>ENGINEERING</b>
<b>COUNCIL MEETING HELD:</b>	<b>20 JANUARY 2007</b>
<b>DATE TO BE REVIEWED:</b>	<b>DECEMBER 2009</b>

- 
1. *For sealed crossovers to a kerbed and drained sealed road:*
    - 1.1 *The crossover shall be constructed by the owner to the Councils specification.*
    - 2.2 *The crossover can be constructed utilizing sprayed bitumen, hot mix, insitu concrete or paving bricks.*
    - 3.3 *Council shall contribute \$\* towards the cost of the first crossover subject to the application for a contribution being lodged within 6 months of construction and following inspection, the crossover being deemed to conform with specifications approved by Council.*
  2. *For sealed crossovers to unkerbed roads (sealed or unsealed):*
    - 1.1 *The crossover shall be constructed by the owner in accordance with Councils specification.*
    - 2.2 *Council shall contribute \$\* towards the cost of the first crossover subject to the crossover being inspected and deemed to conform with the specifications.*
  3. *For rural unsealed crossovers to unkerbed roads (sealed or unsealed):*
    - 1.1 *The crossover may be constructed by the owner or the owner may request Council to carry out construction.*
    - 2.2 *If the owner constructs a crossover a subsidy shall be available on application subject to the crossover being inspected and deemed to conform with Council's specification. The subsidy is as follows:*

*\$\* for standard crossover without culvert.*  
*\$\* for standard crossover with culvert.*
    - 3.3 *If the owner requests Council to carry out the works the cost to the owner will be \$\* for standard crossover without culvert \$\* for standard crossover with culvert. All subsidies are for the first crossover only to each lot.*
  4. *Over width crossovers to an unkerbed road may be constructed by the owner upon approval of the Shire at the expense of the owner.*
  5. *Maintenance of all crossovers shall be the responsibility of the owner.*

*Note: \$\* amounts included in the annual fees schedule.*

As can be seen from the current policy, wherever a value should be there is a dollar sign and asterisk indicating a value should be included. It is better practice to limit the subsidy provided by Council to a percentage of the cost of installing the crossover, commonly this percentage is 50% of the actual cost to the ratepayer.

The following are amendments to the original policy:

<b>POLICY:</b>	<b>CROSSOVERS</b>
<b>POLICY NO:</b>	<b>5.7 (<del>NEW</del> AMENDED)</b>
<b>SECTION:</b>	<b>ENGINEERING</b>
<b>COUNCIL MEETING HELD:</b>	<b><del>20 JANUARY</del> 19 MAY 2007</b>
<b>DATE TO BE REVIEWED:</b>	<b>DECEMBER 2009</b>

1. For sealed crossovers to a kerbed and drained sealed road:
  - 1.1 The crossover shall be constructed by the owner to ~~the~~ Councils specification.
  - 1.2 The crossover can be constructed utilizing sprayed bitumen, hot mix, insitu concrete or paving bricks.
  - 1.3 Council shall contribute ~~50%~~ **50% of the actual** cost of the first crossover subject to the application for a contribution being lodged ~~within 6 months of prior~~ **to construction and following construction, an inspection of the crossover being deemed is carried out by staff confirming the works to conform with to specifications approved by Council. The application for contribution must include at least 2 written quotes.**
2. For sealed crossovers to unkerbed roads (sealed or unsealed):
  - 2.1 The crossover shall be constructed by the owner in accordance with Councils specification.
  - 2.2 Council shall contribute ~~50%~~ **50% of the actual** cost of the first crossover subject to the ~~crossover being inspected and deemed to conform with the specifications~~ **application for a contribution being lodged prior to construction and following construction, an inspection of the crossover is carried out by staff confirming the works conform to specifications approved by Council. The application for contribution must include at least 2 written quotes.**
  - 2.3
3. For rural unsealed crossovers to unkerbed roads (sealed or unsealed):
  - 3.1 The crossover may be constructed by the owner or the owner may request Council to carry out construction.
  - 3.2 If the owner constructs a crossover a subsidy **of 50% of the actual cost or \$500.00 which ever is the lesser** shall be available on application subject to the crossover being inspected and deemed to conform with Council's specification, **the application must include proof of expenditure by the ratepayer. The subsidy is as follows:**
    - ~~\$\* for standard crossover without culvert.~~
    - ~~\$\* for standard crossover with culvert.~~
  - 3.3 If the owner requests Council to carry out the works the cost to the owner will be ~~\$\* for standard crossover without culvert \$\* for standard crossover with culvert~~ **50% of the actual cost. All subsidies are for the first crossover only to each lot.**
4. Over width crossovers to an unkerbed road may be constructed by the owner upon approval of the Shire at the expense of the owner.
5. Maintenance of all crossovers shall be the responsibility of the owner.

Note: ~~50%~~ **percentage** amounts included in the annual fees schedule.

**Consultation:**

Roy McClymont – Chief Executive Officer

Bill Atyeo – Environmental Health Officer / Building Surveyor

**Statutory Environment:**

Local Government Act 1995, section 2.7 (2) (b) provides for Council to formulate policy's as needed.

**Policy Implications:**

Amendment to current policy 5.7 - Crossovers

**Financial Implications:**

There is a financial impact to this policy although through investigations I was unable to identify when the last crossover application was lodged with Council so am unable to determine an accurate financial cost to Council of this policy apart from it being minimal.

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officers Recommendation:**

**That Council endorse the following policy:**

<b><i>POLICY:</i></b>	<b><i>CROSSOVERS</i></b>
<b><i>POLICY NO:</i></b>	<b><i>5.7 (AMENDED)</i></b>
<b><i>SECTION:</i></b>	<b><i>ENGINEERING</i></b>
<b><i>COUNCIL MEETING HELD:</i></b>	<b><i>19 MAY 2007</i></b>
<b><i>DATE TO BE REVIEWED:</i></b>	<b><i>DECEMBER 2009</i></b>

---

***1. For sealed crossovers to a kerbed and drained sealed road:***

***1.1 The crossover shall be constructed by the owner to Councils specification.***

***1.2 The crossover can be constructed utilizing sprayed bitumen, hot mix, insitu concrete or paving bricks.***

***1.3 Council shall contribute 50% of the actual cost of the first crossover subject to the application for a contribution being lodged prior to construction and following construction, an inspection of the crossover is carried out by staff confirming the works conform to specifications approved by Council. The application for contribution must include at least 2 written quotes.***

2. *For sealed crossovers to unkerbed roads (sealed or unsealed):*
  - 2.1 *The crossover shall be constructed by the owner in accordance with Councils specification.*
  - 2.2 *Council shall contribute 50% of the actual cost of the first crossover subject to the application for a contribution being lodged prior to construction and following construction, an inspection of the crossover is carried out by staff confirming the works conform to specifications approved by Council. The application for contribution must include at least 2 written quotes.*
3. *For rural unsealed crossovers to unkerbed roads (sealed or unsealed):*
  - 3.1 *The crossover may be constructed by the owner or the owner may request Council to carry out construction.*
  - 3.2 *If the owner constructs a crossover a subsidy of 50% of the actual cost or \$500.00 which ever is the lesser shall be available on application subject to the crossover being inspected and deemed to conform with Council's specification, the application must include proof of expenditure by the ratepayer.*
  - 3.3 *If the owner requests Council to carry out the works the cost to the owner will be 50% of the actual cost. All subsidies are for the first crossover only to each lot.*
4. *Over width crossovers to an unkerbed road may be constructed by the owner upon approval of the Shire at the expense of the owner.*
5. *Maintenance of all crossovers shall be the responsibility of the owner.*

*Note: Percentage amounts included in the annual fees schedule.*

**Council Resolution:**

Moved: Cr H Nichols  
Seconded: Cr R K Howden

**That Council endorse the following policy:**

<b>POLICY:</b>	<b>CROSSOVERS</b>
<b>POLICY NO:</b>	<b>5.7 (AMENDED)</b>
<b>SECTION:</b>	<b>ENGINEERING</b>
<b>COUNCIL MEETING HELD:</b>	<b>19 MAY 2007</b>
<b>DATE TO BE REVIEWED:</b>	<b>DECEMBER 2009</b>

---

1. *For sealed crossovers to a kerbed and drained sealed road:*
  - 1.1 *The crossover shall be constructed by the owner to Councils specification.*
  - 1.2 *The crossover can be constructed utilizing sprayed bitumen, hot mix, insitu concrete or paving bricks.*
  - 1.3 *Council shall contribute 50% of the actual cost of the first crossover subject to the application for a contribution being lodged prior to construction and following construction, an inspection of the crossover is carried out by staff confirming the works conform to specifications approved by Council. The application for contribution must include at least 2 written quotes.*
  
2. *For sealed crossovers to unkerbed roads (sealed or unsealed):*
  - 2.1 *The crossover shall be constructed by the owner in accordance with Councils specification.*
  - 2.2 *Council shall contribute 50% of the actual cost of the first crossover subject to the application for a contribution being lodged prior to construction and following construction, an inspection of the crossover is carried out by staff confirming the works conform to specifications approved by Council. The application for contribution must include at least 2 written quotes.*
  
3. *For rural unsealed crossovers to unkerbed roads (sealed or unsealed):*
  - 3.1 *The crossover may be constructed by the owner or the owner may request Council to carry out construction.*
  - 3.2 *If the owner constructs a crossover a subsidy of 50% of the actual cost or \$500.00 which ever is the lesser shall be available on application subject to the crossover being inspected and deemed to conform with Council's specification, the application must include proof of expenditure by the ratepayer.*
  - 3.3 *If the owner requests Council to carry out the works the cost to the owner will be 50% of the actual cost. All subsidies are for the first crossover only to each lot.*
  
4. *Over width crossovers to an unkerbed road may be constructed by the owner upon approval of the Shire at the expense of the owner.*
  
5. *Maintenance of all crossovers shall be the responsibility of the owner.*

- 6. This crossover subsidy is only applicable to new crossover installations. Existing crossovers or crossovers installed without an approved application will not be funded*

*Note: Percentage amounts included in the annual fees schedule.*

**Reason Council Resolution Differs from Recommendations:**  
**To ensure only new installations are subsidised.**

**CARRIED 5/0**

**Cr N L Trenfield returned to the meeting at 11.42am**

**Cr B A O'Dwyer returned to the meeting at 11.45am**

**9.3.2 RESIGNATION CR SMITH – ELECTION ARRANGEMENTS**

**FILE REF:** E/10 W/11 M/15/5  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 16<sup>TH</sup> May 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF AUTHOR:**



**SENIOR OFFICER:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

Cr Smith has resigned effective as of the end of the April 2007 meeting.

Please note: DLGRD = Department of Local Government and Regional Development

**Attachments:**

Letter from Ross Earnshaw DLGRD 26/3/07  
Letter to Ross Earnshaw DLGRD 23/4/07  
Letter to Electoral Commissioner 1/5/07  
Letter from Electoral Commissioner 8/5/07  
Copy of email from Gavin Horobin 1/2/07 and legal opinion from State Solicitors Office 12/12/06

**Comment:**

Council should consider two basic issues in relation to Cr Smith's resignation;

1. to resolve whether or not to hold an extraordinary election.
2. to resolve whether or not Council would like to hold an election in October this year for a two year term to fill the vacancy created by Cr Smith's resignation.

In relation to point 1 above, Council should note that even though the CEO has obtained the Electoral Commissioners approval not to hold an extraordinary election, it is still Council's decision as to whether an extraordinary election should be held or not.

In relation to point 2 above, two potential election situations could arise. Firstly, if there is an election (ie more candidates than seats) then the last person elected would draw the two year term.

---

Alternatively if there is the same number of candidates as vacant seats the returning officer would draw lots to determine which candidate attracts the two year term.

It could be argued that both the above scenarios are undesirable, however the second scenario, where the fate of a two year seat is decided by what is essentially a “lucky draw”, could well be seen by ratepayers, electors, residents and candidates (especially the unlucky one) as a most unfair election process.

As can be seen by the advice from the State Solicitors Office, this matter is quite complex which may explain why advice from the Department of Local Government has been inconsistent.

Council could request the Department of Local Government and Regional Development to take action to avoid this situation ie hold Cr Smith’s seat vacant until 2009.

This would give rise to the scenario below:

$$\begin{array}{r} \text{Retiring 2009} - 4 \text{ less Cr Smith} = 3 \\ \text{Retiring 2007} - 5 \text{ less 1} \quad \quad \quad \underline{= 4} \\ \hline 7 \end{array}$$

So effectively, if the Department makes arrangements to hold the vacancy through till 2009, Council will be operating with 7 seats from October 2007 onwards.

The alternative is to take no action and have one Councillor hold a seat for two years only from 2007 to 2009.

**Consultation:**

Cr Hutchinson  
Gavin Horobin, DLGRD  
Ross Earnshaw, DLGRD  
Phil Richards, WA Electoral Commission

**Statutory Environment:**

Local Government Act 1995 and Regulations various sections and clauses.

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority



**Officer Recommendation/Council Decision:**

**Moved: Cr N L Trenfield**

**Seconded: Cr B A O'Dwyer**

**That Council:**

- 1. fix the ordinary elections day in October 2007 as the day for holding the extraordinary election to fill the vacancy created by Cr Smith's resignation subject to the outcome of part 2 below.**
- 2. request the Executive Director of the Department of Local Government and Regional Development Regional to take whatever action is necessary to avoid the Shire of Meekatharra holding an election in October 2007 for an office of councillor for a two year term.**

**CARRIED 7/0**



Department of Local Government and Regional Development  
Government of Western Australia

Our Ref: MK1-8#02

Mr Roy McClymont  
Chief Executive Officer  
Shire of Meekatharra  
PO Box 129  
MEEKATHARRA WA 6642

RECEIVED  
MAY 11 2 00 PM E/P/O  
78 MAR 07  
OFFICER CEO  
Posting Date

Dear Mr McClymont

**SHIRE OF MEEKATHARRA – WARDS AND REPRESENTATION REVIEW**

I write to inform you that the Minister for Local Government has accepted the recommendations of the Local Government Advisory Board in relation to changes to the ward structure of the Shire of Meekatharra.

In relation to the councillor whose term expires in 2009 and who is retiring early, it would be appreciated if you could provide the exact date of retirement, as a Governor's Order will need to be drafted to cover the extraordinary vacancy if the retirement date is prior to the October 2007 elections.

If the retirement date occurs after the 2007 elections, Section 4.17 (3) of the *Local Government Act 1995* would come into effect and the vacancy would not need to be filled.

The Minister has supported the abolition of wards in accordance with the proposal. The number of councillors will reduce from 9 to 8 from the 2007 elections, and from 8 to 7 from the 2009 elections. Continuing councillors will represent the district as a whole up until the 2009 elections.

Administrative processes are now in place to obtain the Governor's approval and publish the changes in the *Government Gazette*. You will be informed when gazettal has taken place.

Yours sincerely

Ross Earnshaw  
MANAGER STATUTORY SUPPORT

*Ross Earnshaw*

26 March 2007



Our Ref: W/11 Copy E10  
Your Ref: MK1-8#02

23 April 2007

Mr Ross Earnshaw  
Manager Statutory Support  
Department of Local Government and Regional Development  
GPO Box R1250  
PERTH WA 6844

Dear Mr Earnshaw

**SHIRE OF MEEKATHARRA – WARDS AND REPRESENTATION REVIEW**

I refer to your letter of 26 March 2007 and thank you for your advice concerning the acceptance of our proposed ward structure.

I have received a letter of resignation from Councillor Ann Smith, whose term expires in 2009. The resignation is effective "as of the end of the April 2007 meeting". The April meeting was held last Saturday 21 April 2007.

My understanding is that a Governor's Order now will need to be drafted to cover the extraordinary vacancy. Please let me know what is required from our end to facilitate this process.

Is Council required to take any action in relation to Sections 4.16 (4) or 4.17 (3) of the Local Government Act 1995 relating to Electoral Commissioners approval?

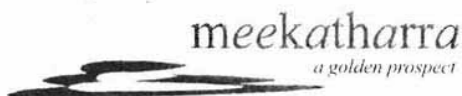
For your information our Council meets on the third Saturday of each month. Therefore our next ordinary Council Meeting is scheduled for Sat 19<sup>th</sup> May 2007.

Yours sincerely

A handwritten signature in black ink, appearing to read "Roy McClymont".

Roy McClymont  
**Chief Executive Officer**

cc. Cr Tom Hutchinson, Shire President



1 May 2007

Our Ref: E/10

Electoral Commissioner  
2<sup>nd</sup> Floor  
111 St Georges Terrace  
PERTH WA 6000

Dear Sir

**Councillor Resignation**

I refer to discussions today between Phil Richards and Roy McClymont.

Councillor Ann Smith whose term expires in 2009 has resigned effective 21 April 2007. Councillor Smith represents the Town Ward and there remains 4 Town Ward Councillors out of a total of 9 Councillors.

I therefore seek your approval to postpone the requirement to hold an extraordinary election pursuant to Section 4.16 (4) of the Local Government Act 1995.

Clearly holding an extraordinary election is very costly in terms of both money and time. Staff time is something that we are currently extremely short of.

If we were to hold an extraordinary election it would most likely be in August 2007 and only two months later our ordinary election will be held. It is therefore likely that a new councillor elected at an extraordinary election in August would only attend 1 or 2 Council meetings before the October ordinary election. The cost of an extraordinary election would seem to be very high for the sake of one new Councillor attending 1 or 2 additional meetings.

Also for your information; Council has received advice from the Minister for Local Government and Regional Development that a proposal to abolish Wards and reduce representation to 8 Councillors at the 2007 elections and to 7 Councillors at the 2009 election has been accepted. Administrative processes are now in place to obtain the Governor's approval and Gazette the changes.

Yours truly

A handwritten signature in black ink, appearing to be "Roy McClymont", written over a horizontal line.

Roy McClymont  
Chief Executive Officer



Electoral Commission

Level 2, 111 St George's Terrace  
Perth Western Australia 6000  
GPO Box 1316 Perth  
Western Australia 6841  
phone: (08) 9214 0400  
fax: (08) 9214 0400  
email: [waec@waec.wa.gov.au](mailto:waec@waec.wa.gov.au)  
www: [www.waec.wa.gov.au](http://www.waec.wa.gov.au)  
toll free: 1300 9226 0477

LGE 282

E/10

Mr R McClymont  
Chief Executive Officer  
Shire of Meekatharra  
PO Box 129  
MEEKATHARRA WA 6642

Dear Mr McClymont

**Request to Defer Vacancy until October 2007**

I refer to your letter of 1 May in which you advise of the resignation of Councillor Ann Smith and request that the council vacancy remain unfilled until the October 2007 ordinary elections.

I have considered the information provided in your correspondence and advise that approval is given under section 4.16(4) of the *Local Government Act 1995* to defer filling this vacancy until the 2007 Local Government ordinary elections.

Should you require any further information please contact Mark Ducksbury, Manager Local Government Elections on 9214 0422.

Yours sincerely

  
Warwick Gately AM  
ELECTORAL COMMISSIONER

8 May 2007



**Krys**

**From:** "Gavin Horobin" <gavin.horobin@dlgrd.wa.gov.au>  
**To:** <krys.east@meekashire.wa.gov.au>  
**Sent:** Thursday, 1 February 2007 3:05 PM  
**Attach:** MK SSO Advice.pdf  
**Subject:** SSO Advice

Hi Peter,

The SSO was asked the following:

- whether Section 4.17 is appropriate for council to avoid having to conduct extraordinary elections for the vacancy of the councillor whose term of office expires in 2007;
- if the vacancy for the councillor whose term expires in 2009 can be left vacant for this period;
- should the Department consider applying Section 9.62 to facilitate the above outcome in a separate order or can it include this in the order for the abolition of wards

Their response is attached

Thank you

**Gavin Horobin**  
A/Advisory Officer  
Statutory Support  
Department of Local Government and Regional Development  
Tel: (08) 9217 1483  
Fax: (08) 9217 1555  
Email: gavin.horobin@dlgrd.wa.gov.au  
Web: www.dlgrd.wa.gov.au



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2006 16:27 STATE SOLICITORS OFFICE → 092171555

NO.585 



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STATE SOLICITOR'S OFFICE

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Westralia Square  
141 St Georges Tce  
Perth, Western Australia 6000

GPO Box 803 Perth W.A. 6838  
Telephone (08) 9284 1888  
Fax (08) 9284 1440  
DX 175

Your Ref: Shire of Meekathara  
Our Ref: 06-04410  
Enquiries: Niels Monahan  
Telephone (9264 1691) n.monahan@sso.wa.gov.au

Department of Local Government and Regional Development  
3<sup>rd</sup> Floor, The Atrium  
168 St Georges Terrace  
PERTH WA 6000

Attention: Annette Ellerby

Fax: 9217 1555

Shire of Meekathara – Councillors (Vacancies)

I refer to your e-mail of 1 December 2006.

1. There is a proposal to discontinue the ward system for the district known as the Shire of Meekathara (Shire) by an order abolishing all the wards into which it is divided: [Local Government Act 1995 (LGA) s2.2 (1) (d)].
2. That order would leave the number of offices of councillor for the Shire unchanged, unless it specifies otherwise: [LGA s2.18 (2)]. Therefore, the order should provide for the number of offices of councillor for the Shire to be 8, and then 7, on specified dates in 2007 and 2009.
3. It will usually be convenient to specify an election day as the date on which a reduction in the total number of offices is to take place. In that way, the 'abolition' of an office(s) will coincide with a vacancy in an office(s) brought about by the expiry of the term of a serving councillor(s).
4. The election then proceeds in the ordinary way to fill the number of vacancies then existing (ie taking into account the reduction in offices).

5. However, the LGA does not require the reduction to take effect on an election day. An order could specify any subsequent date to be that on which the reduction in offices will take place.
6. For example, an order could specify 1 January 2007 as the date for the reduction of offices. There could then be more serving councillors with unexpired terms than offices at the time of the reduction.
7. The solution to such a problem would be found in LGA s2.35:  

2.35 Directions given by order under section 9.62 to give effect to an order under one or more of sections 2.1, 2.2 and 2.18 may direct which offices of members (if any) of a council are to become vacant, and when those offices become vacant.
8. LGA s9.62 (1) confirms that directions "to give effect to an order under section[ ] 2.2" may be made at the time of that order or subsequently. Therefore, a direction vacating offices can be included in the same order which discontinues a ward system in a district and reduces the number of offices of councillor for that district.
9. LGA s9.62 (2) also confirms that such a direction may "modify the operation of this Act". Therefore, a direction may bring a term of office to an end before the usual expiry time set by LGA s2.28. In that respect, the usual operation of the LGA would be "modified".
10. Therefore, if for example the number of offices of councillor for a district was to be reduced from 6 to 4, with effect from 1 January 2007, the order could include a direction that the offices of 2 serving councillors would become vacant immediately before the reduction. The 4 remaining councillors would then serve out their respective terms, and because the 2 vacant offices were then immediately 'abolished' by the reduction, there would be no vacancy which required to be filled.
11. However, there are sound policy reasons for not bringing a term of office to an end by a direction under LGA s9.62 prior to its usual expiry date unless that is necessary in all the circumstances. The person holding the office has after all been elected to it on the assumption that they will serve a full term as councillor if otherwise willing to do so.



12. In this case, there is to be a reduction in the offices from 9 to 8 which will take effect on a date selected in 2007. That will be 5 May 2007 if the next election day is the date which is specified in the order.
13. However, Councillors A and B intend to exercise their right to resign from their offices: [LGA s2.31 (2)]. Their resignations will take effect from the time when written notices of resignation are delivered to the CEO (or from any other date specified by them in those notices): [LGA 2.31 (3) & (4)].
14. The resignations will cause the offices which were held by Councillors A and B to become vacant: [LGA s2.32 (b)]. In the ordinary course, the terms of Councillors A and B would have expired respectively on election day 2007 and on election day 2009.
15. When the office of Councillor A became vacant, LGA s4.8 (1) would require that there be "an election to fill the office " (ie an 'extraordinary election').
16. The same requirement would apply to the office held by Councillor B.
17. Assuming that the order does not provide for the reduction from 9 to 8 to occur until 5 May 2007, and Councillor A's resignation takes effect on or after the first Saturday in February 2007, then that office is to remain unfilled and Councillor A's term is 'deemed' to end on 5 May 2007: [LGA s4.17 (1)]. The effect is to require that office to be treated as if the need for a poll to fill it had not arisen until 5 May 2007: [LGA s4.6].
18. There is then no need for an extraordinary election in relation to Councillor A's office, and the reduction to 8 offices on 5 May 2007 will mean that polls will only be needed for whatever number of other vacant offices would need to be filled to take the total of serving councillors to 8.
19. If Councillor A's resignation takes effect prior to the first Saturday in February 2007, then the same result would follow if the approval of the Electoral Commissioner has been obtained: [LGA s4.17 (2)].
20. However, neither LGA s4.17 (1) or (2) can operate in relation to the office made vacant by the resignation of Councillor B.
21. Those provisions depend on the vacancy occurring not later than the first Saturday in August of the year before the election year in which the term of

office would have ended. In the case of Councillor B that would be after the first Saturday in August 2008.

22. Neither could reliance be placed on LGA s4.17 (3), because the Shire would not yet have no wards, and at least 80% of the number of offices then to be held for the Shire would not still be filled. In this context "filled" would mean actually occupied (not, for example, subject to a deemed expiry date which extends beyond the actual vacancy under LGA s4.17 (1) or (2)).
23. There are two solutions:
- (i) to adopt the approach which was taken in the District of the Shire of Chapman Valley (Change of Wards and Representation) Order 2006 (see advice of Mr Lyon to Ms Nazer dated 22 March 2006);
  - (ii) to adopt a similar approach, but to abolish the wards upon the commencement of the order, provide for the reduction in councillors to take place at the same time, and draft an 'extraordinary vacancy' direction to provide that Councillor B's office is vacated at that time (leaving the position of Councillor A to be covered by LGA s4.17 (1) or (2)).
24. I prefer solution (ii), because it avoids any issue as to whether the directions are required to "give effect" to the order (see advice of Mr Lyon @ p2).

Conclusion

25. For the above reasons, would answer your specific questions:
- 1. Yes. LGA s4.17 (1) or (2) will cover Councillor A.
  - 2. No. LGA s4.17 cannot be applied to Councillor B.
  - 3. Yes. The order can be used to deal with Councillor B.




Niels Monahan  
Assistant State Counsel

12 December 2006

## 9.4 COMMUNITY DEVELOPMENT

### 9.4.1 MEEKATHARRA FESTIVAL DELEGATIONS

**LOCATION:** N/A  
**APPLICATION:** MEGAN ALCHIN  
**FILE REF:** F/6  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 24 May 2007  
**AUTHOR:** MEGAN ALCHIN  
COMMUNITY DEVELOPMENT  
OFFICER

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

**SIGNATURE OF SENIOR OFFICER:**



#### **Summary:**

Council is requested to delegate to the Meekatharra Festival Planning Committee, the necessary authority to manage and control the organisation of the Meekatharra Festival and associated events.

#### **Background:**

At the Council Meeting on Saturday 21<sup>st</sup> April 2007, a Festival Planning Committee was appointed by Council. The first official Committee Meeting was held during the month of April. Previously it had been decided that a Festival would take place once again this year and in addition to the Festival, two fundraising events would be held: a Fancy Dress Ball on 30<sup>th</sup> June and a Battle of the Bands Competition on 18<sup>th</sup> August.

#### **Comment:**

The Festival Planning Committee has commenced plans for the Festival and it is has become apparent that gaining approval from Council for each decision the Committee makes will greatly prohibit the planning process. It is therefore requested that Council delegate to the Festival Planning Committee, the authority to manage and control the organisation of the Festival and associated events, including financial matters.

#### **Consultation:**

Roy McClymont – Chief Executive Officer

#### **Statutory Environment:**

Local Government Act 1994 section 5.16

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Absolute Majority

**Officers Recommendation/Council Resolution:**

**Moved: Cr A G Burrows**


**Seconded: Cr S R Bajrai**

**That Council delegates authority for the organisation of the 2007 Meekatharra Festival to the Festival Planning Committee subject to compliance with all relevant legislation, Council Policies and Council Budgets (2006/2007 and 2007/2008).**

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

**9.4.2 YOUTH CENTRE POLICY MANUAL**

**LOCATION:** N/A  
**APPLICATION:** MEGAN ALCHIN  
**FILE REF:** F/6  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 24 May 2007  
**AUTHOR:** MEGAN ALCHIN  
COMMUNITY DEVELOPMENT  
OFFICER

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

**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

The Youth Centre Policy and Procedure Manual has been updated and is presented to Council for adoption.

**Background:**

The Shire of Meekatharra took over the management of the Youth Centre in 2003. In 2005 a draft Policy and Procedure Manual was created based on another from a similar service. This Manual was however never officially adopted by the Shire.

**Comment:**

The draft Youth Centre Policy and Procedures Manual has been revised due to the recommendations provided by the Department for Community Development (DCD), and for current guidance for day to day operations. DCD made the following recommendation:

1. A register to be established for recording of relevant information such as staff, WWC Card # and Expiry dates
2. A requirement of all staff to notify the Service Provider of any change in circumstances that may adversely affect the current status of their WWC card under the above Act
3. The Service Provider to carry out, as a minimum, one free on-line check of all staff, every 12 months and record the date and the outcome within register.

A copy of the updated Policy and Procedures manual is shown as Attachment 1 to this item.

**Consultation:**

Roy McClymont – Chief Executive Officer

**Statutory Environment:**

NIL

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officers Recommendation/Council Resolution:**

**Moved: Cr H Nichols**

**Seconded: Cr S R Bajrai**

**That Council adopt the draft Youth Centre Policy and Procedure Manual.**

**CARRIED 7/0**



## Meekatharra Youth Centre



# POLICY & PROCEDURES MANUAL

2007

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## **OVERVIEW**

Meekatharra Youth Centre is run and managed by the Shire of Meekatharra and is part funded through grants from the Department for Community Development and the Department of Families, Community Services and Indigenous Affairs. The Youth Centre provides a service to young people aged below 25 years.

## **AIM**

The aim of the Meekatharra Youth Centre is to maintain a safe and supervised environment for young people. This is a space for young people to interact with each other and develop and maintain sound relationships with other young people, staff and community members. To provide a service that will enable young people to develop life skills and knowledge to deal with, or prevent crisis. These skills include: social skills, knowledge of community resources and an increase in participation in employment, training, education and recreational activities.

## **ALCOHOL, CIGARETTES AND OTHER DRUGS**

This policy applies to ALL staff, clients and users of the Meekatharra Youth Centre.

- There is to be no alcohol, cigarettes or drugs on the Meekatharra Youth Centre premises at any time
- No alcohol, cigarettes or drugs are to be consumed on the Meekatharra Youth Centre premises at any time

If a young person is smoking cigarettes or consuming alcohol on the premises they will be asked to leave. Failing this the police will be called to move the young person on.

If a young person is seen to be under the influence of alcohol or other drugs such as cannabis whilst at the Youth Centre they will be asked to leave immediately.

If a staff member is smoking cigarettes or drinking alcohol on the Meekatharra Youth Centre premises they will be asked to leave and further action will be taken as per the Corrective (Disciplinary) Action Policy.

## **CLIENT CONFIDENTIALITY**

All information concerning clients is regarded as confidential. Before forwarding on any client information to another person or organisation it is necessary to first seek approval from the client (except when reporting abuse).

Clients may receive information from their own record if requested.

All client information will be sorted in a lockable filing cabinet where it is not readily accessible by young people or other people entering the building.

### **CLIENT GRIEVANCES**

The Children and Community Services Act 2004 require the service to have procedures for dealing with client grievances and/or complaints. Complaints must be resolved in a fair, prompt and accountable manner, which ensures natural justice and is free of charge.

It is the responsibility of Staff to ensure clients (including parents and guardians) are aware that a complaints procedure is in place.

If a complaint is made, a Meekatharra Youth Centre Grievance Form must be given to the client, even if the client does not intend to lodge a formal complaint at the time. If the client is unable to fill-out the form or needs assistance, it is the staff member's duty to provide the needed support. If the staff member is unable to do so, their respective supervisor is to be contacted to be of assistance.

Once a complaint has been lodged, a copy of the file is to be stored at the Youth Centre and also at the Shire Office. All Client Grievance Forms are to be signed by the Community Development Officer once received, and an appropriate reconciliation strategy will be devised.

### **CLOSURE POLICY**

The Youth Centre opening hours are flexible and subject to change. The Youth Centre will be closed without notice if there is insufficient staff to run the centre. It will also be closed without notice if the supervisor is using it as a form of punishment if the youth have been displaying unacceptable behaviour.

The Meekatharra Youth Centre will be close with notice if there is another event running in Meekatharra such as a movie showing at the Outdoor Picture Gardens or an event planned at the swimming pool.

### **CORRECTIVE (DISCIPLINARY) ACTION**

The following steps are to be taken by a supervisor when corrective action is needed.

Examples of when this procedure should be used include a staff member disobeying or disregarding a supervisor's request, or drinking alcohol on Meekatharra Youth Centre property.

*Step 1* – The supervisor, after hearing all the evidence will issue a verbal warning to the staff member. The staff member will be told that this is the first warning and be made aware of the following steps if the behaviour is to continue. The supervisor is to document all proceedings and the information is to be kept on the staff member's personal file.

*Step 2* – If the behaviour continues the staff member is to be issued with a written warning by a supervisor. The warning will include a description of the offence and the consequences if the behaviour continues. It will also state that the CEO has been informed of the issues arising.

*Step 3* – A meeting with all the people involved including the CEO. Discussed in the meeting will be the behaviour, the steps followed and actions taken to dissolve the issue. The outcome of the meeting will be decided by the CEO and may include a reduction in the hours worked or dismissal. All outcomes must be documented and kept on file.

Staff members are encouraged to speak to supervisors regarding personal situations that may affect their work performance.

All cases will be dealt with individually and the Corrective (Disciplinary) Action steps are guidelines for supervisors and staff to be aware of.

## **CO-WORKER RELATIONSHIPS**

Members of staff are required to treat each other in a respectful and courteous manner. This includes respecting each others belongings, lifestyle, values and religious beliefs. If any member of staff feels violated in any way by another member of staff, the Grievance Procedure should be followed.

## **EVACUATION PROCEDURE**

In the event of a crisis requiring the evacuation of the Meekatharra Youth Centre (such as fire), a staff member should call the appropriate authority. All young people will be asked to move quickly and calmly to the Meekatharra Youth Centre front gate. A staff member will check all rooms to ensure there are no young people left in the building. The toilet block and behind the Youth Centre will also be checked for young people. All care must be taken to ensure staff and client safety.

## **FIREARMS/WEAPONS**

Firearms and weapons (including waddies, gings, bottles and rocks) are not permitted on Meekatharra Youth Centre property.

A young person carrying a weapon will be reasoned with by staff and the supervisor informed. If possible the weapon will be confiscated and handed into the police. If the young person refuses to hand the weapon over the Police will be called and the young person will be banned from the Meekatharra Youth Centre for a period of time as decided by the supervisor.

Staff are not permitted to carry weapons at the Meekatharra Youth Centre. Staff concerned for the safety of themselves and the young people attending the centre should tell a supervisor and if appropriate call the Police.

## **FUNDING REPORTS**

The Meekatharra Youth Centre is predominantly funded by the Shire of Meekatharra. Other funding bodies contribute to the costs of running the service through the provision of grants.

Staff should become thoroughly aware of what funds are received from external departments and organisations. Funding agreements are stored at the Shire Office and outline the requirements of each party. Required reporting is also outlined and must be adhered to. Some funding bodies may require monthly attendance records and at the least, annual progress and financial reports.

It is important that these reports are completed and submitted within the set timeframes as neglecting to do so may put the funding and chance of continued and future funding at risk.

Reports are generally required to be signed by the Chief Executive Officer and a copy is to be kept at the Shire Office.

## **INCIDENT REPORTING**

Any type of incident where harm or damage (emotional is at the discretion of the employee) is caused, an incident report must be made. The relevant form should be completed for every incident, accident, work caused illness, dangerous event, near miss, significant first aid treatment, property damage or hazardous activity. "Near miss" is an incident which could have caused serious injury or extensive damage to property, but did not.

Reports must be signed-off by the Community Development Officer. The original report is to be stored in the locked filing cabinet at the Youth Center and a copy is to be kept at the Shire Office.

### **MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT**

If a staff member suspects or has been told by a young person that they are being abused the staff member MUST report it to a supervisor. The supervisor must then advise the Department for Community Development (DCD) about the disclosure.

It is not classed as a breach of confidentiality as it is helping to protect the young person and others in the community. If the allegations are true the young person may need support and on going assistance from DCD.

### **MEEKATHARRA YOUTH CENTRE PHILOSOPHY**

The Meekatharra Youth Centre endorses and upholds the following rights:

- The right of people to make their own life choices
- The right of people to dignity, respect, privacy and confidentiality
- The right of people to be valued as individuals
- The right of people to access services on a non-discriminatory basis
- The right of the community in regard to accountable and responsive services

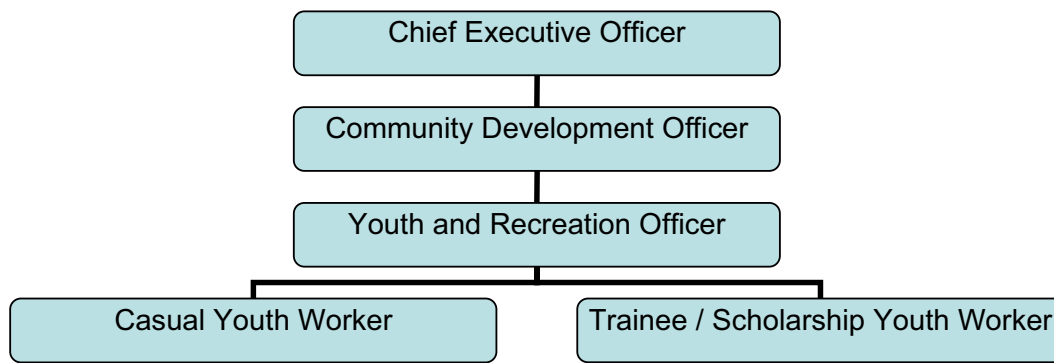
### **MOTOR VEHICLE POLICY**

The driver has the following responsibilities:

- Current registration must be displayed on the windscreen
- Shire of Meekatharra vehicles are smoke free
- Ensure licenses held are current and are the correct class for the vehicle being driven. A photo copy of the staff member's license is required before employment commences. It is the staff member's responsibility to advise their supervisor if their situation changes
- Vehicle security must be maintained at all times, i.e. doors locked and no valuables are stored in the vehicle or left in view
- Any damage to the vehicle must be reported to the Shire of Meekatharra. A Motor Vehicle Damage Report Form must be filled-out and can be obtained at the Shire Office.
- Only the staff members who has been allocated the vehicle may operate the vehicle
- Road laws must be adhered to at all times
- Staff shall be responsible for all passengers

- Staff members are responsible for the payment of all fines given to them whilst operating the vehicle
- A log book of all use must be kept every time the vehicle is used. This may be checked at any time and is required to be given to the Shire on 30<sup>th</sup> June each year. A log book will be provided
- If a staff member wishes to use a vehicle for private use outside what is specified in their employment agreement, an application form can be obtained from the Shire Office.

## ORGANISATIONAL STRUCTURE



## OTHER RELEVANT POLICIES AND PROCEDURES

The Shire of Meekatharra has a separate Policies and Procedures Manual that has been adopted by Council. This document is also to be read by new employees as a number of these policies directly relate to Youth Centre Staff.

## PRIVACY AND CONFIDENTIALITY

The information held by the Meekatharra Youth Centre regarding the daily operations of the centre will be the minimum necessary data to allow the completion of reports and assessments required by funding bodies.

The data will consist of the following information:

- Full name of the client
- Age
- Gender

This information will be recorded in hard copy and the information will then be transferred to a spreadsheet data base. The information will be kept for seven years and after this time will be disposed in a way that will not breach confidentiality.

## **RECORD KEEPING**

It is important to maintain sound record keeping practices. Staff will be briefed on the correct record keeping procedures.

Any documents that relate specifically to the Youth Centre must be kept for a period as required by the State Records Act 2000.

All confidential items must be kept in the locked filing cabinet at the Youth Centre.

Any records that relate to funding bodies, financial matters, and reports mentioned within this document, must be photocopied and a copy store at the Shire Office.

## **REFERRAL PROCEDURE**

Staff supervising young people at the Meekatharra Youth Centre may be required to refer young people to other service providers. This process should include a discussion with the young person in terms of their needs and wants and also about the services available. It is acceptable to give the young person the address and phone number of the service they are being referred to. Staff should encourage and follow-up on the young people referred to other service providers.

A list of service providers will be made available in the Meekatharra Youth Centre office to make referrals easy. Service providers may include:

- Meekatharra District High School
- Police Station
- Department for Community Development
- Shire of Meekatharra
- Justice Department
- Community and Mental Health
- Meekatharra Hospital
- Mission Employment or Job Futures
- Centrelink

## **SERVICE PROMOTION**

The promotion of the Meekatharra Youth Centre will be done via one or more of the following:

- Word of mouth
- Continuity of services (opening and closing times etc remaining the same)
- Networking and ensuring communication is open between the Youth Centre, school and other service providers
- Positive representation in the Meekatharra Golden Prospect, on the radio and television, and through other media organised by the Shire
- Poster and mail box flyers informing of events at the Meekatharra Youth Centre

## SERVICES PROVIDED

Meekatharra Youth Centre provides the following services:

- A minimum of 25 hours a week of supervised youth activities
- Provision of information
- Referral to other services
- Engagement with young people and others as appropriate
- Advocacy on behalf of individual young people
- Building supportive and inclusive relationships with young people
- Case work and case management
- Access to other services such as education and training, mental health, drug and alcohol and other treatment services
- Group activities
- Counselling
- Mediation
- Recreational activities including camps
- Promotion of protective factors
- Intersectoral collaboration
- Community involvement
- Venue for workshops and other youth events
- Assistance with other youth focused activities in the community

## STAFF

1 x Youth and Recreation Officer  
1 x Casual Youth Worker  
1 x Trainee or scholarship youth worker  
Volunteers

When possible at least two staff members should be present at the Youth Centre. This is to ensure the safety of staff as well as the young people attending the Youth Centre. It also guards against allegations of misconduct.

Where a second staff member is not available it is up to the discretion of the staff member/supervisor as to whether the Youth Centre will open.



Staff members are encouraged to speak to supervisors about the lack of staff if they feel the number of attendees is becoming too large for the number of staff. An arrangement may be made where a non-youth worker from the Shire can assist with supervising the young people.

Before Youth Centre staff is employed, both a Police Clearance and a Working with Children Check must be obtained. In certain situations, a person may begin work once a Working with Children Check has been applied for, but before approval has been received. If approval is not received, the person must cease work immediately and employment will be terminated. A photocopy of each employee's Working with Children Check Criminal History Evaluation Card is to be kept in the Working with Children Check section of this manual.

Criminal History Evaluation Cards are valid for a period of three years from the date of issue. Each year the Community Development Officer is to complete an online check to ensure any criminal activities have not caused the card to become invalid.

If an applicant has past convictions appearing on their Police Clearance, both funding body and Shire policies will determine if the person is suitable to employ. The decision may be left to the Chief Executive Officer's discretion.

All Staff must notify the Shire immediately if any changes in circumstances occur in regards to incidents with the law.

## **STAFF GRIEVANCES**

Staff should be aware of their right to lodge a grievance or to have a grievance heard. Staff should also be aware that having a grievance will in no way impact on their career development opportunities or ongoing employment with the Meekatharra Youth Centre.

The following steps apply when dealing with a staff grievance:

1. Staff members are encouraged to discuss the matter with the person/people involved before lodging a formal grievance
2. If the matter is unresolved, the staff member will meet formally with their supervisor and complete a Meekatharra Youth Centre Grievance Form
3. If the matter remains unresolved, staff members have the opportunity to speak to the CEO about the situation and a resolution should be met.

In all cases of grievances the Supervisor should notify the CEO that a grievance has been lodged and ensure all formal grievances have been recorded and reported to the CEO.

## **STAFF LEAVE / ABSENCE FROM WORK**

If staff is unable to attend work they are required to advise a supervisor or the Shire Office as soon as possible.

Staff intending to have time off from work are required to fill in a Leave Form. These are also available from the Shire Office. A supervisor must be informed of staff intentions of taking leave at least 2 weeks prior where possible.

## **STAFF/CLIENT RELATIONSHIPS**

As a general rule, it is not appropriate for staff to socialise with clients away from the workplace. Care should be taken not to be alone in a building with clients (where possible), for a range of reasons including safety, or allegations of misconduct. Advice should be sought from supervisors if a staff member is unsure where they stand on client/staff relationships.

## **TARGET GROUP**

- Primarily young people, including Aboriginal and Torres Strait Islanders, young people and young people from culturally and linguistically diverse backgrounds, commencing secondary education up to 18 years of age who are at risk
- Young people with high needs and challenging behaviors
- Referrals from the Department for Community Development

## **TIMESHEETS**

It is the employee's responsibility to fill in timesheets correctly and have them signed by a supervisor. Timesheets must be handed in to the Shire Office on time each fortnight.

If a timesheet is not handed in on time the employee will not be paid until the next fortnight. Timesheets for the next period can be collected from the Shire Office.

## **TRAINING**

All staff and volunteers will be trained to ensure they are aware of and understand the policy and procedure manual. They will be required to sign a register acknowledging that the manual has been read and the content is fully understood.

Staff may be eligible to attend external training sessions. If a staff member becomes aware of such an opportunity they are to express their interest to the Community Development Officer who will then apply for approval from the Chief Executive Officer.

## **UNACCEPTABLE BEHAVIOUR POLICY**

Any young person displaying unacceptable behaviour will be asked to stop the behaviour immediately. If the behaviour continues the young person will be asked to leave the Youth Centre property. Failing this the Police will be called to remove the young person. The person may also be banned from the Youth Centre, Sporting Complex and/or Pool. The length of time the ban applies is at the discretion of the supervisor.

Unacceptable behaviour may include but is not limited to:

- Swearing
- Yelling
- Smoking
- Taking drugs or alcohol
- Being rude/abusive to supervisors
- Breaking/damaging Youth Centre equipment
- Any behaviour that could harm others

If a staff member is displaying unacceptable behaviour the steps in the Corrective (Disciplinary) Action Policy apply.

## **VOLUNTEERS**

Volunteers are welcome at the Meekatharra Youth Centre as they can assist with supervising the young people and are encouraged to join in with activities the young people participate in.

Volunteers are required to abide by the staff Policy and Procedures manual. Unless the volunteer is either under the age of 18 or has a child attending the Youth Centre on a regular basis, they will need to obtain a Working with Children Check. This can be obtained from the Post Office and a special volunteer rate applies. All volunteers attending camps as a supervisor are required to obtain a Working with Children Check.

**9.4.3 DONATION REQUEST - COUNTRY MEDICAL FOUNDATION**

**FILE REF:** D/40  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 16<sup>TH</sup> May 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF AUTHOR:**



**SENIOR OFFICER:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

The Country Medical Foundation has requested financial support on an annual basis.

**Attachments:**

Letter and information from CMF 8/5/07  
Council Policy 2.9 – Donations

**Comment:**

Meekatharra is very fortunate in that, as a base for the Royal Flying Doctor Service it has remained “immune” from the medical dilemmas that many rural communities face.

Meekatharra doesn't currently have the financial burden of underwriting doctors wages, providing surgeries, rooms, housing, vehicles etc etc. Council does, however donate airport landing fees to the Royal Flying Doctor Service. Last year this amounted to \$39,000 and this year is budgeted to be \$32,000.

There is no guarantee that Meekatharra's good fortune will continue for ever and if we choose to distance ourselves from organisations that assist in the provision of rural medicine we could find ourselves without doctors and without any organisations willing to help us find doctors.

The CMF is all about supporting rural WA by encouraging country people to become country doctors, nurses etc.

The CMF is a lean organisation with a Voluntary Board of Trustees and less than \$15,000 in overheads per year.

Should Meekatharra make a donation it may give CMF some leverage to encourage more rural local authorities to make donations.

As the attached list shows, the minimum CMF Medical Scholarship has been \$5,000.

Council policy excludes donations to religious or charitable organisations. "Charitable organisations" is not defined so it is difficult to say whether the CMF is a "charitable organisation" or not. It is likely that this exclusion was aimed at the larger international charity organisations.

Council policy also excludes standing or annual donations.

Health is essentially a State and Federal Government responsibility however for many decades now it has been an area that most small rural Local Authorities have, by necessity, been involved with.

Councillors may consider that additional health expenditure (if any) could be better spent by more directly supporting local health services such as the Hospital or Royal Flying Doctor Service.

This request is similar in nature and circumstance to the donation request discussed last month from REVISE WA. However staff consider that a donation to CMF would have greater, more tangible and direct benefits to Rural WA.

**Consultation:**

Cr Hutchinson

**Statutory Environment:**

Local government Act 1995 Section 6.8

**Policy Implications:**

Council Policy 2.9 - Donations

**Financial Implications:**

Proposed 2007/2008 budget allocation and expenditure.

**Strategic Implications:**

NIL

**Voting Requirements:**

Absolute Majority (Budget 2007/2008 commitment)

**Officer Recommendation/Council Decision:**

**Moved: Cr B A O'Dwyer**  
**Seconded: Cr N L Trenfield**

**That Council allocate \$2,500 as a donation to the Country Medical Foundation in its 2007/2008 budget and advise CMF that Council Policy precludes standing or annual donations requiring them (CMF) to apply on an annual basis in May each year to allow Council to consider their request during its annual budget deliberations.**

**CARRIED 7/0**



CMF

8 May 2007

President Tom Hutchinson  
Shire of Meekatharra  
PO Box 129  
**MEEKATHARRA WA 6642**

Dear President Hutchinson

I write to you in my capacity as Chairman of the Country Medical Foundation.

The Foundation began life 18 years ago as an initiative of Local Government aiming to solve the shortage of doctors and nurses in Rural and Remote WA that emerged through the eighties, became critical in the nineties and persists today.

I am well aware of the lengths most of us go to in order to compensate for short sighted policy at the State and Federal levels. An example of Local Government acting decades ahead of its counterparts, the CMF has been very innovative. By sourcing most of its income privately it has not been costly to Local Government, nor encouraged cost shifts – in fact the CMF was the inspiration for later State and Federal scholarships.

Most important has been our success in achieving what we set out to do; to increase the country medical workforce. The CMF has helped to place an average of 15 new professionals in country locations each year, or 221 in total. Attached is a list of the students who have come from, and returned to, Towns and Shires like ours.

In 2007 WA has seen record new intakes of medical students. One quarter of these are now from the country. The big centralized scholarship schemes still have gaps that many students fall through during such demanding studies – for example, most Bonded Medical Scheme students (who undertake to work in country settings to have their HECS debt reduced) do not receive Commonwealth scholarships. The need for WA based support to ensure these students complete their studies is greater than ever.

A very successful function has just been held to award continuing scholarships. Graduated Doctors (ex- scholarship awardees) spoke very highly of the help they had received and how it made the difference in them achieving their goal.

Unfortunately the CMF is in a financial position where for the first time, *funds are insufficient to offer a fresh round of scholarships*. Whilst the Board of Trustees is redoubling efforts to raise funds privately, the drop in support from all levels of government has left the fund facing wind-up.

At the August 2006 WALGA Annual General Meeting a motion was passed to support the CMF to continue its program. In the 10 months since, we have received a single donation from Quairading.

I request that, if your Council is committed to seeing our local youth aspire to medical careers in rural and remote WA, you discuss this matter with your fellow elected members to authorise financial support of a scale you can sustain on an annual basis.

Without such support, the future of the scholarship program looks very bleak. It would be a shame to let the Foundation collapse as State and Federal commitment to country areas is never guaranteed. The old saying "The Lord helps those who help themselves" is very pertinent.

We seek and appreciate your support for what has been one of the most successful Local Government projects I have seen in twenty five years of Local Government, an example of "Community helping Communities".

Kind regards



**Ken E Pech AM JP**



## Country Medical Foundation

*The Future of Country Medicine*



CMF

Donations 2007

## In Brief

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- The Country Medical Foundation (CMF) funds scholarships for medical students intending a rural medical career.
- The CMF began life 18 years ago aiming to solve the shortage of doctors and nurses in WA that emerged through the eighties, became critical in the nineties and persists today.
- In 15 operational years since incorporation, the CMF has funded an average of nearly 15 new medical scholars per year, 217 in total.
- The CMF now focuses on medical students since the State Government's adoption of its nursing scholarship program.
- The CMF is a not for profit Trust with a voluntary Board of Trustees. It achieves its outcomes with no capital infrastructure and less than \$15,000 annual overheads.
- The CMF sources the majority of its current income from private sources.
- To complement new initiatives for the medical workforce-in-training (especially rural students), the new strategic plan for the CMF calls for an increase in activity. The aim is to increase disbursements from an average of \$106,000 per year to up to \$250,000.
- In 2007 WA has seen record new intakes of medical students. One quarter of these are now from the country. Despite increases in Commonwealth scholarships, many students still fall through gaps in criteria. For example, most Bonded Medical Scheme students (who undertake to work in country settings to have their HECS debt reduced) do not qualify for income support. The need for WA based support to ensure these students complete their studies is greater than ever.
- With a program committee that knows each scholar in person, the CMF is uniquely placed to ensure highly targeted, complementary measures designed to fit existing initiatives.
- Your contributions help to ensure the continuation of a highly successful program and are gratefully received.

Please make out donations to:

*Country Medical Foundation*  
(ABN 56 079 750 759)  
PO Box 1544  
WEST PERTH  
WA 6872

For further information please contact

*Jed Handmer*  
Executive Officer



## CMF MEDICAL SCHOLARS (79)

WATSON, Brett	Dongara	30000
LLYOD, Amanda	Lake Grace	30000
MURRAY, Sally H	Tincurrin	20000
PEARSON, David		20000
ROWLANDS, Graham		5000
JAMES-WALLACE, M.	Albany	20000
McARTHUR, Julie	Albany	20000
CUSSONS, Andrea	Kojonup	20000
PHANG, Jay Wen HH	Karratha	25000
JEWELL, Melissa	Walpole	30000
BROCKMAN, Priscilla	Muradup	30000
BENNIER, Sharyn	Wickepin	30000
RENNIE, Darryn	Manjimup	15000
HODGE, Nadette	Newman	25000
GELDERMANN, Sven	Busselton	20000
PARKER, Casey	Esperance	25000
O'CONNELL, Judith	Moora	10000
RUSSELL, Twain	Donnybrook	20000
WASIUN, Clark	Kalgoorlie	10000
MORISON, Melissa	Australind	20000
PASSLOW, Anna	Albany	20000
HOWELL, Smudee	Toodyay	20000
MOFFAT, Paula	Geraldton	15000
HAAK, Sarah	Dunsborough	10000
MALONE, Brian		5000
CHEEK, Kylie	Newman	10000
WYATT, Jillian	Albany	10000
PUTT, Danny	Leshenault	10000
MATTHEWS, Tom	Merredin	5000
WISBEY, Tanya	Albany	5000
McCOMBE, Ian	Narembeen	5000
JUDKINS, Chris	Geraldton	5000
HIGHMAN, Ruth	Albany	20,000
MC WHIRTER, Ian	Kellerberrin	25,000
REYNOLDS, Carmel	Pingelly	20,000
STEVENS, Jamie	Geraldton	10,000
FITZPATRICK, James	Bathurst	20,000
STERRY, Kylie		10000
WHIEL, Monika	Mt Barker	15000
SCHILDMAN, Bridget	Newman	10000
SOUNNESS, Brett	Ongerup	15000
WATT, Jarrad	Broome	15000
WOZENCROFT, Belinda	Pilbara	20000

STONE (Watt), Tanya		5,000
BECKETT, Jeremy	Rivervale	10,000
BRINKMANN, Silke	Mandurah	10,000
NELSON, Bethany	Badgingarra	15,000
CAMAC, Sasha	Carnamah	20,000
PATCHING, Nicola	Duncraig	12,500
RAMASUBBA, Siddhartha	Kardinya	5,000
CLARK, Huw	South Perth	10000
CARSON, Joel	Mt Lawley	10000
PICKERING, Craig	South Perth	15000
MADDREN, Casey-lee	Claremont	25000
ROBINSON, Suzannah	Albany	20000
MAISLEY, Sami		5000
HARCOURT, Emma		15000
HUNT-DAVIES, Rebecca	Karratha	15000
RICHARDS, Helen	Albany	15000
TROPIANO, Elisabeth	Pinjarra	15000
DOUGLAS, Scott		5000
SEXTON, Wendy	Bridgetown	15000
CIROLLO, Melita	Mt Barker	15000
DIMOND, Greg	Kalgoorlie	15000
EARLEY, Joel	Mandurah	15000
FORWARD, Simone	Narrogin	15000
PICKERING, Craig	Various	10000
HAWTER, Romilly	Balingup	10000
JAROSZ, Katherine	Kalgoorlie	10000
KAYE, Jessica	Gelorup	10000
MCKEOWN, Emma	Narrogin	10000
ROBSON, Anna	Kimberley	10000
SMITH, Jemma	Boyanup	10000
LEMON, Wendy	Narrogin	10000
BAKER, Keira	Corrigin	5000
HICKS, Steven	Pingrup	5000
SUNARIO, Julian	Bunbury	5000
ISAACS, Kim	Broome	5000
WEBSTER, Andrew	Narrogin	5000
DODSON, Becky	Geraldton	5000
SUB TOTAL		1,237,500

## CMF NURSING SCHOLARS (121)

BARRET, Catherine	Derby	17500
McINNES, Susan	Mukinbudin	10000
POLAK, Jeffrey	Collie	5000
LAMAT, Sadiyah	Sth Hedland	5000
CLARKE, Barbara	Corrigin	5000
NICHOL, Rosalie	Hyden	8750
SCOTT, Karen	Carnarvon	2500
McCARTHY, Diana	Williams	7500
RUSS, Melanie	Derby	5000
LITTLE, Ann	Perth	7500
McFALL, Leonie	Katanning	2500
LAWSON, Pauline	Perth	5000
SCADDING, L	Kulin	5000
LAMB, Lara	Kalgoorlie	3750
NOTTLE, Jayne	Kweda	8750
RUSSEL, Gemma	Donnybrook	5000
HILLIER, Val	Collie	7500
DARNLEY, Therese	Morawa	8750
ENGLISH, Rebecca	Collie	7500
THOMAS, Linda	Albany	7500
McCOLL, Amelia	Pt Hedland	1250
NORRISH, Sandra	Kununoppin	6250
KAUFMAN, Emma	Geraldton	2500
BRENNAN, Jillian	Ballidu	5000
GIBSON, Suzanne	Northcliffe	5000
NELSON, Heidi	Badgingarra	5000
HESTER, Jenny	Boyup Brook	2500
OLIFFE, Susanne	Bakers Hill	2500
BERGMAN, Helen	Derby	2500
PARKER, Carrie	Esperance	2500
WOOKEY, Kathryn	Pinjarra	2500
HIPWORTH, M	Dongara	1250
BRADLEY, Peter	Northam	1250
ATTWELL, Catherine	Albany	3750
BAILEY, Sarah	Donnybrook	3750
BLANKENDAAL, Joanne	Bunbury	1250
DOUGLAS, Lynn	Bunbury	3750
EARLEY, Barry	Denmark	1250
YORK, Ruth	Mount Barker	3750
EVANS, Peter	Katanning	1250
ARNOLD, Joanne	Boulder	3750
BARRON, Gillian	York	3750
BOSHELL, Tamara	Albany	1250
BOZANICH, Kristy	Geraldton	3750

CASHMORE, Christine	Mandurah	3750
COLLYER, Ebony Jade	Dongara	3750
CULLOTON, Sherry	Geraldton	1250
DAHL, Jennifer A	Norseman	1250
ELLIS, Robyn	Geraldton	1250
FOWLER, Andrea	Williams	1250
GREEN, Lee Veronica	Manjimup	3750
HARVEY, Denise	Geraldton	3750
HEARN, Ivanna	Dampier	1250
HIPPER, Jennifer	Geraldton	1250
MATHESON, Lee	Pinjarra	3750
MATTHEWS, Stephanie	Geraldton	3750
MITCHELL, Meredie	Esperance	3750
STEWART, Sarah	Mandurah	3750
Jemma Bailey	Balingup	1000
Rebecca Caporn	Busselton	500
Owen Cole	Broken Hill	2500
Joanne Fitzgerald	Albany	2500
Frances Kyle	Esperance	2500
Kate Maguire	SW	2500
Lisa Mahaffey	Australind	2500
Payne, Ruth	Morley	
Belinda Saint	Karratha	2500
Ruth Smither	Bridgetown	2500
Louise Tenardi	Narembeen	2500
Michael Tynan	Geraldton	2500
Melanie Wright	Albany	2500
Cindy Zimmerman	Albany	2500
DENTON, Michelle	Esperance	2,500
ETTRIDGE, Bonnie	Narrogin	3,750
HAWKINS, Sarah	Moora	3,750
MILLMAN, Melissa	Albany	2,500
WATKINS, Lisa	Frankland	2,500
CRAWFORD, Katy	Kensington	2,500
DIMOVSKI, Deborah	Bunbury	2,500
CRAMERI, Nicole	South Perth	2,500
MCCARTHY, Grace	Fitzroy Cross	2,500
MELROSE, Fiona	Subiaco	2,500
METCALF, Shannon	North Perth	2,500
O'BRIEN, Christine	Clifton Pk	2,500
POWELL, Glenn	St James	1,250
SMEATHERS, Kerry	Parmelia	1,250
VAN VIERSN, Kelly	Como	2,500
WILDBLOOD, Kaye	E Vic Park	2,500
WOOD, Kelly	Boulder	3,750
FOXON, Andrea	Denmark	6,250

JARVIS, Glenys	Boulder	3,750
MUMFORD, Kea	Denmark	3,750
PERRY, Angela	Kalgoorlie	3,750
HOTOP, Lara	Esperance	5,000
LAURIE, Leanne	Denmark	3,750
FARR, Joanna	Geraldton	1,250
HILL, Lucinda	Geraldton	3,750
KASZANSKI, Krystn	Derby	2,500
MCCUMSTIE, Karen	Derby	1,250
CHALKEY, Emma	St James	3,750
FITZPATRICK, Janet	Collie	1,250
HATHERLEY, Robyn	Broome	3750
NODEN, Megan	Boulder	3750
DODSON, LeAnn	Nth Yunderup	3750
GASPER, Anne	Geraldton	3750
LAGESSE, Kim	Bunbury	3750
REILLY, Anna	Broome	3750
ROWLANDS, Lynne	Mandurah	1250
BURNS, Alexander	Kendenup	3750
CHALKEY, Irene	Geraldton	3750
DANIEL, Elizabeth	Floreat	5000
HART, Felicity	Broome	5000
HASTIE, Julie	Esperance	3750
HOLLENBURG, Sandra	S. Hedland	3750
KNEALE, Heather	Clifton Pk	5000
MULLAN, Kate	Wembley	5000
RENNIE, Ann	Beachlands	3750
ROWORTH, Kate	Kalgoorlie	3750
SCLATER, Sara Jo	Belmont	3750
SCOTT, Jane	Elgin	5000
TOMKINS, Kaylene	Sunset Bch	3750
WICKHAM, Sarah	Australind	5000
SUB TOTAL		440,250

#### CMF POST – GRADUATE SCHOLARS (17)

TRENORDEN, D	Wyalkatchem	1000
PATCHING, Nicola		5000
STOCKWELL, Julie	Albany	2500
FOOKES, Annette	Jurien Bay	1500
CARTER, Cherie	Jerramungup	1000
RICKWOOD, Kiersten	Kalgoorlie	250
CAMPBELL, Elisabeth	Gairdner	500
LAST-HARRIS, Kathy	Stirling	2,000

ARGYLE, Nadine		2,500
Schildman, Bridget	Newman	2,500
Williams, Sharon	Kununurra	2,500
McMahon, Geraldine		2,500
Rae, Maureen	Newman	2,500
Robertson, Jeanette		2,500
Tyrrell-Clark, Marie		2,500
O'Nions, Pam		2,500
Pryde, Katrina		2,500
Russ, Lesley		1,000
SUB TOTAL		37,250
Other Grants		6000
TOTAL		1,609,000



**Shire of Meekatharra Policy Manual**

<b>POLICY:</b>	<b>DONATIONS</b>
<b>POLICY NO:</b>	<b>2.9</b> (PREVIOUSLY POLICY 1.10)
<b>SECTION:</b>	<b>ADMINISTRATION</b>
<b>COUNCIL MEETING HELD:</b>	<b>20 JANUARY 2007</b>
<b>DATE TO BE REVIEWED:</b>	<b>DECEMBER 2009</b>

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1. Council policy is to not make donations to religious or charitable organisations.
2. Council declines under any circumstances to provide standing or annual donations, referring to re-assess the needs of individual organisations in such cases as and when appropriate.
3. Council will consider requests for donations from local and regional bodies and all such requests will be considered on merits.
4. Donations of \$100 or less may be made at the discretion of the Chief Executive Officer.

**Exceptions**

- Council leases the Pre-school centre to the Education Department for \$200.00 per annum. In lieu of cash received Council donates the lease fee.
- Council donate the landing fees back to RFDS each year.
- Meekatharra Playgroup – Blue Light Disco. Hall Hire Fees are donated.

**Adopted: 21 May 2005**

**Reviewed: 20 January 2007**

**Effective: 1 February 2007**

**9.4.4 EDUCATION IN MEEKATHARRA**

**FILE REF:** D/3  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 14<sup>TH</sup> May 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF AUTHOR:**



**SENIOR OFFICER:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

Cr Trenfield has requested that Council discuss education issues in Meekatharra.

**Attachments:**

NIL

**Background:**

Council has now written to the Education Ministers on three occasions. Council first wrote to Minister Ravlich on 24 August 2006.

A copy of the latest letter appears in this month's Information Bulletin.

Councillors and staff attended a meeting with Dr Julian Vearncombe (Mercator Gold) and David McLean Hewitt (Education Destinies Network) on 7/12/06 to discuss education in Meekatharra and the possibility of establishing a private school.

At that meeting, those present agreed that the first course of action should be to make every effort to improve the situation at the Meekatharra District High School by lobbying the Education Department and Education Minister. Then, if no improvement occurs or solid plans and programs are created to bring about improvement, the community should investigate other options for facilitating a reasonable standard of education, in a safe and supportive environment for children in Meekatharra.

**Comment:**

The above agreement from the meeting on 7/12/06 has been pursued by lobbying the Minister for Education. Staff consider that Council should now wait for a response from the Minister to Council's latest letter.

**Consultation:**

NIL

**Statutory Environment:**

NIL

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officer Recommendation:**

**That Council wait on a reply from Minister McGowan to Council's letter of 19 April 2007 before taking any further action concerning education in Meekatharra.**

**Council Decision:**

**Moved: Cr N L Trenfield**

**Seconded: Cr A G Burrows**

- 1. That Council wait on a reply from Minister McGowan to Council's letter of 19 April 2007 before taking any further action concerning education in Meekatharra and;**
- 2. That a letter be sent, to The Hon Julie Bishop, MP, Federal Minister for Education, and Mr Barry Haase MP, the Federal member for Kalgoorlie, highlighting the problems with education in Meekatharra.**

**Reason Council Decision Differs from Recommendation:**

**Council believes the Federal Government should be made aware of the problems with education in Meekatharra.**

**CARRIED 7/0**

**9.4.5 JUSTICE SYSTEM IN MEEKATHARRA**

**FILE REF:** J/1  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 14<sup>TH</sup> May 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF AUTHOR:**



**SENIOR OFFICER:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

Cr Trenfield has asked that the matter of justice, or the perceived lack of it, be discussed by Council.

**Attachments:**

NIL

**Comment:**

There is general community dissatisfaction with the penalties being handed down to guilty offenders in Meekatharra.

It seems that even repeat offenders are being “let off” with minimal penalty or punishment for their offences.

As a consequence, there would seem to be very little discouragement for offenders to stop offending. It seems that some repeat offenders have very little respect for the law or our justice system and continue to commit crimes without fear of arrest, penalty or punishment.

**Consultation:**

Cr Trenfield

**Statutory Environment:**

NIL

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officer Recommendation/Council Decision:**

**Moved: Cr H Nichols**

**Seconded: Cr B A O'Dwyer**

**That Council**

- 1. invite the regular local Magistrate, Sue Richards to meet with Council representatives to discuss the current system of justice in Meekatharra and the penalties being handed down to guilty offenders.**
- 2. write to the Attorney General expressing Council's disappointment at the lack of reasonable justice being given out to offenders and repeat offenders in Meekatharra and stating that Council believes that the lack of reasonable penalties and punishment is causing crime to increase and offenders to re-offend without fear of penalty or punishment.**

**CARRIED 7/0**

**9.6 WORKS AND PLANT**

**9.6.1 ROAD NAME CHANGE – Mt Hale Road**

**FILE REF:** L/45/5  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 14<sup>TH</sup> May 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF AUTHOR:**



**SENIOR OFFICER:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

NIL

**Attachments:**

Letter and map from Geographic Names Committee 10/4/07

**Comment:**

The Geographic Names committee has requested Council to consider renaming the Mileura-Mount Hale Road to Judal-Mileura Road and Belele-Mount Hale Road to Belele-Judal Road.

The Mileura-Mount Hale Road is closed temporarily and will ultimately be permanently closed. Therefore no name change is required.

Staff can see no reason to object to the renaming of Belele-Mount Hale Road to Belele-Judal Road. Councillors will be more aware of the history associated with the current name and may have comments of suggestions based on local knowledge and history.

**Consultation:**

NIL

**Statutory Environment:**

Land Administration Act 1997  
Geographic Names Committee Principles, Guidelines and Procedures

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officer Recommendation/Council Resolution:**

**Moved: Cr B A O'Dwyer**

**Seconded: Cr R K Howden**

**That Council advise the Geographic Names Committee that it approves the renaming of the Belele-Mount Hale Road to Belele-Judal Road however the Mileura-Mt Hale Road is temporarily closed and will be permanently closed in due course. Council does not therefore approve the proposed name change to the Mileura-Mt Hale Road.**

**CARRIED 7/0**



Geographic Names Committee

Our Ref: 1388-2007/01  
Your Ref:

Enquiry: Jeff Murray  
Telephone: 08 9273 0722  
Facsimile: 08 9273 7674  
Email: Jeff.Murray@landgate.wa.gov.au

10 April 2007

Chief Executive Officer  
Shire of Meekatharra  
PO Box 129  
MEEKATHARRA WA 6642

L/45/5

Dear Sir

**Subject: Proposed road name changes**

The Geographic Names Committee (GNC) was advised that the Pastoral Lands Board had approved the renaming of the Mount Hale pastoral station to Judal on 1<sup>st</sup> November 2006.

The name Mount Hale station came into existence in the 1960's when the pastoral lease containing the previous Judal homestead combined as a new lease. The request for the property to be known again as Judal station was made by the lessee to distinguish the pastoral station from a nearby mine site also known as Mount Hale.

As a consequence of Mount Hale station becoming known as Judal station the Meekatharra Council is requested to consider renaming Mileura-Mount Hale Road to Judal-Mileura Road and Belele-Mount Hale Road to Belele-Judal Road. A plan showing the location and extent of the existing two roads is included.

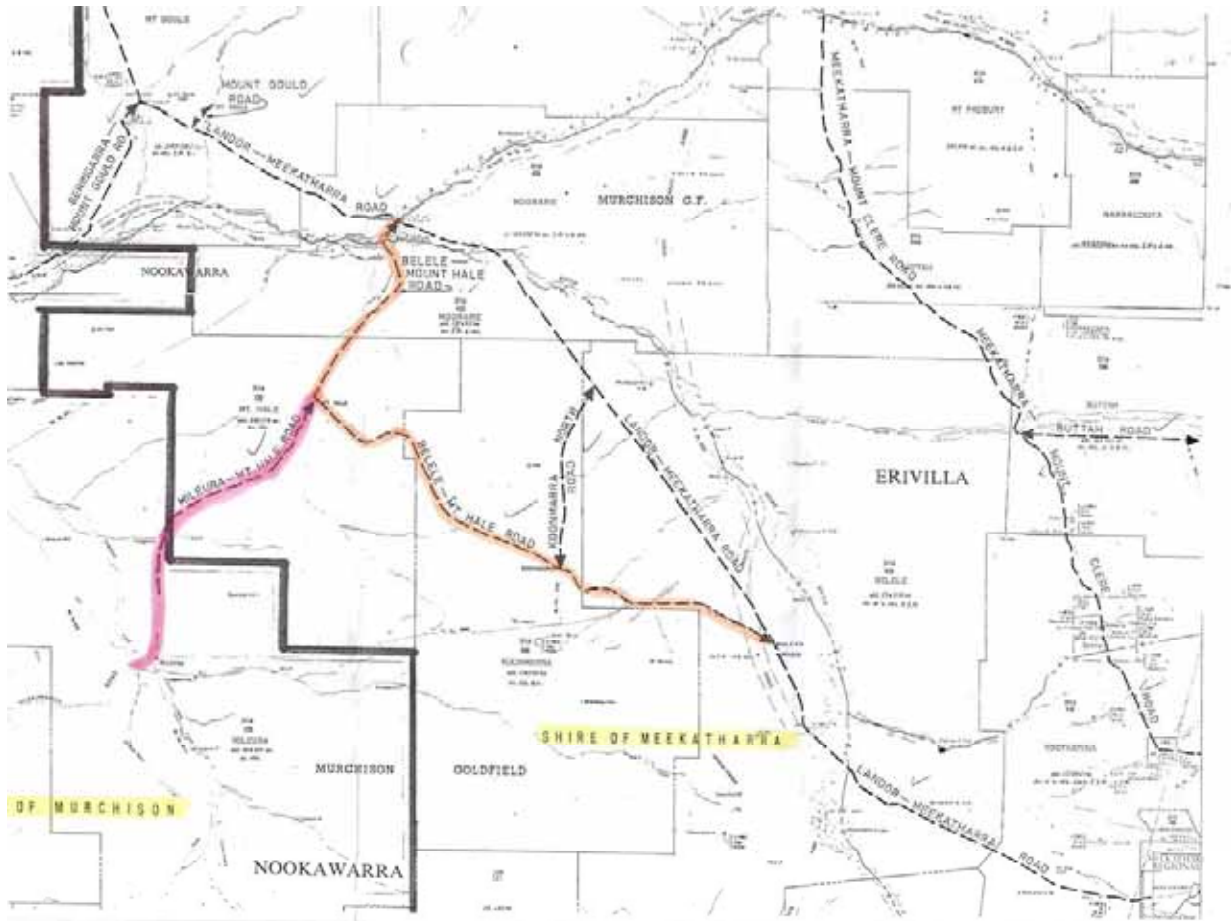
Yours faithfully

A handwritten signature in black ink, appearing to read "Jeff Murray".

for  
Secretary  
GEOGRAPHIC NAMES COMMITTEE







**Cr A G Burrows declared a financial interest in Item 9.6.2 and left the meeting at 12.16pm**

**9.6.2 GOLDFIELDS HIGHWAY MEEKATHARRA – WILUNA SECTION**

**FILE REF:** R/40/22  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 16<sup>TH</sup> May 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF AUTHOR:**



**SENIOR OFFICER:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

Cr Trenfield would like Council to discuss the Meekatharra to Wiluna section of the Goldfields Highway.

**Attachments:**

A copy of the Commissioner of Main Roads section of the State Budget will be available at the meeting if required.

**Background:**

Council has been lobbying for the sealing of the Meekatharra to Wiluna road for many years, possibly decades.

**Comment:**

The latest state budget includes some expenditure on the Goldfields Highway; however it appears that most of this expenditure is targeted towards the Kalgoorlie end of the Highway including construction of a bridge over Lake Raeside near Leonora.

Cr Trenfield has highlighted the problems that arise after any rain when the Meekatharra to Wiluna section of the highway is almost always closed.

Cr Trenfield says that after the last rains, which were relatively light and steady the highway was closed for well over a week creating social disadvantage, business disadvantage and increased costs to Government agencies. This is due to the fact that, during periods of closure, traffic is forced to take alternative and very lengthy detours in order to access Wiluna.

**Consultation:**

Cr Trenfield

**Statutory Environment:**

NIL

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officer Recommendation:**

**That Council resolve whether it will conduct a road inspection prior to budget deliberations this year and if so; when the inspection take place, what roads will be inspected, who will attend (Councillors/Staff) and what vehicle/s will be required/used.**

**Council Resolution:**

**Moved: Cr B A O'Dwyer**

**Seconded: Cr R K Howden**

**That Council:**

- 1. write to the Minister for Planning and Infrastructure requesting a program and timeline for the upgrading and sealing of the Meekatharra to Wiluna section of the Goldfields Highway. This section of road is closed after any rain often for extended periods causing disruption and significant cost increases to private traffic, business traffic and government agencies. The Goldfields Highway is an important regional link road and the Meekatharra to Wiluna section provides a vital social and business connection between the two towns.**
- 2. write to the Shire of Wiluna requesting that they consider writing to the Minister for Planning and Infrastructure requesting a program and timeline for the upgrading and sealing of the Meekatharra to Wiluna section of the Goldfields Highway.**
- 3. request a meeting with the Minister for Planning and Infrastructure and**
- 4. Write to Federal Member, MP Barry Haase seeking his support for upgrading and sealing the Meekatharra to Wiluna section of the Goldfields Highway as soon as possible.**

**CARRIED 6/0**

**Cr A G Burrows returned to the meeting at 12.21pm.**

**9.6.3 ROAD INSPECTION**

**FILE REF:** R/40/1  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 15<sup>TH</sup> May 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF AUTHOR:**



**SENIOR OFFICER:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

Cr Trenfield has requested that Council discuss and resolve details of the annual pre-budget road inspection.

**Comment:**

Council has in some past years conducted a road inspection to enable Councillors to gain a first hand understanding of the condition of some Council controlled roads.

Council may discuss whether it will conduct a road inspection this year and if so; when will the inspection take place, what roads will be inspected, who will attend (Councillors/Staff) and what vehicle/s will be required.

**Consultation:**

Cr Trenfield

**Statutory Environment:**

NIL

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officer Recommendation:**

**That Council resolve whether it will conduct a road inspection prior to budget deliberations this year and if so; when the inspection take place, what roads will be inspected, who will attend (Councillors/Staff) and what vehicle/s will be required/used.**

**Council Resolution:**

**Moved: Cr S R Bajrai  
Seconded: Cr B A O'Dwyer**

**That Council conduct road inspections prior to budget deliberations this year.**

**It was decided the following plan of action would be taken:**

**Friday June 8, 2007**

**An inspection of Sandstone Road to boundary and Hillview be conducted by Cr T R Hutchinson, Cr R K Howden, Cr A G Burrows' Cr N L Trenfeild, Cr S R Bajrai, Cr B A O'Dwyer and staff members Roy McClymont (CEO) and/or Terry Clarke (Works Supervisor).**

**Saturday June 9, 2007 and Sunday June 10, 2007**

**An inspection of Neds Creek, Three Rivers the top end of Woodlands, Milgum-Yarlarweelor and Landor-Burringurrah roads be conducted by Cr A G Burrows, Cr N L Trenfeild, Cr S R Bajrai, Cr B A O'Dwyer and staff members Roy McClymont (CEO) and/or Terry Clarke (Works Supervisor).**

**CARRIED 7/0**

**Meeting adjourned 12.35pm**  
**Meeting resumed at 1.08pm**

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

**That Late Agenda Items be accepted as new business of an urgent nature.**

**Moved: Cr H Nichols**

**Seconded: Cr N L Trenfield**

**CARRIED 7/0**

**10.1.1 FIREARM DEALERS LICENCE**

**FILE REF:** T/50/1  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 17<sup>TH</sup> May 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF AUTHOR:**



**SENIOR OFFICER:**

ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

The proprietor of Farmer Jacks Meekatharra has requested Council to support their application to obtain a Firearm Dealers Licence.

**Attachments:**

Letter from Peter Clancy, Managing Director, Farmer Jacks Meekatharra 17/5/07.

**Background:**

NIL

**Comment:**

Mr Clancy has been advised that he requires Council's support of his application for a Firearm Dealers Licence.

Firearm licences are not an area over which council has any powers, responsibility or control. The Commissioner of Police controls this area.

Staff are not aware of any reason for Council not to support this application.

Firearm/ammunition sales is not specifically mentioned anywhere in Council's Town Planning Scheme No 3 and would therefore be considered a permitted use under the current zoning of "Commercial".

**Consultation:**

Bill Atyeo, Consultant  
Cameron Watson, DCEO

**Statutory Environment:**

Firearms Act 1973 and Regulations 1974

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officer Recommendation/Council Decision:**

Moved: Cr B A O'Dwyer  
Seconded: Cr R K Howden

**That Council write to Farmer Jack's Meekatharra stating that Council has no objection to their application for a Firearm Dealers Licence subject to compliance with all relevant legislation and any conditions imposed by the Commissioner for Police.**

**CARRIED 7/0**



**Chief Executive Officer  
Shire Of Meekatharra  
Main Street, Meekatharra**

**RE: Application for Firearm Dealers Licence**

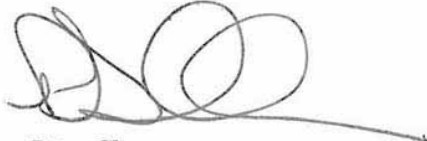
**Dear Roy,**

**Following several requests for ammunition, I am submitting an application for a Firearm Dealers Licence. I intend to only sell and supply firearms ammunition and will not be dealing in firearms at this stage.**

**Under the Firearms Act I am required to obtain a letter of written approval from the local government authority and as such request a letter of support from your office.**

**I have spoken to the local police who intend to fully support my application.**

**Yours Sincerely**



**Peter Clancy  
Managing Director**

**17 May 2007**



**10.1.2 BLACKSPOT PROJECT MAIN STREET MEEKATHARRA**

**FILE REF:** M/30/21  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 18<sup>TH</sup> May 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF AUTHOR:**



**SENIOR OFFICER:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

A revised and scaled down plan for pedestrian improvements on the Main Street has been prepared by Greenfield Technical Services.

**Attachments:**

Copy of revised plan – 4 drawings

**Background:**

Council called tenders for the Blackspot Improvements in the Main Street. This design had been approved by Main Roads WA.

Based on the tender prices, Council decided not to go ahead with the project.

The Works Group recently reviewed the plan and agreed that if possible, under current design standards, Council should consider only three parts of the original project; a pedestrian crossing between the pool and telecentre, a pedestrian crossing approx half way between Savage and High Streets and an island on High Street near Great Northern Highway to restrict road trains from using High Street.

Greenfields have prepared drawings based on this information and to allow a more complete and uniform pedestrian crossing plan for the Main Street between Porter and High Street.

**Comment:**

The drawings from Greenfields address the three points highlighted by the Works Group and also allows for more complete and uniform pedestrian crossings over this section of the Great Northern Highway.

Matt Barns from Greenfields has advised that Council will still be able to install specific sections of the plan – for example the three items identified by the Works Group. He has suggested that the crossing outside the Post Office should also be considered a high priority by Council.

One area that Council may wish to review is the design for the north east corner of High Street (diagonally opposite the Post Office).

Currently the design allows for trucks up to 36.5 metres to turn left off the Highway into High Street. This was a requirement previously advised to Greenfields. This requirement currently requires the kerb on this corner to be realigned and cut back by approx 2.1 metres at its apex. If the current kerb is left as is up to 19 metre vehicles can turn left off the highway into High Street.

The removal of the Banner poles is not mandatory. The purpose for this is to remove any visual distractions that could affect pedestrians.

The Works Group identified a potential crossing point between Coates Hire and Yulella, using existing driveways to assist with vision requirements. It would involve moving the crossing about 20 metres south. This may reduce the need to remove as many parking bays and the crossing would be between two banner poles reducing the need to remove any banner poles. It would mean that this crossing would not be as centrally located as it is in the current drawings. Greenfields could be requested to change this providing Council agrees and it complies with current standards.

**Consultation:**

Works Group  
Kim Edmeades, Main Roads WA  
Matt Barns, Greenfields Technical Services

**Statutory Environment:**

NIL

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officer Recommendation:**

**That Council adopt the revised design for pedestrian improvements to Main Street Meekatharra subject to the following requirements and Main Roads WA approval;**

- 1. Greenfield Technical Services be requested to move the central crossing point approx 20 metres south to take advantage of vision benefits of Coates Hire and Yulella driveways subject to compliance with current standards and in any case that Greenfields be requested to change the design to allow all banner poles to remain as they are.**
- 2. Greenfield Technical Services be requested to amend the design to allow the kerb diagonally opposite the Post Office to remain as it is (allowing up to 19 metre vehicles to turn left off the highway into High Street).**
- 3. the following works be undertaken as soon as possible in accordance with the drawings presented by Greenfield Technical Services and subject to any amendments resolved by Council:**
  - a. the pedestrian crossing between the pool and telecentre,**
  - b. a pedestrian crossing approx half way between Savage and High Streets,**
  - c. an island on High Street near Great Northern Highway to restrict road trains from turning left into High Street**

**Council Decision:**

**Moved: Cr B A O'Dwyer**

**Seconded: Cr A G Burrows**

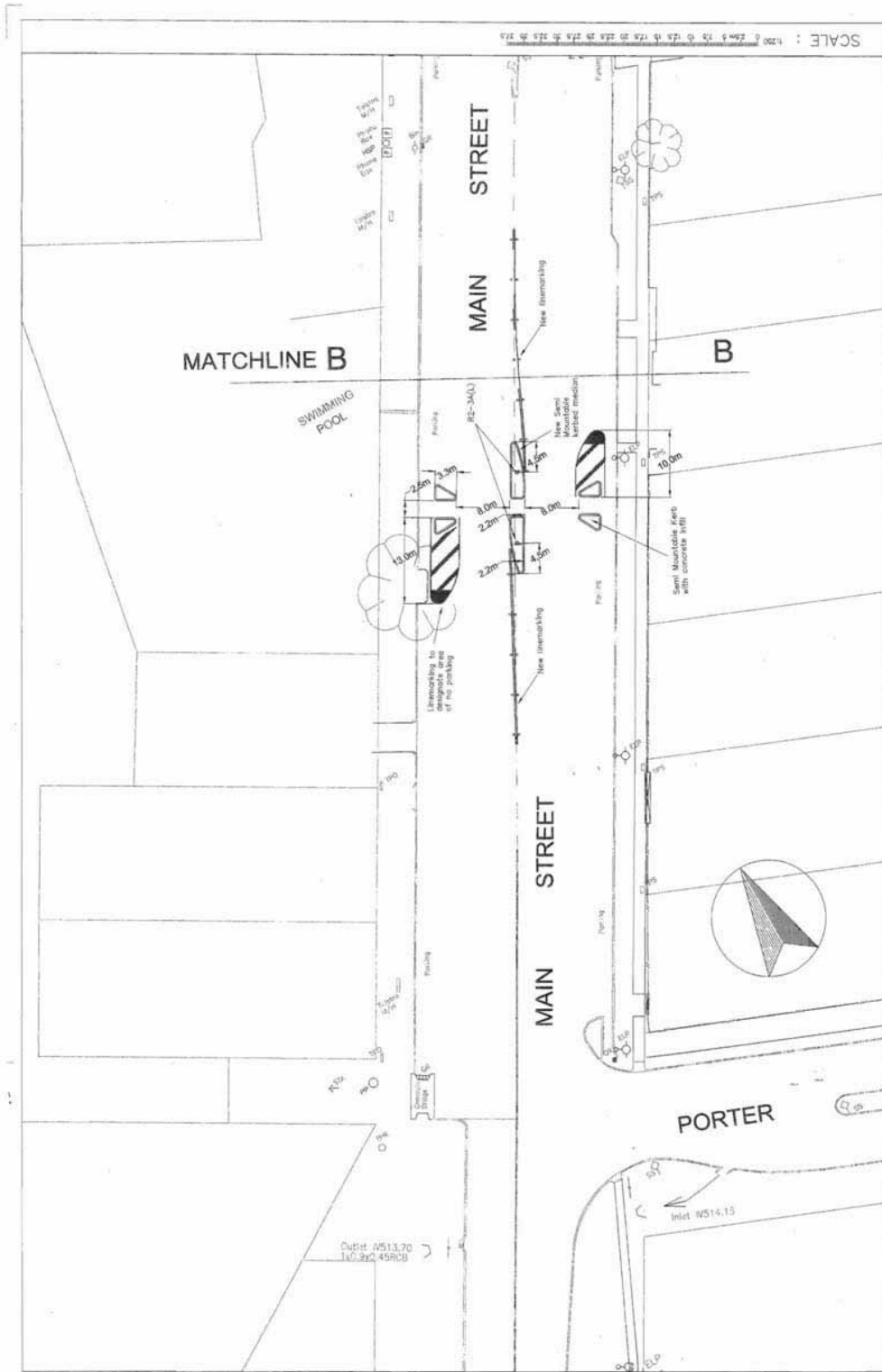
**That Council adopt the revised design for pedestrian improvements to Main Street Meekatharra subject to the following requirements and Main Roads WA approval;**

- 1. Greenfield Technical Services be requested to move the central crossing point approx 20 metres south to take advantage of vision benefits of Coates Hire and Yulella driveways subject to compliance with current standards and in any case that Greenfields be requested to change the design to allow all banner poles to remain as they are.**
- 2. Greenfield Technical Services be requested to amend the design to allow the kerb diagonally opposite the Post Office to remain as it is (allowing up to 19 metre vehicles to turn left off the highway into High Street).**
- 3. the following works be undertaken as soon as possible in accordance with the drawings presented by Greenfield Technical Services and subject to any amendments resolved by Council:**
  - a. the pedestrian crossing between the pool and telecentre,**
  - b. a pedestrian crossing approx half way between Savage and High Streets,**
  - c. an island on High Street near Great Northern Highway to restrict road trains from turning left into High Street**

4. **Greenfields Technical Services be requested to amend the drawings to include wheelchair ramps off the footpath at the 4 entry points for a. and b. above.**

**Reason Council Resolution Differs from Recommendation:**  
**To comply with Disability Access and Inclusion Plan.**

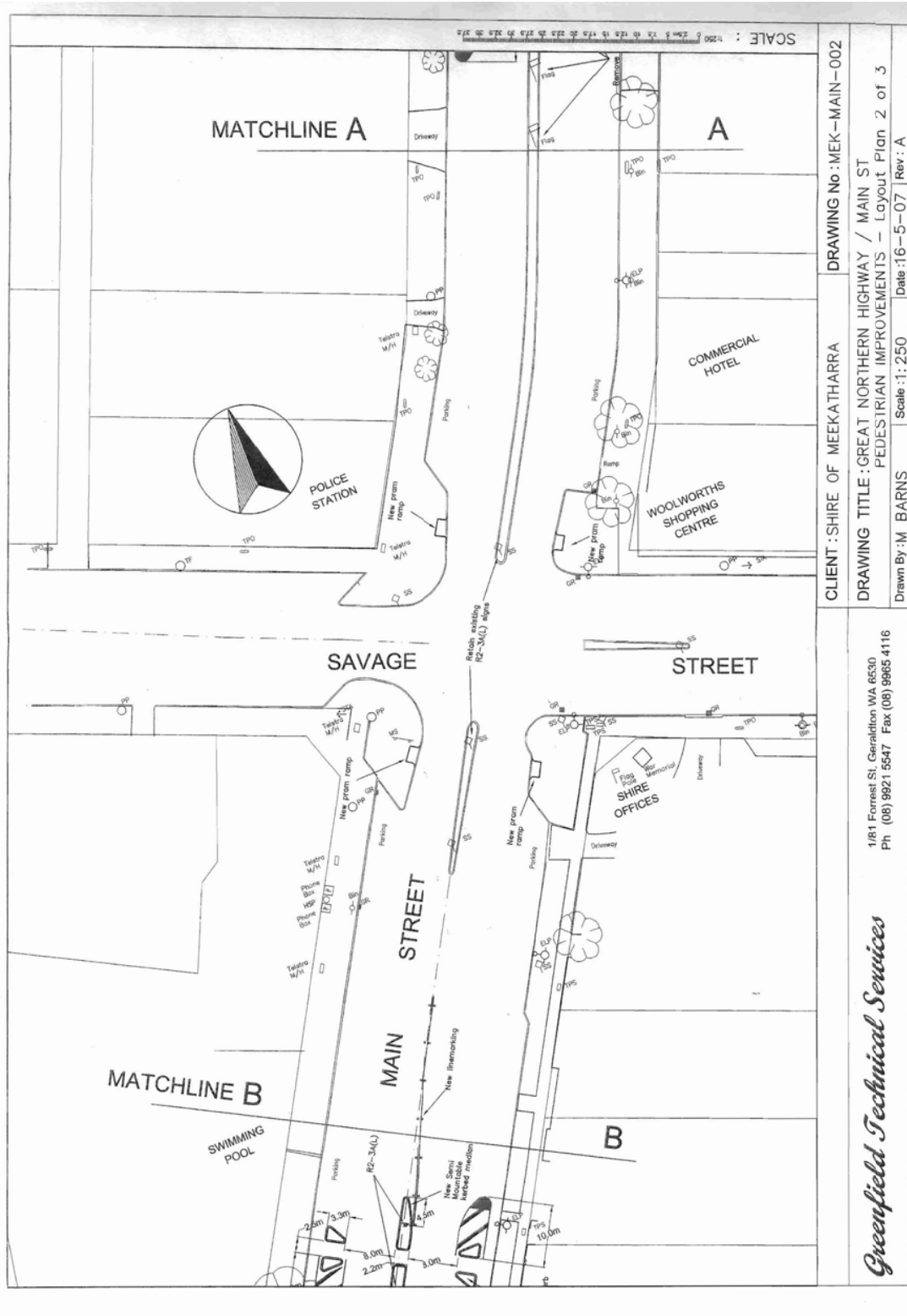
**CARRIED 7/0**



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Drawn By : M BARNES	Scale : 1:250
Date : 16-5-07 Rev : A	

1/81 Forrest St, Geraldton, WA 6530  
 Ph (08) 9921 5547 Fax (08) 9965 4116

*Greenfield Technical Services*



SCALE : 1:250

MATCHLINE A

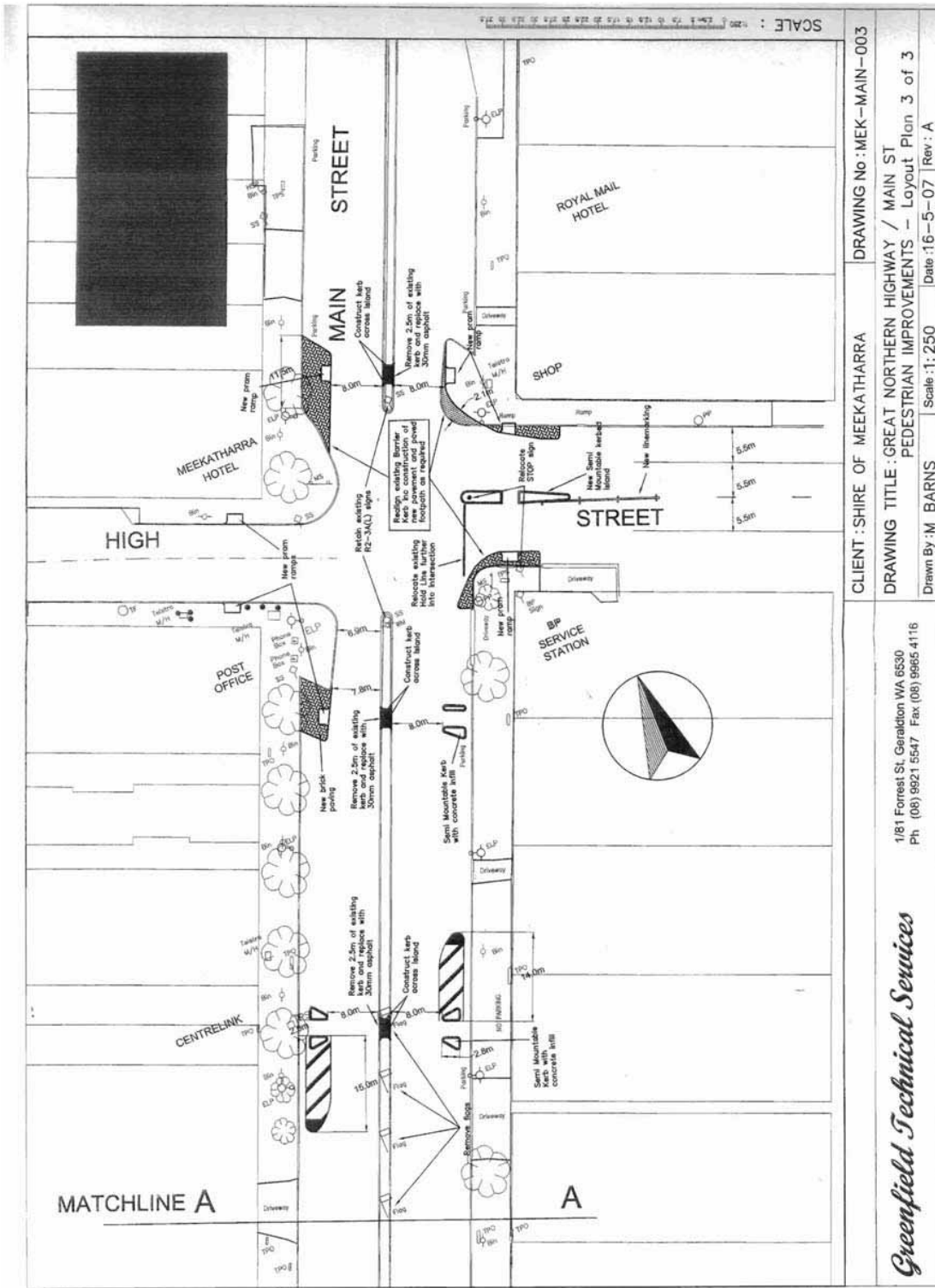
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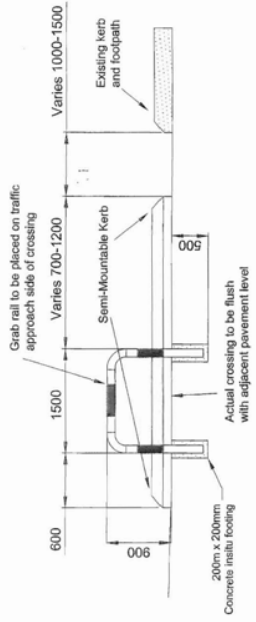
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 PEDESTRIAN IMPROVEMENTS - Layout Plan 2 of 3

Drawn By : M BARNES Scale : 1:250 Date : 16-5-07 Rev : A

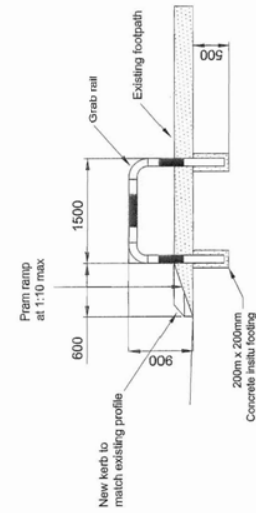
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*Greenfield Technical Services*

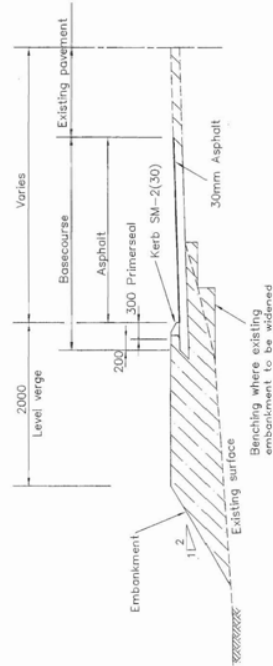




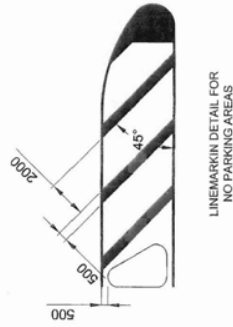
CROSS SECTION OF NEW PEDESTRIAN NIB



CROSS SECTION OF PRAM RAMP IN EXISTING FOOTPATH



TYPICAL PAVEMENT WIDENING CROSS SECTION



LINE MARKING DETAIL FOR NO PARKING AREAS

<p><i>Greenfield Technical Services</i></p>	<p>CLIENT : SHIRE OF MEEKATHARRA DRAWING No : MEK-MAIN-004</p>
<p>1/81 Forrest St, Geraldton WA 6530                  Ph (08) 9921 5647 Fax (08) 9965 4116</p>	<p>DRAWING TITLE : GREAT NORTHERN HIGHWAY / MAIN ST                  PEDESTRIAN IMPROVEMENTS - Misc Standard Details                  Drawn By : M BARNES Scale : NTS Date : 16-5-07 Rev : A</p>



**10.1.3 RULES OF CONDUCT REGULATIONS 2007**

**FILE REF:** L/35  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 18<sup>TH</sup> May 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF AUTHOR:**



**SENIOR OFFICER:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

The Minister for Local Government has sent Draft Local Government (Rules of Conduct) Regulations 2007 for comment. Comment is requested by mid June 2007.

**Attachments:**

Copy of Circular No2-2007 and draft regulations.

**Comment:**

The proposed new regulations are essentially legislating some elements of the Codes of Conduct adopted by Council's, including Meekatharra.

After a first reading of the draft regulations, the only comment would be regarding regulation 8. (1).

If taken literally, and depending on ones definition of "administration" this could cause some difficulties in some Council's, particularly in rural areas.

The intent, according to the Department of Local Government and Regional Development, is to avoid the situation where Councillors involve themselves in the office related functions of a Council.

However, dictionary definitions of "administration" would suggest that this clause could have far wider ramifications.

It could, for example preclude Councillors from undertaking any work whatsoever for a Council. In rural areas where more often than not, some Councillors operate businesses that provide goods and services to the Council, this clause could mean that the potential pool of Councillors is dramatically reduced.

Should any local business operator be prevented from running for the position of Councillor on his or her local Council? One would hope not. Even taking the Departments definition, no Councillor would be able to provide services such Information Technology or any other admin functions.

Staff consider that this clause should be more clearly defined.

**Consultation:**

Ms Carolyne Gatward, Dept Local Government  
Cr Hutchinson

**Statutory Environment:**

Creation of new Regulations

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

The potential to exclude local business people from being Councillors.

**Voting Requirements:**

Simple Majority

**Officer Recommendation/Council Decision:**

**Moved: Cr N L Trenfield**

**Seconded: Cr S R Bajrai**

**That Council request the Department of Local Government and Regional Development to more clearly define draft regulation 8 (1).**

**This clause has the potential to exclude any Councillor from undertaking legitimate work for a Council. Clearly this could have a significant impact on the potential pool of Councillors available to stand for election particularly in rural Councils.**

**Councillors who have a legal right to perform tasks and functions for a Council via a contract, purchase order or other legal instrument should be able to undertake these tasks or functions.**

**Further, that Council request that this matter be discussed at the next meeting of the Murchison Zone Strategy Group to be held 1<sup>st</sup> June 2007.**

**Further, that Councillors read the Draft Local Government (Rules of Conduct) Regulations 2007 and advise the CEO of any other concerns by Thursday 31<sup>st</sup> May 2007.**

**CARRIED 7/0**



MINISTER FOR LOCAL GOVERNMENT; RACING AND GAMING; MULTICULTURAL INTERESTS AND CITIZENSHIP; GOVERNMENT ENTERPRISES; MINISTER ASSISTING THE MINISTER FOR PLANNING AND INFRASTRUCTURE; GOLDFIELDS-ESPERANCE; YOUTH

Our ref: M0700795

TO ALL MAYORS AND PRESIDENTS

CIRCULAR N<sup>o</sup> 2-2007

SHIRE OF MELKATHA	
FILE No	
DATE REC'D	8 MAY 2007
OFFICER	CEO
Meeting Date	

**DRAFT LOCAL GOVERNMENT (RULES OF CONDUCT) REGULATIONS 2007**

I refer to my Circular No. 1-2007 of 22 March 2007 and am pleased to provide a draft of the Local Government (Rules of Conduct) Regulations 2007 for your local government to comment.

The draft Regulations contain various matters that would already be in your existing Code of Conduct, along with several additional matters identified by the Department of Local Government and Regional Development (the Department) in association with the Western Australian Local Government Association (WALGA) and the Local Government Managers Australia (LGMA).

Complaints about council members not following the Rules under draft Regulations 3 to 11 will be considered by the new statewide standards panel. These Regulations cover conduct relating to the standing orders, use of council information, obtaining personal advantage, misuse of council resources, restrictions on involvement in administration and directing council employees, disclosure of particular interests and obtaining and disclosing gifts.

Regulation 2 deals with the general principles of behaviour that council members should follow, however, the panel will not sit in judgment about matters such as care, honesty and integrity that are subjective principles.

I would also welcome your council identifying any further rules that would be appropriate for the uniform Rules for all local governments.

Extensive consultation on the draft Regulations has already occurred with WALGA and LGMA. I would appreciate your comments by mid June 2007, or earlier if possible, so that the development of the content of the Rules can be finalised well in advance of the proposed operative date of 20 October 2007.

Comments should be forwarded to:

Co-ordinator - Official Conduct Regulations  
Department of Local Government and Regional Development  
GPO Box R1250  
PERTH WA 6844  
Fax: 9217 1555  
Email: [officialconduct@dlgrd.wa.gov.au](mailto:officialconduct@dlgrd.wa.gov.au)

7 May 2007 18:59

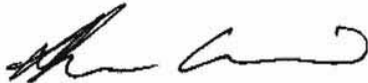
Dept of Local Govt & Reg Develop

No. 0023 P. 2/11

- 2 -

Should you require any additional information about this matter, please contact  
Ms Carolyn Gatward at the Department on 9217 1575 or email  
carolyn.gatward@dlgrd.wa.gov.au.

Yours sincerely



**Hon Ljiljanna Ravlich MLC**  
Minister for Local Government; Racing and Gaming;  
Multicultural Interests and Citizenship; Government Enterprises;  
Minister Assisting the Minister for Planning and Infrastructure;  
Goldfields-Esperance; Youth

att

3/5/07

Western Australia

**Local Government (Rules of Conduct)  
Regulations 2007**

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Local Government Act 1995

## **Local Government (Rules of Conduct) Regulations 2007**

Made by the Governor in Executive Council.

### **Part 1 — General**

**1. Citation**

These regulations are the *Local Government (Rules of Conduct) Regulations 2007*.

**2. General principles to guide the behaviour of council members**

- (1) General principles to guide the behaviour of council members include that a person in his or her capacity as a council member should —
- (a) act with reasonable care and diligence; and
  - (b) act with honesty and integrity; and
  - (c) act lawfully; and
  - (d) avoid damage to the reputation of the local government; and
  - (e) be open and accountable to the public; and
  - (f) base decisions on relevant and factually correct information; and

**Local Government (Rules of Conduct) Regulations 2007**

**Part 1 General**

**r. 3**

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- (g) treat others with respect and fairness; and
- (h) not be impaired by mind affecting drugs.

(2) The general principles referred to in subregulation (1) are for guidance of council members but it is not a rule of conduct that the principles be observed.

**3. Contravention of certain local laws**

(1) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

(2) In subregulation (1) —

**“local law as to conduct”** means a local law relating to conduct of people at council or committee meetings that is substantially equivalent to a provision of the *Model Local Law (Standing Orders) 1998* (published in the *Gazette* on 3 April 1998).

**Local Government (Rules of Conduct) Regulations 2007**

Rules of conduct **Part 2**

r. 4

**Part 2 — Rules of conduct**

**4. Rules of conduct**

- (1) This Part contains the rules of conduct referred to in section 5.104(1) of the Act.
- (2) The rules of conduct apply to a council member whether or not acting as a committee member.

**5. Use of information**

- (1) A person who is a council member must not disclose —
  - (a) information that the council member derived from a document marked by the CEO to clearly show that the information in the document is not to be disclosed; or
  - (b) any other information that the council member acquired at a closed meeting other than by deriving it from a document.
- (2) Subregulation (1) does not prevent a person who is a council member from disclosing information —
  - (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.
- (3) In this regulation —

**“closed meeting”** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act.



**Local Government (Rules of Conduct) Regulations 2007**

**Part 2 Rules of conduct**

**r. 6**

**6. Securing personal advantage or disadvantaging others**

- (1) Subject to subregulation (2), a person who is a council member must not make improper use of the person's office as a council member —
  - (a) to gain directly or indirectly an advantage for the person or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subregulation (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

**7. Misuse of council resources**

A person who is a council member must not either directly or indirectly use the resources of a local government —

- (a) for the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under this Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*; or
- (b) unless authorised under the Act to do so, for any other purpose.

**8. Prohibition against involvement in administration**

- (1) A person who is a council member must not undertake tasks that contribute to the administration of council functions.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

**9. Relations with local government employees**

- (1) A person who is a council member must not —

**Local Government (Rules of Conduct) Regulations 2007**

Rules of conduct Part 2

r. 10

- (a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
  - (3) During a council or committee meeting at which members of the public are present, a person who is a council member must not, either orally, in writing or by any other means —
    - (a) make a statement that a local government employee is incompetent or dishonest; or
    - (b) use offensive or objectionable expressions in reference to a local government employee.
  - (4) Subregulation (3)(a) does not apply to conduct that is unlawful under *The Criminal Code*, Chapter XXXV.

**10. Disclosure of interest**

- (1) In this regulation —

“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.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest —
  - (a) in a written notice given to the CEO before the meeting; or

**Local Government (Rules of Conduct) Regulations 2007**

**Part 2 Rules of conduct**

**r. 11**

- (b) at the meeting immediately before the matter is discussed.
- (3) Subregulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subregulation (2) does not apply if a council member fails to disclose an interest because —
  - (a) the council member did not know he or she had an interest in the matter; or
  - (b) the council member did not know the matter in which he or she had an interest would be discussed at the meeting.
- (5) If, under subregulation (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting then —
  - (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure relates is discussed.
- (6) If —
  - (a) under subregulation (2)(b) a council member's interest in a matter is disclosed at a meeting; or
  - (b) under subregulation (5)(b) notice of a council member'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.

**11. Gifts**

- (1) In this regulation —  
“activity involving a council discretion” means an activity —

**Local Government (Rules of Conduct) Regulations 2007**

Rules of conduct **Part 2**

r. 11

- (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 section 5.82(4) of the Act except that it does not include —

- (a) a gift from a relative as defined in section 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 a council member, means —

- (a) a gift worth between \$50 and \$250; or
- (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth between \$50 and \$250;

“prohibited gift”, in relation to a person who is a council member, means —

- (a) a gift worth \$250 or more; or
- (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth \$250 or more.

- (2) A person who is a council member must not accept a prohibited gift from a person —
  - (a) who is undertaking or seeking to undertake; or
  - (b) who it is reasonable to believe is intending to undertake, an activity involving a council discretion.

**Local Government (Rules of Conduct) Regulations 2007**

**Part 2 Rules of conduct**

**r. 11**

- (3) A person who is a council member and who accepts a notifiable gift from a person —
- (a) who is undertaking or seeking to undertake; or
  - (b) who it is reasonable to believe is intending to undertake,
- an activity involving a council discretion must, within 10 days of accepting the gift, notify the CEO of the acceptance in accordance with subregulation (4).
- (4) Notification of the acceptance of a notifiable gift is to be in writing and is to include —
- (a) the name of the person who gave the gift; and
  - (b) the date on which the gift was accepted; and
  - (c) a description, and the estimated value, of the gift; and
  - (d) the nature of the relationship between the person who is a council member and the person who gave the gift; and
  - (e) 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) —
    - (i) a description; and
    - (ii) the estimated value; and
    - (iii) the date of acceptance,of each other gift accepted within the 6 month period.
- (5) The CEO must maintain a register of gifts in which details of notices received under subregulation (4) are recorded.

By Command of the Governor,

Clerk of the Executive Council.

**11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
NIL

**12. CLOSURE OF MEETING**

**The President T R Hutchinson declared the meeting closed at 1.20pm**