



SHIRE
of
MEEKATHARRA

MINUTES
of
COUNCIL MEETING
held
AT THE COUNCIL CHAMBERS, MEEKATHARRA
on
SATURDAY 20 APRIL 2013
COMMENCING AT 9.30 AM

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President, Cr TR Hutchison, declared the meeting opened at 09.30am.

1.1 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

The Shire President, Cr TR Hutchison, read the disclaimer out loud.

2 RECORD OF ATTENDANCE/ APOLOGIES/ APPROVED LEAVE OF ABSENCE

Members

Cr TR Hutchison	Shire President
Cr NL Trenfield	Deputy Shire President
Cr AG Burrows	
Cr RK Howden	
Cr HJ Nichols	
Cr PS Clancy	

Staff

Roy McClymont	Chief Executive Officer
Krys East	Deputy Chief Executive Officer
Samantha Tarling	Acting/Community Development Services Manager

Apologies

Cr JE Burgemeister

Approved Leave of Absence

Nil

Observers

Nil

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Moved: Cr HJ Nichols
Seconded Cr AG Burrows

That Cr RK Howden be granted leave of absence for the May 2013 Ordinary Council Meeting.

CARRIED 6/0

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 16 MARCH 2013

Council Resolution:

Moved: Cr NL Trenfield
Seconded: Cr RK Howden

That the minutes from the Ordinary Council Meeting held Saturday 16 March 2013 be confirmed.

CARRIED 6/0

6.2 HEALTH BUILDING & TOWN PLANNING MEETING HELD 16 MARCH 2013

Council Resolution:

Moved: Cr PS Clancy
Seconded: Cr NL Trenfield

That the minutes from the Health, Building & Town Planning Meeting held Saturday 16 March 2013 be received.

CARRIED 6/0

7 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 OFFICERS MONTHLY REPORTS

9.1.1 WORKS & SERVICES MANAGER'S REPORT – 9 MARCH to 12 APRIL 2013

Road Maintenance – Grading

- Landor Road has been graded from the Murchison River back to town.
- We are currently grading the Ashburton Downs Road.

Construction Work

- Formation work on Landor Road continues from SLK90 to SLK93.
- SLK 80.6 to SLK87.4 is now ready for the bitumen seal.

Construction Work – Ashburton Downs Road

- Moses Contracting has installed cut off walls on the Ashburton Downs Road at the Peak Hill turn off, Rocky Pool and Murphys Creek.
- NGE has completed the required earthworks at these locations.

Minor Works

- Sewerage Lagoon Pipeline in progress.
- Removal of old 500,000 storage tank at Sports Complex complete in preparation for the new replacement tank.

Flood Damage Repairs

- AG Burrows continues flood damage repairs on the Murchison Downs Road
- NGE continues flood damage repairs on the Minagh Springs – Mulgah Road.

Town Maintenance-Monthly Report Finishing 12 April 2013

- Smashed glass strewn across roadways, graffiti to town signs, buildings, lamp posts and footpaths has continued and is taking up a considerable amount of time to remove.
- The sweeping of town streets is being done in accordance with Council's directive. At a four to six week interval sweeping along all kerb lines is and has been undertaken to avoid sand/leaves build-up. Rubbish has been removed from vacant town blocks.
- The Public Toilets are and have been cleaned on a daily basis each week day and opened over weekends /Public Holiday.
- Vacant Shire houses lawns mowed
- Verge Clearing throughout town-site
- Heritage Trail maintenance and weed removal. Boardwalks repaired
- Assistance has been provided to help out on Landor Rd and to help out community service unit of the Shire.

- Work on new sewerage pipeline
- Removal of the old water storage tank at the sports ground
- Installation of sign at Airport

Plant report for the period 6 March 2013 – 12 April 2013

P108 Caterpillar 12H Grader

Air conditioner repaired, Air leak stopping build up of air repaired

P358 Caterpillar 12H Grader

Airconditioner blower fan repaired

P36 Ursus 2812 Tractor

Replaced battery

P24 Genset #1

Repaired fuel rack

P24 Genset

Replaced battery

P445 Hilux Ute 4x4

Replaced battery

P419 12m Caterpillar Grader

Replaced batteries

P409 Caterpillar 330B Excavator

Replaced hydraulic hose

P86 Caterpillar 613C Scraper

Replaced elevator chain adjusters

P114 Caterpillar D6N Dozer

Replace fuel cap

P455 Dolly

Repaired brakes and bearings

P428 Nissan Prime Mover

Placed fuel and oil filters

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy

Seconded: Cr AG Burrows

That the Works and Services Manager's report for March 2013 be received.

CARRIED 6/0

9.1.2 AIRPORT MANAGER'S REPORT – MARCH 2013

MEEKATHARRA AERODROME

Aircraft Movements and Statistics

Aircraft movements for the month March remained the same over the same period last year RFDS aircraft movements have also been busy when compared to the same month last year.

The figures below reflect the difference between March 2012 and March 2013.

	March 2012	March 2013	Variance
General Aircraft Landed:	151	154	+1%
Avgas	16,200 ltrs	10,087ltrs	-37%
Jet A-1	75,672 ltrs	79,037 ltrs	+04%
Total Fuel Sold	91,872 ltrs	89,124 ltrs	-03%

This table represents Year to Date figures for 2012 and 2013.

	YTD 2012	YTD 2013	Variance
General Aircraft Landed:	385	464	+20%
Avgas	39,140 ltrs	29,839 ltrs	-23%
Jet A-1	240,447 ltrs	260,401 ltrs	+08%
Total Fuel Sold	279,587 ltrs	290,240 ltrs	+4%

Despite the additional charter aircraft into Meekatharra, our fuel figures have remained static. Most of the charter flights are tanking out of Perth and don't require fuel for their trip back. Flights passing through have dropped off since Degruusa ramped up their operations and converted their FIFO charters to Jets. Plutonic is also using Degruusa strip when their strip is unavailable due to rains and bad weather.

Aerodrome Works:

Aerodrome works for the month include:

- General maintenance upkeep of facilities and equipment.
- Slashing runway strips and surrounding areas.
- Dragging and Rolling of the gravel runway and strips.
- Working with Acting Community Development Services Manager (A/CDSM) on budget projects and service agreements etc.

The airport tractor is still performing well.

Outstanding budgeted items:

1. **Electrical upgrade.** \$125,000 has been budgeted for this project. Sam Tarling A/CDSM is tasked with this project. *(Tender papers drawn up and prospective tenderers notified)*
2. **Finalise the Fire Service.** Progressing with old pump house stripped out ready for installation of new pump and motor.
3. **Provide Purpose built trailer for emergency equipment.** Trailer has now been fabricated, is loaded with our emergency equipment and should be a valuable asset.
4. **Patch & Reseal Car Park.** In the hands of Works and Services Manager, John Dyer.
5. **Provide water sub meter to RFDS.** Plumber has been requested to provide quote. At this stage he has visited site but no more has been done. *(Still waiting on quotes despite 3 follow up attempts and reminders)*
6. **Update terminal kitchen.** New kitchen sink and cupboards and hot water system installed into the kitchen area. Still some electrical work to be done. *(Electrical work being completed 4/4/2013)*
7. **Entry Sign.** Ordered and received. Town crew to erect at the grid entry area.
8. **Concrete floor in car port Aerodrome Residence.** Quotes to be sought this month.
9. **Install test plugs in runway lighting circuitry.** Will be progressed this month.

Aerodrome Security:

- No breaches this month.
- Audit of our Transport Security Plan has been carried out with no major issues. A few minor non-compliance administrative issues were identified. A full report has not yet been received and will be attached to next meetings minutes.

Aerodrome Safety Management :

After the Councillor's visit to the airport last meeting, a plan has been drawn up for the expansion and alterations to the apron. See attached drawing. AMS have been sent a copy of the plans to assist with apron markings for additional parking bays etc.

All ground works including removal of the hangar will need to be done by others. Budget estimates for sealing and ground works will be submitted in time for 2013/2014 budget.

Mal Trenfield
Airport Manager
4 April 2013

Officers Recommendation / Council Resolution:

Moved: Cr HJ Nichols
Seconded: Cr PS Clancy

That the Airport Manager's report for March 2013 be received.

CARRIED 6/0



9.1.3 YOUTH AND RECREATION SERVICE REPORT – MARCH 2013

The term program has been running smoothly, and preparations are well in place for the up and coming School Holiday Program.

A new team from Edmund Rice Camps are coming to Meekatharra to assist with two days of the holiday program, providing weekend entertainment for 2 days. A highlight of the holiday program, and to kick it off, will be a giant jumping castle, water slide, art & craft activities, and bbq lunch on Monday 22 and Tuesday 23 April. Frontier Services are kindly donating all food for the bbq, to be held on both these days.

The two weeks will be jam packed with an array of different activities, including bike riding, basketball, a food games day, a sports day, a wide range of art and craft activities, a children's disco, movie night and drop in nights at the Youth Centre.

The term program continues to run smoothly, and programs are being well attended.

MY Zone (Meeka Youth Zone) is running Monday, Wednesday and Friday nights, for young people aged 12-18 years, from the Youth Centre.

Kids Zone is a program catering for the needs of children aged 6-12 years, and includes the After School Program, and Friday night program.

Girls Zone is a personal development program for girls aged between 10-14 years of age. We are offering this program on Wednesday afternoons.

Music Program

The 'Cre8 A Better Beat' FACSIA funded, WA Police and Shire of Meekatharra joint initiative is well underway. This month provided the opportunity to plan for the next few months.

Basketball - Senior

Monday night senior Basketball has started up again this year and has been very well attended. Andrew Binsair Jnr has been a huge asset in co-ordinating this activity.

Basketball – Junior

Thursday night matches are continuing and have been hugely popular. Karalundi have been coming in on Thursdays for the competitions and this has been a great opportunity to involve the broader Meekatharra community.

Football

We have been assisting Bevan Rose from Yulella in junior football training. Auskick will commence shortly after the school holidays in April finish.

Belinda Hicks
Youth Officer

David Hicks
Youth & Recreation Officer

Officers Recommendation / Council Resolution:

Moved: Cr AG Burrows

Seconded: Cr HJ Nichols

That the Youth and Recreation report for March 2013 be received.

CARRIED 6/0

9.1.4 RANGERS REPORT – MARCH 2013

Details to report

I attended Meekatharra on Tuesday 5, Wednesday 6 and Friday 8 March 2013.

Patrols were conducted of the townsite and surrounding areas and licence enquiries made.

Trapping was conducted around the townsite. Eight dogs were impounded to wait 72 hours for their owners to claim.

Four feral cats were destroyed.

I also attended Meekatharra on Friday 22, Saturday 23, Sunday 24 and Monday 25 March 2013.

Patrols were conducted of the townsite and surrounding areas and licence enquiries made.

Trapping was conducted around the townsite. Six unregistered dogs were trapped and impounded.

One outstanding complaint was dealt with.

The pound was washed and cleaned.

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy
Seconded: Cr HJ Nichols

That the Ranger's report for March 2013 be received.

CARRIED 6/0

9.1.5 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	Responsible	Action	Status
15/07/06	9.3.6	Meekatharra Heritage and Canyon Trails Project Not proceeding with Canyon Trail until approvals are presented to Council Advise Agencies that provided grants about halt and ask if funds can be transferred to other sections of project. Take steps to secure tenure over historic sites connected to Meeka Heritage Trails Project Determine status of all reserves, vesting orders and roads within the shire.	CEO/ CONS		Complete Complete In progress
15/07/06	9.5.1	Laneway Closure, Land Adjacent to Lots 425,426, 427 & 428 Railway Street Advise the Minister for Lands that proposal was advertised, that no submissions were received by closing dates, Water Corp had no objections. That Shire of Meekatharra request Minister for Land Admin permanently close the laneway and portions adjoining be amalgamated with lots, that Shire has no objections to lots being converted to Freehold Title.	CEO/ CONS	Letter written to Minister for Lands Process to be completed by DOLI	Complete In progress
15/07/06	9.5.2	Permanent Closure of Streets within the	CEO/		

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		Nannine Townsite That Council advise Dept Land Asset Management that Council doesn't wish to close Nannine Townsite That Council establish ownership of Recreation Reserve 3917, Explosive Reserve 4748. Water Reserve 12460, Water Pipe Tracks and Id Hillside Homestead site near Nannine Townsite.	CONS/ CDAO	Letter sent to Dept	Complete In progress
19/08/06	9.5.2	Sale Meekatharra Lot 922 – St Barbara Mines Request Health, Building and Planning Committee to inspect property and report to Council potential uses of property etc. Advise Dept Planning & Infrastructure that Council has no objections to sale of Lot 922, however Council has interest in old building situated at in North West corner of lot. Request CEO to advise St Barbara Mines that Council may be interested in obtaining tenure of Old Station Masters house on Lot 922.	CEO	Letter sent to Dept 7/9/06 Committee to inspect house obtain costs etc. Settlement imminent (St Barbs to Health Dept) CEO has advised Health Dept that Council may have an interest in old Station Masters house.	Complete In progress
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		
17/2/07	9.4.3	Grant Applications for Drive Trail As the Canyon Trail will no longer be	CDAO	Letters written to funding bodies	50% Funds

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		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.		Regional Development Scheme: agreed to transfer funds on the condition that other funding is secured and any changes to budget are also submitted. Regional Infrastructure Funding Program: confirmation not yet received as several queries are unable to be answered at this stage.	Received 16/09/08 Will release funds once approvals have been received for PARs
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
21/11/09	9.3.4	Cornish Lift	PO	Quote approved 23/11/09. Letter of advice and order sent 23/11/09 Contractor to build	Complete In progress
18/12/09	9.3.1	Relocation Main Street Park Displays	CEO	Copy to Rigby & Cameron 22/12/09 Works to be undertaken	Complete In progress
20.05.11	9.3.3	Lease K076047 – Meekatharra Lots 589, 590, 591, 598, 599 & 600 – Paddy’s Flat	CEO	Email sent 26.05.11 – Renew Lease Check Status, Request freehold Await response from Landgate	Complete Complete Complete In progress
20.05.11	9.3.5	Management/Structure Review	CEO	Liase/advise staff Amend/create PD’s & Infopacks Recruit new manager	Complete In progress

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20.05.11	9.4.1	Meekatharra Trails Project – Financial Reimbursement Mid West Development Commission	CDAO	Advise MWDC & return funds Invoice to be sent & funds returned Awaiting MWDC Invoice	Complete In progress In progress
18.06.11	9.3.3	Council Policy – Camping allowance amendment	CEO	Email WSM, OO, Payroll 20/6/11 Letter to crew 24/6/11 Policy amended 24/6/11 Distribute amendment	Complete Complete Complete In progress
16.07.11	9.3.1	Annual Leave and Local Government Public Holiday Policy	DCEO	Changes made to Payroll Leave Records Letter sent to outside crew informing of change Policy distributed to Policy Manual Holders	Complete Complete In progress
16.07.11	9.6.1	Council Policy – Bituminous Seals	CEO/WSM	Reword Policy and submit to Council	In Progress
16.07.11	9.6.2	Council Policy – Crossovers	CEO/WSM	Update & Distribute Policy	In progress
17.09.11	10.2	School Oval Facility – Agreement	CEO	New report to October Council meeting required	In progress
15.10.11	9.3.2	Installation of CCTV in Main Street Meekatharra	CEO	Engage Consultant – rang 20/10/11 Emailed again 27/3/12 - Awaiting on consultant to visit	In progress Complete

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				Advise local police OIC – email 20/10/11	
19.11.11	10.1	Amendments to the schedule of fees and charges	DCEO	Staff to provide further options	In progress
18.02.12	9.4.3	Location and Financing of Fitness Equipment	CDAO/DCEO	Amount noted in Budget Review	In progress
17.03.12	9.4.2	Picture Gardens Maintenance	CDAO	Informed MWDC of Council support for upgrade with a view to seeking funds from them. MWDC advised that they will keep CDAO updated with funding opportunities that arise or that can be accessed. CDAO has begun researching grant opportunities around heritage.	In progress
21.04.12	10.2	Solar Electricity Installations	CEO	Staff to further research	In progress
18.08.12	9.3.1	Advertising Signage at Meekatharra Airport	DCEO	Signed contract sent to Paramount	Complete
18.08.12	9.4.4	Proposed use for Lot 852 Pre-Primary Centre	CDAO/DCEO	Contacted Landgate Letter sent to Landgate	In progress

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18.08.12	10.2	Development – Industrial Park R 15815?	CEO	Town Planning Consultant engaged to do initial Report – provided to Councillors	In progress
14.12.12	9.7.2	Paddy’s Flat Lease	CEO	Phone call to Brad Gregg 17/12/12 Letter 21/12/12 <u>Deadline 20/1/13</u> Letter to Chris Atkin 21/12/12	In progress
19.01.13	9.4.1	Proposal to extend Community Garden Project	CDSM	Letter sent 22.1.13	Complete
19.01.13	HBTP 9.3	Proposed development of accommodation units in Oliver Street	EHO-A/CEO	Letter drafted by EHO sent 22.1.13	Complete
16.2.13	9.3.1	Health Services – Meekatharra Request meeting with WACHS RD	CEO	Emailed Regional Director WACHS Midwest 20.2.13 Confirmation letter to Regional Director WACHS Midwest 20.2.13	Complete
16.2.13	9.4.1	Proposed new gymnasium – Grant	CDO	Forwarded to CDSM for review	In Progress
16.2.13	9.4.2	Meekatharra Picture Garden	CDO	Lease agreement to Andrew Binsiar 22.2.13 – Lessee for signing – yet to be returned 26.2.13	In Progress
16.2.13	9.4.3	Donation – Isolated Children’s Parents Assoc WA	CDO	Memo sent to finance officer 19.2.13. Awaiting Invoice	Complete

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16.03.13	9.3.1	Emergency Services Levy Option B Agreement Department Fire and Emergency Services Council to authorise the necessary changes to move from Option A ESL to Option B ESL with DFES	D/CEO	Have advised DFES of Council decision and Option B will be implemented 1.7.2013	Complete
16.03.13	9.4.1	Donation for Mid West Academy of Sport – Seeking financial support of \$5,000pa from Council	CDO-A/CDSM	Letter written 28.3.13 revised and sent 2.4.13	Complete
16.3.13	9.5.1	Town Planning – Proposal to develop a Microwave Communications Tower on Lot 38 Hill Street Meekatharra.	A/CDSM-EHO	TP13-002 3.4.13	Complete
16.03.13	9.5.2	Land Release – ECL Lots 752, 753, 842 and 810 Meekatharra – Department seeking comments and/or objections to proposal	A//CDSM-EHO	Email sent 3.4.2013 Inspect and report further on Lot 842	Completed In progress
16.03.13	9.7.1	Rubbish Removal Contract – Consider tenders submitted and appoint a contractor	CEO	Letter to Tenderers 26.3.13 Resolution to Civic Legal 3.4.13 Contract being drafted	Complete Complete In progress
16.03.13	10.1	Turee Creek Road – Heavy Haulage Rio Tinto construction of gas pipeline from Turee Creek Road to West Angelas Mine.	CEO	Letter to Rio JV 26.3.13	Complete

Officers Recommendation / Council Resolution:



Moved: Cr PS Clancy

Seconded: Cr NL Trenfield

That the Status reports be received.

CARRIED 6/0

9.2 FINANCE

Title/Subject:	MONTHLY FINANCIAL REPORT PERIOD ENDED 31 MARCH 2013
Agenda/Minute Number:	9.2.1
Applicant:	Nil
File Ref:	ADM 171
Disclosure of Interest:	Nil
Date of Report:	15 April 2013
Author:	Krys East Corporate & Development Services Officer
	 Signature of Author
Senior Officer:	Roy McClymont Chief Executive Officer
	 Signature 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 PS Clancy

Seconded: Cr HJ Nichols

That the financial report for the period ending 31 March 2013 be received.

CARRIED 6/0



SHIRE OF MEEKATHARRA

Monthly Financial Statements
for the period ended 31 March 2013.

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Shire of Meekatharra	Monthly Financial Report		
<i>for the period ended 31 March 2013.</i>	Income Statement		
	2012/13	2012/13	2012/13
	Amd Budget	YTD Budget	31 Mar 2013
	\$	\$	\$
OPERATING EXPENDITURE			
Governance	462,348	286,206	350,182
General Purpose Funding	203,509	130,618	127,581
Law, Order, & Public Safety	136,303	104,137	97,639
Health	98,546	74,322	67,893
Education and Welfare	654,044	439,465	368,752
Housing	18,501	10,120	10,135
Community Amenities	513,049	318,420	258,439
Recreation and Culture	1,203,479	767,662	636,988
Transport	3,554,035	2,522,364	2,357,762
Economic Services	381,092	294,711	248,465
Other Property and Services	505,626	119,995	93,097
OPERATING EXPENDITURE	7,730,529	5,068,020	4,616,632
OPERATING REVENUE			
Governance	38,900	9,050	4,216
General Purpose Funding	5,654,347	5,230,332	5,255,454
Law, Order, & Public Safety	18,052	15,056	12,691
Health	1,900	1,501	1,139
Education and Welfare	63,543	37,757	16,269
Housing	18,500	13,875	14,973
Community Amenities	110,100	103,575	92,936
Recreation and Culture	133,350	49,361	43,924
Transport	872,869	689,925	650,301
Economic Services	240,683	223,635	211,078
Other Property and Services	55,000	32,000	22,594
OPERATING REVENUE	7,207,244	6,406,067	6,325,575
GRANTS/CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS			
Law, Order, & Public Safety	8,000	8,000	-
Recreation and Culture	100,000	-	-
Transport	11,823,422	3,625,538	3,658,652
Total	11,931,422	3,633,538	3,658,652
PROFIT/(LOSS) on DISPOSAL			
Transport	(11,428)	-	-
PROFIT/(LOSS) on DISPOSAL	(11,428)	-	-
NET RESULT	11,396,712	4,971,585	5,367,595

Shire of Meekatharra		Monthly Financial Report			
<i>for the period ended 31 March 2013.</i>		Statement of Financial Activity			
		2012/13			
	Note	2012/13 Amd Budget	2012/13 YTD Budget	2012/13 31 Mar 2013	
Expenditures		\$	\$	\$	
Governance		(462,345)	(286,206)	(350,182)	(22%)
General Purpose Funding		(203,809)	(130,618)	(127,881)	2%
Law, Order, Public Safety		(136,303)	(104,137)	(97,639)	6%
Health		(98,546)	(74,322)	(67,593)	9%
Education and Welfare		(654,044)	(439,465)	(368,752)	16%
Housing		(18,501)	(10,120)	(10,135)	(0%)
Community Amenities		(513,049)	(318,420)	(258,439)	19%
Recreation and Culture		(1,203,479)	(767,662)	(636,988)	17%
Transport		(3,554,035)	(2,522,364)	(2,357,762)	7%
Economic Services		(381,092)	(294,711)	(248,465)	16%
Other Property and Services		(505,826)	(119,995)	(93,097)	22%
Less Depreciation on Assets		2,996,265	2,247,199	2,197,409	2%
Expenditures	3	(4,734,264)	(2,820,821)	(2,419,223)	14%
Revenues					
Governance		38,900	9,050	4,216	(53%)
General Purpose Funding		1,913,158	1,489,143	1,471,819	(1%)
Law, Order, Public Safety		18,052	15,056	12,691	(16%)
Health		1,900	1,501	1,139	
Education and Welfare		63,543	37,757	16,269	(57%)
Housing		18,500	13,875	14,973	8%
Community Amenities		110,100	103,575	92,936	(10%)
Recreation & Culture		133,350	49,361	43,924	(11%)
Transport		872,869	689,925	650,301	(6%)
Economic Services		240,683	223,635	211,078	(6%)
Other Property and Services		55,000	32,000	22,594	(29%)
Revenues	1	3,466,055	2,664,878	2,541,940	(5%)
Adjustments for Non-Cash items					
Non current liabilities/assets		(5,434)	-	19,947	
Net operating requirements		(1,273,643)	(155,943)	142,663	
CAPITAL Income and outlays()					
Contributions/Grants	2	11,931,422	3,633,538	3,658,652	1%
Land & Buildings	4	(1,791,616)	(346,244)	(300,821)	13%
Plant & Equipment	4	(1,464,541)	(814,691)	(769,756)	6%
Furniture and Equipment	4	(352,602)	(199,702)	(156,526)	22%
Infrastructure	4	(12,906,912)	(6,986,712)	(6,571,418)	6%
Proceeds from Disposal of Assets		46,000	-	-	
Transfers to Reserves	5	(1,769,439)	(670,503)	(450,103)	33%
Net capital requirement		(6,307,688)	(5,384,314)	(4,589,972)	
ADD Net Current Assets 1st July B/Fwd		3,840,142	3,840,142	3,648,124	(8%)
LESS Net Current Assets Year to Date		-	(2,041,074)	(2,984,451)	
Amount Raised from Rates		3,741,189	3,741,189	3,783,635	1%

() bracket represents an outflow of funds. This statements is to be read in conjunction with the accompanying notes.

Shire of Meekatharra

**Monthly Financial Report
Statement of Financial Activity**

for the period ended 31 March 2013.

2012/13

SIGNIFICANT VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY REPORT

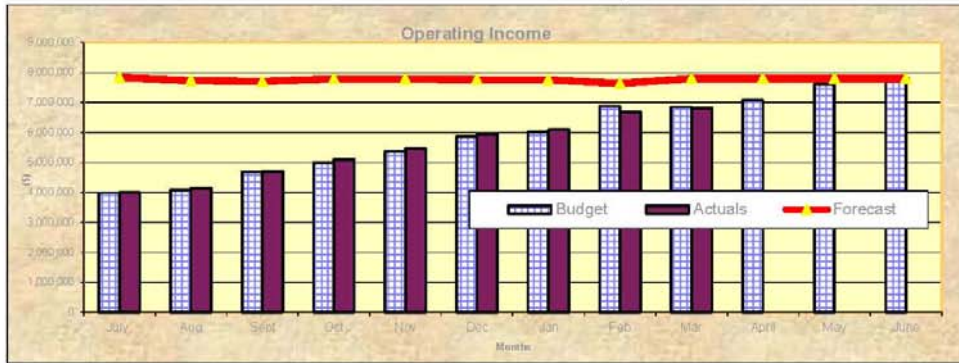
General Comments

Budget generally tracking below budget estimates. Variations arising tend to be from the timing of budget estimates. Notes on variations are included at page 23

REVENUES & CAPITAL INCOME

OPERATING INCOME

Year elapsed 75.0% versus income to annual budget 87.1%



Comments

Amd Budget YTD Budget 31 Mar 2013

- 1 Revenues are within -.5% of estimated budget as at 31 Mar 2013. There are no material variations.

CAPITAL INCOME/CONTRIBUTIONS

Year elapsed 75.0% versus income to annual budget 30.7%



Comments

YTD \$3,658,652 Total Budget \$11,931,422

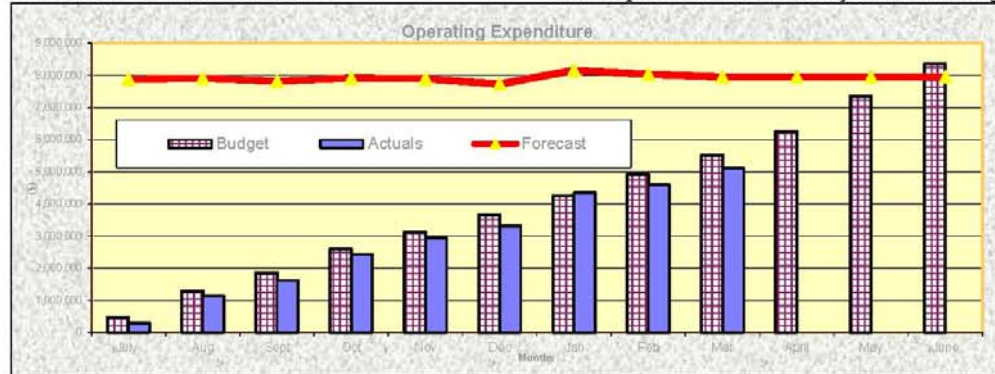
- 2 Revenues are within .7% of estimated budget as at 31 Mar 2013. There are no material variations.

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 31 March 2013. **2012/13**

OPERATING EXPENSES & CAPITAL OUTLAYS

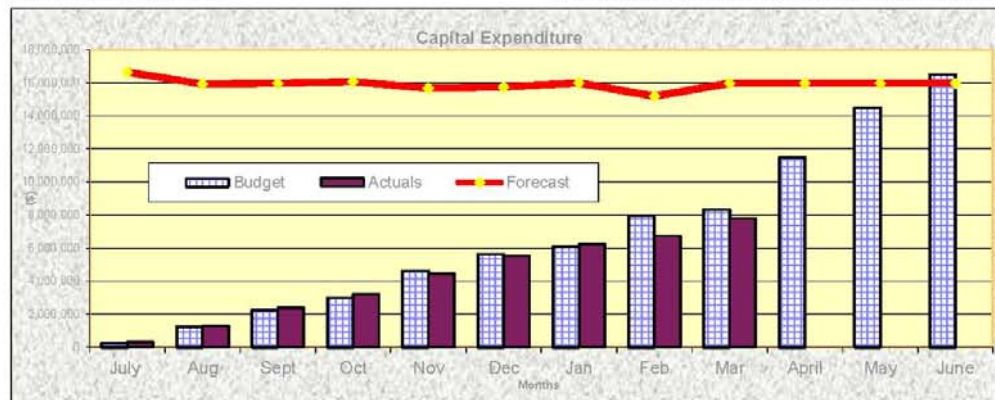
OPERATING EXPENDITURES Year elapsed 75.% versus outlays to annual budget 61.2%



Comments YTD \$4,616,632 Total Budget \$8,353,881

- 3 Total operating expenses are 7.4% below budget estimates.. Excluding the effect of depreciation the expenses are 10.9% below budget estimates as at 31 Mar 2013

CAPITAL OUTLAYS Year elapsed 75.% versus outlays to annual budget 47.2%



Comments YTD \$7,798,521 Total Budget \$16,515,671

- 4 Total capital expenses are 6.6% below budget estimates as at 31 Mar 2013. There are no material variations.

Shire of Meekatharra

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

for the period ended 31 March 2013.

2012/13

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	2012/13 Amd Budget	2012/13 YTD Budget	2012/13 31 Mar 2013
Cash - Unrestricted	78,600	2,120,973	1,216,640
Cash - Restricted	10,691,796	9,592,860	10,404,420
	<u>10,770,396</u>	<u>11,713,833</u>	<u>11,621,059</u>
<i>Cash assets are represented by -</i>			
Cash on hand	600	600	83,914
Municipal Bank Account	78,000	2,120,373	(542,041)
Bank Term Deposits	-	-	2,706,727
Reserve Accounts Bank	10,691,796	9,592,860	9,372,461
	<u>10,770,396</u>	<u>11,713,833</u>	<u>11,621,059</u>
Cash backed reserves	10,691,796	9,592,860	9,372,461
Grants/Contributions	-	-	1,031,959
	<u>10,691,796</u>	<u>9,592,860</u>	<u>10,404,420</u>

3 STATEMENT OF NET CURRENT ASSETS

	2012/13 Amd Budget	2012/13 YTD Budget	2012/13 31 Mar 2013
CURRENT ASSETS			
Cash & Cash Equivalents	10,770,396	11,713,833	11,621,059
Trade and other receivables	450,000	350,988	650,260
Inventories	50,000	61,172	208,004
	<u>11,270,396</u>	<u>12,125,993</u>	<u>12,479,324</u>
LESS: CURRENT LIABILITIES			
Trade and other payables	578,600	492,060	122,413
Provisions	100,000	105,434	125,381
	<u>678,600</u>	<u>597,494</u>	<u>247,794</u>
NET CURRENT ASSETS	10,591,796	11,528,499	12,231,530
Less: Cash - Restricted	(10,691,796)	(9,592,860)	(9,372,461)
Current Employee Liabilities	100,000	105,434	125,381
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>(0)</u>	<u>2,041,073</u>	<u>2,984,451</u>

4 NON CURRENT ASSETS

a) Asset acquisitions by class

Land and Buildings

	2012/13 Amd Budget	2012/13 YTD Budget	2012/13 31 Mar 2013
Administration Building Improvements	21,500	-	-
Unisex Toilet and Shower	8,000	8,000	-
Youth Centre Office	67,000	16,750	3,742
Staff Housing Upgrades	503,261	241,000	223,495
SPQ Mcleary St "Paddy's Flat"	30,000	30,000	21,012
Cemetery Improvements	81,000	-	-
Construct Oval Toilets	100,000	-	-
Upgrade Pool Grounds	116,500	-	4,163
Rec Centre Floor Coverings	11,355	7,494	1,080

Shire of Meekatharra	Monthly Financial Report		
<i>for the period ended 31 March 2013.</i>	Notes to the Financial Statements		
	2012/13		
New Gym	250,000	-	-
War Memorial	4,500	4,500	4,000
Race Course Buildings	10,000	5,000	-
Mt Gould Police Station - security	20,000	-	-
Stage 1 - Lloyd's Renovations	380,000	-	11,580
Meekatharra CRC building extension	80,000	-	3,630
Depot Improvements	95,000	-	-
Terminal - Refurbish Toilets	33,500	33,500	28,120
<u>Plant and Equipment</u>			
Managers Vehicle	50,000	-	-
Project Officers Vehicle	35,000	-	-
Security Cameras	100,000	-	-
Hall Equipment	17,000	13,600	3,648
Mulcher	10,000	10,000	-
Cornish Lift	35,000	-	-
Pool Plant and equipment	2,000	2,000	1,505
Pool Equipment	43,000	-	-
Sports Complex Equipment	32,000	16,000	6,709
Play ground Equipment	28,000	-	-
New Pump/fittings - oval	40,000	-	-
Gym equipment upgrade	10,000	7,500	315
Tank, Fence & Fittings	95,000	-	1,070
Miscellaneous Plant (Small Equipment)	18,000	18,000	19,584
Caravans & Equipment	122,600	61,300	55,314
Utility Various	-	-	3,311
Sweeper modifications	10,000	-	-
Scraper	276,852	276,852	276,852
Prime Mover	206,189	206,189	207,600
Grader	150,000	-	-
Engines & Pumps	145,000	47,850	37,868
Airport Fire Fighting System	40,000	-	-
Trailer	142,500	142,500	104,275
Gen Set (Construction)	40,000	40,000	63,448
Communication Equipment	46,400	-	-
Skid steer loader	80,000	-	-
Plant Purchases - Airport	10,000	10,000	-
<u>Furniture and Equipment</u>			
Furniture and Equipment	15,000	15,000	9,835
Computer Equipment	46,202	46,202	39,059
Key System	100,000	75,000	78,980
Asset Labelling Recording System	20,000	-	-
Furniture & Equipment	21,400	21,400	14,238
Air conditioner Gym	15,000	-	-
Sports Complex Kitchen airconditioner	5,000	5,000	3,742
<u>Infrastructure Assets</u>			
Road/Infrastructure Construction	12,066,912	6,919,312	6,532,571
<u>Infrastructure Assets - Other</u>			
Consultant - airport upgrade	80,000	-	-
Sewerage Lagoon	140,000	46,200	31,540
Viewing platform at headframe	30,000	-	-
Luke Pit Water Scheme	80,000	-	-
Parks & Gardens - Capital	13,200	4,200	-
Improve Drainage between Commercial Hotel a	4,000	4,000	-
Airport Improvements	282,800	13,000	6,236
	16,515,671	8,347,349	7,798,521

Shire of Meekatharra		Monthly Financial Report		
<i>for the period ended 31 March 2013.</i>		Notes to the Financial Statements		
		2012/13		
5 CASH BACKED RESERVES	2012/13	2012/13	2012/13	
a) Infrastructure & Economic Development Res	Amd Budget	YTD Budget	31 Mar 2013	
Opening Balance	769,078	769,078	769,078	
Amount Set Aside / Transfer to Reserve	43,453	36,246	38,797	
Amount Used / Transfer from Reserve	-	-	-	
	<u>812,531</u>	<u>805,324</u>	<u>807,876</u>	
b) Leave Reserve				
Opening Balance	47,170	47,170	47,170	
Amount Set Aside / Transfer to Reserve	102,665	2,223	2,380	
Amount Used / Transfer from Reserve	-	-	-	
	<u>149,835</u>	<u>49,393</u>	<u>49,550</u>	
c) Shire Water Reserve				
Opening Balance	150,713	150,713	150,713	
Amount Set Aside / Transfer to Reserve	108,515	7,103	7,603	
Amount Used / Transfer from Reserve	-	-	-	
	<u>259,228</u>	<u>157,816</u>	<u>158,316</u>	
d) Plant Reserve				
Opening Balance	1,656,725	1,656,725	1,656,725	
Amount Set Aside / Transfer to Reserve	393,605	78,080	83,576	
Amount Used / Transfer from Reserve	-	-	-	
	<u>2,050,330</u>	<u>1,734,805</u>	<u>1,740,301</u>	
e) Building Reserve				
Opening Balance	960,299	960,299	960,298	
Amount Set Aside / Transfer to Reserve	437,090	45,258	48,444	
Amount Used / Transfer from Reserve	-	-	-	
	<u>1,397,389</u>	<u>1,005,557</u>	<u>1,008,742</u>	
f) Transport Reserve				
Opening Balance	530,777	530,777	530,777	
Amount Set Aside / Transfer to Reserve	29,989	25,015	26,776	
Amount Used / Transfer from Reserve	-	-	-	
	<u>560,766</u>	<u>555,792</u>	<u>557,553</u>	
g) Airport Runway Reserve				
Opening Balance	2,224,924	2,224,924	2,224,924	
Amount Set Aside / Transfer to Reserve	125,708	104,859	112,240	
Amount Used / Transfer from Reserve	-	-	-	
	<u>2,350,632</u>	<u>2,329,783</u>	<u>2,337,164</u>	
h) Airport Operating Reserve				
Opening Balance	784,966	784,966	784,966	
Amount Set Aside / Transfer to Reserve	44,351	36,995	39,599	
Amount Used / Transfer from Reserve	-	-	-	
	<u>829,317</u>	<u>821,961</u>	<u>824,564</u>	
i) Reseal & Rejuvenation of Sealed Roads Reserve				
Opening Balance	727,867	727,867	727,867	
Amount Set Aside / Transfer to Reserve	291,124	284,303	36,718	
Amount Used / Transfer from Reserve	-	-	-	
	<u>1,018,991</u>	<u>1,012,170</u>	<u>764,586</u>	
j) Interpretive Centre Reserve				
Opening Balance	904,607	904,607	904,607	
Amount Set Aside / Transfer to Reserve	183,603	42,633	45,634	
Amount Used / Transfer from Reserve	-	-	-	
	<u>1,088,210</u>	<u>947,240</u>	<u>950,242</u>	
k) Digital TV Reserve				
Opening Balance	165,231	165,231	165,232	
Amount Set Aside / Transfer to Reserve	9,336	7,788	8,335	
Amount Used / Transfer from Reserve	-	-	-	
	<u>174,567</u>	<u>173,019</u>	<u>173,567</u>	
Total Cash Backed Reserves	<u>10,691,796</u>	<u>9,592,860</u>	<u>9,372,461</u>	
All of the above reserve accounts are to be supported by money held in financial institutions.				
SUMMARY				
Opening Balance	8,922,357	8,922,357	8,922,357	
Amount Set Aside / Transfer to Reserve	1,769,439	670,503	450,103	
	<u>10,691,796</u>	<u>9,592,860</u>	<u>9,372,461</u>	

SHIRE OF MEEKATHARRA

Management Budgets

for the period ended 31 March 2013.



Shire of Meekatharra	Management Budget SUMMARY		
<i>for the period ended 31 March 2013.</i>	2012/13		
SUMMARY	2012/13 Amd Budget	2012/13 YTD Budget	2012/13 31 Mar 2013
OPERATING EXPENDITURE	\$	\$	\$
Governance	462,345	286,206	350,182
General Purpose Funding	203,509	130,618	127,581
Law, Order, & Public Safety	136,303	104,137	97,639
Health	98,546	74,322	67,593
Education and Welfare	654,044	439,465	368,752
Housing	18,501	10,120	10,135
Community Amenities	513,049	318,420	258,439
Recreation and Culture	1,203,479	767,662	636,988
Transport	3,554,035	2,522,364	2,357,762
Economic Services	381,092	294,711	248,465
Other Property and Services	505,626	119,995	93,097
	7,730,529	5,068,020	4,616,632
LOSS ON DISPOSAL			
Transport	11,425	-	-
	11,425	-	-
OPERATING INCOME			
Governance	38,900	9,050	4,216
General Purpose Funding	5,654,347	5,230,332	5,255,454
Law, Order, & Public Safety	18,052	15,056	12,691
Health	1,900	1,501	1,139
Education and Welfare	63,543	37,757	16,269
Housing	18,500	13,875	14,973
Community Amenities	110,100	103,575	92,936
Recreation and Culture	133,350	49,361	43,924
Transport	872,869	689,928	650,301
Economic Services	240,683	223,635	211,078
Other Property and Services	55,000	32,000	22,594
	7,207,244	6,406,067	6,325,575
Net operating excl capital contributions	(534,710)	1,338,047	1,708,943
Capital Grants/Contributions	11,931,422	3,633,538	3,658,652
Net operating result	11,396,712	4,971,585	5,367,595
CAPITAL GRANTS/CONTRIBUTIONS	Amd Budget	YTD Budget	31 Mar 2013
Law, Order, & Public Safety	8,000	8,000	-
Recreation and Culture	100,000	-	-
Transport	11,823,422	3,625,538	3,658,652
	11,931,422	3,633,538	3,658,652
PROCEED FROM SALES			
Transport	46,000	-	-
	46,000	-	-
CAPITAL WORKS			
Governance	272,702	121,202	118,039
Law, Order, & Public Safety	108,000	8,000	-
Education and Welfare	88,400	38,150	17,980
Housing	503,261	241,000	223,495
Community Amenities	251,000	76,200	52,552
Recreation and Culture	1,427,555	75,294	41,443
Transport	13,849,753	7,772,503	7,335,178
Economic Services	15,000	15,000	9,835
	16,515,671	8,347,349	7,798,521
Net funding for capital	(4,538,249)	(4,713,811)	(4,139,869)

Shire of Meekatharra <i>for the period ended 31 March 2013.</i>		Management Budget General Purpose Funding		
RATE REVENUE		2012/13	2012/13	2012/13
		Amd Budget	YTD Budget	31 Mar 2013
Operating Expenditure				
101920	Valuation & Title Search	10,000	7,000	7,720
102330	Rates Written Off	25,000	12,500	4,149
103420	Legal Expenses - Rates	7,500	7,500	16,436
101120	Administration Allocated	67,772	47,999	57,815
Total Operating Expenditure		110,272	74,999	86,121
Operating Income				
100310	Rates Levied	3,741,189	3,741,189	3,788,837
101310	Back rates	-	-	(8,201)
102210	Rate Instalment Fee	21,800	21,800	18,555
101410	Rate Instalment Interest	24,000	24,000	23,919
101510	Rates Non-Payment Penalty	21,000	21,000	21,329
102810	Legal Fees Recovered	3,000	3,000	440
Total Operating Income		3,810,989	3,810,989	3,847,878
GENERAL PURPOSE GRANTS				
Operating Expenditure				
Operating Income				
101810	General Purpose Grant	1,047,508	785,631	785,631
102110	Local Road Component Grant	424,849	318,637	318,719
Total Operating Income		1,472,357	1,104,268	1,104,350
OTHER GENERAL PURPOSE FUNDING				
Operating Expenditure				
108520	Bank Charges	5,000	3,750	2,917
108550	Sundry Debtor Write Offs	5,000	-	-
102310	Doubtful Debts Expense	10,000	-	-
108530	Administration allocated	73,237	51,869	38,543
Total Operating Expenditure		93,237	55,619	41,461
Operating Income				
103110	Esl Administration Fee	4,000	4,000	4,000
102830	Other Minor Income	100	75	540
192230	Interest on Municipal Investments	60,000	55,000	62,347
192240	Interest on Reserve Investments	306,901	256,000	236,338
Total Operating Income		371,001	315,075	303,225
Net Funding Demands		5,450,838	5,099,714	5,127,873

Shire of Meekatharra <i>for the period ended 31 March 2013.</i>		Management Budget Governance		
MEMBERS OF COUNCIL		2012/13	2012/13	2012/13
		Amd Budget	YTD Budget	31 Mar 2013
Operating Expenditure				
102320	President's Allowance	8,000	4,000	2,000
112020	Deputy President Allowance	2,000	1,000	500
103020	Members - Meeting Fees	13,520	10,140	8,180
103120	Members Travelling	4,200	3,150	3,303
102020	Fax & Email Costs	250	188	494
102120	Conference, Training, Uniforms	17,500	13,125	1,218
102420	Refreshments/Receptions	10,000	7,500	7,404
102720	Members Insurance	6,629	6,629	6,524
102820	Members Subscriptions	32,428	24,321	19,672
102920	Members - telephone	500	375	-
103720	Members Expenses	-	-	425
102220	Election Expenses	1,500	1,500	-
102520	Donations	20,750	11,020	13,130
112220	Donation - RFDS	68,000	34,000	28,882
102850	Native Title Claims	4,000	-	-
102620	Council Chambers Mtce	2,000	1,500	238
106220	Audit	12,000	6,000	7,181
103220	Depreciation	185	139	111
105620	Admin Alloc-Governance	312,624	221,412	180,453
Total Operating Expenditure		516,086	345,999	279,715

Shire of Meekatharra		Management Budget Governance			
<i>for the period ended 31 March 2013.</i>					
Operating Expenditure					
103520	Salaries - Admin	450,000	346,154	308,292	4
103920	Super - Admin	51,596	38,697	39,462	
104020	Fringe Benefit Tax	30,000	9,000	13,324	
106940	Staff Uniform Expenses	4,000	3,000	1,977	
104120	Office Operations	5,000	3,750	123	
104220	Office Maintenance	19,341	15,473	17,648	
104520	Stationery	8,100	6,075	5,730	
105020	Telephone	29,260	21,945	13,628	
105320	Postage	5,000	3,750	3,691	
104320	Advertising	25,500	12,750	6,244	
105420	Equipment Maintenance & Consumables	38,000	19,000	16,828	
107120	Computer Software	22,750	22,750	16,375	
105220	Computer Hardware	14,090	10,568	16,204	
106920	Consulting Services	Cfwd 272,000	127,000	122,955	
105720	Other	10,000	7,500	1,123	
106020	CEO Vehicle	15,500	11,625	8,376	
106030	DCEO Vehicle	8,500	6,375	5,087	
106040	Manager Vehicle Expense	8,500	6,375	-	
106050	Project Officer Vehicle Expense	8,500	6,375	-	
106620	Accommodation/Travel	20,400	15,300	7,447	
104620	Training & Conferences	14,350	10,763	2,695	
106420	Staff Recruitment & Relocation	10,000	10,000	1,418	
107020	Legal Fees	30,000	30,000	29,216	
107220	Depreciation	23,000	17,250	20,560	
103820	Insurance	27,189	27,189	27,007	
104920	Housing Allocations	107,391	80,543	85,845	
110620	Admin Allocated to Functions	(1,311,708)	(929,000)	(700,786)	5
Total Operating Expenditure		<u>(53,741)</u>	<u>(59,793)</u>	<u>70,467</u>	
Operating Income		Amd Budget	YTD Budget	31 Mar 2013	
111230	Reimbursements	12,500	8,750	(21)	
111250	Fees and Charges	400	300	265	
111530	Insurance - Refunds	26,000	-	3,972	
Total Operating Income		<u>38,900</u>	<u>9,050</u>	<u>4,216</u>	
Capital Expenditure					
113230	Key System	100,000	75,000	78,980	
113310	Managers Vehicle	Cfwd 50,000	-	-	
113320	Project Officers Vehicle	Cfwd 35,000	-	-	
113330	Asset Labelling Recording System	20,000	-	-	
112440	Computer Equipment	46,202	46,202	39,059	
113280	Administration Building	21,500	-	-	
Total Capital Expenditure		<u>272,702</u>	<u>121,202</u>	<u>118,039</u>	
Net Funding Demands		<u>(696,147)</u>	<u>(398,358)</u>	<u>(464,005)</u>	

Shire of Meekatharra		Management Budget Law, Order & Public Safety			
<i>for the period ended 31 March 2013.</i>					
FIRE PREVENTION					
		2012/13	2012/13	2012/13	
		Amd Budget	YTD Budget	31 Mar 2013	
115720	Bush Fire Control	5,100	5,100	13,693	
115820	Vehicle Operational Costs	14,500	10,875	10,257	
115620	Fire Insurance	3,737	3,737	4,209	
115520	Depreciation	570	428	376	
115420	Protective Burning	500	500	-	
Total Operating Expenditure		<u>24,407</u>	<u>20,640</u>	<u>28,535</u>	
Operating Income					
115630	FESA - BFB Grant	2,532	2,532	1,335	
Total Operating Income		<u>2,532</u>	<u>2,532</u>	<u>1,335</u>	

Continued...

Shire of Meekatharra <i>for the period ended 31 March 2013.</i>	Management Budget Law, Order & Public Safety		
continued	2012/13	2012/13	2012/13
Capital Expenditure	Amd Budget	YTD Budget	31 Mar 2013
115740 Unisex Toilet and Shower	8,000	8,000	-
Total Capital Expenditure	<u>8,000</u>	<u>8,000</u>	<u>-</u>
Capital Income			
115730 FESA Capital Grant	8,000	8,000	-
Total Capital Income	<u>8,000</u>	<u>8,000</u>	<u>-</u>
ANIMAL CONTROL			
Operating Expenditure			
119220 Pound Maintenance	1,115	1,115	(141)
119020 Animal Control Expenses	54,601	40,951	34,034
119230 Dog Control Expenses Other	10,000	7,500	3,545
Total Operating Expenditure	<u>65,716</u>	<u>49,566</u>	<u>37,438</u>
Operating Income			
119730 Fines & Penalties	600	450	88
119530 Minor Grants	2,535	2,535	2,535
119930 Dog Registration	1,000	1,000	931
Total Operating Income	<u>4,135</u>	<u>3,985</u>	<u>3,554</u>
Operating Expenditure	\$	\$	\$
Ranger Services			
116250 Insurance	2,480	2,480	2,909
116320 Vehicle Operating Costs	6,000	4,500	1,783
116010 Administration Allocated	20,769	14,709	10,512
Total Operating Expenditure	<u>29,249</u>	<u>21,689</u>	<u>15,204</u>
Other Expenses			
120020 State Emergency Services	6,000	4,500	11,207
120120 Administration	10,931	7,742	5,256
Total Operating Expenditure	<u>46,180</u>	<u>33,931</u>	<u>31,666</u>
Operating Income			
120030 FESA - SES Grant	11,385	8,539	7,803
Total Operating Income	<u>11,385</u>	<u>8,539</u>	<u>7,803</u>
Capital Expenditure			
120270 Security Cameras	100,000	-	-
Total Capital Expenditure	<u>100,000</u>	<u>-</u>	<u>-</u>
Net Funding Demands	<u>(218,251)</u>	<u>(89,081)</u>	<u>(84,949)</u>

Shire of Meekatharra <i>for the period ended 31 March 2013.</i>	Management Budget Health		
INSPECTIONS & ADMINISTRATION	2012/13	2012/13	2012/13
Operating Expenditure	Amd Budget	YTD Budget	31 Mar 2013
122960 Health Consultancy	60,050	45,038	43,531
121320 Insurance	4,949	4,949	5,791
122920 Depreciation	120	90	80
121920 Subscriptions & Journals	200	200	91
121620 Admin Alloc - Secretarial	21,862	15,483	10,512
122980 Other Expenses	2,000	1,538	297
Total Operating Expenditure	<u>89,181</u>	<u>67,298</u>	<u>60,301</u>
Operating Income			
123000 Health Fees & Licenses	550	413	-
123930 Itinerant vendors Fees	800	600	628
123010 Other Income	250	188	-
Total Operating Income	<u>1,600</u>	<u>1,201</u>	<u>628</u>
PREVENTATIVE SERVICES - PEST CONTROL			
Operating Expenditure	\$	\$	\$
123720 Mosquito Control	8,415	6,311	5,633
123820 Depreciation	450	338	1,158
Total Operating Expenditure	<u>8,865</u>	<u>6,649</u>	<u>6,791</u>
Operating Income			
123910 Health Fees & Licenses	300	300	512
Total Operating Income	<u>300</u>	<u>300</u>	<u>512</u>

Continued...

Shire of Meekatharra		Management Budget		
<i>for the period ended 31 March 2013.</i>		Health		
continued		2012/13	2012/13	2012/13
PREVENTIVE SERVICES - OTHER				
Operating Expenditure				
124020	Analytical Expenses	500	375	501
Total Operating Expenditure		<u>500</u>	<u>375</u>	<u>501</u>
Net Funding Demands		<u>(96,646)</u>	<u>(72,821)</u>	<u>(66,454)</u>
Shire of Meekatharra		Management Budget		
<i>for the period ended 31 March 2013.</i>		Education and Welfare		
PRE SCHOOL		2012/13	2012/13	2012/13
Operating Expenditure		Amd Budget	YTD Budget	31 Mar 2013
120520	Pre-School Centre Mtce	2,000	1,500	1,602
120430	Insurance	326	326	347
124260	Depreciation	6,300	4,725	3,763
120440	Administration Allocated	41,537	29,418	22,776
Total Operating Expenditure		<u>50,163</u>	<u>35,969</u>	<u>28,488</u>
OTHER EDUCATION		\$	\$	\$
Operating Expenditure				
120720	Telecentre Costs	15,000	11,250	5,875
Total Operating Expenditure		<u>15,000</u>	<u>11,250</u>	<u>5,875</u>
DAY CARE CENTRE				
Operating Expenditure				
124120	Day Care Centre Maintenance	4,000	3,000	1,435
Total Operating Expenditure		<u>4,000</u>	<u>3,000</u>	<u>1,435</u>
COMMUNITY DEVELOPMENT				
Operating Expenditure				
124570	Salaries	72,402	54,302	67,603
124580	Superannuation	11,141	8,356	7,538
124640	Staff Replacement & Relocation	5,000	-	-
124650	Training & Conferences	4,500	4,500	576
124630	Housing	13,424	10,068	8,145
124430	Uniforms	500	375	231
124590	Vehicle Expenses	4,500	3,375	2,434
124530	Insurance	2,334	2,334	2,446
124660	Telephone	600	450	545
124560	Fund Raising Activities	-	-	41
124500	Administration Allocated	74,330	52,643	35,039
124320	Activities	26,900	13,450	7,544
124420	Miscellaneous Grant Expenses	10,000	10,000	-
124520	Depreciation	1,000	750	1,138
Total Operating Expenditure		<u>226,631</u>	<u>160,603</u>	<u>133,279</u>
Operating Income				
124600	Miscellaneous Grants	10,000	10,000	-
124510	Reimbursements	500	375	481
Total Operating Income		<u>10,500</u>	<u>10,375</u>	<u>481</u>

Continued...

Shire of Meekatharra <i>for the period ended 31 March 2013.</i>		Management Budget Education and Welfare		
continued.....		2012/13	2012/13	2012/13
YOUTH CENTRE OPERATIONS		Amd Budget	YTD Budget	31 Mar 2013
Operating Expenditure				
124220	Salaries - Youth Co-ordinator	132,020	87,133	82,396
125260	Superannuation	8,799	6,899	7,488
125290	Staff Training, Accommodation & Travel E	6,500	-	-
125340	Staff Replacement and Relocation	3,000	-	-
125150	Uniforms	500	375	-
125280	Housing Allocated	13,424	10,068	5,831
125230	Insurance	5,403	5,403	5,708
125520	Administration Allocated	74,330	52,643	42,047
125220	Depreciation	13,300	9,975	9,298
125120	Youth Centre Building Maintenance	21,429	16,072	8,536
125130	Youth Centre Operational Costs	18,300	13,728	10,249
125210	Vehicle Operational Costs	15,000	11,250	8,721
125350	Activities Expenses Various	26,000	10,400	19,402
124160	Miscellaneous Grants Activity Expenses	5,000	5,000	-
125140	Youth Grant- DCP expenses	15,245	-	-
Total Operating Expenditure		358,250	228,643	199,674
Operating Income				
124190	OSCH	12,828	12,828	9,922
124210	DCD Youth Services	34,215	8,554	5,848
124170	Miscellaneous Grants	5,000	5,000	-
124110	Reimbursements	1,000	1,000	18
Total Operating Income		53,043	27,382	15,788
Capital Expenditure				
124470	Youth Centre Office	Cfwd 67,000	16,750	3,742
124450	Furniture & Equipment	21,400	21,400	14,238
Total Capital Expenditure		88,400	38,150	17,980
Net Funding Demands		(678,901)	(439,858)	(370,462)

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Shire of Meekatharra <i>for the period ended 31 March 2013.</i>		Management Budget Housing		
		2012/13	2012/13	2012/13
STAFF HOUSING		Amd Budget	YTD Budget	31 Mar 2013
Operating Expenditure				
125420	Staff Housing Maintenance	130,391	83,391	78,950
126650	Housing Rental Subsidy	25,000	18,750	25,694
126630	Insurance	42,588	42,588	38,367
126620	Depreciation	89,000	66,750	55,119
126820	Allocated to Function Areas	(268,478)	(201,359)	(187,997)
Total Operating Expenditure		18,501	10,120	10,135
Operating Income				
127130	Housing Rental - Staff	17,000	12,750	14,773
128830	Reimbursements - Other	1,500	1,125	200
Total Operating Income		18,500	13,875	14,973
Capital Expenditure				
127040	Staff Housing Upgrades	Cfwd 503,261	241,000	223,495
Total Capital Expenditure		503,261	241,000	223,495
Net Funding Demands		(503,262)	(237,245)	(218,656)

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Shire of Meekatharra		Management Budget			
<i>for the period ended 31 March 2013.</i>		Community Amenities			
SANITATION		2012/13	2012/13	2012/13	
- HOUSEHOLD REFUSE		Amd Budget	YTD Budget	31 Mar 2013	
Operating Expenditure		\$	\$	\$	
128320	Refuse Collection	102,268	76,701	61,981	10
128420	Refuse Site Maintenance	81,134	60,851	80,892	11
128350	Insurance	2,662	2,662	2,716	
129140	New Bins & Equipment	7,500	5,625	5,972	
129160	Litter Control/Town Tidying	79,864	36,092	31,629	
128220	Administration Allocated	9,838	6,968	5,256	
Total Operating Expenditure		283,266	188,899	188,445	
Operating Income					
128630	Refuse Collection	81,000	81,000	78,617	
129030	Sale of Bins	2,500	1,875	5,840	
129150	Sale of scrap	2,000	1,500	400	
Total Operating Income		85,500	84,375	84,857	
SEWERAGE					
Operating Expenditure					
129920	Sewerage Pond Maintenance	32,153	5,833	7,271	
129740	Insurance	1,184	1,184	543	
130420	Caravan Effluent Disposal Point	1,700	1,700	-	
129720	Depreciation	3,100	2,325	2,061	
129700	Administration Allocated	5,465	3,871	1,752	
Total Operating Expenditure		43,602	14,913	11,628	
Operating Income					
129830	Septic Tank Fees	600	450	565	
Capital Expenditure					
129840	Sewerage Lagoon	140,000	46,200	31,540	
TOWN PLANNING AND REGIONAL DEVELOPMENT					
Operating Expenditure					
131030	Consultants	Cfwd 35,000	-	-	
131120	Insurance	1,184	1,184	543	
130820	Town Planning control	-	-	2,918	
131000	Administration Allocated	21,862	15,483	12,264	
131040	Other	5,000	5,000	-	
Total Operating Expenditure		63,046	21,667	15,725	
Operating Income					
131230	Fees	-	-	139	
PROTECTION OF THE ENVIRONMENT					
Operating Expenditure					
130340	Waste Oil Facility	3,000	3,000	-	
130320	Tyre Recycling	18,231	13,673	8,843	
Total Operating Expenditure		21,231	16,673	8,843	
Operating Income					
132430	Waste Oil Facility Rebate	3,000	3,000	-	
OTHER COMMUNITY AMENITIES					
Operating Expenditure					
132120	Cemetery Operations	23,783	17,837	6,156	
131920	Burial plot preparations	31,153	23,365	6,476	
132020	Hearse & Shed Costs	1,500	1,125	268	
132420	Cemetery Plaques	6,000	4,500	910	
132620	Depreciation	4,000	3,000	3,048	
132720	Insurance	1,184	1,184	543	
132820	Administration Allocated	10,931	7,742	7,008	
132520	Public Toilets	20,353	15,265	8,705	
132220	SPQ Mcleary St "Paddy's Flat"	3,000	2,250	684	
Total Operating Expenditure		101,904	76,268	33,798	
Operating Income					
132630	Charges - Cemetery Fees	21,000	15,750	7,375	
Capital Expenditure					
132540	SPQ Mcleary St "Paddy's Flat"	Cfwd 30,000	30,000	21,012	
132920	Cemetery Improvements	Cfwd 81,000	-	-	
Total Capital Expenditure		111,000	30,000	21,012	
Net Funding Demands		(653,949)	(291,045)	(218,095)	Page ... 15

Shire of Meekatharra		Management Budget		
<i>for the period ended 31 March 2013.</i>		Recreation & Culture		
PUBLIC HALLS AND CIVIC CENTRES		2012/13	2012/13	2012/13
Operating Expenditure		Amd Budget	YTD Budget	31 Mar 2013
133620	Town Hall Maintenance	29,921	22,441	28,376
133420	Insurance	20,695	20,695	20,126
133820	Consultant building inspection	7,000	3,500	-
133720	Depreciation	11,700	8,775	7,677
133550	Administration Allocated	28,420	20,128	17,520
Total Operating Expenditure		97,736	75,539	73,699
Operating Income				
134630	Hall Hire Fees	3,500	2,625	1,707
Total Operating Income		3,500	2,625	1,707
Capital Expenditure				
135340	Hall Equipment	17,000	13,600	3,648
Total Capital Expenditure		17,000	13,600	3,648
SWIMMING POOL				
Operating Expenditure				
135420	Swimming Pool Contract	112,090	80,256	87,343
136020	Housing	13,424	10,068	8,251
138620	Insurance	6,903	6,903	7,807
135920	Swimming Pool Maintenance	16,000	11,456	10,228
135720	Swimming Pool Water/Sewerage Rates	6,500	3,250	3,152
135520	Swimming Pool Chemicals/Gas/Freight	18,000	13,500	6,552
135820	Swimming Pool Electricity	19,570	14,678	17,772
137040	Swimming Pool Other	5,000	2,865	12
136620	Depreciation	25,000	18,750	16,987
135320	Administration Allocated	32,793	23,225	19,272
Total Operating Expenditure		255,280	184,951	177,376
Operating Income				
136530	Swimming Pool Subsidy	3,000	3,000	3,000
136430	Swimming Pool Admission	10,000	8,990	6,891
136830	Reimbursements	500	375	40
Total Operating Income		13,500	11,965	9,932
Capital Expenditure				
136660	Upgrade Pool Grounds	Cfwd 116,500	-	4,163
136840	Pool Plant and equipment	2,000	2,000	1,505
137140	Pool Equipment	Cfwd 43,000	-	-
Total Capital Expenditure		161,500	2,000	5,668
RECREATION OFFICER				
Operating Expenditure				
136170	Salaries	105,675	75,663	49,703
136180	Superannuation	12,219	8,749	5,024
136190	Staff Replacement & Relocation	3,000	-	-
136210	Vehicle Operating Costs	6,000	4,296	941
137020	Housing Allocation	13,424	10,068	5,831
136150	Administration Allocated	72,144	51,095	38,543
136310	Uniforms	500	375	-
137620	Insurance	18,897	18,897	18,146
136220	Staff Training & Travel Expenses	6,000	4,296	-
136270	Other expenses	5,800	4,350	4,132
136250	Activities	25,000	12,500	8,743
Total Operating Expenditure		268,659	190,289	131,063

Continued...

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 31 March 2013.</i>				
continued.....		2012/13	2012/13	2012/13
Operating Income		Amd Budget	YTD Budget	31 Mar 2013
136330	Misc Fees and Charges	-	-	840
138730	CSRFF Grant	20,000	-	-
Total Operating Income		20,000	-	840
Operating Expenditure				
138100	Housing Allocation	13,424	10,068	8,688
138120	Reticulation Maintenance	5,000	3,750	1,308
138020	Picture Gardens	42,000	21,000	14,461
137920	Parks, Gardens & Reserves	81,738	46,836	40,563
137420	Scheme Water	2,000	1,146	1,178
137320	Sports ground (oval) maintenance	33,812	25,359	23,242
137220	Sports Complex Maintenance	44,368	27,730	19,062
138920	Other Building Maintenance	5,000	3,750	1,756
138720	Gym Building Maintenance	8,878	6,659	2,310
138260	Gym Operating Costs	1,500	1,125	10
138250	Community Bus Operating costs	10,000	7,500	6,076
138520	Miscellaneous Costs - Gym	2,000	1,500	14
138620	Utilities - Gym	3,000	3,000	2,070
138130	Insurance	4,879	4,879	5,492
138810	Gym Equipment	5,000	2,500	-
139720	Depreciation	86,000	64,500	57,053
138110	Administration Allocated	17,489	12,386	10,512
Total Operating Expenditure		366,088	243,688	193,793
Operating Income				
139630	Complex Fees	2,000	1,500	1,322
139930	Gym Fees	6,500	4,875	5,533
138930	School Oval Contribution	30,000	22,500	20,353
138850	Community Bus fees	6,000	4,500	3,980
137130	Recreation Grants	50,000	-	-
139230	Complex Fees Squash	400	300	-
139430	Complex Fees Tennis	100	83	-
Total Operating Income		95,000	33,758	31,189
Capital Expenditure				
139740	Gym equipment upgrade	10,000	7,500	315
136800	Rec Centre Floor Coverings	11,355	7,494	1,080
136340	Construct Oval Toilets	Cfwd 100,000	-	-
136540	Air conditioner Gym	Cfwd 15,000	-	-
139440	Luke Pit Water Scheme	Cfwd 80,000	-	-
139040	Play ground Equipment	Cfwd 28,000	-	-
136240	Cornish Lift	Cfwd 35,000	-	-
136370	Viewing platform at headframe	Cfwd 30,000	-	-
138940	Sports Complex Equipment	Cfwd 32,000	16,000	6,709
139140	New Pump/fittings - oval	Cfwd 40,000	-	-
140160	Race Course Buildings	10,000	5,000	-
139940	Tank, Fence & Fittings	95,000	-	1,070
196810	Meekatharra CRC building extension	80,000	-	3,630
136140	Mulcher	10,000	10,000	-
138950	Sports Complex Kitchen airconditioner	5,000	5,000	3,742
138840	New Gym	250,000	-	-
140260	Parks & Gardens - Capital	Cfwd 13,200	4,200	-
Total Capital Expenditure		844,555	55,194	16,546
Capital Income				
138630	CSRFF Grant	100,000	-	-
Total Capital Income		100,000	-	-

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 31 March 2013.</i>				
TELEVISION AND RADIO BROADCASTING		Amd Budget	YTD Budget	31 Mar 2013
Operating Expenditure				
139860	Administration Allocated	2,186	1,548	1,752
140820	Depreciation	1,300	975	92
139880	Insurance	489	489	520
139920	Operating Costs	2,000	1,500	-
139820	Site Sharing Costs	6,500	4,875	6,078
Total Operating Expenditure		<u>12,475</u>	<u>9,387</u>	<u>8,442</u>
LIBRARIES				
Operating Expenditure				
140120	Book exchange costs	2,000	1,500	301
140620	Lost/damaged/replaced stock	200	150	20
140520	Library operations	4,765	3,574	95
140420	Insurance	489	489	520
140320	Book Purchases	450	338	-
140220	Stationery	100	75	-
140180	Administration Allocated	37,165	26,322	21,024
140720	Depreciation	240	180	179
Total Operating Expenditure		<u>45,409</u>	<u>32,628</u>	<u>22,139</u>
Operating Income				
140530	Library Charges	250	188	20
Total Operating Income		<u>250</u>	<u>188</u>	<u>20</u>
OTHER CULTURE				
Operating Expenditure				
141320	25 Mile Well Maintenance	1,500	1,125	-
141420	Mt Gould Police Station	12,400	-	-
141520	Museum Maintenance	1,000	750	1,464
141720	Municipal Inventory Review	Cfwd 15,000	-	-
130720	Heritage Survey	Cfwd 57,000	-	-
141730	Preservation of Historical Images	Cfwd 22,000	-	-
141120	Insurance	815	815	1,041
140920	War Memorial Research	Cfwd 8,000	-	5,455
141020	Masonic Lodge Maintenance	1,000	750	180
141920	Lloyd's Building Maintenance	3,000	3,000	6,621
141930	Lloyds Building Assessment & Planning	20,000	13,200	6,825
141820	Administration Allocated	13,117	9,290	7,008
141620	Depreciation	3,000	2,250	1,881
Total Operating Expenditure		<u>157,832</u>	<u>31,180</u>	<u>30,475</u>
Operating Income				
141530	Masonic Lodge Income	400	300	236
141830	Sale of History Books	700	525	-
Total Operating Income		<u>1,100</u>	<u>825</u>	<u>236</u>
Capital Expenditure				
141810	Mt Gould Police Station - security	Cfwd 20,000	-	-
141910	Stage 1 - Lloyd's Renovations	Cfwd 380,000	-	11,580
139340	War Memorial	4,500	4,500	4,000
Total Capital Expenditure		<u>404,500</u>	<u>4,500</u>	<u>15,580</u>
Net Funding Demands		<u>(2,397,684)</u>	<u>(793,595)</u>	<u>(634,507)</u>

Shire of Meekatharra		Management Budget			
<i>for the period ended 31 March 2013.</i>		Transport			
MAINTENANCE - ROADS, BRIDGES & DEPOTS		2012/13	2012/13	2012/13	
Operating Expenditure		Amd Budget	YTD Budget	31 Mar 2013	
149020	Administration Allocated	158,498	112,254	45,551	13
148800	Depot Maintenance	40,568	40,000	46,056	
148720	Upgrade of Roman	15,000	-	-	
148400	Lighting of Streets	48,000	36,000	32,141	
148500	Street Cleaning Sweeping	73,384	18,346	9,456	
148200	Street Maintenance	52,000	39,000	37,504	
149000	Signage of Streets & Roadworks	50,000	-	795	
147500	Rural Roads Maintenance - Day Labour	510,000	358,000	324,279	
148550	Rehabilitation of Gravel Pits	10,000	-	-	
148600	Contract & Consulting Supervision Costs	10,000	10,000	-	
138740	Day/night light on Indoor Cricket Centre	5,000	5,000	-	
148820	Infrastructure Depreciation Expense	1,900,000	1,425,000	1,410,191	
Total Operating Expenditure		2,872,450	2,043,600	1,905,972	
Operating Income					
145910	Grant - MRWA Direct	183,125	183,125	183,125	
148230	Reimbursements	-	-	2,761	
148430	Street Lighting - Operating Grant	4,000	4,000	-	
Total Operating Income		187,125	187,125	185,886	
CONSTRUCTION - ROADS, BRIDGES & DEPOTS					
Capital Expenditure					
142000	Road Construction	Cfwd 12,066,912	6,919,312	6,532,571	
150440	Depot Improvements	95,000	-	-	
149940	Improve Drainage between Commercial Hotel	4,000	4,000	-	
Total Capital Expenditure		12,165,912	6,923,312	6,532,571	
Capital Income					
146810	Grant - MRWA Flood Damage	20,000	-	-	
146210	Grant - Roads to Recovery (R2R)	1,022,192	1,022,192	1,022,192	
146910	Grant - Roads 2020 (Regional Road Group)	297,789	-	-	
146510	Royalties for Regions 2010/11	946,405	-	-	
146010	Natural Disaster grant	9,537,036	2,603,346	2,636,460	
Total Capital Income		11,823,422	3,625,538	3,658,652	
Operating Expenditure					
151320	Loss on Sale of Asset	11,425	-	-	
Total Operating Expenditure		11,425	-	-	
ROAD PLANT PURCHASES					
Capital Expenditure					
150840	Utility Various	-	-	3,311	
151240	Prime Mover	206,189	206,189	207,600	
151340	Grader	150,000	-	-	
150340	Caravans & Equipment	Cfwd 122,600	61,300	55,314	
152640	Trailer	142,500	142,500	104,275	14
152840	Gen Set (Construction)	40,000	40,000	63,448	15
151540	Engines & Pumps	145,000	47,850	37,868	
150940	Sweeper modifications	10,000	-	-	
154040	Scraper	276,852	276,852	276,852	
153340	Skid steer loader	80,000	-	-	
153140	Communication Equipment	Cfwd 46,400	-	-	
150140	Miscellaneous Plant (Small Equipment)	18,000	18,000	19,584	
Total Capital Expenditure		1,237,541	792,691	768,250	
Capital Income					
151050	Proceeds Sale of Plant	46,000	-	-	
Total Capital Income		46,000	-	-	

Continued...

Shire of Meekatharra		Management Budget		
<i>for the period ended 31 March 2013.</i>		Transport		
AIR BP				
Operating Expenditure				
160520	Administration Allocated	8,745	6,194	5,256
160220	Salaries	56,020	36,973	41,648
160320	Cost of Fuel Sold	117,000	87,750	83,226
160420	Bank Charges	490	338	-
160720	Other Charges	100	75	-
	Total Operating Expenditure	182,315	131,330	130,130
Operating Income				
151130	Fuel Sales - Cash	128,000	73,344	67,955
151630	BP Monthly Retainer	57,000	42,750	37,622
	Total Operating Income	185,000	116,094	105,577
AERODROME				
Operating Expenditure				
151620	Housing Allocations	13,424	10,068	6,547
150210	Consultancy	18,000	-	7,106
150220	Utilities & Other Costs	48,000	36,000	30,218
150620	Insurance	13,206	13,206	11,881
150520	Aerodrome Maintenance	37,600	12,408	12,089
150900	Security Operating Expenses	1,000	1,000	179
150720	Depreciation	189,000	141,750	129,272
151420	Administration Allocated	30,607	21,677	14,016
152020	Management contract	148,433	111,325	110,352
	Total Operating Expenditure	499,270	347,434	321,660
AERODROME				
Operating Income				
152030	Airport Landing Charges	400,000	300,000	311,934
150130	Airport Leases	25,312	15,820	5,997
151930	RFDS Refuelling	12,500	9,375	-
150330	Reimbursements	34,384	25,788	21,438
150530	Reimbursements Telephone	1,500	1,125	678
150630	Reimbursements Other	400	400	-
Airport Diesel Operations				
153030	Sales	650,000	487,500	515,858
150920	Fuel Issues	(623,352)	(453,302)	(497,068)
	Cost of goods sold	(623,352)	(453,302)	(497,068)
	Profit/(Loss) on fuel operations	26,648	34,198	18,790
	Total Operating Income	500,744	386,706	358,837
Capital Expenditure				
152160	Airport Fire Fighting System	Cfwd 40,000	-	-
152190	Terminal - Refurbish Toilets	33,500	33,500	28,120
151040	Airport Improvements	282,800	13,000	6,236
153740	Plant Purchases - Airport	10,000	10,000	-
15Cons	Consultant - airport upgrade	80,000	-	-
	Total Capital Expenditure	446,300	56,500	34,357
	Net Funding Demands	(4,672,922)	(5,979,404)	(5,383,987)

Shire of Meekatharra for the period ended 31 March 2013.		Management Budget Economic Services		
RURAL SERVICES		2012/13	2012/13	2012/13
		Amd Budget	YTD Budget	31 Mar 2013
Operating Expenditure				
153020	MRVC Vermin Control	8,800	8,800	6,774
153120	Noxious Weeds and Pests	1,000	750	-
157520	Stockyard Maintenance	2,500	1,875	634
157420	Shop Premises Maintenance	2,500	1,875	1,002
157620	Depreciation	19,000	14,250	13,982
Total Operating Expenditure		<u>33,800</u>	<u>27,550</u>	<u>22,393</u>
Operating Income				
157330	Lloyd's Building Rent	-	-	800
157430	Shop Premises Rent	2,600	1,950	1,600
157630	Wesfarmers Yard Lease	293	220	15,000
187750	Bill Board Rental	790	593	637
157730	Reimbursements	1,500	1,125	825
Total Operating Income		<u>5,183</u>	<u>3,888</u>	<u>18,863</u>
TOURISM AND AREA PROMOTION				
Operating Expenditure				
159250	Administration Allocated	54,655	38,709	29,783
159220	Depreciation	32,000	24,000	21,562
153820	Tourism Promotions	31,500	10,395	7,826
154620	Maps & Souvenirs	5,000	3,750	300
154220	Information Bays	2,000	2,000	-
159260	Maintenance Trails & Lookouts	33,941	13,576	6,906
153920	Community Events	Cfwd 113,000	113,000	108,902
154030	Meekatharra Rodeo	35,000	35,000	38,764
154420	Local Newspaper Production	2,600	2,600	644
154720	Town Beautification	5,000	-	449
154120	Quarterly Publication for Council	8,000	6,000	-
Total Operating Expenditure		<u>322,696</u>	<u>249,030</u>	<u>215,137</u>
Operating Income				
153930	Community Events	85,000	85,000	75,406
154920	Meekatharra Rodeo Income	15,000	11,250	6,511
154330	Local Newspaper Revenue	3,500	2,625	2,680
154730	Sale of Maps & Souvenirs	3,500	2,625	2,588
154430	Meeka Dust Advertising	7,500	7,500	5,082
Total Operating Income		<u>114,500</u>	<u>109,000</u>	<u>92,268</u>
Capital Expenditure				
154340	Furniture and Equipment	15,000	15,000	9,835
Total Capital Expenditure		<u>15,000</u>	<u>15,000</u>	<u>9,835</u>
BUILDING CONTROL				
Operating Expenditure				
156420	MRH S Building Costs	2,000	-	-
157740	Insurance	2,293	2,293	2,175
156520	Demolition costs	5,000	5,000	-
157720	Administration Allocated	15,303	10,838	8,760
Total Operating Expenditure		<u>24,596</u>	<u>18,131</u>	<u>10,935</u>
Operating Income				
156830	Building Permit Fees	35,000	26,250	19,350
156930	Building Demolition Fees	1,000	747	486
156730	Building-Reimbursement	5,000	3,750	113
Total Operating Income		<u>41,000</u>	<u>30,747</u>	<u>19,948</u>
Operating Income				
157830	Rent - Portion Lot 1017	80,000	80,000	80,000
Total Operating Income		<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
Net Funding Demands		<u>(155,409)</u>	<u>(86,076)</u>	<u>(47,222)</u>

Shire of Meekatharra		Management Budget		
<i>for the period ended 31 March 2013.</i>		Other Property & Services		
		2012/13	2012/13	2012/13
		Amd Budget	YTD Budget	31 Mar 2013
PRIVATE WORKS				
Operating Expenditure				
159520	Private Works	8,000	6,000	6,189
Total Operating Expenditure		<u>8,000</u>	<u>6,000</u>	<u>6,189</u>
Operating Income				
159630	Charges - Private Works	8,000	6,000	5,494
Total Operating Income		<u>8,000</u>	<u>6,000</u>	<u>5,494</u>
PUBLIC WORKS OVERHEAD				
Operating Expenditure				
180120	Supervision - Salaries	183,922	141,478	145,101
181320	Superannuation of Workmen	107,696	53,848	60,195
180320	Annual Leave, Sick Leave, Public Holidays	49,763	49,763	56,894
180720	Relocation & Recruitment Costs	5,000	-	-
181520	Allowances and Incentives	116,462	87,347	94,371
180820	Camping Telephone Costs	15,000	11,250	11,066
180920	Travelling and Conference Expenses	15,000	-	143
181020	Protective Clothing & Equipment	9,000	6,750	645
182320	Allocation from Housing	80,543	60,407	58,858
180220	Engineering - Office and Other Expenses	6,500	5,000	1,972
180420	Insurance on Works	57,157	57,157	58,429
182720	Occupational Health & Safety	7,000	7,000	7,929
181420	Work Supervisors Vehicle	20,000	20,000	26,250
182520	Administration Allocated	67,772	47,999	36,791
181820	Less PWO allocated to works	(730,815)	(562,165)	(513,644)
Total Operating Expenditure		<u>10,000</u>	<u>(14,166)</u>	<u>45,000</u>
Operating Income				
181330	Reimbursements - Stores & Telephone	10,000	7,500	3,488
185630	Reimbursements - Workers Compensation	-	-	562
Total Operating Income		<u>10,000</u>	<u>7,500</u>	<u>4,050</u>
PLANT OPERATION COSTS				
Operating Expenditure				
183020	Fuel and Oil	326,626	244,970	262,806
183320	Parts and Repairs (external)	447,454	325,389	301,345
183420	Repairs - Wages	133,615	100,211	96,522
183220	Tyres	84,358	63,269	67,763
183620	Consumable Stores	20,000	15,000	6,804
184320	Replacement Tools	2,133	1,600	1,685
183520	Licenses	7,000	5,250	899
183820	Insurance	44,440	44,440	46,347
183920	Cutting Edges	4,170	-	-
183010	Administration Allocated	27,327	19,354	15,767
183720	Radio Maintenance	1,000	750	-
184020	Less Alloc To Works	(982,563)	(736,922)	(920,734)
Total Operating Expenditure		<u>115,560</u>	<u>83,311</u>	<u>(120,796)</u>
Operating Income				
183030	Diesel Fuel Rebate	37,000	18,500	13,050
PLANT DEPRECIATION				
Operating Expenditure				
183120	Depreciation	588,000	441,000	441,821
184040	Less Plant Depreciation Allocated	(588,000)	(441,000)	(320,234)
Total Operating Expenditure		<u>-</u>	<u>-</u>	<u>121,587</u>
UNCLASSIFIED				
Operating Expenditure				
104720	Accruals - LSL and AL	(5,434)	-	-
187740	Minor plant running expenses	75,000	42,975	39,317
187760	Solar Power Research	300,000	-	-
187730	Lease of parking reserve	2,500	1,875	1,800
Total Operating Expenditure		<u>372,066</u>	<u>44,850</u>	<u>41,117</u>
SALARIES AND WAGES				
185300	Salaries & Wages	2,325,204	1,646,795	1,407,682
185400	Salaries & Wages Alloc	(2,325,204)	(1,646,795)	(1,407,682)
Total Operating Expenditure		<u>-</u>	<u>-</u>	<u>-</u>
Net Funding Demands		<u>(450,626)</u>	<u>(87,995)</u>	<u>(70,503)</u>

Shire of Meekatharra**Management Budget
Notes on Variations**

for the period ended 31 March 2013.

2012/13

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 #.

Project carried forward from 2011/12 have been identified in the schedules above.

Internal allocations have not been reported as they are offset with the corresponding reduction in expenditures.

Ref	Act	Description	Anl Budget	YTD Budget	31 Mar 2013
1	108830	General Financing - Administration alloca	73,237	51,869	38,543
		<i>Offset by lower Administration expenses</i>			26%
2	102120	Members Of Council - Conference, Traini	17,500	13,125	1,218 #
		<i>Less conferences attended</i>			91%
3	108620	Members Of Council - Admin Alloc-Govei	312,624	221,412	180,453
		<i>Offset by lower Administration expenses</i>			18%
4	103820	Administration - Salaries - Admin	450,000	346,154	308,292
		<i>Staff vacancies</i>			11%
5	110820	Administration - Admin Allocated to Funct	(1,311,708)	(929,000)	(700,786)
		<i>Allocations adjusted according to actual expenses.</i>			25%
6	124570	Community Development - Salaries	72,402	54,302	67,603
		<i>To be reviewed.</i>			24%
7	124500	Community Development - Administrati	74,330	52,643	35,039
		<i>Offset by lower Administration expenses</i>			33%
8	125520	Youth Centre - Administration Allocated	74,330	52,643	42,047
		<i>Offset by lower Administration expenses</i>			20%
9	126620	Housing - Depreciation	89,000	66,750	55,119
		<i>Non cash depreciation expense. No effect on budget outcome.</i>			17%
10	128320	Sanitation - Services - Refuse Collection	102,268	76,701	61,981
		<i>Allocations - offset with Refuse Site allocations.</i>			19%
11	128420	Sanitation - Services - Refuse Site Mainten	81,134	60,851	80,892
		<i>Allocations - offset with Refuse collection allocations.</i>			33%
12	136150	Recreation Officer - Administration Alloca	72,144	51,095	38,543
		<i>Allocations adjusted according to actual expenses.</i>			25%
13	149020	Mtce Roads,Bridges,Depots - Administrati	158,498	112,254	45,551
		<i>Allocations adjusted according to actual expenses.</i>			59%
14	152640	Road Plant Purchases - Trailer	142,500	142,500	104,275
		<i>Saving on acquisition</i>			27%
15	152840	Road Plant Purchases - Gen Set (Construct	40,000	40,000	63,448
		<i>Reallocation to be sought.</i>			59%
16	157630	Other Economic Services - Wesfarmers Ya	293	220	15,000 #
17	182520	Public Works Overheads - Administration	67,772	47,999	36,791 #
		<i>Offset by Administration allocations</i>			23%
18	184020	Plant Operation Costs - Less Alloc To Wor	(982,563)	(736,922)	(920,734) #
		<i>Allocations adjusted according to actual expenses.</i>			25%
19	184040	Plant Depreciation Costs - Less Plant Depr	(588,000)	(441,000)	(320,234) #
		<i>Allocation to be reviewed for year end</i>			27%
20	185300	Salaries And Wages - Salaries & Wages	2,325,204	1,646,795	1,407,682
		<i>Allocation to be reviewed for year end</i>			15%

SHIRE OF MEEKATHARRA

INVESTMENT REGISTER

Total Investments as at 31 March 2013



Account	Institution	Account Type	Maturity Date	Interest Rate	Opening Balance 1/07/2012	Interest Earned to 28/02/2013	Interest Earned This Period	Transfers To Investments	Transfers From Investments	Closing Balance 31/03/2013
350243	Westpac	7 month TD	31/07/2012	5.75%	8,922,357.43	255,814.99	-	-	(9,178,172.42)	-
410314	Westpac	6 month TD	30/06/2013	4.25%	-	194,288.08	-	9,178,172.42	-	9,372,460.50
26-7466	Westpac	At Call		Variable	3,344,427.00	62,299.54	5,492.74	3,050,000.00	(4,320,000.00)	2,142,219.28
TOTALS					12,266,784.43	512,402.61	5,492.74	12,228,172.42	(13,498,172.42)	11,514,679.78

Investments by Nature

General Ledger Code	Investment Purpose	% of Investment	Opening Balance 1/07/2012	Interest Earned to 28/02/2013	Interest Earned This Period	Transfers To Investments	Transfers From Investments	Closing Balance 31/03/2013	
170300	Plant Reserve	18.57%	1,656,724.92	83,576.23	-	-	-	1,740,301.15	
170500	Building Reserve	10.76%	960,298.41	48,443.84	-	-	-	1,008,742.25	
170200	Water Reserve	1.69%	150,712.98	7,602.97	-	-	-	158,315.95	
170700	Airport Runway Reserve	24.94%	2,224,923.83	112,239.96	-	-	-	2,337,163.79	
170800	Airport Operations Reserve	8.80%	784,965.60	39,598.89	-	-	-	824,564.49	
170600	Transport Reserve	5.95%	530,777.05	26,775.93	-	-	-	557,552.98	
170100	Infrastructure Reserve	8.62%	769,078.39	38,797.43	-	-	-	807,875.82	
170150	Leave Reserve	0.53%	47,170.22	2,379.58	-	-	-	49,549.80	
170250	Reseal & Rejuvenation Reserve	8.16%	727,867.13	36,718.46	-	-	-	764,585.59	
173500	Upgrade to Digital TV Reserve	1.85%	165,231.54	8,335.38	-	-	-	173,566.92	
170450	Interpretive Centre Reserve	10.14%	904,607.36	45,634.41	-	-	-	950,241.77	
SUB TOTAL ON RESERVES			100.00%	8,922,357.43	450,103.07	-	-	9,372,460.50	
6001	Municipal Fund	100.00%	3,344,427.00	62,299.54	5,492.74	3,050,000.00	(4,320,000.00)	2,142,219.28	
TOTAL INVESTMENTS BY NATURE				12,266,784.43	512,402.61	5,492.74	3,050,000.00	(4,320,000.00)	11,514,679.78

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

There were no actions that require reporting to Council in March 2013.

Title/Subject:	OUTSTANDING DEBTORS
Agenda/Minute Number:	9.2.2
Applicant:	Nil
File Ref:	ADM 171
Disclosure of Interest:	Nil
Date of Report:	March 2013
Author:	Svenja Clare Debtors & Creditors
	
	<i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	
	<i>Signature Senior Officer</i>

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 PS Clancy

Seconded: Cr RK Howden

That Council receives the outstanding monthly Debtor Trial Balance for 31 March 2013.

CARRIED 6/0

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 20 APRIL 2013

Printed on : 01.03.13 at 10:34

*** SHIRE OF MEEKATHARRA ***

		Debtors Trial Balance As at 28.02.2013					Total	
Debtor #	Name	Credit Limit	30.11.2012 GT 90 days	Age	30.12.2012 GT 60 days	29.01.2013 GT 30 days	28.02.2013 Current	Total
			Of Oldest Invoice (90Days)					
A041	AD ASTRAL AVIATION		0.00	0	0.00	0.00	858.00	858.00
B043	ADRIAN BAUMGARTEN		0.00	0	0.00	0.00	218.89	218.89
B092	ADRIAN BAUMGARTEN (JNR)		-0.25	119	0.00	0.00	319.09	318.84
A111	AERODROME MANAGEMENT SERVI		0.00	0	0.00	22.94	0.00	22.94
A092	AEROHIRE PTY LTD		0.00	0	0.00	0.00	73.72	73.72
A054	AFRAN CIVIL CONSTRUCTIONS		-22.00	226	0.00	0.00	0.00	-22.00
A029	AIR PHOENIX INTERNATIONAL		0.00	0	0.00	48.64	0.00	48.64
A017	AUSTRALIAN TAXATION OFFI		0.00	0	0.00	0.00	0.06	0.06
A102	AVIATION PARTNERS PTY LTD		0.00	0	74.25	74.25	0.00	148.50
B016	BELELE STATION		624.00	2131	0.00	0.00	0.00	624.00
B093	BODYWISE CHIROPRACTIC		22.00	176	0.00	0.00	0.00	22.00
S074	BRENT SMOOTHY		176.00	939	0.00	0.00	0.00	176.00
B035	BRISTOW HELICOPTERS PTY LT		0.00	0	0.00	160.82	0.00	160.82
B5	BROOME AVIATION PTY LTD		0.00	0	0.00	28.43	56.86	85.29
B064	BROWN, CLINTON		0.00	0	0.00	0.00	22.00	22.00
C026	CHINA SOUTHERN W/AUSTRALIA		0.00	0	0.00	0.00	760.87	760.87
C117	CLOUD ESCAPE PTY LTD		0.00	0	0.00	53.86	0.00	53.86
C100	COATES HIRE		132.00	365	0.00	0.00	0.00	132.00
C113	COBHAM AVIATION		0.00	0	0.00	0.00	26.93	26.93
C021	COMPLETE AVIATION SERVICES		0.00	0	0.00	654.92	467.80	1122.72
D1	DEPARTMENT OF EDUCATION		0.00	0	0.00	0.00	8386.60	8386.60
E038	EMPLOYMENT TRAINING SOLUTI		0.00	0	0.00	0.00	22.00	22.00
E012	ENESAR PTY LTD		0.00	0	0.00	0.00	64.64	64.64
F046	FRIGTECH SERVICES		0.00	0	0.00	38.50	38.50	77.00
F11	FRONTIER SERVICES		0.00	0	0.00	0.00	197.06	197.06
G033	GENERAL AVIATION MAINTENAN		0.00	0	329.64	656.63	0.00	986.27
G011	GERALDTON AIR CHARTER		925.87	226	86.79	41.15	0.00	1053.81
G010	GERALDTON FUEL COMPANY		0.00	0	0.00	0.00	878.80	878.80
G008	GOLDFIELDS AIR SERVICES		0.00	0	0.00	0.00	51.27	51.27
G053	GREEN MINING PTY LTD		0.00	0	22.00	22.00	22.00	66.00
J033	JAMES JOSEPH BUCHANAN		0.00	0	0.00	0.00	22.85	22.85
J018	JANDAKOT FLIGHT CENTRE		0.00	0	0.00	22.00	0.00	22.00
D056	JOHN DYER		0.00	0	0.00	0.00	126.16	126.16
J040	JOHNSON, ANNA		0.00	0	0.00	0.00	66.00	66.00

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 20 APRIL 2013

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*** SHIRE OF MEEKATHARRA ***

		Debtors Trial Balance As at 28.02.2013					Total	
Debtor #	Name	Credit Limit	30.11.2012 GT 90 days	Age	30.12.2012 GT 60 days	29.01.2013 GT 30 days	28.02.2013 Current	Total
			Of Oldest Invoice (90Days)					
J039	JULIE'S BEAUTY		0.00	0	0.00	0.00	38.50	38.50
L037	LAWRENCE, KIMBERLEY		0.00	0	0.00	0.00	22.00	22.00
MC1D	MEEKATHARRA CARAVAN PARK		0.00	0	0.00	-41.60	40.00	-1.60
M021	MEEKATHARRA COMMUNITY RESO		0.00	0	0.00	0.00	38.50	38.50
M41	MEEKATHARRA PREMIX CONCRET		0.00	0	0.00	0.00	66.00	66.00
C116	MEEKATHARRA SELF STORAGE		0.00	0	0.00	0.00	23.80	23.80
M2	METEOROLOGY DEPT OF		0.00	0	0.00	0.00	680.99	680.99
M139	MIDWEST HIRE SERVICE		121.50	365	0.00	0.00	0.00	121.50
M023	MILGUN STATION		7206.40	143	906.00	0.00	0.00	8112.40
T2	ML & GJ TRENFIELD CONTRACT		0.00	0	0.00	0.00	133.81	133.81
M052	MOBIL OIL AUSTRALIA PTY LT		0.00	0	0.00	0.00	646.36	646.36
N017	NEATFORD PTY LTD		28.45	122	0.00	0.00	0.00	28.45
N002	NETWORK AVIATION		0.00	0	224.21	8786.28	4035.78	13046.27
N001	NEWMAN VETERINARY HOSPITAL		0.00	0	0.00	0.00	23.80	23.80
N028	NORGATE NOMINEES PTY LTD		0.00	0	0.00	22.00	0.00	22.00
O025	OZSHORE PTY LTD		0.00	0	28.43	28.45	0.00	56.88
L011	PAUL LYONS AVIATION PTY LT		0.00	0	0.00	0.00	62.87	62.87
P009	PEARL AVIATION		0.00	0	0.00	0.00	118.75	118.75
H021	PHILIP HOOPER - COCKLES		0.00	0	0.00	-74.25	0.00	-74.25
43	PLUTONIC OPERATIONS LIMITE		46.00	142	22.00	0.00	0.00	68.00
B030	PRESTON BOLEY		44.00	161	0.00	0.00	0.00	44.00
R043	RACHLAN HOLDINGS PTY LTD		0.00	0	0.00	22.00	0.00	22.00
R030	RAMINEA PTY LTD		0.00	0	0.00	0.00	26.93	26.93
R060	REVESCO AVIATION PTY LTD		0.00	0	0.00	-313.52	0.00	-313.52
R005	ROYAL FLYING DOCTOR SERVIC		0.00	0	0.00	10973.20	4679.38	15652.58
R006	ROYAL MAIL HOTEL		0.00	0	0.00	0.00	66.00	66.00
S096	S&K ELECTRICAL CONTRACTING		0.00	0	0.00	66.00	66.00	132.00
S055	SHINE AVIATION SERVICES		0.00	0	0.00	1154.38	550.48	1704.86
S005	SHOAL AIR PTY LTD		0.00	0	0.00	28.43	0.00	28.43
S081	SINAD PTY LTD		0.00	0	26.93	0.00	0.00	26.93
S007	SKIPPERS AVIATION		0.00	0	0.00	3308.55	14235.00	17543.55
S5	SKYWEST AIRLINES PTY LTD		389.33	202	0.00	0.00	0.00	389.33
S098	SLACK WATER SAFARIS PTY LT		0.00	0	22.00	0.00	22.00	44.00
S059	SLINGAIR PTY LTD		0.00	0	0.00	65.49	0.00	65.49

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 20 APRIL 2013

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*** SHIRE OF MEEKATHARRA ***

		Debtors Trial Balance As at 28.02.2013					Total	
Debtor #	Name	Credit Limit	30.11.2012 GT 90 days	Age	30.12.2012 GT 60 days	29.01.2013 GT 30 days	28.02.2013 Current	Total
			Of Oldest Invoice (90Days)					
S078	STAR AVIATION PTY LTD		0.00	0	0.00	961.66	187.12	1148.78
N033	THE NATIONALS FOR REGIONAL		0.00	0	0.00	0.00	66.00	66.00
F002	TONY FRANCO		0.00	0	0.00	46.50	0.00	46.50
T018	TRENFIELD MAL		0.00	0	0.00	0.00	12.22	12.22
T052	TURN A HEAD		0.00	0	0.00	0.00	38.50	38.50
B070	WATSON-BATES, JOHN		0.00	0	0.00	0.00	25.74	25.74
H074	WILLIAM HENDERSON		132.00	161	0.00	0.00	0.00	132.00
Y10	YULELLA CDEP		142.76	162	0.00	0.00	0.00	142.76
Y018	YULELLA INCORPORATED		142.76	168	0.00	22.00	22.00	186.76
Y002	YULELLA VISION		0.00	0	22.00	0.00	0.00	22.00
		Totals	10110.82		1764.25	26879.71	38608.63	77363.41

Title/Subject: LIST OF ACCOUNTS ENDED MARCH 2013
Agenda/Minute Number: 9.2.3
Applicant: Nil
File Ref: ADM 171
Disclosure of Interest: Nil
Date of Report: March 2013
Author: Svenja Clare
Debtors & Creditors


Signature of Author

Senior Officer: Roy McClymont
Chief Executive Officer


Signature Senior Officer

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: \$ 1,303,364.42
Trust Account	Voucher No's	Amount: \$ 0.00
Air BP	Voucher No's	Amount: \$ 0.00

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 PS Clancy

Seconded: Cr NL Trenfield

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

CARRIED 6/0

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 20 APRIL 2013

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SHIRE OF MEEKATHARRA
Accounts Due and Paid under Delegated Authority and Submitted to Council on the
20th April 2013

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT7828	01/03/2013	AUSTRALIAN WORKERS UNION	Payroll deductions	-440.00		
EFT7829	01/03/2013	BT FINANCIAL GROUP WESTPAC	Superannuation contributions	-846.20		
EFT7830	01/03/2013	CHILD SUPPORT AGENCY	Payroll deductions	-476.60		
EFT7831	01/03/2013	COURIER AUSTRALIA	VARIOUS FREIGHT	-341.19		
EFT7832	01/03/2013	DRANSFIELD SUPER FUND	Superannuation contributions	-328.50		
EFT7833	01/03/2013	HICKS SUPERANNUATION FUND	Superannuation contributions	-820.63		
EFT7834	01/03/2013	JOHN DYER	REIMBURSEMENT FOR FUEL AND FOOD PURCHASES 04.02.2013 KUMARINA	-110.35		
EFT7835	01/03/2013	JOKAPHINE SUPER FUND	Superannuation contributions	-1994.62		
EFT7836	01/03/2013	LGRCEU (FORMERLEY) MUNICIPAL EMPLOYEES UNION	Payroll deductions	-38.80		
EFT7837	01/03/2013	WA LOCAL GOVT. SUPERANNUATION PLAN PTY LTD	Superannuation contributions	-9574.36		
EFT7838	13/03/2013	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT COLLECTION COMMISSION FOR RECOVERY OF VARIOUS RATES FEB 2013	-1635.52		
EFT7839	13/03/2013	ATYEO'S ENVIROMENTAL HEALTH SERVICES PL	EHO DUTIES 09-11/02/13, 14/02/13, 16-17/02/13 AND 05-09/03/13	-6279.08		
EFT7840	13/03/2013	AUSTRALIA POST	POSTAGE FOR FEBRUARY 2013 & POST BOX ANNUAL CHARGE	-402.84		
EFT7841	13/03/2013	BARBARA ANNE COMPTON	Rates refund for assessment A5155 1006 RAILWAY STREET MEEKATHARRA 6642	-840.00		
EFT7842	13/03/2013	BELINE SERVICES	TRENCHING WITH ROCK SAW FOR SEWER LINE TO PONDS	-5489.00		
EFT7843	13/03/2013	BOC GASES	CYLINDER RENT FEBRUARY 2013	-151.58		
EFT7844	13/03/2013	COATES HIRE	HIRE OF CHAINSAW 25/02/13	-110.98		
EFT7845	13/03/2013	COCKBURN CEMENT LTD	20 TONNE BULK BAG OF CEMENT	-7392.00		
EFT7846	13/03/2013	CONTRACT AQUATIC SERVICES	CONTRACT MANAGEMENT FEE - FEBRUARY & MARCH 2013	-32025.72		
EFT7847	13/03/2013	COUNTRY TIME CARAVANS	MTNCE CARAVAN DOOR KEYS TO BE KEYED ALIKE 1 KEY FITS ALL	-192.88		
EFT7848	13/03/2013	COURIER AUSTRALIA	VARIOUS FREIGHT	-298.75		
EFT7849	13/03/2013	DICK SMITH ELECTRONICS	REPLACEMENT TELEPHONE FOR DEPOT	-98.32		
EFT7850	13/03/2013	DRILLPOWER	TEST HOLES AND WATER BORES 23.02.13 TO 07.03.13 FOR VARIOUS AREAS	-59400.00		
EFT7851	13/03/2013	ELITE ELECTRICAL CONTRACTING	PICTURE GARDENS ELECT. UPGRADE, AIRPORT TERMINAL KITCHEN WORKS	-8800.25		
EFT7852	13/03/2013	FUJI XEROX AUSTRALIA PTY LTD	PRINTER IMPRESSIONS JANUARY 2013	-1379.79		
EFT7853	13/03/2013	GERALDTON FUEL COMPANY	1000L DIESEL LANDOR ROAD, 200L HOME KEROSENE, BRAKE & CLUTCH FLUID	-2889.65		
EFT7854	13/03/2013	HELEN SMITH	IMPLEMENTATION AND ESTABLISHMENT OF CAT ACT 2011 REQUIREMENTS	-1400.00		
EFT7855	13/03/2013	ISOLATED CHILDRENS PARENTS ASSOC OF WA	DONATION FOR ICPA STATE CONFERENCE 2013	-500.00		
EFT7856	13/03/2013	JASON SIGNMAKERS	STENCIL SET FOR PLANT MARKING	-456.50		
EFT7857	13/03/2013	LANDGATE	MINING TENEMENTS SCHEDULE M2013/2, SCHEDULE G2013/2	-1116.05		
EFT7858	13/03/2013	MARK SMITH PTY LTD	VARIOUS PLUMBING AND GASFITTING WORKS	-8009.20		
EFT7859	13/03/2013	MARKET CREATIONS	500 BUSINESS CARDS FOR OPS JOHN WATSON-BATES	-133.93		
EFT7860	13/03/2013	MEEKATHARRA PHARMACY	BEAUTY PRODUCTS FOR YOUTH CENTRE GIRLS GROUP	-41.40		
EFT7861	13/03/2013	MIDWEST FIRE PROTECTION SERVICES - DELTAZONE NOM PTY	SUPPLY AND SERVICE FIRE EXTINGUISHERS, VARIOUS LOCATIONS	-2094.95		
EFT7862	13/03/2013	MTF SERVICES	CONTRACT WORKS FROM 16/01/13 TO 31/01/13	-247302.00		
EFT7863	13/03/2013	MURCHISON CARPENTRY	PROGRESS CLAIM 5, CAPITAL IMPROVEMENTS. LOT 208 HILL ST	-55077.00		
EFT7864	13/03/2013	NGE NORTHERN GOLDFIELDS EARTHMOVING	VARIOUS FLOOD DAMAGE WORKS	-75350.00		
EFT7865	13/03/2013	ORANA CINEMAS ALBANY	YOUTH HOLIDAY PROGRAM CAMP - MOVIE ATTENDANCE FEE AND POPCORN	-232.00		
EFT7866	13/03/2013	ORICA AUSTRALIA P/L	CHLORINE GAS FEBRUARY 2013	-175.56		
EFT7867	13/03/2013	PUMPS AUSTRALIA PTY LTD	PX15-200 PRESSURE CLEANER REPLACEMENT FOR DEPOT	-5225.00		
EFT7868	13/03/2013	RAPID PLASTICS WA	10,000 LTR FREE STANDING CARTAGE TANK INCLUDES DELIVERY	-14792.80		
EFT7869	13/03/2013	S&K ELECTRICAL CONTRACTING PTY LTD	ELECTRICAL REPAIRS (RCD & PUMP) AT MAINTENANCE GRADER VAN	-313.50		
EFT7870	13/03/2013	SADLEIRS-NEXUS LOGISTICS	VARIOUS FREIGHT	-1061.22		
EFT7871	13/03/2013	ST JOHN AMBULANCE AUSTRALIA, MEEKATHARRA SUB	FIRST AID COURSE FOR CDO MALCOLM WOOD	-199.00		
EFT7872	13/03/2013	STATE EMERGENCY SERVICE MEEKATHARRA	PAYMENT OF VARIOUS UTILITIES AND COSTS	-1410.48		
EFT7873	13/03/2013	TOLL EXPRESS	VARIOUS FREIGHT	-56.61		
EFT7874	13/03/2013	TOTAL EDEN PTY LTD	POLY PIPES AND CAPS FOR SEWERAGE LAGOONS	-111.35		
EFT7875	13/03/2013	TRENFIELD MOTORS	SUPERVISION AND TRAVEL TO ASHBURTON DWN RD OCT 2012 TO FEB 2013	-12660.12		
EFT7876	13/03/2013	TRUCK CENTRE WESTERN AUSTRALIA	PLANT REPAIRS TO NISSAN PRIME MOVER	-177.05		

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 20 APRIL 2013

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SHIRE OF MEEKATHARRA
Accounts Due and Payed under Delegated Authority and Submitted to Council on the
20th April 2013

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT7877	13/03/2013	WELLINGTON ELECTRICAL	ASCERTAIN CAUSE FOR TWO AIRCONS NOT WORKING AT 304 DARLOT ST	-187.00		
EFT7878	13/03/2013	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION -	LOCAL GOVERNMENT DIRECTORIES FOR COUNCILLORS AND STAFF	-467.40		
EFT7879	18/03/2013	NGE NORTHERN GOLDFIELDS EARTHMOVING	VARIOUS FLOOD DAMAGE WORKS	-4752.00		
EFT7880	18/03/2013	TRENFIELD B & E	PARKS AND GARDENS CONTRACT 1-15 MARCH 2013	-5031.44		
EFT7881	28/03/2013	ABCO PRODUCTS	CLEANING EQUIPMENT	-727.64		
EFT7882	28/03/2013	AG BURROWS PLANT	VARIOUS PLANT HIRE	-113675.10		
EFT7883	28/03/2013	BLUESCOPE DISTRIBUTION	MESH REINFORCING BLACK	-4504.50		
EFT7884	28/03/2013	BUNNINGS GROUP LIMITED	PLANT, SUBMERSIBLE PUMP AND UNDERCOAT PRIME SEALER	-336.76		
EFT7885	28/03/2013	BURROWS A.G.	MEETING ATTENDANCE FEES MARCH COUNCIL AND HB&TP MEETING	-150.00		
EFT7886	28/03/2013	CANINE CONTROL	RANGER SERVICES ON 5, 6, 8 MARCH 2013	-2618.00		
EFT7887	28/03/2013	CENTRAL WEST PEST CONTROL	TERMITE INSPECTION AND BAIT TERMITES	-295.00		
EFT7888	28/03/2013	CIVIC LEGAL	ANDY WELL MINING PTY LTD - MORTGAGE CONSENT, SUPERVISION TENDER	-6562.79		
EFT7889	28/03/2013	COMMERCIAL HOTEL MEEKATHARRA	COUNCIL REFRESHMENTS AFTER COUNCIL MEETING	-547.90		
EFT7890	28/03/2013	DEPARTMENT OF FIRE & EMERGENCY SERVICES AUTHORITY	ESL RETURN FEBRUARY 2013	-351.13		
EFT7891	28/03/2013	DIGITAL CAMERA WAREHOUSE	EQUIPMENT FOR YOUTH CENTRE LEADERSHIP PROJECT	-8137.00		
EFT7892	28/03/2013	FARMER JACKS	VARIOUS PURCHASES	-1363.81		
EFT7893	28/03/2013	GREAT NORTHERN RURAL SERVICE	ROUNDUP DUAL SALT (DST)470 BLYPHOSATE 20 LITRE	-2315.20		
EFT7894	28/03/2013	HART SPORT	HART MESH KIT BAG SMALL	-80.00		
EFT7896	28/03/2013	HITACHI CONSTRUCTION MACHINERY (AUST) PL	HYDRAULIC FILTER FOR BACKHOE	-144.43		
EFT7897	28/03/2013	HOWDEN R.K.	MEETING ATTENDANCE FEE MARCH ORDINARY COUNCIL MEETING + TRAVEL	-240.00		
EFT7898	28/03/2013	HUTCHINSON T.R.	MEETING ATTENDANCE FEE MARCH COUNCIL AND HB&TP MEETING	-270.00		
EFT7899	28/03/2013	KENDLE CONSTRUCTIONS	WIDEN CONCRETE CREEK CROSSING, LABOUR, EQUIPMENT ETC	-56588.54		
EFT7900	28/03/2013	LAURITSEN MECHANICAL	VARIOUS PLANT REPAIRS	-1187.18		
EFT7901	28/03/2013	MARK SMITH PTY LTD	SEWERAGE LINE WORKS, HOT WATER UNIT REPLACEMENT AT AIRPORT	-6071.25		
EFT7902	28/03/2013	MARKET CREATIONS	CONTENT MANAGEMENT CONTRACT MARCH 2013	-209.00		
EFT7903	28/03/2013	MEEKATHARRA CORNER STORE	VARIOUS PURCHASES	-1091.16		
EFT7904	28/03/2013	MEEKATHARRA PREMIX	CONCRETE AND PLANT ETC FOR CREEK CROSSING WORKS LANDOR ROAD	-10791.00		
EFT7905	28/03/2013	MIDWEST FIRE PROTECTION SERVICES - DELTAZONE NOM PTY	JANUARY HALF YEARLY SERVICE OF FIRE EQUIPMENT AT PICTURE GARDENS	-587.40		
EFT7906	28/03/2013	ML & GJ TRENFIELD CONTRACTING	AIRPORT MANAGEMENT CONTRACT	-16720.00		
EFT7907	28/03/2013	MTF SERVICES	FLOAT AND TRANSPORT SCRAPER FROM MT GOULD TO SHIRE DEPOT	-1834.80		
EFT7908	28/03/2013	MURCHISON CARPENTRY	WATERPROOF EASTERN SIDE OF YOUTH CENTRE, LOT 303 DARLOT ST WORKS	-845.68		
EFT7909	28/03/2013	NGE NORTHERN GOLDFIELDS EARTHMOVING	FLOOD DAMAGE CONTRACT WORKS	-441119.80		
EFT7910	28/03/2013	OCEAN CENTRE HOTEL	ACCOMMODATION FOR CEO FOR MEG MEETING 7-8 MARCH 13	-248.00		
EFT7911	28/03/2013	OFFICEWORKS BUSINESS DIRECT	STATIONERY SUPPLIES	-350.75		
EFT7912	28/03/2013	RJ BACK	FINANCIAL REPORTS DEC 2012, JAN, FEB 2013	-1694.00		
EFT7913	28/03/2013	S&K ELECTRICAL CONTRACTING PTY LTD	ELECTRICAL INSPECTION AND REPAIR OF NO LIGHTS AT 206 HILL ST	-924.00		
EFT7914	28/03/2013	SALMON, KERRY	DONATION TOWARDS WORLD'S GREATEST SHAVE	-500.00		
EFT7915	28/03/2013	SKIPPER AVIATION PTY LTD	FLIGHT FOR A/CDSM SAMANTHA TARLING	-612.00		
EFT7916	28/03/2013	STATE LIBRARY OF WA	LOST/DAMAGED BOOK TWO BROTHER BY BEN ELTON	-22.00		
EFT7917	28/03/2013	TRENFIELD B & E	PARKS AND GARDENS CONTRACT 16-31 MARCH 2013	-5031.44		
EFT7918	28/03/2013	TRENFIELD, NORMAN	MEMBERS MEETING FEES MARCH ORDINARY COUNCIL MEETING	-120.00		
EFT7919	28/03/2013	TRUCK CENTRE WESTERN AUSTRALIA	VARIOUS PARTS & REPAIRS	-780.78		
EFT7920	28/03/2013	TUDOR HOUSE	120 CHAIR COVERS FOR PICTURE GARDENS SEATS	-2574.00		
EFT7921	28/03/2013	UHY HAINES NORTON CHARTERED ACCOUNTANTS	DCEO TO ATTEND FINANCIAL WORKSHOPS 30/05 - 31/05/2013	-1705.00		
EFT7922	28/03/2013	WA HINO SALES & SERVICE	FUEL CAP NON LOCKING 4.5 FOR DUEL CAB TRUCK	-85.81		
EFT7924	28/03/2013	YULELLA BUILDING AND CONSTRUCTION	UPGRADE PICTURE GARDEN FACILITIES PAVING PAINT	-697.00		
EFT7925	28/03/2013	YULELLA VISION	TV AND FREEZERS FOR YC & SPORTS COMPLEX, VARIOUS YC PURCHASES	-1366.15		
EFT7926	28/03/2013	JO-ANNE BURGEMEISTER	MEETING ATTENDANCE FEE MARCH COUNCIL AND HB&TP MEETINGS	-150.00		
24590	01/03/2013	CARE SUPER	Superannuation contributions	-78.03		

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 20 APRIL 2013

SHIRE OF MEEKATHARRA
Accounts Due and Payed under Delegated Authority and Submitted to Council on the
20th April 2013



Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
24591	01/03/2013	CLUB PLUS SUPERANNUATION	Superannuation contributions	-138.36		
24592	01/03/2013	EMERGENT RESOURCES LIMITED	Rates refund for assessment A6154 E51/1206 PEAK HILL GOLD FIELD	-2284.19		
24593	01/03/2013	SHIRE OF MEEKATHARRA	Payroll deductions	-1462.48		
24594	01/03/2013	SHIRE OF MEEKATHARRA - TRUST	Payroll deductions	-400.00		
24595	13/03/2013	HORIZON POWER	ELECTRICITY CHARGES 25.01.13 TO 23.02.13	-15720.48		
24596	13/03/2013	TELSTRA CORPORATION LIMITED	LANDLINE TELEPHONE FEBRUARY 2013	-2627.68		
24597	19/03/2013	PETTY CASH	OFFICE AND COUNCILLOR REFRESHMENTS, VARIOUS OTHER PURCHASES	-385.15		
24598	28/03/2013	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	APPARATUS LICENCE RENEWAL VH6FZB	-164.00		
24599	28/03/2013	KUMARINA ROADHOUSE	ACCOMMODATION, DINNER AND BREAKFAST FOR ROAD INSPECTION	-304.19		
24600	28/03/2013	NICHOLS H.J.	MEETING ATTENDANCE FEE COUNCIL AND MRVC MEETING + TRAVEL	-540.00		
24601	28/03/2013	PIVOTEL SATELLITE PTY LTD - GLOBAL STAR	SATELLITE PHONE CHARGES	-1156.45		
24602	28/03/2013	TELSTRA CORPORATION LIMITED	MOBILE PHONE CHARGES	-259.30		
24603	28/03/2013	WARWICK RESOURCES LTD	Rates refund for assessment A6261 E52/2219 PEAK HILL GOLD FIELD	-652.14		
24604	28/03/2013	WESTNET PTY LTD	INTERNET MONTHLY CHARGE APRIL 2013	-274.80		
				- 1,303,364.42	-	-

THIS SCHEDULE OF ACCOUNTS PAID UNDER DELEGATED AUTHORITY COVERS:

MUNICIPAL ACCOUNT	- 1,303,364.42
AIR BP ACCOUNT	-
TRUST ACCOUNT	-
	- 1,303,364.42

TOTALLING \$1,303,364.42 AND WAS SUBMITTED TO EACH MEMBER OF COUNCIL ON THE 20/04/2013 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

Title/Subject:	ANNUAL REVIEW OF THE SCHEDULE OF FEES & CHARGES
Agenda/Minute Number:	9.2.4
Applicant:	Nil
File Ref:	ADM 0242
Disclosure of Interest:	Nil
Date of Report:	10 April 2013
Author:	Krys East Corporate and Development Services Manager
	
	<i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	
	<i>Signature Senior Officer</i>

Summary/Matter for Consideration:

This report presents the revised Schedule of Fees and Charges to Council for its consideration.

Attachments:

Revised Schedule of Fees and Charges with highlighted amounts which differ to the 5% variation proposed across the entire schedule. This could be because the amount is set by a Regulation, staff consider that the existing amount is relevant and no change is required, a larger than 5% increase is warranted or it is a new inclusion in the Schedule.

Background:

The Local Government Act 1995 allows Councils to recoup some costs through the implementation of a Schedule of Fees and Charges.

Historically the Draft Schedule of Fees and Charges is presented to Council in May. This year, it is presented earlier to Council as staff propose to totally review the Rubbish Service Charges plus the charges for sporting memberships.

Comment:

The Schedule of Fees and Charges is included as part of the Statutory Budget and should be revised at least annually.

Rubbish Charge

The rubbish tender was up for renewal recently and while preparing the relevant documents it became clear that there was a great deal of inequality in the level of service that many commercial/industrial ratepayers were receiving regarding the number of pickups per week and number of bins being picked up compared to cost. With the current schedule of Fees and Charges we have commercial/industrial

ratepayers who are paying the same for 10 bins being picked up 2 times a week as somebody who has only 2 bins emptied.

Rubbish charges by various other shires are as follows:

Shire of Shark Bay	\$320 per bin	Refuse collection twice weekly Commercial collection is outsourced and contractor sets charge
Shire of Murray	\$302 residential	One pickup per week
	\$260	Extra residential bin
	\$260 commercial	
	\$286	Extra commercial bin
Shire of Cue	\$200	One bin one pickup per week
	\$60	Extra residential bin
	\$400 commercial	One bin twice weekly
		Extra bin negotiated with Shire
Shire of Manjimup	\$311.50 residential	Per bin one pickup per week
		Commercial collection is outsourced and contractor sets charge
Shire of Esperance	\$190 residential	One pickup per week
	\$12	Extra residential bin
	\$190 commercial	One pickup per week
	\$12	Extra residential bin
Shire of Toodyay	\$183.15 residential	GST exempt
	\$183.15 Plus GST	extra residential bin
	\$199.00 commercial	GST exempt
	\$199.00 Plus GST	extra residential bin
City of Kalgoorlie- Boulder	\$255 per bin	Both residential and commercial
City of Albany	\$284	Domestic
	\$76	each additional bin
	\$50	Waste Management Fee
Shire of Exmouth	\$337.50 residential	per bin/per collection
	\$263.50 commercial	Per bin/per collection

It is proposed that a basic rate is charged based on the number of pickups per week with additional charge for extra bins. The additional cost per bin is a maximum of \$0.474 cents per pickup or with a bin being picked up twice a week \$49.30 per year.

Other proposed major changes relate to cemetery burial charges, airport call out fees and corporate membership for gym and pool.

Airport Call Outs

The current airport contractor has been recording, invoicing and retaining the call out charges at Meekatharra Airport for a number of years now. He has requested that the call out fees for the airport be abolished from the Schedule of Fees and Charges as the current fees confine the amount that he is able to charge for this service. Council are entitled to retain control of the call out fee under Section 6.16(2)

“A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (f) such other service as may be prescribed.”*

From enquiries made to other Shire run airports only three shires were able to provide a callout figure. Shire of Carnarvon and Shire of East Pilbara use Mobil or Air BP as their refuellers and have very little callouts. The Shire of Exmouth pay \$68.50 per hour including GST with a minimum of 3 hours between the hours of 1700 and 0700. Shire of Esperance have a \$100 call out fee and the City of Albany charge \$110 for a callout.

If Council were to go with the proposed \$100 and \$150 amounts for callouts this would give the current contractor the flexibility to charge an amount that he deems is reflective of the commitment required to provide this service.

Consultation:

Roy McClymont – Chief Executive Officer
Administration Staff

Statutory Environment:

Local Government Act 1995 section 6.16 allows for the setting of the Schedule of Fees & Charges.

Policy Implications:

Nil

Financial Implications:

The Schedule of Fees and Charges allows Council to recoup some of the costs it incurs while performing its functions. The Schedule of Fees and Charges are adopted as part of the Annual Budget

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy
Seconded: Cr HJ Nichols

That Council reviews the 2013/14 Schedule of Fees and Charges as attached and makes any additions, deletions or modifications as it sees fit with the final draft of the 2013/14 Schedule of Fees and Charges to be presented to Council for adoption at its June 2013 meeting.

CARRIED 6/0

SHIRE OF MEEKATHARRA

2013 -2014
DRAFT BUDGET

Shire of Meekatharra
Schedule of Fees & Charges
2013/2014

Description	Last Increase	CPI from last increase to Dec 2012	Amount with CPI increase	Act, stat or policy Increase	Current 2012/2013			Proposed					
					Charge	GST	Total	Charge	GST	Total			
RATES													
GENERAL RATES													
Unimproved Value													
Rural													
General Rate - cents per dollar					3.4740	-	3.4740	Will be presented at the May Budget Meeting					
Minimum Rate per Assessment					260.00	-	260.00						
Mining (Differential Rate)													
General Rate - cents per dollar					17.2090	-	17.2090						
Minimum Rate per Assessment					260.00	-	260.00						
Gross Rental Value													
General													
General Rate - cents per dollar					11.0893	-	11.0893						
Minimum Rate per Assessment					260.00	-	260.00						
Concessions, Discounts & Waivers													
No Concessions are provided for in the financial year													
Interest													
Days until interest applies from issue date - 35													
Interest on overdue Rates/Rubbish													
Interest on Installments of Rates/Rubbish													
					10.0%								
					5.5%								
Installments - 4 Payments													
- Rubbish Charges are to be spread over all installments													
- Previous years Rates & Rubbish arrears to paid in full on first installment													
Administration Charge per Installment													
Adhoc Payment Plan Administration fee													
					15.00	-	15.00						
					25.00	-	25.00						
PAYMENT DUE DATES													
Target date for issue of Rate Notice:-													
Payment due dates would therefore be:-													
- for payment in full													
- for payment of first installment													
- for payment of second installment													
- for payment of third installment													
- for payment of fourth installment													
RATE ENQUIRIES													
Rate / Account enquiry - Residential					2007	14.90	34.47	30.00	-	30.00	31.50	-	31.50

SHIRE OF MEEKATHARRA

2013 -2014
DRAFT BUDGET

Shire of Meekatharra
Schedule of Fees & Charges
2013/2014

Description	Last Increase	CPI from last increase to Dec 2012	Amount with CPI increase	Act, stat or policy Increase	Current 2012/2013			Proposed		
					Charge	GST	Total	Charge	GST	Proposed Total
Rate / Account enquiry - Pastoral/Commercial/Industrial	2007	14.90	86.18		75.00	-	75.00	78.75	-	78.75
Rate Book on Disk	2007	14.90	44.24		35.00	3.50	38.50	36.77	3.68	40.45
Rate reports (hard copies) per page	2007	14.90	0.43		0.35	0.03	0.38	0.37	0.04	0.40
ADMINISTRATION										
GENERAL ADMINISTRATION										
Minutes, Local Laws & Electoral Rolls										
Council Minutes & Agendas - Complete	2007	14.90	12.64		10.00	1.00	11.00	10.50	1.05	11.55
Council Minutes & Agendas - Extracts per double sided page	2007	14.90	0.63		0.50	0.05	0.55	0.55	0.05	0.60
Council Local Laws - per double sided page	2007	14.90	0.63		0.50	0.05	0.55	0.55	0.05	0.60
Electoral Roll - per double sided page	2007	14.90	0.57		0.50	-	0.50	0.55	0.05	0.60
Council Budget - Complete	2007	14.90	12.64		10.00	1.00	11.00	10.50	1.00	11.50
Emailing of the above	N/A	N/A	N/A		NO CHARGE			NO CHARGE		
Tourist Merchandise	N/A	N/A	N/A		As Per Sticker Price			As Per Sticker Price		
Shire of Meekatharra Special Vehicle Registration Plates										
Shire administration fee	N/A	N/A	N/A		-	-	-	-	-	-
Department of Transport fee	N/A	N/A	N/A	Set by Licensing	235.00	-	235.00	252.00	-	252.00
History Book										
Meekatharra Gold Beyond the Rivers	2012	1.40	35.49		31.82	3.18	35.00	33.41	3.34	36.75
Meekatharra Gold Beyond the Rivers Plus Postage within Aust	2012	1.40	50.70		45.45	4.55	50.00	47.73	4.77	52.50
Fundraising Pavers										
Purchase of Name Paver (per brick)	2010	5.50	36.93		31.82	3.18	35.00	31.82	3.18	35.00
Meeka Dust Newsletter										
Advertising (per Issue)										
- full page	2005	22.70	57.05		42.27	4.23	46.50	44.36	4.44	48.80
Black & White	2009	9.00	71.94		60.00	6.00	66.00	63.00	6.30	69.30
Colour	2005	22.70	29.21		21.64	2.16	23.80	22.72	2.28	25.00
- half page	2009	9.00	41.97		35.00	3.50	38.50	36.73	3.67	40.40
Black & White	2005	22.70	18.03		13.36	1.34	14.70	14.05	1.40	15.45
Colour	2009	9.00	23.98		20.00	2.00	22.00	21.00	2.10	23.10
- quarter page	2005	22.70	15.28		11.32	1.13	12.45	11.87	1.19	13.05
Black & White	2009	9.00	17.99		15.00	1.50	16.50	15.77	1.58	17.35
Colour	2009	9.00	2.18		1.82	0.18	2.00	2.27	0.23	2.50
- eight page	2009	9.00	35.97		30.00	3.00	33.00	35.00	3.50	38.50
Sales - each										
Annual Subscriptions - 11 issues including postage										
Miscellaneous										
Key bond - if not listed elsewhere	2009	9.00	54.50		50.00	-	50.00	52.50	-	52.50
Secretarial / Other Services - per hour	2009	9.00	-		Employee's Hourly Rate + 100% + GST			Employee's Hourly Rate + 100% + GST		
General Postage of requested materials	N/A	N/A	N/A		At Cost			At Cost		

PRINT, PHOTOCOPY & FACSIMILE

SHIRE OF MEEKATHARRA

2013 -2014
DRAFT BUDGET

Shire of Meekatharra
Schedule of Fees & Charges
2013/2014

Description	Last Increase	CPI from last increase to Dec 2012	Amount with CPI increase	Act, stat or policy Increase	Current 2012/2013			Proposed		
					Charge	GST	Total	Charge	GST	Proposed Total
Photocopying										
Per single sided A4 page - Black & White	2007	14.90	0.25		0.20	0.02	0.22	0.23	0.02	0.25
Per double sided A4 page - Black & White	2007	14.90	0.38		0.30	0.03	0.33	0.32	0.03	0.35
Per single sided A3 page - Black & White	2007	14.90	0.38		0.30	0.03	0.33	0.32	0.03	0.35
Per double sided A3 page - Black & White	2007	14.90	0.51		0.40	0.04	0.44	0.41	0.04	0.45
Per single sided A4 page - Colour	2007	14.90	0.63		0.50	0.05	0.55	0.55	0.05	0.60
Per double sided A4 page - Colour	2007	14.90	0.76		0.60	0.06	0.66	0.64	0.06	0.70
Per single sided A3 page - Colour	2007	14.90	0.76		0.60	0.06	0.66	0.64	0.06	0.70
Per double sided A3 page - Colour	2007	14.90	0.88		0.70	0.07	0.77	0.73	0.07	0.80
Facsimile										
Facsimile - Sending within Australia - 1st page	2007	14.90	2.53		2.00	0.20	2.20	2.09	0.21	2.30
Facsimile - Sending within Australia - per subsequent page	2007	14.90	1.26		1.00	0.10	1.10	1.05	0.10	1.15
Facsimile - Sending International - 1st page	2007	14.90	7.58		6.00	0.60	6.60	6.32	0.63	6.95
Facsimile - Sending International - per subsequent page	2007	14.90	1.26		1.00	0.10	1.10	1.05	0.10	1.15
Facsimile - Receiving - per page	2007	14.90	1.26		1.00	0.10	1.10	1.05	0.10	1.15
Printing										
Per single sided A4 page - Black & White	2007	14.90	0.25		0.20	0.02	0.22	0.23	0.02	0.25
Per double sided A4 page - Black & White	2007	14.90	0.38		0.30	0.03	0.33	0.32	0.03	0.35
Per single sided A3 page - Black & White	2007	14.90	0.38		0.30	0.03	0.33	0.32	0.03	0.35
Per double sided A3 page - Black & White	2007	14.90	0.51		0.40	0.04	0.44	0.41	0.04	0.45
Per single sided A4 page - Colour	2007	14.90	0.63		0.50	0.05	0.55	0.55	0.05	0.60
Per double sided A4 page - Colour	2007	14.90	0.76		0.60	0.06	0.66	0.64	0.06	0.70
Per single sided A3 page - Colour	2007	14.90	0.76		0.60	0.06	0.66	0.64	0.06	0.70
Per double sided A3 page - Colour	2007	14.90	0.88		0.70	0.07	0.77	0.73	0.07	0.80
Laminating										
A4 size - per page	2007	14.90	2.53		2.00	0.20	2.20	2.09	0.21	2.30
A3 size - per page	2007	14.90	3.79		3.00	0.30	3.30	3.15	0.30	3.45
Binding										
A4 size to 1.5cm thick - inc ring binder, front & back cover	2007	14.90	6.32		5.00	0.50	5.50	5.27	0.53	5.80
FREEDOM OF INFORMATION										
Application fee	N/A	N/A	N/A	FOI Act 1992	30.00	-	30.00	30.00	-	30.00
Accessing Information										
Supervised access to Councils records - per hour	N/A	N/A	N/A	FOI Act 1992	35.00	3.50	38.50	30.00	-	30.00
Photocopying by Staff - in addition to above fees - per hour	N/A	N/A	N/A	FOI Act 1992	35.00	3.50	38.50	30.00	-	30.00
Photocopying by Staff - in addition to above fees - per copy	N/A	N/A	N/A	FOI Act 1992				0.20	-	0.20

ANIMAL CONTROL

SHIRE OF MEKATHARRA

2013 -2014
DRAFT BUDGET

Shire of Meekatharra
Schedule of Fees & Charges
2013/2014

Description	Last Increase	CPI from last increase to Dec 2012	Amount with CPI increase	Act, stat or policy Increase	Current 2012/2013			Proposed		
					Charge	GST	Total	Charge	GST	Proposed Total
Animal Trap Hire										
Trap - Bond	2007	14.90	22.98		20.00	-	20.00	21.00	-	21.00
Trap hire - per week	2007	14.90	6.32		5.00	0.50	5.50	5.45	0.55	6.00
Pound Fees										
Maintenance of Dog or Cat in pound - per day or part thereof	2008	10.40	18.22		15.00	1.50	16.50	15.77	1.58	17.35
Release of Dog/Cat - during office hours ONLY	2008	10.40	85.01		70.00	7.00	77.00	72.73	7.27	80.00
Destruction of Dog/Cat	N/A	N/A	N/A		NO CHARGE			NO CHARGE		
<i>* All dogs must be registered prior to release</i>										
Kennel Licensing Fees										
Initial License	2007	14.90	218.31		172.73	17.27	190.00	181.82	18.18	200.00
Annual Renewal	2007	14.90	218.31		172.73	17.27	190.00	181.82	18.18	200.00
Dog License Fees										
Unsterilised - 1 year	N/A	N/A	N/A	Dog Act 1976	30.00	-	30.00	30.00	-	30.00
- 3 years	N/A	N/A	N/A	Dog Act 1976	75.00	-	75.00	75.00	-	75.00
Sterilised - 1 year	N/A	N/A	N/A	Dog Act 1976	10.00	-	10.00	10.00	-	10.00
- 3 years	N/A	N/A	N/A	Dog Act 1976	18.00	-	18.00	18.00	-	18.00
Concessions	Pensioner Rate - 50% of above fees Working dog - 25% of above fees									
<i>Registration after May 31st in every year - 50% of 1 year fee</i>										
Cat License Fees										
To be included if available before adoption										
Concessions	If any									
HEALTH										
Trading Permits - for Commercial Purposes as Defined in Local Law										
Stallholders Permit -Annual	2007	14.90	218.31	Local Law	172.73	17.27	190.00	181.82	18.18	200.00
-Daily	2009	9.00	29.98	Local Law	25.00	2.50	27.50	27.27	2.73	30.00
Traders Permit -Annual	2007	14.90	218.31	Local Law	172.73	17.27	190.00	181.82	18.18	200.00
-Daily	2009	9.00	29.98	Local Law	25.00	2.50	27.50	27.27	2.73	30.00
<i>* Activities in Thoroughfares and Public Places and Trading Local Law 2007 provides for these charges and allows for exemptions</i>										
Septic Tanks										
Application for the approval of an apparatus by the Executive Director fee with a local government report	New				Health (Treatment of Sewage and Disposal of Effluent)			35.00	-	35.00

SHIRE OF MEEKATHARRA

2013 -2014
DRAFT BUDGET

Shire of Meekatharra
Schedule of Fees & Charges
2013/2014

Description	Last Increase	CPI from last increase to Dec 2012	Amount with CPI increase	Act, stat or policy Increase	Current 2012/2013			Proposed			
					Charge	GST	Total	Charge	GST	Total	
without a local government report under Reg 4A(4)	New										
Fee for grant of a permit to use an apparatus	N/A	N/A	N/A	and Liquid Waste)	113.00	-	113.00	113.00	-	113.00	
Issuing of a Local Government Report	N/A	N/A	N/A	Regulations 1974	113.00	-	113.00	113.00	-	113.00	
FOOD											
Food Businesses as per the Food Act											
Notification of a Food Business	N/A	N/A	N/A	Food Act 2008	50.00	5.00	55.00	50.00	5.00	55.00	
Application for a Food Business License	N/A	N/A	N/A	Food Act 2008	55.00	5.50	60.50	55.00	5.50	60.50	
Issuing of Food Business License (up to 3 inspections annually)	N/A	N/A	N/A	Food Act 2008	160.00	16.00	176.00	160.00	16.00	176.00	
Variation conditions or cancellation of regis, of food businesses	N/A	N/A	N/A	Food Act 2008	80.00	8.00	88.00	80.00	8.00	88.00	
Provision of information and inspections in excess of the 3 per annum as an enforcement agency/hr	N/A	N/A	N/A	Food Act 2008	100.00	10.00	110.00	100.00	10.00	110.00	
HOUSING											
Council owned Staff housing - per week	2007	14.90	45.96		40.00	-	40.00	50.00	-	50.00	
Council owned Staff housing in Single Persons Quarters - per week	2008	10.40	66.24		60.00	-	60.00	70.00	-	70.00	
COMMUNITY AMENITIES											
SANITATION & RUBBISH TIP											
Sanitation Charges											
Standard Domestic - 2 pickups per week - Annual fee (1 bin)	2007	14.90	215.79		187.81	-	187.81	197.20	-	197.20	
Pensioner Domestic - 2 pickups per week - Annual fee	2007	14.90	55.36		48.18	-	48.18	50.60	-	50.60	
Domestic Collection - Per additional bin								49.30	-	49.30	
Industrial - 2 pickups per week Annual fee (2 bins per pickup)	2007	14.90	337.14		293.42	-	293.42	308.10	-	308.10	
Industrial Collection - Per additional bin								49.30	-	49.30	
Commercial - 2 pickups per week - Annual fee (2 bins per pickup)	2007	14.90	590.69		514.09	-	514.09	308.10	-	308.10	
Commercial - 3 pickups per week - Annual fee (2 bins per pickup)								539.80	-	539.80	
Commercial - 6 pickups per week - Annual fee (2 bins per pickup)	2007	14.90	1,120.77		975.43	-	975.43	1,024.20	-	1,024.20	
Commercial Collection - Per additional bin 2 pickups per week								49.30	-	49.30	
Commercial Collection - Per additional bin 3 pickups per week								73.95	-	73.95	
Commercial Collection - Per additional bin 6 pickups per week								147.90	-	147.90	
*Reeds Mining Camp (approx 12kms south of town) - 3 pickups per week	2007	14.90	2,264.37		1,970.73	-	1,970.73	539.80	-	539.80	
*Reeds Mining Camp - Per Additional Bin								73.95	-	73.95	
Sale of 240 litre bin	2006	18.00	168.45		129.78	12.98	142.76	136.27	13.63	149.90	
Car Body Removal Fee	2010	5.50	174.08		150.00	15.00	165.00	157.50	15.75	173.25	

*The collection of rubbish at Reeds Mining is due to a Historical Agreement

SHIRE OF MEEKATHARRA

2013 -2014
DRAFT BUDGET

Shire of Meekatharra
Schedule of Fees & Charges
2013/2014

Description	Last Increase	CPI from last increase to Dec 2012	Amount with CPI increase	Act, stat or policy Increase	Current 2012/2013			Proposed		
					Charge	GST	Total	Charge	GST	Proposed Total
<i>with the then owner.</i>										
Waste Disposal Site										
Demolition waste disposal fee	2007	14.90	189.59		150.00	15.00	165.00	157.50	15.75	173.25
Building license waste disposal fee	2007	14.90	57.45		50.00	-	50.00	52.50	-	52.50
Disposal of Hazardous - per cubic metre	2007	14.90	63.20		plus \$0.25 per \$1,000 over \$20,000			plus \$0.25 per \$1,000 over \$20,000		
Effluent Disposal Area Use - annual fee	2011	2.50	732.88		50.00	5.00	55.00	52.50	5.25	57.75
					650.00	65.00	715.00	682.50	68.25	750.75

PLANNING

Planning Consent Applications (Development Act)

Part 1

1. Determination development application (other than for an extractive industry) where the estimated cost of the development is:-
 - (a) not more than \$50,000
 - (b) more than \$50,000 but not more than \$500,000
 - (c) more than \$500,000 but not more than \$2.5 million
 - (d) more than \$2.5 million but not more than \$5 million
 - (e) more than \$5 million but not more than \$21.5 million
 - (f) more than \$21.5 million and, if the development has commenced or been carried out, an additional amount, by way of penalty, that is twice the amount of the maximum fee payable for determination of the application under paragraph (a), (b), (c), (d), (e) or (f).
2. Determination of development application for an extractive industry and, if the development has commenced or been carried out, an additional amount of \$1,392 by way of penalty.
3. Provision of a subdivision clearance:-
 - (a) not more than 5 lots (per Lot)
 - (b) more than 5 lots but not more than 195 lots (first 5 Lots at \$69.00 plus \$35 per lot after that up to 195 Lots)
 - (c) more than 195 lots
4. Application for approval of home occupation:-
 - (a) initial fee and, if the home occupation has commenced, an additional amount of \$418 by way of penalty.
 - (b) renewal fee and, if their the approval to be renewed has expired, an additional amount of \$138 by way of penalty.
5. Application for change of use or for alteration or extension or change of a non-conforming use to which item 1 does not apply and, if the change of use or the alteration or extension

N/A	N/A	N/A			139.00	-	-	139.00	-	-
N/A	N/A	N/A			0.32% of the estimated cost of the development. (GST Exempt)			0.32% of the estimated cost of the development. (GST Exempt)		
N/A	N/A	N/A			1,600.00 + 0.257% for every \$1 in excess of \$500,000. (GST Exempt)			1,600.00 + 0.257% for every \$1 in excess of \$500,000. (GST Exempt)		
N/A	N/A	N/A			6,740.00 + 0.206% for every \$1 in excess of \$2.5 million. (GST Exempt)			6,740.00 + 0.206% for every \$1 in excess of \$2.5 million. (GST Exempt)		
N/A	N/A	N/A			11,890.00 + 0.123% for every \$1 in excess of \$5 million. (GST Exempt)			11,890.00 + 0.123% for every \$1 in excess of \$5 million. (GST Exempt)		
N/A	N/A	N/A			32,185 (GST)	-	-	32,185 (GST)	-	-
N/A	N/A	N/A			696.00	-	-	696.00	-	-
N/A	N/A	N/A		Town Planning and Development Act 2000	69.00	-	-	69.00	-	-
N/A	N/A	N/A			35.00	-	-	35.00	-	-
N/A	N/A	N/A			6,959.00	-	-	6,959.00	-	-
N/A	N/A	N/A			209.00	-	-	209.00	-	-
N/A	N/A	N/A			69.00	-	-	69.00	-	-
N/A	N/A	N/A			278.00	-	-	278.00	-	-

SHIRE OF MEEKATHARRA

2013 -2014
DRAFT BUDGET

Shire of Meekatharra
Schedule of Fees & Charges
2013/2014

Description	Last Increase	CPI from last increase to Dec 2012	Amount with CPI increase	Act, stat or policy Increase	Current 2012/2013			Proposed		
					Charge	GST	Total	Charge	GST	Total
or change of the non-conforming use has commenced, an additional amount of \$556 by way of penalty.										
6. Issue of zoning certificate	N/A	N/A	N/A		69.00	-	69.00	69.00	-	69.00
7. Reply to property settlement questionnaire	N/A	N/A	N/A		69.00	6.90	75.90	69.00	6.90	75.90
8. Issue of written planning advice	N/A	N/A	N/A		69.00	6.90	75.90	69.00	6.90	75.90
Part 2 - Maximum Fees										
Scheme Amendments										
Shire Planner	N/A	N/A	N/A		83.00	8.30	91.30	83.00	8.30	91.30
Manager/Senior Planner	N/A	N/A	N/A	Town Planning and	63.00	6.30	69.30	63.00	6.30	69.30
Planning Officer	N/A	N/A	N/A	Development Act	34.70	3.47	38.17	34.70	3.47	38.17
Other Staff e.g. Environmental Health Officer	N/A	N/A	N/A	2000	34.70	3.47	38.17	34.70	3.47	38.17
Secretary/Administrative Clerk	N/A	N/A	N/A		28.40	2.84	31.24	28.40	2.84	31.24
Part 3 - Maximum Fees										
Structure Plans										
Shire Planner	N/A	N/A	N/A		83.00	8.30	91.30	83.00	8.30	91.30
Manager/Senior Planner	N/A	N/A	N/A	Town Planning and	63.00	6.30	69.30	63.00	6.30	69.30
Planning Officer	N/A	N/A	N/A	Development Act	34.70	3.47	38.17	34.70	3.47	38.17
Other Staff e.g. Environmental Health Officer	N/A	N/A	N/A	2000	34.70	3.47	38.17	34.70	3.47	38.17
Secretary/Administrative Clerk	N/A	N/A	N/A		28.40	2.84	31.24	28.40	2.84	31.24
BUILDING										
Building Permits										
Certified application for a building permit (s. 16(b)) —										
(a) for building work for a Class 1 or Class 10 building or incidental structure										0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$90
(b) for building work for a Class 2 to Class 9 building or incidental structure	N/A	N/A	N/A	Building Regulations 1989						0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$90
Uncertified application for a building permit (s. 16(f))	N/A	N/A	N/A							0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$90
Application for a certificate of Design Compliance issued by the Shire of Meekatharra's Building Surveyor	2012						0.2% of the value of the building work, plus GST, with a minimum fee for service of \$90 plus GST.			0.2% of the value of the building work, plus GST, with a minimum fee for service of \$90 plus GST.

DEMOLITION

SHIRE OF MEEKATHARRA

2013 -2014
DRAFT BUDGET

Shire of Meekatharra
Schedule of Fees & Charges
2013/2014

Description	Last Increase	CPI from last increase to Dec 2012	Amount with CPI increase	Act, stat or policy Increase	Current 2012/2013			Proposed						
					Charge	GST	Total	Charge	GST	Total				
Application for a demolition permit (s. 16(b)) —														
(a) for demolition work in respect of a Class 1 or Class 10 building or incidental structure	N/A	N/A	N/A						90.00					
(b) for demolition work in respect of a Class 2 to Class 9 building	N/A	N/A	N/A	Building Regulations 1989					\$90 for each storey of the building					
Application to extend the time during which a building or demolition permit has effect (s. 32(3)(f))	N/A	N/A	N/A						90.00					
<u>OCCUPANCY PERMITS</u>														
Occupancy Permits														
Application for an occupancy permit for a completed building (s. 46)	N/A	N/A	N/A						90.00					
Application for a temporary occupancy permit for an incomplete building (s. 47)	N/A	N/A	N/A						90.00					
Application for modification of an occupancy permit for additional use of a building on a temporary basis (s. 48)	N/A	N/A	N/A						90.00					
Application for a replacement occupancy permit for permanent change of the building's use, classification (s. 49)	N/A	N/A	N/A						90.00					
Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision (s. 50(1) and (2))	N/A	N/A	N/A						\$10 for each strata unit covered by the application, but not less than \$100					
Application for an occupancy permit for a building in respect of which unauthorised work has been done (s. 51(2))	N/A	N/A	N/A	Building Regulations 1989					0.18% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$90					
Application for a building approval certificate for a building in respect of which unauthorised work has been done (s. 51(3))	N/A	N/A	N/A						0.38% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$90					
Application to replace an occupancy permit for an existing building (s. 52(1))	N/A	N/A	N/A						90.00					
Application for a building approval certificate for an existing building where unauthorised work has not been done (s. 52(2))	N/A	N/A	N/A						90.00					
Application to extend the time during which an occupancy permit or building approval certificate has effect (s. 65(3)(a))	N/A	N/A	N/A						90.00					
Other Application														
Application as defined in regulation 31 of the Building (for each building standard in respect of which a declaration is sought)	N/A	N/A	N/A	Building Regulations 1989					2,000.00					
<u>CEMETERY</u>														
Grave preparation & burial fee (to depth of 2.13m) - standard burial on a week day	2009	9.00	1,618.65						1,350.00	135.00	1,485.00	1,417.50	141.75	1,559.25

SHIRE OF MEEKATHARRA

2013 -2014
DRAFT BUDGET

Shire of Meekatharra
Schedule of Fees & Charges
2013/2014

Description	Last Increase	CPI from last increase to Dec 2012	Amount with CPI increase	Act, stat or policy Increase	Current 2012/2013			Proposed		
					Charge	GST	Total	Charge	GST	Total
- standard burial on a weekend or public holiday	2009	9.00	1,978.35		1,850.00	185.00	1,815.00	1,732.50	173.25	1,905.75
- infant/stillborn burial on a week day	2009	9.00	1,079.10		900.00	90.00	990.00	945.00	94.50	1,039.50
- infant/stillborn burial on a weekend or public holiday	2009	9.00	1,438.80		1,200.00	120.00	1,320.00	1,260.00	126.00	1,386.00
2nd/3rd Interment in Existing Grave										
- Burial on a week day	2010	5.50	1,044.45		900.00	90.00	990.00	945.00	94.50	1,039.50
- Burial on a weekend or public holiday	2010	5.50	1,276.55		1,100.00	110.00	1,210.00	1,155.00	115.50	1,270.50
- Infant/stillborn burial on a week day	2010	5.50	522.23		450.00	45.00	495.00	472.50	47.25	519.75
- Infant/stillborn burial on a weekend or public holiday	2010	5.50	638.28		550.00	55.00	605.00	577.50	57.75	635.25
- Burial of Ashes (Council to prepare grave for interment)	2010	5.50	116.05		100.00	10.00	110.00	105.00	10.50	115.50
- Burial of Ashes (No Council Involvement)	N/A	N/A	N/A		NO CHARGE			NO CHARGE		
Cremated Ashes Plot	2012	1.40	101.40		90.91	9.09	100.00	181.82	18.18	200.00
Family Tree (Front of Cemetery) - Ashes and Memorials	2012	1.40	253.50		227.27	22.73	250.00	454.55	45.45	500.00
Exhumation - any grave	2009	9.00	809.33		675.00	67.50	742.50	708.77	70.88	779.65
Hearse Hire - per day	2009	9.00	239.80		200.00	20.00	220.00	210.00	21.00	231.00
Shade Tent Hire - 2 available each 3m x 3m (cost per Shade Tent)	2009	9.00	89.93		75.00	7.50	82.50	78.77	7.88	86.65

* Council Employees must erect & remove Shade Tents
* Hire of Shade Tents must be associated with a funeral or burial

RECREATION & COMMUNITY SERVICES

TOWN HALL

Community/Sporting Groups & Ratepayers

Complete Facility

Rental - per day or part thereof

- any function with alcohol consumed or sold
- function without alcohol consumed or sold
- Gov't (inc schools) sponsored functions
- community/sporting group functions
- shire sponsored functions

2007	14.90	195.90		155.00	15.50	170.50	162.77	16.28	179.05
2007	14.90	126.39		100.00	10.00	110.00	105.00	10.50	115.50
2007	14.90	63.20		50.00	5.00	55.00	52.50	5.25	57.75
2007	14.90	31.60		25.00	2.50	27.50	26.27	2.63	28.90
N/A	N/A	N/A		NO CHARGE			NO CHARGE		

Rental - per hour or part thereof

- function without alcohol consumed or sold
- Gov't (inc schools) sponsored functions
- community/sporting group functions
- shire sponsored functions

2007	14.90	12.64		10.00	1.00	11.00	10.50	1.05	11.55
2007	14.90	6.32		5.00	0.50	5.50	5.27	0.53	5.80
2007	14.90	3.16		2.50	0.25	2.75	2.64	0.26	2.90
N/A	N/A	N/A		NO CHARGE			NO CHARGE		

Patio, Kitchen & Toilets Only

Rental - per day or part thereof

- any function with alcohol consumed or sold
- function without alcohol consumed or sold

2007	14.90	107.43		85.00	8.50	93.50	89.27	8.93	98.20
2007	14.90	75.83		60.00	6.00	66.00	63.00	6.30	69.30

SHIRE OF MEEKATHARRA

2013 -2014
DRAFT BUDGET

Shire of Meekatharra
Schedule of Fees & Charges
2013/2014

Description	Last Increase	CPI from last increase to Dec 2012	Amount with CPI increase	Act, stat or policy Increase	Current 2012/2013			Proposed		Proposed Total
					Charge	GST	Total	Charge	GST	
- Gov't (inc schools) sponsored functions	2007	14.90	25.28		20.00	2.00	22.00	21.00	2.10	23.10
- community/sporting group functions	2007	14.90	12.64		10.00	1.00	11.00	10.50	1.05	11.55
- shire sponsored functions	N/A	N/A	N/A		NO CHARGE			NO CHARGE		
Rental - per hour or part thereof										
- function without alcohol consumed or sold	2007	14.90	9.48		7.50	0.75	8.25	7.87	0.79	8.65
- Gov't (inc schools) sponsored functions	2007	14.90	3.79		3.00	0.30	3.30	3.14	0.31	3.45
- community/sporting group functions	2007	14.90	1.90		1.50	0.15	1.65	1.60	0.16	1.75
- shire sponsored functions	N/A	N/A	N/A		NO CHARGE			NO CHARGE		
<i>* Town Hall cannot be hired by the hour for functions serving alcohol</i>										
<i>* Hourly rate only applicable to hires of less than 5 hours</i>										
Bonds for facility use - refundable if left clean & undamaged										
- any function with alcohol consumed or sold	2010	5.50	791.25		750.00	-	750.00	787.50	-	787.50
- function without alcohol consumed or sold	2007	14.90	114.90		100.00	-	100.00	105.00	-	105.00
- key bond	2009	9.00	54.50		50.00	-	50.00	52.50	-	52.50
- swipe card bond	2011	2.50	51.25		50.00	-	50.00	52.50	-	52.50
Commercial or Traders										
Rental - per day or part thereof	2007	14.90	315.98		250.00	25.00	275.00	262.50	26.25	288.75
Bonds for facility use - refundable if left clean & undamaged										
- Commercial or Trader	2007	14.90	574.50		500.00	-	500.00	525.00	-	525.00
- key bond	2007	14.90	22.98		20.00	-	20.00	21.00	-	21.00
- swipe card bond	2011	2.50	51.25		50.00	-	50.00	52.50	-	52.50
<i>* Town Hall cannot be hired by the hour for Commercial hires</i>										
Additional Charges										
Additional Cleaning After Hire - Per Hour	2010	5.50	75.43		65.00	6.50	71.50	68.27	6.83	75.10
Repair of Damage Caused During Period of Hire	2009	9.00	-		AT COST + 25% Admin Fee			AT COST + 25% Admin Fee		
Equipment Hire										
Hire of portable PA system	New							136.36	13.64	150.00
Deep Fryer	2007	14.90	25.28		20.00	2.00	22.00	21.00	2.10	23.10
Hot Water Urn	2009	9.00	11.99		10.00	1.00	11.00	10.50	1.05	11.55
Crockery & Cutlery										
- 100 settings	2005	22.70	35.09		26.00	2.60	28.60	27.32	2.73	30.05
- 150 settings	2005	22.70	52.64		39.00	3.90	42.90	40.95	4.10	45.05
- 200 settings	2005	22.70	70.18		52.00	5.20	57.20	54.59	5.46	60.05
BBQ	2009	9.00	89.93		75.00	7.50	82.50	78.77	7.88	86.65
Equipment bond - refundable if left clean & undamaged										
- Deep Fryer, Urn & Crockery/Cutlery	2007	14.90	57.45		50.00	-	50.00	52.50	-	52.50
- BBQ	2009	9.00	109.00		100.00	-	100.00	105.00	-	105.00

** Equipment hire is only available in conjunction with Town Hall hire*

SHIRE OF MEEKATHARRA

2013 -2014
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Shire of Meekatharra
Schedule of Fees & Charges
2013/2014

Description	Last Increase	CPI from last increase to Dec 2012	Amount with CPI increase	Act, stat or policy Increase	Current 2012/2013			Proposed		Proposed Total
					Charge	GST	Total	Charge	GST	
SPORTS COMPLEX										
Community/Sporting Groups & Ratepayers										
<u>Complete Facility - includes Complex building, oval & toilets</u>										
Rental - per day or part thereof										
- any function with alcohol consumed or sold	2007	14.90	252.78		200.00	20.00	220.00	210.00	21.00	231.00
- function without alcohol consumed or sold	2007	14.90	151.67		120.00	12.00	132.00	126.00	12.60	138.60
- Gov't (inc schools) sponsored functions	2007	14.90	63.20		50.00	5.00	55.00	52.50	5.25	57.75
- community/sporting group functions	2007	14.90	31.60		25.00	2.50	27.50	26.27	2.63	28.90
- shire sponsored functions	N/A	N/A	N/A		NO CHARGE			NO CHARGE		
Rental - per hour or part thereof										
- function without alcohol served or sold	2007	14.90	18.96		15.00	1.50	16.50	15.77	1.58	17.35
- Gov't (inc schools) sponsored functions	2007	14.90	6.32		5.00	0.50	5.50	5.27	0.53	5.80
- community/sporting group functions	2007	14.90	3.16		2.50	0.25	2.75	2.64	0.26	2.90
- shire sponsored functions	N/A	N/A	N/A		NO CHARGE			NO CHARGE		
<u>Oval & Toilets only</u>										
Rental - per day or part thereof										
- any function with alcohol consumed or sold	2007	14.90	130.18		103.00	10.30	113.30	108.14	10.81	118.95
- function without alcohol consumed or sold	2007	14.90	75.83		60.00	6.00	66.00	63.00	6.30	69.30
- Gov't (inc schools) sponsored functions	N/A	N/A	N/A		NO CHARGE			NO CHARGE		
- community/sporting group functions	N/A	N/A	N/A		NO CHARGE			NO CHARGE		
- shire sponsored functions	N/A	N/A	N/A		NO CHARGE			NO CHARGE		
Rental - per hour or part thereof										
- function without alcohol served or sold	2007	14.90	15.17		12.00	1.20	13.20	12.59	1.26	13.85
- Gov't (inc schools) sponsored functions	N/A	N/A	N/A		NO CHARGE			NO CHARGE		
- community/sporting group functions	N/A	N/A	N/A		NO CHARGE			NO CHARGE		
- shire sponsored functions	N/A	N/A	N/A		NO CHARGE			NO CHARGE		
<u>Complex Building & Toilets only</u>										
Rental - per day or part thereof										
- any function with alcohol consumed or sold	2007	14.90	195.90		155.00	15.50	170.50	162.77	16.28	179.05
- function without alcohol consumed or sold	2007	14.90	126.39		100.00	10.00	110.00	105.00	10.50	115.50
- Gov't (inc schools) sponsored functions	2007	14.90	63.20		50.00	5.00	55.00	52.50	5.25	57.75
- community/sporting group functions	2007	14.90	31.60		25.00	2.50	27.50	26.27	2.63	28.90
- shire sponsored functions	N/A	N/A	N/A		NO CHARGE			NO CHARGE		
Rental - per hour or part thereof										
- function without alcohol consumed or sold	2007	14.90	9.48		7.50	0.75	8.25	7.87	0.79	8.65
- Gov't (inc schools) sponsored functions	2007	14.90	3.79		3.00	0.30	3.30	3.15	0.32	3.47
- community/sporting group functions	2007	14.90	1.90		1.50	0.15	1.65	1.60	0.16	1.75
- shire sponsored functions	N/A	N/A	N/A		NO CHARGE			NO CHARGE		

SHIRE OF MEEKATHARRA

2013 -2014
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Shire of Meekatharra
Schedule of Fees & Charges
2013/2014

Description	Last Increase	CPI from last increase to Dec 2012	Amount with CPI increase	Act, stat or policy Increase	Current 2012/2013			Proposed			
					Charge	GST	Total	Charge	GST	Total	
Court Hire											
- Basketball (Light fees apply for night use)	N/A	N/A	N/A				NO CHARGE				
- Tennis (Light fees apply for night use)	N/A	N/A	N/A				NO CHARGE				
- Squash - per hour (by Token)	2009	9.00	11.99		10.00	1.00	11.00	10.50	1.05	11.55	
Court Lights											
- per hour for Tennis & Basketball	2007	14.90	13.90		11.00	1.10	12.10	11.55	1.15	12.70	
<i>* Sports Complex cannot be hired by the hour for functions serving alcohol</i>											
<i>* Hourly rate only applicable to hires of less than 5 hours</i>											
Bonds for facility use - refundable if left clean & undamaged											
- any function with alcohol consumed or sold	2010	5.50	791.25		750.00	-	750.00	787.50	-	787.50	
- function without alcohol consumed or sold	2012	1.40	405.60		400.00	-	400.00	420.00	-	420.00	
- key bond	2009	9.00	54.50		50.00	-	50.00	52.50	-	52.50	
Court Hire Key Bond											
Basketball Court	2011	2.50	51.25		50.00	-	50.00	52.50	-	52.50	
Tennis Court	2011	2.50	51.25		50.00	-	50.00	52.50	-	52.50	
Squash Court Key Bond	2009	9.00	109.00		100.00	-	100.00	105.00	-	105.00	
Commercial or Traders											
Rental of complete facility - per day or part thereof	2009	9.00	359.70		300.00	30.00	330.00	315.00	31.50	346.50	
Bonds for facility use - refundable if left clean & undamaged											
- Commercial or Trader	2009	9.00	545.00		500.00	-	500.00	525.00	-	525.00	
- Key Bond	2009	9.00	54.50		50.00	-	50.00	52.50	-	52.50	
<i>* Sports Complex cannot be hired by the hour for Commercial hires</i>											
Additional Charges - May Be Deducted from Bond											
Additional Cleaning After Hire - per hour	2010	5.50	75.43		65.00	6.50	71.50	68.27	6.83	75.10	
Repair of Damage Caused During Period of Hire	N/A	N/A	N/A		AT COST + 25% Admin Fee			AT COST + 25% Admin Fee			
Equipment Hire											
Deep Fryer	2007	14.90	25.28		20.00	2.00	22.00	21.00	2.10	23.10	
Hot Water Urn	2009	9.00	11.99		10.00	1.00	11.00	10.50	1.05	11.55	
Crockery & Cutlery											
- 100 settings	2007	14.90	32.86		26.00	2.60	28.60	27.32	2.73	30.05	
- 150 settings	2007	14.90	49.29		39.00	3.90	42.90	40.95	4.10	45.05	
- 200 settings	2007	14.90	65.72		52.00	5.20	57.20	54.59	5.46	60.05	
Equipment bond - refundable if left clean & undamaged											
- Deep Fryer, Urn & Crockery/Cutlery	2007	14.90	57.45		50.00	-	50.00	52.50	-	52.50	
<i>* Equipment hire is only available in conjunction with Sports Complex hire</i>											
<i>* Tables & Chairs included in Sports Complex hire fees</i>											
<i>* Hirer to arrange pickup and return of equipment to/from the Town Hall</i>											

SHIRE OF MEEKATHARRA

2013 -2014
DRAFT BUDGET

Shire of Meekatharra
Schedule of Fees & Charges
2013/2014

Description	Last Increase	CPI from last increase to Dec 2012	Amount with CPI increase	Act, stat or policy Increase	Current 2012/2013			Proposed		
					Charge	GST	Total	Charge	GST	Total
CULTURE AND RECREATION										
Meekatharra Festival										
T-Shirt sales for Festivals	New									Between \$30 - \$40 Including GST
Ball Ticket Sales	New									Between \$15 - \$30 Including GST
DVD Sales	New									Between \$10 - \$20 Including GST
Showbags	New									Between \$4 - \$30 Including GST
General Merchandise	New									Between \$5 - \$25 Including GST
Jammin in Meeka										
T-Shirt sales for Jammin in Meeka	New									Between \$10 - \$40 Including GST
Ticket Sales										
- Adult	New									Between \$10 - \$25 Including GST
- Child (1 - 15 years old)	New									Between \$5 - \$15 Including GST
Rodeo										
Ticket Sales										
- Adult	New									Between \$10 - \$30
- Child (1 - 15 years old)	New									Between \$5 - \$10
SWIMMING POOL										
General Admissions										
<u>Season</u>										
- Adult	2007	14.90	97.32		77.00	7.70	84.70	81.82	8.18	90.00
- Child (1 - 17 years old)	2007	14.90	49.29		39.00	3.90	42.90	40.92	4.08	45.00
- Family (2 Adults & 3 Children)	2007	14.90	214.86		170.00	17.00	187.00	178.50	17.85	196.35
<u>Monthly</u>										
- Adult	2007	14.90	26.54		21.00	2.10	23.10	22.05	2.20	24.25
- Child (1 - 17 years old)	2007	14.90	13.90		11.00	1.10	12.10	11.55	1.15	12.70
- Family (2 Adults & 3 Children)	2007	14.90	49.29		39.00	3.90	42.90	40.91	4.09	45.00
<u>Weekly</u>										
- Adult	2008	10.40	8.50		7.00	0.70	7.70	7.36	0.74	8.10
- Child (1 - 17 years old)	2008	10.40	3.42		2.82	0.28	3.10	2.95	0.30	3.25
- Family (2 Adults & 3 Children)	2008	10.40	17.00		14.00	1.40	15.40	14.68	1.47	16.15
<u>Daily</u>										
- Adult	2007	14.90	2.76		2.18	0.22	2.40	2.27	0.23	2.50
- Child (1 - 17 years old)	2007	14.90	1.38		1.09	0.11	1.20	1.13	0.11	1.25
- Family (2 Adults & 3 Children)	2007	14.90	6.32		5.00	0.50	5.50	5.27	0.53	5.80
School Activities										
- Adult - Spectator	2007	14.90	1.26		1.00	0.10	1.10	1.05	0.10	1.15
- Student	2007	14.90	0.34		0.27	0.03	0.30	0.28	0.02	0.30
- Supervising Teachers & Adults	N/A	N/A	N/A		NO CHARGE			NO CHARGE		

SHIRE OF MEEKATHARRA

2013 -2014
DRAFT BUDGET

Shire of Meekatharra
Schedule of Fees & Charges
2013/2014

Description	Last Increase	CPI from last increase to Dec 2012	Amount with CPI increase	Act, stat or policy Increase	Current 2012/2013			Proposed		
					Charge	GST	Total	Charge	GST	Total
After Hours Admissions										
<i>Season</i>										
- Adult	2009	9.00	92.32		77.00	7.70	84.70	81.82	8.18	90.00
- Corporate (2 keys - 20 people)	new							404.30	40.43	444.73
- Corporate (5 keys - 50 people)	new							808.60	80.86	889.46
<i>Monthly</i>										
- Adult	2009	9.00	25.18		21.00	2.10	23.10	22.05	2.20	24.25
Key Bond (per key if a corporate membership)	2009	9.00	218.00		200.00	-	200.00	210.00	-	210.00
* Corporate Memberships can be given up to five keys (key bond applicable to each)										
* After Hours Season and Monthly Passes are separate and additional to Normal Opening Hours Passes.										
* Key Bonds will be forfeited if keys are not returned within 2 months of expiry of applicable Access Pass.										
* After Hours Access is restricted to Adults 18 Years and older.										
COMMUNITY BUS HIRE										
Local Community/Sporting Groups & Ratepayers (Includes Gov Dept)										
Outside Meekatharra Townsite - per day										
- allowance of 200 km per day	2007	14.90	126.39	Policy 10.1	100.00	10.00	110.00	105.00	10.50	115.50
- over allowance each km > 200	2007	14.90	0.32	Policy 10.1	0.25	0.03	0.28	0.27	0.03	0.30
Within Meekatharra Townsite - per hour										
	2007	14.90	12.64	Policy 10.1	10.00	1.00	11.00	10.50	1.05	11.55
Commercial or Non Ratepayers - per day										
- allowance of 200 km per day	2007	14.90	252.78	Policy 10.1	200.00	20.00	220.00	210.00	21.00	231.00
- over allowance each km > 200	2007	14.90	1.26	Policy 10.1	1.00	0.10	1.10	1.05	0.10	1.15
Bond on all bus hires (linked to insurance excess)										
	2007	14.90	574.50	Policy 10.1	500.00	-	500.00	525.00	-	525.00
Refuelling of Bus (if required on return)	New				Cost + \$0.10 per litre			Cost + 8% per litre		
Cleaning of the Bus (if required on return)	New				\$30.00 per hour (minimum \$100.00)			\$30.00 per hour (minimum \$100.00)		
* Local is defined as a group, organisation or person permanently based within the Shire of Meekatharra and / or pays Rates on properties located within the Shire of Meekatharra										
LIBRARY										
Lost & damaged Library books	N/A				AT COST			AT COST		
GYM MEMBERSHIP										
Individual Gym Memberships										

SHIRE OF MEEKATHARRA

2013 -2014
DRAFT BUDGET

Shire of Meekatharra
Schedule of Fees & Charges
2013/2014

Description	Last Increase	CPI from last increase to Dec 2012	Amount with CPI increase	Act, stat or policy Increase	Current 2012/2013			Proposed		
					Charge	GST	Total	Charge	GST	Total
- monthly	2007	14.90	32.17		25.45	2.55	28.00	26.72	2.68	29.40
- annually	2007	14.90	353.89		280.00	28.00	308.00	294.00	29.40	323.40
Corporate Gym Memberships										
- monthly (Groups of up to 20 people - 2 keys supplied)	2009	9.00	47.96		40.00	4.00	44.00	50.00	5.00	55.00
- annually (Groups of up to 20 people - 2 keys supplied)	2009	9.00	517.97		432.00	43.20	475.20	500.00	50.00	550.00
- monthly (Groups of up to 50 people - 5 keys supplied)	new				40.00	4.00	44.00	133.60	13.36	146.96
- annually (Groups of up to 50 people - 5 keys supplied)	new				432.00	43.20	475.20	1,336.00	133.60	1,469.60
Indoor Cricket / Netball Hire - per game <i>* Does Not Include Gym Equipment Use</i>	2008	10.40	13.36		11.00	1.10	12.10	11.55	1.15	12.70
Gym key bond										
- Individual & Corporate Gym Memberships	2009	9.00	218.00		200.00	-	200.00	210.00	-	210.00
- Indoor Cricket / Netball Court Hire	2009	9.00	54.50		50.00	-	50.00	52.50	-	52.50
<i>* Corporate Memberships can be given up to five keys (key bond applicable to each) * Key Bonds for Individual and Corporate Memberships will be forfeited if keys are not returned within 2 months of expiry of applicable Membership. * Access is restricted to Adults 18 Years and older.</i>										
TRANSPORT & WORKS										
AIRPORT										
Landing Fees										
Small Aircraft Annual Landing Fee - Ratepayers Only <i>* MTOW up to 1,500 Kg * On Application Only * Annual = July to June</i>	2009	9.00	239.80		200.00	20.00	220.00	210.00	21.00	231.00
General (RPT are exempt) - per tonne										
- aircraft < 5,700 kg MTOW	2009	9.00	15.59		13.00	1.30	14.30	13.64	1.36	15.00
- aircraft > 5,700 kg MTOW	2009	9.00	20.38		17.00	1.70	18.70	17.86	1.79	19.65
Minimum Charge any one landing - \$20.00 plus GST										
RPT flights - per head (in lieu of landing fees)	2009	9.00	14.39		12.00	1.20	13.20	12.59	1.26	13.85
Call Out Fees										
1800hrs - 2200hrs each	2011	2.50	67.65		60.00	6.00	66.00	90.91	9.09	100.00
2200hrs - 0600hrs each	2012	1.40	111.54		100.00	10.00	110.00	90.91	9.09	100.00
Other Fees										
Diesel fuel sales	2007	14.90	-	Policy 8.2			*Cost plus \$0.04			*Cost plus 8%
ASIC (Australian Security Identification Card)	2007	14.90	-				Cost plus 20%			Cost plus 20%
<i>* Cost is based on latest invoice</i>										

CROSSOVERS - AS PER POLICY

SHIRE OF MEEKATHARRA

2013 -2014
DRAFT BUDGET

Shire of Meekatharra
Schedule of Fees & Charges
2013/2014

Description	Last Increase	CPI from last increase to Dec 2012	Amount with CPI increase	Act, stat or policy Increase	Current 2012/2013			Proposed		
					Charge	GST	Total	Charge	GST	Total
Sealed crossover to a kerbed and drained sealed road - First on rateable assessment only	2007	14.9	-	Policy 5.7	Subsidy of 50% of Actual Cost.			Subsidy of 50% of Actual Cost, to a maximum of \$1500		
Sealed crossover to unkerbed roads (sealed or unsealed) - First on rateable assessment only	2007	14.9	-	Policy 5.7	Subsidy of 50% of Actual Cost.			Subsidy of 50% of Actual Cost, to a maximum of \$1000		
Rural unsealed crossovers to unkerbed roads (sealed or unsealed) - First on rateable assessment only	2007	14.9	-	Policy 5.7	Subsidy of 50% of Actual Cost.			Subsidy of 50% of Actual Cost, to a maximum of \$500		
Over width crossover to unkerbed road (sealed or unsealed)	2007	14.9	-	Policy 5.7	No Subsidy			No Subsidy		
PLANT HIRE										
Rates - per hour										
Grader	2009	9.00	239.80		200.00	20.00	220.00	210.00	21.00	231.00
Loader	2009	9.00	215.82		180.00	18.00	198.00	189.00	18.90	207.90
Bulldozer D6N	2009	9.00	239.80		200.00	20.00	220.00	210.00	21.00	231.00
Vibrating Roller	2009	9.00	215.82		180.00	18.00	198.00	189.00	18.90	207.90
Scout Cement Mixer	2009	9.00	149.88		125.00	12.50	137.50	131.27	13.13	144.40
Tractor	2009	9.00	149.88		125.00	12.50	137.50	131.27	13.13	144.40
10 - 12 Tonne Truck	2009	9.00	149.88		125.00	12.50	137.50	131.27	13.13	144.40
5 - 7 Tonne Truck	2009	9.00	149.88		125.00	12.50	137.50	131.27	13.13	144.40
Prime Mover	2009	9.00	179.85		150.00	15.00	165.00	157.50	15.75	173.25
Tandem Axle Tipping Trailer (Plus Applicable Truck Hire)	2009	9.00	89.93		75.00	7.50	82.50	78.77	7.88	86.65
Tri Axle Low Loader (Plus Applicable Truck Hire)	2009	9.00	89.93		75.00	7.50	82.50	90.91	9.09	100.00
Road Broom (Plus Applicable Truck Hire)	2009	9.00	89.93		75.00	7.50	82.50	78.77	7.88	86.65
Scraper 613C	2009	9.00	239.80		200.00	20.00	220.00	210.00	21.00	231.00
Multi Tyres Roller - 16 Tonne	2009	9.00	215.82		180.00	18.00	198.00	189.00	18.90	207.90
Backhoe	2009	9.00	149.88		125.00	12.50	137.50	131.27	13.13	144.40
Mini Excavator	2009	9.00	149.88		125.00	12.50	137.50	131.27	13.13	144.40
Mini Road Sweeper	2009	9.00	119.90		100.00	10.00	110.00	105.00	10.50	115.50



* All prices include an operator, dry hire of Shire plant not available

* Penalty of \$35.00 per hour for hires outside normal works crew hours

* Availability of Plant subject to Works Program

* Council may decline any request to perform private works

* Council Policy 4.4 - Private Hire of Plant applies

Title/Subject:	PRE BUDGET CONSIDERATIONS – DIFFERENTIAL RATE ON VACANT LAND AND DONATIONS FOR ROYAL FLYING DOCTORS SERVICES
Agenda/Minute Number:	9.2.5
Applicant:	Nil
File Ref:	ADM 0242
Disclosure of Interest:	Nil
Date of Report:	10 April 2013
Author:	Krys East Corporate and Development Services Manager
	
	<i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	
	<i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Prior to the draft Budget for 2013/2014 being presented to Council at the May meeting, staff would like Council to consider whether a new separate differential rate be set for vacant land within the town site and also that Council review current procedures for donating the landing fees for the Royal Flying Doctor Service (RFDS) back to them.

Attachments:

Nil

Background:

Vacant Land

The rates for vacant land are currently charged at the minimum rate set by Council for Gross Rental Value. In the 2012/2013 period the number of properties on minimum was 76 properties which raised \$20,900 in rates.

RFDS Landing Fees

Council charge landing fees when planes land at Meekatharra Airport with the exception of the Skippers Regular Passenger Transport. When RFDS pay their landing fees Council then donate this back to RFDS. This is as per Council Policy 2.9 which states “*Council donate the landing fees back to RFDS each year.*” Effectively no revenue is raised from RFDS landings.

Comment:

Vacant Land

Council have a couple of options to encourage land owners to develop their property, thereby improving the town and also recouping the expense for cleaning vacant blocks when owners are absent or are simply indifferent to the cleanliness of the town. One option is to raise the minimum on the GRV General rate to produce more revenue for those with lower valuations or Council may choose to bring in an additional differential rating group which charges a rate in the dollar as set by Council and impose a high minimum rate.

Staff have run both scenarios and even with a substantial increase made to the minimums for either the GRV or the ‘Vacant Land’, the returns are minimal. Even if

Council was to increase the rates in the \$ for this category to 3 times the current GRV, which is what one shire has previously done over east, Council still only raise slightly more. This would require an explanation to the Minister for the variation as per Section 6.34 of the Local Government Act 1995

“(1)(3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.”

It should be noted that Council, if they do decide to impose a ‘Vacant Land’ rate are exempt from ensuring that not less than 50% of the total number of properties in the category are on the general minimum by Section 6.35(5) *“If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.”*

Some possible scenarios and amounts raised in rates are:

Create a new ‘Vacant Land’ rate and with the 64 rateable properties:

minimum \$275 (current GRV minimum)	\$17,600	in rates
set the minimum to \$330	\$21,120	\$3520 increase
set the minimum to \$350	\$22,400	\$4800 increase
set the minimum to \$350		
and raise rate in \$ to 33.9000	\$22,578	\$4978 increase

Continue to rate vacant land as GRV general and retain the current rate in \$:

Raise the minimum to \$300 (84 properties on minimum of which 64 are vacant)	\$22,981
Raise the minimum to \$310 (84 properties on minimum of which 64 are vacant)	\$23,821
Raise the minimum to \$600 (200 properties on minimum of which 64 are vacant)	\$35,048

Council also has to be mindful when raising the minimum on GRV that it still complies with Section 6.35(3):

“Minimum payment

- (1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.*
- (2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.*
- (3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —*
 - (a) 50% of the total number of separately rated properties in the district;*
or
 - (b) 50% of the number of properties in each category referred to in subsection (6),*
on which a minimum payment is imposed.

(4) *A minimum payment is not to be imposed on more than the prescribed percentage of —*

- (a) *the number of separately rated properties in the district; or*
- (b) *the number of properties in each category referred to in subsection (6),*

unless the general minimum does not exceed the prescribed amount.”

To be in breach Council would have to authorise minimums be increased to in excess of \$600.

Council may choose not to attempt to recover the extra costs by increasing rates due on vacant land. As mentioned previously the number of rateable vacant properties is 64. There is a further 32 identified vacant lots which are not rateable as they are vacant crown land or owned by the State of WA. So in effect Council have a third of vacant land that cannot be rated so the increased rates on the rateable properties would also be trying to cover the cleaning of the non-rateable properties.

RFDS Landing Fees

Last financial year the Shire invoiced and donated back to RFDS almost \$75,000. So far this financial year \$56,000 has been donated back (up to February 2013).

Council may wish to review and amend this to either cap the donation or alternatively allocate a percentage that is donated back to RFDS.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, section 6.34 and section 6.35

Policy Implications:

Policy 2.9 Donations will need amending if Council changes the current donation to RFDS.

Budget/Financial Implications:

Increased revenue gained by increasing rates and any variation in the RFDS donation.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation:

Council amend the Policy 2.9 Donations to read “Council donate 50% of the landing fees raised from RFDS landings back to RFDS each year”.

Council will not be imposing a new differential rate for vacant land. The rating of vacant land within the town site will continue to be rated as Gross Rental Value General.

Council Resolution:

Moved: Cr HJ Nichols

Seconded: Cr NL Trenfield



Council will not be imposing a new differential rate for vacant land. The rating of vacant land within the town site will continue to be rated as Gross Rental Value General.

**CARRIED 6/0
BY AN ABSOLUTE MAJORITY**

Reason for Resolution Differing from Officers Recommendation:

Council will continue to donate 100% of the landing fees raised from RFDS landings back to RFDS each year.

9.3 ADMINISTRATION

Title/Subject:	REQUEST FOR RATES PENALTY INTEREST WRITE-OFF
Agenda/Minute Number:	9.3.1
Applicant:	Nil
File Ref:	A3142
Disclosure of Interest:	Nil
Date of Report:	4 April 2013
Author:	Krys East Corporate and Development Services Manager
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

A request has been received from the owner of Meekatharra Hotel requesting Council consider writing off the interest accrued on the outstanding rates for this assessment.

Attachments:

Email received from Jin Zhu

Background:

The Meekatharra Hotel was sold in July 2010. Despite receiving notification from the settlement agent staff failed to change the ownership on the Council records.

Comment:

As the new owners never received a rates notice since taking over the Meekatharra Hotel they were oblivious to the amounts accruing on the rates or even that there were rates due until they were contacted by our debt collection agency. The rates notices were still sent to the original owner who did not return or forward them on.

Since the owners have been made aware of the amount outstanding they have agreed to pay the rates but would like Council to grant a write-off on the interest which is \$836.41. This will still leave the rates and ESL owing which is currently \$7,739.21.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, section 6.12 (1) (c) allows for the write off of any debt.

Policy Implications:

Nil

Budget/Financial Implications:

The 2012/2013 budget has an Allocation of \$25,000 towards the write off of Rates.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommended Options / Council Resolution:

Moved: Cr PS Clancy

Seconded: Cr AG Burrows

That Council authorise staff to write-off the penalty interest amount for A3142 of \$836.41.

**CARRIED 6/0
BY AN ABSOLUTE MAJORITY**

Krys East

From: jin zhu <jinxzhu78@hotmail.com>
Sent: Tuesday, 2 April 2013 11:59 PM
To: Krys East
Subject: RE: Scan Data from FX-BA608C MeekatharraHotel

Hi Krys:

The invoice you sent to me is not under our our company`s name.We purchased Meekatharra Hotel in 2010. I have no idea why the settlement agent did not inform the Council the have the ownership changed.That`s why we have never received any council rate notice.As soon as I received the notice ,I contacted you straight away. The following e-mail I send to you is from the settlement agent stating the settlement details. Please have a look. So by now , the next step is to have the name of the ownership changed in the council`s record and then send me the correct one. I will organize the payment step by step, as it is a big one. The other thing I have mentioned to you in the phone is the interest charged on the notice.Please make the request for me in the council`s meeting to have the interest waived since it is so unfair to add on this notice for me,especially the business in the hotel is a lot worse then last year.Business in Meekatharra hotel is struggling now .I can hardly make any profit this year so far. The manager there Mr. Peng Li and his wife have been trying very hard already. We are worrying the business in the coming future,hope it will change to better. So please do me the favor to do that.



Best regards.

Mr. Jin Xian Zhu (J & M ZHU Pty Ltd)
Mobile Phone : 0425 318950

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> From: dceo@meekashire.wa.gov.au
> To: jinxzhu78@hotmail.com
> Subject: FW: Scan Data from FX-BA608C
> Date: Wed, 27 Mar 2013 01:48:11 +0000
>
> Hi Jin
>
> Please find attached the rates notice as requested.
>
> kind regards
> Krys East
> Corporate Services Manager/DCEO
>
>
> Ph: 08 9980 0600
> Fx: 08 9981 1505
> Mobile: 0429 204 146
>
> -----Original Message-----
> From: ApeosPort-IV C6680 [<mailto:administrator@meekashire.wa.gov.au>]
> Sent: Wednesday, 27 March 2013 9:46 AM
> To: Krys East
> Subject: Scan Data from FX-BA608C
>
>
>
> Number of Images: 1
> Attachment File Type: PDF
>
> Device Name: ApeosPort-IV C6680

9.3.2 REQUEST FOR RATES AND DEBTORS WRITE-OFF

Title/Subject:	REQUEST FOR RATES AND DEBTORS WRITE-OFF
Agenda/Minute Number:	9.3.2
Applicant:	Nil
File Ref:	A5111, A5690, A5963
Disclosure of Interest:	Nil
Date of Report:	8 April 2013
Author:	Krys East Deputy Chief Executive Officer
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council to grant approval for the write-off of rates and debtor invoices for three mining tenements and six invoices as staff deems these amounts to be unrecoverable.

Attachments:

Nil

Background:

Over time, rates and debtor amounts are raised that, for one reason or another, are not able to be collected and need to be written off.

Comment:

Following is a list of rate and debtor amounts that need to be written off:

Assess No	Ratepayer Name	Levied	Outstanding	Reason for Write Off
A5111 P51/2307	Blackridge Holdings Pty Ltd	Rates	\$120.00	Lease Surrendered 08.11.01
		Interest	\$138.97	Company deregistered 2009
		Total	\$258.97	Legal Charges unsuccessful
A5690 E52/1612	Gemstar Diamonds Ltd	Rates	\$775.09	Lease Surrendered 11.11.10
		Interest	\$276.12	AMPAC unsuccessful
		Total	\$1051.21	Legal Charges unsuccessful
A5963 E51/1081	Locatore Pty Ltd	Rates	\$499.15	Lease Surrendered 10.07.09
		Interest	\$141.40	Company deregistered
		Total	\$640.55	Legal Charges unsuccessful

Debtor Code	Debtor Name	Invoice Numbers	Invoice Date	Amount	Reason for Write Off
H074	William Henderson	18092	05/10/2012	\$44.00	These invoices relate to landing fees at the Meekatharra Airport. Staff
		18044	20/09/2012	\$44.00	

		18173	30/10/2012	\$44.00 Total: \$132.00	have been unsuccessful in establishing contact with Debtor despite several statements and letters being sent and phone calls being made. The amount outstanding is too insignificant to be forwarded to our debt collection agency.
M139	Midwest Hire Service	17499 17402 17314	01/05/2012 03/04/2012 29/02/2012	\$40.50 \$40.50 \$40.50 Total: \$121.50	These invoices relate to advertising in the Meeka Dust. This debtor is a subsidiary company of Trenk Contracting who went into receivership in 2012.

Despite Council attempts to recover this money and engaging our debt collection agency AMPAC for some of these matters no monies were received.

The rates tenements were surrendered several years ago, the companies are deregistered and the directors untraceable.

AMPAC recommended write off since there are no more viable steps for recovery of these rates.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, section 6.12 (1) (c) allows for the write off of any debt.

Policy Implications:

Nil

Budget/Financial Implications:

The 2012/2013 budget has an Allocation of \$25,000 towards the write off of Rates and \$5,000 towards the write off of Sundry Debtors.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority



Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy
Seconded: Cr HJ Nichols

That Council authorise staff to write-off the amounts as per the table below as these amounts are unrecoverable.

Assess No / Debtor No	Ratepayer / Debtor Name	Total
A5111	Blackridge Holdings Pty Ltd	\$258.97
A5690	Gemstar Diamonds Ltd	\$1051.21
A5963	Locatore Pty Ltd	\$640.55
H074	William Henderson	\$132.00
M139	Midwest Hire Service	\$121.50
		\$2204.23

**CARRIED 6/0
BY AN ABSOLUTE MAJORITY**

Title/Subject:	NPP GRANT APPLICATIONS TO FUND ECONOMIC DEVELOPMENT STRATEGY
Agenda/Minute Number:	9.3.3
Applicant:	Nil
File Ref:	ADM0331/ADM0324
Disclosure of Interest:	Nil
Date of Report:	12 April 2013
Author:	Samantha Tarling Acting Community Development and Services Manager  <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer  <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

This report requests Council's endorsement of the Chief Executive Officer making application to the Department of Planning for a grant to fund the development of an Economic Development Strategy and Council's consideration to approve the budget amendments upon receiving the income and expending the funds.

Attachments:

Grant Application

Background:

Council adopted the 2012/13 Budget at the Ordinary Council meeting held 16 June 2012. The knowledge of the grant from Northern Planning Program (NPP) became apparent at the end of March 2013, hence, the council resolution to consider accepting the grant funds and expending them.

Comment:

At the end of March 2013, the planning department was contacting Shires to make them aware of available grant funding that was available and pretty much guaranteed if they could meet the 15 April 2013 deadline. The application process was different to industry standards and insisted on the consultant who would ultimately deliver the service to submit their scope of works and quote and they will enter into an agreement with the Department of Planning and with the Shire, to undertake the project. Due to this, the shire's purchasing policy was not followed in gathering quotes.

A WALGA preferred supplier - Urbis was chosen as the company to seek a quote from, due to the A/CDSM having previously undertaken this project with them in the last two years. They proved they had the capacity to deliver the project in a timely manner and to the high standard expected.

Ordinarily, officers would submit a report to council to gain authorisation to submit a grant to undertake the project proposed and to accept the income and expenditure amendments to the budget. On this occasion, due to the tight timeframes and the grant funding deadline being strictly

non-negotiable, officers went ahead and made application for the funding with the confidence that council would endorse the CEO's action due to the Strategy being a valuable document to be used in many ways to inform future decisions and the grant being entirely funded to the sum total of \$75,000. If council wish to withdraw the application by not endorsing the CEO's action they may do so.

The Shire is currently seeking funding through the Department of Planning through another bucket of money to prepare a Local Planning Strategy and Town Planning Scheme to meet our statutory requirements of this having to be reviewed every five years under the Planning and Development Act 2005. An Economic Assessment and Economic Development Strategy will be a key input into the Town Planning Scheme review and will help ground the land use and development solutions and recommendations proposed in the strategy to inform the TPS, which are linked to economic development, for example, demand for and potential mix of industrial and commercial activities that could be developed/attracted to the Shire, and opportunities to capture tourism expenditure through the sealing of the Gascoyne Junction – Meekatharra road (a key link inland to the coast).

Upon signing the funding Agreement with the Department of Planning, the shire will receive an unbudgeted \$75,000 in this year's budget. In accordance with the Local Government Act 1995 and Regulations (Financial Management) 1996, council need to authorise this project and income. Likewise it authorises the corresponding expenditure. The expenditure will be used over two financial years as outlined in the funding application therefore a resolution providing for both these expenditures need to be authorised by council.

Consultation:

Chief Executive Officer – Roy McClymont

Statutory Environment:

Local Government Act 1995 and Regulations (Financial Management) 1996

Policy Implications:

Nil

Budget/Financial Implications:

Receive income totaling \$75,000 for grant – Economic Development Strategy
Expend corresponding \$40,000 in this year's budget.

Strategic Implications:

Nil

Voting Requirements

Absolute Majority

Officers Recommendation / Council Resolution:

Moved: Cr HJ Nichold
Seconded: Cr PS Clancy

That Council:

- 1. Endorse the CEO submitting a grant application to the Department of Planning for the amount of \$75,000 to receive funding to engage URBIS to develop an Economic Development Strategy;**
- 2. Endorse the timelines outlined in the grant application for Urbis to finalise the Economic Development Strategy and Council to adopt the Strategy;**
- 3. Authorise budget amendments that will result in increased income of \$75,000 in the 2012/13 budget - Economic Services, Schedule 13, Other Economic Services – Economic Development Strategy;**
- 4. Authorise budget amendment that will result in increased expenditure of \$40,000 in Economic Services, Schedule 13, Other Economic Services – Economic Development Strategy in accordance with the milestones outlined in the application;**
- 5. Authorise budget allocation in the 2013/14 budget that will result in expenditure of \$35,000 in Economic Services, Schedule 13, Other Economic Services – Economic Development Strategy in accordance with the milestones outlined in the funding application.**

CARRIED 6/0
BY AN ABSOLUTE MAJORITY



ROYALTIES FOR REGIONS NORTHERN PLANNING PROGRAM

2013/14 FUNDING ROUND

EXPRESSIONS OF INTEREST

The Northern Planning Program (the Program) was established to support a program of planning projects across the Kimberley, Pilbara, Gascoyne and Mid West Regions. The Program is intended to address the immediate 'debottlenecking' of the land release and infrastructure provision processes, facilitate short-medium term delivery of effective planning instruments and outcomes, and facilitate long-term regional and local planning and ensure that local communities and businesses are engaged in influencing the future development of their towns.

The Program is administered by the Department of Planning, in collaboration with the Department of Regional Development and Lands, under the State Government's Royalties for Regions Program.

Expressions of Interest are now being sought to identify unfunded priority planning needs that could be considered as part of the 2013/14 allocation of the fund. This will be the FINAL allocation of funds for the Program.

All applications must meet the set funding criteria and associated application processes outlined in this document. Expressions of Interest will only be accepted on the attached business plan template and are to be submitted via email to npp@planning.wa.gov.au by **5pm Monday 15 April 2013**.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

PROGRAM OBJECTIVES

The Program is intended to assist the development of planning, infrastructure and service projects that have strategic impact against the Program outcomes in one or more of the following priority objectives:

- Land release for residential development within a five year period;
- Diversification of the local economy; and
- Develop the capacity of local government.

WHO CAN APPLY

The Program funding grants are aimed at any Local or State Government organisation across the Kimberley, Pilbara, Gascoyne and Mid West regions, or individual business working on behalf of Local or State Government organisations within these regions.

Consideration will be given to all proposals that meet the policy objectives of Royalties for Regions, including:

- Building capacity in regional communities
- Retaining benefits in regional communities
- Improving services to regional communities
- Attaining sustainability
- Expanding opportunity
- Growing prosperity

Priority will be given to projects that deliver outcomes against one or more of the priority objectives of the Northern Planning Program.

HOW TO APPLY

All applications must meet the set funding criteria and associated application processes outlined in these Guidelines.

Applicants must lodge an Expression of Interest (EOI) on the attached business case template that will be considered by an Inter-Agency Working Group comprising representatives from the Department of Regional Development and Lands, Department of Planning, Department of Treasury, LandCorp and the Department of State Development. The Working Group will develop a short-list of priority projects to be recommended for funding.

The business case should outline costs on the entire project and not just the component being proposed for Program funding.

Applicants can submit more than one application for projects during the round. In such cases the applicant must rank their applications in order of priority for funding. Applications will be assessed in order of priority stated however funding may not be provided to projects according to this ranking. Applicants will need to demonstrate that projects are ready to proceed within a maximum of six months of funding approval.

Applicants can withdraw an application at any time during the processes. In such instances the applicant must inform and provide explanation for withdrawal to the Department of Planning.

WHAT CAN BE FUNDED

This Program provides funds to support the necessary strategic land use, statutory planning and strategic environmental approvals in the Kimberley, Pilbara, Gascoyne and Mid-West planning regions, that align with the Royalties for Regions objectives and address the Program's priority objectives.

All applications must demonstrate that the project meets the following criteria:

1. The project must be aligned with one or more of the Royalties for Regions objectives.
2. Applicant must clearly demonstrate/provide evidence of the need for the project.
3. The project should demonstrate that local and regional decision-making and planning has been undertaken.
4. The project should demonstrate partnerships and/or co-operative arrangements.
5. The project should not result in unfair competition to existing industry and/or business.
6. Applicants should demonstrate planning and management experience and expertise suitable for managing projects of this type.
7. The project must be ready to proceed and reasonably expected to be completed within a specified timeframe.
8. Applicants should demonstrate a high level of financial commitment to the project, either through extensive attempts to source alternative avenues for project funding and/or direct financial contribution.
9. Applicants must clearly demonstrate that the request for funding is not for core business or a cost-shifting exercise, including evidence Royalties for Regions will not be substituting or replacing existing funding.
10. Applicant must demonstrate project viability and that it has the financial capacity to meet ongoing operating and/or maintenance costs.

WHAT CANNOT BE FUNDED

The following items of expenditure are not eligible for funding:

- Retrospectively funding activities already undertaken
- Cost-shifting
- Retiring debt
- Recurrent costs once the project is complete
- Ongoing staff salaries – employment of personnel will only be considered for a project with specific outcomes attached to the funding
- Investment for the sole purpose of return (i.e. interest) – any interest accrued as a result of appropriate fund management for projects will need to be declared in progress reports and will need to be reinvested into the project

Any funds not spent in accordance with these guidelines or not for the purpose in which they were provided – as per the signed grant agreement – must be refunded. Department of Planning reserves the right to undertake spot audits where appropriate to ensure the correct application of funds. The Office of the Auditor General may also undertake sample audits.

ASSESSMENT PROCESS

The Inter-Agency Working Group will assess project applications to determine their relative priority against the Royalties for Regions and Northern Planning Program objectives, and their relationship to state planning priorities. If further technical appraisal of any project is deemed necessary, additional consultations will be undertaken by the Department of Planning on behalf of the Working Group.

Based on the outcome of these processes, the Inter-Agency Working Group will recommend a list of priority projects to the Minister for Planning and the Minister for Regional Development for joint approval.

FUNDING AND ACQUITTAL

Successful projects may be required to sign up to either a funding agreement or a Memorandum of Understanding and/or meet any specified funding conditions before any payments can be made. The Department of Planning will draft an exchange of letters to govern arrangements for the use and reporting of these funds.

Applicants have four weeks to sign and return any funding agreement or Memorandum of Understanding to the Department of Planning. The agreement sets out the conditions for funding including the requirement to keep proper accounting records for the spending of Program funds; and includes reporting requirements on the progress and results of your project. Please note that projects may be cancelled if the funding agreement is not signed and returned within the required time frame.

The Department of Planning will be responsible for disbursing funds to recipients in accordance with the payment schedule specified in the funding agreement or a Memorandum of Understanding relating to each project.

Payments may be staged, based upon the total value of the grant and consistent with the completion of milestone objectives.

Reporting Requirements

The Northern Planning Program Inter-Agency Working Group (via the Department of Planning) may require funding recipients to provide project milestone and progress reports, to ensure that project objectives are being met effectively. Recipients are required to respond with this information within the timeframe requested.

Progress payments may be withheld should recipients not adhere to the reporting requirements.

Acknowledgment of the Funding

Community awareness of the facilities and services funded by Royalties for Regions will assist in the program's acceptance, success and longevity. It is therefore important that all recipients acknowledge their Royalties for Region's grant in all communication activities (please refer to the Department of Regional Development and Lands' Marketing, Communications and Acknowledgements Policy).

Examples of such communication activities include:

- Newsletter articles, advertising, speeches, presentations or other publications by displaying the Royalties for Regions logo and the State Government logo and acknowledging the funding assistance.
- Public announcements (media statements), official launches and/or openings. To ensure consistency of messages delivered across government agencies and departments, recipients should work with and seek approval from the Department of Planning and the Department of Regional Development and Lands on all public announcements.

Audit Requirements

Recipients must keep proper accounting records for all project costs (both monies and in-kind contributions). There is no formal requirement to hold the grant funds in a separate bank account, although applicants may find it helps to keep grant monies separate in this way.

FREEDOM OF INFORMATION ACT

The information is subject to the *WA Freedom of Information Act*, which provides a general right of access to records held by State Government agencies and local government authorities.

Recipients should also be aware that information pertaining to the receipt of State Government financial assistance will be tabled in the Western Australian Parliament. This information could include the names of applicants, the amount of the assistance requested, approved or declined, the name of the project/activity and, possibly, a brief description thereof. This could result in requests for more detail to be released publicly.

Should you require any further information in relation to this issue, please contact the Department of Regional Development and Lands Freedom of Information Coordinator on (08) 9217 1400.

CLOSING DATE FOR APPLICATIONS

Applications will only be accepted on the official forms as provided by the Department of Planning.

Expressions of Interest are to be submitted with a business case via email to npp@planning.wa.gov.au by **5pm Monday 15 April 2013**.

Please note that the maximum length for the business case is to be 10 double sided pages. Pages in addition to this may not be considered by the Northern Planning Program Inter-Agency Working Group.

Do not provide supporting information in addition to the official business case template provided.

CONTACT DETAILS

Phil Woodward
Director - Northern Regions
Department of Planning
T: 6551 9353
philip.woodward@planning.wa.gov.au

Sean Collingwood
Director - Central Regions
Department of Planning
T: 6551 9333
sean.collingwood@planning.wa.gov.au

Paul Trotman
Manager, Land Development
Pilbara Cities Office
Pilbara Development
Commission
T: 6552 4639
paul.trotman@pdc.wa.gov.au

BUSINESS CASE

FOR

SHIRE OF MEEKATHARRA
ECONOMIC DEVELOPMENT STRATEGY

This document has been developed as a guide for the development of a business case to enable organisations submit project proposals for funding.

This business case should be developed for the entire project and not just the section relating to the Northern Planning Program funding.

The maximum length for the business case is to be 10 pages (double sided). Pages in addition to this may not be considered by the Northern Planning Program Inter-Agency Working Group.

Supporting information in addition to this business case template will NOT be considered.

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1. EXECUTIVE SUMMARY

There is currently a lack of useful information about the economic status of the Shire of Meekatharra. In addition a number of infrastructure and resource development projects are within the Shire and broader region have the potential to deliver ongoing economic and social benefits to the Shire that need to be captured and quantified.

To this end, Council is seeking an Economic Assessment that provides robust information and intelligence upon which an Economic Development Strategy can be formulated. It is intended that the information will also be used by local businesses as a tool for them to pursue opportunities to grow.

An Economic Assessment and an Economic Development Strategy for Meekatharra will establish a clear understanding of the key economic challenges and opportunities (and associated social challenges and opportunities) that Meekatharra faces. Opportunities to capture tourism expenditure through the sealing of the Gascoyne Junction – Meekatharra road (a key link inland to the coast) is also a key focus of the Shire and other neighbouring Shires within the South Murchison and Upper Gascoyne region.

The social and economic benefits to the Shire of Meekatharra will be significant. Based on the recent Australian Bureau of Statistics Socio-Economic Indices for Areas (SEIFA) results, the Shire of Meekatharra is ranked 8th in level of disadvantage within Western Australia and 38th within the entire country. By way of comparison the Shire of Halls Creek is ranked 1st in the State and 16th in the country against disadvantage measures. By identifying a strategy for economic development, Council can be proactive in tackling this economic disadvantage.

The following milestones are expected:

TASK	TIMELINE	INDICATIVE DATES
Receipt of funding and engagement of consultants	Week 1	29 April – 6 May
STAGE 1: Economic Opportunity Assessment		
Demographic assessment	Week 2	6 May – 8 May
Economic assessment	Week 2 – 3	8 May – 13 May
Schedule stakeholder discussions	Week 4 - 5	13 May – 20 May
Stakeholder discussions & analysis	Week 6	20 May – 28 May
Economic opportunity assessment	Week 7	28 May – 4 June
Draft report	Week 8	10 June
Final report	Week 10	24 June
Council Meeting		20 July

TASK	TIMELINE	INDICATIVE DATES
STAGE 2: ECONOMIC DEVELOPMENT STRATEGY		
Preparation of Economic Development Strategy based on findings of Economic Assessment		21 July – end August
Stage 2 draft Economic Development Strategy to Council for advertising	To be determined – dependent on timing and advertising of Shire's Local Planning Strategy	21 Sept 2013
Advertising of draft Economic Development strategy either concurrently with Local Planning Strategy or separate	To be determined – dependent on timing and advertising of Shire's Local Planning Strategy	Late Sept early October 2013
Final adoption of Economic Development Strategy		November 2013

The project will be managed by the Shire's Community Development Services Manager.

2. PROJECT INFORMATION

2.1. *Project Description*

The Shire is currently seeking funding through LGAP to prepare a Local Planning Strategy and Town Planning Scheme. An Economic Assessment and Economic Development Strategy will be a key input into the Planning strategy and will help ground the land use and development solutions and recommendations proposed in the strategy, which are linked to economic development, for example demand for and potential mix of industrial and commercial activities that could be developed/attracted to the Shire, and opportunities to capture tourism expenditure through the sealing of the Gascoyne Junction – Meekatharra road (a key link inland to the coast).

2.2. *Objectives*

- To provide information on economic development opportunities which are linked to land development, which can inform the Shire's Local Planning Strategy
- To identify economic opportunities and strengths that could be leveraged, and where Council activities can help facilitate investment attraction
- To identify potential threats and economic leakages that could be contained
- To facilitate engagement of local people in economic development

2.3. *Project Scope*

The scope of the Economic Assessment and subsequent Economic Development Strategy is to identify key economic opportunities and strengths (and subsequent challenges/threats), which can inform Council activities for the next 5 – 7 years in the area of economic development and investment attraction.

The project will be undertaken in two stages, with the first stage being an Economic Assessment and the second stage being the Economic Development Strategy (informed by Stage 1). The outputs of stage 1 will be a direct input into the Local Planning Strategy.

The Shire intends to engage economists and strategic planners, with expertise in regional development and remote communities to undertake the work.

2.4. *Key Deliverables*

Item / Deliverable	Deliverable Date
Stage 1: Economic Opportunity Assessment final report presented to Council	20 July 2013
Stage 2: Economic Development Strategy draft for advertising	21 September 2013 Dependant on timing of Local Planning Strategy
Stage 2: Final Economic Development Strategy for adoption	November 2013

3. NEEDS ANALYSIS / PROJECT FEASIBILITY

[The aim of a needs analysis is to identify whether there is a demand for the outputs of the project in a specific region. This will help to reduce the possibility of a failure of the project, or the project not producing the results anticipated, leading to a loss on investment and possible damage to the project and/or reputation of the stakeholders involved. Below are *examples* of the types of issues you should address.]

3.1. *Region Analysis*

The Shire is presently investing the entirety of its Royalties for Regions Country Local Government Regional Fund allocation into the sealing of the road between Meekatharra and Gascoyne Junction.

In addition to servicing over 20 pastoral properties there are a number of exploration projects in the area between Meekatharra and Gascoyne Junction. This project will benefit each of these, and improve commercial and tourism traffic movements between Meekatharra and the coast (to the benefit of Gascoyne Junction, Carnarvon and the broader Gascoyne region). There is strong commitment to the project from the Shires of Upper Gascoyne, Meekatharra, Carnarvon and Wiluna. The Gascoyne Development Commission and the Mid West Development Commission also recognise the project as a priority. An understanding of economic development opportunities that may be delivered by the road, as well as any other exciting opportunities within the Shire will need to be identified. Flow on effects and capturing social and economic benefits to the town of Meekatharra and/or other remote communities in the Shire from the projects listed below need to be identified:

- Reed Resources Meekatharra Gold, project feasibility underway and anticipated \$33m capital expenditure
- The Weld Range (in the Shire of Cue) and Jack Hills (in the Shire of Murchison) are also large iron ore projects, where the flow on effects would be captured by the Shire of Meekatharra

3.2. *Project Analysis*

[This section should address the feasibility and viability of the project. If not addressed above, this section should specifically state how this project is deemed a strategic or regionally significant project.]

This project is strategically significant to the Shire as it will provide direction to Council on the economic opportunities that could be developed based on infrastructure and mining activities in the region. This is required to assist in lifting the relative level of disadvantage of the Shire.

3.3. *Cost/Benefit Analysis*

This project is considered to have a high cost/benefit ratio in the context of adding value and rigor to the Local Planning Strategy process, as well as providing guidance to Shire activities to capture benefits of resource and infrastructure development in the Shire and broader region.

4. RISK ASSESSMENT

Risks	Internal or External	Level (low, medium, high)	Mitigation
Project timeframes blow out and delays the progression of the Local Planning Strategy	Internal	Low	Monitoring of Project timeframes by Shire representative. Discussions with Consultants indicate that timeframes for Stage 1 of the economic assessment will be undertaken expeditiously and concurrently with the investigations phase of the LPS.
Project funding does not cover project costs	Internal	Low	The Shire has approached consultants to provide proposals for the work. This has been used to determine funding applied for through this grant. The Shire could address any minor project overruns in the short term.
Stakeholders are not adequately consulted	External	Low	The consultant undertaking the work will be required to submit a stakeholder analysis and consultation plan prior to commencing any

Risks	Internal or External	Level (low, medium, high)	Mitigation
			stakeholder discussions. The Shire representative will work with the consultant to identify local stakeholders.

5. APPROVAL REQUIREMENTS

The project does not have any specific approval requirements. It is intended that the final Economic Development Strategy will be adopted by Council.

Approval Type (i.e. Planning, Native Title, Heritage, etc)	Issues	Actions	Timeframe for Resolution
Not applicable			

6. CONSULTATION

6.1. Stakeholders Consultations

The Shire maintains ongoing dialogue with other local governments within the South Murchison and Upper Gascoyne Region in relation to infrastructure, tourism and resource development. The Shire also maintains ongoing dialogue with resource sector companies operating within the Shire boundaries.

It is anticipated that stakeholder consultation will be undertaken as part of the Economic Assessment, which will be in accordance with an agreed consultation plan prepared by the consultant.

7. GOVERNANCE AND MANAGEMENT

[In this section the organisation needs to set out the specific governance arrangements for the project and why these arrangements are proposed. The mechanisms implemented should ensure that the project is developed, implemented and managed with Government and organisation policies and procedures including mechanisms to minimise fraud and corruption.]

7.1. Project Management

Project management will be undertaken by the Shire's representative together with the appointed lead consultant.

The Shire's representative will be responsible for the receipt of funding and management of project expenditure.

7.2. Delivery Method

The anticipated deliverable will be written reports that will be delivered in both electronic and hard copy by the consultant.

The Final Economic Development Strategy will be adopted by Council.

7.3. Asset Ownership

The final deliverables and associated intellectual property will be the property of the Shire of Meekatharra.

7.4. Project/Asset Maintenance

Not applicable.

8. PROJECT BUDGET AND IMPLEMENTATION

8.1. Procurement Strategy

The Shire will engage consultants through the standard procurement processes. Given the anticipated project budget, a request for proposal will be undertaken to identify the preferred supplier.

8.2. Communications Plan

The Shire will provide a notification in its Shire newsletter and on its webpage of its intent to undertake the strategy. Project updates and notification of any consultation events will also be provided through these avenues. Letter invitations to participate in specific consultation activities will also be prepared, and sent to the identified stakeholders.

Consultants engaged to undertake this work will be required to consult with the following stakeholders:

- Meekatharra businesses
- Mining companies operating in the region
- NGOs that are active in Meekatharra and the broader region
- Potential tourism operators

Council will go through a public process of advertising the draft Economic Development Strategy, either concurrently with the Local Planning Strategy or separate to that process, depending on the timing of finalisation of the draft Local Planning Strategy.

8.3. Project Budget

[The budget should include all identifiable costs for the project including staffing, on-costs, legal, designs, tender processes, plant charges, various material costs, audits, promotion, etc. Each project item should have its own line item in the budget with a clearly defined funding source. If more than one source is contributing to the project, please specify which organisation is contributing what amount]

5.2.1 PRO-FORMA CASH BUDGET (All amount must be shown exclusive of GST)

TOTAL PROJECT COST: \$

List each item of project expenditure	Own Organisation Contribution \$	Northern Planning Program Funding Contribution \$	Other Grant Contribution (specify) \$	Other Grant Contribution (specify) \$	Other Cash Contribution (specify) \$	TOTAL \$
e.g. Wages / Administration						
Design / Tender	\$1,000					
Materials (specify)						
Plant Charges						
Consultant fees (including travel costs)		\$75,000				\$75,000
TOTAL OTHER PROJECT CASH CONTRIBUTIONS						
TOTAL AA Funding CONTRIBUTION						
TOTAL CASH COST (\$)						\$75,000

Please add more columns for other sources of contributions if required

Please add more rows for item expenditure if required

This template is provided as an example only and may be altered to suit the requirements of the project as long as all required information is presented

5.2.2 PRO-FORMA IN-KIND BUDGET (All amount must be shown exclusive of GST)

List each item of project expenditure	Own Organisation Contribution \$	Other Organisation Contribution (specify) \$	Other Organisation Contribution (specify) \$	Other Organisation Contribution (specify) \$	Other Organisation Contribution (specify) \$	TOTAL \$
e.g. Wages / Administration						
Design / Tender						
Materials (specify)						
Plant Charges						
etc						
TOTAL PROJECT IN-KIND CONTRIBUTIONS						
TOTAL IN-KIND COST (\$)						

Please add more columns for other sources of contributions if required

Please add more rows for item expenditure if required

This template is provided as an example only and may be altered to suit the requirements of the project as long as all required information is presented

9. TIMELINES AND REPORTING

9.1. *Project Timeframe and Key Milestones*

[Describe the main activities, milestones and timeframe within which the project will be undertaken. This section may include a Gantt chart identifying the activities needed to be undertaken to ensure that the project objective and deliverables are achieved.]

Item / Milestone	Expected Date of Finalisation	Performance Measure	Estimated Total Cost	NPP Funds Sought
Engagement of Consultants	1 May 2013	Acceptance of fee proposal	\$5,000	\$5,000
Stakeholder discussions	20 May 2013	Consultant site visit to Meekatharra	\$10,000	\$10,000
Stage 1 Economic Assessment draft report	10 June 2013	Receipt of draft report	\$15,000	\$15,000
Stage 1 Economic Assessment final report	24 June 2013	Receipt of final report	\$10,000	\$10,000
Stage 2 Economic Development Strategy draft report	10 Sept 2013	Receipt of draft Economic Development Strategy	\$30,000	\$30,000
Stage 2 Economic Development Strategy final report	Sept 2013	Receipt of final Economic Development Strategy	\$5,000	\$5,000

[This table will form part of the financial agreement entered into with the Department of Planning upon approval of supported projects. Payments may be made against these milestones and will be outlined accordingly in the agreement.

The "Performance Measure" refers to the indicator(s) that will be used to determine completion of each item / milestone. For example, identify the agency, group or person responsible for determining that the item / milestone has been completed in accordance with the project requirements.

It would be expected that a Gantt Chart or similar will be provided to support the project timeframe and key milestones set against the project.]

10. RECOMMENDATION OF PROJECT

Signed _____

Signed _____

Completed by _____

Approved by _____

Position _____

Position _____

Organisation _____

Organisation _____

Title/Subject:	LGAP GRANT APPLICATIONS TO FUND REVIEW TPS3 AND DEVELOP LOCAL PLANNING STRATEGY
Agenda/Minute Number:	9.3.4
Applicant:	Nil
File Ref:	ADM0331/ADM0324
Disclosure of Interest:	Nil
Date of Report:	12 April 2013
Author:	 Acting Community Development and Services Manager  <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer  <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

This report requests Council's authority to make application to the Department of Planning Local Government Assistance Program (LGAP) for a grant to fund a review of Town Planning Scheme 3 and develop a Local Planning Strategy; and Council's consideration to approve the budget amendments upon receiving the income and expending the funds of the grant.

Attachments:

Project Briefs corresponding with Planwest and Urbis quote
Quote – Planwest
Quote - Urbis

Background:

Council adopted the 2012/13 Budget at the Ordinary Council meeting held 16 June 2012. The knowledge of the grant from Local Government became apparent at the end of March 2013, hence, the council resolution to consider accepting the grant funds and expending them.

Council adopted Town Planning Scheme 3 in February 1993. Under the Planning Development Act 2005 council is required to review its town planning scheme every 5 years. This has not been carried out within this timeframe. A Local Planning Strategy has become a statutory requirement since the Scheme was adopted, hence, the proposed funding application to develop one.

Comment:

The Planning Department has two buckets of money that they are currently putting out in grants. One is under the Northern Planning Program (NPP) that the Economic Development Strategy was submitted under and the other is the Local Government Assistance Program (LGAP), which this report relates to in regard to submitting an application for \$100,000 to review Town Planning Scheme 3 (TPS3) and develop a Local Planning Strategy.

At the end of March 2013, the Department of Planning LGAP team were contacting Shires to make them aware of available grant funding and pretty much guaranteed being funded if we could submit an application asap, due to the bucket of money being earmarked for the Shire's in the Sub-Region of Murchison and the Shire of Upper Gascoyne (Cue, Meekatharra, Mount Magnet, Murchison, Sandstone, Wiluna, Yalgoo and Upper Gascoyne). There is a finite amount of money and it is awarded on a first in-first served basis, whilst on the face of it, there appears to be enough funds for all shires.

In this first interaction with the LGAP Team, officers were led to believe that it was first in, first served or meet the deadline of 15 April 2013. The application process was different to industry standards and insisted on the consultant, who would ultimately deliver the service, to submit a quote addressing the project brief and this be lodged with the application. Thereafter the Dept of Planning would enter into the Funding Agreement with the preferred supplier and Shire, to undertake the project. Due to this, the shire's purchasing policy was not followed in gathering quotes. Further, due to the tight deadline and the funds that were up for grabs, the A/CDSM contacted Urbis, a company on the WALGA preferred suppliers list (due to the anticipated cost being in excess of \$100,000), to quote on undertaking a comprehensive review of the TPS3 and developing a Local Planning Strategy. The A/CDSM had previously undertaken this project with Urbis in the last two years and is aware of their expertise. They proved they had the capacity to deliver the project in a timely manner and to the high standard expected.

Unfortunately, through this process, the shire's long standing Town Planning consultant, Paul Bashall – Planwest was overlooked unknowingly. Mr Bashall was contacted and advised by the shire of the fact and we apologized for the error. Mr Bashall expressed his disappointment at not being given the opportunity to quote and expressed he had a thirty year association with the shire and had created our current scheme. Upon review, the application had not been technically submitted, therefore, it was resolved that Mr Bashall be invited to provide a quote. At this time officers were aware of only having to submit one quote under the LGAP as advised.

The staff, upon double checking with the LGAP Team of the process to submit the application, were advised that the requirement is for us to now submit three quotes with the application and advise of our preferred supplier of the three quotes to deliver the service. Unfortunately, the goal posts had changed from previous advice and a third quote has not been received at the time of writing this report. It will be tabled at the council meeting.

Further to this advice, verbally, staff have been advised that a consultant on the WALGA's Preferred Suppliers List is the most likely candidate to be awarded the funding by the Dept of Planning due to them having been through a rigorous and robust reference checking and assessment process to determine them able to deliver services as required by the local government industry. The Funding Assessment Panel decide from the three quotes who they are satisfied to enter into a Funding Agreement with. They ask council to nominate their preferred supplier, however, reserve the right to not accept that nomination when making their final decision as to who they will tie the Shire and themselves to in a Funding Agreement.

Two quotes have been received and attached for council's consideration. One from Planwest and Urbis. They are practically identical due to the review of the TPS3 and development of Local Planning Strategy being a prescribed process under the Planning Development Act 2005. The quotes are:

Planwest – \$57,000
Urbis – \$120,000

They both outline their methodology, capacity and personnel, and demonstrated experience of community. These will be the factors considered by the Funding Assessment Panel when selecting their preferred supplier to enter into an Agreement with to undertake the project.

Due to Planwest's longstanding association with the shire, officer's recommend council advise the LGAP Team, the Shire's preferred supplier is Planwest.

In the LGAP Project Brief, it states \$100,000 is the maximum allocation to any one shire, however, verbally we have been advised by the LGAP Team that they are flexible with this maximum allocation depending on the amount of funding application received and awarded.

In accordance with the Local Government Act 1995 and Regulations (Financial Management) 1996, council need to authorise this project and income. Likewise it authorises the corresponding expenditure. The expenditure will be used over two financial years therefore, a resolution providing for both these expenditures need to be authorised by council. Officers recommend an amount of \$100,000 be nominated as income and expense for budget amendments. If more funds are received this will simply be receipted and spent without any further statutory requirement of council.

Consultation:

CEO

Statutory Environment:

Local Government Act 1995 and Regulations (Financial Management) 1996
Planning Development Act 2005 and Town Planning Regs.

Policy Implications:

4.2 Purchasing Policy

Budget/Financial Implications:

Receive income totalling \$100,000 for grant – LGAP – review TPS3 and Local Planning Strategy
Expend corresponding \$25,000 in this year's budget and \$75,000 in 2013/14 budget.

Strategic Implications:

Nil

Voting Requirements

Absolute Majority

Officers Recommendation / Council Resolution:

Moved: Cr HJ Nichols
Seconded: Cr PS Clancy

That Council:

- 1. Endorse the CEO submitting a grant application to the Department of Planning - LGAP to receive funding to engage a consultant to review TPS3 and Local Planning Strategy;**
- 2. Endorse Planwest as the preferred supplier for the Funding Agreement to review Shire of Meekatharra TPS3 and Local Planning Strategy;**
- 3. Endorse the timelines outlined in the grant application for Planwest to finalise TPS4 and Local Planning Strategy and Council to adopt the strategy;**
- 4. Authorise budget amendments that will result in increased income of \$100,000 in the 2012/13 budget – Community Amenities, Schedule 10, Town Planning and Regional Development, Review TPS3 and Local Planning Strategy;**
- 5. Authorise budget amendment that will result in increased expenditure of \$25,000 in the 2012/13 budget – Community Amenities, Schedule 10, Town Planning and Regional Development, Review TPS3 and Local Planning Strategy;**
- 6. Authorise budget allocation in the 2013/14 budget that will result in expenditure of \$75,000 in the 2012/13 budget – Community Amenities, Schedule 10, Town Planning and Regional Development, Review TPS3 and Local Planning Strategy.**
- 7. Review above budget allocations when more accurate figures become available, noting that the allocations are equal for income and expenditure and have no bottom line effect.**

**CARRIED 6/0
BY AN ABSOLUTE MAJORITY**

SHIRE OF MEEKATHARRA



Proposal for the Preparation of a **Local Planning Scheme Review and Local Planning Strategy**

Project Tender/Submission

April 2013

PLANWEST

(WA) PTY LTD A.B.N. 77 665 477 188

**CONSULTANTS IN PLANNING,
DESIGN AND MANAGEMENT**

Post: PO Box 202, Mt. Lawley WA 6050 Email: planwest@bigpond.net.au Fax: (08) 9370 1363 Tel: (08) 9271 9291

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SHIRE OF MEEKATHARRA

1 INTRODUCTION

On 9 April 2013 Planwest (WA) Pty Ltd was invited to submit a tender for the preparation of a new Local Planning Scheme and Local Planning Strategy for the Shire of Meekatharra.

A project brief template was provided with a request that it be populated to apply to the Shire of Meekatharra. The attached document is a resultant brief to which this tender refers.

2 EXISTING PLANNING INSTRUMENTS AND BACKGROUND

As the brief outlines, the Shire has no local planning strategy and only has an outdated Town Planning Scheme. The existing Scheme was gazetted in 1993 (according to the WAPC web site) and therefore does not comply with the Model Scheme Text as outlined in the Town Planning Regulations 1967.

The original Shire of Meekatharra *Town Planning Scheme No 1* was gazetted on 9 August 1968.

In 1981 Planwest was approached by the then Shire Clerk Peter Strugnell to prepare a new scheme as Scheme 1 was considered outdated.

In 1985 the new *Town Planning Scheme No 2* was gazetted. This Scheme complied with the preferred 'model' at the time. Planwest prepared nearly every one of the 19 amendments to this scheme in a period when there were rapid changes in the town.

In 1992 Planwest was again requested to review the Scheme resulting in the gazettal of *Town Planning Scheme No 3* in February 1993. This Scheme was presented in black and white following the deletion of the colouring regime previously required by the Regulation. Scheme 3 has only been the subject of three amendments; all three being rezonings.

These were all originally prepared in the late 1990s, however although Amendment Nos. 1 and 3 were finalised, Amendment No 2 (relating to the 'Special Site – Accommodation Village') was not proceeded with at that time. In late 2009 Planwest was requested to resubmit the Amendment, resulting in its gazettal in 2011.

Although there was no statutory requirement to prepare a local planning strategy prior to 1999, both Schemes (Nos. 2 and 3) prepared by Planwest included an equivalent document called a 'Scheme Report'.

As recently as September 2012 Planwest was requested to assist the Shire by preparing a few preliminary notes on establishment of an industrial park immediately north of the Meekatharra townsite.

The tasks included;

- a brief description and preliminary assessment of the types of issues and factors that needed to be identified and resolved to set up an industrial park in Meekatharra; and
- some preliminary guidelines for the planning and developing an industrial park.

3 SKILLS AND EXPERTISE

Paul Bashall is the Director of Planwest and has been so since the planning practice was established in 1981. Paul is the principal planner in the company and prides himself in providing a professional, personal planning service - always on time and on budget.

Over the last three decades Planwest has retained most clients as they can be assured that the work requested and provided will be completed by the principal – Paul.

The following responses relate to the topics outlined in Part 5.1 of the Project Brief.

- a. **Qualifications**
Paul was awarded an Associateship in Town and Regional Planning in 1974, and a Bachelor of Urban and Regional Planning in 1978.
- b. **Professional or business associations**
Paul is a Member of the Planning Institute of Australia.
- c. **Length of service at the organisation**
As mentioned, Paul has been the Director of Planwest since it was established in 1981 (ie. 32 years).
- d. **Industry experience**
The attached Curriculum Vitae provides a listing of local governments that Planwest has provided planning services to.

In 1999 the Planning and Development Act 2005 was amended to require all new scheme to be accompanied by a local planning strategy. Planwest has completed several projects of an almost identical nature (ie Local Planning Strategy and Local Planning Scheme) to the current Meekatharra project. These Shires include;

- Shire of Bruce Rock
- Shire of Carnamah
- Shire of Dalwallinu
- Shire of Koorda
- Shire of Mount Magnet
- Shire of Mount Marshall
- Shire of Ngannytjarraku (strategy only)
- Shire of Trayning
- Shire of Victoria Plains, and
- Shire of Wyalkachem

All of these schemes and strategies have been adopted by the respective Shires. The majority of those listed have either been completed (finally approved and gazetted) or in the final stages of the approval process. Contact with the respective CEOs is welcome for confirmation and reference.

Council presentations include the use of a projector and GIS (Geographic Information System) on a laptop to present information of proposals to the Council. The technique is very well received by all Councils as it allows for easy viewing, and provides the opportunity to zoom in and out of various locations, and turn data sets on and off to highlight various relevant issues. This technique encourages Council discussion and interest in the various topics.

Paul was responsible for 'architecting' the Department of Planning's Scheme Capture project (as a consultant) and is therefore familiar with the standards and requirements of the Department's digital data requirements of the Scheme mapping.

4 UNDERSTANDING OF THE TASK

4.1 Objectives

The objectives of the project include;

Building capacity in regional communities – As noted in the Project Brief the existing Scheme is out-dated and has been superseded by new State legislation and policy. Planwest agrees that a new Scheme and Strategy would provide the opportunity to update these documents which is vital given the changes in State Government strategic direction over the years, particularly with the implementation of the Royalties for Regions program and changes to State Planning Policies. The Shire does not have a Strategy and is limited in its ability to implement the State policies effectively. The creation of a new Scheme and Strategy is vital to allow the Shire to promote well planned and effective development.

With increased opportunities for grant money available from the State, it is critically important to demonstrate that applications are supported by well-researched community-supported aspirations and initiatives. Accordingly, Planwest agrees that the preparation of a new Strategy and new Scheme will assist this regional community in building capacity to attract funds for projects that Local Government cannot fund alone.

Retaining benefits in regional communities – Planwest supports the Strategy and Scheme Review as it will guide the development of the Meekatharra townsite and the rural areas of the Shire to ensure that development meets the demands of its community and promotes growth in a controlled manner rather than development being driven purely by commercial interest alone and assessed in an ad-hoc manner.

Improving services to regional communities – Planwest will ensure that the Strategy and Scheme Review will draw on extensive community consultation, preceding strategies and investigations, and consultation with all relevant government agencies to deliver a planning framework that addresses the services demanded by regional communities including infrastructure, community, health, aged care, recreational, educational, communications, transport, tourism and retail.

Attaining sustainability – Planwest will ensure that the Strategy and Scheme will be prepared with due regard to all relevant environmental policy and guidelines produced by the relevant agencies, including but not limited to the Departments of Environment and Conservation; Agriculture and Food; and Water, as well as the Environmental Protection Agency.

Expanding opportunity - The Strategy and Scheme Review will ensure that recent government policies and market demands to be incorporated into the planning framework for the Shire to facilitate employment and lifestyle opportunity.

Growing prosperity – Planwest acknowledges that the Shire is situated in a region which is experiencing increasing mining related growth, renewable energy ventures, agroforestry and carbon capture proponents. The review of the Strategy and Scheme is timely to address this multi-faceted growth and to ensure that development is beneficial economically, socially and environmentally.

4.2 Project Scope

The Strategy and Scheme review will address the following matters and Planwest will ensure that the Council has the opportunity to further discuss their implications to the Shire:

Planning and Development Framework (where applicable)

Current Planning Scheme and scheme amendments
Any expansion strategies
Municipal heritage inventories
Strategic Plan/ Strategic Community Plan
Relevant State Planning Policies and Development Control Policies
State Planning Framework including the State Planning Strategy, Regional Strategies, Urban Water Management, draft Country Sewerage Policy, Residential Design Codes, Liveable Neighbourhoods, Local Planning Manual etc.

Land Use

Land use needs and constraints – public purposes, residential, industrial, mining, workers' accommodation, commercial, rural, rural living etc.
Land use pattern/plan for the area
Tourism uses - including caravan parks, accommodation etc
Education facilities, community facilities
Public Open Space and recreation facilities

Movement Network

Road classification
Highway land use conflict issues assessment
Road realignment/upgrading requirements

Infrastructure

Water provision Strengths, Weakness, Opportunities, Threats (SWOT) analysis
Sewerage provision SWOT
Electricity provision SWOT
Communications provision SWOT

Environment

Water courses
Public Drinking Water Protection Areas
Endangered flora and fauna, remnant vegetation
Salinity
Areas requiring protection/rehabilitation
Areas of Aboriginal interest.

4.3 Outcomes Report

An outcomes report describing the results of the literature review, public workshops and identification of opportunities and constraints will be prepared. Information shall be presented clearly and succinctly and, where possible, information shall be presented in graphical form.

The background report is likely to be included in the strategy report and will be provided in preliminary form for review and comment of the project steering group. Once the steering group has endorsed the background report the following copies of the report will be provided:

- 1 copy (unbound) at A4 size (mapping may be at A3 size); and
- 1 digital copy in Microsoft Word format for 'hard copy' reproduction.

Prior to the first meeting with the Shire Council and DoP several issues will need to be discussed including;

- The need to adopt a Resolution to Prepare a Scheme.
- The need and preparation of local planning policies – in contrast to including such matters in the local planning strategy.
- The extent of the proposed Scheme Area. History indicates the Council's previous opposition for the inclusion of the whole Shire in the Scheme.
- The need for an Interim Development Order for the Shire to provide the Council with development control in the interim between now and when a final scheme is gazetted.

4.4 Draft Scheme

A draft Scheme Text and Maps will be provided to the Shire and DoP for review, prior to the document going to the Council to make a formal resolution to prepare a Scheme.

The following copies of the draft Scheme Text and Maps will be provided to the Shire for review:

- 3 unbound copies at A4 size (mapping may be at A3 size);
- 1 digital copy in Microsoft Word format files for 'hard copy' reproduction of the Scheme Text;
- 1 digital copy in Adobe Acrobat (pdf) format files for electronic circulation of the Scheme Text; and
- Adobe Acrobat (pdf) format files for 'hard copy' reproduction and electronic circulation of the Scheme Maps.

4.5 Draft Strategy

A draft strategy background report and Local Planning Strategy will be provided to the Shire and DoP for review, prior to the document going to Council to make a formal resolution to prepare a Strategy.

The following copies of the draft strategy background report and Local Planning Strategy will be provided to the Shire for review:

- 3 unbound copies at A4 size (mapping may be at A3 size);
- 1 digital copy in Microsoft Word format files for 'hard copy' reproduction of the strategy background report and Local Planning Strategy; and
- 1 digital copy in Adobe Acrobat (pdf) format files for electronic circulation of the strategy background report and Local Planning Strategy.

4.6 Advertising of Draft Scheme and Strategy

Appropriate press releases and advertising information will be prepared for the Shire of Meekatharra to utilise in statutory advertising procedures. A listing of referral agencies, and their addresses, will be provided.

- Copies of this information shall be provided in Microsoft Word and Adobe Acrobat (pdf) format.

4.7 Post Advertising – Submission Report and Schedule

A report on the submissions received by the Shire during the advertising period will be prepared prior to the Agenda Item going to Council for final adoption. This report will include a schedule of submissions.

The schedule will be prepared in accordance with the Regulations including information relating to the submitter, the land of interest or area of concern, a summary of the submission and a recommendation on any action to be taken resulting from each submission.

Copies of the report and schedule of the submissions shall be provided as follows:

- 1 digital copy in Microsoft Word compatible format; and
- 1 digital copy in Adobe Acrobat (pdf) format files for electronic circulation.

4.8 Final Scheme

Following advertising of the draft Scheme, and in light of the submissions received and endorsed by Council and any additional modifications required by the Minister for Planning, a final Local Planning Scheme will be prepared.

A copy of the final Scheme shall be provided in preliminary form for review and comment by the Shire and DoP. Once accepted by the Shire and DoP further copies of the modified (if required) final Local Planning Scheme will be required for Council approval. Any additional modifications requested by the Council and or the Minister for Planning will be carried out.

Once endorsed by the Shire Council, copies of the final document shall be provided as follows:

- 4 unbound copies of A4 size (with mapping at an appropriate size and coloured); and
- Scheme Text in Microsoft Word compatible format;
- Scheme Text in Adobe Acrobat (pdf) format files for electronic circulation; and
- Scheme Maps in Adobe Acrobat (pdf) format.

NB: The administrative time and costs associated with advertising and the reproduction of documents will be undertaken by the Shire of Meekatharra.

4.9 Final Strategy

A final Shire of Meekatharra Local Planning Strategy will be prepared following advertising of the draft Strategy, in light of comments received and endorsed by Council. This final copy will include any additional modifications required by the Minister for Planning.

A copy of the final Strategy shall be provided in preliminary form for review and comment by the Shire and DoP. Once accepted by the Shire and DoP, further copies of the modified (if required) final Local Planning Strategy will be required for Council approval. Any modifications requested by the WAPC or Council will be made to the Local Planning Strategy.

Once endorsed by the Shire Council, copies of the final document shall be provided as follows:

- 3 unbound copies of A4 size (with mapping at an appropriate scale); and

- Text in Microsoft Word format and Adobe Acrobat (pdf) and graphics in Adobe Acrobat (pdf) format where applicable.

NB: The administrative time and costs associated with advertising and the reproduction of documents will be undertaken by the Shire of Meekatharra.

5 METHODOLOGY

The preparation of the Scheme and Strategy will be set out in stages and have the following key deliverables.

5.1 *Stage 1 - Analysis, preparation and background*

Paul will attend an inception meeting (*Visit 1*) with Shire staff and the Respondent to finalise the project methodology and identify relevant matters and issues to be specifically addressed in the project. The background and preparation will include a site visit; background investigation; and analysis and a literature review.

On appointment for the project Planwest will circulate advice of the project and invite early comments from the various servicing agencies.

5.2 *Stage 2 - Preparation of a draft Scheme and Strategy and public consultation*

Planwest will prepare a draft Scheme and Strategy for review by the Shire and DoP.

Paul will present the draft documents to the Council and outline the processes and implication of the components for the documents (*Visit 2*). Once the Council is satisfied that the draft Strategy and Scheme reflects its requirements the Council will formally resolve to prepare a new Scheme and Strategy. The Scheme and Strategy will then be submitted to the Council, EPA and the WAPC seeking consent to advertise.

5.3 *Stage 3 - Finalisation of Scheme and Strategy*

Following the close of the formal public consultation period, Planwest will consider, and report upon, the submissions to the draft Scheme and Strategy and provide recommendations for any appropriate modifications arising from the submissions. The Submissions Report and statutory Schedule of Submissions will be submitted for consideration and adoption by the Council.

5.4 *Stage 4 - Final approval and gazettal*

Paul will present the final recommendations for the Strategy and Scheme (*Visit 3*) and make any final modifications required by the Council.

When the Council is satisfied that the documents meet its needs the Council will forward the draft Scheme and Strategy to the WAPC for its recommendation for the Minister's final approval.

Subject to the Council's agreement Planwest will carry out any further modifications required by the WAPC or the Minister to allow the Scheme and Strategy to be finalised for formal adoption by Council, WAPC and the Minister, and including final gazettal/endorsement¹.

The four key deliverables for this project will have the estimated delivery dates as outlined in **Table 1**, subject to provision of funding.

¹ Endorsement, adoption and approval processes for Schemes and Strategies are to be in accordance with the requirements set out in the *Planning and Development Act 2005* and *Town Planning Regulations 1967*.

6 DEMONSTRATED EXPERIENCE IN COMPLETING SIMILAR PROJECTS

The local governments listed in Part 3 d of this proposal have all required the preparation of a local planning strategy and local planning scheme – as does the Meekatharra Project Brief.

In response to the points outlined in the Project Brief the following responses are provided;

6.1 A detailed description of the scope of work undertaken

The work will be undertaken in accordance with the Project Brief.

Paul will be the principal planner for the duration of the project. Paul's tasks will include;

- the preparation of a Resolution to Prepare a Scheme.
- the preparation of local planning policies if preferred to inclusion such matters in the local planning strategy.
- the preparation of an Interim Development Order (IDO) for the Shire in the event that the Council wants development control in the interim between now and when a final scheme is gazetted.
- the literature review;
- site investigations and meetings with Council staff;
- community consultation and meetings as required by the Council;
- preparation of base mapping for the Strategy and Scheme;
- presentation of the Strategy and Scheme to the Council;
- assistance with the referral of the Scheme to the EPA (previously the EPA will not accept a Scheme for review unless it has been sent by the Shire);
- response to any queries from the EPA;
- liaison with the WAPC for approval to advertise;
- any modifications to the Scheme and Strategy (if necessary);
- preparation a Schedule of submissions resulting from the advertising of the Scheme and Strategy;
- preparation of recommendations for actions for each submission;
- presentation of the Scheme and Strategy to the Council for final approval; and
- provision of modified copies of Scheme and Strategy for endorsement (if necessary) and forward these to the WAPC for its recommendation for the Minister's final approval.

6.2 Similarities between those projects and the project requirements of this tender

This project brief is almost identical to the projects carried out for the local governments listed in Part 3 d of this submission. The tasks required (and completed) include those items listed in Part 6 a.

6.3 When the work was undertaken

The majority of this work has been carried out within the last 5-6 years with several projects currently in progress (including Coolgardie, Carnamah and Mount Magnet).

6.4 The project outcomes

As previously mentioned all the listed projects in Part 3 d have been adopted by the respective Shire Councils. Bruce Rock, Victoria Plains and Trayning are finally approved, the rest are either about to be advertised, being advertised or in their final process of approval.

7 BUDGET

Planwest (WA) Pty Ltd will prepare the Local Planning Strategy (and mapping), and Local Planning Scheme Text and maps in accordance with the Project Brief, including the tasks listed in Part 6 (a), for the fee as outlined in the table below.

Task	Excluding GST	Including GST
Local Planning Strategy and Local Planning Scheme	\$57,000.00	\$62,700.00

This Fee *includes* all tasks outlined in this submission, travel (3 visits), accommodation, printing (as outlined in this submission), attendance at Council meetings as scheduled in the timetable, and electronic data. Any additional work required beyond the scope of this project will be charged at an hourly rate of \$200 (plus GST) unless otherwise agreed.

The acquisition cost of electronic data is included in this fee but it is based on ordering data through the Shire (with its discounts via Landgate) or the Department of Planning.

Although *not part of this tender* it is recommended that additional costs for advertising and government gazetted (GG) costs of the project be added to the project cost. Costs of these items cannot be provided as a total, however government gazette bulk rate costs are \$244.70 per page (this is a GG page). For example if the Model Scheme Text were to be gazetted it would cost about \$16,000; however the final cost will depend wholly on the Scheme content.

Advertising costs will depend on the extent of the public consultation proposed, however a budget to include 3-4 newspaper advertisements will be required at a minimum.

8 TIMETABLE

The timetable attached reflects the items outlined in '*Table 2 - Key Deliverables and Delivery Dates*' of the Project Brief. The times are estimates only as there are several factors that may impact the progress of the project. These factors include the time taken for; Council approvals (usually less of an issue), EPA and WAPC processing.

Alternatives to this timetable will be considered if this does not suit the Council.

Site visits as outlined in the timetable will be organised to coincide with Council meetings. These dates are flexible and can be confirmed closer to the achievement of the project milestones.

SUGGESTED TIMETABLE

Table 1 - Key Deliverables and Delivery Dates

Deliverable	Actions	Responsibility	Date
Stage 1 - Analysis, preparation and background	• Undertake a literature review	Respondent and Local Government (LG)	From appointment to Sept 2013
	• Conduct site investigation and community consultation	R, LG	SITE VISIT 1
	• Commence base mapping for Scheme and Strategy	R, LG	
	• Council to adopt a formal resolution to prepare a Scheme and Strategy and forward a copy of the resolution to the WAPC	LG	July 2013
Stage 2 - Preparation of draft Scheme and Strategy	• Preparation of Draft Strategy and Scheme and present to Council	R, LG	October 2013 SITE VISIT 2
	• Referral to EPA (Scheme only) and other servicing agencies	R, LG	November/ December 2013
	• Seek consent to advertise from WAPC (Strategy only, Scheme in some circumstances)	R, LG	
	• Make any modifications required and advertise the Scheme and Strategy	R, LG	February 2014
Step 3 - Finalisation of Scheme and Strategy	• Consideration of submissions and modification if required	R, LG	June/July 2014 SITE VISIT 3
	• Council adoption of Scheme and Strategy	LG	
Step 4 - Final approval and gazettal	• Forward to WAPC for final approval	R, LG	August/ September 2014
	• Make any modifications required	R, LG	
	• Gazettal of the Scheme, and endorsement of the Strategy	LG	

9 ADMINISTRATION

Planwest has no objection to any of the items of *Administration* as outlined in Part 4 of the Project Brief.

- Planwest has Professional Indemnity to a value of \$2,000,000. If required, this amount can be increased. (Marsh/WR Berkley Insurance Australia Ref:IBU121A5W068).
- Planwest has no conflict of interest.
- The payment arrangements suggested in the Project Brief are acceptable.

10 CONCLUSION

Planwest has a proven track record for preparing local planning strategies and schemes throughout the State. Planwest has had a long relationship with the Shire (since 1981) and would be keen to continue this service.

Evidence of Planwest's ability can be confirmed through any CEO of the Shire's listed. Planwest has maintained a good relationship with the Shire and a reputation of providing a professional product on time and on budget and is as such ideally placed to successfully complete the local planning strategy and local planning scheme for the Shire.

ATTACHMENT 1

April 2013

CURRICULUM VITAE

NAME **BASHALL, Paul William Talbot**

DATE OF BIRTH 28 August, 1951 (UK)

MARITAL STATUS Married, two children

ADDRESS 94 Third Avenue, MT LAWLEY, 6050

POSTAL ADDRESS PO Box 202, MT LAWLEY, 6050

TELEPHONE 9271 9291 **FAX** 9370 1363 **Email** planwest@bigpond.net.au
Mobile: 0429 911 100

EDUCATION

Primary Quarry Bay School, HONG KONG

Secondary Cranleigh School, Cranleigh, Surrey, UK

Tertiary Curtin University; Western Australia

- Associateship in Town and Regional Planning, 1974 (Superseded)
- Bachelor in Urban & Regional Planning, 1978

Thesis Title 'Spaces in Perth Central Area'

MEMBERSHIP OF PROFESSIONAL BODIES

Corporate Member of Planning Institute of Australia (PIA)
Member (past) of WALIS (WA Land Information System) Advisory Committee.
Member of Australian Association of Planning Consultants (AAPC)

PROFESSIONAL EXPERIENCE
June, 1981 to Date

Principal Planner, and Director, for **PLANWEST (WA) Pty Ltd**
Consultants in Planning, Design and Management

Major Clients and Projects:

- Della-Vedova Family Farm - 600ha Urban Structure Planning
- Williamson Brothers - Moresby Ranges Structure Planning
- LandCorp – major projects
 - : Noxious Industry Study
 - : Mungari Industrial Estate Planning
 - : General Industrial Land Needs Study
 - : Bunbury Industrial Study
 - : Bibra Lake Industrial Area Design
- Department of Indigenous Affairs (DIA) – major projects
 - : ALT Land Register Design
 - : Community Profiles
 - : Model Community Plan Development
 - : Planning, Monitoring and Evaluation System
 - : Community Layout Plans for 45+ Aboriginal communities
- Aboriginal & Torres Strait Islander Commission (ATSIC)
 - : Aboriginal Community Layout Plan Projects (with GHD & PMD)
- Town of Victoria Park - Local Commercial Strategy (with Belingwe Pty Ltd)
- Town of Kwinana - Retail and Commercial Structure Plan (with Belingwe Pty Ltd)
- City of South Perth - Local Commercial Strategy (with Belingwe Pty Ltd)
- City of Rockingham - Retail Strategy (with Belingwe Pty Ltd)
- City of Stirling - Commercial Strategy (with Belingwe Pty Ltd)
- Town Planning Consultant for Shire of Meekatharra (TPS)

- Town Planning Consultant for Shire of Jerramungup (TPS) (past)
 - : Bremer Bay Townsite Strategy
 - : Jerramungup Town Centre Plan
- Town Planning Consultant for Shire of Menzies (TPS, LPS)
- Town Planning Consultant for Shire of Gnowangerup (TPS)
- City of Kalgoorlie Boulder - Local Commercial Strategy (with Belingwe Pty Ltd)
- Town Planning Consultant for Shire of Coolgardie (TPS, LPS)
 - : Coolgardie Townsite Strategy
 - : Kambalda Town Centre Design
- Town Planning Consultant for Shire of Mount Magnet (LPS, TPS)
- Town Planning Consultant for Shire of Cue (TPS)
- Town Planning Consultant for Shire of Yalgoo (TPS)
- Town Planning Consultant for Shire of Dalwallinu (TPS, LPS)
 - : Dalwallinu Town Centre and Leisure Centre Design Study
- Town Planning Consultant for Shire of Perenjori
- Town Planning Consultant for Shire of Kellerberrin (TPS, LPS)
- Town Planning Consultant for Shire of Coorow (TPS Review, Coastal Strategy)
- Town Planning Consultant for Shire of Carnamah (TPS Review, Coastal Strategy)
- Town Planning Consultant for Town of Albany (draft Scheme only)
- Town Planning Consultant for Shire of Cocos Keeling
- Town Planning Consultant for Shire of Kojonup (TPS)
- Town Planning Consultant for Shire of Victoria Plains (LPS)
- Town Planning Consultant for Shire of Kulin (TPS)
- Town Planning Consultant for Shire of Dowerin (TPS, LPS)
- Town Planning Consultant for Shire of Three Springs (TPS Review)
- Town Planning Consultant for Shire of Bruce Rock (TPS, LPS)
- Town Planning Consultant for Shire of Wongan-Ballidu (LPS)
- Town Planning Consultant for Shire of Ngaanyatjaraku (LPS and CLPs)
- Town Planning Consultant for Shire of Trayning (TPS and LPS)
- Town Planning Consultant for Shire of Wyalkatchem (TPS and LPS)
- Town Planning Consultant for Shire of Koorda (TPS and LPS)
- Town Planning Consultant for Shire of Nungarin (TPS and LPS)
- Town Planning Consultant for Shire of Mount Marshall (TPS and LPS)
- Town Planning Consultant for Shire of Merredin (LP Scheme)
- City of Joondalup - Commercial Centres Strategy (with Belingwe Pty Ltd)
- City of Wanneroo - Commercial Centres Strategy (with Belingwe Pty Ltd)
 - : Flynn Drive District Structure Plan
- City of Nedlands
 - : Acting City Planner (four weeks)
 - : Shenton Park Study
- City of Melville
 - : Hislop Road Urban Design Study
 - : General Consultancy (social atlas, LPS mapping, TPS mapping)
 - : Local Commercial Strategy (with Belingwe Pty Ltd)
- Town of Vincent Residential Guidelines (with KA Adam & Assoc)
- Department of Planning and Urban Development (now DoP)
 - : Community Layout Plans
 - Project Manager for:-
 - : Perth Region Industrial Zone Evaluation
 - : Perth Region Commercial Survey Planning Study
 - : Region Open Space Survey
 - : Residential Vacant Land Study
 - : Town Planning Scheme Capture Project
 - : East Perth Residential Project
 - : Industrial Land Planning Study
 - : SPC Estate System
- Town Centre Urban Design (Nicholson Road, Canning Vale, C of Gosnells)
- Various subdivisional and urban design projects
- Various Special Rural Zone and other Amendments
- Armadale Redevelopment Authority Contribution Schemes
- Joint Consultant (with KA Adam) for Shire of Peppermint Grove (LPS, TPS)

- To November 1988** Freelance Planner for **K.A. Adam and Associates**, Planning Consultants
Major Projects
- : - Quinns Rocks Residential Planning Strategy
 - : - Coodanup Marina and Residential Development
 - : - Pretty Pool Development (Pt Hedland)
 - : - Redmont Track Centre (Mt. Newman)
 - : - Kojonup Town Planning Scheme
 - : - Leeming Development Concept
 - : - Wandina Development (Geraldton)
 - : - Small Housing Projects for Village Builders (Div. of Jennings)
- Freelance Planner for **Ralph Stanton Planners**
Major Projects
- : - Coogee Coastal Area Study and Industrial Survey
 - : - Secret Harbour Structure Plan and Statutory Provisions
 - : - Various Shopping Centre Feasibility Studies
 - : - City of Nedlands Town Planning Scheme
 - : - Yanchep Sun City Structure Plan
 - : - Various subdivisional design projects
- January, 1980 to June, 1981** Town Planner for **K.A. Adam and Assoc.**
- Planning Consultant for Town of Mosman Park
 - Member of Study Team for;
 - : - Fremantle Town Planning Scheme;
 - : - Claremont Town Planning Scheme;
 - : - Wickham Town Centre Study;
 - : - Wickpin Town Planning Scheme (Development);
 - : - Kwinana Town Centre Study.
 - Subdivision and Design Project for Utakarra Industrial Estate, Geraldton
 - Concept Planning, subdivision and design project for Leeming Estate (SHC)
 - Various Urban and Rural Subdivision designs
- 1979** Overseas (South America, U.K. and Hong Kong)
- 1977 to 1978** Planning Officer, Level 2, **Town Planning Department**
- Detailed examination and investigation of Town Planning Schemes, regional structure plans, neighbourhood and local subdivisional concept plans.
 - Preparation and presentation of Town Planning Schemes, Scheme Amendments, and subdivisions for the Town Planning Board of Western Australia.
 - Presentation of Amendments (to the Metropolitan Region Scheme) and Development Applications for presentation to the Metropolitan Region Planning Authority
 - Preparation of Appeals for the Honorary Minister for Urban Development and Town Planning
- 1974 to 1976** Planning Officer, Level 1, **Town Planning Department**
- 1973** General Assistant, **Town Planning Department:**
- Survey and analysis for, and preparation of, planning for Kewdale Industrial Estate.
- January, 1973** General Assistant, **Shire of Mundaring:**
- Preparation of proposals for Mundaring Town Centre and general survey work.
- August, 1972** Study Tour of the Northwest WA to investigate new regional and mining towns
- 1970 to 1972** Full-time study at WA Institute of Technology, (now Curtin University).

SHIRE OF MEEKATHARRA



**Local Planning Scheme and Local Planning
Strategy Review**

Project Brief

April 2013

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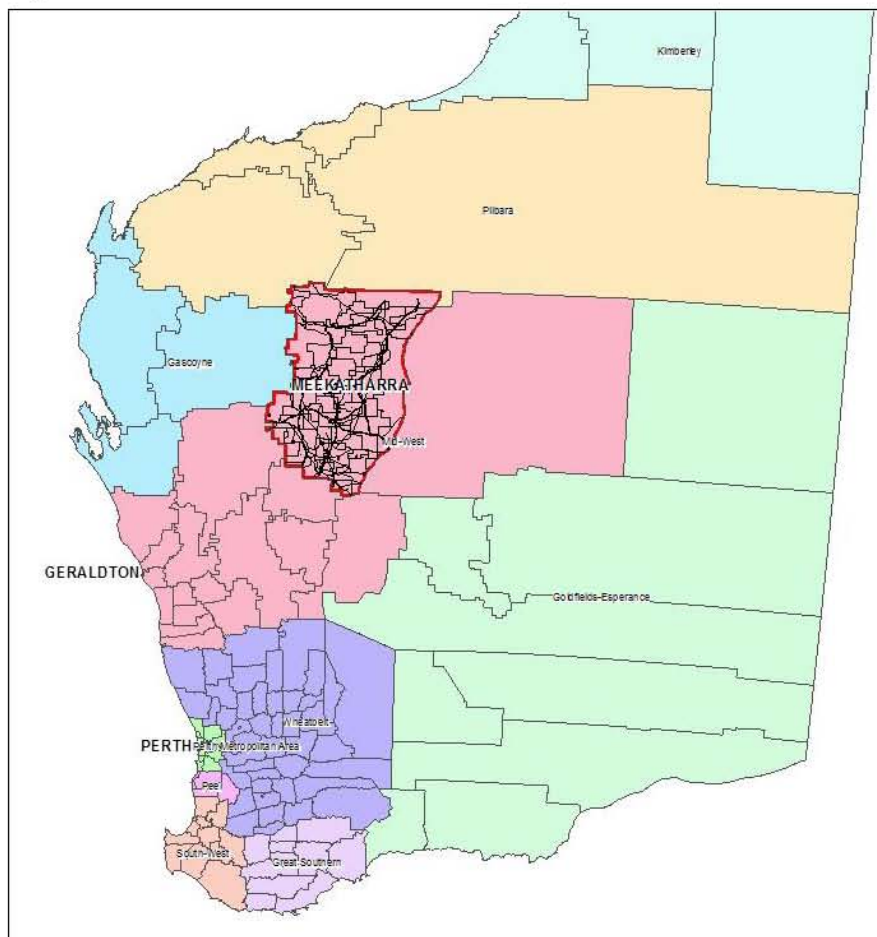
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1. INTRODUCTION

The Shire of Meekatharra ('the Shire') comprises 100,733 square kilometres of land, is located 764km from Perth and approximately 529km from Geraldton in Western Australia's Mid-West Region (**figure 1**) and according to the 2011 Australian Bureau of Statistics Census, has a population of around 1,250 to 1,296.

The *Planning and Development Act 2005* ('the Act') requires all local governments to review their Local Planning Schemes ('Scheme') every five years. The Shire's Town Planning Scheme No 3 was gazetted in February 1993 and in accordance with the Act, the Shire of Meekatharra Council proposes to prepare a new Local Planning Scheme No. 4.

Figure 1 Location Plan



Source: PLANWEST, WAPC

As a precursor to the Local Planning Scheme Review, the Shire is required under the *Town Planning Regulations 1967* to prepare a Local Planning Strategy ('Strategy') to:

- a. set out the long-term planning directions for the local government;
- b. apply State and regional planning policies; and
- c. provide the rationale for the zones and other provisions of the Scheme.

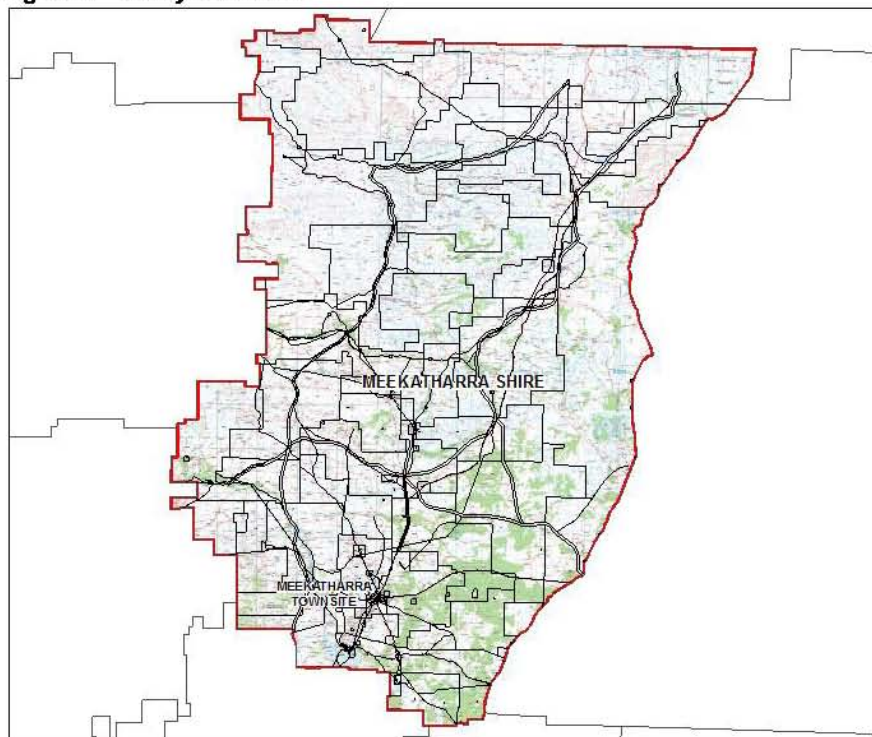
In accordance with the Regulations, the Shire of Meekatharra Council also proposes to develop a Local Planning Strategy.

1.1. Purpose of the Brief

The purpose of this brief is to:

- a. Invite submissions from suitably qualified and experienced respondents to undertake the preparation of a local planning strategy and local planning scheme for the Shire of Meekatharra, under the direction of the Project Steering Group;
- b. Detail the scope of works, broad methodology, and expected outputs to be provided under contractual arrangement; and
- c. Detail the extent of funding set aside for this study, as well as outline the project management and required submission content.

Figure 2 Study Plan Area



Source: PLANWEST, NATMAPS

2. PROJECT DESCRIPTION

The Shire's existing Scheme is nearly 20 years old and requires urgent review to reflect current planning legislation and requirements.

This includes developing the Scheme in accordance with the Model Scheme Text to efficiently manage and control land use and development.

The preparation of a Strategy will guide the zonings and land use controls contained in the Scheme and is considered to be a visionary and living document, planning for the medium-long term future development of the Shire.

The Scheme and Strategy are to be prepared in accordance with the relevant legislation and policy as set out in the Act. This includes, but is not limited to the documents set out in Table 1. The relevant legislation is required to be complied with; and sets out guidelines and policies which are to be considered during the preparation of a Scheme and Strategy.

Table 1 - Legislation, Guidelines and Policy guiding the preparation of a Scheme and Strategy

Legislation	Guidelines	State Planning Policy and Strategy
Planning and Development Act 2005	Local Planning Manual	State Planning Strategy
Town Planning Regulations 1967	Model Scheme Text	State Planning Policy (SPP) No. 1 - State Planning Framework
	Country Sewerage Policy	SPP No. 3 - Urban Growth and Settlement
	Better Urban Water Management	SPP 3.1 - Residential Design Codes
	Planning for Bushfire Protection	
	Structure Plan Preparation Guidelines	
	Liveable Neighbourhoods	

2.1. Project Objectives

In relation to the particular Royalties for Regions objectives:

- Building capacity in regional communities - The existing Scheme is out-dated and has been superseded by new State legislation and policy. The Review would provide the opportunity to update these documents which is vital given the changes in State Government strategic direction over the years, particularly with the implementation of the Royalties for Regions program and changes to State Planning

Policies. The Shire does not have a Strategy and is limited in its ability to implement State policy effectively. The creation of a new Scheme and Strategy is vital to allow the Shire to promote well planned and effective development.

- With increased opportunities for grant money available from the State, it is critically important to demonstrate that applications are supported by well-researched community-supported aspirations and initiatives. Accordingly, the preparation of a new Strategy and new Scheme will assist this regional community in building capacity to attract funds for projects that Local Government cannot fund alone.
- Retaining benefits in regional communities - The Strategy and Scheme Review will guide the development of the Meekatharra townsite and the rural areas of the Shire to ensure that development meets the demands of its community and promotes growth in a controlled manner rather than development being driven purely by commercial interest alone and assessed in an ad-hoc manner.
- Improving services to regional communities - The Strategy and Scheme Review will draw on extensive community consultation, preceding strategies and investigations, and consultation with all relevant government agencies to deliver a planning framework that addresses the services demanded by regional communities including infrastructure, community, health, aged care, recreational, educational, communications, transport, tourism and retail.
- Attaining sustainability - The Strategy and Scheme will be prepared with due regard to all relevant environmental policy and guidelines produced by the relevant agencies, including but not limited to the Departments of Environment and Conservation; Agriculture and Food; and Water, as well as the Environmental Protection Agency.
- Expanding opportunity - The Strategy and Scheme Review will enable recent government policies and market demands to be incorporated into the planning framework for the Shire to facilitate employment and lifestyle opportunity.
- Growing prosperity - The Shire is situated in a region which is experiencing increasing mining related growth, renewable energy ventures, agroforestry and carbon capture proponents. The review of the Strategy and Scheme is timely to address this multi-faceted growth and to ensure that development is beneficial economically, socially and environmentally.

2.2. Project Scope

The Strategy and Scheme review will address the following matters:
Planning and Development Framework (where applicable)

- Current Planning Scheme
- Any expansion strategies, interim development orders
- Municipal heritage inventories
- Strategic Plan/ Strategic Community Plan

- Relevant State Planning Policies and Development Control Policies
- State Planning Framework - State Planning Strategy, Regional Strategies, Urban Water Management, Country Sewerage Policy, Residential Design Codes, Liveable Neighbourhoods, Local Planning Manual etc.

Land Use

- Land use needs and constraints - residential, industrial, commercial, rural, rural living etc.
- Land use pattern/plan for the area
- Tourism uses - i.e. caravan parks
- Education facilities, community facilities
- Public Open Space and recreation facilities

Movement Network

- Road classification
- Highway land use conflict issues (if any)
- Road realignment/upgrading requirements

Infrastructure

- Water provision Strengths, Weakness, Opportunities, Threats (SWOT) analysis
- Sewerage provision SWOT
- Electricity provision SWOT
- Communications provision SWOT

Environment

- Remnant vegetation
- Water courses
- Public Drinking Water Protection Areas
- Endangered flora and fauna
- Salinity
- Areas requiring protection/rehabilitation

3. METHODOLOGY

The following outlines a methodology for the undertaking of the project.

3.1. Key Deliverables

The preparation of the Scheme and Strategy will be set out in stages and have the following key deliverables.

3.1.1. Stage 1 - Analysis, preparation and background

An inception meeting is to be undertaken with Shire staff and the Respondent to finalise the project methodology and identify relevant matters to be specifically addressed in the project. The

background and preparation will include a site visit; background investigation; and analysis and a literature review (see Table 1).

3.1.2. Stage 2 - Preparation of a draft Scheme and Strategy and public consultation

Following the information obtained through stage 1, the Respondent shall prepare a draft Scheme and Strategy for review by the Shire and DoP. Once this is completed, the Shire will formally resolve to prepare a new Scheme and Strategy. The Scheme and Strategy will then be submitted to the Council, EPA and the WAPC seeking consent to advertise.

3.1.3. Stage 3 - Finalisation of Scheme and Strategy

Following the close of the formal public consultation period, the Respondent is to consider and report upon the submissions to the draft Scheme and Strategy and provide recommendations for any appropriate modifications arising from the submissions. The Submissions Report and statutory Schedule of Submissions will be submitted for consideration and adoption by Council.

3.1.4. Stage 4 - Final approval and gazettal

The draft Scheme and Strategy are to be forwarded to the WAPC and following receipt of the WAPC and/or Minister's advice, (and any required modifications that are to be undertaken by the Respondent) the Scheme and Strategy will be finalised for formal adoption by Council and the Minister, and including final gazettal/endorsement¹.

The four key deliverables for this project will have the following estimated delivery dates (see Table 2), subject to provision of funding.

Table 2 - Key Deliverables and Delivery Dates

Deliverable	Actions	Responsibility	Date
Stage 1 - Analysis, preparation and background	• Undertake a literature review	Respondent and Local Government (LG)	From appointment to Sept 2013
	• Conduct site investigation and community consultation	R, LG	
	• Commence base mapping for	R, LG	

¹ Endorsement, adoption and approval processes for Schemes and Strategies are to be in accordance with the requirements set out in the *Planning and Development Act 2005* and *Town Planning Regulations 1967*.

	Scheme and Strategy		
	<ul style="list-style-type: none"> Council to adopt a formal resolution to prepare a Scheme and Strategy and forward a copy of the resolution to the WAPC 	LG	July 2013
Stage 2 - Preparation of draft Scheme and Strategy	<ul style="list-style-type: none"> Preparation of Draft Strategy and Scheme and present to Council 	R, LG	Oct 2013
	<ul style="list-style-type: none"> Referral to EPA (Scheme only) and other servicing agencies 	R, LG	Nov/Dec 2013
	<ul style="list-style-type: none"> Seek consent to advertise from WAPC (Strategy only, Scheme in some circumstances) 	R, LG	
	<ul style="list-style-type: none"> Make any modifications required and advertise the Scheme and Strategy 	R, LG	Feb 2014
Step 3 - Finalisation of Scheme and Strategy	<ul style="list-style-type: none"> Consideration of submissions and modification if required 	R, LG	June/July 2014
	<ul style="list-style-type: none"> Council adoption of Scheme and Strategy 	LG	
Step 4 - Final approval and gazettal	<ul style="list-style-type: none"> Forward to WAPC for final approval 	R, LG	Aug/Sept 2014
	<ul style="list-style-type: none"> Make any modifications required 	R, LG	
	<ul style="list-style-type: none"> Gazettal of the Scheme, and endorsement of the Strategy 	LG	

4. OUTPUTS

4.1. Outcomes Report

The Respondent shall prepare an outcomes report describing the results of the literature review, public workshops and identification of opportunities and constraints. Information shall be presented as clearly and succinctly as possible and, where possible, information shall be presented in graphical form. The background report shall be provided in preliminary form for review and comment of the project steering group, and once endorsed shall provide copies of the background report as follows:

- 1 copy (unbound) at A4 size (mapping may be at A3 size); and
- 1 digital copy in MS Word compatible format for 'hard copy' reproduction.

4.2. Draft Scheme

The Respondent shall prepare and submit a draft Scheme to the Shire and DoP for review, prior to the document going to Council to make a formal resolution to prepare a Scheme.

Copies of the draft Scheme for presentation to the Shire for review and for the Shire Council shall be provided as follows:

- 3 unbound copies at A4 size (mapping may be at A3 size); and
- 1 digital copy in MS Word compatible format for 'hard copy' reproduction.

4.3. Draft Strategy

The Respondent shall prepare and submit a draft Strategy to the Shire and DoP for review, prior to the document going to Council to make a formal resolution to prepare a Strategy.

Copies of the draft Strategy for presentation to the Shire for review and for the Shire Council shall be provided as follows:

- 3 unbound copies at A4 size (mapping may be at A3 size); and
- 1 digital copy in MS Word compatible format for 'hard copy' reproduction.

4.4. Advertising of Draft Scheme and Strategy

The Respondent shall prepare appropriate press releases and advertising information for the Shire of Meekatharra to utilise in statutory advertising procedures.

Copies of this information shall be provided in MS Word compatible format.

4.5. Post Advertising – Submission Report and Table

The Respondent shall prepare and submit a report on the submissions received to the Shire, prior to the Agenda Item going to Council for final adoption.

Copies of the report on the submissions shall be provided as follows:

- 1 digital copy in MS Word compatible format.

4.6. Final Scheme

Following advertising of the draft Scheme, in light of comments received and endorsed by Council and any additional modifications required by the Minister for Planning, the Respondent shall prepare a final Shire of Meekatharra Local Planning Scheme.

A copy of the final Scheme shall be provided in preliminary form for review and comment by the Shire and DoP. Once accepted by the Shire and DoP further copies of the modified (if required) final Local Planning Scheme will be required for Council approval. The Respondent shall undertake any modifications requested by the Council/Minister for Planning.

Once endorsed by the Shire Council, copies of the final document shall be provided as follows:

- 3 unbound copies of A4 size (with mapping at an appropriate size and coloured); and
- Text in MS Word compatible format and graphics in Adobe compatible format.

NB: The administrative time and costs associated with advertising and the reproduction of documents will be undertaken by the Shire of Meekatharra.

4.7. Final Strategy

Following advertising of the draft Strategy, in light of comments received and endorsed by Council and any additional modifications required by the Minister for Planning, the Respondent shall prepare a final Shire of Meekatharra Local Planning Strategy.

A copy of the final Strategy shall be provided in preliminary form for review and comment by the Shire and DoP. Once accepted by the Shire and DoP, a further copies of the modified (if required) final Local Planning Strategy will be required for Council approval. The Respondent shall undertake any modifications requested by the WAPC for the Local Planning Strategy.

Once endorsed by the Shire Council, copies of the final document shall be provided as follows:

- 3 unbound copies of A4 size (with mapping at an appropriate size and coloured); and
- Text in MS Word compatible format and graphics in Adobe compatible format.

NB: The administrative time and costs associated with advertising and the reproduction of documents will be undertaken by the Shire of Meekatharra.

5. ADMINISTRATION

5.1. Project/Contract Management

The Shire of Meekatharra's Chief Executive Officer (CEO) and/or **Community Development Services Manager** will undertake day-to-day project/contract management.

Furthermore:

- (a) The successfully Respondent/s will make themselves available to meet the CEO and/or **Community Development Services Manager** if required; and
- (b) It is anticipated that there will be an initial briefing meeting, which will occur within 21 days of the quote being accepted by Council.

5.2. Timeframe

It is envisaged that the Local Planning Scheme and Strategy will be finalised by July 2014, however, submissions that provide for the completion of the project in a slightly shorter or longer timeframe will also be considered.

The contract shall be in force for the period of the project or as negotiated between the CEO and Respondent prior to the contract being awarded. However, in the event of the Respondent failing in any manner to carry out the contract to the CEO's satisfaction, the CEO may forthwith terminate the contract by written notice to the Respondent.

5.3. Intellectual Property Rights

Intellectual property rights to all original material, plans or documents produced as a result of this project shall rest with the Shire of Meekatharra.

5.4. Professional Indemnity Insurance

The appointed Respondents will be required to demonstrate Professional Indemnity Insurance to a minimum value of \$2,000,000

5.5. Occupational Health and Safety

For the purposes of the Occupational Health and Safety Act the appointed Respondents and their employees are servants of the Shire of Meekatharra. Whilst engaged in this project they are required to comply

with all relevant policies and directions of the Council in terms of health and safety.

5.6. Conflict of Interest

In accordance with the principles of accountability in Local Government perceived or actual conflicts of interest are to be avoided. It is the responsibility of the Respondent(s) to advise Council of any such potential conflicts of interest. In addition, the appointed Respondent(s) may undertake no other work within the Shire of Meekatharra during the term of the project, without the prior written approval of Council.

5.7. Asset Ownership

The final Scheme and Strategy will remain the property of the Shire of Meekatharra and Western Australian Planning Commission for use in planning and development decisions.

5.8. Payment Schedule

The following payment schedule shall apply, unless otherwise negotiated between the Respondent and the Chief Executive Officer:

- the sum of 25% of the contracted price shall be paid upon the appointment of the Respondent;
- the sum of 25% of the contracted price shall be paid upon receiving the invoice following submission and acceptable by Council of the draft Shire of Meekatharra Planning Scheme and Strategy, and any modifications required thereto;
- The sum of 25% of the contracted price shall be paid on receipt of invoice after the final Shire of Meekatharra Planning Scheme and Strategy has been submitted for final consideration by and endorsed by the Shire of Meekatharra Council and any modifications required thereto; and
- A sum of 25% of the contracted price shall be paid on receipt of invoice after the final Shire of Meekatharra Planning Scheme and Strategy has been approved by the WAPC and any modifications required thereto.

6. PROJECT TENDER/ QUOTE PROCESS

Quotes must provide the following details as supporting information

6.1. Skills and Expertise

Respondent(s) must provide information relevant to the skills and expertise of key personnel who will be involved with this project.

The following information should be provided for each key personnel:

- a. Qualifications;
- b. Professional or business associations;
- c. Length of service at the organisation;
- d. Industry experience – with a particular emphasis on projects of a similar nature. A detailed description should be provided of the scope of the project and the person's role and involvement and any additional relevant information of proposed personnel to be allocated to this project.

6.2. Understanding of the Task

Respondent(s) must demonstrate an appreciation of the requirements of this project and provide an outline of the project scope and approach commensurate with Section 3.0 of this brief. The scope of works will then be assessed in terms of its appropriateness and its ability to achieve the project objectives.

Respondent(s) shall provide a project timeline, which demonstrates their ability to meet the dates stipulated within the project brief.

6.3. Demonstrated Experience in Completing Similar Projects

Respondent(s) must provide a detailed description of similar work undertaken by the organisation for other clients. As a minimum the following information should be provided:

- a. A detailed description of the scope of work undertaken;
- b. Similarities between those projects and the project requirements of this tender;
- c. When the work was undertaken; and
- d. The project outcomes.

6.4. Budget

The maximum allocation for the engagement of Respondents to undertake the Scheme and Strategy review will be one hundred thousand dollars (\$100,000) exclusive of GST as per Part 4 Division 1 Section 11A of the Local Government Functions and General Regulations. The Respondent/s shall provide a fixed quote to cover all costs associated with completing the requirements of the Study as outlined in this brief, including travel and accommodation costs.

6.5. Performance Measures

The key performance measures for this project are:

- The successful preparation of the Strategy and Scheme and presentation to the Shire Council;
- Completion of the necessary advertising periods;
- Adoption of Strategy and Scheme by the Shire Council; and
- Final endorsement of the Strategy and approval of the Scheme by the WAPC.

SHIRE OF MEEKATHARRA



**Local Planning Scheme and Local Planning
Strategy Review**

Project Brief

March 2013

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1. INTRODUCTION

The Shire of Meekatharra ('the Shire') comprises 100,789 m² of land, is located 774 km from Perth and 536 km from Geraldton in Western Australia's Mid-West Region (**figure 1**) and according to the 2011 Australian Bureau of Statistics Census, has a population of 1,250.

The *Planning and Development Act 2005* ('the Act') requires all local governments to review their Local Planning Schemes ('Scheme') every five years. The Shire's Town Planning Scheme was gazetted in 1993 and in accordance with the Act, the Shire of Meekatharra Council proposes to review its Town Planning Scheme No. 3.

As a precursor to the Local Planning Scheme Review, the Shire is required under the *Town Planning Regulations 1967* to prepare a Local Planning Strategy ('Strategy') to:

- a. set out the long-term planning directions for the local government;
- b. apply State and regional planning policies; and
- c. provide the rationale for the zones and other provisions of the Scheme.

In accordance with the Regulations, the Shire of Meekatharra Council also proposes to develop a Local Planning Strategy.

1.1. Purpose of the Brief

The purpose of this brief is to:

- a. Invite submissions from suitably qualified and experienced respondents to undertake the preparation of a local planning strategy and local planning scheme for the Shire of Meekatharra, under the direction of the Project Steering Group;
- b. Detail the scope of works, broad methodology, and expected outputs to be provided under contractual arrangement; and
- c. Detail the extent of funding set aside for this study, as well as outline the project management and required submission content.

Shire of Meekatharra Local Planning Scheme and Strategy Review

Figure 1. Location Plan

Figure 2. Study Plan Area

2. PROJECT DESCRIPTION

The Shire's existing Scheme is 20 years old and requires urgent review to reflect current planning legislation and requirements.

This includes developing the Scheme in accordance with the Model Scheme Text to efficiently manage and control land use and development.

The preparation of a Strategy will guide the zonings and land use controls contained in the Scheme and is considered to be a visionary and living document, planning for the medium-long term future development of the Shire.

The Scheme and Strategy are to be prepared in accordance with the relevant legislation and policy as set out in the Act. This includes, but is not limited to the documents set out in Table 1. The relevant legislation is required to be complied with; and sets out guidelines and policies which are to be considered during the preparation of a Scheme and Strategy.

Table 1 - Legislation, Guidelines and Policy guiding the preparation of a Scheme and Strategy

Legislation	Guidelines	State Planning Policy and Strategy
Planning and Development Act 2005	Local Planning Manual	State Planning Strategy
Town Planning Regulations 1967	Model Scheme Text	State Planning Policy (SPP) No. 1 - State Planning Framework
	Country Sewerage Policy	SPP No. 3 - Urban Growth and Settlement
	Better Urban Water Management	SPP 3.1 - Residential Design Codes
	Planning for Bushfire Protection	
	Structure Plan Preparation Guidelines	
	Liveable Neighbourhoods	

2.1. *Project Objectives*

In relation to the particular Royalties for Regions objectives:

- Building capacity in regional communities - The Shire's existing Scheme is out-dated and has been superseded by new State legislation and policy. The Review would provide the opportunity to update these documents which is vital given the changes in State Government strategic direction over the years, particularly with the implementation of the Royalties for Regions program and changes to State Planning Policies. In addition the Shire does not have a Strategy and is limited in its ability to implement State policy effectively. The creation of a Scheme and Strategy is vital to allow the Shire to promote well planned and effective development.
- With increased opportunities for grant money available from the State, it is critically important to demonstrate that applications are supported by well-researched community-supported aspirations and initiatives. Accordingly, the preparation of a new Strategy and Scheme will assist this regional community in building capacity to attract funds for projects that Local Government cannot fund alone.
- Retaining benefits in regional communities - The Strategy and Scheme Review will guide the development of the Meekatharra townsite and the rural areas of the Shire to ensure that development meets the demands of its community and promotes growth in a controlled manner rather than development being driven purely by commercial interest alone and assessed in an ad-hoc manner.
- Improving services to regional communities - The Strategy and Scheme Review will draw on extensive community consultation, preceding strategies and investigations, and consultation with all relevant government agencies to deliver a planning framework that addresses the services demanded by regional communities including infrastructure, community, health, aged care, recreational, educational, communications, transport, tourism and retail.
- Attaining sustainability - The Strategy and Scheme will be prepared with due regard to all relevant environmental policy and guidelines produced by the relevant agencies, including but not limited to the Departments of Environment and Conservation; Agriculture and Food; and Water, as well as the Environmental Protection Agency.
- Expanding opportunity - The Strategy and Scheme Review will enable recent government policies and market demands to be incorporated into the planning framework for the Shire to facilitate employment and lifestyle opportunity.
- Growing prosperity - The Shire is situated in a region which is experiencing increasing mining related growth, renewable energy ventures, agroforestry and carbon capture proponents. The review of the Strategy and Scheme is timely to address this multi-faceted growth and to ensure that development is beneficial economically, socially and environmentally.

The Shire has recently prepared a Strategic Community Plan 2012 – 2022. Key objectives of the draft plan, which the local planning strategy will address include:

- Ensure access to services and facilities as needs change within the community
- Create land use capacity for Industry
- Facilitate affordable and diverse housing options
- Maximise business development opportunities
- Develop Tourism Industry
- Foster community participation and collaboration.

2.2. Project Scope

The Strategy and Scheme will address the following matters:

Planning and Development Framework (where applicable)

- Current Planning Scheme
- Any expansion strategies, interim development orders
- Municipal heritage inventories
- Strategic Plan/ Strategic Community Plan
- Relevant State Planning Policies and Development Control Policies
- State Planning Framework - State Planning Strategy, Regional Strategies, Urban Water Management, Country Sewerage Policy, Residential Design Codes, Liveable Neighbourhoods, Local Planning Manual etc.

Land Use

- Land use needs and constraints - residential, industrial, commercial, rural, rural living etc.
- Land use pattern/plan for the area
- Tourism uses - i.e. caravan parks
- Education facilities, community facilities
- Public Open Space and recreation facilities

Movement Network

- Road classification
- Highway/Freeway land use conflict issues (if any)
- Road realignment/upgrading requirements

Infrastructure

- Water provision Strengths, Weakness, Opportunities, Threats (SWOT) analysis
- Sewerage provision SWOT
- Electricity provision SWOT

Environment

- Remnant vegetation

- Water courses
- Public Drinking Water Protection Areas
- Endangered flora and fauna
- Salinity
- Areas requiring protection/rehabilitation

3. METHODOLOGY

The following outlines a methodology for the undertaking of the project.

3.1. *Key Deliverables*

The preparation of the Scheme and Strategy will be set out in stages and have the following key deliverables.

3.1.1. Stage 1 - Analysis, preparation and background

An inception meeting is to be undertaken with Shire staff and the Respondent to finalise the project methodology and identify relevant matters to be specifically addressed in the project. The background and preparation will include a site visit; background investigation; and analysis and a literature review (see Table 1).

3.1.2. Stage 2 - Preparation of a draft Scheme and Strategy and public consultation

Following the information obtained through stage 1, the Respondent shall prepare a draft Scheme and Strategy for review by the Shire and DoP. Once this is completed, the Shire will formally resolve to prepare a Scheme and Strategy. The Scheme and Strategy will then be submitted to the Council, EPA and the WAPC seeking consent to advertise.

3.1.3. Stage 3 - Finalisation of Scheme and Strategy

Following the close of the formal public consultation period, the Respondent is to consider and report upon the submissions to the draft Scheme and Strategy and provide recommendations for any appropriate modifications arising from the submissions. The Submissions Report and statutory Schedule of Submissions will be submitted for consideration and adoption by Council.

3.1.4. Stage 4 - Final approval and gazetta

The draft Scheme and Strategy are to be forwarded to the WAPC and following receipt of the WAPC and/or Minister's advice, (and any required modifications that are to be undertaken by the Respondent) the Scheme and Strategy will

be finalised for formal adoption by Council and the Minister, and including final gazettal/endorsement¹.

The four key deliverable for this project will have the following estimated delivery dates (see Table 2), subject to provision of funding.

Table 2 - Key Deliverables and Delivery Dates

Deliverable	Actions	Responsibility	Date
Stage 1 - Analysis, preparation and background	<ul style="list-style-type: none"> Undertake a literature review 	Respondent and Local Government (LG)	1 May – 7 May
	<ul style="list-style-type: none"> Conduct site investigation and community consultation 	R, LG	15 May
	<ul style="list-style-type: none"> Commence base mapping for Scheme and Strategy 	R, LG	20 May
	<ul style="list-style-type: none"> Council to adopt a formal resolution to prepare a Scheme and Strategy and forward a copy of the resolution to the WAPC 	LG	May Meeting
Stage 2 - Preparation of draft Scheme and Strategy	<ul style="list-style-type: none"> Preparation of Draft Strategy and Scheme and present to Council 	R, LG	July meeting
	<ul style="list-style-type: none"> Referral to EPA (Scheme only) and other servicing agencies 	R, LG	End July 2013
	<ul style="list-style-type: none"> Seek consent to advertise from WAPC (Strategy only, Scheme in some circumstances) 	R, LG	
	<ul style="list-style-type: none"> Make any modifications required and advertise the Scheme and Strategy 	R, LG	September
Step 3 - Finalisation of Scheme and Strategy	<ul style="list-style-type: none"> Consideration of submissions and modification if required 	R, LG	End October
	<ul style="list-style-type: none"> Council adoption of Scheme and Strategy 	LG	
Step 4 - Final approval and gazettal	<ul style="list-style-type: none"> Forward to WAPC for final approval 	R, LG	November
	<ul style="list-style-type: none"> Make any modifications required 	R, LG	
	<ul style="list-style-type: none"> Gazettal of the Scheme, and endorsement of the Strategy 	LG	December 2013

¹ Endorsement, adoption and approval processes for Schemes and Strategies are to be in accordance with the requirements set out in the *Planning and Development Act 2005* and *Town Planning Regulations 1967*.

4. OUTPUTS

4.1. Outcomes Report

The Respondent shall prepare an outcomes report describing the results of the literature review, public workshops and identification of opportunities and constraints. Information shall be presented as clearly and succinctly as possible and, where possible, information shall be presented in graphical form. The background report shall be provided in preliminary form for review and comment of the project steering group, and once endorsed shall provide copies of the background report as follows:

- 1 copy (unbound) at A4 size (mapping may be at A3 size); and
- 1 digital copy in MS Word compatible format for 'hard copy' reproduction.

4.2. Draft Scheme

The Respondent shall prepare and submit a draft Scheme to the Shire and DoP for review, prior to the document going to Council to make a formal resolution to prepare a Scheme.

Copies of the draft Scheme for presentation to the Shire for review and for the Shire Council shall be provided as follows:

- 3 unbound copies at A4 size (mapping may be at A3 size); and
- 1 digital copy in MS Word compatible format for 'hard copy' reproduction.

4.3. Draft Strategy

The Respondent shall prepare and submit a draft Strategy to the Shire and DoP for review, prior to the document going to Council to make a formal resolution to prepare a Strategy.

Copies of the draft Strategy for presentation to the Shire for review and for the Shire Council shall be provided as follows:

- 3 unbound copies at A4 size (mapping may be at A3 size); and
- 1 digital copy in MS Word compatible format for 'hard copy' reproduction.

4.4. Advertising of Draft Scheme and Strategy

The Respondent shall prepare appropriate press releases and advertising information for the Shire of Meekatharra to utilise in statutory advertising procedures.

Copies of this information shall be provided in MS Word compatible format.

4.5. Post Advertising – Submission Report and Table

The Respondent shall prepare and submit a report on the submissions received to the Shire, prior to the Agenda Item going to Council for final adoption.

Copies of the report on the submissions shall be provided as follows:

- 1 digital copy in MS Word compatible format.

4.6. Final Scheme

Following advertising of the draft Scheme, in light of comments received and endorsed by Council and any additional modifications required by the Minister for Planning, the Respondent shall prepare a final Shire of Meekatharra Local Planning Scheme.

A copy of the final Scheme shall be provided in preliminary form for review and comment by the Shire and DoP. Once accepted by the Shire and DoP further copy of the modified (if required) final Town Planning Scheme will be required for Council approval. The Respondent shall undertake any modifications requested by the Council/Minister for Planning.

Once endorsed by the Shire Council, copies of the final document shall be provided as follows:

- 3 unbound copies of A4 size (with mapping at an appropriate size and coloured); and
- Text in MS Word compatible format and graphics in Adobe compatible format.

NB: The administrative time and costs associated with advertising and the reproduction of documents will be undertaken by the Respondent.

4.7. Final Strategy

Following advertising of the draft Strategy, in light of comments received and endorsed by Council and any additional modifications required by the Minister for Planning, the Respondent shall prepare a final Shire of Meekatharra Local Planning Strategy.

A copy of the final Strategy shall be provided in preliminary form for review and comment by the Shire and DoP. Once accepted by the Shire and DoP, a further copy of the modified (if required) final Shire of Meekatharra Local Planning Strategy will be required for Council approval. The Respondent shall undertake any modifications requested by the WAPC for the Local Planning Strategy.

Once endorsed by the Shire Council, copies of the final document shall be provided as follows:

- 3 unbound copies of A4 size (with mapping at an appropriate size and coloured); and
- Text in MS Word compatible format and graphics in Adobe compatible format.

NB: The administrative time and costs associated with advertising and the reproduction of documents will be undertaken by the Respondent.

5. ADMINISTRATION

5.1. Project/Contract Management

The Shire of Meekatharra's Shire Officer will undertake day-to-day project/contract management.

Furthermore:

- (a) The successful Respondent/s will make themselves available to meet the CEO and/or Shire Officer if required; and
- (b) It is anticipated that there will be an initial briefing meeting, which will occur within 21 days of the quote being accepted by Council.

5.2. Timeframe

It is envisaged that the Local Planning Scheme and Strategy will be finalised by December 2013, however, submissions that provide for the completion of the project in a slightly shorter or longer timeframe will also be considered.

The contract shall be in force for the period of the project or as negotiated between the CEO and Respondent prior to the contract being awarded. However, in the event of the Respondent failing in any manner to carry out the contract to the CEO's satisfaction, the CEO may forthwith terminate the contract by written notice to the Respondent.

5.3. Intellectual Property Rights

Intellectual property rights to all original material, plans or documents produced as a result of this project shall rest with the Shire of Meekatharra.

5.4. Professional Indemnity Insurance

The appointed Respondents will be required to demonstrate Professional Indemnity Insurance to a minimum value of \$120,000.

5.5. Occupational Health and Safety

For the purposes of the Occupational Health and Safety Act the appointed Respondents and their employees are servants of the Shire of Meekatharra. Whilst engaged in this project they are required to comply with all relevant policies and directions of the Council in terms of health and safety.

5.6. Conflict of Interest

In accordance with the principles of accountability in Local Government perceived or actual conflicts of interest are to be avoided. It is the responsibility of the Respondent(s) to advise Council of any such potential conflicts of interest. In addition, the appointed Respondent(s) may undertake no other work within the Shire of Meekatharra during the term of the project, without the prior written approval of Council.

5.7. Asset Ownership

The final Scheme and Strategy will remain the property of the Shire of Meekatharra and Western Australian Planning Commission for use in planning and development decisions.

5.8. Payment Schedule

The following payment schedule shall apply, unless otherwise negotiated between the Respondent and the Chief Executive Officer:

- the sum of 25% of the contracted price shall be paid upon the appointment of the Respondent;
- the sum of 25% of the contracted price shall be paid upon receiving the invoice following submission and acceptable by Council of the draft Shire of Meekatharra Planning Scheme and Strategy, and any modifications required thereto;
- The sum of 25% of the contracted price shall be paid on receipt of invoice after the final Shire of Meekatharra Planning Scheme and Strategy has been submitted for final consideration by and endorsed by the Shire of Meekatharra Council and any modifications required thereto; and
- A sum of 25% of the contracted price shall be paid on receipt of invoice after the final Shire of Meekatharra Planning Scheme and Strategy has been approved by the WAPC and any modifications required thereto.

6. PROJECT TENDER/ QUOTE PROCESS

Quotes must provide the following details as supporting information

6.1. *Skills and Expertise*

Respondent(s) must provide information relevant to the skills and expertise of key personnel who will be involved with this project.

The following information should be provided for each key personnel:

- a. Qualifications;
- b. Professional or business associations;
- c. Length of service at the organisation;
- d. Industry experience – with a particular emphasis on projects of a similar nature. A detailed description should be provided of the scope of the project and the person's role and involvement and any additional relevant information of proposed personnel to be allocated to this project.

6.2. *Understanding of the Task*

Respondent(s) must demonstrate an appreciation of the requirements of this project and provide an outline of the project scope and approach commensurate with Section 3.0 of this brief. The scope of works will then be assessed in terms of its appropriateness and its ability to achieve the project objectives.

Respondent(s) shall provide a project timeline, which demonstrates their ability to meet the dates stipulated within the project brief.

6.3. Demonstrated Experience in Completing Similar Projects

Respondent(s) must provide a detailed description of similar work undertaken by the organisation for other clients. As a minimum the following information should be provided:

- a. A detailed description of the scope of work undertaken;
- b. Similarities between those projects and the project requirements of this tender;
- c. When the work was undertaken; and
- d. The project outcomes.

6.4. Budget

The maximum allocation for the engagement of Respondents to undertake the Scheme and Strategy review will be one hundred thousand dollars (**\$100,000**) exclusive of GST as per Part 4 Division 1 Section 11A of the Local Government Functions and General Regulations. The Respondent/s shall provide a fixed quote to cover all costs associated with completing the requirements of the Study as outlined in this brief, including travel and accommodation costs.

6.5. Performance Measures

The key performance measures for this project are:

- The successful preparation of the Strategy and Scheme and presentation to the Shire Council;
- Completion of the necessary advertising periods;
- Adoption of Strategy and Scheme by the Shire Council; and
- Final endorsement of the Strategy and approval of the Scheme by the WAPC.



27 March 2013

Ms Samantha Tarling
Acting Community Development Services Manager
Shire of Meekatharra
Main Street
MEEKATHARRA WA 6642

Dear Sam,

Project Brief for Consultancy Services - Preparation of the Shire of Meekatharra Local Planning Strategy and Town Planning Scheme Review

Further to our recent discussions, we are pleased to provide a proposal for planning and advisory services to the Shire of Meekatharra, to undertake the preparation of a Local Planning Strategy and Town Planning Scheme Review. Thank you for considering us for this project, and we look forward to working with you again, in your new role at the Shire of Meekatharra.

BACKGROUND AND UNDERSTANDING

The Shire of Meekatharra's Town Planning Scheme No.3 was originally gazetted in February 1993. The *Planning and Development Act 2005* ('the Act') requires all local governments to review their Local Planning Schemes ('Scheme') every five years. Accordingly, the Shire of Meekatharra Council proposes to review Town Planning Scheme No. 3.

As part of the Local Planning Scheme Review, the Shire is required under the *Town Planning Regulations 1996*, to prepare a Local Planning Strategy ('Strategy') concurrently with a Local Planning Scheme. The Strategy will:

- a. set out the long-term planning directions for the local government;
- b. apply State and regional planning policies; and
- c. provide the rationale for the zones and other provisions of the Scheme.

Local Planning Strategies (LPS) are documents which outline the strategic path forward for local governments - outlining key land use, transport, social, environmental and infrastructure issues and strategies. The Shire of Meekatharra currently does not have an adopted Local Planning Strategy.

Given changes in State Government strategic direction, particularly with the implementation of the Royalties for Regions program and changes to state planning policies, the context in which these documents will be prepared will be significantly different to that of 1993. With increased opportunities for grant money available from the State, it is critically important for local governments to demonstrate that applications are supported by well-researched community-supported aspirations and initiatives. Accordingly, the preparation of a new LPS and Scheme Review for the Shire of Meekatharra is timely.



The Shire has recently prepared a draft Strategic Community Plan 2012 – 2022. Key objectives of the draft plan, which the Local Planning Strategy will address include:

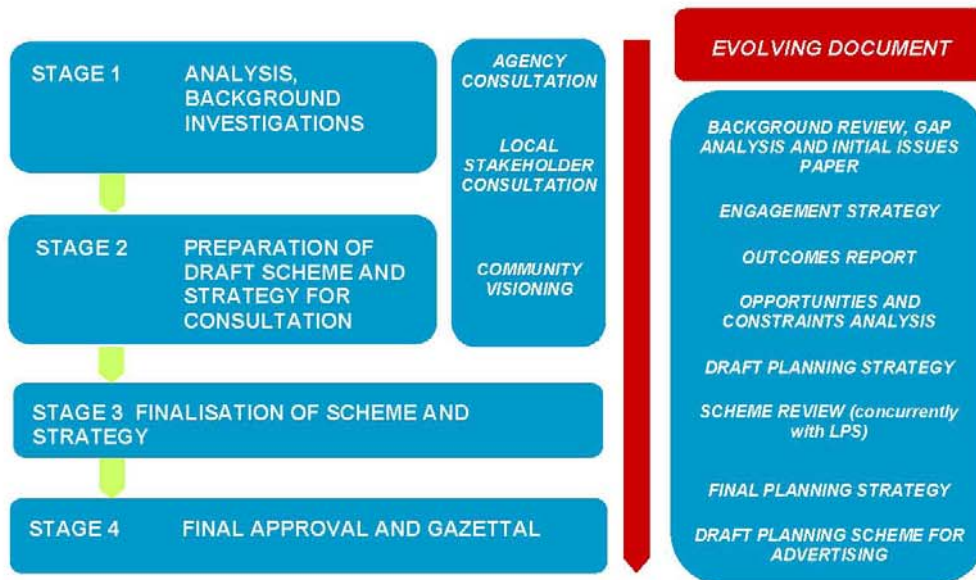
- **Ensure access to services and facilities as needs change within the community** – the Strategy will identify locations for community facilities as determined by need, and the Shire's aspirations.
- **Create land use capacity for Industry** – an assessment of existing zoned Industrial land will be undertaken and the Strategy will identify where future industrial land will be required to accommodate the needs of industry and support a diversified local economy. This may be informed by an Economic Development Strategy.
- **Facilitate affordable and diverse housing options** – the Strategy will identify locations for residential land as required in response to need, as well as provisions relating to diverse housing.
- **Maximise business development opportunities** – a review of land use and development within the Meekatharra Town Centre will be undertaken with the purpose of identifying additional land for commercial, mixed use and community development within the town centre. Propulsion to ensure the orderly development of the town centre, including built form, parking and landscape treatments will also be investigated.
- **Develop a Tourism Industry** – locations for tourism development will be determined, in order to expand tourism within the local economy. An Economic Development Strategy may also be prepared to underpin this work.
- **Foster community participation and collaboration** – a community visioning workshop and public consultation process is proposed to develop the Strategy.



SCOPE OF WORK

Based on our experience, we have composed a methodology that will simplify the undertaking of the Shire's Local Planning Strategy (LPS) and Scheme while ensuring the thoroughness and rigour of the study.

We propose that the preparation of the LPS and the Scheme be divided into the following stages:



Stage 1: Inception, Analysis, and Background Investigations

Task 1: Inception Meeting and Site Visit Background Investigations and Analysis

At this initial stage, Urbis will undertake a preliminary site visit to meet with Council representatives to understand the key drivers of the project, to confirm the nature of deliverables and to exchange any relevant documents and to identify key people or organisations that need to be consulted. In conjunction with this meeting, Urbis will undertake a preliminary site visit of the town and broader Shire of Meekatharra, to gather a basic understanding of the town's strengths, weaknesses, opportunities and threats. Additional settlements to be included in the Analysis will also be visited.

Following this meeting and site visit, a thorough literature review will be conducted. This involves a review of key Shire of Meekatharra planning documents, any existing documents prepared for the township, and key strategic documents prepared by the State for the region that may be relevant. At this stage, Urbis will also approach key agencies (including Education, Water, Environment, Power, Mines and Petroleum) to understand their plans for the town or any major impediments to growth.



Urbis will undertake a review of the existing Scheme, and identify areas in need of updating and also existing information that can be adopted into the new Town Planning Scheme. Urbis will undertake a review into key planning documents at the local and State level.

The outcome of this stage will be maps outlining the strengths, weakness, opportunities and constraints facing Meekatharra, possible development scenarios and areas of key value or in need of redevelopment.

Task 2: Community Workshops and Outcomes Reporting

Utilising the aforementioned maps, Urbis will conduct a half-day public community workshop in Meekatharra. This workshop, assuming attendance of up to 30 community members, will involve residents identifying key values, concerns and aspirations for the town of Meekatharra and the broader Shire. The community will also be asked to participate in a design exercise. Should there be specific groups in the community to include in the consultation, for example Community Associations and Youth Groups (school kids), we will incorporate this into the overall engagement strategy for the project.

The outcome of this stage will be a 2-3 page Outcomes Summary outlining the key findings of the community workshop and preliminary agency consultation.

Stage 2: Preparation of Draft Local Planning Strategy and Scheme for Consultation

Task 1: Draft Local Planning Strategy

Utilising the information collated in the background investigation and analysis and the community workshops, Urbis will prepare a draft Local Planning Strategy.

This document will contains guidance on the following with commentary and recommendations:

- The strategic vision for Meekatharra and the role it will play in the region into the future
- Proposed new and redevelopment opportunities for residential, industrial, commercial and tourism uses, including information relating to areas
- Implications associated with mining
- Community infrastructure requirements and the role of Meekatharra in servicing other remote communities
- Infrastructure requirements and servicing constraints
- Urban design aspirations for key areas
- Key pedestrian and transport route objectives.

The text will be supported by one (1) Strategic Land Use Plan for the town of Meekatharra, and a Strategic Plan for the balance of the Shire.

The LPS will be prepared in line with the Local Planning Manual, containing:

- Part 1: Strategy – this part outlined the vision for the shire, the objectives intended to be achieves and the actual strategies.
- Part 2: Background Information and Analysis – covering off the state, regional and local context, a profile of the physical, environmental, social and economic characteristics of the Shire and an analysis of key issues.

The text will be supported by up to three (3) strategic level maps, outlining issues such as the hierarchy and vision of towns in the municipality, key transport connections or illustrating any proposed major land use changes.



Urbis will distribute the draft document to Council officers, and will make modifications following one set of consolidated changes. Following this, Urbis will make one more set of changes (if required) following Council consent to advertise.

Task 2: Shire of Meekatharra Scheme Review

The project team will undertake a review of the Shire of Meekatharra TPS3 Scheme in parallel with preparation of the Local Planning Strategy. It is anticipated that both documents will go through the necessary statutory processes simultaneously, to allow for concurrent comment on both documents and for both documents to be modified consistently (if required). Through this scheme review process, the Shire can formulate and review statutory planning provisions to facilitate effective implementation of its strategic direction and to provide for more sustainable development outcomes and reflect the LPS. Again, we have provided a high level methodology for undertaking this work; however this will be refined to include key tasks, deliverables and timeframes upon engagement.

Urbis will review the existing provisions of the Scheme and insert, delete and/or modify provisions where necessary. Urbis will formulate the Scheme based on the new Local Planning Strategy, and ensure they are consistent with the requirements of the Model Scheme Text and Local Planning Manual.

The scheme will comprise the text, map(s) and any other relevant documentation. Urbis will work in partnership with the Department of Planning to produce the required Scheme Maps.

Stage 3: Finalisation of Scheme and Strategy

Following the production of drafts, the new LPS, and revised Scheme will go through the necessary statutory processes in parallel, which will include (in summary):

Preparation of Council reports

We have provided fees to prepare the following Council reports on the Scheme and Strategy including:

- Initiation of the Scheme Review
- Consent to advertise
- Finalisation and adoption of Scheme.

These and other reports will be prepared under the Planning Locum contract, with the fee determined depending on the complexity of the reports.

Commission Consideration

Following consideration of the draft documents by Council, the documents will be forwarded to the WAPC for their consideration and approval for public advertising. The Scheme will also need to be referred to the Environmental Protection Authority for consideration to determine a level of environmental assessment. The Urbis fee below allows for 1 set of modifications based on the WAPC initial consideration.

We can also prepare Council reports to support the

Public Advertising Requirements

Following the Commissions consideration and approval, the draft documents will be advertised for public comment. It is understood the Shire will make the necessary advertising arrangements.

Submissions Received and Amendments

Urbis (in conjunction with the Shire) will collate and assess public submissions received during the formal advertising period. Urbis will also determine which submissions are valid and where changes, if any, are made to the draft documents.



Stage 4: Final Approval and Gazettal

Following changes to the draft documents, Council will need to endorse them as final documents. The documents will then be forwarded to the Commission, where the Commission will make a recommendation to the Minister.

Upon adoption by the Shire Council, the documents will be forwarded to the WAPC for their consideration, and the Scheme will be finally considered by the Minister for Planning. A notice of the finalisation of the Scheme and Strategy will be then published in the Government Gazette.

PLANNING LOCUM AND STRATEGIC ADVISORY SERVICES

Based on preliminary discussions, we understand the Shire require locum planning services to assist with various ongoing statutory planning tasks. Based on similar work undertaken for other local governments, these tasks will generally include (but not limited to) the following:

- Preparation of Local Planning Policies.
- Preparation of concepts and strategies for Shire owned land or facilities
- Assessment of Development and Subdivision Applications
- Preparation of Council Reports.
- Strategic Advice.

Urbis will also provide the Shire with ongoing strategic advice, as required. Specifically, we understand the Shire may require advice on land use and development within the Meekatharra Town Centre, and uses/development on underutilised land owned by the Shire. These issues will be investigated through the preparation of the Strategic Land Use Plan for the Meekatharra Townsite (as part of the Local Planning Strategy process), however in addition to this we could prepare a concept plan for specific land parcels. This is considered an additional task, and we can provide a separate proposal for this work, depending on the complexity of the site and the level of detail required by Council.

PERSONNEL

The team will be led by Ray Haeren (Regional Director) and Lorraine Thomas (Senior Consultant).

TEAM MEMBER	ROLE	TASKS
Ray Haeren	Project Director and strategic advisor	Review of all outputs, project direction, possible consultation assistance
Lorraine Thomas	Assignment Manager – Local Planning Strategy and Community Consultation	Project management, client liaison, planning analysis, consultation lead, key reporting author
Kris Nolan	Advisor – Town Planning Scheme	Kris will provide direction to the preparation of the Town Planning Scheme and advice on the statutory process.
Megan Gammon	Research and Reporting	Megan will be a contribute to the preparation of all reports and assist Lorraine in the day-to-day running of the project
Luke Bishop	Graphics	Preparation of maps and documentation as required.



POTENTIAL ORDER OF COSTS AND INDICATIVE TIMEFRAMES

STAGE	ESTIMATED FEE EX GST	TIMING
Package 1: Preparation of Draft Shire of Meekatharra LPS - Including assessment of Shire owned land and broad land use options for development (but not a concept plan)	\$55,000	8 months
Package 2: Draft Scheme Review	\$50,000	8 months (concurrent with Strategy)
Statutory Approval Process	\$15,000	6 Months following completion of above
TOTAL	\$120,000	Approximately 14 months+

As was outlined in initial discussions, the above fees are only estimates and Urbis reserves the right to refine these fees once a formal scope of works has been determined by the Shire.

With respect to the Planning Locum services, the table below provides an overview of the general tasks involved and the associated estimated fee. Should the Shire require services not listed below, Urbis would be happy to undertake this work at hourly rates.

TYPICAL LOCUM SERVICES

TYPICAL LOCUM SERVICES	ESTIMATED FEE (EXCL. GST)
Preparation of a concept plan/s for Shire owned land	\$5,000 - \$12,000 depending on level of detail or complexity of the site/s.
Preparation of Council Reports	Hourly rates – estimate provided upon request of report
Preparation of Local Planning Policy (including preparation of Council Report)	\$3,500 - \$4,500
Review of Existing Local Planning Policy (subject to level of review required)	\$1,500 - \$2,000
Assessment of Development Applications (including preparation of Council report)	
- <i>Straight-forward Application</i>	\$3,000 - 4,000



TYPICAL LOCUM SERVICES	ESTIMATED FEE (EXCL. GST)
- <i>Complex Application</i>	\$4,000 - \$5,000
General Strategic Advice	Hourly Rates

Should additional work need to be completed over and above that outlined in this proposal, work will be completed on the basis of the following hourly rates. These rates have been discounted (refer below), however do not include GST.

HOURLY RATES

Urbis is a 'preferred supplier' in accordance with the panel arrangements established by the Western Australian Local Government Association. As a preferred supplier, Urbis is able to be directly appointed and have confidence regarding both the quality of work that will be done and that value of money will be achieved, through discounted rates. This arrangement also enables local governments to directly work with the Urbis to finalise an exact scope of work that meets their needs and expectations.

Work will be undertaken by the nominated project team on the following discounted WALGA hourly rates (ex GST):

- Ray Haeren (Director) \$270/hour
- Lorraine Thomas (Senior Consultant) \$171/hour
- Kris Nolan (Associate Director) \$189/hour
- Megan Gammon (Consultant) \$135/hour
- Luke Bishop (Graphics) \$112.50/hour

TERMS

The above fees do not include out-of-pocket expenses such as application fees, travel, couriers, printing, any meeting not included in the above scope etc, and GST which is applied at a rate of 10 per cent to our professional services. The fee does not include any input by co-consultants.

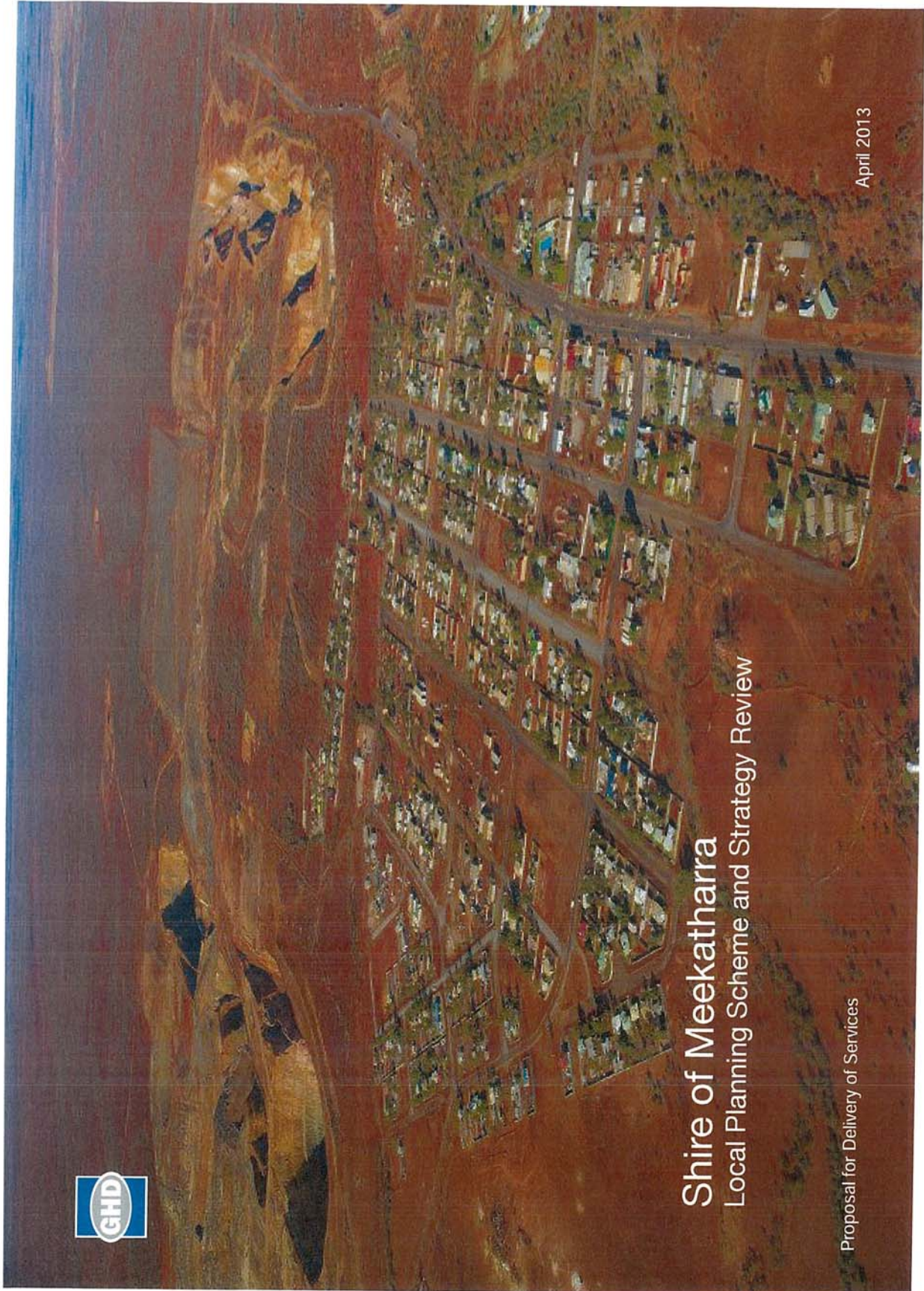
Our standard terms are 30 days and the above fee estimate is quoted on this basis. Acceptance of this submission assumes acceptance of our trading terms. This fee proposal is based on the information provided to this office. Should the scope of the work change, Urbis reserves the right to further discuss/amend the fee proposal.

We trust that this proposal is acceptable and once again thank you for the opportunity for Urbis to provide a proposal for its involvement in this project. Should you have any further queries in relation to the above, please do not hesitate to contact Lorraine Thomas or the undersigned on 08 9346 0500.

Kind Regards,

A handwritten signature in black ink that reads "Haeren".

Ray Haeren
Regional Director - WA



Shire of Meekatharra
Local Planning Scheme and Strategy Review

Proposal for Delivery of Services

April 2013

Cover Page Photo Source: http://www.reedresources.com/blogpic.php?picname=190-meekatharra-gold-Aerial_town-50.jpg&shortdes=Meekatharra%20Gold%20Project



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Who are we?

Who we are	What we do	How we operate	Contact Details
<p>GHD is one of the world's leading professional consulting companies. Established in 1928 in Australia, GHD employs more than 6500 people across five continents and serves clients in the global markets of water, energy and resources, environment, property and buildings, and transportation. Our Western Australian operations alone include over 700 personnel.</p> <p>Wholly-owned by its people, GHD is dedicated to understanding and helping our clients achieve their goals. GHD is committed to sustainable development, safety and innovation. We care for the wellbeing of our people, assist communities in need and conduct business in an ethical and environmentally responsible manner.</p>	<p>Our global network of architects, planners, scientists, engineers, project managers and drafters collaborate to improve the built, economic and social environment of the communities in which we operate.</p> <p>GHD has been providing strategic and land use planning services to state & local government for over 75 years. It is our intimate knowledge of state and local authority requirements and our approach to land use planning which permits GHD to tailor effective services for government agencies. Our established relationships with the majority of the relevant State government authorities permit GHD's planners to amicably resolve planning issues in a time effective manner.</p> <p>GHD is also a member of the WALGA Town Planning Panel of Preferred Suppliers. The Shire of Meekatharra can be assured of the quality and professionalism of the services provided by GHD.</p>	<p>The cornerstone of our business is our client-centred culture and teamwork-based approach known as One GHD. Operating globally and delivering services locally, we are united by the core values of Teamwork, Respect and Integrity.</p> <p>Our people deliver innovative solutions by combining technical skill and experience with an understanding of the objectives and aspirations of our clients and the community through extensive community engagement. The benefits to clients are high quality, deliverable outcomes – creativity delivered with commercial savvy.</p> <p>GHD operates under a Practice Quality Management System, ISO 9001:2008, and an Health, Safety and Environmental Management System, OHSAS 18001:2007, ISO 14001:2004 which are certified by Lloyd's Register Quality Assurance.</p>	<p>For any further information, or for copies and examples of other similar work GHD has delivered, please do not hesitate to contact Colleen on the details below.</p> <p>Colleen Murphy Discipline Lead - Planning and Urban Design 6222 8144 0420 501 141 colleen.murphy@ghd.com</p>



Partnering With GHD

Collaborative local government partner	Specialist regional planning experience	Specialist local planning strategy experience	Planning beyond the pretty picture
<p>Operating globally and delivering services locally, we have been recognised by industry as a collaborative consultant partner to Government, winning an Award for Excellence in 2011 for the Canning Bridge Precinct Vision which specifically applauded this collaborative working relationship as a reason for the projects' success.</p> <p>Our local government clients regularly cite our collaborative approach to the success of our projects, and appreciate our understanding of their needs, structures, and processes.</p> <p>GHD is committed to design excellence, and delivers multi-disciplinary projects as a core competency. We are proud to partner with local governments, as a key and our primary client base in Western Australia.</p>	<p>GHD's experience in the delivery of a number of major projects across Western Australia has contributed to a strong understanding of the complexity of regional planning.</p> <p>Our team regularly partners with regional local governments to deliver planning strategies and policies, developed with a focus on regional issues - including planning for remote settlements, access and infrastructure needs, unique economic drivers and situations, and the importance of community.</p>	<p>GHDs nominated personnel have delivered local planning strategies, schemes and other strategic planning documents across the State, which have responded to the State's guidelines and been responsive to local requirements. Our ability to successfully negotiate with the DoP/WAPC ensures our work is endorsed and accepted.</p> <p>We encourage the Shire to speak with our local government partners and referees (listed in section 1 of this document) about our experience and approach to preparation of local planning strategies and other strategic planning documents.</p>	<p>Successful, aspirational designs are dependent on detailed implementation and statutory plans.</p> <p>GHD brings you skilled planners with local experience and significant knowledge in the development and review of strategic and statutory plans. Our focus goes beyond the glossy image to consideration of implementation and governance challenges, and we pride ourselves on thinking through both the plan creation and the plan delivery.</p> <p>GHD's integrated team synergise experience beyond planning. Our team regularly works across all technical disciplines which enable the project team to anticipate and resolve the variety of issues that affect regions and settlements. Our project team includes a range of technical personnel across all relevant disciplines, to ensure the highest quality product that properly considers environment, transport, infrastructure, economics, and services.</p>



1. Skills and Experience

Our team

GHD offers an integrated team, involving our experienced planning, urban design, environmental, transport, infrastructure and economics personnel to understand and integrate the multi-disciplinary challenges within the Meekatharra Local Planning Strategy and Scheme.

This integrated team, drawn from our Perth and Geraldton offices, has the capability and experience necessary to deliver the project deliverables on time, on budget, and to the quality expected. Using our Geraldton team, particularly for environmental analysis, ensures you have a dedicated team, with an understanding of the Midwest environment.

The team will be overseen by Ricardo Kiperman as Project Director, who will ensure that the standard of deliverable is exceptional, and Colleen Murphy as Project Lead who will ensure that the project is delivered in an integrated team environment; on time, on budget and with our best technical personnel.

Detailed curriculum vitae and project experience for all team members are provided in Appendix B. Here, you will find an organisation chart of personnel proposed for this project.



 <p>Ricardo Kiperman BSc (Hons) Architecture Project Director</p>	<p>Ricardo will oversee the project, and ensure all deliverables meet high quality standards.</p> <p>Ricardo is an architect and urban designer with over 18 years international delivery experience.</p> <p>Ricardo has worked on a range of projects in project leadership, planning and development, undertaken by both private and governmental enterprises. He has worked on a variety of projects including master planning, retail, corporate, residential, commercial and industrial.</p> <p>Ricardo forms part of the GHD WA leadership team for Property and Buildings services and is responsible for oversight of the delivery of planning, landscape architecture, architecture and spatial services projects. These integrated disciplines are critical for the delivery of the Meekatharra Local Planning Strategy.</p> <p>Ricardo has been with GHD for over 4 years and has successfully led large multi disciplinary teams across humanities, environment and engineering disciplines.</p>	 <p>Colleen Murphy BSc (Hons) Urban & Regional Planning Project Lead</p> <p>Colleen will be the project lead, and your key contact for delivery.</p> <p>Colleen is a skilled strategic and statutory planner with over 9 years' experience in the planning and environmental industry. Colleen has considerable experience in strategy and scheme development, and after implementing a range of local government schemes, is passionate about getting schemes right. Her integrated understanding brings strategic design skills that withstand testing against statutory and technical realities.</p> <p>Colleen has an extensive knowledge of key frameworks for planning strategies and schemes in Western Australia. Her background in local government and delivery of high profile projects in the private sector brings experience in stakeholder and community consultation and engagement.</p> <p>Colleen's involvement will ensure that the spatial strategies and recommendations are challenged so that they are robust and supported by industry and community, and meet requirements of the Western Australian Planning Commission.</p>	 <p>Sandeep Shankar BA (Hons) and Regional Planning Senior Planner</p> <p>Sandeep will work alongside Colleen in delivering planning components of the project.</p> <p>Sandeep is a town planner with over 8 years' experience in which time he has undertaken a variety of statutory and strategic planning work in both private and public sector roles within Australia and the United Kingdom.</p> <p>Sandeep has a detailed understanding of the WA planning system and associated planning policies and strategic plans. Sandeep also has experience in managing large multi-disciplinary jobs, environmental planning, community consultation, stakeholder liaison/advocacy and the preparation of planning approvals in both metropolitan & regional areas.</p> <p>Sandeep's involvement will ensure planning strategies prepared reflect all multi-disciplinary needs, and provide an integrated strategic response for future land use and development.</p>	 <p>Anna Kelderman BA (Hons) Urban & Regional Planning Planning Reviewer</p> <p>Anna will support Colleen and Sandeep in project delivery.</p> <p>Anna has led multi-disciplinary teams for the development of numerous planning strategy and scheme projects across the state, particularly in regional local governments.</p> <p>Anna was instrumental to the development of the Christmas Island Local Planning Scheme and Strategy, and has been responsible for the review and leadership on all strategic planning projects delivered by GHD in Western Australia over the past 10 years, including those listed in this proposal document.</p> <p>Anna is currently on maternity leave but will be rejoining GHD and will be available to guide the strategy and scheme with advertising and approval process.</p>
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Andrew Nagle

B.Sc. (Hons) BSc (Hons) (Env) MSc (Env)

Principal Environmental Scientist/
Regional Manager Mid West

Andrew has over 18 years experience as an environmental scientist and transport planner at State and Local Government level. He has broad experience that covers Environmental Impact Assessment and Transport Planning.

He is accomplished in policy development, a broad range of environmental issues and strategic environmental management. Andrew is also GHD's Regional Manager – Mid West and a gifted project manager.

Andrew has been based in Geraldton since 2008 and has been GHD's Project Director on all Mid West environmental projects.



Fred Mulder

B. Eng (Civil) BSc (Hons) MEng (Civ)

Principal Civil Engineer

Fred will provide servicing and civil engineering inputs to the Local Planning Strategy.

Fred is a Civil Engineer with more than 13 years experience in land development and civil infrastructure. He has international experience in coordination of multi-disciplinary projects and contract management.

Fred has excellent relationships with key servicing authorities, and is regularly tasked with consulting with authorities and feeding servicing and infrastructure requirements and issues into planning processes.



Steve Moody

M.Sc. MSc. CIMILT MCJHT

Senior Transport Planner

Steve has over 10 years' experience of in consultancy, transportation planning in strategy and development planning in the UK. Steve recently joined GHD and has experience of transportation consultancy with Peter Brett Associates (PBA) and JMP Consultants Ltd. He has worked with both public and private clients and his experience includes working on strategic transportation and development projects.

Steve specialises in Transport Assessment, Travel Plans, development of transportation strategy for strategic land development, and review of regional and local transportation planning policy in the context of large scale development strategies. He has provided input to flagship projects, including: the Integrated Transport Strategy for Margaret River and Colliie as part of the Royalties for Regions SuperTowns project and Integrated Transport Strategy for the Stirling City Alliance.

Project Team Resources and Capacity

GHD proposes to use the appropriate personnel for the specified services.

We confirm that our team is available to commence work on this project upon appointment and each team member has the capacity to give the project personal attention for the duration of the project.

GHD has over 50 drafting and GIS personnel located in the Perth office. We will ensure that the appropriately qualified drafting and GIS personnel are engaged to undertake this project as required.





2. Understanding of the task

Understanding of the project, and process approach

GHD understand the importance of a strong, robust Local Planning Strategy and Scheme to any local government, and the additional importance for a Shire such as Meekatharra where a range of competing economic, social, and environmental challenges and opportunities require careful consideration.

We will take a fresh look at the local issues particular to the Shire, with no preconceived notions.

We understand that planning for socio-economic and socio-environmental issues in an integrated way will be a key challenge. Resolving such issues requires a series of partnerships - between the consultant team and the Shire, incorporating the collaboration of State agencies, servicing agencies, key industries (particularly the resources sector and tourism operators), non-for-profit sector, other private interests, and the community.

We also understand the need for project delivery to incorporate technical savvy - for this reason our methodology relies upon the right people doing the right job - our planning

team will integrate transport inputs provided by our transport planners, environmental inputs by our environmental scientists, and so on.

GHD's integrated approach and proposed methodology has been proven by our work delivering the recent Christmas Island Local Planning Strategy, and other strategic plans and strategies.

Our methodology focusses on integrating technical inputs with extensive stakeholder and community consultation, and working in close partnership and locally with the Shire.

The final deliverable is one that is grounded in technical reality, and reflects the aspirations and ideas of stakeholders and the local community.

The extent of and reliance on stakeholder engagement reflects the importance of the local planning strategy to the future growth and development of the Shire.

Stage 1 | Analysis, preparation and background

Inception Teleconference

We propose to commence the project with an intensive week in Meekatharra to focus on site understanding and stakeholder engagement. To enable appropriate notice to be provided to key stakeholders in advance of our visit, we propose a teleconference for the formal project inception.

Upon notification of engagement, we will schedule a teleconference with the appropriate Shire representatives to discuss and confirm:

- The project requirements;
- The proposed program;
- Dates for the intensive consultation and design visits;
- The payment schedule; and
- The Terms & Conditions of the engagement.

Intensive Inception and Consultation Visit

Once the consultation strategy is confirmed, GHD propose to commence the project with an intensive week long visit to the Shire of Meekatharra to focus on project inception and kick-start stakeholder engagement and visioning. The week long visit will also allow Colleen and Sandeep to work side by side with the Shire at this important stage – we see this as a vital component to the project, as early investment into identifying and exploring issues in the local context is central to the development and implementation of a strong strategy and scheme in the longer term.

Intensive sessions with the consultant team working closely alongside the Shire is a technique that worked very effectively for the Christmas Island Local Planning Strategy and Scheme. Our team became a trusted partner for the Shire, Council, key stakeholders and the community, and this partnership enabled us to gain the trust of decision makers, and develop the right strategy for the area.

Inception meeting

Whilst the teleconference will address contractual issues and commence scheduling, GHD propose to meet again with key SoM representatives in person to discuss and confirm project issues, and discuss broader community and stakeholder consultation, in particular, the relevance to this project of stakeholder engagement outcomes from any other planning work recently done for the Shire.

Study area tour

Following our inception meeting with the Shire, GHD will undertake a study tour of key areas and settlements of the Shire, where possible guided by SoM representatives.

The visit will focus on:

- an assessment of the existing land uses and prospects across the Shire
- An assessment of key natural and other features of the study area; and

- A review of the existing subdivision patterns and character of settlements.

Alignment workshop

We propose to kick start consultation with an alignment workshop. This is a technique we use on many projects that are influenced by numerous stakeholders.

The alignment workshop will invite representatives from the Shire along with other available key government and business stakeholders and discuss at a high level objectives and expectations from the project. This enables GHD to align our project approach with the Shire's expectations, and those of other key stakeholders from the outset.

The alignment workshop will also enable the development of key performance indicators for the project - so that the Shire and other stakeholders can assess GHD's performance, and the ongoing performance on the Local



<p>Planning Strategy and Scheme beyond GHD's involvement.</p>	<p>meetings with other key stakeholders based in Perth.</p>	<p>From our experience and that of our team (including as local government statutory planners in the past), we know that the people who best understand what does and doesn't work in any particular scheme, are those that use and interpret it on a day to day basis.</p>
<p>GHD will have commenced our familiarisation and review of key issues and planning documents prior to the workshop, so will be prepared to lead and join the discussions.</p>	<p>In particular, we will liaise with the Department of Planning to discuss expectations and requirements for the scope and format of the Local Planning Strategy, and other State initiatives (particularly the 2009 review of the Town Planning scheme regulations and proposals for general scheme provisions) that might impact on the strategy documentation. This will ensure the final deliverable meets State policy requirements and will easily negotiate State Government approvals processes.</p>	<p>Therefore, we will convene a workshop with Shire planners and other scheme users to understand what works, what doesn't work, and what are the challenges with the detailed provisions, zones, and implementation requirements of the current scheme.</p>
<p>Stakeholder meetings</p>	<p>Council Visioning Workshop</p>	<p>We will also present and confirm KPIs devised at the alignment workshop with elected members, to assist with their future decision making on the Local Planning Strategy and Scheme.</p>
<p>This task will involve interviews and meetings with a confirmed list of stakeholders, and small informal workshops with community members. The purpose of these consultations will be to establish the needs, attitudes and future development requirements of the stakeholders. This will contribute to forming the future direction for the Shire and the land use changes that might be considered in the local planning strategy. GHD will also collect relevant information, reports, and studies undertaken by key stakeholders to include in subsequent analysis.</p>	<p>GHD will incorporate a Council visioning workshop into the intensive period. The GHD Team will facilitate a workshop with elected members that will:</p> <ul style="list-style-type: none"> - Discuss key opportunities and constraints from the point of view of Councillors; 	<p>The KPIs we present for confirmation will be based on the project objectives set by the Shire within the project brief (not repeated here), and will therefore ensure project deliverables meet and are assessed against project objectives.</p> <p>Scheme Operation Workshop</p> <p>We consider that the most important element of the scheme is how it is interpreted and implemented.</p>
<p>On return from the Shire, GHD will hold similar</p>	<p></p>	<p></p>



Literature Review

Local Profiles

The beginning of this task will involve gathering all relevant strategic plans and policy relating to land use zoning, economic, environmental and geographic characteristics and demographic data. We will also consider all relevant Local Planning Policies.

Part of this review will include any maps/diagrams/drawings that are available and their potential adjustment to allow for discussions over future land uses in the Shire.

Information and policy gaps will contribute to identifying future requirements and strategic initiatives that the local planning strategy may need to respond to or facilitate, and allow us to integrate the strategic planning framework into the operation of the local planning strategy.

This task will address the Planning and Development Framework set out in the Scope of Works.

Our integrated team will undertake targeted stakeholder engagement and desktop analysis to prepare a suite of local profiles, that describe the current state of the social, economic, and natural environment in the Shire of Meekatharra. Profiles prepared will include:

- Land use profile
- Movement profile
- Infrastructure profile (including SWOT analyses)
- Environment profile

These profiles will provide the technical background information necessary for the Strategy and Scheme to appropriately consider the Land Use, Movement Network, Infrastructure, and Environment components set out in the Scope of Works.

Land Use Profile

Based on review of current strategic plans and the current scheme, literature review, and stakeholder engagement, along with the observations from the study area tour, GHD will develop a land use profile for the Shire.

- The land use profile will be a snapshot of current uses, and key issues. Specifically, this will include:
- land use needs and constraints - residential, industrial, commercial, rural, rural living, etc
 - Tourism uses and demand;
 - Education facilities, community facilities and infrastructure;
 - Public open space and recreation facilities.

Movement Profile

GHD will prepare a Shire-level movement profile, that describes the current strategic movement network and infrastructure, and identifies strategic responses to enhance

connectivity.

To identify the current movement profile in the shire, the following tasks will be carried out

- Stakeholder consultation to understand road network issues and known future road network projects
- A High level road network assessment of traffic volumes and movements
- Main freight network movements
- Connectivity between road and airports, and road and marine ports in the shire

Infrastructure Profile

GHD will undertake a strategic level infrastructure SWOT analysis, to generate an infrastructure and services profile for the Shire.

Performing a SWOT analysis for the provision of water, sewerage, and electricity will require investigation and understanding of the existing services infrastructure, current demand based on land-use and activity, as well as



Outcomes

<p>the anticipated future demand and proposed upgrades by the servicing authorities. To assess this infrastructure and perform the analysis, the following approach is proposed:</p> <ul style="list-style-type: none"> - Obtain servicing information for the study area pertaining to water, sewer, and electricity; - Liaise with the servicing authorities to determine the capacity of key infrastructure, age of infrastructure, and planned upgrades; - Review the anticipated future demand and determine the likely services upgrades that would be required to satisfy this growth; - Liaise with other disciplines where dependencies between servicing infrastructure may exist; and - Review the existing services information in terms of the obtained data and planned upgrades, and analyse the water systems in terms of strengths, weakness, opportunities and threats. 	<p>Environment Profile</p> <p>To generate the appropriate level of information to inform an environment profile for the Shire, and to provide sufficient technical background for the EPA, GHD proposes to complete a desktop preliminary environment impact assessment (PEIA).</p> <p>This document identifies potential environmental risks and issues that may need further investigation.</p> <p>The PEIA will include assessment of:</p> <ul style="list-style-type: none"> - adjoining land use including conservation reserves or other listed areas of environmental significance; - broad vegetation types shown in existing mapping (e.g. Beard (various), Heddle (1981)); - Threatened Ecological Communities identified from State and Federal Government databases; - Declared Rare and Priority Flora identified from State and Federal Government 	<p>databases;</p> <ul style="list-style-type: none"> - threatened or otherwise protected fauna identified from State and Federal Government databases;; - remnant vegetation clearing in relation to statutory requirements; - listed wetlands; - geology; - public drinking water catchment areas; and - other lists of significant areas. <p>A concise report will be developed specifying the results of the PEIA. This will be incorporated into the Local Planning Scheme and Strategy Review.</p>	<p>The outcome of the consultation, profiling, and analyses will be an Outcome Report required by the client project brief.</p> <p>This report will provide background information, descriptions of current issues and possible solutions on all aspects considered in the analysis. The report will include preliminary mapping for local profiles, along with key spatial responses.</p> <p>The Outcome Report will be provided to the Shire for review and consideration, ahead of preparing the draft Local Planning Strategy and Scheme.</p>
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Stage 2 | Preparation of a draft Scheme and Strategy and public consultation

Consultation on Outcomes Report	Draft Local Planning Strategy and Scheme	Council Presentation
<p>GHD will seek feedback on the issues and ideas set out in the Outcomes Report from the Shire, the Project Steering Group, and any other stakeholders the group would like feedback from, via post or electronic mail.</p> <p>Feedback will contribute to forming the future direction for the Shire and the required land use changes to facilitate this direction.</p>	<p>All project outcomes to this point, including objectives, local profiles, analyses, stakeholder engagement, issues, and spatial recommendations will be collated and organised into a formal Local Planning Strategy and Local Planning Scheme for consideration by the Shire. The Local Planning Strategy and Scheme will be prepared in accordance with WAPC guidelines, and include both text and mapping components.</p> <p>In accordance with the project brief, the Local Planning Strategy will include (but will not be limited to):</p> <ul style="list-style-type: none"> - Local profiles - Issues and stakeholder consultation - Strategic objectives and initiatives - Strategic recommendations, including housing strategy, open space strategy, economic strategy, environmental strategy and other strategies as required. 	<p>GHD will visit Meekatharra to present the draft Scheme and Strategy to Council, in either a formal briefing, or informal workshop situation.</p> <p>Following the presentation, GHD will update the draft Scheme and Strategy as required to facilitate Council's endorsement for advertising.</p>



Formal Agency Referrals

Once Council has made its resolution, we will arrange for all required notices and referrals of the resolution.

This will include referring the resolution and draft scheme to the EPA to enable the EPA to determine if the scheme is to be formally assessed or not, and provide consent to advertise the scheme.

Colleen and Sandeep both have significant environmental planning experience in addition to strategic planning. Their ability to integrate environmental planning into the scheme review process will reduce the likelihood of the new scheme requiring formal assessment, and work to achieve the desired timeframes of the Shire of Meekatharra.

We will forward the requisite number of copies of the draft strategy to the WAPC with a request for Ministerial consent to advertise the scheme. We will make any modifications if required.

Advertising Support

GHD anticipate that formal endorsement and advertising processes will be coordinated by the Shire, in line with statutory and usual planning processes.

GHD will provide support through preparation of advertising materials, including press releases and text for advertisements required by statutory processes.



Stage 3 | Finalisation of Scheme and Strategy

Stage 4 | Final Approval and Gazettal

Submissions Analysis

Following advertising, GHD will undertake an analysis of submissions received, identifying key issues raised across submissions and providing a recommended response to those issues and requests.

We will prepare the submissions report in the form of a series of tables; we can provide examples of similar reports provided on request.

Council Workshop and Adoption

Once a submissions report has been prepared and confirmed by the Project Steering Group, GHD propose to convene a workshop with Council on the recommended responses and changes.

This was a very effective technique used for the Shire of Christmas Island; an informal workshop with elected members enabled the group to understand the statutory and planning rationale for responses to community requests, and engaged the Council in confirming and considering the final modifications to the scheme and strategy. This ensured the final strategy and scheme were adopted unanimously.

Following the Council workshop, GHD will prepare and submit the final Strategy and Scheme for adoption by Council.

WAPC Approval

GHD will update the scheme if required by Council adoption.

We will then forward the the scheme to the WAPC with a request for Ministerial approval to the scheme.

We will make any required modifications to the scheme, in close consultation with the Shire and Council, and attend meetings as required to achieve final Gazettal of the Local Planning Scheme and Strategy.

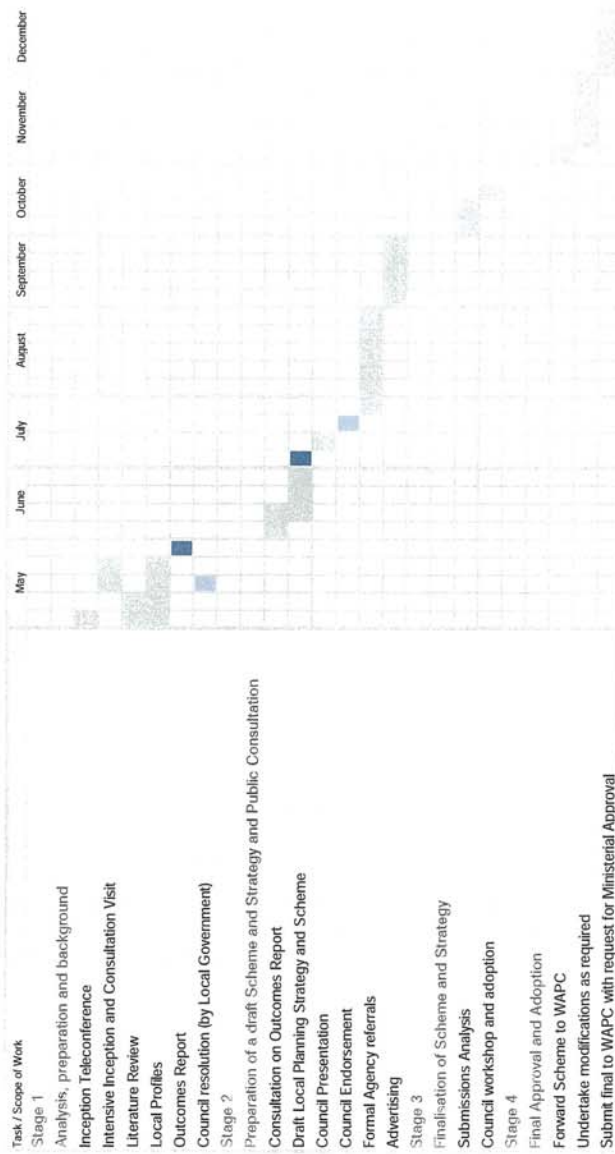


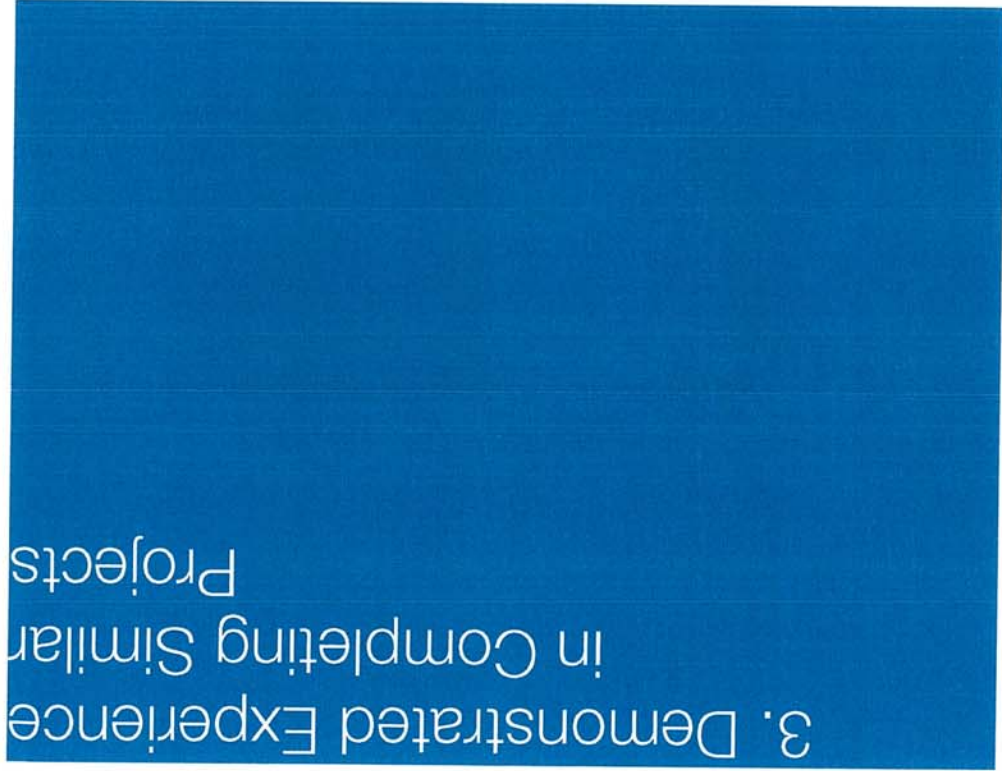
Project Timeline

GHD has prepared a detailed project schedule to demonstrate our ability to meet the timeframes specified by the Shire of Meekatharra using our proposed resources, and methodology. The project schedule is shown opposite.

In summary, we have the capacity to and will achieve the project milestones as provided in the tender brief.

GHD will provide a regular updated program, using Microsoft Project software, showing actual progress versus planned progress to keep the Shire informed on our compliance with the schedule.





Our experience

The projects listed in this section are some of our most recent and relevant experience. They example the diversity of projects which we will draw upon to inform our partnership with the Shire of Meekatharra.

A selection of written references are included in Appendix A. We encourage you to contact the following referees, who would be happy to speak with you in more detail about the projects we've successfully delivered with them.

Kelvin Matthews
Chief Executive Officer
Shire of Christmas Island
9164 8300 (ext 235)

Simon Lancaster
Manager of Planning
Shire of Chapman Valley
08 9920 5011

Christmas Island Local Planning Strategy and Scheme

Shire of Christmas Island

7/11/2012

The place and its complexity

- A place with opportunities for growth and redevelopment affected by previous ad hoc approaches to infrastructure provision
- A very diverse and multi-cultural community with strong focus on tradition, religion, and cultural assets
- An economy based on a mining economy, with uncertainty in future operations, and a strong need for economic diversification.
- A community experiencing housing shortages and old building stock becoming unsuitable.



Project description

- GHD delivered a new scheme and local planning strategy for Christmas Island.
- The project involved planning analysis, stakeholder and community consultation, and preparation of urban design frameworks consistent with WAPC requirements to coordinate and guide future land use, development and revitalisation on the island.

GHD's successful approach

- Integrated design with a central design team comprising GHD planning, urban design, transport, civil, environmental, and drainage professionals working together to resolve challenges in the study area.



Extensive stakeholder and community engagement to understand and plan for the needs of the community and stakeholders. GHD's role and project outcomes

GHD had a primary role in project management and delivery. Our scope included all analysis, consultation and preparation of strategy and scheme documents. We also analysed submissions following formal advertising, and revised the final scheme and strategy.

GHD also had a key role in supporting the Shire in engaging elected members in understanding the role and function of the scheme, and we supported the Shire in formal adoption processes.

The Local Planning Strategy and new Local Planning Scheme No. 2 were adopted by Council in October 2012, following formal advertising and detailed workshopping through submissions with elected members. Council's adoption of the project deliverables demonstrates GHD's ability and competence in preparing suitable and relevant strategic and statutory planning documents for Christmas Island and its community.

Issues management

Key issues that arose during the project related to complexities in process due to the administrative and governance frameworks on Christmas Island, and the level of awareness by the community and elected members in regard to the role, function, and use of planning documents.

Process complexities, in terms of which State and Commonwealth agencies held the authority for various tasks such as formal environmental assessment, were dealt with by GHD's team in close consultation with the Shire.

To address these issues, we undertook investigations to understand the statutory processes involved, and consulted with State agencies to understand and confirm the responsibility of various tiers of government. We confirmed with the Shire of Christmas Island that the process followed in the project was the right process, and ensured that external administration issues did not influence or detract from the responsibility and timeframes of the project. This enabled the project to be delivered without delays arising from incorporating or repeating processes that had no relevance to the project. The level of awareness and understanding of the role and function of the scheme and strategy was an issue that had potential to impact on adoption. The demographic nature of Christmas Island is reflected in its Council – elected members are from a range of cultural backgrounds which ensures the diverse community is well represented.

This diversity required our consultant team to adapt how we worked and communicated with elected members. We challenged ourselves, and succeeded in communicating very complex planning issues in a forum and format that engaged the elected members. We could show very clearly how we responded to the submissions of the community, and conversely where submissions could not be dealt with for planning reasons. From our careful and targeted approach, the final strategy and scheme were adopted unanimously.



Dongara - Port Denison District Structure Plan and North West Coastal Analysis

Shire of Irwin
2012-2013

The place and its complexity

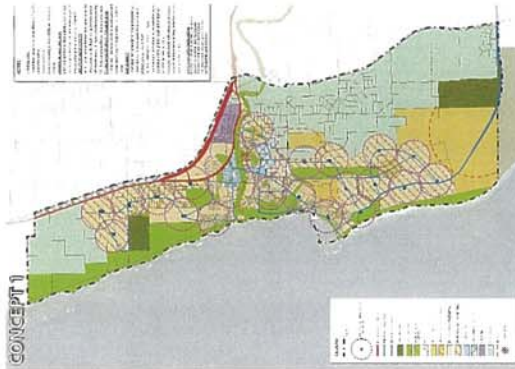
Often considered two separate towns, the twin settlements of Dongara and Port Denison which are bisected by the Irwin River are undergoing a transformation which the Shire of Irwin hope will ground their sense of place and plan for future growth.

Being a place surrounded by a rural hinterland, many rural living estates in Dongara - Port Denison have grown incrementally over time, without necessarily being part of strategic growth planning frameworks. Such places have lead to inadequate road planning, provision of public open space or limited community facilities, resulting in the rural living estates having a limited level of amenity and access to services.

Project description

GHD has been engaged to prepare the Dongara - Port Denison District Structure Plan (DSP). The DSP provides a strategic framework to respond to the opportunities and challenges, to sustainably grow the townsite in a manner that serves the needs of the community now, and in the future. Based on analysis and community consultation, the DSP then presents a vision as a strategic spatial framework that identifies future development and land use areas at a district level, which respond to and take advantage of opportunities and challenges facing the twin settlements.

GHD was also engaged to prepare a planning analysis for the North Coastal Development Area, identifying future land use opportunities for the area.



GHD's successful approach

Integrated design with a central design team comprising GHD planning, urban design, transport, civil, environmental, and drainage professionals working together to resolve challenges in the study area.

Extensive stakeholder and community engagement to understand and plan for the needs of the community and stakeholders.

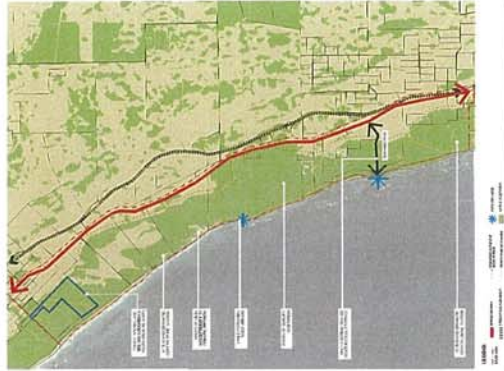
GHD's role and project outcomes

Project outcomes so far have included successful community and stakeholder consultation, with key issues and concepts for resolution being well received by the local community.

Issues management

One of the key issues identified for the DSP was the proliferation of rural living estates without any coordinated, strategic planning. These developments often lead to the inadequate provision of service infrastructure, road planning, and community facilities, resulting in developments with limited level of amenity and access to services.

GHD resolved this issue by incorporating our experienced transport planners, water and wastewater engineers into the project early on, to examine the existing road network and explore traditional and alternative options for water management. This early response, and engaging the necessary experience, enabled our planners to marry the proposed growth



scenarios and final recommendations with staged infrastructure provision. Spatial options could therefore be discussed and explored in the context of real infrastructure provision and supported by the accompanying District Water Management Strategy that GHD was also engaged to prepare.

Judgement and discretion

GHD's team demonstrated judgment and discretion, particularly in instances where the Shire and community's aspirations for development south of Port Denison were at odds with existing extractive industry operations along the coast.

Our team worked carefully to understand the conflicting desires of each stakeholder and captured the timeframes for existing mining tenements approvals. This understanding of the needs and requirements of the key stakeholders required critical judgments being made for the DSP process, and allowed us to protect significant mineral deposits from further urban encroachment, whilst identifying an appropriate timeframe for development to occur in a staged manner.

A key aspect of our delivery included fostering effective partnerships between the community, landowners, the business sector and public sector. In this regard a vital aspect of the DSP was the recommendation for a formal agreement being undertaken as a memorandum of understanding which would seek the establishment of a dedicated and coordinated approach between State and local government representation in implementing the spatial vision identified in the DSP.



Demonstrated competency and relevance to Meekatharra

The scope of the DSP and North West Coastal Analysis are similar in strategic focus and analysis to a successful Local Planning Strategy.

Key applicability of the work we are doing with the Shire of Irwin includes how to manage and adapt to ad hoc growth associated with regional economic growth, and preparing settlement plans that respond to local needs.

The DSP and North West Coastal Analysis demonstrate our competency in undertaking strategic land use planning, analyzing regional and sub-regional characteristics and trends, and preparing robust planning and implementation frameworks for future development control.



Gingin Townsite and Rural Surrounds Structure Plan

Gingin Shire
2011-2013

The place and its complexity

A regional centre in decline with stagnant commercial activity in the town centre

Conflict between development aspirations and desire to retail rural lifestyle over residential development.

A town centre ripe for economic development and residential growth, impacted by economic magnets elsewhere in the region.

Project description

GHD was engaged by Gingin Shire to review the Gingin Townsite Expansion Plan and prepare an updated structure plan, to form part of their Local Planning Strategy.

The project included an integrated team undertaking environmental investigation, transport planning, and services investigation to test and refine design processes.

The design process prepared a range of concept options, that were workshopped with the community to inform a final design scenario that effectively resolved issues of town centre redevelopment, movement, wastewater treatment, and environmental protection.



GHD's successful approach

Consultation with community leaders and business operators at project commencement to understand at the local level how the centre operates, and what the opportunities are.

Integrated design with a central design team comprising GHD planning, urban design, transport, civil, environmental, and drainage professionals working together to resolve challenges in the study area.

Upfront visioning with community and the Council to discuss and confirm objectives, values, and performance measures that became the assessment tool for design concepts and the final plan.

GHD's role and project outcomes

GHD was responsible for all project elements. We undertook all planning analysis, research, stakeholder and community engagement, prepared documentation, and prepared Council agenda items and provided Council briefings to manage the adoption process.

Feedback at Council briefing sessions commended GHD for capturing the vision of both Council and the community in the draft structure plan.

The structure plan and district water management strategy have been advertised and adopted by Gingin Shire Council. These documents will now form part of the Council's Local Planning Strategy, and will inform future planning and water management planning in the area.

Issues management

A key issue that arose very early in the project was the current lack of sewer infrastructure in the townsite, which effectively has precluded urban development and is a key reason for a previous townsite strategy to fail in achieving any onground activity.

GHD resolved this issue by incorporating our experienced wastewater engineers into the project early on, to examine traditional and alternative options for wastewater management. This early response, and engaging the necessary experience,



enabled our planners to tie growth scenarios and final recommendations to wastewater scenarios. Spatial options could therefore be discussed and explored in the context of real infrastructure constraints.

GHD's integrated and in house team was able to access detailed wastewater scenario planning for no extra cost to the client, or any delays to the project.

Judgement and discretion

In developing a strategic and implementation framework for the growth of Gingen, GHD demonstrated judgement and discretion in consideration of options and growth scenarios.

We prepared three options that related to three alternative scenarios based on wastewater planning and other influences of growth. Following community consultation on the options, we used our judgement and discretion to identify the most appropriate blend of opportunities, that resulted in the final product that was accepted by both Council and community.

The final product is robust, and provides a spatial framework that achieves appropriate levels of growth that respond to various infrastructure scenarios outside the control of Council.

Demonstrated competency and relevance to Meekatharra

The Gingen and Rural Surrounds Structure Plan is an example of GHD successfully preparing a strategic planning document, similar in scope and function to a Local Planning Strategy for a regional area.

Similar to our proposed approach for Exmouth, the structure plan was prepared based on significant community and stakeholder engagement to understand and investigate key development and economic issues from the point of view of the locals experiencing them.



Buller Local Structure Plan and Wokarena Heights Local Structure Plan

Shire of Chapman Valley

Current

The place and its complexity

- An identified development area on the edge of a regional centre with significant growth.
- A development area with significant environmental assets requiring protection and management.
- A growth area located on a significant regional and freight transport corridor

Project description

GHD has been engaged by the Shire of Chapman Valley to prepare a statutory structure plan consistent with the WAPC's Structure Planning Guidelines for the Buller Development Zone and the nearby Wokarena Heights low density residential area, to the north of Geraldton.

The study areas are fragmented greenfield sites, that includes a range of existing business operators ranging from rural businesses, kennels, and tourism uses to smaller lifestyle lots. The area includes significant vegetation identified for protection through environmental assessment. Future planning identifies the need for a new local centre, schools, open space and other community facilities within the Buller Development Area.

GHD's successful approach

Integrated design with a central design team comprising GHD planning, urban design,



transport, civil, environmental, and drainage professionals working together to resolve challenges in the study area.

Testing design options to explore in detail the benefits and design challenges of environmental protection, and to integrate environmental protection into the planning process.

GHD's role and project outcomes (to date)

GHD's scope of works has included all research, analysis, community and stakeholder consultation, and preparing design options and final structure plan documentation. We have also reviewed and provided responses to submissions, and reviewed Council agenda items.

A statutory local structure plan for Wokarena Heights has been adopted by Council, and endorsed by the Western Australian Planning Commission. WAPC endorsement was achieved under delegation and within a time frame of one month, which is far less than ordinarily experienced for local structure plans.

Issues management

An external issue that has influenced the Buller Local Structure Plan quite significantly arose early in the project. The structure plans are being progressed concurrent with the adoption of the Shire of Chapman Valley Local Planning Scheme No. 2, which rezones the land from rural to

development. The EPA, in its assessment of the new scheme, set the requirement for a special control area within Buller that would formally protect a significant portion of the development area. This was inconsistent with environmental reports that recommended protection of some core environmental areas, however identified for alternative settlement patterns for other areas of lesser environmental values. The Shire and several landowners appealed the decision of the EPA in regard to the special control area, as it would effectively sterilize a large amount of the development area, and was not considered a reasonable balance of environmental and development outcomes. The appeal process has resulted in delays to the Buller Local Structure Plan.



To assist with the appeals process, GHD has supported the Shire and prepared a suite of development concepts that explored the impacts of the full protection of all vegetation, compared to 'priority design areas' where alternative options could enable development whilst balancing environmental protection. The additional work undertaken by GHD and detailed environmental planning we undertook has allowed the Department of Planning and the EPA to consult on the options available for environmental protection, and resolution of the appeal is imminent, with the anticipated outcome being a more balanced outcome.

Judgement and discretion

The Buller and Wokarena Heights Local Structure Plans demonstrate our judgement and discretion, particularly in the field of environmental planning where careful attention is needed to protect environmental assets whilst facilitating necessary growth.

In addition to being supported by a team of environmental scientists, our planners have environmental planning backgrounds, therefore are skilled in appropriately using understanding and judgement to identify and confirm appropriate development responses that protect the environment. This is demonstrated by the Wokarena Heights Local Structure Plan, where the team has achieved maximum development potential whilst protecting an area of regional conservation significance (with support from the DEC on areas

of appropriate clearing for development) and negotiating the environmental appeals associated with the Buller development area.

Demonstrated Competency and Relevance to Meekatharra

The Buller and Wokarena Heights Local Structure Plans demonstrate our competency in preparing statutory planning documents that meet the requirements of the WAPC, and respond to local community needs.

Our work supporting the Shire of Chapman Valley in the finalisation of the new Local Planning Scheme, particularly in relation to environmental assessment and subsequent appeals, demonstrates our understanding and competency in negotiating assessment and adoption/gazetted processes for schemes.



Indian Ocean Territories Crown Land Management Plan

Attorney-General's Department
2008, 2009

Project Objective

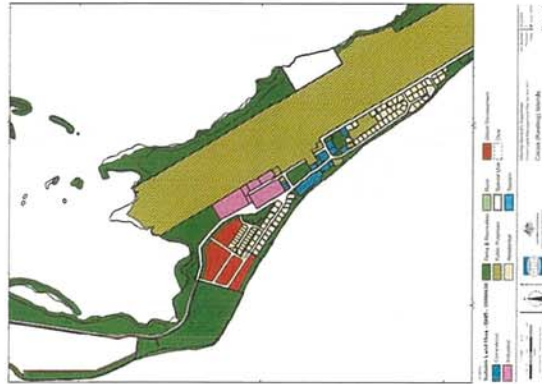
GHD was engaged to develop a Crown Land Management Plan (CLMP) for the Indian Ocean Territories (Christmas Island and the Cocos (Keeling) Islands). The Attorney-General's Department has responsibility for the administration of Crown land in the Territories.

The main objective of the project was to assess all Crown land on the Territories and enable informed decisions to be made on its most suitable future uses which will lead to the overall better management of Crown land.

The CLMP covers all Crown land: unallocated Crown land, leased Crown land including mining and commercial, vested land, reserved land and Crown land under a management order.

Project Description

The project consisted of an initial assessment of Crown land in the Territories which was undertaken by drawing on readily available information, mostly from resources provided by AGD. The identified Crown land was assessed for conservation, economic, cultural and social values. This assessment provided the basis for a plan of management, which included recommendations on the appropriate future uses of land, land development priorities (i.e. short term, medium term, long term), and management options for those lands. The CLMP was also produced in a format which can be incorporated into the existing GIS for the Territories.



Several site visits to both Territories were undertaken throughout the project for on-island stakeholder and public consultations.

Project outcomes

The key outcome of the CLMP was an analysis of land suitability for Crown land parcels. Key precinct areas were identified and the most suitable land uses were considered based not only on the capability of the land but also the strategic directions for the Territories as a whole.

The CLMP had to take into account the future economic development of the Territories and the uncertain future of phosphate mining on Christmas Island, the complex and lengthy approvals process for new development, tourism objectives, complex environmental constraints, the reliance on imported goods and services (especially fresh food), waste management challenges, lack of definition of ground water catchments and the protection of current and future infrastructure assets.

A series of recommendations were made that addressed these issues and that would enable informed decisions to be made for the future use of Crown land in the Territories. These recommendations were prioritised as the successful implementation of the CLMP is reliant on the success of individual actions that will allow the Territories to move forward in a consistent strategic direction.

Relevance to Meekatharra

GHD's experience preparing the CLMP directly informs our approach to land based analysis, using assessment of environmental, economic, cultural and social values to inform spatial recommendations for future land use.

As part of the CLMP, land management and land suitability objectives for the Islands were related back to the Town Planning Scheme. As the statutory document controlling land uses in the Territories, the incorporation where possible of land management objectives into the planning schemes was recommended. This is an approach we will also use for Meekatharra.



Boddington Ranford Townsite Strategy

Shire of Boddington

2008 - 2018

Project Objective

GHD was commissioned by the Shire of Boddington to produce the Boddington-Ranford Townsite Strategy. The re-opening of the Boddington Gold Mine is expected to result in significant population increase, with associated increased demand on land and services within the town sites of Boddington and Ranford.

The purpose of the Boddington-Ranford Townsite Strategy is to plan for the potential change over the next 15-20 years for these town sites and nearby areas associated with the redevelopment of the Boddington Gold Mine and to assess other emerging opportunities, including the 'tree change' effect.

The Strategy seeks to promote increasing sustainable development and ensure the towns grow in a timely manner. The Boddington-Ranford Townsite Strategy identifies a series of strategic 'precincts' within Boddington and Ranford requiring improvements and outlines opportunities for their enhancement and ability to accommodate future growth.

Project description

The project included the investigation of the current statutory and strategic planning framework. This involved a review of existing



documentation to gain an understanding of past and present planning objectives for the region. Several planning considerations were then identified to establish the current 'state of play' within the two town sites. These considerations included mining, population & housing, commercial areas & parking, education, medical & emergency facilities, recreation & community facilities, the natural environment & flooding, heritage, tourism, industrial land, services and employment.

Expected growth and development was then analysed to determine which of the considerations listed above required additional land and/or facilities, what was the best location for these facilities and the impact on any increases in services on the town sites and wider area.

This process involved several visits to Boddington for stakeholder and community consultations as well as Council briefings.

Project deliverables and outcomes

The key outcomes of the Strategy are a set of strategic opportunities for the two town sites to grow and appropriately accommodate the associated impacts. Key precincts were identified for improvements and expansion, as well as general guidelines for the development of future industrial, residential, rural small

holding and rural residential land and the natural environment.

An implementation pathway was also developed to ensure the successful implementation of the Strategy over time. Consequently, the successful implementation of the Strategy will involve a staged approach with a focus on providing achievable and effective solutions in the short term, with a view to pursuing and implementing higher cost infrastructure solutions in the medium to long term.

Relevance to Meekatharra

The Boddington Ranford Townsite Strategy is an example of GHD preparing a strategic planning document, similar in function to a Local Planning Strategy, for a regional area.

Similar to our proposed approach for Meekatharra, the structure plan was prepared based on significant community and stakeholder engagement to understand and investigate key development and economic issues to enable the settlement to respond.



Residential Design Codes Review

Department of Planning

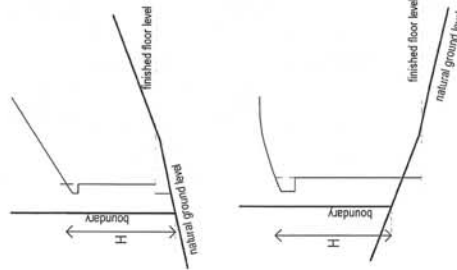
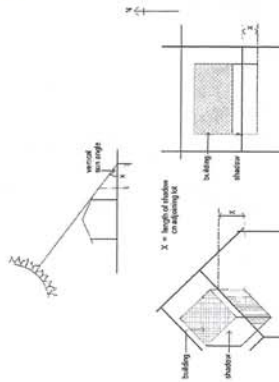
2010-2012

The project and its complexity

Western Australia's principal piece of residential development policy, that impacts on every residential and mixed use development and policy in the State.

Significant issues in the consistent use and application of the policy across Western Australia.

The need to balance the interests of the community, local government, industry, and development sectors on issues related to built form and density.



GHD's project philosophy

Urban design focus to understand the interrelationships between and impacts of buildings in their public realm context.

Policy development through consultation to gain a thorough understanding of the technical and other interests and concerns of all industry sectors to balance identify the most appropriate approach forward.

Project description

The review of the Codes has been undertaken to update the Codes responding to the current development environment and to consider a number of issues which impact upon the Codes.

The review project engaged with operators in industry and government to bring together issues for consideration and to reconcile differing perspectives on the role of the Codes and how they are to be interpreted and applied.

The objective of the review was to examine the effectiveness and continued relevance of aspects of the Codes, to assess the success in achieving its objectives, to assess its current relevancy in light of experience gained through their application and legislative and policy changes that have occurred, to assess the effectiveness of the explanatory guidelines and to assess the need to include additional provisions. The final outcome is a revised Code.

Project outcomes

The revised R-Codes have been subject to community and industry consultation, and industry testing. The final R-Codes are awaiting final gazettal for implementation.

Relevance to Meekatharra

From our experience reviewing the Residential Design Codes, GHD can bring to the Meekatharra Local Planning Strategy and Scheme review an understanding of housing and residential development issues relevant to the Midwest region. We understand that planning in the Midwest requires a different appreciation of design than in other parts of Western Australia.



Cultural Infrastructure Directions

Department of Culture and the Arts

70111

Reference:
Carl Pekin, Department of Culture and the Arts
6552 7380

The project and its complexity

A need to fill a policy vacuum for prioritising and planning State support for cultural infrastructure across Western Australia.

A need to refocus delivery of cultural infrastructure through a framework based on public value and accessibility.

GHD's project philosophy

Learning from user groups to understanding how community and cultural buildings are used, to effectively create planning frameworks for their provision.

Broad stakeholder engagement to understand the views of all users and consumers of a place - not just the obvious community groups or artists that draw benefit.

Project description

GHD was engaged by the Department of Culture and the Arts to prepare Western Australia's state principal policy to guide planning and investment in culture and arts infrastructure, including cultural centres, galleries and performance spaces, as well as infrastructure including industry support, and technology.

The success of the project has involved an understanding of strategic capital project planning and investment, the specialist needs of the arts sector and cultural infrastructure, and broader community needs planning to align these.



Project outcomes

The Department of Culture and the Arts have released the Cultural Infrastructure Directions policy based on the detailed work and policy frameworks prepared by the GHD team. This policy provides clear guidance for types and functionality of infrastructure that will be supported by the Department. The policy is being successfully used to support funding bids for infrastructure, and is providing an effective framework for supporting people and technology as an important (and cost effective) form of infrastructure, rather than previous models of providing buildings as a priority.

Relevance to Meekatharra

From our experience developing Cultural Infrastructure Directions, GHD can bring to the Meekatharra Local Planning Strategy and Scheme Review an understanding of the other uses that make a place great - cultural planning and community infrastructure.

The project also demonstrates our experience in:

- Policy Development;
- Community and stakeholder engagement skills; and
- Presentation skills.



4. Budget

GHD proposes to undertake the works required by this invitation for a lump sum fee of \$99,604 excluding GST.

The lump sum fee includes all disbursements including travel in accordance with the scope of works, and is subject to assumptions and clarifications as specified in this proposal document.



Schedule of Rates

The rates in the Table opposite apply to any work requested by the Shire which do not form part of this proposal.

These rates are consistent with those advertised by GHD through the WALGA Panel of Preferred Suppliers for Town Planning Consultancy Services, and represent a discount from our standard consulting rates.

No.	Key Personnel	Role	Hourly Rate (ex GST)
1	Ricardo Kiperman	Project Director	\$240
2	Colleen Murphy	Project Lead	\$193
3	Sandeep Shankar	Senior Planner	\$166
4	Anna Kelderman	Planning Review	\$193
5	Andrew Nagle	Principal Environmental Scientist	\$240
6	Fred Mulder	Principal Civil Engineer	\$240
7	Steve Moody	Senior Transport Planner	\$193
8	Various	Drafting	\$115
9	Various	GIS	\$115



Assumptions	Terms and Conditions
<p>The fee proposal provided by GHD has been based on the following assumptions:</p> <ul style="list-style-type: none"> - Catering and venue hire costs for public engagement sessions and working group meetings have not been allowed for. It is assumed that catering for appropriate attendees will be provided for by the Client. - GHD has allowed for one review of draft documentation at the conclusion of each phase. - GHD has allowed for the review and analysis of up to 50 community submissions during the advertising period. Additional analysis may require adjustment of fees. - GHD has not allowed for any external printing costs. Any external printing required will be charged as a separate disbursement cost. - GHD has not allowed for Council presentations, beyond workshops described in our methodology during visits for stakeholder engagement. - We expect all necessary data will be made available through the Shire or via SLIP data. We have not allowed for any purchase of data. 	<p>As the Shire has not specified standard Terms & Conditions for the engagement of Consultants, GHD proposes that the services described in this proposal be carried out under the GHD Consultancy Agreement, which can be modified to reflect conditions in the brief with respect to Intellectual Property resting with the Shire.</p> <p>A copy of our standard terms is attached at Appendix C.</p> <p>GHD will be happy to discuss this further with the Shire if successful.</p>



5. Performance Measures

Project Performance Measures

GHD agree to the setting of key performance measures for the project - we embrace measures as part of all our planning projects, and consider it a very effective way to assist decision makers confirm that a product meets their requirements, and the original intent of the brief.

We will expand upon the four performance measures set in the brief as part of the alignment workshop described in our methodology.



Quality Management

GHD policy is to provide internal independent professional and technical review to ensure the required level of service is applied to all commissions. Each commission received by GHD is subject to a Project Quality Plan which includes scheduled quality audits and technical reviews, and outline document control procedures and verification for all work associated with the project. All of the work undertaken on the project will be subject to the routine requirements of GHD's Quality System.

We do not see Quality Assurance as an end in itself, but as a tool to enhance overall project performance, so that project quality activities provide material benefit, targeted to critical risk items.

The GHD Group Quality Policy commits the company to the continual improvement and effectiveness of our management system.

GHD has established and maintains a fully documented in-house Quality Assurance System. This is third party approved and

certified by Lloyd's Register Certificate Number MEL 924008 to the requirements of AS/NZS ISO 9001:2000. GHD Practice Manual, Volume 5 Quality Manual, addresses the compliance of the GHD Quality System with AS/NZS ISO 9001:2000.

In accordance with the key principles of quality management that require "a process approach" and "a systems approach to management", GHD utilises a global in-house job management process called J Flo to manage all projects. This is an intuitive screen based Job Management System that assists the Job Manager through each stage of a job, namely proposal initiation & preparation, job inception, job planning & management, job status reporting, job closure, enables 'on-line' reviews, approvals & status reports, provides job management guidelines as and when needed, interacts with GHD's Management Information Systems (MIS) and other key GHD systems and databases.



Health, Safety, and Environmental Management

A commitment to Health, Safety and Environment (HSE) is the hallmark of GHD's approach. It means embedding HSE into every aspect of our operations, and protecting the safety of our people, our clients and the communities and environments in which we operate - promoting delivery of our culture objectives - "Safe You, Safe Me, Safe GHD".

We aim to maintain above industry practice in all aspects of Health, Safety and Environment and observe all relevant statutes and other Health, Safety and Environment requirements.

Assisted by our HSE Portal, Compliance Database and Forum (electronic library), GHD maintains a HSE system that embraces core standards of safety and environment while recognising the flexibility required to implement controls in different jurisdictions and cultures. The model consists of:

- GHD Group Health, Safety and Environment Policy
- HSE Manual

Environmental Management Systems

We contribute to the goals of environmental management and sustainable development and are committed to managing the social, economic and environmental impacts of our operations and assisting our clients to manage theirs in the provision of our technical consulting services. We recognise innovations as the key to realising this objective.

Our Environmental Management System (EMS) certified to ISO 14001, is our way of systematically managing environmental risks of our internal activities and the activities associated with the projects are engaged in.

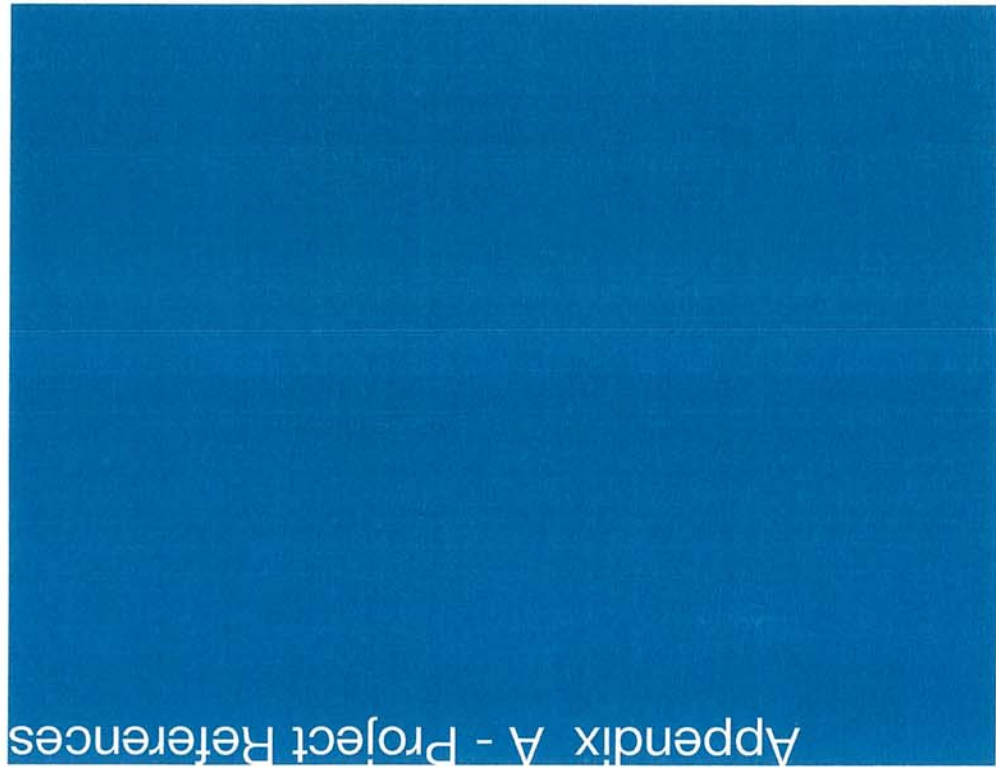
In delivering the project, GHD will identify a range of key performance indicators to ensure the plan responds to the needs and requirements of the City and the community. We will incorporate the requirements of the City of Stirling's environmental policies as one of these key performance measures.

GHD's drive to implement continual improvement strategies is assisted by monthly performance reporting mechanisms and a robust internal review schedule implemented by qualified auditors.

- HSE Risk Assessment and Legal Registers
- HSE Management System Procedures and Programs
- HSE Guides including GHD Hazard Guides
- Job HSE Plans and Job HSE Plan Reviews
- JSEAs and Pre-Work Assessments

GHD's HSE Management System complies with OHSAS 18001, AS 4801 and ISO 14001 and a growing number of our operations maintain local certification. The Health and Safety Management System was awarded the South Australian Safe Work Award in 2009 and in 2010 received the Safe Work Australia (national) and WorkSafe Victoria awards for Best Health and Safety Management System - Private Sector. The system also achieved a top 5 ranking in the 2009 and 2010 NSW Safe Work Awards.





Appendix A - Project References

We encourage you to contact the following referees, who would be happy to speak with you in more detail about the projects we've successfully delivered with them.

Kelvin Matthews
Chief Executive Officer
Shire of Christmas Island
9164 8300 (ext: 235)

Simon Lancaster
Manager of Planning
Shire of Chapman Valley
08 9920 5011





Our Ref: 2014/06/04
Your Ref: 61009115/09/110274
Enquiries: Simon Lancaster

13 November 2012

GHD
PO Box 3106
PERTH WA 6832

Attention: Colleen Murphy

Dear Colleen

WOKARENA HEIGHTS STRUCTURE PLAN

The Shire of Chapman Valley writes to thank you for your work as Project Manager on the Wokarena Heights Structure Plan.

The Shire can advise that on 22 October 2012 the Western Australian Planning Commission notified the Shire of their endorsement of this Structure Plan.

GHD's familiarity with the WAPC's structure plan preparation guidelines and mapping standards proved of great assistance in ensuring that this challenging project was completed in a timely fashion and has now enabled subdivision to commence.

From the outset GHD has shown great enthusiasm for the project and worked successfully in consulting with the numerous stakeholders and developing a plan that addresses the many, and not always aligned, issues raised by not just the multiple landowners within the structure plan area but the various service authorities and government agencies as well.

The professional and knowledgeable manner in which GHD's planning staff have acted has assisted in resolving some of the more complex issues typically associated with complex structure plans, including landowner contribution (to road construction and upgrade, public open space and drainage), road layout, lot design and yield, public open space provision and design guidelines (with the quality of the provided imagery for lot layouts and elevations proving particularly useful in answering landowner and neighbour queries). The Shire have also found that GHD's engineering and environmental capacity has been invaluable in addressing the issues that accompany the structure plan process including intersection design, highway connection points, urban stormwater management and vegetation assessment.

Thank you once again for your efforts and the Shire welcomes the opportunity should it arise to continue this excellent working relationship into the future.

Yours faithfully,

Simon Lancaster
MANAGER OF PLANNING



From: Carl Pekin [mailto:Carl.Pekin@dca.wa.gov.au]

Sent: Friday, 9 November 2012 2:18 PM

To: Tim Eldridge

Subject: reference

To whom it concerns

The Department of Culture and the Arts has engaged GHD to undertake several projects in the last few years. These include project management of several construction related projects, as well as business cases and project definition plans. In addition, the Department engaged GHD in 2011 and 2012 to undertake planning and policy development projects relating to cultural infrastructure. More specifically, this was to prepare a Strategic Asset Plan for the culture and arts portfolio and to prepare *Cultural Infrastructure Directions*. The Department values the professional approach and expertise GHD has brought to these projects. In particular, GHD's contribution to *Cultural Infrastructure Directions* proved invaluable in the consultation phase and in the subsequent policy development phase.

I have no hesitation in recommending GHD for any business planning or policy development work.

Regards, Carl

Carl Pekin
Director Organisational Performance
Department of Culture and the Arts
Gordon Stephenson House 140 William Street, Perth WA 6000
A: PO Box 8349, Perth Business Centre, WA 6849
P: +61 8 6552 7380 direct
F: +61 8 6552 7301
E: carl.pekin@dca.wa.gov.au
W: www.dca.wa.gov.au



Government of Western Australia
Department of Culture and the Arts

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Appendix B - Curriculum Vitae



Curriculum vitae - Ricardo Kiperman



Qualifications and Affiliations

Bachelor of Science in Architecture with honours
Post Graduate Diploma in Service Management

AFAIM

Manager Architecture, Planning and Urban Design

Ricardo is an architect and urban designer with over 18 years international delivery experience.

Ricardo has worked on a range of projects in project leadership, planning and development, undertaken by both private and governmental enterprises. He has worked on a variety of projects including master planning, retail, corporate, residential, commercial and industrial.

Ricardo forms part of the GHD WA leadership team for Property and Buildings services and is responsible for oversight of the delivery of planning, landscape architecture, architecture and spatial services projects.

Ricardo has been with GHD for over 4 years and has successfully led large multi disciplinary teams across humanities, environment and engineering disciplines.

Relevant experience

Canning Bridge Precinct Vision and Activity Centre Structure Plan

City of Melville, City of South Perth, Department of Planning, Department of Transport, Main Roads WA, Public Transport Authority

Canning Bridge Precinct Vision: 2007-2011
Canning Bridge Structure Plan: Current

Role: Project Review and Architectural Lead

Residential Design Codes Review

Department of Planning
2010-2012

Role: Architectural Lead

Mourisco Business Center,

Architectural design and documentation of commercial building, 32,000sqm, Rio de Janeiro.

Sugar Loaf Cable Car Company (www.bondinho.com.br), Rio de Janeiro 2008

Master Plan for Morro da Urca and Pao de Açúcar
- New master plan, concept design, new buildings including theatre, recreation and playground areas, sightseeing areas and technical/industrial facilities.

Itacuruçá Train Station

Feasibility study for the Station renovation and conversion to public library and community precinct area master planning. Itacuruçá, Rio de Janeiro - 2006

Ponta do Leste Fortification

New master plan, and architectural/heritage project for a 1900's Military Fortification converted into public park and museum. Angra dos Reis, Rio de Janeiro - 2005/6



Curriculum vitae - Colleen Murphy



Qualifications and Affiliations

Post Graduate Diploma in Science (Urban and Regional Planning)
 Bachelor of Science (Environmental Science) with Honours (Zoology)
 Certificate IV in Project Management
 Member Planning Institute of Australia

Disciplinary Lead - Planning

Colleen has over nine years experience in the planning and environment industry, across the private and local government sectors. During that time, she has been involved in strategic and statutory planning, cultural planning, policy development, structure planning, environmental planning, environmental assessment, and water management planning.

Colleen's experience brings excellent policy development and master planning skills and a talent in the integration of planning with the environment and other disciplines. Colleen also has experience in multi-disciplinary stakeholder liaison and consultation, project management, and an excellent knowledge of and experience working within both planning and environmental frameworks and systems.

Recent projects

Christmas Island Local Planning Strategy and Local Planning Scheme
 Shire of Christmas Island
 2011-2017
 Role: Project and Planning Lead

Gingin Townsite and Rural Surrounds Structure Plan
 Shire of Gingin
 2011-2012
 Role: Project and Planning Lead

Dongara and Port Denison District Structure Plan
 Shire of Irwin
 2009-2011
 Role: Planning Reer Review

Cultural Infrastructure Directions
 Department of Culture and The Arts
 2009-2011
 Role: Planning Lead

Residential Design Codes Review
 Department for Planning
 2010-2012
 Role: Senior Planner

Buller and Wokarena Heights Local Structure Plans
 Shire of Chapman Valley
 2009-2011
 Role: Project and Planning Lead



01 Residential Design Codes Review
 02 Gingin Townsite



Curriculum vitae - Sandeep Shankar



Qualifications and Affiliations

Bachelor of Arts (Urban & Regional Planning) (Curtin University of Technology)
Member Planning Institute of Australia

Senior Planner

Sandeep is a town planner with over 8 years' experience in which time he has undertaken a variety of statutory and strategic planning work in both private and public sector roles within Australia and the United Kingdom.

Through previous projects, Sandeep has a detailed understanding of the WA planning system and associated planning policies and strategic plans. Sandeep also has experience in managing large multi-disciplinary jobs, environmental planning, community consultation, stakeholder liaison/advocacy and the preparation of planning approvals in both metropolitan & regional areas.

Relevant experience

Canning Bridge Centre Structure Plan
City of Melville, City of South Perth, Department of Planning, Department of Transport, Main Roads WA, Public Transport Authority
Role: Senior Planner

Builder Local Structure Plan

Shire of Chapman Valley
Role: Senior Planner

Newman Airport Master Plan

Shire of East Pilbara
Role: Project and Planning Lead

Dongara and Port Denison District Structure Plan

Shire of Irwin
Role: Project and Planning Lead

Gingin Townsite and Rural Surrounds Structure Plan

Shire of Gingin
Role: Senior Planner

Christmas Island Housing Project

Department of Regional Australia, Local Government, Arts and Sport
Role: Planning Lead

Indian Ocean Territories Hospital Expansion

Department of Regional Australia, Local Government, Arts and Sport
Role: Planning Lead



Curriculum vitae - Anna Kelderman



Qualifications and Affiliations

Bachelor of Arts (Urban and Regional Planning)
Member Planning Institute of Australia
Town Planner

Anna is a town planner with over 10 years experience in the property and planning industry. She has been involved in statutory and strategic planning, structure planning, urban design projects and due diligence, including planning strategies and structure plans in regions throughout the State.

Anna's involvement as lead consultant/job manager for a number of major projects has contributed to a strong understanding of the complexity of urban regeneration and revitalisation projects. Her command of the statutory and policy framework in WA at both local and state government level ensures that plans are not only of high quality in design but are also feasible and implementable.

Recent experience

Christmas Island Local Planning Strategy and Local Planning Scheme
2011-2012
Shire of Christmas Island
Role: Project Director



Shire of Meekatharra | Local Planning Scheme and Strategy Review | April 2013 |

Canning Bridge Precinct Vision and Activity Centre Structure Plan

City of Melville, City of South Perth, Department of Planning, Department of Transport, Main Roads WA, Public Transport Authority

Canning Bridge Precinct Vision - 2007-2011
Canning Bridge Structure Plan - Current
Role: Project and Planning Lead

Ashfield Precinct Plan

Department for Planning & Infrastructure
2008-2011
Role: Project and Planning Lead

Riseley Centre Precinct Plan

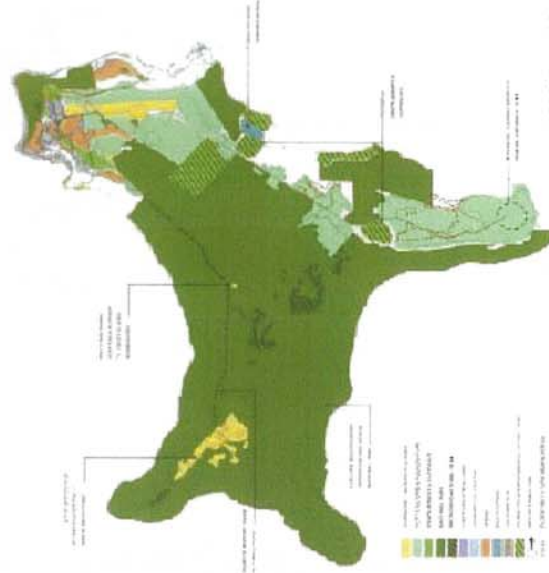
City of Melville
2008-2011
Role: Project Director

Residential Design Codes Review

Department of Planning
2010-2012
Role: Project and Planning Lead

Buller Local Structure Plan

Shire of Chapman Valley
2009-2011
Role: Project Director



01 Christmas Island Local Planning Strategy

Curriculum vitae - Andrew Nagle



Qualifications and Affiliations

Master of Environmental Studies – University of Newcastle, 1996.
 Bachelor of Applied Science (Coastal Management) – University of New England-Northern Rivers, 1993.
 Member, Environmental Institute of Australia and New Zealand.
 Certified Environmental Practitioner (CEnvP).
 Regional Manager - Mid West
 Principal Environmental Scientist
 Andrew has over 18 years experience as an environmental scientist and transport planner at State and Local Government level. He has broad experience that covers Coastal and Marine Management, Waste Management, Environmental Impact Assessment and Transport Planning. He is accomplished in policy development, a broad range of environmental issues and strategic environmental management. Andrew is also GHD's Regional Manager – Mid West and a gifted project manager.

Recent experience

- Project manager for various environmental impact assessments for Main Roads WA projects in the Mid West.
- GHD's Project Director for engineering and environmental project completed throughout the Mid West of Western Australia.
- Environmental Auditing for construction projects at the Kojarena Satellite Communications Base for Boeing Australia.
- Environmental Impact Assessment for Kununurra Heavy Vehicle Route for Main Roads Western Australia.
- Environmental Impact Assessment and Management Plan for the Dubai Maritime City on behalf of Nakheel.
- Environmental Impacts Assessment and Management Plans associated with the removal of seawater pipelines within the Marmion Marine Park on behalf of the CSIRO.
- Environmental Management Plan for Australian Marine Services for general operations at the Port of Dampier.
- Environmental Works Approval (Notice of Intent) for Great Southern Plantation's port operations at the Port of Albany.
- Assisted in the development of Environmental Impact Statement and Public Environment Report for Common Use Infrastructure Facilities (airport and port) on Christmas Island for the Commonwealth Department of Transport and Regional Services.
- Developed Environmental Assessment and Management Plan for development of passenger

- and freight facilities on Rumah Baru, Cocos (Keeling) Islands for the Commonwealth Department of Transport and Regional Services. Development included dredging and construction of wharf facilities.
- Construction Environmental Management Plan: Australian Marine Complex (Civil Works) at Jervoise Bay for the Department of Industry and Technology.
- Environmental Impact Assessment and Management Plans: Yule and Bulgarene Borefields Expansion (Port Hedland Water Supply Upgrade) for the Water Corporation.
- Environmental Impact Assessment and Management Plan: Wellington Pumpback Scheme: Water Corporation.
- Environmental Constraints Analysis for Albany Town Water Supply: Water Corporation.
- Assisted in the development of the Consultative Environmental Review (CER) for Karratha to Tom Price Road: Main Roads Western Australia.
- Environmental Management Plan: Rottneest Island Wind Turbine on behalf of the Rottneest Island Authority.
- Licence Applications for a Waste Transfer Station and Inert Landfill Facility: All Earth Contracting.
- Assisted in the development of the overall Environmental Management Plan for South West Metropolitan Railway: Public Transport Authority of Western Australia.
- Coastal Management: Masters Thesis: "Human Impacts on Species Abundance and Diversity on Interstitial Rock Platforms in the Hunter Region: A Proposal for Protection".
- Coordinating research programs for aquaculture and inland fisheries in Papua New Guinea.



Curriculum vitae - Fred Mulder



Qualifications and Affiliations

B. Eng (Civil) BSc(IT) MIEAust

Principal Civil Engineer

Fred is a Civil Engineer with more than 13 years experience in land development and civil infrastructure. He has international experience in detail design of bulk earthworks, roads and stormwater drainage, sewer and water reticulation networks, coordination of multi-disciplinary projects and contract management.

Fred's key experience areas include:

- Project Management
- Urban/Land Development
- Civil/Mining Infrastructure
- Contract Management
- Fluent in 2 languages: English, Afrikaans
- IT Knowledge: Knowledgeable on Information Systems, Design Software and Integration of software packages

Relevant experience

Canning Bridge Centre Structure Plan
City of Melville, City of South Perth, Department of Planning, Department of Transport, Main Roads WA, Public Transport Authority
Fred is leading the services capacity audit for the study area.

Project Manager, Lead Design Treendale Aged Care Development | Shire of Harvey, Western Australia
Work involved a private development aged care facility for Amana Living and the provision of site earthworks, roads, water, sanitation sewer and site drainage systems and retention ponds.

Civil Design Coordinator Hades Waste Management Facility | Papua New Guinea

Civil Engineering Services for the Hades Waste Management Area for ExxonMobil PNG LNG. Work involved the planning and details design of earthworks, entrance and internal roads, utilities as well as post-processing leachate retention pond system.

Technical Reviewer Riversdale Mining, Coal | Australia/Zimbabwe

Technical review, dredging material take-offs for Zambezi River project to enable large-scale barging of coal over 560km between Chinde & Iete. Review of dredging design, and dredging modelling for verification

Civil Infrastructure Lead De Hoop Dam | South Africa
Provision of civil infrastructure on the De Hoop Dam project for Department of Water and Forestry, including operator housing, contractor housing on-site and in the adjacent town, site offices and laboratories.



01 Canning Bridge Arc GIS Reader (Civil Infrastructure)



Curriculum vitae - Steve Moody



Qualifications and Affiliations

MSc MSc CMILT MCIHT
Member of the Institute of the Highways and Transportation (MCIHT)
Chartered Member of the Institute of the Logistics and Transport (CMILT)
Member of the Transport Planning Society (TPS)

Transport Planner

Steve has over 10 years' experience of consultancy, transportation planning strategy and development planning in the UK. Steve recently joined GHD and has experience of transportation consultancy with Peter Brett Associates (PBA) and JMP Consultants Ltd. He has worked with both public and private clients and his experience includes working on strategic transportation and development projects.

Steve specialises in Transport Assessment, Travel Plans, development of transportation strategy for strategic land development, and review of regional and local transportation planning policy in the context of large scale development strategies. He has provided input to flagship projects, including: the Integrated Transport Strategy for Margaret River and Colliie as part of the Royalalties for Regions Super Towns project and Integrated Transport Strategy for the Stirling City Alliance.

Relevant experience

Canning Bridge Centre Structure Plan
City of Melville, City of South Perth, Department of Planning, Department of Transport, Main Roads WA, Public Transport Authority
Steve has led Phase 1 stakeholder consultation, literature review and analysis to prepare a base scenario report for the precinct, and guide the next phase of planning.

Shire of Augusta Margaret River, Integrated Transport Strategy, Margaret River, WA

GHD was appointed by the Shire of Augusta Margaret River to provide transportation consultancy advice to develop an Integrated Transport Strategy as part of the Royalalties for Regions Super Towns initiative. Steve is the project manager for this commission and the work required consideration of all modes to maximise the sustainability of the transportation network.

Stirling City Alliance, Integrated Transport Strategy, Stirling, WA

Stephen is project managing and the technical aspects of the City of Stirling integrated transport strategy. The integrated transport strategy will be multi-modal and facilitate high density development in one of Perth's key activity centres.

Landcorp, Cockburn Central West Structure Plan Transport Assessment Strategy Cockburn, WA

Stephen is project managing this commission to provide transportation advice for the proposed redevelopment of the Cockburn Central West site. The development of the Transport Assessment required liaison with key stakeholders, and analysis of the road network using the Main Roads ROM model and intersection analysis of the network using Linsig3.

London Borough of Croydon Central Area Transport Strategy (with JMP) | Croydon, London, UK: A transportation strategy was developed for central Croydon to facilitate the potential development of up to 96,000m² of retail, 483,000m² of commercial and 24,000 residential dwellings. Steve coordinated the technical analysis of the multiple modes of transport operating to and from the centre of the Borough, and developed the multi-modal integrated transportation strategy in conjunction with representatives of the London Borough of Croydon. The project required extensive consultation with the key stakeholders (Transport for London, Network Rail etc) to ensure the strategy considered their objectives. A key deliverable of the Transport Strategy was to set the transportation parameters for the Wellesley Road Corridor International Design Competition.

Reading Borough Council Local Transport Plan 2006-2011 (LTP2) (with PBA) | Reading, Berkshire, UK: The Local Transport Plan 2 (LTP2) covering the period 2006-2011 set out the framework for delivery, funding and evidence base for each area action plan. Steve was a key member of the project team that developed the strategies within each of the area action plans, including the reconfiguration of the IDR, Reading Station and transport interchange, Green Park Station, 3rd Thames Bridge, Quality Bus Corridors, and concept alignments for the proposed MRT system. The Strategy achieved one of the top marks from the UK government. Subsequent work has led to major scheme funding being approved for the upgrade of Reading Station.







**GHD
Consultancy Agreement**

Services

1. We will undertake the services in accordance with the agreement and using due skill, care and diligence.
2. Any questions you have in relation to our services can be directed to our Project Director.
3. You will ensure that you and your employees, agents and contractors:
 - (a) cooperate with us; and
 - (b) do not interfere with or delay the services.

Information and Documents

4. To help us understand your requirements in connection with the services and the project, you will:
 - (a) tell us any specific requirements you have;
 - (b) provide any information and documents we ask you to provide;
 - (c) answer any questions we ask you; and
 - (d) provide in writing any comments you (or your employees, agents or contractors) have on any document on which we ask for your comments.

5. You confirm that information you (or your employees, agents or contractors) provide to us is complete and accurate. You understand that we will not check, and we do not accept any liability in connection with, any information you provide to us or unless checking that information is part of the services.

Payment

6. You will pay the fees, other amounts payable under the agreement and applicable tax in accordance with the procedure detailed below.
7. We will invoice you for the fees relating to the services undertaken, and other amounts due under the agreement, during the period covered by the invoice.
8. Within the agreed time for payment set out in the agreement details (or otherwise, 14 days) after we send you an invoice, you will pay the amount due to us in full, net of any off, deduction, set-off, counterclaim or withholding. If we ask you to do so, you will pay our final invoice in full and without set off, deduction, counterclaim or withholding before we deliver the final version of our reports or other documents.
9. If you fail to pay any amount due under the agreement in full by the date due:
 - (a) you will pay interest at the rate of 1.5% per month on all overdue amounts, including unpaid interest, accruing daily until the amount is paid in full; and
 - (b) we may keep any documents we have prepared in connection with the services and:
 - (i) stop undertaking the services; or
 - (ii) end the agreement by giving you written notice.
10. You will pay for any additional services we undertake, and any liability, cost or expense we incur, if:
 - (a) the scope or timing of the services or project change;



**GHD
Consultancy Agreement**

Intellectual Property

17. We own all intellectual property arising from or in connection with the services and all equipment we use in connection with the services and all equipment we use in connection with the services and all equipment we use in connection with the services.

Confidentiality, documents and information

18. All information a party provides is confidential and must be kept confidential and not disclosed to any other person (unless the disclosure is authorised or required by law). You:
 - (a) will not alter in any way or copy any report or price written content; and
 - (b) will only use any report or document we prepare for the purposes of the project; and
 - (c) authorise us to disclose any information you provide to employees, subcontractors and others involved with the services.
19. Subject to the next clause, either party may end the agreement at any time by giving the other party at least 7 days notice. If the agreement is ended, we will send you an invoice for services undertaken to the date the agreement is ended.
20. The sections headed "payment", "liability", "intellectual property", "information and documents and information" and "general matters" continue to operate after this agreement is ended.

Ending the agreement

21. The agreement applies to all services we undertake (including the relevant part of any services undertaken before you entered the agreement).
22. If there is any inconsistency between these terms and any other terms of an agreement between the parties, these terms will prevail.
23. The agreement is the entire agreement. The only duties, obligations and responsibilities we have under the agreement (including the subject matter covered by the agreement) are those expressly set out in the agreement and any other duties, obligations and responsibilities we might have are excluded.
24. You authorise us to destroy documents we prepare or hold in connection with the services or the project 7 years after the date we send you our final invoice for the services.
25. If any of these terms would be invalid, unenforceable or void, the relevant term must be read down to the maximum extent possible to prevent that occurring.
26. The agreement can only be amended or varied in a written document signed by both parties. We can only waive our obligations or in connection with the agreement by a written document signed by one of our directors.

General matters

21. The agreement applies to all services we undertake (including the relevant part of any services undertaken before you entered the agreement).
22. If there is any inconsistency between these terms and any other terms of an agreement between the parties, these terms will prevail.
23. The agreement is the entire agreement. The only duties, obligations and responsibilities we have under the agreement (including the subject matter covered by the agreement) are those expressly set out in the agreement and any other duties, obligations and responsibilities we might have are excluded.
24. You authorise us to destroy documents we prepare or hold in connection with the services or the project 7 years after the date we send you our final invoice for the services.
25. If any of these terms would be invalid, unenforceable or void, the relevant term must be read down to the maximum extent possible to prevent that occurring.
26. The agreement can only be amended or varied in a written document signed by both parties. We can only waive our obligations or in connection with the agreement by a written document signed by one of our directors.

27. You will indemnify us against any claim by, or liability to, a third party in respect of or in connection with the services and all equipment we use in connection with the services and all equipment we use in connection with the services.
28. Neither party may assign or transfer the agreement or any right or obligation under the agreement without the other party's written consent.
29. You agree that we can publish articles, photographs and other illustrations relating to the services and the project unless you tell us in writing otherwise within 7 days of executing the agreement.

Definitions

30. Unless the context otherwise requires, in the agreement:
 - "agreement" means the agreement executed by the parties in connection with the services, including these terms, the agreement details and our proposal;
 - "consequential losses" means any consequential or indirect losses, expenses, loss of profit or anticipated profit, business interruption losses, penalties, fines, loss of revenue or loss of use;
 - "document" includes a written or electronic document;
 - "fees" means the amount set out in the agreement details including disbursements;
 - "hourly rates" means the relevant hourly rate(s) set out in the agreement details (or otherwise the rate(s) that GHD employees are paid for work undertaken by the relevant GHD employee(s) at the time the work is undertaken);
 - "information" includes documents and information provided before execution of the agreement;
 - "liability" means liability for loss or damage, whether arising under a contract with or for breach of the agreement, or in connection with the services, whether such liability arises in contract, in tort (including negligence), under statute or otherwise, and whether arising in connection with one or more events;
 - "proposal" means any proposal (and if more than one, the final proposal) we gave you in relation to the services;
 - "services" means the services set out in the agreement details (or otherwise the services we undertake);
 - "third party" means a person who is not a party, but does not include our employees, agents, subcontractors and sub-consultants;
 - "we", "us" and "GHD" means the GHD company set out in the agreement details;
 - "you" and "the Client" means the person(s) set out in the agreement details (or otherwise the person(s) who means each of those persons severally and all of them, "you" means all of those persons severally and all of them, "you" means all of those persons) including that person's permitted successors.





GHD
 GHD House, 239 Adelaide Tce, Perth, WA 6004
 P.O. Box 3106, Perth WA 6832
 T: 61 8 6222 8222 F: 61 8 6222 8555 E: permail@ghd.com.au
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Document Status

Rev No.	Author		Reviewer		Approved for Issue	
	Name	Signature	Name	Signature	Name	Date
1	Colleen Murphy		Sandeep Shankar		Colleen Murphy	19/04/2013

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9.4 COMMUNITY DEVELOPMENT

Title/Subject:	MURCHISON/GASCOYNE TOURISM STRATEGY
Agenda/Minute Number:	9.4.1
Applicant:	Mal Wood
File Ref:	ADM 0138
Disclosure of Interest:	Nil
Date of Report:	11 April 2013
Author:	Mal Wood Community Development Officer
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature of Senior Officer</i>

Summary/Matter for Consideration:

To consider matters relating to the development of a Regional Tourism Strategy and a separate Marketing Strategy that includes the Shires in the Murchison Region and Upper Gascoyne; authorisation of the CEO to work with regional Shires to prepare a draft scope for the strategy and identify sources of funding; and consider a proposed 2013/14 budget allocation.

Attachments:

Regional Marketing Strategy

Background:

Shires in the Murchison region have routinely nominated tourism as a regional priority. In September 2012 the Mid West Development Commission (MWDC) facilitated a workshop with Shires in the region to identify infrastructure priorities for the regional allocation of the Country Local Government Fund. Tourism emerged high on the list of priorities generated at the workshop.

Comment:

Regional Marketing Strategy

Over the past few years Ms Frances Jones, proprietor of a station stay business in the Murchison and chair of the Gascoyne Murchison Tourism Inc., has presented tourism marketing information to CEOs of the local governments in the Murchison Region. Ms Jones' assistance to date has been on a voluntary basis and she has actively advocated for the Murchison Outback Pathways.

In 2012, Ms Jones was successful in gaining funding via Tourism Transition Funding, leveraged with contribution from regional Shires, to engage a professional to develop a regional mascot. This resulted in the design and adoption of Billy the Bungarra as the Gascoyne Murchison Tourism Inc. mascot.

In consideration of her willingness, experience and passion for the region, Ms Jones was asked whether she would be willing to prepare a strategy to assist Shires in the Murchison to pursue tourism on a regional basis. Ms Jones subsequently prepared a marketing strategy and was invited to present this at a Murchison Executive Group meeting in Meekatharra. This meeting was

ultimately cancelled by its members due to competing commitments, and Ms Jones was invited to present the strategy to the next meeting of the MEG which was due to be held at Wooleen Station (of which she is proprietor) in December 2012.

Ms Jo Burgess of WALGA also attended this meeting. Having considered Ms Jones' presentation, the group agreed that the next step would be to invite elected members to attend a regional tourism meeting. It was agreed that this would occur in Yalgoo in February 2013, and that Ms Jones would be invited to present her marketing strategy.

Mr Gavin Treasure of MWDC, Mr Jac Eerbeek of Australia's Golden Outback and Mr Marcus Falconer of Tourism WA made presentations at this meeting. Mr Eerbeek has state funding to market the region therefore is able to add value to any funds that local governments contribute. Mr Falconer, Mr Eerbeek and Ms Burgess were enthusiastic about the proposal put forward by Ms Jones, whether or not it was actually delivered by her, as regional marketing would be an entry point to spearhead a cohesive regional approach to tourism.

Debate during the regional tourism meeting on 27 February 2013 at Yalgoo, and subsequently at a Murchison Executive Group (MEG) meeting hosted at MWDC in Geraldton on 7 March, generally indicated in-principle support for a regional tourism strategy.

Billy the Bungarra was extremely (although not universally) popular.

Local governments were divided on the regional marketing strategy presented by Ms Jones for the following reasons:

- Differing need: some Shires are extremely keen to immediately pursue marketing and have funds available, whilst other Shires would need to identify new funds.
- Timing: the Shires who require marketing assistance now are keen to proceed with the marketing now; other Shires prefer that a strategy is developed before committing funds to marketing.
- Shires with few businesses, and/or already full caravan parks, are unsure of what benefit would be gained by the expenditure on marketing.
- Governance and potential conflict of interest: Ms Frances Jones, who was invited to prepare the marketing strategy, has offered her services to implement it at an attractively reduced cost. This is possible because she is already involved in marketing through her business, and for instance already attends the caravan camping show. Ms Jones is the chair of Gascoyne Murchison Inc and the proprietor of a station stay business in the Murchison. The Murchison Executive Group rotates its meetings amongst the member Shires, and uses Wooleen Station for accommodation when meeting in Murchison Shire. Note that to balance this issue, Ms Jones clearly stated that whilst she offered her services, she equally supported any decision to use another person or organisation to carry out the services.
- Engagement relationship: If Ms Jones is to be engaged to undertake the marketing strategy, the engagement relationship will require clarification. Sandstone CEO indicated that Sandstone Shire would consider being 'banker' if Shires wish to proceed with the marketing strategy. It is likely that Ms Jones would be engaged as a consultant, but may need to resolve whether this constitutes a conflict of interest with her chairmanship of Gascoyne Murchison Tourism Inc.

- Local Government Legislation: local governments individually would pay around \$23,000 for a range of marketing services. This is approximately \$135,000 divided by amongst the 6 local Shires in the region as shown in the attachment **Regional Marketing Strategy**. The \$135,000 figure represents services plus salary. However, the marketing strategy in total exceeds \$100,000 therefore advice would need to be sought regarding whether a tender would need to be called.

Officers recommend that Council not contribute funds toward the Strategy at this stage. Council may want to revisit its decision and adopt the Marketing Strategy if it wishes to, once a Regional Tourism Strategy has been developed and adopted by Council if it so decides.

Regional Tourism Strategy

On the 27 March, Ms Sharon Daishe, CEO Shire of Yalgoo, wrote to CEOs in the Murchison/Gascoyne Region to invite them to pursue a regional tourism strategy by contributing toward the application of a T-Qual (tourism quality) grant that closes on the 3 May 2013. Ms Daishe put forward that with a small commitment per Shire, we may be able to leverage funds and purchase \$80,000 of professional services to achieve this aim. Ms Daishe outlined the following:

- Ms Daishe had spoken to Gavin Treasure, CEO of the Mid West Development Commission (MWDC) and he provisionally pledged that the MWDC would match up to \$20,000.
- if each of the seven Shires in the region commits \$2858 we will have a project budget of \$80,000 pending a successful T-Qual application. (\$40K T-Qual, \$20K MWDC, \$20K local government).

Ms Daishe emphasised that the Shires had all identified the need to work together on tourism, and that in order to have a direction we need to put a strategy in place. This is an opportunity to commence the process and use \$2858 of our own funds to potentially purchase \$80,000 in services. This may be the last round of T-Qual, hence the tight timeframe.

This project relates to the overall strategy and is a completely separate matter to the marketing services proposal presented by Ms Francis Jones.

Consultation:

CEO Roy McClymont
Acting CDSM Samantha Tarling

Statutory Environment:

Local Government Act 1995

s.3.1(1) The general function of the local government is to provide the good government of persons in the district.

Policy Implications:

Nil

Budget/Financial Implications:

Council will need to commit \$3,000 to the draft 2013/14 Tourism budget for its contribution to the \$20,000 local government component of a Regional Tourism Strategy.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority – budget commitments

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy

Seconded: Cr AG Burrows

That Council:

1. Does not contribute funding toward the Regional Marketing Strategy at this stage.
2. Agrees to the development of a Regional Tourism Strategy that includes the Shires in the Murchison Region and Upper Gascoyne;
3. Allocates \$3,000 to the 2013/14 Tourism budget toward a contribution to the Regional Tourism Strategy;
4. Authorises the CEO to work with the regional Shires to prepare a draft scope for the Regional Tourism Strategy and identify sources of funding;
5. Adopts Billy the Bungarra as the mascot for the Shire of Meekatharra.

**CARRIED 6/0
BY AN ABSOLUTE MAJORITY**

**REGIONAL
MARKETING
STRATEGY**

Budget for the Gascoyne Murchions Tourism Inc
Implementation of a Marketing Strategy

The following information and budget notes relate to the implementation of a marketing strategy in the Murchison district.

There are numerous elements to the strategy ranging from print media , digital marketing, trade shows and brochure design.

The plan is flexible and open for adjustment should individual financial contributors feel the need for change.

Traditionally the best time for travel in the Murchison district is through the autumn, winter and spring months when the weather is pleasant and the wildflowers are blooming. The plan focuses on encouraging people to travel through those months.

Intrastate travellers are our biggest market by far. Consumers generally know the 'Outback' is a travel option, but they tend to leave visiting for another day, another holiday.

In the Murchison district there is lots of driving and a lack of specific knowledge about the area which means more holiday planning involved for visitors. This means in our promotion we need to highlight the things people can see and do and the attractions they haven't heard about before.

Our advertising needs to convince consumers the Murchison offers a unique unspoilt experience, found nowhere else in WA. The product needs to be attractive and easy to visit and experience.

Most of the advertising campaigns will focus on self-drive routes that can be taken throughout the region. This will also focus on and build upon the marketing which has already been put into the Gascoyne Murchison Outback Pathway trails.

Money has been budgeted to attend the two major trade shows in Perth. The Perth Caravan and Camping show and the Perth 4WD drive show. Combined these shows attract more than 50,000 people all with a desire to travel and see the state.

Adverts will be taken out in all the major holiday planners for the regional areas. The advantage of these holiday planners is the numbers produced (eg. AGO produce 80,000 and Geraditon 60,000) and the distribution they are given and the longevity of the production (12). It is also the responsibility of the producer to distribute across the state.

Two major press campaigns will be taken out throughout the year. The first will be a general self-drive 'come and visit us!' campaign. This is to start making consumers aware of the destination and thinking about it for their upcoming travels. Especially for the grey nomads who start heading north when the weather cools down in the southern part of the state.

The second will be a wildflower campaign. As we all know wildflowers can be fairly unpredictable and there is nothing worse than advertising for something we don't have. Therefore a judgement will be made in July on the success of the season before the flowers are due to bloom. If sufficient rain has fallen a wildflower campaign will take place over the late July and August period encouraging people to come and see the flowers. If there has been a lack of rain the fund will go towards another self-drive outback pathways promotion. This way we still keep the region at the forefront of people's minds and continue to attract visitation even if the flowers are not evident. We do not want the public to believe that wildflowers are the only reason to visit the Murchison area.

Through-out this whole time marketing will be taking place online with continual improvements to the Gascoyne Murchison website and a bigger push through social media to engage our consumers.

Budget for the Gascoyne Murchions Tourism Inc
Implementation of a Marketing Strategy

Money will be used to create a 'brand' for the Murchison area. Having a brand will create an element of recognition for our customers and familiarity. The brand will be unique for the Murchison district and as people start to recognise that brand they will start to feel more confident in the product. This plan also sees a range of brochures develop for each shire/area that carry the same branding but stay unique to that shire/area. These brochures will give travellers the broad facts they need to know about travelling that area and where they can find more information. This is something that has been noted at trade shows when consumers ask for information about specific towns.

The branding will also build on "Billy the Bungarra". The regional mascot developed in earlier 2012 for the Gascoyne Murchison Tourism Inc.

This branding might also allow for a regional 'tear off' map that shows the pathways, shires, regions, attractions and how they all fit in together as one.

Through-out the process the Gascoyne Murchison Tourism Inc. would work in close collaboration with Australia's Golden Outback to achieve outcomes to benefit both organisations.

Implementation

The funders have two options for how this plan may be carried out. Frances Jones (the current chair of Gascoyne Murchison Tourism Inc.) is willing to carry out the plan for a fixed price of \$25,000.

Frances' primary business is Wooleen Station however this Station Stay located in the Murchison district is closed over the summer. The work proposed in this budget will be taken out over the summer months. This will include having the adverts designed, booking the space in the various publications and submitting artwork to the publications. Email and liaising with different shire bodies, operators and regional tourism organisations to maximise the marketing taken out is essential to ensure success of the plan. Management of the website and social media channels will also be integral.

Otherwise the position may be advertised and filled by someone else. Investigation into this option shows that to begin with an average salary p.a for such a job would start at around \$56,000 for a 36 hr. week. This figure has been based on the Goldfields Tourism Network who started their marketing plan 6 years ago (this figure comes from yr 1). This figure also included a car and sponsored fuel on top. In the past a local government contract has been used for the position.

Budget for the Gascoyne Murchions Tourism Inc
Implementation of a Marketing Strategy

Trade Shows		
Caravan and camping show	x 1	
Exhibitor Space		\$ 1,180.00
Travel expenses		\$ 1,000.00
Perth 4WD Show	x 1	
Exhibitor Space		\$ 1,000.00
Travel expenses		\$ 1,000.00
Merchandise	x 1	\$ 2,000.00
Wildflower Campagin - July August		
The West Australian	x 2	\$ 6,000.00
Sunday Times	x 4	\$ 5,000.00
Have A Go News	x 2	\$ 4,000.00
Seniors	x 2	\$ 5,200.00
TWA Wildflower Planner	x 1	\$ 2,500.00
Self-Drive Campaign - March April May		
The West Australian	x 6	\$ 18,000.00
Sunday Times	x 4	\$ 8,000.00
Have A Go News	x 3	\$ 6,000.00
Seniors	x 3	\$ 5,200.00
The Wanderer	x 2	\$ 5,500.00
Regional Holiday Planner Promotions		
Australias Golden Outback - contribution	x 1	\$ 1,000.00
Australias Coral Coast - Full Page	x 1	\$ 4,730.00
Geradlton Visitor Information Centre - Full Page	x 1	\$ 2,486.00
Carnarvon Visitor Information Centre - Full Page	x 1	\$ 2,000.00
WA Accommodation and Tours Listing - Half Page	x 1	\$ 3,000.00
Kalgoorlie Boulder Information Centre - Half Page	x 1	\$ 2,500.00
Caravanning Motorhoming and Camping	x 1	\$ 3,600.00
Other potential Holiday Planners	x 2	\$ 3,000.00
Digital Online Marketing		
Technical ass. and improv. - Pathways website	x 1	\$ 2,000.00
Facebook advertising	x 12	\$ 500.00
Branding		
Murchison Branding	x 1	\$ 2,000.00
Individual Shire Brouchure deign and print	x 1	\$ 1,500.00
Graphic Design		
Advert Design	various	\$ 10,000.00
		Total Marketing \$ 109,896.00
Salary		
Frances Jones to Implement	pa	\$ 25,000.00
Advertise Position to Implement	pa	\$ 56,000.00

Budget for the Gascoyne Murchions Tourism Inc
 Implementation of a Marketing Strategy

EXPLORE AUSTRALIA'S LARGEST ROCK, MT AUGUSTUS
 Take one of three historic self-drive routes through the Gascoyne Murchison Mt Augustus island Outback.

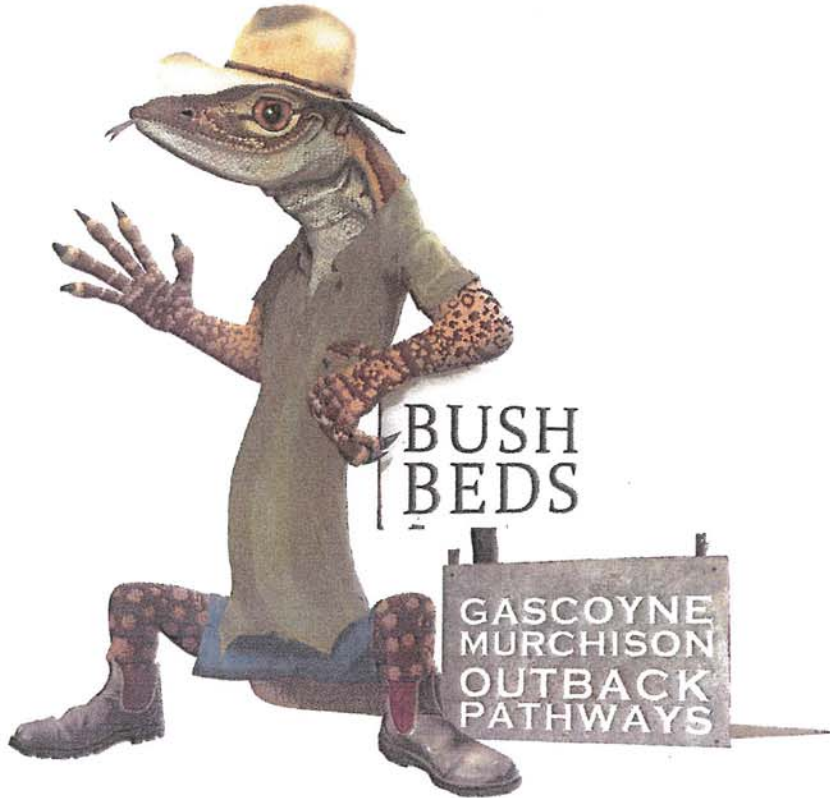
3 day self-drive - Moore's Pathway
 Capture the pioneering spirit with towns from the heyday of WA's gold boom in the 1800s!

3 day self-drive - Wal Warpa Pathway
 Celebrate the best of the Aussie Outback, star filled night skies, serene and country characters.

3 day self-drive - Kingford Smith Man Road
 Take the 4WD, grab the camping gear and head north via the original Overland Mail Run to magnificent Mt Augustus.

To purchase a 176 page Outback Pathways guidebook and CD's, simply visit www.outbackpathways.com

EXPERIENCE EXTRAORDINARY WESTERN AUSTRALIA



Examples of marketing.
 Billy the Bungarra - Gascoyne Murchison Tourism Inc mascot.
 Developed with the Tourism Transition Funding in early 2012

COME GEOCACHING WITH
BILLY
THE BUNGARRA



BUSH BEDS



GASCOYNE MURCHISON
OUTBACK
PATHWAYS

Congratulations, you've just found a geocache along the Gascoyne Murchison Outback Pathways! Look inside for a hidden surprise and information on a Bush Bed near you!





9.5 HEALTH, BUILDING AND TOWN PLANNING

No agenda items.

9.6 WORKS AND SERVICES

No agenda items.

Council Resolution:

Moved: Cr HJ Nichols

Seconded: Cr PS Clancy

That the meeting be closed to members of the public to allow Council to discuss items 9.7.1, 9.7.2, 9.7.3, 9.7.4, 9.7.5, 9.7.6 and 10.1 which are matters of a confidential nature.



This is in accordance with the Act:

- **Section 5.23 (2) e (ii) a matter that if disclosed, would reveal information that has a commercial value to a person**
- **Section 5.23 (2) c a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.**
- **Section 5.23.(2) a - a matter affecting an employee or employees.**

CARRIED 6/0

9.7 CONFIDENTIAL ITEMS

CONFIDENTIAL ITEM
Contains information concerning contractual services

Title/Subject:	AIRBP AIRFIELD REPRESENTATIVE AGREEMENT
Agenda/Minute Number:	9.7.1
Applicant:	Nil
File Ref:	Contracts File
Disclosure of Interest:	Nil
Date of Report:	10 April 2013
Author:	Samantha Tarling Acting Community Development and Services Manager
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>

Confidential content not available to the public.

CONFIDENTIAL ITEM
Contains information concerning contractual services

Title/Subject: 2012/13-9 REQUEST FOR TENDER – AIRPORT AC
POWER REMEDIAL WORKS

Agenda/Minute Number: 9.7.2

Applicant: Nil

File Ref: ADM 0085 and RFT 2013/14-9

Disclosure of Interest: Nil

Date of Report: 10 April 2013

Author: Samantha Tarling
Acting Community Development and Services Manager



Signature of Author



Senior Officer: Roy McClymont
Chief Executive Officer



Signature Senior Officer

Confidential content not available to the public

CONFIDENTIAL ITEM
Contains information concerning contractual services

Title/Subject:	LEASE PORTION OF AIRPORT - BP AUSTRALIA PL
Agenda/Minute Number:	9.7.3
Applicant:	Nil
File Ref:	ADM0001
Disclosure of Interest:	Nil
Date of Report:	12 April 2013
Author:	Samantha Tarling Acting Community Development and Services Manager
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>

Confidential content not available to the public.

CONFIDENTIAL ITEM
Contains information concerning contractual services

Title/Subject: AIRPORT MANAGEMENT CONTRACT/TENDER
Agenda/Minute Number: 9.7.4
Applicant: Nil
File Ref: ADM 0212 and RFT2012/13-10
Disclosure of Interest: Nil
Date of Report: 10 April 2013
Author: Samantha Tarling
Acting Community Development and Services Manager



Signature of Author



Senior Officer: Roy McClymont
Chief Executive Officer



Signature Senior Officer



Confidential content not available to the public.

CONFIDENTIAL ITEM
Contains information concerning contractual services

Title/Subject:	2012/13-8 TENDER FOR RANGER SERVICES CONTRACT
Agenda/Minute Number:	9.7.5
Applicant:	Nil
File Ref:	ADM 0212 and RFT2012/13-08
Disclosure of Interest:	Nil
Date of Report:	10 April 2013
Author:	Samantha Tarling Acting Community Development and Services Manager
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>

Confidential content not available to the public.

CONFIDENTIAL ITEM
Contains information concerning contractual services

Title/Subject:	TENDER CONCRETING AND ASSOCIATED WORKS – HOURLY HIRE BASIS
Agenda/Minute Number:	9.7.6
Applicant:	
File Ref:	RFT 12/13-11
Disclosure of Interest:	
Date of Report:	15 April 2013
Author:	Roy McClymont Chief Executive Officer
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>

Confidential content not available to the public.

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

Moved: Cr HJ Nichols
Seconded: Cr PS Clancy


That the urgent new business be discussed.


CARRIED 6/0

The Chief Executive Officer, Mr Roy McClymont departed the meeting at 11.31am.

CONFIDENTIAL ITEM
Matter affecting an employee.

Title/Subject:	CEO CONTRACT AND PERFORMANCE REVIEW
Agenda/Minute Number:	10.1
Applicant:	Nil
File Ref:	Personal File
Disclosure of Interest:	CEO Roy McClymont – Financial Interest
Date of Report:	19 April 2013
Author:	Roy McClymont Chief Executive Officer
Senior Officer:	Roy McClymont Chief Executive Officer


Signature of Author


Signature Senior Officer

Confidential content not available to the public.

The Chief Executive Officer, Mr Roy McClymont, returned to the meeting at 11.32am.

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil

12 CLOSURE OF MEETING

The Shire President, Cr TR Hutchison, declared the meeting closed at 11.35am.