

---

1.	DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS:.....	2
1.1	DECLARATION OF OPENING .....	2
1.2	DISCLAIMER READING .....	2
2.	RECORD OF ATTENDANCE/ APOLOGIES/ APPROVED LEAVE OF ABSENCE .....	2
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	2
4.	PUBLIC QUESTION TIME .....	2
6.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....	3
6.1	ORDINARY MEETING HELD AUGUST 18, 2007 .....	3
6.2	HEALTH BUILDING AND TOWN PLANNING COMMITTEE MEETING MINUTES HELD AUGUST 9, 2007 .....	3
7.	PETITION/ DEPUTATIONS/ PRESENTATION/ SUBMISSIONS.....	4
8.	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION.....	4
9.	REPORTS OF COMMITTEES AND OFFICERS.....	5
9.1	OFFICERS MONTHLY REPORTS .....	5
9.1.1	YOUTH CENTRE REPORT – AUGUST 2007 .....	5
9.1.2	PLANT MECHANIC'S REPORT – AUGUST 2007 .....	6
9.1.3	AIRPORT MANAGER'S REPORT – AUGUST 2007 .....	7
9.1.4	RANGER/SECURITY OFFICER'S REPORT – AUGUST 2007.....	10
9.1.5	STATUS REPORTS .....	11
9.2	FINANCE.....	22
9.2.1	MONTHLY FINANCIAL REPORT PERIOD ENDED AUGUST 31, 2007.....	22
9.2.2	OUTSTANDING DEBTORS .....	60
9.2.3	LIST OF ACCOUNTS PERIOD ENDED AUGUST 31, 2007 .....	65
9.3	ADMINISTRATION.....	70
9.3.1	POLICY MANUAL – RECORDS MANAGEMENT POLICY .....	70
9.3.2	TENDER FOR CONSTRUCTION OF NEW STAFF HOUSING .....	77
9.5	HEALTH, BUILDING & TOWN PLANNING .....	79
9.5.1	PUBLIC TOILETS.....	79
9.5.2	HOUSE NUMBERS .....	81
10.	NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY RESOLUTION OF THE MEETING.....	83
10.1.1	COUNCIL MEETING OCTOBER 2007 .....	83
10.1.2	MINING TENEMENT APPLICATION (Prospecting Licence).....	85
10.1.3	YOUTH AFTER DARK – WORK GROUP REPORT .....	90
10.1.4	ROAD CONSTRUCTION CREW - RECOGNITION.....	98
11.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	99
12.	CLOSURE OF MEETING .....	99

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

**1.1 DECLARATION OF OPENING**

The President Cr T R Hutchinson declared the meeting open at 9.30am.

**1.2 DISCLAIMER READING**

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

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

The President Cr T R Hutchinson read allowed the disclaimer.

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

**Members**

Cr T R Hutchinson	(President)
Cr B A O'Dwyer	(Vice President)
Cr S R Bajrai	
Cr A G Burrows	
Cr H Nichols	

**Staff**

Roy McClymont	(CEO)
Cameron Watson	(CDSM)

**Apologies**

Cr N L Trenfield  
Cr R Howden

**Approved Leave of Absence**

NIL

**Observers**

NIL

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

NIL

**4. PUBLIC QUESTION TIME**

NIL

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

**Moved:** Cr A G Burrows  
**Seconded:** Cr S Bajrai

**That Cr H Nichols be allowed leaved of absence for the October 13, 2007 Council Meeting.**

**CARRIED 5/0**

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

**6.1 ORDINARY MEETING HELD AUGUST 18, 2007**

**Council Resolution:**

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

**That the minutes from the Ordinary Council Meeting held Saturday, August 18, 2007 be confirmed.**

**CARRIED 5/0**

**6.2 HEALTH BUILDING AND TOWN PLANNING COMMITTEE MEETING  
MINUTES HELD AUGUST 9, 2007**

**Council Resolution:**

**Moved:** Cr A G Burrows  
**Seconded:** Cr H Nichols

**That the minutes from the Health, Building and Town Planning Committee Meeting held Wednesday, August 9, 2007 be received.**

**CARRIED 5/0**

**6.3 MEEKATHARRA FESTIVAL MANAGEMENT COMMITTEE MEETINGS HELD JULY 10, 2007 & AUGUST 6, 2007**

**Council Resolution:**

**Moved: Cr H Nichols**  
**Seconded: Cr S Bajrai**

**That the minutes from the Meekatharra Festival Management Committee Meeting held Tuesday, July 10, 2007 be received.**

**CARRIED 5/0**

**Moved: Cr H Nichols**  
**Seconded: Cr S Bajrai**

**That the minutes from the Meekatharra Festival Management Committee Meeting held Monday, August 6, 2007 be received.**

**CARRIED 5/0**

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

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

**President Cr T R Hutchinson announced that he attended the Murchison Zone Strategy Group meeting held in Cue Friday September 7, 2007 and gave a brief report on the meeting.**

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

### **9.1 OFFICERS MONTHLY REPORTS**

#### **9.1.1 YOUTH CENTRE REPORT – AUGUST 2007**

To start this month off we have just kicked up the basket ball nights with Karalundi again. Having taken a short break off for school holidays, and the fact that it was too cold, I am delighted to have started getting more physical activities going on again. Talking of this the footy season and netball season is coming up to the grand finals. This has been a very interesting eye opener, as the kids do not seem to want to train, it has been quite an adventure to keep them interested and involved. Serious consideration must be taken into account for next year. A few ideas are in the air at the moment as to how many times a month they should play. (It is not easy to find volunteers and even harder to keep the ones we do have!!).

The cooking nights have still been 'Quite the hit' with the youths as they are very keen to learn cooking. Not only to have this, they found a new way to show respect towards one another. This is a massive achievement on their behalf as there was nothing much there before. (Maybe down the track they might start showing a whole lot more respect to others in the community) this is one of the biggest things as 'respected leaders' we must show and pass on!

The youth centre itself can do with more interested volunteers to help out which is something I have been trying to get on track. Ministry of Justice, Mission Australia and myself have been talking, and with any luck, we might be able to get some volunteering going on through these companies.

**Anthony Lloyd**  
**Recreation Officer**

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

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

**That the Community Development Officer/ Youth Centre report for August be received**

**CARRIED 5/0**

### **9.1.2 PLANT MECHANIC'S REPORT – AUGUST 2007**

#### **P108 – CAT grader:**

I have just received the computer download of this machine. It has been overheated plus it has been coasted in neutral. This is not good as the transmission pump can not circulate the oil properly and will result in severe transmission damage.

Roy McClymont has a copy of this report.

#### **P24 – Kubota Genset:**

Genset on P357 caravan on drop deck low loader.

This genset has been left running while unit is being transported, resulting in a radiator blockage, also causing the oil level to fluctuate and oil shut down sensor trying to shut the engine down. The throttle idle switch is being left in the 'flat out' position instead of being turned down which is causing the genset to rev up when under load and then drop back to idle when not under load, placing the motor under much stress. (This is not the case with the current operator, but has been in the past).

#### **P373 – Hino Ranger Crew Cab Truck**

I have set this maintenance truck up with tyre levers, patches and all aspects for tyre repairs to stop the crew running into town for tyre repairs (have had this happen twice), also they must think twice and watch where they are driving if they have to do their own repairs. It is costing far too much for increasing tyre repairs.

There will be no more hand tools supplied to this vehicle as they are constantly being lost and the crew do not know how to look after them.

All other equipment is OK and all services are up to date. Major repairs are being carried out on side tippers at the moment before they go out again. This will not interfere with the current operation of road works. There is a fair amount of maintenance to be carried out on camp equipment and will be completed by the time the road crew are ready to go camping again.

**Geoff Osborn**  
**Contract Plant Mechanic**

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

**Moved: Cr S Bajrai**  
**Seconded: Cr B A O'Dwyer**

**That the Contract Plant Mechanic's report for August 2007 be received**

**CARRIED 5/0**

**9.1.3 AIRPORT MANAGER'S REPORT – AUGUST 2007*****Aircraft Movements and Statistics***

Aircraft landings and fuel through put show a large increase on last month although slightly down on August last year. Jet sales were increased due to bad weather conditions in Perth and Avgas sales show a large increase due to the presence of the aerial mapping contractors (Thomsons & UTS) working out of Meeka.

	<b>August 2007</b>	<b>August 2006</b>
<b>General Aircraft Landed:</b>	196	230
<b>Avgas Fuel Sold:</b>	32601 litres	24034 litres
<b>Jet Fuel Sold:</b>	91014 litres	106954 litres
<b>Total Fuel Sold</b>	123,705 litres	130,988 litres
<b>R.F.D.S. Aircraft Landed:</b>	71	76

***Aerodrome Works:***

- General weeding mowing of lawns, garden maintenance
- Dragging and rolling the gravel runway to create a smooth finish along entire length
- Sweeping loose stone from outer sides of sealed runway
- General maintenance of facilities and equipment
- Work has commenced on the upgrade of the fire service with old pipe work being exposed and some pipe laid out in the trench dug by the contractor installing optic fibre to RFDS hangar
- Quarterly runway light service and maintenance was also completed

***Aerodrome Works Outstanding:***

- The 09/27 runway shoulders are scheduled for a re-seal sometime in the near future. The outer sections of this runway are also stripping due to the age of the bitumen. I believe that an enrichment seal (fog spray) to the affected area would be a very quick and economical solution to this problem and would also liven up the old seal. The centre section of the runway is holding up well with no sign of undue stone loss. ***(A grant application from the RADS funding for this work is being completed and hopefully we will recover 50% of the total costs.)***

- The tiling job in the terminal toilets has not been finished off properly. The grout has not been entirely removed during the clean up process and as a result it is impossible to make the floors look clean. I have notified the CEO and he has made contact with the contractor to come and rectify the situation however this work is still outstanding. **(Work has commenced on this job with the male toilet being finished last week. By the time this report is tabled, the female toilet should also be done.)**
- The long awaited airconditioner has been installed and commissioned and handed over for use. The stand requires a slap of paint to match it into the colour of the terminal wall.

#### **Aerodrome Security:**

- Final changes have been carried out to the ASIC program and submitted to DOTARS for approval.
- An order has been raised to engage a consultant to audit the Transport Security Plan and hopefully this should be carried out by months end.

#### **2007/2008 Budget Items**

Since arriving back, I have been busy working on commencement of a number of projects related to the new budget.

Orders have been written for the following:

- Alterations to the Illuminated Wind Indicator to conform to CASA standards. **(This job will be completed by Murchison Electrics before the end of the month).**
- Remove old 3 foot cyclone mesh fence from alongside terminal and replace it with pool fencing left over from the previous security job.
- Electric hand dryers received for use in the toilets. **(Currently awaiting electrician to install power outlets).**
- Quotes have been called for the supply of runway line marking machine.
- Bill Johns has been asked to prepare a quote on the replacement of the old asbestos fence around the workshop.



**General Summary:**

Reith MacLeod relieved as Airport Manager for 5 weeks during my absence and during his time here managed the place very well. It was pleasing to come back and see that the regular jobs had been carried out and that initiative had been used to plan and carry out other work that was required.

Recent news from Network Aviation is that Nifty Coppermine runway is currently under re-construction. It is being extended and sealed to take larger aircraft. Network currently fly 21 Brazilia aircraft to Nifty each week, a number of those stopping in at Meeka for fuel. Once the runway has been upgraded at Nifty, Network will be flying Boeing 737 500 aircraft into Nifty which will mean that they will not be calling into Meeka for fuel.

This will have a huge impact on our revenue of landing fees and fuel sales. It is proposed that the new set up is due to commence during February 2008.

**Mal Trenfield**  
**Airport Manager**  
**7<sup>th</sup> September 2007**

**Officers Recommendation/ Council Resolution:**

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

**Seconded: Cr S Bajrai**

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

**CARRIED 5/0**

#### **9.1.4 RANGER/SECURITY OFFICER'S REPORT – AUGUST 2007**

##### **Ranger Services:**

The month of August has been a very busy one. 22 dogs have been impounded. Three of these have been released to their owners after being registered. Two of them were pups which have since been re-housed. The remaining 17 dogs have been destroyed.

People are continuing to take their dogs to the shops and let them wander up and down the street. I will be issuing infringement notices to the main offenders and hopefully this will deter them from doing this in the future.

Letters are being sent to every household to let people know the Shire will arrange for pick up of all unwanted animals.

##### **Security:**

There have been three alarm call outs this month. When I attended the scene all was in order. Maybe insects or mice have been setting them off.

Children are becoming more of a problem late in the evenings due to the weather warming up. I am still checking all council properties on my patrols.

##### **Littering:**

There is still a major problem with litter in the streets and on the lawn areas. I will keep a close eye on the problem and try to get the offenders to clean up their own mess.

Peace Gorge is still a litter problem area also. Maybe we could change the types of bins we supply in the area to metal suspended bins with mesh lids on them like the roadside stopping areas have. This would remove the problem of litter being strewn about by birds and animals. I could line these with garbage bags and service them on my regular patrols.

**Steve Kelly**  
**Ranger Services**

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

**Moved: Cr S Bajrai**  
**Seconded: Cr A G Burrows**

**That the Ranger's report for August 2007 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	Letter written to funding agencies Letter written to Dept Land Information	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	Letter sent to Dept	Complete  In progress
19/08/06	9.5.2	Sale Meekatharra Lot 922 – St Barbara Mines Request Health, Building and Planning Committee to inspect property and report to Council potential uses of property etc. Advise Dept Planning & Infrastructure that Council has no objections to sale of Lot 922, however Council has interest in old building situated at in	CEO	Letter sent to Dept 7/9/06 Committee to inspect house obtain costs etc. Settlement imminent (St Barbs to Health Dept) CEO has	Complete In progress

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY SEPTEMBER 15 2007

Page 12

		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.		advised Health Dept that Council may have an interest in old Station Masters house.	
18/11/06	9.3.4	Domestic Violence Service Council advise Minister for Family & Children's Services that it does not have the capacity to continue as Service Provider for Meekatharra Family and Domestic Violence Service. This service will cease at the latest 30/09/07 Council also to suggest the Minister investigate legal capacity of LG Authorities to act as Service Providers under these types of agreements.	CEO/ CDO	Letter sent to Minister (DCD) 27/11/06  CEO to liaise with DCD towards termination of agreement	Complete  In progress
15/12/06	9.3.1	Property Valuation Project Council arrange to take up the opportunity as it is not only a major saving in respect of valuation costs but it also gives Council assurance that all property assets will carry the most up to date sums insured.	DCEO	Email to LGIS 20/12/06	
15/12/06	9.3.2	Bush Fire Insurance Staff summarise info and send a circular to all Station Owners/Occupiers advising of their responsibilities and the cover provided under Council's insurance policy. Staff request clear written confirmation from insurer that our current structure will allow for the successful claims and clarify the necessary operational processes that are required in order for a claim to be successful.	CEO		
15/12/06	9.5.1	Lease of Lot 742 Res 45037 Council renew lease of Lot 742 Reserve 45037, Douglas St to RL & MA Bell for a further 5 years on the same terms and conditions as the previous leases and subject to the prior approval of the Minister for Land Information. Council collects rent arrears not previously billed in accordance with clause 4.1 of lease document for the period of the previous lease and that staff make arrangements to ensure that an invoice is issued for annual rent in accordance with the lease. Council advise RL & MA Bell in writing of this decision enclosing a copy of the original agreement.	CEO/ DCEO	Letter with new lease documents sent to Mr Bell 22/12/06  Signed copy of lease returned by Mr Bell 11/01/07 Sent to Dep Planning Amendment required Dep Planning – done Docs returned & sent to Lessee Amount calculated, invoice to be issued	Complete  Complete  Complete

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		
15/12/06	9.5.4	Tender – Main Street Blackspot Improvements Decline to accept any of the tenders received and advise tenderers of this decision. Restrict the Blackspot improvements to the installation of a suitable pedestrian Island outside the swimming pool and on High Street outside the Corner Store and any other works that are considered effective and beneficial by the Works Group. Acknowledge that there may be a reduction in the Blackspot Grant and contact Main Roads to clarify this and any other issues that may arise as a result of this decision. Consider the Connaughton St/Great Northern Highway T Junction works during next years budget deliberations	CEO	Tenderers advised by Greenfields Revised design to Council 19/5/07 Obtain permission to work on highway Plan & undertake works in conj with other Curbing works Main roads advised 12/01/07 Quote received from Horizon Power	Complete  Complete
15/12/06	10.1.1	Meeka Heritage & Canyon Trail Project  1. Seek clarification from Mercator Gold Australia Pty Ltd to define exactly what is meant by the term 'directed' in relation to the sentence <i>"that being said Mercator Gold Australia Pty Ltd "without prejudice" waives the right of veto in allowing entry to the mining tenements by parties visiting the Meekatharra district and directed by the Meekatharra Shire to travel along the Heritage Trails"</i> 2. Produce detailed plans of the proposed Drive Trails clearly defining the routes with GPS readings at all strategic points. 3. Obtain written approval from pastoral lessees, mining tenement holders and any other interested parties for the proposed trail routes. 4. Negotiate the State Land on the possibility and process of having the proposed drive trails declared Public Access Routes. 5. Approach the State Land Services seeking advice on the process of having Water Reserve 8601 vested in the Meekatharra Shire Council.	CDO	Letters sent to Mercator Gold, Dept Planning and Infrastructure & LG Insurance Scheme 22/12/06	Complete    In progress

6. Commence discussions with Mercator Gold Australia Pty Ltd on a staged and structured project to re-establish the Norrie Homestead and other infrastructure contained in Water Reserve 8601.
7. Establish what funding sources are available to undertake the restoration works at Norrie.
8. Inform Council's insurer of the Drive Trail proposals to obtain details of any effect it may have on Council's public liability exposure and that Council takes the necessary action to complete the Town Walk Trail and the Three Drive Trails by the end of April 2007

Insurers Rep visited and is aware of project

20/1/07	9.6.2	<p>Reinstatement of Footpath Paving The brick paved footpath in Main Street Meekatharra is becoming uneven from tree roots and general subsidence. The works could be done by our own staff or could be subcontracted out.</p>	CEO/ Works S'visor	Works being undertaken by Town Crew	In Progress
17/2/07	9.3.2	<p>Meekatharra Airport – Operation Review The current Airport Manager has indicated his intention to resign with the aim of finishing about June 2007, although he is flexible. As the current method of operation places enormous demands on the Airport Manager and cannot continue, Council should take this opportunity to discuss the options for managing and operating the airport. Options: 1. (a) Council call for Tenders to engage a suitable contractor, subject to both Air BP and Mobil fuel agreeing to engage the same contractor. (b) Authorise CEO , in consultation with the Shire President, Airport Manager &amp; Council's Lawyers to draft tender documents and a contract and call for Tenders. (c) Authorise the CEO to liaise with Mobil and Air BP concerning the letting of their contracts to the successful tenderer.</p>	CEO	Tender and contract documents are with Council's lawyers	Complete
17/2/07	9.4.3	<p>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</p>	CDO	Letters written to funding bodies - Lotterywest will not transfer the funds and monies have been	In progress

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.

returned. Another grant application will be submitted in June.

- 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.

17/2/07	10.3	Plan for the Future Local Governments are required to 'Plan for the Future of the district'.	CEO/ DCEO	Staff to draw up a 'Plan for the Future' with reference to the public questionnaire results.	Complete
17/3/07	9.3.3	Adoption of Local Laws As our local laws range from 1916 to 1998 in age Council decided to repeal them all and make new ones. Public comment was advertised for and as there was no submissions after the expiry date this process was commenced in March 2005. Due to anticipated changes to local laws by the Department of Local Government and Regional Development, Council resolved to 'let the matter lay' until these changes were finalised	DCEO	To be gazetted	In progress
17/3/07	9.5.1	Regeneration of areas of the Meekatharra landfill site City and Regional Waste Management Services has made an offer to bring all plant and equipment required to Meekatharra to regenerate the tipping area. This is in line with the Government 'push' towards Zero Waste 2020 policy.	DCEO/ EHO	City & regional waste booked	In progress
17/3/07	9.5.2	Purchase of Lot 205 Hill Street Meekatharra The Shire of Meekatharra is to enter into negotiations to purchase the abovementioned property.	CEO/ DCEO	Negotiations complete, contract signed	Complete
19/5/07	9.2.4	Meekatharra Aquatic Centre – Annual Report Contract Aquatic Services (CAS) recommended new surface	CEO	Email Cameron to allow in Budget	Actioned 21/5/07

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY SEPTEMBER 15 2007

Page 16

		coating, roof over change rooms, install 2 <sup>nd</sup> hand diving board and general maintenance during winter closure.		Order dive board Contact Matt (CAS) - firm quote	Actioned 21/5/07 In progress
19/5/07	9.2.5	Grants Commission Hearing Presentation Request Council authorise Ray Hadlow to prepare this report for Council	DCEO	Ray Hadlow appointed	Complete
19/5/07	9.3.1	Amendment to Policy 5.7 – Council Crossovers	DCEO	Policy amended	Complete
19/5/07	9.4.5	Justice System in Meekatharra Cr Trenfield requested the matter of justice, or the perceived lack of it, in Meekatharra be discussed by Council. As a result of discussion it was decided Council would invite the local Magistrate, Sue Richards, to meet with Council representatives to discuss this matter & write to the Attorney General advising him of Council's disappointment at the justice system in Meekatharra.	CEO	Invitation to Sue Richards Letter to Attorney General	Actioned 30/5/07 Actioned 30/5/07
19/5/07	9.6.2	Goldfields Highway Meekatharra-Wiluna Section Council discussed the possibility of the above highway being bitumenised and resolved to write to the Minister for Planning and Infrastructure requesting a program and timeline for this project. Write to the Shire of Wiluna requesting they write to the Minister for Planning and Infrastructure also. A letter is to be written to Barry Haase MP seeking his support for the road upgrade.	CEO	Write letter to Minister Plan & Infrastructure Write to Shire of Wiluna Write to Barry Haase MP	Actioned 30/5/07 Actioned 30/5/07 Actioned 30/5/07
16/6/07	9.2.6	Renewal of Lease – Meekatharra aerodrome equipment room Council has been requested to renew current lease agreement for part of building 128 at the Meekatharra Aerodrome to Airservices Australia for a further 5 years.	DCEO	Lease executed & sent to ASA	Complete
16/6/07	9.3.2	Resignation Cr A Smith – Election Arrangements Council has written to DLGRD requesting they to whatever action necessary to avoid the Shire of Meekatharra holding an election in October 2007 for an office of Council for a two year term.	CEO	Letter to LGAE Emailed DLGRD	Actioned 18/6/07 Actioned 18/6/07
16/6/07	9.5.1	Non-compliance with Health Notice The owner of Lots 419 & 1003 Railway Street Meekatharra Mr Boksmati has previously been issued notice to clean up the before	DCEO/ EHO	Blocks cleaned up awaiting costs to invoice owner	



MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY SEPTEMBER 15 2007

Page 17

mentioned properties under the Health Act.1911 As Mr Boksmati has breached the act by not complying Council will now move to have the work completed and all associated costs will be charged to Mr Boksmati.

16/6/07	9.5.2	Non compliance with Health Notice The occupier of Lot 620 has failed to comply with the Notice issued. Council authorises the CEO to call for quotes for carrying out the works and to engage a suitable contractor.	DCEO/ EHO	Quotes to be called	
16/6/07	9.5.3	Non compliance with Health Notice Lots 209 & 210 Darlot Street Meekatharra have both had demolition / unfit for human habitation notices issued on them but the notices were returned unopened. A company search was conducted under the name which the Shire records showed as owners of the property and found the company was no longer registered. Council must now advertise for the properties to be demolished or removed.	DCEO/ EHO	Quote accepted for the removal of buildings Demolition Licenses being issued.	
16/6/07	9.5.4	Zero Waste Plan The Shire write to WALGA and the Minister for the Environment reiterating comments made to WALGA.	DCEO/ EHO	Letters written	Complete
16/6/07	10	Relocation of War Memorial/Cenotaph – Council permits the War Memorial to be moved to Paddy's Flat in accordance with the Veteran's Legion plan and at a cost of no more than \$5,000.			
21.7.07	9.3.1	Disability Access & Inclusion Plan A Disability Access & Inclusion Plan has been developed for the Shire of Meekatharra in accordance with the Western Australia Disability Services Act 1993, and requires adoption by Council.	CDO	Plan submitted to Disability Services Commission	Actioned 23.7.07
21.7.07	9.5.1	Removal/ Demolition Lots 209 & 210 Darlot Street 4 quotes have been received re the above. The Committee will be recommending to Council that the following quotes be accepted: 1. D R Comyn & R Van Es, \$9,500 for 210 Darlot St 2. P & D Garrett, \$10,000 for 209 Darlot St	CDSM/ EHO	CDSM to write letters to successful bodies.	Actioned 7.8.07
21.7.07	9.6.1	Meekatharra Aerodrome operations and management services tender	CEO	CEO to contact ML & GL Trenfield.	Phoned & letter sent

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY SEPTEMBER 15 2007

Page 18

Tender from ML & GL Trenfield Contracting Accepted.					23.7.07
21.7.07	9.6.2	Supply of vehicle for Manager of Works & Services Resolved to purchase Mitsubishi Pajero GLX	WSM/ CEO	Order to be placed	
21.7.07	10.1.1	Election 2007 – Method of Casting Votes Council is required to decide whether to conduct this year's election as a postal election	CEO	The election will be a 'voting in person' election. NOTED: No action required.	
21.7.07	10.1.2	Policy Manual & Delegation Register Update The Policy Manual & Delegation Register need to be updated to take into account the position of Works & Services Manager.	CEO	Policy manual & delegation register amended.	Actioned 23.7.07
21.7.07	10.1.4	Town Works Crew Resignation– Confidential Item	CEO/ WSM	Status quo to remain – 2 member town crew plus casual assistance as required. Review as work loads change.	Completed
18.8.07	9.3.1	Council's Register of Delegation's was due for review by June 30, 2007	CEO	Krys to update & advise Megan	
18.8.07	9.3.3	Policy manual update of Policy 4.2 – Procurement to be updated as it is impractical in remote areas such as Meekatharra.	CEO	Krys to update & advise May.	Completed
18.8.07	9.3.4	Advertising of Council meeting dates for 2007 - 2008	CDSM	Cameron to place notice on town notice board & advertise in West Australian.	Completed
18.8.07	10.1.2	Donation to school Country Week 2007	CDSM		
18.8.07		Council wish to acknowledge work done with Visitor Survey by CDO Megan Alchin.	CEO	Letter to be sent to Megan Alchin – CDO	Posted 20.8.07
18.8.07		Contact the Minister for Infrastructure & Main Roads Geraldton re State Budget & Wiluna Road	CEO	Letter to Minister. Email to Main Roads Geraldton.	24.8.07 24.8.07
18.8.07		Invite Sgt Doug Holt to next Health, Building & Town Planning Committee meeting.	CDSM	Contact Sgt Holt	Completed
18.8.07		Request cost of pool tiles required from pool manager..	CEO	Contact pool management service	

	<b>Completed/Finalised Tasks</b>	<b>Status</b>
	<b>Airport apply for Security Agents License for Airport</b>	Delete
	<b>Airport managers relief - sort out and schedule</b>	Complete
	<b>Airport reporting officers qualification - 3 day course - CEO, CSO, CDO</b>	Complete
	<b>Airport Security Training - 6 day course - Admin Staff? Adveritise for Locals??</b>	Delete
	Appointment of Bush Fire Control Officers + CBFCO & DCBFCO check if required	OK Delete
	Budget 2006/2007 - advertise diff rates, adopt budget and rates.	Complete
	Environmental Health Officer - Consultancy Agreement - review, amend sign off	Complete
	<b>Airport emergency drill - facilitate agencies to conduct drill</b>	Complete
	Fire Arms Act - check compliance and change procedures as necessary	Complete
	Motor Vehicles - analyse optimum change over times for light vehicles	Complete
	Property Addressing - Geographic Names Committee - April 02 - research & respond	Complete
	<b>Rubbish Contract - call tenders - tender specis, contract etc</b>	Complete
	Swimming pool - complete concourse upgrade	Complete
	Tender - call tenders for residence Lot 304 Darlot St	Delete
	Trainee Parks and Gardens worker - research possibility/feasibility	Complete
1	Airport - review Managers role, relief, fueling tasks etc etc New Position Asst Manager	Complete
	Annual report & electors meeting	Complete
1	Auditing Have external compliance and situational audit done	Complete
1	Budget Create budget procedures and timelines for 07/08 budget	Complete
5	Dog registration procedures - check compliance	Complete
1	Domestic Violence Service - check legalities, council responsibilities, authorities etc	Complete
5	Freedom of information act - Check for compliance & create/update as required	Complete
1	<b>Housing - inspect and arrange higher cost maintenance items of houses</b>	Complete
1	Policy manual - review	Complete
1	<b>Ranger/security officer - recruit</b>	Complete
5	Records Act - complete review by Sept 06	Complete
5	Public Interest Disclosue Act 2003 - implement the legislation	Complete
1	<b>Review Administration and Management Structure</b>	Complete
1	<b>Works construction Schedule, cost and program works 06/07</b>	Complete
1	Re-start and organise monthly interagency meetings	Complete
	Overtime authorities and procedures	OK
1	Overtime of works crews - review efficiencies	OK
	Payroll procedures - timesheets, time in lieu, works reporting - check	OK
2	CEO's regulatory responsibilities - ensure compliance - procedures	Complete
2	Cemeteries - review compliance	Complete
1	<b>Housing - arrange basic repairs of houses as per tenants reports</b>	Complete
1	<b>Housing - urgent - set up facilities for consultants/contractors</b>	Complete
1	Plant Replacement Program - review and update	Complete
5	Airport security - engage Geraldton Security Agent to take on emergency security	Complete
1	Airport - create Tender and contract documents - call tenders	Complete
5	Disabilty service act compliance- Access & Inclusion Plan by 30/06/07 + annual report	Complete
5	Fuel sales - review legal and moral issues	Complete
2	Fees & charges full review of fees and charges schedule inc Cemeteries	Complete
1	Lease - Wesfarmers Yard - review lease terms and conditions + seek approvals	Complete
1	Plan for the future - a strategic plan	Complete

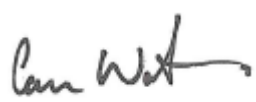
Priority	Tasks/projects to be done	Status
4	Plant maintenance - training of operators and management	In progress
5	Property addressing - clear numbers on houses - research & do agenda item	In progress
	Public Safety Check Lists for playgrounds, BMX track etc create & set procedures	In progress
5	Purchasing procedures review, create and implement improved procedures	Started
5	Records Act - implement records management review	In progress
5	Recruitment and induction procedures - review, create, improve	In progress
1	<b>Review Community Development - Create Plan for Future then review structure</b>	In progress
5	<b>Roads - update and improve annual road maintenance list (create schedule)</b>	Started
5	<b>Roads - create 5 year road construction program/schedule</b>	Started
5	<b>Roads - create grid improvement program (seal/stabilise approaches)</b>	Not started
5	Roads - list unfenced grids, seek approvals and remove grids	Not started
5	Roads - ensure compliance with Clearing of Land legislation	Started
1	Rubbish Tip - improve day to day management - recycling, attended, open times etc	In progress
1	Rubbish tip - set up system to monitor use of Septic Waste Pond (septic, clinical etc)	Not started
5	Stock - gravel metal cement sand etc booking out procedures - review	Not started
5	Stock (filters,oils,parts,cement etc) - set procedures and levels	Started
5	Tenancies - compliance with Tenancies act - check, improve	In progress
5	Tenancies - procedures for Property Conditions reports at start and finish of tenancies	Not started
5	Tenancies - regular inspections of houses and other properties	Not started
5	Tenancies - write rewrite all agreements to comply with act and include bonds (policy)	Started
	Trails projects - review and implement Stage 2	In progress
5	Training - skills, knowledge, qualifications of employees create training program	In progress
5	Work instructions/procedures - none exist - create	Started
1	Workers Comp Claims Procedure	Not started
1	<b>Works construction - prepare water, gravel etc for Construction Program</b>	On-going
	<b>Works construction Schedule, cost and program works 07/08</b>	In progress
5	<b>Works crew numbers and efficient requirements - review and create procedures</b>	In progress
1	<b>Town Planning Scheme No 3 - finalise process (Planning Commission letters)</b>	Started
5	Emergency Management Act 2005 - compliance - committee, plans etc	In progress
	Contaminated Sites Legislation - report by 1 May 2007	Complete
	Controlled Waste Regulations 2004 - set up reporting system	Started
	Works & Services Manager - recruit	Re-started
	Admin/relief officer - finalise position description and recruit	In progress
	Office drive data crash - recover data or recreate documents & data	In progress
	Log books ensure FBT compliance	In progress

Priority	Tasks/projects to be done	Status
5	Assets - stocktake assets and create procedure to manage major and minor assets	Not started
5	Auditing Review scope of current financial audit	Not started
1	Buildings create 10 year maintenance and new building program	Started
2	Cemeteries - review facilities and upgrade - eg. interment of ashes	Not started
	Code of conduct - Review within 12 months of each election	
5	Committees Review efficiency of current committee structure	Not started
1	Delegations register - review annually - after Policy Manual completed	In progress
1	Employment Contracts/letters - review and change to Workplace Agreements as req'd	In progress
	Employee contracts/agreements review and check conditions being followed	In progress
5	Employee start up and termination procedures create checklist	In progress
1	Evacuation plans - signs etc create/review	Not started
1	First aid kits and training - review	Started
3	Fuel use, procurement and systems for monitoring - review and update systems as reqd	Started
1	Grant aquittals and reports - road funding, trails etc etc	On-going
5	Gravel pit reinstatement	In progress
5	Gravel pit use - legalise	Started
5	Health - mosquito - create full researched plan	Not started
5	Insurance Claims Procedure review, create check lists etc	Not started
5	Interpretive centre planning, procurement, title, funding etc etc etc	Started
1	Lease Reserves 40845, 40847 - formalise & legalise lease	In progress
	Leases/contracts review all and create action list	Not started
1	Local laws - enact new ones	In progress
2	Heritage - Municipal Inventory - Review	In progress
1	Occ health and safety compliance - review and ensure compliance	Not started
1	Oval lights install plus check and improve power to oval if required	In progress
1	<b>Performance reviews - review/create procedures and performance indicators - conduct performance reviews</b>	On - going

## 9.2 FINANCE

### 9.2.1 MONTHLY FINANCIAL REPORT PERIOD ENDED AUGUST 31, 2007

**LOCATION:** N/A  
**APPLICATION:** CAMERON WATSON  
**FILE REF:** F/6  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 11<sup>th</sup> SEPTEMBER 2007  
**AUTHOR:** CAMERON WATSON  
CORPORATE & DEVELOPMENT  
SERVICES MANAGER

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

**SIGNATURE OF SENIOR OFFICER:** 

**Summary:**  
Monthly Financial Report

**Background:**  
*Financial Activity Statement Report – s.6.4*

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

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

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

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*

*(b) an explanation of each of the material variances referred to in sub-regulation (1)(d); and*

*(c) such other supporting information as is considered relevant by the local government.*

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

*(a) according to nature and type classification,*

*(b) by program; or*

*(c) by business unit.*

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

*(a) presented to the council –*

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

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

*and*

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

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

*(6) In this regulation –*

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

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

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

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

**Comment:**

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

**Consultation:**

Ron Back – Local Government Consultant

**Statutory Environment:**

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

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officers Recommendation/Council Resolution:**

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

**Seconded: Cr H Nichols**

**That the financial report for the period ending August 31, 2007 be received.**

**CARRIED 5/0**





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

**TABLE OF CONTENTS**

	Page
Income Statement	1
Statement of Financial Activity	2
<b>Notes to and forming part of the monthly report</b>	3
1 Significant Accounting Policies	3
2 Cash and cash equivalents	3
3 Statement of Net Current Assets	3
4 Non current assets	4
<b>MANAGEMENT BUDGET - SCHEDULES</b>	
Summary	8
General Purpose Funding	10
Governance	11
Law, Order & Public Safety	13
Health	15
Education and Welfare	16
Housing	19
Community Amenities	20
Recreation & Culture	22
Transport	26
Economic Services	29
Other Property & Services	31
Notes on Variations	33

<b>Shire of Meekatharra</b>		<b>Monthly Financial Report</b>	
<i>for the period ended 31 August 2007.</i>		<b>Income Statement</b>	
	<b>2007/08</b>	<b>2007/08</b>	<b>2007/08</b>
	<b>Budget</b>	<b>YTD Budget</b>	<b>31 Aug 2007</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>OPERATING EXPENDITURE</b>			
Governance	358,258	43,922	131,573
General Purpose Funding	233,950	29,741	1,339
Law, Order, & Public Safety	178,102	27,020	15,209
Health	93,499	4,751	5,384
Education and Welfare	715,295	86,673	52,681
Housing	8,320	(694)	28,520
Community Amenities	373,124	65,519	25,086
Recreation and Culture	870,704	129,136	51,998
Transport	2,870,121	446,860	365,350
Economic Services	263,273	24,480	23,117
Other Property and Services	1,000	92,162	27,571
OPERATING EXPENDITURE	<u>5,965,646</u>	<u>949,570</u>	<u>727,826</u>
<b>OPERATING REVENUE</b>			
Governance	11,600	1,934	3,427
General Purpose Funding	4,308,648	2,263,048	2,281,031
Law, Order, & Public Safety	34,501	5,750	7,404
Health	820	137	(82)
Education and Welfare	244,042	39,007	61,957
Housing	10,020	1,670	1,570
Community Amenities	99,100	91,683	85,806
Recreation and Culture	37,850	6,307	2,116
Transport	527,915	212,415	189,333
Economic Services	41,550	21,824	32,367
Other Property and Services	32,500	5,417	2,747
OPERATING REVENUE	<u>5,348,546</u>	<u>2,649,192</u>	<u>2,667,675</u>
<b>GRANTS/CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS</b>			
Health	12,000	-	-
Recreation and Culture	11,666	11,666	35,000
Transport	1,607,603	-	636,497
Economic Services	192,132	-	-
Total	<u>1,823,401</u>	<u>11,666</u>	<u>671,497</u>
<b>PROFIT/(LOSS) on DISPOSAL</b>			
Education and Welfare	3,000	3,000	-
Transport	30,000	30,000	-
PROFIT/(LOSS) on DISPOSAL	<u>33,000</u>	<u>33,000</u>	<u>-</u>
<b>NET RESULT</b>	<b><u>1,239,301</u></b>	<b><u>1,744,288</u></b>	<b><u>2,611,345</u></b>

<b>Shire of Meekatharra</b>		<b>Monthly Financial Report</b>			
<i>for the period ended 31 August 2007.</i>		<b>Statement of Financial Activity</b>			
		<b>2007/08</b>			
	Note	2007/08 Budget \$	2007/08 YTD Budget \$	2007/08 31 Aug 2007 \$	
<b>Expenditures</b>					
Governance		(358,258)	(43,922)	(131,573)	(200%)
General Purpose Funding		(233,950)	(29,741)	(1,339)	96%
Law, Order, Public Safety		(178,102)	(27,020)	(15,209)	44%
Health		(93,499)	(4,751)	(5,384)	(13%)
Education and Welfare		(715,295)	(86,673)	(52,681)	39%
Housing		(8,320)	694	(28,520)	4209%
Community Amenities		(373,124)	(65,519)	(25,086)	62%
Recreation and Culture		(870,704)	(129,136)	(51,998)	60%
Transport		(2,870,121)	(446,860)	(365,350)	18%
Economic Services		(263,273)	(24,480)	(23,117)	6%
Other Property and Services		(1,000)	(92,162)	(27,571)	70%
Less Depreciation on Assets		2,356,298	392,717	355,169	10%
Expenditures	3	<b>(3,609,348)</b>	<b>(556,853)</b>	<b>(372,657)</b>	33%
<b>Revenues</b>					
Governance		11,600	1,934	3,427	
General Purpose Funding		2,673,523	627,923	645,905	3%
Law, Order, Public Safety		34,501	5,750	7,404	29%
Health		820	137	(82)	
Education and Welfare		244,042	39,007	61,957	59%
Housing		10,020	1,670	1,570	
Community Amenities		99,100	91,683	85,806	(6%)
Recreation & Culture		37,850	6,307	2,116	(66%)
Transport		527,915	212,415	189,333	(11%)
Economic Services		41,550	21,824	32,367	48%
Other Property and Services		32,500	5,417	2,747	(49%)
Revenues	1	<b>3,713,421</b>	<b>1,014,067</b>	<b>1,032,549</b>	2%
<b>Adjustments for Non-Cash items</b>					
<b>Net operating requirements</b>		<b>104,073</b>	<b>457,214</b>	<b>659,892</b>	
<b>CAPITAL Income and outlays()</b>					
Contributions/Grants	2	1,823,401	11,666	671,497	5656%
Land & Buildings	4	(629,500)	-	(6,478)	#####
Plant & Equipment	4	(632,050)	-	-	0%
Furniture and Equipment	4	(53,511)	-	(80)	800000%
Infrastructure	4	(3,540,110)	(375,219)	(250,705)	33%
Proceeds from Disposal of Assets		66,000	-	-	0%
Transfers to Reserves	5	(1,145,673)	(51,666)	(55,255)	(7%)
Transfers from Reserve	5	166,000	-	-	0%
<b>Net capital requirement</b>		<b>(3,945,443)</b>	<b>(415,219)</b>	<b>358,980</b>	
ADD Net Current Assets 1st July B/Fwd		2,206,243	2,206,243	2,206,243	0%
LESS Net Current Assets Year to Date		2	(3,883,363)	(4,860,240)	
<b>Amount Raised from Rates</b>		<b>1,635,125</b>	<b>1,635,125</b>	<b>1,635,126</b>	0%



**Shire of Meekatharra** **Monthly Financial Report**  
**Statement of Financial Activity**  
for the period ended 31 August 2007. **2007/08**

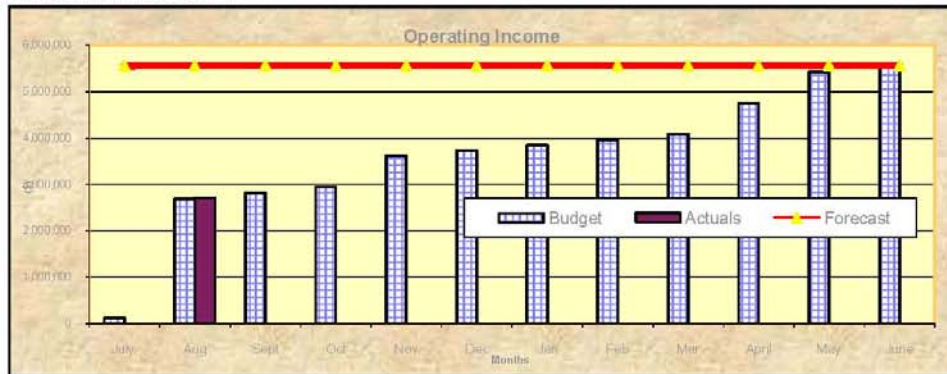
**SIGNIFICANT VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY REPORT**

**General Comments**

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

*All bank reconciliation have been completed.*

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

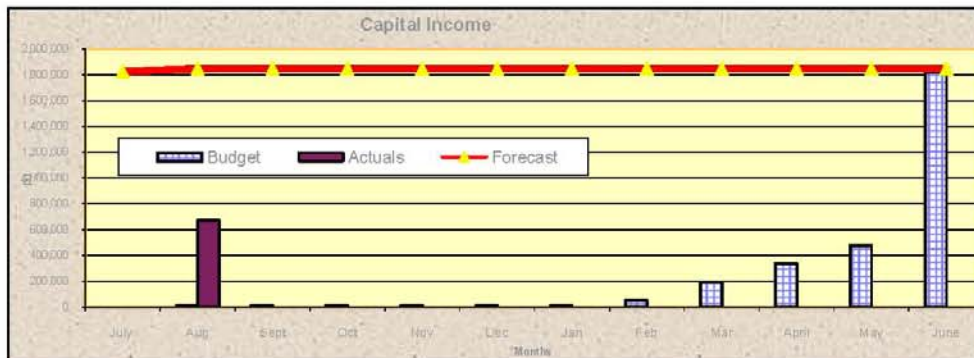


**Comments**

Budget YTD Budget 31 Aug 2007

- 1 Revenues are within 1.% of estimated budget as at 31 Aug 2007. There are no material variations.

**CAPITAL INCOME/CONTRIBUTIONS**



**Comments**

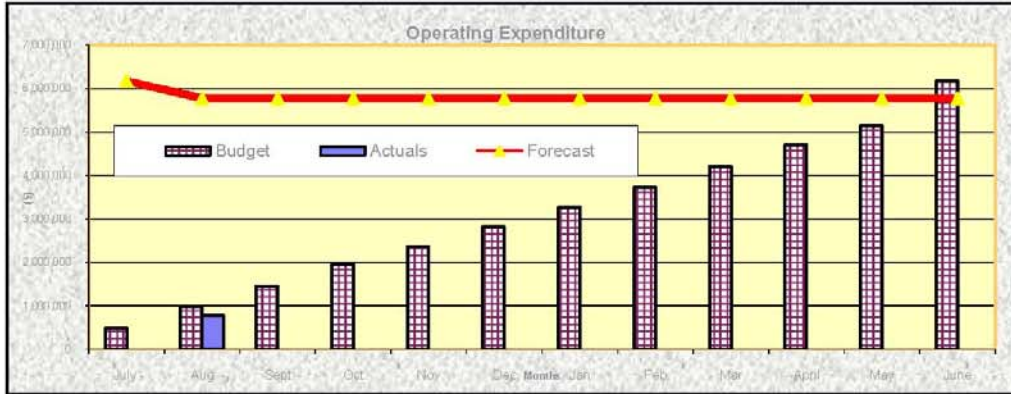
YTD \$671,497 Total Budget \$1,823,401

- 2 Revenues are within 5656.% of estimated budget as at 31 Aug 2007. There are no material variations.

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

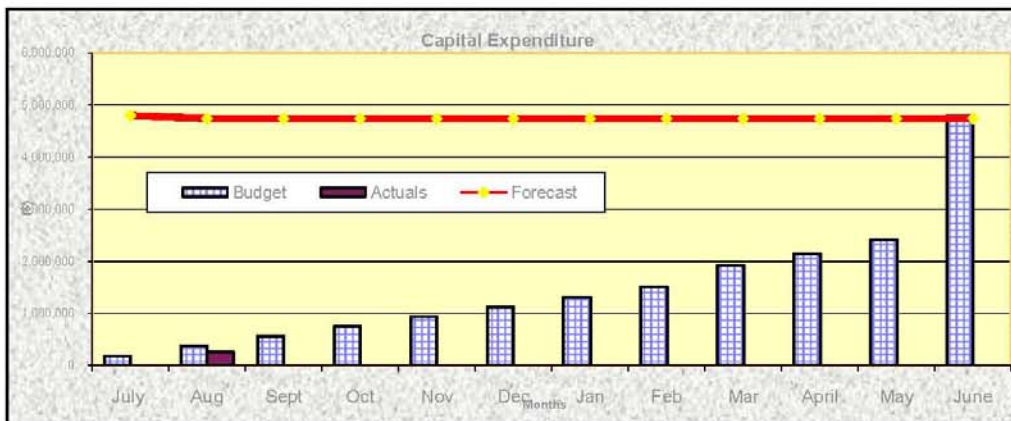
**Shire of Meekatharra** **Monthly Financial Report**  
**Statement of Financial Activity**  
for the period ended 31 August 2007. **2007/08**  
**OPERATING EXPENSES & CAPITAL OUTLAYS**

**OPERATING EXPENDITURES**



**Comments** YTD \$727,826 Total Budget \$6,172,646  
**3** Total operating expenses are 21.7% below budget estimates.. Excluding the effect of depreciation the expenses are 29.7% below budget estimates as at 31 Aug 2007

**CAPITAL OUTLAYS**



**Comments** YTD \$257,262 Total Budget \$4,795,171  
**4** Total capital expenses are 31.4% below budget estimates as at 31 Aug 2007. There are no material variations.  
**0**  
**5** Net Reserve transaction are within 6.9% of estimated budget as at 31 Aug 2007.

**Shire of Meekatharra**

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

for the period ended 31 August 2007.

2007/08

**1. SIGNIFICANT ACCOUNTING POLICIES**

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

**a) Basis of Accounting**

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

**b) The Local Government Reporting Entity**

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

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

**c) Rounding Off Figures**

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

Plant & Equipment	33,000	33,000	-
	<u>33,000</u>	<u>33,000</u>	<u>-</u>

**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:

<b>Cash assets</b>	<b>2007/08 Budget</b>	<b>2007/08 YTD Budget</b>	<b>2007/08 31 Aug 2007</b>
Cash - Unrestricted	-	4,450,026	1,898,895
Cash - Restricted	5,711,188	4,868,854	5,962,674
	<u>5,711,188</u>	<u>9,318,880</u>	<u>7,861,568</u>
<i>Cash assets are represented by -</i>			
Cash on hand	-	-	2,696
Municipal Bank Account	-	4,450,026	78,994
Bank Term Deposits	-	-	2,907,400
Reserve Accounts Bank	5,711,188	4,868,854	4,872,479
	<u>5,711,188</u>	<u>9,318,880</u>	<u>7,861,568</u>
<b>b) Restricted assets</b>			
Cash backed reserves	5,711,188	4,868,854	4,872,479
Grants/Contributions	-	-	1,090,195
	<u>5,711,188</u>	<u>4,868,854</u>	<u>5,962,674</u>
Municipal Fund	80,000	13,333	23,034
Cash backed reserves	310,000	51,667	58,285
Interest on rate instalments	4,500	-	7
Interest on rate arrears	15,000	-	1,100
	<u>409,500</u>	<u>65,000</u>	<u>79,396</u>

<b>Shire of Meekatharra</b>	<b>Monthly Financial Report</b>
<i>for the period ended 31 August 2007.</i>	<b>Notes to the Financial Statements</b>
	<b>2007/08</b>

**3 STATEMENT OF NET CURRENT ASSETS**

	<b>2007/08 Budget</b>	<b>2007/08 YTD Budget</b>	<b>2007/08 31 Aug 2007</b>
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	5,711,188	9,318,880	7,861,568
Trade and other receivables	213,000	270,210	1,912,993
Inventories	84,000	130,735	127,530
	6,008,188	9,719,825	9,902,091
<b>LESS: CURRENT LIABILITIES</b>			
Trade and other payables	286,027	315,489	126,424
Provisions	50,000	50,000	71,892
	336,027	365,489	198,316
<b>NET CURRENT ASSETS</b>	5,672,161	9,354,336	9,703,775
Less: Cash - Restricted	(5,796,861)	(4,868,854)	(4,872,443)
Current Employee Liabilities	39,027	39,027	39,027
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWI</b>	<b>(86,673)</b>	<b>4,524,509</b>	<b>4,870,359</b>



<b>Shire of Meekatharra</b>	<b>Monthly Financial Report</b>
<i>for the period ended 31 August 2007.</i>	<b>Notes to the Financial Statements</b>
	<b>2007/08</b>

**4 NON CURRENT ASSETS**

a) Asset acquisitions by class	2007/08 Budget	2007/08 YTD Budget	2007/08 31 Aug 2007
<b><u>Land and Buildings</u></b>			
New Staff Housing	-	-	5,900
Housing - capital improvements	330,000	-	-
Upgrade Pool Changerooms	90,000	-	-
Construct Oval Toilets	50,000	-	-
Tennis practice wall	3,000	-	-
Replace pine rails around oval	8,000	-	578
Airport Toilets - Refurbish	6,500	-	-
Repair Ceiling Office Passageway	10,000	-	-
Paint External Office Building	30,000	-	-
Airport Security fencing, signage & lighting.	17,000	-	-
Race Course Buildings	40,000	-	-
Town Hall - capital improvements	42,000	-	-
Mt Gould Police Station - security	6,500	-	-
Upgrade of Dog Pound	8,500	-	-
Youth Centre Office Carpets	6,500	-	-
Domestic Violence Cwa House - carpets	5,000	-	-
<b><u>Plant and Equipment</u></b>			
I T Equipment	25,000	-	-
Vehicle - CDO	20,000	-	-
Security cameras for mainstreet	60,000	-	-
Mosquito Fogger	12,000	-	-
Install Split System Airconditioners	6,000	-	-
Tractor	40,000	-	-
F&E - Floor Scrubber	4,000	-	-
Pool - Upgrade Tank to 20,000 litres	5,000	-	-
Oval Line Marking Machine	750	-	-
Cornish Lift	6,000	-	-
Sports Complex Equipment	15,000	-	-
New Pump/fittings - oval	30,000	-	-
Gym Equipment	4,300	-	-
Recoat Pool/Diving Board	24,000	-	-
<b><u>Transport</u></b>			
Miscellaneous Plant (Small Equipment)	30,000	-	-
Vehicle - (Allow in restructure)	52,000	-	-
Towable road sweeper (2nd hand)	25,000	-	-
Maintenance Caravan	65,000	-	-
Truck Prime Mover (P341)	180,000	-	-
Pumps + Generators	28,000	-	-
Airport Fire Fighting System	25,000	-	-
Airport - plant & equipment	14,000	-	-
<b><u>Furniture and Equipment</u></b>			
<b><u>Governance</u></b>			
Office Furniture restructure and CEO office	13,511	-	-
<b><u>Other</u></b>			
Office IT Equipment	3,500	-	-
Collection of Mining Relics	10,000	-	-
Airconditioner Gym	5,000	-	-



<b>Shire of Meekatharra</b>	<b>Monthly Financial Report</b>	
<i>for the period ended 31 August 2007.</i>	<b>Notes to the Financial Statements</b>	
	<b>2007/08</b>	

Education & Welfare	-	-	80
<b>Infrastructure Assets Roads</b>			
<b>Road Construction</b>	2,251,311	375,219	-
Mt Clere Road	-	-	241,591
Neds Creek Road	0	-	-
Three Rivers Woolshed Rd - Construction	0	-	-
Landor Road	0	-	-
Ashburton Downs-Meekatharra Road - Const	0	-	-
Sandstone Rd - Construction	0	-	362
Connaughton Street - Construction	0	-	-
<b>Black Spot</b>	-	-	-
Main Street	225,000	-	-
<b>Other</b>	-	-	-
Town Streets Construction	98,065	-	-
Town Streets - reseal	180,000	-	-
Connaughton/GNH - modifications	90,000	-	-
Grids Construction	0	-	-
Water Bores	0	-	-
<b>Infrastructure Assets Other</b>			
Meeka Heritage Drive Trails	294,768	-	-
Entry Statements & Signs	30,000	-	-
Tourist rest Area	-	-	66
Runway Reseal/respray	150,000	-	-
Oval lights	75,966	-	-
Water Tank - Oval	85,000	-	8,685
BBQ & Light Oval Park	12,000	-	-
Viewing platform at headframe (view mosaic	7,000	-	-
	<b>4,855,171</b>	<b>375,219</b>	<b>257,262</b>
<b>Summary</b>			
Land & Buildings	629,500	-	6,478
Plant & Equipment	632,050	-	-
Furniture and Equipment	53,511	-	80
Roads Infrastructure	2,844,376	375,219	241,953
Airport Infrastructure	167,000	-	-
Other Infrastructure	528,734	-	8,751
	<b>4,855,171</b>	<b>375,219</b>	<b>257,262</b>

## **SHIRE OF MEEKATHARRA**

### **Management Budgets**

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



<b>Shire of Meekatharra</b>	<b>Management Budget SUMMARY</b>		
<i>for the period ended 31 August 2007.</i>	<b>2007/08</b>		
<b>SUMMARY</b>	<b>2007/08 Budget</b>	<b>2007/08 YTD Budget</b>	<b>2007/08 31 Aug 2007</b>
<b>OPERATING EXPENDITURE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Governance	358,258	43,922	131,573
General Purpose Funding	233,950	29,741	1,339
Law, Order, & Public Safety	178,102	27,020	15,209
Health	93,499	4,751	5,384
Education and Welfare	715,295	86,673	52,681
Housing	8,320	(694)	28,520
Community Amenities	373,124	65,519	25,086
Recreation and Culture	870,704	129,136	51,998
Transport	2,870,121	446,860	365,350
Economic Services	263,273	24,480	23,117
Other Property and Services	1,000	92,162	27,571
	<b>5,965,646</b>	<b>949,570</b>	<b>727,826</b>
<b>OPERATING INCOME</b>			
Governance	11,600	1,934	3,427
General Purpose Funding	4,308,648	2,263,048	2,281,031
Law, Order, & Public Safety	34,501	5,750	7,404
Health	820	137	(82)
Education and Welfare	244,042	39,007	61,957
Housing	10,020	1,670	1,570
Community Amenities	99,100	91,683	85,806
Recreation and Culture	37,850	6,307	2,116
Transport	527,915	212,415	189,333
Economic Services	41,550	21,824	32,367
Other Property and Services	32,500	5,417	2,747
	<b>5,348,546</b>	<b>2,649,192</b>	<b>2,667,675</b>
<b>PROFIT ON SALE</b>			
Education and Welfare	3,000	-	-
Transport	30,000	-	-
	<b>33,000</b>	<b>-</b>	<b>-</b>
Net operating excl capital contributions	<b>(584,100)</b>	<b>1,699,622</b>	<b>1,939,848</b>
Capital Grants/Contributions	1,823,401	11,666	671,497
Net operating result	<b>1,239,301</b>	<b>1,711,288</b>	<b>2,611,345</b>

<b>Shire of Meekatharra</b>	<b>Management Budget SUMMARY</b>	
<i>for the period ended 31 August 2007.</i>	<b>2007/08</b>	

<b>CAPITAL WORKS/ACQUISITIONS</b>	<b>2007/08</b>	<b>2007/08</b>	<b>2007/08</b>
<b>CAPITAL GRANTS/CONTRIBUTIONS</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>31 Aug 2007</b>
Health	12,000	-	-
Recreation and Culture	11,666	11,666	35,000
Transport	1,607,603	-	636,497
Economic Services	192,132	-	-
	<b>1,823,401</b>	<b>11,666</b>	<b>671,497</b>
 <b>PROCEED FROM SALES</b>			
Education and Welfare	6,000	-	-
Transport	60,000	-	-
	<b>66,000</b>	<b>-</b>	<b>-</b>
 <b>CAPITAL WORKS</b>			
Governance	78,511	-	-
Law, Order, & Public Safety	74,500	-	-
Education and Welfare	39,000	-	80
Housing	330,000	-	5,900
Recreation and Culture	549,516	-	9,263
Transport	3,436,876	375,219	241,953
Economic Services	334,768	-	66
	<b>4,843,171</b>	<b>375,219</b>	<b>257,262</b>
 Net funding for capital	<b>(2,953,770)</b>	<b>(363,553)</b>	<b>414,235</b>

<b>Shire of Meekatharra</b> <i>for the period ended 31 August 2007.</i>	<b>Management Budget General Purpose Funding</b>		
	<b>2007/08</b>	<b>2007/08</b>	<b>2007/08</b>
	<b>Budget</b>	<b>YTD Budget</b>	<b>31 Aug 2007</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>RATE REVENUE</b>			
<b>Operating Expenditure</b>			
101920 Valuation & Title Search	5,000	833	792
102330 Rates Written Off	25,000	-	-
103420 Legal Expenses - Rates	10,000	-	-
101120 Administration Allocated	75,089	12,515	-
Total Operating Expenditure	<u>115,089</u>	<u>13,348</u>	<u>792</u>
<b>Operating Income</b>			
100310 Rates Levied	1,635,125	1,635,125	1,635,126
100700 Less Discount	0	-	-
101610 Ex Gratia Rates	3,000	-	-
102210 Rate Instalment Fee	2,000	-	15
101410 Rate Instalment Interest	4,500	-	7
101510 Rates Non-Payment Penalty	15,000	-	1,100
102810 Legal Fees Recovered	3,000	-	-
Total Operating Income	<u>1,662,625</u>	<u>1,635,125</u>	<u>1,636,248</u>
<b>GENERAL PURPOSE GRANTS</b>			
<b>Operating Expenditure</b>			
101930 Grants Expenses &	9,500	-	-
103320 Administration Allocation	10,429	1,738	-
Total Operating Expenditure	<u>19,929</u>	<u>1,738</u>	<u>-</u>
<b>Operating Income</b>			
101810 General Purpose Grant	1,426,264	356,566	358,642
102110 Local Road Component Grant	824,759	206,190	207,852
Total Operating Income	<u>2,251,023</u>	<u>562,756</u>	<u>566,494</u>
<b>OTHER GENERAL PURPOSE FUNDING</b>			
<b>Operating Expenditure</b>			
105520 Bank Charges	4,500	750	547
105550 Sundry Debtor Write Offs	1,000	-	-
102310 Doubtful Debts Expense	10,000	-	-
105530 Administration allocated	83,432	13,905	-
106820 Rounding Adjustment	(0)	-	0
Total Operating Expenditure	<u>98,932</u>	<u>14,655</u>	<u>547</u>
<b>Operating Income</b>			
103110 Esl Administration Fee	4,000	-	-
102840 Commissions	0	-	-
102830 Other Minor Income	1,000	167	-
192230 Interest on Municipal Investmen	80,000	13,333	23,034
192240 Interest on Reserve Investments	310,000	51,667	55,255
Total Operating Income	<u>395,000</u>	<u>65,167</u>	<u>78,288</u>
Net Funding Demands	<u>4,074,698</u>	<u>2,233,307</u>	<u>2,279,692</u>



<b>Shire of Meekatharra</b>		<b>Management Budget Governance</b>		
<i>for the period ended 31 August 2007.</i>		<b>2007/08</b>		
		<b>2007/08</b>	<b>2007/08</b>	<b>2007/08</b>
		<b>Budget</b>	<b>YTD Budget</b>	<b>31 Aug 2007</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>MEMBERS OF COUNCIL</b>				
<b>Operating Expenditure</b>				
102320	President's Allowance	8,000	-	8,000
112020	Deputy President Allowance	2,000	-	2,000
103020	Members - Meeting Fees	14,400	2,400	1,560
103120	Members Travelling	6,000	1,000	691
102020	Fax & Email Costs	2,000	333	33
102120	Conference, Training & Uniform	6,550	1,092	1,821
102420	Refreshments & Receptions	10,000	1,667	910
102720	Members Insurance	2,702	450	1,717
102820	Members Subscriptions	14,005	-	2,500
102920	Members - telephone	500	83	-
102220	Election Expenses	12,000	2,000	-
102520	Donations	8,250	1,375	500
112220	Donations - Rfds Airport	45,000	7,500	8,256
102550	Native Title Claims	2,000	333	-
102620	Council Chambers Mtce	1,000	167	134
106220	Audit	11,000	-	-
103220	Depreciation	100	17	-
105620	Admin Alloc-Governance	212,751	35,459	-
<b>Total Operating Expenditure</b>		<b>358,258</b>	<b>53,876</b>	<b>28,122</b>
<b>Operating Income</b>				
112330	Reimbursements	100	17	-
<b>Total Operating Income</b>		<b>100</b>	<b>17</b>	<b>-</b>
<b>ADMINISTRATION</b>				
<b>Operating Expenditure</b>				
106940	Staff Uniform Expenses	3,000	500	109
103520	Salaries - Admin	393,779	65,630	51,077
103920	Super - Admin	47,693	7,949	6,097
104720	Accruals - LSL and AL	0	-	-
104020	Fringe Benefit Tax	32,000	-	174
104120	Admin Centre Operations	10,000	-	-
104220	Admin Centre Maintenance	18,000	3,000	1,583
104520	Stationery	12,000	2,000	1,674
105020	Telephone	20,000	3,333	1,336
105320	Postage	6,000	1,000	196
104320	Advertising	7,500	1,250	284
105420	Equipment Maintenance & Cons	15,000	2,500	1,188
107120	Computer Software	16,610	2,768	12,460
105220	Computer Hardware	3,000	500	1,400
106920	Accounting & Consulting	50,000	8,333	1,035
		<b>634,582</b>	<b>98,763</b>	<b>78,613</b>

Continued...

<b>Shire of Meekatharra</b>	<b>Management Budget Governance</b>		
<i>for the period ended 31 August 2007.</i>	<b>2007/08</b>		
continued .....	<b>2007/08</b>	<b>2007/08</b>	<b>2007/08</b>
<b>Operating Expenditure</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>31 Aug 2007</b>
105720 Other	20,000	3,333	-
106020 CEO Vehicle	6,000	1,000	655
106030 DCEO Vehicle	6,000	1,000	-
106620 Accommodation and Travel	16,200	2,700	-
104620 Training & Conferences	10,570	-	-
106420 Staff Recruitment & Relocation	10,000	1,667	-
107020 Legal Fees	1,000	167	6,080
107220 Depreciation	33,000	5,500	4,965
103820 Insurance	21,589	3,598	12,817
113240 Office Equipment	7,150	-	320
104920 Housing Allocations	61,970	10,328	-
110820 Admin Allocated to Functions	(828,061)	(138,010)	-
<b>Total Operating Expenditure</b>	<b>0</b>	<b>(9,954)</b>	<b>103,451</b>
<b>Operating Income</b>			
111230 Reimbursements	11,500	1,917	3,427
<b>Total Operating Income</b>	<b>11,500</b>	<b>1,917</b>	<b>3,427</b>
<b>Capital Expenditure</b>			
112440 I T Equipment	25,000	-	-
113260 Office Furniture	13,511	-	-
113280 Repair Ceiling Office	10,000	-	-
113290 Paint External Office Building	30,000	-	-
<b>Total Capital Expenditure</b>	<b>78,511</b>	<b>-</b>	<b>-</b>
<b>Net Funding Demands</b>	<b>(425,169)</b>	<b>(41,988)</b>	<b>(128,146)</b>

<b>Shire of Meekatharra</b>		<b>Management Budget Law, Order &amp; Public Safety</b>		
<i>for the period ended 31 August 2007.</i>		<b>2007/08</b>		
	<b>2007/08 Budget \$</b>	<b>2007/08 YTD Budget \$</b>	<b>2007/08 31 Aug 2007 \$</b>	
<b>FIRE PREVENTION</b>				
118720	Bush Fire Control	4,068	678	-
118820	Vehicle Operational Costs	1,149	192	198
118620	Fire Insurance	2,788	465	2,169
118520	Depreciation	3,000	500	478
118420	Protective Burning	500	83	-
	Total Operating Expenditure	<u>11,505</u>	<u>1,918</u>	<u>2,845</u>
	<b>Operating Income</b>			
118630	FESA - BFB Grant	9,500	1,583	2,375
	Total Operating Income	<u>9,500</u>	<u>1,583</u>	<u>2,375</u>
<b>ANIMAL CONTROL</b>				
119220	Pound Maintenance	500	83	-
119020	Animal Control Expenses	2,770	462	336
119230	Admin Alloc - Animal	2,000	333	-
	Total Operating Expenditure	<u>5,270</u>	<u>878</u>	<u>336</u>
	<b>Operating Income</b>			
119730	Fines & Penalties	1,000	167	-
119830	Impounding Fees	500	83	74
119630	Charges	150	25	-
119930	Dog Registration	2,000	333	231
	Total Operating Income	<u>3,650</u>	<u>608</u>	<u>305</u>
	<b>Capital Expenditure</b>			
12028a	Pound Upgrade	8,500	-	-
	Total Capital Expenditure	<u>8,500</u>	<u>-</u>	<u>-</u>
<b>OTHER LAW, ORDER &amp; PUBLIC SAFETY</b>				
	<b>Ranger Services</b>			
116020	Salaries	75,496	12,583	8,287
116120	Superannuation	6,345	1,058	783
116520	Uniforms	1,000	167	-
116220	Housing	12,394	2,066	-
116250	Insurance	1,663	277	1,044
116320	Vehicle Operating Costs	8,500	1,417	333
116010	Administration Allocated	8,343	1,391	-
116420	Miscellaneous	8,200	1,367	357
	Ranger Services	<u>121,941</u>	<u>20,326</u>	<u>10,804</u>
120020	State Emergency Services	19,300	3,217	1,224
120120	Administration	2,086	348	-
120160	Safer WA	16,000	-	-
120320	St John Ambulance	2,000	333	-
	Total Operating Expenditure	<u>161,327</u>	<u>24,224</u>	<u>12,028</u>
	<b>Operating Income</b>			
120030	FESA - SES Grant	19,300	3,217	4,825
116430	Reimbursements - Ranger	2,051	342	(101)
	Total Operating Income	<u>21,351</u>	<u>3,559</u>	<u>4,724</u>
	<b>Capital Expenditure</b>			
120260	Airconditioning	6,000	-	-
120270	Security Cameras	60,000	-	-
	Total Capital Expenditure	<u>66,000</u>	<u>-</u>	<u>-</u>
	Net Funding Demands	<u>(218,101)</u>	<u>(21,270)</u>	<u>(7,805)</u>



<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 August 2007.</i>		<b>Health</b>		
		<b>2007/08</b>		
		<b>2007/08</b>	<b>2007/08</b>	<b>2007/08</b>
		<b>Budget</b>	<b>YTD Budget</b>	<b>31 Aug 2007</b>
122730	Shire's Contributions	0	-	(82)
Total Operating Income		<u>0</u>	<u>-</u>	<u>(82)</u>
<b>HEALTH INSPECTIONS &amp; ADMINISTRATION</b>				
<b>Operating Expenditure</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>
122960	Health Consultancy	55,000	-	2,828
121320	Insurance	4,443	741	2,295
122920	Depreciation	120	20	20
121920	Subscriptions & Journals	1,000	167	-
121620	Admin Alloc - Secretarial	7,300	1,217	-
122980	Other Expenses	11,600	1,933	(50)
Total Operating Expenditure		<u>79,463</u>	<u>4,078</u>	<u>5,092</u>
<b>Operating Income</b>				
123000	Health Fees & Licenses	400	67	-
123930	Itinerant vendors Fees	320	53	-
Total Operating Income		<u>720</u>	<u>120</u>	<u>-</u>
<b>PREVENTATIVE SERVICES - PEST CONTROL</b>				
<b>Operating Expenditure</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>
123720	Mosquito Control	10,000	-	218
123820	Depreciation	450	75	74
123800	Other Pest Control	1,000	167	-
Total Operating Expenditure		<u>11,450</u>	<u>242</u>	<u>291</u>
<b>Operating Income</b>				
123910	Health Fees & Licenses	100	17	-
Total Operating Income		<u>100</u>	<u>17</u>	<u>-</u>
<b>PREVENTIVE SERVICES - OTHER</b>				
<b>Operating Expenditure</b>				
124020	Analytical Expenses	500	83	-
124060	School Health Programme Prom	0	-	-
124040	Administration Allocated	2,086	348	-
Total Operating Expenditure		<u>2,586</u>	<u>431</u>	<u>-</u>
<b>Capital Expenditure</b>				
123740	Mosquito Fogger	12,000	-	-
Total Operating Expenditure		<u>12,000</u>	<u>-</u>	<u>-</u>
Net Funding Demands		<u>(104,679)</u>	<u>(4,614)</u>	<u>(5,465)</u>

<b>Shire of Meekatharra</b>		<b>Management Budget Education and Welfare</b>		
<i>for the period ended 31 August 2007.</i>		<b>2007/08</b>		
		<b>2007/08 Budget \$</b>	<b>2007/08 YTD Budget \$</b>	<b>2007/08 31 Aug 2007 \$</b>
<b>PRE SCHOOL</b>				
<b>Operating Expenditure</b>				
120420	Pre School Contribution	200	33	-
120520	Pre-School Centre Mtce	2,000	333	-
120430	Insurance	293	49	292
124260	Depreciation	6,200	1,033	1,054
120440	Administration Allocated	8,343	1,391	-
Total Operating Expenditure		<u>17,036</u>	<u>2,839</u>	<u>1,346</u>
<b>Operating Income</b>				
120330	Rental	100	17	-
Total Operating Income		<u>100</u>	<u>17</u>	<u>-</u>
<b>OTHER EDUCATION</b>				
<b>Operating Expenditure</b>				
120720	Telecentre Costs	6,300	1,050	1,334
124250	Administration Allocated	0	-	-
Total Operating Expenditure		<u>6,300</u>	<u>1,050</u>	<u>1,334</u>
<b>Operating Income</b>				
120730	Telecentre Reimbursement	200	33	-
Total Operating Income		<u>200</u>	<u>33</u>	<u>-</u>
<b>DAY CARE CENTRE</b>				
<b>Operating Expenditure</b>				
124120	Day Care Centre Maintenance	7,000	1,167	594
Total Operating Expenditure		<u>7,000</u>	<u>1,167</u>	<u>594</u>
<b>DOMESTIC VIOLENCE</b>				
<b>Operating Expenditure</b>				
125360	Salaries	73,735	12,289	12,733
125380	Superannuation	6,565	1,094	1,456
125610	Staff Recruitment & Relocation	0	-	-
125390	Housing Expenses	7,320	1,220	436
125550	Training	7,000	1,167	79
125400	Insurance	6,346	1,058	3,458
125410	Vehicle Expense	8,000	1,333	890
125430	Stationery	1,500	250	11
125440	Telephone	2,500	417	299
125590	Utilities	1,000	167	-
125630	Building Maintenance	5,000	833	283
125570	Audit Fees	500	83	-
125600	Projects	8,000	1,333	-
125580	Consumables (Food, Cleaning)	5,000	833	478
125640	Resources	6,000	1,000	152
125300	Unallocated Expenditure	160,886	-	-
125510	Misc Grants Expenditure	11,000	1,833	-
125530	Administration Allocated	6,257	1,043	-
125540	Depreciation	1,800	300	295
Total Operating Expenditure		<u>318,409</u>	<u>26,253</u>	<u>20,571</u>
<b>Operating Income</b>				
125310	Domestic Violence Grant	138,211	23,035	34,553
125450	Reimbursements	5,000	833	1,198
125560	Miscellaneous Grants Income	0	-	-
Total Operating Income		<u>143,211</u>	<u>23,868</u>	<u>35,751</u>

<b>Shire of Meekatharra</b>	<b>Management Budget Education and Welfare</b>		
<i>for the period ended 31 August 2007.</i>	<b>2007/08</b>		
continued.....	<b>2007/08 Budget</b>	<b>2007/08 YTD Budget</b>	<b>2007/08 31 Aug 2007</b>
<b>Capital Expenditure</b>			
125330 Domestic Violence Cwa House -	5,000	-	-
125480 Furniture	-	-	80
125800 Office IT Equipment	3,500	-	-
Total Capital Expenditure	<u>8,500</u>	<u>-</u>	<u>80</u>
<b>COMMUNITY DEVELOPMENT</b>			
<b>Operating Expenditure</b>			
124570 Salaries	58,722	9,787	7,837
124580 Superannuation	8,221	1,370	791
124640 Staff Replacement & Relocation	3,000	500	-
124650 Training & Conferences	4,500	750	-
124630 Housing	12,394	2,066	-
124590 Vehicle Expenses	4,000	667	-
124530 Insurance	1,532	255	912
124670 Consultants	25,000	4,167	-
124500 Administration Allocated	27,115	4,519	-
124320 Activities	12,000	2,000	171
124420 Miscellaneous Grant Expenses	10,000	-	2,705
124600r Refund unspent grant	0	-	-
124520 Depreciation	1,000	167	104
Total Operating Expenditure	<u>167,484</u>	<u>26,248</u>	<u>12,519</u>
<b>Operating Income</b>			
124600 Miscellaneous Grants	10,000	-	(1,896)
12421a Profit on sale of assets	3,000	-	-
124330 Vehicle Lease	0	-	-
124510 Reimbursements	3,000	500	-
124680 Misc Fees & Charges	0	-	-
Total Operating Income	<u>16,000</u>	<u>500</u>	<u>(1,896)</u>
<b>Capital Expenditure</b>			
124440 Vehicle - CDO	20,000	-	-
Total Capital Expenditure	<u>20,000</u>	<u>-</u>	<u>-</u>
<b>Capital Income</b>			
12421b Proceeds Sale Of Assets	6,000	-	-
Total Capital Income	<u>6,000</u>	<u>-</u>	<u>-</u>

<b>Shire of Meekatharra</b>		<b>Management Budget Education and Welfare</b>		
<i>for the period ended 31 August 2007.</i>		<b>2007/08</b>		
continued.....		<b>2007/08 Budget</b>	<b>2007/08 YTD Budget</b>	<b>2007/08 31 Aug 2007</b>
<b>YOUTH CENTRE OPERATIONS</b>				
<b>Operating Expenditure</b>				
124220	Salaries - Youth Co-ordinator	70,393	11,732	8,097
125240	Salaries - Scholarship	5,359	893	-
125260	Superannuation	9,094	1,516	1,127
125290	Staff Training, Accommodation &	4,500	750	-
125340	Staff Replacement and Relocatio	2,000	333	-
124820	Housing Costs	300	50	-
125280	Housing Allocated	12,394	2,066	-
125230	Insurance	1,532	255	912
125520	Administration Allocated	18,772	3,129	-
125220	Depreciation	13,000	2,167	1,884
125120	Youth Centre Building Maintena	12,000	2,000	2,700
125130	Youth Centre Operational Costs	13,350	2,225	749
125370	Iris Curley Fund Expenses	24,372	-	-
125350	Activities Expenses Various	7,000	1,167	490
124160	Miscellaneous Grants Activity E	5,000	833	358
Total Operating Expenditure		199,066	29,116	16,317
<b>Operating Income</b>				
124180	YAS	11,154	1,859	5,577
124190	OSCH	10,123	1,687	7,531
124210	DCD Youth Services	60,154	10,026	15,039
124200	Indigenous Youth Scholarship	0	-	(65)
124150	School Holidays	1,000	167	-
124610	Iris Curley Donation	0	-	-
124170	Miscellaneous Grants	5,000	833	-
124110	Reimbursements	100	17	21
Total Operating Income		87,531	14,589	28,103
<b>Capital Expenditure</b>				
12444a	Youth Centre Office Carpets	6,500	-	-
12444b	F&E - Floor Scrubber	4,000	-	-
Total Capital Expenditure		10,500	-	-
Net Funding Demands		(501,253)	(47,666)	9,196



<b>Shire of Meekatharra</b>		<b>Management Budget Housing</b>		
<i>for the period ended 31 August 2007.</i>		<b>2007/08</b>		
		<b>2007/08 Budget</b>	<b>2007/08 YTD Budget</b>	<b>2007/08 31 Aug 2007</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>STAFF HOUSING</b>				
<b>Operating Expenditure</b>				
128620	Lot 303 - CEO	9,000	1,500	340
126220	Lot 304	8,500	1,417	211
126420	Lot 208 Hill	8,500	1,417	277
127720	Lot 205 Hill	1,000	167	316
125720	Lot 206 -Hill	9,150	1,525	52
125820	Lot 220 - Works Supervisor	8,500	1,417	2,138
125920	Lot 246 - Transport	8,500	1,417	339
126020	Lot 213 - Transport - SPQ	0	-	3,532
126120	Lot 87 - Transport	12,500	-	211
126320	Lot 255 - Transport	8,500	1,417	211
126920	Lot 408 - Transport	8,500	1,417	4,677
127020	Lot 17 Staff (Heatwave)	8,500	1,417	2,389
127220	1/16 Regan Street	9,150	1,525	201
127320	2/16 Regan Street	9,150	1,525	765
127420	3/16 Regan Street	9,150	1,525	201
127520	4/16 Regan Street	9,000	1,500	201
127120	Airport Residence	8,500	1,417	664
126520	Sports Complex Residence	7,500	1,250	160
126640	Remote Alarm Monitoring	7,500	1,250	1,485
126650	Housing Rental Subsidy	24,960	4,160	(14)
127620	Lot 207 Hill	3,000	500	159
126630	Insurance	11,759	1,960	6,026
126620	Depreciation	28,200	4,700	3,979
126820	Allocated to Function Areas	(210,699)	(35,117)	-
<b>Total Operating Expenditure</b>		<b>8,320</b>	<b>(694)</b>	<b>28,520</b>
<b>Operating Income</b>				
126830	Housing Rental	0	-	-
127330	Rent Lot 87	0	-	320
127530	Rent Lot 255 - Admin	0	-	320
128130	Rent 2/16 Regan St	0	-	-
128330	Rent 4/16 Regan St	0	-	-
127730	Rent Lot 304 Darlot	0	-	280
127630	Rent Lot 208 - Pool Manager	0	-	320
128830	Reimbursements - Other	1,700	283	250
127130	Housing Rental - Staff	8,320	1,387	80
<b>Total Operating Income</b>		<b>10,020</b>	<b>1,670</b>	<b>1,570</b>
<b>Capital Expenditure</b>				
127040	Staff Housing Upgrades	330,000	-	-
127150	New Staff Housing	-	-	5,900
<b>Total Capital Expenditure</b>		<b>330,000</b>	<b>-</b>	<b>5,900</b>
<b>Net Funding Demands</b>		<b>(328,300)</b>	<b>2,364</b>	<b>(32,849)</b>

<b>Shire of Meekatharra</b>		<b>Management Budget Community Amenities</b>		
<i>for the period ended 31 August 2007.</i>		<b>2007/08</b>		
		<b>2007/08 Budget</b>	<b>2007/08 YTD Budget</b>	<b>2007/08 31 Aug 2007</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>SANITATION - HOUSEHOLD REFUSE</b>				
<i>Operating Expenditure</i>				
128320	Refuse Collection	137,148	24,934	9,000
128420	Refuse Site Maintenance	81,500	15,673	1,537
128350	Insurance	2,390	398	1,560
129140	New Bins & Equipment	3,000	500	-
12914a	Plastic Bag ban program	5,000	-	-
129160	Litter Control/Town Tidying	10,000	1,667	57
128220	Administration Allocated	10,429	1,738	-
Total Operating Expenditure		249,467	44,910	12,154
<i>Operating Income</i>				
128630	Refuse Collection	90,200	90,200	84,934
129030	Sale of Bins	3,000	500	-
129150	Reimbursements	0	-	-
Total Operating Income		93,200	90,700	84,934
<b>SEWERAGE</b>				
<i>Operating Expenditure</i>				
129920	Sewerage Pond Maintenance	15,000	2,500	601
129740	Insurance	1,063	177	897
129720	Depreciation	3,096	516	526
129700	Administration Allocated	4,172	695	-
Total Operating Expenditure		23,331	3,888	2,024
<i>Operating Income</i>				
129830	Septic Tank Fees	800	133	-
Total Operating Income		800	133	-
<b>TOWN PLANNING AND REGIONAL DEVELOPMENT</b>				
<i>Operating Expenditure</i>				
131010	Scheme Amendments	1,000	167	-
131030	Consultants	1,000	167	-
131120	Insurance	1,063	177	897
131000	Administration Allocated	5,214	869	-
131040	Other	0	-	-
Total Operating Expenditure		8,277	1,380	897
<i>Operating Income</i>				
131230	Fees	100	17	-
Total Operating Income		100	17	-

Continued...

<b>Shire of Meekatharra</b>	<b>Management Budget Community Amenities</b>		
<i>for the period ended 31 August 2007.</i>	<b>2007/08</b>		
continued.....	<b>2007/08 Budget</b>	<b>2007/08 YTD Budget</b>	<b>2007/08 31 Aug 2007</b>
<b>PROTECTION OF THE ENVIRONMENT</b>			
<b>Operating Expenditure</b>			
130340 Waste Oil Facility	500	83	-
130320 Tyre Recycling	6,000	1,000	-
Total Operating Expenditure	<u>6,500</u>	<u>1,083</u>	<u>-</u>
<b>OTHER COMMUNITY AMENITIES</b>			
<b>Operating Expenditure</b>			
132120 Cemetery Operations	21,000	3,500	2,573
131920 Burial plot preparations	30,000	5,000	1,920
132020 Hearse & Shed Costs	5,000	833	85
132420 Cemetery Plaques	1,500	250	-
132620 Depreciation	4,600	767	768
132720 Insurance	1,063	177	897
132820 Administration Allocated	9,386	1,564	-
132520 Public Toilets	10,000	1,667	1,613
132220 SPQ Mcleary St "Paddy's Flat"	3,000	500	2,154
Total Operating Expenditure	<u>85,549</u>	<u>14,258</u>	<u>10,010</u>
<b>Operating Income</b>			
132630 Charges - Cemetery Fees	5,000	833	872
Total Operating Income	<u>5,000</u>	<u>833</u>	<u>872</u>
Net Funding Demands	<u>(274,024)</u>	<u>26,164</u>	<u>60,720</u>

<b>Shire of Meekatharra</b>		<b>Management Budget Recreation &amp; Culture</b>		
<i>for the period ended 31 August 2007.</i>		<b>2007/08</b>		
		<b>2007/08 Budget</b>	<b>2007/08 YTD Budget</b>	<b>2007/08 31 Aug 2007</b>
<b>PUBLIC HALLS AND CIVIC CENTRES</b>				
<b>Operating Expenditure</b>				
133620	Town Hall Maintenance	24,850	4,142	2,154
133420	Insurance	8,439	1,407	4,588
13342C	Consultant building inspection	15,420	-	-
133720	Depreciation	12,000	2,000	2,004
133850	Administration Allocated	14,601	2,434	-
Total Operating Expenditure		75,310	9,983	8,743
<b>Operating Income</b>				
134630	Hall Hire Fees	2,500	417	555
Total Operating Income		2,500	417	555
<b>Capital Expenditure</b>				
13484a	Town Hall - capital improvemen	42,000	-	-
Total Capital Expenditure		42,000	-	-
<b>SWIMMING AREAS AND BEACHES</b>				
<b>Operating Expenditure</b>				
135420	Swimming Pool Contract	67,500	-	-
136320	Swimming Pool Superannuation	0	-	-
136020	Housing	12,395	2,066	-
135620	Insurance	6,196	1,033	3,468
136720	Training	0	-	-
135920	Swimming Pool Maintenance	12,000	2,000	152
135720	Swimming Pool Water/Sewerag	5,000	833	-
135520	Swimming Pool Chemicals/Gas,	8,000	1,333	-
135820	Swimming Pool Electricity	10,000	1,667	-
137040	Swimming Pool Other	5,000	833	-
136620	Depreciation	15,500	2,583	2,539
135320	Administration Allocated	6,257	1,043	-
Total Operating Expenditure		147,848	13,391	6,159
<b>Operating Income</b>				
136530	Swimming Pool Subsidy	3,000	500	-
136430	Swimming Pool Admission	8,000	1,333	-
Total Operating Income		11,000	1,833	-
<b>Capital Expenditure</b>				
136670	Upgrade Pool Change rooms	90,000	-	-
136940	Re-coat pool/Diving Board	24,000	-	-
137140	Pool Equipment	5,000	-	-
Total Capital Expenditure		119,000	-	-

Continued...



<b>Shire of Meekatharra</b>		<b>Management Budget Recreation &amp; Culture</b>		
<i>for the period ended 31 August 2007.</i>		<b>2007/08</b>		
continued.....		<b>2007/08 Budget</b>	<b>2007/08 YTD Budget</b>	<b>2007/08 31 Aug 2007</b>
<b>RECREATION OFFICER</b>				
<b>Operating Expenditure</b>				
136170	Salaries	70,387	11,731	819
136180	Superannuation	6,335	1,056	76
136190	Staff Replacement & Relocation	2,000	333	-
136210	Vehicle Operating Costs	13,000	2,167	193
136150	Administration Allocated	25,030	4,172	-
137620	Insurance	7,952	7,952	6,897
136250	Activities	14,000	-	282
136200	Misc Grant Activities	3,603	601	-
Total Operating Expenditure		<u>142,307</u>	<u>28,012</u>	<u>8,268</u>
<b>Operating Income</b>				
136230	Reimbursements	500	83	-
136260	Miscellaneous Grants	15,000	2,500	-
Total Operating Income		<u>15,500</u>	<u>2,583</u>	<u>-</u>
<b>OTHER RECREATION AND SPORT</b>				
<b>Operating Expenditure</b>				
138100	Housing Allocation	12,394	2,066	-
138120	Reticulation Maintenance	5,000	833	-
138020	Picture Gardens	500	83	29
137920	Parks, Gardens & Reserves	200,404	33,401	6,194
137420	Scheme Water	5,000	-	160
137320	Sports ground (oval) maintenanc	32,000	5,333	3,076
137220	Sports Complex Maintenance	28,500	4,750	1,082
138920	Other Building Maintenance	6,000	1,000	537
138720	Gym Building Maintenance	6,500	1,083	400
138260	Gym Operating Costs	1,000	167	-
138250	Community Bus Operating costs	15,000	2,500	245
138620	Utilities - Gym	1,000	167	-
138130	Insurance	4,380	730	-
138810	Gym Equipment	400	-	-
139720	Depreciation	63,000	10,500	10,692
138110	Administration Allocated	16,886	2,781	-
Total Operating Expenditure		<u>397,764</u>	<u>65,394</u>	<u>22,416</u>
<b>Operating Income</b>				
139630	Complex Fees	2,000	333	247
139930	Gym Fees	3,000	500	595
138850	Community Bus fees	3,500	583	-
140730	Reimbursements	0	-	765
139430	Complex Fees Tennis	150	25	-
Total Operating Income		<u>8,650</u>	<u>1,441</u>	<u>1,608</u>

Continued...

<b>Shire of Meekatharra</b>		<b>Management Budget Recreation &amp; Culture</b>		
<i>for the period ended 31 August 2007.</i>		<b>2007/08</b>		
continued.....		<b>2007/08</b>	<b>2007/08</b>	<b>2007/08</b>
<b>OTHER RECREATION AND SPORT</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>31 Aug 2007</b>
<b>Capital Expenditure</b>				
136340	Construct Oval Toilets	50,000	-	-
136350	Practice wall for tennis courts	3,000	-	-
136340	Air conditioner Gym	5,000	-	-
136360	Oval Line Marking Machine	750	-	-
137840	BBQ & Light	12,000	-	-
136240	Cornish Lift	6,000	-	-
136370	Viewing platform at headframe	7,000	-	-
136380	Replace pine rails around oval	8,000	-	578
136640	Oval lights	75,966	-	-
136390	Water Tank - Oval	85,000	-	8,685
138820	Gym Equipment	4,300	-	-
138940	Sports Complex Equipment	15,000	-	-
139140	New Pump/fittings - oval	30,000	-	-
13914a	Race Course Buildings	40,000	-	-
15216t	Tractor	40,000	-	-
13639a	Mt Gould Police Station - securit	6,500	-	-
Total Capital Expenditure		<u>388,516</u>	<u>-</u>	<u>9,263</u>
<b>Capital Income</b>				
138860	Oval Lighting	11,666	11,666	35,000
138930	School Oval Contribution	12,000	-	-
Total Capital Income		<u>23,666</u>	<u>11,666</u>	<u>35,000</u>
<b>TELEVISION AND RADIO BROADCASTING</b>				
139860	Administration Allocated	2,086	348	-
140820	Depreciation	1,310	218	221
139880	Insurance	439	73	439
139920	Operating Costs	1,000	167	-
139820	Site Sharing Costs	6,000	1,000	3,690
Total Operating Expenditure		<u>10,835</u>	<u>1,806</u>	<u>4,351</u>
<b>LIBRARIES</b>				
140120	Book exchange costs	1,000	167	-
140620	Lost/damaged/replaced stock	400	67	9
140320	Library operations	5,000	833	-
140420	Insurance	439	73	439
140180	Administration Allocated	33,790	5,632	-
140720	Depreciation	751	125	128
Total Operating Expenditure		<u>41,380</u>	<u>6,897</u>	<u>575</u>
<b>Operating Income</b>				
140830	Library Charges	200	33	-
Total Operating Income		<u>200</u>	<u>33</u>	<u>-</u>
<b>OTHER CULTURE</b>				
141320	25 Mile Well Maintenance	1,500	250	76
141420	Mt Gould Police Station	1,500	250	-
141520	Museum Maintenance	1,000	167	159
141720	Municipal Inventory Review	15,000	-	-
141730	Preservation of Historical Image	22,000	-	-
141120	Insurance	731	731	731
141820	Administration Allocated	10,429	1,738	-
141620	Depreciation	3,100	517	521
Total Operating Expenditure		<u>55,260</u>	<u>3,853</u>	<u>1,487</u>
<b>Operating Income</b>				
141530	Masonic Lodge Income	0	-	(47)
Total Operating Income		<u>0</u>	<u>-</u>	<u>(47)</u>
Net Funding Demands		<u>(1,358,704)</u>	<u>(111,163)</u>	<u>(24,145)</u>

<b>Shire of Meekatharra</b>		<b>Management Budget Transport</b>		
<i>for the period ended 31 August 2007.</i>		<b>2007/08</b>		
		2007/08 Budget	2007/08 YTD Budget	2007/08 31 Aug 2007
<b>MAINTENANCE - STREETS, ROADS, BRIDGES &amp; DEPOTS</b>				
<b>Operating Expenditure</b>				
149020	Administration Allocated	73,003	12,167	-
148800	Depot Maintenance	34,900	5,817	3,090
148720	Upgrade of Roman	0	-	-
148400	Lighting of Streets	25,000	4,167	2,004
148300	Street Cleaning Sweeping	55,000	10,577	1,340
148200	Street Maintenance	55,325	10,639	8,266
149000	Signage of Streets & Roadworks	35,000	6,731	-
147300	Rural Roads Maintenance - Day Lab	440,840	73,473	55,770
14730C	Rehabilitation of Gravel Pits	55,325	-	-
148600	Contract & Consulting Supervision (	10,000	1,667	-
148820	Infrastructure Depreciation Expense	1,495,000	249,167	211,707
Total Operating Expenditure		2,279,393	374,405	282,177
<b>Operating Income</b>				
145910	Grant - MRWA Direct	149,315	149,315	142,564
148230	Reimbursements	0	-	-
148430	Street Lighting - Operating Grant	0	-	-
Total Operating Income		149,315	149,315	142,564
<b>CONSTRUCTION - STREETS, ROADS, BRIDGES &amp; DEPOTS</b>				
<b>Capital Expenditure</b>				
142000	<b>Road Construction</b>	2,251,311	375,219	-
	Mt Clere Road	-	-	241,591
	Sandstone Rd	0	-	362
	<b>Black Spot</b>	-	-	-
	Main Street	225,000	-	-
	<b>Other</b>	-	-	-
	Town Streets Construction	98,065	-	-
	Footpath Construction	0	-	-
	Street Verge Sealing	0	-	-
	Grids Construction	0	-	-
	Water Bores	0	-	-
	Town Streets - reseal	180,000	-	-
	Connaughton/GNH - modifications	90,000	-	-
Total Capital Expenditure		2,844,376	375,219	241,953
<b>Capital Income</b>				
146810	Grant - MRWA Flood Damage	403,292	-	-
146210	Grant - Roads to Recovery (R2R)	822,000	-	630,615
146410	Black Spot - Main Street	180,678	-	-
146910	Grant - Roads 2020 (Regional Road)	194,333	-	-
Total Capital Income		1,600,303	-	630,615

Continued...



<b>Shire of Meekatharra</b>		<b>Management Budget Transport</b>		
<i>for the period ended 31 August 2007.</i>		<b>2007/08</b>		
continued.....		<b>2007/08</b>	<b>2007/08</b>	<b>2007/08</b>
<b>ROAD PLANT PURCHASES</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>31 Aug 2007</b>
<b>Operating Income</b>				
151310	Profit on Sale of Asset	30,000	-	-
Total Operating Income		30,000	-	-
<b>Capital Expenditure</b>				
150140	Miscellaneous Plant (Small Equipme	30,000	-	-
152050	Vehicle for restructure	52,000	-	-
151240	Truck	180,000	-	-
152070	Towable Road Sweeper (2nd hand)	25,000	-	-
150340	Maintenance Caravan	65,000	-	-
151540	Pumps	28,000	-	-
Total Capital Expenditure		380,000	-	-
<b>Capital Income</b>				
151050	Proceeds Sale of Plant	60,000	-	-
Total Capital Income		60,000	-	-
<b>AIR BP</b>				
<b>Operating Expenditure</b>				
160520	Administration Allocated	8,343	1,391	-
160220	Salaries	0	-	1,535
160020	Wages Call Outs	0	-	1,750
160120	Wages - Relief	0	-	-
160320	Cost of Fuel Sold	55,000	9,167	9,736
160420	Bank Charges	450	75	-
160720	Other Charges	2,100	350	-
15002a	Management contract	170,000	-	-
Total Operating Expenditure		235,893	10,983	13,021
<b>Operating Income</b>				
151130	Fuel Sales - Cash	62,000	10,333	11,801
151230	Call Out Fees	0	-	3,480
151630	BP Monthly Retainer	57,000	9,500	9,500
Total Operating Income		119,000	19,833	24,781
<b>Capital Expenditure</b>				
15216a	Runway Re-seal/re-spray	150,000	-	-
15216b	Airport - plant & equipment	14,000	-	-
Total Capital Expenditure		164,000	-	-
<b>Capital Income</b>				
170700U	Airport Runway Reserve	150,000	-	-
Total Capital Income		150,000	-	-
<b>AERODROME</b>				
<b>Operating Expenditure</b>				
150020	Salaries	0	-	20,812
150120	Superannuation	0	-	2,529
150600	Training and Conferences	3,000	500	-
151620	Housing Allocations	12,394	2,066	-
150210	Consultancy	11,000	-	-
150220	Utilities & Other Costs	50,000	12,500	7,865
150620	Insurance	9,601	1,600	8,283
150320	Aerodrome Operations (Air)	40,500	6,750	(102)
150520	Aerodrome Maintenance	52,500	8,750	2,285
150900	Security Operating Expenses	0	-	45
150420	BP Fuel Sales Commissions	0	-	-
150720	Depreciation	170,000	28,333	28,434
151420	Administration Allocated	5,840	973	-
Total Operating Expenditure		354,835	61,472	70,152

<b>Shire of Meekatharra</b>				
<i>for the period ended 31 August 2007.</i>		<b>2007/08</b>		
continued.....		<b>2007/08</b>	<b>2007/08</b>	<b>2007/08</b>
<b>AERODROME</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>31 Aug 2007</b>
<b>Operating Income</b>				
152030	Airport Landing Charges	175,000	29,167	22,565
150030	Other Landing Charges	6,000	1,000	-
150130	Airport Leases	24,000	4,000	738
151930	RFDS Refuelling	10,000	1,667	850
150330	Reimbursements	24,000	4,000	1,500
150530	Reimbursements Telephone	600	100	102
<b>Airport Diesel Operations</b>				
153030	Sales	230,000	38,333	39,203
150910	Less Wages	(0)	-	(1,131)
150920	Issues	(210,000)	(35,000)	(41,840)
	Cost of goods sold	(210,000)	(35,000)	(42,971)
	Profit/(loss) on operations	20,000	3,333	(3,768)
Total Operating Income		259,600	43,267	21,987
<b>Capital Expenditure</b>				
152140	Airport Security fencing, signage &	17,000	-	-
152160	Airport Fire Fighting System	25,000	-	-
152190	Terminal - Refurbish Toilets	6,500	-	-
Total Capital Expenditure		48,500	-	-
<b>Capital Income</b>				
151830	RADS Grant	7,300	-	5,882
Total Capital Income		7,300	-	5,882
Net Funding Demands		(3,931,479)	(609,664)	218,526

<b>Shire of Meekatharra</b>		<b>Management Budget Economic Services</b>		
<i>for the period ended 31 August 2007.</i>		<b>2007/08</b>		
		<b>2007/08 Budget</b>	<b>2007/08 YTD Budget</b>	<b>2007/08 31 Aug 2007</b>
<b>RURAL SERVICES</b>				
<b>Operating Expenditure</b>				
153020	MRVC Vermin Control	6,500	1,083	-
153120	Noxious Weeds and Pests	3,000	500	-
157520	Stockyard Maintenance	2,000	333	1,000
157420	Shop Premises Maintenance	2,500	417	-
157540	Assistance to Community Group	5,000	833	-
157620	Depreciation - Economic	19,571	3,262	3,324
<b>Total Operating Expenditure</b>		<b>38,571</b>	<b>6,428</b>	<b>4,324</b>
<b>Operating Income</b>				
157430	Shop Premises Rent	0	-	-
157630	Wesfarmers Yard Lease	2,500	417	-
187750	Bill Board Rental	750	125	125
157730	Reimbursements	1,500	250	-
<b>Total Operating Income</b>		<b>4,750</b>	<b>792</b>	<b>125</b>
<b>TOURISM AND AREA PROMOTION</b>				
<b>Operating Expenditure</b>				
159250	Administration Allocated	42,759	7,127	-
159220	Depreciation	29,500	4,917	4,818
153820	Tourism Promotions	16,000	2,667	4,920
154620	Maps & Souvenirs	10,000	1,667	-
154220	Information Bays	4,000	667	594
159260	Maintenance Trails & Lookouts	20,000	-	1,500
154000	Interpretive Centre Consultancy	0	-	-
153920	October Festival	51,400	-	3,860
154010	Croc Festival	0	-	-
154030	Meekatharra Rodeo	5,000	-	-
154420	Local Newspaper Production	5,000	833	479
154720	Town Beautification	10,000	-	1,227
154520	Other - Meeka Dust Expenses	0	-	-
<b>Total Operating Expenditure</b>		<b>193,659</b>	<b>17,878</b>	<b>17,398</b>
<b>Operating Income</b>				
153930	October Festival Income	30,200	19,932	21,054
154920	Meekatharra Rodeo Income	0	-	-
154930	Croc Festival Grant Income	0	-	-
154330	Local Newspaper Revenue	2,000	333	112
154730	Sale of Maps & Souvenirs	2,000	333	533
154830	Reimbursements	0	-	-
154430	Meeka Dust Advertising	100	17	312
<b>Total Operating Income</b>		<b>34,300</b>	<b>20,615</b>	<b>22,012</b>

Continued...

<b>Shire of Meekatharra</b>		<b>Management Budget Economic Services</b>		
<i>for the period ended 31 August 2007.</i>		<b>2007/08</b>		
		<b>2007/08 Budget</b>	<b>2007/08 YTD Budget</b>	<b>2007/08 31 Aug 2007</b>
<b>TOURISM AND AREA PROMOTION ...continued</b>				
<b>Capital Expenditure</b>				
153940	Meeka Heritage Drive Trails	294,768	-	-
153970	Collection of Mining Relics	10,000	-	-
154240	Entry Statements & Signs	30,000	-	-
153950	Tourist rest Area	-	-	66
Total Capital Expenditure		<u>334,768</u>	<u>-</u>	<u>66</u>
<b>Capital Income</b>				
153810	Trails Grant	192,132	-	-
Total Capital Income		<u>192,132</u>	<u>-</u>	<u>-</u>
<b>BUILDING CONTROL</b>				
<b>Operating Expenditure</b>				
156420	MRH S Building Costs	20,000	-	-
157740	Insurance	0	-	1,395
156520	Demolition costs	10,000	-	-
157720	Administration Allocated	1,043	174	-
Total Operating Expenditure		<u>31,043</u>	<u>174</u>	<u>1,395</u>
<b>Operating Income</b>				
156830	Building Permit Fees	1,500	250	80
156930	Building Demolition Fees	1,000	167	10,150
Total Operating Income		<u>2,500</u>	<u>417</u>	<u>10,230</u>
<b>Operating Income</b>				
157530	Other Reimbursements	0	-	-
Total Operating Income		<u>0</u>	<u>-</u>	<u>-</u>
Net Funding Demands		<u>(364,359)</u>	<u>(2,656)</u>	<u>9,184</u>



<b>Shire of Meekatharra</b>		<b>Management Budget Other Property &amp; Services</b>		
<i>for the period ended 31 August 2007.</i>		2007/08	2007/08	2007/08
		Budget	YTD Budget	31 Aug 2007
<b>PRIVATE WORKS</b>				
<b>Operating Expenditure</b>				
159520	Private Works	1,000	167	-
Total Operating Expenditure		<u>1,000</u>	<u>167</u>	<u>-</u>
<b>Operating Income</b>				
159630	Charges - Private Works	1,600	267	-
Total Operating Income		<u>1,600</u>	<u>267</u>	<u>-</u>
<b>PUBLIC WORKS OVERHEAD</b>				
<b>Operating Expenditure</b>				
180120	Supervision - Salaries	152,734	29,372	10,038
181320	Superannuation of Workmen	74,359	14,300	5,504
180320	Annual Leave, Sick Leave, Publi	84,345	-	4,037
180520	Rostered days Off	0	-	1,045
180720	Relocation & Recruitment Costs	10,000	1,667	-
181520	Allowances and Incentives	59,724	9,954	16,174
180620	Camping Requirements	11,000	1,833	2,404
180820	Camping Telephone Costs	9,000	1,500	1,217
180920	Travelling and Conference Exp	5,000	833	-
181020	Protective Clothing & Equipmer	6,000	1,000	1,211
182320	Allocation from Housing	74,364	12,394	-
180220	Engineering - Office and Other	44,000	7,333	1,697
180420	Insurance on Works	46,826	23,413	24,583
182720	Occupational Health & Safety	7,000	1,167	-
181420	Work Supervisors Vehicle	25,000	4,167	3,527
181120	Long service leave	6,900	1,150	-
182520	Administration Allocated	66,745	11,124	-
181820	Less PWO allocated to works	(682,997)	(62,084)	(55,099)
Total Operating Expenditure		<u>0</u>	<u>59,123</u>	<u>16,337</u>
<b>Operating Income</b>				
181330	Reimbursements - Stores & Tele	7,900	1,317	1,116
185630	Reimbursements - Workers Con	0	-	1,448
170150U	Transfer from Leave Reserve	4,000	-	-
Total Operating Income		<u>11,900</u>	<u>1,317</u>	<u>2,564</u>
<b>PLANT OPERATION COSTS</b>				
<b>Operating Expenditure</b>				
183020	Fuel and Oil	300,000	50,000	31,270
183320	Parts and Repairs (external)	265,000	44,167	32,698
183420	Repairs - Wages	20,000	3,333	3,598
183220	Tyres	80,000	13,333	7,784
183620	Consumable Stores	25,000	4,167	5,654
184320	Replacement Tools	10,000	1,667	487
183520	Licenses	15,000	2,500	1,372
183820	Insurance	39,445	39,445	39,445
183230	Mechanics Vehicle	12,000	2,000	1,679
183920	Cutting Edges	10,000	1,667	-
183010	Administration Allocated	30,244	5,041	-
184020	Less Alloc To Works	(806,689)	(134,448)	(147,544)
Total Operating Expenditure		<u>-</u>	<u>32,872</u>	<u>(23,556)</u>
<b>Operating Income</b>				
183030	Diesel Fuel Rebate	18,000	3,000	-
Total Operating Income		<u>18,000</u>	<u>3,000</u>	<u>-</u>



<b>Shire of Meekatharra</b>	<b>Management Budget Other Property &amp; Services</b>		
<i>for the period ended 31 March 2007.</i>	<b>2006-07</b>		
continued.....	<b>2006/07 Budget</b>	<b>2006/07 YTD Budget</b>	<b>2006/07 31 Mar 2007</b>
<b>PLANT DEPRECIATION</b>			
<b>Operating Expenditure</b>			
183120 Depreciation	452,000	75,333	76,635
184040 Less Plant Depreciation Allocate	(452,000)	(75,333)	(46,684)
Total Operating Expenditure	-	-	29,951
<b>Operating Income</b>			
187630 Sale Of Scrap	5,000	833	182
Total Operating Income	5,000	833	182
<b>SALARIES AND WAGES</b>			
188300 Salaries & Wages	1,850,593	308,433	218,977
188400 Salaries & Wages Alloc	(1,850,593)	(308,433)	(214,138)
Total Operating Expenditure	-	-	4,839
Net Funding Demands	35,500	(86,745)	(24,824)

<b>Shire of Meekatharra</b>	<b>Management Budget</b>
<i>for the period ended 31 August 2007.</i>	<b>Notes on Variations</b>
	<b>2007/08</b>

Variations for revenues and expenses that are greater than \$10,000 and 20.0% when compared to the budget year to date estimates. New notes raised this month are identified with a #.

Ref	Act	Description	Anl Budget	YTD Budget	31 Aug 2007
1	138860	Oval Lighting	11,666	11,666	\$ 35,000
		<i>To be reviewed</i>			200%
2	150020	Salaries	0	-	\$ 20,812
		<i>To be reviewed</i>			

**SHIRE OF MEEKATHARRA**

*INVESTMENT REGISTER*

Total Investments as at 31st August 2007

<i>Account</i>	<i>Institution</i>	<i>Interest Rate</i>	<i>Opening Balance 1/07/2007</i>	<i>Interest Earned to 31/08/2007</i>	<i>Interest Earned This Period</i>	<i>Transfers To Investments</i>	<i>Transfers From Investments</i>	<i>Closing Balance 31/08/2007</i>
946020606	Home Building Society	Variable	4,817,224.45	26,876.15	28,378.47	-	-	4,872,479.07
26-7466	Westpac Bank	Variable	2,134,857.91	11,166.41	11,375.32	1,100,000.00	( 350,000.00 )	2,907,399.64
<b>TOTALS</b>			<b>6,952,082.36</b>	<b>38,042.56</b>	<b>39,753.79</b>	<b>1,100,000.00</b>	<b>( 350,000.00 )</b>	<b>7,779,878.71</b>

*Investments by Nature*

<i>General Ledger Code</i>	<i>Investment Purpose</i>	<i>% of Investment</i>	<i>Opening Balance 1/07/2006</i>	<i>Interest Earned to 31/08/2007</i>	<i>Interest Earned This Period</i>	<i>Transfers To Investments</i>	<i>Transfers From Investments</i>	<i>Closing Balance 31/08/2007</i>
170300	Plant Reserve	27.15%	1,307,648.02	7,295.60	7,703.41	-	-	1,322,647.03
170500	Building Reserve	5.29%	254,778.24	1,421.45	1,500.91	-	-	257,700.60
170200	Water Reserve	2.35%	113,399.17	632.67	668.04	-	-	114,699.88
170700	Airport Runway Reserve	34.75%	1,674,072.78	9,339.95	9,862.03	-	-	1,693,274.76
170800	Airport Operations Reserve	12.26%	590,622.25	3,295.19	3,479.38	-	-	597,396.82
170600	Transport Reserve	5.38%	258,952.99	1,444.74	1,525.50	-	-	261,923.24
170100	Infrastructure Reserve	12.01%	578,668.44	3,228.49	3,408.96	-	-	585,305.89
170150	Leave Reserve	0.81%	39,082.56	218.05	230.24	-	-	39,530.85
<b>SUB TOTAL ON RESERVES</b>		<b>100.00%</b>	<b>4,817,224.45</b>	<b>26,876.15</b>	<b>28,378.47</b>	<b>-</b>	<b>-</b>	<b>4,872,479.07</b>
			-	-	-	-	-	-
Municipal Fund		100.00%	2,134,857.91	11,166.41	11,375.32	1,100,000.00	( 350,000.00 )	2,907,399.64
<b>TOTAL INVESTMENTS BY NATURE</b>			<b>6,952,082.36</b>	<b>38,042.56</b>	<b>39,753.79</b>	<b>1,100,000.00</b>	<b>( 350,000.00 )</b>	<b>7,779,878.71</b>

**9.2.2 OUTSTANDING DEBTORS**

**LOCATION:** NIL  
**APPLICATION:** NIL  
**FILE REF:** D/15  
**DISCLOSURE OF INTEREST:** NI  
**DATE OF REPORT:** 10<sup>th</sup> SEPTEMBER 2007  
**AUTHOR:** CAMERON WATSON  
CORPORATE & DEVELOPMENT  
SERVICES MANAGER

**SIGNATURE OF AUTHOR:**



**SENIOR OFFICER:**

ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF SENIOR OFFICER:**



**Summary:**

Attached is a copy of the detailed outstanding Sundry Debtors.

**Background:**

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

The following applies to all outstanding debtors –

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

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

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

**Comment:**

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

**Consultation:**

Roy McClymont – Chief Executive Officer

**Statutory Environment:**

NIL

**Policy Implications:**

NIL

**Financial Implications:**

Loss of revenue

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officers Recommendation / Council Resolution:**

Moved: Cr B A O'Dwyer

Seconded: Cr S Bajrai

**That Council receives the outstanding monthly Debtor Trial Balance for August 31, 2007.**

**CARRIED 5/0**

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY SEPTEMBER 15 2007

Printed on : 10.09.07 at 16:55

SHIRE OF MEEKATHARRA

		Debtors Trial Balance				
		As at 31.08.2007				
Debtor #	Name	02.06.2007 > 90 days	02.07.2007 > 60 days	01.08.2007 > 30 days	31.08.2007 Current	Total
A041	AD ASTRAL AVIATION	0.00	0.00	0.00	82.82	82.82
A078	AERIAL AGRICULTURE	0.00	20.19	0.00	0.00	20.19
A345	AERODROME MANAGEMENT SERVICES	0.00	29.31	0.00	0.00	29.31
A049	AIR AUSTRALIA INTERNATIONAL	0.00	0.00	0.00	113.95	113.95
A029	AIR PHOENIX INTERNATIONAL	67.36	-67.36	0.00	0.00	0.00
A074	AIRLINES OF TASMANIA PTY LTD	0.00	83.82	2.09	0.00	85.91
A079	ALPINE HILL PTY LTD	0.00	0.00	0.00	-14.47	-14.47
L1	ANTHONY LLOYD	0.00	0.00	-1.69	14.66	12.97
A046	AUSTRALIAN AERIAL SURVEYS P/LTD	-33.68	0.00	0.00	0.00	-33.68
B016	BELELE STATION	624.00	0.00	0.00	0.00	624.00
B038	BROOME AIRSERVICES	0.00	0.00	26.94	0.00	26.94
C058	CALM	0.00	0.00	0.00	37.90	37.90
W036	CAMERON WATSON	0.02	0.00	0.00	0.00	0.02
C026	CHINA SOUTHERN W/AUSTRALIA	0.00	0.00	0.00	217.05	217.05
C028	CHRISHINE NOMINEES	0.00	0.00	59.86	0.00	59.86
T019	CLARKE TERENCE	38.14	0.00	0.01	23.31	61.46
C011	COMMERCIAL HOTEL	0.00	0.00	0.00	412.80	412.80
C021	COMPLETE AVIATION SERVICES	-187.11	187.11	0.00	157.17	157.17
C15	COURIER AUSTRALIA	0.00	0.00	0.00	46.50	46.50
D011	D & L ELECTRICS	29.44	0.00	0.00	0.00	29.44
M090	DARREN MOORE	20.75	0.00	0.00	0.00	20.75
P050	DEPT FOR PLANNING AND INFRASTRUCTURE	0.00	0.00	0.00	6470.14	6470.14
D030	DIRECT AIR CHARTER	49.15	0.00	0.00	98.30	147.45
H4	DOROTHY HILL	0.00	51.30	0.00	0.00	51.30
K033	DR CARY KAILIS	-53.88	0.00	0.00	0.00	-53.88
E013	EDSAL PTY LTD	-36.26	0.00	1153.35	100.85	1217.94
E009	ESPERANCE AIR CHARTER	0.00	0.00	37.90	0.00	37.90
F014	FUGRO AIRBORNE SURVEYS	0.00	0.00	187.77	0.00	187.77
G011	GERALDTON AIR CHARTER	0.00	0.00	0.00	71.84	71.84
G039	GLENEAGLE GOLD LIMITED	440.00	0.00	0.00	0.00	440.00
G008	GOLDFIELDS AIR SERVICES	-54.86	164.58	17.75	61.61	189.08
G092	GRAEME WOOLCOCK	0.00	0.00	0.00	62.95	62.95
S038	GREGORY DENNIS STONEY	44.39	0.00	0.00	0.00	44.39
H014	HELIBITS PTY LTD	0.00	0.00	59.97	34.18	94.15
B062	HOSSAM BOKSMATI	0.00	0.00	0.00	4488.00	4488.00
E014	IAN EVANS	0.00	0.00	0.00	58.72	58.72
J023	J N ENGINEERING	25.70	0.00	0.00	0.00	25.70
J028	JANDAKOT HELICOPTERS	0.00	0.00	0.00	44.00	44.00
J010	JAYROW HELICOPTERS	65.45	55.65	96.38	0.00	217.48

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY SEPTEMBER 15 2007

Printed on : 10.09.07 at 16:55

SHIRE OF MEEKATHARRA

		Debtors Trial Balance				
		As at 31.08.2007				
Debtor #	Name	02.06.2007	02.07.2007	01.08.2007	31.08.2007	Total
		> 90 days	> 60 days	> 30 days	Current	
J060	JINGLE HOLDINGS	220.00	653.17	1148.50	591.00	2612.67
7	JOZSEF KISS	0.00	0.00	0.00	15.40	15.40
P055	JULIE PEAKHAM	234.72	0.00	0.00	0.00	234.72
K023	K & G AVIATION PTY LTD	0.00	0.00	0.00	17.95	17.95
D15	K. DERSCHOW & S. GILBERT	0.00	0.00	0.00	275.00	275.00
S054	KERRY SALMON	0.00	91.43	16.76	36.90	145.09
K004	KILLARA STATION	0.00	0.00	0.00	1320.92	1320.92
L023	LEONORA AIR SERVICE	80.72	0.00	0.00	0.00	80.72
L15	LIMESCALE AUSTRALIA	0.00	0.00	0.00	46.50	46.50
S004	MARK SMITH PTY LTD	0.00	0.00	0.00	23.80	23.80
S15	MAUREEN STACK	0.00	0.00	0.00	150.00	150.00
46	MAXEM AVIATION PTY LTD	0.00	0.00	0.00	44.00	44.00
MC1D	MEEKATHARRA CARAVAN PARK	-52.50	0.00	0.00	23.80	-28.70
M12D	MEEKATHARRA CORNER STORE	0.00	0.00	0.00	23.80	23.80
M9	MEEKATHARRA DISTRICT HIGH SCHOOL	16180.76	0.00	0.00	0.00	16180.76
M011	MEEKATHARRA POLICE DEPT	142.76	0.00	0.00	0.00	142.76
M052	MOBIL OIL AUSTRALIA PTY LTD	0.00	0.00	1251.84	1251.84	2503.68
T022	MR ARTHUR TAYLOR	0.00	0.00	0.00	55.47	55.47
M008	MT CLERE STATION	0.00	0.00	644.00	0.00	644.00
M037	MT PADBURY STATION	0.00	0.00	0.00	1904.40	1904.40
M075	MURCHISON ELECTRICAL SERVICES	0.00	0.00	0.00	23.80	23.80
M16	MURCHISON MAIL & FREIGHT SERVICES	0.00	0.00	0.00	46.50	46.50
N006	NATIONAL JET SYSTEMS GROUP	0.00	0.00	344.30	0.00	344.30
N002	NETWORK AVIATION	0.00	0.00	4924.15	4044.70	8968.85
N001	NEWMAN VETERINARY HOSPITAL	0.00	0.00	0.00	23.80	23.80
P028	PANORAMA ELECTRONICS PTY LTD	0.00	14.47	0.00	0.00	14.47
L011	PAUL LYONS	0.00	0.00	-0.90	107.28	106.38
O005	PAUL O'CONNOR	11.00	0.00	0.00	0.00	11.00
P034	PAUL PETTET	12.72	0.00	0.00	0.00	12.72
H021	PHILIP HOOPER - COCKLES	-13.57	0.00	0.00	0.00	-13.57
P021	POLAR AVIATION	0.00	0.00	17.95	0.00	17.95
Q004	PRESTON QUARTERMAINE	168.45	0.00	0.00	0.00	168.45
S16	ROBIN SMART	0.00	0.00	0.00	23.80	23.80
R009	ROYAL AERO CLUB OF WA	-14.48	49.57	20.88	106.64	162.61
R005	ROYAL FLYING DOCTOR SERVICE	0.00	0.00	0.00	282.10	282.10
R006	ROYAL MAIL HOTEL	878.33	0.00	0.00	0.00	878.33
R053	RUBY MIA	8352.27	0.00	0.00	0.00	8352.27
S067	SACHSE FARMING PTY LTD	0.00	0.00	0.00	12.97	12.97
S064	SACHSE FARMING PTY.LTD.	0.00	0.00	0.00	44.00	44.00



MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY SEPTEMBER 15 2007

Printed on : 10.09.07 at 16:55

SHIRE OF MEEKATHARRA

		Debtors Trial Balance				
		As at 31.08.2007				
Debtor #	Name	02.06.2007 > 90 days	02.07.2007 > 60 days	01.08.2007 > 30 days	31.08.2007 Current	Total
S051	SHINE AIR	-38.10	0.00	0.00	18.95	-19.15
S055	SHINE AVIATION SERVICES	0.00	0.00	0.00	82.82	82.82
S007	SKIPPERS AVIATION	0.00	0.00	6108.30	3573.98	9682.28
S049	SMOOTHY HELICOPTERS	0.00	0.00	0.00	66.00	66.00
S066	SUKARJEN HOLDINGS PTY LTD	0.00	0.00	0.00	18.21	18.21
T017	TEXRIO PTY LTD	54.86	0.00	0.00	0.00	54.86
C035	THE AEROPLANE COMPANY	0.00	26.44	0.00	0.00	26.44
T010	TRANSWAY HOLDINGS	147.98	26.94	67.36	67.36	309.64
T018	TRENFIELD MAL	0.00	0.00	-9.51	35.46	25.95
T007	TROPIC AIR SERVICES	0.00	0.00	64.86	0.00	64.86
C16	TYRON CHUDZIAK	0.00	0.00	0.00	14.70	14.70
U001	UNIVERSAL TRACKING SYSTEMS	0.00	0.00	27.09	1004.21	1031.30
U004	UNIVERSITY FLYING CLUB	0.00	0.00	0.00	11.98	11.98
41	WESTPAC BANKING CORPORATION	0.00	0.00	0.00	79.33	79.33
W029	WILLIAM ARNOLD KING	0.00	0.00	14.72	0.00	14.72
R3	William E. Riley	723.03	0.00	0.00	0.00	723.03
Y004	YARLARWHEELOR STATION	0.00	0.00	0.00	1251.20	1251.20
D031	YVES DELNATTE	0.00	0.00	64.43	0.00	64.43
Totals		28127.56	1386.62	16345.06	29302.85	75162.09

**9.2.3 LIST OF ACCOUNTS PERIOD ENDED AUGUST 31, 2007**

**LOCATION:** N/A  
**APPLICATION:** CAMERON WATSON  
**FILE REF:** F/6  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 10<sup>TH</sup> SEPTEMBER 2007  
**AUTHOR:** CAMERON WATSON  
CORPORATE & DEVELOPMENT  
SERVICES MANAGER

**SIGNATURE OF AUTHOR:**



**SENIOR OFFICER:**

ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER

**SIGNATURE OF SENIOR OFFICER:**



**Summary:**

Accounts are to be presented to council for payments.

**Background:**

List of accounts

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

(3) A list prepared under sub-regulation (1) or (2) is to be –

(a) presented to the council at the next ordinary meeting of council after the list is prepared; and recorded in the minutes of that meeting.

**Comment:**

Each month the accounts are presented to council for payment;

Municipal	Voucher No's	Amount: \$423,757.48
Trust Account	Voucher No's	Amount: \$ 0.00
Air BP	Voucher No's VARIOUS	Amount: \$ 0.00

**Consultation:**

Roy McClymont – Chief Executive Officer

**Statutory Environment:**

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

**Policy Implications:**

NIL

**Financial Implications:**

Accounts to be paid.

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officers Recommendation / Council Resolution:**

**Moved:** Cr N Hichols  
**Seconded:** Cr A G Burrows

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

**CARRIED 5/0**

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY SEPTEMBER 15 2007

Page 67

SHIRE OF MEEKATHARRA

Accounts Due and Payed under Delegated Authority and Submitted to Council on the 15th September 2007

Chq/EFT	Date	Creditor	Description	MUNICIAPL	AIR BP	TRUST
EFT1303	09/08/2007	FOSSIL'S ENTERPRISES PTY LTD	PLANT REPAIRS	-5,417.50		
EFT1304	09/08/2007	FARMER JACKS	TREATED PINE LOGS	-7,917.39		
EFT1305	09/08/2007	GERALDTON FUEL COMPANY	BULK DIESEL DELIVERED	-64,441.09		
EFT1306	09/08/2007	GOULD HELEN	REIMBUREMENT FOR TAXI FARES	-79.00		
EFT1307	09/08/2007	LO-GO APPOINTMENTS	CONTRACT PAYMENT - DOUG DAVEY	-7,732.88		
EFT1308	09/08/2007	MEEKATHARRA CORNER STORE	FUEL	-2,764.61		
EFT1309	09/08/2007	LGIS WORKCARE	WORKERS COMP INSURANCE 07/08	-36,242.50		
EFT1310	09/08/2007	LGIS LIABILITY	LIABILITY INSURANCE 2007/2008	-18,243.50		
EFT1311	09/08/2007	MURCHISON ELECTRICAL	FIT WALL PLUG	-96.58		
EFT1312	09/08/2007	MLB ELECTRICAL & REFRIGERATION	SUPPLY & INSTALL AIRCONDITIONER	-5,774.23		
EFT1313	09/08/2007	MT MAGNET WASTE DISPOSAL	RUBBISH COLLECTION	-11,000.00		
EFT1314	09/08/2007	RJ BACK	ACCOUNTING & FINANCIAL SUPPORT	-1,138.50		
EFT1315	09/08/2007	MARK SMITH PTY LTD	PUMP OUT SEWERAGE L369 HILL ST	-335.72		
EFT1316	09/08/2007	TRENFIELD B & E	TOWN MAINTENANCE CONTRACT	-3,991.40		
EFT1318	24/08/2007	AG BURROWS PLANT	CLEAN UP LOTS 419 & 1003 RAILWAY ST	-4,488.00		
EFT1319	24/08/2007	APPRENTICE & TRAINEESHIP CO	TRAINEESHIP - KHALIN GINGER	-2,061.14		
EFT1320	24/08/2007	AUSTRALIA POST	POSTAGE	-216.10		
EFT1321	24/08/2007	AIR LIQUIDE WA PTY LTD	OXY & ACETYLENE	-9.22		
EFT1322	24/08/2007	ATYEO'S ENVIROMENTAL HEALTH SERVICES PL	EHO DUTIES	-3,110.25		
EFT1323	24/08/2007	BENET INTERNET SERVICES	SET UP PHONE FOR CONSULTANTS	-492.00		
EFT1324	24/08/2007	BURROWS A.G.	MEETING ATTENDANCE FEES	-120.00		
EFT1325	24/08/2007	BOC GASES	CYLINDER RENT OXY & ACETYLENE	-245.06		
EFT1326	24/08/2007	BUNNINGS GROUP LIMITED	TOILET SEATS	-127.92		
EFT1328	24/08/2007	BUDGET	HIRE CAR NORM TRENFIELD WALGA CONF	-335.42		
EFT1329	24/08/2007	COATES HIRE	PLANT HIRE	-1,084.29		
EFT1330	24/08/2007	COMMERCIAL HOTEL MEEKATHARRA	DINNER FOR CUCRH RECEPTION	-340.00		
EFT1331	24/08/2007	COMMANDER AUSTRALIA LIMITED	MAINTENANCE CONTRACT ON COMMANDER PHONE SYSTEM	-155.60		
EFT1332	24/08/2007	CHEFMASTER AUSTRALIA	TOILET TISSUE & URINAL BLOCKS	-1,346.60		
EFT1333	24/08/2007	ELROSS CARAVANS	DOOR LOCKS	-360.00		
EFT1334	24/08/2007	VJ & MA ELLIOT	FULL HOUSE CLEAN	-440.00		
EFT1335	24/08/2007	ENZED KALGOORLIE	HYDRAULIC HOSES	-9,058.99		
EFT1336	24/08/2007	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	PHOTOCOPYING	-1,069.41		
EFT1337	24/08/2007	GERALDTON FUEL COMPANY	FUEL	-2,829.60		
EFT1338	24/08/2007	GLOBALSTAR AUSTRALIA PTY LTD	SATELLITE PHONE	-330.00		
EFT1339	24/08/2007	GREAT NORTHERN RURAL SERVICE	HOSES FOR WATER PUMPS	-472.85		
EFT1340	24/08/2007	HARVEY NORMAN ELECTRICAL GERALDTON	REFRIGERATOR	-2,124.95		
EFT1341	24/08/2007	HOPPY'S PARTS R U	HOSE CLAMPS	-2,832.88		
EFT1342	24/08/2007	THE IT VISION USER GROUP	SUBSCRIPTION 2007/2008	-440.00		
EFT1343	24/08/2007	TOLL IPEC PTY LTD	FREIGHT	-1,532.85		
EFT1344	24/08/2007	INTERCONTINENTAL BURSWOOD RESORT	ACCOMMODATION FOR NORM TRENFIELD	-840.00		
EFT1345	24/08/2007	JR & A HERSEY PTY LTD	PETROL DRIVE DIESEL PUMP	-2,508.11		
EFT1346	24/08/2007	JH COMPUTERS	COMPUTER EQUIPMENT	-174.90		
EFT1347	24/08/2007	MIDWEST TOYOTA	FILTER SET	-163.33		
EFT1348	24/08/2007	LGIS INSURANCE BROKING	INSURANCE 2007/08	-70,370.24		
EFT1349	24/08/2007	LGIS LIABILITY	LIABILITY INSURANCE 2007/08	-467.50		
EFT1350	24/08/2007	MARKET CREATIONS	MEEKATHARRA BROCHURES	-5,016.00		
EFT1351	24/08/2007	MURCHISON MAIL & FREIGHT SERVICES	FREIGHT	-437.53		
EFT1352	24/08/2007	MOBILE MASTERS	UHF RADIO & ANTENNAE	-594.00		
EFT1353	24/08/2007	NORTHERN PAPER DISTRIBUTORS	TOILET ROLLS	-243.65		
EFT1354	24/08/2007	BROADCAST AUSTRALIA PTY LTD	SBS TV	-165.40		
EFT1355	24/08/2007	ODWYER B.A.	DEPUTY PRESIDENT ALLOWANCE 2007/08	-2,385.60		

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY SEPTEMBER 15 2007

Page 68

SHIRE OF MEEKATHARRA

Accounts Due and Payed under Delegated Authority and Submitted to Council on the 15th September 2007

Chq/EFT	Date	Creditor	Description	MUNICIAPL	AIR BP	TRUST
EFT1356	24/08/2007	OFFICEWORKS BUSINESS DIRECT	STATIONARY SUPPLIES	-776.81		
EFT1357	24/08/2007	ROYAL FLYING DOCTOR SERVICE	LANDING FEE CONTRIBUTION	-8,255.91		
EFT1358	24/08/2007	SPOTLIGHT STORES P/L	CURTAINING	-197.04		
EFT1359	24/08/2007	TRENFIELD B & E	TOWN MAINTENANCE CONTRACT	-3,991.40		
EFT1360	24/08/2007	IT VISION COMPUTER SYSTEMS	ANNUAL LICENCE FEES TO 30/06/2008	-13,706.00		
EFT1361	24/08/2007	TOLL WEST	FREIGHT	-56.36		
EFT1362	24/08/2007	WESTRAC EQUIPMENT	REPAIRS AND PARTS	-6,395.16		
EFT1363	24/08/2007	WA LOCAL GOVERNMENT ASSOCIATION	2007/2008 MEMBER SUBSCRIPTIONS	-11,018.98		
EFT1364	24/08/2007	WENTWORTH PLAZA HOTEL	MEALS AND ACCOMMODATION	-292.40		
EFT1365	24/08/2007	YULELLA BUILDING AND CONSTRUCTION	REPLACE LOCK & REPAIR DOOR	-540.79		
EFT1366	24/08/2007	YULELLA ABORIGINAL CORPORATION	EXCESS ON REPAIRS TO HILUX UTE	-500.00		
EFT1367	24/08/2007	YULELLA VISION	MICROWAVE	-505.44		
EFT1368	24/08/2007	AV TRUCKS	JOINERS	-2,141.20		
EFT1369	24/08/2007	CJD EQUIPMENT PTY LTD	PARTS	-893.16		
EFT1370	24/08/2007	MURCHISON ELECTRICAL	FIT PLUG TO GENSET	-1,571.27		
EFT1371	24/08/2007	MARK SMITH PTY LTD	PUMP OUT WASH BAY	-360.00		
EFT1372	24/08/2007	REDWAVE MEDIA LTD	ADVERTISING FOR FESTIVAL	-825.00		
EFT1373	30/08/2007	WA LOCAL GOVT. SUPERANNUATION PLAN PTY LTD	SUPERANNUATION CONTRIBUTIONS	-12,587.46		
EFT1374	30/08/2007	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	-638.34		
EFT1375	30/08/2007	BATAVIA FURNITURE & BEDDING	ASSORTED FURNITURE	-3,471.00		
EFT1376	30/08/2007	WAGEN MANUFACTURING	CHAIR TROLLEY & DELIVERY	-709.50		
22723	07/08/2007	AUSTRALIAN TAXATION OFFICE	PAYG	-10,146.16		
22724	07/08/2007	COMMUNITY AND ENVIRONMENT DEPARTMENT	RETURN UNSPENT FUNDS	-1,424.35		
22725	07/08/2007	DEPT OF RACING, GAMING & LIQUOR	RAFFLE PERMIT FEE	-35.00		
22726	09/08/2007	HORIZON POWER	ELECTRICITY CHARGES 24 JUN TO 24 JULY 07	-4,109.65		
22727	09/08/2007	TELSTRA CORPORATION LIMITED	TELEPHONE	-2,428.63		
22728	09/08/2007	WATER CORPORATION	WATER CHARGES 8 JAN TO 14 MAY 07	-1,333.70		
22729	23/08/2007	AUSTRALIAN TAXATION OFFICE	JULY 07 BAS	-17,219.13		
22730	23/08/2007	STATE EMERGENCY SERVICE MEEKATHARRA	LINE ITEM 6 - HORIZON POWER	-204.04		
22731	23/08/2007	CLINTON FARMER	2ND PRIZE	-500.00		
22732	23/08/2007	FIRE & EMERGENCY SERVICES AUTHORITY OF WA	ESL RETURN	-230.65		
22733	23/08/2007	HUTCHINSON T.R.	2007/08 PRESIDENTIAL ALLOWANCE	-8,240.00		
22734	23/08/2007	HOWDEN R.K.	MEETING ATTENDANCE FEE	-199.88		
22735	23/08/2007	STATE LIBRARY OF WA	LOST & DAMAGED BOOKS	-9.90		
22736	23/08/2007	MULGUL STATION	REPAIR RD AT MULGUL CREEK	-330.00		
22737	23/08/2007	MEEKATHARRA DISTRICT HIGH SCHOOL	REIMBURSE AMOUNT OVERPAID	-1,161.72		
22738	23/08/2007	COMMISSIONER OF POLICE	CORPORATE LICENCE	-90.00		
22739	23/08/2007	PETTY CASH	PETTY CASH RECOUP	-375.40		
22740	23/08/2007	SHIRE OF SANDSTONE	SHARED ADVERTISING COSTS	-89.87		
22741	23/08/2007	TELSTRA CORPORATION LIMITED	TELEPHONE	-225.21		
22742	23/08/2007	TRENFIELD MOTORS	TYRES AND TUBES	-13,690.66		
22743	23/08/2007	ADRIAN THOMAS	1ST PRIZE	-1,000.00		
22744	23/08/2007	DEPT FOR PLANNING AND INFRASTRUCTURE	LICENSE FEE TO 09/09/08	-1,121.40		
22745	23/08/2007	TRENFIELD, NORMAN	REIMBURSE COSTS FOR PARKING AND MEALS	-253.50		
22746	23/08/2007	LANDGATE - VALUATION SERVICES	VALUATION EXPENSES	-759.80		
22747	23/08/2007	VODAFONE PTY LTD	VODAFONE CHARGES	-10.00		
22748	30/08/2007	AMP CORPORATE SUPERANNUATION	INDUSTRY SUPERANNUATION	-773.42		
22749	30/08/2007	AUSTRALIAN TAXATION OFFICE	FBT PAYMENT	-174.17		
22750	30/08/2007	CBUS ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	-676.79		
22751	30/08/2007	AMP SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-42.77		
22752	30/08/2007	FANTASY COLLECTION	REFUND DEPOSIT PAID ON 22/06/07 - RECEIPT 17348	-114.40		

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY SEPTEMBER 15 2007

**SHIRE OF MEEKATHARRA**

Accounts Due and Payed under Delegated Authority and Submitted to Council on the 15th September 2007

<u>Chq/EFT</u>	<u>Date</u>	<u>Creditor</u>	<u>Description</u>	<u>MUNICIAPL</u>	<u>AIR BP</u>	<u>TRUST</u>
22753	30/08/2007	GO TENNIS INTERNATIONAL	2 DAY TENNIS CLINIC	-2,500.00		
22754	30/08/2007	OPUS LIVING MUSIC	EQUIPMENT HIRE FOR BATTLE OF THE BANDS	-689.97		
				<u>- 423,757.48</u>	<u>-</u>	<u>-</u>

THIS SCHEDULE OF ACCOUNTS PAID UNDER DELEGATED AUTHORITY COVERS:

MUNICIPAL ACCOUNT -	423,757.48
AIR BP ACCOUNT	-
TRUST ACCOUNT	-
<u>-</u>	<u>423,757.48</u>

TOTALLING \$423,757.48 AND WAS SUBMITTED TO EACH MEMBER OF COUNCIL ON THE 15TH SEPTEMBER 2007 AND WHICH HAVE BEEN DULY CERTIFIED AS TO THE RECEIPT OF GOODS AND THE RETENTION OF SERVICES AS TO THE COSTING AND ARE AMOUNTS PAID.

ROY McCLYMONT  
CHIEF EXECUTIVE OFFICER

### 9.3 ADMINISTRATION

#### 9.3.1 POLICY MANUAL – RECORDS MANAGEMENT POLICY

**LOCATION:** N/A  
**APPLICATION:** MEGAN ALCHIN  
**FILE REF:** P/22  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 17<sup>TH</sup> SEPTEMBER 2007  
**AUTHOR:** MEGAN ALCHIN  
COMMUNITY DEVELOPMENT  
OFFICER

**SIGNATURE OF AUTHOR:**



**SENIOR OFFICER:**

ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF SENIOR OFFICER:**

#### **Summary:**

A Records Management Policy was initially developed in 2004 and was not included in the current Policy Manual, adopted in January 2007. The policy requires adoption by Council under the State Records Act 2000.

#### **Background:**

Records management strategies need to be in place to allow efficient storage, identification and retrieval of all documents.

Section 19 of the State Records Act 2000 states:

*Every government organization must have a record keeping plan that has been approved by the Commission under section 23.*

#### **Comment:**

To comply with the State Records Commission, the Shire of Meekatharra is required to submit the Shire of Meekatharra's Revised Recordkeeping Plan by 30 October 2007.

A draft Records Management Policy has been prepared and is shown as Attachment 1 to this item.

#### **Consultation:**

Roy McClymont – Chief Executive Officer

#### **Statutory Environment:**

State Records Act 2000



**Policy Implications:**

Update of current Policy Manual

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority

**Officers Recommendation/Council Resolution:**

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

**Seconded: Cr S Bajrai**

**That Council adopt the Records Management Policy for the Shire of Meekatharra.**

**CARRIED 5/0**

POLICY REVIEWED

JANUARY 2007

POLICY: RECORDS MANAGEMENT POLICY

POLICY NO: x.x

SECTION: ADMINISTRATION

COUNCIL MEETING HELD: XX XXXXXX 2007

DATE TO BE REVIEWED: DECEMBER 2009

---

**Background:**

Records identified as having archival value are to be retained in an approved archival repository or the State Records Office, as they have lasting value. Archival value records may be those created as evidence of an administration where their value goes well beyond their day to day use. These records may also document the history of an area and its population and the cultural and economic conditions under which they lived. Such records are a valuable resource for students or researchers in such areas as history, genealogy, social geography, economics, demography and planning.

**Policy Definition:**

To ensure the efficiency of the organisation by providing Related Procedures/systems that make work related information readily Notes/Documents identifiable and retrievable for councillors and staff.

To establish and maintain a local Intermediate and Shire Archives storage area that meets the conditions specified by Australian Standard AS4390.

To store, destroy and archive the Shire of Meekatharra's public record according to the requirements of the General Disposal Authority for Local Government Records (1999) published by the State Records Office.

To maintain a Disaster Recovery Repository offsite in a secure storage environment.

**Policy Procedure:**

**Creation of Records:** All Elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire of Meekatharra's business

decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

**Capture & Control of Records:** All records created and received in the course of Shire of Meekatharra's business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

**Security & Protection of Records:** All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorized access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

**Access to Records:** Access to the Shire of Meekatharra's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Meekatharra's records by the general public will be in accordance with the Freedom of Information Act 1992 and Shire of Meekatharra policy. Access to the Shire of Meekatharra's records by elected members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

**Designated Access:** The Chief Executive Officer, Deputy Chief Executive Officer and Customer Services Officers have access to records in relation to their position. All other staff and shall be directed to the Chief Executive Officer to gain information held in records.

**Records Management:** All incoming mail shall be collected, classified, registered and distributed daily to all Officers; all outgoing mail is delivered to Australia Post daily.

**File Management:** All documents are to be placed on their subject file within two (2) working days of receipt by the Customer Services Officer. Files are maintained as per the filing index.

**Appraisal, Retention & Disposal of Records:** All records kept by the Shire of Meekatharra will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

**Document Management:** Council will maintain this policy that enables the efficient creation, retention, distribution, storage, retrieval and disposition of its documents in accordance with public record keeping guidelines. Staff will appraise and manage all documents created and received by the organisation to enable an effective flow of work related information as required by officers to undertake their duties.

All documents shall be filed in the appropriate file until such time as an archive program is undertaken.

Documents of short or medium term value will be transferred to the intermediate storage area, and then destroyed according to the General Retention & Disposal Authority for Local Government by the prescribed method and at the prescribed time.

Documents of archival value will be transferred to either shire or state archives storage area, and then destroyed according to the General Retention & Disposal Schedule for Local Government at the prescribed time.

Documents shall be retrieved from the Intermediate Storage area or Shire Archive by the next working day after the request is made.

Records retention will be identified by a classification process at the time of creation or receipt of a document.

**Records Room:** A records room shall be maintained at the Shire of Meekatharra's administration facility, in a sea-container located in the Shire Administration rear yard and Shire Depot.

Manuals are provided for procedures and training in public record keeping / document management for shire staff will be undertaken as the opportunity arises.

There are no instances where the procedures and guidelines of the State Records Office of WA are not followed.

**Record Keeping Plan:** All procedures are to be in conjunction with Councils RKP as submitted to the State Records Office

#### **Procedure Definitions:**

##### *Public Record:*

The Public Record is defined as any record made or received by a public officer in the course of their duties. It refers to all records regardless of format (which may be printed, electronic, graphic, audio, image etc). A Public Officer is defined as "any council or municipality or other body constituted pursuant to the Local Government Act".

##### *Intermediate Records:*

Are those (non-archival) records which are no longer frequently used by the Shire in the conduct of its activities and functions but have not reached their date of destruction. Such records may be held off-site at an intermediate records repository.

##### *Active Records:*

Records which are in frequent use and are required to document the current activities and administration of the Shire.

##### *Electronic Record:*

An electronic record is any record communicated and maintained by means of electronic equipment. An electronic record may be defined as any information that is input into a computer system. Electronic records may include data files and databases, machine readable indexes, word processing files, electronic spreadsheets, electronic mail and electronic messages, electronic facsimiles, internet and intranet systems. Electronic records should be appraised in the same way as paper-based records.

*Metadata:*

“data about data” – that is, the data that must be captured alongside an electronic record that provides contextual information and supports its management and use. Examples of metadata include: date and time of creation and registration, author, document name, links to records related to the same sequence of business activity, and directory trees.

*Document Management:*

Is the systematic management of records through their creation, activity, disposal and storage process. Any documents in all formats, including electronic and paper copies, maps and drawings, which have a business purpose appropriate to the administrative function of the council, are included in this definition.

*State Records Office:*

The State Records of WA is governed by the Library Board Act, with a responsibility to provide guidelines and procedures to government agencies for the management of the public record and a state archives facility for permanent storage of defined elements of that record.

*Archives:*

Approximately 5-10% of records have continuing value, and must be identified by the Customer Services Officer to be preserved for posterity. Not all archival records are old, and not all records are archival. Records identified by the General Disposal Authority Schedule that annotates their retention as ‘A’ (archive) are transferred to the State Records Office of WA for permanent storage.

NB – State Archives retrieval is requested via the State Records Office of WA, and subject to their access and retrieval processes.

*Shire Archives:*

Shire records classified as archival should be those not duplicated elsewhere except the disaster recovery repository. They are appraised according to the guidelines of the General Disposal Authority Schedule that annotates their retention as ‘P’ (permanent), and are transferred to the Shire Archive storage area.

*Intermediate Storage:*

Some shire records such as enquiries, accounts, etc are of short or medium term value, and are classified as temporary. They are stored at the Shire Intermediate Storage area prior to controlled disposal according to the guidelines of the General Disposal Authority Schedule that annotates their retention as ‘D’.

*Terms Used in Disposal Action Column:*

General Disposal Authority for Local Government Records (1999)

- D This denotes that the records have temporary value and will ultimately be destroyed.
- P (within Local Government) This denotes records which do not have archival value but may be required for the life of the Shire.
- A This denotes that the records have archival value and must be maintained forever.

*Document References:*

General Disposal Authority for Local Government Records (1999)  
Australian Standard AS4390  
Records Disposal – A Handbook for Government Agencies (2000)  
State Records Commission – Standards



**9.3.2 TENDER FOR CONSTRUCTION OF NEW STAFF HOUSING**

<b>LOCATION</b>	NIL
<b>APPLICANT</b>	NIL
<b>FILE REFERENCE</b>	T/35
<b>DISCLOSURE OF INTEREST</b>	NIL
<b>DATE OF REPORT</b>	11 <sup>TH</sup> SEPTEMBER 2007
<b>AUTHOR</b>	CAMERON WATSON CORPORATE & DEVELOPMENT SERVICES MANAGER



**SIGNATURE OF AUTHOR**

<b>SENIOR OFFICER</b>	ROY McCLYMONT CHIEF EXECUTIVE OFFICER
-----------------------	--



**SIGNATURE OF SENIOR OFFICER**

**Summary:**

This report makes a recommendation that up to 2 new staff houses be constructed.

**Attachments:**

Nil

**Background:**

The Health, Building and Town Planning Committee along with Council have identified the need to improve the level of staff housing. Currently Council owns 15 houses that can be allocated to staff, 1 Single Persons Quarters that will have a capacity to accommodate 3 individuals on a short to medium term basis once renovations are complete and Consultants accommodation intended for the short term stays of individuals hired by Council on short term projects.

Of the current staff housing owned by Council, the newest building built by Council is the current CEO's house which was constructed in 1982. The newest houses owned by Council are the 4 residences located in Regan Street, these where constructed by St Barbara Mines in 1985.

**Comment:**

Of the 15 houses available to for long term staff accommodation only 2 are currently vacant, one of these has been allocated for the use of the new Works & Services Manager and the other has been reported as having a leaking roof. Additionally, the Single Persons Quarters would have to be classified as uninhabitable in its current condition although a tender, closing on the 14<sup>th</sup> September, has been issued for the renovation of this facility.

Recently Council purchased 2 properties in Hill Street for the purpose of future construction of staff housing and have allocated \$585,673 towards the construction of new staff housing in the 2007/08 budget. The original intention was for this money to be placed in Reserve with the construction of housing to take place once sufficient funds were available, however there is an identified need for new staff housing and as such it is felt that construction of up to 2 new staff houses should be implemented immediately.

**Consultation:**

Cr Norm Trenfield – Chairman, Health, Building & Town Planning Committee.

**Statutory Environment:**

Section 3.57 of the Local Government Act

Part 4 of the Local Government (Functions and General) Regs 1996

**Policy Implications:**

Nil

**Financial Implications:**

The 2007/08 budget has an allowance of \$585,673 for the construction of new staff housing. Enquires have indicated that this amount should be adequate to construct up to 2 new dwellings.

As the 2007/08 budget included the above amount as a transfer to the property reserve, the budget will have to be amended with an appropriate amount being transferred to the Capital Housing section of the current budget.

**Strategic Implications:**

Nil

**Voting Requirements:**

Absolute Majority

**Officer Recommendation / Council Resolution:**

Moved: Cr B A O'Dwyer

Seconded: Cr H Nichols

**That Council**

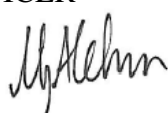
- 1. endorses the production of tender documentation for the construction of up to 2 new executive style staff houses and for the advertising and issuing of the tender documents; and**
- 2. that the 2007/08 budget be amended so as the amount of the successful tender be transferred from the Unclassified section of Schedule 14 – Other Property & Services to the Capital section of Schedule 9 – Housing under Staff Housing.**

**CARRIED 5/0**

## 9.5 HEALTH, BUILDING & TOWN PLANNING

### 9.5.1 PUBLIC TOILETS

**LOCATION:** N/A  
**APPLICATION:** MEGAN ALCHIN  
**FILE REF:** C/45/36  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 17<sup>TH</sup> SEPTEMBER 2007  
**AUTHOR:** MEGAN ALCHIN  
COMMUNITY DEVELOPMENT  
OFFICER

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

**SIGNATURE OF SENIOR OFFICER:**  


#### **Summary:**

Due to high levels of vandalism, it is recommended that the Public Toilets remain locked during week days with users being instructed to obtain a key from the Shire Office.

#### **Background:**

A large amount of money and time is spent on the Public Toilets through high levels of vandalism during opening hours. Those responsible for cleaning have shown large amounts of frustration at the state of these toilets each day and the level of cleaning required to have them presentable for use.

Examples of vandalism include clogging toilets with toilet paper and spreading paper throughout the toilets, damaging toilet doors and light switches, and using the facility for its purpose but not specifically the toilet.

#### **Comment:**

By having the Public Toilets locked during week days with a key available at the Shire, it is envisioned that vandalism will be reduced as in theory, only those who need to use the facility will make the effort to come into the Shire Office to collect a key.

A simple record including name and contact number will be kept at the Shire to ensure that keys are returned and can be traced if the user fails to return them. A large key ring will be attached to prevent users placing the key in their pocket and forgetting about it.

The Public Toilets are open on the weekends and would remain open as per usual.

**Consultation:**

Cameron Watson – A/ Chief Executive Officer

**Statutory Environment:**

NIL

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officers Recommendation/Council Resolution:**

**Moved:** Cr A G Burrows


**Seconded:** Cr H Nichols

**That Council approve the closure of the Public Toilets on week days and have a user sign-out a key at the Shire Office, as a measure to reduce current levels of vandalism.**

**CARRIED 5/0**

**9.5.2 HOUSE NUMBERS**

**LOCATION:** N/A  
**APPLICATION:** MEGAN ALCHIN  
**FILE REF:** S/50  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 17<sup>TH</sup> SEPTEMBER 2007  
**AUTHOR:** MEGAN ALCHIN  
COMMUNITY DEVELOPMENT  
OFFICER

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

**SIGNATURE OF SENIOR OFFICER:** 

**Summary:**

Many of the houses in town do not have a house or lot number displayed. Peter Collis has offered to paint the numbers in front of each house provided that Council supplies all the necessary materials.

**Background:**

A number of complaints have been received from various organisations and individuals regarding the lack of visible numbering of houses in Meekatharra. Services such as Police and St John Ambulance often struggle to find houses that they have been called to.

**Comment:**

In order to achieve conformity throughout the town, it is recommended that each lot is numbered by painting the number on the curb in front of the lot. Luminous paint would be recommended to aid visibility at night time.

Each lot in Meekatharra has been assigned both a lot number and a street number. The majority of agencies use lot numbers as a term of reference and therefore it is recommended that lot numbers as apposed to street numbers be painted on the curb in front of each lot.

Peter Collis has volunteered to do the manual work involved in painting the lot numbers free of charge and therefore the only expense involved would be the materials including paint and stencils.

**Consultation:**

Cameron Watson – A/ Chief Executive Officer

**Statutory Environment:**

NIL

**Policy Implications:**

NIL

**Financial Implications:**

Cost of materials required for painting lot numbers.

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officers Recommendation:**

**That Council:**

1. approve the painting of lot numbers on the curb in front of each lot;
2. provide all necessary materials and instructions to carry-out painting;  
and
3. accept the offer from Peter Collis to provide the manual work involved with painting lot numbers, free of charge.

**Council Resolution:**

Moved: Cr S Bajrai

Seconded: Cr B A O'Dwyer

After formalizing property street addressing in Meekatharra through the Department of Land Information that Council:

1. approve the painting of house numbers on the curb in front of each house after finalizing the house numbering process;
2. provide all necessary materials and instructions to carry-out painting;  
and
3. accept the offer from Peter Collis to provide the manual work involved with painting house numbers, free of charge.

**CARRIED 5/0**

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

On advice from the CEO, Council agreed that the use of lot numbers, as opposed to house numbers, would not be beneficial.

Cr Bajrai suggested including street numbers on street name signs once numbering is finalised.



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

**Moved:** Cr H Nichols  
**Seconded:** Cr A G Burrows

**That the late agenda items be introduced as new business of an urgent nature.**

**CARRIED 5/0**

**10.1.1 COUNCIL MEETING OCTOBER 2007**

**FILE REF:** C/48  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 14<sup>TH</sup> SEPTEMBER 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF AUTHOR:**

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



**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

The October council meeting is scheduled for Sat 20/10/07 which now clashes with local government election day.

Council may now decide an alternative day for the October meeting.

**Attachments:**

NIL

**Background:**

NIL

**Comment:**

If the meeting is brought forward to Sat 13/10/07 it will allow 3 weeks between the September and October meetings and 4 weeks between the October and November meetings.

It will also mean that the October meeting will be the last meeting of the current council prior to the election.

**Consultation:**

Cr Hutchinson

**Statutory Environment:**

Local Government Act 1995 section 5.4

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officer Recommendation/Council Decision:**

Moved: Cr A G Burrows

Seconded: Cr S Bajrai

That Council re-schedule the October 2007 meeting to take place commencing 9.30am on Saturday 13/10/07 and that staff make all the necessary legal and logistical arrangements for this to occur.

**CARRIED 5/0**

**10.1.2 MINING TENEMENT APPLICATION (Prospecting Licence)**

**FILE REF:** M/25/7  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 14<sup>TH</sup> SEPTEMBER 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF AUTHOR:**

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



**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

The Director General of the Department of Industry and Resources has written to Council requesting comments on a prospecting licences application.

The applicants are John Nelson Holloway and Adrian Allan Rees.

**Attachments:**

Copy of letter and supporting information form Department of Industry and Resources 15/5/07.

**Background:**

NIL

**Comment:**

Mick Sawyer from the department advises that the department place a number of conditions on these licences that cover environmental and other impacts.

A prospecting licence allows a maximum of 500 tonnes of earth to be removed from the site over the 4 year life of the tenement.

**Consultation:**

Cr Hutchinson  
Mick Sawyer, Dept Industry and Resources

**Statutory Environment:**

Mining Act 1978-1983

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officer Recommendation/Council Decision:**

Moved: Cr A G Burrows

Seconded: Cr B A O'Dwyer

That Council advise the Department of Industry and Resources that it has no objection to the granting of Prospecting Licence 51/2553 providing that;

- following any works on the tenement the land is completely returned as it was prior to the works and;
- that the tenement be kept in neat and tidy state for the term of the licence and;
- that all equipment and other items are removed from the tenement at the expiration of the licence.

**CARRIED 5/0**

**CAMERON WATSON LEFT THE MEETING AT 11.18AM**

**CAMERON WATSON RETURNED TO THE MEETING AT 11.20AM**



Government of Western Australia

Your ref:  
Our ref: MS T5509/200601  
Enquiries: Mr Sawyer  
Telephone: 9222 3356  
Facsimile: 9222 3452  
E-mail: [mick.sawyer@doir.wa.gov.au](mailto:mick.sawyer@doir.wa.gov.au)

11/25/7

Chief Executive Officer  
Shire of Meekatharra  
MEEKATHARRA WA 6642

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

The Mining Act 1978-1983 (Sections 23-26) provides that mining may be carried out on the above class of reserved land with the written consent of the Minister for State Development. Prior consultation with the responsible Minister and vested authority is required and their recommendations considered before consent is given.

Please note that in relation to prospecting and exploration licences the term '*mining*' refers to prospecting and exploration activities.

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

Tenement and No.: Prospecting Licence 51/2553  
Applicant : John Nelson HOLLOWAY and Adrian Allan REES  
Locality : Meekatharra  
Mineral Field : Murchison  
Land affected : Parks & Recreation Reserve 15815

In this case as your Shire is the vested authority, the Minister for Resources has directed that I obtain your comments and recommendation in respect of the above application.

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

7  
Jim Limerick  
DIRECTOR GENERAL  
15 May 2007







WESTERN AUSTRALIA  
Mining Act 1978  
(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

**APPLICATION FOR MINING TENEMENT**

APPLICANT:  
Full Name  
Address  
No. of shares  
Total No. of shares

(a) PROSPECTING LICENCE No. 51 2553

(b) 5.30 a.m. 13/10/06 (c) MURCHISON G.P. MINERAL FIELD

(d) & (e) ADRIAN ALLAN REES  
JOHN NELSON HOLLOWAY  
ALL OF P.O. 95  
MEEKATHARRA WA 6642

(f) Shares  
100  
100

(g) Total 200

(n) MEEKATHARRA

(i) DATUM PEG IS AT WEST CORNER OF LATE SURVEYED  
M 51/499

(j) THENCE 300 METRES BEARING 291°  
" 1000 " " 201°  
" 300 " " 111°  
" 1000 " " 021° BACK TO DATUM  
PEG

(k) Area (ha or km<sup>2</sup>) 30 HECTARES

(l) Signature of applicant or agent PER AGENT DATE 20.10.2006


**SCANNED**  
20 OCT 2006  
Department of  
Industry and Resources

DESCRIPTION OF GROUND APPLIED FOR:  
(For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)

(n) Locality  
(i) Datum Peg  
(j) Boundaries

(k) Area (ha or km<sup>2</sup>)  
(l) Signature of applicant or agent

OBJECTIONS to this application may be lodged at the Mining Registrar's office at MEEKATHARRA on or before 24th day of NOVEMBER 2006 (see Note 4).  
Where an objection to this application is lodged the hearing will take place on a date to be set.

	- FEES PAID		\$	c	Receipt No: <u>4652</u>
	Application	<u>223.00</u>			SHIRE: <u>MEEKATHARRA</u>
	Rent	<u>54.00</u>			Map Ref.
	TOTAL	<u>\$277.00</u>			Plan <u>Tenograph</u> Scale <u>ENTERED</u>
	Received at <u>4.10 p.m.</u> on <u>20 October 2006</u> <u>R. Seem</u> (Mining Registrar)				

**NOTES**

- Note 1: EXPLORATION LICENCE**  
(i) Attachments 1 and 2 form part of every application for an exploration licence and must be lodged with this form in lieu of (h), (i), (j) and (k) above.  
(ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).
- Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE**  
(i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.
- Note 3: GROUND AVAILABILITY**  
(i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.  
(ii) The following action should be taken to ascertain ground availability:  
(a) public plan search; (b) register search; (c) ground inspection.
- Note 4: ALL APPLICATIONS OVER PRIVATE LAND**  
The period for lodgement of an objection is within 21 days of service of this notice, or the date noted above for lodging objections, whichever is the longer period.

**CAMERON WATSON LEFT THE MEETING AT 11.30am**  
**CAMERON WATSON RETURNED TO THE MEETING AT 11.32am**

**10.1.3 YOUTH AFTER DARK – WORK GROUP REPORT**

**FILE REF:** Y/10  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 14<sup>TH</sup> SEPTEMBER 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF AUTHOR:**

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



**SIGNATURE OF SENIOR OFFICER:**

**Attachments:**

Letter from Ron Bradfield, group member 11/9/07  
Copy of summary of community survey results  
Copy of most recent workgroup minutes.

**Background:**

Council made a nominal budget provision of \$25,000 towards the Youth After Dark initiatives. At the Budget meeting the CEO advised that staff would provide council with further information and details concerning this budget allocation.

The Youth After Dark workgroup was formed following discussion at Interagency meetings.

The group organized a community meeting which was attended by over 40 people. In terms of this type of meeting in Meekatharra (and for that matter any where) this was an outstanding attendance.

The ideas that came from the meeting were then prioritized by a survey of those who attended. 35 people responded – again an outstanding success. Analysis of the survey results narrowed the ideas down to three clear projects for the workgroup to commence working on:

1. Safe house for children to go where they can be fed if necessary and have a good nights sleep.
2. Curfew/fine system to make parents take responsibility
3. More activities for children of various types (sporting and non sporting), especially on school holidays.

Clearly there is a real concern in the community about youth issues and in particular, the activities of youth after dark.

**Comment:**

The Children After Dark workgroup is still discussing and finalizing exactly how it will go about progressing the three actions listed above.

They may use a consultant to some extent – or they may not.

What is clear and agreed within the group is that the three actions/projects identified through community consultation are what they will focus on.

The workgroup also agree that a separate incorporated community group should be established to steer and ultimately manage the three priorities.

**Consultation:**

Cr Hutchinson

Megan Alchin, Community Development Officer

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

NIL

**Financial Implications:**

NIL

**Strategic Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officer Recommendation/Council Decision:**

**Moved: Cr H Nichols**

**Seconded: Cr S Bajrai**

**That Council authorise the CEO to:**

- 1. expend the \$25,000 budget allocation for Youth After Dark activities/projects on outlays that will progress the three priorities identified above and/or incorporation of a youth focused community group.**
- 2. sign grant applications prepared by the Children after Dark Work group, if necessary.**

- 3. receive grant funds, donations and any other income raised by the Children After Dark Workgroup and hold and expend these funds on behalf of and as authorized by the workgroup (until an incorporated body is formed).**
- 4. request the Children After Dark Workgroup to appoint two or more of its members to be authorized signatories to request and authorize payments on behalf of the group through the CEO (a minimum of two members to sign off on invoices, receipts, requests etc)**

**CARRIED 5/0**



848 MARION ST  
MEEKATHARRA  
P.O. BOX 107  
MEEKATHARRA

PH. 0899 801 339  
FAX. 0899 801 341  
E-MAIL: RECEPTION@YULELLA.ORG.AU

The Meekatharra Shire Council  
Per Mr Roy McClymont CEO  
Main St  
MEEKATHARRA WA 6642

Dear Roy,

#### **Update on Children After Dark Issues**

As you are aware, the steering group addressing this issue met yesterday the 10<sup>th</sup> of September. At that meeting, the results of a survey into possible actions to be taken to assist in solving the problem, was presented. Of the 40 people who attended the public meeting in July this year, 35 responded by filling out and returning the questionnaire which asked people to chose the 4 activities that they thought would assist most in helping to overcome the situation we are experiencing, with children on the streets late at night. A copy of those results is attached

You will note that there are 3 actions that are supported to about double the support for the closest actions, and are therefore supported by the group for immediate support. These are:

- Safe house for children to go to where they can be fed if necessary, and have a good night's sleep.
- Curfew and fines system to make parents take responsibility.
- More activities for children, of various types (sport and non-sporting), especially during school holidays.

The meeting agreed that the best way to address these actions was to have a community based incorporated body set up to plan for these actions to take place, and to apply for funding and then implement the strategies. It was apparent that as most of the people involved in the steering group are busy at work places, the idea of continuing to run the process as it has been done, will see it take a long time before the incorporated body is set up and plans and submissions for funding are completed.

It was therefore decided unanimously that a consultancy be let that has the responsibility to get an incorporated community body set up, and then assist them to plan how they will achieve the above 3 actions, and how they will be funded. This will include setting up consultation with relevant WA Government bodies, and submitting applications for funding.

The group notes with real the appreciation the fact that the Shire of Meekatharra has supported their attempts to come to grips with the problem being considered, by earmarking a considerable amount in their 2007/08 budget to be used in this direction. It was decided that the State

Government be approached through the Members for this region, Mr Vince Catania and Mr Fred Riebeling, for a similar amount, and it is believed that Yulella Aboriginal Corporation will make a substantial donation. Mr Rob Klasztorny is also to approach local mining companies for contributions.

The meeting decided that these funds be used to engage a consultant who would carry out the following tasks:

1. Work with the local community to set up a not-for-profit Incorporated body that will act to ensure that the above actions are brought to fruition,
2. Assist the committee/board of that body to plan for the 3 actions listed to become reality, and
3. Prepare and submit the funding applications needed to change the plans into reality.

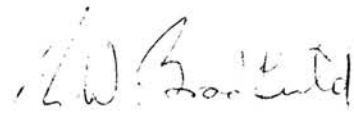
As there is no incorporated body at present, we would be most grateful if the Shire of Meekatharra would accept the responsibility of collection of these funds and the payment of the consultant by invoice.

The meeting also identified the following as being needed to get the above activities happening, and would appreciate assistance from the Shire as shown:

- The funding must be found – we estimate \$60,000. Ron Bradfield is to approach the WA Government representatives, and Rob Klasztorny is to approach the local mining companies on behalf of the group. It will be tabled at the next committee meeting of Yulella AC
- Draw up terms of reference for the Consultancy above – to be completed by a committee of 6 including Anton Rossouw, Renee Van Es, Jeremy Chinnery, Rob Klasztorny, Stan Hill and Ron Bradfield.
- Advertise the consultancy – to be carried out by Meekatharra Shire
- Short list, assess and determine the successful consultant – the same sub-committee as above, plus shire representation.

The group trust that this process will meet with the approval of the Shire of Meekatharra, and that we may proceed to ensure that the process as outlined above happen as soon as possible.

Yours faithfully,

  
11 Sept 2007



1. More activities for children of various types (sport and non-sporting), especially during school holidays	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18
2. A drop in center for youth including a youth counselor			1	1						1		1						1	1		6
3. Safe house for children to go to where they can be fed if necessary, and have a good night's sleep	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23
4. Group Home - for placement of children that need alternative care away from their home (Statutory placement through DCP)	1			1	1	1	1	1				1	1	1							10
5. Family budgeting programs; Financial responsibility			1	1		1				1	1	1					1				7
6. Expand on CDEP – to include parenting programs – parenting buddy system; numeracy/literacy training; 4 hr work-day needs to be extended to 8hrs	1			1		1			1	1	1								1		7
7. Smartcard/Swipe-card to control alcohol purchases	1	1	1	1	1	1			1										1	1	10
8. More family oriented activities	1				1	1	1		1				1	1	1				1	1	10
9. Oval on eastern side of town				1		1	1	1				1							1		6
10. Life skills programme	1					1			1		1										4
11. Establish a Community Centre				1															1		2
12. Multi-cultural activities					1																1
13. Curfew, Fine system to make parents take responsibility	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	21
14. Encourage the school to be more involved with the community and community issues, and with strategies needed to solve problems	1		1				1	1		1	1	1	1		1				1		10

Workgroup Meeting – Children in the street after dark

Date: 9/9/07

Opened: 3.15pm

Present: Anthony Lloyd, Jeremy Chinnery, Ron Bradfield, Rob, Joyce, Vicki, Maureen, Renee, Anton, Stan, Mike, Megan.

Apologies: Nil

Meeting Procedure:

- Went through outcomes of community survey distributed after community meeting.
  - We now need a plan to make this project work. We need to do the who, what, where, when, how of each section of the project in order to carry it out, apply for funding and work out the process required to get it happening.
  - Safe House could be linked to curfew, Youth Centre and other projects and organisations to ensure success.
  - Ron: impressed with the number of responses to the community survey on project priorities and we can give these success rates to funding bodies to show how highly this/these projects are needed.
  - There are several ideas that came from the community meeting that we as a committee can not physically enforce/put in place. We should therefore focus on the two main priorities at this stage and then work through the rest as we complete others.
  - Jeremy: need to progress with incorporated body – have confirmed legal firm will help us with this on a pro bono basis
  - Rob: the safe house is needed but doesn't get to the heart of the problem. However, this will help us get a foot in the door as it gives access to the children affected.
  - Anthony: Youth Centre is prepared to change hours to suit and work in with the Patrol to get the youth taken home after the YC closes.
  - Many of the youth are very street wise and are in a pattern of being independent and they then take their younger family members out and keep the pattern going. More activities can not simply fall on the Youth Centre and Shire, but other stake holders at various locations.
  - Jeremy: surveys could be done through the school to find out what activities the youth want
  - Rob: we should try setting up a youth steering committee that we could be talking about to all the issues.
- Need a steering committee to organise getting a consultant in for 3 months to do the majority of the set-up work. Anton and Rob both volunteered to be on this committee.
- Rob, Jeremy and Anthony are going to be responsible for talking to the youth about what they want.

- Ron: reiterating that we need a consultant to do the work as we all have full time jobs and this will slow the process.
- Ron: move: need to employ a consultant to establish a committee, carry-out consultation, work with lawyers to get the committee incorporated, and write the business plan ready for presentation to funding bodies with details all covered. Ron to approach Vince Catania – local state government rep; Rob approaching Yulella Corporation, Mercator, Plutonic, Degrey, Rio Tinto, Jack Hills, ABBRA; Ron & Anton to speak to Shire will be approached to take the funding to pay contractor invoices (and to release the money); Jeremy, Renee, Anton, Rob, Stan to write terms of reference and be appointment panel. Seconded by Jeremy. Vote = unanimously passed. (Refer to attached white board print-out for further detail)

Next Meeting: 24<sup>th</sup> at 3pm @ Yulella

Meeting Closed: 4.35pm.

**CAMERON WATSON LEFT THE MEETING AT 11.42am**  
**CAMERON WATSON RETURNED TO THE MEETING AT 11.44am**

**10.1.4 ROAD CONSTRUCTION CREW - RECOGNITION**

**FILE REF:** R/40/1 & Personal Files  
**DISCLOSURE OF INTEREST:** NIL  
**DATE OF REPORT:** 14<sup>TH</sup> SEPTEMBER 2007  
**AUTHOR:** ROY MCCLYMONT  
CHIEF EXECUTIVE OFFICER



**SIGNATURE OF AUTHOR:**

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



**SIGNATURE OF SENIOR OFFICER:**

**Summary:**

Cr Trenfield has suggested that Council write to Leading Hand Adrian Baumgarten and each member of the Road Construction crew thanking them for an excellent job on the Mt Clere road construction works this financial year.

**Comment:**

Cr Trenfield has commented that the road construction job on Mt Clere Road is first rate and that the crew should be acknowledged for a job very well done - Council and everyone concerned should be proud of the effort and quality of the work done on this job.

**Consultation:**

Cr Trenfield

**Statutory Environment:**

NIL

**Policy Implications:**

NIL

**Voting Requirements:**

Simple Majority

**Officer Recommendation/Council Decision:**

**Moved: Cr A G Burrows**  
**Seconded: Cr S Bajrai**

**That the CEO write to Leading Hand Adrian Baumgarten and each member of the Construction Crew expressing Council's sincere thanks for an excellent job on the Mt Clere road construction program this financial year.**

**CARRIED 5/0**

**11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
NIL

**12. CLOSURE OF MEETING**

**The President Cr T R Hutchinson declared the meeting closed at 11.46am.**