



SHIRE
of
MEEKATHARRA

MINUTES
of
COUNCIL MEETING
held
AT THE COUNCIL CHAMBERS, MEEKATHARRA
on
SATURDAY 16 APRIL 2016
COMMENCED AT 9.30 am

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

1.1 DECLARATION OF OPENING

The Shire President, Cr NL Trenfield declared the meeting open at 9.30am.

1.2 DISCLAIMER READING

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

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

The Shire President, Cr NL Trenfield, read the disclaimer out loud.

2 RECORD OF ATTENDANCE/ APOLOGIES/ APPROVED LEAVE OF ABSENCE

Members

Cr NL Trenfield	Shire President
Cr PS Clancy	Deputy Shire President
Cr PW Curley	
Cr HJ Nichols	
Cr RK Howden	

Staff

Roy McClymont	Chief Executive Officer
Krys East	Deputy Chief Executive Officer
Geoff Carberry	Community Development and Services Manager

Apologies

Cr DK Hodder

Approved Leave of Absence

Cr AJ Binsiar

Observers

Nil

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 APPLICATION FOR LEAVE OF ABSENCE

Moved: Cr HJ Nichols

Seconded: Cr PW Curley

That Cr PS Clancy and Cr RK Howden be granted Leave of Absence for the 21 May 2016 Ordinary Council Meeting.

CARRIED 5/0

Roy McClymont left the meeting at 9.01am

Roy McClymont returned to the meeting at 9.01am

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 19 MARCH 2016

Council Resolution:

**Moved: Cr RK Howden
Seconded: Cr HJ Nichols**

That the minutes from the Ordinary Council Meeting held Saturday 19 March 2016 be confirmed.

CARRIED 5/0

**6.2 HEALTH BUILDING & TOWN PLANNING COMMITTEE MEETING
HELD 19 MARCH 2016**

Council Resolution:

**Moved: Cr PS Clancy
Seconded: Cr PW Curley**

That the minutes from the Health Building & Town Planning Committee Meeting held Saturday 19 March 2016 be received.

CARRIED 5/0

6.3 AUDIT COMMITTEE MEETING HELD 19 MARCH 2016

Council Resolution:

**Moved: Cr PS Clancy
Seconded: Cr PW Curley**

That the minutes from the Audit Committee Meeting held Saturday 19 March 2016 be received.

CARRIED 5/0

7 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS
Nil

8 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

- **Chief Executive Officer, Roy McClymont attended a meeting with the Mid West Regional Road Group Murchison Sub Group.**
- **Chief Executive Officer, Roy McClymont and Community Development and Services Manager, Geoff Carberry attended the Aviation Community Consultation Group Meeting**
- **Chief Executive Officer, Roy McClymont attended Meekatharra Human Services and Providers Group meeting.**

- **Cr PS Clancy, Chief Executive Officer, Roy McClymont and President, Cr NL Trenfield attended a meeting with Ken Baston, Member of the Western Australian Legislative Council**
- **Cr HJ Nichols updated council of changes to the Murchison Regional Vermin Council**

9. REPORTS OF COMMITTEES AND OFFICERS

9.1 OFFICERS MONTHLY REPORTS

9.1.1 WORKS & SERVICES MANAGER'S REPORT – MARCH 2016

Maintenance Grading

- The Ashburton Downs Road has been graded after further storm damage along various sections from the Yulga Jinna turn off to the shire boundary.
- Sections of the Tangadee Road have been graded after storm damage.
- Bulloo Downs Road has been maintenance graded.
- Turee Creek Road is currently being graded.

Construction Report

- Landor Road SLK 51.5 to SLK 59.0 - All construction work in this section including drainage, grid installation, formation work and final water bound base works is now complete. Final bitumen priming and sealing will commence on Tuesday 12 April 2016.
- The floodway at SLK 21.0 on the Landor Road has failed and is being reconstructed prior to the 14mm reseal of an 8 kilometre section of the road.

Flood Damage Reinstatement

- NGE have finished work on the Mingah Springs Road and have finished work on the Ashburton Downs Road up as far as the Tangadee turn off.
- NGE will now commence work on Roads to Recovery funded reconstruction of Ashburton Downs Road from Great Northern Highway to the Murchison River.
- MTF are near to completion of flood damage reinstatement on the Youno Downs Road and will then move onto the Sandstone Road.

Town Maintenance-Monthly Report Finishing 7 April 2016

- Smashed glass strewn across roadways, graffiti to town signs, buildings lamp posts and footpaths has continued and is taking up a considerable amount of time to remove.
- The Public Toilets were opened over weekends and Public Holidays.
- Sweeping of Main St was done in accordance with Council's directive. Note that Main St not swept 25 & 29 March 2016 as no manpower available.
- Town streets were swept.
- 2 graves prepared.
- Heritage Trail maintenance and Boardwalks repaired.
- Mowing has taken place.
- Cleaned up yards at vacant Shire houses and land.
- Weeds are being chipped on verges, will be continued if manpower remains,available.
- Note full time town crew not available for work during this period and town work is being done by part time casual employees.

- Installed dog watering troughs at Dog Pound.
- Vandalism and theft of plant and goods occurred over Easter break - police informed and security video given. This is an ongoing problem.

PLANT REPORT

P428 UD NISSAN TRUCK

Fitted new hydraulic couplings

Change batteries

P477 CATERPILLAR 950F LOADER

Hydraulic rams repaired

Turned cutting edges

Removed broken window

Repaired coolant temp gauge

Investigated air conditioner system for parts requirements

P476 BAILEY TRI AXLE WATER TANKER

Fitted new hydraulic couplings

Repaired dribble bar valves

P407 UD NISSAN TRUCK

Change flat tyres

P451 BOSICH BOGIE DOLLY 1976

Replaced l/r and r/f hubs, bearings and brakes

Adjusted all wheel bearings

P485 CITYMASTER 1250 SWEEPER

Repaired hopper hinges

P334 BOBTAIL UTE WITH PERMANENT HYDRAULIC BROOM ATTACHMENT

Replaced flat tyre

Cleaned up broken glass

P36 URSUS 2812 TRACTOR AND HOWARD PROCUT MOWER

Fitted new belts and blades

Fitted new idler pulley bearings

P479 2007 MACK SUPERLINER (72)

Repaired and refit fan belt idler

P475 KUBOTA ZERO TURN ZD331P-60ZERO MOWER

Checked bearings

P343 SCOUT 3500 CEMENT TRUCK

Checked brakes

P454 HAULMORE SEMI-TRAILER

Fit new R/F spring hanger

P406 CATERPILLAR MINI EXCAVATOR 303CCR

Serviced

Fitted new hoses and couplings to rock hammer

Replaced bucket teeth

Changed hydraulic fittings

P396 BOMAG 16.60 TONNE PADFOOT VIBRATORY ROLLER

Fitted new starter motor

P486 MULTI PAC VP2400

Fitted new battery isolator

P452 2012 NISSAN PRIME MOVER

Change flat tyre

P484 14H CATERPILLAR GRADER

Serviced

P433 CATERPILLAR 950HSW WHEEL LOADER

Serviced

P106 TOYOTA COASTER BUS

Removed broken glass

P457 1987 TRI-AXLE FLAT TOP TRAILER LUCAR

Freed up stuck brake

Changed flat tyres

P464 2013 CATERPILLAR 272DAC SKID STEER LOADER

Greased

Cleaned and inspected

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy

Seconded: Cr PW Curley

That the Works and Services Manager's report for March 2016 be received.

CARRIED 5/0

9.1.2 AIRPORT MANAGER'S REPORT – MARCH 2016**Aircraft Movements and Statistics**

General aircraft movements for the month of March 2016 were the same as for March 2015, and slightly up on February 2016.

RFDS landings were up 17% on last year's February figure and up by 20 landings on last month's total.

Avgas sales were well down on March last year but up slightly on last month's figure. JetA1 sales were up 17% on last March and also up on last month – due mainly to an increase in RFDS refueling.

The figures below reflect the difference between March 2015 and March 2016.

	Mar. 2015	Mar. 2016	Variance
General Aircraft Landed:	105	105	Nil
RFDS Landed	86	102	+17%
Avgas	11,284 ltrs	6,539 ltrs	-53%
Jet A1	62,730 ltrs	74,204 ltrs	+17%
Total Fuel Sold	74,014 ltrs	80,743 ltrs	+9%

The figures below reflect the YTD differences between 2015 and 2016.

	YTD 2015	YTD 2016	Variance
General Aircraft Landed:	308	294	-5%
RFDS Landed	255	290	+13%
Avgas	23,651 ltrs	16,226 ltrs	-37%
Jet A1	207,593 ltrs	191,299 ltrs	-8%
Total Fuel Sold	231,244 ltrs	207,525 ltrs	-11%

Aerodrome Works:

Aerodrome works for the month include:

- General maintenance and upkeep of facilities and equipment.
- Lawns / gardens and terminal plants upkeep.
- Slashing of runway strips and surrounds.
- Continued clearing of weeds and long grass from various Airport areas.
- Airport Rd trees - clearing around bases and twice weekly watering.

Outstanding items from last month:

Investigate the cause of the low insulation resistance reading of the runway edge lighting circuit. *Wellington Electrical were engaged to provide low insulation readings from a central point at the power house. This was completed with readings once again being all over the shop and clearly shows deficiencies in the insulation across the entire system.*

All Runway lighting is to re-cabled and replaced in the 2016/7 financial year.

Aerodrome Security:

Nil breaches

Annual Inspections:

The CASA audit took place during February and the surveillance report was received in March. There were two minor Non Compliance Notices (NCN's) listed, both of which have already been corrected and made compliant. An Acquittal notice for the NCN's was then received to finalise the audit.

The annual technical and electrical inspections are due in July 2016.

Safety Management System:

No safety breaches or hazards reported for the month. AirBP are working on a solution for the RFDS refueling which will incorporate a truck being provided to replace the existing trailer. No definitive dates have been set however work is still in progress on the upgrading of the truck they have obtained.

Annual Aerodrome Emergency Exercise:

The annual exercise for 2016 will be a desk top exercise on the 19th April at 10.00am. All participants have been advised and a scenario for the exercise has been prepared.

Russell King
Duty Airport Manager
05 April 2016.

Officers Recommendation / Council Resolution:

Moved: Cr RK Howden

Seconded: Cr PW Curley

That the Airport Manager's report for March 2016 be received.

CARRIED 5/0

9.1.3 YOUTH AND RECREATION SERVICES REPORT – MARCH 2016

Total for the month	Girls		Boys		Activity Total	No of sessions	Average Attendance
	6-12	12-18	6-12	12-18			
Youth Centre Drop in - Afternoon	20	70	70	122	282	21	13
Youth Centre Drop in - Nights	1	46	18	99	164	13	13
KidZone	10		15		25	4	6
Girls Group	1	17	0	0	18	5	4
Boys group	0	0	6	29	35	3	12
Art	0	12	0	3	15	2	8

Total for the month	Females		Males		Activity Total	No of sessions	Average Attendance
	6-12	13-17	6-12	13-17			
Afternoon Jnr Sports	13	12	80	4	19	17	6
Basketball	43	40	88	70	241	10	24
Football	0	0	22	38	60	4	15
Girls Sport	4	9			13	2	7
Bike Ride	3	5	14	20	43	4	11
Indoor Sports	0	0	6	2	8	2	4

Numbers at the Youth Centre have fluctuated but overall are improving.

Kids Zone attendance is slowly building but there appears to be a much greater interest in sporting activities by the younger age group.

Thursday night has exceeded every ones expectations for huge numbers attending basketball.

Officers Recommendation / Council Resolution:

Moved: Cr PW Curley

Seconded: Cr PS Clancy

That the Youth Sport and Recreation Services Officer's report for March 2016 be received.

CARRIED 5/0

9.1.4 RANGER'S REPORT – MARCH 2016

Details to report:

I arrived in Meekatharra on Tuesday 8 March 2016 at 6:00pm. Trapping cages were set at various locations along the main street and monitored throughout the evening. No dogs were caught at this time.

A written complaint was received about a vicious dog attack that had occurred several days earlier. The dog was eventually seized with the assistance of the Meekatharra Police and conveyed to the pound. The owner was informed that she would be served with a form 6 notice explaining and justifying why the dog had been seized and where it was to be held. A form 6 was served and the owner has sought advice from The Aboriginal Legal Service

Further trapping was conducted but again no dogs were caught.

I attended Meekatharra again on 16 March 2016. A meeting was held with ALS and the dog owner whose dog was allegedly involved in the attack. The dog owner declined to sign the disposal notice and advised that she had made application to the State Arbitrations Tribunal to have the matter put on hold while she prepares her case to have the instructions on the Form 6 amended.

I received a written complaint regarding another dog attack. I investigated this attack and spoke to several witnesses. After some lengthy discussion the owner admitted that his dog was involved in an attack and signed a disposal dog form to have the dog removed. The dog has been destroyed.

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy
Seconded: Cr RK Howden

That the Ranger's Report for March 2016 be received.

CARRIED 5/0

9.1.5 COMMUNITY DEVELOPMENT AND SERVICES REPORT – MARCH 2016**Staffing**

Claudette Van Der Brughen has been appointed to the Part Time Youth Officers Position. Her role is focusing on getting Kidszone operational along with assisting the Youth and Youth Sports & Recreation Officers.

Revitalisation Plan Outcomes

The Pedestrian cross overs are being handled by the Works & Services Manager, with the work being carried out by Kendle Construction.

Following the completion of this work it is intended to carry out the painting of the curbs as per the Plan. This should make a noticeable improvement to the vista thru the town centre.

Plans for new banner poles to be located on the footpath and possibly speed indicator signs are being prepared for submission to Council for approval.

Swimming Pool

The audit has progressed well, indications are that a 96-97% compliance figure will be achieved which is well above the 80% achieved two years ago.

Currently the No School No Pool and weekend rewards programs are in jeopardy as the school is no longer willing to provide a daily attendance sheet due to a confidentiality policy. Wrist bands are not working, as students claim they are being issued or get lost. The pool manager has been abused by parents and students only to find out at a later time that the student hadn't been to school.

Oval Agreement

This has again stalled due to work pressures within the Department of Education. It is hoped that it can be progressed in the near future.

Old Court House

This building and land is not controlled by the Shire. Currently the Department of Aboriginal Affairs and the Heritage Council of WA are continuing to prepare an action plan. It would appear the main issue is lack of funds available to the Department of Aboriginal Affairs to carry out any form of restoration or preservation.

Car Body Removals

This appears to be a never ending problem. Some 30 vehicles have now been removed from the Common, vacant blocks and Housing properties. The Department of Housing is making a concerted effort to reduce the problem and is thankful for the Shires support. Unlicensed vehicles being driven into town from other areas and then being dumped continue to be of concern.

Officers Recommendation / Council Resolution:

Moved: Cr PW Curley

Seconded: Cr HJ Nichols

That the Community Development and Services Report for March 2016 be received.

CARRIED 5/0

9.1.6 STATUS REPORTS

Council Decisions – Status Report

Note: This report lists only those Council decisions which require a specific, non repetitive action.

Meeting Date	Item No	Title and Resolution Summary	Resp	Action	Status
15/07/06	9.3.6	Meekatharra Heritage and Canyon Trails Project Not proceeding with Canyon Trail until approvals are presented to Council Advise Agencies that provided grants about halt and ask if funds can be transferred to other sections of project. Take steps to secure tenure over historic sites connected to Meeka Heritage Trails Project Determine status of all reserves, vesting orders and roads within the shire.	CEO/ CONS		Complete Complete In progress
15/07/06	9.5.1	Laneway Closure, Land Adjacent to Lots 425,426, 427 & 428 Railway Street Advise the Minister for Lands that proposal was advertised, that no submissions were received by closing dates, Water Corp had no objections. That Shire of Meekatharra request Minister for Land Admin permanently close the laneway and portions adjoining be amalgamated with lots, that Shire has no objections to lots being converted to Freehold Title.	CEO/ CONS	Letter written to Minister for Lands Process to be completed by DOLI	Complete In progress
15/07/06	9.5.2	Permanent Closure of Streets within the Nannine Townsite That Council advise Dept Land Asset Management that Council doesn't wish to close Nannine Townsite That Council establish ownership of Recreation Reserve 3917, Explosive Reserve 4748. Water Reserve 12460, Water Pipe Tracks and Id Hillside Homestead site near Nannine Townsite.	CEO/ CONS/ CDAO	Letter sent to Dept	Complete In progress
21/11/09	9.3.4	Cornish Lift	PO	Quote approved 23/11/09. Letter of advise and order sent 23/11/09 Contractor to build	Complete In progress
16.07.11	9.6.1	Council Policy – Bituminous Seals	CEO/WSM	Reword Policy and submit to Council	In Progress

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17.09.11	10.2	School Oval Facility – Agreement	CEO	New report to Council required	In progress
20.12.13	9.3.4	Meetings with Ministers – Local Issues	CEO	No further action required Create Position Statement on public housing in Meeka	Complete In progress
12.4.14	9.6.1	Gabanintha – Nannine Rd Realignment	CEO	Letter to Jim Lacy 16.4.14 Email to DoL 17.4.14 Mapping to be done	In Progress
17.5.14	9.3.3	Administration Building Roof Upgrade	CDSM/PO	Met with architect Staff to seek quotes from local contractors to relocate aircons etc and repair/replace roof Waiting quotes local suppliers	Complete In Progress Waiting response from contractor
19.7.14	10.2	Liquor restrictions – Police commissioner's comments	CEO	Meet with Minister & Commissioner Rang Minister's Office 21/7/14 Emails sent requesting meeting	In Progress
18.10.14	9.3.1	Lot 82 Main Street- Ministerial Approval	DCEO	Letter to Minister sent 22/10/14.	In Progress
21.02.15	9.3.1	Shire Roads – Review/Update	CEO	Amendments emailed to Greenfields for inclusion in road database – complete Asset Management Plan to be updated	Complete Complete In Progress
21.02.15	9.3.7	Building Assets – Review	CEO	Council Resolution sent to Darren Long for implementation in the Buildings Asset Management Plan and Long Term Financial Plan	In Progress
15.08.15	9.7.2	Paddy's Flat Camp Lease	CEO	Email to Veterans 20/08/15. Letter to Veterans 28/08/15. Contract executed 17/12/16 Minister approved Lease Transfer 1/3/16 Lease Transfer Executed 17/3/16 and sent to Settlement Agent to initiate settlement.	In Progress
19.09.15	9.4.1	Meekatharra Solar Consortium – Non Binding Agreement	CDSM	Applicant advised. Further information required.	Awaiting response
20.02.16	9.4.1	Revitalisation Seating Expansion	CDSM	Seats Ordered	In Progress

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20.02.16	9.5.2	Revitalisation – Lloyds Building	CDSM	Working Group to be formed	In Progress
20.02.16	9.5.3	Local Planning Strategy and Local Planning Scheme No 4	CDSM	Planwest advised to complete request amendments 22/02/16	In Progress
19.03.16	9.2.4	Request For Write-Off Of Interest	DCEO	Letter sent to Ratepayer 22/03/16	Complete
19.03.16	9.2.5	2015/2016 Budget Review	DCEO	Budget review sent to the Department of Local Government & Communities as per legislation 30/03/16	Complete
19.03.16	9.3.1	Compliance Audit Return 2015	DCEO	Electronic copy submitted 24/03/16. Hard copy posted 24/03/16	Complete
19.03.16	9.3.2	Purchasing policy (4.2) Review	DCEO	Printed policy and dispersed to all for updating Policy Manuals 24/03/16	Complete
19.03.16	9.4.1	Airport Master Plan	CDSM	Copy sent to Department of Transport 29/03/16	Complete
19.03.16	9.4.2	Picture Gardens Lease	CDSM	Letter sent 22/03/16	Complete
19.03.16	9.4.3	Change of RADS Funded Project 2016/2017	CDSM	Letter sent 29/03/16	In Progress
19.03.16	9.7.1	Extension Of Airport Management Contract	CDSM	Letter sent 23/03/16	In Progress
19.03.16	9.7.2	Appointment Of An Auditor For A Three Year Period Ending 30 June 2018	DCEO	Letters sent to all successful and unsuccessful Auditors 22/03/16	Complete
19.03.16	9.7.3	Heritage Protection Discussions	CEO	Email sent 21/03/16. Letter sent 23/03/16	In Progress
19.03.16	9.7.4	Tender-Rubbish Removal Contract	CEO	Letters sent 23/03/16	Complete
19.03.16	10.1	Request Letter Of Support Maha Inc	CDSM	Letter sent 23/03/16	Complete

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy

Seconded: Cr PW Curley

That the Status report be received.

CARRIED 5/0

9.2 FINANCE

Title/Subject:	MONTHLY FINANCIAL REPORT PERIOD ENDED 31 MARCH 2016
Agenda/Minute Number:	9.2.1
Applicant:	Nil
File Ref:	ADM 171
Disclosure of Interest:	Nil
Date of Report:	12 April 2016
Author:	Krys East Deputy Chief Executive Officer



Signature of Author

Senior Officer:	Roy McClymont Chief Executive Officer
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Signature Senior Officer

Summary:

Monthly Financial Report

Background:

Financial Activity Statement Report – s.6.4

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

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

And

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

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

(6) *In this regulation –*

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

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

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

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

Comment:

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

Consultation:

Megan Shirt – Local Government Consultant

Statutory Environment:

Local Government Act 1995 Section 6.4 Financial Report

Financial Management Regulations 34 & 35

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy

Seconded: Cr HJ Nichols

That the financial report for the period ending 31 March 2016 be received.

CARRIED 5/0

SHIRE OF MEEKATHARRA
MONTHLY FINANCIAL REPORT
For the Period Ended 31 March 2016
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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*Note 2 Net Current Funding Position

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Note 6 Cash Backed Reserves

Note 7 Grants

Note 8a Capital Expenditure

Note 8b Capital Expenditure - Road Infrastructure Detail

Note 9 Capital Disposals

Report Purpose

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

* Indicates Statutory Report

Statement of Financial Activity

Is presented on page 2 and 3 and shows a surplus as at 31 March 2016 of \$2,840,613.

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

SHIRE OF MEEKATHARRA
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 March 2016

	Note	Original Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
Operating Revenues							
Rates		\$ 3,795,353	3,896,554	3,896,301	3,848,742	(46,559)	(1.19%)
Operating Grants, Subsidies and Contributions	7	3,494,243	3,370,306	2,468,591	2,806,468	337,877	13.69%
Fees and Charges		844,004	953,819	780,991	886,823	105,832	13.55%
Service Charges		0	0	0	0	0	
Interest Earnings		498,803	533,803	310,640	472,398	111,758	35.98%
Other Revenue		332,578	332,578	243,667	101,295	(142,372)	(58.43%)
Profit on Disposal of Assets	9	20,621	20,621	20,621	0	(20,621)	(100.00%)
Total Operating Revenue		8,985,612	9,107,683	7,720,813	8,066,721	345,913	
Operating Expense							
Employee Costs		(1,436,078)	(1,349,125)	(943,227)	(941,347)	(1,881)	(0.20%)
Materials and Contracts		(2,881,749)	(2,876,215)	(1,999,078)	(1,480,963)	(538,117)	(26.92%)
Utility Charges		(120,961)	(132,961)	(248,027)	(224,917)	(24,111)	(9.68%)
Depreciation on Non-Current Assets		(3,446,600)	(4,147,261)	(3,110,409)	(3,180,096)	69,687	2.24%
Interest Expenses		0	0	0	0	0	
Insurance Expenses		(293,422)	(293,422)	(280,709)	(274,623)	(6,086)	(2.17%)
Other Expenditure		(189,241)	(189,241)	(115,410)	(111,409)	(4,001)	(3.47%)
Loss on Disposal of Assets	9	(156,815)	(156,815)	(57,067)	(84,241)	7,178	(12.57%)
Total Operating Expenditure		(8,724,803)	(9,347,039)	(6,754,927)	(6,257,598)	(497,331)	
Funding Balance Adjustments							
Add back Depreciation		3,446,600	4,147,261	3,110,409	3,180,096	69,687	2.24%
Adjust (Profit)/Loss on Asset Disposal	9	136,194	136,194	64,241	64,241	0	0.00%
Adjust Provisions and Accruals		0	0	0	0	0	
Net Cash from Operations		3,843,544	4,044,095	4,140,530	5,053,460	912,932	
Capital Revenues							
Grants, Subsidies and Contributions	7	10,017,224	11,020,796	1,129,425	842,605	(286,820)	(25.40%)
Proceeds from Disposal of Assets	9	236,000	236,000	116,818	116,818	0	0.00%
Total Capital Revenues		10,253,224	11,256,796	1,246,243	959,423	(286,820)	
Capital Expenses							
Land and Buildings	8	(813,458)	(1,173,732)	(751,065)	(536,660)	(214,415)	(28.55%)
Furniture and Equipment	8	(93,824)	(93,952)	(82,454)	(40,188)	(42,136)	(51.08%)
Plant and Equipment	8	(1,259,600)	(1,001,026)	(993,026)	(680,629)	(252,397)	0.00%
Infrastructure - Roads	8	(13,459,864)	(14,524,436)	(10,598,099)	(4,744,622)	(5,853,477)	(55.23%)
Infrastructure - Airports	8	(87,000)	(38,960)	(98,960)	(102,714)	3,754	3.78%
Infrastructure - Other	8	(1,230,952)	(1,021,952)	(727,936)	(34,787)	(643,149)	(87.16%)
Total Capital Expenditure		(16,940,698)	(17,820,058)	(13,201,541)	(6,199,742)	(7,001,799)	
Net Cash from Capital Activities		(6,686,874)	(6,568,262)	(11,955,297)	(5,240,318)	6,714,979	
Financing							
Transfer from Reserves	6		242,000	0	242,000	242,000	
Transfer to Reserves	6	(2,901,893)	(2,901,893)	(2,857,490)	(2,857,490)	0	0.00%
Net Cash from Financing Activities		(2,901,893)	(2,659,893)	(2,857,490)	(2,615,490)	242,000	
Net Operations, Capital and Financing		(5,745,230)	(5,279,065)	(10,672,254)	(2,862,344)	7,869,910	
Opening Funding Surplus(Deficit)	2	5,745,230	5,642,957	5,642,957	5,642,957	(0)	(0.00%)
Closing Funding Surplus(Deficit)	2	(0)	363,892	(5,029,300)	2,840,613	7,869,913	

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

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

SHIRE OF MEEKATHARRA
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 March 2016

Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues						
Governance	\$ 80	\$ 80	\$ 80	\$ 0	% 0.00%	
General Purpose Funding - Rates	3,896,554	3,896,301	3,849,743	(46,558)	(1.19%)	
General Purpose Funding - Other	2,256,744	1,603,837	1,706,668	102,831	6.41%	
Law, Order and Public Safety	21,530	16,774	9,098	(7,676)	(45.76%)	
Health	1,915	1,497	4,986	3,489	233.08%	
Education and Welfare	125,635	86,712	76,993	(9,719)	(11.21%)	
Housing	28,860	21,645	22,016	371	1.72%	
Community Amenities	140,100	130,998	126,177	(4,821)	(3.66%)	
Recreation and Culture	762,082	123,885	127,461	3,576	2.89%	
Transport	12,925,595	2,642,538	2,694,987	52,449	1.98%	
Economic Services	276,450	171,053	139,102	(31,951)	(18.68%)	▼
Other Property and Services	192,932	154,913	152,014	(2,899)	(1.87%)	
Total Operating Revenue	20,128,476	8,850,233	8,909,326	59,094		
Operating Expense						
Governance	(587,642)	(451,939)	(406,328)	(65,011)	(9.96%)	
General Purpose Funding	(195,830)	(128,097)	(115,821)	(12,276)	(9.58%)	
Law, Order and Public Safety	(152,317)	(120,367)	(105,804)	(14,558)	(12.09%)	▼
Health	(95,408)	(66,816)	(58,320)	(8,496)	(12.72%)	
Education and Welfare	(718,057)	(476,607)	(430,489)	(46,118)	(9.68%)	
Housing	(44,860)	(48,296)	(10,386)	(37,910)	(78.50%)	▼
Community Amenities	(640,968)	(457,893)	(342,190)	(115,703)	(25.27%)	▼
Recreation and Culture	(1,400,174)	(948,319)	(858,266)	(90,053)	(9.50%)	
Transport	(4,847,556)	(3,556,421)	(3,270,075)	(286,346)	(8.05%)	
Economic Services	(383,796)	(303,259)	(255,175)	(48,084)	(15.86%)	▼
Other Property and Services	(280,432)	(196,918)	(404,139)	207,221	105.23%	▲
Total Operating Expenditure	(9,347,039)	(6,754,927)	(6,257,593)	(497,334)		
Funding Balance Adjustments						
Add back Depreciation	4,147,261	3,110,409	3,180,096	69,687	2.24%	
Adjust (Profit)/Loss on Asset Disposal	136,194	64,241	64,241	0	0.00%	
Adjust Provisions and Accruals	0	0	0	0		
Net Cash from Operations	15,064,892	5,269,956	5,896,070	626,115		
Capital Revenues						
Proceeds from Disposal of Assets	236,000	116,818	116,818	0	0.00%	
Total Capital Revenues	236,000	116,818	116,818	0		
Capital Expenses						
Land and Buildings	(1,173,732)	(751,063)	(536,650)	(214,413)	(28.55%)	▼
Furniture and Equipment	(99,952)	(82,454)	(40,398)	(42,116)	(51.08%)	▼
Plant and Equipment	(1,001,026)	(933,026)	(680,629)	(252,397)	(27.05%)	▼
Infrastructure - Roads	(14,524,436)	(10,598,099)	(4,744,622)	(5,853,477)	(55.23%)	▼
Infrastructure - Airports	(98,960)	(98,960)	(102,714)	3,754	3.79%	
Infrastructure - Other	(1,021,952)	(737,936)	(94,787)	(643,149)	(87.16%)	▼
Total Capital Expenditure	(17,920,058)	(13,201,541)	(6,199,742)	(7,001,799)		
Net Cash from Capital Activities	(17,684,058)	(13,084,723)	(6,082,923)	(7,001,799)		
Transfer from Reserves	242,000	0	242,000	242,000		▲
Transfer to Reserves	(2,901,899)	(2,857,490)	(2,857,490)	0	0.00%	
Net Cash from Financing Activities	(2,659,899)	(2,857,490)	(2,615,490)	242,000		
Net Operations, Capital and Financing	(5,279,065)	(10,672,257)	(2,802,343)	7,869,914		
Opening Funding Surplus(Deficit)	5,642,957	5,642,957	5,642,957	(0)	(0.00%)	
Closing Funding Surplus(Deficit)	363,892	(5,029,300)	2,840,613	7,869,913		

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

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

SHIRE OF MEEKATHARRA
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 31 March 2016

	Adopted Budget	Adopted Budget Amendments - (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
Operating Revenues	\$	\$	\$	\$
Governance	80	0	80	80
General Purpose Funding - Rates	3,795,353	101,201	3,896,554	3,896,301
General Purpose Funding - Other	2,303,308	(46,564)	2,256,744	1,603,837
Law, Order and Public Safety	21,530	0	21,530	16,774
Health	1,915	0	1,915	1,497
Education and Welfare	125,635	0	125,635	86,712
Housing	28,860	0	28,860	21,645
Community Amenities	140,100	0	140,100	130,998
Recreation and Culture	304,455	(42,373)	262,082	123,885
Transport	11,884,686	1,040,908	12,925,595	2,642,538
Economic Services	276,450	0	276,450	171,053
Other Property and Services	120,464	72,468	192,932	154,913
Total Operating Revenue	19,002,836	1,125,640	20,128,476	8,850,233
Operating Expense				
Governance	(587,642)	0	(587,642)	(451,938)
General Purpose Funding	(195,830)	0	(195,830)	(128,097)
Law, Order and Public Safety	(148,617)	(3,700)	(152,317)	(120,362)
Health	(95,408)	0	(95,408)	(66,816)
Education and Welfare	(751,729)	33,672	(718,057)	(476,607)
Housing	(28,860)	(16,000)	(44,860)	(48,296)
Community Amenities	(630,968)	(10,000)	(640,968)	(457,893)
Recreation and Culture	(1,315,585)	(84,589)	(1,400,174)	(948,319)
Transport	(4,362,465)	(485,081)	(4,847,546)	(3,556,431)
Economic Services	(389,796)	16,000	(383,796)	(303,255)
Other Property and Services	(207,964)	(72,468)	(280,432)	(196,918)
Total Operating Expenditure	(8,724,863)	(622,176)	(9,347,039)	(6,754,927)
Funding Balance Adjustments				
Add back Depreciation	3,446,800	700,661	4,147,461	3,110,409
Adjust (Profit)/Loss on Asset Disposal	136,194	0	136,194	64,241
Adjust Provisions and Accruals	0	0	0	0
Net Cash from Operations	23,860,767	1,204,125	25,064,892	5,269,956
Capital Revenues				
Proceeds from Disposal of Assets	236,000	0	236,000	116,818
Total Capital Revenues	236,000	0	236,000	116,818
Capital Expenses				
Land and Buildings	(813,458)	(360,274)	(1,173,732)	(751,065)
Furniture and Equipment	(93,824)	(6,128)	(99,952)	(82,454)
Plant and Equipment	(1,259,000)	257,974	(1,001,026)	(933,036)
Infrastructure - Roads	(13,455,864)	(1,068,572)	(14,524,436)	(10,598,099)
Infrastructure - Airports	(87,000)	(11,960)	(98,960)	(98,960)
Infrastructure - Other	(1,280,952)	209,000	(1,071,952)	(737,936)
Total Capital Expenditure	(16,540,098)	(979,960)	(17,520,058)	(13,201,541)
Net Cash from Capital Activities	(16,704,098)	(979,960)	(17,684,058)	(13,084,722)
Financing				
Transfer from Reserves	0	242,000	242,000	0
Transfer to Reserves	(2,901,899)	0	(2,901,899)	(2,857,490)
Net Cash from Financing Activities	(2,901,899)	242,000	(2,659,899)	(2,857,490)
Net Operations, Capital and Financing	(5,745,230)	466,165	(5,279,065)	(10,672,257)
Opening Funding Surplus(Deficit)	5,745,230	(102,273)	5,642,957	5,642,957
Closing Funding Surplus(Deficit)	(0)	363,892	363,892	(5,029,300)

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

SHIRE OF MEEKATHARRA
STATEMENT OF FINANCIAL ACTIVITY
(By Program)
For the Period Ended 31 March 2016

Note 1: EXPLANATION OF MATERIAL VARIANCES

By Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	0	0.00%			Under variance reporting threshold
General Purpose Funding - Rates	(46,558)	(1.19%)			Under variance reporting threshold
General Purpose Funding - Other	102,831	6.41%			Under variance reporting threshold
Law, Order and Public Safety	(7,676)	(45.76%)			Under variance reporting threshold
Health	3,489	233.08%			Under variance reporting threshold
Education and Welfare	(9,719)	(11.21%)			Under variance reporting threshold
Housing	371	1.72%			Under variance reporting threshold
Community Amenities	(4,821)	(3.68%)			Under variance reporting threshold
Recreation and Culture	3,576	2.89%			Under variance reporting threshold
Transport	52,449	1.98%			Under variance reporting threshold
Economic Services	(31,951)	(18.68%)	▼	Timing	Income from Festival below budget expectations mainly due to low sponsorship received and numbers down on attendance
Other Property and Services	(2,899)	(1.87%)			Under variance reporting threshold
Operating Expense					
Governance	(45,011)	(9.96%)			Under variance reporting threshold
General Purpose Funding	(12,276)	(9.58%)			Under variance reporting threshold
Law, Order and Public Safety	(14,558)	(12.09%)	▼	Timing	Fire and Animal control are both well under YTD budget, the funds may be required prior to the end of the financial year.
Health	(8,496)	(12.72%)			Under variance reporting threshold
Education and Welfare	(46,118)	(9.68%)			Under variance reporting threshold
Housing	(37,910)	(78.50%)	▼	Timing	Housing maintenance is under budget YTD, this may even out over the remaining months
Community Amenities	(115,703)	(25.27%)	▼	Timing	The Shire has an intensive Town cleanup program that is \$71K under YTD budget. Commencement has been delayed due other commitments for the works department. Pond Maintenance & Cemetery Expenses total \$30K lower than YTD Budget.
Recreation and Culture	(90,053)	(9.50%)			Under variance reporting threshold
Transport	(286,346)	(8.05%)			Under variance reporting threshold
Economic Services	(48,084)	(15.86%)	▼	Timing	Tourism promotion and Community Events are together \$30K lower than YTD budget, this may even out over the next few months.
Other Property and Services	207,221	105.23%	▲	Timing	Plant and Public Works recoveries are not being recovered in line with expenditure, this is likely to be a timing issue and will be monitored by staff.
Funding Balance Adjustments					
Add back Depreciation	69,687	2.24%			Under variance reporting threshold
Adjust (Profit)/Loss on Asset Disposal	0	0.00%			Under variance reporting threshold
Capital Revenues					
Grants, Subsidies and Contributions	(286,820)	(25.40%)	▼	Timing	Flood damage funding was budgeted as a Non Operating Grant, however audit requirements require the Shire to report it as an Operating Grant. The allocation will be corrected with the Annual Statements.
Proceeds from Disposal of Assets	0	0.00%			Under variance reporting threshold
Capital Expenses					
Land and Buildings	(214,415)	(28.55%)	▼	Timing	Refer to Note 8A for project details
Furniture and Equipment	(42,116)	(51.08%)	▼	Timing	Refer to Note 8A for project details
Plant and Equipment	(252,397)	(27.05%)	▼	Timing	Refer to Note 8A for project details
Infrastructure - Roads	(5,853,477)	(55.23%)	▼	Timing	Refer to Note 8A & 8B for details
Infrastructure - Airports	3,754	3.79%			Refer to Note 8A & 8B for details
Infrastructure - Other	(643,149)	(87.16%)	▼	Timing	Refer to Note 8A for project details
Opening Funding Surplus(Deficit)	(0)	(0.00%)			Under variance reporting threshold

SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 2: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
Note		YTD 31 Mar 2016	Previous Month	YTD 31 Mar 2015
		\$	\$	\$
Current Assets				
	4	1,428,172	2,328,422	3,216,640
Cash Unrestricted				
	4	15,429,879	15,557,073	12,444,100
Cash Restricted				
	6	1,091,496	1,162,282	935,027
Receivables - Rates and Rubbish				
	6	173,887	128,639	88,266
Receivables -Other				
		107,186	94,079	0
Interest / ATO Receivable/Trust				
		218,099	177,870	77,577
Inventories				
		18,448,719	19,448,364	16,761,610
Less: Current Liabilities				
		(178,227)	(116,010)	(140,389)
Payables				
		(221,032)	(221,032)	(147,454)
Provisions				
		(399,259)	(337,042)	(287,843)
Less: Cash Reserves				
	7	(15,429,879)	(15,557,073)	(12,444,100)
Plus Provisions				
		221,032	221,032	147,454
Net Current Funding Position				
		2,840,613	3,775,281	4,177,121

Comments - Net Current Funding Position



SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 3: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	Variable	315,008			315,008	Westpac	At Call
Trust Bank Account	Variable			93,164	93,164	Westpac	At Call
Air BP	Variable	75,907			75,907	Westpac	At Call
Maxi Account	Variable	1,102,604			1,102,604	Westpac	At Call
(b) Term Deposits							
* 26-7466	2.96%		14,417,139		14,417,139	Westpac	30-Jun-16
* 45-6873	2.96%		1,012,741		1,012,741	Westpac	30-Jun-16
# OCDF	1.95%			2,207,941	2,207,941	WATC	At Call
Total		1,493,518	15,429,879	2,301,105	19,224,503		

Comments/Notes - Investments

This note reflects the Actual Bank Balances as per the Shire Bank Statements

Any difference between the amounts shown at this note compared to Note 2 will be due to undeposited funds and unrepresented payments.

The Shire received \$3.3M Funding for Landor Rd. These monies are in Trust and will be drawn down as the Shire utilises the funds.

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 16 APRIL 2016

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SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 4: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Adopted Budget	Amended Budget	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget 15/16 Adoption		Opening Surplus(Deficit)	5,745,230	5,591,551	\$	\$	\$	\$
3713	Recreation Grants	17.10.15 - 9.2.4	Operating Revenue	167,373	205,000		37,627	(153,679)	(153,679)
0031	Rates Billing	17.10.15 - 9.2.4	Operating Revenue	3,794,353	3,973,554		179,201	0	(116,052)
4621	R2R Grant	17.10.15 - 9.2.4	Operating Revenue	525,497	1,501,713		976,216	0	63,149
3713	Recreation Grants	17.10.15 - 9.2.4	Operating Revenue	205,000	125,000		0	(80,000)	1,039,365
0181	Financial Assistance Grant	17.10.15 - 9.2.4	Operating Revenue	1,238,696	1,186,405		0	(52,291)	959,365
0211	Local Road Grant	17.10.15 - 9.2.4	Operating Revenue	535,809	506,536		0	(29,273)	907,074
5013	Airport Leases	17.10.15 - 9.2.4	Operating Revenue	5,702	43,038		37,336	0	877,801
A66	R2R Funding - Reseal on Lander Road	17.10.15 - 9.2.4	Capital Expenses	0	436,500		0	(436,500)	915,137
AA67	R2R Funding - Rebuild, resheet and Improve Drainage on Ashburton Downs Road	17.10.15 - 9.2.4	Capital Expenses	0	539,716		0	(539,716)	478,637
S124	Trucks	4.9.2015 - 8.1.2	Capital Expenses	400,000	320,000		80,000	0	(61,079)
5264	Trailers	4.9.2015 - 8.1.2	Capital Expenses	0	80,000		0	(80,000)	(61,079)
5044	Depot Capital Upgrade - Complete Mechanical Pit	17.10.15 - 9.2.4	Capital Expenses	148,500	163,500		0	(15,000)	(141,079)
5044	Depot Capital Upgrade - Petrol and Oil Separator	17.10.15 - 9.2.4	Capital Expenses	163,500	183,500		0	(20,000)	(76,079)
1924	Depreciation - Animal Control	17.10.15 - 9.2.4	Non Cash Item	0	3,700	3,700	0	(3,700)	(96,079)
3732	Oval Maintenance	17.10.15 - 9.2.4	Operating Expenses	163,231	43,231		120,000	0	23,921
C51	Railway Street	20.08.15 - 10.1	Capital Expenses	0	38,000		0	(38,000)	(14,079)
C51	Railway Street	17.10.15 - 9.2.4	Capital Expenses	38,000	65,000		0	(27,000)	(41,079)
1328	2 New Flag Poles	17.10.15 - 9.2.4	Capital Expenses	0	6,000		0	(6,000)	(47,079)
0942	Lot 220 Darlot Street	17.10.15 - 9.2.4	Operating Expenses	9,640	17,640		0	(8,000)	(55,079)
1328	Key System	17.10.15 - 9.2.4	Capital Expenses	0	58,000		0	(58,000)	(113,079)
5206	Secondhand Multi-tyred roller	17.10.15 - 9.2.4	Capital Expenses	0	60,000		0	(60,000)	(173,079)
3592	Pool Maintenance	17.10.15 - 9.2.4	Operating Expenses	8,000	15,000		0	(7,000)	(180,079)
2715	New Staff House	12.12.15 - 10.1.1	Capital Expenses	0	241,274		0	(241,274)	(421,353)
7050	Building Reserve	18.12.15 - 10.1	Capital Revenue	0	242,000		242,000	0	(179,353)
3714	Pool Equipment CCTV	16.1.16 - 9.4.1	Capital Expenses	13,700	19,828		0	(6,128)	(185,481)

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 16 APRIL 2016

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SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 4: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Adopted Budget	Amended Budget	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Opening Surplus(Deficit)	March Budget Review	Opening Surplus(Deficit)	5,591,551	5,642,957		51,406	0	(134,075)
5963	Income from Private Works	March Budget Review	Operating Revenue	8,520	80,988		72,468	0	(61,607)
0121	Interim Rates	March Budget Review	Operating Revenue	0	(78,000)		0	(78,000)	(139,607)
0141	Interest on Instalments	March Budget Review	Operating Revenue	28,000	63,000		35,000	0	(104,607)
4621	R2R Grant	March Budget Review	Capital Revenue	1,501,713	1,529,069		27,356	0	(77,251)
0979	Lot 204 Capital cost	March Budget Review	Capital Expenses	0	20,000		0	(20,000)	(97,251)
0959	Lot 204 Operational cost	March Budget Review	Operating Expenses	0	8,000		0	(8,000)	(105,251)
2457	Salaries - Community Development	March Budget Review	Operating Expenses	69,398	43,863		25,535	0	(79,716)
2422	Youth Co-ordinators Salaries	March Budget Review	Operating Expenses	177,141	162,004		15,137	0	(64,579)
YC28	Dance Group	March Budget Review	Operating Expenses	3,000	0		3,000	0	(61,579)
	Main Street Scaping as per Meeka								
4984	Revitalisation Plan	March Budget Review	Capital Expenses	370,000	150,000		220,000	0	158,421
3617	Salaries - Recreation Officer	March Budget Review	Operating Expenses	91,881	41,600		50,281	0	208,702
4880	Depot maintenance	March Budget Review	Operating Expenses	60,262	80,262		0	(20,000)	188,702
5952	Various Private works	March Budget Review	Operating Expenses	8,520	80,988		0	(72,468)	116,234
5094	Street Sweeper	March Budget Review	Capital Expenses	140,000	129,702		10,298	0	126,532
5124	Trucks	March Budget Review	Capital Expenses	320,000	226,750		93,250	0	219,782
5134	Graders	March Budget Review	Capital Expenses	400,000	196,000		204,000	0	423,782
5144	Works Manager Vehicle	March Budget Review	Capital Expenses	75,000	64,500		10,500	0	434,282
5206	Roller	March Budget Review	Capital Expenses	60,000	22,600		37,400	0	471,682
5284	Generator	March Budget Review	Capital Expenses	55,000	24,474		30,526	0	502,208
5034	Caravan Purchase and Modification	March Budget Review	Capital Expenses	0	68,000		0	(68,000)	434,208
	Consultants - Town Planning								
3103	Scheme	March Budget Review	Operating Expenses	27,000	37,000		0	(10,000)	424,208
4046	Basketball and Tennis Courts	March Budget Review	Capital Expenses	19,630	30,630		0	(11,000)	413,208
YC2	Youth Centre - Other Maintenance	March Budget Review	Operating Expenses	14,854	24,854		0	(10,000)	403,208
C66	Landor Road - Construction	March Budget Review	Capital Expenses	0	27,356		0	(27,356)	375,852
5104	Airport Construction	March Budget Review	Capital Expenses	87,000	98,960		0	(11,960)	363,892
5922	Depreciation - Trails	March Budget Review	Non Cash Item	31,000	15,000	(16,000)	16,000	0	363,892
3662	Depreciation - Swimming Pool	March Budget Review	Non Cash Item	12,000	142,870	130,870	0	(130,870)	363,892
	Depreciation - Sports, Parks and								
3972	Gym	March Budget Review	Non Cash Item	100,000	217,000	117,000	0	(117,000)	363,892
4882	Depreciation - Roads	March Budget Review	Non Cash Item	2,315,500	2,754,143.00	438,643	0	(438,643)	363,892
5072	Depreciation - Airport	March Budget Review	Non Cash Item	210,000	236,948	26,948	0	(26,948)	363,892
						701,161	2,574,537	(2,758,127)	

SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

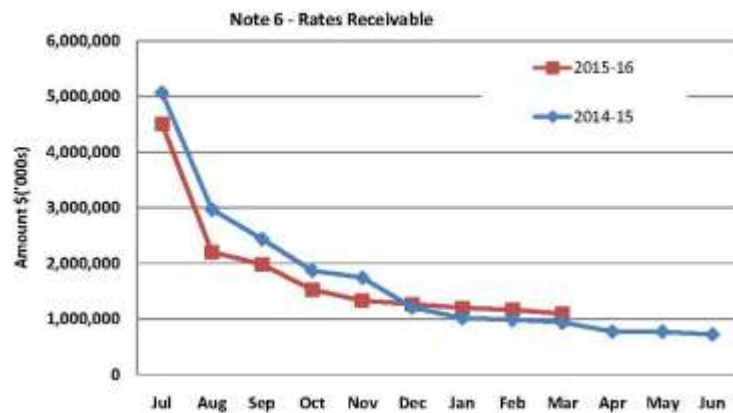
Note 5: RECEIVABLES

Receivables - Rates and Rubbish Receivable

Opening Arrears Previous Years
Levied this year
Less Collections to date
Equals Current Outstanding

Net Rates and Rubbish Collectable
% Collected

YTD 31 Mar 2016	30 June 2015
\$	\$
720,389	720,389
3,898,814	
(3,527,706)	
1,091,496	720,389
1,091,496	720,389
76.37%	



Comments/Notes - Receivables Rates

Rates were levied on 21st July 2015

Receivables - General

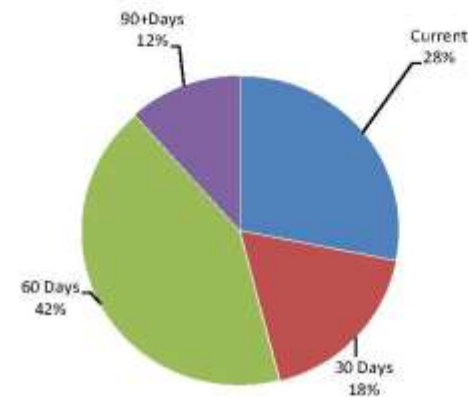
Receivables - Sundry Debtors

Total Sundry Debtors

Amounts shown above include GST (where applicable)

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
59,096	37,558	89,320	24,328
			210,302

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Other Receivables

SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

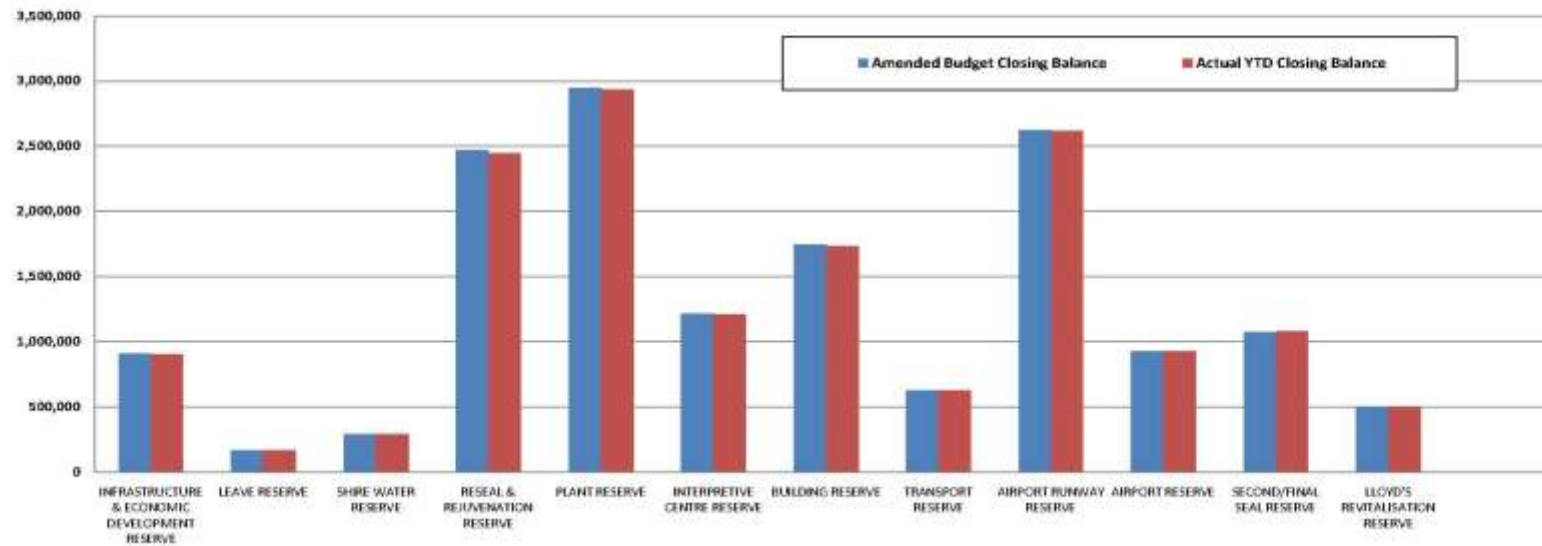
Note 6: Cash Backed Reserves

2015-16									
Name	Actual Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
INFRASTRUCTURE & ECONOMIC DEVELOPMENT RESERVE	881,961	24,695	22,187	0	0	0	0	906,656	904,148
LEAVE RESERVE	160,989	4,508	4,043	0	0	0	0	165,497	165,031
SHIRE WATER RESERVE	279,714	7,832	7,025	0	0	0	0	287,546	286,739
RESEAL & REJUVENATION RESERVE	2,038,310	57,073	37,508	372,000	372,000	0	0	2,467,383	2,447,819
PLANT RESERVE	2,526,214	70,734	60,747	350,000	350,000	0	0	2,946,948	2,936,961
INTERPRETIVE CENTRE RESERVE	1,179,061	33,014	29,647	0	0	0	0	1,212,075	1,208,708
BUILDING RESERVE	1,687,812	47,259	39,381	250,000	250,000	(242,000)	(242,000)	1,743,071	1,735,193
TRANSPORT RESERVE	608,670	17,043	15,296	0	0	0	0	625,713	623,966
AIRPORT RUNWAY RESERVE	2,551,478	71,441	64,147	0	0	0	0	2,622,919	2,615,625
AIRPORT RESERVE	900,181	25,205	22,633	0	0	0	0	925,386	922,814
SECOND/FINAL SEAL RESERVE	0	0	8,026	1,071,096	1,071,096	0	0	1,071,096	1,079,122
LLOYD'S REVITALISATION RESERVE	0	0	3,754	500,000	500,000	0	0	500,000	503,754
	12,814,389	358,803	314,394	2,543,096	2,543,096	(242,000)	(242,000)	15,474,288	15,429,879

SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 5: Cash Backed Reserves cont'd

Year To Date Reserve Balance to End of Year Estimate



MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 16 APRIL 2016

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SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 7: GRANTS

Program/Details			2015-16 Original Budget	Variations Additions (Deletions)	2015-16 Amended Budget	Operating	Capital	Recoup Status	
GL	TYPE	Received						Balance	
			\$	\$		\$	\$	\$	\$
General Purpose Funding									
0181	Operating Grant	Financial Assistance Grant	1,238,696	(52,291)	1,186,405	1,186,405	0	889,804	296,601
0211	Operating Grant	Local Road Grant	535,809	(29,273)	506,536	506,536	0	379,902	126,634
Law, Order, Public Safety									
1563	Operating Grant	Dfes Operating Grant	4,500	0	4,500	4,500	0	6,000	(1,500)
2003	Operating Grant	Ses Operating Grant	13,930	0	13,930	13,930	0	792	13,138
Education & Welfare									
2417	Operating Grant	Misc Youth - Grants Other	10,000	0	10,000	10,000	0	0	10,000
2419	Operating Grant	Youth Grant - Oshc Program	23,555	0	23,555	23,555	0	15,354	8,200
2421	Operating Grant	Youth Services Grant - Dep-Wa	80,480	0	80,480	80,480	0	61,507	18,973
2460	Operating Grant	Cde - Misc Income	10,000	0	10,000	10,000	0	132	9,868
Recreation And Culture									
3603	Operating Grant	Dept Sport & Rec - Kidsport Program	30,000	0	30,000	30,000	0	40,000	(10,000)
3626	Operating Grant	Miscellaneous Grants - Rec Off	10,000	0	10,000	10,000	0	0	10,000
3653	Operating Grant	Government Grants	30,000	0	30,000	30,000	0	35,200	(5,200)
3713	Operating Grant	Recreation Grants	167,373	(42,373)	125,000	125,000	0	0	125,000
Transport									
4591	Operating Grant	Mrd - Direct Grant	233,400	0	233,400	233,400	0	233,400	0
4651	Operating Grant	Royalties For Regions Grant - Direct	1,000,000	0	1,000,000	1,000,000	0	1,000,000	0
4843	Operating Grant	Street - Lighting - Operating Grant	4,000	0	4,000	4,000	0	4,621	(621)
4601	Non-Operating	Wandrra - Natural Disaster	9,336,727	0	9,336,727	0	9,336,727	224,464	9,112,263
4621	Non-Operating	R2R Grant	525,497	1,003,572	1,529,069	0	1,529,069	498,141	1,030,928
4691	Non-Operating	Mrd Road Project Grant	120,000	0	120,000	0	120,000	120,000	0
5183	Non-Operating	Rads/Ratp/Raap Grant Income	35,000	0	35,000	0	35,000	35,000	0
Economic Services									
5381	Operating Grant	Trails Grant	75,000	0	75,000	75,000	0	0	75,000
TOTALS			13,483,967	879,635	14,363,602	3,342,806	11,020,796	3,544,317	10,819,285
Operating Grant			3,466,743		3,342,806		2,666,712		676,094
Non-Operating			10,017,224		11,020,796		877,605		10,143,191
			13,483,967		14,363,602		3,544,317		10,819,285

This note does not include subsidies and contributions.

SHIRE OF MEEKATHARRA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 31 March 2016								
Note 8a: CAPITAL EXPENDITURE								
Assets	GL Account	Original Annual Budget	Budget Changes	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Buildings								
ADMIN BUILDING IMPROVEMENTS	1328	4,000	6,000	10,000	10,000	2,015	(7,985)	
KEY SYSTEM	1323	0	58,000	58,000	0	9,300	9,300	
YC BUILDING - CAPITAL	2447	33,958	0	33,958	33,958	17,429	(16,529)	
HOUSING - CAPITAL IMPROVEMENTS	2704	342,000	20,000	362,000	292,000	178,733	(113,267)	
NEW STAFF HOUSING	2715	0	241,274	241,274	241,274	242,011	737	
CEMETERY CAPITAL EXPENDITURE	3292	55,000	0	55,000	45,000	17,722	(27,278)	
OVAL TOILETS	3634	100,000	0	100,000	0	12,366	12,366	
POOL UPGRADE - CAPITAL	3666	38,000	0	38,000	0	3,099	3,099	
REC CENTRE BUILDINGS	3680	88,000	0	88,000	1,000	48,684	47,684	
INDOOR CRICKET CENTRE	4036	4,000	0	4,000	4,000	0	(4,000)	
DEPOT CAPITAL IMPROVEMENTS - LAND & BUILDINGS	5044	148,500	35,000	183,500	123,833	5,291	(118,542)	
Buildings Total		813,458	360,274	1,173,732	751,063	536,650	(647,673)	
Furniture & Office Equip.								
COMPUTER EQUIPMENT	1244	17,498	0	17,498	0	0	0	
HALL EQUIPMENT	3534	6,000	0	6,000	6,000	1,892	(4,108)	
POOL EQUIPMENT	3714	13,700	6,128	19,828	19,828	5,703	(14,125)	
GYM EQUIPMENT UPGRADES	3974	20,291	0	20,291	20,291	8,107	(12,184)	
DEPOT - FURNITURE AND EQUIPMENT	4974	7,400	0	7,400	7,400	5,382	(2,018)	
AIRPORT FURNITURE AND EQUIPMENT - CAPITAL	5364	28,935	0	28,935	28,935	19,254	(9,681)	
Furniture & Office Equip. Total		93,824	6,128	99,952	82,454	40,338	(59,614)	
Plant, Equip. & Vehicles								
PLANT PURCHASE	3614	35,000	0	35,000	35,000	0	(35,000)	
CARAVANS & EQUIPMENT	5034	0	68,000	68,000	0	0	0	
VARIOUS UTILITIES	5084	88,000	0	88,000	88,000	0	(88,000)	
SWEeper	5094	140,000	-10,298	129,702	129,702	129,703	1	
TRUCK	5124	400,000	-173,250	226,750	226,750	154,000	(72,750)	
GRADERS	5134	400,000	-204,000	196,000	196,000	196,000	0	
WORKS MANAGER VEHICLE	5144	75,000	-10,500	64,500	64,500	56,360	(8,140)	
ENGINES & PUMPS	5154	60,000	0	60,000	60,000	19,185	(40,815)	
AIRPORT FIRE FIGHTING SYSTEM	5216	6,000	0	6,000	6,000	0	(6,000)	
TRAILER	5264	0	80,000	80,000	80,000	78,000	(2,000)	
RUBBER TYRED ROLLER (2ND HAND)	5206	0	22,600	22,600	22,600	22,600	0	
GENERATOR	5284	55,000	-30,526	24,474	24,474	24,782	308	
MISC PLANT - PURCHASED UNDER COUNCIL APPROVAL	5414	0	0	0	0	0	0	
Plant, Equip. & Vehicles Total		1,259,000	-257,974	1,001,026	933,026	680,629	(320,397)	

SHIRE OF MEEKATHARRA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 31 March 2016								
Note 8a: CAPITAL EXPENDITURE								
Assets	GL Account	Original Annual Budget	Budget Changes	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Roads Infrastructure								
ROAD CONSTRUCTION VARIOUS	4200	13,455,864	1,068,572	14,524,436	10,598,099	4,744,622	(5,853,477)	See Note 8b for detail
Roads Infrastructure Total		13,455,864	1,068,572	14,524,436	10,598,099	4,744,622	(5,853,477)	
Airport Infrastructure								
AIRPORT CONSTRUCTION	5104	87,000	11,960	98,960	98,960	102,714	3,754	
Airport Infrastructure Total		87,000	11,960	98,960	98,960	102,714	3,754	
Other Infrastructure								
CORNISH LIFT	3624	35,000	0	35,000	0	0	0	
VIEWING PLATFORM FOR HEADFRAME	3637	30,000	0	30,000	30,000	0	(30,000)	
OVAL LIGHTS - CAP EXP	3664	112,119	0	112,119	112,119	19,199	(92,920)	
PLAYGROUND EQUIPMENT	3904	15,000	0	15,000	15,000	10,182	(4,818)	
NEW PUMP & FITTINGS	3914	20,000	0	20,000	20,000	105	(19,895)	
LUKES PIT WATER SCHEME	3944	50,000	0	50,000	50,000	0	(50,000)	
GRANT'S PIT WATER SCHEME	3954	110,000	0	110,000	110,000	21,780	(88,220)	
LIONS PARK	4015	8,000	0	8,000	0	0	0	
BASKETBALL AND TENNIS COURTS	4046	19,630	11,000	30,630	19,630	0	(19,630)	
MT GOULD POLICE STATION - CAPITAL	4181	10,000	0	10,000	10,000	0	(10,000)	
MAINSTREET SCAPING	4984	970,000	-220,000	150,000	40,000	38,150	(1,850)	
MEEKA NORTH DRIVE - HERITAGE	5387	90,302	0	90,302	90,302	0	(90,302)	
MEEKA SOUTH DRIVE - HERITAGE	5388	120,016	0	120,016	0	405	405	
MEEKA TOWN WALK - HERITAGE	5389	170,000	0	170,000	170,000	0	(170,000)	
MEEKA TOWN DRIVE - HERITAGE	5394	70,885	0	70,885	70,885	4,966	(65,919)	
Other Infrastructure Total		1,230,952	-209,000	1,021,952	737,936	94,787	(927,165)	
Capital Expenditure Total		16,940,098	979,960	17,920,058	13,201,541	6,199,742	(7,001,799)	

SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 8b: CAPITAL EXPENDITURE - Roads Infrastructure Detail

Assets	Job	Original Annual Budget	YTD Actual
Town Streets Construction	1261	350,000	0
Grids Construction	1266	200,000	132,104
Road Construction Misc	1267	600,000	0
Water Bore	1268	250,000	277,332
Drainage General	1269	300,000	0
Londor Rd - Roads 2 Recovery Funded	A66	0	15,363
Ashburton Downs Rd - Roads To Recovery Funding	A67	800,000	2,221
Ashburton Downs Rd - Roads To Recovery Funding	AA67	0	0
Mt Clere Rd - Construction	C1	0	3,000
Polelle Access Rd - Construction	C102	40,000	48,030
Murchison Rd - Cemetery	C137	150,000	78,244
Peak Hill - Three Rivers Road - Construction	C2	0	150,888
Woodlands - Mt Augustus Rd - Construction	C28	0	2,788
Munarra Rd - Construction	C31	10,000	0
Mingah Springs Rd - Construction	C41	0	5,788
Wiluna North Rd - Construction	C5	0	58,508
Railway Street - Construction	C51	0	85,430
Londor Rd - Council Funding	C66	667,000	0
Ashburton Downs-Meekatharra Rd - Construction	C67	170,000	23,973
Agm: 661 (Feb/March 2015) General Expense	D00	0	10,769
Mt Clere Road - Meekatharra Road - Agm 661 (Feb/March 2015)	D1	1,766,708	0
Koonmarra Access Road - Agm 661 (Feb/March 2015)	D106	12,224	0
Judal Road - Agm 661 (Feb/March 2015)	D107	186,716	0
Cashmans Access Road - Agm 661 (Feb/March 2015)	D111	105,198	105,830
Yulgajinna Community Access Road - Agm 661 (Feb/March 2015)	D119	23,024	20,512
Ilgarrie Road - Agm 661 (Feb/March 2015)	D16	2,713	0
Peak Hill - Three Rivers Road - Agm 661 (Feb/March 2015)	D2	132,853	96,313
Turee Creek Road - Agm 661 (Feb/March 2015)	D20	162,252	0
Young Downs Road - Agm 661 (Feb/March 2015)	D22	1,235,358	328,153
Trillbar Road - Agm 661 (Feb/March 2015)	D24	121,845	0
Woodlands - Mount Augustus Road - Agm 661 (Feb/March 2015)	D28	313,369	0
Murchison Downs Road - Agm 661 (Feb/March 2015)	D30	335,127	0
Marymia Road - Agm 661 (Feb/March 2015)	D33	10,365	0
Bulloo Downs Road - Agm 661 (Feb/March 2015)	D4	94,800	0
Mingah Springs Road - Agm 661 (Feb/March 2015)	D41	364,056	144,977
Wiluna North Road - Agm 661 (Feb/March 2015)	D5	483,033	493,874
Tangadee Road - Agm 661 (Feb/March 2015)	D63	287,407	1,060
Ilgalong Community Road - Agm 661 (Feb/March 2015)	D65	53,921	0
Londor - Meekatharra Road - Agm 661 (Feb/March 2015)	D66	900,650	0
Ashburton Downs - Meekatharra Road - Agm 661 (Feb/March 2015)	D67	1,330,485	464,796
Sandstone Road - Meekatharra Road - Agm 661 (Feb/March 2015)	D68	194,073	0
Pingandy Road - Agm 661 (Feb/March 2015)	D69	71,060	0
Paroo Road - Agm 661 (Feb/March 2015)	D7	76,509	0
Beringarra - Mt Gould Road - Agm 661 (Feb/March 2015)	D77	95,912	0
Moorarie - Trillbar Road - Agm 661 (Feb/March 2015)	D79	200,722	0
Horseshoe Lights Access Road - Agm 661 (Feb/March 2015)	D83	378,424	338,708
Peak Hill - Horse Shoe Lights Road - Agm 606	L114	0	2,800
Ilgarrie Road - Agm 606	L16	0	2,608
Wheelarrana West Road - Agm 606	L18	0	7,013
Peak Hill - Three Rivers Road - Agm 606	L2	0	115,003
Turee Creek Road - Agm 606	L20	0	6,667
Milgun Yarlalweelor Road - Agm 606	L26	0	52,332
Neds Creek - Wiluna North Road - Agm 606	L5	0	4,978
Londor Rd - Regional Road Group Funding \$204,617	RA66	0	14,150
Londor Rd - Regional Road Group Funding	RR66	180,000	181,193
Londor Road - Royalties For Regions Funding	YY66	1,000,000	1,488,208
Roads Infrastructure Total		13,455,864	4,744,622

SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 9: CAPITAL DISPOSALS

Original Budget Profit/(Loss) of Asset Disposal			Disposals	Actual YTD				Comments
Net Book Value	Proceeds	Profit (Loss)		Cost	Net Book Value	Proceeds	Profit (Loss)	
\$	\$	\$						
			Plant and Equipment					
			Transport					
20,961	28,000	7,039	P445 - 2012 Toyota Hilux 4x4 3.0L - Leading Hand (1EOU 688)					Will be traded later in 15/16
8,984	10,000	1,016	P425 - 2010 Mazda BT-50 4x2 Utility - Town Crew (1DLW347)					Will be traded later in 15/16
8,984	12,000	3,016	P426 - 2010 Mazda BT-50 4x2 Utility - Ops Officer (1DLW348)					Will be traded later in 15/16
8,984	10,000	1,016	P402 - 2008 Toyota Hilux Ute (1CYW 828)					Will be traded later in 15/16
15,571	16,000	429	P421 - 2010 Ford Ranger Crew Cab XLT 4x4 (1DVV920)	26,000	12,537	7,364	(5,173)	
15,988	10,000	(5,988)	P100 - 2005 Road Sweeper Tennant (MK3652)					Unlikely to be traded in 15/16
87,928	35,000	(52,928)	P405 - 2008 WA Hino Dual Cab Truck (1DAC180)					Will be traded later in 15/16
79,945	35,000	(44,945)	P349 - 2001 Volvo G720 Grader (1CLH589)	100,000	76,630	48,000	(28,630)	
67,953	15,000	(52,953)	P109 - 2005 Nissan UD Prime Mover (1CBX525)					Will not be traded in 15/16
32,939	35,000	2,061	P437 - 2012 Toyota Landcruiser GXL - Works Manager (MK3800)	55,000	27,455	25,455	(2,000)	
0	0	0	P387 - 2006 Nissan UD Diesel Truck	85,000	64,437	36,000	(28,437)	
			Other Properties and Services					
23,956	30,000	6,044	P422 - 2009 Toyota Prado GXL - Project Officer (1EKA761)					Unlikely to be traded in 15/16
372,194	236,000	(136,194)		266,000	181,059	116,818	(64,241)	
Comments								

ACTIONS TAKEN UNDER DELEGATED POWER REQUIRING NOTIFICATION TO COUNCIL

There were no actions taken under delegated powers that require reporting to Council in March 2016.

9.2.2 OUTSTANDING DEBTORS

Title/Subject:	OUTSTANDING DEBTORS
Agenda/Minute Number:	9.2.2
Applicant:	Nil
File Ref:	ADM 171
Disclosure of Interest:	Nil
Date of Report:	1 April 2016
Author:	Svenja Clare Finance Officer


Signature of Author

Senior Officer:	Roy McClymont Chief Executive Officer
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Signature Senior Officer

Summary:

Attached is a copy of the detailed outstanding Sundry Debtors.

Background:

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

The following applies to all outstanding debtors –

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

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

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

Comment:

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

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Loss of revenue

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy

Seconded: Cr HJ Nichols

That Council receives the outstanding monthly Debtor Trial Balance for 31 March 2016.

CARRIED 5/0

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 16 APRIL 2016

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*** SHIRE OF MEEKATHARRA ***

		Debtors Trial Balance					Total	
		As at 31.03.2016						
Debtor #	Name	Credit Limit	01.01.2016	31.01.2016	01.03.2016	31.03.2016		
			GT 90 days	GT 60 days	GT 30 days	Current		
			Age					
			Of Oldest Invoice (90Days)					
A041	AD ASTRAL AVIATION		3033.85	112	3715.89	6349.81	0.00	13099.55
B043	ADRIAN BAUMGARTEN		0.00	0	0.00	0.00	1169.54	1169.54
A114	AERO JACKS PTY LTD		82.74	112	0.00	0.00	0.00	82.74
A069	AEROPEARL AVIATION		0.00	0	0.00	0.00	133.35	133.35
A113	AEROSPACE OPERATIONS AUSTR		48.44	554	0.00	0.00	0.00	48.44
A084	AIR SCOTH PTY LTD		0.00	0	163.07	0.00	0.00	163.07
A079	ALPINE HILL PTY LTD		0.00	0	0.00	22.00	0.00	22.00
A116	ARAFURA AVIATION		0.00	0	0.00	24.67	0.00	24.67
A017	AUSTRALIAN TAXATION OFFICE		0.00	0	0.00	0.00	0.00	-10.64
A118	AVIAIR PTY LTD		0.00	0	0.00	63.50	0.00	63.50
P090	BENJAMIN RONALD POVEY		14960.00	331	0.00	0.00	0.00	14960.00
A11	BILL ATYEO		0.00	0	0.00	0.00	230.73	230.73
B2	BP AUSTRALIA PTY LTD		0.00	0	0.00	0.00	189.12	189.12
B035	BRISTOW HELICOPTERS PTY LT		0.00	0	0.00	134.40	0.00	134.40
B038	BROOME AIRSERVICES		60.96	112	0.00	181.44	0.00	242.40
B002	BURROWS AG		0.00	0	0.00	0.00	155.70	155.70
C152	CATANIA, V		0.00	0	0.00	39.00	0.00	39.00
C026	CHINA SOUTHERN W/AUSTRALIA		0.00	0	0.00	0.00	0.00	-228.00
B022	CLARK BUTSON		78.36	112	0.00	962.42	0.00	1040.78
C113	COBHAM AVIATION		0.00	0	0.00	14340.47	0.00	14340.47
C021	COMPLETE AVIATION SERVICES		0.00	0	0.00	129.90	0.00	129.90
D058	DEPARTMENT OF TRANSPORT		0.00	0	0.00	0.00	38500.00	38500.00
D097	DESERT ENTERPRISE AUSTRALI		0.00	0	0.00	0.00	1692.32	1692.32
D071	DRILLPOWER		0.00	0	0.00	0.00	2437.50	2437.50
F11	FRONTIER SERVICES		0.00	0	0.00	0.00	209.19	209.19
C128	GEOFFREY CARBERRY		0.00	0	0.00	0.00	31.98	31.98
G104	GERALDTON ABORIGINAL REGIO		0.00	0	0.00	81.46	0.00	81.46
G011	GERALDTON AIR CHARTER		26.11	141	0.00	52.22	0.00	78.33
G053	GREEN MINING PTY LTD		123.53	223	0.00	24.65	0.00	148.18
G052	GROUNDWATER CONSULTING SER		0.00	0	0.00	22.00	0.00	22.00
H086	HARTE, MICHAEL JOHN		22.00	100	0.00	0.00	0.00	22.00
H014	HELIBITS PTY LTD (HELIWEST		0.00	0	0.00	36.00	0.00	36.00
H079	HOLLY'S CLEAN 'N GREEN		43.10	118	0.00	43.10	0.00	86.20
D076	HOWDEN CONTRACTING AND TRA		0.00	0	0.00	0.00	122.60	122.60
J033	JAMES JOSEPH BUCHANAN		0.00	0	0.00	0.00	28.67	28.67

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 16 APRIL 2016

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*** SHIRE OF MEEKATHARRA ***

		Debtors Trial Balance				Drift of REBALANCE			
		As at 31.03.2016							
Debtor #	Name	Credit Limit	01.01.2016		31.01.2016	01.03.2016	31.03.2016	Total	
			GT 90 days	Age	GT 60 days	GT 30 days	Current		
			Of						
			Oldest Invoice (90Days)						
J018	JANDAKOT FLIGHT CENTRE		0.21	122	0.00	0.00	0.00	0.21	
J039	JULIE'S BEAUTY		4.24	122	0.00	0.00	0.00	4.24	
L035	LGIS		0.00	0	0.00	0.00	1731.90	1731.90	
B095	MATTHEW BARRETT- LENNARD		0.00	0	22.00	22.00	0.00	44.00	
MC1D	MEEKATHARRA CARAVAN PARK		254.82	397	0.00	96.10	0.00	350.92	
M41	MEEKATHARRA PREMIX CONCRET		0.00	0	0.00	0.00	310.18	310.18	
M162	MEEKATHARRA RANGELANDS BIO		0.00	0	0.00	0.00	137.30	137.30	
M114	MICHAEL WALLEY		0.00	0	0.00	41.52	0.00	41.52	
M157	MINOVATION PTY LTD		0.00	0	0.00	44.00	0.00	44.00	
M052	MOBIL OIL AUSTRALIA PTY LT		0.00	0	0.00	400.32	400.32	800.64	
N050	NAAGUJA WARANGKARRI ABORIG		0.00	0	0.00	114.55	0.00	114.55	
N009	NANTAY PTY LTD - MAROOMBA		0.00	0	0.00	266.70	0.00	266.70	
P078	PEAKALL, DARREN RAY		0.00	0	0.00	22.00	0.00	22.00	
R060	REVESCO AVIATION PTY LTD		0.00	0	0.00	0.00	1064.00	1064.00	
G103	RICHARD ELLIOT GREEN		42.08	141	0.00	0.00	0.00	42.08	
B028	RL & MA BELL		0.00	0	0.00	0.00	21.59	21.59	
R013	ROYAL ANTEDILUVIAN ORDER O		46.57	99	0.00	0.00	235.01	281.58	
R005	ROYAL FLYING DOCTOR SERVIC		0.00	0	0.00	12006.50	10100.66	22107.16	
S096	S&K ELECTRICAL CONTRACTING		0.00	0	0.00	74.05	0.00	74.05	
S055	SHINE AVIATION SERVICES		0.00	0	0.00	471.70	0.00	471.70	
W2	SHIRE OF WILUNA		0.00	0	85328.17	0.00	0.00	85328.17	
S128	SKENOS PTY LTD		0.00	0	0.00	22.00	0.00	22.00	
S007	SKIPPERS AVIATION		0.00	0	0.00	1447.75	0.00	1447.75	
S078	STAR AVIATION PTY LTD		0.00	0	90.72	0.00	0.00	90.72	
T056	TEX ONSITE PTY LTD		1.11	122	0.00	0.00	0.00	1.11	
N033	THE NATIONALS FOR REGIONAL		0.00	0	0.00	0.00	0.00	-62.70	
V024	VETERANS LEGION OF MEEKATH		5500.00	120	0.00	0.00	0.00	5500.00	
W061	WALKER, DAVID		0.00	0	0.00	0.00	495.47	495.47	
W077	WILTSHIRE, RICHARD		0.00	0	0.00	0.00	0.00	-0.05	
W031	WNN MACDONALD P/L		0.00	0	0.00	22.00	0.00	22.00	
Totals --- Credit Balances:		-301.39	24328.12		89319.85	37558.23	59397.13	210301.94	

Title/Subject: LIST OF ACCOUNTS ENDED MARCH 2016
Agenda/Minute Number: 9.2.3
Applicant: Nil
File Ref: ADM 171
Disclosure of Interest: Nil
Date of Report: 1 April 2016
Author: Svenja Clare
Finance Officer


Signature of Author

Senior Officer: Roy McClymont
Chief Executive Officer


Signature Senior Officer

Summary:

Accounts are to be presented to council for payments.

Background:

List of accounts

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

Comment:

Each month the accounts are presented to council for payment;

Municipal	Voucher No's	Amount:	\$	1,385,014.83
Trust Account	Voucher No's	Amount:	\$	56.65
Air BP	Voucher No's	Amount:	\$	2,126.28
		Total	<u>\$</u>	<u>1,387,197.76</u>

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

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

Policy Implications:

Nil

Financial Implications:

Accounts to be paid

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr PW Curley

Seconded: Cr PS Clancy

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

CARRIED 5/0

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 16 APRIL 2016

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SHIRE OF MEEKATHARRA
Accounts Due and Payable under Delegated Authority and Submitted to Council on the
16-Apr-16

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT11826	01/03/2016	JOKAPHINE SUPER FUND	PAYROLL DEDUCTIONS	-2719.80		
EFT11827	01/03/2016	S&K ELECTRICAL CONTRACTING PTY LTD	SERVICE VARIOUS AIRCONS, LIGHT/SMOKE ALARM/FAN REPLACEMENTS 220 DARLOT ST	-5852.31		
EFT11832	01/03/2016	VIVA ENERGY AUSTRALIA LTD (SHELL COMPANY)	Rates refund for assessment A227 89 OLIVER STREET as requested by owner	-458.00		
EFT11833	04/03/2016	BYRNE CASH ENTERPRISES (G&T FAMILY TRUST)	RUBBISH CONTRACT FEBRUARY 2016	-17249.66		
EFT11834	15/03/2016	AMPAC DEBT RECOVERY (WA) PTY LTD	COMMISSION ON RATES RECOVERY FEB 2016	-79.46		
EFT11835	15/03/2016	ANL LIGHTING AUSTRALIA PTY LTD	10X 36W MAXILUX FLUO LIGHTS PLUS 10X STARTER PACKS	-109.90		
EFT11836	15/03/2016	API MANAGEMENT PTY LIMITED	Rates refund for assessment A5718 E52/1747 as requested by owner	-1951.26		
EFT11837	15/03/2016	ASHDOWN INGRAM	VARIOUS PARTS (O-RINGS, HOSES ETC)	-625.76		
EFT11838	15/03/2016	AUSRECORD	FILING ACCESSORIES (TUBE CLIPS ETC)	-154.00		
EFT11839	15/03/2016	AUSTRALIA POST	POSTAGE FEBRUARY 2016	-544.70		
EFT11840	15/03/2016	B & E TRENFIELD	TRIM ALL TREES IN FRONT YARD UNIT ONE REGAN STREET	-400.00		
EFT11841	15/03/2016	BAILEY'S BODY BUILDERS PTY LTD	16X PINBUSH KITS	-388.43		
EFT11842	15/03/2016	BLUSTEEL PTY. LTD.	SUPPLY STEEL AS PER QUOTE 202268 FOR YOUTH CENTRE ROOM	-775.46		
EFT11843	15/03/2016	BUNNINGS GROUP LIMITED	MATERIALS FOR REGAN STREET RENOVATIONS (DOOR STOPPERS ETC)	-411.00		
EFT11845	15/03/2016	CANINE CONTROL	RANGER SERVICES ON 16TH & 17TH FEBRUARY 2016	-3689.99		
EFT11846	15/03/2016	CHAMPION BAY TROPHIES	PLAQUE IN MEMORY OF ROHAN & GIDEE FOR SANDSTONE RD	-143.30		
EFT11847	15/03/2016	COURIER AUSTRALIA	VARIOUS FREIGHT	-289.32		
EFT11848	15/03/2016	COVS AUTOMOTIVE, MINING AND INDUSTRIAL SUPPLIES	EXT FLEX SUIT 700MM GREASE GUN, METER FUEL 1 BSP PORTS, TYPE DP ALUMINIUM CAMLOCK	-506.53		
EFT11849	15/03/2016	DANIKA CHANDLER	FINANCIAL CONSULTING FEES- BANK RECS DEC 15 & JAN 16, RATES FOR JAN & FEB 16	-1365.00		
EFT11850	15/03/2016	FRIG TECH SERVICES	REPLACE AIRCON MOTOR 2/16 REGAN ST; SUPPLY & INSTALL 3 AIRCONS AT LOT 204 HILL ST	-9650.48		
EFT11851	15/03/2016	GERALDTON MURCHISON FREIGHT (KL & HS KEYNES)	FREIGHT FROM BUNNINGS AND MCDONALDS WHOLESALERS	-836.00		
EFT11852	15/03/2016	GRANTS EMPIRE	WRITE & SUBMIT GRANT APPLICATION FOR SAFER STREETS PROGRAM - PMNT 2 OF 2	-396.00		
EFT11853	15/03/2016	GREAT NORTHERN RURAL SERVICE	SPRINKLERS AND BEETLE KILLER	-1194.96		
EFT11854	15/03/2016	HOLLY'S CLEAN 'N GREEN TRUST	CLEANING (OFFICE, GYM, CONSULTANTS QUARTERS, YOUTH CENTRE, DEPOT, 3/213 DARLOT ST)	-1731.95		
EFT11855	15/03/2016	HOWDEN CONTRACTING AND TRANSPORT	YOUTH CENTRE FRONT FENCE, EXCAVATION OF POWER SERVICES & TRENCHING AT OVAL	-4719.00		
EFT11856	15/03/2016	IMAGINATION PLAY	SUPPLY & DELIVERY OF OUTDOOR SPORTS EQUIPMENT	-5427.03		
EFT11857	15/03/2016	IXOM OPERATIONS PTY LTD (ORICA)	CHEMICALS FOR POOL FOR POOL 3X 70KG	-118.67		
EFT11858	15/03/2016	JACKSONS DRAWING SUPPLIES PTY LTD	2X BOXES OF 3 BLACK ROTRING RAPIDOGRAPH REFILLS PLUS FREIGHT	-35.63		
EFT11859	15/03/2016	LANDGATE	MINING TENEMENT SCHEDULE M2015/02-8.1.16 TO 3.2.16	-112.50		
EFT11860	15/03/2016	LONGMUIR TRANSPORT SERVICES PTY LTD	TWO SIDE TIPPER LOADS OF SCRAP TYRES TO CASHMANS TYRE DISPOSAL SITE	-3300.00		
EFT11861	15/03/2016	MCDONALDS WHOLESALERS	LOLLIES FOR COMMUNITY EASTER EGG HUNT	-141.20		
EFT11862	15/03/2016	MIDWEST WINDSCREENS & WINDOW TINTING	FIT FRONT AND REAR GLASS TO MINI DIGGER PLUS TRAVEL	-412.50		
EFT11863	15/03/2016	MTF SERVICES	FLOOD DAMAGE WORKS YOUNG DOWNS	-360968.30		
EFT11864	15/03/2016	MURCHISON FABRICATION	DOG POUND FENCE, TRAILER BRACKETS, AIRPORT GATES HINGES, REPAIR DOUBLE GATE, YC TOILET BLOCK RENOVATIONS	-19029.90		
EFT11865	15/03/2016	MUSEUMS AUSTRALIA MIDWEST CHAPTER	AFFILIATION FEE FROM NOV 2015 TO NOV 2016	-10.00		
EFT11866	15/03/2016	MUSGRAVE MINERALS LIMITED	Rates refund for assessment A7674 E52/3332 as requested by owner	-449.23		
EFT11867	15/03/2016	NORTHAMPTON GRADER HIRE	MAINTENANCE GRADING (ASHBURTON DWNS, MINGAH, WOODLANDS, SANDSTONE, GABANINTHA-NANNINE ROADS)	-42432.50		
EFT11868	15/03/2016	PEMCO DIESEL PTY LTD	AIR FILTERS & INDICATORS	-722.70		
EFT11869	15/03/2016	PERFECT COMPUTER SOLUTIONS PTY LTD (PCS)	SCAN CDO MACHINE FOR VIRUS/MALICIOUS SOFTWARE-ASSIST PC DOWN	-340.00		
EFT11870	15/03/2016	QUINN, RACHEL	REIMBURSEMENT FOR EASTER EGG HUNT SUPPLIES	-142.64		
EFT11871	15/03/2016	ROBERT BINSIAR	RENT REIMBURSEMENT DUE TO CHANGE OF SHIRE HOUSING FOR PAY PERIODS 24.2.16 & 9.3.16	-94.29		
EFT11872	15/03/2016	ROYAL LIFE SAVING SOCIETY OF AUSTRALIA	FIRST AID KIT INDUSTRIA MAX	-173.50		
EFT11873	15/03/2016	SALMON, KERRY	DONATION TO LEUKAEMIA FOUNDATION WORLD'S GREATEST SHAVE - K SALMON	-500.00		
EFT11874	15/03/2016	TOLL EXPRESS	FREIGHT FROM SYLEX - 19.2.16	-66.90		

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 16 APRIL 2016

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SHIRE OF MEEKATHARRA
Accounts Due and Payed under Delegated Authority and Submitted to Council on the
16-Apr-16

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT11875	15/03/2016	TRENFELD MOTORS	ENGINE OIL, HYDRAULIC OIL, WINDOW REPAIRS, BATTERIES, REPLACEMENT WINDSCREEN, PRIME MOVER INSURANCE REPAIRS, DRIVE SHAFT BEARING, TRACTOR A/C, TYRES, PUMPS & MOTORS	-21272.03		
EFT11876	15/03/2016	TRUCK CENTRE WESTERN AUSTRALIA	CONDENSOR FOR AIR CONDITIONER	-2806.40		
EFT11877	15/03/2016	TUSS GROUP PTY LTD	VARIOUS SIZES CULVERTS	-10917.40		
EFT11878	15/03/2016	VIDGUARD SECURITY SYSTEMS	POOL CCTV INSTALLATION, RELOCATE/REPROGRAM ALARMS 2+3/16 REGAN, MONITORING NEW ALARM	-7229.43		
EFT11879	15/03/2016	WATTLEUP TRACTORS	VARIOUS PARTS FOR URSUS TRACTOR AS QUOTED BY MIKE BLASDALE	-574.90		
EFT11880	15/03/2016	WELLINGTON ELECTRICAL	SUPPLY AND FIT GPO AND BREAKER FOR ATU: BACKYARD POWERPOINT REPAIRS 408 HILL ST	-419.10		
EFT11881	15/03/2016	WESTRAC EQUIPMENT	UPPER FRONT GLASS 288-8841, REAR GLASS 281-1154	-660.73		
EFT11882	15/03/2016	CABCHARGE AUSTRALIA LIMITED	CABCHARGE FEB 16 - CIARAN RECORDS COURSE, NORM & ROY MEETING WITH MINISTER	-202.67		
EFT11883	17/03/2016	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BP15-006 CENTREL P/L BSL TO BUILDING COMMISSION			-56.65
EFT11884	31/03/2016	AIT SPECIALISTS PTY LTD	FUEL TAX CREDITS 01/10/15 TO 30/11/15	-1384.90		
EFT11885	31/03/2016	ANDREW BINSIAR	MEETING FEE OCM & HBTP MEETING ON 19/03/16	-300.00		
EFT11886	31/03/2016	ATYEO'S ENVIRONMENTAL HEALTH SERVICES PL	EHO DUTIES 9/2/16, 13/2/16 + 8-11/3/16	-4914.40		
EFT11887	31/03/2016	B & E TRENFELD	TOWN MAINTENANCE CONTRACT MARCH 2016	-10882.56		
EFT11888	31/03/2016	BEELINE SERVICES	TRENCHING FOR ELECTRICAL WORKS OVAL LIGHTING	-11759.00		
EFT11889	31/03/2016	BLUSTEEL PTY. LTD.	VARIOUS RHS AND FLAT BAR; FENCING WIRE AND CHAINLINK 15M ROLLS	-16540.06		
EFT11890	31/03/2016	BOC GASES	CYLINDER RENT OXY & ACETYLENE FEB16 (OXY G SIZE, ACETYLENE G SIZE & ARGOSHIELD G SIZE)	-67.72		
EFT11891	31/03/2016	BRITEX	SUPPLY AND DELIVERY CHARGES FOR GRAB RAILS FOR SHOWER AREA	-358.40		
EFT11892	31/03/2016	BUNNINGS GROUP LIMITED	TILES, SOAP HOLDERS, TAP RESEATERS, PLASTER TOOLS FOR SHIRE PROJECTS	-925.93		
EFT11893	31/03/2016	BYRNE CASH ENTERPRISES (G&T FAMILY TRUST)	RUBBISH CONTRACT MARCH 2016	-17249.66		
EFT11894	31/03/2016	CANINE CONTROL	RANGER SERVICES ON 8-11/3/16 + ADDITIONAL VISIT 16-17/03/16	-7379.98		
EFT11895	31/03/2016	CHILD SUPPORT AGENCY	Payroll deductions	-745.09		
EFT11896	31/03/2016	COCKBURN CEMENT LTD	21 TONNE GP CEMENT	-7299.86		
EFT11897	31/03/2016	COMMERCIAL HOTEL MEEKATHARRA	DINNER FOR MURCHISON EXECUTIVE GROUP 21/03/16; COUNCIL LUNCHES 19/03/16	-768.90		
EFT11898	31/03/2016	CONTRACT AQUATIC SERVICES	CONTRACT MANAGEMENT FEE MAR 2016	-16578.10		
EFT11899	31/03/2016	COURIER AUSTRALIA	VARIOUS FREIGHT	-331.28		
EFT11900	31/03/2016	DAVID KENNETH HODDER	MEETING FEE OCM & HBTP MEETING ON 19/03/2016	-300.00		
EFT11901	31/03/2016	DINGO DESIGN	MONTHLY COUNCIL NEWS FOR MAR 2016	-300.00		
EFT11902	31/03/2016	DIRECT FASTENER & INDUSTRIAL SUPPLIES	SIDCHROME RATTLE GUN 1/2 DRIVE"	-823.90		
EFT11903	31/03/2016	DUNNING INVESTMENTS P/L	48.816 LTS DIESEL TO AIRPORT @ \$0.93 INC GST	-45398.64		
EFT11904	31/03/2016	EAST, KRYS	REIMBURSEMENT FOR MEAL COSTS DURING WORKSHOP ATTENDANCE 14-17 MARCH 2016	-53.75		
EFT11905	31/03/2016	FARMER JACKS	VARIOUS PURCHASES	-2339.14		
EFT11906	31/03/2016	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES FEBRUARY 2016	-1013.96		
EFT11907	31/03/2016	GALVINS PLUMBING PLUS	LOT 304 DARLOT ST-SUPPLY TAPS FOR SHOWER AREA	-210.60		
EFT11908	31/03/2016	GERALDTON FUEL	FUEL CARD PURCHASES FEB 16	-2827.74		
EFT11909	31/03/2016	GERALDTON MURCHISON FREIGHT (KL & HS KEYNES)	VARIOUS FREIGHT	-588.50		
EFT11910	31/03/2016	GRANTS EMPIRE	WRITE & SUBMIT COMMUNITY CHEST GRANT APPLICATION PAYMENT 2/2	-462.00		
EFT11911	31/03/2016	GREAT NORTHERN RURAL SERVICE	SUPPLY SUBSURFACE RETIC KIT FOR 204 HILL ST; TROUGH CEMENT 3' HORSE WITH COVER, FLOAT VALVE 34" GUYCO HORSE TROUGH FLOATS	-1566.40		
EFT11912	31/03/2016	HART SPORT	NEW LITTLE ATHLETICS EQUIPMENT FOR SPORTS & REC PROGRAM	-154.20		
EFT11913	31/03/2016	HOLCIM (AUSTRALIA) PTY LTD	163.6 TONNE 14ML SEALING AGGREGATE DELIVERED TO LANDOR ROAD	-15323.59		
EFT11914	31/03/2016	HOLLY'S CLEAN 'N GREEN TRUST	CLEANING (OFFICE, GYM, CONSULTANTS QUARTERS, YOUTH CENTRE, DEPOT)	-2507.45		
EFT11915	31/03/2016	HOWDEN CONTRACTING AND TRANSPORT	VARIOUS CONTRACTING WORK (PICKUP & TRANSPORT PLANT, ROAD SURVEYS, PLANT MAINTENANCE)	-4389.00		
EFT11916	31/03/2016	HOWDEN, ROSS K	MEETING ATTENDANCE FEE 19/03/16, TRAVEL ALLOWANCE 19/03/16	-313.16		
EFT11917	31/03/2016	JOHN D CLARK	REPAINT EXTERIORS ALL UNITS 16 REGAN; PAINT DOORS & FRAMES AT RED SAND BOX	-12500.00		
EFT11918	31/03/2016	JOKAPHINE SUPER FUND	PAYROLL DEDUCTIONS	-2719.80		
EFT11919	31/03/2016	JOONDALUP RESORT	ACCOMMODATION FOR KRYS EAST - FBTP CONFERENCE 15-17 MARCH 2016	-514.00		
EFT11920	31/03/2016	JQ SATELLITE SERVICES	CHECK DECODERS AND TRANSMITTERS AT BROADCAST SITE, TAKE FOR REPAIRS	-980.98		

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 16 APRIL 2016

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SHIRE OF MEEKATHARRA
Accounts Due and Payed under Delegated Authority and Submitted to Council on the
16-Apr-16

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT11921	31/03/2016	JR & A HERSEY PTY LTD	VARIOUS PURCHASES (RAGS, TAPE, SPRAY PAINT, SHOVELS, RAKES, CABLE TIES, FLAGS ETC)	-1211.60		
EFT11922	31/03/2016	KOTT GUNNING LAWYERS	LEGAL ADVICE (SALE OF PADDY'S FLAT, RUBBISH CONTRACT)	-921.80		
EFT11923	31/03/2016	LACY CONTRACTING SERVICES	TRANSPORT SEA CONTAINER FROM GERALDTON	-1512.50		
EFT11924	31/03/2016	LGRCEU (FORMERLEY) MUNICIPAL EMPLOYEES UNION	Payroll deductions	-38.80		
EFT11925	31/03/2016	MEEKA FM COMMUNITY RADIO STATION INC	2015/16 BUDGET DONATION	-3000.00		
EFT11926	31/03/2016	MEEKA GOES GREEN INC (MGG)	2015/16 BUDGET DONATION	-3000.00		
EFT11927	31/03/2016	MEEKATHARRA CORNER STORE	VARIOUS PURCHASES	-789.16		
EFT11928	31/03/2016	MEEKATHARRA VOLUNTEER FIRE BRIGADE	2015/16 BUDGET DONATION	-2000.00		
EFT11929	31/03/2016	ML & GJ TRENFIELD CONTRACTING	AERODROME MANAGEMENT CONTRACT MARCH 2016	-20900.00		
EFT11930	31/03/2016	MURCHISON CARPENTRY	REPAIR & REPLACE 2X BROKEN GLASS WINDOW AT WORKS DEPOT	-330.00		
EFT11931	31/03/2016	MURCHISON FABRICATION	POOL ROLLER DOOR REPAIRS, SLASHER SKID BARS, FABRICATE BBQ COVER, COMPLEX DOORS	-13249.10		
EFT11932	31/03/2016	NAVSDRON PTY LTD (MEGAN SHIRT)	MONTHLY FINANCIAL STATEMENTS NOV - FEB, GENERAL ASSISTANCE MARCH 2016	-5390.00		
EFT11933	31/03/2016	NGE NORTHERN GOLDFIELDS EARTHMOVING	FLOOD DAMAGE CONTRACT WORKS ASHBURTON DOWNS ROAD	-349943.00		
EFT11934	31/03/2016	OCEAN CENTRE HOTEL	1 NIGHT 03/16 ROY MCCLYMONT ATTENDING MID WEST HEALTH STRATEGY STEERING GROUP MEETING	-233.00		
EFT11935	31/03/2016	PARKER ALUMINIUM WINDOWS	SHOWER SCREENS FOR 1.2 AND 3.16 REGAN	-2772.00		
EFT11936	31/03/2016	PEMCO DIESEL PTY LTD	HINO TRUCK POWER FAULT REPAIRS, VARIOUS RIMS JACKS AND SOCKET AND BAR SETS, VARIOUS HUBS AND KITS, BOMAG 16.6 TON PADFOOT-REPAIR AIR CONDITIONER ELECTRICAL FAULT	-9143.03		
EFT11937	31/03/2016	PERFECT COMPUTER SOLUTIONS PTY LTD (PCS)	REMOTE COMPUTER ASSISTANCE (SCAN FUNCTION DOCLIPRINT, NEW PRINTER SET UP)	-425.00		
EFT11938	31/03/2016	PETER SHANE CLANCY	MEETING FEE OCM & HBTP MEETING ON 19/03/2016	-300.00		
EFT11939	31/03/2016	PHILLIP WAYNE CURLEY	MEETING FEE OCM MEETING ON 19/03/16	-200.00		
EFT11940	31/03/2016	RAPID PLASTICS WA	SUPPLY AND DELIVER 30M LEACH DRAIN AND GEO WRAP FOR OVAL TOILET BLOCK	-1634.00		
EFT11941	31/03/2016	ROYAL LIFE SAVING SOCIETY OF AUSTRALIA	GAS AND COMPLIANCE AUDIT	-2465.10		
EFT11942	31/03/2016	S&K ELECTRICAL CONTRACTING PTY LTD	REPLACE BROKEN AIR CONDITIONING UNIT @ SHIRE OFFICE WITH 10KW UNIT	-6485.08		
EFT11943	31/03/2016	S.A. HINES CONTRACTING	RELOCATE BELELE STATION ROADSIDE FENCE AWAY FROM EDGE OF ROAD TO FACILITATE NEW ROAD CONSTRUCTION AND FOR ROADSIDE SAFETY	-3300.00		
EFT11944	31/03/2016	ST JOHN AMBULANCE, MEEKATHARRA SUB CENTRE	2015/16 BUDGET DONATION	-2000.00		
EFT11945	31/03/2016	SUNNY SIGN PTY LTD	3 X TOILET SIGNAGE FOR YOUTH CENTRE	-240.79		
EFT11946	31/03/2016	TOTAL TRANSPORTABLES	TWO DOOR HANDLES	-55.00		
EFT11947	31/03/2016	TRENFIELD MOTORS	INSTALL BORE PUMPS/GENSETS, SUPERVISION OF FLOOD DAMAGE REPAIRS VARIOUS ROADS, SELECT BORE SITES, SUPERVISION WATER BORING, SERVICE GENSETS, SUPPLY BATTERY	-42946.33		
EFT11948	31/03/2016	TRENFIELD, NORMAN	MEETING FEE OCM & HBTP MEETING ON 19/03/16	-400.00		
EFT11949	31/03/2016	TUTT BRYANT EQUIPMENT	1X HINGE, 3X HINGES CAB WINDOW	-175.95		
EFT11950	31/03/2016	UI HOME IMPROVEMENTS	CRANE HIRE TO LIFT SEA CONTAINER, VANITY UNITS FOR REGAN ST UNITS, SUPPLY 4 MODULAR KITCHENS FOR REGAN ST UNITS	-66710.96		
EFT11951	31/03/2016	WA COUNTRY HEALTH SERVICE (MEEKATHARRA GP	PRE EMPLOYMENT MEDICAL FOR THREE NEW DEPOT STAFF MEMBERS	-594.00		
EFT11952	31/03/2016	WELLINGTON ELECTRICAL	SPIGOT ADAPTERS FOR LIGHT FITTINGS, TEST & TAG POOL, AIRPORT TERMINAL POWER POINT REPLACEMENT, LED LIGHTS SPORTS COMPLEX, TAGGING AT YC, RANGEHOOD FOR COMPLEX, 303 DARLOT ST RETIC SYSTEM, OVAL RETIC ELECTRICS, HV FUSES CHECK, VARIOUS ELECTRICAL REPAIRS 1+2 REGAN ST	-7229.77		
EFT11953	31/03/2016	WESTRAC EQUIPMENT	VARIOUS PARTS (NUTS, HOSES, TEETH, PINS, CAT KEYS, CLAMPS, FILTERS, RETAINERS)	-5855.17		
EFT11954	31/03/2016	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	1X CTN OF DEGRADABLE DOG WASTE BAGS	-130.90		
EFT11955	31/03/2016	YULELLA BUILDING AND CONSTRUCTION	4X CARBODY REMOVALS	-506.00		
EFT11956	31/03/2016	FRONTIER RV	BATTERY SYSTEM, SPOTLIGHTS, UHF RADIO & ANTENNA, REAR WORK LIGHTS, SATELLITE PHONE SYSTEM & SUNDRY WORKS TO WSM VEHICLE	-1995.60		
25304	01/03/2016	HORIZON POWER	ELECTRICITY CHARGES 22/12/2015 - 12/02/2016	-34750.01		
25305	01/03/2016	PIVOTEL SATELLITE PTY LTD - GLOBAL STAR	SATELLITE PHONE CHARGES JAN-FEB 2016, GST	-462.07		
25306	01/03/2016	SHIRE OF MEEKATHARRA	Payroll deductions	-931.96		
25307	01/03/2016	WATER CORPORATION	WATER CHARGES - 08/12/2015 - 10/02/2016	-15748.72		
25308	01/03/2016	WESTNET PTY LTD	MARCH INTERNET CHARGES	-309.80		
25309	01/03/2016	EMERGENT RESOURCES LIMITED	Rates refund for assessment A5970 E52/1006 as requested by owner	-696.83		

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SHIRE OF MEEKATHARRA
Accounts Due and Payed under Delegated Authority and Submitted to Council on the
16-Apr-16

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
25310	08/03/2016	SHIRE OF MEEKATHARRA	SHIRE OFFICE CASH FLOAT (FOR TILL AND PETTY CASH DUE TO BANK CLOSURE)	-5000.00		
25311	15/03/2016	DEPARTMENT OF MINES AND PETROLEUM	RENEWAL OF DANGEROUS GOODS LICENCE 07/04/16 TO 06/04/17	-655.60		
25312	15/03/2016	WATER CORPORATION	WATER CHARGES - 01/03/16 TO 30/04/16	-37.68		
25313	31/03/2016	FAUREX PTY LTD	Rates refund for assessment A7589 E51/1633 as requested by owner	-1355.65		
25314	31/03/2016	HORIZON POWER	ELECTRICITY CHARGES 01/02/16 TO 29/02/2016	-10086.78		
25315	31/03/2016	PIVOTEL SATELLITE PTY LTD - GLOBAL STAR	SATELLITE PHONE CHARGES FEB/MAR/16	-575.79		
25316	31/03/2016	SHIRE OF MEEKATHARRA	Payroll deductions	-1653.90		
25317	31/03/2016	TELSTRA CORPORATION LIMITED	TELEPHONE CHARGES MARCH 2016	-6490.84		
25318	31/03/2016	WESTNET PTY LTD	INTERNET APRIL 2016	-274.80		
DD11519.1	09/03/2016	WA SUPER	Payroll deductions	-6942.85		
DD11519.2	09/03/2016	BT SUPER FOR LIFE	Superannuation contributions	-853.24		
DD11519.3	09/03/2016	COMMONWEALTH ESSENTIAL SUPER	Superannuation contributions	-186.86		
DD11519.4	09/03/2016	TAL LIFE LIMITED	Superannuation contributions	-197.15		
DD11519.5	09/03/2016	AUSTRALIAN SUPER	Superannuation contributions	-122.37		
DD11519.6	09/03/2016	HOSPLUS	Superannuation contributions	-88.46		
DD11519.7	09/03/2016	CBUS ADMINISTRATION	Superannuation contributions	-200.96		
DD11529.1	21/03/2016	BP OIL (AIR BP)	FEBRUARY 2016 AVGAS PURCHASES (DUE 21/03/2016)		-2126.28	
DD11529.2	22/03/2016	WESTPAC CREDIT CARD	BUS TICKET AND ACCOMMODATION GERO FOR WIC DOCTORS APPOINTMENT, HOTEL FOR COURSE IN KALGOORLIE R.QUINN, CRUISE CONTROL FOR LANDCRUISER, GEOLOGICAL MAPS, HC LEARNERS PERMIT FOR DEPOT EMPLOYEE	-2407.48		
DD11531.1	23/03/2016	WA SUPER	Payroll deductions	-7204.99		
DD11531.2	23/03/2016	BT SUPER FOR LIFE	Superannuation contributions	-1199.08		
DD11531.3	23/03/2016	COMMONWEALTH ESSENTIAL SUPER	Superannuation contributions	-186.86		
DD11531.4	23/03/2016	TAL LIFE LIMITED	Superannuation contributions	-201.41		
DD11531.5	23/03/2016	AUSTRALIAN SUPER	Superannuation contributions	-115.33		
DD11531.6	23/03/2016	HOSPLUS	Superannuation contributions	-136.18		
DD11531.7	23/03/2016	CBUS ADMINISTRATION	Superannuation contributions	-200.96		
DD11531.8	23/03/2016	COLONIAL FIRST STATE	Superannuation contributions	-65.06		
THIS SCHEDULE OF ACCOUNTS PAID UNDER DELEGATED AUTHORITY COVERS:				MUNICIPAL ACCOUNT	-\$ 1,385,014.83	
				AIR BP ACCOUNT	-\$ 2,126.28	
				TRUST ACCOUNT	-\$ 56.65	
					<u>-\$ 1,387,197.76</u>	

TOTALLING \$1,387,197.76 AND WAS SUBMITTED TO EACH MEMBER OF COUNCIL ON THE 14/11/2015 AND WHICH HAVE BEEN DULY CERTIFIED AS TO THE RECEIPT OF GOODS AND THE RETENTION OF SERVICES AS TO THE COSTING AND ARE AMOUNTS PAID.

ROY McCLYMONT
CHIEF EXECUTIVE OFFICER

Title/Subject: 2016 – 2017 SETTING OF THE ANNUAL RATE IN THE DOLLAR

Agenda/Minute Number: 9.2.4

Applicant: Nil

File Ref: ADM 242

Disclosure of Interest: Nil

Date of Report: 24 March 2016

Author: Krys East
Corporate Services Manager/DCEO



Signature of Author

Senior Officer: Roy McClymont
Chief Executive Officer



Signature Senior Officer

Summary/Matter for Consideration:

As part of its adoption process for the 2016 – 2017 Budget Council is required to set a rate in the Dollar (rate in \$) for the forthcoming budget.

Attachments:

Nil

Background:

As per Council Policy 4.7.5 the proposed differential rates are to be set at this Ordinary Council Meeting to allow Council to comply with the timeframes for the statutory requirements.

Comment:

Many factors must be considered when setting the rate in \$ for the various rating categories and gaining Ministerial approval for the setting of the differential rates if Council plan to impose a differential rate which is more than twice the lowest differential rate, as per requirements of the Local Government Act 1995 Section 6.33.

These factors include:

- Consideration of the proposed budget deficiency;
- Substantial increases in rates need to be justified. It cannot just be Consumer Price Index (CPI) without valid reasoning substantiating this;
- Objects and Reasons are required to be prepared which explain the logic behind each different rate and minimum payment;
- Advertising the proposed differential rates and minimum payments for the required minimum of twenty one days (the first day being the day after publication date);
- Consulting with individual ratepayers if only a small number are affected by a significant change to their rates;
- Considering whether the minimum payment applies to more than fifty per cent of the properties in any rating category other than vacant land; and

- Ensuring that Ministerial approval is granted prior to imposing rates.

The following charts provide a comparison with Valuations, Rates in \$ and revenues for the Shire of Meekatharra over the previous 5 years.

GRV

	Valuation \$	Rate in \$	% change Rate in \$	Revenue \$	% change in revenue compared to previous year
11-12	2,603,235	11.0893	0.00%	306,683	-0.56%
12-13	2,619,670	11.3000	1.90%	314,900	2.68%
13-14	2,845,167	11.5712	2.40%	355,803	12.99%
14-15	2,840,743	11.8836	2.70%	362,688	1.94%
15-16	4,165,719	8.6281	-27.39%	394,520	8.78%

UV Mining

	Valuation	Rate in \$	% change Rate in \$	Revenue	% change in revenue compared to previous year
11-12	17,868,712	17.2090	5.00%	3,125,040	25.09%
12-13	17,756,261	18.1039	5.20%	3,267,679	4.56%
13-14	18,167,307	18.5384	2.40%	3,419,117	4.63%
14-15	18,429,110	19.0389	2.70%	3,550,399	3.84%
15-16	17,059,132	19.0389	0.00%	3,305,962	-6.88%

UV Pastoral

	Valuation	Rate in \$	% change Rate in \$	Revenue	% change in revenue compared to previous year
11-12	4,033,716	3.4740	-44.93%	141,560	-3.71%
12-13	3,962,537	3.6546	5.20%	146,055	3.18%
13-14	6,416,179	3.7423	2.40%	241,226	65.16%
14-15	6,415,559	3.8433	2.70%	247,431	2.57%
15-16	4,943,042	5.4945	42.96%	273,073	10.36%

During 2009/2010 the Valuer General determined significant increases in pastoral lease rents across the State. In the Meekatharra Shire this equated to an average increase of 123% which resulted in excessive rate increases for pastoral properties in 2010/2011. There was, however a huge disparity between the valuations across the Meekatharra Shire – with increases ranging from 0% to 379%. Council resolved to waiver the increase for the year ended 30 June 2011.

In 2011/12 Council reduced the rate in the \$ for the Pastoral UV to receive similar rate revenue as in the previous year from Pastoralists.

This table shows the total rates revenues raised for the preceding five years and increase/decrease in rate revenue both in terms of \$ and % value.

	Overall Effects				
	Total Revenue \$	Increase/Decrease \$		Increase/Decrease %	
11-12	3,573,283	↑	619,618	↑	20.98%
12-13	3,728,634	↑	155,351	↑	4.35%
13-14	4,016,146	↑	287,512	↑	7.71%
14-15	4,160,518	↑	144,372	↑	3.59%
15-16	3,973,554	↓	-186,964	↓	-4.49%

Below is a table showing comparisons of Rate in \$ between a few Shires for the 2015/16 period for the various rate types.

	Meekatharra	Wiluna	Cue	Mt Magnet	Menzies	Yalgoo	Ashburton
GRV	8.6281	8.0650 15.5842	10.1100 8.6500	9.7253 10.6963 10.6963 17.7641	7.8870 7.9990	7.4546	5.0208 5.0305
UV Mining	19.0389	14.4800 21.3984	30.5600	30.0826	13.9999 14.2050 14.4110	37.43025 19.88253	38.2467
UV Pastoral	5.4945	10.7292	8.0200	6.4385	3.7470	6.5752	5.2635

Council when considering what rate in the \$ to adopt for different rating categories in the 2016/17 period should be aware that the preliminary draft budget shows that the deficiency required to be made up by rates is a similar amount to last year.

Presented below are some scenarios that Council may wish to consider when setting the rates in the dollar for the different rating categories.

Last year Council received notification of a number of changes made by the Valuers General Office which significantly impacted on rate valuations for the various categories. These included a reduction of almost 50% in Exploration tenement valuations and the scheduled revaluation of GRV for the town site. These changes impacted on the rates revenue expected at the initial OCM held for setting the rate in the \$ and council met on a number of times as advice of changes were received and considered the impact that would result and amended the rates accordingly. It is possible but unlikely that such significant changes to the valuations will happen again this year since GRV won't be revalued until 2020 (every five years). UV Pastoral and UV Mining are updated every year though and are therefore subject to (unforeseeable) change. Staff present to

Council figures based on the current valuations as it is not possible to predict the valuations of the rate book as at 1 July 2016.

If Council make no changes to the rates in the \$ or the minimums adopted in 2015/16 the following table shows the resulting revenue that would be raised in 2016/17.

	Total Props	Valuation as at 28.03.16	Min Amt	Rate in \$	No. Props on Min	2016/17 Actual Rates to Raise	2015/16 Rates Raised	\$ change	% change
GRV Town	405	4,161,269	400.00	8.6281	100	394,232	394,520	-287	-0.07%
UV Mining	1017	16,283,009	350.00	19.0389	333	3,159,130	3,305,961	-146,830	-4.44%
UV Pastoral	47	4,938,042	350.00	5.4945	6	272,722	273,072	-350	-0.13%
						3,826,086	3,973,554	-147,468	-3.71%

The reason for a reduction in rates raised is the valuation for UV Mining \$16,283,009 compared to \$17,059,132 last year. This would be the second year that Mining Values have dropped. In 2014/15 the mining valuation was \$18,429,110, \$2,146,101 more than today's value.

The resulting revenue is based on valuations currently on Councils rate book. Every month Council receive a Mining tenement schedule from the Valuer General Office (VGO). This schedule lists all revaluations as determined by the VGO, change of ownership, change of ownership address and change of status of tenements, whether they have been granted or surrendered. Given that there are still another four tenement schedules that are to be entered on the rating system before the rates run, it is highly likely that the valuation figure may be different to what is presented here and there is no way for staff to predict what the valuation figure will be at that time.

The valuation changes between the time that Council have set the rate in the \$ until rates are raised result in the past have resulted in the following differences in rating yield:

Year	Budget Rates	Actual Rates	Difference
2015/16	\$3,794,353	\$3,973,554	\$179,201
2014/15	\$4,160,518	\$4,188,509	\$27,991
2013/14	\$4,016,146	\$3,878,308	-\$137,838
2012/13	\$3,741,189	\$3,884,850	\$143,661
2011/12	\$3,336,134	\$3,588,555	\$252,421

The discrepancies are addressed during budget reviews.

Whenever Council imposes a differential general rate which is more than twice the lowest differential general rate imposed Council must give notice and seek Ministerial approval. The notice needs to be published in sufficient time to allow compliance with requirements under the Act. This complicates the budget process timeframe therefore it would be ideal if the margin between UV Mining and UV Pastoral could be reduced.

Last year Council adopted the same rate for UV Mining as in 2014/15 and increased the UV Pastoral rate by 42.96%. Reducing the differential rate margin so Council no longer needs to seek Ministerial approval anymore would mean either lowering UV Mining and/or increasing UV Pastoral by 73.25% to 9.5195. This would be an immense increase raising the rates raised from UV Pastoral from \$272,722.60 to \$471,186.84. Alternatively Council could continue to reduce the differential rates margin gradually over a number of years.

Staff have created a range of different GRV, UV Mining and UV Pastoral Rate in \$ scenarios as shown in the tables below.

GRV Scenarios				
2015/16 Value: 4,165,719, Revenue \$394,520				
Current Value: 4,161,269				
Scenario	Rate	Revenue	Revenue Compared to 2015/16	Comment
Retaining Same Rate in \$	8.6281	\$394,233	-0.07% -\$287	Minimal change to rate revenue
2% increase of Rate in \$ to 2015/16	8.8007	\$401,326	1.73% \$6,806	
2% increased Rate Revenue to 2015/16	8.8273	\$402,420	2.00% \$7,900	2.31% increase to Rate in \$ required to achieve 2% increase in Rate Revenue
5% increased Rate Revenue to 2015/16	9.1156	\$414,273	5.01% \$19,753	5.65% increase to Rate in \$ required to achieve ~5% increase in Rate Revenue
10% increased Rate Revenue to 2015/16	9.5960	\$434,054	10.02% \$39,534	11.22% increase to Rate in \$ required to achieve ~10% increase in Rate Revenue

UV Mining Scenarios				
2015/16 Value: 17,059,132, Revenue \$3,305,962				
Current Value: 16,283,009 (still subject to change)				
Scenario	Rate	Revenue	Revenue Compared to 2015/16	Comment
Retaining Same Rate in \$	19.0389	\$3,159,131	-4.44% -\$146,831	Helps with lowering the gap if increase is made to UV Pastoral Rate in \$
2% increase of Rate in \$ to 2015/16	19.4197	\$3,220,091	-2.60% -\$85,871	
Achieving Similar Rate Revenue to 2015/16	19.9500	\$3,305,062	-0.03% -\$900	4.79% increase to Rate in \$ required to achieve similar rate revenue
5% increased Rate Revenue to 2015/16	20.9585	\$3,471,020	4.99% \$165,058	10.08% increase to Rate in \$ required to achieve ~5% increase in Rate Revenue
10% increased Rate Revenue to 2015/16	22.0264	\$3,638,094	10.05% \$332,133	15.69% increase to Rate in \$ required to achieve ~10% increase in Rate Revenue

UV Pastoral Scenarios 2015/16 Value: 4,943,042, Revenue \$273,072 Current Value: 4,938,042				
Scenario	Rate	Revenue	Revenue Compared to 2015/16	Comment
Retaining Same Rate in \$	5.4945	\$272,722	-0.13% -\$350	Similar to rate revenue in 2015/16
10% increase of Rate in \$ to 2015/16	6.0440	\$299,787	9.78% \$26,715	Helps with closing Rate in \$ gap
20% increase of Rate in \$ to 2015/16	6.5934	\$326,847	19.69% \$53,774	Helps with closing Rate in \$ gap
30% increase of Rate in \$ to 2015/16	7.1429	\$353,919	29.61% \$80,846	Helps with closing Rate in \$ gap
40% increase of Rate in \$ to 2015/16	7.6923	\$381,015	39.53% \$107,942	Helps with closing Rate in \$ gap
50% increase of Rate in \$ to 2015/16	8.2418	\$408,132	49.46% \$135,060	Helps with closing Rate in \$ gap
Half of Current UV Mining Rate (increase of 73.26% to Rate in \$)	9.5195	\$471,187	72.55% \$198,114	No ministerial approval required but massive increase to rates

There are many possible combinations of these Rates in \$. On the next page are three combinations that work towards closing the gap between UV Mining and UV Pastoral.

2015-16			2016-17							
2015-16 Valuation			2016-17 Current Valuation							
GRV (Town)	4,165,719		4,161,269							
UV Mining	17,059,132		16,283,009							
UV Pastoral	4,943,042		4,938,042							
Total	26,167,893		25,382,320							
			Scenario 1		Scenario 2		Scenario 3		Scenario 4	
			Retain Same Rate in \$ for all		Same GRV Rate in \$ Similar Mining Revenue +10% Pastoral Rate in \$		Same GRV Rate in \$ +2% UV Mining Rate in \$ +20% Pastoral Rate in \$		Same GRV Rate in \$ Similar Mining Revenue +30% Pastoral Rate in \$	
Rate in \$	% increase from 2014 - 15	Rate in \$	% increase	Rate in \$	% increase	Rate in \$	% increase	Rate in \$	% increase	Rate in \$
GRV	-27.39%	8.6281	0%	8.6281	0.00%	8.6281	0.00%	8.6281	0.00%	8.6281
UV Mining	0.00%	19.0389	0%	19.0389	4.79%	19.9500	2.00%	19.4197	4.79%	19.9500
UV Pastoral	42.96%	5.4945	0%	5.4945	10.00%	6.044	20.00%	6.5934	30.00%	7.1429
Rate Revenue	% increase from 2014 - 15	Rates Revenue	% increase	Rates Revenue	% increase	Rates Revenue	% increase	Rates Revenue	% increase	Rates Revenue
GRV	9%	394,520	-0.07%	394,233	-0.07%	394,233	5.00%	394,233	-0.07%	394,233
UV Mining	-7%	3,305,962	-4.44%	3,159,131	-0.03%	3,305,062	-2.59%	3,220,091	-0.03%	3,305,062
UV Pastoral	10%	273,073	-0.13%	272,723	9.78%	299,787	20.13%	326,847	29.61%	353,919
Total Rates Revenue (increase to last year)	-4.49%	3,973,554	-3.71%	3,826,086	0.64%	3,999,082	-0.81%	3,941,171	2.00%	4,053,214

In 2014/15 GRV revenue was increased by 8.78%. The increase was achieved despite Council reducing the rate in the \$ to buffer the impact that the increase in revaluation received from Valuer General would have on rates. There has been no significant change in the town site so Council may wish to retain the same rate in the \$.

UV Mining valuation as previously mentioned has been reduced but the true value as at 1 July 2016 is unknown. With the downturn in mining over the previous years and to assist in reducing the gap between the UV categories Council may wish to give consideration to retaining the same rate in the dollar or only increasing it by a minimal amount.

UV Pastoral rate in \$ was reduced considerably in 2011/12 from 6.3087 to 3.4740 again to reduce the impact a revaluation would have on ratepayers. Council have gradually been increasing the rate but still require a significant increase to no longer require Ministerial approval to adopt rates in \$.

The table below shows the requirements to seek Ministerial approval since 2010/2011 as the highest differential rate (UV Mining) is more than twice the lowest differential rate (UV Pastoral).

	Adopted Rate in \$		Comparison	Ministerial Approval required
	UV Mining	UV Pastoral		
2008/2009	11.4612	5.7352	UV Mining twice UV Pastoral	No
2009/2010	12.6073	6.3087	UV Mining twice UV Pastoral	No
2010/2011	16.3895	6.3087	UV Mining 2.6 times UV Pastoral	Yes
2011/2012	17.2090	3.4740	UV Mining 4.95 times UV Pastoral	Yes
2012/2013	18.1039	3.6546	UV Mining 4.95 times UV Pastoral	Yes
2013/2014	18.5384	3.7423	UV Mining 4.95 times UV Pastoral	Yes
2014/2015	19.0389	3.8433	UV Mining 4.95 times UV Pastoral	Yes
2015/2016	19.0389	5.4945	UV Mining 3.47 times UV Pastoral	Yes

It is important to realize that obtaining Ministerial approval is getting increasingly difficult and rarer. Real efforts must be made to close the gap between UV Pastoral and UV Mining.

An increase to UV Pastoral of approx. 21% per year over 3 years would close the gap, as long as UV Mining remains the same. This could be achieved with a 30% increase the first year, and a 15% increase in both the second and third year, for example.

Council also need to consider the minimum payment when setting the rate in the \$. In 2015/16 the minimum payments for surrounding shires are:

	Meekatharra	Wiluna	Cue	Mount Magnet	Yalgoo	Menzies
GRV	400	310-410	430-520	133-745	270 620 (vacant)	300
UV Pastoral	350	310	430	397	270	300
UV Mining	350	310	430	450	270	235-300

It appears that we are charging slightly higher minimums compared to other similar shires so it may be hard to justify any increases.

Consultation:

Roy McClymont, Chief Executive Officer

Statutory Environment:

Local Government Act 1995 – Section 6.32 Rates and Service Charges.

“6.32. *Rates and service charges*

(1) *When adopting the annual budget, a local government —*

(a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either —*

(i) *uniformly; or*

(ii) *differentially;*

and

(b) *may impose* on rateable land within its district —*

- (i) *a specified area rate; or*
 - (ii) *a minimum payment;*
- and*

(c) *may impose* a service charge on land within its district.*

** Absolute majority required.*

(2) *Where a local government resolves to impose a rate it is required to —*

(a) *set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and*

(b) *set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.*

(3) *A local government —*

(a) *may, at any time after the imposition of rates in a financial year, in an emergency, impose* a supplementary general rate or specified area rate for the unexpired portion of the current financial year; and*

(b) *is to, after a court or the State Administrative Tribunal has quashed a general valuation, rate or service charge, impose* a new general rate, specified area rate or service charge.*

** Absolute majority required.*

(4) *Where a court or the State Administrative Tribunal has quashed a general valuation the quashing does not render invalid a rate imposed on the basis of the quashed valuation in respect of any financial year prior to the financial year in which the proceedings which resulted in that quashing were commenced.*

[Section 6.32 amended by No. 55 of 2004 s. 690.]”

Local Government Act 1995 – Section 6.33 Differential General Rates

“6.33. Differential general rates

(1) *A local government may impose differential general rates according to any, or a combination, of the following characteristics —*

(a) *the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; or*

(b) *a purpose for which the land is held or used as determined by the local government; or*

(c) *whether or not the land is vacant land; or*

(d) *any other characteristic or combination of characteristics prescribed.*

(2) *Regulations may —*

(a) *specify the characteristics under subsection (1) which a local government is to use; or*

(b) *limit the characteristics under subsection (1) which a local government is permitted to use.*

(3) *In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.*

(4) *If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.*

(5) *A differential general rate that a local government purported to impose under this Act before the Local Government Amendment Act 2009 section 39(1)(a) came into operation¹ is to be taken to have been as valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.*

[Section 6.33 amended by No. 38 of 2005 s. 15; No. 17 of 2009 s. 39; No. 28 of 2010 s. 34.]”

Local Government Act 1995 – Section 6.36

“6.36. Local government to give notice of certain rates

(1) *Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.*

(2) *A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).*

(3) *A notice referred to in subsection (1) —*

(a) may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government’s estimate of the budget deficiency; and

(b) is to contain —

(i) details of each rate or minimum payment the local government intends to impose; and

(ii) an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and

(iii) any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed;

and

(c) is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.

(4) *The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.*

(5) *Where a local government —*

(a) in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or

(b) proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4),

it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment. ”

Policy Implications:

4.7.5 Budget Preparation

Budget/Financial Implications:

Precursor to 2016 – 2017 Budget discussions

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation/Council Resolution:

Moved: Cr PS Clancy

Seconded: Cr PW Curley

Council authorise that the following proposed rates in the dollar for differential rates be advertised for 21 days on or after 1st of May 2016 (as per Local Government Act 1995 Section 6.36).

Gross Rental values	8.6281 cents (No Change)	Minimum \$400.00
UV Mining	19.0389 cents (No Change)	Minimum \$350.00
UV Pastoral	6.0440 cents (10% increase in rate in \$)	Minimum \$350.00

Furthermore if no submissions are received at close of the advertising period, staff are to proceed with seeking Ministerial approval to allow for these rates to be adopted as part of the 2016/17 Budget adoption at the June 2016 Ordinary Council Meeting.

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

Title/Subject:	ANNUAL REVIEW OF THE SCHEDULE OF FEES & CHARGES
Agenda/Minute Number:	9.2.4
Applicant:	Nil
File Ref:	ADM 0242
Disclosure of Interest:	Nil
Date of Report:	7 April 2016
Author:	Krys East Corporate Services Manager/DCEO



Signature of Author

Senior Officer:	Roy McClymont Chief Executive Officer
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Signature Senior Officer

Summary/Matter for Consideration:

This report presents the revised Schedule of Fees and Charges to Council for its consideration.

Attachments:

Revised Schedule of Fees and Charges with highlights on those amounts that changed (significantly) from previous year

Background:

The Local Government Act 1995 allows Councils to recoup some costs through the implementation of a Schedule of Fees and Charges.

Comment:

The Schedule of Fees and Charges is included as part of the Statutory Budget and should be revised at least annually.

Increases need to be justified and cannot simply be based on Consumer Price Index (CPI) figures. Many of the presented fees and charges are similar or the same as last year's, some have been rounded slightly to make cash handling and administration easier and faster. Others have been amended more significantly and are explained below:

Rate in the Dollar

Not yet shown in this Draft Schedule of Fees and Charges as this is being presented separately at this Council meeting.

Fundraising Pavers

The sale of engraved pavers are a Festival fundraising initiative. Staff assessed the actual cost of purchasing the engraved pavers, freight charges to Meekatharra and the labour cost of putting the pavers in the footpath and found that the previous prices weren't sufficient in covering the costs, let alone making a profit. Conservatively calculated costs are \$44 for a single paver and \$73 for a

double paver. The recommended retail price on the double pavers is \$75 according to the engraving company and therefore supports this high increase.

Meeka Dust Newsletter

The average revenue received from advertising and sales of the Dust currently covers the production cost, therefore an increase to advertising and sale prices is not required. A new line has been added though to clarify that not-for-profit organisations and community event notices do not incur an advertising charge. This has always been practiced and as such won't reduce income; it is just a matter of clarifying in black and white who is supposed to pay for an ad and who isn't. It makes sense to allow cost-free advertising for such groups and notices in order to enable and foster community communication and engagement.

Administration - Printing, Photocopying, Faxing

The suggested prices for photocopying, faxing, printing, lamination and binding vary greatly from last year's prices. Staff have brought them in line with, and a little bit more expensive than the Community Resource Centre's (CRC) prices for these services. It is in Council's interest to support local business rather than being in direct competition with local business. Same as with the Plant Hire or Private Works Council offer the services if need be but by way of high prices encourage customers to go to other businesses first. Since Council's administration services (printing etc.) are not used frequently the increases are not going to negatively affect anyone in particular.

Staff Housing

Council may wish to consider whether to raise staff housing rent.

Cemetery

Grave digging expenditure exceeds the income by about 40% (\$21k expenditure vs. \$15k income) therefore it is reasonable to increase the fees by an average of 1.3% in order to recover some of our costs. Our burial charges are similar to those of other shires in this region. As per the Cemeteries Act 1986 section 53 Council must advertise the Cemetery fees in the Government Gazette 14 days prior to the fees coming into effect.

Hall & Sports Complex Hire

Staff have added a new proposed hire rate for "not-for-profit fundraising events with alcohol consumed or sold". In the past Council has been approached by a number of community members/groups to waive or donate the hire fee so that community fundraisers can be run. Examples are the World's Greatest Shave event or the recent Breast Cancer Awareness Ladies Afternoon Tea. Experience shows that fundraiser events that offer alcohol (BYO or for sale) attract more people and are ultimately more successful. It is suggested that the actual hire rate is low to enable community groups to make an actual profit out of their event but for the hire bond to remain high (\$865 for hall hire, \$810 for complex hire) to cover Council should an event result in any damage. A procedure could be put in place where eligibility for the fundraiser rate must be assessed and authorised by the CEO or DCEO.

Not-for-profit groups and community minded residents are very important to the resilience and life-quality of the town and with the Shire Hall and the Sports Complex being the primary "neutral" facilities (as opposed to pubs) it makes sense to facilitate successful community events.

A new clause has also been added to clarify which functions are eligible for the "Shire sponsored" rate which is at no charge. The clause states "Shire sponsored function means an event organised

directly by or together with the Shire's CDO". This, too, could be part of a new procedure that requires the application be run past the CEO or DCEO for authorisation.

Further the Key Bond was removed since both the Hall and the Sports Complex are on the electronic key system and don't require ordinary keys being handed out anymore.

Swimming Pool Admission Charges

The Swimming Pool contractor suggested changing the swimming pool admission charges to more rounded amounts to reduce cash handling time and errors. The previous fees were now adjusted to rounder figures which results in price changes of varying percentage. Staff also reviewed the weekly, monthly and seasonal passes and adjusted them. For example the monthly pass is now the equivalent to the cost of ten (10) daily passes. Furthermore staff suggest amending the age from which children incur admission cost from 1 year to 3 years. A new line has been added which would clarify that entry for children under 3 years old (accompanied by an adult) are free of charge. Other pools have a similar age threshold, e.g. Mount Magnet even provides free entry for any children under 4 years old.

Swimming Pool Hire

Staff have had a number of requests this last year if the pool can be hired out after hours. In consultation with the Pool Manager and the Community Development Services Manager it is suggested to add an hourly rate as well as a bond that enables people to hire the pool after hours for functions, subject to Pool Manager availability.

Culture & Events - Rodeo

The ticket sales prices for the rodeo can be removed from the Schedule of Fees and Charges since the event won't be taking place anymore.

Airport - Landing Fees

The Community Development Services Manager has run a survey of landing fees and passenger service fees charged by other regional airports, such as Mount Magnet, Wiluna, Geraldton, Newman, Port Hedland, Esperance and Kalgoorlie. Council's existing landing fees per tonne are on par with the average fees of these airports. The per head fee charged on Skipper's Regular Passenger Transport (RPT) service however is below the average: Meekatharra is currently charging \$14.80 per passenger as opposed to an average of \$20 charged by these other airports. Council may wish to increase this slightly. It was also noted that all these airports charge a passenger service charge not only on the RPT flights but also on charter flights. Council currently charges Meekatharra's RPT provider Skippers on a per head basis, in lieu of landing fees, but doesn't charge charter flights on a per head basis. At this point in time there are seven regular charter flights landing in Meekatharra each week, transporting staff for Metals X and Doray Minerals. Staff suggest imposing a per head fee, in addition to the existing landing fee for the aircraft, on regular charter flights which would benefit Meekatharra in various ways:

- It would result in a significant increase in revenue (based on the size and passenger capacity of the current charter aircrafts this could be \$180k per annum, assisting greatly with recouping costs of the airport operation which currently runs at a \$300k deficit).
- It would make it worthwhile for mining companies to consider transporting their staff with Skipper thus supporting and helping to secure Meekatharra's RPT service.
- The increased cost might also make it more lucrative for mining companies to employ locals rather than FIFO workers. The benefits of higher local employment are many and can have a big impact on a regional town like Meekatharra.

Standpipe Water

Council's last water bill at the shire depot has been very high (\$5,615 as opposed to the usual average of \$350 (for two months)) due to a high volume of water being taken through the standpipe for various construction jobs. Currently there are no adopted fees and charges that would allow Council to recoup these costs. To enable recovery of these costs in future it is suggested to adopt a fee per kilolitre as well as a minimum charge (for small one-off purchases) and an admin charge (for ongoing purchases that require invoicing). It could either work on an honour system basis by which people would notify us of how many litres they're going to take, or it could work by way of staff operating the standpipe on behalf of the customer. This would provide greater control but would also incur labour costs. Staff suggest starting with an honour system. Should the honour system be abused then procedures could always be changed later on. It is recommended that a policy be drafted to outline the procedures in relation to this if Council wish to adopt a standpipe water charge.

Consultation:

Roy McClymont – Chief Executive Officer
Administration Staff

Statutory Environment:

Local Government Act 1995 section 6.16 allows for the setting of the Schedule of Fees & Charges.

Cemeteries Act 1986 section 53 requires notice being given in the *Gazette* at least 14 days prior to the fees and charges coming into effect.

Policy Implications:

Nil

Financial Implications:

The Schedule of Fees and Charges allows Council to recoup some of the costs it incurs while performing its functions. The Schedule of Fees and Charges are adopted as part of the Annual Budget.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation**That Council:**

- reviews the 2016/17 Schedule of Fees and Charges as attached and makes any additions, deletions or modifications as it sees fit with the final draft of the 2016/17 Schedule of Fees and Charges to be presented to Council for adoption at the same Ordinary Council meeting that Council will be adopting the Annual Budget for 2016/17 to be effective as of 1st July 2016.
- authorise staff to advertise the proposed Schedule of Fees and Charges.

Council Resolution:

Moved: Cr HJ Nichols
Seconded: Cr PW Curley

That Council:

- reviewed the 2016/17 Schedule of Fees and Charges as attached. Funeral charges to be amended so that weekend and week day rates are the same rates as 2015/16 weekend rates. The final draft of the 2016/17 Schedule of Fees and Charges to be presented to Council for adoption at the same Ordinary Council meeting that Council will be adopting the Annual Budget for 2016/17 to be effective as of 1st July 2016.
- authorise staff to advertise the proposed Schedule of Fees and Charges.
- request staff provide further information at the 21 May 2016 Ordinary Council Meeting in regards to “standpipe water usage” and “airport landing fees and charter flights head tax”

CARRIED 5/0

Geoff Carberry left the meeting at 10.47am
Geoff Carberry returned to the meeting at 10.48am

Shire of Meekatharra						
Schedule of Fees & Charges						
2016/17						
Description	2015/16 Charge	2015/16 GST	2015/16 Total	2016/17 Charge	2016/17 GST	2016/17 Total
ADMINISTRATION						
GENERAL ADMINISTRATION						
Outstanding Debtors						
Days until interest applies from issue date - 67						
Interest:	10%			10%		
Minutes, Local Laws & Electoral Rolls						
Council Minutes & Agendas - Complete	11.21	1.12	12.30	11.39	1.14	12.50
Council Minutes & Agendas - Extracts per double sided page	0.59	0.06	0.65	0.59	0.06	0.65
Council Local Laws - per double sided page	0.59	0.06	0.65	0.59	0.06	0.65
Electoral Roll - per double sided page	0.59	0.06	0.65	0.59	0.06	0.65
Council Budget - Complete	11.21	1.00	12.20	11.39	1.14	12.50
Emailing of the above	NO CHARGE			NO CHARGE		
Tourist Merchandise	As Per Sticker Price			As Per Sticker Price		
Shire of Meekatharra Special Vehicle Registration Plates						
Shire administration fee	-	-	-	-	-	-
Department of Transport fee - Set by Department of Transport	252.00	-	252.00	252.00	-	252.00
History Book						
Meekatharra Gold Beyond the Rivers	35.50	3.56	39.15	35.91	3.59	39.50
Meekatharra Gold Beyond the Rivers Plus Postage within Australia	50.86	5.08	55.95	47.27	4.73	52.00
Fundraising Pavers						
Purchase of Name Paver (per brick)	31.82	3.18	35.00	40.91	4.09	45.00
Purchase of Name Paver (per double paver)	45.45	4.55	50.00	56.18	5.62	61.80
Meekatharra Newsletter						
Advertising (per issue)						
- full page Black & White	47.38	4.74	52.10	47.36	4.74	52.10
Colour	67.32	6.73	74.05	67.32	6.73	74.05
- half page Black & White	24.27	2.43	26.70	24.27	2.43	26.70
Colour	39.18	3.92	43.10	39.18	3.92	43.10
- quarter page Black & White	15.00	1.50	16.50	15.00	1.50	16.50
Colour	22.41	2.24	24.65	22.41	2.24	24.65
- eight page Black & White	12.69	1.26	13.95	12.69	1.27	13.95
Colour	16.82	1.68	18.50	16.82	1.68	18.50
Advertising for not-for-profit organisations or community event notices	NO CHARGE			NO CHARGE		
Sales - each	2.41	0.24	2.65	2.41	0.24	2.65
Annual Subscriptions - 11 issues including postage	36.84	3.69	39.55	36.05	3.60	39.65
Miscellaneous						
Key bond - if not listed elsewhere	55.00	-	55.00	55.00	-	55.00
Electronic key bond - if not listed elsewhere	100.00	-	100.00	100.00	-	100.00
Secretarial / Other Services - per hour	Employee's Hourly Rate + 100% + GST			Employee's Hourly Rate + 100% + GST		
General Postage of requested materials	At Cost			At Cost		
Hire of portable PA System per day	130.35	13.04	150.00	130.35	13.04	150.00
Bond for PA System	300.00	-	300.00	300.00	-	300.00

Shire of Meekatharra						
Schedule of Fees & Charges						
2016/17						
Description	2015/16	2015/16	2015/16	2015/17	2015/17	2015/17
	Charge	GST	Total	Charge	GST	Total
ADMINISTRATION						
PRINT, PHOTOCOPY & FACSIMILE						
Photocopying						
Per single sided A4 page - Black & White	0.28	0.03	0.30	0.45	0.05	0.50
Per double sided A4 page - Black & White	0.37	0.04	0.40	0.55	0.05	0.60
Per single sided A3 page - Black & White	0.37	0.04	0.40	0.64	0.06	0.70
Per double sided A3 page - Black & White	0.46	0.05	0.50	0.82	0.08	0.90
Per single sided A4 page - Colour	0.58	0.06	0.65	1.45	0.15	1.60
Per double sided A4 page - Colour	0.68	0.07	0.75	1.91	0.19	2.10
Per single sided A3 page - Colour	0.68	0.07	0.75	2.62	0.26	3.10
Per double sided A3 page - Colour	0.77	0.08	0.85	3.27	0.33	3.60
Facsimile						
Facsimile - Sending within Australia - 1st page	2.23	0.22	2.45	2.90	0.25	3.20
Facsimile - Sending within Australia - per subsequent page	1.14	0.10	1.25	0.55	0.05	0.60
Facsimile - Sending International - 1st page	6.73	0.67	7.40	2.73	0.27	3.00
Facsimile - Sending International - per subsequent page	1.14	0.10	1.25	0.91	0.09	1.00
Facsimile - Receiving - per page	1.14	0.10	1.25	1.14	0.11	1.25
Printing						
Per single sided A4 page - Black & White	0.28	0.03	0.30	0.45	0.05	0.50
Per double sided A4 page - Black & White	0.37	0.04	0.40	0.55	0.05	0.60
Per single sided A3 page - Black & White	0.37	0.04	0.40	0.64	0.06	0.70
Per double sided A3 page - Black & White	0.46	0.05	0.50	0.82	0.08	0.90
Per single sided A4 page - Colour	0.58	0.06	0.65	1.45	0.15	1.60
Per double sided A4 page - Colour	0.68	0.07	0.75	1.91	0.19	2.10
Per single sided A3 page - Colour	0.68	0.07	0.75	2.62	0.26	3.10
Per double sided A3 page - Colour	0.77	0.08	0.85	3.27	0.33	3.60
Laminating						
A4 size - per page	2.23	0.22	2.45	2.90	0.25	3.20
A3 size - per page	3.33	0.31	3.65	4.32	0.43	4.75
Binding						
A4 size to 1.5cm thick - inc ring binder, front & back cover	5.64	0.56	6.20	5.45	0.55	6.00
FREEDOM OF INFORMATION - (as per FOI Act 1992)						
Application fee	30.00	-	30.00	30.00	-	30.00
Accessing information	30.00	-	30.00	30.00	-	30.00
Supervised access to Council records - per hour	30.00	-	30.00	30.00	-	30.00
Photocopying by Staff - in addition to above fees - per hour	30.00	-	30.00	30.00	-	30.00
Photocopying by Staff - in addition to above fees - per copy	0.20	-	0.20	0.20	-	0.20

Shire of Meekatharra							
Schedule of Fees & Charges							
2016/17							
Description		2015/16 Charge	2015/16 GST	2015/16 Total	2016/17 Charge	2016/17 GST	2016/17 Total
ANIMAL CONTROL							
Animal Trap Hire							
Trap - Bond		22.35	-	22.35	22.35	-	22.35
Trap hire - per week		5.81	0.58	6.40	5.81	0.58	6.40
Pound Fees							
Maintenance of Dog or Cat in pound - per day or part thereof		16.82	1.68	18.50	16.82	1.68	18.50
Release of Dog/Cat - during office hours ONLY		77.69	7.77	85.45	77.69	7.77	85.45
Destruction of Dog/Cat		NO CHARGE			NO CHARGE		
* All dogs must be registered and microchipped prior to release							
Kennel Licensing Fees (Dog Regulations 2013)							
Initial License		181.82	18.18	200.00	181.82	18.18	200.00
Annual Renewal		181.82	18.18	200.00	181.82	18.18	200.00
Dog License Fees (Dog Regulations 2013) - all licenses expire 31 October of the applicable year							
From 1 November 2013 all new registrations need to be microchipped							
Unsterilised	- 1 year	50.00	-	50.00	50.00	-	50.00
	- 3 years	120.00	-	120.00	120.00	-	120.00
	- Lifetime	250.00	-	250.00	250.00	-	250.00
Sterilised	- 1 year	20.00	-	20.00	20.00	-	20.00
	- 3 years	42.50	-	42.50	42.50	-	42.50
	- Lifetime	100.00	-	100.00	100.00	-	100.00
Concessions	Pensioner Rate - 50% of above fees						
	Working dog - 25% of above fees						
Registration after May 31st in every year - 50% of 1 year fee							
Cat License Fees (Cat Regulations 2012) - all licenses expire 31 October of the applicable year							
All cats are required to be sterilised and microchipped prior to registration							
	- 1 year	20.00	-	20.00	20.00	-	20.00
	- 3 years	42.50	-	42.50	42.50	-	42.50
	- Lifetime	100.00	-	100.00	100.00	-	100.00
Application for grant or renewal of approval to breed cats per breeding cat (male or female)							
		100.00	-	100.00	100.00	-	100.00
Concessions	Pensioner Rate - 50% of above fees						
Registration after May 31st in every year - 50% of 1 year fee							
HEALTH							
Trading Permits - for Commercial Purposes as Defined in Local Law							
Stallholders Permit	- Annual	194.18	19.42	213.60	194.18	19.42	213.60
	- Daily	29.09	2.91	32.00	29.09	2.91	32.00
Traders Permit	- Annual	194.18	19.42	213.60	194.18	19.42	213.60
	- Daily	29.09	2.91	32.00	29.09	2.91	32.00
Continuous Trader Fee*	- Annual	1,700.00	170.00	1,870.00	1,700.00	170.00	1,870.00
* Covers rubbish charge and exclusive use of land							
* Activities in Thoroughfares and Public Places and Trading Local Law 2007 provides for these charges and allows for exemptions							

Shire of Meekatharra						
Schedule of Fees & Charges						
2016/17						
Description	2015/16 Charge	2015/16 GST	2015/16 Total	2016/17 Charge	2016/17 GST	2016/17 Total
HEALTH						
Septic Tanks						
Application for the approval of an apparatus by the Executive Director fee with a local government report	42.35	-	42.35	42.35	-	42.35
without a local government report under Reg 44(4)	110.00	-	110.00	110.00	-	110.00
Fee for grant of a permit to use an apparatus	118.00	-	118.00	118.00	-	118.00
Issuing of a Local Government Report	118.00	-	118.00	118.00	-	118.00
FOOD						
Food Businesses as per the Food Act						
Notification of a Food Business	45.45	4.55	50.00	45.45	4.55	50.00
Application for a Food Business License	127.27	12.73	140.00	127.27	12.73	140.00
Issuing of Food Business License (up to 3 inspections annually)	160.00	16.00	176.00	160.00	16.00	176.00
Variation conditions or cancellation of registration of food businesses	80.00	8.00	88.00	80.00	8.00	88.00
Provision of information and inspections in excess of the 3 per annum as an enforcement agency/fe	100.00	10.00	110.00	100.00	10.00	110.00
HOUSING						
Council owned Staff Housing - per week	50.00	-	50.00	50.00	-	50.00
Council owned Staff Housing in Single Persons Quarters - per week	80.00	-	80.00	80.00	-	80.00
Council owned Staff Housing - Alyco's Environmental Health Services Pty Ltd	100.00	-	100.00	100.00	-	100.00
Council owned Staff Housing - Contract Aquatic Services	70.00	-	70.00	70.00	-	70.00
Council owned Staff Housing Security Bond	400.00	-	400.00	400.00	-	400.00
Electronic Key Bond	100.00	-	100.00	100.00	-	100.00
*Single Persons Quarters is defined as one bedroom unit with shared laundry facilities						
COMMUNITY AMENITIES						
SANITATION & RUBBISH TIP						
Sanitation Charges						
Standard Domestic - 2 pickups per week - Annual fee (1 bin)	210.55	-	210.55	210.55	-	210.55
Pensioner Domestic - 2 pickups per week - Annual fee	54.05	-	54.05	54.05	-	54.05
Domestic Collection - Per additional bin	52.70	-	52.70	52.70	-	52.70
Industrial - 2 pickups per week - Annual fee (2 bins per pickup)	329.00	-	329.00	329.00	-	329.00
Industrial Collection - Per additional bin	52.70	-	52.70	52.70	-	52.70
Commercial - 2 pickups per week - Annual fee (2 bins per pickup)	329.00	-	329.00	329.00	-	329.00
Commercial - 3 pickups per week - Annual fee (2 bins per pickup)	576.45	-	576.45	576.45	-	576.45
Commercial - 6 pickups per week - Annual fee (2 bins per pickup)	1,093.70	-	1,093.70	1,093.70	-	1,093.70
Commercial Collection - Per additional bin 2 pickups per week	52.70	-	52.70	52.70	-	52.70
Commercial Collection - Per additional bin 3 pickups per week	79.00	-	79.00	79.00	-	79.00
Commercial Collection - Per additional bin 6 pickups per week	157.95	-	157.95	157.95	-	157.95
*Reeds Mining Camp (approx. 12kms south of town) - 3 pickups per week	576.45	-	576.45	576.45	-	576.45
*Reeds Mining Camp - Per Additional Bin	78.95	-	78.95	78.95	-	78.95
Safe of 240 litre bin	145.55	14.55	160.10	145.55	14.55	160.10
Car Body Removal Fee	169.19	16.92	185.00	169.19	16.92	185.00
*The collection of rubbish at Reeds Mining is due to a Historical Agreement with the then owner.						
Waste Disposal Site						
Demolition waste disposal fee	168.18	16.82	185.00	168.18	16.82	185.00
Building license waste disposal fee	56.00	-	56.00	56.00	-	56.00
Disposal of Hazardous - per cubic metre	66.00	5.61	71.61	66.00	5.61	71.61
Effluent Disposal Area Use - annual fee	729.00	72.90	801.90	729.00	72.90	801.90

Shire of Meekatharra						
Schedule of Fees & Charges						
2016/17						
Description	2015/16 Charge	2015/16 GST	2015/16 Total	2016/17 Charge	2016/17 GST	2016/17 Total
COMMUNITY AMENITIES						
PLANNING						
Development Assessment Panel Application (Planning & Development (Development Assessment Panels) Regulations 2011 and Amended Regulations 2015)						
1. A DAP application where the estimated cost of the development is -						
(a) not less than \$2 million and less than \$7 million	3,503.00	-	3,503.00	3,503.00	-	3,503.00
(b) not less than \$7 million and less than \$10 million	5,409.00	-	5,409.00	5,409.00	-	5,409.00
(c) not less than \$10 million and less than \$12.5 million	5,885.00	-	5,885.00	5,885.00	-	5,885.00
(d) not less than \$12.5 million and less than \$15 million	6,053.00	-	6,053.00	6,053.00	-	6,053.00
(e) not less than \$15 million and less than \$17.5 million	6,221.00	-	6,221.00	6,221.00	-	6,221.00
(f) not less than \$17.5 million and less than \$20 million	6,390.00	-	6,390.00	6,390.00	-	6,390.00
(g) \$20 million or more	6,557.00	-	6,557.00	6,557.00	-	6,557.00
2. An application under regulation 17	150.00	-	150.00	150.00	-	150.00
Planning Consent Applications (Planning & Development Regulations 2008)						
Part 1						
1. Determination development application (other than for an extractive industry) where the estimated cost of the development is -						
(a) not more than \$50,000	147.00	-	147.00	147.00	-	147.00
(b) more than \$50,000 but not more than \$500,000	0.32% of the estimated cost of the development. (GST Exempt)			0.32% of the estimated cost of the development. (GST Exempt)		
(c) more than \$500,000 but not more than \$2.5 million	1,700.00 + 0.257% for every \$1 in excess of \$500,000. (GST Exempt)			1,700.00 + 0.257% for every \$1 in excess of \$500,000. (GST Exempt)		
(d) more than \$2.5 million but not more than \$5 million	7,161.00 + 0.206% for every \$1 in excess of \$2.5 million. (GST Exempt)			7,161.00 + 0.206% for every \$1 in excess of \$2.5 million. (GST Exempt)		
(e) more than \$5 million but not more than \$21.5 million	12,633.00 + 0.123% for every \$1 in excess of \$5 million. (GST Exempt)			12,633.00 + 0.123% for every \$1 in excess of \$5 million. (GST Exempt)		
(f) more than \$21.5 million	34,196 (GST Exempt)			34,196 (GST Exempt)		
2. Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus, by way of penalty, twice that fee			The fee in item 1 plus, by way of penalty, twice that fee		
3. Determining a development application for an extractive industry where the development has not commenced or been carried out	739.00	-	739.00	739.00	-	739.00
4. Determining a development application for an extractive industry where the development has been commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that fee			The fee in item 3 plus, by way of penalty, twice that fee		
5. Provision of a subdivision clearance -						
(a) not more than 5 lots (per Lot)	73.00	-	73.00	73.00	-	73.00
(b) more than 5 lots but not more than 195 lots	\$73 per lot for the first 5 lots and then \$25 per lot			\$73 per lot for the first 5 lots and then \$25 per lot		
(c) more than 195 lots	7,393.00	-	7,393.00	7,393.00	-	7,393.00
6. Determining an initial application for approval of a home occupation where the home occupation has commenced	222.00	-	222.00	222.00	-	222.00
7. Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires	The fee in item 6 plus, by way of penalty, twice that fee			The fee in item 6 plus, by way of penalty, twice that fee		
8. Determining an application for the renewal of an approval of a home occupation where the application is made after the approval has expired	73.00	-	73.00	73.00	-	73.00
9. Determining an application for the renewal of an approval of a home occupation where the application is made after the approval has expired	The fee in item 8 plus, by way of penalty, twice that fee			The fee in item 8 plus, by way of penalty, twice that fee		
10. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out	295.00	-	295.00	295.00	-	295.00

Shire of Meekatharra						
Schedule of Fees & Charges						
2016/17						
Description	2015/16 Charge	2015/16 GST	2015/16 Total	2016/17 Charge	2016/17 GST	2016/17 Total
COMMUNITY AMENITIES						
PLANNING (Continued)						
11. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out additional amount of \$956 by way of penalty	The fee in item 10 plus, by way of penalty, twice that fee			The fee in item 10 plus, by way of penalty, twice that fee		
12. Providing a zoning certificate	73.00	-	73.00	73.00	-	73.00
13. Replying to a property settlement questionnaire	73.00	-	73.00	73.00	-	73.00
14. Providing written planning advice	73.00	-	73.00	73.00	-	73.00
Part 2 - Maximum Fees Scheme Amendments						
Shire Planner	83.00	8.30	91.30	83.00	8.30	91.30
Manager/Senior Planner	63.00	6.30	69.30	63.00	6.30	69.30
Planning Officer	34.70	3.47	38.17	34.70	3.47	38.17
Other Staff e.g. Environmental Health Officer	34.70	3.47	38.17	34.70	3.47	38.17
Secretary/Administrative Clerk	28.40	2.84	31.24	28.40	2.84	31.24
Part 3 - Maximum Fees Structure Plans						
Shire Planner	83.00	8.30	91.30	83.00	8.30	91.30
Manager/Senior Planner	63.00	6.30	69.30	63.00	6.30	69.30
Planning Officer	34.70	3.47	38.17	34.70	3.47	38.17
Other Staff e.g. Environmental Health Officer	34.70	3.47	38.17	34.70	3.47	38.17
Secretary/Administrative Clerk	28.40	2.84	31.24	28.40	2.84	31.24
BUILDING (Building Regulations 2012)						
Building Permits						
Certified application for a building permit (s. 16(i)) —						
(a) for building work for a Class 1 or Class 10 building or incidental structure	0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$95			0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$95		
(b) for building work for a Class 2 to Class 9 building or incidental structure	0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$95			0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$95		
Uncertified application for a building permit (s. 16(i))	0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$95			0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$95		
Application for a certificate of Design Compliance issued by the Shire of Meekatharra's Building Surveyor	0.2% of the value of the building work, plus GST, with a minimum fee for service of \$95 plus GST			0.2% of the value of the building work, plus GST, with a minimum fee for service of \$95 plus GST		
DEMOLITION						
Application for a demolition permit (s. 18(i)) —						
(a) for demolition work in respect of a Class 1 or Class 10 building or incidental structure	95.00	-	95.00	95.00	-	95.00
(b) for demolition work in respect of a Class 2 to Class 9 building	\$95 for each storey of the building			\$95 for each storey of the building		
Application to extend the time during which a building or demolition permit has effect (s. 32(3)(f))						
	95.00	-	95.00	95.00	-	95.00

Shire of Meekatharra						
Schedule of Fees & Charges						
2016/17						
Description	2015/16 Charge	2015/16 GST	2015/16 Total	2016/17 Charge	2016/17 GST	2016/17 Total
COMMUNITY AMENITIES						
OCCUPANCY PERMITS						
Occupancy Permits						
Application for an occupancy permit for a completed building (s. 40)	95.00	-	95.00	96.00	-	96.00
Application for a temporary occupancy permit for an incomplete building (s. 47)	95.00	-	95.00	96.00	-	96.00
Application for modification of an occupancy permit for additional use of a building on a temporary basis (s. 48)	95.00	-	95.00	96.00	-	96.00
Application for a replacement occupancy permit for permanent change of the building's use, classification (s. 49)	95.00	-	95.00	96.00	-	96.00
Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision (s. 50(1) and (2))	\$10.50 for each strata unit covered by the application, but not less than \$104.05			\$10.50 for each strata unit covered by the application, but not less than \$104.05		
Application for an occupancy permit for a building in respect of which unauthorised work has been done (s. 51(2))	0.18% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$95			0.18% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$95		
Application for a building approval certificate for a building in respect of which unauthorised work has been done (s. 51(3))	0.38% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$95			0.38% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$95		
Application to replace an occupancy permit for an existing building (s. 53(1))	95.00	-	95.00	96.00	-	96.00
Application for a building approval certificate for an existing building where unauthorised work has not been done (s. 53(2))	95.00	-	95.00	96.00	-	96.00
Application to extend the time during which an occupancy permit or building approval certificate has effect (s. 65(3)(a))	95.00	-	95.00	96.00	-	96.00
Other Application						
Application as defined in regulation 3.1 of the Building (for each building standard in respect of which a declaration is sought)	2,100.00	-	2,100.00	2,100.00	-	2,100.00
Inspections of pool enclosures (r. 53)	57.45	-	57.45	57.45	-	57.45
Local government approval of battery powered smoke alarms	174.40	-	174.40	174.40	-	174.40
CEMETERY						
Grave preparation & burial fee (to depth of 2.13m)						
- standard burial on a week day	1,513.63	151.36	1,665.00	1,536.36	153.64	1,690.00
- standard burial on a weekend or public holiday	1,890.00	189.00	2,079.00	1,877.27	187.73	2,065.00
- infant/adult burial on a week day	1,009.09	100.91	1,110.00	1,022.73	102.27	1,125.00
- infant/adult burial on a weekend or public holiday	1,345.45	134.55	1,480.00	1,363.64	136.36	1,500.00
2nd/3rd Interment in Existing Grave						
- Burial on a week day	1,009.09	100.91	1,110.00	1,022.73	102.27	1,125.00
- Burial on a weekend or public holiday	1,233.64	123.36	1,357.00	1,250.00	125.00	1,375.00
- infant/adult burial on a week day	504.55	50.45	555.00	509.09	50.91	560.00
- infant/adult burial on a weekend or public holiday	616.36	61.64	678.00	622.73	62.27	685.00
- Burial of Ashes (Council to prepare grave for interment)	112.82	11.28	124.10	113.64	11.36	125.00
- Burial of Ashes (No Council involvement)	NO CHARGE			NO CHARGE		

Shire of Meekatharra						
Schedule of Fees & Charges						
2016/17						
Description	2015/16 Charge	2015/16 GST	2015/16 Total	2016/17 Charge	2016/17 GST	2016/17 Total
COMMUNITY AMENITIES						
CEMETERY (Continued)						
Cremated Ashes Plot	194.18	19.42	213.60	197.27	19.73	217.00
Family Tree (Front of Cemetery) - Ashes and Memorials	496.37	49.63	535.00	490.91	49.09	540.00
Exhumation - any grave	75.00	7.50	82.50	76.18	7.62	84.00
Hearse Hire - per day	224.95	22.49	247.00	227.27	22.73	250.00
* Not available for use other than between Meekatharra town site and Meekatharra Cemetery without LEO's consent. If LEO grants use outside of this, hearse is to be loaded to location and additional costs associated with this will be charged at Plant Hire rates.						
*As per Cemeteries Act 1998 s.53 Council must advertise Cemetery charges in the Government Gazette at least 14 days prior to the fees coming into effect						
Shade Tent Hire - 2 available each 3m x 3m (cost per Shade Tent)	84.00	8.41	92.50	84.00	8.41	92.50
* Council Employees must erect & remove Shade Tents						
* Hire of Shade Tents must be associated with a funeral or burial						
RECREATION & COMMUNITY SERVICES						
TOWN HALL						
Community/Sporting Groups & Ratepayers						
<u>Complete Facility</u>						
Rental - per day or part thereof						
- any function with alcohol consumed or sold	304.55	30.45	335.00	304.55	30.45	335.00
- not-for-profit fundraising event with alcohol consumed or sold *				45.45	4.55	50.00
- function without alcohol consumed or sold	152.27	15.23	167.50	152.27	15.23	168.00
- Gov't (inc schools) sponsored functions	76.14	7.61	83.75	76.36	7.64	84.00
- community/sporting group functions	38.09	3.81	41.90	38.36	3.84	40.00
- shire sponsored functions *	NO CHARGE			NO CHARGE		
<u>Patio, Kitchen & Toilets Only</u>						
Rental - per day or part thereof						
- any function with alcohol consumed or sold	226.10	22.61	252.00	226.09	22.61	252.00
- not-for-profit fundraising event with alcohol consumed or sold *				36.36	3.64	40.00
- function without alcohol consumed or sold	114.55	11.45	126.00	114.55	11.45	126.00
- Gov't (inc schools) sponsored functions	57.27	5.73	63.00	57.27	5.73	63.00
- community/sporting group functions	28.64	2.86	31.50	27.27	2.73	30.00
- shire sponsored functions *	NO CHARGE			NO CHARGE		
Bonds for facility use - refundable if left clean & undamaged						
- any function with alcohol consumed or sold	865.00	-	865.00	865.00	-	865.00
- function without alcohol consumed or sold	425.00	-	425.00	425.00	-	425.00
- key bond	55.00	-	55.00	DELETED		
- electronic key bond	100.00	-	100.00	100.00	-	100.00
- swipe card bond	55.00	-	55.00	55.00	-	55.00
Commercial or Traders						
Rental - per day or part thereof	280.80	28.08	308.85	281.82	28.18	310.00
Bonds for facility use - refundable if left clean & undamaged						
- Commercial or Trader	560.00	-	560.00	560.00	-	560.00
- key bond	55.00	-	55.00	DELETED		
- electronic key bond	100.00	-	100.00	100.00	-	100.00
- swipe card bond	55.00	-	55.00	55.00	-	55.00

Shire of Meekatharra						
Schedule of Fees & Charges						
2016/17						
Description	2015/16 Charge	2015/16 GST	2015/16 Total	2016/17 Charge	2016/17 GST	2016/17 Total
RECREATION & COMMUNITY SERVICES						
TOWN HALL						
Additional Charges						
Additional Cleaning After Hire - Per Hour	74.09	7.41	\$1.50	74.55	7.45	\$2.00
Repair of Damage Caused During Period of Hire	AT COST + 25% Admin Fee			AT COST + 25% Admin Fee		
Equipment Hire						
Deep Fryer	22.46	2.25	24.70	22.46	2.25	24.70
Hot Water Urn	11.18	1.12	12.30	11.18	1.12	12.30
Crockery & Cutlery						
- 100 settings	29.09	2.91	32.00	29.09	2.91	32.00
- 150 settings	43.64	4.36	48.00	43.64	4.36	48.00
- 200 settings	58.18	5.82	64.00	58.18	5.82	64.00
BBQ	83.18	8.32	\$1.50	83.18	8.32	\$1.50
Equipment bond - refundable if left clean & undamaged						
- Deep Fryer, Urn & Crockery/Cutlery	55.00	-	55.00	55.00	-	55.00
- BBQ	110.00	-	110.00	110.00	-	110.00
* Equipment hire is only available in conjunction with Town Hall Hire						
* Tables & Chairs included in Town Hall hire fees						
* Shire sponsored function means an event organised directly by or together with the Shire's CEO						
* Eligibility for Shire sponsored functions and Not-for-profit fundraiser functions must be authorised by CEO or DCED						
RECREATION & COMMUNITY SERVICES						
SPORTS COMPLEX						
Community/Sporting Groups & Ratepayers						
<u>Complete Facility - includes Complex building, oval & toilets</u>						
Rental - per day or part thereof						
- any function with alcohol consumed or sold	227.28	22.73	250.00	229.09	22.91	252.00
- not-for-profit fundraising event with alcohol consumed or sold *				36.36	3.64	40.00
- function without alcohol consumed or sold	113.64	11.36	125.00	114.55	11.45	126.00
- Gov't (inc schools) sponsored functions	56.82	5.68	62.50	57.27	5.73	63.00
- community/sporting group functions	28.41	2.84	31.25	27.27	2.73	30.00
- shire sponsored functions *	NO CHARGE			NO CHARGE		
<u>Oval & Toilets only</u>						
Rental - per day or part thereof						
- any function with alcohol consumed or sold	113.64	11.36	125.00	114.55	11.45	126.00
- not-for-profit fundraising event with alcohol consumed or sold *				18.18	1.82	20.00
- function without alcohol consumed or sold	56.82	5.68	62.50	57.27	5.73	63.00
- Gov't (inc schools) sponsored functions	NO CHARGE			NO CHARGE		
- community/sporting group functions	NO CHARGE			NO CHARGE		
- shire sponsored functions *	NO CHARGE			NO CHARGE		
<u>Complex Building & Toilets only</u>						
Rental - per day or part thereof						
- any function with alcohol consumed or sold	130.46	13.05	143.50	131.82	13.18	145.00
- not-for-profit fundraising event with alcohol consumed or sold *				27.27	2.73	30.00
- function without alcohol consumed or sold	85.23	8.52	93.75	85.91	8.59	94.50
- Gov't (inc schools) sponsored functions	42.63	4.26	46.90	42.95	4.30	47.25
- community/sporting group functions	21.32	2.13	23.45	21.45	2.15	23.50
- shire sponsored functions *	NO CHARGE			NO CHARGE		
Bonds for facility use - refundable if left clean & undamaged						
- any function with alcohol consumed or sold	810.00	-	810.00	810.00	-	810.00
- function without alcohol consumed or sold	425.00	-	425.00	425.00	-	425.00
- key bond	55.00	-	55.00	DELETED		
- electronic key bond	100.00	-	100.00	100.00	-	100.00

Shire of Meekatharra						
Schedule of Fees & Charges						
2016/17						
Description	2015/16 Charge	2015/16 GST	2015/16 Total	2016/17 Charge	2016/17 GST	2016/17 Total
RECREATION & COMMUNITY SERVICES						
SPORTS COMPLEX (Continued)						
Commercial or Traders						
Rental of complete facility - per day or part thereof	336.55	53.65	370.20	336.55	53.65	375.00
Bonds for facility use - refundable if left clean & undamaged						
- Commercial or Trader	550.00	-	550.00	550.00	-	550.00
- Key Bond	55.00	-	55.00	DELETED	-	DELETED
- Electronic key bond	100.00	-	100.00	100.00	-	100.00
Additional Charges - May Be Deducted from Bond						
Additional Cleaning After Hire - per hour	74.00	7.41	81.50	34.55	7.45	82.00
Repair of Damage Caused During Period of Hire	AT COST	+ 25% Admin Fee		AT COST	+ 25% Admin Fee	
Equipment Hire						
Deep Fryer	22.46	2.25	24.70	22.46	2.25	24.70
Hot Water Uss	11.18	1.12	12.30	11.18	1.12	12.30
Crockery & Cutlery						
- 100 settings	29.09	2.91	32.00	29.09	2.91	32.00
- 150 settings	43.64	4.36	48.00	43.64	4.36	48.00
- 200 settings	58.19	5.82	64.00	58.18	5.82	64.00
Equipment bond - refundable if left clean & undamaged						
- Deep Fryer, Uss & Crockery/Cutlery	55.00	-	55.00	55.00	-	55.00
* Equipment Hire is only available in conjunction with Sports Complex hire						
* Tables & Chairs included in Sports Complex hire fees						
* Hire to arrange pickup and return of equipment to/from the Town Hall						
* Shire sponsored function means an event organised directly by or together with the Shire's CEO						
* Eligibility for Shire sponsored functions and Not-for-profit fundraising functions must be authorised by CEO or DCEO						
COURT HIRE						
- Basketball (Light fees apply for night use)	NO CHARGE			NO CHARGE		
- Tennis (Light fees apply for night use)	NO CHARGE			NO CHARGE		
- Volleyball (Light fees apply for night use)	NO CHARGE			NO CHARGE		
- Squash - per hour (by Token)	11.09	1.11	12.20	11.09	1.11	12.20
Court Lights - per hour for Tennis & Basketball	12.50	1.25	13.75	12.50	1.25	13.75
Court Hire Key Bond						
- Basketball Court	55.00	-	55.00	55.00	-	55.00
- Tennis Court	55.00	-	55.00	55.00	-	55.00
- Volleyball Court	55.00	-	55.00	55.00	-	55.00
- Squash Court Key Bond	110.00	-	110.00	110.00	-	110.00
- Electronic key bond	100.00	-	100.00	100.00	-	100.00
GYM MEMBERSHIP						
Individual Gym Memberships						
- monthly	28.54	2.86	31.40	28.54	2.86	31.40
- monthly concession	14.27	1.43	15.70	14.27	1.43	15.70
- annually	314.00	31.40	345.40	314.00	31.40	345.40
* Concessional fee is only applicable on signing of valid Health Care Card by Shire Staff						
Cancellation during Cooling Off Period - Administration Charge	18.18	1.82	20.00	18.18	1.82	20.00
Gym Key Bond (Swipe card)	30.00	-	30.00	30.00	-	30.00
* Access is restricted to Adults 18 Years and older						

Shire of Meekatharra						
Schedule of Fees & Charges						
2016/17						
Description	2015/16 Charge	2015/16 GST	2015/16 Total	2016/17 Charge	2016/17 GST	2016/17 Total
RECREATION & COMMUNITY SERVICES						
<u>SWIMMING POOL</u>						
General Admissions						
<u>Season</u>						
- Adult	85.91	8.59	94.50	90.91	9.09	100.00
- Child (3 - 17 years old)	42.73	4.27	47.00	45.45	4.55	50.00
- Family (2 Adults & 3 Children)	187.27	18.73	206.00	181.82	18.18	200.00
<u>Season</u>						
- Adult Concessional	47.95	4.80	47.25	45.45	4.55	50.00
- Child (3 - 17 years old) Concessional	21.36	2.14	23.50	22.73	2.27	25.00
- Family Concessional (2 Adults & 3 Children)	93.64	9.36	103.00	90.91	9.09	100.00
* Concessional fee is only applicable on sighting of valid Health Care Card by Shire Staff						
<u>Monthly</u>						
- Adult	33.18	3.32	36.50	37.37	3.73	41.10
- Child (3 - 17 years old)	12.27	1.23	13.50	13.64	1.36	15.00
- Family (2 Adults & 3 Children)	43.18	4.32	47.50	54.55	5.45	60.00
<u>Weekly</u>						
- Adult	7.73	0.77	8.50	9.09	0.91	10.00
- Child (3 - 17 years old)	3.18	0.32	3.50	4.55	0.45	5.00
- Family (2 Adults & 3 Children)	15.45	1.55	17.00	18.18	1.82	20.00
<u>Daily</u>						
- Adult	2.73	0.27	3.00	2.73	0.27	3.00
- Child (3 - 17 years old)	1.82	0.18	2.00	1.82	0.18	2.00
- Family (2 Adults & 3 Children)	5.45	0.55	6.00	5.45	0.55	6.00
- Child (under 3 years old) accompanied by adult				NO CHARGE		
School Activities						
- Adult - Spectator	1.14	0.10	1.20	1.38	0.11	1.50
- Student	0.37	0.03	0.40	0.42	0.03	0.50
- Supervising Teachers & Adults	NO CHARGE			NO CHARGE		
Pool Hire						
Hire of pool after hours - per hour				54.55	5.45	60.00
Bond for facility use - refundable if left clean & undamaged				300.00	-	300.00
* subject to Pool Manager availability						

Shire of Meekatharra

Schedule of Fees & Charges

2016/17

	2015/16	2015/16	2015/16	2016/17	2016/17	2016/17
Description	Charge	GST	Total	Charge	GST	Total
RECREATION & COMMUNITY SERVICES						
COMMUNITY BUS HIRE						
Local Community/Sporting Groups & Ratepayers (includes Gov Dept)						
Outside Meekatharra Townsite - per day						
- allowance of 200 km per day	112.27	11.23	123.50	113.64	11.36	125.00
- over allowance each km > 200	0.28	0.03	0.31	0.29	0.03	0.32
Within Meekatharra Townsite						
- per day	112.27	11.23	123.50	113.64	11.36	125.00
- per hour	11.22	1.12	12.35	11.36	1.14	12.50
Commercial or Non Ratepayers - per day						
- allowance of 200 km per day	224.55	22.45	247.00	227.27	22.73	250.00
- over allowance each km > 200	1.12	0.10	1.22	1.14	0.11	1.25
Bond on all bus hires (linked to insurance excess)	560.00	-	560.00	560.00	-	560.00
Refuelling of Bus (if required on return)	Cost + 8% per litre			Cost + 8% per litre		
Cleaning of the Bus (if required on return)	\$30.00 per hour (minimum \$100.00)			\$30.00 per hour (minimum \$100.00)		
* Local is defined as a group, organisation or person permanently based within the Shire of Meekatharra and / or pays Rates on properties located within the Shire of Meekatharra						
INDOOR CRICKET CENTRE						
Indoor Cricket / Football Hire - per game	12.37	1.23	13.60	12.37	1.23	13.60
Key Bond	56.00	-	56.00	55.00	-	55.00
LIBRARY						
Lost & damaged Library books	AT COST			AT COST		
Bond to Join Library	20.00	-	20.00	20.00	-	20.00
* Only Non WA Residents who cannot provide a library card from any other WA Library						
CULTURE & EVENTS						
Market Stalls						
Entry for Stall Holder	4.55	0.45	5.00	4.55	0.45	5.00
Table Hire	4.55	0.45	5.00	4.55	0.45	5.00
Meekatharra Festival						
T-Shirt sales for Festivals	Between \$30 - \$40 including GST			Between \$30 - \$40 including GST		
Ball Ticket Sales	Between \$15 - \$30 including GST			Between \$15 - \$30 including GST		
DVD Sales	Between \$10 - \$20 including GST			Between \$10 - \$20 including GST		
Showbags	Between \$4 - \$30 including GST			Between \$4 - \$30 including GST		
General Merchandise	Between \$5 - \$25 including GST			Between \$5 - \$25 including GST		
Jammin in Meeka						
T-Shirt sales for Jammin in Meeka	Between \$10 - \$40 including GST			Between \$10 - \$40 including GST		
Ticket Sales						
- Adult	Between \$10 - \$25 including GST			Between \$10 - \$25 including GST		
- Child (3 - 15 years old)	Between \$5 - \$15 including GST			Between \$5 - \$15 including GST		
Rodeo						
Ticket Sales						
- Adult	Between \$10 - \$30			DELETED		
- Child (3 - 15 years old)	Between \$5 - \$10			DELETED		
Misc Charges for Shire Run Programs						
Fee for Shire Run Camps	Between \$10 - \$50 including GST			Between \$10 - \$50 including GST		
Event Ticket Sales	Between \$15 - \$30 including GST			Between \$15 - \$30 including GST		
DVD Sales	Between \$10 - \$20 including GST			Between \$10 - \$20 including GST		

Shire of Meekatharra

Schedule of Fees & Charges

2016/17

Description	2015/16 Charge	2015/16 GST	2015/16 Total	2016/17 Charge	2016/17 GST	2016/17 Total
TRANSPORT & WORKS						
AIRPORT						
Landing Fees						
Small Aircraft Annual Landing Fee - Ratepayers Only * MTOW up to 1,500 kg * On Application Only * Annual - July to June	224.55	22.45	247.00	224.55	22.45	247.00
General (RPT are exempt) - per tonne - aircraft < 5,700 kg MTOW - aircraft > 5,700 kg MTOW Minimum Charge any one landing - \$20.00 plus GST	14.55 19.09	1.45 1.91	16.00 21.00	14.55 19.09	1.45 1.91	16.00 21.00
RPT flights - per head (in lieu of landing fees) Charter flights - per head (in addition to landing fees) * Advise RPT providers of any change as soon as adopted	13.85	1.35	14.80	13.84	1.36	15.00
Call Out Fees						
1800hrs - 2200hrs each 2200hrs - 0600hrs each	97.09 97.09	9.71 9.71	106.80 106.80	97.09 97.09	9.71 9.71	106.80 106.80
Other Fees						
Diesel fuel sales ASIC (Australian Security Identification Card)	Cost plus \$0.04 Cost plus 20%		Cost plus \$0.04 Cost plus 20%			
CROSSOVERS - AS PER POLICY						
Sealed crossover to a kerbed and drained sealed road - First on rateable assessment only	Subsidy of 50% of Actual Cost to a maximum of \$1500		Subsidy of 50% of Actual Cost to a maximum of \$1500			
Sealed crossover to unkerbed roads (sealed or unsealed) - First on rateable assessment only	Subsidy of 50% of Actual Cost to a maximum of \$1000		Subsidy of 50% of Actual Cost to a maximum of \$1000			
Rural unsealed crossovers to unkerbed roads (sealed or unsealed) - First on rateable assessment only	Subsidy of 50% of Actual Cost to a maximum of \$500		Subsidy of 50% of Actual Cost to a maximum of \$500			
Over width crossover to unkerbed road (sealed or unsealed)	No Subsidy		No Subsidy			
STANDPIPE WATER						
Standpipe Water (non-potable) - per 1000lt plus either - minimum charge - for once off purchases or - once off admin fee - for regular purchases whichever is the lesser			2.30 30.00 50.00	- - -	2.30 30.00 50.00	
* water quantity measured based on size of tank						
PLANT HIRE						
Rates - per hour						
Grader	224.27	22.43	246.70	227.37	22.73	250.00
Loader	201.61	20.16	221.77	204.55	20.45	225.00
Bulldozer D6N	224.27	22.43	246.70	227.37	22.73	250.00
Vibrating Roller	201.61	20.16	221.77	204.55	20.45	225.00
Scout Cement Mixer	140.18	14.02	154.20	140.91	14.09	155.00
Tractor	140.18	14.02	154.20	140.91	14.09	155.00
10 - 12 Tonne Truck	140.18	14.02	154.20	140.91	14.09	155.00
5 - 7 Tonne Truck	140.18	14.02	154.20	140.91	14.09	155.00
Prime Mover	168.18	16.82	185.00	170.00	17.00	187.00
Tandem Axle Tipping Trailer (Plus Applicable Truck Hire)	84.13	8.41	92.55	85.45	8.55	94.00
Tri Axle Low Loader (Plus Applicable Truck Hire)	97.09	9.71	106.80	98.78	9.82	108.60
Road Broom (Plus Applicable Truck Hire)	84.13	8.41	92.55	85.45	8.55	94.00
Scraper 613C	224.27	22.43	246.70	227.37	22.73	250.00
Mulch Tyres Roller - 16 Tonne	201.61	20.16	221.77	204.55	20.45	225.00
Backhoe	140.18	14.02	154.20	140.91	14.09	155.00
Mini Excavator	140.18	14.02	154.20	140.91	14.09	155.00
Mini Road Sweeper	112.13	11.21	123.35	113.64	11.36	125.00
* All prices include an operator, dry hire of Shire plant not available						
* Penalty of \$35.00 per hour for hire outside normal work crew hours						
* Availability of Plant subject to Works Program						
* Council may decline any request to perform private works						
* Council Policy 4.4 - Private Hire of Plant applies						

Title/Subject: REVIEW OF POLICY ALLOWANCE AMOUNTS
Agenda/Minute Number: 9.2.6
Applicant: Nil
File Ref: ADM 0261
Disclosure of Interest: Nil
Date of Report: 5 April 2016
Author: Krys East
Corporate Services Manager/DCEO



Signature of Author

Senior Officer: Roy McClymont
Chief Executive Officer



Signature Senior Officer

Summary/Matter for Consideration:

This report recommends reviewing allowances payable to employees and councillors as set by Council policy.

Attachments:

- Policy 1.10 Registrations for Conferences, Seminars, Training – Councillors – Partners Program
- Policy 1.20 Allowance for Councillors utilising Private Accommodation / Meals when on Council Business
- Policy 3.2 Housing Subsidy
- Policy 3.4 Service Pay
- Policy 3.6 Miscellaneous Allowances
- Policy 3.9 Council Contribution to Staff Functions
- Policy 3.11 Staff Uniforms
- Policy 3.15 Satellite Phone Usage
- Policy 3.17 Training of Council Employees
- Policy 3.25 Allowance for Staff utilising Private Accommodation / Meals when on Council Business

Background:

As per Policy 4.7 Budgets Council will review allowances allowed for in the Shire of Meekatharra's Policies annually.

The Policy Manual is a collection of documents that defines the Shire of Meekatharra's policies and is the guidelines for staff and management in the day to day running of Council. To ensure that the amounts that are stipulated in these policies are relevant and take in current circumstances it is sensible to review the dollar values annually. Council last reviewed the allowances at the December 2014 Ordinary Council Meeting which resulted in updated allowances for the 2014/15 and 2015/16 years. It is now time to review the allowances again for the 2016/17 year.

Comment:

The deduction amounts mentioned in the Policy Manual are set as part of the Schedule of Fees and Charges and are therefore not covered in this review of allowances. This item makes recommendation to Council on possible amendments to these amounts using various CPI (Consumer Price Index) categories as staff deem most appropriate. These are CPI All Groups, CPI Food & non-alcoholic beverages, CPI Housing, CPI Clothing & Footwear and CPI Communication and the figures used are from the Australian Bureau of Statistics website.

<u>Policy No.</u>	<u>Allowance</u>	<u>Current</u>
1.10	Councillors Partners Conference Allowance	\$300

Adopted January 2007. Last reviewed April 2014.

This policy delegates authority to the CEO to register and prepay for a Councillor's partner for participation in the "Partners Program" including the conference dinner if part of the conference or seminar program, and covered by an appropriate budget.

At the Ordinary Council Meeting in April 2014 Council increased this allowance from \$250 to \$300 based on a CPI calculation.

Original Allowance Amount \$250		
	CPI Food & non-alcoholic beverages	Calculated Allowance
Dec-08	5.6%	\$ 264.00
Dec-09	1.9%	\$ 269.02
Dec-10	2.5%	\$ 275.74
Dec-11	2.5%	\$ 282.63
Dec-12	0.3%	\$ 283.48
Dec-13	1.1%	\$ 286.60
Dec-14	2.0%	\$ 292.33
Dec-15	0.4%	\$ 304.02

Taking into consideration the last two CPI figures the calculated amount is now \$304.02.

The allowance of \$300 is therefore reasonable and staff don't recommend any changes.

<u>Policy No.</u>	<u>Allowance</u>	<u>Current</u>
1.20	Councillors utilising Private Accommodation / Meals when on Council Business	\$150 per night

Adopted August 2013. Last reviewed April 2014.

This is to contribute to some of the costs for a Councillor providing their own accommodation and meals when on council business.

Original Allowance Amount \$150		
	CPI Food and non-alcoholic beverages	Calculated Allowance
Dec-13	1.1%	\$ 151.65
Dec-14	2.0%	\$ 154.68
Dec-15	0.4%	\$ 155.30

Based on above calculation it is suggested that the allowance be increased from \$150 to \$155 per night.

<u>Policy No.</u>	<u>Allowance</u>	<u>Current</u>
3.2	Housing Allowance	\$100 per week

Adopted May 2005. Last reviewed December 2014.

The housing subsidy is to compensate those that provide their own accommodation rather than residing in Shire subsidized accommodation.

At the last review this allowance was increased from \$80 to \$100 per week. This increase was based on a conservative assumption of average rental prices in Meekatharra being \$250 per week and the benefit that employees in shire housing have over employees in town rental properties due to Council's subsidized rent. The rental market in the last couple of years has not changed significantly; local rental property owners indicate the average rent is still around \$200-\$250 a week.

If CPI Housing was to be calculated on the original \$80 allowance this would see an increase to \$120.98. The Australian Housing CPI is not deemed to be the best indicator for Meekatharra rental prices, since Meekatharra prices rely much more on local economical shifts, such as mining operations, than on any Australia-wide factors.

It is therefore recommended that this allowance remains the same.

<u>Policy No.</u>	<u>Allowance</u>	<u>Current</u>
3.4	Service Pay	(per fortnight)
	More than 12 months	\$12.50
	More than 24 months	\$25.00
	More than 36 months	\$37.50
	More than 48 months	\$50.00
	More than 60 months	\$62.50

Adopted in May 2005. Last reviewed December 2014.

This is a service pay for service for outside shire employees.

In December 2014 Council increased the amounts as follows:

More than 12 months	From \$10 to \$12.50 per f/night
More than 24 months	From \$20 to \$25.00 per f/night
More than 36 months	From \$30 to \$37.50 per f/night
More than 48 months	From \$40 to \$50.00 per f/night
More than 60 months	From \$50 to \$62.50 per f/night

Original Allowance Amount		\$10	\$20	\$30	\$40	\$50
	CPI All Groups	Calculated Allowance	Calculated Allowance	Calculated Allowance	Calculated Allowance	Calculated Allowance
Dec-06	3.3%	\$ 10.33	\$ 20.66	\$ 30.99	\$ 41.32	\$ 51.65
Dec-07	3.0%	\$ 10.64	\$ 21.28	\$ 31.92	\$ 42.56	\$ 53.20
Dec-08	3.7%	\$ 11.03	\$ 22.07	\$ 33.10	\$ 44.13	\$ 55.17
Dec-09	2.1%	\$ 11.27	\$ 22.53	\$ 33.80	\$ 45.06	\$ 56.33
Dec-10	2.7%	\$ 11.57	\$ 23.14	\$ 34.71	\$ 46.28	\$ 57.85
Dec-11	3.1%	\$ 11.93	\$ 23.86	\$ 35.78	\$ 47.71	\$ 59.64
Dec-12	2.2%	\$ 12.19	\$ 24.38	\$ 36.57	\$ 48.76	\$ 60.95
Dec-13	2.7%	\$ 12.52	\$ 25.04	\$ 37.56	\$ 50.08	\$ 62.60
Dec-14	1.7%	\$ 12.73	\$ 25.47	\$ 38.20	\$ 50.93	\$ 63.66
Dec-15	1.7%	\$ 12.95	\$ 25.90	\$ 38.85	\$ 51.80	\$ 64.75
Suggested rounded amount		\$ 13.00	\$ 26.00	\$ 39.00	\$ 52.00	\$ 65.00
Suggested total amount per year		\$ 338.00	\$ 676.00	\$ 1,014.00	\$ 1,352.00	\$ 1,690.00
Current cost per annum		\$ 325.00	\$ 650.00	\$ 975.00	\$ 1,300.00	\$ 1,625.00
Suggested increase cost to Council per annum per employee		\$ 13.00	\$ 26.00	\$ 39.00	\$ 52.00	\$ 65.00

Based on the CPI All Groups % increases since 2005, it is therefore suggested that the allowance amounts be increased as follows:

More than 12 months	From \$12.50 to \$13.00 per f/night
More than 24 months	From \$25.00 to \$26.00 per f/night
More than 36 months	From \$37.50 to \$39.00 per f/night
More than 48 months	From \$50.00 to \$52.00 per f/night
More than 60 months	From \$62.50 to \$65.00 per f/night

<u>Policy No.</u>	<u>Allowance</u>	<u>Current</u>
3.6	Camping and Meal Allowance	\$35 per night

Adopted May 2005. Last reviewed December 2014.

This allowance is to cover the additional cost involved in setting up and running a second household and to cater in full for the Meal Allowance provisions and Camping Allowance in the Local Government Industry Award 2010 clause 15.1 while an employee is camping out.

The Award allows \$23.148289 per night for Camping Allowance. As working 10 hours days is the norm for Meekatharra shire outside employees, it means that they are not eligible for the Meal Allowance as clause 15.1 (c) in the Award states:

“A meal allowance is not payable:

- (i) *Where the employee has been notified at least 24 hours in advance of the requirement to work overtime”.*

As employees supply their own food while camping out changes to the rate is based on CPI Food & non-alcoholic beverages. Since the last amendment (June 2011) CPI Food & non-alcoholic beverages has changed as follows:

Original Allowance Amount \$35		
	CPI Food and non-alcoholic beverages	Calculated Allowance
June 2011 to September 2011 quarter	-0.2%	\$ 34.93
September 2011 to December 2011 quarter	-1.5%	\$ 34.40
December 2011 to December 2012	0.3%	\$ 34.51
December 2012 to December 2013	1.1%	\$ 34.89
December 2013 to December 2014	2.0%	\$ 35.59
December 2014 to December 2015	0.4%	\$ 35.73

The overall effect means that the allowance based on the changes to CPI Food should now be increased to \$35.73.

CPI Transport should also be factored in as transport costs may affect the price of food sold in Meekatharra.

The transport component of food averages only 5-7% of the cost. This means that if this allowance was purely to cover food only while camping, which is not the case, then of the current \$35 only 7% is for transport i.e. \$2.45.

The following shows CPI Transport since June 2011.

	CPI Transport
June 2011 to September 2011 quarter	0.1%
September 2011 to December 2011 quarter	0.0%
December 2011 to December 2012	2.0%
December 2012 to December 2013	1.9%
December 2013 to December 2014	-1.9%
December 2014 to December 2015	-1.4%
Overall Change	0.7%

A 0.7% increase to the transport component (\$2.45) would mean an increase

of 2c, bringing the total calculated meal allowance to \$35.75.

Based on this it is recommended that the Camping and Meal allowance be increased to \$35.75.

<u>Policy No.</u>	<u>Allowance</u>	<u>Current</u>
3.6	Public Toilet Allowance	\$50 per day

Adopted May 2005. Last reviewed December 2014.

This toilet allowance is payable to a designated employee to open and close the public toilet facilities on weekends and public holidays. There is no real expense incurred by the employee in order to perform this task. The allowance compensates the employee for their time and commitment to providing this service.

The payment is simply to open and close the doors of the public toilets. If any cleaning is required this is paid at the employees usual rates.

There are no guidelines for this allowance in the Local Government Industry Award 2010 however, if we were to base payment on award cleaner rates (Level 1) it would mean that we are paying in excess of an hour per day.

Level 1= \$18.4816 per hour
Casual Loading not payable on overtime

Saturday Rate Time and Half (23.2a) = \$27.72
Sunday Rate Time and Three Quarters (23.2b) = \$32.34
Public Holiday Rate Double Time and Half (28.2) = \$46.20

Based on the current employee's pay level (level 5) it would be only when he was to open/close the toilets on public holidays that he would be receiving marginally less than an hour's pay for this service as shown below:

Level 5= \$21.3895 per hour

Saturday Rate Time and Half (24.2a) = \$32.08
Sunday Rate Double Time (24.2b) = \$42.78
Public Holiday Rate Double Time and Half (28.2) = \$53.47

The following calculations are based on CPI All Groups:

Original Allowance Amount \$50		
	CPI All Groups	Calculated Allowance
June 2011 to September 2011 quarter	0.6%	\$ 50.30
September 2011 to December 2011 quarter	0.0%	\$ 50.30
December 2011 to December 2012	2.2%	\$ 51.41

December 2012 to December 2013	2.7%	\$ 52.79
December 2013 to December 2014	1.7%	\$ 53.69
December 2014 to December 2015	1.7%	\$ 54.60

In advice received from West Australian Local Government Association's Employee Relations Advisor there is no minimum for ordinary hours for casuals or full-time employees so the Shire could in effect pay the employee for the actual hours worked only in opening and closing the public toilets. It is envisaged that this would not even equate to half an hour per day so the \$50 currently paid is well in excess of this regardless of what day it is.

It is recommended that this allowance remains at \$50.00 per day and any time spent cleaning continue to be paid at the employee's hourly rate.

<u>Policy No.</u>	<u>Allowance</u>	<u>Current</u>
3.9	Council Contribution to Staff Functions	
	Up to 2 years service	Nil
	2 years plus service	Council sponsored sundowner (elected Members, staff and partners) with nibbles, beer, wine and soft drink. \$120 gift.
	After 5 years service	Council sponsored sundowner (elected Members, staff and partners) and \$120 plus \$18 (per years of service) gift.
	After 20 years service	Council Reception (elected Members, staff and partners) and \$120 plus \$18 (per years of service) gift.

Adopted January 2007 Last reviewed December 2014.

This contribution is for staff leaving Council employment and for Council to acknowledge the term of service by employees.

Original Allowance Amount \$100 gift and \$15 per year of service			
	CPI All Group	Calculated Allowance	
Dec-07	3.0%	\$ 103.00	\$ 15.45
Dec-08	3.7%	\$ 106.81	\$ 16.02
Dec-09	2.1%	\$ 109.05	\$ 16.36
Dec-10	2.7%	\$ 112.00	\$ 16.80
Dec-11	3.1%	\$ 115.47	\$ 17.32
Dec-12	2.2%	\$ 118.01	\$ 17.70
Dec-13	2.7%	\$ 121.20	\$ 18.20
Dec-14	1.7%	\$ 123.26	\$ 18.49
Dec-15	1.7%	\$ 125.35	\$ 18.80

As the calculated figures are still fairly similar to the current \$120 gift with \$18 per year of service and considering that a \$5 difference does not make a great difference to the kind of gift one can purchase staff suggest leaving this allowance as it is.

<u>Policy No.</u>	<u>Allowance</u>	<u>Current</u>
3.11	Staff Uniforms	(per annum)
	For Permanent full time staff	\$500.00
	For Permanent part time staff	\$300.00

Adopted May 2005 Last reviewed December 2014.

All staff are required to wear clothing determined as the Council's uniform during working hours consistent with the uniform policy.

CPI Clothing & Footwear has been up and down over the intervening years.

Original Allowance Amount		\$500	\$300
	CPI Clothing & Footwear	Calculated Allowance	Calculated Allowance
Dec-06	-2.0%	\$ 490.00	\$ 294.00
Dec-07	1.6%	\$ 497.84	\$ 298.70
Dec-08	0.2%	\$ 498.84	\$ 299.30
Dec-09	2.1%	\$ 509.31	\$ 305.59
Dec-10	-4.8%	\$ 484.86	\$ 290.92
Dec-11	2.6%	\$ 497.47	\$ 298.48
Dec-12	0.6%	\$ 500.46	\$ 300.27
Dec-13	-1.3%	\$ 493.95	\$ 296.37
Dec-14	-1.5%	\$ 486.54	\$ 291.92
Dec-15	0.5%	\$ 488.97	\$ 293.38

Calculating the effect that this has had on the current allowances shows \$500 decreased to \$488.97 and \$300 decreased to \$293.38. As the allowance is per annum and isn't always fully utilised (expended) anyway it seems unnecessary to reduce this allowance and staff suggest that Council retain the current figures for this review.

<u>Policy No.</u>	<u>Allowance</u>	<u>Current</u>
3.15	Satellite Phone Usage	\$20 per fortnight

Adopted May 2005. Last reviewed December 2014.

Employees on the outside crew, camp out for long periods. During this time there may be a requirement to make personal phone calls. This allowance is to allow for personal use of the satellite phone. This is only for the construction and maintenance crew. Employees are responsible for the

balance, if any, of the cost of personal phone calls made by them above the allowed amount.

Employees do every now and again exceed the allowance depending on the works program and the number of days they're camping out. Some months no personal phone calls whatsoever are being made and other months employees go well above the allowance amount.

On average employees make personal phone calls to the value of \$44 a month (equivalent to \$22 a fortnight) which is only slightly above the allowance of \$20 per fortnight. This figure varies between employees – some only make a few calls and are always well within the allowance amount, others make more phone calls and go above the allowance amount quite often. This of course depends on the employee's circumstances, family and personal preferences.

Pivotel, Council's satellite phone carrier service, have not increased their charges per call for at least six years now.

Since 2005 the CPI for Communication has varied greatly as shown below:

Original Allowance Amount \$20		
	CPI Communication	Calculated Allowance
Dec-05	-2.0%	\$ 19.60
Dec-06	1.7%	\$ 19.93
Dec-07	0.4%	\$ 20.01
Dec-08	0.5%	\$ 20.11
Dec-09	0.6%	\$ 20.23
Dec-10	-0.4%	\$ 20.15
Dec-11	1.6%	\$ 20.48
Dec-12	1.6%	\$ 20.80
Dec-13	1.7%	\$ 21.16
Dec-14	-3.0%	\$ 20.52
Dec-15	-6.3%	\$ 19.23

With the CPI Communication having taken a sharp decrease, leaving the calculated figure at \$19.23, it is suggested that the Satellite Phone Usage Allowance remains at \$20.

<u>Policy No.</u>	<u>Allowance</u>	<u>Current</u>
3.25	Allowance for Staff utilising Private Accommodation/Meals when on Council Business	\$150 per night

Adopted August 2013. Last reviewed December 2014.

This is to contribute to some of the costs for an employee providing their own accommodation and meals when on council business.

Original Allowance Amount \$150		
	CPI Food and non-alcoholic beverages	Calculated Allowance
Dec-13	1.1%	\$ 151.65
Dec-14	2.0%	\$ 154.68
Dec-15	0.4%	\$ 155.30

Based on above calculation it is recommended that this allowance be increased from \$150 to \$155 per night.

<u>Policy No.</u>	<u>Allowance</u>	<u>Current</u>
3.17	Training of Council Employees	No amount set

Adopted January 2007. Last reviewed November 2009.

Staff when attending training who pay for their own meals are reimbursed, however there are no clear guidelines for how much is a reasonable amount.

To clarify what Council are willing to reimburse employees attending training it is suggested that the Policy be amended to include capped amounts for each meal and also the following wording:

“Reimbursement for employees will be authorised by the CEO for all incidental expenses associated with authorised training attendance, such as:

- Parking Fees;*
- Incidental expenses (e.g. venue/exhibition entrance fees if applicable);*
- Train, bus and taxi fares (cab charge cards are available if organized prior to attendance);*
- Breakfast, lunches and dinners not included in the training registration fee.*

Reimbursement will not be authorised for:

- Any expenses or time occupied on matters other than Council business;*
- Entertainment costs outside those provided by the training;*
- Meal claims where meals are provided at the training.*

Attendees requesting reimbursement shall complete a “Request for Training Incidental Reimbursement Form” supported by documentary evidence in the form of receipts.

Meals will be capped at:

- Breakfast - \$25*

- | |
|--|
| <ul style="list-style-type: none"> • Lunch - \$25 • Dinner - \$50 <p><i>All expenses must be substantiated with receipts."</i></p> |
|--|

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Local Government Act 1995 section 6.16 (3) (b) allows for the amendment of the Schedule of Fees & Charges.

Policy Implications:

Council to amend various policies dependent on changes in allowances.

Budget/Financial Implications:

Increased cost will be factored into the 2016/17 budget.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy

Seconded: Cr HJ Nichols

That Council authorises:

- that the following Policies be amended with the new allowance rates payable by council to take effect as at 1 July 2016. All other conditions as per the relevant policies; and

Councillor Allowances		
Policy No.	Allowance	New Allowance Amount
1.10	Councillors' Partners Conference Allowance	\$300 (no change)
1.20	Councillors utilising Private Accommodation / Meals when on Council Business	\$155 per night (increase of \$5 per night)
Employee Allowances		
3.2	Housing Allowance	\$100 per week (no change)
3.4	Service Pay	
	More than 12 months	\$13.00 per f/night (increase of \$0.50)
	More than 24 months	\$26.00 per f/night (increase of \$1.00)
	More than 36 months	\$39.00 per f/night (increase of \$1.50)
	More than 48 months	\$52.00 per f/night (increase of \$2.00)
	More than 60 months	\$65.00 per f/night (increase of \$2.50)

3.6	Camping and Meal Allowance	\$35.75 per night (increase of \$0.75 per night)
3.6	Toilet Allowance	\$50.00 per day (no change)
3.9	Council Contribution to Staff Functions Up to 2 years service 2 years plus service After 5 years service After 20 years service	Nil Council sponsored sundowner (elected Members, staff and partners) with nibbles, beer, wine and soft drink. \$120 gift (no change) Council sponsored sundowner (elected Members, staff and partners) and \$120 plus \$18 (per years of service) gift. (no change) Council Reception (elected Members, staff and partners) and \$120 plus \$18 (per years of service) gift. (no change)
3.11	Staff Uniforms For Permanent full time staff For Permanent part time staff	\$500 per annum (no change) \$300 per annum (no change)
3.15	Satellite Phone Usage	\$20 per fortnight (no change)
3.24	Allowance for Staff utilising Private Accommodation/Meals when on Council Business	\$155 per night (increase of \$5 per night)

- that Policy 3.17 Training of Council Employees, be amended to include the following:

“Reimbursement for employees will be authorised by the CEO for all incidental expenses associated with authorised training attendance, such as:

- *Parking Fees;*
- *Incidental expenses (e.g. venue/exhibition entrance fees if applicable);*
- *Train, bus and taxi fares (cab charge cards are available if organized prior to attendance);*
- *Breakfast, lunches and dinners not included in the training registration fee.*

Re-imburement will not be authorised for:

- *Any expenses or time occupied on matters other than Council business;*
- *Entertainment costs outside those provided by the training;*
- *Meal claims where meals are provided at the training.*

Attendees requesting reimbursement shall complete a “Request for Training Incidental Reimbursement Form” supported by documentary evidence in the form of receipts.

Meals will be capped at:

- *Breakfast - \$25*
- *Lunch - \$25*
- *Dinner - \$50*

All expenses must be substantiated with receipts.”

CARRIED 5/0
BY AN ABSOLUTE MAJORITY

Shire of Meekatharra Policy Manual

POLICY:	REGISTRATIONS FOR CONFERENCES, SEMINARS, TRAINING - COUNCILLORS
POLICY NO:	1.10
SECTION:	COUNCIL / MEMBERS
COUNCIL MEETING HELD:	21 NOVEMBER 2009
DATE TO BE REVIEWED:	

-
1. Authority is delegated to the Chief Executive Officer to register Councillors for conferences, seminars and training, and prepay registration fees, accommodation and meals but subject to available budget.
 2. Authority be delegated to the Chief Executive Officer to register and prepay for a Councillor's partner for participation in the "Partners Program" including the conference dinner to a cost of up to \$300 if part of the conference or seminar program, and covered by an appropriate budget.
 3. If the proposed attendance at a conference, seminar or training is not covered by an appropriate budget, the express approval of the Council must be sought by the Councillor to attend, including authorisation of expenses such as a dinner for the attendee, and, if applicable, partner.

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

Councillors claiming reimbursement must produce receipts, and supporting documents verifying the expense being claimed.

4. On their return from a conference or seminar, Councillors who attended shall provide a written report on the conference to the next Council meeting.

Adopted:	20 January 2007	Effective:	1 December 2009
Reviewed:	12 April 2014		

Shire of Meekatharra Policy Manual

POLICY: ALLOWANCE FOR COUNCILLORS UTILISING
PRIVATE ACCOMMODATION/MEALS WHEN ON
COUNCIL BUSINESS

POLICY NO: 1.20

SECTION: COUNCIL/MEMBERS

COUNCIL MEETING HELD: 17 AUGUST 2013

DATE TO BE REVIEWED:

Council adopts as policy the payment of an allowance to Councillors of \$150 per night when on Council business should the Councillor choose to stay in private accommodation and arrange for their own meals (dinner/breakfast).

The Chief Executive Officer shall be responsible for the approving/administration of the allowance payment in conjunction with normal approvals for the conduct of Council business at locations where the allowance may be applicable.

Adopted: 17 August 2013
Reviewed: 12 April 2014

Effective: 17 August 2013

Shire of Meekatharra Policy Manual

POLICY:	HOUSING - ALLOWANCES
POLICY NO:	3.2
SECTION:	STAFF
COUNCIL MEETING HELD:	21 NOVEMBER 2009
DATE TO BE REVIEWED:	DECEMBER 2011

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

Rental

Council will provide Housing at a subsidised rental to be set annually within the Budget.

Individual Residential house rental for Council Residences is reviewed annually during budget process and is listed in Council's fees and charges.

Rental of each of the three accommodation units at the Single persons quarters is set annually as part of the budget process and listed in Council's fees and charges. (The rental includes electricity costs).

Negotiations of rental within an employee's employment package will override this policy.

Water

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

Power

Tenants are responsible for payment of electricity usage fees with the exception of residents of the Single Persons Quarters.

Negotiations of power charges within an employee's employment package will override this policy.

Gas

Council will initially provide one cylinder refill on commencement of tenancy. Tenants are responsible for all additional refills.

Cylinder rental will be paid by Council and cylinders remain the responsibility of Council. Negotiations of gas supply within an employee's employment package will override this policy.

Telephone, fax and internet connections.

Tenants are responsible for payment of Telephone, Fax and Internet usage fees. Tenants are responsible for Internet connection and disconnection fees.

Negotiations of above within an employee's employment package will override this policy
(continued next page)

Shire of Meekatharra Policy Manual

Accommodation Allowance

The Shire provides subsidised accommodation to those employees occupying Shire Housing. The Shire acknowledges that those employees providing their own accommodation are therefore disadvantaged. The Shire encourages employees to provide their own accommodation as part of the community of Meekatharra and has initiated an accommodation allowance based upon the following.

Assuming the current market rental of a house in Meekatharra is (say) \$250.00 per week and staff supplied with housing pay \$50.00 per week, then there is an advantage to those staff of \$200.00 per week. The Shire have determined that an "appropriate allowance" to compensate for this should be \$100.00 per week.

The Shire's accommodation allowance of \$100.00 per week applies to those full time Shire employees not provided with subsidised accommodation and residing within the Shire of Meekatharra.

Notes

For the purposes of clarity, this policy only applies to Shire permanent full time employees or part time employees that are employed for more than 25 hours per week. The policy does not apply to any casual employee.

Adopted:	21 May 2005		
Reviewed and Amended:	21 November 2009	Effective:	21 November 2009
Reviewed and Amended:	19 December 2014	Effective:	19 December 2014
Reviewed and Amended:	19 December 2014	Effective:	1 January 2015

Shire of Meekatharra Policy Manual

POLICY:	SERVICE PAY
POLICY NO:	3.4
SECTION:	STAFF
COUNCIL MEETING HELD:	21 NOVEMBER 2009
DATE TO BE REVIEWED:	DECEMBER 2011

That Service Pay for service of:

More than 12 months	\$12.50 per fortnight
More than 24 months	\$25.00 per fortnight
More than 36 months	\$37.50 per fortnight
More than 48 months	\$50.00 per fortnight
More than 60 months	\$62.50 per fortnight

be granted to all Outside Shire employees. Outside employee are those wages personnel employed on construction and maintenance. (Includes town maintenance)

Note: The fortnightly payments to be reviewed annually during the budget process.

Adopted:	21 May 2005		
Reviewed:	21 November 2009	Effective:	1 December 2009
Reviewed and Amended:	19 December 2014	Effective:	1 January 2015

Shire of Meekatharra Policy Manual

POLICY:	MISCELLANEOUS ALLOWANCES
POLICY NO:	3.6
SECTION:	STAFF
COUNCIL MEETING HELD:	18 JUNE 2011
DATE TO BE REVIEWED:	JUNE 2012

This policy lists miscellaneous allowances paid to staff and approved by Council from time to time. Allowances are paid through employees pays and are taxable.

Camping and Meal Allowance (Outside Staff)

Council approves the payment of a Camping and Meal Allowance at a base rate of \$35.00 per night commencing Thursday 23 June 2011. This allowance will be reviewed by Council every year during budget deliberations. The Consumer Price Index known as "Food – weighted average 8 capital cities", for the previous 12 months ending the March quarter each year, will be used as an indicator of price movements for consideration by Council along with any increases in the Meal Allowance under the relevant Award during the previous 12 month period to 31 March each year.

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

The Meal Allowance provisions in the Local Government Industry Award 2010 (Clause 15) will still apply to employees who are not camping out.

Only Council employees are permitted to camp in Council facilities unless the Chief Executive Officer has given specific written approval.

Public Toilet Allowance

Council has approved the payment of \$50.00 per day for a designated employee to open and close the public toilet facilities on weekends and public holidays. Any cleaning required will be paid as per the Local Government Industry Award 2010. This allowance will be reviewed by Council every year during budget deliberations using CPI All Groups as an indicator.

Adopted:	21 May 2005	
Reviewed:	21 November 2009	Effective: 1 December 2009
Amended:	18 June 2011	
Reviewed:	19 December 2014	

Shire of Meekatharra Policy Manual

POLICY:	COUNCIL CONTRIBUTION TO STAFF FUNCTIONS
POLICY NO:	3.9
SECTION:	STAFF
COUNCIL MEETING HELD:	21 NOVEMBER 2009
DATE TO BE REVIEWED:	DECEMBER 2011

- i) Council's Contribution to Staff Leaving its Employment:
 - a) Up to 2 years service: Nil
 - b) 2 years plus service: Council sponsored sundowner (elected Members, staff and partners) with nibbles, beer, wine and soft drink. \$120 gift.
 - c) After 5 years service: Council sponsored sundowner (elected Members, staff and partners) and \$120 plus \$18 (per years of service) gift.
 - d) After 20 years service: Council Reception (elected Members, staff and partners) and \$120 plus \$18 (per years of service) gift.
- ii) Staff Attaining 10 Years Service - presentation of a certificate.
- iii) Council will acknowledge the contribution of employees who have completed 20 years of service with Council by presenting a suitably engraved plaque at a function to be held at the employee's workplace, and that recognition be made through the local media.

Adopted:	20 January 2007	Effective:	1 December 2009
Reviewed:	21 November 2009		
Reviewed and Amended:	19 December 2014	Effective:	1 January 2015

Shire of Meekatharra Policy Manual

POLICY:	STAFF UNIFORMS
POLICY NO:	3.11
SECTION:	STAFF
COUNCIL MEETING HELD:	21 NOVEMBER 2009
DATE TO BE REVIEWED:	DECEMBER 2011

The Council shall supply employees with a uniform in accordance with guidelines set out below.

The Chief Executive Officer has been granted delegated authority to determine what is a suitable uniform, after consultation with staff, including colour and style of the uniform. All uniforms will bear Council's logo.

Permanent full or part time employees shall be eligible for uniforms under this policy.

Council will contribute a sum of up to \$500.00 per annum towards the cost of staff uniforms for permanent full time staff. Council will contribute a sum of up to \$300.00 per annum towards the cost of staff uniforms for permanent part time staff.

Temporary or long term casual employees may also be entitled to a uniform on a pro-rata basis at the discretion of the Chief Executive Officer in accordance with departmental budget provisions.

All employees either receiving the Council contribution or being provided a uniform in recognition of their work responsibilities, shall complete a clothing agreement prior to their receiving of the benefit, to the effect that on leaving Council's employment:

a) **Within three months of the clothing issue or Council contribution:**

Reimbursement to Council of the clothing cost to a maximum of \$500.00.

b) **Between three to six months of the clothing issue or Council contribution:**

Reimbursement to Council of 50% of the clothing cost to a maximum of \$250.00.

c) **After six months of clothing issue or contribution:**

No requirement for reimbursement.

Note: These conditions may be waived at the discretion of the Chief Executive Officer.

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Shire of Meekatharra Policy Manual

QUALIFYING PERIOD

There is no qualifying period for permanent full time and part-time staff. Purchase Orders will be supplied by the Chief Executive Officer on commencement of duties with Council. Orders for temporary and long-term casual employees may be placed after the initial three (3) months, however discretion to order earlier lays with the Chief Executive Officer.

WEARING OF UNIFORMS

Depot and Works Personnel

All clothing required for the job is supplied by Council and carries the Council's logo. Clothing will be provided each year being one of the following combinations:

- 3 cotton pants and 3 fluorescent long-sleeved shirts; or
- 3 cotton bib and brace and 3 fluorescent long-sleeved shirts.

Work boots are supplied as required. Damaged work clothes may be replaced at the discretion of the CEO, with new as required. Employees are not to purposely disfigure their uniforms.

All Staff

All staff are required to wear clothing determined as the Council's uniform during working hours consistent with the uniform allowance under this Policy. Variations to this requirement are only exempted by the Chief Executive Officer.

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Shire of Meekatharra Policy Manual

CLOTHING AGREEMENT		
I acknowledge having received the following clothing:		
<u>No.</u>	<u>Item</u>	<u>Value</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
and accept that I will, on leaving Council's employment,		
a) <i>Within three months of the date of this agreement:</i> Approve the deduction of the cost equivalent of the clothing from my wage to the maximum of \$500.00.		
b) <i>Between three and six months of the date of this agreement:</i> Approve the deduction of 50% of the cost equivalent of the clothing from my wage to the maximum of \$250.00.		
c) <i>After six months of the date of this agreement:</i> I acknowledge there is no requirement of me to contribute towards the clothing received.		
Signed:		
Dated:		
Witness:		

Adopted:	21 May 2005	
Reviewed:	21 November 2009	Effective: 1 December 2009
Reviewed:	19 December 2014	

Shire of Meekatharra Policy Manual

POLICY:	SATELLITE PHONE USAGE
POLICY NO:	3.15
SECTION:	STAFF
COUNCIL MEETING HELD:	21 NOVEMBER 2009
DATE TO BE REVIEWED:	DECEMBER 2011

Council provides the Construction and the Maintenance Crew with a Satellite Telephone.

The primary use for the satellite telephones is to provide an effective means of communication in emergency situations or liaison between the Crew and Management.

It is also recognised that due to the work practice of the Crews, requiring lengthy periods of camping out at the work-site, that the Crew members will on occasions require to make personal calls on the satellite telephone.

Council acknowledges that personal use of the satellite telephone is required as well as business use and has determined this policy on how the costs of the calls are met.

Council will meet the cost of all business calls on the satellite telephones and the cost of personal calls to the equivalent value of \$20.00 per fortnight. All calls are to be kept to the bare minimum.

The respective employees are then responsible for the balance, if any, of the cost of personal calls made by them.

This policy applies to phones held by the Construction and Maintenance Crew.

Satellite phones held by the Chief Executive Officer, Works and Services Manager, Works Supervisor, Environmental Health Officers, Mechanic and other salaried officers are provided for work use only and no personal calls are permitted.

Adopted: 21 May 2005

Reviewed: 21 November 2009

Reviewed: 19 December 2014

Effective: 1 December 2009

Shire of Meekatharra Policy Manual

POLICY:	TRAINING OF COUNCIL EMPLOYEES
POLICY NO:	3.17
SECTION:	STAFF
COUNCIL MEETING HELD:	21 NOVEMBER 2009
DATE TO BE REVIEWED:	DECEMBER 2011

- i) Council has a responsibility to organise its labour resources in the most efficient manner possible so as to maximise the services provided in an effective, economic and efficient manner.
- ii) Council's workforce is its most important resource necessary for the achievement of Council's objectives and the skills of the workforce are of the most fundamental significance.
- iii) Education (being the acquisition of general tertiary and professional skills and qualifications) shall be the responsibility of the individual employee. This does not preclude Council from assisting an employee (eg study leave) but such assistance extended at the discretion of the Chief Executive Officer shall not be an employee right.
- iv) Training (being an extension and/or enhancement of skills and knowledge to enable employees to be more effective in their jobs and/or to provide for future progression) shall be the joint responsibility of Council and the employee.
- v) Council shall recognise the need for attention to, and investment in, staff training and authorises the allocation in each year's draft Budget, amounts totalling at least 2% of the Council's overall base salary toward staff training.
- vi) The Chief Executive Officer shall be responsible for the management of the funds allocated for staff training in each service area and any expenditure shall be subject to provision being made in the Budget. The expenditure may be authorised by the Chief Executive Officer without reference to the Council.
- vii) Funds allocated by Council for staff training may be directed towards any "training expenditure" and without limiting the generality of this clause, may include:
 - . Cost of salaries, registration fees, travelling and accommodation involved in attending training courses and where appropriate seminars or conferences.
 - . The wages and overheads associated with the employment of training officers and similar appropriate persons for the provision of internal training courses and on the job training.
 - . Purchase of videos, books and other appropriate training aids.

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Shire of Meekatharra Policy Manual

- . Other appropriate training initiatives at the Chief Executive Officer's discretion.
- viii) As a general guide Council's preferences for staff training activities are:
 - . In-house training activities.
 - . Utilisation of any local courses.
 - . Co-ordination with other local training exercises (eg with local businesses and with government departments).

Adopted: 20 January 2007
Reviewed and Amended: 21 November 2009

Effective: 1 December 2009

Shire of Meekatharra Policy Manual

POLICY: ALLOWANCE FOR STAFF UTILISING PRIVATE
ACCOMMODATION/MEALS WHEN ON COUNCIL
BUSINESS

POLICY NO: 3.25

SECTION: STAFF

COUNCIL MEETING HELD: 17 AUGUST 2013

DATE TO BE REVIEWED:

Council adopts as policy the payment of an allowance to staff of \$150 per night when on Council business should the staff member choose to stay in private accommodation and arrange for their own meals (dinner/breakfast).

The Chief Executive Officer shall be responsible for the approving/administration of the allowance payment in conjunction with normal approvals for the conduct of Council business at locations where the allowance may be applicable.

Adopted: 17 August 2013
Reviewed: 19 December 2014


Effective: 17 August 2013


9.3 ADMINISTRATION

9.4 COMMUNITY DEVELOPMENT

9.5 HEALTH, BUILDING AND TOWN PLANNING

Title/Subject:	RENEWAL OF MOBIL LEASE
Agenda/Minute Number:	9.5.1
Applicant:	Nil
File Ref:	ADM 125
Disclosure of Interest:	Nil
Date of Report:	7 April 2016
Author:	Geoffrey Carberry Community and Development Services Manager
Senior Officer:	Roy McClymont Chief Executive Officer


Signature of Author


Signature Senior Officer

Summary/Matter for Consideration:

The purpose of this item is to have Council consider a request from Exxon Mobil to extend its current lease at the Meekatharra Airport for a period of 12 months

Attachments

Extension Request
Advise of Asset Sale
Current Lease

Background:

The current lease was established in 2001 for a 15 year period and expires 14 August 2016

As stated in the current lease, the sole purpose of the facility was to provide aviation fuel to the Royal Flying Doctor Service (RFDS) operations. The facility was operational for approximately 5 months before RFDS changed suppliers. The facility has remained unused since. All lease charges have been paid during this time.

Background negotiations were being conducted between RFDS and Mobil Oil Australia Pty Ltd for the sale of the facility but have ceased following the announcement on the Stock Exchange that all of Exxon Mobil's worldwide aviation facilities had been sold to World Fuels Services. In Australia this sale is subject to Australian Competition and Consumer Commission (ACCC) approval. A handover team is also being established to oversee the transfer of the assets if the sale is approved. It is expected that the complete transfer will be completed within 12 months

Whilst the facility is not ideally positioned it has the potential of meeting its original purpose, however should this not occur the best option would be its removal. Any new storage facility should be located outside of the Airside area.

Comment:

Mobil Oil Australia Pty Ltd has requested an extension of the current lease for a further 12 month period. This extension will allow for the ACCC approval of the sale by Exxon Mobil to World Fuel Services, the handover of assets to occur and for a new lease to be established by World Fuel Services should it be required.

The current lease does not provide for an extension period so Council may choose to enter into a new lease or decline the request.

Local Government (Functions and General) Regulations 1996 R30 (2) (e) allows for the leasing of land for a period of less than 2 years during which time the lease does not give the lessee the exclusive use of the land.

There is still the possibility of the asset being sold to RFDS by World Fuel Services. RFDS will also be tendering for the supply of fuel to their operations in 2017 which may result in a change of supplier and possible recommissioning of the fuel facility.

In accordance with section 9 of the current lease, Mobil Oil Australia Pty Ltd are also seeking permission to be able to assign the lease to World Fuel Services, should the pending sale be approved by the ACCC and the asset handover is completed, for the remaining term of the new lease. Any such assignment would be subject to all current lease conditions.

Mobil Oil Australia Pty Ltd is well aware of the terms of the lease at expiry and have had discussions with other parties regarding the possible options for disposal of the facility.

Consultation:

Helena Dentrinos – Exxon Mobil (Mobil Oil Australia Pty Ltd)
Mal Trenfield – Airport Manager
Jonathan Moore – Royal Flying Doctor Service

Statutory Environment:

Local Government Act 1995 S3.58
Local Government (Functions and General) Regulations 1996 R30 (2) (e)

Policy Implications:

Nil

Budget/Financial Implications:

The current lease charge is \$400.32 per month.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommended Options:

Option A

That Council;

- grant Mobil Oil Australia Pty Ltd lease, on a Non Exclusive Use basis, of Land at the Meekatharra Airport on the same conditions as indicated in the current lease for a period of 12 months, terminating 13 August 2017.
- upon the conclusion of the sale of the asset, permits assignment of the lease by Mobil Oil Australia Pty Ltd to World Fuel Services for the remaining term of the new lease.

OR

Option B

That Council advise Mobil Oil Australia Pty Ltd that the request for a new lease of Land at the Meekatharra Airport is refused.

Council Resolution:

Moved: Cr PS Clancy
Seconded: Cr HJ Nichols

That Council;

- grant Mobil Oil Australia Pty Ltd lease, on a Non Exclusive Use basis, of Land at the Meekatharra Airport on the same conditions as indicated in the current lease for a period of 12 months, terminating 13 August 2017.
- upon the conclusion of the sale of the asset, permits assignment of the lease by Mobil Oil Australia Pty Ltd to World Fuel Services for the remaining term of the new lease.

CARRIED 5/0

BY AN ABSOLUTE MAJORITY

Mobil Oil Australia Pty Ltd
ABN 88 004 052 984
12 Riverside Quay
Southbank VIC 3001
Telephone: 61 3 9270 3333



8 April 2016

Community & Development Services Manager
Meekathara Airport
Meekathara WA

Dear Geoff,

Re: Meekathara RFDS Airport Fuel Facility Lease with Mobil (the "Lease").

Thank you for meeting with me on Monday to discuss above Lease. As explained in those discussions Mobil has entered into an agreement with World Fuel Services (WFS) for the sale and purchase of Mobil's general aviation business. This envisages Mobil's aviation assets at Meekathara. We appreciate that the Shire is concerned to have the Mobil facility either operational or to have all assets removed from site. This in turn is dependent on the extent to which there is an ongoing fuel supply arrangement with RFDS. Clearly this is an opportunity for WFS post settlement with Mobil, assuming of course that the lease and assets remain extant. We understand that the Shire would prefer the site be operational.

As a result of these discussions we request as follows:

Lease Extension

The Lease expiry is 14 August 2016. We would be grateful if Meekathara Shire as landlord would agree to extend the term of the Lease until 13 August 2017.

Assignment

Assuming the lease extension and completion of sale of the assets by Mobil to WFS at Meekathara, we request a variation of the Lease such that Mobil may assign its rights under the Lease to World Fuel Services (Australia) Pty Ltd upon providing 30 days' notice to the Shire.

Attached for your information, is an information package that WFS have provided.

If you have any questions, please let me know. In the meantime we look forward to your confirmation as to both requests above.

Rest assured, our priorities throughout this transition remain the same as always. To maintain our focus on safe, reliable operations and ensuring that Nobody Gets Hurt.

Yours Sincerely

A handwritten signature in black ink, appearing to read "H. Dentrinos".

Helena Dentrinos
Aviation Sales Manager, Australia
0409618854

Mobil Oil Australia Pty Ltd
ABN 88 004 052 984
12 Riverside Quay
Southbank VIC 3001
Telephone: 61 3 9270 3333

Mobil

18 February 2016

Community & Development Services Manager
Meekathara Airport
Meekathara WA

Dear Geoff,

Re: Sale of select ExxonMobil aviation fuel business to World Fuel Services

Today, we advise ExxonMobil, together with its affiliates, and World Fuel Services have reached an agreement for the sale of 83 aviation fuel ventures in Australia, Canada, Germany, Italy, New Zealand, and the UK. An agreement for three aviation sites in France is expected to follow in March 2016.

○ This decision results from ExxonMobil's regular evaluation of our global portfolio of businesses and their opportunities for growth, restructuring, or divestment depending on the fit with strategic business objectives.

For Australia, this transaction includes the sale of ExxonMobil's interests in aviation refuelling operations and related assets, as well as aviation fuels marketing activities at 24 general aviation airports and 1 commercial airport (Cairns) across Australia (being 25 airports sites in total).

These sites are:

Albury, Archerfield, Bankstown, Broome, Burnie Wynyard, Cairns, Carnarvon, Coffs Harbour, Essendon, Geraldton, Griffith, Groote Eylandt, Hobart, Hervey Bay, Kalgoorlie, Launceston, Learmonth, Lismore, Meekatharra, Mildura, Moorabbin, Normanton, Port Hedland, Port Lincoln and Wagga Wagga.

ExxonMobil will continue to be a major jet fuel supplier to the aviation industry in Australia, through its aviation refuelling assets and market aviation fuels at a number of airports across Australia including Melbourne, Adelaide, Sydney and Brisbane.

○ Change-in-control is anticipated through late 2016 and early 2017, and is subject to competition authority approval in Australia.

Existing third-party supply agreements, obligations, terms and conditions remain unchanged and will continue to apply, with ExxonMobil seeking to assign relevant agreements to the new buyer, where possible.

A representative from ExxonMobil will be in touch with you shortly to progress the assignment of our Lease agreement to World Fuel Services.

As a valued business partner, we will work with you and World Fuel Services to ensure a seamless transition to change-in-control.

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Rest assured, our priorities throughout this transition remain the same as always. To maintain our focus on safe, reliable operations and ensuring that Nobody Gets Hurt.

Yours Sincerely

Helena Dentrinos
Aviation Sales Manager, Australia
0409618854

LEASE OF LAND

**MEEKATHARRA RFDS
AIRPORT FUEL FACILITY**

Lessor:	Shire of Meekatharra
Lessee:	Mobil ^{PL} Australia ^{PL} Limited

THIS LEASE made the twenty first day of December Two Thousand BETWEEN
 the SHIRE OF MEEKATHARRA (hereinafter called "the Shire") of one part and
 Mobil Oil Australia Limited of 417 St Kilda Road Melbourne in the State of
 Victoria (hereinafter referred to as "the Lessee") of the other part WITNESSES
 as follows:

TERM 1. THE Shire HEREBY DEMISES unto the Lessee ALL THAT piece
 of land in the State of Western Australia being part of the area
 known as Meekatharra Airport more particularly delineated and
 bordered pink on the plan annexed hereto (which land together
 with all buildings fixtures and other improvements from time to
 time erected constructed or made upon the land by the Lessee
 with the approval of the Shire are hereinafter collectively referred
 to as "the demised premises") TO HOLD the same unto the
 Lessee from the 15th August Two thousand and One for the term
 of fifteen (15) years certain thence ensuing subject to the terms
 and conditions of this lease to use the demised premises for the
 purpose of a Royal Flying Doctor aircraft fuelling facility.

RENT PAYING a rental of two hundred and seventy six dollars and
 ninety two cents (\$276.92) per calendar month (and
 proportionately for any part of a month) payable in advance on the
 first day of each month during the continuance of this lease.
 Subject to review in accordance with the provisions of Clause 4.

2. THE Lessee COVENANTS with the Shire as follows:

RENT PAYMENT (1) To pay the rent to the Shire or to such a person as the Shire
 may from time to time appoint BY the Lessee and on the
 days hereinbefore specified. WESTERN AUSTRALIA STAMP DUTY
 12/12/01 15r44 000914479-003

CORRECT PURPOSE (2) To use the demised premises for the purpose specified in
 Clause 1 of this lease and for no other purpose without the
 consent in writing of the Shire.

SERVICE CHARGES (3) To pay all service charges (including charges for water, gas,
 electricity, sewage and waste disposal) incurred in respect
 of the demised premises whether charged by the Shire or
 otherwise. The certificate of the Shire shall be prima facie
 evidence of the amount payable in respect of unmetered
 charges.

(4) Omitted.

APPROVAL OF
IMPROVEMENTS

- (5) To submit to the Shire for approval the plans and specifications prepared by a qualified person approved by the Shire of any buildings fixtures improvements alterations or additions intended by the Lessee to be erected constructed or made upon the demised premises together with a statement of the intended use of the said buildings fixtures improvements alterations or additions.

PRIOR APPROVAL FOR
ERECTION OF
IMPROVEMENTS

- (6) Not to commence the erection or construction upon the demised premises of any buildings fixtures or improvements or to make any alteration or addition to a building fixture or improvement upon the demised premises without the prior consent in writing of the Shire and not to erect construct or make any such buildings fixtures improvements alterations or additions except under the supervision of a qualified person approved by the Shire.

REMOVAL OF
UNAUTHORISED
IMPROVEMENTS

- (7) Forthwith upon being required by the Shire so to do to remove from the demised premises any buildings fixtures improvements alterations or additions erected constructed or made in contravention of the last preceding paragraph and thereupon to restore to the reasonable satisfaction of the Shire the demised premises to the same or substantially the same condition as they were in immediately prior to those unauthorised buildings fixtures improvements alterations or additions being so erected constructed or made or commenced to be so erected constructed or made.

CLEANLINESS

- (8) (a) To keep the demised premises during the continuance of this lease in a clean and tidy condition and in a good state of repair and condition to the reasonable satisfaction of the Shire (fair wear and tear excepted).

RIGHT OF INSPECTION

- (b) To permit any duly authorised officer of the Shire at all reasonable times to enter upon the demised premises and view the state of repair thereof and observe whether the terms and conditions of the lease are being complied with and may serve upon the Lessee a notice in writing of any defect requiring the Lessee within a reasonable time to repair the same or effect any other maintenance or do any other work to the demised premises which in the opinion of the Shire is required to be effected or done in accordance with any covenant expressed or implied in the lease.

ASSIGNMENT

- (9) Not to assign charge underlet or part with the possession of the demised premises or part thereof nor to hold or occupy the demised premises or any part thereof whatsoever as trustee or agent or otherwise for the benefit of any other person without the written approval of the Shire.

NUISANCE

- (10) Not to do or suffer to be done anything on the demised premises which constitutes a nuisance annoyance danger to any person, or which interferes with the proper enjoyment of any area within the airport.

SIGNS

- (11) Not to erect affix or display on the demised premises any advertisements placards or signs the content form and location of which have not previously been approved in writing by the Shire.

OBSERVATION OF
REGULATION

- (12) To observe all reasonable written directions rules and regulations for the time being in force relating to the means of access to the demised premises and the airport.
- (13) At the Lessee's own cost to comply with all reasonable written directions given from time to time by the Shire in relation to:

STORAGE OF
FLAMMABLES

- (a) The storage of material of an explosive, flammable or dangerous nature on the demised premises.

OBSTRUCTION
LIGHTS

- (b) the provision installation and maintenance of obstruction lights upon any Lessee erected improvements fixtures or additions;

ELECTRICAL
EQUIPMENT

- (c) the provision installation and maintenance of suppressors on the Lessee's electrical equipment to prevent interference with radio radar or television transmission and reception.

FIRE
PRECAUTION

- (14) At all times to take all reasonable precautions against the outbreak of fire upon the demised premises and to observe and comply with all reasonable written directions of the Shire for the time being in force relating to the prevention outbreak spread and control of fire on the demised premises and the airport.

COMPLIANCE
WITH RULES
BY-LAWS
DIRECTIONS

- (15) Subject to this lease to observe and comply with:
- (a) all Commonwealth and State Acts of Parliament and the rules regulations and planning schemes made thereunder;
 - (b) all municipal by-laws applicable to the airport; and
 - (c) all reasonable written rules directions and orders made in respect of the airport.
- relevant to the demised premises.

OFFENCES

- (16) Not to do or permit or suffer to be done on the demised premises anything which may constitute an offence against the Airports (Business Concessions) Act 1959.

PUBLIC AUTHORITY
REQUIREMENTS

- (17) In the event of any public authority requiring structural or other alterations to the demised premises to forthwith notify the Shire of those requirements.

REMOVAL OF
SIGNS

- (18) Forthwith upon the determination of this lease to take down remove or effectively obliterate all advertisements placards and signs which have been erected affixed or displayed upon the demised premises.

INDEMNITY

- (19) To indemnify and keep indemnified the Shire its officers servants and agents from and against all action and claims whatsoever which may be brought or made against them or any of them in respect of any damage sustained by the Lessee or by any other person whether in respect of person or property which arises from the use of the demised premises or any part thereof or by reason of the observance or non-observance (as the case may be) of any of the Lessee's undertakings and agreements herein contained (but excluding any and all such actions and claims arising out of the negligent or wilful acts omissions or default of the Shire or any officer servant, contractor or agent of the Shire) and from and against all costs charges and expenses which they or any of them incur in defending or settling any such actions or claims provided that the Lessee shall be entitled to have the handling and control of any such actions or claims as may be the subject of the indemnity created by this paragraph.
- (20) The Lessor indemnifies the Lessee against any claim or action that might be brought against the Lessee as a result of any act or omission pertaining to the demised premises that can be directly attributed to the negligence of the Lessor.

3. THE Shire COVENANTS with the Lessee:

QUIET ENJOYMENT

- (1) That the Lessee paying the rent and observing and performing the covenants on the part of the Lessee to be observed and performed may during the continuance of this lease quietly enjoy the demised premises without interruption by the Shire or any person lawfully claiming under or in trust for the Shire.
- (2) That all consents and approvals required under the lease may not be unreasonably withheld by the Shire

ACCESS TO PREMISES

- (3) (a) The parties to this Agreement acknowledge that the demised premises are located in an area of the Airport grounds which has restricted access to both personnel and vehicles.

- (b) Access to the immediate area of the demised premises will be available to the Lessee via the south-eastern gate in the existing security fence.
- (c) The Lessee is permitted to construct and maintain a vehicle access road between the gate and the premises in a manner and to a standard that the Lessee considers necessary for the conduct of his business.
- (d) A key to the gate will be provided by the Lessor to the Lessee and the Lessees authorised personnel will undertake to travel only between the gate and the demised premises and not to any other part of the Airport airside.

4. IT IS MUTUALLY COVENANTED as follows:

LEASE
DETERMINATIONS

- (1) (a) Provided both parties are in agreement the Shire or the Lessee may at any time upon the giving of one calendar month's notice in writing to the other party determine this lease.
- (b) To the extent permitted by law, neither party shall be liable for any loss or damage suffered by the other party by reason of the determination of this lease pursuant to clause 4(1)(a)

INTEREST ON
PAYMENT OF
ARREARS

- (2) (a) If any moneys due and payable under this lease are not paid within one month of the date appointed payment thereof the Lessee shall pay to the Shire interest at the rate of 1% compounded monthly on all such moneys as from the date the same became due and payable until the date on which the moneys outstanding together with the interest thereon herein provided for are paid.

PERFORMANCE
BY LESSEE

- (b) If any rent shall be one month in arrears (whether such shall have been legally demanded or not) or if the Lessee shall omit to observe or perform any of the covenants on the part of the Lessee to be observed or performed and not rectified after 14 days written notice the Shire may re-enter upon the demised premises or upon any part thereof in the name of the whole and this lease shall thereupon determine but without prejudice to any claim right of action or remedy which the Shire may have against the Lessee in respect of the arrears of rent or any breach of those covenants.

IMPROVEMENTS
REMOVAL RIGHTS

- (3) (a) During the currency of this lease or at its determination the Lessee shall have the right to take down remove and carry away all or any buildings fixtures improvements alterations and additions thereto which the Lessee has before or during the continuance of this lease erected or constructed upon the demised premises.

DIRECTION TO
REMOVE IMPROVEMENTS

- (b) At the determination of this lease the Shire may direct the Lessee to remove all or any buildings fixtures improvements alterations and additions that the Lessee has made upon the demised premises within a period of 90 days.

RESTORATION OF
DEMISED PREMISES

- (c) In the event of the Lessee deciding to take down remove and carry away all buildings fixtures improvements alterations and additions that the Lessee has constructed upon the demised premises or the Shire directs the Lessee to remove the said buildings fixtures improvements alterations and additions the Lessee shall effect such removal to do as little damage as possible and shall restore to the reasonable satisfaction of the Shire the demised premises to the same or substantially the same condition as they were in immediately prior to the erection or construction of the said buildings.

- (d) In the event of the Lessee failing within ninety days of the determination of this lease to commence to remove from the demised premises any buildings fixtures improvements alterations and additions erected by the Lessee and not having completed the removal within four months from the demised premises any of the said buildings fixtures improvements alterations and additions shall become or remain the property of the Shire unless the Shire has directed the Lessee to remove the same pursuant to Clause 4 of this lease and the Lessee shall yield up the demised premises in a good state of repair and in a clean condition (fair wear and tear excepted).

PAYMENT IN
LIEU OF RATES

- (4) If as a result of the granting of this lease any municipal or other rating authority should request the Shire to arrange for payment in respect of the demised premises of amounts in lieu of rates the Shire may arrange with the rating authority for such payment to be made in which event the Lessee will pay to the Shire as and when required the monthly amount in lieu of rates which is payable pursuant to the arrangement between the rating authority and the Shire and should default be made by the Lessee in payment of any such amount the same may be recovered by the Shire as a debt due by the Lessee to the Shire and the Lessee shall not be entitled to any refund of moneys paid under this paragraph whether by reason of determination of the lease or otherwise.

FAILURE TO COMPLY
WITH COVENANTS

- (5) If within 30 days after notice in writing given by the Shire to the Lessee requiring the same to be done the Lessee shall fail or neglect to do any act matter or thing required to be done in accordance with the Lessee's covenants herein contained it shall be lawful (but not obligatory) for the Shire to do such act matter or thing in the manner required by the said notice or covenants and the expense of so doing (of which expense a certificate by the Shire shall be prima facie evidence as to the amount thereof) shall be a debt due by the Lessee to the Shire.

SERVING OF
NOTICES

- (6) Any notice approval consent demand or other communication to be given to or served upon the Lessee by the Shire shall be deemed to have been duly given or served if it is in writing signed by or on behalf of the Shire and is either delivered by hand or posted in a prepaid letter addressed to the Lessee at his usual place or last known place of abode or business or (in the case of a Lessee being a body corporate) at its registered office and any notice or other communication to be given to or served upon the Shire shall be deemed to have been duly given or served if it is in writing signed by or on behalf of the Lessee and is either delivered by hand or posted in a prepaid letter addressed to the Shire.

RENTAL REVISION (7)

The monthly rental of the demised premises will be reviewed on the first of July in each year of the continuance of the leases and be increased by

- a) the amount of 5%
- b) the amount by which the consumer price index increased over the preceding period of 12 months

whichever is the lesser.

5. In this lease unless the contrary intention appears

DEFINITIONS

- (a) 'month' means calendar month;
- (b) 'person' includes a body corporate
- (c) Omitted.
- (d) 'the Shire' means the Shire of Meekatharra in which the premises are situate and includes any person acting as the Shire Clerk and any person authorised by the Meekatharra Shire to act on his behalf;
- (e) words importing the masculine gender include the feminine and neuter;
- (f) words in the singular include the plural and words in the plural include the singular;

- (g) the expression "the Lessees" shall;
- (i) In the case of a Lessee consisting natural person be deemed to include the Lessee his executors and administrators
- (ii) In the case of a Lessee consisting of two or more natural persons be deemed to include the Lessee and each of them and their respective executors and administrators.
- (iii) In the case of a Lessee consisting of a body corporate be deemed to include the Lessee and its successors.
- (i) the expression "the airport" means the airport referred to in Clause 1 of this Lease.
- (j) the "Airport Building Standards Manual" includes the current Manual and any regulations or orders which refer to or contain such standards.

IN WITNESS whereof the parties hereto have executed this lease the day and year first above written.

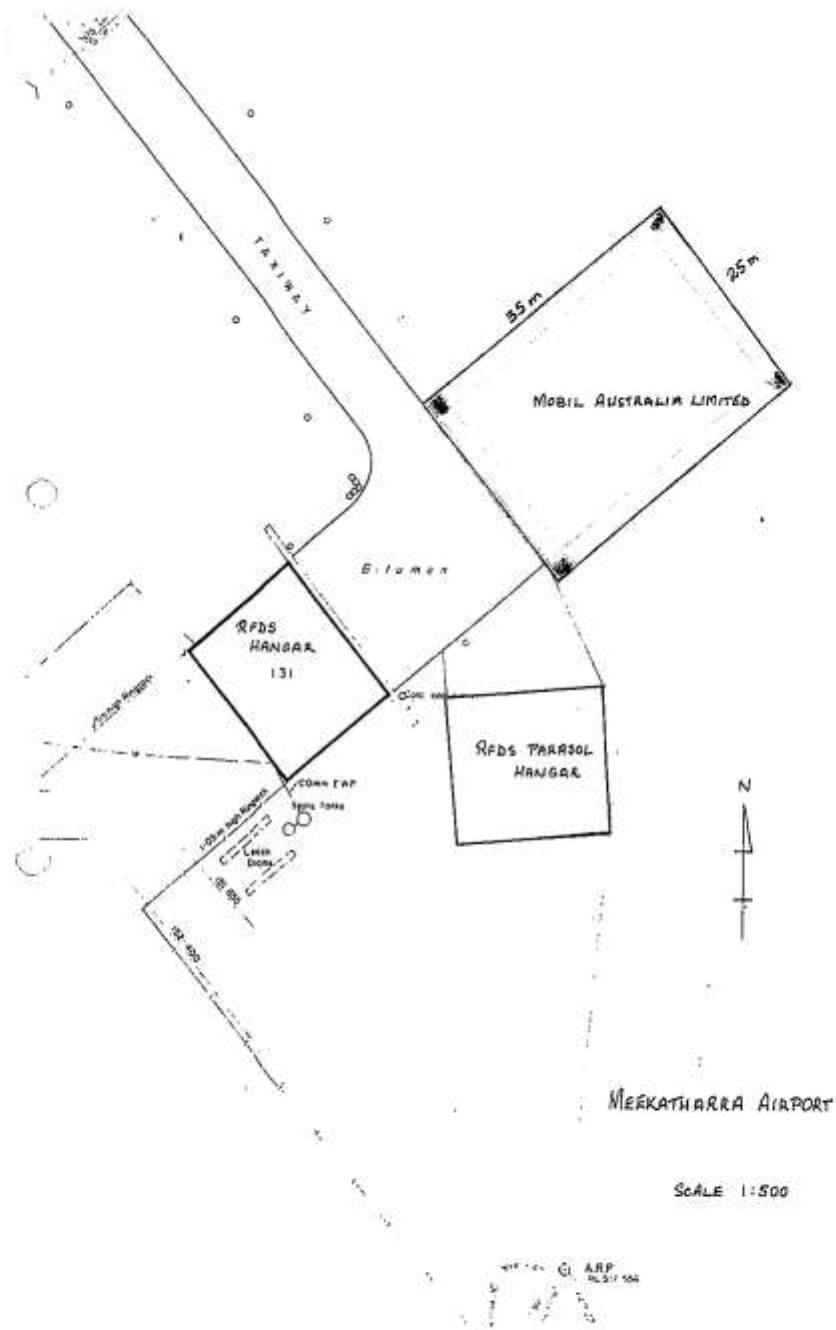
The Common Seal of the Shire of Moekatharra was hereunto affixed in the presence of:

J. Hutchings J. Harrison
..... Chief Executive Officer
Dated this Twenty Second day of September two thousand and one.

Executed for and on behalf of Mobil ^{0:1} Australia ¹⁴⁴ Limited by its duly authorised Attorney in the presence of:


<u>DAVID RICHMONDSON</u>	<u>[Signature]</u>
Name	Signature
<u>[Signature]</u>	<u>[Signature]</u>
Name	Signature
Witnessed by:	<u>[Signature]</u>
	Signature


Dated this Twenty Second day of September two thousand and one.
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9.6 WORKS AND SERVICES

Title/Subject:	TENDERS – CONCRETING WORKS HOURLY HIRE
Agenda/Minute Number:	9.6.1
Applicant:	Nil
File Ref:	RFT 15/16-03
Disclosure of Interest:	Nil
Date of Report:	7 April 2016
Author:	Roy McClymont Chief Executive Officer
Senior Officer:	Roy McClymont Chief Executive Officer


Signature of Author


Signature Senior Officer

Summary/Matter for Consideration:

Before inviting tenders a Local Government is to “determine in writing the criteria for deciding which tender should be accepted.”

Attachments:

Nil

Background:

A number of concreting works have been identified to be completed in the short term. These include, floodways and cut off walls, box and pipe culverts and concrete grid sections.

It is anticipated that further concreting works will also be required over the following two years.

Comment:

Competent Grano workers and specialized equipment are required to ensure quality of work and value for money. To achieve this, the concreting works will be carried out by contractors with the necessary skills and equipment. The multiple projects will exceed the \$150,000 tender threshold and hence tenders are required to be invited.

The selection criteria will be presented after consultation with WALGA Procurement Specialists, and has the price removed from the qualitative criterion. Instead it gives each tenderer a full qualitative score, and then evaluates price separately to determine which Tenderers have the best balance between the two.

The Qualitative Criteria proposed is as follows:

Qualitative Criteria	Weighting
<p>Organisation Capability</p> <ul style="list-style-type: none"> i. Quality of plant and equipment and mechanical support. Provide details of your plant, equipment and camp facilities including type, make, model, year of manufacture, current hour/odometer reading, registration number, current condition and mechanical support to be used. Camp facilities may not be required for all projects under this tender. Tenderers without dedicated camp facilities are still encouraged to submit a tender. ii. Provide details of at least three projects undertaken in the Mid-West or other region including a brief summary of the work undertaken, client, client contact details and project value. iii. Provide details of your organisational capacity to resource the works i.e. current workload and forecast workload including a summary as to how you will manage any required commitments under this tender. 	35%
<p>Personnel</p> <ul style="list-style-type: none"> i. Provide a listing on your team members that will be directly involved in this contract including a brief summary on each team member's experience and suitability for the role. ii. Provide a listing of your subcontractors and material suppliers including a brief summary on each subcontractor/material supplier on their experience, suitability for the role and length of involvement. 	30%
<p>Project</p> <ul style="list-style-type: none"> i. Provide your methodology in organising contracts under this tender considering communications, project programming, identifying and managing site specific issues, personnel, plant and materials availability. ii. Provide a summary of your commitment to managing safety on-site, including details of relevant policies, procedures, certificates and other relevant documentation. 	25%

	Local Content/Social Responsibility <ul style="list-style-type: none"> i. Detail the local content that you will utilise in conducting the required works including employees, subcontractors, use of local business(s) and depot/batching sites. ii. Provide a statement summarising your commitment to participate and interact positively within the Meekatharra community. Provide a summary of your previous and planned support of the local community including cash and in kind support and the names and contact details of individuals and organisations supported. 	10%
--	--	------------

Council will also need to consider what type of tender this contract should be based on;

- “Normal” tender – appoint one single supplier for the period of the tender (up to say 5 years).
- Pre-qualified panel tender for a specified period of time appointing a number of contractors to be called on for contracts under the tender.

Staff are aware of at least two potential contractors that may be interested in this tender. Therefore a panel tender may be the best option because it will give all appointed contractors the possibility of getting some work under the tender. However Council may wish to run this as a “normal” tender and appoint a single supplier to provide the required services over a set period of time.

There are a number of requirements that Council needs to address in order to create a pre-qualified panel.

Councils policy provides the following:

PANELS OF PRE-QUALIFIED SUPPLIERS

1.12.1 Policy Objectives

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

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

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

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

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

1.12.3 Distributing Work Amongst Panel Members

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

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:

- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 1.12.3; or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel; or
- iii. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 1.12.3(b).

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

- (a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- (b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 1.6 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 2 years.

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

1.12.4 Purchasing from the Panel

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

The Local Government (Functions and General) Regulations 1996 provide the following specific relevant requirements:

“24AC. Requirements before establishing panels of pre-qualified suppliers

(1) A local government must not establish a panel of pre-qualified suppliers unless —

- (a) it has a written policy that makes provision in respect of the matters set out in subregulation (2); and*
- (b) the local government is satisfied that there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers.”*

In considering this specific tender and all the requirements under Councils policy and the relevant requirements of the Local Government (Functions and General) Regulations 1996, staff will recommend and suggest as follows:

- That the Policy Objectives of (1.12.1) for Panels of Pre-qualified Suppliers have been sufficiently met.
- The Shire is satisfied that there is, or will be, a continuing need for the goods and services to be supplied by pre-qualified suppliers under this tender.
- The expected number of suppliers that that the Shire intends to put on the Panel is three.
- Should a Panel member leave the Panel, the Shire will not allow any other entity to join the panel.
- The Shire intends to develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 1.12.2(b) of Council Policy 4.2 – Purchasing.
- To the extent that is reasonably practical the Shire intends to purchase all the required goods and services under this tender exclusively from pre-qualified suppliers on the panel.
- There is no guarantee that the Shire will purchase goods and services from pre-qualified suppliers on the panel.
- The Panel will be established for a period of two years.

The WA Local Government Association (WALGA) Procurement division are able to assist with this tender to the full extent of running the tender and producing reports for Council (along similar lines to the service provided by Greenfield Services in running the flood damage tenders). As this is potentially the Shires first “pre qualified panel tender” and given the competitive nature of tender (in terms of local contractors) staff consider that the use of WALGA Procurement may be beneficial. The estimated cost of this service is \$8,000.

Consultation:

Shire CEO, Roy McClymont
Shire of Meekatharra Works & Services Manager - John Dyer
WALGA Procurement Specialist – Brian Ging

Statutory Environment:

Local Government Act 1995 including Section 3.57
Local Government (Functions and General) Regulations 1996
(including Regulation 14 (2a) and Division 3 – Panels of Pre-Qualified Suppliers)

Policy Implications:

Policy 4.2 – Purchasing and 4.3 Local Purchase Policy

Budget/Financial Implications:

There are Budget allocations in 2015/16 for various concrete works

Voting requirements:

Simple Majority

Officers Recommended Options:

Option A (recommended - pre qualified panel tender)

That Council requests staff to invite tenders on behalf of Council in accordance with the Local Government Act, Local Government Regulations and Council Policies for a Panel of Pre-qualified Suppliers to provide Concreting Materials and Services on an Hourly Hire Basis with the selection criteria for deciding the tenders being based on the following:

Organisation Capability:	35%
Personnel:	30%
Project:	25%
Local Content/Social Responsibility	10%

Furthermore Price is to be “Non weighted” as functional considerations such as capacity, quality and adaptability are seen to be more crucial.

When awarding the tender and ranking the panel members a series of value judgements based on the capability of the Tenderers to complete the requirements of the Contract will be considered including:

- (a) The qualitative ranking of each Tenderer; and
- (b) The pricing submitted by each Tenderer.

Further, that WALGA Procurement be engaged to conduct the tender process and in conjunction with the CEO formulate suitable and simple methodologies and systems that will enable tenders to be ranked in a well-defined and transparent manner.

Council further resolves and provides as follows in terms of this tender:

- The Policy Objectives of Policy 4.2, Clause 1.12.1 for Panels of Pre-qualified Suppliers have been sufficiently met.
- The Shire is satisfied that there is, or will be, a continuing need for the goods and services to be supplied by pre-qualified suppliers under this tender.
- The expected number of suppliers that the Shire intends to put on the Panel is three.
- Should a Panel member leave the Panel, the Shire will not allow any other entity to join the panel.
- The Shire intends to develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 1.12.2(b) of Council Policy 4.2 – Purchasing.
- To the extent that is reasonably practical the Shire intends to purchase all the required goods and services under this tender exclusively from pre-qualified suppliers on the panel.
- There is no guarantee that the Shire will purchase goods and services from pre-qualified suppliers on the panel.
- The Panel will be established for a period of two years.

OR

Option B (tender to be awarded to a single contractor)

That Council requests staff to invite tenders on behalf of Council in accordance with the Local Government Act, Local Government Regulations and Council Policies for the provision of Concreting Materials and Services on an Hourly Hire Basis with the selection criteria for deciding the tenders being based on the following:

Organisation Capability:	35%
Personnel:	30%
Project:	25%
Local Content/Social Responsibility	10%

Furthermore Price is to be “Non weighted” as functional considerations such as capacity, quality and adaptability are seen to be more crucial.

When awarding the tender a series of value judgements based on the capability of the Tenderers to complete the requirements of the Contract will be considered including:

- The qualitative ranking of each Tenderer; and
- The pricing submitted by each Tenderer.

Further, that WALGA Procurement be engaged to conduct the tender process and in conjunction with the CEO formulate suitable and simple methodologies and systems that will enable tenders to be ranked in a well-defined and transparent manner.

The tender will operate for a period of two years and will be awarded to a single contractor.

Council Resolution:

Moved: Cr PS Clancy
Seconded: Cr PW Curley

That Council requests staff to invite tenders on behalf of Council in accordance with the Local Government Act, Local Government Regulations and Council Policies for a Panel of Pre-qualified Suppliers to provide Concreting Materials and Services on an Hourly Hire Basis with the selection criteria for deciding the tenders being based on the following:

Organisation Capability:	35%
Personnel:	30%
Project:	25%
Local Content/Social Responsibility	10%

Furthermore Price is to be “Non weighted” as functional considerations such as capacity, quality and adaptability are seen to be more crucial.

When awarding the tender and ranking the panel members a series of value judgements based on the capability of the Tenderers to complete the requirements of the Contract will be considered including:

- (c) The qualitative ranking of each Tenderer; and**
- (d) The pricing submitted by each Tenderer.**
- (e)**

Further, that WALGA Procurement be engaged to conduct the tender process and in conjunction with the CEO formulate suitable and simple methodologies and systems that will enable tenders to be ranked in a well-defined and transparent manner.

Council further resolves and provides as follows in terms of this tender:

- The Policy Objectives of Policy 4.2, Clause 1.12.1 for Panels of Pre-qualified Suppliers have been sufficiently met.**
- The Shire is satisfied that there is, or will be, a continuing need for the goods and services to be supplied by pre-qualified suppliers under this tender.**
- The expected number of suppliers that the Shire intends to put on the Panel is three.**
- Should a Panel member leave the Panel, the Shire will not allow any other entity to join the panel.**
- The Shire intends to develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 1.12.2(b) of Council Policy 4.2 – Purchasing.**
- To the extent that is reasonably practical the Shire intends to purchase all the required goods and services under this tender exclusively from pre-qualified suppliers on the panel.**
- There is no guarantee that the Shire will purchase goods and services from pre-qualified suppliers on the panel.**
- The Panel will be established for a period of two years.**

▪ CARRIED 5/0

9.7 CONFIDENTIAL ITEMS
Nil

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

Moved: Cr HJ Nichols
Seconded: Cr RK Howden

That the urgent new business be discussed.

CARRIED 5/0

Title/Subject:	2016/2017 COUNCILLOR SITTING FEES AND PRESIDENT & DEPUTY PRESIDENT ALLOWANCE
Agenda/Minute Number:	10.1
Applicant:	Nil
File Ref:	ADM 0254
Disclosure of Interest:	Nil
Date of Report:	13 April 2016
Author:	Krys East Corporate Services Manager/ Deputy Chief Executive Officer
Senior Officer:	Roy McClymont Chief Executive Officer
	<i>Signature of Author</i>
	<i>Signature Senior Officer</i>

Summary/Matter for Consideration:

To set the member sitting fees and allowances for 2016/2017 within the range as determined by the Salaries and Allowances Tribunal.

Attachments:

Nil

Background:

The Local Government Act 1995 and Local Government (Administration) Regulations 1996 give an entitlement to elected members of a sitting fee for attending Council and Committee meetings. The Salaries and Allowances Tribunal (SAT) on 18 June 2014 determined certain payments that are to be made or reimbursed to elected Council members with effect from 1 July 2014.

Comment:

The determination by the Salaries and Allowances Tribunal sets the range of payments and allowances within which local governments are required to set the actual amount. The Shire of Meekatharra is a Band 3 Council therefore Meeting Fees and Allowances were as follows:

Item	2015/16 Amount	SAT Range
Council Meeting - Councillor	\$200	\$188 - \$400
Council Meeting - President	\$300	\$188 - \$618
Committee Meeting - All	\$100	\$94 - \$200
President's Allowance	\$8,000	\$1,000 - \$36,050
Deputy President's Allowance	\$2,000	\$250 - \$9,013

SAT also determination that the travel allowance for elected members would be between 53.2 and 98.6 cents per kilometre, based on engine displacement and where the vehicle is driven in as per the table below. As per SAT Meekatharra falls in the "Rest of the State" area therefore the rates would be between 55.6 and 94.3 cents per kilometre depending on engine displacement.

<u>SCHEDULE F - MOTOR VEHICLE ALLOWANCE</u>			
As from the first pay period commencing on or after 15 July 2008			
Area Details	Rate (cents) per kilometre		
	Engine Displacement (in cubic centimetres)		
	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
Metropolitan Area	89.5	64.5	53.2
South West Land Division	91.0	65.4	54.0
North of 23.5o South Latitude	98.6	70.6	58.3
Rest of the State	94.3	67.5	55.6

Council may again consider adopting the rates as provided by SAT as they did in 2015/16.

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Sections 5.98 – 5.100 of the Local Government Act 1995

Regulation 30 of the Local Government (Administration) Regulations 1996

Policy Implications:

Nil

Budget/Financial Implications:

Council sitting fees, travel allowance and President's / Deputy President's allowances will be included in the 2016/17 budget at the endorsed levels.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved: Cr RK Howden



Seconded: Cr PW Curley

Council endorse the following sitting fees:

Council Meetings	- Councillor	\$200.00
	- President	\$300.00
Committee Meetings	- All	\$100.00
Presidents Allowance		\$8000.00
Deputy Presidents Allowance		\$2000.00
Travel Allowance		As per SAT

These fees are effective from 01/07/16.

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

Title/Subject:	MURCHISON SUB REGION ECONOMIC FORUM	
Agenda/Minute Number:	10.2	
Applicant:		
File Ref:	ADM	
Disclosure of Interest:		
Date of Report:	15 April 2016	
Author:	Roy McClymont Chief Executive Officer	 Signature of Author
Senior Officer:	Roy McClymont Chief Executive Officer	 Signature Senior Officer

Summary/Matter for Consideration:

Council to decide which councillors, if any, will attend the Murchison Economic Forum, along with the CEO.

Attachments:

Email from Rob Madsen CEO Cue 14 April 2016

Email from Gavin Treasure CEO Midwest Development Commission 14 April 2016

Draft Agenda for Murchison Economic Forum

Background:

At the November 2015 meeting of the WALGA Murchison Country Zone, an item on Economic Development in the Murchison was considered, as shown below:

“8.4 Economic Development in the Murchison

Member: Shire of Mount Magnet

Meeting Date: 6 November 2015

Matter for Consideration

To consider and, if thought appropriate, to establish a Murchison Local Government Economic Development Group.

Background

Over the past few years, almost the whole region appears to have suffered some economic decline (and the associated problems of falling incomes, depopulation, loss of services, and reductions in local government own-source revenue).

At the risk of stating the obvious, this situation has nothing going for it and is worthy of our direct attention.

While state and federal development agencies such as the Mid West Development Commission and the Gascoyne-Midwest Committee of Regional Development Australia are doing their best for the region, we think it would be a mistake for us to be too reliant on the other spheres of government as they, quite rightly, are focused on bigger picture things such as the national economy and the state economy, respectively. We need to take some responsibility for doing something about this ourselves.

We may also get more “bang for our buck” if we take a regional approach. We therefore propose to the region the establishment of an Economic Development Group to explore possible strategies for the revitalisation of the sub-region’s economies.

Of course, the Murchison Executive Group (MEG) also has a role to play in relation to economic development and it does discuss economic development issues. But we would like to

see an economic development group with some elected members on it. The limitations of MEG are that:

- The CEOs are usually all recruited from elsewhere, and don't necessarily have an intimate knowledge of local issues or the local/regional economies. We believe that for an economic development discussion we need a greater level of local knowledge such as could be provided by long-serving Councillors who may well have lived all of their lives in the region; and*
- In recent times most of the member local governments have experienced a high turnover of CEOs. Establishing an Economic Development Group with elected members would help bring some stability to the discussion.*

Comment

Although two of the three main pillars of our local and regional economies (i.e. pastoralism and mining) are going through hard times, there are always things that a local government (or a group of local governments working together is even better) can do to improve the situation, or to increase the odds of an improvement.

That is why we would like to propose the formation of this economic development group so that we could collectively devise some regional initiatives to arrest the economic decline that we have all been suffering.

Financial Implications

Modest. What is proposed is that the Group would come together for a day for a discussion of the factors affecting the economic decline, the assets that we have to try to induce economic growth, and strategies that might be further developed to bring in more investment and more people.

Perhaps that would better be conducted as a facilitated discussion, using a suitable specialist in the field of economic revitalisation.

Apart from the facilitator's fee and some catering, the costs would be limited to the costs of attendance, which should be borne by each participating Shire. It is up to each individual Council to determine whether or not such attendance would attract a meeting attendance fee.

RECOMMENDATION

Moved: Jensen Seconded: Morris

That:

- 1. A Murchison Local Government Economic Development Group be established, comprising two Councillors and the Chief Executive Officer from each member local government; and*
- 2. Each member local government be requested to nominate two elected members to participate in the Group.*

Motion LOST

Moved Cr Halleen Seconded Cr Grinham

That this matter requires more research and information and should be referred to the Murchison Executive Group and then a recommendation be put to each Shire before being referred back to this Zone.

Carried

As recommended by the Zone meeting, the matter was considered at the Murchison Executive Group meeting held in Meekatharra on the 21st March, 2016.

In order for MEG to consider the matter Allison Madson provided the meeting with a draft forum agenda inclusive of Regional Blueprint headings, aligned to the regional strategy and an outline of activities that would be required pre- and post-workshop as follows:

Pre-Workshop

The purpose of the workshop is to identify key regional infrastructure projects for the Murchison sub-region for a two to five year period and in a longer term context. In order to assist the achievement of workshop outcomes, workshop participants will be provided with an agenda package two weeks prior to the workshop. The agenda package will contain:

- a draft Murchison Sub-Regional Plan which will be prepared based on work from the Mid West Regional Blueprint, individual local governments and state government publications;*
- a Project Summary List that outlines suggested Murchison Regional Projects beneath the five Mid West Regional Blueprint pillars as the start point for the workshop discussion; and*
- a Project Description Table that provides additional information to support the project Summary List.*

Post-Workshop

- The priority setting process for the Blueprint will occur in two main methods, namely:*
- a quantifiable multi-criteria analysis (MCA) that will be used to assess opportunities for their potential to contribute to achieving the Blueprint's objectives; and*
- development of robust and comprehensive business cases that will be used to raise funding and support for the highest priority projects.*

The following actions came from that discussion, subject to ratification by relevant councils:

- 1. All Shire CEO's agreed to participate in a two day forum on April 26th and 27th along with two council delegates;*
- 2. All Shire CEO's agreed to make an equal financial contribution to this event;*
- 3. CEO's of Cue, Mt Magnet and Yalgoo to identify from the list of Consultants as provided by Jo Burges (and with other CEO's from around the region having input) decide upon and engage a consultant for the two day forum.*
- 4. CEO Cue Rob Madson to advise all parties as to consultant engaged and event details as outlined in draft document presented at this meeting.*
- 5. Rob will also advise once decision is reached if Cue will receive the "part payments" for the event facilitator/consultant from each shire."*

Comment:

In order to address the declining regional population and shrinking regional economy, it is important that the Shires of the Murchison sub region take ownership and collaborate on projects that will deliver a long-term benefit to all.

Consultation:

Murchison Sub Regions CEO's

Statutory Environment:

Local Government Act 1995

s. 1.4 (3) In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

Policy Implications:

Nil

Budget/Financial Implications:

The estimated cost of \$10,000 shared between the seven Shires can be accommodated within the current budget allocations.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation:

That Councillor _____, Councillor _____ and the Chief Executive Officer represent the Shire of Meekatharra at the Murchison Region Economic Development Forum in Cue on the 26th and 27th April, 2016.

Council Resolution:

Moved: Cr HJ Nichols

Seconded: Cr PW Curley

That Councillor NL Trenfield, Councillor PS Clancy and the Chief Executive Officer represent the Shire of Meekatharra at the Murchison Region Economic Development Forum in Cue on the 26th and 27th April, 2016.

CARRIED 5/0

Agenda
Murchison Economic Forum

- | | |
|----------|---|
| 10 am | Introductions – expectations |
| 11 am | Physical Infrastructure <ol style="list-style-type: none"> 1. Discuss potential to contribute to Mid West Blueprint objectives; 2. Discuss project's readiness and appeal to possible funding streams; 3. Discuss risks of project not going ahead. |
| 12.30 pm | Lunch |
| 1 pm | Digital and Communications <ol style="list-style-type: none"> 1. Discuss potential to contribute to Mid West Blueprint objectives; 2. Discuss project's readiness and appeal to possible funding streams; 3. Discuss risks of project not going ahead. |
| 2.30 pm | Economic Development <ol style="list-style-type: none"> 1. Discuss potential to contribute to Mid West Blueprint objectives; 2. Discuss project's readiness and appeal to possible funding streams; 3. Discuss risks of project not going ahead. |
| 4 pm | Wrap up - outcomes |
| 5 pm | Close |
| 8.30 am | Introductions – renewed expectations |
| 9 am | Highly Desirable Communities <ol style="list-style-type: none"> 1. Discuss potential to contribute to Mid West Blueprint objectives; 2. Discuss project's readiness and appeal to possible funding streams; 3. Discuss risks of project not going ahead. |
| 10.30 am | Morning Tea |
| 11 am | Knowledge and Learning <ol style="list-style-type: none"> 1. Discuss potential to contribute to Mid West Blueprint objectives; 2. Discuss project's readiness and appeal to possible funding streams; 3. Discuss risks of project not going ahead. |
| 12.30 pm | Lunch |
| 1 pm | Confirm priorities into High, Medium and Low – assign timeframes |
| 2.30 pm | Wrap up – outcomes and what's next |
| 3 pm | Close |

Roy McClymont

From: Gavin Treasure <Gavin.Treasure@mwdc.wa.gov.au>
Sent: Thursday, 14 April 2016 10:31 AM
To: Rob Madson; Dianne Daniels; Dean Taylor; Michael Huston; Roy McClymont; Silvio Brenzi; Warren Olsen
Cc: Brendin Flanigan; Trish Palmonari; Mike Kendall; almad@westnet.com.au; Neil Condon; Trevor Price; Steve Douglas
Subject: RE: Murchison Economic Forum

Hi Rob,

Many thanks for this information and work progressed. Well done to your able assistant as well (thanks Alison!).

The MWDC is really looking forward to contributing towards this exciting forum. Both Trish & I are both confirmed starters thus far.

In shaping what will hopefully become a strong sub-regional plan for the Murchison, it is important also to understand a few of the key drivers at a State Government level, particularly in R4R land. A good narrative was potentially good enough to obtain funding for a project in the past, not necessarily anymore.

As briefly discussed at the last MEG meeting, it is vitally important that any initiatives going forward for R4R funding is shaped around the following:-

- Clearly defined, well thought through, evidence based, logical strategy (the Mid West Regional Blueprint provides an excellent basis/foundation/starting point)
- Identification of shortlisted high impactful activities/programs/projects that will transform the sub-region
- All shortlisted activities, etc to be ground proofed by use of specialist socio-economic analysis and assessment
- Built in evaluation measures/targets (at the front end) to ensure that these activities can be measured/monitored during delivery/implementation
- A new stage gate process will be implemented that allows initiatives to be 'tested' on the way through i.e. EOI, Concept Brief, Feasibility Study/Business Case, etc (will discuss further at forum)

This information is provided in context of some 'scene setting' for the upcoming forum. I am happy to elaborate more on the day. The 'bar' has definitely been raised. It's up to us now to step up and identify those key 'game changers' that will deliver transformational change across the entire Murchison subregion. Importantly, it's not about potential winners or losers at a local level, very much about the common good at a sub-regional level – where we are ALL winners! ☺

Best Regards,

Gavin

Roy McClymont

From: Rob Madson <ceo@cue.wa.gov.au>
Sent: Thursday, 14 April 2016 8:37 AM
To: Dianne Daniels; Dean Taylor; Michael Huston; Roy McClymont; Silvio Brenzi; Warren Olsen
Cc: Brendin Flanagan; Gavin Treasure (gavin.treasure@mwdc.wa.gov.au); trish.palmonari@mwdc.wa.gov.au; Mike.Kendall@mwdc.wa.gov.au; almad@westnet.com.au
Subject: RE: Murchison Economic Forum
Attachments: Murchison Economic Forum Agenda.docx; Murchison Blueprint Pillars.docx; Project Summary List.docx; Project Summary Table.docx; Project Proposal Form.docx

Good morning all

Yes, Dianne. The forum is still going ahead. Member for North west Central, Vince Catania MLA, has confirmed his attendance, as has the Mid West Development Commission who will be sending representatives. Apologies for the late confirmation.

The format of the forum will be as presented in the draft agenda. The purpose of the forum is to identify key regional infrastructure projects for the Murchison sub-region for a two to five year period and in a longer term context.

In order to assist the achievement of appropriate outcomes, I have attached the following documents which have been prepared specifically for this forum:

- **Murchison Blueprint Pillars** that lists the elements, goals and strategies under each Pillar. This document will assist the group to focus at a sub-regional level.
- **Project Summary List (also provided in alternative table format)** that provides some suggested Murchison Projects beneath the five Blueprint pillars as a starting point for discussion. This list is intended to provide some ideas and guidance in identifying infrastructure projects of significance at sub-regional level. Attendees are encouraged to identify other potential projects prior to the workshop. The presented proposals are not set in concrete and are by no means the full extent of what might be considered a Murchison perspective, however they do follow the format of the Mid West Regional Blueprint. This is considered an important aspect, as it will assist in gaining support from the Mid West Development Commission for identified projects.
- **Project Proposal Form** to seek information from the group to assist with project prioritization. This information will also be required for potential future funding opportunities.

A draft **Murchison Sub-Regional Plan** is being prepared for distribution next week. This will be based on work from the Mid West Regional Blueprint, individual local governments and state government publications.

Hopefully this does not represent too much of a flood of information. I will be arranging catering on the basis of three representatives from each Shire, if this is not the case, please let me know.

Regards

Rob Madson
Chief Executive Officer
Tel: 08 9963 8600
Mob: 0427 080 205



Disclaimer by the Shire of Cue:

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Cr PW Curley left the meeting at 11.35am
Cr PW Curley returned to the meeting at 11.37am

10.3 LETTER TO DEPARTMENT OF CHILD PROTECTION AND FAMILY SERVICES

Title/Subject: LETTER TO DEPARTMENT OF CHILD PROTECTION AND FAMILY SERVICES
Agenda/Minute Number: 10.3

Concerns were raised regarding staffing levels at the local Department of Child Protection and Family Services office in Meekatharra. It is considered that the decentralising of these services is not beneficial for the town.

Moved: Cr HJ Nichols
Seconded: Cr PS Clancy

Council request that the Chief Executive Officer write to the Regional Manager of the Department of Child Protection and Family Services requesting a meeting to be held so that council can express their concerns

CARRIED 5/0

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 CLOSURE OF MEETING

The Shire President Cr NL Trenfield closed the meeting at 11.47am