

## **SHIRE**

of

## *MEEKATHARRA*

**MINUTES** 

of

**COUNCIL MEETING** 

held

AT THE COUNCIL CHAMBERS, MEEKATHARRA

on

SATURDAY 17 OCTOBER 2020 COMMENCED AT 9:30AM

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### 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

## 1.1. DECLARATION OF OPENING

The Shire President, Cr HJ Nichols declared the meeting opened at 9.32am on Saturday 17 October 2020.

## 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 don not act on what is heard at this Meeting and should only rely on written confirmation of council's decision, which will be provided within fourteen (14) days of this Meeting.

The Shire President, Cr HJ Nichols, read the disclaimer out loud.

### 2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OR ABSENCE

**Members** 

Cr HJ Nichols Shire President

Cr PS Clancy Deputy Shire President

Cr MJ Smith Cr MR Hall Cr DK Hodder

**Staff** 

**Roy McClymont** Chief Executive Officer

Krys East Deputy Chief Executive Officer

Tralee Cable Community & Development Services Manager

Apologies Cr PS Moses

**Approved Leave of Absence** 

Nil

**Observers** 

Nil

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

Nil

## 4. PUBLIC QUESTION TIME

Nil

## 5. APPLICATION FOR LEAVE OF ABSENCE

Moved: Cr MR Hall Seconded: Cr DK Hodder

That Cr PS Clancy be granted Leave of Absence for the 21 November 2020 Ordinary Council Meeting.

CARRIED 5/0

### 6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

## 6.1. ORDINARY COUNCIL MEETING HELD 22 SEPTEMBER 2020

## **Council Resolution**

Moved: Cr DK Hodder Seconded: Cr MJ Smith

That the minutes from the Ordinary Council Meeting held Tuesday 22 September 2020 be confirmed.

CARRIED 5/0

## 6.2. HEALTH, BUILDING & TOWN PLANNING COMMITTEE MEETING HELD 22 SEPTEMBER 2020

## **Council Resolution:**

Moved: Cr DK Hodder Seconded: Cr PS Clancy

That the minutes from Health Building Town Planning Meeting held Tuesday 22 September 2020 be received.

**CARRIED 5/0** 

## 6.3. AUDIT COMMITTEE MEETING HELD 22 SEPTEMBER 2020

## **Council Resolution:**

Moved: Cr MJ Smith Seconded: Cr DK Hodder

That the minutes from Audit Committee Meeting held Tuesday 22 September 2020 be received.

**CARRIED 5/0** 

## 7. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS Nil

## 8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

- Chief Executive Officer, Mr Roy McClymont attended the Regional Road Murchison Sub Group meeting on 23<sup>rd</sup> September 2020. The meeting was held here in Meekatharra and was the first meeting to be held in the new Lloyds Plaza Conference Room.
- A very successful Meeka Festival weekend was held on 26 -27 September 2020.
- The Lloyds Plaza redevelopment was officially opened by the Hon. Melissa Price MP on 26 September 2020. The opening was attended by well over 100 people including Mr Vince Catania MLA and the Hon. Robin Scott MLC. That evening an amazing art exhibition and cocktail event was held in the new art gallery and plaza.

### 9. REPORTS OF COMMITTES AND OFFICERS

### 9.1. OFFICERS MONTHLY REPORTS

### 9.1.1. WORKS & SERVICES MANAGER'S REPORT – SEPTEMBER 2020

### **Construction Crew**

- A67 Ashburton Downs Road R2R Funding:
  - Started early July 2020 Resheet, construct new levels for road seal Ashburton Downs Road, R2R funding SLK 0.01 to SLK 6.1 (Reconstruct and seal works 6 km)
  - o MJB Supply ordered for culverts for new works
  - Culvert earthworks complete waiting for install of Culvert Concrete base / headwalls by Contractor
  - o Bitutek seal booked early November after BBRF program.
- Contract A67 Ashburton Downs Road R2R Funding:
  - o Request for quote R2R A67 Culverts and Cut Off Walls
  - RFQ 20/21 04 Ashburton Downs / Meekatharra Road Awarded to Bulldog Contracting by email quote 23 September 2020, the quote lump sum price of \$124,700.00 plus GST.

## **Contract Maintenance Grading**

- Northampton Grader Hire
  - o M18 Weelarranna West Road (Complete)
  - o M65 Jigalong Community Road (Complete)
  - o M1 Mt Clere Meekatharra Road (Complete)
  - o M24 Trillbar Road (Complete)
  - o M135 Alternate Heavy Haulage Road (Complete)
  - o M131 Peace Gorge (Complete)
  - o M99 Stockyard Access Road (Complete)
  - o M28 Woodlands Mt Augustus Road (Next Works)
  - M67 Ashburton Downs Road spot damage repairs

## **Flood Damage**

- 2019/20 DRFAWA Eligible Disaster Proclamation Notification 'Tropical Cyclone Damien and Associated Flooding (4-9 February 2020)' AGRN 899
  - Greenfield Technical Services have finalised document reports waiting for approval under the Flood Damage Preliminary Notification for Flood Damage within the Shire of Meekatharra on all roads for review.
  - o 19 August 2020 DFES approval to MRD \$17.9 million
  - 8 September 2020 Bernie Millar provided comments to Greenfield of changes to AGRN 899 – SMK Flood Damage Project under Number Project #P0083 – reduce and amend 3% changes to Flood Damage costs – Minus \$600K
  - Greenfield Technical Services appointed under WALGA preferred Contractor by Shire of Meekatharrra to provide administration and evidence services associated with AGRN888/899 for all related works under flood damage works.
  - Greenfield provided RFT20/21 01 Supply of Hired Road Construction Plant with Operators for Upgraded Works for closing date Tender Submission – 1 September 2020 @ 2pm.

## **Contracts Schedule for Flood Damage**

### MTF:

- o FDC 66 Landor Road
- o FDC 67 Ashburton Downs Road Top down from Boundary

### NGE:

- FDC 20 Turee Creek Road
- o FDC 19 Sylvania Road
- o FDC 65 Jigalong Mission road & Weelarranna West Road
- o FDC 4 Bulloo Downs Roads
- o FDC 33 Marymia Road
- o FDC 2 Peak Hill Three Rivers Road

## BBRF – BB66 – Landor Road – BBRF Funded (First Stage SLK 169.52 to SLK 179.52)

- o MTF Services appointed sole Contractor by Council to start on BBRF (First Stage).
- o Current works on subgrade and final base levels.
- o Survey Ascon and road levels provided.
- Soil Tests on first 1 km and borrow pit complete awaiting results Preliminary works
- o MJB Supply ordered for culverts for new works
- o Bitutek booked for Road Seal 9 November 2020

### Contract - BB66 - Landor Road

RFT 19/20-01 Panel tender Concreting Services Quote - BB66 - Landor Road - BBRF

RFQ 20/21-3 (JO540) Submission provided by Greenfield Technical Services; Landor – Meekatharra Contract awarded to Bulldog Contracting. Quote accepted by email 23 September 2020 \$245,150.00 plus GST

## LRCIP - Landor Road

- Soil Tests on 2 sections of road and borrow pits complete Results 100% over for good compaction – Preliminary works.
- Survey booked for ASCON
- MTF Contracting to follow on from, BBRF program to LRCIP works end October 2020
- o Completion Mid December 2020

## All Council and Contract works in line of COVID - 19 Guidelines.

## Town Maintenance-Monthly Report Finishing 9th October 2020

- Smashed glass strewn across roadways, graffiti to town signs, buildings, lamp posts, roads and footpaths has continued and is taking up a considerable amount of time to remove. Bins have been set fire on road surfaces.
- Sweeping of Main St was done in accordance with Council's directive.
- Mowing has taken place and vegetation trimmed on Boardwalk, laneways, Kids Zone, Shire housing, Walkway and Youth Centre
- Verges are being maintained and weeds removed
- Rubbish removed from Lookout and Peace Gorge
- Regular maintenances to plant used by town crew
- Maintenance carried out at cemetery
- Assisted WSM with work on Ashburton Downs Meekatharra Road
- Removed rubbish small wheel park
- Completion of grids being carried out, installation of metal work.

## **Plant Report**

## • P407 2008 NISSAN PRIME MOVER

Installed new booster air line, front LHS steer – Trenfield Motors

## • P439 2012 NISSAN PRIME MOVER

Replaced broken brake airline back underside of tray – Trenfield Motors

## • P477 1996 950F CAT LOADER

Flushed Radiator – Trenfield Motors

## • P479 2007 MACK SUPERLINER (72)

Replace bearings in main pulley – Trenfield Motors

## Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy Seconded: Cr DK Hodder

That the Works and Services Manager's report for September 2020 be received.

**CARRIED 5/0** 

### 9.1.2. AIRPORT MANAGER'S REPORT- SEPTEMBER 2020

## Aircraft Movements and Statistics

Aircraft movements both GA, Charter & RFDS have remained consistent with a slight increase throughout the month of September 2020. Skippers RPT flights have continued regularly on Mondays & Fridays with passenger numbers increasing slowly throughout the month. Skippers recommended a Wednesday RPT flight from 26/08/20 with ongoing passenger numbers on this day remaining fairly low, it is anticipated that numbers will increase with ongoing certainty to air travel to Meekatharra. Mustering activities have continued during September with a continued increase in Avgas drum sales.

The figures below reflect the differences between September 2019 and September 2020.

	Sept 19	Sept 20	Variance
General Aircraft Landed:	89	105	+18%
RFDS Landed	68	94	+38%
Avgas	9264	11836	+27%
Jet A1	40236	50812	+26%
Total Fuel Sold	49500	62648	+26%

	YTD 2019	YTD 2020	Variance	
General Aircraft Landed:	733	746	+2%	
RFDS Landed	702	708	+1%	
Avgas	77935	79599	+2%	
Jet A1	353865	362706	+2%	
Total Fuel Sold	431800	442302	+2%	

### Aerodrome Works:

Aerodrome works for the month include:

- General maintenance and upkeep of facilities and equipment.
- Lawns / gardens and terminal plants upkeep.
- AirBP RFDS Fuel Facility ongoing. Potential for completion in October 2020.
- Ongoing weed spraying and chipping occurring airside along runway strips to keep weed growth to a minimum and restrict grass height.

## Aerodrome Maintenance Requiring Completion:

- Crack Patching to runway and apron surfaces.
- Runway surface & Runway End Stopping Area (RESA) Bitumen fog spray.
- Gravel Runway re-sheeting surface.

## Aerodrome Security:

Nil Incidents to report.

## Safety Management System:

Nil to report in September 2020

## Budget items completed:

Nil Pending

## Airport Emergency:

Nil emergencies to report.

## Bird/Animal Activity:

Bird & Animal activity around the Meekatharra aerodrome has remained a low risk.

### General:

COVID-19 cleaning and sanitizing of public areas continued to be undertaken on an increased schedule to ensure a safe environment for users of the airport facilities.

Increased cleaning of public areas will continue until current restriction levels are relaxed.

Mike Cuthbertson Airport Manager 01/10/2020

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

Moved: Cr MR Hall Seconded: Cr PS Clancy

That the Airport Manager's report for September 2020 be received.

**CARRIED 5/0** 

## 9.1.3. YOUTH AND RECREATION SERVICES REPORT – SEPTEMBER 2020

Activity	Girls		Boys		Activity Total	No. of Sessions	Average Attendance
	6-12	12-18	6-12	12-18			
Sport at	53	80	50	74	257	8	32
Youth							
Centre/							
Indoor Centre							
Yarn Night	8	36	8	47	99	4	24
Drop							
in/Trivia							
Night							
Movie Night	34	28	32	45	139	4	35
ART	45	29	42	29	145	6	24
Football/SMF	42	31	50	41	164	4	41
Basketball	52	29	58	45	184	4	46
Adult Sport	38	•	60		98	4	25

September proved to be a very busy month for the youth services team with increases in participation on almost all fronts.

Highlights were the youth's participation in the country week Basketball tournament in Perth. Our team trained extensively with the youth services team and in the end 12 of our best youth basketballers performed admirably at the carnival even going as far as assisting the Mullewa team in winning the competitions B division championship by lending them the bulk of our team.

In town behaviour amongst our youths has been on the improve and there is great anticipation for the pool reopening in October and defending our inaugural Murchison Football League title in Yalgoo.

Lastly with a big thanks to the whole Shire and especially Tralee and Amy for organising another successful Meekafest. We had kids returning from all over Australia for the event and all had a wonderful time participating especially with the "ice skating" and helicopter rides. The Sunday evening fireworks display and Multisport BBQ in the evening was a raging success with over 150 kids and family attending and joining in with the festivities.

We look forward to bringing more good news in October!

## Officers Recommendation / Council Resolution:

Moved: Cr MS Hall Seconded: Cr DK Hodder

That the Youth Sport and Recreation Services Officer's report for September 2020 be received.

**CARRIED 5/0** 

### 9.1.4. RANGERS REPORT – SEPTEMBER 2020

Prepared by P Smith, Canine Control

Date OCTOBER 2020

## <u>6 SEPTEMBER – 8 SEPTEMBER 2020</u>

## **COMPLAINTS RECEIVED:**

One written complaint was received regarding a dog attack. After the complaint was lodged, several other emails were received by the shire from different authors regarding the attack and pointing out the writers' concerns regarding the alleged number of dogs wandering at large in certain areas of town. Enquiries were made and I attended at the complainant's address to gather further information. I attended at the alleged dog owners' address. The owners of the dog were aware of the incident and they readily admitted that it was the older, brown dog that had been involved in the attack. With the owner's assistance, both dogs were conveyed to the Meekatharra Pound and held pending further inquiries. Neither of the dogs were registered or microchipped at the time of the incident. The younger dog was not involved in the attack and was microchipped at the pound ready for licensing during the following week.

A local resident requested trapping cages be placed at their home due to the presence of feral cats. The trapping cages were dropped off and set and left overnight.

## **ANIMALS TRAPPED:**

Trapping cages were set at various locations around town during the evenings. A focus was made in the area around Hill and Railway Street, but no animals were caught. Trapping cages were set at other locations. One unregistered, identified dog was caught. The dog was returned to the owner and a warning regarding allowing his dog to wander at large untethered and unsupervised was issued.

Trapping cages were set at the rubbish tip where two feral cats were caught.

## **ANIMALS DESTROYED:**

Two feral cats caught at the rubbish tip were destroyed.

### **FURTHER PATROLS:**

Patrols were conducted of the Rubbish tip, Peace Gorge, Cemetery, Go Cart Track, Racecourse, and Airport. No animals were sighted wandering and there was nothing to report. Patrols and security checks were conducted around the townsite. Several tourists were seen camping in caravans.

## <u>20 SEPTEMBER – 23 SEPTEMBER 2020</u>

### **COMPLAINTS RECEIVED:**

No new written or verbal complaints had been received since the last visit.

As a result of a previous complaint, I attended at a resident's address and microchipped a second dog. The dog now complies with the regulations of the Dog Act.

### **ANIMALS TRAPPED:**

Cages were set in various locations including McCleary Street. The cages were monitored throughout the evening and left overnight. Two feral cats were caught.

Cages were reset near the Pensioners Flats at the top end of Hill Street. As a result, three feral cats were caught.

## **ANIMALS DESTROYED:**

Five feral cats were destroyed.

### **FURTHER PATROLS:**

Patrols were conducted of Peace Gorge, Cemetery, Go-cart track, Racecourse, Rubbish Tip and Airport. No dogs were sighted wandering and there was nothing to report.

A residential house with three dogs was visited. It has come to our attention that these three dogs keep getting out and wandering at large. The owners were spoken to and advised that the dogs were leaving in the afternoon and returning to the Yalgajinna Aboriginal Community. They were taking the dogs.

Another visit was carried out to the rubbish tip. No cats were sighted.

I reattended at a local resident's address as this person's dogs were seen wandering at large. They were found to be unregistered. Both dogs were microchipped at the address. The owner attended at the shire office and paid the registrations.

Dogs that were seen were within the boundaries of their properties.

## Officers Recommendation / Council Resolution:

Moved: Cr DK Hodder Seconded: Cr MJ Smith

That the Ranger's Report for September 2020 be received.

**CARRIED 5/0** 

#### 9.1.5. **STATUS REPORTS**

Council Decisions – Status Report Note: This report lists only those Council decisions which require a specific, non-repetitive action.

Meeting	Item	Title and Resolution Summary	Resp	Action	Status
Date 15.07.06	9.3.6	Meekatharra Heritage and Canyon Trails Project Not proceeding with Canyon Trail until	CEO/ CONS		Complete
		approvals are presented to Council Advise Agencies that provided grants about			Complete
		halt and ask if funds can be transferred to other sections of project.  Take steps to secure tenure over historic sites connected to Meeka Heritage Trails Project Determine status of all reserves, vesting orders and roads within the shire.			In Progress
21.11.09	9.3.4	Cornish Lift	PO	Quote approved 23.11.09. Letter of advice and order sent 23.11.09 Contractor to build	Complete In Progress
17.09.11	10.2	School Oval Facility – Agreement	CDSM	New report to Council required upon response from DoE Waiting on Reserve boundaries to be changed by DoE 03.10.19 Survey, legal and planning application currently being undertaken by DoE. Proposed new boundaries presented to OCM meeting 19 October 2019 for endorsement 19.10.19 Boundaries being adjusted	Complete Complete In Progress
20.12.13	9.3.4	Meetings with Ministers – Local Issues	CEO	No further action required Create Position Statement on public housing in Meeka	Complete In Progress

-					
12.04.14	9.6.1	Gabanintha – Nannine Rd Realignment	CEO	Letter to Jim Lacy 16.04.14 Email to DoL 17.04.14 Mapping to be done	In Progress
21.02.15	9.3.7	Building Assets – Review	CEO	Council Resolution sent to Darren Long for implementation in the Buildings Asset Management Plan and Long Term Financial Plan. Check and present to Council.	In Progress
20.02.16	9.5.3	Local Planning Strategy and Local Planning Scheme No 4	CDSM	Documents Sent Waiting for final approval from Dept Emailed Paul Bashall 30.06.20 Review presented to Council Council working group to be convened	Complete Progressing
16.07.16	9.4.5	Old Power Station	CDSM	Horizon Power advised 16.07.16. Contamination clearance in process. 03.10.19 Contaminated soil now excavated and in the process of reinstatement. Contractors onsite in mid-November to complete the remediation. 10.02.20 Remediation continues	In Progress
18.02.17	9.6.1	Water Bore Access Agreements & Licencing	DCEO/CEO	Consultant engaged to assist with generating letters/agreements  Maps of bore location to be prepared and included on agreements	Complete In Progress
20.01.18	9.3.3	Draft Establishment Agreement/Withdrawal Murchison Regional Vermin Council	CEO	Emailed MRVC 25.01.18 & letter sent 30.01.18 Emailed Lawyer 30.01.18 Letter to Minister & MRVC 05.06.18	Complete Complete Complete In Progress
14.12.18	10.2	Heritage Agreement Jidi Jidi	CEO	Jidi Jidi Lawyer emailed 20.12.18 Further response to draft deed emailed 04.06.19	In Progress
21.09.19	9.4.2	Lighting at Skate Park	CDSM	Researching funding	In Progress
19.10.19	10.1	Ashburton Downs Road- Heavy Haulage	CEO	Emailed ABRA 30.10.19	In Progress
27.06.20	9.2.5	Requests for Rate Relief /Financial Hardship Policy	CEO	Letters to AHA & AMEC 01.07.20	In Progress

27.06.20	9.3.1	Review of Register of Delegations	CDSM		In Progress
27.06.20	9.5.3	Mission Australia Short Term	CDO/CDSM	Mission and Housing contacted	In Progress
		Accommodation Proposal			
22.09.20	9.2.4	20/21 September Budget Review	DCEO	Processed	Complete
22.09.20	9.3.1	Resignation and Vacant Office	CEO	Electoral Commission Emailed 23/9/20	Complete
22.09.20	9.4.1	Artist Agreement	CDSM	Agreement in Place	Complete
22.09.20	9.4.2	Request for Donation – St John Ambulance	DCEO	Processed	Complete
		Meekatharra Sub Centre			_
22.09.20	9.5.1	Placement of Solar Panels to Roof of Shed –	CDSM	Item on the table	In Progress
-		Lot 804 (#11) Marmont St, Meekatharra			
22.09.20	9.5.2	Placement of Solar Panels to Roof of Shed –	CDSM	Item on the table	In Progress
		Lot 62 (#80) Hill St, Meekatharra			
22.09.20	9.7.1	Request for Rates Exemption	DCEO	Processed & Rate Payers Advised	Complete
22.09.20	9.7.2	Tenders – Commercial Tenancies Lloyds	CDSM	To be advertised	In Progress
		Plaza			
22.09.20	9.7.3	Tender Plant hire for Road Upgrades	CEO	Greenfield/WSM Emailed 23.09.20	Complete
22.09.20	9.7.4	Shire Housing – Contractor Request for	DCEO	Housing no longer required – No Further Action	Complete
		Tenancy			-
22.09.20	10.1	Development Application Containers for	CDSM	Emailed	Complete
		Cash			
22.09.20	10.2	Murchison Georegion Project – Phase 2	CDSM	To be advertised	In Progress
22.09.20	10.3	CEO Annual Leave	DCEO	Noted – No Further Action	Complete
22.09.20	10.4	Quote Request Bitumen Spray & Cover	CEO	Greenfield/WSM Emailed 23.09.20	Complete

## Officers Recommendation / Council Resolution

Moved: Cr MJ Smith Seconded: Cr MR Hall

That the Status report be received.

### 9.2. FINANCE

Title/Subject: MONTHLY FINANCIAL REPORT PERIOD ENDED

**SEPTEMBER 2020** 

**Agenda/Minute Number:** 9.2.1 **Applicant:** Nil

File Ref: ADM 171

**Date of Report:** 30 September 2020

**Disclosure of Interest:** Nil

Author: Krys East
Deputy Chief Executive Officer

Signature of Author

**Senior Officer:** Roy McClymont

Chief Executive Officer Signature Senior Officer

## **Summary:**

Monthly Financial Report

## **Background:**

Financial Activity Statement Report – s.6.4

- (1A) In this regulation committed assets means revenue unspent but set aside under the annual budget for a specific purpose.
  - (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set 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); and
    - (b) budget estimates to the end of the month to which the statement relates; and
    - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
    - (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; and
    - (b) an explanation of each of the material variances referred to in subregulation (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; or
    - (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 at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; 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 the AAS, to be used in statements of financial activity for reporting material variances.

[Regulation 34 inserted in Gazette 31 Mar 2005 p. 1049-50; amended in Gazette 20 Jun 2008 p. 2724.]

[35. Deleted 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:**

Megan Shirt – Local Government Consultant

## **Statutory Environment:**

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

## **Policy Implications:**

Nil

## **Financial Implications:**

Nil

## **Strategic Implications:**

Nil

## **Voting Requirements:**

Simple Majority

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

Moved: Cr PS Clancy Seconded: Cr DK Hodder

That the financial report for the period ending 30 September 2020 be received.

**CARRIED 5/0** 

#### SHIRE OF MEEKATHARRA

#### MONTHLY FINANCIAL REPORT

For the Period Ended 30 September 2020

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

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### Report Purpose

This report is prepared to meet the requirements of Local Government (Financial Management)
Regulations 1996, Regulation 34.

### Statement of Financial Activity

Is presented on page 2 and 3 and shows a surplus as at 30 September 2020 of \$10,696,702.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary with the completion of Year end processes.

<sup>\*</sup> Indicates Statutory Report

# SHIRE OF MEEKATHARRA STATEMENT OF FINANCIAL ACTIVITY (By Nature or Type) For the Period Ended 30 September 2020

				Amended YTD	YTD	Var.\$	Var. %
	Note	Original Annual Budget	Amended Annual Budget	Budget (a)	Actual (b)	(b)-(a)	(b)-(a)/(a)
Operating Revenues	- India	\$	Douget	\$	\$	\$	%
Rates		4,299,507	4,543,198	4,541,745	4,541,259	(486)	(0.01%)
Operating Grants, Subsidies and						0	
Contributions Fees and Charges	7	2,070,500 1,384,241	2,201,301 1,384,241	795,519 389,320	793,891 332,403	(1,628) (56,917)	(0.20%)
Service Charges		2,304,242	2,304,242	0	0	(50,517)	(24.02.0)
Interest Earnings		267,044	305,348	23,143	29,931	6,788	29.33%
Other Revenue		321,053	326,938	43,187	40,762	(2,425)	(5.61%)
Profit on Disposal of Assets	9	-	-	0	0	0	.
Total Operating Revenue		8,342,345	8,761,026	5,792,914	5,738,246	(54,668)	.
Operating Expense		(4 700 707)	(4.780.707)	(202.040)	(290,255)	(on neal	(24.448-)
Employee Costs Materials and Contracts		(1,759,393) (3,005,454)	(1,759,393) (3,393,454)	(382,618) (786,947)	(362,093)	(92,363) (424,855)	(24.14%) (53.99%)
Utility Charges		(451,842)	(451,842)	(83,923)	(53,573)	(30,350)	(36.16%)
Depreciation on Non-Current Assets		(7,160,158)	(7,160,158)	(1,790,719)	0	(1,790,719)	(100.00%)
Interest Expenses		(-,,)	(-,,)	(4, 22, 22)	0	(=,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	()
Insurance Expenses		(216,311)	(216,311)	(182,708)	(129,622)	(53,086)	(29.05%)
Other Expenditure		(288,444)	(288,444)	(42,541)	(35,562)	(6,979)	(16.40%)
Loss on Disposal of Assets	9	(89,338)	(89,338)		0	0	
Total Operating Expenditure		(12,970,940)	(13,358,940)	(3,269,456)	(871,105)	(2,398,351)	i l
Funding Balance Adjustments							
Add back Depreciation		7,160,158	7,160,158	1,790,719	0	(1,790,719)	(100.00%)
Adjust (Profit)/Loss on Asset Disposal	9	89,338	89,338	0	0	0	
Adjust Provisions			-	0	0	0	.
Net Cash from Operations		2,620,901	2,651,582	4,314,177	4,867,141	552,964	.
Non-Operating Revenues	_	40.433.04				(** ***)	(a metr)
Non-Operating Grants & Contributions	7	19,122,815	18,992,312	3,869,709	3,817,540	(52,169)	(1.35%)
Less Unspent Grants		40.433.048	18.992.312	3,869,709	(3,800,085)		
Net Non-Operating Grants		19,122,815	18,992,512	3,869,709	17,455		
Proceeds from Disposal of Assets	9	221.000	221.000	0	o		
Total Capital Revenues		19,343,815	19,213,312	3,869,709	17,455	(52,169)	i l
-							i
Non-Operating Expenses							
Land Held for Resale	_	(422.202)	(4.470.404)	(0.000)	0	402.422	1586.57%
Land and Buildings Furniture and Equipment	8	(422,282) (73,000)	(1,138,494) (73,000)	(6,500) (17,000)	(109,627) (16,881)	103,127	(0.70%)
Plant and Equipment	8	(2,003,000)	(2.243.000)	(25,000)	0	(25,000)	(100.00%)
Infrastructure - Roads	8	(24,538,634)	(24,478,131)	(928,035)	(904,874)	(23,161)	(2.50%)
Infrastructure - Footpaths	8	Ó	ő	, o	Ò	ó	0.00%
Infrastructure - Airports	8	(50,000)	(175,000)	0	0	0	0.00%
Infrastructure - Other	8	(651,903)	(651,903)	(16,000)	(16,789)	789 55.636	4.93%
Total Capital Expenditure		(27,738,819)	(28,759,528)	(992,535)	(1,048,171)	33,636	·
Net Cash from Capital Activities		(8,395,004)	(9,546,216)	2,877,174	(1,030,716)	(107,805)	·
		,,,,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		1	,	
Financing							
Transfer to Reserves	6	(918,180)	(956,484)	0	0	0	
Transfer from Reserves  Net Cash from Financing Activities	6	900,000	1,100,000	0	0	0	
Het Cash from Financing Activities		(18,180)	143,516	0	0	0	
Net Operations, Capital and Financing		(5,792,283)	(6,751,118)	7,191,351	3,836,425	445,158	
Opening Funding Surplus(Deficit)	2	5,792,283	6,907,873	6,907,873	6,860,278	(47,595)	(0.69%)
			156,755	14,099,224			ı I

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

### SHIRE OF MEEKATHARRA STATEMENT OF FINANCIAL ACTIVITY (Statutory Reporting Program) For the Period Ended 30 September 2020

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Ver. 5 (b)-(e)	Ver. % (b)-(a)/(a)	Ven
Operating Revenues		5	\$	ś	\$	94	
* Includes Non- Operating Grants		200	60000	405	-774	1,500	
Governance		80	0	0	0		
General Purpose Funding - Rates		4,543,198	4,541,745	4,541,259	(486)	(0.01%)	
General Purpose Funding - Other		2,058,013	460,306	471,082	10,776	2.54%	
Law, Order and Public Safety		14,345	2,834	818	(2,016)	(71.12%)	
Health		6,104	5,804	1,986	(3,818)	(65.78%)	
Education and Welfare		149,614	62,850	57,185	(5,665)	(9.01%)	
Housing		29,500	7,374	7,910	536	7.27%	
Community Amenities Recreation and Culture		146,682	119,666	114,530	(5,156)	(4.29%)	
Fransport		769,949 19,748,391	26,403 4,420,517	16,618	(90,785)	(37.06%)	
Economic Services		19,748,391	5,274	9,649	3,375	53,79%	
Other Property and Services		133,900	8,850	4,598	(4,252)	(48.05%)	
Total Operating Revenue		27,753,338	9,662,623	9,553,786	(106,837)	(48.00%)	
Operating Expense		27,150,228	0,002,023	2,233,700	(100,007)		
Governance		(721,006)	(153.318)	(115,850)	(57,468)	(24,44%)	
		10.44		100	U-000106		
General Purpose Funding		(217,267)	(45,361)	(29,870)	(35,491)	(34.25%)	•
Law, Order and Public Safety		(225,914)	(63,464)	(28,180)	(55,284)	(55.60%)	
Health		(128,480)	(33,348)	(91,258)	(0.000,2)	(5.70%)	
Education and Welfare		(843,990)	(197,225)	(108,316)	(93,909)	(47.62%)	*
Housing		(29,500)	(10,870)	(36,378)	(2,500)	(13.24%)	
Community Amenities		(673,115)	(150,205):	(112,980)	(37,217)	(24.78%)	*
Recreation and Culture		(1,814,214)	(405,428)	(162,528)	(242,900)	(59.91%)	*
Transport		(7,852,347)	(1,942,253)	(323,903)	(1,620,350)	(83.43%)	v
Economic Services		(634,356)	(187,988)	(89,645)	(98,338)	(52,31%)	
Other Property and Services		(239,571)	(72,193)	140,811	(213,004)	(295.05%)	
Total Operating Expenditure		(13,358,940)	(3,289,456)	[871,105]	(2,398,351)		
		2		111111111111	2 Americano		
Funding Balance Adjustments				_11			
Add back Depreciation		7,160,158	1,790,719	.0	(1,790,719)	(100.00%)	
Adjust (Profit)/Loss on Asset Disposal	9	89,338	0	0	0		
ess Unspent Grants, Subsidies and							
Contributions	7	0	0	(3,800,085)			
Net Cash from Operations		21,643,894	8,183,886	4,884,596	500,795		
-115003899111544115451155116464							
Non-Operating Revenues				- 11			
Proceeds from Disposal of Assets	9	221,000	0	0	0		
Total Capital Revenues		221,000	0	0	Ó		
Non-Operating Expenses		3 1033240					
Land and Buildings		(1,138,494)	(0,500)	(109,627)	103,127	1586.57%	
Furniture and Equipment		(73,000)	(17,000)	(16,881)	(119)	(0.70%)	
Plant and Equipment	8	(2,243,000)	(25,000)	0	(25,000)	(100.00%)	
Infrastructure - Roads	86	(24,478,131)	(978,085)	(904,874)	(23,161)	(2.50%)	
Infrastructure - Airports		(175,000)	0	0	0	0.00%	
Infrastructure - Other	8	(651,903)	(16,000)	(16,789)	789	4.93%	
Total Capital Expenditure		(28,759,520)	(992,535).	(1,048,171)	55,636	30.758	
		9	33		89		
DOUGHANDS TO DO STEED TEATHER		(28,538,528)	(992,535)	[1,048,171]	55,636		
Net Cash from Capital Activities							
		m 276 270	11				
Transfer to Reserves	4	(956,484)	0	0	0		*
Transfer to Reserves	6	10-22/02/01	0	0	0		*
Transfer to Reserves		(956,484)	553	5.73	0 0		Ť
Transfer to Reserves Transfer from Reserves Net Cash from Financing Activities		(956,484) 1,100,000	ó	0	-		Ť
Transfer to Reserves Transfer from Reserves		(956,484) 2,100,000 143,516	0	0	0	(D 1000)	*

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 1 for an explanation of the reasons for the variance.

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

### SHIRE OF MEEKATHARRA STATEMENT OF BUDGET AMENDMENTS (Statutory Reporting Program) For the Period Ended 30 September 2020

*		Adopted Budget Amendments	Amended Annual	Amended YTD Budget
22 12 12 1	Adopted Budget	(Note 4)	Budget	(4)
Operating Revenues Governance	\$	5	*	\$
Governance General Purpose Funding - Rates	4,299,507	243,691	4,543,198	4,541,74
General Purpose Funding - Other	1,879,621	178,392	2,058,013	460,30
Law, Order and Public Safety	14,345	0	14,545	2,83
Health	6,104	0	6,104	5.80
Education and Welfare	149,614	0	149,614	52.85
Housing	29,500	0	29,500	7,37
Community Amenities	140,797	5,885	146,682	119,66
Recreation and Culture	769,949	0	769,949	26,40
Transport	19,888,181	(139,790)	19,748,391	4,420,51
Economic Services	153,562	0	153,562	6,27
Other Property and Services	133,900	0	133,900	8,854
Total Operating Revenue	27,465,160	288,178	27,753,338	9,662,62
Operating Expense			×14060001140	7694-147
Governance	(721,006)	0	[721,006]	(153,318
General Purpose Funding	(229,167)	12,000	(217,167)	(45,361
Law, Order and Public Safety	(225,834)	a	(225.814)	(63,464
Health	(128,480)	0	(128,480)	(33.148
Education and Welfare	(843,390)	0	(843,390)	(197,225
		0	(29,500)	
Housing	(29,500)	5)	100000000000000000000000000000000000000	(18,878
Community Amenities Recreation and Culture	(673,115)	0	(673,115)	(150,205
Recreation and Culture	(1,814,214)	0	(1,814,214)	(405,A28
Transport	(7,452,347)	(400,000)	(7,852,347)	(1,942,753
Economic Services	(614,336)	0	[614,136]	(187,983
Other Property and Services	(239,571)	. 0	(239,571)	(72,193
Total Operating Expenditure	(12,970,940)	(388,000)	(13,358.940)	(3,269,456
Funding Balance Adjustments				
Add back Depreciation	7,160,158	0	7,160,158	1,790,711
Adjust (Profit)/Loss on Asset Disposal	89,338	0	89,538	155.00
Adjust Provisions and Accruals	0.2.20		0	1
Net Cash from Operations	21,743,716	(99,822)	21,643,894	8,183,88
	22,743,720	(00,000)	830934980	10,200,000
Capital Revenues				
Proceeds from Disposal of Assets	221,000		221,000	
Total Capital Revenues	221,000	0	221,000	7
Capital Expenses	0107:17	8 8	4100000	2
Land and Buildings	(422,282)	(716,212)	(1,138,494)	(6,500
Furniture and Equipment	(73,000)		(79,000)	(17,000
Plant and Equipment	(2,003,000)	(240,000)	(2,243,000)	(25,000
Infrastructure - Roads	(24,538,634)	60,503	(24,478,131)	(928,035
Infrastructure - Footpaths	0	0	o	
Infrastructure - Airports	(50,000)	(125,000)	(175,000)	
Infrastructure - Other	(651,903)	0	(651,903)	(16,000
Total Capital Expenditure	(27,738,819)	(1,020,709)	(28,759,528)	(992,535
Net Cash from Capital Activities	(27,517,819)	(1,020,709)	(28,538,528)	(992,535
Financing				
Transfer to Reserves	(918,180)	(38,304)	(956,484)	
Transfer from Reserves	900,000	200,000	1,100,000	
Net Cash from Financing Activities	(18,180)	161,696	143,516	
Net Operations, Capital and Financing	(5,792,283)	(958,825)	(6,751,118)	7,191,35
Opening Funding Surplus(Deficit)	5,792,283	1,115,590	6,907,873	6,907,87
Closing Funding Surplus(Deficit)	0	156,755	156,755	14,099,22
	- 0	430,733	+39,735	**(000,22

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

### SHIRE OF MEEKATHARITA STATEMENT OF FINANCIAL ACTIVITY (By Program) For the Period Erided 30 September 2020

BY Reporting Program	Ver. 5	Van N	Ver.	Timing/ Permanant	Explanation of Variance
Operating Revenues	5	*			
Governance	0	1 0	- 0		Under variance reporting threshold
General Purpose Funding - Bates	[486]	(m.d.t%)	- 3		Under variance reporting threshold
General Purpose Funding - Other	10,776	2.34%			Under variance reporting threshold
Law, Order and Public Sefety	(2,056)	(71.12%)	1 3		Under variance reporting threshold
Health	(3,818)	(65.78%)			Under variance reporting threshold
Education and Welfare	(5,865)	(9.01%)	7		Under variance reporting threshold
Housing	536	7.27%	3		Under variance reporting threshold
Community Amenities	(5,136)	(4.29%)			Under variance reporting threshold
Recreation and Culture	(9,785)	(37.06%)			Under variance reporting threshold
Transport	(90,366)	(2.04%)	5 8		Under variance reporting threshold
Economic Services	3,375	53.79%	-		Under variance reporting threshold
Other Property and Services	(4,252)	(48.05N)	- 3		Under variance reporting threshold
Colonia i i raginari di mara del michie	[manage	- Processing	- 3		Court satisfies reporting unusuous
Operating Expense					
Government	(57,463)	(24.44N)	•	Theing	Admin allocations are \$30k lower than ytd budget. These may even out during the year.
General Purpose Funding	(15,401)	(34.15N)	•	Tirring	Admin allocations are \$14k lower than ytd budget. These may even out during the year.
Law, Order and Public Safety	(35,284)	(55,60%)	•	Timing	General under expenditure of less than \$10k in Fire, SES and Animal control due to budget being spread evenly over 12 months.
Health	(1,890)	(5.70%)			Under variance reporting threshold
Education and Welfare	(33,503)	(47.62%)	٠	Timing	Youth Centire expenses are \$54k lower and Community development costs are \$17k lower than ytd budget. It is expected that these costs may even out during future months.
Housing	(2,500)	(13.24%)	e - %		Under variance reporting threshold
Community Amenities	(37,217)	(24.78%)	•	Timing	Sanitation expenses are \$18k and other community amenities are \$15k lower than yid isolget. These may even out during future months.
Recreation and Culture	(262,900)	(50.91%)	•	Timing	Depreciation of \$134k has not been processed yid pending finalisation of Fy20 asset data. Admin allocations \$26k, Other recreation \$37k, Recreation Officer \$32k and swimming pool \$15k expenses are lower than yid budget. These coxis may even out in future month
Tremport	(1,620,350)	(83.45%)	٠	Timing	Depreciation of \$1.426m has not been processed ytd pending finalisation of Fy2D asset data, General Road Maintenance costs are \$151k lower and Airport expenditure \$51k lower, these are expected to even out during the year.
Economic Services	(99,338)	(52.82%)	٠	Timing	Depreciation of \$35k has not been processed ytd pending finalization of Fy20 asset data. Admin allocations are \$13k and Tourism and Area promotion expense are \$46k lower than ytd budget - these may even out during the year.
Other Property and Services.	(213,004)	(295.05%)	•	Timing	Ment Operations and Public works costs are \$317k lower than ytd budget with offsetting recoveries \$307k lower than ytd budget. Admin esperaes are \$335k lower than ytd budget with a net offsetting over recovery of \$33K. As these budgets are generally spread evenly over the year it is anticipated that they will even out over time.
Funding Balance Adjustments	8				3 10 27 72
Add back Depreciation	(1,790,719)	(100,00%)	٠	Timing	Depreciation ytd has not been processed pending finalisation of FY20 Financial Statement and audit.
Adjust (Profit)/Loss on Asset Disposal	0		- 3		Under variance reporting threshold
Capital Revenues					
* Refer Statement by Nature or Type - Non-	(52,160)	(1.39%)	- 1		Under variance reporting threshold
Operating Grants and Contributions Proceeds from Disposal of Assets	0	(marrie)	- 3		The second of the second secon
			- 1		
Carpital Expenses			L		Refer to Note SA for project details
Land and Suitchngs	103,127	1586.57%	•		Refer to Note BA for project details
Furniture and Equipment	(119)	(0.70%)			Under variance reporting threshold
Plant and Equipment	(25,000)	(100.00%)	•		Refer to Note 84 for project details
Infrastructure - Roads	(23,161)	(2.50%)			Refer to Note 84 for project details
Infrastructure - Footpeths	0	0,00%			Under variance reporting threshold
Infrastructure - Airports	0	0.00%	7		Under variance reporting threshold
Infrastructure - Other	789	4.93%	- 3		Under variance reporting threshold
	2000	<ul> <li>60 *C1 = +C3</li> </ul>			

# SHIRE OF MEEKATHARRA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 30 September 2020

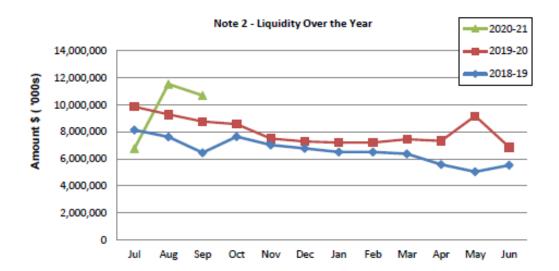
### Note 2: NET CURRENT FUNDING POSITION

Current Assets
Cash Unrestricted
Cash Restricted Reserves
Cash Restricted - Bonds to be allocated
Receivables - Rates and Rubbish
Receivables -Other
Interest / ATO Receivable/Trust
Inventories
Less: Current Liabilities
Payables
Bonds Held
Provisions
Unspent Grants ( Contract Liabilities)
Net Current Assets
Net Current Assets Less: Cash Reserves

Plus Provisions

**Net Current Funding Position** 

	B 22	0 1 /21	5.5.4
	Positive	=Surplus (Negativ	e=Deficit)
Note	YTD 30 Sep 2020	Previous Month	YTD 30 Sep 2019
	\$	\$	\$
3	12,078,221	10,238,671	6,175,405
3	21,280,349	21,280,349	20,166,945
	2,056	0	92,630
5	2,377,521	5,410,474	2,291,357
5	(6,711)	292	735,856
	87,874	33,681	0
	127,095	134,977	124,362
	35,946,405	37,098,443	29,586,554
	(74,797)	(390,484)	47,372
	(94,472)	(92,751)	(92,630)
	(354,285)	(354,285)	(350,694)
	(3,800,085)	(3,807,025)	0
	(4,323,639)	(4,644,545)	(395,952)
	31,622,766	32,453,898	29,190,602
6	(21,280,349)	(21,280,349)	(20,166,945)
	354,285	354,285	350,694
	10,696,702	11,527,834	9,374,352



# SHIRE OF MEEKATHARRA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 30 September 2020

#### Note 3: CASH AND INVESTMENTS

(a) Cash Deposits
Municipal Bank Account
Air BP
Maxi Account

(b) Term Deposits

549463

Total

Interest Rate	Unrestricted \$	Restricted \$	Bonds \$	Balance of Account \$	Institution	Maturity Date
	701.040		0	701.040	14/	An Call
Variable	791,049		U	791,049	Westpac	At Call
Variable	60,229			60,229	Westpac	At Call
Variable	11,831,377		94,472	11,925,849	Westpac	At Call
1.00%		21,280,349		21,280,349	Westpac	26-Jun-21
1.00%	12,682,655		94,472	34,057,476	Westpac	20 Juli 21

## Comments/Notes - Investments

- This note reflects the Actual Bank Balances as per the Shire Bank Statements.
- Any difference between the amounts shown at this note compared to Note 2 will be due to undeposited funds and unpresented payments.
- \* The Auditor General recommended that Local Government should recognise Bonds and funds controlled as Municipal funds, as opposed to previously being recognised as Trust Funds. The Trust fund should only hold funds not controlled by the Shire.

## SHIRE OF MEEKATHARRA Budget Amendments NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

Note 4: Adopted Budget Amendments to date

	Increase/									Amended
GL Account Code	Decrease to Budget		Council Resolution	Classification	Advantad Budana	Amended Budget	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Budget Running Balance
Code	to buaget	Description	Council Resolution	Classification	Adopted budget	Amended budget	Adjustment	Available Cash	Available Cash	S
				Adopted Budget Closing			3	•	•	,
		Adopted Budget		Surplus/(Deficit)	o	0				0
	•			Unaudited Budget Surple	5,792,283	6,907,873		1,115,590	0	1,115,590
Revenue										
0031	1	GRV Rates	22.9.20 - Item 9.2.4	Operating Revenue	4,297,568	4,541,259		243,691	0	1,359,281
0181	<b>1</b>	Financial Assistance Grant	22.9.20 - Item 9.2.4	Operating Revenue	1,135,191	1,175,685		40,494	0	1,399,775
0211	<b>1</b>	Local Road Grant	22.9.20 - Item 9.2.4	Operating Revenue	459,286	558,880		99,594	0	1,499,369
4591	•	MRD - Direct Grant	22.9.20 - Item 9.2.4	Operating Revenue	312,672	303,385		0	9,287	1,490,082
8763	1	Sale of Scrap	22.9.20 - Item 9.2.4	Operating Revenue	0	5,885		5,885	0	1,495,967
9224	<b>1</b>	Interest on Reserves	22.9.20 - Item 9.2.4	Operating Revenue	174,499	212,803		38,304	0	1,534,271
Non-Operati	ng Revenu	<u>e</u>								
	•	Transfer from Infrastructure Reserve	27.6.20 - Item 9.5.3	Capital Revenue	0	200,000		200,000	0	1,734,271
	٠.					,		, , , , , , , , , , , , , , , , , , , ,		7 7
								0	130,503	
4572	•	Building Better Regions Fund Grant	15.08.20 - Item 9.7.1	Capital Revenue	1,799,771	1,669,268		·	130,303	1,603,768
Operating Exp	<u>penditure</u>									
0192	<b>↑</b>	Valuation & Title Search	22.9.20 - Item 9.2.4	Operating Expenses	15,039	3,039		12,000	0	1,615,768
4750	•	Road Maintenance Various	22.9.20 - Item 9.2.4	Operating Expenses	50,000	450,000		0	400,000	1,215,768
Non- Operati	ng Expend	<u>iture</u>								
	J.	Samuel de la companya		conital Communication						1,215,768
2533		Domestic Violence Building Purchase	27.6.20 - Item 9.5.3	Capital Expenses	0	200,000		0	200,000	1,015,768
1267	1	Roads Construction Misc Landor Road - Local Roads &	15.08.20 - Item 9.7.1	Capital Expenses	2,045,970	600,000		1,445,970	0	2,461,738
1000	J.	Community Infrastructure Program	45.00.20    0.74	Capital Expenses	_	4 345 463		0	4 745 467	4 4 4 5 3 7 4
LR66 4191	Ĭ	Stage 1 - Lloyds Renovations	15.08.20 - Item 9.7.1	Capital Expenses  Capital Expenses	0	1,315,467		0	1,315,467	1,146,271
4191	•	Landor Road - Construct Yalgar River	22.9.20 - Item 9.2.4 22.9.20 - Item 9.2.4	Capital Expenses		516,212		٥	516,212	630,059
C66	J.	Floodway	22.9.20 - Item 9.2.4	Capital Expenses	80,000	150,000			70,000	560,059
	_	2 x Transportable 2 bedroom camp	22.9.20 - Item 9.2.4	Capital Expenses	80,000	150,000		"	70,000	300,039
5034	J.	accommodation units	22.9.20 - Item 9.2.4	Capital Expenses	160,000	400.000			240,000	320,059
1215	•	Airport Apron and Parking Areas	22.9.20 - Item 9.2.4	Capital Expenses	20,000	37,000		0	17,000	303,059
1218	T	Crack Sealing & Line Marking	22.9.20 - Item 9.2.4	Capital Expenses	20,000	30.000		0	30,000	273,059
1220	<b>T</b>	Runway Reseal & Fog Seal	22.9.20 - Item 9.2.4	Capital Expenses		78,000		0	78,000	195,059
1220	-	namely hereal at 10g real	22.9.20 - Itelii 9.2.4	capital Expenses		70,000		ı "	70,000	200,000

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## SHIRE OF MEEKATHARRA Budget Amendments NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

### Note 4: Adopted Budget Amendments to date

GL Account Code	Increase/ Decrease to Budget		Council Resolution	Classification	Adopted Budget	Amended Budget			Amended Budget Running Balance
	•	Transfer to Reserve - Interest	22.9.20 - Item 9.2.4	Capital Expenses	918,179	956,483	0	38,304	156,755
8960	T.	Halbier to Reserve - Interest	22.5.20 - Itelii 5.2.4	capital Expenses	310,173	330,403	_	,	200,.00

#### SHIRE OF MEEKATHARRA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 30 September 2020

#### Note 5: RECEIVABLES

Receivables - Rates and Rubbish Receivable

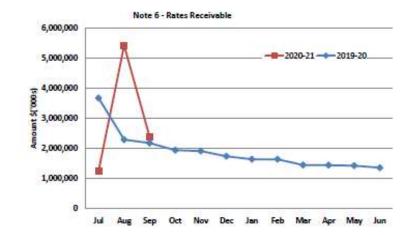
Opening Arrears Previous Years Levied this year Less Collections to date

Net Rates and Rubbish Collectable

Equals Current Outstanding

% Collected

YTD 30 Sep 2020 \$	30/06/2020 \$
1,362,717 4,646,484	1,362,717
(3,631,680) 2,377,521	1,362,717
2,377,521 60.44%	1,362,717



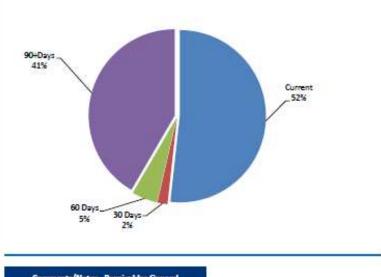
Note 2

Rates w	ere levied on	4-Aug-20
Full Payment or Inst	alment 1 due	11-Sep-20
Inst	alment 2 due	16-Nov-20
Inst	alment 3 due	20-Jan-21
Inst	siment 4 due	26-Mar-21

Receivables - General	Current \$	30 Days	60 Days \$	90+Days \$
Receivables - Sundry Debtors	82,989	3,003	7,703	66,690
Total Sundry Debtors				160,385

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

## SHIRE OF MEEKATHARRA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 30 September 2020

#### Note 6: Cash Backed Reserves

Name	Actual Opening Balance	Original Budget Interest Earned	Amended Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers in (+)	Original Budget Transfers Out (-)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	
	\$	\$		\$	\$	\$	\$		\$	\$	\$
INFRASTRUCTURE & ECONOMIC DEVELOPMENT RESERVE	1,007,301	8,260	10,073	0	0	0	0	(200,000)	0	817,374	1,007,301
LEAVE RESERVE	394,216	3,233	3,943	0	0	0	0	0	0	398,159	394,216
SHIRE WATER RESERVE	319,452	2,620	3,195	0	0	0	0	0	0	322,647	319,452
RESEAL & REJUVENATION RESERVE	4,580,118	17,237	25,481	0	500,000	0	0	0	0	5,105,599	4,580,118
PLANT RESERVE	2,634,032	21,599	26,340	0	0	0	0	0	0	2,660,372	2,634,032
INTERPRETIVE CENTRE RESERVE	1,872,501	15,355	18,725	0	0	0	0	0	0	1,891,226	1,872,501
BUILDING RESERVE	1,436,843	11,782	14,368	0	0	0	0	0	0	1,451,212	1,436,843
TRANSPORT RESERVE	951,686	7,804	9,517	0	0	0	(900,000)	(900,000)	0	61,203	951,686
AIRPORT RUNWAY RESERVE	2,914,039	23,895	29,140	0	0	0	0	0	0	2,943,180	2,914,039
AIRPORT RESERVE	943,953	7,740	9,439	0	0	0	0	0	0	953,392	943,953
ROADS - SECOND/FINAL SEALS RESERVE	1,727,471	14,165	17,274	0	0	0	0	0	0	1,744,746	1,727,471
LLOYD'S REVITALISATION RESERVE	1,556,137	12,760	15,561	0	0	0	0	0	0	1,571,697	1,556,137
INDUSTRIAL PARK RESERVE	841,428	6,900	8,415	0	0	0	0	0	0	849,842	841,428
COVID 19 EMERGENCY RESPONSE/CASHFLOW SUPPLEMENT RESERVE	0	0	0	0	214,000	0	0	0	0	214,000	0
SWIMMING POOL RESERVE	101,172	830	1,012	0	50,000	0	0	0	0	152,184	101,172
	21,280,349	154,180	192,484	0	764,000	0	(900,000)	(1,100,000)	0	21,136,833	21,280,349

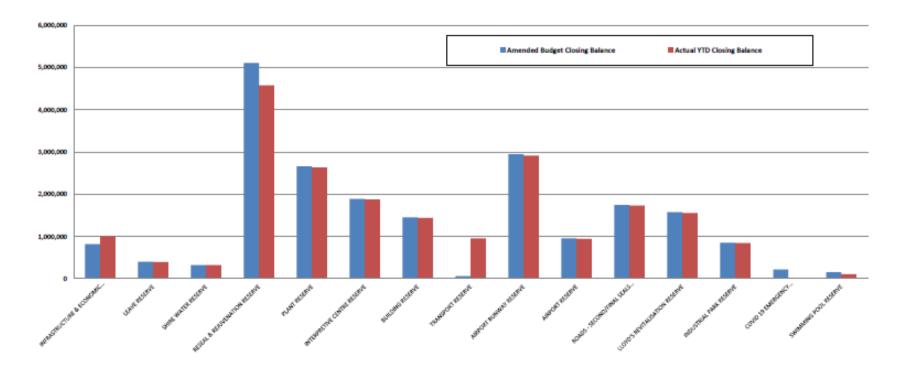
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SHIRE OF MEEKATHARRA

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2020

Note 6: Cash Backed Reserves cont'd

Year To Date Reserve Balance to End of Year Estimate



## SHIRE OF MEEKATHARRA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 30 September 2020

Note7a: UNTIED GRANTS

197	2620-21	Variations	2020-21	Operating	Non-Operating	Recoup Status		
	Original Budget	Additions (Deletions)	Amended Budget			Funds Received	Balance to be received	
3638	\$	\$	-	\$	\$	5	\$	
General Purpose Funding	7.5							
Financial Assistance Grant	1,135,191	40,494	1,175,685	1,135,191	0	293,921	841,270	
Local Road Grant	459,286	99,594	558,880	439,286	0	139,720	319,566	
Law, Order and Public Safety								
D.F.E.S. Operating Grant	5,535	0	5,535	5,535	0	0	5,535	
S.E.S. Operating Grant	4,810	0	4,810	4,810	0	0	4,810	
Education and Welfare								
Misc Youth - Grants Other	10,000	0	10,000	10,000	0	0	10,000	
Youth Grant - O.S.H.C. Program	26,172	0	26.172	26.172	0	13.084	13,088	
Youth Services Grant - D.C.P W.A.	85,642	0	85,642	85,642	0	43,696	41,946	
Recreation and Culture								
Dept Sport & Rec - Kidsport Program	0	20	0	.0	0	0	0	
Reimbursements Rec Officer	0	0	0	0	0	0	0	
Miscellaneous Grants - Rec Off	10,000	0	10,000	10,000	0	0	10,000	
Recreation Grants	10,000	0	10,000	10,000	0	0	10,000	
Transport								
Mrd - Direct Grant	312,672	(9,287)	303,385	312,672		303,385	9,287	
Street - Lighting - Operating Grant	5,192	0	5,192	5,192	0	0	5,192	
Economic Services								
Fundraising Misc Income	6,000	. 0	6,000	6,000	0	0	6,000	
	2,070,500	130,801	2,201,300	2,070,500	0	793,806	1,276,694	

lote7b: TIED GRANTS where liability arises when funds are received but not spent to date.

	2020-21	Variations	2020-21			Recoup S	antus .	Expenditure relating to Grant funds		
	Original Budget	Additions (Deletions)	Amended Budget	Operating	Non-Operating	Funds Received	Balance to be received	Amount Spent	Unspent Grant	
	\$	\$		\$	\$	\$	\$	ş	\$	
Recreation and Culture						1-01-1-00-2				
Misc Grents	583,423	0	583,423	.0	583,423	10,515	572,908	105,977	0	
Transport					"					
Local Roads & Community Infrastructure										
Program	822,435	0	822,435	0	822,435	0	822,435	6,940		
Building Better Regions Fund Grant	1,799,771	(130,503)	1,669,268	0	1,669,268	0	1,669,268	421,864		
Wandrra - Natural Disaster	14,585,900	0	14,585,900	0	14,385,900	3,588,758	10,997,142	6,940	3,581,818	
R2R Grant	785,619	0	785,619	.0	785,619	0	785,619	315,001		
Mrd Road Project Grant	343,667	. 0	545,667	0	343,667	218,267	327,400	0	218,267	
	19,122,815	(130,503)	18,992,312	0	18,992,312	3,817,540	15,174,772	856,723	3,800,085	

## SHIRE OF MEEKATHARRA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 30 September 2020

Note 8a: CAPITAL EXPENDITURE

Assets	GL Account	Job	Original Annual Budget	Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Assets	GL Account	100	buuget	Changes	buaget	buuget	YID Actual	(Under)/Over	Comments
uildings									
ADMIN BUILDING CAPITAL - AUXILARY SEPTIC TANK	1328	AC10	8,000		8,000	۰	0	0	
ADMIN BUILDING CAPITAL - RENOVATE SERVER ROOM (SHELVING, CE	1	AC12	8,000	0	8,000	٥	0	0	
ADMIN BUILDING CAPITAL - PLANNING AND STAGE 1 OF OFFICE RECO	1	AC13	140,000	0	140,000	o	0	0	
ADMIN BUILDING CAPITAL - RE-TILE OUTSIDE FRONT AND STAFF ENTE	1	AC2	8,000	0	8,000	0	0	0	
ADMIN BUILDING CAPITAL - ROOFING SHEETS AND FLASHING AND RE	1	AC9	10,000	0	10,000	0	0	0	
YC - UPGRADE YC TOILETS (INCL PAINTING)	2437	YCC08	10,000	0	10,000	0	0	0	
DOMESTIC VIOLENCE BUILDING PURCHASE	2533	10000	0	200,000	200,000	o	0	0	OCM 27.6.20 Item 9.5.3 - funded by Infrastructure Rese
LOT 206 CAPITAL IMPROVEMENTS	2704	0922	2,000	. 0	2,000	o	232	232	
LOT 220 CAPITAL IMPROVEMENTS	2704	0923	9,500	0	9,500	0	3,054	3,054	
LOT 213 CAPITAL IMPROVEMENTS	2704	0925	16,000	0	16,000	0	0	0	
LOT 87 CAPITAL IMPROVEMENTS	2704	0926	8,000	0	8,000	0	0	0	
LOT 408 HILL ST - CAPITAL IMPROVEMENTS	2704	0927	3,200	0	3,200	٥	0	0	
LOT 208 CAPITAL IMPROVEMENTS	2704	0929	6,500	0	6,500	6,500	0	(6,500)	
SPORTS COMPLEX RESIDENCE - CAPITAL IMPROVEMENTS	2704	0930	43,000	0	43,000	0,220	0	(-,)	
LOT 205 HILL ST - CAPITAL IMPROVEMENTS	2704	0932	5,000	0	5,000	٥	0	0	
LOT 207 HILL ST - CAPITAL IMPROVEMENTS	2704	0933	5,000	0	5,000	۱	0	0	
LOT 204 HILL ST - CAPITAL IMPROVEMENTS	2704	0979	2,000	0	2,000	٥	0	0	
LOT 927 MCCLEARY ST - CAPITAL IMPROVEMENTS	2704	0980	9,500	0	9,500	٥	0	0	
PUBLIC TOILETS CAPITAL EXPENDITURE	3094	0300	2,000	0	2,000	۱	364	364	
HALL - CURTAINS FOR HALL FOR EAST AND WEST SIDE WINDOWS	3544	HC09	10,000	0		٥	304	304	
HALL - RELOCATE INSIDE BAR & CREATE STORAGE	3544	HC12		0	10,000	٥	0	0	
POOL - BUILDINGS	3666	HC12	5,000 5,082	0	5,000 5,082	٥	0	0	
OSR - PICTURE GARDENS - UGPRADE TOILETS	3997	SR22				٥	0	0	
	1		90,450	0	90,450	٥	0	0	
OSR - PICTURE GARDENS - 2X SPLIT SYSTEMS	3997	SR23	9,550	0	9,550	٥	U	U	
STAGE A LLOYDS RENOVATIONS				545 343	545 343		405.033	405.077	
STAGE 1 - LLOYDS RENOVATIONS	4191		0	516,212	516,212	٥	105,977	105,977	
RED SANDBOX - REPLACE EVAP WITH SPLIT SYSTEMS	9651	EC04	6,500	0	6,500	0	0	0	
		l							
Buildings Total			422,282	716,212	1,138,494	6,500	109,627	103,127	
Furniture & Office Equip.									
COUNCIL CHAMBERS - FURNITURE AND EQUIPMENT	0254		35,000	0	35,000	0	0	0	
COMPUTER EQUIPMENT	1244		25,000	0	25,000	17,000	16,881	(119)	
KZ - WATER FOUNTAIN	2438	KZC06	5,000	0	5,000	o	0	0	
C.D.O. COMPUTER PURCHASE	2454		5,000	0	5,000	0	0	0	
			1,500		2,300		Ĭ		
OSR - PICTURE GARDENS - ARTIFICIAL TURF	3803	SR11	3,000	0	3,000	0	0	0	
Furniture & Office Equip. Total			73,000	0	73,000	17,000	16,881	(110)	

## SHIRE OF MEEKATHARRA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 30 September 2020

Note 8a: CAPITAL EXPENDITURE

			Original Annual	Budget	Amended Annual	Amended YTD		Variance	
Assets	GL Account	Job	Budget	Changes	Budget	Budget	YTD Actual	(Under)/Over	Comments
Plant , Equip. & Vehicles									
YOUTH CENTRE VEHICLE	2448		40,000	0	40,000		0	0	
POOL - PLANT AND EQUIPMENT	3684		20,000	0	20,000		0	(20,000)	
MISC PLANT (SMALL EQUIPMENT > \$5000 EX GST)	5014		10,000	0	10,000		0	0	
CARAVANS & EQUIPMENT	5034		260,000	240,000			0	0	
DOWN HOLE BORE PUMPS AND TRAILERS	5064		100,000	0	100,000	0	0	0	
SWEEPER	5094		361,000	0	361,000	0	0	0	
TRUCK	5124		350,000	0	350,000	0	0	0	
GRADERS	5134		400,000	0	400,000	0	0	0	
WORKS MANAGER VEHICLE	5144		64,000	0	64,000	0	0	0	
ENGINES & PUMPS (> \$5,000 OTHERWISE USE GL4810)	5154		20,000	0	20,000	5,000	0	(5,000)	
EXCAVATOR	5331		30,000	0	30,000	0	0	0	
LOADER	5334		348,000	0	348,000	0	0	0	
Plant , Equip. & Vehicles Total			2,003,000	240,000	2,243,000	25,000	0	(25,000)	
Roads Infrastructure									
DO LD CONSTRUCTION VARIOUS	4300		24 520 524	(50 503)	24 470 424			(22.454)	See Note 8b for Road project details
ROAD CONSTRUCTION VARIOUS	4200		24,538,634	(60,503)	24,478,131	928,035	904,874	(23,161)	see Note 80 for Road project details
			0	0	0	0	0	0	
Roads Infrastructure Total			24,538,634	(60,503)	24,478,131	928,035	904,874	(23,161)	
ootpath Infrastructure									
FOOTPATHS - NEW AND RENEWAL	5046		0	0	0	0	0	0	
			o	0	0	0	0	0	
Footpath Infrastructure Total			0	0	0	0	0	0	
Airport Infrastructure									
An port minestructure									
RUNWAY CONSTRUCTION	5104	1210	30,000	0	30,000	0	0	0	
AIRPORT APRON & PARKING AREAS		1215	20,000	17,000		I	o	٥	
FOG SEAL & CRACK SEALING	5104	1218	0	30,000	30,000		0	0	
AERODROME - LINE MARKING	5104	1220	0	78,000	78,000	0	0	0	
Airport Infrastructure Total			50,000	125,000	175,000	0	0	0	

## SHIRE OF MEEKATHARRA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 30 September 2020

Note 8a: CAPITAL EXPENDITURE

			Original Annual	Budget	Amended Annual	Amended YTD		Variance	
Assets	GL Account	Job	Budget	Changes	Budget	Budget	YTD Actual	(Under)/Over	Comment
Other Infrastructure									
YC - UPGRADE TO ENTRY GARDEN	2436	YCC04	3,000	0	3,000	0	0	0	
YC - 3000L SLIMLINE WATER TANK & INFRASTRUCTURE FOR ROOF WA	2436	YCC05	4,000	0	4,000	0	0	0	
YC - FENCING MODIFICATIONS AND GATES TO ALLOW ACCESS FROM	2436	YCC06	5,000	0	5,000	0	0	0	
YC - WATER FOUNTAIN (OF TOILET BLOCK)	2436	YCC07	5,000	0	5,000	0	0	0	
KZ - FENCING TO ALLOW FOR PUBLIC ACCESS TO THE PLAYGROUND O	2440	KZC05	5,500	0	5,500	0	0	0	
REFUSE SITE - CONSTRUCTION OF TYRE DISPOSAL AREA	2824		60,000	0	60,000	0	0	0	
CEMETERY - OTHER INFRASTRUCTURE	3274		28,200	0	28,200	6,000	7,476	1,476	
TOWN DRINKING FOUNTAIN	3286		5,000	0	5,000	0	0	0	
OVAL AND ASSOCIATED INFRASTRUCTURE	3638		11,500	0	11,500	0	0	0	
LUKES PIT WATER SCHEME	3944		30,000	0	30,000	0	0	0	
OSR - TELEMETRY SYSTEM FOR TANKS AT OVAL, BEHIND OFFICE, POW	3994	SR12	12,000	0	12,000	0	0	0	
LIONS PARK - LANDSCAPING (INCLUDES REMOVAL OF BMX TRACK)	4015	SR13	12,000	0	12,000	0	0	0	
LIONS PARK - SEATING AND TABLES	4015	SR14	5,000	0	5,000	0	0	0	
LIONS PARK - BBQ	4015	SR15	15,000	0	15,000	0	0	0	
LIONS PARK	4015		0	0	0	o	0	0	
SPEEDWAY/HOTROD/GOKART CAPITAL EXPENSE	4066		10,000	0	10,000	10,000	9,091	(909)	
PLAYGROUND - RETICULATION	4076	SR16	5,000	0	5,000	0	0	0	
PLAYGROUND - TREES AND TREE GUARDS	4076	SR17	5,000	0	5,000	0	0	0	
PLAYGROUND - NATURE PLAYGROUND	4076	SR18	10,000	0	10,000	0	0	0	
PLAYGROUND - SEATS	4076	SR19	2,000	0	2,000	1	0	0	
PLAYGROUND - SHADE STRUCTURES	4076	SR20	20,000	0	20,000	0	0	0	
PLAYGROUND - LANDSCAPING	4076	SR21	10,000	0	10,000	0	0	0	
			,		,,,,,,				
MAINSTREET SCAPING - STREET SCULPTURES	4984	MS03	15,000	0	15,000	o	0	0	
MEEKA NORTH DRIVE - HERITAGE	5387		90,302	0	90,302	0	0	0	
MEEKA SOUTH DRIVE - HERITAGE	5388		120,016	0	120,016	0	0	0	
MEEKA TOWN WALK - HERITAGE	5389		16,500	0	16,500	0	0	0	
CANYON TRAIL & BRIDGE - INC. RESEARCH & PLANNING	5390		10,000	0	10,000	1	0	0	
MEEKA TOWN DRIVE - HERITAGE	5394		70,885	0	70,885	I	0	0	
WELCOME PARK & INFORMATION BAY CAPITAL EXPENDITURE	5399		66,000	0	66,000		222	222	
					,				
ther Infrastructure Total			651,903	0	651,903	16,000	16,789	789	
I Forman diagram Total			37.730.010	4 030 700	20.755.535	002 525	4.040.071	FF -33	1
ital Expenditure Total	I	1	27,738,819	1,020,709	28,759,528	992,535	1,048,171	55,636	

## SHIRE OF MEEKATHARRA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 30 September 2020

Note 8b: CAPITAL EXPENDITURE - Roads Infrastructure Detail

Assets	Job	Original Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comments
			2000			New Mean	
Grids Installation	1262	100,000	100,000	10,000	o	(10,000)	Council Funded
Grids Construction	1266	150,000	150,000	0	530	530	Council Funded
load Construction Misc	1267	2,045,970	600,000	0	0	0	Council Funded
Vater Bores	1268	150,000	150,000	o	0	0	Council Funded
cut Off Walls And Drainage General	1269	200,000	200,000	0	0	0	Council Funded
shburton Downs Rd - Roads To Recovery Funded	A67	1,200,000	1,200,000	322,600	315,001	(7,599)	R2R & Council Funded
andor Road - Bbrf Funded Business Case	BB66	2,699,771	2,699,771	422,000	421,864	(136)	BBRF & Council Funded
Mt Clere Rd - Construction	CI	180,000	180,000	40,000	40,072	72	Council Funded
aneway Between Main Street & Hill Street B	C134	18,000	18,000	o	0	0	Council Funded
lternate Heavy Haulage Road - Council Funded	C135	25,000	25,000	5,435	0	(5,435)	Council Funded
tigh Street - Construction	C43	60,000	60,000	0	0	0	Council Funded
avage Street - Construction	C44	65,000	65,000	0	0	0	Council Funded
andor Rd - Council Funding	C66	1,351,393	1,421,393	1,000	883	(117)	Council Funded
shburton Downs-Meekatharra Rd - Construction	C67	725,000	725,000	120,000	119,584	(416)	Council Funded
igrn: 899 (Feb 2020) General Expense	FDC00	14,750,000	14,750,000	0	0	0	WANDRRA
andor Road - Local Roads & Community Infrastructure Program	LR66	o	1,315,467	7,000	6,940	(60)	LGRICP & Council Funded
andor Rd - Regional Road Group Funding	RR66	368,500	368,500	0	0	0	RRG & Council Funded
shburton Rd - Regional Road Group Funding	RR67	450,000	450,000	0	0	0	RRG & Council Funded
Roads Infrastructure Total		24,538,634	24,478,131	928,035	904,874	(23,161)	

Comments

# SHIRE OF MEEKATHARRA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 30 September 2020

Note 9: CAPITAL DISPOSALS

Original Budget Profit/(Loss) of Asset Disposal		of Asset Disposal	Disposals		Actual YTD		
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)	Comments
\$	\$	\$					
			Education and Welfare				
30,200	15,000	(15,200)	P427 - 2010 Hi-Ace Bus				
			Transport				
51,664	30,000	(21,664)	P109 - 2005 Nissan UD Prime Mover				
73,273	30,000	(43,273)	P407 - 2008 Nissan UD Prime Mover				
88,201	80,000	(8,201)	P108 - 2005 12H westrac Motor Grader				
17,000	16,000	(1,000)	P315 - 1981 910 Cat Loader				
50,000	50,000	0	Other as required				
310,338	221,000	(89,338)		0	0	0	

Comments

There have been no disposals processed to date.

## ACTIONS TAKEN UNDER DELEGATED POWER REQUIRING NOTIFICATION TO COUNCIL

## Write Offs

There were two actions taken under delegated powers in accordance with Delegation 05 – Power to Waive or Write off Debts in September 2020 that require reporting to Council.

Debtor/Rates	Debtor/Assess	Name	Amount	Invoice/ Property	Charge Type	Reason for Write Off
Rates	A6177	Giralia Resources Pty Ltd	\$0.83	E52/2057	Rates	Paid all but some interest. Tenement is dead. Owner has no other live tenements.
Rates	A7592	Kalamazoo Resources Limited	\$1.07	E52/3042	Rates	Paid all but some interest. Tenement is dead. Owner has no other live tenements.

Total: **\$1.90** 

### **Purchase Orders**

There were no purchase orders to be presented to Council as per resolution 9.7.1 from the Ordinary Council Meeting held 18 February 2017.

Title/Subject: OUTSTANDING DEBTORS

**Agenda/Minute Number:** 9.2.2 **Applicant:** Nil

File Ref: ADM 171

**Disclosure of Interest:** Nil

**Date of Report:** 1 October 2020 **Author:** Krys East

Deputy Chief Executive Officer

Signature of Author

**Senior Officer:** Roy McClymont

Chief Executive Officer Signature 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 –

>30 day – Outstanding debtors with an account older than 30 days are sent a statement

>60 day – Outstanding debtors with an account older than 60 days or more are sent a reminder letter and are followed up with a phone call and/or email if possible

>90 day - Outstanding debtors with an account older than 90 days will be sent to a debt collection agent.

### **Comment:**

Council policy 4.11 stipulates sundry debt collection. Some matters with particular circumstances may be referred to Council for consideration.

### **Consultation:**

Roy McClymont – Chief Executive Officer

### **Statutory Environment:**

Nil

### **Policy Implications:**

4.11 Sundry Debt Collection

### **Financial Implications:**

Loss of revenue

## **Strategic Implications:**

Nil

### **Voting Requirements:**

Simple Majority

## Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy Seconded: Cr MR Hall

That Council receives the outstanding monthly Debtor Trial Balance for September 2020.

		Debtors Trial Balance					
		As at 30.09.2020					
Debtor #	Name	Credit Limit 02.07.2		01.08.2020	31.08.2020	30.09.2020	Total
		GT 90 days	_	GT 60 days	GT 30 days	Current	
			Of				27 1 6 2 3 3 1
		Olde					Notes for debts
		Invo. (90Da:					>90 days old
B043	ADRIAN BAUMGARTEN	0.00	(a) 0	0.00	0.00	0.00	-516.01
A124	AEROMETREX PTY LTD	0.00	0	0.00	0.00	62.87	62.87
D096	ANDREW PETER DEAN	0.00	0	0.00	0.00	0.00	0.00
A017	AUSTRALIAN TAXATION OFFICE		0	4797.47	0.00	0.00	4797.47
A118	AVIAIR PTY LTD	0.00	0	0.00	0.00	64.70	64.70
B106	BAZDALE INVESTMENTS P/L	0.00	0	0.00	22.00	0.00	22.00
B146	BELL, IAN GORDON	0.00	0	0.00	23.20	0.00	23.20
B134	BINSIAR, ANDREW (JNR)	0.00	0	65.33	0.00	641.55	706.88
B139	BLUESKYE PTY LTD	0.00	0	0.00	0.00	26.94	26.94
B2	BP AUSTRALIA PTY LTD	0.00	0	0.00	0.00	116.60	116.60
B064	BROWN, CLINTON	0.00	0	0.00	0.00	22.00	22.00
C027	CENTRAL AIR	0.00	0	0.00	0.00	83.82	83.82
C113	COBHAM AVIATION	0.00	0	0.00	0.00	34015.18	34015.18
C130	COLES EXPRESS MEEKATHARRA	0.00	0	1601.00	0.00	0.00	1601.00
C021	COMPLETE AVIATION SERVICES		0	0.00	0.00	280.68	280.68
C033	CURTIN FLYING CLUB INC	0.00	0	0.00	0.00	22.00	22.00
D1	DEPARTMENT OF EDUCATION	59693.77	175	0.00	0.00	22921.57	82615.34 following up
H007	DEPARTMENT OF HOUSING	160.10	93	160.10	480.30	0.00	800.50 following up
E012	ENESAR PTY LTD	0.00	0	0.00	0.00	65.68	65.68
L066	FABIAN LOCKYER	375.00	202	0.00	0.00	0.00	375.00 awaiting bond release
F049	FORTESCUE HELICOPTERS PTY	0.00	0	0.00	0.00	44.00	44.00
F046	FRIGTECH SERVICES	0.00	0	0.00	0.00	86.20	86.20
F047	FRONTIER HELICOPTERS PTY L		0	0.00	0.00	0.00	-25.06
G011	GERALDTON AIR CHARTER	0.00	0	0.00	0.00	0.00	-26.93
G111	GERALDION AIR CHARTER	0.00	0	0.00	137.21	0.00	137.21
G108	GIULIANO, JOE TREVOR JOHN	2531.37	254	533.25	0.00	585.93	3650.55 staff through payroll
G080	GRBIC, RICKY	883.99	252	0.00	0.00	0.00	883.99 following up
G053	GREEN MINING PTY LTD	123.25	1449	0.00	0.00	0.00	123.25 needs follow up
G077	GREY MARE TRANSPORT	574.22	866	0.00	0.00	0.00	574.22 in liquidation
G052	GROUNDWATER CONSULTING SER		0	0.00	0.00	22.08	22.08
H077	HANDEL AVIATION PTY LTD	28.43	141	0.00	0.00	0.00	28.43 following up
H014	HELIBITS PTY LTD (HELIWEST		0	0.00	37.13	37.13	74.26
H150	HELICOPTER LOGISTICS PTY L		0	29.93	0.00	0.00	29.93
H101	HICKS, PAUL JOHN WALLACE	0.00	0	0.00	53.86	0.00	53.86
J061	JOURNEY BEYOND ADVENTURES	0.00	0	0.00	65.51	0.00	65.51
		0.00		2.00			

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		Debtors Trial	Balance					
		As at 30.0						
Debtor	# Name	Credit Limit	02.07.20		01.08.2020	31.08.2020	30.09.2020	Total
			GT 90 days	_	GT 60 days	GT 30 days	Current	
				)f				
			Olde: Invoi					
			(90Day					
K004	KILLARA STATION		0.00	0	0.00	0.00	1820.96	1820.96
K027	KYANGA, ROBERT		0.00	0	451.75	0.00	492.54	944.29
L015	LACY CONTRACTING SERVICES		0.00	0	0.00	0.00	5236.54	5236.54
5134	MARK STURGEON		250.49	99	0.00	0.00	591.98	842.47 staff through payroll
M021	MEEKATHARRA COMMUNITY RESO		0.00	0	0.00	0.00	166.00	166.00
M148	MELISSA PRICE MP		0.00	0	0.00	0.00	0.00	-74.05
N009	NANTAY PTY LTD - MAROOMBA		0.00	0	0.00	0.00	187.38	187.38
N020	NORTHAM AIR SERVICES		0.00	0	0.00	0.00	23.20	23.20
0040	OMNI AVIATION SERVICES PTY		0.00	0	0.00	0.00	65.49	65.49
P006	PAROO STATION		0.00	0	0.00	0.00	0.00	-0.10
P106	PEGASUS AIR PTY LTD		0.00	0	0.00	0.00	78.21	78.21
P109	PENJET PTY LTD		0.00	0	0.00	0.00	0.00	-1325.12
R043	RACHLAN HOLDINGS PTY LTD		22.00	132	0.00	0.00	0.00	22.00 following up
R098	REILLY & CO		0.00	0	0.00	0.00	0.00	-74.05
M000	ROY MCCLYMONT		0.00	0	10.35	0.00	0.00	10.35
R013	ROYAL ANTEDILUVIAN ORDER O		0.00	0	0.00	0.00	133.21	133.21
R005	ROYAL FLYING DOCTOR SERVIC		0.00	0	0.00	0.00	12000.66	12000.66
S096	S&K ELECTRICAL CONTRACTING		0.00	0	0.00	0.00	148.10	148.10
S055	SHINE AVIATION SERVICES		0.00	0	0.00	0.00	504.40	504.40
W045	SIMON WILDING		0.00	0	0.00	0.00	0.00	-50.10
S007	SKIPPERS AVIATION		0.00	0	0.00	1905.00	2759.28	4664.28
S145	SPOOKFISH AVIATION PTY LTD		0.00	0	0.00	38.92	0.00	38.92
S078	STAR AVIATION PTY LTD		0.00	0	0.00	239.51	361.50	601.01
T041	TWINCREEK HOLDINGS PTY LTD		0.00	0	0.00	0.00	0.00	-25.25
W112	WALTER WHIP & THE FLAMES		975.00	686	0.00	0.00	0.00	975.00 at Debt Collect.
W118	WARINGA FARMING PTY LTD		0.00	0	53.86	0.00	0.00	53.86
Y004	YARLARWEELOR STATION		0.00	0	0.00	0.00	994.32	994.32
Y015	YUGUNGA-NYA PEOPLE'S TRUST		1072.50	105	0.00	0.00	0.00	1072.50 following up
Y018	YULELLA INCORPORATED		0.00	0	0.00	0.00	443.64	443.64
	Totals Credit Balances:	-2116.67	66690.12		7703.04	3002.64	85106.34	160385.47

Title/Subject: LIST OF ACCOUNTS ENDED 30 SEPTEMBER 2020

**Agenda/Minute Number:** 9.2.3 **Applicant:** Nil

File Ref: ADM 171

**Disclosure of Interest:** Nil

**Date of Report:** 17 October 2020

**Author:** Krys East

Deputy Chief Executive Officer

Signature of Author

**Senior Officer:** Roy McClymont

Chief Executive Officer Signature of Author

### **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 \$ 1,266,479.60 Air BP \$ 4,971.98 Trust \$ 0.00 **Total** \$1,271,451.58

### **Consultation:**

Roy McClymont - Chief Executive Officer

### **Statutory Environment:**

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

## **Policy Implications:**

Nil

## **Financial Implications:**

Accounts to be paid

## **Strategic Implications:**

Nil

## **Voting Requirements:**

Simple Majority

## Officers Recommendation / Council Resolution:

Moved: Cr MR Hall Seconded: Cr PS Clancy

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

CARRIED 5/0

#### SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the 17-Oct-20

			MUNI	AIR BP
EFT17220	01/09/2020 ABCO PRODUCTS	TOILET TISSUE - PUBLIC TOILETS - 100 x CTN	-1358.92	
EFT17221	01/09/2020 ATYEO'S ENVIRONMENTAL HEALTH SERVICES PL	EHO DUTIES 14 JULY TO 15 AUGUST 2020	-6860.70	
EFT17222	01/09/2020 AUSTRALIS ADVISORY GROUP PTY LTD	PERFORM DESKTOP VALUATION OF LAND AND BUILDING ASSETS	-5225.00	
EFT17223	01/09/2020 B & E TRENFIELD	PARKS & GARDENS SEPTEMBER 2020	-12911.71	
EFT17224	01/09/2020 BENARA NURSERIES	STREET & LLOYDS BUILD LANDSCAPING - INCLUDING INTERIOR PLANTS	-948.15	
EFT17225	01/09/2020 C4 CLEANING	CLEANING JULY 2020 - KIDZONE	-110.00	
EFT17226	01/09/2020 CANINE CONTROL	RANGER SERVICES ON 6, 7, 8 AUGUST 2020	-3584.56	
EFT17227	01/09/2020 COMMERCIAL HOTEL	LUNCHES 15/08/20 FOR COUNCILLORS & STAFF AFTER OCM	-292.00	
EFT17228	01/09/2020 COMMERCIAL LOCKSMITHS	ELECTRONIC KEY - EKA HOSTING 1 YEAR 2020/21	-3231.36	
EFT17229	01/09/2020 CORSIGN WA PTY LTD	SUPPLY 2 X BBRF SIGNS WITH COMMONWEALTH / SHIRE OF MEEKATHARRA LABEL (LANDOR BB66)	-209.00	
EFT17230	01/09/2020 COX, PETER	REIMBURSEMENT FOR REPLACEMENT VACUUM PURCHASE FOR LOT 207 HILL ST	-99.00	
EFT17231	01/09/2020 DELTAZONE NOMINEES PTY LTD (MIDWEST FIRE PROTECTION / EYE	SECURITY ALARM MONITORING - JULY 2020 - SANDBOX & KIDZONE	-55.00	
EFT17232	01/09/2020 DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES)	EMERGENCY SERVICES LEVY - RETURN QUARTER 1 2020/21	-22175.51	
EFT17233	01/09/2020 DINGO DESIGN	DESIGN MULTI PAGE BROCHURE FOR MEEKATHARRA OUTBACK FESTIVAL 2020	-2000.00	
EFT17234	01/09/2020 EASIFLEET (EASI SALARY)	ADRIAN BAUMGARTEN NOVATED LEASE FORTNIGHT ENDING 19/08/20	-854.61	
EFT17235	01/09/2020 EVIDEO COMMUNICATIONS	POLYCOM WIRELESS PRESENTATION SYSTEM, 12X CAM, 3 X MICS,1 X POLY COM, INC 12 MONTH MAINTENANCE (2ND	-16801.95	
21117233	01/03/2020 EVIDEO CONMONICATIONS	FINAL PAYMENT)	10001.55	
EFT17236	01/09/2020 EXTERIA (LANDMARK ENGINEERING & DESIGN PTY LTD)	3 X FIXED STREET RUBBISH BIN WITH HOOD - 240L ORANGE	-5439.50	
EFT17237	01/09/2020 GEMMA BOYCE ST (FORMERLY GEMTREE )	FINANCIAL ASSISTANCE WITH MINING SCHEDULES AND ASSOCIATED RATES ADMINISTRATION	-7440.00	
EFT17238	01/09/2020 GREAT NORTHERN RURAL SERVICES (CRT)	20L DRUM ALPHA NEX CHEMICAL	-887.48	
EFT17239	01/09/2020 INFRABUILD STEEL / ONESTEEL DISTRIBUTION/ MIDALIA STEEL	STEEL FOR GAZEBO DECKING AT CEMETERY	-1653.66	
EFT17240	01/09/2020 IXOM OPERATIONS PTY LTD (KEPPEL, ORICA)	CHEMICALS FOR POOL FOR 01-31/07/2020	-84.57	
EFT17241	01/09/2020 JR & A HERSEY PTY LTD	DEPOT - ASSORTED TOOLS, PPE AND CONSUMABLES	-3140.19	
EFT17242	01/09/2020 LGRCEU (FORMERLEY) MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	-19.40	
EFT17243	01/09/2020 MEEKATHARRA ACCOMMODATION CENTRE	CATERING FOR GOVERNORS VISIT MORNING TEA 28 JULY 2020	-230.00	
EFT17244	01/09/2020 MEEKATHARRA CORNER STORE	5X20L WATER BOTTLES DELIVERED TO SHIRE OFFICE, P427 FUEL, P24 FUEL, P473 FUEL, P427 FUEL	-348.61	
EFT17245	01/09/2020 MURCHISON RUBBISH SERVICES	RUBBISH MAINTENANCE - AUGUST 2020	-20828.34	
EFT17246	01/09/2020 NEUK PORT AD-HAIR	AERODROME MANAGEMENT CONTRACT FOR MONTH OF AUGUST 2020	-20566.00	
EFT17247	01/09/2020 NORTHAMPTON GRADER HIRE	M2 - PEAK HILL - THREE RIVERS ROAD - MAINTENANCE GRADE RE HEAVY CORRUGATION	-27115.00	
EFT17248	01/09/2020 NORTHANIFION GRADER TIRE 01/09/2020 PERFECT COMPUTER SOLUTIONS PTY LTD (PCS)	VARIOUS IT ASSISTANCE: UPDATE TEST/PLAY SYNERGY DATA, RESOLVE DEPOT PRINTER/SERVER ISSUE	-510.00	
EFT17249	01/09/2020 PERFECT COMPOTER SOCIOTIONS FTY ETD (PGS)	3 X INTERNAL PLANTERS FOR LLOYDS BUILDING FOYER - CONCRETE GREY FINAL 50%	-8780.75	
EFT17250	01/09/2020 GOATRO DESIGN FTT CTD	CONNECT NEW ELECTRIC ALARM SYSTEM, INSTALL WEATHER PROOF GPO - PUBLIC TOILETS	-1143.70	
EFT17250	01/09/2020 SMR ELECTRICAL CONTRACTING PTT LTD	PAYROLL DEDUCTIONS	-689.00	
EFT17251	01/09/2020 STATE LIBRARY OF WA	BETTER BEGINNINGS PROGRAM - 145 X LIBRARY PACK PURCHASE	-77.00	
EFT17253			-391.60	
EFT17254	01/09/2020 SUN CITY PLUMBING	REPAIR COPPER WATER MAIN - INC TESTING AND CLEAN-UP	-591.60	
EFT17255	01/09/2020 SUPREME SHADES PTY LTD	SUPPLY 2 X EYE BOLTS FOR SHADE SAILS AT SMALL WHEEL PARK	-383.37	
EFT17256	01/09/2020 TOLL TRANSPORT PTY LTD	VARIOUS FREIGHT - BENARA NURSERY CARABOODA TO MKR		
	01/09/2020 WESTERN AUSTRALIA SHOWBAG SERVICES P/L	700 SHOWBAGS FOR MEEKATHARRA OUTBACK FESTIVAL 2020	-3041.60	
EFT17257	01/09/2020 WESTERN INDEPENDENT FOODS	VARIOUS FREIGHT - 4 X 20LTR DRUMS ATOMS GERALDTON - MKR	-83.60	
EFT17258	01/09/2020 WESTRAC EQUIPMENT	P497 PARTS FOR REPLACING HYDRAULIC HOSE FOR QUICK HITCH, SERVICE KITS P484 P497 P519 P513, P484 CALL OUT HYDRAULIC REPAIR, P464 PUMPS & PARTS	-3219.83	
EFT17259	01/09/2020 IRON BULL BANGEMALL LTD	RATES REFUND FOR ASSESSMENT A7642 E52/3116 PEAK HILL GOLD FIELD MEEKATHARRA WA 6642	-143.99	
EFT17260	01/09/2020 MONUMENT MURCHISON PTY LTD	RATES REFUND FOR ASSESSMENT A7743 P51/2907 NANNINE GOLD FIELD MEEKATHARRA WA 6642	-265.84	
EFT17261	01/09/2020 NORTHERN STAR RESOURCES LTD	RATES REFUND FOR ASSESSMENT A7206 E52/2786 NANNINE GOLD FIELD MEEKATHARRA WA 6642	-445.95	
EFT17262	03/09/2020 BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND (BCITF)	CTF FOR BP20-005 72 HILL ST	-231.75	
EFT17263	03/09/2020 DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL LEVY FOR BP20-005 72 HILL ST	-159.40	
EFT17264	03/09/2020 NEUK PORT AD-HAIR	AIR BP MANAGEMENT CONTRACT FOR MONTH OF AUGUST (CORRECTION OF GST UNDERPAYMENT 01/09/20)	-2056.30	
EFT17265	10/09/2020 INTERNATIONAL SALON SUPPLIES	MERCURY SALON CHAIRS - LLOYDS BUILDING HAIR SALON	-2537.00	
EFT17266	17/09/2020 ABCO PRODUCTS	PAPER HAND TOWEL FOR TOILETS	-1483.83	

#### SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the

17-Oct-20

			MUNI	AIR BP
EFT17268	17/09/2020 ATOM SUPPLY	SUPPLY 40 LTRS LANOTECH DECKING OIL FOR 205 & 207 HILL STREET	-687.76	
EFT17269	17/09/2020 ATYEO'S ENVIRONMENTAL HEALTH SERVICES PL	EHO DUTIES 21 AUGUST - 11 SEPTEMBER 2020	-6375.60	
EFT17270	17/09/2020 AUSTRALIA POST	POSTAGE PERIOD 1-31/08/20	-678.93	
EFT17271	17/09/2020 AUSTRALIAN TAXATION OFFICE	AUGUST 2020 BAS	-40544.78	
EFT17272	17/09/2020 B & E TRENFIELD	10 HOURS GARDEN PREPARATION AT LLOYDS OUTDOOR AREA	-495.00	
EFT17273	17/09/2020 BLACKTOP MATERIALS ENGINEERING PTY LTD	LR66 - LANDOR ROAD - SOIL SAMPLING BORROW PITS AND EXISTING ROAD ( SOIL SAMPLES / TRAVEL /	-7634.00	
		ACCOMMODATION & FOOD )		
EFT17274	17/09/2020 BOC GASES	GAS CYLINDER RENT AUGUST	-50.24	
EFT17275	17/09/2020 BRAT ENDEAVOURS PTY LTD	BB66 - LANDOR ROAD - BBRF - UNDER RFT 19/20-4 - SUPERVISION OF WORKS SLK179.53 - 169.53	-5637.72	
FT17276	17/09/2020 C4 CLEANING	CLEANING AUGUST 2020 - OFFICE, GYM, DEPOT, INDOOR CRICKET, YOUTH CENTRE, CONSULTANT QUARTERS, PUBLIC	-3423.75	
		TOILETS		
FT17277	17/09/2020 CANINE CONTROL	RANGER SERVICES ON 4-6 SEPTEMBER 2020	-3584.56	
FT17278	17/09/2020 CEMETERIES & CREMATORIA ASSOCIATION OF WA	MEMBERSHIP RENEWAL 2020/21	-125.00	
FT17279	17/09/2020 CIVIC LEGAL PTY LTD	NEW CONTRACT FOR SUPERVISION OF CONTRACTORS - UPDATE CONTRACT, CLARIFICATIONS, EXECUTION COPIES AND	-1660.56	
	,,	SIGNING INSTRUCTIONS		
FT17280	17/09/2020 CORAL COAST HOMES CONSTRUCTION	PROGRESS CLAIM 12 FOR REDEVELOPMENT OF LLOYDS BUILDING	-175242.00	
FT17281	17/09/2020 CORSIGN WA PTY LTD	SIGNS - ASSORTED STREET NAME PLATES, TRAFFIC CODES, FLOODWAY SIGNS, CLAMPS AND FIXERS, GALV POSTS &	-6745.20	
	• •	CAPS, KEEP LEFT SIGN		
FT17282	17/09/2020 CROSS COUNTRY NATIVE TITLE SERVICES PTY LTD	ASSIST WITH REDEVELOPMENT OF JIDI JIDI HERITAGE AGREEMENT	-3112.00	
FT17283	17/09/2020 DALLCON (DALWALLINU CONCRETE) PTY LTD	1 X CONCRETE BBQ FOR PEACE GORGE	-2453.00	
FT17284	17/09/2020 DELTAZONE NOMINEES PTY LTD (MIDWEST FIRE PROTECTION / EYE	REPAIRS TO ALARM SYSTEM AT 303 DARLOT STREET	-1072.27	
T17285	17/09/2020 DEPARTMENT OF HUMAN SERVICES - SERVICES AUSTRALIA	CENTREPAY TRANSACTION CHARGES FOR 01/07/20 - 31/07/20	-66.33	
T17286	17/09/2020 DINGO DESIGN	MONTHLY COUNCIL NEWS FOR SEPTEMBER DUST	-460.00	
FT17287	17/09/2020 DJUKI MALA PTY LTD	DEPOSIT FOR DJUKI MALA DANCERS TOUR 25TH OCTOBER	-2502.50	
FT17288	17/09/2020 DYENAMIC SUBLIMATION WA PTY LTD	DEPOSIT FOR NAIDOC WEEK SHIRTS FOR YOUTH SERVICES ATTENDEES AND STAFF	-305.80	
FT17289	17/09/2020 EASIFLEET (EASI SALARY)	ADRIAN BAUMGARTEN NOVATED LEASE FORTNIGHT ENDING 02/09/2020	-854.61	
FT17290	17/09/2020 ELITE ELECTRICAL CONTRACTING	REPORT ON AIRCON FAULT AT AIRPORT RESIDENCE	-115.50	
FT17291	17/09/2020 EXTERIA (LANDMARK ENGINEERING & DESIGN PTY LTD)	SUPPLY DOG BAG DISPENSER AND BAGS FOR INSTALLATION AT OVAL	-398.75	
FT17292	17/09/2020 FARMER JACKS	HOUSING STORES - RAPID SET X 1 PALLET	-1928.01	
FT17293	17/09/2020 FRAMES NOW P/L	FRAMES FOR KIDS JERSEYS FOR LLOYDS CONFERENCE ROOM DISPLAY	-1330.00	
FT17294	17/09/2020 FUJI XEROX AUSTRALIA PTY LTD	PRINTER C6685 SHIRE OFFICE - AUGUST 2020	-568.23	
FT17295	17/09/2020 GALVINS PLUMBING SUPPLIES	PLUMING PARTS FOR YOUTH CENTRE	-215.17	
FT17296	17/09/2020 GERALDTON FLORAL STUDIO	FLOWERS FOR COCKTAIL EVENING - LLOYDS GRAND OPENING	-900.00	
FT17297	17/09/2020 HART SPORT	RUBBER MARKING RINGS & RAINBOW ROPE SET - YC BOXING ACTIVITY	-109.80	
FT17298	17/09/2020 HAYS RECRUITMENT MANAGEMENT	TEMP ADMIN OFFICER W/E 06/09/20	-3295.69	
FT17299	17/09/2020 HILLE THOMPSON & DELFOS (HTD)	BB66 - LANDOR ROAD - BBRF FUNDED-SURVEY ASCON FROM SLK 169.52 TO SLK 179.52 ( INCLUDES TRAVEL &	-14168.00	
. 12/255	17/05/2020 THELE THOMA SON & SELF-05 (1115)	ACCOMMODATION)	14100.00	
FT17300	17/09/2020 HISCO - HOSPITALITY & HEALTHCARE (HISCONFE)	BAR EQUIPMENT FOR COCKTAIL EVENT - LLOYDS GRAND OPENING - INCLUDING 350 ASSORTED GLASSES	-1844.81	
FT17301	17/09/2020 HIGHS HOST HALLT & HEALTHCARE (HISCORIE)	HUMPY CAMELS FESTIVAL RIDE - INCLUDING 1 CAMEL AND CAMEL TRAIN. DEPOSIT	-4250.00	
FT17302	17/09/2020 IXOM OPERATIONS PTY LTD (KEPPEL, ORICA)	CHEMICALS FOR POOL 01 - 31/08/2020	-84.57	
FT17303	17/09/2020 KIDDLY-WINKS CHILDRENS ENTERTAINMENT PTY LTD	CHILDREN'S ENTERTAINMENT OUTBACK FESTIVAL 2020 - FACE PAINTING, TATTOOS, BALLOON TWISTING	-2160.00	
FT17303	17/09/2020 KOTT GUNNING LAWYERS	PREPARATION OF AGREEMENT FOR EXHIBITION OF ABORIGINAL ART WORK IN LLOYDS PLAZA ART GALLERY	-3879.37	
FT17305	17/09/2020 KOTT GONNING DAWTERS 17/09/2020 LANDGATE	SCHEDULE M2020/4 17/02/20 - 20/06/20	-1432.20	
FT17306	17/09/2020 MARK SMITH PTY LTD	PUMP OUT TANK @ PUBLIC TOILETS, REPAIR LEAK IN POOL SHOWERS, 294 HILL REPLACE KITCHEN TAP,	-1418.08	
FT17307	17/09/2020 MEEKATHARRA CORNER STORE	4 X 45 KG GAS BOTTLES - P99 CARAVAN, P508 TYRE REPAIR/ROTATE, P24 FUEL, 5 X WATER, P427 FUEL	-1040.76	
FT17307	17/09/2020 MIDWEST LOCK & SAFE	SUPPLY 2 KEYS FOR PAYROLL DRAW	-24.00	
FT17309	17/09/2020 MIDWEST SEPTICS	PUMP OUT RV DUMP TANK	-660.00	
	17/09/2020 INIDWEST SEPTICS 17/09/2020 MRC EXPLORATION AUSTRALIA PTY LTD	RATES REFUND FOR ASSESSMENT A8171 E51/1867 NANNINE GOLD FIELD MEEKATHARRA WA 6642	-1527.50	
FT17310				

#### SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the

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			MUNI	AIR BE
EFT17312	17/09/2020 PERFECT COMPUTER SOLUTIONS PTY LTD (PCS)	VARIOUS IT ASSISTANCE: SCAN SYSTEM RE SCAM EMAIL AND UPDATE PASSWORD. EMAIL ALIAS SET UP FOR IMS. BACK UP DEPOT PCS AND REDIRECT TO SERVER	-595.00	
FT17313	17/09/2020 PHILIP RODNEY SULLIVAN	10TH LIGHT HORSE MEMORABILIA DISPLAY FOR OUTBACK FESTIVAL 2020	-500.00	
FT17314	17/09/2020 REFUEL AUSTRALIA (GERALDTON FUEL COMPANY)	FUEL CARD AUGUST	-458.59	
FT17315	17/09/2020 ROGER TOY	PAINTING: INTERNAL /EXTERNAL AND FRONT VERANDA FLOOR 220 DARLOT, PUBLIC TOILETS, CEMETERY GAZEBO, VERANDA POLES 204 HILL, BARRIERS POST PLAYGROUND RUST PROTECTION	-10730.00	
FT17316	17/09/2020 S&K ELECTRICAL CONTRACTING PTY LTD	FIT SECURITY LIGHT AT REAR OF LOT 255 DARLOT STREET	-475.63	
T17317	17/09/2020 SQUIRE PATTON BOGGS (AU)	NATIVE TITLE WATCHING BRIEF YUGUNGA-NYA 31/07 - 17/08/20	-991.65	
T17318	17/09/2020 SUNNY SIGN COMPANY PTY LTD	SUPPLY NEW RV DUMP SIGN	-394.35	
T17319	17/09/2020 TALIS CONSULTANTS	PROVIDE EVALUATION & REPORT ON TENDERS RECEIVED FOR RFT 19/20 - 04 SUPERVISION OF CONTRACTORS	-1897.50	
T17320	17/09/2020 TASTY JS	CATERING FOR MEEKATHARRA OUTBACK FESTIVAL BALL & COCKTAIL EVENTS - DEPOSIT	-3630.00	
T17321	17/09/2020 TENDERLINK	FEE: 1 PUBLIC TENDER	-168.30	
T17322	17/09/2020 TOLL TRANSPORT PTY LTD	VARIOUS FREIGHT - CLEANING PRODUCTS, RETIC PARTS, TRUCK PARTS	-213.62	
T17323	17/09/2020 TOTAL EDEN PTY LTD	HOUSING STORES - 15 X I25 HUNTER ULTRA SS 100MM SPRINKLER GEAR DRIVE	-1237.50	
T17324	17/09/2020 TRUCK CENTRE WESTERN AUSTRALIA	HOSE ASSY-AIR PART FOR 2008 NISSAN PRIME MOVER P407	-286.21	
T17325	17/09/2020 WEST AUSTRALIAN NEWSPAPERS LIMITED	ADVERTISING FOR FESTIVAL IN SPECIAL PUBLICATION - NORTHWEST TRAVEL GUIDE	-1089.00	
T17326	17/09/2020 WESTRAC EQUIPMENT	P497 EXCAVATOR - CUTTING EDGE 4T-2867 , NUTS&BOLT SET, P433 CAT LOADER DRYER/COMPRESSOR/BELT	-3193.12	
T17327	17/09/2020 WINC AUSTRALIA PTY LTD (STAPLES)	ASSORTED STATIONERY, LAMINATING POUCHES, WIRELESS KEYBOARD & MOUSE, BOOKENDS	-348.35	
T17328	17/09/2020 CORAL COAST HOMES CONSTRUCTION	PROGRESS CLAIM 12 FOR REDEVELOPMENT OF LLOYDS BUILDING - \$0.20 UNDERPAYMENT ON EFT17280	-0.20	
T17329	30/09/2020 B & E TRENFIELD	PARKS & GARDENS - SEPTEMBER 2020	-12317.71	
T17330	30/09/2020 BARACUS PTY LTD	RATES REFUND FOR ASSESSMENT A8092 LOT E52/3492 MINING TENEMENT	-351.08	
17331	30/09/2020 BARBARA ANNE COMPTON	RATES REFUND FOR ASSESSMENT A5155 14 RAILWAY STREET MEEKATHARRA 6642	-319.94	
17332	30/09/2020 BENARA NURSERIES	STREET & LLOYDS BUILD LANDSCAPING - INCLUDING INTERIOR PLANTS	-865.52	
17333	30/09/2020 BLACKTOP MATERIALS ENGINEERING PTY LTD	BB66- LANDOR ROAD 6 X NDM TESTS + 6 X MMDD TESTS INC ACCOMMODATION / MEALS AND TRAVEL	-7315.00	
17334	30/09/2020 BUNNINGS GROUP LIMITED	3 X 6M DELUXE GAZEBO MARQUEES FOR FESTIVAL	-2882.67	
17335	30/09/2020 CHAMPION BAY TROPHIES	1 X ENGRAVED GOLD FLEXI PLATE AS GIFT FOR OUTGOING COUNCILLOR ANDREW BINSIAR	-21.10	
17336	30/09/2020 COMMERCIAL HOTEL	COUNCILLORS & STAFF AFTER COUNCIL MEETING - LUNCHES SAT 19/09/20 & DINNER 22/09/20	-275.00	
17337	30/09/2020 CORSIGN WA PTY LTD	REGULATORY SIGNS FOR AIRPORT RD - SPEED 50KM SIGN	-101.20	
17338	30/09/2020 DAVID KENNETH HODDER	OCM FEE & HBTP FEE 19 SEPTEMBER 2020	-550.00	
17339	30/09/2020 DIRECT FASTENER & INDUSTRIAL SUPPLIES	24 X IC-HMAX24-320 SDSMAX Y-CUTTER RANGE FOR GRID CONSTRUCTION	-231.00	
17340	30/09/2020 EASIFLEET (EASI SALARY)	ADRIAN BAUMGARTEN NOVATED LEASE FORTNIGHT ENDING 16/09/20	-854.61	
17341	30/09/2020 FUJI XEROX AUSTRALIA PTY LTD	SUPPLY AND INSTALL APEOSPORT C6688 PRINTER FOR MAIN OFFICE	-18569.10	
Г17342	30/09/2020 GREENFIELD TECHNICAL SERVICES	TENDER FOR THE HIRE OF CIVIL CONSTRUCTION EQUIPMENT WITH OPERATORS FOR ROAD CONSTRUCTION EARTHWORKS IN RELATION TO ROAD SEALING PROJECTS ON THE LANDOR - MEEKATHARRA ROAD	-1540.00	
Г17343	30/09/2020 GREENMOUNT RESOURCES PTY LTD	RATES REFUND FOR ASSESSMENT A8053 LOT E52/3562 MINING TENEMENT	-144.24	
17344	30/09/2020 HARVEY JAMES NICHOLS	OCM FEE & HBTP FEE 19 SEPTEMBER 2020	-700.00	
17345	30/09/2020 HAYS RECRUITMENT MANAGEMENT	TEMP ADMIN OFFICE W/E 13/09/20	-5395.46	
17346	30/09/2020 HISCO - HOSPITALITY & HEALTHCARE (HISCONFE)	GLASSES FOR FESTIVAL - 150 X POLY CARB TRADITIONAL HI BALL 415ML	-818.74	
Γ17347	30/09/2020 HUMPY CAMELS	HUMPY CAMELS INCLUDING 1 CAMEL AND CAMEL TRAIN. BALANCE OF PAYMENT	-4250.00	
T17348	30/09/2020 JOSHUA JOHNSTONE T/A GRANDSTAND AGENCY	CAM ELLIS TRIO BAND FOR BALL	-4488.00	
17349	30/09/2020 JR & A HERSEY PTY LTD	3 X BOXES P2 MASKS FOR DEPOT	-768.38	
17350	30/09/2020 MARINDI METALS OPERATIONS PTY LTD	RATES REFUND FOR ASSESSMENT A7964 E52/3119 NANNINE GOLD FIELD MEEKATHARRA WA 6642	-296.75	
17351	30/09/2020 MARK SMITH	OCM FEE & HBTP FEE 19 SEPTEMBER 2020	-550.00	
17352	30/09/2020 MARK SMITH PTY LTD	REPAIR LEAK IN PLUMBING @304 DARLOT STREET 03/01/20 & 26/08/2019	-931.63	
T17353	30/09/2020 MEEKA GOES GREEN INC (MGG)	ARTICLES FOR MEEKATHARRA DUST JUNE JULY AUGUST SEPTEMBER 2020	-400.00	
T17354	30/09/2020 MEEKATHARRA ACCOMMODATION CENTRE	MORNING TEA AND LUNCH FOR ROADS MEETINGS AT LLOYD'S PLAZA 23/09/2020	-175.50	
T17355	30/09/2020 MJB INDUSTRIES	21 X LONG BOX CULVERT TYPE - 900MM SPAN X 300MM HIGH X 2400	-38262.40	
FT17356	30/09/2020 MONSTERBALL AMUSEMENTS AND HIRE	AMUSEMENTS FOR MEEKATHARRA OUTBACK FESTIVAL 2020 - ICE SKATING RINK, INFLATABLE WALL, TUG OF WAR, OBSTACLE CHALLENGE, CARS, SPARTAN RACE, VERTICAL SCREAMER, BASKETBALL COURT, BUNGEE JOUST, 6 OPERATORS, ACCOMMODATION, VEHICLE RENTAL, HOLDING DAY FEE, SET UP AND PACK DOWN FEES	-23990.00	

#### SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the 17-Oct-20

### 177777				MUNI	AIR BP
FT17396   \$0,09(3)200 MURCHISON NUBBRIS SERVICES   RUBBRIS CONTRACT FOR SEPTEMERS 2000   -0.002.8 M	EFT17357	30/09/2020 MOSES, PHILLIP	OCM FEE & HBTP FEE 19 SEPTEMBER 2020	-550.00	
FFT17861   \$0(9)(0200 NAMUSE ROPE AD-MARS   ABRODING MANAGEMENT   ABRODING MANAGEMENT (CONTRACT FOR MONTH OF THE PARK   ABRODING MANAGEMENT (CONTRACT FOR MONTH AND CONTRACT FOR MON	EFT17358	30/09/2020 MTF SERVICES	BB66 - LANDOR ROAD - BBRF FUNDED, TENDER 19/20-05 EQUIPMENT HIRE SEPTEMBER 2020	-419240.80	
FIT1756    30/99/2000 NEWLE FORT AD-HAIR   AEDOGROME MARKAGEMENT CONTRACT FOR MONTH OF SETTIMENT ZOOD   -2262.29	EFT17359	30/09/2020 MURCHISON RUBBISH SERVICES	RUBBISH CONTRACT FOR SEPTEMBER 2020	-20828.34	
FITT   1787   \$10 00 000 NORTHWAPTON GRACER HIRE   201 LORIES 3 9 JAMIN LORIES 19 JAMIN LORI	EFT17360	30/09/2020 NAVSDRON PTY LTD (MEGAN SHIRT)	JULY FINANCIAL ASSISTANCE WITH MONTHLY REPORTS, BUDGETS AND ANNUAL REPORTS @ \$100/HR	-1815.00	
FF11758  \$0 00 2000 FFICENORIS SUBINISS DIRECT   2021 DIABLES Y ADMIN, DEPOT AND YOUTH STAFF   1.90.61	EFT17361	30/09/2020 NEUK PORT AD-HAIR	AERODROME MANAGEMENT CONTRACT FOR MONTH OF SEPTEMBER 2020	-22622.90	
FET1786   \$0/09/2002 SAR LECTRICAL CONTRACTING FTY LTD (FCS)   PARTIES A CEPTOT PRINTER A	EFT17362	30/09/2020 NORTHAMPTON GRADER HIRE		-57763.75	
FRINTER & DEPOT PRINTER	EFT17363	30/09/2020 OFFICEWORKS BUSINESS DIRECT	2021 DIARIES X 9 ADMIN, DEPOT AND YOUTH STAFF	-160.61	
PRINTER & DEPOT PRINTER	EFT17364	30/09/2020 PERFECT COMPUTER SOLUTIONS PTY LTD (PCS)	VARIOUS IT ASSISTANCE: 4G. KIDZONE PASSWORD, FINANCE PROFILE, PASSWORD EXPIRY, ASSIST WITH NEW ADMIN	-595.00	
FET1;376  SU0/9/2000 SINUM SIGN COMPANY PTY LTD		,,,			
EFT13767   30/09/2000 SHANN SIGH COMPANY FYY LTD   SUPEPLY DIRECTION SIGN FOR PUBLIC TOILETS   1500.00	EFT17365	30/09/2020 S&K ELECTRICAL CONTRACTING PTY LTD	1 DAY HIRE OF 60 FOOT BOOM LIFT INCLUDING DELIVERY FOR AIRPORT LIGHTING REPAIRS	-1822.15	
FET17388   30/09/2020 SYRINA CLARE PHOTOGRAPHY   PHOTOGRAPHY FOR FESTINAL 2020   1-500.00	EFT17367	• •	SUPPLY DIRECTION SIGN FOR PUBLIC TOILETS	-242.00	
FETT,3770   \$30(96)2000 TAMAS KAPITANY   SATES FEVINIO FOR ASSESSMENT AT 7522 ES2/3180 NAMININE GOLD FELD MERATHARBA DUAS 642   -3683.00   FETT,3772   \$30(96)2000 TRALE CABLE   WARDUS FREIGHT - SHOWARGS, LUYDOS FRIDGES/PREZER/ROSH-MASHER, GLASSWARE, ROAD SIGNS   -716.14   FETT,3775   \$30(96)2000 TRALE CABLE   RIMBUSINES MINIT TO ABLE (2005) REPLICATED TO THE OUTBACK FESTIVAL SPETIMEBER 2020 - CLEANING   -568.60   FETT,3775   \$30(96)2000 VIRLOK CENTRE WESTERN AUSTRALIA   SERVICING PSZ,1 PSZ,2 INCLUDIOPA PARTS, 2018 MACK GRANITE GAS PRIMBUS MOVERS   -818.01   FETT,3775   \$30(96)2000 VIRLOK CENTRE WESTERN AUSTRALIA   SERVICING PSZ,1 PSZ,2 INCLUDIOPA PARTS, 2018 MACK GRANITE GAS PRIMBUS MOVERS   -618.00   FETT,3776   \$30(96)2000 VIRLOK CENTRE WESTERN AUSTRALIA   SERVICING PSZ,1 PSZ,2 INCLUDIOPA PARTS, 2018 MACK GRANITE GAS PRIMBUS MOVERS   -618.00   FETT,3777   \$30(96)2000 VIRLOK AUSTRALIA PYI LTD (STAPLES)   ENERGIZER MAY RUS AS ABATTERIES PACK 24 PRODUCT CODE 25095155   -447.52   FETT,3778   \$30(96)2000 VIRLOK AUSTRALIA PYI LTD (STAPLES)   ENERGIZER MAY RUS AS ABATTERIES PACK 24 PRODUCT CODE 25095155   -447.52   FETT,3776   \$30(96)2000 VIRLOK AUSTRALIA PYI LTD (STAPLES)   ENERGIZER MAY RUS AS ABATTERIES PACK 24 PRODUCT CODE 25095155   -447.52   FETT,3776   \$01(96)2000 VIRLOK AUSTRALIA PYI LTD (STAPLES)   ENERGIZER MAY RUS AS ABATTERIES PACK 24 PRODUCT CODE 25095155   -447.52   FETT,3776   \$01(96)2000 VIRLOK AUSTRALIA PYI LTD (STAPLES)   FETT,3776   -477.52   FETT,3776   -	EFT17368	• •	PHOTOGRAPHY FOR FESTIVAL 2020	-1500.00	
FETT,3770   \$30(96)2000 TAMAS KAPITANY   SATES FEVINIO FOR ASSESSMENT AT 7522 ES2/3180 NAMININE GOLD FELD MERATHARBA DUAS 642   -3683.00   FETT,3772   \$30(96)2000 TRALE CABLE   WARDUS FREIGHT - SHOWARGS, LUYDOS FRIDGES/PREZER/ROSH-MASHER, GLASSWARE, ROAD SIGNS   -716.14   FETT,3775   \$30(96)2000 TRALE CABLE   RIMBUSINES MINIT TO ABLE (2005) REPLICATED TO THE OUTBACK FESTIVAL SPETIMEBER 2020 - CLEANING   -568.60   FETT,3775   \$30(96)2000 VIRLOK CENTRE WESTERN AUSTRALIA   SERVICING PSZ,1 PSZ,2 INCLUDIOPA PARTS, 2018 MACK GRANITE GAS PRIMBUS MOVERS   -818.01   FETT,3775   \$30(96)2000 VIRLOK CENTRE WESTERN AUSTRALIA   SERVICING PSZ,1 PSZ,2 INCLUDIOPA PARTS, 2018 MACK GRANITE GAS PRIMBUS MOVERS   -618.00   FETT,3776   \$30(96)2000 VIRLOK CENTRE WESTERN AUSTRALIA   SERVICING PSZ,1 PSZ,2 INCLUDIOPA PARTS, 2018 MACK GRANITE GAS PRIMBUS MOVERS   -618.00   FETT,3777   \$30(96)2000 VIRLOK AUSTRALIA PYI LTD (STAPLES)   ENERGIZER MAY RUS AS ABATTERIES PACK 24 PRODUCT CODE 25095155   -447.52   FETT,3778   \$30(96)2000 VIRLOK AUSTRALIA PYI LTD (STAPLES)   ENERGIZER MAY RUS AS ABATTERIES PACK 24 PRODUCT CODE 25095155   -447.52   FETT,3776   \$30(96)2000 VIRLOK AUSTRALIA PYI LTD (STAPLES)   ENERGIZER MAY RUS AS ABATTERIES PACK 24 PRODUCT CODE 25095155   -447.52   FETT,3776   \$01(96)2000 VIRLOK AUSTRALIA PYI LTD (STAPLES)   ENERGIZER MAY RUS AS ABATTERIES PACK 24 PRODUCT CODE 25095155   -447.52   FETT,3776   \$01(96)2000 VIRLOK AUSTRALIA PYI LTD (STAPLES)   FETT,3776   -477.52   FETT,3776   -	EFT17369	30/09/2020 T-QUIP	SIDE BROOM (WIRE/POLY) FOR 2019 HAKO CITY MASTER 1600 ROAD SWEEPER	-900.00	
FETT13771   30/09/2000 TOLD TRANSPORT PTY LTD   2480 SUBSTITUTE   30/09/2000 TOLD TRANSPORT PTY LTD   2481 SUBSTITUTE		• •	· · ·		
FETT17772   30/09/2020 TRUCK CENTRE WESTERN AUSTRALIA   SETTIATED   SERVICINES FROM PROJUCTS, PICTURE FAMASHING MATERIALS   PRODUCTS, PICTURE FAMASHING MATERIALS   SERVICINES FESTIVAL SETTIAL SETT			·		
EPIT3773   30/09/2020 TRALEC CABLE   REIMBUSSEMENT T CABLE (CDSM) FOR PURCHASES RELATED TO THE OUTBACK FESTIVAL SEPTEMBER 2020 - CLEANING PRODUCTS, PICTURE HANDING MATERIALS	EFT17372	• •		-1761.41	
PRODUCTS, PICTURE HANGING MATERIALS					
FETT17375   30/09/2020 WESTERN INDEPENDENT FOODS   ARTES REFUND FOR ASSESSMENT ARABIL ESV/2372 PEAK HILL GOLD FIELD MERICATHARRA WA 6642   -105.08			·		
FETT17375   30/09/2020 WESTERN INDEPENDENT FOODS   ARTES REFUND FOR ASSESSMENT ARABIL ESV/2372 PEAK HILL GOLD FIELD MERICATHARRA WA 6642   -105.08	EFT17374	30/09/2020 TRUCK CENTRE WESTERN AUSTRALIA	·	-8318.01	
FFT17376   30/09/2002 WIGSTERN INDEPENDENT FOODS   VARIOUS REGIST - GERALDTON TO MIS - BUNNINGS ORDER FOR FESTIVAL   -1.08.80		·	·	-265.60	
EFT17377   30/09/2020 WINC AUSTRALIA PTY LTD (STAPLES)   ENERGIZER MAX PULS AA BATTERIES PACX 24 PRODUCT CODE 25085155   -447.52			·	-108.80	
FETT-1378   30/09/2002 VIJELLA ABORIGINAL CORPORATION   RESTUMP NORTHERN RND OF 220 DARLOT STREET HOUSE WITH 14/60MM X 150 CONCRETE FOOTING RINGS   4-539. 18   15786   01/09/2020 INTERMIN RESOURCES LTD   RATES REFUND FOR ASSESSMENT AT-915 ESZ/2854 PEAK HILL GOLD FILE MERKATHARRA WA 6642   -137.70   12788   01/09/2020 PINOTE, KARTELLITE PIN LTD - GLOBAL STAR   RATES REFUND FOR ASSESSMENT A6835 ES1/1285 PEAK HILL GOLD FILE MERKATHARRA WA 6642   -130.84   125789   01/09/2020 PINOTE, SATELLITE PIN LTD - GLOBAL STAR   RATES REFUND FOR ASSESSMENT A6835 ES1/1285 PEAK HILL GOLD FILE MERKATHARRA WA 6642   -130.84   125790   01/09/2020 PINOTE LASTELLITE PIN LTD - GLOBAL STAR   LANDLINE CHARGES JULY 2020   -2361. 46   125791   17/09/2020 PINOTE STAFF CORPORATION LIMITED   LANDLINE CHARGES JULY 2020   -2361. 46   125792   17/09/2020 WATER CORPORATION LIMITED   MOBILE PHONE PINOTE STEP STANDLING PINOTE	EFT17377	· ·	ENERGIZER MAX PLUS AA BATTERIES PACK 24 PRODUCT CODE:25085155	-447.52	
19786   01/09/2020 DE PLIBARA IRON ORE PTY LTD   RATES REFUND FOR ASSESSMENT A7191 ESZ/2834 PEAK HILL GOLD FIELD MEEKATHARRA WA 6642   1-317.70   1-327.878   101/09/2020 MINEX (AUST), PTY LTD   RATES REFUND FOR ASSESSMENT A6385 ES1/1285 PEAK HILL GOLD FIELD MEEKATHARRA WA 6642   1-308.44   1-308.44   1-308.44   1-309.40   1-30	EFT17378		RESTUMP NORTHERN END OF 220 DARLOT STREET HOUSE WITH 16/40MM X 150 CONCRETE FOOTING RINGS	-4539.18	
15787   01/09/2020   INTERMIN RESOURCES ITD   RATES REFLIND FOR ASSESSMENT AG83S ESJ/1285 PEAK HILL GOLD FIELD MEEKATHARRA 6642   -130.44	25786	• •	•	-255.62	
25788   01/09/2020 PINOTEL SATELLITE PTY LTD   SATELLITE PHONE AUGUST 2020   -340.00	25787	• •	·	-137.70	
25789   01/99/2020 TELSTRA CORPORATION LIMITED	25788	• •	·	-1308.44	
25790   01/09/2020 TELSTRA CORPORATION LIMITED   LANDLINE CHARGES JULY 2020   17/09/2020 TELSTRA CORPORATION LIMITED   MOBILE PHONE PURCHASE. AS1 SAMSUNG - 3 X FOR YOUTH/COMMUNITY DEV STAFF   -1643.49   -164	25789		•		
17/99/2020 TELSTRA CORPORATION LIMITED   MOBILE PHONE PURCHASE - A51 SAMSUNG - 3 X FOR YOUTH/COMMUNITY DEV STAFF   -1643.49   25792   17/99/2020 WATER CORPORATION   WATER CHARGES 01/99/20- 31/10/20-5TOCKYARD   -44.18	25790		LANDLINE CHARGES JULY 2020	-2361.46	
17/09/2020 WATER CORPORATION   WATER CHARGES 01/09/20- \$11/10/20- \$TOCKYARD   -44.18	25791	• •	MOBILE PHONE PURCHASE - A51 SAMSUNG - 3 X FOR YOUTH/COMMUNITY DEV STAFF	-1643.49	
25794   30/09/2020 TELSTRA CORPORATION LIMITED   LANDLINE CHARGES AUGUST 2020   -2007.01	25792		·	-44.18	
DD13387.1         01/09/2020 HORIZON POWER         REVERSING INV 2100641670 - ENTERED TWICE (BATCHES 13291 + 13343)         171.12           DD13391.1         02/09/2020 WA SUPER         PAYROLL DEDUCTIONS         5-462.14           DD13391.2         02/09/2020 AUSTRALIAN ETHICAL SUPER         SUPERANNUATION CONTRIBUTIONS         6-21.73           DD13391.3         02/09/2020 CBUS ADMINISTRATION         SUPERANNUATION CONTRIBUTIONS         -825.00           DD13391.4         02/09/2020 AUSTRALIAN SUPER         SUPERANNUATION CONTRIBUTIONS         -825.00           DD13391.5         02/09/2020 AUSTRALIAN SUPER         SUPERANNUATION CONTRIBUTIONS         -156.80           DD13391.6         02/09/2020 RETAIL EMPLOYEES SUPERANNUATION TRUST (REST)         SUPERANNUATION CONTRIBUTIONS         -170.27           DD13391.7         02/09/2020 HORIZON POWER         ELECTRICTY CHARGES 13/06 - 14/08/20         -170.27           DD13394.1         02/09/2020 WA SUPER         ELECTRICTY CHARGES 13/06 - 14/08/20         -1998.04           DD13406.1         16/09/2020 WA SUPER         PAYROLL DEDUCTIONS         -5652.69           DD13406.2         16/09/2020 WA SUPER         SUPERANNUATION CONTRIBUTIONS         -558.71           DD13406.5         16/09/2020 WILC SUPER FUND         SUPERANNUATION CONTRIBUTIONS         -825.00           DD13406.5         16/09/2020 RITALIAN	25793	30/09/2020 PIVOTEL SATELLITE PTY LTD - GLOBAL STAR	SATELLITE PHONE SEPTEMBER 2020	-340.00	
DD13391.1         02/09/2020 WA SUPER         PAYROLL DEDUCTIONS         -5462.14           DD13391.2         02/09/2020 AUSTRALIAN ETHICAL SUPER         SUPERANNUATION CONTRIBUTIONS         -621.73           DD13391.3         02/09/2020 MLC SUPER FUND         SUPERANNUATION CONTRIBUTIONS         -825.00           DD13391.4         02/09/2020 GUS ADMINISTRATION         SUPERANNUATION CONTRIBUTIONS         -825.00           DD13391.5         02/09/2020 AUSTRALIAN SUPER         SUPERANNUATION CONTRIBUTIONS         -1256.80           DD13391.6         02/09/2020 HOSTPLUS         SUPERANNUATION CONTRIBUTIONS         -588.05           DD13391.7         02/09/2020 RETAIL EMPLOYEES SUPERANNUATION TRUST (REST)         SUPERANNUATION CONTRIBUTIONS         -588.05           DD13394.1         02/09/2020 RETAIL EMPLOYEES SUPERANNUATION TRUST (REST)         SUPERANNUATION CONTRIBUTIONS         -170.27           D013406.1         16/09/2020 WA SUPER         PAYROLL DEDUCTIONS         -588.05           DD13406.2         16/09/2020 WA SUPER         PAYROLL DEDUCTIONS         -588.71           DD13406.3         16/09/2020 AUSTRALIAN ETHICAL SUPER FUND         SUPERANNUATION CONTRIBUTIONS         -588.71           DD13406.4         16/09/2020 AUSTRALIAN SUPER         SUPERANNUATION CONTRIBUTIONS         -825.00           DD13406.5         16/09/2020 CBUS ADMINISTRATION	25794	30/09/2020 TELSTRA CORPORATION LIMITED	LANDLINE CHARGES AUGUST 2020	-2007.01	
DD13391.2         02/09/2020 AUSTRALIAN ETHICAL SUPER         SUPERANNUATION CONTRIBUTIONS         -621.73           DD13391.3         02/09/2020 CBUS ADMINISTRATION         SUPERANNUATION CONTRIBUTIONS         -825.00           DD13391.4         02/09/2020 CBUS ADMINISTRATION         SUPERANNUATION CONTRIBUTIONS         -825.00           DD13391.5         02/09/2020 AUSTRALIAN SUPER         SUPERANNUATION CONTRIBUTIONS         -1256.80           DD13391.6         02/09/2020 HOSTPLUS         SUPERANNUATION CONTRIBUTIONS         -588.05           DD13391.7         02/09/2020 RETAIL EMPLOYEES SUPERANNUATION TRUST (REST)         SUPERANNUATION CONTRIBUTIONS         -170.27           DD13394.1         02/09/2020 HORIZON POWER         ELECTRICITY CHARGES 13/06 - 14/08/20         -19899.04           DD13406.2         16/09/2020 WAS SUPER         PAYROLL DEDUCTIONS         -558.71           DD13406.2         16/09/2020 AUSTRALIAN ETHICAL SUPER         SUPERANNUATION CONTRIBUTIONS         -558.71           DD13406.4         16/09/2020 MIC SUPER FUND         SUPERANNUATION CONTRIBUTIONS         -825.00           DD13406.5         16/09/2020 CBUS ADMINISTRATION         SUPERANNUATION CONTRIBUTIONS         -825.00           DD13406.5         16/09/2020 AUSTRALIAN SUPER         SUPERANNUATION CONTRIBUTIONS         -1130.94           DD13406.6         16/09/2020 AUSTRA	DD13387.1	01/09/2020 HORIZON POWER	REVERSING INV 2100641670 - ENTERED TWICE (BATCHES 13291 + 13343)	171.12	
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	DD13406.7	16/09/2020 RETAIL EMPLOYEES SUPERANNUATION TRUST (REST)	SUPERANNUATION CONTRIBUTIONS	-169.67	
DD13416.1 18/09/2020 HORIZON POWER ELECTRICITY CHARGES 04/08/20 - 01/09/20 - AIRPORT -2182.24	DD13413.1	17/09/2020 HORIZON POWER	ELECTRICITY CHARGES 01/08/20 - 31/08/20 - STREET LIGHTS	-4857.03	
	DD13416.1	18/09/2020 HORIZON POWER	ELECTRICITY CHARGES 04/08/20 - 01/09/20 - AIRPORT	-2182.24	

#### SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the 17-Oct-20

			MUNI	AIR BP
DD13419.1	22/09/2020 WESTPAC CREDIT CARD	DEPT LOCAL GOV, SPORT AND CULTURE - LIQUOR LICENSES FOR FESTIVAL (BALL AND EXHIBITION)	-235.0	0
DD13421.1	23/09/2020 HORIZON POWER	ELECTRICITY CHARGES 07/07/20 - 04/09/20	-2738.7	<i>1</i> 9
DD13424.1	21/09/2020 BP OIL (AIR BP)	AUGUST 2020 AVGAS PURCHASES		-4971.98
DD13434.1	30/09/2020 WA SUPER	PAYROLL DEDUCTIONS	-5743.0	14
DD13434.2	30/09/2020 AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	-568.3	19
DD13434.3	30/09/2020 MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-825.0	)0
DD13434.4	30/09/2020 CBUS ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	-825.0	JO
DD13434.5	30/09/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1292.1	18
DD13434.6	30/09/2020 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	-529.2	24
DD13434.7	30/09/2020 RETAIL EMPLOYEES SUPERANNUATION TRUST (REST)	SUPERANNUATION CONTRIBUTIONS	-169.6	i4
THIS SCHEDULE	OF ACCOUNTS PAID UNDER DELEGATED AUTHORITY COVERS:		MUNI BANK -\$ 1,266,479.60	)
			AIR BP ACCOUNT	-4,971.98

TOTALLING -\$1,271,451.58 AND WAS SUBMITTED TO EACH MEMBER OF COUNCIL ON Saturday, 17 October 2020

AND WHICH HAVE BEEN DULY CERTIFIED AS TO THE RECEIPT OF GOODS AND THE RETENTION OF SERVICES AS TO THE COSTING AND ARE AMOUNTS PAID.

ROY McCLYMONT CHIEF EXECUTIVE OFFICER

### 9.3. ADMINISTRATION

Title/Subject: REQUEST TO PURCHASE VACANT LAND FROM

THE SHIRE

Agenda/Minute Number:9.3.1Applicant:NilFile Ref:A5412Disclosure of Interest:Nil

**Date of Report:** 29 September 2020

**Author:** Krys East

Deputy Chief Executive Officer

Signature of Author

**Senior Officer:** Roy McClymont

Chief Executive Officer

Signature Senior Officer

### **Summary/Matter for Consideration:**

A request has been received to purchase the Shire owned land at 89 (Lot 117) Darlot Street, Meekatharra from Government Regional Officer Housing (GROH).

### **Attachments:**

Map showing location of 89 (Lot 117) Darlot Street, Meekatharra. Emails between Shire staff and Uttam Kumar Deb Nath A/ Project Coordinator – GROH

### **Background:**

A request has been received from the Government Regional Officer Housing section of the "Department of Communities - Housing" seeking vacant land for potential housing construction.

Mr Kumar Deb Nath was advised that the Shire owns three vacant blocks of land. These are located at 39 Queen Road, 89 Darlot Street and 46 Hill Street.

Mr Kumar Deb Nath has now advised that GROH would like to purchase the land at 89 (Lot 117) Darlot Street but has not provided any further information despite staff requesting a detailed proposal.

### **Comment:**

Lot 117 Darlot Street is in a terrific location. It is not far from the Shire office or the main hub of town and could be ideal location for building new staff housing in the future.

Whilst the current CEO has not indicated any intention to leave the shire, it is a given that at some stage Council will be engaging a new CEO. The current CEO's house is satisfactory but having a new high-quality house in a prime location may ensure that applicants are not deterred by aging housing that is relatively high maintenance.

If Council do deem the sale of the land to GROH to be in the Shire's best interest, the Shire will need to act in accordance with the Local Government Act.

### **Consultation:**

Roy McClymont

## **Statutory Environment:**

Local Government Act 1995 Section 3.58 Disposing of Property Local Government (Functions and General) Regulations 1996 Reg 30

## **Policy Implications:**

Nil

### **Budget/Financial Implications:**

Nil

## **Strategic Implications:**

Nil

## **Voting Requirements**

Simple Majority

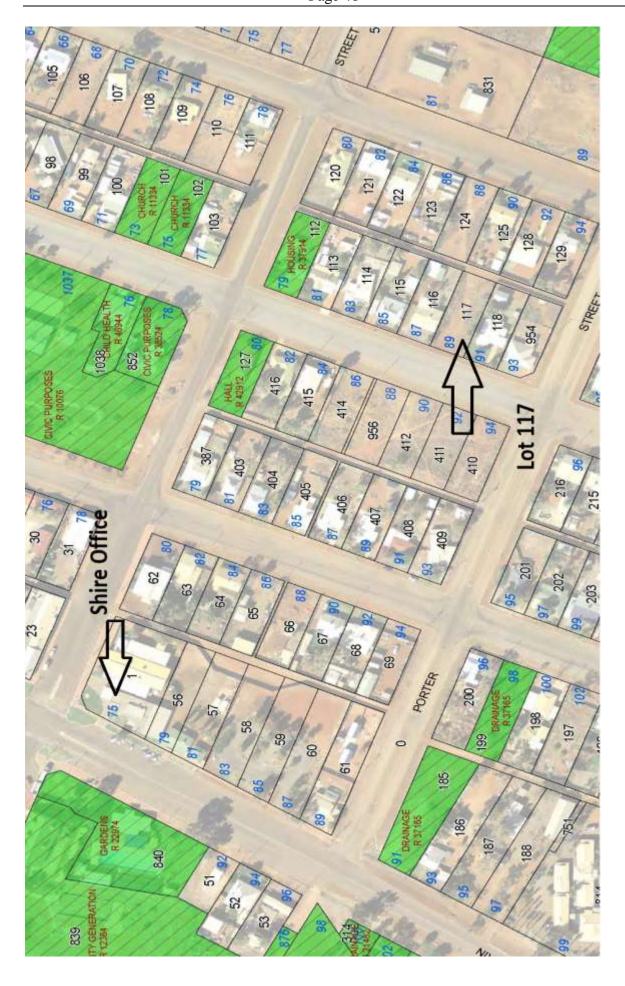
### Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy Seconded: Cr MR Hall

That Council advise Government Regional Officer Housing that Lot 117 is not for sale but will be retained by the Shire for future housing requirements.

**CARRIED 4/1** 

Cr DK Hodder requested that his vote against the motion be recorded.



**Krys East** 

Uttam Kumar Deb Nath < Uttam.KUMARDEBNATH@communities.wa.gov.au> From:

Friday, 25 September 2020 9:45 AM Sent:

Krys East To:

Subject: RE: Meekatharra - 89 Darlot Street - Land Sale-for GROH Housing Construction? SHIRE OF MEEKAI

Importance: High

Hi Krys

We want to purchase the land at 89 Darlot Street Meekatharra.

Could this be put up to the Shire Council and advise us the outcome once available? Thanks

Kind regards, Uttam Kumar Deb Nath

A/ Project Coordinator - GROH | Contracting Commissioning and Sector Engagement

**Department of Communities** 5 Newman Court, Fremantle WA 6160

Mobile: 0432 830 864

uttam.kumardebnath@communities.wa.gov.au www.communities.wa.gov.au

From: Krys East <dceo@meekashire.wa.gov.au> Sent: Thursday, 27 August 2020 10:15 AM

To: Uttam Kumar Deb Nath < Uttam.KUMARDEBNATH@communities.wa.gov.au>

Subject: RE: Meekatharra - Land Sale for GROH Housing Construction?

Good morning Uttam

We only have one other vacant block in the area that you have identified. It is not zoned residential and we are very unlikely to consider selling in any case as it provides access to our recently completed Lloyds Plaza.

In response to your question "does the Shire have any financial capacity to build a house for us to lease back to GROH? We are happy to sign a 10 year lease at a negotiated agreed upon rent." This would need to be a Council decision.

At present the Shire is undertaking some major projects. This combined with staff shortages means it is unlikely that any staff member could allocate much time in to assist you. However, if you can provide a detailed proposal we will present it to Council for their consideration in due course.

Alternatively may I suggest you check what land is available from the Lands Dept – there might be a few blocks still on offer.

kind regards

Krvs East

**Deputy CEO** Shire of Meekatharra

PO Box 129, Meekatharra WA 6642

Ph: (08) 9980 0600 Mob: 0429 204 146



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From: Uttam Kumar Deb Nath < Uttam.KUMARDEBNATH@communities.wa.gov.au >

Sent: Wednesday, 26 August 2020 8:37 AM
To: Krys East < dceo@meekashire.wa.gov.au>

Cc: Roy McClymont < executive@meekashire.wa.gov.au >

Subject: Meekatharra - Land Sale for GROH Housing Construction?

Importance: High

Good morning Krys

Thanks a lot for your quick reply.

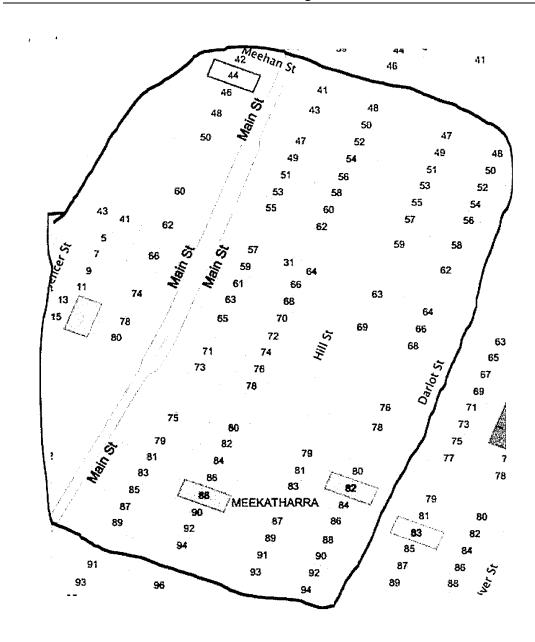
I do understand the process the Shire would need to go through as we deal with lots of Shire offices across the state. Once we decide on which one would be suitable fro us, we will then put it up to you to get Shire's approval etc with an understanding that it might get declined.

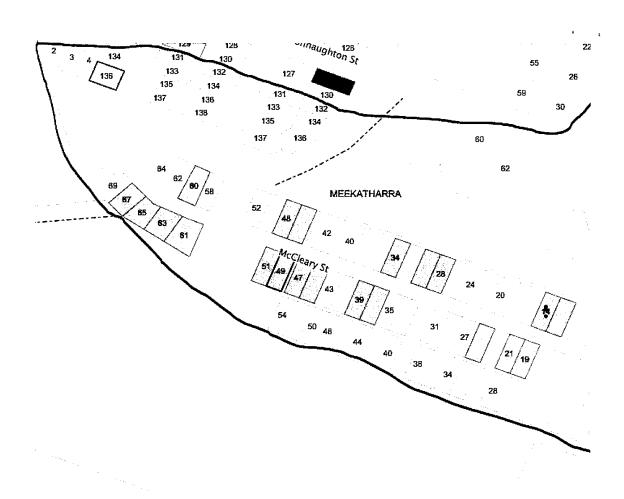
Now, out of the 3 locations you mentioned, only 89 Darlot might suit us - I acknowledge your note too.

I have given below two snippets from a map of Meekatharra with a boundary drawn in purple ink in each map. Does the Shire have anything to sell from within my marked boundaries? You might appreciate that we need to get suitable location to suit our client agencies because the costing would be in million. And we are interested to buy more than one if available.

A last question, does the Shire have any financial capacity to build a house for us to lease back to GROH? We are happy to sign a 10 year lease at a negotiated agreed upon rent.

Will wait to hear from you. Thanks





Kind regards,
Uttam Kumar Deb Nath
A/ Project Coordinator - GROH | Contracting Commissioning and Sector Engagement

Department of Communities 5 Newman Court, Fremantle WA 6160 Mobile: 0432 830 864

uttam.kumardebnath@communities.wa.gov.au www.communities.wa.gov.au

From: Krys East < dceo@meekashire.wa.gov.au>

Sent: Tuesday, 25 August 2020 4:57 PM

**Cc:** Roy McClymont < <a href="mailto:executive@meekashire.wa.gov.au">executive@meekashire.wa.gov.au</a> > Subject: FW: Land Sale for GROH Housing Construction?

#### Hi Uttam

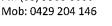
You are correct that the Shire of Meekatharra do own some vacant land in town. I have identified a couple of possibly suitable locations that we own that are vacant. These are 39 Queen Road, 89 Darlot Street and 46 Hill Street (FYI – the vacant land adjoining is owned by the State of WA). Can you please advise which block, if any, you are interested in and how much GROH would be willing to pay? I believe that 89 Darlot Street is in a great location. Given that I think it is unlikely that Council would be willing to sell it but that would be a Council decision to make, not mine.

As you can appreciate the Shire will need to act in accordance with the Local Government Act. An item will need to be taken to Council and if they are in agreeance with disposing the land to GROH, a valuation of the land will need to be obtained. We are then required to give public notice of the proposed disposition and Council with then need to consider any submissions received.

I look forward to hearing from you soon.

kind regards

Krys East
Deputy CEO
Shire of Meekatharra
PO Box 129, Meekatharra WA 6642
Ph: (08) 9980 0600





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From: Meekatharra CEO

Sent: Friday, 21 August 2020 4:44 PM
To: Krys East <dceo@meekashire.wa.gov.au>

Subject: FW: Land Sale for GROH Housing Construction?

Importance: High

Hi Krys

Can you reply to Uttam please. Do we have any usable vacant land? Hill street?

Cheers

Roy

From: Uttam Kumar Deb Nath < Uttam.KUMARDEBNATH@communities.wa.gov.au >

Sent: Friday, 21 August 2020 11:25 AM

To: Meekatharra CEO < ceo@meekashire.wa.gov.au > Subject: Land Sale for GROH Housing Construction?

Importance: High

Hi Roy

This is Uttam from Government Regional Officer Housing (GROH) section of the "Department of Communities – Housing". We provide housing to state government employees at regional locations in WA.

You might already know that we struggle to secure suitable housing for State Govt employees in the regional towns such as Meekatharra. We do build our own houses in those towns provided we have enough funding. Currently we are considering a construction option in Meekatharra, but GROH does not own any land there to build on.

I am aware the Shire of Meekatharra owns some vacant lands in Main St and Hill St. I am wondering if the Shire would be agreeable to sell a piece of vacant land from these locations to GROH, for GROH to plan for a potential construction project?

Would be interested to discuss on the details, if the Shire responds positively. Have a great day. Thanks

Kind regards,

Uttam Kumar Deb Nath

A/ Project Coordinator - GROH | Contracting Commissioning and Sector Engagement

Department of Communities
5 Newman Court, Fremantle WA 6160
Mobile: 0432 830 864
<u>uttam.kumardebnath@communities.wa.gov.au www.communities.wa.gov.au</u>

The Department of Communities acknowledges the traditional owners of country throughout Western Australia and their connection to land, waters and community. We pay our respects to them and their cultures, and to their elders past and present.

The Department of Communities (Communities) formed on 1 July 2017 and is responsible for the delivery of child protection and family support, community grants, funding and initiatives, education and care regulation, disability services, housing and regional services reform. During the transition phase emails sent from the Housing Authority domain will be converted to the Communities email address. This message may contain privileged and confidential information and is intended for the exclusive use of the addressee(s). You must not disclose this communication to anyone without the prior consent of Communities. If you have received this email in error, please notify us by return mail, delete it from your system and destroy all copies. Communities has exercised care to avoid errors in the information contained in this email but does not warrant that it is error or omission free.

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Title/Subject: CHANGES TO POLICIES & MANAGEMENT

**PROCEDURES** 

**Agenda/Minute Number:** 9.3.2 **Applicant:** Nil

File Ref: ADM 239

**Disclosure of Interest:** Nil

**Date of Report:** 22 September 2020

**Author:** Krys East

**Deputy Chief Executive Officer** 

**Senior Officer:** Roy McClymont

Chief Executive Officer

Signature of Author

Signature Senior Officer

### **Summary/Matter for Consideration:**

Council to consider a review of policies:

- 04.02 Purchasing
- 03.02 Housing Allowances;
- 03.04 Service Pay;
- 02.10 Risk Management Policy;
- 04.12 Corporate Credit Card
- 01.09 Councillors Training Course, Conference Attendance Registration and Expenses
- 03.03 Subsidies, Allowances, Over Award Payments and Additional Annual Leave

Adoption of new Policy:

- 02.17 Attendance at Events;
- 03.29 Working from Home Policy

Adoption of new Management Procedure:

• MP2.3 Working from Home Procedure;

to ensure compliance with legislation and for organisational requirements.

## **Attachments:**

Amended policy - 04.02 Purchasing

Amended policy – 03.02 Housing Allowances

Amended policy – 03.04 Service Pay

Amended policy - 02.10 Risk Management Policy

Amended policy - 04.12 Corporate Credit Card

Amended policy – 01.09 Councillors Training Course, Conference Attendance Registration and

Expenses

Amended policy - 03.03 Subsidies, Allowances, Over Award Payments and Additional Annual Leave

New Policy – 02.17 Attendance at Events

New Policy – 03.29 Working from Home Policy

New Management Procedure – MP2.3 Working from Home Procedure includes Agreement

### **Background:**

A policy is a guiding principle used to set direction for the Shire of Meekatharra. Policies guide decision making and require adoption by Council.

Policies are required to be reviewed from time to time to ensure that they remain relevant and effective.

The Management Procedure is to ensure Management handle matters consistently. The procedures are designed to help reduce variation within a given process.

The policies and changes recommended to Council are to ensure Council directives are clear and accurately meet organisational requirements and reflect circumstances and ensure compliance with various legislation.

### **Comment:**

### **Amended Policies**

Policy 04.02 Purchasing

Regulation 11A (1) of the Local Government (Functions and General) Regulations 1996 was amended on 8 May 2020. Prior to this there was a requirement for a policy to be prepared and adopted in relation to contracts for other persons to supply goods or services. Where the consideration under the contract is, or is expected to be, \$150,000 or less or worth \$150,000 or less. The amendment increased these values to \$250,000.

Therefore, all occurrences of \$150,000 in the policy are replaced with \$250,000. These have been changed at Clause 3.1, 4, 4.3, 4.5, 4.6, and 5.4 within the Policy.

Regulation 11(2)(h)(i)(II) was also replaced so that purchasing from Aboriginal businesses below \$250,000 do not require the need to go to tender as long as the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WAS published by Chamber of Commerce and Industry of Western Australia Limited on www.abdwa.com.au or a person registered with the Australian Indigenous Minority Supplier Office (trading as Supply Nation). This is only applicable if the local government is satisfied that the contract being entered into represents value for money. Point 5.4 of the Policy has been amended to reflect these changes.

The related Delegation 01.02 was amended and adopted in June 2020 to allow the CEO to generally approve purchases up to \$250,000 with certain restrictions.

Policy 03.02 Housing Allowance & 03.04 Service Pay

Within the Housing Allowances Policy there are a couple of amendments recommended.

The first is under the subheading of Telephone, fax and internet usage charges. The current policy states that "The phone service charge is met by the Shire at all sites due to alarm monitoring requirements". In early 2020 the alarm system moved from the telephone lines to a wireless 4G system totally independent of telephone lines. It is now no longer necessary for the Shire to supply phone lines to residential properties for shire purposes. The savings on phone line charges was a consideration when investigating the viability of changing to the 4G system. Most tenants do not require a phone now as there an increase usage of mobile phones and it is generally only needed for internet connections. It is suggested that the line in the Policy be deleted and the first dot point under this heading be amended to read "Tenants are responsible for payment of all telephone, fax and internet fees including connections, usage and disconnection".

The changes to this Telephone, fax and internet usage charges do not impact existing employees. Historically the Shire has paid for these costs and it would be inappropriate to expect current employees who have received and expect to receive this payment to have this benefit removed. Potential new employees will still have the option of negotiating for these to be paid for by the shire.

The second suggested amendment is that an Accommodation Allowance is paid to those employees who provide their own accommodation whilst an employee with the Shire of Meekatharra. The amount is set as part of the budget process every year. For the 2020/21 financial year the amount was set at \$100 per week. The policy applies to permanent full time Shire employees or part time employees employed for more than 25 hours per week.

Service Pay is paid to all outside full time Shire employees. An outside employee is defined as those wages personnel employed on construction and maintenance (includes town maintenance). The amount increases annually until a maximum of 60 months is reached. The amount is also set during the budget process and in 2020/21 is \$14 per fortnight after 12 months and increased until \$70 is paid for more than 60 months of service.

Recently the Shire have had a couple of situations which have arisen in regards to payment of these allowances to employees who were on various unpaid leave for extended periods due to illness and paternal leave. These employees had exhausted their leave entitlements but still were receiving the relevant allowances (that was the only payment they were receiving from the Shire).

It is suggested that Council approve amending both of the policies related to these allowances so employees are paid pro-rata based on actual hours paid. If any unpaid leave is taken the allowances are pro-rata calculated on the actual hours worked and/or paid leave. As the policies currently stand employees can be on extended periods of unpaid leave and receive \$5,200 in Accommodation Allowance and up to \$1,820 for Service Pay in a year with no guarantee that the employee will remain in the Shire's employment.

Amending these allowances will ensure that staff have clear direction on when these allowances are applicable. The accounting system that the Shire uses automatically calculates these allowances pro-rata, so instead of adding to the payroll process it will simplify it.

### Policy 02.10 Risk Management Policy

A finding identified during the Interim Audit for the year ended 30 June 2020 noted that the Shire's Risk Management Policy was reviewed on March 2019 and referenced the former Australia Standard AS/NZS ISO 31000:2009.

The two references, within the policy, to the old standard are in regards to the definition of risk and that Council is committed to the principles, framework and process of managing risk as outlined in the old standard.

The main changes compared to the previous standard are:

- review of the principles of risk management, which are the key criteria for its success;
- highlighting of the leadership by top management and the integration of risk management, starting with the governance of the organization;
- greater emphasis on the iterative nature of risk management, noting that new experiences, knowledge and analysis can lead to a revision of process elements, actions and controls at each stage of the process;

• streamlining of the content with greater focus on sustaining an open systems model to fit multiple needs and contexts.

The definition of risk remains the same and Council are still committed to the principles, framework and process of managing risk as applicable within the new standard. It is therefore appropriate to simply amend the two references within the policy from AS/NZS ISO 31000:2009 to AS/NZS 31000:2018.

### Policy 04.12 Corporate Credit Card

The Shire adopted a Corporate Credit Card Policy in January 2017 which included an attached agreement to be signed by the person responsible for use of a Credit Card.

In April 2019 the entire Policy Manual was reformatted, reviewed and adopted. Somewhere in the process the 'attached' agreement referred to in the Corporate Credit Card Policy under Cardholder's Responsibilities was omitted. This needs to be included with the Policy.

Policy 01.09 Councillors Training Course, Conference Attendance Registration and Expenses

Section 5.128 of the Local Government Act 1995 provides that a local government must prepare and adopt a policy in relation to the continuing professional development of council members. This requires an absolute majority.

Policy 01.09 does generally cover this requirement but the inclusion in regards to the Elected Member training, including the mandated training that a Councillor must undertake, will provide further clarification. It is recommended that the following wording be included in the current policy:

### "TRAINING:

### Mandatory training

The Local Government Act 1995 stipulates that each council member must complete training in accordance with regulations. Reg 35 of the Local Government (Administration) Regulations 1996 stipulates Elected Members must complete Council Member Essentials that comprises the following modules unless a prescribed exemption applies:

- Understanding Local Government
- Conflicts of Interest
- Serving on Council
- Meeting Procedures and Debating
- Understanding Financial Reports and Budgets

Training must be completed within 12 months from the day on which the council member is elected.

Council's preferred provider is WALGA (WA Local Government Association). All associated costs associated with this training will be paid for by the Shire. The training, once completed is valid for a period of 5 years.

Council's preference is for Members to undertake this training via eLearning which is the most cost effective method but acknowledge that a Member may choose to receive face-to-face training which is being delivered in the region or in the metropolitan area.

### Other training

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials are to be assessed as follows:

- Events for the Shire President must be approved by either the Council or the Deputy Shire President, in conjunction with the CEO; and
- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

### Publish on website

The Shire will publish on the Shire's website training undertaken by all Elected Members within one month after the end of the financial year pursuant to the Local Government Act 1995."

It is recommended removing the following wording as not relevant to Councillors and therefore not relevant to this Policy:

"Training, conferences and reimbursements for staff is an administrative matter covered by various awards. In general Staff reimbursements are limited to that considered fair and reasonable by the Chief Executive Officer".

Policy 03.03 Subsidies, Allowances, Over Award Payments and Additional Annual Leave

The Local Government Industry Award 2010 was replaced with Local Government Industry Award 2020 in May this year. Reference to the 2010 Award is to be amended to 2020 and relevant clause references within the Policy amended as appropriate.

An additional paragraph clarifying treatment of the two local government public holidays is required to ensure they are treated the same as other public holidays and identified when they are due. An employee recently had an extended period of Unpaid Leave and it was only realised after clarification was sought on entitlement to a Local Government Public Holiday which is 'known' by staff to be on Easter Tuesday, that the policy did not stipulate when the holiday is deemed to be due.

Reference to the September 2010 Council decision is also included to direct policy users to where Council originally considered granting the additional weeks Annual Leave, two days of Local Government Holiday and 21% above award for administration employees and Youth Workers.

### New Policies and Management Procedures

Policy - 02.17 Attendance at Events

Local Government Act 1995 Section 5.90A require a local government to prepare and adopt a policy that deals with matters relating to the attendance of council members and the CEO at events. This policy has been prepared based on the Local Government template as provided by the Department of Local Government, Sport and Cultural Industries.

The purpose of an Attendance at Event policy is:

- For council to actively consider the purpose of and benefits to the community from council members attending events.
- To provide a framework for the acceptance of invitations to such events.
- To clarify who pays for tickets to events.
- To provide transparency to the community on the acceptance of tickets to events.

Policy – 3.29 Working from Home and Management Procedure MP2.3 Working from Home Procedure

Section 6 of the Local Government Industry Award 2020 applies where an employee has made a request for a change in working arrangements under section 65 of the Fair Work Act 2009. The changes in working arrangements include changes in location of work.

The Auditors during the Interim Audit identified the need for a Working from Home Policy. The attached Policy addresses the criteria for working from home, employee responsibilities, shire responsibilities and a brief outline of the process. Further clarification is provided with the Working from Home Management Procedure which includes a Working from Home Agreement.

With the current Covid-19 pandemic it is crucial that such a policy is in place as there has been and may still be staff that need to work from home, as they are considered high risk.

### **Consultation:**

Roy McClymont - Chief Executive Officer

## **Statutory Environment:**

Local Government Act 1995 Including Division 6A

"Division 6A

5.90A. Policy for attendance at events

- (1) In this section event includes the following
  - (a) a concert;
  - (b) a conference;
  - (c) a function;
  - (d) a sporting event;
  - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including
  - (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.
    - \* Absolute majority required.
- (3) A local government may amend\* the policy.
  - \* Absolute majority required.
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(5) The CEO must publish an up-to-date version of the policy on the local government's official website.

[Section 5.90A inserted: No. 16 of 2019 s. 44.]"; and

### Section 5.128

- "5.128. Policy for continuing professional development
- (1) A local government must prepare and adopt\* a policy in relation to the continuing professional development of council members.
  - \* Absolute majority required.
- (2) A local government may amend\* the policy.
  - \* Absolute majority required.
- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.
- (5) A local government
  - (a) must review the policy after each ordinary election; and
  - (b) may review the policy at any other time.

[Section 5.128 inserted: No. 16 of 2019 s. 61.]"

### **Policy Implications:**

The new and amended policies will be enabled if adopted.

### **Budget/Financial Implications:**

Nil

### **Strategic Implications:**

A current and relevant Policy Manual should assist in improved efficiencies, prompt decision making and cohesive corporate knowledge.

### **Voting Requirements**

Absolute Majority – Proposed Policy 02.17 Attendance and Events and the amendments within Policy 01.09 Councillors Training Course, Conference Attendance Registration and Expenses addressing the Policy requirements for continuing professional development are required under the Act to be adopted by Absolute Majority.

## Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy Seconded: Cr DK Hodder

### **That Council:**

- 1. Adopts the following policies as presented:
  - 04.02 Purchasing (amended)
  - 02.10 Risk Management Policy (amended)
  - 03.02 Housing Allowances (amended)
  - 03.04 Service Pay (amended)
  - 04.12 Corporate Credit Card (amended)
  - 01.09 Councillors Training Course, Conference Attendance Registration and Expenses (amended)
  - 03.03 Subsidies, Allowances, Over Award Payments and Additional Annual Leave (amended)
  - 02.17 Attendance at Events (new)
  - 03.29 Working from Home Policy (new)
- 2. Endorses the following Management Procedure:
  - MP2.3 Working from Home Procedure includes Working from Home Agreement (new)

CARRIED 5/0 BY AN ABSOLUTE MAJORITY

### 04.02 - Purchasing

Section: Finance

History:

Adopted: 20 January 2007 Amended: 19 March 2016

Reviewed & Amended: 19 January 2019

Reviewed: 13 April 2019

Reviewed & Amended: 17 October 2020

#### **OBJECTIVE:**

The objectives of this Policy are to ensure that all purchasing activities:

- · demonstrate that best value for money is attained for the Shire;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

#### POLICY:

The Shire of Meekatharra (the "Shire") is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the Local Government Act 1995 (the "Act") and Part 4 of the Local Government (Functions and General) Regulations 1996, (the "Regulations") Procurement processes and practices to be complied with are defined within this Policy and the Shire prescribed procurement procedures.

#### 1. ETHICS & INTEGRITY

#### 1.1. Code of Conduct

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in an honest and professional manner at all times which supports the standing of the Shire.

#### 1.2. Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

 full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;

- b) all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's policies and Code of Conduct;
- c) purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently:
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- e) any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- f) any information provided to the Shire by a supplier shall be treated as commercialin-confidence and should not be released unless authorised by the supplier or relevant legislation.

#### 2 VALUE FOR MONEY

#### **Policy**

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire. As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

#### 2.1 Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire boundaries to be given the opportunity to quote for providing goods and services wherever possible.

#### 3 LEGISLATIVE / REGULATORY REQUIREMENTS

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

#### 3.1 Policy

Purchasing that is \$150,000\$250,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section\_4 of this Purchasing Policy.

Purchasing that exceeds \$150,000 5250,000 in total value (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under 4.5 of this Policy is not deemed to be suitable.

#### 3.2 Purchasing Value Definition

- 3.2.1 Exclusive of Goods and Services Tax (GST
- 3.2.2 The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works from one supplier and what total value is or could be reasonably expected to be purchased from that supplier
- 3.2.3 If a purchasing threshold is reached within one year for a particular category of goods, services or works from one supplier, then the purchasing requirement under the relevant threshold (including the tender threshold) may apply. The Shire CEO will monitor yearly expenditure for each category of goods and service from each supplier on the basis of a three to five year rolling average. Goods and services that are exempt under legislation or provided under a tender (including panel tenders) are to be excluded from this calculation. In applying this policy, a "category of goods, services or works" will be broken down to the lowest reasonable level. As a general rule if a good or service has specialist suppliers in Perth it is considered to be of a separate category for the purpose of the legislation and this policy. For example, supplies that are of separate categories include, but are not limited to the following
  - · air conditioning supply installation and maintenance,
  - scheduled safety testing of electrical equipment,
  - ad hoc electrical repairs,
  - supply of replacement motors/engines,
  - · installation of replacement motors/engines,
  - installation and repairs of LPG gas equipment,
  - · general plumbing repairs and supplies,
  - fuels,
  - oils,
  - tyres,
  - batteries,
  - radiators,

- repairs and maintenance to small motors,
- · repairs and maintenance to light vehicles,
- repairs and maintenance to heavy plant,
- supply of window treatments,
- · supply of floor coverings,
- installation of window treatments,
- · installation of floor coverings,
- carpentry supplies,
- carpentry services,
- fence supplies,
- fence repairs and installation,
- · domestic cleaning services,
- · commercial cleaning services,
- hotel cleaning services,
- welding,
- metal design,
- · metal fabrication and installation

are all of separate categories.

Subject to genuine compliance with Regulation 12 (anti-avoidance), every contract created by the issue of a purchase order on a supplier is deemed to be a separate and exclusive contract for the purpose of defining "a contract" under Clause 3.58 of the Act, the Regulations and in relation to this policy.

Must incorporate any variation to the scope of the purchase that is reasonably expected prior to the commencement of the contract and be limited to a 10% tolerance of the original purchasing value.

### 3.3 Purchasing from Existing Contracts

Where the Shire has existing exclusive contracts in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows and to the extent that there is a legal requirement to purchase the goods and services under the existing contract – subject to best value for money being obtained. When planning the purchase, the Shire must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

#### 4 PURCHASING THRESHOLDS

The table below prescribes the purchasing process that the Shire must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
Up to \$10,000	Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the Shire, or obtain at least one (1) oral (up to \$1,000 only) or written quotation from a suitable supplier, either from:

	<ul> <li>an existing panel of pre-qualified suppliers administered by the Shire;</li> <li>or</li> </ul>
	a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or
	from the open market.
	(whichever staff consider will derive the best value for money).
Over \$10,001 and up to \$50,000	Obtain at least two (2) written quotations from suppliers following a brief outlining of the specified requirement, either from:
accitic destagle (5952-70) (SEE)	<ul> <li>an existing panel of pre-qualified suppliers administered by the Shire;</li> <li>or</li> </ul>
	<ul> <li>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</li> </ul>
	from the open market.
	(whichever staff consider will derive the best value for money).
Over \$50,000 and up to \$150,000 \$250,000	Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on predetermined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.  Quotations within this threshold may be obtained from:
	<ul> <li>an existing panel of pre-qualified suppliers administered by the Shire;</li> <li>or</li> </ul>
	a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or
	from the open market.
	Requests for quotation from suppliers pre-qualified on the WALGA Preferred Supply Program or State Government CUA are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.
Over \$150,000 <u>\$250,000</u>	Where the purchasing requirement is not able to be met through a tender- exempt arrangement as listed under section 4.5 of this Policy, conduct a public Request for Tender process in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996, this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.

**NOTES:** The general principles relating to written quotations are;

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
  - Written Specification
  - Selection Criteria to be applied
  - Price Schedule
  - Conditions of responding
  - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

#### Variations

Variations to contracts, including those created by purchase order, should be limited to a 10% tolerance of the original contract value when the contract is for a lump sum amount. All variations must be formalised in writing by a method appropriate to the contract. Variations in excess of 10% must be approved by the CEO.

Council acknowledges that it will not always be possible, cost effective or in Council's best interest to obtain more than one quote or estimate. The CEO is to use his/her discretion in applying this policy. E.g. When a tradesman visits town (providing a trade that is otherwise unavailable in or near Meekatharra) staff should make use of the tradesman within budget parameters and providing hourly rates and quotes are considered competitive and reasonable.

Council also acknowledges that in some cases, staff will not have the skills or knowledge required to write or provide clear and sufficiently detailed specifications. In some cases these skills will be available in Meekatharra, however usually the person or persons with the skills to write the specifications will be most likely to submit a quote or estimate for the works, thereby creating a potential conflict of interest.

Therefore in order to fully comply with this policy staff may be forced to engage a consultant form Perth or Geraldton to write up specifications.

When taking into account a consultant's time, travel costs and accommodation this exercise could prove very costly. In some situations, it could cost more to get specifications written than the job or goods are worth. In these situations, the CEO and staff should use prudent and ethical discretion to achieve the best possible outcome for Council.

Council also acknowledges that where the budget provides for the purchase of second hand goods or equipment, compliance with this policy will sometimes be difficult, if not impossible (depending on the prevailing market demand for the goods concerned). Often if a suitable

second hand item is located it needs to be purchased quickly, without time to try to find a similar item or get quotes on same.

The CEO is to ensure that staff nonetheless make their best possible endeavour to comply with Council Policy 4.2 (Purchasing) where ever possible and that staff make every effort to ensure that Council obtains the best possible value for money and that in all cases the best possible outcome is achieved for the Shire of Meekatharra.

#### 4.1 Up to \$10,000

Where the value of procurement of goods or services does not exceed \$10,000, purchase on the basis of at least one written quotation is permitted. One verbal quote is permitted for supplies up to \$1,000. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

In cases where goods are of a standard or "off the shelf" nature, and quotes can be obtained relatively easily and in a timely manner, staff should obtain 2 or 3 quotes to ensure that Council is obtaining best value for money.

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies.

Staff are to use their discretion as to when to obtain quotes or estimates or both. Where there is a relatively high labour component and/or a high potential for unforeseen problems to the purchase it will often be more cost effective to obtain an estimate.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Local Government employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each
  of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- · Written notes detailing each verbal quotation must be recorded.

### 4.2 Over \$10,000 and up to \$50,000

At least two written quotations are required. Where this is not practical, e.g. due to limited suppliers, it shall be noted through records relating to the process.

Staff are to use their discretion as to when to obtain quotes or estimates or both. Where there is a relatively high labour component and/or a high potential for unforeseen problems to the purchase (e.g. digging trenches) it will often be more cost effective to obtain an estimate.

Record keeping requirements will be maintained in accordance with record keeping policies.

### 4.3 Over \$50,000 and up to \$150,000\$250,000

It is required to obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is will demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements will be maintained in accordance with record keeping policies.

As a minimum, staff should advertise publicly on town notice boards for a period of 10 calendar days, requesting registrations of interest (initially), quotes or estimates.

Where greater advertising exposure could provide more competitive quotes or estimates, The Meeka Dust, Geraldton based newspaper/s and/or the "West Australian" should be engaged to publish the advertisement/s.

#### 4.4 Trade Ins

Note; please also refer to s 3.58 of the Act and Regulation 30 (3)

When quotes are being sought for the purchase of items of Plant and Vehicles with a trade vehicle, the trade in plant or vehicle is also to be offered locally for outright sale. This is mainly to allow local people the opportunity to purchase second hand shire plant and vehicles.

In this case advertising is to be by Local Notice Boards, Local Paper, and (if prudent) Geraldton newspaper and/or "The West" newspaper and all offers to purchase must be submitted in a sealed envelope, appropriately endorsed on the outer envelope, by the closing dates for the tenders/quotes.

### 4.5 Tendering Exemptions (Regulation 11 reiterated in part)

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a supplier pre-qualified to the WALGA Preferred Supply Program.
- the purchase is from a State Government CUA (where Local Government use is permitted), a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the <u>Small Business Development Corporation Chamber of Commerce and Industry of Western Australia Limited or a person registered with the Australian Indigenous Minority Supplier Office (trading as Supply Nation), where the consideration under contract is worth \$250,000 or less and represents value for money;</u>
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is acquired from a supplier listed under a pre-qualified panel established by the Shire; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

**Note:** When making a decision about whether to conduct a public Tender or utilise a Tender exempt arrangement, the Local Government should compare the cost and benefits of both processes.

The compliance requirements, time constraints, costs and risks associated with a public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which include direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

## 4.6 Inviting Tenders Under the Tender Threshold (Regulation 13 reiterated)

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000\$\$250,000 or less in value, the Shire's tendering procedures must be followed in full.

## 4.7 Sole Source of Supply (Regulation 11 (f) reiterated)

Where the purchasing requirement is of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

#### 4.8 Anti-Avoidance (Regulation 12 reiterated)

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

#### 4.9 Emergency Purchases (Regulation 11 (2) (a) reiterated)

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act* 1995. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

#### 5 RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*; the Shire's Records Management Policy and associated procurement procedures. For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators note and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

#### 5.1 SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

The Shire is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the Shire shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives. Sustainable and/or CSR considerations may be included as part of the Selection Criteria for quotes and tender processes.

# 5.2 BUY LOCAL POLICY (see separate policy)

As much as practicable, the Shire must:

- ensure that buying practices, procedures and specifications do not unfairly disadvantage local businesses;
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses:
- avoid bias in the design and specifications for Requests for Quotation and Tenders all
   Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire's Regional Price Preference Policy.

#### 5.3 PURCHASING FROM DISABILITY ENTERPRISES

**Note:** Regulation 11(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

WALGA recommends testing of quotations received against other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the local government.

Pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on <a href="https://www.ade.org.au">www.ade.org.au</a>. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

#### 5.4 PURCHASING FROM ABORIGINAL BUSINESSES

**Note:** Regulation 11(h) provides a tender exemption if the goods or services are supplied by a person registered on the Aboriginal Business Directory WA, where the consideration under contract is, or expected to be under \$250,000.

WALGA recommends testing of quotations received against other suppliers (which may include other Aboriginal businesses) to determine overall value for money for the local government.

A further qualitative weighting (as determined by the local government) may be afforded where non-Aboriginal businesses demonstrate a well-established Aboriginal engagement strategy.

Pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development CorporationChamber of Commerce and Industry of Western Australia Limited on www.abdwa.com.au, or a person registered with the Australian Indigeneous Minority Supplier Office (trading as Supply Nation), where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses or businesses that demonstrate a high level of aboriginal employment.

#### 6 PANELS OF PRE-QUALIFIED SUPPLIERS

#### 6.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General)* Regulations 1996, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are a number of potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

#### 6.2 Establishing a Panel

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996.* 

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of one (1) year and for a maximum length of five (5) years.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least two (2) suppliers to each panel or category, on the basis that best value for money is demonstrated. Where less than two (2) suppliers can be appointed to a panel or category within a Panel, the supply will be considered of a unique nature that can only be supplied from one supplier. Clause 1.6.8 (Sole Source of Supply) of this policy will therefore apply.

In each invitation to apply to become a pre-qualified supplier (through a state-wide public procurement process), the Shire must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, the Shire may allow the next ranked tenderer/supplier outside the appointed Panel (determined in the value for money assessment) to join the panel should the supplier agree to do so. This intention to be disclosed in the detailed information set out under Regulation 24AD (5) (d) and (e) when establishing the Panel.

# 6.3 Distributing Work Amongst Panel Members

**Note:** The local government is to establish the requirements before establishing panels of prequalified suppliers, including factors to take into account when distributing work among prequalified suppliers (Regulation 24AC (d))

In addition to the requirements of Regulation 24AD of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe whether the Shire intends to:

- I. Obtain quotations from each pre-qualified supplier on the Panel with respect to purchases, in accordance with Clause 3(a); and/or
- II. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause (b) below.

The Shire may provide that minor supplies are to be allocated to panel members under a ranking system and that major supplies are to be allocated by requesting quotes from every prequalified supplier on the panel.

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work.
   Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; and/or
- b) work will be awarded on a ranked basis. The Shire is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 1.6 of this policy. When a ranking system is established, the Panel must not operate for a period exceeding 2 years.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

# 6.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received evaluation of quotes and notification of award communications must all be captured on the Shire's records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

# 6.5 Record Keeping

**WALGA Note:** The recording and retaining of written information is required under Regulation 24AC of the Regulations, which prescribes that information is to include all quotations received and all purchases made from pre-qualified suppliers.

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire/Town/City's Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers.

# 03.02 - Housing Allowances

Note: Elements of this Policy are Management Procedures ultimately under the authority of the Shire CFO

Section: Staff History:

Adopted: 21 May 2005

Reviewed & Amended: 21 November 2009
 Reviewed & Amended: 19 December 2014

Reviewed: 22 April 2016
Reviewed: 22 April 2017

Reviewed & Amended: 13 April 2019
 Reviewed & Amended: 17 October 2020

## Objective:

To provide clear definition of the Shires policy in relation to staff housing allowances and incentives.

#### Policy:

The Shire will provide housing to selected employees according to the availability of housing and at the discretion of the Chief Executive Officer.

#### Rental

- The Shire will provide Housing at a subsidised rental to be set annually within the Budget.
- Individual residential house rental for Shire residences is reviewed annually during budget process and is listed in Council's fees and charges.
- Rental of each of the three one bedroom accommodation units at the Single persons quarters is set annually as part of the budget process and listed in the Shire's fees and charges. (The rental includes electricity costs).
- Negotiations of rental within an employee's employment package will override this
  policy.

#### Water

As an incentive for tenants to maintain lawns and gardens, the Shire will provide water free of charge. It is expected that tenants will adopt a "reasonable" approach to the use of water.

#### Power

- Tenants are responsible for payment of electricity usage fees and supply charges.
- Connections are to remain in the Shire of Meekatharra's name.
- Exceptions are residents of the one bedroom contractor's quarters and specified employees whose contract of employment provisions stipulate that the cost of power is met by the Shire.
- Electricity usage and charges will be recouped from employees through payroll deductions.
- Negotiations of power charges within an employee's employment package will override this policy.

### Gas

The Shire will initially provide one cylinder refill on commencement of tenancy.

- Tenants are responsible for all additional refills.
- Exceptions are specified employees whose contract of employment provisions stipulate that the cost of gas is met by the Shire.
- Cylinder rental will be paid by the Shire and cylinders remain the responsibility of the Shire
- Negotiations of gas supply within an employee's employment package will override this
  policy.

#### Telephone, fax and internet connections.

- Tenants are responsible for payment of all telephone, fax and internet usage-fees including connections, usage and disconnection.
- Tenants are responsible for internet connection and disconnection fees.
- Internet connections must be in the name of the tenant.
- The phone service charge is met by the Shire at all sites due to alarm monitoring requirements.
- Handsets, if required are the responsibility of the tenant and are not provided.
- Negotiations of above within an employee's employment package will override this
  policy.

#### Accommodation Allowance

- The Shire provides subsidised accommodation to those employees occupying Shire housing.
- The Shire acknowledges that those employees providing their own accommodation are therefore disadvantaged.
- The Shire encourages employees to provide their own accommodation as part of the community of Meekatharra and has initiated an accommodation allowance based upon the following -
  - The Shire would therefore determine an "appropriate allowance" to compensate for this during annual budget deliberations.
  - The Shire's accommodation allowance applies to those full time Shire employees not provided with subsidised accommodation and residing within the Shire of Meekatharra
  - The accommodation allowance is to be reviewed during the budget process.
  - The Accommodation Allowance amount is not paid on periods of unpaid leave and prorated accordingly.

#### Notes

For the purposes of clarity, unless stated otherwise, this policy applies to permanent full time Shire employees or part time employees employed for more than 25 hours per week.

The policy does not apply to any casual employee.

# 03.04 - Service Pay

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Staff History:

Adopted: 21 May 2005

Reviewed: 21 November 2009

- Reviewed & Amended 19 December 2014
- Reviewed & Amended 16 April 2016
- Reviewed 22 April 2017
- Reviewed & Amended 13 April 2019
- Reviewed & Amended 17 October 2020

# Objective:

To provide clear definition of the Shires policy in relation to the allocation of service pay.

# Policy:

That Service Pay for service of intervals comprising of:

- More than 12 months
- · More than 24 months
- More than 36 months
- More than 48 months
- · More than 60 months

Be granted to all outside full time Shire employees. <u>Service Pay is not paid on periods of unpaid leave</u> and <u>prorated accordingly.</u>

Outside employee are defined as those wages personnel employed on construction and maintenance. (Includes town maintenance).

The service pay applicable to each interval bracket is to be reviewed and set by Council, during its budget process.

# 02.10 - Risk Management Policy

Section: Administration

History:

Adopted: 23 July 2018
 Reviewed: 13 April 2019

Reviewed & Amended 17 October 2020

#### Objective:

To clearly define the Shire approach to Risk and identification.

#### Policy:

The Shire of Meekatharra is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.

#### Definition of "Risk":

AS/NZS ISO 31000:20092018 defines risk as "the effect of uncertainty on objectives."

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms.

#### Definition of Risk Management:

The application of coordinated activities to direct and control an organisation with regard to risk.

# Principles - Framework - Process

The Shire of Meekatharra considers risk management to be an essential management function in its operations. It recognises that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk. Council is committed to the principles, framework and process of managing risk as outlined in AS/NZS ISO 31000:2009-2018.

The Shire of Meekatharra will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service or activity.

In particular it will be applied to:

- Strategic planning
- Expenditure of large amounts of money
- New strategies and procedures
- Management of projects, tenders and proposals
- Introducing significant change, and
- The management of sensitive issues.

#### Purpose of Risk Management

- The achievement of organisational goals and objectives
- · The ongoing health and safety of all employees at the workplace

- Ensuring public safety within the Council's jurisdiction is not compromised
- Limited loss or damage to property and other assets
- Limited interruption to business continuity
- Positive public perception of Council and the Shire of Meekatharra
- Application of equal opportunity principles in the workforce and the community.

## Responsibilities

- Executives, managers and supervisors have the responsibility and accountability for ensuring that all staff manage the risks within their own work areas. Risks should be anticipated and reasonable protective measures taken.
- All managers will encourage openness and honesty in the reporting and escalation of risks.
- All staff will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.
- All staff will adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
- All staff and employees will, as required, conduct risk assessments during the performance of their daily duties.
- The level of sophistication of the risk assessment will be commensurate with the scope of the task and associated level of risk identified.
- Failure by staff to observe reasonable directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.
- It is the responsibility of every department to observe and implement this policy in accordance with procedures and initiatives that are developed by management.
- Council is committed to the concept and resourcing of risk management.

# ESTABLISH THE CONTEXT The context of the service unit or task under consideration should be established. Establishing the context requires consideration of your goals, objectives and strategies, the scope and parameters of the activity, or area to which the risk management process is being applied. RISK IDENTIFICATION The aim of the risk identification process is to generate a comprehensive list of events which might affect the Shire's objectives and operations. Risks can be physical, financial, ethical or legal. These risks are then considered in more detail, to identify the potential impact of each risk. ANALYSE RISK Identify the possible causes of the risk, how and why it can happen and then the consequences. These could be significant financial loss, fatality or injury, loss of major infrastructure, or indeed may cause major reputation damage for the Shire. EVALUATE RISK Risk evaluation involves comparing the level of risk found during the analysis process and deciding whether risks can be accepted. If the risk falls into the low or acceptable categories, they may be accepted with minimal further treatment. These risks should be monitored and periodically reviewed to ensure they romain acceptable. If risks do not fall into the low or acceptable category, they should be treated. YES RISK MANAGEMENT/TREATMENT Risk treatment involves identifying the range of options for treating the risk, evaluating those options, preparing the risk treatment plans and implementing those plans. It is about considering the options for treatment and selecting the most appropriate method to active the desired outcome.

Risk Management Framework

# 04.12 - Corporate Credit Card

Section: Finance

History:

Adopted: 21 January 2017
 Reviewed: 13 April 2019

Reviewed & Amended 17 October 2020

#### OBJECTIVE:

This policy is to provide guidance on the provision and use of the Council credit card.

#### POLICY

- The Chief Executive Officer (CEO) is the only authorised cardholder as per council resolution of the meeting held 20 September 2008.
- Any additional cardholders need prior approval by Council.
- The Local Government Act 1995 does not allow for the issue of corporate credit cards to
  elected member. There are no provisions within the Act which allow an elected member
  to incur a debt, as would be the case with a credit card.
- The credit card limit is authorised up to a maximum of \$10,000 per month.
- Any changes to the credit card limit needs to be authorised by Council.
- Cancelled cards shall be destroyed by cutting the card.
- The card is withdrawn from the CEO the day employment ceases.
- Any breaches or suspected breaches of this policy will be investigated by Council and actions taken according to outcomes from the investigation.

# Cardholder's Responsibilities

- The cardholder shall sign and date the attached agreement accepting the rules and responsibilities set out in this policy.
- The cardholder shall sign the back of the card upon receipt.
- The cardholder is responsible for the use of the credit card and must ensure the safekeeping of the card at all times.
- Loss or theft of the credit card must be reported immediately to the relevant bank. The loss shall also be reported to the Deputy Chief Executive Officer by no later than the next working day.
- The credit card shall not be transferred to other users.
- The credit card shall not be used for cash withdrawals.
- The credit card is to be used for Council business only.
- No personal transactions shall be made with the credit card.
- The credit card is to be used when usual methods of payment are unavailable or when administrative costs on a one-off transaction could be greatly reduced by using the credit card instead of the usual methods of payment.
- The cardholder is responsible for ensuring that the credit limit is not exceeded.

# Purchasing

- Prior to using the credit card the Chief Executive Officer is to issue and sign a purchase order relating to the purchase.
- The cardholder is responsible for obtaining supporting documentation such as receipts and/or tax invoices.
- All receipts/invoices must include the supplier's ABN, amount and whether GST applies, and a brief description of goods and services purchased.
- Purchase orders and supporting documentation are to be given to the Finance Officer.
- In the rare case that no receipt or tax invoice is obtainable the cardholder is to sign a statement giving relevant details and confirming the purchase was for Council business.

#### Reconciliation

- Once the monthly account statement has been received the Finance Officer is to match up and attach all supporting documentation.
- The Finance Officer is responsible for checking all transactions have a relevant purchase order and invoice/receipt.
- Any missing purchase orders or invoices/receipts need to followed up and copies of receipts/invoices obtained. In the rare case that no receipt or tax invoice is obtainable the cardholder is to sign a statement giving relevant details and confirming the purchase was for Council business.
- The statement and all supporting documentation is to be given to the Deputy Chief Executive Officer for authorisation.
- The funds are automatically deducted from the Shire's bank account.
- The Finance Officer is responsible for processing the transaction in the system after the funds have been deducted from the account but before the end of the month.



# CREDIT CARD POLICY

# ACCEPTANCE OF POLICY

I. ....., acknowledge that I have read and understood the Shire of Meekatharra's Credit Card Policy and agree to abide by its requirements.

I acknowledge that failure to abide by Council's Credit Card Policy may result in investigation and potential disciplinary action.

Signature
Position and Date

# 01.09 - Councillors Training Course, Conference Attendance Registration and Expenses

Section: Council/Members

History: Former Policies 1.9 & 1.10 (Combination of the two)

Adopted: 21 May 2005

Reviewed: 21 November 2009

Reviewed and Amended: 13 April 2019
 Reviewed and Amended 17 October 2020

#### INTRODUCTION:

It is important that Councillors, as part of their roles and responsibilities, participate in professional development by attending conferences, training courses, seminars and development programs.

The intention of this policy is to ensure that Councillors are given the opportunity to participate in professional development without being financially disadvantaged.

Budgetary provision will be made each year to cover the costs of sending Councillors to approved conferences, training courses, seminars and development programs and where practicable, to have training courses delivered in Meekatharra.

#### OBJECTIVE:

To provide the opportunity for Councillors to participate in ongoing professional development in areas directly related with the provision of local government services.

#### POLICY:

- Authority is delegated to the Chief Executive Officer to register Councillors for conferences, seminars and training courses, and to prepay registration fees, accommodation and meals, subject to available budget provision;
- Authority be delegated to the Chief Executive Officer to register and prepay for a Councillor's partner for participation in the "Partners Program" including the conference dinner if part of the conference or seminar program, and covered by an appropriate budget provision.
- If the proposed attendance at a conference, seminar or training course is not covered by an appropriate budget provision the express approval of the Council must be sought by the Councillor to attend, including authorisation of expenses such as a dinner for the attendee, and, if applicable the Councillors partner.

Note the above point 3 only applies to prepaid registrations. If a Councillor attends an event and seeks a reimbursement, that attendance must be authorised prior to the event, in accordance with Section 5.98 of the Local Government Act (1995) and Local Government (Administration) Regulation 32.

The conferences to which this policy applies shall generally be confined to:

 Western Australian Local Government Association (WALGA), Murchison Zone of the Local Government Association;

- Special 'one off' conferences called or sponsored by or for WALGA and/or Murchison Zone on important issues;
- Annual conferences of the major Local Government professional bodies;
- Conferences, seminars or training courses which advance the development Elected Members in their role as Councillors;
- Any meetings or conferences of organisations or bodies on which a Councillor may be elected, or appointed to be a delegate or member of the Council or WALGA.

Attendance by a Councillor at any conference, seminar, congress, forum, workshop, course, meeting, deputation, information or training session, event, etc. related to the industry of local government which is held interstate or overseas, must be authorised prior to departure by specific resolution of the Council and such resolution shall specify and detail the conditions of attendance.

#### TRAINING:

#### Mandatory training

The Local Government Act 1995 stipulates that each council member must complete training in accordance with regulations. Regulation 35 of the Local Government (Administration) Regulations 1996 stipulates Elected Members must complete Council Member Essentials that comprises the following modules unless a prescribed exemption applies:

- Understanding Local Government
- Conflicts of Interest
- Serving on Council
- Meeting Procedures and Debating
- Understanding Financial Reports and Budgets

Training must be completed within 12 months from the day on which the council member is elected.

Council's preferred provider is WALGA (WA Local Government Association). All associated costs associated with this training will be paid for by the Shire. The training is valid for 5 years.

Council's preference is for Members to undertake this training via eLearning which is the most cost effective method but acknowledge that a Member may choose to receive face-to-face training which is being delivered in the region or in the metropolitan area.

#### Other training

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials are to be assessed as follows:

- Events for the Shire President must be approved by either the Council or the Deputy Shire President, in conjunction with the CEO; and
- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

# Publish on website

The Shire will publish on the Shire's website training undertaken by all Elected Members within one month after the end of the financial year pursuant to the Local Government Act 1995.

#### EXPENSES

The following shall apply for Councillors authorised and/or appointed as delegates under this policy to attend conferences or registered to attend training courses, seminars or development programs:

# Registration

The Council will pay all normal registration costs for Councillors/delegates, which are charged by organisers, including those relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the Shire.

# 2) Accommodation

The Shire will pay reasonable accommodation costs and breakfast, lunch and dinner costs only for Councillors, including the night before and/or after the conference where this is necessary because of because of travel and/or conference timetables.

Costs incurred in the purchase of alcohol will not be covered.

When a Councillor is attending an approved conference or training program requiring overnight accommodation and elects to stay with relatives or friends in private accommodation, Council will pay an allowance (provided for in each year's budget) to offset meals and other expenses in accordance with the current policy governing this matter.

#### 3) Trave

All reasonable travel costs for Councillors/delegates to and from the location and venue will be met by the Council in accordance with Council policy 1.7. Where appropriate, travel will be provided by air and will be at economy rates.

#### 4) Other Expenses

Costs of taxi fares and parking and meals which are reasonably required and incurred in attending authorised conferences, seminars, training courses, meetings and functions, will be reimbursed by the Council on production of receipts. Costs incurred in the purchase of alcohol are not claimable.

Note: This Policy relates to Councillors.

Training, conferences and reimbursements for staff is an administrative matter covered by various awards. In general Staff reimbursements are limited to that considered fair and reasonable by the Chief Executive Officer

# 03.03 - Subsidies, Allowances, Over Award Payments and Additional Annual Leave

Note: Elements of this Policy are Management Procedures ultimately under the authority of the Shire CFO

Section: Staff

History: Former Policies 3.3,-& 3.6 & 3.24

Adopted: 21 May 2005

Reviewed: 21 November 2009

• Amended: 18 June 2011

Reviewed: 19 December 2014

Reviewed & Amended: 16 April 2016

Reviewed & Amended: 22 April 2017

Reviewed: & Amended 13 April 2019

Reviewed & Amended 17 October 2020

#### Objective:

To provide clear definition of the Shires policy in relation to subsidies, allowances and other incentives.

#### Policy:

The Shire will provide the below incentives to selected at the discretion of the Chief Executive Officer and in accordance with this policy

#### **Drivers Licence Upgrades**

- a) At the discretion of the CEO the Shire may pay for licence upgrades (to higher classes) for current full time employees when the licence is required for their work.
- b) Payments will only be made for fees charged by Department of Transport in relation to license upgrade.
- Payment will be made for initial application fee including one practical assessment and one practical assessment re-sit if required.
- d) The ongoing annual/5 year license fees remain the responsibility of the employee.

#### **Health and Fitness**

In the interests of the health and fitness of its full time staff, the Shire provides free entry to the swimming pool (during normal pool operating hours) and free use of the squash courts and gymnasium.

Employees are required to pay the full cost of any applicable bonds.

#### **Private Telephone Calls**

Shire staff are required to reimburse the cost of private telephone calls made on Shire telephones. In some cases this amounts to less than a dollar and the administration costs involved in collecting these small amounts far exceeds the amount recovered.

If private telephone calls made on Shire telephones amount to less than \$5.00 per account period that recovery of these be waived.

The following miscellaneous allowances are paid to staff and approved by Council annually during budget deliberations. Allowances are paid through the payroll system and may be taxable.

Camping and Meal Allowance (Outside Staff)

Council approves the payment of a Camping and Meal Allowance which will be reviewed every year during budget deliberations. The Consumer Price Index known as "Food – weighted average 8 capital cities", for the previous 12 months ending the March quarter each year, will be used as an indicator of price movements for consideration by Council along with any increases in the Meal Allowance under the Local Government Industry Award 20102020 Award during the previous 12 month period to 31 March each year.

This payment is designed to cover the additional costs involved in setting up and running a second household and to cater in full for the Meal Allowance provisions in the Local Government Industry Award 2010/2020 clause 15.1-19.3 while an employee is camping out.

The Meal Allowance provisions in the Local Government Industry Award 2010/2020 (Clause 159.3) will still apply to employees who are not camping out.

Only Shire employees are permitted to camp in Shire facilities unless the Chief Executive Officer has given specific written approval. This allowance is not taxable.

#### **Public Toilet Allowance**

A daily allowance is applicable when a designated employee is required to open and close the public toilet facilities on weekends and public holidays.

Any cleaning of the facilities undertaken at this time will be paid as per the Local Government Industry Award 2010/2020.

This allowance will be reviewed by Council every year during budget deliberations using CPI All Groups as an indicator.

## Over award Payment (Administration Staff and Youth Workers)

Administration staff and Youth Workers shall be paid a standard over award amount of 21% on their gross salary as per Council decision 18 September 2010 Item 9.3.1.

#### Additional Annual Leave

At the September 2010 Council meeting Item 9.3.1 Council also resolved that aAll full time staff employees are entitled to 5 weeks annual leave (1 week more than the Local Government Industry Award 2020) and two local government public holidays. The two local government holidays are for the day immediately following the New Year's Day holiday and Easter Tuesday. Part time staff are entitled to additional leave on a pro rata basis.

The additional two local government public holidays are to be treated as Public Holidays as per the definition of Fair Work Act 2009 for example not paid during periods of Unpaid Leave.

(Note: Some senior staff working under negotiated contracts of employment have differing leave entitlements to this standard policy)

## Notes

For the purposes of clarity, for the most part, these subsidies and allowances only apply to permanent full time employees or part time employees who are employed for more than 25 hours per week.

Additionally, camping and public toilet allowances are paid to casual employees as applicable and over award payments are made to Youth and Recreation Officers and Administration staff employed on a casual basis.

Casual staff whom are temporarily allocated a Shire mobile telephone for specific work related purposes and who incur personal calls to a value of less than \$5.00 per occasion, will not be charged for calls.

#### 02.17 - Attendance at Events

Section: Council/Members

History:

Adopted:17 October 2020

#### INTRODUCTION:

Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt an Attendance at Events policy.

This policy is made in accordance with those provisions.

#### **PURPOSE:**

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the chief executive officer (CEO).

There are certain events whereby attendance by Council Members and/or the CEO provides a clear benefit to the Shire, the community and /or the professional development of the respective Council Member or the CEO, and due to this benefit the respective Council Member and/or the CEO are encouraged to attend.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

## **LEGISLATION:**

#### 5.90A. Policy for attendance at events

- (1) In this section
  - event includes the following -
    - (a) a concert;
    - (b) a conference;
    - (c) a function;
    - (d) a sporting event;
    - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including
  - (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and

- approval of attendance by the local government and criteria for approval;
   and
- (d) any prescribed matter.
- \* Absolute majority required.
- (3) A local government may amend\* the policy.
  - \* Absolute majority required.
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

[Section 5.90A inserted: No. 16 of 2019 s. 44.]

#### **DEFINITIONS:**

- Donor means the giver of a gift
- Event(s) means concerts, conferences, functions, sporting events and other hospitality occasions.

#### **ATTENDANCE AT EVENTS:**

- a) Any Event invitation accepted by a Council Member or CEO without payment, where a member of the public is required to pay, unless noted in this policy, will generally be classified as a gift to which the declaration of interest provisions apply.
- b) Where attendance by a Council Member of the CEO at an Event where a member of the public is required to pay is in the interests of the Shire (such as for their professional development or to undertake a function as a Council Member), the Shire may pay for the cost of the Event. The declaration of interest provisions would not apply.
- c) If the Event is a free Event to the public, then no action is required.
- d) If the Event is ticketed and the Council Member or CEO pays the full ticketed price and does not seek reimbursement, then no action is required.
- e) If the Event is ticketed and the Council Member or CEO pays a discounted rate or is provided with a free ticket, then the recipient must adhere to the gift and declaration of interest provisions.

# PROVISION OF TICKETS TO EVENTS:

#### 1. Invitations

- 1.1 All invitation of offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the CEO.
- 1.2 Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 1.3 A list of events and attendees authorised by the local government in advance of the event is at Attachment A.

# 2. Approval of attendance

- 2.1 In making a decision on attendance at an event, the council will consider:
  - a) who is providing the invitation or ticket to the event,
  - b) the location of the event in relation to the Shire of Meekatharra (within the district or out of the district),

- the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
- d) whether the event is sponsored by the local government, e) the benefit of local government representation at the event, f) the number of invitations / tickets received, and g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- 2.2 Decisions to attend events in accordance with this policy will be made by simple majority of Council or by the CEO in accordance with any authorisation provided in this policy.

#### 3. Approval Process Considerations

- 3.1 The following are pertinent factors that must be considered in determining approving attendance at a non- pre-approved event, subject to 3.2:
  - The donor providing the invitation or ticket to the Event (for example, the donor is a person who is undertaking or seeking to undertake an activity involving a Council discretion)
  - b) The location of the Event in relation to the Shire (whether within the Shire or not)
  - c) The role that the Council Member or CEO will have when attending the Event (participant, observer, presenter) and the value of their contribution
  - d) Whether the Event is sponsored by the Shire
  - e) The benefit to the Shire of a Council Member or CEO attending.
  - f) The number of Shire representatives already approved to attend
  - g) Any justification provided by the applicant when the Event is submitted for approval.
- 3.2 Events that will not be considered for approval are:
  - a) Political party Events and Fundraisers
  - b) Social Events
  - c) Entertainment Events with no links to the Shire
  - d) Events that primarily benefit Council Members or the CEO in a personal capacity or in a role other than their role at the Shire.

# Attachment A - Events authorised in advance

 That the President and Chief Executive Officer may arrange for guests to address Councillors during Council Meetings and to join Councillors for a meal.

# 03.29 - Working from Home Policy

Section: Staff History:

Adopted:17 October 2020

#### INTRODUCTION:

The Shire of Meekatharra is committed to providing flexible and family friendly working arrangements for employees. This policy outlines the circumstances in which a working from home arrangement is appropriate and provides guidelines to facilitate the management of such an arrangement.

#### SCOPE:

This policy applies to permanent employees of the Local Government seeking to enter into a regular arrangement to carry out part of his/her duties from home, for a specified period of time or in exceptional circumstances, permanently.

For the purpose of this policy 'working from home' means working away from an employee's ordinary contracted place of employment. A 'home office' means a designated space for an employee to work while away from the workplace.

#### WORKING FROM HOME ARRANGEMENT:

In order to ensure the safety and wellbeing of our employees, and to ensure the arrangement is consistent with the Local Government's requirements, an interested employee must apply for a Working from Home Arrangement (WFHA). All applications are considered on a case-by-case basis by the line manager for subsequent consideration and approval by the Chief Executive Officer. The line manager and employee are responsible for demonstrating that the requirements of this policy have been satisfied before an application for a WFHA is approved. The Local Government may refuse an application for a WFHA where it is not suitable or it does not meet operational requirements.

# **ELIGIBILITY CRITERIA:**

The Local Government's responsibility to consider flexible working arrangements is in accordance with the Local Government Industry Award 2020.

Applications to work from home will be assessed according to the following criteria:

- Suitability of the employee's work to be performed off-site
- The employee being able to demonstrate efficiency will be maintained or increased as a result of the WFHA
- The reasons for the employee wanting to work from home
- Ability of the employee to complete work within the employee's agreed span of hours as detailed in their employment contract and the Local Government Industry Award 2020.
- · The presence of the skills, ability and knowledge to work autonomously
- . The impact the arrangement may have on the productivity of co-workers
- · The impact the arrangement may have on service delivery and customer service
- Proposed methods for engaging with the employee and assessing their productivity and effectiveness
- The employee having a suitable home office and access to necessary equipment, internet and IT systems to enable the employee to effectively work from home

#### LINE MANAGER RESPONSIBILITIES:

Where a WFHA has been approved, it is the responsibility of an employee's line manager to:

- ensure the employee is working in accordance with their WFHA and adhering to the Local Government's policies and procedures
- ensure the employee has completed a risk assessment of their home office and other relevant areas, for example bathroom, kitchen and facilitate the Local Government to conduct safety inspections
- · review and sign off on records of hours worked (timesheets) as required
- monitor and review the WFHA on a regular basis to ensure it is meeting the needs of the Local Government and the employee
- communicate regularly and ensure employees working from home are included in team meetings and receive all necessary information to undertake their work
- where practicable, ensure equipment and tools required to perform the tasks are provided to the employee, and
- accurately document the ownership and usage arrangements of the equipment and assets.

#### **EMPLOYEE'S RESPONSIBILITIES:**

Where an employee's application to work from home has been approved, it is the employee's responsibility to ensure they:

- adhere to the Local Government's policies and procedures
- maintain regular contact with their respective line manager and colleagues, and be contactable during their agreed hours of work
- meet fitness for work requirements. If an employee is unwell, injured or unable to work due to other reasons, then the employee must submit a request for leave
- take all reasonable steps to establish a safe working environment and report any health, safety and wellbeing hazards, near misses and incidents
- maintain accurate and up to date records of hours worked at home within the normal span
  of hours
- allow a person, appointed by the Local Government, to access their home office and related areas to allow a safety inspection as required, and
- take all reasonable precautions necessary to secure the Local Government's equipment.

# WORKING FROM HOME ARRANGEMENT AGREEMENT:

An employee's terms and conditions of employment remain the same when working from home. This includes hours of work, remuneration and the requirement to perform their role effectively and efficiently, and to act in the best interests of the Local Government. Any variation to hours of work, availability and expectations associated with implementing a WFHA must be documented in a working from home agreement.

WFHAs will be reviewed on a regular basis to ensure they are operating effectively and meeting the requirements of the Local Government. As part of the review process, concerns with the WFHA may be addressed or if the WFHA is unsuccessful, the agreement may be terminated.

#### CONSEQUENCES OF BREACHING THIS AGREEMENT:

This policy constitutes a lawful instruction to employees. Any breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.

#### VARIATION TO THIS POLICY:

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the normal correspondence method.

NEW MANAGEMENT PROCEDURE

MANAGEMENT PROCEDURE: WORKING FROM HOME PROCEDURE

NO: MP2.3

SECTION: COUNCILLORS, EMPLOYEES &

CONTRACTORS

DATE RECEIVED BY COUNCIL: 17 OCTOBER 2020

#### 1. Procedure

The Shire of Meekatharra (Local Government) has developed this procedure to set out the requirements and considerations for entering into a working from home arrangement (WFHA) and the management of an approved arrangement. An employee must apply for a WFHA via the application process detailed in this procedure.

# 2. Application

This procedure applies to permanent full-time and part-time employees of the Local Government seeking to enter into an ongoing or fixed term arrangement to carry out part of their duties from home.

For the purpose of this procedure 'working from home' means working away from an employee's ordinary contracted place of employment. A 'home office' means a designated space for an employee to work while away from the workplace.

# 3. Application process

All applications will be considered on a case-by-case basis by the line manager for subsequent consideration and approval by the Chief Executive Officer (CEO).

#### 3.1 Preliminary review by line manager

An employee is required discuss with their line manager, their intention to apply for a WFHA and obtain preliminary support for the application. Where the line manager provides preliminary support, the employee will need to demonstrate in their application:

- The reasons for the employee wanting to work from home
- · What efficiency will be maintained or increased as a result of the WFHA
- The ability of the employee to complete work within the employee's agreed span of hours as detailed in the employee's employment contract and Local Government Industry Award 2020.
- The impact the arrangement may have on the productivity of co-workers and service to customers of the Local Government
- Proposed methods for engaging with the employee and assessing their productivity and effectiveness
- That the employee has a suitable home office, access to necessary equipment, internet and IT systems to be able to effectively work from home.
  - In addition to the employee's responses, the line manager will consider the eligibility criteria in the Working from Home Policy.

## 3.2 Application assessment by CEO

The Local Government aims to provide a written response to all WFHA applications within 21 calendar days of receiving the WFHA application. When assessing an application, the CEO will consider the eligibility criteria in the Working from Home Policy. The CEO may also consider any factors or information relevant on operational grounds, or personal employee grounds when reviewing and determining WFHA applications. These include but are not limited to:

- ensuring the employee has completed a risk assessment of their home office and other relevant areas, for example bathroom and kitchen
- the Local Government conducting a safety inspection
- there being in place a clear communication plan to ensure employees working from home are included in team meetings and receive all necessary information to undertake their work
- the ownership and usage arrangements of the equipment and assets are appropriately documented.

Where a WFHA application is declined, a written response outlining the reasons for the rejection will be provided to the employee.

#### 3.3 Approval

Where a WFHA is approved, the line manager will be responsible for arranging a meeting with the employee to discuss the terms and conditions of the WFHA. A written WFHA agreement is required for all approved applications and must include the following:

- duration of the arrangement, including the commencement date, review date and end date
- · days of work, hours of work, and start and finish times or span of hours
- · details of the declared work space
- confirmation that the employee's terms and conditions of employment remain the same when working from home and all work governing documents will continue to apply, and
- the notice period the Local Government is required to give to terminate the arrangement, if there is no set end date for the arrangement.
  - The WFHA agreement must be signed by the employee, the line manager and the CEO to enact the home working arrangements.

#### 4. Trial period

Any WFHA approved under this procedure will be subject to a trial period of three (3) months to ensure the arrangements meet the business requirements of the Local Government and the flexibility required by the employee.

# 5. During the life of the WFHA agreement

Once a WFHA has been approved and commenced it is the line manager's responsibility to:

- ensure the employee is working in accordance with their WFHA and adhering to the Local Government's policies and procedures
- organise independent safety inspections. Reasonable notice will be provided to the employee about the inspection
- · review and sign off on records of hours worked (timesheets) as required
- monitor and review the WFHA on a regular basis to ensure it is meeting the needs of the Local Government and the employee
- ensure the communication plan and work allocation / management is working and make amendments where deficiencies are identified, and
- accurately document the ownership and usage arrangements of the equipment and assets.
   The employee will be responsible for ensuring they:
- · adhere to the Local Government's policies and procedures
- maintain regular contact with their line manager and colleagues, and be contactable during their agreed hours of work

- meet fitness for work requirements and if unwell, injured or unable to work due to other reasons, submit a leave request
- take all reasonable steps to establish a safe working environment and report any health, safety and wellbeing hazards, near misses and incidents
- maintain accurate and up to date records of hours worked at home within the normal span of hours
- comply with requests to attend work on days they would normally be working from home from time to time, to attend staff meetings, announcements, client functions and training and employee development
- allow a person, appointed by the Local Government, to have access to their home office and related areas from time to time to allow a safety inspection, and
- take all reasonable precautions necessary to secure the Local Government's equipment.

For the duration of a WFHA the Local Government is not responsible for:

- any liability on the part of a third party who is not an employee at the working from home site,
   and
- the employee's personal property.

#### 5.1 Tax implications

The Local Government is not required to supply core equipment or facilities to the employee for the purposes of working from home. It is assumed that an employee entering into a WFHA has adequate equipment to complete the assigned job, for example, computer, work station and internet access.

Any hardware or software purchased by the Local Government remains the property of the Local Government and must be returned to the Local Government should the WFHA end or be terminated. Employees using Local Government licensed software must adhere to the manufacturer's licensing agreements.

#### 5.2 Records and confidentiality

All records, documents, work papers and work products developed while under the WFHA are subject to the Local Government's governance and privacy policies and procedures and any related processes and practices which apply at the employee's usual place of work. Confidential and other restricted access materials must not be compromised in any way and employees who are working from home should take all precautions necessary to secure such materials.

# 5.3 Health and safety

cessation of the arrangement.

Under the Occupational Safety and Health Act 1984 (WA) the Local Government is responsible for the health, safety and welfare of an employee at work and while at the home-based work site. All Local Government governing documents, including the Local Government's health and safety policies and procedures apply.

If the employee has an accident or is injured while working from home, the accident or injury must be reported immediately to the line manager. The employee must allow a person, appointed by the Local Government, access to their home for the purpose of conducting an investigation.

#### 6. Termination

Working from home is neither an entitlement nor an obligation. The Local Government or the employee may terminate the WFHA at any time and for any reason, with one week's notice. The Local Government will not be held responsible for costs, damages or losses resulting from

#### 7. Insurance

An employee who is working from home under an approved WFHA will be covered by the Local Government's insurance if performing work in accordance with the WFHA in their home office.

#### 8. Indemnity

When working from home, home becomes a workplace and the Shires insurances Workers Compensation protection extends to cover personal injuries whilst the employee is acting under the employer's instructions or arising out of or in the course of the employment. Any equipment the employee is provided by the Shire (computer, phone etc) will be protected by the Shires property protection.

Employees using their own equipment will need to ensure they have the appropriate insurance in place for that (eg, using their own personal laptop to work off from home is not covered by the Shire's property insurance).

# 9. Consequences of breaching this procedure

This procedure constitutes a lawful instruction to employees. Any breach of this procedure may lead to disciplinary action including, but not limited to, termination of employment.

#### 10. Variation to this procedure

This procedure may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the normal correspondence method.

## 11. Related documents

#### 11.1 Internal

- Working from Home Agreement
- Working from Home Policy

#### 11.2 External

Occupational Safety and Health Act 1984 (WA)

# Working from Home Agreement

*
***
ATIONAL SAFETY AND HEALTH CHECKLIST

**EMPLOYEE DETAILS** 

WORKING FROM HOME - OCCUPATIONAL SAFETY AND HEA	LTH CHEC	CKLIST
Is the workspace free of potential hazards that could cause physical harm (for example frayed wires, bare conductors, loose wires, exposed wires to the ceiling, frayed or torn carpeting seams or uneven floor surfaces)?	Yes □	No 🗆
Are chairs sturdy with no loose casters/wheels?	Yes □	No 🗆
Are the electrical cords and extension wires secured?	Yes □	No □
Is the office space neat, clean, and free of obstructions and excessive amounts of combustibles?	Yes 🗆	No □
Do the desk, chair, computer and peripherals meet ergonomic requirements?	Yes 🗆	No □
Is there enough light for reading?	Yes 🗆	No □

Is there adequate ventilation?	Yes 🗆	No 🗆
Is there a working (test) smoke detector within hearing distance of the workspace?	Yes 🗆	No 🗆
Is the noise level of the area acceptable to avoid distraction from task concentration?	Yes 🗆	No 🗆
If you have been issued Local Government equipment, have you been briefed on the care of the equipment?	Yes 🗆	No 🗆

#### GENERAL REQUIREMENTS

- The line manager and the employee must agree to a communication strategy to ensure the employee is contactable during work hours and involved in their usual work activities and projects.
- An employee's terms and conditions of employment remain the same when working from home and all work governing documents will continue to apply. This includes the employee's employment contract, the Code of Conduct, the Local Government's policies and procedures, and any other document that may be relevant.
- The employee agrees to ensure their productivity is maintained or improved while working from home.
- . The employee agrees to keep accurate and current records of hours worked at home.
- The hours worked by the employee will be within the normal span of hours and as documented in this agreement.
- . The employee may only undertake overtime with the prior written approval of the line manager.
- · The employee still needs to apply for leave as required.
- The employee is to ensure that adequate arrangements are in place for any caring responsibilities while the employee is working from home.
- The employee understands they are responsible for their commitment to work, health and safety
  and will advise the Local Government of any support or assistance required.
- The employee must take all reasonable precautions to ensure the Local Government's equipment and documents are kept secure, private and confidential.
- The Local Government may terminate the working from agreement at any time and for any reason, with one week's notice.

	EMPLOYEE DECLARATION
l,	understand the importance of this Working from Home Agreement
agree to comply with the Genera	Requirements outlined above and undertake that the information
have provided is accurate and co	arrent. Should any of the information provided by me change, I w
notify the Local Government as s	oon as possible.
I understand that on return to the	ne workplace, any equipment issued will be returned to the Loca
Government in the same condition	n in which it was issued.
Employee's signature:	
	APPROVAL
As the employee's line manager	
As the employee's line manager Agreement.	
[4] (1) [4] (1) [4] (1] (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	r, I agree to the terms and conditions of this Working from Hom
Agreement.	, I agree to the terms and conditions of this Working from Hom
Agreement.  Line manager's name:  Line manager's signature;	r, I agree to the terms and conditions of this Working from Hom
Agreement.  Line manager's name:  Line manager's signature;	Date:/

# **Working from Home Agreement**

(for example frayed wires, bare conductors, loose wires, exposed wires to

the ceiling, frayed or torn carpeting seams or uneven floor surfaces)?

Is the office space neat, clean, and free of obstructions and excessive

Do the desk, chair, computer and peripherals meet ergonomic

Are chairs sturdy with no loose casters/wheels?

amounts of combustibles?

Is there enough light for reading?

requirements?

Are the electrical cords and extension wires secured?

	EMPLOYEE DETAILS
Employee name:	
Position:	
Department:	
Employment status (full-time or part-time):	
Office location:	
Address of home based work site:	
Email address:	
Mobile phone number:	
Days of work:	
Start and finish times or span of hours:	
Declared workspace (description of work area):	
Commencement date:	
Review date:	
End date:	
WORKING FROM HOME - OC	CUPATIONAL SAFETY AND HEALTH CHECKLIST
Is the workspace free of potential haz	eards that could cause physical harm

No □

No □

No 🗆

No 🗆

No

No □

Yes

Yes

Yes

Yes 🗆

Yes

Yes

Is there adequate ventilation?	Yes □	No □
Is there a working (test) smoke detector within hearing distance of the workspace?	Yes □	No □
Is the noise level of the area acceptable to avoid distraction from task concentration?	Yes □	No □
If you have been issued Local Government equipment, have you been briefed on the care of the equipment?	Yes □	No □

# **GENERAL REQUIREMENTS**

- The line manager and the employee must agree to a communication strategy to ensure the employee is contactable during work hours and involved in their usual work activities and projects.
- An employee's terms and conditions of employment remain the same when working from home and all work governing documents will continue to apply. This includes the employee's employment contract, the Code of Conduct, the Local Government's policies and procedures, and any other document that may be relevant.
- The employee agrees to ensure their productivity is maintained or improved while working from home.
- The employee agrees to keep accurate and current records of hours worked at home.
- The hours worked by the employee will be within the normal span of hours and as documented in this agreement.
- The employee may only undertake overtime with the prior written approval of the line manager.
- The employee still needs to apply for leave as required.
- The employee is to ensure that adequate arrangements are in place for any caring responsibilities while the employee is working from home.
- The employee understands they are responsible for their commitment to work, health and safety and will advise the Local Government of any support or assistance required.
- The employee must take all reasonable precautions to ensure the Local Government's equipment and documents are kept secure, private and confidential.
- The Local Government may terminate the working from agreement at any time and for any reason, with one week's notice.

	EMPLOYEE	DECLARATION	
agree to comply with have provided is ac-	, understand the h the General Requirements curate and current. Should a ternment as soon as possible	outlined above and undertany of the information provi	ake that the information
	n return to the workplace, a same condition in which it wa		be returned to the Loca
Employee's signat	ure:	Date:_	
	APP	ROVAL	
	line manager, I agree to the	- W 9846 841	this Working from Home
Agreement.	line manager, I agree to the	e terms and conditions of	this Working from Home
Agreement. Line manager's na	* // ··*	e terms and conditions of	this Working from Home
Agreement. Line manager's na Line manager's sig	me:	e terms and conditions of	
Agreement.  Line manager's nath  Line manager's sign  As the CEO, I agree	me:gnature:	Date: of this Working from Home	

A copy of this Agreement is to be given to the employee and placed on the employee's personnel file.

Title/Subject: UNBUDGETED EXPENDITURE – CCTV FOR LOTS

255 DARLOT STREET AND LOT 304 DARLOT

STREET MEEKATHARRA

**Agenda/Minute Number:** 9.3.3 **Applicant:** Nil

File Ref: ADM 0254

**Disclosure of Interest:** Nil

**Date of Report:** 12 October 2020

**Author:** Krys East

Corporate Services Manager/ Deputy Chief Executive Officer

Signature of Author

**Senior Officer:** Roy McClymont

Chief Executive Officer

Signature Senior Officer

# **Summary/Matter for Consideration:**

Budget amendment for purchase and installation of CCTV at two Shire residences is requested.

# **Attachments:**

Nil

# **Background:**

In 2017/2018 Council authorised installation of CCTV in most residential properties. At the time Lot 255 and Lot 304 Darlot Street were earmarked for disposal so installation of CCTV was not recommended at these addresses to Council. Since then both of these properties have become tenanted by employees.

# **Comment:**

Lack of CCTV was not a problem for the tenants but recently the tenant at Lot 255 Darlot Street has been experiencing some issues. He is concerned that incidents may occur in regards to unauthorized access or vandalism to the property and has requested the installation of CCTV at the house.

If Council authorize the budget for installation of CCTV at this property they may consider installing CCTV at the other property at the same time. A quote received would mean one house will cost approx. \$3,300 (GST inc) and if the second house is done at the same time for materials and labour it will be just over \$6,000 for the two properties.

There is no current budget for this expenditure and given the concerns of the tenant this is considered an expenditure that cannot wait until the 2021/22 budget.

# **Consultation:**

Mark Sturgeon – Tenant Lot 255 Darlot Street, Meekatharra

# **Statutory Environment:**

Sections 6.8 of the Local Government Act 1995

"6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- (b) is authorised in advance by resolution\*; or
- (c) is authorised in advance by the mayor or president in an emergency.
  - \* Absolute majority required.
  - (1a) In subsection (1) additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.
  - (2) Where expenditure has been incurred by a local government —
- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

[Section 6.8 amended: No. 1 of 1998 s. 19.]"

# **Policy Implications:**

Nil

# **Budget/Financial Implications:**

After the September 2020 Budget review the anticipated budget surplus in 2020/21 was \$156,755. This is contingent on there being no change to the revised budget surplus of \$6,907,873 after the 2019/20 Annual Financials have been audited.

If Council approve the budget amendment Job numbers 0931 and 0928 will both be increased by \$3,200. That is an overall increase in budget expenditure of \$6,400 to GL 2704 Housing Capital Improvements.

# **Strategic Implications:**

Nil

## **Voting Requirements:**

Absolute Majority – Budget amendment

# **Officers Recommended Options:**

# Option A

That Council adopts the budget amendment of \$6,400 for the purpose of installing CCTV in the residential properties located at Lots 255 and 304 Darlot Street, Meekatharra.

OR

# **Option B**

That Council adopt the budget amendment of \$3,500 for the purpose of installing CCTV in the residential property located at Lot 255 Darlot Street, Meekatharra.

## **Option C**

That Council do not make a budget amendment for CCTV installation at either Lot 255 or 304 Darlot Street at this time.

## **Council Resolution:**

Moved: Cr PS Clancy Seconded: Cr DK Hodder

That Council adopts Option A as recommended.

CARRIED 5/0 BY AN ABSOLUTE MAJORITY

#### 9.4. COMMUNITY DEVELOPMENT

Title/Subject: LEASE - RED SANDBOX – YULELLA ABORIGINAL

**CORPORATION** 

**Agenda/Minute Number:** 9.4.1

**Applicant:** Yulella Aboriginal Corporation

File Ref: ADM081
Disclosure of Interest: Nil

**Date of Report:** 8 October 2020 **Author:** Svenja Clare

Acting Deputy Chief Executive Officer

Signature of Author

**Senior Officer:** Roy McClymont

Chief Executive Officer

Signature Senior Officer

## **Summary/Matter for Consideration:**

This item is for Council to consider an application by Yulella Aboriginal Corporation to lease the Red Sandbox facility.

## **Attachments:**

Lease request

Proposed Lease

## **Background:**

The Red Sandbox facility is located at 76 Darlot Street on Reserve 46944 which has a purpose of Child Health, Children.

The Shire of Meekatharra holds a lease of the reserve for 21 years commencing 1 January 2003.

Council agreed to sub-lease this facility to Yulella in 2017 for one year with an optional two-year extension, with the lease expiring this month on 31 October 2020. Prior to Yulella it was leased out to the Uniting Church and Frontier Services and then Michael Parker of the Growth Church, both for the purposes of running a child care centre.

## **Comment:**

Yulella are interested in renewing the lease for another two years with optional extensions, continuing to use it for not only Women's Activity but also to deliver the Community Patrol Contract as well as working with the school to create a suitable place for alternate education program activity.

As the Shire's own lease of the reserve is due to expire on 31 December 2023 Council may wish to offer a two-year lease to Yulella (expiring 31 October 2022) with a one-year optional extension taking it to 31 October 2023.

Section 5.5(a)(i) of the Shire's own lease requires Ministerial Approval for subletting of or sharing the premises. Whether Ministerial Approval will be granted if the use of the land has changed slightly (e.g. community patrol etc. instead of child care) will need to be seen.

Normally any land disposals such as leases need to be advertised unless certain criteria are met. The Local Government (Functions and General) Regulations 1996 R30 (2) (b) exempts the land

from the need to advertise or limit the lease "if the land is disposed of to a body, whether incorporated or not —

- (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
- (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;"

Legal advice sought in 2017 confirmed that Yulella's intended use of the land met these criteria therefore no advertising of the land disposal was required. As the intended use of land is still similar, this current lease would meet the same exemption criteria and wouldn't need to be advertised.

History has shown it is better to have the building in use than leaving it vacant. Under the Shire's own lease with the Department of Land Annexure A clause 1 the Lessee (Shire) "must for the duration of the term continue to occupy and use the Land for the Permitted Use." It is therefore advisable to allow Yulella to sub-lease this property.

## **Consultation:**

Alison Sentance – Partner, CEO, Yulella Aboriginal Corporation

## **Statutory Environment:**

Local Government Act 1995 S3.58

Local Government (Functions and General) Regulations 1996 R30 (2) (b) Land Administration Act 1997 (WA)

## **Policy Implications:**

Nil

#### **Budget/Financial Implications:**

The 2020/2021 budget allows for \$1,000 lease income for the Red Sandbox. A rental valuation from May 2019 valued the market net income at \$9,350 per annum.

A \$500.00 bond was paid under the current lease. This can be retained for a renewed lease or would need to be refunded if the lease was to cease.

Yulella as the lessee are responsible for paying the ESL, rubbish service charges, security alarm monitoring and utilities.

Rates are not currently raised on the property.

## **Strategic Implications:**

Strategic Plan 2017-27. Key Result Area - Social – Building a sense of community

## **Voting Requirements:**

Simple Majority

## **Officers Recommended Options:**

### Option A

#### **That Council:**

• Approve the lease of the Red Sandbox Facility, subject to the approval of the Minister for Lands, to the Yulella Aboriginal Corporation for the purposes as indicated in the application and in accordance with the draft lease as attached. An annual lease fee of \$1,000.00 plus GST shall be payable, to be reviewed as part of Council's annual budget process. The term of the lease shall be 2 years with an

option, if agreed by both parties, of a further 1 year. The bond of five hundred (\$500) paid under the previous lease shall continue to be retained.

- Grant permission for the Chief Executive Officer is to sign the lease on behalf of Council.
- Authorise the affixing of the Shire Seal.

## OR

## Option B

That Council declines the request to lease the Red Sandbox facility and requests staff to advertise the availability of the facility for use as a child care facility.

## **Council Resolution:**

Moved: Cr PS Clancy Seconded: Cr MJ Smith

That Council adopts Option A as recommended.

**CARRIED 5/0** 

848 Marmont Street P.O. Box 107 Meekatharra. Western Australia. 6642



Phone: 08.99 801339 Fax: 08.99 801341

Email: reception@yulella.org.au

#### **RED SANDBOX - LEASE**

Att: Krys East
Deputy CEO
Shire of Meekatharra
PO Box 129
Meekatharra WA 6642

Dear Krys,

#### RE: SEEKING RENEWAL OF THE RED SANDBOX LEASE

This letter to in request to seek an extension to the property known as the 'red sandbox' currently leased to Yulella, which is due to expire of the 30 October 2020.

Prior to the COVID-19 impact, Yulella was utilising the Sandbox to deliver our Women on the Move – CDP Activity. This activity was delivered under supervision 5 days per week. During COVID our current job seekers in that activity were not required to attend and therefore the property has not been a hive of activity as it previously was.

The Yulella Board and management team plan to increase the use of the Red Sandbox from mid-October, but utilising it for not only Women's Activity (when CDP mutual obligations commence), but to utilising it to deliver our Community Patrol Contract. Providing a space for our Patrol team to base themselves from as well as working to further engage Women in the community regardless of CDP expectations. It is also our intention as we work with the school – to create a suitable place for alternate education program activity – in line with the school based strategy.

COVID has had a number of impacts across our business like most, and we have used this time to undertake planning and working out how best to utilising our community spaces to better service the community. Our vision is the at the 'Red Sandbox' continues to be a dedicated place for Women and families to access, with Yulella in a position to deliver a variety of services from this location. Similarly to CDP, the Community Patrol contract has also been impacted due to COVID – however with restrictions easing and community engagement continuing to increase – we see the Red Sandbox and a key community hub to support Yulella and the Meekatharra community.

If you require additional information from us to support our intended use, please do not hesitate to contact me via email <a href="mailto:ceo@yulella.org.au">ceo@yulella.org.au</a>.

Kind Regards,

alle

Alison Sentance Partner, CEO

Yulella Aboriginal Corporation

## **AGREEMENT**

## **BETWEEN**

# SHIRE OF MEEKATHARRA

## AND

# YULELLA ABORIGINAL CORPORATION

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#### 1. INTRODUCTION

THIS AGREEMENT is made the day of 20
BETWEEN THE SHIRE OF MEEKATHARRA (hereinafter called the Shire)
and YULELLA ABORIGINAL CORPORATION (hereinafter referred to as "the Lessee")

NOW THIS AGREEMENT WITNESSES that the parties hereto hereby covenant, agree and declare as follows:

#### 2. WHEREAS

- The Reserve, portion of Reserve No 46944, is vested in the Shire and a Child Care Centre has been constructed thereon by the Shire.
- The Shire has agreed with the Lessee that the Lessee may occupy the centre for the purposes and subject to the conditions set out in this Agreement.

#### TERM

This Agreement is for a term of 2 (two) years from the first (1st) day of November 2020 and may be renewed for a further term of 1 (one) year by agreement between the parties hereto PROVIDED ALWAYS that if either party wishes to terminate this Agreement either at the expiration of the said term or any further term then the party shall give 90 days written notice of termination to the other.

## 4. PAYMENT PROVISIONS

### 4.1. Payment of Accounts and Charges

The Lessee shall pay punctually all electrical, water, security alarm monitoring, ESL and rubbish charges as required.

#### 4.2. Payment of Lease Fees

The Lessee shall pay the Lease fee as set for the term of the lease. This fee shall be reviewed as part of Councils annual budget process.

The fee payable is \$1000.00 per annum.

A bond of \$500 shall be payable, which shall be refundable subject to all accounts having been paid and the building returned in a satisfactory condition.

#### 5. MAINTENANCE

## 5.1. Maintenance of the Child Care Centre Building

The Lessee shall keep and maintain the Child Care Centre in good and substantial repair, order and condition and in a clean and neat and sanitary condition to the satisfaction of the Shire.

The Shire may make provision in its budget for the cost of major maintenance and repairs to the Child Care Centre. It is the responsibility of the Lessee to ensure that sufficient information is provided to the Shire on or around March of each year to enable the Shire to consider such requests.

The Lessee shall maintain a current inventory of furniture and equipment at all times.

The Lessee shall not be liable to remedy structural or inherent defects in the Child Care Centre except to the extent that any act or omission by the Lessee or any of its employees, agents, delegates or visitors has exacerbated or contributed to that structural or inherent defect.

## 5.2. Maintenance of Outdoor Areas

The Lessee shall keep and maintain the fenced part of the reserve surrounding the Child Care Centre in a safe, clean and neat condition to the satisfaction of the Shire.

The Lessee is to take all reasonable steps to ensure that all playground equipment situated on or in the Child Care Centre premises and/or boundaries from time to time is as safe as is practicable having regard to the function of that playground and the ages of the children likely to use the playground. Without limiting the obligations of the Lessee under this clause, the Lessee must use its best endeavours to detect and repair as soon as possible any deterioration (whether due to wear and tear, vandalism or otherwise) of any part of a playground.

## 5.3. Itemised Responsibilities

The Lessee shall be responsible for ensuring that the following tasks are undertaken as required:

- a) internal and external cleaning of all areas;
- b) maintenance of lawns and gardens;
- cleaning and repair of gutters;
- maintenance of security systems and payment of related costs;
- e) installation and maintenance of telephone system;
- f) installation and maintenance of operational items including computers, facsimile machines, photocopiers, refrigerators, microwave ovens;
- cleaning and repairs to windows and window treatments, conditioner filters, leaking taps, light bulbs, faulty switches, fuses;
- annual maintenance and repairs to air conditioners;
- repairs to doors, tiles, floor coverings, furniture and fixtures;
- j) maintenance and repair of playground equipment;
- maintenance of shade areas, fences and gates;
- touch up painting, internal and external;
- m) correction of damage resulting from illegal acts including vandalism and graffiti;
- repairs and maintenance to hot water systems;

If required, the following items will be considered for funding by the Shire subject to inspection by the Shire and reasonable request:

- a) correction of structural problems;
- b) major painting, internal and external;
- replacement of floor coverings;
- d) provision of shade areas;
- e) provision of lighting and fences for security;
- f) replacement of heating and air conditioning systems;
- g) replacement of gutters;
- major car park repairs;
- installation and maintenance of residual current devices;
- k) replacement of hot water system;
- replacement of stove;
- m) installation and maintenance of automatic grounds reticulation (if applicable);

#### 6. INDEMNITY AND INSURANCE

### 6.1. Third Party Indemnity

The Lessee shall indemnify and keep the Shire indemnified against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against or incurred by the Shire or the Lessee as a result of the use of the Child Care Centre by the Lessee, its employees, or assigns.

#### 6.2. Insurance

The Shire is responsible for maintaining an insurance policy for loss or damage to the Child Care Centre by fire, storm, tempest, earthquake and any other risks from time to time nominated by the Shire in the full replacement value of the Child Care Centre.

The Shire is responsible for maintaining an insurance policy for loss or damage to the contents of or fixtures in the Child Care Centre.

The Lessee must maintain with insurers approved under the Insurance Act 1984

- a public liability policy for an amount of not less than TEN MILLION DOLLARS (\$10,000,000);
- The usual worker's compensation policy for all employees of the Lessee;

The Shire may maintain an insurance policy to protect voluntary workers at the Centre.

#### 6.3. Breach of Insurance Condition

The Lessee shall not do or omit to do any act or thing or bring or keep anything in the Child Care Centre which might render the insurance on the Child Care Centre void or voidable.

#### 7. USE OF PREMISES BY LESSEE

#### 7.1. Definition of Service Purpose

The Child Care Centre is a service designated to providing child care for children under school age and if places are available for school aged children outside school hours.

#### 7.2. Use of Centre

The Lessee shall only use or permit the centre to be used as a Child Care Centre for children or for associated activities or the Women on the Move and Community Patrol activities and shall not use or permit the centre to be used for any other purposes PROVIDED ALWAYS that the centre may be used for some other purpose not incompatible with the use of the centre as a Child Care Centre at a time outside the hours the centre is open.

#### 7.3. Alterations

The Lessee shall not:

a) cause damage to the Child Care Centre; or

- without limiting its obligation under clause 7.3(a), cut, maim, injure or cause to be cut, maimed or injured any of the walls or timbers of the Child Care Centre; or
- alter or suffer to be made any alteration to the Child Care Centre.

Alterations to the Child Care Centre including fixed outdoor structures, must be approved in writing by the Shire prior to commencement of work.

#### 7.4. Nuisance

The Lessee shall not conduct or permit to be conducted any activity within the Child Care Centre premises and/or boundaries, which may in the reasonable opinion of the Shire be or become a nuisance or disturbance to the Shire or any local resident or the general public.

#### 7.5. Signage

The Lessee shall not exhibit or permit upon any part of the centre or the reserve any placard, poster, sign, board or other advertisement except as previously approved by the Shire.

### 7.6. Vacating the Premises

The Lessee must leave the Child Care Centre in a clean and tidy condition on vacating the premises.

#### 8. EVENT OF DEFAULT AND TERMINATION

#### 8.1. Event of Default

This agreement may be terminated by the Shire, with immediate effect, in the following circumstances:

- a) when the Lessee commits a breach of the Agreement which cannot be remedied; or
- when the Lessee commits a breach of the Agreement which can be remedied and the Lessee fails to remedy that default within a certain period after the Shire notifies the Lessee that the Shire requires the default to be remedied; or
- the Lessee is convicted by any court of a criminal act or omission; or
- d) the Lessee becomes subject to any form of insolvency administration.

## 8.2. Notice of Intention to Terminate

Either party may terminate this Agreement, without reason, at any time during its term by ninety days written notice to the other party to this effect.

#### 8.3. Action Upon Termination

The Lessee will vacate the Child Care Centre immediately if this Agreement is terminated and leave the premises in a clean and sanitary condition.

#### 9. DISPUTE RESOLUTION

### 9.1. Resolution by Parties

If a difference or dispute arises at any time between the Shire and the Lessee then the Shire and the Lessee shall use all endeavours to settle the difference or dispute amicably in discussion with each other.

#### 9.2. Notice of Dispute and Response

If after discussion regarding a dispute, under Clause 9.1, the dispute remains unresolved after 10 business days either party may give the other party Notice of the Dispute in writing within 10 business days of the discussion and failure to resolve the dispute setting out the details of the dispute. The party receiving the Notice of Dispute shall acknowledge the Notice and respond in writing to the matters raised in the Notice within 10 business days.

#### 9.3. Arbitration of Dispute

If the parties are unable to resolve a dispute then the dispute will be referred by the Shire to an independent arbitrator agreed by both parties. The resolution reached by the arbitrator will be binding on both parties.

#### 10. RIGHTS

The Shire grants the Lessee the use of the building for the purpose as outlined in clause 7.2.

#### 11. CONDITIONS

The conditions upon which the above Agreement and rights are granted are as follows:

#### 11.1 Accounts

The Lessee shall keep all necessary and proper books of account for the operation of the Centre in accordance with accepted accounting standards.

#### 11.2 Responsibility for Employees

The Lessee shall employ and be responsible for all staff' at the centre or claim resulting from their employment.

#### 12. FURTHER INDEMNITY BY THE LESSEE TO MINISTER FOR LANDS

The Lessee indemnifies the State of Western Australia and the Minister for Lands and its agents from and against all claims, damages and costs in respect of or resulting from damage to or destruction of any property, or the death of or injury to any person, no matter how or where this occurs:

- (a) caused or contributed to in any way by:
  - (i) the Lessee;
  - (ii) any Lessee's Employees and Visitors; or
  - (iii) any other person at the Premises with the express or implied consent of the Lessee;
- (b) caused or contributed to by the occupation or use of the Premises; or
- (c) resulting from a breach by the Lessee of any Lessee's Covenants.

## 13. MINISTER FOR LANDS' CONSENT

This Lease is made subject to and conditional upon the parties obtaining the Minister for Lands' consent to this Lease (as is required by the Management Order). The parties agree and acknowledge that the Minister for Lands' prior consent is also required for any assignment, sublease, licence, transfer or mortgage of this Lease, and that the Tenant shall obtain such consent in the event of any such assignment, transfer or mortgage of this Lease.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first hereinbefore written.

THE COMMON SEAL of The Shire of Meekatharra hereunto affixed in the presence of:	
President	
Chief Executive Officer Signed for and on behalf of:	
Yulella Aboriginal Corporation	

## Consent

THE MINISTER FOR LANDS hereby consents to the within Lease pursuant to section 18 of the Land Administration Act 1997.

Dated this day of 2020

#### 9.5. HEALTH BUILDING AND TOWN PLANNING

Cr MJ Smith declared a Financial Interest in items 9.5.1 and 9.5.2

Cr PS Clancy declared a Financial Interest item 9.5.2 and disclosed the full nature and extent of his interest, requesting members present to allow him to participate in discussions and the decision making process relating to item 9.5.2 (Lot 62 Hill Street).

Cr PS Clancy & Cr MJ Smith left the meeting at 10.07am.

Members present discussed the nature and extent of Cr PS Clancy's interest in item 9.5.2.

Moved: Cr MR Hall Seconded: Cr DK Hodder

That Cr PS Clancy is permitted to be present only to vote (not speak) on agenda item 9.5.2 as his interest is considered to be so trivial as to be unlikely to influence his conduct in relation to the matter.

**CARRIED 3/0** 

Cr PS Clancy returned to the meeting at 10.09am.

Title/Subject: PLACEMENT OF SOLAR PANELS TO ROOF OF

**SHED - LOT 804 (#11) MARMONT ST.** 

**MEEKATHARRA** 

**Agenda/Minute Number:** 9.5.1

**Applicant:** Midwest Solar Power

**File Ref:** A115 **Disclosure of Interest:** Nil

**Date of Report:** 11 September 2020 **Author:** William Atyeo

Principal Environmental

Health Officer

Signature of Author

Ka 2

**Senior Officer:** Roy McClymont

Chief Executive Officer

Signature Senior Officer

#### **Summary/Matter for Consideration:**

Council is to consider an application for planning approval from Jo Wright representing Midwest Solar Power for MJSSF Pty Ltd, owners of the property.

#### **Attachments:**

Plan showing the roof to which solar panels are to be attached.

## **Background:**

With the costs for business continually on the rise, especially in regard to essential services such as power costs, the owner of the property have decided that they would like to attach solar panels to the existing roof structure of the shed located on this allotment.

The owners have selected the identified roofs of existing buildings, as shown in the submitted documents.

### **Comment:**

Lot 804 #11 Marmont Street is Zoned Commercial in the Shire of Meekatharra Town Planning Scheme No 3.

Its likely applications for installation of solar power will increase. The structural considerations of such an installation will be considered at the application for a Building Permit stage.

The addition of the panels are not likely to adversely affect the amenity of the area or interfere with neighboring properties or traffic using the adjacent streets.

### **Consultation:**

Tralee Cable – Community Development Services Manager Health Building Town Planning Committee MJSSF Pty Ltd – Mark Smith

## **Statutory Environment:**

Shire of Meekatharra Town Planning Scheme No 3

#### **Policy Implications:**

Nil

## **Budget/Financial Implications:**

Nil

## **Strategic Implications:**

Nil

## **Voting Requirements:**

Simple Majority

#### **Committees Recommendation / Council Resolution:**

Moved: Cr MR Hall Seconded: Cr DK Hodder

That Council, pursuant to Clause 6.3.2 of the Meekatharra Town Planning Scheme No 3, grant planning approval for the installation of solar panels to the buildings situated on Lot 804, 11 Marmont Street in Meekatharra in the manner approved in the attached application, and such installation be subject to an appropriate building permit being issued to this effect.

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 17 OCTOBER 2020 Page 123  $\,$ 



Title/Subject: PLACEMENT OF SOLAR PANELS TO ROOF OF SHED –

LOT 62 (#80) HILL STREET, MEEKATHARRA.

**Agenda/Minute Number:** 9.5.2

**Applicant:** Midwest Solar Power

**File Ref:** A115 **Disclosure of Interest:** Nil

**Date of Report:** 11 September 2020 **Author:** William Atyeo

Principal Environmental Health

Officer Signature of Author

**Senior Officer:** Roy McClymont

Chief Executive Officer

Signature Senior Officer

Role.

### **Summary/Matter for Consideration:**

Council is to consider an application for planning approval from Jo Wright representing Midwest Solar Power for MJSSF Pty Ltd, owners of the property.

## **Attachments**

Plan showing the roof to which solar panels are to be attached.

## **Background:**

With the costs for business continually on the rise, especially in regard to essential services such as power costs, the owner of the property have decided that they would like to attach solar panels to the existing roof structure of the shed located on this allotment.

The owners have selected the identified roofs of existing buildings, as shown in the submitted documents.

#### **Comment:**

Lot 62 #80 Hill Street is Zoned Commercial in the Shire of Meekatharra Town Planning Scheme No 3.

Its likely applications for installation of solar power will increase. The structural considerations of such an installation will be considered at the application for a Building Permit stage.

The addition of the panels are not likely to adversely affect the amenity of the area or interfere with neighboring properties or traffic using the adjacent streets.

#### **Consultation:**

Tralee Cable – Community Development Services Manager Health Building Town Planning Committee MJSSF Pty Ltd – Mark Smith

## **Statutory Environment:**

Shire of Meekatharra Town Planning Scheme No 3

## **Policy Implications:**

Nil

## **Budget/Financial Implications:**

Nil

## **Strategic Implications:**

Nil

## **Voting Requirements:**

Simple Majority

## Officers Recommendation / Council Resolution:

Moved: Cr MR Hall Seconded: Cr DK Hodder

That Council, pursuant to Clause 6.3.2 of the Meekatharra Town Planning Scheme No 3, grant planning approval for the installation of solar panels to the buildings situated on Lot 62, 80 Hill Street in Meekatharra in the manner approved in the attached application, and such installation be subject to an appropriate building permit being issued to this effect.

**CARRIED 4/0** 

Cr MJ Smith returned to the meeting at 10.11am.

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 17 OCTOBER 2020 Page 126  $\,$ 



#### 9.6. WORKS AND SERVICE

Title/Subject: GABANINTHA – NANNINE ROAD – HEAVY

**HAULAGE** 

**Agenda/Minute Number:** 9.6.1

**Applicant:** MSP Engineering Pty Ltd/Lake Austin Mining

**File Ref:** RD 032 **Disclosure of Interest:** Nil

Date of Report: 1 October 2020 Author: Roy McClymont

Chief Executive Officer

Signature of Author

**Senior Officer:** Roy McClymont

Chief Executive Officer

Signature Senior Officer

### **Summary/Matter for Consideration:**

Council may consider a request from MSP Engineering Pty Ltd/Lake Austin Mining who intend to transport ore over a section of the Gabanintha-Nannine Road.

### **Attachments:**

Nil

## **Background:**

Council has considered similar requests from mining companies in the past.

#### **Comment:**

MSP have indicated that the haulage task will comprise the following details;

- The use of triple road trains in RAV network 10.3 classification
- 8 loads per day (16 movements per day total)
- 20,000 tonnes per month
- Dayshift haulage to max 12 14 hours/day
- 3 year haulage period planned to commence January 2021
- 7 days per week

Below are some of the basic standard conditions that Council has established with other mining companies in recent years:

- 1. All ore trucks (loaded and empty) are to restrict their speed to a maximum of 60 km/h
- 2. XXXX to provide as a minimum Y semi water trucks with a capacity of 25,000 to 30,000 litres to water the haul roads on days that their road trains are running, and as required otherwise, with a minimum of Z litres of water per day being sprayed on the road. Watering should concentrate on maintaining the integrity of the road with a focus, as required, on sections that are more susceptible to damage
- 3. XXXX to provide a suitable grader, roller and additional water truck along with competent operators to maintain the road to a satisfactory strict standard as required by Council and as instructed by Council's Works and Services Manager. This equipment and operators must be on constant stand by with the ability to mobilise to the site within 48 hours of notice being provided by the Shire to undertake road maintenance.

- 4. XXXX is permitted to use Council water facilities except when required for Council use.
- 5. XXXX is to provide pumps and generators to supply sufficient water for the purpose and to the satisfaction of the Shire. Three phase submersible pumps should be used with a maximum capacity of up to 15 tonnes per hour. The Shire recommends Grundfos KRC SP14-8A or similar.
- 6. The Shire water facilities are to be used only for road maintenance on ?? Road and not under any circumstances for mining operations.
- 7. The Shire will monitor the condition of the road and may, if necessary, require XXXX to increase maintenance operations, including but not limited to, the provision of a third water truck for watering the road
- 8. Signage to be placed on the road warning of 'Road Trains Entering' on either side of the entry intersections onto ?? Road.
- 9. Signs stating words to effect of "Warning; Road Trains travelling at 60 kmh over next # kms" are to be placed at the start of the haul section at both ends of the haul route on ?? Road.
- 10. Stop signs are to be placed at the intersection from existing haul road onto the ?? Road
- 11. Any road maintenance or construction work on the haul road from the mine site to ?? Road is to be constructed to the Shires satisfaction in terms of location and design (in order to avoid damage to ?? Road)
- 12. XXXX is required to provide the Shire with a security deposit of \$AAA,AAA

Gabanintha-Nannine Road is currently unrated in terms of the Main Roads restricted access vehicle network. MSP are aware of the process to upgrade the RAV rating of a road.

The Burnakura site is about 25 kilometres from the Great Northern Highway. This entire length of unsealed road will need to be maintained in order to efficiently sustain the haulage program. Therefore the maintenance of the Shires 9 kilometre will be a part of this overall maintenance program.

Council usually enters into a formal deed with mining companies who use shire roads, however in this case (due to the relatively short section of road involved) it may be sufficient for an exchange of letters to formalise the agreement (providing the security bond is provided in full).

## **Consultation:**

Nil

## **Statutory Environment:**

Nil

### **Policy Implications:**

Nil

## **Budget/Financial Implications:**

Nil

## **Strategic Implications:**

Nil

## **Voting Requirements:**

Simple Majority

## Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy Seconded: Cr MR Hall

That Council requires the following conditions for the MSP Engineering Pty Ltd/Lake Austin Mining Pty Ltd transport program on the Gabanintha-Nannine Road:

- All trucks (loaded and empty) are to restrict their speed to a maximum of 60 km/h.
- Lake Austin Mining Pty Ltd to provide as a minimum one semi water truck with a capacity of 25,000 to 30,000 litres to water the haul road on days that their road trains are running, and as required otherwise. Watering should concentrate on maintaining the integrity of the road with a focus, as required, on sections that are more susceptible to damage. The Shire acknowledges that this water truck will be used to water the length of road from Great Northern Highway to the Burnakura site (~25 kms) and recommends that at least 10 loads per day be applied to this section of road.
- Lake Austin Mining Pty Ltd to provide a suitable grader, roller and additional water truck along with competent operators to maintain the road to a satisfactory standard as required by Council and as instructed by Council's Works and Services Manager. This equipment and operators must be able to mobilise to the site within 14 days of notice being provided by the Shire to undertake road maintenance.
- The Shire will monitor the condition of the road and may, if necessary, require Lake Austin Mining Pty Ltd to increase maintenance operations, including but not limited to, the provision of an additional water truck for watering the road.
- Signs stating words to effect of "Warning; Road Trains travelling at 60 kmh over next 9 kms" are to be placed at the start of the haul section at both ends of the haul route on Gabanintha-Nannine Road.
- Any road maintenance or construction work on the mine access road at, or near the intersection with Gabanintha-Nannine Road is to be constructed to the Shires satisfaction in terms of location and design (in order to avoid damage to Gabanintha-Nannine Road).
- As security for the performance of Lake Austin Mining's obligations under this resolution, Lake Austin Mining Pty Ltd is to provide the Shire with a security deposit of \$100,000 (one hundred thousand dollars).

\_\_\_\_\_

Further; that Council authorises the CEO to provide Road Owner Support for an Application to add portion (approx. 9kms) of Gabanintha-Nannine Road to the Restricted Access Vehicle Network subject to the following conditions being applied:

- Maximum speed 60 km/h.
- No operation on unsealed road segment when visibly wet, without road owner's approval.
- All operators must carry current written approval from the road asset owner permitting use of the road.

CARRIED 5/0

Title/Subject: TRILLBAR ROAD – RESTRICTED ACCESS

VEHICLE NETWORK AMENDMENT REQUEST

**Agenda/Minute Number:** 9.6.2

**Applicant:** Main Roads WA/Patience Bulk Haulage Pty Ltd

File Ref: RD 024
Disclosure of Interest: Nil

**Date of Report:** 1 October 2020 **Author:** Roy McClymont

Chief Executive Officer

Signature of Author

Ede-

**Senior Officer:** Roy McClymont

Chief Executive Officer

Signature Senior Officer

## **Summary/Matter for Consideration:**

Council may consider a request from Main Roads WA/Patience Bulk Haulage Pty Ltd to amend the Restricted Access Vehicle (RAV) rating on Trillbar Road.

## **Attachments:**

Emails and information from Main Roads WA/Patience Bulk Haulage Pty Ltd.

#### **Background:**

Patience Bulk Haulage have a history of hauling bulk talc out of the Seabrook Mine.

There have been minimal problems with these programs in the past and Patience have been cooperative in terms of preserving the integrity of the road during haulage programs.

#### **Comment:**

Trillbar Road is 26.8 kms in length.

The requested amendment will bring Trillbar Road into the same RAV category rating as Mt Clere Road which appears to have been upgraded to RAV Network 10.3 at some stage.

Trillbar Road is currently rated as a Network 10.1 with the following conditions; Network Conditions

- All operators must carry current written approval from the road asset owner permitting use of the road.
- Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40).
- Headlights to be switched on at all times
- No operation on unsealed road segment when visibly wet, without road owner's approval.
- Note: Low Volume (LV) Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.
- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
- Maximum speed 70 km/h

Council last considered the RAV rating of Trillbar Road in June 2017 and resolved as follows:

"That Council supports the application to amend Trillbar Road 7030024 from RAV Network Category 9 to RAV Network Category 10, Concessional Network Level 1, and requests that the following conditions be applied;

- No operation on unsealed road segment when visibly wet, without road owner's approval.
- Speed Conditions: 60 km/h speed limit"

Councils first condition has been applied but the second max speed condition has been applied as 70 km/h. Main Roads have also included other conditions on the road - some which make very little sense.

Five roads in the Meeka Shire are rated as Tandem Drive Network 10.3, including Mount Clere Road to the Trillbar Road turnoff.

The difference between RAV network 10 (A) and RAV network 10.3 (A) is that each triple road train can carry up to an additional 18.5 tonnes which equates to about 1 tonne per axle.

The RAV Network system is quite complicated and the process for approving an amendment to a network road is also complicated and not entirely clear. We do not have any internal expertise to properly manage these processes.

Trillbar Road is primarily an access road for the Seabrook Talc Mine. It also provides minor station access between Yarlorweelor and Moorarie Stations (and the old Trillbar Station) via the Moorarie – Trillbar Road.

## **Consultation:**

Main Roads Heavy Vehicle Services

#### **Statutory Environment:**

Nil

## **Policy Implications:**

Nil

## **Budget/Financial Implications:**

Nil

## **Strategic Implications:**

Nil

#### **Voting Requirements:**

Simple Majority

## Officers Recommendation / Council Resolution:

Moved: Cr DK Hodder Seconded: Cr MR Hall

That Council supports the application to amend Trillbar Road 7030024 from RAV Network Category 10.1 to RAV Network Category 10.3 subject to the following conditions being applied;

• Maximum speed 60 km/h.

- No operation on unsealed road segment when visibly wet, without road owner's approval.
- All operators must carry current written approval from the road asset owner permitting use of the road.

**CARRIED 5/0** 

## Roy McClymont

From:

GODFREY Billie (HVSO) <billie.godfrey@mainroads.wa.gov.au>

Sent:

Wednesday, 23 September 2020 3:14 PM

To:

Meekatharra CEO; Meeka Customer Service Officer

Subject:

Route Determination - Patience Bulk Haulage Pty Ltd - MWG - Shire of Meekatharra

- Trillbar Rd 7030024 - RAV N10.3 - Request LGA support

Attachments:

202009181214.pdf; 202009181214.pdf

#### Good afternoon,

Heavy Vehicle Services (HVS) has received an application to add the following section of roads onto the Restricted Access Vehicle (RAV) Network:

oad Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
rillbar Rd	Meekatharra- Mount Clere Rd (0.00)	Trillbar Rd - End Road (26.88)	RAV 10	N 10.3
		rillbar Rd Meekatharra- Mount Clere Rd	rillbar Rd Meekatharra- Trillbar Rd - End Mount Ciere Rd Road (26.88)	rillbar Rd Meekatharra- Trillbar Rd - End RAV 10 Mount Clere Rd Road (26.88)

The applicant has advised Main Roads the requested RAV Network N10.3 Access is for access to Seabrook Talc Mine. If you require further information to assist in determining support for this application, please contact the applicant directly.

Please provide HVS with any comments relating to road condition, planning conflicts, development issues etc. that may be impacted by adding the above roads onto the RAV network.

Please be aware if the road is deemed unsuitable to be added to the relevant RAV network when assessed it may be considered for a Restricted Local Access Permit (RLAP). This permit is for individual access to a road with a specific combination and with suitable conditions to mitigate any risk.

It would be appreciated if you could provide your comment to HVS within four (4) weeks of this email to enable HVS to consider any potential issues as part of our assessment process.

It is important to ensure that any comments are provided with sufficient reasoning, as this may be used to justify the decision to the applicant.

Should you require any further information or assistance regarding this request, please contact the HVS Route Assessment team on 138 486 or <a href="mailto:hvsrouteassessments@mainroads.wa.gov.au">hvsrouteassessments@mainroads.wa.gov.au</a>.

## Kind regards

Billie Godfrey Heavy Vehicle Services Officer Heavy Vehicle Services p: 138 486

w: www.mainroads.wa.gov.au















From: HVO General <a href="mailto:hvs@mainroads.wa.gov.au">hvs@mainroads.wa.gov.au</a> Sent: Friday, 18 September 2020 12:23 PM

To: HVSrouteassessments <HVSrouteassessments@mainroads.wa.gov.au>

Subject: Route Determination - Patience Bulk Haulage Pty Ltd - MWG - Shire of Meekatharra - Meekatharra-Mount

Clere Rd 7030001 - Trillbar Rd 7030024 - RAV N10.3 - Application

From: Adrian Leevers <ohs@patience.com.au> Sent: Friday, 18 September 2020 12:18 PM To: HVO General <hvs@mainroads.wa.gov.au>

Subject: FW: Application and Road Owner Support to Add or Amend a Road on a Restricted Access Vehicle Network



## Adrian Leevers Compliance/OH&S Co-ordinator

t: 0419 929 723 | f: 08 9964 3994

e: ohs@patience.com.au | w: www.patience.com.au

a: Lot 41 Edward Road, Geraldton, WA 6530 PO Box 1807, Geraldton, WA 6531

The information contained in this email communication may be confidential. You should only read, disclose, re-tremmit, copy, distribute, out in reliance on an communication may be confidential. You are outherised by Patience Buts Heuriage to do so. If you are not the intended seclaiest of this email communication, please notify us intended by a moil to physosynetron.com.as or reply by small direct to the sender and than destroy any abstracts or paper copy of this massage. Any views expressed in this antial communication are those of the individual sender, except where the sender precipally states them to be the views of Patience Buts Haulage does not represent, warrant or guarantee that the integrity of this communication has been maintained nor that the communication is tree of errors, views or interference.

From: Adrian Leevers

Sent: Friday, 18 September 2020 12:10 PM To: hvsrouteassessments@mainroads.wa

Subject: Application and Road Owner Support to Add or Amend a Road on a Restricted Access Vehicle Network

Dear Sir/Madam,

Please find the following attached

- 1) Application and Road Owner Support to Add or Amend a Road on a Restricted Access Vehicle Network
- 2) Maps

If you have any queries or need any further information please contact me so I can assist.

Kind regards,



## mainroads

## Application and Road Owner Support to Add or Amend a Road on a Restricted Access Vehicle Network

Main Roads Heavy Vehicle Services will consider adding a road to the Restricted Access Vehicle (RAV) Network provided support from the relevant road owner is obtained. This application must be completed by the applicant and forwarded to Main Roads who will liaise directly with the relevant road own to ensure they have no objections to the access.

Applicant Details										
Operator Name / Compan	Patience Bulk Haulage Pty Ltd									
Contact Name	Adrian Leevers	Contact Phone Number	(88) 9920 4900							
Mobile Phone Number		Contact Fax Number	(08) 9964 39	94						
Email Address	ohs@pattence.com.au	ohs@patlence.com.au								
RAV Networks to be a		Her or Truck, Traffer operating conditions fo	or approved co	mbinations on our w	ebsite.	F				
Tri Drive Categories 1-5 i	Refer to the Tri Drive Prime Mover, Traile	r or Tri Drive Truck, Trailer operating cond	itions for appro	wed combinations o	n our website.	<b>-</b>				
Other Categories (i.e. Ove	ersize Road Train) Refer to the operating co	onditions of the particular Permit Product fo	or approved co	mbinations on our w	obsite					
			Requested Axi	e Mass Level		1				
Concessional Netwo		BET READON OF DESCRIPTION		Tandem Axle Group	Tri Axie Group					
Vehicle combinations oper for the equivalent vehicle of	rating on Level 1 must only operate on the combination under the Prime Mover, Traile	relevant RAV Network that is permitted or or Truck, Trailer Combinations.	Level 1	17.01	21.5t					
For Concessional Levels 2	and 3 please select the relevant category b	elow	Level 2 Level 3	17.0t 17.5t	22.5t 23.5t					
Tendem Drive Concession	anal RAV Categories 2-10 Refer to the AM	MS Page for approved combinations.								
Tandem Drive Conce	ssional N10.3 (53.5m)									
Tri Drive Concessional C	ategories 1-5 Refer to the AMMS Page fo	approved combinations.				_				
				-						
Roads to be assessed	d Please list all requested roads where RAN	Access is required (including start and end	points) and att	ach maps.						
Start point: intersect Required access: 1) From above inters	ion of Great Northen Highway/Me	ekatharra-Mount Clere Road. Clere Road to existing Tandem Driv			t Garden Gu	illy				



### Application and Road Owner Support to Add or Amend a Road on a Restricted Access Vehicle Network

Main Roads will liaise directly with the relevant road owner to complete this section. Read Owner **Road Name** Road Number **Contact Details** Contact Name Position Contact Phone Number Contact Fax Number Mobile Phone Number **Email Address** Required Traffic Data Please provide the AADT, Speed Limit and if the road is on a School Bus Route. If the application is for more than one road, please provide the AADT, speed limit and if the roads are on a School Bus Route for each road in comments box provided below. **Posted Speed Limit** School Bus Route ? CYes C No AADT Annual Average Dally Traffic is determined by the total yearly two-way traffic volume divided by 365, expressed as volicies per day(VPD). Please tick box below. C 31 to 50 vpd C 51 to 75 vpd C 75 to 150 vpd C 150 to 500 vpd C 500 to 1000 vpd Please detail any community concerns, required conditions and other relevant information. If RAV access is endorsed, as the road owner please specify any access conditions that you would like Main Roads to consider (i.e. No operation on Comments: unscaled road when visibly wet, without road owner's approval, Headlights to be switch on at all times etc.) If RAV access is not endorsed please provide reasoning behind your decision. NOTE - If condition CA07 (Current written support from the Road Asset Owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request.) Is required, the road owner is responsible for the administration of condition CA07. **Road Owner Support** As the road owner you are required to conduct a preliminary assessment of the requested road/s to ensure there are no obvious issues that would deem TAV access unsultable. On behalf of support the above decisions, subject to Main Roads final approval. Signature Date

Email completed form to: <u>hysrouteassessments@mainroads.wa.gov.au</u> Heavy Vehicle Services Main Roads WA

PO Box 374 | WELSHPOOL DC | WA 6986 | Telephone 138 HVO (486) | Fax (08) 9475 8455

www.mainroads.wa.gov.au

#### 9.7. CONFIDENTIAL ITEMS

Moved: Cr M.J Smith Seconded: Cr MR Hall

That the meeting be closed to members of the public to allow Council to discuss item 9.7.1 which concerns a matter of a confidential nature.

**CARRIED 5/0** 

## **CONFIDENTIAL ITEM**

Legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting. Local Government Act 1995 section 5.23 (2) (d)

REQUEST FOR RATES EXEMPTION Title/Subject:

Nil

**Agenda/Minute Number:** 

**Applicant:** Fiduciary Administration Services Pty Ltd (FAS)

File Ref: ADM416 **Disclosure of Interest:** 

**Date of Report:** 30 September 2020

Krys East **Author:** 

Deputy Chief Executive Officer

Signature of Author

**Senior Officer:** Roy McClymont

Chief Executive Officer

Signature Senior Officer

#### **Summary/Matter for Consideration:**

Council to consider a further rates exemption for FAS.

## Officer Recommendation / Council Resolution:

Moved: Cr MJ Smith **Cr PS Clancy** Seconded:

That Council in accordance with section 6.47 of the Local Government Act 1995 grant a 20% rate concession (without prejudice), for the 2020/21 financial year on residential properties listed below:

- A7614 2 Railway Street
- A7615 4 Railway Street
- A7180 63 Oliver Street
- A7611 65 Oliver Street
- A7958 67, 71 Oliver Street (excluding 1/3 for 69 Oliver Community Building)
- A7165 75 Oliver Street
- A7164 77 Oliver Street

The 20% rate concession is in addition to the 80% exemption previously granted on these assessments at the Ordinary Council Meeting held on 22 September 2020.

## CARRIED 5/0 BY AN ABSOLUTE MAJORITY

Moved: Cr MJ Smith Seconded: Cr DK Hodder

That the meeting be opened to the public

CARRIED 5/0

## 10. NEW BUSINESS OF AN URGENT NATURE-INTRODUCED BY RESOLUTION OF THE MEETING

Moved: Cr MR Hall Seconded: Cr PS Clancy

That the urgent new business be discussed.

CARRIED 5/0

Title/Subject: APPLICATION FOR REMOTE AIRSTRIP UPGRADE

**PROGRAM** 

**Agenda/Minute Number:** 10.1 **Applicant:** Nil

File Ref: ADM 127

**Disclosure of Interest:** Nil

**Date of Report:** 13/10/2020 **Author:** Tralee Cable

Community and Development

Services Manager Signature of Author

**Senior Officer:** Roy McClymont

Chief Executive Officer Signature Senior Officer

## **Summary/Matter for Consideration:**

Council may consider approving an application for funding through the recently announced Regional Aviation Access Program – Remote Airstrip Upgrade Program – Round 8.

#### **Attachments:**

Quote for Airstrip repairs

## **Background:**

Recent Mechanical, Technical and Safety inspections undertaken at the Meekatharra Airport have highlighted maintenance requirements to the tarmac. More recent regular inspections have noted further deterioration of the surface. A budget amendment was approved in the September budget review process of \$145,000 for unbudgeted portions of these repairs, this in addition to \$26,606 previously budgeted.

## **Comment:**

Technical inspections were carried out in April of 2020, and the results received too late to be included in the initial budget process. Additionally, the work required was in excess of the initially anticipated plan.

A quotation was sought from a contractor who was in the region to base budget amendments upon, and this was estimated at \$171,606.

Guidelines for Round 8 of the RAUP were released on the 1<sup>st</sup> October. Local Government projects up to \$150,000 for airstrip upgrades and repairs attract up to 100% funding, while projects of up to \$500,000 attract 50% funding.

It is recommended the project plan submitted with the application include the following works

Runway Fog Seal	\$56,700
RFDS Apron	\$10,456
RFDS Taxiway	\$12,697
RFDS Old Taxiway	\$ 4,365
Crack Sealing	\$14,600
Line Marking	\$15,000

Which are estimated on the original quotation at a total of \$150,653.

The final item of RESA which relates to repairs to runway ends known as blast areas and are caused by damage from propeller wash and jet blast over a number of years, was estimated at \$20,952, and can be completed as a different project all together.

The attached quotation should be used as an estimate or price guide only.

The Shire of Meekatharra Delegation number 01.02 Purchase Orders delegates to the Chief Executive Officer the authority to either accept a tender or authorise a purchase order up to the value of \$250,000.

As there is no budgeted capital income in the 20/21 Shire of Meekatharra Budget, staff are seeking a budget amendment to allow for an application for this funding round.

#### **Consultation:**

Nil

## **Statutory Environment:**

Nil

## **Policy Implications:**

Nil

## **Budget/Financial Implications:**

An increase to grants income of \$150,000 for the 2020/21 financial year

### **Strategic Implications:**

Nil

## **Voting Requirements:**

**Absolute Majority** 

## Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy Seconded: Cr MR Hall

That Council endorse a budget amendment of \$150,000 in Capital Income be made to General Ledger code 5183-RADS Grant Income in the 2020/21 budget

CARRIED 5/0 BY AN ABSOLUTE MAJORITY

## Supastar Enterprises Pty Ltd atf The A+B Mouritz Trust

37 Victoria Rd Wattle Grove WA 6107 Australia Phone: 0408221131

ABN: 54 334 703 753

Quote: 74 Quote

Quote date: 11/09/2020

Bill to: Expiry: Meekatharra Shire 15/09/2020

ITEM	DESCRIPTION		UNITS	UNIT PRICE (ex GST)	TAX TYPE	AMOUNT (ex GST)
	Runway Fog Seal 31500 m2	Qty	31,500	1.80	GST	56,700.00
	Resa	Qty	2,160	9.70	GST	20,952.00
	RFDS Apron	Qty	1,078	9.70	GST	10,456.60
	RFDS Taxiway	Qty	1,309	9.70	GST	12,697.30
	RFDS Old Taxiway	Qty	450	9.70	GST	4,365.00
	GA OLD Apron	Qty	5,116	7.20	GST	36,835.20
	Crack sealing	Qty	1	14,600.00	GST	14,600.00
	Line marking	Qty	1	15,000.00	GST	15,000.00

Sub-Total (ex GST): \$171,606.10 GST: \$17,160.61 TOTAL (inc GST): \$188,766.71

This is a rough estimation on the sealing works .I don't recommend that you crack seal the taxiway where it has bad cracking .It will take a good brooming but using air to clean the cracks out we risk lifting the seal and it de laminating .

TOTAL: \$188,766.71 Page 1 of 1 QUOTE NUMBER: 74

Title/Subject: MINING LEASE APPLICATION M51/889

**Agenda/Minute Number:** 10.2

**Applicant:** Department Mines, Industry, Regulation & Safety

File Ref: ADM 210

**Disclosure of Interest:** Nil

**Date of Report:** 13 October 2020 **Author:** Tralee Cable

Community and Development

Services Manager Signature of Author

**Senior Officer:** Roy McClymont

Chief Executive Officer Signature Senior Officer

## **Summary/Matter for Consideration:**

Council may consider providing comment to the Department of Mines, Industry, Regulation and Safety on the attached proposal that covers Recreation Reserve number 10633 at Garden Gully.

## **Attachments:**

Quick appraisal, map and request for comment on Zeuss Mining Pty Ltd mining application by DMIRS

### **Background:**

The attached application is over an area of loop trails that traverse the original Garden Gully historic site. This location has been the subject of many years planning for the Northern Loop trails. Mining in the location will remove the possibility of a tourist trail and potential tourism income to the region.

A copy of the current mining application also rests with Department for Planning, Lands and Heritage for comment and approval.

There remains no complete building structure in the area though some remains of an old well are evident, and extensive mining activity has been undertaken to retrieve alluvial gold damaging the remnants of roads and building structures. This is consistent with many smaller gold mining towns throughout Western Australia and while there is a market for this tourism, this is not unique or set apart from the other similarly abandoned sites.

Council should consider the lost tourism potential of such a site should approval to mine be granted, and weigh this against potential mining rates income. It is estimated that the rates this mining license would provide to the Shire will be in the vicinity of \$3,715 per annum. A successful mining campaign would remove the potential tourist site entirely, and in itself have a limited life.

Development of the Northern and Southern Tourist trails has been ongoing for many years, and would require a concerted focus to create an unique attraction or experience that would draw interest from tourists.

In February, Westgold applied for a mining lease over the Nannine townsite which is on the Southern Trail, and Council resolved

"That Council do not object to the application for Mining Lease over M51/575, but request Westgold provide a Tourist Information Bay."

### **Comment:**

This is likely to be a request that will attract strong points of view for objecting to the proposal, as well as those in support of supporting the mining activity.

## **Consultation:**

Nil

## **Statutory Environment:**

Local Government Act 1995

## **Policy Implications:**

Nil

## **Budget/Financial Implications:**

Nil

## **Strategic Implications:**

Nil

## **Voting Requirements:**

Simple Majority

## **Officers Recommended Options:**

## Option A

That Council lodge an objection to the application for Mining Lease over M 51/889 on the grounds that the application will damage future tourism, economic and heritage opportunities to the community and the Shire of Meekatharra.

OR

#### **Option B**

That Council do not object to the application for Mining Lease over M 51/889.

## **Council Resolution:**

Moved: Cr MJ Smith Seconded: Cr DK Hodder

That Council adopts Option B as recommended.

CARRIED 5/0



# Government of Western Australia Department of Mines, Industry Regulation and Safety Mineral Titles

Our ref: M51/889
Enquiries: Trish Ramage
Tel: (08) 92223653

E-mail: trishramage@dmirs.wa.gov.au

Department of Planning, Lands and Heritage Gordon Stephenson House 140 William Street PERTH WA 6000 By email: proposals@dplh.wa.gov.au

Dear Sir/Madam

#### APPLICATION FOR A MINING TENEMENT ON RESERVED LAND

The Mining Act 1978 (Sections 23 to 26) provides that mining may be carried out on certain classes of reserved land with the written consent of the Hon. Minister for Mines and Petroleum. Prior consultation with the responsible Minister and vested authority is required, and their recommendations considered before consent is given.

Attached is a copy of an application for a mining tenement, particulars of which are:

Tenement and Number: Mining Lease 51/889

Applicant Zeus Mining Pty Ltd

Locality Meekatharra Mineral Field Murchison

Land Affected Recreation Reserve 10633

The Hon Minister for Mines and Petroleum has asked that I obtain from you the comments and recommendation of your Minister with regards to the above application in their capacity as Minister for Lands.

I would also draw your attention to the Government's desire to expedite the processing of mining tenement applications, and look forward to any early response.

Yours faithfully

Trish Ramage

Trish Ramage | Mining Registrar Meekatharra 29 June 2020

Online Lodgement - Submission: 26/06/2020 10:01:23; Receipt: 26/06/2020 10:01:23

Form 21 WESTERN AUSTRALIA

Mining Act 1978

(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

#### APPLICATION FOR MINING TENEMENT

(b)		(a)	Mining Lease	57	No. M 51/889	
(c)	marked out (where applicable) Mineral Field	(b)	25/06/2020 13:52:00	(c) MURCH	ISON	
For	each applicant:	(d)	and (e)			(f) Shares
1-1	Full Name and ACN/ABN Address		US MINING PTY LTD (ACN: 113 854 5 MCMAHON MINING TITLE SERVICE		MAYLANDS, WA, 6931	100
(f) (g)	No. of shares Total No. of shares					(g) Total 100
GR FO (Fo Lice oth 2. I	r Exploration ences see Note 1. For er Licences see Note For all Licences see te 3.)	(h) (i) (j)	LYDIA Datum situated at GDA co-ordinates 7,073,398.360 mN 645,165.090 mE From Datum GDA Co-ordinates in Z. Thence 7,073,399.830 mN 643,860. Thence 7,072,100.000 mN 643,866. Thence 7,072,099.860 mN 645,505. Thence 7,072,474.750 mN 645,407. Thence 7,072,847.890 mN 645,304. Thence 7,073,245.360 mN 645,194. BACK TO DATUM	one 50 860 mE 280 mE 9920 mE 610 mE 570 mE		
(k)	Area (ha or km²)	(k)	190.00000 HA			
(1)	Signature of applicant or agent(if agent		Andrew McNamara PO BOX 592, MAYLANDS, WA	Date: 26/	06/2020	

#### OFFICIAL USE

state full name and address)

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 31st day of July 2020 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	10:01:23	on	26	June	2020	with fees of
Application	\$525.00					
Rent	\$3,762.00					
TOTAL	\$4,287.00					
Receipt No:	54781270990					

#### Mining Registrar

#### NOTES

#### Note 1: EXPLORATION LICENCE

- (i) Attachments 1 and 2 form part of every application for an exploration licence and must be lodged with this form in lieu of (h), (i), (j) and (k) above.
- (ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).

#### Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE

(i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.

#### Note 3: GROUND AVAILABILITY

- (i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
- The following action should be taken to ascertain ground availability:
   (a) public plan search;
   (b) register search;
   (c) ground inspection.

#### Note 4: ALL APPLICATIONS OVER PRIVATE LAND

The period for lodgement of an objection is within 21 days of service of this notice, or the date noted above for lodging objections, whichever is the longer period.

QUICK APPRAISAL (Departmental Use Only)

Government of Western Australia
Department of Mines, Industry Regulation and Safety

Environment: Production 7:59 AM, 29/06/2020 MITNTPR

Page 2 of 3

QUICK APPRISAL DISCUMBER. This report has been compiled from narross data sources necessed from a number of agencies, and with internation supplied by ago loan to bright planements. No neaponability is accepted for any error or crisission. The Commonwealth of Australia (6), 2002, through Geoscience Australia and Department of Delance maintains copyright over ficis a part of the topographic data has provided to the object in TDR/SIAPP. Uses a vibrilling to use the data in the submitted from Accordington. Objects and the submitted are similar to the contribution of the submitted from Accordington. Delance the contribution of the Australia and submitted from Accordington. Targingsh does not be daily and if the has been assessed as allessed from Accordington. Targingsh does not be driving the grid that has been assessed as allessed from the Australia and according to the Accordington. The Accordington of the Accordington of the Colors and Accordington of the Accordington of the Accordington.

#### APPRAISAL ID: M 51/889

Tenement Status: Pending Boundary Type: Applied for Pending - Internal view

Holder/Applicant: ZEUS MINING PTY LTD Markout Date: 25/06/2020 13:52:00 Lodgement Date: 26/06/2020 10:01:23

Object Area: 189.44 Ha. Centroid: (26° 27' 31" S, 118° 27' 2' E) Appraisal Options: Admin Boundaries Affected, Tenements Affected, Land Affected, Native Title

Details, Petroleum, Services/Infrastructure Affected, Map Sheet Details

Claimed FED CRT No	Name	Claimant Representative	Description	Encroached Area	Encroached Percentage
WA D28/2019	Wajami Yamatji #1 WC2004/010	YAMATJI MARLPA ABORIGINAL CORPORATION LEVEL 8, 12-14 THE ESPLANADE, PERTH, WA, 6000 SAME AS CORRESPONDENCE		189.4381HA	100%

Determined FED CRT No	Name	Prescribed Body Corporate	Description	Encroached Area	Encroached Percentage
WAD28/2019	WAJARRI YAMATJI		Native Title Determinations	189.4381HA	1.00%

ILUA Subject Name	ILUA Title	Description	Encroached Area Encroached
Matter ID		2250	Percentage

ENT No	Name	Managed By	Description	Encroached Area	Encroached Percentage
		no intersections:			

Description Encroached Area Encroached Pre-1994 Leases Percentage no intersections

### PETROLEUM/GEOTHERMAL TITLES AFFECTED

ID	Title Type	Holder/Applicant	Encroached Area Encroached Percentage
		no intersections	All Colors and All Co

#### SERVICES / INFRASTRUCTURE AFFECTED

Count	Layer	Description	
1	Mines and Mineral Deposits	Crown SW, Crown SW, (Shut)	
1	Mines and Mineral Deposits	Historical Minesites	
1	Mines and Mineral Deposits	Leanne, Leanne, (Undeveloped)	
1	Mines and Mineral Deposits	Lizzie, Lizzie, (Shut)	
1	Mines and Mineral Deposits	Lydia North, Lydia North, (Shut)	
1	Mines and Mineral Deposits	Lydia, Lydia - Garden Gully, (Undeveloped)	
2	Building	- 18 CSV-1 H-50-1	
1	Hydrology Point Feature	Bore	
10	Road Network	Track	
1	Watercourse Line		
3	Watercourse Line	GARDEN GULLY CREEK	

QUICK APPRAISAL (Departmental Use Only)

Government of Western Australia
Department of Mines, Industry Regulation and Safety

7:59 AM, 29/06/2020 MITNTPR

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Page 1 of 3

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Details, Petroleum, Services/Infrastructure Affected, Map Sheet Details

#### ADMINISTRATION BOUNDARIES AFFECTED

Name	Туре	Encroached Area	Encroached Percentage
KYARRA	Land District	189, 4381HA	100%
NORTH WEST LAND DIVISION	Land Division	189. 4381HA	100%
MEEKATHARRA SHIRE	LGA (Shire) Boundaries	189, 4381HA	100%
MURCHISON M F MEEKATHARRA DIST 51	Mineral Field Boundaries	189. 4381HA	100%

#### TENEMENTS AFFECTED

Tenement ID	Marking out/Lodgement	Holder/Applicant(s)	Status	Encroached Area	Encroached Percentage
E 51/1661	10/09/2014 13:15:23	ZEUS MINING PTY LTD	Live	30.0682HA	15,97%
P 51/2761	08/10/2011 14:20:00	ZEUS MINING PTY LTD	Live	0.0056HA	< 0.01%
P 61/2762	08/10/2011 14:45:00	ZEUS MINING PTY LTD	Live	44.6284HA	23.56%
P 61/2763	08/10/201114:45:00	ZEUS MINING PTY LTD	Live	16.8966HA	8.92%
P \$1/2765	08/10/2011 15:10:00	ZEUS MINING PTY LTD	Live	7,6985HA	4.01%
P 51/2909	26/09/2014 08:55:00	ZEUS MINING PTY LTD	Live	90.2508HA	47.64%

#### DEAD TENEMENTS AFFECTED (NOT SELECTED)

#### LAND AFFECTED

Land ID	Purpose/Name	Land Type	Responsible Agency	Encroached Area	Encroached Percentage
R 10633	"C" CLASS RESERVE RECREATION	Reserve	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)	189,4381HA	100%
GWA 15	GROUNDWATER AREA EAST MURCHISON	Special Category Land	Dept. of Water and Environmental Regulation	189.4381HA	1.00%

## NATIVE TITLE AREAS AFFECTED

NTRB ID	Name	NTRB	Description	Encroached Area	Encroached Percentage
ARB 14	Geraldton (ARB14)	YAMATJI MARLPA ABORIGINAL CORPORATION LEVEL 8, 12-18 THE ESPLANADE, PERTH. WA. 5000 SAME AS CORRESPONDENCE	Aboriginal Representative Body	189.4391HA	100%

QUICK APPRAISAL (Departmental Use Only)

Government of Western Australia
Department of Mines, Industry Regulation and Safety

Environment: Production 7:59 AM, 29/06/2020 MITNTPR

Page 3 of 3

QUICK APPRIESE. DSCLABER: This report has been complied from writing date sources received from a number of approximation supplied by applicants for nativing temperate. No responsibility is accepted for any error or ordispon. The Commonwealth of Applicants 3002, through Geographic produces and player men of Deterors exercises comprised over those period of the inches provided for display in TEMPRIFFH Users withing to use the data in this is unashed from should consider several and exercises a sew-long part and confined to contract and composition of any Native Title Chains should be on uptitions the Native Title Spatial Services Landgate. They spin close not identify any long of the Native Title Country and a search of the action should be contracted out through Landgate to Dentify the category of land. Land attended from the Crown pitter in 1 January 1909 and to mining only in respect to got it, other and precious males.

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Details, Petroleum, Services/Infrastructure Affected, Map Sheet Details

## MAP SHEETS AFFECTED

Map Sheet Id	Map Sheet Name	Map Scale	Encroached Area	Encroached Percentage
SG5011	BELELE	1:250,000 Mapsheet Index	189. 4381HA	100%
2545	TIERACO	1:100,000 Mapsheet Index	189. 4381HA	100%
SG50	MEEKATHARRA.	1:1,000,000 Mapsheet Index	189. 4381HA	100%

#### --- END OF REPORT---

Title/Subject: NEW MEEKATHARRA HOSPITAL – LOBBYING

Agenda/Minute Number: 10.3

**Applicant:** 

File Ref: ADM 299

**Disclosure of Interest:** 

**Date of Report:** 16 October 2020 **Author:** Roy McClymont

Chief Executive Officer

**Senior Officer:** Roy McClymont

Chief Executive Officer

Signature of Author

Signature Senior Officer

## **Summary/Matter for Consideration:**

Council may consider some strategies for lobbying for the long overdue building of a new Meekatharra Hospital - especially in light of the lack of provision in the recent State Government budget.

## **Attachments:**

Nil

#### **Background:**

The Shire has been lobbying for the replacement of the dilapidated Meekatharra Hospital for many years/decades. The Murchison Sub Region Councils have identified the replacement of the Meekatharra Hospital as the most urgent project for the Murchison Region.

The Hospital was built in 1955 making it over 64 years old. The aging and failing structure is affecting the ability to control infection on interior surfaces and the presence of asbestos is causing inefficiencies for maintenance and creating the potential for asbestos related disease.

A number of regional planning processes have identified the Hospital as a very high priority for the Mid-West region. The WA Country Health Service Mid-West Regional Director advised that the Meekatharra Hospital is now the number one priority infrastructure project for the WACHS Mid-West (given that the Geraldton Hospital upgrade is now confirmed and all other infrastructure projects are underway or complete).

On 31 July 2019, the Health Minister, The Hon Roger Cook MLA visited the Meekatharra Hospital. On seeing the Hospital and during the visit, the Minister instructed the WA Country Health Service CEO to prepare a Business Case for the replacement of the Hospital. This was to be done in time for inclusion in the States 2020/21 budget process.

The Business Case was prepared and it is believed that sometime late in 2019 was provided to Treasury for their processing. Indications in the interim have been quite positive – as far as possible when no one, it seems, is privy to the Treasuries progress on such matters.

On or about the 7<sup>th</sup>-8<sup>th</sup> of October 2020, the state budget was adopted and soon after it became apparent that the replacement of the Meekatharra Hospital was not allocated funding in the 2020/21 budget.

In the current environment, with a world-wide pandemic and a State Government that is seemingly quite flush with funds, this seems quite unconscionable.

#### **Comment:**

The Shire of Meekatharra has been extremely patient, respectful and reasonable in all our dealings so far regarding the replacement of our hospital. When the media have sought information and comment Staff and Councillors have made no comment and quelled all media enquiries.

However this latest rebuke from the State Government may give Council cause to review its stance and actions regarding the replacement of the Meekatharra Hospital.

The CEO has sought information from the Ministers office on what happened about the Meekatharra Hospital during the budget process. At the time of writing no information had been provided. Once further information is obtained appropriate responses to the circumstances may become clearer.

Council may now need to consider a more intense and planned lobbying effort towards the replacement of the Meekatharra Hospital.

This could be coordinated by the Shire President and CEO or a small group might be formed to oversee and guide the process.

External consultants, with health and/or state government bureaucracy knowledge may need to be engaged to assist with this process.

## **Budget/Financial Implications:**

Council has made budget provisions this year for the costs of lobbying for the replacement of the Meekatharra Hospital.

## **Strategic Implications:**

Nil

## **Voting Requirements:**

Simple Majority

circumstances.

## **Officers Recommendation:**

#### Option A

That the Shire President and CEO develop and implement a strategy for lobbying for the replacement of the Meekatharra Hospital using whatever measures they deem appropriate in the circumstances.

_	

Option B	
That the Shire President, CEO and Councillors	form a lobby
group to develop and implement a strategy for lobbyin	g for the replacement of the
Meekatharra Hospital using whatever measures they d	leem appropriate in the

## **Council Resolution:**

Moved: Cr MJ Smith Seconded: Cr DK Hodder

That Council adopts Option A as recommended.

**CARRIED 5/0** 

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

## 12. CLOSURE OF MEETING

The Shire President, Cr HJ Nichols declared the meeting closed at 10.29am.