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1 DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS:

1.1 DECLARATION OF OPENING

The Shire President, Cr T Hutchinson, declared the meeting open at 2.00 pm

1.2 DISCLAIMER READING

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

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

2 RECORD OF ATTENDANCE/ APOLOGIES/ APPROVED LEAVE OF ABSENCE

Members

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

Staff

Roy McClymont	Chief Executive Officer
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Apologies

Nil

Approved Leave of Absence

Cr A B Downing
Cr R Howden

Observers

Nil

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

Moved: Cr H J Nichols
Carried: Cr A G Burrows

That Cr A Downing be granted leave of absence for the January and February 2009 meetings.

CARRIED 7/0

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY MEETING HELD NOVEMBER 15, 2008

Council Resolution:

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

That the minutes from the Ordinary Council Meeting held Saturday, November 15, 2008 be confirmed.

CARRIED 7/0

**6.2 HEALTH BUILDING AND TOWN PLANNING COMMITTEE MEETING
MINUTES HELD NOVEMBER 5, 2008**

Council Resolution:

Moved: Cr N I Trenfield
Seconded: Cr JE Burgemeister

That the minutes from the Health, Building and Town Planning Committee Meeting held Wednesday, November 5, 2008 be received.

CARRIED 7/0

7 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS

8 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Hutchinson advised the meeting that Council will receive \$940,000 this financial year under the Royalty for Regions Country Local Government Fund.

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 OFFICERS MONTHLY REPORTS

9.1.1 WORKS & SERVICES MANAGER'S REPORT – NOVEMBER 2008

Construction – Mt Clere Road – R2R Project

The main construction crew led by Adrian Baumgarten have completed the initial scheduled work on Mt Clere Road. The Works Group discussed and agreed that for the time remaining before the Christmas shutdown period it would be more beneficial financially to continue with additional work on Mt Clere Road and work back towards town. The additional work has been scheduled to Friday 19th December 2008 which is the day the crew will be finishing up for the holiday period.

Construction - Sandstone Road – R2R Project

The second construction crew led by Michael Walley and assisted by A.G. Burrows contracting and staff are progressing on the 20 kilometers of scheduled work for 2008-2009.

The scheduled re-sheeting will cover bare ground that has been washed away by heavy rains in the past and has no road shape. Completed work will improve road shape and drainage over a section from the woolshed to end slk 81.40.

Limestone material and bluestone has also been carted into low lying areas as scheduled over a 23 kilometers section from the woolshed towards Youno Downs Road.

This material will be graded off to level initially, then watered and compacted after the main construction project is complete on Sandstone Road.

Ashburton Downs – Cartage of Manganese by PMI

PMI management have informed the Shire of Meekatharra that the cartage of manganese from Peak Hill mine has ceased and they have gone into maintenance mode. PMI have removed plant and infrastructure from the area and will assess the operation after the Christmas / New Year holiday period. PMI management and staff maintenance graded and watered the road to a suitable standard from Great Northern Highway to the manganese site before leaving the area.

The section of road which the Shire of Meekatharra had re-sheeted, prior to PMI carting manganese from Peak Hill is showing signs of wear and tear with the heavy vehicle usage.

Maintenance Grading

The maintenance grading programme has been put on hold at this present time so that Michael Walley can assist with the construction on Sandstone Road R2R Project.

Town Maintenance

Currently we have two permanent town crew members who have been busy with normal duties including graffiti removal, verge spraying – weeds etc, street sweeping, high pressure water cleaning outside shop frontages / footpaths, bitumen patching on airport road, watering and mowing lawns at vacant council houses, repairs and maintenance to walk trails, gathering rubbish from parks and reserves as required.

Plant Report

All council plant is performing well there are no major breakdowns to report. Scheduled maintenance will be carried out on all plant and machinery as services fall due.

Contract Mechanic

Fossil will be working on all mechanical problems over the break to ensure that all plant is ready for operation before the construction crew return from leave.

Acquisition of Plant

The new 16.60 Tonne Bomag Padfoot Roller supplied by B.T.Equipment has been delivered to the shire depot.

Annual Leave

I will be taking annual leave from the 22nd December 2008 to the 12th January 2009. There will be a skeleton crew in town over the Christmas New Year period to take care of any issues that may arise in my absence.

Allen Kent

Works Services Manager

Shire of Meekatharra

Officers Recommendation/ Council Resolution:

Moved: Cr N L Trenfield

Seconded: Cr R K Howden

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

CARRIED 7/0

Cr Hutchinson stated that the work just completed on the Mt Clere Road is a top job. Cr Trenfield said the work is a credit to the Construction crew and the Shire.

9.1.2 PLANT MECHANIC'S REPORT – NOVEMBER 2008

P86-CAT SCRAPER

Over the Christmas break the pedal chains will be replaced as it is badly worn and also stretched. The machine has all it's maintenance up to date and will not be required over the Christmas break.

P356-MULTIROLLER

Over the Christmas break the left hand rear wheel seal will be replaced as it is leaking badly and also all service is up to date.

P373-HINO CREW CAB

All service is up to date and will be cleaned inside and out over the Christmas break ready for changeover.

P362-TRI AXLE WATER CART

Over the Christmas break all brake drums and brake shoes will be changed, bearings repacked otherwise the trailer is in good condition.

P354-NISSAN PRIME MOVER

We have just changed the hydraulic pump. This was due to a rock riding up underneath the vehicle and breaking off the shaft. The vehicle is now okay and in operational condition.

GENERAL PLANT

All other plant maintenance is up to date on machines and vehicles and general repairs will be carried out over the Christmas break.

**Geoff Osborn
Plant Mechanic**

12 December 2008

Officers Recommendation/ Council Resolution:

Moved: Cr A G Burrows

Seconded: Cr H J Nichols

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

CARRIED 7/0

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 19, 2008

Shire of Meekatharra

Major Plant Cost Report

As at: 9/12/08

Percentage of year complete: 44%

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

		Date Acquired	Hours/Kms Life	Hours/Kms YTD	Hours/Kms Avge/week	Repairs/Maint Costs YTD	Fuel Costs To 31/10/08	Status/ Condition/Faults	Last Full Service Date	Hrs/Kms	Note
P108	Cat 12H Grader	Oct-05	5660	1193	51.9	9,182	23,594		26/11/08	5,532	
P349	Volvo G720 Grader	Jan-02	8995	222	9.7	4,123	4,010		25/08/08	8,830	
P358	Cat 12H Grader	Mar-03	11331	1041	45.3	8,071	15,825	\$3750 tyres	25/11/08	11,210	
P109	Nissan Prime Mover	Oct-05	93726	15890	690.9	9,759	10,931		1/10/08	88,980	
P342	Nissan Prime Mover	Jun-00	244533	16158	702.5	3,995	10,706		30/09/08	239,307	
P354	Nissan Prime Mover	Oct-02	155889	12355	537.2	10,859	9,075		1/10/08	150,506	
P387	Nissan Prime Mover	Feb-07	51194	12629	549.1	3,802	9,358		30/09/08	47,467	
P114	Cat D6N Dozer	Jun-06	1480	248	10.8	4,024	6,029		10/02/08	1,397	
P348	Cat 950G Loader	Jan-02	6383	563	24.5	6,607	9,909		29/09/08	6,115	
P86	Cat 613 Scraper	May-94	Meter out	Meter out		23,890	8,926	Hour meter US	16/09/08	4,628	
P338	Side Tipper	May-00		0		2,824		\$1391 tyres			
P339	Side Tipper	May-00		0		1,138					
P318	Water Tanker	Dec-97		0		5,169	762				
P362	Water Tanker	May-03		0		5,810					
P325	Vibrator Roller	Sep-98	7166	346	15.0	1,912	2,558		1/09/08	6,571	
P356	Multi Tyre Roller	Nov-02	3606	557	24.2	5,438	5,448		29/09/08	3,374	
P373	Hino 9T Crew Cab	Feb-04	164109	16797	730.3	5,423	29,788		1/10/08	157,741	
P360	Cat 924G Loader (Depot)	Apr-03	Meter Out	Meter Out		1,543	913	Hour meter US	12/12/07	2,381	
P93	JD 315D Backhoe (Depot)	May-95	4296	33	1.4	227	123			4,054	

Notes

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9.1.3 AIRPORT MANAGER'S REPORT – NOVEMBER 2008

Aircraft Movements and Statistics

Aircraft movements dropped further last month and have now reached the type of figures seen during 2004 and early 2005 before the resources boom started having an impact.

The previous report mentioned that we had 3 jet movements during the first week of November however there was only 1 other jet movement for the whole of the month. Skywest rang me regarding doing extra regular flights through Meeka for fuel enroute to Cloudbreak mine until their fuel facility got up and running.

Unfortunately for us to cater for regular jet aircraft movements, we need to provide Precision Approach Path Indicator lighting (PAPI) which costs in the vicinity of \$100,000. Whilst it would be nice to have, to attract regular jets, I think the cost would outweigh the return. Perhaps we could look at a \$ for \$ grant in the next round of RADS funding.

With us not having the PAPI, Skywest have gone cold and we haven't had a jet land since.

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

	November 2007	November 2008	Variance
General Aircraft Landed:	210	116	-45%
Avgas	29,186 litres	14,566 litres	-50%
Jet A1	78,248 litres	47,338 litres	-40%
Total Fuel Sold	107,434 litres	61,904 litres	-43%

Aerodrome Works:

During my absence, Reith cleared built up loose stone from around the runway lights. This had accumulated over the years from sweeping loose stone off the runway with the tow along broom.

The gravel runway was dragged and rolled prior to the late rains and this has now settled down into a nice smooth firm surface.

Marker cones indicating unserviceable areas have been repainted to enhance their visibility for aircraft.

Other work completed includes:

- General weeding mowing of lawns, garden maintenance.
- General maintenance of facilities and equipment
- Minor maintenance to terminal and reticulation system
- Completion of the Patio/deck in front of the residence.
- Crack markings over entire apron area.

Aerodrome Works Outstanding:

- Crack patching along taxiway edges and on apron.
- Resealing of taxiway and runway shoulders.
- Rejuvenating spray of our fuelling area on the apron. This work is necessary as our current jet seal is breaking down. Further with the self serve bowser coming on line, there is greater probability that pilots will overfill their aircraft spilling fuel onto the apron causing further deterioration to the ageing seal.

This work has not been budgeted for, however I have an estimate from a company that carries out this type of work and will be here looking at the crack patching of the taxiway with all the necessary equipment. He has verbally quoted \$8 per square metre and we have approximately 1400 sq metres to be done at approximate cost of \$12,000. Mobilisation costs will be minimal.

Air BP site upgrade.

The final stage of the upgrade works took place during the last week of November. The Self Serve Avgas bowser is in but we are having some problems with the digital controller not accepting cards. I am still fuelling Avgas aircraft myself. Contractors will be on site on 22nd December to fix this issue. All other works seem to be operating ok and enhancements to the fuel flow rate for Jet A1 service will be done when contractors are next on site.

The AirBP site is now very neat and tidy with the concrete under the tanks and a neat brick bund wall installed. Airside fuelling facilities are also neat and tidy.

RFDS building installation

During the month, the new transportable buildings arrived and were put into place at the RFDS hangar. These buildings provide a much improved look for that part of the aerodrome and once finished off with verandah and some form of landscaping will blend in well with the improvements that we have done over the last few years.

Drug and Alcohol Management Program

A new CASA regulation Part 99 titled Drug and Alcohol Management Plans has been passed and brought into effect as from 18 September 2008. The Purpose of the Part is to provide for the following:

- 1) The development, implementation and enforcement of drug and alcohol management plans covering persons who perform, or are available to perform, an applicable *Safety Sensitive Aviation Activity (SSAA)*
- 2) Drug and alcohol tests for persons who perform, or are available to perform, an applicable SSAA, including the following:
 - a) The approval of testers to conduct drug and alcohol tests;
 - b) The approval of devices for use in conducting drug and alcohol tests;
 - c) Identity cards for approved testers;
 - d) The conduct of drug and alcohol testing;
 - e) The variation, suspension and cancelling of civil aviation authorizations and authorizations of approved testers; and
 - f) Offences relating to drug and alcohol management plans and drug and alcohol testing.

Basically, this means that The Shire of Meekatharra (Airport Operations) is a DAMP organization and is required to introduce a Drug and Alcohol Management Plan. The CEO and myself attended a workshop conducted by CASA in November to put together this plan in its DRAFT stages. Full implementation by 31st March 2009 is required.

General Summary:

The Annual Technical Inspection of the airport is to be carried out on Monday 15th and Tuesday 16th November by Kevin Thomas, from Aerodrome Management Services. I do not expect anything out of the ordinary to be reported from this inspection.

A detailed report of the inspection will be provided for the next meeting

Mal Trenfield
Airport Manager

11th December 2008

Officers Recommendation/ Council Resolution:

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

That the Airport Managers report for November 2008 be received.

CARRIED 7/0

9.1.4 YOUTH CENTRE REPORT – NOVEMBER 2008

Report for November 2008

Youth Centre

As the heat started to roll in this month, the Youth Centre has been holding sessions at the pool. This has proved a bigger success as only children who attend school for the day are allowed entrance. More and more of the ‘street children’ who usually don’t attend school have recently started finding their way back. I feel this is due to them knowing that they will be able to go to the pool afterwards. I would like to thank the Shire of Meekatharra on behalf of our towns’ children for this privilege. I know every child benefiting from this is hugely appreciative.

Basketball ball nights with Karalundi

Our nights with Karalundi are still on the go, but due to day light savings the youth are confused some what with time. This is due to their ability to use the sun as their clock, usually having them there on time. Now that the sun is up till near 8:30pm they feel that being a “night game” they don’t have to rock up till the sun goes down. We are slowly getting them around and have seen the youth turning more on time.

Other Programs

Saturday 8th saw our inter town youth ball this month. It was fabulous to see the youth all dressed up and acting ‘prim and proper’. It was quite a successful night as there were 80 – 90 youths attending. A lot of fun was had by all.

On Tuesday 18th the youth were indulged in yet another disco. This was due to a department of sport and recreation officer coming across from Canarvan and putting on a little gig for the youth. It was quite a little rush together job but none the less the kids loved it.

Monday night feeds are back on due to the lack of interest of netball. This is more suited to the community.

Officers Recommendation/ Council Resolution:

Moved: Cr J E Burgemeister

Seconded: Cr A B Downing

That the Youth Centre report for November 2008 be received.

CARRIED 7/0

Cr N L Trenfield left the meeting at 2.30 pm

9.1.5 RANGER'S REPORT – NOVEMBER 2008

I have attended Meekatharra on two occasions – (10 and 11 November) and (26, 27 and 28 November). In total, 13 unregistered dogs have been either seized or trapped and then destroyed.

Patrols were conducted of the camping areas and surrounds of the town site.

Two dogs were destroyed approximately two kilometres South of Meekatharra.

On Thursday 27 November I attended outside Farmer Jacks for licensing. During this exercise eight dogs were licensed, two were to be licensed and one owner was to call at the Shire.

Peter Smith

10 December 2008

Officers Recommendation/ Council Resolution:

Moved: Cr J E Burgemeister

Seconded: Cr A B Downing

That the Rangers report for November 2008 be received.

CARRIED 6/0

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	CEO/		Complete
		Not proceeding with Canyon Trail until approvals are presented to Council	CONS		Complete
		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.			In progress
15/07/06	9.5.1	Laneway Closure, Land Adjacent to Lots 425,426, 427 & 428 Railway Street	CEO/ CONS	Letter written to Minister for Lands	Complete
		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.		Process to be completed by DOLI	In progress
15/07/06	9.5.2	Permanent Closure of Streets within the Nannine Townsite	CEO/ CONS/ CDAO	Letter sent to Dept	Complete
		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.			In progress
19/08/06	9.5.2	Sale Meekatharra Lot 922 – St Barbara Mines Request Health, Building and Planning Committee to inspect property and report to Council potential uses of property etc. Advise Dept Planning & Infrastructure that Council has no	CEO	Letter sent to Dept 7/9/06 Committee to inspect house obtain costs etc. Settlement imminent (St	Complete In progress

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 19, 2008

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		objections to sale of Lot 922, however Council has interest in old building situated at in North West corner of lot. Request CEO to advise St Barbara Mines that Council may be interested in obtaining tenure of Old Station Masters house on Lot 922.		Barbs to Health Dept) CEO has advised Health Dept that Council may have an interest in old Station Masters house.
15/12/06	9.5.3	Lease of Reserves 40845 & 40847 Staff re-write the terms and conditions of the lease to ensure that Council and community groups who store items on the reserves can continue to do so with unrestricted access and also to ensure that Council secures the necessary access for the Heritage Trails interpretive sites. Further, that the revised lease be presented to Council for approval.	CEO	
20/1/07	9.6.2	Reinstatement of Footpath Paving The brick paved footpath in Main Street Meekatharra is becoming uneven from tree roots and general subsidence. The works could be done by our own staff or could be subcontracted out.	CEO/ Works S'visor	Works being undertaken by Town Crew. will be completed with other Capital works in 2008-09
17/2/07	9.4.3	Grant Applications for Drive Trail As the Canyon Trail will no longer be completed it was recommended that requested be made for the funds to be transferred to stage 2 of the Drive Trail Letter have been written to the appropriate funding bodies, but as yet no reply has been received. Council decided to seek the additional funding required to complete the Drive Trail.	CDAO	Letters written to funding bodies - Regional Development Scheme: agreed to transfer funds on the condition that other funding is secured and any changes to budget are also submitted. 50% Funds Received 16/09/08 - Regional Infrastructure Funding Program: confirmation not yet received as several queries are unable to be answered at this stage. Will release funds once approvals have been received for PARs
15/03/08	10.1.1	Creation of Works Committee – a formal committee under the Local Government Act 1995. Report to be presented to April 08 Council meeting.	CEO/WSM	CEO to discuss details of this proposal with Works Group members/Councillors to assist with writing a report. Topics: purpose, functional areas to be covered, On hold

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 19, 2008

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			meeting dates & timing issues, staff reporting procedures, committee membership (Cr's/staff), allocation of administration responsibilities.		
17/05/08	9.6.1	Judal- Mileura rd section Council not undertake any work or maintenance on this road. That the Mt Gould – Berringarra rd be Councils Preferred link Between the shires	CEO/ WSM	Mr Walsh be advised of this decision Staff process the official closure of this section of road	Complete 19.05.08 In process
21/06/08	9.3.6	Plastic shopping bag reduction program. Replace plastic with calico and charge for the calico bags.	CEO	Purchase 10,000 calico bags Consult Retailers Commence project	23/06/08 In Process
19/07/08	9.2.5	Investment of Reserve Funds with the Bank of Queensland Investigate using a Financial Adviser.	CDSM	Invest funds Investigate a Financial Adviser	Done 23/7/08 In progress
19/07/08	9.4.1	Entry Statements. Contact the water corp about re-painting the tanks	CDAO	Enquiries to the water corp in regard repainting the welcome sign and clearing under growth. Painting a welcome sign on the south tank.	In Progress
20/09/2008	9.4.1	Meekatharra pool Good Behaviour Vouchers. To give the children up to the age of 16 incentives for good behaviour.	CDAO/CEO	Create 250 Daily passes to the Meekatharra pool and distribute to the School and Youth Centre.	In Progress
18/10/08	9.3.3	Health Local Laws 2008 – Revoke the resolution from the meeting 17/3/07 at item 9.3.3 Adopt and make the health local laws 2008 using “gazettal by reference” to the shire of Koorda health local laws 2001	CEO	Letter & laws to EDPH Approval rec'd from EDPH Dec 08	Complete 21.10.08
15/11/08	9.2.4	Annual Report adopted	CDSM	Advertise Annual Report Hold electors meeting	Complete

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 19, 2008

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15/11/08	9.2.5	Rubbish charge amendment Meeka Hotel	Rates	Amend charges, advise owner	Complete
15/11/08	9.5.1	Staff Housing/buildings Renovate Lot 86 & 87 Main St Engage suitable person to produce plans & specs for <ul style="list-style-type: none"> • Swimming Pool Roof • Lot 208 Hill St • Lots 86 & 87 Main Street 	CDSM	Engage consultant	
15/11/08	9.6.1	Tender Plant Hire & Minor Works	CEO	Tender, appoint panel preferred contractors	Complete
15/11/08	9.6.2	Purchase 5 room caravan	CEO	Purchase SH Caravan	Complete
15/11/08	10.1.1	Tender Prime Mover Accept Tender and trade AV Trucks	WSM	Accept tender, order truck, arrange delivery, advise unsuccessful tenderers	Complete
15/11/08	10.1.2	Tender 9 tonne Dual Cab Accept tender and trade WA Hino	WSM	Accept tender, order truck, arrange delivery, advise unsuccessful tenderers	Complete
15/11/08	10.1.3	Disposal 2 x SH Rubbish Trucks Authorise disposal & advertising.	CDSM	Advertise, open offers Report offers to Council for decision.	Complete

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

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

5	Tenancies - write/rewrite all agreements to comply with act and include bonds (amend policy)	In progress
	Trails projects - review and implement Stage 2	In progress
5	Work instructions/procedures - create/update	In progress
1	Works construction - prepare water, gravel etc for Construction Program	On-going
1	Town Planning Scheme No 3 - finalise process - Planning Commission letters	In progress
	Controlled Waste Regulations 2004 - set up reporting system - comply	Started

Officers Recommendation/ Council Resolution:

Moved: Cr R K Howden

Seconded: Cr A B Downing


That the Status reports be received.

CARRIED 6/0

9.2 FINANCE

9.2.1 MONTHLY FINANCIAL REPORT PERIOD ENDED NOVEMBER 30, 2008

LOCATION: N/A
APPLICATION: CAMERON WATSON
FILE REF: ADM 0171
DISCLOSURE OF INTEREST: NIL
DATE OF REPORT: 30 NOVEMBER 2008
AUTHOR: CAMERON WATSON
CORPORATE & DEVELOPMENT
SERVICES MANAGER

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

SIGNATURE OF SENIOR OFFICER: 

Summary:
Monthly Financial Report

Background:
Financial Activity Statement Report – s.6.4

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

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

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

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- (b) An explanation of each of the material variances referred to in sub-regulation (1)(d); and*
- (c) Such other supporting information as is considered relevant by the local government.*

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

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

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

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

And

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

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

(6) *In this regulation –*

- } committed assets~ means revenue unspent but set aside under the annual budget for a specific purpose;*
 - } restricted assets~ have the same meaning as in AAS 27.*
- [Regulation 34 inserted in Gazette 31 Mar 2005 p. 1049-50.]*
[35. Repealed in Gazette 31 Mar 2005 p. 1050.]

Comment:

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

Consultation:

Ron Back – Local Government Consultant

Statutory Environment:

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

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation/Council Resolution:

Moved: Cr J E Burgemeister

Seconded: Cr A B Downing

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

CARRIED 6/0



SHIRE OF MEEKATHARRA

Monthly Financial Statements
for the period ended 30 November 2008.

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Shire of Meekatharra		Monthly Financial Report		
<i>for the period ended 30 November 2008.</i>		Income Statement		
	2008/09	2008/09	2008/09	
	Amd Budget	YTD Budget	30 Nov 2008	
	\$	\$	\$	
OPERATING EXPENDITURE				
Governance	341,357	138,180	150,729	
General Purpose Funding	240,792	83,539	83,484	
Law, Order, & Public Safety	114,130	42,521	35,635	
Health	132,320	34,611	28,264	
Education and Welfare	459,999	167,898	132,078	
Housing	21,840	28,733	18,583	
Community Amenities	418,579	169,564	166,456	
Recreation and Culture	790,295	306,612	256,261	
Transport	2,985,081	1,020,001	1,036,480	
Economic Services	410,292	175,915	166,341	
Other Property and Services	14,700	24,913	323,989	
OPERATING EXPENDITURE	5,929,385	2,192,487	2,398,300	
OPERATING REVENUE				
Governance	7,600	2,292	1,294	
General Purpose Funding	4,840,174	3,199,960	2,700,861	
Law, Order, & Public Safety	31,400	19,558	17,920	
Health	4,250	1,771	445	
Education and Welfare	155,052	60,376	43,925	
Housing	23,540	9,808	9,301	
Community Amenities	102,710	98,043	82,831	
Recreation and Culture	44,050	11,313	12,615	
Transport	559,918	320,710	304,181	
Economic Services	172,530	46,677	71,120	
Other Property and Services	31,100	12,292	6,432	
OPERATING REVENUE	5,972,324	3,782,800	3,250,925	
GRANTS/CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS				
Transport	900,502	14,000	13,548	
Economic Services	192,132	16,000	15,075	
Total	1,092,634	30,000	28,623	
PROFIT/(LOSS) on DISPOSAL				
Transport	51,000	-	-	
Other Property and Services	11,000	-	-	
PROFIT/(LOSS) on DISPOSAL	62,000	-	-	
NET RESULT	1,197,573	1,620,313	881,249	

Shire of Meekatharra		Monthly Financial Report			
<i>for the period ended 30 November 2008.</i>		Statement of Financial Activity			
		2008/09			
	Note	2008/09 Amd Budget \$	2008/09 YTD Budget \$	2008/09 30 Nov 2008 \$	
Expenditures					
Governance		(341,357)	(138,180)	(150,729)	(9%)
General Purpose Funding		(240,792)	(83,539)	(83,484)	0%
Law, Order, Public Safety		(114,130)	(42,521)	(35,635)	16%
Health		(132,320)	(34,611)	(28,264)	18%
Education and Welfare		(459,999)	(167,898)	(132,078)	21%
Housing		(21,840)	(28,733)	(18,583)	35%
Community Amenities		(418,579)	(169,564)	(166,456)	2%
Recreation and Culture		(790,295)	(306,612)	(256,261)	16%
Transport		(2,985,081)	(1,020,001)	(1,036,480)	(2%)
Economic Services		(410,292)	(175,915)	(166,341)	5%
Other Property and Services		(14,700)	(24,913)	(323,989)	(1200%)
Less Depreciation on Assets		2,222,065	925,863	1,015,963	(10%)
Expenditures	3	<u>(3,707,320)</u>	<u>(1,266,624)</u>	<u>(1,382,337)</u>	(9%)
Revenues					
Governance		7,600	2,292	1,294	
General Purpose Funding		2,940,804	1,300,590	743,488	(43%)
Law, Order, Public Safety		31,400	19,588	17,920	(8%)
Health		4,250	1,771	445	
Education and Welfare		155,052	60,376	43,925	(27%)
Housing		23,540	9,808	9,301	(5%)
Community Amenities		102,710	98,043	82,831	(16%)
Recreation & Culture		44,050	11,313	12,615	12%
Transport		559,918	320,710	304,181	(5%)
Economic Services		172,530	46,677	71,120	52%
Other Property and Services		31,100	12,292	6,432	(48%)
Revenues	1	<u>4,072,954</u>	<u>1,883,430</u>	<u>1,293,552</u>	(31%)
Net operating requirements		<u>365,634</u>	<u>616,806</u>	<u>(88,785)</u>	
CAPITAL Income and outlays()					
Contributions/Grants	2	1,092,634	30,000	28,623	(5%)
Land & Buildings	4	(1,423,191)	(778,050)	(714,473)	8%
Plant & Equipment	4	(1,169,400)	(105,775)	(98,788)	7%
Furniture and Equipment	4	(149,393)	(10,663)	(7,916)	26%
Infrastructure	4	(3,352,902)	(798,000)	(740,323)	7%
Proceeds from Disposal of Assets		213,000	-	-	0%
Transfers to Reserves	5	(759,357)	(40,920)	(48,648)	(19%)
Transfers from Reserve	5	889,000	-	-	0%
Net capital requirement		<u>(4,659,609)</u>	<u>(1,703,408)</u>	<u>(1,581,525)</u>	
ADD Net Current Assets 1st July B/Fwd		2,394,605	2,394,605	2,204,323	(8%)
LESS Net Current Assets Year to Date		-	(3,207,373)	(2,491,387)	
Amount Raised from Rates		<u>1,899,370</u>	<u>1,899,370</u>	<u>1,957,374</u>	3%

Shire of Meekatharra **Monthly Financial Report**
Statement of Financial Activity
for the period ended 30 November 2008. **2008/09**

SIGNIFICANT VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY REPORT

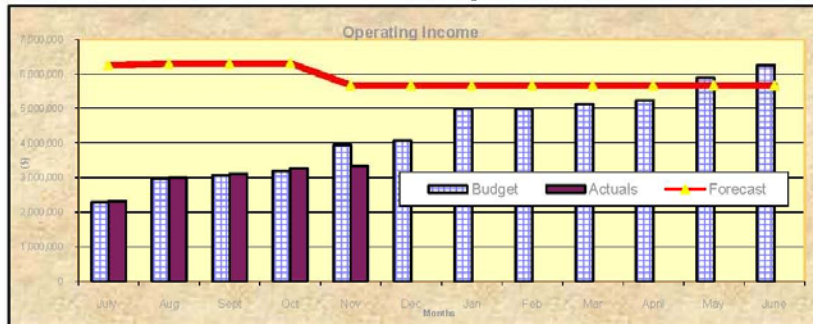
General Comments

Budget generally tracking below budget estimates. Variations arising tend to be from the timing of budget estimates. Notes on variations are included at page 28

REVENUES & CAPITAL INCOME

OPERATING INCOME

Year elapsed 41.6% versus income to annual budget 53.2%



Comments

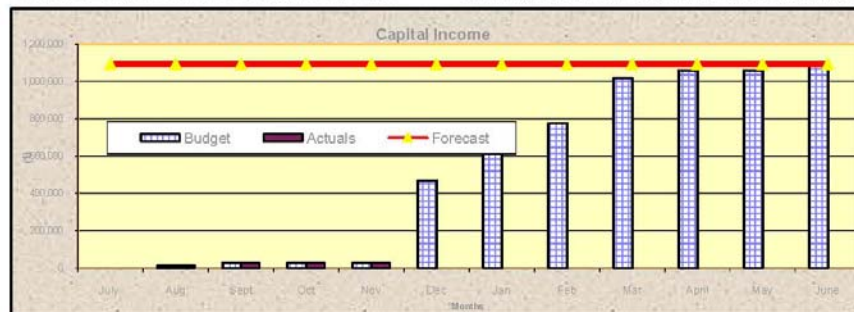
Amd Budget YTD Budget 30 Nov 2008

- 1 Revenues are within -15.4% of estimated budget as at 30 Nov 2008. The following material variations are present -

Grants Commission Grants received in November and will be brought to account in December 2008.

CAPITAL INCOME/CONTRIBUTIONS

Year elapsed 41.6% versus income to annual budget 2.6%



Comments

YTD \$28,623 Total Budget \$1,092,634

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

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

Shire of Meekatharra

**Monthly Financial Report
Statement of Financial Activity**

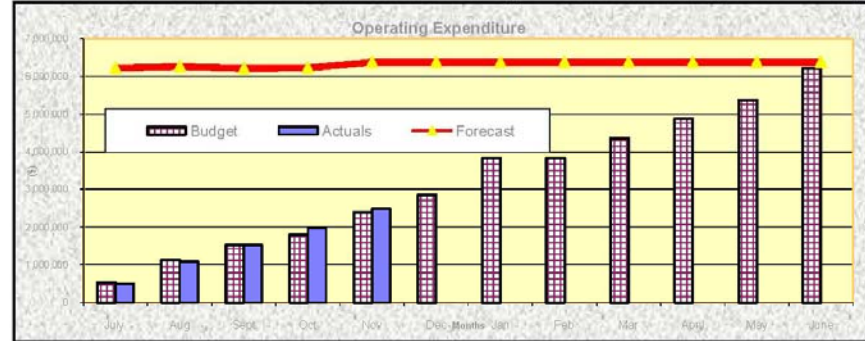
for the period ended 30 November 2008.

2008/09

OPERATING EXPENSES & CAPITAL OUTLAYS

OPERATING EXPENDITURES

Year elapsed 41.6% versus outlays to annual budget 39.9%

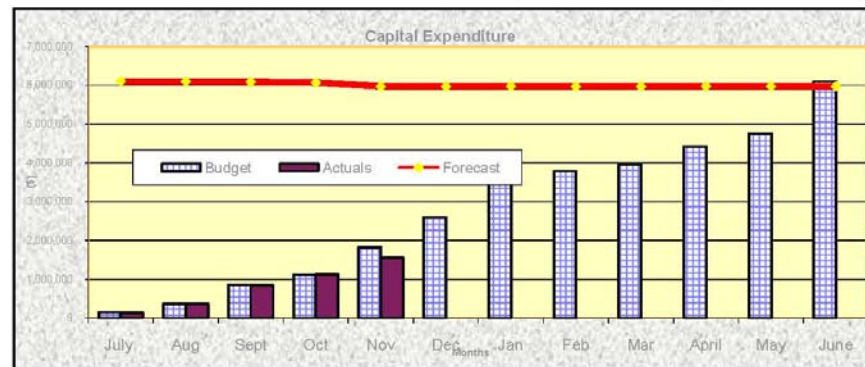


Comments YTD \$2,398,300 Total Budget \$6,214,385

- 3 Total operating expenses are 3.6% above budget estimates.. Excluding the effect of depreciation the expenses are .2% below budget estimates as at 30 Nov 2008

CAPITAL OUTLAYS

Year elapsed 41.6% versus outlays to annual budget 25.6%



Comments YTD \$1,561,500 Total Budget \$6,094,886

- 4 Total capital expenses are 14.3% below budget estimates as at 30 Nov 2008. There are no material variations.

Shortages of resources are delaying the works program.

- 5 Net Reserve transaction are within 18.9% of estimated budget as at 30 Nov 2008. This is because interest earnings are above budget estimates.

Shire of Meekatharra

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

for the period ended 30 November 2008.

2008/09

1. SIGNIFICANT ACCOUNTING POLICIES

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

a) Basis of Accounting

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

b) The Local Government Reporting Entity

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

2 CASH AND CASH EQUIVALENTS

a) Reconciliation of cash

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

Cash assets	2008/09	2008/09	2008/09
	Amd Budget	YTD Budget	30 Nov 2008
Cash - Unrestricted	(79,135)	3,078,154	2,018,418
Cash - Restricted	5,872,677	6,043,240	6,111,780
	<u>5,793,542</u>	<u>9,121,394</u>	<u>8,130,198</u>
<i>Cash assets are represented by -</i>			
Cash on hand	600	600	20,164
Municipal Bank Account	(79,735)	3,077,554	(557,733)
Bank Term Deposits	-	-	2,604,073
Reserve Accounts Bank	5,872,677	6,043,240	6,063,694
	<u>5,793,542</u>	<u>9,121,394</u>	<u>8,130,198</u>
Cash backed reserves	5,872,677	6,043,240	6,063,694
Grants/Contributions	-	-	48,086
	<u>5,872,677</u>	<u>6,043,240</u>	<u>6,111,780</u>

3 STATEMENT OF NET CURRENT ASSETS

	2008/09	2008/09	2008/09
	Amd Budget	YTD Budget	30 Nov 2008
CURRENT ASSETS			
Cash & Cash Equivalents	5,793,542	9,121,394	8,130,198
Trade and other receivables	263,000	235,484	709,786
Inventories	121,000	151,491	77,527
	<u>6,177,542</u>	<u>9,508,369</u>	<u>8,917,511</u>
LESS: CURRENT LIABILITIES			
Trade and other payables	295,626	245,893	317,780
Provisions	47,374	50,000	80,388
	<u>343,000</u>	<u>295,893</u>	<u>398,168</u>
NET CURRENT ASSETS	5,834,542	9,212,476	8,519,343
Less: Cash - Restricted	(5,872,677)	(6,043,240)	(6,063,694)
Current Employee Liabilities	38,135	38,135	38,135
Non cash items	-	-	(2,397)
ESTIMATED SURPLUS/(DEFICIENCY) C/FWI	<u>-</u>	<u>3,207,371</u>	<u>2,491,387</u>

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

4 NON CURRENT ASSETS

a) Asset acquisitions by class	2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Nov 2008
Land and Buildings			
Housing - capital improvements	1,035,891	690,000	638,509
Upgrade Pool Changerooms	110,000	27,500	26,130
Construct Oval Toilets	100,000	-	-
Tennis practice wall	3,000	-	-
Replace pine rails around oval	6,000	1,800	-
Repair Ceiling Office Passageway	12,000	-	-
Paint External Office Building	40,000	40,000	31,780
Race Course Buildings	20,000	-	-
Town Hall - capital improvements	75,000	18,750	18,054
Mt Gould Police Station - security	6,500	-	-
Upgrade of Dog Pound	15,000	-	-
Youth Centre Office Carpets	64,000	-	-
Plant and Equipment			
Vehicle Purchase (CEO)	57,000	-	-
Security cameras for mainstreet	100,000	-	-
Mosquito Fogger	-	-	430
Pool - Upgrade Tank to 20,000 litres	14,500	-	6,465
Cornish Lift	35,000	-	-
Sports Complex Equipment	21,000	15,750	9,178
New Pump/fittings - oval	15,000	15,000	13,048
Hall Equipment	600	-	-
Furniture And Equipment	8,243	-	-
Transport			
Miscellaneous Plant (Small Equipment)	13,800	8,625	3,973
Traffic Counters (2)	7,000	7,000	7,270
Toyota L/Cruiser - Works	80,000	-	-
Excavator	95,000	-	-
Crew Cab 9T Truck	205,000	-	-
Vibrating Roller	230,000	-	-
Maintenance Caravan	-	-	132
Trailer for caravan & fuel tank	70,000	46,200	45,500
Fuel Tanker	15,000	-	9,460
Truck Prime Mover	180,000	-	1,399
Pumps + Generators	20,000	13,200	8,397
Engines & pumps	25,000	-	-
Furniture and Equipment			
Governance			
Office Furniture - Administration Office	42,650	10,663	1,451
Other			
Collection of Mining Relics	10,000	-	-
Airconditioner Gym	10,000	-	-
Infrastructure Assets Roads			
Road Construction	2,263,299	798,000	739,603
Other	-	-	-
Town Streets - reseal	350,000	-	545

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

Infrastructure Assets - Other

Airport Construction	300,000	-	-
Meeka Heritage Drive Trails	279,603	-	-
Entry Statements & Signs	30,000	-	-
Tourist rest Area	-	-	175
Parks & Gardens - Capital	88,000	-	-
BBQ & Light Oval Park	12,000	-	-
Viewing platform at headframe (view mosaic	30,000	-	-
	6,094,886	1,692,488	1,561,500

Summary

Land & Buildings	1,423,191	778,050	714,473
Plant & Equipment	1,169,400	105,775	98,788
Furniture and Equipment	149,393	10,663	7,916
Roads Infrastructure	2,613,299	798,000	740,148
Airport Infrastructure	300,000	-	-
Other Infrastructure	439,603	-	175
	6,094,886	1,692,488	1,561,500

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

5 CASH BACKED RESERVES	2008/09	2008/09	2008/09
	Amd Budget	YTD Budget	30 Nov 2008
a) Infrastructure & Economic Development Reserve			
Opening Balance	619,262	619,262	623,602
Amount Set Aside / Transfer to Reserve	44,700	4,917	5,044
Amount Used / Transfer from Reserve	-	-	-
	<u>663,962</u>	<u>624,179</u>	<u>628,646</u>
b) Leave Reserve			
Opening Balance	38,135	38,135	38,248
Amount Set Aside / Transfer to Reserve	3,000	330	309
Amount Used / Transfer from Reserve	-	-	-
	<u>41,135</u>	<u>38,465</u>	<u>38,557</u>
c) Shire Water Reserve			
Opening Balance	121,880	121,880	122,205
Amount Set Aside / Transfer to Reserve	8,700	957	988
Amount Used / Transfer from Reserve	-	-	-
	<u>130,580</u>	<u>122,837</u>	<u>123,193</u>
d) Plant Reserve			
Opening Balance	1,527,221	1,527,221	1,531,188
Amount Set Aside / Transfer to Reserve	101,000	11,110	12,384
Amount Used / Transfer from Reserve	(199,000)	-	-
	<u>1,429,221</u>	<u>1,538,331</u>	<u>1,543,572</u>
e) Building Reserve			
Opening Balance	983,952	983,952	980,192
Amount Set Aside / Transfer to Reserve	407,057	2,167	7,928
Amount Used / Transfer from Reserve	(690,000)	-	-
	<u>701,009</u>	<u>986,119</u>	<u>988,120</u>
f) Transport Reserve			
Opening Balance	278,280	278,280	279,061
Amount Set Aside / Transfer to Reserve	20,000	2,200	2,257
Amount Used / Transfer from Reserve	-	-	-
	<u>298,280</u>	<u>280,480</u>	<u>281,318</u>
g) Airport Runway Reserve			
Opening Balance	1,798,916	1,798,916	1,804,066
Amount Set Aside / Transfer to Reserve	129,300	14,223	14,591
Amount Used / Transfer from Reserve	-	-	-
	<u>1,928,216</u>	<u>1,813,139</u>	<u>1,818,657</u>
h) Airport Operating Reserve			
Opening Balance	634,674	634,674	636,485
Amount Set Aside / Transfer to Reserve	45,600	5,016	5,148
Amount Used / Transfer from Reserve	-	-	-
	<u>680,274</u>	<u>639,690</u>	<u>641,632</u>
Total Cash Backed Reserves	<u>5,872,677</u>	<u>6,043,240</u>	<u>6,063,694</u>
<small>All of the above reserve accounts are to be supported by money held in financial institutions.</small>			
SUMMARY			
Opening Balance	6,002,320	6,002,320	6,015,046
Amount Set Aside / Transfer to Reserve	759,357	40,920	48,648
Amount Used / Transfer from Reserve	(889,000)	-	-
	<u>5,872,677</u>	<u>6,043,240</u>	<u>6,063,694</u>

SHIRE OF MEEKATHARRA

Management Budgets

for the period ended 30 November 2008.



Shire of Meekatharra	Management Budget SUMMARY		
<i>for the period ended 30 November 2008.</i>	2008/09		
SUMMARY	2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Nov 2008
OPERATING EXPENDITURE	\$	\$	\$
Governance	341,357	138,180	150,729
General Purpose Funding	240,792	83,539	83,484
Law, Order, & Public Safety	114,130	42,521	35,635
Health	132,320	34,611	28,264
Education and Welfare	459,999	167,898	132,078
Housing	21,840	28,733	18,583
Community Amenities	418,579	169,564	166,456
Recreation and Culture	790,295	306,612	256,261
Transport	2,985,081	1,020,001	1,036,480
Economic Services	410,292	175,915	166,341
Other Property and Services	14,700	24,913	323,989
	<u>5,929,385</u>	<u>2,192,487</u>	<u>2,398,300</u>
OPERATING INCOME			
Governance	7,600	2,292	1,294
General Purpose Funding	4,840,174	3,199,960	2,700,861
Law, Order, & Public Safety	31,400	19,558	17,920
Health	4,250	1,771	445
Education and Welfare	155,052	60,376	43,925
Housing	23,540	9,808	9,301
Community Amenities	102,710	98,043	82,831
Recreation and Culture	44,050	11,313	12,615
Transport	559,918	320,710	304,181
Economic Services	172,530	46,677	71,120
Other Property and Services	31,100	12,292	6,432
	<u>5,972,324</u>	<u>3,782,800</u>	<u>3,250,925</u>
PROFIT ON SALE			
Governance	11,000	-	-
Transport	51,000	-	-
	<u>62,000</u>	<u>-</u>	<u>-</u>
Net operating excl capital contributions	104,939	1,590,313	852,626
Capital Grants/Contributions	1,092,634	30,000	28,623
Net operating result	<u>1,197,573</u>	<u>1,620,313</u>	<u>881,249</u>
CAPITAL GRANTS/CONTRIBUTIONS	Amd Budget	YTD Budget	30 Nov 2008
Transport	900,502	14,000	13,548
Economic Services	192,132	16,000	15,075
	<u>1,092,634</u>	<u>30,000</u>	<u>28,623</u>
PROCEED FROM SALES			
Governance	27,000	-	-
Transport	186,000	-	-
	<u>213,000</u>	<u>-</u>	<u>-</u>
CAPITAL WORKS			
Governance	151,650	50,663	33,231
Law, Order, & Public Safety	118,000	-	-
Health	-	-	430
Education and Welfare	72,243	-	-
Housing	1,035,691	690,000	638,509
Recreation and Culture	546,600	78,800	72,875
Transport	3,854,099	873,025	816,280
Economic Services	319,603	-	175
	<u>6,094,886</u>	<u>1,692,488</u>	<u>1,561,500</u>
Net funding for capital	<u>(4,789,252)</u>	<u>(1,662,488)</u>	<u>(1,532,877)</u>

Shire of Meekatharra		Management Budget General Purpose Funding		
<i>for the period ended 30 November 2008.</i>		2008/09		
		2008/09 Amd Budget \$	2008/09 YTD Budget \$	2008/09 30 Nov 2008 \$
RATE REVENUE				
Operating Expenditure				
101920	Valuation & Title Search	7,000	2,917	2,295
102330	Rates Written Off	25,000	-	-
103420	Legal Expenses - Rates	7,500	3,000	1,923
101120	Administration Allocated	80,796	33,665	33,572
Total Operating Expenditure		120,296	39,582	37,790
Operating Income				
100310	Rates Levied	1,899,370	1,899,370	1,957,374
101610	Ex Gratia Rates	3,000	-	-
102210	Rate Instalment Fee	3,000	2,250	4,755
101410	Rate Instalment Interest	5,500	5,500	2,667
101910	Rates Non-Payment Penalty	15,000	11,250	13,525
102810	Legal Fees Recovered	3,000	-	-
Total Operating Income		1,928,870	1,918,370	1,978,320
GENERAL PURPOSE GRANTS				
Operating Expenditure				
103320	Administration Allocation	11,222	4,676	4,653
Total Operating Expenditure		11,222	4,676	4,653
Operating Income				
101810	General Purpose Grant	1,469,052	734,526	384,226
102110	Local Road Component Grant	849,502	424,751	225,657
Total Operating Income		2,318,554	1,159,277	609,883
OTHER GENERAL PURPOSE FUNDING				
Operating Expenditure				
105520	Bank Charges	4,500	1,875	1,849
105550	Sundry Debtor Write Offs	5,000	-	-
102310	Doubtful Debts Expense	10,000	-	-
105530	Administration allocated	89,774	37,406	39,193
106820	Rounding Adjustment	-	-	(0)
Total Operating Expenditure		109,274	39,281	41,041
Operating Income				
103110	Esl Administration Fee	4,000	4,000	-
102010	Interest on Pensioner's Deferrec	-	-	15
102830	Other Minor Income	750	313	405
192230	Interest on Municipal Investmen	216,000	67,500	63,590
192240	Interest on Reserve Investments	372,000	50,500	48,648
Total Operating Income		592,750	122,313	112,659
Net Funding Demands		4,599,382	3,116,421	2,617,378

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Shire of Meekatharra		Management Budget Governance		
<i>for the period ended 30 November 2008.</i>		2008/09		
MEMBERS OF COUNCIL		2008/09	2008/09	2008/09
		Amd Budget	YTD Budget	30 Nov 2008
Operating Expenditure		\$	\$	\$
102320	President's Allowance	8,000	8,000	8,000
112020	Deputy President Allowance	2,000	2,000	2,000
103020	Members - Meeting Fees	18,820	6,467	4,269
103120	Members Travelling	6,000	2,500	200
102020	Fax & Email Costs	-	-	128
102120	Conference, Training & Uniform	17,100	7,125	5,351
102420	Refreshments & Receptions	10,500	4,375	5,792
102720	Members Insurance	3,709	3,709	3,416
102820	Members Subscriptions	15,741	15,741	15,273
102920	Members - telephone	500	208	-
102220	Election Expenses	1,500	495	-
102520	Donations	15,950	6,380	2,097
102550	Native Title Claims	2,500	-	-
102620	Council Chambers Mtce	1,000	417	51
106220	Audit	11,000	-	1,007
103220	Depreciation	155	65	70
105620	Admin Alloc-Governance	235,655	98,190	99,949
Total Operating Expenditure		346,830	155,672	147,603
Operating Income				
112330	Reimbursements	-	-	8
Total Operating Income		-	-	8
ADMINISTRATION				
Operating Expenditure				
106940	Staff Uniform Expenses	3,000	1,250	52
103520	Salaries - Admin	414,079	165,632	177,710
103920	Super - Admin	49,773	20,739	21,285
104020	Fringe Benefit Tax	30,000	9,000	5,985
104120	Admin Centre Operations	10,000	4,167	47
104220	Admin Centre Maintenance	22,000	9,167	7,271
104520	Stationery	14,000	5,833	6,578
105020	Telephone	15,000	6,250	6,504
105320	Postage	6,000	2,500	1,829
104320	Advertising	10,000	4,167	4,234
108420	Equipment Maintenance & Cons	15,000	6,250	3,604
107120	Computer Software	22,655	11,328	16,423
105220	Computer Hardware	8,500	-	189
106920	Accounting & Consulting	56,200	39,700	44,069
		676,207	285,983	295,779

Continued...

Shire of Meekatharra	Management Budget Governance		
<i>for the period ended 30 November 2008.</i>	2008/09		
continued	2008/09	2008/09	2008/09
Operating Expenditure	Amd Budget	YTD Budget	30 Nov 2008
105720 Other	20,000	-	81
106020 CEO Vehicle	12,000	5,000	3,561
106030 DCEO Vehicle	6,500	2,708	2,219
106620 Accommodation/Travel	20,200	5,050	1,909
104620 Training & Conferences	17,900	4,475	1,077
106420 Staff Recruitment &Relocation	10,000	-	504
107020 Legal Fees	8,000	-	-
107220 Depreciation	31,000	12,917	16,594
103820 Insurance	23,758	23,758	21,773
104920 Housing Allocations	66,697	16,674	10,483
110820 Admin Allocated to Functions	(897,735)	(374,057)	(350,823)
Total Operating Expenditure	(5,473)	(17,492)	3,126
Operating Income			
111230 Reimbursements	7,500	2,250	1,091
111250 Fees And Charges	100	42	195
111240 Profit Sale Of Asset	11,000	-	-
Total Operating Income	18,600	2,292	1,286
Capital Expenditure			
112240 Vehicle Purchase (CEO)	57,000	-	-
113260 Office Furniture	42,650	10,663	1,451
113280 Repair Ceiling Office	12,000	-	-
113290 Paint External Office Building	40,000	40,000	31,780
Total Capital Expenditure	151,650	50,663	33,231
Capital Income			
111260 Proceeds from vehicle trade-	27,000	-	-
Total Capital Income	27,000	-	-
Net Funding Demands	(447,407)	(186,551)	(182,666)

Shire of Meekatharra		Management Budget Law, Order & Public Safety		
<i>for the period ended 30 November 2008.</i>		2008/09		
		2008/09	2008/09	2008/09
		Amd Budget	YTD Budget	30 Nov 2008
FIRE PREVENTION				
115720	Bush Fire Control	4,000	1,600	-
115820	Vehicle Operational Costs	13,000	5,417	4,886
115620	Fire Insurance	3,145	1,310	1,673
115520	Depreciation	2,600	1,083	1,180
115420	Protective Burning	500	500	-
Total Operating Expenditure		<u>23,245</u>	<u>9,910</u>	<u>7,738</u>
Operating Income				
115630	FESA - BFB Grant	9,500	9,500	15,630
115430	Reimbursements	-	-	68
Total Operating Income		<u>9,500</u>	<u>9,500</u>	<u>15,698</u>
ANIMAL CONTROL				
Operating Expenditure				
119220	Pound Maintenance	500	165	-
119020	Animal Control Expenses	34,600	14,417	15,447
119230	Admin Alloc - Animal	-	-	48
Total Operating Expenditure		<u>35,100</u>	<u>14,582</u>	<u>15,496</u>
Operating Income				
119730	Fines & Penalties	100	100	-
119830	Impounding Fees	500	208	-
119930	Dog Registration	1,500	1,500	1,022
Total Operating Income		<u>2,100</u>	<u>1,808</u>	<u>1,022</u>
Capital Expenditure				
119970	Pound Upgrade	15,000	-	-
Total Capital Expenditure		<u>15,000</u>	<u>-</u>	<u>-</u>
OTHER LAW, ORDER & PUBLIC SAFETY				
Operating Expenditure				
Ranger Services				
116520	Uniforms	100	100	-
116250	Insurance	1,964	1,964	1,208
116320	Vehicle Operating Costs	4,250	1,771	4,295
116030	Depreciation	2,950	1,229	-
116010	Administration Allocated	8,977	3,740	3,722
116420	Miscellaneous	6,000	2,500	401
Ranger Services		<u>24,241</u>	<u>11,304</u>	<u>9,625</u>
Other Expenses				
120020	State Emergency Services	19,300	5,790	1,845
120120	Administration	2,244	935	930
120160	Safer WA	10,000	-	-
Total Operating Expenditure		<u>55,785</u>	<u>18,029</u>	<u>12,401</u>
Operating Income				
120030	FESA - SES Grant	19,300	8,042	-
120130	Community Safety & Crime	-	-	1,200
116430	Reimbursements - Ranger	500	208	-
Total Operating Income		<u>19,800</u>	<u>8,250</u>	<u>1,200</u>
Capital Expenditure				
120270	Security Cameras	100,000	-	-
Total Capital Expenditure		<u>100,000</u>	<u>-</u>	<u>-</u>
Net Funding Demands		<u>(197,730)</u>	<u>(22,963)</u>	<u>(17,715)</u>

Shire of Meekatharra		Management Budget Health		
<i>for the period ended 30 November 2008.</i>		2008/09		
		2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Nov 2008
HEALTH INSPECTIONS & ADMINISTRATION				
Operating Expenditure		\$	\$	\$
122960	Health Consultancy	52,250	21,771	19,148
121320	Insurance	4,665	4,665	3,767
122920	Depreciation	120	50	50
121920	Subscriptions & Journals	1,000	500	473
121620	Admin Alloc - Secretarial	7,855	-	-
122980	Other Expenses	11,240	4,755	2,623
Total Operating Expenditure		<u>77,130</u>	<u>31,741</u>	<u>26,060</u>
Operating Income				
123000	Health Fees & Licenses	-	-	173
123930	Itinerant vendors Fees	-	-	273
123010	Other Income	4,250	1,771	-
Total Operating Income		<u>4,250</u>	<u>1,771</u>	<u>445</u>
PREVENTATIVE SERVICES - PEST CONTROL				
Operating Expenditure		\$	\$	\$
123720	Mosquito Control	6,996	1,539	756
123820	Depreciation	450	188	182
Total Operating Expenditure		<u>7,446</u>	<u>1,727</u>	<u>939</u>
PREVENTIVE SERVICES - OTHER				
Operating Expenditure				
124020	Analytical Expenses	500	208	335
124040	Administration Allocated	2,244	935	930
Total Operating Expenditure		<u>2,744</u>	<u>1,143</u>	<u>1,265</u>
Capital Expenditure				
123740	Mosquito Fogger	-	-	430
Total Operating Expenditure		<u>-</u>	<u>-</u>	<u>430</u>
OTHER HEALTH				
Operating Expenditure				
112220	Donation - RFDS	45,000	-	-
Total Operating Expenditure		<u>45,000</u>	<u>-</u>	<u>-</u>
Net Funding Demands		<u>(128,070)</u>	<u>(32,840)</u>	<u>(28,249)</u>

Shire of Meekatharra		Management Budget Education and Welfare		
<i>for the period ended 30 November 2008.</i>		2008/09		
		2008/09 Amd Budget \$	2008/09 YTD Budget \$	2008/09 30 Nov 2008 \$
PRE SCHOOL				
<i>Operating Expenditure</i>				
120520	Pre-School Centre Mtce	2,000	833	537
120430	Insurance	307	307	838
124260	Depreciation	5,700	2,375	2,370
120440	Administration Allocated	8,977	3,740	3,793
Total Operating Expenditure		<u>16,984</u>	<u>7,255</u>	<u>7,537</u>
OTHER EDUCATION				
<i>Operating Expenditure</i>				
120720	Telecentre Costs	10,000	4,167	1,507
124250	Administration Allocated	-	-	62
Total Operating Expenditure		<u>10,000</u>	<u>4,167</u>	<u>1,569</u>
DAY CARE CENTRE				
<i>Operating Expenditure</i>				
124120	Day Care Centre Maintenance	7,000	2,917	2,571
Total Operating Expenditure		<u>7,000</u>	<u>2,917</u>	<u>2,571</u>
DOMESTIC VIOLENCE				
<i>Operating Expenditure</i>				
125390	Housing Expenses	-	-	309
125400	Insurance	-	-	5,233
125410	Vehicle Expense	-	-	2,019
125440	Telephone	-	-	709
125590	Utilities	-	-	59
125530	Administration Allocated	-	-	188
Total Operating Expenditure		<u>-</u>	<u>-</u>	<u>8,516</u>
<i>Operating Income</i>				
125450	Reimbursements	-	-	115
Total Operating Income		<u>-</u>	<u>-</u>	<u>115</u>
COMMUNITY DEVELOPMENT				
<i>Operating Expenditure</i>				
124570	Salaries	66,681	27,784	25,067
124580	Superannuation	5,859	2,441	2,402
124640	Staff Replacement & Relocation	10,000	-	687
124650	Training & Conferences	4,500	4,500	-
124630	Housing	11,116	4,632	461
124590	Vehicle Expenses	4,000	1,667	1,514
124530	Insurance	1,826	1,826	1,755
124500	Administration Allocated	29,176	12,157	12,134
124320	Activities	13,000	5,417	2,327
124420	Miscellaneous Grant Expenses	10,000	4,167	2,256
124520	Depreciation	570	238	256
Total Operating Expenditure		<u>156,728</u>	<u>64,829</u>	<u>48,860</u>
<i>Operating Income</i>				
124600	Miscellaneous Grants	10,000	-	-
124510	Reimbursements	500	-	363
124680	Misc Fees & Charges	200	83	-
Total Operating Income		<u>10,700</u>	<u>83</u>	<u>363</u>

Continued...

Shire of Meekatharra		Management Budget Education and Welfare		
<i>for the period ended 30 November 2008.</i>		2008/09		
continued.....		2008/09	2008/09	2008/09
		Amd Budget	YTD Budget	30 Nov 2008
YOUTH CENTRE OPERATIONS				
Operating Expenditure				
124220	Salaries - Youth Co-ordinator	73,544	22,063	19,511
125260	Superannuation	8,947	3,728	2,626
125290	Staff Training, Accommodation &	4,800	-	173
125340	Staff Replacement and Relocatio	2,000	-	-
125280	Housing Allocated	11,116	4,632	161
125230	Insurance	1,826	1,826	1,755
125520	Administration Allocated	20,199	8,416	7,481
125220	Depreciation	10,500	4,375	4,936
125120	Youth Centre Building Maintena	15,000	6,250	7,133
125130	Youth Centre Operational Costs	18,000	7,500	6,805
125370	Iris Curley Fund Expenses	19,372	8,072	32
125350	Activities Expenses Various	11,750	4,896	2,023
124160	Miscellaneous Grants Activity E.	5,000	2,083	5,121
Total Operating Expenditure		<u>202,054</u>	<u>73,841</u>	<u>57,757</u>
Operating Income				
124180	YAS	11,522	11,522	5,608
124190	OSCH	12,548	8,282	4,947
124210	DCD Youth Services	64,782	40,489	32,439
124170	Miscellaneous Grants	5,000	-	-
124110	Reimbursements	500	-	57
Total Operating Income		<u>94,352</u>	<u>60,293</u>	<u>43,050</u>
Capital Expenditure				
124470	Youth Centre Office	64,000	-	-
Total Capital Expenditure		<u>64,000</u>	<u>-</u>	<u>-</u>
YOUTH AFTER DARK				
Operating Expenditure				
121030	Salaries And Wages	45,500	10,010	1,888
121040	Superannuation	4,500	990	-
121050	Administration Allocated	6,733	1,481	-
121060	Depreciation	500	208	-
121070	Operational Expenses	10,000	2,200	3,380
Total Operating Expenditure		<u>67,233</u>	<u>14,889</u>	<u>5,268</u>
Operating Income				
121100	Grants Income	50,000	-	396
Total Operating Income		<u>50,000</u>	<u>-</u>	<u>396</u>
Capital Expenditure				
121150	Furniture And Equipment	8,243	-	-
Total Capital Expenditure		<u>8,243</u>	<u>-</u>	<u>-</u>
Net Funding Demands		<u>(377,190)</u>	<u>(107,522)</u>	<u>(88,153)</u>

Shire of Meekatharra		Management Budget Housing		
<i>for the period ended 30 November 2008.</i>		2008/09	2008/09	2008/09
		Amd Budget	YTD Budget	30 Nov 2008
		\$	\$	\$
STAFF HOUSING				
Operating Expenditure				
128420	Staff Housing Maintenance	142,830	18,500	18,385
128620	Lot 303 - CEO	510	510	508
126220	Lot 304	640	640	634
126420	Lot 208 Hill	380	380	372
125720	Lot 206 -Hill	470	470	461
125820	Lot 220 - Works Supervisor	770	770	769
125920	Lot 246 - Transport	570	570	568
126020	Lot 213 - Transport - SPQ	590	590	588
126120	Lot 87 - Transport	290	290	287
126320	Lot 255 - Transport	770	770	769
126920	Lot 408 - Transport	300	300	290
127020	Lot 17 Staff (Heatwave)	2,030	2,030	2,025
127220	1/16 Regan Street	1,220	1,220	1,214
127320	2/16 Regan Street	130	130	126
127420	3/16 Regan Street	140	140	133
127520	4/16 Regan Street	170	170	161
126520	Sports Complex Residence	990	990	983
126640	Remote Alarm Monitoring	7,500	3,125	3,356
126650	Housing Rental Subsidy	24,960	10,400	8,158
127620	Lot 207 Hill	200	200	199
126630	Insurance	22,586	22,586	7,175
126620	Depreciation	25,000	10,417	14,201
126820	Allocated to Function Areas	(211,206)	(46,465)	(42,779)
Total Operating Expenditure		<u>21,840</u>	<u>28,733</u>	<u>18,583</u>
Operating Income				
127130	Housing Rental - Staff	21,840	9,100	6,338
128830	Reimbursements - Other	1,700	708	2,964
Total Operating Income		<u>23,540</u>	<u>9,808</u>	<u>9,301</u>
Capital Expenditure				
127040	Staff Housing Upgrades	1,035,691	690,000	638,509
Total Capital Expenditure		<u>1,035,691</u>	<u>690,000</u>	<u>638,509</u>
Capital Income				
170900U	Building Reserve	690,000	-	-
Total Capital Income		<u>690,000</u>	<u>-</u>	<u>-</u>
Net Funding Demands		<u>(343,991)</u>	<u>(708,925)</u>	<u>(647,792)</u>

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Shire of Meekatharra		Management Budget Community Amenities		
<i>for the period ended 30 November 2008.</i>		2008/09		
		2008/09	2008/09	2008/09
		Amrd Budget	YTD Budget	30 Nov 2008
		\$	\$	\$
SANITATION - HOUSEHOLD REFUSE				
Operating Expenditure				
128320	Refuse Collection	84,150	43,555	60,518
128420	Refuse Site Maintenance	78,575	25,780	31,338
128350	Insurance	2,509	2,509	3,398
129140	New Bins & Equipment	1,500	625	3,139
129220	Other Refuse Collection	-	-	91
129160	Litter Control/Town Tidying	52,075	15,780	10,437
128220	Administration Allocated	11,222	4,676	4,653
Total Operating Expenditure		230,031	92,925	103,572
Operating Income				
128630	Refuse Collection	94,710	94,710	80,040
129030	Sale of Bins	-	-	649
129150	Sale of scrap	3,000	1,250	30
Total Operating Income		97,710	95,960	80,719
SEWERAGE				
Operating Expenditure				
129920	Sewerage Pond Maintenance	15,000	6,250	1,948
129740	Insurance	1,116	1,116	2,355
129720	Depreciation	3,000	1,250	1,298
129700	Administration Allocated	4,489	1,870	1,861
Total Operating Expenditure		23,605	10,486	7,462
Operating Income				
129820	Septic Tank Applications	-	-	202
Total Operating Income		-	-	202
TOWN PLANNING AND REGIONAL DEVELOPMENT				
Operating Expenditure				
131010	Scheme Amendments	1,000	-	-
131030	Consultants	1,000	-	-
131120	Insurance	1,116	1,116	2,355
131000	Administration Allocated	5,611	2,338	2,345
Total Operating Expenditure		8,727	3,454	4,700
PROTECTION OF THE ENVIRONMENT				
Operating Expenditure				
130340	Waste Oil Facility	500	500	3,741
130320	Tyre Recycling	6,000	2,500	4,358
Total Operating Expenditure		6,500	3,000	8,099
OTHER COMMUNITY AMENITIES				
Operating Expenditure				
132120	Cemetery Operations	76,000	31,667	24,853
131920	Burial plot preparations	30,000	12,500	4,811
132020	Hearse & Shed Costs	1,000	417	423
132420	Cemetery Plaques	8,000	-	-
132620	Depreciation	5,000	2,083	681
132720	Insurance	1,116	1,116	2,355
132820	Administration Allocated	10,100	4,208	4,206
132520	Public Toilets	15,000	6,250	3,244
132220	SPQ Mcleary St "Paddy's Flat"	3,500	1,458	2,050
Total Operating Expenditure		149,716	59,699	42,623
Operating Income				
132630	Charges - Cemetery Fees	5,000	2,083	1,910
Total Operating Income		5,000	2,083	1,910
Net Funding Demands		(315,869)	(71,521)	(83,625)

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 30 November 2008.</i>		2008/09		
		2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Nov 2008
PUBLIC HALLS AND CIVIC CENTRES				
Operating Expenditure				
133620	Town Hall Maintenance	25,000	10,417	8,856
133420	Insurance	12,783	12,783	7,129
133820	Consultant building inspection	25,000	-	-
133720	Depreciation	12,000	5,000	4,166
133550	Administration Allocated	15,710	6,546	6,514
Total Operating Expenditure		<u>90,493</u>	<u>34,746</u>	<u>26,665</u>
Operating Income				
134630	Hall Hire Fees	2,500	1,042	861
Total Operating Income		<u>2,500</u>	<u>1,042</u>	<u>861</u>
Capital Expenditure				
135340	Hall Equipment	600	-	-
135440	Town Hall - capital improvemen	75,000	18,750	18,054
Total Capital Expenditure		<u>75,600</u>	<u>18,750</u>	<u>18,054</u>
SWIMMING AREAS AND BEACHES				
Operating Expenditure				
135420	Swimming Pool Contract	70,500	35,250	31,518
136020	Housing	11,116	4,632	126
135620	Insurance	6,506	6,506	6,444
135920	Swimming Pool Maintenance	19,000	7,917	3,831
135720	Swimming Pool Water/Sewerag	1,000	417	9
135520	Swimming Pool Chemicals/Gas/	8,000	3,333	3,983
135820	Swimming Pool Electricity	10,000	3,750	1,720
137040	Swimming Pool Other	5,000	2,083	632
136620	Depreciation	14,500	6,042	6,492
135320	Administration Allocated	6,733	2,805	2,791
Total Operating Expenditure		<u>152,355</u>	<u>72,735</u>	<u>57,546</u>
Operating Income				
136530	Swimming Pool Subsidy	3,000	-	-
136430	Swimming Pool Admission	8,000	4,000	2,140
136830	Reimbursements	1,000	417	-
Total Operating Income		<u>12,000</u>	<u>4,417</u>	<u>2,140</u>
Capital Expenditure				
136670	Upgrade Pool Change rooms	110,000	27,500	26,130
137140	Pool Equipment	14,500	-	6,465
Total Capital Expenditure		<u>124,500</u>	<u>27,500</u>	<u>32,595</u>

Continued...

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 30 November 2008.</i>		2008/09		
continued.....		2008/09	2008/09	2008/09
		Amnd Budget	YTD Budget	30 Nov 2008
RECREATION OFFICER				
Operating Expenditure				
136170	Salaries	71,962	15,832	10,083
136180	Superannuation	6,334	2,639	1,128
136190	Staff Replacement & Relocation	2,000	-	-
136210	Vehicle Operating Costs	8,000	3,333	2,069
137020	Housing Allocation	11,116	4,632	133
136150	Administration Allocated	26,932	11,222	11,203
137620	Insurance	4,599	4,599	11,821
136220	Staff Training & Travel Expense	7,000	2,917	-
136250	Activities	24,100	7,953	4,409
136200	Misc Grant Activities	5,000	2,083	-
	Total Operating Expenditure	167,043	55,210	40,847
Operating Income				
136230	Reimbursements	500	-	42
136260	Miscellaneous Grants	5,000	2,083	-
	Total Operating Income	5,500	2,083	42
OTHER RECREATION AND SPORT				
Operating Expenditure				
138100	Housing Allocation	11,116	4,632	983
138120	Reticulation Maintenance	5,000	2,083	188
138020	Picture Gardens	500	208	9
137920	Parks, Gardens & Reserves	54,000	22,500	35,299
137420	Scheme Water	5,000	-	651
137320	Sports ground (oval) maintenance	32,000	13,333	11,586
137220	Sports Complex Maintenance	28,500	11,875	5,805
138920	Other Building Maintenance	7,000	2,917	1,667
138720	Gym Building Maintenance	6,500	2,708	255
138260	Gym Operating Costs	1,000	417	411
138250	Community Bus Operating costs	15,000	6,250	3,594
138620	Utilities - Gym	1,000	500	1,426
138130	Insurance	4,599	4,599	-
138810	Gym Equipment	2,000	-	293
139720	Depreciation	60,000	25,000	29,175
138110	Administration Allocated	17,955	7,481	7,481
	Total Operating Expenditure	251,170	104,503	98,822
Operating Income				
139630	Complex Fees	2,500	1,042	1,657
139930	Gym Fees	4,500	1,875	2,616
138930	School Oval Contribution	15,000	-	4,066
138850	Community Bus fees	1,500	625	1,209
	Total Operating Income	23,500	3,542	9,549

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 30 November 2008.</i>		2008/09		
continued.....		2008/09	2008/09	2008/09
		Amd Budget	YTD Budget	30 Nov 2008
OTHER RECREATION AND SPORT				
<i>Capital Expenditure</i>				
136340	Construct Oval Toilets	100,000	-	-
136350	Practice wall for tennis courts	3,000	-	-
136540	Air conditioner Gym	10,000	-	-
137840	BBQ & Light	12,000	-	-
136240	Cornish Lift	35,000	-	-
136370	Viewing platform at headframe	30,000	-	-
136380	Replace pine rails around oval	6,000	1,800	-
138940	Sports Complex Equipment	21,000	15,750	9,178
139140	New Pump/fittings - oval	15,000	15,000	13,048
140160	Race Course Buildings	20,000	-	-
14aaa0	Parks & Gardens - Capital	88,000	-	-
Total Capital Expenditure		<u>340,000</u>	<u>32,550</u>	<u>22,226</u>
TELEVISION AND RADIO BROADCASTING				
<i>Operating Expenditure</i>				
139860	Administration Allocated	2,244	935	930
140820	Depreciation	1,220	508	546
139880	Insurance	461	461	1,257
139920	Operating Costs	1,500	625	-
139820	Site Sharing Costs	6,000	2,500	4,336
Total Operating Expenditure		<u>11,425</u>	<u>5,029</u>	<u>7,069</u>
LIBRARIES				
<i>Operating Expenditure</i>				
140120	Book exchange costs	1,000	417	54
140620	Lost/damaged/replaced stock	7,000	2,917	195
140520	Library operations	6,200	2,583	-
140420	Insurance	461	461	1,257
140320	Book Purchases	1,000	417	83
140180	Administration Allocated	36,358	15,149	15,111
140720	Depreciation	700	292	278
Total Operating Expenditure		<u>52,719</u>	<u>22,236</u>	<u>16,978</u>
<i>Operating Income</i>				
140530	Library Charges	200	83	(48)
Total Operating Income		<u>200</u>	<u>83</u>	<u>(48)</u>
OTHER CULTURE				
<i>Operating Expenditure</i>				
141320	25 Mile Well Maintenance	6,000	2,500	-
141420	Mt Gould Police Station	6,000	2,500	-
141520	Museum Maintenance	1,000	417	269
141720	Municipal Inventory Review	15,000	-	-
141730	Preservation of Historical Image	22,000	-	-
141120	Insurance	768	768	2,094
141820	Administration Allocated	11,222	4,676	4,688
141620	Depreciation	3,100	1,292	1,284
Total Operating Expenditure		<u>65,090</u>	<u>12,153</u>	<u>8,335</u>
<i>Operating Income</i>				
141530	Masonic Lodge Income	350	146	71
Total Operating Income		<u>350</u>	<u>146</u>	<u>71</u>
<i>Capital Expenditure</i>				
141810	Mt Gould Police Station - securit	6,500	-	-
Total Capital Expenditure		<u>6,500</u>	<u>-</u>	<u>-</u>
Net Funding Demands		<u>(1,292,845)</u>	<u>(374,099)</u>	<u>(316,521)</u>

Shire of Meekatharra		Management Budget Transport		
<i>for the period ended 30 November 2008.</i>		2008/09		
		2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Nov 2008
MAINTENANCE - STREETS, ROADS, BRIDGES & DEPOTS				
Operating Expenditure				
149020	Administration Allocated	78,552	32,730	35,433
148800	Depot Maintenance	100,000	12,500	9,296
148720	Upgrade of Roman	15,000	-	-
148400	Lighting of Streets	25,000	10,417	12,104
148500	Street Cleaning Sweeping	55,000	6,875	2,218
148200	Street Maintenance	55,325	12,172	5,547
149000	Signage of Streets & Roadworks	45,000	-	230
147500	Rural Roads Maintenance - Day Lab	540,000	135,000	124,350
148550	Rehabilitation of Gravel Pits	55,325	-	-
148600	Contract & Consulting Supervision	10,000	-	2,125
148820	Infrastructure Depreciation Expense	1,450,000	604,167	643,965
Total Operating Expenditure		<u>2,429,202</u>	<u>813,861</u>	<u>835,270</u>
Operating Income				
145910	Grant - MRWA Direct	146,418	146,418	146,418
148230	Reimbursements	-	-	73
Total Operating Income		<u>146,418</u>	<u>146,418</u>	<u>146,491</u>
CONSTRUCTION - STREETS, ROADS, BRIDGES & DEPOTS				
Capital Expenditure				
142000	Road Construction	2,263,299	798,000	739,603
	Town Streets - reseal	350,000	-	545
Total Capital Expenditure		<u>2,613,299</u>	<u>798,000</u>	<u>740,148</u>
Capital Income				
146210	Grant - Roads to Recovery (R2R)	519,824	14,000	13,548
146410	Black Spot - Main Street	180,678	-	-
146910	Grant - Roads 2020 (Regional Road)	200,000	-	-
Total Capital Income		<u>900,502</u>	<u>14,000</u>	<u>13,548</u>
Operating Income				
181310	Profit on Sale of Asset	51,000	-	-
Total Operating Income		<u>51,000</u>	<u>-</u>	<u>-</u>
ROAD PLANT PURCHASES				
Capital Expenditure				
181440	Toyota L/Cruiser - Works	80,000	-	-
180340	Caravans & Equipment	-	-	132
182440	Prime Mover	180,000	-	1,399
182840	Gen Set (Construction)	25,000	-	-
181540	Pumps	20,000	13,200	8,397
182100	Trailer for Caravan & Fuel Tank	70,000	46,200	45,500
180240	Crew Cab 9T Truck	205,000	-	-
182540	Fuel Tanker	15,000	-	9,460
183240	Traffic Counters	7,000	7,000	7,270
182ab0	Vibrating Roller	230,000	-	-
182aa0	Excavator	95,000	-	-
180140	Miscellaneous Plant (Small Equipment)	13,800	8,625	3,973
Total Capital Expenditure		<u>940,800</u>	<u>75,025</u>	<u>76,131</u>
Capital Income				
181050	Proceeds Sale of Plant	186,000	-	-
170300U	Transfers from Plant Reserve	199,000	-	-
Total Capital Income		<u>385,000</u>	<u>-</u>	<u>-</u>

Continued...

Shire of Meekatharra	Management Budget Transport		
<i>for the period ended 30 November 2008.</i>	2008/09		
continued.....	2008/09	2008/09	2008/09
	Amrd Budget	YTD Budget	30 Nov 2008
AIR BP			
Operating Expenditure			
160920 Administration Allocated	8,977	3,740	3,722
160320 Cost of Fuel Sold	65,000	32,500	28,406
160420 Bank Charges	450	188	6
160720 Other Charges	100	42	-
Total Operating Expenditure	<u>74,527</u>	<u>36,470</u>	<u>32,134</u>
Operating Income			
181130 Fuel Sales - Cash	71,500	29,792	37,603
181330 Fuel Sales - Commission	-	-	1,192
181630 BP Monthly Retainer	57,000	23,750	23,750
Total Operating Income	<u>128,500</u>	<u>53,542</u>	<u>62,545</u>
AERODROME			
Operating Expenditure			
180600 Training and Conferences	-	-	2,400
181620 Housing Allocations	11,116	4,632	-
180210 Consultancy	24,000	-	75
180220 Utilities & Other Costs	14,170	14,170	14,168
180620 Insurance	10,952	10,952	9,837
180320 Aerodrome Operations (Air)	120	120	117
180920 Aerodrome Maintenance	78,710	8,335	10,182
180900 Security Operating Expenses	5,000	-	-
180720 Depreciation	160,000	66,667	72,692
181420 Administration Allocated	6,284	2,618	2,605
182020 Management contract	171,000	62,176	57,000
Total Operating Expenditure	<u>481,352</u>	<u>169,670</u>	<u>169,077</u>
Operating Income			
182030 Airport Landing Charges	190,000	79,167	74,824
180130 Airport Leases	24,000	12,000	7,808
181930 RFDS Refuelling	10,000	4,167	3,400
180330 Reimbursements	20,000	8,333	5,481
180530 Reimbursements Telephone	1,000	417	704
Airport Diesel Operations			
183030 Sales	350,000	145,833	82,755
180920 Issues	(310,000)	(129,167)	(79,827)
Cost of goods sold	<u>(310,000)</u>	<u>(129,167)</u>	<u>(79,827)</u>
Profit/(Loss) on fuel operations	40,000	16,666	2,928
Total Operating Income	<u>285,000</u>	<u>120,750</u>	<u>95,145</u>
Capital Expenditure			
181040 Airport Construction	300,000	-	-
Total Capital Expenditure	<u>300,000</u>	<u>-</u>	<u>-</u>
Net Funding Demands	<u>(4,942,760)</u>	<u>(1,858,316)</u>	<u>(1,535,031)</u>

Shire of Meekatharra		Management Budget Economic Services		
<i>for the period ended 30 November 2008.</i>		2008/09		
		2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Nov 2008
RURAL SERVICES				
Operating Expenditure				
183020	MRVC Vermin Control	6,500	6,500	-
183120	Noxious Weeds and Pests	3,000	1,250	-
187520	Stockyard Maintenance	2,000	833	948
187420	Shop Premises Maintenance	2,500	1,042	238
187620	Depreciation	19,000	7,917	5,107
Total Operating Expenditure		33,000	17,542	6,293
Operating Income				
187430	Shop Premises Rent	2,600	1,083	800
187630	Wesfarmers Yard Lease	540	225	-
187750	Bill Board Rental	790	329	313
187730	Reimbursements	600	250	164
Total Operating Income		4,530	1,887	1,277
TOURISM AND AREA PROMOTION				
Operating Expenditure				
189250	Administration Allocated	46,009	19,170	20,381
189220	Depreciation	29,000	12,083	13,211
183820	Tourism Promotions	25,000	10,417	6,828
184620	Maps & Souvenirs	10,000	-	1,474
184220	Information Bays	4,000	1,667	-
189260	Maintenance Trails & Lookouts	25,000	10,577	1,749
183920	Centenary Celebrations	88,000	58,080	61,702
184030	Meekatharra Rodeo	40,000	40,000	49,379
184420	Local Newspaper Production	5,000	3,750	1,703
184720	Town Beautification	10,000	-	-
Total Operating Expenditure		282,009	155,744	156,427
Operating Income				
183930	Centenary Income	80,000	40,000	38,990
184920	Meekatharra Rodeo Income	1,000	1,000	11,892
184330	Local Newspaper Revenue	1,500	625	313
184730	Sale of Maps & Souvenirs	2,000	833	1,374
184830	Reimbursements	-	-	62
184430	Meeka Dust Advertising	1,500	1,500	1
Total Operating Income		86,000	43,958	52,631

Continued...

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Shire of Meekatharra		Management Budget Economic Services		
<i>for the period ended 30 November 2008.</i>		2008/09	2008/09	2008/09
		Amd Budget	YTD Budget	30 Nov 2008
TOURISM AND AREA PROMOTION ...continued				
<i>Capital Expenditure</i>				
183940	Meeeka Heritage Drive Trails	279,603	-	-
183970	Collection of Mining Relics	10,000	-	-
184240	Entry Statements & Signs	30,000	-	-
183980	Tourist rest Area	-	-	175
Total Capital Expenditure		<u>319,603</u>	<u>-</u>	<u>175</u>
<i>Capital Income</i>				
183810	Trails Grant	192,132	16,000	15,075
Total Capital Income		<u>192,132</u>	<u>16,000</u>	<u>15,075</u>
BUILDING CONTROL				
<i>Operating Expenditure</i>				
186420	MRH S Building Costs	2,000	-	-
187740	Insurance	2,161	2,161	3,137
186520	Demolition costs	90,000	-	-
187720	Administration Allocated	1,122	468	484
Total Operating Expenditure		<u>95,283</u>	<u>2,629</u>	<u>3,621</u>
<i>Operating Income</i>				
186830	Building Permit Fees	1,000	417	16,612
186930	Building Demolition Fees	81,000	415	600
Total Operating Income		<u>82,000</u>	<u>832</u>	<u>17,212</u>
Net Funding Demands		<u>(368,233)</u>	<u>(113,238)</u>	<u>(80,321)</u>

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Shire of Meekatharra		Management Budget Other Property & Services		
<i>for the period ended 30 November 2008.</i>		2008/09		
		2008/09 Amd Budget	2008/09 YTD Budget	2008/09 30 Nov 2008
PRIVATE WORKS				
<i>Operating Expenditure</i>				
189520	Private Works	1,000	-	161
Total Operating Expenditure		<u>1,000</u>	<u>-</u>	<u>161</u>
<i>Operating Income</i>				
189630	Charges - Private Works	1,600	-	137
Total Operating Income		<u>1,600</u>	<u>-</u>	<u>137</u>
PUBLIC WORKS OVERHEAD				
<i>Operating Expenditure</i>				
180120	Supervision - Salaries	171,162	72,415	68,824
181320	Superannuation of Workmen	66,624	28,187	23,585
180320	Annual Leave, Sick Leave, Publi	49,424	4,942	6,080
180520	Rostered days Off	-	-	3,018
180720	Relocation & Recruitment Costs	25,000	3,575	-
181520	Allowances and Incentives	40,191	40,191	40,160
180620	Camping Requirements	12,000	5,000	36
180820	Camping Telephone Costs	9,000	3,750	5,826
180920	Travelling and Conference Exp	29,500	-	3,886
181020	Protective Clothing & Equipmer	6,000	2,500	155
182320	Allocation from Housing	77,813	9,727	9,086
180220	Engineering - Office and Other	8,000	3,385	490
180420	Insurance on Works	50,396	50,396	39,755
182720	Occupational Health & Safety	7,000	-	-
181420	Work Supervisors Vehicle	25,000	10,417	14,729
182520	Administration Allocated	71,819	29,925	29,850
181820	Less PWO allocated to works	(635,229)	(264,679)	(137,450)
Total Operating Expenditure		<u>13,700</u>	<u>(269)</u>	<u>108,029</u>
<i>Operating Income</i>				
181330	Reimbursements - Stores & Tele	10,000	4,167	2,088
Total Operating Income		<u>10,000</u>	<u>4,167</u>	<u>2,088</u>
PLANT OPERATION COSTS				
<i>Operating Expenditure</i>				
183020	Fuel and Oil	300,000	136,350	220,417
183320	Parts and Repairs (external)	315,000	126,000	95,291
183420	Repairs - Wages	24,000	10,000	32,103
183220	Tyres	80,000	29,088	19,075
183620	Consumable Stores	40,000	20,000	13,800
184320	Replacement Tools	10,000	4,167	1,012
183520	Licenses	12,000	5,000	657
183820	Insurance	41,417	41,417	39,529
183230	Mechanics Vehicle	12,000	5,000	5,607
183920	Cutting Edges	10,000	-	-
183010	Administration Allocated	32,543	13,560	13,513
184020	Less Alloc To Works	(876,960)	(365,400)	(369,826)
Total Operating Expenditure		<u>-</u>	<u>25,182</u>	<u>71,177</u>
<i>Operating Income</i>				
183030	Diesel Fuel Rebate	18,000	7,500	3,387
Total Operating Income		<u>18,000</u>	<u>7,500</u>	<u>3,387</u>

Shire of Meekatharra		Management Budget Other Property & Services		
<i>for the period ended 31 March 2007.</i>		2006-07		
continued.....		2006/07 Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
PLANT DEPRECIATION				
Operating Expenditure				
183120	Depreciation	385,000	160,417	197,229
184040	Less Plant Depreciation Allocate	(385,000)	(160,417)	(51,364)
Total Operating Expenditure		-	-	145,866
Operating Income				
187630	Sale Of Scrap	1,500	625	820
Total Operating Income		1,500	625	820
SALARIES AND WAGES				
188300	Salaries & Wages	1,631,772	679,906	567,060
188400	Salaries & Wages Alloc	(1,631,772)	(679,906)	(568,303)
Total Operating Expenditure		-	-	(1,244)
Net Funding Demands		16,400	(12,621)	(317,557)

Shire of Meekatharra		Management Budget Notes on Variations			
<i>for the period ended 30 November 2008.</i>		2008/09			
Variations for revenues and expenses that are greater than \$10,000 and 10.0% when compared to the budget year to date estimates. New items reported in this reporting period are identified with an #.					
Ref	Act	Description	Anl Budget	YTD Budget	30 Nov 2008
1	101810	General Purpose Grant <i>Grant received not yet brought to account</i>	1,469,052	734,526	\$ 384,226 # 48%
2	102110	Local Road Component Grant <i>Grant received not yet brought to account</i>	849,502	424,751	\$ 225,657 # 47%
3	126630	Insurance <i>Second instalment to be paid.</i>	22,586	22,586	\$ 7,175 68%
4	128630	Refuse Collection <i>Under investigation</i>	94,710	94,710	\$ 80,040 18%
5	184920	Meekatharra Rodeo Income <i>Higher sponsor support than estimated.</i>	1,000	1,000	11,892
6	186830	Building Permit Fees <i>HWE Camp</i>	1,000	417	16,612
7	180420	Insurance on Works <i>Second instalment awaiting invoice</i>	50,396	50,396	39,755 21%
8	181820	Less PWO allocated to works <i>Staff shortages - reduced allocations.</i>	(635,229)	(264,679)	(137,450) 48%

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

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

SHIRE OF MEEKATHARRA

INVESTMENT REGISTER

Total Investments as at 30th November 2008

Account	Institution	Account Type	Maturity Date	Interest Rate	Opening Balance 1/07/2008	Interest Earned to 31/10/2008	Interest Earned This Period	Transfers To Investments	Transfers From Investments	Closing Balance 30/11/2008
946020606	HBS	At Call		Variable	6,015,045.84	28,105.92	-	-	(6,043,151.76)	-
252057588	BoQ	90 Day TD	21/01/2009	7.20%	-	20,542.47	-	1,000,000.00	-	1,020,542.47
252057589	BoQ	180 Day TD	23/01/2009	8.50%	-	-	-	5,043,151.76	-	5,043,151.76
26-7466	Westpac	At Call		Variable	2,442,655.87	51,505.60	9,911.38	2,050,000.00	(1,950,000.00)	2,604,072.85
TOTALS					8,457,701.71	100,153.99	9,911.38	8,093,151.76	(7,993,151.76)	8,667,767.08

Investments by Nature

General Ledger Code	Investment Purpose	% of Investment	Opening Balance 1/07/2008	Interest Earned to 31/10/2008	Interest Earned This Period	Transfers To Investments	Transfers From Investments	Closing Balance 30/11/2008	
170300	Plant Reserve	25.46%	1,531,187.87	12,383.92	-	-	-	1,543,571.79	
170500	Building Reserve	16.30%	980,191.95	7,927.58	-	-	-	988,119.53	
170200	Water Reserve	2.03%	122,204.70	988.37	-	-	-	123,193.07	
170700	Airport Runway Reserve	29.99%	1,804,065.78	14,590.89	-	-	-	1,818,656.67	
170800	Airport Operations Reserve	10.58%	636,484.51	5,147.75	-	-	-	641,632.26	
170600	Transport Reserve	4.64%	279,060.88	2,256.98	-	-	-	281,317.86	
170100	Infrastructure Reserve	10.37%	623,602.48	5,043.56	-	-	-	628,646.04	
170150	Leave Reserve	0.64%	38,247.67	309.34	-	-	-	38,557.01	
SUB TOTAL ON RESERVES			100.00%	6,015,045.84	48,648.39	-	-	6,063,694.23	
6001	Municipal Fund	100.00%	2,442,655.87	51,505.60	9,911.38	2,050,000.00	(1,950,000.00)	2,604,072.85	
TOTAL INVESTMENTS BY NATURE				8,457,701.71	100,153.99	9,911.38	2,050,000.00	(1,950,000.00)	8,667,767.08

9.2.2 OUTSTANDING DEBTORS

LOCATION: NIL
APPLICATION: NIL
FILE REF: ADM 171
DISCLOSURE OF INTEREST: NIL
DATE OF REPORT: 9 DECEMBER 2008
AUTHOR: CAMERON WATSON
CORPORATE & DEVELOPMENT
SERVICES MANAGER



SIGNATURE OF AUTHOR:
SENIOR OFFICER:

ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER



SIGNATURE OF SENIOR OFFICER:

Summary:

Attached is a copy of the detailed outstanding Sundry Debtors.

Background:

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

The following applies to all outstanding debtors –

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

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

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

Comment:

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

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Loss of revenue

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr A G Burrows

Seconded: Cr R K Howden

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

CARRIED 6/0

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 19, 2008

Printed on : 08.12.08 at 16:51

SHIRE OF MEEKATHARRA

Debtor #	Name	Debtors Trial Balance				Total
		As at 30.11.2008				
		01.09.2008	01.10.2008	31.10.2008	30.11.2008	
		> 90 days	> 60 days	> 30 days	Current	
A041	AD ASTRAL AVIATION	0.00	0.00	-124.25	0.00	-124.25
B043	ADRIAN BAUMGARTEN	0.00	0.09	108.85	169.35	278.29
C7	AIRSERVICES AUSTRALIA	0.00	0.00	0.00	629.00	629.00
A061	ALCHIN MEGAN	0.00	0.00	0.00	15.43	15.43
A064	AUSTRALASIAN JET PTY. LTD.	0.00	0.00	50.29	75.50	125.79
A046	AUSTRALIAN AERIAL SURVEYS P/LTD	-33.68	0.00	0.00	0.00	-33.68
A017	AUSTRALIAN TAXATION OFFI	0.00	-2.80	0.00	0.00	-2.80
B8	BALI AIR CHARTER	8.00	0.00	0.00	0.00	8.00
B016	BELELE STATION	624.00	0.00	0.00	0.00	624.00
B074	BOWMAN PTY LTD	0.00	0.00	0.00	16.50	16.50
B071	BRITTAIN, GARY	0.00	16.50	16.50	0.00	33.00
W036	CAMERON WATSON	861.06	0.00	0.00	0.00	861.06
C081	CARMICHAEL, ANDREW	17.65	0.00	0.00	0.00	17.65
C019	CASAIR PTY LTD	-224.55	0.00	0.00	0.00	-224.55
C026	CHINA SOUTHERN W/AUSTRALIA	0.00	0.00	0.00	217.00	217.00
L09	CHRIS LANE	190.15	0.00	0.00	0.00	190.15
C028	CHRISHINE NOMINEES	0.00	0.00	171.85	241.65	413.50
B022	CLARK BUTSON	0.00	-9.19	22.75	0.00	13.56
T019	CLARKE TERENCE	-83.00	0.00	0.00	0.00	-83.00
C091	COLLINS, ERIC	0.00	0.00	0.00	17.65	17.65
C021	COMPLETE AVIATION SERVICES	0.00	299.40	331.75	331.75	962.90
C15	COURIER AUSTRALIA	-46.50	0.00	0.00	0.00	-46.50
J031	CROSSLANDS RESOURCES	0.00	0.00	0.00	90.00	90.00
D050	DEVEREAUX HOLDINGS PTY LTD	0.00	0.00	0.00	27.70	27.70
D023	DIAMOND MANAGEMENT PTY LTD	16.50	0.00	16.50	0.00	33.00
E013	EDSAL PTY LTD	-62.55	0.00	0.00	0.00	-62.55
E020	ENERFLEX	0.00	0.00	0.00	759.18	759.18
E027	ERROL PHILP	0.00	0.00	142.76	0.00	142.76
E009	ESPERANCE AIR CHARTER	62.20	0.00	0.00	113.75	175.95
F024	FIRE & EMERGENCY SERVICES AUTHORITY OF W	0.00	0.00	75.10	0.00	75.10
F032	FLIGHT TRAINING AUSTRALIA PTY LTD	0.00	0.00	0.00	32.35	32.35
F1	FOSSILS ENTERPRISES PTY LTD	0.00	1959.21	282.15	487.85	2729.21
F014	FUGRO AIRBORNE SURVEYS	0.00	0.03	127.05	0.00	127.08
F012	FUGRO SPATIAL SOLUTIONS	0.00	0.00	0.00	42.00	42.00
G050	GAIL ALLISON	0.00	33.00	0.00	0.00	33.00
M093	GEOFFREY MCGLASSON	0.00	0.00	22.75	0.00	22.75
G011	GERALDTON AIR CHARTER	0.00	0.00	290.20	191.50	481.70
G008	GOLDFIELDS AIR SERVICES	0.00	0.00	65.80	0.00	65.80
G046	GRAHAM GREENAWAY	99.00	0.00	0.00	0.00	99.00

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 19, 2008

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SHIRE OF MEEKATHARRA

Debtor #	Name	Debtors Trial Balance As at 30.11.2008				Total
		01.09.2008 > 90 days	01.10.2008 > 60 days	31.10.2008 > 30 days	30.11.2008 Current	
M099	HAOUST S V	0.00	0.00	33.00	0.00	33.00
H014	HELIBITS PTY LTD	0.00	0.00	33.00	64.65	97.65
H012	HELICOPTERS AUSTRALIA PTY LTD	0.00	0.00	-19.50	27.70	8.20
H055	HITESH HANS	0.00	0.00	-0.02	50.50	50.48
J033	JAMES JOSEPH BUCHANAN	0.00	0.00	0.00	27.78	27.78
J018	JANDAKOT FLIGHT CENTRE	-24.25	0.00	0.00	74.85	50.60
J060	JINGLE HOLDINGS	0.00	0.00	0.00	46.20	46.20
J1	JUDAL PASTORAL COMPANY	0.10	0.00	0.00	0.00	0.10
P055	JULIE PEAKHAM	194.72	0.00	0.00	0.00	194.72
K023	K & G AVIATION PTY LTD	-47.39	0.00	0.00	0.00	-47.39
D15	K. DERSCHOW & S. GILBERT	-55.00	0.00	0.00	0.00	-55.00
K011	KARRATHA FLYING SERVICES	0.00	0.00	0.00	38.90	38.90
K099	KITTYHAWK HOLDINGS	21.18	0.00	0.00	0.00	21.18
S15	MAUREEN STACK	155.50	0.00	0.00	0.00	155.50
M023	MILGUN STATION	0.00	0.00	0.00	2577.80	2577.80
T2	ML & GJ TRENFIELD CONTRACTING	0.00	0.00	0.00	184.60	184.60
M052	MOBIL OIL AUSTRALIA PTY LTD	0.00	0.00	0.00	1258.18	1258.18
F006	MR JACOB FLENTRI	62.51	0.00	0.00	0.00	62.51
M007	MURCHISON DOWNS PASTORAL CO	0.00	0.00	0.00	770.80	770.80
M111	MURCHISON REGION ABORIGINAL CORPORATION	0.00	0.00	0.00	16.50	16.50
N002	NETWORK AVIATION	0.00	0.00	2609.10	2095.95	4705.05
U003	NEVILLE ULPH	0.00	0.00	0.00	452.05	452.05
H033	NYSSA HENDERSON	0.00	0.00	0.00	162.33	162.33
P028	PANORAMA ELECTRONICS PTY LTD	-18.63	0.00	0.00	0.00	-18.63
P079	PAUL DARLEY	12.62	0.00	0.00	0.00	12.62
P061	PEPPI NOMINEES PTY LTD	37.59	0.00	0.00	0.00	37.59
C078	PETER COLLINS	62.58	22.75	0.00	0.00	85.33
H021	PHILIP HOOPER - COCKLES	-18.66	0.00	0.00	0.00	-18.66
Q005	QUESTAIR PTY LTD	0.00	0.00	35.20	0.00	35.20
R036	RANGI WALKER	0.00	0.00	0.00	109.00	109.00
L003	RICHIE BRENNAN - LANDOR STN	793.60	0.00	0.00	0.00	793.60
R009	ROYAL AERO CLUB OF WA	0.00	0.00	18.55	0.00	18.55
R005	ROYAL FLYING DOCTOR SERVICE	0.00	0.00	3309.34	4227.36	7536.70
S051	SHINE AIR PTY LTD	-67.05	0.00	23.95	0.00	-43.10
S007	SKIPPERS AVIATION	10462.90	7254.75	7151.30	6535.20	31404.15
S080	SPORTLINE NOMINEES PTY LTD	0.00	0.00	0.00	47.90	47.90
S078	STAR AVIATION PTY LTD	755.33	293.30	40.95	125.70	1215.28
K045	STEVE KELLY	152.44	0.00	0.00	0.00	152.44
T007	TROPIC AIR SERVICES	0.00	33.20	39.20	77.80	150.20

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 19, 2008


Printed on : 08.12.08 at 16:51

SHIRE OF MEEKATHARRA

		Debtors Trial Balance				
		As at 30.11.2008				
Debtor #	Name	01.09.2008	01.10.2008	31.10.2008	30.11.2008	Total
		> 90 days	> 60 days	> 30 days	Current	
T045	TROY ROBERT THOMAS	0.00	0.00	0.00	22.75	22.75
T034	TS AIR CHARTER PTY LIMITED	0.00	377.10	0.00	0.00	377.10
U006	UNBROKEN SPIRIT PTY LTD	0.00	0.00	66.00	0.00	66.00
U001	UNIVERSAL TRACKING SYSTEMS	0.00	0.00	1137.50	260.00	1397.50
W100	WARD JOHN	-15.37	0.00	0.00	0.00	-15.37
W039	WARWICK JOHN, POINTON	0.00	0.00	0.00	156.92	156.92
B070	WATSON-BATES, JOHN	0.00	0.00	0.00	9.60	9.60
M104	WAYNE MOORE	119.35	0.00	0.00	0.00	119.35
R3	William E. Riley	114.85	0.00	0.00	0.00	114.85
Y001	YAMATJI LAND & SEA COUNCIL	0.00	0.00	0.00	220.00	220.00
Y004	YARLARWHEELOR STATION	0.00	0.00	1165.20	0.00	1165.20
Y1D	YULELLA ABORIGINAL CORPORATION	0.00	0.00	0.00	142.76	142.76
Totals		14127.20	10277.34	17242.82	23241.94	64889.30

9.2.3 LIST OF ACCOUNTS PERIOD ENDED NOVEMBER 2008

LOCATION: N/A
APPLICATION: CAMERON WATSON
FILE REF: ADM 171
DISCLOSURE OF INTEREST: NIL
DATE OF REPORT: 19 DECEMBER 2008
AUTHOR: CAMERON WATSON
CORPORATE & DEVELOPMENT
SERVICES MANAGER

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

SIGNATURE OF SENIOR OFFICER: 

Summary:

Accounts are to be presented to council for payments.

Background:

List of accounts

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

Comment:

Each month the accounts are presented to council for payment;

Municipal	Voucher No's	Amount: \$476,724.82
Trust Account	Voucher No's	Amount: \$ 2993.55
Air BP	Voucher No's VARIOUS	Amount: \$.00

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

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

Policy Implications:

Nil

Financial Implications:

Accounts to be paid.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr A B Downing
Seconded: Cr JE Burgemeister

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

CARRIED 6/0

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 19, 2008

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SHIRE OF MEEKATHARRA

Accounts Due and Payed under Delegated Authority and Submitted to Council on the 19th December 2008

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT2595	03/11/2008	G&T FAMILY TRUST	RUBBISH COLLECTION CONTRACT - OCT 08	- 15,427.50	-	-
EFT2596	10/11/2008	WA LOCAL GOVT. SUPERANNUATION PLAN PTY LTD	PAYROLL DEDUCTIONS	- 34,972.66	-	-
EFT2597	10/11/2008	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	- 395.55	-	-
EFT2598	10/11/2008	ABCO PRODUCTS	GRAFFITI SCRUBS QTY -12	- 1,149.53	-	-
EFT2599	10/11/2008	AV TRUCKS	BELTS	- 324.73	-	-
EFT2600	10/11/2008	AG BURROWS PLANT	DEMOLITION OF 207 & 205 HILL STREET & PLANT HIRE FOR OCT	- 45,680.00	-	-
EFT2601	10/11/2008	AUSTRALIA POST	POSTAGE FOR OCTOBER 08	- 485.16	-	-
EFT2602	10/11/2008	BEAVER MINING SUPPLIES PTY LTD	CAMLOCK ALUMINIUM DIE CAST	- 567.42	-	-
EFT2603	10/11/2008	TRISET BOSS PTY LTD	SELF SEAL. SECRETIVE ENVELOPES QTY - 5000	- 1,958.00	-	-
EFT2604	10/11/2008	COURIER AUSTRALIA	FREIGHT FROM STATE LIBRARY	- 157.30	-	-
EFT2605	10/11/2008	CONPLANT	TAIL LIGHT, INDICATOR, MIRROR REAR, PIN,HOLDER	- 640.27	-	-
EFT2606	10/11/2008	COURIER AUSTRALIA	GENERAL FREIGHT	- 109.85	-	-
EFT2607	10/11/2008	CONPLANT	DRIVE BELTS, A/CON BELT	- 197.56	-	-
EFT2608	10/11/2008	COURIER AUSTRALIA	GENERAL FREIGHT	- 63.18	-	-
EFT2609	10/11/2008	COMMERCIAL HOTEL MEEKATHARRA	REFRESHMENTS	- 572.30	-	-
EFT2610	10/11/2008	COVENTRYS	24 V GLOBES QTY - 17	- 159.69	-	-
EFT2611	10/11/2008	CRAFTY CUTS CARPENTRY	CONSTRUCTION OF VERANDAH AT AIRPORT	- 1,000.00	-	-
EFT2612	10/11/2008	MURCHISON CARPENTRY	REMOVE TREES LOTS 303 & 213	- 2,310.00	-	-
EFT2613	10/11/2008	DENNIS ULPH	WELD MUD GUARD ON CAT 924 LOADER	- 80.00	-	-
EFT2614	10/11/2008	ELROSS CARAVANS	DOOR LOCK WITH BARREL AND KEYS	- 175.00	-	-
EFT2615	10/11/2008	E & MJ ROSHER PTY LTD	VACCUM CLEANER FOR ADMIN	- 1,041.00	-	-
EFT2616	10/11/2008	KRYS EAST	REIMBURSEMENT FOR MEALS DURING TRAINING AT PERTH	- 111.40	-	-
EFT2617	10/11/2008	FOSSIL'S ENTERPRISES PTY LTD	PLANT REPAIR FOR 16 HRS	- 11,392.15	-	-
EFT2618	10/11/2008	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPYING FOR OCT 08	- 528.21	-	-
EFT2619	10/11/2008	FARMER JACKS	OCTOBER ACCOUNT	- 1,978.85	-	-
EFT2620	10/11/2008	FILTERS PLUS	OIL FILTER	- 118.80	-	-
EFT2621	10/11/2008	GERALDTON FUEL COMPANY	BULK DIESEL DELIVERED, 3600 LTS	- 6,353.71	-	-
EFT2622	10/11/2008	PIVOTEL SATELLITE PTY LTD	SATELLITE PHONE UPTO 14 OCT 08	- 770.88	-	-
EFT2623	10/11/2008	GREENFIELD TECHNICAL SERVICES	PROVISION OF ENGINEERING CONSULTANT SERVICES AUG-OCT 08	- 687.50	-	-
EFT2624	10/11/2008	HYDRAMET PTY LTD	ANNUAL SERVICE OF SWIMMING POOL CHLORINE GAS REGULATOR	- 1,587.22	-	-
EFT2625	10/11/2008	WA HINO SALES & SERVICE	GLASS ASSY, DOOR WIND	- 589.39	-	-
EFT2626	10/11/2008	HOPPY'S PARTS R U	REPAIRS & PARTS	- 351.32	-	-
EFT2627	10/11/2008	TOLL IPEC PTY LTD	FREIGHT	- 233.41	-	-
EFT2628	10/11/2008	JR & A HERSEY PTY LTD	FUEL FILTER QTY-6	- 339.64	-	-
EFT2629	10/11/2008	LANDGATE	MINING VALUATIONS	- 642.00	-	-
EFT2630	10/11/2008	MEEKATHARRA CARAVAN PARK	OCTOBER ACCOUNT	- 59.08	-	-
EFT2631	10/11/2008	MEEKATHARRA CORNER STORE	OCTOBER ACCOUNT	- 1,061.61	-	-
EFT2632	10/11/2008	LGIS WORKCARE	WORKERS COMP INSURANCE ADJUSTMENT 08/09	- 28,200.15	-	-
EFT2633	10/11/2008	MICROCOM PTY LTD	ROAD TYBE, DECK SPIKES, CENTRE LINE FLAP , QTY - 2 EACH	- 792.00	-	-
EFT2634	10/11/2008	MARKET CREATIONS	MARKETING FOR OCTOBER, WEBSITE MANAGEMENT	- 1,892.00	-	-
EFT2635	10/11/2008	ROY MCCLYMONT	VARIOUS EXPENSES DURING PERTH CONVENTION, AUG 08	- 1,252.70	-	-
EFT2636	10/11/2008	MEEKA MEATS	SAUSAGES & , CHOPS FOR YOUTH CENTRE	- 314.50	-	-
EFT2637	10/11/2008	MODERN TEACHING AIDS PTY LTD	YOUTH CENTRE EXPENSE	- 49.39	-	-
EFT2638	10/11/2008	RJ BACK	ACCOUNTING & FINANCIAL SUPPORT SEPT 08	- 797.50	-	-
EFT2639	10/11/2008	SKIPPERS AVIATION PTY LTD	FLIGHT FOR ANNA ZANETTI	- 554.00	-	-

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 19, 2008

SHIRE OF MEEKATHARRA

Accounts Due and Payed under Delegated Authority and Submitted to Council on the 19th December 2008

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT2640	10/11/2008	TRENFIELD B & E	TOWN MAINTENANCE CONTRACT FOR THE PERIOD ENDING 15/11/2008	- 4,158.90	-	-
EFT2641	10/11/2008	ML & GJ TRENFIELD CONTRACTING	PROVIDE MANAGEMENT SERVICE OCT 08	- 15,675.00	-	-
EFT2642	10/11/2008	TME GROUP PTY LTD	FABRICATE DIESEL FUEL TANK	- 10,406.00	-	-
EFT2643	10/11/2008	TOLL WEST	FRIEGHT FROM LITE INDUSTRIES	- 1,744.95	-	-
EFT2644	10/11/2008	WESTRAC EQUIPMENT	COMPRESSOR	- 1,658.04	-	-
EFT2645	10/11/2008	WA LOCAL GOVERNMENT ASSOCIATION	AUG 08 ADVERTISING	- 5,677.48	-	-
EFT2646	10/11/2008	YULELLA ABORIGINAL CORPORATION	CLEAN UP TREE LOOPING AT CEOS RESIDENCE	- 150.00	-	-
EFT2647	10/11/2008	YULELLA MECHANICAL	INSPECT & RECTIY AIR CON AT MEEKA AIRPORT	- 1,098.20	-	-
EFT2648	11/11/2008	TRENFIELD MOTORS	OCTOBER ACCOUNT	- 20,739.18	-	-
EFT2649	20/11/2008	AG BURROWS PLANT	S/H SEMI TRAILER TYPE 5 ROOM CARAVAN & PLANT HIRE	- 61,023.95	-	-
EFT2650	20/11/2008	AIR LIQUIDE WA PTY LTD	GAS CYLINDER RENTAL	- 9.96	-	-
EFT2651	20/11/2008	BURROWS A.G.	MEETING ATTENDANCE FEES - COUNCIL MEETING 15/11/08	- 150.00	-	-
EFT2652	20/11/2008	BOC GASES	CYLINDER RENT OXY & ACETYLENE FOR OCT 2008	- 172.92	-	-
EFT2653	20/11/2008	BEAVER MINING SUPPLIES PTY LTD	ADAPTOR TABLE/ FLANGE UNDRILLED	- 883.59	-	-
EFT2654	20/11/2008	BUNNINGS GROUP LIMITED	HOSE, JOINER, T PIECES	- 306.08	-	-
EFT2655	20/11/2008	COOKS TOURS PTY LTD	HALF PAGE ADVERTISEMENT IN AMAZING NORTH	- 750.00	-	-
EFT2656	20/11/2008	CANINE CONTROL	RANGER SERVICES ON 30 & 31/10 & 1/11/08	- 4,180.00	-	-
EFT2657	20/11/2008	CONTRACT AQUATIC SERVICES	CONTRACT MANAGEMENT FEE	- 10,948.20	-	-
EFT2658	20/11/2008	DENNIS ULPH	REPAIR SHED DOOR	- 200.00	-	-
EFT2659	20/11/2008	FARMER JACKS	POLLY PIPE/JOINER & M & F ADAPTORS FOR OVAL TREES	- 1,944.98	-	-
EFT2660	20/11/2008	GERALDTON FUEL COMPANY	BULK DIESEL	- 31,587.31	-	-
EFT2661	20/11/2008	GREAT NORTHERN RURAL SERVICE	SEAL, RUBBER & RINGS FOR STALKER PUMP	- 462.26	-	-
EFT2662	20/11/2008	G.C. SALES (W.A.)	12X 120L MGB'S W/LITTER @ 180.00 EACH	- 3,118.50	-	-
EFT2663	20/11/2008	HART SPORT	SPORTING EQUIPMENT FOR YOUTH CENTRE	- 669.29	-	-
EFT2664	20/11/2008	HOPPY'S PARTS R U	VARIOUS GOODS FOR DEPOT	- 162.19	-	-
EFT2665	20/11/2008	KANDOO CONSTRUCTIONS	PROGRESS PAYMENT 220 DARLOT STREET	- 27,500.00	-	-
EFT2666	20/11/2008	LITE INDUSTRIES PTY LTD - SHORING	GRAVE SHORING PANELS, LEGS & SPREADERBARS	- 8,965.00	-	-
EFT2667	20/11/2008	LANDGATE	TITLE SEARCH - LAND ENQUIRY	- 15.00	-	-
EFT2668	20/11/2008	MLB CONTRACTING	REPAIR EVAPORATE AIR CONDITIONER	- 757.90	-	-
EFT2669	20/11/2008	MOMAR AUSTRALIA PTY LTD	CLEANING CHEMICALS	- 425.26	-	-
EFT2670	20/11/2008	MEEKA MEATS	FOOD ITEMS FOR MT M AGNET BBQ (YULELLA C.D.E.P.)	- 71.25	-	-
EFT2672	20/11/2008	BROADCAST AUSTRALIA PTY LTD	ANALOGUE SERVICE FEE FROM 1/08/08 TO 31/1/09	- 172.41	-	-
EFT2673	20/11/2008	ORICA AUSTRALIA PL	CHLORINE CYLINDER RENTAL FOR OCT 2008	- 38.87	-	-
EFT2674	20/11/2008	OFFICEWORKS BUSINESS DIRECT	STATIONARY SUPPLIES	- 434.40	-	-
EFT2675	20/11/2008	SIGMA CHEMICALS PTY LTD	DOLPHIN DYNAMIC PRO-X CLEANER FOR POOL	- 3,599.00	-	-
EFT2676	20/11/2008	SKIPPERS AVIATION PTY LTD	VARIOUS FLIGHTS OCT	- 932.00	-	-
EFT2677	20/11/2008	ST. JOHN OF AMBULANCE, GERALDTON SUB CENTRE	FIRST AID TRAINING FOR ELAINE KING	- 340.00	-	-
EFT2678	20/11/2008	SIRRS'S S & E	REPAIR TO FACIA OF THE OFFICE BUILDING	- 329.98	-	-
EFT2679	20/11/2008	TRENFIELD MOTORS	PLANT REPAIRS - TYRES SEPT 2008	- 14,016.86	-	-
EFT2680	20/11/2008	TRENFIELD B & E	TOWN MAINTENANCE CONTRACT FOR THE PERIOD ENDING 30/11/2008	- 4,158.90	-	-
EFT2681	20/11/2008	TRENFIELD, NORMAN	MEMBERS MEETING FEES COUNCIL MEETING 15/11/08	- 120.00	-	-
EFT2682	20/11/2008	TRENK CONTRACTING PTY LTD	MAINTENANCE WORK AT MEEKATHARRA TIP SITE	- 1,287.00	-	-
EFT2683	20/11/2008	TUSS CONTRETE	CNR DONAVON & STODDARD SUPPLY LAY CONCRETE DRIVEWAY	- 9,900.00	-	-
EFT2684	20/11/2008	TOLL WEST	FREIGHT FROM HARVEY NORMAN	- 69.52	-	-
EFT2685	20/11/2008	WA LOCAL GOVERNMENT ASSOCIATION	K EAST ATTENDEE RATES IN LOCAL GOVT. COURSE 30/31ST OCT	- 660.00	-	-

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 19, 2008

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SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the 19th December 2008

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT2686	20/11/2008	WESTNET PTY LTD	INTERNET FOR DEC 08	- 274.70	-	-
EFT2687	20/11/2008	YULELLA ABORIGINAL CORPORATION	CASUAL LABOUR	- 4,323.00	-	-
23227	03/11/2008	RURAL HEALTH WEST	APPLICATION FOR ORGANISATION MEMBERSHIP	- 100.00	-	-
23230	10/11/2008	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	- 49.20	-	-
23231	10/11/2008	AMP SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	- 512.10	-	-
23232	10/11/2008	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	- 18.00	-	-
23233	10/11/2008	JO-ANNE BURGEMEISTER	CARPER CLEANING	- 330.00	-	-
23234	10/11/2008	CORPORATE EXPRESS	HP PRINTER & STORAGE DRIVE	- 703.23	-	-
23235	10/11/2008	FIRE & EMERGENCY SERVICES AUTHORITY OF WA	EMERGENCY SERVICES LEVY	- 3,053.97	-	-
23236	10/11/2008	GRAEME'S CARPENTRY	RETILE B-ROOM FLOOR	- 3,031.60	-	-
23237	10/11/2008	HARVEY NORMAN ELECTRICAL GERALDTON	LG DVD MINI SYSTEM	- 299.00	-	-
23238	10/11/2008	HORIZON POWER	ELECTRICITY CHARGES 24 SEP TO 24 OCT 08	- 12,201.40	-	-
23239	10/11/2008	SHIRE OF MEEKATHARRA	PAYROLL DEDUCTIONS	- 537.59	-	-
23240	10/11/2008	MANSELL PTY LTD	CONSULTING FOR GRANT COMMISSION	- 385.00	-	-
23241	10/11/2008	MEEKATHARRA BAKERY	SUPPLY BREAD TO CATER FOR FEESA	- 27.50	-	-
23242	10/11/2008	NEVERFAIL SPRINGWATER LIMITED	ANNUAL COLLER RENTAL	- 154.00	-	-
23243	10/11/2008	TELSTRA CORPORATION LIMITED	TELEPHONE TILL 18 OCT 08	- 2,796.49	-	-
23244	10/11/2008	TRENFIELD MOTORS (AIR)	WALGA CONFERENCE IN PERTH, TICKET FOR ROY & CAMERON	- 3,430.00	-	-
23245	10/11/2008	WESTSCHEME	SUPERANNUATION CONTRIBUTIONS	- 466.09	-	-
23254	20/11/2008	AUSTRALIAN TAXATION OFFICE	OCTOBER 08 BAS	- 16,645.90	-	-
23255	20/11/2008	JO-ANNE BURGEMEISTER	MEETING ATTENDANCE FEE COUNCIL MEETING 15/11/08	- 150.00	-	-
23256	20/11/2008	BAILEYS MOTEL HOTEL	ACCOMMODATION FOR K EAST FOR WALGA CONFERENCE IN PERTH	- 690.00	-	-
23257	20/11/2008	CREDIPAC AUSTRALIA	DEBT COLLECTION - RATES, OCT 08	- 518.30	-	-
23258	20/11/2008	CORPORATE EXPRESS	METAL CUPBOARD FOR 'SAFE HOUSE' SERVICE	- 745.40	-	-
23259	20/11/2008	DATA#3 LIMITED	ACROBAT SOFTWARE 9 WIN 8 LICENSE & 1 IE NACT	- 3,264.53	-	-
23261	20/11/2008	SHIRE OF MEEKATHARRA	PAYROLL DEDUCTIONS	- 622.34	-	-
23262	20/11/2008	NICHOLS H.J.	MEMBERS MEETING FEES COUNCIL MEETING 15/11 AND MRVC	- 259.45	-	-
23263	20/11/2008	OZOWNED SUPPLIES & SERVICES	SHAMPOO CARPETS	- 1,006.00	-	-
23264	20/11/2008	TELSTRA CORPORATION LIMITED	MOBILE PHONE USAGE	- 325.59	-	-
23265	20/11/2008	VODAFONE PTY LTD	VODAFONE CHARGES FROM 1/10 TO 31/10/08	- 10.00	-	-
100805	11/11/2008	MEEKATHARRA DISTRICT HIGH SCHO	HOLDER OF MONEY FOR MEEKATHARRA HIGH SCHOOL	-	-	- 2,882.55
100806	11/11/2008	BUILDERS REGISTRATION BOARD	BRB LEVY FOR 3 HOUSES, \$ 37 EACH	-	-	- 111.00
				- 476,724.82	-	- 2,993.55

THIS SCHEDULE OF ACCOUNTS PAID UNDER DELEGATED AUTHORITY COVERS:

MUNICIPAL ACCOUNT -	476,724.82
AIR BP ACCOUNT	-
TRUST ACCOUNT -	2,993.55
	- 479,718.37

TOTALLING \$479,718.37 AND WAS SUBMITTED TO EACH MEMBER OF COUNCIL ON THE 19TH DECEMBER 2008 AND WHICH HAVE BEEN DULY CERTIFIED AS TO THE RECEIPT OF GOODS AND THE RETENTION OF SERVICES AS TO THE COSTING AND ARE AMOUNTS PAID.

ROY McCLYMONT
CHIEF EXECUTIVE OFFICER

9.3 ADMINISTRATION

9.3.1 DRUG AND ALCOHOL MANAGEMENT PLAN – CASR PART 99

LOCATION: Meeka Aerodrome
APPLICANT: CASA
FILE REF: ADM 088
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 11 December 2008
AUTHOR: ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER

SIGNATURE OF AUTHOR:
SENIOR OFFICER:


ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER

SIGNATURE OF SENIOR OFFICER:

Summary:

The Civil Aviation Safety Amendment Regulations 2008 (No 1) – CASR Part 99 requires certified aerodromes to develop and implement a Drug and Alcohol Management Plan (DAMP) by 23 March 2009.

Attachments:

Draft Drug and Alcohol Management Plan (Meekatharra Aerodrome)

Background:

Comment:

The CEO and Airport Manager recently attended Technical Workshops in Perth at which they become qualified DAMP Supervisors and concocted the attached Draft DAMP.

After discussing the draft DAMP over a few drinks, the CEO and Airport Manager concluded that our draft DAMP is a beauty and therefore highly recommend it to Council.

Consultation:

Airport Manager, Mal Trenfield

Statutory Environment:

CASR Part 99

Policy Implications:

Nil

Financial Implications:

There has been and will continue to be a cost on Council in order to maintain and comply with the DAMP and CASR Part 99. Staff estimate that this cost will be in the order of \$2,000 to \$3,000 per annum.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr J E Burgemeister

Seconded: Cr R K Howden

**That Council adopt the attached Drug and Alcohol Management Plan
(Meekatharra Aerodrome).**

CARRIED 6/0



DRUG AND ALCOHOL MANAGEMENT PLAN

SHIRE OF MEEKATHARRA (Meekatharra Aerodrome)

Version: One

Date adopted by Council:

DRUG AND ALCOHOL MANAGEMENT PLAN OF The Shire of Meekatharra

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12. Review, Audit and Compliance
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1. Policy Statement

The health, wellbeing and safety of personnel are of paramount importance to Shire of Meekatharra. All individuals have a right to be safe at a Shire of Meekatharra workplace. Alcohol and Other Drugs (AOD), when present in persons in the workplace, have the potential to increase risk of harm in the workplace and adversely impact upon fitness for work.

Shire of Meekatharra has a duty of care to minimise the risk of accident, incident and injury in the workplace arising from the consumption of alcohol or other drugs. The purpose of this policy is to outline the strategies and processes that will be used by the Shire of Meekatharra to manage the risks associated with use, or recent use, of alcohol or other drugs by persons in the workplace.

Shire of Meekatharra takes a multi-strategy approach that incorporates education, support, testing and performance management. The policy is based on safety outcomes and not whether a positive test result is illicit or legal. This policy also recognises permissible therapeutic drug use under the guidance of a physician or pharmacist.

2. Introduction

This document is the Shire of Meekatharra Drug and Alcohol Management Plan (DAMP). Shire of Meekatharra is required by Part 99 of the Civil Aviation Safety Regulations 1998 (CASRs) to develop and implement a DAMP, covering persons who perform, or are available to perform, a safety-sensitive aviation activity (SSAA).

The requirement for various organisations, including the Shire of Meekatharra, to develop and implement a program has been introduced into the CASRs in order to enhance safety benefits and other outcomes for the aviation sector.

The Shire of Meekatharra is obliged to develop, implement and maintain a program meeting the requirements of the CASRs from 23 March 2009.

This policy is an important document that all personnel should read carefully and familiarise themselves with.

3. Application

This DAMP applies to all Shire of Meekatharra personnel that perform, or are available to perform, an SSAA.

These personnel are:

- persons employed directly by the Shire of Meekatharra;
- contractors engaged by the Shire of Meekatharra;
- subcontractors engaged by contractors of the Shire of Meekatharra; and
- persons employed by those contractors and subcontractors.

In this program these personnel are all referred to as “SSAA employees” even though they may not be directly employed by Shire of Meekatharra.

The Shire of Meekatharra personnel to which this program applies will generally be engaged in the following employment categories:

Airport Manager
Aerodrome Reporting Officer
Airside Maintenance
Aircraft Refueling

4. Content

This program comprises three key elements:

1. a drug and alcohol education program (see A6);
2. a drug and alcohol testing program (see A7); and
3. a drug and alcohol response program (see A8).

5. Responsibilities

Shire of Meekatharra is legally required to, and will, comply strictly with its obligations under this program.

Shire of Meekatharra expects that all SSAA employees will similarly comply with their obligations under this program. SSAA employees need to be aware that failure to do so may result in:

- them committing an offence against the CASRs, for which prosecution or infringement action may be taken by the Civil Aviation Safety Authority or the Commonwealth Director of Public Prosecutions; and/or
- Shire of Meekatharra taking disciplinary action against its employees (see A12 below) or contractual action against contractors or sub-contractors

Shire of Meekatharra Responsibilities

Shire of Meekatharra must:

- for new SSAA employees, make this program available to each SSAA employee before the that person begins to perform, or become available to perform, an SSAA;
- for current SSAA employees, make this program available to each SSAA employee by the end of the working day on which the employee next performs or is available to perform an SSAA;
- not permit a SSAA employee to perform or be available to perform an SSAA in the following circumstances:
 - if a DAMP Supervisor suspects the employee's faculties may be impaired due to the person being under the influence of a testable drug or of alcohol;
 - if an accident or serious incident has occurred which involved the employee while he or she is performing or available to perform an SSAA and either:
 - for the period that suitable test conditions exist for conducting drug or alcohol tests on the employee - a test has not been conducted; or
 - if tests have been conducted – the Shire of Meekatharra has not been notified of the test results;
 - if an SSAA employee has been required to cease performing, or being available to perform, SSAA duty because of an incident related to alcohol or drugs, not permit that SSAA employee to again perform or be available to perform SSAA duty until all mandatory pre-conditions have been met; and
- provide periodic reports to the Civil Aviation Safety Authority

about its administration of this DAMP or its dealings with its SSAA employees who have been subject to alcohol or drug testing by CASA.

Responsibilities of SSAA Employees of the Shire of Meekatharra

SSAA employees:

- are encouraged to disclose to Shire of Meekatharra if he or she has consumed a level of alcohol, or is taking any drug, that may affect his or her ability to carry out an SSAA;
- must not perform, or be available to perform, an SSAA if aware that he or she is adversely affected by a testable drug or by alcohol, until he or she is no longer adversely affected;
- are subject to drug and alcohol testing under this program while performing, or being available to perform, a SSAA for the Shire of Meekatharra;
- will be required to provide a body sample if they are to be tested for drugs and alcohol by Shire of Meekatharra for the purposes of conducting such tests;
- must cease performing or being available to perform SSAA if they:
 - return a positive result for a drug or alcohol test
 - fail to comply with a request by an approved tester to provide a body sample for CASA drug and alcohol testing;
 - fail to comply with a request to provide a body sample for Shire of Meekatharra drug and alcohol testing under this program;
 - interfere with a body sample they provide for drug or alcohol testing by CASA or Shire of Meekatharra;
 - if required to cease performing, or being available to perform, SSAA duty because of an incident related to alcohol or drugs, must not again perform or be available to perform SSAA duty until all mandatory preconditions have been met.

Responsibilities of Shire of Meekatharra DAMP Contact Officer

Shire of Meekatharra has appointed the following person as its DAMP contact officer, and their role is to liaise with the Civil Aviation Safety Authority in relation to Shire of Meekatharra responsibilities in connection with this program:

Roy McClymont

**Chief Executive Officer
Shire of Meekatharra
PO BOX 129
MEEKATHARRA WA 6642
Tel: 08 9981 1002
Fax: 08 9981 1505
Email: executive@meekashire.wa.gov.au**

**Responsibilities of Shire of Meekatharra DAMP
Supervisors**

Shire of Meekatharra has appointed key personnel as DAMP Supervisors.

DAMP Supervisors have been trained about how to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol, and are authorised by Shire of Meekatharra to form such an opinion in appropriate cases.

Where a DAMP Supervisor forms that opinion, they must require an SSAA employee to cease performing or being available to perform an SSAA. Where required to do so by a DAMP Supervisor, SSAA employees of Shire of Meekatharra must cease performing or being available to perform an SSAA.

The following personnel are appointed DAMP Supervisors:

**Roy McClymont, Chief Executive Officer
Malcolm Trenfield, Aerodrome Manager**

6. Drug and Alcohol Education Program

All SSAA employees and DAMP Supervisors of the Shire of Meekatharra are required to attend a drug and alcohol education program.

Shire of Meekatharra will ensure that all SSAA employees and DAMP Supervisors have access to a drug and alcohol education program:

- (for SSAA employees and DAMP Supervisors as at 23 September 2008) prior to 23 March 2009; or
- (for personnel who are to become SSAA employees and DAMP Supervisors after 23 September 2008) at induction and prior to the employee performing or being available to perform an SSAA.

Shire of Meekatharra will additionally provide refresher education to all SSAA employees at an interval of no longer than 30 months.

The Shire of Meekatharra drug and alcohol education program contains the following components:

1. for SSAA employee's — awareness of:
 - 1.1. Shire of Meekatharra policy on drug and alcohol use; and
 - 1.2. drug and alcohol testing in the workplace; and
 - 1.3. support and assistance services for people who engage in problematic use of drugs and alcohol; and
 - 1.4. information about the potential risks to aviation safety from problematic use of drugs and alcohol; and
2. additionally for DAMP Supervisors — education and training to manage people who engage in problematic use of drugs or alcohol.

The Shire of Meekatharra aims to comply with CASA requirements for education to a minimum possible standard.

7. Drug and Alcohol Testing Program

NOTE: In addition to the drug and alcohol testing conducted by or on behalf of Shire of Meekatharra under this program, SSAA employees (including all persons who perform duties in an aerodrome testing area) may also be subject to random drug and alcohol testing by CASA under Part 99.C of the CASRs.

Substances that will be included in testing

Shire of Meekatharra will test for the following substances:

1. Alcohol
2. Opiates
3. Cannabinoids
4. Cocaine
5. Amphetamine

How Testing will be conducted

Any drug and alcohol testing done under this program will be conducted as follows:

- for breath testing for alcohol — using a device that meets either:
 - AS 3547, *Breath alcohol testing devices for personal use*; or
 - NMI R 126, *Pattern Approval Specifications for Evidential Breath Analysers*;
- for oral fluid testing for drugs — in accordance with AS 4760, *Procedures for specimen collection and the detection and quantitation of drugs in oral fluid*;
- for urine testing for drugs — in accordance with AS/NZS 4308, *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*.

Any devices used in drug or alcohol testing under this DAMP must be used in a way that is not inconsistent with the instructions of the manufacturer of those devices.

When Testing will be conducted

Drug and alcohol testing of all SSAA employees under this program will be conducted in the following circumstances:

1. Prior to commencement in a role performing SSAA

A person will be tested for alcohol and testable drugs when they first join Shire of Meekatharra, if the person will be working as a regular SSAA employee, or when the role of an existing employee is to change to that of a regular SSAA employee, unless:

- the person has been drug and alcohol tested less than 90 days before the person is required to begin performing or being available to perform an SSAA; and the test results were not positive results;

2. Post accident or serious incident

A person will be tested for alcohol and testable drugs after an accident or serious incident involving a SSAA employee that occurs whilst he or she is performing, or available to perform, an SSAA, provided that suitable test conditions exist.

- Suitable test conditions exist where, after an accident or serious incident, testing can be conducted:
 - within 32 hours of the accident or incident for drug testing
 - within 8 hours of the accident or incident for alcohol testing;and
 - it is practicable to conduct a test

3. On reasonable suspicion

A person will be tested if a DAMP Supervisor has reasonable grounds to believe that a SSAA employee may be adversely affected by an alcohol or testable drugs while performing, or available to perform, an SSAA.

4. On return to SSAA work

A person will be tested for alcohol and testable drugs if a SSAA employee is returning to work after a period during which the employee was not permitted under the CASRs to perform or be available to perform an SSAA because of alcohol or testable drug use or a related incident.

Drug Test Results

If a confirmatory drug test conducted under this program returns a positive result, Shire of Meekatharra will consult a DAMP medical review officer to determine if the presence and level of a testable drug detected by the test could be the result of legitimate therapeutic treatment or some other innocuous source.

8. Drug and Alcohol Response Program

SSAA Employees Ceasing SSAAs

Shire of Meekatharra will not permit an SSAA employee to perform, or be available to perform, an SSAA in any of the following circumstances:

1. Where Shire of Meekatharra is aware that a positive result for an initial drug test has been recorded and the employee has not, in respect of that test result, recorded a test result for a confirmatory drug test that is not a positive result;
2. where Shire of Meekatharra is aware that a positive result for an initial alcohol test has been recorded and the employee has not, in respect of that test result, recorded a test result for a confirmatory alcohol test that is not a positive result;
3. where Shire of Meekatharra is aware that:
 - 3.1. a positive result for a confirmatory drug test has been recorded for the employee; and
 - 3.2. a DAMP medical review officer has not determined that the result recorded could be as because of legitimate therapeutic treatment or some other innocuous source; and
 - 3.3. mandatory preconditions for return to work have not been met (see below);
4. where Shire of Meekatharra is aware that:
 - 4.1. a positive result for a confirmatory alcohol test has been recorded for the employee; and
 - 4.2. a CASA medical review officer has not determined that the result recorded could be as a result of legitimate therapeutic treatment or some other innocuous source; and
 - 4.3. mandatory preconditions for return to work have not been met (see below);
5. where Shire of Meekatharra is aware that a SSAA employee who has been required to take a drug or alcohol test has:
 - 5.1. refused to take the test; or
 - 5.2. interfered with the integrity of the test.
6. if a DAMP Supervisor suspects the employee's faculties may be impaired due to the person being under the influence of a testable drug or of

alcohol;

7. if an accident or serious incident has occurred involving the employee while he or she is performing or available to perform an SSAA and either:

7.1. for the period that suitable test conditions exist for conducting drug or alcohol tests on the employee — a test has not been conducted; or

7.2. if tests have been conducted under suitable test conditions — Shire of Meekatharra has not been notified of the test results.

Returning to Safety Sensitive Aviation Activities

Where Shire of Meekatharra has not permitted a SSAA employee to perform, or be available to perform, an SSAA as a result of a drug or alcohol testing related suspension event, Shire of Meekatharra will only permit the employee to again begin performing or being available to perform an SSAA in the following circumstances:

1. the employee has undergone a comprehensive assessment for drug or alcohol use;

2. if the comprehensive assessment recommended the employee commence a drug or alcohol intervention program — the employee has begun participating in a nominated drug or alcohol intervention program;

3. the employee is considered fit to resume performing, or being available to perform, an SSAA by:

3.1. a DAMP medical review officer; and

3.2. the employee's treating clinician, if any;

4. if the suspension event related to a drug test — at the time the employee was considered fit to resume performing, the employee receives a confirmatory drug test and records, for the test, a result that:

4.1. was not a positive result; and

4.2. a DAMP medical review officer is satisfied indicates the absence of testable drug use.

Shire of Meekatharra will permit a SSAA employee time to attend a nominated drug or alcohol intervention program, if:

1. a DAMP medical review officer has advised the Shire of Meekatharra that the employee should attend the program; and

2. the employee is returning to work after a period during which the employee was not permitted to perform or be available to perform an SSAA because of a positive test result for testable drug use or alcohol use.

9. Role of the Medical Review Officer

Shire of Meekatharra will appoint and consult a DAMP medical review officer as part of its responsibilities under this program and the CASRs.

Who is a Medical Review Officer?

A DAMP medical review officer is a medical practitioner that has:

- competence in the field of interpreting drug and alcohol test results; and
- knowledge of substance use disorders; and
- knowledge of the contents of relevant standards and regulations.

What is the role of a Medical Review Officer?

Shire of Meekatharra will consult a DAMP medical review officer in the following circumstances:

1. if a drug test conducted under the program returns a confirmatory drug test result for a SSAA employee of Shire of Meekatharra that is a positive result — to determine if the presence and level of a testable drug detected by the test could be the result of legitimate therapeutic treatment or some other innocuous source; and
2. to review medical information concerning a person's failure to give a body sample for drug or alcohol testing because of a claimed medical condition;
3. to determine, in consultation with the employee's treating clinician (if any) if the employee is fit to resume performing or being available to perform a SSAA after being required to cease performing or being available to perform SSAA for a drug or alcohol testing related incident

10. Disciplinary Action

The Shire of Meekatharra employees who breach this Policy will be subject to disciplinary action which may include termination of employment.

The disciplinary penalties and sanctions which may be imposed by The Shire of Meekatharra in respect of any employee who breaches this policy on a first occasion may include any, or a combination of the following: (add or delete as appropriate):

- An initial written warning.
- Undergoing of further tests for alcohol or for other drugs, as determined by a substance-abuse professional in consultation with a Manager, including on a periodic basis over any period of time.
- Requirement to provide written undertakings, in relation to compliance in the future with the requirements of this procedure.

During this period, and while undergoing any agreed therapeutic intervention as provided in the above, the employee shall take sick leave, annual leave or other accrued paid leave entitlements, such as rostered days off.

Any employee who is required to attend ongoing counselling, or is counselled to seek medical treatment, will be required to attend such counselling or obtain such medical treatment, and provide the Shire of Meekatharra with written confirmation or evidence that they have done so.

Any Shire of Meekatharra contractor, consultant or volunteer who refuses to be tested in accordance with this policy shall be refused entry to Shire of Meekatharra workplaces or requested to leave a Shire of Meekatharra workplace.

They may be denied future access to Shire of Meekatharra workplaces until they produce a negative test result.

Where the employee's paid leave entitlements are insufficient to cover the period of the absence, or where the employee prefers to maintain all or some of those paid entitlements, he/she may apply to the organisation for unpaid leave and, the organisation may agree to such application.

11. Privacy

The *Privacy Act 1988* may apply to information gathered under this program and information held in relation to the outcomes of drug and alcohol testing, whether conducted under the Shire of Meekatharra or by CASA.

The Shire of Meekatharra program is consistent with the requirements of the *Privacy Act 1988* and Shire of Meekatharra will comply with any obligations it may have under that Act in the handling of personal information collected under the program.

12. Review, Audit and Compliance

Shire of Meekatharra will review this program at regular intervals of at least every 5 years, or as directed by CASA, in order to ensure its continued compliance with the requirements of the CASRs.

To ensure the appropriate development, implementation and enforcement of the Shire of Meekatharra program, CASA may audit the Shire of Meekatharra and require it to provide relevant documentation.

13. Provision of Information and Record Keeping

Provision of Information

Shire of Meekatharra will ensure it records and supplies information in respect of:

- drug and alcohol testing;
- drug and alcohol education; and
- drug and alcohol response

to CASA within 21 days of 1 March and 1 September each year, or as otherwise required by CASA.

The information reported to CASA will not contain any additional detail, beyond that required by the CASRs, which might identify individuals employed by Shire of Meekatharra, its contractors or subcontractors.

Additionally, where requested to do so, Shire of Meekatharra will supply information about the identity of a DAMP employee to a CASA approved tester within one hour of such a request being made.

Record Keeping

Shire of Meekatharra will keep all records pertaining to this DAMP that are used to provide information to CASA for a period of 5 years. This information will be kept in a secure location.

Within 6 months of the expiry of the 5 year record keeping period, the Shire of Meekatharra will ensure such records are destroyed or deleted.

14. Variations

Shire of Meekatharra may at any time be required by CASA to make specific changes to this program, or to prepare a new program, to ensure ongoing compliance with the CASRs.

Shire of Meekatharra may implement variations or amendments to this program from time to time and, where relevant, will provide written notice to its employees setting out these changes.

Shire of Meekatharra may implement variations or amendments to this Program at any time. If these changes have not been directed by CASA 3 months written notice will be given to employees to that effect.

Unless otherwise determined, such variations or amendments shall have the same force and effect as if included in this program, from the time at which the 3 months notice expires.

15. Definitions

Accident means an occurrence that arises out of a person performing or being available to perform an SSAA if either or both of the following apply:

- the occurrence results in the death of, or serious harm to a person
- the occurrence results in serious damage to an aircraft or property.

Appropriately qualified alcohol and other drug professional means a person who:

- materially works as a provider of clinical drug and alcohol treatment services and
- holds a bachelor degree, or postgraduate degree in at least one of the following fields:
 - health sciences
 - medical science
 - social sciences
 - behavioural sciences

Approved Tester means a person who is authorised under the CASRs to:

- take body samples for CASA drug or alcohol tests and/or
- conduct initial drug tests and alcohol tests for CASA

Comprehensive Assessment means an examination of a person's physiological and psychosocial indicators carried out:

- by a psychiatrist; or
- by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or
- jointly by:
 - a person entitled to practice as a medical practitioner under a law of a State or Territory; and
 - an appropriately qualified drug and alcohol professional.

DAMP Contact Officer is the person nominated to CASA by the Shire of Meekatharra and charged with overall responsibility for liaison with CASA about Shire of Meekatharra drug and alcohol testing responsibilities.

DAMP Medical Review Officer is a person who meets the following criteria:

- is a registered medical practitioner
- has competence in the field of interpreting drug and alcohol test results
- has knowledge of substance use disorders
- has knowledge of the contents of relevant provisions of the CASRs

DAMP Supervisor is a supervisor of SSAA employees of the Shire of Meekatharra (Meekatharra Aerodrome) who has received training on how to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol. It is the DAMP Supervisor to whom employees should report any concerns they may have about the potential work-related effects of any medication that they are taking

or alcohol they have consumed. A DAMP Supervisor has access to the DAMP medical review officer for advice and clarification as required.

Drug or Alcohol Intervention Program may consist of any of the following:

- assessment
- treatment, including:
 - education
 - counselling
 - consultation with health care professionals
 - pharmacotherapy
 - residential or non residential treatment programs
- monitoring and follow up action

Permitted Level means

- for alcohol — a concentration of less than 0.02 grams of alcohol in 210 litres of breath
- for a testable drug —a concentration of the testable drug that is specified in a legislative instrument made by CASA for the purposes of Part 99.010 of the CASR

Positive Result means:

- for an initial drug test - a test result above the permitted level.
- for a confirmatory drug test - a test result above the permitted level, verified by a Medical Review Officer (MRO) as a verified positive result
- for an initial alcohol test - a test result above the permitted level
- for a confirmatory alcohol test - a test result above the permitted level

Safety Sensitive Aviation Activities (SSAA) are:

- any actions taken by a person in an aerodrome testing area (including the persons presence in the area) other than as a passenger
- any of the following activities, wherever they occur:
 - calculation of the position of freight, baggage, passengers and fuel on aircraft
 - the maintenance, certification of maintenance or manufacture of aircraft, aeronautical products, ground based navigation aids or radar
 - the fuelling and maintenance of vehicles that will be used to fuel aircraft on aerodrome testing areas
 - activities undertaken by an airport security guard or screening person in the course of their duties as a guard or person
 - activities undertaken by a member of the operating crew of an aircraft in the course of that persons duties as a crew member
 - the loading and unloading of trolleys containing baggage for loading onto aircraft or unloading from aircraft and the driving of such trolleys
 - activities undertaken by an air traffic controller in the course of the controller's duties as a controller, or the supervisor of such a person

- providing flight information and search and rescue alert services:
 - to a pilot or operator of an aircraft immediately before the flight of the aircraft; or
 - to a pilot or operator of an aircraft, during the flight of the aircraft; or
- as an intermediary for communications between a pilot or operator of the aircraft and an air traffic controller; and
- the provision of aviation fire fighting services

Serious Incident is an occurrence that arises out of a person performing or being available to perform an SSAA if either or both of the following applies:

- the occurrence of gives rise to danger of death or serious harm to a person, or
- the occurrence gives rise to danger of serious damage to aircraft or property

Suspension Event means an event where this program requires an SSAA employee to cease performing or being available to perform an SSAA

Testable Drug means any of the following:

- Morphine
- Codeine
- 6-Acetyl morphine
- Amphetamine
- Methylamphetamine
- Methylenedioxymethylamphetamine
- Methylenedioxyamphetamine
- Cocaine
- Δ 9-tetrahydrocannabinol
- Benzoylcegonine
- Ecgonine methyl ester

16. Sample Collection Procedures

SCHEDULE 1

Sample Collection Procedures for Drug Tests

Oral Fluid

The following procedures are to be used for the collection of samples to be analysed in accordance with Australian Standards AS/NZS 4760:2008 "Procedures for Specimen Collection and the Detection and Quantitation of Drugs in oral fluid." Any departure from the specified sample collection procedures will not invalidate a drug test result provided that the procedures followed do not cast doubt on the accuracy and reliability of the collection process with due regard to sample security and chain of custody requirements.

For the conduct of an initial test using the approved drug testing device

Taking body samples

1.1 On arrival at the testing area the employee selected for a drug test will be required to show identification or else the identity of the employee will be verified by a Manager. If the individual's identity cannot be established unequivocally, then the Collector will not proceed with the collection.

1.2 The collector will ensure that the donor's mouth is free from foreign substances prior to the test.

1.3 Follow the manufacturer's procedures, including the storage of all cartridges and readers, the collector may ask the donor to hold and actively swab around the gums and tongue and inside the cheeks of the donor until a sufficient sample has been obtained.

1.4 The collector will determine if the initial test was positive or negative. This mechanism will depend on the device that was used.

Preparing body samples for a confirmatory

1.5 Once a sufficient sample has been obtained, the collector is to:

- a) open the lid of the sample buffer bottle;
- b) using a sterile pipette, divide the remaining content of the sample buffer bottle approximately evenly between two specimen tubes that have not previously been used;
- c) close each of the specimen tubes;
- d) endorse two tamper evident seals with the testers initials, the sample

identifier and on one seal, 'Sample A' and on the other 'Sample B';

e) ask the donor to initial each tamper evident seal;

f) apply one of these endorsed tamper evident seals across the lid of each of the two specimen tubes; and

g) place the specimen tubes in suitable packaging for dispatch to the approved laboratory for confirmatory testing.

1.6 Both the Collector and the employee shall keep the sample in view at all times prior to it being sealed and labelled.

1.7 All the information contained on the identification seals will be entered onto the Drug Test Form and will be signed by both the Collector and the employee, whose sample is being tested, certifying ownership of the sample provided as well as giving consent for the sample to be tested in accordance with Shire of Meekatharra and the Australian Standards AS/NZS 4760:2008.

The employee will be given a copy of the Drug Test Form at the end of the sample collection and sealing procedures for his/her records.

1.8 The samples collected will be sent to a laboratory for testing in accordance with the Standards recommended in AS/NZS 4760:2008.

SCHEDULE 2

Sample Collection Procedures for Drug Tests

Urine

The following procedures are to be used for the collection of samples to be analysed in accordance with Australian Standards AS/NZS 4308:2001 "Recommended Practice for the Collection, Detection and Quantitation of Drugs of Abuse in urine". Any departure from the specified sample collection procedures will not invalidate a drug test result provided that the procedures followed do not cast doubt on the accuracy and reliability of the collection process with due regard to sample security and chain of custody requirements.

2.1. On arrival at the testing area the employee selected for a drug test will be required to show identification or else the identity of the employee will be verified by a Manager. If the individual's identity cannot be established unequivocally, then the Collector will not proceed with the collection.

2.2. The employee will be asked to wash their hands. After this step the individual being tested will remain in the presence of the Collector and will not have any access to water, soap or other materials that might be used to adulterate the sample.

2.3. The employee being tested will provide the sample into a collection beaker in a stall, toilet cubicle or otherwise partitioned area that allows for individual privacy. The employee will then hand the beaker to the Collector.

2.4. Upon receiving the sample, the Collector shall determine that there is sufficient sample to enable all required testing to be performed. In the event that there is insufficient urine for testing an additional sample will be collected.

2.5. The Collector, at this time, will also check the validity of the sample by ensuring that the temperature of the sample is between 33°C and 38°C (90°F and 100°F) when measured within 4 minutes of the sample being passed into the beaker. The temperature will be measured using a device separate or part of the collection beaker.

2.6. After the sample has been provided to the Collector an initial test will be conducted, the employee is then permitted to wash their hands.

2.7. If the validity of the sample cannot be established, or if it is suspected that the sample may have been adulterated or substituted, then another specimen shall be collected as soon as possible using the above procedures. Both samples will be forwarded to an accredited laboratory for testing in accordance with the analysis requirements set out in the Australian Standards AS/NZS 4308:2001.

2.8. Both the Collector and the employee shall keep the sample in view at all times prior to it being sealed and labelled.

2.9. If the initial test is positive the sample shall be transferred from the collection beaker into two bottles in approximately equal proportions. 'Sample A' and 'Sample B';

2.10. The Collector shall request that the donor observe the transfer of the sample into the bottles, the placement of the tamper proof seals or equivalent devices over both bottle caps and down the sides of the bottles as well as the placement of both bottles into a container that will also be sealed in front of the employee whose sample is being collected for drug testing.

2.11. Prior to the samples being sealed in a container, the donor shall initial the identification seals on each bottle to certify that it is the sample collected from him or her. The identification seals will also list two unique identifiers and the date of the collection.

2.12. All the information contained on the identification seals will be entered onto the Drug Test Form and will be signed by both the Collector and the employee, whose sample is being tested, certifying ownership of the sample provided as well as giving consent for the sample to be tested in accordance with the Shire of Meekatharra and the Australian Standards AS/NZS 4308:2001. The employee will be given a copy of the Drug Test Form at the end of the sample collection and sealing procedures for his/her records.

2.13. The samples collected will be sent to a laboratory for testing in accordance with the Standards recommended in AS/NZS 4308:2001.

SCHEDULE 3

Sample Collection Procedures for Breath Alcohol Tests

- 3.1. The procedures for conducting the breath analysis will be explained by the Collector and will be in accordance with the operating manual for the breath analysis machine.
- 3.2. The employee will be asked to blow into a mouthpiece attached to the breath analysis machine.
- 3.3. If the result of the initial test is positive the results from the machine will be recorded on the Breath Alcohol Test Form and if the test is positive a second confirmatory test will be required.
- 3.4. After waiting for a minimum of 15 minutes in the presence of the collector or manager the employee will be require to supply a second sample for confirmatory testing.
- 3.5. If the second test is positive both the Collector and the employee will sign the Breath Alcohol Test Form and the employee will also sign a statement that he/she will cease performing SSAA if the reading for BAC is 0.02% or above.

9.3.2 REGIONAL AND LOCAL COMMUNITY INFRASTRUCTURE PROGRAM

LOCATION:

APPLICANT: Australian Government

FILE REF:

DISCLOSURE OF INTEREST:

DATE OF REPORT: 5 December 2008

AUTHOR: ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER



SIGNATURE OF AUTHOR:

SENIOR OFFICER: ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER



SIGNATURE OF SENIOR OFFICER:

Summary:

Council will receive \$100,000 under the Regional and Local Community Infrastructure Program (RLCIP). Council is required to provide the Department with details of projects that will be funded by 30 January 2009.

Attachments:

Guidelines – Regional and Local Community Infrastructure Program 2008-09

Background:

Comment:

Coming up with an “additional and ready-to-proceed community infrastructure project” worth \$100,000 is not particularly easy. Cr Burrows has suggested building a squash court. This idea has some merit. It would add to the town’s facilities and make another sport available to residents.

Funding is not available for activities such as ongoing costs, transport infrastructure such as roads or related infrastructure.

Preliminary research suggests that a single squash court would cost in the range of \$120,000 to \$250,000. Clearly the final cost will depend on the design and construction of the building.

Any costs over \$100,000 could be covered by a transfer from Council’s building fund or re-allocation of under budget expenditure from other projects.

A WA supplier has provided squash courts to mining companies and councils. A panel system is used whereby the court is built inside a purpose built or existing shed.

Alternatively, a traditional brick rendered court could be built.

Staff have confirmed (10/12/08) that a squash court would be an eligible project under the program.

Additional funding would not be available through the Department of Sport and Recreation as their funding round closes in September each year.

If Councillors have any other ideas/suggestions for projects, could you please let Roy know by Thursday 18/12/08 so that I can check that the project is eligible for funding prior to the Council meeting.

It is anticipated that, should this project proceed, a tender would be called for the “design and construction” of a single squash court. The Recreation Centre building (at the oval) was built with provision for two squash courts to be added to the building. This option would be used subject to it being beneficial and cost effective.

Ideally the project will be completed within this financial year.

Consultation:

Cr Hutchinson
Larissa Huffer – WA Squash

Statutory Environment:

Local Government Act 1995
Local Government (Functions and General) Regulations 1996

Policy Implications:

Nil

Financial Implications:

Unbudgeted income and expenditure.

Strategic Implications:

Squash Courts are not listed in Councils Plan for the Future.
There are no suitable projects under the RLCIP listed in Councils Plan for the Future

Voting Requirements:

Absolute Majority (Budget amendment only)

Officers Recommendation / Council Resolution:

Moved: Cr A G Burrows
Seconded: Cr H J Nichols

That Council:

1. **approves the building of a single squash court as the Council project for the Australian Governments Regional and Local Community Infrastructure Program 2008-09.**
2. **approves budget amendments to Schedule 11 Recreation and Culture:**
 - **Other Recreation and Sport**
 - **Income; add account RLCIP - \$100,000**
 - **Capital Expenditure; add account Sports Complex – New Squash Court (RLCIP) - \$100,000.**
3. **authorises staff to call for tenders or expressions of interest (early in the 2009 new year) for the design and construction of a single squash court built to recommended standards and with the options of being stand alone or as an extension to the Sport Complex building. Further that the weighted Selection Criteria for the tender/expression of interest be as follows:**

Price	70%
Capacity/experience	20%
Local supplier	10%

CARRIED 6/0

Guidelines Regional and Local Community Infrastructure Program 2008-09

1. INTRODUCTION

Under the Regional and Local Community Infrastructure Program (RLCIP) the Australian Government will provide one-off funding of \$250 million in 2008-09 to local councils to stimulate additional growth and economic activity in Australia as part of the Australian Government's contribution to address the global economic crisis.

These funds will be available for additional and ready-to-proceed community infrastructure projects and for additional stages of projects that are currently underway.

The funding will be provided directly to local governments as a one-off payment. The RLCIP will be administered by the Department of Infrastructure, Transport, Regional Development and Local Government (the Department).

2. PROJECT ELIGIBILITY

2.1 What can the funding be spent on?

The RLCIP will provide funding to local governments for community infrastructure including new construction and major renovations or refurbishments of assets such as:

- social and cultural infrastructure (e.g. art spaces, gardens);
- recreational facilities (e.g. swimming pools, sports stadiums);
- tourism infrastructure (e.g. walkways, tourism information centres);
- children, youth and seniors facilities (e.g. playgroup centres, senior citizens' centres);
- access facilities (e.g. boat ramps, footbridges); and
- environmental initiatives (e.g. drain and sewerage upgrades, recycling plants).

Projects that can be funded need to be consistent with the attached list at Annexure A.

Funding can be used for:

- construction or fit-out;
- preparatory work such as necessary engineering and geotechnical studies;
- land surveys and site investigations; and
- project management costs.

2.2 What will not be funded?

Funding will not be available for activities such as ongoing costs (e.g. operational costs and maintenance); transport infrastructure, such as roads; or related infrastructure covered by the Roads to Recovery or Black Spots programs.

3. FUNDING ARRANGEMENTS

Each Council or Shire will receive a base component of \$100,000 with the balance of the \$250 million to be distributed on a basis of a methodology which includes relative need, population and growth. Funding amounts for each Council are detailed at www.infrastructure.gov.au/local/index.aspx

Councils will be required to provide the Department with details of projects that will be funded by **30 January 2009**. Councils will be required to enter into an agreement prior to receipt of the payment. Funding must be expended by **30 September 2009**.

3.1 Payments

Requests for additional funding from the Australian Government will not be approved.

Payments will be structured to schedule the release of 100 per cent of funds to Councils on signing the agreement.

All funding must be expended by **30 September 2009**, unless an extension of time has been agreed by the Minister for Infrastructure, Transport, Regional Development and Local Government.

3.2 Progress reports

Once funding is confirmed the Council will be required to actively manage the project. It is recommended that Councils consider appropriate project management arrangements proportionate to the size and nature of the project.

The Department will monitor the project's progress and expenditure of the funding through reports received under the agreement and may conduct site visits.

By **30 May 2009**, Councils will be required to provide a progress report on these projects.

By **30 November 2009**, Councils will be required to provide details of progress on these projects; to provide a final report on the expenditure of Australian Government funding; and to demonstrate that they have spent the funding in accordance with the Guidelines. Action may be taken by the Department to recover funds where requirements have not been met.

Annexure A

Examples of Community Infrastructure

Social and cultural infrastructure

- Town halls
- Community centres
- Libraries
- Local heritage sites
- Museums
- Cultural centres
- Enhancement of main streets and public squares
- Theatre/music/art spaces
- Historic buildings
- Parks and gardens
- Internet kiosk infrastructure
- Kitchens for organisations
- Community market areas

Recreation facilities

- Sports grounds and facilities
- Sports stadiums
- Community recreation spaces
- Playgrounds
- Rail trails
- Swimming pools
- Walking tracks and bicycle paths
- Skate Parks
- BMX/Mountain Bike parks/trails
- Surf lifesaving clubs

Tourism infrastructure

- Convention or trade centres
- Memorial halls/walkways
- Tourism information centres
- Local infrastructure to support or provide access to tourist facilities
- Community public attractions
- Buildings for exhibits

Children, youth and seniors facilities

- Playgroup centres
- Youth centres
- Scout/guide halls
- Senior citizens' centres

Access facilities

- Disabled access infrastructure
- Footbridges
- Bus/rail terminal upgrade
- Jetties/wharves/piers/pontoons
- Foreshore development
- Boat ramps

Environmental Initiatives

- Water source and treatment
- Drain and sewerage upgrades
- Water conservation infrastructure
- Waste management and processing infrastructure
- Wastewater infrastructure
- Water recycling plants
- Water catchments
- Recycling plants

INFO LINE 1800 005 494

9.3.3 ACCEPTANCE OF QUOTE – DISPOSAL OF RUBBISH TRUCKS

LOCATION	NIL
APPLICANT	NIL
FILE REFERENCE	PLANT FILES – P115 & P116
DISCLOSURE OF INTEREST	NIL
DATE OF REPORT	12 TH DECEMBER 2008
AUTHOR	CAMERON WATSON CORPORATE & DEVELOPMENT SERVICES MANAGER

**SIGNATURE OF AUTHOR
SENIOR OFFICER**



ROY McCLYMONT
CHIEF EXECUTIVE OFFICER

SIGNATURE OF SENIOR OFFICER



Summary:

This report recommends acceptance of a quote for the sale of one or both of Councils rear loading rubbish trucks

Attachments:

Nil

Background:

At its meeting held 15th November 2008, Council resolved to offer for sale its two rear loading rubbish trucks that it purchased approximately 2 years ago.

At that time it was anticipated that the newer Mercedes Benz truck could be worth up to an estimated \$12,000 to \$15,000 with the much older International Acco having an estimated sale value of between \$3,000 and \$5,000. It was also resolved that any funds raised from the sale of these plant items would be transferred into the Plant Reserve.

Comment:

Three responses were received at the conclusion of the advertised period for acceptance of quotes. All three quotes put in a price for the purchase of the International Acco, ranging from \$1,200 to \$5,000 including GST. There was only one quote for the purchase of the Mercedes Benz with a value of \$4,350 inc GST.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, section 3.58 (3) allows for the disposal of Council property once local public notice is given.

Policy Implications:

Nil

Financial Implications:

If the Officer recommendation is accepted then there will be an unbudgeted amount of \$4,545.45 transferred to the Plant Reserve

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officer Recommendation / Council Resolution:

Moved: Cr R K Howden

Seconded: Cr A G Burrows

That Council

- 1. accepts the quoted purchase price from Trenfield Motors of \$5,000 including GST offered for Plant Item P116 – 1981 International Acco Rubbish Truck;**
- 2. does not accept the single quoted purchase price for Plant Item P115 – 1992 Mercedes Benz Rubbish Truck.**

CARRIED 6/0

Cr N L Trenfield returned to the meeting at 3.05 pm

9.4 COMMUNITY DEVELOPMENT

9.4.1 MEEKATHARRA SPEEDWAY DONATION REQUEST

LOCATION:	N/A
APPLICANT:	MEGAN ALCHIN
FILE REF:	ADM0011
DISCLOSURE OF INTEREST:	NIL
DATE OF REPORT:	12 DECEMBER 2008
AUTHOR:	MEGAN ALCHIN COMMUNITY DEVELOPMENT ADMINISTRATION OFFICER

**SIGNATURE OF AUTHOR:
SENIOR OFFICER:**



ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER

SIGNATURE OF SENIOR OFFICER:



Summary:

The Meekatharra Speedway Committee is requesting that as a donation, Council pay for expenses related to reconnecting the power supply to the Speedway grounds.

Attachments:

Nil

Background:

The Meekatharra Speedway is located on a reserve that is vested with the Shire of Meekatharra. The Meekatharra Speedway used to be operated by an independent incorporated speedway committee which dissolved around 2002. A new speedway committee has now formed and is planning to have their first night time competition in January on the Australia Day long weekend, for which nominations have already been received.

During the time that the Speedway was not in use, the facilities were heavily vandalized and electrical work is now required to be able to operate the toilets, canteen and use the floodlights. Horizon Power have agreed to reconnect the facilities to mains power free of charge and local tradesmen including Henry Stone and Mark Smith have also donated their services for other maintenance.

The only expense remaining for the Committee is the replacement of power boards, residual current devices (RCDs), and reconnecting all the wires which have been

severed, which has been quoted at a price of \$16,000. Due to this high expense, a verbal quote has been received to only carry-out necessary work to enable the use of generators to supply power for the first event. This quotes was received from KPL Electrical and was said to be up to \$6,000.

As the committee is newly formed and have not received any income to date, covering this expense it not possible. The committee is therefore requesting a donation of \$6,000 to complete the necessary works and therefore make the event possible. The committee will seek other funding through grants to have the remaining work done before the next planned event in September.

Comment

It is considered that the reformation of speedway in Meekatharra is of great benefit to Meekatharra. Not only does it provide additional events for the residents, but it will also bring additional visitors to the town and therefore increase tourism which is also a focus of the Shire of Meekatharra. It is therefore recommended that the Shire make a donation to the speedway by coving the cost of the electrical work.

As the committee is in the process of becoming incorporated and has not yet opened a bank account, it is suggested that the Shire pay the invoice associated with the electrical works rather than make a cash donation.

As there is no budget provision for this expense, a budget amendment will need to be made. Under the Recreation Officer program, an allocation of \$25,650 has been made for a part-time Recreation Officer which is a vacant position that will not be filled during the financial year. It is therefore suggested that the sum of \$6,000 be taken out of account 3617 and reallocated to account 5392 Community Events.

Consultation:

Cameron Watson – Corporate and Development Services Manager
Noleen Mongoo – Speedway Committee member

Statutory Environment:

Local Government Act 1995, section 6.8 (1)(b) allows for a local government to incur unbudgeted expenditure within a financial year.

Policy Implications:

2.9

Financial Implications:

Budget amendment of \$6,000 from account 3617 to account 5392.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation/ Council Resolution:

Moved: Cr N L Trenfield

Seconded: Cr A G Burrows

That Council pay for electrical work at the Meekatharra Speedway up to a sum of \$6,000 as a donation to the Meekatharra Speedway Committee.

CARRIED 7/0

9.5 HEALTH, BUILDING & TOWN PLANNING

9.5.1 ACQUISITION OF ELECTRO MAGNET FOR USE AT RUBBISH TIP

LOCATION	MEEKATHARRA RUBBISH TIP
APPLICANT	NIL
FILE REFERENCE	ADM0128 & ADM0242
DISCLOSURE OF INTEREST	NIL
DATE OF REPORT	12 TH DECEMBER 2008
AUTHOR	CAMERON WATSON CORPORATE & DEVELOPMENT SERVICES MANAGER

**SIGNATURE OF AUTHOR
SENIOR OFFICER**



ROY McCLYMONT
CHIEF EXECUTIVE OFFICER

SIGNATURE OF SENIOR OFFICER



Summary:

This report request Councils approval to amend the 2008/09 budget and call tenders for the acquisition of a 24v electro magnet and appropriate tracked vehicle for the purpose of extracting salvageable metals from the Meekatharra rubbish tip.

Attachments:

Nil

Background:

At the Health, Building and Town Planning Committee meeting held on Wednesday 10th December 2008, discussions were held on the necessity to reclaim space in several of the cells at the rubbish tip. Over the past 12 – 18 months attempts had been made to appoint a contractor to reclaim any salvageable metals in the various non metals cells at the tip to free up much needed space, however the contractor that was subsequently appointed failed to fulfil his duties and was terminated.

In its discussions, the Committee feels that with the right machinery this function could be, over time, completed in-house and therefore is putting forward this recommendation.

Comment:

The intent of this acquisition is, in conjunction with Councils already existing tracked loader, to remove as much metallic waste from the various other cells at the tip and initially relocate it to the metals cell for later sale and recycling. It could also be expected that once this task is completed there would be a minimal ongoing maintenance needed so this item of plant could be made available, on a hire basis, to other local Councils for their similar use.

This would also fit in with the anticipated outcomes for the Zero Waste (ZW) plan that Council is currently formulating. It is envisaged that the ZW plan would require greater resource sharing between the regional Councils, with the possibility that the Shire of Meekatharra's commitment to any regional scheme being minimised by already having this equipment in place. However, if Council was to purchase this equipment prior to any grant funding being made available Council may not be eligible to make a claim retrospectively. Having said that, it is anticipated that any grant applications would be made and awarded on a regional basis so Council would not be directly funded for any plant purchases made after the implementation of a final ZW plan.

Consultation:

Health, Building & Town Planning Committee
Bill Atyeo – EHO/Building Surveyor

Statutory Environment:

Local Government Act 1995, section 6.8 (1)(b) allows for a local government to incur unbudgeted expenditure within a financial year.

Policy Implications:

Nil

Financial Implications:

This purchase is unbudgeted in the 2008/09 financial year, it is anticipated that it would cost between \$100,000 and \$150,000 to acquire a suitable electro magnet and tracked vehicle. The necessary funding for this could be found in Councils Plant Reserve which currently has funds available totalling \$1,543,571.79.

It could also be expected that an as yet unknown but quite considerable income amount could be made from the sale of any recovered scrap metal. Additional income could be derived from hiring this equipment to other local governments and business in the region.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officer Recommendation:

That Council authorises

1. the Health, Building & Town Planning Committee to produce tender documents and invite tenders for the purchase of a 24v electro magnet and suitable tracked vehicle;
2. amending the 2008/09 budget to include expenditure of up to \$150,000 for the purchased of a 24v electro magnet and suitable tracked vehicle; and
3. amending the 2008/09 budget to include an additional transfer from the Plant Reserve of up to \$150,000.

Council Resolution:

Moved: Cr A B Downing

Seconded: Cr R K Howden

That Council authorises

1. the CEO, in consultation with the Health, Building & Town Planning Committee to purchase a 24v electro magnet and suitable tracked vehicle subject to compliance with all relevant legislation;
2. amending the 2008/09 budget to include expenditure of up to \$150,000 for the purchased of a 24v electro magnet and suitable tracked vehicle; and
3. amending the 2008/09 budget to include an additional transfer from the Plant Reserve of up to \$150,000.

CARRIED 7/0

Reason for the resolution differs from the Officers Recommendation:

Council considered it unlikely that it will be necessary to go to tender for this item of plant as the tracked vehicle will be second hand and most likely well under the \$100,000 threshold.

**9.5.2 ROYAL FLYING DOCTORS SERVICES, REQUEST TO USE
ADDITIONAL LAND OUTSIDE EXISTING LEASE**

LOCATION	PART KYARRA LOCATION 33
APPLICANT	ROYAL FLYING DOCTORS SERVICES
FILE REFERENCE	A210 & LEASE FILE
DISCLOSURE OF INTEREST	NIL
DATE OF REPORT	4 TH DECEMBER 2008
AUTHOR	CAMERON WATSON CORPORATE & DEVELOPMENT SERVICES MANAGER



**SIGNATURE OF AUTHOR
SENIOR OFFICER**

ROY McCLYMONT
CHIEF EXECUTIVE OFFICER



SIGNATURE OF SENIOR OFFICER

Summary:

This report requests approval for the Royal Flying Doctors Service to construct new facilities outside their current lease on Council land at the Meekatharra Airport.

Attachments:

Diagram showing proposed facilities to be constructed.

Background:

The Royal Flying Doctor Service (RFDS) has recently constructed an extension to their current hanger facilities at the Meekatharra Airport. These facilities are intended to be utilised as office space and employee toilet and kitchen facilities.

Correspondence has been received requesting Councils permission to construct a patio and carport that if allowed, will exceed their current lease boundaries.

Comment:

Initially, the RFDS are requesting permission to immediately construct a patio / carport abutting the front of the newly installed facilities. The footprint of this construction would exceed their current lease boundary by approximately half a metre. Additionally, the RFDS is requesting 'in principal' agreement to construct a free standing carport wholly on Council land, as indicated on the attached diagram, sometime in the near future. Any envisaged construction would need to be approved via application for a building license.

Council has two options in relation to this request;

1. Amend the current lease to allow for additional land area. This option would be time consuming and require a redrafting of the lease documentation to include any additional land area, valuation of the amended land area, resurvey of the amended lease hold area and advertising of this amendment; or
2. Council allow the use of Meekatharra Airport grounds for the construction of the proposed carports and patio area as indicated on the condition that any construction is limited to the width of the current hanger and to within 15m of the south west frontage of the current lease and that on termination of the lease, any existing infrastructure external to the current lease area is removed to the satisfaction of Council.

Consultation:

Peter Northover – Director of Regional Services, RFDS
Mal Trenfield – Meekatharra Airport Manager

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Committee Recommendation / Council Resolution:

Moved: Cr A G Burrows
Seconded: Cr H J Nichols


That Council allow the use of Meekatharra Airport grounds for the construction of proposed carports and patio area on the condition that any construction is limited to the width of the current hanger and to within 15m of the south west frontage of the current lease; and that on termination of the lease, any existing infrastructure external to the current lease area is removed to the satisfaction of Council.

CARRIED 7/0

9.6 WORKS & SERVICES

9.6.1 ANNUAL COUNCIL ROAD INSPECTION 2009

LOCATION: District
APPLICANT:
FILE REF:
DISCLOSURE OF INTEREST:
DATE OF REPORT: 9 December 2008
AUTHOR: ROY MCCLYMONT
CHIEF EXECUTIVE OFFICER

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

SIGNATURE OF SENIOR OFFICER: 

Summary:

Council Policy 4.14 Budget Preparation suggests the annual Council road inspection should take place in February of each year.

Comment:

The Works Group discussed this matter at its meeting 8/12/08 and has made a recommendation to Council.

Councillors should now state any specific roads that they would like to include in the itinerary.

Consultation:

Works Group

Policy Implications:

Policy 4.14 Budget Preparation

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

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

That Council undertake the annual road inspections on the 6th, 7th and 8th Feb 2009 (Friday Saturday Sunday). Roads in the southern part of the shire

will be inspected along with Wiluna North Road, Tangadee Road, Ashburton Downs and Woodlands Road.

Other roads specifically requested by Councillors to be included in the itinerary: Peak Hill - Three Rivers Road.

Further that staff, in consultation with the Works Group, make the necessary arrangements for the road inspections.

CARRIED 7/0

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

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

That Council discuss urgent business relating to notice boards and donations of fuel.

CARRIED 7/0

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

10.1 That the Notice Boards be moved from the front of the old Lloyds shop to a more suitable position – possibly at Farmer Jacks subject to discussion with the owners of Farmer Jacks.

CARRIED 7/0

Cr Trenfield suggested that Council donate some fuel to Mt Padbury and Yarrabubba stations as a means of saying thank you for the great assistance provided by these stations whilst our construction crews were working in their areas.

**Cr H J Nicholas declared a financial interest and left the meeting at 3.54 pm
Cr R K Howden declared a financial interest and left the meeting at 3.55 pm**

**Moved: Cr N L Trenfield
Seconded: Cr J E Burgemeister**

10.2 That Council donate 400 litres of Diesel fuel to Brian Garrity at Mt Padbury station and 400 litres of Diesel fuel to Colin Howden at Yarrabubba station along with a letter to each thanking them for their assistance to our crews while working near their stations.

CARRIED 5/0

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 CLOSURE OF MEETING

The Shire President, Cr T R Hutchinson, declared the meeting closed at 4.00 pm