



SHIRE
of
MEEKATHARRA

MINUTES
of
COUNCIL MEETING
held
AT THE COUNCIL CHAMBERS, MEEKATHARRA
on
SATURDAY 15 June 2013
COMMENCING AT 9.30 AM

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President, Cr TR Hutchinson, declared the meeting open at 9.35am

1.1 DISCLAIMER READING

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

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

The Shire President, Cr TR Hutchinson, read the disclaimer aloud.

2 RECORD OF ATTENDANCE/ APOLOGIES/ APPROVED LEAVE OF ABSENCE

Members

Cr TR Hutchinson	Shire President
Cr NL Trenfield	Deputy Shire President
Cr HJ Nichols	
Cr AG Burrows	
Cr PS Clancy	

Staff

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

Apologies

Nil

Approved Leave of Absence

Cr RK Howden

Observers

Nil

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 APPLICATION FOR LEAVE OF ABSENCE

Nil

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 18 MAY 2013

Council Resolution:

Moved: Cr NL Trenfield

Seconded: Cr HJ Nichols

That the minutes from the Ordinary Council Meeting held Saturday 18 May 2013 be confirmed.

CARRIED 5/0

6.2 HEALTH BUILDING & TOWN PLANNING MEETING HELD 18 MAY 2013

Council Resolution:

Moved: Cr NL Trenfield

Seconded: Cr PS Clancy

That the minutes from the Health, Building & Town Planning Meeting held Saturday 18 May 2013 be received.

CARRIED 5/0

7 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

The Shire President announced that ex Cr JE Burgemeister is to receive a plaque in recognition of her service as a Shire of Meekatharra Councillor.

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 OFFICERS MONTHLY REPORTS

9.1.1 WORKS & SERVICES MANAGER'S REPORT –TO 7 JUNE 2013

Road Maintenance - Grading

- Landor Road has been graded from town to the Murchison River.
- Meekatharra - Mt Clere Road has been graded to the boundary.
- The Talc Road has been graded.
- Trillbar Road has been graded.

Construction Works

- Landor Road has now been primed and sealed from SLK 80.6 to SLK89.
- Formation work now continues on from SLK 89.
- NGE has completed 16 kms of resheeting.

Meehan Street Crossing – Doray Minerals

- The concrete crossing (7.2m x 30m) has been installed at Meehan Street for access to the Doray Minerals Campsite.

Flood Damage Repairs

- One week is required to complete Murchison Downs Road.

Town Maintenance-Monthly Report Finishing 7 June 2013

- Smashed glass strewn across roadways, graffiti to town signs, buildings, lamp posts and footpaths has continued and is taking up a considerable amount of time to remove.
- The sweeping of town streets is being done in accordance with Council's directive. At a four to six week interval sweeping along all kerb lines is and has been undertaken to avoid sand/leaves build-up
- The Public Toilets are and have been cleaned on a daily basis each week day and opened over weekends /Public Holiday.
- Vacant Shire houses lawns mowed
- Verge Clearing throughout town-site
- Heritage Trail maintenance and weed removal. Boardwalks repaired. Fire destroyed part of walkway near Aged Hostel and planks removed from bridges
- Assistance has been provided to help out on Landor Rd bitumen work, Murchison Downs Rd and Meehan St creek crossing
- Work on new sewerage pipeline

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy

Seconded: Cr AG Burrows

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

CARRIED 5/0

9.1.2 AIRPORT MANAGER'S REPORT – MAY 2013

MEEKATHARRA AERODROME

Aircraft Movements and Statistics

Aircraft movements for the month of May were well down over the same period last year. This is due mainly to the huge increase in traffic last May with the influx of the Fokker F100's in for fuel.

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

	May 2012	May 2013	Variance
General Aircraft Landed:	190	148	-22%
Avgas	21,313 ltrs	11,734 ltrs	-45%
Jet A-1	180,011 ltrs	100,470 ltrs	-44%
Total Fuel Sold	201,324 ltrs	112,204 ltrs	-44%

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

	YTD 2012	YTD 2013	Variance
General Aircraft Landed:	714	753	+5%
Avgas	75,040 ltrs	54,482 ltrs	-28%
Jet A-1	509,090 ltrs	431,183 ltrs	-15%
Total Fuel Sold	584,130 ltrs	485,665 ltrs	-17%

Our fuel sales continue their downward slide which is mainly due to the huge increase that we had during May last year with the regular fuelling of Fokker F100 jets calling in to Meekatharra on their way back to Perth from Solomon. Things have settled back to normal now with sales well up on 2011. This decline will continue until November following the cessation of the F100's in November last year. ***There is no cause for alarm as things are correcting back to normal.***

Aerodrome Works:

Aerodrome works for the month include:

- General maintenance upkeep of facilities and equipment.
- Slashing runway strips and surrounding areas.
- Chipping weeds from runway strips and around fuel facilities and terminal building
- Working with Acting Community Development Services Manager (A/CDSM), Sam Tarling on projects and service agreements etc.
- Under pruning bottlebrush trees on the access road, and clearing weeds from their basins.

Outstanding budgeted items:

- 1. Electrical upgrade.** \$125,000 has been budgeted for this project. A/CDSM Sam Tarling is tasked with this project. *(Tender closed on 31 May. At time of writing, 2 Electrical contractors have been out to inspect the job)*
- 2. Finalise the Fire Service.** No progress recently
- 3. Patch & Reseal Car Park.** In the hands of Works Manager, John Dyer. (Nothing done on this to date)
- 4. Provide water sub meter to RFDS.** Plumber has been requested to provide quote. At this stage he has visited site but no more has been done. *(Still waiting on quotes despite 3 follow up attempts and reminders) About to give up on this with no response from plumber.*
- 5. Concrete floor in car port Aerodrome Residence.** Quotes to be sought this month.
- 6. Install test plugs in runway lighting circuitry.** Have held talks with electrician and we are questioning the necessity of this.

Aerodrome Security:

No breaches this month.

Aerodrome Safety Management:

No safety issues this month.

Items of Interest:

Airservices have let a contract for the removal of the old transmitter site. Contractors are currently on site for this work.

Mal Trenfield
Airport Manager
04 June 2013

Officers Recommendation / Council Resolution:

Moved: Cr AG Burrows
Seconded: Cr PS Clancy

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

CARRIED 5/0

9.1.3 YOUTH AND RECREATION SERVICE REPORT – MAY 2013

There are 16 day and night activities being offered per week to children and youth. All programs are being well attended.

The FASCIA funded program is well underway.

Planning for the next July School Holiday Program has commenced, as well as refurbishment of the Youth Centre.

David Hicks (Youth & Recreation Officer)

Belinda Hicks (Youth Officer)

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy

Seconded: Cr HJ Nichols

That the Youth Officer's report for May 2013 be received.

CARRIED 5/0

9.1.4 RANGERS REPORT –MAY 2013

Details to report

I attended Meekatharra on Tuesday 30 April, Wednesday 1, Thursday 2 and Friday 3 May 2013.

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

Trapping was conducted around the townsite. One complaint regarding nuisance dogs was dealt with. Five dogs were handed in for destruction from various locations. Eleven (11) unregistered dogs were trapped and impounded for 72 hours. None of these were claimed and so were destroyed. One feral cat was trapped and destroyed.

I also attended Meekatharra on Monday 20, Tuesday 21, Wednesday 22 Thursday 23 (am) May 2013. Patrols were conducted of the townsite and surrounding areas and license enquiries made.

Trapping was conducted around the townsite and surrounding areas. Two feral cats were trapped and destroyed. One litter of six pups and two other unregistered dogs were handed in for destruction. One dog that had been hit by a truck was euthanised.

A flyer and expression of interest sheets were prepared in readiness for the cat sterilisation program in July. Accommodation was arranged for the Vet and students from Murdoch during their visit.

Professor Ian Robinson and a group of final year Veterinary students from Murdoch University will arrive on Friday 5 July and perform health checks, sterilisations and micro chipping of cats and dogs on Saturday 6 July, Monday 8 July and Tuesday 9 July 2013. Funding for this has been sourced from the Cat Act Implementation Grant. A microchip reader has also been purchased as part of this program. This is in response to legislation that requires cats to be registered, sterilised and micro chipped from 1 November 2013.

Officers Recommendation / Council Resolution:

Moved: Cr NL Trenfield

Seconded: Cr HJ Nichols

That the Ranger's report for May 2013 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 Date	Item No	Title and Resolution Summary	Resp	Action	Status
15/07/06	9.3.6	Meekatharra Heritage and Canyon Trails Project Not proceeding with Canyon Trail until approvals are presented to Council Advise Agencies that provided grants about halt and ask if funds can be transferred to other sections of project. Take steps to secure tenure over historic sites connected to Meeka Heritage Trails Project Determine status of all reserves, vesting orders and roads within the shire.	CEO/ CONS		Complete Complete In progress
15/07/06	9.5.1	Laneway Closure, Land Adjacent to Lots 425,426, 427 & 428 Railway Street Advise the Minister for Lands that proposal was advertised, that no submissions were received by closing dates, Water Corp had no objections. That Shire of Meekatharra request Minister for Land Admin permanently close the laneway and portions adjoining be amalgamated with lots, that Shire has no objections to lots being converted to Freehold Title.	CEO/ CONS	Letter written to Minister for Lands Process to be completed by DOLI	Complete In progress
15/07/06	9.5.2	Permanent Closure of Streets within the Nannine Townsite That Council advise Dept Land Asset Management that Council doesn't wish to close Nannine Townsite That Council establish ownership of Recreation Reserve 3917, Explosive Reserve 4748. Water Reserve 12460, Water Pipe Tracks and Id Hillside Homestead site near Nannine Townsite.	CEO/ CONS/ CDAO	Letter sent to Dept	Complete In progress

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19/08/06	9.5.2	Sale Meekatharra Lot 922 – St Barbara Mines Request Health, Building and Planning Committee to inspect property and report to Council potential uses of property etc. Advise Dept Planning & Infrastructure that Council has no objections to sale of Lot 922, however Council has interest in old building situated at in North West corner of lot. Request CEO to advise St Barbara Mines that Council may be interested in obtaining tenure of Old Station Masters house on Lot 922.	CEO	Letter sent to Dept 7/9/06 Committee to inspect house obtain costs etc. Settlement imminent (St Barbs to Health Dept) CEO has advised Health Dept that Council may have an interest in old Station Masters house.	Complete In progress
15/12/06	9.5.3	Lease of Reserves 40845 & 40847 Staff re-write the terms and conditions of the lease to ensure that Council and community groups who store items on the reserves can continue to do so with unrestricted access and also to ensure that Council secures the necessary access for the Heritage Trails interpretive sites. Further, that the revised lease be presented to Council for approval.	CEO		
17/2/07	9.4.3	Grant Applications for Drive Trail As the Canyon Trail will no longer be completed it was recommended that requested be made for the funds to be transferred to stage 2 of the Drive Trail Letter have been written to the appropriate funding bodies, but as yet no reply has been received. Council decided to seek the additional funding required to complete the Drive Trail.	CDAO	Letters written to funding bodies Regional Development Scheme: agreed to transfer funds on the condition that other funding is secured and any changes to budget are also submitted. Regional Infrastructure Funding Program: confirmation not yet received as several queries are unable to be answered at this stage.	50% Funds Received 16/09/08 Will release funds once approvals have been received for PARs
21/06/08	9.3.6	Plastic shopping bag reduction program. Replace plastic with calico and charge for the calico bags.	CEO	Purchase 10,000 calico bags Consult Retailers Commence project	23/06/08 In Process
21/11/09	9.3.4	Cornish Lift	PO	Quote approved 23/11/09. Letter of advice and order sent 23/11/09	Complete In progress

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					Contractor to build
18/12/09	9.3.1	Relocation Main Street Park Displays	CEO	Copy to Rigby & Cameron 22/12/09 Works to be undertaken	Complete In progress
20.05.11	9.3.3	Lease K076047 – Meekatharra Lots 589, 590, 591, 598, 599 & 600 – Paddy's Flat	CEO	Email sent 26.05.11 – Renew Lease Check Status, Request freehold Await response from Landgate	Complete Complete Complete In progress
20.05.11	9.3.5	Management/Structure Review	CEO	Liaise/advise staff Amend/create PD's & Infopacks Recruit new manager	Complete In progress
20.05.11	9.4.1	Meekatharra Trails Project – Financial Reimbursement Mid West Development Commission	CDAO	Advise MWDC & return funds Invoice to be sent & funds returned Awaiting MWDC Invoice	Complete In progress In progress
18.06.11	9.3.3	Council Policy – Camping allowance amendment	CEO	Email WSM, OO, Payroll 20/6/11 Letter to crew 24/6/11 Policy amended 24/6/11 Distribute amendment	Complete Complete Complete In progress
16.07.11	9.3.1	Annual Leave and Local Government Public Holiday Policy	DCEO	Changes made to Payroll Leave Records Letter sent to outside crew informing of change Policy distributed to Policy Manual Holders	Complete Complete In progress
16.07.11	9.6.1	Council Policy – Bituminous Seals	CEO/WSM	Reword Policy and submit to Council	In Progress
16.07.11	9.6.2	Council Policy – Crossovers	CEO/WSM	Update & Distribute Policy	In progress

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17.09.11	10.2	School Oval Facility – Agreement	CEO	New report to October Council meeting required	In progress
15.10.11	9.3.2	Installation of CCTV in Main Street Meekatharra	CEO	Engage Consultant – rang 20/10/11 Emailed again 27/3/12 - Awaiting on consultant to visit Advise local police OIC – email 20/10/11	In progress Complete
18.02.12	9.4.3	Location and Financing of Fitness Equipment	CDAO/DCEO	Amount noted in Budget Review	In progress
17.03.12	9.4.2	Picture Gardens Maintenance	CDAO	Informed MWDC of Council support for upgrade with a view to seeking funds from them. MWDC advised that they will keep CDAO updated with funding opportunities that arise or that can be accessed. CDAO has begun researching grant opportunities around heritage.	In progress
21.04.12	10.2	Solar Electricity Installations	CEO	Staff to further research	In progress
18.08.12	9.4.4	Proposed use for Lot 852 Pre-Primary Centre	CDAO/DCEO	Contacted Landgate Letter sent to Landgate	In progress
18.08.12	10.2	Development – Industrial Park R 15815?	CEO	Town Planning Consultant engaged to do initial Report – provided to Councillors To be incorporated into new TP Scheme	Complete

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14.12.12	9.7.2	Paddy's Flat Lease	CEO	Phone call to Brad Gregg 17/12/12 Letter 21/12/12 <u>Deadline 20/1/13</u> Letter to Chris Atkin 21/12/12	In progress
16.2.13	9.4.1	Proposed new gymnasium – Grant	CDO	Forwarded to CDSM for review	Complete
16.2.13	9.4.2	Meekatharra Picture Garden	CDO	Lease agreement to Andrew Binsiar 22.2.13 – Lessee for signing – yet to be returned 26.2.13	In progress
16.03.13	9.5.2	Land Release – ECL Lots 752, 753, 842 and 810 Meekatharra – Department seeking comments and/or objections to proposal	A//CDSM-EHO	Email sent 3.4.2013 Inspect and report further on Lot 842	Completed In progress
16.03.13	9.7.1	Rubbish Removal Contract – Consider tenders submitted and appoint a contractor	CEO	Letter to Tenderers 26.3.13 Resolution to Civic Legal 3.4.13 Execute final draft Contract	Complete Complete In progress
20.4.13	9.2.4	Annual Review of the Schedule of Fees & Charges	DCEO	To be presented at the June meeting for adoption	Complete
20.4.13	9.2.5	Pre Budget Considerations – Differential Rate on Vacant Land and Donations for Royal Flying Doctor Services	DCEO	Noted and Draft Budget amended accordingly	Complete
20.4.13	9.3.1	Request for Rates Penalty Interest Write-off	DCEO	Penalty Interest written off and an amended rates notice sent to Ratepayer	Completed
20.4.13	9.3.2	Request for Rates and Debtors Write-off	DCEO	Authorised write-offs carried out	Completed

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20.4.13	9.3.3	NPP Grant Applications to Fund Economic Development Strategy	A/CDSM	NPP-EDS Grant Application has been forwarded to funder.	In Progress
20.4.13	9.3.4	LGAP Grant Applications to Fund Review TPS3 and Develop Local Planning Strategy	A/CDSM	LGAP Grant Application has been forwarded to Dept of Planning with 3 quotes and advised of Council's preferred supplier.	In Progress
20.4.13	9.4.1	Murchison/Gascoyne Tourism Strategy	CDO	Advise shires not contributing to Regional Marketing Strategy but participating in Regional Tourism Strategy. Advertise and use Billy Bungarra as mascot.	In progress
20.4.13	9.7.1	AirBP Airfield Representative Agreement	A/CDSM	ACDSM has contacted AirBP representative to commence negotiations on the CEO's behalf in accordance with Council motion.	In Progress
20.4.13	9.7.2	2012/13 "RFT – Airport AC Power Remedial Works	A/CDSM	RFT has been forwarded to local, regional and state advertising mediums to begin tender process. RFT has been sent to interested parties who nominated before Council decision	In Progress
20.4.13	9.7.3	Lease Portion of Airport – BP Australia P/L	A/CDSM	Procedures in accordance with Local Government Act have been commenced i.e. advertising locally, regionally inviting submissions in relation to the lease arrangement.	In Progress
20.4.13	9.7.4	Airport Manager's Contract	A/CDSM	Advertising has been organised through local, regional and state mediums to commence the RFT process.	In Progress

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20.4.13	9.7.5	2012/13-8 Tender for Ranger Services Contract	A/CDSM	Advertising has been organised through local, regional and state mediums to commence the RFT process.	In Progress
20.4.13	9.7.6	Tender Concreting and Associated Works Hourly Hire Basis	CEO	Write tender documents Call tenders	In progress
20.4.13	10.1	CEO Contract and Performance Review	Shire President/CEO	Engage John Phillips to conduct Review	Complete
18.5.13	9.4.1	Review of Municipal Inventory Register	A/CDSM	Advert has been placed on local notice boards and in the Mid West Times inviting submissions for comment – week ending 31 May 2013.	In Progress
18.5.13	9.4.2	EOI Lease of Lloyd's building	A/CDSM	CEO has written letter to Yulella advising them of the outcome of May Ordinary Council Meeting.	Finalised
18.5.13	9.6.1	Purchases – Bitumen and Aggregates	CEO	Purchase Orders as required Review delegations & policies	Complete In progress
18.5.13	9.7.1	CEO Annual Leave and Appointment of Acting CEO	CEO/DCEO	Arrange Relief DCEO	Complete



Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy
Seconded: Cr NL Trenfield

That the Status report be received.

CARRIED 5/0

9.2 FINANCE

Title/Subject:	MONTHLY FINANCIAL REPORT PERIOD ENDED 31 MAY 2013
Agenda/Minute Number:	9.2.1
Applicant:	Nil
File Ref:	ADM 171
Disclosure of Interest:	Nil
Date of Report:	15 May 2013
Author:	Krys East Corporate Services Manager/DCEO
Senior Officer:	Roy McClymont Chief Executive Officer
	 Signature of Author
	 Signature Senior Officer

Summary:

Monthly Financial Report

Background:

Financial Activity Statement Report – s.6.4

- (1) *A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as out in the annual budget under regulation 22(1)(d), for that month in the following detail –*
 - (a) *Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or(c);*
 - (b) *Budget estimates to the end of the month to which the statement relates;*
 - (c) *Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
 - (d) *Material variances between the comparable amounts referred to in paragraphs (b) and (c);*
and
 - (e) *The net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing-*
 - (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
 - (b) *An explanation of each of the material variances referred to in sub-regulation (1)(d); and*
 - (c) *Such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown –*
 - (a) *According to nature and type classification,*
 - (b) *By program; or*
 - (c) *By business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be –*

(a) presented to the council –

(i) at the next ordinary meeting of the council following the end of the month to which the statement relates; or

(ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting;

And

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

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

(6) In this regulation –

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

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

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

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

Comment:

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

Consultation:

Ron Back – Local Government Consultant

Statutory Environment:

Local Government Act 1995 Section 6.4 Financial Report

Financial Management Regulations 34 & 35

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr NL Trenfield

Seconded: Cr AG Burrows

That the financial report for the period ending 30 May 2013 be received.

CARRIED 5/0



**Monthly Financial Statements
for the period ended 31 May 2013.**

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Shire of Meekatharra		Monthly Financial Report		
<i>for the period ended 31 May 2013,</i>		Income Statement		
	2012/13	2012/13	2012/13	
	Amd Budget	YTD Budget	31 May 2013	
	\$	\$	\$	
OPERATING EXPENDITURE				
Governance	462,345	327,749	387,412	
General Purpose Funding	203,509	168,886	172,224	
Law, Order, & Public Safety	136,303	125,859	122,241	
Health	98,546	95,322	81,959	
Education and Welfare	854,044	568,058	482,820	
Housing	18,501	5,374	445	
Community Amenities	513,049	368,986	313,968	
Recreation and Culture	1,203,479	941,032	770,011	
Transport	3,554,035	3,103,367	3,145,108	
Economic Services	381,092	340,950	281,725	
Other Property and Services	505,626	148,644	315,781	
OPERATING EXPENDITURE	7,730,529	6,194,227	6,073,694	
OPERATING REVENUE				
Governance	38,900	10,387	7,303	
General Purpose Funding	5,654,347	5,602,438	5,685,460	
Law, Order, & Public Safety	18,052	18,002	19,911	
Health	1,900	1,833	875	
Education and Welfare	83,543	54,864	61,132	
Housing	18,500	16,958	18,124	
Community Amenities	110,100	102,385	92,972	
Recreation and Culture	133,380	84,162	49,449	
Transport	872,869	778,844	736,362	
Economic Services	240,683	234,996	216,587	
Other Property and Services	55,000	53,500	50,281	
OPERATING REVENUE	7,207,244	6,928,549	6,938,455	
GRANTS/CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS				
Law, Order, & Public Safety	8,000	8,000	-	
Recreation and Culture	100,000	-	-	
Transport	11,823,422	8,345,538	5,139,820	
Total	11,931,422	6,353,538	5,139,820	
PROFIT/(LOSS) on DISPOSAL				
Transport	(11,425)	-	-	
PROFIT/(LOSS) on DISPOSAL	(11,425)	-	-	
NET RESULT	11,396,712	6,087,860	6,004,581	

Shire of Meekatharra		Monthly Financial Report			
<i>for the period ended 31 May 2013.</i>		Statement of Financial Activity			
		2012/13			
	Note	2012/13 Amnd Budget \$	2012/13 YTD Budget \$	2012/13 31 May 2013 \$	
Expenditures					
Governance		(462,345)	(327,749)	(367,412)	(18%)
General Purpose Funding		(203,909)	(168,886)	(172,224)	(2%)
Law, Order, Public Safety		(136,303)	(125,889)	(122,241)	3%
Health		(98,546)	(98,322)	(91,999)	14%
Education and Welfare		(664,044)	(568,088)	(482,820)	16%
Housing		(18,801)	(5,374)	(445)	92%
Community Amenities		(513,049)	(368,966)	(313,968)	15%
Recreation and Culture		(1,203,479)	(941,032)	(770,011)	18%
Transport		(3,854,035)	(3,103,367)	(3,145,108)	(1%)
Economic Services		(381,092)	(340,950)	(281,725)	17%
Other Property and Services		(505,626)	(146,644)	(318,781)	(112%)
Less Depreciation on Assets		2,996,265	2,746,578	3,027,362	(10%)
Expenditures	3	<u>(4,734,264)</u>	<u>(3,447,649)</u>	<u>(3,046,332)</u>	12%
Revenues					
Governance		38,900	10,367	7,303	(30%)
General Purpose Funding		1,913,158	1,861,249	1,858,986	(0%)
Law, Order, Public Safety		18,052	18,002	19,911	11%
Health		1,900	1,633	875	
Education and Welfare		63,543	54,864	61,132	11%
Housing		18,500	16,958	18,124	7%
Community Amenities		110,100	102,585	92,972	(9%)
Recreation & Culture		133,350	84,162	49,449	(9%)
Transport		872,889	778,844	736,362	(5%)
Economic Services		240,683	234,996	216,587	(8%)
Other Property and Services		55,000	53,500	50,281	(6%)
Revenues	1	<u>3,466,055</u>	<u>3,187,360</u>	<u>3,111,981</u>	(2%)
Adjustments for Non-Cash items					
Non current liabilities/assets		(5,434)	-	19,947	
Net operating requirements		<u>(1,273,643)</u>	<u>(260,289)</u>	<u>85,596</u>	
CAPITAL Income and outlays()					
Contributions/Grants	2	11,931,422	5,353,538	5,139,820	(4%)
Land & Buildings	4	(1,791,616)	(648,050)	(327,870)	49%
Plant & Equipment	4	(1,464,541)	(912,541)	(846,188)	7%
Furniture and Equipment	4	(392,602)	(214,122)	(161,473)	28%
Infrastructure	4	(12,906,912)	(8,304,717)	(8,160,784)	2%
Proceeds from Disposal of Assets		46,000	-	-	
Transfers to Reserves	5	(1,789,439)	(1,102,996)	(450,103)	39%
Net capital requirement		<u>(6,307,688)</u>	<u>(5,828,888)</u>	<u>(4,806,599)</u>	
ADD Net Current Assets 1st July B/Fwd		3,840,142	3,840,142	3,848,124	(5%)
LESS Net Current Assets Year to Date		-	(1,492,154)	(2,753,595)	
Amount Raised from Rates		<u>3,741,189</u>	<u>3,741,189</u>	<u>3,826,474</u>	2%

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

Shire of Meekatharra

**Monthly Financial Report
Statement of Financial Activity**

for the period ended 31 May 2013.

2012/13

SIGNIFICANT VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY REPORT

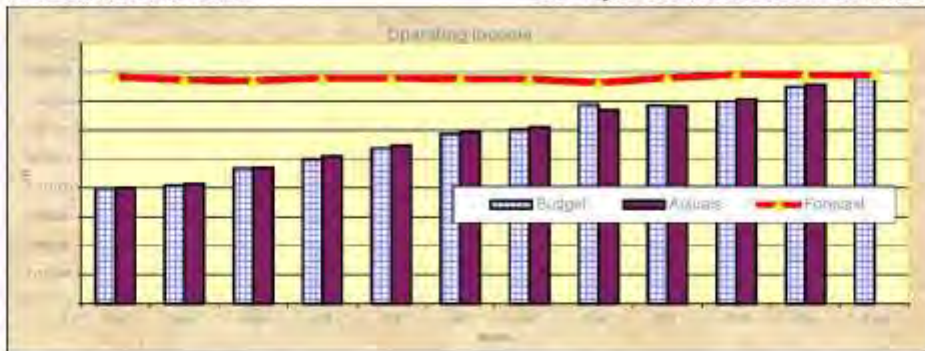
General Comments

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

REVENUES & CAPITAL INCOME

OPERATING INCOME

Year elapsed 91.0% versus income to annual budget 96.9%



Comments

And Budget YTD Budget 31 May 2013

- 1 Revenues are within .9% of estimated budget as at 31 May 2013. There are no material variations.

CAPITAL INCOME/CONTRIBUTIONS

Year elapsed 91.0% versus income to annual budget 43.1%



Comments

YTD \$5,139,820 Total Budget \$11,931,422

- 2 Revenues are within 4. % of estimated budget as at 31 May 2013. There are no material variations.

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

Shire of Meekatharra **Monthly Financial Report**
Statement of Financial Activity
for the period ended 31 May 2013, **2012/13**

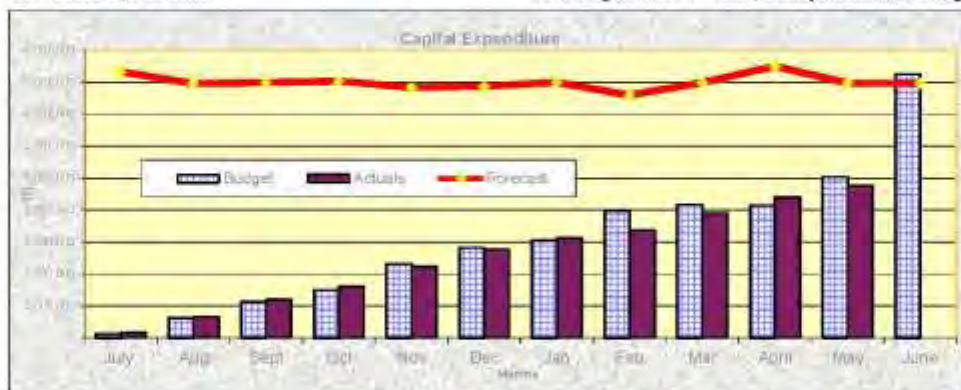
OPERATING EXPENSES & CAPITAL OUTLAYS

OPERATING EXPENDITURES Year elapsed 91.1% versus outlays to annual budget 80.1%



Comments YTD \$6,073,694 Total Budget \$8,353,881
3 Total operating expenses are 1.1% below budget estimates.. Excluding the effect of depreciation the expenses are 8.6% below budget estimates as at 31 May 2013

CAPITAL OUTLAYS Year elapsed 91.1% versus outlays to annual budget 57.3%



Comments YTD \$8,496,316 Total Budget \$16,515,671
4 Total capital expenses are 5.8% below budget estimates as at 31 May 2013. There are no material variations.

Shire of Meekeatharra

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

for the period ended 31 May 2013.

2012/13

1. SIGNIFICANT ACCOUNTING POLICIES

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

a) Basis of Accounting

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

b) The Local Government Reporting Entity

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

2 CASH AND CASH EQUIVALENTS

a) Reconciliation of cash

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

Cash assets	2012/13	2012/13	2012/13
	Amd Budget	YTD Budget	31 May 2013
Cash - Unrestricted	78,600	1,757,019	1,480,158
Cash - Restricted	10,691,796	10,025,353	10,127,253
	<u>10,770,396</u>	<u>11,782,372</u>	<u>11,607,411</u>
<i>Cash assets are represented by -</i>			
Cash on hand	600	600	79,268
Municipal Bank Account	78,000	1,756,419	(861,084)
Bank Term Deposits	-	-	2,717,767
Reserve Accounts Bank	10,691,796	10,025,353	9,372,461
	<u>10,770,396</u>	<u>11,782,372</u>	<u>11,607,411</u>
Cash backed reserves	10,691,796	10,025,353	9,372,461
Grants/Contributions	-	-	754,793
	<u>10,691,796</u>	<u>10,025,353</u>	<u>10,127,253</u>

3 STATEMENT OF NET CURRENT ASSETS

	2012/13	2012/13	2012/13
	Amd Budget	YTD Budget	31 May 2013
CURRENT ASSETS			
Cash & Cash Equivalents	10,770,396	11,782,372	11,607,411
Trade and other receivables	450,000	231,164	353,889
Inventories	50,000	53,724	277,982
	<u>11,270,396</u>	<u>12,067,260</u>	<u>12,239,282</u>
LESS: CURRENT LIABILITIES			
Trade and other payables	578,600	549,754	113,359
Provisions	100,000	108,434	125,381
	<u>678,600</u>	<u>658,188</u>	<u>238,740</u>
NET CURRENT ASSETS	10,591,796	11,412,072	12,000,522
Less: Cash - Restricted	(10,691,796)	(10,025,353)	(9,372,461)
Current Employee Liabilities	100,000	105,434	125,381
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	(0)	1,492,153	2,753,443

4 NON CURRENT ASSETS

a) Asset acquisitions by class

Land and Buildings	2012/13	2012/13	2012/13
	Amd Budget	YTD Budget	31 May 2013
Administration Building Improvements	21,500	-	-
Unisex Toilet and Shower	8,000	8,000	-
Youth Centre Office	67,000	50,250	3,742
Staff Housing Upgrades	503,261	261,000	245,807
SPQ Mcleary St "Paddy's Flat"	30,000	30,000	21,012
Cemetery Improvements	81,000	-	-
Construct Oval Toilets	100,000	-	-
Upgrade Pool Grounds	116,500	-	4,163
Rec Centre Floor Coverings	11,355	-	1,080

Shire of Meekatharra	Monthly Financial Report		
<i>for the period ended 31 May 2013.</i>	Notes to the Financial Statements		
	2012/13		
New Gym	250,000	-	-
War Memorial	4,500	4,500	4,000
Race Course Buildings	10,000	10,000	-
Mt Gould Police Station - security	20,000	10,000	-
Stage 1 - Lloyd's Renovations	380,000	250,800	15,175
Meekatharra CRC building extension	80,000	-	3,630
Depot Improvements	95,000	-	-
Terminal - Refurbish Toilets	33,500	33,500	29,262
Plant and Equipment			
Managers Vehicle	50,000	50,000	50,103
Project Officers Vehicle	35,000	-	-
Security Cameras	100,000	-	-
Hall Equipment	17,000	11,220	3,648
Mulcher	10,000	10,000	-
Cornish Lift	35,000	-	-
Pool Plant and equipment	2,000	2,000	1,505
Pool Equipment	43,000	-	-
Sports Complex Equipment	32,000	16,000	6,709
Play ground Equipment	28,000	-	-
New Pump/fittings - oval	40,000	-	-
Gym equipment upgrade	10,000	10,000	315
Tank, Fence & Fittings	95,000	-	3,145
Miscellaneous Plant (Small Equipment)	18,000	18,000	29,984
Caravans & Equipment	122,600	61,300	66,364
Utility Various	-	-	3,311
Sweeper modifications	10,000	-	-
Scrappier	276,852	276,852	276,852
Prime Mover	206,189	206,189	207,600
Grader	150,000	-	-
Engines & Pumps	145,000	95,200	37,868
Airport Fire Fighting System	40,000	-	-
Trailer	142,500	142,500	104,275
Gen Set (Construction)	40,000	40,000	63,448
Communication Equipment	46,400	-	-
Skid steer loader	80,000	-	-
Plant Purchases - Airport	10,000	10,000	4,920
Furniture and Equipment			
Furniture and Equipment	15,000	15,000	9,835
Computer Equipment	46,202	46,202	43,255
Key System	100,000	100,000	79,980
Asset Labelling Recording System	20,000	-	-
Furniture & Equipment	21,400	10,700	14,990
Air conditioner Gym	15,000	-	-
Sports Complex Kitchen airconditioner	5,000	5,000	3,742
Infrastructure Assets			
Road/Infrastructure Construction	12,068,912	8,141,517	8,117,472
Infrastructure Assets - Other			
Consultant - airport upgrade	80,000	-	-
Sewerage Lagoon	140,000	140,000	33,707
Viewing platform at headframe	30,000	-	-
Luke Pit Water Scheme	80,000	-	-
Parks & Gardens - Capital	13,200	4,200	45
Improve Drainage between Commercial Hotel a	4,000	4,000	-
Airport Improvements	282,800	5,000	6,415
	16,515,621	10,079,430	5,496,316

Shire of Meeukatharra		Monthly Financial Report		
<i>for the period ended 31 May 2013.</i>		Notes to the Financial Statements		
		2012/13		
5 CASH BACKED RESERVES	2012/13	2012/13	2012/13	
a) Infrastructure & Economic Development Res	Amd Budget	YTD Budget	31 May 2013	
Opening Balance	769,078	769,078	769,078	
Amount Set Aside / Transfer to Reserve	43,453	38,246	38,797	
Amount Used / Transfer from Reserve	-	-	-	
	<u>812,531</u>	<u>805,324</u>	<u>807,876</u>	
b) Leave Reserve				
Opening Balance	47,170	47,170	47,170	
Amount Set Aside / Transfer to Reserve	102,665	2,223	2,380	
Amount Used / Transfer from Reserve	-	-	-	
	<u>149,835</u>	<u>49,393</u>	<u>49,550</u>	
c) Shire Water Reserve				
Opening Balance	150,713	150,713	150,713	
Amount Set Aside / Transfer to Reserve	108,515	7,103	7,603	
Amount Used / Transfer from Reserve	-	-	-	
	<u>259,228</u>	<u>157,816</u>	<u>158,316</u>	
d) Plant Reserve				
Opening Balance	1,656,725	1,656,725	1,656,725	
Amount Set Aside / Transfer to Reserve	393,605	378,080	83,576	
Amount Used / Transfer from Reserve	-	-	-	
	<u>2,050,330</u>	<u>2,034,805</u>	<u>1,740,301</u>	
e) Building Reserve				
Opening Balance	960,299	960,299	960,299	
Amount Set Aside / Transfer to Reserve	437,090	45,258	48,444	
Amount Used / Transfer from Reserve	-	-	-	
	<u>1,397,389</u>	<u>1,005,557</u>	<u>1,008,743</u>	
f) Transport Reserve				
Opening Balance	530,777	530,777	530,777	
Amount Set Aside / Transfer to Reserve	29,989	25,015	26,776	
Amount Used / Transfer from Reserve	-	-	-	
	<u>560,766</u>	<u>555,792</u>	<u>567,553</u>	
g) Airport Runway Reserve				
Opening Balance	2,224,924	2,224,924	2,224,924	
Amount Set Aside / Transfer to Reserve	125,708	104,859	112,240	
Amount Used / Transfer from Reserve	-	-	-	
	<u>2,350,632</u>	<u>2,329,783</u>	<u>2,337,164</u>	
h) Airport Operating Reserve				
Opening Balance	784,966	784,966	784,966	
Amount Set Aside / Transfer to Reserve	44,351	36,995	39,599	
Amount Used / Transfer from Reserve	-	-	-	
	<u>829,317</u>	<u>821,961</u>	<u>824,564</u>	
i) Reseal & Rejuvenation of Sealed Roads Reserve				
Opening Balance	727,867	727,867	727,867	
Amount Set Aside / Transfer to Reserve	291,124	284,303	36,718	
Amount Used / Transfer from Reserve	-	-	-	
	<u>1,018,991</u>	<u>1,012,170</u>	<u>764,586</u>	
j) Interpretive Centre Reserve				
Opening Balance	904,607	904,607	904,607	
Amount Set Aside / Transfer to Reserve	183,603	175,126	45,634	
Amount Used / Transfer from Reserve	-	-	-	
	<u>1,088,210</u>	<u>1,079,733</u>	<u>950,241</u>	
k) Digital TV Reserve				
Opening Balance	165,231	165,231	165,231	
Amount Set Aside / Transfer to Reserve	9,336	7,788	8,335	
Amount Used / Transfer from Reserve	-	-	-	
	<u>174,567</u>	<u>173,019</u>	<u>173,567</u>	
Total Cash Backed Reserves	10,691,796	10,025,353	9,372,461	
<i>All of the above reserve accounts are to be supported by money held in financial institutions.</i>				
SUMMARY				
Opening Balance	8,922,357	8,922,357	8,922,357	
Amount Set Aside / Transfer to Reserve	1,769,439	1,102,996	450,103	
	<u>10,691,796</u>	<u>10,025,353</u>	<u>9,372,461</u>	

SHIRE OF MEEKATHARRA

Management Budgets

for the period ended 31 May 2013.



Shire of Meekatharra <i>for the period ended 31 May 2013.</i>	Management Budget SUMMARY		
	2012/13	2012/13	2012/13
SUMMARY	Amd Budget	YTD Budget	31 May 2013
OPERATING EXPENDITURE	\$	\$	\$
Governance	462,345	327,749	387,412
General Purpose Funding	203,309	188,886	172,224
Law, Order, & Public Safety	136,303	125,859	122,241
Health	98,946	95,322	81,989
Education and Welfare	654,044	368,068	482,820
Housing	18,801	5,374	445
Community Amenities	513,049	368,986	313,989
Recreation and Culture	1,203,479	841,032	770,011
Transport	3,554,038	3,103,367	3,145,106
Economic Services	381,092	340,980	281,725
Other Property and Services	505,626	148,644	319,761
	<u>7,730,528</u>	<u>6,194,227</u>	<u>6,073,894</u>
LOSS ON DISPOSAL			
Transport	11,425	-	-
	<u>11,425</u>	<u>-</u>	<u>-</u>
OPERATING INCOME			
Governance	38,900	10,367	7,303
General Purpose Funding	5,854,347	5,602,426	5,885,460
Law, Order, & Public Safety	18,082	18,002	19,911
Health	1,900	1,833	875
Education and Welfare	63,543	84,864	61,132
Housing	18,500	16,958	18,124
Community Amenities	110,100	102,589	92,972
Recreation and Culture	133,350	84,162	49,449
Transport	872,869	776,844	736,362
Economic Services	240,683	234,996	216,587
Other Property and Services	55,000	53,800	50,281
	<u>7,207,244</u>	<u>6,928,549</u>	<u>6,936,455</u>
Net operating excl capital contributions	(534,710)	734,322	864,761
Capital Grants/Contributions	11,931,422	5,353,536	5,139,820
Net operating result	<u>11,396,712</u>	<u>6,067,860</u>	<u>6,004,581</u>
CAPITAL GRANTS/CONTRIBUTIONS	Amd Budget	YTD Budget	31 May 2013
Law, Order, & Public Safety	8,000	8,000	-
Recreation and Culture	100,000	-	-
Transport	11,823,422	9,345,536	5,139,820
	<u>11,931,422</u>	<u>9,353,536</u>	<u>5,139,820</u>
PROCEED FROM SALES			
Transport	46,000	-	-
	<u>46,000</u>	<u>-</u>	<u>-</u>
CAPITAL WORKS			
Governance	272,702	196,202	172,337
Law, Order, & Public Safety	108,000	8,000	-
Education and Welfare	88,400	60,950	18,732
Housing	503,261	261,000	249,807
Community Amenities	251,000	170,000	54,719
Recreation and Culture	1,427,555	333,720	47,188
Transport	13,849,793	9,034,558	8,947,728
Economic Services	15,000	15,000	8,835
	<u>16,515,671</u>	<u>10,078,430</u>	<u>9,496,316</u>
Net funding for capital	<u>(4,838,349)</u>	<u>(4,225,882)</u>	<u>(4,356,496)</u>

Shire of Meekatharra		Management Budget			
<i>for the period ended 31 May 2013.</i>		General Purpose Funding			
RATE REVENUE		2012/13	2012/13	2012/13	
Operating Expenditure		Amd Budget	YTD Budget	31 May 2013	
101920	Valuation & Title Search	10,000	9,000	9,436	
102330	Rates Written Off	25,000	16,500	7,168	
103420	Legal Expenses - Rates	7,500	7,500	18,014	1
101130	Administration Allocated	67,772	60,704	80,529	2
Total Operating Expenditure		110,272	93,704	115,147	
Operating Income					
100310	Rates Levied	3,741,189	3,741,189	3,831,841	
101310	Back rates	-	-	(5,267)	
102310	Rate Instalment Fee	21,800	21,800	18,588	
101410	Rate Instalment Interest	24,000	24,000	23,919	
101910	Rates Non-Payment Penalty	21,000	21,000	27,982	
102910	Legal Fees Recovered	3,000	3,000	1,780	
Total Operating Income		3,810,989	3,810,989	3,898,890	
GENERAL PURPOSE GRANTS					
Operating Expenditure					
Operating Income					
101810	General Purpose Grant	1,047,508	1,047,508	1,047,508	
100110	Local Road Component Grant	424,849	424,849	424,958	
Total Operating Income		1,472,357	1,472,357	1,472,467	
OTHER GENERAL PURPOSE FUNDING					
Operating Expenditure					
109520	Bank Charges	5,000	4,883	3,392	
109990	Sundry Debtor Write Offs	5,000	-	-	
102310	Doubtful Debts Expense	10,000	5,000	-	
109530	Administration allocated	73,237	65,999	53,686	3
106820	Rounding Adjustment	-	-	(1)	
Total Operating Expenditure		93,237	75,182	57,077	
Operating Income					
103110	Est Administration Fee	4,000	4,000	4,000	
102330	Other Minor Income	100	92	570	
192230	Interest on Municipal Investments	60,000	59,000	73,395	4
192240	Interest on Reserve Investments	306,901	256,000	236,338	
Total Operating Income		371,001	319,092	314,303	
Net Funding Demands		5,450,838	5,433,852	5,513,236	
Shire of Meekatharra		Management Budget			
<i>for the period ended 31 May 2013.</i>		Governance			
MEMBERS OF COUNCIL					
Operating Expenditure					
102320	President's Allowance	8,000	6,000	4,000	
112320	Deputy President Allowance	2,000	1,500	1,000	
103020	Members - Meeting Fees	13,820	12,393	9,920	
103120	Members Travelling	4,200	3,850	3,943	
102020	Fax & Email Costs	250	229	558	
102120	Conference, Training, Uniforms	17,800	17,500	1,218	5
102420	Refreshments/Receptions	10,000	10,000	9,008	
102720	Members Insurance	6,629	6,629	6,324	
102820	Members Subscriptions	32,428	21,402	19,690	
102920	Members - telephone	500	488	-	
103720	Members Expenses	-	-	488	
102220	Election Expenses	1,500	1,500	-	
102520	Donations	20,750	11,020	17,130	
112220	Donation - RFDS	68,000	62,333	55,168	
102550	Native Title Claims	4,000	4,000	-	
102620	Council Chambers Mtee	2,000	1,833	238	
106220	Audit	12,000	12,000	7,489	
103220	Depreciation	185	170	153	
105820	Admin Alloc-Governance	312,624	280,018	251,847	6
Total Operating Expenditure		516,066	452,835	387,412	

Shire of Meekatharra		Management Budget			
<i>for the period ended 31 May 2013.</i>		Governance			
Operating Expenditure					
103820	Salaries - Admin	480,000	415,388	378,094	
103920	Super - Admin	51,896	47,296	46,228	
104020	Fringe Benefit Tax	30,000	25,000	19,986	
106940	Staff Uniform Expenses	4,000	3,667	2,907	
104120	Office Operations	8,000	4,563	123	
104220	Office Maintenance	19,341	19,341	19,561	
104320	Stationery	8,100	7,429	8,918	
106020	Telephone	29,260	21,945	16,990	
106320	Postage	5,000	4,583	4,289	
104320	Advertising	28,800	16,830	6,773	
105420	Equipment Maintenance & Consumables	38,000	25,080	18,730	
107120	Computer Software	22,750	22,750	16,379	
105220	Computer Hardware	14,080	10,868	17,191	
106920	Consulting Services	Cfwd 272,000	165,000	164,738	
105720	Other	10,000	10,000	1,321	
106020	CEO Vehicle	15,500	14,208	11,941	
106030	DCEO Vehicle	8,500	7,792	6,985	
106040	Manager Vehicle Expense	8,500	7,792	-	
106080	Project Officer Vehicle Expense	8,500	7,792	-	
106820	Accommodation/Travel	20,400	13,300	7,972	
104820	Training & Conferences	14,350	10,763	2,913	
106420	Staff Recruitment & Relocation	10,000	10,000	1,418	
107020	Legal Fees	30,000	30,000	50,286	7
107220	Depreciation	23,000	21,083	28,343	
103820	Insurance	27,189	27,189	27,007	
104920	Housing Allocations	107,381	98,442	116,849	8
110820	Admin Allocated to Functions	(1,311,708)	(1,174,900)	(976,109)	9
Total Operating Expenditure		<u>(53,741)</u>	<u>(125,088)</u>	-	
Operating Income					
		Arnd Budget	YTD Budget	31 May 2013	
111230	Reimbursements	12,500	10,000	92	
111280	Fees and Charges	400	367	289	
111530	Insurance - Refunds	26,000	-	6,922	
Total Operating Income		<u>38,900</u>	<u>10,367</u>	<u>7,303</u>	
Capital Expenditure					
113230	Key System	100,000	100,000	78,980	10
113310	Managers Vehicle	Cfwd 50,000	50,000	50,103	
113320	Project Officers Vehicle	Cfwd 35,000	-	-	
113380	Asset Labelling Recording System	20,000	-	-	
112440	Computer Equipment	46,202	46,202	43,258	
113280	Administration Building	21,500	-	-	
Total Capital Expenditure		<u>272,702</u>	<u>196,202</u>	<u>172,337</u>	
Net Funding Demands		<u>(696,147)</u>	<u>(513,884)</u>	<u>(352,445)</u>	

Shire of Meekatharra		Management Budget			
<i>for the period ended 31 May 2013.</i>		Law, Order & Public Safety			
FIRE PREVENTION					
Operating Expenditure					
		2012/13	2012/13	2012/13	
		Arnd Budget	YTD Budget	31 May 2013	
115720	Bush Fire Control	5,100	5,100	13,693	
115820	Vehicle Operational Costs	14,500	13,292	14,707	
115820	Fire Insurance	3,737	3,737	4,209	
115920	Depreciation	570	523	518	
115420	Protective Burning	500	500	-	
Total Operating Expenditure		<u>24,407</u>	<u>23,152</u>	<u>33,127</u>	
Operating Income					
115830	FESA - BFB Grant	2,532	2,532	2,532	
Total Operating Income		<u>2,532</u>	<u>2,532</u>	<u>2,532</u>	

Continued...

Shire of Meekatharra		Management Budget		
<i>for the period ended 31 May 2013.</i>		Law, Order & Public Safety		
continued		2012/13	2012/13	2012/13
Capital Expenditure		Amtd Budget	YTD Budget	31 May 2013
115740	Unisex Toilet and Shower	8,000	8,000	-
Total Capital Expenditure		8,000	8,000	-
Capital Income				
115730	FESA Capital Grant	8,000	8,000	-
Total Capital Income		8,000	8,000	-
ANIMAL CONTROL				
Operating Expenditure				
119220	Pound Maintenance	1,119	1,115	908
119220	Animal Control Expenses	84,601	80,081	47,983
119230	Dog Control Expenses Other	10,000	9,187	3,848
Total Operating Expenditure		85,718	60,333	46,006
Operating Income				
119730	Fines & Penalties	800	880	88
119830	Minor Grants	2,538	2,835	4,935
119930	Dog Registration	1,000	1,000	971
Total Operating Income		4,138	4,085	5,994
Operating Expenditure		\$	\$	\$
Ranger Services				
116280	Insurance	2,480	2,480	2,909
116320	Vehicle Operating Costs	6,000	5,900	2,174
118010	Administration Allocated	20,769	18,603	14,642
Total Operating Expenditure		29,249	26,983	19,725
Other Expenses				
120020	State Emergency Services	6,000	6,000	16,062
120120	Administration	10,931	9,791	7,321
Total Operating Expenditure		46,180	42,374	43,107
Operating Income				
120030	FESA - SES Grant	11,385	11,385	11,385
Total Operating Income		11,385	11,385	11,385
Capital Expenditure				
120270	Security Cameras	100,000	-	-
Total Capital Expenditure		100,000	-	-
Net Funding Demands		(276,281)	(107,557)	(103,330)

Shire of Meekatharra		Management Budget		
<i>for the period ended 31 May 2013.</i>		Health		
continued		2012/13	2012/13	2012/13
INSPECTIONS & ADMINISTRATION		Amtd Budget	YTD Budget	31 May 2013
Operating Expenditure				
122960	Health Consultancy	60,060	60,050	52,928
121320	Insurance	4,949	4,949	5,791
122920	Depreciation	120	110	110
121920	Subscriptions & Journals	300	200	91
121920	Admin Alloc - Secretarial	21,862	19,882	14,642
122980	Other Expenses	2,000	1,846	297
Total Operating Expenditure		89,181	86,737	73,856
Operating Income				
123000	Health Fees & Licenses	550	504	-
123930	Itinerant vendors Fees	800	800	875
123010	Other Income	250	229	-
Total Operating Income		1,600	1,333	875
PREVENTATIVE SERVICES - PEST CONTROL				
Operating Expenditure		\$	\$	\$
123720	Mosquito Control	8,418	7,714	6,004
123820	Depreciation	450	413	1,598
Total Operating Expenditure		8,868	8,127	7,600
Operating Income				
123910	Health Fees & Licenses	300	300	-
Total Operating Income		300	300	-

Continued...

Shire of Meekatharra		Management Budget		
<i>for the period ended 31 May 2013.</i>		Health		
continued		2012/13	2012/13	2012/13
PREVENTIVE SERVICES - OTHER				
<i>Operating Expenditure</i>				
124000	Analytical Expenses	500	488	501
Total Operating Expenditure		500	488	501
Net Funding Demands		(98,846)	(93,488)	(81,054)
Shire of Meekatharra		Management Budget		
<i>for the period ended 31 May 2013.</i>		Education and Welfare		
PRE SCHOOL		2012/13	2012/13	2012/13
<i>Operating Expenditure</i>		Amnd Budget	YTD Budget	31 May 2013
120520	Pre-School Centre Mice	2,000	1,833	1,898
120430	Insurance	326	326	347
124260	Depreciation	6,300	5,775	5,188
120440	Administration Allocated	41,837	37,209	31,723
Total Operating Expenditure		50,163	48,139	39,156
OTHER EDUCATION		\$	\$	\$
<i>Operating Expenditure</i>				
120720	Telecentre Costs	18,000	13,750	7,250
Total Operating Expenditure		18,000	13,750	7,250
DAY CARE CENTRE		\$	\$	\$
<i>Operating Expenditure</i>				
124120	Day Care Centre Maintenance	4,000	3,667	1,664
Total Operating Expenditure		4,000	3,667	1,664
COMMUNITY DEVELOPMENT		\$	\$	\$
<i>Operating Expenditure</i>				
124570	Salaries	72,402	72,402	76,834
124580	Superannuation	11,141	10,213	6,380
124640	Staff Replacement & Relocation	5,000	-	-
124650	Training & Conferences	4,500	4,900	576
124630	Housing	13,424	12,305	9,921
124430	Uniforms	500	488	231
124590	Vehicle Expenses	4,500	4,125	3,027
124530	Insurance	2,334	2,334	3,446
124660	Telephone	600	550	792
124560	Fund Raising Activities	-	-	51
124900	Administration Allocated	74,330	66,578	48,805
124320	Activities	26,900	13,450	7,544
124420	Miscellaneous Grant Expenses	10,000	10,000	-
124820	Depreciation	1,000	917	1,369
Total Operating Expenditure		226,631	197,832	160,175
<i>Operating Income</i>				
124800	Miscellaneous Grants	10,000	10,000	-
124910	Reimbursements	500	375	481
Total Operating Income		10,500	10,375	481

Continued

Shire of Meekatharra <i>for the period ended 31 May 2013.</i>		Management Budget Education and Welfare		
continued.....		2012/13	2012/13	2012/13
YOUTH CENTRE OPERATIONS		Arnd Budget	YTD Budget	31 May 2013
Operating Expenditure				
124220	Salaries - Youth Co-ordinator	132,020	109,577	100,156
125260	Superannuation	8,799	8,066	8,944
125290	Staff Training, Accommodation & Travel E	8,500	6,500	-
125340	Staff Replacement and Relocation	3,000	3,000	-
125150	Uniforms	500	458	-
125280	Housing Allocated	13,424	12,308	7,208
125230	Insurance	5,403	5,403	5,708
125320	Administration Allocated	74,330	66,578	58,566
125220	Depreciation	13,300	12,192	12,818
125120	Youth Centre Building Maintenance	21,429	19,643	10,138
125130	Youth Centre Operational Costs	18,300	16,779	16,930
125210	Vehicle Operational Costs	15,000	13,750	12,126
125350	Activities Expenses Various	26,000	20,800	41,980
124100	Miscellaneous Grants Activity Expenses	5,000	5,000	-
125140	Youth Grant-DCP expenses	15,245	7,623	-
Total Operating Expenditure		358,250	307,670	274,574
Operating Income				
124180	OSCH	12,828	12,828	13,229
124210	DCD Youth Services	34,215	25,661	24,215
124170	Miscellaneous Grants	5,000	5,000	23,189
124110	Reimbursements	1,000	1,000	18
Total Operating Income		53,043	44,489	60,651
Capital Expenditure				
124470	Youth Centre Office	Cfwd 67,000	50,250	3,742
124450	Furniture & Equipment	21,400	10,700	14,990
Total Capital Expenditure		88,400	60,950	18,732
Net Funding Demands		(873,901)	(874,144)	(440,419)

Shire of Meekatharra <i>for the period ended 31 May 2013.</i>		Management Budget Housing		
continued.....		2012/13	2012/13	2012/13
STAFF HOUSING		Arnd Budget	YTD Budget	31 May 2013
Operating Expenditure				
125430	Staff Housing Maintenance	130,391	104,391	104,373
126850	Housing Rental Subsidy	29,000	22,917	30,014
126830	Insurance	42,988	42,568	38,367
126820	Depreciation	89,000	81,583	75,785
126820	Allocated to Function Areas	(268,478)	(246,106)	(248,096)
Total Operating Expenditure		15,501	3,374	445
Operating Income				
127130	Housing Rental - Staff	17,000	15,583	16,933
126830	Reimbursements - Other	1,500	1,375	1,191
Total Operating Income		18,500	16,958	18,124
Capital Expenditure				
127040	Staff Housing Upgrades	Cfwd 503,261	261,000	245,807
Total Capital Expenditure		503,261	261,000	245,807
Net Funding Demands		(503,263)	(249,416)	(228,128)

Shire of Meekatharra		Management Budget			
<i>for the period ended 31 May 2013.</i>		Community Amenities			
SANITATION		2012/13	2012/13	2012/13	
- HOUSEHOLD REFUSE		And Budget	YTD Budget	31 May 2013	
Operating Expenditure		\$	\$	\$	
128320	Refuse Collection	102,268	93,746	77,478	14
128420	Refuse Site Maintenance	81,134	74,373	94,382	15
128330	Insurance	2,662	2,662	2,716	
129140	New Bins & Equipment	7,500	8,875	5,972	
129160	Litter Control/Town Tidying	79,864	42,404	39,377	
128320	Administration Allocated	9,838	8,812	7,321	
Total Operating Expenditure		263,266	226,872	227,213	
Operating Income					
128630	Refuse Collection	81,000	81,000	78,523	
129030	Sale of Bins	2,500	2,292	5,970	
129130	Sale of scrap	2,000	1,833	400	
Total Operating Income		85,500	85,125	84,893	
SEWERAGE					
Operating Expenditure					
129920	Sewerage Pond Maintenance	32,133	3,833	8,337	
129740	Insurance	1,184	1,184	543	
130420	Caravan Effluent Disposal Point	1,700	1,700	-	
129720	Depreciation	3,100	2,842	2,841	
129700	Administration Allocated	5,465	4,895	2,440	
Total Operating Expenditure		43,602	16,454	14,161	
Operating Income					
129830	Septic Tank Fees	600	600	568	
Capital Expenditure					
129840	Sewerage Lagoon	140,000	140,000	33,707	
TOWN PLANNING AND REGIONAL DEVELOPMENT					
Operating Expenditure					
131030	Consultants	Cfwd 35,000	-	-	
131120	Insurance	1,184	1,184	543	
130620	Town Planning control	-	-	2,918	
131000	Administration Allocated	21,862	19,582	17,082	
131040	Other	5,000	5,000	1,967	
Total Operating Expenditure		63,046	25,766	22,510	
Operating Income					
131230	Fees	-	-	139	
PROTECTION OF THE ENVIRONMENT					
Operating Expenditure					
130340	Waste Oil Facility	5,000	3,000	792	
130320	Tyres Recycling	18,231	16,712	5,843	
Total Operating Expenditure		23,231	19,712	6,635	
Operating Income					
132430	Waste Oil Facility Rebate	3,000	3,000	-	
OTHER COMMUNITY AMENITIES					
Operating Expenditure					
132120	Cemetery Operations	23,783	15,697	8,897	
131920	Burial plot preparations	31,183	20,561	6,476	
132020	Hearse & Shed Costs	1,500	1,375	328	
132420	Cemetery Plaques	6,000	4,500	910	
132620	Depreciation	4,000	3,667	4,202	
132720	Insurance	1,184	1,184	543	
132820	Administration Allocated	10,931	9,791	9,761	
132820	Public Toilets	20,383	18,657	10,647	
132820	SPQ Mcleary St "Paddy's Flat"	3,000	2,750	884	
Total Operating Expenditure		101,904	78,182	40,448	
Operating Income					
132630	Charges - Cemetery Fees	21,000	13,860	7,375	
Capital Expenditure					
132540	SPQ Mcleary St "Paddy's Flat"	Cfwd 30,000	30,000	21,012	
132920	Cemetery Improvements	Cfwd 81,000	-	-	
Total Capital Expenditure		111,000	30,000	21,012	
Net Funding Demands		(655,949)	(436,401)	(375,719)	15

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 31 May 2013.</i>				
PUBLIC HALLS AND CIVIC CENTRES		2012/13	2012/13	2012/13
Operating Expenditure		Am'd Budget	YTD Budget	31 May 2013
133820	Town Hall Maintenance	29,921	27,428	33,096
133480	Insurance	20,695	20,695	20,126
133890	Consultant building inspection	7,000	7,000	-
133730	Depreciation	11,700	10,785	10,584
133850	Administration Allocated	28,420	25,456	24,403
Total Operating Expenditure		97,736	91,304	88,188
Operating Income				
134630	Hall Hire Fees	3,500	3,208	2,344
Total Operating Income		3,500	3,208	2,344
Capital Expenditure				
138340	Hall Equipment	17,000	11,220	3,648
Total Capital Expenditure		17,000	11,220	3,648
SWIMMING POOL				
Operating Expenditure				
136480	Swimming Pool Contract	112,090	96,289	67,343
136060	Housing	13,424	12,309	10,764
136580	Insurance	6,903	6,903	7,607
136990	Swimming Pool Maintenance	16,000	13,744	10,548
136720	Swimming Pool Water/Sewerage Rates	6,500	4,675	3,153
136590	Swimming Pool Chemicals/Gas/Freight	16,000	16,500	7,078
136930	Swimming Pool Electricity	19,870	17,939	22,339
137040	Swimming Pool Other	5,000	4,295	12
136620	Depreciation	29,000	22,917	23,419
136390	Administration Allocated	32,793	29,373	26,843
Total Operating Expenditure		255,280	229,136	199,304
Operating Income				
136830	Swimming Pool Subsidy	3,000	3,000	3,000
136430	Swimming Pool Admission	10,000	10,000	7,079
136930	Reimbursements	500	458	1,464
Total Operating Income		13,500	13,458	11,543
Capital Expenditure				
136860	Upgrade Pool Grounds	Cfwd 116,500	-	4,163
136940	Pool Plant and equipment	2,000	2,000	1,305
137140	Pool Equipment	Cfwd 43,000	-	-
Total Capital Expenditure		161,500	2,000	5,668
RECREATION OFFICER				
Operating Expenditure				
136170	Salaries	105,675	105,675	58,684
136180	Superannuation	12,219	12,219	5,778
136190	Staff Replacement & Relocation	3,000	3,000	-
136210	Vehicle Operating Costs	6,000	6,000	1,549
137090	Housing Allocation	13,424	12,309	7,208
136150	Administration Allocated	72,144	64,620	53,686
136310	Uniforms	500	458	-
137820	Insurance	18,897	18,897	18,146
136230	Staff Training & Travel Expenses	6,000	6,000	-
136270	Other expenses	5,800	5,317	4,222
136290	Activities	25,000	16,500	8,219
Total Operating Expenditure		268,659	250,991	138,493

Continued...

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 31 May 2013.</i>				
continued.....		2012/13	2012/13	2012/13
		Amd Budget	YTD Budget	31 May 2013
Operating Income				
136330	Misc Fees and Charges	-	-	840
138730	CSRFF Grant	20,000	-	-
Total Operating Income		<u>20,000</u>	<u>-</u>	<u>840</u>
Operating Expenditure				
138100	Housing Allocation	13,424	12,308	10,814
138120	Reticulation Maintenance	5,000	4,983	1,820
138000	Picture Gardens	42,000	21,000	15,440
137920	Parks, Gardens & Reserves	81,738	61,304	53,789
137430	Scheme Water	2,000	1,718	1,178
137320	Sports ground (oval) maintenance	33,812	30,984	28,427
137220	Sports Complex Maintenance	44,368	22,184	22,418
138920	Other Building Maintenance	5,000	4,983	1,792
138720	Gym Building Maintenance	5,878	8,138	2,412
138260	Gym Operating Costs	1,500	1,375	10
138280	Community Bus Operating costs	10,000	9,167	9,096
138520	Miscellaneous Costs - Gym	2,000	1,833	174
138620	Utilities - Gym	3,000	3,000	2,849
138130	Insurance	4,879	4,879	5,492
138810	Gym Equipment	5,000	5,000	-
138730	Depreciation	86,000	78,833	78,633
138110	Administration Allocated	17,489	15,665	14,642
Total Operating Expenditure		<u>366,088</u>	<u>286,961</u>	<u>248,985</u>
Operating Income				
139030	Complex Fees	2,000	1,833	2,232
139630	Gym Fees	6,500	3,938	6,867
138930	School Oval Contribution	30,000	22,500	20,353
138250	Community Bus fees	8,000	8,300	4,894
137130	Recreation Grants	50,000	-	-
138230	Complex Fees Squash	400	367	-
138430	Complex Fees Tennis	100	100	-
Total Operating Income		<u>95,000</u>	<u>36,238</u>	<u>34,347</u>
Capital Expenditure				
138740	Gym equipment upgrade	10,000	10,000	315
138900	Rec Centre Floor Coverings	11,358	-	1,080
136340	Construct Oval Toilets	Cfwd 100,000	-	-
138540	Air conditioner Gym	Cfwd 15,000	-	-
138440	Lake Pit Water Scheme	Cfwd 80,000	-	-
138040	Play ground Equipment	Cfwd 28,000	-	-
138240	Cornish left	Cfwd 38,000	-	-
138370	Viewing platform at headframe	Cfwd 30,000	-	-
138940	Sports Complex Equipment	Cfwd 32,000	16,000	6,709
138140	New Pump/fittings - oval	Cfwd 40,000	-	-
140160	Race Course Buildings	10,000	10,000	-
138940	Tank, Fence & Fittings	98,000	-	3,148
198810	Meekatharra CRC building extension	80,000	-	3,630
136140	Mulcher	10,000	10,000	-
138980	Sports Complex Kitchen airconditioner	5,000	5,000	3,742
138840	New Gym	280,000	-	-
140280	Parks & Gardens - Capital	Cfwd 13,200	4,200	48
Total Capital Expenditure		<u>844,555</u>	<u>63,200</u>	<u>16,666</u>
Capital Income				
138630	CSRFF Grant	100,000	-	-
Total Capital Income		<u>100,000</u>	<u>-</u>	<u>-</u>

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 31 May 2013.</i>				
TELEVISION AND RADIO BROADCASTING		Amd Budget	YTD Budget	31 May 2013
Operating Expenditure				
139990	Administration Allocated	2,186	1,988	2,440
140620	Depreciation	1,300	1,182	126
139980	Insurance	489	489	520
139920	Operating Costs	2,000	1,833	-
139920	Site Sharing Costs	6,500	5,988	6,078
	Total Operating Expenditure	13,475	11,430	9,165
LIBRARIES				
Operating Expenditure				
140120	Book exchange costs	2,000	1,833	886
140620	Lost/damaged/replaced stock	200	183	20
140520	Library operations	4,768	4,368	1,298
140420	Insurance	489	489	520
140320	Book Purchases	450	413	-
140220	Stationery	100	92	-
140180	Administration Allocated	37,165	33,269	29,283
140720	Depreciation	240	220	247
	Total Operating Expenditure	45,409	40,887	31,734
Operating Income				
140530	Library Charges	250	229	20
	Total Operating Income	250	229	20
OTHER CULTURE				
Operating Expenditure				
141320	25 Mile Well Maintenance	1,500	1,375	-
141420	Mt Gould Police Station	12,400	-	-
141520	Museum Maintenance	1,000	917	1,464
141720	Municipal Inventory Review	Cfwd 18,000	-	-
130720	Heritage Survey	Cfwd 97,000	-	-
141730	Preservation of Historical Images	Cfwd 22,000	-	-
141120	Insurance	815	815	1,041
140920	War Memorial Research	Cfwd 8,000	-	5,458
141020	Masonic Lodge Maintenance	1,000	917	180
141920	Lloyd's Building Maintenance	3,000	3,000	6,543
141930	Lloyds Building Assessment & Planning	20,000	13,200	8,825
141820	Administration Allocated	13,117	11,749	9,781
141620	Depreciation	3,000	2,750	2,993
	Total Operating Expenditure	157,832	34,723	34,162
Operating Income				
141930	Masonic Lodge Income	400	367	359
141830	Sale of History Books	700	642	-
	Total Operating Income	1,100	1,009	359
Capital Expenditure				
141810	Mt Gould Police Station - security	Cfwd 20,000	10,000	-
141910	Stage 1 - Lloyd's Renovations	Cfwd 380,000	250,600	18,175
139340	War Memorial	4,500	4,500	4,000
	Total Capital Expenditure	404,500	265,300	18,175
	Net Funding Demands	(2,397,684)	(1,320,390)	(767,790)

Shire of Meekatharra		Management Budget		
<i>for the period ended 31 May 2013.</i>		Transport		
MAINTENANCE - ROADS, BRIDGES & DEPOTS				
Operating Expenditure				
	2012/13	2012/13	2012/13	
	Amnd Budget	YTD Budget	31 May 2013	
149020 Administration Allocated	158,498	141,967	63,447	17
148800 Depot Maintenance	40,868	40,000	50,028	18
146720 Upgrade of Roman	15,000	-	-	
146400 Lighting of Streets	48,000	44,000	39,963	
146500 Street Cleaning Sweeping	73,384	55,039	10,732	19
146200 Street Maintenance	52,000	47,667	44,962	
149000 Signage of Streets & Roadworks	50,000	-	1,897	
147500 Rural Roads Maintenance - Day Labour	510,000	398,000	412,146	
148980 Rehabilitation of Gravel Pits	10,000	-	-	
148600 Contract & Consulting Supervision Costs	10,000	10,000	-	
136740 Day/night light on Indoor Cricket Centre	5,000	5,000	-	
146820 Infrastructure Depreciation Expense	1,900,000	1,741,667	1,944,080	20
Total Operating Expenditure	2,872,450	2,483,339	2,967,265	
Operating Income				
146910 Grant - MRWA Direct	183,125	183,125	183,125	
146330 Reimbursements	-	-	(8)	
146430 Street Lighting - Operating Grant	4,000	4,000	2,769	
Total Operating Income	187,125	187,125	185,886	
CONSTRUCTION - ROADS, BRIDGES & DEPOTS				
Capital Expenditure				
142000 Road Construction	Cfwd 12,066,912	8,141,517	8,117,472	
180440 Depot Improvements	95,000	-	-	
146940 Improve Drainage between Commercial Hotel	4,000	4,000	-	
Total Capital Expenditure	12,165,912	8,145,517	8,117,472	
Capital Income				
146610 Grant - MRWA Flood Damage	20,000	-	-	
146210 Grant - Roads to Recovery (R2R)	1,022,192	1,022,192	1,022,192	
146910 Grant - Roads 2020 (Regional Road Group)	297,789	120,000	119,115	
146910 Royalties for Regions 2010/11	846,405	-	-	
146010 Natural Disaster grant	9,537,036	4,203,346	3,996,513	
Total Capital Income	11,623,422	5,345,536	5,139,820	
Operating Expenditure				
181320 Loss on Sale of Asset	11,425	-	-	
Total Operating Expenditure	11,425	-	-	
ROAD PLANT PURCHASES				
Capital Expenditure				
150640 Utility Various	-	-	3,311	
151240 Prime Mover	206,189	206,189	207,600	
151340 Grader	150,000	-	-	
150340 Caravans & Equipment	Cfwd 123,600	61,300	66,364	
152640 Trailer	142,500	142,500	104,275	21
152640 Gen Set (Construction)	40,000	40,000	63,448	22
131840 Engines & Pumps	145,000	95,700	37,668	
150940 Sweeper modifications	10,000	-	-	
154040 Scraper	276,852	276,852	276,852	
133340 Skid steer loader	80,000	-	-	
133140 Communication Equipment	Cfwd 46,400	-	-	
180140 Miscellaneous Plant (Small Equipment)	18,000	18,000	29,684	
Total Capital Expenditure	1,237,541	940,841	789,600	
Capital Income				
181060 Proceeds Sale of Plant	46,000	-	-	
Total Capital Income	46,000	-	-	

Continued...

Shire of Meekatharra		Management Budget		
for the period ended 31 May 2013.		Transport		
AIR BP				
Operating Expenditure				
180520	Administration Allocated	8,749	7,833	7,321
180220	Salaries	96,020	42,015	45,813
180320	Cost of Fuel Sold	117,000	107,250	97,450
180420	Bank Charges	450	413	-
180720	Other Charges	100	82	-
	Total Operating Expenditure	182,319	157,603	150,584
Operating Income				
151130	Fuel Sales - Cash	125,000	84,480	51,202
151830	BP Monthly Retainer	57,000	52,250	51,872
	Total Operating Income	182,000	136,730	103,074
AERODROME				
Operating Expenditure				
151620	Housing Allocations	13,424	12,305	7,996
150210	Consultancy	18,000	18,000	12,286
150220	Utilities & Other Costs	45,000	44,000	36,503
150820	Insurance	13,208	13,206	11,881
150520	Aerodrome Maintenance	37,600	24,816	23,684
150900	Security Operating Expenses	1,000	1,000	319
150720	Depreciation	189,000	173,250	178,215
151420	Administration Allocated	30,607	27,419	19,522
152020	Management contract	149,433	149,433	136,557
	Total Operating Expenditure	499,270	462,425	427,260
AERODROME				
Operating Income				
152030	Airport Landing Charges	400,000	366,687	356,183
150130	Airport Leases	29,312	16,706	8,246
151990	RFDS Refuelling	12,500	6,250	-
150330	Reimbursements	34,384	34,384	30,393
150530	Reimbursements Telephone	1,500	1,375	1,637
150630	Reimbursements Other	400	400	-
Airport Diesel Operations				
153030	Sales	650,000	595,834	642,362
150920	Fuel Issues	(623,352)	(566,627)	(621,430)
	Cost of goods sold	(623,352)	(566,627)	(621,430)
	Profit/(Loss) on fuel operations	26,648	29,207	20,932
	Total Operating Income	500,744	454,989	417,401
Capital Expenditure				
152160	Airport Fire Fighting System	Cfwd 40,000	-	-
152190	Terminal - Refurbish Toilets	33,500	33,500	39,262
151040	Airport Improvements	282,800	5,000	6,415
153740	Plant Purchases - Airport	10,000	10,000	4,980
15Cens	Consultant - airport upgrade	80,000	-	-
	Total Capital Expenditure	446,300	48,500	40,657
	Net Funding Demands	(4,672,922)	(6,013,543)	(6,216,656)

Shire of Meekatharra <i>for the period ended 31 May 2013.</i>		Management Budget Economic Services		
RURAL SERVICES		2012/13	2012/13	2012/13
Operating Expenditure		Amnd Budget	YTD Budget	31 May 2013
183020	MRVC Vermin Control	8,800	8,800	6,774
183120	Noxious Weeds and Peets	1,000	917	-
187220	Stockyard Maintenance	2,500	2,292	634
187420	Shop Premises Maintenance	2,500	2,292	1,309
187620	Depreciation	19,000	17,417	19,276
Total Operating Expenditure		33,800	31,718	27,990
Operating Income				
187330	Lloyd's Building Rent	-	-	2,400
187430	Shop Premises Rent	2,600	2,383	2,400
187630	Wesfarmers Yard Lease	293	269	18,000
187780	Bill Board Rental	790	724	779
187730	Reimbursements	1,500	1,375	1,188
Total Operating Income		5,183	4,751	21,764
TOURISM AND AREA PROMOTION				
Operating Expenditure				
186380	Administration Allocated	94,655	48,958	41,485
186220	Depreciation	32,000	29,333	29,726
183520	Tourism Promotions	31,500	20,790	11,231
184620	Maps & Souvenirs	5,000	4,583	749
184220	Information Bays	2,000	2,000	-
186260	Maintenance Trails & Lookouts	33,941	16,971	7,324
183920	Community Events	Chwd. 113,000	113,000	108,967
184030	Meekatharra Rodeo	38,000	35,000	38,764
184420	Local Newspaper Production	2,600	2,600	644
184720	Town Beautification	5,000	5,000	449
184120	Quarterly Publication for Council	8,000	8,000	-
Total Operating Expenditure		322,696	286,232	239,359
Operating Income				
183930	Community Events	85,000	85,000	75,406
184920	Meekatharra Rodeo Income	15,000	13,750	6,911
184330	Local Newspaper Revenue	3,500	3,208	2,869
184730	Sale of Maps & Souvenirs	3,500	3,208	3,123
184430	Meeka Dust Advertising	7,500	7,900	6,480
Total Operating Income		114,500	112,666	94,387
Capital Expenditure				
184340	Furniture and Equipment	15,000	15,000	9,835
Total Capital Expenditure		15,000	15,000	9,835
BUILDING CONTROL				
Operating Expenditure				
186420	MRH S Building Costs	2,000	2,000	-
187740	Insurance	2,293	2,293	2,179
186520	Demolition costs	5,000	5,000	-
157720	Administration Allocated	15,303	13,707	12,201
Total Operating Expenditure		24,596	23,000	14,377
Operating Income				
186830	Building Permit Fees	35,000	32,083	19,727
186930	Building Demolition Fees	1,000	913	596
186730	Building-Reimbursement	5,000	4,983	113
Total Operating Income		41,000	37,979	20,435
Operating Income				
187830	Rent - Portion Lot 1017	80,000	80,000	80,000
Total Operating Income		80,000	80,000	80,000
Net Funding Demands		(159,409)	(70,054)	(74,974)

Shire of Meekatharra		Management Budget Other Property & Services			
<i>for the period ended 31 May 2013.</i>					
PRIVATE WORKS		2012/13	2012/13	2012/13	
Operating Expenditure		Am'd Budget	YTD Budget	31 May 2013	
189520	Private Works	8,000	7,333	6,470	
Total Operating Expenditure		<u>8,000</u>	<u>7,333</u>	<u>6,470</u>	
Operating Income					
189830	Charges - Private Works	8,000	7,333	6,208	
Total Operating Income		<u>8,000</u>	<u>7,333</u>	<u>6,208</u>	
PUBLIC WORKS OVERHEAD					
Operating Expenditure					
180120	Supervision - Salaries	183,922	169,774	174,909	
181320	Superannuation of Workmen	107,696	71,079	70,565	
180320	Annual Leave, Sick Leave, Public Holidays	49,763	49,763	65,893	25
180720	Relocation & Recruitment Costs	5,000	-	263	
181520	Allowances and Incentives	116,462	116,462	120,982	
180820	Camping Telephone Costs	18,000	13,750	14,618	
180920	Travelling and Conference Expenses	18,000	9,900	268	
181020	Protective Clothing & Equipment	9,000	8,250	834	
182320	Allocation from Housing	80,843	73,831	77,336	
180220	Engineering - Office and Other Expenses	6,500	6,000	9,350	
180420	Insurance on Works	87,187	87,157	58,429	
182720	Occupational Health & Safety	7,000	7,000	7,929	
181420	Work Supervisors Vehicle	20,000	20,000	38,214	26
182920	Administration Allocated	67,772	60,704	51,246	
181820	Less PWO allocated to works	(730,818)	(674,598)	(388,066)	27
Total Operating Expenditure		<u>10,000</u>	<u>(10,928)</u>	<u>92,936</u>	
Operating Income					
181330	Reimbursements - Stores & Telephone	10,000	9,167	5,371	
189830	Reimbursements - Workers Compensation	-	-	562	
Total Operating Income		<u>10,000</u>	<u>9,167</u>	<u>5,933</u>	
PLANT OPERATION COSTS					
Operating Expenditure					
183020	Fuel and Oil	326,626	299,407	273,036	
183320	Parts and Repairs (external)	447,454	406,738	438,338	
183420	Repairs - Wages	133,615	120,284	108,915	
183220	Tyres	84,358	63,289	130,206	28
183620	Consumable Stores	20,000	18,333	10,030	
184320	Replacement Tools	2,133	1,955	4,249	
183520	Licenses	7,000	6,417	915	
183820	Insurance	44,440	44,440	46,347	
183920	Cutting Edges	4,170	-	-	
183010	Administration Allocated	27,327	24,477	21,961	
183720	Radio Maintenance	1,000	917	-	
184020	Less Alloc To Works	(982,863)	(900,688)	(1,114,323)	
Total Operating Expenditure		<u>115,960</u>	<u>85,822</u>	<u>(92,324)</u>	
Operating Income					
183030	Diesel Fuel Rebate	37,000	37,000	36,140	
PLANT DEPRECIATION					
Operating Expenditure					
189120	Depreciation	988,000	939,000	607,330	29
184040	Less Plant Depreciation Allocated	(586,000)	(839,000)	(373,696)	30
Total Operating Expenditure		<u>-</u>	<u>-</u>	<u>233,634</u>	
UNCLASSIFIED					
Operating Expenditure					
104730	Accruals - LSL and AL	(5,434)	-	-	
187740	Minor plant running expenses	75,000	64,425	63,284	
187760	Solar Power Research	300,000	-	-	
187730	Lease of parking reserve	2,500	2,292	1,800	
Total Operating Expenditure		<u>372,066</u>	<u>66,717</u>	<u>65,084</u>	
SALARIES AND WAGES					
188300	Salaries & Wages	3,329,204	1,929,919	1,668,591	31
188400	Salaries & Wages Alloc	(2,325,304)	(1,929,919)	(1,668,591)	
Total Operating Expenditure		<u>-</u>	<u>-</u>	<u>-</u>	
Net Funding Demands		<u>(450,626)</u>	<u>(85,144)</u>	<u>(265,800)</u>	

Shire of Meekatharra		Management Budget Notes on Variations			
for the period ended 31 May 2013.		2012/13			
Variations for revenues and expenses that are greater than \$10,000 and 10.0% when compared to the budget year to date estimates. New items reported in this reporting period are identified with an #.					
Project carried forward from 2011/12 have been identified in the schedules above.					
Internal allocations have not been reported as they are offset with the corresponding reduction in expenditures.					
Ref	Act	Description	Anal Budget	YTD Budget	31 May 2013
1	103400	Rating - Legal Expenses - Rates <i>Additional costs of debt recovery</i>	7,500	7,500	18,014 # 140%
2	101120	Rating - Administration Allocated <i>Greater activity relating to administration overheads</i>	67,772	60,704	60,529 33%
3	105530	General Financing - Administration alloca <i>Offset by lower Administration expenses</i>	73,237	68,989	53,686 18%
4	192230	General Financing - Interest on Municipal <i>Lower expenditures; greater volume of funds to invest</i>	60,000	59,000	73,395 # 24%
5	102120	Members Of Council - Conference, Traini <i>Less conferences attended</i>	17,500	17,500	1,218 93%
6	109820	Members Of Council - Admin Alloc-Gover <i>Offset by lower Administration expenses</i>	312,624	280,018	251,347 10%
7	107020	Administration - Legal Fees	30,000	30,000	50,266 # 68%
8	104920	Administration - Housing Allocations <i>Allocations adjusted according to actual expenses.</i>	107,391	98,442	116,649 19%
9	110820	Administration - Admin Allocated to Funct <i>Allocations adjusted according to actual expenses.</i>	(1,311,708)	(1,174,900)	(976,105) 17%
10	113230	Administration - Key System <i>Deferred</i>	100,000	100,000	78,980 21%
11	124500	Community Development - Administration <i>Offset by lower Administration expenses</i>	74,330	66,576	48,606 27%
12	126360	Youth Centre - Activities Expenses Varicu <i>Offset with additional grants</i>	26,000	20,800	41,980 # 102%
13	124170	Youth Centre - Miscellaneous Grants <i>see above "activities expenses"</i>	5,000	5,000	23,189 # 364%
14	126320	Sanitation - Services - Refuse Collection <i>Allocations - offset with Refuse Site allocations.</i>	102,268	93,746	77,476 17%
15	126420	Sanitation - Services - Refuse Site Mainten <i>Allocations - offset with Refuse collection allocations.</i>	81,134	74,373	94,352 27%
16	136150	Recreation Officer - Administration Alloca <i>Allocations adjusted according to actual expenses.</i>	72,144	64,620	53,686 17%
17	149020	Mtce Roads,Bridges,Depots - Administrati <i>Allocations adjusted according to actual expenses.</i>	158,498	141,967	63,447 55%
18	148900	Mtce Roads,Bridges,Depots - Depot Maint <i>Over expenditures to be reviewed</i>	40,868	40,000	50,028 25%
19	146800	Mtce Roads,Bridges,Depots - Street Clean <i>Allocations to be reviewed</i>	73,384	85,038	10,732 # 81%
20	148820	Mtce Roads,Bridges,Depots - Infrastructur <i>Non cash depreciation expense. No effect on budget outcome.</i>	1,900,000	1,741,667	1,944,090 # 12%
21	152840	Road Plant Purchases - Trailer <i>Saving on acquisition</i>	142,500	142,500	104,275 # 27%
22	152840	Road Plant Purchases - Gen Set (Construct <i>Reallocation to be sought.</i>	40,000	40,000	63,448 # 59%
23	157630	Other Economic Services - Wesfarmers Yr	293	269	15,000 #
24	156930	Building Control - Building Permit Fees <i>Building fees for mining camps</i>	35,000	32,083	19,727 # 39%
25	180320	Public Works Overheads - Annual Leave, i <i>Accrual adjustments to be made as at 30 June</i>	49,763	49,763	65,893 # 32%
26	181420	Public Works Overheads - Work Supervis <i>To be reviewed</i>	20,000	20,000	38,214 # 91%
27	181820	Public Works Overheads - Less PWO allo <i>Allocations to be reviewed</i>	(730,813)	(674,596)	(398,066) 11%
28	183220	Plant Operation Costs - Tyres <i>To be reviewed.</i>	84,388	63,269	130,206 # 106%
29	183120	Plant Depreciation Costs - Depreciation <i>Non cash depreciation expense. No effect on budget outcome.</i>	588,000	538,000	607,330 13%
30	184040	Plant Depreciation Costs - Less Plant Depr <i>Allocation to be reviewed for year end</i>	(588,000)	(538,000)	(373,696) # 31%
31	185300	Salaries And Wages - Salaries & Wages <i>Allocation to be reviewed for year end</i>	2,325,204	1,929,919	1,668,591 # 146%

SHIRE OF MEEKATHARRA

INVESTMENT REGISTER

Total Investments as at 31 May 2013



Account	Institution	Account Type	Maturity Date	Interest Rate	Opening Balance 1/07/2012	Interest Earnt to 30/04/2013	Interest Earnt This Period	Transfers To Investments	Transfers From Investments	Closing Balance 31/05/2013
350243	Westpac	7 month TD	31/07/2012	5.75%	8,922,357.43	255,814.99	-	-	(9,278,172.42)	-
410314	Westpac	6 month TD	30/06/2013	4.25%	-	194,288.08	-	9,178,172.42	-	9,372,460.50
26-7466	Westpac	At Call		Variable	3,344,427.00	73,339.66	3,179.51	4,350,000.00	(5,620,000.00)	2,150,946.17
TOTALS					12,266,784.43	523,442.73	3,179.51	13,528,172.42	(14,758,172.42)	11,523,406.67

Investments by Nature

General Ledger Code	Investment Purpose	% of Investment	Opening Balance 1/07/2012	Interest Earnt to 30/04/2013	Interest Earnt This Period	Transfers To Investments	Transfers From Investments	Closing Balance 31/05/2013	
170300	Plant Reserve	18.57%	1,656,724.92	83,576.23	-	-	-	1,740,301.15	
170500	Building Reserve	10.76%	960,298.41	48,443.84	-	-	-	1,008,742.25	
170200	Water Reserve	1.69%	150,712.98	7,602.97	-	-	-	158,315.95	
170700	Airport Runway Reserve	24.94%	2,224,923.83	112,239.96	-	-	-	2,337,163.79	
170800	Airport Operations Reserve	8.80%	784,965.60	39,598.89	-	-	-	824,564.49	
170800	Transport Reserve	5.95%	530,777.05	26,775.93	-	-	-	557,552.98	
170100	Infrastructure Reserve	8.62%	769,078.39	38,797.43	-	-	-	807,875.82	
170150	Leave Reserve	0.53%	47,170.22	2,379.58	-	-	-	49,549.80	
170250	Reseal & Rejuvenation Reserve	8.16%	727,867.13	36,718.46	-	-	-	764,585.59	
173500	Upgrade to Digital TV Reserve	1.85%	365,231.54	8,335.38	-	-	-	373,566.92	
170450	Interpretive Centre Reserve	10.14%	904,607.36	45,634.41	-	-	-	950,241.77	
SUB TOTAL ON RESERVES			100.00%	8,922,357.43	450,103.07	-	-	9,372,460.50	
6001	Municipal Fund	100.00%	3,344,427.00	73,339.66	3,179.51	4,350,000.00	(5,620,000.00)	2,150,946.17	
TOTAL INVESTMENTS BY NATURE				12,266,784.43	523,442.73	3,179.51	4,350,000.00	(5,620,000.00)	11,523,406.67

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

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

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

Summary:

Attached is a copy of the detailed outstanding Sundry Debtors.

Background:

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

The following applies to all outstanding debtors –

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

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

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

Comment:

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

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Loss of revenue

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy

Seconded: Cr AG Burrows

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

CARRIED 5/0

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 15 JUNE 2013

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Printed on : 04.06.13 at 11:23

*** SHIRE OF MEEKATHARRA ***

Debtors Trial Balance
As at 31.05.2013

Debtor #	Name	Credit Limit	02.03.2013		01.04.2013	01.05.2013	31.05.2013	Total
			GT 90 days	Age	GT 60 days	GT 30 days	Current	
				of Oldest Invoice (90days)				
A041	AD ASTRAL AVIATION		0.00	0	0.00	1579.63	0.00	1579.63
B043	ADRIAN BAUMGARTEN		0.00	0	0.00	0.00	222.91	222.91
B092	ADRIAN BAUMGARTEN (JNE)		0.00	0	0.00	0.00	448.50	448.50
A092	AEROSHIRE PTY LTD		0.00	0	0.00	51.27	0.00	51.27
A054	AFRAM CIVIL CONSTRUCTIONS		-22.00	318	0.00	0.00	0.00	-22.00
B2	AIR BP AUSTRALIA PTY LTD -		0.00	0	0.00	0.00	423.88	423.88
H054	AIR WARRNAMECOL PTY LTD		0.00	0	0.00	22.00	0.00	22.00
A104	ALSTON HOLDINGS PTY LTD		0.00	0	0.00	22.08	0.00	22.08
A017	AUSTRALIAN TAXATION OFFI		0.00	0	0.00	0.00	0.65	0.65
A102	AVIATION PARTNERS PTY LTD		148.50	162	0.00	0.00	0.00	148.50
B098	BAYCRAFT ENTERPRISES		0.00	0	22.00	0.00	0.00	22.00
B016	BELLE STATION		624.00	2223	0.00	0.00	0.00	624.00
A11	BILL ATYEO		0.00	0	0.00	0.00	255.13	255.13
B02	BRIAN FRANCIS WHITE		0.00	0	0.00	22.08	0.00	22.08
B5	BROOME AVIATION PTY LTD		0.00	0	0.00	56.86	0.00	56.86
C118	CAPITAL FINANCE AUSTRALIA		0.00	0	51.27	0.00	0.00	51.27
C120	CASHIN, ROSS		0.00	0	0.00	0.00	222.96	222.96
C121	CENTRECARE CHILD CONTACT S		0.00	0	0.00	0.00	7.60	7.60
B022	CLARK BUTSON		0.00	0	-131.25	0.00	0.00	-131.25
C065	CONTRACT AQUATIC SERVICES		0.00	0	0.00	0.00	1566.01	1566.01
D062	DRANSFIELD, LORRI		0.00	0	0.00	0.00	29.82	29.82
F039	FIRST NATIONAL REAL ESTATE		0.00	0	0.00	0.00	22.00	22.00
F046	FRIGTECH SERVICES		0.00	0	0.00	38.50	38.50	77.00
F11	FRONTIER SERVICES		0.00	0	0.00	167.18	228.42	395.58
F004	GEORGE FLANAGAN		0.00	0	0.00	0.00	63.95	63.95
G011	GERALDTON AIR CHARTER		178.18	192	41.15	41.15	0.00	260.48
G010	GERALDTON FUEL COMPANY		0.00	0	0.00	909.60	0.00	909.60
G053	GREEN MINING PTY LTD		0.00	0	0.00	0.00	22.00	22.00
H014	HELIBITS PTY LTD (HELIWEST		0.00	0	0.00	0.00	37.13	37.13
H150	HELICOPTER LOGISTICS PTY L		0.00	0	0.00	69.30	0.00	69.30
D056	JOHN DYER		0.00	0	0.00	0.00	22.67	22.67
J039	JULIE'S BEAUTY		0.00	0	0.00	0.00	918.50	918.50
R003	KARALUNDI ABCORIGINAL EDUCA		0.00	0	0.00	0.00	66.00	66.00
K004	KILLARA STATION		0.00	0	0.00	0.00	1819.20	1819.20

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 15 JUNE 2013

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*** SHIRE OF MEEKATHARRA ***



		Debtors Trial Balance					Total	
		As at 31.05.2013						
Debtor #	Name	Credit Limit	02.03.2013		01.04.2013	01.05.2013	31.05.2013	Total
			GT 90 days	Age	GT 60 days	GT 30 days		
				of		Current		
				Oldest				
				Invoice				
				(90Days)				
M083	MEEKA MEATS		0.00	0	0.00	0.00	66.00	66.00
MC10	MEEKATHARRA CARAVAN PARK		0.00	0	-41.60	0.00	40.00	-1.60
M021	MEEKATHARRA COMMUNITY RESO		0.00	0	0.00	-36.50	0.00	-36.50
M9	MEEKATHARRA DISTRICT HIGH		0.00	0	0.00	0.00	11.83	11.83
M41	MEEKATHARRA PREMIX CONCRET		0.00	0	0.00	66.00	66.00	132.00
CL16	MEEKATHARRA SELF STORAGE		0.00	0	0.00	-23.80	23.80	0.00
M2	METEOROLOGY DEPT OF		0.00	0	0.00	0.00	245.62	245.62
T2	ML & GJ TRENFIELD CONTRACT		0.00	0	0.00	0.00	378.61	378.61
M052	MOBIL OIL AUSTRALIA PTY LT		0.00	0	0.00	0.00	323.18	323.18
M70	MULLER ACCOUNTING		0.00	0	0.00	0.00	66.00	66.00
H001	NEWMAN VETERINARY HOSPITAL		0.00	0	0.00	0.00	23.80	23.80
P085	P&P CONTRACTORS		0.00	0	0.00	0.00	22.00	22.00
L011	PAUL LYONS AVIATION PTY LT		0.00	0	0.00	0.00	-62.87	-62.87
K019	PETER KENNEDY		0.00	0	0.00	46.40	0.00	46.40
H021	PHILIP COOPER - COCKLES		-74.25	126	0.00	0.00	0.00	-74.25
43	PLUTONIC OPERATIONS LIMITE		0.00	0	0.00	0.00	38.50	38.50
R030	RAMINEA PTY LTD		0.00	0	0.00	26.93	0.00	26.93
R046	RECREATIONAL AIRCRAFT AUST		0.00	0	0.00	44.00	0.00	44.00
R060	REVESCO AVIATION PTY LTD		-313.52	122	0.00	0.00	0.00	-313.52
S103	RICHARD STUART SPENCE		0.00	0	44.00	0.00	0.00	44.00
M000	ROY MCCLYMONT		0.00	0	0.00	0.00	59.77	59.77
R013	ROYAL ANTEDILUVIAN ORDER O		0.00	0	0.00	0.00	39.71	39.71
R005	ROYAL FLYING DOCTOR SERVIC		0.00	0	0.00	5360.75	1706.03	8066.78
R4	RUSSELL AVIATION		0.00	0	0.00	44.00	0.00	44.00
S096	S&K ELECTRICAL CONTRACTING		0.00	0	0.00	66.00	66.00	132.00
S055	SHINE AVIATION SERVICES		0.00	0	0.00	1243.44	0.00	1243.44
S007	SKIPPERS AVIATION		0.00	0	0.00	0.00	5702.40	5702.40
2002	SKYTRANS REGIONAL PTY LTD		0.00	0	1170.64	0.00	0.00	1170.64
S098	SLACK WATER SAFARIS PTY LT		-44.00	101	0.00	0.00	0.00	-44.00
S059	SLINGAIR PTY LTD		0.00	0	0.00	112.27	0.00	112.27
S078	STAR AVIATION PTY LTD		0.00	0	544.62	426.63	0.00	971.25
S7	STARHIND INVESTMENTS PTY L		0.00	0	0.00	41.15	0.00	41.15
N083	THE NATIONALS FOR REGIONAL		-132.00	102	0.00	0.00	0.00	-132.00
T018	TRENFIELD MAL		0.00	0	0.00	0.00	367.25	367.25

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 15 JUNE 2013

Printed on : 04/06/13 at 11:23

*** SHIRE OF MEEKATHARRA ***

		Debtors Trial Balance						
		As at 31.05.2013						
Debtor #	Name	Credit Limit	02.03.2013 GT 90 days	Age	01.04.2013 GT 60 days	01.05.2013 GT 30 days	31.05.2013 Current	Total
			of Oldest Invoice (30Days)					
B070	WATSON-EATES, JOHN		0,00	0	0,00	0,00	5,88	5,88
W053	WESTERN AUSTRALIA POLICE		0,00	0	0,00	0,00	160,52	160,52
W076	WESTSIDE AERIAL SERVICES P		0,00	0	56,02	0,00	0,00	56,02
Y018	YULELLA INCORPORATED		0,00	0	0,00	0,00	22,00	22,00
		Totals	364,91		1760,85	11394,90	15927,86	29348,50

Title/Subject:	LIST OF ACCOUNTS ENDED MAY 2013
Agenda/Minute Number:	9.2.3
Applicant:	Nil
File Ref:	ADM 171
Disclosure of Interest:	Nil
Date of Report:	May 2013
Author:	Svenja Clare Debtors & Creditors Officer
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>

Background:

List of accounts

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

Comment:

Each month the accounts are presented to council for payment;

Municipal	Voucher No's	Amount: \$991,003.15
Trust Account	Voucher No's	Amount: \$ 8,798.02
Air BP	Voucher No's	Amount: \$ 77.40

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

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

Policy Implications:

Nil

Financial Implications:

Accounts to be paid

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy

Seconded: Cr HJ Nichols

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

CARRIED 5/0

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 15 JUNE 2013

SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the
15th June 2013

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR SP	TRUST
EFT8046	09/05/2013	G&T FAMILY TRUST - BYRNE CASH ENTERPRISES	RUBBISH CONTRACT APRIL 2013	-17044.67		
EFT8047	16/05/2013	AG BURROWS PLANT	VARIOUS PLANT HIRE FOR ROAD WORKS, APRIL 2013	-109403.70		
EFT8048	04/05/2013	AMFAC DEBT RECOVERY (WA) PTY LTD	RATES COLLECTION COMMISSION APRIL 2013 FOR VARIOUS ASSESSMENTS	-1178.84		
EFT8049	16/05/2013	ATYCO'S ENVIRONMENTAL HEALTH SERVICES PT	TRIO DUES 12/04/13-19-20/04/13-6-11/05/13	-8233.50		
EFT8050	16/05/2013	AUSUM PUBLISHING	PROSPECTING THE MURCHISON BOOKS FOR SALE	-198.60		
EFT8051	16/05/2013	AUSTRALIA POST	POSTAGE CHARGES APRIL 2013	-327.67		
EFT8052	16/05/2013	BQC GASES	CYLINDER RENT APRIL 2013	-162.39		
EFT8053	16/05/2013	CANINE CONTROL	RANGER SERVICES ON 30/04/2013 TO 03/05/2013	-2618.00		
EFT8054	16/05/2013	CIVIC LEGAL	LEGAL ADVICE ON VARIOUS MATTERS	-11868.79		
EFT8055	16/05/2013	COURIER AUSTRALIA	VARIOUS FREIGHT	-219.08		
EFT8056	16/05/2013	COVA AUTOMOTIVE, MINING AND INDUSTRIAL SUPPLIES	VARIOUS SUPPLIES & PARTS	-324.50		
EFT8057	16/05/2013	DEPARTMENT OF FIRE & EMERGENCY SERVICES AUTHORITY	ESL RETURN APRIL 2013	-2044.84		
EFT8058	16/05/2013	DOWNER INFRASTRUCTURE WEST	SURPLUS FOR STREET WORKS	-138.08		
EFT8059	16/05/2013	FARMER JACKS	VARIOUS PURCHASES & SUPPLIES	-5940.07		
EFT8060	16/05/2013	F&G TECH SERVICES	SCALAR AIRCONDITIONER ROOFS	-754.60		
EFT8061	16/05/2013	FUI KTRIX AUSTRALIA PTY LTD	PHOTOCOPIING CHARGES APRIL 2013 AREYS 5581 AND 6PDS 0680	-948.89		
EFT8062	16/05/2013	GWH EXPLORATION PTY LTD	RATES REFUND DUE TO REVALUATION	-100.20		
EFT8063	16/05/2013	GREAT NORTHERN RURAL SERVICE	PARKS AND GARDENS RETICULATION SUPPLIES	-3273.09		
EFT8064	16/05/2013	GRIFFITHS, SCOTT	PROVISION OF WORKSHOPS FOR YOUTH LEADERSHIP PROJECT	-13000.00		
EFT8065	16/05/2013	GROSMENOR GOLD PTY LTD	RATES REFUND DUE TO REVALUATION	-881.82		
EFT8066	16/05/2013	HART SPORT	SUPER INFLATOR COMPRESSORS FOR VC + SPORTING EQUIPMENT	705.20		
EFT8067	16/05/2013	HALLMORE TRAILERS SALES PTY LTD	PARTS FOR TRAILERS	-1473.45		
EFT8068	16/05/2013	HICKS, DAVID	YOUTH CENTRE MAINTENANCE	-283.20		
EFT8069	16/05/2013	IT VISION AUSTRALIA PTY LTD	GOV RATES TRAINING (ONLINE VISION) FOR CONSULTANT D. CHAMBERLAIN	-240.80		
EFT8070	16/05/2013	JASON SIGNMAKERS	TRAFFIC SIGNS	-1097.35		
EFT8071	16/05/2013	JJ & JC MAHONY	CONTRACT DRIVING WATERTRUCK 19/04-24/04/2013 LARDOR ROAD	-2750.00		
EFT8072	16/05/2013	KINDLE CONSTRUCTION	SUPPLY LABOUR & EQUIPMENT FOR CUT OFF WALLS ON LARDOR ROAD	-8999.65		
EFT8073	16/05/2013	KL & HE KRYNYS	VARIOUS FREIGHT	-320.00		
EFT8074	16/05/2013	LANDGATE	MINING TENEMENT SCHEDULE M3231M, GEOSPATIAL TENDON DATA	-1000.59		
EFT8075	16/05/2013	MARK SMITH PTY LTD	UNBLOCKING AT COMPLEX AND KINDERGARTEN	-335.50		
EFT8077	16/05/2013	MEEKATHARRA CORNER STORE	VARIOUS PURCHASES	790.07		
EFT8078	16/05/2013	MORBIT MASTERS	RADIOS AND ANTENNAS	-1674.75		
EFT8079	16/05/2013	ORICA AUSTRALIA P/L	POOL CHEMICALS APRIL 2013	-188.10		
EFT8080	16/05/2013	PERFECT COMPUTER SOLUTIONS PTY LTD (PCS)	NEW COMPUTER, SET UP & REMOTE COMPUTER ASSISTANCE	-3889.75		
EFT8081	16/05/2013	RJ BAO	ACCOUNTING & FINANCIAL SUPPORT MARCH 2013 REPORTS	-726.00		
EFT8082	16/05/2013	SAKEL ELECTRICAL CONTRACTING PTY LTD	VARIOUS ELECTRICAL WORKS	-2855.93		
EFT8083	16/05/2013	SAMANTHA TAILING	CONSULTANCY HOURS, ACTING COSM SAMANTHA TAILING, APRIL 2013	-13447.60		
EFT8084	16/05/2013	SKIPPINS AVIATION PTY LTD	FLIGHTS FOR A/COSM S. TAILING & FOR LOGGONS CONSULTANT	-867.60		
EFT8085	16/05/2013	STARBUCK AUSTRALIA PTY LIMITED	STATIONERY SUPPLIES	-660.78		
EFT8086	16/05/2013	THUNDERRA EXPLOARATION LTD	RATES REFUND DUE TO REVALUATION	-4667.45		
EFT8087	16/05/2013	T & T TRAFFIC	PARKS & GARDENS CONTRACT 1-15 MAY 2013	-5152.19		
EFT8088	16/05/2013	TRUCK CENTRE WESTERN AUSTRALIA	VARIOUS TRUCK REPAIRS AND SUPPLIES	-3215.49		
EFT8089	16/05/2013	URBS PTY LTD	GRANT FUNDING APPLICATION + PREPARATION OF BUSINESS CASE	-2463.15		
EFT8090	16/05/2013	WESTRAC EQUIPMENT	VARIOUS PLANT REPAIRS AND PARTS	-103.81		
EFT8091	16/05/2013	STATE EMERGENCY SERVICE MEEKATHARRA	FINANCIAL ASSISTANCE (PLUM, UTILITIES, OTHER PURCHASES)	-786.99		
EFT8092	30/05/2013	ARPORT CONSULTING SPECIALISTS	RED/GREEN MOS LENS, 3220S LAMP GASKET FOR AIRPORT	-2105.46		
EFT8093	30/05/2013	AUL DEDOR	SUPPLY VERTICAL BLINDS TO WINDOWS AT LOT 208, HILL STREET MEEKATHARRA	-1927.60		
EFT8094	30/05/2013	AN LIGHTING AUSTRALIA PTY LTD	LIGHTING FOR PICTURE GARDENS	719.30		
EFT8095	30/05/2013	ANKA & OTHERS	NOVARIOS BUGS WORKSHOP ON 17 MAY 13	-100.00		

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 15 JUNE 2013

SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the
15th June 2013

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR SP	TRUST
EFT8096	30/05/2013	AUSTRALIAN AIRPORTS ASSOCIATION	ANNUAL MEMBERSHIP SUBSCRIPTION TO AUSTRALIAN AIRPORTS ASSOCIATION	225.00		
EFT8097	30/05/2013	AUSTRALIAN WORKERS UNION	Payroll deductions	-80.00		
EFT8098	30/05/2013	B & E TRENTFIELD	PARKS & GARDENS CONTRACT 18-30 MAY 2013	-553.19		
EFT8099	30/05/2013	BT FINANCIAL GROUP WESTFAC	Superannuation contributions	886.30		
EFT8100	30/05/2013	BURROWS A.G.	MEETING ATTENDANCE FEE MAY 2013 ORDINARY COUNCIL MEETING	-120.00		
EFT8101	30/05/2013	CHILD SUPPORT AGENCY	Payroll deductions	-103.41		
EFT8102	30/05/2013	COATES HOME	HIRE OF COMPRESSORS AND BULL HOSE	-316.36		
EFT8103	30/05/2013	COMMERCIAL HOTEL MEEKATHARRA	COUNCIL LUNCHEES 18.5.13	-104.30		
EFT8104	30/05/2013	COURIER AUSTRALIA	VARIOUS FREIGHT	-228.72		
EFT8105	30/05/2013	DRANSFIELD SUPER FUND	Superannuation contributions	-365.74		
EFT8106	30/05/2013	DRILLPOWER	TEST HOLES AND WATER BORES 18-20 MAY LANDOR ROAD	-2860.00		
EFT8107	30/05/2013	GERALDTON CAMP SCHOOL	3 NIGHTS ACCOMMODATION AND MEALS 10-13 MAY 2013, YC GIRLS CAMP	-1148.00		
EFT8108	30/05/2013	GRAVTS EMPIRE	NATIONAL CRIME PREVENTION FUND APPLICATION (1/2)	-385.00		
EFT8109	30/05/2013	GREENFIELD TECHNICAL SERVICES	CONSULTANCY ON LANDOR ROAD BITUMEN APPLICATION RATES	-418.00		
EFT8110	30/05/2013	GROSVENOR GOLD PTY. LTD	RATES REFUND DUE TO REVALUATION	-360.00		
EFT8111	30/05/2013	HERS SURFANNUATION FUND	Superannuation contributions	-842.70		
EFT8112	30/05/2013	HISCO - HOSPITALITY & HEALTHCARE	NEW CUTLERY FOR TOWN HALL	-462.88		
EFT8113	30/05/2013	HOWDEN P.K.	MEETING ATTENDANCE FEE MAY 2013 ORDINARY COUNCIL MEETING + TRAVEL	-240.00		
EFT8114	30/05/2013	HUTCHINSON P.R.	MEETING ATTENDANCE FEE MAY 2013 COUNCIL AND HEALTH MEETING	-270.00		
EFT8115	30/05/2013	INCA MINERALS LTD.	RATES REFUND DUE TO REVALUATION	-1,953.33		
EFT8116	30/05/2013	M & J MAHONY	CONTRACT DRIVING WATER TRUCK 29.4.13 TO 10.5.13	-6050.00		
EFT8117	30/05/2013	MRS ANNE BURGEMEISTER	RE-ISSUE MEETING ATTENDANCE FEE FOR 19 JUNE 2010 MEETING (LOST CHECK)	170.00		
EFT8118	30/05/2013	MEKATHARRA SUPER FUND	Superannuation contributions	2207.76		
EFT8119	30/05/2013	M & A HERSCY PTY LTD.	VARIOUS SUPPLIES	-846.32		
EFT8120	30/05/2013	MCGILL (FORMERLY) MUNICIPAL EMPLOYEES UNION	Payroll deductions	-30.00		
EFT8121	30/05/2013	MARKET CREATIONS	COPYWRITING QUARTERLY NEWSLETTER; BANNERS; MONTHLY CONTRACT	-1067.00		
EFT8122	30/05/2013	MEEKATHARRA PHARMACY	RESTOCK GYM FIRST AID KIT SUPPLIES FOR YC ACTIVITIES	-106.70		
EFT8123	30/05/2013	MIL & GI TRINFIELD CONTRACTING	MAY 2013 AIRPORT MANAGEMENT CONTRACT	-16720.00		
EFT8124	30/05/2013	MOBILE MASTERS	GMC AWAITI ANTENNAS FOR VEHICLES	-169.48		
EFT8125	30/05/2013	N&E NORTHERN GOLD FIELDS EARTHMOVING	VARIOUS FLOOD DAMAGE WORKS	-43303.30		
EFT8126	30/05/2013	PERFECT COMPUTER SOLUTIONS PTY LTD (PCS)	REMOTE COMPUTER ASSISTANCE	-232.50		
EFT8127	30/05/2013	SAMANTHA TARIING	A/CDSM SAM TARIING MAY 2013	-8118.00		
EFT8128	30/05/2013	SKIPPERS AVIATION PTY LTD	AIRFARES FOR TWO WORKSHOP FACILITATORS FOR YOUTH CENTRE	-1224.00		
EFT8129	30/05/2013	STAPLES AUSTRALIA PTY LIMITED	BOX FILES & DESK ORGANISERS FOR OFFICE; VARIOUS STATIONERY	-712.50		
EFT8130	30/05/2013	THE GOOD GUYS	DYSON MULTIFLOOR VACUUM FOR YOUTH CENTRE	-574.00		
EFT8131	30/05/2013	TOTAL FORD PTY LTD	WATER BORDS SUPPLIES	-551.98		
EFT8132	30/05/2013	TRENFIELD MOTORS	VARIOUS PLANT & GENSET REPAIRS, TYRES APRIL 2013	-8664.94		
EFT8133	30/05/2013	TRENFIELD, NORMAN	MEETING ATTENDANCE FEE MAY 2013 ORDINARY COUNCIL MEETING	-120.00		
EFT8134	30/05/2013	TRIST BOSS PTY LTD	TAX INVOICES STATIONERY AND ENVELOPES FOR OFFICE	-6066.00		
EFT8135	30/05/2013	TUTT BRYANT EQUIPMENT	PLANT REPAIRS	-1054.61		
EFT8136	30/05/2013	WA LOCAL GOVT SURFANNUATION PLAN PTY LTD	Superannuation contributions	-8916.00		
EFT8137	30/05/2013	WALTON PUBLISHING COMPANY	"SPRING WILDFLOWERS OF WA" BOOKS FOR SALE OVER COUNTRY	-269.00		
EFT8138	30/05/2013	WEST AUSTRALIAN NEWSPAPERS LIMITED	"THE GREY NOMAD" ADVERTISEMENT; TOURISM PROMOTION	-1600.00		
EFT8139	30/05/2013	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	VARIOUS ADVERTISING	-2685.84		
EFT8140	30/05/2013	WESTFAC EQUIPMENT	VARIOUS REPAIRS AND PARTS	-11880.50		
EFT8141	30/05/2013	WINTERSUN HOTEL/MOTEL GERALDTON	MEALS FOR YOUTH GIRLS CAMP	-109.50		
EFT8142	30/05/2013	YOCILLA VISION	VARIOUS PURCHASES FOR YOUTH CENTRE	-1617.45		
EFT8143	30/05/2013	BIG ROCK TOYOTA	PURCHASE OF TOYOTA PRADO ENGINE # 1KD2288318 FOR CDSM	55070.95		
24631	16/05/2013	DEPARTMENT OF TRANSPORT	VEHICLE LICENSING AND THIRD PARTY INSURANCE (P444, P445) TRAILERS	-17.90		

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 15 JUNE 2013

SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the
15th June 2013

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
24632	16/05/2013	HORIZON POWER	ELECTRICITY CHARGES 01/04/2013 TO 30/04/2013	7246.12		
24633	16/05/2013	J HAYES & CO	DESTRUCTION OF DOGS IN POUND 15/04/2013	-350.00		
24634	16/05/2013	SLACK WATER SAFARIS PTY LTD	REFUND OF OVERPAID INVOICES - LANDING FEES DOCTOR SOBIE	-44.00		
24635	16/05/2013	TELSTRA CORPORATION LIMITED	TELEPHONE CHARGES (LANDLINE AND MOBILE) APRIL 2013	-1,300.91		
24636	16/05/2013	WINDY KNOB RESOURCES LTD	RATES REFUND DUE TO REVALUATION	128.84		
24637	30/05/2013	ANTHONY ASPHAR	RATES REFUND DUE TO REVALUATION	-104.72		
24638	30/05/2013	CARE SUPPLS	Superannuation contributions	-242.48		
24639	30/05/2013	GOLD & MINERAL RESOURCES PTY LTD	RATES REFUND DUE TO REVALUATION	146.16		
24640	30/05/2013	J HAYES & CO	EUTHANASIA OF DOGS IN POUND	-250.00		
24641	30/05/2013	NICHOLS HLI	MEETING ATTENDANCE FEE MAY 2013 ORDINARY COUNCIL MEETING	120.00		
24642	30/05/2013	ORANA CINEMAS GENERATION	MOVIE TICKETS & SNACKS - VC GIRLS CAMP	-78.00		
24643	30/05/2013	PETER CLANCY	MEETING ATTENDANCE FEE MAY 2013 ORDINARY COUNCIL MEETING	200.00		
24644	30/05/2013	PIVOTTEL SATELLITE PTY LTD - GLOBAL STAR	SATELLITE PHONE CHARGES APR-MAY 2013	-909.30		
24645	30/05/2013	SHIRE OF MEEKATHARRA	Payroll deductions	786.49		
24646	30/05/2013	SWANOVIC ENTERPRISES PTY LTD	RATES REFUND DUE TO REVALUATION	-1,129.03		
24647	30/05/2013	TALI PTY LIMITED	Superannuation contributions	-354.25		
24648	30/05/2013	TARGET AUSTRALIA PTY LTD	VARIOUS PURCHASES FOR YOUTH CENTRE	-1,184.89		
24649	30/05/2013	WESTNET PTY LTD	MONTHLY INTERNET CHARGES FOR JUNE 2013	-219.80		
DD0287	16/05/2013	BUILDING & CONSTRUCTION IND TRAINING FUND	BCIT REFUND BLDG/12			77.40
DD10288.2	21/05/2013	BP OIL (AIR BP)	AVGAS PURCHASES APRIL 2013		-8798.02	
DD10291.1	07/05/2013	RELIANCE PETROLEUM	DIESEL PURCHASES APRIL 2013	62897.11		
				<u>- 891,003.15</u>	<u>- 8798.02</u>	<u>- 77.40</u>



THIS SCHEDULE OF ACCOUNTS PAID UNDER DELEGATED AUTHORITY COVERS:

MUNICIPAL ACCOUNT	891,003.15
AIR BP ACCOUNT	8,798.02
TRUST ACCOUNT	77.40
	<u>899,878.57</u>

TOTALING \$899,878.57 AND WAS SUBMITTED TO EACH MEMBER OF COUNCIL ON THE 15/06/2013 AND WHICH I 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:	EXTRAORDINARY ELECTION - POSTPONEMENT
Agenda/Minute Number:	9.3.1
Applicant:	
File Ref:	ADM 156
Disclosure of Interest:	
Date of Report:	7 June 2013
Author:	Roy McClymont Chief Executive Officer
	
	<i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	
	<i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council may consider postponing the extraordinary election to fill the vacancy created by the resignation of Cr Jo-Anne Burgemeister.

Attachments:

Letter to Electoral Commissioner 31 May 2013

Comment:

The CEO has written to the Electoral Commissioner requesting approval to postpone the election required to fill Jo Burgemeisters' seat.

However, it is for Council to decide whether or not to postpone the extraordinary election until the ordinary election day in October this year.

The benefits of postponing include considerable cost and time savings. Holding the extraordinary election at the same time as this year's ordinary election will be achieved at virtually nil extra cost and with minimal extra time required.

Statutory Environment:

Local Government Act 1995 Section 4.16 (4):

(4) If a member's office becomes vacant under section 2.32 —

(a) after the third Saturday in January in an election year;

but

(b) before the third Saturday in July in that election year,

the council may, with the approval of the Electoral Commissioner, fix the ordinary elections day in that election year as the day for holding any poll needed for the extraordinary election to fill that vacancy.

Policy Implications:

Nil

Budget/Financial Implications:

Potential additional costs to conduct an extraordinary election.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr NL Trenfield

Seconded: Cr AG Burrows

That Council fixes the ordinary elections day this year (Saturday 19 October 2013) as the day for holding the extraordinary election to fill the vacancy created by Cr Burgemeister's resignation subject to the approval of the Electoral Commissioner.

CARRIED 5/0



Our Ref. ADM 156

31 May 2013

Electoral Commissioner
GPO Box F316
PERTH WA 6841

Dear Sir

**Approval to Postpone Extraordinary Election
Local Government Act 1995 Section 4.16 (4)**

Cr Jo-Anne Burgemeister has resigned effective 13 May 2013. Cr Burgemeister's term of office is due to end in October 2015.



There are clear efficiencies and significant cost savings to be gained in postponing the extraordinary election for Cr Burgemeister's position until the ordinary election day on Saturday 19 October 2013.

Therefore, in accordance with the Local government Act 1995, Section 4.16 (4), the Shire of Meekatharra seeks your approval to fix the ordinary elections day this year (Saturday 19 October 2013) for holding the extraordinary election to fill the vacancy created by Cr Burgemeister's resignation.

Please do not hesitate to contact me should you require any further information.

Yours faithfully

Roy McClymont
Chief Executive Officer

Title/Subject:	ELECTION 2013 – POSTAL/IN PERSON ELECTION	
Agenda/Minute Number:	9.3.2	
Applicant:		
File Ref:	ADM 156	
Disclosure of Interest:		
Date of Report:	7 June 2013	
Author:	Roy McClymont Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council may decide whether to conduct this year's election as a postal election.

Attachments:

Nil

Background:

In July 2011 Council resolved: "That Council conduct the 2011 ordinary Meekatharra council election as a "voting in person election", confirm the appointment of the CEO as the Returning Officer and advise the Electoral Commissioner of this decision."

This decision was made after gaining the agreement of the Electoral Commissioner and an estimate of costs.

Comment:

The Local Government Act 1995 (the Act) provides that an election can be conducted as a postal election or a voting in person election. The Act also requires that a postal election must be conducted by the Electoral Commissioner.

Council may therefore decide whether to conduct the 2013 election as a postal or in person election.

No quote has been obtained for this service (postal voting) from the Electoral Commissioner however the estimated cost is \$10,000.

Postal Election – Major Benefits:

- Greater voter participation – voter turnout increases significantly in postal elections.
- Time saving – some election tasks, including the role of Returning Officer are outsourced – thereby reducing the time burden on existing staff.

Postal Election – Major Disadvantages:

- Cost – postal elections are relatively expensive.
- Potential for mistakes to be made due to communication problems between an off-site Returning Officer and local election staff.

Should Council resolve to conduct this year's election by postal vote the process will be as follows:

1. Council (now) resolves to consider conducting the 2013 ordinary election as a postal election (by the Electoral Commissioner)
2. Staff obtain the agreement, approval and a quote from the Electoral Commissioner
3. At the July 2013 Council meeting Council then appoints and declares the Electoral Commissioner to be responsible for the conduct of the 2013 Ordinary Election and also resolves that the ordinary 2013 election be conducted as a postal election.

The decision/declaration to conduct a postal election and appoint the Electoral Commissioner must be made by 31 July 2013. (the July 2013 Council meeting is scheduled for 20 July 2013).

Statutory Environment:

The Local Government Act 1995 sections 4.20 and 4.61 apply as shown (in part) below:

4.20. CEO to be returning officer unless other arrangements are made

- (1) Subject to this section the CEO is the returning officer of a local government for each election.
- (2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint* a person other than the CEO to be the returning officer of the local government for —
 - (a) an election; or
 - (b) all elections held while the appointment of the person subsists.

* *Absolute majority required.*

- (3) An appointment under subsection (2) —
 - (a) is to specify the term of the person's appointment; and
 - (b) has no effect if it is made after the 80th day before an election day.
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

* *Absolute majority required.*

4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —
postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or
voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) The local government may decide* to conduct the election as a postal election.

* *Absolute majority required.*

- (3) A decision under subsection (2) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.

Budget/Financial Implications:

Potential cost to engage the Electoral Commissioner to conduct Postal Election. Estimated cost \$10,000.

No allowance has been made in the 2013/2014 budget for a postal election – a budget provision of \$1,500 has been made for the 2013 election. Should Council resolve to conduct a postal election it would need to make a budget amendment or formally acknowledge and authorise over expenditure on the election.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Note: An Absolute Majority decision will ultimately be required for a decision to conduct a postal election and declare the Electoral Commission responsible for the election.

Officers Recommended Options:

Option A:

That Council conducts the 2013 ordinary Meekatharra council election as a “voting in person election” and confirms the appointment of the CEO as the Returning Officer.

Or

Option B:

That Council will consider, at its July 2013 meeting, conducting the ordinary 2013 council elections as a postal election and therefore requests the written approval and agreement of the Electoral Commissioner to be responsible for the conduct of the 2013 ordinary Meekatharra council election and that the Electoral commissioner also quote on the costs to conduct the postal election.



Council Resolution:

Moved: Cr HJ Nichols

Seconded: Cr NL Trenfield

That Council conducts the 2013 ordinary Meekatharra council election as a “voting in person election” and confirms the appointment of the CEO as the Returning Officer.

CARRIED 5/0

Title/Subject:	ADOPTION OF STRATEGIC COMMUNITY PLAN AND INFORMING STRATEGIES
Agenda/Minute Number:	9.3.3
Applicant:	Nil
File Ref:	ADM 0324
Disclosure of Interest:	Nil
Date of Report:	10 June 2013
Author:	Roy McClymont Chief Executive Officer
	
	<i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	
	<i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council to consider the adoption of the 2012-2022 Strategic Community Plan (SCP), and informing strategies that underpin the SCP and Corporate Business Plan (CBP) – Building and Structures Asset Management Plan, Workforce Plan and Long Term Financial Plan (LTFP).

The Long Term Financial Plan and the Corporate Business Plan are also due to be adopted, however our consultants advise that these plans will not be ready until late June (after the June Council meeting).

Attachments:

- 2012-2022 Strategic Community Plan – sent separately 4/6/13
- 2012-2022 Building and Structures Asset Management Plan – sent separately 4/6/13
- 2012-2016 Workforce Plan – sent separately 4/6/13
- 2013/14-2022/23 Plant Replacement Plan
- 2012-2022 Long Term Financial Plan worksheets

Background:

In October 2010, the Department of Local Government released the Integrated Planning and Reporting Framework. This responded to the then Minister's announcement that he would introduce the Amendment to the Local Government (Administration) Regulations 1996 which now defines what comprises the Plan for the Future, which is the preparation of an Integrated Strategic Plan comprising a SCP and CBP. The legislation came into effect in August 2011 and local governments are required to have adopted these plans by 30 June 2013.

Comment:

On 4 June 2013 Councillors were sent preliminary draft copies of the Building and Structures Asset Management Plan, Workforce Plan and Major Plant Replacement Plan for early perusal of these plans.

The SCP has a planning horizon of 10 years, needs to be reviewed every two years (desk top review) and updated (full review) every 4 years. It needs to be developed through the engagement of the community and sets out the high level aspirations of the Community.

The CBP has a planning horizon of 4 years with a desktop review, every two years. Preparation of the CBP aligns with development of the SCP.

The Building and Structures Asset Management Plan is a key component of the informing strategies that sets out, where we are now with assets and where do we want to be in the future. There are a number of building assets that Council may wish to designate low maintenance/non renewable. Some examples are the Speedway, Rifle Club, Golf Club, Race Club buildings. Although there is no formal agreements in place these buildings are essentially managed and maintained by other parties. Council assists with these assets when requested from time to time however the level of use and required service levels of these buildings does not warrant their inclusion as normal Council owned assets in the Asset Management Plan. Staff will develop a list of assets that may warrant a low maintenance designation and present this to Council for consideration at the July 2013 Council meeting. Most these assets have been excluded from the draft Long Term Financial Plan.

The Workforce Plan is a key component of the informing strategies and this plan will assist the Shire to review and develop our workforce to meet community aspirations identified in the SCP and meet the requirements of the SCP and CBP.

The Long Term Financial Management Plan is a key component of the informing strategies also. It will enable council to set priorities, based on available funds for the short, medium and long term community priorities. It is a 10 year rolling plan that informs the CBP to activate SCP priorities. From these planning processes, Annual Budgets that are aligned with strategic objectives can be developed.

In accordance with the Local Government (Administration) Regulations 1996 – Division 3 Council is required to give public notice of the adoption of the SCP and advise stakeholders they can inspect the SCP.

Given that the Corporate Business Plan (CBP) will not be complete until late June, Council may resolve whether it would like to hold a Special Council meeting to adopt the plan (eg. Saturday 29 June 2013) or adopt the CBP at the Ordinary Council meeting to be held on 20 July 2013 acknowledging that this will be (arguably) non-compliant (20 days late) in terms of the required deadline of 30 June 2013. The complete Long Term Financial Plan may also need to be adopted with the CBP.

However, in accordance with guidelines, Council's 2013/14 budget has been drafted and considered based on the information in all the draft integrated planning documents, including year one of the Corporate Business Plan.

Consultation:

Dominic Carbone and Associates & Darren Long Consulting
A/CDSM Sam Tarling

Statutory Environment:

Local Government Act 1995 section 5.56
Local Government (Administration) Regulations 1996 – Division 3

Division 3 — Planning for the future

[Heading inserted in Gazette 26 Aug 2011 p. 3483.]

19C. Strategic community plans, requirements for (Act s. 5.56)

(7) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.

(3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.

(4) A local government is to review the current strategic community plan for its district at least once every 4 years.

(5) In making or reviewing a strategic community plan, a local government is to have regard to —

(7) the capacity of its current resources and the anticipated capacity of its future resources; and

(7) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and

© demographic trends.

(6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.

(7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

(8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.

(10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

[Regulation 19C inserted in Gazette 26 Aug 2011 p. 3483-4.]

19DA. Corporate business plans, requirements for (Act s. 5.56)

(7) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —

(a) set out, consistently with any relevant priorities set out

- (7) in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- (7) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Policy Implications:

Nil

Budget/Financial Implications:

Nil

Strategic Implications:

The adoption of the SCP will now determine the plan for the future and guide council's decisions to deliver the community aspirations. The plan will be used as a reference point for officers to report against in the council agenda reporting template in the future.

Voting Requirements:

Absolute Majority (for adoption of Strategic Community Plan and Corporate Business Plan)

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy
Seconded: Cr NL Trenfield

That Council:

- 1. Adopt the 2012-2022 Strategic Community Plan;**
- 2. Endorse the 2012-2022 Long Term Financial Plan worksheets;**
- 3. Adopt the 2012-2022 Building and Structures Asset Management Plan;**
- 4. Adopt the 2012-2016 Workforce Plan;**
- 5. Adopt the 2013/14-2022/23 Plant Replacement Plan**
- 6. Request the CEO to give public notice of the adoption of the 2012-2022 Strategic Community Plan in accordance with the Local Government (Administration) Regulations 1996, reg 19D.**
- 7. Consider the Long Term Financial Plan and the Corporate Business Plan at the Ordinary Council meeting to be held on 20 July 2013 acknowledging that this may be considered non-compliant in terms of Regulation 19DA (1) of the Local Government (Administration) Regulations 1996 and guidelines.**

**CARRIED 5/0
BY AN ABSOLUTE MAJORITY**



DRAFT STRATEGIC COMMUNITY PLAN

2012 - 2022

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President's Message



The Shire of Meekatharra Strategic Community Plan maps out our vision and represents a clear direction for the next ten years.

The Plan will serve as the key strategic planning tool and it contains the primary aims, strategies and priorities to advance the Shire's vision of "A Place of Opportunities, A Place of Prosperity".

My thanks go to the members of the community who played a vital role in providing the input and ideas via workshops, one to one meetings and responding to a questionnaire. Elected member input needs to be recognised, which revealed a close alignment with the community's aspirations.

In implementing this Plan and maintaining its relevance through regular reviews, the objectives of the Strategic Community Plan will be effectively delivered by working in partnership with the community, other Shires, State and Commonwealth Governments, and the private sector.

Shire President

Introduction

All local governments in Western Australia are required to plan for the future under section 5.56(1) of the Local Government Act 1995. The regulations that govern the integrated strategic planning framework now require all local governments in Western Australia to develop and adopt two key documents by 30 June 2013, a Strategic Community Plan, driven by a robust Community Engagement Strategy, and a Corporate Business Plan.

The Department of Local Government has also provided an Integrated Planning and Reporting Framework to assist local governments in meeting their strategic planning responsibilities, which includes establishment of a successful integrated strategic planning process. The Strategic Planning Framework outlines the method to achieve a sustainable local government through adopting a holistic approach to planning and reporting. It involves improving integration of various statutory planning and reporting processes undertaken by the local government through streamlining business and reporting processes with the involvement of the community.

The Integrated Strategic Planning Framework consists of the following elements:

1. Strategic Community Plan – 10 year Plan
2. Corporate Business Plan – 4 year Plan, reviewed annually
3. Annual Budget – 1 year Plan, reviewed annually
4. Informing Strategies – including Long Term Financial Management Plan, Asset Management Plan and Workforce Plan.
5. Annual Report published each year to report to the community the overall progress of the Strategic Community Plan and the annual budget.

Key Components of a Strategic Community Plan

Under the new guidelines, it is essential that the Strategic Community Plan:

1. Is for a minimum of 10 years
2. States community aspirations, vision and objectives
3. Is developed or modified and documented through community engagement
4. Considers the current and future resources capacity, demographic trends and strategic performance measurement
5. Is adopted or modified by an absolute majority of Council

Strategic Community Plan Review

It is also required that:

1. A desktop review of the Strategic Community Plan is to be scheduled for 2 years from when it is adopted; and
2. A full review of the Strategic Community Plan is to be scheduled for 4 years from when it is adopted.

Advisory Standards of Compliance for Strategic Community Plan

The legislation also provides three advisory standards of compliance for Strategic Community Plan. The standards are a measure of evaluating a local government's level of integration of its operations geared towards achieving community outcomes. These advisory standards also provide additional guidance for the local government to better link all its plans for achieving excellence in service delivery.

The three standards are outlined in the Department of Local Government Integrated Planning and Reporting Framework guidelines. The basis standard is to be achieved by all local governments in Western Australia by 30 June 2013. The Shire of Meekatharra will meet this standard by achieving the following requirements:

1. Adopting the Shire of Meekatharra Strategic Community Plan and Community Business Plan that meets all of the regulatory requirements
2. Adopts a Community Engagement Policy
3. Community Engagement has involved at least 10% of residents and is conducted by at least 2 documented mechanisms.

Informing Strategies

Under the Department of Local Government Integrated Planning and Reporting Framework guidelines the Informing Strategies are shown as Long Term Financial Plan, Asset Management Plan, Workforce Plan and Services Plans. The Strategic Community Plan will be supported by these Plans. The Strategic Community Plan provides the road map for the future, the vision, through identifying the Shire's and the community's aspirations for the future whereas the Long Term Financial Plan and the Workforce Plan outlines availability of resources to achieve the vision supported by an asset base described in the Asset Management Plan.

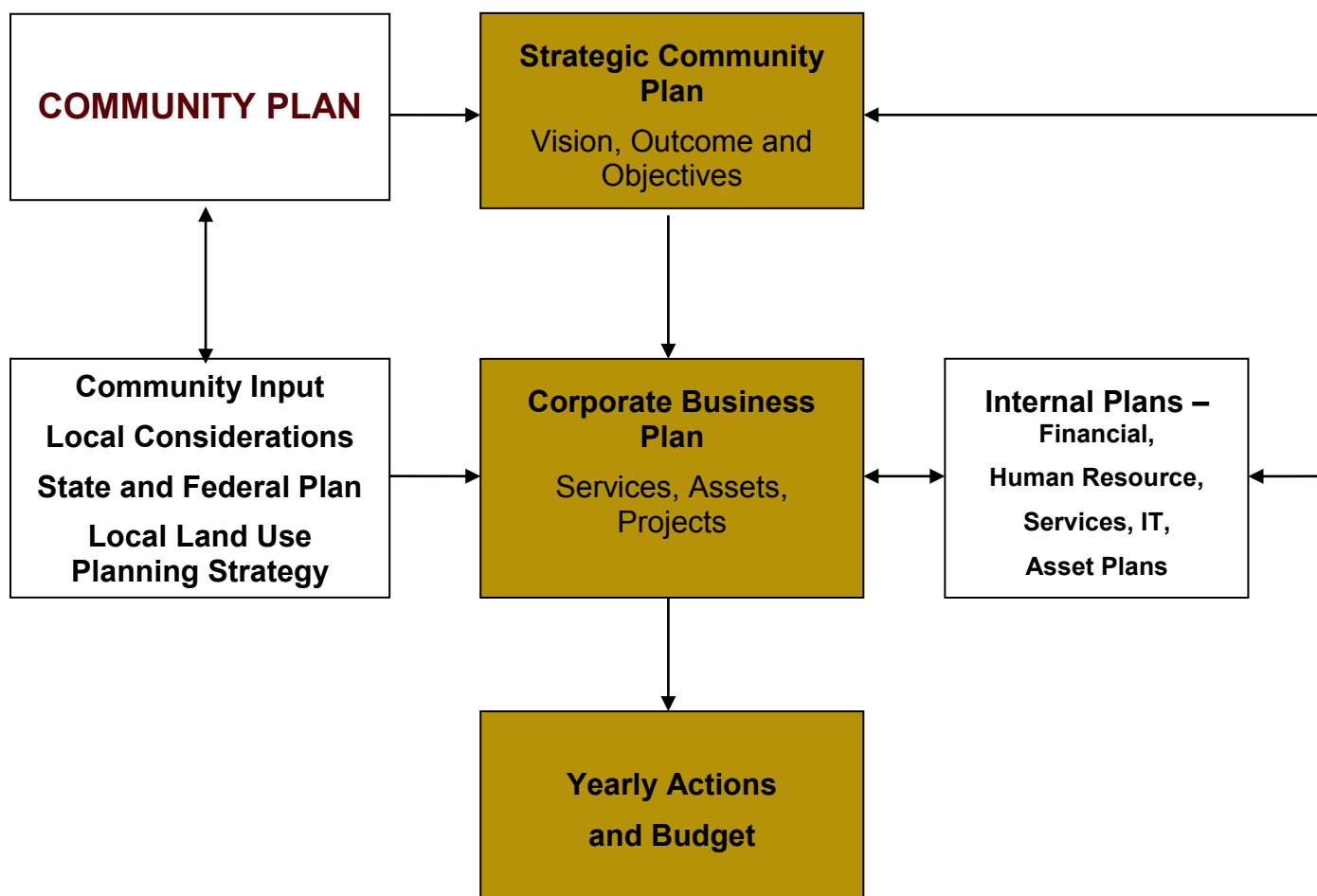
Our Strategic Community Plan

Our Strategic Community Plan (SCP) is a Council visionary document for the next 10 years, based on community input and our research (Community Plan) to ensure our future is sustainable. Whilst it is recognized that not all outcomes can be delivered immediately, the plan will guide our decisions over the next 10 years.

The Corporate Business Plan identifies what we will achieve in the shorter term and the steps we will take to reach our long term vision and will enable us and the community to review and monitor our progress towards achieving our aspirations.

Implementing this plan will demand that the Shire not only continues to deliver and represent the community, but recognizes that we can't deliver alone. We will work in partnership with other Shires, State and Federal Governments and the private sector to advocate delivery of our plan.

Our Planning Framework



How the Plan was Developed

The Shire, in partnership with community and stakeholders, has developed a shared strategic vision, goals and outcomes.

In the initial stages of development, research was undertaken across the quadruple bottom line to ensure our community and Council were able to make informed and appropriate priority decisions for our local community. This included a review of the external Commonwealth and State Government plans, and long term demographic changes and impacts, risks and the challenges facing our community, to ensure we are a sustainable and growing community.

Community feedback was critical to understand our identity in building our shared vision, and to provide the opportunity to develop key areas of need, opportunity, and community priorities. Community were given the opportunity to be involved in a number of ways. Community surveys and feed-back were analysed, individual interview opportunities were provided, and a community workshop/forum was held where participants were engaged with, provided comments and feedback.

Community feedback was themed and analysed to produce a Community Plan, which will be continually used to ensure future decisions and priorities are reflective of the local community. The Community Plan was used as the basis to develop our Council Strategic Planning Outcomes and Objectives. Our identity and local visions for the next ten years is underpinned by environmental, social and economic goals, which were developed from community priorities and the research analysis.

In the consideration of priorities articulated within the Plan, community ideas and projects were considered within our resource capacity, both financial and asset.

Our primary aim, “to build a united and cohesive community by improving safety and security, and developing a sense of culture, vibrancy, and energy by strengthening community development”, and our goals, have been our focus in choosing our priorities, based on our concerns to sustain our local area, to build and diversify our economic capacity, building local area employment opportunities, service delivery and advocacy, whilst not losing our past identity and history.

Our shared vision, aim and goals will assist Council in future decisions.

Our Shire Profile

Our Area

The Shire covers an area of 100,733 square kilometres. The Shire consists of, three localities being Meekatharra, Peak Hill and Nannine; two aboriginal communities of Yulga Jinna and Buttah Windee; and the aboriginal education centre of Karalundi. Meekatharra contains the majority of the population. Within the Shire there are numerous facilities, including the sporting complex and gymnasium, youth centre, swimming pool, squash court, speedway and a regional airport.

Our Economy

The local economy is based on a mix of mining, retail, manufacturing and construction, and pastoral farming. There is limited retail industry, but a sound commercial base, with local businesses remaining relatively constant. The area has a series of tourist attractions and provides a unique lifestyle choice.

The future economic viability of Meekatharra is optimistic, but significantly dependent upon the mining sector, which is a major risk. This reliance has been considered in the plan.

Our People

The population of 1,377 is gradually increasing (6% increase since 2006), driven mostly by job opportunities in the mining sector and associated industries. The population is diverse in nature; presenting challenges in managing an ageing and a significant indigenous population.

Our Environment

The local environment is valued, supporting quiet, simple and peaceful lifestyle choices. The remoteness, wide open spaces and natural environment needs to be sustained. Viable pastoral farming land is highly valued and needs to be maintained.

Our Key Challenges and Risks

Our Plan needs to manage our identified risks and local issues, which have been identified and considered within our plan. Issues identified and addressed include:

- Economic capacity
- Community safety
- Climate change
- Closure/downgrading of health and education facilities
- Increasing number of people over 65

Our Resourcing Capability

Our financial capabilities are limited by our capacity to grow our revenue streams, which includes our ability to source external funding from grant programs and how much our community can sustain in the way of rate increases.

Our Long Term Financial Plan modelling details a range of financial management strategies we can implement that will assist us to address any funding gaps for Asset Renewal requirements, and also allow us to deliver the outcomes our community has asked to provide. Some of the actions and strategies identified in our priorities are contingent upon external grant funding and the Council will be working hard to secure these funding sources so we can deliver our communities outcomes.

Our initial workforce planning assessment, based on forecast trends, highlights that our workforce will remain relatively constant over the planning period. Gaps identified are temporary in nature and generally require specialised skills that may not be available within normal staffing levels. These short term gaps will be filled by engaging suitable consultants/contractors to fulfil the required tasks.

Review of Our Plan

We will undertake a desktop review of our Strategic Community Plan every two years; and a full review every four years where we will seek further input from our community. This will ensure that our Plan continues to be relevant and that we are able to respond to the demands of the current environment.

Our Vision

A Place of Opportunities, A Place of Prosperity

Our Shire will be

- ◆ a place that is safe, clean and has an active and respectful community.
- ◆ a place that is enterprising and progressive.
- ◆ the regional hub of the Murchison Region.
- ◆ a place that maximises its potential through its historical, tourism and cultural attractions.
- ◆ a place that nurtures its youth and invests in their future.
- ◆ a place that retains its unique health and medical services.
- ◆ a place that builds social cohesion and a sense of pride and ownership.

Our Aim

- ◆ To build a united and cohesive community by improving safety and security, and developing a sense of culture, vibrancy, and energy by strengthening community development.

Our Goals

Social

- ◆ Build community safety and a sense of security.
- ◆ Strengthen community interactions and build a united and cohesive community.
- ◆ Build and strengthen community, culture, vibrancy and energy.

Environmental

- ◆ Maintain and preserve the natural environment, enhancing the 'remote' experience of Meekatharra.
- ◆ Build the attractiveness of Meekatharra through the delivery of infrastructure and services.

Economic

- ◆ Build the economic base through diversification and actively supporting local businesses.
- ◆ Effective management and planning of transport infrastructure.

Leadership

- ◆ Strong leadership, governance and planning that make best use of our physical, financial and human resources.
- ◆ Financially sustainable and progressive.

Community Priorities against Key Areas

Social: Building a Sense of Community

Our Vision:

Our place will be a safe community, with a strong sense of security.

Our place will have a united and cohesive community.

We will have access to services and facilities that meet our requirements.

Our objectives and priorities are built from our outcomes.

OUTCOMES	OBJECTIVES	PRIORITIES
Sustainable community	Build community participation, interactions and connections.	<ul style="list-style-type: none"> ✦ Investigate level of interest and capacity for the establishment of Emergency Cadets. ✦ Investigate interest and feasibility for the establishment of a Junior Council. ✦ Encourage and support community participation in sporting clubs, events and community activities. ✦ Encourage and support community to initiate and self manage new sporting and community activities.
	Enhance Youth Services	<ul style="list-style-type: none"> ✦ Develop and implement a Youth Services Strategy, which will include provision for a Youth Drop-in Centre. ✦ Expand operation of youth services to meet community needs.
	Develop a safe, secure community	<ul style="list-style-type: none"> ✦ Investigate the feasibility of implementing security patrols. ✦ Implement CCTV in Main Street and investigate extending the provision of CCTV service to other strategic locations. ✦ Review existing street lighting to ensure adequacy and service.
Community needs for services and facilities are met	Ensure access to services and facilities as needs change within the community.	<ul style="list-style-type: none"> ✦ Develop and implement service plans that detail aim of service, level and frequency of service, and partnerships required to deliver services. ✦ Advocate for retention and improvement to health and education services. ✦ Advocate widely for the upgrade/replacement of the Meekatharra Hospital.

Natural Environment: Preserve and Sustain our Natural Environment

Our Vision:

Our environment will be preserved, enhanced and we will retain our 'remote' identity.

We will value our natural resources, managing our use of water and energy.

We will maintain effective environmental health management to promote and ensure a healthy lifestyle.

We will share our natural environment with stakeholders, through tourism strategies.

Our objectives and priorities are built from our outcomes.

OUTCOMES	OBJECTIVES	PRIORITIES
Preserved and enhanced natural environment	Maintain the natural environment.	<ul style="list-style-type: none"> ✦ Develop and maintain parklands. ✦ Encourage and support environmentally sustainable programs in the community
Sustainable resources	Support sustainable and use of renewable resources.	<ul style="list-style-type: none"> ✦ Develop options to manage use of water and energy. ✦ Investigate options of solar energy potential.
Healthy Community	Effective Environmental Health Management	<ul style="list-style-type: none"> ✦ Continue to explore options to reduce, reuse and recycle waste sustainably.

Built Environment: Enhanced Lifestyle Choices

Our Vision:

Our land-use and assets, including local roads, airport, parks, reserves and facilities will meet the future needs of our growing community.

Our town will be enhanced through improved streetscaping and infrastructure.

We will provide commercial and industrial land-use to create employment opportunities.

Our objectives and priorities are built from our outcomes.

OUTCOMES	OBJECTIVES	PRIORITIES
Sustainable Infrastructure	Beautification of community spaces.	<ul style="list-style-type: none"> ✦ Develop and implement landscaping/streetscaping plan in main street area and at strategic locations. ✦ Examine potential and feasibility of introducing waste recycling in town. ✦ Develop active and passive recreation parklands strategy.
	Upgrade and maintain local infrastructure.	<ul style="list-style-type: none"> ✦ Provide facilities to support community driven programs and activities. ✦ Develop a Facilities Use Strategy ✦ Develop and implement asset management plans, including roads, footpaths, and buildings & structures. ✦ Continue to upgrade and seal Landor-Meekatharra Road and advocate for the sealing of the Wiluna - Meekatharra-Carnarvon regional link ✦ Maintain the Meekatharra Airport to ensure ongoing capability for Regular Passenger Transport Services. ✦ Advocate widely for the upgrade/replacement of the Meekatharra Hospital.
	Facilitate the upgrading and maintaining of State Road	<ul style="list-style-type: none"> ✦ Advocate for the upgrading of the Wiluna-Meekatharra section of the Goldfields Highway to a sealed standard.

	Infrastructure	
Planned development	Create land use capacity for industry	<ul style="list-style-type: none"> ✦ Review Town Planning Scheme and Local Planning Strategy to ensure commercial and industrial opportunities are maximised.
		<ul style="list-style-type: none"> ✦
Housing needs are met	Facilitate affordable and diverse housing options	<ul style="list-style-type: none"> ✦ Review Town Planning Scheme and Local Planning Strategy to ensure housing and land choices are available. ✦ Advocate for State to ensure appropriate levels of residential land are available.

Economic Development: Maximise Business and Employment Opportunities

Our Vision:

Our economy will thrive through diversified business and employment opportunities, taking advantage of our strategic transport position.

We will attract industrial and employment development opportunities and develop skill opportunities for our growing community.

Our objectives and priorities are built from our outcomes.

OUTCOMES	OBJECTIVES	PRIORITIES
Economic Growth	Maximise business development opportunities.	<ul style="list-style-type: none"> ✦ Develop and implement suitable mainstreet area landscaping/streetscaping plan. ✦ Research potential for horticulture farms and food forests as community based industries. ✦ Encourage new businesses through information incentives and land-use provision. ✦ Advocate for mining companies to construct accommodation facilities adjoining the town. ✦ Advocate for passenger transport services to be maintained at adequate levels.
	Upgrade and maintain local infrastructure.	<ul style="list-style-type: none"> ✦ Develop and implement asset management plans, including roads, footpaths, and buildings & structures. ✦ Provide facilities to support community driven programs and activities.
Planned development	Create land use capacity for industry	<ul style="list-style-type: none"> ✦ Review Town Planning Scheme and Local Planning Strategy to ensure commercial and industrial opportunities are maximised. ✦ Partner with Landcorp/Regional Development for the release of additional blocks of land.
Housing needs	Facilitate affordable and	<ul style="list-style-type: none"> ✦ Review Town Planning Scheme and Local Planning Strategy to ensure housing and land size choices are

are met	diverse housing options	available. <ul style="list-style-type: none"> ✦ Advocate for State to ensure adequate levels of residential land are available.
		<ul style="list-style-type: none"> ✦
Increased Visitors	Develop Tourism Industry	<ul style="list-style-type: none"> ✦ Examine potential and feasibility of establishing a Tourist/Museum/Cultural Centre. ✦ Build tourism capability through events, arts, history and cultural experiences. ✦ Encourage and support local businesses to meet recognised customer service standards.

Governance: Strengthen Local Leadership

Our Vision:

We will ensure our sustainability through our leadership and partnerships and ensure we make informed resource decisions for the good of our community.

We will engage and listen to our community, advocate on their behalf, be transparent, accountable and manage within our governance and legislative framework.

Our objectives and priorities are built from our outcomes.

OUTCOMES	OBJECTIVES	PRIORITIES
Council and Community Leadership	Provide leadership on behalf of the Community.	<ul style="list-style-type: none"> ✦ Lobby and advocate for improved services, infrastructure and access. ✦ Advocate for the regional strengthening of health and education services. ✦ Develop partnerships with stakeholders to enhance community services and infrastructure.
	Foster community participation and collaboration.	<ul style="list-style-type: none"> ✦ Develop a community engagement Policy and Strategy and provide opportunities for community participation. ✦ Support volunteers and encourage community involvement.
Sustainable Governance	Manage resources effectively.	<ul style="list-style-type: none"> ✦ Develop and maintain Long Term Financial Plan and Asset Management Plans to inform decisions. ✦ Develop and implement service plans that detail aim of service, level and frequency of service, and partnerships required to deliver services. ✦ Ensure governance and legislative requirements are met.
	Develop workforce capability	<ul style="list-style-type: none"> ✦ Develop workforce plan to ensure human resources are available and future skill requirements are identified and developed.
Organisational Leadership	Culture of continual improvement and innovation	<ul style="list-style-type: none"> ✦ Ensure effective systems are in place to monitor and improve performance.

Sustainability Performance Index

Performance of the Shire of Meekatharra will be measured against a sustainability index, based on a balanced scorecard. Whilst four indices of performance are lag indicators to measure and report on, lead indicators have been identified for monitoring and review by the leadership team.

Performance Measures

INDEX	LAG INDICATORS	LEAD INDICATORS
Resource index	Financial: ✦ Local Government Financial Performance Measures Actual Results	Financial: ✦ Operating surplus ratio between 0% - 15%. ✦ Current ration greater than 100%. ✦ Rates coverage ratio equal to or greater than 40%. ✦ Debt coverage ratio of at least 200%.
	Assets: ✦ Local Government Asset Management Performance Measures Actual Results	Assets: ✦ Asset consumption ration between 50% - 75%. ✦ Asset sustainability ratio between 90% - 110%. ✦ Asset renewal funding ratio between 95% - 105%.
Capability Index	Percentage of Business Excellence Assessment Improvement (Every Two Years)	✦ 5% identified improvements achieved. ✦ 20% of processes reviewed.
Customer index	Customer Perception Survey.	✦ Customer complaints. ✦ Customer requests. ✦ Survey satisfaction levels.
	Partnership Survey	✦ Number of partnership meetings.
	Community Report	✦ Actions against Strategic Community Plan.
People Index	Employee Survey	✦ 10% training performance measurement turnover. ✦ Safety – Long Term Injuries (LTI's).

The Strategic Community Plan will be monitored through the Corporate Business Plan reporting framework on a quarterly basis, and reported to the community on an annual basis.

SHIRE OF MEEKATHARRA




BUILDINGS AND STRUCTURES
Asset Management Plan



Version 1.0

August 2012



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Asset Management for Small, Rural or Remote Communities Practice Note

The Institute of Public Works Engineering Australia

www.ipwea.org.au/AM4SRRC

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1. EXECUTIVE SUMMARY

Context

Meekatharra's establishment was mainly due to the gold rush era of 1894 when new settlement was made with gold discovery. It was initially abandoned and then later resettled in 1896. Reticulated water from bores was brought to the town in 1902 and the town was gazetted in 1903. The first state school opened in 1904 with 18 students. The police station opened in 1905 and the Royal Mail Hotel was constructed in 1910. The railway from Nannine arrived in 1910 and Meekatharra became the railhead for transporting stock that come down the Canning Stock Route from the Kimberley's. By 1911 the town had a population of 2,404 and by 1914 it was the largest town in the Murchison. In 1940 Meekatharra began to enter a period of decline when some of the larger mines started to close. Today Meekatharra town is home to approximately 1200 residents. It is the major supply centre for the pastoral and mining area. Mining is still an active industry and one of the main employers within the Shire district.

The objective of this Building and Structures Asset Management Plan is to outline all the tasks and resources required to manage and maintain Council's building and structures portfolio to an agreed standard. This Asset Management Plan provides a detailed overview of the ongoing management of the building and structures assets.

This plan acts as a tool to support the ability of Council to deliver well targeted, responsive and value for money maintenance and operational services for customers and the community as a whole.

The Building and Structures Service

The Building and Structures Asset network comprises:

- 7 Amenities Building.
- 4 Civic/Corporate Buildings.
- 25 Residential Buildings.
- 9 Community Buildings.
- 28 Recreation Buildings.
- 2 Heritage Buildings.
- 1 Waste Buildings.
- 8 Airport Buildings.
- 2 Commercial Buildings.
- 74 Other Structures.

These infrastructure assets have a replacement value of \$52,946,000.

What does it Cost?

The projected cost to provide the services covered by this Asset Management Plan includes operations, maintenance, renewal and upgrade of existing assets over the 10 year planning period is \$26,399,000 or \$2,640,000 per year.

Council's estimated available funding for this period is \$17,147,000 or \$1,715,000 per year. This is a funding shortfall of (\$925,000) per year, which is 35% of the cost to provide the service. Projected and budgeted expenditure are shown in the graph below.



Council's present funding levels are insufficient to continue to provide existing services at current levels in the medium term.

What we will do

This first cut core Asset Management Plan has been compiled based on the projects identified in the 2011/12 – 2015/16 Forward Capital Works Plan. Based on the contents of the Forward Capital Works Plan, the Council plans to provide Building and Structures asset services for the following:

- Operation and maintenance of Buildings & Structures to meet service levels set by council in annual budgets.
- Major asset renewals include staff housing, swimming pool, Lloyds Building, Railway Good Shed, Airport terminal, Administration Building, SES Building, Youth Centre Toilets, Sports complex, Speedway, Parks Water Supply, and the Child Care Centre, within the 5 year planning period.
- Major asset upgrades include Cemetery toilets, Oval toilets, Lukes Pit Water scheme, CCTV Installation, Administration Building, Tourism infrastructure and water bores installation.

Now that the Council has prepared an Asset Management Plan, the Forward Capital Works Plan will need to be reviewed and aligned to the projected 10-year renewal plan contained in the Asset Management Plan and Long Term Financial Plan.

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What we cannot do

The Asset Management Plan modelling has identified the following projected works, which have not been funded in the Forward Capital Works Plan over the next 5 years-

1. Speedway Clubrooms and ablutions.
2. Race Club Store Shed.
3. Race Club Generator Shed.
4. Water Storage Tanks at Recreation Ground.
5. Practice Cricket Nets.
6. Race Club Old Camp Kitchen.
7. Race Club disused Transportable Unit.
8. Hearse Shed.
9. Meekatharra Look Out Shelter.
10. Paddys Flats Workshop and Store.
11. Paddys Flats Gardeners Shed.
12. Depot Concrete Wash Down Bay.
13. Swppedway Store Shed.
14. Speedway Canteen.
15. Race Club Camp Kitchen.
16. Golf Course Toilet Block.
17. Rifle Range Transportable Ablutions.
18. Rifle Range Secondary Ablutions.
19. Paddys Flats disused Ablutions Building.
20. Picture Gardens Buildings.
21. Paddy's Flats Contractors Work Unit.
22. Paddy's flats disused Single Persons Quarters.
23. Golf Course Club House.
24. Recreation Ground Lighting.
25. Recreation Ground Backboards.
26. Swimming Complex Picnic Tables & Shelter.
27. Swimming Complex Water Storage Tanks.
28. Race Club Water Storage Tanks.
29. Picture Gardens Lighting, Projection Screen & Fencing.
30. Paddy's Flats Poolside Shed.

Managing the Risks

There are risks associated with providing the service and not being able to complete all identified activities and projects. We have identified major risks as:

- Fire.
- Drowning/Accident.
- Fire and/or death.
- Downgrading services due to lack of funding.
- Lack of maintaining inspection and maintenance systems.

We will endeavour to manage these risks within available funding by:

- Maintaining adequate fire systems.
- Installation of warning signage and ensuring facilities are adequately staffed, where appropriate.
- Installation of hard wired smoke detectors.

- Establishing criteria to determine renewal and new/upgrade priorities.
- Ensure appropriate resources are allocated to maintain systems.

The Next Steps

The actions resulting from this asset management plan are:

- Assess first year costs against actual.
- Prepare ranking system for renewals.
- Review maintenance practices and align with service level requirements.
- Ongoing rolling program of data collection.
- Community consultation on service level provision.

Questions you may have

What is this plan about?

This asset management plan covers the infrastructure assets that serve Shire of Meekatharra Community's needs. These assets include public conveniences, civic & corporate buildings, community buildings, recreation buildings, waste facilities, heritage buildings and other structures throughout the Council area that enable people to gain access to localised recreation, community and waste services.

What is an Asset Management Plan?

Asset management planning is a comprehensive process to ensure delivery of services from infrastructure is provided in a financially sustainable manner.

An asset management plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost effective manner. The Plan defines the services to be provided, how the services are provided and what funds are required to provide the services.

Why is there a funding shortfall?

Most of the Council's Buildings & Structures asset network was constructed from government grants often provided and accepted without consideration of ongoing operations, maintenance and replacement needs.

Many of these assets are approaching the later years of their life and require replacement, services from the assets are decreasing and maintenance costs are increasing.

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Councils' present funding levels are insufficient to continue to provide existing services at current levels in the medium term.

What options do we have?

Resolving the funding shortfall involves several steps:

1. Improving asset knowledge so that data accurately records the asset inventory, how assets are performing and when assets are not able to provide the required service levels,
2. Improving our efficiency in operating, maintaining, replacing existing and constructing new assets to optimise life cycle costs,
3. Identifying and managing risks associated with providing services from infrastructure,
4. Making tradeoffs between service levels and costs to ensure that the community receives the best return from infrastructure,
5. Identifying assets surplus to needs for disposal to make saving in future operations and maintenance costs
6. Consulting with the community to ensure that transport services and costs meet community needs and are affordable,
7. Developing partnership with other bodies, where available to provide services,
8. Seeking additional funding from governments and other bodies to better reflect a 'whole of government' funding approach to infrastructure services.

What happens if we don't manage the shortfall?

It is likely that Council will have to reduce service levels in some areas, unless new sources of revenue are found. For Buildings & Structures asset services, the service level reduction may include rationalisation and decommissioning of buildings and structures that are under-utilised.

What can we do?

Council can develop options and priorities for future Buildings & Structures asset services with costs of providing the services, consult with the community to plan future services to match the community services needs with ability to pay for services and maximise benefit to the community for costs to the community.

2. INTRODUCTION

2.1 Background

This asset management plan is to demonstrate responsive management of assets (and services provided from assets), compliance with regulatory requirements, and to communicate funding needed to provide the required levels of service.

The asset management plan is to be read with Council's Asset Management Policy, Asset Management Strategy and the following associated planning documents:

- Plan for the Future
- Forward Capital Works Plan
- Five Year Financial Plan
- Annual Budget
- Risk Management Policy
- Department of Local Government Asset Management Framework and Guidelines

The buildings and structures assets shown in Council's asset register and covered by this asset management plan are shown in Table 2.1.

Table 2.1: Assets covered by this Plan

Asset category	Dimension	Replacement Value
Amenities Buildings	7	\$935,000
Civic & Corporate Buildings	1	\$4,525,000
Residential Buildings	75	\$10,180,000
Community Buildings	9	\$815,500
Recreation Buildings	8	\$8,421,000
Heritage Buildings	2	\$1,350,000
Waste Buildings	1	\$10,000
Other Structures	74	\$12,645,000
Airport Buildings	8	\$2,425,000
Commercial Buildings	2	\$4,300,000
TOTAL	160	\$52,946,000

Note – A number of buildings or parts of buildings, particularly those associated with sporting clubs are subject to lease arrangements with varying levels of commitment to maintenance. They are included in the relevant building asset category to enable a contingent liability to be allocated in the case of the Shire of Meekatharra assuming full control of the building should the organisation cease to exist.

Key stakeholders in the preparation and implementation of this Building & Structures Asset Management Plan can be divided into internal and external stakeholders.

Internal stakeholders include:

The Shire of Meekatharra Council
Chief Executive

Operations Team

Community representation and administration
Council representation and administration, identification and definition of level of service requirements
Design parameters, standards, operation and administration

External stakeholders include:

Shire of Meekatharra Community
Shire of Meekatharra building tenants
Visitors to the Shire of Meekatharra
Local Government Insurance Services

Building users
Building users
Building users
Minimisation of risk

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Fire and Emergency Services Authority
Heritage Council of WA

Fire and Emergency Services
Renewal and upgrade compliance requirements

2.2 Goals and Objectives of Asset Management

The Council exists to provide services to its community. Some of these services are provided by infrastructure assets. Council has acquired infrastructure assets by 'purchase', by contract, construction by council staff and by donation of assets constructed by developers and others to meet increased levels of service.

Council's goal in managing infrastructure assets is to meet the required level of service in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Taking a life cycle approach,
- Developing cost-effective management strategies for the long term,
- Providing a defined level of service and monitoring performance,
- Understanding and meeting the demands of growth through demand management and infrastructure investment,
- Managing risks associated with asset failures,
- Sustainable use of physical resources,
- Continuous improvement in asset management practices.¹

The goal of this asset management plan is to:

- Document the services/service levels to be provided, and the costs of providing the service,
- Communicate the consequences for service levels and risk, where desired funding is not available, and
- Provide information to assist decision makers in trading off service levels, costs and risks to provide services in a financially sustainable manner.

This asset management plan is prepared under the direction of Council's vision, mission, goals and objectives.

Council's vision is:

Our Shire will be -

- *[To be inserted once approved].*

Council's mission is:

[To be inserted once approved].

Council is responsible for the provision of buildings and other associated structures including community halls, sporting pavilions, administration centres and other community facilities. Asset management provides for the necessary preventative maintenance to ensure the functionality and performance of the Shire's building infrastructure.

The objectives of owning Buildings & Other Structures assets are at two levels:

Level 1 Corporate Objectives:

- Manage and develop the Shire's built infrastructure for long-term sustainability, residential amenity and public safety.
- Ensure all assets are identified.
- Provide improved management of asset-related information.

¹ IPWEA, 2006, *IMM* Sec 1.1.3, p 1.3.

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- Ensure service standards are developed for assets and delivery methods provide best value for the community.

Level 2 – Asset Class Specific:

- Ensure the Council's Buildings and Structures assets are sustainably managed, maintained, and account for life cycle cost.
- Ensure Buildings and Structures are kept clean, presentable and fit for purpose.

2.3 Plan Framework

Key elements of the plan are

- Levels of service – specifies the services and levels of service to be provided by council.
- Future demand – how this will impact on future service delivery and how this is to be met.
- Life cycle management – how the organisation will manage its existing and future assets to provide the required services.
- Financial summary – what funds are required to provide the required services.
- Asset management practices
- Monitoring – how the plan will be monitored to ensure it is meeting the organisation's objectives.
- Asset management improvement plan

2.4 Core and Advanced Asset Management

This asset management plan is prepared as a first cut 'core' asset management plan in accordance with the International Infrastructure Management Manual³ and the Asset Management Framework and Guidelines². It is prepared to meet minimum legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is a 'top down' approach where analysis is applied at the 'system' or 'network' level.

2.5 Community Consultation

The Asset Management Framework and Guidelines² require local governments to consult with the community on their service requirements, expectations and satisfaction levels as part of the community's ongoing engagement in relation to asset management.

The local government is required to report annually on its asset management, with the community providing feedback on the local government's asset management performance.

This 'core' asset management plan is prepared to facilitate community consultation initially through feedback on public display of draft asset management plans prior to adoption by Council. Future revisions of the asset management plan will incorporate community consultation on existing and future service needs, service levels and costs of providing the service.

This will assist Council and the community in matching the level of service needed by the community, service risks and consequences with the community's ability to pay for the service.

³ IPWEA, 2006.

² Department of Local Government (WA) 2011.

3. LEVELS OF SERVICE

3.1 Customer Research and Expectations

Council has not carried out any research on customer expectations. This will be investigated for future updates of the asset management plan.

3.2 Legislative Requirements

Council has to meet many legislative requirements including Australian and State legislation and State regulations. Relevant legislation is shown in Table 3.2.

Table 3.2: Legislative Requirements

Legislation	Requirement
Local Government Act	Sets out role, purpose, responsibilities and powers of local governments including the preparation of a long term financial plan supported by asset management plans for sustainable service delivery.
Aboriginal Heritage Act 1972	Preservation of the community places and objects used by traditional owners.
Aboriginal Heritage Regulations 1974	Preservation of the community places and objects used by traditional owners.
Building Code of Australia 2005	Construction and building standards for all buildings in Australia.
Dangerous Goods Safety Act 2004	Relates to the safe storage, handling and transport of certain dangerous goods.
Disability Services Act 1993	An Act for the establishment of the Disability Services Commission and the Ministerial Advisory Council on Disability, for the progress of principles applicable to people with disabilities, for the funding and provision of services to such people that meet certain objectives, for the resolution of complaints by such people and for related purposes.
Disability Services Regulations 2004	Current amendments to Disability Services Act (1993)
Dividing Fences Act 1961	Local government exemption from 50/50 contribution for dividing fences abutting public open space.
Environment Protection and Biodiversity Conservation Act 1999	Provides for the development of a Commonwealth Heritage List, which comprises natural, Indigenous and historic heritage places which are either entirely within a Commonwealth area, or outside the Australian jurisdiction and owned or leased by the Commonwealth or a Commonwealth Authority; and which the Minister is satisfied have one or more Commonwealth Heritage values.
Health Act 1911	Sets down the legislative requirements in relation to health standards for public buildings, including ablution facilities, and the handling and disposal of hazardous materials including asbestos.
Health (Public Buildings) Regulations 1992	The regulations are intended to address operational matters or those where the BCA is considered inadequate for the protection of public health or safety in and about a public building.
Heritage Act of WA 1990	Requires all local governments to compile and regularly review an inventory of local places, which are significant or may become significant heritage properties.
Occupational Health and Safety Act 1984 and associated regulations	Administered in part by local governments to promote and improve standards for occupational health, safety and welfare and to coordinate administration of the laws relating to occupational safety and health for incidental and other purposes.

3.3 Current Levels of Service

Council has defined service levels in two terms:

Community Levels of Service relate to the service outcomes that the community wants in terms of safety, quality, quantity, reliability, responsiveness, cost effectiveness and legislative compliance.

Community levels of service measures used in the asset management plan are:

Quality	How good is the service?
Function	Does it meet users' needs?
Safety	Is the service safe?

Technical Levels of Service - Supporting the community service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the council undertakes to best achieve the desired community outcomes.

Technical service measures are linked to annual budgets covering:

- **Operations** – the regular activities to provide services such as opening hours, cleansing frequency, mowing frequency, etc.
- **Maintenance** – the activities necessary to retain an assets as near as practicable to its original condition (e.g. road patching, unsealed road grading, building and structure repairs).
- **Renewal** – the activities that return the service capability of an asset up to that which it had originally (e.g. frequency and cost of road resurfacing and pavement reconstruction, pipeline replacement and building component replacement).
- **Upgrade** – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. a new library).

Council's current service levels are detailed in Table B.3.

Table B.3 Current Service Levels

Key Performance Measure	Level of Service Objective	Performance Measure Process	Desired Level of Service	Current Level of Service
COMMUNITY LEVELS OF SERVICE				
Quality	▪ Ensure that buildings and other structures are clean, attractive to users and damage free.	▪ No. of complaints from users per annum.	To be determined	Not currently measured
Function	▪ Ensure that buildings meet user requirements.	▪ No of complaints from users per annum.	To be determined	Not currently measured
Safety	▪ Provide safe, suitable buildings free of hazards.	▪ No of injury/incident reports logged.	To be determined	Not currently measured
TECHNICAL LEVELS OF SERVICE				
Operations	▪ Ensure buildings are kept clean and have good sanitation	▪ Cleaning frequency.	Class 1 – Daily Class 2 – Twice per week Class 3 – Weekly Class 4 – As required Class 5 – As required	Class 1 – Daily Class 2 – Twice per week Class 3 – Weekly Class 4 – As required Class 5 – As required

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	<ul style="list-style-type: none"> Building facilities meet users needs. 	<ul style="list-style-type: none"> Annual condition & defects inspection 		Not currently measured
		Budget	\$450,000	\$433,500
Maintenance	<ul style="list-style-type: none"> Buildings are suitable for purpose. 	<ul style="list-style-type: none"> Reactive service requests completed within timeframes 	<ul style="list-style-type: none"> Defects made safe within 3 working days. Repairs completed within 30 working days 	Not currently measured
		<ul style="list-style-type: none"> Planned maintenance activities completed to schedule 	<ul style="list-style-type: none"> All planned maintenance activities are completed to schedule. 	
		Budget	Total \$1,01,340	Total \$869,000
Renewal	<ul style="list-style-type: none"> Ensure building components are replaced when due so that building continues to be fit for purpose. 	<ul style="list-style-type: none"> No of renewals identified in Renewal Plan completed per annum. 	<ul style="list-style-type: none"> 100% of renewals identified in First generation Renewal Plan completed per annum. 	Not currently measured
	<ul style="list-style-type: none"> Building facilities meet users needs 	<ul style="list-style-type: none"> Condition of buildings 	<ul style="list-style-type: none"> <5% with a condition of 4 or 3. 	11.9% with a condition rating of 4 or 5
		Budget	\$1,121,600	\$722,000
Upgrades/New	<ul style="list-style-type: none"> Ensure building components are upgraded to meet all relevant legislation, new standards, and modern needs. 	<ul style="list-style-type: none"> No of non compliance items with legislation per 6 monthly inspection. No of upgrades identified in Upgrade Plan completed per annum. 	<ul style="list-style-type: none"> 100% legislative compliance per annum. 80% of upgrades identified in First generation Upgrade plan completed per annum. 	Not currently measured
		Budget	\$874,000 over 4 years	\$470,000 (2013) \$155,000 (2014) \$214,000 (2015) \$35,000 (2016)

3.4 Desired Levels of Service

At present, indications of desired levels of service are obtained from various sources including residents' feedback to Councillors and staff, service requests and correspondence. Council has yet to quantify desired levels of service. This will be done in future revisions of this asset management plan.

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4. FUTURE DEMAND

4.1 Demand Forecast

Factors affecting demand include population change, changes in demographics, seasonal factors, vehicle ownership, consumer preferences and expectations, economic factors, agricultural practices, environmental awareness, etc.

There are no State Service Delivery Plans that may affect Council's future service delivery for this Asset Class.

Demand factor trends and impacts on service delivery are summarised in Table 4.1.

Table 4.1: Demand Factors, Projections and Impact on Services

Demand factor	Present position	Projection	Impact on services
Population	<ul style="list-style-type: none"> ▪ The population as at 30 June 2011 was 1,377⁴ 	<ul style="list-style-type: none"> ▪ 695 by 2026⁵, equates to 49% decrease. 	
Demographics	<ul style="list-style-type: none"> ▪ 16.27% in 5 to 19 age group ▪ 28.9% in 20 to 34 age group ▪ 5.95% over 65's 	<ul style="list-style-type: none"> ▪ 18% in 5 to 19 age group by 2026. ▪ 26% in 20 to 34 age group. ▪ 12.9% over 65's 	<ul style="list-style-type: none"> ▪ Decrease in demand for youth services; ▪ Increased demand for aged housing and seniors centre.

4.2 Changes in Technology

It is considered that technology changes will have little effect on the delivery of services covered by this plan. Those changes related to climate change, energy consumption, water use and reuse are subject to ongoing consideration. Significant impacts resulting from technology changes will be included in future revisions of this Building Asset Management Plan.

4.3 Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets, leasing of facilities, shared service arrangements, providing new assets to meet demand, and demand management. Demand management practices include alternate service delivery solutions, insuring against risks and managing failures.

Alternate service delivery solutions focus on providing the required service without the need for the council to own the assets. Examples of alternate service delivery solutions include providing services from existing infrastructure such as aquatic centres and libraries that may be in another council area or public toilets provided in commercial premises.

Opportunities identified to date for demand management are shown in Table 4.3. Further opportunities will be developed in future revisions of this asset management plan.

Table 4.3: Demand Management Plan Summary

Service Activity	Demand Management Plan
Buildings	Encourage sharing of facilities to avoid duplication.
Buildings Review	Review current building stocks, use levels and patterns to optimise utilisation/performance of existing assets.

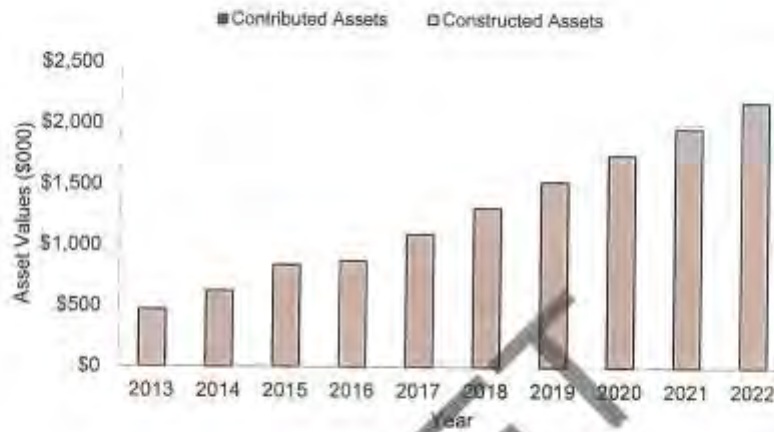
⁴ Australian Bureau of Statistics, Census 2011.

⁵ Population Source – WA Planning Commission Report "WA Tomorrow 2005"

4.4 New Assets for Growth

There are no new building assets required to meet growth.

Figure 1: New Assets from growth



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5. LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how Council plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while optimising life cycle costs.

5.1 Background Data

5.1.1 Physical parameters

The assets covered by this asset management plan are shown in Table 5.1.

Table 5.1

Building Asset Category	Number
Amenity Buildings (Ablutions, Public Conveniences)	7
Civic Buildings (Civic Centre, Works Depot, Operations Centre)	4
Residential Buildings (Staff, Single Persons Quarters)	25
Community Buildings (Community Halls, Libraries, Health, Family and Education Centres)	9
Recreation Buildings (Clubrooms, Recreation Centres, Swimming Pools)	28
Heritage Buildings	2
Waste Buildings	1
Airport Buildings	8
Commercial Buildings	2
Other Structures (Transmission aerials, Tourist Structures, etc)	74
TOTAL	160

A brief description of the different asset groups that make up the building and property assets are provided below:

Amenity Buildings –

- One abluion building located at Youth Centre, Darlot Street, Meekatharra with a condition rating of Fair.
- One abluion building located at Golf Course Wiluna Road, Meekatharra with a condition rating of Fair.
- One transportable abluion building located at Rifle Range, Rifle Range Road, Meekatharra with a condition rating of Fair-Minus.
- One abluion building located at Rifle Range, Rifle Range Road, Meekatharra with a condition rating of Fair.
- One abluion building located at Race Club, Goldfields Highway, Meekatharra with a condition rating of Fair.
- One abluion building located at Main Street, Meekatharra with a condition rating of Fair.
- One disused abluion building located at Paddy's Flats, McCleary Street, Meekatharra with a condition rating of Fair.

Civic & Corporate Buildings –

- One Shire administration and civic centre located at Main Street, Meekatharra with a condition rating of Fair.
- One Main Workshop located at Shire Depot, Oliver Street, Meekatharra with a condition rating of Fair.
- One Old Railway Station Goods Building located at Shire Depot, Oliver Street, Meekatharra with a condition rating of Fair-Minus.
- One Operations Offices and Ablutions located at Shire Depot, Oliver Street, Meekatharra with a condition rating of Fair.

Residential -

- One recreation ground caretakers residence located at Gascoyne Junction Road, Meekatharra with a condition rating of Fair.
- One depot caretakers residence located at Oliver Street, Meekatharra with a condition rating of Fair.
- One living quarters residence located at Main Street, Meekatharra with a condition rating of Fair.
- One residence located at 101 Darlot Street, Meekatharra with a condition rating of Fair.
- One residence located at 105 Hill Street, Meekatharra with a condition rating of Fair.
- One single persons quarters residence located at Main Street, Meekatharra with a condition rating of Fair.
- One single persons quarters residence located at 102 Darlot Street, Meekatharra with a condition rating of Fair-Plus.
- One residence located at 124 Darlot Street, Meekatharra with a condition rating of Fair.
- One residence located at 137 Darlot Street, Meekatharra with a condition rating of Fair.
- One residence located at 109 Hill Street, Meekatharra with a condition rating of Fair.
- One residence located at 135 Darlot Street, Meekatharra with a condition rating of Fair.
- One residence located at 91 Hill Street, Meekatharra with a condition rating of Fair.
- Single persons units "Regent Street" located at McCleary Street, Meekatharra with a condition rating of Fair.
- Single persons units "F & G" located at McCleary Street, Meekatharra with a condition rating of Fair.
- Single persons units "H-K" located at McCleary Street, Meekatharra with a condition rating of Fair.
- Single persons and Manager's Quarters "M & N" located at McCleary Street, Meekatharra with a condition rating of Fair.
- Single persons quarters 'CA 13' located at McCleary Street, Meekatharra with a condition rating of Fair.
- Disused single persons quarters located at McCleary Street, Meekatharra with a condition rating of Fair.
- Contractors work unit located at McCleary Street, Meekatharra with a condition rating of Fair.
- One home unit located at Unit 1 Regan Street, Meekatharra with a condition rating of Fair.
- One home unit located at Unit 2 Regan Street, Meekatharra with a condition rating of Fair.
- One home unit located at Unit 3 Regan Street, Meekatharra with a condition rating of Fair.
- One home unit located at Unit 4 Regan Street, Meekatharra with a condition rating of Fair.
- One residence located at 107 Hill Street, Meekatharra with a condition rating of Good.
- One residence located at 103 Hill Street, Meekatharra with a condition rating of Good.

Community Buildings -

- One town hall located at Savage Street, Meekatharra with a condition rating of Fair.
- One Youth Centre located at Darlot Street, Meekatharra with a condition rating of Fair.
- One "Red Sand Box" Child Care Centre located at Darlot Street, Meekatharra with a condition rating of Fair.
- One Family Care Centre located at High Street, corner of Hill Street, Meekatharra with a condition rating of Fair.
- One SES Office, Shed and Storeroom located at Hill Street, Meekatharra, with a condition rating of Fair.
- One Radio Station Building located at Hill Street, Meekatharra with a condition rating of Fair.
- One Picture Gardens located at Main Street, Meekatharra with a condition rating of Fair-Minus.

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- One Community Resource Centre located at Main Street, Meekatharra, with a condition rating of Fair.
- One Kindergarten located at Darlos and Corner Savage Street, Meekatharra, with a condition rating of Fair.

Recreation Buildings -

- Sporting complex located at Gascoyne Junction Road, Meekatharra with a condition rating of Fair.
- One plant shed located at Recreation Ground, Gascoyne Junction Road, Meekatharra with a condition rating of Fair.
- One storage shed located at Recreation Ground, Gascoyne Junction Road, Meekatharra with a condition rating of Fair.
- Old stables located at Recreation Ground, Gascoyne Junction Road, Meekatharra with a condition rating of Fair-Minus.
- Fire shed and drill grounds located at Recreation Ground, Gascoyne Junction Road, Meekatharra with a condition rating of Fair.
- Squash courts located at Recreation Ground, Gascoyne Junction Road, Meekatharra with a condition rating of Good.
- Indoor sporting centre and gymnasium located at High Street, Meekatharra with a condition rating of Fair.
- Pool kiosk and changeroom located at Swimming Complex, Main Street, Meekatharra with a condition rating of Fair.
- Pool store shed and plant room located Swimming Complex, Main Street, Meekatharra with a condition rating of Fair-Plus.
- Speedway clubrooms and ablutions located at Campbell Road, Meekatharra with a condition rating of Poor.
- Speedway store shed located at Campbell Road, Meekatharra with a condition rating of Fair-Minus.
- Speedway canteen located at Campbell Road, Meekatharra with a condition rating of Fair-Minus.
- Golf clubhouse located at Wiluna Road, Meekatharra with a condition rating of Fair-Minus.
- Rifle Club clubhouse located at Rifle Range Road, Meekatharra with a condition rating of Fair.
- Rifle Club secondary clubrooms located at Rifle Range Road, Meekatharra with a condition rating of Fair.
- Race Club bar and covered areas located at Goldfields Highway, Meekatharra with a condition rating of Fair.
- Race Club TAB shed and bookies ring located at Goldfields Highway, Meekatharra with a condition rating of Fair.
- Race Club Jockeys, Stewards and Secretary's rooms located at Goldfields Highway, Meekatharra with a condition rating of Fair.
- Race Club horse stables and exercise ring located at Goldfields Highway, Meekatharra with a condition rating of Fair.
- Race Club store shed located at Goldfields Highway, Meekatharra with a condition rating of Poor.
- Race Club camp kitchen located at Goldfields Highway, Meekatharra with a condition rating of Fair-Minus.
- Race Club horse shelter and yards located at Goldfields Highway, Meekatharra with a condition rating of Fair.
- Race Club stables shed No. 1 located at Goldfields Highway, Meekatharra with a condition rating of Fair.
- Race Club store shed (inside track) located at Goldfields Highway, Meekatharra with a condition rating of Fair.
- Race Club stables and yards located at Goldfields Highway, Meekatharra with a condition rating of Fair.
- Race Club stables shed No. 2 located at Goldfields Highway, Meekatharra with a condition rating of Fair.
- 33 metre swimming pool located at Swimming Complex, Main Street, Meekatharra with a condition rating of Fair.
- Infant wading pool located at Swimming Complex, Main Street, Meekatharra with a condition rating of Fair.

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Heritage Buildings -

- Darrigan's cottage and museum located at Main Street, Meekatharra with a condition rating of Fair-Minus.
- Masonic lodge located at Darlot Street, Meekatharra with a condition rating of Fair.

Waste Buildings -

- Plant shed located at Rifle Range Road, Meekatharra with a condition rating of Fair.

Airport Buildings -

- Workshop located at Airport, Murchison Downs Road, Meekatharra, with a condition rating of Fair.
- Vehicle shelter located at Airport, Murchison Downs Road, Meekatharra, with a condition rating of Fair.
- Paint store located at Airport, Murchison Downs Road, Meekatharra, with a condition rating of Fair.
- Pump shed and water tank located at Airport, Murchison Downs Road, Meekatharra, with a condition rating of Fair.
- Gardener's store shed located at Airport, Murchison Downs Road, Meekatharra, with a condition rating of Fair.
- Vehicle store, oil room and store located at Airport, Murchison Downs Road, Meekatharra, with a condition rating of Fair.
- Terminal building located at Airport, Murchison Downs Road, Meekatharra, with a condition rating of Fair.
- Caretaker's residence located at Airport, Murchison Downs Road, Meekatharra, with a condition rating of Fair.

Commercial Buildings -

- Shop located at Main Street, Meekatharra, with a condition rating of Fair.
- Lloyd's Shop located at Main Street, Meekatharra, with a condition rating of Fair.

Other Structures-

- Plant shed and Gardener's shed located at Shire Depot, Oliver Street, Meekatharra with a condition rating of Fair.
- Transport shed and transportable office located at Douglas Street, Meekatharra with a condition rating of Fair.
- Hearse shed located at Main Street, Meekatharra with a condition rating of Fair.
- Lookout shelter located at Gascoyne Junction Road, Meekatharra with a condition rating of Fair.
- Gardener's shed located at Paddy's Flats, McCleary Street, Meekatharra, with a condition rating of Fair-Minus.
- Laundry located at Paddy's Flats, McCleary Street, Meekatharra, with a condition rating of Fair.
- Two secured containers located at Main Street, Meekatharra, with a condition rating of Fair.
- Four synthetic turf tennis courts, three plexipave basketball courts and fencing, lighting and backboards, AFL goal posts, oval reticulation, lighting, perimeter chain mesh fencing, twin hot plate barbecue, solar lighting and cricket pitch, located at Recreation Ground, Gascoyne Junction Road, Meekatharra with a condition rating of Fair.
- Twin hot plate barbecue and solar lighting located at Recreation Ground, Gascoyne Junction Road, Meekatharra with a condition rating of Good.

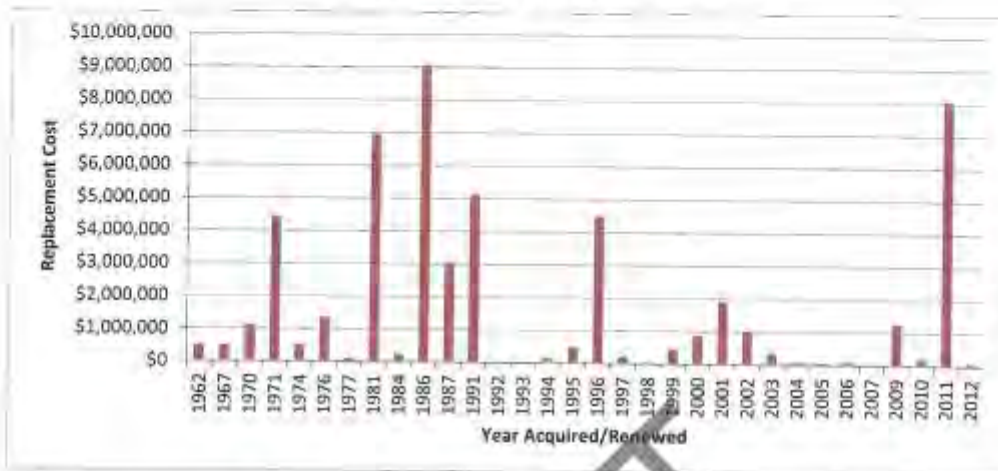
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- Two water storage tanks located at Recreation Ground, Gascoyne Junction Road, Meekatharra with a condition rating of Fair-Plus
- One water storage tank located at Recreation Ground, Gascoyne Junction Road, Meekatharra with a condition rating of Fair-Minus.
- Practice cricket nets located at Recreation Ground, Gascoyne Junction Road, Meekatharra with a condition rating of Fair-Minus.
- Oval pine log and mesh fencing located at Recreation Ground, Gascoyne Junction Road, Meekatharra with a condition rating of Good.
- One water tank located at Grant's Pit, Main Street, Meekatharra with a condition rating of Fair.
- Head frame monument located at Main Street, Meekatharra with a condition rating of Fair.
- Basketball court, lighting and perimeter fencing located at Youth Centre, Darlot Street, Meekatharra with a condition rating of Fair.
- Barbecue and fountain located at Youth Centre, Darlot Street, Meekatharra with a condition rating of Good.
- Dog pound located at Shire Depot, Oliver Street, Meekatharra with a condition rating of Good.
- Waste oil storage tank located at Shire depot, Oliver Street, Meekatharra with a condition rating of Fair.
- Concrete wash down bay located at Shire depot, Oliver Street, Meekatharra with a condition rating of Fair-Minus.
- Concrete bunded fuel area and perimeter chain mesh security fencing located at Shire depot, Oliver Street, Meekatharra with a condition rating of Fair.
- Lighting, fencing, shade shelters, picnic tables & shelters, wading pool shelter, and water storage tanks located at the Swimming Complex, Main Street, Meekatharra with a condition rating of Fair.
- Commentator box & walkway, fencing and lighting located at Speedway Club, Campbell Road, Meekatharra with a condition rating of Fair.
- Old camp kitchen and disused transportable unit located at Race Club, Goldfields Highway, Meekatharra with a condition rating of Fair-Minus.
- Solar panels located at Race Club, Goldfields Highway, Meekatharra with a condition rating of Good.
- Track fencing, judges box, water storage tanks, generator shed, stables with attached shed and yards located at Race Club, Goldfields Highway, Meekatharra with a condition rating of Fair.
- 2,181m all weather runway and 1,130m gravel runway located at Airport, Murchison Downs Road, Meekatharra with a condition rating of Good.
- Lighting, concrete hardstand and projector screen located at Picture Gardens, Main Street, Meekatharra with a condition rating of Fair.
- Fencing located at Picture Gardens, Main Street, Meekatharra with a condition rating of Fair-Minus.
- Concrete picnic tables & seating, timber shelters, solar light and perimeter fencing located at Welcome Park, Main Street, Meekatharra, with a condition rating of Good.
- Fibreglass swimming pool, fencing, paving, and pergola located at Paddy's Flats, McCleary Street, Meekatharra, with a condition rating of Fair.
- Poolside shed located at Paddy's Flats, McCleary Street, Meekatharra, with a condition rating of Fair-Minus.
- Communications tower, communications hut and fencing located at TV Re-Transmission Site, Corner Oliver and Roberts Streets, Meekatharra with a condition rating of Fair.

The age profile of the assets included in this Buildings and Structures Asset Management Plan is shown in Figure 2.

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Figure 2: Asset Age Profile



Note: The asset age profile has been determined from the information provided by AVP Valuers in relation to the condition assessment of each building and structure incorporated in the Plan. AVP in their report quantified the following-

- (1) Estimated Economic Working Life (EEL); and
- (2) Estimated Remaining Life Years (ERLY).

The above figures were utilised to determine the age profile of each asset, based on the estimated last major renewal date for each asset as follows-

$$2012 - (EEL - ERLY) = \text{Age of Asset}$$

5.1.2 Asset capacity and performance

Council's services are generally provided to meet design standards where these are available.

For the purposes of identifying deficiencies per location, the table below has taken into account asset condition ratings of 'Fair-Minus' (4) and 'Poor' (5) - see Table 5.1.3 for condition rating definitions.

Table 5.1.2: Known Service Performance Deficiencies

Location	Condition Rating	Service Deficiency
Old Stables, Recreation Ground	4	There are deficiencies with the footings, framework, external walls, windows, internal floors finishes.
Old Railway Goods Building	4	There are deficiencies with the footings, framework, external walls, windows, internal floors finishes.
Speedway Clubrooms and Ablutions	5	There are deficiencies with the footings, framework, external walls, and windows.
Speedway Store Shed	4	There are deficiencies with the external footings & framework, external walls & windows, and all internal finishes.
Speedway Canteen	4	There are deficiencies with the external walls, and windows, and building services.
Golf Course Clubhouse	4	There are deficiencies with the footings, framework, external walls, windows, and all internal finishes.

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Rifle Range Transportable Ablutions	4	There are deficiencies with the footings, framework, external walls, windows, building services, and all internal finishes.
Race Club Store Shed	5	There are deficiencies with the footings, framework, external walls, windows, roof, building services, and all internal finishes.
Race Club Camp Kitchen	4	There are deficiencies with the footings, framework, external walls, windows, roof, building services, and all internal finishes.
Race Club Old Camp Kitchen	4	There are deficiencies with the footings, framework, external walls, windows, roof, building services, and all internal finishes.
Race Club Disused Transportable Unit	4	There are deficiencies with the footings, framework, external walls, windows, roof, building services, and all internal finishes.
Darrigan's Cottage and Museum	4	There are deficiencies with the external walls, footings & framework, and windows.
Picture Gardens Buildings	4	There are deficiencies with the footings, framework, external walls, windows, roof, building services, and all internal finishes.
Picture Gardens Fencing	4	There are deficiencies with the fencing.
Paddy's Flats Gardener's Shed	4	There are deficiencies with the footings, framework, external walls, windows, building services, and all internal finishes.
Paddy's Flats Poolside Shed	4	There are deficiencies with the external walls, footings & framework.
Fibreglass Water Storage Tank Recreation Ground	4	There are deficiencies associated with fibreglass tank structure.
Practice Cricket Nets, Recreation Ground	4	There are deficiencies with the practice netting.
Concrete Wash Down Bay, Shire Depot	4	There are deficiencies with the concrete pad.

Source - The information in the above table was sourced from the condition report provided by AVP Valuers in June 2011.

It is intended that further inspections will be completed of the above buildings and structures in order to ascertain whether they will be retained. Where a decision to retain is made, specific works to be undertaken will be identified, costs estimates will then be determined and urgency of repairs or renewals will be made.

5.1.3 Asset condition

Condition is measured using a 1 – 5 rating system⁶ as detailed in Table 5.1.3.

Table 5.1.3: Condition Rating Description

Condition Rating	Description
1	Good: Building is new or has been extensively re-modelled and modernised. 85%-100% remaining of Estimated Economic Working Life.
2	Fair-Plus: Building has been well maintained and has possibly been refurbished. 70%-84% remaining of Estimated Economic Working Life.
3	Fair: Building has been regularly maintained throughout. 20%-69% remaining of Estimated Economic Working Life.
4	Fair-Minus: Building in need of overall maintenance – no obvious structural defects. 0%-19% remaining of Estimated Economic Working life.
5	Poor: Building in disrepair or uninhabitable with possible structural problems – No remaining life.

The condition profile of assets included within this AM Plan is shown in Figures 3 and 3A.

⁶ IIMM 2006, Appendix B, p B.1-3 ('cyclic' modified to 'planned', 'average' changed to 'fair')

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Figure 3: Buildings Asset Condition Profile



Figure 3A: Building Assets Average Condition Profile By Asset Category



5.1.4 Asset valuations

The value of assets recorded in the asset register as at 30 June 2012 covered by this asset management plan is shown below. Assets were last revalued at June 2011.

Current Replacement Cost	\$52,946,000
Depreciable Amount	\$20,654,863
Depreciated Replacement Cost	\$20,654,863
Annual Depreciation Expense	\$1,386,958

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Council's sustainability reporting reports the rate of annual asset consumption and compares this to asset renewal and asset upgrade and expansion.

Asset Consumption (Depreciation/Depreciable Amount)	2.6%
Asset renewal (Capital renewal exp/Depreciable amount)	1.2%
Annual Upgrade/New (Capital upgrade exp/Depreciable amount)	0.9%
Annual Upgrade/New (including contributed assets)	0.9%

Council is currently renewing assets at 46.3% of the rate they are being consumed and increasing its asset stock by 0.9% each year.

To provide services in a financially sustainable manner, Council will need to ensure that it is renewing assets at the rate they are being consumed over the medium-long term and funding the life cycle costs for all new assets and services in its long term financial plan.

5.1.5 Asset hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery.

Council's service hierarchy is shown in Table 5.1.5.

Table 5.1.5: Asset Service Hierarchy

Service Hierarchy	Definition	Service Level Objective
Category 1 – Premium	High use business critical facilities essential to service delivery. (Main buildings used to run the Council's operations).	<ul style="list-style-type: none"> ▪ Aesthetics – As new or highest quality reasonably achieved. ▪ Functionality – All elements must function as intended at all times, with no down time tolerated during periods of intended use. ▪ Legislative Requirements – All legal responsibility must be met. ▪ Financial – Maximum efficiency of maintenance and cleaning operations is required, to minimise expenditure in achieving the desired outcomes.
Category 2 – High	High use facilities essential to service delivery. (Buildings which are used for Council business purposes).	<ul style="list-style-type: none"> ▪ Aesthetics – Minor signs of deterioration when viewed closely may be acceptable. No deterioration when viewed from normal distance. Some deterioration may be tolerated for short period of time. ▪ Functionality – All elements must function as intended during periods of intended use, with a low probability of failure. ▪ Legislative Requirements – All legal responsibility must be met. ▪ Financial – Primary aim is to maximise the long term economic performance of the facility. Refurbishments, equipment replacements and maintenance planning should be above current standards to provide a high level of service and aesthetics.

Service Hierarchy	Definition	Service Level Objective
Category 3 – Standard	Medium use and key facilities important to service delivery. (Major Council buildings that have a predominant community use focus).	<ul style="list-style-type: none"> ▪ Aesthetics – Some minor signs of deterioration when viewed from normal distance are acceptable. ▪ Functionality – All required elements should function as intended during period of intended use. Minor failures, excluding those which bring a threat to safety or security, can be tolerated. ▪ Legislative Requirements – All legal responsibility must be met. ▪ Financial – Primary aim is to maximise the long term economic performance of the facility. Refurbishments, equipment replacements and maintenance planning should be in a strategic framework; and decision taken on a life cycle basis.
Category 4 – Low	Medium to low use facilities that assist in improving service delivery (Minor Council buildings that have a community use focus or are used by community groups).	<ul style="list-style-type: none"> ▪ Aesthetics – Some signs of deterioration are acceptable. ▪ Functionality – All elements requirement should function as intended during periods of intended use. Minor failures, excluding those which bring a threat to safety or security, can be tolerated. ▪ Legislative Requirements – All legal responsibility must be met. ▪ Financial – Limitation of short term maintenance costs is the primary objective.
Category 5 - Dispose	Infrequent use facilities.	<ul style="list-style-type: none"> ▪ Aesthetics – Not important. ▪ Functionality – No requirement to retain any functional performance except to avoid degradation of asset value. ▪ Legislative Requirements – All legal responsibility must be met. ▪ Financial – Limitation of maintenance costs is the primary objective.

5.2 Risk Management Plan

An assessment of risks associated with service delivery from infrastructure assets has identified critical risks that will result in loss or reduction in service from infrastructure assets or a 'financial shock' to the organisation. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

The buildings listed in table 5.1.2 with a condition rating of 4 (Fair-Minus) do not pose a significant risk for the Council or to the community at this point in time.

Critical risks, being those assessed as 'Very High' - requiring immediate corrective action and 'High' – requiring prioritised corrective action identified in the Infrastructure Risk Management Plan are summarised in Table 5.2.

Table 5.2: Critical Risks and Treatment Plans

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Associated Costs
Community Buildings	Fire	H	To provide and maintain adequate fire protection systems in all public buildings.	TBA
Recreation Buildings	Drowning/Accidents	H	To provide adequate warning signage around facilities to raise awareness of risk of drowning	TBA
Residential Buildings	Fire/death	H	Hard wired smoke detectors and regular servicing.	TBA

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Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Associated Costs
All Buildings	Lack of funding provision for maintenance, operations and renewal activities resulting in declining asset condition	H	Ensure adequate annual funding is allocated for the maintenance, operation and renewal of building assets	TBA
All Buildings	Lack of maintenance inspections	H	Ensure building maintenance inspections are conducted annually	TBA

5.3 Routine Maintenance Plan

Routine maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again.

5.3.1 Maintenance plan

Maintenance includes reactive, planned and specific maintenance work activities.

Reactive maintenance is unplanned repair work carried out in response to service requests and management/supervisory directions.

Planned maintenance is repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Specific maintenance is replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, building roof replacement, etc. This work generally falls below the capital/maintenance threshold but may require a specific budget allocation.

Actual past maintenance expenditure is shown in Table 5.3.1.

Table 5.3.1: Maintenance Expenditure Trends

Year	Maintenance Expenditure
2009/2010	\$
2010/2011	\$
2011/2012	\$869,284

Current maintenance expenditure levels are considered to be inadequate to meet required service levels. Future revision of this asset management plan will include linking required maintenance expenditures with required service levels. Assessment and prioritisation of reactive maintenance is undertaken by operational staff using experience and judgement.

5.3.2 Standards and specifications

Maintenance work is carried out in accordance with the following Standards and Specifications:

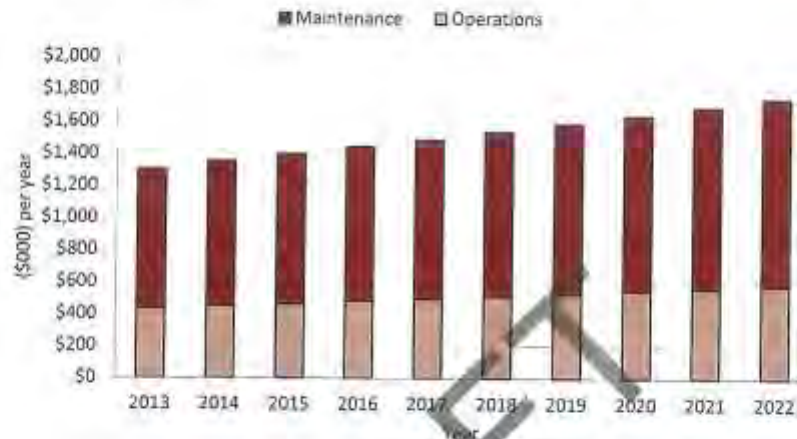
- Applicable Australian Standards
- Building Code of Australia, and
- Acceptable standards of construction.

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5.3.3 Summary of future operations and maintenance expenditures

Future operations and maintenance expenditure is forecast to trend in line with the value of the asset stock as shown in Figure 4. Note that all costs are shown in 2010 dollar values.

Figure 4: Projected Operations and Maintenance Expenditure



Deferred maintenance, i.e. works that are identified for maintenance and unable to be funded are to be included in the risk assessment process in the Infrastructure risk management plan.

Maintenance is funded from the operating budget and grants, where available. This is further discussed in Section 6.2.

5.4 Renewal/Replacement Plan

Renewal expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is upgrade/expansion or new works expenditure.

5.4.1 Renewal plan

Assets requiring renewal are identified from one of three methods provided in the 'Expenditure Template'.

- Method 1 uses Asset Register data to project the renewal costs for renewal years using acquisition year and useful life, or
- Method 2 uses capital renewal expenditure projections from external condition modelling systems (such as Pavement Management Systems), or
- Method 3 uses a combination of average network renewals plus defect repairs in the Renewal Plan and Defect Repair Plan worksheets on the 'Expenditure template'.

Method 3 was used for this asset management plan.

The Shire of Meekatharra does not have any ranking system or criteria for renewal. It is envisaged that this feature will be a key area for development in the next revision of this Plan. It is proposed that the criteria below will be considered in this development.

Table 5.4.1: Renewal Priority Ranking Criteria

Criteria	Weighting
Safety and Accessibility	No current weighting or ranking.
Asset Usage	No current weighting or ranking.
Current Asset Condition	No current weighting or ranking.
Community Need	No current weighting or ranking.
Operating & Maintenance Cost	No current weighting or ranking.
Existence of viable alternative	No current weighting or ranking.
Total	0%

Renewal will be undertaken using 'low-cost' renewal methods where practical. The aim of 'low-cost' renewals is to restore the service potential or future economic benefits of the asset by renewing the assets at a cost less than replacement cost. Examples of low cost renewal include minor repair of an asset rather than a major replacement (e.g. replace a section of roof sheeting as opposed to replacing all of the roofing material).

5.4.2 Renewal standards

Renewal work is carried out in accordance with the following Standards and Specifications.

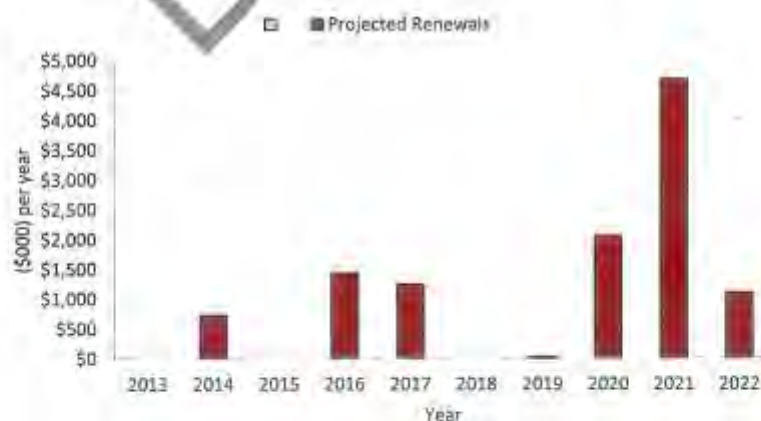
Building Code of Australia	Sets out the acceptable standards and are deemed to satisfy provisions for building work both residential and commercial.
Timber Framing AS1684	Sets out design and construction of timber framing.
Concrete Structures AS3600	Sets out all concrete and masonry requirements for maintenance.
Plumbing and Drainage AS3500	Sets out all requirements needed for plumbing and drainage.
Shire of Meekatharra Tenancy/Lease Agreements	Sets out the responsibilities of the Shire of Meekatharra in relation to those buildings under lease/rent.

5.4.3 Summary of projected renewal expenditure

Projected future renewal expenditures are forecast to increase over time as the asset stock ages. The costs are summarised in Figure 5. Note that all costs are shown in 2012 dollar values.

The projected capital renewal program is shown in Appendix B.

Figure 5: Projected Capital Renewal Expenditure



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Deferred renewal, i.e. those assets identified for renewal and not scheduled for renewal in capital works programs are to be included in the risk assessment process in the risk management plan.

Renewals are to be funded from capital works programs and grants where available. This is further discussed in Section 6.2.

5.5 Creation/Acquisition/Upgrade Plan

New works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost to the Council from land development. These assets from growth are considered in Section 4.4.

5.5.1 Selection criteria

New assets and upgrade/expansion of existing assets are identified from various sources such as councillor or community requests, proposals identified by strategic plans or partnerships with other organisations. Candidate proposals are inspected to verify need and to develop a preliminary estimate. Verified proposals are ranked by priority and available funds and scheduled in future works programmes. The priority ranking criteria is detailed in Table 5.5.1.

Table 5.5.1: Upgrade/New Assets Priority Ranking Criteria

Criteria	Weighting
Strategic Community Plan Objectives	No current weighting or ranking.
Regulatory Change (including environmental criteria)	No current weighting or ranking.
Community Expectation (Current vs. Future Level of Service)	No current weighting or ranking.
Funding Availability	No current weighting or ranking.
Total	0%

5.5.2 Standards and specifications

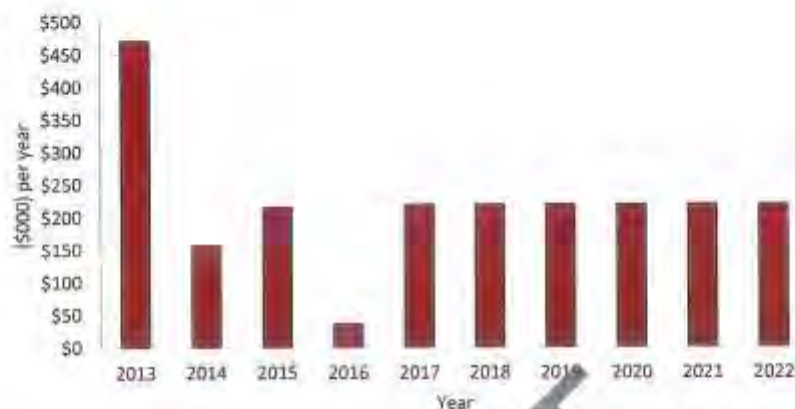
Standards and specifications for new assets and for upgrade/expansion of existing assets are as follows:

Building Code of Australia	Sets out the acceptable standards and are deemed to satisfy provisions for building work both residential and commercial.
Timber Framing AS1684	Sets out design and construction of timber framing.
Concrete Structures AS3600	Sets out all concrete and masonry requirements for maintenance.
Plumbing and Drainage AS3500	Sets out all requirements needed for plumbing and drainage.
Shire of Meekatharra Tenancy/Lease Agreements	Sets out the responsibilities of the Shire of Meekatharra in relation to those buildings under lease/rent.

5.5.3 Summary of projected upgrade/new assets expenditure

Projected upgrade/new asset expenditures are summarised in Figure 6. The projected upgrade/new capital works program is shown in Appendix C. All costs are shown in current 2012 dollar values.

Figure 6: Projected Capital Upgrade/New Asset Expenditure



New assets and services are to be funded from capital works program and grants where available. This is further discussed in Section 6.2.

5.6 Disposal Plan

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in Table 5.6, together with estimated annual savings from not having to fund operations and maintenance of the assets. These assets will be further reinvestigated to determine the required levels of service and see what options are available for alternate service delivery, if any. Where cashflow projections from asset disposals are not available, these will be developed in future revisions of this asset management plan.

Table 5.6: Assets Identified for Disposal

Asset	Reason for Disposal	Timing	Net Disposal Expenditure (Expend +ve, Revenue -ve)	Operations & Maintenance Annual Savings
			\$0	\$0

6. FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

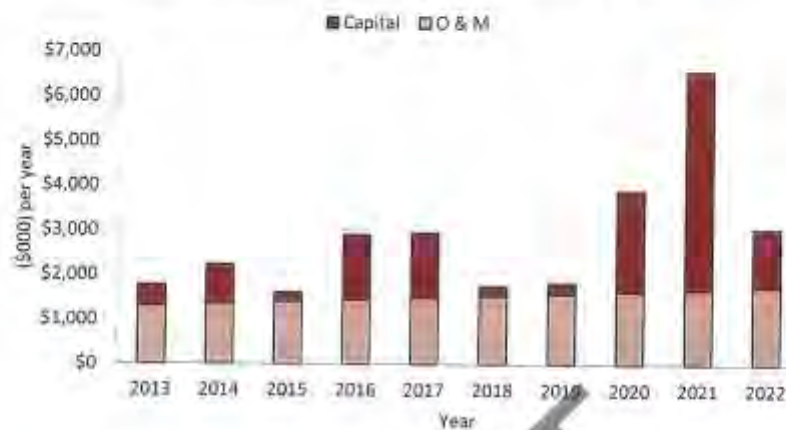
6.1 Financial Statements and Projections

The financial projections are shown in Figure 7 for projected operating (operations and maintenance) and capital expenditure (renewal and upgrade/expansion/new assets), net disposal expenditure and estimated budget funding.

Note that all costs are shown in 2012 dollar values.

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Figure 7: Projected Operating and Capital Expenditure and Budget



6.1.1 Financial sustainability in service delivery

There are three key indicators for financial sustainability that have been considered in the analysis of the services provided by this asset category, these being long term life cycle costs/expenditures and medium term projected/budgeted expenditures over 5 and 10 years of the planning period.

Long term - Life Cycle Cost

Life cycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the longest asset life. Life cycle costs include operations and maintenance expenditure and asset consumption (depreciation expense). The life cycle cost for the services covered in this asset management plan is \$2,689,000 per year (operations and maintenance expenditure plus depreciation expense in year 1).

Life cycle costs can be compared to life cycle expenditure to give an indicator of sustainability in service provision. Life cycle expenditure includes operations, maintenance and capital renewal expenditure in year 1. Life cycle expenditure will vary depending on the timing of asset renewals. The life cycle expenditure at the start of the plan is \$1,944,000 (operations and maintenance expenditure plus budgeted capital renewal expenditure in year 1).

A shortfall between life cycle cost and life cycle expenditure is the life cycle gap.

The life cycle gap for services covered by this asset management plan is (\$745,000) per year (-ve = gap, +ve = surplus).

Life cycle expenditure is 72% of life cycle costs giving a life cycle sustainability index of 0.72.

The life cycle costs and life cycle expenditure comparison highlights any difference between present outlays and the average cost of providing the service over the long term. If the life cycle expenditure is less than that life cycle cost, it is most likely that outlays will need to be increased or cuts in services made in the future.

Knowing the extent and timing of any required increase in outlays and the service consequences if funding is not available will assist organisations in providing services to their communities in a financially sustainable manner. This is the purpose of the asset management plans and long term financial plan.

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Medium term – 10 year financial planning period

This asset management plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding shortfall. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period is \$2,640,000 per year. Estimated (budget) operations, maintenance and capital renewal funding is \$1,715,000 per year giving a 10 year funding shortfall of (\$925,000) per year and a 10 year sustainability indicator of 0.65. This indicates that Council has 65% of the projected expenditures needed to provide the services documented in the asset management plan.

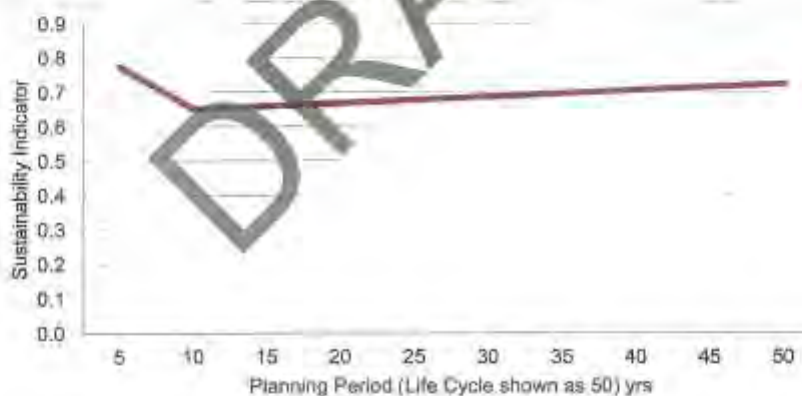
Short Term – 5 year financial planning period

The projected operations, maintenance and capital renewal expenditure required over the first 5 years of the planning period is \$2,073,000 per year. Estimated (budget) operations, maintenance and capital renewal funding is \$1,605,000 per year giving a 5 year funding shortfall of (\$468,000). This is 77% of projected expenditures giving a 5 year sustainability indicator of 0.77.

Financial Sustainability Indicators

Figure 7A shows the financial sustainability indicators over the 10 year planning period and for the long term life cycle.

Figure 7A: Financial Sustainability Indicators



Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and funding to achieve a financial sustainability indicator of 1.0 for the first years of the asset management plan and ideally over the 10 year life of the AM Plan. This first cut core Asset Management Plan has been prepared based on the long term financial planning the Shire currently has in place, which shows a misalignment between the projected renewals required and what renewals are proposed to be funded. The Shire will need to align its planned renewals in its Long Term Financial Plan with those identified in this Asset Management Plan, to achieve a better sustainability ratio.

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Figure 8 shows the projected asset renewals in the 10 year planning period from Appendix B. The projected asset renewals are compared to budgeted renewal expenditure in the capital works program and capital renewal expenditure in year 1 of the planning period in Figure 8.

Figure 8: Projected and Budgeted Renewal Expenditure

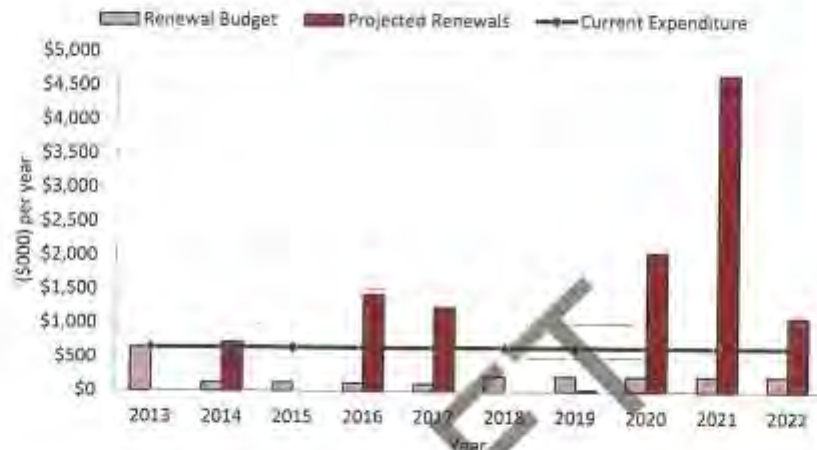


Table 6.1.1 shows the shortfall between projected and budgeted renewals.

Table 6.1.1: Projected and Budgeted Renewals and Expenditure Shortfall

Year	Projected Renewals (\$000)	Planned Renewal (Budget) (\$000)	Renewal Funding Shortfall (\$000) (-ve Gap, +ve Surplus)	Cumulative Shortfall (\$000) (-ve Gap, +ve Surplus)
2011	0	\$642	\$642	\$642
2012	\$720	\$121	-\$599	\$43
2013	0	\$124	\$124	\$167
2014	\$1,422	\$116	-\$1,306	-\$1,139
2015	\$1,241	\$108	-\$1,133	-\$2,272
2016	0	\$222	\$222	-\$2,050
2017	\$22	\$222	\$200	-\$1,850
2018	\$2,049	\$222	-\$1,827	-\$3,677
2019	\$4,670	\$222	-\$4,448	\$8,125
2020	\$1,092	\$222	-\$870	-\$8,995

Note: A negative shortfall indicates a funding gap, a positive shortfall indicates a surplus for that year.

Providing services in a sustainable manner will require matching of projected asset renewals to meet agreed service levels with planned capital works programs and available revenue.

A gap between projected asset renewals, planned asset renewals and funding indicates that further work is required to manage required service levels and funding to eliminate any funding gap.

We will manage the 'gap' by developing this asset management plan to provide guidance on future service levels and resources required to provide these services, and review future services, service levels and costs with the community.

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6.1.2 Expenditure projections for long term financial plan

Table 6.1.2 shows the projected expenditures for the 10 year long term financial plan.

Expenditure projections are in current (non-inflated) values. Disposals are shown as net expenditures (revenues are negative).

Table 6.1.2: Expenditure Projections for Long Term Financial Plan (\$000)

Year	Operations (\$000)	Maintenance (\$000)	Projected Capital Renewal (\$000)	Capital Upgrade/ New (\$000)	Disposals (\$000)
2011	\$433	\$869	\$0	\$470	\$0
2012	\$450	\$903	\$720	\$155	\$0
2013	\$464	\$932	\$0	\$214	\$0
2014	\$480	\$963	\$1,422	\$35	\$0
2015	\$494	\$992	\$1,241	\$218	\$0
2016	\$511	\$1,025	\$0	\$218	\$0
2017	\$528	\$1,059	\$0	\$218	\$0
2018	\$545	\$1,094	\$2,049	\$218	\$0
2019	\$563	\$1,129	\$4,670	\$218	\$0
2020	\$581	\$1,166	\$1,092	\$218	\$0

Note: All projected expenditures are in 2012 values.

6.2 Funding Strategy

Projected expenditure identified in Section 6.1.2 is to be funded from the Shire's operating and capital budgets. The funding strategy is detailed in the Shire's 5 Year Forward Capital Works Plan and Long Term Financial Plan.

Achieving the financial strategy will require the Council to examine other options, which include:

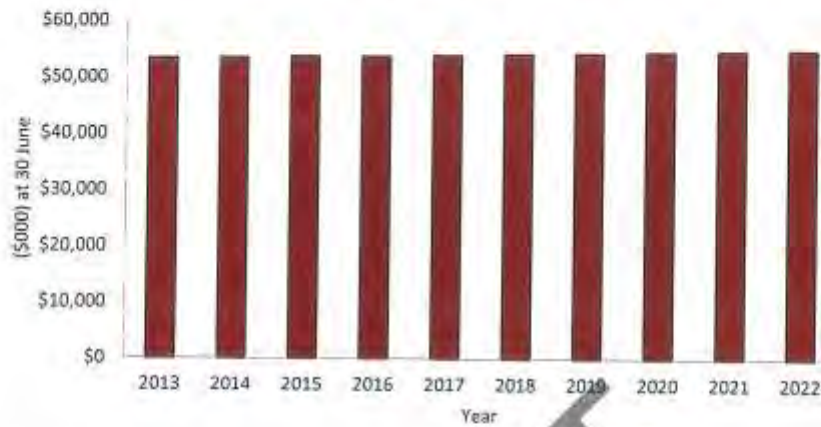
- Use of loans to fund renewal spines;
- Cost reductions from review of service levels;
- Increasing revenue from rates and user charges;
- Grants, where applicable, from Commonwealth & State Governments; and
- Cash backed reserves.

6.3 Valuation Forecasts

Asset values are forecast to increase as additional assets are added to the asset stock from construction and acquisition by Council and from assets constructed by land developers and others and donated to Council. Figure 9 shows the projected replacement cost asset values over the planning period in 2010 dollar values.

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Figure 9: Projected Asset Values



Depreciation expense values are forecast in line with asset values as shown in Figure 10.

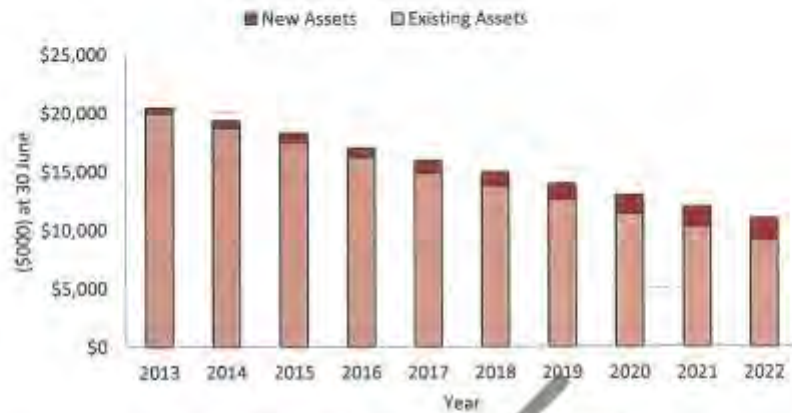
Figure 10: Projected Depreciation Expense



The depreciated replacement cost (current replacement cost less accumulated depreciation) reports the remaining service potential of the assets. It will vary over the forecast period depending on the rates of addition of new assets, disposal of old assets and consumption and renewal of existing assets. Forecast of the assets' depreciated replacement cost is shown in Figure 11, which highlights consumption of existing assets at a faster rate than their renewal or upgrade. The effect of contributed and new assets on the depreciated replacement cost is shown in the light colour bar.

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Figure 11: Projected Depreciated Replacement Cost



6.4 Key Assumptions made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan are:

- Buildings and Structures assets will remain in Council ownership throughout the planning period.
- Maintenance costs are largely based on historical expenditure and assumes no significant increases in service requirements.
- A valuation report prepared by AVF Valuers in June 2011 has determined the asset values.

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7. ASSET MANAGEMENT PRACTICES

7.1 Accounting/Financial Systems

7.1.1 Accounting and financial systems

The Shire of Meekatharra uses the ITVision SynergySoft Financial Software for its financial management system, which has an integrated asset register for asset accounting purposes.

7.1.2 Accountabilities for financial systems

Accountabilities and responsibilities are divided between the Chief Executive Officer, Deputy Chief Executive Officer, Senior Finance Officer and Administration Officer.

7.1.3 Accounting standards and regulations

As well as complying with Australian Accounting Standards, the Shire must comply with the Western Australia Local Government Act 1995 and the Local Government (Finance) Regulations 1996. Accounting Standard AASB116 – "Property, Plant and Equipment" is the significant regulatory requirement relevant to accounting for assets.

7.1.4 Capital/maintenance threshold

The Shires Capital Threshold Policy specifies a limit of \$1,000 for expenditure that is expensed in the current year. Expenditure over \$1,000 on an asset is classed as capital expenditure and capitalised against the asset.

7.1.5 Required changes to accounting financial systems arising from this AM Plan

The general ledger in SynergySoft may require recoding to allow Council to differentiate between operational costs, maintenance costs, upgrades, refurbishment and renewal costs. Further research is required to ascertain if this recoding is necessary.

7.2 Asset Management Systems

7.2.1 Asset management system

The Asset Management system is a combination of the SynergySoft asset register and current operating procedures.

7.2.2 Asset registers

The Shire maintains a detailed Asset Register for this asset class in the SynergySoft integrated Asset Register Module.

7.2.3 Linkage from asset management to financial system

The linkage from the financial system to the asset register is fully integrated. Officers input asset expenditure data into the financial system, which is posted to a capital account. The flag on the general ledger account recognises that the expenditure is of a capital nature and opens the Asset Register Module prompting the operator to enter the relevant details about the asset expenditure (whether a new asset, or expenditure on an existing asset).

7.2.4 Accountabilities for asset management system and data

Accountabilities and responsibilities are divided between the Chief Executive Officer, Deputy Chief Executive Officer, Senior Finance Officer, Payroll Officer and the Manager of Works. The Manager of Works provides information on the relevant assets and allocates costs associated with payroll and Purchasing systems. The Deputy Chief Executive Officer, Senior Finance Officer and Payroll Officer create the records within the Asset Register and post expenditure direct to the Asset Register.

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7.2.5 Required changes to asset management system arising from this AM Plan

No changes have been identified to the asset management system, but subsequent revisions of this Buildings and Structures Asset Management Plan may identify further improvements to existing system.

7.3 Information Flow Requirements and Processes

The key information flows *into* this asset management plan are:

- Council strategic and operational plans,
- Service requests from the community,
- Network assets information,
- The unit rates for categories of work/materials,
- Current levels of service, expenditures, service deficiencies and service risks,
- Projections of various factors affecting future demand for services and new assets acquired by Council,
- Future capital works programs,
- Financial asset values.

The key information flows *from* this asset management plan are:

- The projected Works Program and trends,
- The resulting budget and long term financial plan expenditure projections,
- Financial sustainability indicators.

These will impact the Long Term Financial Plan, Strategic Longer Term Plan, annual budget and departmental business plans and budgets.

7.4 Standards and Guidelines

Standards, guidelines and policy documents referenced in the asset management plan are:

- Shire of Meekatharra Asset Capitalisation Threshold Policy
- Shire of Meekatharra Asset Management Policy
- Shire of Meekatharra Asset Management Strategy
- Department of Local Government (WA) Asset Management Framework and Guidelines

8. PLAN IMPROVEMENT AND MONITORING

8.1 Performance Measures

The effectiveness of the asset management plan can be measured and evaluated in the following ways:

- The degree to which the required cashflows identified in this asset management plan are incorporated into the organisation's long term financial plan and Community/Strategic Planning processes and documents,
- The degree to which 1-5 year detailed works programs, budgets, business plans and organisational structures take into account the 'global' works program trends provided by the asset management plan;

8.2 Improvement Plan

The asset management improvement plan generated from this asset management plan is shown in Table 8.2.

Table 8.2: Improvement Plan

Task No	Task	Responsibility	Resources Required	Timeline
1	Conduct follow up Asbestos inspections.	CEO/Consultant	Internal	June 2013
2	Conduct detailed inspection of all assets with a Fair-Minus condition rating to determine renewal requirements	CEO	Internal	June 2013
3	Assess the first year of Plan against actual costs.	CEO	Internal	June 2013
4	Prepare and prioritise a long term plan and ranking systems for renewal & upgrade/new expenditure.	CEO	Internal	June 2013
5	Review of property maintenance practices to ensure alignment with service level requirements.	CEO	Internal	Annually
6	Ongoing rolling program of data collection (every 4 Yrs).	CEO	TBA	Every 4 Yrs
7	Develop and review detailed risk analysis and planning for critical assets.	CEO	Internal	June 2014
8	Review service levels and commence internal and Elected Member consultation on service level provision.	CEO	Internal	June 2014
9	Community consultation on service level provision.	CEO	TBA	June 2015

8.3 Monitoring and Review Procedures

This asset management plan will be reviewed during annual budget preparation and amended to recognise any material changes in service levels and/or resources available to provide those services as a result of the budget decision process.

The Plan has a life of 4 years and a major revision is to be done within six months of its expiry.

REFERENCES

Shire of Meekatharra Plan for the Future

Shire of Meekatharra Forward Capital Works Plan 2010/11 – 2014/15

Shire of Meekatharra 2011/12 Annual Budget

DVC, 2006, *Asset Investment Guidelines*, Glossary, Department for Victorian Communities, Local Government Victoria, Melbourne, <http://www.qpcd.vic.gov.au/localgovernment/publications-and-research/asset-management1-and-financial>.

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IPWEA, 2011, *Asset Management for Small, Rural or Remote Communities* Practice Note, Institute of Public Works Engineering Australia, Sydney, www.ipwea.org.au/AM456RC.

DLG, 2011, *Asset Management Framework and Guidelines*, Department of Local Government, Western Australia, <http://integratedplanning.dlg.wa.gov.au/DeliverAssetManagement.aspx>.

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APPENDICES

- Appendix A Maintenance Response Levels of Service
- Appendix B Projected 10 year Capital Renewal Works Program
- Appendix C Planned Upgrade/Exp/New 10 year Capital Works Program A
- Appendix D Abbreviations
- Appendix E Glossary

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Appendix A Maintenance Response Levels of Service

ASSET CATEGORY	RESPONSE TIME (WORKING DAYS) FOR DEFECTS WITH RISK LEVELS OF:		
	HIGH	MODERATE	LOW
Amenities Buildings	1	2	20
Civic Buildings	1	2	20
Residential Buildings	1	2	20
Community Buildings	1	2	20
Recreation Buildings	1	2	20
Recreation Infrastructure	1	2	20
Other Structures	1	2	20

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Appendix B Projected 10 year Capital Renewal Works Program

Asset ID	Asset Name	Location	Projected Renewal Year	Renewal Cost \$
Clubrooms and Ablutions	Speedway Club	Campbell Road	2014	\$475,000
Store Shed	Race Club	Goldfields Highway	2014	\$45,000
Water Storage Tanks	Recreation Ground	Gascoyne Junction Road	2014	\$83,300
Practice Cricket Nets	Recreation Ground	Gascoyne Junction Road	2014	\$30,000
Old Camp Kitchen	Race Club	Goldfields Highway	2014	\$3,000
Disused Transportable	Race Club	Goldfields Highway	2014	\$84,200
				\$720,500

Asset ID	Asset Name	Location	Projected Renewal Year	Renewal Cost \$
Store Shed	Speedway Club	Campbell Road	2016	\$10,000
Canteen	Speedway Club	Campbell Road	2016	\$75,000
Toilet Block	Golf Course	Wiluna Road	2016	\$50,000
Transportable Ablutions	Rifle Range	Rifle Range Road	2016	\$80,000
Secondary Ablutions	Rifle Range	Rifle Range Road	2016	\$110,000
Camp Kitchen	Race Club	Goldfields Highway	2016	\$170,000
Picture Gardens Building	Picture Gardens	Main Street	2016	\$220,000
Hearse Shed	Hearse Shed	Main Street	2016	\$25,000
Meeka Lookout Shelter	Meeka Lookout	Gascoyne Junction Road	2016	\$30,000
Workshop & Store	Paddy's Flats	McCleary Street	2016	\$125,000
Disused Ablutions Building	Paddy's Flats	McCleary Street	2016	\$85,000
Disused Single Persons Quarters	Paddy's Flats	McCleary Street	2016	\$230,000
Gardener's Shed	Paddy's Flats	McCleary Street	2016	\$85,000
Contractors Work Unit	Paddy's Flats	McCleary Street	2016	\$120,000
Concrete Wash Down Bay	Shire Depot	Oliver Street	2016	\$4,000
Generator Shed	Race Club	Goldfields Highway	2016	\$3,000
				\$1422,000

Asset ID	Asset Name	Location	Projected Renewal Year	Renewal Cost \$
Old Railway Station Goods Building	Shire Depot	Oliver Street	2017	\$500,000
Golf Club Clubhouse	Golf Club	Wiluna Road	2017	\$500,000
Lighting	Recreation Ground	Gascoyne Junction Road	2017	\$110,000
Backboards	Recreation Ground	Gascoyne Junction Road	2017	\$20,000
Picnic Table & Shelters	Swimming Complex	Main Street	2017	\$8,000
Water Storage Tank	Swimming Complex	Main Street	2017	\$4,000
Water Storage Tanks	Race Club	Goldfields Highway	2017	\$20,000
Lighting	Picture Gardens	Main Street	2017	\$15,000
Fencing	Picture Gardens	Main Street	2017	\$30,000
Projector Screen	Picture Gardens	Main Street	2017	\$30,000
Poolside Shed	Paddy's Flats	McCleary Street	2017	\$4,000
				\$1,241,000

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Appendix B Projected 10 year Capital Renewal Works Program (continued)

Asset ID	Asset Name	Location	Projected Renewal Year	Renewal Cost \$
Poolside Shed	Paddy's Flats	McCleary Street	2019	\$22,000
				\$22,000

Asset ID	Asset Name	Location	Projected Renewal Year	Renewal Cost \$
Masonic Lodge	Masonic Lodge	Corner Darlot & Savage Streets	2020	\$1,100,000
3 x Plexipave Basketball Courts	Recreation Ground	Gascoyne Junction Road	2020	\$395,000
4 x Turf Tennis Courts	Recreation Ground	Gascoyne Junction Road	2020	\$225,000
Cricket Pitch	Recreation Ground	Gascoyne Junction Road	2020	\$15,000
Perimeter Chain Mesh Fence	Recreation Ground	Gascoyne Junction Road	2020	\$155,000
Backboards	Youth Centre	Darlot Street	2020	\$6,000
Lighting	Swimming Complex	Main Street	2020	\$47,500
Shade Shelters	Swimming Complex	Main Street	2020	\$45,500
Commentators Box	Speedway Club	Campbell Road	2020	\$10,000
Judges Box	Race Club	Goldfields Highway	2020	\$20,000
Concrete Hardstand	Picture Gardens	Main Street	2020	\$30,000
				\$2,049,000

Asset ID	Asset Name	Location	Projected Renewal Year	Renewal Cost \$
Old Stables	Recreation Ground	Gascoyne Junction Road	2021	\$15,000
Fire Shed & Drill Ground	Recreation Ground	Gascoyne Junction Road	2021	\$70,000
Caretakers Residence	Shire Depot	Oliver Street	2021	\$70,000
Bar & Covered Areas	Race Club	Goldfields Highway	2021	\$225,000
Ablution Blocks	Race Club	Goldfields Highway	2021	\$200,000
Horse Stables & Exercise Ring	Race Club	Goldfields Highway	2021	\$300,000
Lloyd's Shop		Main Street	2021	\$3,700,000
Single Persons Quarters	Paddy's Flats	McCleary Street	2021	\$90,000
				\$4,670,000

Asset ID	Asset Name	Location	Projected Renewal Year	Renewal Cost \$
AFL Goal Posts	Recreation Ground	Gascoyne Junction Road	2022	\$24,000
Oval Reticulation	Recreation Ground	Gascoyne Junction Road	2022	\$40,000
Lighting	Recreation Ground	Gascoyne Junction Road	2022	\$78,000
Twin Hot Plate Barbecue	Recreation Ground	Gascoyne Junction Road	2022	\$12,000
Basketball Court & Railing	Youth Centre	Darlot Street	2022	\$69,000
Lighting	Youth Centre	Darlot Street	2022	\$35,000
Perimeter Fencing	Youth Centre	Darlot Street	2022	\$10,000
Chain Mesh Fencing	Shire Depot	Oliver Street	2022	\$145,000
Infant Wading Pool	Swimming Complex	Main Street	2022	\$200,000

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Asset ID	Asset Name	Location	Projected Renewal Year	Renewal Cost \$
Fencing	Swimming Complex	Main Street	2022	\$25,000
Wading Pool Shelter	Swimming Complex	Main Street	2022	\$10,000
Fencing	Speedway Club	Campbell Road	2022	\$38,000
Track Fencing	Race Club	Goldfields Highway	2022	\$245,000
Fibreglass Pool	Paddy's Flats	McCleary Street	2022	\$75,000
Poolside Fencing	Paddy's Flats	McCleary Street	2022	\$32,000
Poolside Paving	Paddy's Flats	McCleary Street	2022	\$27,000
Perimeter Fencing	TV Retransmission Site	Cnr Oliver & Roberts Streets	2022	\$27,000
				\$1,092,000

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Appendix C Planned Upgrade/Exp/New 5 year Capital Works Program

Asset Name	Planned Construction Year	Construction Cost \$
Administration Building Upgrade	2013	\$220,000
Construct New Water Bores	2013	\$70,000
Upgrade Parks Water Supply	2013	\$180,000
		\$470,000

Asset Name	Planned Construction Year	Construction Cost \$
Pool Playground Upgrade	2014	\$13,000
Welcome Park Upgrade	2014	\$17,000
CCTV Extension	2014	\$50,000
New Water Bores	2014	\$75,000
		\$155,000

Asset Name	Planned Construction Year	Construction Cost \$
CCTV Extension	2015	\$9,000
New Water Bores	2015	\$75,000
New Tourism Infrastructure	2015	\$130,000
		\$214,000

Asset Name	Planned Construction Year	Construction Cost \$
New Water Bores	2016	\$35,000
		\$35,000

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Appendix D Abbreviations

AAAC	Average annual asset consumption
AMP	Asset management plan
ARI	Average recurrence interval
BOD	Biochemical (biological) oxygen demand
CRC	Current replacement cost
CWMS	Community wastewater management systems
DA	Depreciable amount
EF	Earthworks/formation
IRMP	Infrastructure risk management plan
LCC	Life Cycle cost
LCE	Life cycle expenditure
MMS	Maintenance management system
PCI	Pavement condition index
RV	Residual value
SS	Suspended solids
vph	Vehicles per hour

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Appendix E Glossary

Annual service cost (ASC)

- 1) Reporting actual cost
The annual (accrual) cost of providing a service (including operations, maintenance, depreciation, finance/opportunity and disposal costs less revenue.
- 2) For investment analysis and budgeting
An estimate of the cost that would be tendered, per annum, if tenders were called for the supply of a service to a performance specification for a fixed term. The Annual Service Cost includes operations, maintenance, depreciation, finance/opportunity and disposal costs, less revenue.

Asset

A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. Infrastructure assets are a sub-class of property, plant and equipment which are non-current assets with a life greater than 12 months and enable services to be provided.

Asset class

A group of assets having a similar nature or function in the operations of an entity, and which, for purposes of disclosure, is shown as a single item without supplementary disclosure.

Asset condition assessment

The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

Asset management (AM)

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

Average annual asset consumption (AAAC)*

The amount of an organisation's asset base consumed during a reporting period (generally a year). This may be calculated by dividing the depreciable amount by the useful life (or total future economic benefits/service potential) and totalled for each and every asset OR by dividing the carrying amount (depreciated replacement cost) by the remaining useful life (or remaining future economic benefits/service potential) and totalled for each and every asset in an asset category or class.

Borrowings

A borrowing or loan is a contractual obligation of the borrowing entity to deliver cash or another financial asset to the lending entity over a specified period of time or at a specified point in time, to cover both the initial capital provided and the cost of the interest incurred for providing this capital. A borrowing or loan provides the means for the borrowing entity to finance outlays (typically physical assets) when it has insufficient funds of its own to do so, and for the lending entity to make a financial return, normally in the form of interest revenue, on the funding provided.

Capital expenditure

Relatively large (material) expenditure, which has benefits, expected to last for more than 12 months. Capital expenditure includes renewal, expansion and upgrade. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly.

Capital expenditure - expansion

Expenditure that extends the capacity of an existing asset to provide benefits, at the same standard as is currently enjoyed by existing beneficiaries, to a new group of users. It is discretionary expenditure, which increases future operations and maintenance costs, because it increases the organisation's asset base, but may be associated with additional revenue from the new user group, e.g. extending a drainage or road network, the provision of an oval or park in a new suburb for new residents.

Capital expenditure - new

Expenditure which creates a new asset providing a new service/output that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operations and maintenance expenditure.

Capital expenditure - renewal

Expenditure on an existing asset or on replacing an existing asset, which returns the service capability of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it generally has no impact on revenue, but may reduce future operations and maintenance expenditure if completed at the optimum time, e.g. resurfacing or resheeting a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval.

Capital expenditure - upgrade

Expenditure, which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operations and maintenance expenditure in the future because of the increase in the organisation's asset base, e.g., widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility.

Capital funding

Funding to pay for capital expenditure.

Capital grants

Monies received generally tied to the specific projects for which they are granted, which are often upgrade and/or expansion or new investment proposals.

Capital investment expenditure

See capital expenditure definition.

Capitalisation threshold

The value of expenditure on non-current assets above which the expenditure is recognised as capital expenditure and below which the expenditure is charged as an expense in the year of acquisition.

Carrying amount

The amount at which an asset is recognised after deducting any accumulated depreciation / amortisation and accumulated impairment losses thereon.

Class of assets

See asset class definition.

Component

Specific parts of an asset having independent physical or functional identity and having specific attributes such as different life expectancy, maintenance regimes, risk or criticality.

Cost of an asset

The amount of cash or cash equivalents paid or the fair value of the consideration given to acquire an asset at the time of its acquisition or construction, including any costs necessary to place the asset into service. This includes one-off design and project management costs.

Current replacement cost (CRC)

The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business or the minimum it would cost, to replace the existing asset with a technologically modern equivalent new asset (not a second hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.

Depreciable amount

The cost of an asset, or other amount substituted for its cost, less its residual value.

Depreciated replacement cost (DRC)

The current replacement cost (CRC) of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

Depreciation / amortisation

The systematic allocation of the depreciable amount (service potential) of an asset over its useful life.

Economic life

See useful life definition.

Expenditure

The spending of money on goods and services. Expenditure includes recurrent and capital.

Fair value

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties, in an arms-length transaction.

Funding gap

A funding gap exists whenever an entity has insufficient capacity to fund asset renewal and other expenditure necessary to be able to appropriately maintain the range and level of services its existing asset stock was originally designed and intended to deliver. The service capability of the existing asset stock should be determined assuming no additional operating revenue, productivity improvements, or net financial liabilities above levels currently planned or projected. A current funding gap means service levels have already or are currently falling. A projected funding gap if not addressed will result in a future diminution of existing service levels.

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Heritage asset

An asset with historic, artistic, scientific, technological, geographical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture and this purpose is central to the objectives of the entity holding it.

Impairment Loss

The amount by which the carrying amount of an asset exceeds its recoverable amount.

Infrastructure assets

Physical assets that contribute to meeting the needs of organisations or the need for access to major economic and social facilities and services, e.g., roads, drainage, footpaths and cycleways. These are typically large, interconnected networks or portfolios of composite assets. The components of these assets may be separately maintained, renewed or replaced individually so that the required level and standard of service from the network of assets is continuously sustained. Generally the components and hence the assets have long lives. They are fixed in place and are often have no separate market value.

Investment property

Property held to earn rentals or for capital appreciation or both, rather than for:

- (a) use in the production or supply of goods or services or for administrative purposes; or
- (b) sale in the ordinary course of business.

Key performance indicator

A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Performance indicators commonly relate to statutory limits, safety, responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction.

Level of service

The defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, acceptability and cost.

Life Cycle Cost

1. **Total LCC** The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
2. **Average LCC** The life cycle cost (LCC) is average cost to provide the service over the longest asset life cycle. It comprises annual operations, maintenance and asset consumption expense, represented by depreciation expense. The Life Cycle Cost does not indicate the funds required to provide the service in a particular year.

Life Cycle Expenditure

The Life Cycle Expenditure (LCE) is the actual or planned annual operations, maintenance and capital renewal expenditure incurred in providing the service in a particular year. Life Cycle Expenditure may be compared to average Life Cycle Cost to give an initial indicator of life cycle sustainability.

Loans / borrowings

See borrowings.

Maintenance

All actions necessary for retaining an asset as near as practicable to its original condition, including regular ongoing day-to-day work necessary to keep assets operating, e.g. road patching but excluding rehabilitation or renewal. It is operating expenditure required to ensure that the asset reaches its expected useful life.

- **Planned maintenance**
Repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown criteria/experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.
- **Reactive maintenance**
Unplanned repair work that is carried out in response to service requests and management/supervisory directions.
- **Significant maintenance**
Maintenance work to repair components or replace sub-components that needs to be identified as a specific maintenance item in the maintenance budget.
- **Unplanned maintenance**
Corrective work required in the short-term to restore an asset to working condition so it can continue to deliver the required service or to maintain its level of security and integrity.

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Maintenance and renewal gap

Difference between estimated budgets and projected required expenditures for maintenance and renewal of assets to achieve/maintain specified service levels, totalled over a defined time (e.g. 5, 10 and 15 years).

Maintenance and renewal sustainability index

Ratio of estimated budget to projected expenditure for maintenance and renewal of assets over a defined time (e.g. 5, 10 and 15 years).

Maintenance expenditure

Recurrent expenditure, which is periodically or regularly required as part of the anticipated schedule of works required to ensure that the asset achieves its useful life and provides the required level of service. It is expenditure, which was anticipated in determining the asset's useful life.

Materiality

The notion of materiality guides the margin of error acceptable, the degree of precision required and the extent of the disclosure required when preparing general purpose financial reports. Information is material if its omission, misstatement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial report or affect the discharge of accountability by the management or governing body of the entity.

Modern equivalent asset

Assets that replicate what is in existence with the most cost-effective asset performing the same level of service. It is the most cost efficient, currently available asset which will provide the same stream of services as the existing asset is capable of producing. It allows for technology changes and improvements and efficiencies in production and installation techniques.

Net present value (NPV)

The value to the organisation of the cash flows associated with an asset, liability, activity or event calculated using a discount rate to reflect the time value of money. It is the net amount of discounted total cash inflows after deducting the value of the discounted total cash outflows arising from e.g. the continued use and subsequent disposal of the asset after deducting the value of the discounted total cash outflows.

Non-revenue generating investments

Investments for the provision of goods and services to sustain or improve services to the community that are not expected to generate any savings or revenue to the Council, e.g., parks and playgrounds, footpaths, roads and bridges, libraries, etc.

Operations expenditure

Recurrent expenditure, which is continuously required to provide a service. In common use the term typically includes, e.g. power, fuel, staff, plant equipment, on-costs and overheads but excludes maintenance and depreciation. Maintenance and depreciation is on the other hand included in operating expenses.

Operating expense

The gross outflow of economic benefits, being cash and non cash items, during the period arising in the course of ordinary activities of an entity when those outflows result in decreases in equity, other than decreases relating to distributions to equity participants.

Pavement management system

A systematic process for measuring and predicting the condition of road pavements and wearing surfaces over time and recommending corrective actions.

PMS Score

A measure of condition of a road segment determined from a Pavement Management System.

Rate of annual asset consumption

A measure of average annual consumption of assets (AAAC) expressed as a percentage of the depreciable amount (AAAC/DA). Depreciation may be used for AAAC.

Rate of annual asset renewal

A measure of the rate at which assets are being renewed per annum expressed as a percentage of depreciable amount (capital renewal expenditure/DA).

Rate of annual asset upgrade

A measure of the rate at which assets are being upgraded and expanded per annum expressed as a percentage of depreciable amount (capital upgrade/expansion expenditure/DA).

Recoverable amount

The higher of an asset's fair value, less costs to sell and its value in use.

Recurrent expenditure

Relatively small (immaterial) expenditure or that which has benefits expected to last less than 12 months. Recurrent expenditure includes operations and maintenance expenditure.

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Recurrent funding

Funding to pay for recurrent expenditure.

Rehabilitation

See capital renewal expenditure definition above.

Remaining useful life

The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining useful life is useful life.

Renewal

See capital renewal expenditure definition above.

Residual value

The estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

Revenue generating investments

Investments for the provision of goods and services to sustain or improve services to the community that are expected to generate some savings or revenue to offset operating costs, e.g. public halls and theatres, childcare centres, sporting and recreation facilities, tourist information centres, etc.

Risk management

The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.

Section or segment

A self-contained part or piece of an infrastructure asset.

Service potential

The total future service capacity of an asset. It is normally determined by reference to the operating capacity and economic life of an asset. A measure of service potential is used in the not-for-profit sector/public sector to value assets, particularly those not producing a cash flow.

Service potential remaining

A measure of the future economic benefits remaining in assets. It may be expressed in dollar values (Fair Value) or as a percentage of total anticipated future economic benefits. It is also a measure of the percentage of the asset's potential to provide services that is still available for use in providing services (Depreciated Replacement Cost/Depreciable Amount).

Strategic Longer-Term Plan

A plan covering the term of office of councillors (4 years minimum) reflecting the needs of the community for the foreseeable future. It brings together the detailed requirements in the council's longer-term plans such as the asset management plan and the long-term financial plan. The plan is prepared in consultation with the community and details where the council is at that point in time, where it wants to go, how it is going to get there, mechanisms for monitoring the achievement of the outcomes and how the plan will be resourced.

Specific Maintenance

Replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, building roof replacement, cycle, replacement of air conditioning equipment, etc. This work generally falls below the capital/maintenance threshold and needs to be identified in a specific maintenance budget allocation.

Sub-component

Smaller individual parts that make up a component part.

Useful life

Either:

- (a) the period over which an asset is expected to be available for use by an entity, or
- (b) the number of production or similar units expected to be obtained from the asset by the entity.

It is estimated or expected time between placing the asset into service and removing it from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the council.

Value in Use

The present value of future cash flows expected to be derived from an asset or cash generating unit. It is deemed to be depreciated replacement cost (DRC) for those assets whose future economic benefits are not primarily dependent on the asset's ability to generate net cash inflows, where the entity would, if deprived of the asset, replace its remaining future economic benefits.

Source: IPWEA, 2009, Glossary



WORKFORCE PLAN 2012 – 2016



Workforce Plan 2012-2016

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1. EXECUTIVE SUMMARY

A strong, diverse, committed and motivated workforce is at the core of any successful business. Getting the right people into the right jobs is paramount and requires commitment to attract, develop, retain and recognise talented and motivated employees who are aligned with our Vision and Values.

We are a multi-faceted organisation, with a diverse array of services that we provide our community. Accordingly we require a diverse workforce that is capable of delivering positive outcomes for the organisation and to help us ensure the Shire remains sustainable while delivering levels of service that meet the community's expectations now and into the future.

We are however faced with many challenges; these include skill shortages in most roles at different times to varying degrees and the small pool of skilled labour available or interested in relocating to a remote, rural Shire.

Council is taking a proactive approach in this regard through the use of consultants and support for professional development to all staff through training and education; and attractive packages to attract and retain valued staff through providing relocation costs, housing and subsidies allowances set in policy. We believe in retaining quality people by remunerating them generously, recognising and rewarding high performers and investing in developing our up and coming leaders to realise our succession planning objectives.

2. WORKFORCE STRATEGIC PLANNING IN CONTEXT

2.1 Integrated Planning and Reporting Framework

The Shire of Meekatharra's integrated planning framework comprises the following plans:

- Strategic Community Plan – this document states the community's 10 year vision, values, aspirations and priorities with consideration to other plans outlined below.
- Corporate Business Plan – this document integrates the Strategic Community Plan with our business to turn community aspirations into operational priorities and activities over the next four years.
- Long Term Financial Plan – details the financial resources needed to enact the corporate plan in the first four years and potential revenues and expenses for the next six years of the plan. This plan serves to inform and resource all aspects of the integrated planning activities as appropriate.
- Building and Structures Asset Management Plan – is the key input into the Long Term Financial Plan and defines current level of service and the processes the Shire uses to manage Building and Structures. The 'whole of life' costing of each asset is accounted for in the Long Term Financial Plan and in turn informs the Corporate Business Plan.
- Workforce Plan – forms part of the informing strategies, helping to ensure that the community's strategic goals, as expressed in the Community Strategic Plan, are met by having the right people, with the right skills available at the right time.

The Workforce Plan, together with the Asset Management Plans and Long Term Financial Plan, provide the resources necessary to achieve the Corporate Business Plan.

The Workforce Plan aligns with and supports council's other key planning documents to ensure that we have a capable, professional, engaged and sustainable workforce, in order to deliver on our commitments to the community. The Workforce Plan is designed to cover a rolling four year period.

2.2 Scope of Workforce Plan

In October 2010, the Department of Local Government released the Integrated Planning and Reporting Framework. This responded to the then Minister's announcement that he would introduce the Amendment to the Local Government (Administration) Regulations 1996 which now defines what comprises the Plan for the Future, which is the preparation of an Integrated Strategic Plan comprising a Strategic Community Plan and Corporate Business Plan. The legislation came into effect in August 2011 and local governments are required to have adopted these plans by 30 June 2013.

The Workforce Plan is a key component of the informing strategies to the Corporate Business Plan. It will inform the council of how capable it is to deliver the services within its resourcing capabilities to meet the community's aspirations.

The following pages consider the availability of labour from a number of perspectives, which is the likelihood and the reasons behind staff leaving, the availability of staff from the local area and considers other options to attract personnel to the Shire.

3. WORKFORCE PLANNING WITHIN A BROADER CONTEXT

When examining Council's capability to have the right number of people, with the right skills available at the right time, the factors which are likely to impact on achieving that outcome are considered below.

3.1 Availability of Labour

By the middle of the past decade it was largely acknowledged that Local Government was experiencing skills shortages in a number of professional areas and that resulted in WALGA holding a Skills Shortage Forum in Perth in 2008 to look at strategies to combat the ever increasing problem largely contributed in WA by the mining boom.

At the time it was reported that town planners and engineers made up the greatest area of shortage. Fortunately, the Shire outsources its Health, Building and Town Planning responsibility to one consultant and this has not and does not appear that it will affect the Shire into the short and medium term future. However, the Shire was affected by the shortage of engineering staff, whilst it has to be acknowledged that the remoteness of the shire's locality has always been a contributing factor to being able to reliably attract and retain competent engineering staff.

Since October 2008 the world experienced the Global Financial Crisis (GFC) and whilst this event would ordinarily slow down staff turnover due to uncertainty, it did not in WA due to the mining boom that continued and the ripple effect of those jobs created. This was evidenced in Meekatharra. The GFC delayed the retirement intentions of some workers or saw others re-enter the workforce because their superannuation funds lost value. Whilst this may be beneficial in the areas of skills shortage, it does not allow managers to have certainty in predicting if their older workforce will remain because once the superannuation values rise to 'safe levels' the retirement plans may be enacted, leaving a gap in the labour market that they now fill.

3.2 Global Labour Markets

Today, it is necessary to consider global labour markets in the Workforce Plan, as every organisation is now subject to global influences and it is evident in the Shire of Meekatharra with the significant number of employees on 457 visas that work in the town including the Shire. Council does have the option through their own means or through the WALGA Overseas Recruitment Program to consider the option in the future of sponsoring employees with unique skills from overseas.

3.3 Economic Outlook

Post GFC, a notable increase has been reported in the Australian population shifting their purchasing patterns from a reliance on credit facilities to saving to pay for purchases. Whilst WA remains the State showing greatest consumer sales in the retail sector, the low interest rate offered currently for home owners or potential home owners is encouraging those to slow down in their spending and pay off the mortgage. This has an effect on the labour force remaining in their current employment for longer. The slow down in demand from the Chinese markets for WA ore and minerals has not had a hard hitting effect on the economy of WA however it will show signs over the next couple of years when construction jobs on mine sites are completed and that labour force are looking for employment. This may be to the benefit of remote, regional WA due to this demographic being exposed to the topography and finding it appealing to return, even if it is under a different banner.

3.4 Local Government Sector

Local Government is a complex service industry and faces many challenging issues which need to be addressed by the Workforce Plan. As a service provider and employer, local government is subject to an array of Legislative Acts and Regulations, is operating in an uncertain sphere of Federal and State Government relations and a too frequent generally poor image doesn't make for securing employment an easy task for the local government industry.

Currently in WA the reform of the local government industry is having an impact on the certainty of employment however, this is not an issue for the Shire of Meekatharra due to the amalgamation aspect of the reform not affecting the shire due to the size and no foreseen economies of scale being achieved by amalgamating with a neighbouring shire. The introduction of the Integrated Planning and Reporting Framework has created more work for staff but with the engagement of consultants to finalise this piece of work the workforce has absorbed the demand on them and continue on business as usual.

3.5 WA Employment Environment including the MidWest Region

2013 Economic Profile

Western Australia has 33% of Australia's land area and 10.7% of its population. The State's share of the national population is projected by the ABS to grow to 11% (3.0 million) by 2026 and 12% (4.3 million) by 2056. There were 1.31 million people employed in Western Australia in December 2012. The Department of Training and Workforce Development estimates a potential shortfall of 76,000 workers by 2014-15.

Population growth

Western Australia's population rose 3.3% (78,037) to 2,430,252 in 2011-12. Net overseas migration contributed 60% (47,147) of the population growth in 2011-12. Net interstate migration rose 80% to 11,085 in 2011-12. Population growth has accelerated from 2.2% in 2009-10 and 2.4% in 2010-11 to 3.3% in 2011-12.

Employment

Western Australia's employment rose 4.7% (59,400) over the twelve months to December 2012, with 9% of the growth occurring in the past three months. Australia's employment rose 1.3% (148,400) over the year to December 2012. The State's unemployment rate was 4.3% in December 2012; higher than the 4.1% in the previous month and 4.2% a year earlier. Australia's unemployment rate was 5.4% Western Australia's mining industry employed 108,900 workers directly in the December quarter 2012, 3% (3,600) more than a year earlier

Regional Profile:

Regional Labour Markets ¹ and Population ²					
Region	Employed	Unemployed	Unemployment rate %	Population	Annual Growth
Perth	997,444	39637	4.0	1726055	2.5
South West	8742	4137	4.6	158615	1.6
Peel	46673	2670	5.4	112677	4.4
Wheatbelt	44601	1100	2.4	72856	0.0

Goldfields-Esperance	35594	788	2.2	59489	1.1
Great Southern	32354	1656	4.9	56884	0.2
Mid-West	30407	817	2.6	55609	1.2
Pilbara	27477	607	2.2	62736	6.5
Kimberley	17532	931	5.0	37673	2.9
Gascoyne	5912	192	3.1	9621	1.1

September quarter 2012; 2 2010 – 11: Source Department of Education, Employment, and Workforce Relations Small Area Labour Markets and ABS Regional Population Growth.

Major Industries in WA in 2011-12

Mining	34.60%
Construction	11.50%
Health care and social assistance	3.90%
Retail Trade	3.10%
Professional Scientific and Technical Services	5.30%

Western Australian Government Department of State Development; Western Australian Economic Profile January 2013

The Midwest Region

The Mid West Regional Development Authority regional profile is outlined as follows:

- The Mid West covers about 466,800km² or nearly one-fifth of WA.
- Geraldton is the regional centre of the Mid West. The city and surrounds contain about 36,000 people, more than half the entire region's population of 49,000.
- The Indigenous population currently comprises 9% of the whole and is growing three times faster than the non-Indigenous population.
- Growth has been largely restricted to the coastal strip.
- Those smaller communities close to Geraldton have benefited from the regional centre's improved fortunes.
- Risks to smaller inland communities are due to ageing and migration, and an economic dependence on mining.
- The Gross Regional Product of the Mid West is the third highest in WA (after the Pilbara and Goldfields as shown in the 2011 Census Data)

Shire of Meekatharra

Situated on the Great Northern Highway in the Murchison-East Gascoyne region of the State, Meekatharra is 764km from Perth and approx. 500km from Geraldton with a population of approx. 1300 people. It is the centre of a mining, sheep and cattle district. The Meekatharra town site boasts excellent shopping facilities including a supermarket, bank, 3 hotels, 3 petrol stations/roadhouses as well as clothing and general merchandise outlets and a Community Resource Centre. The Shire own and manage a community gym, swimming pool, squash court and an outdoor picture theatre. Education is from Kindergarten through year 10.

The town also provides excellent health services with at least 2 Doctors servicing the town at all times and is a base for the Royal Flying Doctor Service. Regular flights to Perth and surrounding towns are also provided by Skippers Aviation. Due to the large Aboriginal population and the disengaged portion of that population there are many government agencies associated with Aboriginal affairs that provide employment in town.

Today's Meekatharra provides a geographically convenient centre for the numerous pastoral stations, established mines and mineral exploration groups to obtain their stores, fuel, parts, postal services and other necessities of life.

There is a shortage of housing stock for sale or rent. The Shire is not immediately challenged by this due to having their own modern housing stock that meets the requirements for the current workforce. Some employees do own their own homes and receive a subsidy.

The Shire struggles with employing affordable reliable contractors within the town to manage assets that ultimately deliver our services.

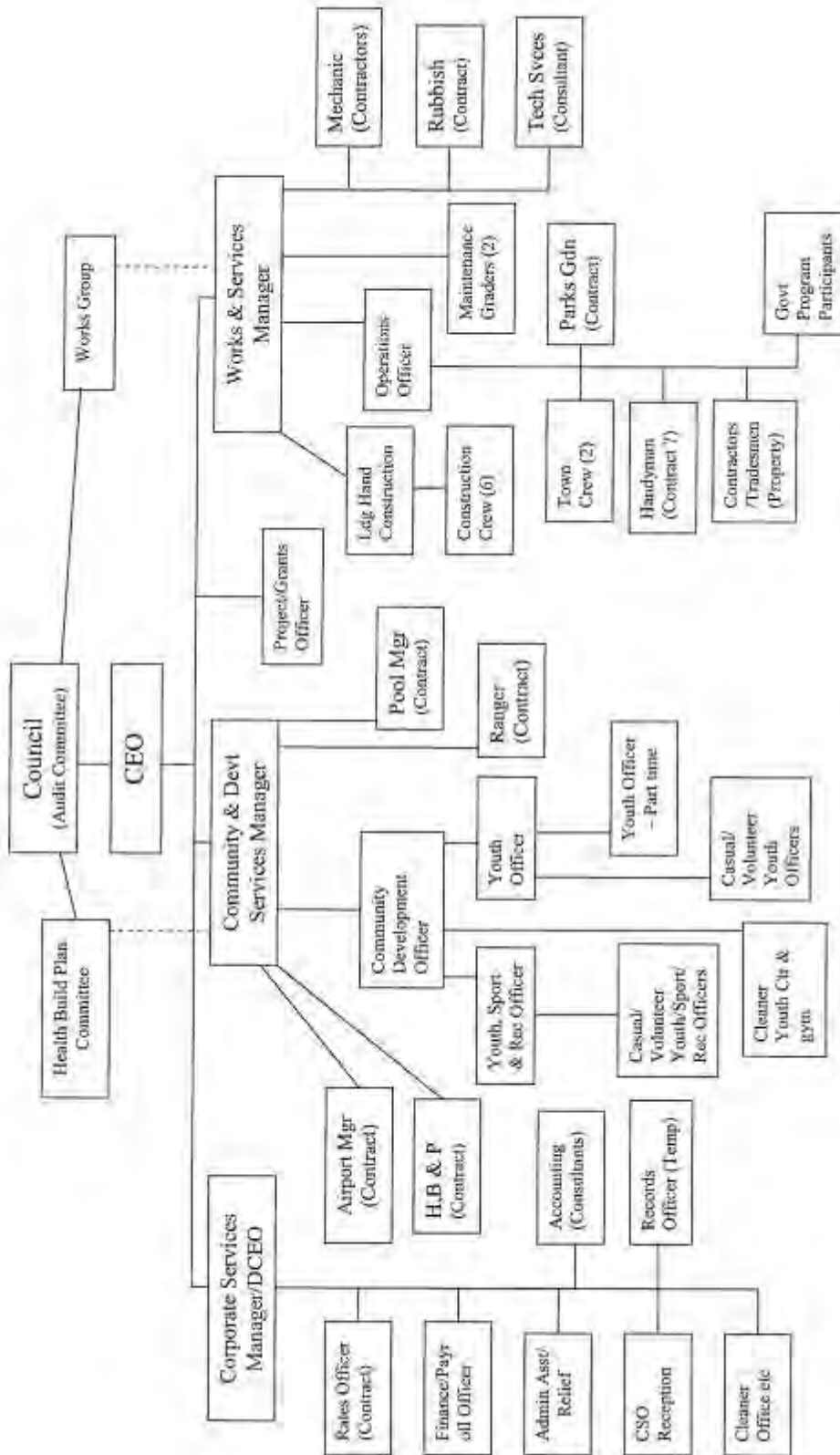
The Shire runs an excellent Youth Service program and the young people of the town are well catered for if they choose to tap into the resources on offer.

In general, the Shire of Meekatharra accept that due to its location and reputation, skills shortage will exist from time to time and managing those with short term outsourcing is an accepted and embraced practice to deliver the services to the community at the level of service expected by the community.

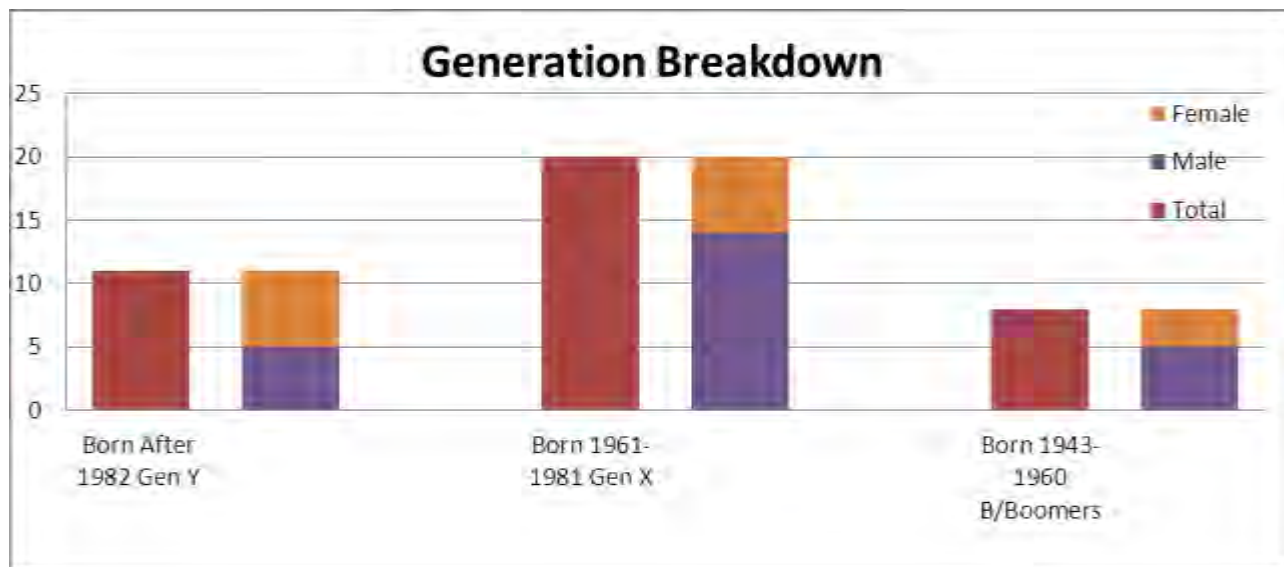
The Shire has good governance processes in place and the senior management team has the support of Council in the development and management of the workforce. The Shire's systems and processes reflect that challenges of just doing core business due to low resources, does not allow sufficient time for review and development in this area.

4. CURRENT WORKFORCE
4.1 Organisation Structure

Shire of Meekatharra – Organisational Chart
 Adopted June 2013



4.2 Staff Demographics



4.3 Staff Retention

The most critical risk is losing trained professional staff and managers.

Currently the workforce is stable due to recent robust attraction and recruiting process in the Administration area; community development staff being fully engaged in their delivery of service and enjoying the fruits of their labour over the last 3 years of programming and implementation.

Older members of the workforce are stable and do not appear to be entertaining the idea of tapping into their superannuation and transitioning to retirement.

Over the last three years the loss of staff has been in line with the anecdotal trends. The loss has largely been to staff being the partners of personnel of other government agencies or companies and they have left the Shire of Meekatharra. Staff that are exiting have advised they find the employer to be an Employer of Choice due to the positive, supportive environment they enjoyed, generous remuneration, clear direction from Council and CEO, the organisation's values are aligned to their own personal values and opportunity and support for professional development is offered and available.

4.4 Availability of Local Staff

The availability of local staff is limited due to the transient nature of the population. People who are employed in government agencies that service the predominantly Aboriginal population are often only in town for 2 years and then relocate. Further the availability of local staff is taken by the mining companies offering and other businesses that offer flexible working arrangements.

Given the practice in the last couple of years of local businesses recruiting people who are on a 457 visa, the Shire attracts some of the personnel when they are looking for a change in employment and this could be an area that the Shire could actively seek contracted skilled professionals to carry out different roles if required in the future.

The Aboriginal community are well represented on the Shire staff in the outside workforce and in Youth, Sport and Recreation programs. The positions held on the outside workforce are fulltime and the positions held in the Youth, Sport and Recreation

programs are casual along with the other non-indigenous staff, except for 2 full time coordinators in which one, up until recently was held by a long term female Aboriginal employee.

5. COMMUNITY STRATEGIC PLAN AND WORKFORCE REQUIREMENTS

There are no new significant workforce competencies required over the four year period of the Workforce Plan. The most significant workforce resourcing issues are historical and continue to be attracting and retaining skilled and competent personnel to a remote, rural location of WA. This can be addressed under the succession planning banner and the Shire continue to offer attractive remuneration packages and enhance the skills and qualifications of personnel to create internal promotion and ultimately career path opportunities.

The Shire has enjoyed long serving consultants to fill the Workforce requirements and find this a satisfactory manner to delivery services and will continue to do so.



Plant Replacement Plan 2013/14 to 2022/23

Shire of Meekatharra
Major Plant Replacement Plan 2013/14 to 2022/23
Major Plant is defined as plant with an estimated purchase price of over \$150,000 (in 2013 dollars)

Plant Number	Plant Description	Date Acquired	LICENSE NO	Vm/Classific No.	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Graders														
Changover every 7 years or 10,000-12,000 hours - Newer Cat M Series (physical control) are problematic for operators hence unusual replacement plan														
P108	WESTTAC 12H MOTOR GRADER	18/10/2005	LCB4997	CAT0019HECIR00866						380000			380000	
P318	2007 E3H CATERPILLAR GRADER	17/03/2003	18D0657	CAT0012H2WFO1265						390000				
P419	2009 CAT 12M GRADER	15/12/2009	AK3551	CA100112MA8SF0673			380000							410000
Loaders														
Changover every 5 years or 8,000-10,000 hours														
P433	CATERPILLAR 950HSM WHEEL LOADER	21/12/2011	LDH4539	CAT0958HTAD00691				250000						370000
Rollers														
Changover every 10 years														
P418	2008 CAT C55E ROAD ROLLER	15/12/2005	AK31811	CAT10356FC00322									195000	
P434	BOMBAE BW25RH MULTI TYRE ROLLER	10/02/2012	EDV4587	861338001168										200000
P436	BOMBAE 16.60 TOWNE PADFOOT VIBRATORY ROLLER	11/12/2008	LCY7707	10158043024					198000					
Prime Movers														
Changover the oldest unit when 4th oldest unit is 5 years or 150,000-250,000 kms														
P109	NISSAN LD PRIME MOVER 2005	20/10/2005	LCB8325	JNB0W4889J0H00668						210000				
P387	2005 NISSAN LD DIESEL TRUCK	22/02/2007	LCMA732	JNB0W4889J0H01140				215000						
P407	NISSAN PRIME MOVER	29/01/2009	LCZ7537	JNB0W4889J0H001085									220000	
P428	LD NISSAN TRUCK - GW 470 - 485 HP	15/02/2011	ED00751	JNB0W4889J0H003057										225000
P439	2010 NISSAN PRIME MOVER	08/06/2012	LDW6373	JNB0W4889J0H006274										230000
P452	2012 NISSAN PRIME MOVER	02/11/2012	LD68214	JNB0W4889J0H006933										230000
					0	210000	380000	565000	198000	610000	585000	225000	800000	410000

Minor Plant Replacement Plan 2013/14 - 2022/23

Plant Number	Plant Description	Date Acquired	License No	Vin/Chassis No	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Light Vehicles/Changover under 100,000 kms														
P437	2012 TOYOTA LANDCRUISER GXL - WORKS MANAGER	05/04/2012	MK3800	JTEUJ731800007280	54000		65000		65000		65000	56000		66000
P445	2012 TOYOTA HILUX 4X4 3.0L - LEADING HAND	25/06/2012	12X0540	M8D02225680R21465										39000
P425	2010 MAZDA BT-50 4 X 2 UTILITY - Town Crew	04/11/2010	1CLW537	MM0LWY0WVW000875577									27000	
P426	2010 MAZDA BT-50 4X2 UTILITY - Operations Officer	04/11/2010	1CLW548	MM0CUNY0WVW000875826									27000	
P421	2010 FORD RANGER CREW CAB XLT 4X4 - Construction/General	11/03/2010	10PV920	MMAUSFE098W648787									32000	
Light Trucks/Changover 5 years or 150,000 - 250,000 kms														
P405	1990 2000 ISUAL CAB TRUCK	28/01/2008	10AC180	JH085BUPKXX010113	135000								140000	
P428	NEW 2007 HINO 1024 MEDIUM TIPPER TRUCK - DCC0699	19/05/2009	1DCC879	JH0F0BUN00010231	85000								88000	
P100	ROAD SWEEPER - TERMINAL	30/06/2005	MK365Z	668020278									90000	
Generator														
P322	15KVA GENERATOR TRAILER MOUNTED	08/11/1998	1T60188	FT9T2WVA131AK48Z										
P389	16.5KVA GENSET SINGLE PHASE	18/09/2003												
P391	16.5 KVA SINGLE PHASE GENSET	14/08/2007	1TB0188										25000	
P101	FE5A FIRE UNIT - 1512J	30/06/2005	18HP86J	JALFT512HW860231										
Comm Dev/Youth														
P106	Vehicle - CDO													
P427	TOYOTA COASTER BUS - COMMUNITY BUS HIAZE 3.0L T/C/BUS M/T - YOUTH CENTRE	01/07/2005	MK3645	JTG0G518107000851	120000								30000	52000
		24/01/2011	1D80062	JTF5122P800004228									51000	55000
Admin														
P422	FORD T/D MANUAL GXL 2009	15/11/2009	MK004	JTEU291400198752	62000								64000	65000
P444	2012 FORD RANGER LITE - DCEO Toyota Prius GX - CDSM Vehicle - Project Officer	30/08/2012	1DWR823	MHAJMF550CW114950	2,000								53000	54000
		7/06/2013			5,200								53000	54000
													38000	38000
					88000	458000	230000	2751000	830000	157000	830000	130000	212000	459000

Non Renewable Plant Items 2013/14 - 2022/23

Plant Number	Plant Description	Date Acquired	LICENSE NO	Vin/Chassis No.
P394	2000 LITRE OHV ROAD SINGLE SKIN DIESEL TANKER	25/10/2008 0		
P93	JOHN DEERE 315D BACKHOE	18/05/1985 MK 422		000010315DGSU7218
P948	VOLVO 6730 GRADER	31/01/2002 LCL-8589		X033029X
P388	MULTISAC MULTITRYED ROLLER - 1CH2995T - AIRPORT	08/06/2007 1012985		1105H
P315	LOADER CATERPILLAR 910	25/07/1987 MB134		4W001614
P960	2002 CATERPILLAR 324G LOADER	20/05/2002 18W772		CAT0324GLMVA000328
P406	CAT MINI EXCAVATOR 308CC	24/01/2008		
P409	CATERPILLAR HYDRAULIC EXCAVATOR 308B	28/05/2009		
P114	CATERPILLAR DRUM DOZER 200H	26/06/2006 10G0475		CAT0006NACBF00218
P102	TRANSCAVATOR - CATERPILLAR 605C	30/06/2005 YA 400		60S00731
P98	CATERPILLAR 613C SCRAPER	23/05/1984 85H 012		BL000695
P449	2001 CAT 612E SCRAPER	01/10/2012		
Side-Loaders				
P338	SIDE TIPPING TRAILER	25/05/2000 STCC 305		6T9T25WAW1A5K001
P330	SIDE TIPPING TRAILER	25/05/2000 JTOC 305		6T9T25WAW1A5K002
P437	3TRP 902 - HOWARD PORTER TRAILER SIDE TIPPING TRAILER	07/12/2009 1TRP082		6T9T25WAW1A5K0013
P453	HALLIMORE SEMI-TRAILER	25/01/2013 3TRP920		6T9T25WAW1A5K0016
P454	HALLIMORE SEMI-TRAILER	25/01/2013 3TRP921		6T9T25WAW1A5K0017
Water Tankers				
P518	WATER TANKER - EX BIRROWS	15/12/1997 MK 4066		20192
P362	TANKER TRAILER	07/05/2008 JTE6328		6T9T25WAW1A13200001
Low Loaders				
P316	LOW LOADER - RONDWELT	19/05/1997 ITAB 319		6J9T25600V2025010
P441	1971 CUSTOM MADE TRASH WIDE DFCK - LOW LOADER	14/05/2012 8UT797		
P49	BULK FUEL TANKER	30/05/1988 MK 4105		M5C0048
Tandem Flat Top Trailers				
P446	TRIAKLE FLAT TOP TRAILER	28/06/2012		M19870915
P447	BOGIE SEMI TRAILER	28/06/2012		
P311	TRAILER TANDEM FUEL TANKER	30/06/2012		
Dolly's				
P382	ROSCH TANDEM AXLE DOLLY	21/03/2005 MK4229		0W406
P401	1979 BOSCH BOGIE AXLE LEADSHARE DOLLY	14/05/2012 1TM02879		WA15T237H058
P451	ROSCH BOGIE DOLLY 1976	14/09/2012 WFD0288		WA15T237H004
P58	DOLLY AND TURNTABLE	17/02/1990 SUD 592		548284
P456	BOGIE DOLLY	15/12/2012 C05347		
P115	MERCEDES BENZ GARBAGE TRUCK	01/07/2006 806633		90M03737818876640
P343	SCOUT 3000 CEMENT TRUCK	31/03/2001 MK 3543		910001521300
P198	ROAD SWEEPER	06/11/1998 JDE 129		0000000000754005
P79	PACIFIC RACE ROAD BROOM	01/09/1993		

Tractors

P25	FORD 6510 TRACTOR - AUTOOT	01/09/1981 MK 3307	WH12027079268
P8	MASSEY-FERGUSON TRACTOR - Depot	30/06/1984 6IN 306	528872
P36	LISEUS 2812 TRACTOR - Parks and Grounds	25/09/1993	52888
P37U	KUBOTA TRACTOR SPRAY UNIT SLASHER - Depot	30/09/2003 1B3497	8750045066724
Light Vehicles			
P23	FORD FALCON STN. SEDAN-HEARSE	30/06/1981 MK 100	/TECK715800009670
P43E	2005 TOYOTA 4X4 LANDROVER UTILITY - MTCE ERASER	16/05/2012 1CF782	
P33A	HILUX TRAYTOP UTILITY	30/03/2000 1APM 811	MRO311MC700000453
P37J	TOYOTA HILUX 4.3 WORK MATE	13/12/2005 1BLR826	JTMAMR4260001858M
P37F	LOVSEK/LANDROVER UTILITY	26/04/2004 1BK3E39	JTELD71BU7037940
P38E	HOLDEN RODIO 2005 - RANGIER	27/09/2005 MK3685	MPATF5775H543159
P40Z	TOYOTA HILUX - 1CYW828 - A X J	31/12/2008 1CYW828	MROCC12G400016061
P40C	TOYOTA HILUX 0TE 4 X 4	31/12/2008 1CYW827	MROCC22G700011494
P430	TOYOTA - 2008 TOYOTA PRADO - SES VEHICLE	30/02/2010 1D91542	JTEBA2201200195570
Camps			
P39	HOWARD PORTER 4WHEEL TRAILER CONSTRUCTION	31/07/2002 MK 41562	787451
P40	HOWARD PORTER 4 WHEEL TRAILER	30/06/1981 MK 2133	
P41	ARROW 4 WHEEL CARAVAN	30/06/1981 MK 3207	
P52	24 FT 4 WHEEL DOG TRAILER	22/09/1988 U/L	
P55	HOPA CARAVAN	19/12/1988 7TU 988	610721000C184303A
P60	ABLUTION CARAVAN	17/03/1993 MK 4071	1060
P88	BLUBIRD CARAVAN (EX M.R.L.)	15/09/1994 MK 4075	
P89	CORONAL CARAVAN (EX M.R.L.)	15/09/1994 MK 4073	
P90	1818 FUEL TRAILER (EX M.R.L.)	15/09/1994 MK 4088	980
P36A	SINGLE AXLE DOLLY	15/09/2013 MK 4200	G000
P110	1988 CORONAL CARAVAN W/SUPERVISORS	25/05/2013 MK 4200	ET0723WA1318KX000
P340	CONSTRUCTION CARAVAN 2002	23/12/2005 1WH589	C4428
P350	CARAVAN - EXPLORATION (EX ST BARBARA)	31/03/2003 ITE6458	675721WAL11469001
P355	ABLUTION CARAVAN	28/02/2002 BU7302	MM16A
P367	BINKING WATER TRAILER	05/06/2003	
P302	2006 COVERED CONTAINER ACCOMMODATION UNIT WITH SHOWER	19/08/2003 1TEL678	64AT20310P006657
P321	SEA CONTAINER - ACCOMMODATION UNIT	14/06/2012	
P357	MAINTENANCE CARAVAN ON DROPP DECK LOW LOADER	30/06/2009 BU2286	6987550038066954
P410	CARAVAN SEMI TRAILER MTD	13/09/2012 7TG931	916211GE
P450	48 FOOT FLAT TOP TRAILER	07/10/2008 1TH41E3	TSE222Z
P395	2-AXLE TRAILER 11M11E3		
Trailers			
P389	TRIM 795 - JOHN PARRS BOXTOP TRAILER	10/12/2006 1THM793	64AT20030P004238
P442	1982 CUSTOM MADE BOX TOP TRAILER - AIRPORT	MK3147	M5C0003
P443	1972 CUSTOM MADE BOXTOP TRAILER - AIRPORT	MK3159	M5C00006
P455	CUSTOM MADE - 2-AXLE TRAILER	25/01/2013 BW2298	963315
P47	POPS/EX 4 WHEEL BOX TRAILER	30/06/1981 MK 1223	
P51	LOMSTAR BOXTOP TRAILER	30/06/1987 7UL477	

P516	FUEL TRAILER	14/07/1980 MK41032	50483
PE1	DOG CATCHING TRAILER	31/07/1990 MK 2126	
PM8	TANDEM AXLE FLAVIT TRAILER	25/06/2012 MK4281	ET9T20MH103AK360
P426	ITKLO33 - COASTAL 4.5TH PLANT TRAILER	26/09/2009 1TKL003	
PM5	ITKF 633 - JOHN PAPAS 6X6 HEAVY DUTY TRAILER	07/10/2009 ITKF 633	6A4T2090PT017163
PA10	TRAILER 3TMS123 BK3 JOHN PAPAS	19/01/2013 3TMS123	6A4T2060PT025336
P42C	ITM6-158 JOHN PAPAS 8 X 5 OFF ROAD TRAILER - FARMS AND GARDENS	31/08/2011 1TM658	6A4T2080PT024119
P45D	JOHN PAPAS TRAILER BORTON 2011 - YOUTH CENTRE	22/08/2012 1TM6219	6A4T2000PT025735
P45	CUSTOM MADE 4-WHEEL TRAILER	30/06/1980 MK 2682	
Sundry Plant			
P29	SUNDAY UNREGISTERED PUMP	27/02/1956	
PR13	ARROW KERRING MACHINE	30/08/2002	
PR52	LAWN DETATCHER - HUSQVARNA	07/08/1981	
PR7	KAS 35 ATLAS COPCO AIR COMPRESSOR		
Notes			
Over Charges: 8,000 to 10,000 hours			



LONG TERM FINANCIAL PLAN

2012-13 TO 2022-2023

Worksheets

SHIRE OF MEEKATHARRA
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM

BUDGET 2012/13	PROPOSED ESTIMATES							2023-24
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	
EXPENSES								
General Purpose Funding	(203,206)	(192,723)	(235,560)	(271,373)	(227,338)	(233,503)	(230,949)	(253,102)
Governance	(518,069)	(548,702)	(568,304)	(628,162)	(647,452)	(652,408)	(695,835)	(728,303)
Law, Order, Public Safety	(138,302)	(154,093)	(165,714)	(178,738)	(182,482)	(188,427)	(194,363)	(207,372)
Health	(36,566)	(100,593)	(105,720)	(112,849)	(116,520)	(120,338)	(124,273)	(132,374)
Education and Welfare	(854,044)	(704,272)	(745,826)	(784,827)	(819,472)	(845,265)	(871,746)	(903,846)
Housing	(16,500)	(14,500)	(16,500)	(18,500)	(16,500)	(18,500)	(18,500)	(18,500)
Community Amenities	(513,050)	(527,607)	(549,071)	(585,195)	(603,778)	(623,045)	(643,897)	(663,222)
Recreation and Culture	(1,598,388)	(1,124,216)	(1,102,948)	(1,182,831)	(1,222,791)	(1,268,604)	(1,309,385)	(1,351,956)
Transport	(3,877,036)	(4,387,342)	(4,980,194)	(5,081,305)	(5,257,218)	(5,473,778)	(5,690,061)	(5,881,025)
Economic Services	(386,082)	(470,809)	(457,423)	(488,168)	(505,196)	(522,312)	(539,761)	(572,568)
Other Property and Services	(1,053,995)	(1,180,497)	(1,101,723)	(1,275,611)	(1,320,548)	(1,372,922)	(1,424,973)	(1,487,237)
REVENUE								
General Purpose Funding	6,469,486	7,463,477	8,254,317	9,162,078	9,542,903	9,843,487	10,161,139	10,482,000
Governance	10,713	18,944	18,338	20,144	20,932	21,035	21,462	22,447
Law, Order, Public Safety	1,900	1,900	1,900	1,900	1,881	1,940	1,948	1,987
Health	101,642	110,573	110,573	110,573	110,573	110,573	110,573	110,573
Education and Welfare	18,500	18,500	18,500	18,500	18,500	18,500	18,500	18,500
Housing	139,100	283,651	132,552	140,089	144,133	148,288	152,888	157,006
Community Amenities	133,350	134,350	136,763	139,450	141,293	143,110	145,023	146,862
Recreation and Culture	1,006,502	1,088,414	1,124,413	1,178,863	1,207,367	1,236,759	1,267,068	1,298,316
Transport	317,183	245,430	248,721	248,377	250,765	252,195	253,688	255,185
Economic Services	93,300	96,300	97,155	97,653	97,974	98,285	98,594	98,902
Other Property & Services	(6,891,275)	(7,952,199)	(10,179,277)	(11,188,708)	(11,535,591)	(11,874,161)	(12,220,366)	(12,591,967)
BORROWING COST EXPENSE								
Recreation & Culture	(44,235)	380,126	372,261	574,059	614,291	546,012	430,465	450,411
Transport	-	-	-	-	-	-	-	-
Other Property & Services	-	-	-	-	-	-	-	-
NON-OPERATING REVENUE								
General Purpose Funding	0,000	0	0	0	0	0	0	0
Governance	0,000	0	0	0	0	0	0	0
Law, Order & Public Safety	0	0	0	0	0	0	0	0
Education & Welfare	108,000	51,616	0	0	0	0	0	0
Recreation and Culture	11,016,363	9,003,393	1,640,000	1,440,000	1,240,000	1,040,000	1,470,000	670,000
Economic Services	0	0	0	0	0	0	0	0
Total Non-Operating Revenue	11,126,363	9,155,009	1,640,000	1,440,000	1,240,000	1,040,000	1,470,000	670,000
Total Borrowing Costs	-	-	-	-	-	-	-	-
Total Operating Revenue	11,126,363	9,155,009	1,640,000	1,440,000	1,240,000	1,040,000	1,470,000	670,000
Total Non-Operating Revenue	11,126,363	9,155,009	1,640,000	1,440,000	1,240,000	1,040,000	1,470,000	670,000
Total Revenue	22,252,726	18,310,018	3,280,000	2,880,000	2,480,000	2,080,000	2,940,000	1,340,000
Total Expense	11,126,363	9,155,009	1,640,000	1,440,000	1,240,000	1,040,000	1,470,000	670,000
Total Surplus/Deficit	11,126,363	9,155,009	1,640,000	1,440,000	1,240,000	1,040,000	1,470,000	670,000

BUDGET	PROPOSED ESTIMATES											
	2012/13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Profit/(Loss) on Sale of Assets												
Recreation & Culture		5,000	10,250	7,850	11,750	3,400	10,100	13,750	5,000	12,450	8,400	11,000
Traffic Support		19,052										0
Administration (CPS)	(11,425)	21,444										11,000
	(11,425)	45,506	10,250	7,850	11,750	3,400	10,100	13,750	5,000	12,450	8,400	11,000
Total Profit/(Loss)												
Abnormal Items												
Proc. Year Adjustments												
Increase/(Decrease)												
NET RESULT												
	11,070,723	9,688,968	2,022,511	1,938,075	2,025,809	1,857,691	2,548,112	1,964,216	1,165,411	1,252,827	1,193,349	1,864,864
Rounding												
TOTAL COMPREHENSIVE INCOME												
	11,070,723	9,688,968	2,022,511	1,938,075	2,025,809	1,857,691	2,548,112	1,964,216	1,165,411	1,252,827	1,193,349	1,864,864
TOTAL INCOME												
	19,717,659	19,030,991	11,829,527	12,104,207	12,590,458	12,778,991	13,874,281	13,714,310	13,268,387	13,851,477	14,003,212	14,386,178
Rate Setting Statement Income												
	19,717,659	19,030,991	11,829,527	12,104,207	12,590,458	12,778,991	13,874,281	13,714,310	13,268,387	13,851,477	14,003,212	14,386,178
Difference												
Nature & Type Statement Income												
	19,717,659	19,030,991	11,829,527	12,104,207	12,590,458	12,778,991	13,874,281	13,714,310	13,268,387	13,851,477	14,003,212	14,386,178
Difference												
TOTAL EXPENSES												
	19,846,936	19,442,033	19,607,019	19,190,132	19,584,647	19,823,309	19,526,149	19,790,094	19,101,558	19,378,950	19,609,483	19,821,654
Rate Setting Statement Expenses												
	19,846,936	19,442,033	19,607,019	19,190,132	19,584,647	19,823,309	19,526,149	19,790,094	19,101,558	19,378,950	19,609,483	19,821,654
Difference												
Nature & Type Statement Expenses												
	19,846,936	19,442,033	19,607,019	19,190,132	19,584,647	19,823,309	19,526,149	19,790,094	19,101,558	19,378,950	19,609,483	19,821,654
Difference												
Nature & Type Statement Expenses												
	19,846,936	19,442,033	19,607,019	19,190,132	19,584,647	19,823,309	19,526,149	19,790,094	19,101,558	19,378,950	19,609,483	19,821,654

SHIRE OF MEEKATHARRA
STATEMENT OF COMPREHENSIVE INCOME BY NATURE AND TYPE

2012/13 BUDGET	PROPOSED ESTIMATES											
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	
EXPENSES												
Employee Costs	(1,002,899)	(1,187,118)	(1,222,891)	(1,288,211)	(1,294,740)	(1,330,899)	(1,367,940)	(1,407,866)	(1,448,847)	(1,490,864)	(1,534,182)	
Maintenance & Contracts	(3,389,104)	(3,983,412)	(4,109,944)	(4,250,210)	(4,375,178)	(4,514,800)	(4,657,703)	(4,805,414)	(4,958,705)	(5,117,236)	(5,286,086)	
Leases	(205,430)	(246,135)	(295,454)	(287,274)	(279,813)	(283,944)	(305,952)	(321,574)	(336,848)	(353,177)	(370,122)	
Depreciation on Non-Current Assets	(2,866,265)	(3,459,520)	(3,614,427)	(3,801,993)	(3,963,157)	(4,144,170)	(4,329,353)	(4,518,065)	(4,710,491)	(4,906,671)	(5,106,708)	
Interest Expense	0	0	0	0	0	0	0	0	0	0	0	
Insurance	(272,112)	(267,757)	(276,854)	(285,851)	(293,980)	(305,192)	(315,357)	(325,567)	(335,824)	(347,132)	(358,491)	
Other Expenditure	(678,031)	(646,023)	(665,024)	(700,149)	(723,054)	(738,565)	(762,761)	(779,480)	(804,524)	(823,655)	(845,893)	
	(8,836,511)	(9,442,033)	(9,807,016)	(10,264,647)	(10,521,300)	(11,026,149)	(11,750,094)	(12,101,566)	(12,378,660)	(12,609,863)	(12,821,514)	
REVENUE												
Rates	3,741,198	4,316,148	4,260,729	4,368,561	4,520,209	4,655,014	4,795,488	4,939,353	5,087,634	5,240,160	5,397,364	
Operating Grants and Subsidies	2,746,778	3,982,121	4,223,133	4,504,278	4,827,669	4,754,824	4,885,784	5,020,631	5,159,544	5,302,626	5,449,098	
Contributions, Reimbursements and Donations	1,222,894	197,684	126,805	126,854	130,965	133,139	135,378	137,984	140,000	142,507	145,027	
Fees and Charges	1,167,301	1,222,731	1,250,648	1,310,375	1,365,252	1,387,178	1,423,188	1,460,310	1,499,585	1,539,040	1,578,728	
Interest Earnings	708,873	558,877	600,094	684,133	769,811	805,607	856,102	899,391	928,571	966,645	989,230	
Other Revenue	114,850	134,402	134,478	134,515	134,857	134,599	134,643	134,687	134,733	134,781	134,830	
	8,597,278	9,794,159	10,179,277	11,130,768	11,635,591	11,874,161	12,220,260	12,891,967	12,949,027	13,324,812	13,705,178	
(Increase/Decrease)	(44,235)	350,126	372,261	874,069	614,291	540,012	480,466	480,411	570,377	514,948	3,183,664	
Non-Operating Grants, Subsidies and Contributions	11,128,353	9,193,326	1,440,000	1,440,000	1,340,000	1,990,000	1,470,000	670,000	670,000	670,000	670,000	
Profit on Asset Disposals	0	45,506	7,650	11,750	3,400	10,100	13,750	5,000	12,450	8,400	11,000	
Loss on Asset Disposals	(11,425)	0	0	0	0	0	0	0	0	0	0	
	11,116,928	9,239,832	1,447,650	1,451,750	1,243,400	2,000,100	1,483,750	675,000	682,450	678,400	681,000	
Net Result	11,070,723	9,588,968	2,022,511	2,026,009	1,857,691	2,548,112	1,364,216	1,165,411	1,252,827	1,193,349	1,864,664	
Other Comprehensive Income	0	0	0	0	0	0	0	0	0	0	0	
Changes on revaluation of non-current assets	0	0	0	0	0	0	0	0	0	0	0	
TOTAL COMPREHENSIVE INCOME	11,070,723	9,588,968	2,022,511	2,026,009	1,857,691	2,548,112	1,364,216	1,165,411	1,252,827	1,193,349	1,864,664	

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SHIRE OF MEEKATHARRA
STATEMENT OF FINANCIAL POSITION

	ACTUAL BUDGET		PROPOSED ESTIMATES											
	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	
Current assets														
Cash and cash equivalents	12,894,154	10,553,124	10,324,339	10,923,928	11,874,878	12,722,330	13,565,278	14,572,650	15,478,679	16,091,755	16,715,764	17,414,609	18,662,695	
Trade and other receivables	818,041	818,041	818,041	818,041	818,041	818,041	818,041	818,041	818,041	818,041	818,041	818,041	818,041	
Inventories	132,132	132,132	132,132	132,132	132,132	132,132	132,132	132,132	132,132	132,132	132,132	132,132	132,132	
Other assets	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total current assets	13,944,327	11,483,297	11,274,512	11,874,099	12,825,051	13,672,403	14,515,451	15,523,033	16,427,052	16,951,928	17,665,957	18,364,782	19,812,968	
Non-current assets														
Trade and other receivables	0	0	0	0	0	0	0	0	0	0	0	0	0	
Inventories	0	0	0	0	0	0	0	0	0	0	0	0	0	
Property, plant and equipment	7,433,929	10,042,411	12,206,398	13,069,237	13,805,746	14,291,068	15,009,534	15,781,708	16,670,879	17,799,863	17,816,108	17,433,630	17,263,173	
Infrastructure	22,275,497	33,198,768	40,832,534	41,372,909	41,843,273	42,236,057	42,632,534	43,460,891	43,572,217	43,344,678	43,806,022	44,483,022	45,270,058	
Total non-current assets	29,709,426	43,241,179	53,038,922	54,461,846	55,448,969	56,827,426	57,642,068	59,192,999	60,242,796	60,803,331	61,422,130	61,916,653	62,533,230	
TOTAL ASSETS	43,653,753	54,724,476	64,313,434	66,335,945	68,274,020	70,209,829	72,157,520	74,705,631	76,669,847	77,635,259	79,088,086	80,281,435	82,146,098	
Current liabilities														
Trade and other payables	1,353,898	1,353,898	1,353,898	1,353,898	1,353,898	1,353,898	1,353,898	1,353,898	1,353,898	1,353,898	1,353,898	1,353,898	1,353,898	
Long Term Borrowings	0	0	0	0	0	0	0	0	0	0	0	0	0	
Provisions	125,381	125,381	125,381	125,381	125,381	125,381	125,381	125,381	125,381	125,381	125,381	125,381	125,381	
Total current liabilities	1,479,279	1,479,279	1,479,279	1,479,279	1,479,279	1,479,279	1,479,279	1,479,279	1,479,279	1,479,279	1,479,279	1,479,279	1,479,279	
Non-current liabilities														
Long Term Borrowings	0	0	0	0	0	0	0	0	0	0	0	0	0	
Provisions	46,631	46,631	46,631	46,631	46,631	46,631	46,631	46,631	46,631	46,631	46,631	46,631	46,631	
Total non-current liabilities	46,631	46,631	46,631	46,631	46,631	46,631	46,631	46,631	46,631	46,631	46,631	46,631	46,631	
TOTAL LIABILITIES	1,525,910	1,525,910	1,525,910	1,525,910	1,525,910	1,525,910	1,525,910	1,525,910	1,525,910	1,525,910	1,525,910	1,525,910	1,525,910	
NET ASSETS	42,127,843	53,198,566	62,787,524	64,810,035	66,748,110	68,773,919	70,631,610	73,179,721	75,143,937	76,309,349	77,562,176	78,758,525	80,620,188	
Equity														
Retained surplus	30,338,637	39,807,794	46,386,335	49,743,752	50,725,930	51,882,609	52,860,306	54,353,051	55,357,279	56,672,248	56,277,887	56,748,227	57,329,417	
Asset revaluation reserve	2,898,849	2,898,849	2,898,849	2,898,849	2,898,849	2,898,849	2,898,849	2,898,849	2,898,849	2,898,849	2,898,849	2,898,849	2,898,849	
Other reserves	8,922,357	10,521,923	11,552,340	12,197,434	13,113,331	14,042,454	14,902,375	15,957,822	16,917,808	17,588,252	18,435,440	18,138,448	20,421,923	
TOTAL EQUITY	42,127,843	53,198,566	62,787,524	64,810,035	66,748,110	68,773,919	70,631,610	73,179,721	75,143,937	76,309,349	77,562,176	78,758,525	80,620,188	

SHIRE OF MEEKATHARRA
STATEMENT OF EQUITY

	ACTUAL BUDGET		PROPOSED ESTIMATES											
	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Retained surplus														
Balance as at 1 July	28,635,216	30,336,637	39,697,794	48,386,355	49,743,752	50,725,930	51,862,606	52,860,386	54,353,051	55,357,279	56,277,867	56,746,227	57,329,417	
Total comprehensive income	2,797,792	11,070,723	9,589,958	2,022,511	1,938,075	2,035,808	1,657,691	2,548,112	1,864,216	1,165,411	1,352,827	1,193,348	1,864,664	
Transfer from/(to) reserves	(3,262,263)	(1,588,666)	(1,030,417)	(545,094)	(955,697)	(899,133)	(869,911)	(1,095,447)	(908,967)	(850,443)	(847,187)	(725,009)	(1,288,474)	
Balance as at 30 June	30,336,637	39,807,784	48,386,335	49,743,752	50,725,930	51,862,606	52,860,386	54,353,051	55,357,279	56,277,867	56,746,227	57,329,417		
Reserves - cash backed														
Balance as at 1 July	7,625,994	6,922,357	10,521,923	11,532,340	12,197,434	13,153,331	14,042,464	14,902,375	15,957,622	16,917,609	17,588,252	18,415,440	19,138,449	
Transfer from/(to) retained surplus	1,295,363	1,598,596	1,030,417	645,094	955,697	899,133	859,911	1,055,447	959,967	850,443	847,187	725,009	1,288,474	
Balance as at 30 June	8,922,357	10,521,923	11,552,340	12,197,434	13,153,331	14,042,464	14,902,375	15,957,622	16,917,609	17,588,252	18,415,440	19,138,449	20,427,923	
Reserves - asset revaluation														
Balance as at 1 July	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	
Revaluation increment	0	0	0	0	0	0	0	0	0	0	0	0	0	
Revaluation decrement	0	0	0	0	0	0	0	0	0	0	0	0	0	
Balance as at 30 June	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	2,868,849	
Total Equity	42,127,843	53,198,566	62,787,524	64,816,035	65,748,110	66,773,919	70,631,610	73,179,721	75,143,937	76,305,349	77,562,176	78,755,525	80,620,189	

**SHIRE OF MEEKATHARRA
RESERVE FUNDS**

PLANT RESERVE

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

	PROPOSED ESTIMATES											
	BUDGET 2012/13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Opening Balance	1,856,725	2,071,119	2,353,964	2,448,123	2,546,047	2,647,889	2,767,044	2,891,561	3,021,682	3,157,657	3,299,752	3,448,741
Transfer from Accumulated Surplus												
- Interest Earned	114,394	52,845	94,159	97,825	101,842	119,155	124,517	130,120	135,978	142,065	148,489	155,171
- Other Transfers	300,000	200,000	0	0	0	0	0	0	0	0	0	0
Less Transfers to Accumulated Surplus												
- Transfer to Municipal Fund	0	0	0	0	0	0	0	0	0	0	0	0
CLOSING BALANCE	2,071,119	2,353,964	2,448,123	2,546,047	2,647,889	2,767,044	2,891,561	3,021,682	3,157,657	3,299,752	3,448,741	3,603,412

BUILDING RESERVE

Purpose - To be used for the future building requirements for Council purposes.

	PROPOSED ESTIMATES											
	BUDGET 2012/13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Opening Balance	960,299	1,226,606	1,459,377	1,517,752	1,578,462	1,641,601	1,715,473	1,792,669	1,873,339	1,957,639	2,045,733	2,137,791
Transfer from Accumulated Surplus												
- Interest Earned	66,307	56,130	58,375	60,710	63,138	73,872	77,196	80,670	84,300	88,064	92,058	96,201
- Other Transfers	200,000	176,641	0	0	0	0	0	0	0	0	0	0
Less Transfers to Accumulated Surplus												
- Transfer to Municipal Fund	0	0	0	0	0	0	0	0	0	0	0	0
CLOSING BALANCE	1,226,606	1,459,377	1,517,752	1,578,462	1,641,601	1,715,473	1,792,669	1,873,339	1,957,639	2,045,733	2,137,791	2,233,992

SHIRE WATER RESERVE

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

	PROPOSED ESTIMATES											
	BUDGET 2012/13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Opening Balance	150,713	261,119	271,564	282,427	293,724	305,473	317,669	330,319	343,466	357,115	371,268	385,926
Transfer from Accumulated Surplus												
- Interest Earned	10,406	10,445	10,663	11,297	11,749	12,376	13,057	13,790	14,576	15,417	16,314	17,267
- Other Transfers	100,000	0	0	100,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Less Transfers to Accumulated Surplus												
- Transfer to Municipal Fund	0	0	0	0	0	0	0	0	0	0	0	0
CLOSING BALANCE	261,119	271,564	282,427	293,724	305,473	317,669	330,319	343,466	357,115	371,268	385,926	401,193

AIRPORT RUNWAY RESERVE

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

	PROPOSED ESTIMATES											
	BUDGET 2012/13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Opening Balance	2,224,324	2,378,551	2,473,693	2,572,641	2,675,546	2,782,668	2,907,784	3,038,634	3,175,373	3,318,264	3,467,586	3,623,626
Transfer from Accumulated Surplus												
- Interest Earned	153,627	95,142	68,948	102,908	107,022	125,216	130,950	135,738	142,892	149,322	156,041	163,063
- Other Transfers	0	0	0	0	0	0	0	0	0	0	0	0
Less Transfers to Accumulated Surplus												
- Transfer to Municipal Fund	0	0	0	0	0	0	0	0	0	0	0	0
CLOSING BALANCE	2,378,551	2,473,693	2,572,641	2,675,546	2,782,668	2,907,784	3,038,634	3,175,373	3,318,264	3,467,586	3,623,626	3,786,691

AIRPORT OPERATIONS RESERVE

Purpose - To be used for capital improvement for the airport support infrastructure.

	PROPOSED ESTIMATES											
	BUDGET 2012/13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Opening Balance	784,965	839,155	872,732	907,641	943,947	981,705	1,025,882	1,072,046	1,120,288	1,170,701	1,223,383	1,278,435
Transfer from Accumulated Surplus												
- Interest Earned	84,200	33,567	34,809	36,308	37,758	44,177	46,165	48,242	50,413	52,882	55,052	57,530
- Other Transfers	0	0	0	0	0	0	0	0	0	0	0	0
Less Transfers to Accumulated Surplus												
- Transfer to Municipal Fund	0	0	0	0	0	0	0	0	0	0	0	0
CLOSING BALANCE	839,155	872,732	907,641	943,947	981,705	1,025,882	1,072,046	1,120,288	1,170,701	1,223,383	1,278,435	1,335,965

TRANSPORT RESERVE

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

	PROPOSED ESTIMATES											
	BUDGET 2012/13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Opening Balance	530,777	567,426	590,123	613,728	788,277	869,806	958,949	1,052,102	1,149,447	1,201,172	1,255,225	1,361,710
Transfer from Accumulated Surplus												
- Interest Earned	38,648	22,697	23,605	24,549	31,531	39,141	43,153	47,345	51,725	54,053	58,485	61,277
- Other Transfers	0	0	0	150,000	50,000	50,000	50,000	50,000	0	0	50,000	50,000
Less Transfers to Accumulated Surplus												
- Transfer to Municipal Fund	0	0	0	0	0	0	0	0	0	0	0	0
CLOSING BALANCE	567,426	590,123	613,728	788,277	869,808	958,949	1,052,102	1,149,447	1,201,172	1,255,225	1,361,710	1,472,967

RESEAL & REJUVINATION RESERVE

Purpose - To be used for the future resal of bitumen streets.

	PROPOSED ESTIMATES											
	BUDGET 2012/13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Opening Balance	727,867	1,028,125	1,478,790	1,720,942	1,987,779	2,175,290	2,352,224	2,682,914	2,955,899	2,978,141	3,168,773	3,056,692
Transfer from Accumulated Surplus												
- Interest Earned	50,258	41,125	50,152	68,838	75,511	97,933	105,650	121,181	133,019	134,018	142,595	137,506
- Other Transfers	250,000	409,540	183,000	198,000	213,000	228,000	234,840	241,885	249,142	256,615	264,314	272,244
Less Transfers to Accumulated Surplus												
- Transfer to Municipal Fund	0	0	0	(100,000)	0	(150,000)	0	(100,000)	(950,000)	(200,000)	(520,000)	0
CLOSING BALANCE	1,028,125	1,478,790	1,720,942	1,987,779	2,175,290	2,352,224	2,682,914	2,955,990	2,978,141	3,168,773	3,056,682	3,465,432

INFRASTRUCTURE RESERVE

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

	PROPOSED ESTIMATES											
	BUDGET 2012/13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Opening Balance	789,078	822,182	855,069	889,272	924,843	951,855	1,005,119	1,050,349	1,087,615	1,147,008	1,198,623	1,252,951
Transfer from Accumulated Surplus												
- Interest Earned	59,104	32,897	34,203	35,671	36,994	43,283	45,230	47,266	49,393	51,515	53,938	56,365
- Other Transfers	0	0	0	0	0	0	0	0	0	0	0	0
Less Transfers to Accumulated Surplus												
- Transfer to Municipal Fund	0	0	0	0	0	0	0	0	0	0	0	0
CLOSING BALANCE	822,182	855,069	889,272	924,843	961,836	1,005,119	1,050,349	1,097,615	1,147,008	1,195,523	1,252,561	1,308,926

LEAVE RESERVE

Purpose - To be used for the future pay of staff proceeding on long service leave.

	PROPOSED ESTIMATES											
	BUDGET 2012/13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Opening Balance	47,170	50,427	52,444	54,542	56,723	58,992	61,647	64,421	67,320	70,349	73,515	76,823
Transfer from Accumulated Surplus												
- Interest Earned	3,257	2,017	2,098	2,152	2,268	2,655	2,774	2,899	3,029	3,166	3,308	3,457
- Other Transfers	0	0	0	0	0	0	0	0	0	0	0	0
Less Transfers to Accumulated Surplus												
- Transfer to Municipal Fund	0	0	0	0	0	0	0	0	0	0	0	0
CLOSING BALANCE	50,427	52,444	54,542	56,723	58,992	61,647	64,421	67,320	70,349	73,515	76,823	80,280

INTERPRETIVE CENTRE RESERVE

Purpose - To be used for the construction of an interpretive centre

	PROPOSED ESTIMATES											
	BUDGET 2012/13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Opening Balance	904,607	1,100,562	1,144,564	1,190,367	1,357,982	1,462,301	1,578,105	1,666,120	1,825,560	1,907,731	1,993,579	2,133,290
Transfer from Accumulated Surplus												
- Interest Earned	53,462	44,022	45,783	47,615	54,319	60,804	71,015	76,460	82,151	86,848	89,711	95,999
- Other Transfers	132,493	0	0	120,000	50,000	50,000	50,000	50,000	0	0	50,000	50,000
Less Transfers to Accumulated Surplus												
- Transfer to Municipal Fund	0	0	0	0	0	0	0	0	0	0	0	0
CLOSING BALANCE	1,100,562	1,144,564	1,190,367	1,357,982	1,462,301	1,578,105	1,666,120	1,825,560	1,907,731	1,993,579	2,133,290	2,279,289



DIGITAL TV RESERVE

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

	PROPOSED ESTIMATES											
	BUDGET 2012/13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Opening Balance	165,232	176,641	0	0	0	0	0	0	0	0	0	0
Transfer from Accumulated Surplus												
- Interest Earned	11,409	0	0	0	0	0	0	0	0	0	0	0
- Other Transfers	0	0	0	0	0	0	0	0	0	0	0	0
Less Transfers to Accumulated Surplus												
- Transfer to Municipal Fund	0	(176,641)	0	0	0	0	0	0	0	0	0	0
CLOSING BALANCE	176,641	0	0	0	0	0	0	0	0	0	0	0

TOTAL RESERVES

	10,521,923	11,562,340	12,197,434	13,153,331	14,042,464	14,902,375	15,957,822	16,917,809	17,568,252	18,415,440	19,138,449	20,421,923
Opening Balance	8,922,357	10,521,923	11,552,340	12,197,434	13,153,331	14,042,464	14,902,375	15,807,822	16,917,809	17,568,252	18,415,440	19,138,449
Total Interest earned	617,073	420,877	462,034	487,897	528,133	631,811	670,607	718,102	761,301	790,571	828,695	861,230
Total Transfers From	962,493	786,181	183,000	568,000	383,000	376,000	384,640	341,983	249,142	256,616	414,314	422,244
Total Transfers To	0	0	0	(100,000)	0	(150,000)	0	(100,000)	(350,000)	(200,000)	(520,000)	0
Closing Balance	10,521,923	11,728,981	12,197,434	13,153,331	14,042,464	14,902,375	15,957,822	16,917,809	17,568,252	18,415,440	19,138,449	20,421,923

Title/Subject:	MANAGEMENT/STRUCTURE REVIEW	
Agenda/Minute Number:	9.3.4	
Applicant:		
File Ref:	ADM 113	
Disclosure of Interest:		
Date of Report:	10 June 2013	
Author:	Roy McClymont Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council may wish to consider some minor changes to the current structure (no change to staffing levels).

Attachments:

Adopted structure/organisational chart May 2011 (current)
Proposed Organisational Chart – June 2013.

Background:

Council's first formal structural review was undertaken late in 2006. In March 2007 Council adopted a formal structure and Organisational Chart. Since then Council has reviewed and modified its structure in January 2008, June 2010 and May 2011.

Comment:

Senior staff have reviewed the structure and believe the following minor changes will be beneficial:

- Projects/Grants officer moved directly under CEO and Pool Manager and Ranger directly under Community and Development Services Manager. The Project Officer is to undertake projects across the whole organisation so it seems logical for that position to report to the CEO who has a broader organisational viewpoint.
- Youth & Rec Officers title changed to Youth, Sport and Rec Officer – to more clearly define the role
- Provision for casuals and volunteers under Youth, Sport and Rec Officer (to assist with activities). This is formalising current practices.
- Temp Records Officer included under DCEO. Position required from time to time when a suitable person is available to catch up on the backlog of records tasks (as is currently the case).
- The current arrangement of outsourcing Rates tasks (which working very well) is formalised by designating "Rates Officer (Contract)"

The only new position is the Temporary Records Officer. This position will be filled from time to time when there is a volume of records tasks and a suitable person/consultant is available to fill the position.

Consultation:

Senior Staff

Statutory Environment:

Nil

Policy Implications:

Nil

Budget/Financial Implications:

Costs are covered within the draft 2013/14 budget.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

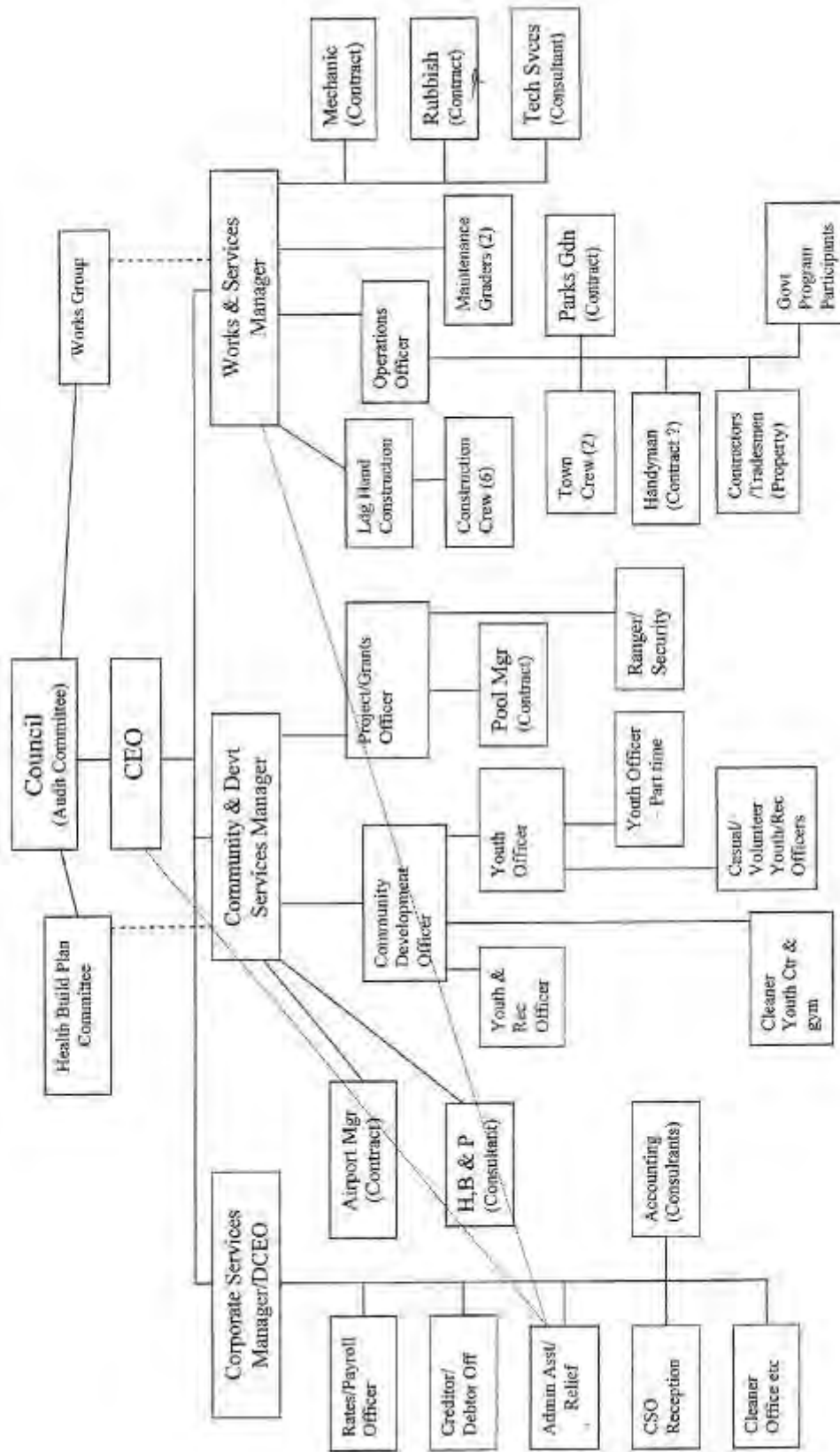
Moved: Cr AG Burrows

Seconded: Cr PS Clancy

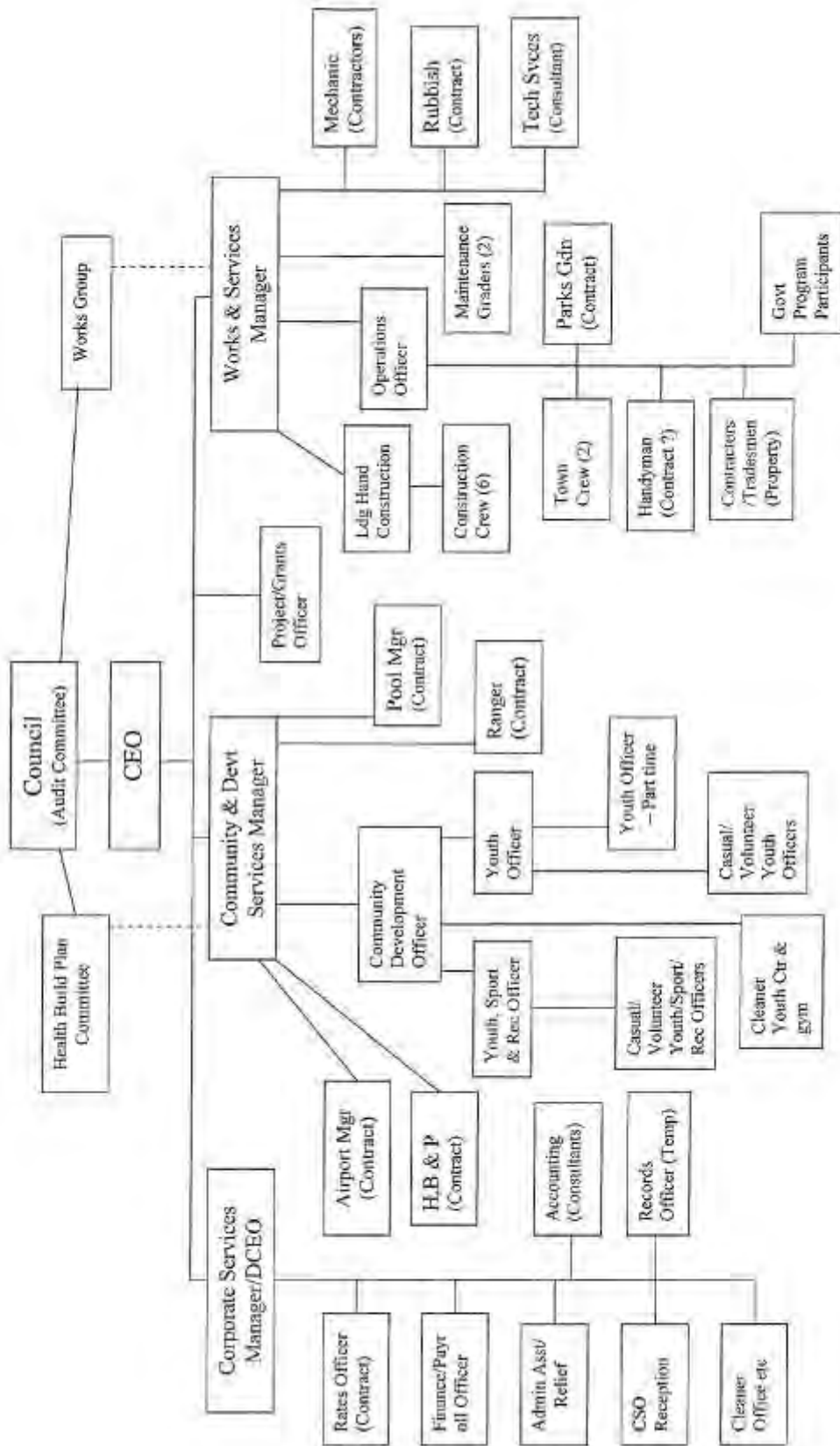
That Council adopt the proposed new structure and Organisational Chart – June 2013.

CARRIED 5/0

Shire of Meekatharra – Organisational Chart
Adopted May 2011

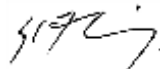


Shire of Meekatharra – Organisational Chart
 Draft June 2013



9.4 COMMUNITY DEVELOPMENT

Title/Subject:	CCTV FUNDING APPLICATION - NCPF
Agenda/Minute Number:	9.4.1
Applicant:	Nil
File Ref:	ADM0186
Disclosure of Interest:	Nil
Date of Report:	31 May 2013
Author:	Samantha Tarling Acting Community Development and Services Manager



Signature of Author

Senior Officer:	Roy McClymont Chief Executive Officer
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Signature Senior Officer

Summary/Matter for Consideration:

This report requests Council's endorsement of the CEO making application under the National Crime Prevention Fund for a grant to part-fund the installation of CCTV in the Main Street and Council's consideration to approve the budget amendments upon receiving the income and expending the funds.

Attachments:

Funding application - NCPF

Background:

Council has budgeted for CCTV to be installed and is keen to see this come to fruition. In the progress of gathering quotes recently, the A/CDSM became aware of funds available under the National Crime Prevention Fund.

As part of this funding local governments are eligible to apply for grants of up to a preferred maximum of \$500,000 to fund security related infrastructure projects such as CCTV.

The first stage of the CCTV installation will be in Main Street and is anticipated to cost approximately \$80,000 hence the application only being for \$40,000. Given that there is \$500,000 to access, it is recommended that the Shire install CCTV in Main Street and treat this as a first stage, evaluate the success of the CCTV and the cost of operations and maintenance and if affordable, undertake a feasibility study to install CCTV in other precincts of the town and evaluate the different stages and undertake a cost benefit analysis at budget time to decide whether to continue with the next stage until the whole town is covered, if that is a strategic option council would like to consider.

Comment:

With funds allocated in the budget, the Shire is in a position to contribute to matching dollars and receive funding for this project. In discussion with the local police they have advised that the greater coverage of the town on CCTV would combat the antisocial behavior that would see a change in the culture of the town and result in a greater feeling of safety and wellbeing living in Meekatharra.

Consultation:

Roy McClymont – Chief Executive Officer
Sgt Steve Martin – Meekatharra WAPOL

Statutory Environment:

Local Government Act 1995 and Regulations (Financial Management) 1996

Policy Implications:

Nil

Budget/Financial Implications:

The Federal Government haven't outlined a timeframe in the guidelines and there aren't any details on their website advising when the funds will be released for this grant. Given it is a Federal Government initiative and they will be in caretaker mode commencing August, (due to the election), no funding agreements will be able to be signed. Given that there is only a month left of this financial year, officers anticipate the funds will be received in the 2013/14 financial year after the budget has been adopted.

Receive income totally \$40,000 for grant – CCTV Grant in 2013/14 budget
Expend corresponding \$40,000 in 2013/14 budget. \$100,000 is already allowed for in the budget, therefore, if the grant application is successful, council will not use \$40,000 of its own funds and this budget item does not have to be accounted for in the resolution.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy
Seconded: Cr AG Burrows

That Council:

Endorse the CEO's action of applying for funding up to \$40,000 for CCTV under the National Crime Prevention Fund.

If successful, authorise budget amendments that will result in increased income of \$40,000 in the 2013/14 budget – Law Order and Public Safety, Schedule 5, Other – CCTV NCPF Grant.

**CARRIED 5/0
BY AN ABSOLUTE MAJORITY**



Australian Government
Attorney-General's Department

National Crime Prevention Fund

For assistance in completing this form, you may contact the Crime Prevention Section between 8:30am and 5:00pm AEST, Monday to Friday.

Phone: 02 6141 2711

Email: crimeprevention@ag.gov.au

Applications must be submitted in full by the closing date.

Click [here](#) for more information on the National Crime Prevention Fund and relevant documents to assist you in completing your application.

Application For Grant Funding

Program & Representation

Select a funding stream:

- Eligible organisations may seek funding for programs that address the societal disconnection of young people at risk of engaging in street crime by providing diversionary and educational activities to reintegrate them into society.
- Local government organisations may seek funding for security-related infrastructure projects to support environmental enhancements using crime prevention through environmental design (CPTED) principles at established trouble spots.
- Police and Citizens Youth Clubs (PCYC) and Blue Light organisations may seek funding to support programs that address the social disconnection of young people at risk of engaging in street crime.



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Grantee Organisation's Details

Legal Name	<input type="text" value="Shire of Meekatharra"/>
Operating Status	<input type="text" value="Operational"/>
Legal Status	<input type="text" value="Local Government"/>
Date Established	<input type="text" value="01/01/1910"/>

Is your organisation not-for-profit?

- Yes
 No

Does your organisation have an [Australian Business Number](#) and/or [Australian Company Number](#)?

- Yes
 No

Please indicate which of these your business has and provide details.

<input checked="" type="checkbox"/> ABN	<input type="text" value="12 467 571 602"/>	Date Registered	<input type="text" value="01/11/1999"/>
<input type="checkbox"/> ACN			

Is your organisation registered for GST?

- Yes
 No

Does your organisation have a [Concessionary Tax Status](#)?

- Yes
 No



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Please provide your organisation's details.

Please tick if your organisation does not have a website/URL.

Website/URL

Street Address

Unit/House Number

Street Name

City/Suburb

State Postcode

Please tick if Postal Address is same as Street Address

Postal Address

PO Box

City/Suburb

State Postcode

Briefly describe your organisation and the services which you provide.

The Shire of Meekatharra is located 760.5km north-east of Western Australia's capital City and covers an area of 100,733 square kilometres. The Shire consists of three localities being Meekatharra, Peak Hill and Nannine; two aboriginal communities of Yulga Jinna and Buttah Windee; and the aboriginal education centre of Karalundi. Meekatharra contains the majority of the population. Within the Shire there are numerous facilities, including the sporting complex and gymnasium, youth centre, swimming pool, squash court, speedway and a regional airport. The Shire aims to build a united and cohesive community by improving safety and security, and developing a sense of culture, vibrancy, and energy by strengthening community development.

What is your preferred method of receiving communication from the Attorney-General's Department?

Email

Post



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National Crime Prevention Fund

Who is the best person for the Attorney-General's Department to talk to about this application?

Title	<input type="text" value="Ms"/>		
Given Name(s)	<input type="text" value="Samantha"/>		
Surname	<input type="text" value="Tarling"/>		
Position/Role	<input type="text" value="Community Development Services"/>		
Phone	<input type="text" value="08 9980 0600"/>	Mobile	<input type="text"/>
Email	<input type="text" value="cdsm@meekashire.wa.gov.au"/>		

Please tick if you are providing a secondary contact

Please provide contact details for the person in your organisation that has the authority to enter into an agreement with the Attorney-General's Department.

Title	<input type="text" value="Mr"/>		
Given Name(s)	<input type="text" value="Roy"/>		
Surname	<input type="text" value="McClymont"/>		
Position/Role	<input type="text" value="Chief Executive Officer"/>		
Phone	<input type="text" value="08 9980 0600"/>	Mobile	<input type="text"/>
Email	<input type="text" value="ceo@meekashire.wa.gov.au"/>		



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Grant Management History

What experience has your organisation had in managing the kind of activity for which you are applying?

The Shire of Meekatharra have been successfully operating CCTV at the Shire's Depot for the past five years.

Has your organisation received a breach notification within the past 12 months from an Australian Government agency in relation to an Australian Government grant?

- Yes
 No

Has an Australian Government agency terminated a grant or funding agreement with your organisation in the past 24 months due to a breach of the terms and conditions of the grant or funding agreement?

- Yes
 No



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Activity Details

Activity Title	Meekatharra Security Project
Total Funds Requested (GST Exclusive)	\$40,000

Please summarise your proposed activity.

To purchase and install Meekatharra's first CCTV fixed wireless security system including 11 cameras, police viewing monitor and all relevant mounts and brackets. The cameras are to be installed at established trouble spots identified by the local Police with the intent to deter criminal behaviour among youths and create a safe environment for the whole community.

What is the purpose of the activity? (Tell us why the activity is needed, who will benefit and what you expect to achieve.) Please provide supporting information about crime rates and socio-economic disadvantage.

Meekatharra is a remote town located 760.5km north-east of Perth in Australia's Golden Outback with a population of 1,374. The Australian Bureau of Statistics confirm that more than a third of Meekatharra's population are Indigenous or Torres Strait Islander and the Shire ranks 38th on the Nation's Socio-economic Indexes for Areas (see Attachment A).

This Project is necessary as criminal occurrences in the Shire from July 2012 to May 2013 have increased by 6.7% compared to the same months the preceding year. Meekatharra's Police statistics indicate that activities including burglary, motor vehicle theft and property damage have all escalated (see Attachment B). The two current highest occurring activities are property damage and theft, both of which a CCTV system would assist with decreasing (see Attachment C).

The Shire's Community Development Officer states that a number of children and youths in Meekatharra show some disconnection from the community. This disconnection manifests in a variety of ways including sniffing volatile substances, break-ins and theft related to this, the use of cannabis, binge drinking, display of suicidal tendencies, a tendency by many to resolve conflict by resorting to violence and vandalism of public and private property.

By installing an appropriate CCTV system at criminal hotspots it is expected local Police will be better positioned to minimise criminal behaviour, identify offenders allowing appropriate disciplinary action to be undertaken and create a safe environment for the whole community. The community will benefit as the system will be visible to them and create a sense of security. By having the capacity to identify and apprehend offenders and remove them from the streets will also culminate in a safe community environment.



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Outline how the proposed activity will address the objectives stated in Part 2 and Part 3 of the program guidelines.

This Project will address societal disconnection of at-risk young people through identifying the young people, monitoring their behaviour on the streets and having an opportunity to intervene prior to additional criminal activities occurring. Early intervention will allow the appropriate measures to be undertaken to improve the future pathway for at-risk young people and improve social, educational and employment outcomes.

This Project will improve community safety through early intervention and apprehending the youth prior to high levels of crime occurring. Local Police will have the capacity to quickly address criminal behaviour, ensuring the remainder of the community feel secure. Additionally, by having fixed visual cameras located around the town centre and known criminal hotspots it is expected that it will deter the young offenders and create a safer environment.

What is the duration of the activity? (Note that all projects must be completed by 30 June 2015.)

The duration of this Project is from August 2013 to February 2014.

What is the location(s) of the activity? (Include any locations that will benefit or be affected.)

This Project will take place in the Shire of Meekatharra, located 760km from Perth in Western Australia's Mid West region:

Eleven cameras will be situated around Meekatharra with visibility of the Meekatharra Hotel, Royal Mail Hotel, Commercial Hotel, Police Station, IGA Supermarket, main streets, the public swimming pool, the community resource centre and Welcome Park.

Outline how this activity provides value for money.

This Project represents value for money as it will achieve maximum benefit for its cost. The total price to purchase, install and maintain the CCTV system over a three year period is estimated to be \$114,108 (ex gst). The system will be installed with the capacity to install additional cameras at minimal cost, if it is deemed appropriate.

This Project also provides value for money in a non-monetary sense - creating a safe community through crime prevention and providing an opportunity for enhanced social



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connection through early intervention.

Does this activity rely on funding from sources other than this program?

- Yes
 No

Please list the primary target group(s) for the activity.

This Project intends to target criminal offenders within the Meekatharra community.

Detail the activity objectives and deliverables for each objective.

Increase community safety - This will be delivered through the presence of security cameras at high crime areas of Meekatharra.

Decrease criminal behaviour - This will be delivered through the installation of a fixed, wireless closed circuit television system and ongoing monitoring occurring at the Meekatharra Police Station.

Detail the activity milestones including dates.

Milestone 1 (August 2013 to October 2013)

- Engage consultants
- Finalise camera locations
- Purchase CCTV System

Milestone 2 (November 2013 to February 2014)

- Install CCTV System
- Monitor activities for three months
- Finalise and acquit Project

Explain how the activity will complement and not duplicate any State Government funding received.

The Shire of Meekatharra have not sought additional funding for this Project. This Project relates to initiating a wireless CCTV system in the Shire of Meekatharra. The System is intended to have capacity to add cameras at a later period, therefore this Project will complement future funding sought.



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What are the likely ongoing benefits beyond the funding period of the activity?

The ongoing benefits of this Project beyond February 2014 include:

- a safe community to work, live and visit
- a continual decrease in criminal activities
- young people participating positively in the community
- enhanced community spirit

Are there any known planning or other approvals that need to be sought for this activity?

There are no known planning or other approvals that will need to be sought for this Project.

Does part of your activity need to be subcontracted?

- Yes
 No

Provide further details

Part of activity being subcontracted	Subcontractor	Comments
Installation of CCTV system	TBA	Quote received at Attachment D.



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Community Support and Consultation

Does the proposed activity require consultation or collaboration with parties or individuals outside your organisation?

- Yes
 No

Please provide details

Knowledge, purchase and installation of CCTV systems is outside the experience of the Shire of Meekatharra and a consultant has provided preliminary recommendations and a quotation

This Project will require collaboration with Meekatharra Police in relation to monitoring, statistics collection and law enforcement.

Which organisations, groups or individuals have you consulted in developing this project?

The Shire have consulted with Zenien, a reputable CCTV security company with experience in developing systems for outer metropolitan local government areas. The company has visited Meekatharra, undertaken site analysis and provided recommendations and a quotation to purchase and install the appropriate system (see Attachment D and E).

The Shire have collaborated with Meekatharra Police to establish high crime areas based on statistics recorded and ongoing monitoring of the system. Meekatharra Police have also provided insight to the Shire and Zenien in relation to crime patterns. A letter of support is provided at Attachment F.

Do you have support from other organisations or the community for this activity?

- Yes
 No

Would you rather :

- Attach a letter of support
 Provide contact details for elaboration/verification



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Evaluation

What are your key performance indicators of the success of your activity?

Indicators of this Project's success include

- A decrease in the number of criminal activities occurring in Meekatharra
- Feedback from the community and business owners as to the town's sense of security.
- An increase in attendance from young people at community activities, events and programs offered by the Shire.

How will you evaluate the success of the activity?

This Project's success will be evaluated by comparing criminal activity statistics from prior to the installation of the system and the three months after its installation. Additionally, its success will be evaluated by the verbal and written feedback received from the community and business owners as it relates to the overall safety of the community.

Exit Strategy

Given that the funding is non-recurrent, how will you conclude the activity?

This Project will be considered concluded once the system has been operating for three months and an analysis of the statistics has occurred.



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Risk Management

What are the potential risks associated with the proposed activity?

A potential risk for this Project is the vandalism of the cameras.

What risk mitigation strategy do you propose to reduce the likelihood or impact of identified risks?

It is intended to mount the cameras in high locations on poles that are not easily accessible to the community. Additionally, the cameras and housings will be of the best quality, sturdy and vandalism resistant.

Have any real or perceived conflicts of interest been identified which may impact your application for funding?

- Yes
 No

Your activity requires subcontractor activity. How do you intend to manage the risk?

The Shire has created a project team to deliver this Project. The Project Manager will be in close liaison with the subcontractor on a minimum weekly basis to ensure this Project is being delivered as intended. Any potential risks will be discussed as well as the likelihood of occurrence and level of consequence to determine any action that is required to be undertaken to mitigate or reduce the risk.



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Other or Intended Applications

Within the past three (3) years have you applied to another source to fund this activity?

- Yes
 No

Do you intend to apply to another source to fund this activity?

- Yes
 No

Insurance

Provide details of your insurance coverage in relation to this activity (e.g. Public Liability, Professional Indemnity, Worker's Compensation, Buildings, Motor Vehicle, Volunteer Insurance).

Insurer's Name	Type of Policy	Amount of Cover	Type of Cover	Policy End Date
LGIS	Liability Scheme	\$100,000,000.00		30/06/2013
LGIS	Property Scheme	\$612,000,000.00		30/06/2013
ACE Insurance Limited	Personal Accident	\$10,000,000.00		30/06/2013
Zurich Australian Insurance	Motor Vehicle	\$10,000,000.00		30/06/2013
ACE Insurance Limited	Liability	\$2,000,000.00		30/06/2013



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Budget Details

Please provide the proposed budget for the project for which you are seeking funding. This information will help us assess whether your proposal meets the funding criteria and represents value for money. Please refer to the Guidelines for Funding when filling out the budget table.

Please note all amounts entered in the budget tables below should be GST exclusive.

We may seek further information from you about your estimated expenses if your application for funding is successful.

Grant Funds Requested

Provide the GST-exclusive amount of grant funds being requested for this activity.

Other Income

Provide details of any other income (including other Australian Government, state, territory or local government funding) that will be used for this project. Full details of other funding approved or applied for which is related to this project should be declared. Include any funding or in-kind contributions which your organisation or another organisation will contribute to the project.

Capital Expenditure

Capital expenditure items are long-lived business assets purchased for the project. The budget table should list all the items you wish to be purchased using National Crime Prevention funds. These may include such items as closed-circuit television cameras and lighting.

Operational - Salaries

This category refers to the cost of personnel working on the project. To add a salary line, enter a short description of the position, for example, project manager, then enter the estimated expense. The amount should be the total cost of the position, including workers' compensation, leave and superannuation.

Operational - Other

This category refers to any other cost associated with the running of the project. As part of the project proposal you should list the expense, justify why the amount is required and how it will assist you to achieve the proposed objectives (unless it is an obvious item such as insurance). The category of funding must be directly related to the project. Examples of operational expenses include insurance, auditing and administrative costs.



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Income Details

Category	Description	Amount
Grantee	Contribution towards purchase of cameras and associated equipment.	\$48,608
Grantee	Maintenance Agreement	\$8,500
Funds Requested	Contribution towards purchase of cameras and associated equipment.	\$40,000
Add Row	Delete Row	
Total Income		\$97,108

Expenditure Details

Category	Description	Amount
Operational - Other	Maintenance Agreement	\$8,500
Capital	Cameras and associated equipment.	\$88,608
Add Row	Delete Row	
Total Expenditure		\$97,108



National Crime Prevention Fund

Financial, in-kind or other forms of contributions

Please provide additional information in the table below regarding any financial or non-financial contributions (from your organisation or another organisation or entity) that you entered in the Income Details table above.

Type	Nature	Contributor	Purpose	Amount	Letter of Support Attached?
Grantee	In kind				

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National Crime Prevention Fund

Referees

Please provide details of two referees who can comment on your organisation's grant management experience and capability.

Title	Full Name	Phone	Email	Organisation	Position/Role
Mr	Brendin Flanigan	04 2821 0705	brendin.flanigan@dia.wa.gov.au	Department of Indigenous Affairs	Senior Project Officer
Mr	Brendan Rogers	08 9985 9500	Brendan.Rogers@dcp.wa.gov.au	Department for Child Protection and Family Support	Contract Manager, Murchison District

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National Crime Prevention Fund

Supporting Documents

Please ensure you attach the below documents to support your application:

- Evidence of insurance for the project.
- Copy of organisation's incorporation certificate or the legal documentation.
- Quotes for capital expenditure.
- Evidence of not for profit status.
- Letters of support from organisation or community.

You can attach your supporting documents and submit them with this application or if you do not have electronic copies of those documents you can forward them by mail.

Below are the options for attaching and sending documents.

Small documents

This option is for small documents of up to 2 megabytes each, up to 10 megabytes in total. Documents of this size can be attached to this form at any time without connection to the internet. This means you can email your form to a colleague prior to submission or save it to your computer and the attachments will remain connected to the form. To use this option click the 'add' and 'remove' attachment buttons below to attach and view your documents in the 'Small Attachments' window. If you have a combination of documents that are both over and under the 2MB size limit, we recommend you use the large attachment option.

Large documents

This option is for documents up to 10 megabytes each. Documents of this size can only be attached while you are connected to the internet and after you have activated the 'Submit application' button below. To use this option, please check that the rest of your application is finalised. Then click on the 'Submit application' button below to proceed to the large attachments window.

Documents by mail / email

Even though you have selected to send your documents by mail/email, you will be presented with a 'Large attachments' window once you click on the 'submit application' button below. If you do not wish to attach any electronic documents in the 'Large attachment' window, you can skip this step by clicking the 'attachments complete' button located in the bottom left hand corner of the 'Large attachment' screen and wait for your grant application receipt number.

Please remember to include your grant application receipt number and organisation name on any documents



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you forward to us.

Make sure they are posted by COB on 29 May, 2013.

Please select how you wish to send the documents:

- I would like to attach my small documents to this form (up to 2mb each up to 10mb total)
- I am submitting large documents with my application (up to 10mb each)
- I will forward the required documents by mail / email

	Attachments List	Add attachment
1	Attachment E - Meekatharra- CCTV Proposal - Zenien -Jan2013.pdf	Remove
2	Attachment D - Zenien Quote.pdf	Remove
3	Attachment C - Percentages of Criminal Activities.pdf	Remove
4	Attachment B - Comparison of Criminal Activities.pdf	Remove
5	Attachment A - SEIFA.pdf	Remove



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National Crime Prevention Fund

Declaration

I, Roy McClymont declare I am duly authorised to make this application on behalf of the organisation listed in this application and that the information provided is true and correct to the best of my knowledge. I understand that any omission or false statement may result in the rejection of this application.

I have read and understood and agree to abide by the requirements of the National Crime Prevention Fund Guidelines for Funding. I understand that officers of the Commonwealth Attorney-General's Department may seek clarification of any aspect of this application and may make independent inquiries of other agencies and/or referees.

If successful, I agree to complete the project acquittal and audit requirements within the specified time. If successful, I understand that this application may form part of the Funding Agreement.

I will contact the Commonwealth Attorney-General's Department immediately if any information in this application changes or is found to be incorrect.

Click to accept the declaration

Privacy

The Attorney-General's Department is subject to the *Privacy Act 1988* (Cth) which requires that we comply with the Information Privacy Principles (IPPs) set out in the Act. Any information you provide to this Department will be treated in accordance with the IPPs, which set out how Australian government agencies should collect, use, store and disclose personal information and how individuals can access records containing their personal information.

Information about the *Privacy Act 1988* can be found [here](#).

Click to acknowledge

Freedom of Information

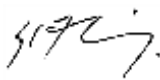

Your completed application, as documents in the possession of this Department, is subject to the operation of the *Freedom of Information Act 1982* (Cth) and could, subject to the provisions of that Act, be released pursuant to a request made under it. However, there are various exemptions available under the Act, including those that ensure that certain personal information or information relating to business affairs is not unreasonably disclosed to the public.

Click to acknowledge

Submit Application

Save to my Computer

Print Form

Title/Subject:	EMERGENCY SERVICES REVIEW – OPTION TO TRANSFER LOCAL BUSH FIRE BRIGADES IMPACT ASSESSMENT
Agenda/Minute Number:	9.4.2
Applicant:	DFES
File Ref:	ADM0172
Disclosure of Interest:	Nil
Date of Report:	31 May 2013
Author:	Samantha Tarling Acting Community Development and Services Manager
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

This report requires Council's consideration of the option, (in principle), to transfer local bush fire brigade operation and responsibility to DFES (previously FESA).

Attachments:

FESA - Emergency Services Review letter

Background:

DFES are currently conducting a review of the Emergency Services Legislation. Details outlined in attached letter. During the consultation process a key issue that has been identified is the administration and operation of bush fire brigades. In summary, recommendations suggest that if terms and conditions are agreeable to the Local Government and DFES, DFES take over the responsibilities of the local Bushfire Brigade operations and administration. No framework to show how this will work practically on the ground has been developed at this stage of the process. It is only a recommendation at this time.

Comment:

In order for the DFES Project Team to adequately assess the economic impact to the State Government if a handover was to occur, it is important for the Project Team to better understand the quantity and physical location of the brigades that may be transferred. Until this information is available to the project Team they are unable to develop a framework or cost it with terms and conditions that council can consider. Therefore, council is being asked to assist in the developing the framework by providing an in-principle response to the question – *If future legislation provided the option for local governments to transfer the responsibility for bush fire brigade operations and administration to DFES, would your local government be likely to retain or transfer the responsibility?*

The officer recommends that Council advise DFES that if the terms and conditions were favourable to the Shire and ultimately the benefits met community expectations, the Shire would be in favour of handing over responsibility.

Consultation:

FESA Review Project Officer, Jeff Warren

Statutory Environment:

Bushfires Act 1954

Policy Implications:

Nil

Budget/Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr HJ Nichols

Seconded: Cr PS Clancy

That Council

Authorises the CEO to write and advise DFES, that for the purpose of the exercise as outlined above, the Shire of Meekatharra would give its in-principle support to transferring the responsibility for bush fire brigades operations and administration to DFES if the terms and conditions were favourable to the Shire and ultimately the benefits met community expectations.

CARRIED 5/0



Government of Western Australia
Department of Fire & Emergency Services



Our Ref: 16772-04, 19-2040
Your Ref:

Mr Roy McClymont
Shire of Meekatharra
PO Box 129
MEEKATHARRA WA 6642

SHIRE OF MEEKATHARRA	
FILE No.	ADM 0172
DATE REC'D	20 June 2013
OFFICER	GEO. COSEM
Waiting Date	

Copy to Add 13 ✓

Dear Mr McClymont,

EMERGENCY SERVICES REVIEW – OPTION TO TRANSFER LOCAL BUSH FIRE BRIGADES IMPACT ASSESSMENT

As previously noted in our letter dated 19 December 2012, the Department of Fire and Emergency Services (DFES) is currently conducting a review of the Emergency Services Legislation. As part of this process, the Legislation Review Project Team is developing a Concept Paper that will facilitate consideration of key issues raised through ongoing consultations and previous reviews.

During the consultation process a key issue that has been identified is the administration and operation of bush fire brigades. More specifically, a number of submissions and discussions made reference to recommendations 55, 56 and 58 of the 2006 Community Development and Justice Standing Committee (CDJSC) – *Inquiry into Fire and Emergency Services Legislation*. These recommendations are as follows:

Recommendation 55

- The emergency services legislation is to provide for FESA (now DFES) and local government to enter into an agreement for the purpose of local government transferring the following responsibilities to FESA on a permanent basis:
 - Emergency incident control;
 - Bushfire Brigade operations and administration;
 - The determination and administration of ESL (Emergency Services Levy), in relation to the capital and recurring costs associated with Bushfire Brigades.

Recommendation 56

- Such an agreement is only to be entered into if both FESA and the local government agree to terms and conditions.

Recommendation 58

- Any additional costs of transfer of Bushfire Brigades from local government to FESA, apart from those normally funded under the Emergency Services Levy, are to be borne by the State.

In 2008, the Regulatory Gatekeeping Unit (RGU) was established by the State Government to give due consideration to business and the community in designing regulatory proposals and to provide an early warning to the Government of any unintentional consequences of its proposed regulatory instruments. Under the Regulatory Impact Assessment (RIA) Guidelines issued by the RGU, viable options considered should detail the costs and benefits of the option, using quantitative information where possible. The RIA Guidelines also outline that feedback on the impact of the various options should be requested from affected parties.

In order to adequately assess the economic impact to the State, it is important for the Project Team to better understand the quantity and physical location of the brigades that may be transferred under the above recommendations. Consistent with the deliberative process required by the RGU, the Project Team is asking each local government to indicate whether they would be likely to retain or transfer the operations and administration of their bush fire brigades.

As recommended in the CDJSC review, we are seeking your response to the following question:

If future legislation provided the option for local governments to transfer the responsibility for bush fire brigade operations and administration to DFES, would your local government be likely to retain or transfer the responsibility?

The position provided with respect to the above question is indicative only and does not obligate the local government in any way. The Project Team is aware that the control and administration of local brigades is an important consideration for many communities and appropriate consultation should take place within those communities before a formal decision is made. As we are requesting this information in-confidence, and as part of a deliberative process, individual responses to this request will not be disclosed. However, the aggregate of the data collected will be used to calculate the potential impact to the State and will be presented in the Consultation RIA.

Please provide your response by 10 June 2013. For your convenience, you are welcome to respond by letter, email at legislation@dfes.wa.gov.au or by phone on (08) 9395 9763. If you require any further clarification, please feel free to contact Jeff Warren or myself on the number above.

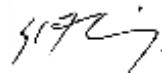
Yours sincerely



**Lauren Townsend
PROJECT MANAGER**

23 May 2013

Title/Subject:	RELOCATION OF ST BARB'S HANGAR
Agenda/Minute Number:	9.4.3
Applicant:	RFDS
File Ref:	ADM002
Disclosure of Interest:	Nil
Date of Report:	31 May 2013
Author:	Samantha Tarling Acting Community Development and Services Manager



Signature of Author

Senior Officer:	Roy McClymont Chief Executive Officer
------------------------	--



Signature Senior Officer

Summary/Matter for Consideration:

This report requires Council's consideration of donating the St Barb's hangar to RFDS and deciding on the new location of the St Barb's hangar.

Attachments:

Nil

Background:

Council own the St Barb's hangar which is located on a site north east of the terminal building with a dimension of 20x30M realising an area of 600M². The site is adjacent to sealed aircraft taxi tarmac at the Meekatharra Airport. Currently the RFDS use the hangar at no cost. The hangar is important to the operations of RFDS.

As a result of council discussing the benefits to extending the airport tarmac recently, the matter of relocating the St Barb's hangar was a point of discussion due to that area being part of the extension plan.

Comment:

Officers have held informal discussions with RFDS staff to ascertain whether they would be interested in obtaining the hangar. They have advised that they would be interested in receiving the hangar at no purchase cost and relocate the hangar at RFDS's cost.

The A/CDSM and Airport Manager met with the RFDS Property Manager onsite recently and discussed the preferred location options. RFDS advised their preferred location is adjacent to the parasol on the east side. Their second preferred location is adjacent to the existing RFDS hangar on the north-west side.

Officers looked at both options from a long term strategic viewpoint and saw having the parasol sitting in its current location, interferes with the preferred option of having all hangars adjacent to the fence line that divides airside. (This is because the parasol currently sits away from the fence line). Therefore, having the St Barb's hangar relocated in the RFDS preferred location would be

acceptable. In the long term if the airport extends, the fence line to airside may need to be moved. This is not a huge cost overall and procedurally it is not onerous.

If council agree with the preferred location, the gravel entrance road that fuel trucks use to gain access to the fuel bowsers airside will need to be relocated and RFDS have indicated they recognise this would be at their cost. The realignment of the gravel road has no impact on the service it provides.

In accordance with the Local Government Act 1995 the disposing of property requirements need to be met. If council is of the mind to donate the hangar to RFDS for the benefit of the community and not tender it for sale in a public tender, section 3.58(3) of the Local Government Act 1995 applies.

Section 3.58 (3):

A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

Consultation:

CEO

Airport Manager

RFDS Meekatharra Principal Pilot

Statutory Environment:

Local Government Act 1995 section 3.58(3) – Disposing of Property

Policy Implications:

Nil

Budget/Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr AG Burrows

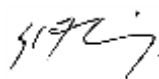
Seconded: Cr PS Clancy


That Council

- 1. Authorise the CEO to obtain a valuation of the St Barb's hanger;**
- 2. Advertise the intention of the Shire to dispose of the St Barb's hanger to RFDS in accordance with Section 3.58(3) of the Local Government Act 1995, Disposing of Property;**
- 3. Request the CEO contact RFDS and advise them of Council's offer, on the condition that the hanger be retained and relocated at the Meekatharra airport; and**
- 4. Give in-principal support to relocating the St Barb's hanger to the RFDS's preferred site location on the east side of the existing parasol subject to council considering submissions that may be received when the proposal to dispose of property is closed.**

CARRIED 5/0

Title/Subject:	LEASING PORTION OF AIRPORT
Agenda/Minute Number:	9.4.4
Applicant:	AIRBP
File Ref:	ADM0001
Disclosure of Interest:	Nil
Date of Report:	1 June 2013
Author:	Samantha Tarling Acting Community Development and Services Manager
Senior Officer:	Roy McClymont Chief Executive Officer


Signature of Author


Signature Senior Officer

Summary/Matter for Consideration:

Council consideration is requested in response to the advertisement of council's proposal to lease portion of the airport known as Portion of Kyarra Location 33, in accordance with Sec 3.58 of the Local Government Act 1995 – Disposing of Property.

Attachments:

The lease

Background:

At the April 2013 OCM council resolved the following:

That Council:

- 1. Adopt the terms and conditions in the lease between BP Australia PL and the Shire of Meekatharra to lease Portion of the Meekatharra Airport described as Portion of Kyarra Location 33 (1389.8M2 and 118.9M2 parcels) as attached.*
- 2. Authorise the CEO to advertise the intention of the Shire to enter into a lease with BP Australia PL to lease Portion of the Meekatharra Airport described as Portion of Kyarra Location 33 (1389.8M2 and 118.9M2 parcels) in accordance with Section 3.58 of the Local Government Act, Disposing of Property.*

Comment:

The Local Government Act 1995 Section 3.58 requires the Shire to give local public notice in the district inviting submissions to be made of the intention to enter into this lease. After a statutory 14 day advertising period no submission has been received and the lease with BP Australia PL can be finalised.

Public Notice was advertised in the MidWest Times on Thursday, 25 April 2013 in accordance with the Local Government Act 1995.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995 Section 3.58, Disposing of Property

Policy Implications:

Nil

Budget/Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr HJ Nichols

Seconded: Cr PS Clancy

That Council:

- 1. Authorise the CEO to execute the attached lease with BP Australia PL to lease Portion of the Meekatharra Airport described as Portion of Kyarra Location 33 (1389.8M2 and 119M2 parcels); and**
- 2. Authorise the President to execute the Common Seal on the lease and finalise the lease process.**

CARRIED 5/0

LEASE

**PART OF KYARRA LOCATION 33, MEEKATHARRA
MEEKATHARRA AIRPORT**

SHIRE OF MEEKATHARRA
(“Landlord”)

AND

BP AUSTRALIA PTY LTD (ACN 004 085 616)
trading as Air BP
(“Tenant”)

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- (a) any building, improvement or other permanent structure;
- (b) all plant, machinery, fixtures, fittings, furnishings and equipment; and
- (c) all conveniences, amenities and appurtenances;

now or hereafter constructed, made, erected, installed or situated on the Leased Land;

Business Day means any day which is not a Saturday, Sunday or gazetted public holiday in the State of Western Australia;

Commencement Date means the date specified in Item 3 of Schedule One;

Common Areas means those parts of the Aerodrome designed or intended by the Landlord, during the period they are not let or licensed, for use by the Tenants and other occupiers of the Aerodrome and their respective employees, invitee's and licensee in common with each other;

Consumer Price Index means the consumer price index compiled by the Australian Bureau of Statistics for the Perth (Capital City) Area (All Groups);

CPI Rent Review Date means each CPI rent review date as specified in Item 7 of Schedule One;

Current CPI means the Consumer Price Index number last published before the relevant CPI Rent Review Date, or if an actuary is appointed under clause 6 to determine an index, the number certified by that actuary;

Current Market Rent means the current market rent on an annual basis of the Leased Land, assuming that:

- (a) the Landlord and Tenant have observed all the terms of this Lease ;
- (b) the Tenant will occupy the Leased Land on the terms of this Lease ; and
- (c) if any part of the Leased Land has been damaged or destroyed, that part of the Leased Land has been reinstated,

and taking into account:

- (d) current rent values of similar land leased for a similar use as the subject;
- (e) current rent values in respect of rent reviews during current tenancies of similar land;
- (f) current rent values in respect of renewals of existing tenancies of comparable land; and
- (g) the value of permanent structural improvements erected or installed at the Tenant's expense and which the Tenant may not remove at Termination,

but ignoring:

- (h) any value attaching to goodwill created by the Tenant's occupation of the Leased Land;

- (i) any value attaching to the Tenant's trade fixtures and fittings on the Leased Land;
- (j) any value attaching to any licence or permit in respect of the business carried on by the Tenant at the Leased Land;
- (k) the fact that part of the Term has elapsed at the Rent Review Date;
- (l) any inducement, whether in cash or kind, or other concession customarily or likely to be offered to Tenants; and
- (m) any temporary disturbance resulting from maintenance of any part of the Land, the Building or the Plant and Equipment at any time carried out by the Landlord;

Encumbrance means a mortgage, charge, bill of sale, lien, pledge, easement, restrictive covenant, writ, warrant or caveat and the claim stated in that caveat;

Event of Default means an event specified in clause 27;

Facility means the drainage, sewerage and plumbing facilities, and the gas and electrical fittings or appliances in or on the Land or the Leased Land;

Final Period means the period between the start of the final Lease Year before the date of Termination until the date of Termination;

Financial Year means a year beginning on 1 July and ending on the following 30 June;

First Period means the period between the Commencement Date and the last day of the first Lease Year;

Further Term means each further term specified in Item 5 of Schedule One;

Holding Over means holding over by the Tenant under clause 37;

Insurance Company means a public insurance company carrying on business in Australia and authorised to operate as an insurance company under any applicable statute from time to time in force, but approval by the Landlord of an Insurance Company, insurance broker or an alteration in the terms of a policy does not imply any warranty by the Landlord in respect of that Insurance Company, that broker or those terms, or release the Tenant from any obligation or liability under this Deed;

Insured Risk means an event against which the Landlord or the Tenant insures including, but not limited to fire, explosion, earthquake, aircraft, riot, civil commotion, flood, lightning, storm, tempest, act of God, fusion, smoke, rain water, water leakage, impact by vehicles, machinery breakdown and malicious acts or omissions;

Interest means interest at the rate specified in Item 9 of Schedule One;

Land means the land described in Item 2(a) of Schedule One;

Landlord's Covenants means the covenants, agreements and obligations contained or implied in this Deed or imposed by law to be observed and performed by the Landlord;

Landlord's Fixtures means the fixtures specified in Item 10 of Schedule One;

Landlord's Rights means the rights powers and remedies contained in or implied by this Lease or at law exercisable by the Landlord;

Lease means this deed, the Schedule and any attachments as amended from time to time;

Leased Land means the land described in Item 2(b) of Schedule One;

Lease Year means a Financial Year or any other period of 12 months nominated by the Landlord, and includes, where appropriate, the First Period and the Final Period;

Managing Agent means the firm specified in Item 12 of Schedule One or any person, firm or corporation as the Landlord by notice to the Tenant nominates;

Market Rent Review Dates means each Market Rent Review date specified in Item 7 of Schedule One;

Money Payable means the Rent and any other money payable by the Tenant under this Deed;

New Rent means the rent as adjusted with effect from each Market Review Date expressed as an annual rate;

Occupiers mean any tenant, licensee or other person with a right to occupy or use any part of the Land from time to time;

Party means the Landlord or the Tenant according to the context;

Plant and Equipment means any plant and equipment for or in connection with any Service or heating, cooling, lighting, power or plumbing serving the Land, Leased Land, or the Building;

Previous CPI means the Consumer Price Index number last published before the date which is 12 months before the relevant CPI Rent Review Date, or if an actuary is appointed under clause 6 to determine an index, the number certified by that actuary;

Rates and Taxes means:

- (a) council rates and charges including but not limited to, rubbish removal rates and charges and fire services;
- (b) land tax (including metropolitan region improvement tax) on a single holding basis;
- (c) water, drainage and sewerage rates, including but not limited to meter rents, charges for the disposal of storm water and excess water charges,

levied, charged, assessed or imposed in respect of any part of the Leased Land or the ownership or occupation of any part of the Leased Land including but not limited to stamp and transaction duties, together with any related interest, penalties, fines and expenses in connection with them but excluding any tax imposed by the *Income Tax Assessment Act 1936*;

Rent means the rent specified in Item 6 of Schedule One as varied from time to time under this Deed;

Rent Review Date means each date specified in Item 7 of Schedule One and the relevant rent method expressed for each date;

Rent Review Notice means a notice given by the Landlord to the Tenant under clause 6.2 or clause 6.3;

Schedule means the schedules to this Deed;

Services means any telecommunication, electricity, gas, oil, fuel, water or other similar commodity, facility or service in, to or on the Leased Land or otherwise serving the Leased Land or, where applicable, any other part of the Land;

Tenant's Business means the airport refuelling business of the Tenant carried on at the Leased Land;

Tenant's Covenants means the covenants, agreements and obligations contained or implied in this Deed or imposed by law to be observed and performed by any person other than the Landlord;

Tenant's Fixtures means each fixture installed in or on the Leased Land by the Tenant and any sign erected or affixed to the Land by or on behalf of the Tenant;

Tenant's Proportion means in relation to the Variable Outgoings:

- (a) where the outgoing relates solely to the Leased Land, 100 percent of the outgoings; and
- (b) where the outgoings relates to the Land, then an amount which bears the same proportion to the amount of Variable Outgoings as the area of Leased Land bears to the Gross Area of Land as specified in Item 8 of Schedule One;

Tenant's Rights means the Tenant's rights under this Lease or implied by law, including without limitation:

- (a) the right to use exclusively:
 - (i) the Plant and Equipment in, on and or serving;
 - (ii) the Facilities in; and
 - (iii) the Services supplying,the Leased Land; and
- (b) the right to install cables in and on the Leased Land or Building (if any) subject to the approval of the Landlord; and
- (c) the non-exclusive right to use:
 - (i) the Plant and Equipment in, on or serving;
 - (ii) the Facilities in; and
 - (iii) the Services supplying,

any other part of the Land and the Common Areas in common with the Landlord, the Occupiers and others, as required for the conduct of the Tenant's Business;

Term means the term specified in Item 4 of Schedule One and any Further Term;

Termination means the expiry of the Term or any period of holding over by effluxion of time or any earlier determination;

Variable Outgoings includes all the outgoings and costs charged to or incurred by the Landlord, in respect of the Aerodrome or in the administration, security, operation or maintenance of the Aerodrome, specifically relating to and in respect of the Leased Land and/or the Tenant's operations at the Aerodrome, but not limited to, the following:

- (a) insuring the Plant and Equipment against any risk whatsoever against which a prudent Landlord would insure;
- (b) supplying, providing and maintaining:
 - (i) Services to and any Facilities in the Common Areas;
 - (ii) the Plant and Equipment;
 - (iii) any item of consumables or services to or for the Common Areas or for the benefit of the Occupiers;
 - (iv) Services to the Land including, but not limited to, lighting, fire fighting and prevention systems and emergency generators;
 - (v) security systems and security personnel, including employees and independent contractors; or
 - (vi) lighting for and signs in the Common Areas;
- (c) cleaning the Common Areas;
- (d) landscaping, gardening and reticulating part of the Aerodrome;
- (e) providing, maintaining, repairing, replacing, decorating, managing, administering, controlling and securing any service or thing which the Landlord considers necessary or expedient or an improvement to the amenities of the Aerodrome;
- (f) employing and providing facilities for staff for the matters mentioned in this definition;
- (g) leasing, management, administration and operation costs and fees for undertaking the matters referred to in this definition;
- (h) storing, treating and removing all kinds of general waste, including rubbish and sewerage, from the Aerodrome;
- (i) Rates and Taxes;
- (j) legal and audit fees and disbursements in relation to the matters referred to in this definition;

- (k) leasing any plant, equipment or other item required for or in connection with the operation of the Aerodrome;
- (l) providing car parking areas, toilets, rest rooms and other public amenities on the Aerodrome;
- (m) any other expenditure properly incurred in the maintenance, repair or improvement of the amenities for the Aerodrome; and
- (n) taxes and statutory charges associated with the matters mentioned in this definition including but not limited to payroll tax, financial institutions duty, bank debits tax, tax on goods or services and taxes of a type not charged at the Commencement Date,

but excluding:

- (o) any amount separately charged to any Occupier.

2. INTERPRETATION

- 2.1 Unless otherwise required by the context or subject matter, a reference to a party includes that party's executors, administrators, personal representatives, successors and assigns. If a party comprises 2 or more persons, a reference to a party includes the executors, administrators, personal representatives, successors and assigns of each of those persons.
- 2.2 If a party comprises 2 or more persons, the covenants and agreements bind and must be performed by each of them jointly and severally and may be enforced against any one or any 2 or more of them.
- 2.3 Where applicable, words denoting the singular include the plural, words denoting the plural include the singular, and words denoting a gender include each gender.
- 2.4 A reference to a statute includes a regulation, by-law, requisition or order made under that statute and any amendment to or re-enactment of that statute, regulation, by-law, requisition or order in force from time to time.
- 2.5 Subject to any provision to the contrary, a reference to any other deed, agreement or instrument includes a reference to that other deed, agreement or instrument as amended, supplemented or varied from time to time.
- 2.6 When the day or last day for doing an act is not a business day, the day or last day for doing the act will be the next following business day.
- 2.7 Except in the Schedule, headings in this Deed do not affect its interpretation.
- 2.8 Where applicable, a reference to a body corporate includes a natural person, and a reference to a person includes a body corporate.

3. GRANT OF LEASE

The Landlord leases and grants the Tenant's Rights to the Tenant and the Tenant takes a lease of the Leased Land subject to the Encumbrances for the Term and subject to the payment of the Rent and any other Money Payable and the observance and performance of the Tenant's Covenants, but reserving to the Landlord the Landlord's Rights.

4. QUIET ENJOYMENT

Subject to any contrary provision and subject to the observance and performance of the Tenant's Covenants, the Tenant may quietly hold the Leased Land and enjoy the Tenant's Rights during the Term without any interruption or disturbance from the Landlord.

5. RENT

The Tenant must pay the Rent to the Landlord in the manner specified in Item 6 of Schedule One at the Landlord's address in this Lease or any other address stipulated by the Landlord or by any other method specified by the Landlord, including without limitation by direct bank deposit, without deduction or set-off (including but not limited to equitable set-off) except that the first and last payments will be apportioned on a daily basis in respect of periods of less than a month, and the first payment is due on the Commencement Date.

6. RENT REVIEW

6.1 General

On each Rent Review Date, the Rent shall be reviewed in the manner set out in the following paragraphs of this clause 6.

6.2 CPI Rent Review

- (a) With effect from each CPI Rent Review Date, the Rent shall be reviewed so that it is the greater of the annual Rent payable immediately before the relevant CPI Rent Review Date or the sum calculated on the basis of the following formula:

$$RR = (R \times CCPI) \text{ divided by } PCPI$$

Where:

"RR" = the annual Rent as reviewed;

"R" = the annual Rent payable immediately before the relevant CPI Rent Review Date;

"CCPI" = the Current CPI; and

"PCPI" = the Previous CPI.

- (b) The Landlord may not earlier than three (3) months before a CPI Rent Review Date give the Tenant a notice setting out the amount of the reviewed Rent which shall be payable from the CPI Rent Review Date ("CPI Rent Review Notice"), except that the failure of the Landlord to give such a notice before the CPI Rent Review Date does not preclude the Landlord from giving such a notice in respect of that CPI Rent Review Date at any later time.
- (c) **Determination of Current CPI or Previous CPI**

If for the purposes of a CPI Rent Review under clause 6.2(a), the Consumer Price Index number is not published or, in the opinion of the Landlord there is a material change in the basis on which the Consumer Price Index is determined, or no Consumer Price Index number was published in the twelve (12) to fifteen (15) month period before the relevant CPI Rent Review Date for the purposes of determining Previous CPI, then the Landlord may appoint an actuary from the Fellows of the Institute of Actuaries of Australia to determine:

- (i) in respect of Current CPI, an index number which reflects the prevailing levels of prices for the Perth metropolitan area at that CPI Rent Review Date; and
- (ii) in respect of Previous CPI, an index number which reflects the prevailing levels of prices for the Perth metropolitan area at the new date which is twelve (12) months prior to that CPI Rent Review Date;

and the actuary's determination will be binding on the Landlord and the Tenant and the Landlord and the Tenant will pay the actuary's costs in equal shares.

6.3 Market Rent Review

- (a) At any time not earlier than 3 months before and not later than 6 months after each Market Review Date (in which regard time shall be of the essence) the Landlord may notify the Tenant of the New Rent by serving a Market Review Notice.
- (b) If the Tenant delivers a Dispute Notice to the Landlord within 28 days of receipt of notification of New Rent from the Landlord under clause 6.3(a) then the parties will immediately endeavour to reach agreement on the New Rent to apply until the next Market Review Date.
- (c) If the parties are unable to agree on the New Rent within 28 days of service of the Dispute Notice then the following provisions will apply:
 - (i) The Landlord must ask the President of the Australian Institute of Valuers and Land Economists (Inc) (Western Australian Division) (or its successor) to nominate a Valuer. The Valuer shall fix an annual rent for the Leased Land having regard to the rent period. If the Landlord fails within 42 days of the service of a Dispute Notice to ask the President to nominate a Valuer, then the Tenant may do so;
 - (ii) In fixing the New Rent the Valuer shall act as an expert and not as an arbitrator and must:
 - A. have regard to the terms of this Lease;
 - B. assume that the Tenant and the Landlord have complied with all of the terms of this Lease;
 - C. assume that the Landlord is a willing but not anxious Landlord and that the Tenant is a willing but not anxious Tenant and that the site is vacant;

- D take no account of:
 - a. the value of any personal goodwill attributable to the Tenant's business conducted on the Leased Land and the value of the Tenant's property on the Leased Land; and
 - b. any deleterious condition of the Leased Land if that condition results from the breach of this Lease by the Tenant.
 - E have regard to all relevant valuation principles to the extent that they are not inconsistent with this clause; and
 - F provide both parties with a report setting out the factors upon which the determination of Rent has been based.
- (d) Until the New Rent is either accepted by the Tenant or being the subject of a Dispute Notice, is determined under this clause 6.3, for the period from and including that Market Review Date the rate of annual Rent payable is to be the rate of annual Rent payable immediately before that Market Review Date;
- (e) If the New Rent differs from the amount calculated pursuant to clause 6.3(d) the parties will adjust the difference when the next instalment of Rent falls due.
- (f) Each party must bear the Valuer's costs of fixing the Rent equally.
- (g) The annual Rent payable from each Market Review Date will be the greater of:
 - (i) the New Rent; and
 - (ii) the annual Rent payable prior to the Market Review Date.

7. NOT TO CAUSE RENT REDUCTION

The Tenant must not by any act or omission cause, directly or indirectly, the Rent to be reduced or impose on the Landlord any liability of the Tenant under this Deed unless obliged to do so by any statute or with the consent of the Landlord.

8. RATES AND TAXES AND VARIABLE OUTGOINGS

8.1 The Tenant must pay to the Landlord within twenty-eight days, or if the demand is made to the Tenant by any statutory authority then to that authority on demand, in full all Rates and Taxes and other outgoings separately assessed or imposed by any statutory authority or other service provider solely in respect of the Leased Land, including but not limited to telephone services, electricity, gas and other power and light charges and expenses, including, but not limited to:

- (a) charges and assessments for use under assessments or meter readings;

- (b) meter rents; and
 - (c) the cost of installation of any meter, wiring or other apparatus necessitated by the use of electricity, gas and other power.
- 8.2 The Tenant must pay to the Landlord, within twenty-eight days of receipt of the notice of demand, the Tenant's Proportion of Variable Outgoings relating to the Leased Land.
- 8.3 Except in the case of manifest error, a statement issued by the Landlord under this clause will be prima facie evidence of the matters stated in that statement.
- 8.4 The Landlord shall provide the Tenant with copies of invoices or other documentation considered appropriate by the Landlord within five (5) Business Days of a written request by the Tenant for confirmation of an amount claimed by the Landlord from the Tenant under a notice of demand.
- 8.5 If the Variable Outgoings includes any tax on goods or services, the Tenant must also pay that tax to the Landlord.

9. COSTS AND EXPENSES

The Tenant must pay to the Landlord or as the Landlord directs, all the Landlord's reasonable costs, charges and expenses in connection with:

- (a) the negotiation, preparation, execution, settlement and stamping of this Deed;
- (b) any consent, approval or exercise of any right, waiver, variation, release, surrender or discharge in connection with this Deed, including but not limited to all costs and expenses of and incidental to the preparation and service of a notice under Section 61 of the Property Law Act 1969;
- (c) any breach of the Tenant's Covenants;
- (d) any work done at the request of the Tenant;
- (e) the exercise or attempted exercise of the Landlord's Rights; and
- (f) any action, suit or proceeding to which the Landlord is joined as a party as a result of the Tenant's occupation of the Leased Land,

and such costs, charges and expenses include, but are not limited to:

- (g) taxes and fees and fines and penalties which may be payable in connection with this Deed;
- (h) all legal costs and expenses on a full indemnity basis or solicitor and own client basis whichever is the higher; and
- (i) all interest which the Landlord is entitled to claim.

10. INTEREST ON OVERDUE MONEY

If any Rent or other Money Payable is unpaid for 14 days, whether demand is made or not, the Tenant must pay to the Landlord on demand interest on that Rent or other Money Payable, computed from the due date for payment until payment, and such payment will not affect any of the Landlord's Rights.

11. COVENANT TO REPAIR AND MAINTAIN

The Tenant shall:

- (a) promptly repair to the satisfaction of the Landlord any damage to the Leased Land or Building (if any) for which the Tenant is liable;
- (b) maintain the Tenant's Fixtures in clean and good condition;
- (c) promptly replace any broken glass in or on the Leased Land or Building;
- (c) maintain that part of any drains, pipes and other conduits originating in or connected to the Leased Land or Building in a clean, clear and free flowing condition;
- (d) not without the Landlord's prior written consent interfere with the drainage or water supply facilities serving the Leased Land or Building or any equipment connected to such facility;
- (e) keep the Leased Land and Building clean according to normally accepted standards of cleaning; and
- (f) keep the Leased Land and Building in good, substantial and tenable repair, excepting:
 - (i) fair wear and tear;
 - (ii) structural damage not caused by an act or omission of the Tenant or an Authorised Person;
 - (iii) damage caused by an event which is the subject of an Insured Risk which the Landlord has insured against, but if payment of the insurance money in respect of that damage is refused or reduced by reason of a default of the Tenant, the Tenant must in respect of that damage maintain the Leased Land in good condition to the extent that payment of that insurance money is refused or reduced, except that the Tenant's obligation is reduced to the extent that payment of insurance money under the Landlord's insurance policy is refused or reduced by reason of an act or default of the Landlord.

12. RESTRICTION ON ALTERATIONS

12.1 The Tenant must not without the prior written consent of the Landlord:

- (a) make any alteration or addition to or demolish any part of the Leased Land or Building; or
- (b) remove, alter or add to any of the Landlord's Fixtures, the Plant and Equipment or any Facility in the Leased Land;

and if consent is granted, subject to the requirements of any statute in force from time to time, the insurer of any of the Insured Risks and the Insurance Council of Australia and any condition imposed by the Landlord.

- 12.2 The Landlord may impose any reasonable condition for giving consent to any alteration, including, but not limited to, a condition that:
- (a) the work be carried out in accordance with drawings or specifications approved by the Landlord and;
 - (b) the Landlord requires the Tenant to carry out other work to or in the Building as a consequence of the alteration, addition, demolition or installation requested by the Tenant;

but with respect to any alteration, or the installation, alteration or addition of partitioning within the Leased Land, the consent of the Landlord may not be unreasonably withheld.

- 12.3 If any other work is required by the Landlord as a condition of giving consent under this clause, or is necessary to comply with a statute for the time being in force or the requirement of an insurer of the Insured Risks or the Insurance Council of Australia, the Tenant must carry out that other work at the cost of the Tenant in accordance with any requirement imposed by the Landlord in respect of that other work.
- 12.4 The Tenant must not install in or bring onto the Leased Land asbestos or any other material having the potential to harm the health or safety of persons in the Building, and at the Tenant's cost remove from the Leased Land and make good any damage caused by the removal of asbestos or any other material having the potential to harm the health or safety of persons in the Building.

13. USE OF THE LEASED LAND

- 13.1 The Tenant shall not without the prior written consent of the Landlord use any part of the Leased Land for any purpose other than the Authorised Use or for any purpose for which it was not designated by the Landlord.
- 13.2 Unless otherwise permitted by the Landlord in writing, the Tenant must not carry on any business in or from the Leased Land except the Tenant's Business.
- 13.3 The Tenant accepts the Leased Land for the Term with full knowledge of and subject to any existing prohibition or restriction on the use of the Leased Land.
- 13.4 If the carrying on of the Tenant's Business at the Leased Land is permissible only with consent, licence or authority under any statute, the Tenant must obtain that consent, licence or authority and comply with that statute.
- 13.5 The Tenant must not:
- (a) cause an obstruction in any part of the Common Areas;
 - (b) use any part of the Common Areas for purposes for which they are not designed; or

- (c) leave any goods or articles in any part of the Common Areas.

14. MISCELLANEOUS RESTRICTIONS ON USE

The Tenant must not:

- (a) do any thing which might result in excessive stress or floor loading to any part of the Leased Land or Building;
- (b) use or permit anyone to use the Leased Land for an immoral or unlawful purpose;
- (c) do or carry on in the Leased Land any thing which causes a nuisance, damage, or disturbance;
- (d) do or carry on in the Leased Land any harmful, offensive or illegal act, matter or thing;
- (e) place any rubbish in any part of the Leased Land or the Land except in a place and receptacle designated by the Landlord for disposal of that type of rubbish;
- (f) burn any rubbish in or on the Leased Land or on the Land; or
- (g) fail to remove on a regular basis any rubbish of a kind not removed by the local authority.

15. INFLAMMABLE SUBSTANCES

The Tenant must not except for reasonable quantities for normal applications in connection with the use of the Leased Land permitted by the Landlord use or store any chemical or inflammable substances within or on the Leased Land or Building.

16. SECURITY OF THE LEASED LAND

16.1 The Tenant shall:

- (a) securely lock all doors, gates or other openings in, to or on the Leased Land and Building when the Leased Land and Building are unoccupied; and
- (b) if required by the Landlord install in and operate on the Leased Land and Building a security alarm system approved by the Landlord.

16.2 The Landlord may enter the Leased Land at any time for any purpose in relation to security, but nothing in this clause makes the Landlord responsible in any way for the security of the Leased Land.

17. ENTRY BY LANDLORD

17.1 Subject to 17.2 the Landlord or its agents may enter the Leased Land to:

- (a) maintain or repair the Leased Land; or
- (b) maintain, repair or alter the Services; or
- (c) carry out works referred to in clause 17.3.

17.2 The Landlord must give the Tenant reasonable written notice of entry and the Tenant will, as soon as reasonably practicable, make available a representative of the Tenant to accompany the Landlord whilst on the Leased Land, and the Landlord and/or its agents must adhere to the Tenants security requirements. If the Landlord reasonably decides that there is an emergency, then the Landlord and its agents may enter the Leased Land at any time without notice.

17.3 Aerodrome works

(a) The Landlord may:

- (i) carry out construction or demolition works in any part of the Aerodrome other than the Leased Land and including without limitation the Common Areas;
- (ii) pass or run water, air, electricity, sewerage, drainage, gas and other substances through pipes, wires, tubes, conduits, ducts and cables running through the Land;
- (iii) temporarily interrupt a Service;
- (iv) install and operate a Service;
- (v) change the direction of pedestrian or vehicular traffic into, out of or through the Aerodrome; and
- (vi) alter the Aerodrome'

except that no works or temporary interruption of Services may be carried out to the Leased Land without the Tenant's consent which consent must not be unreasonably withheld.

(b) The Landlord must notify the Tenant in writing where the proposed action of the Landlord under sub-clause 17.3 may affect the Authorised Use.

(c) The Landlord will use its best endeavours to ensure that any temporary interruptions to Services or alterations to the Aerodrome contemplated by clause 17.3 do not unreasonably affect the operational capabilities of the Tenant.

18. **EASEMENTS**

18.1 Subject to clause 18.2, the Landlord may:

- (a) grant rights of support to any owner, Tenant, occupier or other person interested in land adjacent to or near to the Leased Land or any public authority;
- (b) transfer any part of the Land; or
- (c) grant or create any easement or privilege in favour of any person or public authority over or affecting the Leased Land, the Land or the Building.

for the purpose of providing:

- (d) a public or private entrance to or exit from;
 - (e) a support for a structure erected on;
 - (f) the supply of a Service, Facility or telephone or electronic communication to; or
 - (g) any other right, privilege or facility for,
- the Building, the Land or any other land.

18.2 The Landlord must not transfer, grant or create any easement, right or privilege, which substantially and permanently derogates from the Tenant's Rights without first obtaining the Tenant's consent.

19. PLANT AND EQUIPMENT AND FIXTURES

19.1 The Tenant must:

- (a) not use any Facility, Plant and Equipment or for a purpose other than that for which it was designed;
- (b) comply with the reasonable requirements of the Landlord relating to the Plant and Equipment;
- (c) when conditioned air is available, not obstruct that airflow through the ducting of the Leased Land, nor use any other method of airconditioning, heating or cooling without the prior written consent of the Landlord;
- (d) not do anything which might interfere with or impair the efficient operation of the Plant and Equipment; and
- (e) not install any electrical equipment on the Leased Land or Building which might overload the cables, switchboards or sub-boards, through which electricity is connected to the Leased Land or Building.

19.2 If the Tenant wishes to install any electrical equipment on the Leased Land or Building which might overload the cables, switchboards or sub-boards through which electricity is connected to the Leased Land or Building, and the Landlord grants its consent, and the Landlord considers that any alteration is necessary to comply with the requirements of the Landlord's insurance underwriters or with any statute in force from time to time, then:

- (a) that alteration will be effected by the Landlord at the expense of the Tenant;
- (b) the Tenant must pay the entire cost of the alteration to the Landlord on demand by the Landlord; and
- (c) if required by the Landlord the Tenant must deposit with the Landlord the estimated cost of the alteration before commencement of any work.

20. TENANT'S OBLIGATION TO EFFECT INSURANCES

20.1 The Tenant shall effect and maintain in the names of the Landlord and Tenant with an insurance company approved by the Landlord all policies of insurance relating to the Leased Land and Building or otherwise as reasonably required by the Landlord from time to time, and the Tenant shall:

- (a) supply to the Landlord current details of all insurance effected in accordance with this clause, including copies of certificates of currency;
- (b) not without the Landlord's prior consent, alter the terms or conditions of any policy provided that no Landlord's consent is required to alter a insurance policy if the cover provided is not reduced; and
- (c) ensure that the policy for public liability insurance includes a provision for cross liability and waiver of subrogation rights in favour of the Landlord.

20.2 The Tenant must not by any act or omission cause or allow anything to be done which might result in any insurance policy effected under this Lease or in respect of the Leased Land or Building becoming void or voidable or which might increase the premium on any policy.

20.3 Application to BP Group Companies

If the Tenant is a BP Group Company:

- (a) clause 20.1 will not apply;
- (b) the Landlord acknowledges that the Tenant is a global self insurer and maintains a global public liability policy; and
- (c) whenever reasonably required by the Landlord, the Tenant will give to the Landlord a copy of a certificate of currency in respect of the policy of insurance referred to in paragraph 20.3(b).

21. INDEMNITY

21.1 General indemnity

Except to the extent contributed to by the Landlord and the provisions of this Lease, the Tenant shall indemnify and keep indemnified the Landlord against all losses, claims, damages, demands, costs and expenses for which the Landlord becomes liable in respect of loss or damage to property or death or injury of any nature and however or wherever sustained:

- (a) which are caused or contributed to by the use or occupancy of the Leased Land by the Tenant or an Authorised Person, except to the extent caused or contributed to by the Landlord;
- (b) resulting from an act or omission of the Tenant; or
- (c) resulting from a notice, claim or demand against the Tenant to do or refrain from doing any thing except to the extent that the Landlord is

obliged by this Lease to pay for or contribute to the cost of compliance with the notice, claim or demand and fails to do so.

21.2 Nature of indemnity

The obligation of the Tenant to indemnify the Landlord under this Lease or at law is not affected by the obligation of the Tenant to effect insurance and all indemnities shall survive the termination of the Lease.

22. LIMIT OF LANDLORD'S LIABILITY

22.1 The Landlord will not be liable for any failure to perform or observe the Landlord's Covenants due to any reason beyond the direct control of the Landlord.

22.2 The Landlord will not be liable for loss, damage or injury to any person or property in or about the Land, or the Leased Land unless caused by the negligence of the Landlord or its employees.

22.3 Each Landlord is only liable for breaches of the Landlord's Covenants occurring while that person is the registered proprietor of the Land.

23. REPORT TO LANDLORD

The Tenant must report promptly to the Landlord or the Managing Agent in writing and in the case of emergency, verbally:

- (a) any damage to or defect in the Leased Land, the Landlord's Fixtures, the Plant and Equipment or the Facilities in the Leased Land of which the Tenant is or ought to be aware;
- (b) any malfunction of any Facility either within the Leased Land or used by the Tenant;
- (c) any breakage of glass in an exterior or inter-tenancy window or door in the Building;
- (d) any notifiable infectious disease occurring in the Leased Land; and
- (e) any circumstances likely to
 - (i) be a danger; or
 - (ii) cause any damage or danger;

to the Leased Land, the Building or any person on or in the Leased Land, or the Building of which the Tenant is aware.

24. CAVEATS

24.1 The Tenant must not lodge an absolute caveat over the Leased Land to protect the interest of the Tenant under this Deed and the Tenant must withdraw any caveat lodged by or on behalf of the Tenant over the Leased Land on Termination.

24.2 In consideration of the Landlord granting the Tenant the Tenant's Rights, the Tenant irrevocably appoints the Landlord and every officer of the Landlord as defined by the Corporations Act to be the attorney of the Tenant, in the name and on behalf of the Tenant, and as the act and deed of the Tenant to sign and lodge at the Department of Land Information, Perth, a withdrawal of any caveat lodged by or on behalf of the Tenant and not withdrawn on Termination, and the Tenant:

- (a) undertakes to ratify all that the attorney does or causes to be done under or by virtue of this subclause; and
- (b) indemnifies the Landlord in respect of any loss arising from any act done under or by virtue of this subclause, and the Landlord's costs and expenses of and incidental to the withdrawing of any caveat lodged by or on behalf of the Tenant affecting the Leased Land.

25. NOT TO IMPEDE EXERCISE OF LANDLORD'S RIGHTS

25.1 The Tenant must not impede the exercise of the Landlord's Rights.

25.2 The Tenant must not do or permit to be done any act or thing which makes void an existing insurance policy taken out by the Landlord in respect of the Land.

26. COMPLIANCE WITH STATUTES

The Tenant must comply promptly with all statutes, rules and regulations from time to time in force relating to the Leased Land or the use of the Leased Land except for any imposing an obligation to carry out structural work which the Tenant is not required to carry out under this Deed.

27. DEFAULT BY TENANT

An Event of Default occurs if:

- (a) the Tenant fails to pay the Rent, the Variable Outgoings or other money payable under this Lease for fourteen (14) days after the Landlord has given written notice to the Tenant of the default;
- (b) the Tenant fails to perform any of the Tenant's Obligations other than the payment of moneys referred to in clause 27(a) for fourteen (14) days after the Landlord has given written notice to the Tenant of the default;
- (c) distress is levied or a judgement, order, security or encumbrance is enforced against any property of the Tenant;
- (d) a receiver or receiver and manager or controller as defined in the *Corporations Act 2001 (Cth.)* is appointed in respect of any part of the Tenant's property;
- (e) the Tenant ceases to carry on the Tenant's Business from the Leased Land; or
- (f) where the Tenant is a company and:
 - (i) an application is made to a court for an order or an order is made that the Tenant be wound up;

- (ii) an application is made to a court for an order appointing a liquidator or provisional liquidator in respect of the Tenant;
- (iii) except for the purposes of reconstruction or amalgamation, the Tenant enters into a scheme of arrangement, deed of company arrangement or composition with, or assignment for the benefit of, all or any class of the Tenant's creditors;
- (iv) the Tenant resolves to wind itself up or otherwise dissolve itself;
- (v) the Tenant states that it is insolvent; or
- (vi) the Tenant takes any step to obtain protection or is granted protection from its creditors under any applicable legislation.

28. LANDLORD MAY RETAKE POSSESSION

- 28.1 After an Event of Default has occurred and without any notice or demand, the Landlord may at any time enter the Leased Land and on re-entry the Term will immediately determine but without affecting any of the Landlord's Rights or releasing the Tenant from liability with respect to the Tenant's Covenants.
- 28.2 The costs of re-entry or repossession by the Landlord are to be borne by the Tenant.

29. EXERCISE OF LANDLORD'S RIGHTS

- 29.1 The exercise by the Landlord of the Landlord's Rights will not be affected by demand for, or acceptance of the Money Payable by the Landlord after an Event of Default has occurred, and such demand or acceptance will not operate as an election by the Landlord either to exercise or not to exercise the Landlord's Rights.
- 29.2 If the Tenant fails to pay any Money Payable or does or fails to do any thing, the Landlord may without affecting any right, remedy or power arising from that default:
- (a) pay that Money Payable or do or cease the doing of that thing or both as if it were the Tenant; and
 - (b) enter and remain on the Leased Land for that purpose;
- and the Tenant must pay to the Landlord on demand the Landlord's cost of remedying each breach or default.
- 29.3 The Landlord may exercise the Landlord's Rights without proof of default by the Tenant or the continuance of that default, or notice being required other than is provided in this Deed, and notwithstanding laches, neglect or previous waiver by the Landlord in respect of any breach of the Tenant's Covenants or the exercise of the Landlord's Rights.

30. BREACH OF ESSENTIAL TERMS

- 30.1 Each of the Tenant's Covenants specified in clauses 5, 8, 12, 13, 14, 15, 16, 26 and 40 are essential terms of this Deed, except that this clause must not be construed to mean that there are no other essential terms in this Deed.

- 30.2 The Tenant must compensate the Landlord for any breach of an essential term and the Landlord is entitled to recover damages from the Tenant in respect of such breaches in addition to any other remedy or entitlement of the Landlord, including the right to determine the Term.
- 30.3 If the Term is determined:
- (a) for a breach of an essential term by the Landlord accepting a repudiation of this Lease by the Tenant; or
 - (b) after the Tenant's failure to comply with a notice to remedy any default;
- the Tenant must pay to the Landlord on demand:
- (c) the Rent and other Money Payable for the unexpired balance of the Term as if the Term had expired by the effluxion of time; and
 - (d) damages for damage suffered as a result of the early determination, including but not limited to all costs of reletting or attempting to re-let the Leased Land, less the rent and other money payable which the Landlord reasonably expects to recover by reletting the Leased Land for the period between the date of termination and the date on which the Term would have expired by effluxion of time, but the Landlord must take reasonable steps to mitigate its losses.
- 30.4 A certificate given to the Tenant by the Landlord of the amount of Rent and Variable Outgoings under clause 30.3 will be prima facie evidence as between the Parties.
- 30.5 The Landlord's entitlement to recover damages under this clause is not prejudiced or limited by:
- (a) the Tenant abandoning or vacating the Leased Land;
 - (b) the Landlord electing to re-enter the Leased Land and determining the Term;
 - (c) the Landlord accepting the Tenant's repudiation of this Deed; and
 - (d) the parties' conduct constituting a surrender of the Term by operation of law.
- 30.6 The Landlord may without prejudice to any other remedy, sue the Tenant for any Money Payable which may from time to time become due and owing by the Tenant to the Landlord and in particular, the Landlord may:
- (a) sue for any instalments of Rent or Variable Outgoings as and when those instalments become due; and
 - (b) by a separate suit or suits sue for any further sum or sums which may be found to be due and owing by the Tenant to the Landlord on the completion of the calculations made at the end of each Lease Year,

and neither the institution of any suit nor the entering of judgement in any suit will bar the Landlord from bringing a separate or subsequent suit or suits for the balance of the Money Payable.

31. RESTORATION OF THE LEASED LAND ON TERMINATION

Prior to Termination, the Tenant at the Tenant's cost must restore the Leased Land, the Facilities, the Building and those parts of the Plant and Equipment affected by affected by the Tenant's occupation of the Leased Land, to its original state having regard to fair wear and tear, and the Tenant's Covenants.

32. YIELD UP LEASED LAND

On Termination the Tenant shall surrender and yield up the Leased Land to the Landlord in a condition consistent with the observance and performance of the Tenant's Covenants and deliver to the Landlord all keys, access cards and other security devices for the Leased Land and the Building held by the Tenant whether or not provided by the Landlord.

33. REMOVAL OF TENANT'S FIXTURES

33.1 Prior to Termination, the Tenant must remove from the Leased Land, the Building and the Land all the Tenant's Fixtures and property of the Tenant and any of the Landlord's Fixtures installed by the Tenant which the Landlord requires the Tenant to remove, and promptly make good to the satisfaction of the Landlord any damage caused by that removal.

33.2 On re-entry by the Landlord, the Landlord may remove any property of the Tenant left in or about the Leased Land and the Tenant must indemnify the Landlord against all damage caused by the removal of and the cost of storing that property.

33.3 At Termination, the Landlord may, with respect to any Tenant's Fixtures and property belonging to the Tenant not removed at Termination:

- (a) sell or dispose of such property at the Tenant's cost and offset any proceeds of sale after deduction of costs of sale against any unpaid Money Payable; or
- (b) accept that such property is the absolute property of the Landlord and dispose of such property as the Landlord thinks fit.

33.4 In respect of any period until either the Landlord exercises an option under clause 33.3 above, or the damage caused by the removal of the Tenant's Fixtures or property is made good, whichever is the later, the Tenant must pay to the Landlord by way of damages an amount equal to the amount in respect of Rent and Variable Outgoings which would have been payable by the Tenant if the Tenant were holding over the Leased Land during that period.

34. ASSIGNMENT

34.1 The Tenant must not assign, mortgage or charge the leasehold estate in the Leased Land or any part of the Leased Land nor sublet, part with possession or dispose of the Leased Land without the prior written consent of the Landlord and except under this clause.

34.2 Sections 80 and 82 of the Property Law Act 1969 are excluded.

34.3 If the Tenant is a corporation other than a public company within the meaning of the Corporations Act, any change in the beneficial ownership, issue or

cancellation of shares in that corporation or any holding company of that corporation within the meaning of the Corporations Act will be deemed to be an assignment of the leasehold estate created by this Deed.

34.4 The Landlord may not unreasonably withhold its consent to an assignment of the leasehold estate created by this Lease if:

- (a) the proposed assignee is a respectable and responsible person of good financial standing, the onus of satisfying the Landlord of this fact being on the Tenant;
- (b) all Money Payable then due or payable has been paid and there is no existing unremedied breach of the Tenant's Covenants;
- (c) the Tenant procures the execution by the proposed assignee of a deed of assignment to which the Landlord is a party prepared and completed by the Landlord's solicitors at the cost of the Tenant in all respects;
- (d) the assignment contains a covenant by the assignee with the Landlord to pay all Money Payable and to perform and observe all the Tenant's Covenants;
- (e) if the proposed assignee is a corporation other than a public company within the meaning of the Corporations Act, the directors or substantial shareholders of that corporation guarantee to the Landlord the observance and performance by the assignee of the Tenant's Covenants including payment of all Money Payable;
- (f) the Tenant pays the Landlord's costs and expenses of and incidental to any enquiries made by or on behalf of the Landlord as to the respectability, responsibility and financial standing of each proposed assignee and all other matters relating to the proposed assignment, whether or not the assignment proceeds, and
- (g) the Tenant procures the execution by the proposed assignee of an acknowledgment that the proposed assignee has received a copy of the Landlord's estimated Variable Outgoings for the relevant Lease Year.

34.5 If the assignee is a corporation the shares in which are not quoted on any stock exchange in Australia, it will be a term of the Landlord's consent to the deed of assignment that the directors or the substantial shareholders, at the option of the Landlord, of that corporation guarantee to the Landlord the observance and performance by the assignee of the Tenant's Covenants including payment of all Money Payable.

34.6 The covenants and agreements on the part of any assignee will be supplementary to the Tenant's Covenants and will not in any way relieve or be deemed to relieve the Tenant from the Tenant's Covenants.

35. DESTRUCTION OR DAMAGE TO LEASED LAND

35.1 If the Leased Land is so destroyed or damaged as to, in the reasonable opinion of the Landlord, render the Leased Land unfit for occupation, or inhibit access to the Leased Land by the Tenant or the customers of the Tenant's Business in any substantial manner, or cause significant disruption to the Tenant's Business, the Landlord:

- (a) will not be obliged to repair or rebuild the Leased Land or that part damaged, but may within 90 days of the damage or destruction, give notice in writing to the Tenant electing to determine the Term effective one month from the date of such notice; and
 - (b) must, unless the Landlord has terminated the Term, within 90 days of the destruction or damage, give notice to the Tenant advising the Tenant whether or not the Landlord intends to repair or rebuild, and if the Landlord intends to rebuild, how long that rebuilding is estimated to take.
- 35.2 If the Leased Land is unfit for occupation, and payment of insurance money in respect of the damage or destruction causing the Leased Land to be unfit for occupation is not at any time refused or withheld in whole or in part as a result of any act or omission of the Tenant, the Rent or a fair and just proportion of the Rent according to the nature and extent of the damage sustained will, from the date of damage or destruction until the Leased Land are reinstated and are no longer unfit for occupation, abate and cease to be payable.
- 35.3 If the parties cannot agree on the fair and just proportion of the Rent for the purposes of clause 35.2, that proportion shall be determined by a licensed valuer appointed by the president of the Australian Property Institute (WA Division).
- 35.4 The costs of a licensed valuer appointed under clause 35.3 shall be borne equally by the Landlord and the Tenant.
- 35.5 If the Leased Land is unfit for occupation and the Landlord has given the Tenant notice under clause 35.1 that it does not intend to repair or rebuild, or the Leased Land remains unfit for occupation for a period of at least 3 months, the Tenant may give the Landlord notice to terminate the Term with immediate effect but without affecting the rights of the Landlord in respect of any unpaid Money Payable or any antecedent breach by the Tenant of any of the Tenant's Covenants.

36. OPTION OF RENEWAL

If and only if no earlier than 6 months and no later than 3 months before the date of Termination, the Tenant gives notice to the Landlord exercising its option of renewal, and the Landlord is satisfied that there is no Rent or other money payable under this Lease which is due but unpaid and there is no unremedied breach of the Tenant's Covenants and there have been no breaches of any of the essential terms in this Lease during the Term, the Landlord must grant to the Tenant a lease of the Leased Land for the Further Term at the Rent as varied pursuant to this Lease and otherwise on the same terms and conditions of this Lease except for the option of renewal for the relevant extended Term which shall cease to have any further effect.

37. HOLDING OVER

If after Termination the Tenant continues in possession of the Leased Land, the Tenant shall be deemed to be holding over as a monthly tenant at a rent equal to the greater of the Rent payable immediately before Termination reviewed by reference to the CPI or the Rent payable immediately before Termination, and shall be reviewed in the same manner on each anniversary of the date of Termination and the Tenant's right to remain in possession of the Leased Land shall be subject to the continued

performance of the Tenant's Covenants and may be determined by either party giving the other party 1 month's notice of termination.

38. CONSENTS

The Landlord may, unless this Lease otherwise provides, withhold consent to any matter requiring consent without specifying any reasons.

39. ACT BY AGENTS

39.1 All acts and things which the Landlord is required or empowered to do under this Lease may be done by the Landlord or the solicitor, agent, contractor or employee of the Landlord.

39.2 The Landlord may at any time and from time to time appoint a Managing Agent to manage the Building and the Managing Agent will, unless the Landlord directs in writing otherwise, represent the Landlord in all matters relating to this Lease, and the Landlord's direction will prevail over the Managing Agent's to the extent of any inconsistency.

40. TENANT LIABLE FOR AUTHORISED PERSONS

The Tenant is liable for the acts or omissions of Authorised Persons arising out of and in connection with the rights and obligations created by this Lease.

41. NOTICE

A notice, demand or consent given or made to any person under this Lease:

- (a) must be in writing;
- (b) may be served by:
 - (i) delivering it to that person personally; or
 - (ii) addressing it to that person and leaving it or posting it to:
 - (A) the address of that person appearing in this Lease;
 - (B) that person's usual or last known place of residence;
 - (C) that person's usual or last known place of business;
 - (D) where that person is a corporation, its registered office or principal place of business; or
 - (E) any other address nominated by that person by notice to the person giving the notice;
 - (iii) sending a facsimile copy of the notice to the facsimile copier number nominated by that person by notice to the person giving the notice; and
- (c) will be deemed to be given or made:
 - (i) in the case of personal delivery, when delivered;

- (ii) in the case of service by leaving the notice at an address specified in paragraph (b), when left at that address unless the time of leaving a notice in the place in which it is left is not on a business day or is after 5 p.m. in the afternoon on a business day, when it will be deemed to be given or made on the next following business day in that place;
 - (iii) in the case of service by post, on the second business day following the date of posting; and
 - (iv) in the case of facsimile when despatched, unless the time of dispatch in the place to which it is sent is not a business day or is after 5 p.m. in the afternoon on a business day, when it will be deemed to be given or made on the next following business day in that place; and
- (d) may be signed:
- (i) if given by an individual, by the person giving the notice;
 - (ii) if given by a corporation, by a director, secretary or manager of that corporation; or
 - (iii) by a solicitor or other agent of the person giving the notice.

42. PROPER LAW

This Lease is governed by, and to be interpreted in accordance with, the laws of Western Australia and where applicable the laws of the Commonwealth of Australia.

43. SEVERANCE

If any part of this Lease is, or becomes void or unenforceable, that part is or will be, severed from this Lease to the intent that all parts that are not, or do not become, void or unenforceable remain in full force and effect and are unaffected by that severance.

44. WAIVERS

44.1 Failure to exercise or delay in exercising any right, power or privilege in this Lease by a party does not operate as a waiver of that right, power or privilege.

44.2 A single or partial exercise of any right, power or privilege does not preclude any other or further exercise of that right, power or privilege, or the exercise of any other right, power or privilege.

45. VARIATION

This Lease may be varied only by deed executed by the parties.

46. EFFECTIVE EXECUTION

This Lease is binding on each party who executes it notwithstanding the failure of any other person named as a party to execute it, and the avoidance or unenforceability of any part of this Lease.

47. FURTHER ASSURANCES

Each party must execute and do all acts and things necessary or desirable to implement and give full effect to the provisions and purpose of this Lease.

48. COUNTERPARTS

This Lease may be executed in any number of counterparts each of which is an original and all of which constitute one and the same instrument.

49. SURVIVAL OF WARRANTIES

A warranty given by a party in this Lease will not merge on the completion of the matters referred to, or contemplated by, this Lease, but will survive that completion even if any party has waived any right under this Lease, or failed to take proceedings for any breach.

50. ENTIRE AGREEMENT

This Lease constitutes the entire agreement between the parties and contains all the representations, warranties, covenants and agreements of the parties in relation to the subject matter of this Lease.

51. PAYMENT OF MONEY

Any sum of money to be paid to the Landlord must be paid to the Landlord at the Address or as otherwise directed by the Landlord by notice from time to time and Money Payable accrues on a daily basis.

52. MORATORIUM NOT TO APPLY

A provision of a statute which would, but for this clause extend or postpone the date of payment of the Money Payable, reduce the interest or abrogate, nullify, postpone or otherwise affect any provision under this Lease does not apply to limit or affect the terms of this Lease.

53. GOODS AND SERVICES TAX

53.1 Words or expressions used in this clause 60 which are defined in the A New Tax System (Goods and Services Tax) Act 1999 (Cth) have the same meaning in this clause.

53.2 Any consideration to be paid or provided for a supply made under or in connection with this Lease unless specifically described in this Lease as 'GST inclusive', does not include an amount on account of GST.

53.3 Despite any other provision in this Lease if a party ('Supplier') makes a supply under or in connection with this Lease on which GST is imposed (not being a supply the consideration for which is specifically described in this Lease as 'GST inclusive'):

- (a) the consideration payable or to be provided for that supply under this Lease but for the application of this clause ('GST exclusive consideration') is increased by, and the recipient of the supply ('Recipient') must also pay to the Supplier, an amount equal to the GST payable on the supply ('GST Amount'); and

- (b) the GST Amount must be paid to the Supplier by the Recipient without set off, deduction or requirement for demand, at the same time as the GST exclusive consideration is payable or to be provided.
- 53.4 If a payment to a party under this Lease is a reimbursement or indemnification, calculated by reference to a loss, cost or expense incurred by that party, then the payment will be reduced by the amount of any input tax credit to which that party, or the representative member of a GST group of which that party is a member, is entitled for that loss, cost or expense.
- 53.5 The Recipient need not make a payment for a taxable supply made under or in connection with this Lease until the Supplier has given the Recipient a tax invoice for the supply to which the payment relates.
- 53.6 If an adjustment event occurs in relation to a taxable supply made under or in connection with this Lease then the consideration payable in respect of the supply shall also be adjusted as follows:
- (a) if the adjustment event gives rise to an increase in the GST payable by the Supplier in relation to the supply a payment equal to that increase will be made by the Recipient to the Supplier; and
 - (b) if the adjustment event gives rise to a decrease in the GST payable by the Supplier in relation to the supply payment equal to that decrease will be made by the Supplier to the Recipient.

Any payment that is required under this clause 53.6 will be made within five days of the issuing of an adjustment note or an amended tax invoice, as the case may be, by the Supplier. If the adjustment event gives rise to an adjustment, the Supplier must issue an adjustment note to the Recipient as soon as it becomes aware of the adjustment event.

54. SPECIAL CLAUSES

The special clauses set out in Schedule Two shall form part of this Lease and if there is any inconsistency between the provisions of this Lease generally and the special clauses, the special clauses shall prevail to the extent of the inconsistency.

SCHEDULE ONE

Item 1 AUTHORIZED USE

Storage, handling, sale of fuels, lubricants and related products including access for aircraft refuelling

Item 2 LAND AND LEASED LAND

(a) Land

Portion of Kyarra Location 33, being the whole of the land comprised in Certificate of Title Volume 1977 Folio 963 and being commonly known as "Meekatharra Airport" Campbell Road, Meekatharra.

(b) Leased Land

- (i) That part of the Land having an area of approximately 1,389.8 square metres as depicted and hatched in black on the plan in Annexure "A" to this Lease; and
- (ii) That part of the Land having an area of approximately 118.9 square metres as depicted and hatched in black on the plan in Annexure "B" to this Lease.

Item 3 COMMENCEMENT DATE

1 September 2008

Item 4 TERM

FIFTEEN (15) years.

Item 5 FURTHER TERM

One further term of Five (5) years commencing on 31 August 2023

Item 6 RENT

From the Commencement Date until varied, the Rent is SEVEN THOUSAND SIX HUNDRED AND FIFTY DOLLARS (\$7,650.00) plus GST payable annually in advance on the Commencement Date and on each anniversary of the Commencement Date.

Item 7 RENT REVIEW DATES & METHOD OF REVIEW

(a) **Rent Review Date during the Term**

Date	Method
Annually on the anniversary of the Commencement Date during the Term and Further Term	CPI Rent Review
When the option for the Further Term is exercised	Market Rent Review

For the purposes of clause 37 "Holding Over"	Fixed Review Increase of 10%
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Item 8 **Gross Area of the Land and Tenant's Proportion**

N/A

Item 9 **INTEREST**

10% per annum

Item 10 **LANDLORD'S FIXTURES**

Item 11 **AMOUNT OF PUBLIC RISK INSURANCE**

Refer clause 20.3(b)

Item 12 **MANAGING AGENT**

To be advised.

SCHEDULE TWO

Special Conditions

1. Condition Precedent

This Lease is subject to and expressly conditional upon the Landlord complying with the procedures set out in section 3.58 of the *Local Government Act 1995* relating to disposal of property ("Local Government Condition").

2. Compliance with Acts

The Landlord and the Tenant acknowledge that if in granting its consent to any assignment or sublease the Landlord has to first comply with or satisfy any obligations or requirements under any Written Law, the *Local Government Act 1995* or related Acts, including but not limited to section 3.58 of the *Local Government Act 1995* ("**Assignment/Sublease Condition Precedent**"), then the Landlord's consent is made expressly conditional upon and subject to satisfaction of the Assignment/Sublease Condition Precedent.

3. Environmental Matters

3.1 Tenant's Environmental Covenants

The Tenant must:

- (a) comply with all Environmental Laws including, without limitation, obtaining all necessary permits, authorisations and approvals required for the Tenant to carry out the Tenant's Business on the Leased Land;
- (b) take all practicable precautions to ensure that no Contamination of the Leased Land or the Environment in the vicinity of the Leased Land occurs;
- (c) not discharge into any stormwater drain any trade effluent, Hazardous Material or Waste, other than that which is authorised by the relevant Government Authority;
- (d) immediately notify the Landlord if:
 - (i) a Contamination Event occurs on the Leased Land; or
 - (ii) an Environmental Notice is served on the Tenant;
- (e) if a Contamination Event occurs and irrespective of whether an Environmental Notice has been served on the Tenant, promptly take all usual and reasonable actions at the Tenant's own cost and in accordance with best industry practice for the Remediation of the Leased Land and any land in the vicinity of the Leased Land to a condition, as far as practicable, as if the Contamination Event had not occurred;
- (f) at the Tenant's own cost, comply with every Environmental Notice issued in respect of, or arising from, the Tenant's occupation or use of the Leased Land, whether the notice is served on the Landlord or the Tenant;
- (g) subject to 3.1(g)(i), allow the Landlord and its employees and contractors to conduct environmental audits or inspections from time to time;

- (i) the Landlord must give the Tenant reasonable written notice of entry and the Tenant will, as soon as reasonably practicable, make available a representative of the Tenant to accompany the Landlord whilst on the Leased Land, however, the Landlord may have immediate access to the Leased Land to conduct an inspection following a Contamination Event; and
- (h) pay the reasonable costs of any reputable environmental consultant appointed by the Landlord to undertake an inspection from time to time of the Leased Land to verify the Tenant's compliance with this clause 3.

3.2 Remediate Contamination

- (a) Without limiting the Tenant's obligation under clause 3.1(e), the Tenant must ensure that at the expiration of the Term it has Remediated any Contamination of the Leased Land or any land in the vicinity of the Leased Land caused by the Tenant, to the satisfaction of the Landlord (acting reasonably) and having regard to any applicable Environmental Law
- (b) Subject to clause 3.2(e), not later than six months before the expiration of the Term, the Tenant must arrange for a reputable environment consultant approved by the Landlord (whose approval must not be unreasonably withheld) to:
 - (i) carry out an investigation of Contamination at the Leased Land;
 - (ii) prepare a report with respect to any (if any) Contamination at the Leased Land; and
 - (iii) prepare a Remediation Notice (if applicable).
- (c) Subject to clause 3.2(d), the Tenant must promptly carry out all the works specified in the Remediation Notice to the satisfaction of the Landlord (acting reasonably), and at the Tenant's sole cost.
- (d) The Tenant is under no obligation to carry out remedial works in respect of Contamination of the Leased Land shown to exist at the Commencement Date, except to the extent that the Tenant has disturbed the Contamination in a manner which creates a risk of harm to people or the Environment.
- (e) If this Lease is terminated by the Landlord prior to the expiration of the Term, the Landlord may:
 - (i) arrange for the investigation of Contamination referred to in clause 3.2(a) and for the preparation of a Remediation Notice (if applicable); and
 - (ii) carry out the works specified in the Remediation Notice, at the Tenant's expense, and the Tenant will indemnify the Landlord under clause 3.3(a).
- (f) For the avoidance of doubt, this clause 3.2 is for the benefit of the Landlord and can only be waived by the Landlord.

3.3 Environmental Indemnity

- (a) Without limiting clause 15 of the Lease the Tenant indemnifies the Landlord and the Landlord's employees in respect of all claims, judgments, orders, costs (including legal costs on a full indemnity basis) and expenses for which the Landlord is or may become liable in respect of or arising from the Tenant's breach of any of the Tenant's Environmental Covenants.
- (b) Without limiting clause 3.3(a) above, in the event that the Tenant fails to promptly comply with its obligations under clauses 3.1(e), 3.1(f), 3.2(a), 3.2(b) or 3.2(c) the Landlord shall be at liberty to carry out all of the said obligations at the cost of the Tenant, which cost shall be recoverable from the Tenant on demand.

3.4 Event of Default and Essential Term

For the avoidance of doubt, a failure by the Tenant to perform or comply with any of its obligations under this clause 3 is an Event of Default and a breach of an essential term of the Lease.

3.5 Definitions

In this clause 3:

- (a) "Contamination" means the affectation of land (including any surface water, ground water or other waters and airspace) by any matter or substance, including but not limited to a solid, liquid, gas, odour, heat, sound, vibration or radiation which:
 - (i) makes or may make such land or the surrounding Environment:
 - (A) unsafe or unfit for habitation or occupation by persons or animals;
 - (B) environmentally degraded; or
 - (C) not comply with any Environmental Law; or
 - (ii) otherwise gives rise to a risk or possible risk of harm to human health or the Environment;
- (b) "Contamination Event" means any incident originating on the Leased Land involving:
 - (i) any Contamination or likely Contamination of the Leased Land, or the Environment in the vicinity of the Leased Land; or
 - (ii) the unlawful disposal of Waste in a manner which harms or is likely to harm the Environment;
- (c) "Environment" means all components of the earth, including:
 - (i) land, air and water;
 - (ii) any layer of the atmosphere;
 - (iv) any organic or inorganic matter and any living organism including humans;

- (v) human made or modified structures and areas;
 - (vi) the aesthetic characteristics of the components of the earth, including appearance, sound, odour, taste and texture; and
 - (vii) ecosystems with any combinations of the above;
- (d) "Environmental Law" means any law, whether statute or common law (including the laws of negligence and nuisance), concerning the Environment and includes laws concerning:
- (i) the carrying out of uses, works or development or the subdivision of land;
 - (ii) emissions of substances into the atmosphere, waters and land;
 - (iii) pollution and contamination of the atmosphere, waters and land;
 - (iv) production, use, handling, storage, transportation and disposal of:
 - (A) Waste;
 - (B) Hazardous Materials; and
 - (C) dangerous goods
 - (v) conservation, heritage and natural resources;
 - (vi) threatened and endangered and other flora and fauna species;
 - (vii) the erection and use of structures; and
 - (viii) the health and safety of people.
- whether made or in force before or after the date of this Lease;
- (e) "Environmental Notice" means any direction, order demand or other requirement to take any action or refrain from taking any action in respect of the Leased Land or its use from any Government Authority in connection with any Environmental Law;
- (f) "Government Authority" means any state, federal or local government department or authority, government Minister, governmental, semi-governmental, administrative or judicial person or any other person (whether autonomous or not) charged with the administration of any applicable law;
- (g) "Hazardous Material" means material which, because it is toxic, corrosive, flammable, explosive or infectious or possesses some other dangerous characteristics, is potentially dangerous to the Environment when stored or handled or when any part of the Environment is exposed to it;

- (h) "Tenant's Environmental Covenants" means the Tenant's obligations under clause 3.1, together and each of them separately;
- (i) "Remediation" includes the investigation, cleanup, removal, abatement, disposal, control, containment, encapsulation or other treatment of Contamination and includes the monitoring and risk management of any Contamination, and "Remediated" and "remediate" has a corresponding meaning;
- (j) "Remediation Notice" means a statement of the works necessary to remediate any Contamination at the Leased Land or the surrounding Environment to an appropriate standard;
- (k) "Waste" means any discarded, rejected, unwanted, surplus or abandoned substance whether or not:
 - (i) it is intentionally discarded;
 - (ii) it has a value or use; or
 - (iii) it is intended for sale, recycling, reprocessing, recovery or purification, and
- (l) A reference to "Tenant" also includes an Authorised Person.

EXECUTED BY THE PARTIES AS A DEED

THE COMMON SEAL of the)
SHIRE OF MEEKATHARRA)
was hereunto affixed in the presence of:)

SHIRE PRESIDENT
Print Name:

Chief Executive Officer
Print Name:

SIGNED for and on behalf of)
BP AUSTRALIA PTY LTD by its)
Attorney(s) under Power of Attorney)
Registration No. L296761 dated 30)
March 2010 in the presence of:)

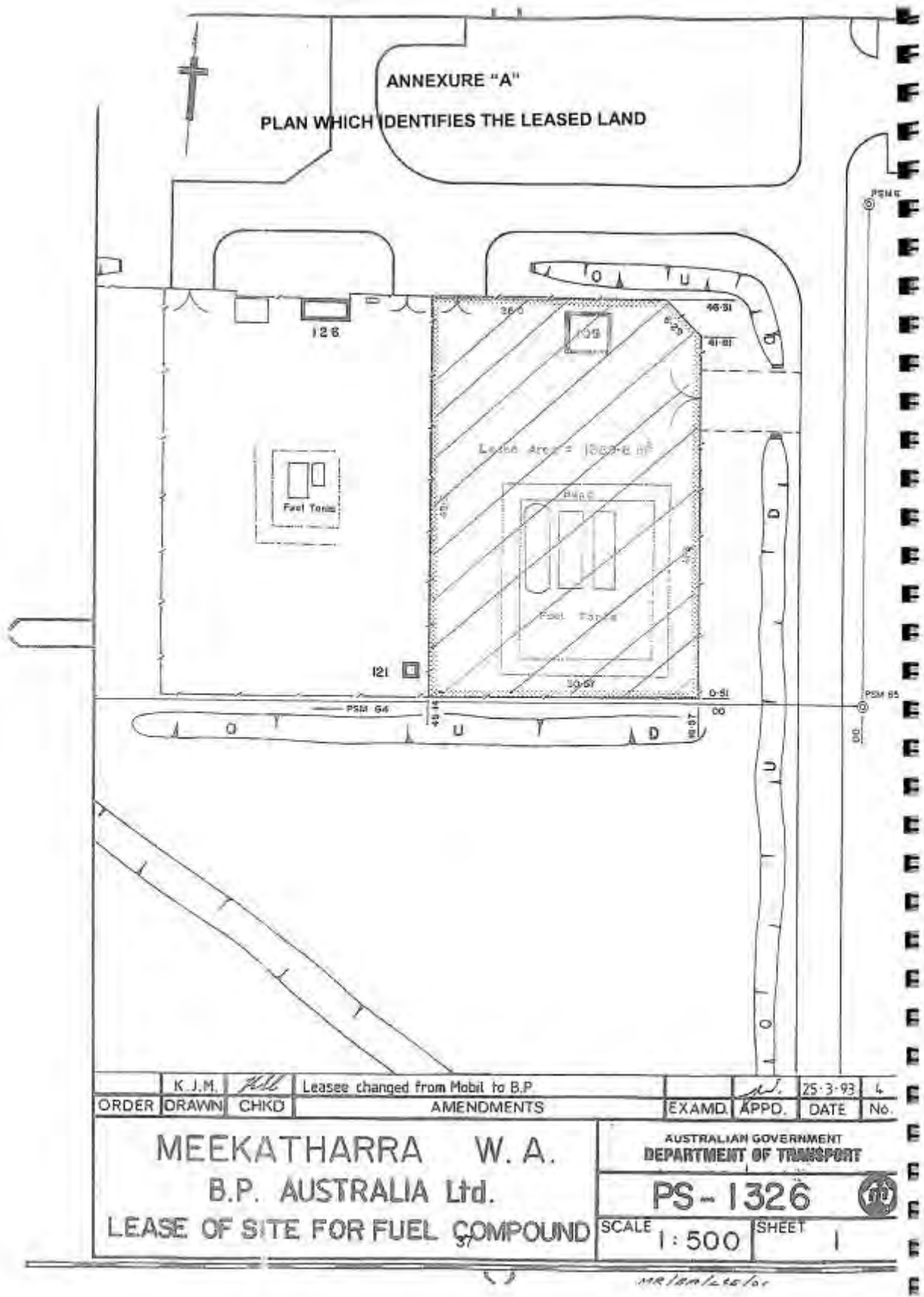
Name of Attorney

Witness

Attorney

Name of Witness (print)

Name of Attorney

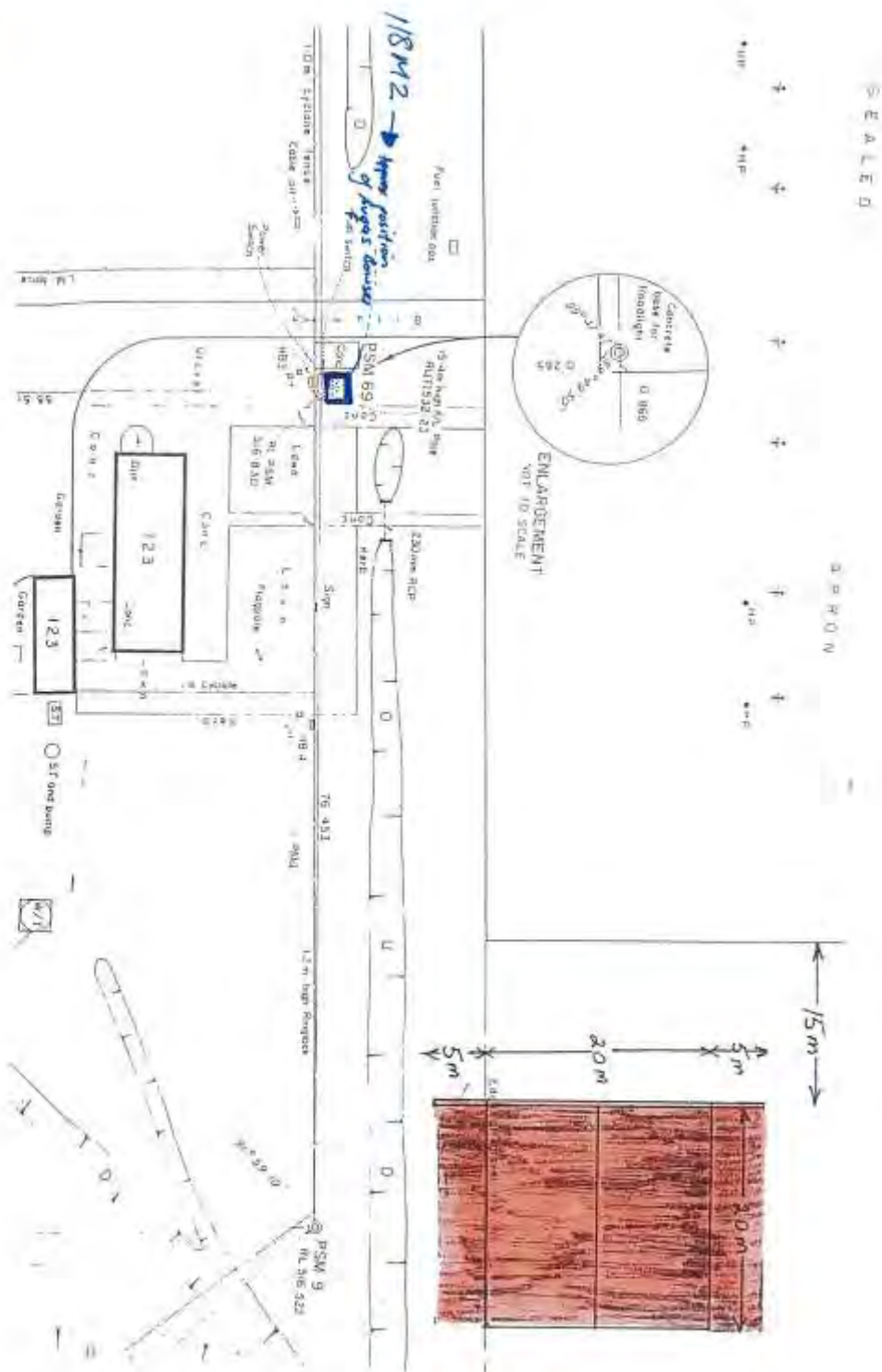


ORDER	K. J. M.	<i>AKL</i>	Leasee changed from Mobil to B.P.	EXAMD.	<i>W.</i>	25-3-93	4
DRAWN			AMENDMENTS	APPD.			No.
CHKD							



MEEKATHARRA W. A.
 B.P. AUSTRALIA Ltd.
 LEASE OF SITE FOR FUEL COMPOUND

AUSTRALIAN GOVERNMENT
 DEPARTMENT OF TRANSPORT
PS-1326
 SCALE 1:500 SHEET 1

MR/BA/25/100



ANNEXURE "B"

Title/Subject:	DORAY MEEKATHARRA COMMUNITY DEVELOPMENT TRUST
Agenda/Minute Number:	9.4.5
Applicant:	Nil
File Ref:	A4340
Disclosure of Interest:	Nil
Date of Report:	6 June 2013
Author:	Samantha Tarling Acting Community Development and Services Manager
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council consideration is requested to endorse the appointment of the Shire President as the Shire Representative as Trustee of the Doray-Meekatharra Community Development Trust (Trust); and receive the associated documents for the administration of the Trust, for information only.

Attachments:

Doray-Meekatharra Community Development Trust Grant Application
Doray-Meekatharra Community Development Trust Guidelines
Doray-Meekatharra Community Development Trust Acquittal Form
Proceedings of Trustees
Charitable Trust Deed

Background:

The Shire of Meekatharra and Doray Minerals Limited have established a Charitable Trust Deed to support the Meekatharra community. This Trust is administered by the Shire of Meekatharra and Doray Minerals Ltd under the direction of a Committee consisting of the Shire President (or a representative) and the Managing Director (or a representative) of Doray Minerals Limited.

To be known as the **Doray-Meekatharra Community Development Trust (Trust)**. Doray Minerals Limited and Shire of Meekatharra are referred in the Deed collectively as **the Trustee**. The Deed requires a quorum of two members.

Comment:

The administration of the Trust is being progressed to allow the first meeting to be held by the Trustees. Doray Minerals Ltd has nominated their Managing Director as the representative on the Trust Committee.

Doray have advised they are presently working through the tax exemption status of the Trust, and the relevant ABN etc. They will then set up the account for the Trust pending a positive response from ATO.

This report is for Council to consider endorsing the Shire President or another appointed council representative as the community representative for the Doray-Meekatharra Community Development Trust (Trust).

Consultation:

CEO

Statutory Environment:

Trustees Act 1962 (WA)

Policy Implications:

Nil

Budget/Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr NL Trenfield

Seconded: Cr PS Clancy

That Council:

- 1. Endorse the appointment of the Shire President to be a Doray-Meekatharra Community Development Trust Trustee representative; and**
- 2. Receive the Doray-Meekatharra Community Development Trust Guidelines, Application Form and Acquittal Form for information only.**

CARRIED 5/0



Doray-Meekatharra Community Development Trust Grant Application

- Please provide as much information as possible in the spaces allocated
- Responses must be provided to all questions
- Please add attachments if further detail or space is required.
- This Application and attachments will become the property of the Doray-Meekatharra Community Development Trust.

Section 1: Contact Details

Name of Organisation / Individual/Group:	
Postal Address:	
Street Address:	
Contact Person:	
Position of Contact person in the Organisation / Individual/Group:	
Business Hours Telephone:	
Mobile:	
E-mail:	

Section 2: Organisation / Group Information

Does your organisation/group/individual have an ABN? YES / NO	If Yes, please supply your ABN below ABN No. _____
Is your organisation / group / individual registered for GST?	YES or NO
Is your organisation / group / individual incorporated?	YES or NO If Yes, please attach a copy of the certificate of incorporation to this application.



Aim and Objectives of organisation/group/individual:	
--	--

Please provide details of any funding previously received from the Doray-Meekatharra Community Development Trust:

Year	Amount	Purpose
	\$	

Section 3: Project Details

Project Title:	
Summary of Project: <i>Please clearly state the objective and target audience for the project using a maximum of 40 words.</i>	
Community need that project is addressing: <i>Where possible please provide evidence of this need – i.e. statistics, letters of request, media stories demonstrating the need etc.</i>	
Target Group: <i>Please provide details regarding groups within the community to whom the project is targeted at. – E.g. youth, elderly people, people with disability – and why they are a priority.</i>	
Why should the project be a funding priority for the Doray-Meekatharra Community Development Trust:	



Amount of funding requested from the Doray-Meekatharra Community Development Trust:	<p style="text-align: center;">_____ \$ _____</p> <p>This amount is inclusive / exclusive of GST – delete which is not applicable</p>



Section 4: Financial Details

Please provide details regarding the cost of the project, attaching supporting evidence such as copies of quotes obtained for goods and services (NB: please note that at least 2 quotes are required for project proposals for values in excess of \$10,000). These documents should be applicable to the current application.

<u>Details</u> e.g. Consultancy fees, printing, catering, equipment hire	<u>Estimated \$</u>	<u>Quotes / Supporting Evidence</u> <u>attached</u>
		YES / NO
		YES / NO
		YES / NO
		YES / NO
		YES / NO
		YES / NO
		YES / NO
		YES / NO
		YES / NO
		YES / NO
		YES / NO
		YES / NO
		YES / NO
Total	\$	



Please provide details of all confirmed and anticipated sources of funds for the project.

Source	Confirmed (\$)	Anticipated (\$)	Total (\$)
Community organisation / group / Individual			
Value of voluntary labour <i>Please specify in terms of no. of hours and no volunteers.</i>			
State Government <i>Please provide details of department providing funds.</i>			
Australian Government <i>Please provide details of department providing funds.</i>			
Other <i>Please specify.</i>			
Total Income:	\$	\$	\$

Please attach additional pages if required.

Section 5: Acknowledgement of Doray-Meekatharra Community Development Trust

Receipt of Doray-Meekatharra Community Development Trust (DMCDT) funding represents an opportunity for your organisation and Doray-Meekatharra Community Development Trust, to obtain positive publicity.

1. Do you agree to recognise DMCDT as a project sponsor? YES or NO
2. Do you agree that DMCDT will be formally recognised and promoted in all publications, promotional materials, media releases and newsletters, as well as at program launches and / or the event itself (i.e. via speeches and placards)? YES or NO
3. Do you agree to provide DMCDT with a Project Completion Report within two months of the completion of the funded Project? YES or NO

Section 6: Supporting Documents

Please ensure that the required **supporting documentation is attached** to your application, including:

1. Certificate of Incorporation (if available)
2. Letters of endorsement for organisation or project.
3. Documentation demonstrating community need
4. Quotations in support of funding sought.
5. Latest Financial Statements of your organisation.

Section 7: Application Declaration

Please have two members of your organisation complete the details below – one member must be the President (or equivalent) of the organisation.

We declare that we have been authorised by the applicant organisation to prepare and submit this application to Doray-Meekatharra Community Development Trust for the Community Grants Program. We declare that the information

Doray-Meekatharra Community Development Trust Grant Application



Included in this application is true and correct and that we will abide by the conditions set out in the Doray-Meekatharra Community Development Trust Grant Guidelines which we have read and understood.

Name: _____

Position in Organisation: _____

Contact Number: _____

Signature: _____ Date: _____

Name: _____

Position in Organisation: _____

Contact Number: _____

Signature: _____ Date: _____



DORAY-MEEKATHARRA COMMUNITY DEVELOPMENT TRUST GRANTS GUIDELINES

Introduction

The Shire of Meekatharra and Doray Minerals Limited have established a Charitable Trust Deed to support the Meekatharra community. This Trust is administered by the Shire of Meekatharra under the direction of a Committee consisting of the Shire President and the Managing Director (or a representative) of Doray Minerals Limited.

To be known as the **Doray-Meekatharra Community Development Trust (Trust)**.

Please read through the document carefully as it explains the programme and will assist you in completing the application.

Aim

The sole purpose of the Trust will be to provide grants to individuals, groups of individuals, companies or associations (eligible recipients) located, based or operating within the Shire of Meekatharra, Western Australia, for charitable purposes, with the aim of assisting the overall development of the community within the Shire of Meekatharra.

Objectives

The objective of the Doray-Meekatharra Community Development Trust Grants Program is to:

provide grants for charitable purposes that provide:

- A. Educational, social, cultural, religious or heritage benefits;
- B. Economic development, training and assistance and up-skilling;
- C. Transport and communication services;
- D. Programs, initiatives and development for future generations;
- E. Protection of culture, heritage and values.

irrespective of whether the funds are to be used for a capital acquisition, improvement or expense or for a recipient's normal operational or other expenses, and for such other purposes as are determined by the Trustees to be charitable and fall within the scope of the sole purpose of the Trust, as described in the Aim.

Grants will only be awarded:

- (i) To individuals who are Australian citizens or permanent residents;
- (ii) To companies or incorporated associations present in Australia;
- (iii) For the purpose of developing the community within the Shire of Meekatharra; and
- (iv) On merit, based on submissions or applications made to the Trustees setting out details of how the grant is intended to be used for the purposes of the Trust.

In disbursing funds, the Trustees may pay directly to the recipient, or provide money to another organisation for the provision of services relevant to the purpose for which the grant is made.

The basis of merit can include non-academic criteria, where those criteria are sufficiently connected with the Trust's objectives.

Grants in the form of an award of money may be ongoing or a one-off benefit payment.

What Won't Be Funded

- Projects which, in the opinion of the Committee, are the operational responsibility of Federal, State or Local Government. If such a project is funded, it remains the discretion of the Committee that the ownership of the assets is maintained with the community of Meekatharra.
- Applications that are not completed on the Doray-Meekatharra Community Development Trust Grant Application.
- Political organisations or events.
- Programs or services that are delivered outside of the Meekatharra Shire.
- Organisations or groups that do not clearly demonstrate a need for funding, or those who provide insufficient information to allow the Trust to make a fair assessment of need.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the act should be covered by insurance.
- Organisations planning activities that are, in the opinion of the Committee, hazardous.
- Applicants who have failed to comply with the acquittal process or guidelines for a previous grant.

Grant Conditions

- Projects or events funded must clearly identify and formally recognise and promote the level of assistance provided by the Trust with particular acknowledgement of the contribution to the Trust by Doray Minerals Limited in all publications, promotional materials, media releases and newsletters, as well as at program launches and/or the event itself (i.e. via speeches and placards).
- All projects and events must abide by State and Federal Government legislation in relation to discrimination in the provision of goods, services and facilities.
- Funding of applications is at the discretion of the Committee within the broad eligibility criteria and the guidelines.

- All grants are to be expended within twelve (12) months of being received unless otherwise agreed by Committee.
- Successful applicants will provide the Trust with a Project Completion Report within two months of the completion of the funded project.
- The Trust may impose other special conditions on any successful applications.
- The Committee may determine the annual maximum allocation and there is no guarantee that any application will be fully funded.
- Depending on the nature of the project, the Trust may make progress payments and include specific accountability requirements.
- Where the Committee declines to support an application, it has the option not to advise reasons for an individual decision if it protects commercial in confidence or personal confidentiality, however, in the spirit of accountability in local government, a decision will be provided where possible.
- All project proponents must seek at least two (2) quotes (or at least demonstrate that quotes were sought) for each project over the value of \$10,000.

Other Considerations

- The number of applications may exceed the amount of funds available, and worthwhile projects cannot guarantee support, regardless of merit.
- The Trust encourages community groups to undertake joint grant applications.
- Priority will be given to those that demonstrate the greatest community need.
- Approval of funding in one year does not guarantee an applicant of funding in subsequent years.
- The final decision regarding funding rests with the Trust Committee.
- Priority will be given to those groups that provide funding from other sources or in-kind contributions to maximise the value of each project task as undertaken.
- The Trust Committee may choose to defer worthwhile projects that cannot be funded for consideration in future rounds.
- The Trust Committee may choose not to distribute all available funds, and may retain up to 50% of new funds to increase the size of the Trust.
- The Trust Committee has a wide discretion in making its determinations. It may seek advice from the Shire CEO as it sees fit.
- The Doray Minerals Limited Managing Director or representative on the Doray-Meekatharra Community Development Trust Committee shall be offered a tour of the town's facilities for project proposal familiarisation / viewing purposes prior to the commencement of each Trust Committee Meeting.

Project Completion

A 'Project Completion Report', including all relevant documentation is required to be completed and lodged with the Trust within two months after the project has been completed.

Depending on the nature of the project, the Doray-Meekatharra Community Development Trust may make progress payments and include specific accountability requirements. Should

you have need for progress payments to be made a request outlining the proposed progress schedule and payments required must be forwarded in writing to the Trust.

Lodging Applications

To apply for funding, please obtain a copy of the Doray-Meekatharra Community Development Trust Grant Application and complete all sections.

The Trust Committee shall meet at least once in each calendar year or periodically as required. The dates of the meetings will be advertised on the Shire of Meekatharra website and notice boards (Farmer Jack's and Shire Administration Office). Applications must be lodged at least one week prior to the advertised meeting date to be considered at that meeting. No late applications will be considered.

Application forms are available from the Shire of Meekatharra website (www.Meekashire.wa.gov.au).

Alternatively you can call the Shire Administration Office on 99800 600 and request a form to be mailed out.

Completed forms can be emailed, hand delivered or posted to the Trust.

Email to: reception@meekashire.wa.gov.au

Hand deliver to: Doray-Meekatharra Community Development Trust,
Meekatharra Shire Office,
Cnr Savage and Main Street,
Meekatharra WA 6642

Post to: Doray-Meekatharra Community Development Trust
Shire of Meekatharra
PO Box 129
MEEKATHARRA WA 6642

Key Dates

Applications will be accepted continuously and will be considered at the next meeting of the Trust Committee meeting.



Shire of Meekatharra
Doray-Meekatharra Community
Development Trust

NAME OF ORGANISATION/INDIVIDUAL:

Chairperson / President:

Postal Address:.....

Street Address (if different):.....

CONTACT PERSON

Name:..... Position:.....

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

Mobile:..... Email:.....

PROJECT TITLE :.....

TOTAL AMOUNT RECEIVED: \$.....

TOTAL COST OF PROJECT: \$.....

CERTIFICATION:

I certify that the funds described above were used for the approved purpose. To the best of my knowledge and belief, the attached evaluation and financial reports are true and fair.

Name:..... Position:.....

Signature:..... Date:



DORAY
MINERALS LIMITED



shire of
meekatharra
a golden prospect

DESCRIPTION OF PROJECT/EVENT

1. Describe how your grant was spent:

.....
.....
.....

2. Did you achieve your aims and objectives? (Please refer to your application form and address each item.)

.....
.....
.....

3. Who was involved in the project? (Staff, personnel, volunteers and other groups.)

.....
.....
.....

4. When did the project commence?

.....

5. When was the project completed?

.....

6. How did you promote the project to the Community?

.....
.....
.....

7. How did participants benefit from their involvement?

.....
.....
.....

8. How did the wider community benefit?

.....




.....
.....
.....
9. Was the contribution of the Doray-Meekatharra Community Development Trust acknowledged and if so, how? (Please supply examples i.e. photos, press clippings, fliers etc.)
.....
.....
.....

10. Did your project meet the expectations of your community participants? If not, please explain why.
.....
.....
.....

11. What changes, if any, would you make to improve the program in the future?
.....
.....
.....

6. PROCEEDINGS OF TRUSTEES

- 6.1 The following procedures and rules shall be applicable to and observed in the administration of the Trust where the Trustee is comprised of more than one (1) individual or company:-
- (a) the Trustees shall meet at least once in each calendar year and shall hold such further meetings as may from time to time seem necessary or desirable;
 - (b) the meeting of the Trustees shall be held in such place as may from time to time be determined by the Trustees;
 - (c) any Trustee may at any time call a meeting of the Trustees;
 - (d) at any meeting of the Trustees, two (2) Trustees shall form a quorum;
 - (e) decisions of the Trustees need not be unanimous but shall be by a majority of those Trustees present and voting at any meeting;
 - (f) in the case of an equality of votes, the Chairman shall have a second vote;
 - (g) appointment of the Chairman shall be for a term of one (1) year and thereafter shall rotate between the Trustees as they shall agree, and failing agreement then in the order in which they are named as Trustees in this Deed (or in which they were appointed as Trustees of the Trust where they were not originally named herein);
 - (h) any resolution of the Trustees may at any time be rescinded or varied, unless:
 - (i) such resolution is specifically expressed to be irrevocable and binding; or
 - (ii) the resolution is in respect of a gift made for the Charitable Objects of the Trust and has already been implemented;
 - (i) the Trustees shall keep a minute book to be kept for the purpose by the Trustees, in which shall be recorded the proceedings of the Trustees and if such minutes are confirmed they shall be signed by the Chairman of the meeting. Every such minute purporting to be so signed shall be prima facie evidence of the facts stated in it.
- 6.2 (a) In the event of a deadlock not resolved by the casting of the Chairman's vote, the matter shall if any Trustee so requires be referred for decision to arbitration pursuant to any arbitration law under the governing law of this Deed and the Trustee shall give effect to the award of the arbitrator as though it were a decision by all the Trustees.
- (b) Notwithstanding any other provision of this Deed, no revocation, addition or variation pursuant to **clause 15** shall be made except by the unanimous decision of the Trustees.
- 6.3 A corporate Trustee may exercise or concur in exercising any power conferred on that Trustee by a resolution of the company or of its directors or governing body or (not being a sole Trustee) by its representative appointed for the purpose of attending meetings of the Trustee.
- 

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CHARITABLE TRUST DEED
DORAY - MEEKATHARRA
COMMUNITY DEVELOPMENT TRUST



HHG LEGAL GROUP*

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SCHEDULE

EXECUTION

CHARITABLE TRUST DEED

DEED DATE:

2012



PARTIES:

1. **DARRYL JOHN STEWART** of First Floor, 16 Parliament Place, West Perth, Western Australia
(the Founder)
2. **DORAY MINERALS LTD (ACN 138 978 631)** of Level 3, 41-43 Ord Street, West Perth, Western Australia, and **SHIRE OF MEEKATHARRA** of PO Box 129, Meekatharra, Western Australia
(collectively the Trustee)

RECITAL

WHEREAS the Founder desires to establish a perpetual trust for charitable purposes and in furtherance of such desire has paid to the Trustee the sum of TEN DOLLARS (\$10).

OPERATIVE PART

NOW BY THIS DEED THERE IS CONSTITUTED a perpetual charitable trust to be known as the **"DORAY-MEEKATHARRA COMMUNITY DEVELOPMENT TRUST"** or such other name as the Trustee may determine from time to time, the corpus whereof will be employed in the manner hereinafter appearing for the public charitable purposes hereinafter appearing and which shall be governed and administered in accordance with the following provisions namely:-

1. DEFINITIONS AND INTERPRETATION

1.1 In this Deed where the context so admits or requires the expression:-

Accretion includes bonus shares and any capital profits resulting or arising from the conversion or re-investment of a gift;

Accounting period means any one of the following periods:-

- (a) the period from the date of this Deed to 30 June next;

- (b) each following period of twelve (12) months ending on 30 June in each year until 30 June immediately preceding the Vesting Day; and
- (c) the period from 1 July immediately preceding the Vesting Day to the Vesting Day.

BUT the Trustee may determine in writing from time to time to alter the accounting period to become a period of twelve (12) months ending on any other date nominated by the Trustee and thereupon the references to 30 June and 1 July shall be altered accordingly;

Act shall mean and include all proclamations, Orders-in-Council, instruments, regulations, rules, by-laws and ordinances made there under;

Associations Incorporation Act means the *Associations Incorporations Act 1987* (WA);

Charitable Objects means the purposes and objects of the Trust set out in the Schedule;

Charity means any association, corporation, the trustees of any trust and any other person or entity established wholly for charitable purposes and includes without limitation any religious organisation of any faith, any school, college, university or other place of education and any funds, authorities or institutions as described in section 78(1) of the Tax Act;

Corporations Act means the *Corporations Act 2001* (Cwth);

Corporation and **Company** shall mean a body corporate howsoever constituted including a corporation within the meaning of the Corporations Act and an association, society, institution or body incorporated under the Associations Incorporation Act and the expressions **corporate** and **body corporate** shall have a corresponding meaning;

Gift includes the subject matter of a gift to the Trust and any accretions to that gift and the money investments and property for the time being representing the same and the income thereof respectively and applies to any residue of a gift out of which a payment or application of capital or income has been made by the Trustee;

Income means the net income for the accounting period within the meaning of Section 95 of the Act unless the Trustee determines that the income shall be calculated by some other means.

Legal Personal Representative of a Trustee being an individual shall have its usual meaning and shall also include an attorney appointed by the Trustee under an Enduring Power of Attorney or a person appointed to manage the financial affairs of such individual by order of any court or judicial body constituted under an Act of Parliament governing the appointment of guardians and administrators made on the grounds of disability, infirmity or lack of legal capacity;

Month and **Year** mean calendar periods;

Pay includes transfer, convey and assign;

Person includes a corporation;

Schedule means the Schedule to this Deed;

Tax Act means the Income Tax Assessment Act 1936 and 1997 as applicable and as amended;

Trust means the Trust hereby constituted subject to such variations as are hereby authorised and where applicable includes the Trust Fund and the public charitable

purposes herein expressed and the means of achieving those charitable purposes as set out or authorised by this Deed;

Trustee means the Trustee or Trustees of the Trust for the time being which is constituted by this Deed and, which shall be comprised of the office holders for the time being of which officers and their successors shall so long as they hold their respective terms of office together constitute the trusts under these presents;

Trust Fund means the aforementioned sum paid or to be paid by the Founder to the Trustee and, such other moneys shares or property (either real or personal) as shall hereafter be transferred, given, devised or bequeathed from time to time to the Trust by any persons and accepted by the Trustee as additions to the Trust Fund and any investments or other property into which the sum or such money, shares or property may be converted and, all accumulations of income (if any) of the Trust Fund lawfully made and accepted by the Trustee as additions to the Trust Fund;

Trustees Act means the *Trustees Act 1962* (WA) as amended from time to time;

Vesting Day means the day on which the Trust vests, terminates or is wound up in accordance with **clause 16**.

1.2 Interpretation

Except to the extent that such interpretation should be excluded by or repugnant to the context:-

- (a) words importing the singular include the plural and the plural includes the singular;
- (b) words importing any gender shall include the other gender;
- (c) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- (d) references to "this Deed" include this Deed as lawfully amended or altered from time to time.

1.3 The provisions of the Schedule constitute part of this Trust Deed BUT the index, (if any) and headings are for convenience only and shall not affect its interpretation.

2. PURPOSES AND APPLICATION OF TRUST FUND

2.1 The Trustee shall hold the Trust Fund in perpetuity and subject to this Deed shall pay or apply such part or parts or the whole of the Trust Fund and the income thereof (including any income which may be derived by the Trust as a beneficiary of or which may be allocated to the Trust by the Trustee of any other trust or trust fund whether now in existence or hereafter to be established) in Australia for the Charitable Objects as the Trustee in its absolute discretion thinks fit PROVIDED ALWAYS:-

- (a) subject to the express provisions of this Deed no application shall be made of the Trust Fund for any purpose which is not a public charitable purpose;
- (b) subject to satisfying the requirements of the Australian Taxation Office the Trustee may accumulate such part of the income of the Trust Fund and apply it as the Trustee considers necessary to acquire investments hereby authorised or to meet the obligations and liabilities of the Trust Fund in respect of any such investments for the purpose of enabling the Trust Fund to generate income to meet the Charitable Objects and to hold such accumulations as part of the Trust Fund;

- (c) notwithstanding anything hereinbefore contained, the Trustee shall have power in its absolute discretion to accept any money or other assets which may hereafter be transferred to it as such Trustee and to hold the same UPON TRUST for the Charitable Objects.

2.2 The assets and income of the Trust however derived shall be applied solely towards the promotion of the Charitable Objects of the Trust and no part of the assets and income shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise, by way of profit to the Trustees or directors or members of the Trustee PROVIDED THAT nothing contained in this Trust Deed shall prevent the payment in good faith of remuneration to any officers or employees of the Trustee or to any other person in return for any service actually rendered to the Trust (other than attendance at any Trustees meeting or meeting of directors of a corporate Trustee) nor prevent the payment of interest at a rate not exceeding interest at the rate for the time being charged by the bankers of the Trust for overdrawn accounts on money lent or reasonable and proper rent for premises demised let or licensed to the Trust.

2.3 If the Trustee so chooses at any time and from time to time the Trustee may:-

- (a) treat any profit, gain or receipt which is assessable income for the purposes of the Tax Act as income of the Trust Fund;
- (b) treat any expenditure, payment or loss which is an allowable deduction for the purposes of the Tax Act as expenditure against the income of the Trust Fund;
- (c) distinguish between income of a particular nature or character or from a particular source as defined or referred to in the Tax Act and deal with income of a particular nature or character or from a particular source in one manner and income of any other nature or character or from any other source in a different manner;
- (d) may determine whether any notional or imputed gain, profit or offset from or in connection with any real or personal property, which is deemed to be statutory income by the Tax Act, shall be treated as income for the purposes of this Deed;
- (e) determine that any income which the Trustee accumulates shall be dealt with as an accretion to the capital of the Trust Fund but the Trustee may resort to that amount and pay or apply the whole or any part of that amount as if it had not been accumulated but was current income of the Trust Fund.

3. CHARITABLE OBJECTS

3.1 The Trustee may in its absolute discretion:-

- (a) permit the Trust Fund to be held as such or invested, or sell, call in or convert the same or any part thereof into money; and
- (b) invest the money arising thereby and all cash requiring investment in the name or under the control of the Trustee in any of the investments authorised herein and with full power from time to time at such discretion as aforesaid to vary and exchange the same for others of a like nature.

3.2 The Trustee shall be responsible for:

- (a) carrying out and promoting the Charitable Objects;
- (b) the conduct of the Trust; and

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(c) the management of the Trust Fund,

in such a manner as the Trustee shall in its absolute discretion think appropriate but subject always to the provisions of this Deed.

3.3 Without prejudice to the generality of the discretions conferred upon the Trustee by the foregoing sub-clauses of this clause, it shall be lawful for the Trustee in exercise of such discretion to pay or transfer income or capital (as the case may be) to any other charitable company, institution, trust or body having objects similar to or including all or some, one or more of the Charitable Objects and the Trustee shall be entitled to covenant annual payments to any other such company, institution, trust or body if it shall so think fit.

3.4 Without prejudice to the generality of the discretions conferred upon the Trustee by foregoing sub-clauses of this clause, the Trustee may by a plan made in writing by it, constitute a new charitable company, institution, trust or body for any Charitable Objects and pay or transfer income or capital from the Trust Fund to such charitable company, institution, trust or body and such scheme may include any provision which can lawfully be included in a charitable scheme and in particular may include provisions for extending the power of investment beyond trustee securities, for the holding of investments in the name of a nominee and, for the remuneration of any such nominee or of any corporate or professional trustee of such scheme and may constitute as trustee of any such scheme any person or body corporate whether or not including the Trustee itself.

3.5 Generally the Trustee may co-operate with or contribute to any charitable company, institution, trust or body of the type referred to in this clause PROVIDED THAT any reference in this clause to a charitable company, institution, trust or body is a reference to one whose purposes are charitable within the meaning of the word "charitable" at law or under the Tax Act

4. SINKING FUND

4.1 The Trustee may at any time and from time to time set apart as a reserve or sinking fund:-

- (a) the whole or any part of the income of the Trust Fund in any year to meet payment in respect of any periodical payment agreed to be paid by the Trustee and may invest any sums so set apart; and
- (b) also (if and when thought fit) the resulting income thereof in accordance with the provisions hereof relating to the investment of the Trust Fund,

with power at any time to vary any of such investments and the Trustee may at any time and from time to time sell any investment representing the capital or income of the reserve or sinking fund and apply the proceeds thereof as income of the Trust Fund.

4.2 The Trustee may sell any investment representing the capital or income of the sinking fund and apply the proceeds thereof and may apply any moneys forming part of the capital or income of the sinking fund as though it were income produced by the Trust Fund during the then current year.

5. APPOINTMENT AND REMOVAL OF TRUSTEES

5.1 The provisions herein contained as to the appointment of a new Trustee and the discharge and retirement of a Trustee(s) shall apply by way of extension to (and not

in substitution of) the powers of appointment conferred upon trustees by the Trustees Act.

- 5.2 A body corporate may be the sole Trustee of the Trust but if there is no corporate Trustee, the number of Trustees shall be not less than two (2) nor more than two (2).
- 5.3 A Trustee shall hold office until they resign or are removed pursuant to the provisions of this clause and shall ipso facto vacate that office if that person:-
- (a) being an individual dies, is made bankrupt, becomes insolvent or suffers legal incapacity; or
 - (b) being a company, enters into liquidation (other than a voluntary liquidation for the purpose of amalgamation or reconstruction) or if a receiver is appointed over its property.
- 5.4 For the purposes of this Trust Deed, the legal incapacity of a Trustee being an individual may be evidenced by:-
- (a) a doctors written certification confirming such legal incapacity and which states that the Trustee is incapable of acting as Trustee of a Trust; or
 - (b) a declaration by the State Administrative Tribunal under the *Guardianship and Administration Act 1990 (WA)* (or any comparable body in any State or Territory in Australia or other country where that individual resides) to the effect that the Trustee does not have legal capacity.
- 5.5 Subject to the description of the Trustee in this Trust Deed, if at any time a Trustee being an individual becomes legally incapacitated then for so long as that incapacity exists the Legal Personal Representative of that individual shall be entitled to exercise the powers of Trustee as the case may be in place of that individual.
- 5.6 Any Trustee (including any person who may succeed that office) may resign from that office upon giving at least two (2) months notice in writing to the Trustee for the time being and forthwith upon the expiration of such notice, the Trustee giving the notice shall for all purposes under this Deed cease to be a Trustee (or to be a person who may by succession become a Trustee) hereof and shall be discharged from the trusts hereof PROVIDED ALWAYS:-
- (a) that for all purposes under this Deed that person shall remain eligible to be appointed a Trustee pursuant to the powers of appointment contained in this Deed;
 - (b) that in the event that the number of Trustees (not being or including a corporation) falls below two (2) in number then the remaining Trustees must appoint a new trustee and must not act in the affairs of the Trust until such time as the number for Trustees in office is increased to a minimum of two (2) individuals;
 - (c) any corporate Trustee retiring who is the sole Trustee shall have the power to appoint a replacement Trustee or Trustees subject to that replacement Trustee or those replacement Trustees entering into a deed agreeing to abide by the terms of this Deed; and
 - (d) the right to appoint a trustee may be exercised by the Trustee or by the Legal Personal Representative (or if the Trustee is a corporation) of the last surviving Trustee.
- 5.7 A person becoming a Trustee of the Trust Fund may accept the account rendered and the property delivered to him by the continuing Trustee or his predecessors in



office without being bound to enquire any further and any person ceasing to be a Trustee may be given a full and complete discharge by the Trust.

6. PROCEEDINGS OF TRUSTEES

6.1 The following procedures and rules shall be applicable to and observed in the administration of the Trust where the Trustee is comprised of more than one (1) individual or company:-

- (a) the Trustees shall meet at least once in each calendar year and shall hold such further meetings as may from time to time seem necessary or desirable;
- (b) the meeting of the Trustees shall be held in such place as may from time to time be determined by the Trustees;
- (c) any Trustee may at any time call a meeting of the Trustees;
- (d) at any meeting of the Trustees, two (2) Trustees shall form a quorum;
- (e) decisions of the Trustees need not be unanimous but shall be by a majority of those Trustees present and voting at any meeting;
- (f) in the case of an equality of votes, the Chairman shall have a second vote;
- (g) appointment of the Chairman shall be for a term of one (1) year and thereafter shall rotate between the Trustees as they shall agree, and failing agreement then in the order in which they are named as Trustees in this Deed (or in which they were appointed as Trustees of the Trust where they were not originally named herein);
- (h) any resolution of the Trustees may at any time be rescinded or varied, unless:
 - (i) such resolution is specifically expressed to be irrevocable and binding; or
 - (ii) the resolution is in respect of a gift made for the Charitable Objects of the Trust and has already been implemented;
- (i) the Trustees shall keep a minute book to be kept for the purpose by the Trustees, in which shall be recorded the proceedings of the Trustees and if such minutes are confirmed they shall be signed by the Chairman of the meeting. Every such minute purporting to be so signed shall be prima facie evidence of the facts stated in it.

- 6.2
- (a) In the event of a deadlock not resolved by the casting of the Chairman's vote, the matter shall if any Trustee so requires be referred for decision to arbitration pursuant to any arbitration law under the governing law of this Deed and the Trustee shall give effect to the award of the arbitrator as though it were a decision by all the Trustees.
 - (b) Notwithstanding any other provision of this Deed, no revocation, addition or variation pursuant to **clause 15** shall be made except by the unanimous decision of the Trustees.

6.3 A corporate Trustee may exercise or concur in exercising any power conferred on that Trustee by a resolution of the company or of its directors or governing body or (not being a sole Trustee) by its representative appointed for the purpose of attending meetings of the Trustee.

- 6.4 If a corporation is the sole Trustee of the Trust, the procedures and rules outlined in **clause 6.1** shall be observed by the corporate body and shall be applicable to meetings of its Board of Directors or Board of Management (as the case maybe), as though the Directors or members of the Board of Management were the Trustees referred to in **clause 6.1** save and except that, at any meeting of the Directors or Board of Management of such corporation, two (2) Directors or two (2) members shall form a quorum subject to the constitution of the corporation.
- 6.5 The Trustee (if at any time they are more than one) shall act jointly.
- 6.6 The Trustee is not bound in any case to act personally. The Trustee may delegate the exercise of all or any of the powers conferred on the Trustee by this Deed and may execute any power of attorney or other instrument necessary for that purpose.
- 6.7 A Trustee being a natural person may with the consent of the other Trustees appoint any person to be an alternate Trustee in his place for the period only when that Trustee may be absent from the place where the Trust Fund is being administered and that Trustee may revoke that appointment.

7. DELEGATION OF POWERS AND MANAGEMENT

- 7.1 The Trustee may at any time delegate any of its duties or powers to a corporate Trustee or to any subcommittee consisting of such Trustee or Trustees as the Trustee may think fit.
- 7.2 The Trustee may at any time:-
- (a) appoint, or
 - (b) make provision for the appointment,
- of any persons or institutions who in the opinion of the Trustee are likely to be of assistance to it in the administration of the Trust as an advisory committee to advise the Trustee from time to time on what basis in what manner and to whom the income of the Trust or any part thereof shall be paid and, on such other matters as the Trustee may think fit.
- Those appointed to assist in the administration of the Trust must be persons and/or institutions who, because of their tenure of some public office or their position in the community, have a degree of responsibility to the community as a whole. As an example and for guidance only, Church authorities, school principals, judges, clergy, solicitors, doctors and other professional people, mayors, councillors, town clerks and members of parliament would satisfy this requirement.
- The Trustee must not remunerate the members of such committee. The Trustee may prescribe rules for the meetings of the committee but shall not be bound to accept the committee's advice.
- 7.3 Pursuant to the provisions of **clause 6.6** hereof the Trustee may from time to time appoint any person (or persons) to be the attorney or attorneys agent or agents of the Trustee to exercise upon behalf of the Trustee in any place, such of the trusts powers and discretions hereby given to or conferred upon the Trustee as it thinks fit and the Trustee shall not be liable or answerable for the acts or defaults of any such attorney or attorneys agent or agents.
- 7.4 In connection with the carrying out of all or any of the trusts and powers herein contained the Trustee may:-
- (a) hire, engage or employ and avail itself of the services of professionally qualified persons and specialists (including stockbrokers bankers, accountants barristers, solicitors, architects and surveyors) and managers,

secretaries, clerks or other persons as in its absolute discretion it may think fit; and

(b) remunerate them out of the capital or income of the Trust.

PROVIDED THAT the amount of remuneration must be reasonable and within the accepted scale of remuneration payable for the profession or skills of the person providing the services.

8. REMUNERATION OF THE TRUSTEE

No trustee may seek remuneration for itself or any officer, servant or shareholder of a Trustee in return for its appointment as a Trustee or such other person acting on its behalf.

9. POWERS OF THE TRUSTEE

9.1 In the exclusive furtherance of the Charitable Objects, and in addition to the powers conferred by law, the Trustee shall have all the powers of an absolute beneficial owner of the Trust Fund, together with full powers to do all such acts and things as may be necessary or proper for such furtherance and, its powers shall not be restricted by any principle of construction but shall operate (subject always to the provisions of this Deed) according to the widest generality of which the foregoing words are capable and in particular (but without prejudice to the generality of the foregoing powers) the Trustee shall have for such furtherance the powers following, which are given in addition to and not in derogation of all the powers by law or equity vested in trustees namely the power to:-

- (a) adopt and be bound by the provisions of any contracts or arrangements made by other persons or corporations for the performance of any of the Charitable Objectives of the Trust and may pay such sum as seems reasonable to the Trustee in order to secure the right to use any of the papers, studies, drawings, lists, applications or intellectual property developed or acquired by such other person or corporation in relation to such contracts or arrangements;
- (b) purchase, take on lease or in exchange, hire or otherwise acquire, hold, use, construct, demolish, maintain, repair, renovate, reconstruct, develop, improve, sell, transfer, convey, surrender, let, lease, exchange, create, donate or provide property of all kinds, whether real or personal and including alienate, mortgage, charge, pledge, reconvey, release or discharge, securities, debts, deposits and choses in action of every description;
- (c) pay or apply any income of the Trust at any time or times or hold and carry forward the same for subsequent payment or application otherwise than in the year of its receipt;
- (d) at any time and from time to time sell, exchange, realise, call in, convert or otherwise deal, dispose or partition any real or personal property comprising or forming part of the Trust Fund or any part thereof or any interest therein, as fully as if it were the absolute owner thereof;
- (e) advance and lend moneys to and, to borrow and raise moneys from and, to secure by mortgage, bill of sale, lien or charge fixed or floating, legal or equitable the payment of money to any persons, firms, companies, corporations, governmental or municipal bodies, upon such

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terms with or without security or interest as the Trustee shall deem fit and, the Trustee is hereby expressly empowered to join with any company or natural person in executing any mortgage or other document for the purpose of securing the payment of money to the Trustee jointly with any company or natural person or for the purpose of securing the payment of money to any company or natural person and if the Trustee is a company, to give and to execute a registrable floating charge over all the property (both present and future) of the company and the property (both present and future) of the Trust Fund held by it as Trustee and, to give and execute any other charge or security registrable under the Corporations Act and the Trustee may borrow or raise moneys to be used in deriving income or gain in augmentation of the Trust Fund notwithstanding that the Trust Fund may already be wholly invested or applied or that the moneys to be borrowed or raised may exceed the sum or value of the Trust Fund and no lender shall be concerned to inquire as to whether the necessity for any such borrowing has arisen or as to the purpose for which it is required or as to the application of the money borrowed;

- (f) Without limiting the generality of the foregoing, the Trustee shall have the power to borrow and raise moneys by way of offshore loans, outside the ordinary jurisdiction and in a currency other than Australian;
- (g) take such steps by personal or written appeals, public meetings, advertising (print or other media) or otherwise, as from time to time be deemed expedient for the purpose of procuring contributions to the Trust Fund in the shape of donations, annual subscriptions or otherwise;
- (h) take any gift of property, whether subject to any special trust or not, for any one or more of the Charitable Objects PROVIDED THAT in case the Trustee shall take or hold any property which may be subject to any trusts, the Trustee shall only deal with the same in such manner as is allowed by law having regard to such trusts;
- (i) invest or apply the Trust Fund:-
 - (i) in the purchase or by way of contribution to the purchase of an interest upon the security of such stocks, funds, shares, securities, other investments or property of whatsoever nature and wheresoever situated; and
 - (ii) whether involving liability or not; and
 - (iii) whether producing income or not; and
 - (iv) upon such personal credit with or without security; and
 - (v) whether or not subject to payment of interest,

as the Trustee shall in its absolute discretion think fit including (but without prejudice to the generality of the foregoing) in effecting maintaining, exchanging, surrendering or otherwise dealing with any policy or policies of insurance or assurance whatsoever, to the intent that the Trustee shall have the same full and unrestricted powers of investing and transposing investments and laying out money in all respects as if it was absolutely entitled thereto beneficially together with power to invest the moneys of the Trust not immediately required for its purposes in or upon such investments, securities or policies as the Trustee shall determine;

- (j) permit any moneys, bonds, certificates or other securities for money (whether in the case of such securities they are to bearer or transferable by

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- deliver only) or documents of title to property (real or personal) for the time being subject to the trusts hereof to be and remain deposited with any bank, finance company, trust, company or other institution and to permit any investments, securities or other real or personal property which or any share or interest wherein, shall be for the time being subject to the trusts hereof to be and remain invested in the name of nominees in the name of the Trustee upon such terms as to remuneration and in all other respects as the Trustee shall in its absolute discretion think proper with power to permit any such banks, finance companies or other institutions or such nominees to manage the property so deposited or the property so invested;
- (k) discharge any liabilities affecting leasehold or other property or a wasting or onerous nature;
- (l) either vest any land which may be acquired for any of the Charitable Objects of this Deed (including its enjoyment in kind) in the Trustee UPON TRUST for sale with power to postpone sale or to direct that such land be held by such person or persons and in such manner as the Trustee may think fit;
- (m) occupy or use or permit to be occupied or used for the Charitable Objects of the trusts hereof, the whole or any part of any property which is comprised in the Trust Fund and in the case of occupation or use otherwise than by the Trustee, to permit such occupation for such period or periods and either free or in consideration of such rent or other payment and generally upon such terms and conditions and subject to such stipulations and provisions as the Trustee in its absolute discretion shall determine;
- (n) insure against loss or damage by fire and from any other risk any property for the time being comprised in the Trust Fund to any amount and to pay the premiums for such insurance out of the income or capital of the Trust Fund or the property itself and any money received by the Trustees under such a policy shall be treated as if it were the proceeds of sale of the property insured;
- (o) act as trustee and undertake and execute any charitable trust which may lawfully be undertaken by the Charitable Objects to further the Charitable Objects and to perform any services in connection with the Charitable Objects gratuitously or otherwise;
- (p) institute and defend proceedings at law or in equity and to proceed to the final determination thereof or compromise the same as the Charitable Objects shall consider advisable;
- (q) from time to time cause to be incorporated any company in such a manner that the same shall be established for exclusive Charitable Objects and purposes, either general or particular and, to pay or transfer to any such company all or any part or parts of or any asset comprised in the Trust Fund and in such event the receipt of such company shall be a full discharge to the Trustee;
- (r) enter into any arrangements with any Government or authority, (Federal, State, Territory, municipal, local or otherwise) or with any charitable company, institution, trust or body that may seem conducive to the Charitable Objects or any of them and to obtain from any such Government or authority, charitable company, institution, trust or body any rights, privileges and concessions which the Trustee may think it desirable to
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- obtain and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- (s) invest the Trust Fund or any part thereof in any manner or engage in any dealing or transaction which the Trustee in its absolute discretion determines notwithstanding that the same may not be authorised by law for the investment of trust funds including and without restricting the generality of the foregoing powers investment in shares, stock, bonds, debentures, debenture stock, mortgages and deposits or in purchasing or improving any land or property or any interest in land or property and vary and transpose any such investments from time to time;
 - (t) pay all expenses and outgoings which may be incurred by it in relation to the Trust Fund and the execution of the trusts hereof;
 - (u) demise or let any property forming part of the Trust Fund for such terms and at such rent and with or without taking a premium or fine and subject to such provisions as to the Trustee shall appear desirable;
 - (v) accept surrenders of lease upon such terms and subject to such conditions as to the Trustee shall appear desirable;
 - (w) appoint and remove or suspend and pay such officers, clerks, servants or agents (either for temporary or special services) as it may from time to time deem desirable and determine their duties and powers and fix their salaries and remuneration and (if considered necessary) to require security of such amount as it deems fit for the proper and efficient discharge of such duties.
 - (x) improve, repair, maintain, manage, use or demolish any real or personal property forming part of the Trust Fund and insure the same against loss or damage by fire and such other risks the Trustee thinks fit and discharge out of the income or capital all outgoings properly payable in respect of the property without prejudice to the right of the Trustee, to make it a condition of letting any person into the possession of any property (whether as tenant at will or otherwise), that such person shall pay and discharge all or any part of such outgoings and make allowances and arrangements in respect of any such property and grant or acquire easements or other rights and generally deal with such land or join in dealings with the same as if beneficially entitled thereto and without being responsible for any loss;
 - (y) exercise all rights and privileges and perform all duties appertaining to any shares for the time being subject to the provisions of this Trust Deed with liberty to assent to any arrangements modifying those rights and privileges or duties or providing for the listing of those shares on a stock exchange and agree to any scheme or arrangements for reconstruction or the increase or reduction of the capital of any company and for such purpose deposit surrender or exchange any of those or the title thereto and pay any calls or contributions or other necessary expenses in connection with those shares or any arrangement as aforesaid;
 - (z) in its absolute discretion as if the Trustee was acting on its own behalf solely or jointly with any other person, company, corporation or association, to open bank accounts of every description upon such terms and conditions as the Trustee shall think fit and to conduct and operate such accounts in such manner as the Trustee shall think fit including without limiting the effect thereof the power to operate any such account on overdraft and to agree to the bank debiting any such account with interest, costs, charges, expenses and liabilities incurred by the bank at any time or from time to time on behalf of the Trustee and, in addition to any other

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power herein contained, to borrow or raise or secure the payment of money in such manner as the Trustee shall think fit, and to secure the same or the repayment or performance of any debt liability contract guarantee or other engagement incurred or to be entered into by the Trustee in any way with such bank;

- (aa) enter into any agreement or contract with the Commonwealth of Australia for the provision of a grant or subsidy or other benefit and to execute any document and to secure by mortgage or otherwise howsoever the payment of money to any person under such arrangement, agreement or contract upon such terms with or without security or interest as it shall deem fit and join with any other person in executing any document for the purpose of securing the payment of money to the Trustee jointly with any person or for the purpose of obtaining such grant, subsidy or other benefit;
- (bb) do such other lawful acts and things as are in its opinion incidental to or conducive to the attainment of the Charitable Objects of the Trust.

- 9.2 Each of the said powers shall be independent and shall not be limited or restricted by reference or inference from the terms of any of the other powers specified in this Deed.

10. TRUSTEE MAY ACT NOTWITHSTANDING PERSONAL INTEREST

- 10.1 The Trustee may exercise or concur in exercising all of the powers and discretions contained in this Deed or otherwise by law conferred notwithstanding that the Trustee or any of them or any director or shareholder of a Trustee (being a company) has or may have a direct, indirect or personal interest (whether as trustee of any other settlement or in his personal capacity or as a director or shareholder of any company or partnership or otherwise) in the mode or result of exercising such power or discretion and may benefit either directly or indirectly as a result of the exercise of the power or discretion and notwithstanding that the Trustee for the time being is the sole Trustee.
- 10.2 No person dealing with the Trustee shall be concerned to enquire as to the adequacy of the powers of the Trustee in relation to such dealing or as to the proper exercise by the Trustee of any of the powers, authorities and discretions vested in the Trustee by the provisions of this Deed or as to the propriety or regularity of any transaction affecting the Trust Fund or any of the assets thereof or to see to the application of any moneys paid to the Trustee or paid as directed by the Trustee and in the absence of fraud on the part of any such person dealing with the Trust such dealings shall be deemed so far as regards the safety and protection of such person to be within the powers of the Trustee and to be valid and effectual accordingly and the receipt of the Trustee or any person or body corporate directed to be paid by the Trustee of any moneys shall effectually discharge any such person dealing with the Trustee from all liability in respect thereof.
- 10.3 In this clause the expression "the Trustee" shall include any person to whom the powers, authorities and discretions (or any of them) of the Trustee shall have been delegated (in accordance with **clause 6.6** hereof) from time to time.

11. GIFTS AND DEDUCTIBLE CONTRIBUTIONS

Notwithstanding anything else contained in this Deed, the Trustee may retain in its original form any gift or deductible contribution to the Trust without selling or

converting the same into money and the Trustee may invest any gifts or deductible contribution or any parts thereof in a common fund ("gift fund") or aggregate any gifts or deductible contributions or parts thereof for investment and shall have plenary power of allocating among any gifts or deductible contributions (or parts thereof) so invested any accretions to or income of that investment.

Gifts and deductible contributions must be kept separate from any other funds. A separate bank account and clear accounting procedures are required.

12. RULES

For the purposes of applying the capital or income of the Trust for the Trusts and purposes hereinbefore mentioned, the Trustee shall have power to formulate any scheme or schemes for the distribution of the capital or income of the Trust and may prescribe and publish such rules and regulations in connection with the administration, operation and distribution thereof and as to the meetings of the Trustee and of any sub-committee and of any advisory committee (if applicable) the method of convening the same and the conduct of their business as the Trustee may consider proper, providing always that such rules are consistent herewith and are permitted by law and such rules and regulations shall be binding on the persons affected thereby and the Trustee may from time to time revoke, add to, amend or alter such scheme, rules and regulations and formulate another or others in lieu thereof.

13. ACCOUNTS AND RECORDS

- 13.1 The Trustee shall keep or cause to be kept an account or accounts at such bank or banks as they shall from time to time determine and in such manner as it thinks fit of the Trust Fund and, shall keep or cause to be kept complete and accurate books of account and records of all receipts and payments, assets and liabilities of the Trust Fund and of all other matters necessary to show the financial position of the Trust and at the expense of the Trust the Trustee may from time to time in its absolute discretion cause those accounts to be audited by a qualified accountant appointed for that reason by the Trustee.
- 13.2 Cheques shall be drawn, signed and endorsed by such person or persons as the Trustee shall from time to time direct.
- 13.3 The Trustee shall cause accounts to be kept in such manner as it thinks fit of all the receipts, credits, payments and liabilities and all other matters necessary for showing the true and correct state and condition of the Trust.
- 13.4 Promptly after the close of each accounting period, the Trustee shall prepare a written accounting report (prepared in accordance with generally accepted accounting principles) for the period consisting of a statement of income and expenditure and a balance sheet.
- 13.5 A copy of the latest accounting report and a list of assets held at the close of the period, including the names and addresses of all persons having custody of the assets, shall be given upon request to each Trustee (or Director of the Trustee where the Trustee is a Company) and any appointed auditor.



14. LIABILITY AND INDEMNITY OF TRUSTEE

14.1 The Trustee shall only be liable for its own wilful default in the performance of the Trusts hereof and shall not be liable for any mere neglect or unwitting breach of trust or for any involuntary loss.

14.2 In particular and without restricting the generality of the foregoing:-

- (a) no Trustee shall be liable by reason simply of any breach of trust committed by a co-Trustee and each Trustee shall be chargeable only in respect of such moneys as he or it shall actually receive;
- (b) the Trustee shall not be liable for any loss or damage occasioned to the Trust Fund or to any person:-
 - (i) by the default of its officers, servants or employees or any person rendering services in connection with the Trust;
 - (ii) nor for any default of its own, other than wilful default;
 - (iii) nor for any involuntary loss or loss by the failure to insure or maintain any insurance;
 - (iv) nor for any loss accruing from a loss in value of any property comprising part of the Trust or in which the Trust is invested.

14.3 The Trustee if acting in good faith, shall be entitled to be indemnified out of the Trust Fund in respect of all liabilities incurred relating to the execution or attempted execution (or as a consequence of the failure to exercise any of the trusts, authorities, powers and discretions of this Deed) of any powers, duties, authorities or discretions vested in the Trustee under the provisions of this Deed or by law and in respect of all actions, proceedings, costs, claims and demands relating to any matter or thing done or omitted to be done concerning the Trust Fund, unless it shall be proved to have been committed, made or omitted in personal, conscious and fraudulent bad faith by the Trustee charged to be so liable AND all persons claiming any interest in the income or capital of the Trust Fund shall be deemed to take with notice of and subject to the protection conferred by this clause on the Trustee.

15. AMENDMENT OF THIS DEED

15.1 It shall be lawful for the Trustee at any time or times by deed or deeds:-

- (a) to vary or extend the provisions of this Deed (or the provisions contained in any variation, alteration or addition made to this Deed from time to time) and generally to declare new or further charitable trusts affecting the Trust Fund to further the Charitable Objects PROVIDED THAT no alteration shall be made which would cause the Trust to cease to be a charity according to the laws of Western Australia and of the Commonwealth of Australia and PROVIDED FURTHER THAT the Trustee shall be expressly empowered to modify or vary the trusts and powers hereby declared if and insofar as the same may be required for the purpose of obtaining exemption for the income of the Trust Fund pursuant to Section 50 of the Tax Act as amended from time to time or of any Act repealing or replacing the same;
- (b) if at any time hereinafter it shall appear to the Trustee that either by reason of change in the law affecting the administration of charities or trusts or, of changes in social or political conditions or, by reason of any defect or omission in the provisions of this Deed or, for the more effectual execution of the Charitable Objects, the Trustee should possess or be invested with any further or other administrative powers which the Trustee does not or

may not possess, it shall be lawful for the Trustee by deed or deeds to supplement or alter or amend the provisions of this Deed to such an extent (but to such an extent only) as may in its opinion be requisite for the purpose of conferring on the Trustee such further or other administrative powers PROVIDED THAT nothing in this clause shall authorise or be deemed to authorise any departure from or modification of the trusts declared by **clauses 2 or 3** hereof.

- (c) to terminate any of the trusts or to revoke or terminate all of the trusts of this Deed and to pay or apply the whole of the Trust Fund then remaining to or for the benefit of any Charitable Objects;
- (d) The Trustee must notify the Commissioner of Taxation of any revocation, addition, alteration or amendment of the provisions of the Deed if so required by law.

16. DISTRIBUTION OF ASSETS UPON DISSOLUTION, WINDING UP OR HAVING TAX STATUS REVOKED

In the event of the Trust being dissolved or wound up or, in the event of the Trust having its tax exemption status revoked or refused, the amount which remains after such dissolution and the satisfaction of all debts and liabilities of the Trust shall be transferred to another charitable trust, fund, authority or institution which has similar objects to the Trust and has rules prohibiting the distribution of its assets and income to any entity or person other than to an entity that is a charitable trust that has been approved by the Commissioner of Taxation as a Tax Concession Charity in accordance with the provisions of Section 50-5 of the Tax Act as amended from time to time or, of any Act repealing or replacing the same (i.e. another charitable trust, fund, authority or institution which is income tax exempt).

17. SEVERANCE

If it is held by a Court of competent jurisdiction that any part of this Trust Deed is void, voidable, illegal or unenforceable, or this Trust Deed would be void, voidable, illegal or unenforceable unless any part of this Trust Deed was severed therefrom, that part shall be severable from and shall not affect the continued operation of the rest of this Trust Deed.

18. GOVERNING LAW

This Deed shall be construed and take effect in accordance with the law of the State of Western Australia.

19. RELIANCE UPON COPY OF TRUST DEED AND AMENDMENTS

Any person dealing with the Trustee may rely upon a copy of this Deed and of any documents affecting this Deed certified by a Trustee or by a person purporting to be the lawyer for the Trustee to the same extent as if the copy were the original.

SCHEDULE

ITEM 1 CHARITABLE OBJECTS

- (a) The purposes for which the Trust is established are:-
The sole purpose of the Trust will be to provide grants to individuals, groups of individuals, companies or associations (**Eligible Recipients**) located, based or operating within the Shire of Meekatharra, Western Australia, for charitable purposes, with the aim of assisting the overall development of the community within the Shire of Meekatharra.
- (b) Grants will only be awarded:
- (i) to individuals who are Australian citizens or permanent residents;
 - (ii) to companies or incorporated associations present in Australia;
 - (iii) for the purpose of developing the community within the Shire of Meekatharra; and
 - (iv) on merit, based on submissions or applications made to the Trustees setting out details of how the grant is intended to be used for the purposes of the Trust.
- (c) For the avoidance of doubt and without limiting the scope of charitable purposes that are eligible, grants may be made:
- (i) for charitable purposes that provide:
 - A. educational, social, cultural, religious or heritage benefits;
 - B. economic development, training and assistance and up-skilling;
 - C. transport and communication services;
 - D. programs, initiatives and developments for future generations;
 - E. protection of culture, heritage and values;
 - (ii) irrespective of whether the funds are to be used for a capital acquisition, improvement or expense or for a recipient's normal operational or other expenses,
and for such other purposes as are determined by the Trustees to be charitable and fall within the scope of the sole purpose of the Trust, as described in (a) above.
- (d) In disbursing funds, the Trustees may pay moneys directly to the recipient, or provide money to another organization for the provision of services relevant to the purpose for which the grant is made.
- (e) The basis of merit can include non-academic criteria, where those criteria are sufficiently connected with the Trust's objectives.
- (f) Grants in the form of an award of money may be ongoing or a one-off benefit payment.

Nothing herein will limit the ability of the Trustee to pay or apply any income and capital of the Trust at its discretion and in such proportions as the Trustee may determine in accordance with the terms of this Deed.

Executed as a Deed

FOUNDER



Signed by **DARRYL JOHN STEWART**

in the presence of:



Signature of Witness

Nour Pavy
127 West Road
BASSENDEAN WA 8054
Legal Secretary

Name of Witness (Print)

Address

Occupation

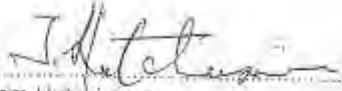
TRUSTEES

Executed by DORAY MINERALS LTD)
(ACN 138 978 631) in accordance with)
section 127 of the Corporations Act:)

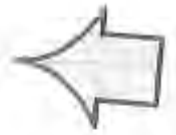

Director  **SIGN
HERE**


Director & Secretary  **SIGN
HERE**


THE COMMON SEAL of
SHIRE OF MEEKATHARRA
was hereunto affixed by
authority of resolution of the
Council in the presence of



Tom Hutchinson
President


Roy McClymont
Chief Executive Officer



Title/Subject:	DEED OF VARIATION OF LEASE – AIRSERVICES – MEEKATHARRA AIRPORT
Agenda/Minute Number:	9.4.6
Applicant:	Air Services Australia
File Ref:	ADM0126
Disclosure of Interest:	Nil
Date of Report:	6 June 2013
Author:	Samantha Tarling Acting Community Development and Services Manager
Senior Officer:	Roy McClymont Chief Executive Officer


Signature of Author


Signature Senior Officer

Summary/Matter for Consideration:

Council consideration is requested in response to Airservices Australia request to have a variation to the Deed of Lease at the Meekatharra Airport, in accordance with Sec 3.58 of the Local Government Act 1995 – Disposing of Property.

Attachments:

The Deed of Variation of the lease
Map of the proposed area
Planning Brief of DVOR site works design for the proposed upgrade works

Background:

Airservices Australia contacted the Shire in late 2012 to advise of the NAVEX2B project which is aimed at replacing or refurbishing 15 aged/obsolete DVOR stations and replace 29 Distance Measuring Equipment (DME) beacons around Australia.

DVOR is a type of short range radio navigation system for aircraft, enabling aircraft to determine their position and stay on course by receiving radio signals transmitted by a network of fixed ground radio beacons, with a receiver unit.

The project will replace identified counterpoise that have suffered structural damage over time.

Airservices Australia currently have a 99 year lease (1 August 1993 – 1 August 2092) with the Shire of Meekatharra for the area that the DVOR will be contained in (as shown on maps attached), for the rental value of \$1 a year. The abovementioned upgrade will require an additional lease area of 10m x 35m², for the monitor pole and DGPS slab. The additional leased area sought is 80m from the perimeter of the current leased area as shown on the attached map.

Comment:

Due to the land being owned by council, Airservices Australia is seeking council to approve the Deed of Variation to the Lease as attached. Airservices Australia has advised that any amendments will be at their cost.

In consultation with the airport manager onsite, he advises that the proposal does not affect any current legislation or regulations that may interfere with airport operations i.e. Critical Clearance Area – those areas surrounding Air Route and Airway Facilities that must be kept free of obstructions which may adversely affect the performance of the airport.

Airservices are currently in the process of having a building permit for the works proposed approved.

The Local Government Act 1995 Section 3.58 – Disposing of Property, Local Government (Functions and General) Regulation 30©(ii) exempts Council from having to meet the requirements of advertising or public tender of the disposing of land provision due to the area proposed under the lease being for a department of the Crown in the right of the State or the Commonwealth.

Consultation:

Airport Manager

Statutory Environment:

Local Government Act 1995 Section 3.58, Disposing of Property
Local Government (Functions and General) Regulations 1996, reg 30©(ii)

Policy Implications:

Nil

Budget/Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr AG Burrows

Seconded: Cr PS Clancy

That Council:

- 1. Authorise the CEO to execute the attached Deed of Variation of Lease with Airservices Australia, to lease a 10m x 35m² Portion of the Meekatharra Airport, shown on the attached map, for the monitor pole and DGPS slab for the DVOR, which will be located 80M from the perimeter of the existing lease; and**
- 3. Authorise the President to execute the Common Seal on the lease and finalise the Deed of Variation Lease process.**

CARRIED 5/0



Deed of Lease of Additional Premises and Variation of Lease

Shire of Meekatharra
ABN 12 467 571 602

and

Airservices Australia
ABN 59 698 720 886

Meekatharra Airport - VOR

2013

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Annexure

Additional Premises Plan
Lease

THIS Deed is made on 2013
BETWEEN:

- (1) **SHIRE OF MEEKATHARRA** ABN 12 467 571 602 of Main Street, Meekatharra WA 6642 (the **Lessor**); and
- (2) **AIRSERVICES AUSTRALIA** a body corporate established under the *Air Services Act 1995* (Cth) ABN 59 698 720 886 of 25 Constitution Avenue, Canberra City ACT 2600 (the **Lessee**).

RECITALS:

- (A) The Lessee is entitled to possession of the Premises under the Lease.
- (B) The Lessor and the Lessee have agreed to vary the Lease.
- (C) By the Lease, the Lessee has a leasehold interest in the Premises for the Term.
- (D) At the request of the Lessee, the Lessor has agreed to grant to the Lessee a lease of the Additional Premises for the Additional Premises Term, on the terms and conditions contained in this document.

THE PARTIES AGREE AS FOLLOWS:

1. **INTERPRETATION**

1.1 **Definitions**

The following definitions apply in this document.

Additional Premises means the premises described in Item 1 of the Schedule.

Additional Premises Commencement Date means the date specified in Item 2(b) of the Schedule.

Additional Premises Rent means the rent for the Additional Premises specified in Item 3 of the Schedule as reviewed from time to time in accordance with the Lease.

Additional Premises Term means the term specified in Item 2(a) of the Schedule.

Lease means the deed of lease in respect of part of Meekatharra Airport dated 30 July 1993 between the Lessor and the Lessee, a copy of which forms Annexure B, and any equitable lease or common law tenancy evidenced by that document and any assignment, surrender, renewal and variation thereto.

Lessee's Covenants means the covenants, agreements and obligations contained or implied in the Lease or imposed by law to be performed by the Lessee.

Lessee's Rights means the rights in favour of the Lessee contained or implied in the Lease or granted by law.

Lessor's Covenants means the covenants, agreements and obligations contained or implied in the Lease or imposed by law to be performed by the Lessor.

Lessor's Rights means the rights in favour of the Lessor contained or implied in the Lease or granted by law.

Money Payable means the Additional Premises Rent, Rent and other money payable by the Lessee to the Lessor under the Lease.

Schedule means Schedule 1 to this document.

1.2 **Rules for interpreting this document**

- (a) Clause 1 of the Lease apply to this document as if it was contained in this document, except that the word "document" is substituted for the word "Lease".
- (b) Unless a contrary intention appears, terms used in this document have the same meaning as in the GST Act, unless the context requires otherwise.

2. **OPERATIVE PART**

On and from the **Additional Premises Commencement Date**:

- (a) the Lessor:
 - (i) leases the Additional Premises; and
 - (ii) grants the Lessee's Rights,to the Lessee for the Additional Premises Term subject to:
 - (iii) payment of the Money Payable; and
 - (iv) the observance and performance of the Lessee's Covenants,but reserving to the Lessor the Lessor's Rights; and
- (b) the Lessee accepts the lease of the Additional Premises for the Additional Premises Term on the terms and conditions contained in this document.

3. **LESSEE'S COVENANTS**

The Lessee must:

- (a) pay the Money Payable; and
- (b) observe and perform the Lessee's Covenants,

on and from the **Additional Premises Commencement Date** and during the Additional Premises Term.

4. **LESSOR'S COVENANTS**

The Lessor must observe and perform the Lessor's Covenants on and from the **Additional Premises Commencement Date** and during the Additional Premises Term.

5. **MUTUAL COVENANTS**

The terms and conditions contained in the Lease, apply during the Additional Premises Term. This document does not affect the Lessee's Covenants or the Lessor's Covenants before the **Additional Premises Commencement Date**.

6. **VARIATION OF LEASE**

The Lessor and the Lessee agree that the Lease is varied as set out in Item 4 of the Schedule on and from the **Additional Premises Commencement Date**.

7. **GST**

7.1 **Liability for GST**

- (a) Unless otherwise stated, the consideration payable by the Recipient to the Supplier for, or in connection with a supply under this document which is subject to GST does not include any GST.
- (b) The Recipient must pay to the Supplier an additional amount on account of GST (**GST Amount**) equal to the consideration payable by the Recipient to the Supplier for the supply multiplied by the prevailing GST rate.

7.2 **Time of GST payment**

The GST Amount is payable no later than the time the consideration to which the GST Amount relates is payable by the Recipient under this document, provided the Supplier has issued a tax invoice to the Recipient.

7.3 **Liabilities reduced by input tax credits**

To the extent that the consideration for a supply consists of the reimbursement or indemnity for any liability (including costs and expenses) incurred by the Supplier, in this document:

- (a) the amount of that liability shall be reduced by the amount of any input tax credit to which the Supplier is entitled as a result of incurring the liability; and
- (b) the Recipient must also pay the GST Amount relating to the reimbursement or indemnity for that liability.

7.4 **Adjustment event**

If an adjustment event results in the GST on a taxable supply being different from the GST recovered by the Supplier, the Supplier must refund to the Recipient the excess and may recover from the Recipient the shortfall provided the Supplier has issued an adjustment note to the Recipient.

8. **GENERAL**

8.1 **Governing law**

This document is governed by the law in force in the State of Western Australia.

8.2 **Costs**

- (a) Each Party is responsible for its own legal and other costs of and incidental to the preparation and negotiation of this document.
- (b) The Lessee must pay all lease plan costs including any plan of the Additional Premises.

8.3 **Giving effect to this document**

Each party must do anything (including execute any document), and must ensure that its employees and agents do anything (including execute any document):

- (a) that the other party may reasonably require to give full effect to this document;
- (b) to satisfy a requirement of the Lease or of this document; and
- (c) to satisfy a reasonable requirement of the Lessor's mortgagee (if any).

8.4 **Operation of this document**

- (a) This document contains the entire agreement between the parties about its subject matter. Any previous understanding, agreement, representation or warranty relating to that subject matter is replaced by this document and has no further effect.
- (a) Any right that a person may have under this document is in addition to, and does not replace or limit, any other right that the person may have.
- (b) Any provision of this document which is unenforceable or partly unenforceable is, where possible, to be severed to the extent necessary to make this document enforceable, unless this would materially change the intended effect of this document.

8.5 **Inconsistency with other documents**

If this document is inconsistent with the Lease or with any other document or agreement between the parties, this document prevails to the extent of the inconsistency.

8.6 **Amendment**

This document can only be amended, supplemented, replaced or novated by another document.

8.7 **Severance**

If any part of this document is, or becomes, void or unenforceable, that part is or will be, severed from this document so that all parts that are not, or do not become, void or unenforceable remain in full force and effect and are unaffected by that severance.

SCHEDULE 1

Additional Premises details

1. Additional Premises

[Ashurst note; A final version of the plan has not yet been prepared. This description is subject to change.]

The area bordered red [] on the plan at item 0 of this document.

2. Additional Premises Term

(a) **Term:** The period beginning on the Additional Premises Commencement Date and ending on the day that the Term ends.

(b) **Commencement Date:** 1 June 2013

3. Rent

\$1.00 (excluding GST) per annum if and when demanded.

4. Variation of Lease

The Lease is varied as follows:

(a) by inserting the following new definitions in clause 1.1 in their appropriate alphabetic position:

"GST Act" means the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) as amended from time to time."

"Recipient" has the meaning given in the GST Act."

"Supplier" has the meaning given in the GST Act."

"Supply" has the same meaning it does in Section 9-10 of the GST Act and excludes any "GST-free supplies" and "input taxed supplies" as those terms are defined in Section 195-1 of the GST Act."

(b) by inserting a new clause 1.1.17 after clause 1.1.16:

"1.1.17 Terms used in this document have the same meaning as in the GST Act, unless the context requires otherwise."

(c) by inserting a new clause 33 after clause 32 "Notices":

GST

Liability for GST

33.1.1 Unless otherwise stated, the consideration payable by the Recipient to the Supplier for, or in connection with a supply under this Lease which is subject to GST does not include any GST.

33.1.2 The Recipient must pay to the Supplier an additional amount on account of GST ("**GST Amount**") equal to the consideration payable by the Recipient to the Supplier for the supply multiplied by the prevailing GST rate.

Time of GST payment

The GST Amount is payable no later than the time the consideration to which the GST Amount relates is payable by the Recipient under this Lease, provided the Supplier has issued a tax invoice to the Recipient.

Liabilities reduced by input tax credits

To the extent that the consideration for a supply consists of the reimbursement or indemnity for any liability (including costs and expenses) incurred by the Supplier, in this Lease:

33.3.1 the amount of that liability shall be reduced by the amount of any input tax credit to which the Supplier is entitled as a result of incurring the liability; and

33.3.2 the Recipient must also pay the GST Amount relating to the reimbursement or indemnity for that liability.

Adjustment event

If an adjustment event results in the GST on a taxable supply being different from the GST recovered by the Supplier, the Supplier must refund to the Recipient the excess and may recover from the Recipient the shortfall provided the Supplier has issued an adjustment note to the Recipient."

by inserting the following text in Item 3 of the Schedule immediately below "- Visual Omni Range (VOR)":

" – Doppler Visual Omni Range (inclusive of site monitor pole)"

[Ashurst note: This description may change slightly when the additional premises is set out clearly on the plan.]

by adding the plan at Annexure A of this document following the plans annexed to the Lease.

EXECUTED as a deed.

SIGNED by

(insert full name) as Group A Attorney
for **AIRSERVICES AUSTRALIA**
ABN 59 698 720 886 under power of
attorney _____ in the
presence of:

Signature of Group A Attorney

Signature of Witness

Title of Group A Attorney
(Chief Executive Officer / Chief Financial Officer /
General Counsel)

By executing this agreement the attorney states that the
attorney has received no notice of revocation of the
power of attorney

Full name of Witness (print)

Occupation of Witness (print)

SIGNED by

(insert full name) as Group B Attorney
for **AIRSERVICES AUSTRALIA**
ABN 59 698 720 886 under power of
attorney _____ in the
presence of:

Signature of Group B Attorney

Signature of Witness

Title of Group B Attorney
(Property Management Manager / Executive General
Manager, Projects and Engineering / Branch Manager,
Technology and Asset Program)

By executing this agreement the attorney states that the
attorney has received no notice of revocation of the
power of attorney

Full name of Witness (print)

Occupation of Witness (print)

The **COMMON SEAL** of the **SHIRE OF MEEKATHARRA** was hereunto affixed in the presence of:

SHIRE PRESIDENT

Signature

Print Name

CHIEF EXECUTIVE OFFICER

Signature

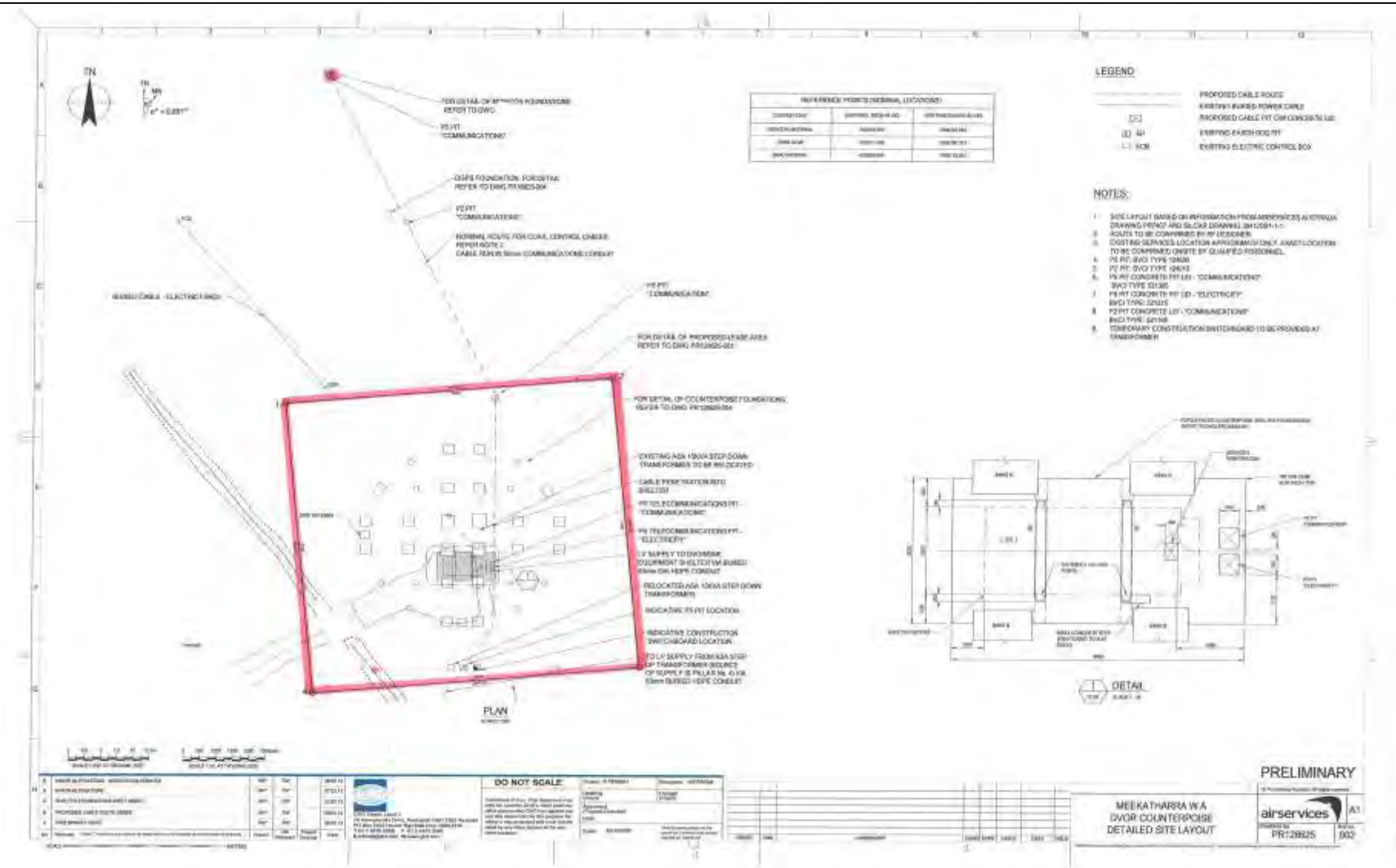
Print Name

ANNEXURE A

Additional Premises Plan

ANNEXURE B

Lease



NO.	REV.	DATE	BY	CHKD.	DESCRIPTION
1	1	20/03/13			ISSUED FOR PERMIT
2	1	22/03/13			REVISED PER PERMIT
3	1	26/03/13			REVISED PER PERMIT
4	1	26/03/13			REVISED PER PERMIT



DO NOT SCALE

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NO.	REV.	DATE	BY	CHKD.	DESCRIPTION
1	1	20/03/13			ISSUED FOR PERMIT
2	1	22/03/13			REVISED PER PERMIT
3	1	26/03/13			REVISED PER PERMIT
4	1	26/03/13			REVISED PER PERMIT

MEE KATHARRA WA
D/VR COUNTERPOISE
DETAILED SITE LAYOUT

PRELIMINARY

airservices

PROJECT: PR12825

SCALE: A1

002



Silcar Pty Ltd
Meekatharra Airport DVOR Counterpoise
Development Approval Brief

May 2013

This Development Approval Brief ("Report"),

- 1. has been prepared by GHD Pty Ltd ("GHD") for Silar Pty Ltd*
- 2. may only be used and relied on by Silar Pty Ltd,*
- 3. must not be copied to, used by, or relied on by any person other than Silar Pty Ltd without the prior written consent of GHD,*
- 4. may only be used for the purpose of determination for planning approval (and must not be used for any other purpose)*

GHD and its servants, employees and officers otherwise expressly disclaim responsibility to any person other than Silar Pty Ltd arising from or in connection with this Report.

To the maximum extent permitted by law, all implied warranties and conditions in relation to the services provided by GHD and the Report are excluded unless they are expressly stated to apply in this Report.

The services undertaken by GHD in connection with preparing this Report:

- were limited to the information required by the Local Government in relation to obtaining planning approval for the proposed development outlined in the Report.*

GHD expressly disclaims responsibility for any error in, or omission from, this Report arising from or in connection with any of the Assumptions being incorrect.

Subject to the paragraphs in this section of the Report, the opinions, conclusions and any recommendations in this Report are based on conditions encountered and information reviewed at the time of preparation and may be relied on until 6 months, after which time, GHD expressly disclaims responsibility for any error in, or omission from, this Report arising from or in connection with those opinions, conclusions and any recommendations.

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Appendices

Appendix A	Design Plans
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1. Introduction

GHD Pty Ltd has been engaged by Silcar Pty Ltd to obtain the necessary planning approvals for the redevelopment of an Airservices Australia VHF Omni-directional Range (DVOR) Counterpoise at the Meekatharra Airport. Silcar Pty Ltd propose to carry out the works at 33 Murchison Downs Road, Meekatharra, WA.

1.1 Purpose

This Brief establishes the DVOR site works design for the acceptance of the proposed upgrade works occurring at the Meekatharra Airport.

It is intended that this Brief communicates Airservices Australia's site requirements for work to be carried out at the Meekatharra Airport site and is to be used to obtain approval from the Shire of Meekatharra.

1.2 Background

The proposal is part of an overall project named NAVEX2B which is aimed at replacing or refurbishing 15 aged/obsolete DVOR stations, and replace 29 Distance Measuring Equipment (DME) beacons.

DVOR is a type of short-range radio navigation system for aircraft, enabling aircraft to determine their position and stay on course by receiving radio signals transmitted by a network of fixed ground radio beacons, with a receiver unit.

The project will replace equipment shelters and associated infrastructure, refurbish, or replace identified counterpoises which have suffered structural damage over time. At other sites there are DVOR Earth Mats (buried) that requires refurbishment or replacement.

This Brief only applies to the Site Design and Construction Works required in support of the development occurring at the Meekatharra Airport within this greater project.

1.3 Applicant Details

Project Manager

Contact Person Tracey Mulhenn
Address Level 3, GHD Tower, 24 Honeysuckle Drive, Newcastle NSW 2300
Ph (02) 4979 9076

Senior Planner

Contact Person Sandeep Shankar
Address GHD House, 239 Adelaide Tce, Perth WA 6004
Ph (08) 6222 8404

2. Proposal

2.1 Proposed Development

The proposed works include the installation of the DVOR and co-located DME equipment and all its interfaces, which include:

- All utilities and services;
- Communications;
- Control and monitoring;
- DVOR and DME equipment;
- Antennae;
- Equipment shelter;

A site plan, detailed plans and sections of the proposed development can be found in Appendix A of this Development Brief.

2.2 Site Description

The development is located at Meekatharra Airport (site) within an existing lease area which includes a counterpoise structure and ancillary infrastructure (please refer to Figure 1 and Appendix A for plans of the proposed development).

The site includes 2181 m runway and was built by the American Air Force during World War II. Today, it serves as an important diversion airport for inbound transcontinental flights to Australia. It is also a regional home to the Royal Flying Doctor Service and the School of the Air.



Figure 1 Site Location

2.3 Planning Framework

The Meekatharra Airport site is located outside of the Shire's Town Planning Scheme No. 3 scheme boundary. Therefore the provisions of this planning document do not apply to the subject development.

However given the site is owned by the Shire of Meekatharra, approval of the proposed development is sought for the purposes of upgrading this existing aged infrastructure.

2.3.1 Lease Arrangement

It is understood that the existing structure is located within a lease with the Shire of Meekatharra. Verification of the exact extent of the existing lease area and the terms for redevelopment is required.

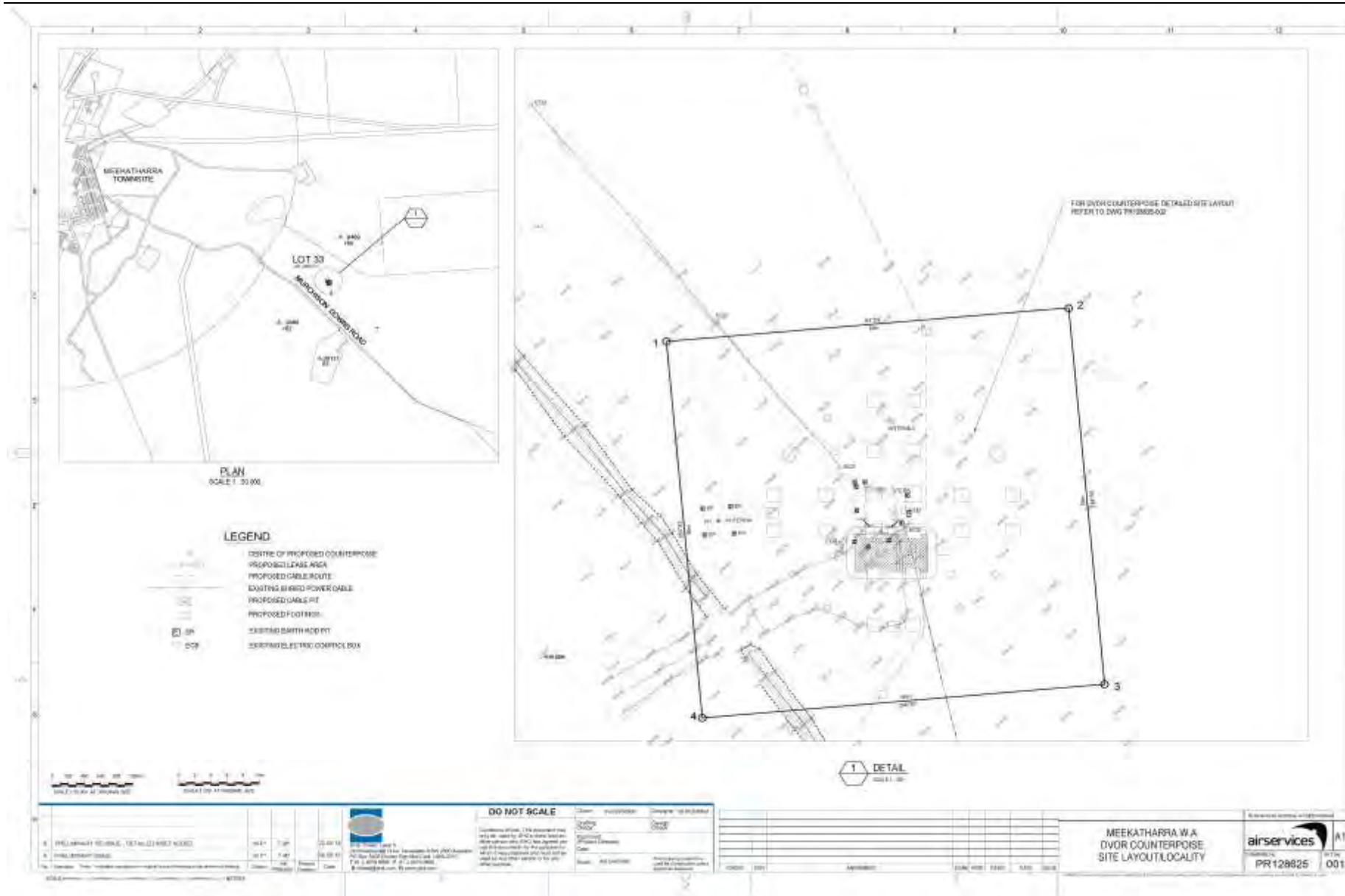
2.4 Conclusion

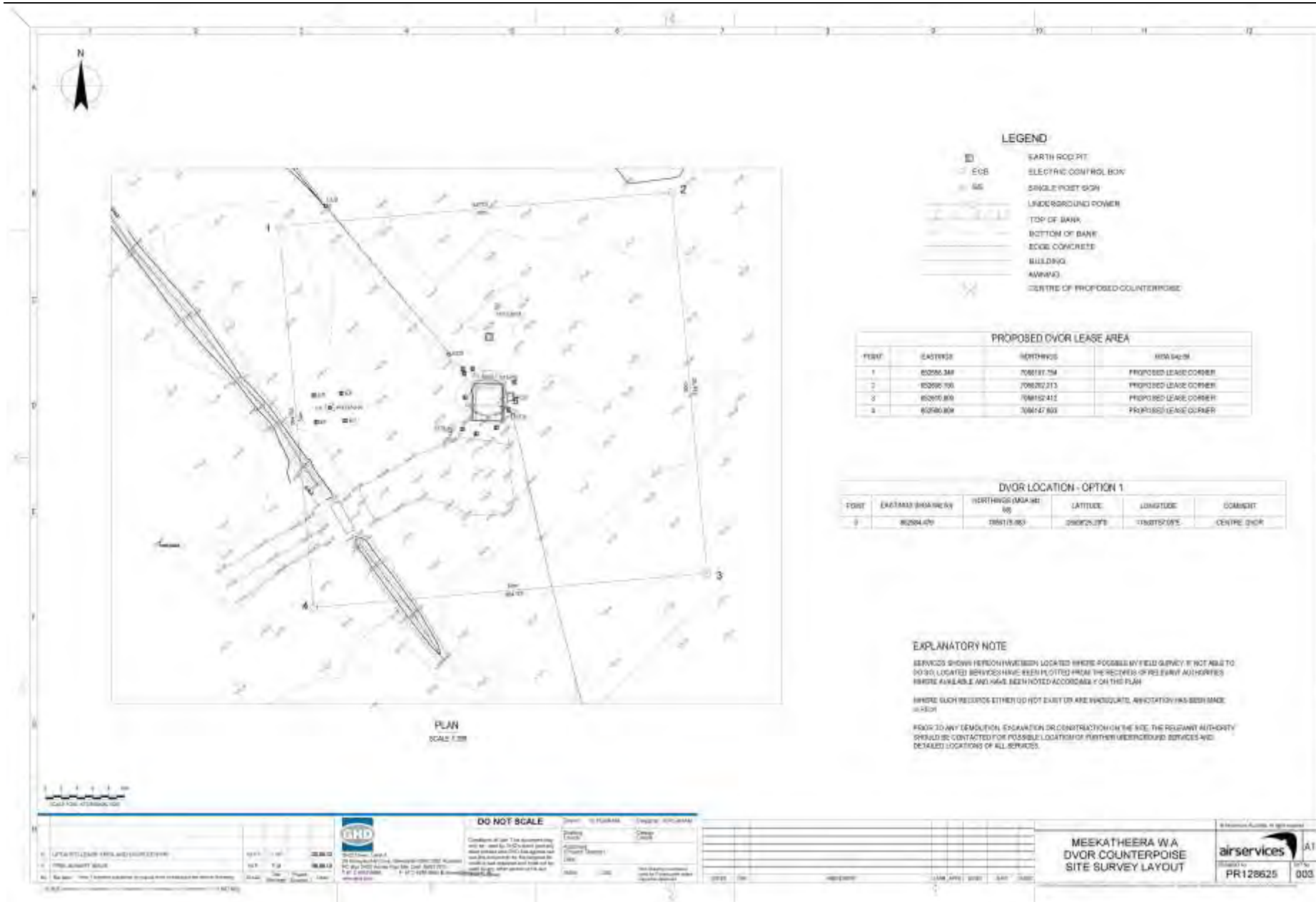
The works subject to this application are consistent with the purpose and intent of the airport. The proposed development minimises environmental impacts and proposes a design which will upgrade the existing aging infrastructure at Meekatharra Airport and ensure its continued use for aviation safety.

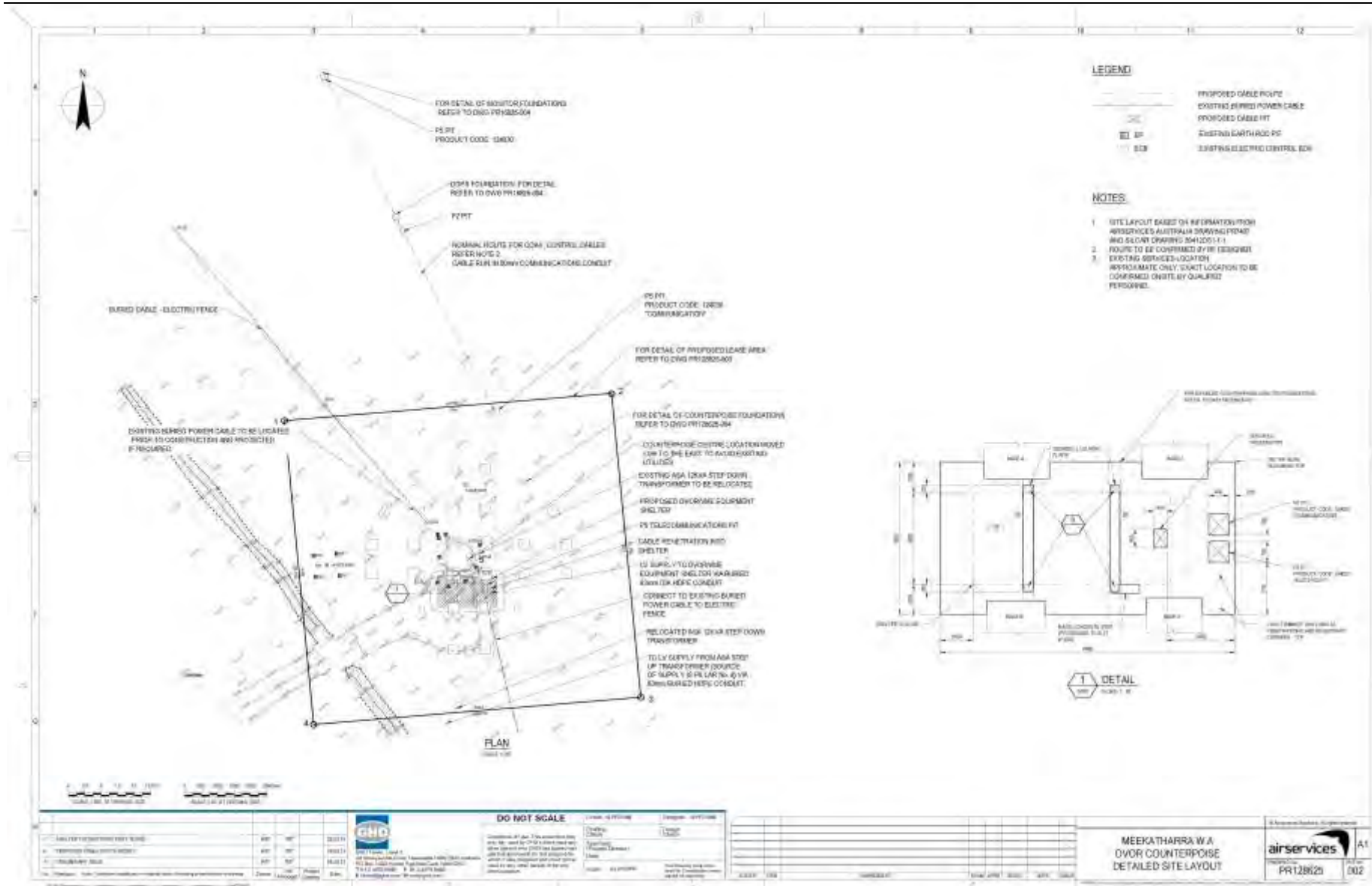
The subject proposal adheres to the purpose and intent of the airport and therefore we seek your approval of this application at your earliest convenience.

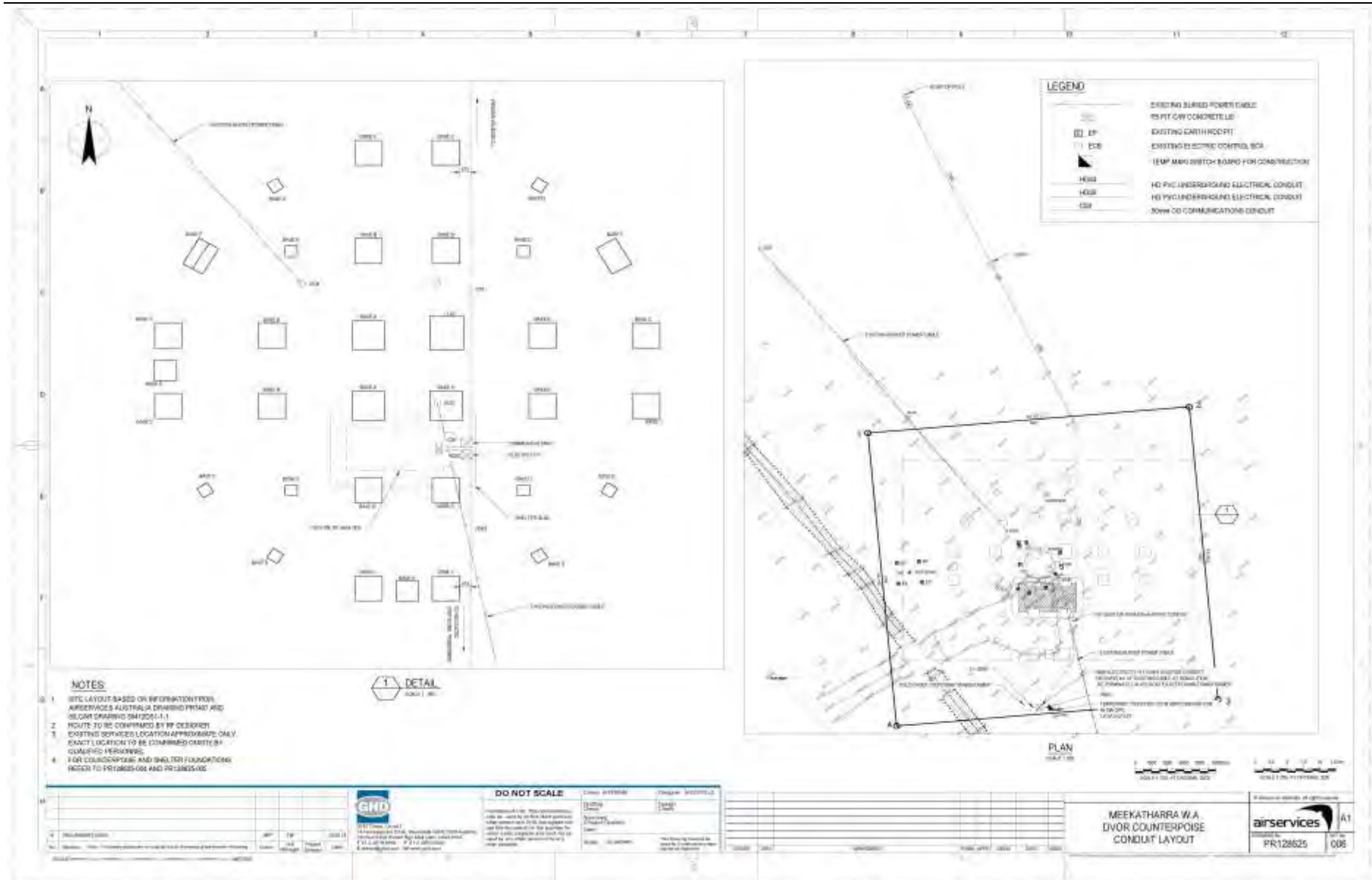
Appendices

Appendix A – Design Plans









GHD



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Document Status

Rev No.	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
1	S.Shankar	C. Murphy		C. Murphy		24/05/13

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Title/Subject:	DONATION - EASTERN GASCOYNE GYMKHANA CLUB
Agenda/Minute Number:	9.4.7
Applicant:	Eastern Gascoyne Gymkhana Club
File Ref:	
Disclosure of Interest:	Nil
Date of Report:	06 June 2013
Author:	Mal Wood Community Development Officer
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council may wish to consider a donation to the Eastern Gascoyne Gymkhana Club for the 2013 Landor Gymkhana.

Attachments:

A letter from the Eastern Gascoyne Gymkhana Club requesting a donation for their 2013 event.

Background:

During the 2011 September 17 Council Meeting, Council approved a donation to the Eastern Gascoyne Gymkhana Club of \$1500 for their 2011 Gymkhana. Funds for this donation were made available from the 2010 Dry Season Assistance Scheme. Council received \$20, 000 under the 2010 Dry Season Assistance Scheme to be spent on one or more community events which fostered community spirit. At their 6 June 2012 meeting, Council agreed to donate \$1500 toward the Eastern Gascoyne Gymkhana Club for 2012, this time from funds allocated in the 2011/12 budget for *other donations*.

Comment:

A contribution from the Council would be recognised in the gymkhana program, and acknowledgement given throughout the day as well as at the presentation.

Consultation:

Roy McClymont

Statutory Environment:

Nil

Policy Implications:

2.9 Donations

Budget/Financial Implications:

Council has a budget amount of \$10,000 for *other donations* in the 2012/13 budget
To date \$3619.63 of these funds have been allocated.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation:

That Council give consideration to a donation of \$1500 to the Eastern Gascoyne Gymkhana Club for their 2013 event at the Landor Races.

Council Resolution:

Moved: Cr HJ Nichols

Seconded: Cr NL Trenfield

That Council authorise that Eastern Gascoyne Gymkhana Club be advised that Council will not be making a donation towards the Landor Gymkhana in 2013.

CARRIED 5/0



EASTERN GASCOYNE GYMKHANA CLUB



May 17, 2013

Meekatharra Shire
Kelly Fuhrman
PO Box 129
Meekatharra, WA 6642

SHIRE OF MEEKATHARRA	
REC'D No	OFFICER
DATE	REC'D
21 Jun 2013	21 Jun 12
OFFICER / CDO	FILE NO
Issuing Date	SHIRE OF MEEKATHARRA

*COPY TO ID JUN 13
✓ ✓ FILE*

Dear Kelly,

Landor Races are fast approaching us again. The gymkhana will be held on Sunday 6 October of this race weekend.

In the past you have kindly contributed to the \$1500 barrel race run by the gymkhana club, which we have greatly appreciated. It has helped make the day such a momentous occasion, enjoyed by all involved.

You may wish to forfeit your sponsorship for 2013, if so it would be greatly appreciated if you could contact me as soon as possible on the number or email listed below. This will enable me to pursue other sponsorship prior to the gymkhana.

Your sponsorship will be recognised in the gymkhana programme, as well as acknowledgment during the day and presentation evening.

Your continued support would be greatly appreciated and we trust that you will think favourably in supporting the Landor Gymkhana in 2013.

Thanking you in advance and I look forward to hearing from you soon.

Kind Regards,

Melissah Craven
EGGC Secretary

Please forward remittance cheques to **EGGC SECRETARY**
356 Place Road, Woorree WA 6530
OR

Direct Credit: Westpac BSB: 036158 A/C #: 340069

(PLEASE PHONE OR EMAIL CONFIRMATION TO 0417 382 405 or s.mcraven6@bigpond.com)

9.5 HEALTH, BUILDING AND TOWN PLANNING

No agenda items.

9.6 WORKS AND SERVICES

No agenda items.

9.7 CONFIDENTIAL ITEMS

9.7.1 MEEKATHARRA AERODROME OPERATIONS AND MANAGEMENT SERVICES CONTRACT AND TENDER

Council Resolution:

Moved: Cr HJ Nichols
Seconded: Cr NLTrenfield

That the meeting be closed to members of the public to allow Council to discuss items 9.7.1, 9.7.2 and 9.7.3 which are matters of a confidential nature.

This is in accordance with the Act:

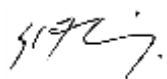
- Section 5.23 (2) e (ii) a matter that if disclosed, would reveal information that has a commercial value to a person
- Section 5.23 (2) c a contract entered into or which may be entered into by the local government and which relates to a matter to be discussed at the meeting.


CARRIED 5/0

CONFIDENTIAL ITEMS

Contains information concerning contractual services

Title/Subject:	MEEKATHARRA AERODROME OPERATIONS AND MANAGEMENT SERVICES CONTRACT AND TENDER
Agenda/Minute Number:	9.7.1
Applicant:	CEO
File Ref:	Contracts/ADM0084
Disclosure of Interest:	Nil
Date of Report:	4 June 2013
Author:	Samantha Tarling Acting Community Development Services Manager
Senior Officer:	Roy McClymont Chief Executive Officer


Signature of Author


Signature Senior Officer

Summary:

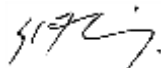

Consider tender submitted and appoint a contractor.

Confidential content not available to the public

Cr NL Trenfield declared an impartiality interest in item 9.7.2

CONFIDENTIAL ITEM

Contains information concerning contractual services

Title/Subject:	2012/13-8 TENDER FOR RANGER SERVICES CONTRACT
Agenda/Minute Number:	9.7.2
Applicant:	Nil
File Ref:	Contracts File /ADM 0212/RFT 2012/13-8
Disclosure of Interest:	Nil
Date of Report:	4 June 2013
Author:	Samantha Tarling Acting Community Development and Services Manager
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>



Summary/Matter for Consideration:

Consider tenders submitted for the 2012/13-8 Ranger Services Contract tender and appoint a contractor.

Confidential content not available to the public

CONFIDENTIAL ITEM

Contains information concerning contractual services

Title/Subject:	2012/13-9 TENDER – AIRPORT AC POWER REMEDIAL WORKS
Agenda/Minute Number:	9.7.3
Applicant:	Nil
File Ref:	ADM 0083/ RFT 2012/13-9
Disclosure of Interest:	Nil
Date of Report:	7 June 2013
Author:	Samantha Tarling Acting Community Development and Services Manager
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

This report requests Council's consideration of awarding a contract for Airport AC Power Remedial Works.

Confidential content not available to the public

Samantha Tarling, Acting Community Development and Services Manager, left the meeting at 10.40am.

Moved: Cr HJ Nichols
Seconded: Cr AG Burrows

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 HJ Nichols
Seconded: Cr AG Burrows

That the urgent new business be discussed.

CARRIED 5/0

10.1 REPRESENTATIVE MEEKATHARRA LIQUOR ACCORD GROUP

Title/Subject:	REPRESENTATIVE MEEKATHARRA LIQUOR ACCORD GROUP	
Agenda/Minute Number:	10.1	
Applicant:		
File Ref:	ADM 156	
Disclosure of Interest:		
Date of Report:	12 June 2013	
Author:	Roy McClymont Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council may consider appointing a representative to attend Liquor Accord meetings.

Background:

Nil

Comment:

In recent months the police have invited the CEO to attend liquor accord meetings. These meetings are usually held monthly at the Meeka Police Station.

The Local Police Senior Sergeant has requested the shire to send a representative to the accord meetings; "I think it imperative that the Shire get involved in the Accord as liquor incidents affect the whole of community and the Shire should have an input."

The CEO is happy to attend these meetings if required.

Statutory Environment:

Nil

Policy Implications:

Nil

Budget/Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation:

That Council appoint a representative to attend the Liquor Accord meetings.



Council Resolution:

Moved: Cr NL Trenfield

Seconded: Cr HJ Nichols

That Council appoint the Chief Executive Officer as the representative to attend the Liquor Accord meetings.

CARRIED 5/0

Title/Subject:	DELEGATION REGISTER – ANNUAL REVIEW	
Agenda/Minute Number:	10.2	
Applicant:		
File Ref:	ADM 154	
Disclosure of Interest:		
Date of Report:	11 June 2013	
Author:	Roy McClymont Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council is requested to review and adopt its Delegation Register.

Attachments:

Councillors have a copy of the current Delegation Register in their Shire document file.

Background:

The Local Government Act requires Council to review its delegations at least once each financial year.

Comment:

The delegations and the register appear to be appropriate and reasonably current, however the delegations are due for a major review.

Staff intend to undertake a comprehensive review of all delegations during next financial year. A suitable consultant may be engaged to assist with this process.

Statutory Environment:

Local Government Act Section 5.45 and 5.46.

Policy Implications:

Nil

Budget/Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved: Cr HJ Nichols

Seconded: Cr PS Clancy

That the current Shire of Meekatharra delegations and delegation register be adopted without amendment.

**CARRIED 5/0
BY AN ABSOLUTE MAJORITY**

10.3 RENEW CHIEF EXECUTIVE OFFICER'S CONTRACT

Title/Subject **RENEW CHIEF EXECUTIVE OFFICER'S
CONTRACT**
Agenda/Minute Number: **10.3**

The Chief Executives Performance Review has been completed. The Shire President, Cr TR Hutchinson, put forward the motion that Council endorse the renewal of the Chief Executive Officer's contract for a further twelve months.

Moved: **Cr NL Trenfield**
Seconded: **Cr HJ Nichols**

Council approve the renewal of the Chief Executive Officer's present contract for a further twelve months from 29 May 2014.

CARRIED 5/0

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 CLOSURE OF MEETING

The Shire President, Cr TR Hutchinson, declared the meeting closed at 10.50am