



AGENDA

ORDINARY COUNCIL MEETING

16 March 2024

NOTICE OF MEETING

Dear Elected Member,

The next Ordinary Meeting of the Shire of Meekatharra will be held on Saturday 16 March 2024 in the Council Chambers, Main Street Meekatharra, commencing at 9:00am.

A handwritten signature in black ink, appearing to read 'Kelvin Matthews', with a long horizontal flourish extending to the right.

Kelvin Matthews
Chief Executive Officer
11 March 2024

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

1.1 DECLARATION OF OPENING

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.

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

Members

Staff

Apologies

Approved Leave of Absence

Nil

Observers

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. APPLICATION FOR LEAVE OF ABSENCE

Council Recommendation / Resolution:

Moved:

Seconded:

That Cr _____ be granted Leave of Absence for the 20 April 2024 Ordinary Council Meeting.

CARRIED / LOST

For:

Against:

6. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 ORDINARY COUNCIL MEETING HELD 17 FEBRUARY 2024

Council Recommendation / Resolution:

Moved:

Seconded:

That the minutes from the Ordinary Council Meeting held 17 February 2024 be confirmed.

CARRIED / LOST

For:

Against:

7.2 HEALTH BUILDING AND TOWN PLANNING MEETING HELD 17 FEBRUARY 2024

Council Recommendation / Resolution:

Moved:

Seconded:

That the minutes from the Health Building and Town Planning Meeting held 17 February 2024 be received.

CARRIED / LOST

For:

Against:

7.3 AUDIT COMMITTEE MEETING HELD 17 FEBRUARY 2024

Council Recommendation / Resolution:

Moved:

Seconded:

That the minutes from the Audit Committee Meeting held 17 February 2024 be received.

CARRIED / LOST

For:

Against:

7.4 ANNUAL ELECTORS MEETING HELD 17 FEBRUARY 2024

Council Recommendation / Resolution:

Moved:

Seconded:

That the minutes from the Annual Electors Meeting held 17 February 2024 be received.

CARRIED / LOST

For:

Against:

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

9. REPORTS OF COMMITTEES AND OFFICERS

9.1 OFFICERS MONTHLY REPORTS

9.1.1 WORKS & SERVICES MANAGER'S REPORT – FEBRUARY 2024

Shire Construction Crew

- Landor-Meekatharra Rd LRCIP works commenced at SLK33-36, 3km section.
 - Sealing and project complete.
- Maintenance grade complete on Peace Gorge Access Rd and a small section on Meekatharra-Sandstone Rd.
- Maintenance to make safe certain sections of Landor-Meekatharra Rd are complete.
- Airport works to prepare the RFDS turnaround area commenced.

Rural Roads Supervisor

- Road inspections.
- Inspections of flood damaged areas and safety signs put out/taken in.
- Sign replacement checks.
- Grid maintenance and cleanout checks.
- Checking on mine (Meekatharra-Sandstone Rd, Ashburton Downs-Meekatharra Rd, and Landor-Meekatharra Rd) road maintenance works.
- Dealing with mine representatives and pastoralists regarding closed roads due to rain/flooding.
- Regular inspections of rain affected roads after heavy rainfall end of January.
 - Also checking river crossings on certain roads around the Shire.

Maintenance Grading Program

- Contract Grader
 - Wiluna North Rd
 - Sylvania Rd
- Shire Grader
 - On break.

Flood Damage

- DFES have come back requiring some extra information. WSM has replied and currently waiting on DFES confirmation.

Contractor Works

- Traffic and safety signage around the Shire.

Budget and Progress Update

- Grader has been ordered from Westrac.
 - Grader has arrived in Geraldton and requires another 2-3 weeks for local fit out (as of late February).
- Bore Boss has arrived and landed at Ports, machine was dropped beyond repair. New machine replacement ordered and due in country, March 2024. No further updates since February OCM.
- Sweeper truck quotes have been sought however the budgeted funds are short almost \$100k. After discussions with CEO, it has been decided to contract out the town

sweeping. Looking at options including leasing from Shire of Wiluna, Shire of East Pilbara, private business in Geraldton.

- Genset for camp to be ordered shortly.
- Water tanks have been ordered.
- Camp skeleton trailers have arrived. Accommodation units have been mounted to the trailers.
- Waiting on delivery of 1x Ford Ranger for road construction crew. At body builders and waiting on accessories to be installed.
- All other budgeted plant/machinery/vehicles have been ordered and received.

Town Crew Maintenance-for the Monthly Report

- Rubbish pickups.
 - General town maintenance.
 - Tip push ups.
 - Sweeping around town area.
 - Weed spraying in laneways and around town.
 - Rubbish pickups.
- Assisting with Shire Office maintenance and Records Room set up.

Plant, Vehicles and Machinery – Maintenance and Repairs

- P545 – Ford Ranger: general service.
- P532 – Ford Ranger: general service.
- P605 – DCEO Ford Everest: general service.
- P535 – Multi Roller: general service
- P527 – Ford Ranger: general service.
- P627 – WSM Ford Everest: general service
- P527 – Ford Ranger: general service.
- P535 – Multi Roller: AC service and regas.
- P520 – Landcruiser Ute: general service.
- P522 – Mack Granite: general service and maintenance
- P526 – CEO Toyota Prado: general service.

Staff Movement

- Nil

Project & Maintenance Officers Update

Building/Facility General

- 28 Connaughton street front veranda/deck replacement is completed.
- Shade structure x2 for Lions Park have arrived and to commence late February early March 2024. Awaiting building permits to be lodged through Brendan Hall Carpentry, approved though Shire.
- SES boundary fence and gate complete. New shed building approval to be lodged and approved in coming months through Brendan Hall Carpentry/Shire.
- (OLD CRC) building Renovation complete. New shelving ordered and half has been picked up, other half to arrive mid-March and begin to install ready to move in early April.

- Aircon servicing for Commercial building well underway and due for completion by end of February early March.
- Squash courts Insurance works construction is complete and waiting on floor paint/sanding to begin week beginning 04/03/24.
- 135 (LOT 304) Darlot Street power connection submission is underway with Horizon Power. MI Global is waiting on building application process to be approved through Environmental Health Services, Shire of East Pilbara. Awaiting quote for leech drains, and sewerage connection. To seek quotes for Bulk earth works for the block before onsite building arrival. Awaiting second quote from contractor for septic/leech drains.

Electrical.

- Access Electrical advised on New camp accommodation Gen-set KVA size, currently seeking quotes.
- Diesel fuel facility lost power to pump. New trench dug and install new wiring. Job completed.

Works Requests

- Youth Centre smoke alarm faulty, has been replaced.
- 2/8 Regan Street alarm not responding to pin pad, completed and tested.
- Lloyds Plaza air con complaint of not serviced and not cooling. Project officer attended complaint and found front entrance door to Plaza wide open on a 42 deg day, closed door and observed a/c and found to be cooling. No action required.
- Female public toilet light blown, replaced.
- Lloyds public toilet blocked. Plumber called and ATU warning alarm had been turned off. Pumps are u/s and awaiting new pump replacement.
- Pool water fountain not cooling, plumber advised and completed.
- Exposed pipe broken and not repaired on renovation 1/39 Main street, Plumber advised and completed.
- Water leak 1/39 Main street, maintenance officer called and complete.
- Airport terminal door vandalised and due to be replaced.
- Keys lost to airport airside. Quote for new barrels and instalment of locks received. Barrels ordered and have been despatched. Advised by airport manager that keys have now been found.
- Taxiway light not working, Electrician called and now repaired.

Plumbing

- Indoor cricket toilets blocked. Awaiting quote to raise PO.
- 101 Darlot Street leech drain to be installed by contractor, PO has been raised and waiting on date to be confirmed to commence works.
- 91 Hill Street new toilet cistern to be installed once receive quote from contractor, raise PO.
- 69 McCleary Street new leech drains to be installed once quote has been received from contractor, raise PO.
- Youth Centre/Youth Zone front lawn retic not operational, outdoor staff have inspected and requested contractor to inspect, once quote is received, raise PO.

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That the Works and Services Manager's report for February 2024 be received.

CARRIED / LOST

For:

Against:

**9.1.2 COMMUNITY DEVELOPMENT AND SERVICES MANAGER’S REPORT
- FEBRUARY 2024**

Activity	Girls		Boys		Activity Total	No. of Sessions	Average Attendance
	5-9	10-17	5-9	10-17			
10+ Nights		46		53	99	2	15
Football/SMF sport		29		44	73	4	18
Kidzone	63		42		105	21	5
Arts & Craft							
Music		17		13	30	3	10
Indoor/Outdoor Sports		73		90	58	10	6
Pool/Swim		28		43	71	8	8

During February we’ve had various events and activities added to our usual Youth Services program.

On Wednesday 14th February 2024 we held a Deadly Thinking Workshop presented by 2 staff from Midwest Mental Health who came over from Geraldton. This workshop goes through various issues that our aboriginal face and strategies to cope with them.

On Friday 23rd February 2024 we held a Brighter Day Party, which is an Australia wide event and is used to talk about Youth Suicide awareness. This was held in conjunction with multiple other local services and agencies. This event was a great success with many activities, food and mental health shared resources which attracted approximately 30 youth and approximately 40 other children under 10 years old.

On Wednesday 28th February we held a girl’s night at Youth Focus and a boy’s night at the youth centre, where the boys were presented a sexual health lesson by WA Country Health Services. We are hoping to continue these girls and boys’ nights during Term 3 where we can hopefully have WA Country Health present a sexual health session to the girls.

We also had a visit from the Carey Right Track Foundation and Fair Game Perth who are both great with facilitating and setting up activities with the Youth Services. We’ve also been exploring different sports like hockey, tennis and spending a great deal of our afternoon sessions at the pool.

Community Development Officer Report

Outback Festival 2024 Updates

The team expresses gratitude for the approved budget. Efforts to secure additional funding are underway to alleviate the costs of the festival. We are actively pursuing three grants: Horizon Power, Lotterywest, and Festival Australia. Larra is implementing a more strategic approach when engaging with mining companies for funding support. This includes exploring opportunities for collaboration, such as allowing companies to sponsor specific

activities or provide supplies rather than solely monetary contributions. This approach strengthens collaboration between the mines, the shire, and the community.

The CDO is also actively recruiting volunteers from universities in Perth, including Curtin University, ECU, and the University of WA. Beyond the festival, we anticipate potential benefits such as future internships or partnerships.

Darts WA has expressed interest in organizing a competition during the festival period, and the CDO is coordinating with them. The team, along with Cr Holden, will convene in late April to discuss future plans, including the possibility of integrating the Rodeo with the Outback Festival.

Kidzone Upgrades

The CDO has been collaborating with Youth Officers and the children who frequent Kidzone to revitalize the space. Initiatives include updating tables and chairs, introducing new toys and supplies, optimizing storage space, and reconfiguring the layout. Discussions are ongoing to identify additional improvements needed in the space. Currently, the team is utilizing allocated budget items such as rubber matting (softfall) and shade, while also considering future upgrades, including renovating the outdated bathroom area to better accommodate children's needs.

Events Held since last report:

- 14 Feb - Deadly Thinking
- 23 Feb - Brighter Day

Upcoming Events:

- 11 March - Drumming Workshop
- 13 March - Art Talk (Arts Law Workshop)
- 28 March - Easter Egg Hunt
- 17 to 19 April - VET Clinic
- 18 April - Visitor Centre Opening & Youth Art Exhibition

Tourism Update

The Murchison GeoRegion meetings now monthly and discussions with CRC and our GeoRegion presence is ongoing.

CRC Heat Printer and Press is producing local and GeoRegion artwork on shirts, cups and other items. Soft launch of products is happening with a 'hard' launch happening with the official opening.

Staff Update

The CDSM is moving his office to the Meeka Youth Centre alongside the YO, YSRO and closer to Kidzone etc. Move expected to be completed after Easter.

Pathways, Work Experience, Traineeships and Employment

This program has been brought to life with meetings happening between the CDSM and the School. Goal is to be smaller in scope and build incremental success stories. The CDSM still in assessment stage as school reviews its program.

Funding Discussions, Policies and Procedures.

CDSM currently in discussions with both Dept. of Communities and NIAA to support better transparency and build risk management and mitigation procedures along with documentation on 'code of conduct' expectations and guiding principles, values and methodologies for the Youth Centre, its staff, programs and participants.

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That the Youth Sport and Recreation Services Officer's report for February 2024 be received.

CARRIED / LOST

For:

Against:

9.1.3 AIRPORT MANAGER'S REPORT – FEBRUARY 2024

Aircraft Movements and Statistics

Aircraft movements for General Aviation, Charter, RPT & RFDS operations were on par with the aircraft movements compared to February 2023.

Total JetA1 sales for February 2024 were lower when compared to the same period in 2023. AVGAS sales for February 2023 were very strong and doubled sales for same period in 2023. With the planned closure of the airport for pavement works in March 2023 aircraft landings and fuel sales will be considerably lower than annual sales.

The figures below reflect the differences between February 2023 and February 2024.

	February 2023	February 2024	Variance
General Aircraft Landed	81	90	+12%
RFDS Landed	47	46	-2%
Avgas	4,948	10,334	+108%
Jet A1	24,671	21,678	-12%
Total Fuel Sold	26,619	32,012	+8%

	YTD 2023	YTD 2024	Variance
General Aircraft Landed	157	165	+5%
RFDS Landed	101	100	-1%
Avgas	11,305	17,889	+58%
Jet A1	50,247	39,971	-20%
Total Fuel Sold	61,552	57,860	-6%

Aerodrome Works:

Aerodrome works for the month include:

- General maintenance and upkeep of facilities and equipment.
- Lawns / gardens and terminal plants upkeep.
- Ongoing weed spraying and chipping occurring airside along runway strips to keep weed growth to a minimum and restrict grass height.
- Rolling of all pavement surface areas with airport Multi-Wheel Roller. Areas completed include Runway 09/27, Taxiways A C & D, Main Apron, RFDS Apron & GA Parking Area.

Aerodrome Maintenance Requiring Completion:

- Aerodrome Pavement reseal project expected to commence March 10, 2024 with aerodrome closure of 2 to 3 weeks anticipated.
- Gravel Runway re-sheeting surface.

Aerodrome Security:

An incident occurred in the terminal on Friday 23/02/24 where an employee from Pilbara Resource Group passing through on a PENJET charter from Wiluna kicked the terminal door shattering the glass. The person involved pleaded ignorance at the time although CCTV footage clearly showed his actions causing the glass to be shattered. Costs will be covered by Pilbara Resource Group for the damage caused.

A third party tenant in the airport terminal reported their keys had been misplaced. All locks and padlocks to the terminal are to be replaced at cost to the tenant.

Safety Management System:

Nil

Budget items completed:

Nil

Airport Emergency:

Nil emergencies to report.

Bird/Animal Activity:

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

General:

CASA approval of the aerodrome manual review is currently pending notification.

Planning is ongoing for aerodrome pavement works consisting of a Pavement Reseal to commence March 2024.

Mike Cuthbertson
Airport Manager
01/03/2024

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That the Airport Manager's report for February 2024 be received.

CARRIED / LOST

For:

Against:

9.1.4 RANGERS REPORT – FEBRUARY 2024

Prepared by P Smith, Canine Control
Date March 2024

9 – 10 February 2024

Complaints Received:

One complaint was received regarding an open fire pit. I visited the location. No person was home. It appeared that the fire had been used several days prior to my visit. Photos were taken. On inspection the pit contained a small, enclosed barbecue that had been used for cooking food on.

Animals Trapped:

Trapping cages were set at various locations around town including the industrial area and several deserted houses. Cages were monitored during the evening. No animals were caught.

Animals Destroyed:

No animals were destroyed.

Further Patrols:

Patrols were conducted of Peace Gorge, Town Oval, Rubbish Tip, Railway Dam, recreational facilities and surrounding areas. Patrols were also conducted at the Hot Rod track, airport, cemetery, and racetrack, around the school, school oval and around town. Patrols and security checks were conducted around town at various times. No issues were seen during patrols.

20 - 21 February 2024

Complaints Received:

Several verbal complaints had been received regarding cats at the consultant quarters.

Animals Trapped:

Trapping cages were set at various locations around town including the industrial area. Traps were also set at the consultant quarters. Cages were monitored during the evening. No animals were caught.

Animals Destroyed:

No animals were destroyed.

Further Patrols:

Patrols were conducted of Peace Gorge, Town Oval, Rubbish Tip, Railway Dam, recreational facilities and surrounding areas. Patrols were also conducted at the Hot Rod track, airport, cemetery, and racetrack, around the school, school oval and around town. Patrols and security checks were conducted around town at various times.

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That the Ranger's Report for February 2024 be received.

CARRIED / LOST

For:

Against:

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	Responsibility	Action	Status
15.07.06	9.3.6	Meekatharra Heritage and Canyon Trails Project	CEO/ CONS	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.	Complete Complete In Progress
16.07.16	9.4.5	Old Power Station	CDSM/CEO	Contamination report received. with further advice from Horizon Power dated 31-10-23. Horizon Power lodged report with DWER Nov23. DWER assessing report.	In Progress
21.11.20	9.3.1	Murchison Regional Vermin Council Ongoing Contributions	CEO	Letter to MRVC 25/11/20 Emailed Lawyer 30/11/20 New Deed to MRVC 10/12/20 MRVC Returned & signed deed 11/01/21 Awaiting advice from Dept of Local Govt	Complete Complete Complete Complete In Progress
18.09.21	9.4.1	Extension to Boundaries of Reserve 45111	CDSM	Met with Westgold 14/07/23 to discuss objection to extension and potential solutions. Awaiting Westgold test results.	In Progress

19/11/22	9.3.7	Local Planning Scheme No.4 and Local Planning Strategy	CDSM	Sent Scheme and Strategy to DPLH on 07/12/22. Workshop with planning consultant held 08/12/22. DPLH have assessed documents and submitted proposed modifications 17/07/23. CDSM met with Consultant, changes have been made. Final version presented to HBTP Jan24 and sent to DPLH 24/01/24.	In Progress
16/12/22	9.3.2	Town Sports Oval Shared Use Agreement	CDSM	Advised Dept Education 20/12/22 of Council decision. Pending Dept signing agreement (they're sending it for execution Feb2024)	In Progress
19/8/23	9.3.5	Health Local Law 2022 Undertaking	CEO	Advertised for comment	In Progress
16/9/23	9.4.1	Lot 1038 Red Sandbox Lease	CDSM	Email received from DPLH requesting acceptance of lease amount	In Progress
16/9/23	9.4.2	Lease – Red Sandbox – Yulella Aboriginal Corporation	CDSM	Sent letter to Yulella 28/09/2023 Lease signed Lease amended Jan2024 as DPLH still assessing crown lease. New lease ready to be signed by CEO	In Progress
18/11/23	13.2	Rates Recovery – sale of properties	DCEO	Debt collector advised Updated info provided 06/02/2024	In progress
15/12/23	13.2	Request for Bitumen Sealing Landor Meekatharra Road E-Quote VP387756	CEO	Works completed March 2024	Completed
15/12/23	13.3	Request for Quotation 23023/24-1 – Architectural Design Lloyds Building	CEO	Architect attended Council Workshop February 204	In Progress
20/01/24	9.4.1	Gym use by Meekatharra District High School	CDSM	School still to pick up pass, they may be using teachers personal pass. School very grateful.	In Progress
20/01/24	13.1	Bitumen Sealing Works Meekatharra Airport	CEO	Works scheduled to commence 11/3/24	In Progress

17/02/24	9.3.1	Applications for Mining Tenement, Exploration, Prospecting and Miscellaneous Licences – Various	CEO	Letters sent	Completed
17/02/24	9.4.1	2024 Outback Festival – Pre-Budget Allocation	CDSM	Council approved 170K. Other funds being sought to support this.	Completed
17/02/24	13.1	Meeka Goes Green – Lease Termination Report	CEO	Council resolution advice sent	Completed

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That the Status Report be received.



CARRIED / LOST

For:

Against:

9.2 FINANCE

9.2.1 MONTHLY FINANCIAL REPORT PERIOD ENDED FEBRUARY 2024

File Ref:		
Date of Report:	11 March 2024	
Disclosure of Interest:	Nil	
Author:	Darren Friend Acting Deputy Chief Executive Officer	 Signature of Author
Senior Officer:	Kelvin Matthews Chief Executive Officer	 Signature Senior Officer

Summary:

Monthly Financial Report

Background:

Financial Activity Statement Report – s.6.4

*(1A) In this regulation — **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and

(b) budget estimates to the end of the month to which the statement relates; and

(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and

(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and

(e) the net current assets at the end of the month to which the statement relates.

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

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

(b) an explanation of each of the material variances referred to in 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; or

(b) by program; or

(c) by business unit.

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

(a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and

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

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

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

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

Comment:

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

At the time the report was prepared, the bank reconciliation had not been completed. There is no material effect on the statements.

Consultation:

Megan Shirt – Local Government Consultant

Statutory Environment:

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

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That the financial report for the period ending February 2024 be received.

CARRIED / LOST

For:

Against:

SHIRE OF MEEKATHARRA

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and
statement of financial position)

FOR THE PERIOD ENDED 29 FEBRUARY 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**SHIRE OF MEEKATHARRA
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

	29 February 2024	30 June 2023
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	34,714,059	32,201,567
Trade and other receivables	1,714,773	1,647,176
Inventories	222,329	299,525
TOTAL CURRENT ASSETS	36,651,161	34,148,268
NON-CURRENT ASSETS		
Other financial assets	61,117	61,117
Property, plant and equipment	27,084,740	26,983,793
Infrastructure	103,746,408	104,253,388
TOTAL NON-CURRENT ASSETS	130,892,265	131,298,298
TOTAL ASSETS	167,543,426	165,446,566
CURRENT LIABILITIES		
Trade and other payables	1,038,986	628,743
Employee related provisions	375,206	375,206
TOTAL CURRENT LIABILITIES	1,414,192	1,003,949
NON-CURRENT LIABILITIES		
Employee related provisions	30,921	30,921
TOTAL NON-CURRENT LIABILITIES	30,921	30,921
TOTAL LIABILITIES	1,445,113	1,034,870
NET ASSETS	166,098,313	164,411,696
EQUITY		
Retained surplus	73,722,239	72,587,877
Reserve accounts	21,769,968	21,217,713
Revaluation surplus	70,606,106	70,606,106
TOTAL EQUITY	166,098,313	164,411,696

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 29 FEBRUARY 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 07 March 2024

SHIRE OF MEEKATHARRA
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

Supplementary Information	Adopted Budget Estimates	Current Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.	Explanation of Material Variance
	(a) \$	(b)	(c)	(c) - (b) \$	((c) - (b))/(b) %			
OPERATING ACTIVITIES								
Revenue from operating activities								
General rates	6,019,927	5,899,927	5,910,599	5,868,103	(42,496)	(0.72%)		Within the reporting threshold
Grants, subsidies and contributions	15,618,346	761,798	673,954	728,791	54,837	8.14%		Within the reporting threshold
Fees and charges	1,223,697	1,562,697	1,075,716	1,182,655	106,939	9.94%		Within the reporting threshold
Interest revenue	272,000	912,000	670,500	713,143	42,643	6.36%		Within the reporting threshold
Other revenue	315,632	487,572	271,219	250,377	(20,842)	(7.68%)		Within the reporting threshold
Profit on asset disposals	24,017	24,017	2,017	93	(1,924)	(95.39%)		Within the reporting threshold
	23,473,619	9,648,011	8,604,005	8,743,162	139,157	1.62%		
Expenditure from operating activities								
Employee costs	(3,742,210)	(3,387,210)	(2,042,980)	(1,747,665)	295,315	14.46%	▲	Employee costs relating to Road maintenance are \$299K lower than YTD budget. The is expected to be a timing variance as employee costs are generally allocated evenly over the year.
Materials and contracts	(20,847,592)	(6,130,178)	(3,682,132)	(2,472,064)	1,210,068	32.86%	▲	Lower material and contracts expenditure YTD in Economic Services \$67k, Education and Welfare \$104K, Governance \$104K Rec & Culture \$121K ,Transport \$391K, and Other Property and services \$422K. These are considered timing variances that may even out before year end.
Utility charges	(321,750)	(321,750)	(214,376)	(250,798)	(36,422)	(16.99%)	▼	Overall higher water and electricity consumption on Summer accounts – some timing issues but may be budget over-runs.
Depreciation	(6,593,116)	(6,593,116)	(4,395,320)	(4,331,215)	64,105	1.46%		Within the reporting threshold
Insurance	(269,379)	(269,379)	(269,379)	(260,897)	8,482	3.15%		Within the reporting threshold
Other expenditure	(293,343)	(293,343)	(136,054)	(124,533)	11,521	8.47%		Within the reporting threshold
Loss on asset disposals	(19,875)	(19,875)	(9,875)	(15,325)	(5,450)	(55.19%)		Within the reporting threshold
	(32,087,265)	(17,014,850)	(10,750,116)	(9,202,497)	1,547,619	14.40%		
Non-cash amounts excluded from operating activities	6,588,974	6,588,974	4,403,178	4,346,451	(56,727)	(1.29%)		Within the reporting threshold
Amount attributable to operating activities	(2,024,672)	(777,865)	2,257,067	3,887,116	1,630,049	72.22%		

SHIRE OF MEEKATHARRA
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

Supplementary Information	Adopted Budget Estimates	Current Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.	Explanation of Material Variance
	(a) \$		(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %		
CONTINUED								
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	12	3,147,453	3,462,881	2,032,068	2,145,951	113,883	5.60%	Within the reporting threshold
Proceeds from disposal of assets	6	376,125	376,125	90,000	79,272	(10,728)	(11.92%)	▼ Refer to Note 6 for detail
		3,523,578	3,839,006	2,122,068	2,225,223	103,155	4.86%	
Outflows from investing activities								
Payments for property, plant and equipment	5	(3,166,992)	(3,048,023)	(1,958,945)	(1,096,402)	862,543	44.03%	▲ Refer to Note 5 for detail
Payments for construction of infrastructure	5	(10,283,512)	(10,913,671)	(7,275,568)	(2,923,286)	4,352,282	59.82%	▲ Refer to Note 5 for detail
		(13,450,504)	(13,961,694)	(9,234,513)	(4,019,689)	5,214,824	56.47%	
Amount attributable to investing activities		(9,926,926)	(10,122,688)	(7,112,445)	(1,794,466)	5,317,979	74.77%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Transfer from reserves	4	1,016,480	1,400,791	0	0	0	0.00%	Within the reporting threshold
		1,016,480	1,400,791	0	0	0	0.00%	
Outflows from financing activities								
Transfer to reserves	4	(1,185,874)	(2,485,185)	(552,255)	(552,255)	0	0.00%	Within the reporting threshold
		(1,185,874)	(2,485,185)	(552,255)	(552,255)	0	0.00%	
Amount attributable to financing activities		(169,394)	(1,084,394)	(552,255)	(552,255)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		12,120,992	12,301,812	12,120,992	12,301,812	180,820	1.49%	
Amount attributable to operating activities		(2,024,672)	(777,865)	2,257,067	3,887,116	1,630,049	72.22%	
Amount attributable to investing activities		(9,926,926)	(10,122,688)	(7,112,445)	(1,794,466)	5,317,979	74.77%	
Amount attributable to financing activities		(169,394)	(1,084,394)	(552,255)	(552,255)	0	0.00%	
Surplus or deficit after imposition of general rates		0	316,865	6,713,359	13,842,207	7,128,848	106.19%	

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
▲▼ Better than budget (Income is higher, Expenditure is lower)/Worse than budget (Income is lower, expenditure is higher)
This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 29 February 2024
(a) Net current assets used in the Statement of Financial Activity				
Current assets				
Cash and cash equivalents	3	\$ 32,194,272	\$ 32,201,567	34,714,059
Trade and other receivables		1,894,424	1,647,176	1,714,773
Inventories	8	299,525	299,525	222,329
		34,388,221	34,148,268	36,651,161
Less: current liabilities				
Trade and other payables	9	(1,049,516)	(628,743)	(1,038,986)
Employee related provisions	10	(338,524)	(375,206)	(375,206)
		(1,388,040)	(1,003,949)	(1,414,192)
Net current assets		33,000,181	33,144,319	35,236,969
Less: Total adjustments to net current assets	Note 2(c)	(20,879,189)	(20,842,507)	(21,394,762)
Closing funding surplus / (deficit)		12,120,992	12,301,812	13,842,207

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

		Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash amounts excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(24,017)	(2,017)	(93)
Add: Loss on asset disposals	6	19,875	9,875	15,325
Add: Depreciation		6,593,116	4,395,320	4,331,215
Add: Movement in other provisions				4
Total non-cash amounts excluded from operating activities		6,588,974	4,403,178	4,346,451

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 29 February 2024
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts	4	(21,217,713)	(21,217,713)	(21,769,968)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of employee benefit provisions	4	338,524	375,206	375,206
Total adjustments to net current assets	Note 2(a)	(20,879,189)	(20,842,507)	(21,394,762)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF MEEKATHARRA

SUPPLEMENTARY INFORMATION

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SHIRE OF MEEKATHARRA
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
FOR THE PERIOD ENDED 29 FEBRUARY 2024

	Ref Note	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$
OPERATING ACTIVITIES				
Income excluding grants, subsidies and contributions				
Governance		80	48	0
General purpose funding - other		6,306,227	6,181,439	6,601,976
Law, order and public safety	11	2,950	1,952	2,121
Health		1,120	744	399
Education and welfare		30,473	20,280	8,103
Housing		20,000	13,328	19,182
Community amenities		155,259	140,532	112,314
Recreation and culture	6	141,727	52,040	138,009
Transport		1,095,037	716,009	1,053,289
Economic services		46,400	24,920	16,021
Other property and services		56,000	37,320	62,956
		7,855,273	7,188,612	8,014,371
Grants, subsidies and contributions				
Governance		0	0	0
General purpose funding - other		0	0	153,977
Law, order and public safety		15,000	12,328	23,764
Health		0	0	0
Education and welfare		130,946	90,274	90,249
Housing		0	0	0
Community amenities		0	0	0
Recreation and culture		215,500	131,000	103,050
Transport		18,404,353	6,045,936	2,503,702
Economic services		0	0	0
Other property and services		0	0	0
		18,765,799	6,279,538	2,874,742
Expenditure from operating activities (including depreciation)				
Governance		(929,217)	(635,458)	(519,279)
General purpose funding		(361,106)	(160,704)	(145,865)
Law, order and public safety		(210,382)	(144,348)	(147,429)
Health		(204,648)	(103,316)	(120,840)
Education and welfare		(1,093,496)	(735,517)	(557,586)
Housing		(78,918)	(46,955)	(127,264)
Community amenities		(871,889)	(557,286)	(512,279)
Recreation and culture		(1,977,869)	(1,348,556)	(1,313,511)
Transport		(25,000,330)	(8,970,641)	(5,628,369)
Economic services	6	(717,078)	(522,318)	(465,108)
Other property and services		(642,332)	(357,094)	335,032
		(32,087,265)	(13,582,193)	(9,202,498)
Net Operating Result		(5,466,193)	(114,043)	1,686,616

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Cash	Institution	Interest	Maturity
		\$	\$	\$		Rate	Date
Cash on hand							
Municipal Bank Account	Cash and cash equivalents	3,342,021	0	3,342,021	Westpac	0.00%	At Call
Air BP	Cash and cash equivalents	2,292	0	2,292	Westpac	0.00%	At Call
Maxi Account	Cash and cash equivalents	9,108,853	0	9,108,853	Westpac	1.10%	At Call
Term Deposits							
698577	Cash and cash equivalents	0	21,769,968	21,769,968	Westpac	3.50%	17/04/2024
636437	Cash and cash equivalents	506,440	0	506,440	Westpac	3.50%	14/05/2024
Total		12,959,606	21,769,968	34,729,574			

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Original Budget Interest Earned	Current Budget Interest Earned	Original Budget Transfers In (+)	Current Budget Transfers In (+)	Original Budget Transfers Out (-)	Current Budget Transfers Out (-)	Original Budget Closing Balance	Current Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$		\$		\$		\$		\$	\$	\$	\$	\$
Restricted by Council														
Leave reserve	408,886	3,855	14,453	0	0	0	0	412,741	412,741	408,886	10,642	0	0	419,528
Plant reserve	847,059	7,984	29,942	0	365,000	0	0	855,043	1,220,043	847,059	22,047	0	0	869,106
Building Reserve	1,642,847	15,486	58,071	460,874	460,874	(336,480)	(336,480)	1,782,727	1,782,727	1,642,847	42,760	0	0	1,685,607
Shire Water Reserve	331,341	3,123	11,712	0	0	0	0	334,464	334,464	331,341	8,625	0	0	339,966
Airport Runway Reserve	3,373,617	31,800	119,250	0	0	(530,000)	(914,311)	2,875,417	2,491,106	3,373,617	87,808	0	0	3,461,425
Airport Reserve	979,085	9,229	34,609	0	384,311	0	0	988,314	1,372,625	979,085	25,484	0	0	1,004,569
Transport Reserve	62,857	592	2,222	0	0	0	0	63,449	63,449	62,857	1,636	0	0	64,493
Infrastructure & Development Reserve	1,044,791	9,848	36,931	0	0	0	0	1,054,639	1,054,639	1,044,791	27,194	0	0	1,071,985
Covid-19 Emergency Response/Cashflow Supplement	219,766	2,072	7,768	0	0	0	0	221,838	221,838	219,766	5,720	0	0	225,486
Reseals & Rejuvenation Reserve	5,930,425	55,901	209,628	300,000	300,000	0	0	6,286,326	6,286,326	5,930,425	154,359	0	0	6,084,784
Interpretive Centre Reserve	1,942,192	18,307	68,652	0	0	0	0	1,960,499	1,960,499	1,942,192	50,551	0	0	1,992,743
Roads -Second / Final Seals Reserve	1,791,765	16,889	63,335	150,000	150,000	0	0	1,958,654	1,958,654	1,791,765	46,636	0	0	1,838,401
Lloyd'S Revitalisation Reserve	1,614,053	15,214	57,053	0	0	0	0	1,629,267	1,629,267	1,614,053	42,010	0	0	1,656,063
Industrial Park Reserve	872,744	8,227	30,850	0	0	0	0	880,971	880,971	872,744	22,716	0	0	895,460
Swimming Pool Reserve	156,285	1,473	5,524	75,000	75,000	(150,000)	(150,000)	82,758	82,758	156,285	4,067	0	0	160,352
	21,217,713	200,000	750,000	985,874	1,735,185	(1,016,480)	(1,400,791)	21,387,107	21,752,107	21,217,713	552,255	0	0	21,769,968

5 CAPITAL ACQUISITIONS

	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Capital acquisitions					
Buildings - non-specialised	1,533,977	1,580,008	1,054,537	328,585	(725,952)
Furniture and equipment	87,225	87,225	58,128	17,849	(40,279)
Plant and equipment	1,545,790	1,380,790	846,280	749,968	(96,312)
Acquisition of property, plant and equipment	3,166,992	3,048,023	1,958,945	1,096,402	(862,543)
Infrastructure - roads	7,894,677	7,894,677	5,262,984	2,309,614	(2,953,370)
Infrastructure - footpaths	200,000	200,000	133,328	0	(133,328)
Infrastructure - Airport	1,208,000	1,592,311	1,061,528	136,950	136,950
Infrastructure - Other	980,835	1,226,683	817,728	476,722	476,722
Acquisition of infrastructure	10,283,512	10,913,671	7,275,568	2,923,286	(4,198,111)
Total capital acquisitions	13,450,504	13,961,694	9,234,513	4,019,689	(5,060,654)
Capital Acquisitions Funded By:					
Capital grants and contributions	3,147,453	3,462,881	2,032,068	2,145,951	113,883
Other (disposals & C/Fwd)	376,125	0	90,000	79,272	(10,728)
Reserve accounts					
Building Reserve	336,480		336,480	0	(336,480)
Airport Runway Reserve	530,000		530,000	0	(530,000)
Swimming Pool Reserve	150,000		150,000	0	(150,000)
Contribution - operations	8,910,446	10,498,813	6,095,965	1,794,466	(4,301,499)
Capital funding total	13,450,504	13,961,694	9,234,513	4,019,689	(5,214,824)

SIGNIFICANT ACCOUNTING POLICIES

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

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

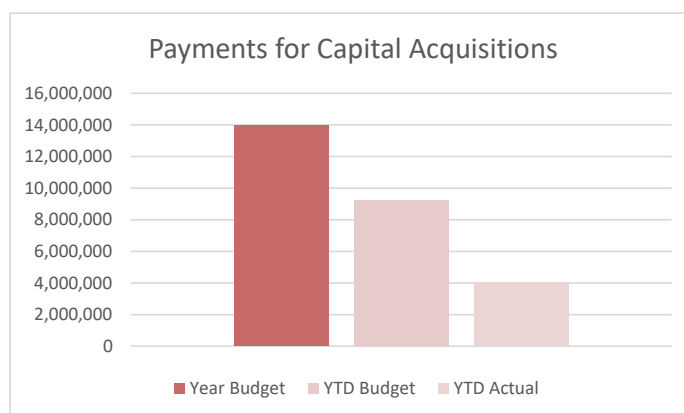
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.



5 CAPITAL ACQUISITIONS - DETAILED

GL Account	Job Number	Job/Account Description	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance	Comments
Buildings - non-specialised								
1328	AC13	Admin Building Capital - Planning And Stage 1 Of Office Reconfiguration	140,000	140,000	93,328	25,750	67,578	
1328	AC9	Admin Building Capital - Roofing Sheets And Flashing And Relocate Split System Units	195,232	195,232	130,152	6,704	123,448	
2026		Ses Buildings - Capital	-	21,000	21,000	-	21,000	
3437	YCC11	Yc - Kitchen Upgrade/Building Improvements	25,000	25,000	16,664	-	16,664	
2704	0921	Lot 303 Capital Improvements	15,740	15,740	10,488	17,314	(6,826)	
2704	0922	Lot 206 Capital Improvements	3,296	3,296	2,192	-	2,192	
2704	0923	Lot 220 Capital Improvements	10,570	10,570	7,040	11,627	(4,587)	
2704	0927	Lot 408 Hill St - Capital Improvements	13,160	13,160	8,768	14,476	(5,708)	
2704	0929	Lot 208 Capital Improvements	15,360	15,360	10,240	16,896	(6,656)	
2704	0933	Lot 207 Hill St - Capital Improvements	12,419	12,419	8,272	-	8,272	
2704	0935	1/16 Regan St - Capital Improvements	14,120	14,120	9,408	15,532	(6,124)	
2704	0936	2/16 Regan St - Capital Improvements	14,120	14,120	9,408	15,532	(6,124)	
2704	0937	3/16 Regan St - Capital Improvements	14,120	14,120	9,408	15,532	(6,124)	
2704	0938	4/16 Regan St - Capital Improvements	14,120	14,120	9,408	15,532	(6,124)	
2704	0980	Lot 927 Mccleary St - Capital Improvements	17,510	17,510	11,672	19,261	(7,589)	
2704	0981	Lot 294 Hill St - Capital Improvements	26,940	26,940	17,960	29,634	(11,674)	
2704	0982	Lot 294 Hill St - Capital Improvements	-	4,321	4,321	4,938	(617)	
2704	0984	28 Connaughton Street - Capital Improvements	44,270	44,270	29,512	21,955	7,557	
2715		New Staff Housing	435,000	435,000	290,000	88,067	201,934	
3544	HC03	Hall - Replace Evap With Other Cooling/Heating System & Assoc. Electrical Works	-	9,707	-	8,120	(8,120)	
3544	HC14	Hall - Replace Male Urinal With 2 Individual Waterless Urinals	9,675	10,678	6,448	-	6,448	
3666		Pool - Buildings	3,000	3,000	2,000	-	2,000	
3997	SR22	Osr - Picture Gardens - Upgrade Toilets	97,234	97,234	64,816	-	64,816	
3997	SR23	Upgrade Main Building , Inc Air Con, Hws, Lighting And Circuit Board	10,266	10,266	6,840	-	6,840	
4036		Indoor Cricket Centre	107,500	107,500	71,664	-	71,664	
4171		Masonic Lodge - Capital	11,825	11,825	7,880	-	7,880	
5044	DC15	Depot Capital - Relace Front Doors On Town Gardeners Shed	100,000	100,000	66,664	-	66,664	
5344		Airport - Paint Store Building	3,500	3,500	2,328	-	2,328	
5396		Interpretive Centre	-	10,000	6,664	-	6,664	
9651	EC05	Red Sandbox - Replace Shade Structure	10,000	10,000	6,664	-	6,664	
9681		Community Resource Centre - Building	170,000	170,000	113,328	1,715	111,613	
TOTAL Buildings			1,533,977	1,580,008	1,054,537	328,585	725,952	

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

1244		Computer Equipment	3,000	3,000	2,000	3,423	(1,423)
1324		Admin Office Equipment	-	-	-	-	-
2438	KZC09	Kz - Outdoor Setting For Under Verandah	1,500	1,500	1,000	-	1,000
2454		C.D.O. Furniture And Equipment	10,750	10,750	7,160	-	7,160
3534	HC06	Hall - Audio-Visual Equipment	25,000	25,000	16,664	-	16,664
3803	SR11	Osr - Picture Gardens - Artificial Turf	3,225	3,225	2,144	-	2,144
			-	-	-	-	-
TOTAL Furniture and Equipment			87,225	87,225	58,128	17,849	40,279

Plant and equipment

1224		Ceo Vehicle	-	-	-	-	-
1331		Cdsm Vehicle	55,000	55,000	36,664	45,327	(8,663)
1355		Dceo Vehicle	-	-	-	-	-
5014		Misc Plant (Small Equipment > \$5000 Ex Gst)	10,000	10,000	6,664	-	6,664
5034		Caravans & Equipment	299,697	299,697	199,792	283,576	(83,784)
5064		Down Hole Bore Pumps And Trailers	120,800	120,800	80,528	-	80,528
5084		Various Utilities	296,969	296,969	197,976	57,835	140,141
5094		Sweeper	365,000	-	-	-	-
5124		Truck	2,000	2,000	1,328	-	1,328
5144		Works Manager Vehicle	-	-	-	64,249	(64,249)
5154		Engines & Pumps (> \$5,000 Otherwise Use GI4810)	50,000	50,000	33,328	-	33,328
5206		Roller	170,000	170,000	170,000	218,900	(48,900)
5264		Trailer	56,324	56,324	-	-	-
5331		Excavator	120,000	120,000	120,000	79,500	40,500
5385		Aerodrome - Plant & Equipment	-	200,000	-	582	(582)
TOTAL Plant and Equipment			1,545,790	1,380,790	846,280	749,968	96,312

Infrastructure - roads

4200		Road Construction Various	7,394,677	7,394,677	4,929,656	2,309,614	2,620,042
4530		Reseal Town Sts	500,000	500,000	333,328	-	333,328
TOTAL Road Construction			7,894,677	7,894,677	5,262,984	2,309,614	2,953,370

5 CAPITAL ACQUISITIONS - DETAILED

Infrastructure - footpaths							
5046		Footpaths - New And Renewal	200,000	200,000	133,328	-	133,328
		TOTAL Footpath Construction	200,000	200,000	133,328	-	133,328
Infrastructure - Airport							
5104	1210	Runway Construction	1,100,000	1,484,311	989,528	136,950	852,578
5104	1218	Fog Seal & Crack Sealing	30,000	30,000	20,000	-	20,000
5104	1220	Aerodrome - Line Marking	78,000	78,000	52,000	-	52,000
		TOTAL Airport Construction	1,208,000	1,592,311	1,061,528	136,950	924,578
Infrastructure - Other							
2436	YCC07	Yc - Water Fountain (Of Toilet Block)	5,000	5,000	3,328	-	3,328
2436	YCC10	Yc - Racks For Sporting Equipment	2,000	2,000	1,328	-	1,328
2440	KZC07	Kz - Paving Of Courtyard (Approx 15X 6M)	27,000	27,000	18,000	-	18,000
2440	KZC08	Kz - Reticulation And Reseeding Of Lawn	5,000	5,000	3,328	-	3,328
2440	KZC10	Kz - Shade Over Playground	40,000	40,000	26,664	-	26,664
2824		Refuse Site - Capital Upgrade And Expansion	56,438	56,438	37,624	-	37,624
3274		Cemetery - Other Infrastructure	69,139	69,139	46,088	14,022	32,066
3286		Town Drinking Fountain	5,375	5,375	3,576	-	3,576
3694		Pool - Main Pool, Wading Pool & Other Infrastructure	305,000	305,000	203,328	302,577	(99,249)
4015	SR13	Lions Park - Landscaping (Includes Removal Of Bmx Track)	150,000	395,848	263,896	64,152	199,744
4015	SR14	Lions Park - Seating And Tables	19,773	19,773	13,176	17,975	(4,799)
4984	MS03	Mainstreet Scaping - Street Sculptures	20,111	20,111	13,400	20,345	(6,945)
5380		Peace Gorge Tourism	140,000	140,000	93,328	-	93,328
5399		Welcome Park & Information Bay Capital Expenditure	66,000	66,000	44,000	177	43,823
5424		Entry Statement & Signs	70,000	70,000	46,664	57,474	(10,810)
		TOTAL Other Infrastructure	980,835	1,226,683	817,728	476,722	341,006
		TOTALS	13,450,504	13,961,694	9,234,513	4,019,689	5,214,824

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

INVESTING ACTIVITIES

5 CAPITAL ROADWORKS - DETAILED

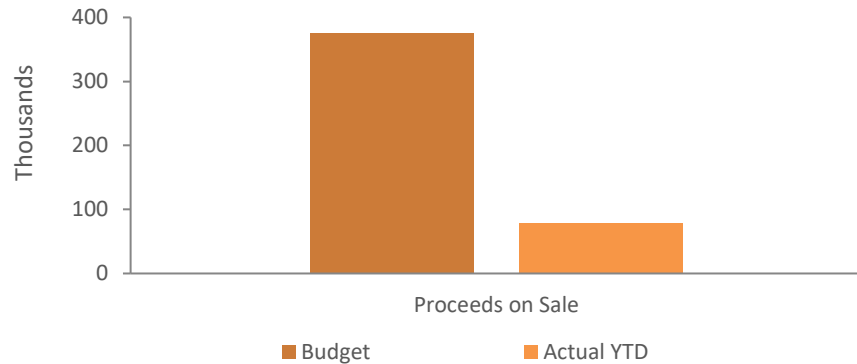
Account	Job - Account	Job/Account Description	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance	Comments
Infrastructure - roads								
4200		Road Construction Various						
	1262	Grids Installation	187,100	187,100	124,728	65,000	59,728	
	1268	Water Bores	60,000	60,000	40,000	-	40,000	
	A66	Landor Rd - Roads To Recovery Funded	795,134	795,134	530,080	1,284,360	(754,280)	
	A68	Sandstone Rd - Roads To Recovery Funded	-	-	-	423	(423)	
	AA66	Landor Road - Roads To Recovery Funded	-	-	-	86,263	(86,263)	
	BB66	Landor Road - Bbrf Funded Business Case	70,539	70,539	47,024	-	47,024	
	C1	Mt Clere Rd - Construction	110,000	110,000	73,328	-	73,328	
	C43	High Street - Construction	200,899	200,899	133,912	58,120	75,792	
	C44	Savage Street - Construction	200,000	200,000	133,320	65,315	68,005	
	C52	Queen Rd - Construction	-	-	-	2,510	(2,510)	
	C54	Douglas Street - Construction	250,000	250,000	166,656	103,493	63,163	
	GC01	Gorge Creek River Crossing	1,600,000	1,600,000	1,066,656	-	1,066,656	
	LR66	Landor Road - Local Roads & Community Infrastructure Program	970,271	970,271	646,824	384,197	262,627	
	MSB01	Mingah Springs By-Pass	400,000	400,000	266,656	-	266,656	
	PRC01	Pingandy River Crossing	1,600,000	1,600,000	1,066,656	-	1,066,656	
	RR67	Ashburton Rd - Regional Road Group Funding	50,734	50,734	33,816	-	33,816	
	RRG24	Sandstone Road (Rrg) Resheeting	600,000	600,000	400,000	259,935	140,066	
	SRR01	Sandstone Road Resheeting (Council)	300,000	300,000	200,000	-	200,000	
TOTAL Road Construction			7,394,677	7,394,677	4,929,656	2,309,614	2,620,042	

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
88	Bluebird Caravan (EX MRD)	0	0	0	0	0	182	182	0
511	2017 Toyota Prado	40,000	40,000	0	0	40,998	40,909	0	(89)
427	2010 HiAce	26,000	16,125	0	(9,875)	0	0	0	0
610	Ford Ranger	47,983	50,000	2,017	0	0	0	0	0
612	Ford Ranger	50,000	50,000	0	0	53,507	38,181	0	(15,326)
513	2018 CAT Roller	110,000	100,000	0	(10,000)	0	0	0	0
358	2003 12H CAT Grader	98,000	120,000	22,000	0	0	0	0	0
		371,983	376,125	24,017	(19,875)	94,505	79,272	182	(15,415)



**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

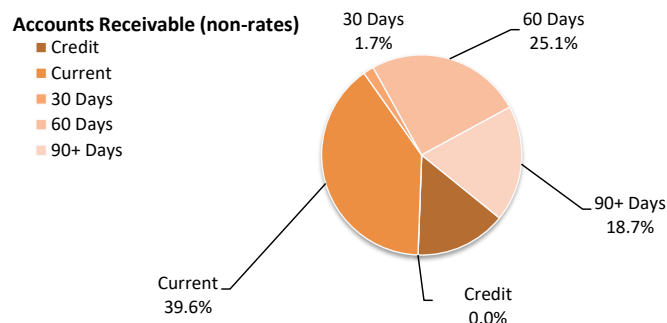
OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 June 2023	29 Feb 2024
	\$	\$
Opening arrears previous years	782,244	1,526,601
Levied this year	5,697,848	5,868,103
Less - collections	(4,953,491)	(5,785,495)
Gross rates collectable	1,526,601	1,609,209
Net rates collectable	1,526,601	1,609,209
% Collected	76.4%	78.2%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(35,209)	94,580	4,120	59,993	44,743	168,227
Percentage	(20.9%)	56.2%	2.4%	35.7%	26.6%	
Balance per trial balance						
Trade receivables						168,227
GST receivable						57,646
Allowance for credit losses of trade receivables						(120,309)
Total receivables general outstanding						105,564

Amounts shown above include GST (where applicable)



KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 29 February 2024
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel and Oils	299,525	0	(77,196)	222,329
Total other current assets	299,525	0	(77,196)	222,329

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

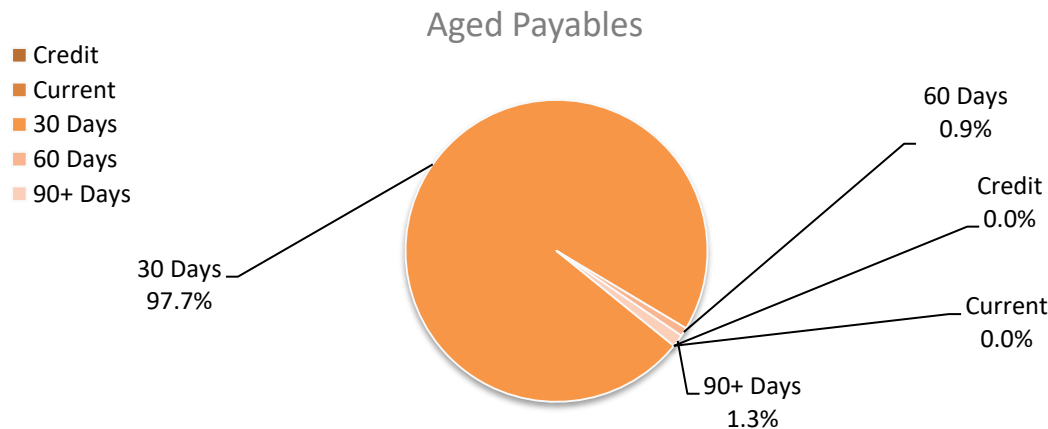
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	510,073	4,816	6,949	521,837
Percentage	0.0%	0.0%	97.7%	0.9%	1.3%	
Balance per trial balance						
Sundry creditors	0	83,429	0	0	0	83,429
ATO liabilities	0	121,727	0	0	0	121,727
Bond Held	0	519,786	0	0	0	519,786
Excess rates	0	303,307	0	0	0	303,307
Other payables [describe]	0	10,737	0	0	0	10,737
Total payables general outstanding						1,038,986

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



10 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 29 February 2024
		\$	\$	\$	\$	\$
Employee Related Provisions						
Provision for annual leave		259,309	0	0	0	259,309
Provision for long service leave		115,897	0	0	0	115,897
Total Provisions		375,206	0	0	0	375,206
Total other current liabilities		375,206	0	0	0	375,206

A breakdown of contract liabilities and associated movements is provided on the following pages at Note

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

OPERATING ACTIVITIES

11 GRANTS, SUBSIDIES AND CONTRIBUTIONS

		Grants, subsidies and contributions revenue				
		Provider	Program	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
COA	IE			\$	\$	\$
0181	52	Financial Assistance Grant	General Purpose Funding	0	63,458	95,188
211	52	Local Road Grant	General Purpose Funding	0	39,193	58,789
1563	52	D.F.E.S. Operating Grant	Law, Order, Public Safety	7,000	7,000	18,953
2003	52	S.E.S. Operating Grant	Law, Order, Public Safety	8,000	5,328	0
2024	55	Reimbursements - Law Other	Law, Order, Public Safety	0	0	4,811
2417	52	Misc Youth - Grants Other	Education & Welfare	10,750	7,160	0
2419	52	Youth Grant - O.S.H.C. Program	Education & Welfare	28,131	14,066	15,047
2421	52	Youth Services Grant - D.C.P. - W.A.	Education & Welfare	92,065	69,048	71,839
2460	52	C.D.O. - Misc Income	Education & Welfare	0	0	3,364
3626	52	Miscellaneous Grants - Rec Off	Recreation And Culture	1,000	1,000	0
3713	52	Recreation Grants	Recreation And Culture	64,500	20,000	0
3713	55	Recreation Grants	Recreation And Culture	0	0	20,000
4591	52	Mrwa - Direct Grant	Transport	400,000	440,801	440,801
4601	52	Wandrro - Natural Disaster (Flood Damage)	Transport	15,000,000	0	0
4823	55	Reimbursements - Transport	Transport	0	0	0
4843	52	Street - Lighting - Operating Grant	Transport	6,900	6,900	0
				15,618,346	673,954	728,791

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

INVESTING ACTIVITIES

12 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

COA	IE	Provider	Program	Capital grants, subsidies and contributions revenue			
				Adopted Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual
				\$	\$	\$	\$
3663	48	Csrff Grant	Recreation And Culture	110,000	110,000	110,000	83,050
3713	48	Recreation Grants	Recreation And Culture	0	265,878	0	0
3873	48	Lotterywest Grant	Recreation And Culture	40,000	40,000	0	0
4571	50	Local Roads & Community Infrastructure Program	Transport	1,006,834	1,006,834	503,417	518,734
4621	50	R2R Grant	Transport	785,619	785,619	785,619	785,617
4691	48	Mrwa Road Project Grant (Rrg)	Transport	600,000	600,000	600,000	709,000
4903	48	Streetscape Grant	Transport	0	49,550	33,032	49,550
5183	48	Aerodrome Grant Income	Transport	605,000	605,000	0	0
				3,147,453	3,462,881	2,032,068	2,145,951



**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

12 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$
Budget adoption closing Surplus/(Deficit)	Surplus/(Deficit)	12,120,992	12,301,812	180,820		180,820
0121 INTERIM RATES	Operating revenue	120,000	-		(120,000)	60,820
0141 INTEREST ON INSTALMENTS	Operating revenue	12,000	27,000	15,000		75,820
0151 INTEREST ON OVERDUE RATES	Operating revenue	50,000	65,000	15,000		90,820
0181 FINANCIAL ASSISTANCE GRANT	Operating revenue	-	63,458	63,458		154,278
0211 LOCAL ROAD GRANT	Operating revenue	-	39,193	39,193		193,471
0352 SALARIES - ADMINISTRATION	Operating expenses	(1,250,000)	(1,150,000)	100,000		293,471
2296 CONSULTANTS - HEALTH ADMIN & INSPECT	Operating expenses	(25,000)	(42,000)		(17,000)	276,471
2422 YOUTH CO-ORDINATORS - SALARIES	Operating expenses	(225,000)	(170,000)	55,000		331,471
2526 SUPERANNUATION - YOUTH	Operating expenses	(28,000)	(16,000)	12,000		343,471
2542 STAFF HOUSING MAINTENANCE	Operating expenses	(276,967)	(451,967)		(175,000)	168,471
2863 REFUSE REMOVAL CHARGES	Operating expenses	111,172	100,172		(11,000)	157,471
3212 CEMETERY MAINTENANCE	Operating expenses	(5,296)	(35,296)		(30,000)	127,471
3713 RECREATION GRANTS	Operating revenue	-	265,878	265,878		393,349
3842 BUILDING MTCE - SQUASH COURTS	Operating expenses	-	(90,125)		(90,125)	303,224
4073 INSURANCE CLAIMS - OTHER RECREATION	Operating revenue	-	90,125	90,125		393,349
4591 MRWA - DIRECT GRANT	Operating revenue	400,000	440,801	40,801		434,150
4601 WANDRRA - NATURAL DISASTER (FLOOD DA	Operating revenue	15,000,000	-		(15,000,000)	(14,565,850)
4752 FLOOD DAMAGE OPERATIONAL	Operating expenses	(15,000,000)	-	15,000,000		434,150
4903 CONTRIBUTIONS AND OTHER GRANTS	Operating revenue	-	49,550	49,550		483,700
5031 STRUCTURAL TESTING ON AIRPORT PAVEM	Operating expenses	(200,000)	-	200,000		683,700
5092 RETAIL DIESEL COGS (ISSUES)	Operating expenses	(235,000)	(385,000)		(150,000)	533,700
5203 LANDING FEES (INCLUDES HEAD TAX)	Operating revenue	592,500	792,500	200,000		733,700
5302 M.R.V.C. VERMIN CONTROL	Operating expenses	-	(20,461)		(20,461)	713,239
5303 RETAIL DIESEL SALES RECEIPTS	Operating revenue	244,400	394,400	150,000		863,239
5393 FESTIVAL INCOME TOURISM	Operating revenue	36,000	97,815	61,815		925,054
8132 INDUSTRY SUPERANNUATION PWO	Operating expenses	(243,000)	(175,000)	68,000		993,054
8303 DIESEL FUEL REBATE	Operating revenue	20,000	40,000	20,000		1,013,054
8530 GROSS SALARIES & WAGES	Operating expenses	(3,675,000)	(3,555,000)	120,000		1,133,054
9223 INTEREST ON MUNICIPAL INVESTMENTS	Operating revenue	10,000	70,000	60,000		1,193,054
9224 INTEREST ON RESERVES	Operating revenue	200,000	750,000	550,000		1,743,054
Buildings - non-specialised	Capital expenses	(1,533,977)	(1,580,008)		(46,031)	1,697,023
Plant and equipment	Capital expenses	(1,545,790)	(1,380,790)	165,000		1,862,023
Infrastructure - Airport	Capital expenses	(1,208,000)	(1,592,311)		(384,311)	1,477,712
Infrastructure - Other	Capital expenses	(980,835)	(1,226,683)		(245,848)	1,231,864
Transfer from reserves	Capital revenue	1,016,480	1,400,791		384,311	1,616,175
Transfer to reserves	Capital expenses	(1,185,874)	(2,485,185)	(1,299,311)		316,865
				16,222,329	(15,905,464)	316,865

9.2.2 OUTSTANDING DEBTORS

File Ref:	Nil	
Disclosure of Interest:	Nil	
Date of Report:	8 March 2024	
Author:	Darren Friend Acting Deputy Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Kelvin Matthews Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary:

Attached is a copy of the detailed outstanding Sundry Debtors.

Background:

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

The following applies to all outstanding debtors –

- >30 day Outstanding debtors with an account older than 30 days are sent a statement
- >60 day Outstanding debtors with an account older than 60 days or more are sent a reminder letter and are followed up with a phone call and/or email if possible
- >90 day Outstanding debtors with an account older than 90 days will be sent to a debt collection agent.

Comment:

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

Consultation:

Kelvin Matthews – Chief Executive Officer

Statutory Environment:

Nil

Policy Implications:

4.11 Sundry Debt Collection

Financial Implications:

Loss of revenue

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved:
Seconded:

That Council receives the outstanding monthly Debtors Trial Balance for February 2024.

CARRIED / LOST

For:
Against:

SHIRE OF MEEKATHARRA



Debtors Trial Balance

As at 28.02.2024

Debtor #	Name	Age Of Invoice (90 Days)	30.11.2023 GT 90 Days	30.12.2023 GT 60 Days	29.01.2024 GT 30 days	28.02.2024 Current	Total	Comment
A194	A.C.N. 633941 287 Pty Ltd	0	0.00	118.50	0.00	0.00	118.50	
B043	Adrian Baumgarten	222	415.70	0.00	0.00	0.00	415.70	
A169	Albany Aviation	181	61.23	0.00	0.00	0.00	61.23	
A190	Aurelia and Sovan Pty Ltd	118	40.83	40.83	0.00	0.00	81.66	
A039	Aus West Airlines Pty Ltd	0	0.00	141.73	0.00	0.00	141.73	
A168	Australian Vanadium Limited	0	0.00	0.00	500.00	0.00	500.00	
A189	Avshare Investments Pty Ltd	262	54.40	0.00	0.00	0.00	54.40	
A081	Avwest Pty Ltd	262	56.13	0.00	0.00	0.00	56.13	
A191	Anthony, Jayleen	161	843.95	0.00	0.00	0.00	843.95	
A193	Argyle Cattle Company Pty	0	0.00	25.00	0.00	0.00	25.00	
A182	Armada Aviation Pty Ltd	151	112.50	0.00	0.00	0.00	112.50	
B110	Big Bell Gold Operations	146	11,000.00	2,200.00	0.00	0.00	13,200.00	
C151	C.A.Helicopters Pty Ltd	181	25.00	0.00	0.00	0.00	25.00	
K043	Chris Clancy & Kadisen King	862	6,944.28	0.00	0.00	0.00	6,944.28	Debt Collection
C011	Commercial Hotel	0	0.00	0.00	0.00	5,218.08	5,218.08	
J021	Department of Justice	133	756.40	0.00	0.00	0.00	756.40	
E057	Evans, Martin John	181	25.00	0.00	0.00	0.00	25.00	
E058	Ecn Aviation Pty Ltd	118	98.40	0.00	0.00	0.00	98.40	
F065	Flight Standards Pty Ltd	0	0.00	0.00	27.20	0.00	27.20	
V028	Frederik Van Beek	0	0.00	31.05	0.00	0.00	31.05	
G120	Gilla, Patina	118	300.00	0.00	0.00	0.00	300.00	
H014	Helibits Pty Ltd (Heliwest)	673	59.13	395.50	0.00	112.50	567.13	
H150	Helicopter Logistics Pty Ltd	181	56.25	0.00	0.00	0.00	56.25	
K067	Korewha, Clifford	163	330.05	0.00	1,416.40	0.00	1,746.45	
K027	Kyanga, Robert	0	0.00	0.00	0.00	100.00	100.00	
L049	Leanne Sharrock (Meeka Gift n Garden)	0	0.00	139.98	0.00	311.67	451.65	
MV01	Mader Valley Investments Pty Ltd	318	39.29	0.00	0.00	0.00	39.29	
M191	Magspec Aviation Pty Ltd	0	0.00	0.00	43.08	448.80	491.88	
R115	Malcolm Ryder	317	200.00	0.00	0.00	0.00	200.00	
MC1D	Meekatharra Caravan Park	119	136.20	0.00	0.00	0.00	136.20	
M03D	Meekatharra Corner Store	256	26.10	0.00	0.00	0.00	26.10	
M209	Mental Health - Wachs Midwest	533	814.70	0.00	0.00	0.00	814.70	
M161	Mission Australia (Meeka)	0	0.00	0.00	0.00	384.80	384.80	
M273	My World Assets Pty Ltd	118	67.50	0.00	0.00	0.00	67.50	
M234	Mama Moon's Bakery	245	13,017.48	3,131.24	1,565.62	1,565.62	19,279.96	Debt Collection
B174	Merome Beard	387	74.05	0.00	0.00	0.00	74.05	
C113	National Jet Express Pty Ltd	0	0.00	0.00	0.00	68,107.67	68,107.67	
N060	Newcam Minerals	0	0.00	41,595.59	0.00	0.00	41,595.59	
O031	Outline Global	0	0.00	0.00	0.00	66.90	66.90	

Debtor #	Name	Age Of Invoice (90 Days)	30.11.2023 GT 90 Days	30.12.2023 GT 60 Days	29.01.2024 GT 30 days	28.02.2024 Current	Total	Comment
O042	Outback Aviation Logistics	151	192.76	0.00	0.00	0.00	192.76	
L011	Paul Lyons Aviation Pty Ltd	0	0.00	0.00	233.03	0.00	233.03	
P109	Penjet Pty Ltd	0	0.00	0.00	0.00	1,505.92	1,505.92	
P086	Prestige Helicopters Pty Ltd	181	59.25	0.00	0.00	0.00	59.25	
R060	Revesco Aviation Pty Ltd	0	0.00	0.00	0.00	167.83	167.83	
M236	RJ & S Mcconachy Pty Ltd	233	22.00	0.00	0.00	0.00	22.00	
R118	Roesner, Mark Jeffrey	0	0.00	38.25	0.00	0.00	38.25	
R009	Royal Aero Club Of WA	194	70.98	35.15	0.00	0.00	106.13	
R013	Royal Entediluvian Order	0	0.00	0.00	0.00	552.52	552.52	
R005	Royal Flying Doctor Service	0	0.00	0.00	0.00	11,798.15	11,798.15	
S157	Seneca 2 Pty Ltd	262	34.19	0.00	0.00	0.00	34.19	
S055	Shine Aviation Services	0	0.00	0.00	0.00	560.17	560.17	
K068	Sirous Kousari	318	22.00	0.00	0.00	0.00	22.00	
S007	Skippers Aviation	104	3,615.00	0.00	0.00	3,113.00	6,728.00	
T077	Southern Airlines Pty Ltd	233	125.74	0.00	0.00	0.00	125.74	
S158	SRB Concepts Pty Ltd	233	22.00	0.00	0.00	0.00	22.00	
S078	Star Aviation Pty Ltd	0	0.00	0.00	141.75	79.38	221.13	
S046	State Of WA - Police Air Wing	194	264.36	0.00	0.00	118.50	382.86	
T082	Technology Metals Australia	0	0.00	0.00	0.00	343.48	343.48	
J052	Tristan Lachlan Jenkin	262	72.00	0.00	0.00	0.00	72.00	
T041	Twincreek Holdings Pty Ltd	151	38.25	0.00	0.00	0.00	38.25	
S102	Viva Energy Australia Ltd	0	0.00	10,450.00	0.00	0.00	10,450.00	
P081	WA Police Crime Prevention	446	312.84	0.00	0.00	0.00	312.84	
W104	Western Australia Police	0	0.00	0.00	193.23	0.00	193.23	
W123	Western Sky Aircraft Pty Ltd	181	47.10	0.00	0.00	0.00	47.10	
W159	White6 Pty Ltd	118	25.00	0.00	0.00	25.00	50.00	
Y004	Yarlarweelor Station	142	1,931.82	0.00	0.00	0.00	1,931.82	
Y023	Youth Focus	93	1,610.02	0.00	0.00	0.00	1,610.02	
Y018	Yulella Incorporated	117	722.86	1,650.00	0.00	0.00	2,372.86	
	Totals		44,742.74	59,992.82	4,120.31	94,579.99	203,435.86	

9.2.3 LIST OF ACCOUNTS ENDED FEBRUARY 2024

Applicant:	Nil	
File Ref:		
Disclosure of Interest:	Nil	
Date of Report:	8 March 2024	
Author:	Darren Friend Acting Deputy Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Kelvin Matthews Chief Executive Officer	 <i>Signature of Author</i>

Summary:

Accounts are to be presented to council for payments.

Background:

Local Government Financial Regulations

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (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 for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (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) for each account which requires council authorisation in that month -
 - (i) the payee's name; and
 - (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 subregulation (1) or (2) is to be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

[Regulation 13 inserted: Gazette 20 Jun 1997 p. 2838-9; amended: Gazette 31 Mar 2005 p. 1048.]

13A. Payments by employees via purchasing cards

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment;

- (d) sufficient information to identify the payment.
- (2) A list prepared under subregulation (1) must be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

[Regulation 13A inserted: SL 2023/106 r. 6.]

Comment:

The list of accounts paid under Regulation 13 sub-regulation (1) is attached and the totals are as follows:

Municipal	\$863,7856.50
Air BP	\$0.00
Trust	\$0.00
Total	\$863,786.50

The list of purchases made under Regulation 13A sub-regulation (1) are:

Credit Card	\$5,884.14
Fuel Cards	\$2,128.29

Consultation:

Kelvin Matthews – Chief Executive Officer

Statutory Environment:

Local Government (Financial Management) Regulations 1996.

Policy Implications:

Nil

Financial Implications:

Accounts to be paid

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

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

CARRIED / LOST

For:

Against:

List of Accounts Due & Submitted to Committee

Chq/EFT	Date	Name	Description	Municipal	Air Bp
EFT21615	02/02/2024	A Class Electrical	Repair lighting at airport	\$500.00	
EFT21616	02/02/2024	Batavia Furniture & Bedding (Comfort Style)	Furniture items for 101 Hill St and Consultants quarters	\$10,812.00	
EFT21617	02/02/2024	Child Support Agency	Payroll deductions	\$355.64	
EFT21618	02/02/2024	Clare Svenja	Payment for furniture CDSM leaving Shire purchasing Queen size ensemble	\$300.00	
EFT21619	02/02/2024	Commercial Hotel	Accommodation 17/1/24 - 22/1/24 D Schultz and Meals	\$1,786.00	
EFT21620	02/02/2024	Contract Property Services	Town Maintenance Contract 1/2/24 - 29/02/24	\$14,323.43	
EFT21621	02/02/2024	Darren Friend	Excess baggage reimbursement for Acting DCEO	\$67.50	
EFT21622	02/02/2024	Geraldton Mower & Repairs	Brushcutter Honda 35CC Bike handle & Stihl BR C-E	\$3,109.00	
EFT21623	02/02/2024	Lo-Go Appointments	Permanent recruitment fee of DCEO	\$4,927.95	
EFT21624	02/02/2024	Matthews Kelvin	Fuel reimbursement as CEO fuel card had expired	\$67.35	
EFT21625	02/02/2024	Perth Ambassador Hotel	Accommodation & Breakfast 22/1/24 - 23/01/24 David Schulz	\$246.00	
EFT21626	02/02/2024	Peacocks Boxing Gym	4 Hrs boxing sessions including travel costs	\$1,720.00	
EFT21627	02/02/2024	Refuel Australia (Geraldton Fuel)	15,800 ltrs Diesel to Shire Depot	\$47,642.08	
EFT21628	02/02/2024	Shire of Meekatharra	Payroll deductions	\$265.00	
EFT21629	02/02/2024	Stonecraft Masonry	Renovation work at the old CRC building	\$28,325.00	
EFT21630	02/02/2024	Toll Transport (Team Global)	Freight charges Nov & Dec 23	\$2,524.11	
EFT21631	02/02/2024	Tyreright Geraldton	Tyres for P535 Galaxy Smooth Roller 13/80-20	\$1,980.00	
EFT21632	02/02/2024	Uniforms At Work	Uniforms for Youth Officers Robbie O'Regan, Malcolm Ryder, Kaddisen King	\$1,160.76	
EFT21633	02/02/2024	Winc Australia (Staples)	Marbig Enviro Archive Boxes x 50 - Marbig Enviro Transfer Boxes x 100	\$352.08	
EFT21634	02/02/2024	Wintersun Hotel Geraldton	Accommodation S Smith 23/1/24 - 24/01/24 - Collecting Goods from Suppliers in Geraldton	\$390.00	
EFT21635	05/02/2024	AIT Specialists	Fuel Tax Credits Road Transport and Off Road for Period 1/7/23 - 30/9/23	\$1,697.19	
EFT21636	05/02/2024	Telstra Limited	Landline service and equipment charges to 1/2/24	\$1,674.22	
EFT21638	09/02/2024	ABCO Products	Oates cotton mop head contractor 600g x 2, Tap for 25LT drum	\$77.25	
EFT21639	09/02/2024	Australia Post	Australia post charges for January 24	\$270.16	
EFT21640	09/02/2024	Access Electrical Contracting	Faulty water level sensor to remove and replace depot workshop mobile evaporative cooling unit	\$1,071.40	
EFT21641	09/02/2024	BOC Gases	Container holdings 29/12/23 - 28/01/24 Oxygen, Acetylene, Argoshiled all size G	\$51.70	

EFT21642	09/02/2024	Breeze Connect	Subscription fees for Trunk ID 62205 - 1/1/24 - 31/1/24	\$119.05
EFT21643	09/02/2024	Broadcast Australia (BAI Communications)	Power recovery 6FMS 14/10/23 - 14/12/23 - Power recovery 6SAT 14/10/23 - 14/12/23	\$376.78
EFT21644	09/02/2024	Black Canyon Limited	Rates refund for assessment A8525 E52/3897 MINING TENEMENT MEEKATHARRA WA 6642	\$669.59
EFT21645	09/02/2024	Brendan Hall Carpentry Pty Ltd	Repairs and installation of oven to kitchen, Remove existing shower and screen install new, retile floor. Patch and paint throughout the property and additional electrical works - 81 Darlot st	\$43,725.00
EFT21646	09/02/2024	Bunnings Group Limited	Various items for new camp including BBQ & tools and equipment and cleaning supplies, Shrink wrap for Depot, 2 x drills and 2 x tech guns for Depot, Mop and bucket, ironing board for staff house	\$876.36
EFT21647	09/02/2024	Clare Svenja	Purchases for Community Awards January 26 2024 - Sheridans, Coles Express	\$1,225.48
EFT21648	09/02/2024	Canine Control	Ranger services for 29 & 30 January 24	\$8,431.50
EFT21649	09/02/2024	Cemeteries & Crematoria Association	CCAWA 2024 Conference registration - Felicity Anderson	\$155.00
EFT21650	09/02/2024	Commercial Hotel	Shire lunches and drinks for Councillors & staff Saturday 20 January 24	\$913.00
EFT21651	09/02/2024	Department of Lands Planning and Heritage	Lease rent for 1 month as per agreement 1/2/24 - 29/2/24 Child Care Centre	\$55.00
EFT21652	09/02/2024	Department of Water and Environmental Regulations	Licence renewal fee for T01122 Expiry 18/03/24	\$825.00
EFT21653	09/02/2024	Dalwallinu Wheatland Motel	Accommodation A Humphries 24/01/24	\$173.00
EFT21654	09/02/2024	Dorsett Retail Pty Ltd (Kalgoorlie Retravision)	427L bottom mount fridge stainless steel - 39 main st	\$1,088.00
EFT21655	09/02/2024	Elgas Ltd	Services charges for 4 cylinders 45kg - 2 at Shire Hall, 1 at 101 Hill and 1 at Kids Zone - 101 Hill and Kids zone cylinders returned to Elgas depot in Meekatharra 8/2/24	\$116.60
EFT21656	09/02/2024	Fujifilm Business	320 reams of A4 paper and staple refill	\$3,013.75
EFT21657	09/02/2024	Fleet Network Pty Ltd	Novated Lease charges 2 February 24 - 1IBM773	\$1,011.02
EFT21658	09/02/2024	GHD Pty	Delivery phase Meekatharra Airport Reseal as per RFT 2023/24 - Council resolution 2023/24-042	\$24,090.00
EFT21659	09/02/2024	GPC Asia Pacific T/As Napa Parts	Roam 41 Repeater kit for P627 Ford Everest	\$2,002.55
EFT21660	09/02/2024	Hoppy's Parts	50m lay flat hose, 3 x 5m sections of rubber suction hose	\$3,727.88
EFT21661	09/02/2024	It Vision	Altus bank reconciliation module and implementation services & Annual subscription fees for same	\$8,195.00

EFT21662	09/02/2024	JC's Air Conditioning	Youth centre 6 x bag cleans split systems, 2 x evaporative air system service	\$2,475.00	
EFT21663	09/02/2024	Landgate	Valuer Generals Office Service - Valuation	\$299.20	
EFT21664	09/02/2024	Lo-Go Appointments	Remaining 50% of fee for recruitment services for role of CDSM David Shultz	\$4,125.00	
EFT21665	09/02/2024	Mama Moons Bakery	Morning tea & lunch for first aid courses 23/1/24 and same for first aid course 24/1/24	\$511.10	
EFT21666	09/02/2024	Moore Australia	2024 Budget workshop D Friend 1/3/24	\$1,320.00	
EFT21667	09/02/2024	Mark Smith Pty Ltd	Consultants quarters room 2 repairs to leaking cistern	\$185.24	
EFT21668	09/02/2024	Meekatharra Cleaning and Gardening	Cleaning of various Shire properties 15/1/24 - 29/1/24	\$4,125.00	
EFT21669	09/02/2024	Netstar Australia	Monthly fee for GPS tracking system on Bore boss P608 January 24	\$132.00	
EFT21670	09/02/2024	Norris & Hyde Pty Ltd	Cloud hosting charges for 3CX PBX Dec 23	\$79.95	
EFT21671	09/02/2024	Northampton Grader Hire	Maintenance grading Yoothapina and Mt Clere roads	\$78,652.75	
EFT21672	09/02/2024	Perfect Computer Solutions Pty Ltd (PCS)	Recover archives register for EA, CEO unable to send or receive emails to mobile, Altus emails for EA and monthly fee for daily monitoring, management and resolution of disaster recovery options at site January 24	\$510.00	
EFT21673	09/02/2024	Piesse and Maguire	Emergency grading work inclusive of grader hire, light vehicle hire and operator travel - Prairie downs road	\$2,145.00	
EFT21674	09/02/2024	RMH Mechanical Pty Ltd	Various parts and services for P427, P521, P367, P502, P512, P517. Batteries for stock	\$9,839.68	
EFT21675	09/02/2024	Royal Flying Doctor Service	Refund to RFDS for Landing fees paid in January 24	\$6,577.00	
EFT21676	09/02/2024	Rebekah Simone Paponjak	101 Hill St Deep Clean + 105 Hill St Deep Clean	\$5,125.00	
EFT21677	09/02/2024	Rockbay Enterprises	Laser engraving red brick 2 double bricks and 1 single brick	\$210.10	
EFT21678	09/02/2024	Shire of East Pilbara	Health Shared Services Agreement monthly fee for Environmental Health, Building and Town Planning services for month of January 24	\$4,583.33	
EFT21679	09/02/2024	Signhere	Supply of Logo decals and Logo Magnets to Shire vehicles . Decals 800 x 211mm x 10 - Magnets 685 x 218mm x 4	\$770.00	
EFT21680	09/02/2024	Skippers Aviation	Flight Meeka to Perth A/DCEO 24/1/24	\$363.00	
EFT21681	09/02/2024	ST John Ambulance Geraldton Sub centre	Provide first aid training for Depot staff x 15 - 23/24 January 24	\$5,818.60	
EFT21682	09/02/2024	Sydney Tools	Milwaukee hammer concrete drill cordless	\$1,652.75	
EFT21683	09/02/2024	Uniforms At Work	Uniforms for Cr Mark Smith	\$224.85	
EFT21684	09/02/2024	Western Tyre Force	Tyres and tubes to suit P535 Cat CW34 roller	\$1,887.60	
EFT21685	09/02/2024	Wynne Mandy (sole trader)	Assistance with finance work for month of January 24	\$6,783.92	

EFT21686	09/02/2024	Westrac Equipment	Reverse lamp, elbows, nipples, valves and hoses for P535	\$1,338.00
EFT21687	15/02/2024	Ausrecord	Number labels for filing archiving purposes	\$53.24
EFT21688	15/02/2024	Australian Taxation Office	BAS Statement Jan 2024	\$25,629.00
EFT21689	15/02/2024	Child Support Agency	Payroll deductions	\$370.60
EFT21690	15/02/2024	Canine Control	Ranger services for 9 & 10 February 24	\$4,215.75
EFT21691	15/02/2024	David Schulz	Reimbursement for incoming CDSM Uber fares Perth Airport to motel to Airport for flight to Meeka,	\$106.69
EFT21692	15/02/2024	Enterprise Metals	Rates refund for assessment A6583 E51/1303 PEAK HILL GOLD FIELD MEEKATHARRA WA 6642	\$1,966.21
EFT21693	15/02/2024	Fleet Network Pty Ltd	Novated Lease Charge 14/2/24 1IBM773	\$505.51
EFT21694	15/02/2024	Meekatharra GP Clinic PSM Country Health	PEM Robert John Connolly 1/2/24	\$196.02
EFT21695	15/02/2024	Mark Smith Pty Ltd	101 Hill St Investigate & repair no gas at property	\$1,098.56
EFT21696	15/02/2024	Metal Artwork Badges	Solid Jarrah name plaque David Schulz	\$74.80
EFT21697	15/02/2024	Node1 Pty Ltd	Node 1 internet charges March 24	\$2,185.00
EFT21698	15/02/2024	Norris & Hyde Pty Ltd	Annual licence renewal 3CX phone system	\$561.00
EFT21699	15/02/2024	Perfect Computer Solutions Pty Ltd (PCS)	Service and provision 31/01/24 , 1/2 & 5/2/24	\$170.00
EFT21700	15/02/2024	RMH Mechanical Pty Ltd	Repairs and services to P519, P520 & P522	\$2,559.60
EFT21701	15/02/2024	Rebekah Simone Paponjak	39 Main Street - Vacate clean - Note property was very clean not as detailed cleaning as initially required	\$112.50
EFT21702	15/02/2024	Shire of Meekatharra	Payroll deductions	\$465.00
EFT21703	15/02/2024	ST John Ambulance Geraldton Sub centre	1231 Workplace national first aid kit for car YC bus - 1229 Portable medium risk workplace first aid kit YC complex	\$431.80
EFT21704	15/02/2024	Telstra Limited	Landline charges February 2024	\$1,748.01
EFT21705	15/02/2024	Uniforms At Work	Uniforms for YO Emily Copeman	\$134.00
EFT21706	15/02/2024	Wilson's Sign Solutions	Honour board updates x 2 Hodder and Ward	\$125.40
EFT21707	15/02/2024	Winc Australia (Staples)	Items supplied that were on back order	\$451.43
EFT21708	22/02/2024	Barkley Day	Council fees OCM, HBTP, Audit committee, Electors meeting and Travel 17/2/24	\$1,668.36
EFT21709	22/02/2024	Commercial Hotel	Svenja's farewell food and drinks 9 February 24	\$3,736.50
EFT21710	22/02/2024	Coodardy Pastoral Co.	1,000 tonnes of creek sand - Road seal sand	\$5,500.00
EFT21711	22/02/2024	Cyril Patrick Councillor	Premium Car Details MK-004 Prado Land Cruiser	\$253.00
EFT21712	22/02/2024	Department of Lands Planning and Heritage	Lease rent 1/1/24 - 31/01/24 Child Care Centre	\$55.00
EFT21713	22/02/2024	David Schulz	Reimbursements for vehicle storage in Darwin, Uber fare Perth airport and fuel Coles express P645.	\$194.11
EFT21714	22/02/2024	Dreadnought Resources Ltd	Rates refund for assessment A8826 E52/4257 MINING TENEMENT MEEKATHARRA WA 6642	\$1,304.86

EFT21715	22/02/2024	Gamut Resources Pty Ltd	Rates refund for assessment A8841 E52/4267 MINING TENEMENT MEEKATHARRA WA 6642	\$1,939.94	
EFT21716	22/02/2024	Harvey James Nichols	Council fees for OCM, HBTP, Audit Committee, Electors Meeting - 17/2/24	\$1,155.00	
EFT21717	22/02/2024	Judith Christine Holden	Council fees OCM, HBTP, Audit committee and Electors meeting - 17/2/24	\$1,005.00	
EFT21718	22/02/2024	Lock, Stock & Farrell	ML20 Key Master key including postage	\$44.50	
EFT21719	22/02/2024	Meekatharra GP Clinic PSM Country Health	PEM for CDSM David Schulz 14/02/24	\$196.02	
EFT21720	22/02/2024	MI Global Construction	Tender 2023/24-1 Staff Housing Preliminaries and Framing	\$60,720.00	
EFT21721	22/02/2024	Mark Smith	Council fees for OCM, HBTP, Audit committee and Electors meeting - 17/2/24	\$1,005.00	
EFT21722	22/02/2024	Mark Smith Pty Ltd	87 Unit 2 Main Street Supply & install plumbing for laundry in shed. Supply & install was trough and tapware. Connection of plumbing services.	\$2,528.08	
EFT21723	22/02/2024	Matthew Hall	Council fees for OCM, HBTP, Audit Committee, Electors meeting & Travel - 17/2/24	\$1,430.74	
EFT21724	22/02/2024	Murchison Rubbish Services	Domestic and commercial rubbish collection services 29/1/24 - 28/02/24	\$22,635.45	
EFT21725	22/02/2024	Neuk Port Ad-Hair	Monthly management & operating fees as per Aerodrome contract for the month of February 24	\$23,527.50	
EFT21726	22/02/2024	Perfect Computer Solutions Pty Ltd (PCS)	IT Support 8,12,13 & 14 February 24	\$212.50	
EFT21727	22/02/2024	Red Earth Marketing	2023/24 Co-Op Tourism Services Contribution	\$5,500.00	
EFT21728	22/02/2024	Refuel Australia (Geraldton Fuel)	Delivery of 15,100.00 Litres @ \$1.9500 of Diesel to Shire depot	\$29,445.00	
EFT21729	22/02/2024	Uniforms At Work	Uniforms for CDSM David Schulz	\$332.09	
EFT21730	22/02/2024	Winc Australia (Staples)	Brother Toners Black and Magenta x 1 each	\$140.50	
EFT21731	22/02/2024	Wesley Ward	Council fees for OCM, HBTP, Audit committee, Electors meeting - 17/2/24	\$1,005.00	
EFT21732	22/02/2024	Westrac Equipment	Supply of Caterpillar CS78B smooth drum roller as per council resolution 2023/24 - 096 Rego 1ICR668	\$240,790.00	
DD14900.1	14/02/2024	Aware Super - Accumulation	Payroll deductions	\$8,216.73	
DD14900.2	14/02/2024	Australian Retirement Trust	Payroll deductions	\$592.55	
DD14900.3	14/02/2024	Hostplus	Payroll deductions	\$1,111.51	
DD14900.4	14/02/2024	Mercer Super Trust	Superannuation contributions	\$368.05	
DD14900.5	14/02/2024	Unisuper	Superannuation contributions	\$30.33	
DD14900.6	14/02/2024	Australian Super	Superannuation contributions	\$4,538.41	
DD14900.7	14/02/2024	Australian Ethical Super	Superannuation contributions	\$675.91	

DD14900.8	14/02/2024	HUB24 Super Fund	Superannuation contributions	\$462.80	
DD14900.9	14/02/2024	Netwealth Superannuation	Superannuation contributions	\$1,629.67	
DD14905.1	19/02/2024	Horizon Power	Electricity charges 1/1/24 - 31/1/24 - 273 streetlights	\$6,267.47	
DD14909.1	20/02/2024	Horizon Power	Electricity Lot 99991 Aerodrome Road 3/1/24 - 1/2/24 - 600 units @ 29.2624 from 3/1/24 - 14.375.28 units @ 27.5759 From 3/1/24	\$4,612.13	
DD14921.1	28/02/2024	Aware Super - Accumulation	Payroll deductions	\$7,918.88	
DD14921.2	28/02/2024	Unisuper	Superannuation contributions	\$7.58	
DD14921.3	28/02/2024	Australian Super	Superannuation contributions	\$3,399.43	
DD14921.4	28/02/2024	HUB24 Super Fund	Superannuation contributions	\$462.80	
DD14921.5	28/02/2024	Netwealth Superannuation	Superannuation contributions	\$1,219.93	
DD14921.6	28/02/2024	Retail Employees Superannuation Trust (REST)	Superannuation contributions	\$1,378.44	
DD14921.7	28/02/2024	Australian Retirement Trust	Superannuation contributions	\$1,034.44	
DD14921.8	28/02/2024	Hostplus	Superannuation contributions	\$1,028.86	
DD14921.9	28/02/2024	COLONIAL FIRST STATE	Superannuation contributions	\$347.45	
DD14900.10	14/02/2024	Retail Employees Superannuation Trust (REST)	Superannuation contributions	\$1,807.98	
DD14900.11	14/02/2024	TWU Super	Superannuation contributions	\$130.42	
DD14900.12	14/02/2024	AMP Superleader	Superannuation contributions	\$127.05	
DD14900.13	14/02/2024	Colonial First State	Superannuation contributions	\$345.91	
DD14921.10	28/02/2024	Mercer Super Trust	Superannuation contributions	\$368.05	
				<u>\$863,786.50</u>	<u>\$0.00</u>

Credit Card	Date	Kelvin Matthews	Description	Amount
Direct Debit	30/01/2024	ProjectPargo	Farewell gift for outgoing CDSM	\$113.95
Direct Debit	31/01/2024	Qantas Airways - Geraldton Apartment Hotel	Accommodation CEO 14/06 - 16/02/24	\$675.00
Direct Debit	31/01/2024	Kmart	Linen & crockery for 39 Main St	\$504.25
Direct Debit	02/02/2024	Qantas Airways	Flight for D Schulz Darwin to Perth	\$498.78
Direct Debit	02/02/2024	Qantas Airways	Excess baggage D Schulz Darwin to Perth	\$50.00
Direct Debit	02/02/2024	Kmart	Refund could not supply item/s	-\$32.00
Direct Debit	09/02/2024	Skippers Aviation	Return flights D Friend Meeka Perth Meeka	\$403.97
Direct Debit	09/02/2024	EPSON Australia	1 ELPLP61 Lamp Unit for projector lamp Youth Centre	\$247.00
Direct Debit	14/02/2024	Kmart	Various toys supplies to top up Kidzone	\$496.25
Direct Debit	14/02/2024	Kmart	Supplies for brighter day event Youth Centre	\$150.00
Direct Debit	15/02/2024	Prixcar Transport	Relocation of CDSM vehicle Darwin to Meekatharra	\$1,111.96
Direct Debit	16/02/2024	Kmart	Various toys supplies to top up Kidzone	\$465.00
Direct Debit	19/02/2024	Kmart	Various toys supplies to top up Kidzone	\$496.00
Direct Debit	21/02/2024	Prixcar Transport	Quarantine clean of CDSM personal vehicle for transport	\$100.00

Direct Debit	22/02/2024	Starlink Australia	RV subscription mobile camp grader 14/2/24 - 13/3/24	\$174.00
Direct Debit	28/02/2024	Catch.Com	Kids height adjustable whiteboard drawing desk and freight	\$429.98
				\$5,884.14
Total Credit Cards				\$5,884.14
P545	RRS	7071 3400 2015 8472		
Fuel Cards	2/02/2024	Ampol Geraldton	70.30 Ltrs Diesel	\$135.40
	14/02/2024	Ampol Kumarina	51.95 Ltrs Diesel	\$119.38
	15/02/2024	Ampol Kumarina	107 Ltrs Diesel	\$245.89
				\$500.67
P627	WSM	7071 3400 5489 9785		
Fuel Cards	9/02/2024	Ampol Dalwalinu	76.97 Ltrs Diesel	\$155.33
	21/02/2024	Muchea 24 Hour	7.09 Ltrs AdBlue	\$14.18
	21/02/2024	Muchea 24 Hour	76.58 Ltrs Diesel	\$153.01
				\$322.52
P605	DCEO	7071 3400 6134 0542		
	03/02/2024	Ampol Northlands	71.40 Ltrs Premium Diesel	\$137.02
				\$137.02
P527	Fee	7071 3400 6386 6213	Card Fee - Is added to plant that has used most fuel for the month	\$36.30
				\$36.30
P527	Fee	7071 3400 6386 6205	Card Fee - Is added to plant that has used most fuel for the month	\$36.30
				\$36.30
P645	CDSM	7071 3400 8840 7456		
	14/02/2024	Ampol Wonthella	49.02 Ltrs Unleaded	\$95.05
				\$95.05
P427	YO	7071 3400 9713 0248		
	14/02/2024	Independent Meekatharra	29.96 Ltrs Diesel	\$61.00
	28/02/2024	Independent Meekatharra	45.25 Ltrs Diesel	\$93.49
				\$154.49


P508	YSRO	7071 3400 9713 0255		
	14/02/2024	Independent Meekatharra	93.03 Ltrs Diesel	\$189.41
				<u>\$189.41</u>

P527	PO	7071 3400 9855 1129		
	01/02/2024	Ampol Kalgoorlie	142.56 Ltrs Premium Diesel	\$316.34
	21/02/2024	Ampol Coolgardie	123.54 Ltrs Premium Diesel	\$275.30
	26/02/2024	Ampol Kalgoorlie	29.51 Ltrs Premium Diesel	\$64.89
				<u>\$656.53</u>
Total Fuel Cards				<u>\$2,128.29</u>

Payments from Muni and Air BP totalling	\$863,786.50
Credit Card Purchases totalling	\$5,884.14
Fuel Card Purchases totalling	\$2,128.29
And was submitted to each member of Council on Saturday 16 March 2024	

9.3 ADMINISTRATION

9.3.1 APPLICATIONS FOR MINING TENEMENT, EXPLORATION, PROSPECTING AND MISCELLANEOUS LICENCES - VARIOUS

Applicant:	Nil	
File Ref:	EM.NO.001	
Disclosure of Interest:	Nil	
Date of Report:	8 March 2024	
Author:	Kelvin Matthews Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Kelvin Matthews Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council to consider comments and approval in regard to the requests from the Department of Energy, Mines, Industry Regulation & Safety (DMIRS), the Department of Water and Environmental Regulation (DWER) on behalf of Newcam Minerals and Mr Graham Croasdale as listed in Comments below.

Attachments:

Copies of Applications listed as follows:

1. Mining Prospecting Licence Application 51/3389 from DMIRS on behalf of Valentine Nhunzvi situated north of the Landor Meekatharra Road on Park and Recreation Reserve number 15815.
2. Mining Application for amendment to mining tenement 52/236 from the DWER on behalf of Newcam Minerals for EPA approval to include mobile crushing and screening plant, and
3. Mining Lease Application 51/917 from Mr Graham Croasdale situated at Mt Maitland.

Background:

Council will be aware that due to the constant volume of requests being received, the CEO has compiled all such requests into one agenda item report for Councils consideration and approval.

The applications listed above are situated as follows:

1. Mining Prospecting Licence Application 51/3389 on behalf of Valentine Nhunzvi situated north of the Landor Meekatharra Road on Park and Recreation Reserve number 15815
2. Mining Application for amendment to mining tenement 52/236 from the DWER on behalf of Newcam Minerals for EPA approval situated at Mt Gould to include mobile crushing and screening plant, and
3. Mining Lease Application 51/917 from Mr Graham Croasdale situated at Mt Maitland.

Comment:

Council is requested to consider the Mining Tenement Miscellaneous and/or Exploration licence applications and Tengraph maps as listed above and appended individually to this report for approval.

Consultation:

- DMIRS by correspondence.
- DWER by correspondence.
- Mr Graham Croasdale by correspondence.

Statutory Environment:

Sections 23 to 26 of the Mining Act 1978.

Policy Implications:

Nil

Budget/Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That Council approve the following Applications from:

- 1. Mining Prospecting Licence Application 51/3389 from the Department of Energy, Mines, Industry Regulation & Safety on behalf of Valentine Nhunzvi situated north of the Landor Meekatharra Road on Park and Recreation Reserve number 15815, and**
- 2. Mining Application for amendment to mining tenement 52/236 from the Department of Water and Environmental Regulation on behalf of Newcam Minerals situated at Mt Gould for Environmental Protection Authority approval to include a mobile crushing and screening plant., and**
- 3. Mining Lease Application 51/917 from Mr Graham Croasdale situated at Mt Maitland.**

CARRIED / LOST

For:

Against:



Department of **Energy, Mines,
Industry Regulation and Safety**
Resource Tenure

Our ref P51/3389
Enquiries Landy Jones
08 9222 3119
landy.jones@dmirs.wa.gov.au

Chief Executive Officer
Shire of Meekatharra
Kelvin Matthews
PO Box 129
Meekatharra WA 6642

Dear Sir/Madam,

**APPLICATION FOR P51/3389
BY Valentine Nhunzvi
SITUATED ON Park and Recreation - 15815**

Under Sections 23 to 26 of the *Mining Act 1978* mining may be carried out on certain classes of land with the written consent of the Hon Minister for Mines and Petroleum.

In respect to reserves vested with local authorities, the Minister for Mines and Petroleum is to first consult and obtain the recommendation of the vested authority and the responsible Minister before he can grant consent to mine.

The Minister for Mines and Petroleum has therefore directed that I commence the consultation process and obtain your Council's comments and recommendation with regard to the impact of the application on the reserve listed above

I have enclosed a copy and plan of the application for this purpose.

Your reply in due course would be appreciated please.

Yours sincerely

Landy Jones

Landy Jones | Mining Registrar
Resource Tenure Division
15 February 2024

Referral Letter - P51_3389

Locked Bag 100, East Perth WA 6892
Telephone +61 8 9222 3333 Facsimile +61 8 9222 3862
www.dmirs.wa.gov.au
ABN 69 410 335 356

Form 21

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

APPLICATION FOR MINING TENEMENT

(a) Type of tenement	(a) Prospecting Licence	No. P 51/3389
(b) Time & Date marked out (where applicable)	(b) 04/01/2024 17:41:00	(c) MURCHISON
(c) Mineral Field		
For each applicant:	(d) and (e)	(f) Shares
(d) Full Name and ACN/ABN	NHUNZVI, Valentine PO BOX 437, MOUNT HAWTHORN, WA, 6016	100
(e) Address		
(f) No. of shares		
(g) Total No. of shares	(g) Total 100	
DESCRIPTION OF GROUND APPLIED FOR: (For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)	(h) Meekatharra (i) Zone 50 GDA 94 7058005.233N 646681.670E (j) 7057989.779N 646990.140E 7057665.754N 646917.400E 7057718.300N 646591.177E Back to datum.	
(h) Locality		
(i) Datum Peg		
(j) Boundaries		
(k) Area (ha or km ²)	(k) 9.97000 HA	
(l) Signature of applicant or agent (if agent state full name and address)	(l) Eldon Stone 29 CROWN POINT CRESCENT, BUTLER, WA, 6036	Date: 05/01/2024

OFFICIAL USE

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 9th day of February 2024 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	15:35:26	on	5 January	2024	with fees of
Application	\$434.00				
Rent	\$40.00				
TOTAL	\$474.00				
Receipt No:	40116539743				

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

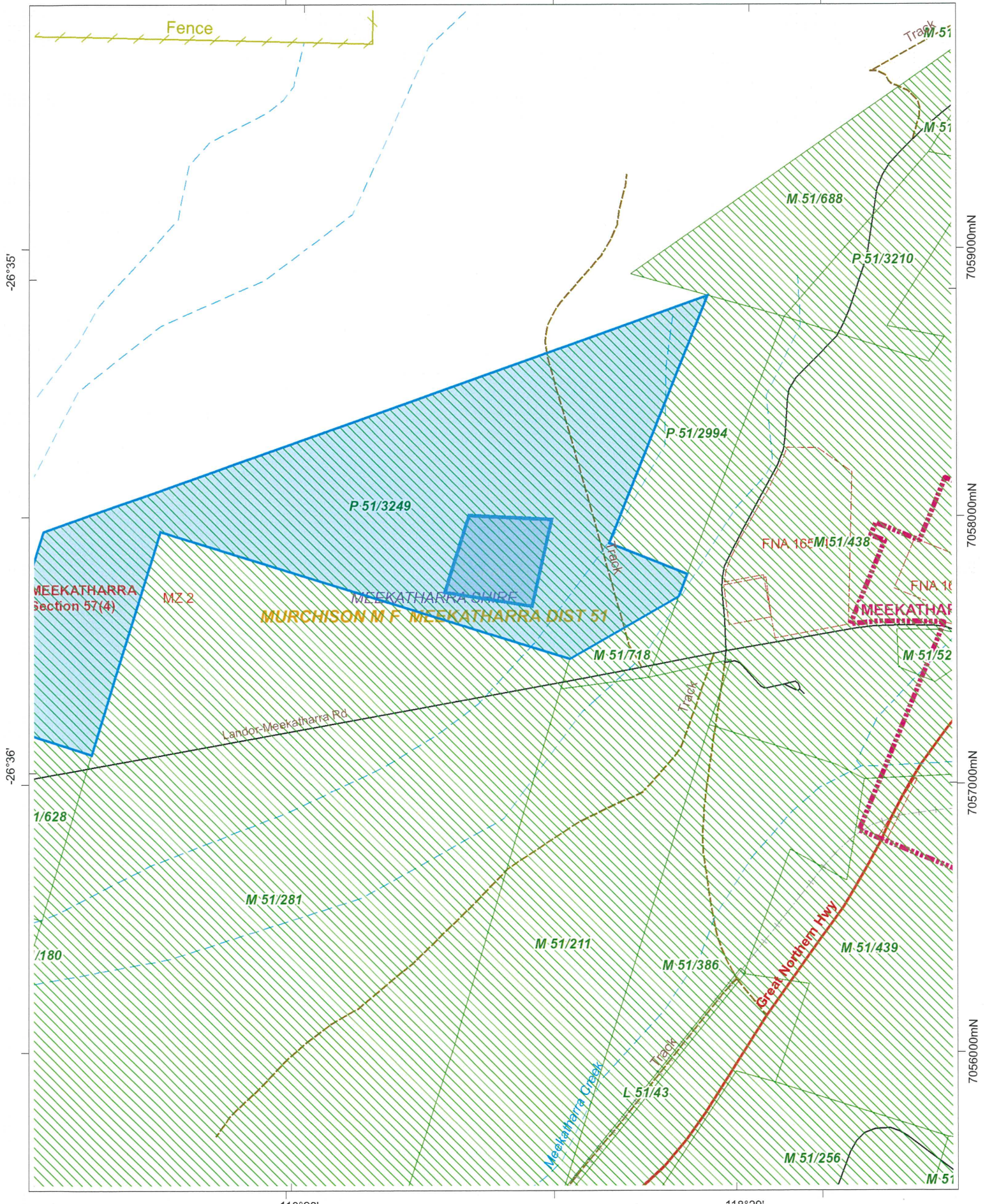
The period for lodgement of an objection is within 21 days of service of this notice, or the date noted above for lodging objections, whichever is the longer period.

-  Pending Application
-  Live Tenement
-  Application over Live Tenement

646000mE

647000mE

648000mE



-26°35'

-26°36'

7059000mN

7058000mN

7057000mN

7056000mN

118°28'

118°29'

Scale: 1:18,056

This plan has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining tenements. No responsibility is accepted for any error or omission. The Commonwealth of Australia (c) 2002, through Geoscience Australia and the Department of Defence, maintains copyright over those parts of the topographic data it has provided for display in TENGGRAPH. Users wishing to use the data in its unaltered form should contact Geoscience Australia at www.ga.gov.au. Confirmation of the extent and composition of any Native Title Claims should be sought from the Native Title Spatial Services Landgate. Enclosed Pastoral Lease land and Private Road boundaries are shown in brown. Water and Northern Territory Native Title determination boundary.





Mr Kelvin Matthews
Chief Executive Officer
Shire of Meekatharra

via email: cso@meekatharra.wa.gov.au

Dear Mr Matthews

**REFERRAL OF A LICENCE UNDER THE *ENVIRONMENTAL PROTECTION ACT 1986* –
INVITATION TO COMMENT**

The Department of Water and Environmental Regulation (DWER) has recently received an application from Newcam Minerals for a licence under Division 3 Part V of the *Environmental Protection Act 1986* (EP Act) within the mining tenement M52/236. The application is in relation to the operation of a mobile crushing and screening plant under Category 5: Processing or beneficiation of metallic or non-metallic ore.

In accordance with section 54 of the EP Act, the Chief Executive Officer (CEO) of DWER considers that you may have a direct interest in the subject matter of the application, and invites your comment on the proposal.

The CEO will, after having taken into account any comments received and subject to section 60 of the EP Act, either grant a licence (including any specified conditions) or refuse the licence.

Please find enclosed an excerpt of the application form and supporting documentation provided by the applicant is available online at <https://www.der.wa.gov.au/our-work/licences-and-works-approvals/lwa-applications> under L9421/2023/1.

Please forward your submission to the address below or forward via email to info@dwer.wa.gov.au within 28 days from the date of this letter and please quote L9421/2023/1 on future correspondence and enquiries.

If you have any queries regarding the above information, please contact the Environmental Officer listed above.

Yours sincerely

Melissa Chamberlain
A/MANAGER, RESOURCE INDUSTRIES
REGULATORY SERVICES
Officer delegated under section 20 of the Environmental Protection Act 1986

6 February 2024

Att: Application form excerpt and supporting documentation.

SHIRE OF MEEKATHARRA
File No:
23 FEB 2024
Officer: CEO
Delegated To: Agenda item

APPLICATION FOR MINING TENEMENT:

- (a) Type of tenement
- (b) Time & Date marked out (where applicable)
- (c) Mineral Field

(a) <u>MINING LEASE</u>	No. <u>51/917</u>
(b) <u>7.38 a.m. on 29/1/24</u>	(c) <u>MURKISON,</u>

- APPLICANT:
For each applicant:
- (d) Full name and ACN/ABN No.
 - (e) Address
 - (f) No. of shares
 - (g) Total No. of shares

(d) & (e) <u>Graham Croasdale</u>	(f) shares <u>100</u>
<u>8 Priestley St</u>	
<u>MT Magnet WA 6638</u>	
<u>Ph 04287206211</u>	
<u>Email: geroasdale@hotmail.com</u>	
(g) total <u>100</u>	

- DESCRIPTION OF GROUND APPLIED FOR:
(For Exploration Licences see Note 1.
For other Licences see Note 2.
For all Licences see Note 3.)
- (h) Locality
 - (i) Datum Peg
 - (j) Boundaries

(h) <u>Mount Maitland</u>
(i) <u>Situated at 0601500E x 7149975N</u>
(j) <u>thence south 150m to 0601500E x 7149825N</u> <u>thence 200m East to 0601700E x 7149825N</u> <u>thence 150m North to 0601700E x 7149975N</u> <u>thence back to datum</u>
<u>Conversion to MINING LEASE.</u>
(k) <u>3.0 M/A</u>

- (l) Signature of applicant or agent (if agent, state full name and address)

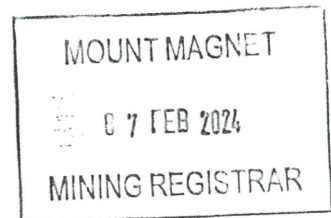
(l) [Signature] Date 7th Feb 2024

OFFICIAL USE

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 13th day of MARCH 2024. (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at **M 51/917**
Lodge Office: MT. MAGNET
Lodge Date: 07/02/2024 15:58:00
Application Fees: \$638.00(A) \$78.00(R)
Rent PN: 8552 8153 86
TOTAL em-t-M 5100917



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

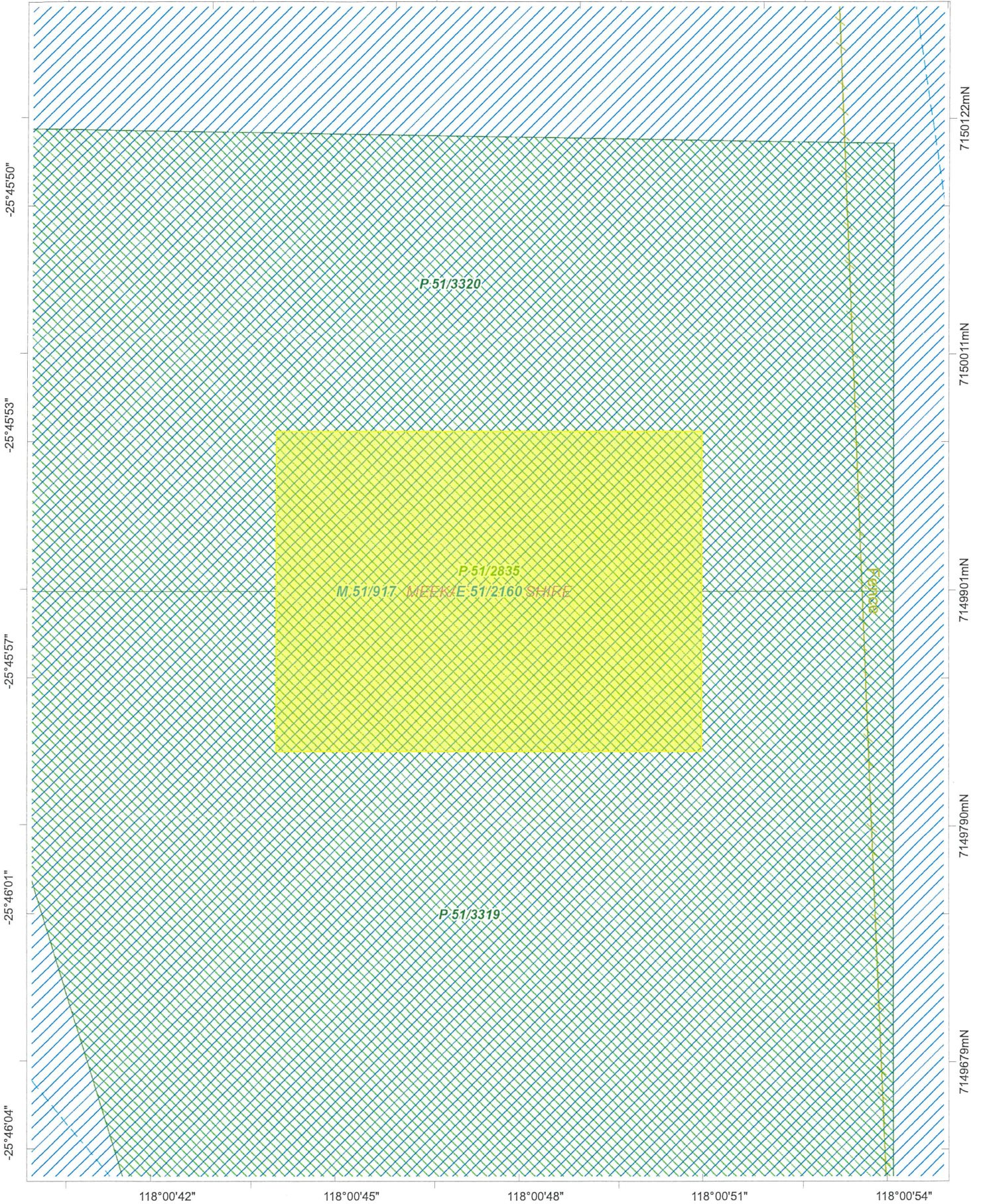
- (i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
- (ii) The following action should be taken to ascertain ground availability:
(a) public plan search; (b) register search; (c) ground inspection.

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.

M 51/917 , Quick Appraisal Plan

601402mE 601489mE 601575mE 601661mE 601748mE



This plan has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining tenements. No responsibility is accepted for any error or omission. The Commonwealth of Australia (c) 2002, through Geoscience Australia and the Department of Defence, maintains copyright over these parts of the topographic data it has provided for display in TENGRAPH. Users wishing to use the data in its unaltered form should contact Geoscience Australia at www.ga.gov.au. Confirmation of the extent and composition of any Native Title Claims should be sought from the Native Title Spatial Services Landgate. Enclosed Pastoral Lease land and any other land under a Pastoral Lease is shown in yellow. Native Title determination boundaries are shown in red.

Scale: 1:2,257

0 0.045 0.09 0.135 0.18 0.225 km

9.3.2 SENIOR STAFF APPOINTMENTS

Applicant:	Nil	
File Ref:		
Disclosure of Interest:	Nil	
Date of Report:	8 March 2024	
Author:	Kelvin Matthews Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Kelvin Matthews Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council to endorse the appointment of senior staff positions by the CEO.

Attachments:

Nil

Background:

Council will be aware that its previous Deputy Chief Executive Officer (DCEO) resigned due to ill health from Council in December 2023. The Community Development & Services Manager (CDSM) also resigned and departed Council employment in February 2024.

Both positions are not designated senior employee positions for the purpose of section 5.37 of the Local Government Act 1995 and therefore do not require direct appointment by Council. The CEO subsequently undertook external advertising for both positions and reviewed the Salary Package and Position Descriptions. Interviewing for both vacant positions occurred in December 2023 and January 2024. The interview panel for the CDSM role included the CEO, Shire President and former CDSM. The interview panel for the DCEO role included the CEO, A/DCEO, Shire President and Deputy President.

Comment:

The CEO advises that both the DCEO, the CDSM and Manager Works & Services (MWS) positions are not designated Senior Employee positions as defined by section 5.37 of the Local Government Act 1995. That is, a local government may designate employees or persons belonging to a class of employee to be senior employees. Council has not designated any of its senior managers (ie DCEO, MWS or CDSM) as senior employees for the purpose of section 5.37 of the Local Government Act 1995. Accordingly, the requirements of section 5.37 of the Local Government Act 1995 are not applicable. However, the CEO still seeks Councils endorsement in accordance with Council Policy 03.01 for all appointments that is also provided for information, and all appointments will still be subject to a formal written contract of employment. The CEO completed the recruitment process of the DCEO and CDSM and subsequent appointments have been finalized and Contract(s) of Employment for both positions have been signed.

Consultation:

CEO with the Shire President and Deputy President in regards to preferred candidate(s) for both positions.

Statutory Environment:

Section 5.37 of the Local Government Act 1995 - *A local government may designate employees or persons belonging to a class of employee to be senior employee.*

Policy Implications:

Council Policy 03.01 whereby *positions of DCEO, the CDSM and the WSM shall be made by the CEO in conjunction with, and endorsement by Council.*

Budget/Financial Implications:

Terms and conditions and recruitment costs of employment for all senior positions allocated in the annual budget.

Strategic Implications:

The Shire of Meekatharra Strategic Community Plan 2020 – 2030 - *Governance - ensure effective, efficient use of Shire resources and provide leadership for the community.*

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That Council endorse the appointment of the following senior employee positions:



- 1. Mr Nathan Cain as Deputy Chief Executive Officer for a four year term commencing 8th of April 2024, and**
- 2. Mr David Schulz as Community Development and Services Manager for a five year term commencing 4th of February 2024.**

CARRIED / LOST

For:

Against:

9.3.3 MURCHISON GEO REGION CONSTITUTION

Applicant:	Nil	
File Ref:	ED.IS.003	
Disclosure of Interest:	Nil	
Date of Report:	8 March 2024	
Author:	Kelvin Matthews Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Kelvin Matthews Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council to consider endorsing the attached Murchison Geo Region and Geo Parks Constitution.

Attachments:

Proposed Murchison Geo Region and Geo Parks Constitution.

Background:

Council will be aware that the Shire of Meekatharra is one of seven local governments in the Murchison Region that has been collaborating on the proposed Murchison Geo Region (MGR) tourism project. The project has been underway since circa 2016 with each of the local governments having equally contributed each year to the development of the project. In 2021 a part time Project Officer was employed with the intent of supporting the Project Working Group to establish the Murchison Geo Region as a stand-alone business entity with all rights to apply for and manage funding as required for the project. Since then, there has been significant work undertaken by the Project Working Group to determine the best option to pursue regarding either a Regional Subsidiary model or an incorporated stand-alone model, where eventually the Project Working Group decided upon the independent incorporation model. In 2023 the Project Officer resigned and there was a period without staff until a full time officer was employed. The next step in the project is now to agree to an acceptable Constitution in order to establish the correct body corporate

Comment:

Voting members of the Murchison Geo Region Project Working Group recently agreed to the proposed Constitution (as attached) as the ideal model Constitution for the incorporated Murchison Geo Region. The Project Working Group now seeks endorsement of the model Constitution from all participating Local Governments prior to formally lodging with the appropriate bodies for incorporation.

Consultation:

Murchison Geo Region Project Working Group comprising of members from each of the participating local governments of Wiluna, Murchison, Yalgoo, Meekatharra, Cue, Sandstone and Mount Magnet. Cr Judy Holden is the Shire of Meekatharra representative.

Statutory Environment:

Associations Incorporations Act (WA) 2015.

Policy Implications:

Nil.

Budget/Financial Implications:

Terms and conditions of the Constitution include the intention of the Murchison Geo Region to become financially independent of the participating Local Governments.

Strategic Implications:

The Shire of Meekatharra Strategic Community Plan 2020 – 2030:

- *Social - Contribute to a community that is connected, healthy, and engaged in creating the future they want*
- *Natural Environment - Maintain and preserve the natural environment, enhancing the 'remote' experience of Meekatharra.*

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That Council endorse the proposed Constitution for the Murchison Geo Region and Geoparks Incorporated trading as Murchison Geo Region as presented by the Murchison Geo Region Project Working Group.

CARRIED / LOST

For:

Against:



murchison
georegion
WESTERN AUSTRALIA

CONSTITUTION

OF

MURCHISON GEOREGION & GEOPARKS INCORPORATED

1. Name of Association

Murchison GeoRegion & Geoparks Incorporated

Trading as Murchison GeoRegion

2. Objectives and purposes of the Association

- The ancient lands and brilliant skies of the Murchison GeoRegion are recognised around the world as a premier tourism experience
- Showcasing the Murchison GeoRegion to create sustainable economic and social development by implementing the structures, systems and processes, inclusive of Ambassadors, that will support global recognition of the Murchison GeoRegion
- Enable and promote development of the Murchison GeoRegion through Geoparks, Geotrails and Geotourism within the seven Murchison Shires of Cue, Meekatharra, Mount Magnet, Murchison, Sandstone, Wiluna and Yalgoo
- Develop a Stakeholder Engagement Plan, encourage and enable stakeholder participation and collaboration in the establishment of the Murchison GeoRegion Geoparks, Geotrails and Geotourism
- Facilitate Marketing and Communications Plan encompassing geotourism features within the Murchison GeoRegion
- Facilitate consistent Geosite Infrastructure and Maintenance Plan, providing levels of engagement by the Shires
- Foster and support capabilities for research and education, including production of educational materials, to enhance and share the unique and interconnected Abiotic, Biotic and Cultural aspects of the Murchison GeoRegion
- Become active within the Global Geopark network
- Develop boundaries for geoparks within the Murchison GeoRegion in established categories (State, Australian (National) and International)
- Enable at least one geopark to be designated as a fully accredited UNESCO Global Geopark, based on boundaries to be determined by the Association, in consultation with recognised geological bodies such as the Geological Survey of Western Australia and the Shires

- Co-operate with like-minded entities and individuals locally, nationally and internationally in revealing and promoting all aspects of tourism visitation related to the A (Abiotic) B (Biotic) and C (Cultural) aspects of the Murchison GeoRegion environment
- Enhance education and sharing of knowledge through storytelling, exhibitions and events that encourage appreciation, care of, and protection through conservation, of unique aspects of the Murchison GeoRegion for both current and future generations

PART 1 — PRELIMINARY

3. Terms used

In these rules, unless the contrary intention appears —

Act means the *Associations Incorporation Act 2015*

Affiliate association means those associations invited by the board to affiliate with the Association

associate member means a member with the rights referred to in rule 8(6)

Association means the incorporated association to which these rules apply

board means the management board of the Association

board meeting means a meeting of the board

board member means a member of the board

books, of the Association, includes the following:

- (a) a register
- (b) financial records, financial statements or financial reports, however compiled, recorded or stored
- (c) a document
- (d) any other record of information
- (e) recorded digitally or in print formats

by-laws means by-laws made by the Association under rule 72

chairperson means the Committee member holding office as the chairperson of the Association

Commissioner means the person for the time being designated as the Commissioner under section 153 of the Act

financial records include:

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain —
 - (i) the methods by which financial statements are prepared; and
 - (ii) adjustments to be made in preparing financial statements

financial report of a tier 2 association or a tier 3 association, has the meaning given in section 63 of the Act

financial statements mean the financial statements in relation to the Association required under Part 5 Division 3 of the Act

financial year, of the Association, has the meaning given in rule 4

general meeting of the Association, means a meeting of the Association that all members are entitled to receive notice of and to attend

GeoRegion means a single, unified geographical area where sites and landscapes of geological significance are linked together around a central natural or cultural value, of which sustainable development, including conservation, aims to involve local communities

geopark means a unified area of geological heritage as defined by United Nations Educational, Scientific and Cultural Organisation (UNESCO)

geotourism means tourism that sustains or enhances the distinctive geographical character of a place; its environment, heritage, aesthetics, culture and the well-being of its residents, and ties sustainability to all aspects of the region through A (abiotic), B (Biotic) and C (Cultural) features, inclusive of astronomy.

Geotrail means guided and self-guided trails interpreting geology and landscapes in the context of geotourism

member means a person (including a body corporate) who is an ordinary member or an associate member of the Association

ordinary board member means a board member who is not an office holder of the Association under rule 34(3)

ordinary member means a member with the rights referred to in rule 8 (1) and 11 (1) (a)

chairperson means the board member holding office as the chairperson of the Association

deputy chairperson means the board member holding the office as the deputy chairperson of the Association

secretary means the board member holding office as the secretary of the Association

treasurer means the board member holding office as the treasurer of the Association

returning officer means the person nominated to oversee the elections at the annual general meeting

register of members means the register of members referred to in section 53 of the Act

rules means these rules of the Association, as in force for the time being

special general meeting means a general meeting of the Association other than the annual general meeting

special resolution means a resolution passed by the members at a general meeting in accordance with section 51 of the Act

subcommittee means a subcommittee appointed by the board under rule 56 (1) (a)

tier 1 association means an incorporated association to which section 64(1) of the Act applies

tier 2 association means an incorporated association to which section 64(2) of the Act applies

tier 3 association means an incorporated association to which section 64(3) of the Act applies

4. Financial year

(1) The first financial year of the Association is to be the period notified to the Commissioner under section 7(4) (c) or, if relevant, section 29(5) (c) of the Act.

- (2) Each subsequent financial year of the Association is the period of 12 months commencing at the termination of the first financial year or the anniversary of that termination, being June 30th.

PART 2 — ASSOCIATION TO BE NOT FOR PROFIT BODY

5. Not-for-profit body

- (1) The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- (2) A payment may be made to a member out of the funds of the Association only if it is authorised under subrule (3).
- (3) A payment to a member out of the funds of the Association is authorised if it is —
 - (a) for the purposes of the Association; the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
 - (b) the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
 - (c) the payment of reasonable rent to the member for premises leased by the member to the Association; or
 - (d) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.

6. Powers

The Association has the power to do all such lawful things as are necessary, incidental, or conducive and with due diligence, to the attainment of the aims and objects of the Association. Such powers include:

- (a) the leasing of property for any purpose deemed proper by the board and consistent with the objects and purposes of the Association. Any lease negotiated shall be supported by a properly prepared lease agreement
- (b) acquiring by purchase, lease, exchange or otherwise: land, buildings and hereditaments of any tenure or description, wherever situated, and any estate or interest therein and all rights over or connected therein deemed proper by the board and consistent with the objects and purposes of the Association
- (c) selling, improving, managing, letting, disposing of, or turning to account all or any part of the real or personal property of the Association
- (d) the borrowing and raising of monies by means of mortgage, or other loan, for any purpose deemed proper by the board and consistent with the objects and purposes of the Association, at a commercial interest rate prevailing at the time, and under terms which are not onerous to the Association and are within the Association's reasonable limits of repayment
- (e) the investing of funds in any security in which monies may be invested
- (f) entering into any arrangements with any government or authority, whether federal, state, local or otherwise, that may seem conducive to any of the objects of the Association, and to apply for and obtain from any such government or authority any grants, rights, privileges or concessions which the Association may think it desirable to obtain and carry out, exercise and comply with any such arrangements, rights, privileges and concessions
- (g) Negotiating with any person or company to secure grants, donations, sponsorship monies or services in kind, as contributions to the Association's operations or one or more of its projects, or in exchange for advertising or promotion of that person's or company's products and services for the duration of any event held by the Association or on its behalf.

- (h) Appointing, employing, or removing or suspending such secretaries, managers, clerks, servants, consultants, or other persons on such terms as necessary or convenient, and in line with the appropriate industrial instruments

PART 3 — MEMBERS

Division 1 — Membership

7. Eligibility for membership

- (1) Any person who supports the objects or purposes of the Association is eligible to apply to become a member.
- (2) An individual who has not reached the age of 18 years is not eligible to apply for a class of membership that confers full voting rights.

8. Applying for membership

- (1) A person who wants to become a member must complete the membership nomination form specified by the board.
- (2) The application must include a member's nomination of the applicant for membership.
- (3) The application must be signed by the applicant and the member nominating the applicant.
- (4) The applicant must specify in the application the class of membership, if there is more than one, to which the application relates.

9. Dealing with membership applications

- (1) The board, or its delegated subcommittee, must consider each application for membership of the Association and decide whether to accept or reject the application.
- (2) Subject to subrule (3), the board must consider applications in the order in which they are received by the Association.
- (3) The board may delay its consideration of an application if the board considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.
- (4) The board must not accept an application unless the applicant —
 - (a) is eligible under rule 7; and
 - (b) has applied under rule 8.
- (5) The board may reject an application even if the applicant —
 - (a) is eligible under rule 7; and
 - (b) has applied under rule 8.
- (6) The board must notify the applicant of the board's decision to accept or reject the application as soon as practicable after making the decision.
- (7) If the board rejects the application, the board is not required to give the applicant its reasons for doing so.

10. Becoming a member

An applicant for membership of the Association becomes a member when:

- (a) the board accepts the application; and
- (b) the applicant pays any membership fees payable to the Association under rule 15

11. Classes of membership

- (1) The Association shall consist of
 - (a) a member nominated as representative by each of the Cue, Meekatharra, Mount Magnet, Murchison, Sandstone, Yalgoo and Wiluna Shires.
 - (b) Ordinary members: Those members who have paid an ordinary member subscription
 - (c) Associate members comprised of:
 - Honorary Life members: those members whose appointment as such has been endorsed by two – thirds majority of members at a general meeting.
 - Life members: those members who have paid a life membership subscription.
 - Honorary members: persons whose involvement with the Association warrants their appointment as honorary members by the board for a term not exceeding one year. Honorary members do not have voting rights.
 - Affiliate members: those persons who have elected to be affiliated with the Association, paid an affiliate membership fee and whose affiliated association has one delegate member elected to the Association board under rule 18. Affiliate members do not have voting rights.
 - Corporate members: those organisations which have paid a corporate membership fee.
 - Junior members: those members who have not reached the age of 18 years. Junior members do not have voting rights.
- (2) The Association may approve other classes of associate members by resolution at a general meeting.
- (3) All members have full voting rights, and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the board, except as specifically provided elsewhere in these rules.
- (4) The number of members of any class is not limited unless otherwise approved by resolution at a general meeting.

12. When membership ceases

- (1) A person ceases to be a member when any of the following take place:
 - (a) for a member who is an individual, the individual dies
 - (b) the person resigns from the Association under rule 13
 - (c) the person is expelled from the Association under rule 22
 - (d) the person ceases to be a member under rule 15(4)
 - (e) The person ceases to be an associate member under rule 20
 - (f) The member who is a body corporate, the body corporate is wound up.
- (2) The secretary must keep a record, for at least one year after a person or corporation ceases to be a member, of:
 - (a) the date on which the membership ceased and
 - (b) the reason why the membership ceased.

13. Resignation

- (1) A member may resign from membership of the Association by giving written notice of the resignation to the secretary.
- (2) The resignation takes effect:
 - (a) when the secretary receives the notice or
 - (b) if a later time is stated in the notice, at that later time.
- (3) A person who has resigned from membership of the Association remains liable for any fees that are owed to the Association (the **owed amount**) at the time of resignation.
- (4) The owed amount may be recovered by the Association in a court of competent jurisdiction as a debt due to the Association.

14. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

Division 2 — Membership fees

15. Membership fees

- (1) The board must determine in the Annual Budget, the entrance fee (if any) and the annual membership fee (if any) to be paid for membership of the Association.
- (2) The fees determined under subrule (1) may be different for different classes of membership.
- (3) A member must pay the annual membership fee to the treasurer, or another person authorised by the committee to accept payments, by the date (the **due date**) determined by the committee.
- (4) If a member has not paid the annual membership fee within the period of 3 months after the due date, the member ceases to be a member on the expiry of that period.
- (5) If a person or corporation has ceased to be a member under subrule (4) offers to pay the annual membership fee after the period referred to in that subrule has expired —
 - (a) the board may, at its discretion, accept that payment; and

- (b) if the payment is accepted, the person's membership is reinstated from the date the payment is accepted.

Division 3 — Register of members

16. Register of members

- (1) The secretary, or another person authorised by the board, is responsible for the requirements imposed on the Association under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Association.
- (2) In addition to the matters referred to in section 53(2) of the Act, the register of members must include the class of membership (if applicable) to which each member belongs and the date on which each member becomes a member.
- (3) The register of members must be kept at the secretary's place of residence, or at another place determined by the committee.
- (4) A member who wishes to inspect the register of members must contact the secretary to make the necessary arrangements.
- (5) If —
 - (a) a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or
 - (b) a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,the board may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose relates to the affairs of the Association.
- (6) The personal details of members listed in the register will not be made available under any such request.

Division 4 — Affiliated associations

17. **Affiliated associations**

The board may, at its sole discretion, invite an incorporated association that it considers shares the objects and purposes of the Association as set out in preamble to these rules, to become an affiliated association. The affiliation will take effect from the date the invitation is formally accepted by the invited association.

18. **Board delegate**

An affiliated association shall have the right to nominate one person to serve on the board to be appointed in terms of rule 34 of these rules. This right will continue for as long as the affiliated association remains affiliated.

19. **Members of affiliated associations**

Financial members of an affiliated association will have the rights of associate membership of the Association as set out in rule 11 (1). Members of affiliated associations may become ordinary members of the Association in terms of rules 7 & 8.

20. **Termination of affiliation**

The affiliation of an affiliated association may be terminated by either party providing the other with one month's notice in writing of their intention to end the affiliation. From the date of termination, the affiliated association will no longer have the right to be represented on the board, and its members will no longer have the rights of associate membership of the Association.

PART 4 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION

Division 1 — Term used

21. Term used: member

In this Part —

member, in relation to a member who is expelled from the Association, includes former member.

Division 2 — Disciplinary action

22. Suspension or expulsion

- (1) The board may decide to suspend a member's membership or to expel a member from the Association if:
 - (a) the member contravenes any of these rules; or
 - (b) the member acts detrimentally to the interests of the Association.
- (2) The secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the board meeting at which the proposal is to be considered by the board.
- (3) The notice given to the member must state:
 - (a) when and where the board meeting is to be held; and
 - (b) the grounds on which the proposed suspension or expulsion is based; and
 - (c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the board about the proposed suspension or expulsion.
- (4) At the board meeting, the board must:
 - (a) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion; and
 - (b) give due consideration to any submissions so made; and
 - (c) decide:
 - (i) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
 - (ii) whether or not to expel the member from the Association.
- (5) A decision of the board to suspend the member's membership or to expel the member from the Association takes immediate effect.
- (6) The board must give the member written notice of the committee's decision, and the reasons for the decision, within 7 days after the board meeting at which the decision is made.
- (7) A member whose membership is suspended, or who is expelled from the Association may, within 14 days after receiving notice of the Committee's decision under subrule (6), give written notice to the secretary requesting the appointment of a mediator under rule 30.
- (8) If notice is given under subrule (7), the member who gives the notice and the board are the parties to the mediation.

23. Consequences of suspension

- (1) During the period a member's membership is suspended, the member —
 - (a) loses any rights (including voting rights) arising as a result of membership; and
 - (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.

- (2) When a member's membership is suspended, the secretary must record in the register of members:
 - (a) that the member's membership is suspended; and
 - (b) the date on which the suspension takes effect; and
 - (c) the period of the suspension.

- (3) When the period of the suspension ends the secretary must record in the register of members that the member's membership is no longer suspended.

Division 3 — Resolving disputes

24. Terms used

In this Division —

grievance procedure means the procedures set out in this Division;

party to a dispute includes a person:

- (a) who is a party to the dispute; and
- (b) who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.

25. Application of Division

The procedure set out in this Division (the grievance procedure) applies to disputes:

- (a) between members; or
- (b) between one or more members and the Association.

26. Parties to attempt to resolve dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

27. How grievance procedure is started

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, any party to the dispute may start the grievance procedure by giving written notice to the secretary of:
 - (a) the parties to the dispute; and
 - (b) the matters that are the subject of the dispute.

- (2) Within 28 days after the secretary is given the notice, a board meeting must be convened to consider and determine the dispute.

- (3) The secretary must give each party to the dispute written notice of the board meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- (4) The notice given to each party to the dispute must state:
 - (a) when and where the board meeting is to be held; and
 - (b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the board about the dispute.
- (5) If-
 - (a) the dispute is between one or more members and the Association; and
 - (b) any party to the dispute gives written notice to the secretary stating that the party:
 - (i) does not agree to the dispute being determined by the board; and
 - (ii) requests the appointment of a mediator under rule 30,the board must not determine the dispute.

28. Determination of dispute by board

- (1) At the board meeting at which a dispute is to be considered and determined, the board must:
 - (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the board about the dispute; and
 - (b) give due consideration to any submissions so made; and
 - (c) determine the dispute.
- (2) The board must give each party to the dispute written notice of the board's determination, and the reasons for the determination, within 7 days after the board meeting at which the determination is made.
- (3) A party to the dispute may, within 14 days after receiving notice of the board's determination under subrule (1)(c), give written notice to the secretary requesting the appointment of a mediator under rule 30.
- (4) If notice is given under subrule (3), each party to the dispute is a party to the mediation.

Division 4 — Mediation

29. Application of Division

- (1) This Division applies if written notice has been given to the secretary requesting the appointment of a mediator;
 - (a) by a member under rule 22 (7); or
 - (b) by a party to a dispute under rule 27(5)(b)(ii) or 28(3).
- (2) If this Division applies, a mediator must be chosen or appointed under rule 30.

30. Appointment of mediator

- (1) The mediator must be a person chosen;
 - (a) if the appointment of a mediator was requested by a member under rule 22(7) — by agreement between the Member and the board; or
 - (b) if the appointment of a mediator was requested by a party to a dispute under rule 27(5)(b)(ii) or 28(3) — by agreement between the parties to the dispute.
- (2) If there is no agreement for the purposes of subrule (1)(a) or (b), then, subject to subrules (3) and (4), the board must appoint the mediator.
- (3) The person appointed as mediator by the board must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre, if the appointment of a mediator was requested by —
 - (a) a member under rule 22(7); or
 - (b) a party to a dispute under rule 27(5)(b)(ii); or
 - (c) a party to a dispute under rule 28(3) and the dispute is between one or more members and the Association.
- (4) The person appointed as mediator by the board may be a member or former member of the Association but must not:
 - (a) have a personal interest in the matter that is the subject of the mediation; or
 - (b) be biased in favour of or against any party to the mediation.

31. Mediation process

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
- (3) In conducting the mediation, the mediator must:
 - (a) give each party to the mediation every opportunity to be heard; and
 - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
 - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- (4) The mediator cannot determine the matter that is the subject of the mediation.
- (5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.

- (6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

32. If mediation results in decision to suspend or expel being revoked

If —

- (a) mediation takes place because a member whose membership is suspended or who is expelled from the Association gives notice under rule 22(7); and
- (b) as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,

that revocation does not affect the validity of any decision made at a board meeting or general meeting during the period of suspension or expulsion.

PART 5 — BOARD

Division 1 — Powers of Board

33. Board

- (1) The board members are the persons who, as the management board of the Association, have the power to manage the affairs of the Association.
- (2) Subject to the Act, these rules, the by-laws (if any) and any resolution passed at a general meeting, the board has power to do all things necessary or convenient to be done for the proper management of the affairs of the Association.
- (3) The board must take all reasonable steps to ensure that the Association complies with the Act, these rules and the by-laws (if any).

Division 2 — Composition of Board and duties of members

34. Board members

- (1) The board consists of:
 - (a) the office holders of the Association
 - (b) at least one member representative of each participating Shire
 - (c) up to three nominated delegates of affiliated organisations
- (2) The following are the office holders of the Association:
 - (a) the chairperson
 - (b) the deputy chairperson
 - (c) the secretary
 - (d) the treasurer
- (3) A person may be a board member if the person is:
 - (a) an individual who has reached 18 years of age; and
 - (b) an ordinary member
 - (c) a nominated delegate of an affiliate organisation
- (4) A person must not hold 2 or more of the offices mentioned in subrule (3) at the same time, with exception of the secretary and treasurer position which may be combined.

35. Chairperson

- (1) It is the duty of the chairperson to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting.
- (2) The chairperson has the powers and duties relating to convening and presiding at board meetings and presiding at general meetings provided for in these rules.
- (3) In the absence of the chairperson, the deputy chairperson shall assume the powers and duties of the chairperson.

36. Secretary

The Secretary has the following duties:

- (a) dealing with the Association's correspondence
- (b) consulting with the chairperson regarding the business to be conducted at each board meeting and general meeting
- (c) preparing the notices required for meetings and for the business to be conducted at meetings
- (d) unless another member is authorised by the board to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act
- (e) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act
- (f) unless another member is authorised by the board to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act
- (g) ensuring the safe custody of the books (formal collection of records inclusive of minutes) of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association
- (h) maintaining full and accurate minutes of board meetings and general meetings
- (i) carrying out any other duty given to the secretary under these rules or by the board.

37. Treasurer

The treasurer has the following duties:

- (a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name
- (b) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the board
- (c) ensuring that any payments to be made by the Association, that have been authorised by the board, or at a general meeting, are made on time
- (d) ensuring that the Association complies with the relevant requirements of Part 5 of the Act
- (e) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association
- (f) if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting
- (g) if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting
- (h) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act
- (i) carrying out any other duty given to the treasurer under these rules or by the board.

Division 3 — Election of committee members and tenure of office

38. How members become board members

A member becomes a board member if the member:

- (a) is elected to the board at a general meeting; or
- (b) is appointed to the board by the board to fill a casual vacancy under rule 45 or by an affiliate organisation and accepted by the board
- (c) is nominated as a delegate by an affiliate organisation and accepted by the board

39. Nomination of board members

- (1) At least 28 days before an annual general meeting, the secretary must send written notice to all the members:
 - (a) calling for nominations for election to the board; and
 - (b) stating the date by which nominations must be received by the secretary to comply with subrule (2).
- (2) A member who wishes to be considered for election to the committee at the annual general meeting must nominate for election by sending written notice of the nomination to the secretary at least 14 days before the annual general meeting.
- (3) The written notice must be signed by/ include a statement by another member in support of the nomination.
- (4) A member may nominate for one specified position of office holder of the Association or to be an ordinary board member.
- (5) A member whose nomination does not comply with this rule is not eligible for election to the board unless the member is nominated under rule 40 (2) or 41 (2) (b)
- (6) An affiliate delegate must be duly elected by an affiliate association to represent that body to be nominated as a board member of the Association.
- (7) The board may determine, and alter, the format of the nomination form from time to time.
- (8) Persons may not nominate as board members if, as stated in the Act under section 39 1 (a) and (b), they are bankrupts or have some other prior conviction at the time of this nomination.
- (9) Limitation of period for which section 39 in the Act applies to a person referred to in subsection (1) (b) of that section, in relation to the person's conviction of an offence only for a period of five years:
 - (a) From the time of the person's conviction: or
 - (b) If the conviction results in a term of imprisonment, from the time of the person's release from custody.

40. Election of office holders

- (1) At the annual general meeting, a separate election must be held for each position of office holder of the Association.
- (2) If there is no nomination for a position, the chairperson of the meeting may call for nominations from the ordinary members at the meeting.

- (3) If only one member has nominated for a position, the chairperson of the meeting must declare the Member elected to the position.
- (4) If more than one member has nominated for a position, the ordinary members at the meeting must vote in accordance with procedures that have been determined by the board to decide who is to be elected to the position.
- (5) Each ordinary member present at the meeting may vote for one member who has nominated for the position.
- (6) A member who has nominated for the position may vote for himself or herself.
- (7) On the member's election, the new chairperson of the Association may take over as the chairperson of the meeting.

41. Election of ordinary board members

- (1) At the annual general meeting, the Association must decide by resolution the number of ordinary board members (if any) to hold office for the next year.
- (2) If the number of members nominating for the position of ordinary board member is not greater than the number to be elected, the chairperson of the meeting;
 - (a) must declare each of those members to be elected to the position; and
 - (b) may call for further nominations from the ordinary members at the meeting to fill any positions remaining unfilled after the elections under paragraph (a).
- (3) If —
 - (a) the number of members nominating for the position of ordinary board member is greater than the number to be elected; or
 - (b) the number of members nominating under subrule (2)(b) is greater than the number of positions remaining unfilled,

the ordinary members at the meeting must vote in accordance with procedures that have been determined by the board to decide the members who are to be elected to the position of ordinary board member.

- (4) A member who has nominated for the position of ordinary board member may vote in accordance with that nomination.

42. Term of office

- (1) The term of office of a board member begins when the member:
 - (a) is elected at an annual general meeting or under subrule 43 (3)(b); by an affiliate association in terms of rule 18; or
 - (b) is nominated as a delegate; or
 - (c) is appointed to fill a casual vacancy under rule 45.
- (2) Subject to rule 44, a board member holds office until the positions on the board are declared vacant at the next annual general meeting.
- (3) A board member may be re-elected.

43. Resignation and removal from office

- (1) A committee member may resign from the committee by written notice given to the secretary or, if the resigning member is the secretary, given to the chairperson.
- (2) The resignation takes effect:
 - (a) when the notice is received by the secretary or chairperson; or
 - (b) if a later time is stated in the notice, at the later time.
- (3) At a general meeting, the Association may by resolution:
 - (a) remove a board member from office; and
 - (b) elect a member who is eligible under rule 34 (4) to fill the vacant position.
- (4) A board member who is the subject of a proposed resolution under subrule (3)(a) may make written representations (of a reasonable length) to the secretary or chairperson and may ask that the representations be provided to the members.
- (5) The secretary or chairperson may give a copy of the representations to each member or, if they are not so given, the board member may require them to be read out at the general meeting at which the resolution is to be considered.

44. When membership of board ceases

A person ceases to be a committee member if the person:

- (a) dies or otherwise ceases to be a member; or
- (b) resigns from the board or is removed from office under rule 43; or
- (c) becomes ineligible to accept an appointment or act as a board member under section 39 of the Act;
- (d) becomes permanently unable to act as a board member because of a mental or physical disability; or
- (e) fails to attend 3 consecutive board meetings, of which the person has been given notice, without having notified the board that the person will be unable to attend.

45. Filling casual vacancies

- (1) The board may appoint a member who is eligible under rule 34(4) to fill a position on the board that:
 - (a) has become vacant under rule 44; or
 - (b) was not filled by election at the most recent annual general meeting or under rule 43 (3)(b).
- (2) If the position of secretary becomes vacant, the board must appoint a member who is eligible under rule 34 (4) to fill the position within 14 days after the vacancy arises.
- (3) Subject to the requirement for a quorum under rule 53, the committee may continue to act despite any vacancy in its membership.
- (4) If there are fewer board members than required for a quorum under rule 53, the committee may act only for the purpose of:
 - (a) appointing committee members under this rule; or
 - (b) convening a general meeting.

46. Validity of acts

The acts of a board or subcommittee, or of a board member or member of a subcommittee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a board member or member of a subcommittee.

47. Payments to board members

(1) In this rule:

board member includes a member of a subcommittee;

board meeting includes a meeting of a subcommittee.

(2) A board member is entitled to be paid out of the funds of the Association for any out-of-pocket expenses for travel and accommodation properly incurred:

(a) in attending a board meeting or

(b) in attending a general meeting; or

(c) otherwise in connection with the Association's business.

but shall be subject to ratification and agreement by the board should the amount exceed a previously nominated amount.

48. Indemnity

(1) No member of the board or member of the Association shall be personally liable for any liability incurred on behalf of the Association, or for any default, loss or damage resulting in the performance of any person employed by or working in a volunteer capacity on behalf of the Association.

(2) No person shall be entitled to be indemnified out of the funds of the Association for any liability, except for customary and legitimate expenses incurred in the course of their normal activities on behalf of the Association.

Division 4 — Board meetings

49. Board meetings

(1) The board must meet at least 3 times in each year on the dates and at the times and places determined by the board.

(2) The date, time and place of the first board meeting must be determined by the board members as soon as practicable after the annual general meeting at which the board members are elected.

(3) Special board meetings may be convened by the chairperson or any 2 board members.

50. Notice of board meetings

(1) Notice of each board meeting must be given to each board member at least 48 hours before the time of the meeting.

(2) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.

(3) Unless subrule (4) applies, the only business that may be conducted at the meeting is the business described in the notice.

(4) Urgent business that has not been described in the notice may be conducted at the meeting if the board members at the meeting unanimously agree to treat that business as urgent.

- (5) Matters of urgency arising between scheduled meetings may be dealt with by the secretary by electronic communications between board members to discuss and resolve such matters and such decisions as determined by a quorum of board members will be deemed to be carried and reported at the next board meeting.

51. Procedure and order of business

- (1) The chairperson or, in the chairperson's absence, the deputy-chairperson must preside as chairperson of each board meeting.
- (2) If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) The procedure to be followed at a board meeting must be determined from time to time by the board.
- (4) The order of business at a board meeting may be determined by the board members at the meeting.
- (5) A member or other person who is not a board member may attend a board meeting if invited to do so by the board.
- (6) A person invited under subrule (5) to attend a board meeting:
 - (a) has no right to any agenda, minutes or other document circulated at the meeting; and
 - (b) must not comment about any matter discussed at the meeting unless invited by the board to do so; and
 - (c) cannot vote on any matter that is to be decided at the meeting.

52. Use of technology to be present at board meetings

- (1) The presence of a board member at a board meeting need not be by attendance in person but may be by that board member, and each other board member at the meeting, being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a board meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

53. Quorum for board meetings

- (1) Subject to rule 45 (4), no business is to be conducted at a board meeting unless a quorum of 5 is present.
- (2) If a quorum is not present within 30 minutes after the notified commencement time of a board meeting:
 - (a) in the case of a special meeting — the meeting lapses; or
 - (b) otherwise, the meeting is adjourned to the same time, day and place in the following week.
- (3) If —
 - (a) a quorum is not present within 30 minutes after the commencement time of a board meeting held under subrule (2)(b); and
 - (b) at least 2 board members are present at the meeting,

those members present are taken to constitute a quorum.

54. Voting at board meetings

- (1) Each board member present at a board meeting has one vote on any question arising at the meeting.
- (2) A motion is carried if a majority of the board members present at the board meeting vote in favour of the motion.
- (3) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (4) A vote may take place by the board members present indicating their agreement or disagreement or by a show of hands, unless the board decides that a secret ballot is needed to determine a particular question.
- (5) If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

55. Minutes of board meetings

- (1) The board must ensure that minutes are taken and kept of each board meeting.
- (2) The minutes must record the following:
 - (a) the names of the board members present at the meeting;
 - (b) the name of any person attending the meeting under rule 51 (5);
 - (c) the business considered at the meeting;
 - (d) any motion on which a vote is taken at the meeting and the result of the vote.
- (3) The minutes of a board meeting must be entered in the Association's formal records within 30 days after the meeting is held.
- (4) The chairperson must ensure that the minutes of a board meeting are reviewed and signed as correct by:
 - (a) the chairperson of the meeting; or
 - (b) the chairperson of the next board meeting.
- (5) When the minutes of a board meeting have been signed as correct they are, until the contrary is proved, evidence that:
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any appointment purportedly made at the meeting was validly made.

Division 5 — Subcommittees and subsidiary offices

56. Subcommittees and subsidiary offices

- (1) To help the board in the conduct of the Association's business, the board may, in writing, do either or both of the following —
 - (a) appoint one or more subcommittees
 - (b) create one or more subsidiary offices and appoint people to those offices.

- (2) A subcommittee may consist of the number of people, whether or not members, that the board considers appropriate.
- (3) A person may be appointed to a subsidiary office whether or not the person is a member.
- (4) Subject to any directions given by the board:
 - (a) a subcommittee may meet and conduct business as it considers appropriate; and
 - (b) the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate.

57. Delegation to subcommittees and holders of subsidiary offices

- (1) In this rule —

non-delegable duty means a duty imposed on the board by the Act or another written law.

- (2) The board may, in writing, delegate to a subcommittee or the holder of a subsidiary office the exercise of any power or the performance of any duty of the board other than:
 - (a) the power to delegate; and
 - (b) a non-delegable duty.
- (3) A power or duty, the exercise or performance of which has been delegated to a subcommittee or the holder of a subsidiary office under this rule, may be exercised or performed by the subcommittee or holder in accordance with the terms of the delegation.
- (4) The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the board specifies in the document by which the delegation is made.
- (5) The delegation does not prevent the board from exercising or performing at any time the power or duty delegated.
- (6) Any act or thing done by a subcommittee, or by the holder of a subsidiary office, under the delegation has the same force and effect as if it had been done by the board.
- (7) The board may, in writing, amend or revoke the delegation.

PART 6 — GENERAL MEETINGS OF ASSOCIATION

58. Annual general meeting

- (1) The board must determine the date, time and place of the annual general meeting.
- (2) If it is proposed to hold the annual general meeting more than 6 months after the end of the Association's financial year, the secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.
- (3) The ordinary business of the annual general meeting is as follows:
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed
 - (b) to receive and consider:
 - (i) the board's annual report on the Association's activities during the preceding financial year; and
 - (ii) if the Association is a tier 1 association, the financial statements of the Association for the preceding financial year presented under Part 5 of the Act; and

- (iii) if the Association is a tier 2 association or a tier 3 association, the financial report of the Association for the preceding financial year presented under Part 5 of the Act;
 - (iv) if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report;
 - (c) to elect the office holders of the Association and other board members;
 - (d) if applicable, to appoint or remove a reviewer or auditor of the Association in accordance with the Act;
 - (e) to confirm or vary the entrance fees, subscriptions and other amounts (if any) to be paid by members.
- (4) Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

59. Special general meetings

- (1) The board may convene a special general meeting.
- (2) The board must convene a special general meeting if at least 20% of the members require a special general meeting to be convened.
- (3) The members requiring a special general meeting to be convened must:
 - (a) make the requirement by written notice given to the secretary; and
 - (b) state in the notice the business to be considered at the meeting; and
 - (c) each sign the notice.
- (4) The special general meeting must be convened within 28 days after notice is given under subrule (3)(a).
- (5) If the board does not convene a special general meeting within that 28-day period, the members making the requirement (or any of them) may convene the special general meeting.
- (6) A special general meeting convened by members under subrule (5) —
 - (a) must be held within 3 months after the date the original requirement was made; and
 - (b) may only consider the business stated in the notice by which the requirement was made.
- (7) The Association must reimburse any reasonable expenses incurred by the members convening a special general meeting under subrule (5).

60. Notice of general meetings

- (1) The secretary or, in the case of a special general meeting convened under rule 59(5), the members convening the meeting, must give to each member:
 - (a) at least 28 days' notice of any general meeting.
- (2) The notice must:
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if the meeting is the annual general meeting, include the names of the members who have nominated for election to the board under rule 39 (2); and
 - (d) if a special resolution is proposed:
 - (i) set out the wording of the proposed resolution as required by section 51(4) of the Act; and

- (ii) state that the resolution is intended to be proposed as a special resolution;
and
- (iii) comply with rule 61(7).

A resolution is a special resolution if it is passed:

- (a) at a general meeting of the Association; and
- (b) by the votes of not less than three quarters of the members of the Association who cast a vote at the meeting.

61. Proxies

- (1) Subject to subrule (2), an ordinary member may appoint an individual who is an ordinary member as his or her proxy to vote and speak on his or her behalf at a general meeting.
- (2) An ordinary member may be appointed the proxy for not more than 5 other members.
- (3) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (4) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf.
- (5) If no instructions are given to the proxy, the proxy may vote on behalf of the member in any matter as the proxy sees fit.
- (6) If the board has approved a form for the appointment of a proxy, the member may use that form or any other form:
 - (a) that clearly identifies the person appointed as the member's proxy; and
 - (b) that has been signed by the member.
- (7) Notice of a general meeting given to an ordinary member under rule 60 must:
 - (a) state that the member may appoint an individual who is an ordinary member as a proxy for the meeting; and
 - (b) include a copy of any form that the board has approved for the appointment of a proxy.
- (8) A form appointing a proxy must be given to the secretary before the commencement of the general meeting for which the proxy is appointed.
- (9) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association not later than 24 hours before the commencement of the meeting.

62. Use of technology to be present at general meetings

- (1) The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a general meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

63. Presiding member and quorum for general meetings

- (1) The chairperson or, in the chairperson's absence, the deputy chairperson must preside as chairperson of each general meeting.
- (2) If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a general meeting, the board members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) No business is to be conducted at a general meeting unless a quorum of five (5) is present.
- (4) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting —
 - (a) in the case of a special general meeting — the meeting lapses; or
 - (b) in the case of the annual general meeting — the meeting is adjourned to —
 - (i) the same time and day in the following week; and
 - (ii) the same place, unless the chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned.
- (5) If —
 - (a) a quorum is not present within 30 minutes after the commencement time of an annual general meeting held under subrule (4)(b); and
 - (b) at least 5 ordinary members are present at the meeting,those members present are taken to constitute a quorum.

64. Adjournment of general meeting

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of the ordinary members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned —
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 60.

65. Voting at general meeting

- (1) On any question arising at a general meeting —
 - (a) subject to subrule (6), each ordinary member has one vote unless the member may also vote on behalf of a body corporate under subrule (2); and
 - (b) ordinary members may vote personally or by proxy.
- (2) An ordinary member that is a body corporate may, in writing, appoint an individual, whether or not the individual is a member, to vote on behalf of the body corporate on any question at a particular general meeting or at any general meeting, as specified in the document by which the appointment is made.

- (3) A copy of the document by which the appointment is made must be given to the secretary before any general meeting to which the appointment applies.
- (4) The appointment has effect until —
 - (a) the end of any general meeting to which the appointment applies; or
 - (b) the appointment is revoked by the body corporate and written notice of the revocation is given to the secretary.
- (5) Except in the case of a special resolution, a motion is carried if a majority of the ordinary members present at a general meeting vote in favour of the motion.
- (6) If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (7) If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
- (8) For a person to be eligible to vote at a general meeting as an ordinary member, or on behalf of an ordinary member that is a body corporate under subrule (2), the ordinary member:
 - (a) must have been an ordinary member at the time notice of the meeting was given under rule 60; and
 - (b) must have paid any fee or other money payable to the Association by the member.

66. When special resolutions are required

- (1) A special resolution is required if it is proposed at a general meeting:
 - (a) to affiliate the Association with another body; or
 - (b) to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager.
- (2) Subrule (1) does not limit the matters in relation to which a special resolution may be proposed.

67. Determining whether resolution carried

- (1) In this rule —

poll means the process of voting in relation to a matter that is conducted in writing.
- (2) Subject to subrule (4), the chairperson of a general meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been:
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost.
- (3) If the resolution is a special resolution, the declaration under subrule (2) must identify the resolution as a special resolution.
- (4) If a poll is demanded on any question by the chairperson of the meeting or by at least 3 other ordinary members present in person or by proxy:
 - (a) the poll must be taken at the meeting in the manner determined by the chairperson;
 - (b) the chairperson must declare the determination of the resolution on the basis of the poll.

- (5) If a poll is demanded on the election of the chairperson or on a question of an adjournment, the poll must be taken immediately.
- (6) If a poll is demanded on any other question, the poll must be taken before the close of the meeting at a time determined by the chairperson.
- (7) A declaration under subrule (2) or (4) must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

68. Minutes of general meeting

- (1) The secretary, or a person authorised by the board from time to time, must take and keep minutes of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must record:
 - (a) the names of the ordinary members attending the meeting; and
 - (b) any proxy forms given to the chairperson of the meeting under rule 61(8); and
 - (c) the financial statements or financial report presented at the meeting, as referred to in rule 58 (3)(b)(ii) or (iii); and
 - (d) any report of the review or auditor's report on the financial statements or financial report presented at the meeting, as referred to in rule 58(3)(b)(iv).
- (4) The minutes of a general meeting must be entered in the Association's formal collection of records within 30 days after the meeting is held.
- (5) The chairperson must ensure that the minutes of a general meeting are reviewed and signed as correct by:
 - (a) the chairperson of the meeting; or
 - (b) the chairperson of the next general meeting.
- (6) When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that:
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any election or appointment purportedly made at the meeting was validly made.

PART 7 — FINANCIAL MATTERS

69. Source of funds

The funds of the Association may be derived from entrance fees, annual subscriptions, donations, fund-raising activities, grants, interest, and any other sources approved by the board.

70. Control of funds

- (1) The Association must open an account, or accounts, in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited.
- (2) Subject to any restrictions imposed at a general meeting, the board may approve expenditure on behalf of the Association.
- (3) The board may authorise the treasurer to expend funds on behalf of the Association up to a specified limit without requiring approval from the board for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by
 - (a) 2 board members; or
 - (b) one board member and a person authorised by the board
- (5) All electronic (by telephone, mobile, online) banking transactions and credit card transactions not requiring signatures are subject to
 - a) approval in the budget
 - b) prior authorisation by the Board; subrule (2) (3)
 - c) where applicable, a Purchase Order
- (6) All funds of the Association must be deposited into the Association's account within 5 working days after their receipt.

71. Financial statements and financial reports

- (1) For each financial year, the board must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the Association are met.
- (2) Without limiting subrule (1) those requirements include
 - a) correctly record and explain its transactions and financial position and performance; and
 - b) enable true and fair financial statements to be prepared in accordance with Division 3
 - c) and if required, the review or auditing of the financial statements or financial report, as applicable; and
 - d) the presentation to the annual general meeting of the financial statements or financial report, as applicable; and
 - e) if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

PART 8 — GENERAL MATTERS

72. By-laws

- (1) The Association may, by resolution at a general meeting, make, amend or revoke by-laws.
- (2) By-laws may:
 - (a) provide for the rights and obligations that apply to any classes of associate membership approved under rule 11 (1) (c) and rule 11 (2); and
 - (b) impose restrictions on the board's powers, including the power to dispose of the association's assets; and
 - (c) impose requirements relating to the financial reporting and financial accountability of the Association and the auditing of the Association's accounts; and
 - (d) provide for any other matter the Association considers necessary or convenient to be dealt with in the by-laws.
- (3) A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these rules.
- (4) Without limiting subrule (3), a by-law made for the purposes of subrule (2)(c) may only impose requirements on the Association that are additional to, and do not restrict, a requirement imposed on the Association under Part 5 of the Act.
- (5) At the request of a member, the Association must make a copy of the by-laws available for inspection by the member.

73. Executing documents and common seal

- (1) The Association may execute a document without using a common seal if the document is signed by:
 - (a) 2 board members; or
 - (b) one board member and a person authorised by the board.
- (2) If the Association has a common seal:
 - (a) the name of the Association must appear in legible characters on the common seal; and
 - (b) a document may only be sealed with the common seal by the authority of the board and in the presence of:
 - (i) 2 board members; or
 - (ii) one board member and a person authorised by the board,and each of them is to sign the document to attest that the document was sealed in their presence.
- (3) The secretary must make a written record of each use of the common seal.
- (4) The common seal must be kept in the custody of the secretary or another board member authorised by the board.

74. Giving notices to members

- (1) In this rule —

recorded means recorded in the register of members.

- (2) A notice or other document that is to be given to a member under these rules is taken not to have been given to the member unless it is in writing and:
- (a) delivered by hand to the recorded address of the member; or
 - (b) sent by prepaid post to the recorded postal address of the member; or
 - (c) sent by facsimile or electronic transmission to an appropriate recorded number or recorded electronic address of the member.

75. Custody of books (formal collection of records including minutes) and securities

- (1) Subject to subrule (2), the books (formal collection of records including minutes) and any securities of the Association must be kept in the secretary's custody or under the secretary's control.
- (2) The financial records and, as applicable, the financial statements or financial reports of the Association must be kept in the treasurer's custody or under the treasurer's control.
- (3) Subrules (1) and (2) have effect except as otherwise decided by the board.
- (4) The books (formal collection of records including minutes) of the Association must be retained for at least 7 years.

76. Record of office holders

The record of board members, and other persons authorised to act on behalf of the Association, that is required to be maintained under section 58(2) of the Act must be kept in the secretary's custody or under the secretary's control.

77. Inspection of records and documents

- (1) Subrule (2) applies to a member who wants to inspect:
 - (a) the register of members under section 54(1) of the Act; or
 - (b) the record of the names and addresses of board members, and other persons authorised to act on behalf of the Association, under section 58(3) of the Act; or
 - (c) any other record or document of the association.
- (2) The member must contact the secretary to make the necessary arrangements for the inspection.
- (3) The inspection must be free of charge.
- (4) If the member wants to inspect a document that records the minutes of a board meeting, the right to inspect that document is subject to any decision the board has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members.
- (5) The member may make a copy of, or take an extract from, a record or document referred to in subrule (1)(c) but does not have a right to remove the record or document for that purpose or access the personal details of any members.
- (6) The member must not use or disclose information in a record or document referred to in subrule (1)(c) except for a purpose:
 - (a) that is directly connected with the affairs of the Association; or
 - (b) that is related to complying with a requirement of the Act.

78. Publication by committee members of statements about Association business is prohibited

A board member must not publish, or cause to be published, any statement about the business conducted by the Association at a general meeting or board meeting unless:

- (a) the board member has been authorised to do so at a board meeting; and
- (b) the authority given to the board member has been recorded in the minutes of the board meeting at which it was given.

79. Distribution of surplus property on cancellation of incorporation or winding up

- (1) In this rule —

surplus property, in relation to the Association, means property remaining after satisfaction of:

 - (a) the debts and liabilities of the Association; and
 - (b) the costs, charges and expenses of winding up or cancelling the incorporation of the Association,

but does not include books relating to the management of the Association.
- (2) On the cancellation of the incorporation or the winding up of the Association, its surplus property must be distributed as determined by special resolution by reference to the persons mentioned in section 24(1) of the Act.

80. Alteration of rules

If the Association wants to alter or rescind any of these rules, or to make additional rules, the Association may do so only by special resolution and by otherwise complying with Part 3 Division 2 of the Act.

9.3.4 DEPARTMENT OF COMMUNITIES – GOVERNMENT REGIONAL OFFICER’S HOUSING PROGRAM REQUEST

Applicant:	Nil	
File Ref:		
Disclosure of Interest:	Nil	
Date of Report:	8 March 2024	
Author:	Kelvin Matthews Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Kelvin Matthews Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council to consider a request from the Department of Communities – Government Regional Officer’s Housing Program to construct housing in Meekatharra for long term leaseback.

Attachments:

- Written request from the Department of Communities – Government Regional Officer’s Housing Program Coordinator.
- DoC housing program information also available on <https://www.wa.gov.au/government/document-collections/departments-of-communities-investing-housing-government-employees>

Background:

Council has received a written (email) request dated 19 December 2023 from the Department of Communities (DoC) – Government Regional Officer’s Housing (GROH) Program for Council to consider building residential housing accommodation in Meekatharra for long term leaseback to the DoC nominated Government agencies. Further details of the request are noted in Comments below and as attached.

The DoC Housing Authority operates within the Department of Communities and provides accommodation for government employees via its Government Regional Officer Housing (GROH) Program. To meet the increasing demand for government employee housing, DoC forms partnerships with the private sector. These include:

- Property owners who lease to DoC,
- Local governments,
- Real estate agents who source properties to sell and or lease to DoC, and
- Builders and developers who construct properties for DoC.

The DoC GROH program also relies upon the property owner / investor leasing the property to DoC for the GROH program. The properties are used exclusively for government employee housing and will not be occupied by any other kind of tenant without approval.

The term of the lease can be short, medium or long (e.g. one to five years) depending on the demand requirements for housing in the area. Once the agreement is signed, the property owner receives rent every month for the duration of the lease. As with a standard

lease, the property owner is responsible for rates and maintenance costs (except tenant liability issues). The DoC leases the properties to other Government agencies that require housing for their employees. The agency pays the full rent to DoC and sub-leases to their employee at a reduced rate.

- GROH accommodation is provided in over 250 locations throughout the state.
- Housing for Government employees must meet certain standards and design specifications.
- At a minimum, properties must be fully established with:
 - Car accommodation
 - Easy care gardens, with an enclosed yard.
 - Utilities, phone and television connections.
 - Light fittings, floor and window treatments.
 - Appropriate security and adequate storage.
 -

Comment:

As advised by the Program Coordinator of the GROH Program, under the GROH Program there is limited departmental funding available to construct new dwellings across the State to support the delivery of State Government Services through the provision of suitable and appropriate accommodation. Most GROH capital works are directed towards remote nonmarket locations across the State, where funds from external investors are not available.

The GROG Program is seeking to partner with investors such as Local Government Authorities, Developers, Real Estate Agents, Aboriginal Organisations and other potential investors. It is proposed that these investors would build for GROH in return for a long-term lease of up to 10 years. The process, terms and conditions are outlined in Item 9.3.4.2 as attached

The request from the GROH Program Coordinator also notes that should Council have any existing housing stock available, then the DoC would consider outright rental/lease of the dwelling. In this regard, Council has no existing available housing at this stage given all current Council housing is occupied by Council employees.

Council should consider the request from DoC noting the following issues:

- Capital outlay cost of construction.
- Council land availability.
- Lease obligations including maintenance and operating cost of lease, and
- Legislative obligations of Council in leasing Council owned property.

Consultation:

Written email request from the Program Coordinator to the CEO as attached.

Statutory Environment:

- Local Government Act 1995.
- Government Employee Housing Act 1964.

Policy Implications:

Nil.

Budget/Financial Implications:

- Terms and conditions of the GROH Program require Council to construct the housing at its own cost on its own land,
- Terms and conditions of the GROH Program require Council to be responsible for the maintenance of the properties, and
- Lease rental revenue from properties to Council estimated at circa \$26k (ie \$500 p/week) p/annum.

Strategic Implications:

The Shire of Meekatharra Strategic Community Plan 2020 – 2030:

- *Social - Contribute to a community that is connected, healthy, and engaged in creating the future they want*
- *Natural Environment - Maintain and preserve the natural environment, enhancing the 'remote' experience of Meekatharra.*

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

OPTION A

That Council agree to the request from the Department of Communities to construct additional housing for lease back to the Department under the Government Regional Officer's Housing Program.

OR

OPTION B

That Council not agree to the request from the Department of Communities to construct additional housing for lease back to the Department under the Government Regional Officer's Housing Program.

CARRIED / LOST

For:

Against:

From: Kelvin Matthews
Sent: Wednesday, 14 February 2024 8:54 AM
To: 'zorica.psaila@communities.wa.gov.au' <zorica.psaila@communities.wa.gov.au>
Cc: David Schulz <cdsm@meekashire.wa.gov.au>
Subject: GROH program

Morning Zorica, I refer to your original email below and apologize for the delay in responding. Your request will be referred to the Shire of Meekatharra Council meeting for consideration and decision and I will advise you of the outcome of Councils decision in due course thank you.

From: Zorica Psaila
Sent: Tuesday, 19 December 2023 3:51 PM
To: ceo@meekashire.wa.gov.au
Cc: Matt Meyers <Matt.MEYERS@communities.wa.gov.au>
Subject: Potential for the Shire to build dwellings in Meekatharra under the GROH program

Hi Kelvin,

I am writing to you to ascertain the Shire's willingness to build dwellings in the town of Meekatharra for a long-term leaseback arrangement under the Government Regional Officers' Housing (GROH) Program. As you would be aware there is a need for quality residential accommodation across the State for State Government Employees and our remit under GROH seeks to provide subsidised rental accommodation for State Government employees.

Under the Government Regional Officers' Housing (GROH) Program we have limited monies available to construct new dwellings across the State to support the delivery of State Government Services, through the provision of suitable and appropriate accommodation. Most of our capital works is directed towards remote nonmarket locations across the State, where funds from external investors are not available.

We are looking to partner with investors such as Local Government Authorities, Developers, Real Estate Agents, Aboriginal Organisations and other potential investors. These investors would build for GROH in return for a long-term lease of up to 10 years.

We are seeking feedback from the Shire on the capacity to build dwellings in Meekatharra under the GROH Program on a 10-year lease with a 1 one-year option.

Should the Shire have existing suitable and appropriate owned housing stock in Meekatharra, we would also be happy to consider this option. Attached is an outline of the process when an investor wishes to lease on a long-term basis. Should the Shire be unable to assist, we would appreciate a list, if possible, of developers/agents in the local area who may be able to assist us with build to lease options for GROH in Meekatharra.

I am also happy to arrange a meeting with yourself and my manager, Matt Meyers, via Teams if you would like to discuss this further. I look forward to hearing from you soon on the Shire's capacity to provide housing in Meekatharra to meet the need of State Government employees.

Kind regards,

Zorica Psaila

Program Coordinator | GROH

Operations | Housing & Assets

Department of Communities | 130 Stirling Street, Perth 6000

Email: zorica.psaila@communities.wa.gov.au

Ph: 08 6414 3980

Mob: 0468 573 060

Website: communities.wa.gov.au

Below is an outline of the standard process followed when a shire or investor wishes to build dwellings suitable for GROH. More information can be found on the Department of Communities website

<http://www.housing.wa.gov.au/investorsandpartners/investmentbusinessopportunities/Pages/default.aspx> or you are welcome to contact us to discuss the process more fully.

Step 1 - If a Shire or private investor indicates that they are interested in providing a dwelling for use by GROH; we will have initial discussions which will include:

- Minimum specifications for dwellings used in the GROH program
- Leaseback model – Cost rent vs Market Rent locations
- Initial feedback on demand and associated special requirements
- Suitability of potential locations
- Timeframes for completion of dwellings.

If the discussion results in an anticipated match between the Shire/Investor's offer and demand for GROH housing; GROH would request the Shire/Investor to provide us the terms, conditions, timeframe and proposed address(es) of the dwelling(s).

Upon receipt, GROH will consult with the interested client agencies, and advise the Shire/Investor on the agency's acceptance in principle of the proposed build(s).

NOTE: You may design and build the dwellings yourself provided you have the legal authority or you can employ qualified professionals through your usual tendering processes.

Step 2 – Once accepted in principle by all parties, GROH will invite the Shire/Investor to provide a floor plan/layout of the proposed dwelling(s). The plan will be reviewed by GROH and the client agency to ensure that it meets all requirements and either:

- Feedback will be provided for further review and resubmission of the plans; or,
- Approval of the plans will be provided in writing.

Upon satisfactory review of the plan/layout, GROH will send out a formal 'Offer to Lease' document to the Shire or private investor so that an initial agreement to lease the proposed dwellings is established. The 'Offer to Lease' document will mention:

- The term and rent of the proposed lease, and any provision for variation
- Timeframe for signing and returning the 'Offer to Lease' document
- Timeframe for the completion of the proposed dwellings
- Intention to sign a 'Formal Lease' once the dwellings have been built on GROH specification, and been inspected satisfactorily by the GROH team
- Special conditions of the lease

Once the 'Offer to Lease' document is signed and returned, a legal binding is established between GROH and the Investor to sign a 'Formal Lease' after the satisfactory completion and inspection of the dwellings to GROH's specifications. The 'Formal Lease' is a Formal Residential Tenancy Agreement that has been drafted and adopted by GROH. This is very similar to a private residential tenancy agreement, but with some differences to tailor it to GROH requirements. A copy of the template 'Formal Lease' is attached here.

Step 3 – At this stage, the project will be handed over to a Department of Communities Project Manager, who has sufficient technical knowledge to monitor your construction works and ensure they meet GROH specifications.

The PM will request the complete set of plans, layouts, specifications and drawings from the Investor as and when these are available. Below is a list of the documents the PM may ask for:

1. Finalised site plan for the selected lot
2. Finalised external elevation drawings showing all four sides of the house
3. Finalised internal elevations for the kitchen, bathroom, ensuite and laundry
4. Finalised floor plan
5. Finalised electrical plan
6. Finalised wardrobe, linen and broom cupboard details
7. Any agreed variations from the GROH design brief / specification.

These documents will be reviewed and consulted on with the client agency, and any further modification/review would be requested by the PM before the actual construction begins.

This is to ensure that there are no disputes after construction has commenced or completed regarding whether the Shire/Investor has supplied what was agreed to by GROH.

Step 4 – The PM liaises with the Shire/Investor throughout the whole construction process and keeps GROH informed of the progress or any updates. Once the construction is completed, the PM will request GROH for a joint inspection on the property to verify that it is complete and meets the specified GROH requirements.

If any major defects are identified during this inspection, the Shire/Investor will be required to fix this in consultation with the PM to meet GROH requirements prior to a further inspection. Please note that GROH is unable to lease properties which do not meet the agreed specifications as per step 2 of this process.

Upon satisfactory inspection, the dwelling(s) will be accepted and a 'Formal Lease' will be signed based on the conditions mentioned in the 'Offer to Lease' document. The lease will commence from the date the dwellings are ready to be occupied.



Housing

PART B: FUNCTIONAL BRIEF

GROH and Key Worker Housing

Single & Grouped Dwellings
Southern and Northern Regions

Lot No:

Unit Numbers:

Street Number:

Street Name:

Suburb:

Tender Number:



Revision Date	Comments
15.06.2016	Section 2 Living Room – Clause 2.2.13 Deleted, making reference to exclusion of reverse cycle split system air conditioners to bedrooms. Bedrooms are included.
03.05.2017	Section 11 Finishes and Fixtures Schedule - Clause 11.2.4 Smoke Alarms. Revised approved types.

Introduction

Purpose

The Housing Authority (HA) is committed to achieving design excellence and delivering better places and spaces that will facilitate appropriate, available and affordable housing.

'Best Practice' Urban Design Objectives are to be applied to all single dwelling projects. It is expected that the Design Objectives, Performance Criteria and Acceptable Development Standards contained in this Brief will be applied to the planning, design and development phases of each project. The Qualitative Brief will be used to inform subsequent Design Review and Planning Approvals.

Who is the Part B Functional Brief for?

This Brief is intended to be used by consultants, including builders, designers and architects, involved in the design and delivery of Housing Authority projects.

How is the Part B Functional Brief to be used?

The Part B Functional Brief provides the functional and typical design detail required for each of the dwelling types to meet the living and functional spaces required for the occupants living needs.

As indicated in the additional functional requirements for housing located north of the 27-degree latitude sections of this brief the functional and design requirements for each element, may vary to adapt and meet the requirements of living standards and needs for the regions climatical conditions. These variations apply to all dwellings located north of the 27 degrees latitude and in terrain categories Wind Regions C and D and Kalgoorlie region.

All projects must demonstrate compliance with the functional objectives and functional requirement elements of the dwelling type. This can be achieved through compliance with the individual Acceptable Development Standard checklist in a manner that addresses the functional requirements to be achieved within the dwellings typical floor areas.

If approval is sought under the Performance Criteria for alternatives to any element outlined in this Brief, the consultant must provide rationale and justification to the alternative proposed and at this to the submission.

Gaining Approval

All submissions made for review, comment or approval must be in the format of legible architectural drawings in a scale bar and minimum scale of 1:200 when printed at A3. All support drawings (refer to section 13 of this Brief) must show contextual information including street names, lot number, indicative adjacent building wall locations, north point, key setbacks, building, window dimensions.

Related Guidelines

The Part B: Functional Brief Complements National and State strategic policy on planning, design and construction. This document must be complied with in addition to the following guidelines and policy:

- HA 'Part A Qualitative Brief'
- HA 'Part C: Construction Specification'
- Australian Standards AS1428
- Australian Standards AS2890
- HA 'Affordable Housing Strategy; Opening Doors 2010-2020'
- SPP 3.1 'Residential Design Codes'
- Operational Policy 'Liveable Neighbourhoods'
- National Construction Code (BCA)
- Local Planning Schemes and Policies
- Local Development Plans (DAP) and associated Design Guidelines

Group Dwelling Typologies

Grouped Dwellings are two or more dwellings on the same lot and range in typologies. They typically range from single storey 1 bedroom dwellings through to double storey 3 bedroom dwellings and terrace homes. They often have shared walls but no dwelling is placed wholly or partially above another. The development is contained on one site, which can be an amalgamation of traditional suburban lots to create more efficient use of the site area. Grouped dwellings make use of a shared driveway and occasionally other communal facilities such as laundries, drying areas, and gardens.

Housing and Design Standards

Dwelling sizes should allow for suitable space according to the clients living needs.

The following table sets out the suggested typical floor areas applicable to each of the dwelling sizes for the delivery of all new dwellings and takes into consideration standard items of furniture for each of the rooms, circulation and storage facilities.

Dwelling Categories

Bedroom Category	Dwelling Type	Typical Floor Areas (FECA - m ²)
Bed 1	Detached/ Semi-Detached/ Attached Group Housing	60 m ²
Bed 2	Detached/ Semi-Detached/ Attached Single Housing	93 m ²
	Detached/ Semi-Detached/ Attached Group Housing	
Bed 3	Detached/ Semi-Detached/ Attached Single Housing	135 m ²
	Detached/ Semi-Detached/ Attached Group Housing	
Bed 4	Detached/ Semi-Detached/ Attached Single Housing	150 m ²
	Detached/ Semi-Detached/ Attached Group Housing	
Bed 5	Detached/ Semi-Detached Single Housing	165 m ²
	Detached/ Semi-Detached Group Housing	
All	Two storey dwellings	Add 6m ² to overall FECA
Upper floor unit to include a 9m ² balcony for private use.		

The typical floor areas shown above are based on Fully Enclosed Covered Area (FECA) which is measured to the normal inside face of external walls. Note that FECA does not include the area of the store room under the main roof, or unenclosed areas such as porches, verandahs, enclosed garages, carports, patios etc.

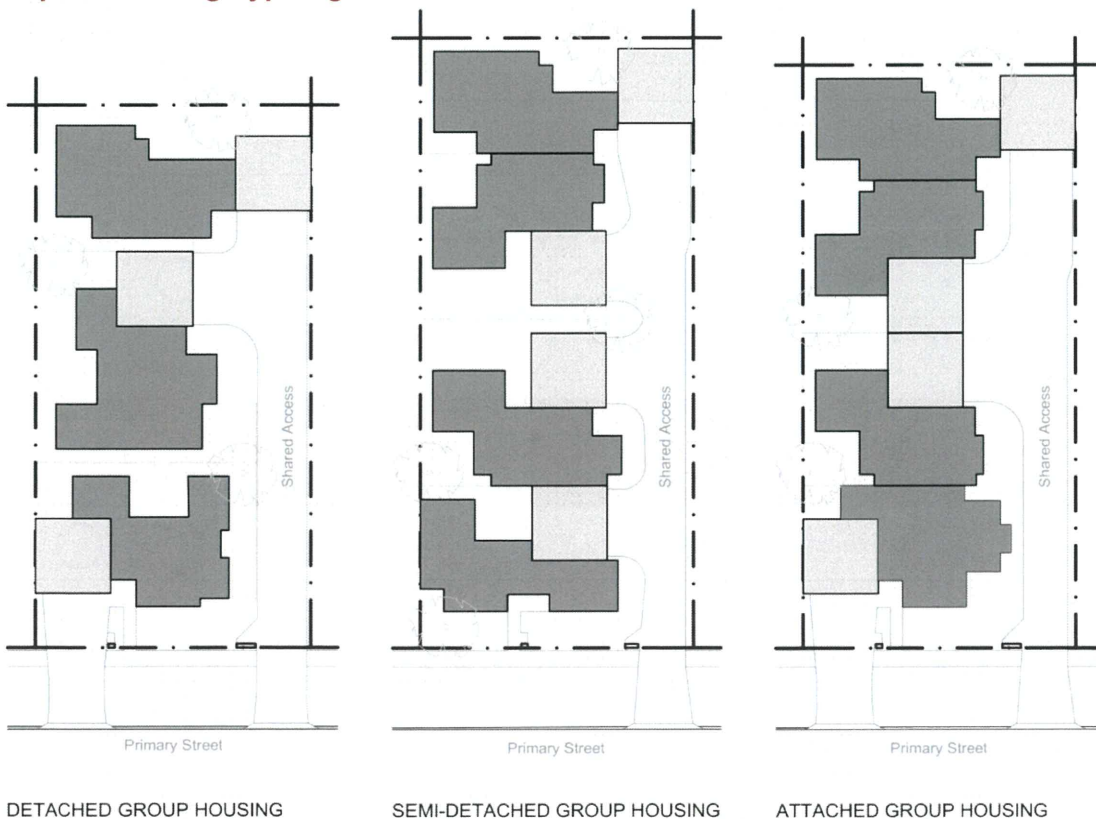


Refer further in this document for requirements relating to Unenclosed Covered Area (UCA) including store rooms, alfresco areas, carports and garages.

Single Dwelling Typologies



Grouped Dwelling Typologies



DETACHED GROUP HOUSING
 GROH & Key Worker Housing
 Single & Grouped Dwellings



1.0 Bedrooms				
1.1 Functional Objective				
<ul style="list-style-type: none"> Bedrooms for each dwelling are wherever practicable, located on the southern or eastern side of the dwelling. All bedrooms for each dwelling type should be visually separated from living areas. Bedrooms for each dwelling type are designed to accommodate furniture appropriate for the intended use of the room, including appropriate clearances around this furniture. 				
Dwelling Type	1.2 Acceptable Development	Yes	No	N/A
All types	Functional requirement			
	1.2.1 The master bedroom to all dwelling types is typically a minimum size of 16m ² and must make provision for a QS bed, 2400 x 600mm built-in wardrobe with custom fit out comprising of shelving, drawers and hanging space, a dressing table and 2 bedside tables.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1.2.2 All other bedrooms to each dwelling type are typically 10m ² and must make provision for 2 single beds and bedside tables, dressing table, and 1800 x 600mm built-in wardrobe with top shelf and hanging rail.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Specific finishes, fit out and equipment requirements			
	1.2.3 Ceramic tiles or vinyl plank floor covering to bedrooms and lounge rooms, including inside wardrobe.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1.2.4 Sliding doors to built-in wardrobes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1.2.5 Minimum 2 DGPO's positioned to accommodate 2 bedside lamps. Lighting is to comprise of led recessed fully enclosed downlight luminaire with white ceiling trim. A maximum of 4 recessed downlights in the main bedroom and minimum of 2 recessed downlights to other bedrooms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional Functional requirements: Specifically, for GROH and Keyworker Housing located north of 27 degrees latitude				
All types	1.2.6 Minimum ceiling height of 2700mm.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1.2.7 Ceiling fan minimum 1400mm in diameter with controller to all bedrooms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	1.2.8 Wall and ceiling mounted split system units. Refer to Part C Construction Specification (Appendix B) for specific requirements, for GROH Housing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.0 Living Areas (inclusive of Dining and Family Areas)				
2.1 Functional Objective				
<ul style="list-style-type: none"> Living areas for each dwelling are located on the northern side of a dwelling. Living areas for each dwelling provide physical and visual access to Private Open Space (balcony, courtyard, rear yard). Living and dining areas for each dwelling type are of a size and design to accommodate the furniture required for the intended number of occupants, including suitable clearances around this furniture. Refer to functional requirement column of this document. 				
Dwelling Type	2.2 Acceptable Development	Yes	No	N/A
	Functional requirement			
1 bed	2.2.1 Combined living and dining room typically a minimum size of 22m ² and with provision for a 4-seater lounge suite, 4 seater dining setting, a 1200 x 500mm TV unit, a 1 x 1.8m bookshelf, sideboard, 1x1.2m x 600mm computer desk and coffee table.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 beds	2.2.2 Living and dining rooms as a typically a minimum size of 18m ² for the living area and 12m ² for the dining area, with a provision for a 6-seater lounge suite, 6 seater dining setting, sideboard, a 1200 x 500mm TV unit, a 1 x 1.8m bookshelf, 1x1.2m x 600mm computer desk, and coffee table.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 beds	2.2.3 Separate living room (to be removed from the family/dining/kitchen area) a minimum size of 18 m ² with a provision for an 8-seater lounge suite, a TV unit, a 1 x 1.8m bookshelf and coffee table.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2.2.4 Family room a minimum size of 18 m ² with a provision for an 8-seater lounge, a 1 x 1.8m bookshelf, a 1200 x 500mm TV unit, 1x1.2m x 600mm computer desk, coffee table.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2.2.5 Dining room a minimum size of 12 m ² with a provision for an 8-seater dining setting, sideboard.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 beds	2.2.6 Separate living room (to be removed from the family/dining/kitchen area) typically a minimum size of	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



	18m ² with a provision for an 8-seater lounge suite, a TV unit, a 1 x 1.8m bookshelf and coffee table.			
	2.2.7 Family room a minimum size of 20 m ² with a provision for an 8-seater lounge, a 1 x 1.8m bookshelf, TV unit, 1x1.2m x 600mm computer desk, coffee table.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2.2.8 Dining room a minimum size of 12 m ² with a provision for an 8-seater dining setting, sideboard.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 beds	2.2.9 Separate living room (to be removed from the family/dining/kitchen area) typically a minimum size of 20m ² with a provision for a 10-seater lounge suite, a TV unit, a 1 x 1.8m bookshelf and coffee table.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2.2.10 Family room a minimum size of 22 m ² with a provision for a 10-seater lounge, a 1 x 1.8m bookshelf, TV unit, 1x1.2m x 600mm computer desk, coffee table.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2.2.11 Dining room a minimum size of 12 m ² with a provision for a 10-seater dining setting, sideboard.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Specific finishes, fit out and equipment requirements				
All types	2.2.12 Ceramic tiles or vinyl plank floor covering to lounge rooms, dining and family areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2.2.13 Minimum 2 x DGPO and 1 TV aerial outlet- individual aerial or MATV system to be provided adjacent to DGPO to living area. Minimum 3 DGPO and minimum of 1 data and telephone point adjacent to DGPO and 1 TV aerial outlet- individual aerial or MATV system to be provided adjacent to DGPO to family/dining area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional Functional requirements: Specifically, for GROH and Keyworker Housing located in north of 27 degrees latitude				
All types	2.2.14 Minimum ceiling height of 2700mm.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2.2.15 Ceiling fan minimum 1400mm in diameter with controller to all bedrooms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2.2.16 Wall and ceiling mounted split system units to Lounge, Dining and Family areas. Refer to Part C Construction Specification (Appendix B) for specific requirements, to Government Regional Officers' Housing (GROH).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.0 Entry				
All types	3.1 To be separate from the living areas. Sidelight windows or glazing are <u>not to be included</u> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>





4.0 Passageway				
All types	4.1 Minimum width to all passageways 1 metre.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.0 Kitchen				
<p>5.1 Functional Objective</p> <ul style="list-style-type: none"> All dwelling types are provided with a well located and functional kitchen located within a defined space and adjacent to the dining area. Kitchens for each dwelling type are of size and design to accommodate appropriate bench space and facilities for the dwelling type and intended number of occupants including suitable clearances between bench spaces. Kitchens for each dwelling are visually remote from bathrooms and WC's, and are positioned to maximise natural ventilation and sunlight. 				
Dwelling Type	5.2 Acceptable Development	Yes	No	N/A
	Functional requirement			
1 bed	5.2.1 Kitchen typically a minimum size of 9m ² with provision for Minimum 1380mm 1 ^{1/2} bowl inset sink and single drainer cupboards under bench. Minimum 3000m x 600mm bench top with cupboards under bench. Column of 4 drawer's minimum of 450mm wide. Overhead cupboards minimum of 1200mm in length. Corner pantry minimum of 900 x 600mm. Wall oven and microwave shelf 700 x 450mm above and pot draw below wall oven. Bench cupboard below cook top.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2,3,4, & 5 bed	5.2.2 Kitchen typically a minimum size of 9m ² with provision for Minimum 1380mm 1 ^{1/2} bowl inset sink and single drainer with cupboards under bench. Minimum 3600m x 600mm bench top with cupboards under bench. Column of 4 drawer's minimum of 450mm wide (with cutlery insert in top drawer). Overhead cupboards a minimum of 1800mm in length. Corner pantry minimum of 900 x 600mm. Wall oven and microwave shelf 700 x 450mm above and pot draw below wall oven. Bench cupboard below cook top.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Specific finishes, fit out and equipment requirements			
All types	5.2.3 Laminate to kitchen bench tops, cabinetry front panels, cupboards and drawers and other vertical locations. Square or bullnose edging all cupboards and drawers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5.2.4 Provide full length piano hinge to join door opening together (or corner cupboards in kitchens) elsewhere fit 180° opening angle hinges.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



	5.2.5 Provide chrome combined concealed assembly with ceramic disk mixer tap (hot and cold).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5.2.6 Electric oven and cooktop minimum 4-burner, with range hood over and flume vent to external air.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5.2.7 Minimum of 600mm dishwasher recess with single GPO and cold tap set.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5.2.8 Fridge/Freezer recess (minimum 1600mm width) with DGPO safety shuttered.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5.2.9 DGPO's provided to bench preparation areas. One DGPO in close proximity to the telephone point and SGPO located to suit microwave shelf and range hood. SGPO in close proximity to dishwasher recess to accommodate tenant's dishwasher.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5.2.10 Lighting is to comprise of a minimum of 4 led recessed fully enclosed downlight luminaire with white ceiling trim.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5.2.11 Provide hinged doors and backs to all cabinets. Provide full height piano hinge to join door opening together (or corner application in kitchens).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5.2.12 Provide sink cupboards to full length and depth of sink and provide a lockable one door wide poisons compartment. Cupboards under bench tops against wall of 600mm depth. Where an island bench is included, provide a minimum of 850mm wide bench top (250mm overhang on dining side) to function as a breakfast bar. Overhead cupboard 455mm above bench top.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5.2.13 Corner pantry cupboard provision for 5 intermediate shelves. Bottom shelf 600mm above floor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5.2.14 Splashback (minimum height 400mm above sink and bench tops, including return walls) to be glazed ceramic tiles.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Functional requirements: Specifically, for GROH and Keyworker Housing located north of 27 degrees latitude				
All types	5.2.15 Minimum ceiling height of 2700mm.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5.2.16 Ceiling fan minimum 1400mm in diameter with controller to all bedrooms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5.2.17 Wall and ceiling mounted split system units. Refer to Part C Construction Specification (Appendix B) for specific requirements, to Government Regional Officers' Housing (GROH).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



	5.2.18 Provide 1600mm wide fridge/freezer recess.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5.2.19 Exhaust fan not to be flume vented through roof. Exhaust fan provided to include self-closing mechanism.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.0 Bathrooms				
6.1 Functional Objective				
<ul style="list-style-type: none"> All dwelling types are provided with a well located and functional bathroom. Bathrooms for each dwelling are located close to bedrooms and provide for privacy from kitchen, living, and dining areas. The bathroom entry point and its relationship to a toilet pedestal and sightlines from anticipated key activity areas in kitchen/living/dining areas should be carefully considered. All bathrooms should be located so they are not accessible from a bedroom only (excluding unsuited). Bathrooms for each dwelling type are of a size and design to accommodate facilities appropriate for the dwelling type and the intended number of occupants including appropriate clearances between facilities. Refer to functional requirements column in this design brief document. 				
Dwelling Type	6.2 Acceptable Development	Yes	No	N/A
	Functional requirement			
1 Bed	6.2.1 A combined bathroom and WC typically a minimum size of 4.3m ² with provision for which should typically accommodate a 1m x 900mm shower recess enclosed on 3 sides with soap holder and pivot door. Wash basin in 900mm long vanity cabinet with a lockable one door wide poisons compartment. Mirror to full length of vanity cabinet. A 2400mm long towel rail (2 x 1200 dual offset rails). Toilet paper holder and dual flush toilet system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2,3,4, & 5 Bed	6.2.2 The family bathroom is typically a minimum size of 4.3m ² with provision for 1600mm pressed steel bath, 1m x 900mm shower recess enclosed on 3 sides with soap holder and pivot door. A wash basin inset in a 900mm long vanity cabinet with a lockable poisons compartment one door wide. A 2400mm long towel rail (2 x 1200 dual offset rails).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Specific finishes, fit out and equipment requirements			
All types	6.2.3 Baths are required to be recessed into walls. Provide two taps (hot and cold) and 150mm long fixed outlet to bath. Provide two taps (hot and cold) and fixed outlet with aerator to vanity basin. Provide two taps (hot and cold) and a 300mm long all directional shower arm with minimum 100mm swivel shower rose. Floor waste in shower recess.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



All types	6.2.4 Wall tiles to 2000mm in shower recess, and provision of separate floor waste (chrome plated, 80mm minimum)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	6.2.5 Laminate to vanity cabinet bench top, with vitreous china basin and mirror above and to full width of vanity cabinet.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	6.2.6 HMR MDF board to all cabinetwork, bullnose or square edging to all cupboard doors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	6.2.7 DGPO above vanity and adjacent to Mirror. Exhaust fan over shower recess and flume vent through roof to outside air.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	6.2.8 Provide one centrally located ceiling mounted incandescent light point.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	6.2.9 Mirrors to be powder coated aluminium to match shower screen colour.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	6.2.10 Ceramic tile floor finish (non-slip) with colour matched grout. Glazed wall tiles above vanity cabinet and bath (400mm minimum height), wall tiles covering lip of chased bath into the wall, faces of bath riser, bath hob, and base of vanity, enclosed walls to shower (to a height of 2000mm above floor), window reveals and one row of skirting tiles.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	6.2.11 All exhaust fans to be flume vented through roof and to include self-closing mechanism.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Functional requirements: Specifically for GROH and Keyworker Housing located north of 27 degrees latitude				
All types	6.2.12 Minimum ceiling height of 2700mm.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	6.2.13 Exhaust fan not to be flume vented through roof. Exhaust fan provided is to include self closing mechanism.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.0 Ensuite				
7.1 Functional Objective				
<ul style="list-style-type: none"> Nominated dwelling types are provided with a well located and functional Ensuite. Ensuites are to be located off main bedrooms and provide for privacy from kitchen and living areas. Ensuites for each dwelling type are of a size and design to accommodate facilities appropriate for the dwelling type and the intended number of occupants including appropriate clearances between facilities. Refer to functional requirements column in this design brief document. 				
Type	7.2 Acceptable Development	Yes	No	N/A
3 & 4 Bed	Functional Requirement			



	7.2.1 Ensuite bathroom is typically a minimum size of 4m ² with provision for enclosed shower on three sides of 1m x 900mm with pivot door, 100mm tiled hob and soap holder. Wash basin in 900mm long vanity cabinet with a lockable one door wide poisons compartment. Framed mirror above and full length of vanity cabinet. Towel rail of 2400mm (or 2x 1200mm dual rails). A dual flush toilet pedestal pan with seat flap.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 Bed	7.2.2 Ensuite bathroom is typically a minimum size of 4m ² with provision for enclosed shower on three sides of 1m x 900mm with pivot door, 100mm tiled hob and soap holder. Wash basin in 900mm long vanity cabinet with a lockable one door wide poisons compartment. Framed mirror above and full length of vanity cabinet. Towel rail of 2400mm (or 2x 1200mm dual rails).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All Ensuites	Specific finishes, fit out and equipment requirements			
	7.2.3 Provide two taps (hot and cold) and fixed outlet with aerator to vanity basin. Provide two taps (hot and cold) and a 300mm long all directional shower arm with minimum 100mm swivel shower rose to shower.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	7.2.4 Wall tiles to 2000mm in shower recess, and provision of separate floor waste (chrome plated, 80mm minimum) in shower recess.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	7.2.5 Laminate to vanity cabinet bench top, with vitreous china basin and mirror above and to full width of vanity cabinet. Mirrors to be powder coated aluminium to match shower screen colour. HMR MDF board to all cabinetwork, bullnose or square edging to all cupboard doors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	7.2.6 Provide one centrally located ceiling mounted incandescent light point. DGPO above vanity and adjacent to Mirror. Exhaust fan over shower recess and flume vent through roof to outside air and to include a self-closing mechanism.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	7.2.7 Ceramic tile floor finish (non-slip) with colour matched grout. Glazed wall tiles above vanity cabinet and bath (400mm minimum height), wall tiles covering lip of chased bath into the wall, faces of bath riser, bath hob, shower hob and base of vanity, enclosed walls to shower (to a height of 2000mm above floor), window reveals and one row of skirting tiles.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Functional requirements: Specifically for GROH and Keyworker Housing located north of 27 degrees latitude				
All types	7.2.8 Minimum ceiling height of 2700mm.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



	7.2.9 Exhaust fan not to be flume vented through roof. Exhaust fan provided to include self closing mechanism.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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8.0 WC

8.1 Functional Objective

- Nominated dwelling types are provided with separate WC's removed from bathrooms. Separate WC's are to be suitably located in the dwelling and provide privacy from kitchen and living areas.
- WC's for each dwelling type are of a size and design to accommodate facilities appropriate for the dwelling type and intended number of occupants including appropriate clearances between facilities. Refer to functional requirements column in this design brief document.

Dwelling Type	8.2 Acceptable Development	Yes	No	N/A
	Functional Requirement			
3,4, & 5 beds	8.2.1 WC is typically a minimum size of 1.6m ² with provision for a dual flush system toilet. Two WC's are required to be provided in dwelling types nominated and one WC is to be separate from the family bathroom. One WC can be located in the ensuite bathroom.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Specific finishes, fit out and equipment requirements			
All types	8.2.2 WC with pedestal pan, seat and flap, toilet paper holder and floor waste.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	8.2.3 One centrally located ceiling mounted incandescent light point. Location of the light point is required to avoid path of door swing. Exhaust fan located over and flume vent through roof and outside air.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	8.2.4 One row of glazed ceramic skirting tiles to walls of WC. Floor finish in slip resistant ceramic tiles.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Functional requirements:
Specifically for GROH and Keyworker Housing located north of 27 degrees latitude**

All types	8.2.5 Minimum ceiling height of 2700mm.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	8.2.6 Exhaust fan not to be flume vented through roof. Exhaust fan provided to include a self closing mechanism.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9.0 Utilities

9.1 Functional Objective



- Laundries for each dwelling are located to provide convenient access to some clothes drying area.
- A separate laundry is not required for a 1 bedroom or 2-bedroom dwelling and may be incorporated into the bathroom or provided as European Laundry (A European laundry is typically a laundry that's hidden in a cupboard behind bi-fold or sliding doors. Space should allow for washing machine, dryer above, sink and storage).
- Laundries for each dwelling type are of a size and design to accommodate suitable facilities for the dwelling type and intended number of occupants, including appropriate clearances around these facilities.
- Laundries are positioned to maximise natural ventilation wherever practicable and are to incorporate a door to close off the laundry room from the passage way or sightline from other rooms.

Dwelling Type	9.2 Acceptable Development	Yes	No	N/A
	Functional requirement			
All types	9.2.1 Laundry room is typically a minimum size of 4.3m ² with provision for laundry trough and cabinet, washing machine space and taps and space for a wall mounted clothes dryer.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Specific finishes, fit out and equipment requirements			
All types	9.2.2 Minimum 70 litre stainless steel laundry trough with suds saver and cabinet with lockable door catch. Adjacent space of a minimum of 900mm for automatic washing machine and taps. And space for wall mounted clothes dryer. One DGPO for washing machine and clothes dryer. Direct access from laundry to clothes drying area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	9.2.3 Provision of linen cupboard (5 shelves) 900 mm wide x 450 mm deep located within or adjacent to laundries. Provision of a broom cupboard (fixed top shelf at 1.8mm) of 600mm wide x 450mm deep located within the laundry.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	9.2.4 Ceramic tile (non-slip) floor finish.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Functional requirements: Specifically for GROH and Keyworker Housing located north of 27 degrees latitude				
All types	9.2.5 Minimum ceiling height of 2700mm.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	9.2.6 Exhaust fan <u>not</u> to be flume vented through roof. Exhaust fan provided to include a self closing mechanism.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.0 External Areas – Unenclosed Covered Area (UCA)				



10.1 Functional Objective

- External areas to all dwelling types are required to be located and of a size appropriate to meet the functional requirements of the typical activities and use of the occupants.



Dwelling Type	10.2 Acceptable Development	Yes	No	N/A
Storeroom	Functional requirement			
	10.2.1 A storeroom is to be provided in accordance with Local Authority requirements. Storerooms are to be located under the main roof of each dwelling with concrete floor and at the size nominated for the dwelling type. 1 Bedroom – 4m ² 2 Bedroom – 6m ² 3,4 & 5 Bedroom – 9m ² Storerooms are to have adequate permanent ventilation through the roof, central light fitting and where external access is provided an 870mm external solid core door with weather seal and deadlock with release mechanism.	○	○	○
	Specific finishes, fit out and equipment requirements			
	10.2.2 Central light fitting	○	○	○
	10.2.3 870mm external solid core door	○	○	○
Covered Alfresco Area	Functional requirement			
	10.2.4 The Alfresco area is located off the internal living or dining areas and under main roof providing cover from climatic elements. Include a weatherproof DGPO. The alfresco minimum areas for each dwelling type: 1 Bed – 10m ² 2 Bed – 15m ² 3,4 & 5 Bed – 25m ²	○	○	○
	10.2.5 The balcony of an above ground dwelling is to be covered. The alfresco area of a ground floor dwelling is to be covered by a verandah or similar structure (with minimum dimension of 3000mm and a minimum area of 12m ²). A balcony of an above ground dwelling or ground floor dwelling is to include private space for screening from view drying laundry.	○	○	○
	Functional requirements: Specifically for GROH and Keyworker Housing located north of 27 degrees latitude			
	10.2.6 Provide a 1400mm in diameter ceiling fan (with Ingress Protection Rating of IP56) with controller to outdoor alfresco area.	○	○	○



	10.2.7 External areas not located under the main roof of the dwelling, are required to have a lined and insulated ceiling.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
External Covered Areas	10.2.8 Front Porch required as a covered area to access front entrance door minimum area of 3.6m ² . External paved landings of 1200mm wide to external doors for full width of openings. Sensor lights with isolation switch to all front and rear external doors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Single Carport 1 & 2 Bed	Functional requirement			
	10.2.9 Carport under the main roof with concrete floor, minimum size 18m ² with clear internal dimensions of 3m wide x 6m in length.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Specific finishes, fit out and equipment requirements			
	10.2.10 Lined ceiling, central light fitting and light switch and wall mounted waterproof DGPO. Provide 2-way switches to the carport and dwelling front entry to illuminate pedestrian path between entry door and carport.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Double Carport 3,4 & 5 bed	Functional requirement Functional			
	10.2.11 Carport under the main roof with concrete floor, minimum size 36m ² with clear internal dimensions of 6m wide and 6m in length.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Specific finishes, fit out and equipment requirements	ε	ε	ε
	10.2.12 Lined ceiling, central light fitting and light switch and wall mounted waterproof DGPO. Provide 2-way switches to the carport and dwelling front entry to illuminate pedestrian path between entry door and carport.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	10.2.13 Typical minimum size of 20m ² with clear internal dimensions of 3210mm wide x 5610mm length	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.0 Finishes and Fixtures Schedule				
11.1 Functional Objective				
<ul style="list-style-type: none"> To ensure that all developments achieve a satisfactory level of finish and that appropriate fixtures, finishes and equipment are incorporated. 				
	11.2 Acceptable Development	Yes	No	N/A
	Interior finishes and materials			



	11.2.1 Full painting to ceiling, internal walls, doors and door frames architraves and wood surfaces.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.2 Skirting to be installed throughout dwelling, painted to match door frames.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.3 Protective metal corner beading strips to all trafficable corners.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.4 Hardwired smoke alarms. Photoelectric, non-removable battery (with 10 years battery life) smoke alarms. Select either Brooks EIB 166e or Brooks EIB650IC. Interconnection devices: Wireless smoke alarms either Brooks EIB 166e: for EIB100. Or Brooks EIB650IC: for EIB600.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.5 Exhaust fans operated by wall switches with SGPO and plug in power connection in ceiling. Wall mounted exhaust fans shall have shaft to outside air. Vent ceiling mounted exhaust fans to outside air by flume vents.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.6 Conceal cables and conduits. Cables and conduits in walls shall run vertically not horizontally.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.7 Metering shall be Multiple Master Metering, with one meter for each unit plus one meter for common services. Provide internal load centre with circuit breakers to each dwelling. Electrical load centre to be located internally in Living/Dining area on an external wall.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.8 Main entry door and store door 870mm width external hinged solid core flush timber door. No glazing is permitted to entry. Security screen door to each external entry door. Internal flush timber doors hinged at 820mm. Sliding glass doors to external areas min 2170mm with safety motif.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.9 Internal lighting throughout to comprise of led recessed fully enclosed downlights with white trim.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.10 Window treatments to all windows and sliding doors (including laundry). Exclude wet areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.11 Reverse cycle split system air-conditioning unit to all rooms, except wet areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Framed Construction:				
	11.2.12 Internal linings a minimum of 10mm plasterboard.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Exterior finishes and materials			



	11.2.13 Minimum 3m wide concrete driveway. Carport floor, verandah and alfresco concrete hardstand.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.14 Where site permits provide double gates to rear yards (1350mm or 1x900mm and 1x1800mm) for vehicular access.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.15 Where pedestrian access intersects vehicular access, provide kerb cuts designed to allow easy wheelchair access.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.16 Pedestrian access (footpaths) minimum 1m wide concrete.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.17 Neeta screen fencing to compliment fencing adjacent to site. Fencing to front boundary 900mm high. Fencing to rear perimeter and wing fencing 1800mm high. All fencing to include a single pedestrian gate and one set of double gates (where site permits) for vehicular access to rear yard.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.18 Existing painting to include eaves, fascia, gutters, downpipes, meter box and timber surfaces.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.19 Storm proof slotted gutters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.20 Downpipes to be pre-finished or painted zincalume. All stormwater disposal off site must comply with Local Authority requirements. Where downpipes discharge into soak wells a gully is to be provided at bottom of down pipe.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.21 Timber framing, where used, shall be resistant to borers and termites in accordance with either the AS5604 (for Natural Timbers) or AS1604 (for Treated Timbers)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.22 Stainless steel woven mesh security screens to all opening windows to ground floor rooms. Removable insect screens to all opening windows on the upper storey.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.23 Dead locks to all external doors. Sliding doors are to be fitted with patio bolts as a minimum standard of secure door lock	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Framed Construction:				
	11.2.24 External cladding to comprise of compressed steel sheet, weatherboard profiles or compressed fibre cement sheet with exposed joints.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Specific fit out and equipment				



	11.2.25 Vandal resistant (weatherproof) incandescent light fittings 235mm in diameter ceiling or wall mounted adjacent to all external doors, with weatherproof switch. Sensor lights with isolation switch to front and rear doors.	○	○	○
	11.2.26 Car parking security lights to be horizontal post mounted. Car parking lamps are to include cover shields to reduce illumination directly to or visible from windows of projects dwellings. Provide wall mounted security lights at driveway and pedestrian path locations enclosed by walls greater than 2metres height.	○	○	○
	11.2.27 Double power points (DGPO) throughout, if not specified otherwise.	○	○	○
	11.2.28 All DGPOs, switches, data points and MATV outlets to be positioned to facilitate functional use of each room and practical furnishing layout	○	○	○
	11.2.29 Main switchboard cabinet is to be steel, on concrete plinth or built into fence, with SGPO connected to common services meter. The common services meter is to be a "SMARTPOWER" meter where security lighting, reticulation controller, television amplifier, pumps and any other common equipment collectively totals 200 watts or more. Reticulation cabinet positioned above the MATV cabinet with SGPO inside cabinet. Each service cabinet to have two separate keys for access.	○	○	○
	11.2.30 Provide reticulation cabinet with SGPO to each individual dwelling.	○	○	○
	11.2.31 Provide 90mm sleeves for the reticulation under paths, paving and driveways with separate cut in for reticulation.	○	○	○
	11.2.32 Provide 100mm of topsoil at practical completion to areas of the site not paved or built on for garden and landscaping preparation.	○	○	○
	11.2.33 MATV system required for 3 or more unit developments. Each unit is to be connected to local television broadcasting and reception.	○	○	○
	11.2.34 Satellite dish & decoder where other services are not available.	○	○	○
	11.2.35 Water heaters 270 litre heat pump system.	○	○	○
	11.2.36 Standard letterbox and street number, where a postal service is provided. Provide letter boxes for each unit. Provide paved pathway to letterboxes.	○	○	○



	11.2.37 Standard clothesline. 1 and 2 bedroom dwellings to be provided with 23 meters of line space. 3, 4 and 5 bedroom dwellings 37 meters of line space.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.38 Front and rear external hose cocks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.39 Common services to be connected to individual units in accordance with the relevant Utilities Authority and where required Local Authority requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.40 Common services wiring in group housing complexes to be kept to the absolute minimum with services provided off individual units where possible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.41 Provisions for NBN Network Systems are to be included in areas delineated P, A, and B on the NBN rollout Map as shown on the following link. http://www.nbnco.com.au/develop-or-plan-with-the-nbn/check-rollout-map.html Liaise with the telecommunications services carrier and comply with all standards and requirements of the carrier. Guidelines for new developments can be sought from the nbco website at http://www.nbnco.com.au/develop-or-plan-with-the-nbn/new-developments.html	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.42 Bin stores where required are to be provided in accordance with Local Authority.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Functional requirements: Specifically for GROH and Keyworker Housing located north of 27 degrees latitude				
All types	11.2.43 Provide a security screen door to each external entry door. Refer Part C Construction Specification requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.44 Provide cyclone screens to wind regions C and D. Cyclone screens to both fixed and opening window sashes with stainless steel mesh welded to an extruded aluminium frame. Screens shall be hinged or sliding and held in position while opened or closed and allowing for a keyless one touch locking system to allow escape egress from inside the dwelling, and cleaning of any fixed panels outside. Refer to Part C Construction Specification (Appendix A) for specification requirements specific to Wind Regions C and D.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11.2.45 Guttering not required in tropical areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



	11.2.46 Letter boxes only where Australia Post provides a postal service to the locality, provide letterboxes to all units.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.0 Compliance				
12.1 Housing Authority Part A: Qualitative Brief Compliance		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.2 Current National Construction Codes of Australia Compliance		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.3 Current relevant Australian Standards Compliance		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12.4 List areas of non-compliance or where functional objectives have been applied:

13.0 Submission Requirements

Requirement	Details	Yes	No	N/A
Existing Site Plan 1:200	See Housing Authority Part A: Qualitative Brief	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Development Site Plan 1:200	See Housing Authority Part A: Qualitative Brief	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supporting Drawings 1:100	All floor plans identifying overall & individual room dimensions, room names, floor finishes & internal finishes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Electrical layout & furnishing floor plans indicating location of light switches, GPO's, phone/data/tv	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



	points, light fittings & typical furniture layout utilising standard size furniture			
	All elevations with the existing & natural ground levels, wall heights & roof heights, window positions & sizes related to the common datum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Proposed materials, colours & finishes of the exterior of the building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Cross sections through dwelling in transverse & longitudinal direction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14.0 Project Details

Site Location	Lot No: _____
	Unit Numbers: _____ Street No: _____
	Street Name: _____
	Suburb: _____
Tender No:	HOU96 _____ / _____

15.0 Signature of Submitting Proponent

Date: _____

Name & Position: _____

Sign: _____

16.0 Signature of Approving Officer

Date: _____

Name & Position: _____

Sign: _____

9.4 COMMUNITY DEVELOPMENT

Nil

9.5 HEALTH BUILDING AND TOWN PLANNING

Nil

9.6 WORKS AND SERVICE

Nil

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

12. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13. CONFIDENTIAL ITEMS

Officer Recommendation / Council Resolution:

Moved:

Seconded:

That the meeting be closed to member of the public to allow Council to discuss item 13.1 which concern matters of a confidential nature.

CARRIED / LOST



For:

Against:

CONFIDENTIAL ITEM

Deals with a contract entered into, or which may be entered into by the local government. Local Government Act 1995 Section 5.23 (2) (c)

13.1 LLOYDS PLAZA CAFÉ TERMINATION OF LEASE – MAMA MOON’S BAKERY

Applicant:	Nil	
File Ref:	CP.LO.004	
Disclosure of Interest:	Nil	
Date of Report:	1 March 2024	
Author:	Kelvin Matthews Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Kelvin Matthews Chief Executive Officer	 <i>Signature Senior Officer</i>

Officer Recommendation / Council Resolution:

Moved:

Seconded:

That the meeting be opened to the public.

CARRIED / LOST

For:

Against:

14. CLOSURE OF MEETING