



SHIRE

of

MEEKATHARRA

MINUTES

of

COUNCIL MEETING

held

AT THE COUNCIL CHAMBERS, MEEKATHARRA

on

FRIDAY 14th DECEMBER 2012

COMMENCING AT 2:00 PM

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	2
1.1	DISCLAIMER READING	2
2	RECORD OF ATTENDANCE/ APOLOGIES/ APPROVED LEAVE OF ABSENCE	2
3	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
4	PUBLIC QUESTION TIME	2
5	APPLICATIONS FOR LEAVE OF ABSENCE.....	2
6	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	3
6.1	ORDINARY COUNCIL MEETING HELD NOVEMBER 17, 2012	3
7	PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....	3
8	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	3
9	REPORTS OF COMMITTEES AND OFFICERS	4
9.1	OFFICERS MONTHLY REPORTS	4
9.1.1	WORKS & SERVICES MANAGER’S REPORT – NOVEMBER 2012	4
9.1.2	AIRPORT MANAGER’S REPORT – NOVEMBER 2012	6
9.1.3	YOUTH CENTRE REPORT – NOVEMBER 2012	31
9.1.4	RECREATION REPORT – NOVEMBER 2012.....	32
9.1.5	RANGERS REPORT – NOVEMBER 2012	32
9.2	FINANCE	33
9.2.1	MONTHLY FINANCIAL REPORT PERIOD ENDED NOVEMBER 30 2012	33
9.2.2	OUTSTANDING DEBTORS.....	62
9.2.3	LIST OF ACCOUNTS ENDED NOVEMBER 30, 2012.....	67
9.2.4	2011/2012 ANNUAL REPORT	72
9.3	ADMINISTRATION.....	139
9.4	COMMUNITY DEVELOPMENT.....	139
9.4.1	LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS.....	139
9.4.2	BUDGET AMENDMENT – INDOOR BOWLS	206
9.5	HEALTH, BUILDING & TOWN PLANNING.....	209
9.6	WORKS AND SERVICES	209
9.7	CONFIDENTIAL ITEMS	209
9.7.1	RUBBISH REMOVAL CONTRACT - TENDER	209
9.7.2	PADDY’S FLAT LEASE.....	210
9.7.3	TENDER - BORE DRILLING.....	211
9.7.4	TENDER PLANT HIRE & MINOR WORKS – HOURLY HIRE BASIS.....	212
9.7.5	CEO PERFORMANCE REVIEW/CONTRACT EXTENSION.....	213
10	NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY RESOLUTION OF THE MEETING.....	214
11	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	214
12	CLOSURE OF MEETING	214

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President, Cr TR Hutchinson, declared the meeting open at 2:00pm.

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 Hutchinson, read the disclaimer aloud.

2 RECORD OF ATTENDANCE/ APOLOGIES/ APPROVED LEAVE OF ABSENCE

Members

Cr TR Hutchinson - President
Cr NL Trenfield - Deputy President – Left the meeting at 3:46pm
Cr HJ Nichols
Cr RK Howden
Cr PS Clancy

Staff

Roy McClymont - Chief Executive Officer

Apologies

Cr JE Burgemeister
Cr AG Burrows

Approved Leave of Absence

Nil

Observers

Brad Gregg - King Spring Contracting

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Moved: Cr RK Howden
Seconded: Cr NL Trenfield

That Cr PS Clancy and Cr HJ Nichols be granted leave of absence for the January 2013 Ordinary Council Meeting

CARRIED 5/0

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD NOVEMBER 17, 2012

Council Resolution:

Moved: Cr PS Clancy
Seconded: CR HJ Nichols

That the minutes from the Ordinary Council Meeting held Saturday November 17, 2012 be confirmed.

CARRIED 5/0

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 – NOVEMBER 2012

Road Maintenance Grading

- Gravel roads near the town area have been graded
- We are currently grading Landor Road from the end of Bitumen, SLK 24 Westwards.

Construction Works

- New road construction from SLK80.6 is underway and the first 5 kilometres of formation has been completed. We are now extending from SLK 85 to SLK 87

Flood damage repairs by North Goldfields Earthmoving (NGE)

- Flood damage repairs work has now been completed on the following roads; Fortnum Access Road, Ashburton Downs Road. Horseshoe Lights to Peak Hill Road, Horseshoe Lights Access Road and Cashman Access Road.

Flood damage repairs by MTF

- MTF have completed flood damage repairs to the Three Rivers-Peak Hill Road and are now working on the Marymia Road.

Drilling for Water Bores

- In the past month we have installed five successful water bores, Woodlands Mount Augustus Road one bore, Milgun Yarlaweelor Road two bores and Yarlaweelor Mount Clere Road two bores.

Town Maintenance-Monthly Report Finishing 7th December 2012

- 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.
- Vacant Shire houses lawns mowed
- Verge Clearing throughout town-site
- Heritage Trail maintenance and weed removal. Boardwalks repaired
- Signage maintenance – Replace and Repair Directional signs as needed
- A grave was prepared.
- Assisted Works and Services Manager with survey work
- Boardwalks repaired

Plant report for the period 10th November 2012 to 7th December 2012

P362 Water Tanker

Water pump cleared of stones

P445 Hilux 4x4 Ute

Serviced and second battery installed

P93 John Deere Backhoe

Rams repaired
Batteries replaced

P439 Nissan Prime Mover

Replaced left hand side headlight, indicator and fog lamp

P405 Hino Duel Cab

Replaced lost fuel cap

P101 Fesa Fire Unit

Repair pump engine
Repaired seized wheel nuts
Batteries replaced

P434 Bomag Multityred Roller

Replaced engine oil dip stick

P387 Nissan Prime Mover

Replaced flasher relay

P407 Nissan Prime Mover

Replaced lost Adblue cap

P449 Caterpillar 623F Super F Scraper

Brakes repaired

P402 Hilux 4x2

Replaced and painted RHS guard
Replaced mudflap, seat covers and park lights
Detailed vehicle

P24 Genset Airport

Repaired

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy
Seconded: Cr NL Trenfield

That the Works and Services Manager's report for November 2012 be received.

CARRIED 5/0

9.1.2 AIRPORT MANAGER'S REPORT – NOVEMBER 2012

Aircraft Movements and Statistics

Aircraft movements for the month of November were much higher than November 2011 and fuel sales have soared due to the Fokker F100's coming in for fuel from Soloman Mine site.

RFDS aircraft movements have also been busy when compared to the same month last year.

The figures below reflect the difference between November 2011 and November 2012 whilst the next table shows the comparative year to date figures. RFDS figures have now been shown in the comparative tables.

	November 2011	November 2012	Variance
General Aircraft Landed:	154	192	+25%
RFDS Aircraft Landed:	89	76	+17%
Avgas	20,861 ltrs	19,079 ltrs	-8%
Jet A-1	78,610 ltrs	169,9916 ltrs	+90%
Total Fuel Sold	99,471 ltrs	188,995 ltrs	+116%
	YTD 2011	YTD 2012	Variance
Aircraft Landed:	1,684	1,799	+6%
Avgas	252,679 ltrs	194,980 ltrs	-22%
Jet A1	477,953 ltrs	1,434,736 ltrs	+202%
Total Fuel Sold:	726,632 ltrs	1,629,716 ltrs	+124%

As can be seen huge increases in jet sales which is due mainly to the Network Jets calling in from Soloman. This has now ceased as Solomans fuel went on line this week so we will only be getting the occasional jet now when the weather is too hot for them to pick up full fuel from Soloman.

Aerodrome Works:

Aerodrome works for the month include:

- General maintenance upkeep of facilities and equipment.
- Grading weeds off runway strips
- Slashing grass from all runway strips.

Extra time put into fuelling has limited our times for airport works however we have managed to maintain the facilities with the day to day routine type works and spending approx. 12 – 13 hours per day at work.

The tractor that underwent a major mechanical refit in Perth has the same problems as before it was sent away originally. This was reported three weeks ago and it was supposed to be returned for fixing. I still have not heard when it will be picked up to be sent down.

Budgeted Items:

- Replace the terminal carpet with sheet vinyl. This job has been completed almost. The vinyl has been laid but we are waiting on some moulding for the mats that should have been in-laid but were glued on top of the vinyl.
- Old tiles in the residence have been replaced with vinyl.
- The transformer for the runway lights has been replaced.

Outstanding budgeted items:

1. **Electrical upgrade.** \$125,000 has been budgeted for this project, however as yet we have not got the tender documents written up. ??

Part of the upgrade is to take RFDS off our essential power supply so that we can provide sufficient power to the airport in the case of mains power failure.

RFDS will need to be informed of this to allow them sufficient time to make other arrangements for emergency back-up power.

2. **Finalise the Fire Service.** This project has been on the books for 5 years. ??
3. **Provide Purpose built trailer for emergency equipment.** Plans will be submitted to likely providers for quotes early January.
4. **Patch & Reseal Car Park.** In the hands of John Dyer
5. **Provide water sub meter to RFDS.** Plumber will be requested to provide quote this month.
6. **Update terminal kitchen.** Project officer to work on this.??
7. **Entry Sign.** Will be designed and ordered prior to Xmas.

Aerodrome Security:

- No breaches this month.

Aerodrome Safety Management:

- No issues recorded this month

Aerodrome Emergency:

On Saturday 1st December, we had an aircraft that lost power to 1 engine and had declared an emergency with Melbourne Traffic Control. The Aerodrome Emergency plan was put into effect with a very good turnout of our emergency services and Police. Fortunately, the aircraft landed without incident.

It was pleasing to see the response of a real emergency by our volunteer fire fighters and ambulance officers.

Annual Technical Inspection:

This inspection took place early November and the attached report refers. There were no significant problems observed during the inspection

Items of Interest:

1. Since May 2012, the airport has seen significant increases in aircraft landings and fuel sales. Most due to the Network Fokker F100 calling in for fuel from Soloman mine. The mine has finally got its own fuel facility so these numbers will now drop off and allow us to manage the airport issues better.

We have sold as much fuel as Paraburdoo who have a full time refueller equipped with trucks and almost the same amount as Newman who also have a full time refueller equipped with trucks. We have achieved this pumping at a flow rate of 175 litres per minute from a fixed facility compared to 600 to 800 litres per minute pumped from a refueling truck in Newman.

Our service agreement with AirBP is due for the next three years and there has to be a significant increase in what the Shire charges them for our services.

2. With the recent rains and the normal pattern of summer thunderstorms and rain developing, it is imperative that we have the airport tractor working effectively to keep the grass slashed to manageable levels. The tractor was returned from expensive repairs in Perth only to last for 1-1/2 hours of slashing before developing the same rattle and grinding in the transfer case as before. Repairs need to be done asap.

Mal Trenfield
Airport Manager
6th December 2012

Officers Recommendation / Council Resolution:

Moved: Cr RK Howden
Seconded: Cr HJ Nichols

That the Airport Managers report for November 2012 be received.

CARRIED 5/0



Meekatharra Aerodrome

Aerodrome Technical Inspection

Owner: Shire of Meekatharra

Operator: Shire of Meekatharra

Status – Certified

Date: 6th November 2012

ABN: 50 406 443 766
POST: PO Box 6127, EAST PERTH, WA, 6892
OFFICE: 29 West Parade, PERTH, WA, 6000

PHONE: (08) 9221 6777

FAX: (08) 9221 6776

E-MAIL: ams@amsaustralia.com
WEB: www.amsaustralia.com



Aerodrome Design, Construction, Certification, Operation & Management, Maintenance, Training & Inspection



(i) Table of Contents

Introduction

- (i) Table of Contents**
- (ii) Executive Summary**
- (iii) General Overview of Aerodrome**
- (iv) Documents Reviewed**
- (v) Reporting Period**
- (vi) The year in Brief**
- (vii) Certification**

Part A – Matters to be dealt with in the Aerodrome Technical Inspection

- 1. Details of the aerodrome**
- 2. Aerodrome Operating Procedures**
- 3. Reporting Officer Competency**
- 4. Details relating to the movement area etc**
- 5. Review of the Manual**

Part B – Remedial Actions

- 1. Remedial Actions**
- 2. Surveys**



(ii) **Executive Summary**

The Meekatharra aerodrome is well operated and kept in a safe and serviceable manner.

There has been a significant change in traffic type since the last inspection. Fokker 100 aircraft have been stopping to refuel en-route Perth-Solomon. This traffic is scheduled to cease as soon as the fuel facility at Solomon is commissioned. The extra weight of the Fokker 100 aircraft has not shown any negative affects to the pavements.

There is potential for regular jet operations of the BAe 146-200 to occur. If this does happen, then upgrades to the aerodrome will need to include:

- Update of apron layout. (may necessitate an apron extension)
- Installation of PAPI

AMS would like to thank Mal Trenfield for his assistance during the inspection.

Recommendations: Works

Recommendation:

Carry out crack patching on the fuel-proof section of the apron.

Recommendation:

PAPI is required to be installed for regular operations of jets.

Recommendation:

Review the apron markings to ensure they are acceptable for all aircraft that regularly use the aerodrome.

Recommendations: Review of the Manual

Recommendation:

** Re Information for ERSA - Ensure that the TODA gradients in the manual and ERSA match the surveys and NOTAMs at the end of this report.

Recommendation:

** Re Information for ERSA - Ensure that the supplementary distances in the manual and ERSA match the surveys and NOTAMs at the end of this report.



(iii) **General Overview of the Aerodrome**

The Meekatharra aerodrome consists of a major sealed runway and a minor gravelled runway. There is a Skippers RPT services that typically consist of an EMB 120 or Dash-8.

Additional movements of Fokker 100 aircraft have been occurring for refuelling stops. These should cease once the fuel facility at their origin aerodrome is complete.

(iv) **Documents reviewed**

The documents reviewed were the ERSA, Aerodrome manual and reporting officer records.

(v) **Reporting Period**

The last inspection was carried out on 4th November 2011.

(vi) **The year in Brief**

There were no major works during the past 12 months.

A Rockwell Commander crashed on take-off in Dec 2011 due to gusty conditions.



(vii) Certification

I have carried out a technical inspection of Meekatharra Aerodrome for the year of 2012. This inspection is dated 5th November 2012.

I, Nathanael Thomas, have experience in accordance with CASR 139 to conduct Annual Technical Inspections of Certified airports.

The aerodrome technical inspection was conducted in accordance with the requirements set by the Civil Aviation Safety Authority. The technical inspection procedure included an examination of evidence recorded in the course of the year and documented in the reports below.

The opinions expressed in this report have been formed on the above basis.

I hereby certify that to the best of my knowledge, and conditional upon rectification of any indicated deficiencies, the published aerodrome data is correct and that the aerodrome operating procedures and aerodrome facilities and equipment to meet applicable safety standards.

.....
Signature

Nathanael Thomas.
Authority Number A027
Aerodrome Inspector
Aerodrome Management Services Pty Ltd

.....
Signature

Kevin Thomas
Authority Number A012
Dip Eng Surv M.I.M.E.S.
Workplace Trainer and Assessor
Managing Director
Aerodrome Management Services Pty Ltd



Part A – Matters to be dealt with in the Aerodrome Technical Inspection

1. Details of the aerodrome as in ERSA

Check list Considered and/or checked Not Considered and/or checked

Name	<input checked="" type="checkbox"/>	Physical Characteristics	<input checked="" type="checkbox"/>
Elevation	<input checked="" type="checkbox"/>	Aerodrome Lighting	<input checked="" type="checkbox"/>
Location	<input checked="" type="checkbox"/>	ATS Communications	<input checked="" type="checkbox"/>
Status	<input checked="" type="checkbox"/>	Radio Navigation and Landing Aid	<input checked="" type="checkbox"/>
Operator details	<input checked="" type="checkbox"/>	Local Traffic Regulations	<input checked="" type="checkbox"/>
Remarks	<input checked="" type="checkbox"/>	CTAF Frequency and AFRU	<input checked="" type="checkbox"/>
Passenger Facilities	<input checked="" type="checkbox"/>	Related Charts	<input checked="" type="checkbox"/>
Meteorological Information	<input checked="" type="checkbox"/>	Handling Facilities	<input checked="" type="checkbox"/>
Aerodrome Diagram	<input checked="" type="checkbox"/>	Additional Information	<input checked="" type="checkbox"/>

1.1 Details of the location of the aerodrome

The ERSA correctly shows the location of the aerodrome. This was checked by GPS and cross checked with the aerodrome manual

1.2 The name and address of the aerodrome operator

The name and contact of the aerodrome operator were checked and confirmed as correct.

1.3 Details of the movement area (physical characteristics)

The runway is correctly described in the physical characteristics section of ERSA.

1.4 Details of runway distances available

AMS measured the runway length and slope and it agreed with ERSA.

1.5 Details of aerodrome lighting

Correct in the ERSA and cross checked in the manual.

1.6 Details of passenger facilities

The details included are correct.



1.7 Notice of any special conditions and procedures

The Traffic Regulations are:

1. ACFT ABV 5,700KG MTOW must use turning nodes for 180deg turns RWY 09/i27
2. ACFT BLW 5,700KG MTOW are requested to use MAX RAD MNM speed turns to avoid pavement damage.

The Aprons and Taxiways are:

ACFT operating on RWY 15/33 broadcast their intentions and must access the APN and PRKG areas by back tracking to RWY 09/27 and then via sealed RWY.

1.8 Aerodrome Diagram

Correct in the ERSA.

1.9 AFRU

The AFRU was tested and found to be working correctly.

2. Aerodrome Operating Procedures

2.1 Recording of aerodrome serviceability inspections

The daily serviceability inspections are being carried out in detail by ARO's listed in the aerodrome manual. They are being carried out on a daily basis.

2.2 Recording of notices given to NOTAM office and AIS (or to the RPT or Charter Operator)

The NOTAM folder was inspected and found to be up to date.

The most recent NOTAM was:

- 27/7/2012 – due to the IWI not being available.

2.3 Recording of aerodrome works

Minor works are being recorded in the daily diary. Major works are being recorded in the MOWP folder.

3. Reporting Officer Competency

3.1 Aerodrome Reporting Officer Competency

The maintenance work and recording actions continues to demonstrate their competency.

3.2 Structure



AD owner (Company)	Shire of Meekatharra
AD operator (Company)	Shire of Meekatharra
AD operator (CEO/Mine Manager, etc)	Roy McClymont
AD manager	Mal Trenfield
AD manual controller	Customer Service Officer
AD reporting officers	Mal Trenfield Reith McCleod Roy McClymont Mike Cuthbertson Russel King
AD works safety officers	As Above Reporting Officers.

4. Details relating to the movement area, etc

4.1 Dimensions and surface conditions of the runways, taxiways and aprons

Runway 09/27

The runway was rescaled in November 2010. It is holding together very well and is not showing any signs of significant stone-loss.

There are no works requirements for the runway.

Runway Strip 09/27

The runway strips at the SE corner were rebuilt in 2011.

The surface is smooth and firm with no works requirements.

Runway 15/33

Runway 15/33 was found to be smooth and firm with no works requirements.

RESAs

The RESAs were found to be in good condition with no work requirements.



Taxiway

There is a large amount of reflective cracking occurring toward the outer edges of the taxiway. This is due to a large amount of binder that has been applied to the cracks before it was resealed.

This does not pose a problem although it is unsightly.

The Apron

The majority of the apron is in good condition as it has recently been resealed. A section of the apron that is covered in fuel-proof coating has many cracks on the surface. The Shire is planning to carry out crack patching on this section and eventually reseat it in the 2013/2014 financial year.

Recommendation:

Carry out crack patching on the fuel-proof section of the apron.

Movement Area Drainage

Works have been carried out to clear the drains to the North of runway 09/27. Works are continuing to remove vegetation from the drains.

There were no signs of water ponding issues at time of inspection.

4.2 Aerodrome lighting, including back-up lighting and obstacle lighting

The runway lights were tested and found to be working. All fittings were upright and in good, clean condition.

As jets are now becoming regular, PAPI is required to be installed.

Recommendation:

PAPI is required to be installed for regular operations of jets.

4.3 Wind direction indicators and their illumination

The wind indicator is in good condition. The area underneath the wind indicator and signal circle were correctly marked, clear of weeds and sufficiently blackened.

4.4 Aerodrome markers, markings and signs

Markers

The markers were found correctly aligned and in good condition.



Unserviceability Markers

The unserviceability markers are located in the small hangar. There are sufficient to displace a threshold and close one runway.

Markings

The markings were found to be clear and bright with no works requirements.

Apron Markings

The apron markings were found to be in good condition. Due to a change in aircraft using the aerodrome a review should be carried out.

Recommendation:

Review the apron markings to ensure they are acceptable for all aircraft that regularly use the aerodrome.

Light aircraft taxiway

The light aircraft taxiway is the property of the RFDS. It was found to be suitable for this purpose.

4.5 Obstacle limitation surfaces applicable to the aerodrome

The take-off and approach survey results are later in this report. The transitions, inner horizontal surfaces were visually scanned and no infringements were found.

PANS-OP Approach

No new obstacles were found that would affect the Pans-op approach.

A Type Charts

Not applicable at this aerodrome.

4.6 Two-way radios (whether hand-held or installed in vehicles) used by the aerodrome operator on the movement area

There is one car radio, on base station radio in the office and two hand held sets. All were working correctly.

4.7 CTAF AFRU

The AFRU was checked and found to be working correctly.



4.8 Equipment used for dispersing birds and animals

Vehicles and horns are used to disperse birds and animals. Firearms are available if necessary.

4.9 Aerodrome fencing

The fence is constructed of 1.8m ringlock fence. It was found to be in good condition.

5. Review of the Manual

5.1 General

Please note that this is not an in-depth review of the manual, but rather is done in accordance with the requirements of the Annual Technical Inspection. CASA requires the Annual Technical Inspection to make a statement regarding the airport being operated in accordance with the manual and regulations.

The version of the manual is #2, copy 2. It was dated January 2012.

The foreword had been signed by the CEO of the Shire of Meekatharra.

5.2 Contact List

The contact list was reviewed and a sample of contacts were confirmed as correct.

5.3 Distribution List

The distribution list is on page 3 of part 1.



5.5 Supporting Manual and Documents

<i>Documents listed in Manual</i>	<i>Actually found</i>
1. Serviceability	<i>Found</i>
2. Work Diary	<i>Found</i>
3. NOTAMs	<i>Found</i>
4. Incident Reports	<i>Found</i>
5. Permit to go Airside	<i>Found</i>
6. Bird/Animal Activities	<i>Found</i>
7. Training Records	<i>Found</i>
8. Electrical	<i>Found</i>
9. Aerodrome Emergency Exercise	<i>Found</i>
10. Correspondence & Tech Inspections	<i>Found</i>
11. Security Manual	<i>Found</i>
12. Works	<i>Found</i>

5.6 Plans

<i>Plans listed in Manual</i>	<i>Actually found</i>
1. Certificate of Title	<i>Found</i>
2. General Aerodrome	<i>Found</i>
3. PSM Data & Boundary	<i>Found</i>
4. Apron Markings	<i>Found</i>
5. Cable & Lights – Airport lighting layout	<i>Found</i>
6. Power Distribution	<i>Found</i>
7. Underground Services	<i>Found</i>
8. Obstacle Limitation Surface	<i>Found</i>

5.7 Aerodrome Site

The aerodrome site is correctly described.

5.8 Organisational Structure



The organisational structure was confirmed as correct with the aerodrome manager.

5.9 Exemptions

There is an exemption for the lack of illuminated wind indicators.

5.10 Emergencies - General

The emergency section is complete in the aerodrome manual.

5.11 Emergency Distribution List

The distribution list is complete in the aerodrome manual.

5.12 Emergency Committee

The emergency committee is complete in the aerodrome manual.

5.13 Emergency Exercise

A table-top exercise was carried out in June 2012. This was debriefed and updates were carried out to the emergency plan.

5.14 Lighting

Inspection and Maintenance Schedules by the Reporting Officer

<i>Inspection required</i>	<i>Complete and up to date</i>
Weekly	Complete and up to date.
Quarterly	February Inspection incomplete.

Measures have been taken to ensure all inspections are carried out as required.

Inspection and Maintenance Schedules by the Airport Electrician

<i>Inspection required</i>	<i>Complete and up to date</i>
Annual Technical.	Complete and up to date.

5.15 Reporting - Manual requirement for the recording of issued NOTAMs

Details of persons and organisations for the changes

Included in the manual.



Arrangements for reporting and making changes

Included in the manual.

Arrangements for keeping records

Included in the manual.

NOTAM file up to date

The NOTAM folder was checked and found to be up to date.

5.16 Unauthorised entry to the aerodrome

Manual requirement for the register of Authorised Personnel

5.17 Aerodrome Serviceability Inspection

Arrangements for carrying out inspections

Included in the manual.

Details of intervals of inspections included in the manual

Included in the manual.

Arrangements for keeping an inspection log

Included in the manual.

Details of inspection checklist

Included in the manual.

Arrangements for communication

Included in the manual.

Arrangements for reporting and remedial action

Included in the manual.

Names and roles of responsible persons

Included in the manual.



Check of the serviceability log book

AMS checked the serviceability log book and found it to be complete and up to date.

5.18 Technical Inspection

This section is included in the manual.

Recommendation

Ensure that all matters resulting from the CASA aerodrome audit and the annual technical inspections are assessed by the Safety Management System.

5.19 Works Safety

Arrangements for ensuring MOS Compliance relating to the period of Notice for Works

This section is complete in the manual.

Arrangements for providing and setting out visual aids

This section is complete in the manual.

Arrangements for providing trained Works Safety Officers

This section is complete in the manual.

Arrangements for the preparation of Method of Works Plans

This section is complete in the manual.

Arrangements for advising aircraft operators of a Method of Works Plan

This section is complete in the manual.

Arrangements for carrying out Time Limited Works

This section is complete in the manual.

Titles and Roles of Responsible Persons

This section is complete in the manual.

Check of the Works Diary

The works diary was checked and there was a clear record of when works are carried out.



5.20 Parking Control

The arrangements for allocated aircraft parking positions

This section is complete in the manual.

The arrangements for ensuring suitable apron markings

This section is complete in the manual.

5.21 Airside Vehicle Control

Applicable traffic rules

This section is complete in the manual.

Method of instructing and testing drivers

This section is complete in the manual.

Roles and Responsibilities

This section is complete in the manual.

Airside Vehicle Control Log Book

This log book was examined and it was found to be complete.

5.22 Bird and Animal Control

Arrangements for assessing any bird hazard

This section is complete in the manual.

Arrangements for the removal of any bird hazard

This section is complete in the manual.

Roles and Responsibilities

This section is complete in the manual.

Check of Bird and Animal Hazard Management File

The bird and animal folder was checked and is being used.

5.23 Obstacle Control

Procedures for monitoring the OLS



This section is complete in the manual.

Procedures for monitoring building developments

This section is complete in the manual.

5.24 Disabled Aircraft

Arrangements for notifying the holder of COR

This section is complete in the manual.

Arrangements for liaising with ATSB

This section is complete in the manual.

Arrangements for obtaining equipment

This section is complete in the manual.

Roles and Responsibilities

This section is complete in the manual.

5.25 Hazardous Materials

Roles and Responsibilities

This section is complete in the manual.

Arrangements for special areas for the storage of flammable liquids

This section is complete in the manual.

Methods for delivery, storage and dispensing

This section is complete in the manual.

5.26 Radar and navigation aids

Arrangements for the control of activities in the vicinity of navigation aids

This section is complete in the manual.



Arrangements for the consultation with the provider of navigation aids

This section is complete in the manual.

Arrangements for the ground maintenance in the vicinity of navigation aids

This section is complete in the manual.



5.28 Information for ERSA

Name	Correct in the manual and in ERSA
State	Correct in the manual and in ERSA
Co-ordinates	Correct in the manual and in ERSA
Elevation	Correct in the manual and in ERSA
Name and contact	Correct in the manual and in ERSA
Runway number and bearing	Correct in the manual and in ERSA
Code	Correct in the manual and in ERSA
Length, width and slope	Correct in the manual and in ERSA
Runway strip length and width	Correct in the manual and in ERSA
Pavement Strength	Correct in the manual and in ERSA
Declared distances	<i>Correct in the manual and in ERSA. **</i>
Supplementary distances	<i>Correct in the manual and in ERSA. **</i>
Lighting	Correct in the manual and in ERSA
Hours of Operation	Correct in the manual and in ERSA
Available ground services	Correct in the manual and in ERSA
Aerodrome obstacles	Correct in the manual and in ERSA
Special procedures	Correct in the manual and in ERSA
Local precautions	Correct in the manual and in ERSA
Local frequency	Correct in the manual and in ERSA
Additional information	Correct in the manual and in ERSA
Local traffic regulations	Correct in the manual and in ERSA

Recommendation:

** Re Information for ERSA - Ensure that the TODA gradients in the manual and ERSA match the surveys and NOTAMs at the end of this report.

Recommendation:

** Re Information for ERSA - Ensure that the supplementary distances in the manual and ERSA match the surveys and NOTAMs at the end of this report.

Part B – Remedial Action

1. Remedial Actions

See work recommendations in the executive summary



2. Surveys

Meekatharra - Aerodrome Survey										Date
Position		26 36.7	118 32.9	Elevation		1713 FT				4/11/2012
Runway Details		Dimensions	2181 m x 30 m		Slope	-0.1% down to East		Surface	Sealed	
Levels		TKOF 09	RWY END	512.53	TKOF 27	RWY END	515.249			
			RWS END	512.05		RWS END	514.6			
Declared Distances					Survey Specs					
RWY	TORA	TODA	ASDA	LDA	Code 3 Non-Instrument					
9	2181	2241 (1.2%)	2181	2181	Take-Off SFC			Approach SFC		
27	2181	2241 (1.7%)	2181	2181	Inner Edge	180 m	Inner Edge	150 m		
Supplementary Take-Off Distances					Dist FM THR	60 m	Dist FM THR	60 m		
RWY	1.6%	1.9%	2.2%	2.5%	3.3%	5.0%	Divergence	12.5%	Divergence	10%
9	NA	NA	NA	NA	NA	NA	Final Width	1800 m	1st Sect Slope	3.33%
27	2222	NA	NA	NA	NA	NA	Length	15000 m	1st Sect Length	3300 m
Obstacle Information										
TKOF	Object No	Description	DIST	HT ABV	OBST	OBST RL	DIST FM	OFFSET	Comment	
RWY			OUT	CWY	GRAD		SOT			
09	1	Tree	599.08 m	4.19 m	0.7%	516.72 m	2840.08 m	73.52 mL		
09	2	Tree	672.36 m	4.6 m	0.68%	517.13 m	2913.36 m	53.74 mR		
09	3	Tree	598.75 m	5.7 m	0.95%	518.23 m	2839.75 m	141.17 mR		
09	4	Tree	537.9 m	7.03 m	1.3%	519.56 m	2778.9 m	165.43 mR	Outside TKOF SFC	
09	5	Fence	158.55 m	0.93 m	0.58%	513.46 m	2399.55 m	7 mR		
09	6	Tree	523.09 m	5.53 m	1.05%	518.07 m	2764.09 m	154.63 mR	Critical Object	
27	1	Tree	229.74 m	3.8 m	1.65%	519.05 m	2470.74 m	102.32 mL		
27	2	Tree	557 m	5.64 m	1.01%	520.89 m	2798 m	6.05 mL		
27	3	Tree	260.29 m	4.44 m	1.7%	519.69 m	2501.29 m	105.29 mR	Critical Object	
27	4	Tree	325.3 m	6.2 m	1.9%	521.45 m	2566.3 m	152.23 mR	Outside TKOF SFC	

Aerodrome Management Services Pty Ltd
Aerodrome Technical Inspection – Meekatharra Aerodrome
4th November 2012



Meekatharra - Aerodrome Survey										Date
Position		26 34.7	118 32.9	Elevation		1713 FT				4/11/2012
Runway Details		Dimensions	1065 m x 30 m		Slope	-0.1% down to NW		Surface	Gravel	
Levels		TKOF 15	RWY END	515.95	TKOF 33	RWY END	512.53			
			RWS END	516.041		RWS END	514.84			
Declared Distances					Survey Specs					
RWY	TORA	TODA	ASDA	LDA	Code 2 Non-Instrument					
15	1065	1125 (1.21%)	1065	1065	Take-Off SFC			Approach SFC		
33	1065	1125 (1.2%)	1065	1065	Inner Edge	80 m	Inner Edge	80 m		
Supplementary Take-Off Distances					Dist FM THR	60 m	Dist FM THR	60 m		
RWY	1.6%	1.9%	2.2%	2.5%	3.3%	5.0%	Divergence	10%	Divergence	10%
15	NA	NA	NA	NA	NA	NA	Final Width	580 m	1st Sect Slope	4%
33	NA	NA	NA	NA	NA	NA	Length	2500 m	1st Sect Length	2500 m
Obstacle Information										
TKOF	Object No	Description	DIST	HT ABV	OBST	OBST RL	DIST FM	OFFSET	Comment	
RWY			OUT	CWY	GRAD		SOT			
15	1	Tree	627.28 m	5.85 m	0.93%	521.9 m	1752.28 m	14.11 mL		
15	2	Tree	566.15 m	6.86 m	1.21%	522.9 m	1691.15 m	56.21 mR	Critical Object	
33	1	Tree	3097.07 m	22.61 m	0.73%	537.45 m	4222.07 m	63.89 mL	Outside TKOF SFC	
33	2	Tree	744.42 m	6.95 m	0.93%	521.79 m	1869.42 m	88.21 mR	Critical Object	

Aerodrome Management Services Pty Ltd
Aerodrome Technical Inspection – Meekatharra Aerodrome
4th November 2012



TKOF 09



TKOF 27



TKOF 15



TKOF 33

9.1.3 YOUTH CENTRE REPORT – NOVEMBER 2012

The final term has been a busy one, with the drop in nights at the Youth Centre continuing to see an increase of numbers of young people in attendance.

Monday and Friday nights have continued to be drop in nights, and are popular with music jam sessions, Wii, Xbox, pool and basketball. For continuity of service and providing a program that young people have identified as important to them, the drop in Centre is going to try and continue to operate from the Youth Centre over summer; however this will prove difficult once the hotter weather is upon us. Quotes are currently being sort to clad the building so that it can be far better utilised, however this has proven to be a long process.

The Meekatharra Youth Ball was a great success, and was enjoyed by many young people from surrounding LGA's and communities within our own Shire. A group of young people were also taken to the Mullewa Youth Ball, and were able to connect with other youth in the region.

Tuesday nights at Karalundi was again very well attended this term, and has provided young people the opportunity to be involved in pro social activities and linkages to alternate schooling options. With the end of term, this program will cease over the school holiday period.

Wednesday night has seen the introduction of Girls Zone, a young women's program being held at the Youth Centre. This program is a personal development program specifically for young woman aged 10-14 years. It has proven to be an incredible success, as many young women attending the program are not linked into school regularly, and therefore have limited support networks. The girls (12-14 that attend weekly) have shown such enthusiasm and dedication to the program – it has been a privilege to be part of this.

David continues to work hard with young people interested in music and he has seen some incredible results this year – particularly with the Meeka Youth Band, The Breakaways. David would like to expand the program further next year to include mixing and the recording of songs. With school holidays upon us, I will be developing the up-coming holiday program for summer break, which will include our annual camp in January. I would like to take this opportunity to thank council for their continued support of Youth Services and wish you and your families a wonderful Christmas.

Belinda Hicks
Youth Officer

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy
Seconded: CR HJ Nichols

That the Youth Centre report for November 2012 be received.

CARRIED 5/0

9.1.4 RECREATION REPORT – NOVEMBER 2012

No report is available at this time

9.1.5 RANGERS REPORT – NOVEMBER 2012

Details to report

I attended Meekatharra on Saturday 3, Sunday 4 and Monday 5 November 2012.

Patrols were conducted of the townsite and surrounding areas and license enquiries made. Trapping was conducted around the townsite. Registration files were checked for compliance. New registration tags have been ordered. Eleven unregistered dogs were trapped and destroyed after 72 hours. Three feral cats were trapped and destroyed.

I also attended Meekatharra on Tuesday 27, Wednesday 28 and Thursday 29 November 2012.

On this occasion, patrols were conducted of the townsite and surrounding areas and license enquiries made. Trapping was conducted around the townsite. Registration files were checked for compliance and registration tags were delivered. Seven unregistered dogs were trapped and destroyed at a later date. One litter of puppies was handed in for destruction. Three feral cats were trapped and destroyed. One kitten was re homed.

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy
Seconded: Cr HJ Nichols



That the Ranger's report for November 2012 be received.

CARRIED 5/0

9.1.6 STATUS REPORTS

No Report is available at this time.

9.2 FINANCE

Title/Subject:	MONTHLY FINANCIAL REPORT PERIOD ENDED NOVEMBER 30, 2012
Agenda/Minute Number:	9.2.1
Applicant:	Nil
File Ref:	ADM 171
Disclosure of Interest:	Nil
Date of Report:	10 th December 2012
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 NL Trenfield

Seconded: Cr PS Clancy

That the financial report for the period ending November 30, 2012 be received.

CARRIED 5/0



SHIRE OF MEEKATHARRA

Monthly Financial Statements for the period ended 30 November 2012.

TABLE OF CONTENTS

	Page
Income Statement	1
Statement of Financial Activity	2
Notes to and forming part of the monthly report	
1 Significant Accounting Policies	5
2 Cash and cash equivalents	5
3 Statement of Net Current Assets	5
4 Non current assets	5
6 Cash Backed Reserves	7
MANAGEMENT BUDGET - SCHEDULES	
Summary	9
General Purpose Funding	10
Governance	10
Law, Order & Public Safety	11
Health	12
Education and Welfare	13
Housing	14
Community Amenities	15
Recreation & Culture	16
Transport	19
Economic Services	21
Other Property & Services	22
Notes on Variations	23

Shire of Meekatharra		Monthly Financial Report		
<i>for the period ended 30 November 2012.</i>		Income Statement		
	2012/13	2012/13	2012/13	
	Amd Budget	YTD Budget	30 Nov 2012	
	\$	\$	\$	
OPERATING EXPENDITURE				
Governance	554,986	242,080	187,275	
General Purpose Funding	203,509	71,919	66,026	
Law, Order, & Public Safety	136,303	64,003	64,036	
Health	98,546	49,265	36,854	
Education and Welfare	654,044	244,085	197,703	
Housing	18,501	849	225	
Community Amenities	513,049	171,379	129,854	
Recreation and Culture	1,203,479	426,175	358,710	
Transport	3,507,038	1,396,898	1,452,429	
Economic Services	381,092	242,177	205,293	
Other Property and Services	427,066	79,449	(66,092)	
OPERATING EXPENDITURE	7,697,610	2,987,979	2,632,311	
OPERATING REVENUE				
Governance	38,900	3,917	4,181	
General Purpose Funding	5,967,123	4,479,611	4,406,314	
Law, Order, & Public Safety	15,517	6,943	5,083	
Health	1,900	733	793	
Education and Welfare	63,543	12,828	7,096	
Housing	18,500	7,708	8,973	
Community Amenities	139,100	120,928	87,729	
Recreation and Culture	133,350	29,323	22,679	
Transport	648,627	450,282	479,977	
Economic Services	232,183	97,815	104,685	
Other Property and Services	55,000	26,000	21,138	
OPERATING REVENUE	7,313,743	5,236,085	5,148,649	
GRANTS/CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS				
Law, Order, & Public Safety	8,000	-	-	
Recreation and Culture	100,000	-	-	
Transport	11,628,633	1,511,000	1,422,127	
Total	11,733,633	1,511,000	1,422,127	
PROFIT/(LOSS) on DISPOSAL				
Transport	(11,425)	-	-	
PROFIT/(LOSS) on DISPOSAL	(11,425)	-	-	
NET RESULT	11,338,341	3,759,106	3,938,465	

Shire of Meekatharra		Monthly Financial Report			
<i>for the period ended 30 November 2012.</i>		Statement of Financial Activity			
		2012/13			
	Note	2012/13 Amd Budget	2012/13 YTD Budget	2012/13 30 Nov 2012	
Expenditures		\$	\$	\$	
Governance		(554,986)	(242,080)	(187,275)	23%
General Purpose Funding		(203,509)	(71,919)	(66,026)	8%
Law, Order, Public Safety		(136,303)	(64,003)	(64,036)	(0%)
Health		(98,546)	(49,265)	(36,854)	25%
Education and Welfare		(654,044)	(244,085)	(197,703)	19%
Housing		(18,501)	(849)	(225)	73%
Community Amenities		(513,049)	(171,379)	(129,854)	24%
Recreation and Culture		(1,203,479)	(426,175)	(358,710)	16%
Transport		(3,507,035)	(1,396,598)	(1,452,429)	(4%)
Economic Services		(381,092)	(242,177)	(205,293)	15%
Other Property and Services		(427,066)	(79,449)	66,092	183%
Less Depreciation on Assets		2,996,265	1,248,446	1,374,181	(10%)
Expenditures	3	<u>(4,701,345)</u>	<u>(1,739,533)</u>	<u>(1,258,130)</u>	28%
Revenues					
Governance		38,900	3,917	4,181	7%
General Purpose Funding		2,225,934	738,422	711,396	(4%)
Law, Order, Public Safety		15,517	6,943	5,083	(27%)
Health		1,900	733	793	
Education and Welfare		63,543	12,828	7,096	(48%)
Housing		18,500	7,708	8,973	16%
Community Amenities		139,100	120,925	87,729	(27%)
Recreation & Culture		133,350	29,323	22,679	(23%)
Transport		648,627	450,282	479,977	7%
Economic Services		232,183	97,815	104,685	7%
Other Property and Services		55,000	26,000	21,138	(19%)
Revenues	1	<u>3,572,554</u>	<u>1,494,896</u>	<u>1,453,731</u>	(3%)
Adjustments for Non-Cash items					
Non current liabilities/assets		(5,434)	-	71,203	
Net operating requirements		<u>(1,134,225)</u>	<u>(244,637)</u>	<u>266,805</u>	
CAPITAL Income and outlays()					
Contributions/Grants	2	11,733,633	1,511,000	1,422,127	(6%)
Land & Buildings	4	(1,967,616)	(120,716)	(109,080)	10%
Plant & Equipment	4	(1,357,689)	(579,209)	(610,465)	(5%)
Furniture and Equipment	4	(352,602)	(168,884)	(162,696)	4%
Infrastructure	4	(12,175,146)	(3,771,254)	(3,567,643)	5%
Proceeds from Disposal of Assets		46,000	-	-	
Transfers to Reserves	5	(1,769,439)	(255,999)	(255,815)	0%
Net capital requirement		<u>(5,842,859)</u>	<u>(3,385,062)</u>	<u>(3,283,572)</u>	
ADD Net Current Assets 1st July B/Fwd		3,235,895	3,235,895	3,648,124	13%
LESS Net Current Assets Year to Date		-	(3,347,385)	(4,326,274)	
Amount Raised from Rates		<u>3,741,189</u>	<u>3,741,189</u>	<u>3,694,917</u>	(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 30 November 2012.

2012/13

SIGNIFICANT VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY REPORT

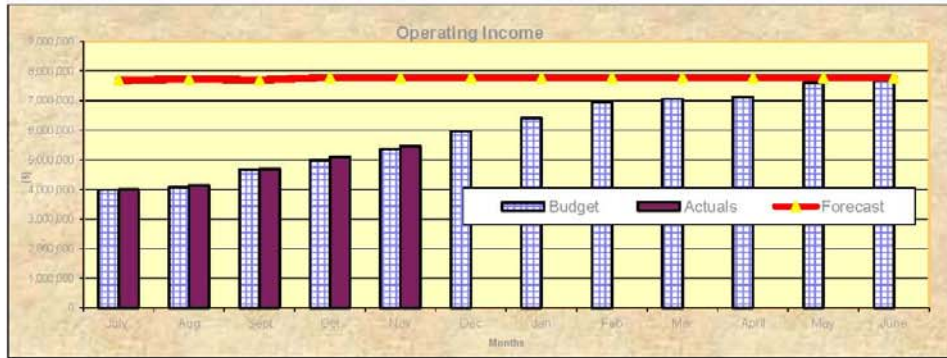
General Comments

Budget generally tracking below budget estimates. Variations arising tend to be from the timing of budget estimates. Notes on variations are included at page 24

REVENUES & CAPITAL INCOME

OPERATING INCOME

Year elapsed 41.0% versus income to annual budget 71.1%



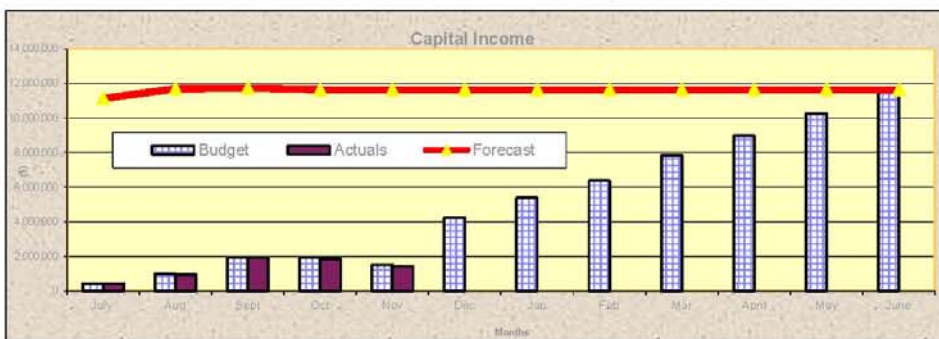
Comments

Amd Budget YTD Budget 30 Nov 2012

- 1 Revenues are within 1.7% of estimated budget as at 30 Nov 2012. There are no material variations.

CAPITAL INCOME/CONTRIBUTIONS

Year elapsed 41.0% versus income to annual budget 16.5%



Comments

YTD \$1,422,127 Total Budget \$11,733,633

- 2 Revenues are within 5.9% of estimated budget as at 30 Nov 2012. There are no material variations.

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

Shire of Meekatharra

**Monthly Financial Report
Statement of Financial Activity**

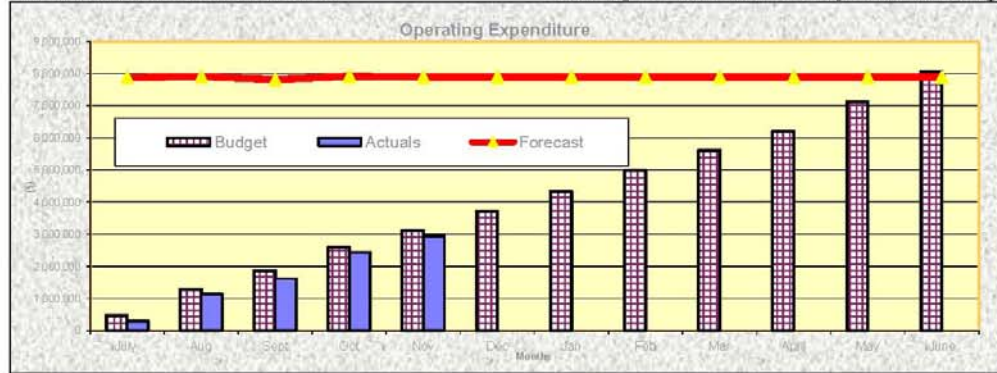
for the period ended 30 November 2012.

2012/13

OPERATING EXPENSES & CAPITAL OUTLAYS

OPERATING EXPENDITURES

Year elapsed 41.% versus outlays to annual budget 36.5%

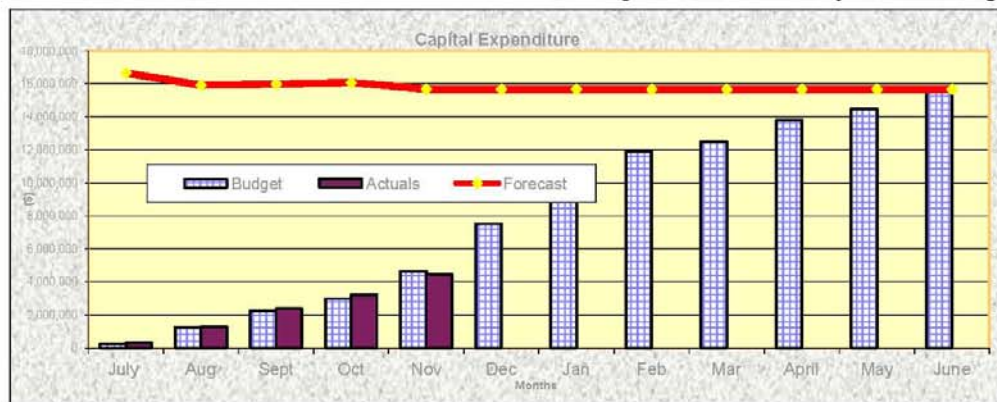


Comments YTD \$2,632,311 Total Budget \$8,067,610

- 3 Total operating expenses are 5.7% below budget estimates.. Excluding the effect of depreciation the expenses are 16.1% below budget estimates as at 30 Nov 2012

CAPITAL OUTLAYS

Year elapsed 41.% versus outlays to annual budget 28.1%



Comments YTD \$4,449,884 Total Budget \$15,853,055

- 4 Total capital expenses are 4.1% below budget estimates as at 30 Nov 2012. There are no material variations.

Shire of Meekatharra

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

for the period ended 30 November 2012.

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	2012/13	2012/13
	Amd Budget	YTD Budget	30 Nov 2012
Cash - Unrestricted	78,600	2,533,588	1,457,814
Cash - Restricted	10,691,796	9,178,356	10,229,526
	<u>10,770,396</u>	<u>11,711,944</u>	<u>11,687,340</u>
<i>Cash assets are represented by -</i>			
Cash on hand	600	600	70,974
Municipal Bank Account	78,000	2,532,988	(82,693)
Bank Term Deposits	-	-	2,520,886
Reserve Accounts Bank	10,691,796	9,178,356	9,178,172
	<u>10,770,396</u>	<u>11,711,944</u>	<u>11,687,340</u>
Cash backed reserves	10,691,796	9,178,356	9,178,172
Grants/Contributions	-	-	1,051,353
	<u>10,691,796</u>	<u>9,178,356</u>	<u>10,229,526</u>

3 STATEMENT OF NET CURRENT ASSETS

CURRENT ASSETS	2012/13	2012/13	2012/13
	Amd Budget	YTD Budget	30 Nov 2012
Cash & Cash Equivalents	10,770,396	11,711,944	11,687,340
Trade and other receivables	450,000	1,114,402	1,567,948
Inventories	50,000	76,067	265,181
	<u>11,270,396</u>	<u>12,902,413</u>	<u>13,520,469</u>
LESS: CURRENT LIABILITIES			
Trade and other payables	578,600	376,674	16,023
Provisions	100,000	105,434	125,381
	<u>678,600</u>	<u>482,108</u>	<u>141,404</u>
NET CURRENT ASSETS	10,591,796	12,420,305	13,379,065
Less: Cash - Restricted	(10,691,796)	(9,178,356)	(9,178,172)
Current Employee Liabilities	100,000	105,434	125,381
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>(0)</u>	<u>3,347,383</u>	<u>4,326,274</u>

4 NON CURRENT ASSETS

a) Asset acquisitions by class

Land and Buildings

	2012/13	2012/13	2012/13
	Amd Budget	YTD Budget	30 Nov 2012
Administration Building Improvements	21,500	-	-
Re-Roof Office/Administration Building	215,000	-	-
Unisex Toilet and Shower	8,000	-	-
Youth Centre Office	67,000	8,375	3,742
Staff Housing Upgrades	464,261	51,000	49,951
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	-	-

Shire of Meekatharra	Monthly Financial Report		
<i>for the period ended 30 November 2012.</i>	Notes to the Financial Statements		
	2012/13		
Rec Centre Floor Coverings	11,355	4,731	1,080
New Gym	250,000	-	-
War Memorial	4,500	4,500	4,000
Race Course Buildings	10,000	-	-
Mt Gould Police Station - security	20,000	-	-
Stage 1 - Lloyd's Renovations	380,000	-	9,286
Meekatharra CRC building extension	80,000	-	-
Depot Improvements	95,000	-	-
Terminal - Refurbish Toilets	33,500	22,110	20,010
<u>Plant and Equipment</u>			
Managers Vehicle	50,000	-	-
Project Officers Vehicle	35,000	-	-
Security Cameras	100,000	-	-
Hall Equipment	17,000	11,220	3,648
Mulcher	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	6,400	6,709
Play ground Equipment	28,000	-	-
New Pump/fittings - oval	40,000	-	-
Gym equipment upgrade	10,000	3,000	315
Tank, Fence & Fittings	95,000	-	-
Miscellaneous Plant (Small Equipment)	18,000	18,000	12,610
Caravans & Equipment	122,600	24,520	30,716
Utility Various	-	-	3,311
Sweeper modifications	10,000	-	-
Scrapper	250,000	250,000	276,852
Prime Mover	206,189	206,189	207,600
Grader	150,000	-	-
Engines & Pumps	145,000	-	4,178
Airport Fire Fighting System	40,000	-	-
Trailer	142,500	28,500	26,352
Gen Set (Construction)	40,000	40,000	47,341
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	10,061
Computer Equipment	46,202	46,202	51,375
Key System	100,000	75,000	78,980
Asset Labelling Recording System	20,000	-	-
Furniture & Equipment	21,400	7,062	7,866
Air conditioner Gym	15,000	-	-
Sports Complex Kitchen airconditioner	5,000	5,000	3,742
<u>Infrastructure Assets</u>			
Road/Infrastructure Construction	11,070,443	3,754,254	3,561,387
<u>Infrastructure Assets Other</u>			
Sewerage Lagoon	140,000	-	-
Viewing platform at headframe	30,000	-	-
Luke Pit Water Scheme	80,000	-	-
Parks & Gardens - Capital	13,200	-	19
Improve Drainage between Commercial Hotel a	4,000	4,000	-
Airport Improvements	282,800	13,000	6,236
Meeka North Heritage Drive Trails	90,302	-	-
Meeka South Drive - Heritage	120,016	-	-
Meeka Heritage Drive Trails	54,385	-	-
	15,853,053	4,640,063	4,449,884

Shire of Meekatharra**Monthly Financial Report
Notes to the Financial Statements**

for the period ended 30 November 2012.

2012/13

5 CASH BACKED RESERVES	2012/13	2012/13	2012/13
a) Infrastructure & Economic Development Res	Amd Budget	YTD Budget	30 Nov 2012
Opening Balance	769,078	769,078	769,078
Amount Set Aside / Transfer to Reserve	43,453	22,066	22,050
Amount Used / Transfer from Reserve	-	-	-
	<u>812,531</u>	<u>791,144</u>	<u>791,129</u>
b) Leave Reserve			
Opening Balance	47,170	47,170	47,170
Amount Set Aside / Transfer to Reserve	102,665	1,353	1,352
Amount Used / Transfer from Reserve	-	-	-
	<u>149,835</u>	<u>48,523</u>	<u>48,523</u>
c) Shire Water Reserve			
Opening Balance	150,713	150,713	150,713
Amount Set Aside / Transfer to Reserve	108,515	4,324	4,321
Amount Used / Transfer from Reserve	-	-	-
	<u>259,228</u>	<u>155,037</u>	<u>155,034</u>
d) Plant Reserve			
Opening Balance	1,656,725	1,656,725	1,656,725
Amount Set Aside / Transfer to Reserve	393,605	47,535	47,500
Amount Used / Transfer from Reserve	-	-	-
	<u>2,050,330</u>	<u>1,704,260</u>	<u>1,704,225</u>
e) Building Reserve			
Opening Balance	960,299	960,299	960,298
Amount Set Aside / Transfer to Reserve	437,090	27,553	27,533
Amount Used / Transfer from Reserve	-	-	-
	<u>1,397,389</u>	<u>987,852</u>	<u>987,831</u>
f) Transport Reserve			
Opening Balance	530,777	530,777	530,777
Amount Set Aside / Transfer to Reserve	29,989	15,229	15,218
Amount Used / Transfer from Reserve	-	-	-
	<u>560,766</u>	<u>546,006</u>	<u>545,995</u>
g) Airport Runway Reserve			
Opening Balance	2,224,924	2,224,924	2,224,924
Amount Set Aside / Transfer to Reserve	125,708	63,837	63,791
Amount Used / Transfer from Reserve	-	-	-
	<u>2,350,632</u>	<u>2,288,761</u>	<u>2,288,715</u>
h) Airport Operating Reserve			
Opening Balance	784,966	784,966	784,966
Amount Set Aside / Transfer to Reserve	44,351	22,522	22,506
Amount Used / Transfer from Reserve	-	-	-
	<u>829,317</u>	<u>807,488</u>	<u>807,472</u>
i) Reseal & Rejuvenation of Sealed Roads Reserve			
Opening Balance	727,867	727,867	727,867
Amount Set Aside / Transfer to Reserve	291,124	20,884	20,869
Amount Used / Transfer from Reserve	-	-	-
	<u>1,018,991</u>	<u>748,751</u>	<u>748,736</u>
j) Interpretive Centre Reserve			
Opening Balance	904,607	904,607	904,607
Amount Set Aside / Transfer to Reserve	183,603	25,955	25,936
Amount Used / Transfer from Reserve	-	-	-
	<u>1,088,210</u>	<u>930,562</u>	<u>930,544</u>
k) Digital TV Reserve			
Opening Balance	165,231	165,231	165,232
Amount Set Aside / Transfer to Reserve	9,336	4,741	4,737
Amount Used / Transfer from Reserve	-	-	-
	<u>174,567</u>	<u>169,972</u>	<u>169,969</u>
Total Cash Backed Reserves	<u>10,691,796</u>	<u>9,178,356</u>	<u>9,178,172</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	255,999	255,815
	<u>10,691,796</u>	<u>9,178,356</u>	<u>9,178,172</u>

SHIRE OF MEEKATHARRA

Management Budgets

for the period ended 30 November 2012.



Shire of Meekatharra	Management Budget SUMMARY		
<i>for the period ended 30 November 2012.</i>	2012/13		
SUMMARY	2012/13 Amd Budget	2012/13 YTD Budget	2012/13 30 Nov 2012
OPERATING EXPENDITURE	\$	\$	\$
Governance	554,986	242,080	187,275
General Purpose Funding	203,509	71,919	66,026
Law, Order, & Public Safety	136,303	64,003	64,036
Health	98,546	49,265	36,854
Education and Welfare	654,044	244,085	197,703
Housing	18,501	849	225
Community Amenities	513,049	171,379	129,854
Recreation and Culture	1,203,479	426,175	358,710
Transport	3,507,035	1,396,598	1,452,429
Economic Services	381,092	242,177	208,293
Other Property and Services	427,066	79,449	(66,092)
	7,697,610	2,987,979	2,632,311
LOSS ON DISPOSAL			
Transport	11,425	-	-
	11,425	-	-
OPERATING INCOME			
Governance	38,900	3,917	4,181
General Purpose Funding	5,967,123	4,479,611	4,406,314
Law, Order, & Public Safety	15,517	6,943	5,083
Health	1,900	733	793
Education and Welfare	63,543	12,828	7,096
Housing	18,500	7,708	8,973
Community Amenities	139,100	120,925	87,729
Recreation and Culture	133,350	29,323	22,679
Transport	648,627	450,282	479,977
Economic Services	232,183	97,815	104,685
Other Property and Services	55,000	26,000	21,138
	7,313,743	5,236,085	5,148,649
Net operating excl capital contributions	(395,292)	2,248,106	2,516,338
Capital Grants/Contributions	11,733,633	1,511,000	1,422,127
Net operating result	11,338,341	3,759,106	3,938,465
CAPITAL GRANTS/CONTRIBUTIONS	Amd Budget	YTD Budget	30 Nov 2012
Law, Order, & Public Safety	8,000	-	-
Recreation and Culture	100,000	-	-
Transport	11,625,633	1,511,000	1,422,127
	11,733,633	1,511,000	1,422,127
PROCEED FROM SALES			
Transport	46,000	-	-
	46,000	-	-
CAPITAL WORKS			
Governance	487,702	121,202	130,355
Law, Order, & Public Safety	108,000	-	-
Education and Welfare	88,400	15,437	11,607
Housing	464,261	51,000	49,951
Community Amenities	251,000	30,000	21,012
Recreation and Culture	1,427,555	36,851	30,304
Transport	12,746,432	4,370,573	4,196,593
Economic Services	279,703	15,000	10,061
	15,853,053	4,640,063	4,449,884
Net funding for capital	(4,073,420)	(3,129,063)	(3,027,757)

Shire of Meekatharra		Management Budget		
<i>for the period ended 30 November 2012.</i>		General Purpose Funding		
RATE REVENUE		2012/13	2012/13	2012/13
Operating Expenditure		Amrd Budget	YTD Budget	30 Nov 2012
101920	Valuation & Title Search	10,000	3,000	4,238
102330	Rates Written Off	25,000	6,250	2,703
103420	Legal Expenses - Rates	7,500	-	-
101120	Administration Allocated	67,772	29,119	34,577
Total Operating Expenditure		110,272	38,369	41,518
Operating Income				
100310	Rates Levied	3,741,189	3,741,189	3,699,061
101310	Back rates	-	-	(4,144)
102210	Rate Instalment Fee	21,800	21,800	18,288
101410	Rate Instalment Interest	10,800	10,800	23,901
101510	Rates Non-Payment Penalty	21,000	10,500	14,382
102810	Legal Fees Recovered	3,000	-	-
Total Operating Income		3,797,789	3,784,289	3,751,485
GENERAL PURPOSE GRANTS				
Operating Expenditure				
Operating Income				
101810	General Purpose Grant	1,127,272	281,818	261,877
102110	Local Road Component Grant	473,849	118,462	106,240
Total Operating Income		1,601,121	400,280	368,117
OTHER GENERAL PURPOSE FUNDING				
Operating Expenditure				
105520	Bank Charges	5,000	2,083	1,457
105550	Sundry Debtor Write Offs	5,000	-	-
102310	Doubtful Debts Expense	10,000	-	-
105530	Administration allocated	73,237	31,467	23,051
Total Operating Expenditure		93,237	33,550	24,508
Operating Income				
103110	Esl Administration Fee	4,000	4,000	4,000
102830	Other Minor Income	100	42	420
192230	Interest on Municipal Investments	60,000	35,000	26,477
192240	Interest on Reserve Investments	504,113	256,000	255,815
Total Operating Income		568,213	295,042	286,712
Net Funding Demands		5,763,614	4,407,692	4,340,288

1

Shire of Meekatharra		Management Budget		
<i>for the period ended 30 November 2012.</i>		Governance		
MEMBERS OF COUNCIL		2012/13	2012/13	2012/13
Operating Expenditure		Amrd Budget	YTD Budget	30 Nov 2012
102320	President's Allowance	8,000	-	-
112020	Deputy President Allowance	2,000	-	-
103020	Members - Meeting Fees	13,520	5,633	4,020
103120	Members Travelling	4,200	1,750	3,183
102020	Fax & Email Costs	250	104	95
102120	Conference, Training, Uniforms	17,500	8,750	1,218
102420	Refreshments/Receptions	10,000	5,000	3,197
102720	Members Insurance	6,629	6,629	6,524
102820	Members Subscriptions	32,428	16,214	19,672
102920	Members - telephone	500	208	-
102220	Election Expenses	1,500	750	-
102520	Donations	20,750	11,020	12,076
112220	Donation - RFDS	68,000	28,333	28,882
102550	Native Title Claims	4,000	-	-
102620	Council Chambers Mtce	2,000	833	-
106220	Audit	12,000	6,000	-
103220	Depreciation	185	77	70
105620	Admin Alloc-Governance	312,624	134,321	107,923
Total Operating Expenditure		516,086	225,622	186,860

2

Shire of Meekatharra		Management Budget Governance		
<i>for the period ended 30 November 2012.</i>				
Operating Expenditure				
106940	Staff Uniform Expenses	4,000	1,667	1,648
103520	Salaries - Admin	626,735	265,157	164,426
103920	Super - Admin	67,502	28,126	20,920
104020	Fringe Benefit Tax	30,000	9,000	6,662
104120	Office Operations	5,000	2,083	51
104220	Office Maintenance	19,341	7,736	8,986
104520	Stationery	8,100	3,375	1,717
108020	Telephone	29,260	14,630	7,138
108320	Postage	5,000	2,083	2,285
104320	Advertising	25,500	10,625	1,301
105420	Equipment Maintenance & Consumables	38,000	15,833	9,722
107120	Computer Software	22,750	11,375	16,375
105220	Computer Hardware	14,090	3,523	3,077
106920	Consulting Services	Cfwd 187,000	71,000	70,489
105720	Other	10,000	5,000	556
106020	CEO Vehicle	15,500	6,458	6,468
106030	DCEO Vehicle	8,500	3,542	-
106040	Manager Vehicle Expense	8,500	3,542	-
106050	Project Officer Vehicle Expense	8,500	3,542	-
106620	Accommodation/Travel	20,400	10,200	2,152
104620	Training & Conferences	14,350	7,175	-
106420	Staff Recruitment & Relocation	10,000	6,600	-
107020	Legal Fees	15,000	6,250	1,130
107220	Depreciation	23,000	9,583	12,946
103820	Insurance	27,189	27,189	25,459
106060	Debt Collection Commission	-	-	415
104920	Housing Allocations	107,391	44,746	55,608
110820	Admin Allocated to Functions	(1,311,708)	(563,582)	(419,117)
Total Operating Expenditure		38,900	16,458	415
Operating Income		Amrd Budget	YTD Budget	30 Nov 2012
111230	Reimbursements	12,500	3,750	(26)
111250	Fees and Charges	400	167	235
111530	Insurance - Refunds	26,000	-	3,972
Total Operating Income		38,900	3,917	4,181
Capital Expenditure				
113230	Key System	100,000	75,000	78,980
113310	Managers Vehicle	Cfwd 50,000	-	-
113320	Project Officers Vehicle	Cfwd 35,000	-	-
113340	Re-Roof Office/Administration	Cfwd 215,000	-	-
113330	Asset Labelling Recording System	20,000	-	-
112440	Computer Equipment	46,202	46,202	51,375
113280	Administration Building	21,500	-	-
Total Capital Expenditure		487,702	121,202	130,355
Net Funding Demands		(1,003,788)	(389,365)	(313,449)

Shire of Meekatharra		Management Budget Law, Order & Public Safety		
<i>for the period ended 30 November 2012.</i>				
FIRE PREVENTION				
Operating Expenditure		2012/13 Amrd Budget	2012/13 YTD Budget	2012/13 30 Nov 2012
115720	Bush Fire Control	5,100	5,100	11,944
115820	Vehicle Operational Costs	14,500	6,042	6,676
115620	Fire Insurance	3,737	3,737	4,209
115520	Depreciation	570	238	236
115420	Protective Burning	500	500	-
Total Operating Expenditure		24,407	15,617	23,066
Operating Income				
115630	FESA - BFB Grant	2,532	-	137
Total Operating Income		2,532	-	137

Continued...
page | 11

Shire of Meekatharra <i>for the period ended 30 November 2012.</i>	Management Budget Law, Order & Public Safety		
continued	2012/13	2012/13	2012/13
	Amd Budget	YTD Budget	30 Nov 2012
Capital Expenditure			
115740 Unisex Toilet and Shower	8,000	-	-
Total Capital Expenditure	8,000	-	-
Capital Income			
115730 FESA Capital Grant	8,000	-	-
Total Capital Income	8,000	-	-
ANIMAL CONTROL			
Operating Expenditure			
119220 Pound Maintenance	1,115	368	(141)
119020 Animal Control Expenses	54,601	22,750	18,020
119230 Dog Control Expenses Other	10,000	4,167	3,480
Total Operating Expenditure	65,716	27,285	21,359
Operating Income			
119730 Fines & Penalties	600	250	-
119630 Charges	-	-	88
119930 Dog Registration	1,000	1,000	638
Total Operating Income	1,600	1,250	726
Operating Expenditure	\$	\$	\$
Ranger Services			
116250 Insurance	2,480	2,480	2,909
116320 Vehicle Operating Costs	6,000	2,500	1,156
116010 Administration Allocated	20,769	8,924	6,287
Total Operating Expenditure	29,249	13,904	10,352
Other Expenses			
120020 State Emergency Services	6,000	2,500	6,116
120120 Administration	10,931	4,697	3,143
Total Operating Expenditure	46,180	21,101	19,611
Operating Income			
120030 FESA - SES Grant	11,385	5,693	4,220
Total Operating Income	11,385	5,693	4,220
Capital Expenditure			
120270 Security Cameras	Cfwd 100,000	-	-
Total Capital Expenditure	100,000	-	-
Net Funding Demands	(220,786)	(57,060)	(58,953)

Shire of Meekatharra <i>for the period ended 30 November 2012.</i>	Management Budget Health		
	2012/13	2012/13	2012/13
	Amd Budget	YTD Budget	30 Nov 2012
INSPECTIONS & ADMINISTRATION			
Operating Expenditure			
122960 Health Consultancy	60,050	30,025	22,762
121320 Insurance	4,949	4,949	5,447
122920 Depreciation	120	50	50
121920 Subscriptions & Journals	200	100	91
121620 Admin Alloc - Secretarial	21,862	9,393	6,287
122980 Other Expenses	2,000	846	190
Total Operating Expenditure	89,181	45,363	34,826
Operating Income			
123000 Health Fees & Licenses	550	229	-
123930 Itinerant vendors Fees	800	400	438
123010 Other Income	250	104	-
Total Operating Income	1,600	733	438
PREVENTATIVE SERVICES - PEST CONTROL			
Operating Expenditure	\$	\$	\$
123720 Mosquito Control	8,415	3,506	898
123820 Depreciation	450	188	729
Total Operating Expenditure	8,865	3,694	1,627
Operating Income			
123910 Health Fees & Licenses	300	-	356
Total Operating Income	300	-	356

Continued...

Shire of Meekatharra <i>for the period ended 30 November 2012.</i>	Management Budget Health		
continued	2012/13	2012/13	2012/13
PREVENTIVE SERVICES - OTHER			
Operating Expenditure			
124020 Analytical Expenses	500	208	401
Total Operating Expenditure	<u>500</u>	<u>208</u>	<u>401</u>
Net Funding Demands	<u>(96,646)</u>	<u>(48,532)</u>	<u>(36,061)</u>
Shire of Meekatharra <i>for the period ended 30 November 2012.</i>	Management Budget Education and Welfare		
	2012/13	2012/13	2012/13
PRE SCHOOL	Am'd Budget	YTD Budget	30 Nov 2012
Operating Expenditure			
120520 Pre-School Centre Mtce	2,000	833	899
120430 Insurance	326	326	347
124260 Depreciation	6,300	2,625	2,370
120440 Administration Allocated	41,837	17,847	13,621
Total Operating Expenditure	<u>50,163</u>	<u>21,631</u>	<u>17,236</u>
	\$	\$	\$
OTHER EDUCATION			
Operating Expenditure			
120720 Telecentre Costs	15,000	6,250	3,029
Total Operating Expenditure	<u>15,000</u>	<u>6,250</u>	<u>3,029</u>
	\$	\$	\$
DAY CARE CENTRE			
Operating Expenditure			
124120 Day Care Centre Maintenance	4,000	1,667	712
Total Operating Expenditure	<u>4,000</u>	<u>1,667</u>	<u>712</u>
COMMUNITY DEVELOPMENT			
Operating Expenditure	\$	\$	\$
124570 Salaries	72,402	30,168	28,935
124580 Superannuation	11,141	4,642	4,295
124640 Staff Replacement & Relocation	5,000	-	-
124650 Training & Conferences	4,500	-	395
124630 Housing	13,424	5,593	5,768
124430 Uniforms	500	208	-
124590 Vehicle Expenses	4,500	1,875	998
124530 Insurance	2,334	2,334	2,446
124660 Telephone	600	250	331
124500 Administration Allocated	74,330	31,936	20,956
124320 Activities	26,900	5,380	5,150
124420 Miscellaneous Grant Expenses	10,000	-	-
124520 Depreciation	1,000	417	717
Total Operating Expenditure	<u>226,631</u>	<u>82,803</u>	<u>69,990</u>
Operating Income			
124600 Miscellaneous Grants	10,000	-	-
124510 Reimbursements	500	-	481
Total Operating Income	<u>10,500</u>	<u>-</u>	<u>481</u>

Continued...

Shire of Meekatharra		Management Budget		
<i>for the period ended 30 November 2012.</i>		Education and Welfare		
continued.....		2012/13	2012/13	2012/13
YOUTH CENTRE OPERATIONS		Amrd Budget	YTD Budget	30 Nov 2012
Operating Expenditure				
124220	Salaries - Youth Co-ordinator	132,020	48,002	40,451
125260	Superannuation	8,799	3,666	3,867
125290	Staff Training, Accommodation & Travel E	6,500	-	-
125340	Staff Replacement and Relocation	3,000	-	-
125150	Uniforms	500	208	-
125280	Housing Allocated	13,424	5,593	4,312
125230	Insurance	5,403	5,403	5,708
125520	Administration Allocated	74,330	31,936	25,147
125220	Depreciation	13,300	5,542	5,854
125120	Youth Centre Building Maintenance	21,429	8,929	4,779
125130	Youth Centre Operational Costs	18,300	7,625	4,877
125210	Vehicle Operational Costs	15,000	6,250	6,279
125350	Activities Expenses Various	26,000	8,580	5,461
124160	Miscellaneous Grants Activity Expenses	5,000	-	-
125140	Youth Grant- DCP expenses	15,245	-	-
Total Operating Expenditure		<u>358,250</u>	<u>131,734</u>	<u>106,736</u>
Operating Income				
124190	OSCH	12,828	12,828	6,615
124210	DCD Youth Services	34,215	-	-
124170	Miscellaneous Grants	5,000	-	-
124110	Reimbursements	1,000	-	-
Total Operating Income		<u>53,043</u>	<u>12,828</u>	<u>6,615</u>
Capital Expenditure				
124470	Youth Centre Office	Cfwd 67,000	8,375	3,742
124450	Furniture & Equipment	21,400	7,062	7,866
Total Capital Expenditure		<u>88,400</u>	<u>15,437</u>	<u>11,607</u>
Net Funding Demands		<u>(678,901)</u>	<u>(246,694)</u>	<u>(202,214)</u>

Shire of Meekatharra		Management Budget		
<i>for the period ended 30 November 2012.</i>		Housing		
STAFF HOUSING		2012/13	2012/13	2012/13
		Amrd Budget	YTD Budget	30 Nov 2012
Operating Expenditure				
125420	Staff Housing Maintenance	130,391	45,000	39,690
126650	Housing Rental Subsidy	25,000	10,417	12,977
126630	Insurance	42,588	42,588	38,367
126620	Depreciation	89,000	37,083	34,903
126820	Allocated to Function Areas	(268,478)	(134,239)	(125,712)
Total Operating Expenditure		<u>18,501</u>	<u>849</u>	<u>225</u>
Operating Income				
127130	Housing Rental - Staff	17,000	7,083	8,773
128830	Reimbursements - Other	1,500	625	200
Total Operating Income		<u>18,500</u>	<u>7,708</u>	<u>8,973</u>
Capital Expenditure				
127040	Staff Housing Upgrades	Cfwd 464,261	51,000	49,951
Total Capital Expenditure		<u>464,261</u>	<u>51,000</u>	<u>49,951</u>
Net Funding Demands		<u>(464,262)</u>	<u>(44,141)</u>	<u>(41,203)</u>

Shire of Meekatharra		Management Budget Community Amenities			
<i>for the period ended 30 November 2012.</i>					
SANITATION		2012/13	2012/13	2012/13	
- HOUSEHOLD REFUSE		Amd Budget	YTD Budget	30 Nov 2012	
Operating Expenditure		\$	\$	\$	
128320	Refuse Collection	102,268	42,612	30,990	7
128420	Refuse Site Maintenance	81,134	33,806	35,804	
128390	Insurance	2,662	2,662	2,716	
129140	New Bins & Equipment	7,500	3,125	3,918	
129160	Litter Control/Town Tidying	79,864	13,624	16,134	
128220	Administration Allocated	9,838	4,227	3,143	
Total Operating Expenditure		283,266	100,056	92,706	
Operating Income					
128630	Refuse Collection	110,000	110,000	80,126	8
129030	Sale of Bins	2,500	1,042	4,153	
129150	Sale of scrap	2,000	833	400	
Total Operating Income		114,500	111,875	84,679	
SEWERAGE					
Operating Expenditure					
129920	Sewerage Pond Maintenance	32,153	5,833	3,047	
129740	Insurance	1,184	1,184	543	
130420	Caravan Effluent Disposal Point	1,700	1,700	-	
129720	Depreciation	3,100	1,292	1,298	
129700	Administration Allocated	5,465	2,348	1,048	
Total Operating Expenditure		43,602	12,357	5,936	
Operating Income					
129830	Septic Tank Fees	600	300	-	
Capital Expenditure					
129840	Sewerage Lagoon	140,000	-	-	
TOWN PLANNING AND REGIONAL DEVELOPMENT					
Operating Expenditure					
131030	Consultants	Cfwd 35,000	-	-	
131120	Insurance	1,184	1,184	543	
130820	Town Planning control	-	-	1,818	
131000	Administration Allocated	21,862	9,393	7,335	
131040	Other	5,000	-	-	
Total Operating Expenditure		63,046	10,577	9,696	
PROTECTION OF THE ENVIRONMENT					
Operating Expenditure					
130340	Waste Oil Facility	3,000	-	-	
130320	Tyre Recycling	18,231	7,596	4,116	
Total Operating Expenditure		21,231	7,596	4,116	
Operating Income					
132430	Waste Oil Facility Rebate	3,000	-	-	
OTHER COMMUNITY AMENITIES					
Operating Expenditure					
132120	Cemetery Operations	23,783	9,910	2,612	
131920	Burial plot preparations	31,153	12,980	3,221	
132020	Hearse & Shed Costs	1,500	625	71	
132420	Cemetery Plaques	6,000	-	-	
132620	Depreciation	4,000	1,667	1,919	
132720	Insurance	1,184	1,184	543	
132820	Administration Allocated	10,931	4,697	4,191	
132520	Public Toilets	20,353	8,480	4,158	
132220	SPQ Mcleary St "Paddy's Flat"	3,000	1,250	684	
Total Operating Expenditure		101,904	40,793	17,400	
Operating Income					
132630	Charges - Cemetery Fees	21,000	8,750	3,050	
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		(624,949)	(80,454)	(63,136)	

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 30 November 2012.</i>				
PUBLIC HALLS AND CIVIC CENTRES				
Operating Expenditure		2012/13 Amd Budget	2012/13 YTD Budget	2012/13 30 Nov 2012
133620	Town Hall Maintenance	29,921	12,467	14,365
133420	Insurance	20,695	20,695	20,126
133820	Consultant building inspection	7,000	-	-
133720	Depreciation	11,700	4,875	4,834
133550	Administration Allocated	28,420	12,211	10,478
Total Operating Expenditure		97,736	50,248	49,803
Operating Income				
134630	Hall Hire Fees	3,500	1,458	866
Total Operating Income		3,500	1,458	866
Capital Expenditure				
135340	Hall Equipment	17,000	11,220	3,648
Total Capital Expenditure		17,000	11,220	3,648
SWIMMING POOL				
Operating Expenditure				
135420	Swimming Pool Contract	112,090	28,023	29,114
136020	Housing	13,424	5,893	5,880
135620	Insurance	6,903	6,903	7,635
135920	Swimming Pool Maintenance	16,000	4,000	6,870
135720	Swimming Pool Water/Sewerage Rates	6,500	1,625	1,320
135520	Swimming Pool Chemicals/Gas/Freight	18,000	7,500	4,701
135820	Swimming Pool Electricity	19,570	8,154	8,338
137040	Swimming Pool Other	5,000	-	12
136620	Depreciation	25,000	10,417	10,696
135320	Administration Allocated	32,793	14,090	11,526
Total Operating Expenditure		255,280	86,305	86,091
Operating Income				
136530	Swimming Pool Subsidy	3,000	-	-
136430	Swimming Pool Admission	10,000	2,870	3,178
136830	Reimbursements	500	208	40
Total Operating Income		13,500	3,078	3,218
Capital Expenditure				
136660	Upgrade Pool Grounds	Cfwd 116,500	-	-
136840	Pool Plant and equipment	2,000	2,000	1,505
137140	Pool Equipment	Cfwd 43,000	-	-
Total Capital Expenditure		161,500	2,000	1,505
RECREATION OFFICER				
Operating Expenditure				
136170	Salaries	105,675	44,031	26,544
136180	Superannuation	12,219	5,091	3,101
136190	Staff Replacement & Relocation	3,000	-	-
136210	Vehicle Operating Costs	6,000	1,500	630
137020	Housing Allocation	13,424	5,593	4,312
136150	Administration Allocated	72,144	30,997	23,051
136310	Uniforms	500	208	-
137620	Insurance	18,897	18,897	18,146
136220	Staff Training & Travel Expenses	6,000	-	-
136270	Other expenses	5,800	2,417	1,554
136250	Activities	25,000	7,175	6,911
Total Operating Expenditure		268,659	115,909	84,250

Continued...

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 30 November 2012.</i>				
continued.....		2012/13	2012/13	2012/13
Operating Income		Amd Budget	YTD Budget	30 Nov 2012
136330	Misc Fees and Charges	-	-	840
138730	CSRFF Grant	20,000	-	-
Total Operating Income		20,000	-	840
Operating Expenditure				
138100	Housing Allocation	13,424	5,593	6,058
138120	Reticulation Maintenance	5,000	2,083	754
138020	Picture Gardens	42,000	5,250	-
137920	Parks, Gardens & Reserves	81,738	29,720	20,331
137420	Scheme Water	2,000	-	628
137320	Sports ground (oval) maintenance	33,812	14,088	12,361
137220	Sports Complex Maintenance	44,368	18,487	11,942
136920	Other Building Maintenance	5,000	2,083	1,504
138720	Gym Building Maintenance	8,878	3,699	829
138260	Gym Operating Costs	1,500	625	10
138250	Community Bus Operating costs	10,000	4,167	4,214
138520	Miscellaneous Costs - Gym	2,000	833	14
138620	Utilities - Gym	3,000	1,500	688
138130	Insurance	4,879	4,879	5,492
138810	Gym Equipment	5,000	-	-
139720	Depreciation	86,000	35,833	35,942
138110	Administration Allocated	17,489	7,514	6,287
Total Operating Expenditure		366,088	136,354	107,057
Operating Income				
139630	Complex Fees	2,000	833	1,117
139930	Gym Fees	6,500	2,708	3,490
138930	School Oval Contribution	30,000	18,000	12,729
138850	Community Bus fees	6,000	2,500	300
137130	Recreation Grants	50,000	-	-
139230	Complex Fees Squash	400	167	-
139430	Complex Fees Tennis	100	16	-
Total Operating Income		95,000	24,224	17,636
Capital Expenditure				
139740	Gym equipment upgrade	10,000	3,000	315
136800	Rec Centre Floor Coverings	11,355	4,731	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	6,400	6,709
139140	New Pump/fittings - oval	Cfwd 40,000	-	-
140160	Race Course Buildings	10,000	-	-
139940	Tank, Fence & Fittings	95,000	-	-
196810	Meekatharra CRC building extension	80,000	-	-
136140	Mulcher	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	-	19
Total Capital Expenditure		844,555	19,131	11,865
Capital Income				
138630	CSRFF Grant	100,000	-	-
Total Capital Income		100,000	-	-

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 30 November 2012.</i>				
TELEVISION AND RADIO BROADCASTING		Amd Budget	YTD Budget	30 Nov 2012
Operating Expenditure				
139880	Administration Allocated	2,186	939	1,048
140820	Depreciation	1,300	542	58
139880	Insurance	489	489	520
139920	Operating Costs	2,000	833	-
139820	Site Sharing Costs	6,500	2,708	5,192
Total Operating Expenditure		<u>12,475</u>	<u>5,511</u>	<u>6,818</u>
LIBRARIES				
Operating Expenditure				
140120	Book exchange costs	2,000	833	208
140620	Lost/damaged/replaced stock	200	83	-
140520	Library operations	4,765	1,985	15
140420	Insurance	489	489	520
140320	Book Purchases	450	188	-
140220	Stationery	100	42	-
140180	Administration Allocated	37,165	15,968	12,574
140720	Depreciation	240	100	113
Total Operating Expenditure		<u>45,409</u>	<u>19,688</u>	<u>13,430</u>
Operating Income				
140530	Library Charges	250	104	-
Total Operating Income		<u>250</u>	<u>104</u>	<u>-</u>
OTHER CULTURE				
Operating Expenditure				
141320	25 Mile Well Maintenance	1,500	625	-
141420	Mt Gould Police Station	12,400	-	-
141520	Museum Maintenance	1,000	417	179
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	-	-
141020	Masonic Lodge Maintenance	1,000	417	180
141920	Lloyd's Building Maintenance	3,000	3,000	4,486
141930	Lloyds Building Assessment & Planning	20,000	-	-
141820	Administration Allocated	13,117	5,636	4,191
141620	Depreciation	3,000	1,250	1,184
Total Operating Expenditure		<u>157,832</u>	<u>12,160</u>	<u>11,262</u>
Operating Income				
141530	Masonic Lodge Income	400	167	118
141830	Sale of History Books	700	292	-
Total Operating Income		<u>1,100</u>	<u>459</u>	<u>118</u>
Capital Expenditure				
141810	Mt Gould Police Station - security	Cfwd 20,000	-	-
141910	Stage 1 - Lloyd's Renovations	Cfwd 380,000	-	9,286
139340	War Memorial	4,500	4,500	4,000
Total Capital Expenditure		<u>404,500</u>	<u>4,500</u>	<u>13,286</u>
Net Funding Demands		<u>(2,397,684)</u>	<u>(433,703)</u>	<u>(366,335)</u>

Shire of Meekatharra		Management Budget			
<i>for the period ended 30 November 2012.</i>		Transport			
MAINTENANCE - ROADS, BRIDGES & DEPOTS					
		2012/13	2012/13	2012/13	
		Amd Budget	YTD Budget	30 Nov 2012	
Operating Expenditure					
149020	Administration Allocated	158,498	68,100	27,243	9
148800	Depot Maintenance	40,568	27,500	23,816	
148720	Upgrade of Roman	15,000	-	-	
148400	Lighting of Streets	48,000	20,000	16,755	
148500	Street Cleaning Sweeping	73,384	9,173	5,735	
148200	Street Maintenance	52,000	21,667	21,354	
149000	Signage of Streets & Roadworks	50,000	-	150	
147500	Rural Roads Maintenance - Day Labour	510,000	208,000	208,341	
148550	Rehabilitation of Gravel Pits	10,000	-	-	
148600	Contract & Consulting Supervision Costs	10,000	-	-	
138740	Day/night light on Indoor Cricket Centre	5,000	5,000	-	
148820	Infrastructure Depreciation Expense	1,900,000	791,667	887,898	10
Total Operating Expenditure		2,872,450	1,151,107	1,191,292	
Operating Income					
148910	Grant - MRWA Direct	183,125	183,125	183,125	
148430	Street Lighting - Operating Grant	4,000	4,000	-	
Total Operating Income		187,125	187,125	183,125	
CONSTRUCTION - ROADS, BRIDGES & DEPOTS					
Capital Expenditure					
142000	Road Construction	Cfwd 11,070,443	3,754,254	3,561,387	
150440	Depot Improvements	95,000	-	-	
149940	Improve Drainage between Commercial Hotel	4,000	4,000	-	
Total Capital Expenditure		11,169,443	3,758,254	3,561,387	
Capital Income					
146810	Grant - MRWA Flood Damage	20,000	-	-	
146210	Grant - Roads to Recovery (R2R)	1,022,192	511,000	511,096	
146910	Grant - Roads 2020 (Regional Road Group)	100,000	-	-	
146510	Royalties for Regions 2010/11	946,405	-	-	
146010	Natural Disaster grant	9,537,036	1,000,000	911,031	
Total Capital Income		11,625,633	1,511,000	1,422,127	
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	24,520	30,716	
152640	Trailer	142,500	28,500	26,352	
152840	Gen.Set (Construction)	40,000	40,000	47,341	
151540	Engines & Pumps	145,000	-	4,178	
150940	Sweeper modifications	10,000	-	-	
154040	Scraper	250,000	250,000	276,852	11
153340	Skid steer loader	80,000	-	-	
153140	Communication Equipment	Cfwd 46,400	-	-	
150140	Miscellaneous Plant (Small Equipment)	18,000	18,000	12,610	
Total Capital Expenditure		1,210,689	567,209	608,959	
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 30 November 2012.</i>		Transport			
AIR BP					
Operating Expenditure					
160520	Administration Allocated	8,745	3,757	3,143	
160220	Salaries	56,020	-	-	
160320	Cost of Fuel Sold	70,000	29,167	58,679	
160420	Bank Charges	450	188	-	
160720	Other Charges	100	42	-	
Total Operating Expenditure		<u>135,315</u>	<u>33,154</u>	<u>61,823</u>	
Operating Income					
151130	Fuel Sales - Cash	80,000	33,333	60,207	
151630	BP Monthly Retainer	57,000	23,750	18,622	
Total Operating Income		<u>137,000</u>	<u>57,083</u>	<u>78,829</u>	
AERODROME					
Operating Expenditure					
151620	Housing Allocations	13,424	5,893	4,648	
150210	Consultancy	18,000	-	86	
150220	Utilities & Other Costs	48,000	20,000	12,838	
150620	Insurance	13,206	13,206	11,881	
150520	Aerodrome Maintenance	37,600	-	4,085	
150900	Security Operating Expenses	1,000	-	-	
150720	Depreciation	189,000	78,750	81,393	
151420	Administration Allocated	30,607	13,150	8,382	
152020	Management contract	148,433	81,638	76,000	
Total Operating Expenditure		<u>499,270</u>	<u>212,337</u>	<u>199,314</u>	
AERODROME					
Operating Income					
152030	Airport Landing Charges	234,276	97,615	191,297	12
150130	Airport Leases	25,312	7,894	3,748	
151930	RFDS Refuelling	12,500	5,208	-	
150330	Reimbursements	34,384	17,192	11,749	
150530	Reimbursements Telephone	1,800	625	420	
150630	Reimbursements Other	400	-	-	
Airport Diesel Operations					
153030	Sales	386,130	212,372	324,525	13
150920	Fuel Issues	<u>(370,000)</u>	<u>(134,532)</u>	<u>(313,716)</u>	
Cost of goods sold		<u>(370,000)</u>	<u>(134,532)</u>	<u>(313,716)</u>	
Profit/(Loss) on fuel operations		<u>16,130</u>	<u>77,840</u>	<u>10,809</u>	
Total Operating Income		<u>324,502</u>	<u>206,074</u>	<u>218,023</u>	
Capital Expenditure					
152160	Airport Fire Fighting System	Cfwd 40,000	-	-	
152190	Terminal - Refurbish Toilets	33,500	22,110	20,010	
151040	Airport Improvements	282,800	13,000	6,236	
153740	Plant Purchases - Airport	10,000	10,000	-	
Total Capital Expenditure		<u>366,300</u>	<u>45,110</u>	<u>26,246</u>	
Net Funding Demands		<u>(3,944,632)</u>	<u>(3,805,889)</u>	<u>(3,746,917)</u>	

Shire of Meekatharra	Management Budget		
<i>for the period ended 30 November 2012.</i>	Economic Services		
RURAL SERVICES	2012/13	2012/13	2012/13
Operating Expenditure	Amrd Budget	YTD Budget	30 Nov 2012
153020 MRVC Vermin Control	8,800	8,800	6,774
153120 Noxious Weeds and Pests	1,000	417	-
157520 Stockyard Maintenance	2,500	1,042	490
157420 Shop Premises Maintenance	2,800	1,042	398
157620 Depreciation	19,000	7,917	8,804
Total Operating Expenditure	33,800	19,218	16,463
Operating Income			
157430 Shop Premises Rent	2,600	1,083	800
157630 Wesfarmers Yard Lease	293	122	-
157750 Bill Board Rental	790	329	354
157730 Reimbursements	1,500	625	630
Total Operating Income	5,183	2,159	1,784
TOURISM AND AREA PROMOTION			
Operating Expenditure			
159250 Administration Allocated	54,655	23,483	17,812
159220 Depreciation	32,000	13,333	13,576
153820 Tourism Promotions	31,500	13,125	7,126
154620 Maps & Souvenirs	5,000	2,083	-
154220 Information Bays	2,000	-	-
159260 Maintenance Trails & Lookouts	33,941	7,467	3,407
153920 Community Events	Cfwd 113,000	113,000	102,435
154030 Meekatharra Rodeo	35,000	35,000	35,964
154420 Local Newspaper Production	2,600	2,600	644
154720 Town Beautification	5,000	-	449
154120 Quarterly Publication for Council	8,000	4,000	-
Total Operating Expenditure	322,696	214,091	181,415
Operating Income			
153930 Community Events	85,000	68,000	60,712
154920 Meekatharra Rodeo Income	15,000	6,250	6,511
154330 Local Newspaper Revenue	3,500	1,458	1,320
154730 Sale of Maps & Souvenirs	3,500	1,458	1,791
154430 Meeka Dust Advertising	7,500	4,950	2,987
Total Operating Income	114,500	82,116	73,321
Capital Expenditure			
153940 Meeka Heritage Drive Trails	54,385	-	-
153870 Meeka North Heritage Drive Trails	90,302	-	-
153880 Meeka South Drive - Heritage	120,016	-	-
154340 Furniture and Equipment	15,000	15,000	10,061
Total Capital Expenditure	279,703	15,000	10,061
BUILDING CONTROL			
Operating Expenditure			
156420 MRH S Building Costs	2,000	-	-
157740 Insurance	2,293	2,293	2,175
156520 Demolition costs	5,000	-	-
157720 Administration Allocated	15,303	6,575	5,239
Total Operating Expenditure	24,596	8,868	7,414
Operating Income			
156830 Building Permit Fees	26,500	11,042	29,484
156930 Building Demolition Fees	1,000	415	95
156730 Building-Reimbursement	5,000	2,083	-
Total Operating Income	32,500	13,540	29,579
Operating Income			
157830 Rent - Portion Lot 1017	80,000	-	-
Total Operating Income	80,000	-	-
Net Funding Demands	(428,612)	(189,362)	(110,669)

Shire of Meekatharra	Management Budget Other Property & Services		
<i>for the period ended 30 November 2012.</i>			
PRIVATE WORKS	2012/13 Amd Budget	2012/13 YTD Budget	2012/13 30 Nov 2012
Operating Expenditure			
189820 Private Works	8,000	3,333	5,411
Total Operating Expenditure	8,000	3,333	5,411
Operating Income			
189830 Charges - Private Works	8,000	3,333	5,494
Total Operating Income	8,000	3,333	5,494
PUBLIC WORKS OVERHEAD			
Operating Expenditure			
180120 Supervision - Salaries	183,922	77,813	71,644
181320 Superannuation of Workmen	107,696	39,158	34,638
180320 Annual Leave, Sick Leave, Public Holidays	49,763	12,441	8,489
180720 Relocation & Recruitment Costs	5,000	-	-
181520 Allowances and Incentives	116,462	48,526	49,533
180820 Camping Telephone Costs	15,000	6,250	5,763
180920 Travelling and Conference Expenses	15,000	-	109
181020 Protective Clothing & Equipment	9,000	3,750	439
182320 Allocation from Housing	80,543	33,560	39,126
180220 Engineering - Office and Other Expenses	6,500	2,750	1,139
180420 Insurance on Works	57,157	57,157	51,893
182720 Occupational Health & Safety	7,000	3,500	3,417
181420 Work Supervisors Vehicle	20,000	8,333	17,727
182520 Administration Allocated	67,772	29,119	22,004
181820 Less PWO allocated to works	(730,815)	(309,191)	(386,052)
Total Operating Expenditure	10,000	13,166	(50,161)
Operating Income			
181330 Reimbursements - Stores & Telephone	10,000	4,167	2,594
Total Operating Income	10,000	4,167	2,594
PLANT OPERATION COSTS			
Operating Expenditure			
183020 Fuel and Oil	326,626	136,094	173,271
183320 Parts and Repairs (external)	447,454	186,439	193,601
183420 Repairs - Wages	133,615	55,673	61,560
183220 Tyres	5,798	1,450	47,776
183620 Consumable Stores	20,000	-	3,650
184320 Replacement Tools	2,133	889	845
183520 Licenses	7,000	2,917	275
183820 Insurance	44,440	44,440	46,347
183920 Cutting Edges	4,170	-	-
183010 Administration Allocated	27,327	11,741	9,430
183720 Radio Maintenance	1,000	417	-
184020 Less Alloc To Works	(982,563)	(409,402)	(621,790)
Total Operating Expenditure	37,000	30,658	(85,036)
Operating Income			
183030 Diesel Fuel Rebate	37,000	18,500	13,050
Total Operating Income	37,000	18,500	13,050
PLANT DEPRECIATION			
Operating Expenditure			
183120 Depreciation	588,000	245,000	268,592
184040 Less Plant Depreciation Allocated	(588,000)	(245,000)	(233,100)
Total Operating Expenditure	-	-	35,492
UNCLASSIFIED			
Operating Expenditure			
104720 Accruals - LSL and AL	(5,434)	-	-
187740 Minor plant running expenses	75,000	31,250	27,302
187760 Solar Power Research	300,000	-	-
187730 Lease of parking reserve	2,500	1,042	900
Total Operating Expenditure	372,066	32,292	28,202
SALARIES AND WAGES			
188300 Salaries & Wages	2,325,204	968,836	804,834
188400 Salaries & Wages Alloc	(2,325,204)	(968,836)	(804,834)
Total Operating Expenditure	-	-	-
Net Funding Demands	(372,066)	(53,449)	87,230

Shire of Meekatharra		Management Budget Notes on Variations			
<i>for the period ended 30 November 2012.</i>		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	Anal Budget	YTD Budget	30 Nov 2012
1	101410	Rate Instalment Interest	10,800	10,800	23,901
		<i>larger number of rate payers opted for instalment than expected.</i>			121%
2	105620	Admin Alloc-Governance	312,624	134,321	107,923 #
		<i>Offset by lower Administration expenses</i>			20%
3	103520	Salaries - Admin	626,735	265,157	164,426 #
		<i>Staff vacancies</i>			38%
4	104920	Housing Allocations	107,391	44,746	55,608 #
		<i>Allocations adjusted according to actual expenses.</i>			24%
5	110820	Admin Allocated to Functions	(1,311,708)	(563,382)	(419,117) #
		<i>Allocations adjusted according to actual expenses.</i>			26%
6	124500	Administration Allocated	74,330	31,936	20,956 #
		<i>Offset by lower Administration expenses</i>			34%
7	128320	Refuse Collection	102,268	42,612	30,990 #
		<i>Allocations - offset with Refuse Site allocations.</i>			27%
8	128630	Refuse Collection	110,000	110,000	80,126
		<i>Allocations to be reviewed</i>			27%
9	149020	Administration Allocated	158,498	68,100	27,243 #
		<i>Allocations adjusted according to actual expenses.</i>			60%
10	148820	Infrastructure Depreciation Expense	1,900,000	791,667	887,898 #
		<i>Non cash depreciation expense. No effect on budget outcome.</i>			12%
11	154040	Scrapper	250,000	250,000	276,852 #
					11%
12	152030	Airport Landing Charges	234,276	97,615	191,297 #
		<i>Increased traffic.</i>			96%
13	153030	Sales	386,130	212,372	324,525 #
		<i>Higher turnover and sales.</i>			53%
14	156830	Building Permit Fees	26,500	11,042	29,484
		<i>Building fees for mining camps</i>			167%
15	183220	Tyres	5,798	1,450	47,776 #
16	184020	Less Alloc To Works	(982,563)	(409,402)	(621,790) #
		<i>Allocation to be reviewed</i>			52%

ACTIONS TAKEN UNDER DELEGATED POWER REQUIRING NOTIFICATION TO COUNCIL

There were no actions in November 2012 that require reporting to Council.



SHIRE OF MEEKATHARRA**INVESTMENT REGISTER**

Total Investments as at 30 November 2012

Account	Institution	Account Type	Maturity Date	Interest Rate	Opening Balance 1/07/2012	Interest Earned to 31/10/2012	Interest Earned This Period	Transfers To Investments	Transfers From Investments	Closing Balance 30/11/2012
350243	Westpac	6 month TD	31/12/2012	5.05%	8,922,357.43	255,814.99	-	-	-	9,178,172.42
26-7466	Westpac	At Call		Variable	3,344,427.00	37,274.09	8,846.32	1,250,000.00	(1,950,000.00)	2,690,547.41
TOTALS					12,266,784.43	293,089.08	8,846.32	1,250,000.00	(1,950,000.00)	11,868,719.83

Investments by Nature

General Ledger Code	Investment Purpose	% of Investment	Opening Balance 1/07/2012	Interest Earned to 31/10/2012	Interest Earned This Period	Transfers To Investments	Transfers From Investments	Closing Balance 30/11/2012	
170300	Plant Reserve	18.57%	1,656,724.92	47,500.35	-	-	-	1,704,225.27	
170500	Building Reserve	10.76%	960,298.41	27,532.94	-	-	-	987,831.35	
170200	Water Reserve	1.69%	150,712.98	4,321.13	-	-	-	155,034.11	
170700	Airport Runway Reserve	24.94%	2,224,923.83	63,791.31	-	-	-	2,288,715.14	
170800	Airport Operations Reserve	8.80%	784,965.60	22,505.93	-	-	-	807,471.53	
170600	Transport Reserve	5.95%	530,777.05	15,218.03	-	-	-	545,995.08	
170100	Infrastructure Reserve	8.62%	769,078.39	22,050.43	-	-	-	791,128.82	
170150	Leave Reserve	0.53%	47,170.22	1,352.43	-	-	-	48,522.65	
170250	Re-seal & Rejuvenation Reserve	8.16%	727,867.13	20,868.85	-	-	-	748,735.98	
173500	Upgrade to Digital TV Reserve	1.85%	165,231.54	4,737.39	-	-	-	169,968.93	
170450	Interpretive Centre Reserve	10.14%	904,607.36	25,936.21	-	-	-	930,543.57	
SUB TOTAL ON RESERVES			100.00%	8,922,357.43	255,814.99	-	-	9,178,172.42	
6001	Municipal Fund	100.00%	3,344,427.00	37,274.09	8,846.32	1,250,000.00	(1,950,000.00)	2,690,547.41	
TOTAL INVESTMENTS BY NATURE				12,266,784.43	293,089.08	8,846.32	1,250,000.00	(1,950,000.00)	11,868,719.83

Title/Subject:	OUTSTANDING DEBTORS
Agenda/Minute Number:	9.2.2
Applicant:	Nil
File Ref:	ADM 171
Disclosure of Interest:	Nil
Date of Report:	30 th November 2012
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 November 30, 2012.

CARRIED 5/0

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 14, 2012

Printed on : 03.12.12 at 13:00

*** SHIRE OF MEEKATHARRA ***

		Debtors Trial Balance						
		As at 30.11.2012						
Debtor #	Name	Credit Limit	01.09.2012		01.10.2012	31.10.2012	30.11.2012	Total
			GT 90 days	Age	GT 60 days	GT 30 days	Current	
				Of				
				Oldest				
				Invoice				
				(90Days)				
A041	AD ASTRAL AVIATION		0.00	0	0.00	0.00	281.58	281.58
B043	ADRIAN BAUMGARTEN		0.00	0	0.00	0.00	158.55	158.55
B092	ADRIAN BAUMGARTEN (JNR)		0.00	0	-0.25	0.00	267.23	266.98
A054	AFRAN CIVIL CONSTRUCTIONS		-22.00	136	0.00	0.00	0.00	-22.00
B2	AIR BP AUSTRALIA PTY LTD -		0.00	0	0.00	0.00	456.04	456.04
A093	AUS WEST AIRLINES PTY LTD		0.00	0	0.00	93.56	0.00	93.56
A017	AUSTRALIAN TAXATION OFFI		0.00	0	0.00	0.00	0.71	0.71
B016	BELELE STATION		624.00	2041	0.00	0.00	0.00	624.00
B093	BODYWISE CHIROPRACTIC		0.00	0	22.00	0.00	0.00	22.00
S074	BRENT SMOOTHY		44.00	849	66.00	22.00	44.00	176.00
B035	BRISTOW HELICOPTERS PTY LT		0.00	0	0.00	87.57	160.82	248.39
B5	BROOME AVIATION PTY LTD		0.00	0	0.00	56.86	0.00	56.86
C076	CENTACARE FAMILY SERVICES		0.00	0	0.00	33.00	0.00	33.00
C24	CESSNA EQUITY PTY LTD		101.40	106	0.00	0.00	44.00	145.40
S043	CHARLES SCHOCH		0.00	0	0.00	0.00	22.00	22.00
C026	CHINA SOUTHERN W/AUSTRALIA		0.00	0	0.00	156.76	1285.66	1442.42
B022	CLARK BUTSON		0.00	0	0.00	28.43	100.86	129.29
C100	COATES HIRE		132.00	275	0.00	0.00	0.00	132.00
C113	COBHAM AVIATION		0.00	0	0.00	0.00	3155.36	3155.36
C021	COMPLETE AVIATION SERVICES		115.56	112	561.36	1216.28	984.24	2877.44
P070	CORINGLE PASTORAL CO		0.00	0	0.00	0.00	2265.60	2265.60
B100	CRAZY'S SPIC AND SPAN		0.00	0	38.50	0.00	0.00	38.50
E037	EVENTSCORP		0.00	0	0.00	0.00	2200.00	2200.00
F046	FRIGTECH SERVICES		0.00	0	0.00	132.00	0.00	132.00
F11	FRONTIER SERVICES		0.00	0	0.00	173.43	127.54	300.97
F014	FUGRO AIRBORNE SURVEYS		0.00	0	0.00	0.00	222.09	222.09
G2	GEOTECH AIRBORNE PTY LTD		0.00	0	0.00	3235.20	37.13	3272.33
G011	GERALDTON AIR CHARTER		341.51	136	93.54	121.94	368.88	925.87
G065	GINGIRANA PTY LTD		491.12	137	0.00	0.00	0.00	491.12
H014	HELIBITS PTY LTD (HELIWEST		0.00	0	0.00	37.95	34.65	72.60
J033	JAMES JOSEPH BUCHANAN		0.00	0	0.00	0.00	7.86	7.86
D056	JOHN DYER		0.00	0	0.00	0.00	30.33	30.33
S056	JOHN SHINER		0.00	0	0.00	0.00	44.00	44.00
K048	KIMBERLY AIRCRAFT PTY LTD		0.00	0	0.00	22.00	0.00	22.00

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 14, 2012
Page 65

Printed on : 03.12.12 at 13:00

*** SHIRE OF MEEKATHARRA ***



		Debtors Trial Balance As at 30.11.2012						
Debtor #	Name	Credit Limit	01.09.2012		01.10.2012	31.10.2012	30.11.2012	Total
			GT 90 days	Age	GT 60 days	GT 30 days	Current	
				Of Oldest Invoice (90Days)				
L018	LANGTREE COPPIN		0.00	0	0.00	0.00	44.00	44.00
L029	LEIMAC BUILDING PTY LTD		26.91	112	53.86	0.00	0.00	80.77
M076	MARKET CREATIONS		0.00	0	0.00	33.00	0.00	33.00
MC1D	MEEKATHARRA CARAVAN PARK		0.00	0	5990.65	40.00	0.00	6030.65
M021	MEEKATHARRA COMMUNITY RESO		0.00	0	0.00	-66.00	0.00	-66.00
M27	MEEKATHARRA HOTEL		0.00	0	0.00	38.50	0.00	38.50
C116	MEEKATHARRA SELF STORAGE		0.00	0	0.00	80.60	0.00	80.60
H05	MICHAEL HARLEY		0.00	0	0.00	0.00	154.99	154.99
M139	MIDWEST HIRE SERVICE		121.50	275	0.00	0.00	0.00	121.50
M141	MIDWEST SEPTICS		0.00	0	0.00	23.80	0.00	23.80
M023	MILGUN STATION		0.00	0	0.00	1791.20	5415.20	7206.40
T2	ML & GJ TRENFIELD CONTRACT		0.00	0	0.00	0.00	44.95	44.95
M124	MURCHISON DOWNS PASTORAL C		0.00	0	0.00	0.00	906.00	906.00
N009	NANTAY PTY LTD - MAROOMBA		0.00	0	0.00	679.01	0.00	679.01
N017	NEATFORD PTY LTD		0.00	0	0.00	28.45	28.45	56.90
N002	NETWORK AVIATION		0.00	0	0.00	17307.62	26688.68	43996.30
N032	NOLAN, MARK		0.00	0	0.00	0.00	35.56	35.56
L011	PAUL LYONS AVIATION PTY LT		0.00	0	0.00	0.00	388.44	388.44
P076	PERCIVAL, SCOTT		22.00	281	0.00	0.00	0.00	22.00
H021	PHILIP HOOPER - COCKLES		0.00	0	0.00	70.45	23.50	93.95
43	PLUTONIC OPERATIONS LIMITE		0.00	0	0.00	46.00	0.00	46.00
P058	POLICE AIR WING SUPPORT UN		0.00	0	0.00	74.25	0.00	74.25
B030	PRESTON BOLEY		0.00	0	22.00	22.00	0.00	44.00
Q007	QASCO PTY. LTD.		0.00	0	0.00	26.94	0.00	26.94
R030	RAMINEA PTY LTD		0.00	0	0.00	0.00	26.93	26.93
R035	REES, ANTHONY		0.00	0	0.00	0.00	22.00	22.00
R005	ROYAL FLYING DOCTOR SERVIC		0.00	0	297.00	5871.69	7937.29	14105.98
S096	S&K ELECTRICAL CONTRACTING		0.00	0	0.00	66.00	0.00	66.00
S055	SHINE AVIATION SERVICES		0.00	0	0.00	375.68	802.52	1178.20
S007	SKIPPERS AVIATION		0.00	0	0.00	699.75	7025.25	7725.00
S5	SKYWEST AIRLINES PTY LTD		389.33	112	0.00	0.00	0.00	389.33
S059	SLINGAIR PTY LTD		0.00	0	0.00	0.00	370.42	370.42
S078	STAR AVIATION PTY LTD		217.32	136	343.09	651.03	343.27	1554.71
S7	STARMIND INVESTMENTS PTY L		0.00	0	0.00	0.00	41.15	41.15

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 14, 2012
Page 66

Printed on : 03.12.12 at 13:00

*** SHIRE OF MEEKATHARRA ***

		Debtors Trial Balance As at 30.11.2012						
Debtor #	Name	Credit Limit	01.09.2012		01.10.2012	31.10.2012	30.11.2012	Total
			GT 90 days	Age	GT 60 days	GT 30 days	Current	
			Of Oldest Invoice (90Days)					
T056	TEX ONSITE PTY LTD		0.00	0	0.00	0.00	50.51	50.51
V004	VEE-H AVIATION		0.00	0	0.00	0.00	125.74	125.74
B070	WATSON-BATES, JOHN		0.00	0	0.00	0.00	21.25	21.25
W028	WIELAND HELICOPTER COMPANY		0.00	0	0.00	0.00	22.00	22.00
H074	WILLIAM HENDERSON		0.00	0	44.00	88.00	0.00	132.00
W034	WILLIAMBURY HELICOPTERS		0.00	0	0.00	0.00	66.00	66.00
Y10	YULELLA CDEP		0.00	0	142.76	142.76	0.00	285.52
Y018	YULELLA INCORPORATED		0.00	0	142.76	44.00	0.00	186.76
	Totals		2604.65		7817.27	33551.71	62883.23	106856.86

Title/Subject:	LIST OF ACCOUNTS ENDED NOVEMBER 30, 2012
Agenda/Minute Number:	9.2.3
Applicant:	Nil
File Ref:	ADM 171
Disclosure of Interest:	Nil
Date of Report:	10 November 2012
Author:	Svenja Clare Debtors & Creditors
	 Signature of Author
Senior Officer:	Roy McClymont Chief Executive Officer
	 Signature Senior Officer

Summary:

Accounts are to be presented to council for payments.

Background:

List of accounts

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

Comment:

Each month the accounts are presented to council for payment;

Municipal	Voucher No's	Amount: \$	1,480,122.34
Trust Account	Voucher No's	Amount: \$	400.00
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 RK Howden

Seconded: Cr HJ Nichols

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

CARRIED 5/0

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 14, 2012

Page 69

SHIRE OF MEEKATHARRA

Accounts Due and Payed under Delegated Authority and Submitted to Council on the
14th December 2012

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT7460	14/11/2012	M & R HARLEY	REFUND OF SHIRE HOUSING BOND M. HARLEY			-400.00
EFT7461	16/11/2012	MARK SMITH PTY LTD	VARIOUS PLUMBING REPAIRS	-380.93		
EFT7462	16/11/2012	AG BURROWS PLANT	PLANT HIRE FOR LANDOR ROAD, OCTOBER 2012	-23760.00		
EFT7463	16/11/2012	ALL DECOR	NEW FLOORING FOR AIRPORT TERMINAL, SUPPLY, WORKS AND ACCESSORIES	-14903.00		
EFT7464	16/11/2012	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT COLLECTION COMMISSION FOR OCTOBER 2012	-35.88		
EFT7465	16/11/2012	ATYEO'S ENVIROMENTAL HEALTH SERVICES PL	EHO DUTIES FOR 20th OCTOBER 2012 AND 5th -9th NOVEMBER 2012	-5152.40		
EFT7466	16/11/2012	AUSTRALIA POST	POSTAGE FOR OCTOBER 2012	-401.18		
EFT7467	16/11/2012	AUSTRALIA'S GOLDEN OUTBACK	SHIRE EDITORIAL IN 2013 HOLIDAY PLANNER	-1675.00		
EFT7468	16/11/2012	BDO	AUDIT OF FINANCIAL REPORT, ACQUITTALS AND DISBURSEMENTS	-7180.80		
EFT7469	16/11/2012	BOC GASES	CYLINDER RENT OXY & ACETYLENE	-206.50		
EFT7470	16/11/2012	BROADCAST AUSTRALIA PTY LTD	POWER RECOVERY FOR GWNR, GWNTV, SBS TV, STAR FM FOR PERIOD 02/05/12	-1040.74		
EFT7471	16/11/2012	C & B WILLIAMS	NEW WINDOW FOR PRIME MOVER	-357.50		
EFT7472	16/11/2012	CANINE CONTROL	RANGER SERVICES NOVEMBER 2012	-2618.00		
EFT7473	16/11/2012	CHRISTOPHER CURLEY	Rates refund for assessment A272 290(10) HILL STREET MEEKATHARRA 6642	-1989.14		
EFT7474	16/11/2012	CIVIC LEGAL	LEGAL ASSISTANCE RUBBISH CONTRACT	-1345.85		
EFT7475	16/11/2012	COATES HIRE	REFUELLING OF GENERATORS FOR FESTIVAL	-280.96		
EFT7476	16/11/2012	COURIER AUSTRALIA	VARIOUS FREIGHT	-133.16		
EFT7477	16/11/2012	DANIKA CHANDLER	BANK RECS AUGUST SEPTEMBER 2012 AND RATES CONSULTING	-3090.00		
EFT7478	16/11/2012	DEPARTMENT OF FIRE & EMERGENCY SERVICES AUTHORITY	ESL RETURN OCTOBER 2012	-4184.45		
EFT7479	16/11/2012	DEPT REGIONAL AUSTRALIA, LOCAL GOVERNMENT, ARTS AND	SURPLUS GRANT FUNDS FOR FESTIVAL	-1008.70		
EFT7480	16/11/2012	DRILLPOWER	VARIOUS WATER BORING FLOOD DAMAGE	-57500.41		
EFT7481	16/11/2012	ELEMENT DRILLING	VARIOUS DRILLING	-130064.47		
EFT7482	16/11/2012	ELITE ELECTRICAL CONTRACTING	VARIOUS ELECTRICAL WORKS	-1078.00		
EFT7483	16/11/2012	EXCLUSIVE TROPHIES	TROPHIES FOR SPORT EVENTS	-264.60		
EFT7484	16/11/2012	FARMER JACKS	VARIOUS PURCHASES	-5600.94		
EFT7485	16/11/2012	FRIGTECH SERVICES	VARIOUS AIRCONDITIONING WORKS	-5065.50		
EFT7486	16/11/2012	FUJII XEROX AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES	-2713.89		
EFT7487	16/11/2012	GERALDTON FUEL COMPANY	FUEL DELIVERIES TO AIRPORT AND DEPOT	-153732.96		
EFT7488	16/11/2012	GREAT NORTHERN RURAL SERVICE	PARKS & GARDENS SUPPLIES	-814.71		
EFT7489	16/11/2012	HI-LITE SECURITY & DOG PATROL	SECURITY FOR 2012 OUTBACK FESTIVAL	-8792.30		
EFT7490	16/11/2012	LANDGATE	MINING TENEMENTS CHARGABLE SCHEDULE NO M2012/11 13/09/12 TO 10/10/12	-854.85		
EFT7491	16/11/2012	LETS PARTY	PARTY ACCESSORIES FOR YOUTH BALL	-336.23		
EFT7492	16/11/2012	LYONS AIRCONDITIONING SERVICES WA PTY LTD	EVAP COIL FOR CAT FLAT DRUM	-519.20		
EFT7493	16/11/2012	MARKET CREATIONS	CONTENT MANAGEMENT CONTRACT OCTOBER 2012	-143.00		
EFT7494	16/11/2012	MEEKATHARRA CORNER STORE	VARIOUS PURCHASES	-296.29		
EFT7495	16/11/2012	MURCHISON REGIONAL VERMIN COUNCIL	PRECEPTS - MEEKATHARRA 2012/2013	-7451.69		
EFT7496	16/11/2012	NARELLE COLLINS	REFUND OF ANNUAL VENDOR PERMIT FROM NARELLE COLLINS	-190.00		
EFT7497	16/11/2012	OFFICEWORKS BUSINESS DIRECT	STATIONERY CABINET FOR STORAGE	-248.87		
EFT7498	16/11/2012	ORICA AUSTRALIA P/L	CHLORINE FOR OCTOBER 2012	-116.62		
EFT7499	16/11/2012	RAPID PLASTICS WA	SEPTIC TANK FOR CONSTRUCTION CREW CAMP SITE	-3383.60		
EFT7500	16/11/2012	SADLEIRS-NEXUS LOGISTICS	VARIOUS FREIGHT	-2924.75		
EFT7501	16/11/2012	SEBEL FURNITURE LTD	CHAIRS & TABLES FOR SPORTS COMPLEX	-5666.21		
EFT7502	16/11/2012	ST JOHN AMBULANCE AUSTRALIA, MEEKATHARRA SUB	NOMINAL FEE FOR ST JOHN AMBULANCE AT RODEO	-369.50		
EFT7503	16/11/2012	TOLL EXPRESS	VARIOUS FREIGHT	-608.01		
EFT7504	16/11/2012	TOLL IPEC PTY LTD	VARIOUS FREIGHT	-290.59		
EFT7505	16/11/2012	TOTAL EDEN PTY LTD	VARIOUS BORECASINGS AND OTHER FLOOD DAMAGE SUPPLIES	-21714.56		
EFT7506	16/11/2012	TRENFIELD B & E	PARKS & GARDENS CONTRACT NOVEMBER 2012 & BACKPAYMENT	-10649.84		
EFT7507	16/11/2012	TRENFIELD MOTORS	VARIOUS PLANT REPAIRS, TRAILER HIRE AND SUPERVISION OF WORKS	-19850.54		
EFT7508	16/11/2012	TRUCK CENTRE WESTERN AUSTRALIA	VARIOUS PLANT REPAIRS	-8608.45		

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 14, 2012

Page 70

SHIRE OF MEEKATHARRA

Accounts Due and Payed under Delegated Authority and Submitted to Council on the
14th December 2012

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT7509	16/11/2012	VIDGUARD SECURITY SYSTEMS	MAINTENANCE OF ALARM SYSTEMS	-875.00		
EFT7510	16/11/2012	WESTRAC EQUIPMENT	VARIOUS PLANT REPAIRS	-1417.32		
EFT7511	16/11/2012	WINCHESTER INDUSTRIES	WASHED GRANITE FOR BITUMEN SEAL	-89353.00		
EFT7512	27/11/2012	BOC GASES	CYLINDER RENT OXY & ACETYLENE - VARIOUS	-224.35		
EFT7513	27/11/2012	BT FINANCIAL GROUP WESTPAC	Superannuation contributions	-846.20		
EFT7514	27/11/2012	BURROWS A.G.	MEETING ATTENDANCE FEES FOR 17.11.12	-120.00		
EFT7515	27/11/2012	CHILD SUPPORT AGENCY	Payroll deductions	-1514.79		
EFT7516	27/11/2012	ELEMENT DRILLING	DRILLING WORKS	-111995.18		
EFT7517	27/11/2012	FRIGTECH SERVICES	VARIOUS AIRCONDITIONING WORKS	-8294.00		
EFT7518	27/11/2012	HICKS SUPERANNUATION FUND	Superannuation contributions	-536.71		
EFT7519	27/11/2012	HUTCHINSON T.R.	MEETING ATTENDANCE FEE FOR 17.11.12	-240.00		
EFT7520	27/11/2012	JO-ANNE BURGEMEISTER	MEETING ATTENDANCE FEE 17.11.12	-120.00		
EFT7521	27/11/2012	JOKAPHINE SUPER FUND	Superannuation contributions	-1968.70		
EFT7522	27/11/2012	LGRCEU (FORMERLEY) MUNICIPAL EMPLOYEES UNION	Payroll deductions	-38.80		
EFT7523	27/11/2012	MARK SMITH PTY LTD	VARIOUS PLUMBING WORKS	-1886.37		
EFT7524	27/11/2012	MARKET CREATIONS	NOVEMBER 2012 MONTHLY CONTENT MANAGEMENT CONTRACT	-143.00		
EFT7525	27/11/2012	NGE NORTHERN GOLDFIELDS EARTHMOVING	VARIOUS EARTHMOVING WORKS	-479329.68		
EFT7526	27/11/2012	PA SMITH SUPERANNUATION FUND	Payroll deductions	-419.89		
EFT7527	27/11/2012	PERFECT COMPUTER SOLUTIONS PTY LTD (PCS)	SUPPLY AND SETUP OF NEW COMPUTERS FOR AIRPORT, TECHNICAL SUPPORT	-2801.25		
EFT7528	27/11/2012	RJ BACK	SEPTEMBER & OCTOBER 2012 FINANCIAL REPORTS	-847.00		
EFT7529	27/11/2012	SANDRA VIOLET CLANCY	CROSSEVER REBATE 50% AT 69 MCCLEARY ST	-770.00		
EFT7530	27/11/2012	SKIPPERS AVIATION PTY LTD	FLIGHTS FOR ACTING CDSM SAMANTHA TARLING	-1002.00		
EFT7531	27/11/2012	THE AUSTRALIAN WORKERS UNION	Payroll deductions	-440.00		
EFT7532	27/11/2012	TRUCK CENTRE WESTERN AUSTRALIA	PURCHASE OF UD NISSAN TRUCK, 1EBB214, PLANT REPAIRS	-228359.75		
EFT7533	27/11/2012	WA LOCAL GOVT. SUPERANNUATION PLAN PTY LTD	Superannuation contributions	-9865.98		
EFT7534	27/11/2012	WELLINGTON ELECTRICAL	REPAIR ELECTRICAL LIGHT SWITCH IN FEMALE PUBLIC TOILETS	-90.00		
EFT7535	27/11/2012	TRENFIELD B & E	PARKS & GARDENS 15-30 NOVEMBER 2012	-5278.94		
24522	16/11/2012	HORIZON POWER	ELECTRICITY CHARGES 01/10/2012 TO 31/10/2012	-4372.19		
24523	16/11/2012	PETTY CASH	OFFICE/COUNCILLOR REFRESHMENTS AND VARIOUS OTHER PURCHASES	-307.70		
24524	16/11/2012	TELSTRA CORPORATION LIMITED	TELEPHONE ADMINISTRATION LANDLINES OCTOBER 2012	-2880.58		
24525	16/11/2012	WESTNET PTY LTD	INTERNET 01/12/12 TO 01/01/13	-219.80		
24526	27/11/2012	CLUB PLUS SUPERANNUATION	Superannuation contributions	-132.83		
24527	27/11/2012	DEPARTMENT OF TRANSPORT	12 MONTH LICENCE AND THIRD PARTY INSURANCE POLICY - LICENCE	-907.15		
24528	27/11/2012	NICHOLS H.J.	MEETING ATTENDANCE FEE FOR 17.11.12	-120.00		
24529	27/11/2012	PETER CLANCY	MEETING ATTENDANCE FEE FOR 17/11/2012	-120.00		
24530	27/11/2012	PIVOTEL SATELLITE PTY LTD - GLOBAL STAR	SATELLITE PHONE CHARGES OCT-NOV 12	-359.61		
24531	27/11/2012	PRIME SUPER	Superannuation contributions	-141.88		
24532	27/11/2012	RETAIL EMPLOYEES SUPERANNUATION TRUST	Superannuation contributions	-338.90		
24533	27/11/2012	SHIRE OF MEEKATHARRA	Payroll deductions	-1580.21		
24534	27/11/2012	TELSTRA CORPORATION LIMITED	MOBILE CHARGES OCTOBER 2012	-268.81		
				- 1,480,122.34	0 - 400.00	

THIS SCHEDULE OF ACCOUNTS PAID UNDER DELEGATED AUTHORITY COVERS:

MUNICIPAL ACCOUNT -	1,480,122.34
AIR BP ACCOUNT	-
TRUST ACCOUNT -	400.00
	- 1,480,522.34

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 14, 2012

Page 71



SHIRE OF MEEKATHARRA

Accounts Due and Payed under Delegated Authority and Submitted to Council on the
14th December 2012

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
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TOTALLING \$1,480,522.34 AND WAS SUBMITTED TO EACH MEMBER OF COUNCIL ON THE 14/12/2012 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:	2011/2012 ANNUAL REPORT
Agenda/Minute Number:	9.2.4
Applicant:	Nil
File Ref:	ADM 0206
Disclosure of Interest:	Nil
Date of Report:	10 December 2012
Author:	Krys East Corporate Services Manager/DCEO
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

This report offers the 2011/2012 Annual Report for Councils consideration and acceptance

Attachments:

2011/2012 Annual Report

Background:

Once every financial year, Council is required to produce an Annual Report that contains a statement by both the President and CEO, statements as to Councils activities under various other Acts, a year-end financial statement and an auditor's report as to the validity of that year-end financial statement.

Comment:

Nil

Consultation:

Roy McClymont – Chief Executive Officer

Keith Anderson – Local Government Financial Consultant

Statutory Environment:

Local Government Act 1995 sections 5.27 (2), 5.53 (1), 5.55 and 6.4

Local Government (Financial Management) Regs 1996, regulation 51

Policy Implications:

Nil

Budget/Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved: Cr NL Trenfield

Seconded: Cr PS Clancy

That Council

1. accepts the 2011/2012 Annual Report incorporating the audited Financial Statements and auditors report;
2. advertise that the 2011/2012 Annual Report is available for public inspection; and
3. set the date and time for the Annual Electors meeting as Saturday 19th of January, 2012 commencing at 9:00 am in Council Chambers.

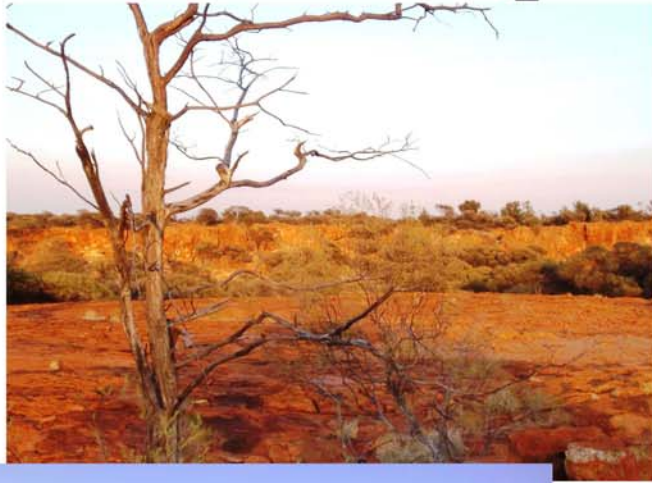
CARRIED 5/0

BY AN ABSOLUTE MAJORITY



Annual Report

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Shire of Meekatharra
Main Street, Meekatharra
PO Box 129, Meekatharra WA 6642
Phone: 08 9981 1002 Fax: 08 9981 1505
Email: ceo@meekashire.wa.gov.au
Website: www.meekashire.wa.gov.au



Shire Presidents Report

To be included

Tom Hutchinson
Shire President





Chief Executive Officers Report

To be included.

Roy McClymont
Chief Executive Officer



Disability Access and Inclusion Plan

The *disability Services Act 1993* was amended in December 2004, creating a requirement for public authorities to develop and implement Disability Access and Inclusion Plans (DAIPs). These plans had to be fully developed by July 2007, and replaced and built on the achievements of Disability Service Plans (DSPs).

Council adopted a DAIP in June 2007 for implementation in July 2007. This was reviewed and the reviewed DAIP was adopted at the July 2012 meeting. Council is required to report on our present activities as they relate to the six desired DAIP outcomes.

1. Council is continually adapting our existing services to give people with disabilities the same opportunities as other people to access the services of, and any events organized by the Shire.
2. Council ensures that new buildings and footpath infrastructure are both wheelchair and gopher accessible.
3. Wherever possible people with disabilities can receive information from the Shire in a format that will enable them to access the information as readily as other people are able to access it.
4. Staff is always encouraged to be aware of the need of people with disabilities to ensure they receive the same level and quality of service as other people receive. We are also working with our contractors to ensure they are aware of their responsibilities.
5. People with disabilities have the same opportunities as other people to make complaints to the staff, this can be via written letters, email or verbally.
6. Council provides many ways for people to participate in public consultation and we are more than happy to discuss any grievances community members may have regarding the services available to the disabled.

Record Keeping Plan

The *State Records Act 2000* requires that the Shire maintains and disposes of all records in the prescribed manner. An organisation and its employees must comply with the organisations record keeping plan. Organisations should develop and implement strategies for ensuring that each employee is aware of the compliance responsibilities.

The record keeping plan is to provide evidence to adduce that:

1. The efficiency and effectiveness of the organisations record keeping system is evaluated not less than once every 5 years.
2. The organisation conducts a record keeping training program.
3. The efficiency and effectiveness of the record keeping training program is reviewed from time to time.
4. The organisations induction program address employee roles and responsibilities in regard to their compliance with the organisations record keeping plan.

National Competition Policy

In respects to Councils responsibilities in relation to National Competition Policy, the Shire reports the following:

1. Council does not undertake any business enterprises that are classified by the Australian Bureau of Statistics as either a Public Trading Enterprise or Public Financial Enterprise.
2. Competitive neutrality has not been applied to any activities undertaken by the Shire in this reporting period and no allegations of non-compliance with competitive neutrality principals have been made by any private entity.
3. The principals of competitive neutrality were implemented in respect of any relevant activity undertaken during the 2011/12 financial year.

Freedom of Information

Part 5 of the *Freedom of Information Act 1992* requires an agency such as Local Governments to prepare and publish an information statement. The Shire of Meekatharra has produced an Information Statement which can be inspected via Councils website or by contacting the Shire Office.

The information statement contains information on the type of documents available to the public and how to access those documents.

Public Interest Disclosures

The *Public Interest Disclosure Act 2003* facilitates the disclosure of public interest information and provides protection for those making such disclosures and those who are the subject of disclosure. The Act provides a system for the matters disclosed to be investigated and for appropriate action to be taken.

The Chief Executive office has complied with all obligations under the Act including:

1. Appointing the Community Development/Administration Officer as the PID Officer for the organisation
2. Publishing an internal procedure relating to the Shires obligations
3. Providing protection from detrimental action or the threat of detrimental action for any employee of the Shire who makes an appropriate disclosure of public interest information.

Plan for the future of the District

Council has progressed with undertaking all the required Integrated Planning processes and are on target to complying with all the requirements. This year Council adopted a draft Strategic Community plan after community consultation.

A copy of the draft Strategic Community plan is available at the Shire Office if you wish to peruse it.

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

TABLE OF CONTENTS

Statement by Chief Executive Officer	2
Statement of Comprehensive Income by Programme	3
Statement of Comprehensive Income by Nature or Type	4
Statement of Financial Position	5
Statement of Changes in Equity	6
Statement of Cash Flows	7
Rate Setting Statement	8
Notes to and Forming Part of the Financial Report	
1 Revenues and Expenses	9
2 Cash and Cash Equivalents	10
3 Trade and Other Receivables	10
4 Inventories	10
5 Property, Plant, Equipment and Infrastructure	11
6 Trade and Other Payables	13
7 Provisions	13
8 Reserves	14
9 Economic Dependency & Grants	17
10 Notes to the Statement of Cash Flows	18
11 Capital and Leasing Commitments	19
12 Trust Funds	19
13 Assets by Function and Activity	20
14 Financial Ratios	20
15 Long Term Borrowings (Detail)	21
16 Rating	22
17 Specified Area Rate	23
18 Service charges	23
19 Discounts, Incentives and Write Offs	23
20 Interest Charges and Installments	23
21 Fees and Charges	24
22 Councillors Remuneration	24
23 Employees Remuneration	25
24 Employee Numbers	25
25 Major Land Transactions	25
26 Major Trading Undertakings	25
27 Other Trading Undertakings	25
28 Net Current Assets	26
29 Disposal and Replacement of Assets	27
30 Financial Risk Management	30
31 Statement of Objectives	34
32 Significant Accounting Policies	35

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

**LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Meekatharra being the annual financial report, supporting notes and other information for the financial year ended 30th June 2012 are in my opinion properly drawn up to present fairly the financial position of the Shire of Meekatharra as at 30 June 2012 and the results of the operations for the financial year then ended in accordance with the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and the regulations under that Act.

Signed on the

7th December 2012



R McClymont
Chief Executive Officer

*The Shire of Meekatharra
Main Sreet
Meekatharra WA 6642*

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

STATEMENT OF COMPREHENSIVE INCOME BY PROGRAMME

	NOTE	2011/2012 Actual \$	2011/2012 Budget \$	2010/2011 Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Governance		-	-	-
General Purpose Funding		7,957,310	5,964,231	6,644,659
Law, Order, Public Safety		9,579	7,973	34,508
Health		1,385	1,250	604
Education and Welfare		182,994	96,028	98,730
Housing		24,474	17,500	19,731
Community Amenities		119,199	138,100	250,394
Recreation and Culture		55,204	58,900	60,505
Transport		3,667,386	6,505,911	1,804,849
Economic Services		169,773	126,440	142,812
Other Property and Services		142,863	97,250	127,322
		<u>12,330,167</u>	<u>13,013,583</u>	<u>9,184,114</u>
EXPENSES FROM ORDINARY ACTIVITIES (Excluding Borrowing Costs expense)				
Governance		447,230	472,720	348,703
General Purpose Funding		277,833	244,307	(580,370)
Law, Order, Public Safety		110,226	126,167	124,706
Health		75,048	121,409	67,413
Education and Welfare		595,836	572,578	330,011
Housing		3,592	17,500	19,731
Community Amenities		367,127	551,078	522,561
Recreation & Culture		792,719	1,060,692	703,070
Transport		6,780,511	3,639,858	3,215,259
Economic Services		284,419	306,860	319,524
Other Property and Services		(202,156)	108,202	255,050
		<u>9,532,385</u>	<u>7,221,371</u>	<u>5,325,658</u>
Total Comprehensive Income		<u>2,797,782</u>	<u>5,792,212</u>	<u>3,858,456</u>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE

	NOTE	2011/2012 Actual \$	2011/2012 Budget \$	2010/2011 Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Rates	16	3,564,298	3,336,134	3,254,241
Grants,Subsidies,Contributions - Operating	9	4,690,028	2,286,205	3,191,670
Fees and Charges	21	1,364,930	829,984	796,446
Interest Earnings	1	733,906	565,943	599,350
Other Revenue		26,704	10,000	21,047
		<u>10,379,866</u>	<u>7,028,266</u>	<u>7,862,754</u>
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs		1,020,417	1,750,500	912,640
Materials and Contracts		4,643,077	2,075,000	1,694,722
Utilities (gas, electricity, water, etc)		244,416	253,680	143,946
Depreciation on Non-current Assets	1	2,990,808	2,844,970	2,838,902
Insurance		232,743	249,402	228,145
Other Expenses		200,924	26,108	(492,697)
		<u>9,532,385</u>	<u>7,199,660</u>	<u>5,325,658</u>
		847,481	(171,394)	2,537,096
Grants,Subsidies,Contributions - Non Operating	9	1,788,545	5,854,440	1,308,829
Profit on Asset Disposals	29(b)	161,756	120,127	12,531
Loss on Asset Disposals	29(b)	-	(10,961)	-
Total Comprehensive Income		<u>2,797,782</u>	<u>5,792,212</u>	<u>3,858,456</u>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

STATEMENT OF FINANCIAL POSITION

	NOTE	2011/2012 Actual \$	2010/2011 Actual \$
CURRENT ASSETS			
Cash and Cash Equivalents	2	12,994,154	9,844,769
Trade and Other Receivables	3	818,041	1,838,117
Inventories	4	132,132	71,881
TOTAL CURRENT ASSETS		13,944,327	11,754,767
NON-CURRENT ASSETS			
Property, Plant and Equipment	5(a)	7,433,929	7,108,338
Infrastructure	5(b)	22,275,497	20,959,908
TOTAL NON-CURRENT ASSETS		29,709,426	28,068,246
TOTAL ASSETS		43,653,753	39,823,013
CURRENT LIABILITIES			
Trade and Other Payables	6	1,353,898	355,908
Provisions	7	125,381	105,434
TOTAL CURRENT LIABILITIES		1,479,279	461,342
NON-CURRENT LIABILITIES			
Provisions	7	46,631	31,610
TOTAL NON-CURRENT LIABILITIES		46,631	31,610
TOTAL LIABILITIES		1,525,910	492,952
NET ASSETS		42,127,843	39,330,061
EQUITY			
Retained Surplus		30,336,637	28,835,218
Reserves - Cash Backed	8	8,922,357	7,625,994
Reserves - Asset Revaluation	8	2,868,849	2,868,849
TOTAL EQUITY		42,127,843	39,330,061

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

STATEMENT OF CHANGES IN EQUITY

	NOTE	2011/2012 Actual \$	2010/2011 Actual \$
RETAINED SURPLUS			
Balance as at 1 July 2011		28,835,218	26,084,103
Net Result		2,797,782	3,858,456
Transfer from/(to) Reserves		(1,296,363)	(1,107,341)
Balance as at 30 June 2012		<u>30,336,637</u>	<u>28,835,218</u>
RESERVES - CASH BACKED			
Balance as at 1 July 2011		7,625,994	6,518,653
Amount Transferred (to)/from Retained Surplus		1,296,363	1,107,341
Balance as at 30 June 2012	8	<u>8,922,357</u>	<u>7,625,994</u>
RESERVES - ASSET REVALUATION			
Balance as at 1 July 2011		2,868,849	2,868,849
Revaluation Increment		-	-
Revaluation Decrement		-	-
Balance as at 30 June 2012	8	<u>2,868,849</u>	<u>2,868,849</u>
RESERVES - BUILDING REVALUATION			
Balance as at 1 July 2011		-	-
Revaluation Increment		-	-
Revaluation Decrement		-	-
Balance as at 30 June 2012	8	<u>-</u>	<u>-</u>
TOTAL EQUITY		<u>42,127,843</u>	<u>39,330,061</u>

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

STATEMENT OF CASH FLOWS

	NOTE	2011/2012 Actual \$	2011/2012 Budget \$	2010/2011 Actual \$
Cash Flows From Operating Activities				
Receipts				
Rates		4,733,679	4,021,707	1,992,695
Grants, Subsidies, Contributions		4,711,116	2,286,205	3,209,082
Fees and Charges		1,352,750	1,048,614	827,706
Interest Earnings		701,394	565,943	418,097
Goods and Services Tax		837,354	800,000	540,161
Other		26,704	10,000	21,047
		<u>12,362,997</u>	<u>8,732,469</u>	<u>7,008,788</u>
Payments				
Employee Costs		(967,138)	(1,722,556)	(871,280)
Materials and Contracts		(3,917,727)	(1,765,708)	(1,510,908)
Utilities (gas, electricity, water, etc)		(244,416)	(249,560)	(143,946)
Insurance		(232,743)	(249,402)	(228,145)
Goods and Services Tax		(908,055)	(794,000)	(476,430)
Other		(206,846)	(26,108)	514,324
		<u>(6,476,925)</u>	<u>(4,807,334)</u>	<u>(2,716,385)</u>
Net Cash Provided By (Used In) Operating Activities	10(b)	<u>5,886,072</u>	<u>3,925,135</u>	<u>4,292,403</u>
Cash Flows from Investing Activities				
Payments for Purchase of Property, Plant & Equipment		(1,167,622)	(2,388,840)	(982,118)
Payments for Construction of Infrastructure		(3,476,799)	(7,369,440)	(2,731,104)
Grants and Contributions for the Development of Assets		1,733,545	5,854,440	1,308,829
Proceeds from Sale of Plant & Equipment		174,189	315,000	55,262
		<u>174,189</u>	<u>315,000</u>	<u>55,262</u>
Net Cash Provided By (Used In) Investing Activities		<u>(2,736,687)</u>	<u>(3,588,840)</u>	<u>(2,349,131)</u>
Cash Flows from Financing Activities				
		<u>-</u>	<u>-</u>	<u>-</u>
Net Increase/(Decrease) in Cash Held		3,149,385	336,295	1,943,271
Cash at Beginning of year		9,844,769	8,599,866	7,901,498
Cash at End of Year	10(a)	<u>12,994,154</u>	<u>8,936,161</u>	<u>9,844,769</u>

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

RATE SETTING STATEMENT

	NOTE	2011/2012 Actual \$	2011/2012 Budget \$	2010/2011 Actual \$
OPERATING REVENUES				
Governance		-	-	-
General Purpose Funding		4,393,012	2,628,097	3,390,418
Law, Order, Public Safety		9,579	7,973	34,508
Health		1,385	1,250	604
Education and Welfare		182,994	96,028	98,730
Housing		24,474	17,500	19,731
Community Amenities		119,199	138,100	250,394
Recreation and Culture		55,204	58,900	60,505
Transport		3,667,386	6,505,911	1,804,849
Economic Services		169,773	126,440	142,812
Other Property and Services		142,863	97,250	127,322
		<u>8,765,869</u>	<u>9,677,449</u>	<u>5,929,873</u>
OPERATING EXPENSES				
Governance		(447,230)	(472,720)	(348,703)
General Purpose Funding		(277,833)	(244,307)	580,370
Law, Order, Public Safety		(110,226)	(126,167)	(124,706)
Health		(75,048)	(121,409)	(67,413)
Education and Welfare		(595,836)	(572,578)	(330,011)
Housing		(3,592)	(17,500)	(19,731)
Community Amenities		(367,127)	(551,078)	(522,561)
Recreation & Culture		(792,719)	(1,060,692)	(703,070)
Transport		(6,780,511)	(3,639,858)	(3,215,259)
Economic Services		(284,419)	(306,860)	(319,524)
Other Property and Services		202,156	(108,202)	(255,050)
		<u>(9,532,385)</u>	<u>(7,221,371)</u>	<u>(5,325,658)</u>
Adjustments for Cash Budget Requirements:				
Non-Cash Expenditure and Income				
(Profit)/Loss on Asset Disposals		(161,756)	(109,166)	(12,531)
Depreciation on Assets		2,990,808	2,844,970	2,838,902
Movement in Employee Benefits		34,968	2,549	31,042
Capital Expenditure and Income				
Purchase Land and Buildings		(98,470)	(734,500)	(555,640)
Purchase Infrastructure Assets - Roads		(3,386,750)	(7,029,440)	(2,418,492)
Purchase Plant and Equipment		(1,025,513)	(1,540,255)	(347,316)
Purchase Furniture and Equipment		(43,639)	(114,085)	(79,162)
Purchase Infrastructure - Other		(90,049)	(340,000)	(312,612)
Proceeds from Disposal of Assets		174,189	315,000	55,262
Repayment of Debentures		-	-	-
Proceeds from Debentures		-	-	-
Transfers to Reserves (Restricted Assets)		(1,296,363)	(1,246,882)	(1,357,341)
Transfers from Reserves (Restricted Assets)		-	-	250,000
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		3,772,865	2,159,597	1,822,297
LESS Estimated Surplus/(Deficit) June 30 C/Fwd		3,668,072	-	3,772,865
Amount Required to be Raised from Rates	16	<u>(3,564,298)</u>	<u>(3,336,134)</u>	<u>(3,254,241)</u>

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

1. REVENUES AND EXPENSES	NOTE	2011/2012 Actual \$	2010/2011 Actual \$
Result from Ordinary Activities includes:			
(i) Charging as Expenses:			
Auditors Remuneration			
- Audit		11,687	21,570
- Other Services		-	-
Doubtful Debts			
- Rate Debtors		73,649	-
- Sundry Debtors		1,019	51
Depreciation			
	5		
- Buildings		181,142	159,536
- Furniture and Equipment		28,827	30,078
- Machinery & Equipment		9,759	12,192
- Plant		609,870	608,882
- Infrastructure - Roads		1,877,911	1,759,468
- Infrastructure - Airport		175,624	164,401
- Infrastructure - Other		107,675	104,345
		<u>2,990,808</u>	<u>2,838,902</u>
Rental Charges			
- Operating leases		-	-
(ii) Crediting as Revenues:			
		2011/2012 Actual \$	2011/2012 Budget \$
			2010/2011 Actual \$
Interest Earnings			
- Investments		-	-
- Reserve Funds		522,436	409,718
- Municipal Funds		153,494	61,156
- Other Interest Earnings	20	57,976	128,476
		<u>733,906</u>	<u>599,350</u>
		<u>565,943</u>	

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

2. CASH AND CASH EQUIVALENTS	NOTE	2011/2012 Actual \$	2010/2011 Actual \$
Cash on Hand		600	600
Cash at Bank		12,993,554	9,844,169
		<u>12,994,154</u>	<u>9,844,769</u>
Represented by:			
Unrestricted		3,061,865	2,145,574
Restricted		9,932,289	7,699,195
		<u>12,994,154</u>	<u>9,844,769</u>
The following restrictions have been imposed by regulations or other externally imposed requirements:			
Plant Reserve	8	1,656,725	1,556,715
Building Reserve	8	960,299	554,831
Shire Water Reserve	8	150,713	141,615
Airport Runway Reserve	8	2,224,924	2,090,615
Airport Operations Reserve	8	784,965	737,580
Transport Reserve	8	530,777	323,386
Infrastructure & Development Reserve	8	769,078	722,652
Long Service Leave Reserve	8	47,170	44,323
Reseal & Rejuvenation Reserve	8	727,867	449,020
Digital TV Reserve	8	165,232	155,257
Interpretive Centre Reserve	8	904,607	850,000
	<i>sub total</i>	<u>8,922,357</u>	<u>7,625,994</u>
Unspent Grants	9	1,009,932	73,201
		<u>9,932,289</u>	<u>7,699,195</u>
3. TRADE AND OTHER RECEIVABLES			
Current			
Rates Outstanding		421,390	1,470,333
Sundry Debtors		85,150	84,879
GST Receivable		172,404	53,488
Other tax Receivable		-	48,215
Accrued Interest		213,765	181,253
Less Provision for Doubtful Debts	1	(74,668)	(51)
		<u>818,041</u>	<u>1,838,117</u>
4. INVENTORIES			
Current			
Stores and Materials - at cost		132,132	71,881
		<u>132,132</u>	<u>71,881</u>

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

	2011/2012 Actual \$	2010/2011 Actual \$
5a. PROPERTY, PLANT AND EQUIPMENT		
Land & Buildings - Cost	6,486,473	6,417,429
Less Accumulated Depreciation	<u>(2,390,375)</u>	<u>(2,238,340)</u>
	4,096,098	4,179,089
Furniture and Equipment - Cost	302,280	258,641
Less Accumulated Depreciation	<u>(132,614)</u>	<u>(103,787)</u>
	169,666	154,854
Machinery & Equipment - Cost	89,664	89,664
Less Accumulated Depreciation	<u>(87,188)</u>	<u>(77,429)</u>
	2,476	12,235
Plant - Cost	7,309,157	6,753,751
Less Accumulated Depreciation	<u>(4,143,468)</u>	<u>(3,991,591)</u>
	3,165,689	2,762,160
	<u>7,433,929</u>	<u>7,108,338</u>

All property, plant and equipment asset classes are carried at cost. Whilst they are not subject to a policy of regular revaluation they are subject to an annual assessment as to whether there is any indication an asset may have been impaired in accordance with AASB 136 "Impairment of Assets".

Movements in Carrying Amounts

The following represents the movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land & Buildings \$	Furniture & Equipment \$	Machinery & Equipment \$	Plant \$	Total \$
Balance as at 1 July 2011	4,179,089	154,854	12,235	2,762,160	7,108,338
Additions	98,470	43,639	-	1,025,513	1,167,622
Disposals	(29,426)	-	-	(470,107)	(499,533)
Revaluations - Increment	-	-	-	-	-
- (Decrement)	-	-	-	-	-
Impairment - (Losses)	-	-	-	-	-
- Reversals	-	-	-	-	-
Depreciation Operating Expense	(181,142)	(28,827)	(9,759)	(609,870)	(829,598)
Depreciation Written back	29,107	-	-	457,993	487,100
Balance as at 30 June 2012	<u>4,096,098</u>	<u>169,666</u>	<u>2,476</u>	<u>3,165,689</u>	<u>7,433,929</u>

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

	2011/2012 Actual \$	2010/2011 Actual \$
5b. INFRASTRUCTURE		
Roads - Cost	42,990,443	39,603,693
Less Accumulated Depreciation	<u>(23,528,838)</u>	<u>(21,650,927)</u>
	19,461,605	17,952,766
Airport - Cost	3,694,473	3,626,721
Less Accumulated Depreciation	<u>(2,661,190)</u>	<u>(2,485,566)</u>
	1,033,283	1,141,155
Infrastructure Other - Cost	2,731,786	2,709,489
Less Accumulated Depreciation	<u>(951,177)</u>	<u>(843,502)</u>
	1,780,609	1,865,987
	<u>22,275,497</u>	<u>20,959,908</u>

Council have adopted a policy of revaluing roads with sufficient regularity to ensure the carrying amount of each road asset is fairly stated at reporting date.

Movements in Carrying Amounts

The following represents the movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Roads \$	Airport \$	Other \$	Total \$
Balance as at 1 July 2011	17,952,766	1,141,155	1,865,987	20,959,908
Additions	3,386,750	67,752	22,297	3,476,799
Disposals	-	-	-	-
Revaluations - Increment	-	-	-	-
- (Decrement)	-	-	-	-
Impairment - (Losses)	-	-	-	-
- Reversals	-	-	-	-
Depreciation Expense	(1,877,911)	(175,624)	(107,675)	(2,161,210)
Depreciation Written back				
Balance as at 30 June 2012	<u>19,461,605</u>	<u>1,033,283</u>	<u>1,780,609</u>	<u>22,275,497</u>

**SHIRE OF MEEKATHARRA
 FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2012**

NOTES	2011/2012 Actual \$	2010/2011 Actual \$
6. TRADE AND OTHER PAYABLES		
Current		
Creditors - Sundry	1,154,289	212,149
Excess Rates	74,811	80,491
GST Payable	43,218	-
Accrued Salaries and Wages	41,541	26,026
PAYG & FBT Liability	40,039	37,242
	<u>1,353,898</u>	<u>355,908</u>
7. PROVISIONS		
Current		
Provision for Annual Leave & RDO's	88,904	71,583
Provision for Long Service Leave	36,477	33,851
	<u>125,381</u>	<u>105,434</u>
Non Current		
Provision for Long Service Leave	46,631	31,610
	<u>46,631</u>	<u>31,610</u>

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

8. RESERVES - CASH BACKED	NOTE	2011/2012 Actual \$	2011/2012 Budget \$	2010/2011 Actual \$
(a) Plant Reserve	2			
Opening Balance		1,556,715	1,556,715	1,504,003
Amount Set Aside / Transfer to Reserve		100,010	90,164	52,712
Amount Used / Transfer from Reserve		-	-	-
		<u>1,656,725</u>	<u>1,646,879</u>	<u>1,556,715</u>
(b) Building Reserve	2			
Opening Balance		554,831	554,831	777,578
Amount Set Aside / Transfer to Reserve		405,468	402,313	27,253
Amount Used / Transfer from Reserve		-	-	(250,000)
		<u>960,299</u>	<u>957,144</u>	<u>554,831</u>
(c) Shire Water Reserve				
Opening Balance		141,615	141,615	136,820
Amount Set Aside / Transfer to Reserve		9,098	8,202	4,795
Amount Used / Transfer from Reserve		-	-	-
		<u>150,713</u>	<u>149,817</u>	<u>141,615</u>
(d) Airport Runway (Capital) Reserve	2			
Opening Balance		2,090,615	2,090,615	2,019,824
Amount Set Aside / Transfer to Reserve		134,309	121,087	70,791
Amount Used / Transfer from Reserve		-	-	-
		<u>2,224,924</u>	<u>2,211,702</u>	<u>2,090,615</u>
(e) Airport Operating Reserve	2			
Opening Balance		737,580	737,580	712,605
Amount Set Aside / Transfer to Reserve		47,385	42,720	24,975
Amount Used / Transfer from Reserve		-	-	-
		<u>784,965</u>	<u>780,300</u>	<u>737,580</u>
(f) Transport Reserve	2			
Opening Balance		323,386	323,385	312,435
Amount Set Aside / Transfer to Reserve		207,391	205,346	10,951
Amount Used / Transfer from Reserve		-	-	-
		<u>530,777</u>	<u>528,731</u>	<u>323,386</u>
(g) Infrastructure & Economic Development Reserve	2			
Opening Balance		722,652	722,653	698,183
Amount Set Aside / Transfer to Reserve		46,428	41,855	24,469
Amount Used / Transfer from Reserve		-	-	-
		<u>769,078</u>	<u>764,508</u>	<u>722,652</u>
(h) LSL Reserve	2			
Opening Balance		44,323	44,323	42,822
Amount Set Aside / Transfer to Reserve		2,847	2,567	1,501
Amount Used / Transfer from Reserve		-	-	-
		<u>47,170</u>	<u>46,890</u>	<u>44,323</u>

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

8. RESERVES - CASH BACKED (Continued)

	NOTE	2011/2012 Actual \$	2011/2012 Budget \$	2010/2011 Actual \$
(i) Reseal & Rejuvenation Reserve	2			
Opening Balance		449,020	449,020	164,383
Amount Set Aside / Transfer to Reserve		278,847	275,611	284,637
Amount Used / Transfer from Reserve		-	-	-
		<u>727,867</u>	<u>724,631</u>	<u>449,020</u>
(j) Digital TV Reserve	2			
Opening Balance		155,257	155,257	150,000
Amount Set Aside / Transfer to Reserve		9,975	8,992	5,257
Amount Used / Transfer from Reserve		-	-	-
		<u>165,232</u>	<u>164,249</u>	<u>155,257</u>
(k) Interpretive Centre Reserve	2			
Opening Balance		850,000	850,000	-
Amount Set Aside / Transfer to Reserve		54,607	48,025	850,000
Amount Used / Transfer from Reserve		-	-	-
		<u>904,607</u>	<u>898,025</u>	<u>850,000</u>
Total Cash Backed Reserves		<u>8,922,357</u>	<u>8,872,876</u>	<u>7,625,994</u>

All of the cash backed reserve accounts are supported by money held in financial institutions and are included in the amount shown as restricted cash at note 4.

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Plant Reserve

- to be used to fund major plant acquisitions on an ongoing basis.

Building Reserve

- to be used for the future building requirements for Council purposes.

Shire Water Reserve

- to be used for capital water requirements of parks and gardens administered by the Shire.

Airport Runway Reserve

- to be used for future construction requirements of the airport runway.

Airport Operating Reserve

- to be used for capital improvement for the airport support infrastructure.

Transport Reserve

- to be used for the expansion of the road network that cannot be met by operating income.

Infrastructure & Economic Development Reserve

- to be used to develop existing town infrastructure of a commercial or non-commercial nature and fund projects deemed by Council to provide a necessary long term employment or economic benefit to the community.

Long Service Leave Reserve

- to be used for the future pay of staff proceeding on Long Service Leave.

Reseal and Rejuvenation Reserve

- to be used for the future reseal of bitumen streets.

Digital TV Reserve

- to be used for the changeover from analogue to digital TV.

Interpretive Centre Reserve

- to be used for the construction of an interpretive centre.

**SHIRE OF MEEKATHARRA
 FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2012**

8. RESERVES - CASH BACKED (Continued)

The reserves are not expected to be used within a set period as further transfers to the reserve accounts are expected as funds are utilised.

Given the high proportion of the Council's rate revenue being generated from mining activity, the Council is largely dependent on that revenue to provide essential services to the region. Due to the fluctuating nature of that industry and hence the flow-on effect on the Shire's revenue the Council believes it is vital to maintain sufficient reserves to maintain services and infrastructure during protracted downturns in mining activity.

RESERVES - ASSET REVALUATION

	2012 Actual \$	2011 Actual \$
Asset revaluation reserves have arisen on revaluation of the following classes of assets:		
(a) Roads		
Balance as at 1 July 2011	2,868,849	2,868,849
Revaluation Increment	-	-
Revaluation Decrement	-	-
Balance as at 30 June 2012	<u>2,868,849</u>	<u>2,868,849</u>
(b) Buildings		
Balance as at 1 July 2011	-	-
Revaluation Increment	-	-
Revaluation Decrement	-	-
Balance as at 30 June 2012	<u>-</u>	<u>-</u>
TOTAL ASSET REVALUATION RESERVES	<u>2,868,849</u>	<u>2,868,849</u>

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

9. ECONOMIC DEPENDANCY AND GRANTS

A significant portion of Revenue is received by way of grants from the State and Federal Governments.

Grants recognised as revenue in a particular year are not necessarily expended in the same year.

Government Source	Purpose of Grant or Contribution	2010/2011	2011/2012	2011/2012	2011/2012
		Grants Unspent Brought Forward	Grants Received	Grants Expended	Unexpended Grants
OPERATING GRANTS					
GENERAL PURPOSE FUNDING					
Grants Commission	Untied Financial Assistance Grant	-	2,309,015	2,309,015	-
Grants Commission	Untied Roads Financial Grant	-	1,315,043	1,315,043	-
			3,624,058	3,624,058	
LAW, ORDER, & PUBLIC SAFETY					
FESA Operational Grant	Fire Prevention	-	352	352	-
FESA Operational Grant	SES Services	-	6,571	6,571	-
			6,923	6,923	
WELFARE SERVICES					
Department of Justice	Domestic Violence programme	44,463	-	44,463	-
WA Police	Benefit of Meekatharra Youth (ADJ)	-	5,000	5,000	-
Dept Transport	Bike Week	-	350	350	-
OSCH	Youth Centre Operations	-	13,021	13,021	-
Dept of Community Development	Youth Centre Operations	-	164,040	107,863	56,177
		44,463	182,411	170,697	56,177
RECREATION & CULTURE					
	Swimming Pool Subsidy	-	3,000	3,000	-
			3,000	3,000	
TRANSPORT					
Main Roads Department	Street Lighting Subsidy	-	-	-	-
FESA Operational Grant	Flood Damage	-	676,450	676,450	-
			676,450	676,450	
ECONOMIC SERVICES					
Dept of Agriculture	Community Event Grant	20,000	-	20,000	-
		20,000		20,000	
TOTAL OPERATING GRANTS		64,463	4,492,842	4,501,128	56,177
NON OPERATING GRANTS					
RECREATION & Culture					
Dep Infrastructure	BBO & Lights	8,738	-	8,738	-
		8,738		8,738	
TRANSPORT					
Main Roads Department	Direct Grant	-	167,391	167,391	-
Dept of Transport & Regional Services	Roads to Recovery - General/Various	-	-	-	-
Main Roads Department	Regional Road Group	-	50,000	50,000	-
State	Royalties for Regions	-	1,539,769	593,344	946,425
RADS	Airport	-	31,385	31,385	-
			1,788,545	842,120	946,425
TOTAL NON OPERATING GRANTS		8,738	1,788,545	850,858	946,425
Reimbursements, Contributions and Subsidies (Operating)		-	197,186	189,856	7,330
			197,186	189,856	7,330
TOTAL GRANTS, REIMBURSEMENTS, CONTRIBUTIONS and SUBSIDIES		73,201	6,478,573	5,541,842	1,009,932

There were no Grants or Contributions that are included in Note 23(a) that were not received.

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

10. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the cash flow statement, 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 balance sheet as follows:

	NOTE	2011/2012 Actual \$	2011/2012 Budget \$	2010/2011 Actual \$
Cash - Unrestricted	2	3,061,865	63,285	2,145,574
Cash - Restricted	2	9,932,289	8,872,876	7,699,195
		<u>12,994,154</u>	<u>8,936,161</u>	<u>9,844,769</u>

(b) Reconciliation of Net Cash Provided By
Operating Activities to Net Result

Net Profit (or Loss)	2,797,782	5,792,212	3,858,456
Depreciation	2,990,808	2,844,970	2,838,902
(Profit)/Loss on Sale of Asset	(161,756)	(109,166)	(12,531)
(Increase)/Decrease in Receivables	945,459	1,539,331	(545,319)
Increase/(Decrease) in Doubtful Debts	74,817	(635,128)	(785,077)
(Increase)/Decrease in Inventories	(60,251)	58,517	50,683
Increase/(Decrease) in Payables	997,990	286,290	165,076
Increase/(Decrease) in Employee Provisions	34,968	2,549	31,042
Grants/Contributions for the Development of Assets	(1,733,545)	(5,854,440)	(1,308,829)
Net Cash from Operating Activities	<u>5,886,072</u>	<u>3,925,135</u>	<u>4,292,403</u>

**SHIRE OF MEEKATHARRA
 FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2012**

11. CAPITAL AND LEASING COMMITMENTS

(a) Finance Lease Commitments

There are no finance lease commitments to report for the year ended 30 June 2012

(b) Operating Lease Commitments

There are no operating commitments to report for the year ended 30 June 2012

(c) Capital Expenditure Commitments

There are no capital commitments to report for the year ended 30 June 2012

12. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in the financial statements are as follows:

	Balance 01-July-2011	Amounts Received	Amounts Paid	Balance 30-June-2012
	\$	\$	\$	\$
Donations	5,000	-	-	5,000
Unclaimed Monies	20,498	1,068	-	21,566
Library Deposits	2,481	90	-	2,571
Building Industry Training Levy	-	53,117	53,143	(26)
Builders Registration Board	35	616	645	5
Housing Bonds	2,092	3,400	3,092	2,400
Nomination Deposits	-	320	320	-
Stockyard Caretaking	21	-	-	21
Miscellaneous Deposits	6,289	400	400	6,289
Picture Fund	1,000	-	-	1,000
Housing Sold	60,577	-	-	60,577
Cash at Bank	97,993	59,011	57,600	99,403
Trust Debtor	-	-	-	-
Total Trust Funds	97,993	59,011	57,600	99,403

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

13. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY	2011/2012 Actual \$	2010/2011 Actual \$
Governance	835	1,002
General Purpose Funding	580,487	1,651,535
Law, Order, Public Safety	2,973	3,536
Health	6,100	2,304
Education and Welfare	284,370	308,474
Housing	1,880,000	1,901,865
Community Amenities	166,395	179,812
Recreation and Culture	2,373,703	2,435,884
Transport	21,049,066	19,486,698
Economic Services	902,077	935,611
Other Property and Services	4,022,454	2,969,820
Unallocated (Cash)	13,166,558	9,946,472
	<u>44,415,018</u>	<u>39,823,013</u>

14. FINANCIAL RATIOS	2011/2012	2010/2011	2009/2010
Current Ratio	2.78	9.49	7.19
Untied Cash to Trade Creditors Ratio	2.65	10.11	14.71
Debt Ratio	0.03	0.01	0.01
Debt Service Ratio	0.00	0.00	0.00
Gross Debt to Revenue Ratio	0.00	0.00	0.00
Gross Debt to Economically Realisable Assets	0.00	0.00	0.00
Rate Coverage Ratio	0.30	0.36	0.33
Outstanding Rates Ratio	0.08	0.35	0.36

The above rates are calculated as follows:

Current Ratio equals	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
Untied Cash to Trade Creditors Ratio	$\frac{\text{Untied cash}}{\text{Unpaid trade creditors}}$
Debt Ratio equals	$\frac{\text{Total liabilities}}{\text{Total assets}}$
Debt Service Ratio equals	$\frac{\text{Debt Service Cost (Principal \& Interest)}}{\text{Available operating revenue}}$
Gross Debt to Revenue Ratio	$\frac{\text{Gross debt}}{\text{Total revenue}}$
Gross Debt to Economically Realisable Assets Ratio	$\frac{\text{Gross debt}}{\text{Economically realisable assets}}$
Rate Coverage Ratio equals	$\frac{\text{Net rate revenue}}{\text{Operating revenue}}$
Outstanding Rates Ratio equals	$\frac{\text{Rates outstanding}}{\text{Rates collectable}}$

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

15. BORROWINGS

- (a) Debenture Repayments
Council had no amounts owing on debentures as at 30 June 2012
- (b) New Debentures
Council had no new debentures for 2011/2012
- (c) Unspent Debentures
Council has no unspent Debentures at 30 June 2012
- (d) Overdraft
Council has no overdraft facility available, and none were utilized during the year ended 30 June 2012
- (e) Interest Rate Risk
Council's exposure to interest rate risk as a result of borrowings and the effective weighted average interest rate on these borrowings is nil.

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

16. RATING INFORMATION - 2011/2012 FINANCIAL YEAR

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim & Back Rates	Total Revenue	Budget Rate Revenue	Budget Interim Rate	Budget Back Rate	Budget Total Revenue
General Rate										
- Gross rental value	11.0693	315	2,582,700	266,403	-	266,403	267,845	-	-	267,845
- Unimproved Value Mining	17.2090	877	17,633,564	3,034,560	(8,985)	3,025,575	2,800,390	-	-	2,800,390
- Unimproved Value Pastoral	3.4740	41	4,014,966	139,480	-	139,480	139,479	-	-	139,479
Sub-Totals		1,233	24,231,230	3,460,443	(8,985)	3,451,458	3,227,714	0	0	3,227,714
Minimum Rate										
	Minimum \$									
- Gross rental value	260	78	20,535	20,280	-	20,280	20,540	-	-	20,540
- Unimproved Value Mining	260	348	235,148	90,480	-	90,480	86,060	-	-	86,060
- Unimproved Value Pastoral	260	8	18,750	2,080	-	2,080	1,820	-	-	1,820
Sub-Totals		434	274,433	112,840	-	112,840	108,420	-	-	108,420
Waivered Rates						3,564,298				3,336,134
Ex Gratia Rates						0				3,000
Totals						3,564,298				3,339,134

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

17. SPECIFIED AREA RATE - 2011/2012 FINANCIAL YEAR NIL

18. SERVICE CHARGES - 2011/2012 FINANCIAL YEAR NIL

19. DISCOUNTS, INCENTIVES, CONCESSIONS, & WRITE-OFFS
- 2011/2012 FINANCIAL YEAR NIL

The Shire of Meekatharra does not grant a discount for the early payment of rates appearing on the rate notice.

20. INTEREST CHARGES AND INSTALMENTS - 2011/2012 FINANCIAL YEAR

	Interest Rate (%)	Admin. Charge \$	Revenue \$	Budgeted Revenue \$
Interest on Unpaid Rates	10	N/A	36,016	60,000
Interest on Instalments Plan	5.5	N/A	21,960	5,500
Charges on Instalment Plan	N/A	15	16,305	6,000
			<u>74,281</u>	<u>71,500</u>

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

	2011/2012 Actual \$	2010/2011 Actual \$
21. FEES & CHARGES		
General Purpose Funding	20,321	12,885
Governance	-	-
Law, Order, Public Safety	2,656	1,726
Health	1,385	604
Education & Welfare	-	-
Housing	23,583	17,027
Community Amenities	108,009	111,725
Recreation & Culture	28,338	21,994
Transport	1,018,779	477,772
Economic Services	161,519	120,401
Other Property & Services	340	32,312
	<u>1,364,930</u>	<u>796,446</u>

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

	2011/2012 Actual \$	2011/2012 Budget \$	2010/2011 Actual \$
22. COUNCILLORS' REMUNERATION			
The following fees, expenses and allowances were paid to council members and/or the president.			
Meeting Fees	10,410	13,520	10,710
Travelling Expenses	4,588	2,500	3,813
Telecommunications	-	500	-
President's Allowance	8,000	8,000	8,000
Deputy Presidents Allowance	2,000	2,000	2,000
	<u>24,998</u>	<u>26,520</u>	<u>24,523</u>

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

23. EMPLOYEES' REMUNERATION

Set out below, in bands of \$10,000, is the number of employees of the Shire entitled to an annual salary of \$100,000 or more.

Salary Range \$	2012	2011
100,000 - 109,000	2	1
120,000 - 129,000	1	1
150,000 - 159,000	1	1
	<u>1</u>	<u>1</u>

24. EMPLOYEE NUMBERS

The number of full-time equivalent Employees at balance date

	2012	2011
	<u>24</u>	<u>24</u>

25. MAJOR LAND TRANSACTIONS

No major land transactions occurred during the period.

26. MAJOR TRADING UNDERTAKINGS

No major trading undertakings occurred during the period.

27. OTHER TRADING UNDERTAKINGS

The Shire acts as an agent for Air BP providing aviation fuel to customers at the airport. Council provides the service to ensure the ongoing viability of regular public transport flights to Meekatharra.

		2012 \$	2011 \$
Current Year Transactions	Operating Income	145,008	93,899
	Operating Expenses	(103,221)	(39,583)
	Change in Net Assets resulting	<u>41,787</u>	<u>54,316</u>
Statement of Financial Position	Current Assets		
	Cash at Bank	95,252	1,743
	Trade Debtors	-	-
	Current Liabilities		
<i>Shire of Halls Creek</i>	Trade Creditors	(82,448)	-
<i>Air BP</i>		(12,804)	-
		<u>-</u>	<u>1,743</u>
	Equity		
	Opening balance	1,743	9,794
	Cash Transferred to Municipal	(43,530)	(62,367)
	Change in Net Assets	41,787	54,316
		<u>-</u>	<u>1,743</u>

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

28. NET CURRENT ASSETS

Composition of Estimated Net Current Asset Position
and Surplus/ (Deficiency)

Financial Year As at	2011/2012	2011/2012	2010/2011	2010/2011
	30/06/2012 Actual \$	30/06/2012 Budget \$	1/07/2011 Actual \$	1/07/2011 Budget \$
CURRENT ASSETS				
Cash - Unrestricted	3,061,865	63,285	2,145,574	973,872
Cash - Restricted	9,932,289	8,872,876	7,699,195	7,625,994
Trade and other Receivables	818,041	361,715	1,838,117	1,265,918
Inventories	132,132	35,000	71,881	93,517
<i>Total Current Assets</i>	13,944,327	9,332,876	11,754,767	9,959,301

LESS: CURRENT LIABILITIES

Trade and other Payables	(1,237,546)	(460,000)	(249,391)	(173,710)
Rates in Advance	(74,811)	-	(80,491)	(92,451)
Long Term Borrowings	-	-	-	-
Accrued Expenditure	(41,541)	-	(26,026)	-
Employee Provisions	(125,381)	(95,000)	(105,434)	-
<i>Total Current Liabilities</i>	(1,479,279)	(555,000)	(461,342)	(266,161)

NET CURRENT ASSET POSITION

	12,465,048	8,777,876	11,293,425	9,693,140
Adjustments for:				
Items not included in calculation of Surplus/(Deficiency)				
Less: Unspent Debentures	-	-	-	-
Less: Reserve Accounts	(8,922,357)	(8,872,876)	(7,625,994)	(7,625,994)
Less: Self Supporting Loans	-	-	-	-
Add: Employee Provisions (Provided for within Budget)	125,381	-	105,434	92,451
Add: Long Term Borrowings (Provided for within Budget)	-	-	-	-
Less Budget Correction	-	95,000	-	-
Surplus (Deficiency)carried Forward	3,668,072	-	3,772,865	2,159,597

The surplus carried forward in the 2010/2011 Budget column represents the anticipated surplus used for opening funds in the 2011/2012 Budget

The surplus carried forward in the 2010/2011 Actual column represents the actual surplus as shown on the audited financial statements for 2010/2011

The difference between the actual audited surplus of	3,772,865
and the estimated surplus used in the budget of	2,159,597
is	1,613,268

The variance is represented by roadworks in progress at year end, and has no overall effect on the budget.

The surplus carried forward in the 2011/2012 Budget column represents the anticipated surplus as at 30 June 2012

The surplus carried forward in the 2011/2012 Actual column represents the actual surplus as at 30 June 2012

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

29. DISPOSAL & REPLACEMENT OF ASSETS

29a. The following assets were purchased during the year

	Asset No	G/L Account	Actual \$	Budget \$
Furniture and Fittings				
Furniture - General	3072-4	2445	9,129	17,185
New Telephone System		1330	-	12,500
Rec Officer Laptop	3065	3673	2,280	3,000
Hall Equipment		3534	-	6,000
Airconditioner Gym		3654	-	15,000
Platyground Equipment		3904	-	28,000
Pool Equipment		3714	-	53,000
Pool Inflatable	436	3715	10,500	-
Gym Equipment	3052	3974	5,472	10,400
Sports Complex Equipment	3075	3894	5,120	37,000
Rec Centre Light & BBQ	3075	3784	11,138	-
	<i>sub total</i>		<i>43,639</i>	<i>182,085</i>
Buildings				
Housing - Improvements General			-	
Lot 303 Darlot	1018	921	32,252	23,000
Lot 206 Hill	1070	922	3,273	11,000
Lot 87 Main	1068	926	6,756	18,500
Sports Complex	1030	930	8,707	23,000
Lot 304 Darlot	1069	931	6,272	5,000
4/16 Regan St		938	-	5,000
Lot 205 Hill St	1042	932	4,466	10,000
Lot 207 Hill St	1041	933	5,270	10,000
Airport Residence		934	-	18,000
1/16 Regan St		935	-	5,000
2/16 Regan St		936	-	5,000
3/16 Regan St		937	-	5,000
Lot 17 Main St		939	-	2,500
Lloyds Renovations	1115	4191	2,767	80,000
SPQ Pady's Flat		3254	-	5,000
Oval Toilets		3634	-	100,000
Pool Upgrade	1058	3666	4,000	55,000
Town Hall Upgrade	1021	3544	5,926	-
Cemetery Upgrade	7127	3292	1,482	70,000
Re Roof Office Building		1334	-	215,000
Key System	1003	1323	1,073	28,000
Depot Upgrade	1050	5044	1,534	100,000
Youth Centre Upgrade	1100	2447	14,692	29,500
	<i>sub total</i>		<i>98,470</i>	<i>823,500</i>

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

29. DISPOSAL & REPLACEMENT OF ASSETS (continued)

29a The following assets were purchased during the year (continued)

	Asset No	G/L Account	Actual \$	Budget \$
Plant and Equipment				\$ 74,300
Misc Plant - Satellite Phone	397	5014	5,828	-
Misc Plant - Pumps	429	5014	31,208	-
Misc Plant - Tools	446	5014	13,854	-
Misc Plant - Trailer	311	5014	5,500	-
Multi Tyre Roller	434	5294	168,175	200,000
Works Trailer	432	5264	3,577	-
Utilities	445	5084	38,212	35,000
Utilities	438	5084	19,100	-
Loader	433	5334	322,145	310,000
Dolly Trailer	440	5164	12,550	15,000
Dolly Trailer	441	5164	12,550	15,000
Caravans & Equipment	321	5034	24,420	165,000
Caravans & Equipment	3026	5034	16,475	-
Youth Trailer	P436	2449	3,545	3,555
Recreation Trailer	435	4004	3,577	5,000
Mosquito Fogger	3029	2374	4,350	20,000
DCEO Vehicle	444	1355	45,317	40,000
Managers Vehicle	437	5144	63,041	85,000
Project Vehicle		1332	-	35,000
Generator	553	5284	25,629	25,000
Trucks	439	5124	206,460	300,000
Airport Fire Fighting System		5216	-	25,000
Communication Equipment		5314	-	46,400
	<i>sub total</i>		1,025,513	1,399,255
Infrastructure - Roads				
Rural Road Construction - Gravel	8530	4200	2,944,772	2,268,880
Rural Road Construction - Seal	8540	4200	383,291	150,000
Grids		4200	-	30,000
Water Bores	8540	4530	58,687	50,000
	<i>sub total</i>		3,386,750	2,498,880
Infrastructure - Airport				
Airport - Construction	5001	5104	67,752	49,000
	<i>sub total</i>		67,752	49,000
Infrastructure - Other				
Cornish Lift		3624	-	35,000
Headframe - Viewing Platform		3637	-	30,000
Tank Fence & Fittings	7103	3994	6,577	10,000
Mt Gould Police Station		4181	-	20,000
Parks & Gardens		4026	-	15,000
Main St Cameras		2027	-	100,000
Luke Pit Water Scheme		3944	-	80,000
Race Course Improvements	7131	4016	8,360	15,000
Pump & Fittings - Oval		3914	-	40,000
Entry Statements & Signs	7124	5424	7,360	30,000
	<i>sub total</i>		22,297	375,000
			4,644,421	5,327,720

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

29. DISPOSAL & REPLACEMENT OF ASSETS (Continued)

29b. The following assets were disposed of during the year.

Asset No	Historical Cost \$	Accumulated Depreciation \$	Net Book Value		Sale Price		Profit (Loss)		
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Plant and Equipment									
Cat Loader	348	300,300	300,300	-	-	90,000	65,000	90,000	65,000
Multipac Roller	358	137,520	128,289	9,231	11,000	35,000	50,000	25,769	39,000
Trailer John Pappas	414	3,800	917	2,883	-	3,008	-	125	-
Ford Futura	388	28,487	28,487	-	4,250	11,818	15,000	11,818	10,750
Land & Buildings									
Lot 246 Darlot	1016	29,426	29,107	319	-	34,363	-	34,044	-
		499,533	487,100	12,433	15,250	174,189	130,000	161,756	114,750

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

30. FINANCIAL RISK MANAGEMENT

Council's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Council's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

The Council held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	2012	2011	2012	2011
	\$	\$	\$	\$
Financial Assets				
Cash and cash equivalents	12,994,154	9,844,769	12,994,154	9,844,769
Receivables	645,637	1,838,117	818,041	1,838,117
	<u>13,639,791</u>	<u>11,682,886</u>	<u>13,812,195</u>	<u>11,682,886</u>
Financial Liabilities				
Payables	1,270,641	355,908	1,353,898	355,908
	<u>1,270,641</u>	<u>355,908</u>	<u>1,353,898</u>	<u>355,908</u>

Fair value is determined as follows:

- Cash and Cash Equivalents, Receivables, Payables – estimated to the carrying value which approximates fair value.
- Borrowings, Held-to-Maturity Investments – estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.
- Financial Assets at Fair Value through profit and loss, Available for Sale Financial Assets – based on quoted market prices at the reporting date or independent valuation.

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

30. FINANCIAL RISK MANAGEMENT (Continued)

(a) Cash and Cash Equivalents

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash and investments portfolio. Council has an investment policy and the policy is subject to review by Council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

The major risk associated with investments is price risk – the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments of their issuers or factors affecting similar instruments traded in a market.

Cash and investments are also subject to interest rate risk – the risk that movements in interest rates could affect returns.

Another risk associated with cash and investments is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to Council.

Council manages these risks by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees.

	30-Jun-12	30-Jun-11
	\$	\$
Impact of a 1% (*) movement in interest rates on cash and investments:		
- Equity	129,942	98,448
- Statement of Comprehensive Income	129,942	98,448

Notes:

(*) Sensitivity percentages based on management's expectation of future possible market movements.

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

30. FINANCIAL RISK MANAGEMENT (Continued)
(b) Receivables

Council's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. Council manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land – that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Council's credit risk at balance date was:

	30 Jun 12	30 Jun 11
Percentage of Rates and Annual Charges		
- Current	61.55%	43.51%
- Overdue	38.45%	56.49%
Percentage of Other Receivables		
- Current	87.45%	94.94%
- Overdue	12.55%	5.06%

**SHIRE OF MEEKATHARRA
 FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2012**

30. FINANCIAL RISK MANAGEMENT (Continued)

(c) Payables

Borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of Council's Payables and Borrowings are set out in the Liquidity Sensitivity Table below:

	Due within 1 year \$	Due between 1 & 5 years \$	Due after 5 years \$	Total contractual cash flows \$	Carrying values \$
<u>2012</u>					
Payables	1,353,898	-	-	1,353,898	1,353,898
Borrowings	-	-	-	-	-
	<u>1,353,898</u>	<u>-</u>	<u>-</u>	<u>1,353,898</u>	<u>1,353,898</u>
<u>2011</u>					
Payables	355,908	-	-	355,908	355,908
Borrowings	-	-	-	-	-
	<u>355,908</u>	<u>-</u>	<u>-</u>	<u>355,908</u>	<u>355,908</u>

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

31. STATEMENT OF OBJECTIVES

The Shire of Meekatharra is dedicated to providing high quality services to the community through the various service orientated programs which it has established.

PRINCIPAL PLACE OF BUSINESS

The Principal place of Business of the Local Government is:
The Shire of Meekatharra
Main Street, Meekatharra Western Australia 6642.

GOVERNANCE

Administration and operation of facilities and services to members of council;
other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue Costs associated with raising of rates, collection of debts and other funding activities within this programme.

LAW, ORDER, PUBLIC SAFETY

Supervision of various by-laws, fire prevention, emergency services and animal control.
Operation of Council's Ranger (security) services.

HEALTH

Food quality and pest control, monitoring and control of environmental health.
Contract Operation for Health issues within the Community

EDUCATION AND WELFARE

Provision and maintenance of various premises in support of community services such as the Pre-school, Childrens Day Care and Telecentre. Financial assistance on a needs arise basis for the community's education and welfare. Provision, maintenance and support for the community youth centre.

HOUSING

Maintenance of staff and rental housing

COMMUNITY AMENITIES

Rubbish collection services, operation of tips, noise control, administration of the town planning scheme, maintenance of cemeteries, maintenance of rest centre and storm water drainage maintenance, operation and maintenance of sewage schemes..

RECREATION AND CULTURE

Maintenance of halls, the aquatic centre recreation centres and various reserves; operation of library, TV and Radio Broadcasting

TRANSPORT

Construction and maintenance of streets, roads, bridges; cleaning and lighting of streets, traffic lights; depot maintenance and airport maintenance.

ECONOMIC SERVICES

The regulation and provision of tourism, area promotion, building control noxious weeds, vermin control, and building controls.

OTHER PROPERTY & SERVICES

Private works operations and miscellaneous
Plant operations, Overheads and Administration costs, initially charged here are reallocated to the relevant function area.

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

32. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Preparation

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations.

The report has also been prepared on the accrual basis and is based on historical costs modified where necessary by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. The results of which form the basis of making judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(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 financial report.

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

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears in the notes to this financial report.

(c) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the Statement of Financial Position are stated inclusive of applicable GST.

(d) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities on the Statement of Financial Position.

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

32. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) Trade and Other Receivables

Collectibility of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(f) Inventories

General

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Revenue arising from the sale of property is recognised in the Statement of Comprehensive Income as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intention to release for sale.

(g) Fixed Assets

Each class of fixed assets is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation or impairment losses.

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the statement of comprehensive income in the period in which they are incurred.

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

32. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Revaluation

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases in the same asset are charged against fair value reserves directly in equity; all other decreases are charged to the statement of comprehensive income.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Land under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB1051 - Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

32. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Depreciation of Non-Current Assets

All non-current assets having a limited useful life (excluding freehold land) are and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Assets are depreciated from the date of acquisition, or in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	25 - 40 years
Office Furniture and Equipment	3 - 10 years
Plant and Equipment	5 - 10 years
Roads Unformed	Not Depreciated
Roads Formed	Not Depreciated
Roads Gravel	15 years
Roads Sealed	50 years
Kerbing & Footpaths	20 years
Other Infrastructure	20 years
Drains & Sewers	40 years
Grids	20 years
Airfields and Runways	20 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

32. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capitalisation Threshold

Expenditure on items of equipment under \$5,000 is not capitalised.

(h) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or at cost.

Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments;
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method; and
- (b) less any reduction for impairment.

The effective interest rate method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

(i) Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

32. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost.

Held-to-maturity investments are included in current assets, where they are expected to mature within 12 months of the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets

Available-for-sale financial assets, are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. Gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income, is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets where they are expected to be sold within 12 months after the end of the reporting period. All other financial assets are classified as non current.

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in profit or loss. Any cumulative decline in fair value previously recognised in other comprehensive income is reclassified into profit or loss at this point.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Council no longer has any significant continued involvement in the risks and benefits associated with the asset.

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

32. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expire. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(i) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (eg AASB 116). Any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

(j) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(k) Employee Benefits

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for the benefits. In determining the liability, consideration is given to the employee wage increases and the probability the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity matching the expected timing of cash flows.

(l) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

32. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Provisions

Provisions are recognised when:

- a) the Council has a present legal or constructive obligation as a result of past events;
- b) for which it is probable that an outflow of economic benefits will result to settle the obligation; and
- c) that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(n) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Council, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

(o) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed within the notes to this report.

(p) Superannuation

The Council contributes to a number of superannuation funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

32. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

(r) Rounding Off Figures

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

s) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

(t) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**

32. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(u) New Accounting Standards and Interpretations for Application in Future Periods

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet effective have not been adopted by the Council for the annual reporting period ending 30 June 2012.

Council's assessment of these new and amended standards and interpretations is set out below:

Title and Topic	Issued	Applicable (*)	Impact
(i) AASB 9 – Financial Instruments	December 2009	01 January 2013	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Council, it is not anticipated the standard will have any material effect.
(ii) AASB 1053 - Application of Tiers of Australian Accounting Standards	June 2010	01 July 2013	Nil – Due to its nature and statutory requirements the Council will be deemed a Tier 1 entity and will continue to prepare general purpose financial statements.
(iii) AASB 2009–11 Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 116, 121, 127, 128, 131, 132, 136, 139, 1023 & 1038 and Interpretations 10 & 12]	December 2009	01 January 2013	Nil – The revisions embodied in this standard give effect to the consequential changes arising from the issuance of AASB 9 which is not anticipated to have any material effect on the Council (refer (i) above).
(iv) AASB 2010 - 2 Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements [AASB 1, 2, 3, 5, 7, 8, 101, 102, 107, 108, 110, 111, 112, 116, 117, 119, 121, 123, 124, 127, 128, 131, 133, 134, 136, 137, 138, 140, 141, 1050, & 1052 and Interpretations 2, 4, 5, 15, 17, 127, 129 & 1052]	June 2010	01 July 2013	Nil – None of these amendments will have any effect on the financial report as the standard does not apply in the case of general purpose financial statements.
(v) AASB 2010 – 7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2010) [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 116, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Interpretations 2, 5, 10, 12, 19 & 127]	December 2010	01 January 2013	Nil – The revisions embodied in this standard give effect to the consequential changes arising from the issuance of AASB 9 which is not anticipated to have any material effect on the Council (refer (i) above).
(vi) AASB 2010 - 8 Amendments to Australian Accounting Standards - Deferred Tax: Recovery of Underlying Assets [AASB 112]	December 2010	01 January 2012	Nil – None of these amendments will have any effect on the financial report as none of the topics are relevant to the operations of the Council.

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

32. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(u) New Accounting Standards and Interpretations for Application in Future Periods

Title and Topic	Issued	Applicable (*)	Impact
(vi) AASB 2010 - 10 Further Amendments to Australian Accounting Standards - Removal of Fixed Dates for First-time Adopters [AASB 2009 - 11 & 2010 - 7]	December 2010	01 January 2013	Nil - None of these amendments will have any effect on the financial report as none of the topics are relevant to the operations of the Council.
AASB 2011 - 2 Amendments to Australian Accounting Standards - Arising from the Trans-Tasman Consequence Project - Reduced Disclosure Requirements [AASB 101 & 1054]	May 2011	01 July 2013	
AASB 2011 - 3 Amendments to Australian Accounting Standards - Orderly Adoption of Changes to ABS-GFS manual and related Amendments [AASB 1049]	May 2011	01 July 2012	
AASB 2011 - 6 Amendments to Australian Accounting Standards - Extending Relief from Consolidation, the Equity Method and Proportionate Consolidation - Reduced Disclosure Requirements [AASB 127, 128 & 131]	July 2011	01 July 2013	
(viii) AASB 10 - Consolidated Financial Statements, AASB 11 - Joint Arrangements, AASB 12 - Disclosure of Interests in Other Entities, AASB 127 - Separate Financial Statements, AASB 128 - Investments in Associates and Joint Ventures, AASB 2011 - 7 Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangement Standards [AASB 1, 2, 3, 5, 7, 9, 2009-11, 101, 107, 112, 118, 121, 124, 132, 133, 136, 138, 139, 1023 & 1038 and Interpretations 5, 9, 16 & 17]	August 2011	01 January 2013	Nil - None of these, except for AASB 128, are expected to have significant application to the operations of the Council. With respect to AASB 128, where the Council has an interest in a Joint Venture, the requirements of AASB 128 supercede those of the current Joint Venture Standard AASB 131. The new standard more clearly defines the accounting treatment and disclosure in relation to it. Due to the nature of the Joint Venture, it is not expected to have a significant impact on the Council.

SHIRE OF MEEKATHARRA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012

32. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(u) New Accounting Standards and Interpretations for Application in Future Periods

Title and Topic	Issued	Applicable (*)	Impact
(ix) AASB 13 - Fair Value Measurement, AASB 2011 - 8 Amendments to Australian Accounting Standards arising from AASB 13 [AASB 1, 2, 3, 4, 5, 7, 9, 2009-11, 2010-7, 101, 102, 108, 110, 116, 117, 118, 119, 120, 121, 126, 131, 132, 133, 134, 136, 138, 139, 140, 141, 1004, 1023 & 1038 and Interpretations 2, 4, 12, 13, 14, 17, 19, 131 & 132]	September 2011	01 January 2013	AASB 13 defines fair value, establishes a framework for measuring fair value and requires disclosures about fair value measurements. AASB 13 requires inputs to all fair value measurements to be categorised in accordance with fair value hierarchy. AASB 13 also requires enhanced disclosures regarding all assets and liabilities (including, but not limited to, financial assets and financial liabilities) measured at fair value. AASB 13 will have particular relevance to the process of the Council adopting fair value methodology in relation to its fixed assets as mandated from 1 July 2012. Apart from the changes in value in relation to assets to be revalued (which are mandated by legislation and not changes to the standard) it is not expected to significantly impact the Council as the framework embodied in AASB 13 does not differ significantly from that which is present in existing standards. The amendments to the legislation requires the phasing in of fair value in relation to fixed assets over the three years from 1 July 2012. It is not possible to estimate the likely amount of any revaluations.
(x) AASB 2011 - 9 Amendments to Australian Accounting Standards - Presentation of Items of Other Comprehensive Income [AASB 1, 5, 7, 101, 112, 120, 121, 132, 133, 134, 1039 & 1049]	September 2011	01 July 2013	The main change embodied in this standard is the requirement to group items presented in other comprehensive income on the basis of whether they are potentially reclassifiable to profit or loss subsequently. It affects presentation only and is not expected to significantly impact the Council.
(xi) AASB 119 - Employee Benefits, AASB 2011 - 10 Amendments to Australian Accounting Standards arising from AASB 119 [AASB 1, 8, 101, 124, 134, 1049 & 2011-8 and Interpretation 14]	September 2011	01 January 2013	The changes in relation to defined benefit plans contained in this standard are not expected to significantly impact the Council nor are the changes to AASBs in relation to termination benefits.
(xii) AASB 2011-11 Amendments to AASB 119 (September 2011) arising from Reduced Disclosure Requirements	September 2011	01 July 2013	Nil – None of these amendments will have any effect on the financial report as none of the topics are relevant to the operations of the Council.
AASB 2011 – 12 Amendments to Australian Accounting Standards arising from Interpretation 20 [AASB 1]	November 2011	01 January 2013	
AASB 2011 – 13 Amendments to Australian Accounting Standards – Improvements to AASB 1049	December 2011	01 July 2012	

Notes:

(*) Applicable to reporting periods commencing on or after the given date.

During the current year, the Council adopted all of the new and revised Australian Accounting Standards and Interpretations which became mandatory

These new and revised standards were:

AASB 124
AASB 1054
AASB 2009 - 12
AASB 2009 - 14
AASB 2010 - 4
AASB 2010 - 5
AASB 2010 - 6
AASB 2010 - 9
AASB 2011 - 1

The standards adopted had a minimal effect on the accounting and reporting practices of the Council as they were either largely editorial in nature, were revisions to help ensure consistency with presentation, recognition and measurement criteria of IFRSs or related to topics not relevant to operations.



Tel: +8 6382 4600
Fax: +8 6382 4601
www.bdo.com.au

38 Station Street
Subiaco, WA 6008
PO Box 700 West Perth WA 6872
Australia

INDEPENDENT AUDITOR'S REPORT TO THE ELECTORS OF THE SHIRE OF MEEKATHARRA

Report on the Financial Report

We have audited the accompanying financial report of Shire of Meekatharra, which comprises the statement of financial position as at 30 June 2012, the statement of comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by the Chief Executive Officer.

Council Responsibility for the Financial Report

The Council of Meekatharra are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Local Government Act 1995 Part 6. This responsibility includes such internal controls as the council determine are necessary to enable the preparation of the financial report to be free from material misstatement, whether due to fraud or error; selecting and applying the appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards which require us to comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error.

In making those risk assessments, the auditor considers internal control relevant to the Shire's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by council, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the applicable independence requirements of the Accounting Professional and Ethical Standards Board.



Auditor's Opinion

In our opinion, the financial report of the Shire of Meekatharra;

- i. presents fairly, in all material respects, the financial position of Shire of Meekatharra as at 30 June 2012, and of its performance and cash flows for the year ended ; and
- ii. Complies with Australian Accounting Standards (including the Australian Accounting Interpretation);and
- iii. Is prepared in accordance with the requirements of the Local Government Act 1995 Part 6 (as amended), and Regulations under that act.

Statutory Compliance

I did not, during the course of my audit, become aware of any instances where the Shire of Meekatharra did not comply with the requirements of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 as they relate to the financial statements.

BDO Audit (WA) Pty Ltd

BDO
A handwritten signature in black ink that reads 'Chris Burton'.

Chris Burton
Director

Perth, Western Australia
Dated this 7th day of December 2012



FINAL REPORT TO COUNCIL
Shire of Meekatharra

30 June 2012



Tel: +8 6382 4600
Fax: +8 6382 4601
www.bdo.com.au

38 Station Street
Subiaco, WA 6008
PO Box 700 West Perth WA 6872
Australia

7 December 2012

The Shire Council
Shire of Meekatharra
Main Street
MEEKATHARRA WA 6642

Dear Council Members,

SHIRE OF MEEKATHARRA: 30 JUNE 2012 AUDIT

We have completed our audit of the Shire of Meekatharra ("the Shire") for the year ended 30 June 2012. This report has been issued to assist you with understanding where we identified risks, the audit procedures we performed to address these risks, and the results of the tests. We have also included our approach to internal controls and a summary of our application of the concept of materiality.

Should our views in this report differ from your understanding, we would be pleased to discuss, together with any other matters you feel should be brought to our attention, at your earliest convenience.

Yours sincerely
BDO Audit (WA) Pty Ltd

BDO
A handwritten signature in black ink that reads 'Chris Burton'. The signature is written in a cursive style with a large, prominent 'C' and 'B'.

Chris Burton
Director

Enclosures



TABLE OF CONTENTS

A.	KEY FINANCIAL STATEMENT AUDIT RISKS	4
B.	AUDIT OPINION	6
C.	INTERNAL CONTROLS RELEVANT TO THE AUDIT	7
D.	MATERIALITY AND ADJUSTED/UNADJUSTED DIFFERENCES	7
E.	INDEPENDENCE MATTERS	8
F.	NON-COMPLIANCE WITH LAWS AND REGULATIONS	8
G.	FRAUD	8
H.	GOING CONCERN	9
I.	ENGAGEMENT WITH SHIRE OF MEEKATHARRA	9
	APPENDIX A - MANAGEMENT LETTER	10
1.	Bank reconciliations	10
2.	Debt collecting activities	10



A. KEY FINANCIAL STATEMENT AUDIT RISKS

During our preliminary planning visit, we identified key audit risks as set out below; including a summary of the audit procedures we would perform to address the risks. The findings of the audit procedures are detailed below with the conclusion of the findings.

1. Recoverability of rates debtors

Identified Audit Risk

The Shire has rate debtors that are passed due and potentially impaired. As a consequence there is a risk the outstanding amount may not be recoverable and a provision should be raised. For those rates that are long overdue the Shire needs to be able to demonstrate that they are collectable.

From discussion with the Management, rates that can be collected through forced sale of the property will always be considered recoverable. However the Shire does not have a similar amount of leverage for rates relating to mining tenements. If the balances are not recoverable, there may be an impairment to be recorded.

Summary of audit procedures performed to address the identified risks

As a consequence of the risk identified above, we have performed the following audit procedures on the rates debtors:

- Selected a sample of receivables and test for post 30 June 2012 receipts. For amounts received the receivable is deemed recoverable. If no amounts have been received further enquiries were undertaken;
- Checked the reconciliation of accounts receivable to the general ledger testing receivable schedule is accurate;
- Assessed the treatment of overdue debtors through discussion with the Shire and inspection of past dealings, payment history of the debtor and consider the need for amounts to be provided for.

Audit findings from planned procedures

From the work performed above it was noted that:

- The outstanding debtors balance has reduced from the prior year audit \$1,470,333 to \$421,669.
- The provision for doubtful debts has increased from (\$51) to (\$74,668) as the Shire has focused more attention to the provision of doubtful debts in the current year with the added use of the debt collectors and debt collection consultants.
- 92% of the sample selected for sundry debtors had been collected by the time the fieldwork of the audit had commenced.
- 100% of the sample selected for rates debtors had been collected by the time the fieldwork of the audit had completed.
- The Mercator Gold rates debt was completely recovered on the 15 July 2011 with the Shire receiving \$1,171,405 which BDO agreed to the bank statement.

BDO was satisfied with the accuracy of the accounts receivable listing and the reconciliation to the general ledger.

Conclusion based on audit procedures

From the work performed above BDO are satisfied the debtors balance appears fairly stated.



2. Accuracy of infrastructure additions

Identified Audit Risk

Infrastructure involves capitalisation of a number of costs that have been incurred in developing the asset. Due to the significant nature of the additions and the different types of costs being capitalised there is the risk that costs have not been recorded accurately and costs have been capitalised that are not eligible to be recorded as assets under the accounting standards (AASB116: Property, Plant & Equipment).

Summary of planned audit procedures to address the identified risk

As a consequence of the risk identified as detailed above, we have performed the following audit procedures:

- Checked the reconciliation of the infrastructure listing to the general ledger;
- Verified a sample of infrastructure additions, determining that the asset exists, agreeing costs capitalised to supporting documentation and testing the eligibility of costs to be capitalised against the criteria in the standard.
- Checked a sample of depreciation charges.

Audit findings from planned procedures

From the above procedures:

- BDO are satisfied with the reconciliation of the infrastructure listing to the general ledger as there were no reconciling items to investigate.
- From the total infrastructure additions for the financial year of \$2,693,094 BDO selected samples which were agreed to supporting documentation and no issues were noted with the accuracy or eligibility of costs capitalised for the infrastructure additions that were tested.
- From the sample of depreciation charges tested, there was one large variance of \$22,700 for asset # 8530 between BDO's calculation and on the fixed asset register. From discussion with management they are aware of this issue and have contacted the software provider to request assistance to correct the problem.

Conclusion based on audit procedures

BDO are satisfied that infrastructure additions appear fairly stated.

3. Revenue Recognition

Identified Audit Risks

The Shire receives income from a variety of different sources such as grants, funding, rates, planning and building applications. There is a risk that not all the revenue may be captured (completeness) and recognised in accordance with the accounting standard AASB 118: Revenue.

Summary of audit procedures to address the identified risks

As a consequence of the risk identified as detailed above, we have performed the following audit procedures:

- Verified a sample of sales invoices to supporting documentation;
- Verified a sample of rates from source documents and traced through corresponding items in the GL;
- Obtained a grant listing and agreed a sample of amounts to supporting documentation and bank statements.



Audit findings from planned procedures

- BDO tested a sample non-rates invoices and agreed to supporting documentation, no issues were noted.
- From the sample of government grants selected the accounting for grants is fairly stated and revenue was complete.
- From the sample of rates selected, the accounting for rates revenue is fairly stated and revenue was complete.

Conclusion based on audit procedures

BDO are satisfied revenue appears fairly stated.

4. Existence , Classification and Valuation of Fixed Assets

The Shire of Meekatharra has a material balance of Property, Plant and Equipment (PPE) carried on the Statement of Financial Position.

Identified Audit Risk

There is a risk that PPE and infrastructure may not be correctly recorded in accordance with AASB116: Property, Plant & Equipment and that they may be incorrectly classified. There is also a risk that they are not carried at their correct value.

Summary of audit procedures to address the identified risks

As a consequence of the risks identified as detailed above, we have performed the following audit procedures:

- Tested a sample of depreciation charges to test calculation is reasonable and the rate used reflects the effective useful life of the asset.
- Verified a sample of additions & disposals and check classification.
- Reviewed the valuation report from AVP Valuers for any revaluations.

Audit Findings from planned procedures

BDO tested a sample of \$840,677 worth of PPE additions and noted no issues in the classification or recorded values. BDO also tested a sample of depreciation charges and noted no errors and that the depreciation rates used were reasonable based on asset class. BDO reviewed the valuation report provided by AVP Valuers which indicated the Main Shire building had been revalued up by \$662,000 to a carrying amount of \$990,000. However, as the Shire's policy is to carry land and building at cost this amount has been reversed and has been included in the adjusted differences below.

Conclusion based on audit procedures

BDO are satisfied Property, Plant and Equipment are fairly stated.

B. AUDIT OPINION

We conducted our audit in accordance with Australian Auditing Standards. Our work is designed to assist us to form an opinion on the annual financial statements and should not be relied upon to disclose all irregularities or weaknesses that may exist.

Audit Opinion

Based on the findings from the procedures we have performed, we have issued an unmodified audit opinion.



C. INTERNAL CONTROLS RELEVANT TO THE AUDIT

As part of our planning procedures we obtained an understanding of the accounting processes and controls relevant to financial reporting, and performed basic testing of these controls pertinent to us. This work was performed at a very high level and was not carried out to identify all weaknesses within the financial reporting system. Please refer to Appendix A for the management letter.

D. MATERIALITY AND ADJUSTED/UNADJUSTED DIFFERENCES

Materiality means, in the context of an audit, if financial information is omitted, misstated or not disclosed it has the potential to (adversely) affect the decisions of users of the financial statements. Materiality is used by auditors in making judgements on the amount of work to be performed, which balances require work and for evaluating the financial report. Materiality is initially calculated at the planning stage and has an influence on the amount of work we do, as well as where we direct our audit efforts. Materiality is not only based on a numeric quantification but is assessed qualitatively for some balances and disclosures. It should be noted that the auditing standards do not require us to communicate misstatements that are considered “clearly trivial” and as such, if we identify such misstatements we will not communicate these to you. We consider “clearly trivial” to be 1% of our planned materiality.

During the course of our audit we have identified misstatements, some of which have been adjusted and some not. Material adjustments and all unadjusted differences (none of which we consider material either individually or in aggregate) have been detailed below.

Adjusted Differences:

The following misstatements have been discovered during the course of our audit *have been* adjusted as they were considered by management to be material.

Description	Assets	Liabilities	Reserves	Profit
Adjustment for Unrecorded Receipts	\$475,396	(\$43,218)	-	(\$432,178)
Reversal of building revaluation Reserve	(\$662,203)	-	662,203	-
Net Effect of Adjustments Made:	(\$186,807)	(\$43,218)	662,203	(432,178)



Unadjusted Differences:

The following misstatements have been identified during the course of our audit, and *have not been* adjusted as they were considered by management not to be material:

Description	Assets	Liabilities	Reserves	Profit
Invoice relating to pre year end not recorded	(\$9,329)	-	-	\$9,329
Variance in Inventory (Fuel Stock) to GL	\$4,368	-	-	(\$4,368)
Variance in depreciation calculation	-	(\$3,137)	-	\$3,137
Insufficient provision for doubtful debts	(28,104)	-	-	\$28,104
Variance in depreciation calculation.	-	(\$31,874)	-	\$31,874
Net Effect of Adjustments Not Made:	(\$33,065)	(\$35,011)	-	\$68,076

E. INDEPENDENCE MATTERS

In conducting our audit, we are required to comply with the independence requirements of s290 of APES 110 Code of Ethics for Professional Accountants. We have obtained Individual Assurance Client Independence Declarations from all staff involved in the audit engagement. We also have policies and procedures in place to identify any threats to our independence, and to appropriately deal with and if relevant mitigate those risks.

For the comfort of the Shire Council, we note that the following processes assist in maintaining our independence:

- No other work is permitted to be undertaken by any BDO office without the express approval of the audit engagement director.
- Services including valuation and similar services are specifically prohibited to be provided by any national BDO office to you.
- All services performed by any national BDO office will be reported to the Shire Council.

No non-assurance work that has been carried out by BDO in relation to Shire of Meekatharra.

F. NON-COMPLIANCE WITH LAWS AND REGULATIONS

We have received from Management the *Laws and Regulations* questionnaire and have enquired in relation to non-compliance with laws and regulations during the course of our audit. We did not become aware of any instances of non-compliance with laws and regulations which would materially impact on the financial position or performance of the Shire.

G. FRAUD

During the audit, no matters relating to fraud, concerning either employees or management, have come to our attention. It should be noted that our audit is not designed to detect fraud however, should instances of fraud come to our attention, we will report them to you.



H. GOING CONCERN

We have undertaken a review of the ability of Shire of Meekatharra to continue as a going concern for the 12 months from the date of signing the financial statements and therefore whether the going concern basis for the preparation of the financial statements is appropriate. As part of this process we have required management to document their assessment of going concern (including cash flow projections for 12 months after the expected date of approval of the financial statements), and we have reviewed actual outcomes against previous estimates and representations made by management.

The assumption of going concern was concluded as appropriate following a review of operating and capital expenditure budgets.

I. ENGAGEMENT WITH SHIRE OF MEEKATHARRA

BDO Audit (WA) Pty Ltd ("BDO") continues in office as the auditors of Shire of Meekatharra.

The engagement letter for the 30 June 2012 audit was signed by Roy McClymont on 12th June 2012.



APPENDIX A - MANAGEMENT LETTER

During the course of our audit of Shire of Meekatharra for the year ended 30 June 2012, we identified matters that may be of interest to management. The objective of an audit is to obtain reasonable assurance whether the financial report is free of any material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

The comments and concerns expressed herein did not have a material effect on the financial report and, as such, our opinion thereon was without reservation. However, in order for the Shire to ensure the safeguarding of its assets and the accuracy of its records, we believe our comments and concerns should be taken into consideration by the Council. Our comments are not intended to reflect upon the honesty or competence of the Shires employees.

The matters we have identified are discussed below.

This communication is prepared solely for the information of the Council and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

1. Bank reconciliations

Finding

While reviewing the bank reconciliations at 30 June 2012 we noted there were a number of reconciling items on the bank reconciliation while generally not of a high value, the volume of the items increases the likelihood of an error and decrease's the probability that any error will be detected.

Implication

Despite the immaterial nature of these amounts we highlight this for the Council's attention as performance and review of bank reconciliations is a key control within the organisations. Any reconciling items should be followed up and corrected at the earliest opportunity.

Recommendation

We recommend that the Shire follow up on all bank reconciliation items and ensure that all reconciling items are followed up and corrected as soon as possible.

Client Comment

Internal Transfers were undertaken on completion of June Bank Reconciliations. Unfortunately these cannot be backdated. All bank reconciliations are currently being made soon after completion of bank reconciliations so this issue should no longer occur.

2. Debt collecting activities

Finding



From discussion with management the Shire was unable to conduct as much debt collection activity as expected during the financial year. This was despite contracting a third party to perform the function.

Implication

A lack of procedures to collect can lead to the increase in overall debtors and individual debtor's balances and allow for problem debtors to go unidentified and potentially lead to a loss of revenue through bad debts.

Recommendation

BDO recommends that the Shire evaluate the best option to implement a robust debtors collection process which occurs monthly to ensure debtors follow up is performed on a timely basis.

Client Comment:

The debt collection agency that was engaged during 10/11 were not providing a good service and had a very poor recovery with few debts passed onto them for collection. The Shire has engaged a new collection agency, Ampac, and in the short time since they have proven to be more effective. The Shire has recently compiled a list of outstanding ratepayers and forwarded them onto Ampac.



Tel: +8 6382 4600
Fax: +8 6382 4601
www.bdo.com.au

38 Station Street
Subiaco, WA 6008
PO Box 700 West Perth WA 6872
Australia

7 December 2012

The Shire Council
Shire of Meekatharra
Main Street
MEEKATHARRA WA 6642

Dear Shire Council,

DECLARATION OF INDEPENDENCE BY CHRIS BURTON TO THE SHIRE COUNCIL OF SHIRE OF MEEKATHARRA

As lead auditor of Shire of Ashburton for the year ended 30 June 2012, I declare that, to the best of my knowledge and belief, there have been no contraventions of:

- the auditor independence requirements of the Corporations Act 2001 in relation to the audit; and
- any applicable code of professional conduct in relation to the audit.

This declaration is in respect of Shire of Meekatharra.



A handwritten signature in black ink that reads 'C Burton'.

Chris Burton
Director

BDO Audit (WA) Pty Ltd
Perth, Western Australia

9.3 ADMINISTRATION

9.4 COMMUNITY DEVELOPMENT

Title/Subject:	LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS
Agenda/Minute Number:	9.4.1
Applicant:	Samantha Tarling
File Ref:	ADM 0106
Disclosure of Interest:	Nil
Date of Report:	5 December 2012
Author:	Samantha Tarling Acting Community Development Services Manager
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature of Author</i>
	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council to adopt the Local Emergency Management Arrangements (LEMA)

Attachments:

Local Emergency Management Arrangements (LEMA)

Background:

The Shire of Meekatharra has established a Local Emergency Management Committee (LEMC) to oversee, plan and test the local emergency management arrangements (s. 39 of the EM Act 2005). The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community. The LEMC is not an operational committee but rather the organisation established by Council to ensure that local emergency management arrangements are written and placed into effect for the Shire.

The function of the LEMC is to:

- to advise and assist the Council in establishing local emergency managements for the Shire;
- to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Comment:

It is a function of Council under the Emergency Management Act to:

- subject to the Emergency Management Act is to ensure that effective local emergency management arrangements are prepared and maintained for its district;

- to manage recovery following an emergency affecting the community in its district; and
- to perform other functions given to the local government under the Emergency Management Act.

In accordance with point one, the LEMA is attached for Council's endorsement. Once this has occurred it will then be forwarded to the DEMC for their endorsement.

Consultation:

Local Emergency Management Committee
CEO

Statutory Environment:

Emergency Management Act 2005

Policy Implications:

Nil

Budget/Financial Implications:

Nil

Strategic Implications:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr NL Trenfield
Seconded: Cr PS Clancy

That Council;

1. Endorse the Local Emergency Management Arrangements (LEMA) as attached.
2. Request the CEO forward the Local Emergency Management Arrangements (LEMA) to the District Emergency Management Committee.

CARRIED 5/0



SHIRE OF MEEKATHARRA

**LOCAL EMERGENCY MANAGEMENT
ARRANGEMENTS**

Local Emergency Management Arrangements

**SHIRE OF MEEKATHARRA
LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

These arrangements have been produced and issued under the authority of s. 41(1) of the EM Act 2005, endorsed by the Shire of Meekatharra Local Emergency Management Committee (LEMC), and has been tabled with the District Emergency Management Committee (DEMC) and an electronic copy will be forwarded to the Secretary of the State Emergency Management Committee (SEMC) by the Regional Community Emergency Management Officer (CEMO).

.....
Chairperson
Meekatharra LEMC
Date

.....
Endorsed by Council
Shire President
Date

Local Emergency Management Arrangements

Table of Contents

DISTRIBUTION LIST	6
RECORD OF AMENDMENTS	7
GLOSSARY OF TERMS	8
GENERAL ACRONYMS USED IN THESE ARRANGEMENTS.....	12
Part 1: INTRODUCTION	13
1.1 AUTHORITY FOR PREPARATION.....	13
1.2 COMMUNITY CONSULTATION.....	13
1.3 DOCUMENTATION AVAILABILITY	13
1.4 PHYSICAL AND SOCIAL GEOGRAPHY	13
1.5 PURPOSE OF THE ARRANGEMENTS	14
1.6 SCOPE OF THE ARRANGEMENTS	14
1.7 RELATED DOCUMENTS AND ARRANGEMENTS	15
1.7.1 Formal Local Emergency Management Policies	15
1.7.2 Existing Plans and Arrangements	15
1.7.3 Agreements, Understandings & Commitments	15
1.8 SPECIAL CONSIDERATIONS	15
1.9 AVAILABILITY OF RESOURCES.....	16
1.10 ROLES AND RESPONSIBILITIES.....	16
1.10.1 Local Emergency Coordinator	16
1.10.2 Chairperson Local Emergency Management Committee	16
1.10.3 LEMC Executive Officer	17
1.10.4 Local Emergency Management Committee	18
1.10.5 The Function of the LEMC	18
1.10.6 Local Government	18
1.10.7 Controlling Agency	19
1.10.8 Hazard Management Agency	19
1.10.9 Combat Agencies	19
1.10.10 Support Organisation	19
1.10.11 Public Authorities and Others	20
Part 2: PLANNING	21
2.1 PLANNING (LEMC ADMINISTRATION).....	21
2.2 LEMC MEMBERSHIP	21
2.3 MEETING SCHEDULE.....	21
2.4 LEMC CONSTITUTION AND PROCEDURES.....	21
2.4.1 Every Meeting:	21
2.4.2 First Calendar Quarter:	22
2.4.3 Second Calendar Quarter:	22
2.4.4 Third Calendar Quarter:	22

Local Emergency Management Arrangements

2.4.5	Fourth Calendar Quarter:	22
2.5	LEMC ANNUAL REPORT	22
2.6	ANNUAL BUSINESS PLAN	23
2.7	EMERGENCY RISK MANAGEMENT	23
Part 3:	SUPPORT TO RESPONSE	24
3.1	RISKS – EMERGENCIES LIKELY TO OCCUR	24
3.2	INCIDENT SUPPORT GROUP (ISG)	25
3.2.1	Role of the ISG	25
3.2.2	Triggers for the Activation of an ISG	25
3.2.3	Membership of an ISG	25
3.2.4	Frequency of ISG Meetings	25
3.2.5	Locations for ISG Meetings	26
3.5	MEDIA MANAGEMENT AND PUBLIC INFORMATION	26
3.6	CRITICAL INFRASTRUCTURE	26
Part 4:	EVACUATION	27
4.1	EVACUATION	27
4.2	EVACUATION PLANNING PRINCIPLES	27
4.3	EVACUATION MANAGEMENT	28
4.4	SPECIAL NEEDS GROUPS	28
4.5	EVACUATION / WELFARE CENTRES	28
4.6	REFUGE SITES	28
4.7	ROUTES AND MAPS	29
Part 5:	WELFARE	30
5.1	WELFARE MANAGEMENT	30
5.2	LOCAL WELFARE COORDINATOR	30
5.3	LOCAL WELFARE LIAISON OFFICER	30
5.4	STATE AND NATIONAL REGISTRATION AND ENQUIRY	30
5.5	ANIMALS (INCLUDING ASSISTANCE ANIMALS)	31
5.6	EVACUATION / WELFARE CENTRES	31
Part 6:	RECOVERY	32
6.1	THE RECOVERY PROCESS	32
6.2	AIM OF RECOVERY	33
6.3	PRINCIPLES OF RECOVERY	33
6.4	RECOVERY CONCEPTS	33
6.5	TRANSITION FROM RESPONSE TO RECOVERY	34
6.6	LOCAL RECOVERY COORDINATOR	34
6.9	COMPOSITION OF THE RECOVERY COMMITTEE	36
6.10	ROLE AND RESPONSIBILITIES OF THE RECOVERY COMMITTEE	36
6.11	PRIORITIES FOR RECOVERY	37
6.12	FINANCIAL MANAGEMENT IN RECOVERY	37
Part 7:	EXERCISING AND REVIEWING	38

Local Emergency Management Arrangements

7.1 THE AIM OF EXERCISING	38
7.2 FREQUENCY OF EXERCISES	38
7.3 TYPES OF EXERCISES	38
7.4 REPORTING OF EXERCISES.....	38
7.5 REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS.....	38
7.6 REVIEW OF LOCAL EMERGENCY MANAGEMENT COMMITTEE POSITIONS.....	39
7.7 REVIEW OF RESOURCES REGISTER	39
Appendix 1.....	40
RESOURCE REGISTER.....	40
Appendix 2.....	42
RISK REGISTER SCHEDULE.....	42
ELEMENTS AT RISK	42
SOURCES OF RISK	42
PEOPLE 42	
PROPERTY 42	
ENVIRONMENT42	
ECONOMY 42	
INDUSTRY 42	
INFRASTRUCTURE	42
SOCIAL 42	
ANIMALS/ 42	
BUSHFIRE	42
Appendix 3.....	44
EVACUATION / WELFARE CENTRE INFORMATION	44
Appendix 4.....	59
CRITICAL INFRASTRUCTURE.....	59
Appendix 5.....	60
SPECIAL NEED GROUPS.....	60
Appendix 6.....	61
LOCAL DISTRICT MAPS.....	61
Appendix 7.....	63
PASTORAL STATIONS.....	63
Appendix 8.....	65
LEMCA MEMBERSHIP AND CONTACT DETAILS	65

Local Emergency Management Arrangements

DISTRIBUTION LIST

<u>Organisation</u>	<u>Location/Officer</u>	<u>No of Copies</u>
SHIRE OF MEEKATHARRA		
Shire of Meekatharra	CEO	1
Shire of Meekatharra	CDSM	1
LOCAL EMERGENCY MANAGEMENT COMMITTEE		
LEMC	Chairperson	1
WA Police	Meekatharra Police Station	1
Dept. Child Protection	Meekatharra	1
Dept. Child Protection	Geraldton	1
Health Services	Meekatharra District Hospital	1
Water Corporation	Geraldton	1
St John Ambulance	Meekatharra Volunteers	1
Fire and Rescue Services	Meekatharra Volunteers	1
SES Local Manager	Meekatharra Volunteers	1
FESA Regional Office	Geraldton	1
Meekatharra District High School	Meekatharra	1
RFDS	Meekatharra	1

The distribution list is included to enable amendments to be distributed at later dates.

Contact addresses at Appendix 8.

Local Emergency Management Arrangements

RECORD OF AMENDMENTS

Suggestions and comments from the community and stakeholders can help improve these arrangements and subsequent amendments.

Feedback can include:

- What you do and / or don't like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson
Local Emergency Management Committee
Shire of Meekatharra
PO Box 129
MEEKATHARRA WA 6642

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval.

Amendments promulgated are to be certified in the following table, when updated.

<u>Amendment</u>		<u>Details of Amendment</u>	<u>Amended by</u>
<u>No.</u>	<u>Date</u>		<u>*Initial/Date</u>

NOTE - *The person receiving the amendments should be responsible for replacing the pages as appropriate and also for completing the amendment record.

Local Emergency Management Arrangements

GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the current Emergency Management Western Australia Glossary.

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) – A nationally adopted structure to formalize a coordinated approach to emergency incident management.

AIIMS STRUCTURE – The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

COMBAT - take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY – A combat agency prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

COMMUNITY EMERGENCY RISK MANAGEMENT – See **RISK MANAGEMENT**.

COMPREHENSIVE APPROACH – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. Syn. 'disaster cycle', 'disaster phases' and 'PPRR'

COMMAND – The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. See also **COMMAND** and **COORDINATION**.

CONTROL – The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. See also **COMMAND** and **COORDINATION**.

CONTROLLING AGENCY – An agency nominated to control the response activities to a specified type of emergency.

COORDINATION – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See also **CONTROL** and **COMMAND**.

DISTRICT – means the municipality of the Shire of Meekatharra.

EMERGENCY – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:

Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.

Preparedness – preparation for response to an emergency

Local Emergency Management Arrangements

Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and

Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organisation.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

SES –State Emergency Service.

VFRS –Volunteer Fire & Rescue Service.

VMR –Volunteer Marine Rescue.

FESA – Fire & Emergency Services Authority of WA.

BFB – Bush Fire Brigade – established by a local government under the Bush Fires Act 1954.

HAZARD

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event
- (b) a fire
- (c) a road, rail or air crash
- (d) a plague or an epidemic
- (e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth
- (f) any other event, situation or condition that is capable or causing or resulting in
 - (i) loss of life, prejudice to the safety or harm to the health of persons or animals or
 - (ii) destruction of or damage to property or any part of the environment and is prescribed by the regulations

HAZARD MANAGEMENT AGENCY (HMA) – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialized knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

INCIDENT – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

A sudden event which, but for mitigating circumstances, could have resulted in an accident.

An emergency event or series of events which requires a response from one or more of the statutory response agencies. See also **ACCIDENT**, **EMERGENCY** and **DISASTER**.

INCIDENT AREA (IA) – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

INCIDENT CONTROLLER – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area

INCIDENT MANAGER – See **INCIDENT CONTROLLER**

Local Emergency Management Arrangements

INCIDENT MANAGEMENT TEAM (IMT) – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LG – Local Government meaning the Shire of Meekatharra.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

LOCAL EMERGENCY COORDINATOR (LEC) - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair, Executive support should be provided by the local government.

MUNICIPALITY – Means the district of the Shire of Meekatharra.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See also **EMERGENCY OPERATION**.

OPERATIONAL AREA (OA) – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

PREVENTION – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. See also **COMPREHENSIVE APPROACH**.

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also **COMPREHENSIVE APPROACH**.

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. See also **COMPREHENSIVE APPROACH**.

RECOVERY – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

Local Emergency Management Arrangements

A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.

Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

RISK REGISTER – A register of the risks within the local government, identified through the Community Emergency Risk Management process.

RISK STATEMENT – A statement identifying the hazard, element at risk and source of risk.

SUPPORT ORGANISATION – A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

TELECOMMUNICATIONS – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

VULNERABILITY – The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

WELFARE CENTRE – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

Local Emergency Management Arrangements

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFS	Bush Fire Service
CEO	Chief Executive Officer
DCP	Department for Child Protection
DEC	Department of Environment and Conservation
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
FESA	Fire and Emergency Services Authority
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

Local Emergency Management Arrangements

Part 1: INTRODUCTION

1.1 Authority for Preparation

These arrangements have been prepared in accordance with the *Emergency Management Act 2005* and endorsed by the Meekatharra Local Emergency Management Committee and approved by the Shire of Meekatharra.

1.2 Community Consultation

The community has been consulted through other forums and through the LEMC committee members.

1.3 Documentation Availability

Copies of these Arrangements are available from the following and shall be free of charge during office hours:

- Shire's Administration Office
81 Main Street
Meekatharra WA 6642
- Shire's Website in PDF format
- Stakeholder and LEMC agencies and organisations
- Related committees
- FESA Regional Office
- District Emergency Management Committee
- State Emergency Management Committee (Secretary) – electronic format

1.4 Physical and Social Geography

Meekatharra is a major supply centre for the pastoral and mining area in the Murchison region of Western Australia. Situated on the Great Northern Highway, Meekatharra is the largest centre in the Murchison, easily accessible with excellent sealed roads from Perth in the south, Geraldton in the west and further north into the Pilbara

It was an important location in the Western Australian Government Railways system - being the northernmost location in the Northern Railway network, apart from the isolated Marble Bar Railway branch out of Port Hedland. For a while a further branch line continued eastwards to Wiluna. The line was closed from Mullewa and pulled up in the 1970s.

It is located 764 km north-east of Perth and may be reached by the Great Northern Highway. The Meekatharra Airport, 6 kilometres East of the town, has a 2,181 metre runway. It is also a regional home to the Royal Flying Doctor Service Base.

Meekatharra is a former gold rush town. It seems the first settlement at Meekatharra occurred in 1894 and that, in May 1896, after the prospectors Meehan, Porter and Soich discovered gold, miners moved to the new settlement from the other East Murchison fields and mining grew rapidly in scale and sophistication.

Local Emergency Management Arrangements

Success on the Meekatharra field was short-lived. It was only because a second gold discovery occurred in 1899 that the town survived. In 1901 the Meekatharra State Battery began operation and by Christmas Day 1903 the township had been officially gazetted.

In 1906 Alfred Wernam Canning was appointed to develop a stock route from the East Kimberleys to the Murchison. The stock route, comprising 54 wells, was completed in 1908 and, when the railway arrived in Meekatharra in 1910, the town became the railhead at the end of the route. In many ways the railway ensured the town's survival. In 1910 it took the first shipment of wool out of the area and it continued to serve the local pastoral interests until it was closed down in 1978.

Meekatharra underwent a significant gold rush during the mining boom of the 1980s, with mining continuing until May 2004 at St Barbara Mines's Bluebird Gold Mine. Exploration restarted in the area and St Barbara sold out to a company known as Mercator Gold in October 2005. Reed Resources took ownership of the mine in July 2011.

Other substantial gold and mineral deposits are being found and developed throughout the shire.

The climate is hot and dry. The annual rainfall is between 200 mm and 500 mm (20 inches). No viable horticultural industry exists in the area, although extensive but poor cattle stations in the Murchison and Gascoyne exist.

1.5 Purpose of the Arrangements

The purpose of this document is to detail:

- The Shire of Meekatharra's policies for emergency management;
- The roles and responsibilities of public authorities and other persons involved in emergency management in the district;
- Procedures for the coordination of emergency management operations and activities;
- A description of emergencies that could occur in the Shire of Meekatharra;
- Strategies and priorities for emergency management in the Shire of Meekatharra;
- Other matters about emergency management in the Shire of Meekatharra prescribed by the regulations; and
- Other matters about emergency management in the Shire of Meekatharra the local government considers appropriate. [s. 41(2) of the EM Act 2005]

1.6 Scope of the Arrangements

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for Hazard Management Agencies (HMA's) in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

Local Emergency Management Arrangements

- a. This document applies to the local government district of the Shire of Meekatharra;
- b. This document covers areas where the Shire of Meekatharra provides support to HMA's in the event of an incident;
- c. This document details the Shire of Meekatharra's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d. The Shire of Meekatharra's responsibility in relation to recovery management.

1.7 Related Documents and Arrangements

1.7.1 Formal Local Emergency Management Policies

The Shire of Meekatharra currently does not have any policies specifically relating to emergency management unique to this local government area.

1.7.2 Existing Plans and Arrangements

Local Plans

Document	Owner	Location	Date
Meekatharra Aerodrome Emergency Plan	Shire of Meekatharra	Meekatharra	28/4/12
Degrussa EM Plan	Sandfire Resources	Degrussa Mine	26/3/12

Table 1.7.2

1.7.3 Agreements, Understandings & Commitments

Currently there are no formal agreements or MOUs between the Shire of Meekatharra and other local governments, organisations or industries in relation to the provision of assistance during times of need are in place.

Parties to the Agreement	Summary of the Agreement	Special Considerations

Table 1.7.3

1.8 Special Considerations

Tourist/traveller generally start increasing in April each year. Tourists are generally passing through or short stays. Numbers increase during the season peaking in July, then gradually decreasing until September/October.

The Meekatharra Race round and annual festival is held each year on the Queen's Birthday long weekend in September/October. This event, now includes a Rodeo on the Sunday and is gaining in popularity every year.

Local Emergency Management Arrangements

The bushfire season runs throughout the hot summer months. The severity of the season is dictated by fuel levels and the extent of summer rains – both of which are highly variable from year to year.

Direct cyclonic activity is relatively rare, however associated rain and flooding is quite common during the tropical cyclone season which officially runs from November to April.

1.9 Availability of Resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shire of Meekatharra has conducted a broad analysis of resources available within the Shire of Meekatharra including the pastoral properties and collated these in the Shire of Meekatharra Emergency Resources Register at **Appendix 1** or **Appendix 7** for the pastoral properties.

1.10 Roles and Responsibilities

1.10.1 Local Emergency Coordinator

The Local Emergency Coordinator (LEC) for a local government district is appointed by the State Emergency Coordinator (Commissioner of Police) and has the following functions [s. 37(4) of the EM Act 2005]:

- to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
- to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

1.10.2 Chairperson Local Emergency Management Committee

The Chairperson of the LEMC is appointed by the local government (s. 38 of the EM Act 2005). Refer to **Appendix 8** for details.

The Chairperson of the LEMC has the following roles in relation to the operation of the meeting:

- Chair the Local Emergency Management Committee;
- Manage the development and maintenance of the Local Emergency Managements Arrangement within the district;
- Ensure the development of the committees reporting requirements in accordance with legislative and policy requirements; and
- Ensure the effective operation of the committee in accordance with legislation.

The Chairperson is responsible for the **process** of the meeting and usually works closely with the Executive Officer (XO) on the organisation of the agenda and contents of the notes.

Local Emergency Management Arrangements

The Chairperson ensures that the meeting is running smoothly and invites the participation of the participants.

The Chairperson undertakes the following tasks:

- Oversees the preparation of the agenda in consultation with the XO;
- Opens the meeting;
- Welcomes and introduces members and guests;
- Keeps individuals focused on the topics being discussed;
- Makes sure that members are aware of decisions that are made;
- Keeps track of the time; and
- Closes the meeting.

The Deputy Chairperson of the LEMC has the following roles:

- Acts as Chairperson to the committee in the absence of the Chairperson;
- Provides such assistance and advice as requested by the Chairperson;
- Undertake the role of Chairperson to committee working groups, as required;
- Facilitate the provision of relevant emergency management advice to the Chairperson and committee, as required;
- Provide support and direction to the XO, as required; and
- Understudy the roles and responsibilities of the Chairperson.

1.10.3 LEMC Executive Officer

The LEMC Executive Officer (XO) is responsible for taking notes and writing the record of the meeting, and works closely with the Chairperson. The XO may delegate the taking of notes and record meeting details to a support officer. The XO focuses on the *content* of the meeting while the Chairperson is concerned with the *process*.

The XO also takes responsibility for communicating with members outside meetings through the distribution of the agenda and the circulation of the meeting notes. At times there may be out-of-session matters that have to be addressed, and the XO contacts members in such instances.

The Executive Officer typically undertakes the following tasks:

- Calls for agenda items prior to the meeting allowing sufficient time for members to respond;
- Prepares and writes the agenda, a joint responsibility with the Chairperson;
- Distributes the agenda and papers prior to the meeting allowing adequate time for members to read them;
- Organises catering arrangements and acts on instructions about equipment that may be required for the meeting;
- Takes notes at the meeting;
- Prepares draft Minutes from the notes taken;
- Finalises the Minutes in consultation with the Chairperson;
- Circulates the Minutes;

Local Emergency Management Arrangements

- Keeps a complete record of meetings and documentation; and
- Develops a system of archiving notes and documents.

1.10.4 Local Emergency Management Committee

The Shire of Meekatharra has established a Local Emergency Management Committee (LEMC) to oversee, plan and test the local emergency management arrangements (s. 39 of the EM Act 2005).

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

1.10.5 The Function of the LEMC

It is the function of the LEMC to (s. 39 of the EM Act 2005):

- to advise and assist the local government in establishing local emergency managements for the district;
- to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Various State Emergency Management Plans (WESTPLANS) and State Emergency Management Policies (SEMP) place responsibilities on LEMC's. The points below identify functions relate to areas not covered in other areas of these arrangements:

- the LEMC should provide advice and assistance to communities that can be isolated due to hazards such as cyclone or flood to develop a local plan to manage the ordering, receiving and distributing of essential supplies. (WESTPLAN - *Freight Subsidy Plan*)
- the LEMC may provide advice and assistance to the SES and FESA to develop a Local Tropical Cyclone Emergency Plan. (WESTPLANS – *Cyclone, Flood and Tsunami*)

1.10.6 Local Government

It is a function of a local government to:

Local Emergency Management Arrangements

- subject to the Emergency Management Act is to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- to manage recovery following an emergency affecting the community in its district; and
- to perform other functions given to the local government under the Emergency Management Act.

1.10.7 Controlling Agency

A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.

The function of a Controlling Agency is to:

- to undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness;
- to control all aspects of the response to an incident; and
- during Recovery the Controlling Agency will ensure effective transition to Recovery by Local Government.

1.10.8 Hazard Management Agency

A Hazard Management Agency (HMA) is *'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.'* (s. 4 of the EM Act 2005]

The HMA's are prescribed in the *Emergency Management Regulations 2006*.

The functions of the HMAs are to:

- Undertake responsibilities where prescribed in the *Emergency Management Regulations 2006* for these aspects.
- Appointment of Hazard Management Officers (s.55 of the EM Act 2005)
- Declare / Revoke Emergency Situation (s.50 and 53 of the EM Act 2005)
- Coordinate the development of the WESTPLAN for that hazard SEMP No 2.2 *Development and Review of State Emergency Management Plans*
- Ensure effective transition to recovery by Local Government

1.10.9 Combat Agencies

A combat agency is *'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity by the regulations in relation to that agency.'* (EMWA Glossary)

1.10.10 Support Organisation

A support organisation is *'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge,*

Local Emergency Management Arrangements

expertise and resources, is responsible for providing support functions in relations to that agency. (EMWA Glossary) An example may be the Salvation Army providing meals to welfare centre.

1.10.11 Public Authorities and Others

The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district' [EM Act 2005 s 41(2)(b)].

The allocation of roles and responsibilities to Public Authorities should, as far as possible, follow the State Emergency Management Arrangements.

Local Emergency Management Arrangements

Part 2: PLANNING

The Shire of Meekatharra, under s. 38 of the *Emergency Management Act 2005*, has established a Local Emergency Management Committee (LEMC) to plan, manage and exercise the local emergency arrangements. Membership of the LEMC is a representative of agencies, community groups, non-government organisations and expertise relevant to the identification of community hazards and emergency management arrangements.

2.1 Planning (LEMC Administration)

This section outlines the minimum administration and planning requirements of the LEMC under the *Emergency Management Act 2005* and policies.

2.2 LEMC Membership

The Shire of Meekatharra LEMC is comprised of and is reflective of the community:

- A Chairperson, as appointed by the Shire of Meekatharra
- The Local Emergency Coordinator (LEC), as appointed by the State Emergency Coordinator (SEC)
- Local Recovery Coordinator
- At least one local government representative
- Representatives from local emergency management agencies located in the Shire of Meekatharra
- Welfare support agencies
- State Government agencies
- Local Industry representatives
- Local Indigenous or CALD representatives
- Special needs Group representatives
- Any other representatives as determined by the Shire of Meekatharra (e.g. community champions)
- Secretarial and administration support will be provided by the Shire of Meekatharra.

A comprehensive list of LEMC Members and contact details, can be found at **Appendix 8**.

2.3 Meeting Schedule

The LEMC shall meet every three (3) months and as required (SEMP No 2.5 para 21).

2.4 LEMC Constitution and Procedures

At each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

2.4.1 Every Meeting:

- Confirmation of LEMA Contact Details and Key Stakeholders;
- Review any of Post-Incident Reports and Post Exercise Reports generated since last meeting;
- Progress of ERM process;
- Progress of Treatment Strategies arising from ERM process;

Local Emergency Management Arrangements

- Progress of development or review of LEMA; and
- Other matters as determined by the Local Government.

2.4.2 First Calendar Quarter:

- Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- Begin developing annual business plan.

2.4.3 Second Calendar Quarter:

- Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- Finalisation and approval of annual business plan.

2.4.4 Third Calendar Quarter:

- Identify emergency management projects for possible grant funding.

2.4.5 Fourth Calendar Quarter:

- National and State funding nominations.

The LEMC shall determine other procedures as it considers necessary.

2.5 LEMC Annual Report

A signed hard copy of the Annual Report for the Shire of Meekatharra' LEMC shall be completed and submitted to the Executive Officer of the Midwest-Gascoyne DEMC within (2) weeks of the end of the financial year for which the annual report is prepared.

The LEMC Annual Report is to contain, for the reporting period:

- a description of the area covered by the LEMC,
- a description of activities undertaken by it, including:
 - the number of LEMC meetings and the number of meetings each member, or their deputy, attended,
 - a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG),
 - a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC,
 - the level of development of the local emergency management arrangements for the area covered by the LEMC (e.g. draft, approved 2007, under review, last reviewed 2007),
 - the level of development of the local recovery plan for the area covered by the LEMC,
 - the progress of establishing a risk register for the area covered by the LEMC, and
 - a description of major achievements against the LEMC Annual Business Plan.
 - the text of any direction given to it by:

Local Emergency Management Arrangements

- the local government that established it.
- the major objectives of the Annual Business Plan of the LEMC for the next financial year

2.6 Annual Business Plan

State Emergency Management Policy 2.5 '*Annual Reporting*' states that each LEMC will complete and submit to the DEMC, an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan. [SEMP 2.6 s25 (b)(vii) & s25(d)]

From time to time the SEMC will establish a template for the Annual Business Plan that can be used by LEMC's.

2.7 Emergency Risk Management

The Emergency Risk Management (ERM) process forms the foundation of local emergency management arrangements. The ERM process supports the negotiation and development of shared responsibilities necessary for the establishment of effective arrangements within local government.

Emergencies cause great damage to property and cause even greater economic loss through damage to infrastructure, crops and livestock. ERM is an essential part of a community's ability to identify what risks exist within the community and how these risks should be dealt with to minimise future harm to the community.

As part of the ERM process it is essential that community stakeholders are consulted when developing measures that reflect the ERM project being conducted. Through the development of related mitigation initiatives the community is then able to work towards reducing the likelihood and/or consequence of further emergencies order to develop a more sustainable community.

One of the ERM outputs should be to identify critical infrastructure in the community and it's vulnerability to hazards.

For details of the Risk Register refer to **Appendix 2.**

Local Emergency Management Arrangements

Part 3: SUPPORT TO RESPONSE

3.1 Risks – Emergencies Likely to Occur

The following is a table of emergencies that are likely to occur within the Local Government area which have been derived through the Emergency Risk Management process:

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan Date
Air Transport Emergencies		WA Police	Meekatharra Police		Aircrash (2009)	
Animal and Plant Biosecurity		Department of Agriculture			Animal and Plant Biosecurity (2009)	
Bushfire (LG)		LG/FESA	BFB's, Meekatharra FRS	Horizon Power	Bushfire (2011)	
Bushfire (DEC Lands)		DEC	DEC, BFB's, Meekatharra FRS		Bushfire (2011)	
Earthquake		FESA	Meekatharra SES	Horizon Power Water Corp	Earthquake (2011)	
Fire Urban		FESA	Meekatharra FRS	Horizon Power	Urban Fire (2000)	
Hazardous Materials Incident		FESA	Meekatharra FRS		HAZMAT (2010)	
Human Epidemic		Department of Health			Human Epidemic (2010)	
Land Search		WA Police	Meekatharra SES	Salvation Army	Land SAR (2007)	
Road Transport Emergency		WA Police	Meekatharra Police		Road Crash (2010)	
Storm/Tempest		FESA	Meekatharra SES	Horizon Power	Storm (2004)	

Table 3.1

These arrangements are based on the premise that the HMA responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's and Combat agencies may require Shire of Meekatharra resources and assistance in emergency management. The Shire of Meekatharra is

Local Emergency Management Arrangements

committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

3.2 Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator, in consultation with the HMA, to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

3.2.1 Role of the ISG

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

3.2.2 Triggers for the Activation of an ISG

The activation of an ISG should be considered when the incident escalates to an operational **Level 2** which is when one or more of the following occur:

- Requires multi-agency response;
- Protracted duration;
- Requires coordination multi-agency resources;
- Resources required from outside the local area;
- Some impact on critical infrastructure;
- Has a medium level of complexity;
- Has a medium impact on the routine functioning of the community;
- Has potential to be declaration of an "Emergency Situation"; and/or
- Consists of multiple hazard.

3.2.3 Membership of an ISG

The ISG is made up of agencies/representatives that provide support to the HMA. As a general rule, the Local Recovery Coordinator (LRC) should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

3.2.4 Frequency of ISG Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

Local Emergency Management Arrangements

3.2.5 Locations for ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach of all available resources to an emergency. The following table identifies suitable locations and contact details for opening where the ISG can meet within the Local Government District.

Location One: Shire of Meekatharra
Address: 81 Main Street, Meekatharra

	Name	Phone	Mobile Phone
1 st Contact	CEO	9980 0600	0417 989 076
2 nd Contact	CDSM	9980 0600	
3 rd Contact	DCEO	9980 0600	0429 204 146

Location One: Meekatharra Police Station
Address: Savage Street, Meekatharra

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	Name	Phone	Mobile Phone
1 st Contact	OIC Police	9981 1007	
2 nd Contact			

3.5 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA however at the time of handover, the responsibility of sign-off of communication material is handed over to the Local Recovery Coordinator.

3.6 Critical Infrastructure

During the emergency risk management assessment process, local government will identify critical infrastructure within the local government area that if affected by a hazard would have a negative and prolonged impact on the community. Refer to **Appendix 4** for details.

Local Emergency Management Arrangements

Part 4: EVACUATION

4.1 Evacuation

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources.

These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The HMA will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

4.2 Evacuation Planning Principles

The decision to evacuate will only be made by a HMA or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

Under the *Emergency Management Act 2005* (S 67), a hazard management officer or authorised officer during an emergency situation or state of emergency may do all or any of the following:

- Direct or by direction prohibit the movement of persons, animals and vehicles within, into, out of or around an emergency area or any part of the emergency area;
- Direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area;
- Close any road, access route or area of water in, or leading to the emergency area.

The evacuation plan will rely heavily on effective communication with the community. It will be essential to involve community representatives in the planning process so they are aware of and are informed about what they might face during an evacuation.

Community members should have an understanding of the local community's evacuation principles and procedures. Community awareness and education are critical to the successful implementation of an evacuation plan.

Depending on the risk, the need for long or short-term evacuation and immediate or planned evacuation may be necessary. The general policy of the State's emergency management organisation is that:

- Community members should be involved in the decision to stay or evacuate when threatened by an emergency, as much as practicable; and
- The decision to evacuate will only be made by a HMA or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent

Local Emergency Management Arrangements

- In consultation with the community and the DCP, the HMA is responsible for ensuring arrangements are in place for the care of evacuees until such time as they can return.

State Emergency Management Policy No. 4.7 – Community Evacuation should be consulted when planning evacuation.

4.3 Evacuation Management

The responsibility for managing evacuation rests with the HMA. The HMA is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The HMA is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

Schools, hospitals, nursing homes, child care facilities etc. should each have separate emergency evacuation plans, which show where their populations will assemble for transportation. It is important that this information is captured for an overall understanding of where people will be congregating in an emergency.

In most cases the WA Police may be the 'combat agency' for carrying out the evacuation and they may use the assistance of other agencies such as the SES.

Whenever evacuation is being considered the Department for Child Protection (DCP) must be consulted during the planning stages. This is because DCP have responsibility under state arrangements to maintain the welfare of evacuees under WESTPLAN - *Welfare*.

4.4 Special Needs Groups

This section lists 'at risk' groups within the community and the purpose behind this is so that a Controlling Agency planning for an evacuation will be able to identify locations that require special attention or resources.

- The Meekatharra District High School has its own plans in place and the special needs of the children are safeguarded.
- The Murchison Hostel for the Aged will have its own evacuation plans for their clients but requires confirmation.
- Other special needs group have been identified through the medical service and have been documented through medical records and cultural processes.

For details of Special Need Groups refer to **Appendix 5.**

4.5 Evacuation / Welfare Centres

For a detailed list of evacuation / welfare centres refer to **Appendix 3.**

4.6 Refuge Sites

A refuge site may be identified in advance for specific hazards (such as fire which are fast moving) in areas the community identify as high risk. This may be due to single access etc.

Local Emergency Management Arrangements

4.7 Routes and Maps

The main routes through the Shire of Meekatharra are as follows:

- Great Northern Highway: North/south access through the town
- Goldfields Highway: Meekatharra through to Wiluna (mostly unsealed gravel)
- Landor–Meekatharra Road (formed gravel road): Access from Meekatharra to Burringurrah Community, Gascoyne Junction and Carnarvon
- Meekatharra–Sandstone Road (formed gravel road): Access from Meekatharra to Sandstone
- Mt Clere Road from Great Northern Highway (formed gravel road)
- Ashburton Downs Road from Great Northern Highway (formed gravel road)

Refer to **Appendix 6**. This section provides a map of the locality and identifies any issues and local land marks.

Local Emergency Management Arrangements

Part 5: WELFARE

5.1 Welfare Management

In emergency management terminology, Welfare is defined as providing immediate and ongoing supportive services to alleviate as far as practicable the effects on persons affected by an emergency.

The role of managing welfare function during an emergency has been delegated to the Department for Child Protection (DCP). DCP will develop a Local Welfare Emergency Support Management Plan that will be used to coordinate the management of the welfare centre(s) for the Meekatharra LEMC.

5.2 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the DCP District Director to

- establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the DCP District Director;
- prepare, promulgate, test and maintain the Local Welfare Plans;
- represent the department and the emergency welfare function on the LEMC and the Local Recovery Committee;
- establish and maintain the Local Welfare Emergency Coordination Centre;
- ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- represent the department on the Incident Management Group when required

Nominated in Contacts Register, refer to **Appendix 8.**

5.3 Local Welfare Liaison Officer

Local Government shall appoint a Local Welfare Liaison Officer who has the role to provide support and assistance to the Local Evacuation / Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for DCP to arrive.

Nominated in Contacts Register, refer to **Appendix 8.**

5.4 State and National Registration and Enquiry

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department for Child Protection (DCP) has responsibility for is recording who has been displaced and placing the information onto a State or National Register. This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved DCP have reciprocal arrangements with the Red Cross to assist with the registration process.

Local Emergency Management Arrangements

5.5 Animals (including assistance animals)

The Shire Ranger/CEO will arrange appropriate animal welfare through local resources, volunteers and relevant organisations.

5.6 Evacuation / Welfare Centres

For a detail list of evacuation / welfare centres refer to **Appendix 3.**

Local Emergency Management Arrangements

Part 6: RECOVERY

6.1 The Recovery Process

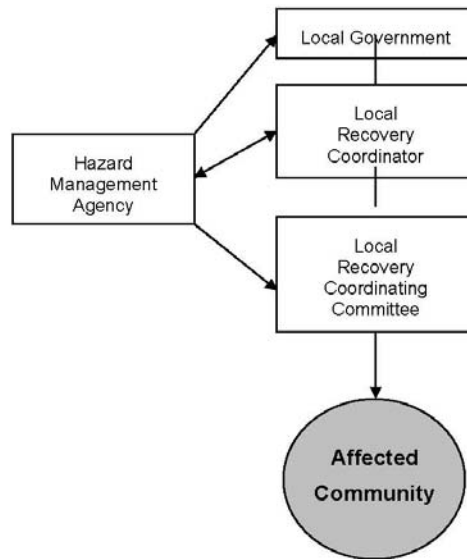
Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The recovery process will be detailed in the Shire of Meekatharra Local Recovery Plan which will be in support of this document.

The purpose of this plan is to ensure recovery is managed and planned for in a structured manner. For the plan to be effective, members of the LEMC, the Local Recovery Coordinating Committee (LRCC), relevant Shire staff and the community require an understanding of the recovery process. LEMC members, LRCC members and Shire staff who participate in recovery training, familiarize themselves with the relevant SEMC Policies and read the EMA's Recovery Manual No. 10, will benefit highly with their overall contribution to the recovery process. This will ultimately result in a higher level of awareness and knowledge in the community

However, recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. It is a complex, dynamic and potentially protracted process rather than just a remedial process. The manner in which recovery processes are undertaken is critical to their success.

Recovery is best achieved when the affected community is able to exercise a high degree of self-determination.



Local Emergency Management Arrangements

6.2 Aim of Recovery

The aim of providing recovery services is to assist the affected community towards management of its own recovery. It is recognised that where a community experiences a significant emergency there is a need to supplement the personal, family and community structures which have been disrupted.

6.3 Principles of Recovery

Recovery from emergencies is most effective when:

- Recovery from an emergency is an enabling and supportive process, which allows individuals, families and communities to attain a proper level of functioning through the provision of information, specialist services and resources.
- Agreed plans and management arrangements, which are accepted and understood by recovery agencies, combat agencies and the community, have been established.
- Recovery arrangements recognise the complex, dynamic and protracted nature of recovery processes and the changing needs of affected individuals, families and groups within the community over time.
- Human service agencies play a major role in all levels of key decision-making which may influence the well-being and recovery of the affected community.
- The recovery process begins from the moment the emergency impacts.
- Planning and management arrangements are supported by training programs and exercises which ensure that recovery agencies and personnel are properly prepared for their role.

Recovery management arrangements provide a comprehensive and integrated framework for managing all potential emergencies and disasters and where assistance measures are provided in a timely, fair and equitable manner and are sufficiently flexible to respond to a diversity of community needs.

6.4 Recovery Concepts

Recovery management principles are supported by the following concepts which provide a basis for effective recovery management.

- **Community Involvement:** Recovery processes are most effective when affected communities actively participate in their own recovery.
- **Local Level Management:** Recovery services should be managed to the extent possible at the local level.
- **Affected Community:** The identification of the affected community needs to include all those who are affected in any significant way whether defined by geographical location or as a dispersed population.
- **Differing Effects:** The ability of individuals, families and communities to recover depends upon capacity, specific circumstances of the event and its effects.

Local Emergency Management Arrangements

- **Empowerment:** Recovery services should empower communities to manage their own recovery through support and maintenance of identity, dignity and autonomy.
- **Resourcefulness:** Recognition needs to be given to the level of resourcefulness evident within an affected community and self-help should be encouraged
- **Responsiveness, Flexibility, Adaptability and Accountability:** Recovery services need to be responsive, flexible and adaptable to meet the rapidly changing environment, as well as being accountable
- **Integrated Services:** Integration of recovery service agencies, as well as with response agencies, is essential to avoid overlapping services and resource wastage.
- **Coordination:** Recovery services are most effective when coordinated by a single agency.
- **Planned Withdrawal:** Planned and managed withdrawal of external services is essential to avoid gaps in service delivery and the prevention of leaving before the task has been completed.

6.5 Transition from Response to Recovery

Response and recovery activities will overlap and may compete for the same limited resources. Such instances should normally be resolved through negotiation between the Hazard Management Agency's Incident Manager (IM), Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC). However, where an agreement cannot be achieved, preference is to be given to the response requirements.

The decision to announce that emergency response is over is just as important as determining whether an issue or incident constitutes an emergency in the first place. The decision to formally announce that the emergency is over will send an important message to all stakeholders and will trigger the commencement of recovery operations by government, community and private sector business.

The effect of prematurely announcing that an emergency is over may create the perception among stakeholders that the Shire of Meekatharra is being insensitive to, or is unaware of the broader issues, which may reflect poorly on the Shire. The LRC and the Shire of Meekatharra CEO should jointly determine when the emergency response is over in consultation with Emergency Services and field response operations.

6.6 Local Recovery Coordinator

Nominated in Contacts Register, refer to **Appendix 8**.

6.7 Local Recovery Coordinator Roles and Responsibilities

The responsibilities of the LRC(s) may include any or all of the following:

- Prepare, maintain and test the Local Recovery Plan;
- Assess the community recovery requirements for each event, in consultation with the HMA, LEC and other responsible agencies, for;

Local Emergency Management Arrangements

- Advice to the Shire President/CEO on the requirement to activate the plan and convene the LRCC; and
- Initial advice to the LRCC, if convened.

Undertake the functions of the Executive Officer (XO) to the LRCC;

- Assess the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required from the recovery process in consultation with the HMA during the initial stages of recovery implementation;
- Coordinate local recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;
- Liaise with the Chair of the State Recovery Coordinating Committee (SRCC) or the State Recovery Coordinator, where appointed, on issues where State level support is required or where there are problem with services from government agencies locally;
- Ensure that regular reports are made to the SRCC on the progress of recovery; and
- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after stand down.

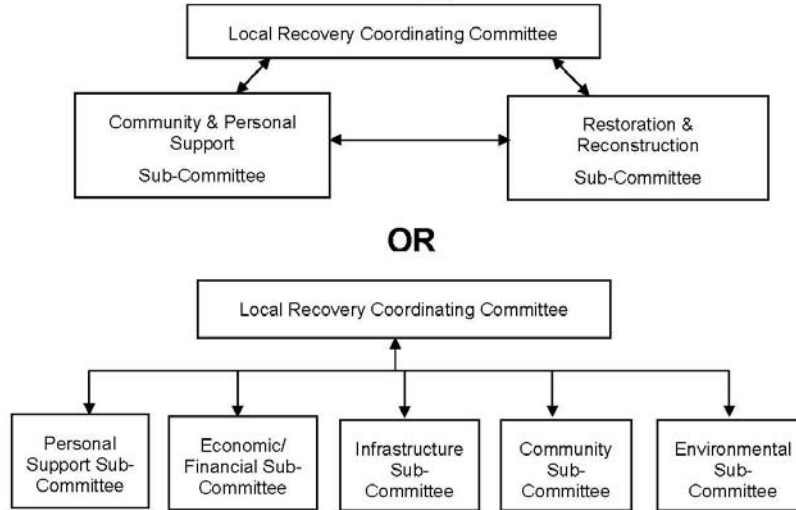
6.8 Recovery Committee

The Local Recovery Coordinating Committee (LRCC) can expand or contract as the emergency management process requires. When forming the LRCC, the LRC will organise the team based on the nature, location and severity of the event as well as considering the availability of designated members. The LRC will also ensure that the LRCC has the technical expertise and operational knowledge required to respond to the situation.

Local Emergency Management Arrangements

Recovery Committee Structures

Following handover from HMA to LRC (depending upon community impact and complexity of event)



6.9 Composition of the Recovery Committee

Position	Suggested Representative
Chairperson	Shire of Meekatharra President, Deputy or Councillor
Local Recovery Coordinator	CEO – Shire of Meekatharra
Secretary/Executive Officer	Shire of Meekatharra
Committee Members	Technical and operational expertise knowledge required to respond to the situation from Local Government and relevant State Government Departments

Table 6.9

6.10 Role and Responsibilities of the Recovery Committee

The LRCC has the role to coordinate and support the local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC Policies, local plans and arrangements.

The LRCC responsibilities may include any or all of the following:

- Appointment of key positions within the committee and, when established, the sub-committees;

Local Emergency Management Arrangements

- Establishing sub-committees, as required and appointing appropriate chairpersons for those sub-committees;
- Assessing the requirements for recovery activities with the assistance of the responsible agencies, where appropriate;
- Develop strategic plans for the coordination of recovery processes;
- Activation and coordination of the ECC, if required;
- Negotiating the most effective use of available resources;
- Ensuring a coordinated multi-agency approach to community recovery; and
- Making appropriate recommendations, based on lessons learned, the LEMC to improve the community's recovery preparedness.

6.11 Priorities for Recovery

The priorities for the LRCC during the period of recovery management are:

1. Health and safety of individuals and the Community
2. Social recovery
3. Economic recovery
4. Physical recovery

6.12 Financial Management in Recovery

Funding is not available for Recovery planning, however there are funding arrangements for recovery assistance following an emergency. The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. However, government recognises that communities and individuals do not always have the resources to provide for their own recovery and financial assistance is available in some circumstances.

Relief programs include:

- Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA)
- Commonwealth Natural Disaster Relief Arrangements (NDRA)
- CentreLink
- Lord Mayor's Distress Relief Fund (LMDRF)

Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination (WESTPLAN – *Recovery Coordination*).

Local Emergency Management Arrangements

Part 7: EXERCISING AND REVIEWING

7.1 The Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

7.2 Frequency of Exercises

The SEMC Policy No 2.5 – *Emergency Management in Local Government Districts*, requires the LEMC to exercise their arrangements on an annual basis.

7.3 Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register

7.4 Reporting of Exercises

Exercises shall be reported to the DEMC via the LEMC Annual Report using the format as detailed in SEMC Policy No 2.6 – *Annual Reporting*.

7.5 Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMC Policy No 2.5 – *Emergency Management in Local Government Districts* and replaced whenever the local government considers it appropriate (S.42 of the EM Act).

Local Emergency Management Arrangements

According to SEMC Policy No 2.5 – *Emergency Management in Local Government Districts*, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

7.6 Review of Local Emergency Management Committee Positions

The Shire of Meekatharra in consultation with parent organisation of members shall determine the term and composition of LEMC positions.

7.7 Review of Resources Register

The Chairperson shall have the resources register checked and updated on an annual basis, however ongoing amendments may occur at any LEMC meeting.

Local Emergency Management Arrangements

Appendix 1.
to Meekatharra LEMA

Resource Register

Name of Organisation Shire of Meekatharra
Location: Meekatharra

Plant and Equipment Resources:

Contact	Position	Phone/Mobile
	CEO	0417 989 076
	Works & Services Manager	0409 115 586

Item Description	Size	No of Items
Grader 14' blade	= Cat 12H/12M	3
Prime Mover	= Nissan UD	4
Side tipper trailers	20 Tonne	4
Semi water carts	25,000Lts	2
Bulldozer	= Cat D6	1
Loader	= Cat 950H	1

Local Emergency Management Arrangements

Scraper	= Cat 613	1
Excavator	Large	1
Mini Excavator	Mini	1
Backhoe		1
Bus	22 seat	1
Bus Mini	12 seat	1
Assorted other equipment		

Local Emergency Management Arrangements

Appendix 2.
 to Meekatharra LEMA

Risk Register Schedule
RISK IDENTIFICATION MATRIX

SOURCES OF RISK	ELEMENTS AT RISK							
	PEOPLE	PROPERTY	ENVIRONMENT	ECONOMY	INDUSTRY	INFRASTRUCTURE	SOCIAL	ANIMALS/ LIVESTOCK
BUSHFIRE	X	X	X	X	X	X	X	X
FLOODING	X	X				X	X	
CYCLONE	X	X		X		X	X	X
EARTHQUAKE	X	X		X		X	X	
CHEMICAL SPILL (MAJOR)	X		X					
MAJOR TRAFFIC ACCIDENT	X							X
STRUCTURAL FIRE (MAJOR)	X	X		X		X	X	
AIRCRAFT ACCIDENT	X	X						

Local Emergency Management Arrangements

RISK REGISTER

RISK STATEMENT	LIKELIHOOD RATING	CONSEQUENCE RATING	LEVEL OF RISK
BUSHFIRE	A: Almost certain	3: Moderate	E: Extreme
FLOODING	B: Likely	3: Moderate	H: High Risk
CYCLONE	C: Possible	3: Moderate	H: High
EARTHQUAKE	D: Unlikely	3: Moderate	M: Moderate
CHEMICAL SPILL (MAJOR)	C: Possible	2: Minor	M: Moderate
MAJOR TRAFFIC ACCIDENT	C: Possible	4: Major	E: Extreme
STRUCTURAL FIRE (MAJOR)	C: Possible	3: Moderate	H: High
AIRCRAFT ACCIDENT	D: Unlikely	4: Major	H: High

Appendix 3.
to Meekatharra LEMA

Evacuation / Welfare Centre Information

	Details
Establishment/Facility:	MEEKATHARRA SHIRE HALL
Physical Address	Savage Street, Meekatharra
General Description of the Complex	Large hall with side patio area, kitchen and toilets
Telephone No	Shire – 9980 0600
Fax No	Shire – 9981 1505
Email Address	reception@meekashire.wa.gov.au

Contacts

Name	Position	Work Contact	A/Hrs Contact
Roy McClymont	CEO	9980 0600	0417 989 076
Krys East	DCEO	9980 0600	0429 204 146



Access Details

	Details
Keys	Available from Shire – 9980 0600
Alarm	Yes
Security	Front of building has security type screens
Universal Access	Limited

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	Max Accommodation – 400 people
Sleeping	100 people
Duration	Up to 48hrs due to lack of showers

Amenities		
Item	Yes/No	Notes
<u>Toilets – Female (east side of front foyer):</u>		
Toilet Pans	Yes	6 x standard pans – no sanitary bins
Hand Basins	Yes	3 off
<u>Toilets – Male (west side of front foyer):</u>		
Toilet Pans	Yes	2 x standard pans
Hand Basins	Yes	3 off
Urinals	Yes	1 x 2.4m SS stall, 1 x SS wall hung
<u>Toilets – Male (outside in patio area east side of building):</u>		
Urinal	Yes	1 x 2m SS stall
Hand Basin	Yes	1 off
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	6 x burner, LPG, commercial, no range hood
Refrigeration	Yes	1 x 500 domestic fridge/freezer
		1 x large walk-in cool room approx 4m x 4m Access from kitchen and also external to the building
Microwave	Yes	1 off
Urn	Yes	1 off
Bain Marie – Mobile	Yes	4 x trays
Deep Fryer	Yes	2 x basket
Microwave	Yes	1 off
Aircon	Yes	Split – wall mounted
Electrical Sub-board	Yes	
<u>Dining Facilities:</u>		
Tables	Yes	35 Tables – sit 6 people
Chairs	Yes	500 Chairs

Cutlery and Crockery	Nil	Check availability
<u>General Facilities:</u>		
Rooms	Yes	Consists of the following: <ul style="list-style-type: none"> • Front entry foyer with toilets off east and west • Main hall polished timber floor • Annex west off hall bare concrete floor and has a serving bar at the south end • Stage – south end of man hall • Large covered external – east of the main hall
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	4 x evaporative units in the main hall
Heating	No	
Ceiling Fans	Yes	3 x fans in the west annex
Lighting (internal)	Yes	
Lighting (external)	Yes	limited
Telephone Lines	Yes	Not currently active
Internet Access	No	
Hot Water System (type)	Yes	Electric
Bins	Yes	
Septic Sewerage	Yes	
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	Paved covered area located adjacent to and east of the Hall A serving bench is located adjacent to the kitchen area
Outside Children's Play Area	No	Located next to the carpark
Recreation Rooms	No	

BBQs	Yes	1 x portable 6 burner under the covered area
Conference Rooms	No	
Meeting Rooms	No	
Swimming Pool	Yes	Located close to the building in the main street
Oval	No	
External Facilities:		
Power Outlets	Yes	Several outlets under to covered area
Water	Yes	
Parking	Yes	Limited – there is an enclosed area behind the Hall and the Shire Office and/or the street could be blocked off to provide parking
Area for Tents	Yes	Limited behind hall
Toilets	No	A male toilet is located off the covered area
Caravan/Articulated Vehicles	Yes	See Parking above
Other:		
Mobile Phone Coverage	Yes	
Storage	No	
Pet friendly		The Shires prerogative
Main Electrical Board Location	Yes	West side of front entry foyer
Water Stop Cock Location	???	Water could be part of Shire Office????
Surrounded by Bush	No	
Built on a Flood Plain	No	
Positioned on Coast	No	
Site Access		Limited
Timeframe before pump out of septic		48 hours

	Details
Establishment/Facility:	MEEKATHARRA SPORTING COMPLEX
Physical Address	Gascoyne Junction Road/Landor Road, Meekatharra
General Description of the Complex	A typical small country sporting complex with a small hall area, limited kitchen area and small change rooms. There are plenty of outdoor amenities.
Site Limitations	The facility may not have access during flooding or heavy rain due to the substantial creek between the site and the NWCH to the east.
Telephone No	Shire
Fax No	Shire
Email Address	Shire

Contacts

Name	Position	Work Contact	A/Hrs Contact
Roy McClymont	CEO	9980 0600	0417 989 076
Krys East	DCEO	9980 0600	0429 204 146



Access Details

	Details
Keys	Available through the Shire
Alarm	No
Security	No
Universal Access	Limited

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	Max Accommodation 30 People
Sleeping	Max 20 people
Duration	Up to 48hrs due to limited showers

Ablution Amenities

Item	Yes/No	Notes
Male Toilets: there is external access to this facility		
Toilets	Yes	1 x pan
Urinal	Yes	1 x 2metre SS stall
Shower	Yes	4 off – no partitions
Hand Basins	Yes	1 x off
Female Toilets: there is external access to this building		
Toilets	Yes	2 x pans with sanitary bins
Shower	Yes	2 off cubicles
Hand Basin	Yes	1 x off

Disabled Toilet: external access and provides a toilet for the male change room		
Toilet	Yes	1 x disabled pan
Hand Basin	Yes	1 off
Male Changeroom: bare concrete floor		
Showers	Yes	1 x fitted for a disabled person 2 x open, no partitions

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	1 off – 4 x Burner domestic LPG stoves
Refrigeration	Yes	1 x 2 door 520ltr domestic fridge/freezer
<u>Dining Facilities:</u>		
Tables	Yes	16 Tables – sit 6 people
Chairs	Yes	Approx 40 Chairs
Cutlery and Crockery	No	
<u>General Facilities:</u>		
Rooms		Main hall with sheet vinyl flooring
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Main Hall – ceiling mounted refrigerated unit
Heating	No	
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	No	Old point that could be reactivated

Internet Access	No	
Water Cooler	No	
Hot Water System (type)	Yes	Electric
Bins	Yes	
Septic Sewerage	Yes	
<u>Amenities Areas:</u>		
Enclosed Covered Areas	No	The yard is enclosed but there are verandahs on the north and east elevations
Outside Children's Play Area	Yes	100m south of building
Recreation Rooms	No	
BBQs	Yes	1 x large wood fired unit 1 x fixed 2 plate LPG units
Conference Rooms	No	
Meeting Rooms	No	
Swimming Pool	No	
Oval	Yes	No lighting
Netball/Basketball Court	Yes	3 x courts with lighting – south of building
Tennis Court	Yes	4 x courts with lighting – north of building
<u>External Facilities:</u>		
Power Outlets	No	
Water	Yes	
Parking	Yes	Large carparks around the building and the oval
Area for Tents	Yes	On oval – avoid oval reticulation
Toilets	No	
Caravan/Articulated Vehicles	Yes	On oval or in carparks
<u>Other:</u>		
Mobile Phone Coverage	Yes	
Storage	No	
Pet friendly		The Shires prerogative
Main Electrical Board Location	Yes	Inside hall

Water Stop Cock Location		
Surrounded by Bush	No	
Built on a Flood Plain	No	
Positioned on Coast	No	
Site Access	Yes	Excellent
Timeframe before pump out of septic		48 hours

	Details
Establishment/Facility:	MEEKATHARRA YOUTH CENTRE
Physical Address	Darlot Street, Meekatharra
General Description of the Complex	A large industrial building with multiple rooms located within a cyclone fenced yard. The internal of the building is very basic with no lining or insulation.
Telephone No	9980 1334
Fax No	
Email Address	0438 993 013

Contacts

Name	Position	Work Contact	A/Hrs Contact
Roy McClymont	CEO	9980 0600	0417 989 076
Krys East	DCEO	9980 0600	0429 204 146



Access Details

	Details
Keys	Available through the Shire
Alarm	Yes
Security	Padlocked gates and security screens
Universal Access	no

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	In the main hall - Max Accommodation 150 People
Sleeping	Max 50 people
Duration	Up to 48hrs due to limited of showers

Ablution Amenities external to the main building

Item	Yes/No	Notes
<u>Male Toilets:</u>		
Toilets	Yes	1 x pan
Urinal	Yes	1 x 1metre SS stall
Shower	Yes	1 off
Hand Basins	Yes	1 x off
<u>Female Toilets:</u>		
Toilets	Yes	2 x pans
Urinal	Yes	1 x 1metre SS stall
Shower	Yes	1 off
Hand Basin	Yes	1 x off

Disabled Toilets:		
Toilets	Yes	1 x disabled pan
Hand Basin	Yes	1 x off

General Amenities

Item	Yes/No	Notes
Kitchen Facilities:		
Stoves (types)	Yes	2 off – 4 x Burner domestic LPG stoves
Refrigeration	Yes	1 x 2 door 300ltr domestic fridge
Freezer	Yes	1 x chest unit
Chip Cooker	Yes	1 off
Dining Facilities:		
Tables	Yes	10 Tables – sit 8 people
Chairs	Yes	Approx 60 Chairs
Cutlery and Crockery	No	
General Facilities:		
Rooms		Main hall, lessor hall (suitable for sleeping a area), kitchen, 3 x meeting and a self-contained office.
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Main Hall and Lessor Hall – ceiling mounted evaporative unit 2 x meeting rooms and the office – split units
Heating	No	
Ceiling Fans	N	
Lighting (internal)	Yes	
Lighting (external)	Yes	

Telephone Lines	Yes	Office
Internet Access	Yes	Office
Water Cooler	Yes	1 off
Hot Water System (type)	Yes	Electric for kitchen only
Bins	Yes	
Septic Sewerage	Yes	Behind the toilet block
<u>Amenities Areas:</u>		
Enclosed Covered Areas	No	
Outside Children's Play Area	No	
Recreation Rooms	Yes	Meeting rooms could be utilised
BBQs	Yes	1 x portable External – 1 x 2 burner electric fixed, southern end of building
Conference Rooms	No	
Meeting Rooms	Yes	3 off
Swimming Pool	No	
Oval	No	
Basketball Court	Yes	Front of building with lighting
<u>External Facilities:</u>		
Power Outlets	No	
Water	No	
Water Cooler	Yes	1 off – southern end of building
Parking	Yes	Limited within the yard
Area for Tents	No	
Toilets	No	
Caravan/Articulated Vehicles	No	
<u>Other:</u>		
Mobile Phone Coverage	Yes	
Storage	No	
Pet friendly		The Shires prerogative
Main Electrical Board Location	Yes	Main switch located in service cabinet on pole adjacent pedestrian access gate.

Water Stop Cock Location	Yes	In metal box in south/west corner of yard behind toilet block.
Surrounded by Bush	No	
Built on a Flood Plain	No	
Positioned on Coast	No	
Site Access		Limited
Timeframe before pump out of septic		48 hours

Appendix 4.
to Meekatharra LEMA

Critical Infrastructure

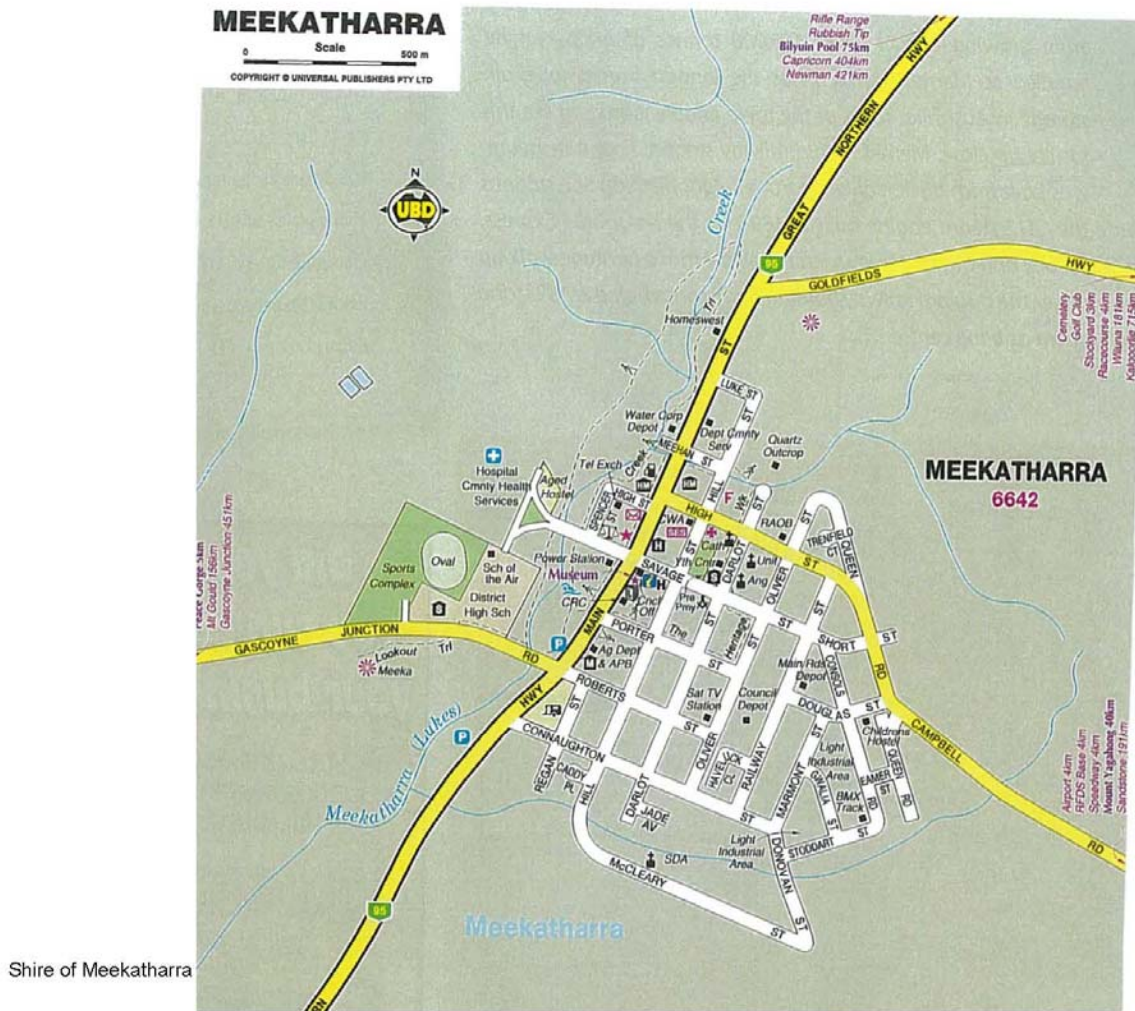
The infrastructure scheduled below is those that the community considers to be critical within the Shire of Meekatharra and therefore should be treated as such in an emergency:

INFRASTRUCTURE	AGENCY RESPONSIBLE
• Meekatharra District Hospital	Health
• Power Generation	Horizon Power
• Power Reticulation	Horizon Power
• Great Northern Highway	Main Roads
• Goldfields Highway	Main Roads
• Landor Road	Shire
• Meekatharra District High School	Dept of Education
• Water Supply	Water Corporation
• Meekatharra Airport	Shire
• Evacuation Centres	Shire
• Communication Towers	Various providers
• Shire Administration Centre	Shire
• Meekatharra Police Station	WA Police
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•	
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•	

Appendix 5.
to Meekatharra LEMA

Special Need Groups

Name	Address	Contact 1	Contact 2
Meekatharra District High School	High Street Meeka	Principal 9981 1092 0417 090 085	Registrar 9981 1092
Meekatharra Hospital	High Street	Health Service Manager Norm Lyon JP 9981 0600 0417 988 285	Paulette Hurdle 0418 717 753
Murchison Hostel	High Street	Manager Raylene Green 9980 1292 0427 777 3051	
Pensioners Units	Hill Street	Dept Housing 9956 5000	



Appendix 7.
to Meekatharra LEMA

Pastoral Stations
Resource Register

Annean Station	Mooloogool Station	Polelle Station
Belele	Moorarie Station	Prairie Downs Station
Bryah Station	Mt Gould Station	Sherwood Station
Bulloo Downs	Mt Hale Station	Sylvania Station
Doolgunna Station	Mt Padbury	Tangadee Station
Ethel Creek	Mt Vernon Station	Three Rivers Station
Hillview Station	Mulgul Station	Trilbar Station
Killara Station	Munarra Station	Turee Creek Station
Koonmarra Station	Murchison Downs Station	Weelarrana Station
Kumarina Station	Nannine Station	Woodlands Station

Marymia Station	Naracoota Station	Yarlarweelor Station
Milgun Station	Neds Creek Station	Yarrabubba Station
Mingah Springs Station	Norie Station	Yoothapina Station
Mininer Station	Paroo Station	Yulga Jinna Aboriginal Community

Communities/Other

Buttah Windee Aboriginal Community	Karalundi Education Centre	Yulga Jinna Aboriginal Community
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Appendix 8.
To Meekatharra LEMA

LEMC Membership and Contact Details
(RESTRICTED)

Position	Name	Organisation	Email Address	Phone (w)	Phone (mobile)
Chairperson/Local Emergency Coordinator	Steve Martyn	OIC Meekatharra Police Station	Steve.martyn@police.wa.gov.au	9981 1007	
Shire CEO/CBFCO/Deputy Chair	Roy McClymont	Shire of Meekatharra	executive@meekashire.wa.gov.au	9980 0600	0417 989 076
Meekatharra Airport Manager	Mal Trenfield	Shire of Meekatharra	airportmgr@meekashire.wa.gov.au		0417 968 115
Leader/Rep	Splinter	Meeka SES	djsbiz@westnet.com.au		0439 910 266
Chairman/Rep	Svenja Clare	St Johns Ambulance Meeka	svenaclare@gmail.com		0429 102 148
Captain/Rep	Gary Hammer	Meeka Fire and Rescue Service			0428 720 338
Member	Tex McPherson	CEMO SEMC Secretariat	tex.mcperson@fesa.wa.gov.au	9956 6014	0409 848 129
Member	Paul Southam	FESA Area Manager	paul.southam@fesa.wa.gov.au	9956 6005	0427 196 352

MINUTES OF THE ORDINARY COUNCIL MEETING HELD FRIDAY DECEMBER 14, 2012

Page 205

OIC	Paulette Anderson	Meekatharra Hospital	Paulette.anderson@health.wa.gov.au	9981 0600	
OIC DESO	Keith Shaw	Department of Child Protection Meekatharra	Keith.shaw@dcp.wa.gov.au	99811104	
Member		Royal Flying Doctor Service Meeka		9980 0550	
Member		Plutonic Mine		9981 0100	
Member	Kim Riseborough	Manager OHS & Training Sandfire Resources	kim.riseborough@sandfire.com.au		0448 206 132
Member	Paul Lawrence	Manager CentreLink Meekatharra	paul.lawrence@centrelink.gov.au	9980 1047	0427 085 324

Title/Subject: BUDGET AMENDMENT – INDOOR BOWLS
Agenda/Minute Number: 9.4.2
Applicant: Nil
File Ref: ADM 0242
Disclosure of Interest: Nil
Date of Report: 7 December 2012
Author: Kelly Fuhrmann
Community Development/Administration Officer



Signature of Author

Senior Officer: Roy McClymont
Chief Executive Officer



Signature Senior Officer

Summary/Matter for Consideration:

This report presents to Council a request for a budget amendment

Attachments:

Nil

Background:

Council adopted the 2012/13 Budget at the Ordinary Council meeting held June 16th 2012. Since adoption, staff would like to request that a consideration be made to allocate funds towards the formation of an indoor bowls competition.

Comment:

Indoor Bowls is a pastime that appeals to a wide cross section of the community and can be undertaken by people of all ages.

The previous Youth and Recreation Officer Brenda Robinson was approached in August 2011 by community members interested in playing indoor bowls. Brenda took this request to the Community Development/Administration Officer (CDAO) and subsequently \$2000 was requested and allocated in the 2012/13 budget for an indoor bowls mat.

Since that time more community members have expressed an interest in taking part in this initiative. Further research indicates that the cost of starting up an indoor bowls competition would be significantly more than \$2000.

To start up the competition a list of quote has been obtained for equipment and materials which is as follows:

- 3 indoor bowls mats at \$1648 each
- 4 sets of bowls at \$520 each
- 6 jacks at \$15 each
- 3 carpet carry canvas bags at \$72 each
- 3 free standing scoreboards at \$241 each

Total cost - \$8053 + GST

The owner of Meekatharra Maintenance and Glazing Brian Williams has offered to sponsor the program through his business with a contribution of \$2000. He has also spoken with the Meekatharra Accommodation Centre (Caravan Park) who has indicated they would be willing to support the initiative with a \$2000 donation.

There is currently \$2000 remaining in the 2012/13 Community Development budget for Healthy Events Projects and this money could be used to support this initiative as indoor bowls may appeal to older residents of the community and provide them with an opportunity to socialise which will improve their social and emotional health.

There is also \$2000 remaining in the 2012/13 Community Development Budget for 'Other Activities'. This money could also be used to support the introduction of indoor bowls to the Meekatharra Community.

Another \$1500 also remains in the 2012/13 Recreation Budget for operational costs and some of these funds could also be utilised to further this program.

Consultation:

Samantha Tarling - Acting Community Development Services Manager (CDSM)

Statutory Environment:

Local Government (Financial Management) Regulations 1996

Policy Implications:

Nil

Financial Implications:

There is a possibility of \$4000 unbudgeted income should Council choose to accept donations towards this project

No increase in the net cost to Council.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officer Recommended Options:

Option 1

That Council allows the CDSM and CDAO to implement an indoor bowls program by using existing funds from the Community Development and Sport and Recreation Budgets.

OR

Option 2

That Council allows the CDSM and CDAO to implement an indoor bowls program as above – and also authorizes \$4000 unbudgeted income (donations) towards this project.

Or

Option 3

That Council considers budgeting approximately \$8000 (ex gst) for an indoor bowls program during the upcoming January budget review.

Council Resolution:

Moved: Cr NL Trenfield

Seconded: Cr PS Clancy

That Council defer this matter until the budget review and pending further information from staff regarding the suitability of the Town Hall for this purpose.

CARRIED 5/0

Reason for Council Resolution differing from Officer Recommended Options:

Council considered that the suitability of the Hall for indoor bowls should be clarified.

9.5 HEALTH, BUILDING & TOWN PLANNING

9.6 WORKS AND SERVICES

9.7 CONFIDENTIAL ITEMS

Moved: Cr HJ Nichols
Seconded: Cr RK Howden

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 and 9.7.5 which are matters of a confidential nature.

This is in accordance with the Act:


- **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 5/0

CONFIDENTIAL ITEM

Contains information concerning contractual services

Title/Subject:	RUBBISH REMOVAL CONTRACT - TENDER
Agenda/Minute Number:	9.7.1
Applicant:	Nil
File Ref:	ADM 225, RFT 1213-7
Disclosure of Interest:	Nil
Date of Report:	6 December 20112
Author:	Roy McClymont Chief Executive Officer
Senior Officer:	Roy McClymont Chief Executive Officer


Signature of Author


Signature Senior Officer


Summary/Matter for Consideration:


The current Rubbish Removal Contract expires on 27 April 2013. Council may consider calling tenders for this contract.

Contents removed as it confidential information.

CONFIDENTIAL ITEM

Title/Subject:	PADDY'S FLAT LEASE
Agenda/Minute Number:	9.7.2
Applicant:	Veterans Legion of Australia
File Ref:	A274
Disclosure of Interest:	Nil
Date of Report:	7 December 2012
Author:	Roy McClymont Chief Executive Officer
Senior Officer:	Roy McClymont Chief Executive Officer


Signature of Author


Signature Senior Officer

Summary/Matter for Consideration:



Council consider a request from Veterans Legion of Australia Inc. to sublease an area of Paddy's Flat to further sub-lease to allow a development of accommodation by King Spring Contracting.

Cr NL Trenfield having declared a financial interest in items 9.7.3 and 9.7.4 left the meeting at 3:46pm and did not return

Contents removed as it confidential information.

CONFIDENTIAL ITEM

Contractual Matter

Title/Subject:	TENDER - BORE DRILLING	
Agenda/Minute Number:	9.7.3	
Applicant:		
File Ref:	RFT 12/13 - 6	
Disclosure of Interest:		
Date of Report:	7 December 2012	
Author:	Roy McClymont 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 consider appointment of a preferred panel of drilling contractors to undertake water bore drilling.

Contents removed as it confidential information.

CONFIDENTIAL ITEM

Contractual Matter

Title/Subject:	TENDER PLANT HIRE & MINOR WORKS – HOURLY HIRE BASIS	
Agenda/Minute Number:	9.7.4	
Applicant:		
File Ref:	RFT 1213 - 4	
Disclosure of Interest:		
Date of Report:	6 December 2012	
Author:	Roy McClymont 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 may consider appointment of a panel of preferred contractors under the Tender for Plant Hire along similar lines to the last four years.

Contents removed as it confidential information.

The Chief Executive Officer Roy McClymont having declared a personal interest in item 9.7.5 left the meeting at 3:55pm

CONFIDENTIAL ITEM

Matter affecting an employee

Title/Subject:	CEO PERFORMANCE REVIEW/CONTRACT EXTENSION
Agenda/Minute Number:	9.7.5
Applicant:	CEO Performance Review
File Ref:	Personal File
Disclosure of Interest:	
Date of Report:	10 December 2012
Author:	N/A
Senior Officer:	Council

Summary/Matter for Consideration:

The CEO Performance Review Panel (Cr's Hutchinson, Trenfield and Nichols) may provide a recommendation concerning the possibility of a further extension of the CEO's contract.

Contents removed as it contains confidential information.

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

Nil

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 CLOSURE OF MEETING

The Shire President, Cr TR Hutchinson, declared the meeting closed at 4:05pm.