



*SHIRE*  
*of*  
*MEEKATHARRA*

MINUTES  
of  
COUNCIL MEETING  
held  
AT THE COUNCIL CHAMBERS, MEEKATHARRA  
on  
SATURDAY APRIL 21, 2007  
COMMENCING AT 10.17am.

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

**1.1 DECLARATION OF OPENING**

**The President Cr T R Hutchinson declared the meeting open at 10.17am**

**1.2 DISCLAIMER READING**

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

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

**The President Cr T R Hutchinson read aloud the disclaimer.**

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

**Members**

**Cr T R Hutchinson**

**(President)**

**Cr B A O'Dwyer**

**(Deputy President)**

**Cr H Nichols**

**Cr A G Burrows**

**Cr A E Smith**

**Cr N L Trenfield**

**Cr S R Bajrai**

**Cr M D E Bain**

**Staff**

**Roy McClymont**

**(Chief Executive Officer)**

**Cameron Watson**

**(Deputy Chief Executive Officer)**

**Mal Trenfield**

**10.17am – 10.51am**

**(Airport Manager)**

**Megan Alchin**

**10.17 am – 12.07pm**

**(Community Development Officer)**

**Apologies**

**Cr R K Howden**

**Approved Leave of Absence**

**NIL**

**Observers**

**May Andrew**

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**NIL**

**4. PUBLIC QUESTION TIME**

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

**Cr M D E Bain be granted a leave of absence for the May 2007 Ordinary Council meeting.**

**Moved: Cr S R Bajrai**

**Seconded: Cr A G Burrows**

**CARRIED 8/0**

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

**6.1 ORDINARY MEETING HELD 17<sup>TH</sup> MARCH 2007**

**Council Resolution:**

**That the minutes from the Ordinary Meeting of Council held Saturday, March 17, 2007 be confirmed.**

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

**Seconded: Cr H Nichols**

**CARRIED 8/0**



**6.2 HEALTH BUILDING AND TOWN PLANNING COMMITTEE MEETING  
MINUTES HELD 7<sup>TH</sup> MARCH 2007**

**Council Resolution:**

**That the minutes from the Health Building and Town Planning Committee Meeting Minutes held Wednesday, March 7, 2007 be received.**

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

**Seconded: Cr S R Bajrai**

**CARRIED 8/0**

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

**NIL**

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

**The President, Cr T R Hutchinson, announced to all present that Cr A E Smith will be retiring effective as at the end of April 2007. He thanked Councilor Smith for her good efforts while being a representative of the Shire of Meekatharra.**

**Cr N L Trenfield left meeting at 10.25am.**

## **9. REPORTS OF COMMITTEES AND OFFICERS**

### **9.1 OFFICERS MONTHLY REPORTS**

#### **9.1.1 WORK SUPERVISOR'S REPORT – MARCH 2007**

##### **Construction:**

###### Mt. Clere Road

This project is progressing quite well with phase one nearly completed. The actual point so far reached is 24slk, with only a short section of gravel sheeting, and a floodway modification to be done, this project is ready to be guide posted and the appropriate signage put in place at grids and floodway crossings. It is my opinion that the formation level that has been achieved will be sufficiently effective, and the road-way will have greatly improved drainage in the future. The planned deployment of a contract dozer to push up various pits up ahead has not yet eventuated, as the machine has broken down. Meanwhile Council's dozer has been utilized effectively pushing up material in the pit at the 27 slk jump-up, which is also the change-over point from phase one to phase two of this project.

The construction crew have a new starter, John Mclean from Lake Biddy, where-ever that may be, John has been busy operating one of Council's side-tippers and the 950 loader and has made a good start.

###### Town Streets Kerbing

The programmed date for the kerbing of Reagan Street and a few other areas, has had to be deferred, due to the non-availability of concrete over the Easter period. It envisaged this work will be completed in the near future

##### **Maintenance:**

###### Town Streets

Much effort has been put in to keeping the weeding and other tasks effective but a lot of the good work has been overshadowed by the increasing amount of litter and lane-way vandalism that has been occurring, and so far un-checked.

###### Oil Recycling Facility

This facility has been cleaned up, with regards to multiple drums of cooking oil and fat that have been dumped there and tipped into the tank at the facility, which in turn has contaminated that storage tank. A contractor has been engaged to pump out the contaminated liquid and render the facility 'ready for use' again.

###### Maintenance Grading

This activity has been occurring on the Ashburton Downs road, with the first 74kms receiving a 'double-cut'. Also council's scraper has been utilized to import some clay-based material, to help 'cushion' the ride in susceptible areas. The grader has progressed onto Milgun and Mulgul, via the same road, with the surface in reasonably good condition, it has only been necessary to 'touch grade', where recent rains have caused some rutting and minor damage.

The plan from here is to progressively grade from Mulgul to the Tangadee t/off and then grade to the mine t/off on the Tangadee Road. Progress from this point will be reported at a later date.

**Plant Report:**

The mechanic has recently been on leave so a comprehensive report is not available. Some items are listed below for your information:.

P 102 Trax. A bad oil leak was rectified, and necessitated the removal of the belly plate. Westrac were engaged to carry out this work.

P342 UD This p/mover has a major clutch problem and is under repair

P310 Ute The front brake calipers have been replaced on the town utility.

P349 Volvo Some studs and gasket have been replaced on the exhaust manifold.

P8 Tractor and Proline. Serious consideration should be given to replacing this item of plant, as the tractor fuel pump has a bad leak which cannot be repaired, as parts are no longer available, through existing channels, also the same can be said for the Proline which is giving us problems on a regular basis, and parts are no longer available for it.

P358 Cat grader: Extraneous substances were detected in the engine oil of this item of plant. The source of the contamination was traced to an internal fuel pump malfunction and a replacement has since been fitted. The work was carried out by Westrac and was covered by their warranty.

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

**Officers Recommendation/Council Resolution:**

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

**Seconded: Cr H Nichols**

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

**CARRIED 7/0**

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

*Not available this month as Plant Mechanic has been on Leave. See Works Supervisor's Report.*

Cr N L Trenfield returned to the meeting at 10.29am.

### 9.1.3 AIRPORT MANAGER'S REPORT – MARCH 2007

#### MEEKATHARRA AERODROME Monthly Report March 2007

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

The month of March saw 39 less aircraft land at Meekatharra than in March 2006. A number of factors affected these figures namely the cyclone that went through to the north east which closed runways at Nifty and Woodi Woodi for several days. Workers were transported by road to Telfer then flown out by Jet to Perth so Meeka missed out on the regular traffic.

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

	<b>2007</b>	<b>2006</b>	<b>2005</b>	<b>Variation</b>
General Aircraft Landed:	151	190	120	+ 26%
Passengers on Board:	2326	3186	1756	+ 32%
Avgas Fuel Sold:	17055	17044	15342	+11%
Jet Fuel Sold:	75663	89792	51556	+46%
Total Fuel Sold:	92718	106836	66898	+51%

The following table shows comparison of the first quarter of 2007 against the same periods of 2006 and 2005.

	<b>2007</b>	<b>2006</b>	<b>2005</b>	<b>Variation</b>
General Aircraft Landed:	469	488	344	+36%
Total Fuel sold:	245,861	273,933	198,164	+24%

Overall, whilst the figures are slightly down on 2006, they are still 24% up on 2005.

##### ***Aerodrome Works.***

Works were contained to the gardens and areas around the terminal as well as weed removal airside between the apron and the airside fence.

##### ***Annual Technical Inspection.***

Nothing further to report on the technical inspection and work recommendations. I have not been advised whether a grant was applied for to carry out the recommended works.

**Budget Items:**

***(Fire Fighting Unit)***

This unit has not been fitted out and is operational. Some slight adjustments to some of the valves are required.

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

Hopefully, with the onset of the cooler weather, we may be able to attract a tiler from out of town for this job. I am currently communicating with a contractor recommended by Ross Howden however at this stage have not finalized any details or if they can do the job. Further advice will be given as information comes to hand.

***Upgrade of Airconditioner in Terminal***

Still nothing further to report on this. Comments in my last report may well be true.

***Aerodrome Emergency Exercise***

The Exercise was held on 10<sup>th</sup> March and it proved to be a success. All agencies worked according to the Aerodrome Emergency Plan and the attendance from the volunteer organizations was extremely high in numbers and professionalism. A report of the exercise and the minutes of the debrief have been forwarded off to CASA for their records. The next committee meeting and desk top exercise will be March 2008.

***General Summary:***

Generally, aircraft numbers have shown a decline and this will probably be the future trend. A number of the regular flights going to mine sites have changed either by additional flights being put on so that loads are lighter and therefore providing direct services between Perth and the mine sites or bigger companies flying jet aircraft have taken over the contracts and these do not require fuel stops at Meeka.

Mal Trenfield  
Airport Manager

12<sup>th</sup> April 2007

**Officers Recommendation/Council Resolution:**

Moved: Cr A E Smith  
Seconded: Cr A G Burrows

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

**CARRIED 8/0**

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

##### **Strategic Plan**

An initial planning session was held this month for the Community Development Strategic Plan. This session was facilitated by Anton Rossouw from the Department for Community Development and was attended by Cr. Bajrai, Cr. Burrows, Roy and myself. The first session was considered to be quite successful and a second and no doubt final session will be held in the near future. Once completed, a submission will be prepared and presented to Council.

##### **Festival**

Planning for the Festival is underway and although a limited amount of organisation can be done at this stage, plans have been made for several fundraising events to be held throughout the year as a contribution towards the cost of the festival. Suggestions at this point are a fancy dress ball, a battle of the bands competition, and that the money raised through the annual Meeka Muster basketball competition be used for the festival.

##### **Youth Centre**

The Youth Centre has been operating well but due to large numbers of youth attending, the staffing levels have seemed too low. Elaine's daughter Alicia has been casually employed over the school holiday period and a casual position is currently being advertised.

The annual Youth Ball has been postponed as it usually occurs during the April School Holidays. This is due to the lack of people in town over the break and the lack of parent support to organise the event. Instead, a number of selected youth have been put in charge of organising a blue light disco at the Youth Centre for Friday 20<sup>th</sup> April.

The Department for Community Development is a major funding body for the Youth Centre and conducted a review earlier this month. We have received the report regarding this review and although one minor recommendation has been made in regards to keeping a record of staff's working with children's checks, the service was commended for the way in which it operates.

##### **Officers Recommendation/Council Resolution:**

**Moved:** Cr S R Bajrai

**Seconded:** Cr N L Trenfield

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

**CARRIED 8/0**

### **9.1.5 RANGER/SECURITY OFFICER'S REPORT – MARCH 2007**

#### **Ranger Services**

1. The month of March has been very quiet. Owners are still taking their dogs to the shop. I'm still educating the owners about them having their dogs in the street and I am handing out leads and encouraging them to use them.
2. Certain streets in Meekatharra need more attention than others, as stray dogs are still being a problem. I will continue to monitor this in the future.
3. Cue has been a great success. People are handing in their dogs, which is very good. We have had three dogs from one house constantly chasing cars. I have since had all three dogs handed in. They have since informed me they would like me to only attend when they call me.
4. One dog was involved in a personal attack in Cue. This dog has since been handed in and been destroyed.

#### **Security**

1. So far this month there have been two attempted break-ins.
  - Youth Centre alarm went off about 7.30pm March 9, 2007. On inspection there was no evidence of tampering. I thought it may have been activated by a stray cat or similar.
  - Swimming Pool alarm was activated about 11.30pm March 3, 2007. While I was checking the pool area the police arrived, but we could not find anything suspicious.
  - I have also been informed that over the Easter break there have been several 'break ins' in Meekatharra. Two of these were Council employees' homes. Terry Clarke's and Cecil Lane's properties were both damaged.
2. The alarms have been a good deterrent and intruders are not getting very far once these have been activated.
3. I will continue to monitor all Council properties. When doing patrols I do not follow a routine so that I do not become predictable.



### **Littering**

1. Patrolling of the areas around Peace Gorge and Meeka Creek continue with good results. There are two abandoned vehicles in bushland on the outskirts of town, behind Queen Street, which need to be removed as they are an eyesore and possible hazard.
2. I have noticed a lot more rubbish within the town area. This is probably a result of school holidays and the Easter break bringing more people into the town. Patrolling of these areas will be stepped up and hopefully this will be beneficial.

### **Easter Holidays**

We have noticed a lot more children with gings killing birds. The weapons have been handed over when I've asked for them and then I have given them to the police. I have taken the offending children's names.

I have spoken with CALM who may be able to assist with some wildlife signage which we can put along the creek.

Once again education may be the right approach here.

### **Officers Recommendation/Council Resolution:**

**Moved: Cr H Nichols**

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

**That the Ranger/ Security Officer's report for March 2007 be received.**

**CARRIED 8/0**

**9.2 FINANCE**

**9.2.1 MONTHLY FINANCIAL REPORT PERIOD ENDED 31<sup>ST</sup> MARCH 2007**

**LOCATION:** N/A  
**APPLICATION:** CAMERON WATSON  
**FILE REF:** F/6  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 12<sup>th</sup> MARCH 2007  
**AUTHOR:** CAMERON WATSON  
DEPUTY CHIEF EXECUTIVE OFFICER

**SIGNATURE OF AUTHOR:**



**SENIOR OFFICER:**

ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF SENIOR OFFICER:**



**Summary:**

Monthly Financial Report

**Background:**

*Financial Activity Statement Report – s.6.4*

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

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

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

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

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

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

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

*(a) presented to the council –*

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

*and*

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

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

*(6) In this regulation –*

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

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

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

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

**Comment:**

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

**Consultation:**

Ron Back – Local Government Consultant

**Statutory Environment:**

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

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officers Recommendation/Council Resolution:**

Moved: Cr B A O'Dwyer

Seconded: Cr M D E Bain

That the financial report for the period ending 31<sup>st</sup> March 2007 be received.

**CARRIED 8/0**



**Monthly Financial Statements  
for the period ended 31 March 2007.**

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<b>Shire of Meekatharra</b>		<b>Monthly Financial Report</b>		
<i>for the period ended 31 March 2007.</i>		<b>Income Statement</b>		
	<b>2006/07</b>			
	<b>2006/07</b>	<b>2006/07</b>	<b>2006/07</b>	
	<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Mar 2007</b>	
	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>OPERATING EXPENDITURE</b>				
Governance	362,066	230,001	268,331	
General Purpose Funding	209,792	129,345	138,728	
Law, Order, & Public Safety	224,133	156,100	89,725	
Health	107,438	49,079	36,947	
Education and Welfare	540,366	325,025	261,669	
Housing	8,820	551	13,708	
Community Amenities	287,824	218,642	154,210	
Recreation and Culture	759,873	526,040	461,294	
Transport	2,212,445	1,650,471	2,167,650	
Economic Services	282,610	157,208	159,327	
Other Property and Services	-	22,391	181,908	
OPERATING EXPENDITURE	<u>4,995,367</u>	<u>3,464,853</u>	<u>3,933,496</u>	
<b>OPERATING REVENUE</b>				
Governance	-	-	4,169	
General Purpose Funding	3,931,643	2,747,061	2,813,131	
Law, Order, & Public Safety	15,895	11,921	14,137	
Health	100	75	324	
Education and Welfare	237,377	190,710	232,359	
Housing	8,820	6,615	4,392	
Community Amenities	85,300	84,475	97,228	
Recreation and Culture	37,545	22,159	23,508	
Transport	679,400	542,300	592,251	
Economic Services	46,110	33,333	47,582	
Other Property and Services	12,000	9,000	9,995	
OPERATING REVENUE	<u>5,054,190</u>	<u>3,647,649</u>	<u>3,839,074</u>	
<b>GRANTS/CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS</b>				
Recreation and Culture	55,158	8,492	31,775	
Transport	1,606,018	956,456	943,949	
Economic Services	192,132	-	-	
Total	<u>1,853,308</u>	<u>964,948</u>	<u>975,724</u>	
<b>PROFIT/(LOSS) on DISPOSAL</b>				
Governance	-	4,000	16,030	
Transport	26,000	30,000	17,601	
Economic Services	-	-	(78,300)	
PROFIT/(LOSS) on DISPOSAL	<u>26,000</u>	<u>34,000</u>	<u>(44,669)</u>	
<b>NET RESULT</b>	<u><b>1,938,131</b></u>	<u><b>1,181,744</b></u>	<u><b>836,633</b></u>	

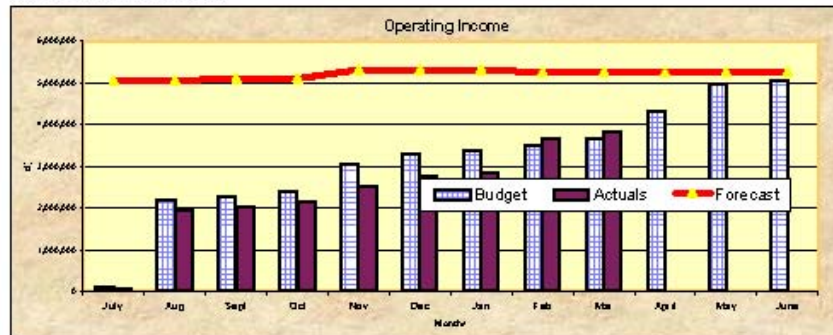
<b>Shire of Meekatharra</b>	<b>Monthly Financial Report</b>		
<i>for the period ended 31 March 2007.</i>	<b>2006/07</b>		<b>Balance Sheet</b>
	2006/07	2006/07	2006/07
	<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Mar 2007</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	5,545,632	7,154,095	6,609,010
Trade and other receivables	125,000	134,820	244,227
Inventory	60,000	68,991	161,090
<b>TOTAL CURRENT ASSETS</b>	<b>5,730,632</b>	<b>7,357,906</b>	<b>7,014,327</b>
<b>NON-CURRENT ASSETS</b>			
<b>Property, plant, equipment and infrastructure</b>			
Land & Building	4,533,706	4,092,310	4,099,921
LESS Accumulated Depreciation	(1,728,623)	(1,698,186)	(1,699,343)
Plant & Equipment	5,728,728	5,337,553	5,254,389
LESS Accumulated Depreciation	(2,566,795)	(2,456,347)	(2,430,362)
Furniture and Equipment	366,270	328,445	323,874
LESS Accumulated Depreciation	(218,166)	(211,709)	(214,552)
Road Infrastructure	30,523,802	29,033,303	29,376,009
LESS Accumulated Depreciation	(14,701,923)	(14,495,601)	(15,055,206)
Parks & Ovals infrastructure	3,250,125	3,250,125	3,250,125
LESS Accumulated Depreciation	(1,856,187)	(1,813,164)	(1,802,924)
Other Infrastructure	2,989,059	2,462,559	2,471,607
LESS Accumulated Depreciation	(486,577)	(469,801)	(480,330)
<b>TOTAL NON-CURRENT ASSETS</b>	<b>25,833,419</b>	<b>23,359,487</b>	<b>23,093,208</b>
<b>TOTAL ASSETS</b>	<b>31,564,051</b>	<b>30,717,393</b>	<b>30,107,535</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	390,000	339,729	74,983
Provisions	50,000	69,030	69,030
<b>TOTAL CURRENT LIABILITIES</b>	<b>440,000</b>	<b>408,759</b>	<b>144,013</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	82,732	23,702	23,702
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>82,732</b>	<b>23,702</b>	<b>23,702</b>
<b>TOTAL LIABILITIES</b>	<b>522,732</b>	<b>432,461</b>	<b>167,715</b>
<b>NET ASSETS</b>	<b>31,041,319</b>	<b>30,284,932</b>	<b>29,939,821</b>
<b>EQUITY</b>			
Retained Surplus	23,270,206	22,703,817	22,357,940
Reserves - Cash Backed	4,902,263	4,712,265	4,713,031
Reserves - Asset Revaluation	2,868,850	2,868,850	2,868,850
<b>TOTAL EQUITY</b>	<b>31,041,319</b>	<b>30,284,932</b>	<b>29,939,821</b>

<b>Shire of Meekatharra</b>		<b>Monthly Financial Report</b>			
<i>for the period ended 31 March 2007.</i>		<b>2006/07</b>	<b>Statement of Financial Activity</b>		
		2006/07	2006/07	2006/07	
	Note	Amd Budget	YTD Budget	31 Mar 2007	
<b>Expenditures</b>		\$	\$	\$	
Governance		(362,066)	(230,001)	(268,331)	(17%)
General Purpose Funding		(209,792)	(129,345)	(138,728)	(7%)
Law, Order, Public Safety		(224,133)	(186,100)	(89,725)	43%
Health		(107,438)	(49,079)	(36,947)	25%
Education and Welfare		(540,366)	(325,025)	(261,669)	19%
Housing		(8,820)	(551)	(13,708)	(2388%)
Community Amenities		(287,824)	(218,642)	(154,210)	29%
Recreation and Culture		(759,873)	(526,040)	(461,294)	12%
Transport		(2,212,445)	(1,650,471)	(2,167,650)	(31%)
Economic Services		(282,610)	(157,208)	(159,327)	(1%)
Other Property and Services		-	(22,391)	(181,908)	(712%)
Expenditures	3	(4,995,367)	(3,464,853)	(3,933,496)	(14%)
<b>Revenues</b>					
Governance		-	-	4,169	
General Purpose Funding		2,568,668	1,384,086	1,364,932	(1%)
Law, Order, Public Safety		15,895	11,921	14,137	19%
Health		100	75	324	
Education and Welfare		237,377	190,710	232,359	22%
Housing		8,820	6,615	4,392	
Community Amenities		85,300	84,475	97,228	15%
Recreation & Culture		37,545	22,159	23,508	6%
Transport		679,400	542,300	592,251	9%
Economic Services		46,110	33,333	47,582	43%
Other Property and Services		12,000	9,000	9,995	
Revenues	1	3,691,215	2,284,674	2,390,876	5%
<b>Adjustments for Non-Cash items</b>					
Less Depreciation on Assets		1,673,853	1,255,390	1,821,033	(45%)
<b>Net operating requirements</b>		<b>369,701</b>	<b>75,211</b>	<b>278,413</b>	
<b>CAPITAL Income and outlays()</b>					
Contributions/Grants	2	1,853,308	964,948	975,724	1%
Land & Buildings	4	(503,042)	(61,646)	(69,257)	(12%)
Plant & Equipment	4	(774,650)	(305,475)	(313,985)	(3%)
Furniture and Equipment	4	(64,200)	(26,375)	(21,804)	17%
Infrastructure	4	(3,157,009)	(1,140,010)	(1,491,764)	(31%)
Proceeds from Disposal of Assets		167,000	102,000	87,273	14%
Transfers to Reserves	5	(370,000)	(180,002)	(180,768)	(0%)
<b>Net capital requirement</b>		<b>(2,848,593)</b>	<b>(646,560)</b>	<b>(1,014,582)</b>	
ADD Net Current Assets 1st July B/Fwd		1,075,917	1,075,917	1,075,916	(0%)
LESS Net Current Assets Year to Date		40,000	(1,867,543)	(1,787,944)	
<b>Amount Raised from Rates</b>		<b>1,362,975</b>	<b>1,362,975</b>	<b>1,448,198</b>	6%



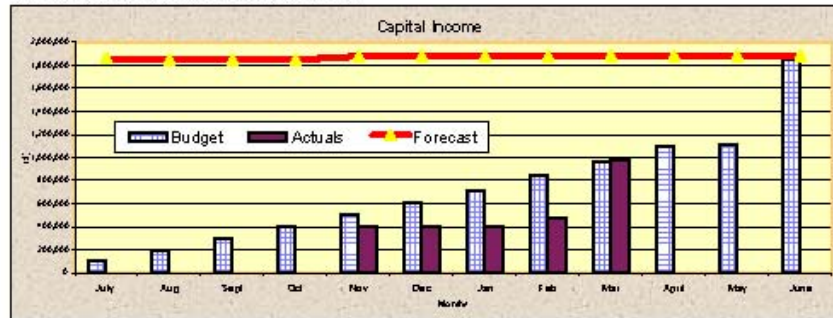
**Shire of Meekatharra****Monthly Financial Report  
Statement of Financial Activity***for the period ended 31 March 2007.***2006/07****SIGNIFICANT VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY REPORT****General Comments**

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

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

**Comments** YTD \$3,839,074 Total Budget \$5,054,190

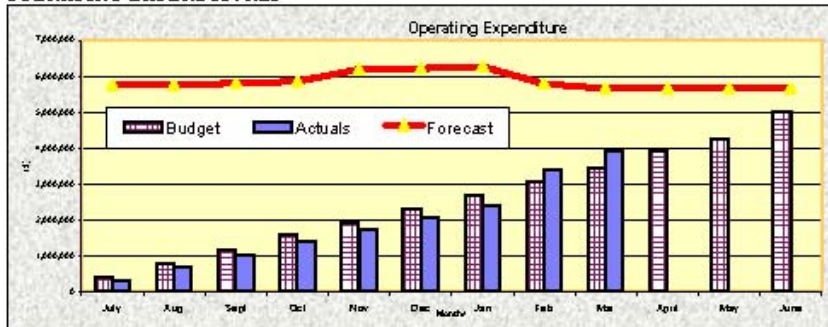
- 1 Revenues are within 5.2% of estimated budget as at 31 Mar 2007. The following material variations are present -  
Higher diesel sales at the airport are expected.

**CAPITAL INCOME/CONTRIBUTIONS**

**Comments** YTD \$975,724 Total Budget \$1,853,308

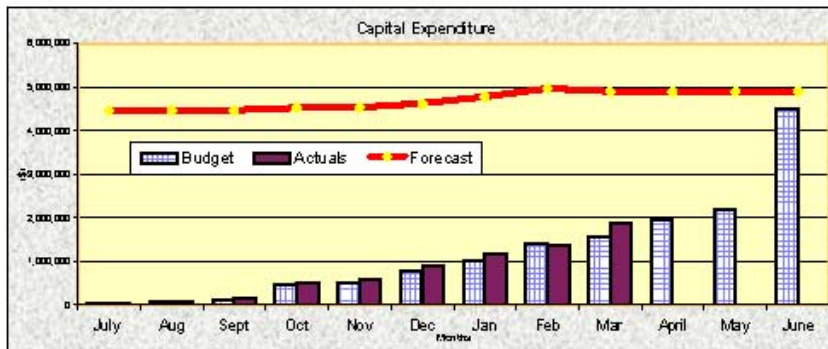
- 2 Revenues are within 1.1% of estimated budget as at 0. There are no material variations.

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

**Shire of Meekatharra***for the period ended 31 March 2007.***2006/07****Monthly Financial Report  
Statement of Financial Activity****OPERATING EXPENSES & CAPITAL OUTLAYS****OPERATING EXPENDITURES**

**Comments** YTD \$4,011,797 Total Budget \$4,995,367

- 3 Operating expenses (including depreciation) are within 13.5% of estimated budget as at 31 Mar 2007. Excluding the effect of depreciation the expenses are 4.4% below budget estimates.

**CAPITAL OUTLAYS**

**Comments** YTD \$1,896,810 Total Budget \$4,498,901

- 4 Capital outlays are within 21.5% of estimated budget as at 31 Mar 2007. The following material variations are present -  
Road construction/maintenance program to be reviewed.
- 5 Net Reserve transaction are within 4% of estimated budget as at 31 Mar 2007. This is due to increased interest earnings and a lower draw down for capital works.

**Shire of Meekatharra**

for the period ended 31 March 2007.

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

2006-07

**1. SIGNIFICANT ACCOUNTING POLICIES**

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

**a) Basis of Accounting**

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

**b) The Local Government Reporting Entity**

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

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

**c) Rounding Off Figures**

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

**2 GRANTS/CONTRIBUTIONS**

		2006/07 Amd Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
<b>a) Operating</b>				
Grants Commission Grants	U	2,175,663	1,087,832	1,090,652
FESA - Operating Grant		3,751	2,813	4,552
FESA - SES Grant		10,544	7,908	6,587
Community Safety & Crime		-	-	1,200
School Holidays		1,000	750	-
Miscellaneous Grants		5,000	3,750	-
YAS		11,000	8,250	11,084
OSCH		10,367	7,775	7,451
Indigineous Youth Scholarship		10,000	7,500	10,000
DCD Youth Services		54,710	54,710	85,233
Community Development		10,000	-	(2,128)
Domestic Violence Grant		130,000	104,000	100,347
Miscellaneous DV Grants	U	-	-	15,000
Miscellaneous Grants		3,000	2,250	1,000
Swimming Pool Subsidy	U	3,000	2,250	3,000
Grant - MRWA Direct	U	140,000	140,000	144,958
Street Lighting - Operating Grant	U	3,000	-	-
	U = untied grants	2,571,035	1,429,788	1,478,938

**b) Capital contributions**

		2006/07 Amd Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
CSRFF Grant		-	-	23,283
CSRF Bike Trails		8,492	8,492	8,492
Oval Lighting		46,666	-	-
Grant - MRWA Flood Damage		1,009,175	908,258	895,751
Grant - Roads to Recovery (R2R)		438,369	-	-
Black Spot - Main Street		30,678	-	-
Grant - Regional Road Group		120,496	48,198	48,198
RADS Grant		7,300	-	-
Trails Grant		192,132	-	-
		1,853,308	964,948	975,724

<b>Shire of Meekatharra</b>	<b>Monthly Financial Report</b>
<i>for the period ended 31 March 2007.</i>	<b>Notes to the Financial Statements</b>
	<b>2006-07</b>

**3 DISPOSAL OF ASSETS****a) Disposal of assets by class**

	2006/07 Amd Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
Plant & Equipment	26,000	34,000	(44,669)
	<u>26,000</u>	<u>34,000</u>	<u>(44,669)</u>

**4 CASH AND CASH EQUIVALENTS****a) Reconciliation of cash**

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

Cash assets	2006/07 Amd Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
Cash - Unrestricted	205,000	2,003,461	289,865
Cash - Restricted	5,340,632	5,150,634	6,349,145
	<u>5,545,632</u>	<u>7,154,095</u>	<u>6,609,010</u>
<i>Cash assets are represented by -</i>			
Cash on hand	600	600	5,092
Municipal Bank Account	642,769	2,441,230	1,890,887
Reserve Accounts Bank	4,902,263	4,712,265	4,713,031
	<u>5,545,632</u>	<u>7,154,095</u>	<u>6,609,010</u>

**b) Restricted assets**

Cash backed reserves	4,902,263	4,712,265	4,713,031
Grants/Contributions	438,369	438,369	1,636,114
	<u>5,340,632</u>	<u>5,150,634</u>	<u>6,349,145</u>
Municipal Fund	100,000	75,000	73,072
Cash backed reserves	270,000	202,500	180,768
Interest on rate instalments	3,000	3,000	4,220
Interest on rate arrears	7,000	7,000	9,782
	<u>380,000</u>	<u>287,500</u>	<u>267,842</u>

**5 STATEMENT OF NET CURRENT ASSETS**

	2006/07 Amd Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	5,545,632	7,154,095	6,609,010
Trade and other receivables	125,000	134,820	244,227
Inventories	60,000	68,991	161,090
	<u>5,730,632</u>	<u>7,357,906</u>	<u>7,014,327</u>
<b>LESS: CURRENT LIABILITIES</b>			
Trade and other payables	390,000	339,729	74,983
Provisions	50,000	69,030	69,030
	<u>440,000</u>	<u>408,759</u>	<u>144,013</u>
<b>NET CURRENT ASSETS</b>	<u>5,290,632</u>	<u>6,949,147</u>	<u>6,870,314</u>
Less: Cash - Restricted	(4,902,263)	(4,712,265)	(4,713,031)
Current Employee Liabilities	50,000	69,030	69,030
Restricted Assets	(438,369)	(438,369)	(438,369)
ESTIMATED SURPLUS/(DEFICIENCY) C/FWI	<u>(40,000)</u>	<u>1,867,543</u>	<u>1,787,944</u>



**Shire of Meekatharra***for the period ended 31 March 2007.***Monthly Financial Report  
Notes to the Financial Statements****2006-07****6 NON CURRENT ASSETS****a) Asset acquisitions by class**

	2006/07 Amd Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
<b><u>Land and Buildings</u></b>			
New Staff Housing	301,345	-	-
Paddys Flat Power Upgrade	4,205	3,154	2,494
Town Hall - Sand and Treat Floor	10,000	-	-
Bike Trails	13,492	13,492	11,726
Upgrade Pool Changerooms	50,000	-	-
Upgrade Pool Grounds	35,000	35,000	35,795
Construct Oval Toilets	50,000	-	-
Tennis practice wall	3,000	-	-
Replace pine rails around oval	8,000	-	-
Airport Terminal - Paint	10,000	10,000	19,200
Airport Toilets - Refurbish	10,000	-	42
Repair Ceiling Office Passageway	2,000	-	-
Paint External Office Building	6,000	-	-
<b><u>Plant and Equipment</u></b>			
I T Equipment	25,900	6,475	4,579
Vehicle Purchase (CEO)	40,000	-	-
Vehicle (DCEO) (Sedan)	30,000	-	28,487
Security cameras for mainstreet	30,000	-	-
Oval Line Marking Machine	750	-	-
Cornish Lift	6,000	-	-
<b><u>Transport</u></b>			
Tandem Dolly/Trailer	10,000	-	-
Miscellaneous Plant (Small Equipment)	20,000	8,000	3,480
Traffic Counters (2)	6,000	6,000	6,704
Security cameras (approx 5) for depot	50,000	50,000	35,861
Vehicle - (Allow in restructure)	40,000	-	-
Vehicle - (Works Supervisor)	40,000	-	-
Pedestrian Roller	14,000	-	-
Rubber Tyred Roller (2nd Hand)	50,000	-	-
Towable road sweeper (2nd hand)	25,000	-	-
Maintenance Caravan	65,000	-	-
Trailer for caravan & fuel tank	20,000	-	-
New Bobcat	40,000	-	-
Truck Prime Mover (P341)	170,000	170,000	171,380
Purchase 2 rubbish trucks	45,000	45,000	45,000
Pumps + Generators	10,000	10,000	9,827
Airport Lawn Mower (Self Prop. Real)	1,500	1,500	1,401
RADS Cones & Pilot Activated Lighting	5,000	3,000	2,172
Aerodrome fire fighting Unit (Trailer)	5,500	5,500	5,095
Airport Fire Fighting System	25,000	-	-
<b><u>Furniture and Equipment</u></b>			
<b><u>Governance</u></b>			
Council Chambers Fridge	2,000	-	-
Telephone and data cable for chambers	500	250	455
Office Furniture restructure and CEO office	10,000	7,500	7,466
Office Furniture - Railway Station	12,500	12,500	8,688

<b>Shire of Meekatharra</b>		<b>Monthly Financial Report</b>	
<i>for the period ended 31 March 2007.</i>		<b>Notes to the Financial Statements</b>	
	<b>2006-07</b>		
<b>Other</b>			
Office IT Equipment	-	-	1,542
Collection of Mining Relics	10,000	-	-
"Heatwave" Replace Airconditioners	4,000	-	-
Airconditioner Gym	5,000	-	-
BBQ for Town hall outdoor area	8,500	2,125	1,670
Airport Terminal Replace Aircon	3,700	-	-
Shelving Archives @ Depot	8,000	4,000	1,983
<b>Infrastructure Assets Roads</b>			
<b>Road Construction</b>			
Mt Clere Road	253,748	-	3,474
Neds Creek Road	-	-	140
Milgun-Yarlarweelor Road - Construction	-	-	11,996
Woodlands Road Construction	42,000	-	549
Yagahong-Nannine Road - Construction	-	-	61,155
Three Rivers Woolshed Rd - Construction	31,500	-	-
Hill Street - Construction	31,500	-	-
Donovan Street - Construction	-	-	99
Landor Road	326,867	163,434	153,284
Ashburton Downs-Meekatharra Road - Const	-	-	47,494
Sandstone Rd - Construction	146,123	-	179
Regan Street - Construction	-	-	2,008
Koonmarra-Mt Hale-Mileura Rd - Const	23,000	23,000	56,081
<b>Flood Damage</b>			
Mt Clere Road	348,783	139,513	146,179
Landor Road	588,050	588,050	840,028
Ashburton Downs	408,734	102,184	56,577
<b>Black Spot</b>			
Main Street	150,000	-	2,550
<b>Other</b>			
Town Streets Construction	128,500	32,125	8,720
Grids Construction	50,000	-	500
Water Bores	10,000	-	-
<b>Infrastructure Assets Other</b>			
MRDT Stage 2	28,500	-	-
Meeka Heritage Drive Trails	280,000	-	1,452
Town Heritage Walk	29,704	29,704	29,790
Entry Statements & Signs	60,000	-	-
Tourist rest Area	8,000	6,000	5,477
Oval lights	140,000	56,000	64,034
Water Tank - Oval	50,000	-	-
BBQ & Light Oval Park	5,000	-	-
Viewing platform at headframe (view mosaic	7,000	-	-
Wash Down bay - Rubbish Tip	10,000	-	-
	<b>4,498,901</b>	<b>1,533,506</b>	<b>1,896,810</b>
<b>Summary</b>			
Land & Buildings	503,042	61,646	69,257
Plant & Equipment	774,650	305,475	313,985
Furniture and Equipment	64,200	26,375	21,804
Roads Infrastructure	2,538,805	1,048,306	1,391,012
Other Infrastructure	618,204	91,704	100,753
	<b>4,498,901</b>	<b>1,533,506</b>	<b>1,896,810</b>

<b>Shire of Meekatharra</b>	<b>Monthly Financial Report</b>
<i>for the period ended 31 March 2007.</i>	<b>Notes to the Financial Statements</b>
	<b>2006-07</b>

<b>7 CASH BACKED RESERVES</b>	<b>2006/07 Amd Budget</b>	<b>2006/07 YTD Budget</b>	<b>2006/07 31 Mar 2007</b>
<b>a) Infrastructure &amp; Economic Development Reserve</b>			
Opening Balance	544,437	544,437	544,437
Amount Set Aside / Transfer to Reserve	28,830	21,623	21,712
Amount Used / Transfer from Reserve	-	-	-
	<u>573,267</u>	<u>566,060</u>	<u>566,150</u>
<b>b) Leave Reserve</b>			
- to be used to fund annual and long service leave requirements.			
Opening Balance	36,771	36,771	36,771
Amount Set Aside / Transfer to Reserve	31,835	1,376	1,412
Amount Used / Transfer from Reserve	-	-	-
	<u>68,606</u>	<u>38,147</u>	<u>38,183</u>
<b>c) Shire Water Reserve</b>			
Opening Balance	106,691	106,691	106,691
Amount Set Aside / Transfer to Reserve	5,650	4,238	4,241
Amount Used / Transfer from Reserve	-	-	-
	<u>112,341</u>	<u>110,929</u>	<u>110,932</u>
<b>d) Plant Reserve</b>			
Opening Balance	1,230,295	1,230,295	1,230,294
Amount Set Aside / Transfer to Reserve	65,145	48,859	49,086
Amount Used / Transfer from Reserve	-	-	-
	<u>1,295,440</u>	<u>1,279,154</u>	<u>1,279,380</u>
<b>e) Building Reserve</b>			
Opening Balance	239,707	239,707	239,707
Amount Set Aside / Transfer to Reserve	112,693	9,520	9,562
Amount Used / Transfer from Reserve	-	-	-
	<u>352,400</u>	<u>249,227</u>	<u>249,269</u>
<b>f) Transport Reserve</b>			
Opening Balance	243,635	243,635	243,635
Amount Set Aside / Transfer to Reserve	12,900	9,675	9,722
Amount Used / Transfer from Reserve	-	-	-
	<u>256,535</u>	<u>253,310</u>	<u>253,357</u>
<b>g) Airport Runway Reserve</b>			
Opening Balance	1,575,043	1,575,043	1,575,043
Amount Set Aside / Transfer to Reserve	83,522	62,642	62,871
Amount Used / Transfer from Reserve	-	-	-
	<u>1,658,565</u>	<u>1,637,685</u>	<u>1,637,915</u>
<b>h) Airport Operating Reserve</b>			
Opening Balance	555,684	555,684	555,684
Amount Set Aside / Transfer to Reserve	29,425	22,069	22,163
Amount Used / Transfer from Reserve	-	-	-
	<u>585,109</u>	<u>577,753</u>	<u>577,847</u>
<b>Total Cash Backed Reserves</b>	<u>4,902,263</u>	<u>4,712,265</u>	<u>4,713,031</u>

All of the above reserve accounts are to be supported by money held in financial institutions.

## **SHIRE OF MEEKATHARRA**

### **Management Budgets**

**for the period ended 31 March 2007.**





<b>Shire of Meekatharra</b> <i>for the period ended 31 March 2007.</i>	<b>Management Budget SUMMARY</b>		
	2006-07		
SUMMARY	2006/07 Amd Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
<b>OPERATING EXPENDITURE</b>	\$	\$	\$
Governance	362,066	230,001	268,331
General Purpose Funding	209,792	129,345	138,728
Law, Order, & Public Safety	224,133	156,100	89,725
Health	107,438	49,079	36,947
Education and Welfare	540,366	325,025	261,669
Housing	8,820	551	13,708
Community Amenities	287,824	218,642	154,210
Recreation and Culture	759,873	526,040	461,294
Transport	2,212,445	1,650,471	2,167,650
Economic Services	282,610	157,208	159,327
Other Property and Services	-	22,391	181,908
	<u>4,995,367</u>	<u>3,464,853</u>	<u>3,933,496</u>
<b>LOSS ON DISPOSAL</b>			
Governance	4,000	-	-
Transport	4,000	-	-
Economic Services	-	-	78,300
	<u>8,000</u>	<u>-</u>	<u>78,300</u>
<b>OPERATING INCOME</b>			
Governance	-	-	4,169
General Purpose Funding	3,931,643	2,747,061	2,813,131
Law, Order, & Public Safety	15,895	11,921	14,137
Health	100	75	324
Education and Welfare	237,377	190,710	232,359
Housing	8,820	6,615	4,392
Community Amenities	85,300	84,475	97,228
Recreation and Culture	37,545	22,159	23,508
Transport	679,400	542,300	592,251
Economic Services	46,110	33,333	47,582
Other Property and Services	12,000	9,000	9,995
	<u>5,054,190</u>	<u>3,647,649</u>	<u>3,839,074</u>
<b>PROFIT ON SALE</b>			
Governance	4,000	4,000	16,030
Transport	30,000	30,000	17,601
	<u>34,000</u>	<u>34,000</u>	<u>33,631</u>
Net operating excl capital contributions	<u>84,823</u>	<u>216,796</u>	<u>(139,091)</u>
Capital Grants/Contributions	1,853,308	964,948	975,724
Net operating result	<u>1,938,131</u>	<u>1,181,744</u>	<u>836,632</u>

<b>Shire of Meekatharra</b>		<b>Management Budget</b>	
<i>for the period ended 31 March 2007.</i>		<b>SUMMARY</b>	
	2006-07	2006-07	2006-07
<b>CAPITAL WORKS/ACQUISITION:</b>			
<b>CAPITAL GRANTS/CONTRIBUTIONS</b>	<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Mar 2007</b>
Recreation and Culture	55,158	8,492	31,775
Transport	1,606,018	956,456	943,949
Economic Services	192,132	-	-
	<u>1,853,308</u>	<u>964,948</u>	<u>975,724</u>
<b>PROCEED FROM SALES</b>			
Governance	52,000	22,000	27,273
Transport	115,000	80,000	60,000
	<u>167,000</u>	<u>102,000</u>	<u>87,273</u>
<b>CAPITAL WORKS</b>			
Governance	136,900	30,725	51,658
Law, Order, & Public Safety	30,000	-	-
Education and Welfare	-	-	1,542
Housing	301,345	-	-
Community Amenities	14,205	3,154	2,494
Recreation and Culture	391,742	106,617	113,225
Transport	3,204,505	1,357,306	1,691,172
Economic Services	420,204	35,704	36,719
	<u>4,498,901</u>	<u>1,533,506</u>	<u>1,896,810</u>
Net funding for capital	(2,478,593)	(466,558)	(833,814)

<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 March 2007.</i>		<b>General Purpose Funding</b>		
		2006-07		
		2006/07	2006/07	2006/07
		Amd Budget	YTD Budget	31 Mar 2007
		\$	\$	\$
<b>RATE REVENUE</b>				
<i>Operating Expenditure</i>				
101920	Valuation & Title Search	5,000	3,750	3,732
102330	Rates Written Off	25,000	-	379
103420	Legal Expenses - Rates	5,000	5,000	10,344
101120	Administration Allocated	70,130	52,598	52,602
Total Operating Expenditure		105,130	61,348	67,057
<i>Operating Income</i>				
100310	Rates Levied	1,360,975	1,360,975	1,446,263
101610	Ex Gratia Rates	3,000	-	-
102210	Rate Instalment Fee	2,000	2,000	1,935
101410	Rate Instalment Interest	3,000	3,000	4,220
101510	Rates Non-Payment Penalty	7,000	7,000	9,782
102810	Legal Fees Recovered	1,000	1,000	2,439
Total Operating Income		1,376,975	1,373,975	1,464,639
<b>GENERAL PURPOSE GRANTS</b>				
<i>Operating Expenditure</i>				
101930	Grants Expenses &	3,000	-	-
103320	Administration Allocation	9,740	7,305	7,289
Total Operating Expenditure		12,740	7,305	7,289
<i>Operating Income</i>				
101810	General Purpose Grant	1,337,709	668,855	669,637
102110	Local Road Component Grant	837,954	418,977	421,015
Total Operating Income		2,175,663	1,087,832	1,090,652
<b>OTHER GENERAL PURPOSE FUNDING</b>				
<i>Operating Expenditure</i>				
105520	Bank Charges	3,000	2,250	2,975
105550	Sundry Debtor Write Offs	1,000	-	-
102310	Doubtful Debts Expense	10,000	-	-
105530	Administration allocated	77,922	58,442	61,407
106820	Rounding Adjustment	-	-	(0)
Total Operating Expenditure		91,922	60,692	64,381
<i>Operating Income</i>				
103110	Esl Administration Fee	4,000	4,000	4,000
102840	Commissions	4,000	3,000	-
102830	Other Minor Income	1,005	754	-
192230	Interest on Municipal Investmen	100,000	75,000	73,072
192240	Interest on Reserve Investments	270,000	202,500	180,768
Total Operating Income		379,005	285,254	257,840
Net Funding Demands		3,721,851	2,617,716	2,674,403

<b>Shire of Meekatharra</b>		<b>Management Budget Governance</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
		<b>2006/07 Amd Budget \$</b>	<b>2006/07 YTD Budget \$</b>	<b>2006/07 31 Mar 2007 \$</b>
<b>MEMBERS OF COUNCIL</b>				
<b>Operating Expenditure</b>				
102320	President's Allowance	8,000	8,000	8,000
112020	Deputy President Allowance	2,000	2,000	2,000
103020	Members - Meeting Fees	14,400	10,800	8,239
103120	Members Travelling	10,000	7,500	3,174
102020	Fax & Email Costs	2,000	1,500	318
102120	Conference, Training & Uniform	6,000	4,500	3,054
102420	Refreshments & Receptions	13,000	9,750	6,356
102720	Members Insurance	2,280	1,710	2,198
102820	Members Subscriptions	12,000	12,000	11,574
102220	Election Expenses	5,000	3,750	148
102520	Donations	2,000	1,500	1,250
112220	Donations - Rfids Airport	32,000	19,200	21,816
102550	Native Title Claims	1,000	750	640
102620	Council Chambers Mtce	1,200	900	42
106220	Audit	11,000	5,500	5,850
103220	Depreciation	1,485	1,114	58
105620	Admin Alloc-Governance	198,702	149,027	149,055
Total Operating Expenditure		<u>322,067</u>	<u>239,501</u>	<u>223,773</u>
<b>Operating Income</b>				
<b>Capital Expenditure</b>				
112300	Council Chambers Fridge	2,000	-	-
Total Capital Expenditure		<u>2,000</u>	<u>-</u>	<u>-</u>
<b>ADMINISTRATION</b>				
<b>Operating Expenditure</b>				
106940	Staff Uniform Expenses	3,000	2,250	2,066
103520	Salaries - Admin	415,707	311,780	211,070
103920	Super - Admin	43,747	32,810	23,334
104720	Accruals - LSL and AL	40,000	-	-
104020	Fringe Benefit Tax	20,000	20,000	82,588
104120	Admin Centre Operations	10,000	-	210
104220	Admin Centre Maintenance	11,574	8,681	12,547
104520	Stationery	12,000	9,000	6,353
105020	Telephone	15,000	11,250	9,379
105320	Postage	6,000	4,500	3,828
104320	Advertising	6,000	4,500	6,287
105420	Equipment Maintenance & Cons	8,000	6,000	5,658
107120	Computer Software	17,000	12,750	12,015
105220	Computer Hardware	2,000	1,500	-
106920	Accounting & Consulting	50,000	37,500	98,075
		<u>660,028</u>	<u>462,521</u>	<u>473,411</u>

Continued...

<b>Shire of Meekatharra</b>		<b>Management Budget Governance</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
continued .....		2006/07	2006/07	2006/07
<b>Operating Expenditure</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Mar 2007</b>
105720	Other	1,000	750	30,413
106020	CEO Vehicle	6,000	4,500	8,328
106030	DCEO Vehicle	6,000	4,500	1,077
104620	Training & Conferences	20,000	8,000	5,036
106420	Staff Recruitment & Relocation	10,000	7,500	5,074
107020	Legal Fees	1,000	750	2,850
107220	Depreciation	35,870	26,903	21,902
103820	Insurance	16,486	12,365	17,190
104920	Housing Allocations	56,993	42,745	24,172
112120	Loss on Sale of Admin Assets	4,000	-	-
110820	Admin Allocated to Functions	(773,378)	(580,034)	(544,895)
Total Operating Expenditure		43,999	(9,500)	44,558
<b>Operating Income</b>				
111230	Reimbursements	-	-	4,169
111240	Profit Sale Of Asset	4,000	4,000	16,030
Total Operating Income		4,000	4,000	20,199
<b>Capital Expenditure</b>				
112240	Vehicle Purchase (CEO)	40,000	-	-
113550	Vehicle Purchase (DCEO)	30,000	-	28,487
112440	I T Equipment	25,900	6,475	4,579
113240	Office Equipment	500	250	455
113260	Office Furniture	10,000	7,500	7,466
113270	Office Furniture - Railway	12,500	12,500	8,688
113280	Repair Ceiling Office	2,000	-	-
113290	Paint External Office Building	6,000	-	-
112340	Shelving - Archives -	8,000	4,000	1,983
Total Capital Expenditure		134,900	30,725	51,658
<b>Capital Income</b>				
113250	Proceeds from vehicle trade-	52,000	22,000	27,273
Total Capital Income		52,000	22,000	27,273
Net Funding Demands		(446,966)	(234,726)	(272,518)



<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 March 2007.</i>		<b>Law, Order &amp; Public Safety</b>		
		<b>2006-07</b>		
		<b>2006/07</b>	<b>2006/07</b>	<b>2006/07</b>
		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Mar 2007</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>FIRE PREVENTION</b>				
115720	Bush Fire Control	5,000	3,750	6,372
115820	Vehicle Operational Costs	500	375	13,523
115620	Fire Insurance	2,616	1,962	2,007
115520	Depreciation	900	675	2,113
115420	Protective Burning	500	375	-
Total Operating Expenditure		<u>9,516</u>	<u>7,137</u>	<u>24,015</u>
<b>Operating Income</b>				
115630	FESA - BFB Grant	3,751	2,813	4,552
Total Operating Income		<u>3,751</u>	<u>2,813</u>	<u>4,552</u>
<b>ANIMAL CONTROL</b>				
<b>Operating Expenditure</b>				
119220	Pound Maintenance	200	150	130
119020	Animal Control Expenses	10,000	7,500	11,208
Total Operating Expenditure		<u>10,200</u>	<u>7,650</u>	<u>11,338</u>
<b>Operating Income</b>				
119730	Fines & Penalties	100	75	25
119830	Impounding Fees	-	-	45
119930	Dog Registration	1,500	1,125	1,694
Total Operating Income		<u>1,600</u>	<u>1,200</u>	<u>1,764</u>
<b>OTHER LAW, ORDER &amp; PUBLIC SAFETY</b>				
<b>Operating Expenditure</b>				
<b>Ranger Services</b>				
116020	Salaries	135,680	101,760	12,588
116120	Superannuation	5,656	4,242	1,125
116520	Uniforms	1,000	750	553
116220	Housing	-	-	152
116250	Insurance	1,616	1,212	1,196
116320	Vehicle Operating Costs	6,000	4,500	4,852
116030	Depreciation	1,000	750	-
116010	Administration Allocated	7,792	5,844	5,832
116420	Miscellaneous	7,000	5,250	7,722
Ranger Services		<u>165,744</u>	<u>124,308</u>	<u>34,018</u>
<b>Other Expenses</b>				
120020	State Emergency Services	18,726	14,045	18,896
120120	Administration	1,947	1,460	1,458
120160	Safer WA	16,000	-	-
120320	St John Ambulance	2,000	1,500	-
Total Operating Expenditure		<u>204,417</u>	<u>141,313</u>	<u>54,371</u>
<b>Operating Income</b>				
120030	FESA - SES Grant	10,544	7,908	6,587
120130	Community Safety & Crime	-	-	1,200
116430	Reimbursements - Ranger	-	-	34
Total Operating Income		<u>10,544</u>	<u>7,908</u>	<u>7,821</u>
<b>Capital Expenditure</b>				
120270	Security Cameras	30,000	-	-
Total Capital Expenditure		<u>30,000</u>	<u>-</u>	<u>-</u>
Net Funding Demands		<u>(238,238)</u>	<u>(144,179)</u>	<u>(75,587)</u>

<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
		2006/07 Amd Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
<b>HEALTH INSPECTIONS &amp; ADMINISTRATION</b>				
<b>Operating Expenditure</b>		\$	\$	\$
122960 Health Consultancy		50,000	20,000	21,971
121320 Insurance		4,952	3,714	4,639
122920 Depreciation		10,000	7,500	90
121920 Subscriptions & Journals		-	-	790
121620 Admin Alloc - Secretarial		6,818	5,114	170
122980 Other Expenses		5,000	3,750	4,290
Total Operating Expenditure		<u>76,770</u>	<u>40,078</u>	<u>31,950</u>
<b>Operating Income</b>				
123000 Health Fees & Licenses		100	75	324
Total Operating Income		<u>100</u>	<u>75</u>	<u>324</u>
<b>PREVENTATIVE SERVICES - PEST CONTROL</b>				
<b>Operating Expenditure</b>		\$	\$	\$
123720 Mosquito Control		28,000	7,000	2,888
123820 Depreciation		220	165	326
Total Operating Expenditure		<u>28,220</u>	<u>7,165</u>	<u>3,214</u>
<b>PREVENTIVE SERVICES - OTHER</b>				
<b>Operating Expenditure</b>				
124020 Analytical Expenses		500	375	326
124040 Administration Allocated		1,948	1,461	1,458
Total Operating Expenditure		<u>2,448</u>	<u>1,836</u>	<u>1,784</u>
Net Funding Demands		<u>(107,338)</u>	<u>(49,004)</u>	<u>(36,623)</u>

<b>Shire of Meekatharra</b>		<b>Management Budget Education and Welfare</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
		<b>2006/07 Amd Budget \$</b>	<b>2006/07 YTD Budget \$</b>	<b>2006/07 31 Mar 2007 \$</b>
<b>PRE SCHOOL</b>				
<i>Operating Expenditure</i>				
120420	Pre School Contribution	200	150	-
120520	Pre-School Centre Mtce	1,500	1,125	1,304
120430	Insurance	80	60	101
124260	Depreciation	500	375	4,610
120440	Administration Allocated	7,791	5,843	5,832
Total Operating Expenditure		10,071	7,553	11,847
<i>Operating Income</i>				
120330	Rental	100	75	-
Total Operating Income		100	75	-
<b>OTHER EDUCATION</b>				
<i>Operating Expenditure</i>				
120720	Telecentre Costs	6,294	4,721	4,806
124250	Administration Allocated	-	-	2,916
Total Operating Expenditure		6,294	4,721	7,722
<i>Operating Income</i>				
120730	Telecentre Reimbursement	200	150	-
Total Operating Income		200	150	-
<b>DAY CARE CENTRE</b>				
<i>Operating Expenditure</i>				
124120	Day Care Centre Maintenance	9,000	6,750	4,342
Total Operating Expenditure		9,000	6,750	4,342
<b>DOMESTIC VIOLENCE</b>				
<i>Operating Expenditure</i>				
125360	Salaries	47,130	35,348	32,538
125380	Superannuation	4,242	3,182	3,133
125390	Housing Expenses	7,320	5,490	7,518
125550	Training	5,000	3,750	3,054
125410	Vehicle Expense	8,040	6,030	5,545
125430	Stationery	1,440	1,080	403
125440	Telephone	2,000	1,500	1,715
125590	Utilities	1,000	750	2,667
125630	Building Maintenance	5,000	3,750	8,039
125570	Audit Fees	500	375	300
125600	Projects	3,000	2,250	3,711
125580	Consumables (Food, Cleaning)	4,680	3,510	1,570
125640	Resources	7,000	5,250	2,052
125300	Unallocated Expenditure	88,223	-	58
125530	Administration Allocated	5,844	4,383	4,961
125540	Depreciation	1,020	765	1,302
Total Operating Expenditure		191,439	77,413	78,567
<i>Operating Income</i>				
125310	Domestic Violence Grant	130,000	104,000	100,347
125450	Reimbursements	-	-	2,904
125560	Miscellaneous Grants Income	-	-	15,000
Total Operating Income		130,000	104,000	118,251
<i>Capital Expenditure</i>				
125500	Office IT Equipment	-	-	1,542
Total Capital Expenditure		-	-	1,542

Continued...



<b>Shire of Meekatharra</b>		<b>Management Budget Education and Welfare</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
continued.....		2006/07	2006/07	2006/07
		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Mar 2007</b>
<b>COMMUNITY DEVELOPMENT</b>				
<b>Operating Expenditure</b>				
124570	Salaries	56,650	42,488	40,347
124580	Superannuation	7,931	5,948	3,669
124640	Staff Replacement & Relocation	3,000	2,250	-
124650	Training & Conferences	2,000	1,500	(109)
124630	Housing	16,284	12,213	8,886
124590	Vehicle Expenses	4,000	3,000	2,592
124530	Insurance	1,320	990	1,287
124500	Administration Allocated	25,325	18,994	19,012
124320	Activities	12,000	9,000	8,144
124420	Miscellaneous Grant Expenses	10,000	-	221
124520	Depreciation	2,835	2,126	459
Total Operating Expenditure		<u>141,345</u>	<u>98,509</u>	<u>84,508</u>
<b>Operating Income</b>				
124600	Miscellaneous Grants	10,000	-	(2,126)
124510	Reimbursements	3,000	2,250	420
124680	Misc Fees & Charges	2,000	1,500	2,001
Total Operating Income		<u>15,000</u>	<u>3,750</u>	<u>295</u>
<b>YOUTH CENTRE OPERATIONS</b>				
<b>Operating Expenditure</b>				
124220	Salaries - Youth Co-ordinator	62,580	46,935	4,165
125240	Salaries - Scholarship	21,464	16,098	4,730
125260	Superannuation	7,493	5,620	456
125290	Staff Training, Accommodation &	500	375	-
125340	Staff Replacement and Relocation	2,000	1,500	-
124820	Housing Costs	-	-	215
125280	Housing Allocated	16,284	12,213	25,074
125230	Insurance	1,320	990	1,287
125520	Administration Allocated	17,532	13,149	11,722
125220	Depreciation	16,743	12,557	8,325
125120	Youth Centre Building Maintenance	15,523	11,642	6,913
125130	Youth Centre Operational Costs	2,000	1,500	4,454
125370	Iris Curley Fund Expenses	8,778	-	406
125350	Activities Expenses Various	5,000	3,750	6,600
124160	Miscellaneous Grants Activity E.	5,000	3,750	334
Total Operating Expenditure		<u>182,217</u>	<u>130,079</u>	<u>74,683</u>
<b>Operating Income</b>				
124180	YAS	11,000	8,250	11,084
124190	OSCH	10,367	7,775	7,451
124210	DCD Youth Services	54,710	54,710	85,233
124200	Indigenous Youth Scholarship	10,000	7,500	10,000
124150	School Holidays	1,000	750	-
124170	Miscellaneous Grants	5,000	3,750	-
124110	Reimbursements	-	-	45
Total Operating Income		<u>92,077</u>	<u>82,735</u>	<u>113,813</u>
Net Funding Demands		<u>(302,989)</u>	<u>(134,315)</u>	<u>(30,851)</u>

<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
		2006/07	2006/07	2006/07
		Amd Budget	YTD Budget	31 Mar 2007
		\$	\$	\$
<b>STAFF HOUSING</b>				
<i>Operating Expenditure</i>				
125620	Lot 303 - CEO	7,350	5,513	4,868
126220	Lot 304	2,350	1,763	1,665
126420	Lot 208 Hill	12,350	9,263	4,814
125720	Lot 206 - Hill	12,350	9,263	9,170
125820	Lot 220 - Works Supervisor	7,350	5,513	4,109
125920	Lot 246 - Transport	12,350	9,263	5,797
126020	Lot 213 - Transport - SPQ	7,350	5,513	4,229
126120	Lot 87 - Transport	17,350	6,940	2,624
126320	Lot 255 - Transport	7,350	5,513	2,267
126920	Lot 408 - Transport	7,350	5,513	1,696
127020	Lot 17 Staff (Heatwave)	44,350	33,263	30,818
127220	1/16 Regan Street	12,350	9,263	6,058
127320	2/16 Regan Street	12,350	9,263	9,778
127420	3/16 Regan Street	15,350	11,513	15,216
127520	4/16 Regan Street	37,350	28,013	25,074
127120	Airport Residence	12,350	9,263	8,610
126520	Sports Complex Residence	12,350	9,263	7,762
126640	Remote Alarm Monitoring	7,000	5,250	5,895
126650	Housing Rental Subsidy	-	-	3,786
126630	Insurance	13,238	9,929	12,012
126620	Depreciation	20,025	15,019	21,346
126820	Allocated to Function Areas	(271,393)	(203,545)	(173,885)
Total Operating Expenditure		8,820	551	13,708
<i>Operating Income</i>				
126830	Housing Rental	8,320	6,240	-
127330	Rent Lot 87	-	-	1,392
127530	Rent Lot 255 - Admin	-	-	1,520
128130	Rent 2/16 Regan St	-	-	560
127730	Rent Lot 304 Darlot	-	-	880
127630	Rent Lot 208 - Pool Manager	-	-	40
128830	Reimbursements - Other	500	375	-
Total Operating Income		8,820	6,615	4,392
<i>Capital Expenditure</i>				
127150	New Staff Housing	301,345	-	-
Total Capital Expenditure		301,345	-	-
Net Funding Demands		(301,345)	6,064	(9,316)

<b>Shire of Meekatharra</b>		<b>Management Budget Community Amenities</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
		2006/07 Amd Budget \$	2006/07 YTD Budget \$	2006/07 31 Mar 2007 \$
<b>SANITATION - HOUSEHOLD REFUSE</b>				
<i>Operating Expenditure</i>				
128320	Refuse Collection	110,000	84,615	52,734
128420	Refuse Site Maintenance	34,184	26,295	34,814
128350	Insurance	1,800	1,350	1,808
129140	New Bins & Equipment	1,500	1,125	3,073
129160	Litter Control/Town Tidying	41,000	30,750	1,855
128220	Administration Allocated	9,740	7,305	7,290
Total Operating Expenditure		<u>198,224</u>	<u>161,440</u>	<u>101,573</u>
<i>Operating Income</i>				
128630	Refuse Collection	82,000	82,000	82,350
129030	Sale of Bins	1,000	750	1,298
129150	Reimbursements	-	-	11,049
Total Operating Income		<u>83,000</u>	<u>82,750</u>	<u>94,696</u>
<i>Capital Expenditure</i>				
129850	Wash Down Bay Rubbish Tip	10,000	-	-
Total Capital Expenditure		<u>10,000</u>	<u>-</u>	<u>-</u>
<b>SEWERAGE</b>				
<i>Operating Expenditure</i>				
129920	Sewerage Pond Maintenance	19,528	14,646	3,280
129740	Insurance	520	390	563
129720	Depreciation	3,096	2,322	2,324
129700	Administration Allocated	3,896	2,922	2,916
Total Operating Expenditure		<u>27,040</u>	<u>20,280</u>	<u>9,082</u>
<i>Operating Income</i>				
129830	Septic Tank Fees	200	150	736
Total Operating Income		<u>200</u>	<u>150</u>	<u>736</u>
<b>TOWN PLANNING AND REGIONAL DEVELOPMENT</b>				
<i>Operating Expenditure</i>				
131010	Scheme Amendments	1,000	750	-
131030	Consultants	1,000	750	-
131120	Insurance	520	390	563
131000	Administration Allocated	4,870	3,653	3,674
Total Operating Expenditure		<u>7,390</u>	<u>5,543</u>	<u>4,237</u>
<i>Operating Income</i>				
131230	Fees	100	75	-
Total Operating Income		<u>100</u>	<u>75</u>	<u>-</u>

Continued...

<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
continued.....		2006/07	2006/07	2006/07
		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Mar 2007</b>
<b>PROTECTION OF THE ENVIRONMENT</b>				
<i>Operating Expenditure</i>				
130340	Waste Oil Facility	500	375	-
130320	Tyre Recycling	1,800	1,350	3,600
	Total Operating Expenditure	<u>2,300</u>	<u>1,725</u>	<u>3,600</u>
<b>OTHER COMMUNITY AMENITIES</b>				
<i>Operating Expenditure</i>				
132120	Cemetery Operations	9,882	7,412	6,275
131920	Burial plot preparations	11,578	8,684	8,957
132020	Hearse & Shed Costs	5,000	3,750	151
132420	Cemetery Plaques	3,000	2,250	19
132620	Depreciation	1,624	1,218	3,394
132720	Insurance	520	390	563
132820	Administration Allocated	8,766	6,575	6,597
132520	Public Toilets	10,000	7,500	6,981
132220	SPQ Mcleary St "Paddy's Flat"	2,500	1,875	2,783
	Total Operating Expenditure	<u>52,870</u>	<u>39,654</u>	<u>35,718</u>
<i>Operating Income</i>				
132630	Charges - Cemetery Fees	2,000	1,500	1,796
	Total Operating Income	<u>2,000</u>	<u>1,500</u>	<u>1,796</u>
<i>Capital Expenditure</i>				
132540	SPQ Mcleary St "Paddy's Flat"	4,205	3,154	2,494
	Total Capital Expenditure	<u>4,205</u>	<u>3,154</u>	<u>2,494</u>
	Net Funding Demands	<u>(216,729)</u>	<u>(137,321)</u>	<u>(59,476)</u>

<b>Shire of Meekatharra</b>		<b>Management Budget Recreation &amp; Culture</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
		2006/07 Amd Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
<b>PUBLIC HALLS AND CIVIC CENTRES</b>				
<b>Operating Expenditure</b>				
133620	Town Hall Maintenance	32,660	24,495	13,168
133420	Insurance	8,440	6,330	7,926
13342C	Consultant building inspection	6,500	-	-
133720	Depreciation	11,931	8,948	8,857
133550	Administration Allocated	13,636	10,227	10,205
Total Operating Expenditure		<u>73,167</u>	<u>50,000</u>	<u>40,156</u>
<b>Operating Income</b>				
134630	Hall Hire Fees	2,000	1,500	1,165
Total Operating Income		<u>2,000</u>	<u>1,500</u>	<u>1,165</u>
<b>Capital Expenditure</b>				
134830	Re-sand & Treat Floor (Town Ha	10,000	-	-
134840	BBQ for Town hall courtyard are	8,500	2,125	1,670
Total Capital Expenditure		<u>18,500</u>	<u>2,125</u>	<u>1,670</u>
<b>SWIMMING AREAS AND BEACHES</b>				
<b>Operating Expenditure</b>				
135420	Swimming Pool Contract	62,000	54,250	57,095
136020	Housing	16,284	12,213	8,149
135620	Insurance	5,160	3,870	5,294
135920	Swimming Pool Maintenance	10,500	7,875	4,941
135720	Swimming Pool Water/Sewerag	5,000	3,750	2,941
135520	Swimming Pool Chemicals/Gas,	8,000	6,000	4,713
135820	Swimming Pool Electricity	9,000	6,750	6,675
137040	Swimming Pool Other	5,000	3,750	359
136620	Depreciation	12,404	9,303	11,313
135320	Administration Allocated	5,844	4,383	4,392
Total Operating Expenditure		<u>139,192</u>	<u>112,144</u>	<u>105,872</u>
<b>Operating Income</b>				
136530	Swimming Pool Subsidy	3,000	2,250	3,000
136430	Swimming Pool Admission	8,000	6,000	7,713
Total Operating Income		<u>11,000</u>	<u>8,250</u>	<u>10,713</u>
<b>Capital Expenditure</b>				
136670	Upgrade Pool Change rooms	50,000	-	-
136660	Upgrade Pool Grounds	35,000	35,000	35,795
Total Capital Expenditure		<u>85,000</u>	<u>35,000</u>	<u>35,795</u>
<b>Capital Income</b>				
136630	CSRFF Grant	-	-	23,283
Total Capital Income		<u>-</u>	<u>-</u>	<u>23,283</u>

Continued...



<b>Shire of Meekatharra</b>		<b>Management Budget Recreation &amp; Culture</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
continued.....		2006/07	2006/07	2006/07
		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Mar 2007</b>
<b>RECREATION OFFICER</b>				
<b>Operating Expenditure</b>				
136170	Salaries	49,106	36,830	17,193
136180	Superannuation	4,420	3,315	1,569
136190	Staff Replacement & Relocation	2,000	1,500	-
136210	Vehicle Operating Costs	13,000	9,750	5,452
137020	Housing Allocation	16,284	12,213	15,088
136150	Administration Allocated	23,377	17,533	17,572
136160	Depreciation	3,370	2,528	-
136250	Activities	14,000	3,500	2,195
136200	Misc Grant Activities	4,895	3,671	2,484
Total Operating Expenditure		<u>130,452</u>	<u>90,840</u>	<u>61,551</u>
<b>Operating Income</b>				
136230	Reimbursements	-	-	203
136260	Miscellaneous Grants	3,000	2,250	1,000
Total Operating Income		<u>3,000</u>	<u>2,250</u>	<u>1,203</u>
<b>Capital Expenditure</b>				
136300	Bike Trail	13,492	13,492	11,726
Total Capital Expenditure		<u>13,492</u>	<u>13,492</u>	<u>11,726</u>
<b>Capital Income</b>				
136280	CSRF Bike Trails	8,492	8,492	8,492
Total Capital Income		<u>8,492</u>	<u>8,492</u>	<u>8,492</u>
<b>OTHER RECREATION AND SPORT</b>				
<b>Operating Expenditure</b>				
138100	Housing Allocation	16,284	12,213	5,989
138120	Reticulation Maintenance	5,000	3,750	-
138020	Picture Gardens	500	375	309
137920	Parks, Gardens & Reserves	107,188	80,391	75,906
137420	Scheme Water	10,000	2,500	2,037
137320	Sports ground (oval) maintenance	25,000	18,750	23,727
137220	Sports Complex Maintenance	24,660	18,495	13,658
138920	Other Building Maintenance	2,000	1,500	1,617
138720	Gym Building Maintenance	5,523	4,142	649
138260	Gym Operating Costs	1,000	750	338
138250	Community Bus Operating costs	15,000	11,250	8,571
138520	Miscellaneous Costs - Gym	-	-	220
138620	Utilities - Gym	-	-	695
137620	Insurance	12,159	12,159	11,601
139720	Depreciation	55,635	41,726	46,955
138110	Administration Allocated	15,584	11,688	11,722
Total Operating Expenditure		<u>295,533</u>	<u>219,689</u>	<u>203,992</u>
<b>Operating Income</b>				
139630	Complex Fees	2,000	1,500	1,119
139930	Gym Fees	4,000	3,000	2,201
138930	School Oval Contribution	12,000	3,000	3,701
138850	Community Bus fees	3,000	2,250	2,857
139430	Complex Fees Tennis	-	-	128
Total Operating Income		<u>21,000</u>	<u>9,750</u>	<u>10,006</u>

<b>Shire of Meekatharra</b>		<b>Management Budget Recreation &amp; Culture</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
continued.....		2006/07	2006/07	2006/07
<b>OTHER RECREATION AND SPORT</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Mar 2007</b>
<b>Capital Expenditure</b>				
136340 Construct Oval Toilets	50,000	-	-	-
136350 Practice wall for tennis courts	3,000	-	-	-
136540 Air conditioner Gym	5,000	-	-	-
136360 Oval Line Marking Machine	750	-	-	-
137840 BBQ & Light	5,000	-	-	-
136240 Cornish Lift	6,000	-	-	-
136370 Viewing platform at headframe	7,000	-	-	-
136380 Replace pine rails around oval	8,000	-	-	-
136640 Oval lights	140,000	56,000	64,034	64,034
136390 Water Tank - Oval	50,000	-	-	-
Total Capital Expenditure	274,750	56,000	64,034	64,034
<b>Capital Income</b>				
138860 Oval Lighting	46,666	-	-	-
Total Capital Income	46,666	-	-	-
<b>TELEVISION AND RADIO BROADCASTING</b>				
<b>Operating Expenditure</b>				
139860 Administration Allocated	1,948	1,461	1,458	1,458
140820 Depreciation	1,188	891	979	979
139880 Insurance	120	90	151	151
139920 Operating Costs	1,000	750	-	-
139820 Site Sharing Costs	6,000	4,500	4,666	4,666
Total Operating Expenditure	10,256	7,692	7,254	7,254
<b>LIBRARIES</b>				
<b>Operating Expenditure</b>				
140120 Book exchange costs	500	375	625	625
140620 Lost/damaged/replaced stock	100	75	284	284
140520 Library operations	3,000	2,250	1,260	1,260
140420 Insurance	120	90	151	151
140180 Administration Allocated	31,558	23,669	23,676	23,676
140720 Depreciation	751	563	564	564
Total Operating Expenditure	36,029	27,022	26,560	26,560
<b>Operating Income</b>				
140530 Library Charges	25	19	184	184
Total Operating Income	25	19	184	184
<b>OTHER CULTURE</b>				
<b>Operating Expenditure</b>				
141120 Insurance	200	150	252	252
141320 25 Mile Well Maintenance	3,000	2,250	287	287
141420 Mt Gould Police Station	1,100	825	641	641
141520 Museum Maintenance	1,000	750	152	152
141720 Municipal Inventory Review	15,000	-	-	-
130720 Heritage Survey	20,000	5,000	4,988	4,988
141730 Preservation of Historical Image	22,040	-	-	-
141820 Administration Allocated	9,740	7,305	7,289	7,289
141620 Depreciation	3,164	2,373	2,300	2,300
Total Operating Expenditure	75,244	18,653	15,909	15,909
<b>Operating Income</b>				
141530 Masonic Lodge Income	520	390	236	236
Total Operating Income	520	390	236	236
Net Funding Demands	(1,058,912)	(602,006)	(519,236)	(519,236)

<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		<b>Transport</b>
		2006/07 Amd Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
<b>MAINTENANCE - STREETS, ROADS, BRIDGES &amp; DEPOTS</b>				
<i>Operating Expenditure</i>				
149020	Administration Allocated	68,181	51,136	55,867
148800	Depot Maintenance	29,000	21,750	21,312
148400	Lighting of Streets	25,000	18,750	16,369
148500	Street Cleaning Sweeping	48,286	37,143	15,670
148200	Street Maintenance	53,714	41,318	32,321
149000	Signage of Streets & Roadworks	27,000	20,769	11,715
147500	Rural Roads Maintenance - Day Lab	428,304	321,228	281,925
14750C	Rehabilitation of Gravel Pits	55,000	-	-
148820	Infrastructure Depreciation Expens	850,000	637,500	1,184,393
Total Operating Expenditure		<u>1,584,485</u>	<u>1,149,594</u>	<u>1,619,573</u>
<i>Operating Income</i>				
145910	Grant - MRWA Direct	140,000	140,000	144,958
148230	Reimbursements	-	-	1,360
148430	Street Lighting - Operating Grant	3,000	-	-
Total Operating Income		<u>143,000</u>	<u>140,000</u>	<u>146,318</u>
<b>CONSTRUCTION - STREETS, ROADS, BRIDGES &amp; DEPOTS</b>				
<i>Capital Expenditure</i>				
142000	Road Construction	-	-	-
	Mt Clere Road	253,748	-	3,474
	Neds Creek Road	-	-	140
	Milgun-Yarlarweelor Road	-	-	11,996
	Woodlands Road	42,000	-	549
	Yagahong-Nannine Road	-	-	61,155
	Three Rivers Woolshed Rd	31,500	-	-
	Hill Street	31,500	-	-
	Donovan Street	-	-	99
	Landor Road	326,867	163,434	153,284
	Ashburton Downs-Meekatharra Roa	-	-	47,494
	Sandstone Rd	146,123	-	179
	Regan Street	-	-	2,008
	Koonmarra-Mt Hale-Mileura Rd	23,000	23,000	56,081
	<b>Flood Damage</b>	-	-	-
	Mt Clere Road	348,783	139,513	146,179
	Landor Road	588,050	588,050	840,028
	Ashburton Downs	408,734	102,184	56,577
	<b>Black Spot</b>	-	-	-
	Main Street	150,000	-	2,550
	<b>Other</b>	-	-	-
	Town Streets Construction	128,500	32,125	8,720
	Grids Construction	50,000	-	500
	Water Bores	10,000	-	-
Total Capital Expenditure		<u>2,538,805</u>	<u>1,048,306</u>	<u>1,391,012</u>
<i>Capital Income</i>				
146810	Grant - MRWA Flood Damage	1,009,175	908,258	895,751
146210	Grant - Roads to Recovery (R2R)	438,369	-	-
146410	Black Spot - Main Street	30,678	-	-
146910	Grant - Roads 2020 (Regional Road	120,496	48,198	48,198
Total Capital Income		<u>1,598,718</u>	<u>956,456</u>	<u>943,949</u>

Continued...



<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
		2006/07 Amd Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
continued.....				
<b>ROAD PLANT PURCHASES</b>				
<b>Operating Expenditure</b>				
151320	Loss on Sale of Asset	4,000	-	-
Total Operating Expenditure		4,000	-	-
<b>Operating Income</b>				
151310	Profit on Sale of Asset	30,000	30,000	17,601
Total Operating Income		30,000	30,000	17,601
<b>Capital Expenditure</b>				
150140	Miscellaneous Plant (Small Equipm	20,000	8,000	3,480
152050	Vehicle for restructure	40,000	-	-
150040	Vehicle - Supervisor	40,000	-	-
151240	Truck	170,000	170,000	171,380
152060	Rubber Tyred Roller (2nd Hand)	50,000	-	-
152070	Towable Road Sweeper (2nd hand)	25,000	-	-
150340	Maintenance Caravan	65,000	-	-
152080	Pedestrian Roller	14,000	-	-
153240	Traffic Counters	6,000	6,000	6,704
152640	Tandem Dolly/Trailer	10,000	-	-
152840	Gen Set (Construction)	10,000	10,000	9,827
151840	Two Rubbish Trucks	45,000	45,000	45,000
152090	Security Cameras Depot	50,000	50,000	35,861
152100	Trailer for Caravan & Fuel Tank	20,000	-	-
152110	Bobcat	40,000	-	-
Total Capital Expenditure		605,000	289,000	272,352
<b>Capital Income</b>				
151050	Proceeds Sale of Plant	115,000	80,000	60,000
Total Capital Income		115,000	80,000	60,000
<b>AIR BP</b>				
<b>Operating Expenditure</b>				
160520	Administration Allocated	7,792	5,844	5,832
160220	Salaries	12,000	9,000	8,632
160020	Wages Call Outs	10,920	8,190	12,512
160120	Wages - Relief	8,000	6,000	2,657
160320	Cost of Fuel Sold	60,000	45,000	40,323
160420	Bank Charges	400	300	403
160720	Other Charges	100	75	-
Total Operating Expenditure		99,212	74,409	70,359
<b>Operating Income</b>				
151130	Fuel Sales - Cash	62,000	46,500	43,596
151330	Fuel Sales - Commission	-	-	1,634
151230	Call Out Fees	10,000	7,500	11,911
151630	BP Monthly Retainer	57,000	42,750	42,750
Total Operating Income		129,000	96,750	99,891

<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
		2006/07	2006/07	2006/07
		Amd Budget	YTD Budget	31 Mar 2007
continued.....				
<b>AERODROME</b>				
<b>Operating Expenditure</b>				
150020	Salaries	50,100	38,538	48,508
150120	Superannuation	10,094	7,765	7,097
150600	Training and Conferences	-	-	3,089
151620	Housing Allocations	16,284	12,213	6,127
150210	Consultancy	13,000	13,000	14,918
150220	Utilities & Other Costs	35,000	26,250	38,625
150620	Insurance	10,223	7,667	10,125
150320	Aerodrome Operations (Air)	9,500	7,125	7,920
150520	Aerodrome Maintenance	27,000	20,250	23,595
150900	Security Operating Expenses	-	-	371
150910	Airport Diesel Wages	10,000	7,500	6,017
150920	Airport Diesel Issues	170,000	153,000	183,130
150720	Depreciation	172,092	129,069	124,115
151420	Administration Allocated	5,455	4,091	4,082
Total Operating Expenditure		<u>528,748</u>	<u>426,468</u>	<u>477,719</u>
<b>Operating Income</b>				
152030	Airport Landing Charges	170,000	127,500	126,607
150030	Other Landing Charges	-	-	8,739
150130	Airport Leases	24,400	18,300	5,905
151930	RFDS Refuelling	10,000	7,500	5,950
153030	Airport Diesel Sales	185,000	138,750	180,060
150330	Reimbursements	18,000	13,500	18,318
150530	Reimbursements Telephone	-	-	463
Total Operating Income		<u>407,400</u>	<u>305,550</u>	<u>346,041</u>
<b>Capital Expenditure</b>				
153770	Airport Lawnmower	1,500	1,500	1,401
153750	Rads _ Cones and PAL	5,000	3,000	2,172
152150	Airport Fire Fighting Unit (Trailer)	5,500	5,500	5,095
152160	Airport Fire Fighting System	25,000	-	-
152170	Terminal Internal & External Paint	10,000	10,000	19,200
152180	Terminal - Replace Aircon	3,700	-	-
152190	Terminal - Refurbish Toilets	10,000	-	42
Total Capital Expenditure		<u>60,700</u>	<u>20,000</u>	<u>27,909</u>
<b>Capital Income</b>				
151830	RADS Grant	7,300	-	-
Total Capital Income		<u>7,300</u>	<u>-</u>	<u>-</u>
Net Funding Demands		<u>(2,990,532)</u>	<u>(1,399,021)</u>	<u>(2,245,022)</u>

<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
		2006/07 Amd Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
<b>RURAL SERVICES</b>				
<b>Operating Expenditure</b>				
153020	MRVC Vermin Control	6,400	4,800	6,514
153120	Noxious Weeds and Pests	3,000	2,250	-
157520	Stockyard Maintenance	2,000	1,500	1,308
157420	Shop Premises Maintenance	4,320	3,240	1,023
157540	Assistance to Community Group	5,000	3,750	-
157620	Depreciation - Economic	-	-	14,692
Total Operating Expenditure		20,720	15,540	23,536
<b>Operating Income</b>				
157430	Shop Premises Rent	-	-	1,920
157630	Wesfarmers Yard Lease	510	383	2,732
157750	Bill Board Rental	700	525	563
157730	Reimbursements	2,400	1,800	434
Total Operating Income		3,610	2,708	5,648
<b>Capital Expenditure</b>				
153940a	"Heatwave" Replace Aircon	4,000	-	-
Total Capital Expenditure		4,000	-	-
<b>TOURISM AND AREA PROMOTION</b>				
<b>Operating Expenditure</b>				
159250	Administration Allocated	39,936	29,952	28,516
159220	Depreciation	23,000	17,250	22,279
153820	Tourism Promotions	16,000	12,000	9,537
154620	Maps & Souvenirs	18,500	13,875	1,064
154220	Information Bays	4,000	3,000	-
159260	Maintenance Trails & Lookouts	18,000	-	343
154000	Interpretive Centre Consultancy	30,000	-	-
153920	October Festival	30,000	30,000	37,144
154010	Croc Festival	30,000	30,000	32,426
154030	Meekatharra Rodeo	15,000	-	-
154420	Local Newspaper Production	5,000	3,750	2,226
154720	Town Beautification	10,000	-	-
154230	Loss on sale of assets	-	-	78,300
Total Operating Expenditure		239,436	139,827	211,835
<b>Operating Income</b>				
153930	October Festival Income	10,000	10,000	19,766
154920	Meekatharra Rodeo Income	10,000	-	-
154930	Croc Festival Grant Income	15,000	15,000	17,426
154330	Local Newspaper Revenue	4,000	3,000	612
154730	Sale of Maps & Souvenirs	1,500	1,125	1,424
154430	Meeka Dust Advertising	-	-	110
Total Operating Income		40,500	29,125	39,338

Continued...

<b>Shire of Meekatharra</b>		<b>Management Budget Economic Services</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
		2006/07 Amd Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
<b>TOURISM AND AREA PROMOTION ...continued</b>				
<b>Capital Expenditure</b>				
153900	MRDT Stage 2	28,500	-	-
153940	Meeka Heritage Drive Trails	280,000	-	1,452
153890	Town Heritage Walk	29,704	29,704	29,790
153970	Collection of Mining Relics	10,000	-	-
154240	Entry Statements & Signs	60,000	-	-
153950	Tourist rest Area	8,000	6,000	5,477
Total Capital Expenditure		416,204	35,704	36,719
<b>Capital Income</b>				
153810	Trails Grant	192,132	-	-
Total Capital Income		192,132	-	-
<b>BUILDING CONTROL</b>				
<b>Operating Expenditure</b>				
156420	MRH S Building Costs	20,000	-	-
157740	Insurance	1,480	1,110	1,497
157720	Administration Allocated	974	731	759
Total Operating Expenditure		22,454	1,841	2,256
<b>Operating Income</b>				
156830	Building Permit Fees	1,000	750	1,508
156930	Building Demolition Fees	1,000	750	1,050
Total Operating Income		2,000	1,500	2,558
<b>Operating Income</b>				
157530	Other Reimbursements	-	-	37
Total Operating Income		-	-	37
Net Funding Demands		(464,572)	(159,579)	(226,764)

<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
		2006/07 Amd Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
<b>PRIVATE WORKS</b>				
<i>Operating Expenditure</i>				
189520	Private Works	-	-	798
Total Operating Expenditure		-	-	798
<i>Operating Income</i>				
189630	Charges - Private Works	-	-	798
Total Operating Income		-	-	798
<b>PUBLIC WORKS OVERHEAD</b>				
<i>Operating Expenditure</i>				
180120	Supervision - Salaries	152,100	117,000	51,421
181220	Unallocated Wages	-	-	7,391
181320	Superannuation of Workmen	64,666	49,743	34,748
180320	Annual Leave, Sick Leave, Publi	98,811	59,287	47,816
180520	Rostered days Off	-	-	(1,295)
180720	Relocation & Recruitment Costs	3,000	2,250	-
181520	Allowances and Incentives	83,669	62,752	65,184
185620	LSL Contribution to other Shires	-	-	3,590
180620	Camping Requirements	5,000	3,750	173
180820	Camping Telephone Costs	6,000	4,500	9,409
180920	Travelling and Conference Expe	5,000	3,750	-
181020	Protective Clothing & Equipmer	5,000	3,750	4,631
182320	Allocation from Housing	100,415	75,311	49,245
180220	Engineering - Office and Other	1,000	750	1,228
180420	Insurance on Works	37,760	37,760	45,394
182720	Occupational Health & Safety	7,000	5,250	3,305
181420	Work Supervisors Vehicle	20,400	15,300	15,409
182520	Administration Allocated	62,338	46,754	46,773
181820	Less PWO allocated to works	(652,159)	(474,250)	(323,539)
Total Operating Expenditure		-	13,657	60,883
<i>Operating Income</i>				
181330	Reimbursements - Stores & Tele	-	-	3,536
Total Operating Income		-	-	3,536
<b>PLANT OPERATION COSTS</b>				
<i>Operating Expenditure</i>				
183020	Fuel and Oil	300,000	225,000	164,026
183320	Parts and Repairs (external)	180,000	135,000	208,788
183420	Repairs - Wages	158,638	118,979	127,800
183220	Tyres	80,000	60,000	58,290
183620	Consumable Stores	10,000	7,500	19,736
184320	Replacement Tools	5,000	3,750	10,474
183520	Licenses	7,000	5,250	8,264
183820	Insurance	34,935	34,935	40,499
183230	Mechanics Vehicle	18,000	13,500	4,763
183920	Cutting Edges	10,000	7,500	6,620
183010	Administration Allocated	28,247	21,185	21,175
184020	Less Alloc To Works	(831,820)	(623,865)	(706,844)
Total Operating Expenditure		-	8,734	(36,409)
<i>Operating Income</i>				
183030	Diesel Fuel Rebate	12,000	9,000	5,661
Total Operating Income		12,000	9,000	5,661

<b>Shire of Meekatharra</b>		<b>Management Budget Other Property &amp; Services</b>		
<i>for the period ended 31 March 2007.</i>		<b>2006-07</b>		
continued.....		2006/07 Budget	2006/07 YTD Budget	2006/07 31 Mar 2007
<b>PLANT DEPRECIATION</b>				
<i>Operating Expenditure</i>				
183120	Depreciation	445,000	333,750	338,337
184040	Less Plant Depreciation Allocate	(445,000)	(333,750)	(180,406)
Total Operating Expenditure		-	-	157,931
<b>SALARIES AND WAGES</b>				
185300	Salaries & Wages	1,835,570	1,376,678	982,449
185400	Salaries & Wages Alloc	(1,835,570)	(1,376,678)	(983,744)
Total Operating Expenditure		-	-	(1,295)
Net Funding Demands		12,000	(13,391)	(171,913)



Shire of Meekatharra			Management Budget Notes on Variations		
for the period ended 31 March 2007.			2006-07		
Variations for revenues and expenses that are greater than \$50,000 and 10.0% when compared to the budget year to date estimates.					
Ref	Act	Description	Anl Budget	YTD Budget	31 Mar 2007
1	103520	Salaries - Admin	415,707	311,780	\$ 211,070
		Staff shortages, increase in consulting services.			32%
2	104020	Fringe Benefit Tax	20,000	20,000	\$ 82,588
		Back tax for previous periods			313%
3	106920	Accounting & Consulting Servic	50,000	37,500	\$ 98,075
		Contract/consulting services used with savings offset in salaries.			162%
4	116020	Salaries	135,680	101,760	\$ 12,588
		Staff shortages.			88%
	142000F8		588,050	588,050	840,028
5	6	Landor Road			
		See separate report on works program.			43%
6	154230	Loss on sale of assets	-	-	78,300
		Write off for heritage trial asset.			
7	180120	Supervision - Salaries	152,100	117,000	51,421
		Staff shortages.			56%

## SHIRE OF MEEKATHARRA

## INVESTMENT REGISTER

Total Investments as at 31st March 2007

Account	Institution	Interest Rate	Opening Balance 1/07/2006	Interest Earned to 31/01/2007	Interest Earned This Period	Transfers To Investments	Transfers From Investments	Closing Balance 31/01/2007
946020606	Home Building Society	Variable	4,532,262.81	180,768.25	26,270.31	-	-	4,739,301.37
26-7466	Westpac Bank	Variable	1,507,052.83	67,087.71	9,893.96	2,300,000.00	( 2,225,754.10 )	1,658,280.40
<b>TOTALS</b>			<b>6,039,315.64</b>	<b>247,855.96</b>	<b>36,164.27</b>	<b>2,300,000.00</b>	<b>( 2,225,754.10 )</b>	<b>6,397,581.77</b>

## Investments by Nature

General Ledger Code	Investment Purpose	% of Investment	Opening Balance 1/07/2006	Interest Earned to 31/01/2007	Interest Earned This Period	Transfers To Investments	Transfers From Investments	Closing Balance 31/01/2007
170300	Plant Reserve	27.15%	1,230,294.45	49,070.01	7,131.14	-	-	1,286,495.60
170500	Building Reserve	5.29%	239,706.90	9,560.65	1,389.41	-	-	250,656.96
170200	Water Reserve	2.35%	106,691.07	4,255.35	618.41	-	-	111,564.83
170700	Airport Runway Reserve	34.75%	1,575,043.45	62,820.24	9,129.41	-	-	1,646,993.10
170800	Airport Operations Reserve	12.26%	555,684.15	22,163.33	3,220.91	-	-	581,068.39
170600	Transport Reserve	5.38%	243,634.69	9,717.31	1,412.18	-	-	254,764.18
170100	Infrastructure Reserve	12.01%	544,437.46	21,714.76	3,155.72	-	-	569,307.94
170150	Leave Reserve	0.81%	36,770.64	1,466.59	213.13	-	-	38,450.36
<b>SUB TOTAL ON RESERVES</b>		100.00%	4,532,262.81	180,768.25	26,270.31	-	-	4,739,301.37
Municipal Fund		100.00%	1,507,052.83	67,087.71	9,893.96	2,300,000.00	( 2,225,754.10 )	1,658,280.40
<b>TOTAL INVESTMENTS BY NATURE</b>			<b>6,039,315.64</b>	<b>247,855.96</b>	<b>36,164.27</b>	<b>2,300,000.00</b>	<b>( 2,225,754.10 )</b>	<b>6,397,581.77</b>



**9.2.2 STAFF HOUSING FENCE REPAIRS / REPLACEMENT**

<b>LOCATION</b>	VARIOUS SHIRE PROPERTIES
<b>APPLICANT</b>	NIL
<b>FILE REFERENCE</b>	VARIOUS LOT FILES
<b>DISCLOSURE OF INTEREST</b>	NIL
<b>DATE OF REPORT</b>	3 <sup>RD</sup> APRIL 2007
<b>AUTHOR</b>	CAMERON WATSON DEPUTY CHIEF EXECUTIVE OFFICER



**SIGNATURE OF AUTHOR  
SENIOR OFFICER**

ROY McCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF SENIOR OFFICER**

**Summary:**

This report recommends that Council include an amount in the 2007/08 budget for the reinstatement or repair of fences at various staff housing locations owned by Council.

**Background:**

In discussions at the Health, Building and Town Planning Committee meeting held March 7<sup>th</sup> 2007, it was decided to investigate the condition of the fence lines surrounding staff residences owned by Council and, if necessary, call for quotes for their reinstatement or repair.

**Comment:**

An inspection of the fences at all the staff housing properties owned by Council was conducted by Cameron Watson, Councils Deputy Chief Executive Officer and Bill Atyeo, Councils Environmental Health and Building Officer. At the conclusion of this inspection several properties where identified as needing works carried out to correct defects in the properties fence lines, the following properties and remedial works where identified and a quote from Killara Station Co. has been received.

Lot 206 Hill Street – Repair fence between lots 205 & 206 and remove rear fence. Supply and erect colour bond post and rail with 3m gate in lane way.

Lot 207 Hill Street – Repair fence between lots 207 & 208 and remove rear fence. Supply and erect colour bond post and rail with no gate. It must be noted that at this time Council does not own this property although settlement should have happened before these works are carried out.

Lot 208 Hill Street – Remove rear and side fence. Supply and erect colour bond post and rail with 3m gate in street boundary fence along with colour bond post and rail side fence to house.

Lot 87 Main Street – Remove old fence and supply and erect colour bond post and rail between lots 86 & 87.

Lot 246 Darlot Street – Remove both side fences (constructed from asbestos) from between lots 245 & 246 and 246 & 247, earth works are required between lots 245 & 246. Supply and erect colour bond post and rail.

Unit Complex on Regan Street – Repair damaged panels in lane way and front fences.

Lot 303 Darlot Street – Remove old gate and posts. Supply and erect mesh gate to match fence.

The quote received was for supply and installation only, Council will be required to remove all old materials including pre wrapped and stacked asbestos sheeting and safely dispose off.

**Consultation:**

Bill Atyeo – Environmental Health and Building Officer

**Statutory Environment:**

Dividing Fences Act 1961

**Policy Implications:**

Policy 3.8: Housing – Staff states, in part “The Shire shall be responsible for the cost, repair and structural maintenance of the houses, outbuildings and fences”.

**Financial Implications:**

The total cost of the repair or reinstatement to the fences listed above will cost \$28,365.16 which has not been budgeted for in this financial year.

**Strategic Implications:**

NIL

**Voting Requirements:**

Absolute Majority

**Committee Recommendation:**

**Moved:** Cr H Nichols

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

**That Council endorse the following budget amendments:**

- 1. Additional operational expenditure amounts to be allocated to the following staff housing accounts:**

Lot 206 Hill St	(A/c 2572)	\$2,700.00
Lot 206 Hill St	(New A/c)	\$2,210.00
Lot 208 Hill St	(A/c 2642)	\$7,510.00
Lot 87 Main St	(A/c 2612)	\$4,850.00
Lot 246 Darlot St	(A/c 2592)	\$9,960.00
Lot 303 Darlot St	(A/c 2562)	\$850.00

**and;**

- 2. Capital expenditure budget for A/c 2715 – Possible Construction Staff Housing, be decreased from \$301,345 to \$273,265 to account for amendments made in point 1 of this recommendation.**

**additionally Council approve;**

- 1. The removal by shire employees, of all waste fencing materials produced to the appropriate waste disposal site.**
- 2. The production of any correspondence / notices required under the dividing fences act 1961.**

**and;**

- 3. The acceptance of the single quote received from Killara Station Co in breach of Policy 4.2 – procurement – quotes & tenders.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

### 9.2.3 RENOVATION / REPLACEMENT OF SINGLE MAN'S QUARTERS

LOCATION	LOT 213 DARLOT STREET
APPLICANT	NIL
FILE REFERENCE	ASSESSMENT A2719
DISCLOSURE OF INTEREST	NIL
DATE OF REPORT	4 <sup>RD</sup> APRIL 2007
AUTHOR	CAMERON WATSON DEPUTY CHIEF EXECUTIVE OFFICER



**SIGNATURE OF AUTHOR  
SENIOR OFFICER**

ROY McCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF SENIOR OFFICER**

**Summary:**

This report puts forward for the Committee's consideration, options for either the refurbishment or replacement of the current single men's quarters in Darlot Street.

**Background:**

An amount of \$301,345 was included in the 2006/07 for the replacement / renovation of Staff housing. Due to the level of need for accommodation for single people currently working or about to commence working with Council, it was decided to commence this program with either the renovation or replacement of the current single men's quarters located in Darlot Street.

**Comment:**

Indicative prices have been received for either the renovation or repair of the single men's quarters, following are details of both options;

1. **Replacement**

A price was sourced from Fleetwood Portables for the replacement of the current single man's quarters. This price was for a complete accommodation solution, including construction, transportation to site, placement and all furniture and fittings. Council would be responsible

for site preparation and final commissioning (connection to utilities and such). The accommodation units to be supplied by Fleetwood Portables would include 2 - 14.4 x 3.3 Living Quarters (diagram 1) and 1 - 3.3 x 3.1 Laundry (diagram 2).

The indicative price supplied by Fleetwood Portables for this solution was in the vicinity of \$200,000 ex GST. Council would have an estimated additional cost of \$10,000 to \$15,000 is site preparation and commissioning costs. These costs could be slightly offset if the current accommodation units were offered for sale or salvage gaining some income and cutting out any demolition costs in preparing the site. The time for installation of this option would be in the vicinity of 8 – 12 weeks plus approximately 1-2 weeks for commissioning.

## 2. Renovation

A price was sourced from Kandoo Construction for the renovation of the current single men's quarters, see Diagram 3 & 4 for plans. The ex GST cost of renovation would include the following:

Renovation Costs -	\$ 82,000 approx
Up to 8 Split System Air Conditioners -	\$ 18,000 approx
2 Solar Hot Water Systems -	\$ 6,500 approx
Commissioning Costs -	\$ 10,000 approx
Furniture and Fittings	\$ 25,000 approx
<b>Total</b>	<b>\$141,500 approx</b>

Air conditioning, hot water systems, furniture & fittings and commissioning are separate to the renovations and would be separately managed by Council. The prices associated with these have been separately sourced from local trade's people. Time frame for these renovations is 6 – 8 weeks for the works and approximately the same for commissioning which includes the installation of hot water systems and air conditioners and for the delivery of furniture.

The following is the scope of work provided by Kandoo Construction for the renovations:

### Additions to SPQ Darlot St.

**Shower/toilet addition 2.4x 1.8mtrs**

**Kitchen area addition 2.4 x 2.4 mtrs**

3 off

Includes;

Build additions to accommodate above. Kitchen and shower/toilet. 2 on the south block, 1 on the north block.

### **Unit 1, 2 & 3**

1. Steel frames and stumps, gyprock interior, fibro exterior, 19mm fibro cement flooring, 300 x 300 vinyl floor tiling (stripped and polished), windows, doorways, steel roof cladding, insulation to walls and ceiling and exterior paint.
2. Kitchen;
  - 3.2mtrs of bench cupboards and sink.
  - 1mtr breakfast bar servery and 1 mtr access to kitchen from dining/living room. No door
  - Electric stove, hood range, power points (2x doubles)
  - Fittings inclusive and plumbing completed to exterior of addition
  - Overhead cupboards optional
  - Paint t/out
3. Toilet/shower;
  - 3.1 S.A.I. vanity (1200mm wide), acrylic corner shower unit (900 x 900), ped pan and system, mirror, toilet roll holder and double towel rail.
  - 3.2 Non slip ceramic tiles to floor, glazed tile skirting and vanity splashback and floor waste
  - 3.3 Fittings inclusive and plumbing completed to exterior of addition
  - 3.4 Paint t/out
  - 3.5 Access door to either dining/ lounge or bedroom depending on concept wanted

### **Existing buildings renovations**

#### **North transportable (Laundry/common room/unit 1)**

1. Gut out all of existing except shower and toilet in common laundry/ablution area including dividing walls, hot water system etc. Make good internal perimeter walls and ceilings
2. Install new dividing wall to laundry/common room. No openings required
3. Remove laundry door and frame. Make good
4. Install new dividing wall to make common room. No openings
5. Install new dividing wall to unit 1 (lounge/ dining to bedroom) no door required
6. 300 x 300 vinyl tiles t/out dining/lounge and bedroom, stripped and polished
7. Barrier fly doors to common room and unit 1 entries
8. Laundry - Non slip tiles to floor, glazed tile skirting and splashbacks t/out
9. Laundry – S.A.I. 2 off laundry trough powdered coated galv cabinet and stainless steel bench.
10. Renew screens to shower and fittings
11. S.A.I. hot and cold fittings to troughs for 2 washing machines and new fittings to shower
12. Paint t/out whole interior

**South transportable (Unit 2 & 3)**

1. Gut entire inside and make good walls and ceilings
2. Install dividing wall in centre of transportable
3. Double stud wall between kitchens to allow for electrics and venting of range hoods
4. Barrier doors to entry of lounge/dining
5. Paint T/out

N.B. Doors to bedroom of 3 units retained. Drop bolts to be installed for security.

**General**

**Painting:**

Prep and paint all previously painted surfaces of entire structure.

**Electrical;**

1. Renew board to A.S. including earth leakage, new circuits to extensions, stoves and a/c split systems.
2. Renew all light, power points and switches. S.A.I. Security light to west end of breezeway with switch.

**Plumbing;**

All plumbing to extensions completed to o/side of extensions ready for hook up

**Consultation:**

Cr T R Hutchinson

Cr N L Trenfield

Martin Wheeler – Fleetwood Portables

Bob Sirr – Kandoo Construction

Mark Smith – Mark Smith Plumbing

Roy McClymont – Chief Executive Officer

**Statutory Environment:**

Building Code of Australia

**Policy Implications:**

NIL

**Financial Implications:**

The 2006/07 budget includes an amount of \$301,345 for the renovation or construction of staff housing.

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officer Recommendation:**

**That the Committee discuss this matter and formulate a resolution to go before Council.**

**Committee Recommendation:**

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

**Seconded: Cr A E Smith**

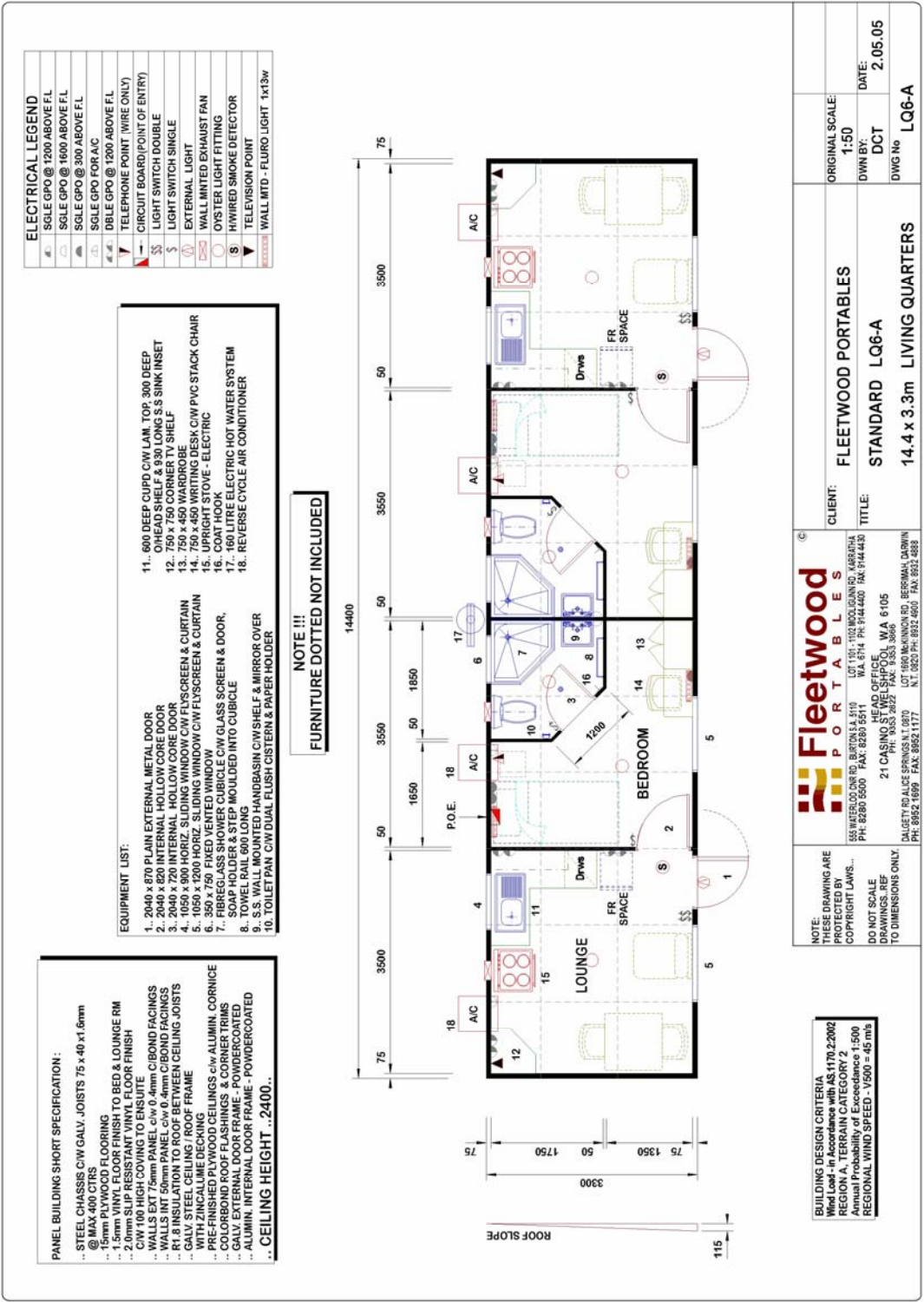
**That council renovate the current single mans quarters as designed with the exception that:**

- **the extension on the south building be constructed on a grounded solid slab**
- **all buildings are externally re-clad**
- **the common room of the north building is to be utilised for construction of kitchen/ living room and bathroom**
- **do not proceed with the additional construction which is depicted on the north building as kitchen/ bathroom**

**CARRIED 8/0**



Diagram 1



**Diagram 2**

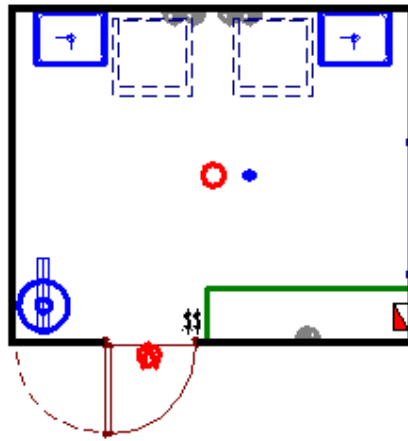


Diagram 3

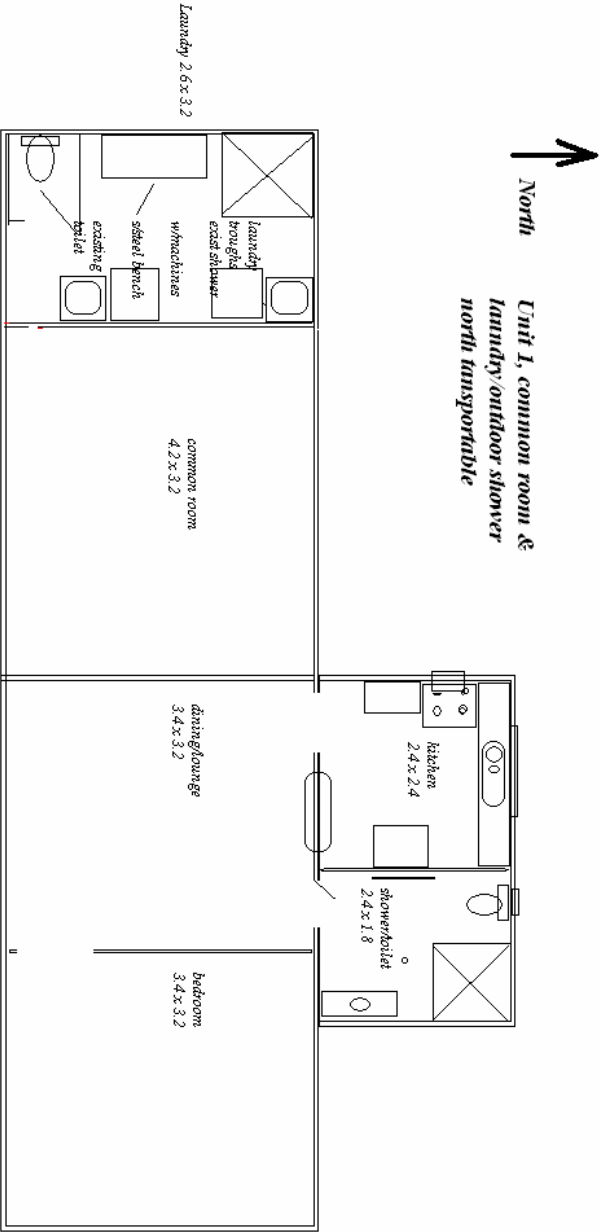
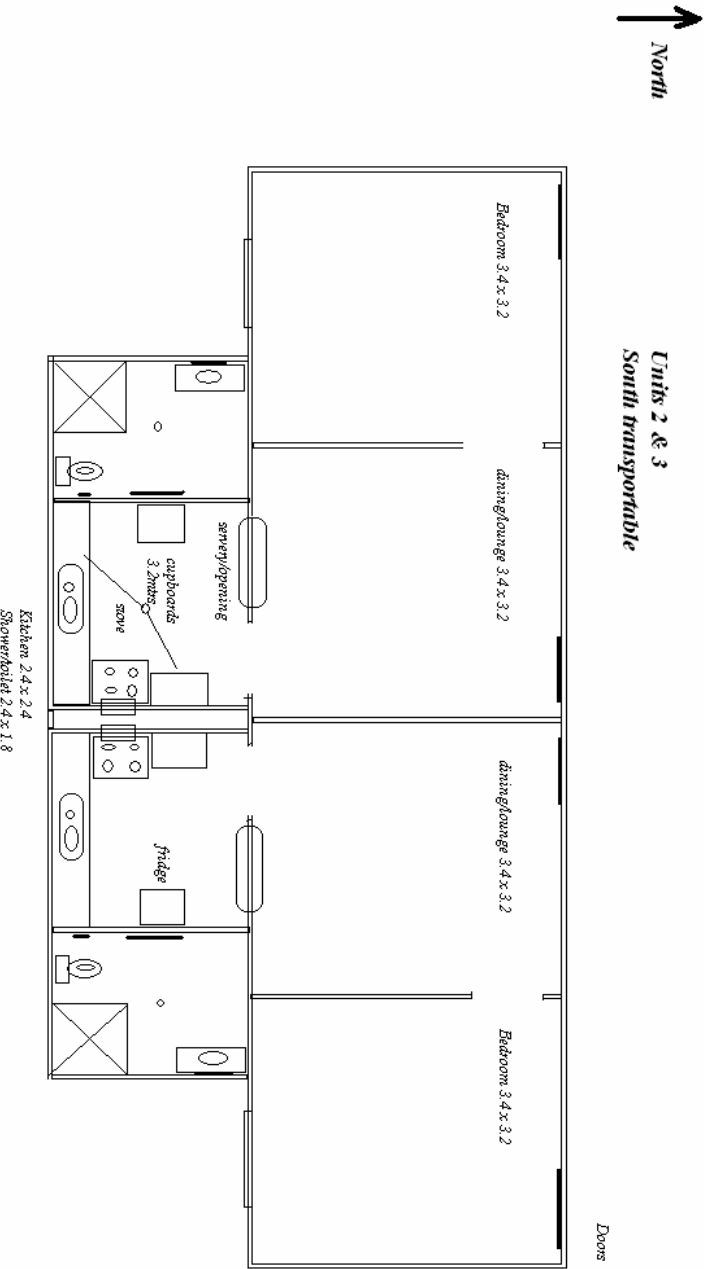


Diagram 4



#### 9.2.4 2006/07 BUDGET REVIEW

LOCATION	NIL
APPLICANT	NIL
FILE REFERENCE	B/25/2
DISCLOSURE OF INTEREST	NIL
DATE OF REPORT	16 <sup>th</sup> APRIL 2007
AUTHOR	CAMERON WATSON DEPUTY CHIEF EXECUTIVE OFFICER

SIGNATURE OF AUTHOR  
SENIOR OFFICER



ROY McCLYMONT  
CHIEF EXECUTIVE OFFICER

SIGNATURE OF SENIOR OFFICER



**Summary:**

This report presents to Council the 2006/07 Budget Review and a list of recommended budget amendments identified during the review process

**Background:**

The requirements to perform at least one review on the budget came into effect 31<sup>st</sup> March 2005

**Comment:**

The budget review is appended to this item.

**Consultation:**

Roy McClymont – Chief Executive Officer

**Statutory Environment:**

Local Government (Financial Management) Regulations 1996, Reg 33A

**Policy Implications:**

NIL

**Financial Implications:**

Budget amendments form part of the Officer Recommendation, these amendments do not increase or decrease the over all budget value.

**Strategic Implications:**

NIL

**Voting Requirements:**

Absolute Majority

**Officer Recommendation / Council Resolution:**

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

**Seconded: Cr M D E Bain**

**That Council accepts the 2006/07 Budget Review and authorizes the following budget amendments:**

- 1. Recreation and Culture – Capital Item, Swimming Pool Change rooms, Budget \$50,000. This item will not be undertaken in the current financial year and the budgeted amount is to be transferred to the Building Reserve. This project is to be included in the 2007/08 budget deliberations.**
- 2. Recreation and Culture – Capital Item, Construction Oval Toilets, Budget \$50,000. This item will not be undertaken in the current financial year and the budgeted amount is to be transferred to the Building Reserve. This project is to be included in the 2007/08 budget deliberations.**
- 3. Road Plant Purchases – Capital Item, Purchase Various Plant Items, Budget \$254,000. There are various plant items identified in the Budget Review that may not be acquired in this financial year, if a plant item is not acquired in the 2006/07 financial year then its corresponding budget allocation be transferred to the Plant Reserve**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

## **SHIRE OF MEEKATHARRA**

### **2006/07 BUDGET REVIEW**

**As at 31<sup>st</sup> December 2006**

#### ***General Purpose Funding***

##### ***Rating***

Over all this sub program is running within budget, the following should be noted;

- Rates Written Off is currently at \$378.68 out of a budget of \$25,000, there will be approximately \$22,000 in Rate Write Off's put to the May meeting of Council.
- Legal Expenses are currently 85% over budget (\$5,000) at \$9,266.42. This is due to a concerted effort at the recovery of outstanding Rates, a corresponding increase in the collection of Legal Fees has seen this budget (\$1,000) exceeded by 60% with \$1,595.90 collected.

##### ***General purpose Grants***

This sub program is running within budget.

##### ***General Financing***

This sub program is running within budget.

#### ***Governance***

This Program is running within budget.

#### ***Law, Order and Public Safety***

##### ***Fire Prevention***

This sub program is running at 124% over budget, this is due to Vehicle Operational Costs being \$11,340.91 actual expenditure with a budget of \$500. These costs are automatic recoveries not budgeted for in this financial year, this will be rectified in the 2007/08 budget. There is no need to perform any budget amendments as the Law, Order and Public Safety program as a whole is running significantly under budget.

##### ***Animal Control***

This sub program is running within budget.

##### ***Other Law, Order and Public Safety***

This sub program is running significantly under budget due mainly to there being no expenditure in the areas of Safer WA and the St Johns Ambulance to the report date. These two areas have a combined budget of \$18,000 which equates to 46% of this subprograms budget.

The Safer WA amount of \$16,000 is a grant that will not be expended until October 2007 and as such will need to be carried forward to the 2007/08 budget. The amount of \$2,000 to St Johns Ambulance is a donation to a community group that is yet to be claimed.

***Ranger Services***

Over all, this sub program is running within budget with the exception that Ranger Salaries expenditure (\$3,771.15) is currently only 3% of budget (\$135,679.81). This is due to Ranger Services' budget being set as a contract service, when in reality the service was filled by salaried staff who didn't commence employment until January 2007.

***Health***

This Program is running within budget.

***Education & Welfare***

***Education***

This sub program is running within budget.

***Community Development***

This sub program is running within budget.

***Other Welfare***

This sub program is running within budget.

***Youth Centre***

Over all, this sub program is running within budget with the exception that Youth Coordinators' Salaries expenditure (\$4,002.22) is currently only 6% of budget (\$62,579.93). This is due to the budget being set for 2 full time staff members with both leaving and a subsequent difficulty in appointing a single replacement who didn't commence employment until January 2007. This service was supported by casual labour in the interim.

***Housing***

This Program is running within budget.

***Community Amenities***

***Sanitation – Services***

This sub program is running within budget with the exception that an additional \$11,049 income has been received that was not included in the current budget. This income was for the sale of scrap metal.

***Sewerage***

This sub program is running within budget.

***Town Planning and Regional Development***

This sub program is running within budget.

***Other Community Amenities***

This sub program is running within budget.



## ***Recreation and Culture***

This program is running within its operating budget. Capital items that have been included in the 2006/07 budget but will not be completed in the current year are;

- Upgrade to swimming pool grounds - \$50,000
- Construction oval toilets - \$50,000

These capital amounts totaling \$100,000 will need to be transferred to the Building Reserve and carried forward to the 2007/08 financial year if still required.

## ***Transport***

### ***Maintenance and Construction of Roads, Bridges & Depots***

Overall the construction and maintenance of roads, bridges and depots is running within budget.

### ***Road Plant Purchases***

There are various capital items listed for purchase that may not be acquired in the current financial year, these include:

Overseer's Utility	- \$40,000
Caravans & Equipment	- \$65,000
Rubber Tired Roller	- \$50,000
Tow able Road Sweeper	- \$25,000
Pedestrian Roller	- \$14,000
Trailer Caravan/Fuel Tank	- \$20,000
Bobcat	- \$40,000

If any of these items of plant are not purchased in the current financial year, a corresponding transfer to the Plant Reserve should be made and the items included in the 2007/08 budget if still required.

### ***Aerodromes***

Operating income and expenditure in this area is within budget, there are certain capital items that will need to be carried forward to the 2007/08 financial year, and these include:

Terminal – Refurbish Toilets	- \$10,000
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This item will need to be carried forward due to the lack of suitable trades people to complete the work.

### ***Air BP***

This sub program is running within budget.

## ***Economic Services***

This Program is running within budget.

## ***Other Property & Services***

### ***Private Works***

This sub program is running within budget.

### ***Administration***

Over all this sub program is running within budget, the following should be noted;

- Fringe Benefits Tax has an actual expenditure of \$82,587.66 against a budget of \$20,000 which equated to a 312% increase on the budget amount. This over expenditure is due to identified errors in previous year's returns and the subsequent costs of compliance with the FBT legislation.
- General Office Expenses has an actual expenditure of \$30,412.84 against a budget of \$1,000 which equated to a 3041% increase on the budget amount. The full \$30,412.84 over expenditure is penalty interest on late payment of FBT.
- Consulting Fees has an actual expenditure of \$92,066.76 against a budget of \$50,000 which equated to a 84% increase on the budget amount. The extra expenditure is the result of hiring Consultants to act as Chief Executive Officer, to progress projects and to address compliance issues.

### ***Public Works Overheads***

This sub program is running within budget.

### ***Plant Operation Costs***

This sub program is running within budget.

### ***Private Works***

This sub program is running within budget.

### ***Plant Depreciation Costs***

This sub program is running within budget.

### ***Salaries & Wages***

This sub program is running within budget.

### ***Unclassified***

This sub program is running within budget.

### 9.3 ADMINISTRATION

#### 9.3.1 DISPOSAL OF SECOND HAND ITEMS

**FILE REF:**

**DISCLOSURE OF INTEREST:**

**DATE OF REPORT:**

12<sup>TH</sup> April 2007

**AUTHOR:**

ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF AUTHOR:**

**SENIOR OFFICER:**

ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

Council has received requests for the acquisition of the second hand VASIS aircraft landing system and some concrete slabs at the depot.

Photographs of the VASIS equipment will be tabled at the Council Meeting for perusal as required.

**Attachments:**

Copy of Emails between Roy McClymont/Darryl Tonkin (Kalgoorlie-Boulder Airport) and Mal Trenfield.

**Background:**

**VASIS Landing System**

The VASIS aircraft landing light system was removed from the airport some time ago. It has been stored at the airport since its removal. The system is outdated and is of no use to Council. This equipment is simply taking up space in the airport compound and will most likely eventually be taken to the rubbish tip to consume some space there.

**Concrete Slabs**

The second hand concrete slabs at the depot have been stored as they are removed and replaced with pavers. Currently these slabs are of no immediate use and it is unlikely that the slabs will be of use to Council in the future.

**Comment:**

**VASIS Landing System**

Kalgoorlie-Boulder Airport use a similar VASIS system and have offered to remove all our VASIS components. They will remove the equipment and transport it to Kalgoorlie. The equipment is outdated and is of little or no value. It is very unlikely that this equipment will ever have any further use at the Meekatharra Airport.

**Concrete Slabs**

There are approximately 1300 x 2 inch thick slabs stockpiled at the depot. Staff have obtained quotes from a Geraldton concrete manufacturer for new slabs – 1.5 inch thick \$6.60 each inc GST and 2 inch thick \$7.15 each inc GST.

**Consultation:**

Mal Trenfield – Airport Manager

**Statutory Environment:**

NIL

**Policy Implications:**

NIL

**Financial Implications:**

Potential minor unbudgeted income from sale of slabs.

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officer Recommendation**

**That Council:**

1. Offer the obsolete VASIS aircraft landing light system stored at the Meekatharra Airport to Kalgoorlie-Boulder Airport free of charge and at nil cost to Council subject to Kalgoorlie-Boulder Airport removing all the VASIS equipment and leaving the site where the equipment is stored clear and tidy.
2. Advertise locally for the sale second hand concrete slabs at \$2.50 each plus GST (\$2.75 each including GST). Purchasers are entirely responsible for the loading and transport of the slabs. Slabs are to be fully paid for in advance (no exceptions) and a staff member is to accompany all purchasers when picking up slabs from the Depot. Pick up times are to be arranged by appointment.

**Council Resolution:**

Moved: Cr H Nichols  
Seconded: Cr N L Trenfield

**That Council:**

1. Offer the obsolete VASIS aircraft landing light system stored at the Meekatharra Airport to Kalgoorlie-Boulder Airport free of charge and at nil cost to Council subject to Kalgoorlie-Boulder Airport removing all the VASIS equipment and leaving the site where the equipment is stored clear and tidy.
2. Advertise locally for the sale second hand concrete slabs at \$2.50 each plus GST (\$2.75 each including GST). Purchasers are entirely responsible for the loading and transport of the slabs. Slabs are to be fully paid for in advance (no exceptions) and a staff member is to accompany all purchasers when picking up slabs from the Depot. Pick up times are to be arranged by appointment.
3. The second hand railway line at the depot is not to be sold.

CARRIED 8/0

**Reason for Change to Officer Recommendation:**

The CEO advised that he had received a request from Mr Ritchie Delaney to purchase all the second hand railway line at the depot.

Council discussed this request and it was resolved that the railway line was not for sale because it may be useful in the future.

**reception**

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**From:** Executive [executive@meekashire.wa.gov.au]  
**Sent:** Friday, 27 April 2007 7:38 AM  
**To:** .Reception  
**Subject:** Fw: Meekatharra Airport - Redundant VASIS System Parts

----- Original Message -----

**From:** [Mal.Trenfield@meekashire.wa.gov.au](mailto:Mal.Trenfield@meekashire.wa.gov.au)  
**To:** 'Executive'  
**Sent:** Tuesday, April 03, 2007 11:48 PM  
**Subject:** RE: Meekatharra Airport - Redundant VASIS System Parts

Hi Roy,

I think everything has a value to somebody who wants it. All of the gear here is surplus to our requirements due to the system no longer being in operation. There are a number of globes etc that have not been used but then again we will never use them. Likewise all of the equipment would be re-useable at Kalgoorlie who still operate the T Vasis systems.

I asked Air Services Australia to provide us with a quote to have this system re-installed but they said it was too expensive and replacement parts could not be sourced so I suppose it is better to let it go to some airport that can use it, than hoarding it out here.

I'm not sure what Council want to do with it. I spoke at one of the council meetings regarding it a few months ago when Peter was here but I don't know what transpired from that.

Cheers

Mal

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**From:** Executive [mailto:executive@meekashire.wa.gov.au]  
**Sent:** Sunday, April 01, 2007 9:00 PM  
**To:** mal.trenfield  
**Subject:** Fw: Meekatharra Airport - Redundant VASIS System Parts

Hi Mal

See emails below - not sure if you are aware of this propsal.

Would there be anything of value amongst the VASIS stuff.

eg. new items like globes, lenses, other new parts that would have a value?

Any other comments?

Cheers

Roy

27/04/2007

----- Original Message -----

**From:** [Darryl Tonkin](#)  
**To:** [Executive](#)  
**Sent:** Monday, April 02, 2007 10:20 AM  
**Subject:** RE: Meekatharra Airport - Redundant VASIS System Parts

Thanks, Roy.

No, Peter said that was best left to you. Obviously, our position is that the equipment has little or no residual value to your shire as there is a limited market for the gear. There is thought to be some value to the shire in freeing up otherwise useable storage space.

Our position (and one I have not yet discussed with my Council) is that the extent of our investment would be the cost of its transport from Meeka to Kalgoorlie-Boulder.

Regards.

Darryl Tonkin  
Airport Manager  
KALGOORLIE-BOULDER AIRPORT

Telephone: (08) 9093 3436  
Facsimile: (08) 9093 3415  
E-mail: [darryl.tonkin@kalbould.wa.gov.au](mailto:darryl.tonkin@kalbould.wa.gov.au)

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**From:** Executive [<mailto:executive@meekashire.wa.gov.au>]  
**Sent:** Friday, 30 March 2007 2:21 PM  
**To:** Darryl Tonkin  
**Subject:** Re: Meekatharra Airport - Redundant VASIS System Parts

Hi Darryl

Given I have inherited this equipment and I'm not aware if Council had or has any plans for it I will need to put up an agenda item on it.

Did you and Peter discuss any value or payment for the stuff?

Regards

Roy McClymont  
CEO Meeka Shire  
Tel: 9981 1002

----- Original Message -----

**From:** [Darryl Tonkin](#)  
**To:** [Roy McClymont](#)

27/04/2007

**Sent:** Tuesday, March 27, 2007 9:52 AM  
**Subject:** Meekatharra Airport - Redundant VASIS System Parts

Roy

I was dealing with Peter Strugnell regarding this matter during your absence on leave.

We have a similar VASIS system here to that you've replaced with a PAPI setup in Meeka. We thought that if you had no plans for your system we could may be able to use it here for spare parts and thus extend the life of our own VASIS.

We would arrange for collection and delivery of all of the bits and pieces.

Can you determine the terms under which you would release the equipment and advise me accordingly?

Many thanks.

Darryl Tonkin  
Airport Manager  
**KALGOORLIE-BOULDER AIRPORT**

Telephone: (08) 9093 3436  
Facsimile: (08) 9093 3415  
E-mail: [darryl.tonkin@kalbould.wa.gov.au](mailto:darryl.tonkin@kalbould.wa.gov.au)


27/04/2007



Cr A E Smith left the meeting at 11.10am.

**9.3.2 COMPLIANCE AUDIT RETURN 2006**

**FILE REF:** L/33  
**DISCLOSURE OF INTEREST:**  
**DATE OF REPORT:** 16<sup>TH</sup> APRIL 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

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

**SIGNATURE OF SENIOR OFFICER:** 

**Summary:**

Council is required to annually complete a Compliance Audit Return and submit it to the Local Government Department. The return focuses primarily on the Local Government Act but also addresses parts of the Caravan Parks and Camping Grounds Act 1995, the Cemeteries Act 1986 and the Local Government Grants Act 1978.

**Attachments:**

Report from Consultant Gary Martin  
Meekatharra's Compliance Audit Return 2006

**Background:**

This year Council engaged the services of a qualified and experienced consultant, Mr Gary Martin to undertake the compliance return. Mr Martin is a Licensed Investigator and has been involved in a number of high level Local Government investigations.

**Comment:**

Mr Martin's report and recommendations are self explanatory.

Mr Martin assessed Council's compliance at 90%.

Mr Martins conduct of the audit was done in a very positive and proactive manner. During his visit Mr Martin also provided general advice and assistance to staff and the Shire President. Mr Martin also supplied staff with a number of pro-forma template documents to assist with compliance and improve the systems, management and administration of the Shire of Meekatharra.

**Consultation:**

Consultant Gary Martin  
Cr Hutchinson

**Statutory Environment:**

NIL

**Policy Implications:**

NIL

**Financial Implications:**

Potential budget items for next financial year.

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officer Recommendation/Council Decision:**

Moved: Cr S R Bajrai  
Seconded: Cr N L Trenfield

**That Council adopt the attached Compliance Audit Return 2006 and submit it to the Department of Local Government and Regional Development.**

**Also, that staff address the recommendations from Mr Gary Martin's report and submit items to Council for budget consideration where indicated.**

**CARRIED 7/0**

**NOTES TO THE SHIRE OF MEEKATHARRA COMPLIANCE AUDIT RETURN 2006**

These notes are relevant to the Local Government Compliance Audit Return for the period 1 January 2006 to 31 December 2006. The notes include reference to specific items of non-compliance and matters of an advisory nature for the CEO and Council's consideration.

**DISCLOSURE.**

*For the purposes of s5.70 I disclose that I am a Local Government Consultant involved with a wide range of local governments in the State and with associated industry issues and have previously conducted elected member training courses on behalf of the Western Australian Local Government Association and the Department of Local Government and Regional Development. I am not aware of any specific matter that may create an interest that would require a financial or impartiality interest disclosure to the Council.*

*The Compliance Audit review was conducted independent of the Shire management.*

**Statutory Compliance Audit 2006 Process**

I was engaged by the CEO to conduct an independent audit for the Statutory Compliance Return for 2006. The audit took place on-site during the week commencing 19 March 2007.

An important objective of the Compliance Return process is to assist local governments to enhance or develop their internal control processes to ensure compliance with statutory requirements and improve operational management control by using "best practice" procedures.

Importantly, the compliance audit provides the CEO with an independent overview of the status of his internal management processes, and the Council with an overview of the state of the Shire's administration.

The audit involved the records of the Shire and information and advice of relevant Shire employees and consisted of an examination, on a test basis, of evidence supporting the status of compliance. The process consisted of a comprehensive audit test check of items such as the various Council meeting minutes, primary and annual return registers, financial interest disclosures, and other registers. Other items in the Return were the subject of examination based upon a sample check of relevant records and/or discussion with relevant officers.

This year the Department of Local Government and Regional Development (DLGRD) has introduced a new electronic return system and revised the format. In general, the items contained in the return and the process has not changed. The Shire is responsible for the completion of the Compliance Return.

The audit procedures undertaken enabled the determination of a reasonable opinion, whether in all material respects, compliance, or partial compliance was achieved and

consistent. It is also relevant that the Council itself is required to provide additional scrutiny, including local first hand knowledge of some matters, prior to its adoption as the accepted Return.

The compliance audit provides both the CEO and the Council with an additional element of accountability through an independent check on internal management systems, procedures and record keeping, and demonstrates the Shire's emphasis on improving its good governance, compliance, and best practice.

The CEO and staff provided all necessary assistance and explanations required during the audit.

#### AUDIT OUTCOME

The standard of compliance was reasonable. For context purposes, non-compliance or partial non-compliance related to only 25 of the total 265 items included in the Compliance Return, or an achievement of 90%.

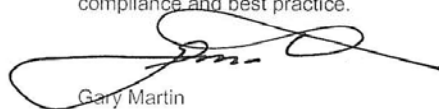
The new CEO has placed an evident emphasis on good governance and improved compliance with statutory requirements, as well as a focus on improving management systems and procedures.

The small number of examples of non-compliance noted was generally based upon inconsistent or incomplete compliance and human error. It appears that the turnover of staff during 2006 was a contributing factor.

It is important to note that the actual compliance audit process is a detached, retrospective examination of minute, multifaceted, and ambiguous statutory detail specified by the *Local Government Act 1995* and associated regulations. Significantly, the audit excludes the actual working environment and pressures of the day-by-day operational circumstances, and other priorities that exist in the pragmatic management of the wide range of functions and issues experienced in a large, remote, and diverse local government such as the Shire. The overall compliance requirement to observe "all written law" places an onerous responsibility on the CEO of a rural local government.

The level of compliance is a significant indicator in respect of the management of the Shire. The review was over the full 12-month period and there were signs of improvement in the latter months.

The notes and advisory recommendations in the attachment below are for the CEO's management consideration, and provided with the objective of further improving compliance and best practice.



Gary Martin  
Local Government Consultant  
23 March 2007

#### CEMETERY

The register was maintained as required.

The current burial procedure entails allocating sequential grave plot numbers to each burial, regardless of denomination or section of the cemetery where the burial occurs. As a result, there is no logical layout of grave location or markers. The system depends heavily upon the accurate location of each grave recorded on the Cemetery Plan, and each grave marked with a permanent, secure identification number plate to enable it to be found, particularly if no headstone is erected.

Q3. The Cemetery plan was not complete. No record was sighted for internments 1135, 1136, and 1137 on the Plan

The allocated grave number was not recorded on the "Application for Order of Burial Form" for internment No's 1132, 1133, 1134, 1135, and 1136. In view of the random manner in which the location of the grave is allocated, it is essential that the location detail in all three records (application, register and plan) are consistent and accurate.

An extract of the plan relating to the internment for grave number 1136, and showing its location, was attached to the application, and therefore providing a good record to assist in identifying where it is situated.

**Recommendation.** That, in view of the random selection of grave numbers, a similar extract of the plan is attached to each application to assist in locating the plot.

The historical nature and layout of the cemetery, which has now been in operation for a century, has created a potential problem for its future management and control by the Shire. The current plan appears to have been prepared in 1992 and is becoming a little outdated and fragile, but remains a crucial record of the Shire.

**Recommendation.** That consideration is given to the preparation of a new plan.

It is critical that all burial details are recorded immediately, and the register and plan maintained accurately.

**Recommendation.** That the CEO implement a work procedure for managing burials.

There was an internment at a remote location named Yulgajinna. A special approval process is associated with such internments.

#### DELEGATION

The Council has not formally delegated any power or duty to any committee and these make recommendations to the Council. A "Works" committee was replaced during the year with a more informal "Working Group" structure, however initially the role of the committee could have been construed to include some degree of delegation.



**Recommendation.** That all formal committees be constituted with an "Instrument of Appointment", which sets out the role of the committee and specifically states whether or not any delegation exists. An example of a form of appointment is attached for consideration.

Q8. No evidence was noted that the delegations to the CEO were made in writing. The decision in the minute book and the delegation register record itself do not satisfy the requirement to convey the actual delegation to the CEO.

Q9. No evidence was noted that the delegations from the CEO to other employees were made in writing. The delegation register record itself does not satisfy the requirement to convey the actual delegation to the CEO.

**Recommendation.** That a formal "Instrument of Delegation" that includes provision for acknowledgement be introduced to convey the detail of each delegation. All delegations and authorizations should be made in writing.

Q13. The record keeping requirement associated with the use of delegation was inconsistent.

**Recommendation.** That the "Instrument of Delegation" specifically state what form of record is to be kept, and what reporting should be made to the Council.

#### DISCLOSURE OF INTEREST

Q1. The minutes did not consistently record that the disclosing member actually left the meeting, and in fact, the recording that they did not vote indicates that they did not leave.

**Recommendation.** That Councillors are made aware of the requirement, unless the procedure under s5.68(1) applies, they must leave the meeting after disclosing a financial interest. Significant penalties can apply for a breach.

**Recommendation.** That the Council considers participating in training related to the financial interest disclosure requirements.

No example was noted of the Council deciding to allow a disclosing member to participate in discussion on the item, or to vote or not vote as provided by s5.68(1). Note: It is important that if the Council is to consider a decision under s5.68(1) that the disclosing Councillor has disclosed the nature and extent of the interest.

Q6. No record noted of an elected member lodging an annual return for the period to 30 June 2006. It is understood that the member claims that he did lodge the Return and there are indications, such as the lack of a reminder to that particular member, as well as the recollection of the previous Deputy CEO, that a return was lodged. This underlines the importance of the requirement to issue an acknowledgment letter. In this case, there is no current evidence of any acknowledgment being issued by the CEO.

Not all the returns lodged were accurate or complete. For example, returns were lodged for the wrong period (to 30 June 2005 instead of 30 June 2006 and some sections of the return left blank).

- Q8. Complies - Refer to question 6. If an acknowledgement was issued for the missing return, no record of it was noted.
- Q10. Two Financial Interest Disclosure "registers" were produced for audit. One register contained entries to 20 April 2002, and the other register for the period 22 April 2006 to 21 October 2006. This later register has had pages removed from the front of the bound book format. Neither register fully complies with the form prescribed by Admin.reg 28.

The register of financial disclosures is a crucial record that must be maintained in an up to-date manner at all times. Significant penalties can apply.

**Recommendation.** That responsibility for maintaining these registers be delegated to a responsible officer.

- Q11. The return of an employee who had resigned during 2006 had not been removed from the register.

All primary and annual returns must be lodged by a specific stipulated date deadline that makes the actual date of lodgment critical. Currently it is necessary to rely upon the date of the return itself, and/or the date of the acknowledgement letter to ascertain compliance. In view of the potential for a significant personal penalty that applies to a breach, it is important that protection be provided by ensuring that the actual date the return is lodged is indisputable and clearly and accurately recorded.

**Recommendation.** That each primary and annual return be specifically date stamped immediately on receipt to provide an exact record of the date actually received. A purpose designed receipt stamp under the control of a particular responsible officer would add further control and clarity. Alternatively, a signed and dated endorsement by the responsible officer should be made on the return when received.

- Q12. No record was sighted of the returns that had been removed from the register.

**Recommendation.** That an annual "Master Control" summary record of all returns be introduced and certified as complete and correct by a responsible officer, and reported to the CEO by 31 August each year.

**Recommendation.** That a new, purpose designed and bound, "Register of Financial Interest Disclosures" that complies with Administration reg. 28 be implemented.

#### FINANCE

- Q1. Substantial compliance. The annual report did not include statutory statements relating to the Disability Services Plan, State Records Act or National Competition Policy.

Q5. The Shire has commenced, but not yet adopted, a plan for the future.

Q30. Complies. The Trust fund balance carried forward is in excess of \$20,000, and includes items such as "Miscellaneous Deposits - \$3312".

**Recommendation.** That these items be analyzed and identified to see if still required to be held in trust.

Q37. No detail of the method of charging for bulk fuel sales was included in the list of fees and charges. A review of this operation is required to ensure compliance with all other legislative requirements, such as the *Weights and Measures Act 1915*, for the distribution of fuel.

Q40. No evidence was sighted that amended fees for building waste removal had been advertised.

Q57. The local public notice for proposed differential rating did not detail where the document could be inspected.

Q64. The existing procedures are inadequately documented.

Q65. Refer above.

Q66. Refer above.

Q67. Refer above.

**Recommendation.** That the CEO review the existing internal control procedures and document these with work procedures.

EMPLOYEES
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Q7. The advertisements for the CEO position did not indicate the duration of the proposed contract.

Q15. The current CEO contract provides for a three month termination payment, but does not specifically address the requirement of Admin.reg 18B.

For the purposes of section 5.39(3)(c) and Admin reg 18B, a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

- (a) the value of one year's remuneration under the contract; or
- (b) the value of the remuneration that the person would have been entitled to had the contract not been terminated.



**Recommendation.** That the Council and CEO amend the contract by mutual exchange of letter that clarifies the existing clause is the maximum amount that will be paid under the contract if the contract is terminated for any reason before the expiry date.

The contract sighted on the CEO's employment file did not include the detail of the term of the contract.

Q16. The existing policy on termination payments requires clarification to ensure compliance with s5.50(1). An example of suitable detail is attached.

#### LOCAL LAWS

No local laws activity was noted during 2006 (commenced, adopted, or reviewed). The Council commenced a review in 2005 and this is being finalised in 2007.

#### MEETING PROCESS

The standard of the Council meeting minutes is good. The meeting minutes are contained in a guard book form and secured by pasting into the book, however this is not always effective. The CEO is implementing a new process of having the minutes professionally bound into a hard cover format.

Although decisions requiring an absolute majority were achieved by recording the number of votes, the minutes do not specifically record that an absolute majority was achieved.

**Recommendation.** That where an absolute majority decision is required by statute, the minutes specifically record the decision being made by that majority as well as the number of votes.

Q5. No evidence was sighted that the President gave the CEO written notice of all special meetings.

Q52. No evidence was sighted of the CEO providing all elected members with 14 days notice of the annual electors meeting.

#### TENDERS

Q5. Compliance achieved. The detail in the invitation to tender of where and how the tender is to be submitted, was inconsistent.

Q9. The tender documentation sighted did not always disclose whether the Shire intended submitting a tender – albeit for goods and services of a type not normally provided by the Shire.

Q23. The administration of the tender register was inconsistent and examples noted of incomplete entries.

For example, the requirement to record details of the decision to invite tenders required by F&G reg 17(2) and (3) was inconsistent. Each tender called requires a decision to be made by the responsible officer (unless that power has not been delegated), and the detail of the decision (who and when) should be recorded in the appropriate place in the register.

Q28. The administration of the tender register was inconsistent and examples noted of incomplete entries.

Q29. The administration of the tender register was inconsistent and examples noted of incomplete entries.

**Recommendation.** That consideration be given to a requirement that all officer reports prepared for a Council decision for the acceptance of a tender include specific notation that the tender process and check list has been followed to that point of the process.

**General.**

It is important to note that registers such as the register of tenders are documents that must be available on request for public inspection. Therefore, it is important that the registers are maintained regularly, and kept up to date. It is also important to note that the LGA specifies what information is to be made available for public inspection, and that other additional information is not kept with the register and inadvertently disclosed to the public.

Department of Local Government and Regional Development - Compliance Audit Return



Department of Local Government  
and Regional Development  
Government of Western Australia

**Meekatharra - Compliance Audit Return 2006****Certified Copy of Return**

Please submit a signed copy to the Director General of the Department of Local Government and Regional Development together with a copy of section of relevant minutes.

Caravan Parks and Camping Grounds					
NoRef	erence	Question	Response	Comments	Respondent
1	s21(1) Caravan Parks and Camping Grounds Act 1995	Did the local government inspect each caravan park or camping ground in its district within the period 1 July 2005 to 30 June 2006.	Yes	5 June 2006	Gary Martin

Cemeteries					
NoRef	erence	Question	Response	Comments	Respondent
1	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all burials in the cemetery, including details of the names and descriptions of the deceased persons and location of the burial.	Yes		Gary Martin
2	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all grants of right of burial in the cemetery, including details of assignments or bequests of grants.	N/A		Gary Martin
3	s40(2) Cemeteries Act 1986	Have plans been kept and maintained showing the location of all burials registered in 2 above.	No	Not all burials had been recorded on the Plan for 2006.	Gary Martin

Commercial Enterprises by Local Governments					
NoRef	erence	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) Functions & General Regulation 7,9	Has the local government prepared a business plan for each major trading undertaking in 2006.	N/A		Gary Martin
2	s3.59(2)(a)(b)(c) Functions & General Regulation 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2006.	N/A		Gary Martin
3	s3.59(2)(a)(b)(c) Functions & General Regulation 7,11	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2006.	N/A		Gary Martin
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2006.	N/A		Gary Martin
5	s3.59(5)	Did the Council, during 2006, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Gary Martin

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Delegation of Power / Duty					
NoRef	erence	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Gary Martin
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Gary Martin
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Gary Martin
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Gary Martin
5	s5.18	Has Council reviewed delegations to its committees in the 2005/2006 financial year.	N/A		Gary Martin
6	s5.42(1), 5.43 Administration Regulation 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Gary Martin
7	s5.42(1)(2) Admin Reg 18	Were all delegations to the CEO resolved by an absolute majority.	Yes		Gary Martin
8	s5.42(1)(2) Admin Reg 18	Were all delegations to the CEO in writing.	No		Gary Martin
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	No		Gary Martin
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A		Gary Martin
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Gary Martin
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2005/2006 financial year.	Yes		Gary Martin
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	No		Gary Martin

## Disclosure of Interest

NoRef	erence	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	No	The minutes record that disclosing members did not always leave the meeting.	Gary Martin
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A	No example noted of any decision under s5.68(1) in 2006.	Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Gary Martin
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A		Gary Martin
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Gary Martin
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2006.	No	A Councillor maintains that a Return was lodged but no record of the return was sighted.	Gary Martin
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2006.	Yes		Gary Martin
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes	Refer note for item 6 above.	Gary Martin
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Gary Martin
10	s5.88(1)(2) Admin Reg 2	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	No	Two registers produced for audit. The entries for 2006 were incomplete.	Gary Martin
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	No	The previous Deputy CEO return was still in the current register.	Gary Martin
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	No	No record of the removed returns was located.	Gary Martin
13	s5.103 Admin Reg 34C	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Gary Martin



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**Disposal of Property**

NoRef	erence	Question	Response	Comments	Respondent
1	s3.58(3)	Was any property that was not disposed of by public auction or tender, given local public notice prior to disposal (except where excluded by Section 3.58(5)).	N/A		Gary Martin
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Gary Martin

**Finance**

NoRef	erence	Question	Response	Comments	Respondent
1	s5.53, Admin Reg19B	Has the local government prepared an annual report for the financial year ended 30 June 2006 that contained the prescribed information under the Act and Regulations.	Yes	Substantial compliance but lacked reference to NCP, State Records Act compliance etc.	Gary Martin
2	s5.54(1), (2)	Was the annual report accepted by absolute majority by the local government by 31 December 2006.	Yes	21/10/2006	Gary Martin
3	s5.54(1), (2)	If the Auditor's report was not available in time for acceptance by 31 December, will it be accepted no more than two months after the Auditor's report is made available.	N/A		Gary Martin
4	s5.55	Did the CEO give local public notice of the availability of the annual report as soon as practicable after the local government accepted the report.	Yes		Gary Martin
5	S5.56 Admin Reg 19C(2)	Has the local government made a plan for the future of its district in respect of the period specified in the plan (being at least 2 financial years).	No	The Shire is in the process of developing a plan for the future.	Gary Martin
6	Admin Reg 19D	After a plan for the future, or modifications to a plan were adopted under regulation 19C, did the local government give public notice in accordance with subsection (2).	N/A		Gary Martin
7	s5.98 Admin Reg 30	Was the fee made available to elected members for attending meetings within the prescribed range.	Yes		Gary Martin
8	s5.98 Admin Reg 31	Was the reimbursement of expenses to elected members within the prescribed ranges or as prescribed.	Yes		Gary Martin
9	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it resolved by absolute majority.	Yes		Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
10	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it up to (or below) the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98 (5).	Yes		Gary Martin
11	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it resolved by absolute majority.	N/A		Gary Martin
12	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it within the prescribed range.	N/A		Gary Martin
13	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it resolved by absolute majority.	N/A		Gary Martin
14	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it within the prescribed range.	N/A		Gary Martin
15	s5.100 (1)	Did the local government pay a fee for attending committee meetings only to a committee member who was a council member or employee.	N/A		Gary Martin
16	s5.100 (2)	Where the local government decided to reimburse a committee member, who was not a council member or employee, for an expense incurred by the person in relation to a matter affecting the local government, was it within the prescribe range.	N/A		Gary Martin
17	s6.2	Did Council, prior to 31 August in the review period, adopt by absolute majority, a budget in the form and manner prescribed by Financial Management (FM) Reg 22 and the Act. (Please enter the date of the Council Resolution in the "Comments" column)	Yes	19 August 2006	Gary Martin
18	s6.2	If 'no', was Ministerial approval sought for an extension.	N/A		Gary Martin
19	Financial- Management Reg 33	Was the 2006/2007 budget forwarded to the Department of Local Government and Regional Development within 30 days of its adoption. (Please enter the date sent in the "Comments" column).	Yes		Gary Martin
20	s6.4(1) FM Reg 34	Did the local government prepare an annual financial report as prescribed.	Yes		Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
21	s6.4(1) FM Reg 34	Did the local government prepare other financial reports as prescribed.	Yes		Gary Martin
22	FM Reg 34	If the local government prepared other financial reports as prescribed in s6.4 (1) FM Reg 34, were they presented to Council and recorded in the minutes of the meetings in which they were submitted.	Yes		Gary Martin
23	s6.4(3)(b)	Was the annual financial report, prepared for the financial year ended 30 June 2006, submitted to the Auditor by 30 September 2006 or by the extended time allowed by the Minister or his delegate.	Yes		Gary Martin
24	FM Reg 51(2)	Was the annual financial report submitted to the Department of Local Government and Regional Development sent by the CEO within 30 days after receiving the Auditor's report.	Yes		Gary Martin
25	s6.8	Was expenditure that the local government incurred from its municipal fund, but not included in its annual budget, authorised in advance on all occasions by absolute majority resolution.	Yes		Gary Martin
26	s6.8	In relation to expenditure that the local government incurred from its municipal fund that was authorised in advance by the mayor or president in an emergency, was it reported on all occasions to the next ordinary meeting of council.	N/A		Gary Martin
27	s6.9 (1)	Does the local government's trust fund consist of all money (or the value of assets) that are required by the Local Government Act 1995 or any other written law to be credited to the fund.	Yes		Gary Martin
28	s6.9 (1)	Does the local government's trust fund consist of all money or the value of assets held by the local government in trust.	Yes		Gary Martin
29	s6.9(2)	Has the local government's trust fund been applied for the purposes of and in accordance with the trusts affecting it.	Yes		Gary Martin
30	s6.9(3)	Has money held in the trust fund, been paid to the person entitled to it, together with, if the money has been invested, any interest earned from that investment.	Yes		Gary Martin
31	s6.9(3)	Has property held in trust been delivered to the persons entitled to it.	Yes		Gary Martin
32	s6.11(2)	Have all decisions to change the use or purpose of money held in reserve funds been by absolute majority.	N/A	No change in 2006.	Gary Martin



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NoRef	erence	Question	Response	Comments	Respondent
33	s6.11(2) FM Reg 18	Did the local government give one months public notice of the proposed change of purpose or proposed use of money held in reserve funds . (Notice not required where the local government has disclosed the change of purpose or proposed use of reserve funds in its annual budget or where the money was used to meet expenditure authorised under s6.8(1) (c) of the Act or where the amount to be used did not exceed \$5,000).	N/A		Gary Martin
34	s6.12, 6.13, 6.16 (1),(3)	Did Council at the time of adopting its budget, determine the granting of a discount or other incentive for early payment by absolute majority.	N/A		Gary Martin
35	s6.12, 6.13, 6.16 (1),(3)	Did Council determine the setting of an interest rate on money owing to Council by absolute majority.	Yes		Gary Martin
36	s6.12, 6.13, 6.16 (1),(3)	Did Council determine to impose or amend a fee or charge for any goods or services provided by the local government by absolute majority. (Note: this applies to money other than rates and service charges).	Yes		Gary Martin
37	s6.17(3)	Were the fees or charges imposed for a copy of information available under section 5.96, limited to the cost of providing the service or goods.	Yes		Gary Martin
38	s6.17(3)	Were the fees or charges imposed for receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate, limited to the cost of providing the service or goods.	Yes		Gary Martin
39	s6.17(3)	Were the fees or charges imposed for any other service prescribed in section 6.16 (2)(f), limited to the cost of providing the service or goods.	Yes		Gary Martin
40	s6.19	After the budget was adopted, did the local government give local public notice for all fees and charges stating its intention to introduce the proposed fees or charges and the date from which it proposed to introduce the fees or charges.	No	No evidence was sighted of amended fees for building waste disposal adopted in November 2006 being advertised.	Gary Martin
41	s6.20(2) FM Reg 20	On each occasion where the local government exercised the power to borrow and details of the proposal were not included in the annual budget for that financial year, did the local government give one month's public notice of the proposal (except where the proposal was of a kind prescribed in FM Regulation 20).	N/A		Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
42	s6.20(2) FM Reg 20	On each occasion where the local government exercised the power to borrow, was the Council decision to exercise that power by absolute majority (Only required where the details of the proposal were not included in the annual budget for that financial year).	N/A		Gary Martin
43	s6.20(3) FM Reg 21	On each occasion where the local government changed the use of borrowings, did the local government give one month's local public notice of the change in purpose. (Only required if the details of the change of purpose were not included in the annual budget or were of the kind prescribed in FM Regulation 21).	N/A		Gary Martin
44	s6.20(3) FM Reg 21	On each occasion where the local government changed the use of borrowings, was the decision on the change of use by absolute majority. (Only required if the details of the change of purpose were not included in the annual budget or were of the kind prescribed in FM Regulation 21)	N/A		Gary Martin
45		Did Council determine by absolute majority to impose a general rate on rateable land within its district .	N/A		Gary Martin
46		Did Council determine by absolute majority to impose a specified area rate on rateable land within its district .	N/A		Gary Martin
47		Did Council determine by absolute majority to impose a minimum payment on rateable land within its district .	Yes		Gary Martin
48		Did Council determine by absolute majority to impose a service charge on rateable land within its district .	N/A		Gary Martin
49	s6.33(3)	Did Council obtained the approval of the Minister or his delegate before it imposed a differential general rate that was more than twice the lowest differential rate imposed.	N/A		Gary Martin
50	s6.34	Did Council obtain the approval of the Minister or his delegate before it adopted a budget with a yield from general rates that was plus or minus 10% of the amount of the budget deficiency.	N/A		Gary Martin
51	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties in the district (unless the general minimum did not exceed \$200).	N/A	Minimum rate \$130.	Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
52	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties, rated on gross rental value (unless the general minimum did not exceed \$200).	N/A		Gary Martin
53	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties rated on unimproved value (unless the general minimum did not exceed \$200).	N/A		Gary Martin
54	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties in each differential rating category (unless the general minimum did not exceed \$200).	N/A		Gary Martin
55	s6.36	Did the local government before imposing any differential general rate, or a minimum payment applying to a differential rate category, give local public notice of its intention to do so containing details of each rate or minimum proposed.	Yes		Gary Martin
56	s6.36	Did the local government, before imposing any differential general rate or a minimum payment applying to a differential rate category, give local public notice of its intention to do so by extending an invitation for a period of 21 days or longer for submissions.	Yes		Gary Martin
57	s6.36	Did the local government before imposing any differential general rate or a minimum payment applying to a differential rate category, give local public notice of its intention to do so, detailing the time and place where the document describing the objects and reasons for each proposed rate and minimum payment may be inspected.	No	The LPN did not contain any detail of the time and place where the document detailing the objects and reasons for the differential rates could be inspected.	Gary Martin
58	s6.38(1) FM Reg 54	Where a local government imposed a service charge was it only imposed for a prescribed purposes of television and radio rebroadcasting, volunteer bush fire brigades, underground electricity, water, property surveillance and security.	N/A		Gary Martin
59	s6.38	Was money received from the imposition of a service charge applied in accordance with the provisions of s6.38 of the Act.	N/A		Gary Martin
60	s6.46	Did Council, in granting a discount or other incentive for early payment of any rate or service charge, do so by absolute majority.	N/A		Gary Martin
61	s6.47	When a local government resolved to waive a rate or service charge or grant other concessions did it do so by absolute majority.	N/A		Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
62	\$6.51	Did Council, in setting an interest rate on a rate or service charge that remained unpaid, do so by absolute majority.	Yes		Gary Martin
63	\$6.76(6)	Was the outcome of an objection under section 6.76(1) promptly conveyed to the person who made the objection including a statement of the local government's decision on the objection and its reasons for that decision.	Yes		Gary Martin
64	FM Reg 11(1)	Has the local government developed procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and other devices or methods by which goods, services, money or other benefits may be obtained.	No	The existing procedures are inadequate and require review and a written procedure.	Gary Martin
65	FM Reg 11(1)	Has the local government developed procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for and properly authorised use of petty cash systems.	No	Refer note above.	Gary Martin
66	FM Reg 11(2)	Has the local government developed procedures that ensure a determination is made that the debt was incurred by a person who was properly authorised, before any approval for payment of an account is made.	No	Refer note above.	Gary Martin
67	FM Reg 11(2)	Has the local government developed procedures that ensure a determination is made that the goods or services to which each account relates were provided in a satisfactory condition or to a satisfactory standard, before payment of the account.	No	Refer note above.	Gary Martin
68	FM Reg 12	Have payments from the Municipal or Trust fund been made under the appropriate delegated authority.	Yes	Delegation 18 March 2006	Gary Martin
69	FM Reg 12	When Council are presented with a list detailing the accounts to be paid, have payments from the Municipal or Trust fund been authorised in advance by resolution of Council.	Yes		Gary Martin
70	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting include the payee's name.	Yes		Gary Martin
71	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund, that were recorded in the minutes of the relevant meeting, include the amount of the payment.	Yes		Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
72	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting, include sufficient information to identify the transaction.	Yes		Gary Martin
73	FM Reg 13	Did the list of accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting, include the date of the meeting of Council.	Yes		Gary Martin
74	FM Reg 19	Do the internal control procedures over investments established and documented by the local government enable the identification of the nature and location of all investments.	Yes		Gary Martin
75	FM Reg 19	Do the internal control procedures over investments, established and documented by the local government, enable the identification of the transactions related to each investment.	Yes		Gary Martin
76	FM Reg 55	Does the local government's rate record include all particulars set out in the FM Regulations.	Yes		Gary Martin
77	FM Reg 56,57	Are the contents of the local government's rate notice in accordance with the FM Regulations.	Yes		Gary Martin
78	FM Reg 56,57	Are the contents of the local government's reminder notice for instalment payments in accordance with the FM Regulations.	Yes	Substantial compliance. The detail relevant to reg.56 requires expansion. The rate notice information was currently being reviewed for 2007/2008 and will be changed.	Gary Martin
79	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Gary Martin
80	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Gary Martin
81	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	Appointed pre 2006	Gary Martin
82	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	N/A	See above.	Gary Martin
83	s7.3	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	N/A	No appointment 2006	Gary Martin



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NoRef	erence	Question	Response	Comments	Respondent
84	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2006 received by the local government within 30 days of completion of the audit.	Yes		Gary Martin
85	s7.9(1)	Was the Auditor's report for 2005/2006 received by the local government by 31 December 2006.	Yes		Gary Martin
86	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Gary Martin
87	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Gary Martin
88	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Gary Martin
89	A Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	N/A	No agreement 2006.	Gary Martin
90	A Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	N/A	No agreement 2006.	Gary Martin
91	A Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	N/A	No agreement 2006	Gary Martin
92	A Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	N/A	No agreement 2006	Gary Martin
93	A Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	N/A	No agreement 2006	Gary Martin
94	FM Reg 33A	Did the local government, between 1 January and 31 March 2006, carry out a review of its annual budget for the year ended 30 June 2006.	Yes	18 February 2006	Gary Martin

Local Government Employees

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NoRef	erence	Question	Response	Comments	Respondent
1	s9.59, Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position was advertised.	Yes		Gary Martin
2	s5.36(4), 5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and for designated senior employees advertised.	Yes		Gary Martin
3	s5.36(4), 5.37(3), Admin Reg 18A	Did the local government advertise for the position of CEO and for designated senior employees in a newspaper circulated generally throughout the State.	Yes	18 January 2006 4 March 2006	Gary Martin
4	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the remuneration and benefits offered.	Yes		Gary Martin
5	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the place where applications for the position were to be submitted.	Yes		Gary Martin
6	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees detail the date and time for closing of applications.	Yes		Gary Martin
7	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees indicate the duration of the proposed contract.	No		Gary Martin
8	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees provide contact details of a person to contact for further information.	Yes		Gary Martin
9	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Gary Martin
10	s5.38	Was the performance of each employee, employed for a term of more than one year, (including the CEO and each senior employee), reviewed within the most recently completed 12 months of their term of employment.	Yes	CEO review not due until 2007	Gary Martin
11	Admin Reg 18D	When the Council considered the CEO's performance review did it decide to accept the review ( with or without modification).	N/A	CEO appointed mid-2006	Gary Martin
12	Admin Reg 18D	When the Council considered the CEO's performance review did it decide to reject the review.	N/A		Gary Martin
13	s5.39	During the period covered by this Return, were written performance based contracts in place for the CEO and all designated senior employees who were employed since 1 July 1996.	Yes		Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
14	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date. This amount is the lesser of the value of one year's remuneration under the contract.	Yes		Gary Martin
15	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date and this amount is the lesser of the value of the remuneration they would be entitled to had the contract not been terminated.	No	The current CEO contract provides for a 3 month termination payment but requires a more specific clause to meet the requirement of Reg 18B	Gary Martin
16	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the circumstances in which council would pay an additional amount to that which the employee is entitled under a contract or award.	N/A	The previously adopted policy requires clarification to ensure compliance with s5.50 (1)	Gary Martin
17	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the manner of assessment of an additional amount.	N/A	See above.	Gary Martin
18	s5.50(2)	Did the local government give public notice on all occasions where council made a payment that was more than the additional amount set out in its policy.	N/A		Gary Martin
19	S5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of employees of the local government entitled to an annual salary of \$100,000 or more.	Yes		Gary Martin
20	S5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of those employees with an annual salary entitlement that falls within each band of \$10,000 and over \$100,000.	N/A		Gary Martin
21	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	Yes		Gary Martin
22	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true. (Applicable if staff engaged in 2006)	Yes		Gary Martin



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Local Government Grants Commission					
NoRef	erence	Question	Response	Comments	Respondent
1	s12(4) Local Government Grants Act 1978	Did the local government supply to the Grants Commission such financial and other information as to its affairs as specified and required by the Commission.	Yes		Gary Martin
Local Laws					
NoRef	erence	Question	Response	Comments	Respondent
1	s3.12(2) F&G Reg 3	On each occasion that Council resolved to make a local law, did the person presiding at the Council meeting give notice of the purpose and effect of each proposed local law in the manner prescribed in Functions and General Regulation 3.	N/A	Note. The Council commenced a review of its local laws in 2005, but due to staff changeovers during 2006 no action was taken. The review will be completed in 2007.	Gary Martin
2	s3.12(3)(a)	On each occasion that Council proposed to make a local law, did the local government give Statewide and local public notice stating the purpose and effect of the proposed local law	N/A		Gary Martin
3	s3.12(3)(a)	Did the local government give Statewide and local public notice stating details of where a copy of the local law may be inspected or obtained.	N/A		Gary Martin
4	s3.12(3)(b)	On all occasions, as soon as a Statewide and local public notice was published, did the local government provide a copy of the proposed law, together with a copy of the notice, to the Minister for Local Government and Regional Development	N/A		Gary Martin
5	s3.12(3)(b)	On all occasions, as soon as a Statewide and local public notice was published, did the local government provide a copy of the proposed law, together with a copy of the notice where applicable, to the Minister who administers the Act under which the local law was made.	N/A		Gary Martin
6	s3.12(4)	Have all Council's resolutions to make local laws been by absolute majority.	N/A		Gary Martin
7	s3.12(4)	Have all Council's resolutions to make local laws been recorded as such in the minutes of the meeting.	N/A		Gary Martin
8	s3.12(5)	After making the local law, did the local government publish the local law in the Gazette.	N/A		Gary Martin
9	s3.12(5)	After making the local law, did the local government give a copy to the Minister for Local Government and Regional Development and where applicable to the Minister who administers the Act under which the local law was made.	N/A		Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
10	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice stating the title of the local law.	N/A		Gary Martin
11	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice summarising the purpose and effect of the local law and the day on which it came into operation.	N/A		Gary Martin
12	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice advising that copies of the local law may be inspected or obtained from its office.	N/A		Gary Martin
13	s3.16(1)	Have all reviews of local laws under section 3.16(1) of the Act been carried out within a period of 8 years.	Yes	Review completed in 2007.	Gary Martin
14	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice stating that it intended to review the local law.	N/A		Gary Martin
15	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice advising that a copy of the local law could be inspected or obtained at the place specified in the notice.	N/A		Gary Martin
16	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice detailing the closing date for submissions about the local law.	N/A		Gary Martin
17	s3.16(3)	Did the local government (after the last day for submissions) prepare a report of the review and have it submitted to Council.	N/A		Gary Martin
18	s3.16(4)	Was the decision to repeal or amend a local law determined by absolute majority on all occasions.	N/A		Gary Martin

**Meeting Process**

NoRef	erence	Question	Response	Comments	Respondent
1	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council was it by Council resolution.	Yes		Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
2	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council, was it recorded in the minutes of the meeting at which the leave was granted.	Yes		Gary Martin
3	s2.25(3)	Where Council refused to grant leave to a member from attending 6 or less consecutive ordinary meetings of Council, was the reason for refusal recorded in the minutes of the meeting.	N/A		Gary Martin
4	s2.25(2)	Was Ministerial approval sought (on all occasions) before leave of absence was granted to an elected member in respect of more than 6 consecutive ordinary meetings of council.	N/A		Gary Martin
5	s5.4	On all occasions when the mayor or president called an ordinary or special meeting of Council, was it done by notice to the CEO setting out the date and purpose of the proposed meeting;	No	No evidence was sighted of the President calling a meeting by written notice to the CEO.	Gary Martin
6	s5.5	On all occasions when councillors called an ordinary or special meeting of Council was it called by at least 1/3 (one third) of the councillors, by notice to the CEO setting out the date and purpose of the proposed meeting.	N/A		Gary Martin
7	s5.5(1)	Did the CEO give each council member at least 72 hours notice of the date, time, place and an agenda for each ordinary meeting of Council.	Yes		Gary Martin
8	s5.5(2)	Did the CEO give each council member notice before the meeting, of the date, time, place and purpose of each special meeting of Council.	Yes		Gary Martin
9	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member needed for a quorum at a Council meeting	N/A		Gary Martin
10	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member required for absolute majorities.	N/A		Gary Martin
11	s5.8	Did the local government ensure all Council committees (during the review period) were established by an absolute majority.	Yes		Gary Martin
12	s5.10(1)(a)	Did the local government ensure all members of Council committees, during the review period, were appointed by an absolute majority (other than those persons appointed in accordance with section 5.10 (1)(b)).	Yes		Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
13	s5.10(2)	Was each Council member given their entitlement during the review period, to be appointed as a committee member of at least one committee, as referred to in section 5.9(2)(a) & (b) of the Act.	Yes		Gary Martin
14	s5.12(1)	Were Presiding members of committees elected by the members of the committees (from amongst themselves) in accordance with Schedule 2.3, Division 1 of the Act.	Yes		Gary Martin
15	s5.12(2)	Were Deputy presiding members of committees elected by the members of the committee (from amongst themselves) in accordance with Schedule 2.3 Division 2 of the Act.	Yes		Gary Martin
16	s5.15	Where the local government reduced a quorum of a committee meeting, was the decision made by absolute majority on each occasion.	N/A		Gary Martin
17	s5.21 (4)	When requested by a member of Council or committee, did the person presiding at a meeting ensure an individual vote or the vote of all members present, were recorded in the minutes.	Yes		Gary Martin
18	s5.22(1)	Did the person presiding at a meeting of a Council or a committee ensure minutes were kept of the meeting's proceedings.	Yes		Gary Martin
19	s5.22(2)(3)	Were the minutes of all Council and committee meetings submitted to the next ordinary meeting of Council or committee, as the case requires, for confirmation.	Yes		Gary Martin
20	s5.22(2)(3)	Were the minutes of all Council and committee meetings signed to certify their confirmation by the person presiding at the meeting at which the minutes of Council or committee were confirmed.	Yes	Substantial compliance - one meeting not signed	Gary Martin
21	s5.23 (1)	Were all council meetings open to members of the public (subject to section 5.23(2) of the Act).	Yes		Gary Martin
22	s5.23 (1)	Were all meetings of committees to which a power or duty had been delegated open to members of the public (subject to section 5.23(2) of the Act).	N/A		Gary Martin
23	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public, in accordance with the Act.	Yes		Gary Martin
24	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public recorded in the minutes of that meeting.	Yes		Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
25	s5.24 (1) AR 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every ordinary meeting of Council.	Yes		Gary Martin
26	s5.24 (1) AR 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every special meeting of Council.	Yes		Gary Martin
27	s5.24 (1) AR 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every meeting of a committee to which the local government has delegated a power or duty.	Yes		Gary Martin
28	Admin Reg 8	Was a period of 30 minutes allowed from the advertised commencement time before any Council or committee was adjourned due to the lack of a quorum.	N/A		Gary Martin
29	Admin Reg 9	Was voting at Council or committee meetings conducted so that no vote was secret.	Yes		Gary Martin
30	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in the case where an attempt to revoke or change the decision had been made within the previous 3 months but failed, by an absolute majority.	Yes		Gary Martin
31	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in any other case, by at least one third of the number of officers of member (whether vacant or not) of the Council or committee.	Yes		Gary Martin
32	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made (in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority), by that kind of majority.	Yes		Gary Martin
33	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made in any other case, by an absolute majority.	Yes		Gary Martin
34	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include the names of members present at the meeting.	Yes		Gary Martin
35	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include where a member entered or left the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting.	Yes		Gary Martin



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NoRef	erence	Question	Response	Comments	Respondent
36	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each motion moved at the meeting, including details of the mover and outcome of the motion.	Yes		Gary Martin
37	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each decision made at the meeting.	Yes		Gary Martin
38	Admin Reg 11	Did the contents of the minutes of all Council or committee meetings include, where the decision was significantly different from written recommendation of a committee or officer, written reasons for varying that decision.	Yes		Gary Martin
39	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include a summary of each question raised by members of the public and a summary of the response given.	Yes		Gary Martin
40	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include in relation to each disclosure made under sections 5.65 or 5.70, where the extent of the interest has been disclosed, the extent of the interest.	N/A		Gary Martin
41	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of ordinary Council meetings.	Yes		Gary Martin
42	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of those committee meetings that were required under the Act to be open to the public or that were proposed to be open to the public.	Yes		Gary Martin
43	Admin Reg 12(2)	Did the local government give local public notice of any changes to the dates, time or places referred to in the question above.	Yes		Gary Martin
44	Admin Reg 12(3) (4)	In the CEO's opinion, where it was practicable, were all special meetings of Council (that were open to members of the public) advertised via local public notice.	Yes		Gary Martin
45	Admin Reg 12(3) (4)	Did the notice referred to in the question above include details of the date, time, place and purpose of the special meeting.	Yes		Gary Martin
46 -	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all Council meetings within 10 business days after the Council meetings.	Yes		Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
47	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all committee meetings within 5 business days after the committee meetings.	Yes		Gary Martin
48	Admin Reg 14(1) (2)	Were notice papers, agenda and other documents relating to any Council or committee meeting, (other than those referred to in Admin Reg 14(2)) made available for public inspection.	Yes		Gary Martin
49	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (by means of audio, telephone or other instantaneous contact) as provided for in Administration Regulation 14A, did the Council approve of the arrangement by absolute majority.	N/A		Gary Martin
50	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (as provided for in Administration Regulation 14A) was the person in a suitable place as defined in Administration Regulation 14A(4)	N/A		Gary Martin
51	s5.27(2)	Was the annual general meeting of electors held within 56 days of the local government's acceptance of the annual report for the previous financial year.	Yes		Gary Martin
52	s5.29	Did the CEO convene all electors' meetings by giving at least 14 days local public notice and each Council member at least 14 days notice of the date, time, place and purpose of the meeting.	No	14 days LPN was given. No evidence was sighted of the CEO providing Council members with 14 written notice of the annual electors meeting.	Gary Martin
53	s5.32	Did the CEO ensure the minutes of all electors' meetings were kept and made available for public inspection before the Council meeting at which decisions made at the electors' meeting were first considered.	Yes		Gary Martin
54	s5.33(1)	Were all decisions made at all electors' meetings considered at the next ordinary Council meeting, or, if not practicable, at the first ordinary Council meeting after that, or at a special meeting called for that purpose.	N/A		Gary Martin
55	s5.33(2)	Were the reasons for Council decisions in response to decisions made at all electors' meetings recorded in the minutes of the appropriate Council meeting.	N/A		Gary Martin
56	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all token gifts received by Council members and employees.	Yes		Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
57	s5.103	Has the local government reviewed its code of conduct in the 12 months immediately following each ordinary election day. (Please advise of the Date of Review in the comments column. If the review has not been done please indicate when the review will be undertaken).	Yes	18 February 2006	Gary Martin

**Miscellaneous Provisions**

NoRef	erence	Question	Response	Comments	Respondent
1	s9.4	Has each person who received an unfavourable decision from Council, or from an employee of the local government exercising delegated authority, (that is appealable under Part 9 of the Act) been informed of his or her right to object and appeal against the decision.	N/A		Gary Martin
2	s9.29(2)(b)	On all occasions, were those employees who represented the local government in court proceedings, appointed in writing by the CEO.	N/A		Gary Martin

**Swimming Pools**

NoRef	erence	Question	Response	Comments	Respondent
1	s245A(5)(aa) LG (MiscProv) Act 1960	Have inspections of known private swimming pools, either been, or are proposed to be, carried out as required by section 245A(5)(aa) of the Local Government (Miscellaneous Provisions) Act 1960.	Yes	It is proposed that inspections will be carried out in April 2007.	Gary Martin

**Tenders for Providing Goods and Services**

NoRef	erence	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than \$50,000. (Subject to Functions and General Regulation 11(2))	Yes		Gary Martin
2	F&G Reg 12	Is the local government aware of any occasion in which it entered into 2 or more contracts to avoid the requirements to call tenders in accordance with F&G Reg 11(1).	No		Gary Martin
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Gary Martin



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NoRef	erence	Question	Response	Comments	Respondent
4	F&G Reg 14(3)	Did all the local government's invitations to tender include a brief description of the goods and services required and contact details for a person from whom more detailed information could be obtained about the tender.	Yes		Gary Martin
5	F&G Reg 14(3)	Did all the local government's invitations to tender include information as to where and how tenders could be submitted.	Yes		Gary Martin
6	F&G Reg 14(3)	Did all the local government's invitations to tender include the date and time after which tenders would not be accepted.	Yes		Gary Martin
7	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers concerning detailed specifications of the goods or services required.	Yes		Gary Martin
8	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers of the criteria for deciding which tender would be accepted.	Yes		Gary Martin
9	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers about whether or not the local government had decided to submit a tender.	No	Inconsistent.	Gary Martin
10	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers on whether or not tenders were allowed to be submitted by facsimile or other electronic means and if so, how tenders were to be submitted.	Yes		Gary Martin
11	F&G Reg 14(3)(4)	Did the local government ensure all prospective tenderers had any other information that should be disclosed to those interested in submitting a tender.	Yes		Gary Martin
12	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Gary Martin
13	F&G Reg 15	Following the publication of the notice inviting tenders, did the local government allow a minimum of 14 days for tenders to be submitted.	Yes		Gary Martin
14	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) were held in safe custody.	Yes		Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
15	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) remained confidential.	Yes		Gary Martin
16	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were not opened, examined or assessed until after the time nominated for closure of tenders.	Yes		Gary Martin
17	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were opened by one or more employees of the local government or a person authorised by the CEO.	Yes		Gary Martin
18	F&G Reg 16 (3)(b)	Did the local government ensure members of the public were not excluded when tenders were opened.	Yes		Gary Martin
19	F&G Reg 16 (3)(c)	Did the local government record all details of the tender (except the consideration sought) in the tender register immediately after opening.	Yes		Gary Martin
20	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Gary Martin
21	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Gary Martin
22	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a brief description of the goods or services required.	Yes		Gary Martin
23	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of the decision made to invite tenders and if applicable the decision to seek expressions of interest under Regulation 21(1).	No	Inconsistent.	Gary Martin
24	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of any notice by which expressions of interest from prospective tenderers were sought and any person who submitted an expression of interest.	N/A		Gary Martin
25	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) any list of acceptable tenderers that was prepared under regulation 23(4)	N/A		Gary Martin
26	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a copy of the notice of invitation to tender.	Yes		Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
27	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of each tenderer whose tender was opened.	Yes		Gary Martin
28	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of the successful tenderer.	No	Inconsistent	Gary Martin
29	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the amount of consideration or the summary of the amount of the consideration sought in the accepted tender.	No	Inconsistent	Gary Martin
30	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Gary Martin
31	F&G Reg 21(3)	On each occasion that the local government decided to invite prospective tenderers to submit an expression of interest for the supply of goods or services, did the local government issue a Statewide public notice.	N/A		Gary Martin
32	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include a brief description of the goods and services required.	N/A		Gary Martin
33	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include particulars of a person from whom more detailed information could be obtained.	N/A		Gary Martin
34	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include information as to where and how expressions of interest could be submitted.	N/A		Gary Martin
35	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include the date and time after which expressions of interest would not be accepted.	N/A		Gary Martin
36	F&G Reg 22	Following the publication of the notice inviting expressions of interest, did the local government allow a minimum of 14 days for the submission of expressions of interest.	N/A		Gary Martin
37	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Gary Martin
38	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Gary Martin

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NoRef	erence	Question	Response	Comments	Respondent
39	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Gary Martin
40	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government prepare a proposed regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Gary Martin
41	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government give Statewide public notice of its intention to have a regional price preference policy and include in that notice the region to which the policy is to relate (only if a policy had not been previously adopted by Council).	N/A		Gary Martin
42	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice details of where a complete copy of the proposed policy may be obtained (only if a policy had not been previously adopted by Council).	N/A		Gary Martin
43	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions (only if a policy had not been previously adopted by Council).	N/A		Gary Martin
44	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice (only if a policy had not been previously adopted by Council).	N/A		Gary Martin

I certify this Compliance Audit return has been adopted by Council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor / President, Meekatharra\_\_\_\_\_  
Signed CEO, Meekatharra

Cr A E Smith returned to the meeting at 11.14am

#### **9.4 COMMUNITY DEVELOPMENT**

##### **9.4.1 DONATION REQUEST – REVISE WA**

**FILE REF:** D/40

**DISCLOSURE OF INTEREST:**

**DATE OF REPORT:** 16<sup>TH</sup> APRIL 2007

**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF AUTHOR:**



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



**SIGNATURE OF SENIOR OFFICER:**

##### **Summary:**

Natalie Broad, WA Chairman of REVISE has written to Council requesting a donation of \$1,000.

##### **Attachments:**

Letter from Revise WA 2nd March 2007  
Copy of Council Policy 2.9 - Donations

##### **Background:**

Staff are not aware of any previous donations to this cause.

##### **Comment:**

It seems that everywhere we turn in Local Government these days we are either being handed down tasks from the State Government or asked to financially support projects that are (or should be) the responsibility of the State Government.

Given the discussions that have been held in recent times concerning the standing of education in Meekatharra, Council could probably find a more worthy educational project to spend \$1,000 on.

There appears to be no guarantee that this money, if donated, would be spent on children or families in the Meekatharra Shire or if that is the case, how many families and children would benefit.

In any case the money will benefit a relatively small minority of Meekatharra children. Council should exercise great caution when dealing this type of request which could create a precedent that will make any future requests of a similar nature difficult to refuse.

As indicated in the attached Policy 2.9, Council already provides considerable support and donations to education and youth related activities.

**Consultation:**

Cr Hutchinson

**Statutory Environment:**

NIL

**Policy Implications:**

Policy 2.9 – Donations

**Financial Implications:**

Council Public Relations (Donations) budget is \$2,000.

\$1250 has been expended so far this year (Donations to Meeka FM \$750 and Mid West Agricultural Society \$500).

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officer Recommendation/Council Decision:**

Moved: Cr N L Trenfield

Seconded: Cr B A O'Dwyer

That Council “thank REVISE-WA for their letter requesting a donation of \$1,000 however Council will not be making a donation to their cause on this occasion. Council already provides considerable support and donations to education and youth related programs within its annual budget.”

CARRIED 7/1

Cr A E Smith requested that her vote against the motion be recorded in the minutes.





## **REVISE - WA**

Retired Educator Volunteers for Isolated Students Education  
in conjunction with  
ISOLATED CHILDRENS PARENTS ASSOCIATION INC. WA

CL- PO Box 6291 EAST PERTH WA 6002 Ph: 08 9488 2100 Fax: 08 9361 3644

### **SHIRE PRESIDENT AND COUNCILORS**

As WA Chairman of REVISE (Retired Educator Volunteers for Isolated Education) which is incorporated with the Isolated Children's Parents Association of WA - I'm asking you to please donate \$1,000 to this worthy organization which affects rural and remote families who have children doing distance education in your shire.

The objective of REVISE is to send retired teachers who are volunteers and generally on a pension of some sort out to stations to alleviate the stress of teaching mothers who wear so many "hats". These are professional people who have so much to offer isolated children and we need to be able to get them out there.

We desperately require funds for travel to get these volunteers out to stations that require assistance. As most of the tutors are pensioners - they cannot afford the high cost of fuel to travel such long distances. Revise receives a small grant from the Education Department and we receive donations from the families that use the service but this does not cover the costs associated with sending 35 to 40 tutors out for the year.

Thanking you in advance for your generous donation.  
Kind Regards

  
Natalie Broad  
WA CHAIRMAN OF REVISE

BERINGARRA STATION  
VIA CUE WA 6640

2<sup>ND</sup> MARCH 2007

*I hope you look  
favorably on this request  
Tom & Brian & Crew.  
Regards  
Natalie*

Natalie Broad - Chairman  
Beringarra Station via CUE 6640 Phone 9981 2907 Fax 9981 2860



**Shire of Meekatharra Policy Manual**

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

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

**Exceptions**

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


**Adopted: 21 May 2005**

**Reviewed: 20 January 2007**

**Effective: 1 February 2007**

**9.4.2 NUMBER ONE RABBIT PROOF FENCE CENTENARY**

**LOCATION:** N/A  
**APPLICATION:** MEGAN ALCHIN  
**FILE REF:** F/6  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 4<sup>TH</sup> APRIL 2007  
**AUTHOR:** MEGAN ALCHIN  
COMMUNITY DEVELOPMENT  
OFFICER

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

**SIGNATURE OF SENIOR OFFICER:**



**Summary:**

A request has been received from the Murchison Regional Vermin Council to erect a commemorative section of the number one vermin proof fence and an interpretive panel.

**Background:**

The following letter was received from the Murchison Regional Vermin Council on 29<sup>th</sup> March 2007:

Dear Sir,

Re: Centenary of the Completion of the No 1 Rabbit Proof Fence

The Murchison Regional Vermin Council are proposing to mark the centenary of the completion of the No 1 Rabbit Proof Fence by erecting a commemorative section of the fence and an interpretive panel in each of the towns whose Shire is a member with Shire approval. A grant application has been lodge with the Mid West Regional Development Scheme and a copy of the project budget is attached for your information and consideration.

The No 1 Rabbit Proof Fence from Starvation Harbour on the Great Australian Bight to Cape Keraudren (179 kms north of Port Hedland) was constructed by day labour under the Public Works Department supervision of Richard J Anketell, and was completed 30<sup>th</sup> September 1907. The alignment had been surveyed 1901-1903 by Alfred W Canning, surveyor with the Surveyor-General's Department who was also responsible for surveying the Canning Stock Route. The fence is now known as the No 1 Vermin Proof Fence.

The Shire of Meekatharra is asked to approve an appropriate location within the town for a section of fence to be constructed, half in the original style & materials and the other half in contemporary materials. The MRVC will provide the fence materials and fence contractor at their cost. The Shire is asked to install the interpretive panel at its cost. If the grant application is not successful, funds for the interpretive panels will not be available. In that case, the Shire of Meekatharra is asked to provide a smaller sign instead. The information to be contained on the sign is still to be finalised.

With Shire approval, his project will provide visitors to your town an additional historic attraction and talking point. To this end we hope that your support for this endeavour will be forthcoming.

Yours faithfully,



Marilyn Davies  
Acting Chief Executive Officer

**Comment:**

Although there is uncertainty as to the exact amount of support the Shire will be required to provide for this project, as grant confirmation has not yet been received, it is considered that this attraction will only add to the current historic items showcased at the Information Bay and throughout the Walk Trails.

A suggestion has been made to place the commemorative fence in the vacant area of land behind the newly created 'rest area' next to the public toilets in Main Street. This will create an added benefit for Tourists who stop at the bay and there is the potential to add further historic attraction in the future.

If the grant that the Murchison Regional Vermin Council has applied for is not approved, it is estimated that it will cost the Shire approximately \$500 to supply a smaller interpretive panel.

**Consultation:**

Roy McClymont – Chief Executive Officer

**Statutory Environment:**

NIL

**Policy Implications:**

NIL

**Financial Implications:**

Cost of installing an interpretive panel and the potential cost of a small interpretive panel.

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officers Recommendation/Council Resolution:**

**Moved: Cr A G Burrows**

**Seconded: Cr H Nichols**

**That Council:-**

- 1. approves the request from the Murchison Regional Vermin Council to erect a commemorative section of the number one vermin proof fence and an interpretive panel**
- 2. agree to cover the cost of installing the interpretive panel**
- 3. agree to cover the cost of a smaller interpretive panel if the grant applied for by the Murchison Regional Vermin Council is not successful**
- 4. approves that the commemorative section of fence be constructed at the back of the rest area next to the public toilets in Main Street.**

**CARRIED 7/1**

**Cr N L Trenfield requested that his vote against the motion be recorded in the minutes.**

#### 9.4.3 DISABILITY ACCESS AND INCLUSION PLAN

**LOCATION:** N/A  
**APPLICATION:** MEGAN ALCHIN  
**FILE REF:** F/6  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 13<sup>TH</sup> APRIL 2007  
**AUTHOR:** MEGAN ALCHIN  
COMMUNITY DEVELOPMENT  
OFFICER



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

**SIGNATURE OF SENIOR OFFICER:**



**Summary:**

The Disability Services Act 1993 requires that public authorities must have a disability access and inclusion plan, which is an extension to the previous Disability Service Plan.

**Background:**

In July 2006, the Disability Services Commission sent the Shire a resource manual for creating a Disability Access and Inclusion Plan (DAIP). The Disability Services Act 1993 Part 5 states the following:

- (1) Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.
- (2) A disability access and inclusion plan must meet any prescribed standards.
- (3) A public authority must lodge its disability access and inclusion plan with the Commission —
  - (a) if the authority was established before the commencement of the *Disability Services Amendment Act 2004*, without delay;
  - (b) if the authority is established after the commencement of the *Disability Services Amendment Act 2004*, within 12 months after the day on which it is established.
- (4) A public authority may amend its disability access and inclusion plan at any time.
- (5) A public authority may review its disability access and inclusion plan at any time.
- (6) After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection (7).
- (7) Not more than 5 years is to elapse —

- (a) between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or
- (b) between the lodgment of the report of one review of a plan and the lodgment of the report of another review of the plan.
- (8) After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.
- (9) If at any time a public authority amends its disability access and inclusion plan or prepares a new plan, whether after a review or not, it must lodge the amended or new plan with the Commission as soon as practicable after doing so.
- (10) A public authority must undertake public consultation in accordance with the procedure specified in the regulations when preparing, reviewing or amending a disability access and inclusion plan.

**29. Report about disability access and inclusion plan**

- (2) A local government or regional local government that has a disability access and inclusion plan must include in its annual report prepared under section 5.53 of the *Local Government Act 1995* a report about the implementation of the plan.

**29A. Disability access and inclusion plans to be made available**

A public authority that has a disability access and inclusion plan must ensure that the plan is made available to people with disabilities, and the public generally, by publication in the prescribed manner.

**29B. Public authorities to ensure implementation of a disability access and inclusion plan**

A public authority that has a disability access and inclusion plan must take all practicable measures to ensure that the plan is implemented by the public authority and its officers, employees, agents or contractors.

The Disability Services Regulations 2004 state the following:

**8. Information in reports about disability access and inclusion plans  
(s. 29)**

For the purposes of section 29(4) of the Act, a report about a disability access and inclusion plan must include information relating to —

- (a) progress made by the relevant public authority and any agents and contractors of the relevant public authority in achieving the desired outcomes specified in Schedule 3; and
- (b) the strategies implemented by the relevant public authority to inform its agents and contractors of its disability access and inclusion plan.

**9. Publication of disability access and inclusion plans (s. 29A)**

For the purposes of section 29A, a public authority must publish its disability access and inclusion plan in a document that is made available —

- (a) on request, at the offices of the authority —
  - (i) in an electronic format;
  - (ii) in hard copy format in both standard and large print; and
  - (iii) in an audio format on cassette or compact disc;
- (b) on request, by email; and
- (c) on any website maintained by or on behalf of the authority, and notice of which is given in a newspaper circulating throughout the State or, in the case of a local government, the district of that local government under the *Local Government Act 1995*.

**10. Procedure for public consultation by authorities (s. 29E)**

- (1) For the purposes of section 29E of the Act, a public authority is to undertake consultation in relation to its disability access and inclusion plan by calling for submissions either generally or specifically —
  - (a) by notice in a newspaper circulating throughout the State or, in the case of a local government, the district of that local government under the *Local Government Act 1995*; or
  - (b) on any website maintained by or on behalf of the public authority.
- (2) Nothing in sub-regulation (1) prevents a public authority from also undertaking any other consultation.

**Comment:**

The Act outlines several requirements for creating a Disability Access and Inclusion Plan. Forming a committee and public consultation are the first two steps required to complete the DAIP. It is suggested that the committee consist on interested Councilors, Shire staff and identified members of the public. Barbara Jackson is currently employed by the Meekatharra Hospital and is the contact person for disability topics. She has already been approached and is willing to be a part of the DAIP committee.

To cover public consultation requirements feedback forms will need to be placed on the Shire's website and appear in the Golden Prospect. It is also suggested that questionnaires be created and placed at appropriate places around town.

Once a committee has been formed, a draft DAIP can be created that gives background information about the town, the Shire, and includes strategies to improve access and inclusion. Once completed, this plan will be submitted to Council for endorsement.

The completed DAIP is to be submitted to the Disability Services Commission by 31 July 2007 and must be reported on annually as part of the Annual Report and must be reviewed at least every five years.

**Consultation:**

Roy McClymont – Chief Executive Officer



**Statutory Environment:**

Disability Services Act 1993

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officers Recommendation/Council Resolution:**

Moved: Cr H Nichols

Seconded: Cr A E Smith

**That Council:-**

1. form a committee of interested Councilors, Cr B A O'Dwyer & Cr S J Bajrai, staff and community members to oversee the development, implementation, review and evaluation of the plan
2. create and endorse a Disability Access and Inclusion Plan for the Shire of Meekatharra, that meets prescribed standards
3. lodge the finalised plan with the Disability Services Commission by 31 July 2007
4. make the Disability Access and Inclusion Plan available to people with disabilities, and the public generally, by publication in the prescribed manner
5. take all practicable measures to ensure that the plan is implemented by the Local Government, its officers, employees, and relevant agents and contractors
6. review its plan at least every five years
7. undertake public consultation, as specified in the regulations, when preparing, reviewing or amending its plan
8. lodge review reports, amended plans or new plans with the Disability Services Commission
9. report to the Commission by 31 July each year as required
10. report in the Annual Report about the implementation of the plan

**CARRIED 8/0**

**9.4.4 MEEKATHARRA FESTIVAL COMMITTEE**

**LOCATION:** N/A  
**APPLICATION:** MEGAN ALCHIN  
**FILE REF:** F/6  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 26<sup>TH</sup> MARCH 2007  
**AUTHOR:** MEGAN ALCHIN  
COMMUNITY DEVELOPMENT  
OFFICER



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



**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

A committee has been formed to run the 2007 Meekatharra Festival.

**Background:**

At the Meekatharra Council Meeting on 17<sup>th</sup> February 2007, the following recommendation was carried:

That:-

Council provide financial and in-kind support towards the annual Meekatharra celebrations for 2007;

A Management Committee of at least six (6) people be appointed for the 2007 Meekatharra Celebrations. This may be in the form of a festival like previous years, or in another format;

Council advertise and call for expressions of interest from community members to join the committee so that committee members can be appointed at the next Ordinary Council Meeting;

The Management Committee be appointed subject to the terms of the Local Government Act and be comprised of interested Councilors, Shire employees and representatives from the community;

The Management Committee will be responsible for the supervision of the celebration coordination and will have delegated powers necessary for the conduct of the celebrations, but not to the extent of exceeding the budget once it has been prepared and adopted by the Council;

Interested members of the community can nominate to be members of the Committee. The members of the Committee will be appointed by Council.

Council will replace members who may depart for one reason or another to maintain the numbers on the Committee;

The meetings of the Committee will be formal (properly prepared agenda etc) and regular. As a Committee to which the Council has delegated powers, meetings of the Committee will be open to the public;

Council review supporting and funding of an annual celebration for the Shire of Meekatharra in 2007, if the response from the community is inadequate to be able to form a committee.

**Comment:**

An informal meeting was held to call for volunteers for the 2007 Festival on Tuesday 6<sup>th</sup> March. The following people came to the meeting and are interested in joining the committee: Therese Edwards, Edgar Edwards, Jo-Anne Burgemeister, Wanda Flanagan, Elaine King and Megan Alchin.

Since this meeting, several other community members have communicated interest in also joining the committee but were unable to attend the meeting. The committee will therefore be larger than six members but only six will be appointed by Council.

It was decided at the committee meeting that there would once again be a Festival similar to previous years, but on a smaller scale.

**Consultation:**

Roy McClymont – Chief Executive Officer

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officers Recommendation/Council Resolution:**

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

**That Council appoints the following individuals to form a Management Committee for the 2007 Meekatharra Festival: Therese Edwards, Edgar Edwards, Jo-Anne Burgemeister, Wanda Flanagan, Elaine King and Megan Alchin.**

**CARRIED 8/0**

#### 9.4.5 PUBLIC ACCESS ROUTE

**LOCATION:** N/A  
**APPLICATION:** MEGAN ALCHIN  
**FILE REF:** F/6  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 16<sup>TH</sup> APRIL 2007  
**AUTHOR:** MEGAN ALCHIN  
COMMUNITY DEVELOPMENT  
OFFICER

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

#### Summary:

It is proposed that Council apply to Landgate to create public access routes on the sections of the Meeka Heritage Drive Trails that do not follow gazetted roads.

#### Background:

The Land Administration Act 1997 states the following regarding public access routes:

#### **Division 3 — Public access routes**

##### **63. Interpretation in Division 3**

In this Division —

“**relevant local government**”, in relation to any subject Crown land, means local government within the district of which the subject Crown land is situated; “**subject Crown land**” means Crown land through which the route of a public access route passes or is intended to pass.

##### **64. Declaration, etc. of public access routes through Crown land**

- (1) Subject to this section, the Minister may, for the purpose of providing members of the public with access through Crown land to an area of recreational or tourist interest, by order delivered after all necessary consents have been obtained under subsection (3)(a) or after the expiry of the period referred to in subsection (3)(b), whichever is the later, to —
- (a) the Registrar;
  - (b) each holder of an interest in the subject Crown land; and
  - (c) the relevant local government, declare a route —
  - (d) shown on a diagram or plan incorporated in that order and indicating the width of that route; and
  - (e) giving access through the subject Crown land to that area, to be a public access route, and may by order delivered to the persons

referred to in paragraphs (a), (b) and (c) vary or cancel a declaration made under this subsection.

- (2) A declaration, or a variation or cancellation of a declaration, made under subsection (1) comes into operation on the day on which the relevant order is registered.
- (3) Before making, or varying or canceling, a declaration under subsection (1), the Minister must —
  - (a) consult each holder of an interest in the subject Crown land concerning, and obtain his or her consent in writing to, the proposed declaration, variation or cancellation; and
  - (b) cause to be published once in a newspaper circulating generally in the State a copy of the proposed declaration, variation or cancellation, together with an invitation to members of the public to comment in writing to the Minister on that declaration, variation or cancellation within such period of not less than 3 months after that publication as is specified in that invitation.

#### **65. Nature, signposting and routes of public access routes**

- (1) A public access route is, subject to this Division, to be treated as an easement granted by the Minister under section 144 in favour of members of the public generally.
- (2) The Minister may cause the route of each public access route to be signposted so as —
  - (a) to enable members of the public using that public access route to follow it; and
  - (b) to inform those members of the public in general terms of the contents of section 66 and that they use that public access route entirely at their own risk.
- (3) If the actual route of a public access route differs from the route of the public access route as shown on the diagram or plan incorporated in the relevant order delivered under section 64(1), that actual route is to be taken to be the route of the public access route.

#### **66. Restrictions on liability of Minister and others in respect of public access routes**

- (1) This section applies to a person who is or at the relevant time was the Minister, the relevant local government, any holder of an interest in the subject Crown land or any other person acting under the authority or direction of the Minister, the relevant local government or that holder.
- (2) Subject to this Division, a person to whom this section applies is neither —
  - (a) obliged to perform any construction or maintenance in respect of a public access route; nor
  - (b) an occupier of premises in respect of a public access route for the purposes of the *Occupiers' Liability Act 1985*.
- (3) An action in tort does not lie against a person to whom this section applies for anything that that person has in good faith done in the

performance or purported performance of a function under this Division.

- (4) The protection given by subsection (3) applies even though the thing done in the performance or purported performance of a function under this Division may have been capable of being done whether or not this Division had been enacted.
- (5) In subsections (3) and (4), a reference to the doing of any thing includes a reference to the omission to do any thing.
- (6) Members of the public use a public access route entirely at their own risk.

**67. Temporary closure of public access routes**

The Minister may, after consulting the relevant local government —

- (a) by notice published once in a newspaper circulating generally in the State, close the whole or any part of a public access route for such period as is specified in that notice; and
- (b) cause such signs and barriers to be placed on or near the public access route or part of the public access route closed under this subsection as are necessary to warn members of the public of that closure and of the duration of that closure.

**68. Provision of means of passage through or over fences**

If the route of a public access route intersects with the line of a fence, the Minister must provide, or arrange with the relevant holder of an interest in the subject Crown land at the expense of the Minister to provide, a grid or other means of passage through or over that fence at the point of that intersection.

**69. Right to use public access routes**

Subject to this Division, a person may travel by any means along the whole or part of a public access route which is not closed under section 67.

**70. Certain effects of public access routes**

(1) Subject to this Division —

- (a) the rights and obligations of the holder of an interest in the subject Crown land under that interest continue to apply in respect of the subject Crown land despite the existence of the public access route; and
  - (b) the holder of an interest in the subject Crown land is not entitled to any compensation for any reduction in the value of that interest resulting from the declaration under section 64(1) of a public access route through the subject Crown land, but such a reduction may be taken into account by the Minister when determining or re-determining any amount payable to the Minister in respect of the subject Crown land.
- (2) Nothing in this Division affects or prevents the continuance of any mortgage, charge, security or other encumbrance with which the subject Crown land is burdened.



**Comment:**

The majority of the Meeka Heritage Drive Trails follow existing roads and highways. Smaller sections of the trails follow closed roads and tracks that have not been gazetted, and there are also sections that will require a track to be created. These sections exist primarily on pastoral leases and small sections cross unallocated crown land and reserves.

To make the entire trail available for the public to permanently access, public access routes would need to be created in both the North Trail and South Trail. In order to do this, permission needs to be obtained from the lease holder and the proposal must be advertised in the state newspaper and then submitted to Landgate for approval. Once approval has been given then the trails can be created.

A simple form was created for lease holders to sign to give their approval for creating the public access routes on the relevant section of the lease. This form is considered adequate by Civic Legal. This form is to be sent to lease holders with an explanatory letter and detailed maps of the proposed route.

Maps of the North and South Trails are shown as Attachment 1 to this item and show the proposed route and sections that are proposed to be classed as public access routes.

**Consultation:**

Roy McClymont – Chief Executive Officer

**Statutory Environment:**

Land Administration Act 1997

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officers Recommendation/Council Resolution:**

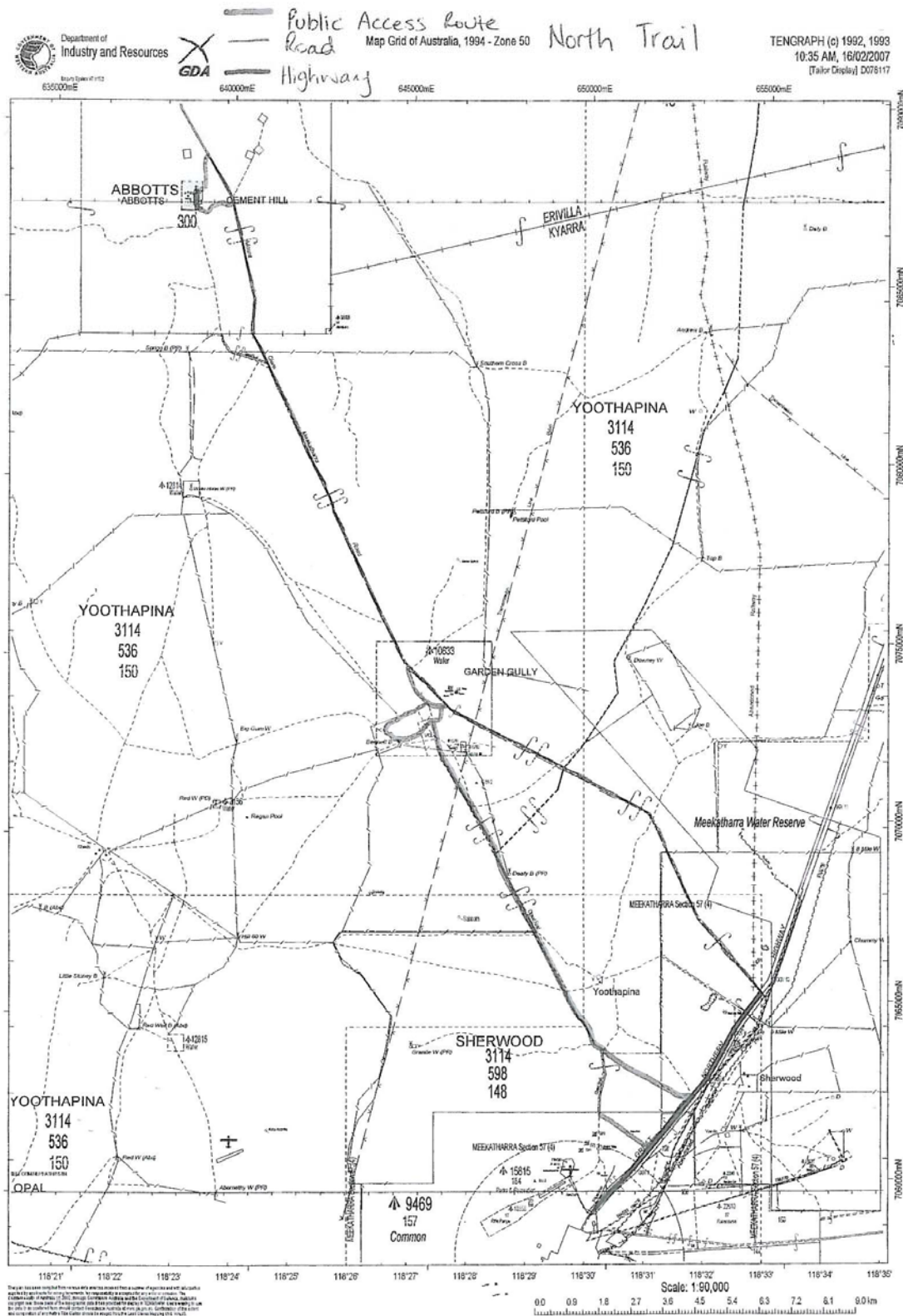
Moved: Cr N L Trenfield

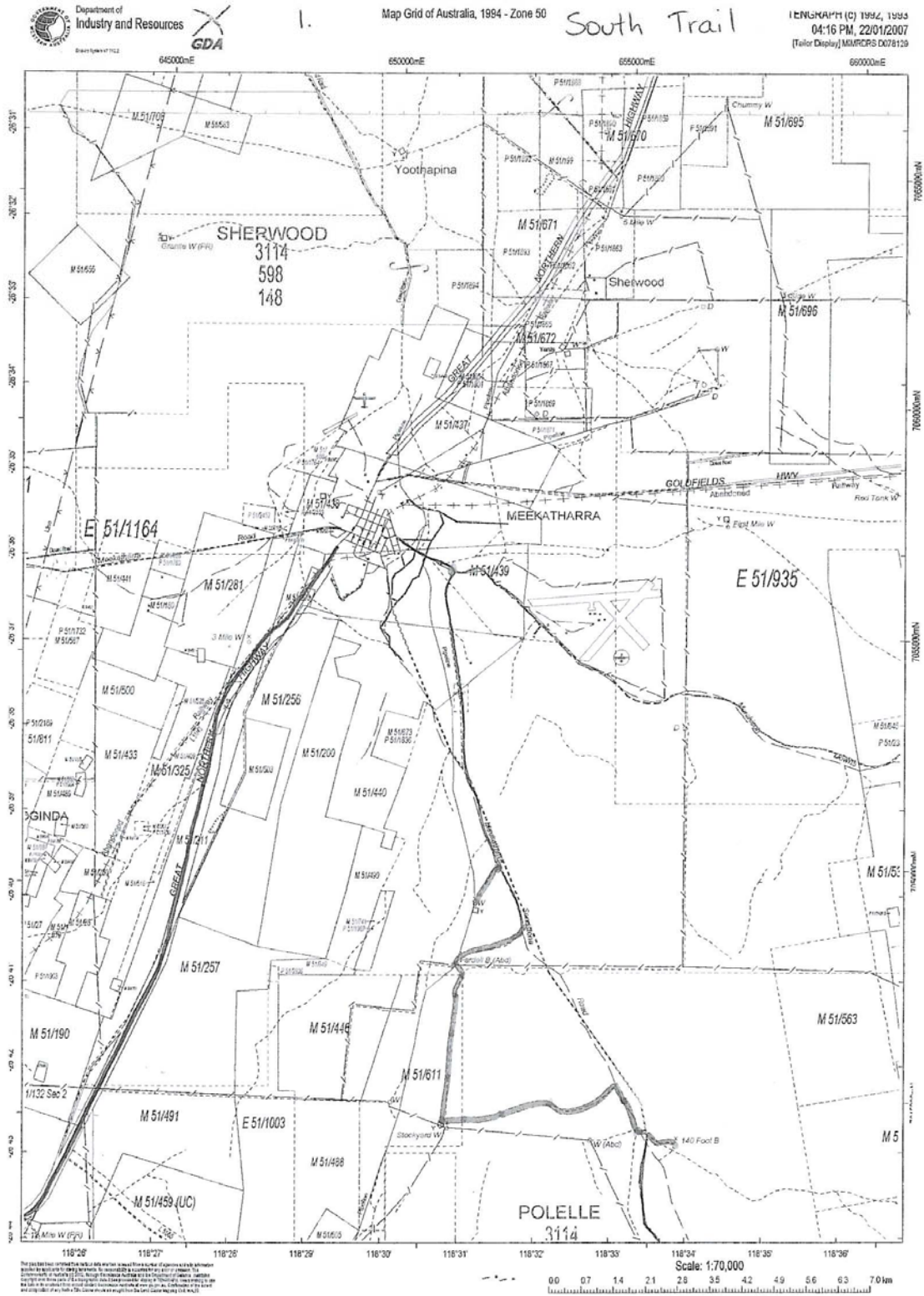
Seconded: Cr A G Burrows

**That Council:-**

- (1) obtain permission from relevant stakeholders to create public access routes for the Drive Trails project**
- (2) advertise in the Western Australia to advise the public of the proposed routes with an invitation to members of the public to comment in writing to the Minister on the declaration**
- (3) apply to Landgate to construct public access routes for the sections of the Meeka Heritage Drive Trails that do not follow currently gazetted roads.**

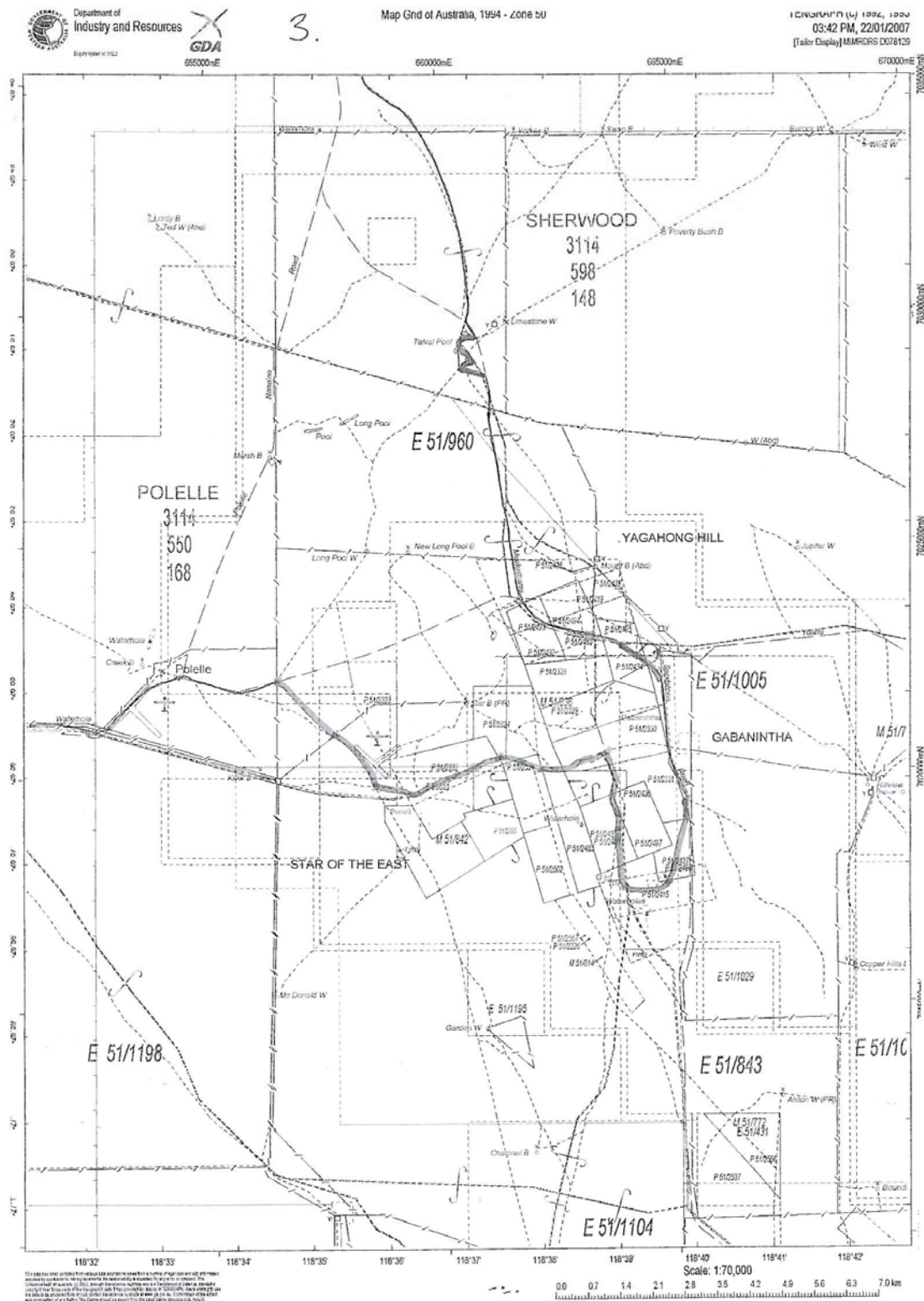
**CARRIED 8/0**











**Cr H Nichols left the meeting at 11.35 am**  
**Cr H Nichols returned to the meeting at 11.36am.**

**9.6 WORKS AND PLANT**

**9.6.1 WORKS PROGRAM REVIEW**

**FILE REF:**

**R/40/1**

**DISCLOSURE OF INTEREST:**

**DATE OF REPORT:**

16<sup>TH</sup> APRIL 2007

**AUTHOR:**

ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF AUTHOR:**

**SENIOR OFFICER:**

ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF SENIOR OFFICER:**

**Attachments:**

Progress report to 4/4/07 on Capital Road Works and Maintenance Programs.

**Background:**

At its Ordinary meeting of December 2006 Council resolved to “receive the report from Mr Keane and that the Works Group conduct a review of the works program late in March 2007 to establish what funding, if any, will be required from Roads to Recovery”.

Councillors will recall that it was decided to adopt a three year road program focusing on Flood Damage repairs this year and Roads to Recovery funding in 07/08 and 08/09.

**Comment:**

The Works Group will meet prior to the Council Meeting and make recommendations to Council concerning the completion of this financial year and also possibly program the first few months of next financial year.

Taking into account budget over runs, additional flood damage grant and budget under-runs Council should still finish the year with its own funds expenditure well under budget. The Grave Creek Floodway is still an unknown quantity. Tenders for this job will close in May and at that time we will have a more accurate idea of what this job will cost.



The main projects that are now left to be completed are Mt Clere Road construction, Ashburton Downs Road Floodways and construction, town curbing and completion of the Regan Street works.

There is \$301,933 budget funds left for works on Ashburton Downs Road. It is likely that work on the floodways will consume most, if not all of this budget allocation. If we assume that works on the floodways will cost this much (all contracted work) and we complete works on Mt Clere Road to budget we are left with approx 7.3 weeks work (\$218,740) for the Construction Crew to complete the year. Taking this into account (excluding any contract work on Mt Clere Road eg. Dozer, additional trucks) Councils own funds expenditure will still be approximately \$100,000 under budget.

In other words; overall we should finish the year under budget in terms of Council's own funds expenditure and we have approximately 7 weeks of work to schedule for the construction crew.

Logically this time would be spent on either Mt Clere Road or Ashburton Downs Road or a combination of both (these have been scheduled as part of the Works Program).

The program for Ashburton Downs road is currently listed as 13 to 40 SLK (straight line kilometres).

**Consultation:**

Works Group

Consultant Michael Keane

**Statutory Environment:**

NIL

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officer Recommendation:**

**That Council:**

1. **Accept the Works Program Review and acknowledge that whilst there may be budget over runs on specific roads or projects, Council's own funding expenditure is predicted to be under budget overall for the 06/07 financial year.**

2. **Adopt the recommendations of the Works Group (to be supplied at the Council Meeting) concerning completion of the Works Program for the year.**

**Works Group Recommendation/Council Resolution:**

**Moved: Cr A G Burrows**

**Seconded: Cr N L Trenfield**

**That Council:**

1. **Accept the Works Program Review and acknowledge that whilst there may be budget over runs on specific roads or projects, Council's own funding expenditure is predicted to be under budget overall for the 06/07 financial year.**
2. **That the Works Construction Crew continue constructing Mt Clere road on a face progressing north until the end of June 07 using Council funds as required (after Flood damage funding has been expended).**
3. **That work on Mt Clere Road continue as above into the new financial year until Roads to Recovery funding scheduled for that year (\$292,246) is fully expended (estimated completion September 2007).**
4. **That all floodway repairs/construction be undertaken entirely by contractors either through tender or from Council's panel of preferred contractors.**

**Reason for Resolution Differing from Officers Recommendation:**

**Works Group recommendations were not formulated at time of original Agenda production.**

**CARRIED 8/0**

**12 Transport Construction - Capital Works**

Analysis as at pay period ended 4/4/07

		Budget 06/07	Actual to 4/4/07	Variance	Estimated to year end
<b>Operating Income</b>					
<i>Grants for Construction of Assets</i>					
4591	Grant - MRWA Direct	140,000	144,958	4,958	144,958
4681	Grant - MRWA Flood Damage	1,009,175	400,000	(609,175)	1,177,539
4621	Grant - Roads to Recovery (R2R)	438,369	-	(438,369)	-
4641	Black Spot - Main Street	30,678	-	(30,678)	-
4691	Grant - Roads 2020 (Regional Road Group)	120,496	48,198	(72,298)	120,496
<b>Total</b>		<b>1,738,718</b>	<b>593,156</b>	<b>(1,145,562)</b>	<b>1,442,993</b>
<b>Capital Expenditure</b>					
<i>Other</i>					
4200 C1	Yarlouweelor - Milgun t/Off	44,625	0	44,625	
C1	Milgun t/off - MtClere bdry	63,000	0	63,000	
C48	Three Rivers - Mulgul	31,500	0	31,500	
C28	Woodlands - Mt Augustus bdry	42,000	0	42,000	
C78	Mt Hale - Mileura bdry	23,000	0	23,000	
C78	Mt Hale Rd to Mt Hale Stn t/Off		56,081	(56,081)	56,081
C32	Polelle Rd		61,155	(61,155)	61,155
C26	Milgun - Yarlouweelor Rd		11,995	(11,995)	11,995
<b>Subtotal</b>		<b>204,125</b>	<b>129,231</b>	<b>74,894</b>	<b>129,231</b>
1266	Grids & Floodways	50,000	500	49,500	500
1268	Water Bores	10,000	-	10,000	-
1261	Town Streets	160,000	10,166	149,834	20,000
<i>Blackspot</i>					
1258	Mainstreet	150,000	2,549	147,451	5,000
<i>Flood Damage</i>					
F67	Ashburton Downs Rd	408,734	106,801	301,933	408,734
F66	Landor Rd	588,050	840,028	(251,978)	840,028
F1	Mt Clere Rd	348,783	207,523	141,260	348,783
<b>To be scheduled (Construction crew approx 7.3 weeks)</b>					<b>218,740</b>
<i>Roads 2020 Reginal Road Group</i>					
C66	Landor Rd	180,744	153,284	27,460	180,744
<i>Roads to Recovery</i>					
C66	Landor Road	146,123	0	146,123	0
C1	Mt Clere Rd	146,123	0	146,123	0
C68	Sandstone Rd	146,123	0	146,123	0
<b>Total</b>		<b>2,538,805</b>	<b>1,450,082</b>	<b>1,088,723</b>	<b>2,151,760</b>
<b>Council own funds expenditure</b>		<b>800,087</b>			<b>708,767</b>

**Completing this Financial Year**

Estimated cost of works to complete the year - Council Construction Crew

5/4/07 to 30/6/07: 12 weeks to go @ \$30,000 per week = \$360,000

Budget remaining on Mt Clere Road \$141,260 = 4.7 weeks (with no allowance for contractors)

This leaves approx 7.3 weeks (\$218,740) work for the Construction Crew to be scheduled.

Note: Costs for the Grave Creek floodway (Ashburton Downs Rd) will not be known until tenders close - mid to late May 2007.

**Recommendation**

That the works group discuss and recommend to Council how to split the remaining time and budget between Mt Clere and Ashburton Downs roads or other projects.

That Council acknowledge that there will be budget over runs on Mt Clere and/or Ashburton Downs Roads noting, however Council's own fund expenditure is predicted to be well under budget for the year.

## 12 Transport    Road Maintenance - Various

Budget 06/07	Actual to 4/4/07	Variance	Estimated to year end
428,304	289,754	138,550	389,754

**Notes on Maintenance Expenditure to 4/4/07**

Maintenance expenditure on Ashburton Downs (\$36,874), Mt Clere (\$56,692) and Landor (\$90,993) roads is quite high.

It appears possible that some flood damage work has been incorrectly allocated to maintenance.

As indicated above overall we should finish the year well within budget (maintenance).

If required staff could analyse the maintenance allocations and journal any incorrect allocations across to flood damage.

However, given that we are on target to more than adequately expend flood damaging funding allocations there would seem to be little point in this exercise.

**9.6.2 FLOODWAYS – ASHBURTON DOWNS ROAD - TENDER**

**FILE REF:** R/40/7  
**DISCLOSURE OF INTEREST:**  
**DATE OF REPORT:** 16<sup>TH</sup> APRIL 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF AUTHOR:**

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



**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

Draft tender documents for the Floodways on Ashburton downs Road have been prepared by consultants Greenfield Technical Services.

**Attachments:**

Draft Tender Documents – Grave Creek Floodway Reconstruction SLK 204 Ashburton Downs Road.

Email: CEO – Roy McClymont to Michael Keane (Greenfields)  
Matt Barnes (Greenfields) to CEO – Roy McClymont

**Background:**

At its February 2007 meeting Council resolved “*that Council proceeds with the proposal adopted at Council’s January meeting. Further that members of the Works Group, and/or the CEO an/or the Works Supervisor take levels on site and finalise the plan for submission to consultant Michael Keane to call tenders.*”

**Comment:**

The CEO and Cr Trenfield visited the site and took levels and reviewed the design adopted by Council. The Works Group then finalised the design with the only major change, suggested by Cr Trenfield, being to provide a low level section on the extension to the floodway at the Meekatharra end.

This section is 40 metres long and 300 mm below the level of the existing floodway. The purpose of this section is to channel the majority of flood waters through the original creek line, avoiding to a large degree the diversion of the creek that has caused the wash away problems at the floodway.

The Works Group will meet to discuss the draft tender documents prior to the Council Meeting and will provide recommendations, as required, at the Council meeting.

**Consultation:**

Consultant Michael Keane  
Works Group  
Kim Edmeades, Main Roads WA

**Statutory Environment:**

NIL

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officers Recommendation:**

**That Council:**

- 1. accept the draft Tender Documents for the Grave Creek Floodway, the Mulgul Creek floodway and the floodway at SLK 225 as detailed in the attached Tender Documents subject to changes recommended by the Works Group and adopted by Council.**
- 2. authorise Greenfield Technical Services to call tenders for the works.**

**Works Group Recommendation/Council Resolution:**

**Moved: Cr N L Trenfield**

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

**That Council:**

- 1. approve the draft Tender Documents and Contract as attached subject to minor amendments as required to tidy up the documents and request Greenfield Technical Services to call tenders for the project.**
- 2. request staff and/or Greenfields to take regular levels (during the site visit) of the natural bed rock along the down stream side of the existing and proposed Grave Creek floodway in order to assist in establishing the best method of construction of the downstream batter.**

3. request the Works Group, in consultation with consultant Michael Keane to review the design of the downstream batters after item 2 above (levels) has been completed.
4. authorise the Works Group, in consultation with Mr Michael Keane to change the design of the down stream batters as considered necessary, issue an addendum and if necessary negotiate with the successful tenderer concerning any design changes.
5. authorise the CEO to make arrangements (if necessary) for a site visit by prospective tenderers including (if necessary) hiring a suitable charter plane and arranging road transport to the site from Meekatharra or Mt Vernon Station airstrip (with the Station Owners approval). The exact logistics will depend on who is involved, where they are located etc etc. All costs to be allocated to Flood Damage Works, Ashburton Downs Road (Job F67).

**Reason for Resolution Differing from Officers Recommendation:**

Works Group recommendations were not formulated at time of original Agenda production.

**CARRIED 8/0**



**SHIRE OF MEEKATHARRA**

PO BOX 129,  
Meekatharra,  
WA 6642.

Tender Documents for  
**GRAVE CREEK FLOODWAY RECONSTRUCTION  
SLK 204 ASHBURTON DOWNS RD**

**CONTRACT NO. GTS-MEEK-0701**

Tender Documents prepared by;  
***Greenfield Technical Services***  
PO Box 2840  
Geraldton, WA 6530  
Ph. (08) 9921 5547 Fax (08) 9965 4116  
[greenfield@westnet.com.au](mailto:greenfield@westnet.com.au)

Tenders close 2.00 p.m. Tues 15 MAY 2007,  
at the Shire Offices, PO Box 129, 54 Main St, Meekatharra, WA 6642.  
The lowest or any tender will not necessarily be accepted.

**TABLE OF CONTENTS**

**SECTION 1: INVITATION TO TENDER**

Including;

- Scope of Works
- Conditions of Tendering
- Tender Forms
- Special conditions of Contract

**SECTION 2: SPECIFICATIONS**

**SECTION 3: INFORMATION FOR TENDERERS**

**SECTION 4: DRAWINGS**

- total - 2 drawings MEEK-GRAV-001 to 002 Rev A  
plus sketch detail by Shire for Mulgul Creek

## **SECTION 1: INVITATION TO TENDER**

### **PROJECT**

This Tender is for Contract GTS-MEEK-0701 – Grave Creek Floodway Reconstruction.

This is a Fixed Lump Sum Contract.

This is a Quality Assurance Contract.

### **SCOPE OF WORKS**

All as described in the drawings included with this tender package, the contract provides for the construction of earthworks, concrete pavements and rock scour protection all as described in the documents, and the full completion of same to this specification.

The contract works generally includes the following:

#### **GRAVE CREEK FLOODWAY, SLK 204 ASHBURTON DOWNS RD**

##### *Section 1 : Ch 25 - 100*

- Excavate and remove the remains of the previously constructed matrix of rock/concrete on the downstream batter. The floor of the excavation should be deep enough to provide for the thickness and shape of the nominated rock protection across the nominated width.
- Remove existing concrete edge wall.
- Reconstruct the embankment on the underside of the rock batter protection as required.
- Reinstate any areas of the road embankment, under the proposed new slab, that were damaged during the removal of the existing rock batter and concrete edge wall.
- Excavate surplus material in the road formation to allow for the construction of the new concrete deck as detailed.
- Remove excess material upstream to allow for a smooth transition to the new deck level. Deck level should be higher than the upstream embankment for at least 5m.
- Construct cut off wall 250mm thick x 850mm deep as detailed.
- Construct new concrete slab 5.0m wide x 200mm thick as detailed.
- Construct downstream batter protection with light class rock, 3.0m wide x 750mm thick as detailed.
- Key the outer toe of the nominated rock protection into the rock floor by excavating the existing rock bed.
- Complete gravel pavement tie-in to the new concrete deck

##### *Section 2 : Ch 100 - 205*

- Construct rock levee as detailed on the upstream side of the crossing at Ch 175.
- Excavate and remove the remains of the previously constructed matrix of rock/concrete on the downstream batter. The floor of the excavation should be deep enough to provide for the thickness and shape of the nominated rock protection across the nominated width.
- Remove existing concrete edge wall.
- Reconstruct the embankment on the underside of the rock batter protection to as required.
- Reinstate any areas of the road embankment, under the proposed new slab, that were damaged during the removal of the existing rock batter and concrete edge wall.
- Construct cut off wall 250mm thick x 1100mm deep as detailed.
- Construct downstream batter protection with ¼ tonne rock, 6.0m wide x 1000mm thick as detailed.

- Key the outer toe of the nominated rock protection into the rock floor by excavating the existing rock bed.

*Section 3 : Ch 205 - 222*

- Reinstall eroded sections of embankment upstream and downstream of road crossing.
- Excavate and remove material from the existing downstream batter. The floor of the excavation should be deep enough to provide for the thickness and shape of the nominated rock protection across the nominated width.
- Reshape material in the road formation to allow for the construction of the new concrete deck as detailed.
- Construct cut off wall 250mm thick x 850mm deep as detailed.
- Construct new concrete slab 5.0m wide x 200mm thick as detailed.
- Construct downstream batter protection with light class rock, 3.0m wide x 750mm thick as detailed.
- Key the outer toe of the nominated rock protection into the rock floor by excavating the existing rock bed.
- Complete gravel pavement tie-in to the new concrete deck

**MULGUL CREEK FLOODWAY, SLK 150 ASHBURTON DOWNS RD**

- Excavate and remove the remains of the previously constructed matrix of rock/concrete on the downstream batter. The floor of the excavation should be deep enough to provide for the thickness and shape of the nominated rock protection across the nominated width.
- Construct cut off walls 250mm thick x 600mm deep as detailed.
- Construct downstream batter protection with facing class rock, 2.0m wide x 500mm thick as detailed.

**FLOODWAY, SLK 225 ASHBURTON DOWNS RD**

- Repair existing damaged downstream batter with concrete slurry.

**DOCUMENTS**

The Tender Documents comprise the following:

- ☐ Form of Tender
- ☐ Invitation to Tender
- ☐ Tender Schedule(s)
- ☐ Conditions of Tendering
- ☐ General Conditions of Contract
- ☐ Special Conditions of Contract
- ☐ Specifications and annexures
- ☐ Drawings

No charge will be made for one set of these documents, but they will remain the property of the Principal. Reference Documents to the Tender Documents shall include, but not be limited to, the Code of Practice for the Western Australian Building and Construction Industry, and the Australian Standard Code of Tendering AS 4120-1994.

### **PRE-TENDER MEETING**

Tenderers are required to carry out their own site inspection to ensure that they are sufficiently familiar with the site to evaluate the requirements under the Contract.

The Principal proposes to facilitate a pre-tender meeting on site Tues 8<sup>th</sup> May, 2007. Tenderers may travel to site independently or, if there is sufficient interest, travel via joint charter flight, departing 7.00 am from Geraldton airport and returning in the afternoon. Tenderers should advise their preference to Greenfield before Tues 01 May.

### **ENQUIRIES**

Tenderers seeking clarification of any details provided in this Invitation to Tender, the Conditions of Tendering, the Tender Documents or any other general inquiries should contact Matt Barns at Greenfield Technical Services, by phone 9921 5547, fax 9965 4116, e-mail [matt.greenfield@westnet.com.au](mailto:matt.greenfield@westnet.com.au)

### **TENDER LODGEMENT REQUIREMENTS**

Tenders shall be submitted in a sealed package and endorsed clearly on the outside with words "Tender for Contract GTS-MEEK-0701 – Grave Creek Floodway Reconstruction, SLK 204 Ashburton Downs Rd" and the name of the Tenderer.

Tenderers shall ensure that their Tender is delivered by hand either in person or by courier service no later than the nominated tender closing date and time, and be placed in the tender box at the above address.

Tenders will not be accepted by telephone or email. Faxed tenders will not be accepted.

Tenders will not be accepted after the nominated closing date and time, or a revised closing date and time notified in writing to all Tenderers.

Tenders shall be submitted by **2.00 PM TUES 15 MAY 2007**.

### **ADDRESS FOR LODGEMENT OF TENDERS**

Shire of Meekatharra,  
PO Box 129,  
54 Main St,  
Meekatharra,  
WA 6642.

### FORM OF TENDER

CONTRACT NO: GTS-MEEK-0701

CONTRACT TITLE : Grave Creek Floodway Reconstruction

TO: CEO & Councillors, Shire of Meekatharra

Under and subject to the Conditions of Tendering in the Tender Documents,

I/WE .....  
(BLOCK LETTERS)

the undersigned do hereby tender to perform the above named Works as described in and in accordance with the terms and conditions of the Tender Documents, at the rates stated in the attached Schedule of Rates and/or the total of the Lump Sums stated in the attached Tender Schedule as applicable.

Dated this ..... day of ..... 20. . .

Signature of Tenderer: .....

Designation of Authorised Signatory: .....

Address of Tenderer: .....

Telephone Number: ..... Facsimile Number .....

Witness to Signature: ..... Designation/Position .....

Address: .....

If the Tenderer is not a registered company then the full name of the individual members of the firm shall be stated here:

.....

## **TENDER SCHEDULE**

### ***FIXED LUMP SUM CONTRACT***

**This is a FIXED LUMP SUM Contract**, the following tender schedule will be utilised in relation to the assessment of progress claims and the value of any variations. The Contract does not include provisions for Rise & Fall adjustments.

All sections of the following tender schedule shall be completed fully. The tenderer shall determine the form of the final submission.

In this Tender Schedule the sub-headings and item descriptions identify the work covered by the respective items, but the exact nature and extent of the work to be performed is ascertained by reference to the Specifications, the General Conditions of Contract and the Special Conditions of Contract. The rates and prices entered in this Tender Schedule shall be deemed to be the full inclusive value of the work covered by the respective items, to meet the obligations of the Tenderer under the Contract.



**BILL OF QUANTITIES**

Grave Creek Floodway Reconstruction					
ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1.00	PRELIMINARIES				
1.01	Allow for all costs related to construction programs, quality assurance and testing	Item	1		
1.02	Allow for all costs related to supervision and setting out of the works	Item	1		
1.03	Allow for all costs related to the contractor's accommodation and living facilities	Item	1		
1.04	Allow for all costs related to the supply of water	Item	1		
1.05	Allow for all costs related to utilities and services	item	1		
1.06	Allow for all costs related to traffic management	Item	1		
1.07	Allow for all costs related to occupational health & safety	Item	1		
1.08	Allow for all costs related to environmental protection	Item	1		
1.09	Allow for all costs related to mobilisation and demobilisation	Item	1		
Subtotal - PRELIMINARIES					
2.00	GRAVE CREEK FLOODWAY, SLK 204 Ashburton Downs Rd				
Section 1 : Southern Approach Ch 25 - 100					
2.01	Earthworks to reshape vertical profile of road as per nominated profile including excavation of upstream material as described in the Scope of Works.	item	1		
2.02	Excavate and remove the remains of the previously constructed matrix of rock/concrete on the downstream batter to provide for the thickness and shape of the nominated rock protection across the nominated width.	item	1		
2.03	Reconstruct the embankment on the underside of the rock batter protection to as required.	item	1		
2.04	Remove existing concrete edge wall.	item	1		
2.05	Reinstatement of any areas of the road embankment, under the proposed new slab, that were damaged during the removal of the existing rock batter and concrete edge wall.	item	1		
2.06	Prepare and compact sand base.	m2	460		
2.07	Construct 200mm thick reinforced concrete slab as detailed. <i>Concrete class N32 MPa and SL82 mesh reinforcement</i>	m2	460		
2.08	Construct new 250mm x 850mm concrete cut-off wall on the downstream edge of the new concrete pavement as detailed. <i>Concrete class N32 MPa and F81 mesh reinforcement.</i>	m	75		
2.09a	Supply light class rock protection for downstream shoulder as specified.	m2	231		
2.09b	Place rock light class protection on downstream shoulder, including cement grouting, as detailed.	m2	231		
2.10	Excavate downstream batter material at the location of the toe-wall to expose rock base including reshaping of eroded embankment to match profile of rock batter protection.	item	1		
2.11	Excavate rock material in creek bed to allow 750mm thick batter protection to be keyed in to the full depth as shown in the drawings.	m	75		

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
<b>Section 2 : Existing Concrete Slab Ch 100 – 205</b>					
2.11	Construct rock levee as detailed on the upstream side of the crossing at Ch 175.	m	18		
2.12	Excavate and remove the remains of the previously constructed matrix of rock/concrete on the downstream batter to provide for the thickness and shape of the nominated rock protection across the nominated width.	item	1		
2.13	Reinstatement of any areas of the road embankment, under the proposed new slab, that were damaged during the removal of the existing rock batter and concrete edge wall.	item	1		
2.14	Remove existing concrete edge wall.	item	1		
2.15	Reconstruct the embankment on the underside of the rock batter protection to as required.	item	1		
2.16	Construct new 250mm x 1100mm concrete cut-off wall on the downstream edge of the new concrete pavement as detailed. <i>Concrete class N32 MPa and F81 mesh reinforcement.</i>	m	105		
2.17a	Supply ¼ tonne rock protection for downstream shoulders as specified.	m2	630		
2.17b	Place ¼ tonne rock protection on downstream shoulder, including cement grouting, as detailed.	m2	630		
2.18	Excavate downstream batter material at the location of the toe-wall to expose rock base including reshaping of eroded embankment to match profile of rock batter protection.	item	1		
2.19	Excavate rock material in creek bed to allow 1000mm thick batter protection to be keyed in to the full depth.	m	105		
<b>Section 3 : Northern Approach Ch 205 – 222</b>					
2.20	Reinstate eroded sections of embankment upstream and downstream of road crossing.	item	1		
2.21	Excavate and remove the remains of the previously constructed matrix of rock/concrete on the downstream batter to provide for the thickness and shape of the nominated rock protection across the nominated width.	item	1		
2.22	Reinstatement of any areas of the road embankment, under the proposed new slab, that were damaged during the removal of the existing rock batter and concrete edge wall.	item	1		
2.23	Reshape material in road formation to allow for the construction of the new concrete deck as detailed.	item	1		
2.24	Prepare and compact sand base.	m2	85		
2.25	Construct 200mm thick reinforced concrete slab as detailed. <i>Concrete class N32 MPa and F102 mesh reinforcement</i>	m2	85		
2.26	Construct new 250mm x 850mm concrete cut-off wall on the downstream edge of the new concrete pavement as detailed. <i>Concrete class N32 MPa and F81 mesh reinforcement plus N12 fitment bars.</i>	m	17		
2.27a	Supply light class rock protection for downstream shoulder as specified.	m2	56		
2.27b	Place light class rock protection on downstream shoulder, including cement grouting, as detailed.	m2	56		
2.28	Excavate downstream batter material at the toe-wall to expose rock base including reshaping of eroded embankment to match profile of rock batter protection.	item	1		
2.29	Excavate rock material in creek bed to allow 750mm thick batter protection to be keyed in to the full depth.	m	17		
<b>Subtotal – GRAVE CREEK FLOODWAY</b>					

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
<b>3.00</b>	<b>MULGUL CREEK FLOODWAY, SLK 150 Ashburton Downs Rd</b>				
3.01	Excavate and remove the remains of the previously constructed matrix of rock/concrete on the downstream batter to provide for the thickness and shape of the nominated rock protection across the nominated width.	item	1		
3.02	Reconstruct the embankment on the underside of the rock batter protection to as required.	item	1		
3.03	Reinstatement of any areas of the road embankment, under the proposed new slab, that were damaged during the removal of the existing rock batter and concrete edge wall.	item	1		
3.04a	Extending from the northern end of the existing concrete deck, construct new 250mm x 850mm concrete cut-off wall on the downstream edge. <i>Cut-off wall to ramp up from existing deck so that the northern end finishes 300mm above the concrete deck level. Concrete class N32 MPa and F81 mesh reinforcement.</i>	m	6		
3.04b	Extending from the southern end of the existing concrete deck, construct new 250mm x 850mm concrete cut-off wall on the downstream edge. <i>Cut-off wall to ramp up from existing deck so that the southern end finishes 300mm above the concrete deck level. Concrete class N32 MPa and F81 mesh reinforcement.</i>	m	8		
3.05	Construct new 250mm x 850mm concrete cut-off wall on the downstream edge of the existing concrete pavement as per Detail C. <i>Concrete class N32 MPa and F81 mesh reinforcement.</i>	m	??		
3.06a	Supply light class rock protection on downstream shoulder, as specified.	m2	??		
3.06b	Place light class rock protection on downstream shoulder, including cement grouting, as detailed.	m2	??		
3.07	Excavate downstream batter material at the location of the toe-wall to expose rock base including reshaping of eroded embankment to match profile of rock batter protection.	item	1		
3.08	Excavate rock material in creek bed to allow 750mm thick batter protection to be keyed in to the full depth as shown in the drawings.	m	??		
<b>Subtotal - MULGUL CREEK FLOODWAY</b>					
<b>4.00</b>	<b>FLOODWAY, SLK 225 Ashburton Downs Rd</b>				
4.01	Repair existing damaged downstream batter with concrete slurry.	m2	10		
<b>Subtotal - ADDITIONAL FLOODWAY</b>					
					<b>TOTAL</b>
					<b>GST</b>
					<b>TOTAL (inc GST)</b>

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
<b>PROVISIONAL ITEMS (These do not form part of the Lump Sum)</b>					
5.01	Supply and Place additional <i>Concrete class N32 MPa</i>	M3	10		
5.02	Supply and place additional light class rock protection on downstream shoulder, including cement grouting	m2	50		
5.03	Lump Sum Credit for all rock supplied to site by Council	Item	1		
5.04	Hourly Hire Rates (incl operator)				
	20t excavator	hr	10		
	20t excavator with rockbreaker	hr	10		
	2.0m3 loader	hr	10		
	6-wheeler truck	hr	10		
	Semi-trailer truck	hr	10		
	labourer	hr	10		
<b>Subtotal – PROVISIONAL ITEMS</b>					



## **CONDITIONS OF TENDERING**

### **CT 1 SUBMISSION OF TENDERS**

Tenders shall be submitted on the Form of Tender provided and accompanied by the completed Tender Schedule(s) as applicable. The Form of Tender shall be completed without alteration and signed by an authorised representative of the organisation.

Tenderers shall provide in their Tender submission, all information requested in these Conditions of Tendering, which will be used in the Tender assessment process.

### **CT 2 CODE OF PRACTICE**

In consideration of being permitted to tender, Tenderers shall as a fundamental condition undertake to act in accordance with the Code of Practice for the Western Australian Building and Construction Industry in this Tender and in any Contract arising out of this Tender. Tenderers shall also undertake to comply with the Australian Standard Code of Tendering AS 4120 - 1994.

### **CT 3 General Conditions of Contract**

The General Conditions of Contract are the Australian Standard AS 2124-1992: General Conditions of Contract

Tenders shall comply with and be based on the General Conditions of Contract (including the Annexure). The General Conditions of Contract will be deemed to have been issued and constitute part of the Tender Documents.

### **CT 4 PRINCIPAL SUPPLIED ITEMS**

The Contractor shall supply all plant, labour and materials to complete the works as described. The Principal is **NOT** responsible for the supply of any items required for the completion of the works. The Principal suggests 2 sites within 10 kms of the works which may yield conforming rock. Responsibility for procuring conforming rock rests with the Contractor.

### **CT 5 TENDERERS TO INFORM THEMSELVES**

Tenderers are required to and will be deemed to have:

- ☐ examined carefully and to have acquired full knowledge of the contents of the Drawings, Specification, Tender Schedules, Conditions of Tendering, the General Conditions of Contract and the Special Conditions of Contract (if any) and any other information made available in writing by the Principal to the Tenderers for the purpose of tendering;
- ☐ examined all information relevant to the risks, contingencies and other circumstances having an effect on their Tender and which is obtainable by the making of reasonable inquiries;
- ☐ examined the site and its surroundings; and
- ☐ satisfied themselves as to the correctness and sufficiency of their Tender for the work and that their tender rates and prices cover the cost of complying with all their obligations under the Contract whether expressed or implied and of all matters and things necessary for the due and proper performance and completion of the Contract.

Failure to do all or any of the things deemed to have been done under this clause will not affect the successful Tenderer's liability to perform and complete the obligations of the Contractor under the Contract.

#### **CT 6 CONFORMITY OF TENDERS**

Tenderers shall submit a Conforming Tender fully in accordance with the Tender Documents.

#### **CT 7 ASSESSMENT OF TENDERS**

It is the Principal's policy to award contracts to organisations whose Tenders are assessed as offering the best value for money. The preferred Tenderer will generally be the best value conforming Tender.

In assessing best value for money, the Principal may consider:

- ☐ Price
- ☐ Past performance
- ☐ Environmental & Safety performance and compliance
- ☐ Technical Capacity & Resources
- ☐ Methodology for delivery of the contract requirements
- ☐ Management & Supervision capability

Conforming Tenders will also be assessed for their compliance or non-compliance in addressing Tender and Contract requirements, including information requested in the Conditions of Tendering.

To enable a proper assessment to be made, it is essential that Tenderers submit all relevant information in an accurate and concise format. Poorly presented or inadequate information may jeopardise the success of the Tender. Tenderers shall ensure that Tenders are able to be assessed on a stand-alone basis, and should not rely on information supplied to the Principal in previous tenders.

After preliminary assessment of Tenders, the Principal may seek clarification through interviews with Tenderers or other means.

All Tenderers will be notified in writing as to whether they have been successful or otherwise. Unsuccessful Tenderers will, on request, be advised briefly as to the reasons, which led to their Tender being unsuccessful.

#### **CT 8 RIGHT TO REJECT TENDERS**

The Principal is not bound to accept the lowest Tender or any Tender or any part of any Tender, and may reject all Tenders.

#### **CT 9 ACCEPTANCE OF TENDERS**

A Tender shall not be deemed to have been accepted unless and until the Principal has advised the Tenderer in writing.

Unless and until a Formal Instrument of Agreement is executed, the Tender and the Tender Documents, together with the notice of acceptance of the Tender in writing, shall constitute the Contract between the Principal and the successful Tenderer.

**CT 10 TENDER VALIDITY PERIOD**

Tenders remain binding, and cannot be withdrawn without the express approval of the Principal, until the expiration of three (3) calendar months from the final date fixed for lodgment of Tenders. A Tender may be accepted at any time before the expiration of the three-(3) month period.

**CT 11 GOODS AND SERVICES TAX (GST)**

For the purposes of completing the price schedule, the Tenderer is required to insert the GST exclusive amount. In addition, the Tenderer is required to insert the amount of GST estimated to be payable by the Tenderer. In this Clause, "GST" has the same meaning as set out in the Special Conditions of Contract.

**CT 12 ALTERATIONS & ADDENDA**

The Tenderer shall not alter or add to the Request documents unless required by these Conditions of Tendering.

The Principal shall issue an addendum to all Tenderers where matters of significance make it necessary to amend the issued Request documents before the Deadline. Completed Tender submissions shall reference any Addenda as noted on the Addenda.

**CT 13 CONSIDERATION**

In consideration of the Tenderer's resources and time spent in preparing and submitting their tender, the Principal agrees to consider their tender.

**CT 14 CANVESSING OF COUNCILLORS**

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



## INSTRUMENT OF AGREEMENT

THIS AGREEMENT made the ..... day of ..... 20.... between SHIRE OF MEEKATHARRA, (hereinafter called 'the Principal') of the one part and ..... in the State of ..... (hereinafter called 'the Contractor') of the other part WHEREAS the Principal is desirous that certain Works should be undertaken, namely:

Contract GTS-MEEK-001, GRAVE CREEK FLOODWAY RECONSTRUCTION

and has accepted a Tender by the Contractor for the undertaking completion maintenance of such Works  
NOW THIS AGREEMENT WITNESSETH and the parties hereto mutually agree as follows:

1. In this Agreement words and expressions shall unless the context otherwise requires have the same meanings as are respectively assigned to them in the General Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
  - (a) AS2124-1992 General Conditions of Contract
  - (b) Special Conditions of Contract
  - (c) Tender Submission Document including any correspondence between Principal and Contractor prior to Acceptance
  - (d) Principal's Authorisation
  - (e) Specifications
  - (f) Notice of Award of Contract
3. In consideration of the Agreements on the part of the Principal in this Agreement set forth the Contractor will supply the goods in conformity in all respects with the provisions of the Contract and will perform, fulfil, comply with, submit to and observe all and singular the provisions, conditions, stipulation and requirements and all matters and things expressed or shown in or reasonably to be inferred from the Contract and which are to be performed, fulfilled, complied with, submitted to, or observe by or on the part of the Contractor.
4. In consideration of the Agreements on the part of the Contractor in this Agreement set forth the Principal will make payments to the Contractor in accordance with the provisions of the Contract and will perform, fulfil, comply with, submit to and observe all and singular the provisions, conditions, stipulation and requirements and all matters and things expressed or shown in or reasonably to be inferred from the Contract and which are to be performed, fulfilled, complied with, submitted to or observed by or on the part of the Principal.
5. If any party to this Agreement consists of one or more persons and one or more Corporations or two or more persons or two or more Corporations this Agreement shall bind such person or persons and such Corporation or Corporations or such persons or Corporations (as the case may be) and their respective Executors, Administrators, Successors and permitted Assigns (in the case of the Contractor) and Assigns (in the case of the Principal) jointly and severally and the person or persons and or Corporation or Corporations included in the term "Contractor" or the term "Principal" in this Agreement shall jointly be entitled to the benefit of the Contract and the Contract shall be read and construed accordingly.

6. This Agreement shall take effect according to its tenor notwithstanding any prior Agreement in conflict or at variance with it or any correspondence or documents relating to the subject matter of the Agreement which may have passed between the parties to the Agreement prior to its execution.

AS WITNESS HERETO the parties have executed this Agreement the day and year first above written.

SIGNED for and on behalf of THE PRINCIPAL

	Name .....
	Signature.....
	Title .....
in the presence of	Name .....
	Signature.....
	Dated .....

SIGNED for and on behalf of THE CONTRACTOR

	Name .....
	Signature.....
	Title .....
in the presence of	Name .....
	Signature.....
	Dated .....

## GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract are the Australian Standard AS 2124-1992: General Conditions of Contract

### ANNEXURE TO THE AUSTRALIAN STANDARD GENERAL CONDITIONS OF CONTRACT

## PART A

This Annexure shall be issued as part of the tender documents and is to be attached to the General Conditions of Contract and shall be read as part of the Contract.

The law applicable is that of the State or Territory of: (Clause 1)	WESTERN AUSTRALIA
Payment under the Contract shall be made at: (Clause 1)	PERTH, WESTERN AUSTRALIA
The Principal: (Clause 2)	SHIRE OF MEEKATHARRA Represented by the Shire Chief Executive Officer
The address of the Principal:	PO Box 129, Meekatharra WA 6629
The Superintendent: (Clause 2)	As appointed by the Shire
The address of the Superintendent:	N/A
Limits of accuracy applying to quantities for which the Principal accepted a rate or rates: (Clause 3.3 (b))	N/A
Bill of Quantities – the alternative applying: (Clause 4.1)	Alternative one
The time for lodgment of the priced copy of the Bill of Quantities: (Clause 4.2)	At time of tender
# Contractor shall provide security in the amount of: (Clause 5.2)	Nil
# The Principal shall provide security in the amount of: (Clause 5.2)	Nil
# The period of notice required of a party's intention to have recourse to retention moneys and/or convert security: (Clause 5.5)	5 DAYS
The percentage to which the entitlement to security and retention moneys is reduced: (Clause 5.7)	50%
Interest on retention moneys and security – the alternative applying: (Clause 5.9)	Alternative two
The number of copies to be supplied by the Principal: (Clause 8.3)	One
The number of copies to be supplied by the Contractor: (Clause 8.4)	One

# Where there are Separable Portions, these items shall be deleted

The time within which the Superintendent must give a direction as to the suitability and return the Contractor's copies: (Clause 8.4)	14 days
Work which cannot be Subcontracted without approval: (Clause 9.2)	All work
The percentage for profit and attendance: (Clause 11(b))	N/A
The amount or percentage for profit and attendance: (Clause 11(c))	N/A
Insurance of the Works – the alternative applying: (Clause 18)	N/A
The assessment for insurance purposes of the costs of demolition and removal of debris: (Clause 18(ii))	N/A
The assessment for insurance purposes of consultants' fees: (Clause 18(iii))	N/A
The value of materials to be supplied by the Principal: (Clause 18(iv))	Nil
The additional amount or percentage: (Clause 18(v))	N/A
Public Liability Insurance - the alternative applying: (Clause 19)	Alternative one
The amount of Public Liability Insurance shall be not less than: (Clause 19)	\$10,000,000
The time for giving possession of the Site: (Clause 27.1)	Within 5 days from date of acceptance of tender
# The Date or period for Practical Completion: (Clause 35.2)	6 weeks from the Date of Acceptance of Tender
# Liquidated Damages per day: (Clause 35.6)	\$ 400 per day
# Limit on Liquidated Damages: (Clause 35.7)	No Limit
# Bonus per day for early Practical Completion: (Clause 35.8)	N/A
# Limit of Bonus: (Clause 35.8)	N/A
# Extra costs for Delay or Disruption: (Clause 36)	N/A
# The Defects Liability Period: (Clause 37)	12 months from Practical Completion
The Charge for overheads, profit, etc. for Daywork: (Clause 41(f))	Nil
Times for Payment Claims: (Clause 42.1)	28 <sup>th</sup> day of each month, or if the 28 <sup>th</sup> day falls on a weekend or public holiday then the day prior to the weekend or public holiday break.
Unfixed Plant and Materials for which payment claims may be made notwithstanding that they are not incorporated in the Works: (Clause 42.1(ii))	Nil
# Where there are Separable Portions, these items shall be deleted.	
Retention Moneys on: (Clause 42.3)	(a) work incorporated in the Works and any work or items for which a different amount of retention is not provided, 5% of the value until 5% of the Contract Sum is held; (b) items on Site but not yet incorporated in the Works, 5%; (c) items off Site but in Australia 5%; (d) items not in Australia 5%; <del>(e) disbursements incurred by the Contractor for customs duties, freight, marine insurance, primage, landing and transport in respect of the work under the Contract — %.</del>

Unfixed Plant or Materials – the alternative applying: (Clause 42.4)	Alternative three
The rate of interest on overdue payments: (Clause 42.9)	Current reserve bank overdraft rate + 1%
The delay in giving possession of the Site which shall be a substantial breach: (Clause 44.7)	3 months
The person to nominate an arbitrator: (Clause 47.3)	WESTERN AUSTRALIA
Location of arbitration: (Clause 47.3)	PERTH, WESTERN AUSTRALIA



## **SPECIAL CONDITIONS OF CONTRACT**

### **SCC 1 INSURANCE OF THE WORKS (Clause 18 of AS2124 –1992)**

Delete clause 18 from the General Conditions of Contract

### **SCC 2 PATENT RIGHTS AND ROYALTIES**

The Contractor shall save harmless and indemnify the Principal from and against all claims and proceedings for or on account of infringement of any patent rights, design, trade mark or name or other protected rights in respect of any machine, plant, work, material or thing, system or method of using, fixing, working or arrangement used or fixed or supplied by the Contractor in connection with the execution of the Contract and from and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

### **SCC 3 RISE AND FALL IN COSTS**

Unless otherwise stated in the Contract, the Contract shall not be subject to adjustment for rise and fall in costs.

### **SCC 4 NOTIFICATION OF CLAIMS (Clause 46.1 of AS2124 –1992)**

In the paragraph of clause 46.1 of the General Conditions of Contract, delete "28" and replace with "14".

### **SCC 5 MANAGEMENT REQUIREMENTS**

#### **SCC 5.1 Traffic Management**

The Contractor shall develop a traffic management plan to the approval of the Superintendent. The works are to be constructed with minimum interference to traffic using the road.

#### **SCC 5.2 Occupational Health and Safety**

The Contractor shall ensure that the site is maintained safe at all times during the course of the works and generally satisfy the management requirements nominated in Occupational Health and Safety Act 1984 and Regulations 1996.

#### **SCC 5.3 Quality**

The Contractor shall develop the following:

- Inspection & Test Plan for all material and end product quality
- Program of works
- List of Nominated Sub-contractors

All concrete works shall be tested in accordance with relevant Australian Standards and certified by a NATA registered laboratory. The type and frequency of testing shall be as outlined in Appendix B9.

### **SCC 6 PRE-CONDITIONS TO COMMENCING WORKS**

The Contractor shall not commence the Works until the Superintendent has notified the Contractor that the Superintendent has approved:

- ☐ the Insurances required by the Contract
- ☐ the Contractor's Construction/Works Program,
- ☐ the Contractor's Traffic Management Plan, and
- ☐ the Contractor's Inspection and Test Plan.

This approval is conditional on the Contractor complying with any subsequent instructions from the Superintendent to amend the plans, within a time limit specified by the Superintendent.

**SCC 7 WARRANTIES BY CONTRACTOR**

The Contractor warrants that:

- ❑ The Contractor, its Subcontractors and their respective employees, have the requisite expertise, applicable professional skills and capabilities to carry out the Works and will continue to have them during the term of the Contract.
- ❑ The Contractor has familiarised itself with local conditions and all applicable legislative requirements.
- ❑ The Contractor's Subcontractors and their respective employees will not enter the Site without having first familiarised themselves to the extent necessary with local conditions and legislative requirements.
- ❑ The Contractor has examined all information relevant to the risks, contingencies and other circumstances having an effect on the Bill of Quantities and obtainable by making reasonable inquiries.
- ❑ The Contractor has inspected the Site and its surroundings.
- ❑ The Contractor will not do or permit anything that might damage the name or reputation of the Principal or reasonably invite adverse public criticism or result in the Principal being the subject of any official investigation.

**SCC 8 HOURS OF OPERATION**

The Contractor shall as a normal procedure confine its operation to daylight hours between the hours of 6.00am and 6.00pm Monday to Sunday.

The Superintendent may consider a request by the Contractor to vary its hours of operation, whose approval will not be unreasonably withheld. Notwithstanding, the Contractor shall not work outside of the hours prescribed above without the prior written approval of the Superintendent.

**SCC 9 SITE SUPERVISION**

The Contractor shall ensure nominate the site supervisor for the project and ensure that the nominated site supervisor is on site full-time for the duration of the Contract. Supervisory staff may not be substituted or removed without the prior approval of the Principal.

**SCC 10 PAYMENTS (Clause 42.1 of AS2124 –1992)**

After the word "payment" on the third line of the first sentence of clause 42.1 of the General Conditions of Contract, add the words "and a tax invoice"

In the first sentence of the fourth paragraph of clause 42.1 of the General Conditions of Contract, delete "28 days after receipt by the Superintendent of a claim for payment or within 14 days of issue by the Superintendent of the Superintendent's payment certificate, whichever is the earlier" and replace with "45 days after the end of the month in which the Superintendent receives a tax invoice in accordance with the first paragraph of clause 42.1, and subject to the contractor providing a credit note if the value of the tax invoice is higher than the amount subsequently certified by the Superintendent,"

**SCC 11 RETENTION (Clause 5.9 of AS2124 –1992)**

The Principal prefers the Contractor to lodge a bank guarantee in lieu of retention. However, if retention is to be deducted, the following amendment to the General Conditions of Contract shall apply.

Under the paragraph headed *Alternative 2* of clause 5.9 of the General Conditions of Contract, delete the second sentence.

**SCC 12 APPENDICES**

The specifications, policies, procedures, practices, plans, forms, reports and anything else included or referred to in the attached appendices are applicable to the Contract and the Contractor shall comply with all requirements contained or referred to in the appendices.



## **SECTION 2 : SPECIFICATIONS**

### **APPENDIX A – SCHEDULE OF WORK**

All as per the drawings listed, GTS Dwg No's MEEK-GRAVE-001 to 002 Rev A and Mulgul Creek sketch detail by Shire.

### **APPENDIX B – SPECIFICATIONS AND STANDARDS**

#### **B1 DESCRIPTION OF WORKS**

Refer to Scope of Works in Section 1.

#### **B2 PRINCIPAL SUPPLIED MATERIALS**

The Principal is **NOT** responsible for the supply of any items required for the completion of the works.

#### **B3 SUPPLIED INFORMATION - SURVEY CONTROL**

The Contractor will be responsible for all construction setout to the lines and levels detailed in the drawings.

#### **B4 CONTRACTOR'S SITE FACILITIES**

The Contractor shall be responsible for all site establishment.

#### **B5 SUPERINTENDENT'S REPRESENTATIVES**

The Superintendent for this contract will be as nominated by the Shire.

#### **B6 WATER SUPPLY**

The Contractor is responsible for the supply of water required for construction.

#### **B7 TRAFFIC MANAGEMENT**

The Contractor is required to submit a Traffic Management Plan which satisfies the standard requirements for works within the road reserve and maintains through-access along the Ashburton Downs Road. Any such Traffic Management Plan will be subject to the approval of the Superintendent.

#### **B8 OS&H GUIDANCE NOTE**

The Contractor shall ensure full compliance with all relevant OS&H legislation and guidelines.

#### **B9 CONCRETE**

##### **9.1 General**

The strength of concrete shall be defined as the average 28 day compressive strength of a minimum of two standard 100 mm diameter by 200 mm long cylinders taken from the same sample and made and cured and tested in accordance with AS 1012. In its finished state the concrete shall be sound, dense, durable, free from honeycombing and shall have the strength and other properties specified.

Concrete shall comply with AS 1379 except as varied by the requirements of this Specification. Unless otherwise noted aggregate size and slump is as follows:

- |    |                        |        |
|----|------------------------|--------|
| a) | Maximum aggregate size | 20 mm  |
| b) | Maximum slump          | 100 mm |

Admixtures may be used in concrete to modify workability but will not be permitted for the purpose of reducing cement content. However, the admixture shall have no harmful effect whatsoever upon the quality of the concrete or upon any reinforcement or other fixture embedded therein. Any admixture shall comply with the requirements of and be used in accordance with AS 1478.

All formwork used to form and support the concrete shall generally conform to the requirements of AS 3610.

### **9.2 Reinforcement**

Reinforcement used in the Works shall comply with the relevant requirements of AS 4671.

Steel for reinforcement shall be free from loose or thick rust, loose mill scale, all dirt, all grease and all other foreign substances which may impair the bond between steel and concrete. Reinforcement steel shall be stored above ground level and shall be protected from damage and deterioration due to exposure.

Reinforcing steel shall be accurately cut and bent to the dimensions and shapes shown in the Drawings.

Reinforcing steel shall be accurately placed in the positions shown on the Drawings and the maximum tolerance on all concrete cover dimensions shall be +5 mm and -0 mm. The reinforcement shall be secured in position so that it will not be displaced during the placement of concrete and the Contractor shall ensure that there is no disturbance of the reinforcement in concrete that has already been placed.

### **9.3 Placement**

*Prior to the placement of any concrete the Contractor must certify to the Superintendent that all falsework, formwork, reinforcement, levels, placement procedures and curing procedures to be employed comply with the requirements of the Technical Specification.*

Concrete shall be conveyed from on site mixers to its final position without delay and by methods which will not permit segregation and/or loss of material. All the concrete shall be placed in its final position within ninety minutes of the materials having been placed in the mixer.

Placement of concrete shall only be permitted providing:

- a) the concrete mix temperature during placement shall at no time exceed 35°C; AND EITHER
- b) the ambient shade temperature does not exceed 38°C and is falling, OR
- c) the ambient shade temperature is less than 38°C and rising provided that the placement can be completed before the ambient temperature exceeds 38°C.

During placing, all concrete shall be vibrated with a mechanical or pneumatic immersion vibrator to remove all voids and air bubbles.

Care shall be taken during placing to see that no foreign substances are included in the concrete.

The location of all construction joints shall be as indicated on the Drawings or approved by the Superintendent. Construction joints shall be made on true vertical and horizontal planes and the surface shall be roughened to remove all laitance and expose the aggregate to provide a thorough bond with concrete cast subsequently. The roughened surface shall be thoroughly cleaned with water to remove loose chips and any foreign matter. Immediately before fresh concrete is cast against the joint the hardened concrete surface shall be thoroughly wetted.

Freshly placed concrete shall be protected from the elements and from drying out by means of either continuous wetting or approved membrane curing and all exposed surfaces shall be thus cured for not less than five (5) days.

**9.4 Testing**

All sampling and testing of concrete specimens shall be in accordance with AS 1012 Parts 1 to 18. Concrete test cylinders shall be 100 mm diameter by 200 mm long. Rubber caps may be used for the capping of test cylinders, as allowed in AS 1012.9.

Any batch of concrete shall be deemed to comply with the strength requirements of this Specification if:

- (a) Every concrete test specimen in the batch has a 28 day compressive strength greater than 90% of the characteristic strength; and
- (b) The average 28 day compressive strength of the concrete test specimens in the batch is equal to or greater than the characteristic strength.

The Contractor shall supply 7-day and 28-day test results for all structural concrete.

Two representative test samples shall be taken for every 10m<sup>3</sup> of concrete poured.

The 7-day sample shall be tested and reported to the Superintendent within 14 days of sampling.

The 28-day test shall be tested and reported to the Superintendent within 35 days of sampling.

Failure to comply with the prescribed testing regime will result in reduced payment under Item 1.01

Failure to achieve the specified concrete strengths will result in rejection of the affected work or reduction in payment of the Bill Item.

**9.5 Conformance and Non-Conformance**

Concrete that shows evidence of poor workmanship such as honeycombing or is porous due to inadequate compaction or due to segregation or concrete that fails to comply with this Specification in regard to strength or tolerances or finishes or other requirements, shall be deemed to be non-conforming.

If at any time the concrete fails to meet any of the requirements of this Specification, concreting operations shall be suspended until corrective measures are taken, at no cost to the Principal.

**B10 ROCK PROTECTION****10.1 Materials**

Rock protection and rock pitching shall consist of clean, sound, durable, hard rock. Rock used shall be fresh to slightly weathered and of very high to extremely high strength, as defined in AS 1726. Rock that is laminated, fractured, porous or otherwise physically weak is unacceptable. Flat slab-like rock pieces, with the breadth or thickness less than one third its length, should be avoided due to poor interlocking and easy dislodgement by flow where not grouted.

Rock Class	Rock Size (m)	Rock Mass* (kg)	Minimum Percentage of Rock Larger Than
Light	0.55	250	0
	0.40	100	50
	0.20	10	90
¼ Tonne	0.75	500	0
	0.55	250	50
	0.30	35	90

\* Assuming a specific gravity of 2.65 and spherical shape.

*Prior to delivery to site, the Contractor shall provide certification to the Superintendent that the rock conforms to the specified requirements for its intended use. Test results should be reported on NATA endorsed documents.*

### **10.2 Construction**

The rock spalls shall be firmly placed into position to the required lines and levels with a minimum of voids and shaped to suit the drain grades or batter slopes to the following tolerances and compacted with at least 4 passes of a crawler tractor of mass not less than 11 tonnes:

- (a) Batter slopes shall be smoothly shaped to a uniform plane;
- (b) The dimensions of the rock layer shall not be less than that shown in the drawings. Local surface irregularities of the finished surface shall not vary from the prevailing batter slope by more than +100mm or -50mm measured at right angles to the slope;
- (c) No rock shall project above the shoulder and pavement level.

Rock protection shall present a generally uniform finish with flat surfaces of larger individual spalls, facing uppermost, comprising the finished surface and thoroughly keyed to the adjoining rocks.

Care shall be taken during placement to prevent sand filling voids between the rocks.

Where grouted rock protection is specified, the voids between spalls shall be filled with mortar, as detailed in the drawings. All mortar shall be vibrated with pencil vibrators. The size of the voids shall not exceed 50 mm in any direction.

Mortar for grouting shall comprise a 3:1 mix of builder's sand and ordinary Portland cement, with all sand being from the same source.



### **SECTION 3 : INFORMATION FOR TENDERERS**

#### **APPENDIX C – PHOTOS**

GRAVE CREEK FLOODWAY, SLK 204 Ashburton Downs Rd



**Figure C1 : Downstream at Ch 25-100, looking north**



**Figure C2 : Upstream of Ch 25-100**



**Figure C3 : Downstream of Ch25-205 looking north**



**Figure C4 : Upstream of Ch25-100 looking east**





**Figure C5 : Downstream of Ch100-140 looking west**

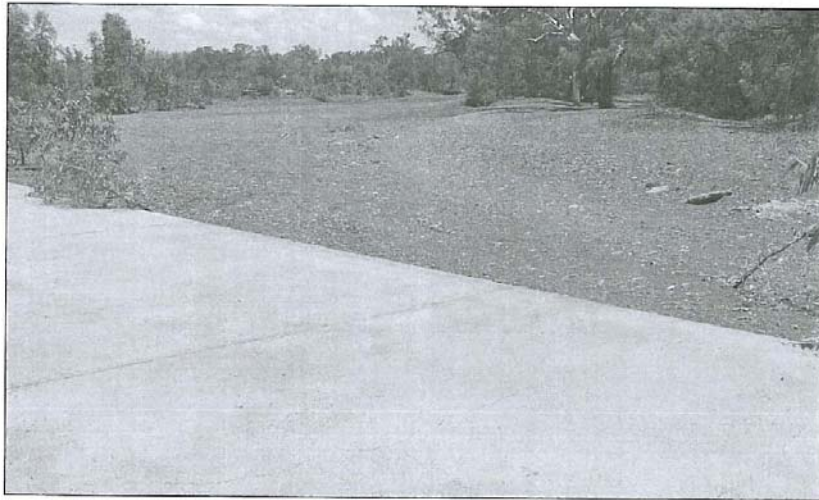


**Figure C6 : Downstream of Ch140-205 looking west**





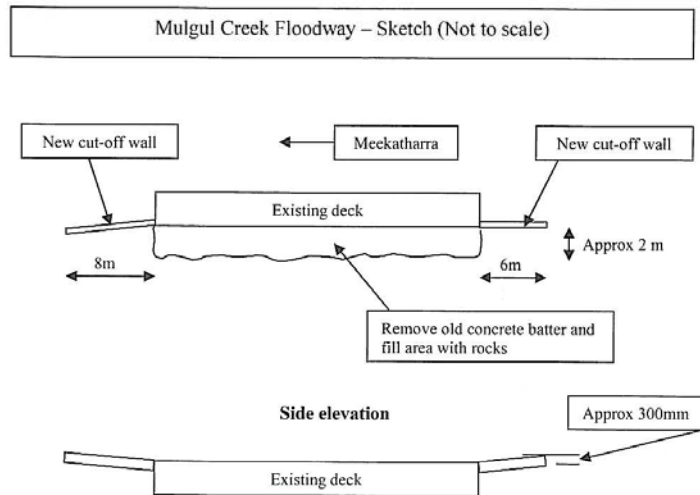
**Figure C6 : Downstream of Ch165-220 looking north**



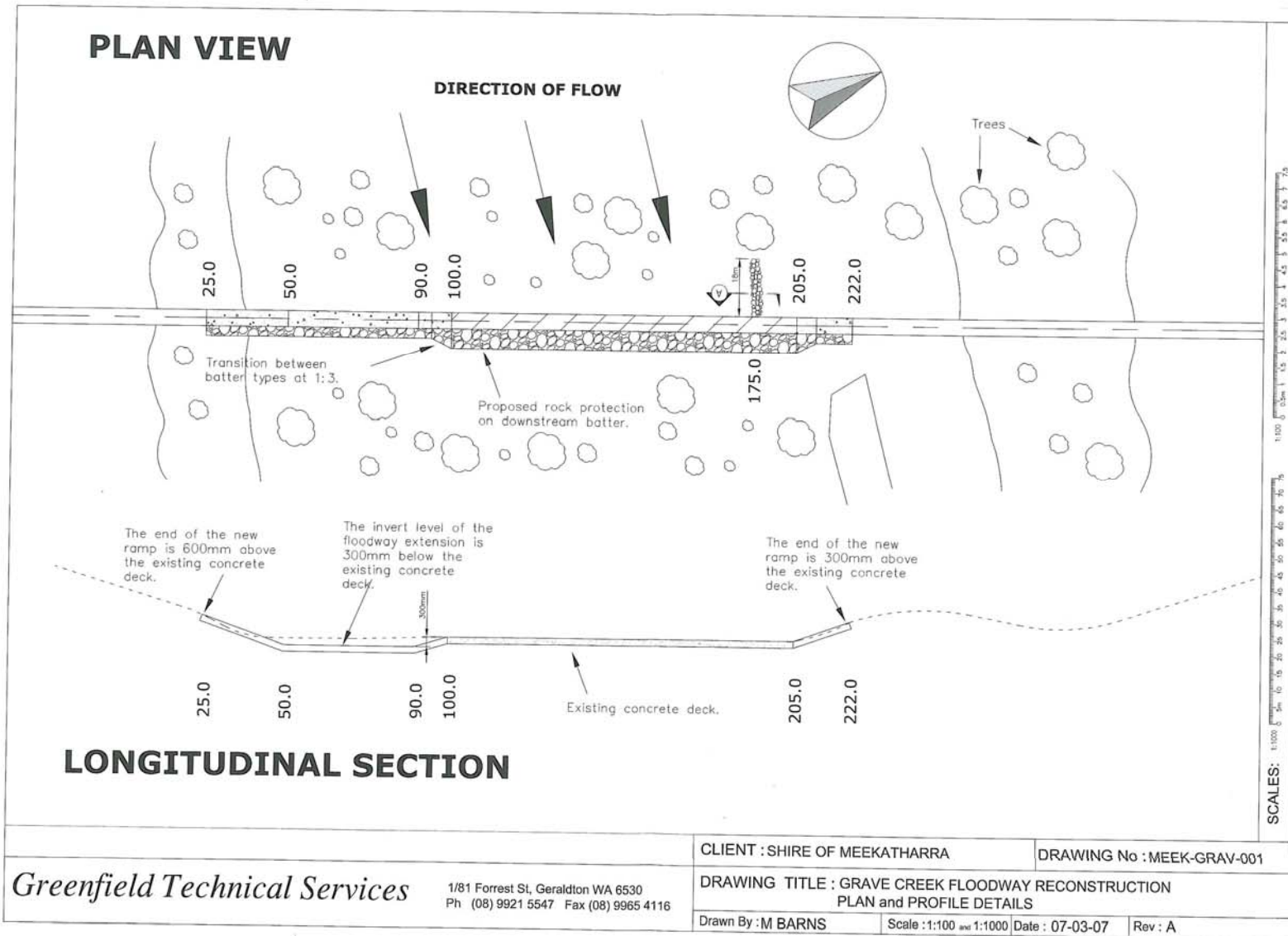
**Figure C7 : Upstream of Ch165-205 looking west**

#### **SECTION 4 : DRAWINGS**

Greenfield Dwg No MEEK-GRAV-001  
Greenfield Dwg No MEEK-GRAV-002  
Mulgul Creek Sketch Detail (below) by Shire







**Executive**

---

**From:** "Executive" <executive@meekashire.wa.gov.au>  
**To:** "Michael Keane" <greenfield@westnet.com.au>  
**Cc:** "Matt Barns" <matt.greenfield@westnet.com.au>  
**Sent:** Friday, 20 April 2007 10:29 AM  
**Subject:** Grave Creek Project

Morning Michael

Your draft tender docs go to Council tomorrow.

At this stage the feeling of the works group seems that we go with your designs with a view that any changes that may be required or decided will be negotiated with the successful tenderer - and after a further inspection of the floodway.

Some further facts and data would probably assist me in providing Council with information supporting your design.

Did you do any hydrological calculations or estimates on the floodway?

One concern raised is that the level of the natural rock bed varies greatly along the length of the floodway (even along the existing deck). It is largely unknown because we don't have levels and parts are covered with material. But the range could be perhaps 0.5 metre to 2.0 metre below the existing deck.

I'm afraid I struggle "picturing" 3D images of that sort of thing, but how would your designs work if we had this sort of level variation in the bed rock?

Another concern is the hardness of the rock - it can apparently be extremely hard - to the point where all excavations may need to be blasted.

Is there anyway of testing hardness when we do the site visit?

Regards

Roy McClymont



**Executive**

**From:** "Matt Barns" <matt.greenfield@westnet.com.au>  
**To:** "CEO MEEKATHARRA" <executive@meekashire.wa.gov.au>  
**Cc:** "Michael Keane" <greenfield@westnet.com.au>  
**Sent:** Friday, 20 April 2007 12:59 PM  
**Subject:** Grave Creek Floodway

Roy,

In response to your queries;

1. Hydrological Analysis

No, we did not do any hydrological calculations as it would require extensive survey data.

The final result of such analysis would give you an indication of the volume of water in the creek for a given flood event (1 in 5 year 1 in 10year, etc).

Additionally you would get some idea of the corresponding depth of flow over the floodway and the velocity of the flow for each flood event.

This information would be very relevant in determining the rock protection detail required at this crossing.

The rock batter protection that has been detailed has assumed that the velocity of flow over the middle section is approx 3.0-4.0m/s and approx 2.5-3.0m/s at the two ends. These flow figures are at the top end of what we might call standard treatments. Flow figures greater than this require extensive specific design calculations.

2. Rock Levels

Our quantities allow for average 1.0m height difference in the middle section, and average 0.5m at the ends.

The detail for the middle has a max batter slope of 1:3.

This means that if the the rock in one section is 2m below the existing deck then the batter will extend down to the bed level at 1:3 resulting in a width on the slope of 6m plus toe.

If the rock in the adjacent section is only 1m below the existring deck then the batter will still be a max of 1:3 but the width will obviously be less (approx 3m plus toe). The batter will be transitioned from the 3m width to the 6m width and back to the 3m width.

The detail for the two new end sections also has a max batter slope of 1:3.

We have assumed that the batter can be keyed into the rock bed with the rock bed no more than 0.5m below the new deck level.

The nominated detail for the two ends does not allow for tying in to the rock bed if the rock bed is greater than 0.5m below the new deck level.

If the height difference is greater than 0.5m, we would revise the detail and tie in the rock batter to the the existing downstream material (sitting above the rock bed).

Once again, the batter will be transitioned to the wider batter associated with the middle section.

We propose to take levels when we do the joint site inspection, and then we can detail any changes and issue an addendum prior to closing of tenders.

3. Hardness of Rock

Well, we don't want to do any blasting so close to the existing structure. MRWA are happy to lend me a Schmidt Hammer to bring up with us. This device is commonly used to measure the hardness of concrete. It will give us an indication of the rock hardness.

Regards,

Matt Barns  
Civil Engineer  
Greenfield Technical Services  
Mob 0428 215 540  
Ph 9921 5547 Fax 9965 4116



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

**Council Resolution:**

**That the Late Agenda items be introduced as new business of an urgent nature.**

**Moved: Cr O'Dwyer**

**Seconded: Cr Nichols**

**CARRIED 8/0**

**10.1.1 LIST OF ACCOUNTS PERIOD ENDED 31<sup>ST</sup> MARCH 2007**

**LOCATION:** N/A  
**APPLICATION:** CAMERON WATSON  
**FILE REF:** F/6  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 18<sup>th</sup> APRIL 2007  
**AUTHOR:** CAMERON WATSON  
DEPUTY CHIEF EXECUTIVE OFFICER

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

  
ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF SENIOR OFFICER:**



**Summary:**

Accounts are to be presented to council for payments.

**Background:**

List of accounts

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing each account paid since the last such list was prepared –
  - (a) the payee's name;
  - (b) the amount of the payment;
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing –

- (a) each account which requires council authorization in that month –
    - (i) the payee's name
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be –
- (a) presented to the council at the next ordinary meeting of council after the list is prepared; and recorded in the minutes of that meeting.

**Comment:**

Each month the accounts are presented to council for payment;

Municipal	Voucher No's	Amount: \$452,311.24
Trust Account	Voucher No's	Amount: \$ 0.00
Air BP	Voucher No's VARIOUS	Amount: \$ 20.95

**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:**

That the accounts as detailed for March 2007 be paid.

Moved: Cr B A O'Dwyer  
 Seconded: Cr A G Burrows

**CARRIED 8/0**

# MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY APRIL 21, 2007

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## SHIRE OF MEEKATHARRA

Accounts Due and Submitted to Finance Committee held on 21st April 2007

Chq/EFT	Date	Creditor	Amount	Bank	MUNICIAPL	AIR BP	TRUST
EFT895	14/03/2007	AG BURROWS PLANT	-49461.48	MUNBANK ROADWORKS	-49,461.48		
EFT896	14/03/2007	APPRENTICE & TRAINEESHIP CO	-919.60	MUNBANK TRAINEESHIP - KHALIN GINGER	-919.60		
EFT897	14/03/2007	AUSTRALIA POST	-336.45	MUNBANK POSTAGE	-336.45		
EFT898	14/03/2007	AIR LIQUIDE WA PTY LTD	-10.05	MUNBANK OXY & ACETYLENE	-10.05		
EFT899	14/03/2007	JOHN BOUNDY	-200.00	MUNBANK PICTURE FRAMES	-200.00		
EFT900	14/03/2007	BOC GASES	-637.52	MUNBANK CYLINDER RENT OXY & ACETYLENE	-637.52		
EFT901	14/03/2007	BUNNINGS GROUP LIMITED	-512.02	MUNBANK FAMILY CAMP SUPPLIES	-512.02		
EFT902	14/03/2007	COURIER AUSTRALIA	-128.70	MUNBANK FREIGHT	-128.70		
EFT903	14/03/2007	COATES HIRE	-90.33	MUNBANK PLANT HIRE	-90.33		
EFT904	14/03/2007	COMMERCIAL HOTEL MEEKATHARRA	-340.00	MUNBANK COUNCIL LUNCHES	-340.00		
EFT905	14/03/2007	CUTTING EDGES PTY LTD	-1562.00	MUNBANK GRADER BLADES	-1,562.00		
EFT906	14/03/2007	CJD EQUIPMENT PTY LTD	-120.13	MUNBANK PARTS	-120.13		
EFT907	14/03/2007	CENTURION TRANSPORT CO PTY LTD	-132.79	MUNBANK FREIGHT	-132.79		
EFT908	14/03/2007	COMMANDER AUSTRALIA LIMITED	-155.60	MUNBANK MAINTENANCE CONTRACT ON COMMANDER PHONE SYSTEM	-155.60		
EFT909	14/03/2007	CHEFMASTER AUSTRALIA	-2150.45	MUNBANK BIN LINERS	-2,150.45		
EFT910	14/03/2007	DIRECT HEATING AND COOLING	-192.50	MUNBANK CHECK AIR CON SYSTEM	-192.50		
EFT911	14/03/2007	DALTON MINING & MAINTENANCE	-1892.00	MUNBANK REPAIR RUST HOLES & REPAINT	-1,892.00		
EFT912	14/03/2007	FLETCHER COMMUNICATIONS	-828.30	MUNBANK COMMANDER TELEPHONE	-828.30		
EFT913	14/03/2007	FARMER JACKS	-957.24	MUNBANK LADDER	-957.24		
EFT914	14/03/2007	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	-287.73	MUNBANK DRUM UNIT	-287.73		
EFT915	14/03/2007	GOLDFIELDS PRINTING CO. PTY LTD	-429.00	MUNBANK STATIONARY	-429.00		
EFT916	14/03/2007	GERALDTON FUEL COMPANY	-62315.79	MUNBANK BULK DIESEL DELIVERED	-62,315.79		
EFT917	14/03/2007	WA HINO SALES & SERVICE	-660.24	MUNBANK RH SEAT BELT	-660.24		
EFT918	14/03/2007	HOPPY'S PARTS R U	-361.82	MUNBANK DRILL SET	-361.82		
EFT919	14/03/2007	TOLL IPEC PTY LTD	-162.48	MUNBANK FREIGHT	-162.48		
EFT920	14/03/2007	LACY CONTRACTING SERVICES	-696.08	MUNBANK PREPARE GRAVE	-696.08		
EFT921	14/03/2007	LOCAL GOVERNMENT APPOINTMENTS	-2145.00	MUNBANK CREATE POSITION DESCRIPTIONS	-2,145.00		
EFT922	14/03/2007	LANDGATE	-335.50	MUNBANK MINING TENEMENTS	-335.50		
EFT923	14/03/2007	MEEKATHARRA CARAVAN PARK	-390.34	MUNBANK DIESEL FUEL	-390.34		
EFT924	14/03/2007	MEEKATHARRA CORNER STORE	-602.45	MUNBANK GAS BOTTLE	-602.45		
EFT925	14/03/2007	MARKET CREATIONS	-176.00	MUNBANK BANNER AD FEBRUARY 2007	-176.00		
EFT926	14/03/2007	MINTER ELLISON	-528.62	MUNBANK NW GOLDFIELDS CLAIM	-528.62		
EFT927	14/03/2007	MURCHISON MAIL & FREIGHT SERVICES	-513.70	MUNBANK FREIGHT	-513.70		
EFT928	14/03/2007	MURCHISON ELECTRICAL	-980.43	MUNBANK REPLACE MOTOR IN EVAPORATIVE AIR COND.	-980.43		
EFT929	14/03/2007	MLB ELECTRICAL & REFRIGERATION	-3762.00	MUNBANK SUPPLY & INSTALL AIR CONDITIONER	-3,762.00		
EFT930	14/03/2007	MEEKA MEATS	-55.22	MUNBANK SAUSAGES	-55.22		
EFT931	14/03/2007	MT MAGNET WASTE DISPOSAL	-13090.00	MUNBANK RUBBISH COLLECTION	-13,090.00		
EFT932	14/03/2007	NORTHERN PAPER DISTRIBUTORS	-107.47	MUNBANK TOILET TISSUE	-107.47		
EFT933	14/03/2007	NEXUS FREIGHT	-68.42	MUNBANK FREIGHT	-68.42		
EFT934	14/03/2007	OFFICEWORKS BUSINESS DIRECT	-1774.12	MUNBANK STATIONARY SUPPLIES	-1,774.12		
EFT935	14/03/2007	DONALD B REID PTY LTD	-99.00	MUNBANK PROFESSIONAL SUPERVISION FOR HELEN GOULD	-99.00		
EFT936	14/03/2007	SOUTH WEST FIRE	-1600.50	MUNBANK 600 LT TANK - AIRPORT FIRE FIGHTING	-1,600.50		
EFT937	14/03/2007	MARK SMITH PTY LTD	-371.47	MUNBANK UNBLOCK SINK	-371.47		
EFT938	14/03/2007	SIGMA CHEMICALS PTY LTD	-719.90	MUNBANK POOL CHEMICALS	-719.90		
EFT939	14/03/2007	SPORTS POWER GERALDTON	-229.55	MUNBANK BASKETBALLS & WHISTLES	-229.55		
EFT940	14/03/2007	TRENFIELD B & E	-3991.40	MUNBANK TOWN MAINTENANCE CONTRACT	-3,991.40		
EFT941	14/03/2007	VISIMAX SAFETY PRODUCTS	-248.00	MUNBANK 2 X CAT CAGES	-248.00		
EFT942	14/03/2007	TOLL WEST	-134.38	MUNBANK FREIGHT	-134.38		
EFT943	14/03/2007	WESTRAC EQUIPMENT	-3246.50	MUNBANK REPAIRS AND PARTS	-3,246.50		
EFT944	14/03/2007	WA LOCAL GOVERNMENT ASSOCIATION	-370.00	MUNBANK FBT TAX SEMINAR - CAMERON WATSON	-370.00		
EFT945	14/03/2007	WESTNET PTY LTD	-44.95	MUNBANK INTERNET	-44.95		
EFT946	14/03/2007	YULELLA MECHANICAL	-731.50	MUNBANK REPAIR AIR CONDITIONER	-731.50		
EFT947	29/03/2007	CHILD SUPPORT AGENCY	-638.34	MUNBANK PAYROLL DEDUCTIONS	-638.34		
EFT948	29/03/2007	ALLIED PICKFORDS	-736.59	MUNBANK FREIGHT CHARGES	-736.59		

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## SHIRE OF MEEKATHARRA

Accounts Due and Submitted to Finance Committee held on 21st April 2007

Chq/EFT	Date	Creditor	Amount	Bank	MUNICIPAL	AIR BP	TRUST
EFT949	29/03/2007	BURROWS A.G.	-120.00	MUNBANK	MEETING ATTENDANCE FEES	-120.00	
EFT950	29/03/2007	BORAL CONSTRUCTION MATERIALS GROUP LTD	-109070.16	MUNBANK	SUPPLY & SPRAY BITUMEN	-109,070.16	
EFT951	29/03/2007	CIVIC LEGAL	-165.00	MUNBANK	HERITAGE TRAIL APPROVAL FORMS	-165.00	
EFT952	29/03/2007	DIRECT HEATING AND COOLING	-1276.00	MUNBANK	REPAIRS TO FRIDGE/FREEZER	-1,276.00	
EFT953	29/03/2007	DALTON MINING & MAINTENANCE	-1243.00	MUNBANK	CLEAN AND PAINT	-1,243.00	
EFT954	29/03/2007	FARMER JACKS	-134.43	MUNBANK	GROCERIES	-134.43	
EFT955	29/03/2007	GERALDTON MOWER & REPAIR SPECIALISTS	-7034.70	MUNBANK	KUBOTA GENSET	-7,034.70	
EFT956	29/03/2007	GLOBALSTAR AUSTRALIA PTY LTD	-439.67	MUNBANK	SATELLITE PHONE CHARGES	-439.67	
EFT957	29/03/2007	HOPPY'S PARTS R U	-201.52	MUNBANK	HAMMER DRILL	-201.52	
EFT958	29/03/2007	TOLL IPEC PTY LTD	-102.61	MUNBANK	FREIGHT	-102.61	
EFT959	29/03/2007	JR & A HERSEY PTY LTD	-2569.72	MUNBANK	KANGA HAMMER	-2,569.72	
EFT960	29/03/2007	LOCK, STOCK & FARRELL	-222.20	MUNBANK	PADLOCKS	-222.20	
EFT961	29/03/2007	LANDGATE	-47.50	MUNBANK	TITLE SEARCH	-47.50	
EFT962	29/03/2007	MIDWEST MOWERS & SMALL ENGINES	-263.00	MUNBANK	CONSUMABLES	-263.00	
EFT963	29/03/2007	GARY MARTIN	-2200.00	MUNBANK	COMPLIANCE AUDIT 2006	-2,200.00	
EFT964	29/03/2007	MIDWEST TOYOTA	-155.94	MUNBANK	PARTS	-155.94	
EFT965	29/03/2007	MARKET CREATIONS	-396.00	MUNBANK	PR CONSULTANCY FEB 2007	-396.00	
EFT966	29/03/2007	MERCURY FIRESAFETY PTY LTD	-2362.80	MUNBANK	FIRE EQUIPMENT SERVICE	-2,362.80	
EFT967	29/03/2007	MEEKA MEATS	-105.57	MUNBANK	REFRESHMENTS FOR SECURITY DRILL	-105.57	
EFT968	29/03/2007	NEXUS FREIGHT	-510.89	MUNBANK	FREIGHT	-510.89	
EFT969	29/03/2007	BROADCAST AUSTRALIA PTY LTD	-374.03	MUNBANK	POWER RECOVERY SBS	-374.03	
EFT970	29/03/2007	READYMIX HOLDINGS PTY LTD	-4596.96	MUNBANK	SEALING AGGREGATE	-4,596.96	
EFT971	29/03/2007	DONALD B REID PTY LTD	-66.00	MUNBANK	PROFESSIONAL SUPERVISION OF HELEN GOULD	-66.00	
EFT972	29/03/2007	SPECTRUM DISTRIBUTORS	-60.98	MUNBANK	CHEMICALS	-60.98	
EFT973	29/03/2007	SMITH ANN	-120.00	MUNBANK	MEETING ATTENDANCE FEE	-120.00	
EFT974	29/03/2007	TOTALLY WORKWEAR BUNBURY	-491.74	MUNBANK	UNIFORMS FOR K. SALMON	-491.74	
EFT975	29/03/2007	TRENFIELD B & E	-3991.40	MUNBANK	TOWN MAINTENANCE CONTRACT	-3,991.40	
EFT976	29/03/2007	IT VISION COMPUTER SYSTEMS	-866.15	MUNBANK	RATES REGIONAL TRAINING - KRY'S EAST 8/9 NOV 06	-866.15	
EFT977	29/03/2007	VIDGUARD SECURITY SYSTEMS	-12768.00	MUNBANK	SUPPLY & INSTALL ALARM SYSTEM	-12,768.00	
EFT978	29/03/2007	WESTRAC EQUIPMENT	-12686.52	MUNBANK	REPAIRS AND PARTS	-12,686.52	
22571	09/03/2007	PETTY CASH	-362.15	MUNBANK	PETTY CASH RECOUP	-362.15	
22572	14/03/2007	AUSKI INLAND MOTEL	-192.50	MUNBANK	ACCOMMODATION AND MEALS - JOHN PHILLIPS	-192.50	
22573	14/03/2007	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	-74.00	MUNBANK	LICENCE RENEWAL VH6FZB & SBS60	-74.00	
22574	14/03/2007	DEPARTMENT OF CULTURE AND THE ARTS	-176.00	MUNBANK	BETTER BEGINNINGS BOOKS	-176.00	
22575	14/03/2007	A & N J FRANCO	-1560.00	MUNBANK	RENT LOT 887 OLIVER ST MEEKATHARRA	-1,560.00	
22576	14/03/2007	FIRE & EMERGENCY SERVICES AUTHORITY OF WA	-3077.77	MUNBANK	RECOVERY OF RADIOS	-3,077.77	
22577	14/03/2007	HORIZON POWER	-19547.10	MUNBANK	ELECTRICITY CHARGES JAN - FEB 07	-19,547.10	
22578	14/03/2007	TELSTRA CORPORATION LIMITED	-2552.88	MUNBANK	TELEPHONE	-2,552.88	
22579	14/03/2007	TRENFIELD MOTORS	-6110.73	MUNBANK	PLANT REPAIRS	-6,110.73	
22580	14/03/2007	TRENFIELD MOTORS (AIR)	-1627.00	MUNBANK	FLIGHT FOR BILL ATYEO	-1,627.00	
22581	14/03/2007	VODAFONE PTY LTD	-10.00	MUNBANK	VODAFONE CHARGES	-10.00	
22582	26/03/2007	AUSTRALIAN TAXATION OFFICE	-56419.00	MUNBANK	FEB 2007 BAS	-56,419.00	
22585	29/03/2007	AUSTRALIAN SERVICES UNION	-34.40	MUNBANK	PAYROLL DEDUCTIONS	-34.40	
22586	29/03/2007	CBUS ADMINISTRATION	-324.12	MUNBANK	SUPERANNUATION CONTRIBUTIONS	-324.12	
22587	29/03/2007	STATE EMERGENCY SERVICE MEEKATHARRA	-2559.36	MUNBANK	OFFICEWORKS LINE ITEM 1	-2,559.36	
22588	29/03/2007	CREDIPAC AUSTRALIA	-1123.30	MUNBANK	DEBT COLLECTION - RATES	-1,123.30	
22589	29/03/2007	DEPT OF CONSUMER & EMPLOYMENT PROTECTION	-16.50	MUNBANK	DANGEROUS GOODS STORAGE LICENSE	-16.50	
22590	29/03/2007	FIRE & EMERGENCY SERVICES AUTHORITY OF WA	-838.94	MUNBANK	ESL RETURN	-838.94	
22591	29/03/2007	HUTCHINSON T.R.	-240.00	MUNBANK	MEETING ATTENDANCE FEE	-240.00	
22592	29/03/2007	MIKE HOPKINS OFFICE FURNITURE	-6685.00	MUNBANK	OFFICE FURNITURE	-6,685.00	
22593	29/03/2007	SHIRE OF MEEKATHARRA	-222.76	MUNBANK	PAYROLL DEDUCTIONS	-222.76	
22594	29/03/2007	NICHOLS H.J.	-120.00	MUNBANK	MEETING ATTENDANCE FEE	-120.00	
22595	29/03/2007	ODWYER B.A.	-385.60	MUNBANK	TRAVEL COSTS	-385.60	
22596	29/03/2007	PILBARA MANGANESE PTY LTD	-109.85	MUNBANK	RATES REFUND FOR ASSESSMENT A5834 P52/1031 PEAK HILL GOLD FILL	-109.85	

### 10.1.2 OUTSTANDING DEBTORS

**LOCATION:** N/A  
**APPLICATION:** NIL  
**FILE REF:** D/15  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 16<sup>th</sup> APRIL 2007  
**AUTHOR:** CAMERON WATSON  
DEPUTY CHIEF EXECUTIVE OFFICER

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

**SIGNATURE OF SENIOR OFFICER:** 

**Summary:**

Attached is a copy of the detailed outstanding Sundry Debtors.

**Background:**

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

The following applies to all outstanding debtors –

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

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

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

**Comment:**

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

**Consultation:**

Roy McClymont – Chief Executive Officer

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Loss of revenue

**Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority

**Officers Recommendation/Council Resolution:**

**That Council receives the outstanding monthly Debtor Trial Balance for 31<sup>ST</sup> March 2007.**

**Moved: Cr A G Burrows**

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

**CARRIED 8/0**

# MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY APRIL 21 2007

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SHIRE OF MEEKATHARRA

		Debtors Trial Balance				
		As at 31.03.2007				
Debtor #	Name	31.12.2006 > 90 days	30.01.2007 > 60 days	01.03.2007 > 30 days	31.03.2007 Current	Total
A041	AD ASTRAL AVIATION	0.00	0.00	0.00	82.82	82.82
A049	AIR AUSTRALIA INTERNATIONAL	0.00	87.75	87.50	-87.75	87.50
B2	AIR BP	0.00	0.00	0.00	465.38	465.38
A029	AIR PHOENIX INTERNATIONAL	0.00	0.00	67.36	34.93	102.29
A074	AIRLINES OF TASMANIA PTY LTD	0.00	0.00	41.91	0.00	41.91
C7	AIRSERVICES AUSTRALIA	0.00	0.00	0.00	2179.58	2179.58
A061	ALCHIN MEGAN	0.00	0.00	0.00	14.49	14.49
A009	ALGOL HOLDINGS	0.00	0.00	11.59	0.00	11.59
L028	ANTHONY LATHAM	11.47	0.00	0.00	0.00	11.47
A064	AUSTRALASIAN JET PTY. LTD.	0.00	0.00	83.82	0.00	83.82
A046	AUSTRALIAN AERIAL SURVEYS P/LTD	-33.68	0.00	0.00	0.00	-33.68
A073	AVTECH	0.00	0.00	11.00	0.00	11.00
B046	BACK NOMINEES	0.00	68.36	34.18	0.00	102.54
B021	BUNBURY AERO CLUB (INC)	0.00	0.00	-24.36	0.00	-24.36
C019	CASAIR PTY LTD	0.00	0.00	26.94	0.00	26.94
C070	CENTRELINK MEEKATHARRA	0.00	0.00	0.00	142.76	142.76
M21	CHARLES GATES MCELWEE	0.00	0.00	-42.17	87.75	45.58
B022	CLARK BUTSON	0.00	-26.94	17.95	0.00	-8.99
T019	CLARKE TERENCE	0.00	0.01	0.01	38.68	38.70
C023	COLLINS, HAYDN	37.90	0.00	0.00	0.00	37.90
C068	CORPORATE AIR	44.00	-44.00	0.00	0.00	0.00
D011	D & L ELECTRICS	0.00	29.44	0.00	88.16	117.60
M090	DARREN MOORE	20.75	0.00	0.00	0.00	20.75
F011	DAVID FORREST	0.00	0.00	26.44	0.00	26.44
D028	DEMORE PTY LTD	-24.75	0.00	0.00	0.00	-24.75
H007	DEPARTMENT OF HOUSING AND WORKS	0.00	-132.00	0.00	417.52	285.52
K033	DR CARY KAILIS	-53.88	0.00	0.00	0.00	-53.88
E013	EDSAL PTY LTD	-36.26	0.00	0.00	0.00	-36.26
E009	ESPERANCE AIR CHARTER	37.90	0.00	0.00	0.00	37.90
F013	FLIGHT CLUB PTY LTD	0.00	0.00	44.00	0.00	44.00
F022	FORD ELECTRONICS	0.00	0.00	0.00	17.95	17.95
F028	FUGRO GROUND GEOPHYSICS	0.00	0.00	0.00	418.00	418.00
G033	GENERAL AVIATION MAINTENANCE	0.00	0.00	0.00	44.00	44.00
G011	GERALDTON AIR CHARTER	0.00	0.00	-51.06	17.95	-33.11
G008	GOLDFIELDS AIR SERVICES	0.00	0.00	0.00	143.90	143.90
S038	GREGORY DENNIS STONEY	0.00	44.39	0.00	0.00	44.39
G032	HELEN GOULD	0.00	0.00	0.00	71.29	71.29
H048	HELIWORK WA	0.00	0.00	95.76	149.79	245.55
S047	IVAN SALISBURY	-0.20	0.00	13.50	0.00	13.30



# MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY APRIL 21 2007

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SHIRE OF MEEKATHARRA

		Debtors Trial Balance				
		As at 31.03.2007				
Debtor #	Name	31.12.2006 > 90 days	30.01.2007 > 60 days	01.03.2007 > 30 days	31.03.2007 Current	Total
J023	J N ENGINEERING	0.00	25.70	0.00	0.00	25.70
J018	JANDAKOT FLIGHT CENTRE	0.00	-24.07	0.00	103.62	79.55
J010	JAYROW HELICOPTERS	0.00	21.45	35.20	0.00	56.65
J060	JINGLE HOLDINGS	0.00	0.00	439.46	483.64	923.10
P055	JULIE PEAKHAM	0.00	0.00	234.72	0.00	234.72
S054	KERRY SALMON	0.00	0.00	0.00	31.01	31.01
K021	KING LEOPOLD AIR	0.00	0.00	0.00	17.95	17.95
L018	LANGTREE COPPIN	0.00	0.00	0.00	11.00	11.00
L023	LEONORA AIR SERVICE	80.72	0.00	0.00	0.00	80.72
M058	LINDEN MILLIST	11.47	0.00	0.00	0.00	11.47
M046	MACKELLA INVESTMENTS	0.00	0.00	644.64	0.00	644.64
M4	MAIN ROADS WA	0.00	0.00	0.00	1496.32	1496.32
MC1D	MEEKATHARRA CARAVAN PARK	-52.50	0.00	0.00	0.00	-52.50
M9	MEEKATHARRA DIST HIGH SCHOOL	4071.40	0.00	0.00	46.20	4117.60
M011	MEEKATHARRA POLICE DEPT	0.00	0.00	0.00	142.76	142.76
M052	MOBIL OIL AUSTRALIA PTY LTD	0.00	0.00	1251.84	1251.84	2503.68
M079	MULGA DOWNS	0.00	0.00	0.00	11.97	11.97
N009	NANTAY PTY LTD - MAROOMBA	0.00	0.00	140.59	0.00	140.59
H016	NATALIE HOPE	-0.12	0.00	0.00	0.00	-0.12
N002	NETWORK AVIATION	0.00	0.00	6100.49	1692.79	7793.28
O014	OMHELICOPTER CO	0.00	0.00	0.00	44.00	44.00
P047	PARADISE RESOURCES	24.75	0.00	0.00	0.00	24.75
L011	PAUL LYONS	0.00	0.00	79.32	106.75	186.07
H021	PHILIP HOOPER - COCKLES	-13.57	0.00	0.00	0.00	-13.57
Q004	PRESTON QUARTERMAINE	168.45	0.00	0.00	0.00	168.45
L003	RICHIE BRENNAN - LANDOR STN	0.20	0.00	0.00	0.00	0.20
R010	RITS CORROSION INTEGRITY PROJECT MANAGEM	0.00	0.00	14.67	0.00	14.67
R009	ROYAL AERO CLUB OF WA	0.00	29.52	12.56	0.00	42.08
R005	ROYAL FLYING DOCTOR SERVICE	0.00	0.00	1991.25	4981.08	6972.33
R006	ROYAL MAIL HOTEL	0.00	878.33	0.00	0.00	878.33
R053	RUBY MIA	7427.27	0.00	0.00	0.00	7427.27
S051	SHINE AIR	0.00	-38.10	0.00	0.00	-38.10
S007	SKIPPERS AVIATION	0.00	0.00	7470.47	4638.00	12108.47
S053	SUNLAND AVIATION SERVICE	14.48	0.00	0.00	0.00	14.48
T011	THREE RIVERS STATION	878.40	0.00	0.00	0.00	878.40
P033	TIMOTHY PETTITT	0.00	0.00	11.00	0.00	11.00
T010	TRANSWAY HOLDINGS	0.00	0.00	0.00	44.00	44.00
T018	TRENFIELD MAL	0.00	0.00	18.24	20.68	38.92
T007	TROPIC AIR SERVICES	0.00	0.00	64.86	32.43	97.29

# MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY APRIL 21 2007

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SHIRE OF MEEKATHARRA

		Debtors Trial Balance				
		As at 31.03.2007				
Debtor #	Name	31.12.2006	30.01.2007	01.03.2007	31.03.2007	Total
		> 90 days	> 60 days	> 30 days	Current	
U001	UNIVERSAL TRACKING SYSTEMS	54.18	0.00	216.72	340.18	611.08
V004	VEE-H AVIATION	0.00	0.00	0.00	41.91	41.91
	Totals	12668.38	919.84	19170.40	19865.33	52623.95

### 10.1.3 LEASE OF LOT 127 DARLOT STREET MEEKATHARRA

<b>LOCATION:</b>	LOT 127 DARLOT STREET
<b>APPLICATION:</b>	ROYAL ANTEDILUVIAN ORDER OF BUFFALOES
<b>FILE REF:</b>	ASSESSMENT FILE A172 & LEASE FILE
<b>DISCLOSURE OF INTEREST:</b>	NIL
<b>DATE OF REPORT:</b>	19 <sup>th</sup> APRIL 2007
<b>AUTHOR:</b>	CAMERON WATSON DEPUTY CHIEF EXECUTIVE OFFICER

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

  
ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF SENIOR OFFICER:**



**Summary:**

This report recommends the renewal of the lease held between the Shire of Meekatharra and the Royal Antediluvian Order of Buffaloes for Lot 127 Darlot Street, known as the Masonic Lodge, be renewed for a further five year term.

**Background:**

The current lease with the Royal Antediluvian Order of Buffaloes is effective from 1<sup>st</sup> January 2003 and is for a five year period, the current lease will expire on the 31<sup>st</sup> December 2007.

**Comment:**

Correspondence from the Royal Antediluvian Order of Buffaloes has been received requesting the renewal, for a five year period, of the lease currently held for the Masonic Lodge at Lot 127 Darlot Street Meekatharra. A copy of the proposed lease agreement is attached to this item and is the same agreement Council previously entered into.

**Consultation:**

Roy McClymont – Chief Executive Officer

**Statutory Environment:**

Local Government Act 1995, section 3.58

Local Government (Functions & General) Regulations 1996, reg 30 (2) (b)

**Policy Implications:**

Nil

**Financial Implications:**

Annual rental of \$520.00

**Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority

**Officers Recommendation/Council Resolution:**

Moved: Cr M D E Bain

Seconded: Cr A E Smith

**That Council**

1. agrees to renew the lease between its self and the Royal Antediluvian Order of Buffaloes for Lot 127 Darlot Street Meekatharra, known as the Masonic Lodge. The lease is to be for a five year period commencing 1<sup>st</sup> January 2008 and concluding 31<sup>st</sup> December 2012. All other conditions to be as per the lease agreement ; and
2. authorize the Chief Executive Officer to sign the lease documentation on Councils behalf.

**CARRIED 8/0**

The Shire of Meekatharra hereby agrees to lease the land and buildings at Lot 127 Darlot Street Meekatharra under the following terms and conditions.

Lessor - Shire of Meekatharra

Lessee - Royal Antediluvian Order of Buffaloes  
St John Charles Head  
Lodge Orient No. 31

Commencement Date - 1<sup>st</sup> January 2008

Conditions

- 1.1 The building known as the Masonic Lodge and land at Lot 127 Darlot Street Meekatharra is made available for the sole and exclusive use of the Lessee for a period of five (5) years from 1<sup>st</sup> January 2008.
- 1.2 At least one month prior to the expiration of the lease, the Lessee shall have the option of renewing the lease.
- 1.3 On expiry of this lease agreement, the Lessee may extend the lease for any term from one (1) to five (5) years. Providing always that the Lessee may relinquish the lease at any time, with at least three (3) months notice, should the Lessee organisation disband or for any other reason.

Should the premises and land cease to be used as a meeting place and for the storage of memorabilia or the premises falls into a state of disrepair during the period of the lease, the Lessor reserves the right to deal with the premises as it deems appropriate. The Lessor may elect to cancel the lease, under this clause, at their complete discretion.

The Lessee shall be responsible for the day to day care and maintenance of the premises and land, all fixtures, fittings and equipment whether existing at the date of commencement of the lease or installed at a later date. Where considered appropriate the Lessor may direct the Lessee to carry out necessary maintenance and repairs at their cost.

The Lessee shall pay an annual rent of \$520.00 per annum, payable at least three (3) monthly in advance. The Lessor may elect to increase the rental at 1<sup>st</sup> July annually, such increase not to be greater than the preceding 12 monthly CPI. Rental adjustments may also be considered where the use and occupancy of the premises is significantly changed.

Electricity at the premises shall be paid for by the Lessee. The Lessor shall pay for water use and rates and Council rates. Other fixed charges shall be as determined from time to time but shall be at the discretion of the Lessor.

The Lessor shall insure the building and contents. The Lessee shall be responsible to insure their own private fixtures, furniture and memorabilia as required.

The Lessor may financially assist the Lessee from time to time with major repairs and capital type expenditure to the building. Such requests or need shall be considered by Council at the time of preparation on the Annual Budget.

The Lessee shall not alter or extend the building in any way without the prior consent of Council.

All other matters that arise from time to time shall be dealt with in accordance with accepted leasing arrangements and by mutual consent.

Signed:

\_\_\_\_\_

Chief Executive Officer

For and on behalf of the Shire of Meekatharra (the Lessor)

Signed:

\_\_\_\_\_

Secretary

For and on behalf of the RAOB's (the Lessee)

Witness:

\_\_\_\_\_

Date:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**10.1.4 WAIVER OF LANDING FEES, RAAF VISIT ANZAC DAY 2007**

<b>LOCATION</b>	NIL
<b>APPLICANT</b>	NIL
<b>FILE REFERENCE</b>	A/20/2
<b>DISCLOSURE OF INTEREST</b>	NIL
<b>DATE OF REPORT</b>	19 <sup>TH</sup> APRIL 2007
<b>AUTHOR</b>	CAMERON WATSON DEPUTY CHIEF EXECUTIVE OFFICER



**SIGNATURE OF AUTHOR  
SENIOR OFFICER**

ROY McCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF SENIOR OFFICER**

**Summary:**

This report recommends the waiver of the Meekatharra Airport's landing fees associated with the RAAF flyover and visit with the Veterans Legion of Australia on ANZAC Day 2007.

**Background:**

Correspondence from Barry Haase MP, Federal Member for Kalgoorlie, has indicated that the RAAF will be making 2 flyovers and attending a morning tea with members of the Veterans Legion of Australia in Meekatharra on ANZAC Day 2007. The RAAF will be supplying approximately 2 Pilatus PC-9/A two-seat single-engine turboprop aircraft that are commonly utilized in training and aerobatic roles.

**Comment:**

The RAAF flyover of Meekatharra forms part of a circular route taking in, in the following order, Wiluna, Meekatharra, Cue, Mt Magnet, Sandstone and Leonora. Landings will only be made at Meekatharra and Leonora. The landing at Meekatharra is to facilitate a morning tea with the local Veterans Legion of Australia members and to refuel the aircraft.

**Consultation:**

Linda Crook – Barry Haase's Kalgoorlie office



**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

The Meekatharra Airport charges landing fees at \$10.00 per tonne per aircraft ex GST. Each Pilatus PC-9/A aircraft weights approximately 2,250 kg so landing fees of approximately \$22.50 ex GST per aircraft will be waived by Council.

**Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority

**Officer Recommendation / Council Resolution:**

Moved: Cr A G Burrows

Seconded: Cr B A O'Dwyer

**That Council waive the Meekatharra Airport landing fees for all RAAF aircraft associated with ANZAC Day 2007 flyovers.**

**CARRIED 8/0**

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

NIL

**12. CLOSURE OF MEETING**

**The President Cr T R Hutchinson declared the meeting closed at 12.07pm.**